BE BRAVE
BE BRILLIANT
BE YOU

FALL 2020
COURSE SCHEDULE

PROFESSIONAL COURSES AND CERTIFICATE PROGRAMS
Accounting • Bookkeeping • Payroll • Finance & Investments
Digital Design • Marketing • Sales • Information Technology
Human Resources • SHRM • Management • Project Management
International Trade • Real Estate • Test Preparation • ESL
Academic Intensive English • Professional Communication
Music, Multimedia, and Entertainment

WWW.BARUCHCAPS.COM
ABOUT US

Welcome to the fall semester of Baruch College's Continuing and Professional Studies program. Please take a moment or two to browse through the broad spectrum of courses and certificates we offer our students. Our classes are non-credit. What does that mean? The courses and certificates are not part of an existing undergraduate or graduate degree program. Our courses are independent programs developed for specific skills and concepts. The classes are designed and taught by exceptional professionals and equally supported by the college.

The most striking difference is that these courses are designed specifically for working adults, meaning they are offered during evenings and weekends. The other major difference is in the content of the classes. Non-credit programs are practical in nature and target skills acquisition. Our students need to apply their newly acquired knowledge as soon as possible. While that can be said of credit courses, those are longer in format and also commonly explore theories and research associated with the topic. Non-credit programs are generally shorter in format and will immediately delve into the knowledge and skills you need to succeed in the workplace. It is also our mission to offer you programming at the lowest possible cost.

The professionals teaching in our classes are generally executives currently working in the field. The credit courses are commonly taught by researchers and faculty within the college. Both credit and non-credit options provide exceptional academic experiences, but they do target different needs. To help you make the best choice for your future success, we have a team of student advisors who can provide you with the guidance you need to select the best path. Please take a moment to review what we have to offer you or call one of our Student Advisors at 646-927-1312.

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Registration and policy information: http://www.baruchcaps.com/registration-info/
INTERNATIONAL TRADE OPERATIONS AND PROCEDURES

Baruch College is pleased to offer professional certificate programs in international trade operations and procedures. Building on Baruch’s considerable experience in providing degree programs in international business, and the Weissman Center for International Business’s decade-long track record, the International Trade Operations and Procedure programs familiarize Baruch students with the international business community in New York City. By expanding Baruch’s Continuing and Professional Studies programs, our goal is to deliver a competitive, industry-focused educational curriculum to provide the tools you need to achieve professional development goals in international trade.

Dr. Terrence F. Martell
Director, Weissman Center for International Business

CERTIFIED GLOBAL BUSINESS PROFESSIONAL TEST PREPARATION

This test preparation program is designed for individuals seeking the Certified Global Business Professional Certification (CGBP) granted by the North American Small Business International Trade Educators (NASBITE). This nationally recognized credential is a benchmark for competence in global trade.

Beginning candidates will fulfill their professional development goal and demonstrate a full understanding of the profession. For candidates experienced in international trade, the certification reviews and updates their knowledge. For companies, it ensures that employees can practice global business at the professional level required in today’s competitive environment.

REQUIRED COURSES:
• Global Business Management
• Global Marketing
• Supply Chain Management
• International Trade Finance

TEST PREPARATION COURSE:
• CGBP Test Preparation

Certificate: $2,401

INTERNATIONAL SUPPLY CHAIN SECURITY AND COMPLIANCE

Prepared and presented by experienced professionals, this certificate covers a broad range of topics on international trade security and compliance. You will be introduced to domestic and international topics concerning current laws, rules, and regulations governing the import and export of goods and services from the U.S. and other countries.

REQUIRED COURSES:
• International Trade: Embarking on the Global Marketplace
• International Supply Chain, Information, and Transport Security
• Supply Chain Workshop Series

ELECTIVES (CHOOSE 2):
• Import Regulations and Documentation
• Customs Law
• Export Controls and Licenses

Certificate: $3,983

CUSTOMS BROKER LICENSE PREPARATION

This certificate is taught by Customs Broker Licensure Examination (CBLE) experts and will give you the confidence and knowledge you need to take the CBLE. The CBLE is offered by customs twice a year in April and October. It is a comprehensive and demanding examination, and as few as 16% of those taking the exam pass. Your chance of success is greatly enhanced — by about 70% — when you take a complete, comprehensive series of courses in preparation.

REQUIRED COURSES:
• International Trade: Embarking on the Global Marketplace
• Import Regulations and Documentation
• Tariff Classification and Customs Valuation
• Customs Entry Workshop
• Customs Law

TEST PREPARATION COURSE:
• Customs Broker Licensure Test Preparation

Certificate: $4,744
TRADE OPERATIONS AND PROCEDURES
This practical, hands-on, and comprehensive certificate concentrates on the procedures, terminology, documentation, and regulations for the import and/or export of goods and services into/out of the U.S. Taught by accomplished and respected practitioners with years of experience, these certificates are designed to build a complete and cohesive set of skills in international trade necessary for importing or exporting.

IMPORT REQUIRED COURSES:
• International Trade: Embarking on the Global Marketplace
• Import Regulations and Documentation
• Tariff Classification and Customs Valuation
• International Logistics for the 21st Century

ELECTIVES (CHOOSE 2):
• Legal Aspects of International Trade
• Customs Law
• International Payments: Terms and Procedures
• Customs Entry Workshop
• Global Sourcing and Supply Chain Management

Certificate: $4,314

EXPORT REQUIRED COURSES:
• International Trade: Embarking on the Global Marketplace
• Export Regulations and Documentation
• Export Controls and Licenses
• International Logistics for the 21st Century

ELECTIVES (CHOOSE 2):
• Legal Aspects of International Trade
• International Payments: Terms and Procedures
• NAFTA: Trade Procedures with Mexico and Canada
• E-commerce, the Internet, and International Trade

Certificate: $4,314

INTERNATIONAL ENTREPRENEURSHIP
This certificate is a practical, hands-on, and comprehensive certificate concentrating on setting up one’s own import or export company. Taught by practitioners with years of experience, these courses give you the basic skills and initiative to establish an import or export business.

IMPORT REQUIRED COURSES:
• International Trade: Embarking on the Global Marketplace
• Establishing and Organizing an Import Business

ELECTIVES (CHOOSE 1):
• Legal Aspects of International Trade
• Import Regulations and Documentation
• International Logistics for the 21st Century
• International Payments:Terms and Procedures
• Global Sourcing and Supply Chain Management
• E-commerce, the Internet, and International Trade

Certificate: $2,157

EXPORT REQUIRED COURSES:
• International Trade: Embarking on the Global Marketplace
• Establishing and Organizing an Export Business

ELECTIVES (CHOOSE 1):
• Legal Aspects of International Trade
• Export Regulations and Documentation
• Export Controls and Licenses
• International Logistics for the 21st Century
• International Payments: Terms and Procedures
• E-commerce, the Internet, and International Trade

Certificate: $2,157
**International Trade: Embarking on the Global Marketplace**

This course is designed for students who are new or have limited experience in international trade. Course topics include the environmental factors affecting trade, elements of an international contract, dispute resolution, rates of exchange, pricing terms, negotiation terms, transportation, financing procedures, documentation, insurance, government regulations, and more.

**Tariff Classification and Customs Valuation**

This class concentrates on tariff classification and customs valuation, offering an in-depth understanding of these issues. Topics include the section and chapter notes, determining the essential character of a product, special classification provisions, six methods of valuation, and obtaining and challenging a classification. You will thoroughly review the customs valuation laws with an emphasis on both compliance and the opportunity to reduce duty. This topic is vital for preparing to take the Customs Broker License Examination. NEI 20 CCS Units.

**Export Regulations and Documentation**

You will be introduced to U.S. government regulations, such as the Bureau of Industry and Security, CCL and license exceptions, boycott regulations, export documentation licenses, denied parties lists, State Department ITAR regulations, schedule B classification and valuation, the Automated Export System, and documents used to support export transactions. There will also be a discussion about hazardous materials, automated systems, and claims. NEI 20 CES Units.

**Customs Law**

This course provides a strategic legal perspective to importing requirements and customs rules. There will be a review of U.S. Customs with an emphasis on current compliance issues. The course will also address transfer pricing, change of practice, trans-shipment, country origin rules, anti-dumping implications, customs reorganization, the penalty framework and revised guidelines, valuation statute issues, buyer/seller identification, and the establishment of sale of exportation to the U.S. Actual case studies are used. NEI 20 CCS Units.

**International Logistics For the 21st Century**

This course provides an in-depth examination of the major issues and practical concerns confronting 21st-century global logistics. This course will cover regulatory, documentary, and operational issues affecting the movement of freight on the ocean, including the structure of the cargo liner industry, vessel types and usage, shoreside operations, intermodalism, the role of the Federal Maritime Commission, service contracts, selection of the right ocean carrier, NVOCC operations and functions, shippers associations, pricing structure and calculation, manifests, and cargo documentation.

**Establishing and Organizing an Import Business**

This course provides a detailed approach to developing a new import business or updating an existing one. You will be introduced to the concepts of a business plan, operational procedures, and calculation of pricing including freight and duty charges. You will review case studies and simulate actual transactions. NEI 20 CCS Units.
Global Sourcing and Supply Chain Management

Students who complete this course will have a good understanding of the dynamics of sourcing and buying materials and services from other countries. It will provide you with an understanding of the benefits and challenges of global sourcing and teach you how to manage global supplies and build successful international supply relationships. Some of the topics to be covered include strategic supply-management practices, supply base optimization, commodity, supply relationships, creating alliances and partnerships, and global sourcing. NEI 20 CCS/CES Units.

IEM0014/01 • $719.00  
(10 Sessions) • Day(s): Th  
6:15 PM-8:45 PM • 9/24-12/3

Establishing and Organizing an Export Business

This course offers you practical approaches and techniques for successfully introducing and establishing product lines overseas. You will be required to complete an ongoing research project to assess the initial potential of an international market. NEI 20 CES Units.

IEM0015/001C • $719.00  
(10 Sessions) • Day(s): Tu, Th  
6:15 PM-8:45 PM • 10/8-11/10

E-Commerce, the Internet, and International Trade

Computers and the Internet have had their effect on international trade. Goods and services are promoted, offered, sold, and paid for on the internet. This course allows you to explore the world of trading products using the internet. There will be discussions and presentations on international business, market research, finding sales leads, and making and receiving payments. Also, learn the essentials of setting up an internationally focused website and finding legal and trade resources worldwide.

IEM0018/001C • $719.00  
(10 Sessions) • Day(s): M  
6:15 PM-8:45 PM • 9/21-12/7

Supply Chain Management Workshop Series

Designed for professionals in Supply Chain Management and Logistics, the workshop series will provide the most up-to-date compliance updates in C-TPAT, AES, and other systems, Incoterms, Intermodal/Transport Security, and Information Security operations. For students pursuing the SCM Certificate, this series will satisfy the academic requirement of IEM0013, IEM0016, IEM0020, IEM0021.

IEM0031/01 • $719.00  
(4 Sessions) • Day(s): Sa  
9:00 AM-4:00 PM • 11/14-12/12

Please note: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
ACCOUNTING

ACCOUNTING PRINCIPLES CERTIFICATE
This certificate is intended for those seeking a strong foundation in accounting, whether to advance their careers, to manage their businesses, or for personal interest. You will develop a set of financial controls and gain the skills needed to measure, record, and report business transactions. Prerequisite: Accounting or bookkeeping experience through college-level coursework or equivalent work experience.

Certificate: $4,515

REQUIRED SEQUENCE OF CLASSES:
• Financial Accounting I
• Financial Accounting II
• Individual Income Taxes
• Budget Management
• Auditing Techniques in Accounting

ELECTIVES (CHOOSE 2):
• Accounting with QuickBooks
• Business Development
• Financial Statement Analysis
• Communicating in Finance and Accounting

ADVANCED ACCOUNTING CERTIFICATE
Designed for financial managers who require advanced accounting and financial analysis skills, this certificate provides an in-depth understanding of public and private accounting issues. Industry professionals drive the course and explore what factors impact accounting and financial reporting. Prerequisite: A degree or diploma in finance, accounting, or economics, or successful completion of the Accounting Principles Certificate.

Certificate: $3,870

REQUIRED COURSES:
• Analysis of Financial Data
• Federal Income Tax Issues for Small Businesses
• Advanced Financial Reporting
• Intermediate Accounting

ELECTIVES (CHOOSE 2):
• Advanced QuickBooks
• Advanced Financial Statement Analysis
• Business Statistics
• Business Law

FORENSIC ACCOUNTING CERTIFICATE
This certificate provides you with a comprehensive program of study in forensic accounting practices. Courses teach the investigation, litigation, prevention, and reporting practices surrounding fraud.

Certificate: $2,425

REQUIRED COURSES:
• Forensic Accounting: An Introduction to Fraud
• Investigating and Reporting Financial Fraud
• Forensic Auditing Practices and Procedures
• Ethics and Law of Forensic Accounting
• Bribery, Corruption, and Procurement Fraud
Financial Accounting I

Explore the basic principles and practices of accounting. This course will teach you to comprehend and prepare balance sheets, income statements for cash, fixed assets, receivables, and inventory.

ACC0001/001C • $645.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

ACC0001/002C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 10/5-11/14

ACC0001/003C • $645.00
(9 Sessions) • Day(s): M, W
6:15 PM-8:45 PM • 10/28-11/4

ACC0001/004C • $645.00
(11 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

Analysis of Financial Data

If accurately interpreted, financial data can reveal a great deal of information about an entity. Acquire skills that professional reviewers employ to make sound decisions for forecasting, financing, and risk-assessment purposes. Topics include liquidity, capital structure, profitability, debt, and operating performance.

ACC0003/01 • $645.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

ACC0003/02 • $645.00
(9 Sessions) • Day(s): M, W
6:15 PM-8:45 PM • 10/5-11/14

ACC0003/03 • $645.00
(4 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 11/17-11/17

Individual Income Taxes

Learn to prepare tax returns now! During this course, you will study deductions, dependents, exclusions, exemptions, and cost recovery, learn the laws and regulations needed for the upcoming year. This hands-on course is designed to teach you how to optimize returns and withstand audits.

