

New Directions

in Education and Career Training

Continuing
Education

Non-Credit Programs for
Adults and Children



Spring 2004

*Lehman
College*

The City University of New York

For Information:

Call: (718) 960-8512

Fax: (718) 733-3254

Website: www.lehman.cuny.edu

Serving the Community for 25 Years 1978-2003

As we celebrate 25 years of offering Continuing Education Programs to the community, we applaud the thousands of adult learners who made the commitment to further their education at Lehman College . . . those who earned their GED; learned new skills; completed English as a Second Language programs; enrolled in Bridge to College courses to prepare for the CUNY assessment exams; earned a professional license; completed a professional certificate program and all who chose to continue on to earn a college degree.

Entering students seeking new opportunities for employment or who require new skills to retain a job during a period of economic uncertainty should be aware that preparedness is the key to employability. Basic communication skills and computer literacy are essential for any endeavor.

Continuing education adult classes are conveniently scheduled on weekday evenings and weekends to accommodate busy lifestyles. Students may select from a broad range of basic skills courses, twenty professional certificate programs, professional licensure courses and, in addition, a wide array of personal development courses. Educational coordinators are available to students who require counseling.

For the past twenty-two years, Lehman College has welcomed thousands of young children and teenagers to the campus to sample the college environment. The very popular Pre-College for Kids and Pre-College for Teens Programs provide carefully selected courses in academic skills, languages, computers, creative arts and physical fitness. Teachers are highly qualified and the learning experience is exemplary.

The Lehman College Continuing Education Program is committed to providing quality programs that address the educational and professional needs of its diverse population. We will continue to bring you NEW Directions in education and career training.

CONTINUING EDUCATION PROGRAM ADMINISTRATION

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Spring 2004 Calendar

Sat., Jan. 17:	FREE CAREER SEMINARS
Mon., Jan. 19:	Holiday/College Closed
Wed., Jan. 28:	OPEN HOUSE FOR CERTIFICATE PROGRAMS
Sat., Feb. 7-Wed., Feb. 11:	Pre-Semester Computing Workshops
Thurs., Feb. 12:	Holiday/College Closed
Sat., Feb. 14-Thurs., March 11:	Classes for Adults Begin
Mon., Feb. 16:	Holiday/College Closed
Wed., Feb. 18:	No Continuing Education Classes
Sat., Feb. 28:	Pre-College for Kids and Pre-College for Teens Classes Begin
Fri., April 2-Tues., April 13:	Spring Recess (Certain Physical Fitness classes will be held on Friday, April 2 and Saturday, April 3. Please see individual course schedules.)
Sat., May 29-Mon., May 31:	Holiday/No Classes

College Bookstore

TEXTBOOKS AND SCHOOL SUPPLIES

Goulden Avenue • Gate 2 • (718) 295-0800

Regular hours: Mondays-Thursdays, 8:45 a.m.-6:45 p.m.*
Fridays, 8:45 a.m.-3:00 p.m.
Closed Saturdays* and Sundays

***For extended hours and special Saturday schedule during registration, contact the bookstore directly.**

Textbooks can be purchased online at www.lehmanbookstore.com. Follow the prompts. When asked to choose a department, select CEP, the bookstore code for Continuing Education.

Customized Training

If your business is changing or moving in a new direction, we can provide courses to fit the training needs of your company.

We offer customized training and educational programs for business and industry as well as for nonprofit organizations to help deal with technological change and to upgrade staff performance in the changing world of work. Our programs are cost-effective and can be tailored to your needs.

Contracting is easily arranged and your satisfaction is assured.

For a no-obligation consultation, please contact:

Albert Wiener
Business Programs Manager
Lehman College
Office of Continuing Education
250 Bedford Park Boulevard West
Bronx, New York 10468-1589
or call (718) 960-4963

Continuing Education Units

The continuing education unit (CEU) represents a nationally recognized instrument for documenting participation in non-credit programs. A CEU is defined as ten hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing education credits may not be transferred to a degree-bearing program.

The College reserves the right to cancel courses, adjust curricula and hours, close facilities, substitute instructors, change locations, substitute equipment or limit enrollment without notice.

Due to limited availability of some facilities and equipment, certain courses may only be offered on a weeknight, while others may only be offered on Saturday or Sunday.

Professional Certificate Programs

Applying for a Certificate Program

To earn a certificate, students must apply for and be accepted into a program and successfully complete program requirements. **Students must have a high school diploma or GED to be admitted***. To apply, (1) request a Certificate Program Application form by calling (718) 960-8512 (specify program for which you are applying) or visiting our website at <http://www.lehman.cuny.edu/depts/ceforms.html>, (2) submit the application with a 200-word statement indicating your reasons for wishing to be admitted, (3) forward photocopy of high school diploma or GED or official transcripts (highest level of college completed and/or continuing education units), and (4) include a \$25 check or money order (non-refundable) payable to LEHMAN COLLEGE. Send the above items to: Maryann Drago-Dowling, Registrar, Lehman College, Office of Continuing Education, 250 Bedford Park Boulevard West, Bronx, New York 10468-1589.

Those planning to complete a certificate program may enroll in a maximum of two courses without being formally admitted. *Certificate requirements are those in effect at the time a student's application is accepted by the Director of Continuing Education.*

INDIVIDUAL COURSES MAY BE SELECTED BY THOSE NOT PLANNING TO COMPLETE A CERTIFICATE PROGRAM.

All program coordinators are available to provide individual counseling by appointment. Please call (718) 960-8512.

*For *Personal Financial Planning* and *Paralegal Studies Programs*, see Admission Policy on page 9 and page 10.

For *Alcoholism and Substance Abuse Counselor Program*, submit application with a resume by February 18. For *Cancer Registry Management Program*, see page 25.

FREE CAREER SEMINARS

Saturday, January 17, 10-11:30 a.m.

- Small Business Management
- Personal Financial Planning
- Paralegal Studies
- Computing and Information Technology
- Alcoholism and Substance Abuse Counselor
- Child Care

Call (718) 960-8512 for meeting room location

OPEN HOUSE FOR CERTIFICATE PROGRAMS

Wednesday, January 28, 7-9 p.m.

The Open House is for all community members interested in exploring careers in the professional fields listed below. Call (718) 960-8512 for meeting room location and other information.

- Business Bookkeeping and Accountant Assistant
- Small Business Management
- Personal Financial Planning
- Paralegal Studies
- Legal Secretary Studies
- Microcomputer Applications
- Advanced Microcomputer Applications
- Desktop Publishing, Graphics and Web Design
- Microcomputer Technical Support
- Secretarial Studies
- Administrative Assistant
- Health Information Technology: Medical Record Technician; Medical Record Coder; Medical Biller; Medical Office Administrative Assistant; Medical Transcriptionist
- Cancer Registry Management
- Alcoholism and Substance Abuse Counselor
- Child Care
- Real Estate
- Insurance
- Travel and Tourism

Business Bookkeeping and Accountant Assistant

This program incorporates a comprehensive range of instruction that prepares students for employment in two areas: **Business Bookkeeping and Accountant Assistant.**

Students may select individual courses or complete a certificate program.

Certificate Programs

The basic Business Bookkeeping Certificate Program prepares students to be full charge bookkeepers. Students must apply for the program (see page 5), complete three required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course. For the advanced Accountant Assistant Certificate, students must apply for the program (see page 5), complete six required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course. Full charge bookkeepers entering the Accountant Assistant Certificate Program are exempt from CFM 38: *Bookkeeping*. Those individuals who can submit evidence in the form of transcripts or employers' verification of equivalent course(s) or experience are also exempt from CFM 38.

BUSINESS BOOKKEEPING CERTIFICATE PROGRAM

Required Courses

- CFM 38** Bookkeeping
EDP 07 Introduction to Microcomputing
CFM 47 Microsoft Excel

ACCOUNTANT ASSISTANT CERTIFICATE PROGRAM

Completion of the three courses listed above in addition to the following:

- CFM 43** Fundamentals of Accounting
CFM 39 Computer Applications in Accounting Using QuickBooks
CFM 46 Introduction to Individual Taxation

Guarantee yourself a space in the course of your choice by registering early. In order for us to hold a course we must first meet registration minimums. If you don't want to see your course cancelled, don't wait until the day of the class to register.

Bookkeeping

CFM 38/\$305

A hands-on practical approach that provides students with the skills to be full charge bookkeepers. Topics include the books of original entry: cash receipts and disbursements, sales, purchase, payroll, petty cash and the general journal; subsidiary ledgers: accounts receivable, payable, and controls; the general ledger and trial balance. Business taxes (payroll and sales) are also included.
4 CEU **T**

Sec. 1: **Saturdays, Feb. 21-May 15**, 9 a.m.-12 noon, 11 sessions. Sonia Rai, Lehman College staff.

Sec. 2: **Wednesdays, Feb. 25-May 19**, 7-9:45 p.m., 12 sessions. Kenneth G. Williams, manager of general accounting, Columbia University.

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Microsoft Excel

CFM 47/\$305

Learn to create a spreadsheet using Microsoft Excel. Topics covered include building formulas, copying and moving techniques, formatting, and saving and printing files. More advanced topics include building multiple-sheet files, creating graphs and using Excel functions. Enrollment limited: one student per PC. (Prerequisite: EDP 07: *Introduction to Microcomputing* or equivalent course or experience.) 3 CEU **T D**

Saturdays, Feb. 21-May 8, 11:35 a.m.-2:05 p.m., 10 sessions. Instructor: TBA

Fundamentals of Accounting

CFM 43/\$360

Accounting principles and practices leading to the preparation and analysis of financial statements. Topics include accounting for inventories, plant assets, notes receivable and payable, partnership and corporation accounting, and interpretation of financial statements. (Prerequisite: CFM 38 or permission of the program coordinator.) 5 CEU **T**

Saturdays, Feb. 21-June 12, 9-11:50 a.m., 14 sessions. Kenneth G. Williams (see CFM 38, sec. 2 above).

T Textbook to be brought to first class meeting

D 3 1/2 inch HD diskette to be brought to first class meeting

Computer Applications in Accounting Using QuickBooks

CFM 39/\$395

Featuring extensive hands-on experience on PCs, this course emphasizes a realistic approach to automated office procedures: general ledger; accounts receivable; accounts payable and payroll, using QuickBooks. Enrollment limited: one student per PC. (Prerequisites: CFM 38, CFM 43, EDP 07 or equivalent course or experience.) *One 100 MB PC-format ZIP disk to be brought to first class meeting. Cost of materials (\$25) to be paid at first class meeting.* 4.3 CEU

Thursdays, Feb. 26-May 20, 6:30-9:30 p.m., 12 sessions. Irwin Winsten, CPA, president, The Software Consultants.

Introduction to Individual Taxation

CFM 46/\$245

A hands-on approach to preparation of tax returns. Learn how to prepare both federal and state tax returns. Topics include filing requirements, exemptions, income and exclusions, interest and dividends, capital gains and losses, itemized deductions and tax calculations. N.Y. State and City taxes are covered. *Offered spring semesters only.* 3 CEU **T**

Wednesdays, Feb. 25-May 5, 7-9:30 p.m., 10 sessions. Larry Goldsmith, director of payroll, District Attorney's Office, Bronx County.

Recommended Course

Intermediate Microsoft Excel

CFM 48/\$305

This course builds upon CFM 47: *Microsoft Excel* to provide a more in-depth view of spreadsheet design and advanced functions. Topics include: IF statements; macrodesigning; editing and debugging; lookup tables; solving formulas; what-if analysis; linking multiple workbooks; 3-D spreadsheets; pivot tables; customizing Excel and database functions. Enrollment limited: one student per PC. (Prerequisite: CFM 47 or equivalent course or experience.) 3 CEU **T D**

Thursdays, Feb. 26-May 6, 6:30-9 p.m., 10 sessions. Nancy Buckley, Dragonfly Unlimited, Creative Consultants.

T Textbook to be brought to first class meeting

D 3 1/2 inch HD diskette to be brought to first class meeting

Small Business Management

In the present increasingly complex business environment, starting and staying in business have become more challenging than ever. This program is presented in a modular format permitting students to earn a certificate in one semester. The certificate earned upon completion of this program is a valuable asset in maximizing opportunities for obtaining funding or credit.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete four required courses and two elective courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

SBM 75 How to Get Started

SBM 76 Financing the Business

SBM 79 Accounting for the Small Business

SBM 83 Marketing/Advertising

Elective Courses

SBM 84 Purchasing

SBM 81 Import/Export Trading

EDP 07 Introduction to Microcomputing

How to Get Started

SBM 75/\$120

This introductory course in small business management surveys the various aspects of starting a business. Topics include: what it takes to succeed; legal aspects of the organization; leasing of premises; insurance needs and more. 1.5 CEU

Tuesdays, Feb. 24-March 23, 7-9:30 p.m., 5 sessions. Instructor: TBA

Financing the Business

SBM 76/\$120

An in-depth approach to financing the business: necessary start-up capital; bank financing; factoring; availability of government assistance; and the business plan. 1.5 CEU

Mondays, Feb. 23-March 22, 7-9:30 p.m., 5 sessions. Edward Armas, finance manager.

FREE CAREER SEMINAR Small Business Management

**Saturday, January 17
10-11:30 a.m.**

**For information
call (718) 960-8512**

(Continued on next page)

Accounting for the Small Business

SBM 79/\$120

To be successful, the entrepreneur must understand the financial aspects of a business. This course covers record keeping, business and payroll taxes, and an explanation of the financial statements. 1.5 CEU

Wednesdays, April 21-May 19, 7-9:30 p.m., 5 sessions. Saul Lieman, CPA.

Marketing/Advertising

SBM 83/\$145

For a business to succeed, the entrepreneur must have the “know-how” to market a product or service. This course emphasizes the following subjects in a very practical manner: packaging; pricing; targeting the market on which to concentrate; the various forms of advertising; and promotion and distribution. 1.8 CEU

Tuesdays, April 20-May 25, 7-9:30 p.m., 6 sessions. Vincent De Martis, manager of purchasing, binding operations and shipping, H. W. Wilson.

Purchasing

SBM 84/\$120

This course covers fundamental concepts of purchasing in today’s economy. Topics include: the steps in the purchasing cycle from start to finish; vendor identification and selection; development of specifications; quality concepts; pricing considerations; negotiations; and ethics in purchasing. 1.5 CEU

Wednesdays, Feb. 25-March 24, 7-9:30 p.m., 5 sessions. Vincent De Martis (see above).

Import/Export Trading

SBM 81/\$120

This introductory course acquaints students with the processes of setting up and running an import/export business. The “language,” the terms and procedures involved in international trade are covered. Risks, financing, transportation, cautions, marketing and other practical advice are discussed. At the conclusion of the course, students will have acquired the basic knowledge to begin a successful import/export business. 1.5 CEU

Mondays, April 19-May 17, 7-9:30 p.m., 5 sessions. Catherine Doheny, international trade specialist.

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Recommended Courses

Touring the Internet

PCW 15/\$50 (see page 14)

Microsoft Excel

CFM 47/\$305 (see page 6)

Personal Financial Planning

A Program Registered with Certified Financial Planner Board of Standards, Inc.


The Certificate Program in Personal Financial Planning presents techniques to formulate and execute comprehensive financial plans that assist clients in accumulating, conserving and transferring personal wealth. This 219-hour program consists of the following six courses:

- **Introduction to Financial Planning**
- **Risk Management**
- **Investments**
- **Tax Planning and Management**
- **Retirement Planning and Employee Benefits**
- **Estate Planning**

The program is especially recommended for persons in the following fields: retirement planning; accounting; law; banking; financial planning; pension planning; insurance brokerage or sales; real estate brokerage or sales; mutual fund sales; securities brokerage or sales.

Earn both the Personal Financial Planning Certificate and fulfill the education requirement for CFP® certification.

To earn the Lehman College Personal Financial Planning Certificate, students must complete the six courses listed above with a grade of “C” or better and attend a minimum of 80 percent of classroom instruction for each course. A maximum of two courses may be taken each semester. The program curriculum must be completed in four years.

Lehman College does not certify individuals to use the CFP®, CERTIFIED FINANCIAL PLANNER™, and  certification marks. CFP certification is granted only by Certified Financial Planner Board of Standards, Inc. to those persons who, in addition to completing an educational requirement such as this CFP Board-Registered Program, have met its ethics, experience and examination requirements.

Admission Policy

Applicants must have completed a minimum of 60 college credits prior to admission. Functional knowledge of financial analysis techniques and a basic understanding of economics are necessary background. To apply for this program, applicants must submit (1) a completed application form, (2) a non-refundable \$25 application fee (check or money order) payable to Lehman College, and (3) an official college transcript. Send to:

Financial Planning Program
Lehman College
Office of Continuing Education
Carman Hall, Room 129
250 Bedford Park Boulevard West
Bronx, New York 10468-1589

Individual courses are open to those not enrolled in the program if space is available. A minimum of 60 college credits and relevant experience is recommended.

Introduction to Financial Planning

PFP 60/\$415

Introduction to the principles and analytic techniques of personal financial management. Topics include overview of the economic environment, time value of money concepts, CFP Board's Code of Ethics and Professional Responsibility, regulatory environment, communication skills, and the financial planning process. Participants learn how to gather, process and analyze client information, and to provide a written plan with recommendations as to risk management, investments, tax strategies, retirement planning and estate planning. *For certificate program enrollees, this course is a prerequisite to all other courses.* 4.7 CEU

Thursdays, Feb. 26-May 27, 6:30-9:30 p.m., 13 sessions. Harry Singh, CFP®.

Risk Management

PFP 61/\$395

Survey of risk management, primarily in the areas of life, health, casualty and liability insurance. Includes analysis of risk exposure, evaluation techniques for various insurance plans, and contract selection criteria from a cost-benefit standpoint. The candidate is introduced to the basic insurance contract and practical insurance checklists and to the principles of taxation as related to insurance premiums and benefits. The role of insurance in retirement and estate planning is also discussed. 4.5 CEU

Mondays, Feb. 23-June 14, 7-9:35 p.m., 14 sessions. Peter Heisler, CFP®.

Retirement Planning and Employee Benefits

PFP 64/\$395

The subject matter covers the fundamentals of retirement planning and employee benefit plans and focuses on qualified plan coverage and eligibility requirements; suitability of an investment portfolio for a qualified plan and the integration of the plan with Social Security. The basic characteristics of specific employee benefits and the income tax impact to both employer and employee are discussed. In addition there will be a recommendation of a specific plan for a particular client situation. 4.5 CEU

Saturdays, Feb. 21-May 22, 9 a.m.-12 noon, 12 sessions. Donald Klein, Esq. and Jose Guevara-Escudero, Ph.D., CFP®, president, Interamerican Economic Services.

Estate Planning

PFP 65/\$395

Study of various components of the estate planning process as they relate to the broader context of financial planning. Topics include the principles of the estate and gift taxation, trusts, property ownership, marital and charitable considerations, intrafamily transfers and postmortem planning. Emphasis is on the planning process, from data collection to recommendations of estate planning techniques. 4.5 CEU

Wednesdays, Feb. 25-June 2, 7-9:35 p.m., 14 sessions. Peter Heisler, CFP®.

Comprehensive Review for the CFP® Certification Examination

PFPR 70/\$515

(texts not included)

This course is designed to prepare candidates for the ten-hour CFP® Certification Examination. The review covers the material from CFP Board's 101 topics list.

The review lectures are held on three consecutive weekends that will be completed 10 days prior to the exam.

Registrations are due prior to February 10, 2004.

Cost of texts: \$375

Saturdays and Sundays, Feb. 21-March 7, 9 a.m.-6 p.m.

FREE CAREER SEMINAR Personal Financial Planning

**Saturday, January 17
10-11:30 a.m.**

**For information
call (718) 960-8512**

Paralegal Studies

A Program Approved by the American Bar Association

A paralegal is a highly trained lawyer's assistant and a valued member of the legal team. Although paralegals may not practice law independently, they are qualified to work in nearly every area of the legal profession under the supervision and direction of an attorney.

The Certificate Program

The Lehman College Certificate Program in Paralegal Studies is structured to ensure that each student receives the finest training to enter this well-paid profession.

Admission Policy

To apply for the Certificate Program you must submit:

- a completed Paralegal Studies Program Application form*;
- official college transcript(s) indicating a minimum of 30 college credits of which 18 credits must be liberal arts courses in at least 3 different disciplines such as social sciences, natural sciences, mathematics, humanities, foreign language and English; and
- a nonrefundable \$25 application fee.

These items should be sent to:

Paralegal Studies Program
Lehman College
Office of Continuing Education
250 Bedford Park Boulevard West
Bronx, New York 10468-1589
Att.: Maryann Drago-Dowling

*For an application, please write to the address above or call (718) 960-8512.

Students may enroll in up to two courses with special permission from the program administrator without being admitted to the certificate program. However, additional courses completed after the first two are counted toward fulfilling certificate requirements only if the student applies and is admitted to the program.

Certificate of Completion

To earn a Certificate of Completion students must complete twelve legal specialty courses (eleven required and one elective) satisfactorily; attend a minimum of 80 percent of all classroom instruction; receive a grade of "C" or better in each course (Students receiving less than a "C" in a course may not register for additional courses until they repeat the course and earn a grade of "C" or better.); maintain an overall grade average of "B"; and submit evidence of having satisfactorily completed 45 credits of general education at an accredited college or other accredited institution for post-secondary education to fulfill the general education criteria of the American Bar Association.



Certificate requirements are those in effect at the time a student's application is accepted by the Director of Continuing Education.

Required Courses

- PLS 80** The Role of the Legal Assistant
PLS 81 Legal Research
PLS 82 Civil Practice and Litigation
PLS 83 Criminal Law
PLS 84X Family Law
PLS 84Y Trusts and Estates
PLS 85 Business Law for Legal Assistants
PLS 86 Real Estate Law
PLS 87 Legal Writing
PLS 88 Legal Drafting
PLS 90 Law Office Management

Electives

- PLS 91** Bankruptcy Law
PLS 92 Advanced Real Estate Law
PLS 93 Employee Benefits (ERISA)
PLS 94 Advanced Trusts and Estates
PLS 95 Immigration Law
PLS 96 Issues in Health Care Law
PLS 99 Microcomputer Applications in the Law Office

The Faculty

The members of our paralegal faculty are practicing legal assistants, experienced attorneys and distinguished judges teaching in their areas of specialization.

