

FREE CAREER INFORMATION SEMINARS

SATURDAY, JAN 29, 10:30 AM,
THURSDAY, FEB 10, 6:30 PM,
SATURDAY, MAY 7, 10:30 AM,
MUSIC BUILDING, EAST DINING ROOM

BUSINESS BOOKKEEPING

The knowledge and skills needed for those aspiring to become full-charge bookkeepers are provided in this program. Opportunities for employment are available in a variety of organizations and businesses. *Students may complete certificate program (see application information at www.lehman.edu/ce) or enroll in individual courses.*

CERTIFICATE PROGRAM REQUIRED COURSES:

Business Bookkeeping Essentials CFM 38
Advanced Bookkeeping* CFM 37
Microsoft Excel 2010 CFM 47
Applications in Accounting Using QuickBooks CFM 39

**Note: students enrolled in CFM38 prior to and including summer 2010 do not need CFM37.*

RECOMMENDED:

Fundamental Payroll Certification Prep PCP 01 *offered fall 2011*
Bookkeeping Certified Exam Review BAR 01
Business Taxation CFM 54

Business Bookkeeping Essentials

CFM 38/\$315 (10 sessions) LEHC
Sec SP: Thur 7-9:45 pm Mar 10-May 19
Sec SU: Tue/Thu 7-9:45 pm Jun 7-Jul 7

Advanced Bookkeeping

CFM 37/ \$315 (10 sessions) LEHC
Sec SP: Tue 7-9:45 pm Mar 8-May 24
Sec SU: Tue/Thu 7-9:45 pm Jun 7-Jul 7

Microsoft Excel 2010

CFM 47/\$295 *See page 9.*

Applications in Accounting Using QuickBooks

CFM 39/\$405 (12 sessions) LEHC
Sec SP: Sat 9 am-12 Feb 26-May 21
Sec SU: Mon/Wed 6:30-9:30 pm Jun 6-Jul 18

Certified Payroll Professional

PCP 10/\$395 *See page 5.*

BARUCH COLLEGE PARTNERSHIP COURSE:

Bookkeeping Certified Exam Review

BAR01/\$1020 (20 sessions) LEHC
Sec SP: Mar 7-May 23 Mon/Wed 6:30-9:30 pm

ACCOUNTANT ASSISTANT

Provides the knowledge to interpret and analyze financial statements. Upon completion, students are qualified to seek a position as an accountant assistant in either a private or public accounting setting. *Full-charge bookkeepers or individuals with equivalent course(s) or experience are exempt from CFM 38. Students may complete certificate program (see application information at www.lehman.edu/ce) or enroll in individual courses.*

CERTIFICATE PROGRAM REQUIRED COURSES:

Advanced Bookkeeping CFM 37
Fundamentals of Accounting CFM 43
Applications in Accounting Using QuickBooks CFM 39
Intro. to Individual Taxation CFM 46

RECOMMENDED:

Business Taxation CFM 54
Advanced Microsoft Word & Excel 2010 EDP 18

Advanced Bookkeeping

CFM 37/ \$315 *See column one.*

Fundamentals of Accounting

CFM 43/\$395 (*prerequisite CFM 37 or equivalent experience*)
(12 sessions) LEHC
Sec SP: Wed 6:45-9:45 pm Mar 9-Jun 1

Applications in Accounting Using QuickBooks

CFM 39/\$405 *See column one.*

Introduction to Individual Taxation

CFM 46/\$335 (10 sessions) LEHC
Sec SP: Tues 7-9:45 pm Jan 25-Mar 29

Business Taxation

CFM 54/\$95 (3 sessions) LEHC
Sec SP: Sat 9 am-12 pm Jan 22, 29, Feb 5

Advanced Microsoft Word & Excel 2010



EDP 18/\$285 (8 sessions) *See page 9.*



CERTIFIED FINANCIAL PLANNER / PERSONAL FINANCIAL PLANNER

This 225-hour Certificate Program in Personal Financial Planning (PFP) presents techniques to formulate and execute comprehensive financial plans that assist clients in accumulating, conserving and transferring personal wealth.

REQUIREMENTS FOR CFP® CERTIFICATION:

Students who successfully complete the program may apply for the CFP® certification exam. In addition, passing the CFP® Certification Examination plus fulfilling experience, undergraduate degree, and ethics requirements can lead to certification by CFP board, granting the individual the right to use the CFP®, CERTIFIED FINANCIAL PLANNER™ and  certification marks. Detailed requirements for CFP certification can be found at www.CFP.net. NOTE: The certification marks and  are owned by the Certified Financial Board of Standards, Inc.

Prerequisites: 60 college credits required; completed bachelor's degree preferred; functional knowledge of financial analysis techniques and a basic understanding of economics.

