School of Continuing & Professional Studies

Fall 2024

- Healthcare
- Business
- Computers
- Education
- ESL
- Cannabis Programs

www.lehman.edu/ce
Originally from Jamaica, Ann Marie has lived in the Bronx since 2000. She worked as a paralegal and in mortgage processing before pivoting her career towards IT. In her previous roles, she often used computers, sometimes troubleshooting technical issues. This experience sparked her interest in IT security. “We often upload sensitive information, so we need to make sure that it’s really secure,” she shared.

Still, she had no formal IT experience when enrolling in Lehman College’s CompTIA+ Computer Technician program. Through a quick internet search, she discovered the ASSET scholarship. “I thought, you know what, let me challenge myself. Let me see if I can do this,” she shared. The scholarship allowed her to pursue further education and shift her career trajectory. Once accepted into the program, she appreciated the hands-on experience with hardware and the detailed security training it provided.

The comprehensive learning experience of Lehman’s CompTIA program exceeded her expectations. “We were able to pull apart a laptop, a CPU, and learn to recognize what parts of hardware are what. And then we got to learn the different security features, which was a valuable experience for me.” Now, she’s focused on securing a job in the IT field and is diligently preparing for the CompTIA exam, which she hopes to take next month.
Dear Lehman College Students,

As we prepare for another exciting academic year, I am filled with enthusiasm for the future that lies ahead for our Lehman community. Our institution stands as a beacon of excellence, innovation, and resilience, continuing to garner recognition and accolades that highlight our unwavering commitment to student success and social mobility.

A pioneer in online learning, Lehman College is proud to have been named Number 1 by Forbes for top online colleges, as well as Number 4 by U.S. News & World Report for Social Mobility, reflecting our commitment to raising up this incredible Bronx community. Our commitment to diversity and inclusion also shines brightly as we are recognized as the Number 1 Most Diverse School in the nation by Bestcolleges, alongside top rankings for our nursing and online programs.

As we move into the Fall 2024 semester, I reaffirm my commitment to fostering an inclusive and impactful learning environment. Let us continue to uphold this spirit of perseverance and excellence that has come to define Lehman College. I am deeply grateful for the trust you place in Lehman as your academic home, and I am excited to witness the remarkable achievements you will accomplish.

Muchos éxitos!

Fernando Delgado, Ph.D.
President, Lehman College

From the Interim Provost

Dear Students,

We pride ourselves at SCPS on our commitment to offering cutting-edge classes that keep pace with changing standards in a variety of industry and employment environments. That’s why this semester I’m thrilled we will be launching a refreshed CompTIA Cloud+ program for those seeking to deepen their mastery of, ever-evolving cloud-computing technology. And with upcoming courses on Cloud Foundations and Amazon Web Services Cloud Practitioner exam prep, you can feel confident in preparing for the IT career you’ve always dreamed up, with Lehman by your side.

Just as industries evolve, we recognize that the lives of our students are evolving. This evolution requires flexibility in attaining the necessary certifications that will help you propel your career in whichever field you choose. That is why we offer so many ways to meet the needs of our students, from In-Person and Hybrid programs, to HyFlex and Self-Paced.

You bring yourself to the table, we’ll bring the enriching educational experience, and together we will work to achieve your personal and professional goals.

Good luck in your journey!

Jorge Silva-Puras, J.D., M.B.A.
Interim Provost and Senior Vice President for Academic Affairs and Student Success
ESL: English as a Second Language
Learn English to get a better job, go to college, take a training course, or just get more out of life in the U.S.
Latino Studies
Study important Latino Topics online in
English, Spanish or Portuguese

Education Professional
Workshops
DASA Workshop, CAP, VPW & SWA Workshops,
Infant Toddler Certificate, Masters in Education,
Human Rights and Transformative Justice,

Swimming & Aquatics
Adult Beginners, Advanced Beginners, Experienced, Lap
Swim, Lifeguard Training Course, Children's Learn-to-swim
classes, Swim Team

Degrees for Working Adults –
Lehman College
4-Year Undergraduate Programs, Graduate Programs,
and Adult Degree Programs

Music Performance
Chorus, Concert Band, Latin Band, Percussion Ensemble

Important Information

Testing Center at COTC
Pearson Vue, GED Exam, TOEFL test,
College-Level Exam Program (CLEP)

GED Exam Prep

Foreign Language
Practical Conversational Spanish,
American Sign Language,
Internationally Trained Nurse Program

School of Continuing & Professional Studies
CATALOG
PRODUCTION
EDITOR:
Tim Bell
LAYOUT & DESIGN:
Riva Danzig
PRODUCTION ASSISTANT:
Maryann Drago-Dowling

Winner of CEANY 2019
Exemplary Marketing Program

Register Online Now
Career Open House
Wednesday, Aug 21, 2024 6:30 p.m.

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

- 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/42jnkvd6 to reserve your spot!

Information Sessions

- Information Technology
  CompTIA IT
  Thu, 8/8/24, 6:15-7:15 pm

- Healthcare
  Medical Billing & Coding
  Tue, 8/6/24, 6:30-7:30 pm
  Allied Health (EKG, Medical Assistant)
  Thu, 8/8/24, 6:30-7:30 pm
  Patient Care Coordinator
  Sat, 8/27/24, 11-12 pm
  CASAC
  Wed, 8/7/24, 6:30-7:30 pm

- Business
  Microsoft Office & Executive Assistant
  Wed, 8/14/24, 6:30-7:30 pm
  Digital Marketing
  Wed, 9/11/24, 6:30-7:30 pm

Scan QR code or visit http://tinyurl.com/4tzwvux5 to reserve your spot!
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.

**HYFLEX**
Hyflex learning gives you maximum choice. Using Lehman’s state-of-the-art technology choose to learn online or in-person. Interact with classmates who are both online and in-person at the same time. See Online Learning Requirements.

**SELF-PACED**
Self-Paced learning (online at your own pace) allows you to study when and where you want. Participate in pre-recorded lessons and activities, email your instructor questions and test your knowledge via assessments. See Online Learning Requirements.

To get more information about how our classes can meet your needs, email ce@lehman.cuny.edu or call 718-960-8512.

**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 software courses.
Many Continuing Education courses are eligible for vouchers, 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://acces.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 $1220 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/yufl8nzb

**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: new@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, CompTIA A+ Certification, and ESL Intensive Program. Scholarships are awarded on a rolling basis. For more information, click the following link: https://tinyurl.com/azyfp4dp.

**Student Loan**

Student education loans for continuing education and certificate programs are offered through private lenders. Some private lenders may carry high interest rates and origination fees, but also may offer extra perks, such as interest discounts or deferment in the case of financial hardship.

Before choosing a lender, make sure to shop around and compare your options. All the loans require a credit check, and most will require a cosigner if the borrower has little or negative credit history. In addition, some private lenders expect you to start making payments right away.

Contact the lender of your choice for details about their program and application process. Students have the right to select the alternative lender of their choice. Lehman College does not recommend any one in particular.

**Financial Aid Info Session**

Monday, August 12, 2024
5:30pm-6:30pm

To register, use the QR code or visit: http://tinyurl.com/4tzvwyux5

**Maryann Drago-Dowling**
Continuing Education — Registrar
maryann.drago-dowling@lehman.cuny.edu

**ASSET Scholarship Info Sessions**

5:30pm-6:30pm

Monday, August 5, 2024
Monday, August 12, 2024
Monday, August 29, 2024

Scan the QR code or visit https://tinyurl.com/4tzvwyux5 to sign up for an information session about the ASSET Scholarship.

Visit www.lehman.edu/media/Continuing-Education/CurrentCatalog.pdf for up-to-date course info.
Online Registration
is easier than ever!
https://ce.cuny.edu/lehman

In-Person Registration
Monday 9 am-5 pm
LEHMAN COLLEGE CAMPUS
Carman Hall 128
250 Bedford Park Boulevard West
Bronx, NY 10468

Mon, Tues, Wed, Thu 9 am-5 pm
CUNY ON THE CONCOURSE
2501 Grand Concourse, 3rd Floor
Bronx, NY 10468

Registration Contacts
CONTINUING EDUCATION
www.lehman.edu/ce
ce@lehman.cuny.edu
718-960-8512

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

Visit www.lehman.edu/media/Continuing-Education/CurrentCatalog.pdf for up-to-date course info.
At Lehman College, you can pursue both certification AND a degree. Participants in SpringSkill at New Jewish Home earn a CNA (Certified Nursing Assistant) license as graduating high school students, gaining valuable hands-on experience in the healthcare field, while working towards their long-term goals as registered nurses, physicians, and more. The 2023 summer cohort had a 98% pass rate on the CNA exam, meaning 39 of the 40 students who participated this year earned their license!
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.

**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 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.

**Total Tuition:** $1,998*
$2,128 includes the CPR class listed above
*Includes instruction, exam voucher, inperson off-site clinical, and medical testing/immunizations for clinical rotations. Does not include books, uniform, or registration fees.

**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.

**ASSET (Adult Student Success in Education Transition) Scholarship**
scholarship covers at least 50% of tuition for program.
Scan the QR code or visit https://tinyurl.com/33abm447 to sign up for an information session about the ASSET Scholarship.

**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)

**IN-PERSON CPR: Basic Life Support (BLS) with AED for Health Care Providers CPR101 / 1 session / 6 hours / In-Person / $130**
Sec 1: Sat 9:30 am - 4 pm Sep 28
Sec 2: Wed 6-9 pm Oct 9-16
Prerequisite: Register for CNA90

**First Aid (AHA Certification) (p. 14)**
Recommended (see www.lehman.edu/ce).
CERTIFIED PATIENT CARE TECHNICIAN (PCT/PCA)

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 COURSES
1. Electrocardiography (p. 12)
2. Phlebotomy: Part I (p. 13)
3. Phlebotomy: Part II (p. 13)

PROGRAM CERTIFICATION
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.

Patient Care Technician Program for CNAs
Tuition: $1,825 (does not include CNA Certification Courses).

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

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.

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.

Required text: The Only EKG Book You’ll Ever Need, 8th-10th Ed. Malcolm Thaler. Students who wish to register for the Phlebotomy, EKG and PCT courses may purchase the study guides offered only on the National Healthcareer Association website. These study guides can be purchased instead of the separate textbooks at NHANOW.com.

EKG100 / 10 sessions / 30 hours / Hybrid / $525
24FA Thu/Sat 6:30 pm-9:30 pm Oct 5-Nov 7
*In-person skills at CUNY on the Concourse
Phlebotomy Technician

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. 14)
4. First Aid: AHA Certification (recommended) (p. 14)

PROGRAM CERTIFICATE
In order to receive a Lehman College program certificate, you must successfully complete all course requirements listed with a grade of C or better. To request a certificate, visit https://bit.ly/3EhaPbY

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. Required textbook: A Phlebotomy Worktext & Procedures Manual, 5th ed, by Warekois & Robinson, Elsevier.

