







School of Continuing & Professional Studies

Spring 2025

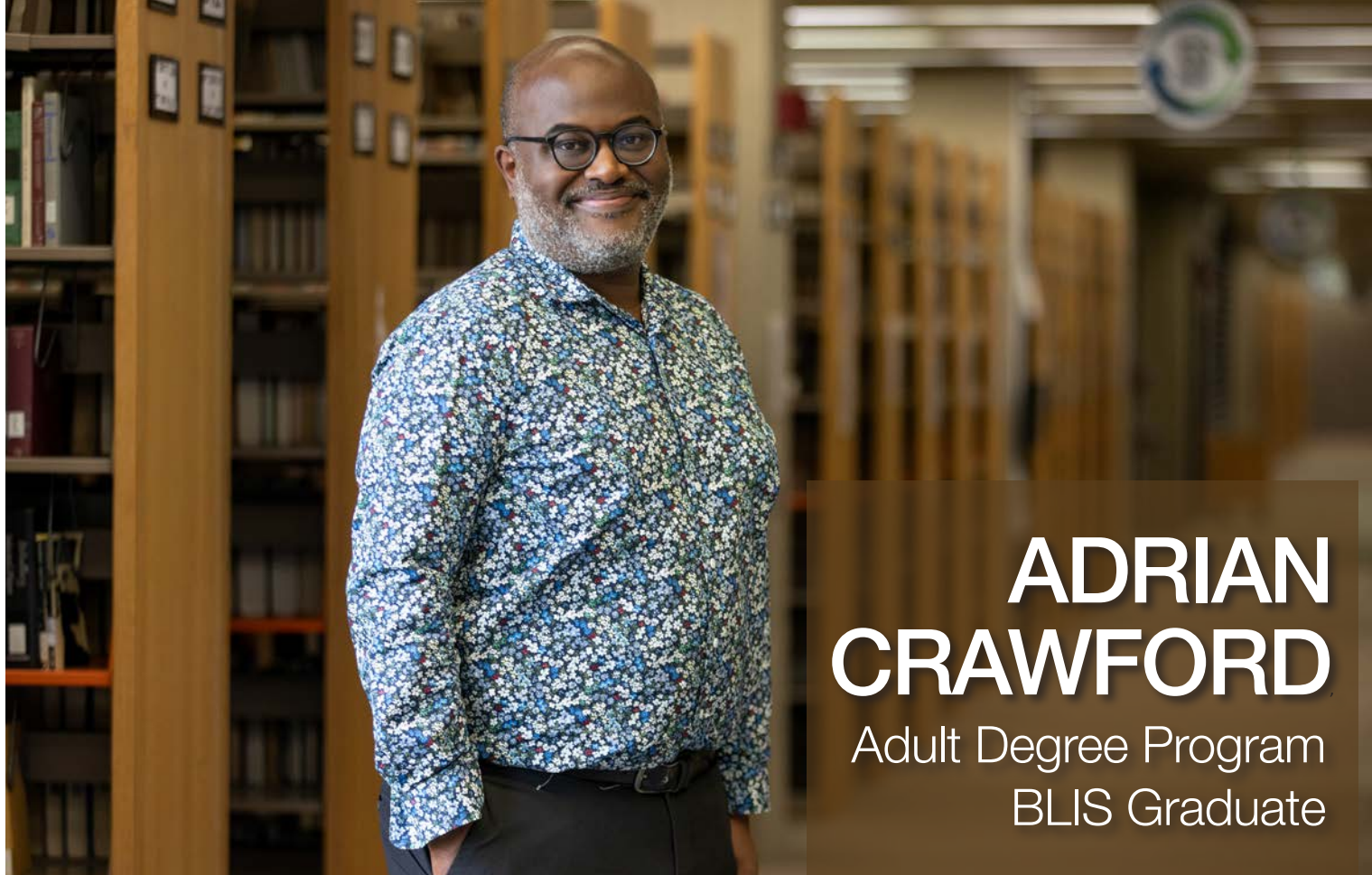
-  Healthcare
-  Business
-  Computers
-  Education
-  ESL
-  Cannabis Programs



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www.lehman.edu/ce



ADRIAN CRAWFORD

Adult Degree Program
BLIS Graduate

GRADUATE SPOTLIGHT

- ✓ **NEEDED** to start a new career
- ✓ **DECIDED** to return to college and earn his degree at Lehman College
- ✓ **SUPPORTED** by Adult Degree Program advisors he overcame barriers
- ✓ **GRADUATED** from Lehman with a Bachelor's degree in
Liberal and Interdisciplinary Studies

Before discovering Lehman College, Adrian Crawford was working a dead-end job in retail. He knew that he needed to go back to college to jump-start a new career, but as an older student his options felt limited. "I'll be honest, I was a little bit hesitant at first, and a little bit scared," says Adrian.

At the encouragement of friends who had graduated from Lehman, he decided to apply to Lehman through the Adult Degree Program. "My advisors in the program were so very supportive. They answered all my questions, but more than that... they believed in me, were invested in me and what I was able to do."

Never one to pursue a traditional path, with the help of his advisors Adrian decided to combine his passions for business, film and television, and fiction writing into a degree through the BLIS (Bachelor

of Arts or Sciences in Liberal and Interdisciplinary Studies) program. This allowed him to follow his own interests and create an educational experience that would support his goals and help him make his dream into a reality.

When asked about his experience with his team of academic counselors and advisors, Adrian has only three words: Positive, positive, positive. And for other older students who are thinking about going to college for the first time to get their degree?

"Don't doubt yourself at all. I was in that same position of doubting myself and thinking I'm too old to be in college. You're never too old to go to college, and it's always going to be a great experience in your life. And with Lehman, you're always going to have that support system — no matter what." ■

From the President



Dear Lehman College Students,

As we prepare for another exciting and enriching Spring semester, I am thrilled to share some of the recent achievements that reflect our ongoing commitment to excellence, equity, and innovation at Lehman College. Our faculty continues to inspire and lead, as demonstrated by the recent promotion of two of our finest professors, Naomi Zack and Timothy Alborn, to Distinguished Professors. Only three percent of the over 4,500 eligible faculty across the entire CUNY system hold this title. Dr. Zack's recognition is especially significant as she becomes the first person of color and only the second woman in Lehman's history to receive this honor.

The Adult Degree Program (ADP) remains a vital part of the Lehman experience. This year, multiple students from the ADP were awarded prestigious scholarships, underscoring the resilience and determination of individuals who return to college to create new opportunities for themselves and their families. ADP's work continues to play a critical role in fostering personal growth and community impact.

The Lehman Yankee Sports Management Mentorship Program was a home run, culminating with a completion ceremony at the stadium on game night. We look forward to another sports management mentorship series this Spring and a growing partnership with the Bronx Bombers, which already includes a new, media internship honoring the legacy of Armando Talavera, a groundbreaking legend in Yankees Spanish broadcasting.

Exemplifying our commitment to innovation, Lehman College was recently awarded a grant to launch our Growing Cyber Talent in the Bronx program. Building on the success of our Small Business Internship program, Growing Cyber Talent will provide cybersecurity training in the form of a course combined with paid internships with local small businesses. This creates a cybersecurity talent pipeline with career pathways for undergraduates, as well as accessible cybersecurity talent for our Bronx small business community.

Here's to the new semester and all that we will achieve together. In true Bronx fashion, we will continue to push boundaries, lift each other up, and make a difference for our students and our city.

Fernando Delgado, Ph.D.

President, Lehman College

From the Interim Provost



Dear Students,

Change is a constant in today's world, and at Lehman College, we are committed to helping you navigate those changes in your career. Whether you are looking to make a complete switch to your dream job or seeking to enhance the skills you already have, we are here to support you every step of the way. You don't need to have all the answers now—you just need to take that first step toward exploring the possibilities.