Tuition and Fees

Courses are individually priced and students pay tuition only for courses taken in a given semester. Total tuition for the program including an internship is \$3,865. A registration fee of \$17 is charged once each semester. Total payment (tuition and registration fee) is due prior to the first day of class.

Prior to registering, all entering Paralegal Studies students are required to consult Mrs. Chelsea Campbell, Paralegal Studies Program Administrator, for advisement. Call (718) 960-8512 for an appointment. It is strongly recommended that this be done well in advance of the beginning of the semester.

**FREE CAREER SEMINAR
Paralegal Studies
Saturday, January 17
10-11:30 a.m.
For information
call (718) 960-8512**

Paralegal Internship

PLS 98/\$225

A limited number of paralegal internships are available to provide students with on-the-job experience in a legal setting. Interns are required to work at least one business day per week for a minimum of five months (168 hours), and they must report periodically to the Paralegal Studies Program administrator. Grading is Pass/Fail and depends upon a satisfactory evaluation from the employer. The internship program is open only to students who have successfully completed all required courses or to program graduates. To apply for an internship, students must submit a current resume, letters of recommendation from two paralegal instructors and a memorandum of law as a writing sample. In addition, all prospective interns must be interviewed by the administrator before registering. To schedule an interview call (718) 960-8512.

Saturday Courses

Legal Research

PLS 81/\$350

This course develops the research skills that are a necessary component of a paralegal's education and training. Emphasis is placed on the practical experience in the use of a law library including federal, state, and city statutes; case reporters; digests; law review articles; treatises; encyclopedias; legislative and administrative materials; preparation of memoranda of laws and accurate citations. Westlaw, Lexis and other online research resources are also included. (Prerequisites or corequisites: PLS 80, 82.) 40 hours, 4 CEU

Note: Students are required to demonstrate proficiency in writing prior to registering for this course. An on-site writing sample will be evaluated. If it is determined that there is a deficiency, an appropriate course will be recommended.

Saturdays, Feb. 14-March 27, 9 a.m.-12 noon and 1-3:40 p.m., 7 sessions.

Ben R. Barbato, Esq., Law Office of Ben R. Barbato, Esq.

Legal Writing

PLS 87/\$350

The goal of this course is to equip students with the ability to write effectively after research to convey persuasive legal concepts. Instruction will focus on the development of the writing skills necessary to prepare legal memoranda, office and appellate briefs and other legal documents which constitute an important part of the work of a practicing paralegal. (Prerequisites or corequisites: PLS 80, 81, 82.) 40 hours, 4 CEU

Saturdays, April 17-June 5, 9 a.m.-12 noon and 1-3:40 p.m., 7 sessions. Ben R. Barbato, Esq. (see above).

Family Law

PLS 84X/\$270

Students are introduced to the legal issues in marriage, divorce, separation, adoption, support, custody and non-marital families. Included are historical overviews designed to provide a meaningful understanding of family law as it is today. (Prerequisites: PLS 80, 81, 82, 87.) 30 hours, 3 CEU

Saturdays, Feb. 14-March 20, 9 a.m.-12 noon and 1-3 p.m., 6 sessions. Diego M. Santiago, Esq., senior court attorney, Bronx Family Court.

Trusts and Estates

PLS 84Y/\$270

This course provides an overview of the fundamentals of estate planning, the administration of trusts and sources of personal and real property. The laws of succession, trusts, wills, estate administration and estate taxation are covered. (Prerequisites: PLS 80, 81, 82, 84X, 87.) 30 hours, 3 CEU

Saturdays, April 17-May 22, 9 a.m.-12 noon and 1-3 p.m., 6 sessions. Marston C. D. Gibson, Esq., special referee, Supreme Court, Nassau County.

Law Office Management

PLS 90/\$270

Law office management has emerged as a new profession to handle the increasingly complex needs of the law firm. Topics include managing legal and support staff, hiring and scheduling personnel, organizing the law office, client and public relations, and problem solving. (Prerequisites: PLS 80, 81, 82, 83, 84X, 84Y, 85, 86, 87.) 30 hours, 3 CEU

Saturdays, Feb. 14-March 20, 9 a.m.-12 noon and 1-3 p.m., 6 sessions. Robert J. Seminara, Esq., Law Office of Robert J. Seminara, Esq.

Elective

Bankruptcy Law

PLS 91/\$270

Bankruptcy law is an up-and-coming area for paralegals. Under proper legal supervision, paralegals can effectively perform various tasks for clients within the bankruptcy system. This course describes the role of the paralegal in the bankruptcy system, giving the student significant exposure to statutory materials and experience in organizing and preparing the documents needed for practice in the area of bankruptcy law. (Prerequisites: PLS 80, 81, 82, 83, 84X, 84Y, 85, 86, 87, 90.) 30 hours, 3 CEU

Saturdays, April 17-May 22, 9 a.m.-12 noon and 1-3 p.m., 6 sessions. Jeffrey W. Narmore, Esq., law clerk to Hon. Cecelia G. Morris, U.S. Bankruptcy Court, Southern District.

(Continued on next page)

Evening Courses

The Role of the Legal Assistant

PLS 80/\$270

This course presents a general introduction to the role of the working legal assistant. It includes a survey of the major areas of specialization within the paralegal field (litigation, trusts and estates, real estate and corporations) with emphasis on the type of work required for each specialization and the ethical obligations of the paralegal. (*This course is a prerequisite or corequisite for all courses in the Paralegal Program.*) 30 hours, 3 CEU

Tuesdays and Thursdays, Feb. 17-April 1 (no classes Feb. 24, 26), 7-9:30 p.m., 12 sessions. Chelsea Campbell, J.D.

Real Estate Law

PLS 86/\$270

This comprehensive course details the study of types of ownership, conveyances, liens, easements, cooperatives, condominiums, shopping centers and condemnations. Included is the extensive analysis of deeds, mortgages, sale contracts, closing memoranda, leases, landlord-tenant relations, rent control and real estate financing. (Prerequisites: PLS 80, 81, 82, 87.) 30 hours, 3 CEU

Tuesdays and Thursdays, Feb. 17-March 25, 7-9:30 p.m., 12 sessions. Judge Howard Sherman, chief judge, Housing Court, Bronx County.

Civil Practice and Litigation

PLS 82/\$350

A course emphasizing the basis of most paralegals' careers including causes of action, choice of law, statutes of limitation, jurisdiction and venue, rules of civil procedure, service and filing of papers, preparation for trial, calendar watch, strategy, settlement discussions, trial practice, appeals, arbitration, analysis of summonses, complaints, subpoenas, injunctions, etc. (Prerequisites or corequisites: PLS 80, 81, 87.) 40 hours, 4 CEU

Tuesdays and Thursdays, April 15-June 3, 7-9:40 p.m., 15 sessions. Ben R. Barbato, Esq., Law Office of Ben R. Barbato, Esq.

Criminal Law

PLS 83/\$270

Topics covered in this course include principles of criminal law and practice, procedure in criminal courts, operations of a law office specializing in the criminal defense of persons accused of crime, and analysis of forms used in criminal court practice. Also included is a visit to the Bronx Criminal Court to watch the arraignment process and hear presentations by prosecutors, defense attorneys, and other court personnel. (Prerequisites: PLS 80, 81, 82, 87.) 30 hours, 3 CEU

Tuesdays and Thursdays, Feb. 17-March 25, 7-9:30 p.m., 12 sessions. Robert J. Retta, Esq., partner, DiFiore, Retta and McDermott, Yonkers, N.Y.

Business Law for Legal Assistants

PLS 85/\$350

Designed to teach legal assistants the basics of business law, this course covers the essentials of contracts, business organizations and negotiable instrument sales. (Prerequisites: PLS 80, 81, 82, 87.) 40 hours, 4 CEU

Tuesdays and Thursdays, April 15-June 3, 7-9:40 p.m., 15 sessions. Diego M. Santiago, Esq., senior court attorney, Bronx Family Court.

Legal Drafting

PLS 88/\$350

Persuasive writing is the cornerstone to the legal profession. This course concentrates on the drafting of legal documents. The student writes and reviews documents relating to a specific area of the law. The course is taught by the full faculty with each instructor teaching in his or her specialty. Documents to be drafted include the following: Contracts, Separation Agreements, Wills, Trusts, Purchase and Sale Agreements, Summonses and Complaints and other pleadings. (Prerequisites: PLS 80, 81, 82, 83, 84X, 84Y, 85, 86, 87, 90. Prerequisite or corequisite: one elective.) 40 hours, 4 CEU

Tuesdays and Thursdays, April 15-June 3, 7-9:40 p.m., 15 sessions. Paralegal Studies Program faculty.

PARALEGAL STUDENTS

Fulfill the 45-credit ABA requirement for the Certificate of Completion at Lehman College. For information, call the Adult Degree Program (ADP) at (718) 960-8666.

Notary Public Exam Preparation (NTP 10) is highly recommended for all paralegal students. See page 31.

Legal Secretary Studies

Experienced secretaries — acquire the technical skills and knowledge to climb the career ladder and qualify for a well-paid secretarial specialty. Legal secretaries are employed by law firms, the judicial system and the legal departments of many organizations.

To earn the Legal Secretary Studies Certificate, students must apply for the program (see page 5), complete three required courses with a grade of “C” or better and attend at least 80 percent of classroom instruction for each course. **Prerequisites: Ability to word process at a minimum speed of 60 words per minute and have 2 years secretarial experience.**

Required Courses

- LES 52** Fundamentals of the Law for Legal Secretaries
LES 63 Computer Applications and Machine Transcription for Legal Secretaries
PLS 90 Law Office Management

Fundamentals of the Law for Legal Secretaries

LES 52/\$235

A working knowledge of the functions of the legal secretary is provided in this course. Topics include the role of the legal secretary as part of the legal team, legal terminology, ethics, the courts and administrative agencies. Substantive and procedural law in the areas of real estate, wills, trusts and estates and real property are also included. *Offered fall and spring semesters.* 3 CEU

Wednesdays, March 3-May 26, 7:30-9:35 p.m., 12 sessions. Chelsea Campbell, J.D.

All students enrolling in Legal Secretary Studies courses are required to make an appointment for advisement with Mrs. Chelsea Campbell, program coordinator, prior to registration. Call (718) 960-8512 for an appointment.

Computer Applications and Machine Transcription for Legal Secretaries

LES 63/\$385

This course provides the knowledge and skills necessary to prepare for employment as a legal secretary. Students are instructed in the preparation of litigation and non-litigation documents including summonses and complaints and discovery documents. In addition, the operation of the transcription machine is taught while transcribing these legal documents and correspondence from tapes.

(Prerequisites: Ability to word process at a minimum speed of 60 words per minute *and* at least 2 years secretarial experience.) Microsoft Word is utilized in the course. **A 3 1/2 inch HD diskette and textbook to be brought to first class meeting.** *Offered fall and spring semesters.* 4 CEU

Saturdays, Feb. 21-May 22, 8:45-11:30 a.m., 12 sessions. Yvette Lanausse, Lehman College faculty.

Law Office Management

PLS 90/\$270 (see page 11)

Offered on Saturdays in the spring semester, weekday evenings in the fall semester.

Students in the Legal Secretary Studies Certificate Program must consult with Mrs. Chelsea Campbell prior to registering.

Recommended Course

NEW! Legal Secretary Internship

LES 65/\$150

A limited number of legal secretary internships are available to provide students with practical experience in a legal setting. Interns are expected to be available to work at least one business day per week for a minimum of five months or a minimum of 150 hours.

They must report every two weeks to the program coordinator. Grading is Pass/Fail and depends upon a satisfactory evaluation from the supervisor at the internship site. The internship is open only to students who have successfully completed the program, and is recommended for all students who have no prior legal experience. To apply for an internship, students must submit a current resume and a recommendation from one of their instructors. All prospective interns must be interviewed by the coordinator before registering. To schedule an interview, call (718) 960-8512.

Notary Public Exam Preparation (NTP 10) is highly recommended for all Legal Secretary Studies students. See page 31.

Pre-Semester Computing Workshops



The pre-semester computing workshops are conveniently scheduled prior to the start of the semester's full-length courses.

NEW! Basic Computer Skills

PCW 22/\$95
(includes registration fee)

This hands-on workshop is for those who have little or no experience in using a personal computer. Topics include an overview of Microsoft Windows; use of mouse and keyboard; the desktop, icons, menus, toolbars and other elements of the Windows interface; running programs such as WordPad; editing, printing and saving simple documents. Enrollment limited: one student per computer. **D**

Saturday, Feb. 7, 9:30 a.m.-4 p.m.
(includes 1/2 hour lunch break), 1 session.
Oliver Yang, microcomputer trainer.

Touring the Internet

PCW 15/\$50 (includes registration fee)
Take a tour on the Internet—the network of computers that brings together people from all over the world to share ideas, information and services. Learn to use the Internet to access information on subjects ranging from the arts to sports to finance and to search library catalogs and obtain free computer software. Enrollment limited: one student per computer. (Prerequisite: proficiency with Windows.) **D**

Tuesday, Feb. 10, 6:30-9:30 p.m.
1 session. Dominic Esposito, BEA-GEAR UP webmaster.

NEW! Managing a Home Computer System

PCW 24/\$95 (includes registration fee)
Topics discussed from the perspective of the home computer user with a Windows system include: sharing a computer system; protecting the system from viruses and other intrusions; firewalls and other security solutions; configuration of web browsers and safe web-browsing; applying patches and updates; basic maintenance such as backups and defragmentation and setting up a home network. The class includes demonstrations, lectures and discussion. It is not a hands-on class. (Prerequisite: PCW 22: *Basic Computer Skills* or equivalent course or experience.)

Monday and Wednesday, Feb. 9 and 11, 6:15-9:15 p.m., 2 sessions. Alison Gran, technical support specialist.

D 3 1/2 inch HD diskette to be brought to class

Computing and Information Technology

- **Microcomputer Applications**
- **Advanced Microcomputer Applications**
- **Desktop Publishing, Graphics and Web Design**
- **Microcomputer Technical Support**

The computing and information technology courses and certificate programs are for individuals new to computers and for experienced users interested in learning more about microcomputer operating systems, applications, desktop publishing, graphics and web design.

Students may select individual courses or complete a certificate program.

UPDATE Microcomputer Applications

Students must apply for the program (see page 5), complete four required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

- EDP 07** Introduction to Microcomputing
- EDP 26** Database Design and Management Using Microsoft Access
- CFM 47** Microsoft Excel
- CBS 78** Word Processing with Microsoft Word

UPDATE Introduction to Microcomputing

EDP 07/\$245

This course, for those who have basic computing skills, covers essential computer concepts, the software and hardware components of microcomputers and the efficient use of Microsoft Windows. Topics include the Windows Graphical User Interface (GUI); file management; multimedia and other file types; customizing Windows and understanding hardware configurations. Also included are brief introductions to popular application software and to the Internet. (Prerequisite: PCW 22: *Basic Computer Skills* or equivalent course or experience.) 2.4 CEU **T D**

Sec. 1: **Saturdays, Feb. 28-May 1, 9-11:30 a.m.**, 8 sessions. Adrienne Whaley, microcomputer specialist.

Sec. 2: **Mondays, March 1-May 3, 6:30-9 p.m.**, 8 sessions. Joseph DiMiceli, the College of Westchester faculty.

Database Design and Management Using Microsoft Access

EDP 26/\$305

Students are introduced to the theory and practice of information management through hands-on experience with Microsoft Access. Topics include: database definitions and concepts; Access fundamentals; and creating tables, forms, queries and reports. (Prerequisite: EDP 07 or equivalent course or experience.) 3 CEU T D

Mondays, Feb. 23-May 10, 6:30-9 p.m., 10 sessions. Nancy Buckley, Dragonfly Unlimited, Creative Consultants.

Microsoft Excel

CFM 47/\$305

Learn to create a spreadsheet using Microsoft Excel. Topics covered include building formulas, copying and moving techniques, formatting, and saving and printing files. More advanced topics include building multiple-sheet files, creating graphs and using Excel functions. (Prerequisite: EDP 07: *Introduction to Microcomputing* or equivalent course or experience.) 3 CEU T D

Saturdays, Feb. 21-May 8, 11:35 a.m.-2:05 p.m., 10 sessions. Instructor: TBA

Word Processing with Microsoft Word

CBS 78/\$305

This course in Microsoft Word emphasizes editing commands and formatting features while introducing the Windows environment. Students learn to create, edit, format and print single- and multiple-page documents. Other topics include mail merge, tables, columns, inserting graphics, and basic macros. (Prerequisite: basic keyboarding [typing] skills.) 3 CEU T D

Saturdays, Feb 21-May 8, 9-11:30 a.m., 10 sessions. Mary Jane Torres, Cardinal Spellman High School faculty.

T Textbook to be brought to first class meeting

D 3 1/2 inch HD diskette to be brought to first class meeting

NEW! Advanced Microcomputer Applications

Students must apply for the program (see page 5), complete seven required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

EDP 07 Introduction to Microcomputing
EDP 26 Database Design and Management Using Microsoft Access

CFM 47 Microsoft Excel

CBS 78 Word Processing with Microsoft Word

EDP 19 Microsoft PowerPoint

EDP 36 Microsoft Outlook

EDP 39 Advanced Database Management Using Microsoft Access

{ or

CFM 48 Intermediate Microsoft Excel

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Database Design and Management Using Microsoft Access

EDP 26/\$305

(see this page)

Microsoft Excel

CFM 47/\$305 (see this page)

Word Processing with Microsoft Word

CBS 78/\$305 (see this page)

Microsoft PowerPoint

EDP 19/\$305

(To be offered in fall 2004)

NEW! Microsoft Outlook

EDP 36/\$150

Learn to make efficient use of one of the most popular e-mail and information management software packages in use today. Topics include creating, sending, receiving and organizing e-mail; managing contacts, address books, schedules and tasks; filtering; customizing the way Outlook works; protecting your information and integrating Outlook with other Microsoft Office applications such as Excel and Access. (Prerequisite: EDP 07 or equivalent course or experience.)

1.3 CEU T D

Tuesdays, April 20-May 18, 6:30-9 p.m., 5 sessions. Instructor: TBA

FREE CAREER SEMINAR
Computing and Information
Technology
Saturday, January 17
10-11:30 a.m.
For information
call (718) 960-8512

(Continued on next page)

Advanced Database Management Using Microsoft Access

EDP 39/\$305

(To be offered in fall 2004)

Intermediate Microsoft Excel

CFM 48/\$305

This course builds upon CFM 47: *Microsoft Excel* to provide a more in-depth view of spreadsheet design and advanced functions. Topics include: IF statements; macrodesigning; editing and debugging; lookup tables; solving formulas; what-if analysis; linking multiple workbooks; 3-D spreadsheets; pivot tables; customizing Excel and database functions. (Prerequisite: CFM 47 or equivalent course or experience.) 3 CEU **T D**

Thursdays, Feb. 26-May 6, 6:30-9 p.m., 10 sessions. Nancy Buckley, Dragonfly Unlimited, Creative Consultants.

Desktop Publishing, Graphics and Web Design

Students must apply for the program (see page 5), complete five required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

EDP 07 Introduction to Microcomputing

EDP 56 Computer Graphics Using Photoshop

EDP 64 Adobe Illustrator

EDP 115 Publishing on the World Wide Web

EDP 67 QuarkXPress

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Computer Graphics Using Photoshop

EDP 56/\$245

(To be offered in summer 2004)

Adobe Illustrator

EDP 64/\$245

Adobe Illustrator is the industry-standard object-oriented graphics application used to create drawings, logos, typographic designs, charts, maps, artwork and other materials for print and electronic publication. Topics include Illustrator tools for creating, selecting, copying, transforming, and reshaping drawings and other vector graphics; layers, masks and filters; working with type; and the management of output. (Prerequisite: EDP 07 or equivalent course or experience.) 2.4 CEU **T D**

Wednesdays, Feb. 25-April 21, 6:30-9 p.m., 8 sessions. Instructor: TBA

MICROSOFT OFFICE PROFESSIONAL COURSES

CBS 78 *Word Processing with Microsoft Word* (see page 15)

CFM 47 *Microsoft Excel* (see page 15)

CFM 48 *Intermediate Microsoft Excel* (see this page)

EDP 19 *Microsoft PowerPoint* (To be offered in fall 2004)

EDP 26 *Database Design and Management Using Microsoft Access* (see page 15)

EDP 39 *Advanced Database Management Using Microsoft Access* (To be offered in fall 2004)

Microcomputer Systems and Programming Certificate Program

New students are no longer being accepted into this program. Continuing students should contact the Office of Continuing Education at (718) 960-8512 to plan completion of their certificates.

T Textbook to be brought to first class meeting

D 3 1/2 inch HD diskette to be brought to first class meeting

Publishing on the World Wide Web

EDP 115/\$245

Students are introduced to HTML (HyperText Markup Language), the language used to create documents or "pages" for publication on the World Wide Web. Students learn to design and format documents; embed links to other resources; and use lists, tables, forms and frames. How to incorporate and manage graphic content created in other programs such as Photoshop and obtained from input devices such as scanners is covered. Emphasis is placed on creating effective, informative and aesthetically-pleasing Web content. (Prerequisites: EDP 07 or equivalent course or experience and familiarity with the Internet.)
2.4 CEU **T D**

Saturdays, Feb. 21-April 24, 9-11:30 a.m.,
8 sessions. Livia Nieves, Web graphic designer and developer.