PLB101 / 12 Sessions / 36 Hours / Hybrid / $650
24FA Mon/Wed* 6:30 - 9:30 pm Oct 7-Nov 18
* In-person skills at CUNY on the Concourse

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 / In-Person / $650
24FA Mon*/Tues*/Wed* 6:30 - 9:30 pm Nov 25-Dec 23
* In-person skills at CUNY on the Concourse

Clinical Healthcare Programs Information Session
Thursday, August 8 at 6:30 pm
Use QR code or visit https://tinyurl.com/4tzwvux5

RELATED COURSES:
CPR: Basic Life Support (BLS) with AED for Health Care Providers (p. 14)
First Aid (AHA Certification) (Recommended (p. 14))
The 80-hour dental assistant training program followed by a 40-hour externship prepares students for one of the fastest growing healthcare 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.
• Proof of COVID-19 Vaccination and Booster may be required for externship.

PROGRAM CERTIFICATE
In order to receive a Lehman College program certificate, you must successfully complete all course requirements listed with a grade of C or better. To request a certificate, visit https://bit.ly/3EhaPbY

Dental Assistant with 40-hour Externship
DEA100 / 23 Sessions / 80 Hours plus 40-hour Externship / Hybrid / $1499
Tue/Thu 6 pm - 9:30 pm Oct 15-Jan 21, 2025
*First class Oct 15 and select in-person sessions at CUNY on the Concourse NO DISCOUNTS APPLY TO THIS COURSE

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.

CPR & FIRST AID
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 cardio-pulmonary resuscitation (CPR), abdominal thrusts and the Automated External Defibrillator (AED).
CPR100 / 1 session / 6 hours / In-Person / $130
Sec 1: Sat 9:30 am-4 pm Oct 26
Sec 2: Sat 9:30 am-4 pm Nov 23
Sec 3: Sat 9:30 am-4 pm Dec 1

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 / $75
24FA Sat 9:30 am-12:30 pm Nov 9

INFECTION CONTROL: NYS Required Workshop
Fully-online self-paced workshops are quick, convenient and certified by the State of New York. Conducted by Genius, Genius of New York, these workshops are non-refundable and must be completed within one year from gaining online access.

Infection Control
Description: Infection Control training is a strict mandate for all healthcare workers in New York State. The course material covers bloodborne pathogens, the chain of infection, personal protective equipment (PPE) and proper disinfection, and is approved and accepted by the New York State Education Department (NYSED).
INF 01 / 1 session / 2 hours / Self-Paced / $49
Visit https://www.lehmantraining.com to register

Visit www.lehman.edu/ce to CHAT, register, or view brochure for latest information • Email ce@lehman.cuny.edu
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/
For Fall 2024 class information: https://auraprep.enrollware.com/enroll?id=9689525

Emergency Medical Technician (EMT course)
Prerequisite: High School diploma or equivalency
EMT100 / Hybrid* / $1,299
Tue/Thu 10 am-2 pm or 6-10pm Sep 3-Dec 19
*Nov 6-Dec 19, 9 am-1 pm in-person at CUNY on the Concourse
NO DISCOUNTS APPLY TO THIS COURSE

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:
NCLEX-RN ESOL Training Program
Pre-Application Form at https://tinyurl.com/mpk9javk
Email: workforce.department@lehman.cuny.edu

Questions about Online / Hybrid / HyFlex? See page 7 or email: ce@lehman.cuny.edu
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 100-hour externship program to give you work experience in the field. On average, the program may be completed in 3 semesters. Total tuition: $4,100 (includes all program courses).

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

PREREQUISITE
High School diploma or equivalency.

PROGRAM CERTIFICATE
In order to receive a Lehman College program certificate, you must successfully complete all course requirements listed with a grade of C or better. To request a certificate, visit https://bit.ly/3EhaPbY.

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

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

Presented by
Clinical Healthcare Program Info Session
Thursday, August 8
6:30 pm
Use the QR code or visit https://tinyurl.com/4tzwwux5 to register

NEW & CONTINUING STUDENTS:

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.
MAS30 / 10 Sessions / 30 Hours / Online / $390
Offered Spring 2025
MAS31 / 10 Sessions / 30 Hours / Online / $390
Offered Spring 2025

Medical Terminology:
Anatomy and Physiology Part 1
MAS01 / 15 sessions / 45 hours / Online / $585
24FA Mon/Wed 6:30-9:30 pm Sat 9:30 am-12:30 pm Sep 9-Oct 19

Medical Terminology:
Anatomy and Physiology Part 2
MAS02 / 15 sessions / 45 hours / Online / $585
24FA Mon/Wed 6:30-9:30 pm Sat 9:30 am-12:30 pm Oct 30-Dec 7

WORKFORCE1 NEW YORK: To qualify for a Workforce1 ITG Voucher covering tuition and registration fees, you must be a current WF1 member 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 maryann.drago-dowling@lehman.cuny.edu.
Set up Workforce1 online account:
Allow 6-8 weeks to process voucher prior to registration.
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.
Prerequisites: MAS01, MAS02.
MAS40 / 17 sessions / 51 hours / Hybrid / $650
Mon*/Wed* 6:30-9:30 pm Sat 9:30 am-12:30 pm Sep 9-Oct 23
*Select sessions in-person at CUNY on the Concourse

Clinical Practice: Part 2
MAS41 / 17 sessions / 51 hours / Hybrid / $650
Mon*/Wed* 6:30-9:30 pm Sat 9:30 am-12:30 pm Nov 4-Dec 16
*Select sessions in-person at CUNY on the Concourse

CPR for Medical Assistants
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).
CPR for Medical Assistants
MAS06 / 1 session / 6 hours / In-Person / $130
24FA Sat 9:30 am-4:00 pm Dec 7

100-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 / Hybrid / $600
Job Readiness / 3 sessions / 9 hours / Online
24FA Sat 9:30 am-12:30 pm Oct 5-26
Externship / 100 hours / In-person / Off-site
Dates and times to be announced

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 / In-Person / $120
24FA Sat 9:30 am-12:30 pm Sep 21-28

Norma De La Rosa graduated in June, 2019 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.

Certified Professional Biller (CPB™)

Fall 2024
1. Medical Terminology Part 1
2. Medical Terminology Part 2

Spring 2025
3. Medical Billing Part 1
4. Medical Billing Part 2
5. Medical Billing Practicum & Exam

Summer 2025
6. Medical Coding Part 1
7. Medical Coding Part 2

Fall 2025
8. Medical Coding Practicum and Exam

Certified Professional Coder (CPC™)

Medical Billing & Coding Information Session
Tuesday, August 6 at 6:30 pm
Use QR code or visit https://tinyurl.com/4tzwvux5

PROGRAM COORDINATOR:
Teresa Stamoutsos
teresa.stamoutsos@lehman.cuny.edu
PROGRAM PREREQUISITES

• High School diploma or equivalency.
• Program is taught 100% live online. Computer skills are required.
• APC exam given in-person at CUNY on the Concourse, 2501 Grand Concourse, The Bronx

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).

FREQUENTLY ASKED QUESTIONS

Q: I already have experience in medical billing and coding. Where should I start?
A: You may request an equivalency exam to waive Medical Terminology Parts 1 and 2. If you pass the equivalency exam, you will meet the prerequisite for either Medical Billing & Insurance, Part 1 or Medical Coding, Part 1.

Q: Is an AAPC certification worth it for medical billing and coding jobs?
A: Yes, AAPC certification can be very valuable for several reasons:

• Increased Earning Potential: Studies show certified coders, especially those with specialties, can earn significantly more than non-certified coders.
• Career Advancement: The AAPC certification is recognized by employers and demonstrates your expertise and commitment to the field.
• Validation of Knowledge: Passing the exam shows you understand medical coding guidelines and best practices.
• Staying Competitive: Certification shows you’re up-to-date on current regulations in this evolving field.
• Versatility: The skills can be applied in various healthcare settings.

Q: How long and how much is the program?
A: You will take classes up to twice a week for 18 months to complete both certifications. The tuition for the entire program is $5,440, which includes AAPC membership and two AAPC test attempts for both the Certified Professional Biller and Certified Professional Coder certification exams. Tuition does not include books or registration fees.

Katrina Yardbrough
Medical Biller and Coder Graduate

“Healthcare is a huge field, and there are so many different specialties, so you always have a job. I was able to chart my own path by learning on the job and then pursuing credentials and education through Lehman College.”

1-year AAPC student membership is included in tuition for all students. As a member you will have access to a large nationwide network of other coders and billers to connect with and provide ongoing education and extended resources to keep you updated on this ever-changing industry.
PREREQUISITE COURSES

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. Textbook: The Language of Medicine, Davi-Ellen Chabner
CBP11 / 13 sessions / 39 hours / Online / $575
Sec 1: 24FA Tue/Thu 6:30 pm-9:30 pm Sep 10-Oct 24
Sec 2: 24FA Tue/Thu 6:30 pm-9:30 pm Sep 10-Oct 24

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: CBP 11 or equivalent
CBP12 / 13 sessions / 39 hours / Online / $575
Sec 1: Tue/Thu 6:30 pm-9:30 pm Nov 5-Dec 19
Sec 2: Tue/Thu 6:30 pm-9:30 pm Nov 5-Dec 19

Certified Professional Biller Courses

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 01 or equivalent
Required Textbooks: AAPC CPB™ Training Manual and AAPC CPT/HCPCs/ICD-10-CM bundle. Prerequisite: CPB 12 Medical Terminology Part 2 or equivalent coursework.
CBP02 / 14 sessions / 42 hours / Online / $715
24FA Mon/Wed 6:30 pm-9:30 pm Sat* 9:30 am-12:30 pm Sep 4-Oct 16
*Meets Saturdays 9/28 and 10/5 from 9:30 am-12:30 pm

Medical Billing & Insurance (AAPC CPB™), Part 2★
Learn how to identify various insurance plan types and their reimbursement. Learn how to identify various insurance plan types and their reimbursement policies. Prerequisite: CPB 02.
CBP03 / 14 sessions / 42 hours / Online / $715
24FA Mon/Wed 6:30 pm-9:30 pm Sat* 9:30 am-12:30 pm Oct 21-Nov 27
*Meets Saturdays 11/2 and 11/23 from 9:30 am-12:30 pm

Certified Professional Coder Courses

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. Textbook: AAPC CPC Training Manual (2023) & AAPC Bundle coding books (2023 - CPT, HCPCS Level II, ICD-10-CM). Prerequisite: CPB 12 Medical Terminology Part 2 or equivalent coursework.
CPC02 / 14 Sessions / 42 Hours / Online / $715
Offered Spring 2025

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 / 14 Sessions / 42 Hours / Online / $715
Offered Spring 2025

Certified Professional Coder Practicum
Final practicum. Includes one student in-person/online exam voucher to take the AAPC Certified Professional Coder (CPC) exam and 1-year AAPC student membership. Prerequisite: CPC03.
CPC04 / 7 sessions / 24 hours / Hybrid / $715
24FA Mon/Wed 6:30 - 9:30 pm Sep 9-25
In-person test schedule To Be Announced

Certified Professional Biller and Coder Track
Complete the six courses marked with a star (★) and the following practicum

Certified Biller and Coder Practicum
Final practicum includes one AAPC Certified Professional Biller (CPB™) in-person/online exam attempt, 1-year AAPC student membership, and hands-on practice with billing software in preparation for employment. Prerequisites: CPB03 & CPC03 NO DISCOUNT
CPC05 / 6 sessions / 18 hours / Hybrid / $715
24FA Mon/Wed 6:30 pm-9:30 pm Oct 7-28
In-person test schedule To Be Announced

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/33abm447 to sign up for an information session about the ASSET Scholarship.
This comprehensive 50-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. You will review dosage calculations, drug classifications, the top 200 drugs, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Pay average in NYC is $23.09 per hour ($44,333 annually).