If you are looking to take that step, I hope we will see you at our Spring Career Open House on Wednesday, January 15th. This free online event is designed to help you discover the many opportunities available to you through our programs. You'll have the chance to explore classes and certifications, speak with instructors, and connect with alumni who have successfully made the leap into new careers or advanced in their current positions.

Remember, your future is what you make of it. With the flexibility of our in-person, hybrid, and online options, Lehman is ready to meet you where you are.

Jorge Silva-Puras, J.D., M.B.A.

Interim Provost and Senior Vice President for
Academic Affairs and Student Success

Contents



SCPS SCHOOL OF CONTINUING & PROFESSIONAL STUDIES

6-9

Career Open House, Wednesday, January 15, 2025 6:30 pm

Learn about SCPS at Lehman College: information about skills that get you the job, a variety of learning options, tuition assistance and registration options.



Clinical Healthcare

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Certified Nursing Assistant (CNA),
Patient Care Technician (PCT), EKG Technician, Phlebotomy Technician,
Dental Assistant, CPR & First Aid, Infection Control,
Emergency Medical Technician (EMT) Certification,
Certified Clinical Medical Assistant (CCMA)

Healthcare Related

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Medical Coding – Certified Professional Coder (CPC™),
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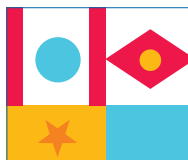
Learn English to get a better job, go to college, take a training course, or just get more out of life in the U.S.



Foreign Language

Practical Conversational Spanish,
American Sign Language,
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GED Exam Prep



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Lehman College.

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Swim, Lifeguard Training Course, Children's Learn-to-swim
classes, Swim Team

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4-Year Undergraduate Programs, Graduate Programs,
and Adult Degree Programs

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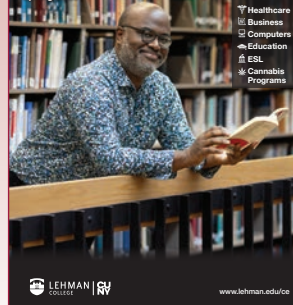


Important Information

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School of Continuing & Professional Studies

Spring 2025



SCHOOL OF CONTINUING & PROFESSIONAL STUDIES CATALOG PRODUCTION

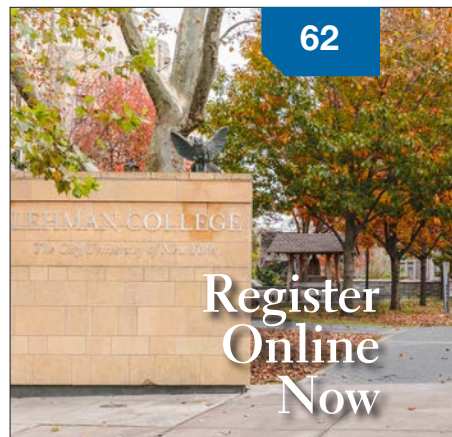
EDITOR:
Tim Bell

LAYOUT & DESIGN:
Riva Danzig

PRODUCTION ASSISTANT:
Maryann Drago-Dowling



Winner of CEANY 2019
Exemplary Marketing Program





LEHMAN
COLLEGE

CUNY

School of Continuing & Professional Studies

Career Open House

Wednesday,
Jan 15, 2025
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/4j6dh9f7> to reserve your spot!



Information Sessions

Information Technology

CompTIA IT

Thu, 1/9, 6:30-7:30 pm

Healthcare

Medical Billing & Coding

Sat, 1/4, 10-11 am

Allied Health (EKG, Medical Assistant)

Tue, 1/7, 6:30-7:30 pm

Patient Care Coordinator

Mon, 1/6, 6:30-7:30 pm

Sat, 1/25, 11 am-12 pm

CASAC

Wed, 1/8, 6:30-7:30 pm

Business

Microsoft Office & Executive Assistant

Wed, 1/22, 6:30-7:30 pm

Digital Marketing

Thu, 1/16, 6:30-7:30 pm



Scan QR code or visit <http://tinyurl.com/4tzwwux5> 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 all courses.

Learn your way

GET HELP PAYING FOR CLASSES

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/yufc8nzb>

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.

Get Help Paying for Classes

Saturday, Dec 7, 2024
10am-11am

Saturday, Jan 11, 2025
10am-11am

To register, use the QR code or visit:

<http://tinyurl.com/ycyn6cjb>



Maryann Drago-Dowling
Continuing Education —
Registrar

maryann.drago-dowling@lehman.cuny.edu

Discounts

Discounts are given on course tuition only for one course per semester on a space available basis. No discounts listed below apply to CAP 10, VPW 10, SWA 10, DSA 20, CLP 01/02 and Ed2Go online courses and specific courses as noted in the brochure.

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

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

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

Tax Credits for Continuing Education Programs

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

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

American Opportunity Tax Credit

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

Child and Dependent Care Tax Credit:

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

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

REGISTER TODAY



Online Registration is easier than ever!

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

See page 62 for step-by-step instructions.

QUESTIONS?

Live Chat @
www.lehman.edu/ce
or
email ce@lehman.cuny.edu



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.



Certified Nursing Assistant Class of 2024

ALUMNI SPOTLIGHT

- ✓ EARNED to learn at Lehman College
- ✓ COMPLETED internships at The New Jewish Home
- ✓ ACQUIRED hands-on experience working as a CNA
- ✓ GAINED skills for their careers in the medical field

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! ■

Certified Nursing Assistant (CNA) Voucher Included

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

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

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

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

PREREQUISITES

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

FOR MORE INFORMATION:

ce@lehman.cuny.edu

PROGRAM CERTIFICATION

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

TOPICS

Anatomy/Physiology and Fundamentals of Patient Care

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

Clinical for CNAs

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

Total Tuition: \$1,998*

\$2,128 includes the CPR class listed above

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

★ CNA SCHOLARSHIP

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

Scan the QR code or visit <https://tinyurl.com/ycyn6cjr> to sign up or attend a program or financial assistance information session.



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)

HYBRID Certified Nursing Assistant (CNA) Course 1

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

CNA90 / Hybrid / \$999

25SP Mon/Tue/Wed* 6-9:30 pm Jan 16-Mar 5

*In-person skills at CUNY on the Concourse Orientation Jan 16, 6-8 pm

HYBRID Certified Nursing Assistant (CNA) Course 2

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

CNA91 / Hybrid / \$999

25SP Mon/Tue/Wed* 6-9:30 pm Mar 17-May 8**

*In-person skills at CUNY on the Concourse

**Clinicals will be four days 8 am-4 pm during the week and will be scheduled in Apr or May.

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

CPR101 / 1 session / 6 hours / In-Person / \$130

25SP Sat 9:30 am-4:30 pm Mar 1

Prerequisite: Register for CNA90

First Aid (AHA Certification) (p. 14)

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

Certified Patient Care Technician (PCT/PCA) Program

PROGRAM DESCRIPTION:

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

PREREQUISITES

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

PROGRAM COURSES

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

PROGRAM CERTIFICATE

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

NHA exams fees are not included in course tuition.

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

HYBRID 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.

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
25SP Thu*/Sat* 6:30-9:30 pm Feb 6-Mar 8

*Select in-person skills at CUNY on the Concourse





Phlebotomy Technician

Kayla Neverson

Phlebotomy Technician Graduate

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

PREREQUISITE

High School diploma or equivalency.