ACC0004/01 • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

ACC0004/02 • $645.00
(9 Sessions) • Day(s): M, W
6:15 PM-8:45 PM • 10/28-11/30

ACC0004/03 • $645.00
(4 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 11/14-12/12

Budget Management

In this class, you will learn to optimize budget dollars, establish and monitor financial plans, set objectives effectively, control variances, identify and control costs, perform break-even analyses, and accurately complete status reports.

ACC0006/001C • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

Investigating and Reporting Financial Fraud

This class will enable you to investigate, detect, and report fraud, with an emphasis on financial statement fraud. A case-based approach will be used to teach practical techniques for determining fraud, poor accounting practices, and questionable ethics.

ACC0008/01 • $545.00
(7 Sessions) • Day(s): W
6:15 PM-8:45 PM • 10/28-12/16

ACC0008/02 • $545.00
(7 Sessions) • Day(s): W
6:15 PM-8:45 PM • 10/28-12/16

Forensic Auditing Practices and Procedures

Forensic auditing is an area targeted for tremendous career growth, in light of developments over the past few years. In this class, you will have the opportunity to focus on appropriate approaches to audits, their effectiveness, and how to assess the finances and management practices associated with assets. Historical forensic audits will round out this material, with student analysis of case studies.

ACC0009/01 • $545.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

ACC0009/02 • $545.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Sarbanes-Oxley, as well as others such as ASPE and ERISA, to ensure accurate and compliant reporting in the national and international domains.

ACC0010/01 • $545.00
(7 Sessions) • Day(s): M
6:15 PM-8:45 PM • 10/26-12/7

Federal Income Tax Issues for Small Businesses

If you are a sole proprietor of a business, learning the basics of federal income tax laws that are relevant to you can help you to make informed decisions. This course allows you to gain the knowledge necessary to understand the current tax regulations that impact your business.

ACC0016/01 • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

ACC0016/02 • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Advanced Financial Reporting

This class will enable you to define regulations such as Sarbanes-Oxley, as well as others such as FASB and ERISA, to ensure accurate and compliant reporting in the national and international domains.

ACC0017/001C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

ACC0017/002C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

PLEASE NOTE: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
Accounting With Quickbooks 2019

QuickBooks is essential to any accounting practice. In this hands-on program, learn the skills you need to set up a business, including recording its chart of accounts, making deposits, writing checks, creating invoices, handling cash sales, issuing credit memos, reconciling accounts, and much more. This course is PC-based.

ACC0018/001C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

ACC0018/03 • $645.00
(4 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 10/17-11/7

Financial Statement Analysis

Being able to read between the lines of a financial statement is an essential skill for those seeking to learn more about a corporation. Gain an understanding of the different forms of ownership, profitability, valuation, cash flow, and ratio analysis. Special attention will be paid to the notes on financial statements as prepared in compliance with Generally Accepted Accounting Principles (GAAP).

ACC0020/002C • $645.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

ACC0020/01 • $645.00
(4 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 10/17-11/7

Intermediate Accounting

Enrich your understanding of assets, liabilities, and earnings in this high-level accounting course. Special attention will be paid to preparing documents for external viewing, especially the policies, practices, and procedures that must be correctly followed.

ACC0023/001C • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

Forensic Accounting: An Introduction to Fraud

This three-session prep course is designed explicitly for non-accountants who are pursuing the Forensic Accounting certificate. It will focus on basic accounting concepts including the accounting equation, cost basis, the matching principle, and materiality. Students who have a background in accounting but have not practiced it are also encouraged to take this course.

ACC0030/01 • $245.00
(1 Sessions) • Day(s): Sa
9:00 AM-5:30 PM • 10/17-10/17

Bribery, Corruption, and Procurement Fraud

This seven-session course is specifically designed to complement the three other courses already included in the Forensic Accounting certificate. The course provides the knowledge necessary to understand key trends in bribery and corruption including international and local risk factors, bribery and corruption schemes, and global enforcement trends, including FCPA provisions. Additionally, the course will focus on procurement and vendor fraud schemes and will offer mitigation strategies. The course will provide you with practical knowledge that is required in today’s marketplace.

ACC0031/01 • $545.00
(7 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 10/15-12/3

Advanced QuickBooks for Accounting 2019

This course is for the accounting professional eager to learn “best practices” for the implementation and use of the QuickBooks program. Learn the chart of accounts, period-end processing, how to review financial statements, and how to catch common errors. Prerequisite: ACC0018 Accounting with QuickBooks.

ACC0019/01 • $645.00
(4 Sessions) • Day(s): Sa
6:15 PM-8:45 PM • 11/14-12/12

Advanced Financial Statement Analysis

This course will look more closely at financial reports. You will develop a fuller appreciation of operating, investing, and financing activities, as well as an understanding of balance sheets and income statements. Red flags for statement reviewers will be identified and discussed. By the end of this course, you will have the ability to analyze the well-being and growing concern of a company, as well as to create comparisons to industry counterparts.

ACC0021/001C • $645.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

REGISTER NOW!
646-927-1312

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.
PAYROLL-PAYTRAIN CERTIFICATE

This certificate is ideal for organized people who possess strong analytical and problem-solving skills. Upon completion and with appropriate on-the-job experience, you are prepared to sit for the American Payroll Association’s Fundamental Payroll Certification (FPC) exam. Certificate price includes textbooks.

REQUIRED COURSES:
• Fundamental Payroll Certification (FPC)
• Certified Payroll Professional (CPP)

Certificate: $2,649  
(includes books)

PRL0004/01 • $1,199.00  
(10 Sessions) • Day(s): M, W  
6:15 PM-9:15 PM • 10/5-11/9

PRL0005/01 • $1,450.00  
(12 Sessions) • Day(s): M, W  
6:15 PM-9:15 PM • 10/28-12/9

REGISTER NOW!  
646-927-1312

Fundamental Payroll Certification (FPC)

This course teaches fundamental payroll calculations and applications, providing you with the knowledge and skills required to maintain payroll compliance and avoid costly penalties. This course is ideal for new payroll professionals, those who support the payroll industry, and those who are preparing for FPC certification. Materials fee included in tuition (textbooks, interactive on-line access).

Certified Payroll Professional (CPP)

Certified Payroll Professional (CPP) is a comprehensive course providing you with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or CPP certification preparation. Prerequisite: Fundamental Payroll Certification (FPC) (PRL0004). Materials fee included in tuition (textbooks, interactive on-line access).

BOOKKEEPING CERTIFICATE

This AIPB-endorsed certificate program, designed for people with little or no experience in bookkeeping, teaches basic bookkeeping skills and prepares you to sit for the AIPB exam. AIPB certification is required for staff bookkeepers in many large companies. Completion of the certificate prepares you to work independently as a full charge bookkeeper.

REQUIRED SEQUENCE OF CLASSES:
• Essentials of Bookkeeping
• Advanced Bookkeeping
• Accounting with QuickBooks
• Advanced QuickBooks for Accounting

EXAM REVIEW OPTION:
• Bookkeeping Certification Exam Review  
A textbook is included for exam review.

Certificate Cost with Exam Review Course: $4,177  
Certificate Cost without Exam Review Course: $2,888

Essentials of Bookkeeping

With this course, you are on your way to becoming a certified bookkeeper. Topics to be covered include the principles of the accounting cycle for service businesses, general journals and ledgers, adjusting entries and the worksheet, closing entries, and post-closing trial balance. You will also learn payroll concepts, including employee earnings and deductions, as well as employer taxes, payments, and reports.

BKP0001/01 • $799.00  
(10 Sessions) • Day(s): M  
6:15 PM-9:15 PM • 9/21-12/7

Advanced Bookkeeping

Building upon previously learned concepts, you will expand your skills and abilities to the level of a full-charge bookkeeper. Concepts covered will pertain to merchandising businesses, such as adjusting entries for supplies and the periodic inventory system. Other processes to be explored include classified financial statements, closing and reversing entries, ending inventory, and inventory valuation.

BKP0002/01 • $799.00  
(10 Sessions) • Day(s): Th  
6:15 PM-9:15 PM • 9/24-12/3

PLEASE NOTE: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
Principles of Finance

Take your knowledge to the next level through the careful study of the basics, including security pricing, valuation of annuities, measurement of risk and return, and capital budgeting. With this course, you will gain a thorough understanding which will carry you through subsequent courses in this intriguing field.

FIN0001/002C • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

FIN0001/001C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

FIN0001/02 • $645.00
(4 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 10/17-11/7

Equity Markets and Portfolio Theory I

The course will outline the basics of portfolio optimization and asset allocation. You will review equity market valuation models; risk-reward dimensions of investing; systematic and unsystematic risk; as well as fiscal and monetary policies. Fundamental and technical analysis theories, market anomalies, ETFs, and Indexes will also be discussed. Extensive use of online testing is a component of this class; PC access is a must. Prerequisite: Personal Investments 1 Required HP-12C Financial Calculator.

FIN0002/001C • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

FIN0003/001C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

FIN0004/001C • $645.00
(10 Sessions) • Day(s): Tu, Th
6:15 PM-8:45 PM • 11/10-12/15

Corporate Finance and Valuation

If you already have a general grasp of finance, you will appreciate this opportunity to apply what you know to the world of corporations. Through case studies, you will see first-hand advance capital budgeting, structure, dividend policy, taxation issues, and M and As. If you are looking to understand sound decision-making and practices as they relate to corporations, this course is for you. Prerequisite: Principles of Finance.

FIN0002/001C • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

FIN0001/002C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

FIN0001/02 • $645.00
(4 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 10/17-11/7

FIN0004/001C • $645.00
(10 Sessions) • Day(s): Tu, Th
6:15 PM-8:45 PM • 11/10-12/15

Equity Markets and Portfolio Theory II

In this intensive course, you should expect to devote a minimum of two hours a week to required readings, with at least an additional three hours a week to online testing and portfolio construction. Upon completion of the course, you should be able to understand equity market valuations, do online research of various asset classes, and analyze results of security selections. This course is only open to those who have completed Equity Markets I.

Certificate Bundle: $3,870

ADVANCED FINANCE AND INVESTMENT CERTIFICATE

Designed for service personnel and managers who require intermediate and advanced-level capital markets training. Learn what drives the global equity, fixed-income, and derivatives markets. Prerequisite: Bachelor’s or advanced degree in finance, accounting, or economics, or the Finance and Investment Principles certificate.

REQUIRED COURSES:
• Introduction to Derivative Markets
• Debt and Fixed Income Markets

ELECTIVES (CHOOSE 3):
• Advanced Financial Statement Analysis
• Equity Markets and Portfolio II
• Investment Banking
• Entrepreneurship and Venture Finance
• Wealth Management

Certificate Bundle: $3,225

FINANCE & INVESTMENT PROGRAM

Suitable for entry-level and practicing professionals looking to distinguish themselves as objective financial planners, whether as individual practitioners or as planners sponsored by large advisory companies. This certificate offers a comprehensive review of the fundamentals of financial planning and uses a curriculum developed by the College for Financial Planning. Courses provide the opportunity to learn and apply financial planning techniques in a classroom environment, with an emphasis on real-world application and problem-solving.

REQUIRED COURSES:
• Financial Planning Process and Insurance Planning
• Investment Planning
• Tax Planning
• Retirement Planning and Employee Benefits
• Estate Planning
• Financial Planning Development for CFP Certification

Certificate Bundle: $6,185
FINANCE & INVESTMENT

Investment Banking

Learn about the world of investment banking, securities framework and regulations, situation analysis, due diligence, handling transactions, and discussion of specific product approaches to client situations. Guest speakers from the banking industry will participate helping bring the subject to life.

FIN0007/001C • $645.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

Capital Markets

This course provides a historical overview of capital markets and explores the risk and return for investing in these markets. Class topics include analysis of the equity, debt, and derivative markets and addresses both the primary and secondary procedures.

FIN0008/01 • $645.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

Entrepreneurial/Venture Finance

Explore the world of start-ups with this course which addresses financing new companies. Topics include forecasting, planning and control, valuation models, market standards and practices, and negotiation strategies.

FIN0013/001C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Introduction to Derivatives Markets

Financial derivatives, whose valuation depends on a risk factor, will be defined, explored, and valued in this predominantly quantitative course. Binomial and Black Scholes models will be reviewed and applied to different scenarios. You will also learn hedging strategies effective in mitigating risk in this ever-changing market.

FIN0009/001C • $645.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

Debt and Fixed Income Markets

Upon completion of this course, you will have a comprehensive knowledge of the behavior of market interest rates, the pricing of bonds, measures of yield and return, duration and immunization, yield curves, secured and unsecured debt, and the importance of U.S. Treasury securities.

FIN0011/001C • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

Money and Banking

In this course, you will explore the nature of money, its functions, the U.S. Financial System, and the Federal Reserve. The roles of financial institutions and the markets, interest rates, the nuances of the banking industry, money supply, pricing, and monetary policy will also be covered.

FIN0015/01 • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

Personal Investments

This introductory course is for individuals who would like to enhance their knowledge and experience to make better investment decisions. You will learn how to read financial pages and analyze the risks and rewards of investing.

INV0001/001C • $645.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

Wealth Management

This course is designed to help individual investors understand and evaluate the wealth management landscape. You will be educated on how to become a better consumer of financial products and services.

INV0009/001C • $645.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

Understanding the World of Real Estate Taxation

You will be introduced to the variety of tax codes and procedures related to real estate. The course will examine the most common topics including income deductions, capital gains issues and strategies, 1031 Tax-Free Exchanges, and refinancing.

NCP5000/01 • $489.00
(3 Sessions) • Day(s): Sa
9:00 AM-5:45 PM • 10/3-10/24

Principles of Real Estate Finance I

In this fundamental course, learners will acquire an understanding of this specialty. Covered will be topics including valuation, investments, analysis, and decision-making. You will be provided with a general understanding of how finance fits in with the larger picture of the economics of real estate.