**PREREQUISITES**
High School diploma or equivalency.

**PROGRAM CERTIFICATE**
In order to receive a Lehman College program certificate, you must successfully complete all course requirements listed with a grade of C or better. To request a certificate, visit https://bit.ly/3EhaPbY

**Pharmacy Technician**
The course cost of $1299 includes textbooks, registration fee, tuition, certificate and materials. **NO DISCOUNTS APPLY TO THIS COURSE**

**HYBRID**

PTP200 / 17 Sessions / 50 Hours / Hybrid* / $1299
24FA Mon/Wed 6:30 pm - 9:30 pm Oct 16-Dec 16
* Select in-person sessions 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.
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
• Motivational Interviewing (MI)
• Chronic Conditions and Addiction: Healthy Outcomes
• Mental Health and Emotional Support

PROGRAM CERTIFICATE
In order to receive a Lehman College program certificate, you must successfully complete all course requirements listed with a grade of C or better. To request a certificate, visit https://bit.ly/3EhaPbY
Total tuition: $1,180 (includes all program courses)

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

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 / $295
24FA Mon/Wed 6:30 pm-9:30 pm Sep 16-30

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 / $295
24FA Mon/Wed 6:30 pm-9:30 pm Oct 7-23

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 / $295
24FA Mon/Wed 6:30 pm-9:30 pm Oct 28-Nov 11

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 barriers to successful outcomes, managing a patient in crisis, and recognizing common mental health conditions. Prerequisite: PCO 30.
PCO40 / 5 sessions / 15 hours / Online / $295
24FA Mon/Wed 6:30 pm-9:30 pm Nov 18-Dec 2

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.

CASAC Program Information Session
Wednesday, August 7 at 6:30 pm
Use the QR code or visit https://tinyurl.com/4tzvwux5
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 and Group Counseling
4. Human Growth and Development
5. Counseling Issues II: Family Counseling and 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: $5,075 (does not include Exam Preparation Course)

PROGRAM CERTIFICATE
Students must satisfy all prerequisites, successfully complete all course requirements listed with a passing grade of C or better. To request a certificate, visit https://bit.ly/3EhaPbY.

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

Overview of Alcoholism and Substance Abuse
An overview and history of the required and basic knowledge of alcohol, tobacco and other drugs and their use and abuse (ATOD). Special focus and attention is given to physical and pharmacological effects of alcohol and other substances of abuse and the interactive role of these effects on the dynamics of addiction, as well as the social and environmental effects that drugs have on society.
ASC01 / 13 sessions / 40 hours / Online / $575
24FA Tue/Thu 6:30 pm-9:35 pm Sep 19-Nov 5

Diversity of Treatment Interventions and Approaches
This course outlines the importance of A comprehensive exploration of the diversity of alcoholism and substance abuse interventions and treatment approaches. Assessment tools and diagnostic criteria are introduced. Treatment, prevention techniques, and community-based intervention programs including inpatient treatment, rehabilitation and residential treatment programs, and more are discussed.
ASC02 / 15 sessions / 45 hours / Online / $650
24FA Tue/Thu 6:30 pm-9:30 pm Nov 12-Jan 14

Counseling Issues I: Individual and Group Counseling
This course provides an in-depth look and exploration of the theory and subsequent practical application of substance use disorder counseling and therapy. Topics and tasks will include the development of the group counseling process, selection and establishment of the group structure and the time frame for maximizing group dynamics. Individual counseling issues such as client counselor dynamics are explored along with guidelines for establishing client-counselor contracts. (Prerequisites: ASC 01 and ASC 02 or permission of program coordinator permission.)
ASC24 / 15 sessions / 45 hours / Online / $650
24FA Mon/Wed 6:30 pm-9:30 pm Sep 18-Nov 18

Treatment Planning, Clinical Documentation & Discharge Planning
This course addresses initial aspects of effective treatment plans for the alcohol and substance abuser such as long- and short-range goals and reviews the importance of appropriate clinical documentation. Specifics include confidentiality, social histories, case notes and diagnostic documents. The contents and process of appropriate discharge planning for individual cases are covered. 30 hours, 3 CEU Prerequisites: ASC 01 and ASC 02 or permission of program coordinator.
ASC31 / 10 sessions / 30 hours / Online / $450
24FA Mon/Wed 6:30 pm-9:35 pm Nov 27-Jan 8

Optional Offering:

CASAC EXAM PREPARATION COURSE
This intensive workshop will help you prepare for the CASAC examination. Taught by the CASAC Coordinator, Rory Gilbert, CASAC. Prerequisite: Completion of 350 hours coursework.
ASC 60 / 3 Sessions / 9 hours / Online / $225
Offered Spring 2025
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+
- CompTIA Linux+
- **NEW** CompTIA Cloud+
- Cisco CCNA (Coming Soon)
- AWS Certified Cloud Practitioner (Coming Soon)

**COORDINATOR:**

computer.programs@lehman.cuny.edu

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**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

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 / 42 sessions / 139 hours / Hybrid* / $1995
24FA Tue/Thu 6:30 - 9:30 pm Sat 9 am-1 pm Sep 24-Jan 16, 2025
*Select sessions at CUNY on the Concourse.

HYBRID

CompTIA Network+

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 / Hybrid* / $1395
24FA Mon/Wed 6:30 pm-9:30 pm Sep 25-Jan 15, 2025
*Select sessions at CUNY on the Concourse.

HYBRID

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 / $1395
24FA Tue/Thu 6:30 pm-9:30 pm Oct 1-Jan 16, 2025

HYBRID

CompTIA Linux+

Master the fundamentals of Linux administration! The CompTIA Linux+ certification program delves into installing, configuring, and managing Linux systems. You’ll gain hands-on experience with user and group management, file systems, networking, scripting, and security practices. Earning your CompTIA Linux+ certification validates your understanding of this in-demand operating system, opening doors to various IT careers, including system administration, cloud computing, and more. Prerequisites: CompTIA A+ Certification or equivalent knowledge; ideally have some practical experience working with Linux servers.

CIP232 / 24 sessions / 72 hours / Online / $1,295
24FA Tue/Thu 6:30 pm-9:30 pm Oct 10-Jan 14, 2025
Marijan Deda, Mario to his friends, is a lifelong New Yorker. He had a good job as a doorman but felt stuck. That’s when Mario enrolled in CompTIA+ Computer Technician program at Lehman College to turn his interest in computers into a career. After completing the program, he joined Lehman’s IT department as a help desk technician.

“I had a good job, but it wasn’t where I wanted to be. I’d been studying computer science and computers for a while and that’s what I wanted my path to be...what I really loved.”

Mario spends his days using the skills learned in the CompTIA program to respond to IT issues on the Lehman Campus.

“What’s good about the job is that I continue to learn. I’ve become the de facto IT tech person at home with my family members. Whenever they need help, I go over and take care of whatever their needs are.”

He plans to continue his education with Network+, opening new opportunities in areas like programming and web development.

“I don’t think I’ve ever had a job like this, where I come to work every day because I’m excited and I love it. I don’t mind staying late. It’s my dream job.”
Information Technology Programs
NEW & COMING SOON

NEW! CompTIA Cloud+
Propel your career into the cloud with Lehman College’s CompTIA Cloud+ certification prep course! This comprehensive introductory program equips you with the skills to operate and secure cloud environments. You’ll master cloud infrastructure, virtualization, security best practices, and essential cloud service models like SaaS, PaaS, and IaaS. The course also covers practical applications across various cloud platforms including AWS, Azure, and GCP. Earning your CompTIA Cloud+ certification demonstrates your expertise to employers and unlocks exciting opportunities in cloud computing, including cloud technician, administrator, and architect roles.

Prerequisites: CompTIA A+ and CompTIA Network+ certifications, or equivalent experience. It is helpful to 2–3 years of experience in system or network administration.

CIP233 / 24 sessions / 72 hours / Online / $1,295
24FA Mon/Wed 6:30 pm-9:30 pm Oct 9-Jan 15, 2025

COMING SOON! Cloud Foundations
Unleash the power of the cloud and unlock new career opportunities! This introductory course equips you with the essential knowledge and skills to navigate the booming cloud computing landscape. Gain a solid understanding of cloud principles shared across leading platforms like AWS, Azure, and GCP. Master basic cloud architecture and build a strong foundation for pursuing entry-level cloud certifications. This intensive course will empower you to take control of your career and thrive in the ever-evolving world of cloud technology.

COMING SOON! AWS Certified Cloud Practitioner
Launch your cloud career with our AWS Certified Cloud Practitioner program! This program equips you with the foundational knowledge of Amazon Web Services (AWS), the leading cloud platform. Gain a comprehensive understanding of AWS services, pricing models, and security practices. Prepare for the industry-recognized AWS Cloud Practitioner certification, a valuable credential that demonstrates your cloud literacy and opens doors to entry-level cloud positions across diverse industries. Take the first step towards a rewarding cloud career with this dynamic program!

Registration Opening Soon

GENERATIVE AI FOUNDATIONS FOR ENHANCED PRODUCTIVITY WORKSHOPS
Join our transformative workshop series, “Generative AI Foundations for Enhanced Productivity,” designed to catapult your skills into the future of technology through the mastery of leading Generative AI tools, including Microsoft Copilot, OpenAI ChatGPT, and DALL-E.

This comprehensive workshop series starts with an introduction to the foundational concepts of Generative AI, followed by a deep dive into the functionalities and capabilities of each tool.

WORKSHOPS
- Boost Productivity with Generative AI: An Interactive Beginner’s Course
- Unleash the Power of Generative AI with ChatGPT
- The Future of You & AI: Project Showcase, Q&A, & Implementation Strategies
- Supercharge Your Workflow: Mastering Microsoft Copilot
- AI for Creatives: Generate Like a Pro with Whisper, DALL-E & Sora

Questions about Online / Hybrid / HyFlex? See page 7 or email: ce@lehman.cuny.edu
Unity Essentials: Intro to Virtual Environments
This course will introduce students to the fundamentals of Unity. Unity is so much more than a leading real-time development platform, it is an essential skill for many industries. Unity is being used for building interactive 3D environments for video gaming, film, automotive, architecture, engineering, real estate, and construction. Unity can be used to create three-dimensional, two-dimensional, virtual reality, and augmented reality, as well as simulations and other experiences. Prior coding experience is preferred but not required.

VRT40 / 10 sessions / 20 hours / Hyflex / $499*
24FA Tue/Thu 6:30 pm-9:30 pm Sep 17-Oct 22
*Partially subsidized by NYC Council

Junior Programmer
Are you ready to code? This hybrid course will take you from zero to job-ready! This course is designed for anyone interested in learning to code or obtaining an entry-level Unity role. A basic knowledge of Unity is required, no math prerequisites. Junior Programmer prepares you to get Unity Certified so that you can demonstrate your job-readiness to employers.