PROGRAM COURSES

1. Phlebotomy: Part I
2. Phlebotomy: Part II
3. CPR: BLS with AED for Health Care Providers (p. 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>

Clinical Healthcare Programs Information Session

Tuesday, January 7 at 6:30 pm

Use QR code or visit
<https://tinyurl.com/4tzwwux5>



Phlebotomy I

HYBRID

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

PLB101 / 12 Sessions / 36 Hours / Hybrid / \$650

25SP Mon*/Wed 6:30-9:30 pm Feb 3-Mar 19

*Select in-person skills at CUNY on the Concourse

Phlebotomy II: Advanced Clinical

HYBRID

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

25SP Mon*/Wed 6:30-9:30 pm Mar 31-May 14

*in-person skills at CUNY on the Concourse

RELATED COURSES:

CPR: Basic Life Support (BLS) with AED for Health Care Providers (p. 14)

First Aid (AHA Certification)
Recommended (p. 14)

Dental Assistant Externship Included

The 80-hour dental assistant training program followed by a 40-hour externship prepares students for one of the fastest growing 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 operator, 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
25SP Tue/Thu 6 pm - 9:30 pm Mar 11-May 27

*In-person sessions at CUNY on the Concourse: 3/11, 4/24, 5/1 & 5/8
NO DISCOUNTS APPLY TO THIS COURSE

HYBRID

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

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

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

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

CPR100 / 1 Session / 6 Hours / In-Person / \$130

Sec 1: 25SP Sat 9:30 am-4:30 pm Mar 29

Sec 2: 25SP Sat 9:30 am-4:30 pm Apr 26

Sec 3: 25SP Sat 9:30 am-4:30 pm May 10

IN-PERSON First Aid (AHA Certification)

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

MAS17 / 1 Session / 3 Hours / In-Person / \$75

25SP Sat 9:30 am-12:30 pm Mar 15

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.

SELF-PACED 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

Emergency Medical Technician (EMT) Training



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

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

For Spring 2025 class information: <https://auraprep.enrollware.com/enroll?id=10247281>

HYBRID

Emergency Medical Technician (EMT course)

Prerequisite: High School diploma or equivalency

EMT100 / Hybrid* / \$1,299

25SP Tue/Thu 10 am-2 pm or 6-10pm Jan 16-May 15

*Tue/Thu Apr 1-May 15, 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/5dwz2rys>

Email: immigrant.nursing@lehman.cuny.edu

Certified Clinical Medical Assistant CCMA

Externship Included

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

Clinical Healthcare Program Info Session

Tuesday, January 7
at 6:30 pm



Use the QR code or visit

<https://tinyurl.com/4tzwwux5>
to register

NEW & CONTINUING STUDENTS:

ONLINE Medical Office Business Practice: Part 1 & 2

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

MAS30 / 10 Sessions / 30 Hours / Online / \$390 25SP
Mon/Wed 6:30-9:30 pm Jan 22-Mar 3

MAS31 / 10 Sessions / 30 Hours / Online / \$390 25SP
Mon/Wed 6:30-9:30 pm Mar 10-Apr 9

ONLINE Medical Terminology Anatomy and Physiology Part 1

Offered Summer 2025

ONLINE Medical Terminology: Anatomy and Physiology Part 2

Offered Summer 2025

WORKFORCE1

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

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

Set up Workforce1 online account:

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

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

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

HYBRID**Clinical Practice: Part 1**

This two-part course prepares you for understanding and performing a wide range of clinical medical assistant procedures by combining theory with hands-on clinical skills practice.

Prerequisites: MAS01, MAS02.

MAS40 / 17 Sessions / 51 Hours / Hybrid / \$650

25SP Mon*/Wed*/Sat 6:30-9:30 pm Apr 23-Jun 4

*Select in-person skills at CUNY on the Concourse

HYBRID**Clinical Practice: Part 2**

MAS41 / 17 Sessions / 51 Hours / Hybrid / \$650

25SU Mon*/Wed*/Sat 6:30-9:30 pm Jun 16-Jul 23

*Select in-person skills at CUNY on the Concourse

IN-PERSON**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).

MAS06 / 1 Session / 6 Hours / In-Person / \$130

25SP Sat 9:30-4:30 pm May 10

ONLINE**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

Sat 9:30 am-12:30 pm Feb 1-15

Externship / 100 hours / In-person / Off-site

Dates and times to be announced

ONLINE**Certification Exam Review**

Certification is encouraged as it allows MA students to demonstrate their competency in the professional and clinical knowledge base that a medical assistant is responsible for. Prerequisites: MAS01, MAS02.

MAS20 / 2 Sessions / 6 Hours / Online / \$120

25SP Sat 9:30 am-12:30 pm Jan 11-18



Norma De La Rosa

Certified Clinical Medical Assistant at Mt. Sinai Hospital

ALUMNI SPOTLIGHT

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

Medical Billing & Coding Information Session

Tuesday, January 4 at 10 am

Use QR code or visit
<https://tinyurl.com/4tzwwvx5>



EARN TWO AAPC CERTIFICATES IN JUST 18 MONTHS

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

PROGRAM PREREQUISITES

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

PROGRAM COORDINATOR:

Teresa Stamoutsos

teresa.stamoutsos@lehman.cuny.edu

COURSE SEQUENCE

MEDICAL TERMINOLOGY FOR BILLING & CODING PARTS 1 & 2

Medical Billing & Insurance (AAPC CPB™) Parts 1 & 2

Medical Coding (AAPC CPC™) Parts 1 & 2

Certified Professional Biller Practicum & Exam

Certified Professional Coder Practicum & Exam

"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." ■

Katrina Yardbrough

Medical Biller and
Coder Graduate



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.

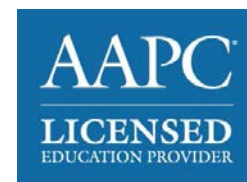
Q: Is an AAPC certification worth it for medical billing and coding jobs?

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 \$5,640, 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.



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.

MEDICAL BILLER and MEDICAL CODER – continued

PREREQUISITE COURSES

ONLINE

Medical Terminology for Billing & Coding, Part 1★

This course will provide you with an understanding of medical terminology and anatomy to set the foundation for pursuing a career as a medical biller or coder. Textbook: *The Language of Medicine*, Davi-Ellen Chabner

CBP11 / 13 Sessions / 39 Hours / Online / \$575
25SP Tue/Thu 6:30-9:30 pm Jan 23-Mar 6

ONLINE

Medical Terminology for Billing & Coding, Part 2★

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

CBP12 / 13 Sessions / 39 Hours / Online / \$575
25SP Tue/Thu 6:30-9:30 pm Mar 11-Apr 22

Certified Professional Biller Courses

ONLINE

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

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

Prerequisite: CBP 01 or equivalent Medical Terminology course.

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
25SP Mon/Wed 6:30-9:30 pm Jan 27-Mar 19

ONLINE

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
25SP Mon/Wed 6:30-9:30 pm Mar 31-May 14

HYBRID

Certified Professional Biller 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. Prerequisite: CPB 03. **NO DISCOUNT**

CBP04 / 6 Sessions / 18 Hours / Hybrid / \$715
25SP Mon/Wed 6:30-9:30 pm May 28-Jun 16

Certified Professional Coder Courses

ONLINE

Medical Coding (AAPC CPC™), Part 1★

This course will teach you the fundamental principles of medical coding, preparing you for a career in the healthcare industry. The program includes a 1-year AAPC membership. 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 / 16 Sessions / 48 Hours / Online / \$815
25SP Mon/Wed/Sat 6:30-9:30 pm Jan 27-Mar 19 (2 Sat 2/15, 3/15)

ONLINE

Medical Coding (AAPC CPC™), Part 2★

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

CPC03 / 16 Sessions / 48 Hours / Online / \$815
25SP Mon/Wed/Sat 6:30-9:30 pm Mar 31-May 14 (2 Sat 4/26, 5/10)

HYBRID

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. **NO DISCOUNT**

CPC04 / 6 Sessions / 18 Hours / Hybrid / \$715
25SP Mon/Wed 6:30-9:30 pm May 28-Jun 16



★ 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/ycyn6cjb> to sign up to attend a program or financial assistance information session.



