

Advanced English as a Second Language **\$395**

This course is designed for ESL students who have some level of competency in English but would like to improve their speaking and writing skills. It aims to equip the students with skills that will be useful in academic, business or public forums. Some of the areas that will be dealt with are: proper use of the parts of speech to enhance writing, subject-verb agreement, verb tense and forms, sentence structure/sentence boundaries, punctuation, style/awkward phrasing, homographs and homophones, phonics/pronunciation and essay development.

LT-EL304 Mon. and Wed., 6 – 8:30 p.m.
Call to join our waiting list. (24 sessions)

Spanish **\$275**

New beginner-level Spanish language classes! Learn conversational Spanish and basic writing skills.

LT-S305 Tues. and Thur., 6 – 8:30 p.m.
Call to join our waiting list. (8 sessions)

Portuguese **\$275**

New beginner-level Portuguese language classes! Learn conversational Portuguese and basic writing skills.

LT-PL307 Mon. and Wed., 4 – 6 p.m.
Call to join our waiting list. (8 sessions)

Arabic **\$275**

New beginner-level Arabic language classes! Learn conversational Arabic, Arabic culture, and basic writing skills.

LT-C306 Tues. and Thur., 6 – 9 p.m.
Call to join our waiting list. (8 sessions)

Japanese **\$275**

New beginner-level Japanese language classes! Learn conversational Japanese and basic writing skills.

LT-PL307 Tues. and Thur., 10 a.m. –12:30 p.m.
Call to join our waiting list. (8 sessions)

Chinese **\$275**

New beginner-level Chinese language classes! Learn conversational Chinese and basic writing skills.

LT-C306 Mon. and Wed., 6 – 8 p.m.
Call to join our waiting list. (12 sessions)

Child Development Associate Certificate

The CDA Certificate prepares individuals to meet the specific needs of children and work with parents and other adults to nurture children's physical, social, emotional, and intellectual growth in a child development framework. This program provides training that prepares students for the CDA credential issued by the Council for Early Childhood Professional Recognition. Students must be 18 years of age; hold a high school diploma or GED; be currently employed or regularly volunteer in state-licensed childcare program; meet state immunization requirements.

Child Development Associate (CDA) **\$1,000**

Enhance the quality of early childhood education by improving the competence of individuals who work with young children from birth to age five in center-based and family child care settings. This training consists of five competency areas covering 13 modules: Safety; Health; Learning Environment; Physical; Cognitive; Communication; Creative; Self; Social; Guidance; Families; Program Management; Professionalism.

ED-CD100 Wed., 6 – 8 p.m.
Feb. 24, 2010 – Apr. 27, 2011 (60 sessions)



Preventing Infectious Disease in a Child Care Setting. **\$50**

This three-hour workshop provides health care professionals with training for licensure renewal and meets the requirement of the Mandatory Infections Control Program for re-registration and licensing in New York State. Upon completion of the workshop a certificate of completion will be issued.
Call to join our waiting list.

HC-IC103 Thur., 6 – 9 p.m.
Date: TBA (1 session)



Culturally Responsive Teaching **\$95**

This course introduces participants to current research and literature surrounding culturally relevant pedagogy and academic success. Individuals will learn practical strategies to effectively meet the unique needs of urban students through culturally engaging curricula and lessons plans that increase literacy and academic achievement. The course will utilize clips from the film *The Great Debaters* to facilitate dialogue surrounding best practices of culturally competent educators.

ED-AC119 Sat., 10 – 4 p.m.
Date: Mar. 20 (1 session)

This course may be offered onsite at your school or organization. Call for details.

"I learned how I can be a much more relevant teacher who focuses on my students, their history and where they come from...something I had never thought about before."

Dr. Anna Maria Thomas Ed.D



Education Institute

Online Publishing Certificate The Online Publishing Certificate was created as a collaboration between the Adult and Continuing Education Program and the Center for Black Literature, and is designed to be completed in 12 weeks, beginning in September of 2009. The program includes five courses: Introduction to Publishing, The ABC's of Self-Publishing, Online Publishing/New Media Workshop, Fundamentals of Copyediting, and the Role of the Agent. Individual course registration is available but certificates will be awarded upon successful completion of the entire program. Courses range from 3 to 7 sessions and may be completed at students' convenience within the allotted course dates. All courses are taught by experts in the field who have specific experience in the courses they are teaching.