VRT41 / 10 sessions / 20 hours / Hyflex / $499*
24FA Tue/Thu 6:30 pm-9:30 pm Nov 5-Dec 10
*Partially subsidized by NYC Council
What is your background?
I was born in the Caribbean in Dominica and immigrated to New York 8 years ago. I like to describe myself as an IT professional, with experience and skills in IT hardware, networking, and software development. I have my associate’s degree in computer science, and CompTIA A+, Network+, and Security+ certifications. I’m currently studying to get a CCNA (Cisco Certified Networking Associate) certification.

What inspired you to get your certifications?
I’ve always loved computers. I love tinkering with them and trying to figure out how they work, and how to fix computer problems. I chose the career path of technology because it is exciting to me; the field is so broad and there’s so much you can do with it.

What are in the best parts of a career in technology and what are the most challenging parts?
The best part is that there is an increased dependence on technology, and that dependence is going to create a lot of opportunities for people to get into the field. Obviously, it’s a little scary because we don’t know how this is going to change the world, but there are so many ways for people to make a niche for themselves. The hardest part is that there is a learning curve with IT and Technology in general. That curve can cause people to give up before they’ve gotten over the initial hurdle. There’s a self-doubt that takes people out of the field. But if they stick through, there comes a moment when you realize that it becomes easier to grasp the concepts that we’re teaching.

What is the ideal person to be taking IT certification classes?
The ideal person would be self-sufficient but willing to seek assistance when they feel like they are struggling. Most importantly, they must be eager to learn about fast-moving technology. If you get a little thrill from solving issues in technology, computers, and systems to get them up and running, then it’s a good field for you. The individual has a lot of influence over their career path. I’ve seen a student graduate who didn’t even pass their certification exam yet land a $50-$60K a year job. The important thing for students to understand is that the certification is just a start, your foot in the door. The experience you build after that is what the companies are looking for. You must be willing to learn, put yourself out there, and stay curious to learn. The first A+ certification is a start—all the certifications and 3-5 years in the field, and you could have a very good job.

What can someone expect out of a class with you as their instructor?
I want students to be able to fully articulate what they know at the end of the program. That takes a bit of a different approach. We don’t just learn the material, we effectively re-learn, re-articulate, and review in a set of patterns that help positively influence an outcome where they don’t just know the answers to the exam: they know and can articulate the information. We focus on objectives and set up a checklist for the areas where they have gained proficiency. As we go through the program, we can look at where they have gaps in their knowledge and focus on those areas. These deliberate strategies are meant to help them overcome that initial hurdle to get them started in their new career.

INSTRUCTOR SPOTLIGHT

Travon Campbell
Lehman College
CompTIA Instructor

COMING SOON!
Cisco CCNA Certification
Launch your networking career with our Cisco CCNA certification prep program! This program provides in-depth knowledge and hands-on experience in installing, configuring, and troubleshooting Cisco networking devices. You’ll master essential network technologies, including routing, switching, and security concepts. Earning your Cisco Certified Network Associate (CCNA) certification validates your skills and opens doors to entry-level network technician and network administrator roles, preparing you for a rewarding career in the ever-growing IT field.
Free Career Open House
Wednesday, August 21
6:30 pm
Use the QR code or visit https://tinyurl.com/42jnkvd6 to register

Start your career in finance as an accounting assistant. This entry-level job is available in a wide range of industries. Total tuition: $2,430 (includes all program courses)

PROGRAM COURSES
1. Bookkeeping 1
2. Bookkeeping 2
3. QuickBooks
4. Introduction to Individual Taxation
5. Introduction to Business Taxation (recommended)
6. Payroll Fundamentals

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

PREREQUISITES
High School 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 better.

To request a certificate, visit https://bit.ly/3EhaPbY

FOR MORE INFORMATION
ce@lehman.cuny.edu

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 / $369
24FA Tue/Thu 7 pm-9:45 pm Sep 26-Oct 31

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 / $369
24FA Tue/Thu 7 pm-9:45 pm Nov 12-Dec 17

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 recordkeeping initiatives. Prerequisites: Recent completion of CFM 38, current experience or pre-test.
CFM 39 / 10 Sessions / 27.5 hours / Online / $435
To Be Announced

Introduction to Individual Taxation
Areas of concentration include income inclusion and exclusion and deductions as they are defined utilizing the Internal Revenue Code and related material. Special classes of taxpayers including partnerships, estates, and trusts are considered as well as accounting and procedural rules. New York State and City taxes are covered.
CFM 46 / 10 Sessions / 27.5 hours / Online / $369
To Be Announced

Introduction to Business Taxation
This course is a continuation of CFM 46. Topics covered: Sole Proprietorship (Schedule C); Passive Income (Schedule E); Gain & Losses (Schedule D); Depreciation & Basis; Partnership Returns (Form 1065); Sub Chapter S Returns (Form 1120S) and Tax Planning.
ENR102 / 17 Sessions / 36 Hours / Online / $369
To Be Announced

Payroll Fundamentals
Provides hands-on practice evaluating, applying and developing a payroll strategy for a small business. Students who successfully complete the course may apply and take the NACPB Payroll Certification Exam. (Prerequisites: Bookkeeping I CFM 38 and Introduction to Individual Taxation CFM 46 or knowledge of bookkeeping or accounting.)
CFM 70 / 10 sessions / 27.50 hours / Online / $369
To Be Announced
Microsoft Office 365 Certificate program provides you with the essential knowledge to certify your productivity and efficiency with the Microsoft Suite for yourself and employers.

REQUIRED CERTIFICATE COURSES
1. Microsoft Office Essentials
2. Microsoft 365 Suite
3. Microsoft Excel 1
4. Microsoft Excel 2
5. Special Topics

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 for your non-credit program, follow this link: https://bit.ly/3EhaPbY

Microsoft Office & Executive Assistant Information Sessions
Wednesday, August 14 at 6:30 pm
Use the QR code or visit https://tinyurl.com/4tzwvux5

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.

PREREQUISITE
HS diploma or equivalency. Computer and Microsoft Windows Basics MOS 01 (see page 24) or equivalent knowledge.

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

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 for your non-credit program, follow this link: https://bit.ly/3EhaPbY

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

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 / 11 sessions / 27.5 hours / Online / $385
24FA Mon/Wed 6:30 pm-9 pm Oct 21-Nov 25

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 / 15 hours / Online / $230
24FA Tue/Thu 6:30 pm-9 pm Nov 7-26

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 / 15 hours / Online / $230
24FA Tue/Thu 6:30 pm-9 pm Dec 3-19

Special Topics: Maximize Microsoft Productivity
Be the hero of the office and learn the latest features of Microsoft Office to uncover the hidden elements that unexpectedly cause strange errors to your documents and files.

MOS11 / 6 sessions / 15 hours / Online / $230
25SP Mon/Wed 6:30 pm-9 pm Jan 27-Feb 12

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* / $160
Sec 1: 24FA Sat 10 am-1 pm Sep 14-28
Sec 2: 24FA Tue/Wed/Thu 6-9 pm Sep 24-26
*CUNY on the Concourse (COTC), 3rd fl. Computer Lab

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 / $175
24FA Mon/Wed 6:30 pm - 9 pm Sept 30-Oct 16

HAVE EXPERIENCE IN MS OFFICE?

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.

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MOS02 / 4 Sessions / 10 Hours / Hybrid / $175
24FA Mon/Wed 6:30 pm - 9 pm Sept 30-Oct 16
Advance your knowledge of digital marketing while adding to your skills with practical, hands-on classes. Our digital marketing professionals can help you learn to market a new or existing business.

PROGRAM COURSES
1. Digital Marketing Tools & Content
2. Social Media in Action
3. Search Engine Optimization (SEO) for Websites
4. Special Topics: Generative AI in Digital Marketing

PREREQUISITES
High School diploma or equivalency. The program is taught 100% live online. Computer skills are required.

PROGRAM CERTIFICATE
In order to receive a program certificate, you must successfully complete all required program courses listed with a grade C or better. To request a certificate, visit https://bit.ly/3EhaPbY

COORDINATOR
Lesley Flor Figueroa
flor.figueroa@lehman.cuny.edu
718-960-8667

NEW! Digital Marketing Tools & Content
A Powerful Combination: Learn software, platforms, and apps that marketers use to achieve their goals online. These tools can help with tasks like social media management, content creation, email marketing, and advertising.

DSB10 / 6 sessions / 15 hours / Online / $385
24FA Tue/Thu 6:30 pm-9 pm Oct 8-24

ONLINE
Social Media in Action
Explore different social media platforms and their diverse audiences. Learn how to develop a social media marketing campaign to increase exposure and revenue for businesses. Includes hands-on activities using social media marketing strategies and tools. Prerequisite: Digital Marketing Tools and Content or equivalent experience.

DSB20 / 6 sessions / 15 hours / Online / $385
24FA Tue/Thu 6:30 pm-9 pm Nov 5-21

ONLINE
NEW! Search Engine Optimization (SEO) for Websites
SEO Essentials maximize the Google search engine to find the information you want and help the public find your webpage. Master keyword research and unlock the secrets to higher search engine rankings. Prerequisite: Digital Marketing Tools and Content or equivalent experience.

DSB30 / 3 sessions / 7.5 hours / Online / $195
24FA Tue/Thu 6:30 pm-9 pm Dec 10-17

ONLINE
NEW! Special Topics: Generative AI in Digital Marketing
Leverage Artificial Intelligence’s (AI) marketing power! Design targeted campaigns, automate tasks, personalize communication, and optimize performance in real-time. Master AI marketing & watch results soar. Prerequisite: Digital Marketing Tools and Content or equivalent experience.

DSB40 / 3 sessions / 7.5 hours / Online / $195
25SP Tue/Thu 6:30 pm-9 pm Jan 7-14, 2025
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. Required textbook: *New York Real Estate for Salespersons* 7th edition by Marcia Darvin Spada, OnCourse Learning, must be brought to first class.

**Real Estate Salesperson’s Course**
RES33 / 25 sessions / 75 hours / Online / $550
24FA Mon/Wed/Fri 6:30 pm-9:30 pm Sep 23-Nov 27*
*Final Exam: Wed Dec 18 6:30-7:30 pm in-person at CUNY on the Concourse

**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
24FA Mon/Wed/Fri 6:30 pm-9:30 pm Dec 2-11
*Final Exam: Wed Dec 18 6:30-9:30 pm in-person at CUNY on the Concourse

**NOTARY PUBLIC EXAM PREPARATION**

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
24FA Sat 9:30 am-3:30 pm Oct 12
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. The 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: CFM 46 or tax preparation course or experience.

Individual Taxation and Ethics
An in-depth analysis of the rules and regulations governing the preparation of individual income taxes.
ENR100 / 19 sessions / 42 hours / Online / $575
24FA Tue 6:30 pm-8:30 pm Sat 9:30 am-12 pm Oct 8-Dec 17

TAX RETURN PREPARER

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 / $825
24FA Mon/Wed 6:30 pm-8:30 pm Oct 7-Dec 18
SELF-PACED ONLINE LEARNING

ED2GO: ONLINE NON-CREDIT COURSES

• Art & Design
• Business, Hospitality, Legal
• Computer Science
• Construction and Trades
• Grant Writing & Nonprofit Management
• Health and Fitness
• Languages, Math, Science, Test Prep, Writing
• Teaching Professionals

For course descriptions and a full listing of over 250 online courses visit www.ed2go.com/lehmance. Tuition for most classes is $125 (registration fee included). Six-week, twelve-session classes begin on Wednesdays: 8/14, 9/11, 10/16, 11/12, 12/18, and 1/15/25 and forward. Students take part in online discussions and receive live instructor support. Certificates are awarded (downloadable from the website) to students who successfully complete their courses.