Pharmacy Technician Externship Included



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 Externship Included

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

NO DISCOUNTS APPLY TO THIS COURSE

PTP200 / 20 sessions / 60 hours / Hybrid / \$1,499

25SP Mon/Wed 6:30 pm-9:30 pm / Mar 12-May 28

*In-person sessions at CUNY on the Concourse: 5/7, 5/12, 5/14

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.

Free Career Open House

Wednesday, January 15 at 6:30 pm

Use QR code or visit
<https://tinyurl.com/4j6dh9f7>



HYBRID

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

ONLINE Intro to Care Management

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

PCO10 / 5 Sessions / 15 Hours / Online / \$295
25SP Mon/Wed 6:30-9:30 pm Feb 24-Mar 10

ONLINE Motivational Interviewing (MI)

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

PCO20 / 5 Sessions / 15 Hours / Online / \$295
25SP Mon/Wed 6:30-9:30 pm Mar 17-31

Patient Care Coordinator Information Session

Monday, January 6 at 6:30 pm

Saturday, January 25 at 11 am

Use the QR code or visit
<https://tinyurl.com/4tzwvux5>
to register



ONLINE Chronic Conditions and Addiction: Healthy Outcomes

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

PCO30 / 5 Sessions / 15 Hours / Online / \$295
25SP Mon/Wed 6:30-9:30 pm Apr 7-28

ONLINE Mental Health and Emotional Support

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

PCO40 / 5 Sessions / 15 Hours / Online / \$295
25SP Mon/Wed 6:30-9:30 pm May 5-19

CASAC

Credentialed Alcoholism & Substance Abuse Counselor

CASAC Program Information Session

Wednesday, January 8 at 6:30 pm

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



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.

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



ONLINE

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 25SP Tue/Thu 6:30-9:35 pm Feb 6-Mar 20

ONLINE

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 25SP Tue/Thu 6:30-9:30 pm Apr 3-May 29

ONLINE

Counseling Issues III: Communicable Diseases and Special Populations

This course outlines the importance of necessary knowledge in counseling clients with communicable diseases including HIV, AIDS, tuberculosis and hepatitis. The course expounds upon and provides knowledge of special populations and the impact of substance use disorders on these various special populations such as the homeless, women, teenagers, and the elderly, MICA, racial and ethnic minorities, the LGBT population and the disabled are considered in the context of techniques and approaches in outreach referral and treatment. (Prerequisites: ASC 01 or permission of program coordinator.)

ASC28 / 11 Sessions / 35 Hours / Online / \$500 25SP Tue/Thu 6:30-9:35 pm Feb 13-Mar 20

ONLINE

Assessment, Clinical Evaluation, Case Management and Referral

This course will clearly outline and define the comprehensive clinical assessment process. Assessment, Case Management and Referral will be explored and elaborated on as part of the CASAC 12 Core Function dynamic. Students will learn and demonstrate an understanding of clinical evaluation and the impact on case management and the referral process. Interviewing techniques and instruments used in assessment and case management are covered. The role of the CASAC counselor in the larger context of social and other human services delivery systems is also addressed. (Prerequisites: ASC 01, ASC 02, and ASC 31.)

ASC33 / 13 Sessions / 40 Hours / Online / \$575 25SP Mon/Wed 6:30-9:35 pm Apr 2-May 21

ONLINE

Ethics, Ethical Practice and Counselor Wellness and Responsibility

Covers basic definitions of ethical behavior in the counselor/client relationship and addresses transference and counter-transference and their roles in maintaining ethical behavior. Federal and state guidelines regarding ethics are also addressed including confidentiality from clinical and legal perspectives, and how to explain related issues such as signed consent forms to their clients. Prerequisites: ASC 01 and ASC 02 or permission of program coordinator.

ASC42 / 15 Sessions / 45 Hours / Online / \$650 25SP Tue/Thu 6:30-9:30 pm Apr 3-May 29

ONLINE

Human Growth and Development

Physical growth and psychological development from the prenatal period through late adulthood are studied. The relationship between life-span development and alcohol and substance abuse issues is addressed. Undergraduate or graduate courses in this area might be accepted for CASAC credentialing; therefore students are advised to consult with the program coordinator prior to enrolling.

ASC26 / 10 Sessions / 30 Hours / Online / \$450 25SP Mon/Wed 6:30-9:30 pm Feb 10-Mar 19

ONLINE

CASAC Exam Prep

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.

ASC60 / 3 Sessions / 9 Hours / Online / \$175 25SP Sat 9:30 am-12:30 pm Mar 8-22

INFORMATION TECHNOLOGY



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

PREPARE FOR INDUSTRY-RECOGNIZED CERTIFICATIONS

- CompTIA A+ Computer Technician
- CompTIA Network+
- CompTIA Security+
- CompTIA Linux+
- CompTIA Cloud+
- Virtual Reality Training Academy

COORDINATOR:

computer.programs@lehman.cuny.edu

IT Program Information Session



Thursday, January 9

6:30 pm

Use the QR code or visit

<https://tinyurl.com/4tzwvux5>
to register

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.

Information Technology Programs

CompTIA
Authorized Partner

ACADEMIC
PARTNER

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 / 46 Sessions / 138 Hours / Hybrid / \$1995

25SP Mon/Wed/Thu 6:30-9:30 pm Jan 22-May 19

*Select sessions at CUNY on the Concourse. (To confirm 2/27, 3/20, 4/3, 4/24)

★ A+ SCHOLARSHIP

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

Scan the QR code or visit <https://tinyurl.com/ycyn6cqv> to sign up to attend a program or financial assistance information session.



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

25SP Tue/Thu 6:30-9:30 pm

Feb 25-May 22

*Select sessions at CUNY on the Concourse

ONLINE

CompTIA Security+

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

CIP231 / 27 Sessions / 81 Hours / Online / \$1395

25SP Tue/Thu 6:30-9:30 pm Feb 18-May 27

ONLINE

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 / \$1295

25SP Mon/Wed 6:30-9:30 pm Feb 24-May 21

ONLINE

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 / \$1295

25SP Tue/Thu 6:30-9:30 pm Feb 27-May 27

ANN MARIE EDWARDS

CompTIA+ Computer Technician Program Graduate



GRADUATE SPOTLIGHT

- ✓ **CHALLENGED** herself to learn a new skill
- ✓ **SECURED** an ASSET Scholarship for 50% of tuition
- ✓ **GAINED** hands-on experience working with computers
- ✓ **PREPARED** for an exciting new career in IT!

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. ■

Virtual Reality Training Academy (Unity)

Information Technology Programs Information Sessions

Thursday, January 9 at 6:30 pm

Use the QR code or visit
<https://tinyurl.com/45euaba9>



HYFLEX

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 / Hybrid / \$499*

25SP Tue/Thu 6:30-8:30 pm Feb 11-Mar 13

*Partially subsidized by NYC Council



HYFLEX

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 / Hybrid / \$499*
Scheduled to be announced

*Partially subsidized by NYC Council

BUSINESS & PROFESSIONAL CERTIFICATES

Free Career Open House

Wednesday, January 15, 2025
6:30 pm



Use the QR code or visit
<https://tinyurl.com/4j6dh9f7> to register

Accountant Assistant

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

PROGRAM COURSES

1. Bookkeeping 1
2. Bookkeeping 2
3. QuickBooks
4. 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

ONLINE

Bookkeeping 1

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

CFM38 / 10 Sessions / 27.5 Hours / Online / \$369
25SP Tue 7-9:45 pm Jan 28-Apr 1

ONLINE

Bookkeeping 2

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

CFM37 / 10 Sessions / 27.5 Hours / Online / \$369
25SP Tue 7-9:45 pm Apr 22-Jun 24

ONLINE

QuickBooks

This hands-on course teaches you how to perform basic accounting procedures using this popular software. This course also covers the role of QuickBooks

Accounting and Microsoft Excel in the development and management of record-keeping initiatives. Prerequisites: Recent completion of CFM 38, current experience or pre-test.

