

School of Continuing & Professional Studies

Fall 2026



Healthcare



Business



Computers



LEHMAN
COLLEGE



lehman.edu/ce



**Nicky
Yates,
Start Lighthouse,
Internship Host**

**Elaine
Robinson
Medina,
Small Business
Internship Program
(SBIP) Student**

ALUMNI SPOTLIGHT

- ✓ **CONNECTED** to hands-on paid internship experience rooted in her own community
- ✓ **HELPED** strengthen her communication and leadership skills
- ✓ **EMPOWERED** a local nonprofit business with research and program support
- ✓ **DEMONSTRATED** Lehman College's commitment to prepare every student to be career ready on Day One after graduation.

When Elaine Robinson Medina, a psychology major at Lehman College, signed up to participate in the Small Business Internship Program (SBIP), she was excited to gain paid work experience while earning academic credits. On Match Day, Elaine was paired with Start Lighthouse, a local Bronx nonprofit that builds literacy hubs. "When I had that interview, it just clicked," says Elaine. "they work at PS5, where my mom is a teacher and I attended elementary school, it felt like it was meant to be..."

For the Start Lighthouse team, the partnership with Lehman College has become an important part of its growth. For the last four years, the organization has welcomed SBIP interns benefiting from the energy and perspective Lehman students bring. "We are a small but mighty team," says Start Lighthouse Co-Founder and Executive Director Rina Madhani; Chief of Staff Nicky Yates, pictured above, left adds "Meeting the amazing students that come through this program and seeing the ways they support and uplift our work has been really remarkable."

Elaine's internship experience blended direct community

engagement with research and program development, strengthened her confidence, particularly while working with bilingual students and families. "I wanted to improve my people skills and my professional communication skills," she says. "Being able to connect with students who speak Spanish and support them as a professional really helped me grow."

Now entering her final year at Lehman College, Elaine plans to continue exploring future opportunities in psychology while building on the experience she gained through SBIP. Her internship with Start Lighthouse was recently extended, allowing her to continue supporting students in the same school community where her journey began.

CUNY Beyond is Lehman College's commitment that every step of a student's academic journey is matched with related job skills, career readiness programs, and exposure to opportunities that will establish students on the pathway to success.

For information on how to participate in the Small Business Internship Program as either a student or a partner business, email andrea.huda@lehman.cuny.edu ■

Visit www.lehman.edu/ce to CHAT, register, or view brochure for latest information



LEHMAN
COLLEGE

CUNY

School of Continuing & Professional Studies

Open House

Monday, Aug 3
Wednesday, Aug 19
at 6:30 pm

Businesses need skilled employees.
We equip you with those skills.
Your career journey starts NOW!



- Find classes and certifications to meet your goals
- Program instructors and alumni to answer your questions

Join us for this FREE Online Event!

Scan QR code or visit
<https://tinyurl.com/LehmanOpenHouse>
to reserve your spot!



Career Exploration Sessions

**Information
Technology**
CompTIA A+ & Network+
Thu, 8/12, 6:30-7:30 pm

Aquatics
Adult Youth & Swimming
Sat, 8/22, 10-11 am
Wed, 9/2, 6:30-7:30 pm
Wed, 10/21, 6:30-7:30 pm

Healthcare
Medical Billing & Coding
Wed, 8/5, 7-8 pm
Clinical Healthcare
Programs
Wed, 8/4, 6-7 pm

Patient Care Coordinator
Thu, 8/13, 6:30-7:30 pm
CASAC
Wed, 8/5, 6:30-7:30 pm

Business
Executive Assistant,
Account Assistant, Project
Management
Wed, 8/26, 6:30-7:30 pm



Scan QR code or visit
<https://tinyurl.com/LehmanInfoSession>
to reserve your spot!

FALL 2026 Catalog

Lehman College

School of Continuing and
Professional Studies

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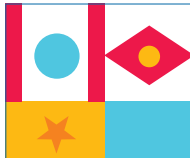
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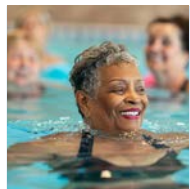
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School of Continuing & Professional Studies



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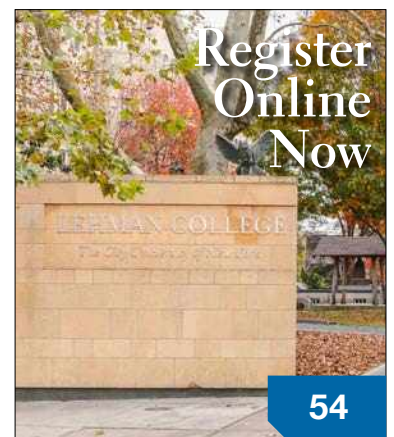
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Tim Bell

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Maryann Drago-Dowling



Winner of CEANY 2019
Exemplary Marketing
Program



Register
Online
Now

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GET HELP PAYING FOR CLASSES

Many Continuing Education courses are eligible for vouchers (i.e., ASSET Scholarship for adult learners), reimbursement from employers, and loans. You must apply early – it often takes several weeks for processing prior to registration. Original voucher is required in order to be registered. Please note that TAP and Pell and other FAFSA financial aid does not apply to non-credit courses at four-year colleges.

Vouchers

ACCES-VR (VOCATIONAL REHABILITATION):

(Vocational and Educational Services for Individuals with Disabilities): 718-931-3500, TTY 718-828-4003, cut and paste into search bar: <https://aces.nysed.gov/vr>. You must first apply directly with VESID/ ACCESS-VR. Once you have been assigned a counselor, contact Lehman Continuing Education.

Workforce1 New York:

To apply for an ITG voucher, you must be a Workforce1 member and have participated in services within the last 6 months.

Workforce1 online account

<https://a801-worksource1.nyc.gov/>

Prerequisites: Have High School diploma or equivalency, basic computer skills, and able to communicate, read and write in English.

Work experience: Have a minimum of 12 months of documented program-related work with recent work experience and earn less than \$63,928 annually. State ID (upload in WF1 online account), Electronic resume (upload in WF1 online account).

NYS & CSEA Partnership for Education & Training:

www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm

Vouchers are available for NYS employees for a professional certificate course up to \$5000 in tuition.

Union Vouchers/Scholarships:

Speak to your union representative at 1199SEIU, AFSCME <http://www.afscme.org/members/scholarships> and others.

Employment vouchers:

Training vouchers may be available through your employer. Contact human resources, personnel, or training departments at your place of employment.

Scholarships

Helena Rubenstein Career Success

Scholarships: Limited scholarships are available to cover up to 90% tuition. Online scholarship information:

<https://tinyurl.com/LehmanCareerS>

The Rev. Edward Lehman Davis, Sr.

Scholarship Fund: Up to two Certified Nursing Assistant graduates per semester may be reimbursed up to \$300 after registration and successful completion of the 130-hour C.N.A. program and Scholarship application. Please email: ce@lehman.cuny.edu for an application.

ASSET Scholarship (Adult Student Success in Educational Transition):

Limited scholarships are available to cover 50% and more of tuition for select programs including Certified Nursing Assistant (CNA), Medical Biller & Coder, A+ and Network+ Certification. Scholarships are awarded on a rolling basis. For more information, click the following link:

<https://tinyurl.com/LehmanASSET>

Get Help Paying for Classes

Thursday Aug 6, 2026

6:30-7:30 pm

Thursday, Aug 20, 2026

6:30-7:30 pm

To register, use the QR code or visit:

<https://tinyurl.com/LehmanFinanceHelp>



Continuing Education Department
ce@lehman.cuny.edu

Discounts

Discounts are given on course tuition only for one course per semester on a space available basis. No discounts listed below apply to Ed2Go online courses and specific courses as noted in the brochure.

15% tuition discount on one course only at the time of registration payment for the following:

- Senior citizens (62+ years)
- CUNY current degree students, alumni, 1 child or 1 parent/guardian
- CUNY employees or 1 child or 1 parent/guardian

Upload CUNY ID proof documents to student account at <https://lehman.ce.cuny.edu/checkoutsignin.cfm> and email ce@lehman.cuny.edu when done BEFORE registering.

Visit www.lehman.edu/media/Continuing-Education/CurrentCatalog.pdf for up-to-date course info.

Tax Credits for Continuing Education Programs

NOTICE: Form 1098-T is not used or provided for Lehman non-degree courses provided by Continuing Education. Lehman College Tax-ID is only used by Lehman College Degree Courses.

Lifetime Learning Credit (LLC): This credit applies to tuition and fees to earn a degree or other recognized educational credential to get a job or to improve your job skills. You must file Form 8863 and have your tuition receipt in place of Form 1098-T.

American Opportunity Tax Credit

(AOTC): This credit applies to tuition, fees, and course materials such as books and supplies needed for the course of study. You must file Form 8863 and have your tuition receipt in place of Form 1098-T which is not provided for non-credit courses.

Child and Dependent Care Tax Credit:

You may be eligible for this credit if your child, under age 13, is enrolled in our Summer Day Camp. Form 2441 must be filed. As Lehman College is tax-exempt, enter "Tax-Exempt" where Form 2441 asks for the Employer Identification Number (EIN).

For all of these credits, you are advised to consult a tax professional and <http://www.irs.gov> for eligibility and other rules.

REGISTER TODAY



Online Registration is easier than ever!

<https://tinyurl.com/LehmanCourses>

See page 54 for step-by-step instructions.



Questions?

Live Chat @
www.lehman.edu/ce or
email ce@lehman.cuny.edu
or call 718-960-8512



In-Person Registration

Monday-Thursday 9 am-5 pm
CUNY ON THE CONCOURSE

2501 Grand Concourse, 3rd Floor, Bronx, NY 10468

Monday 9 am-5 pm
LEHMAN COLLEGE CAMPUS

Carman Hall 128, 250 Bedford Park Boulevard West
Bronx, NY 10468



Company Training Options

Courses listed can be customized for private groups, employers, unions, or non-profits.

Customization Includes:

- Training location
- Flexible scheduling
- Contextualized curriculum
- Affordable group rates

For more information, email kimberly.kendall@lehman.cuny.edu





TRISHA MAHASE

Certified Nursing Assistant Graduate

ALUMNI PROFILE

- ✓ **WANTED** a career that would provide a better life for her family
- ✓ **DECIDED** that it was time to put herself and her dreams first
- ✓ **GAINED** hands-on skills and practical knowledge as a CNA
- ✓ **SECURED** her CNA certification, opening new doors in her professional journey

Trisha Mahase wasn't just looking for another job; she desired a stable career path or fulfilling profession that would allow her to provide a better life for herself and her family.

Growing up with a mother who was a Certified Nursing Assistant and then taking care of her mom in her final years, she knew that she had the traits of a helper. But it wasn't until she found the Lehman College Continuing Education hybrid CNA program that she saw a real path to making that dream come true.

"CUNY on the Concourse was only a few stops away on the train," says Trisha. "The hybrid in-person and online model really worked with my schedule."

Trisha credits the SCPS team, especially Allied Health Program Coordinator Romardio Hamilton, with their help, which gave her the confidence to return to school as an older student. "They answered all of my questions and were there to support me every step of the way."

Participating in two online days and one in-person allowed Trisha to balance her schedule as a working

parent with two young children. She appreciated the willingness of her instructors to go out of their way to teach to the various age and ability levels in the program. And hands-on opportunities to work with medical simulators like CPR manikins and fellow students allowed her to feel confident when it came time to take her CNA certification exam, which she passed in January of 2025.

"Returning to school as an older student, and a parent, meant that my experience was more complicated—I needed to work harder," Trish explains. "But it also drove me to succeed."

Not content to stop her learning journey, Trisha is now looking to Registered Nursing (RN) and Licensed Practicing Nursing (LPN) programs. Looking back on her experience, Trisha says that she would encourage anyone who is thinking about embarking on their own continuing education journey to start now.

"Don't wait," she says. "Something great is ahead of you. Do it for your family. Do it for yourself." ■

Certified Nursing Assistant (CNA) Voucher Included

Launch your fulfilling career as a Certified Nursing Assistant (CNA) with this New York State Education Department approved training. This comprehensive program equips you with the knowledge and skills to excel in diverse healthcare settings, from hospitals and hospice facilities to home health agencies.

CNAs work directly with patients and their families providing quality patient care. Duties range from feeding to taking vital signs.

Pay average in NYC is \$21.87 per hour (\$45,500 annually).

Upon successful program completion, we'll guide you through scheduling your NYS CNA certification exam – it's included! Additional attempts require a testing fee to be paid.

PREREQUISITES

- High School diploma or equivalency.
- Demonstrate fluency in English, reading test may be given.
- Physical examination is due at the 1st day of class.
- CPR: Basic Life Support (BLS) with AED for Healthcare Providers or current American Heart Association certification is required before clinical rotation.
- Basic computer skills are required for online learning.
- Proof of COVID-19 Vaccination is required for Clinical CNAs.

FOR MORE INFORMATION:

ce@lehman.cuny.edu



PROGRAM CERTIFICATION

Satisfactory completion of Course 1 and Course 2 plus CPR certification proof is required to be eligible to take the New York State (NYS) credentialing exam.

TOPICS

Anatomy/Physiology and Fundamentals of Patient Care

Master the inner workings of the human body through in-depth anatomy and physiology studies. Gain proficiency in essential patient care skills, from assisting with daily activities to applying rehabilitation techniques. 97 hours includes orientation, and didactic and skills instruction.

Clinical for CNAs

After successful completion of Anatomy/Physiology & Fundamentals of Patient Care, the program culminates in supervised clinical rotations where you'll put theory into practice, providing hands-on care to patients under the guidance of RNs. 30 hours.

Total Tuition: \$1,998*

\$2,147 includes the CPR class listed above

*Includes instruction, exam voucher, and in-person off-site clinical rotations. Does not include books, uniform, or registration fees.

★ CNA SCHOLARSHIP

ASSET (Adult Student Success in Education Transition) scholarship covers at least 50% of tuition for program.

Scan the QR code or visit <https://tinyurl.com/LehmanAsset> to sign up or attend a program or financial assistance information session.



PROGRAM COURSES

1. Certified Nursing Assistant (CNA) Course 1
2. Certified Nursing Assistant (CNA) Course 2
3. CPR: Basic Life Support (BLS) with AED for Health Care Providers (or equivalent)

Certified Nursing Assistant (CNA) Course 1

This first part of the CNA program covers Anatomy/Physiology & Fundamentals of Patient Care topic and will provide the foundation for your CNA training.

CNA90 / Hybrid / \$999

26FA Mon/Tue/Wed 6-9:30 pm Sep 9-Oct 14

***Wednesdays In-person at CUNY on the Concourse**

****Orientation September 9, 6-8 pm**

Certified Nursing Assistant (CNA) Course 2

Building upon the foundation set in Anatomy/Physiology & Fundamentals of Patient Care topic in Course 1, this course delves deeper into advanced patient care practices and prepares you for application of your skills through an in-person off-site clinical rotation.