REFUND POLICY FOR ed2go COURSES: A 100% refund, less registration fee, may be issued for courses dropped by student prior to third online session. Students must drop in writing by e-mailing maryann.drago-dowling@lehman.cuny.edu prior to the third online session. For more information or to register, visit: www.ed2go.com/lehmance

FOR MORE INFORMATION:
Maryann Drago-Dowling
maryann.drago-dowling@lehman.cuny.edu
Bronx Business Tech Incubator

The Bronx Business Tech Incubator creates an environment for companies to turn innovative ideas into profitable realities. We do this through business advising, courses, networking events, affordable workspaces, and technology.

Discover what the Bronx Business Tech Incubator can do for you, visit our website at: https://www.lehman.edu/techincubator/

The Bronx Business Tech Incubator is supported by the New York City Council, New York City Economic Development Corporation.

Camilla Frederico
Small Business Owner

ENTREPRENEUR SPOTLIGHT

Camilla Frederico decided to invest in membership and become a member of the Bronx Business Tech Incubator to access an affordable workspace that would serve as a satellite office for her business, The Personal Helpers. While at the Incubator, Camilla was able to connect with other members for future business projects and has grown her business.

“As a proud business owner and member of The Bronx Business Tech Incubator, I have the unique advantage of a supportive community and access to a talented pool of interns and staff. This invaluable network has been instrumental in the growth and success of The Personal Helpers.

Camilla now has a space to organize her business which focuses on supporting others with personal assisting, office organization, home organization, house management, personal concierge, and moving service. As an immigrant from Sao Paulo, Brazil, she felt it was important to have an environment to feel at home. “You need an environment to feel at home when you are from another country,” said Camilla. “I have one here, and I cannot thank the Bronx Business Tech Incubator enough.”
ABOUT US

The Lehman College Small Business Development Center (SBDC) is part of a statewide network of 24 regional centers. Funded in part by the U.S. Small Business Administration and the State of New York, we combine the resources of Lehman College, the private sector, and government to help business owners and aspiring entrepreneurs launch their business at no cost.

OUR SERVICES

Combining the expertise of a professional staff, consultants, members of the business community, and the resources of Lehman College, the Bronx SBDC provides high quality one-on-one business management, consulting, information and education programs that build the capacities of firms to compete in the domestic and international market.

While the Bronx SBDC does not provide direct financial assistance, we can help small businesses identify financial resources and develop financial packages that can increase borrowing opportunities.

FREE SMALL BUSINESS ONE-ON-ONE COUNSELING SERVICES

Services for start-ups and existing businesses include:

- Complementary and confidential consulting from our advisors for business plans, financial planning and access to capital, and international trade assistance.

- Free training and workshops in an array of practical business skills.

- Resources: Legal consultations, licensing, and permit guidance.

Contact Us Se habla Español
Small Business Development Center at Lehman College
718-960-8806
sbdc.bronx@lehman.cuny.edu
www.sba.gov / www.nyssbdc.org
Cannabis Workforce and Business Development

Lehman College, in partnership with Borough of Manhattan Community College (BMCC), has received funding from NYS Department of Labor to support the Cannabis Workforce and Business Development Program. The Program will prepare CAURD eligible license holders to set up and manage cannabis-related businesses emphasizing social equity.

HOW WE WORK:
• Business Development Advisor and Case Manager help with:
  • Business plan development
  • Regulatory compliance – set-up and maintain a fully operationally compliant business
  • Inventory control, record keeping
  • Accounting
  • HR training and coordination
  • Insuring your business
  • Security
  • Community outreach and education

FREE RESOURCES:
• Shared workspace
• Conference room access
• HyFlex A/V technology enabling state of the art hybrid remote and in person conferencing and panel discussion
• Networking meetups
• Information sessions on all aspects of the cannabis business industry
• Focused Panel presentations

For more information, visit our web page and follow directions to register:
https://www.lehman.edu/techincubator/training-for-small-business/cannabis-workforce.php

To Join the Bronx Business Tech Incubator, fill out the registration form at:
https://www.lehman.edu/techincubator/tech-incubator.php

Collaborative Partnerships:
Bronx Cannabis Hub: https://thebronxcannabishub.org/
Bronx Defenders: https://www.bronxdefenders.org/
The Bronx Community Foundation: https://thebronx.org/

NEW Small Business Internship Program

Interested in Hosting a Lehman student intern in your small business?

Lehman College’s School of Continuing and Professional Studies in partnership with the School of Business has relaunched the Small Business Internship Program (SBIP). This experiential learning opportunity gives Lehman College undergraduate students additional training in special topics relating to small businesses before transitioning to an internship at a small business in the Bronx gaining hands on work experience. Students not only make an impact in their community, but also earn college credit toward their degree. Internships can be hosted in-person, hybrid, or remotely with focuses spanning from marketing, accounting, and operations.

CONTACT INFORMATION
Andrea Huda, Program Manager
andrea.huda@lehman.cuny.edu

Visit www.lehman.edu/ce to CHAT, register, or view brochure for latest information • Email ce@lehman.cuny.edu
The New York State Department of Labor anticipates thousands of those new cannabis-related jobs will be created in the next few years. BMCC can help prepare you for your dream job in the medical and recreational cannabis economy.

**COMING SOON:**
The following *No Cost* Cannabis Workforce Trainings

- Advanced Cannabis Security Solutions
- Advance Cannabis Retail Dispensary Management Associate
- Advanced Cannabis Manufacturing Technician

**ELIGIBILITY:**
- 18 years of age & older
- Minimum HS Diploma or HS Equivalency (GED)
- US citizen or legal resident - authorized to work in the US

**REGISTER FOR NOTIFICATION OF UPCOMING INFORMATION SESSIONS:**
Call: 212-346-8410 or Email: rmacleish@bmcc.cuny.edu
or visit our website at: https://www.campusce.net/bmcc/course/course.aspx?catId=371

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**Interested in being part of NY’s cannabis industry?**

The Cannabis Workforce initiative offers free training and education resources to give you a better understanding of New York’s cannabis market, processes from seed to sale, jobs throughout the industry, and your rights and responsibilities under labor and employment laws and New York’s Marijuana Regulation and Taxation Act (MRTA). Whether you’re thinking about a career transition or just starting out, CWI’s training programs help job seekers and new employers alike prepare for success in New York’s budding cannabis industry.

[cannabisworkforce.org](http://cannabisworkforce.org) or scan to visit

Questions about Online / Hybrid / HyFlex? See page 7 or email: ce@lehman.cuny.edu
LEARN ENGLISH AT LEHMAN COLLEGE

Our ESL program is designed to help improve your employment prospects, access higher education, earn credentials, and communicate effectively in the Bronx, in local US communities, and in the English-speaking world. Classes are taught online or in-person by dynamic instructors in a learner-focused environment. Contact us today and be one step closer to achieving your academic and career goals and increasing your self-confidence to attend college.

TRANSITIONING FROM THE ESL PROGRAMS TO LEHMAN COLLEGE

Continue your education by earning an undergraduate or graduate degree at Lehman College. Our ESL program is designed to develop the English language skills you need to prepare for study and success in college. As a qualified, enrolled student, we will help you navigate the college admissions process including how to successfully complete the college application, understand the college assessment process, and select the program and classes that align with your goals.

TESTING AND PLACEMENT

The Lehman College ESL Program uses the Oxford Online Placement Test (OOPT) to test your current English language skills. After your level is determined by testing, you’ll be placed in an ESL class that best helps you to move your English skills to the next level. The OOPT is an online, multiple-choice exam which tests ability in grammar, vocabulary, reading, and listening, and takes about one-hour to complete. Schedule an appointment for an English assessment and to take the OOPT exam by contacting the ESL Coordinator at esl.program@lehman.cuny.edu or visit lehman.edu/ce to CHAT.

Please note:

This school is authorized under Federal law to enroll nonimmigrant alien students. If you will attend on an F-1 visa, your DSO will help you understand how you must attend class to maintain your F-1 status.

The price of required textbooks is not included in the course fees.

FOR MORE INFORMATION

Email esl.program@lehman.cuny.edu
Visit: www.lehman.edu/ce
DAYTIME INTENSIVE ENGLISH PROGRAM

Improve your English In-person at Lehman College!
Take the next step toward a college degree.

IMPORTANT DATES
Sep 4th — Fall A Classes Start
Oct 30th — Fall B Classes Start

Placement Testing Required
Call 718-960-8512
esl.program@lehman.cuny.edu

IN-PERSON AT LEHMAN COLLEGE

Intensive English Program Full-Time $1,260★
9:30 am – 2:45 pm, Mon/Tue/Wed/Thu

Morning Reading/Writing/Grammar $630★
9:30 am – 11:45 am, Mon/Tue/Wed/Thu

Afternoon Listening/Speaking/Pronunciation $630★
12:30 am – 2:45 pm, Mon/Tue/Wed/Thu

ESL IEP SCHOLARSHIP
ASSET (Adult Student Success in Education Transition) scholarship covers 50% at least of tuition for program up to 6 intensive ESL courses (EITHER morning OR afternoon classes). For more information on how to apply, click on link https://tinyurl.com/azyf4dp

Questions about Online / Hybrid / HyFlex? See page 7 or email: ce@lehman.cuny.edu
Learn English In-Person and Online at Lehman College

**English for Success**
Navigate American life with confidence! This intermediate/advanced course builds your English skills for listening, speaking, reading, writing, and grammar. Learn communication techniques, feedback strategies, and essential vocabulary relevant to health, education, law, finance, and customer service. We cater to diverse backgrounds and ensure everyone feels comfortable participating. Prerequisite may apply.

**Evening ESL Reading/Writing**
Master academic English! This course hones your writing and reading skills alongside critical thinking. You’ll learn paragraph, essay, and various writing styles – from advertisements to business reports. Grammar will be reviewed, including basic and complex tenses and modal verbs. Prerequisite: Beginner English & Placement Test.

**English for Beginners**
This beginner English course is designed for those who want to improve their communication skills and navigate daily life in the US. Our teachers break down the learning process into manageable steps, making it fun and engaging. You’ll gain foundational skills in listening, speaking, reading, and writing, building confidence for everyday interactions. Don’t wait any longer – start improving your English today! Prerequisite: Placement test.

Este curso de inglés para principiantes está diseñado para aquellos que desean mejorar sus habilidades de comunicación y navegar la vida diaria en los EE. UU. Nuestros profesores dividen el proceso de aprendizaje en pasos manejables, haciéndolo divertido y atractivo. Obtendrá habilidades fundamentales para escuchar, hablar, leer y escribir, lo que generará confianza para las interacciones cotidianas. No esperes más: ¡júmpieza a mejorar tu inglés hoy! Requisito previo: Prueba de nivel.