CERTIFICATE PROGRAM REQUIRED COURSES:

Introduction to Financial Planning PFP 60
Risk Management PFP 61
Tax Planning and Management PFP 63
Retirement Planning and Employee Benefits PFP 64
Investments PFP 62
Estate Planning PFP 65

Introduction to Financial Planning

PFP 60/\$415 (13 sessions) LEHC
Sec SP: Wed 6:50-9:00 pm Feb 16-May 18
Sec SU: Mon/Wed 6:50-9:00 pm Jun 6-Jul 20

Retirement Planning and Employee Benefits

PFP 64/\$395 (12 sessions) LEHC
Sec SP: Thu 7-9:55 pm Feb 24-May 19

Estate Planning

PFP 65/\$395 (12 sessions) LEHC
Sec SP: Tue 7-9:55 pm Feb 22-May 24

Risk Management

PFP 61/\$395 (12 sessions) LEHC
Sec SP: Wed 7-9:55 pm Feb 23-May 18

Investments

PFP 62/\$395 (12 sessions) LEHC
Sec SU: Tue/Thu 7-9:55 pm Jun 7-Jul 14

DID YOU KNOW THAT...
Lehman's Dept. of Economics and Business has more majors than any other department and also offers grad and professional degrees in accounting, as well as master's degrees in finance, marketing, and human resource management?



IRS ENROLLED AGENT

IRS Enrolled Agent

ENR 100/\$900 LEHC *See page 20.*

PAYROLL CERTIFICATION PREPARATION

FREE CAREER INFORMATION SEMINAR
THURSDAY, FEB 10, 6:30 PM,
MUSIC BUILDING, EAST DINING ROOM

Certified Payroll Professional

PCP 10/\$395 (15 sessions) COTC
Sec SP: Wed., 6:30-9:30 pm Mar 2-Jun 15

SMALL BUSINESS DEVELOPMENT: CERTIFICATE IN ENTREPRENEURSHIP

Thinking of starting your own business? Restaurant; beauty salon; day care center; import-export business; retail store; franchise; income tax service; computer repair; bakery; limo service; medical billing service; laundry or dry cleaner; janitorial service; financial services business or any other type business, then the Lehman College Small Business education series is the place to begin,

Students enrolled in the Lehman classes have the added advantage of benefiting from the expert advice of the counselors in the Small Business Development Center, conveniently located on the Lehman campus. The SBDC's expert counselors help you secure financing for your new business, obtain scholarships/funding for tuition to gain the knowledge you need to operate a successful small business, and offer a full complement of free workshops to enhance and expand your knowledge of what is involved in owning and operating a successful small business. Earn a certificate in Entrepreneurship and get your business started!

Open House sessions: Saturday, Jan. 29, 10:30 am and Thursday, Feb 10, 6:30-8 pm in the Music Building, East Dining room.

Visit the SBDC on campus or online at www.syssbdc.org to learn about their workshops, special programs and counseling services: sbdc.bronx@lehman.cuny.edu 718-960-8806.

CERTIFICATE PROGRAM REQUIRED COURSES:

- Starting Your Own Business SBD 75
- Marketing & Advertising Your Small Business: Est. Your "Brand" SBD 83
- Business Math SBD 88
- Business Taxation CFM 54 *see page 4*

ELECTIVES *Choose 3 electives:*

- Business Bookkeeping Essentials CFM 38 *see page 4*
- Quickbooks for Small Business Owners SBD 90
- Selecting, Managing and Evaluating Employee Performance SBD 92
- NEW** An Introduction to Advertising on the Internet

Bronx Small Business Development Center Director Clarence Stanley was recognized on December 22 for the Center's work in helping to drive economic success in the borough. Since 2000, the Center, which is located on the Lehman campus, has counseled 7,413 clients and conducted 419 workshops or seminars with 9,495 attendees, helping to invest over \$80 million in the area's economy, which has resulted in 2,489 jobs being saved or created.

Excerpted from *Lehman Today* Online, December 23, 2010.

Recommended *free* SBDC workshops: For details: call 718-960-8806 or visit sbdc.bronx@lehman.cuny.edu

- Access to Capital Jan 6 9 am-1 pm
- Small Business Tax Workshop Jan 13 9 am-1pm
- NEW - Financial Education and Credit Counseling *dates TBA*

Starting Your Own Business

SBD 75/\$95 (5 sessions) COTC
Sec SP: Tue 7-9 pm Mar 1-29
Sec SU: Tue 7-9 pm Jun 7-Jul 5

Marketing & Advertising Your Small Business: Establishing Your "Brand"

SBD 83/\$95 (5 sessions) COTC
Sec SP: Thu 7-9 pm Mar 24-Apr 28
Sec SU: Thu 7-9 pm Jun 16-Jul 14

Business Taxation

CFM 54/\$95 (3 sessions) *See page 4.*

Business Math

SBD 88/\$135 (6 sessions) COTC
Sec SP: Wed 7-9 pm Mar 16-Apr 27
Sec SP: Wed 7-9 pm Jun 15-Jul 20

Business Bookkeeping Essentials

CFM 38/\$315 (10 sessions) *See page 4.*

QuickBooks for Small Business Owners

SBD 90/\$145 (6 sessions) LEHC
Sec SP: Wed 7-9:30 pm Apr 27-Jun 1

Selecting, Managing & Evaluating Employee Performance

SBD 92/\$95 (5 sessions) COTC
Sec SP: Thu 4-6 pm Mar 24-Apr. 28
Sec SU: Thu 4-6 pm Jun 16-Jul 14