CNA91 / Hybrid / \$999

26FA Mon/Tue/Wed 6-9:30 pm Oct 20-Dec 21

***Wednesdays In-person at CUNY on the Concourse**

****Clinicals and License Exam will be scheduled in November and December.**

CPR: Basic Life Support (BLS) with AED for Health Care Providers

CPR100 / 1 Session / 6 Hours / In-Person / \$149

See Page 12 for section information

First Aid (AHA Certification) (p. 12)

Recommended (see www.lehman.edu/ce).

Certified Patient Care Technician (PCT/PCA) Program

PROGRAM DESCRIPTION:

Patient Care Technicians or Patient Care Associates provide more direct care to patients than Certified Nursing Aides (CNAs). As a result, CNAs, who become Certified PCTs, have more job opportunities and earn more. PCTs can work in hospitals, doctor's offices, and many other settings.

PREREQUISITES

- Proof of current CNA license.
- High School diploma or equivalency.
- Proof of current CPR license.
- Program taught hybrid (online/in-person).
- Basic computer skills are required for online learning.

PROGRAM REQUIREMENTS

1. Electrocardiography (p. 10)
2. Phlebotomy: Part I (p. 11)
3. Phlebotomy: Part II (p. 11)
4. CPR: BLS with AED for Health Care Providers (p. 12)
5. Proof of New York State Certified Nurse Aide Credential
6. First Aid AHA Certification (recommended)

PROGRAM CERTIFICATE

After completing the program students must take the certification exam from the National Healthcareer Association (NHA) and become a Certified Patient Care Technician (CPCT). For more information about certification exam dates and fees please visit www.nhanow.com.

NHA exams fees are not included in course tuition.

To be eligible for a Lehman College program certificate, you must complete all required courses with a grade of C or better. To request a certificate (PDF or hard copy) and/or official transcript, email ce@lehman.cuny.edu with subject line "Certificate Request". Documents will be issued after eligibility is confirmed and payment is received.

Patient Care Technician Program for CNAs

Tuition: \$2,248 (does not include CNA Certification Courses).

COORDINATOR:

Sheldon Stallings
sheldon.stallings@lehman.cuny.edu
718-960-8320



Mustahir Mohalla
Certified Nursing Assistant

EKG Technician

Electrocardiography technicians prepare patients for and administer the EKG.



They also assist with Holter monitor and stress testing. These highly sought-after positions offer jobs in a variety of health care settings and labs.

PREREQUISITES

High School diploma or equivalency.

PROGRAM COURSES

1. Electrocardiography
2. CPR: BLS with AED for Health Care Providers (p. 12)

PROGRAM CERTIFICATE

To be eligible for a Lehman College program certificate, you must complete all required courses with a grade of C or better. To request a certificate (PDF or hard copy) and/or official transcript, email ce@lehman.cuny.edu with subject line "Certificate Request". Documents will be issued after eligibility is confirmed and payment is received.

HYBRID

Electrocardiography

This course introduces you to the techniques necessary to perform a twelve-lead resting electrocardiogram (ECG/EKG). You learn about normal rhythm and arrhythmia, basic cardiac physiology, electrophysiology, and how to troubleshoot technical problems. Upon completion you will be eligible to take the NHA certification exam.

EKG100 / 13 Sessions / 39 Hours / Hybrid / \$749
26FA Tue/Thu 6:30-9:30 pm Oct 6-Nov 17

***Tuesdays in-person at CUNY on the Concourse**





Phlebotomy Technician

Kayla Neverson

Phlebotomy Technician Graduate

“Right when I finished, I got a job as a phlebotomist at a lab. I’m 19 years old, and people are always surprised that I’m so young. Getting in the medical field at this age is rare.” ■

PREREQUISITE

High School diploma or equivalency.



PROGRAM COURSES

1. Phlebotomy: Part I
2. Phlebotomy: Part II
3. CPR: BLS with AED for Health Care Providers (p. 12)
4. First Aid: AHA Certification (recommended) (p. 12)

PROGRAM CERTIFICATE

To be eligible for a Lehman College program certificate, you must complete all required courses with a grade of C or better. To request a certificate (PDF or hard copy) and/or official transcript, email ce@lehman.cuny.edu with subject line “Certificate Request”. Documents will be issued after eligibility is confirmed and payment is received.

Clinical Healthcare Programs Information Session

Thursday, August 4 at 6:30 pm

Use QR code or visit

<https://tinyurl.com/LehmanClinical>



HYBRID

Phlebotomy I

This course introduces you to the basic procedures used for obtaining blood from veins or capillaries. It also provides skills improvement for those who are already employed in the profession. You learn the appropriate way to use the equipment and the different types of blood tubes and draws. Upon completion, you will be eligible to take the NHA certification exam.

PLB101 / 12 Sessions / 36 Hours / Hybrid / \$675

26FA Mon/Wed 6:30-9:30 pm Sep 28-Nov 18

*Select days in-person at CUNY on the Concourse

RELATED COURSES:

CPR: Basic Life Support (BLS) with AED for Health Care Providers (p. 12)

First Aid (AHA Certification)

Recommended (p. 12)

HYBRID

Phlebotomy II: Advanced Clinical

Prerequisites: PLB 101 (taken within 7 months prior to PLB 102), CPR 100 or have permission from coordinator, and submission of required health clearance forms prior to taking PLB 102. (Required for PLB Tech & PCT/PCA)

PLB102 / 12 Sessions / 36 Hours / Hybrid / \$675

26FA Mon/Wed 6:30-9:30 pm Nov 23-Jan 11

*Select days in-person at CUNY on the Concourse

Dental Assistant Externship Included



The 80-hour dental assistant training program followed by a 40-hour externship prepares students for one of the fastest growing health-care positions. Our program will prepare you for entry-level positions as a dental assistant. This program covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operatory, introduction to tooth structure,



and other areas. The purpose of this program is to familiarize learners with dental assisting activities to effectively function as a dental assistant in a dental practice. Upon successful completion of the training, you will be matched with a local dental practice to complete your 40-hour externship and gain the valuable hands-on work experience needed for employment in the field.

Pay average in NYC is \$22.33 per hour (\$46,450 annually).

PREREQUISITES

- High School diploma or equivalency.
- Basic computer skills are required for online learning.

PROGRAM CERTIFICATE

To be eligible to receive a Lehman College program certificate PDF copy, you must complete all course requirements with a grade of C or better. To request a certificate (PDF or hard copy) and/or official transcript, email ce@lehman.cuny.edu with subject line "Certificate Request". Documents will be issued after eligibility is confirmed and payment is received.

National Certification: This program meets the necessary requirements to take the Dental Assisting National Board (DANB) Radiology Health and Safety (RHS) Examination and the Infection Control (ICE) exam.

HYBRID DEA100 / 23 Sessions / 80 Hours plus 40-hour Externship / Hybrid / \$1499
26FA Tue/Thu 6-9:30 pm Oct 20-Jan 21
*Select days in-person at CUNY on the Concourse
NO DISCOUNTS APPLY TO THIS COURSE

CPR & FIRST AID

IN-PERSON

CPR: Basic Life Support (BLS) with AED for Health Care Providers

This course meets the requirements for National Certification for CPR from the American Heart Association (AHA). You will learn how to respond to emergencies involving infants, children, and adults. You are introduced to lifesaving techniques, rescue breathing, one- and two-person cardiopulmonary resuscitation (CPR), abdominal thrusts and the Automated External Defibrillator (AED).

CPR100 / 1 Session / 6 Hours / In-Person / \$149

Sec 1: 26FA Sat 9:30 am-4 pm Oct 10

Sec 2: 26FA Sat 9:30 am-4 pm Nov 7

Sec 3: 26FA Sat 9:30 am-4 pm Nov 21

Sec 4: 26FA Sat 9:30 am-4 pm Dec 19

IN-PERSON

First Aid (AHA Certification)

This course covers the theory and practical skills of the standard first aid course as prescribed by the American Heart Association (AHA). Included are the first aid basics, medical emergencies, and injury emergencies.

MAS17 / 1 Session / 3 Hours / In-Person / \$95

26FA Sat 9:30 am-12:30 pm Dec 5



Emergency Medical Technician (EMT) Training



In this comprehensive course, you will develop the knowledge, skills and confidence necessary to care for patients at the scene of an accident and while transporting patients by ambulance to the hospital. EMTs have the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies. They must be certified by the Bureau of Emergency Medical Services (EMS) in NY, part of the NYS Department of Health (NYSDOH).

For more info on the certification process, visit:
www.health.ny.gov/professionals/ems/

HYBRID Emergency Medical Technician (EMT course)

Prerequisite: High School diploma or equivalency

EMT100 / Hybrid* / \$1,399

26FA Tue/Thu 10 am-2 pm or 6-10 pm Sep 1-Dec 17

*From Nov 3 in-person 9 am-1 pm at CUNY on the

Concourse

NO DISCOUNTS APPLY TO THIS COURSE

**Payment plan available.
Scan the QR code
for more information.**



For Fall 2026 class information:

<https://tinyurl.com/LehmanEMT>

Are you an internationally trained nurse?

Improve your English skills and become a licensed nurse in New York City with no-cost NCLEX-RN ESOL Program

This program can help you:

- Improve your English language skills
- Learn about nursing in the US healthcare system
- Prepare for the NCLEX-RN exam to become re-licensed in NY State
- Apply for employment upon obtaining NYS RN licensure



Learn more and apply now:
NYC SBS' NCLEX-RN ELL
for Foreign Trained Nurses Program
Pre-Application Form at
<https://tinyurl.com/LehmanNCLEX>



Email: immigrant.nursing@lehman.cuny.edu

Certified Clinical Medical Assistant CCMA Externship Included



The Certified Clinical Medical Assistant program combines classroom instruction with practical experience through an externship in a community-based medical practice or hospital. Clinical medical assistants provide both administrative and clinical services in various health care settings such as private offices, ambulatory centers and hospitals. Lehman's program is approved by the National Healthcareer Association (NHA). After completion of the required courses, you will be eligible to take the NHA credentialing examination and be ready to join the workforce. We offer a 120-hour externship and job readiness program to give you work experience in the field. On average, the program may be completed in 3 semesters.

Total tuition: \$4,736 (includes all program courses).

Pay average in NYC is \$21.36 per hour (\$44,420 annually).

PREREQUISITE

High School diploma or equivalency.

PROGRAM CERTIFICATE

To be eligible for a Lehman College program certificate, you must complete all required courses with a grade of C or better. To request a certificate (PDF or hard copy) and/or official transcript, email ce@lehman.cuny.edu with subject line "Certificate Request".

Documents will be issued after eligibility is confirmed and payment is received.

PROGRAM COURSES

1. Medical Terminology/Anatomy and Physiology: Parts 1 and 2
2. Medical Office Business Practice: Parts 1 and 2
3. CPR for Clinical Medical Assistants
4. Clinical Practice: Part 1 and 2
5. Externship & Job Readiness
6. Certification Exam Review

COORDINATOR:

Sheldon Stallings

sheldon.stallings@lehman.cuny.edu
718-960-8320

Clinical Healthcare Program Info Session

Tuesday, August 4
at 6:30 pm



Use the QR code or visit

<https://tinyurl.com/LehmanClinical>
to register

NEW & CONTINUING STUDENTS:

ONLINE Medical Terminology
Anatomy and Physiology Part 1
MAS01 / 13 Sessions / 39 Hours / Online / \$675
Offered Spring 2027

ONLINE Medical Terminology:
Anatomy and Physiology Part 2
MAS02 / 13 Sessions / 39 Hours / Online / \$675
Offered Spring 2027

ONLINE Medical Office Business Practice: Part 1 & 2

This 2-part course will introduce students to the administrative office skills and office finances. Managed care and insurances, and latest application of coding that is expected of the entry-level medical assistant through theoretical and hands-on methods of teaching. Computer concepts are introduced with special emphasis on computerized practice management, such as telecommunications and electronic medical health record management.

Medical Office Business Practice Part I
MAS30 / 10 Sessions / 30 Hours / Online / \$495
26FA Mon/Wed 6:30-9:30 pm Sep 9-Oct 19

Medical Office Business Practice Part II
MAS31 / 10 Sessions / 30 Hours / Online / \$495
26FA Mon/Wed 6:30-9:30 pm Oct 21-Nov 23

WORKFORCE1 NEW YORK:

To qualify for a Workforce1 ITG Voucher covering tuition and registration fees, you must be a current WF1 members with 12 or more months of recent related experience.

Those with previous C.M.A. certification may not apply. See page 8 for more eligibility details or email ce@lehman.cuny.edu.

Set up Workforce1 online account:

<https://a801-worksource1.nyc.gov/>

View ITG Presentation

www1.nyc.gov/site/sbs/careers/training-grants.page

Allow 6-8 weeks to process voucher prior to registration.



HYBRID**Clinical Practice: Part 1**

This two-part course prepares you for understanding and performing a wide range of clinical medical assistant procedures by combining theory with hands-on clinical skills practice. Clinical skills include vital sign taking, phlebotomy, electrocardiography, and other various diagnostic procedures. Important topics such as infection control, pharmacology, and patient safety are mastered.
Prerequisites: MAS01, MAS02.

MAS40 / 15 Sessions / 45 Hours / Hybrid / \$749

26FA Mon/Wed 6:30-9:30 pm

Sat 9:30 am-12:30 pm Nov 30-Jan 11

HYBRID**Clinical Practice: Part 2**

MAS41 / 15 Sessions / 45 Hours / Hybrid / \$749

26FA Mon/Wed 6:30-9:30

Sat 9:30 am-12:30 pm Jan 20-Feb 27

Prerequisite: Clinical Practice: Part 1

*Select in-person skills at CUNY on the Concourse

IN-PERSON**CPR for Medical Assistants**

CPR100 / 1 Session / 6 Hours / In-Person / \$149

See Page 12 for section information

HYBRID**120-hour Externship & Job Readiness**

This course will prepare you for externship and work in the medical field. Includes resume preparation, interview techniques, and other professional seminars to provide real-world guidance for the workplace with emphasis on productivity and collaborative interaction.

MAS19 / 3 Sessions / 129 Hours / Hybrid / \$600

26FA Sat 9:30 am-12:30 pm Oct 17- 31

ONLINE**Certification Exam Review**

Certification is encouraged as it allows MA students to demonstrate their competency in the professional and clinical knowledge base that a medical assistant is responsible for.

Prerequisites: MAS01, MAS02.

MAS20 / 2 Sessions / 6 Hours / Online / \$149

26FA Mon/Wed 6:30-9:30 pm Oct 5-7

Norma De La Rosa

Certified Clinical Medical Assistant at Mt. Sinai Hospital



ALUMNI SPOTLIGHT

Norma De La Rosa graduated from the Lehman College Certified Clinical Medical Assistant program. Her transition to a career in the healthcare industry came after 13 years working as a travel agent.