CFM39 / 10 Sessions / 27.5 Hours / Online / \$435
25SP Thu 7-9:45 pm Jan 30-Apr 3

ONLINE

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





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

ONLINE Business Taxation

This course includes an in-depth analysis of business and wealth transfer taxes. Topics include: the rules and regulations concerning the taxation of business entities, i.e., individual proprietorships, partnerships and corporations; and wealth transfer taxes on gifts, estates and trusts. The course also covers the qualifications and filing requirements of exempt organizations. Prerequisite: CFM 46 or equivalent tax preparation course or experience.

ENR102 / 12 sessions / 42 hours / Online / \$575

25SP Sat 9:30 am-1:00 pm Feb 22-May 31

TAX RETURN PREPARER

ONLINE

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

TAX20 / 20 sessions / 60 hours / Online / \$825
Offered in Summer 2025



Microsoft Office 365 Program

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>

IN-PERSON

Computer and Microsoft Windows Basics

Gain confidence with computing through hands-on instruction in computer lab.

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

MOS01 / 3 sessions / 9 hours / In-Person* / \$160
25SP Sat 10 am-1 pm Apr 25-May 3
*CUNY on the Concourse (COTC),
3rd fl. Computer Lab

HYBRID

Microsoft Office Essentials

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

MOS02 / 4 Sessions / 10 Hours / Hybrid / \$175
25SP Tue/Thu 6:30-9 PM Feb 11-20

HAVE EXPERIENCE IN MS OFFICE?

Complete a 2-part equivalency exam at <https://bit.ly/3rkglW1> to waive courses.

ONLINE

Microsoft 365 Suite

Learn the cloud-based suite of applications (Outlook, Word, PowerPoint, and more) used by most big businesses today.

Improve your efficiency and productivity by mastering the sharing and collaboration features built into Office 365. Guest accounts are included for the length of the class. Prerequisite: MOS 02 Microsoft Office Essentials or equivalent experience or training.

MOS10 / 11 sessions / 27.5 hours / Online / \$385

25SP Mon/Wed 6:30-9:15 pm Feb 24-Mar 26

ONLINE

Microsoft Excel: Part 1

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

CFM60 / 6 sessions / 15 hours / Online / \$230

25SP Tue/Thu 6:30-9 pm Mar 18-Apr 3

ONLINE

Microsoft Excel: Part 2

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

CFM61 / 6 sessions / 15 hours / Online / \$230
25SP Tue/Thu 6:30-9 pm Apr 22-May 8

ONLINE

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 6:30-9 pm May 28-Jun 16

COORDINATOR

Lesley Flor Figueroa

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

Microsoft Office & Executive Assistant Information Sessions

Wednesday, January 22 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>

ONLINE

Executive Assistant Capstone

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

AEA10 / 8 sessions / 20 hours / Online / \$290
25SP Mon/Wed 6:30-9 pm Mar 24-Apr 23



Digital Marketing Information Session

Thursday, Jan 16
6:30 pm



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

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

ONLINE

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
25SP Tue/Thu 6:30-9 pm Feb 11-27

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
25SP 6:30-9 pm Mar 4-20

ONLINE

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
25SP Tue/Thu 6:30-9 pm Apr 3-10

ONLINE

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 6:30-9 pm Apr 29-May 6

Real Estate, and Notary

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

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



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.

HYBRID

Real Estate Salesperson's Course

RES33 / 25 sessions / 75 hours / Online / \$550

25SP Mon/Wed/Fri 6:30-9:30 pm Feb 24-Apr 28

*Final Exam: Wed May 14 8 6:30-9:30 pm in-person at CUNY on the Concourse

HYBRID

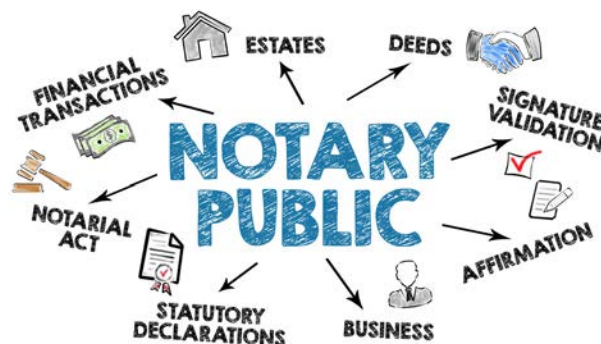
Real Estate Salesperson's Exam Prep

Extensive review material and extra sessions will help prepare you for success on the Salesperson's examination.

RES34 / 5 sessions / 15 hours / Online / \$235

25SP Mon/Wed/Fri 6:30-9:30 pm Apr 30-May 9

*Final Exam: Wed May 14 8 6:30-9:30 pm in-person at CUNY on the Concourse



NOTARY PUBLIC EXAM PREPARATION

ONLINE

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

NTP10 / 1 session / 5.5 hours / Online / \$125

Sec 1: Sat 9:30 am-3:30 pm Feb 22

Sec 2: Sat 9:30 am-3:30 pm April 26



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

SELF-PACED For course descriptions and a full listing of over 250 online courses visit www.ed2go.com/lehman. Tuition for most classes is \$125 (registration fee included). Six-week, twelve-session classes begin on Wednesdays: 12/18/24, 1/15/25, 2/12, 3/12, 4/16, 5/14, 6/11 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/lehman

FOR MORE INFORMATION:

Maryann Drago-Dowling

maryann.drago-dowling@lehman.cuny.edu

SMALL BUSINESS

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.



CONTACT INFORMATION:

Business.incubator@lehman.cuny.edu

FOLLOW US ON SOCIAL MEDIA

BBTI on
Facebook



BBTI on
Instagram



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.” ■



SINCE OCTOBER 2020

1546
clients
served

\$35M
used to start
or expand businesses

1548
jobs have been
created or saved

151
training
events

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://lehman.edu/techincubator/Business-Training/cannabis-workforce/>

To Join the Bronx Business Tech Incubator, fill out the registration form at: [https:// lehman.edu/techincubator/Tech-Incubator/memberships/](https://lehman.edu/techincubator/Tech-Incubator/memberships/)

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



Cannabis Workforce Development Training

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

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
or scan to visit



ESL ENGLISH AS A SECOND LANGUAGE

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.

Make the transition from English language instruction to Lehman College and contact us today.

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



Alberto Garcia Mendoza

ESL Program Graduate

"It doesn't feel good if you can't talk with people, or to be quiet when someone wants to talk with you. Having good English skills give you a choice. I took reading, writing and grammar as well as listening, speaking, and pronunciation. Now I can read the newspaper, magazines, and books, all of which help improve my listening and speaking."



Citizenship Now!

Free Citizenship Classes

Free immigration services to all members of the community (both CUNY students and non-students)

<https://tinyurl.com/25d72zn2>

Clases gratuitas de ciudadanía Servicios de inmigración gratuitos para todos los miembros de la comunidad (tanto estudiantes como no estudiantes de CUNY)

DAYTIME INTENSIVE ENGLISH PROGRAM

Improve your English In-person at Lehman College!