QuarkXPress

EDP 67/\$245

(To be offered in fall 2004)

- T** Textbook to be brought to first class meeting
- D** 3 1/2 inch HD diskette to be brought to first class meeting

Microcomputer Technical Support

Students must apply for the program (see page 5), complete four required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

- EDP 07** Introduction to Microcomputing
- EDP 09** Microcomputer Operating Systems
- EDP 10** Advanced Microcomputer Operating Systems
- EDP 59** Microcomputer Hardware and Repair

Recommended Course

- EDP 42** Introduction to Computer Networks

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Microcomputer Operating Systems

EDP 09/\$305

In this course, students are introduced to the architecture, concepts and commands of microcomputer operating systems including Microsoft Disk Operating System (DOS) and Microsoft Windows. Students perform tasks such as managing files, directories and disks. They are also introduced to basic components of a microcomputer including the CPU, random access memory and disk storage and, in addition, learn to use the operating system to make efficient and effective use of the hardware. Enrollment limited: two students per computer. (Prerequisite: EDP 07 or equivalent course or experience.) 3 CEU **T D**

Saturdays, Feb. 21-May 8, 9-11:30 a.m.,
10 sessions. Instructor: TBA

Advanced Microcomputer Operating Systems

EDP 10/\$305

(To be offered in summer 2004)

NOTICE

Under certain circumstances, course substitutions may be made with the permission of the program coordinator.

Students requesting to waive a course must complete a *Waiver of Course* form available in the Office of Continuing Education or from our website:
<http://www.lehman.cuny.edu/depts/ceforms.html>.

For additional information on the Computing and Information Technology programs, send electronic mail to:

compinfo@alpha.lehman.cuny.edu
or refer to our World Wide Web site:
<http://www.lehman.cuny.edu/programs/continuing.html>

All computer courses have enrollment limited to one student per computer unless otherwise indicated.

(Continued on next page)

Microcomputer Hardware and Repair

EDP 59/\$445

This course is designed to prepare students to support personal computer hardware. Topics include the identification, installation, configuration and upgrading of microcomputer components including power supplies; system boards; CPUs; input/output (I/O) devices such as keyboards and video; ports and expansion slots; memory; storage devices such as floppy drives, hard drives and CDs; multimedia devices; and network hardware. Safety, preventive maintenance, and diagnostic and troubleshooting techniques used by entry-level PC technicians are covered. Enrollment limited: two students per computer. (Prerequisites: EDP 09 or equivalent course or experience. EDP 10 is highly recommended.) *PC tool kit, available in the Lehman College Bookstore, to be brought to first class meeting.* 4.2 CEU
T D

Thursdays, Feb. 26-May 20, 6:15-9:10 p.m., 12 sessions. Junior Abad, systems administrator, Lehman College.

Recommended Course

Introduction to Computer Networks

EDP 42/\$305

(To be offered in fall 2004)

- T** Textbook to be brought to first class meeting
D 3 1/2 inch HD diskette to be brought to first class meeting

Information Technology Professionals' Series

Introduction to SQL and the Client/Server Environment Using Oracle Database Server

EDP 500/\$370

Students are introduced to the industry-standard Structured Query Language (SQL) and its use as a data access and manipulation language for relational databases, specifically, the Oracle database system. Students become familiar with the concepts by developing statements to access data in the sample Oracle database. The other component of the course is an introduction to client/server systems. The focus is on the database server (RDBMS) to show how it is used by developers to create efficient applications on the client side. (Prerequisite: EDP 26 or equivalent course or experience.) 3.6 CEU

Wednesdays, Feb. 25-May 5, 6:30-9:30 p.m., 10 sessions. Joseph Medved, database administrator.

Relational Database Analysis and Design

EDP 502/\$370

The course provides a comprehensive foundation for designing, building and working with relational databases. The course includes an overview of relational database fundamentals; all aspects of the design of relational databases such as developing a logical data model, mapping the data model to a relational model, developing conceptual schema and data normalization. The course also covers elements of physical database design such as grouping and assigning tables to files, indexing for performance and integrity. Database access and security are discussed. (Prerequisite: EDP 26 or equivalent course or experience.) 3.6 CEU

Mondays, Feb. 23-May 10, 6:30-9:30 p.m., 10 sessions. Joseph Medved (see above).

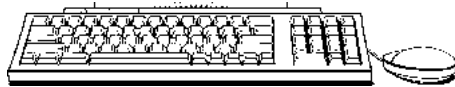
NEW! Visual Basic .NET: An Introduction for Programmers

EDP 504/\$245

Following an overview of the Microsoft .NET framework, students are introduced to Visual Basic .NET – the newest version of the Visual Basic programming language for the development of Windows-based and web-based applications. Differences between the Visual Basic .NET and previous versions of the language are discussed and demonstrated with examples created within the Visual Studio .NET Integrated Development Environment. (Prerequisite: knowledge of at least one programming language.) 2.4 CEU **T D**

Saturdays, Feb. 21-April 24, 9-11:30 a.m., 8 sessions. Elsworth Brown, computer consultant.

Secretarial Studies



The Secretarial Studies Certificate Program is designed for those who wish to work as secretaries in a variety of office settings.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete six required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

CBS 53 Essential Office Procedures

CBS 51 Computerized Keyboarding (Typing)

CBS 26 Business Writing Essentials

CBS 25 Speaking Effectively in Business

EDP 07 Introduction to Microcomputing

CBS 78 Word Processing with Microsoft Word

Essential Office Procedures

CBS 53/\$165

For those preparing to work in office settings, this course provides a solid foundation in the necessary skills. Topics include filing systems, telephone skills, receptionist duties, scheduling, record keeping for office costs, job-seeking skills, office technology, problem solving and effective interaction with co-workers and supervisors. 2 CEU **T**

Mondays, Feb. 23-May 10, 7:35-9:15 p.m., 10 sessions. Vivian Young, N.Y.C. Board of Education.

Computerized Keyboarding (Typing)

CBS 51/\$245

This is an intensive course in the elements of keyboarding and proper form and style for letters, centering tasks, reports, memoranda and tables. Development of keyboarding speed to a minimum of 35 words per minute is a goal. The skills taught are essential for success in word processing tasks. Students use IBM-compatible personal computers. 3 CEU **T D**

Saturdays, Feb. 21-May 15, 9-11:20 a.m., 11 sessions. Angela Reed, Westchester Community College faculty.

Business Writing Essentials

CBS 26/\$235

Being able to write the most common forms of business communications is necessary for getting ahead on the job. In this course students learn how to write well-organized and effective letters, memos and short reports. Extensive practice assignments are reviewed by the instructor. 3 CEU **T**

Saturdays, Feb. 21-May 8, 9-11:30 a.m., 10 sessions. Beverley Stephenson, specialist in business education.

Speaking Effectively in Business

CBS 25/\$185

Effective speaking skills are vital to success in the workplace. In a supportive atmosphere, students learn to speak confidently on a one-on-one basis and in group settings with supervisors, co-workers, clients and customers; to comprehend more of what they hear; and to avoid miscommunications. Body language, personal space, voice dynamics and anxiety reduction are covered. 2.5 CEU **T**

Tuesdays, Feb. 24-May 11, 7-9 p.m., 10 sessions. Margaret Farrell, communications specialist.

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Word Processing with Microsoft Word

CBS 78/\$305 (see this page)

Word Processing

Word Processing with Microsoft Word

CBS 78/\$305

This course in Microsoft Word emphasizes editing commands and formatting features while introducing the Windows environment. Students learn to create, edit, format and print single- and multiple-page documents. Other topics include mail merge, tables, columns, inserting graphics, and basic macros. Enrollment limited: one student per PC. (Prerequisite: basic keyboarding [typing] skills.) 3 CEU **T D**

Saturdays, Feb 21-May 8, 9-11:30 a.m., 10 sessions. Mary Jane Torres, Cardinal Spellman High School faculty.

T Textbook to be brought to first class meeting

D 3 1/2 inch HD diskette to be brought to first class meeting

Administrative Assistant

For those who wish to advance to the position of administrative assistant, this certificate program provides the training necessary to assist managers with administrative functions in various office settings.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete five required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

- CBS 70** The Administrative Assistant
- CBS 26** Business Writing Essentials
- CBS 25** Speaking Effectively in Business
- EDP 07** Introduction to Microcomputing
- CBS 78** Word Processing with Microsoft Word

The Administrative Assistant

CBS 70/\$235

In this course students acquire a thorough knowledge of the tasks and responsibilities of the administrative assistant and first-line manager.

Topics include:

- dealing with difficult people
- motivating others
- delegating responsibilities
- planning, organizing and directing
- problem solving and decision making
- time management 3 CEU

Thursdays, Feb. 26-May 6, 7-9:30 p.m., 10 sessions. Domenica Giacobino, benefits supervisor, N.Y.C. Transit Authority.

Business Writing Essentials

CBS 26/\$235 (see page 19)

Speaking Effectively in Business

CBS 25/\$185 (see page 19)

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Word Processing with Microsoft Word

CBS 78/\$305 (see page 19)

Computer Office Skills Certificate Program

New students are no longer being accepted into this program. Current students should contact the Office of Continuing Education at (718) 960-8512 to plan completion of their certificates.

Health Information Technology



- **Medical Record Technician**
- **Medical Record Coder**
- **Medical Biller**
- **Medical Office Administrative Assistant**
- **Medical Transcriptionist**

The Health Information Technology certificate programs provide comprehensive training for employment in rapidly expanding ambulatory care settings, managed care, HMOs, as well as traditional health care facilities.

Medical Record Technician

This certificate program provides the skills needed for entry-level medical data abstractors, chart analysts, and medico-legal correspondents.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete six required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

- MRP 80** Medical Terminology/Anatomy I
- MRP 81** Medical Terminology/Anatomy II
- MRP 18** Medical Record Science
- MRP 90** Pathology of Disease: Neoplasia
- EDP 07** Introduction to Microcomputing
- CBS 78** Word Processing with Microsoft Word

Students are to follow the prerequisites and corequisites listed with each course.

Need Help?
Want More Information?
Questions Welcome!
Call: (718) 960-8512
Fax: (718) 733-3254

Medical Terminology/Anatomy I

MRP 80/\$245

For individuals who are employed or wish to be employed in any aspect of the health care field. This course prepares those with no medical background to understand the language used by physicians and other medical professionals. The course material requires memorization of prefixes, roots and suffixes enabling the student to analyze and understand the terminology applied to the anatomy of the human body, reproductive and urinary systems. (Suggested corequisite for students in the Medical Record Technician and Medical Record Coder programs: MRP 18.)

3 CEU T

Sec. 1: **Saturdays, Feb. 21-May 8**, 10 a.m.-12:30 p.m., 10 sessions. Carol Shreibman, RHIT.

Sec. 2: **Fridays, Feb. 20-May 7**, 6:30-9 p.m., 10 sessions. Margaret Murray, M.D.

Medical Terminology/Anatomy II

MRP 81/\$365

The course develops the student's basic professional vocabulary by expanding the knowledge of anatomy, medical terms and abbreviations pertaining to the following body systems: digestive, musculoskeletal, nervous, respiratory, cardiovascular, hemic and lymphatic, endocrine, skin and sense organs. (Prerequisite: MRP 80. Corequisites: MRP 18, MRP 90. For students in the Medical Biller, Medical Office Administrative Assistant and Medical Transcriptionist programs, there are no corequisites.) 4.8 CEU T

Sec. 1: **Saturdays, Feb. 21-June 5**, 9 a.m.-12 noon, 13 sessions. Joseph A. Fedrick, M.D., Ph.D., board-certified internist and pathologist.

Sec. 2: **Fridays, Feb. 20-May 28**, 6:30-9:30 p.m., 13 sessions. Joseph A. Fedrick, M.D., Ph.D. (see above).

T Textbook to be brought to first class meeting

Students requesting to waive a course must complete a **Waiver of Course** form available in the Office of Continuing Education.

Medical Record Science

MRP 18/\$315

This course introduces health record content and assembly, numbering, indexing and filing systems, record maintenance and control. It includes medico-legal requirements (HIPAA) and data abstracting of medical records for health information transmissions (statistics, research and medical correspondence) as well as an understanding of and hands-on practice with various types of medical records. This knowledge is essential to those planning to work in any health care setting. (Suggested corequisites: MRP 80 or MRP 81.) 4 CEU T

Tuesdays, Feb. 24-June 1, 7-9:35 p.m., 13 sessions. Lisa Moats, RHIA, CSW, director, Medical Records, North General Hospital and Paul Gaudio, RHIA, privacy officer, guest lecturer.

Pathology of Disease: Neoplasia

MRP 90/\$325 (see page 22)

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Word Processing with Microsoft Word

CBS 78/\$305 (see page 19)

Medical Record Coder

This comprehensive program is for individuals currently employed using medical record functions and those who wish to enter or advance in the field or become ICD-9-CM coders.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete eight required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course. To keep up with technology in the modern office, the following courses are highly recommended: EDP 07: *Introduction to Microcomputing* and CBS 78: *Word Processing with Microsoft Word*.

Required Courses

MRP 80 Medical Terminology/Anatomy I
MRP 81 Medical Terminology/Anatomy II
MRP 18 Medical Record Science
MRP 90 Pathology of Disease: Neoplasia
MRP 10 ICD-9-CM Coding I
MRP 11 ICD-9-CM Coding II
MRP 14 Internship for ICD-9-CM Coding
MRP 15 Coding for Physicians' Services: CPT-4

Students are to follow the prerequisites and corequisites listed with each course.

Medical Terminology/Anatomy I

MRP 80/\$245 (see this page)

(Continued on next page)

Medical Terminology/Anatomy II

MRP 81/\$365 (see page 21)

Medical Record Science

MRP 18/\$315 (see page 21)

Pathology of Disease: Neoplasia

MRP 90/\$325

This intensive course is designed for individuals who are currently working in or planning to work in medical records coding, medical billing and tumor registry operations. Students learn about healthy human body systems and how the disease process affects the functioning of these systems. Symptoms, pathology and treatment methods are covered. (Prerequisite: MRP 80. Suggested corequisite: MRP 81.) 4 CEU T

Mondays, Feb. 23-June 7, 7-9:30 p.m., 13 sessions. Joseph A. Fedrick, M.D., Ph.D., board-certified internist and pathologist.

ICD-9-CM Coding I

MRP 10/\$245

For those who wish to become ICD-9-CM coders but who have little or no experience or training in this coding system. The areas of study are coding of uncomplicated diseases and surgical procedures. (Prerequisites: MRP 80, MRP 81, MRP 90.) 3 CEU T

Wednesdays, Feb. 25-May 5, 7-9:30 p.m., 10 sessions. Valerie Providence, RHIT.

ICD-9-CM Coding II

MRP 11/\$245

A continuation of MRP 10, this course covers the more complicated areas of coding. It includes identification and coding of complications and comorbidities for data reporting and reimbursement purposes. (Prerequisites: MRP 10, MRP 80, MRP 81, MRP 90.) 3 CEU T

Tuesdays, Feb. 24-May 11, 7-9:30 p.m., 10 sessions. Frank Meliota, CCS, CTR, supervising medical records specialist, Jacobi Medical Center.

Coding for Physicians' Services: CPT-4

MRP 15/\$245

This course provides the skills necessary to code procedures for physicians' services rendered in all health care settings: physicians' offices; hospitals; nursing homes; emergency rooms; clinics; etc., utilizing the latest CPT methodology and text. It is essential for all physician billing. Also included is a general overview on updated requirements for reporting professional services via HCPCS for the federal government as well as general diagnostic coding for insurance companies and other third-party payers for claims processing. (Prerequisites: MRP 80, MRP 81. Suggested corequisite: MRP 90.) 3 CEU T

Saturdays, Feb. 21-May 8, 9:30 a.m.-12 noon, 10 sessions. Hazel Armstead, CCS, CCSP.

T Textbook to be brought to first class meeting

Internship for ICD-9-CM Coding

MRP 14/\$295*

Offers hands-on training with Encoder (computer) and experience in coding ICD-9-CM using current medical records in a hospital setting. Includes an introduction to DRGs and sequencing of multiple diagnoses and procedures for reimbursement. Enrollment limited: Students enrolled in the Medical Record Coder Certificate Program are given priority. (Prerequisites: MRP 18, MRP 80, MRP 81, MRP 90, MRP 10 or completion of RHIT program. Corequisite: MRP 11.) **Register early.** *Health clearance is required prior to the start of the internship. The hospitals require that each student complete the following forms: physical examination, immunization, and personnel. For further information, call (718) 960-8512.* 3 CEU

Sec. 1: **Tuesdays, Feb. 24-May 11, 6:30-9 p.m.,** 10 sessions. To be held in a hospital medical record department. Luz Ruiz, CCS, North Central Bronx Hospital.

Sec. 2: **Thursdays, Feb. 26-May 6, 6:30-9 p.m.,** 10 sessions. To be held in a hospital medical record department. Ruben Rodriguez, RHIT, CCS, St. Barnabas Hospital.

*Tuition includes internship site insurance.

Medical Biller

This certificate program prepares students to be entry-level billers in doctors' offices, clinics and other medical facilities. It is also designed to provide the training needed by experienced secretaries who wish to become medical secretaries/billers.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete eight required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

MRP 80 Medical Terminology/Anatomy I

MRP 81 Medical Terminology/Anatomy II

MRP 90 Pathology of Disease: Neoplasia

MRP 10 ICD-9-CM Coding I

MRP 11 ICD-9-CM Coding II

MRP 15 Coding for Physicians' Services: CPT-4

MRP 64 Medical Billing: Inpatient, Outpatient and Physicians' Offices

MRP 65 Computerized Medical Billing

Recommended Course

MRP 50 Medical Office Procedures

For students planning to work in a physician's office.

Students are to follow the prerequisites and corequisites listed with each course.

Medical Terminology/Anatomy I

MRP 80/\$245 (see page 21)

Medical Terminology/Anatomy II

MRP 81/\$365 (see page 21)

Pathology of Disease: Neoplasia

MRP 90/\$325 (see page 22)

ICD-9-CM Coding I

MRP 10/\$245 (see page 22)

ICD-9-CM Coding II

MRP 11/\$245 (see page 22)

Coding for Physicians' Services: CPT-4

MRP 15/\$245 (see page 22)

Medical Billing: Inpatient, Outpatient and Physicians' Offices MRP 64/\$395

This course provides the professional and technical skills required to confidently complete and prepare all billing forms for inpatient confinements, outpatient treatment and physicians' services. Students gain practical knowledge of registration procedures and insurance information. Reimbursement practices are defined to include DRG (Diagnostic Related Groups), fee-for-service, negotiated rates, bundled rates, etc. Instruction is in compliance with Federal and State regulations employed by Medicare, Medicaid, other third party insurers, managed care/HMOs, to include no fault, Workers' Compensation and self payers.

Collection, follow-up and audit procedures to conduct analytical review of all claims for optimal reimbursement are studied. The course will also cover emergency room, ambulatory surgery and physician billing utilizing the HCFA 1500 and UB92 claim forms with the use of ICD-9-CM and CPT-4. (Prerequisites: MRP 80, MRP 81, MRP 15, MRP 90. Corequisite: MRP 10.) 4.8 CEU T

Mondays and Wednesdays, Feb. 23-May 10, 7:35-9:35 p.m., 20 sessions. Annette Coke, billing manager, St. John's Riverside Management Service Organizations.

Computerized Medical Billing

MRP 65/\$405

This course, featuring the Medical Manager program, provides the skills necessary to perform patient and insurance billing, electronic claims submission, and payment reconciliation. Instructor-supervised practice is included. Enrollment limited: one student per PC. (Prerequisites: MRP 80, MRP 81, MRP 10, MRP 15, MRP 90, MRP 64, and basic hands-on computer experience. Corequisite: MRP 11.) 4.6 CEU T D

Tuesdays, Feb. 24-June 1, 6:30-9:30 p.m., 13 sessions. Annette Coke (see above).

T Textbook to be brought to first class meeting

D 3 1/2 inch HD diskette to be brought to first class meeting

Medical Office Administrative Assistant

Meet the demand for medical administrative personnel. Be prepared to work as a Medical Office Administrative Assistant in rapidly expanding ambulatory care settings, managed care, HMOs as well as traditional health care facilities. This program is particularly suited for those who have worked or wish to work in an office setting. It can be combined with the Medical Biller Certificate program or the Medical Transcriptionist Certificate program to completely round out the individual's office skills.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete seven required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course.

Required Courses

MRP 80 Medical Terminology/Anatomy I

MRP 81 Medical Terminology/Anatomy II

EDP 07 Introduction to Microcomputing

CBS 78 Word Processing with Microsoft Word

MRP 50 Medical Office Procedures

MRP 60 Medicaid Eligibility Interviewer Training

LSP 22 Spanish for Health Care Personnel

Students are to follow the prerequisites and corequisites listed with each course.

Medical Terminology/Anatomy I

MRP 80/\$245 (see page 21)

Medical Terminology/Anatomy II

MRP 81/\$365 (see page 21)

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Word Processing with Microsoft Word

CBS 78/\$305 (see page 19)

Medical Office Procedures

MRP 50/\$295

This course provides instruction in medical/surgical office procedures: front desk management; initiating and maintaining medical records; patient scheduling; surgical booking and pre-certification; reviewing patient demographics and insurance; managed care contracts and HMO referrals processing; introduction to claims processing to insurance companies, including billing, posting, claims submission, bank deposits and follow-up on insurance payments. (No prerequisite.) 3.6 CEU T

Tuesdays, Feb. 24-May 25, 7-9:30 p.m., 12 sessions. Madeline Mirabal, CPC, billing manager, Montefiore Medical Center.

(Continued on next page)

Medicaid Eligibility Interviewer Training

MRP 60/\$190

This course provides the skills necessary to help determine Medicaid eligibility. The five categories of eligibility are covered in depth. The knowledge of federal regulations helps optimize Medicaid's reimbursement to health care facilities and assists patients' understanding of the Medicaid application process. The basic training needed for the position of Medicaid eligibility interviewer is provided by this course. Students should have excellent oral communication skills. 2.5 CEU

Wednesdays, Feb. 25-May 5, 7-9 p.m.,
10 sessions. Deborah McKeever, staff analyst, Medicaid.