NCP4000/01 • $489.00
(8 Sessions) • Day(s): M, W
6:00 PM-8:50 PM • 9/21-10/21

Principles of Real Estate Finance II

This course will build upon the knowledge acquired in Finance I to enhance your practical job-related finance skills. You will gain the knowledge needed to understand income analysis, operating statements, pro forma analysis, capitalization rates, discount rates, return on investment, net operating income, debt and equity markets, and conduits.

NCP5000/02 • $489.00
(8 Sessions) • Day(s): M, W
6:00 PM-8:50 PM • 11/2-11/30

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.
Argus Real Estate Financial Analysis Software

This course is a NYS Approved 11.25 Real Estate CE Course. You will study line-by-line lease and discounted cash flow analysis for office, retail, industrial, or multi-family dwellings. Topics will include leasing assumptions, space absorption, and property resale value. Capabilities include rate of return computation and presentation reports.

NCPEL05/01 • $499.00
(4 Sessions) • Day(s): Tu
6:00 PM-8:50 PM • 9/22-10/13

NCPEL05/02 • $499.00
(4 Sessions) • Day(s): Tu
6:00 PM-8:50 PM • 11/10-12/1

NCPEL05/03 • $499.00
(4 Sessions) • Day(s): Tu
6:00 PM-8:50 PM • 12/1-12/22

Commercial Real Estate Market Research

This course is designed to provide you with a comprehensive understanding and application on the usage of supply and demand data offering the greatest commercial real estate return on investment. By enrolling in this course, you will receive hands-on and practical experience relating to market analysis using Co-Star, BIS, and ACRIS. Upon completion of this course, you will possess the skillset required for identifying strength areas for growth and profitability for commercial real estate properties, including office space, retail, industrial, and multifamily sectors.

NCPEL110/01 • $489.00
(8 Sessions) • Day(s): Th, F
6:00 PM-8:50 PM • 11/5-12/4

An Economic Perspective on Real Estate

This course will provide you with a broad overview of the world of real estate investing and its place in the overall economy. You will learn about the many economic factors that influence the real estate market including, availability and types of spaces, options for funding, and the effect outside economic conditions have on the environment for income-producing real estate investments.

NCPEL002/01 • $489.00
(8 Sessions) • Day(s): Tu, Th
6:00 PM-8:50 PM • 9/22-10/15

NCPEL102/01 • $489.00
(8 Sessions) • Day(s): M, W
6:00 PM-8:50 PM • 11/23-12/21

Commercial Real Estate Leasing

This course will cover all aspects of leasing as it applies to office buildings and retail properties. Topics include all the clauses of a commercial lease from a legal, operational, and cost effectiveness point of view. It will provide information about the importance of drafting and administering good leases so that property managers can maximize the value of their properties.

NCFP9042/02 • $489.00
(8 Sessions) • Day(s): Tu, Th
6:00 PM-8:50 PM • 10/20-11/12

NCFP9042/01 • $489.00
(8 Sessions) • Day(s): M, W
6:00 PM-8:50 PM • 11/23-12/21

Fundamentals of Real Estate Investment

This course examines the fundamental knowledge and skills necessary to enter the world of basic real estate investing. Topics covered will include an overview of different real estate investment property types, relevant laws surrounding each, financing options, and special concerns for investors and landlords.

NCP1002/01 • $349.00
(2 Sessions) • Day(s): Su, Sa
9:00 AM-3:40 PM • 11/21-11/22

NCP1102/01 • $349.00
(4 Sessions) • Day(s): Tu, Th
6:00 PM-8:50 PM • 12/1-12/10

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.

Please note that all classes are offered online. Class sessions are held virtually with our instructors in real-time.
Foundations of Business Principles Certificate
Preparing to enter business school? Baruch sets you up for success by providing an introduction to the business world with a focus on finance, accounting, or management.

Required Core Courses:
- Financial Accounting I
- SHRM Essentials of HR Management
- Business Development
- Principles of Finance

Track 1: Accounting
- Financial Statement Analysis
- Financial Accounting II

Track 2: Finance
- Corporate Finance and Valuation
- Personal Investments

Track 3: Management
- Planning and Managing Org. Change
- Negotiation, Decision-Making, and Conflict Management

Certificate: $3,870

Business Development
Gain knowledge of supervision, control, and performance of activities involved in the operation of a business. Explore the areas of human relations, labor management, personnel, marketing, purchasing, production, economics, and finance.

EBS0001/01 • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

Negotiation, Decision Making, and Conflict Management
This experiential course is intended to help you better understand the theory, processes, and practices of negotiation, conflict resolution, and decision making so that you can be a more effective negotiator in a wide variety of situations.

MGT0009/001C • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

MGT0009/02 • $645.00
(3 Sessions) • Day(s): Su, F, Sa
9:00 AM-5:00 PM • 12/4-12/6

Business Law
After a review of the doctrines governing principal and agent, the course will examine the laws governing partnerships and corporations. You will focus on formation, operation, internal relationships, and dissolution of these entities under New York law.

MGT0027/01 • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Contemporary Management Practices
This course covers the basic structure of an organization and how the essential managerial functions of planning, organizing, motivating, directing, controlling, and leading relate to one another as well as to the organization’s mission.

MGT0051/001C • $645.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

Business Statistics
This introductory business statistics course will cover descriptive statistics, tables and charts, and normal distribution. You will also be introduced to control charts, confidence intervals, and sample-size determination.

MGT0014/002C • $645.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

MGT0014/001C • $645.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

Strategic Planning
Strategic planning is both an art and a skill. Students in this course will learn how to break down a business plan, identify its weak points, and realign its components to create a stronger successful plan.

MGT0025/01 • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

MGT0051/001C • $645.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

Please Note: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
The Art of Supervision: Confronting the Difficult Employee

This practical approach to working with others will include improving group performance, exerting authority, time management, and staffing interviewing. In this continually changing business environment, sticky situations are bound to arise. Now you can prepare for the unexpected with enhanced confidence and problem-solving skills.

Planning and Managing Organizational Change

This case-study-based course will prepare managers and business professionals responsible for facilitating or managing change initiatives, identifying key business drivers that typically underlie the need for organizational change. Learn different techniques and interventions for working with resistance in various organizational settings.

Finance for Non-Financial Managers

This course is for managers, supervisors, and professionals who want to understand the basics of finance and accounting. Learn to understand, prepare, analyze, and communicate financial information. Topics include basic accounting and financial concepts and financial statements.

PROJECT MANAGEMENT CERTIFICATE

Learn how to structure, schedule, and implement a project plan, develop a risk-management process, review assumptions, manage resources, establish controls, and track and report progress. Program participants with the required work experience are eligible to sit for the Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams.

Certificate: $3,225

REQUIRED COURSES:
- Fundamentals of Project Mgmt.
- Microsoft Project
- Negotiation, Decision-Making, and Conflict Management

ELECTIVES (CHOOSE 1):
- Client Management
- Leadership Skills for Project Managers
- Creating Effective Teams and Partnerships
- Fundamentals of Project Management
- Advanced Professional Project Management

PROJECT MANAGEMENT CERTIFICATE

Fundamentals of Project Management

In this course, you will learn to master the tools used by project managers. Topics include the work breakdown structure, critical path, task analysis, project plan, project scheduling, and more. Gain the skills needed to plan, track progress, and stay focused on the result. Where appropriate, you will learn PMBOK terminology and how it relates to certification.

Advanced Professional Project Management

A follow-up to Fundamentals of Project Management (PMP0001), this course embarks on a more in-depth study of task analysis, work breakdown structure, critical path, project plan, scheduling, progress tracking, and reporting. Prerequisite: Fundamentals of Project Management (PMP0001).
Client Management

One of the most critical components of project management is learning to manage the "human factor." In this course, ways to meet client expectations, needs, and concerns will be considered through the exploration of proven methods of needs assessment, timely and meaningful status reporting and effective closure.

PPM0008/01 • $645.00
(4 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 11/14-12/12

Leadership Skills for Project Managers

Learn the skills required to effectively manage your project teams, build stakeholder buy-in, and manage your internal and external clients. The course brings together the project and leadership skills necessary to both manage and lead a team and keep a project on track to reach a successful result.

PPM0013/001C • $645.00
(10 Sessions) • Day(s): Tu, Th
6:15 PM-8:45 PM • 11/10-12/8

Microsoft Project

This course covers project plan formatting, tracking progress, working with multiple projects, integrating Microsoft Project with other programs, fine-tuning tasks, resources, optimizing the project plan, coordinating resource pools, and consolidating projects.

PWR3257/01 • $645.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

PMP® Certification Test Preparation

Ensure you’re prepared for the rigorous PMP exam with Baruch CAPS’s new test preparation course: PMP Certification Test Preparation. This intensive course combines expert instruction with The CERTWISE® Learning System for PMP Exam Preparation training materials. Our instructor-led course will help you learn faster, retain more knowledge, and stay on track for success on the PMP exam. Completing our Project Management Certificate and Test Preparation course will put you over the 35-hour education prerequisite. The Learning System for PMP Exam Preparation includes printed study materials, online quizzes, flashcards, PMP exam emulation, and more. You will have access to the online study tools for an entire year.

MTH9202/01 • $299.00
(5 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 10/1-10/29

MTH9202/02 • $299.00
(5 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 11/10-12/8

Math for Business - Advanced Topics

This higher-level math course will include quantitative analysis and data mining, and advanced statistics and probability. You will complete a final project by reviewing a case study and analyzing data to develop a financial map analysis. Prerequisite: Math for Business (MTH9203) or equivalent.

MTH9204/01 • $599.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 10/7-12/16

Math Review

The Math Review course will help you refresh or learn the basic concepts in arithmetic, algebra, and geometry. The content is largely adapted to your current level of knowledge with focus on fractions, decimals, probabilities, equations, ratios, radicals, geometric principles, and word problem solving.

MTH9203/01 • $599.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 10/8-12/17

Introduction to Statistics and Probability

In this course, you will learn the fundamental principles of statistics and probability. Topics include types of data, methods of data collection (such as sampling), random variables, and various types of data distribution. You will also review tables and charts, and become familiar with data functions in Excel. This course will conclude with a final project in which you apply the principles they've learned through a case study evaluation.

MTH9204/01 • $599.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 10/8-12/17

Math for Business

This intermediate level math course prepares you for using the math skills necessary for success in a variety of business contexts and business school coursework. General math concepts like the order of operations, fractions, percentages, and ratios are reviewed and reinforced in the context of typical business applications like fixed and variable costs, profit, interest rates, future and present value, and business and financial decision making. Prerequisite: Math Review (MTH9201) or equivalent.

MTH9205/01 • $599.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 10/6-12/8

Register now!
Business Writing
This course focuses on professional written communication. Learn to write clear, concise, and effective business letters, memos, reports, emails, texts, and proposals.

EBC0018/01 • $525.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

Business Writing: Advanced
Learn to produce executive summaries, recommendations, formal reports, formal proposals, and requests for proposal. Prerequisite: Business Writing (EBC00018).

EBC0043/01 • $525.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Oral Communication Skills for Professionals
Improve your ability to lead meetings, conduct telephone, and conference calls, and communicate with superiors, colleagues, employees, and clients.

EBC0020/01 • $525.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

Business Presentations
Learn how to organize messages, persuade and influence audiences in different professional contexts, and deliver engaging formal and informal presentations using PowerPoint.

EBC0021/01 • $525.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

Grammar for Better Professional Communication
Build confidence and improve grammar through targeted oral and written communication exercises. Class exercises are customized to meet your needs.

EBC0029/01 • $255.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

Speaking with Confidence
Sound more professional in front of colleagues, supervisors, and clients. Improve your accent and pronunciation.

EBC0030/01 • $525.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Leadership Communication
Enhance your skills by learning how to motivate and persuade, listen actively, influence an audience, and develop an effective leadership style.

EBC0036/01 • $525.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

Communication Skills for Technology Professionals
This course is for technology professionals who recognize the need to refine their communication skills so they can be more effective in their roles and organizations.

EBC0045/01 • $525.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Career Planning and Development
In this course you will learn how to conduct an effective job search, write a successful resume and cover letter, enhance your interviewing skills, and learn how to effectively use professional social media tools like LinkedIn. You will also learn how to negotiate your salary, benefits, and work environment to advance your career. You will gain a deeper understanding of corporate culture and employer expectations.

EBC0042/01 • $525.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.

REGISTER NOW!
646-927-1312

CERTIFICATE IN PROFESSIONAL COMMUNICATION
This certificate is for professionals seeking to polish and expand their communication skills. By combining practical coursework in written and oral communication, each course focuses on some aspect of creating clear, concise, persuasive, and compelling messages for a variety of audiences, including employers, colleagues, direct reports, and clients.

REQUIRED COURSES:
- Speaking with Confidence
- Oral Communication Skills for Professionals
- Business Presentations
- Business Writing

ELECTIVES (CHOOSE 1):
- Grammar for Better Professional Communication
- Leadership Communication
- Communicating in Finance and Accounting
- Career Planning and Development
- Business Writing - Advanced
- Communication Skills for Technology Professionals

Certificate: $2,625
HR FUNDAMENTALS CERTIFICATE

This program covers many of the basic elements essential for proper consideration of compensation, benefits, employment law, and labor relations. The certificate includes the SHRM Essentials of Human Resources course. Participants will receive an additional certificate upon successful completion of the course.

REQUIRED SEQUENCE OF CLASSES:
• SHRM Essentials of Human Resources
• Compensation and Benefits
• Employment Law and Labor Relations
• Performance Management
• Recruitment, Selection, and Employment Practices
• Strategic Human Resources

Certificate: $3,800

COMPENSATION AND BENEFITS CERTIFICATE

In this advanced program, you will delve deeper into critical components of proper compensation and benefits administration. Working with technology and vendors will also be discussed.

Prerequisite: Compensation & Benefits.