Take the next step toward a college degree.

IMPORTANT DATES

Jan 15th — Spring A Classes Start

Mar 19th — Spring B Classes Start

Placement Testing Required

Call 718-960-8512

esl.program@lehman.cuny.edu

IN-PERSON AT LEHMAN COLLEGE

IN-PERSON

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 at least 50% of tuition for the intensive English Program. For more information on how to apply, 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: ¡empieza 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.

Career Open House

Wednesday, January 15 2025

6:30 pm

Use the QR code or visit <http://tinyurl.com/4j6dh9f7>



If you are a beginner, we recommend that students complete at least two classes. For example, Fall A: English for Beginners and Fall B: English for Beginners. Courses can be repeated to reinforce learning and facilitate continuous progress in your English language journey.



SPRING A CLASSES JAN 15 - MAR 10

English for Beginners

ONLINE ESL02 / 12 sessions / 24 hours /
Online / \$260
25SP Mon/Wed 6:30 pm-8:30 am
Jan 22-Mar 10

English for Success

ONLINE ESL04 / 18 sessions / 54 hours /
Online / \$540
25SP Mon/Wed/Thu 6-9 pm
Jan 27-Mar 12

Evening ESL Listening/ Speaking

ONLINE ESL23 / 12 sessions / 24 hours /
Online / \$260
25SP Mon/Wed 6:30-8:30 pm
Jan 27-Mar 12

Evening ESL Reading and Writing

ONLINE ESL26 / 12 sessions / 24 hours /
Online / \$260
25SP Tue/Thu 6:30-8:30 pm

SPRING B CLASSES MAR 19 - MAY 6

English for Beginners

ONLINE ESL02 / 12 sessions / 24 hours /
Online / \$260
25SP Mon/Wed 6:30-8:30 pm
Mar 26-May 5

English for Beginners

IN-PERSON ESL03 / 12 sessions / 24 hours /
In-Person / \$260
25SP Tue/Thu 9:30-11:30 am
Mar 25-May 1

English for Success

ONLINE ESL04 / 18 sessions / 54 hours /
Online / \$540
25SP Mon/Wed/Thu 6-9 pm
Mar 26-May 5

Evening ESL Listening/ Speaking

ONLINE ESL23 / 12 sessions / 24 hours /
Online / \$260
25SP Mon/Wed 6:30-8:30 pm
Mar 26-May 5

ESL - English for the Workplace

ONLINE ESL19 / 12 sessions / 24 hours /
Online / \$260
25SP Tue/Thu 6:30-8:30 pm
Mar 25-May 1

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/5dwz2rys>
Email: immigrant.nursing@lehman.cuny.edu

Foreign Languages

ONLINE

Practical Conversational Spanish 1

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

LSP20 / 5 sessions / 10.5 hours / Online / \$165
 25SP Sat 9:30-11:35 am Mar 8-Apr 5

ONLINE

Practical Conversational Spanish 2

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

LSP21 / 6 sessions / 10.5 hours / Online / \$165
 25SP Sat 9:30-11:15 am Apr 26-Jun 14



ONLINE

American Sign Language 1

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

ASL10 / 6 sessions / 10.5 hours / Online / \$165
 25SP Tue/Thu 6:30-8:15 pm Mar 4-20

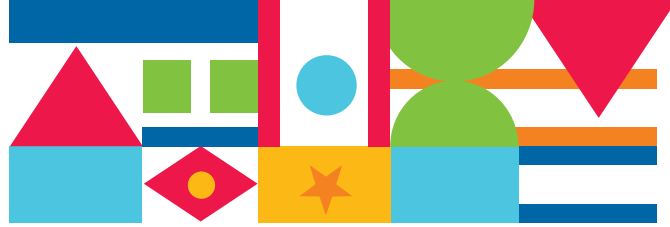
ONLINE

American Sign Language 2

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

ASL11 / 6 sessions / 10.5 hours / Online / \$165
 25SP Tue/Thu 6:30-8:15 pm Dates TBA

LATINO STUDIES



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

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

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

PROGRAM COURSES

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

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.

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.

SCHEDULE TO BE ANNOUNCED FOR:

- ★ Latino Migrations
- ★ Latino Political Economy
- ★ Latino Social Movements
- ★ Latinos In Film

Visite o site para
tradução em português

Visite el sitio web para
la traducción al español

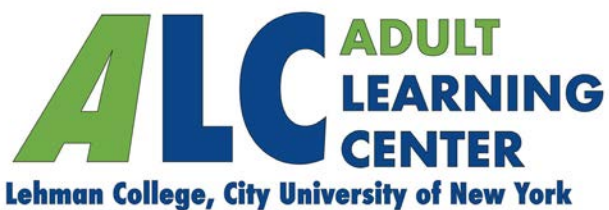
COORDINATOR

Mila Burns

mila.burns@lehman.cuny.edu



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

ONLINE 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 January 2025 classes is open until classes fill.

FOR MORE INFORMATION:

<https://www.lehman.edu/institute-literacy-studies/alc/index.php>

TESTING CENTER | CUNY ON THE CONCOURSE (COTC) at LEHMAN COLLEGE



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.

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).



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



www.measurelearning.com

MEASURE LEARNING

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



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.



PROMETRIC STATE CERTIFICATION EXAM

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



https://www.nhanow.com/get-certified

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.





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.

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

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 student EMPLID 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.

Free Career Open House

Wednesday, January 15
6:30 pm

<https://tinyurl.com/4j6dh9f7>



SELF-PACED 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 / \$89*
*Price is \$69 with promo Code LEHMAN20

SELF-PACED Violence Prevention and Intervention (SAVE training)

Learn to use techniques and practical approaches to avoid and defuse violent situations in school. This workshop provides an understanding of the dynamics of assaultive, aggressive behavior and tools to avoid becoming victimized in school.

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

SELF-PACED 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

SELF-PACED 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.



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

46 Visit www.lehman.edu/ce to CHAT, register, or view brochure for latest information • Email ce@lehman.cuny.edu

★ ELECTRONIC REPORTING

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.



Test Preparation

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>

ONLINE

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: Text required: NYSTCE Assessment of Assistant Teaching Skills-ATAS 95 Test, Educational Testing Group ISBN 9781795654197 from amazon.com. For more information about paraprofessionals, visit: <https://www.schools.nyc.gov/careers/other-jobs-in-schools/> or about the exam: <https://tinyurl.com/yckpbpub>

ATP102 / 1 session / 5 hours / Online / \$139
25SP Sat 10 am-3 pm May 3

FOR MORE INFORMATION

maryann.drago-dowling@lehman.cuny.edu

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>

ONLINE

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: 25SP Sat 10 am-3 pm Feb 15

Sec 2: 25SP Sat 10 am-3 pm Apr 26

ONLINE

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)

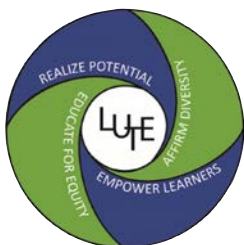
CST14 / 1 session / 5 hours / Online / \$139

25SP Sat 10 am-3 pm Mar 15



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 MASTER'S 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:

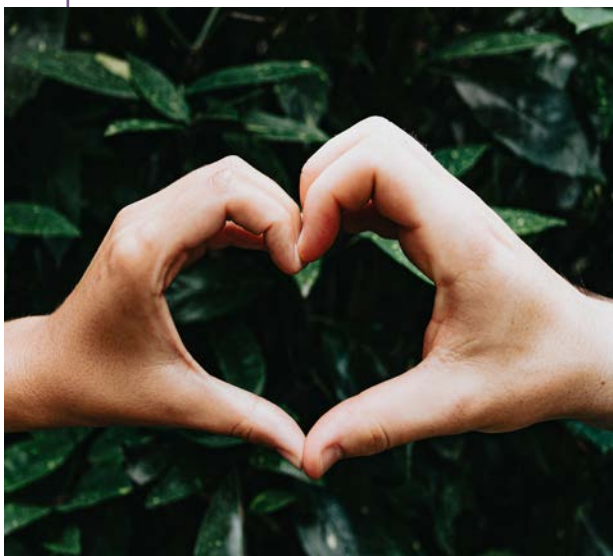
Grades 7-12 English and Students with Disabilities (39 credits)
Grades 7-12 Math and Students with Disabilities (42 credits)
Grades 7-12 Social Studies and Students with Disabilities (39 credits)
Grades 7-12 Biology, Chemistry, Earth Sciences or Physics and Students with Disabilities (45 credits)

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

For more information contact Prof. Tashika McBride:
tashika.mcbride@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



ARE YOU READY FOR SUMMER CAMP 2025?!!