Spanish for Health Care Personnel

LSP 22/\$215

Health care personnel must be able to communicate with Spanish-speaking patients and their relatives. This basic course focuses on medical terminology, phrases and dialogues and introduces grammar essentials. *Note: This course may be waived for native speakers of Spanish.* 2.9 CEU T

Fridays, Feb. 27-May 21, 6:30-8:45 p.m.,
11 sessions. Norma Lomboy, N.Y.U. and Marymount Manhattan College faculties.

Medical Transcriptionist

This program prepares students for the key position of medical transcriptionist in hospitals, transcription services, and outpatient settings. Trained medical transcriptionists are also in demand for home-based employment.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete five required courses with a grade of "C" or better and attend at least 80 percent of classroom instruction for each course. *Students MUST have a working knowledge of word processing prior to enrolling in MRP 70.*

Required Courses

- MRP 80** Medical Terminology/Anatomy I
- MRP 81** Medical Terminology/Anatomy II
- EDP 07** Introduction to Microcomputing
- MRP 70** Introduction to Medical Machine Transcription
- MRP 74** Advanced Medical/Surgical Transcription with Practicum

Students are to follow the prerequisites and corequisites listed with each course.

Medical Terminology/Anatomy I

MRP 80/\$245 (see page 21)

Medical Terminology/Anatomy II

MRP 81/\$365 (see page 21)

Introduction to Microcomputing

EDP 07/\$245 (see page 14)

Introduction to Medical Machine Transcription

MRP 70/\$435

Students transcribe reports containing medical information—discharge summaries, radiology reports, admission histories and physicals, and consultations—from tapes dictated by a physician and learn to use the reference materials most commonly found in medical records departments. Students use IBM-compatible personal computers. Enrollment limited: one student per PC and transcription machine. (Prerequisites: MRP 80, MRP 81, EDP 07, ability to type 45-50 wpm *and* working knowledge of word processing.) Microsoft Word is utilized in the course. 4.5 CEU T

Mondays, Feb. 23-May 24, 6-9:10 p.m.,
12 sessions. Pamela Rhodes, CTR, medical transcriptionist.

Advanced Medical/Surgical Transcription with Practicum

MRP 74/\$435

A continuation of MRP 70, this course provides a background in specialized medical/surgical terminology essential for the well-trained transcriptionist. The practicum consists of transcribing medical and surgical reports from dictated tapes. Enrollment limited: one student per PC and transcription machine. (Prerequisite: MRP 70.) Microsoft Word is utilized in the course. 4.5 CEU T

Mondays, Feb. 23-May 24, 6-9:10 p.m.,
12 sessions. Pamela Rhodes, CTR (see above).

T Textbook to be brought to first class meeting

Cancer Registry Management

Approved by the National Cancer Registrar's Association as preparation for the NCRA National Qualifying Examination for the Certified Tumor Registrar (CTR) Credential

The Cancer Registry Management Certificate Program is designed for students who wish to direct or redirect their careers to serve as cancer registrars for health care facilities, data organizations, and free standing cancer registries. Students who complete the program in addition to the NCRA clinical practice requirements will be eligible to take the Certified Tumor Registrar examination. NOTE: There is no fee for the NCRA required clinical practice.

Admission Policy

Students must complete the prerequisite courses before they are allowed to register for the professional component. Proficiency in English is required. NOTE: Health information professionals, RHAs, RHITs, RNs and MDs need only complete the professional component of the program. All applicants must apply (see page 5) and be approved by the program director to enter the professional program. For additional information, please call Rhea Wolfthal at (718) 960-8514.

To earn the Lehman College Cancer Registry Management Certificate, students are to complete five prerequisite courses (unless waived), the three professional component courses with a grade of "C" or better, attend at least 80 percent of classroom instruction for each course and the 160 hour NCRA required clinical practicum. *Enrollment is limited.*

Prerequisite Courses

MRP 18 Medical Record Science
(see page 21)

MRP 80 Medical Terminology/Anatomy I
(see page 21)

MRP 81 Medical Terminology/Anatomy II
(see page 21)

MRP 90 Pathology of Disease: Neoplasia
(see page 22)

EDP 07 Introduction to Microcomputing
(see page 14)

Professional Component

CRP 10 Cancer Registry Organization and Operation
(To be offered in fall 2004)

CRP 20 Cancer Registry Abstracting, Coding, Staging, Cancer Treatment and Data Management
(see this page)

CRP 30 Cancer Registry Data Utilization, Statistics and Epidemiology; Review of Requirement for CTR Exam
(To be offered in fall 2004)

Cancer Registry Organization and Operation

CRP 10/\$465

This course covers the organization and management of Cancer Registries. The American College of Surgeons, Commission on Cancer, Facility Oncology Registry Data Standards (FORDS) is studied. Preparation of annual reports, general principles of abstracting and ICD-O 3 coding are introduced. (Prerequisites: MRP 80, MRP 81, MRP 18, MRP 90, EDP 07.) 4.5 CEU

(To be offered in fall 2004)

Cancer Registry Abstracting, Coding, Staging, Cancer Treatment and Data Management

CRP 20/\$465

This course focuses on and offers practical instruction in the components of the Cancer Registry; coding of neoplasms-ICD-O 3 coding standards, rules and practice; case ascertainment and computer principles; extent of disease and cancer staging systems; cancer treatment methodology; monitoring patient outcome and quality control of Registry data. Hands-on experience/practica utilizing the ICR computerized database is included. (Prerequisite: CRP 10.) 4.5 CEU

Tuesdays, Feb. 17-May 25, 6:30-9:30 p.m., 13 sessions. Cancer Registry Management faculty.

Cancer Registry Data Utilization, Statistics and Epidemiology; Review of Requirement for CTR Exam

CRP 30/\$465

This course covers the practical use of Registry data in the health care environment. The focus is on statistical use of Registry data; epidemiology; data utilization and comparison, report composition and content. The course will also include a review of the requirements and content of the CTR certification examination and hands-on practice utilizing the ICR computerized database. (Prerequisite: CRP 20.) 4.5 CEU

(To be offered in fall 2004)

Guarantee yourself a space in the course of your choice by registering early. In order for us to hold a course we must first meet registration minimums. If you don't want to see your course cancelled, don't wait until the day of the class to register.

Alcoholism and Substance Abuse Counselor

The demand for excellent professional skills in the field of alcoholism and substance abuse counseling is increasing with the emergence of managed care. The variety of methodologies and approaches within the human services provider network requires counselors to have a sound clinical foundation as well as sensitivity to the diversity of the client population. The Alcoholism and Substance Abuse Counselor Certificate Program is designed for health and human services professionals, educators, clergy, and employee assistance personnel who wish to enter or advance in the field.

The Certificate Program

Satisfactory completion of a required number of hours of education/training, supervised practical training, and documented work experience will enable an individual to sit for the New York State Office of Alcoholism and Substance Abuse Services (NYS-OASAS) oral and written examinations to obtain the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) designation.

Credential applicants are required to document 350 clock hours of course work covering 4 categories of knowledge. Lehman College offers the 350 hours in 9 courses. Counseling is available to currently enrolled and new students to assist them with course selection and career guidance. In addition, the program coordinator will provide assistance in identifying resources for the supervised practical training hours.

To earn the Lehman College Alcoholism and Substance Abuse Counselor Certificate, students must (1) complete all required courses with a grade of "C" or better; (2) attend at least 80 percent of classroom instruction for each course; and (3) maintain an overall grade average of "B."

A certificate of completion is awarded after satisfactory completion of each course.

This training is provided under New York State Office of Alcoholism and Substance Abuse Services Provider Number AI 0157.

Required Courses

A. Knowledge of Alcohol and Substance Abuse (85 hours)

- ASC 01 Overview of Alcohol and Substance Abuse (40 hours)
- ASC 02 Diversity of Intervention and Treatment Approaches in Alcoholism and Substance Abuse (45 hours)

B. Alcoholism & Substance Abuse Counseling (150 hours)

- ASC 24 Counseling Issues I: Individual and Group Counseling (45 hours)
- ASC 26 Human Growth and Development (30 hours)
- ASC 27 Counseling Issues II: The Family, Relapse Prevention and Vocational Education (40 hours)
- ASC 28 Counseling Issues III: Communicable Diseases and Special Populations (35 hours)

C. Assessment, Clinical Evaluation, Treatment Planning, Case Management and Patient, Family & Community Education (70 hours)

- ASC 31 Treatment Planning, Clinical Record Keeping and Discharge Planning (30 hours)
- ASC 33 Assessment, Evaluation, Case Management and Referral (40 hours)

D. Professional & Ethical Responsibility & Documentation (45 hours)

- ASC 42 Professional and Ethical Responsibilities and the Counselor/Client Relationship (45 hours)

The Faculty

All faculty members are highly experienced professionals in their field and are committed to providing the best educational experience possible to enable students to succeed.

Admission Policy

A high school diploma or a General Equivalency Diploma (GED) is required for admission. Applicants must submit: (1) a completed application form; (2) a non-refundable \$25 application fee (check or money order payable to Lehman College); (3) an official copy of proof of highest level of education attained (i.e., high school, GED, college or graduate school diploma); transcript if currently enrolled in a degree program, or transcript of continuing education courses. ***All applications should be submitted no later than February 18.*** Applicants will be notified of their status after applications have been reviewed by Daniel McGill, coordinator of the program. *An interview may be required.* For individuals who have been affected by alcoholism or any chemical addiction, it is strongly recommended that there have been a period of three years of uninterrupted recovery in order to be prepared for the personal and professional rigors of an intensive, extended program.

Tuition and Fees

Courses are individually priced and students pay tuition only for courses taken in a given semester. Total tuition for the program is \$3,240. A registration fee of \$17 is charged once each semester. Total payment (tuition and registration fee) is due prior to the first day of class.

Due to curriculum modifications, all students admitted prior to the fall 2001 semester should consult Daniel McGill, program coordinator, for advisement prior to registration. Appointments can be made by calling (718) 960-8512. It is strongly recommended that this be done well in advance of the beginning of the semester.

Overview of Alcohol and Substance Abuse

ASC 01/\$370

This course provides an overview of basic knowledge of alcoholism and substance abuse. Special attention is given to physical and pharmacological effects of alcohol and other substances of abuse and the interactive role of these effects on the dynamics of addiction. 40 hours, 4 CEU

Tuesdays, Feb. 24-June 1, 6:30-9:35 p.m., 13 sessions. Eileen Cullen, MA, CASAC.

Diversity of Intervention and Treatment Approaches in Alcoholism and Substance Abuse

ASC 02/\$415

This course provides basic instruction in the diversity of alcoholism and substance abuse intervention and treatment approaches including school and community-based intervention programs, inpatient treatment and rehabilitation programs, residential treatment programs, detoxification services, medically supervised ambulatory drug-free treatment programs, methadone maintenance, psychotherapy, acupuncture, and self-help principles. (Prerequisite: ASC 01 or permission of the program coordinator.) 45 hours, 4.5 CEU

Mondays and Wednesdays, Feb. 23-May 3, 7-9:30 p.m., 18 sessions. Thomas Simpson, MSW.

Counseling Issues II: The Family, Relapse Prevention and Vocational Education

ASC 27/\$370

The impact of alcoholism and substance abuse on the family and assessment skills for effective intervention are covered. Also studied are the dynamics of relapse prevention and the importance of alternative coping strategies. The various approaches used in developing effective vocational and educational plans that will minimize the likelihood of relapse and maintain healthy family relationships are addressed. (Prerequisites: ASC 01 and ASC 02 or permission of the program coordinator.) 40 hours, 4 CEU

Saturdays, Feb. 21-June 5, 9 a.m.-12:05 p.m., 13 sessions. Susan Kaskowitz, CSW, CASAC.

Treatment Planning, Clinical Record Keeping and Discharge Planning

ASC 31/\$280

This course addresses initial aspects of effective treatment plans for the alcohol and substance abuser such as long- and short-range goals and reviews the importance of appropriate clinical documentation. Specifics include confidentiality, social histories, case notes and diagnostic documents. The contents and process of appropriate discharge planning for individual cases are covered. (Prerequisites: ASC 01 and ASC 02.) 30 hours, 3 CEU

Thursdays, Feb. 26-May 20, 7-9:30 p.m., 12 sessions. Westley Gillard, CASAC, CCP.

SCHEDULE OF COURSES BY SEMESTER

Fall	Spring
ASC 01/\$370	ASC 01/\$370
ASC 02/\$415	ASC 02/\$415
ASC 24/\$415	ASC 27/\$370
ASC 26/\$280	ASC 31/\$280
ASC 33/\$370	
Summer	
	ASC 01/\$370
	ASC 02/\$415
	ASC 28/\$325
	ASC 42/\$415

FREE CAREER SEMINAR Alcoholism and Substance Abuse Counselor

**Saturday, January 17
10-11:30 a.m.**

For information, call (718) 960-8512

Child Care

Child Care is one of the ten fastest growing sources of jobs and careers. We offer a program based upon the nationally recognized Child Development Associate (CDA)



Competency Standards for Preschool Children. Completion of the entire program is a step towards receiving a credential from the Council for Early Childhood Professional Recognition. Students will be working to complete the required formal education (120 clock hours in the eight required content areas which include the thirteen Functional Areas of the CDA Competency Standards). Students completing the program may receive help to prepare for the assessment process leading to a CDA credential. The program prepares you for entry-level employment in a child care facility working with preschool children.

Students may select individual courses or complete the certificate program.

Students must apply for the program (see page 5), complete eight required courses with a 70 percent average on exams and projects and attend at least 80 percent of classroom instruction for each course. Applicants who have not graduated from high school may apply to have this requirement waived with permission of the program coordinator. *Note:* No student is eligible to seek a CDA credential until proof of a high school diploma or GED is submitted.

Core Courses

- CCP 10 Principles of Child Growth and Development
- CCP 20 Planning a Safe, Healthy Learning Environment
- CCP 30 Promoting Children's Physical and Intellectual Development
- CCP 40 Observing and Recording Children's Behavior
- CCP 50 Supporting Children's Social and Emotional Development
- CCP 60 Establishing Productive Relationships with Families
- CCP 70 Managing an Effective Program Operation
- CCP 80 Maintaining a Commitment to Professionalism and Seminar on Child Abuse

Optional Course

- CCP 90 Practicum in Child Care

The program is offered in a modular format. Students may complete four courses (modules) in a given semester.

NOTE

Students are required to demonstrate proficiency in writing. This will be evaluated by either the Certificate Program Application statement or the instructor. If it is determined that there is a writing deficiency, an appropriate course will be required.

Principles of Child Growth and Development

CCP 10/\$155

Learn how children grow and develop according to the major theories and basic facts about physical, intellectual, emotional, and social development from infancy to six years old. Discuss what is common to each child and what is unique to individual children. *Required* (15 hrs.)

Saturdays, Feb. 21-March 20, 10 a.m.-1 p.m., 5 sessions. Instructor: TBA

Planning a Safe, Healthy Learning Environment

CCP 20/\$175

Three functional competency areas in the CDA standards are covered: (1) Safe; (2) Health; and (3) Learning Environment. Learn how to provide safe and healthy indoor and outdoor environments, respond to accidents and emergencies, and help preschool children develop safety and health habits. Discover how to organize indoor and outdoor areas that encourage play and exploration; select and arrange materials and equipment that foster learning and growth; and plan and implement a schedule of routines that responds to the needs of preschool age children. *Required* (18 hrs.)

Wednesdays, Feb. 25-April 14, 7-9:35 p.m., 7 sessions. Instructor: TBA

Promoting Children's Physical and Intellectual Development

CCP 30/\$175

Three functional competency areas in the CDA standards are covered: (1) Physical; (2) Cognitive; and (3) Communication. Learn how to reinforce and encourage physical development by providing equipment and opportunities for gross motor and fine motor development. Find ways to provide opportunities for preschoolers to use all their senses to explore their environment, interact with children in ways that promote their confidence and curiosity. Discuss strategies to encourage children to communicate their thoughts and feelings. *Required* (18 hrs.)

Saturdays, April 17-May 22, 10 a.m.-1 p.m., 6 sessions. Instructor: TBA

Observing and Recording Children's Behavior

CCP 40/\$165

The functional competency area of Creative is covered in this course. Learn how to arrange the learning environment and provide a variety of activities and experiences to support children's creative development. Learn techniques to observe and record information about each child's growth and development. *Required* (16 hrs.)

Wednesdays, April 21-May 26, 7-9:40 p.m.,
6 sessions. Instructor: TBA

Supporting Children's Social and Emotional Development

CCP 50/\$175

Three functional competency areas in the CDA standards are covered: (1) Self; (2) Social; and (3) Guidance. Learn how to develop a supportive and positive relationship with each child; help children to appreciate themselves and others. Discover ways to help children get along with other members of the group; help children understand and express their feelings and respect those of others. Learn how to use positive methods to guide individual children; encourage children's self-discipline and understand and express their feelings in acceptable ways. *Required* (18 hrs.)

Saturdays, Feb. 21-March 27, 10 a.m.-
1 p.m., 6 sessions. Instructor: TBA

Establishing Productive Relationships with Families

CCP 60/\$120

The functional competency area of Families is covered in this course. Learn how to communicate with family members to often exchange information about the child at home and at the center; to provide a variety of ways for family members to participate in the child's life at the center; and to provide support to families. *Required* (12 hrs.)

Wednesdays, Feb. 25-March 24, 7-9:25
p.m., 5 sessions. Instructor: TBA

Managing an Effective Program Operation

CCP 70/\$120

The functional competency area of Program Management is covered in this course. Learn how to work as a member of a team to plan an individualized program; following administrative policies and procedures. *Required* (12 hrs.)

Saturdays, April 17-May 8, 10 a.m.-1 p.m.,
4 sessions. Instructor: TBA

Maintaining a Commitment to Professionalism and Seminar on Child Abuse

CCP 80/\$165

The functional competency area of Professionalism is covered in this course. Learn how to continue to assess one's own performance; continue to learn about children; and apply professional ethics at all times (12 hours). Day Care providers are required by New York State Law to report suspected child abuse and neglect. Learn the precise requirements for confidentiality. The seminar will explain symptoms of neglect and abuse, and how to evaluate children's behavior when abuse is suspected. *Required* (16 hrs.)

Wednesdays, April 21-May 26, 7-9:40 p.m.,
6 sessions. Instructor: TBA

Optional Course

Practicum in Child Care

CCP 90

This module is highly recommended for those with no prior child-care work experience. Practicum placements, and the details of hours and costs, will be arranged only after *a required individual conference with the program coordinator*. (Prerequisites: CCP 10, CCP 20.)

FREE CAREER SEMINAR

Child Care

Saturday, January 17
10-11:30 a.m.

For information
call (718) 960-8512

If you are planning to start a business or currently operating a small business, courses in the Small Business Management Program are highly recommended. Please see pages 7-8.

The Real Estate Program

License Qualifying Courses

Real Estate Salesperson's Course and Real Estate Broker's Course are N.Y. State-approved courses for individuals who are preparing to sit for the real estate salesperson's and broker's licensing examinations. RES 30 meets all requirements for the salesperson's license. Salespersons seeking a broker's license must have completed RES 30 in addition to successfully completing RES 31. In order to satisfactorily complete either course, students are required to attend a minimum of 80 percent (36 hours) of classroom instruction for each course, exclusive of sessions devoted to review and/or examination and must pass the final examination.

Real Estate Salesperson's Course

RES 30/\$325

Topics include: license law and regulations; law of agency; real estate instruments; estates and interests; real estate financing; land use regulations; introduction to construction; valuation; human rights and fair housing; environmental issues and real estate mathematics. 5 CEU T

Sec. 1: **Tuesdays and Thursdays, Feb. 24-May 4**, 7-9:40 p.m., 18 sessions. Richard De Lorenzo, Esq., certified instructor of real estate.

• Accelerated Class •

Sec. 2: **Saturdays, Feb. 21-March 27**, 9 a.m.-5:30 p.m., 6 sessions. John Yoegel, Ph.D., certified instructor of real estate.

Real Estate Broker's Course

RES 31/\$325

This course, together with RES 30, satisfies the educational requirements for licensure as a real estate broker in New York State.

Topics include real estate broker's responsibilities to operate, manage and supervise an office; real estate agency disclosure; real estate financing; real estate investment general business law; property management; conveyance of real property; construction and development; taxes and assessments; title closing and costs and local concerns. (Prerequisite: RES 30.) 5 CEU T

• Accelerated Class •

Saturdays, Feb. 21-April 24, 9 a.m.-3:25 p.m., 8 sessions. Bernard M. Brickel, Esq., certified instructor of real estate.

T Textbook to be brought to first class meeting

Continuing Education for Real Estate Salespersons and Brokers

Licensed real estate salespersons and brokers are required to complete 22 1/2 hours of New York State-approved continuing education every two years to renew their licenses. RES 46: *Co-ops and Condominiums: Buying, Selling and Renting* and RES 47: *Realty Contracts and Closings: Documents and Procedures* fulfill this requirement. To receive credit, students must attend 90 percent (20 1/4 hours) of classroom instruction in either course.

Exception: RES 31: *Real Estate Broker's Course* fulfills the continuing education requirement for licensed salespersons. Students must fulfill the 45-hour requirement and pass the final examination.

Co-ops and Condominiums: Buying, Selling and Renting

RES 46/\$185

Explore these very popular alternatives to single family housing. Topics include: advantages and disadvantages of buying co-ops and condos; renting vs. buying; co-op and condo contract and prospectus; mortgage qualifying; the Board package; tax impacts and sale and investment strategies. *No exam.* 22.5 hours

Fridays, Feb. 20-March 26, 6-9:45 p.m., 6 sessions. Richard De Lorenzo, Esq., certified instructor of real estate.

Realty Contracts and Closings: Documents and Procedures

RES 47/\$185

This course offers a step-by step examination of the real estate contract (single family, co-ops and condos) and real estate closing. Topics include: the contract; agent-prepared contracts; examination and preparation of closing statements; title examination and title insurance; title and mortgage closings; tax aspects and RESPA forms. *No exam.* 22.5 hours

Saturdays, April 17-May 1, 9 a.m.-5 p.m. (includes 1/2 hour lunch break), 3 sessions. Richard De Lorenzo, Esq., certified instructor of real estate.