REQUIRED COURSES:
• Benefits II
• Compensation II
• HRIS
• Finance for Non-financial Managers
• Strategic Human Resources

ELECTIVES (CHOOSE 1):
• Planning and Managing Organizational Change
• Negotiation, Decision-Making, and Conflict Management

Certificate: $3,870

ORGANIZATION DEVELOPMENT CERTIFICATE

In this advanced program of HR study, you will focus on the study of human capital. Learning techniques for talent management, succession planning, and training and development will keep you at the forefront of new developments and best practices.

REQUIRED COURSES:
• Organization Behavior
• Training and Development
• Contemporary Management Practices
• Strategic Human Resources
• Performance Management

ELECTIVES (CHOOSE 1):
• Succession Planning and Talent Management
• Planning and Managing Organizational Change
• Negotiation, Decision-Making, and Conflict Management

Certificate: $3,870

GBA - Group Benefits Associate

The Group Benefits Associate (GBA) designation is an ideal fit for those dealing with life, health, and other group benefits. The courses reflect up-to-date and relevant information needed to design, administer, and communicate group benefits.

• GBA1
• GBA2
• GBA/RPA3

Certificate: $1,979

RPA - Retirement Plans Associate

The Retirement Plans Associate (RPA) designation is an excellent credential for those who work with defined contribution and defined benefit plans or are involved with the management of plan assets.

• RPA1
• RPA2
• GBA/RPA3

Certificate: $1,979

2020 SHRM LEARNING SYSTEM FOR SHRM-CP/SHRM-SCP

Our SHRM-CP/SHRM-SCP certification preparation course is designed to identify and test the knowledge and practical real-life experiences HR professionals need to excel in their careers today.

The price of the course includes the SHRM Learning Systems books and online access.

SHR0006/01 • $1,385.00
(12 Sessions) • Day(s): Tu
6:15 PM-9:15 PM • 9/22-12/8

SHR0006/02 • $1,385.00
(12 Sessions) • Day(s): Th
6:15 PM-9:15 PM • 10/21-11/18

SHR0006/03 • $1,385.00
(6 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 10/17-11/21

SHRM ESSENTIALS OF HUMAN RESOURCES

This introductory course is designed to help front-line managers, supervisors, and junior-level HR staff effectively handle issues related to performance management, recruiting, retention, compensation, and the latest updates in labor laws, such as FLSA, FMLA, and more. Those who successfully complete this course receive a Certificate of Human Resource Management from SHRM.

The price of the course includes the SHRM Learning Systems books and online access.

SHR0001/01 • $575.00
(3 Sessions) • Day(s): F
9:30 AM-3:30 PM • 10/16-10/30

SHR0001/02 • $575.00
(5 Sessions) • Day(s): W
6:15 PM-9:15 PM • 10/21-11/18
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GBA1: Directing Benefits Programs Part 1</strong></td>
<td>Learn to manage employee benefit risks, develop an understanding of benefit plans, and the health and welfare continuum.</td>
<td>CEBS0020/01 • $659.00 (9 Sessions) • Day(s): M, W 6:15 PM-8:45 PM • 10/5-11/4</td>
</tr>
<tr>
<td><strong>Recruitment, Selection, and Employment Practices</strong></td>
<td>This course provides an overview of the recruitment process, including sourcing candidates, analyzing jobs, preparing job requisitions, interviewing, and candidate assessment.</td>
<td>HRM0002/01 • $645.00 (10 Sessions) • Day(s): Tu 6:15 PM-8:45 PM • 9/22-11/24</td>
</tr>
<tr>
<td><strong>Compensation and Benefits</strong></td>
<td>This course teaches you the basic components of compensation and benefits. Topics include developing rewards strategies, establishing classifications, plan design, and more.</td>
<td>HRM0004/01 • $645.00 (10 Sessions) • Day(s): M 6:15 PM-8:45 PM • 9/21-12/7</td>
</tr>
<tr>
<td><strong>Training and Development</strong></td>
<td>This course will examine the function of training and development and provide the tools needed to develop training programs. The course will touch on assessing needs, setting objectives, choosing instruction strategies, resources and methods, and more.</td>
<td>HRM0005/01 • $645.00 (10 Sessions) • Day(s): W 6:15 PM-8:45 PM • 9/23-12/2</td>
</tr>
<tr>
<td><strong>HRIS: Fundamentals</strong></td>
<td>This course will examine how technology is being leveraged against recruitment, compensation, and training to provide improved services.</td>
<td>HRM0007/01 • $645.00 (10 Sessions) • Day(s): Tu 6:15 PM-8:45 PM • 9/22-11/24</td>
</tr>
<tr>
<td><strong>GBA/RPA 3: Strategic Benefits Management</strong></td>
<td>This course provides an overview of today's most pressing and volatile issues that impact health and welfare plans, as well as retirement and capital accumulation plans.</td>
<td>CEBS0022/01 • $659.00 (4 Sessions) • Day(s): Sa 9:00 AM-4:00 PM • 11/14-12/12</td>
</tr>
<tr>
<td><strong>GBA/RPA 1: Directing Retirement Plans Part 1</strong></td>
<td>The course provides context for understanding retirement plan design, defined contribution, and benefit structures.</td>
<td>CEBS0023/01 • $659.00 (10 Sessions) • Day(s): Tu 6:15 PM-8:45 PM • 9/22-11/24</td>
</tr>
<tr>
<td><strong>GBA/RPA 2: Directing Retirement Plans Part 2</strong></td>
<td>This course provides an overview of the recruitment process, including sourcing candidates, analyzing jobs, preparing job requisitions, interviewing, and candidate assessment.</td>
<td>CEBS0024/01 • $659.00 (10 Sessions) • Day(s): Th 6:15 PM-8:45 PM • 9/24-12/3</td>
</tr>
<tr>
<td><strong>Recruitment, Selection, and Employment Practices</strong></td>
<td>This course provides an overview of the recruitment process, including sourcing candidates, analyzing jobs, preparing job requisitions, interviewing, and candidate assessment.</td>
<td>HRM0006/01 • $645.00 (10 Sessions) • Day(s): Th 6:15 PM-8:45 PM • 9/24-12/3</td>
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<td><strong>Compensation and Benefits</strong></td>
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<td>HRM0008/01 • $645.00 (10 Sessions) • Day(s): Tu 6:15 PM-8:45 PM • 9/24-12/3</td>
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<td>This course will examine the function of training and development and provide the tools needed to develop training programs. The course will touch on assessing needs, setting objectives, choosing instruction strategies, resources and methods, and more.</td>
<td>HRM0009/001C • $645.00 (9 Sessions) • Day(s): M, W 6:15 PM-8:45 PM • 10/5-11/4</td>
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<td><strong>HRIS: Fundamentals</strong></td>
<td>This course will examine how technology is being leveraged against recruitment, compensation, and training to provide improved services.</td>
<td>HRM0010/01 • $645.00 (3 Sessions) • Day(s): Sa 9:00 AM-5:00 PM • 11/6-11/8</td>
</tr>
<tr>
<td><strong>Compensation II</strong></td>
<td>This advanced course will cover pay for performance and compensation types, through international compensation and pay delivery administration.</td>
<td>HRM0014/01 • $645.00 (10 Sessions) • Day(s): Th 6:15 PM-8:45 PM • 9/24-12/3</td>
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<td>HRM0008/01 • $645.00 (10 Sessions) • Day(s): Tu 6:15 PM-8:45 PM • 9/24-12/3</td>
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<td><strong>Training and Development</strong></td>
<td>This course will examine the function of training and development and provide the tools needed to develop training programs. The course will touch on assessing needs, setting objectives, choosing instruction strategies, resources and methods, and more.</td>
<td>HRM0009/001C • $645.00 (9 Sessions) • Day(s): M, W 6:15 PM-8:45 PM • 10/5-11/4</td>
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<tr>
<td><strong>HRIS: Fundamentals</strong></td>
<td>This course will examine how technology is being leveraged against recruitment, compensation, and training to provide improved services.</td>
<td>HRM0010/01 • $645.00 (3 Sessions) • Day(s): Sa 9:00 AM-5:00 PM • 11/6-11/8</td>
</tr>
<tr>
<td><strong>Compensation II</strong></td>
<td>This advanced course will cover pay for performance and compensation types, through international compensation and pay delivery administration.</td>
<td>HRM0014/01 • $645.00 (10 Sessions) • Day(s): Th 6:15 PM-8:45 PM • 9/24-12/3</td>
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<tr>
<td><strong>GBA/RPA 3: Strategic Benefits Management</strong></td>
<td>This course provides an overview of today's most pressing and volatile issues that impact health and welfare plans, as well as retirement and capital accumulation plans.</td>
<td>CEBS0022/01 • $659.00 (4 Sessions) • Day(s): Sa 9:00 AM-4:00 PM • 11/14-12/12</td>
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PLEASE NOTE: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
MARKETING CORE CERTIFICATE
Learn how to market a company's products and services to increase sales or brand image. Completion of this program can also prepare participants for the future with an in-depth review of marketing communications or marketing strategy.

REQUIRED SEQUENCE OF CLASSES:
• Marketing for New Marketers
• Integrated Marketing Communications
• Managing Your Product
• Pricing Issues
• Effective Channel Management
• Building Your Brand

Certificate: $3,870

MARKETING STRATEGY CERTIFICATE
This program provides an understanding of the most significant ways a company can increase its competitive position, market segmentation and targeting, positioning, brand management, new product development, competitive intelligence, product management, and marketing planning. Completion of this program prepares you to position a company for long-term competitiveness.

REQUIRED COURSES:
• Marketing Strategy
• Marketing Management
• New Product Development
• Target Marketing
• Integrated Marketing Communications
• Understanding Your Customer

Certificate: $3,870

MARKETING COMMUNICATIONS CERTIFICATE
Learn more about how to promote a company's products and services to better increase sales or improve a brand's image. This program provides an understanding of the most significant ways a company can promote its products and services including advertising, marketing, public relations, direct marketing, sales promotions, internet marketing, sales, and media planning. Completion of this program prepares you to promote a company's products and services.

REQUIRED COURSES:
• Integrated Marketing Communications
• Direct Marketing
• Advertising
• Promoting Sales
• Interactive Marketing
• Public Relations and Business Communications

Certificate: $3,870

DIGITAL MARKETING STRATEGY CERTIFICATE
This accelerated program will provide you with a comprehensive understanding of digital advertising opportunities (Facebook, Google, Twitter, Twitch, etc.), ad types (video pre-roll, post promotions, banner ads, carousels, and more), and other tools that will help you assemble your marketing funnel. We will explore customer relationship management (CRM) solutions, the role they play in marketing automation, integration option considerations (e-mail automation, AI chatbots, Google Analytics, etc.), customer segmentation, lead quality scoring, and behavioral marketing (i.e., retargeting). Additionally, we will cover branding, storytelling, calls to action, social proof, and marketing automation. Lastly, we will make sense of analytics, key performance indicators, and ad attribution.

Module 1: Overview: digital advertising opportunities (Facebook, Google, YouTube, Twitch, etc.)
Module 2: Branding and storytelling (triggering emotional response and coaxing action)
Module 3: Defining the customer journey and understanding the purchase cycle
Module 4: Customer segmentation and behavioral marketing
Module 5: Making sense of analytics, key performance indicators (KPIs), and attribution rates
Module 6: Choosing the best technologies and making it all work together
Module 7: Social proof and managing your online reputation
Module 8: Marketing automation, testing, and experimentation

Program starts October 21 @ 6:15PM

$1,299
Customer Relationship Management

In the high-pressure, fast-paced market of today, companies must grow along with their clients. Review the techniques and practical information needed to develop and nurture long-term customer relationships.

CRM0002/01 • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Global Marketing

This course will cover international marketing operations including the evaluation of market entry, developing strategies for foreign markets, and redefining the marketing mix in the evolving international environment.

MKT0008/001C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Integrated Marketing Communications

This course will teach you how to keep product and service information consistent across channels and covers integration between interactive marketing (SEO, PPC, and banner advertising) as well as traditional advertising methods (print, radio, and television).

MKT0033/001C • $645.00
(10 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/23-12/2

Marketing Strategy

Creating a logical connection between an overall strategy and its image in the marketplace and in the minds of consumers is the topic of this fascinating course. The incorporation of organizational vision, mission, goals, and objectives into a strategic plan will be highlighted.

MKT0039/001C • $645.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

Marketing Plan Development

A marketing plan details the necessary actions to achieve marketing objectives. It can be for the entire company or a product or service, a brand, or a product line. Topics covered include planning segmentation, developing product strategy, and much more.

MKT0043/01 • $645.00
(4 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 11/14-12/12

Interactive Marketing

Gain valuable information with an overview of interactive promotions including: e-mail messaging, media buying for interactive advertising, search engine optimization, search engine submission, and publicity through lists and blogs.

MKT0018/001C • $645.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/22-11/24

Advertising

Advertising is one of the most exciting, fun, and creative parts of a company’s marketing engine. This class will explore research and planning, developing creative strategy, media selection, translating advertising across media channels, and how to create compelling and memorable messaging.

MKT0035/001C • $645.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

Marketing Plan

Marketing Plan Development

A marketing plan details the necessary actions to achieve marketing objectives. It can be for the entire company or a product or service, a brand, or a product line. Topics covered include planning segmentation, developing product strategy, and much more.

MKT0043/01 • $645.00
(4 Sessions) • Day(s): Sa
9:00 AM-4:00 PM • 11/14-12/12

Building Your Brand

Knowing the identity of the brand, keeping the integrity of the brand, and positioning and developing brand standards for use in all communications is essential for marketing. This course will examine methods used by easily recognized brands and what those organizations do to maintain their brand.

MKT0020/01 • $645.00
(3 Sessions) • Day(s): Su, F, Sa
9:00 AM-5:00 PM • 11/6-11/8

Marketing Communications and Media Plan Development

The primary goal of a marketing communications plan is to build an integrated program for communicating a company’s promotional messages using advertising, PR, direct marketing, sales promotion, etc. Ideally, your plan should outline each of the promotional tools with timelines and cost analysis.