A SUMMER OF FUN & LEARNING
Explore, engage, excel. Your kid's summer awaits.

Dates: July 7 - August 15

Hours: 8 AM - 6 PM Monday-Friday

Price: \$3,750 (Early Bird All-Inclusive Pricing ends April 25th)

6-Weeks of Fun in the Sun - All-Inclusive Pricing

- >Camp Activities, Classes and Programs
- >Free Meals and Snacks >Camper T-Shirts
- >Supervision >Olympic-Size Pool

EARLY BIRD SPECIAL: Save \$300 on 6-Week All Day Camp
That's a savings of \$300 off the regular price of \$4,050!

HOW TO SAVE: Submit your deposit by Friday April 25th
Pay your balance by May 26th (Memorial Day)

**Don't miss this opportunity to save
on your child's summer adventure.**

Flexible Options

If you're interested in learning about other flexible options to attend summer camp, please contact our Camp Director, Brandon Taylor
summer.camp@lehman.cuny.edu





GROUPS / AGES

Junior: Ages 6-8 years

Senior: ages 9-12 years

ACTIVITIES

- Sports
- Self Defense
- Computers
- Reading & Writing Circle
- Math Games
- Arts & Crafts
- Dance
- Nature
- Swimming

IMPORTANT 2025 SUMMER CAMP DATES

Friday, April 25

EARLY BIRD DISCOUNT DEADLINE

Monday, May 26

DEADLINE TO REGISTER & PAY IN FULL

Saturday, June 20 10:30 am - 12 pm

IN-PERSON ORIENTATION

Open House

Meet the Camp Director

Wednesday, February 19, 7 pm

Saturday, March 15, 10 am

Wednesday, March 26, 7 pm

Saturday, April 12, 10 am

Saturday, May 10, 10 am

Required Documentation

All documentation including complete medical history must be received by Monday, May 26.

**For more information
or to register, please contact:**

Brandon Taylor

summer.camp@lehman.cuny.edu

**LICENSED BY
NYC Department of
Health and Mental Hygiene**

Swim Class Orientation Session

Friday, January 10

Wednesday, February 26

Wednesday, April 16

6:30-7:30 pm

Use the QR code or visit

<https://tinyurl.com/4tzwvux5>



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: Mon/Wed 5:10-5:55 pm Jan 13-Feb 3

Sec 2: Mon/Wed 6-6:45 pm Jan 13-Feb 3

Sec 3: Fri 5:10-5:55 pm Jan 17-Feb 21

Sec 4: Fri 6-6:45 pm Jan 17-Feb 21

Sec 5: Sat 1-1:45 pm Jan 18-Feb 22

Sec 6: Sat 1:50-2:35 pm Jan 18-Feb 22

Sec 7: Tue/Thu 6-6:45 pm Feb 4-20

Sec 8: Tue/Thu 6:50-7:35 pm Feb 4-20

Sec 9: Fri 5:10-5:55 pm Feb 28-Apr 4

Sec 10: Fri 6-6:45 pm Feb 28-Apr 4

Sec 11: Mon/Wed 5:10-5:55 pm Mar 3-19

Sec 12: Mon/Wed 6-6:45 pm Mar 3-19

Sec 13: Sat 1:50-2:35 pm Mar 1-Apr 5

Sec 14: Sat 2:40-3:25 pm Mar 1-Apr 5

Sec 15: Tue/Thu 6-6:45 pm Mar 25-Apr 10

Sec 16: Tue/Thu 6:50-7:35 pm Mar 25-Apr 10

Sec 17: Mon/Wed 5:10-5:55 pm Apr 21-May 7

Sec 18: Mon/Wed 6-6:45 pm Apr 21-May 7

Sec 19: Tue/Thu 5:10-5:55 pm Apr 22-May 8

Sec 20: Tue/Thu 6-6:45 pm Apr 22-May 8

Sec 21: Fri 5:10-5:55 pm Apr 25-Jun 6

Sec 22: Fri 6-6:45 pm Apr 25-Jun 6

Sec 23: Mon/Wed 5:10-5:55 pm May 19-Jun 9

Sec 24: Mon/Wed 6-6:45 pm May 19-Jun 9

Sec 25: Tue/Thu 6-6:45 pm May 20-Jun 5

Sec 26: Tue/Thu 6:50-7:35 pm May 20-Jun 5

Swimming for Adult 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

Swimming for Advanced Beginners

PES 51 / 6 sessions / 4.5 hours / \$175

Sec 1: Mon/Wed 6:50-7:35 pm Jan 13-Feb 3

Sec 2: Fri 6:50-7:35 pm Jan 17-Feb 21

Sec 3: Sat 2:40-3:25 pm Jan 18-Feb 22

Sec 4: Fri 6:50-7:35 pm Feb 28-Apr 4

Sec 5: Mon/Wed 6:50-7:35 pm Mar 3-19

Sec 6: Sat 1-1:45 pm Mar 1-Apr 5

Sec 7: Mon/Wed 6:50-7:35 pm Apr 21-May 7

Sec 8: Tue/Thu 6:50-7:35 pm Apr 22-May 8

Sec 9: Fri 6:50-7:35 pm Apr 25-Jun 6

Swimming for Experienced-level 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/Wed 6:50-7:35 pm May 19-Jun 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: Tue/Thu 5:10-5:55 pm Feb 4-20

Sec 2: Tue/Thu 5:10-5:55 pm Mar 25-Apr 10

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.

PES 68 / 6 sessions / 4.5 hours / \$175

Sec 1: Sat 3:30-4:15 pm Jan 18-Feb 22

Sec 2: Sat 3:30-4:15 pm Mar 1-Apr 5

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.



COORDINATOR

Justin Cruz,

Justin.cruz4@lehman.cuny.edu

CHILDREN & ADULT SWIMMING CLASSES REGISTRANT REQUIREMENTS

POOL CLASS INFORMATION

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

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



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

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 9-9:45 am Jan 18-Feb 22

Sec 2: Sat 10:40-11:25 am Jan 18-Feb 22

Sec 3: Sat 9-9:45 am Mar 1-Apr 5

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 8:10-8:55 am Jan 18-Feb 22

Sec 2: Sat 9:50-10:35 am Jan 18-Feb 22

Sec 3: Sat 8:10-8:55 am Mar 1-Apr 5

Sec 4: Sat 9:50-10:35 am Mar 1-Apr 5

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 11:30 am-12:15 pm Jan 18-Feb 22

Sec 2: Sat 10:40-11:25 am Mar 1-Apr 5

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 Mar 1-Apr 5

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 / Mar 1-May 17

Swim Team

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

BENEFITS:

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

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

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

Swim Team – 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

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

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

IN-PERSON

Chorus

MSP100 / In-Person / \$50
Sec 1: Mon/Wed 3:30-4:45pm Jan 27-May 14
Sec 2: Tue 7 pm Jan 28-May 13

IN-PERSON

Guitar Ensemble

MSP200 / On-Person / \$50
Mon/Wed 1:30-2:30 pm Jan 27-May 14

IN-PERSON

Concert Band

MSP203 / In-Person / \$50
Mon 7:30-10 pm Jan 27-May 14

IN-PERSON

Jazz Band

MSP207 / In-Person / \$50
Mon/Wed 3:30-4:45 pm Jan 27-May 14

IN-PERSON

Percussion Ensemble

MSP208 / In-Person / \$50
Tue Time TBA Jan 28-May 13

IN-PERSON

Latin Band

MSP209 / In-Person / \$50
Tue 4:30-6:45 pm Jan 28-May 13



Registration

Policy

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

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

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

NO CASH OR PERSONAL CHECK PAYMENTS ACCEPTED.

