

Business Institute

Bookkeeping and Accounting Certificate Our popular Bookkeeping and Accounting Certificate Program is designed to afford students entry and advancement within the office environment. The Program develops the students' bookkeeping and accounting skills and knowledge and prepares them for the dynamic world of business. Must have basic computer skills.

REQUIRED COURSES: 1. Bookkeeping/Accounting I 2. Bookkeeping/Accounting II 3. Microsoft Excel (Beginning) 4. QuickBooks

Bookkeeping and Accounting I

\$250

This is a basic introductory course. Learn the fundamentals of bookkeeping; recording entries, posting, making a trial balance, balance sheet and income statements.

Textbook is required and is not included in course price.

BI-OS400A Tues. and Thur., 6 – 9:10 p.m.
Oct. 6 – 27 (7 sessions)

Bookkeeping and Accounting II

\$250

Required: Bookkeeping and Accounting I or prior bookkeeping experience. This course covers accounts payable, accounts receivable, purchases, credit card sales, sales tax and inventory control, as well as introducing students to payroll. **Textbook is required and is not included in course price.**

BI-OS401A Tues. and Thur., 6 – 9 p.m.
Oct. 29 – Nov. 17 (6 sessions)



Microsoft Excel (Beginning)

\$195

This is a spreadsheet program. Learn to organize financial information for analysis and decision-making. Must have basic computer and keyboarding skills.

CT-MC503A Tues. and Thur., 6 – 9:10 p.m.
Nov. 19 – Dec. 8 (5 sessions)

QuickBooks

\$250

Required: Bookkeeping and Accounting I and II or previous bookkeeping experience. This is an overview of the QuickBooks accounting practices for a small business. You will learn how to handle accounts receivable and accounts payable transactions. **Textbook is required and is not included in course price.**

BI-OS403A Tues. and Thur., 6 – 9 p.m.
Jan. 5 – 28, 2010 (7 sessions)



OPEN HOUSE

Sept. 16 & 17 (6-8 p.m.) 1150 Carroll St. Cafeteria

Register at an Open House and receive 5% OFF your tuition plus the chance to win a free class!

TOTAL: (Bookkeeping and Accounting) \$990: Total cost if paid all at once, including processing fee and certificate fee. Courses may be taken on an individual basis without applying to the Certificate Program.

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Advanced Certificate in Construction Management The Advanced Certificate Program, created in collaboration with the Turner School of Construction, was designed to be completed in one year and will be awarded upon completion of 123 hours of training in the required core courses and workshops, which include 10-hour OSHA Certification, Sustainable Building (LEED-NC) and Building Information Modeling (BIM). Students will gain the foundation to manage a construction project from conception to completion and to develop construction management skills for daily exchanges with staff, peers and business associates. This certificate is ideal for those in the industry with knowledge of practical functions but would like to enhance knowledge on the critical path method theory behind daily activity. *Requirement: High School Diploma/GED and a minimum of 3 years employment as an employee or owner in the building industry. NO FEE workshops open to Certificate students only.*

REQUIRED COURSES: 1. Introduction to Construction Management 2. Fundamentals of Estimating I 3. Fundamentals of Estimating II 4. Intro. to Building Information Modeling (BIM) 5. Project Management 6. Sustainable Building (LEED-NC) 7. OSHA Requirements & Construction Safety I 8. OSHA Requirements & Construction Safety II 9. Fundamentals of Construction Scheduling 10. Field Management & Project Site Tour

Introduction to Construction Management **\$325**

Students will learn the fundamentals of construction management. **Required textbook:** *Construction Management Jumpstart*, by Barbara J. Jackson – Published - 09/2004

BI-SM131 Tues. and Thur., 6 – 9 p.m.
Sept. 22 – Oct. 22 (12 sessions)

Fundamentals of Estimating I **No Fee**

A course designed to develop three basic fundamentals: Preconstruction Coordination, budget preparation. Introduction to basic principles of major Structural, Architectural & MEP Systems (HVAC), Fire Protection, Plumbing and Electrical work.

BI-SM132 Tues., 6 – 9 p.m.
Oct. 27 (1 session)

Fundamentals of Estimating II **No Fee**

A continuation of course one.