As a person with a natural ability to put people at ease, and a passion for making challenging experiences easy for others, a phlebotomy certification was a logical choice. This decision led Norma to pursue an additional EKG certification through Lehman College, which has opened the door to working in many departments including cardiology and presurgical. The additional certification and the knowledge gained through her hands-on training has also given her job security and the ability to negotiate higher rates of pay.

“After applying to Mount Sinai, I finally got my dream position. I have a union job that started off at \$27 per hour. I get regular breaks, vacation, and I’m well taken care of. I get to pick what I like, and pursue the areas of my work that I’m interested in. My family is so proud of me.”

—Norma De La Rosa, CCMA ■

Medical Biller and Medical Coder Voucher Included

EARN TWO AAPC CERTIFICATES IN JUST 18 MONTHS

Increase your earning potential while saving money and time by completing a combined biller and coder track. Medical billers and coders with certification earn 27% more than their non-certified colleagues.

PROGRAM PREREQUISITES

- High School diploma or equivalency.
- Program is taught 100% live online. Computer skills are required.

PROGRAM CERTIFICATION

Students receive a voucher for the Certified Professional Biller (CPB™) or (Certified Professional Coder (CPC™) exam offered by AAPC (the world's largest training and credentialing organization for the business of healthcare).

To be eligible for a Lehman College program certificate, you must complete all required courses with a grade of C or better. To request a certificate and/or official transcript, email ce@lehman.cuny.edu with subject line "Certificate Request". Documents will be issued after eligibility is confirmed and payment is received.

PROGRAM COORDINATOR:

Teresa Stamoutsos

teresa.stamoutsos@lehman.cuny.edu



Medical Billing & Coding Information Session

Wednesday, August 5 at 7:00 pm

Use QR code or visit

<https://tinyurl.com/LehmanBillingCoding>



Medical Coding Course Sequence

Medical Terminology for Billing & Coding — Parts 1 & 2

Medical Coding & Insurance — Parts 1 & 2
Certified Professional Coder — Practicum & Exam

Medical Billing Course Sequence

Medical Terminology for Billing & Coding — Parts 1 & 2

Medical Billing & Insurance — Parts 1 & 2
Certified Professional Biller — Practicum & Exam

Total tuition: \$6,320 (includes all program courses).

GET \$100 OFF AS A RETURNING STUDENT*

- > Register for CBP02 & CBP03 and get \$100 off the Practicum (CBP04).
- > Register for CPC02 & CPC03 and get \$100 off the Practicum (CPC04).

Contact for details: ce@lehman.cuny.edu

***No other discounts available. Expires 12/31/2026.**

Medical Biller and Medical Coder continued



PREREQUISITE COURSES

ONLINE

Medical Terminology for Billing & Coding, Part 1★

This course will provide you with an understanding of medical terminology and anatomy to set the foundation for pursuing a career as a medical biller or coder.

CBP11 / 13 Sessions / 39 Hours / Online / \$675

26FA Tue/Thu 6:30-9:30 pm Sep 8-Oct 20

ONLINE

Medical Terminology for Billing & Coding, Part 2★

Further your understanding of medical terminology and anatomy while familiarizing you with translating patient health information into medical codes. Prerequisite: CPB 11 or equivalent

CBP12 / 13 Sessions / 39 Hours / Online / \$675

26FA Tue/Thu 6:30-9:30 pm Nov 3-Dec 17

CERTIFIED PROFESSIONAL BILLER COURSES

ONLINE

Medical Billing & Insurance (AAPC CPB™), Part 1★

Develop and prepare with the necessary professional skills to become a medical biller and maintain the business side of medicine.

Prerequisite: CPB 12 Medical Terminology Part 2 or equivalent coursework.

CBP02 / 14 Sessions / 42 Hours / Online / \$795

26FA Mon/Wed 6:30-9:30 pm

Sat 9:30 am-1:30 pm Aug 26-Sep 30

***Meets 3 Saturdays**

ONLINE

Medical Billing & Insurance (AAPC CPB™), Part 2★

Learn how to identify various insurance plan types and their reimbursement policies.

Prerequisite: CPB 02.

CBP03 / 14 Sessions / 42 Hours / Online / \$795

26FA Mon/Wed 6:30-9:30 pm

Sat 9:30 am-1:30 pm Oct 7-Nov 9

***Meets 3 Saturdays**

ONLINE

Certified Professional Biller Practicum

Final practicum includes AAPC Certified Professional Biller (CPB™) exam, 1-year AAPC student membership, and hands-on practice with billing software in preparation for employment.

Prerequisite: CPB 03.

NO DISCOUNT

CBP04 / 6 Sessions / 18 Hours / Hybrid / \$795

26FA Mon/Wed 6:30-9:30 pm Sat 9:30 am-12:30 pm Nov 16-Dec 2

***Meets 1 Saturday (Nov 21)**



CERTIFIED PROFESSIONAL CODER COURSES

ONLINE

Medical Coding (AAPC CPC™), Part 1★

This course will teach you the fundamental principles of medical coding, preparing you for a career in the healthcare industry. The program includes a 1-year AAPC membership.

Prerequisite: CPB 12 Medical Terminology Part 2 or equivalent coursework.

CPC02 / 16 Sessions / 48 Hours / Online / \$895

26FA Mon/Wed 6:30-9:30 pm Sat 9:30 am-1:30 pm Aug 17-Sep 30

***Meets 3 Saturdays**

ONLINE

Medical Coding (AAPC CPC™), Part 2★

Deepening your understanding of the language of medical coding in this course. You will learn to interpret clinical information as it pertains to patients' medical records and sharpen skills to effectively communicate with physicians and healthcare providers across all medical specialties. Prerequisite: CPC 02.

CPC03 / 16 Sessions / 48 Hours / Online / \$895

26FA Mon/Wed 6:30-9:30 pm Sat 9:30 am-1:30 pm Oct 5-Nov 11

***Meets 3 Saturdays**

ONLINE

Certified Professional Coder Practicum

Final practicum includes AAPC Certified Professional Coder (CPC™) exam and 1-year AAPC student membership.

Prerequisite: CPC03.

NO DISCOUNT

CPC04 / 6 Sessions / 18 Hours / Hybrid / \$795

26FA Mon/Wed 6:30-9:30 pm Sat 9:30 am-12:30 pm

Nov 16-Dec 2

***Meets 1 Saturday (Nov 21)**

★ MEDICAL BILLING & CODING SCHOLARSHIP

ASSET (Adult Student Success in Education Transition) Covers 50% of tuition for program.

Scan the QR code or visit

<https://tinyurl.com/LehmanAsset> to sign up to attend a program or financial assistance information session.



HEALTHCARE TECHNICIAN PROGRAMS



PHARMACY TECHNICIAN

This comprehensive 60-hour program with an optional 80-hour externship will prepare students to enter the pharmacy field and to prepare for the Pharmacy Technician Certification Board (PTCB) Certified Pharmacy Technician (CPhT) exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings under the supervision of a registered pharmacist.

Pay average in NYC is \$23.09 per hour (\$44,333 annually).

PREREQUISITES

High School diploma or equivalency.
Foundational Math Skills*

*Please note that Pharmacy Technicians need foundational math skills in basic arithmetic, fractions, decimals, percentages, ratios, and proportions, and the ability to think through and solve problems. These skills will be applied in the program to learn how to accurately calculate and dispense medication dosages.

PROGRAM CERTIFICATE

To be eligible to receive a Lehman College program certificate PDF copy, you must complete all course requirements with a grade of C or better. To request a certificate hard copy and/or official transcript, email ce@lehman.cuny.edu. Documents will be issued after eligibility is confirmed and payment is received.

HYBRID

Pharmacy Technician Externship Included

The course cost of \$1,499 includes textbooks**, registration fee, tuition, certificate (pdf), and materials.

NO DISCOUNTS APPLY TO THIS COURSE

PTP200 / 20 Sessions / 60 Hours / Hybrid / \$1499

26FA Mon/Wed 6:30-9:30 pm Oct 21-Jan 11

***In-person at CUNY on the Concourse**

NOTICE: To be eligible for the Certified Pharmacy Technician (CPhT) exam, a candidate must complete one of the following: Pathway 1: A PTCB-Recognized Education/Training Program* (or completion within 60 days). Pathway 2: Equivalent work experience as a pharmacy technician (min. 500 hours).

This alternative path will serve experienced pharmacy technicians who were not in a position to attend a PTCB-recognized program.

*Our Pharmacy Technician program is recognized by PTCB for CPhT exam.

** Textbook cost will be deducted from any refund due, if marked or not returned.



HEALTHCARE TECHNICIAN PROGRAMS continued

SURGICAL TECHNICIAN

This 70-hour program with 40-hour externship explores the surgical technologist's role, covering operating room preparation and intraoperative assistance. You'll learn sterile techniques, instrument handling, and patient care under the surgeon's supervision. Foundational knowledge includes medical terminology, anatomy, and infection control, ensuring effective team communication.

70 hours + 40-hour externship \$1,799

PREREQUISITES

High School diploma or equivalency.

PROGRAM CERTIFICATE

To be eligible to receive a Lehman College program certificate PDF copy, you must complete all course requirements with a grade of C or better.

To request a certificate hard copy and/or official transcript, email ce@lehman.cuny.edu. Documents will be issued after eligibility is confirmed and payment is received.

HYBRID

Surgical Technician with Externship

No discounts apply to this course.

SUT100 / 23 Sessions / 70 Hours / Hybrid / \$1799

26FA Mon/Wed 6:30-9:30 pm Oct 14-Jan 13

*Select in-person dates at CUNY on the Concourse.

The course cost of \$1799 includes textbook**, registration fee, tuition, PDF program certificate, and materials.

NOTICE: This Surgical Technologist program is approved by the American Allied Health (AAH) and National Healthcare Workforce Career Association (NWCA) national certification exams, provided that students meet certain requirements which may include hands-on scrubs and or practical experience through either a Clinical Externship and or Employment Experience. Please note that this is not an associate degree and/or Commission on Accreditation of Allied Health Education Programs (CAAHEP) - approved program, which requires a 1 to 2-year associate credit program.

**Textbook cost will be deducted from any refund due, if marked or not returned.

STERILE PROCESSING TECHNICIAN

This 80-hour program with 40-hour externship will prepare you for a rewarding career as a sterile processing professional. You'll learn decontamination, sterilization, and equipment handling through lectures and labs. Core topics include instrumentation, infection control, and inventory management.

80 hours + 40-hour externship \$2,195

PREREQUISITES

High School diploma or equivalency.

PROGRAM CERTIFICATE

To be eligible to receive a Lehman College program certificate PDF copy, you must complete all course requirements with a grade of C or better. To request a certificate hard copy and/or official transcript, email ce@lehman.cuny.edu. Documents will be issued after eligibility is confirmed and payment is received.

ONLINE

Sterile Processing Technician with Externship

No discounts apply to this course.

STR100 / 80 Hours / Hybrid / \$2195

Start anytime. 6 months online access.

Patient Care Coordinator

Patient Care Coordinators have an active role as part of the healthcare team and work one-on-one with patients to help them meet their goals.

Understanding the essential roles and responsibilities of a care coordinator and how best to communicate, engage with and respond to patients' diverse needs are taught in this certificate program.

PREREQUISITE

High School diploma or equivalency. Program is taught 100% online. A device with a camera, video, and audio (computer, tablet, or laptop) and related computer skills, facility with navigating the internet and reliable access to the internet are essential.

PROGRAM COURSES

- Intro to Care Management
- Chronic Conditions and Addiction: Healthy Outcomes
- Motivational Interviewing (MI)
- Mental Health and Emotional Support

PROGRAM CERTIFICATE

To be eligible for a Lehman College program certificate, you must complete all required courses with a grade of C or better. To request a certificate and/or official transcript, email ce@lehman.cuny.edu with subject line "Certificate Request". Documents will be issued after eligibility is confirmed and payment is received.

Total tuition: \$1,276 (includes all program courses).

COORDINATOR

Alisa Zarrin, alisa.zarrin@gmail.com, 917-957-8104

Patient Care Coordinator Information Session



Thursday, August 13 at 6:30 pm

Use the QR code or visit

<https://tinyurl.com/LehmanPCC> to register

CASAC

Credentialed Alcoholism & Substance Abuse Counselor

CASAC Program Information Session



Wednesday, August 5 at 6:30 pm

Use the QR code or visit

<https://tinyurl.com/LehmanCASAC>

There is demand for credentialed alcoholism and substance abuse counselors (CASACs) with a sound clinical foundation, as well as sensitivity to client population diversity. This program is designed for health and human services professionals, educators, clergy, and employee assistance personnel who wish to enter or advance in the field.

Qualifications for NYS-CASAC credential:

Satisfactory completion of education/training, supervised practical training, and documented work experience as well as passing the New York State Office of Addiction Services and Support (NYS-OASAS) written examination for 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. This training is provided under NYS-OASAS provider #A1 0157. Assistance in identifying resources for the supervised practical training hours is provided by the program coordinator.

PREREQUISITE

- High School diploma or equivalency.
- Program is taught 100% live online.

Computer skills are required.

ONLINE

Intro to Care Management

This first course covers the essential roles and responsibilities of care coordinators, including documentation, ethics, and effective communication. The focus is on the perspective of the patient with an examination of the barriers to successful patient care and how best to help overcome the barriers.

PCO10 / 5 Sessions / 15 Hours / Online / \$319
26FA Mon/Wed 6:30-9:30 pm Sep 9- 23

ONLINE

Motivational Interviewing (MI)

During this course students will learn how to apply motivational interviewing techniques when communicating with patients for them to identify and change behaviors that place them at risk for further health issues. Prerequisite: PCO 10.

PCO20 / 5 Sessions / 15 Hours / Online / \$319
26FA Mon/Wed 6:30-9:30 pm Oct 5- 21

ONLINE

Chronic Conditions and Addiction: Healthy Outcomes

We will identify what constitutes a chronic condition and how to work with clients with chronic conditions. The focus will also be on the complexities of addiction counseling and the key facts behind alcohol and substance abuse addiction. Prerequisite: PCO 20.

PCO30 / 5 Sessions / 15 Hours / Online / \$319
26FA Mon/Wed 6:30-9:30 pm Nov 2-16

ONLINE

Mental Health and Emotional Support

You will gain a better understanding of the levels of engagement needed when working with patients with mental health conditions, including identifying unique barrier to successful outcomes, managing a patient in crisis, and recognizing common mental health conditions Prerequisite: PCO 30.