NOTE: Licensees registering for Continuing Education courses who wish to receive credit towards fulfilling the license requirement must submit a copy of their real estate license at the time of registration.

Management of Residential Properties

Certified Apartment Manager (CAM) Program: Parts I and II

The Certified Apartment Manager (CAM) Program is a two-part program that provides training in multi-family property management *with emphasis on privately-owned rental, co-op and condominium properties*. It is sponsored by the National Apartment Association and fulfills the New York State requirement for certification of apartment managers. It is also approved by the Office of Housing and Urban Development (HUD). **Part I must be completed prior to registering for Part II.**

CAM Program: Part II

RES 41/\$335

An in-depth analysis of the topics studied in the survey course, Part I, and preparation for the national uniform examination. **Textbook to be brought to first class meeting.** Offered spring semesters only. 3.6 CEU

Saturdays, Feb. 21-May 8, 9:30 a.m.-12:30 p.m., 10 sessions. Barbara Berrisford, senior management executive, Lawrence Properties.

CAM Program: Part I

RES 40/\$335

(To be offered in fall 2004)

Notary Public

Notary Public Exam Preparation

NTP 10/\$45 (includes registration fee)

This workshop helps participants prepare for the New York State Notary Public Exam. Topics include duties and functions, laws, terminology, and ethics. Copies of notary public license laws are provided. N.Y.S. requires that an applicant be at least 18 years old and a U.S. citizen at the time of appointment.

Sec. 1: **Saturday, Feb. 14**, 9:30 a.m.-12:30 p.m., 1 session. Terri S. Blank, Esq., notary public.

Sec. 2: **Saturday, March 6**, 9:30 a.m.-12:30 p.m., 1 session. Terri S. Blank, Esq., notary public.

Sec. 3: **Friday, April 16**, 6-9 p.m., 1 session. Richard De Lorenzo, Esq., notary public.

The Insurance Program

Property and Casualty Insurance: New York State License Preparation Course (Part I: Property)

INS 30/\$325

The Insurance Agent and Brokerage Courses (Parts I and II) are for individuals preparing to qualify for the New York State insurance license examinations.

This 112-hour course (Part I [INS 30] and Part II [INS 31], approved by the New York State Insurance Department, meets the education requirements for the New York State examination for licensing as an agent (#115 Insurance Law) and as a broker (#119 Insurance Law). *The course may be completed in any order, e.g., Part II (Casualty) may be taken before Part I (Property).* Part II will be offered in fall 2004.

Highlights of the program include: general principles; fire insurance; automobile insurance; general liability; workers' compensation; burglary; fidelity and surety bonding; the insurance law; marine insurance; miscellaneous casualty policies; health and accident insurance policies. 5 CEU T

Saturdays, Feb. 21-June 12, 9 a.m.-1 p.m., 14 sessions. Sol J. Oberman, CPCU.

Continuing Education for Property Casualty (PC) Agents, Brokers (BR) General Consultants (C3)

Approved by the N.Y.S. Insurance Department

Effective January 1, 1998, the New York State Insurance Law, Section 2132 mandates that insurance brokers (including public adjusters), agents and consultants complete fifteen (15) credits of continuing education study to maintain their licenses.

Bring copy of insurance license to class.

Risk Management

INS 44/\$75

Even the most professional producer may overlook the necessary building blocks of analysis and review to arrive at *true* "risk management": Eliminate-Reduce-Transfer and Loss Prevention Methods. 3 CE credits

Monday, Feb. 23, 7-10 p.m., 1 session. Sol J. Oberman, CPCU.

T Textbook to be brought to first class meeting

(Continued on next page)

Homeowner's Insurance

INS 42/\$75

Homeowner's policies are now being tailored. Includes standard fire, dwelling fire, development of original Comprehensive Dwelling Package, replacement cost, miscellaneous coverages and specialized forms. 3 CE credits

Monday, March 1, 7-10 p.m., 1 session.
Sol J. Oberman, CPCU.

Automobile Insurance

INS 41/\$75

Auto insurance is mandatory in New York State. The insurance professional must be aware of the changes which are constantly taking place. Topics include definitions and conditions, recent court decisions, mandatory N.Y. coverages, and optional coverage comparatives. 3 CE credits

Monday, March 8, 7-10 p.m., 1 session.
Sol J. Oberman, CPCU.

Business Owner's Package Policy

INS 40/\$75

The Business Owner's Package Policy is designed to address the small business owner, apartment house owner, etc. Covers comparisons of former and current package policies, endorsements, standard form and "special form," optional and the various liability coverages. 3 CE credits

Monday, March 15, 7-10 p.m., 1 session.
Sol J. Oberman, CPCU.

Commercial Insurance Coverage Review

INS 46/\$225

The daily repetition rarely permits the everyday producer to explore, examine or become familiar with this very important and lucrative field. Various commercial coverages are examined so that the student will understand them and use them more easily.

"Acord" forms are used to help "open the doors." In the first session, the "Acord" master Commercial Insurance Application and its background are covered. Checklists, loss prevention and risk selectivity are explored. The "Acord" Commercial Property and Inland Marine Insurance forms are reviewed in detail. The "Acord" Commercial Liability and Workers' Compensation forms and Specialized Casualty Coverages are reviewed in detail in the second session. The final session covers Commercial Package Policies of all types as well as Commercial Business Auto Coverages, surveys and methods of engineering a risk for acceptability to Underwriters. 9 CE credits

Mondays, April 19-May 3, 7-10 p.m., 3 sessions. Sol J. Oberman, CPCU.

Travel and Tourism

To receive a Certificate in Travel and Tourism, students must earn a grade of "C" or better and attend at least 80 percent of classroom



instruction. *Certificate program application is not required.*

Travel and Tourism

TRT 10/\$405

This 60-hour comprehensive professional program, **including basic hands-on training on the SABRE® computer reservation program**, provides the specialized skills and technical knowledge required for a successful career in the travel and tourism industry. This exciting and ever-changing profession offers a number of career opportunities. **Required for first class meeting:** *Package of 40 hours of special online access and workbook. This package is available in the Lehman College Bookstore. 7.2 CEU*

Topics include:

- **Air Transportation, Railroads, Cruises and Hotels**
- **World Geography**
- **Reservations**
- **Preparing and Pricing a Tour**
- **Small Retail Agencies vs. the Corporate World**
- **Employment in Hospitality and Tourism**
- **Travel Agency Management**
- **Administrative Assistants**
- **Selling the Product**

Saturdays, Feb. 21-May 22, 9 a.m.-2:30 p.m. (includes 1/2 hour lunch break), 12 sessions. Roberta Bernard, CTC, travel consultant.

Family Development Training and Credentialing Program

Frontline workers in public and private health, education and human services agencies are being offered training to reorient the way they work with families. This approach emphasizes the strengths and resources of families to empower them for long-lasting change.

New York State agencies and Cornell University developed the Family Development Training and Credentialing Program (FDC). The 100-hour interactive course and portfolio development components are for home visitors, caseworkers, therapy aides, community health workers, teacher aides and other human services workers. The Family Development Credential is awarded upon successful completion of the training course, portfolio development and an examination. The 17-week program meets on Fridays, 12:15-6 p.m. Portfolio advisement is held after class on ten Friday evenings. *The spring 2004 class begins March 12.* Tuition is \$725. The fee for the credentialing exam is \$250.

For additional information and permission to register, please call Phyllis Rafti-LaRuffa, Associate Director of Continuing Education, at (718) 960-8512.

Empowerment Skills for Leaders Credentialing Program

This new professional development training program is designed for agency supervisors, directors and managers interested in using empowerment-based leadership in their organizations. The program provides an experiential and collaborative setting for leaders to share and learn from each other based on the family development principles that are the basis of the Family Development Training and Credentialing Program (FDC). The approach emphasizes the strengths and resources of families to empower them for long-lasting change.

The program consists of 33 hours of interactive classroom study and an additional 3 hours for final Leadership Portfolio review. There is no exam for the Leadership Credential; credentials are issued after classes are completed and Cornell University, developer of the curriculum, has approved the final portfolio.

The class meets Thursdays, March 18-June 10 and July 8, 1-4 p.m. Tuition is \$325. For additional information and permission to register, please call Phyllis Rafti-LaRuffa, Associate Director of Continuing Education, at (718) 960-8512.

General Equivalency Diploma

GED Exam Eligibility

To take the **GED exam**, you must be **19 years of age** at the time you take the exam **or** you must bring with you, at the time you sit for the exam, a letter from your school giving your discharge date and verifying that you have been out of school for **at least one year** or that your class has graduated.

GED Placement Test

All students enrolling for GED preparation must be tested for reading ability. Students who score below the eighth-grade equivalent will be referred to an appropriate section. Students who are not native speakers of English may be referred to an ESL (English as a Second Language) class. Those enrolling in GED 12: *GED en Español* are not required to take the placement test.

The GED placement test fee is \$15 (non-refundable) payable by check or money order only.

The deadline for placement test registration is one week prior to the test date.

Saturday, February 14, 11 a.m.

Friday, February 20, 5 p.m.

Two (2) pencils with erasers must be brought to the test.

After test results have been reviewed, students will be assigned to a class.

High School Equivalency (GED) Preparation

GED 10/\$290

Covers the basic areas that are tested on the GED examination such as reading and writing skills and mathematics. Test-taking skills necessary to diffuse anxiety and increase scores on the GED and other important exams are emphasized. Students develop writing skills in preparation for the essay portion of the GED exam. Simulated GED exams are administered. **T**

Sec. 1: **Saturdays, March 6-June 5, 9:30 a.m.-1:35 p.m.**, 11 sessions. Mary Klumpp and Emmanuel Sternberg, GED specialists.

Sec. 2: **Mondays and Wednesdays, March 10-May 19, 7-9:30 p.m.**, 18 sessions.

Instructor: TBA

Sec. 3: **Mondays and Wednesdays, March 10-May 19, 7-9:30 p.m.**, 18 sessions.

Instructor: TBA

Sec. 4: **Tuesdays and Thursdays, March 9-May 18, 1-3:30 p.m.**, 18 sessions.

Instructor: TBA

T Textbook to be brought to first class meeting

(Continued on next page)

GED en Español

GED 12/\$290

Esta clase incluye todas las asignaturas del GED en Español. Son las siguientes: matemáticas, literatura, escritura, ciencias y estudios sociales. Los estudiantes tomarán prácticas de exámenes del GED para familiarizarse con el examen actual. Los estudiantes también aprenderán estrategias en cómo tomar el examen. La clase es enseñada en Español para los estudiantes que desean tomar el GED en Español. No se necesita tomar un examen para determinar su nivel.

Martes y Jueves, Marzo 9-Mayo 25,
7:30-9:45 p.m., 20 secciones. Enrique Lanz
Oca, profesor de GED.

Math for the GED (Basic Math Skills)

GED 15/\$165

This course is for those who need additional math preparation for the GED exam, as well as for those who need to improve math skills for personal or business reasons. Topics include addition, subtraction, multiplication, division, fractions, decimals, ratios, proportions, percents, measurement, graphs and tables, simple word problems, and the basics of algebra. Problem solving techniques are also covered.

Thursdays, March 11-May 20, 7:30-9:30
p.m., 10 sessions. Instructor: TBA

Interested in teaching for Continuing Education?

We invite qualified professionals whose expertise is in the programs appearing in our catalog to submit their resumes. Please send cover letter and resume to:

Miriam Wiener
Director of Continuing Education
Lehman College
250 Bedford Park Boulevard West
Bronx, New York 10468-1589
or fax to: (718) 733-3254

Bridge to College

Preparation for the CUNY Assessment Tests



This program is for students who have earned a high school diploma or GED and plan to apply for admission to a CUNY college. By developing test-taking strategies and skills in appropriate course work, students will be equipped to enter college and reach their academic and career goals. These intensive courses are preparation for the CUNY assessment tests and college-level work.

College Reading and Writing

BCP 20/\$295

This course helps college-bound students to prepare for the CUNY Skills Assessment Tests in Reading (RAT) and Writing (WAT). Students are taught how to improve their reading comprehension and how to write a persuasive essay. Through a variety of readings, participants learn to identify the main idea, what is stated and what is implied. Writing assignments cover how to present a thesis and back it up with evidence to support a point of view. Techniques for recognizing and eliminating common writing errors are presented. The CUNY Reading Assessment Test and the CUNY Writing Assessment Test are administered as part of the course. **T**

**Mondays and Wednesdays, March 3-
May 19,** 7:30-9:30 p.m., 20 sessions. Barbara
Buttacavoli, reading and writing specialist.

College Mathematics

BCP 35/\$295

Basic math skills are reviewed and fundamental algebra concepts are presented to help students prepare for the CUNY Mathematics Assessment Test (MAT). Arithmetic operations on integers, decimals, fractions and percents are emphasized. Beginning algebra topics include signed numbers, equations, proportions, factoring and word problems. The CUNY Mathematics Assessment Test is administered as part of the course. **T**

**Tuesdays and Thursdays, March 4-May
20,** 7:30-9:30 p.m., 20 sessions. Martin
Mathelier, college mathematics specialist.

T Textbook to be brought to first class meeting

English as a Second Language

English as a Second Language classes are offered to students at all levels from beginning to advanced. The courses cover listening, speaking, reading, writing and accent reduction.

A CERTIFICATE IS AWARDED UPON SUCCESSFUL COMPLETION OF EACH COURSE.

ESL Placement Test

All students enrolling in CLD 20, CLD 22, CLD 24, CLD 26, CLD 27, or CLD 28 must be tested for appropriate class placement. The test requires students to write a short essay. Call (718) 960-8512 for an appointment to take the test.

Friday, February 13, 5:30 p.m.

Saturday, February 14, 12 noon

Friday, February 20, 6 p.m.

After test results have been reviewed, students will be assigned to a class.

English as a Second Language I CLD 20/\$295*

This course is for students whose native language is not English, who know little or no English, and who want to improve their communication skills. Students learn the basic vocabulary and sentence patterns of English and develop listening and speaking skills to help them to use the telephone, to ask for information, and to participate in everyday social or business situations. **Placement test required.** 4.8 CEU

Mondays and Wednesdays, March 3-May 5, 7-9:30 p.m., 16 sessions. Victoria Ogbuagu, ESL specialist.

English as a Second Language II CLD 22/\$295*

This course is for those who are able to communicate verbally in basic English, but who wish to improve this skill. Students also learn how to put their ideas into clear, correct written English. **Placement test required.** 4.8 CEU

Sec. 1: **Mondays and Wednesdays, March 3-May 5,** 7-9:30 p.m., 16 sessions. Rita Crooks-Nwabueze, Westchester Community College, Community Services faculty.

Sec. 2: **Mondays and Wednesdays, March 3-May 19,** 7:30-9:30 p.m., 20 sessions. Dora Vasquez, ESL specialist.

*Tuition for CLD 20, CLD 22, CLD 24, and CLD 28 includes scheduled class time and a limited amount of additional instructional assistance if needed.

English as a Second Language III CLD 24/\$295*

This course is for students who would like to improve their English language skills for social, academic, or job-related purposes. In addition to complex listening and speaking activities, the course focuses on the grammar, reading, and writing skills needed for advancement at school or work. **Placement test required.** 4.8 CEU

Mondays and Wednesdays, March 3-May 19, 7:30-9:30 p.m., 20 sessions. Francisco Roldan, ESL specialist.

English as a Second Language IV: Intensive Study Course

CLD 28/\$375*

This course is for those who wish to continue their English language study in an intensive three day per week class. The focus is on listening, speaking, reading and writing skills. Students read short stories, poems, plays and other English literature; receive instruction in writing compositions; and further perfect their vocabulary through dialogues and conversations. **Placement test required.** 7.2 CEU

Mon., Wed. and Thurs., March 3-May 5, 7-9:30 p.m., 24 sessions. Margaret Farrell and Jason Davis, ESL specialists.

Intermediate English Conversation

CLD 26/\$175

This course is designed for non-native speakers of English who wish to improve their conversational skills for academic, work-related, or personal reasons. Students should have some knowledge of English vocabulary and grammar, but need not be at a mastery level. Emphasis is on sustaining an extended conversation, selected grammar, vocabulary and idiomatic expressions. **Placement test required.** 2.5 CEU

Sec. 1: **Saturdays, March 6-May 22,** 9:30-11:30 a.m., 10 sessions. Daniel Casey, CUNY ESL instructor.

Sec. 2: **Tuesdays, March 9-May 25,** 7-9 p.m., 10 sessions. Instructor: TBA

Advanced English Conversation CLD 27/\$175

This course is designed for non-native speakers of English with a strong working knowledge of the language. Intensive practice allows students to improve conversation for academic, work-related or personal reasons. Emphasis is on idioms, advanced vocabulary and pronunciation. Students discuss articles on contemporary issues taken from newspapers and periodicals. **Placement test required.** 2.5 CEU

Saturdays, March 6-May 22, 9:30-11:30 a.m., 10 sessions. Robert Apruzzese, English language specialist and certified instructor of ESL.

(Continued on next page)

Intermediate Grammar and Writing for ESL Students

CLD 29/\$175

This course reviews intermediate grammar topics including conditionals, indirect speech, linkers and sentence structure. Writing instruction focuses on standard five-paragraph essays. Vocabulary development is included. 2.5 CEU.

Tuesdays, March 9-May 25, 4-6 p.m., 10 sessions. Joseph Flores-Lugo, ESL specialist.

Accent Reduction

BCS 16/\$175

This course is designed to help advanced ESL students reduce foreign language accents. A major objective is to assure greater success in employment situations and in everyday life. Individual attention and assignments are given in order to increase self-confidence and improve spoken American English. Enrollment limited. 2.5 CEU

Wednesdays, March 3-May 12, 7:30-9:30 p.m., 10 sessions. Gino Zamparo, ESL specialist.

ESL Writing Workshop

BCS 12/\$215 (see page 37)

The Lehman College English Program

In this full-time course of study for learning English as a second language, students improve their reading, writing, listening and speaking skills for academic or professional reasons. The classes are divided into different levels—beginning, intermediate and advanced.

Assistance with applications and arrangements for the TOEFL exams will be made for those students who wish to continue their undergraduate or graduate studies in the United States.

The teachers are professionals who are devoted to their work and students. Teachers use high-interest current methods of teaching English that keep students actively involved in their learning process.

•
Small classes meet Monday through Friday, 9:30 a.m.-2 p.m.

•
The spring 2004 semester runs from February 26 through June 1

•
Our program meets the requirements for full-time international students with F-1 visas

•
Tuition is \$1,750

For more information and a brochure call:
Betty Asch at (718) 960-8050 or
Elena Dimond, program coordinator,
at (718) 960-8924.

Basic Communication Skills

Excellent communication skills are essential for getting and keeping a job. The courses listed below take practical approaches to mastering specific skills needed in the workplace.

English Grammar Essentials

BCS 10/\$175

Correct grammar is necessary for successful communication on the job, in school and in personal life. This course provides a review of the essentials of grammar, punctuation, spelling and effective sentence structure. The goal is to help students write clearly and correctly. *For students whose native language is English.* 2.5 CEU

Fridays, March 5-May 21, 6:30-8:30 p.m., 10 sessions. Mary Klumpp, English language specialist.

English Composition

BCS 11/\$215

This basic composition course is *for those whose native language is English* and who need to improve their writing for personal reasons. Writing assignments that include various types of essays and simple reports emphasize turning thoughts into organized writing. Students learn the writing process by practicing brainstorming, organizing ideas, producing a draft, editing and revising. 3 CEU T

Thursdays, March 4-May 13, 7-9:30 p.m., 10 sessions. Margaret Farrell, English language specialist.

T Textbook to be brought to first class meeting

Spelling Power

BCS 15/\$155

Students learn standard spelling rules, exceptions to these rules and the spelling of frequently confused words. Improvement in spelling, which is essential to effective writing, is *not* made by relying on a computer's spell checker, but by learning these rules. Weekly practice assignments are reviewed by the instructor. *For students whose native language is English.* 2.2 CEU T

Fridays, March 5-May 7, 6:15-8:30 p.m., 8 sessions. Mary Bennardo, English language specialist.

ESL Writing Workshop

BCS 12/\$215

This course is for English as a second language students who need to improve their writing. Writing assignments include simple essays and compositions. Special emphasis is placed on grammar, vocabulary development and the writing process. 3 CEU T

Fridays, March 5-May 21, 6:30-9 p.m., 10 sessions. Margaret Farrell, English language specialist.

Business Writing Essentials

CBS 26/\$235 (see page 19)

Speaking Effectively in Business

CBS 25/\$185 (see page 19)

Accent Reduction

BCS 16/\$175 (see page 36)

T Textbook to be brought to first class meeting

Test Preparation

High School Equivalency (GED) Preparation

GED 10/\$290 (see page 33)

GED en Español

GED 12/\$290 (see page 34)

College Reading and Writing

BCP 20/\$295 (see page 34)

College Mathematics

BCP 35/\$295 (see page 34)

Test Preparation for New York City Specialized Science High Schools

YPP 78/\$155

(To be offered in summer and fall 2004)

SAT Preparation

YPP 75/\$155

This course helps prepare students for the SAT (SAT-I: Reasoning). Verbal and math skills and test-taking strategies are covered. **Required for first class:** Barron's *SAT-I* (21st edition) and a silent calculator. The text is available in the Lehman College Bookstore. **Grades 11, 12.**

Tuesdays and Thursdays, March 2-March 25, 4-6 p.m., 8 sessions. Richard Herzberg, N.Y.C. Dept. of Education and Richard De Lorenzo.

Graduate Record Examination (GRE) Preparation

GRE 12/\$450 (includes all materials)

This GRE preparation course offers quality instruction utilizing the successful Cambridge TestPrep Plus™ material. All sections of the exam—verbal reasoning, quantitative reasoning and analytical writing—in addition to test-taking strategies, are covered. Since the GRE is now a computer-based test, we provide a computer-adaptive CD-ROM for home study. The Cambridge GRE textbook includes powerful TestPrep strategies, admissions advice, quizzes, upper quartile problems, complete tests with explained answers and math and verbal basic skills review. Also provided is a book published by the ETS containing seven official tests, a math review section and ample material to prepare for the analytical writing section. The GRE is offered year-round at convenient testing centers with appointments made on an individual basis.