BI-S132 Tues. and Thur., 6 – 8:30 p.m.
Oct. 29 and Nov. 3 (2 sessions)

Intro. to Building Information Modeling (BIM) **No Fee**

BIM is dramatically reshaping the way project teams work together to increase productivity and improve outcomes. BIM software helps the team visualize a project in 4D while enhancing coordination efforts. This class will

show you how this transformative technology is molding the future of the construction industry while effectively cutting cost and time on your project.

BI-SM143 Thur., 6 – 9 p.m.
Nov. 5 (1 session)

Project Management **\$325**

Students will learn how to manage a project from a project manager point of view. **Required Textbook:** *Project Management in Construction*, by Sidney M. Levy – Published - 09/2006

BI-SM133 Tues. and Thur., 6 – 9 p.m.
Nov. 10 – Dec. 17 (8 sessions)

Sustainable Building (LEED-NC) **\$200**

This course is geared to both introduce and help further familiarize construction trade contractors with Sustainability, USGBC LEED rating, identifying green design and construction resources, as well as review of green materials utilized on construction projects. The course will also provide an overview of typical contractor responsibilities and requirements for Sustainability/LEED projects.

BI-SM 144 Tues. and Thur., 6 – 9 p.m.
Jan. 5 – 19 (5 sessions)

OSHA Requirements & Construction Safety I **No Fee**

This course will educate individuals on how to check and uphold safe working conditions for personnel during all phases of construction.

Students will acquire an understanding of the liabilities associated with unsafe working conditions/actions and will be able to implement the necessary actions to reduce risk.

BI-SM136 Tues., 12 – 5 p.m.
Jan. 26 (1 session)

OSHA Requirements & Construction Safety II **No Fee**

A continuation of course one.

BI-SM137 Wed., 8 a.m. – 1 p.m.
Jan. 27 (1 session)

Fundamentals of Construction Scheduling **\$225**

Students will learn the fundamentals of interior project management. No textbook required.

BI-SM134 Tues. and Thur., 6 – 9 p.m.
Jan. 28 – Feb. 18 (4 sessions)

Field Management & Project Site Tour **\$200**

Students will learn the fundamentals of field management and project supervision. **Required Textbook:** *Construction Jobsite Management*, by Minicks & Johnston – Published - 09/2003. Project Site Tour focuses on the live developments on a construction project. It exhibits the coordination between the participants and their schedules. During this walk through you will learn to recognize the complexities of a site.

BI-SM141 Tues. and Thur., 6 – 8:30 p.m.
Feb. 23 – Mar. 4 (4 sessions)

TOTAL: (Advanced Construction Management) \$1,300 Total cost if paid all at once, including processing fee. Fee-based courses may be taken on an individual basis without applying to the Certificate Program.

Entrepreneurship Certificate Do you have what it takes to start and grow your own business? Are you in control of your finances? Adult and Continuing Education has partnered with Future Executives, Inc. on this exciting new Entrepreneurship Certificate. Take control of your financial life and learn the essentials you need to know to launch and grow a small business. All classes taught by industry professionals.

REQUIRED COURSES: 1. Entrepreneurship 2. Career Building 3. Personal Branding 4. Wealth Building

Entrepreneurship **\$175**

In today's tough economic times, branding and marketing have become even more essential in the designing and survival of a small business. Learn 5 essential steps of executing a successful and unique marketing campaign.

BI-SM160 Sat., 11 a.m. – 1 p.m.
Oct. 3, 17, 24, 31 (4 sessions)

Career Building **\$135**

A job is something you do just for a paycheck. A career involves strategic planning and the skills that match a particular field of area of interest. Learn a step-by-step framework for setting and moving forward towards your career goals.

BI-SM161 Sat., 11 a.m. – 1 p.m.
Nov. 14 – Dec. 12 (4 sessions)

Personal Branding **\$135**

When you hear the names Trump, Oprah and P. Diddy, you can associate them with a style or with certain products. Gain the skills essential to creating a buzz and awareness of yourself.

BI-SM162 Sat., 11 a.m. – 1 p.m.
Jan. 9 – 30 (4 sessions)

Wealth Building **\$65**

This course will give you the competence and confidence to manage and build your personal finances. Get expert tips on real estate investing and more.

BI-SM163 Sat., 11 a.m. – 1 p.m.
Feb. 6 – 13 (2 sessions)

TOTAL: (Entrepreneurship) \$510: Total cost if paid all at once, including processing fee and certificate fee. Courses may be taken on an individual basis without applying to the Certificate Program.