**Evening ESL Listening/Speaking**
In this high intermediate/advanced level course you improve your ability to communicate with native English speakers. You will practice asking and answering questions in English, watching new reports to get information, giving presentations on topics of personal interest, providing detailed descriptions and discussing current events. Grammar taught in this class will include a review of the basic tenses, present, past and future, as well as more complex tenses such as present perfect, the continuous and modal verbs. Prerequisite: English for Beginners and Teacher Recommendation or Placement Test.

**ESL - English for the Workplace**
Navigate the American workplace with confidence! This course builds your English skills for listening, speaking, reading, writing, and grammar. Learn communication techniques, feedback strategies, and essential vocabulary relevant to health, education, law, finance, and customer service. We cater to diverse backgrounds and ensure everyone feels comfortable participating. Prerequisite may apply.

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**FALL A CLASSES SEP 9 - OCT 23**

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<th>Course</th>
<th>Dates</th>
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**FALL B CLASSES NOV 4 - DEC 18**

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<td><strong>Evening ESL Listening/ Speaking</strong></td>
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<tr>
<td>ESL04 / 18 sessions / 54 hours /</td>
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<td></td>
<td>$540</td>
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<tr>
<td>Online / $540</td>
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<td>24FA Mon/Wed/Thu 6-9 pm Nov 4-Dec 18</td>
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<tr>
<td><strong>Evening ESL Reading and Writing</strong></td>
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<tr>
<td>ESL23 / 12 sessions / 24 hours /</td>
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<tr>
<td>Online / $260</td>
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<td>24FA Mon/Wed/Thu 6:30 pm-8:30 pm Nov 4-Dec 16</td>
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<tr>
<td><strong>ESL - English for the Workplace</strong></td>
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<tr>
<td>ESL19 / 12 sessions / 24 hours /</td>
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<td>$260</td>
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<tr>
<td>Online / $260</td>
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<td></td>
<td>24FA Tue/Thu 6:30 pm-8:30 pm Nov 7-Dec 19</td>
</tr>
</tbody>
</table>

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**Contact Us — Contáctanos**
Call 718-960-8512
Email esl.program@lehman.cuny.edu
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:
NCLEX-RN ESOL Training Program
Pre-Application Form at https://tinyurl.com/mpk9javk
Email: workforce.department@lehman.cuny.edu

Foreign Languages

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 / $165
24FA Sat 9:30 am-11:15 am Oct 19-Nov 23

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 / $165
25SP Sat 9:30 am-11:15 am Jan 11-Feb 15, 2025

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 / $165
24FA Tue/Thu 6:30 pm-8:15 pm Oct 8-24

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 / $165
24FA Tue/Thu 6:30 pm-8:15 pm Nov 5-21

Questions about Online / Hybrid / HyFlex? See page 7 or email: ce@lehman.cuny.edu
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 multicultural 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.

PROGRAM COURSES

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

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

Mila Burns
mila.burns@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.

Latino Social Movements and Civil Rights
Examine large-scale sociopolitical, economic, and cultural movements within Latino communities in the United States. Focuses on the 20th and 21st centuries, with an emphasis on civil rights, human rights, and the ongoing challenges that Latinos face within the origins and contestations of these social movements. Includes: citizenship, migration, race/ethnicity, labor movements, women’s rights, LGBTQI+ rights, education, environmental, institution building, and the origins of Puerto Rican Studies.

LAT05 / 8 Modules / 45 hours / Online / $245
Sep 25-Nov 23 / Office Hours Fridays 10 am - 12 pm

Latino Political Economy
Examine the role of migration from Latin America and the Caribbean towards the US, and how these flows shape the "Political Economy" of Latino Populations in the United States. Students will explore issues of power, history, and politics, and the role of “Political Economy” in shaping the lives of Latino Populations in the United States using an interdisciplinary approach rooted in anthropology, sociology, history, ethnic studies and cultural studies.

LAT03 / 8 Modules / 45 hours / Online / $245
Sep 25-Nov 23 / Office Hours Fridays 10 am - 12 pm

Visite o site para tradução em português
Visite el sitio web para la traducción al español
GED TEST PREPARATION

The Lehman College Adult Learning Center (ALC) is one of the leading adult education programs in New York City, annually serving approximately 800 individuals with free classes in Basic Education, English for Speakers of Other Languages (ESOL) and English Language Acquisition (ELA), and (GED) exam preparation for High School Equivalency diplomas.

The ALC has long been dedicated to meeting the literacy and civics-education needs of adult learners in the Bronx, including those with disabilities. Our students represent a mix of diverse backgrounds throughout the city, including recent immigrants. The ALC’s offers morning and evening classes that combine educational, community, and workforce-development resources so that participants can apply what they learn to their academic, occupational, and personal goals.

GED HIGH SCHOOL EQUIVALENCY DIPLOMA PREP

For over 30 years, the Lehman College Adult Learning Center (ALC) has been one of the leading adult literacy programs in New York City. We offer free classes for anyone wanting to improve reading, writing, and/or math skills as well as classes specifically to prepare for the GED exam.

To be added to the ALC’s list for upcoming classes, please complete the registration form: https://forms.gle/D4tmWKUuxQ6iMpR18

An in-person testing session prior to the start of classes is required for admission to the program. Class registration for September 2024 classes is open until classes fill.

FOR MORE INFORMATION: https://www.lehman.edu/institute-literacy-studies/alc/index.php
**MEASURE LEARNING**

www.measurelearning.com

MEASURE LEARNING
Students who successfully complete the Medical Coding and Billing are eligible to take the AAPP CPC and CPB certification exams at our testing center at COTC.

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**PEARSON VUE**

www.pearsonvue.com

PEARSON VUE offers a variety of tests including Information Technology (IT) Exams and Professional Licensure and Certification Exams. Please visit the website for a complete list of available exams.

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**PROMETRIC STATE CERTIFICATION EXAM**

COTC is an In-Facility Testing site (IFT) for NYS CNA exam, test is only offered to SCPS students.

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**NHA NATIONAL CERTIFICATION EXAM**

Students who successfully complete the required courses for our clinical healthcare programs are eligible to take the NHA credentialing examination at our testing center at COTC.

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**CLEP EXAM**

The College-Level Examination Program (CLEP) is a rigorous College Board program that allows students of a wide range of ages to demonstrate their mastery of college-level material in introductory subjects and earn college credit. CLEP offers examinations that represent courses typical of the first two years of college study. Lehman College provides credit for successful scores on several CLEP exams (see table on next page).

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**GED® EXAM**

Earn your high school equivalency diploma. GED® test covers 4 subjects: Math, Science, Social Studies, and Reasoning Through Language Arts. Students can take all 4 together or one at a time at COTC. COTC is an official Pearson VUE testing center for GED computerized test.

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**THE COTC TESTING CENTER IS LOCATED AT:**

2501 Grand Concourse, 3rd floor
Bronx, NY 10468
718-960-6900 | 718-960-8512
cuny.concourse@lehman.cuny.edu
www.lehman.edu/academics/continuing-education
**AVAILABLE CLEP EXAMS**

CLEP Exams will be offered on Wednesdays.

The following table lists the exam(s) for which credit is granted and the equivalent course you would bypass at Lehman College. Other colleges have different courses and credit equivalents; please consult with the specific college.

<table>
<thead>
<tr>
<th>CLEP EXAM TITLE</th>
<th>LEHMAN COURSE EQUIVALENT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>POL 166 (3crs)</td>
</tr>
<tr>
<td>American Literature</td>
<td>ENG 227 (3crs)</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>ENG 222 (3crs)</td>
</tr>
<tr>
<td>Business Law</td>
<td>BBA 336 (3crs)</td>
</tr>
<tr>
<td>Calculus</td>
<td>MAT 175 (4crs) &amp; MAT 176 (4crs)</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAT 104 (3crs)</td>
</tr>
<tr>
<td>College Composition</td>
<td>ENG 111 (3crs)</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>MAT 135 (3crs)</td>
</tr>
<tr>
<td>Educational Psychology</td>
<td>*PSY 9999 (3crs)</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENG 223 (3crs)</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>*ACC 9999 (3crs)</td>
</tr>
<tr>
<td>General Biology</td>
<td>BIO 166 (4crs) &amp; BIO 167 (4crs)</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>CHE 166/167 (5crs) &amp; CHE 168/169 (5crs)</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>HIS 243 (3crs)</td>
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<tr>
<td>History of the U.S. II</td>
<td>HIS 244 (3crs)</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>HIN 268 (3crs)</td>
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<tr>
<td>Humanities</td>
<td>HUM 250 (3crs)</td>
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<tr>
<td>Information Systems</td>
<td>CIS 211 (4crs)</td>
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<tr>
<td>Introductory Psychology</td>
<td>PSY 166 (3crs)</td>
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<tr>
<td>Introductory Sociology</td>
<td>SOC 166 (3crs)</td>
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<tr>
<td>Natural Science</td>
<td>*GEO 9999 (4crs)</td>
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<tr>
<td>Pre-Calculus</td>
<td>MAT 172 (4crs)</td>
</tr>
<tr>
<td>Principles of Macro-Economics</td>
<td>ECO 166 (3crs)</td>
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<tr>
<td>Principles of Marketing</td>
<td>BBA 332 (3crs)</td>
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<tr>
<td>Principles of Management</td>
<td>BBA 204 (3crs)</td>
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<tr>
<td>Principles of Micro-Economics</td>
<td>ECO 167 (3crs)</td>
</tr>
<tr>
<td>Social Science and History</td>
<td>*SOC 9999 (3crs) &amp; *HIS 9999 (3crs)</td>
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<tr>
<td>Western Civilization I</td>
<td>HIS 246 (3crs)</td>
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<tr>
<td>Western Civilization II</td>
<td>HIS 247 (3-6crs)</td>
</tr>
</tbody>
</table>

**LANGUAGES:**

| French, Spanish or German              | *LAE 9999 (3-6crs depending on the score) |

*Note that courses numbered 9999 will count as elective credit except LAE 9999 counts as Liberal Arts credits

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**EARN COLLEGE CREDIT, ACHIEVE YOUR GOALS**

The College Board’s College-Level Examination Program (CLEP) has been the most widely trusted credit-by-examination program for nearly 50 years, accepted by 2,900 colleges and universities and administered in more than 1,800 test centers. These exams allow students to test their mastery of college-level material in introductory subjects and earn college credit. Students can earn credit and get closer to achieving their educational goals by earning qualifying scores on one or more CLEP exams.

**CLEP EXAMS**

When you take a CLEP exam, you can select the institution that should receive your scores. An official score report will automatically be forwarded to the school. You will also receive an unofficial copy of your score for your records immediately after the examination (except for College Composition).

**Lehman Students:** Send a copy of your unofficial CLEP scores directly to the college (in pdf format only) labeled with your full name and studentEMPLID to college.completioncredit@lehman.cuny.edu.

If you do not indicate where you would like your score sent when you register, you can always request a transcript at a later time for a fee. Submit the Transcript Request Form — it’s available on the CLEP website, https://tinyurl.com/ynpu6c9x

**HOW DO I PREPARE FOR THE CLEP?**

Information on CLEP exam practice materials can be found on the CLEP website, https://tinyurl.com/z4764uuu

**I’M READY TO TAKE A CLEP EXAM**

Visit clep.collegeboard.org to sign in to your College Board account or create an account. Once logged in, register for a CLEP exam online. After you complete registration, make an appointment at our test center.