PCO40 / 5 Sessions / 15 Hours / Online / \$319
26FA Mon/Wed 6:30-9:30 pm Nov 23-Dec 9

PROGRAM COURSES (9)

SECTION I: Knowledge of Substance Abuse Disorders (85 Hours)

1. Overview of Alcoholism and Substance Abuse
2. Diversity of Treatment Interventions and Approaches

SECTION II: Alcoholism and Substance Abuse Counseling (150 Hours)

3. Counseling Issues I: Individual & Group Counseling
4. Human Growth and Development
5. Counseling Issues II: Family Counseling & Relapse Prevention
6. Counseling Issues III: Communicable Diseases and Special Populations

SECTION III: Assessment, Clinical Evaluation, Treatment Planning, Case Management, and Patient, Family and Community Education (70 Hours)

7. Treatment Planning, Clinical Documentation and Discharge Planning
8. Assessment, Clinical Evaluation, Case Management and Referral

SECTION IV: Professional and Ethical Responsibilities (45 hours)

9. Ethics, Ethical Practice and Counselor Wellness and Responsibility

Total tuition: \$5,481 (does not include Exam Preparation Course)

PROGRAM CERTIFICATE

To be eligible for an OASAS section completion and/or 350-hour program certificate, you must complete all required courses with a grade of C or better and upload certifications for Child Abuse Prevention & Intervention and Medication to your student account >> document. To request a certificate and/or an official transcript, email ce@lehman.cuny.edu. Documents will be issued after eligibility is confirmed and payment for transcript is received.

COORDINATOR

Rory Gilbert,
rory.gilbert1@lehman.cuny.edu



ONLINE

Overview of Alcoholism and Substance Abuse

ASC01 / 13 Sessions / 40 Hours / Online / \$619
26FA Tue/Thu 6:30-9:30 pm Sep 22-Nov 5

ONLINE

Diversity of Treatment Interventions and Approaches

ASC02 / 15 Sessions / 45 Hours / Online / \$695
26FA Tue/Thu 6:30-9:30 pm Nov 17-Jan 19

ONLINE

Counseling Issues III: Communicable Diseases and Special Populations

ASC28 / 12 Sessions / 35 Hours / Online / \$549
26FA Mon/Wed 6:30-9:30 pm Sat 9:30 am-12:30 pm Oct 5-Nov 9 *Meets 2 Saturdays

ONLINE

Treatment Planning, Clinical Documentation and Discharge Planning

ASC31 / 10 Sessions / 30 Hours / Online / \$495
26FA Mon/Wed 6:30-9:35 pm Sat 9:30 am-12:35 pm Nov 16-Dec 16 *Meets 1 Saturday

ONLINE

CASAC Exam Preparation Course

ASC60 / 3 Sessions / 9 Hours / Online / \$225
26FA Sat 9:30 am-12:30 pm Nov 14-Dec 5

ONLINE

Assessment, Clinical Evaluation, Case Management and Referral

ASC33 / 13 Sessions / 40 Hours / Online / \$619
Offered Spring 2027

ONLINE

Ethics, Ethical Practice and Counselor Wellness and Responsibility

ASC42 / 10 Sessions / 30 Hours / Online / \$495
Offered Spring 2027

WORKFORCE1 NEW YORK:

To qualify for a Workforce1 ITG Voucher covering tuition and registration fees, you must be a current WF1 members with 12 or more months of recent related experience.

Those with previous C.M.A. certification may not apply. See page 8 for more eligibility details or email ce@lehman.cuny.edu.

Set up Workforce1 online account: <https://a801-worksource1.nyc.gov/>

View ITG Presentation www1.nyc.gov/site/sbs/careers/training-grants.page

Allow 6-8 weeks to process voucher prior to registration.

★ FINANCIAL ASSISTANCE

Future Healthcare Heroes:

Discover High-Demand Careers & Training Opportunities

Join us for a **FREE** in-person, interactive event where you can:

- Explore healthcare careers
- Tour our classrooms & labs
- Meet instructors, alumni & healthcare professionals



Experience It For Yourself with live, hands-on demonstrations:

- CNA (Certified Nurse Assistant)
- Phlebotomy
- EKG Technology
- CCMA (Certified Clinical Medical Assistant)
- CPR Training
- EMT / Emergency Response

Event Details

Date: October 24, 2026

Time: 10:00 AM – 12:00 PM

Location:

CUNY on the Concourse
2501 Grand Concourse,
Bronx, NY 10468

Cost: FREE

Use the QR code or visit

<https://tinyurl.com/LehmanHCH>

Call 718-960-8512



IT Program Information Session



Wednesday, August 12
at 6:30 pm

Use the QR code or visit
<https://tinyurl.com/LehmanIT>
to register

INFORMATION TECHNOLOGY

More than half of today's jobs require some degree of technology skills and that number continues to increase. Improving your skills is the way to get ahead and advance your career. Our computer information technology non-credit certificate programs and globally-recognized certifications can help you reach your goals.

PREPARE FOR INDUSTRY-RECOGNIZED CERTIFICATIONS

- CompTIA A+ Computer Technician
- CompTIA Network+
- CompTIA Security+

COORDINATOR:

computer.programs@lehman.cuny.edu

BOOST YOUR CAREER WITH A FREE CompTIA CERTIFICATION EXAM

We're excited to announce that our program includes a complimentary certification exam voucher! This industry-recognized credential validates your IT knowledge and skills, making you a more competitive candidate in the job market.



Cost Savings: The CompTIA exam voucher covers the registration fee, saving you money on pursuing this valuable certification.

Career Advancement: Earning your CompTIA certification demonstrates your foundational IT knowledge to potential employers.

Increased Confidence: The preparation process strengthens your understanding of core IT concepts, boosting your confidence in your abilities.



HYBRID

CompTIA A+ Computer Technician (Scholarship Available)

Fast-track your IT career with our CompTIA A+ Computer Technician program! This program equips you with the essential skills to install, troubleshoot, and maintain computer hardware and software. Master industry-standard practices, prepare for the sought-after CompTIA A+ certification, and gain the foundation to launch your career in exciting fields like help desk support, technical service, and more! You'll be laying the groundwork for pursuing further IT certifications like Cisco and Amazon. Prerequisites: Strong familiarity with using computers, including operating systems, software, and hardware components; ability to identify and troubleshoot technical issues

CIP120 / 33 Sessions / 99 Hours / Hybrid / \$1795

26FA Mon/Wed/Thu 6:30-9:30 pm Sep 28-Dec 16

*In-person at CUNY on the Concourse

★ A+ AND NETWORK+ SCHOLARSHIP

ASSET (Adult Student Success in Education Transition) Scholarship covers 60% of tuition for the A+ Computer Technician and Network+ programs.

Scan the QR code or visit <https://tinyurl.com/LehmanAsset> to sign up to attend a program or financial assistance information session.



INFO TECH SUCCESS STORY

- ✓ **RESTARTED** his learning journey to pursue his dream
- ✓ **CONNECTED** educational opportunities to his goals
- ✓ **STRENGTHENED** his hands-on technical foundation with **COMPTIA A+**
- ✓ **SECURED** a career in his field with opportunities for advancement

FABIO CASTILLO VASQUEZ

CompTIA A+
Scholarship
Recipient



Information Technology Programs

CompTIA
Authorized Partner

ACADEMIC
PARTNER

ONLINE

CompTIA Network+ (Scholarship Available)

Elevate your network expertise! Our CompTIA Network+ course will help you gain the skills and knowledge to install, configure, and troubleshoot wired and wireless networks. Learn about network security, cloud concepts, and essential network protocols. This program prepares you for the sought-after CompTIA Network+ certification, opening doors to network technician and administrator roles in various IT environments. Prerequisites: CompTIA A+ Certification or equivalent knowledge.

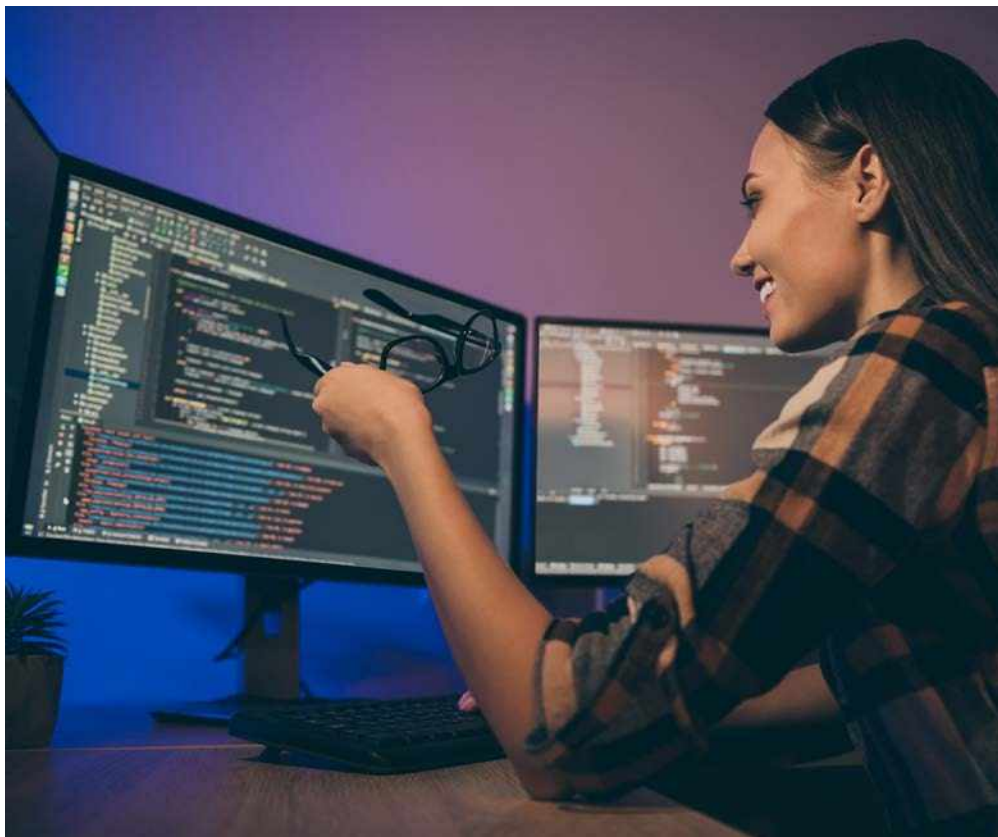
CIP125 / 27 Sessions / 81 Hours / Online / \$1495
26FA Mon/Wed 6:30-9:30 pm Sep 9-Dec 16

ONLINE

CompTIA Security+

Sharpen your cybersecurity edge with our CompTIA Security+ certification course! This program equips you with the fundamental skills to secure networks, systems, and devices. Learn about threat analysis, risk mitigation, application and network security, and best practices in today's ever-evolving cyber landscape. Earning your CompTIA Security+ certification demonstrates your commitment to cybersecurity and positions you for success in entry-level security analyst roles and beyond. Prerequisites: CompTIA Network+ Certification or equivalent knowledge; ideally have some IT administration experience with a security focus preferred.

CIP231 / 27 Sessions / 81 Hours / Online / \$1495
Offered Spring 2027



Network security is a highly in-demand skill with well paid entry level positions and a variety of potential jobs. A security certification is the perfect way to jumpstart your IT career.

★ A+ AND NETWORK+ SCHOLARSHIP

ASSET (Adult Student Success in Education Transition) Scholarship covers 50% of tuition for the A+ Computer Technician and Network+ programs.

Scan the QR code or visit <https://tinyurl.com/LehmanAsset> to sign up to attend a program or financial assistance information session.



Find Your Future with Focus 2 Career

*Not sure what path to take?
Focus 2 helps you discover your
interests, skills, and values through
personalized self-assessments.*

*Explore careers with real data,
map your results to college
majors and minors, and use powerful
decision-making tools to compare options.*

- In-depth career exploration
- Easy major/minor mapping
- 24/7 accessibility on any device

***Start building your path today with Focus 2 —
your guide to smarter career choices!***

Focus 2
Learn more!



<https://tinyurl.com/LehmanFocus>
or scan QR code

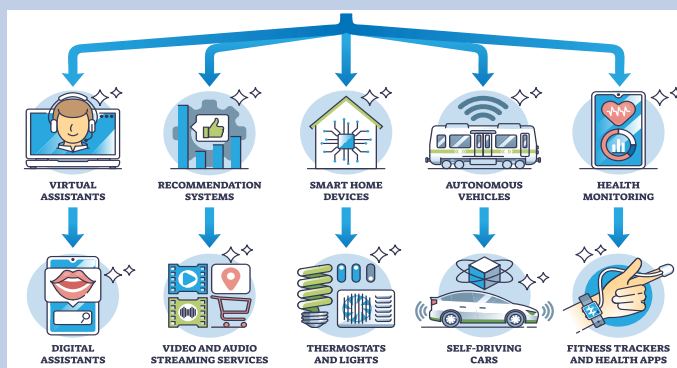
Bronx Business Tech Offerings

Secure Your Business

Learn the essential cybersecurity practices every business owner should understand to protect their data, customers, and operations from common online threats.

This introductory course covers practical strategies for identifying risks, securing devices and networks, and building safer digital habits for your business.

Fill-out an Interest Form: <https://tinyurl.com/4xfensmj>



Everyday AI

Learn how small businesses can use artificial intelligence to improve productivity, streamline operations, and enhance customer engagement.

This introductory training explores practical AI tools and real-world applications that entrepreneurs can start using immediately, no technical background required.

Fill-out an Interest Form: <https://tinyurl.com/ytnvw8p9>

Skilled Trades Online Programs

HVAC/R Certified Technician

(Exam Voucher Included)

Designed for technicians with 1+ year of experience, this online course builds advanced skills in maintaining and troubleshooting heating, cooling, and refrigeration systems through videos, readings, simulations, and hands-on applications. The program aligns with industry standards and prepares students for HVAC Excellence, NATE, and EPA 608 certification exams. Included is an HVAC Excellence ESCO Group voucher package covering the Core Electrical & Refrigeration Theory exam, a Professional Technician exam (Residential Air Conditioning recommended), and the EPA 608 exam.



Course Access: 12 Month Access / 330 Course Hours

Self-Paced: Study on your own schedule

100% Online: Learn anytime, anywhere

All Inclusive: Course materials and exam fees included

Payment Options: Flexible payment plans available



REGISTRATION:

<https://tinyurl.com/LehmanHVAC>
or scan QR code

Residential Electrician

This beginner-friendly online course introduces the fundamentals of residential electrical work, including electrical theory, wiring, installation, safety, materials, and reading building plans. Students gain practical experience through 30+ virtual simulations, interactive 3D models, panel walk-throughs, quizzes, customer service training, and real-world troubleshooting scenarios. Designed for entry into the field, this program does not meet New York State Master or Special Electrician licensing requirements.

Prerequisites: Although it is not absolutely necessary, it is recommended that a person have some basic knowledge of direct current and alternating current electrical theory.