COMING SOON

Financial Literacy Certificate

Beginning in the spring 2010 semester, this innovative two-year program offered through Adult and Continuing Education will provide participants with the knowledge and practical skills needed to effectively evaluate and manage personal finances in order to achieve life goals. Courses will include training in managing credit scores, personal budgeting, home ownership, retirement planning, and success planning & goal achievement.

As an additional component of the program, Medgar Evers College will partner with Carver Bank's FIRST HOME CLUB program, which provides first time homebuyers with training and matching funds toward a first home.

Call or email now to join our waiting list!
718-804-8850
ace.info@mec.cuny.edu

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Are you ready to start your future?

Find a new career or upgrade your skills in Computer Technology (IT), Health Care, Business, the Legal System, or Education.

Let us help you make it happen today!



Sustainable Architecture Certificate An overview of the approaches in Green architecture, Agencies and Technologies involved with different rating systems as applicable in various cases of build forms. Trainees receive an essential understanding and a level of familiarity with LEED (Leadership in Energy & Environmental Design) for all structures, its credit intents, requirements, costs and benefits by presenting it as an integral part of the construction process, creating a sense of awareness of new design possibilities, and discovering the revolution of materials and technology; trend of developing healthier communities through sustainable design by defining effective ways to utilize energy and water usage. The program combines elements from architecture, civil engineering, landscape architecture, environmental and land use planning, and construction management. Develop successful strategies for implementation of green building and sustainable design into site planning and design, building design and construction, and building management practices. Instructor **E. Dominique Paraison** has over 14 years experience in program/project management, architectural/design, construction, and site safety management.

Introduction to Course, Faculty, Students

Course introductions, course readings, lecture format, basic course guidelines, rules, and regulations, course philosophy, knowledge, and educational goals, assessment structure, student introductions.

BI-SM170 Wed., 6 – 8:30 p.m.
Oct. 7 (1 session)

Green Building Assessment

This lecture will present the current version of the LEED rating system from a practitioner's view point.

BI-SM170A Wed., 6 – 8:30 p.m.
Oct. 14 (1 session)

Green Building Process

This lecture will review the traditional design-bid-build process and then offer a detailed explanation of what integrated design is, how it differs from the traditional approach and how effective integrated design process must be managed. The class will also be exposed to a range of examples illustrating the benefits and demands of integrated design. Understand the design process and which sustainability activities have to happen in each stage of the design process. Get an overview and series of examples in effect for Integrated design and learn why it's difficult, what the typical barriers are, and strategies for making it work.

BI-SM170B Wed., 6 – 8:30 p.m.
Oct. 21 (1 session)

Ecological Design

This lecture will present that an important key to creating a high-performance green building lies in the ability of the design team

to understand and apply the concept of ecological or green design. In addition to the environmental implications, performance and cost criteria must be addressed in the selection process. The class will also be exposed to the design process in utilizing a rating system such as LEED as a checklist.

BI-SM170C Wed., 6 – 8:30 p.m.
Oct. 28 (1 session)

Sustainable Sites and Landscaping

This lecture will teach students about how land use and landscape design are closely coupled in offering opportunities for innovation in the application of resources needed to create the built environment. Students will also learn that the appropriate use of land is a major issue of green building. The issues covered in this section parallel the credit structure of the USBGC LEED-NC green building assessment system, which combines land use and landscape under the category Sustainable Sites.

BI-SM170D Wed., 6 – 8:30 p.m.
Nov. 4 (1 session)

Life Cycle Costing

This lecture will build upon the two previous lectures to explore a wide range of effective strategies for influencing the process at the right stages for the purpose of integrating sustainability while also meeting basic business and design objectives. A range of strategies will be provided and explored relating to each stage in the design process. Strategies will include life cycle costing, integrated design, energy modeling, team management, exemplary technologies and materials, contracts and specifications etc.

BI-SM170E Wed., 6 – 8:30 p.m.
Nov. 11 (1 session)

Energy and Buildings

This lecture will present important considerations for the design of a sustainable building: Lighting – day lighting; ventilation – natural ventilation; indoor air quality; passive and active systems for energy production and conservation, elements of successful design of a building envelope. **Session 7a: Indoor Environmental Quality:** This lecture will explore how buildings affect the health of their occupants. The course will be exploring topics as Sick Building Syndrome (SBS) and Building-Related Illness (BRI) the two major classes of problems associated with building health.