Admissions Criteria: A minimum of a high school diploma is required. An AA degree or the equivalents are desirable but not required. Students should be motivated and highly proficient in English and should be interested in the book business.

REQUIRED COURSES 1. Introduction to Publishing 2. The ABC's of Self-Publishing 3. Online Publishing/New Media Workshop
4. Fundamentals of Copyediting 5. Role of the Agent

Introduction to Publishing	\$299	Online Publishing/New Media Workshop	\$199	Role of the Agent	\$149
-----------------------------------	--------------	---	--------------	--------------------------	--------------

This course will introduce students to the world of book publishing. Students will study the current issues in the publishing world, including the impact of bookstore chains, consolidations and international conglomerates, and alternative publishing ventures. Students will also examine the economic, financial, and marketing issues related to publishing and the role of the editor, agent, author, and graphics designer in the publishing industry.

ED-PL100
Call to join our waiting list. (7 sessions)

This fast-paced, hands-on workshop will be an introduction to basic skills in online journalism for media and non-media professionals. The two-hour, once a week course will allow students to upgrade or learn new skills through group discussions, case studies and hands-on sessions. In addition to ethical and theoretical issues in online newsgathering and the changing media landscape, the course will focus on the basics of Web design using standard industry tools.

ED-PL102
Call to join our waiting list. (5 sessions)

The literary agent has become one of the most important players in the book-publishing world. Topics include an overview of the agent's role and functions; how to become an agent; steps in the acquisition process; specifics of contracts and contract negotiations; subsidiary rights; genre publishing; packaging; and the editor's perspective on the agent's role.

ED-PL104
Call to join our waiting list. (4 sessions)

Online Webinars Coming Soon.
Email ace.info@mec.cuny.edu
for details.

The ABC'S of Self-Publishing	\$199	Fundamentals of Copyediting	\$99
-------------------------------------	--------------	------------------------------------	-------------

As the major book publishers publish fewer books by unknown authors, and as technology has made formatting and printing books cheaper, self-publishing is now seen as an attractive alternative for people seeking to make a name for themselves as authors. This class will give an in-depth look at what a self-published author will face.

ED-PL101
Call to join our waiting list. (5 sessions)

The course will help students develop the editing skills required for trade, reference, and other types of print work, as well as those of online editing. The course will cover standard proofreader's and copy editor's marks; common word usage problems; style sheets or house styles; use of reference works; and the interrelationship of copy editor and editor to production editor.

ED-PL103
Call to join our waiting list. (3 sessions)

"Self-publishers have a daunting path in front of them. Technology has made it easy to self-publish; however, if you don't understand how books are put together, edited, designed and finally sold to the public, then you are going to end up with few books sold and may have spent ten times the money you should have."

Fred Beauford, Director of the Online Publishing Certificate Program
Medgar Evers College



TOTAL: (Online Publishing) \$990: Total cost if paid all at once, including processing fee and certificate fee. Courses may be taken on an individual basis without applying to the Certificate Program. **Registration deadline is September 14th for the first class.**

Education Institute

City-Wide Test Prep Program

This program features small group instruction offered by certified teachers, utilizing the Board of Education's English Language Arts curriculum. Geared towards preparation for the NYC ELA examination, students will learn to read, write, listen and speak for information, understanding, literary response and expression.

Improving Your Reading/Writing Skills **\$130**

ED-KP101S Sat., 11:15 a.m. – 1:15 p.m.
Call to join our waiting list. Grades 2 – 3
(8 sessions)

In preparation for the NYC ELA examination, students at the 2-3 grade levels will develop reading skills to acquire information and understand procedures. They will learn to identify essential details and interpret information. Students will be encouraged to listen attentively and respectfully to books read aloud without interrupting, when others speak.