Course Access: 12 Month Access / 125 Course Hours

Self Paced: Study on your own schedule

100% Online: Learn anytime, anywhere



All Inclusive Course materials

Payment Options: Flexible payment plans available



REGISTRATION:

<https://tinyurl.com/LehmanRElectrician>
or scan QR code

FOR MORE SKILLED TRADE OFFERINGS INFO: See page 36 for more info on ed2go career training courses, or call 855-477-9802

BUSINESS & PROFESSIONAL CERTIFICATES

Accountant Assistant, Executive Assistant & Project Management

Wednesday, August 26 at 6:30 pm

Use the QR code or visit
<https://tinyurl.com/LehmanEA>



Accountant Assistant with Quickbooks

Start your career in finance as an accounting assistant. This entry-level job is available in a wide range of industries.

PROGRAM COURSES

1. Bookkeeping 1
2. Bookkeeping 2
3. QuickBooks
4. Excel 1 or Excel 2

Average pay in NYC is
\$25 per hour (\$52,000 annually).

PREREQUISITES

High School diploma or equivalency.

PROGRAM CERTIFICATE

To be eligible for a Lehman College program certificate, you must complete all required courses with a grade of C or better. To request a certificate (PDF or hard copy) and/or official transcript, email ce@lehman.cuny.edu with subject line "Certificate Request". Documents will be issued after eligibility is confirmed and payment is received.

FOR MORE INFORMATION

ce@lehman.cuny.edu

ONLINE Bookkeeping 1

This entry-level course describes the concepts and principles of accounting and data accumulation techniques with an emphasis on preparation and interpretation of financial statements. In addition, you will learn how the basic accounting process, sales, purchases, and other transactions are recorded and classified into individual accounts.

CFM38 / 10 Sessions / 27.5 Hours / Online / \$495
26FA Mon/Wed 7-9:45 pm Nov 16-Dec 21

ONLINE Bookkeeping 2

Companies need accurate financial information to make informed decisions in a rapidly changing business environment. This course gives you the tools to understand how the accounting process puts all of a company's financial data into standardized formats that can be used for decision making, analysis and planning. Prerequisites: Bookkeeping 1 CFM 38 or equivalent education or experience.

CFM37 / 10 Sessions / 27.5 Hours / Online / \$495
26FA Mon/Wed 7-9:45 pm Sep 21-Oct 26

ONLINE Microsoft Excel: Part 1

Microsoft Excel is a spreadsheet program that is a must for accountants, office workers, and marketing managers. Personal uses include budgeting and data tracking. This course covers basic to intermediate skills of the program from manipulating worksheets to basic formulas and functions and more. Prerequisite: MOS 02 Microsoft Office Essentials or equivalent experience or training.

CFM60 / 6 Sessions / 12.5 Hours
/ Online / \$250
26FA Thu/Tue 6:30-8:35 pm
Oct 27-Nov 12

ONLINE QuickBooks

This hands-on course teaches you how to perform basic accounting procedures using this popular software. This course also covers the role of QuickBooks Accounting and Microsoft Excel in the development and management of record-keeping initiatives. Prerequisites: Recent completion of CFM 38, current experience or pre-test.

CFM39 / 10 Sessions / 27.5 Hours / Online / \$495
26FA Mon/Wed 7-9:45 pm Nov 9-Dec 14



Tax Return Preparer

ONLINE

This comprehensive program is designed to equip you with the fundamental knowledge and practical skills needed to navigate the complex world of taxation, understand tax returns and regulations, and proficiently prepare tax returns for individuals, corporations, S-corporations, and partnerships. Prerequisites: CFM38 Bookkeeping 1

**TAX20 / 20 Sessions / 60 Hours /
Online / \$875
26FA Mon/Wed 6:30-9:30 pm
Sep 2-Nov 16**



CE
Continuing
Education

Approved IRS Provider

IRS ENROLLED AGENT PREPARATION

An Enrolled Agent is a tax professional who has earned the privilege of representing taxpayers before the Internal Revenue Service. Enrolled agents, such as attorneys and certified public accountants, are unrestricted as to which taxpayers they can represent, which types of tax matters they can handle and which IRS offices they can practice before. This two course program fulfills the educational requirements of the Internal Revenue Service to sit for the Special Enrollment Examination (SEE) which is a three-part examination. Those who pass both the examination and a background check are then designated Enrolled Agents. Students who do not have an accounting background should enroll in CFM 38: Bookkeeping I.

Prerequisite: TAX20 or similar individual and business taxation course or experience.

ONLINE

Individual Taxation & Ethics

This course includes an in-depth analysis of the rules and regulations governing the preparation of individual income taxes. It includes: sources of income; allocation of income; adjustments and deductions; credits; and alternative minimum tax. Practice and procedures are discussed, including a complete discussion regarding the representation of a client before the Internal Revenue Service.

Prerequisite: Tax20 or equivalent tax preparation course or experience.

**ENR101 / 10 sessions / 42 hours / Online / \$619
Offered Spring 2027**

ONLINE

IRS Enrolled Agent Preparation: Business Taxation

This course includes an in-depth analysis of business and wealth transfer taxes. Topics include: the rules and regulations concerning the taxation of business entities, i.e., individual proprietorships, partnerships and corporations; and wealth transfer taxes on gifts, estates and trusts. The course also covers the qualifications and filing requirements of exempt organizations.

Prerequisite: Tax20 or equivalent tax preparation course or experience.

**ENR102 / 11 Sessions / 42 Hours / Online / \$619
26FA Sat 9:30 am-1:15 pm Oct 3-Dec12**

Executive Assistant Program



PROGRAM DESCRIPTION:

Today's executive assistant needs more than excellent computer skills. Learn strategies to enhance the skills in utilizing technology and communicate effectively in a modern office environment. Applying communication techniques, organizational strategies, and readiness for executive assistant roles.

PROGRAM COURSES

1. Microsoft Office Essentials
2. Microsoft 365 Suite
3. Microsoft Excel 1
4. Microsoft Excel 2
5. Special Topics
6. Executive Assistant Capstone

PREREQUISITE

HS diploma or equivalency.
Computer and Microsoft Windows Basics MOS 01 or equivalent knowledge.

PROGRAM CERTIFICATE

In order to receive a program certificate, you must successfully complete all required program courses listed with a grade C or higher.

To request a certificate (PDF or hard copy) and/or official transcript, email ce@lehman.cuny.edu with subject line "Certificate Request".

COORDINATOR

Lesley Flor Figueroa Flor.Figueroa@lehman.cuny.edu or
Computer.Programs@lehman.cuny.edu
718-960-8667

Accountant Assistant, Executive Assistant & Project Management



Wednesday, August 26 at 6:30 pm

Use the QR code or visit
<https://tinyurl.com/LehmanEA>

IN-PERSON Computer and Microsoft Windows Basics

Gain confidence with computing through hands-on instruction in computer lab. This course is designed for students who are not active users of computers and want to learn the basics of using Microsoft Windows and how to navigate the Windows operating system. Understand and use Zoom to participate in online meetings and classes. A great course to start upgrading your computer skills.

MOS01 / 3 Sessions / 9 Hours / In-Person / \$195

26FA Sat 10 am-1 pm Sep 12- 26

*CUNY on the Concourse (COTC),
3rd fl. Computer Lab

HYBRID Microsoft Office Essentials

Gain confidence with computing through: Great course to start upgrading your software skills. This course covers Microsoft Office applications, the most widely used office productivity software in the business world. This course introduces Microsoft Office software on Windows operating systems. Using hands-on practice and serves as preparation for specialized training in Microsoft Office. Prerequisite: MOS 01 Computers & Microsoft Windows Basic or equivalent experience or training.

MOS02 / 4 Sessions / 10 Hours / Hybrid / \$219

26FA Mon/Wed 6:30-9 pm Oct 5- 14

ONLINE Microsoft 365 Suite

Learn the cloud-based suite of applications (Outlook, Word, PowerPoint, and more) used by most big businesses today. Improve your efficiency and productivity by mastering the sharing and collaboration features built into Office 365. Guest accounts are included for the length of the class. Prerequisite: MOS 02 Microsoft Office Essentials or equivalent experience or training.

MOS10 / 10 Sessions / 27.5 Hours / Online / \$475

26FA Mon/Wed 6:30-9:15 pm Oct 26-Nov 30

Executive Assistant Program continued

ONLINE

Microsoft Excel: Part 1

Microsoft Excel is a spreadsheet program that is a must for accountants, office workers, and marketing managers. Personal uses include budgeting and data tracking. This course covers basic to intermediate skills of the program from manipulating worksheets to basic formulas and functions and more. Prerequisite: MOS 02 Microsoft Office Essentials or equivalent experience or training.

CFM60 / 6 Sessions / 12.5 Hours / Online / \$250

26FA Thu/Tue 6:30-8:35 pm Oct 27-Nov 12

ONLINE

Microsoft Excel: Part 2

In this second course in our series, you will learn intermediate to advanced-level topics like PivotTables, and VLOOKUP. Prerequisite: MOS 02 Microsoft Office Essentials or equivalent experience or training.

CFM61 / 6 Sessions / 12.5 Hours / Online / \$250

26FA Tue/Thu 6:30-8:35 pm Dec 1- 17

ONLINE

Special Topics: Microsoft Excel Using AI

Learn to effectively prompt AI for instructions, formulas, analysis, and problem-solving strategies. You'll be equipped to leverage AI chat tools to significantly enhance your Excel productivity.

CFM67 / 4 Sessions / 10 Hours / Online / \$219
27SP Tue/Thu 6:30-9 pm Jan 7-21

ONLINE

Executive Assistant Capstone

This course is designed to provide students with advanced knowledge and practical skills required to excel as executive assistants in today's dynamic office environments. Through online instruction and real-world assignments, you will learn to effectively utilize technology and develop a professional portfolio that showcases your business skills. Prerequisite: Microsoft 365 Suite & Excel Part 1 achieving a grade C or above.

AEA10 / 8 Sessions / 20 Hours / Online / \$375
26FA Mon/Wed 6:30-9 pm Dec 7- 29

Project Management Essentials

Open House

Monday Aug 3 & 19
at 6:30 pm

Use the QR code or visit

<https://tinyurl.com/LehmanOpenHouse>



PROGRAM DESCRIPTION: Learn how to plan, manage, and deliver successful projects in a beginner-friendly, hands-on online format. Whether you're organizing community events, leading a team, or managing business goals, this course introduces essential skills in project planning, scheduling, budgeting, and team communication. By the end, you'll have practical tools to manage projects confidently and a clear pathway toward professional certifications like the Certified Associate in Project Management (CAPM®)

- Define project scope, goals, and deliverables
- Communicate with stakeholders and teams
- Identify and manage risks effectively
- Understand Agile vs. traditional project approaches
- Create budgets and track costs

PREREQUISITE

HS diploma or equivalency.

PROGRAM CERTIFICATE

In order to receive a program certificate, you must successfully complete all required program courses listed with a grade C or higher.

To request a certificate (PDF or hard copy) and/or official transcript, email ce@lehman.cuny.edu with subject line "Certificate Request".

Project Management Essentials

PRM01 / 10 Sessions / 27.5 Hours / Online / \$495
26FA Mon 6:30-9:15 pm Sep 7-Nov 23

FOR MORE INFORMATION:

ce@lehman.cuny.edu

Sales Training: AI-Proof Your Career



SALES TRAINING

Open House
August 3 & 19
at 6:30 pm
Use the QR code or visit
<https://tinyurl.com/LehmanOpenHouse>



WIN CLIENTS & ACCELERATE YOUR BUSINESS GROWTH!

AI may be eliminating routine tasks, but it cannot replace the human factor in high-stakes business. Master the complex skills that AI can't touch: building deep Trust, executing Strategic Negotiation, and expertly navigating Corporate Dynamics.

PROGRAM HIGHLIGHTS:

AI-Proof Focus: Master the consultative problem-solving and high-stakes negotiation techniques that define modern, high-value sales.

Immersive Format: A 6-week, 96-hour intensive program combining live virtual classes, flexible self-paced modules, and a hands-on capstone project applied directly to your business challenges.

PST100 / 12 Sessions / 96 Hours / Online / \$1795*
TBA Fall 2026

*No discounts apply to this course

**THE FUTURE IS AI-PROOF REVENUE.
ARE YOU READY TO LEAD IT?**

Online Marketing Communications Suite

Whether you are looking to expand your writing knowledge, learn the basics around online marketing, or understand the inner workings of today's social media platforms – we can help! Our comprehensive Business and Marketing Writing, Marketing Your Business on the Internet, Blogging and Podcasting for Beginners, and Using Social Media in Business courses provide the information and insights you need to succeed as a digital marketer. Prerequisites: Basics of website development, HTML, and graphic design techniques are helpful but not required.

WAP39 / 96 Hours / Online / \$549
Self-paced on-demand online course
*No discounts apply to this course



CLASSES START EVERY MONTH.

**SEE PAGE 36 FOR MORE INFO
ON ED2GO FUNDAMENTAL COURSES.**

REGISTRATION: Use the QR code or visit
<https://tinyurl.com/lehmanmkt>



Real Estate, and Notary

REAL ESTATE SALESPERSON'S COURSE AND EXAM PREP

The Real Estate Salesperson's Course is a N.Y. State-approved course for individuals who are preparing to sit for the real estate salesperson's licensing examination. RES 33 meets the new 77-hour requirement for the salesperson's license. In order to satisfactorily complete this course, students are required to attend a minimum of 90 percent (69.5 hours) of classroom instruction, exclusive of sessions devoted to review and/or examination and must pass the final examination.

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.

ONLINE **Real Estate Salesperson's Course**
RES33 / 26 Sessions / 77 Hours / Online / \$575
26FA Mon/Wed/Fri 6:30-9:30 pm Oct 6-Dec 23

*Select sessions end 9:45 pm

**Final Exam: December 23 6:30-8 pm in-person at CUNY on the Concourse

HYBRID **Real Estate Salesperson's Exam Prep**
Extensive review material and extra sessions will help prepare you for success on the Salesperson's examination.

RES34 / 5 Sessions / 15 Hours / Online / \$235

26FA Mon/Wed 6:30-9:30 pm Sat 9:30 am-12:30 pm Dec 9-18

*Final Exam available to those that completed RES33



Earn three college credits for having the NYS Real Estate Salesperson License. Lehman College is dedicated to helping you get the college credit you have earned.

Please contact Admissions at admission@lehman.cuny.edu for more information.

NOTARY PUBLIC EXAM PREPARATION

ONLINE This workshop helps participants prepare for the NYS Notary Public exam. Topics include duties and functions, laws, terminology, and ethics. Copies of notary license laws and exam application are provided.

NTP10 / 1 Session / 5.5 Hours / Online / \$125

26FA Sat 9:30 am-3:30 pm Oct 24

Nonprofit Management

ONLINE **Grant Writing Suite**
This online series with instructor moderated discussions will give you the skills you need for effective grant writing. You'll learn how to best present information in grant proposals to raise needed funds, as well as discover the steps you can take to become an in-demand grant writing consultant, and how to find clients to start your own business.