BI-SM170F Wed., 6 – 8:30 p.m.
Nov. 18 (1 session)

Energy and Hydrologic Systems

Much of the attention on high-performance green building design has been focused on superior energy performance because there are demonstrable, easy-to-document savings that can be used to justify investments in energy conservation. But for the building hydrologic system, the savings for water conservation and innovative handling of wastewater are not so easy to document. Water has been a heavily subsidized resource, as has been the treatment of wastewater effluent. **Session 8a: Materials/Specifications:** The first hour will present current trends in design utilizing environmentally friendly materials (recycled content, rapidly renewable materials). The second hour will focus on how to write construction specifications to ensure sustainability.

BI-SM170G Wed., 6 – 8:30 p.m.
Dec. 2 (1 session)

TOTAL: (Sustainable Architecture) \$295: Total cost of this program, including processing fee and certificate fee. Sessions may not be taken on an individual basis.

Project Management Certificate The Project Management Certificate Program develops key leadership skills necessary for succeeding in today's business environment. Students gain a cohesive bundle of knowledge, skills, and processes that interact to attain organizational objectives. The certificate coursework emphasizes practical application and implementation in real-world business situations, with integration of social and ethical implications throughout. The student examines the management of project development and information systems, focusing on project planning and control, including scheduling; application software development; costing; organization; documentation; evaluation; and staffing. The definitions of appropriate delivery mechanisms—hardware, software, and communications networks are examined. Instructor **E. Dominique Paraison** has over 14 years experience in program/project management.

This program is for professionals involved directly or indirectly with projects in virtually every industry. Designed for new and prospective managers and newly promoted supervisors from both technical and non-technical professions including: engineering, telecommunications, computer/information technology, biological/health sciences, pharmaceuticals and biotechnology, environmental technology, hospitality/food services, professional associations and government agencies. Class requirements are to be completed prior to class meetings. The instructor's role is to facilitate students' understanding of the tools and processes of Project Management. Assignments will include weekly readings, case studies and problems.

Introduction to Project Management

Defining roles and responsibilities. What is Project Management? Project Management Institute Body of Knowledge (PMBOK); Internal Project Manager to Facilitate and Build the Team. Other cases and readings will be handed out during the first class.

BI-SM180 Sat., 9 a.m. – 3 p.m.
Oct. 31 (1 session)

Customer-Driven Quality and Scheduling

Quality Tools and Techniques. Scheduling as Team Motivator. Project Quality Management Principles: The Backdrop to Scheduling; transform customer expectations to requirements; follow a defined development process and Work Breakdown Structure (WBS); define and communicate the scope of work and assignments clearly. Covers Logistics Communication: The Eight Phases.

BI-SM180A Sat., 9 a.m. – 3 p.m.
Nov. 7 (1 session)

Project Management and Quality

This session will cover the foundations of Project Management, including: What Project Management is; the uniqueness of Project Management; time, costs, and performance tradeoffs; matrix organization; project management philosophy; project management principles; project management cycles; project quality management; the quality movement; quality planning; quality assurance; quality control.

BI-SM180B Sat., 9 a.m. – 3 p.m.
Nov. 21 (1 session)

Leadership and Quality

The Leadership Issue: Quality, Performance, Cost and Schedule; Involvement of Everyone and Everything; management; people in the organization; suppliers and customers; teams, continuous improvement; ownership; empowerment; focus on the customer. Project management system: analysis, planning, implementation, evaluation. Customer as Leader; integrating the customer into the project.

BI-SM180C Sat., 9 a.m. – 3 p.m.
Dec. 5 (1 session)

Work Breakdown Schedule (WBS)

This session will cover: Task List Construction; Task List Example. Project Schedule: Network Scheduling; network concepts. Risk Management: Calculated Risk Taken; example of risk management; outline for reducing risk; Project Management Information System: Project Information Needs; Project Information Modules.

BI-SM 180D Sat., 9 a.m. – 3 p.m.
Dec. 12 (1 session)



Planning your future?

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OPEN HOUSE

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Find a new career or upgrade your skills in:
Computer Technology / IT,
Health Care,
Business,
the Legal System,
or Education.

Let us help you plan your future today!

TOTAL: (Project Management) \$295: Total cost of this program, including processing fee and certificate fee. Sessions may not be taken on an individual basis.