MKT0037/01 • $645.00
(3 Sessions) • Day(s): Su, F, Sa
9:00 AM-5:00 PM • 12/4-12/6

Public Relations and Business Communication

This multidisciplinary, practical course applies the practices of public relations and other business communications in a variety of career settings, including corporations, financial institutions, marketing, advertising/PR agencies, governmental units, and institutional settings.

MKT0004/001C • $645.00
(10 Sessions) • Day(s): M
6:15 PM-8:45 PM • 9/21-12/7

Social Media Marketing

Learn the latest interactive promotional strategies and tactics. Social media marketing utilizes a variety of tools and techniques for building your brand, retaining customers, marketing your offerings online, and measuring the success of your efforts.

MKT0047/01 • $645.00
(10 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/24-12/3

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DIGITAL DESIGN

DIGITAL DESIGN CERTIFICATE
This certificate is for those pursuing a career in graphic design. We offer two tracks: one for designers who wish to design for print and one for designers who want to create websites. Both have the same core courses which focus on the use of Adobe’s Creative Suite.

REQUIRED COURSES FOR BOTH TRACKS:
• Adobe Photoshop
• Advanced Adobe Photoshop
• Adobe Illustrator
• Adobe InDesign
• Portfolio Management
• Introduction to User Experience (UX) Design

REQUIRED COURSES PLUS:
• Typography
• Color Theory

Certificate: $3,280

GRAPHIC DESIGN TRACK
WEB DESIGN TRACK

REQUIRED COURSES PLUS:
• Typography
• Color Theory

Certificate: $3,280

Adobe Photoshop CC
This course will cover creating graphics for the web and for print and the uses of different file formats, image editing and manipulation tools, filters, layers, gradients, masks and brushes, and stamp and clone tools, and image retouching techniques.

CGI0001/001C • $405.00
(5 Sessions) • Day(s): M
6:15 PM-9:15 PM • 9/21-11/2

CGI0002/01 • $324.00
(6 Sessions) • Day(s): Su
2:00 PM-4:00 PM • 11/1-12/13

Adobe Illustrator CC
Adobe Illustrator CC is a vector-based image creation software used in illustration, technical drawing, animation, special effects, logo and T-shirt design, and motion graphics. Topics include Bezier curves, color and gradients, dynamic type and gradient mesh tool, live trace, live paint, creating custom workspaces, control palette, and integration with the rest of the Adobe Creative Suite.

CGI0002/001C • $405.00
(5 Sessions) • Day(s): Tu
6:15 PM-9:15 PM • 9/22-12/20

Adobe InDesign CC
This course covers all of the basic layout tools, including text, and graphics manipulation, drawing tools (Bezier curves), color management, style sheets, master pages, hyphenation, libraries, indexing, book creation, and typography controls.

CGI0003/001C • $405.00
(5 Sessions) • Day(s): Tu
6:15 PM-9:15 PM • 10/27-11/24

Typography
This course will cover creating and choosing fonts, sizes, and colors; incorporating text and illustrations; avoiding common mistakes in text usage; and common rules. The course will look at the history of typography, and you will learn about the anatomy behind the fonts. Emphasis will be placed on using the correct font for the correct application, readability, and scalability.

CGI0005/001C • $405.00
(5 Sessions) • Day(s): W
6:15 PM-9:15 PM • 10/28-12/2

Color Theory
Understand primary, secondary, tertiary, and analogous colors and how they fit into the complementary color circle. Learn about hue, value, and intensity and how these terms translate to the Adobe suite of graphic design software.

CGI0011/001C • $405.00
(5 Sessions) • Day(s): W
6:15 PM-9:15 PM • 10/23-12/2

Advanced Adobe Photoshop CC
Designed for those individuals who already have some experience with Photoshop, this advanced course will cover masking and silhouetting, working with custom brushes to create more natural-looking illustrations, and sharpening and retouching photographs to achieve desired effects.

CGI0012/01 • $405.00
(5 Sessions) • Day(s): M
6:15 PM-9:15 PM • 11/9-12/7

Portfolio Management
A strong professional portfolio provides an important foundation for the development of a successful career in digital design. The course will guide you in improving your current student portfolio pieces, developing new ones, and presenting your work.

CGI0017/001C • $405.00
(5 Sessions) • Day(s): Th
6:15 PM-9:15 PM • 10/29-12/3

Introduction to User Experience (UX) Design
UX design is an essential component of any development process because it addresses the needs of customers in a way that puts user satisfaction at the center. Through a series of hands-on projects, the participants will learn basic UX design concepts, methodologies, and best practices.

CGI0019/01 • $405.00
(5 Sessions) • Day(s): Th
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GRAPHIC DESIGN TRACK
WEB DESIGN TRACK

REQUIRED COURSES PLUS:
• Typography
• Color Theory

Certificate: $3,280

Adobe Photoshop CC
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CGI0019/01 • $405.00
(5 Sessions) • Day(s): Th
6:15 PM-9:15 PM • 9/24-10/22

PLEASE NOTE: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
Introduction to Programming Workshop

This workshop is designed for students with no prior programming experience. It introduces the fundamental concepts, terminology, and building blocks of programming. Topics include algorithms, data types, arrays, functions, libraries, and different types of programming languages and their uses.

ITS0097/01 • $99.00  
(1 Sessions) • Day(s): Sa  
10:00 AM-2:30 PM • 9/12-9/12

Build Your Own Website in HTML

This hands-on course will cover creating web pages, organizing content with tables, planning a site structure with a site map, linking web pages, implementing navigation, publishing content to the web, and web hosting.

ITS9119/001C • $520.00  
(10 Sessions) • Day(s): Sa  
10:00 AM-12:00 PM • 9/26-12/12

CSS3 and HTML5

Gain greater control of your website's look and feel using CSS, the industry-standard technology for layout and presentation. In a series of project-driven labs, you will learn to standardize colors, fonts, and layouts across groups of pages, and to customize content for different browsers and mobile devices. Prerequisite: Build Your Own Website in HTML or equivalent background.

ITS9127/001C • $520.00  
(5 Sessions) • Day(s): Sa  
9:00 AM-1:30 PM • 11/7-12/12

React JS Framework

React is a JavaScript library for building user interfaces and can be used as a base in the development of single-page or mobile applications. In this course, you will learn how to model UI components using React Components. Prerequisite: JavaScript and Ajax (ITS3123).

ITS3124/001C • $725.00  
(10 Sessions) • Day(s): M, W  
6:15 PM-9:15 PM • 11/2-12/7

Python: Introduction

Learn the basics of the programming language Python. Essential data types such as numbers, strings, lists, and dictionaries, and well as reading and writing functions will be covered.

ITS9128/001C • $545.00  
(5 Sessions) • Day(s): Th  
9:00 AM-1:30 PM • 9/24-10/22

Please Note: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
### Python: Intermediate

Take a deeper dive into programming with Python. More advanced data types such as sets, tuples, and custom classes will be addressed. You will also be introduced to run-time analysis and will learn about some of the applications of Python, such as writing programs to read and process CSV files and writing a web server to respond to requests. This is a project-based course and the acquired knowledge will be applicable to professional or personal uses. Prerequisite: Completed Python Introduction course or demonstrated prior knowledge of Python.

- **ITS2089/001C** • $655.00
  - (10 Sessions) • Day(s): Tu
  - 6:15 PM-8:45 PM • 9/22-11/24

### Java I

Java provides an ideal environment in which to grasp the universal concepts of Object Oriented Programming. Use the Java API to create Graphic User Interfaces, handle mouse events and other user input, work with data structures, manage the file system, connect to a database using JDBC, and create dynamic web pages using HTML and JSP. Prerequisites: Fundamentals of Programming (or prior programming experience) and Database Management with MS SQL (or prior database experience).

- **ITS8028/001C** • $695.00
  - (10 Sessions) • Day(s): Tu
  - 6:15 PM-8:45 PM • 9/22-11/24

### Databases and SQL Queries with Oracle

Learn the Structured Query Language, the industry-standard syntax for interacting with relational databases, using Oracle, the industry-leading database software. This course will cover database diagramming, design, and creation, entity-relationship (ER) modeling, querying, data warehousing, reporting, and more. This one course introduces you to two mainstays of the data-management world.

- **ITS2088/01** • $655.00
  - (10 Sessions) • Day(s): Tu
  - 6:15 PM-8:45 PM • 9/22-11/24

### Excel 2016: Basic

Designed for people who “learned on the job” as well as those who have never used spreadsheet programs before, this course teaches functions and features of Excel 2016. After an introduction to spreadsheet terminology, you will learn how to navigate worksheets and enter and edit text, values, and formulas. You will learn about absolute and relative references and use Excel's math and date functions as well as create and modify column and pie charts. Sorting, filtering, and calculations using calendar date functions will be covered as well as Pivot tables and charts. You'll also learn how to use text functions to manipulate non-numeric data. Prerequisite: Excel 2016 Basic or equivalent knowledge.

- **ITS6021/01** • $245.00
  - (3 Sessions) • Day(s): W
  - 6:15 PM-8:35 PM • 10/14-10/28

### PHP and MySQL: Building Web Applications

These free, high-performance, industry-standard technologies work together to allow the development of any type of database-driven web application without costly licensing fees. In lab sessions, participants will enhance standard HTML pages with PHP code to manage session information and store data in a MySQL database server. Prerequisite: Website design in HTML or equivalent background.

- **ITS9129/01** • $545.00
  - (5 Sessions) • Day(s): Th
  - 6:15 PM-9:15 PM • 10/29-12/3

### Excel 2016: Intermediate

This course builds on the fundamentals in the Excel 2016 Basic course. In this class, you will create financial outlines and subtotals, create and manage cell range names, as well as create and modify column and pie charts. Sorting, filtering, and calculations using calendar date functions will be covered as well as Pivot tables and charts. You will also learn how to use text functions to manipulate non-numeric data. Prerequisite: Excel 2016 Basic or equivalent knowledge.

- **ITS6009/01** • $245.00
  - (3 Sessions) • Day(s): W
  - 6:15 PM-8:35 PM • 11/4-11/18

### Database Management with Microsoft SQL Server

As the most fully featured Relational Database Management System offered by Microsoft, SQL Server provides an excellent platform on which to learn querying and basic administration. Learn Transact-SQL, database design, diagramming, and creation, and backup and recovery, all on enterprise quality software within the Windows environment.

- **ITS0078/01** • $605.00
  - (5 Sessions) • Day(s): Sa
  - 9:00 AM-1:30 PM • 9/26-10/31

### Excel 2016: Advanced

In this class, you will work with formulas that span across multiple worksheets and use the VLOOKUP and INDEX functions. You'll create and modify macros, protect workbooks, and use Excel's data validation features. Prerequisite: You must have expertise in using range names and/or have successfully completed the Excel 2016 Basic and Intermediate classes.

- **ITS6005/01** • $245.00
  - (3 Sessions) • Day(s): W
  - 6:15 PM-8:35 PM • 11/4-11/18

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Microsoft Excel 2016: Macros and VBA Programming

This course is designed to give experienced Excel 2016 users hand-on experience in creating macros that run in response to specific spreadsheet conditions, working with control structures, developing user screens to accept or display data, validating data entry as well as debugging and handling code errors. Prerequisite: Excel 2016 - Advanced or equivalent experience.

ITS6010/01 • $345.00
(6 Sessions) • Day(s): M
6:15 PM-8:45 PM • 11/2-12/7

Financial and Statistical Applications in Microsoft Excel

This introductory course is designed for Excel users who would like develop their quantitative skills for managerial decision-making. It is designed for Excel users with little or no finance background. You will learn how to use present value, Internal Rate of Return, Standard Deviation, and more. It features a mix of case studies, individual exercises, and group activities. This course is appropriate for all students who wish to strengthen their quantitative skills. The emphasis is on real-world scenarios that are widely used in diverse industries. Prerequisites: ITS6005 Excel 2016 Basic or equivalent experience.

ITS6029/01 • $399.00
(3 Sessions) • Day(s): Sa
9:30 AM-3:30 PM • 11/21-12/12

Mobile App Development for iPhone and iPad

Develop mobile applications for iOS devices like the iPhone and the iPad using the Objective C programming language. Learn to use the iOS Software Development Kit and Xcode - Apple's Integrated Development Environment.

ITS9125/01 • $425.00
(5 Sessions) • Day(s): Sa
10:00 AM-1:00 PM • 11/7-12/12

Data Analytics with Excel PowerPivot

This Power Pivot course will teach you how to use Excel to analyze and manipulate very large sets of data imported from a variety of popular relational data bases (e.g., Oracle, SQL Server). By the end of the course you will be able to set up relationships between tables in a data model, use formulas to create calculated columns, measures, and hierarchies, create various meaningful pivot tables and charts, and create interactive dashboard reports. This course only requires basic knowledge of Excel and is ideal for professionals across all business sectors who want to be able to aggregate, summarize, and present data efficiently and in a way that provides better business insights and informed decision making.

ITS6029/01 • $399.00
(3 Sessions) • Day(s): Sa
9:30 AM-3:30 PM • 11/21-12/12

Mobile App Development for Android using Java

Developing for handheld devices is a new frontier in software. Learn about the different platforms that are available, and create a mobile application for Google's Android operating system using Java and the Eclipse Development Environment. Requirements: Completed Java programming course or equivalent; you must provide your own laptop in class; instructor will send information about software requirements.

ITS9126/01 • $425.00
(5 Sessions) • Day(s): Sa
10:00 AM-1:00 PM • 11/7-12/12

Data Analysis and Visualization with Tableau

Visualization of data is a key requirement for business decision makers. Tableau is one of the most popular software packages to achieve rich visualization to understand data patterns and create an engaging story. This hands-on course designed for the beginner Tableau user will guide you through the foundations of the software and you will begin to generate simple visualizations and interactive worksheets and dashboards.