WAP31 / 72 Hours / Online / \$419
No discounts apply to this course.

CLASSES START EVERY MONTH. SEE PAGE 36 FOR MORE INFO ON ED2GO FUNDAMENTAL COURSES.

REGISTRATION:
Use the QR code or visit

<https://tinyurl.com/lehmangrants>



Hospitality

ONLINE **Executive Housekeeper**
This course is your launchpad to becoming a head or executive housekeeper, or to deepen your expertise as a household manager. You'll refine your skills in everything from meticulous organization and product use to preparing for and managing high-stakes events and entertaining. Most importantly, you will gain the essential management skills needed to lead a team. Learn how to effectively train, organize, and supervise your staff to ensure every detail is handled with precision.

HHM01 / 60 Hours / Online / \$975
No discounts apply to this course.

START ANYTIME. 6 MONTHS ONLINE ACCESS. SEE PAGE 36 FOR MORE INFO ON ED2GO CAREER TRAINING COURSES.

REGISTRATION:
Use the QR code or visit

<https://tinyurl.com/lehmanhousekeeper>



SMALL BUSINESS

Bronx Business Tech Incubator



The Bronx Business Tech Incubator at Lehman College is a hub designed to support local entrepreneurs, startups, and small businesses with resources, talent, and guidance tailored to the community's needs. This program is supported by the generous allocation of the New York City Council.

Visit our website at:

<https://www.lehman.edu/techincubator/>

Work. Meet. Grow. Right Here in the Bronx.

Looking for a professional space to focus, meet clients, or host your next workshop? Join a thriving community of 80+ businesses at the Bronx Business Tech Incubator (BBTI). Our flexible membership tiers are designed to support you at every stage—whether you're just starting out, scaling up, or seeking advanced resources.

With BBTI, you'll have access to modern workspace, mentorship, training, and networking opportunities tailored to help your business grow. BBTI also offers AI and cybersecurity training and awareness programs specifically designed to help small businesses stay competitive, operate efficiently, and protect themselves in an increasingly digital world.

Explore our membership tiers below to find the best fit for your entrepreneurial journey.



Tier One: Dedicated Desk \$425/ Month

- Dedicated Cubicle & Personal Computer
- Business Adviser
- Mailbox & Business Address
- Business Training and AI Tools
- Host Events
- Conference Room
- Lehman College Intern (based on availability)



Tier Two: Co-working Access \$125/ Month

- Shared Open Workspace Access
- Business Adviser
- Mailbox & Business Address
- Business Training and AI Tools
- Host Events
- Conference Room



Tier Three: Virtual Access \$25/ Month

- Business Adviser
- Mailbox & Business Address
- Business Training and AI Tools
- Networking Events
- Conference Room



Tier Four: Private Office \$800/ Month

- Access to all benefits from Tiers 1, 2, and 3
- A fully furnished private office
- Membership access for up to four team members



Mohamadou Ouaba
Small Business Owner

ENTREPRENEUR SPOTLIGHT

Mohamadou Ouaba, founder of Lawal Protection Services LLC, joined the Bronx Business Tech Incubator (BBTI) while searching for an affordable, professional space to launch his business. Originally from Togo, West Africa, he came to the United States in 2013, learned English, earned an associate degree from Hostos Community College, and built over a decade of experience in the security field. Today, his company operates a New York State-certified security guard training school and a licensed unarmed security services division. Through BBTI—along with guidance from the SBDC business advisers—he gained not only workspace but also access to classrooms required for state certification, as well as resources and networking that helped transform his idea into a growing business.

Mohamadou credits BBTI with helping him overcome one of his biggest challenges: finding a suitable business location while self-funding his startup. With access to a personal workspace, training rooms, workshops, and SBDC advising, he has been able to train new security professionals and create job opportunities that contribute to a safer community and stronger local economy. Looking ahead, he plans to secure funding to expand his operations and continue supporting workforce development in the Bronx. His advice to aspiring entrepreneurs is simple: take the first step, use the resources available to you, and keep learning. ■



IMPACT NUMBERS SINCE 2020

2702
Total Clients
Counseled

\$65M
Loans and Equity
for Small Businesses

285
Training
Events

ABOUT US

The Lehman College Small Business Development Center (SBDC) is part of a New York State network of 20 Regional Centers. For over 40 years, we have provided expert counseling, training, and research at no-cost to help entrepreneurs and small businesses start, grow, and succeed.

The NEW YORK SMALL BUSINESS DEVELOPMENT CENTER (NYSBDC) is a joint federal and state economic development organization, administered by the State University of New York (SUNY) and funded in part through a Cooperative Agreement with the U.S. Small Business Administration (SBA).

The Bronx SBDC drives business success across the borough by delivering customized solutions, expert guidance, and by empowering local entrepreneurs through an extensive network of resources.

We proudly serve all New Yorkers, strengthening and connecting communities one small business at a time.

**SCAN TO SIGN UP FOR 1:1
NO-COST BUSINESS ADVISING**



SERVICES FOR START-UPS & EXISTING BUSINESSES



NO-COST 1-ON-1 BUSINESS ADVISING

Access to personalized and confidential guidance tailored to the unique needs of each client.



FREE TRAINING

Learn practical business skills through innovative programs & workshops designed to help your business thrive.



RESEARCH & REFERRALS Discover data-driven insights and trusted referrals that empower your business to make informed decisions and remain competitive in today's marketplace.

Contact Us *Se habla Español*

SBDC.Bronx@Lehman.cuny.edu
Carman Hall - 128
sbdc.bronx@lehman.cuny.edu
www.sba.gov / www.nyssbdc.org



INSTAGRAM
@bronxsbdc



FACEBOOK
@lehmansbdc



LINKEDIN
@bronxsbdc



TIKTOK
@bronxsbdc



LINKTREE
Scan QR Code



Olga Perez

Founder,
MVP
Lifeguards LLC



SMALL BUSINESS DEVELOPMENT CENTER SPOTLIGHT

- ✓ **FOUNDED** a community-centered aquatic safety business
- ✓ **TRAINED** young adults in lifeguard certification and water safety
- ✓ **EXPANDED** services to include job readiness, placement, and professional coaching
- ✓ **HONORED** as a 2025 Bronx SBDC Celebration of Success

Awardee

Olga Perez founded MVP Lifeguards LLC in 2017 with a mission to equip young adults in the Bronx with lifesaving aquatic safety skills and pathways to meaningful employment. As a licensed provider of American Red Cross Aquatics Training, MVP Lifeguards offers certified lifeguard training programs that prepare participants to prevent, protect, and respond to aquatic emergencies—an essential service that strengthens safety across the community.

Beyond certification training, MVP Lifeguards provides swimming lessons, job readiness preparation, job placement support, and professional coaching. Together, these programs create a comprehensive system that helps young adults develop both the technical expertise and professional skills needed to succeed in the workforce.

Seeking guidance to expand her growing business, Olga connected with the Bronx Small Business Development Center (SBDC). Working with SBDC Advisor Patrick Saul, she refined her business strategy, explored opportunities to scale her impact, and obtained New York State MWBE certification.

Today, MVP Lifeguards stands as a powerful example of a community-driven small business—one that empowers young people with critical safety skills while opening doors to sustainable career opportunities.

In recognition of these achievements and her commitment to community development, Olga Perez and MVP Lifeguards LLC were honored as a Bronx SBDC Celebration of Success Awardee for 2025. ■

ONLINE CAREER TRAINING PROGRAMS

HVAC/R Technician (Voucher Included)

This self-paced HVAC/R Technician program covers hands-on technical training, soft skills, and includes exam vouchers for EPA 608, NATE, and HVAC Excellence certifications.

Certificación HVACR en Español

Mejorarás tus habilidades en inglés y vocabulario técnico para prepararte para una carrera como técnico HVACR.

Residential Electrician

This hands-on training prepares students for entry-level residential electrician work with instruction in wiring, safety, customer service, and licensing exam readiness.

The Complete Project Manager with CAPM® and PMP® Prep

This course prepares experienced professionals to manage complex projects and qualify for CAPM® or PMP® certification.

Veterinary Assistant

This course trains students for a veterinary assistant role by covering animal care, anatomy, restraint techniques, pharmacy tasks, emergency response, and client communication skills.

Lean Six Sigma Yellow Belt & Green Belt

Launch a rewarding career by learning process improvement methods and prepare for Lean certification.

Most 4-12+ month Career Training Programs include facilitators and mentors to answer questions and for guidance, include all necessary materials, and have payment plans.

ONLINE FUNDAMENTAL COURSES

TEAS Prep Series

This TEAS Prep Series will help you ace the exam, covering all subjects, study skills, practice questions, and test-day strategies.

Certificate in Gerontology

Specialize in gerontology! Enhance your skills to meet the increasing demand for elder care, covering healthy aging, dementia, and more.

Medical Terminology Series

Struggling with medical terms? This course teaches you anatomical terminology by breaking down roots, origins, and common usage for all organ systems.

A to Z Grantwriting

Course gives students hands-on experience and knowledge to begin planning projects that require grant funding.

Spanish for Medical Professionals

Bridge communication gaps with Spanish-speaking patients! This course teaches essential medical Spanish, boosting your career and patient care.

Mastering Public Speaking

Become a confident public speaker! Learn to plan, deliver, and ace presentations, manage fear, and communicate persuasively in any context.

Elevate your expertise with our 6-week fundamental courses or dive into self-guided programs available anytime, all taught by industry experts.

REFUNDS: Refunds for all ed2go classes and programs, please see page 50.

To enroll in a Career Training Program or for more information, visit: <https://tinyurl.com/lehmancareer> or scan QR code



To enroll in a Fundamental Program or for more information, visit: <https://tinyurl.com/lehmanfundamental> or scan QR code



MUSIC PERFORMANCE

The Music Program's "College and Community" performing groups are comprised of students, alumni, faculty, staff, and members of the surrounding communities spanning a wide range of age levels, professions, and ethnic backgrounds. Using a mentoring model in which a less experienced player sits next to a more experienced one benefits both the students and the ensemble. Participants enjoy world-class rehearsal and performance facilities, professional-caliber directors, and multiple opportunities per year to perform masterworks ranging from standard to contemporary.

PREREQUISITE

- All participants must be over the age 17
- Contact the coordinator at the program office before enrolling at 718-960-8247 or music@lehman.cuny.edu

COORDINATOR

Darina Qafleshi
music@lehman.cuny.edu
718-960-8247



IN-PERSON

Chorus

MSP100 / In-Person / \$50
Sec 1: Mon/Wed 3:30 - 4:45 pm
Aug 31 - Dec 14
Sec 2: Tue 6 - 8:30 pm Sep 1-Dec 8

IN-PERSON

Strings 1

MSP166 / In-Person / \$50
Thu 5:15-6:55 pm Sep 2-Dec 10

IN-PERSON

Strings 2

MSP167 / In-Person / \$50
Not Offered Fall 2026

IN-PERSON

Guitar Ensemble

MSP200 / In-Person / \$50
TBA Aug 31 - Dec 14

IN-PERSON

Concert Band

MSP203 / In-Person / \$50
Mon 6 - 8:30 pm Aug 31 - Dec 14

IN-PERSON

Jazz Band

MSP207 / In-Person / \$50
Tue/Thu 10:30 - 11:45 am Sep 1 - Dec 10

IN-PERSON

Percussion Ensemble

MSP208 / In-Person / \$50
Thu 6 - 8 pm Sep 3 - Dec 10

IN-PERSON

Latin Band

MSP209 / In-Person / \$50
Tue 6 - 8:30 pm Sep 1 - Dec 8

LATINO STUDIES



Enhance your professional and personal life by exploring the cultural and political impact of Latinos in the U.S.

This program is ideal for those working with Latino populations, whether it be in business, media, education, health, or technology. Open enrollment allows for a multi-cultural and multi-lingual discussion of important Latino topics.

Self-Paced online course content offered in English, Spanish or Portuguese combined with live online office hours with faculty and peers.

PREREQUISITE

- High School diploma or equivalency in your own country.
- The program is taught 100% online. Students must have a device with a camera, microphone/speakers, stable internet connection and a Gmail account.

PROGRAM CERTIFICATE

In order to receive a Lehman College Program Certificate, you must successfully complete four program courses with a grade C or better. To request a program certificate, please email ce@lehman.cuny.edu with "Certificate Request" in the subject line.

Students are encouraged to continue their studies and apply to Lehman's M.A. in Liberal Studies Program and earn up to 4 graduate credits for prior learning for their non-credit Lehman Latino Studies Certificate.

COORDINATOR

Magdalena Sagardia-Jimenez

MAGDALENA.SAGARDIA@lehman.cuny.edu

International students outside of the U.S. can take courses online with no visa requirement, and no English proficiency, earning a valuable Lehman College Certificate and connecting with American professors and peers in the U.S. and beyond.

PROGRAM COURSES

Fall schedule to be determined

- ★ History of Latinos in the United States
- ★ Latino Popular Culture
- ★ Latino Political Economy
- ★ Latino Social Movements
- ★ Latinos in Film
- ★ Latino Migration

Visite o site para
tradução em português

Visite el sitio web para
la traducción al español



Foreign Languages

ONLINE

Practical Conversational Spanish 1

¡Hola! Speak Spanish in class from the first session! Join us as we learn the speaking and listening skills you need for personal and professional contact with the Spanish-speaking community in New York and abroad. Designed for those with no knowledge of Spanish.

LSP20 / 6 Sessions / 10.5 Hours / Online / \$195
26FA Sat 9:30-11:15 am Sep 19-Oct 24

ONLINE

Practical Conversational Spanish 2

Advance your communication skills. Emphasis is on expanding speaking and listening skills necessary for everyday contact with a Spanish speaking community. Not suitable for beginners. Prerequisite: Practical Conversational Spanish I or a knowledge of Spanish.

LSP21 / 6 sessions / 10.5 hours / Online / \$195
26FA Sat 9:30-11:15 am Nov 7-Dec 19

ONLINE

American Sign Language 1

An introduction to American Sign Language (ASL) is provided in this course which includes grammatical principles, vocabulary building, finger spelling and practice in receptive and expressive skills.

ASL10 / 6 Sessions / 10.5 Hours / Online / \$195
26FA Tue/Thu 6:30-8:15 pm Oct 13-29

ONLINE

American Sign Language 2

Building upon the foundational skills acquired in ASL 1, this course delves deeper into American Sign Language (ASL) by expanding vocabulary, enhancing grammatical principles, and refining finger spelling techniques.

ASL11 / 6 sessions / 10.5 hours / Online / \$195
26FA Tue/Thu 6:30-8:15 pm Nov 3-19



Are you an internationally trained nurse?