COMING SOON:

International Business Certificate



This exciting one-year International Business program will focus on preparing individuals to do business with or in Brazil. The program will consist of classes in Business Portuguese, internships in a local NYC business or organization doing business with Brazil, and workshops in Business Exports and networking for U.S. and Brazilian companies. Upon completion of classes and workshops, students will be able to participate in a short summer study abroad program in Sao Paolo, Brazil.

Email: ace.info@mec.cuny.edu for details.

ARE YOU READY TO START YOUR OWN BUSINESS OR IMPROVE YOUR EXISTING BUSINESS?

Join our intensive two-day Entrepreneurship Boot Camp for a crash course covering what you need to know to make your business a success.

Entrepreneurship BOOT CAMP \$295

This two-day boot camp for entrepreneurs will familiarize participants on how to launch and maintain a financially sound and successful business.

Participants will learn how to conduct market research and earnings forecast, write a successful business plan, read and analyze financial statements, prepare budgets, forecasts and variance analysis, employ cash flow monitoring, establish internal controls and processes, understand different forms of business ownership and its tax implications, and overview payroll and sales tax reporting requirements. *Sessions taught by finance veteran Lorna Colgan, CPA, CFP, MBA*

BI-SM159 Sat., 10 a.m. – 5 p.m.
Oct. 3 and 10 (2 sessions)

GET THE TOOLS YOU NEED TO MAKE YOUR SMALL BUSINESS A SUCCESS.



THEN GET READY TO CELEBRATE!

COMING SOON:

Bank Teller Training
Building Analyst Training (BPI)
Building Envelope Training (BPI)
Photovoltaic Installation

Email: ace.info@mec.cuny.edu for details.

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GET MORE PAYING CUSTOMERS TO YOUR WEBSITE.

Web Marketing & Analytics \$395

Learn how to drive more traffic to your site and how to convert visitors to customers. Designed for any entrepreneur with a website, this seminar will cover what you need to know about Web Marketing and how to get started or to increase your skills in using Analytics to predict and measure your efforts. Handouts of presentations will be included.

A unique feature of this seminar is that you will be given an analysis of your own site and what you can do to improve it! Space is limited to 20 people; one additional person may attend and observe for \$50. **Course taught by Yla Eason, Internet Marketing expert and recipient of many awards including The Business Enterprise Trust Award, awarded by President Bill Clinton.**

BI-SM106 Sat., 9 a.m. – 12 p.m.
Oct. 17 and 24 (2 sessions)

This course may be customized upon request. Email jbissell@mec.cuny.edu for details.

Special Events Planning \$85

Are you creative? Love working with people? Want a new and fun career? Learn how to become a successful event planner plus how to find your niche, plan your home office, decide what special services you will offer, plan an event from A to Z, and much more. **Materials included in course price.**

Contact ace.info@mec.cuny.edu to join our waiting list.

The Family Day Care Licensing Process \$225

Are you ready to open your own childcare center? Learn how to get started on your dream plus the requirements of operation and resources needed for opening and operating a licensed center. Understand the definition of family day care, registration information, management, and administration. **Textbook required and not included in price.**

BI-SM115 Mon. and Wed., 6:30 – 8:30 p.m.
Oct. 5 – Nov. 9 (10 sessions)



(NEW) Security Guard Training

All courses below offered in partnership with Castillo Training Institute (CTI), an approved security guard training school by NYS Division of Criminal Justice Services. Visit CTI online at www.castillosecurityservices.com/cti. Job Placement available upon completion.

8-hour Training \$40

Eight hour pre-assignment training course for security guards. Topic areas: role of a security guard; legal powers and limitations; emergency situations; communications and public relations; access control; ethics and conduct; review and examination. **Textbook included in course fee.**

BI-SM190 A Mon., 10 a.m. – 6 p.m.
Oct. 26 (1 session)

BI-SM190 B Sat., 9 a.m. – 5 p.m.
Oct. 31 (1 session)

16-hour Training \$65

16 hour on-the-job training course for security guards. Topic areas: role of a security guard; legal powers and limitations; emergency situations; communications and public relations; access control; ethics and conduct; report writing; review and examination. **Textbook included in course fee.**

BI-SM191A Tues. and Wed., 10 a.m. – 6 p.m.
Oct. 27 and 28 (2 sessions)

BI-SM191B Sat. and Sun., 9 a.m. – 5 p.m.
Nov. 7 and 8 (1 session)

4-hour Fire Guard Prep. Course \$75

Topic areas: Hi-Rise buildings; hotel and motel; review and examination.