ITS9253/01 • $405.00
(5 Sessions) • Day(s): Tu
6:15 PM-9:15 PM • 11/7-12/12

Google Analytics: Basic

This course teaches basic capabilities of Google Analytics in order to understand how users find and use a website. We will cover how to navigate the application, utilize various functions, and identify core metrics that are relevant across various industries. In addition, we will explore basic reporting and dashboards. By the end of the course, you should be able to comfortably access this data platform, identify how to pull relevant metrics to make more data-based decisions, and have a better understanding of your website user demographics and behavior.

ITS9255/01 • $425.00
(6 Sessions) • Day(s): M
6:15 PM-8:45 PM • 10/26-11/30

Cybersecurity and Privacy Management

This course introduces the key business, technical, legal, and ethical issues in cybersecurity and privacy faced by business and government. Using case studies and simulations, the class will analyze the management and technical causes for breaches and actual company responses, and apply strategies and best practices for detection and prevention of data theft and intrusions. After completing the course, you will have a foundational knowledge of privacy and cybersecurity issues that must be addressed in for-profit, non-profit, and government activities and organizations.

ITS9256/01 • $425.00
(6 Sessions) • Day(s): M
6:15 PM-8:45 PM • 10/26-11/30

Please note: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
Our ESL program offers many options and services for the language learner. We have I-20 programs in full-time ESL, intensive TOEFL, and intensive GMAT/GRE. Part-time classes (daytime and evening) offer business English, conversation, writing and reading, pronunciation, grammar, vocabulary, and public speaking. If you prefer customized instruction, personal tutoring is an option. Academic advisors help you meet your long-term educational goals and apply to a degree program. Free after-class activities such as workshops, a tutoring center, conversation hour, and field trips promote fluency and cultural enrichment. Finally, as our student, you also have access to campus services like the Baruch library, health center, gym, and computer lab.

The Academic Intensive English Program is designed to prepare non-native English speakers for college, or graduate school in the U.S. You will receive 20-hours-per-week instruction in writing, reading, listening, and speaking. Additionally, you will choose an elective class from a unique menu of courses, including grammar, TOEFL preparation, public speaking, pronunciation, business English, and more.

An ESL Placement Test score is required for all new students.

AIEP PROGRAM TUITION (FALL 2020): $3,200

Writing
This course provides you with the skills needed for effective writing in academic and professional settings. The writing process is emphasized with a particular focus on the organization and development of ideas within paragraphs and essays.

ESL0100/01 • $960.00
(29 Sessions) • Day(s): M, W, F
9:00 AM-11:00 AM • 9/30-12/11

Reading
This course is designed to help you become a more confident and proficient reader in English. You will explore a variety of genres (articles, websites, short stories, etc.) and reading skills (vocabulary-building, summarizing, critical thinking, etc.).

ESL0200/01 • $640.00
(20 Sessions) • Day(s): Tu, Th
9:00 AM-11:00 AM • 10/1-12/10

Listening and Speaking
This course is designed to help you develop fluency, accuracy, and clear pronunciation in spoken English. Also, you work on your listening skills through activities with audio and visual materials, dialogue practice, role-play, and note-taking.

ESL0300/01 • $960.00
(29 Sessions) • Day(s): M, W, F
11:30 AM-1:30 PM • 10/1-12/11

ESL Tutoring
We offer quality one-on-one tutoring at a low cost. You choose the skills you most want to work on: writing, reading, listening, speaking, pronunciation, grammar, and vocabulary.

- 5 HOURS: $625.00
- 10 HOURS: $1,150.00
- 20 HOURS: $2,000.00
GENERAL ESL

Grammar: Basic

In this course, you will explore different elements of English structure through readings, digital media, dialogs, songs, games, and student writing. By the end of the course, you should have a solid grasp of basic verb tenses, prepositional phrases, articles, and sentence varieties. You need to be in levels 3 or 4 to take this course.

ESL0410/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

Vocabulary and Idioms: Basic

In this course, you will not only expand your vocabulary, but will also learn strategies for understanding the meaning of new words. Using film, TV shows, songs, readings, and digital media, you will focus on comprehension, recognition, and the application of new words and phrases. You learn how to make your speech clearer, more varied, and more native-like. You need to be in levels 3 or 4 to take this course.

ESL0420/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

Academic Vocabulary

This course is designed for those preparing for university, graduate school, and standardized exams, such as the iBT TOEFL and GMAT. In this course, you will learn new academic vocabulary related to business, economics, psychology, the U.S. education system, science, history, and more. Practice exercises are challenging and interactive, providing you with strategies for enhancing your English reading, writing, listening, and speaking. You need to be in levels 6-10 to take this course.

ESL0404/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
6:15 PM-8:15 PM • 10/6-12/15

ESL0404/02 • $699.00
(20 Sessions) • Day(s): Tu, Th
6:15 PM-8:15 PM • 10/6-12/15

ESL0405/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
9:00 AM-11:00 AM • 10/6-12/15

ESL0405/02 • $699.00
(20 Sessions) • Day(s): Tu, Th
9:00 AM-11:00 AM • 10/6-12/15

ESL0411/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
6:15 PM-8:15 PM • 10/5-12/16

ESL0411/02 • $699.00
(20 Sessions) • Day(s): Tu, Th
6:15 PM-8:15 PM • 10/5-12/16

ESL0404/01 • $699.00
(20 Sessions) • Day(s): M, W
9:00 AM-11:00 AM • 10/5-12/16

ESL0404/02 • $699.00
(20 Sessions) • Day(s): M, W
6:15 PM-8:15 PM • 10/5-12/16

Pronunciation: Basic

This course is designed to help you improve your pronunciation of American English. You will explore the vowel, consonant, stress, and intonation rules of American English. Using various techniques and fun activities, you will learn how to sound more natural when speaking English. You need to be in levels 1-4 to take this course.

ESL0433/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

ESL0433/02 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

ESL0434/01 • $699.00
(20 Sessions) • Day(s): M, W
6:15 PM-8:15 PM • 10/5-12/16

ESL0434/02 • $699.00
(20 Sessions) • Day(s): M, W
6:15 PM-8:15 PM • 10/5-12/16

ESL0435/01 • $699.00
(20 Sessions) • Day(s): M, W
6:15 PM-8:15 PM • 10/5-12/16

ESL0435/02 • $699.00
(20 Sessions) • Day(s): M, W
6:15 PM-8:15 PM • 10/5-12/16

ESL0440/01 • $699.00
(20 Sessions) • Day(s): M, W
9:00 AM-11:00 AM • 10/5-12/16

ESL0440/02 • $699.00
(20 Sessions) • Day(s): M, W
6:15 PM-8:15 PM • 10/5-12/16

ESL0441/01 • $699.00
(20 Sessions) • Day(s): M, W
9:00 AM-11:00 AM • 10/1-12/10

ESL0441/02 • $699.00
(20 Sessions) • Day(s): M, W
9:00 AM-11:00 AM • 10/1-12/10

ESL0442/01 • $699.00
(20 Sessions) • Day(s): M, W
6:15 PM-8:15 PM • 10/1-12/10

ESL0442/02 • $699.00
(20 Sessions) • Day(s): M, W
6:15 PM-8:15 PM • 10/1-12/10

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.

REGISTER NOW! 646-927-1312
Understanding the Business World

This course is designed for students interested in studying business in an American university, or those who want to get a job in the business field. Working with newspapers, internet resources, and digital media, you will learn about current events and trends in economics, finance, marketing, international trade, and sustainability. In this course, you will also develop your skills in writing, reading, listening, speaking, vocabulary, and grammar through mini-research projects, presentations, and real-world simulations. You need to be in levels 5-10 to take this course.

ESL0600/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

Business English for Non-native Speakers

In this course, students develop their skills in writing, reading, listening, speaking, vocabulary, and grammar through authentic business text, video, and audio materials. Course work will include discussions, real-world business simulations, presentations, and workplace written communication. Students need to be in levels 5-10 to take this course.

ESL0605/01 • $360.00
(10 Sessions) • Day(s): M
6:15 PM-8:15 PM • 10/5-12/14

Oral Communication in Business

In this course, you will improve your oral communication skills to meet the challenges of professional interactions. You will gain confidence and expertise in making small talk, participating in conference calls and leading meetings. Through extensive practice exercises, role-plays, and business simulations, you will gain effective strategies for communicating with supervisors, colleagues, employees, and clients. You need to be in levels 5-10 to take this course. If you have not taken ESL classes or a Placement Test with CAPS in the past year, register for the test by calling 646-312-5000 or emailing caps@baruch.cuny.edu.

ESL0603/01 • $360.00
(10 Sessions) • Day(s): Th
6:15 PM-8:15 PM • 10/8-12/17

Business Writing for Non-native Speakers

In this course, you will learn how to write effective text messages, email, memos, and letters. You will develop your writing, grammar, and vocabulary as you focus on appropriate formats, style, and tone for a variety of audiences, including employers, colleagues, customers, and clients. You need to be in levels 5-10 to take this course. If you have not taken ESL classes or a Placement Test with CAPS in the past year, register for the test by calling 646-312-5000 or emailing caps@baruch.cuny.edu.

ESL0602/01 • $360.00
(10 Sessions) • Day(s): Tu
6:15 PM-8:15 PM • 10/5-12/14

Public Speaking

This course provides you with the skills needed to deliver formal and informal presentations. You will learn how to research, organize, and prepare presentations that will inform and persuade an audience. You will develop your platform skills (body language, eye contact, voice projection) as you deliver clear, concise, and relevant messages. You also learn to design effective PowerPoint slides and visuals. You need to be in levels 7-10 to take this course.

ESL0435/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.
TOEFL Preparation

This course is designed to help you build the skills and strategies needed to succeed on the iBT TOEFL exam. Special emphasis is placed on the independent and integrated tasks of the TOEFL, including reading, listening, writing, and speaking. You need to be in levels 5-10 to take this course.

ESL0500/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

ESL0507/01 • $360.00
(10 Sessions) • Day(s): W
6:15 PM-8:15 PM • 10/7-12/16

Intensive TOEFL Preparation

This 20-hour-per-week course provides intensive instruction and practice on the iBT TOEFL exam. Working with an experienced and caring teacher, you will develop your English proficiency while building your test-taking strategies and skills. Special emphasis is placed on the independent and integrated tasks of the TOEFL, including reading, listening, writing, and speaking. Instruction takes place in both classroom and language lab settings. You need to be in levels 5-10 to take this course.

ESL0501/01 • $1,800.00
(25 Sessions) • Day(s): Daily
9:00 AM-1:30 PM • 9/30-11/4

ESL0501/02 • $1,800.00
(24 Sessions) • Day(s): Daily
9:00 AM-1:30 PM • 11/10-12/16

ESL • TEST PREPARATION

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646-927-1312

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.

CUNY Assessment Test Preparation

Before matriculating at a CUNY undergraduate degree program, you are required to take the CUNY Assessment Tests. This course specifically prepares you for the CUNY Assessment Test in Writing (CAT-W) and the CUNY Assessment Test in Reading (CUNY-R). You need to be in levels 5-10 to take this course.

ESL0502/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

Intensive GMAT Preparation

This course is designed for international students who are applying to MBA programs. This course offers 20 hours per week of intensive GMAT preparation. Focus is placed on the quantitative (problem solving and data sufficiency) and verbal (reading comprehension, critical reasoning, and sentence correction) sections of the exam. You will practice with GMAT sample questions, diagnostic tests, and GMAT software. You need to be in levels 7-10 to take this course.

ESL0503/01 • $1,800.00
(25 Sessions) • Day(s): Daily
9:00 AM-1:30 PM • 9/30-11/4

ESL0503/02 • $1,800.00
(24 Sessions) • Day(s): Daily
9:00 AM-1:30 PM • 11/10-12/16

GMAT and GRE Preparation

This course helps you to develop the skills and strategies needed to improve your GMAT or GRE scores. You will learn the details of the structure and characteristics of both GMAT and GRE tests, the types of questions both contain, and the best test-taking strategies. The course will address both verbal and math sections of the tests. You will practice questions and test sections in class and at home, and you will take full-size simulated GMAT and GRE computer-based tests. You must be in level 7 or higher in order to register for this course.

ESL0506/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

Intensive GRE Preparation

This course is designed for international students who are applying to graduate schools. This course offers 20 hours per week of intensive GRE preparation. Focus is placed on the analytical writing, verbal reasoning, and quantitative reasoning. You will practice with GRE sample questions, diagnostic tests, and GRE software. You need to be in levels 7-10 to take this course.

ESL0504/01 • $1,800.00
(25 Sessions) • Day(s): Daily
9:00 AM-1:30 PM • 9/30-11/4

ESL0504/02 • $1,800.00
(24 Sessions) • Day(s): Daily
9:00 AM-1:30 PM • 11/10-12/16

GMAT and GRE Preparation

This course helps you to develop the skills and strategies needed to improve your GMAT or GRE scores. You will learn the details of the structure and characteristics of both GMAT and GRE tests, the types of questions both contain, and the best test-taking strategies. The course will address both verbal and math sections of the tests. You will practice questions and test sections in class and at home, and you will take full-size simulated GMAT and GRE computer-based tests. You must be in level 7 or higher in order to register for this course.

ESL0506/01 • $699.00
(20 Sessions) • Day(s): Tu, Th
11:30 AM-1:30 PM • 10/1-12/10

Intensive GRE Preparation

This course is designed for international students who are applying to graduate schools. This course offers 20 hours per week of intensive GRE preparation. Focus is placed on the analytical writing, verbal reasoning, and quantitative reasoning. You will practice with GRE sample questions, diagnostic tests, and GRE software. You need to be in levels 7-10 to take this course.

ESL0504/01 • $1,800.00
(25 Sessions) • Day(s): Daily
9:00 AM-1:30 PM • 9/30-11/4

ESL0504/02 • $1,800.00
(24 Sessions) • Day(s): Daily
9:00 AM-1:30 PM • 11/10-12/16
GMAT Math Preparation
This course helps you to develop the skills and strategies needed to improve your GMAT score. Focus in this course is placed on the quantitative (problem solving and data sufficiency) section of the exam. You will practice with GMAT sample questions, diagnostic tests, and GMAT software.