Improve your English skills and become a licensed nurse in New York City with no-cost NCLEX-RN ESOL Program

This program can help you:

- Improve your English language skills
- Learn about nursing in the US healthcare system
- Prepare for the NCLEX-RN exam to become re-licensed in NY State
- Apply for employment upon obtaining NYS RN licensure



Learn more and apply now:
NYC SBS' NCLEX-RN ELL
for Foreign Trained Nurses Program
Pre-Application Form at

<https://tinyurl.com/LehmanNCLEX>

Email: immigrant.nursing@lehman.cuny.edu

ADULT LEARNING CENTER

500 Adult ESOL Students Enrolled

“You always teach us with love and care. Because of you, we now feel confident to speak English. We will try our best to keep learning every day.”

– Sin, Level 4 graduate



About the Adult Learning Center

The ALC is a competitive program that asks its students to reimagine their lives so that they can move forward and become the people that they have always wanted to be. The ALC has a long history of meeting the literacy, life skills, and civics education needs of adult learners in the Bronx. Our learners represent a global mix of people from every lifestyle imaginable, including recent immigrants.

Adult Learning Center

The ALC offers no-cost English for Speakers of Other Languages (ESOL) classes:

- Morning 9:30 am – 12:30 pm
- Evening 6:00 pm – 9:00 pm
- 6 levels: basic through advanced
- 2-3 days per week

To join the waiting list, please visit this link:

<https://tinyurl.com/ALC-ESOL>

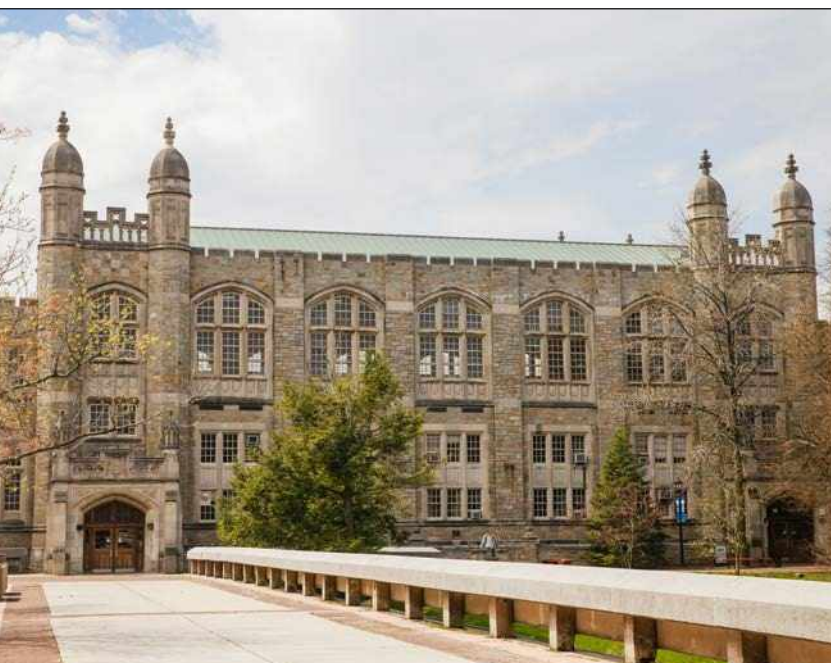
Centro de Aprendizaje para Adultos

El “ALC” ofrece clases de Inglés para Hablantes de Otros Idiomas (ESOL) sin costo:

- Mañana 9:30 am – 12:30 pm
- Noche 6:00 pm – 9:00 pm
- 6 niveles: básico hasta avanzado
- 2-3 días por semana

Para unirse a la lista de espera, utilice este enlace: <https://tinyurl.com/ALC-ESOL>

**Old Gym Building, Room B019
250 Bedford Park Blvd. West
Bronx, New York 10468-1589
Questions? 718-960-8807**



ADULT LEARNING CENTER continued

Free GED and Literacy Classes for Adults

The GED test offers a chance for people who haven't graduated high school to earn an equivalent credential. The Lehman College Adult Learning Center offers FREE literacy and GED preparation classes to help you prepare and succeed!

About Program:

- Morning and Evening Sessions:
Morning: 9:30AM – 12:30PM
Evening: 6:00PM – 9:00PM
- Hybrid Model
All classes are both on Zoom and in-person
- Classes offered:
Reading/ Social Studies
Math
Science
- Advisory and social services available
Qualified case managers are here to support you in any way you need!

Phone: 718-960-7359

Email: info.alc@lehman.cuny.edu



Scan the QR code or find it at this link
<https://tinyurl.com/ALC-HSE>



Workforce Training for English Language Learners

The no-cost ESOL for Workforce Development program combines English language classes for intermediate and advanced learners with a workforce training certification class.

Current offerings are:

- Healthcare
- Guest Service & Hospitality
- Technology & Microsoft Programs

To learn more, Join our interest list:

<https://tinyurl.com/ADLinterest>

Our courses are subject to change. For the most up to date information, please call the ESOL Office at 718-960-8807.



Swim Class Orientation Session



Saturday, August 22, 10 am

Wednesday, September 2, 6:30 pm

Wednesday, October 21, 6:30 pm

Use the QR code or visit

<https://tinyurl.com/LehmanInfoSession>

Swimming & Aquatics

See class requirements on page 45

Adult & children classes schedule subject to change.

Check www.lehman.edu/ce

Adult Learn to swim

- Adult Beginners
- Advanced Beginners

Stay in shape with

- Lap & Fitness Swimming

Swimming for Adult Beginners

For adults 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. Swim caps are required. PES50 / 6 Sessions / 4.5 Hours / In-Person / \$175

Sec 1: Tue/Thu 5:05-5:50 pm Sep 8-24

Sec 2: Tue/Thu 5:55-6:40 pm Sep 8-24

Sec 3: Fri 5:05-5:50 pm Sep 11-Oct 16

Sec 4: Fri 5:55 - 6:40 pm Sep 11-Oct 16

Sec 5: Sat 1:50-2:35 pm Sep 12- Oct 17

Sec 6: Sat 3:30-4:15 pm Sep 12-Oct 17

Sec 7: Tue/Thu 5:05-5:50 pm Oct 6-22

Sec 8: Tue/Thu 5:55-6:40 pm Oct 6-22

Sec 9: Mon 5:05-5:50 pm Nov 2-Dec 7

Sec 10: Mon 5:55-6:40 pm Nov 2-Dec 7

Sec 11: Tue 5:05-5:50 pm Nov 3-Dec 8

Sec 12: Tue 5:55-6:40 pm Nov 3-Dec 8

Sec 13: Fri 5:05-5:50 pm Nov 6-Dec 18

Sec 14: Fri 5:55 - 6:40 pm Nov 6-Dec 18

Sec 15: Sat 1:50-2:35 pm Nov 7-Dec 12

Sec 16: Sat 3:30-4:15 pm Nov 7-Dec 12

Sec 17: Mon/Wed 5:05-5:50 pm

Nov 30-Dec 16



Intermediate/Advanced Beginner Swimming for Adults

Review and continue to develop beginner swimming skills including floating, front crawl, and comfort in deep water. Prerequisite: PES 50 Swimming for Beginners or equivalent experience.

PES51 / 6 Sessions / 4.5 Hours / In-Person / \$175

Sec 1: Tue/Thu 6:45-7:30 pm Sep 8-24

Sec 2: Fri 6:45-7:30 pm Sep 11-Oct 16

Sec 3: Sat 2:40-3:25 pm Sep 12-Oct 17

Sec 4: Tue/Thu 6:45-7:30 pm Oct 6-Oct 22

Sec 5: Mon 6:45-7:30 pm Nov 3-Dec 8

Sec 6: Fri 6:45-7:30 pm Nov 6-Dec 18

Sec 7: Sat 2:40-3:25 pm Nov 7-Dec 12

Sec 8: Mon/Wed 5:55-6:40 pm

Nov 30-Dec 16

Adult Advanced Lap & Fitness Swimming

Develop and enhance your stamina and technique for recreational fitness swimming. The goal of this class is to give you a workout and more practice swimming laps for fitness purposes. Whether you have already completed Advanced Swimming or are a current recreational swimmer, you will increase your confidence and get tips about creating or tweaking your current lap swimming workout! Prerequisite: Ability to swim crawl stroke a minimum of 15 yards without stopping.

PES 76 / 6 sessions / 4.5 hours / \$175

Sec 1: Mon/Wed 6:45 - 7:30 pm

Nov 30 - Dec 16

APEX Fitness Facilities membership sales are back!

Memberships are available online using the QR code for Lehman and CUNY faculty and staff and CUNY students. Lehman College SCPS Continuing Education Students receive a discounted membership rate.

Visit: <https://tinyurl.com/LehmanInfoSession> or scan QR code



COORDINATOR

Justin Cruz,
Justin.cruz4@lehman.cuny.edu

CHILDREN & ADULT SWIMMING CLASSES REGISTRANT REQUIREMENTS

POOL CLASS INFORMATION

Classes are sometimes held during swim competitions/meets (in the deep half of the pool).

The first class session is the time when students skills are evaluated or reevaluated. You may need to be transferred to a class that better suits your current skill level. You will be emailed about the specifics of the new class.



CHILDREN'S PROGRAM

Swim Lessons

Swimming I Ages 6-8

For children, ages 6-8, with no experience or minimal experience in the water, this course covers fundamental skills including breathing, floating and crawlstroke. Water safety is emphasized. Swim cap required. Enrollment limited.

YPA 32 / 6 sessions / 4.5 hours / \$175

Sec 1: Sat 9:50-10:35 am Sep 12-Oct 17

Sec 2: Sat 10:40-11:25 am Sep 12-Oct 17

Sec 3: Sat 9:50-10:35 am Nov 7-Dec 12

Sec 4: Sat 10:40-11:25 am Nov 7-Dec 12

Swimming I for Ages 9-15

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. Swim cap required. Enrollment limited.

YPA 57 / 6 sessions / 4.5 hours / \$175

Sec 1: Sat 9-9:45 am Sep 12-Oct 17

Sec 2: Sat 11:30 am-12:15 pm Sep 12-Oct 17

Sec 3: Sat 9-9:45 am Nov 7-Dec 12

Sec 4: Sat 11:30 am-12:15 pm Nov 7-Dec 12

Swimming II for Ages 8-15

A continuation of Swimming I for Young People. NOTE: To enroll, students must be able to swim 15 yards and be comfortable in deep water. Includes elementary backstroke, treading water, improvement of crawlstroke and simple diving. Water safety is emphasized. Swim cap required. Prerequisite: Swimming I or permission. Enrollment limited.

YPA 62 / 6 sessions / 4.5 hours / \$175

Sec 1: Sat 12:20-1:05 pm Sep 12-Oct 17

Sec 2: Sat 12:20-1:05 pm Nov 7-Dec 12

Swimming III Ages 8-15

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. Swim cap required.

YPA 65 / 6 sessions / 4.5 hours / \$175

To Be Announced

Advanced Swimming for Ages 6-12 Pre-Team I

To enroll in this program, swimmers must be able to swim 25 yards of front crawl with good breathing technique as well as the back crawl for 25 yards. The program gives swimmers the opportunity to continue to develop their basic strokes (crawlstroke and backstroke); learn additional strokes (butterfly and breaststroke); racing dives and turns; how to use training equipment such as kickboards, pull buoys and the pace clock as well as practice patterns, practice decorum and practice protocol.

YPA 101 / 10 sessions / 10 hours / \$225

To Be Announced

NOTICE: Swim competitions in ½ pool are held periodically – parents/guardians may be seated outside the pool/bleachers.

Swim Team

The USA Swimming Club provides its members with a progressive swimming program. Club members will have the opportunity to compete with other USA Swimming registered swimmers in local, regional and national competitions.

BENEFITS:

- Extensive workout time (up to 11 workouts a week)
- Analysis and development of proper stroke mechanics
- Developmental, Junior, Senior Age Group, and Elite Levels
- 50 Meter, 8-Lane Olympic Pool
- Dryland Training: Swim Benches, Leapers, Butterfly Rotator Cuff, Mini Gyms, and Vasa Trainers

Registration based on scheduled tryout or completion of Pre-Team class or equivalent experience.

Registration Deadline: Rolling registration based on (Sept-Aug) yearly, or by semester (Fall, Spring, Summer).

Swim Team – Semester Membership Ages 6-18

For Fees and Registration Information

email: apexswim@usa.net

3-day per week tuition \$200,

4-day tuition \$250,

6-day tuition \$300

REIGNITE YOUR EDUCATION



It's Never Too Late to Earn Your Degree

with Lehman's Adult Degree Program

Students 24 years of age and older—earn the same Lehman degree but with additional support designed for adult students.

Choose any Lehman major or design your own in our Bachelor of Liberal and Interdisciplinary Studies (BLIS). Make the successful transition to college with special courses open only to ADP students.

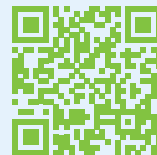
ADP Offers Students:

- » Fully online and hybrid program options
- » Exemption from some college requirements
- » Credit for prior learning
- » Personalized advising
- » Evening office hours



LEHMAN COLLEGE

Adult Degree Program



Learn more!

go.lehman.edu/reignite-adp

718-960-8666

adult.degree@lehman.cuny.edu



MEET OUR ADP GRADS

**“Lehman gave
me such a push
in life. *It made
me desire more.*”**

Debra Rozier
Adult Degree Program, Class of 2025

Debra's bachelor's in health services administration is opening career opportunities for her in upper management. Her time at Lehman inspired her to desire more – pushing her to apply to master's degree programs and take her career even further.



Debra's Lehman Story
go.lehman.edu/reignite-deb

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Lehman's Bachelor
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in Liberal and
Interdisciplinary
Studies program**
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ADP, BLIS gives
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flexibility to study
what best reflects
their future goals.



Learn more:



go.lehman.edu/reignite-blis

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**Attend school
while also working
full time!**

Lehman makes
it possible with
11 undergraduate
and 17 graduate
programs offered
fully online.

**Start your Lehman
journey today:**



go.lehman.edu/reignite-op



MEET OUR ADP GRADS

“Returning to college has truly changed my life.”

Michelle Velez

Adult Degree Program, BLIS, Class of 2025

Michelle, a first-generation Dominican American from the Bronx, came to Lehman after a ten year break and designed her own major, “Understanding Latino Culture and Health” to address health disparities in her community.



LEHMAN COLLEGE

Adult Degree
Program

Registration

Policy

Full payment for tuition and fees is required at the time of registration, prior to attending class(es).

Registration fee \$25 payable each semester (spring, summer, fall).

Online payment may be made by MasterCard, VISA or Discover credit or debit cards online. AMEX payments not available. REGISTER ONLINE at www.lehman.edu/ce

NO CASH OR PERSONAL CHECK PAYMENTS ACCEPTED.

- Each registrant must have an individual record. In the contact information, include one regularly used phone number and actively used e-mail address. If registering a child or teen, you must use their name when registering each one separately.
- It is strongly recommended that prospective students register at least 5 business days prior to class start to guarantee a spot. Courses are filled on a first-come, first-served basis.