BI-SM192 A Thur., 10 a.m. – 2 p.m.
Oct. 29 (1 session)

BI-SM192 B Thur., 6 – 10 p.m.
Oct. 29 (1 session)

4-hour Adult CPR/AED Training \$65

Topic areas: Adult Cardiopulmonary Resuscitation—CPR; Automatic External Defibrillator—AED; Review and Examination.

BI-SM193 A Fri., 10 a.m. – 2 p.m.
Oct. 30 (1 session)

BI-SM193 B Fri., 6 – 10 p.m.
Oct. 30 (1 session)

(NEW) OSHA 10 & 30-Hour Training

These 10 and 30 hour training programs provide a comprehensive overview of the safety rules and precautions for working on the construction job site as well as performing as a contractor on the client job site. These courses fulfill requirements for OSHA Construction Industry training; providing detailed information on how the provisions of the OSHA Act may be implemented in the workplace. Rights and responsibilities under the OSHA Act, the appeals process, record keeping, and voluntary protection programs are covered. Includes an introduction to OSHA's construction and general industry standards and an overview of requirements of the more frequently referenced standards. Participants will receive a Certificate of Completion and a 10-hour or 30-hour OSHA card 4 to 6 weeks after course completion.

OSHA 10-HOUR TRAINING \$175

BI-SM136 Tues. and Thur., 4:30 – 9:30 p.m.
Nov. 17 and 19 (2 sessions)

OSHA 30-HOUR TRAINING \$525

BI-SM137 Wed. and Thur., 4 – 9 p.m.
Dec. 2 – 17 (6 sessions)



Notary Public Seminar \$85

This intensive four-hour seminar will prepare you to pass the Notary Public Exam and is recommended for public service employees, law offices, real estate firms and banks. Students will receive sample tests, a handbook, a notary book of actual laws, rules and procedures on the exam and test app. U.S. citizenship required. **Textbook is required and is not included in course price.**

BI-SM102A Sun., 9 a.m. – 1 p.m.
Nov. 1 (1 session)

The Business of Music \$145

For performers, producers, managers, songwriters, and those running or starting record labels or other entertainment companies in all musical styles. Covers Entertainment Law, what a "good deal" would be in recording; production and management contracts; and songwriter and publishing deals. Other topics: royalties/points, record labels, distribution deals, negotiation skills, marketing, promotion, copyrights, trademarks.

BI-MD201 Fri., 6 – 9 p.m.
Nov. 6 – Dec. 11 (5 sessions)

"Eileen is an inspiration to me. She is always finding and implementing the best, most up to date ways to reach out to and serve her client base."

Alison Gilbert, owner, MARKETING BYTES Business Marketing Solutions

Trainer Eileen Lichtenstein, MS. Ed., is President of Balance & Power, Inc., a coaching and consulting firm found online at: www.balanceandpower.com. Join Eileen for training in Communication, Team Building, and Leadership.

Communication \$275

Discover how others perceive you and how to communicate clearly, confidently and consistently. Role playing and feedback will be strongly emphasized. **Required course workbook is \$20 and is not included in course price.**

BI-FS101 Sat., 9 a.m. – 5 p.m.
Oct. 17 and 24 (2 sessions)

Team Building \$275

Understand the aspects of dynamic teams and how to handle stars and underperformers. Learn how to keep team members engaged, promote good decision making, and maintain consistently strong performance. **Required course workbook is \$20 and is not included in course price.**

BI-FS102 Sat., 9 a.m. – 5 p.m.
Nov. 7 and 14 (2 sessions)

Leadership \$275

Understand the difference between leading and managing and how to do both. Learn the principles of dynamic leadership for change and how to motivate yourself and others. **Required course workbook is \$20 and is not included in course price.**

BI-FS100 Sat., 9 a.m. – 5 p.m.
Nov. 21 and Dec. 5 (2 sessions)

Additional courses offered on demand: CONFLICT RESOLUTION and CUSTOMER SERVICE. All courses are customizable for onsite training. For details email: jbissell@mec.cuny.edu.

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ServSafe—Alcohol **\$85**

Responsible alcohol service is an issue that touches your business, your customers and your community. Developed by the National Restaurant Association Educational Foundation (NRAEF), ServSafe Alcohol raises the bar in responsible alcohol service training and certification. ServSafe Alcohol is today's real-world training solution, with practical knowledge and best-in-class resources that help to prepare and protect every operation every day. **Instructor E. Charles "Chuck" Hunt served as the Executive Vice President of the New York State Restaurant Association.** For details contact Victoria at 212-398-9160.