GMT9205/02 • $499.00
(8 Sessions) • Day(s): Sa
12:00 PM-2:30 PM • 9/12-11/14

GMT9205/01 • $499.00
(8 Sessions) • Day(s): W
6:15 PM-8:45 PM • 9/16-11/4

GMT9205/04 • $499.00
(8 Sessions) • Day(s): Sa
9:00 AM-11:30 AM • 10/17-12/12

GMT9205/03 • $499.00
(8 Sessions) • Day(s): M
6:15 PM-8:45 PM • 10/26-12/14

GMAT and GRE Essay Bootcamp
This course focuses on writing and verbal skills needed to complete the essay sections on the GMAT and GRE tests. Emphasis is placed on vocabulary, grammar, and essay organization and development. Extensive in-class and out-of-class work is supported by individualized instructor feedback.

VBL9202/01 • $299.00
(5 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/29-10/27

VBL9202/02 • $299.00
(5 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 11/5-12/10

GRE Math Preparation
Get a head start on your graduate school application by preparing for the GRE exam now. This course provides you with the skills and strategies needed to succeed on the GRE exam.

GRE9203/02 • $499.00
(8 Sessions) • Day(s): Sa
12:00 PM-2:30 PM • 9/12-11/14

GRE9203/01 • $499.00
(8 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 9/15-11/3

GRE9203/04 • $499.00
(8 Sessions) • Day(s): Sa
9:00 AM-11:30 AM • 10/17-12/12

GRE9203/03 • $499.00
(8 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 10/22-12/17

GRE Verbal Preparation
This course provides you with the skills and strategies needed to succeed on the GRE exam. Emphasis in this course is placed on the analytical writing and verbal reasoning sections of the exam.

GRE9204/02 • $499.00
(8 Sessions) • Day(s): Sa
9:00 AM-11:30 AM • 9/12-11/14

GRE9204/01 • $499.00
(8 Sessions) • Day(s): Th
6:15 PM-8:45 PM • 9/17-11/5

GRE9204/04 • $499.00
(8 Sessions) • Day(s): Sa
12:00 PM-2:30 PM • 10/17-12/12

GRE9204/03 • $499.00
(8 Sessions) • Day(s): Tu
6:15 PM-8:45 PM • 10/27-12/15

SAT® Preparation
This course helps you to develop the test-taking skills and strategies needed to succeed on the SAT®. You will focus on timing techniques, selective guessing, reducing test anxiety, and identifying and applying problem types. Offered for a “Complete” grade only.

SAT9201/01 • $699.00
(8 Sessions) • Day(s): Sa
9:00 AM-1:00 PM • 9/12-11/14

NYC Specialized High School Exam Prep
Getting into a New York City specialized high school is more competitive than ever. This course offers you high-quality and affordable preparation for the Specialized High School Assessment Test (SHSAT). Learn practical tips and strategies from expert math and English teachers. Detailed feedback provided during each class.

SHS9201/01 • $399.00
(5 Sessions) • Day(s): Sa
1:30 PM-5:30 PM • 9/12-10/17

PLEASE NOTE: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
Real Estate Agent Licensing

This course is for individuals who want a real estate license and/or knowledge of the real estate industry. The 78 hour Salesperson License Pre-Qualifying course is required by NYS to become a Licensed Real Estate Salesperson. You will learn real estate license fundamentals such as: legal, mortgages, pricing properties, construction, fair housing, leasing, residential real estate, commercial real estate, 1031 exchange, and more. Class time is 75 hours plus you have 3 hours to complete the school exam. Also, to be licensed you must register and pass the NYS DOS licensing exam.

NCP6000/01 • $523.00
(10 Sessions) • Day(s): Su, Sa
9:00 AM-5:45 PM • 9/12-10/31

NCP6000/02 • $523.00
(26 Sessions) • Day(s): Tu, W, Th
6:00 PM-9:00 PM • 10/6-12/8

NCP6000/04 • $523.00
(10 Sessions) • Day(s): Su, Sa
9:00 AM-5:45 PM • 10/17-11/15

NCP6000/03 • $523.00
(10 Sessions) • Day(s): Daily
9:00 AM-5:45 PM • 11/30-12/10

Real Estate Fundamentals

This class will cover a variety of topics ranging from property rights, titles, and encumbrances, to legal considerations, contracts, concepts of brokerage, and financing.

NCP1000/01 • $489.00
(8 Sessions) • Day(s): Tu, Th
6:00 PM-8:50 PM • 10/20-11/12

Foreign Buyers of Real Estate in New York

This course is dedicated to providing you with a comprehensive and thorough understanding of the many processes involved in the foreign buying process of real estate in New York. By taking this course, you will become familiar and knowledgeable with many areas of the foreign buying process ranging from "who is considered a foreign person and why do foreign investors purchase real estate in the U.S." to "gain tax calculation for foreign investors."

NCPEL108/01 • $69.00
(1 Sessions) • Day(s): W
6:00 PM-9:30 PM • 12/9-12/9

Legal Basics in Real Estate

Designed to inform learners about the legal basics of real estate, this course emphasizes both residential and commercial law. Special attention will be paid to landlord-tenant relations, coops and condos, real property, leases, closings, and contracts—themes that will help you make informed decisions when evaluating contracts and other transactions. Also, the following Fair Housing Topics will be covered: Fair Housing Concepts, History and Legislation, and Fair Housing Today (22 CE Credits).

NCP7000/01 • $489.00
(4 Sessions) • Day(s): Tu, Th
6:00 PM-8:50 PM • 11/17-12/15

Notary Public Training

Enter the exciting field of real estate by becoming a notary public. The notary public course prepares you to learn about the laws and duties in serving the public as an official representative of the State of New York. By notarizing documents you are providing a valuable community service for which you are compensated. Additionally, your services are used by corporations and small businesses as well as real estate, legal, and title companies.

NCPEL15A/01 • $50.00
(1 Sessions) • Day(s): Sa
9:00 AM-5:15 PM • 9/26-9/26

NCPEL15A/02 • $50.00
(1 Sessions) • Day(s): Sa
9:00 AM-5:15 PM • 12/19-12/19

NCPEL15B/01 • $50.00
(1 Sessions) • Day(s): Sa
10:00 AM-1:00 PM • 11/7-11/7

Understanding the Closing Process

From the initial offer through the closing appointment, this course will cover what you need to know in reference to this most critical of transactions. Specific topics including title checks, contingencies, and mortgages will be reviewed. Discussions will also include documentation and final arrangements for successful transactions.

NCPEL61/01 • $349.00
(4 Sessions) • Day(s): Tu
6:00 PM-8:50 PM • 11/10-12/1

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.

REGISTER NOW!
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BASIC CONSTRUCTION PROJECT MANAGEMENT CERTIFICATE
This certificate will provide you with the basic and experiential skills required to perform effectively and efficiently in the field. Learn best practices and explore the topics of construction estimating, construction contract law, and blueprint reading.
Certificate: $1,619

CONSTRUCTION PROJECT MANAGEMENT CERTIFICATE
This certificate is structured to provide you with the advanced construction management competencies, tools and practices, controls, systems, standards, occupancy, and delivery system. This program is for students seeking a better understanding of how the construction process works, from foundation, design, procurement, and construction, to post-occupancy of the structure.
Certificate: $1,956

Basic Construction Management
Construction Management is a multi-disciplinary field that requires a broad perspective of projects. In this course, you will improve the bottom line of projects you manage, through the implementation of efficiency protocol, and effective practices in design, development, budgeting, contracts, and supervision.
NCCP1000/01 • $489.00
(8 Sessions) • Day(s): M, W
6:00 PM-9:00 PM • 9/21-10/21
NCCP1000/02 • $489.00
(3 Sessions) • Day(s): Sa
9:00 AM-6:00 PM • 9/26-10/17

Construction Methods and Technology
This course provides an understanding of construction methods, building systems, and materials and equipment selection. It provides the construction manager with the knowledge required to effectively communicate with the various design and construction entities on a project, as well as to perform other project management tasks, including cost estimating, planning, and scheduling.
NCCP2000/01 • $489.00
(8 Sessions) • Day(s): Tu, Th
6:00 PM-8:50 PM • 10/2-11/30
NCCP2000/02 • $489.00
(3 Sessions) • Day(s): Sa
9:00 AM-5:45 PM • 12/5-12/19

Primavera
With this Project Management software, you will learn how to manage projects virtually. From project conception through implementation, you will acquire the skill set necessary for tracking accountability, costs, relationships, and performance. Prerequisite: Construction Project Management (NCCP4000).
NCCP3000/01 • $489.00
(8 Sessions) • Day(s): Tu, Th
6:00 PM-8:50 PM • 11/5-12/3
NCCP3000/02 • $489.00
(7 Sessions) • Day(s): M, W
6:00 PM-9:15 PM • 11/30-12/21
NCCP3000/03 • $489.00
(3 Sessions) • Day(s): Sa
9:00 AM-5:45 PM • 12/5-12/19

Construction Project Management, Site Safety, and Field Management
Master the tools used by Project Managers: work breakdown structure, critical path, task analysis, project plan, project scheduling, and more. Gain the skills needed to plan, track progress, and stay focused on the end result.
NCCP4000/02 • $489.00
(3 Sessions) • Day(s): Sa
9:00 AM-6:00 PM • 9/26-10/17
NCCP4000/01 • $489.00
(8 Sessions) • Day(s): M, W
6:00 PM-9:00 PM • 11/2-11/30

LEED: Leadership in Energy and Environmental Design
Being the most popular used green rating system in the world, this course will introduce you to the rating systems and codes to evaluate sustainable building design and construction. Providing a framework for healthy, efficient, and cost-saving green buildings, students enrolled in this course will be equipped with globally recognized knowledge and training in areas of construction sustainability.
NCP112/01 • $0.00
(16 Sessions) • Day(s): Tu, Th
4:00 PM-6:00 PM • 9/22-11/12

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.

Introduction to Blueprints and Construction Documents
This introductory course visits the development of blueprints within the construction industry, and shows you what to expect in a contemporary construction drawing set and how to understand scale and symbols in drawings. There is hands-on experience with drawing simple scaled drawings. The later lessons in this course review the place of CADD and more advanced 3-D and intelligent building modeling as “blueprints” morph in the world of e-technology.
NCCP9030/01 • $489.00
(8 Sessions) • Day(s): Tu, Th
6:00 PM-9:00 PM • 9/22-10/15
NCCP9030/02 • $489.00
(3 Sessions) • Day(s): Sa
9:00 AM-6:00 PM • 10/31-11/14

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Fundamentals of Sustainable Design, Construction, and Development

This course is an introduction to the field of Sustainable Design, Construction, and Development for designers, builders, and owners. It explores underlying issues as they impact the built environment, current green building practices, and emerging trends in the field. The class covers guidelines and rating systems including LEED; government initiatives, incentives, and impending code changes; the roles of the owner, project consultants, and building operators in a green building project; site selection, water, energy, and resource efficiency; commissioning; life cycle assessment; indoor environmental quality; and green building operations and management.

Green Financing: The Basics

Covering a variety of topics relating to the cost and funding of designing Green buildings vs. conventional buildings, this course will thoroughly examine and explain the different financing options for a Green project.

LEED: The Basics for Beginners

This course explains the basics of what is involved with Leadership in Energy and Environmental Design (LEED), examining LEED Procedures, U.S. Green Building Council, the LEED certification and accreditation process, and much more.

Green Technology: The Basics for Beginners

This course examines the basic technology involved with Green. Students enrolled in this course will gain knowledge and understanding on the "Definition of Green Terms," "Examples of Green Buildings in NYS," "Green Building Design" (Envelope, HVAC, Plumbing, Electrical), "Existing Green Technology and Future Green Technologies."

Basic Contracts and Bonding Requirements

Class attendee’s will be provided with pertinent information to understand contractual forms and agreements to increase knowledge with the legal language and issues in construction, repairs, renovations, or major capital improvement (MCI) projects encountered by Homeowners, Entrepreneurs, Small Business Owners, Property Owners, Project Managers, General Contractors, and/or Subcontractors.

Construction Project Law, Insurance, and Surety Bond

This course will help you understand fundamentals of construction contracting, including project delivery methods, types of contractual arrangements, roles and responsibilities of the parties, and common issues such as changes, delays, defective workmanship, default, and termination. You will be taught basic principles of contract law to foster an understanding of contract formation, performance obligations, and grounds for default and remedies for breach.

Codes, Health, and Safety for Facilities

This course will examine legal requirements and physical factors that promote safe, productive, working environments. Spatial relationships, lighting, air and water quality, cleanliness, noise, and ergonomics will be analyzed. Recycling, waste management, and other sustainable practices will be reviewed. OSHA standards; equipment, product, and materials safety; risk management; emergency response and security plans; insurance; workers’ compensation; and owner liability will be covered. Best practices and stories from industry leaders will be shared.

Zoning Analysis and Land Use in NYC

This course reviews the history of zoning regulations, and how zoning regulations impact NYC today. Issues of particular concern to the various communities will be discussed, including land use regulations, building requirements, and preservation. Green building technology and taxes will also be examined.

Please note: All classes are offered online. Class sessions are held virtually with our instructors in real-time.
PROPERTY AND OPERATIONS MANAGEMENT

Managing Property
This course will cover the real property processes and specialized project management techniques. This course is designed to improve and build the knowledge and skills required to function as a manager with an understanding of financial statements, green building technology, landlord policies, contractual obligations, diverse leases, lease negotiation, and public and tenant relations, including the basic technical aspects of maintenance and operations.

NCPEL96/01 • $489.00
(8 Sessions) • Day(s): M, W
6:00 PM-8:50 PM • 11/17-12/15

NCPEL96/02 • $489.00
(8 Sessions) • Day(s): M, W
6:00 PM-8:50 PM • 11/16-12/14

Facilities Management
In this course, you will learn the critical tasks and responsibilities of Facilities Management. With cost effectiveness in mind, you will study how to manage and properly care for real estate, considering the many different aspects of the field. From maintenance and security, through janitorial services and outsourcing, topics will enable course participants to gain a realistic overview of this industry.