ED-KP 111S Sat., 11:15 a.m. – 1:15 p.m.
Call to join our waiting list. Grades 4 – 5
(8 sessions)

Students at the 4-5 grade levels, preparing for the NYC ELA examination, will read for information and understanding, write and speak in complete sentences, using age and content appropriate vocabulary. Students will take notes to record data, facts, and ideas both by following teacher direction and by writing independently, using legible print or cursive writing.

ED-KP201S Sat., 9 – 11 a.m.
Call to join our waiting list. Grades 6 – 8
(8 sessions)

Students at the 6-8 grade levels will build on previously developed ELA skills. They will improve their abilities in acquiring information, collect and interpret data, compare and contrast information, distinguish between relevant and irrelevant information, draw conclusions and make inferences on the basis of explicit and implied information. Students will engage in a variety of writing activities, using legible print or cursive writing with emphasis on correct spelling.

Improving Your Math Skills **\$130**

This program is designed to help students become proficient in mathematics and prepare for success on the NYC Math examination. Students will be exposed to the five Content Strands of Number Sense & Operations; Algebra; Geometry; Measurement and Statistics & Probability. The five Process strands will also be introduced: Problem Solving; Reasoning & Proof; Communication; Connections and Representation.

ED-KP102S Sat., 9 – 11 a.m.
Call to join our waiting list. Grades 2 – 3
(8 sessions)

This class will review basic skills and build new mathematical knowledge through problem solving. Students at the 2-3 grade levels will explore, examine, and make observations about a mathematical situation. They will formulate problems and solutions from everyday situations (e.g., counting the number of children in the class; using the calendar to teach counting). Students will make and investigate mathematical conjectures.

ED-KP112S Sat., 9 – 11 a.m.
Call to join our waiting list. Grades 4 – 5
(8 sessions)

Students at the 4-5 grade levels will prepare for the NYC Mathematics examination by developing their reasoning and proofing skills. They will determine whether a mathematical statement is true or false and explain why. Students will understand how mathematical ideas interconnect and build on one another to produce a coherent whole.

ED-KP202S Sat., 11:15 a.m. – 1:15 p.m.
Call to join our waiting list. Grades 6 – 8
(8 sessions)

Students at the 6-8 grade level will build on previously developed mathematical skills. They will further develop skills to communicate their mathematical thinking coherently and clearly to peers, teachers and others. Students will recognize and use connections among mathematical ideas. They will learn to connect and apply a variety of strategies to solve problems.

Programs for grade levels 9-12 will be developed based upon level of interest.

Teen 8 Week REGENTS Prep. Program **\$130**

This course is limited to middle school and high school students presently taking Math A and Math B preparing to take the Math A Regents and Math B Regents. Topics include mathematical reasoning, number and numeration, operations, modeling/multiple representation, problem solving with Algebra and Geometry, measurement, uncertainty and patterns and functions.

Math A: Regents Prep
ED-KP310 Sat., 9 – 11 a.m.
Call to join our waiting list. Grades 9 – 12
(8 sessions)

Math B: Regents Prep
ED-KP311 Sat., 11:15 a.m. - 1:15 p.m.
Call to join our waiting list. Grades 9 – 12
(8 sessions)

High School Reading **\$130**

This course is limited to high school students preparing to take the Comprehensive Regents Examination in English. Topics include strategies for improved comprehension, writing literary response, using past learning, expanding vocabulary, using reference materials, improving work attack skills, and developing independent reading habits. Students are also advised to take **ED-KP313**.

ED-KP312 Sat., 9 – 11 a.m.
Call to join our waiting list. Grades 9 – 12
(8 sessions)

Comprehensive Examination in English (Writing) **\$130**

This course is limited to high school students preparing to take the Comprehensive Regents Examination in English. Topics include scoring the essay, guidelines for writing the essay, analysis of the essay, understanding essay topics, successful organizational schemes for writing the essay and preparing for the reading section of the regents exam. Students are also advised to take **ED-KP312**.

ED-KP313 Sat., 11:15 a.m. – 1:15 p.m.
Call to join our waiting list. Grades 9 – 12
(8 sessions)

Regents textbooks are required and are not included in course prices. Textbooks are available for purchase in college bookstore.