**TEST CENTER AT LEHMAN COLLEGE – COTC**

CUNY on the Concourse on Wednesdays at 2501 Grand Concourse, 3rd fl., Bronx, NY 10468

**STEPS TO TAKING A CLEP EXAM**

1. Pay exam fee at clep.collegeboard.org
   CLEP Exam Fee: $93
2. Schedule your exam by registering online at www.lehman.edu/ce Test Preparation – CLEP https://tinyurl.com/3rdmyesf
   CLP 01 / CLEP Exam / Wed 12:30-2 pm / $65*
   CLP 02 / CLEP Exam / Wed 2:30-4:30 pm / $65*

*Notice: Scheduling fee $65 is non-refundable.

For more information about CLEP exam scheduling, please email ce@lehman.cuny.edu or visit www.lehman.edu/ce
TEACHER CERTIFICATION PREP

NYS Required Workshops

The following fully-online workshops are quick, convenient and certified by the State of New York. Conducted by Genius, Genius of New York, these workshops are non-refundable and must be completed within one year from gaining online access. Visit www.lehmantraining.com to register. Get 20% discount with Promo Code LEHMAN20.

Harassment, Bullying, Cyberbullying and Discrimination in Schools: Prevention and Intervention mandated by the Dignity for All Students Act (DASA)

The NYS Dignity for All Students Act (DASA) training for NYS educational professionals was created to provide a safe and supportive environment for students free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

DSA 20 / 1 session / 6 hours / Self-Paced / $69*
*Price is $69 with promo Code LEHMAN20

Identification and Reporting of Child Abuse, Maltreatment and Neglect, 2 hours

The objective of this training is to provide every New York State mandated reporter with the knowledge and skills to be able to effectively report child abuse or maltreatment/neglect to the NYS Child Abuse and Maltreatment Register. You will also learn to evaluate situations to determine whether there is reasonable cause to suspect child abuse or maltreatment, and identify the physical and behavioral indicators commonly associated with child abuse.

CAP 10 / 1 session / 2 hours / Self-Paced / $69*
*Price is $49 with promo Code LEHMAN20

Needs of Students with Autism

This three-hour workshop covers definitions, etiology, prevalence, characteristics, evidence-based instructional methods/interventions, behavior management and positive behavioral supports, effective collaboration and resources and supports.

SWA 10 / 1 session / 3 hours / Self-Paced / $69*
*Price is $49 with promo Code LEHMAN20

Please note: These workshops are non-refundable and must be completed within one year from gaining online access.

ELECTRONIC REPORTING

FREE CAREER OPEN HOUSE

Wednesday, August 21
6:30 pm
https://tinyurl.com/42jnkvd6

ONLINE SELF-PACED TRAINING

The School of Continuing and Professional Studies at Lehman College offers New York State required trainings for teachers, health professionals, law enforcement, counselors, and those working with children. Our classes are licensed by the NYSED Office of Teaching and meet the requirements for New York State certification.

Once registered for the course, you will be able to complete the course at your own pace with 24/7 access and acquire proof of completion immediately upon successful completion. You can return anytime to revisit the material whether you are using your computer or mobile device.

FOR MORE INFORMATION

www.lehmantraining.com
ce@lehman.cuny.edu

If you are employed or plan to be employed by the Department of Education, you must self-register to create a TEACH account using the website https://www.highered.nysed.gov/. Your legal name (including specific spacing and hyphens etc.), last 5 digits of the social security number, and date of birth entered in TEACH account must exactly match the information entered when you registered for or completed workshops. Once you have successfully completed your workshop(s) and entered all required information, this will be reported.
ASSISTANT TEACHER CERTIFICATION

Do you want to become qualified to work as a teacher assistant or paraprofessional in NYS? You must take the New York State Assessment of Teacher Assistant Skills Test (NYSATAS).

For more information about paraprofessionals, visit: https://tinyurl.com/5xahvdnn
or about the exam: https://tinyurl.com/yckpbpub

Assessment of Teacher Assistant Skills Prep (ATAS)

No discounts apply to this course.

This course reviews the core areas of the NYSATAS (reading, writing, math and instructional support) and provides analysis of multiple-choice questions like those presented on the examination. Text recommendation: CST Assessment of Teacher Assistant Skills ATS 095 by Xamonline available from amazon.com.

ATP102 / 1 session / 5 hours / Online / $139
24FA Sat 10 am-3 pm Nov 16

TEACHER CERTIFICATION

Courses are specifically designed to assist students to pass the New York State certification examinations. To register for the exams, visit: https://tinyurl.com/mvawpr2n

EAS Exam Preparation

No discounts apply to this course.

This interactive Educating All Students (EAS) exam prep workshop covers all aspects of this exam — multiple choice and constructed written responses, including new changes that incorporate aspects of the discontinued ALST exam.

For more information about the exam visit: https://tinyurl.com/4breyf93

EAS14 / 1 session / 5 hours / Online / $139
Sec 1: Sat 10 am-3 pm Oct 5
Sec 2: Sat 10 am-3 pm Dec 7

Combined Early Childhood/Childhood MS-CST Exam Prep

No discounts apply to this course.

This interactive Elementary Multi-Subject CST prep workshop covers all parts of the Early Childhood and Childhood versions of this exam: literacy/English Language Arts and math multiple choice and constructed response as well as arts & sciences multiple choice.

For more information about the exam visit: https://tinyurl.com/7c7byfxr for Early Childhood (Birth–Grade 2) or https://tinyurl.com/5bf8bp9v for Childhood (Grade 1–Grade 6)

CST14 / 1 session / 5 hours / Online / $139
24FA Sat 10 am-3 pm Nov 2

FOR MORE INFORMATION
maryann.drago-dowling@lehman.cuny.edu

Questions about Online / Hybrid / HyFlex? See page 7 or email: ce@lehman.cuny.edu
INFANT-TODDLER CERTIFICATE PROGRAM

- Are you working or interested in Infant Toddler child care?
- Are you in need of mandated training hours?
- Are you a transfer student in need of residency credits?
- Would you like to add an Infant Toddler certificate to your transcript/resume?

Completion of 4 Lehman College Courses required for certificate

FOR MORE INFORMATION:
Contact The Department of Early Childhood and Childhood Education
Lehman College, Carman Hall B-07. (718) 960-8167
michele.washington@lehman.cuny.edu
NEW MASTERS IN EDUCATION

Considering a Career Change to Teaching?

Lehman College, in partnership with the Dept. of Middle and High School Education, is the first CUNY institution to offer dual certification, pairing grades 7-12 ELA, Math, Science or Social Studies with Special Education in only 39 to 45 credits — about 2-2 1/2 years!

Initial Certification (leading to Professional Certification) in:
Grades 7-12 English and Students with Disabilities (39 credits)
Grades 7-12 Math and Students with Disabilities (42 credits)
Grades 7-12 Social Studies and Students with Disabilities (39 credits)
Grades 7-12 Biology, Chemistry, Earth Sciences or Physics and Students with Disabilities (45 credits)

*Currently, fully qualified New York State residents pay tuition ranging from $18,330 to $21,150 for the entire degree.

For more information contact Dr. Daniel Stuckart: daniel.stuckart@lehman.cuny.edu

NEW HUMAN RIGHTS AND TRANSFORMATIVE JUSTICE

Graduate Certificate Program

A four-course series for education professionals, community agency and organizational staff, and justice agencies to develop as social change agents. Participants will gain insights and skills in the areas of human rights and transformative justice, including:

• The implementation of human rights education to support the development of new transformative community cultures, strengthens democratic values rooted in human dignity.

• The ability to identify and correct structural forms of oppression that create inequalities in professional settings, organizations, institutions and beyond.

• 100% online program option.

For more information about Human Rights and Transformative Justice contact Dr. Wesley Pitts: wesley.pitts@lehman.cuny.edu

Questions about Online / Hybrid / HyFlex? See page 7 or email: ce@lehman.cuny.edu
Swimming & Aquatics

See class requirements on page 53

Adult & children classes schedule subject to change
Check www.lehman.edu/ce

Adult Learn to swim
- Adult Beginners
- Advanced Beginners
- Experienced Swimmers

Stay in shape with
- Lap Swimming
- Aqua Zumba

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.
PES 50 / 6 sessions / 4.5 hours / $175
Sec 1: Sat 1 pm-1:45 pm Sep 7-Oct 19
Sec 2: Sat 2:40 pm-3:25 pm Sep 7-Oct 19
Sec 3: Tue 5:10 pm-5:55 pm Sep 10-Oct 15
Sec 4: Tue 6 pm-6:45 pm Sep 10-Oct 15
Sec 5: Tue 6:50 pm-7:35 pm Sep 10-Oct 15
Sec 6: Thu 6 pm-6:45 pm Sep 12-Oct 24
Sec 7: Wed 6:50 pm-7:35 pm Oct 30-Dec 11
Sec 8: Fri 5:10 pm-5:55 pm Nov 1-Dec 13
Sec 9: Fri 6 pm-6:45 pm Nov 1-Dec 13
Sec 10: Sat 1:50 pm-2:35 pm Nov 2-Dec 14
Sec 11: Sat 2:40 pm-3:25 pm Nov 2-Dec 14
Sec 12: Mon 5:10 pm-5:55 pm Nov 4-Dec 9
Sec 13: Mon 6 pm-6:45 pm Nov 4-Dec 9

Lap Swimming for Adults
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: Thu 5:10 pm-5:55 pm Sep 12-Oct 24
Sec 2: Wed 5:10 pm-5:55 pm Oct 30-Dec 11

Swimming for Advanced Beginners
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.
PES 51 / 6 sessions / 4.5 hours / $175
Sec 1: Sat 1:50 pm-2:35 pm Sep 7-Oct 19
Sec 2: Wed 6 pm-6:45 pm Oct 30-Dec 11
Sec 3: Fri 6:50 pm-7:35 pm Nov 1-Dec 13
Sec 4: Sat 1 pm-1:45 pm Nov 2-Dec 14

Experienced Swimming for Adults
Strokes taught in this adult course include backcrawl, breaststroke and crawl stroke. Diving is also included. Swim cap required. Prerequisites: the ability to swim 20 yards, and be comfortable in deep water and underwater.
PES 53 / 6 sessions / 4.5 hours / $175
Sec 1: Mon 6:50 pm-7:35 pm Nov 4-Dec 9

Aqua Zumba for Adults
Splash your way into shape with an invigorating low-impact aquatic exercise. Known as the Zumba pool party, the Aqua Zumba program gives new meaning to the idea of a refreshing workout. Prerequisite: Ability to swim crawl stroke a minimum of 15 yards without stopping.
PES 68 / 6 sessions / 4.5 hours / $175
Sec 1: Sat 3:30 pm-4:15 pm Sep 7-Oct 19
Sec 2: Thu 6:50 pm-7:35 pm Sep 12-Oct 24
Sec 3: Sat 3:30 pm-4:15 pm Nov 2-Dec 14

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.
**Lifeguard Training Course**

Splash your way into shape with an invigorating Lifeguard Training provides entry-level participants the knowledge and skills to prevent, recognize, and respond to breathing and aquatic emergencies and to provide care for cardiac emergencies, injuries and sudden illnesses until EMS personnel arrives. Training includes Red Cross CPR and Lifeguard exam. Job placement available.