BI-FS109 Thur., 10 a.m. – 5 p.m.
Date: TBA (1 session)

(NEW) 20 Ways to Earn Residual Income **\$50**

Concerned about the economy? Got increasing expenses? Ever run out of money before you run out of month? Residual income could be your answer. Residual income means getting paid over and over again, based on a one-time effort. Uncover over twenty specific ways to earn ongoing, residual income. This course is packed with solid, practical information!

BI-SM180 Sat., 8 – 11 a.m.
Dec. 5 (1 session)

(NEW) How to Build a Fun and Profitable Home-Based Business **\$50**

What kinds of home-based businesses are out there? Which is best for you? How do you research an opportunity to know if it's for real? What does it take to become successful and how do you get paid? Gain access to 70 different ways to market your products and services. Regardless of the company you choose, you'll learn skills and activities that, step by step, will lay out what it takes to earn more money and have more fun!

BI-SM181 Sat., 11:30 a.m. – 2:30 p.m.
Dec. 5 (1 session)

"Bruce is a business consultant and manager of the highest caliber."

Mr. R. M. Thompson Jr., COO
 INTEGRITY MANAGEMENT GROUP

Classes will be taught by **Bruce Blaylock**, who brings over 20 years of experience at an executive and consultative level.

Strategic Selling for Beginners and Advanced **\$245**

Want to sell your product or service for more money, while selling more of it? In this Strategic Selling Series, learn how to build value to sell your product or service for more money, increase your average sale amount by cross selling multiple products and up selling on the spot or later, decrease your selling cycle through reputable urgency techniques and nearly eliminate your cancellation rate while tripling your repeat sales and referral ratio. In addition, learn advanced psychological tactics to build trust, establish rapport and break down barriers. Discover the secrets that only professional closers know which is how to get major decision-makers to call them back. You will also learn the latest technique, Spin Selling, and the art of negotiation to close the very savvy senior executive. As a bonus, the instructor will also offer free individual consultation to help design a creative sales and marketing strategy specific to the student's product or business.

BI-SM182 Mon., 6 – 8 p.m.
Oct. 5 – Dec. 14 (10 sessions)

(NEW) Success Planning & Goal Achievement **\$245**

Imagine if you knew what you wanted out of life in every aspect including financially, professionally, spiritually, educationally, family/relationships, and material objects. In addition, you had a solid game plan designed specifically for you on how to achieve it all with a definite time in mind. Learn to apply principles to whatever you want an achieve it.

BI-SM 183 Wed., 6 – 8 p.m.
Oct. 7 – Dec. 16 (10 sessions)

The four courses below will be taught by **Teri Coaxum, M.P.A., M.B.A., Deputy State Director for Sen. Charles Schumer.**

(NEW) Business Networking **\$85**

Learn to maximize the potential in power relationships and gain access to strategic resources.

BI-SM184 Tues., 6 – 9 p.m.
Oct. 6 (1 session)

(NEW) Business 101 **\$85**

Learn how to incubate your small business and be successful with limited resources.

BI-SM185 Tues., 6 – 9 p.m.
Oct. 13 (1 session)

(NEW) Government 101 **\$85**

Learn who's who and how to navigate local, city and state government and resolve your issues.

BI-SM186 Tues., 6 – 9 p.m.
Oct. 20 (1 session)

(NEW) From Arrest to Arraignment **\$85**

Learn what happens from arrest to arraignment and how to avoid common pitfalls. Guest speaker from the legal system will be invited.

BI-SM187 Tues., 6 – 9 p.m.
Oct. 27 (1 session)

Business Planning, Analysis & Controls **\$495**

This eight week course will familiarize business students and business owners alike on the financial aspects of running a business. Real world examples and case studies will enhance the theoretical and practical aspects of your learning. Learn how to read and analyze financial statements, prepare budgets, forecasts and variance analysis, overview of payroll and sales tax reporting requirements as well areas of financial planning such as insurance and retirement options. **Taught by finance veteran Lorna Colgan, CPA, CFP, MBA. Call to request training for your org.**

BI-SM150 Sat., 10 a.m. – 2 p.m.
Oct. 17 – Dec. 19 (8 sessions)