Education Institute



Piano for the Young \$145

Young people will be exposed to the piano keyboard, theory, sight-reading, techniques of rhythm and correct fingering. Students do not have to own a piano. Upon completion, students will be able to play selections.

Students must supply their own headphones. Textbook is required and is not included in course price.

ED-KP105A (Beg.) Sat., 10 – 11:30 a.m.
Call to join our waiting list. Grades 2 – 8
 (8 sessions)

ED-KP105B (Int.) Sat., 12:00 – 1:30 p.m.
Call to join our waiting list. Grades 2 – 8
 (8 sessions)

Preparation for the CUNY Assessment Test \$275

The CUNY assessment tests are required for everyone who wishes to enter The City University of New York as a matriculating student. In this course, guidelines will be given in reading, writing and math, as well as test-taking skills. **Textbook is required and is not included in course price.**

ED-AC106A Mon. and Wed., 6 – 9 p.m.
Call to join our waiting list. (8 sessions)

(New) Basic Math for Adults \$275

These will be foundational workshops to provide students with the necessary tools to perform well on the CUNY Math Assessment Test or equivalent exams. The students who have completed these workshops will leave with a strong foundation that will serve as a prerequisite for higher-level courses.

ED-AC105A Mon. and Wed., 6 – 9 p.m.
Call to join our waiting list. (8 sessions)

Pre-College Grammar, Reading and Essay Writing \$275

This course will strengthen students' written communication skills, as well as vocabulary and reading comprehension skills. Using the process writing approach, students will focus on organizing and writing an expository essay by examining the basic structure of expository writing and developing the ordering of their ideas in a logical sequence. This course is appropriate for persons preparing for the GED, already in or entering college.

ED-AC104A Tue. and Thur., 6 – 9 p.m.
Call to join our waiting list. (8 sessions)

SAT Preparation \$275

The State University of New York now uses SAT-1 scores for admission to any college. State Regents Scholarships are now based on SAT-1 scores. This preparatory course for high school juniors and seniors is designed to develop the basic skills necessary to improve SAT-1 scores. In addition to the verbal and mathematics preparation, the course emphasizes test-taking techniques. **Textbook is required and is not included in course price.**

ED-AC116 Sat., 9:30 a.m. – 12:30 p.m.
Call to join our waiting list. (8 sessions)

GED—High School Equivalency \$375

The GED (General Education Diploma) - High School Equivalency course will cover the five basic areas of the GED examination: Language Arts/Reading, Writing, Social Studies, Science and Mathematics.

Students will learn various test-taking techniques that will be beneficial for taking the exam. **Textbook and calculator are required and are not included in course price.**



All students who register for GED classes will be given a placement assessment to determine their level and an exit exam to determine their progress. You must be at least 19 years of age to register for our GED classes.

ED-AC100A Mon. and Wed., 9:30 – 1:30 p.m.
Feb. 1 – Apr. 12 (20 sessions)

ED-AC100C Tue. and Thur., 6 – 10 p.m.
Feb. 23 – Apr. 29 (20 sessions)

ED-AC100E Sat. and Sun., 9 – 1:30 p.m.
Feb. 27 – May 8 (20 sessions)

GED Assessment Workshop \$50

This workshop is designed to assess community residents' preparedness to take the New York State GED exam and to provide them with counseling and advisement regarding the GED.

ED-AW907 Tues. and Wed., 6 – 9 p.m.
Call to join our waiting list.



Life Coaching 101 \$195

This course will benefit group facilitators, managers, pastors and leaders as well as individuals who want to improve how they work and interact with people. You will learn the basic techniques of coaching and find out why it is such an effective and essential tool in today's world. We will cover how to help yourself and others find and reach their highest potential through the use of various listening skills and powerful questions as well as how to set and achieve goals. This course will benefit you professionally and personally. **Taught by Regina Stafford, certified Professional Coach and business owner, Rewards Coaching.**

ED-AC107 Tues. & Thur. 7 – 8:30 p.m.
Feb. 16 – Mar. 4 (6 sessions)