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

Requests for Accommodation

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

Textbooks

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

Course Substitutions

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

Grades, Certificates & Transcripts

Grades

Unofficial grades are available in the CampusCE student account at the conclusion of each semester once any balance due to the College is paid. Access your records by logging into your account using

[www.https://ce.cuny.edu/lehman/checkoutsignin.cfm](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. A \$10 fee must be processed for each certificate or transcript emailed to you. Complete request form at: <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 PDF certificate fee required for CASAC, Dental Assistant, Pharmacy Technician, ESL, RES, ENR, and ed2go courses. Certificates are not issued for children's classes. To order a hard copy, see information above.

Refunds

Registration Fees for the semester and \$25 and \$25/\$10 certificate fees are nonrefundable. In addition, CLEP Exam scheduling fee is not 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:

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

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

Students may register for individual courses unless otherwise specified.

Continuing Education Units

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

Campus ACCESS

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

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

Parking

Lehman College

Metered parking at muni-meters may be available on Goulden Avenue and on Bedford Park Boulevard West. Street parking may be available on Paul Avenue and Reservoir Avenue and further north on Goulden Avenue.

For more information about purchasing a Lehman College Lot Parking ID (\$15) and parking (\$55-\$75) decal, email ce@lehman.cuny.edu

CUNY on the Concourse Parking

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

General Info

Disclaimer

The College reserves the right to cancel courses, adjust curricula and hours, close facilities, substitute instructors, change locations, substitute equipment or limit enrollment without notice. For the latest course and schedule information, please visit www.lehman.edu/ce and view brochure online. CE is not responsible for typographic errors in this brochure or on the CE website.

Code of Conduct

Students should refer to the Lehman College Campus Community Standards at <https://policy.cuny.edu/bylaws/article-xv/>

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

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

Maps & Directions to Lehman College Main Campus

<https://tinyurl.com/y623xwbm>

CUNY on the Concourse Municipal Parking

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

Tax Credits

See page 9 for more information. Visit the IRS website at www.irs.gov to see if you are eligible for a tax credit.

Fall 2024 / Spring 2025 Calendar Holidays and No Classes

Dec 24-26, 2024 Tue-Thu
Christmas & Kwanzaa Holidays

Dec 27-30, 2024 Fri-Mon

Winter Break

Dec 31, 2024-Jan 1, 2025 Tue-Wed
New Year Holiday

Jan 20, 2025 Mon

Martin Luther King, Jr. Birthday Holiday

Feb 12, 2025 Wed

Lincoln's Birthday Holiday

Feb 17, 2025 Mon

President's Day Holiday

Apr 19-21, 2025 Sat-Mon

Easter Holiday

Apr 12-20, 2025 Sat-Sun

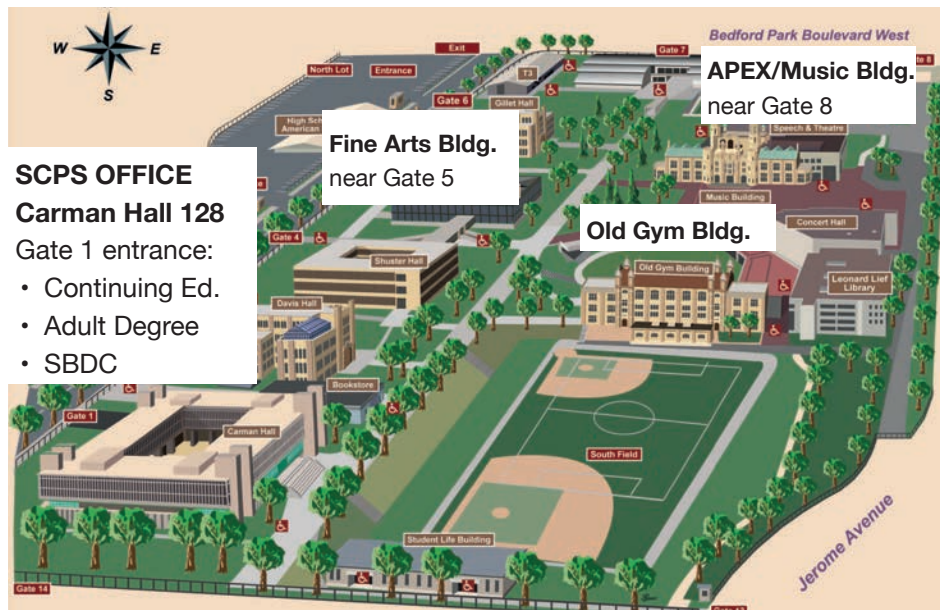
Spring Recess

May 24-26, 2025 Sat-Mon

Memorial Day Weekend

LEHMAN CAMPUS (LEHC)

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



SCPS OFFICE
Carman Hall 128
Gate 1 entrance:
• Continuing Ed.
• Adult Degree
• SBDC

APEX/Music Bldg.
near Gate 8

Fine Arts Bldg.
near Gate 5

Old Gym Bldg.

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 Moshulu 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.

Carman Hall entrance from on campus, across from baseball field: Go down outside concrete stairs and through glass doors (basement level). Make sharp left turn (do not go through grey flipper doors) and continue upstairs. Carman 128 (on 1st floor level) is to the right at top of stairs.

Carman Hall entrance from Goulden Avenue, near Gate 1: Go down ramp to the left. Enter through glass doors to the basement level and go straight through flipper doors to the end of hall and through next set of grey flipper doors. Go up the stairs on the right. Carman 128 (on 1st floor level) is to the right.

CUNY ON THE CONCOURSE (COTC)

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



Getting to CUNY on the Concourse

<https://lehman.edu/techincubator/cuny-on-the-concourse/>

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.

REGISTER ONLINE TODAY



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

SUMMER CAMP IS BACK!



at SCPs Lehman College

See page 51-52 of this catalog for more information on how your 6-12 year old can join us for a summer they won't forget!



More-Than-a-Camp will take place in July with swimming, language arts, computers and basketball, as well as exciting new activities.

SEE PAGE 51-52

NEW Information Technology Programs

A+ Computer Technician

CIP120 / 46 Sessions / 138 Hours / Hybrid / \$1995
25SP Mon/Wed/Thu 6:30-9:30 pm Jan 22-May 19

Network+

CIP125 / 27 Sessions / 81 Hours / Hybrid / \$1395
25SP Tue/Thu 6:30-9:30 pm Feb 25-May 22



LEHMAN
COLLEGE



School of Continuing
& Professional Studies

LEHMAN COLLEGE

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

Nonprofit
Organization
U.S. Postage
PAID
Bronx, NY
Permit No. 632

CAREER OPEN HOUSE

Wednesday, January 15, 2025 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/4j6dh9f7> 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

FOR MORE INFORMATION

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