LFG 100 / 4 sessions / 25 hours / In-person / $395

Dates To Be Announced

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**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 am-9:45 am Sep 7-Oct 19
Sec 2: Sat 11:30 am-12:15 pm Sep 7-Oct 19
Sec 3: Sat 9 am-9:45 am Nov 2-Dec 14

**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 8:10 am-8:55 am Sep 7-Oct 19
Sec 2: Sat 9:50 am-10:35 am Sep 7-Oct 19
Sec 3: Sat 8:10 am-8:55 am Nov 2-Dec 14
Sec 4: Sat 9:50 am-10:35 am Nov 2-Dec 14

**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 10:40 am-11:25 am Sep 7-Oct 19
Sec 2: Sat 10:40 am-11:25 am Nov 2-Dec 14

**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
Sec 1: Sat 11:30 am-12:15 pm Nov 2-Dec 14

**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 / Sat 9-10 am / Dates to be announced

**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 III

**Swim Team — Yearly Membership Ages 6-18**
Contact Aquatics Director Peter Kiernan at (718) 960-7123 or peter.kiernan@lehman.cuny.edu
3-day per week tuition $500, 4-day tuition $600, 6-day tuition $750

**Swim Team — Semester Membership Ages 6-18**
Contact Aquatics Director Peter Kiernan at (718) 960-7123 or peter.kiernan@lehman.cuny.edu
3-day per week tuition $175, 4-day tuition $225, 6-day tuition $275
IN THE PHOTO: Mildred and her son Joshua are both pursuing degrees at Lehman.
Prepare for the Challenges of Tomorrow at Lehman College

Lehman College serves the Bronx and surrounding region as an intellectual, economic, and cultural center. The College provides undergraduate and graduate studies in the liberal arts and sciences and professional education within a dynamic research environment, while embracing diversity and actively engaging students in their academic, personal, and professional development.

Find your area of interest within our six schools:

» Continuing and Professional Studies
» Arts and Humanities
» Business
» Education
» Health Sciences, Human Services, and Nursing
» Natural and Social Sciences
There are opportunities for every type of learner at Lehman. In addition to the courses offered through the School of Continuing and Professional Studies, we invite you to explore these affordable options:

**Undergraduate Studies**

An undergraduate degree at Lehman College provides students with a liberal arts education as well as a specific area of interest to develop a sense of social responsibility; strong intellectual and practical skills that span all major fields of study.

- Over 70 undergraduate majors and 3 undergraduate certificate programs from which to choose
- 8 out of 10 students graduate debt free
- Rich student life opportunities including athletics, study abroad, clubs and organizations, experiential learning and more

Learn more: lehman.edu/admissions/ce.php
Email: undergraduate.admissions@lehman.cuny.edu

**Graduate Studies**

Lehman College’s graduate class schedules are arranged to accommodate working professionals and reasonably priced tuition enables scholars to work toward their futures affordably. The College’s more than 2,200 graduate students have access to extensive resources which are available to enhance learning.

- Over 65 Master’s Degrees and 40 advanced certificate programs
- Most programs offer courses in the evening and on weekends and several others provide a fully online option to meet the needs of working adults

Learn more: lehman.edu/admissions/ce.php
Email: graduate.admissions@lehman.cuny.edu
Adult Degree Programs

For individuals 24 years of age and older, Lehman’s Adult Degree Program (ADP) provides services and flexibility to help adults make a successful transition back to college. ADP students earn the same Lehman College degree but with additional support designed especially for adults.

» Bachelor’s Degrees: Over 70 majors or design your own
» Master of Arts in Liberal Studies focused on your specific interest
» Personalized advising
» Credit for prior learning

Call: 718-960-8666  
Email: adult.degree@lehman.cuny.edu  
Learn more: lehman.edu/adult

Online Programs

Flexible and affordable, Lehman offers a range of online course formats, from partially online, where scheduled class meetings take place through online platforms and virtual meetings, to fully online, where all courses and activities are done remotely.

» Bilingual Education. Ext. Clinically Rich—Intensive Teacher Institute (Grades B-6) or (Grades 5-12)  
» Business (in Human Resource Management), M.S.  
» Business (in International Business), M.S.  
» Educational Leadership as a School District Leader, Advanced Certificate  
» Health Education, Advanced Certificate  
» Health Education, MSEd  
» Health Education and Promotion, M.A.  
» Human Rights Education and Transformative Justice, Advanced Certificate  
» Organizational Leadership, Development and Change, Ed.D.  
» Organizational Leadership, M.S.

Learn more: lehman.edu/online
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

Chorus
MSP100 / In-Person / $50
Sec 1: Mon/Wed Time TBA Aug 28-Dec 11
Sec 2: Tue Time TBA Sep 3-Dec 3

Guitar Ensemble
MSP200 / On-Person / $50
Mon/Wed Time TBA Aug 28-Dec 11

Concert Band
MSP203 / In-Person / $50
Mon Time TBA Sep 9-Dec 9

Latin Band
MSP209 / In-Person / $50
Tue Time TBA Aug 29-Dec 10

Percussion Ensemble
MSP208 / In-Person / $50
Tue Time TBA Aug 29-Dec 10
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. 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 using www.https://ce.cuny.edu/lehman/checkoutsignin.cfm

Certificates & Transcripts
PDF Copy: Request a PDF of your certificate or transcript copy by completing the request form https://bit.ly/3EhaPbY
Hard Copy: Request a Certificate to be mailed: complete certificate request form. A $25 certificate fee* must be processed for each certificate to be mailed to you. Complete request form at: https://bit.ly/3EhaPbY
*Exceptions: No certificate fee required for CASAC, Dental Assistant, Pharmacy Technician, ESL and ed2go courses. Certificates are not issued for children’s classes.

Refunds
Registration Fees for the semester and $25 certificate fee are nonrefundable. CLEP Exam scheduling fee is non-refundable.

Course Refunds
Non-Credit Courses (greater than 4-weeks in duration)
- 100% refund, less registration fee- if written notification prior to 1st class.
- 50% refund, less registration fee- if written notification prior to 2nd class.
- No refund after second class session.
Non-Credit Courses (less than 4-weeks in duration)
- 100% refund, less registration fee- if written notification prior to 1st class access.
- No refund after first class session access.

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.
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/ydbmbam5 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:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
</tr>
<tr>
<td>B-</td>
<td>77-79</td>
</tr>
<tr>
<td>C+</td>
<td>74-76</td>
</tr>
<tr>
<td>C</td>
<td>70-73</td>
</tr>
<tr>
<td>C-</td>
<td>66-69</td>
</tr>
<tr>
<td>F</td>
<td>Failure/65 &amp; below*</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete work needs to be submitted within 2 weeks following class end date or grade becomes F.</td>
</tr>
</tbody>
</table>

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

**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://www.lehman.edu/student-affairs/community-standards.php.

**Helpful Links**

- Latest Brochure with Course Date Revisions:
  https://tinyurl.com/3hre6au5
- Continuing Education Policies and Procedures:
  https://tinyurl.com/2p99u9xy
- Lehman College Main Campus Virtual Tour:
  https://tinyurl.com/y623xwbm
- CUNY on the Concourse Municipal Parking:
  https://tinyurl.com/3brxy7j7
- Tax Credits:
  See page 9 for more information. Visit the IRS website at www.irs.gov to see if you are eligible for a tax credit.

**Fall 2024 Calendar**

**HOLIDAYS — NO CLASSES**

- Aug 30-Sep 2, 2024
  Mon Labor Day Weekend
- Oct 2-3, 2024
  Wed-Fri Rosh Hashanah Holiday
- Oct 11-12, 2024
  Fri-Sat Yom Kippur Holiday
- Oct 14, 2024
  Mon Indigenous Peoples Day
- Nov 27-Dec 1, 2024
  Wed-Sun Thanksgiving Holiday
- Dec 24-27, 2023
  Tue-Fri Christmas & Kwanzaa Holidays
- Dec 31-Jan 1, 2024
  Tue-Wed New Year Holiday
- Jan 20, 2025
  Mon Martin Luther King, Jr. Birthday Holiday
LEHMAN CAMPUS (LEHC)

250 Bedford Park Blvd. West, Gate 1 on Goulden Avenue
Carman Hall, Room 128

Questions about Online / Hybrid / HyFlex? See page 7 or email: ce@lehman.cuny.edu

Getting to Lehman Campus
www.lehman.edu/about/maps-and-directions.php
By Car: Major Deegan Expressway (I-87) to Van Cortlandt Park South exit; Bronx River Parkway or Saw Mill (Henry Hudson) Parkway to Mosholu Parkway exit.
By Bus: Bronx: #1, #2, #9, #10, #22, #25, #26, #32; Bronx/Manhattan #4A or #4B express to Bedford Park Boulevard; Westchester: #20, #20X, #4.
By Subway: IRT 4 or IND “D” or “B” to Bedford Park Boulevard. Metro North’s Harlem line to Botanical Gardens station then Bronx bus #25 or #26 to College; or Fordham station then Bronx bus #9 to Jerome Ave. or #22 to Goulden Ave.

CUNY ON THE CONCOURSE (COTC)

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

Questions about Online / Hybrid / HyFlex? See page 7 or email: ce@lehman.cuny.edu

Getting to CUNY on the Concourse
www.lehman.edu/academics/continuing-education/cuny-concourse.php
By Car: Major Deegan Expressway (I-87) or Bronx River Parkway to Fordham Rd. exit. Continue on Fordham Rd. to the corner of the Grand Concourse.
By Bus: Bronx: #1, #2, #12, #22, #24, #28, #32, #34 to Fordham Rd. and Grand Concourse. Westchester: #60, #61 to Valentine Ave.
By Subway: IRT 4 to Fordham Rd., or IND “D” or “B” to Fordham Rd.
Visit our registration website
https://ce.cuny.edu/lehman

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. 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
NEW Information Technology Programs

**CompTIA A+ Computer Tech**
CIP120 / 42 sessions / 139 hours / Hybrid* / $1995
24FA Tue/Thu 6:30 - 9:30 pm Sat 9 am-1 pm Sep 24-Jan 16, 2025

**CompTIA Security+**
CIP231 / 27 sessions / 81 hours / Online / $1395
24FA Tue/Thu 6:30 pm-9:30 pm Oct 1-Jan 16, 2025

Join us for the Information Technology Programs Info Sessions on:

Thursday, August 8
6:15 pm

Use the QR code above or visit https://tinyurl.com/4tzwvux5

Travon Campbell
Lehman College
CompTIA Instructor

Start your dream IT Career today, details on page 24
CAREER OPEN HOUSE

Wednesday, August 21, 2024 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/42jnkvd6 to reserve your spot!

HEALTHCARE
Clinical, Administrative, Substance Abuse Counseling

BUSINESS
Accounting, Executive Assistant, Digital Marketing, Real Estate

IT
Computer Technician & Networking

EDUCATION
Teacher Certification, Test Preparation

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