Fridays, March 5-April 30, 6-9:30 p.m., 7 sessions. George DeLuca, test preparation specialist for 21 years.



IT'S NEVER TOO LATE!

The Adult Degree Program at Lehman College meets the needs of adults with family and work responsibilities. To learn how you can return to school and earn your college degree, see page 47.

Personal Development

Languages

Practical Conversational Spanish for Beginners

LSP 20/\$195

The listening and speaking skills necessary for everyday contact with the Spanish-speaking community in New York City and abroad are taught. Students speak Spanish in class from the first day of the course. *This course is for those with no knowledge of Spanish.*

2.6 CEU T

Saturdays, Feb. 28-May 22, 9:15-11:15 a.m., 11 sessions. Enrique Lanz Oca, Spanish language specialist.

Practical Conversational Spanish II

LSP 21/\$140

This course advances the communication skills of those who have taken *Practical Conversational Spanish for Beginners* or who have an elementary knowledge of Spanish.

1.9 CEU T

Saturdays, Feb. 28-May 1, 11:45 a.m.-1:45 p.m., 8 sessions. Enrique Lanz Oca (see above).

Spanish for Health Care Personnel

LSP 22/\$215

Health care personnel must be able to communicate with Spanish-speaking patients and their relatives. This basic course focuses on medical terminology, phrases and dialogues and introduces grammar essentials.

2.9 CEU T

Fridays, Feb. 27-May 21, 6:30-8:45 p.m., 11 sessions. Norma Lomboy, N.Y.U. and Marymount Manhattan College faculties.

American Sign Language

ASL 10/\$295

Instruction in American Sign Language is provided in this course which includes grammatical principles, vocabulary building, finger spelling and practice in receptive and expressive skills. 3.6 CEU T

Saturdays, Feb. 28-May 15, 9:15 a.m.-12:15 p.m., 10 sessions. Glynis Gibson, ASL specialist.

T Textbook to be brought to first class meeting

Money Management

Strategies for Investing

FPI 01/\$145

This course presents an overview of investment principles and concepts. Learn about stocks, bonds and mutual funds and the strategies to make investment decisions with confidence in a bull or bear market.

Saturdays, Feb. 28-May 1, 9:30-11:20 a.m., 8 sessions. Patricia Williams, J.D., M.B.A., CFM, financial advisor, Merrill Lynch.

Art, Photography, Video and Theater

Creative Drawing and Painting I

STA 26/\$150

Have you ever wanted to draw or paint but did not know how to begin? This course is designed to enhance artistic ability while providing technical instruction. Step-by-step approaches to the elements of color, composition, design and perspective coupled with individual and group demonstrations are emphasized. Students may work from still life, nature or masters' works and with the medium of their choice. Open to students at all levels. *A list of materials will be available at the first class meeting.*

Saturdays, March 20-May 22, 11 a.m.-1 p.m., 8 sessions. Verna Gumbs, artist.

Ceramics Workshop

STA 30/\$170

For students at all levels, this course explores the creative and technical aspects of pottery making. Beginning students start with hand-building using pinch, coil and slab objects and progress to wheel throwing. More advanced students alter forms made on the wheel by taking them out of the round, stacking and reassembling them. Glaze application is also covered. Enrollment limited. *Cost of materials (\$50) to be paid at first class meeting.*

Mondays, March 1-May 3, 6:15-8:45 p.m., 8 sessions. Nadeige Choplet, Lehman College faculty.

Ceramic Tile Making and Decoration

STA 31/\$170

Beautiful and practical objects can be made utilizing ceramic tiles. In this course, which *requires no prior experience*, students learn to design, fabricate, fire, decorate and install tiles. The installation of tiles on wooden boards, mirrors, tabletops and many other objects is covered. Open to students at all levels. Enrollment limited. *Cost of materials (\$50) to be paid at first class meeting.*

Mondays, March 1-May 3, 6:15-8:45 p.m., 8 sessions. Nadeige Choplet, Lehman College faculty.

Black and White Darkroom Techniques

STA 65/\$170

This hands-on course covers techniques of darkroom work such as film developing, contact printing, enlarging, cropping and composition, spotting, dry mounting and matting. Open to students at all levels. Enrollment limited. *Cost of chemicals (\$20) to be paid at first class meeting.*

Thursdays, March 4-April 29, 6:30-9 p.m., 8 sessions. Sarah Corbin, photojournalist.

Video Production

STA 70/\$115

The basic techniques needed to create professional-looking videos are introduced in this *hands-on* course. Topics covered include learning to use the video camera, storyboard and script writing, directing, lighting, audio, graphics, and editing. No previous experience required. Enrollment limited. *Cost of materials (\$20) must be paid at first class meeting.*

Saturdays, April 17-June 12, 9-10:30 a.m., 8 sessions. Miriam Jersky, video producer.

Digital Video Production

STA 72/\$135

In this hands-on course, those who are familiar with the use of video camcorders are introduced to the digital camcorder. Digital camera functions, digital tape formats and digital still photography are covered. Students also learn the basics of non-linear digital video editing including the use of the firewire and computer editing software. Enrollment limited. (Prerequisite: STA 70 or YPP 28 or video experience.) Open to students age 16 and over. *Cost of materials (\$25) must be paid at first class meeting.*

Fridays, April 16-June 4, 6:15-8 p.m., 8 sessions. Miriam Jersky (see above).

Acting Workshop

PFA 40/\$150

In a supportive environment, participants learn improvisation, character development, vocal techniques and script analysis. Creativity, spontaneity and concentration are developed in this basic acting class. No previous experience is necessary.

Fridays, March 5-April 30, 6:30-8:45 p.m., 7 sessions. Nina Gabriele-Cuva, acting coach.

MARK YOUR CALENDAR!

The schedules for most physical fitness courses differ from other Continuing Education courses due to the availability of facilities in The APEX. You are advised to make note of these dates to avoid missing any class sessions.

Physical Fitness

All physical fitness classes will be held in The APEX, a state-of-the-art facility. For a full schedule of children's physical fitness classes, please see pages 44-45.

Students enrolled in physical fitness classes must have a valid CUNYCard (photo I.D.) to enter The APEX.

Yoga I

PES 38/\$100

Hatha Yoga benefits both mind and body. This course includes stretches to increase flexibility and strength, deep relaxation to manage stress, breathing practices to expand lung capacity and exercises to increase mental concentration. Loose-fitting clothing and towel required. Enrollment limited. **Valid CUNYCard I.D. required.**

Sec. 1: **Fridays, Feb. 27-April 23 (no classes March 19, 26, April 9)**, 4:30-5:45 p.m., 6 sessions. Gina Crusco, certified Hatha Yoga teacher.

Sec. 2: **Fridays, Feb. 27-April 23 (no classes March 19, 26, April 9)**, 5:45-7 p.m., 6 sessions. Gina Crusco (see above).

Sec. 3: **Fridays, Feb. 27-April 23 (no classes March 19, 26, April 9)**, 7-8:15 p.m., 6 sessions. Gina Crusco (see sec. 1 above).

Sec. 4: **Fridays, April 30-June 4**, 4:30-5:45 p.m., 6 sessions. Gina Crusco (see sec. 1 above).

Sec. 5: **Fridays, April 30-June 4**, 7-8:15 p.m., 6 sessions. Gina Crusco (see sec. 1 above).

Yoga II

PES 39/\$100

This course is for those who have taken PES 38: *Yoga I* or who have equivalent experience. Learn variations that can individualize the practice of yoga for *your* body type. Increase physical strength, expand breathing, focus the mind and let go of stress with a long, enjoyable deep relaxation. Loose-fitting clothing and towel required. Enrollment limited. **Valid CUNYCard I.D. required.**

Fridays, April 30-June 4, 5:45-7 p.m., 6 sessions. Gina Crusco, certified Hatha Yoga teacher.

Jazz Exercise

PES 28/\$95

Improve your fitness in this jazz class for beginners. Stretch, warm-up and learn fun and easy jazz combinations. Wear comfortable clothing. Enrollment limited. **Valid CUNYCard I.D. required.** YPA 27: *Jazz Exercise for Teens* (see page 44) is for students ages 13-17.

Fridays, March 5-May 7 (no classes April 2, 9), 6-7 p.m., 8 sessions. Monica Figueroa, performing artist.

(Continued on next page)

iViva Flamenco!

PES 27/\$105

Come let your spirit soar as you learn passionate and powerful flamenco dance! The course covers basic flamenco footwork (*zapatedo*), armwork (*braceos*), turns (*vueltas*), different rhythms (*compás*) and more. No dance experience necessary. Appropriate clothing will be discussed at first class meeting. *CUNYCard ID not required.*



Fridays, March 5-May 14 (no classes April 2, 9), 6:30-7:30 p.m., 9 sessions. Dorca Vasquez (Mora), member of flamenco and Middle Eastern dance troupes.

NEW! iViva Flamenco! Part II

PES 29/\$105

Keep your spirit soaring as you continue to experience the power and beauty of the soul of flamenco (*el duende*). This course is for dancers (*bailaoras [as]*) who wish to design or polish their own improvised choreography (*pataítas*). Full choreography with intrinsic footwork (*taconeos*) and armwork (*braceos*) is taught. Come join us again! Flamenco shoes required. (Prerequisite: PES 27.) *CUNYCard I.D. not required.*

Fridays, March 5-May 14 (no classes April 2, 9), 7:30-8:30 p.m., 9 sessions. Dorca Vasquez (Mora) (see above).

Racquetball for Beginners

PES 15/\$115

An introduction to this fast-paced game including basic strokes, rules and strategies. Students supply their own racquets and racquet balls. White-soled (non-marking) athletic shoes and eye guards are required. Enrollment limited. **Valid CUNYCard I.D. required.**

Saturdays, March 6-May 22 (no classes April 3, 10), 8:45-9:40 a.m., 10 sessions. Perry T. Lopez, AM/PRO certified.

Racquetball for Advanced Beginners

PES 16/\$115

This competitive skills course includes speed drills, court strategies, shot selections, stroke and game analysis and drills to build endurance. Students supply their own racquets and racquet balls. White-soled (non-marking) athletic shoes and eye guards are required. Enrollment limited. (Prerequisite: basic racquetball skills.) **Valid CUNYCard I.D. required.**

Saturdays, March 6-May 22 (no classes April 3, 10), 9:50-10:45 a.m., 10 sessions. Perry T. Lopez (see above).

MARK YOUR CALENDAR!

The schedules for most physical fitness courses differ from other Continuing Education courses due to the availability of facilities in The APEX. You are advised to make note of these dates to avoid missing any class sessions.

About The APEX Pool

Temperatures maintained:

- Water temperature 79°
 - Air temperature 81°
- Depth at shallow end: 4 feet

Lockers are available on a per session basis. Locks (supplied by students) and all personal possessions must be removed from lockers after each class meeting.

Swimming for Beginners

PES 50/\$125

For those with no experience in the water, this course covers proper breathing, floating, the front crawl and elementary backstroke. Fundamentals of water safety are included. Enrollment limited. **Valid CUNYCard I.D. required.**

Sec. 1: Saturdays, March 6-May 22 (no classes March 20, 27, April 10), 8:10-9:05 a.m., 9 sessions. Bruce Semer, certified water safety and lifeguard instructor.

Sec. 2: Sundays, March 7-May 23 (no classes March 21, April 4, 11), 9:15-10:10 a.m., 9 sessions. Joel Venecia, certified water safety instructor.

Sec. 3: Sundays, March 7-May 23 (no classes March 21, April 4, 11), 12:40-1:35 p.m., 9 sessions. Joel Venecia (see above).

Sec. 4: Mondays, March 1-May 10 (no classes April 5, 12), 6:30-7:25 p.m., 9 sessions. Bob Rice, certified water safety and lifeguard instructor.

Sec. 5: Tuesdays, March 2-May 11 (no classes April 6, 13), 6:15-7:10 p.m., 9 sessions. Kenyie Del Rosario, certified water safety instructor.

Sec. 6: Tuesdays, March 2-May 11 (no classes April 6, 13), 7:15-8:10 p.m., 9 sessions. Kenyie Del Rosario (see above).

Sec. 7: Fridays, March 5-May 21 (no classes March 19, 26, April 9), 6:15-7:10 p.m., 9 sessions. Joel Venecia (see sec. 2 above).

Sec. 8: Fridays, March 5-May 21 (no classes March 19, 26, April 9), 7:15-8:10 p.m., 9 sessions. Joel Venecia (see sec. 2 above).

Swimming for Advanced Beginners

PES 53/\$145

Strokes taught in this course include backcrawl, breaststroke and crawlstroke. Diving is also included. (Prerequisites: Students must be comfortable in deep water and must be able to swim 20 yards.) **Valid CUNYCard I.D. required.**

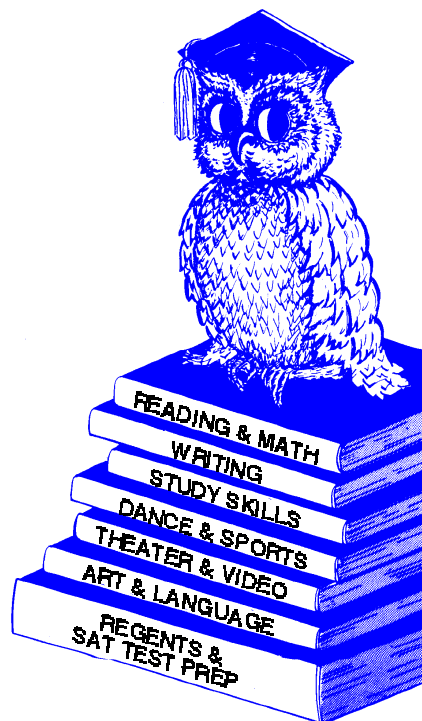


Mondays, March 1-May 17 (no classes April 5, 12), 7:30-8:30 p.m., 10 sessions. Bob Rice, certified water safety and lifeguard instructor.

Pre-College for Kids

This program gives young people the opportunity to sample the college environment and to develop special interests and talents outside of their regular school curriculum. Faculty members have been selected for their ability to communicate with young people. Children are encouraged to develop self-expression and creativity.

The courses in this program are grouped according to subjects. Please see each course description for specific age range or grade level.



Academic Skills

Reading and Arithmetic Readiness

YPP 46/\$125

Young children build a foundation for reading and arithmetic skills in this course. Activities such as alphabet games, phonics, story time, and number and counting games allow children to develop skills at their own pace. Enrollment limited. **For children in kindergarten. Textbooks to be brought to first class meeting.**

Saturdays, Feb. 28-May 15, 9-10:30 a.m., 10 sessions. Madeline Parker, elementary school teacher.

Reading and Writing Improvement for First Graders

YPP 45/\$125

Designed for first graders **who need additional help** with their beginning reading and writing skills, this course covers phonics, word games and story telling. Children share their own written works. Enrollment limited. **Textbooks to be brought to first class meeting.**

Sec. 1: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. Madeline Parker (see above).

Sec. 2: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. RoseMary Brannigan, elementary school reading specialist.

Reading Improvement

YPP 41/\$125

For students **below grade level in reading**, this course focuses on vocabulary building, comprehension skills and critical thinking. Enrollment limited. **Textbooks to be brought to first class meeting.**

Sec. 1: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. **Grades 2, 3.** Tobi Hollander, elementary school teacher.

Sec. 2: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. **Grades 2, 3.** RoseMary Brannigan (see YPP 45, sec. 2 above).

Sec. 3: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. **Grades 2, 3.** Velma Wilkinson, N.Y.C. Dept. of Education.

Sec. 4: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. **Grades 4, 5.** Milanka Zadrima, N.Y.C. Dept. of Education.

Sec. 5: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. **Grades 4, 5.** Sasha Zadrima, N.Y.C. Dept. of Education.

Sec. 6: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. **Grades 6, 7, 8.** Albert Weissberg, N.Y.C. Dept. of Education.

Sec. 7: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. **Grades 6, 7, 8.** Sasha Zadrima (see sec. 5 above).

(Continued on next page)

Writing Improvement

YPP 67/\$125

This course is designed to stimulate interest in writing as a major step in helping children improve their skills. Students are guided through phases of the writing process such as the generation of ideas, writing and revising drafts, and editing. Creativity is developed through a variety of written work which may include short stories, letters, and essays. Grammar, punctuation, and spelling are addressed.

Sec. 1: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. **Grades 3, 4.** Denise Acham-Taylor, Greenburgh Central 7 School District.

Sec. 2: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. **Grades 5, 6, 7.** Denise Acham-Taylor (see above).

Writing Improvement for Teens

YPP 81/\$125 (see page 46)

Math Improvement

YPP 47/\$125

For students **below grade level in mathematics**, this course focuses on computational skills and problem solving. Enrollment limited. **Textbooks to be brought to first class meeting.**

Sec. 2: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. **Grade 2.** Velma Wilkinson, N.Y.C. Dept. of Education.

Sec. 3: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. **Grade 3.** Tobi Hollander, elementary school teacher.

Sec. 4: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. **Grade 4.** Milanka Zadrima, N.Y.C. Dept. of Education.

Sec. 5: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. **Grade 5.** Sara Kamminker, elementary school teacher.

Sec. 6: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. **Grade 6.** Sara Kamminker (see above).

Sec. 7: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. **Grade 7.** Miguel Suarez, N.Y.C. Dept. of Education.

Sec. 8: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. **Grade 8.** Miguel Suarez (see above).

Mathematics "A" Review

YPP 84/\$125 (see page 46)

Sequential Mathematics II Review

YPP 72/\$125 (see page 46)

Successful Studying

YPP 49/\$125

Success in school is greatly affected by children knowing how to study, do homework, and take tests. The techniques taught in this course include organization skills, memory, and concentration. Test-taking strategies cover preparation, stress reduction, and answering different types of questions. **Textbook to be brought to first class meeting. Grades 6-7.**

Saturdays, Feb. 28-May 15, 10:45 a.m.-12:15 p.m., 10 sessions. Tina Edwards, elementary school teacher.

Effective Studying and Test-Taking Techniques

YPP 80/\$125 (see page 46)

Language

Spanish for Young Children I

YPP 63/\$90

Second languages are most easily learned and retained at a very young age. In this class children are introduced to the Spanish language through songs, games and visual aids, all of which are part of a natural and exciting approach to language learning. Enrollment limited. **Ages 4-6.**

Saturdays, Feb. 28-May 15, 11 a.m.-12:15 p.m., 10 sessions. Magdalena Ramos, early childhood teacher.

Spanish for Young Children II

YPP 164/\$90

For children who have taken YPP 63: *Spanish for Young Children I* or who have a very minimal knowledge of Spanish vocabulary, this course utilizes songs, games and visual aids to further the acquisition of the language. Enrollment limited. **Ages 4-6.**

Saturdays, Feb. 28-May 15, 12:30-1:45 p.m., 10 sessions. Magdalena Ramos (see above).

Computers

Introduction to Photoshop for Young People

YPP 56/\$125

Have fun working with digital photos using Photoshop, the leading image-editing software. Students learn to create, edit and compose images and add frames, background and text. Included is the creation of simple animations. *Students must have a working knowledge of the Windows operating system to enroll in this course. A ZIP disk to be brought to first class meeting.* **Grades 7-11.**

Saturdays, Feb. 28-May 8, 11:45 a.m.-1:25 p.m., 9 sessions. Livia Nieves, Lehman College faculty.

World Wide Web Design for Young People

YPP 95/\$125

This is a hands-on course in which students learn to design a website using HTML (HyperText Markup Language), the programming code used to create documents for the World Wide Web. Also covered are how to bring in pictures using Photoshop and linking to other Web pages. Enrollment limited: one student per computer. (Prerequisite: hands-on computer experience.) **Grades 6-11.**

Wednesdays, Feb. 25-May 5, 4-5:30 p.m., 10 sessions. SuZen, Lehman College faculty.

Creative Arts

Drawing, Painting and Sketching

YPP 11/\$100
(includes materials)

Pencil, charcoal, tempera, and pen and ink are used to explore design, composition, color, still life, and the figure. Classes extend visual awareness and develop skills. **Ages 9-14.**

Saturdays, Feb. 28-May 15, 9-10:30 a.m., 10 sessions. Jewel Ross, artist.

Arts and Crafts Workshop

YPP 14/\$90 (includes materials)

By learning to work with materials such as papier-mâché, modeling clay, paint, and cut papers, creativity and individual expression are developed. Emphasis is on imaginative and fun-filled projects which may include puppets, collages, masks, figures, and mobiles. **Ages 5-8.**

Saturdays, Feb 28-May 15, 10:45 a.m.-12 noon, 10 sessions. Jewel Ross, artist.



Video Production for Young People

YPP 28/\$90



On camera and behind the scenes, students work as a team to produce an original video program in this *hands-on* course. All aspects of producing a video are experienced: learning to use the video camera; storyboard and script writing; directing; lighting; audio; graphics; and editing. Family and friends are invited to the last class for a special screening of the completed video! *Cost of materials (\$20) must be paid at first class meeting.* **Ages 11-16.**

Saturdays, April 17-June 12, 11 a.m.-12:30 p.m., 8 sessions. Miriam Jersky, video producer.

Digital Video Production

STA 72/\$135 (see page 39)

Poetry and Crafts Workshop

YPP 141/\$100 (includes materials)

An opportunity to express creativity is offered in this course that integrates poetry writing with craft activities. Students learn to write poems using rhyme, simile, emotions and storytelling while engaging in craft activities that may include bookmaking and découpage. Also included is an introduction to different types of poetry and several known poets. Parents/guardians are invited to the last class meeting for a poetry reading. **Ages 9-12.**

Saturdays, Feb. 28-May 15, 1:15-2:45 p.m., 10 sessions. Althea "Tiah" Barnes, poet/artist/educator.