Requests for Accommodation

If you wish to inquire about disability services, please email the Continuing Education Registrar Maryann Drago-Dowling at maryann.drago-dowling@lehman.cuny.edu to discuss your individual needs. Requests for accommodation must be accompanied by documentation of disability. Please submit requests and documentation well in advance of your class start date to ensure that reasonable accommodation requests can be processed in a timely manner.

Textbooks

Textbooks may be purchased online at Amazon.com, BN.com, half.com and others. E-mail ce@lehman.cuny.edu for book information.

Course Substitutions

Course substitutions require approval from the program coordinator or Associate Director. Before registering, students need to verify they meet a class's enrollment requirements. Please contact ce@lehman.cuny.edu for more information.

Grades, Certificates & Transcripts

Grades

Unofficial grades are available in the CampusCE student account at the conclusion of each semester once any balance due to the College is paid. Access your records by logging into your account at <https://lehman.ce.cuny.edu/checkoutsignin.cfm>, click on My Account > Registrations.

Certificates & Transcripts

To request a Lehman College program certificate, you can request it by emailing ce@lehman.cuny.edu. A \$10 fee applies per emailed certificate or official transcript.

Hard Copy Certificate: Submit the same form and pay a \$25 fee per certificate hard-copy.

Exceptions: No fee for PDF certificate copies for CASAC, Dental Assistant, Pharmacy Tech, Surgical Tech, Sterile Processing Tech, RES, ENR, and ed2go courses. No certificates issued for children's classes. Email ce@lehman.cuny.edu to request.

Refunds

Registration Fees for the semester and \$25/\$10 certificate fees are nonrefundable.

Course Refunds

Non-Credit Courses (more than 4-weeks in duration)

- 100% refund, less registration fee- if written notification is received prior to 1st day of class.
- 50% refund, less registration fee- if written notification is received prior to 2nd day of class.
- No refund after the start of the 2nd class session.

Non-Credit Courses (less than 4-weeks in duration)

- 100% refund, less registration fee- if written notification is received prior to 1st day of class.
- No refund after 1st class session begins.

If eligible for a 100% or 50% refund, students' refund request **MUST** be made in writing by emailing ce@lehman.cuny.edu. Credit/ debit card refunds are processed promptly after cancellation. Depending on the bank associated with your card, a refund could take 1-4 weeks to appear in your statement.

Third-Party refunds: Any amount paid to the College by an employer, union, workforce centers or other third-party will be returned to the payer within a reasonable period if services were not delivered to the student in accordance with the refund policies of the School of Continuing and Professional Studies.

For ed2go Online Fundamental Courses, enrollments can be dropped and refunded for up to 13 calendar days after the session start date, provided you have not accessed the final exam or completed the course. For more information visit: www.ed2go.com/lehmance/help.html - To drop within the stated timeframe, email ce@lehman.cuny.edu.

For ed2go Advanced Career Training Programs, students have 10 calendar days from their enrollment start date to notify their Student Advisor at ed2go for a refund. Email ce@lehman.cuny.edu for more information or visit: careertraining.lehman.edu/help/

100% refund including registration fee, if the course is canceled by the college.

Refund Appeal Process

If you believe you have valid reasons for seeking an exception to the School of Continuing & Professional Studies – Continuing Education's refund policies, you can apply for a "Request for Tuition Refund/Credit."

These exceptions undergo careful review by the Tuition Credit Review Committee and are typically granted only in cases of significant hardship or unusual circumstances. Visit <https://tinyurl.com/LehmanRefund> to start the refund appeal. Each case is assessed based on its unique merits, and all completed forms must be submitted together for consideration by the Committee to ensure a fair and thorough review.



Course Locations & Cancellation

Online Courses: Zoom links will be emailed to you the Friday before your class starts. If you have not received a zoom link, please call 718-960-8512 or email ce@lehman.cuny.edu.

In-Person Course: In-person courses are held at CUNY on the Concourse, 2501 Grand Concourse, 3rd Floor or Lehman Main Campus, 250 Bedford Park Boulevard West. Please check your course registration for your course location. Please call 718-960-8512 or email ce@lehman.cuny.edu if you are unsure about your course location.

Course Cancellation:

In the event a course is cancelled, we will notify students by email; however, students should verify the status of courses by emailing ce@lehman.cuny.edu no earlier than 24 hours prior to the first class session.

Program Certificate Requirements

In order to be eligible to receive a program certificate, students must have a High School diploma/GED, satisfy all prerequisites, successfully complete all course requirements listed with a passing grade of C or better, attend a minimum of 80% of class sessions (90% for RES33) for certificate program courses and have no debts due the College.

Certificate Program Grade Legend:

A+ = 97-100	B+ = 85-89	C+ = 74-76	F = Failure/65 & below*
A = 93-96	B = 80-84	C = 70-73	W = Withdrawal
A- = 90-92	B- = 77-79	C- = 66-69	N/A = Never Attended
INC = Incomplete work needs to be submitted within 2 weeks following class end date or grade becomes F.			

*Failure/65 and below for most courses except Real Estate

Students may register for individual courses unless otherwise specified. Please note prerequisite course(s) listed in course description.

Continuing Education Units

A CEU represents a nationally recognized instrument for documenting participation in non-credit programs. One CEU equals 10 hours of class participation. Continuing education units may not be transferred to a degree-bearing program.

Campus ACCESS

Non-Credit students attending class in-person must bring the following to every class session:

- Photo I.D.
- Campus CE course receipt emailed confirmation/receipt

Parking

Lehman College

Metered parking at uni-meters may be available on Goulden Avenue and on Bedford Park Boulevard West. Street parking may be available on Paul Avenue and Reservoir Avenue and further north on Goulden Avenue. For more information about purchasing a Lehman College Lot Parking ID (\$15) and parking (\$55-\$75) decal, email ce@lehman.cuny.edu

CUNY on the Concourse Parking

Street parking may be available. Municipal parking is available at the parking garage on Jerome Avenue at 190th Street.

Disclaimer: Job Placement

Our College provides comprehensive Continuing Education training programs designed to equip students with valuable skills and knowledge for their chosen fields. However, completion of our programs does not guarantee job placement. While some of our programs offer instruction and resources to assist students in their job search, securing employment is ultimately the responsibility of the individual student. The job market is dynamic, and various factors, including individual qualifications, economic conditions, and employer demand, influence hiring decisions.

General Info

Disclaimer

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. For the latest course and schedule information, please visit www.lehman.edu/ce and view brochure online. CE is not responsible for typographic errors in this brochure or on the CE website.

Code of Conduct

Students should refer to the Lehman College Campus Community Standards at

<https://policy.cuny.edu/bylaws/article-xv/>

Student Privacy and FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Once a student turns 18 or enrolls in a post-secondary institution, their records are confidential, and we cannot disclose information to anyone, including parents or guardians, without the completion of the City University of New York FERPA Release Form – Permission for Access to Education Records. To receive this form, please contact ce@lehman.cuny.edu. This applies to all schools receiving federal funding, including our institution.

Helpful Links

Latest Brochure with Course Date Revisions

<https://tinyurl.com/LehmanCatalog>

Continuing Education Policies and Procedures

<https://tinyurl.com/2p99u9xy>

Lehman College Main Campus Virtual Tour

www.youvisit.com/tour/lehman?pl=v

Maps & Directions to Lehman College Main Campus

<https://tinyurl.com/y623xwbm>

CUNY on the Concourse Municipal Parking

<https://tinyurl.com/3brxy7j7>

Tax Credits

See page 7 for more information. Visit the IRS website at www.irs.gov to see if you are eligible for a tax credit.

Fall 2026 Calendar

Holidays and No Classes

Labor Day September 5-7 - College Closed

Columbus Day October 12 - College Closed

Thanksgiving November 26-27 - College Closed

Christmas December 24-25 - College Closed

New Year's December 31-January 1 - College Closed

Lehman Campus

250 Bedford Park Blvd. West, Gate 2 on Goulden Avenue
Carman Hall, Room 128



CUNY On The Concourse (COTC)

2501 Grand Concourse near corner of Fordham Road, 3rd Floor



Course Formats

Lehman College in the Bronx is pleased to offer a wide variety of course options designed to meet your learning needs.

ONLINE

Online learning allows you to meet with an industry expert live-online using Zoom from the comfort of your home and interact with your classmates via Google Classroom. See **Online Learning Requirements**.

HYBRID

Hybrid learning (part online, part in-person) combines the convenience of learning at home with in-person skills sessions with your classmates. See **Online Learning Requirements**.

IN-PERSON

In-person learning allows you to enjoy state-of-the-art facilities at CUNY on the Concourse or Lehman's Main Campus.

Online Learning Requirements

Students must have a device (phone, tablet, computer) with a camera, microphone/speakers, stable internet connection, and a Gmail email account. Laptops or desktop computers are recommended for all courses.



Earn College Credit!

Students may be eligible to receive undergraduate credit at Lehman College upon verification of credential completion. To learn more, please contact the Alternative Credit Option program at: college.completioncredit@lehman.cuny.edu.

INDICATES COURSE ELIGIBLE FOR COLLEGE CREDIT



REGISTER ONLINE TODAY



Visit our registration website

<https://lehman.ce.cuny.edu/checkoutsiginin.cfm>



Create Account or Login to your Account

On the top right of the registration website, click on “Create Account” or “Login My Account”. Once you are in your account, you will be able to register for courses.



Find your course

Search for your courses using the “Course Search” features on the left-hand menu.



Add Course to your cart

After you click on the course title for course details, click on the “add to cart” button on the bottom right.

Checkout



When ready, select “checkout”. Answer any required questions and enter your payment details - Debit/Credit MC/VI/DS NO AMEX. Review and accept the Refund Policy by checking the box on the bottom right of the page, then select “Place Order” button. You will receive an email confirmation of your registration.



Manage your course information

As a Lehman Continuing Education student, you can login any time, and under the “My Account” menu on the top right. You can update your contact information/ password; view course registration/ schedule/ directions, upload documents to your teacher, and view/ print final grades for past courses.

NEED HELP REGISTERING? CONTACT US!

LIVE CHAT

www.lehman.edu/ce

PHONE

718-960-8512

EMAIL

ce@lehman.cuny.edu

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\$3,570

4 WEEKS: ~~\$3,000~~ - \$450 OFF
\$2,550

2 WEEKS: ~~\$1,550~~ - \$235 OFF
\$1,315

Use the QR code
or visit



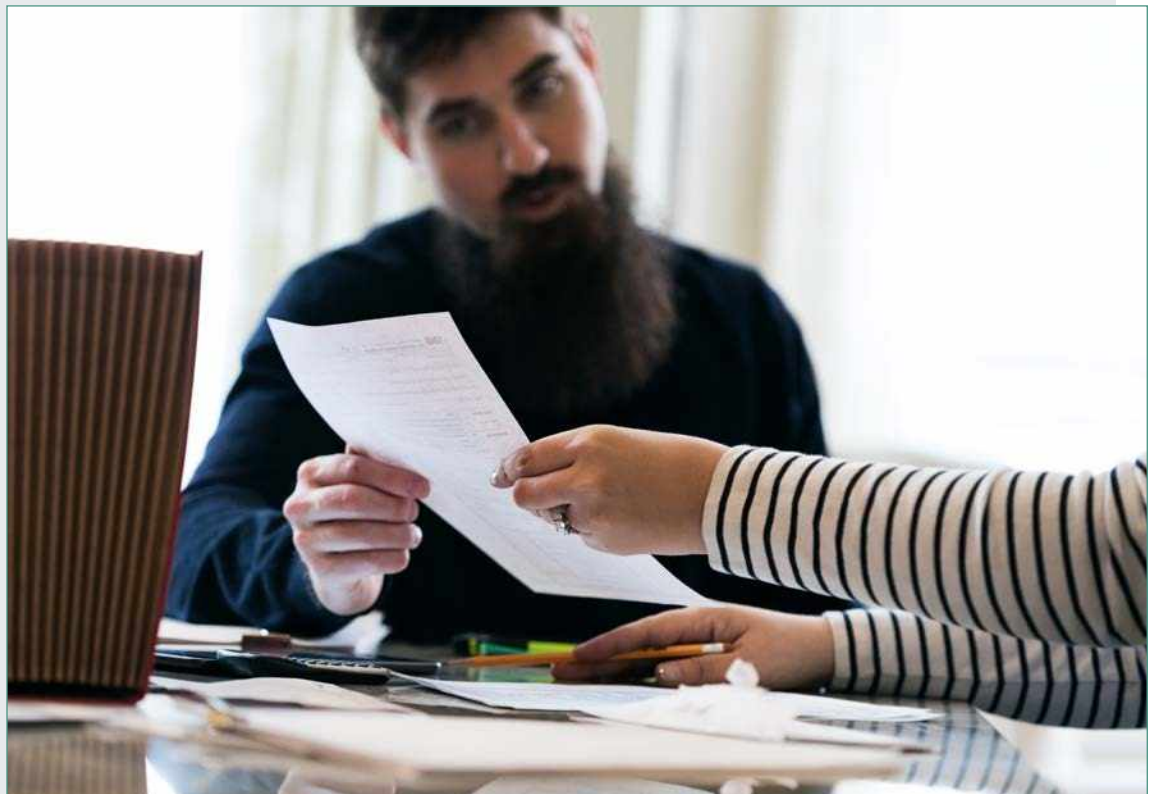
<https://tinyurl.com/LehmanSummerC>

Tax Return Preparer

ONLINE

This comprehensive program is designed to equip you with the fundamental knowledge and practical skills needed to navigate the complex world of taxation, understand tax returns and regulations, and proficiently prepare tax returns for individuals, corporations, S-corporations, and partnerships.

TAX20 / 20 Sessions / 60
Hours / Online / \$875
26FA Mon/Wed 6:30-9:30 pm
Sep 2-Nov 16



LEHMAN
COLLEGE



School of Continuing
& Professional Studies

LEHMAN COLLEGE

The City University of New York
School of Continuing and Professional Studies
Carman Hall, Room 128
250 Bedford Park Boulevard West
Bronx, New York 10468-1589

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Open House

Monday, Aug 3 & Wednesday, Aug 19 at 6:30 pm

Looking to make the switch to your dream career or step up your skills in your current job?

- » Find classes and certifications to that meet your goals
- » Program coordinators and instructors to answer your questions



Join us for this FREE Online Event!

Scan QR code or visit <https://tinyurl.com/LehmanOpenHouse> to reserve spot!

**FOLLOW
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LEARN
MORE**
Linktree

Scan Here!



HEALTHCARE

Clinical, Administrative,
Substance Abuse Counseling

BUSINESS

Accounting, Executive Assistant,
Digital Marketing, Real Estate

IT

Computer Technician
& Networking

FOR MORE INFORMATION:

718-960-8512 • www.lehman.edu/ce

**Celebrating Over 45 Years of Excellence in
Adult and Continuing Education**