NCFP9030/01 • $489.00
(7 Sessions) • Day(s): M, W
6:00 PM-9:15 PM • 9/21-10/19

NCPEL96/01 • $489.00
(3 Sessions) • Day(s): Sa
9:00 AM-5:45 PM • 12/5-12/19

Preset Board Package
This course is dedicated to preparing real estate professionals to successfully prepare and present a detailed Board Package at a Board Interview. By enrolling in this course, you will learn how to add value to your business while at the same time showcasing your professional fiduciary expertise to current and prospective clients.

NCPEL107/01 • $85.00
(2 Sessions) • Day(s): Th, F
6:00 PM-8:15 PM • 10/15-10/16

Law of Agency
The Real Estate License Law of Agency course is for existing agents who want to develop a better understanding of the nature of relationship, laws, and obligations between agents and tenants and agents and landlords. Approved by New York State for 2 hours of Continuing Education (CE) credit, this course will cover a variety of topics essential to applying the laws of agreement and contractual obligations between agents and/or tenants and landlords. Topics to be covered include: 1) Fiduciary relationship/Agency/Listing Agreement, 2) Agent Authority, 3) Termination of Agency, 4) Agency Alternatives, and 5) Dual Agency.

NCPEL115/01 • $55.00
(1 Sessions) • Day(s): Sa
10:00 AM-12:00 PM • 12/19-12/19

NCPEL115/02 • $55.00
(1 Sessions) • Day(s): Tu
9:00 AM-11:00 AM • 11/3-11/3

NCPEL106/01 • $92.00
(1 Sessions) • Day(s): W
5:00 PM-9:15 PM • 12/16-12/16

NCPEL105/01 • $55.00
(1 Sessions) • Day(s): Sa
10:00 AM-12:00 PM • 11/20-11/20

PLEASE NOTE:
All classes are offered online. Class sessions are held virtually with our instructors in real-time.

PROPERTY AND OPERATIONS MANAGEMENT CERTIFICATE
This certificate is designed to provide a solid foundation for anyone pursuing a career in property and operations management. The topics covered will provide you with the basic tactical and strategic skills needed to become a successful property manager.

Certificate: $1,956

ADVANCED PROPERTY AND OPERATIONS MANAGEMENT CERTIFICATE
Master topics surrounding facility finance, marketing, and legal and administrative issues in multiple dwelling properties. Upon completion of this certificate, you will gain advanced skills in property management expertise in addition to hands-on experience that can be immediately applied to property and operations growth.

Certificate: $2,474

Asset Management
The course will review Asset Management trends, integrating and interacting with other business functions, and how to drive strategic, long-term value. The course will also review how external forces such as sociological, technological, economical, and political factors affect asset management.

Facilities Management
In this course, you will learn the critical tasks and responsibilities of Facilities Management. With cost effectiveness in mind, you will study how to manage and properly care for real estate, considering the many different aspects of the field. From maintenance and security, through janitorial services and outsourcing, topics will enable course participants to gain a realistic overview of this industry.

NCPEL96/02 • $489.00
(8 Sessions) • Day(s): M, W
6:00 PM-8:50 PM • 11/16-12/14

NCPEL96/01 • $489.00
(3 Sessions) • Day(s): Sa
9:00 AM-5:45 PM • 12/5-12/19

Property and Operations Management
This certificate is designed to provide a solid foundation for anyone pursuing a career in property and operations management. The topics covered will provide you with the basic tactical and strategic skills needed to become a successful property manager.

Certificate: $1,956

Advanced Property and Operations Management
Master topics surrounding facility finance, marketing, and legal and administrative issues in multiple dwelling properties. Upon completion of this certificate, you will gain advanced skills in property management expertise in addition to hands-on experience that can be immediately applied to property and operations growth.

Certificate: $2,474

Register now!
646-927-1312
**Sustainable Property Management**

Learn how to manage properties sustainably! This course will cover topics critical for environmentally sound property management, including air, waste, water, and energy systems. Insight into audits, green procurement, and cleaning programs will also be reviewed, enabling learners to have knowledge of how to promote sustainable practices into their work environments.

NCPEL29/01 • $489.00  
(8 Sessions) • Day(s): M, W  
6:00 PM-8:50 PM • 11/23-12/21

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**Human Rights and Fair Housing**

New York State Department of State requires human rights and fair housing training for real estate salespersons and brokers. As of July 1, 2008, all real estate licensees must complete three hours of human rights and fair housing training to renew their real estate licenses. Class time is considered part of the mandatory 22.5 hour continuing education licensees are required to complete every two years. Prerequisite: NYS Real Estate Salesperson's or Broker's License Text: Course Handouts/Internet Downloads.

NCPEL55/01 • $65.00  
(1 Sessions) • Day(s): Sa  
9:00 AM-12:00 PM • 9/26-9/26

NCPEL55/02 • $65.00  
(1 Sessions) • Day(s): M  
6:00 PM-9:00 PM • 11/23-11/23

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**Legal and Administrative Issues in Multiple Dwelling Properties**

The goal of this course is to present participants with the legal and administrative knowledge necessary for the management of multi-dwelling properties. The specifics of co-ops and condos, as well as elements of effective decision-making and current legal issues, especially within New York State, will be covered. This class is essential for individuals seeking to manage properties within this domain.

NCPEL65/01 • $349.00  
(4 Sessions) • Day(s): Tu, Th  
6:00 PM-8:50 PM • 12/1-12/10

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**Facility Finance**

You will learn how facilities managers manage basic accounting, evaluate assets, control budgets, conduct financial audits, estimate costs for capital renewal and deferred maintenance programs, calculate lifecycle costing, payback, net present value, and depreciation. Financial risk management, financing options for operations and capital budgets, advantages of energy efficiency, financing utility upgrades with utility paybacks, debt financing options, and current replacement value calculations will be studied.

NCFP9036/01 • $489.00  
(8 Sessions) • Day(s): Tu, Th  
6:00 PM-8:50 PM • 10/6-10/29

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**Questions and Answers About Tenant Rights**

With the growing shortage of affordable housing—for both renters and homeowners—there has never been a more important time to understand your rights and how housing laws apply to you. There is not enough space to address all the pertinent facts, so this seminar will cover the issues which come up most frequently. This seminar is designed to address the questions and concerns of renters and homeowners while at the same time providing valuable knowledge about New York's tenants rights.

NCPEL104/01 • $99.00  
(1 Sessions) • Day(s): Sa  
9:00 AM-5:45 PM • 11/14-11/14

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**Marketing Your Property to Increase Profitability**

This class will focus on applying key methodologies of increasing profitability by marketing residential, commercial, and retail properties through the application of survey methods of marketing. You will be updated on current and emerging trends in marketing, client relations, and maintenance that will increase efficiency and sustainability of building performance. There will also be a focus on regulations, standards, and guidelines of quality controls and sustainability. Examples of innovative, unique, and creative approaches will be shared and discussed.

NCFP9041/01 • $169.00  
(2 Sessions) • Day(s): M, Tu  
6:00 PM-9:45 PM • 11/16-11/17

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**Trends in Technology and Property Management**

This course will explore the basic trends in technology that are related to the real estate industry. This course will go in depth to cover technological changes and their benefits of improving the real estate industry. The content of this course will also highlight the importance of property managers to be knowledgeable and up to date on the latest technological trends subsequently developing awareness of how these changes can affect their profession and the buildings they manage. The course contents will cover information related to Smart Homes, Smart Commercial Buildings, and Smart Cities with a focus on technology utilized in energy efficiency, safety, comfort, opex, and tax incentives.

NCFP9040/01 • $489.00  
(8 Sessions) • Day(s): M, W  
6:00 PM-8:50 PM • 9/21-10/21

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**PLEASE NOTE:**
All classes are offered online. Class sessions are held virtually with our instructors in real-time.
MUSIC, MULTIMEDIA, AND ENTERTAINMENT

These certificate programs offer you the opportunity to gain knowledge from hands-on, practical, and experiential learning. These programs are designed to fully engage you in developing and expanding your skill levels to succeed as an advanced professional within the music and multimedia industry of entertainment. From these programs, you can find a career in production, lighting, sound design, directing, screenwriting, broadcast radio and television, editing, and more.

COURSES

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<tr>
<th>BASIC MUSIC AND MULTIMEDIA CERTIFICATE</th>
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<td>• Business of Entertainment</td>
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<td>• Production &amp; Programming</td>
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<td>• Sound Design</td>
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<th>MUSIC AND MULTIMEDIA MARKETING CERTIFICATE</th>
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<td>• Brand Management &amp; Licensing</td>
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<td>• Advertising / Promotions / Sales Management</td>
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<td>• Audio Engineering Recording (Music)</td>
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<td>• Mixing &amp; Mastering</td>
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<td>• Music Video Production</td>
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<td>Certificate: $3,700</td>
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FOR COURSE INFORMATION VISIT: BARUCHCAPS.COM

OFF-CAMPUS LOCATIONS:

Hammerstein Ballroom, The Manhattan Center, Studio 7, The Cabin Studio, The Power Station @ Berklee NYC

ABOUT OUR FACULTY

Dr. Robert Allen is an academic and business professional with a diverse background of knowledge and wealth of experience in teaching online, traditional, and certificate courses at colleges and universities on the East Coast. His professional corporate affiliations include key management and/or marketing positions with organizations such as ADTRAN, Inc., ABC television station affiliate WAAAYTV News, Cumulus Broadcasting, Broadcast One Radio, Digi-Adz, Advertising Made EZ, and SCH & Co. Consulting. Robert has owned a recording studio, worked with a number of recording artists, and promoted gospel, rap, and comedy tours.

Darrell Lawrence is the president and founder of Aja Music and Film Production, NY, and Chief Creative Officer. Mr. Lawrence is a seasoned veteran of the music industry, boasting a 25-year track record in writing, producing, performing, and marketing. Mr. Lawrence has also written, produced, and directed for countless Fortune 500 Companies, which included television and radio “spots.” He has contributed to major motion picture soundtracks and co-produced animated children’s series for Nick Jr.
INTERNATIONAL BUSINESS PROGRAM

This certificate program, designed to familiarize individuals with the processes, routines, and best practices of modern business, is relevant for domestic and international students who are interested in entering or enhancing a career in fields such as: marketing, finance, accounting, international trade, management, web development, luxury marketing, music, multimedia and entertainment, and real estate construction management. This program has several options and allows you to study for one semester, two semesters, or even one year. Please note that only those enrolled for one year of study will be eligible for optional practical training (OPT).

Baruch College is nationally recognized for outstanding academics by The Princeton Review and is among the most ethnically diverse campuses in the nation. Many of our students have gone on to prestigious positions with top corporations in the U.S. and abroad. We develop and initiate new courses and programs in response to market changes and the needs of aspiring professionals.

APPLICATION DEADLINES

• SPRING 2020
  December 18: International Deadline
  January 4: Domestic/Transfer Deadline
  Start date: May 18

Flexible program options (1 semester, 2 semesters, or 1 year)

FINANCE AND INVESTMENTS
Learn financial principles, theories in equity markets, valuation, corporate finance, behavioral finance, investment banking, debt and fixed income markets, and international payments.

FINANCIAL ACCOUNTING
Gain the skills to measure, record, and report business transactions. This concentration provides you with a strong foundation for your future career.

MANAGEMENT AND LEADERSHIP
This program exposes you to real life scenarios and provides you with skills necessary to obtain maximum results from employees, peers, and supervisors.

MARKETING & LUXURY MARKETING
Focus on one of the most creative and dynamic industries in today’s business world. Companies around the world need to promote their services and products, increase sales, and manage their image.

WEB DESIGN AND DEVELOPMENT
Learn to build modern, attractive, and engaging websites to support business operations, increase customer conversion, and support digital marketing initiatives.

MUSIC AND ENTERTAINMENT
Delve into professional video production, music video creation, licensing, business processes behind subscription music models, and more.

REAL ESTATE
Develop critical thinking and problem-solving skills, empowering you to make informed decisions, and lead the design and construction of residential and nonresidential buildings, and other sustainable construction projects.

INTERNATIONAL TRADE
Learn about the procedures, terminology, documentation, and regulations for the import and export of goods and services into and out of the U.S.

www.baruchcaps.com/ibp-international-business-program/
Baruch College’s Division of Continuing and Professional Studies has 40 years of experience in serving the educational needs of corporate, not-for-profit, and government employers.

**WHAT WE CAN DO FOR YOUR COMPANY**

- Customize business-relevant courses.
- Develop academic courses paired with practical, professional training delivery.
- Ensure the right learning approach, rapid deployment, and measurable results.
- Package programs that meet your educational, financial, and logistical needs.

**HOW WE MANAGE THE PROCESS FOR YOU**

- Assess your needs.
- Collaborate closely with you and your management.
- Design the right curricula through the right learning channels.
- Implement a program that engages the learner.
- Evaluate and measure your program to improve ongoing learning.

**CUSTOMIZABLE TRAINING**

- Leadership Development
- Planning and Managing Organizational Change
- Performance Management
- The Art of Supervision
- Creating Effective Teams and Partnerships
- Implement Management by Objectives
- Contemporary Management Practices
- Leadership Skills for Project Managers
- Performance Management
- Planning and Time Management
- Building an Inclusive Diversity Culture
- Professional Business Writing
- Delegation for Results

**FOR MORE INFORMATION CALL:**

Jim Ratigan  
Executive Director  
Corporate Services  
646-312-5124
WIN A FREE COURSE!
Enter here for a chance to win a free course: www.baruchcaps.com/freecoursegiveaway

INTERESTED IN TEACHING?
If you are a leader in your field and are interested in teaching for CAPS, visit www.baruchcaps.com/teach

WANT TO GO GREEN?
Opt out of our physical mailings here: baruchcaps.com/goGreen