Acting Workshop

YPP 26/\$95

This workshop helps develop creative expression, communication skills, and confidence through movement, voice, and acting techniques. Improvisation and character development provide an early foundation in theater skills. **Ages 8-12.**

Saturdays, Feb. 28-May 15, 10:45 a.m.-12:15 p.m., 10 sessions. Kathy Adely, acting coach.

On Stage!

YPP 27/\$90

This introductory theater course helps develop creativity and self-confidence in children through improvisation, mime games, movement, expression, and role playing. **Ages 5-7.**

Saturdays, Feb. 28-May 15, 9:15-10:30 a.m., 10 sessions. Kathy Adely (see above).



(Continued on next page)

Physical Fitness

Rules for Using The APEX

All physical fitness classes are held in The APEX facility. To maintain security and to insure the safety of your child, we *require* that the following APEX policies and procedures be *strictly* observed.

- **Students are to carry a valid CUNYCard I.D. at all times.**
- Students are to be accompanied by one (1) parent/guardian. Siblings (including infants) and friends are excluded from entering The APEX.
- No baby carriages are allowed in The APEX.
- **For security reasons, the parent/guardian escorting the child *must* remain in The APEX waiting area for the duration of the child's class(es).** Should there be a medical emergency, it is the parent or guardian who must make the decision regarding treatment.

Adults who enroll children in these classes do so with the understanding that Lehman College is absolved from responsibility and/or liability for personal injury and loss or damage to personal property.

Junior Gym

YPA 31/\$90

Through participation in relay races, calisthenics, circle and line games, and other physical activities, young children develop strength, coordination, and socialization skills. White-soled (non-marking) sneakers required. **Ages 4-6. (Must be 4 years old as of March 1, 2004. Proof of age required at time of registration.) Valid CUNYCard I.D. required.**

Saturdays, March 6-June 5 (no classes March 20, 27, April 10, May 15), 3-4:05 p.m., 9 sessions. Joyce Bloom, Ed.D., N.Y.C. Dept. of Education.

Rhythmic Gymnastics

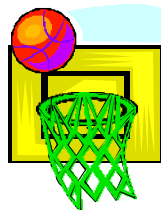
YPA 29/\$90

This course is designed to develop children's fitness through dance experience and the ability to handle rhythmic equipment such as balls, ribbons, ropes and hoops. In a non-competitive setting, children enjoy a skill-oriented, beautiful fun-filled activity. *Note: This is **not** a "traditional" gymnastics course using bars and beams.* **Ages 6-9. Valid CUNYCard I.D. required.**

Saturdays, March 6-June 5 (no classes March 20, 27, April 10, May 15), 1:45-2:50 p.m., 9 sessions. Joyce Bloom (see above).

Basketball for Young People

YPA 40/\$90



Boys and girls learn shooting, passing, strategies, scoring and teamwork with applied practice in game situations. White-soled (non-marking) sneakers required. **Ages 8-13. Valid CUNYCard I.D. required.**

Sec. 1: **Saturdays, Feb. 28-May 15 (no classes April 3, 10),** 11:15 a.m.-12:15 p.m., 10 sessions. Instructor: TBA

Sec. 2: **Saturdays, Feb. 28-May 15 (no classes April 3, 10),** 12:30-1:30 p.m., 10 sessions. Instructor: TBA

Indoor Soccer

YPA 41/\$90

Young children learn the fundamentals of soccer such as dribbling, shooting and passing in an exciting yet supportive environment. White-soled (non-marking) sneakers and loose-fitting clothing required. Enrollment limited. **Ages 6-8. Valid CUNYCard I.D. required.**

Saturdays, Feb. 28-May 15 (no classes April 3, 10), 1:40-2:40 p.m., 10 sessions. David Vasquez, sports instructor.

Dance Time

YPA 20/\$90

The joy of dance is experienced by learning the fundamental techniques of ballet, modern, and jazz dance. Boys and girls develop coordination, strength, flexibility, and an appreciation of aesthetics. Appropriate clothing will be discussed at first class meeting. **Valid CUNYCard I.D. required.**

Sec. 1: **Saturdays, Feb. 28-May 15 (no classes April 3, 10),** 10:45-11:45 a.m., 10 sessions. **Ages 6-8.** Monica Figueroa, performing artist.

Sec. 2: **Saturdays, Feb. 28-May 15 (no classes April 3, 10),** 12 noon-1 p.m., 10 sessions. **Ages 6-8.** Monica Figueroa (see above).

Sec. 3: **Saturdays, Feb. 28-May 15 (no classes April 3, 10),** 1:15-2:15 p.m., 10 sessions. **Ages 8-12.** Monica Figueroa (see sec. 1 above).

Jazz Exercise for Teens

YPA 27/\$75

Teens improve their fitness in this jazz class for beginners. Stretch, warm-up and learn fun and easy jazz combinations. Wear comfortable clothing. Enrollment limited. **Ages 13-17. Valid CUNYCard I.D. required.**

Fridays, March 5-May 7 (no classes April 2, 9), 4:45-5:45 p.m., 8 sessions. Monica Figueroa (see YPA 20, sec. 1 above).

Swimming I for Young People

YPA 32/\$95

For children with *no experience or minimal experience in the water*, this course covers fundamental skills including breathing, floating and crawlstroke. Water safety is emphasized. Enrollment limited. **Valid CUNYCard I.D. required.**



Sec. 1: **Saturdays, March 6-May 22 (no classes March 20, 27, April 10)**, 10-10:45 a.m., 9 sessions. **Ages 7-10.** Bruce Semer, certified water safety and lifeguard instructor.

Sec. 2: **Saturdays, March 6-May 22 (no classes March 20, 27, April 10)**, 11:35 a.m.-12:20 p.m., 9 sessions. **Ages 7-10.** Kenyie Del Rosario, certified water safety instructor.

Sec. 3: **Saturdays, March 6-May 22 (no classes March 20, 27, April 10)**, 12:25-1:10 p.m., 9 sessions. **Ages 7-10.** Kenyie Del Rosario (see above).

Sec. 4: **Saturdays, March 6-May 22 (no classes March 20, 27, April 10)**, 2:45-3:30 p.m., 9 sessions. **Ages 11-15.** Kenyie Del Rosario (see sec. 2 above).

Sec. 5: **Saturdays, March 6-May 22 (no classes March 20, 27, April 10)**, 3:35-4:20 p.m., 9 sessions. **Ages 7-10.** Kenyie Del Rosario (see sec. 2 above).

Sec. 6: **Sundays, March 7-May 23 (no classes March 21, April 4, 11)**, 11:50 a.m.-12:35 p.m., 9 sessions. **Ages 7-10.** Joel Venecia, certified water safety instructor.

Sec. 7: **Fridays, March 5-May 21 (no classes March 19, 26, April 9)**, 3:45-4:30 p.m., 9 sessions. **Ages 7-10.** Kenyie Del Rosario (see sec. 2 above).

Sec. 8: **Fridays, March 5-May 21 (no classes March 19, 26, April 9)**, 5:15-6 p.m., 9 sessions. **Ages 11-15.** Kenyie Del Rosario (see sec. 2 above).

Swimming II for Young People

YPA 38/\$95

Skills taught include elementary backstroke, treading water, improvement of crawlstroke and simple diving. Water safety is emphasized. Enrollment limited. **NOTE:** To enroll, students **must** be able to swim 15 yards. **Ages 8-15. Valid CUNYCard I.D. required.**

Sec. 1: **Saturdays, March 6-May 22 (no classes March 20, 27, April 10)**, 9:10-9:55 a.m., 9 sessions. Bruce Semer, certified water safety and lifeguard instructor.

Sec. 2: **Sundays, March 7-May 23 (no classes March 21, April 4, 11)**, 10:15-11 a.m., 9 sessions. Joel Venecia, certified water safety instructor.

Sec. 3: **Fridays, March 5-May 21 (no classes March 19, 26, April 9)**, 4:30-5:15 p.m., 9 sessions. Kenyie Del Rosario, certified water safety instructor.

About The APEX Pool

Temperatures maintained:

- Water temperature 79°
 - Air temperature 81°
- Depth at shallow end: 4 feet

MARK YOUR CALENDAR!

The schedules for most physical fitness courses differ from other Continuing Education courses due to the availability of facilities in The APEX. You are advised to make note of these dates to avoid missing any class sessions.

Swimming III for Young People

YPA 36/\$95

Skills taught include sidestroke, breaststroke, sculling and an introduction to the butterfly stroke. Water safety is emphasized. **NOTE:** To enroll, students **must** be able to do the front crawl for 25 meters with rotary breathing, back crawl for 10 meters and tread water. **Ages 8-15. Valid CUNYCard I.D. required.**

Saturdays, March 6-May 22 (no classes March 20, 27, April 10), 2-2:45 p.m., 9 sessions. Kenyie Del Rosario, certified water safety instructor.

Child/Parent Swimming

Due to APEX regulations regarding access to locker rooms, registration is restricted to *daughters/mothers (female guardians)* or *sons/fathers (male guardians)*. *Exception:* Parents of the opposite sex may register provided their children are able to change clothes by themselves.

YPA 39

- 1 child and 1 adult \$125
(registration fee to be charged to adult)
- 2 children and 1 adult \$145
(registration fee to be charged to adult)

Young children are taught water safety, basic swimming movements and breathing. This course provides an opportunity for children and parents or guardians to spend time together in a group experience while children develop water confidence. *The registered adult must be in pool with child.* Enrollment limited. **Ages 5-7.**

Valid CUNYCard I.D. required.

Sec. 1: **Saturdays, March 6-May 22 (no classes March 20, 27, April 10)**, 10:50-11:30 a.m., 9 sessions. Bruce Semer, certified water safety and lifeguard instructor.

Sec. 2: **Saturdays, March 6-May 22 (no classes March 20, 27, April 10)**, 1:15-1:55 p.m., 9 sessions. Kenyie Del Rosario, certified water safety instructor.

Sec. 3: **Sundays, March 7-May 23 (no classes March 21, April 4, 11)**, 11:05-11:45 a.m., 9 sessions. Joel Venecia, certified water safety instructor.

(Continued on next page)

Pre-College for Teens

Courses in this program provide academic remediation and enrichment as well as preparation for entrance into high school and college.



Mathematics "A" Review

YPP 84/\$125

Designed for students currently enrolled in *Mathematics "A"* in their regular schools, this course provides *ongoing review and reinforcement* of algebra, geometry (without proofs), probability, and logic. **Textbook to be brought to first class meeting.**

Sec. 1: **Saturdays, Feb. 28-May 15**, 9-10:30 a.m., 10 sessions. Richard Herzberg, N.Y.C. Dept. of Education.

Sec. 2: **Saturdays, Feb. 28-May 15**, 10:45 a.m.-12:15 p.m., 10 sessions. Richard Herzberg (see above).

Sequential Mathematics II Review

YPP 72/\$125

Designed for students currently enrolled in *Sequential Mathematics II* in their regular schools, this course provides *ongoing review and reinforcement* of algebra, geometry (with proofs), logic, transformational geometry and mathematical systems. **Textbook to be brought to first class meeting.**

Thursdays, March 18-May 20, 4-5:40 p.m., 9 sessions. Richard Herzberg (see YPP 84, sec. 1, above).

Writing Improvement for Teens

YPP 81/\$125

With an emphasis on essay writing, this course focuses on improving writing skills through the generation of ideas, writing drafts, editing and revising. Basic English grammar and spelling are covered. **Grades 8-11.**

Saturdays, Feb. 28-May 15, 9-10:30 a.m., 10 sessions. Patricia McLeod, high school English teacher.

Effective Studying and Test-Taking Techniques

YPP 80/\$125

The skills and techniques taught in this course help students become more competent in their academic work and perform better on exams. Areas covered include study skills (how to take notes properly, using time effectively, memory, concentration, listening skills) and test-taking strategies (preparation, stress reduction, answering multiple choice and essay questions). This course is for students who are performing well in school as well as for those experiencing difficulties. **Grades 8-10. Textbook to be brought to first class meeting.**

Saturdays, Feb. 28-May 15, 10:45 a.m.-12:15 p.m., 10 sessions. Albert Weissberg, N.Y.C. Dept. of Education.

Many classes in art, video and physical fitness in the Pre-College for Kids Program are open to teenagers. See pages 43-45.

Living Environment Regents Preparation

YPP 91/\$125

For students who want a head start in preparing for the June Living Environment Regents exam, this course provides a basic review of the subject matter and test-taking strategies.

Textbook to be brought to first class meeting.

Saturdays, Feb. 28-May 15, 10:45 a.m.-12:15 p.m., 10 sessions. Joseph Sciame, St. Francis Preparatory School faculty.

Chemistry Regents Preparation

YPP 88/\$125

For students who want a head start in preparing for the June Chemistry Regents exam, this course provides a basic review of the subject matter and test-taking strategies. **Textbook to be brought to first class meeting.**

Saturdays, Feb. 28-May 15, 9-10:30 a.m., 10 sessions. Joseph Sciame (see above).

SAT Preparation

YPP 75/\$155

This course helps prepare students for the SAT (SAT-I: Reasoning). Verbal and math skills and test-taking strategies are covered.

Required for first class: Barron's *SAT-I* (21st edition) and a silent calculator. The text is available in the Lehman College Bookstore. **Grades 11, 12.**

Tuesdays and Thursdays, March 2-March 25, 4-6 p.m., 8 sessions. Richard Herzberg, N.Y.C. Dept. of Education and Richard De Lorenzo.

World Wide Web Design for Young People

YPP 95/\$125

This is a hands-on course in which students learn to design a website using HTML (HyperText Markup Language), the programming code used to create documents for the World Wide Web. Also covered are how to bring in pictures using Photoshop and linking to other Web pages. Enrollment limited: one student per computer. (Prerequisite: hands-on computer experience.) **Grades 6-11.**

Wednesdays, Feb. 25-May 5, 4-5:30 p.m., 10 sessions. SuZen, Lehman College faculty.

Introduction to Photoshop for Young People

YPP 56/\$125 (see page 43)

Adult Degree Program at Lehman

Back to School? It's Never Too Late!

THE ADULT DEGREE PROGRAM AT LEHMAN IS A BACHELOR'S DEGREE PROGRAM DESIGNED TO MEET THE SPECIAL NEEDS OF MATURE MEN AND WOMEN WITH FAMILY AND WORK RESPONSIBILITIES:

- Classes are scheduled when you can attend—days, evenings, and weekends.
- Faculty counselors help you choose a course of study oriented toward your individual career goal.
- College credits may be awarded for your life experience, including current paid or volunteer work.
- Courses offered to refresh your writing, reading and math skills and prepare you for college-level work.
- Tuition is \$135* per credit for undergraduates who are New York State residents. (*Tuition and fees subject to change.)

Course of Study/Career Opportunities

Adult Degree students may choose:

- Traditional studies in the liberal arts and sciences
- Individualized programs, including internships, home study, fieldwork and creative projects
- Professional and preprofessional programs
- Business: management and accounting
- Gerontology
- Nursing
- Social service: social work, community psychology
- Health services administration
- Arts: theatre, music, dance, fine arts, arts administration
- And fields as far as your imagination can reach

Life Experience

Lehman College may award you credits for life experience by evaluating paid or volunteer work. Students have received credits for a wide variety of activities including business achievement, community service, paraprofessional work in schools and day care centers, and military training.

Support

Going back to school isn't easy. You have responsibilities at home, at work, in the community. The Adult Degree Program provides extra support for mature students in transition.

- Individual counseling and course advisement by faculty members
- Special seminars introducing adult students to college study (only students in the Adult Degree Program may attend)
- Financial aid available

Admission

You must be at least 25 years old and out of school five years or longer to be eligible for the Adult Degree Program. A high school diploma or general equivalency diploma is required. Previous college experience is not necessary, but transfer students are eligible if they have fewer than 61 college credits. Students are subject to the admissions requirements of the college. All entering students must take the CUNY Skills Assessment Test.

For More Information

Call the Adult Degree Program at (718) 960-8666 or visit the Office of Individualized Studies in Carman Hall, Room 128, Lehman College, Bedford Park Boulevard West and Goulden Avenue in the northwest Bronx. The office is open from Monday to Thursday, 9 a.m.-6 p.m., Friday, 9 a.m.-4 p.m.

Applications will be available in March for the fall 2004 semester.

Credit-Bearing Certificate Program

Certificate in Geographic Information Science (GISc)

Geographic Information Science (GISc) is a fast-growing computer technology field involving mapping and analysis of spatial data. Geographic Information Systems (GIS) enable us to assess and manage existing conditions and also help predict future conditions, ranging from monitoring disease occurrences, to endangered species preservation, to managing water supplies, to tracking real estate values, to crime solving.

GIS is used today in fields as diverse as law enforcement, marketing, economic development, public health administration, ecology, urban planning, real estate, government and education. GIS is an expanding field with good career opportunities. People with GIS skills can also be more marketable as managers and analysts in their own fields. A Certificate in GISc can be advantageous by itself or in augmenting a Master's, Bachelor's or Associate's Degree.

The Certificate in GISc consists of a sequence of 4 courses, equaling 14 credits, plus one 3-credit Geography elective course, for a total of 17 credits. Courses are offered in the evenings and some via e-mail. The courses can be taken for credit at either the undergraduate or graduate level, leading to the Certificate.

Note: These are credit-bearing courses, NOT Continuing Education courses, and you must file an application and be admitted to Lehman College as a non-matriculated student before you can register for these courses. To enter the Certificate Program, students must have completed 30 college credits with at least a 2.0 GPA (C average). To take graduate-level courses, students must have a Bachelor's degree with at least a 3.0 GPA (B average).

Required Coursework (17 credits)

GEP 204 / GEP 504: Basic Mapping: Applications and Analysis (3 credits)
GEP 205 / GEP 505: Principles of Geographic Information Science (GISc) (3 credits)
GEP 350 / GEP 605: Special Projects in GISc* (4 credits)
GEH 490 / GEP 690: Workshop in GISc (4 credits)
and a Geography elective (3 credits)

*Note: Recent topics in *Special Projects in GISc* included "Environmental Planning with GIS" and "Spatial Analytical Methods in GIS." Topics planned for the future are "GIS for Public Health" and "Using GIS in Ecology."

SPRING 2004

GEP 205/GEP 505: Principles of Geographic Information Science (GISc)
(4 hours, 3 credits) **Wednesdays, 6-9:20 p.m.** Dates: TBA

This course covers basic concepts and theories of Geographic Information Science (GISc), as well as provides hands-on experience with a GIS software package for computer mapping and data analysis. Through a series of lectures, GIS laboratory exercises, and the design of a GIS project, students are taught the variety of ways GIS can be used to solve real world problems in many different fields. Laboratory exercises will include simple database creation, generation of statistics, data analysis, and the production of thematic maps and charts. Demographic, socioeconomic, environmental, land use, and health data sets will be utilized in the lab exercises. Prerequisite: computer literacy recommended.

GEH 490/GEP 690: Workshop in Geographic Information Science (4 credits)
Schedule: TBA

This course is intended to provide the student with a solid grounding in research design and methodology by designing and conducting a GIS research project within the parameters of the student's field of interest or specialty. Projects are to be substantive and original research efforts conforming to generally acceptable professional geographical practices and techniques. Prerequisite: GEP 350/GEP 605 *or* departmental permission.

Elective:

GEP 351/GEP 621: Remote Sensing: Environmental and Resource Monitoring from Space
(4 credits) **Tuesdays and Thursdays, 6-8:30 p.m.**

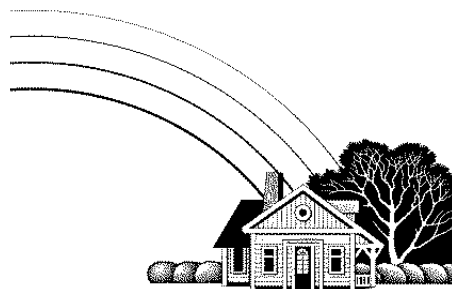
For Additional Information

Visit our website at www.lehman.cuny.edu/geography for GISc Certificate Program information and "Frequently Asked Questions," including how to apply to the program. For further information about the GISc Program or any of the individual courses, contact Dr. Juliana Maantay at (718) 960-8574 or by e-mail at maantay@aol.com. For non-matriculated student applications, call (718) 960-8702 (Graduate Admissions) or (718) 960-8706 (Undergraduate Admissions) *after* speaking with Dr. Maantay. It is advisable to submit applications by January 5, 2004 for admission to spring 2004 courses. The spring semester begins January 29, 2004.

CreditSmartSM

CreditSmart is a comprehensive, instructor-led consumer education curriculum designed to help people get and keep good credit. The curriculum provides important information about credit and credit management, insight into how lenders assess credit histories and the role of credit in achieving financial goals. It is designed to increase consumers' financial literacy by providing life-long money management skills.

Freddie Mac believes that by educating consumers about wise credit habits and helping them understand the importance of obtaining and maintaining good credit, we can empower them with the skills and information necessary to achieve home ownership.



CreditSmartSM features 11 modules:

- Your credit and why it is important
- Managing your money
- Goal setting
- Banking services, an important step.
- Establishing and maintaining good credit
- Understanding credit scoring
- Thinking like a lender
- Avoiding credit traps
- Restoring your credit
- Planning for your future
- Becoming a homeowner

Offered by Freddie Mac and Lehman College

as a service to the community.

3 Thursdays, April 15-April 29

Please call Nancy Beltrez at (718) 960-8806 for time and additional information.

CreditSmartSM Español

El currículo educativo bilingüe CreditSmart Español es un curso completo para educar a los consumidores acerca de como obtener y mantener un buen crédito. Ha sido diseñado para ser dirigido por un instructor, y adaptado específicamente para individuos y familias hispanas. El currículo contiene información clave sobre el crédito y como administrarlo, sobre como los prestamistas evalúan los historiales de crédito, y de la función del crédito para ayudar a las personas a alcanzar sus metas financieras. Nuestro objetivo ha sido el aumentar los conocimientos financieros de los consumidores, ofreciéndoles técnicas para administrar su dinero que les puedan servir toda su vida.