NEW An Introduction to Advertising on the Internet: Facebook, Twitter & More

PCW 31/\$75 (2 sessions) LEHC
Sec SP: Wed 7-9 pm Mar 2-9

ENTREPRENEURSHIP PROGRAMS THROUGH SBDC / LEHMAN COLLEGE

NEW Beauty, Barbering & Spa Salon Operation

BIC 01/\$235 (10 sessions) *See page 7.*

NEW Beauty Techniques & the New Revolution

BIC 10/\$600 (29 sessions) *See page 7.*

Wedding & Event Planner Certificate Course

WPC 01/\$895 (11 sessions) *See page 19.*

An Introduction to the Business of Family Day Care

CCP 110/\$35 (1 session) *See page 17.*

Music Business *(online)* *See page 26.*

NEW Beauty Techniques & the New Revolution on Hairstyling & Haircutting/Skin Care/ Make-up/Manicure & Esthetics

This program is taught by Charito Cisneros, a Cosmetologist Professor for 32 years and the Founder/President of the New York Hispanic Cosmetology & Beauty Chamber of Commerce. She is also a leader in the Hispanic community, and hosts her own television program. She has also appeared on various shows including Telemundo, Radio “La Mega” and Univision. All classes are held at CUNY on the Concourse (COTC), 2501 Grand Concourse, 3rd floor, Bronx, NY 10468.

Students may register for individual classes or complete the program. Program Tuition: BIC 10/\$600. Register for all 3 classes and save \$25!

CERTIFICATE PROGRAM REQUIRED COURSES:

Haircutting & Hairstyling for Special Occasions BIC 11

Skin Care & Make-Up BIC 12

Manicure & Artificial Nails BIC 13

Haircutting & Hairstyling for Special Occasions for Both Men and Woman

BIC 11/\$250 COTC (12 sessions)

Master the art and different techniques of hair cutting. Learn the importance of receiving quality training in the techniques of styling hair with thinning scissors, razors, conventional scissors and clips. Hair cutting geometry is essential for a good cut and, as we all know, a good cut is the basis of attractive styling and hair balance.

Sec SP: Mon-Thu 5:30-7 pm Jan 24-Feb 10

Skin Care and Make-up

BIC 12/\$250 COTC (12 sessions)

Master the important steps to create “night and day” make-up and “corrective” make-up. Understand the anatomy of a facial. Learn how to apply smoky eyes, artificial eyelashes, and make-up for mature women. Learn the process of skin care, Massage Movement Analysis, and how to create your own custom products with natural ingredients.

Sec SP: Mon-Thu 5:30-7 pm Feb 14-Mar 7

Manicure & Artificial Nails

BIC 13/\$125 COTC (5 sessions)

Intrigue your clients with professional manicure services. Learn the unique techniques of applying acrylics utilizing Dip System techniques and the application of three-dimensions..

Sec SP: Mon-Thu 5:30-7 pm Mar 8-15



Charito Cisneros, Founder & President of NY Hispanic Cosmetology & Beauty Chamber of Commerce

FREE CAREER INFORMATION SEMINAR
WEDNESDAY, JAN 5, 6:00 PM AT COTC

NEW Beauty, Barbering & Spa Salon Operation

The New York Hispanic Cosmetology & Beauty Chamber of Commerce in collaboration with Lehman College is offering a dynamic certificate program for those in the Beauty Industry. All classes are held at CUNY on the Concourse (COTC), 2501 Grand Concourse, 3rd floor, Bronx, NY 10468.

Students may register for individual classes or complete the program. Program Tuition: BIC 01/\$235. Register for all 3 classes and save \$15!

CERTIFICATE PROGRAM REQUIRED COURSES:

How to Open & Operate A Beauty, Barbering and Spa Salon BIC 02

Business Planning & Obtaining Capital Loans BIC 03

Using Marketing Strategies to Enhance your Business BIC 04

How to Open & Operate a Beauty, Barbering & Spa Salon

BIC 02/\$100 COTC (4 sessions)

Learn how to start up a business and what is required to open a salon. Apply a dynamic management program that will help your business thrive in this fast-paced industry. Obtain the necessary tools needed to operate a successful salon.

Sec SP: Mon/Wed 5:30-7 pm Mar 21-30

Business Planning & Obtaining Capital for a Salon

BIC 03/\$100 COTC (4 sessions)

Create a business plan and structure suitable to your salon. Learn how to access loans. Understand the income tax process and IRS tax preparation. Proper salon licensing and regulation procedures are also covered.

Sec SP: Mon/Wed 5:30-7 pm Apr 4-13

Using Marketing Strategies to Enhance Salon Business

BIC 04/\$50 COTC (2 sessions)

Marketing strategies are necessary to survive with competitors. This class shows you how to market your business and how to apply the newest marketing strategies.

Sec SP: Mon/Wed 5:30-7 pm Apr 27-May 2