La compañía Freddie Mac entiende que educando a los consumidores a usar su crédito prudentemente y a entender la importancia de obtener y mantener un buen crédito, pueden obtener las destrezas e información necesarias para lograr convertirse en propietarios de casas.

CreditSmartSM Español consiste de 11 módulos:

- Su crédito y la importancia de tenerlo
- Administrando su dinero
- Estableciendo metas
- Servicios bancarios, un paso importante
- Estableciendo y manteniendo un buen crédito
- Entendiendo la puntuación de crédito
- Pensando como un prestamista
- Evitando trampas de crédito
- Reparando su crédito
- Planificando su futuro
- Como convertirse en propietario de casa

Ofrecido por Freddie Mac y Lehman College

como un servicio a la comunidad

3 Jueves, Mayo 6-20

Por favor llame a Nancy Beltrez al (718) 960-8806 para obtener información sobre los horarios y otro tipo de detalles adicionales.

About Lehman College

Modern Facilities in a Traditional Setting . . .



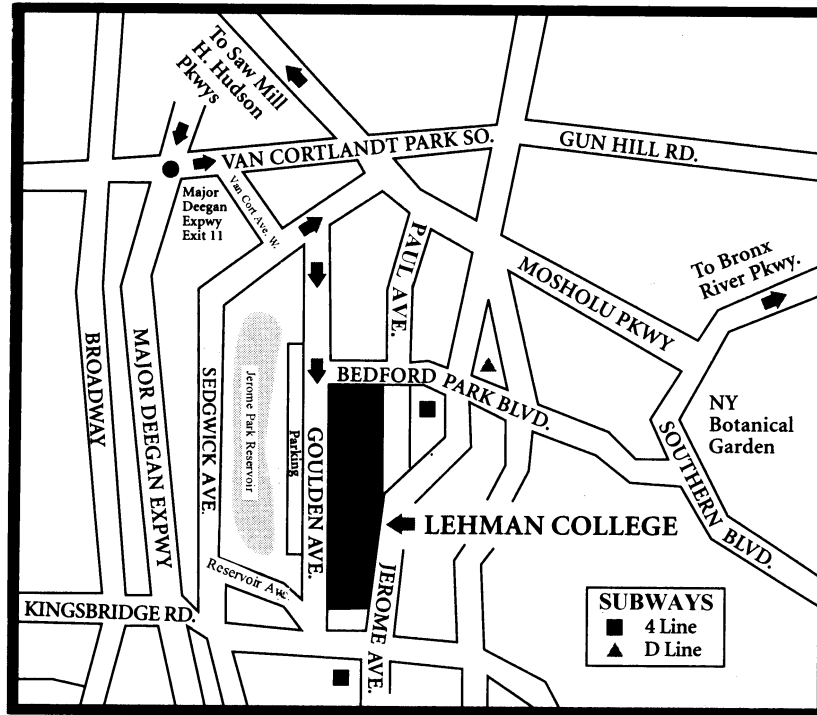
Situated in a residential community in the northwest Bronx, the tree-lined, 37-acre Lehman campus is one of the most beautiful in the tri-state area. It blends picturesque buildings more than half a century old with state-of-the-art facilities that include:

- The Information Technology Center, opened in 1999, houses eight micro-computer classrooms; a classroom with high-end graphics workstations; an open lab area for research, practice and homework with over 100 microcomputers; Internet access, printing facilities and a help desk. Terminals are linked to The City University of New York's University Computer Center, one of the largest, most sophisticated university computer facilities in the world. The IT Center supports video distribution and has satellite uplink and downlink capabilities.
- The Lehman College Library, housed in a modern, four-story building, has an online book catalogue and circulation system, a CD-ROM LAN and access to networked periodical indexes and full-text databases. The open stacks book collection of over 546,000 volumes is supplemented by more than 1,300 periodicals and 574,000 microfilms.
- The APEX, a state-of-the-art athletic and physical education facility, features an eight-lane Olympic-size pool, ballet studio, aerobics studio, two gymnasiums, racquetball courts, running track, weight room and cardiovascular fitness center. The College also has outdoor tennis courts and soccer, softball and baseball fields.
- The Lehman Center for the Performing Arts with its 2,300-seat Concert Hall presents outstanding international classical, popular and folk/ethnic dance, music and theatre companies as well as emerging local performers. Special programs are offered for Bronx school children and senior citizens.
- The 500-seat Lovinger Theatre presents performances in theatre, dance and music by Lehman College students, faculty and guest artists.
- The ultramodern Fine Arts Building houses the Art Department's studios, workshops, computer labs and classrooms. The Lehman College Art Gallery features two striking exhibition spaces on the first floor of this building. Leading figures in contemporary art, emerging artists and theme shows are presented by the Gallery.

How to Get to Lehman College

Lehman College is located in a residential area in the northwest Bronx, south of Van Cortlandt Park and west of the New York Botanical Garden. The 37-acre campus is situated between the Kingsbridge and Bedford Park neighborhoods, along the Jerome Park Reservoir. Lehman's neighbors along the reservoir include Bronx High School of Science, Walton High School, and DeWitt Clinton High School.

The Lehman campus is easy to reach by car and by public transportation. Ample parking is available in attended parking lots.



BY TRAIN

Subways

Take the IRT No. 4 Lexington (Jerome) Avenue line or the IND "D" line to Bedford Park Boulevard. The campus is a three-minute walk to the west. For more information about subway service to the Lehman campus, call the New York City Transit Authority at (718) 330-1234.

Metro North

Metro North's Harlem line has a local stop at the Botanical Gardens station. The campus is about 12 blocks due west on Bedford Park Boulevard. Call Metro North for information about fares and schedules (212) 532-4900.

BY BUS

Nine Bronx buses including the 2, 10, 22, and 28 have stops near Lehman College. Liberty Lines BXM4A or 4B express buses from Manhattan stop near the campus, at Bedford Park Boulevard and the Grand Concourse.

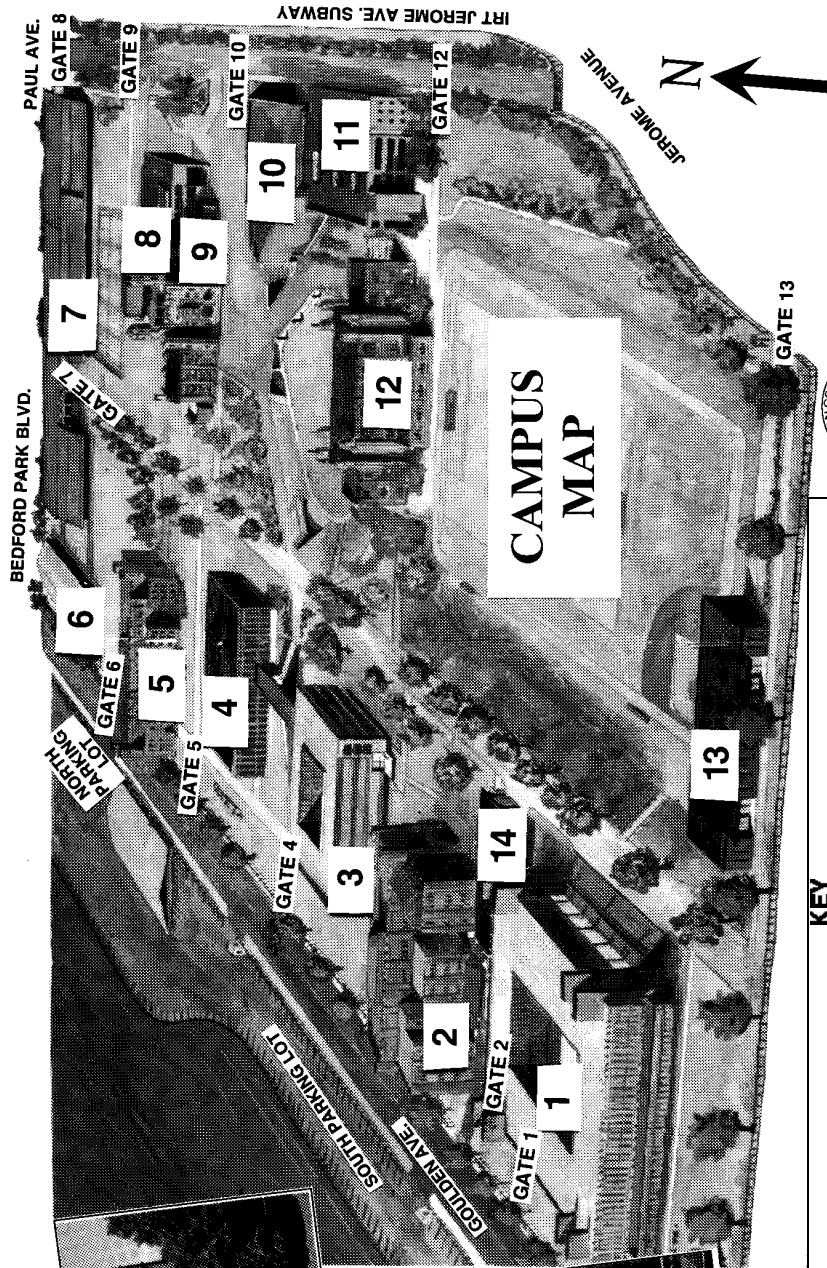
Good connections are available on Westchester 20 or 20X buses from White Plains, Hartsdale, Scarsdale, and Yonkers via Central Park Avenue. The No. 4 from Yonkers also stops near the campus.

For more information about taking a bus to the Lehman campus, call (718) 330-1234 (Bronx buses) or (718) 652-8400 (Liberty Lines) or (914) 682-2020 (Westchester buses).

BY CAR

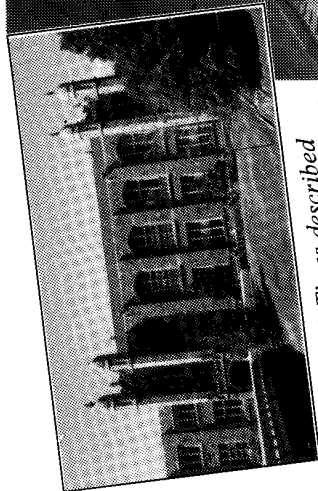
Major highways from Manhattan, Brooklyn, Queens, Long Island, Westchester, and New Jersey have exits near Lehman College. The Van Cortlandt Park South exit off the Major Deegan Expressway (I-87) is just a few minutes from campus. Another popular approach is via the Mosholu Parkway exit off the Bronx River Parkway or the Saw Mill (Henry Hudson).

Lehman College Campus Map

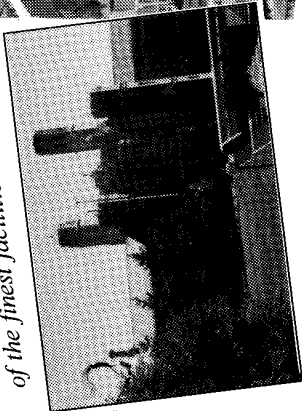


LEHMAN COLLEGE
THE CITY UNIVERSITY OF NEW YORK

KEY	
1 Carman Hall	11 Library
• Information Technology Center (Gate 1)	12 Gymnasium
• Continuing Education (Gate 2)	13 Student Life
2 Davis Hall	14 Bookstore
3 Shuster Hall	
4 Fine Arts	6 T-3
5 Gillet Hall	7 APEX
Communications Station (Gate 5)	8 Speech & Theatre
	9 Music
	10 Performing Arts (Concert Hall)



The New York Times described Lehman as "the most attractive of the CUNY colleges . . . with some of the finest facilities."



Watercolor by William Falcon, B.A., Lehman College Class of '96

Notes

Notes

How to Register FOR PROGRAMS STARTING FEBRUARY AND MARCH

REGISTRATION POLICY

Full payment (tuition and fees) made by check, money order, or credit card (MasterCard or Visa) is required at registration. **NO CASH PAYMENTS WILL BE ACCEPTED**



By Telephone

Call (718) 960-8512

MasterCard or Visa accepted. Have credit card number and expiration date available.

Monday through Thursday:

9 a.m.-6:45 p.m.

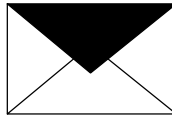
Extended hours: Feb. 9-Feb. 26,

9 a.m.-7 p.m.

Friday: 9 a.m.-4:30 p.m.

Saturday: Beginning Jan. 10,

9 a.m.-1:45 p.m.



By Mail

Mail registration form with payment to

**Lehman College
Office of Continuing Education
Carman Hall, Room 129
250 Bedford Park Boulevard West
Bronx, New York 10468-1589**

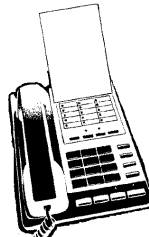
Payment should be made by check, money order, or credit card (MasterCard or Visa accepted) for the *full* amount of tuition plus \$17 registration fee, and other applicable fees.

- Make checks or money orders payable to Lehman College.
- Credit card registration should include credit card number, expiration date, signature, and **cardholder's name**.

By FAX

FAX your completed registration form 24 hours a day, seven days a week.

Include **credit card** information. FAX (718) 733-3254.



COLLEGE IMMUNIZATION REQUIREMENTS

New York State Department of Health (DOH)

In Continuing Education, this regulation applies only to certificate program students enrolled in three or more courses per semester for a total of 9 CEUs or more.

Effective August 1990, all students born on or after January 1, 1957 must demonstrate proof of immunity against measles, mumps and rubella.

Students must bring copies of their immunization records to the Student Health Center, T-3 Building, Room 118 before registration.

Immunizations are available at no charge at the Student Health Center. Call (718) 960-8900 for further information.

In Person



On the Lehman College Campus

Office of Continuing Education
Carman Hall, Room 129

Gate 2 entrance, Goulden Avenue.

- See schedule in first column.
- Registration is continuous until classes begin.
- **NO CASH PAYMENTS WILL BE ACCEPTED**

For Students Registering by Phone, Mail or FAX

A tuition receipt will be mailed along with classroom assignments to those students who have completed their registration two weeks before the first day of classes. **All other students should come to the Office of Continuing Education, Carman Hall, Room 129, to pick up receipts and classroom assignments.**

STUDENTS MAY NOT ATTEND CLASSES WITHOUT A TUITION RECEIPT.

Registration Information (Continued)

If a room location is not available at the time of registration, it is the student's responsibility to call (718) 960-8512 prior to the first class meeting.

The College does not notify students in the event a course is cancelled. Students are advised to verify the status of courses by calling the Office of Continuing Education, (718) 960-8512, no earlier than 24 hours prior to the first class meeting.

Tuition and Fees

Tuition is stated with course listing and must be paid *in full* at the time of registration. The registration fee (\$17) is payable once each semester. Checks and money orders should be made payable to Lehman College. Tuition and fees are subject to change by action of the Board of Trustees of The City University of New York without prior notice.

Discounts: Senior citizens (65 years or older) pay only 75 percent of the stated tuition for courses in Personal Development (see pages 38-40). In order to qualify for the reduced rate, they must certify that they are at least 65 years of age at the time of registration.

Lehman College permanent, full-time and part-time staff who present a validated ID card at registration will be given a 50 percent discount toward the tuition of *one* course per semester provided seats are available.

Note: Discounts referenced above will be given on tuition only. There are no discounts given on computer courses, Bridge to College courses, or any course \$45 or less under any circumstances.

Financial Support

Continuing Education in The City University of New York senior colleges does not receive tax support for its programs. All Continuing Education programs, activities, and expenses are supported by income derived solely from tuition and fee assessments.

Fees for Spring 2004

\$17	Registration, payable each semester
\$ 4	Transcript
\$ 4	Certificate Request
\$25	Application for certificate programs
\$15	Testing
\$16.25	Returned checks
\$10	Replacement of lost CUNYCard
\$ 3	Replacement of lost tuition receipt

Two Federal Income Tax Credits

You may be eligible for one (1) of the following tax credits:

Lifetime Learning Credit - This credit applies to tuition and fees for undergraduate and continuing education course work. A family can claim on its tax return a credit equal to 20 percent of \$5,000 of qualified educational expenses to a maximum benefit of \$1,000 each year.

Hope Scholarship Credit - This tax credit provides a credit per student equal to the first \$1,000 of tuition and fees (but not room and board expenses) and half of the next \$1,000 of tuition and fees. The Hope credit can be claimed only for two tax years and can apply only to the first two years of postsecondary education.

Students are advised to consult with their income tax preparer or the IRS.

Campus Parking

The spring 2004 parking sticker costs \$35 (check or money order payable to Lehman College) and requires copies of the following documents:

- **Driver's License**
- **Vehicle Registration**
- **Continuing Education Registration Receipt**

In Person

Parking stickers may be purchased in Shuster Hall, Room 080 (Gate 4), Monday-Friday, 8 a.m.-5 p.m. For additional hours, call (718) 960-8601.

Mail-In

Mail-in requests for parking stickers require copies of the documents referenced above, the \$35 fee, **plus a self-addressed stamped envelope**. Mail requests to:

Lehman College
Shuster Hall, Room 080
250 Bedford Park Blvd. West
Bronx, New York 10468-1589.

Parking is available on Goulden Avenue in the North Lot, Monday-Friday, 9 a.m.-6:30 p.m. After 6:30 p.m. parking is available in the South Lot. Both lots are open on weekends.

For further information call (718) 960-8601.

Metered Parking

Parking at meters may be available on Goulden Avenue.

Registration Information (Continued)

Financial Assistance

- Many employers and/or unions provide tuition reimbursement or direct funding. Members of DC 37 or Local 1180 may apply for reimbursement on a per course basis. Call DC 37 at (212) 815-1663 or Local 1180 at (212) 966-5353 for details.
- The Personal Financial Planning Program (PFP) is approved for veteran's benefits.

Refunds

Full refunds are granted for courses cancelled by the College. Students may transfer to another course with the same or higher fee without penalty. In all other cases the following policy applies:

Prior to first class: A credit for any class of equal tuition or 100 percent refund less the registration fee.

Prior to second class: A credit for any class of equal tuition or 50 percent refund less the registration fee.

Lehman College is not able to offer any refunds after the meeting of the second class for any reason. Non-attendance does not exclude the student from the rules of this policy.

There are no refunds after the start of classes for courses of less than four weeks duration. **Requests for refunds should be made in writing and postmarked before the date of the first class for 100 percent refunds and before the second class for 50 percent refunds.** Refunds will be processed after the registration period is over (spring/fall–6-8 weeks; summer–4-6 weeks).

Grades and Transcripts

Grades – Grade reports are mailed at the conclusion of each semester.

Transcripts – Students should complete a Transcript Request form. Include \$4 (check or money order). Call (718) 960-8512 or write: Lehman College, Office of Continuing Education, 250 Bedford Park Blvd. West, Bronx, N.Y. 10468.

Certificate Requests

Students satisfactorily completing a Continuing Education *Course** or *Program* may request a Certificate Request form. Address all requests to: Lehman College, Office of Continuing Education, 250 Bedford Park Blvd. West, Bronx, N.Y. 10468. Include \$4 (check or money order).

***Exceptions:** No fee required for Real Estate Salesperson's and Broker's courses, Alcoholism and Substance Abuse Counselor courses, English as a Second Language courses, and Pre-College for Kids and Pre-College for Teens courses.

I.D. Information

The CUNYCard is the identification card for Lehman College students. There is *no fee* for the CUNYCard unless it is lost.

The following students **MUST** have this photo I.D.:

- Students enrolled in *Paralegal Studies, Computing and Information Technology*, keyboarding and word processing courses.
- Children and teens enrolled in computer classes.
- Students, both adults and children, enrolled in classes held in the *Athletic and Physical Education Complex* (The APEX).
- Students who plan to use the library facilities.

Students enrolled in *all other programs* are required to secure a non-photo *Continuing Education* I.D. at the time of registration.

CUNYCards must be validated each semester.

The schedule to obtain the CUNYCard is available in the Office of Continuing Education.

Continuing Education Registration Form

<p>Mail to: Lehman College, Office of Continuing Education Please Print 2/04 250 Bedford Park Blvd. West, Bronx, NY 10468-1589 Telephone: (718) 960-8512, FAX: (718) 733-3254 (Credit Card Only)</p> <p>Social Security Number _____ Date of Birth ____/____/____</p> <p>Name <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ <small style="margin-left: 20px;">LAST</small> <small style="margin-left: 200px;">FIRST</small> <small style="margin-left: 200px;">MIDDLE</small></p> <p>Street Address _____</p> <p>City/State/Zip _____ Apt. # _____</p> <p>Home Telephone () _____ Business Telephone () _____</p> <p>E-mail _____</p> <p>PERSON/COMPANY PAYING FOR REGISTRATION OTHER THAN STUDENT:</p> <p>Name <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ <small style="margin-left: 20px;">LAST</small> <small style="margin-left: 200px;">FIRST</small> <small style="margin-left: 200px;">MIDDLE</small></p> <p>Street Address _____</p> <p>City/State/Zip _____ Apt. # _____</p> <p>Company Name _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">COURSE CODE</th> <th style="width: 15%;">SEC.</th> <th style="width: 15%;">TITLE</th> <th style="width: 15%;">TUITION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	COURSE CODE	SEC.	TITLE	TUITION																	<p>Complete All Information That Applies</p> <p><input type="checkbox"/> Senior Citizen <input type="checkbox"/> Child: Age _____ Grade _____ School _____</p> <p>I plan to complete a certificate program. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Title _____</p> <p>I have filed a certificate program application. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Registration No. for Real Estate C.E. Credit: # _____</p> <p>Method of Payment: <small>NO CASH PAYMENTS WILL BE ACCEPTED</small></p> <p><input type="checkbox"/> I enclose check or money order payable to Lehman College. <input type="checkbox"/> I authorize use of my credit card. <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa</p> <p>Card No. _____</p> <p>Expiration Date: _____ <small style="margin-left: 100px;">Month</small> <small style="margin-left: 100px;">Year</small></p> <p>Signature of Cardholder _____</p> <p>Print Name of Cardholder _____</p>
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Office of Continuing Education
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