



FALL 2016

Pace University

Center for Professional Studies

The Education You Need for the Career You Want

Register Online at www.cps.pace.edu



Pace University's Center for Professional Studies

Our Mission Is Simple— To Help You Succeed

Pace University's Center for Professional Studies (CPS) gives you the power to transform your life and achieve your educational goals and career dreams. Whether you are looking to enhance your skills in your current position, contemplating a career change, updating your resume, or opening your mind to something you have always dreamed of learning, we have the courses, certificates, and professional training opportunities for you.

If you are looking for something more in your personal or professional life, look no further than Pace CPS and begin your educational journey today.

So what's stopping you? Enroll today.

Courses are offered online and in two convenient locations—New York City and Westchester.



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Bring the learning to your organization! — Find out more about our corporate training opportunities on page 8.

Bookkeeping Certificate

Become a Certified Bookkeeper

Learn the essential skills needed to become a Certified Bookkeeper (CB designation)! This program is offered in conjunction with the American Institute of Professional Bookkeepers (AIPB) to prepare you for the national certification exam—the highest professional standard for bookkeepers. **Participants will receive a Certificate of Completion.**

Certified Bookkeepers (CBs) and those with several years of bookkeeping, accounting, and auditing skills are **“projected to grow 11% from 2012 to 2022.”**

—Occupational Outlook Handbook 2014, U.S. Department of Labor

About the Program

The certificate program covers the essentials of bookkeeping for those who wish to pursue it as a career, entrepreneurs who want to manage their own books in a more professional manner, and individuals seeking to take the national exam and earn the CB designation. This course is taught by an experienced instructor using the premier **AIPB Certified Bookkeeper Workbook Set** and will include standard practices, case studies, and real world examples. **Please note that students who enroll in this program should have a basic knowledge of double-entry bookkeeping or accounting.**

Program Topics

- Accruals and deferrals
- Adjusting, reversing, and closing entries
- Depreciation
- Double-entry bookkeeping
- Error correction and reconciliation
- Financial statement preparation
- General ledger entries
- Internal controls and fraud prevention
- Inventory management and valuation
- Payroll

Program Benefits

- Earn the coveted CB designation
- Distinguish yourself from your peers
- Fine tune your knowledge and skills
- Increase your earning potential and professional status

Course Schedule

This innovative course is offered in two convenient locations and gives you the knowledge and skills used by today's leading bookkeepers.

■ Certificate in Bookkeeping

Tuition: \$1,299 (includes all materials)*

New York City Campus

Saturdays, October 1–December 10
9:00 am–4:00 pm

Course #90093

**Please note that tuition does not include the cost of the CB exam.*

■ Certificate in QuickBooks Essentials

QuickBooks is the most widely used accounting system utilized by small and medium businesses. This comprehensive program provides practical knowledge and prepares participants to be confident in using this accounting software and bookkeeping skills.

Tuition: \$495

Midtown Center

Section 1:

Tuesday & Friday, December 15 and 16
9:00 am–4:00 pm

Course #90200

With courses designed for both experts and beginner just entering the field who need to understand basic accounting and financial jargon and design, Pace University's Business Fundamentals courses will help give you the acumen needed to be successful in today's competitive financial marketplace. **Participants will receive a certificate of completion.**

New! Practical Leadership

Our course will help you identify a leadership structure that allows you to effectively lead your team or brush up on your skills. The course begins by delving into the definition of leadership and the qualities that make the best leaders. Throughout the course, students will be engaged through the use of self-assessments, instructor and peer feedback, and role play. Students will also be able to share their leadership experiences through roundtable discussions. At the end of the course, students will walk away with practical, actionable tips that they can begin implementing and practicing within their personal leadership development immediately.

Tuition: \$595

Midtown Center

Friday & Saturday,
October 28 & 29
9:00 am–5:00 pm
Course #90440

New! Accounting Essentials

If you are new to bookkeeping and financial documents this class will be a great first step into the world of accounting. Learn how accounting concepts weave in and out of daily tasks as a bookkeeper and become comfortable with basic principles. **Please note: This course serves as an excellent refresher prior to taking the Bookkeeping Certificate (CB Exam Prep) course on page 3.**

Tuition: \$295

Midtown Center

Saturday, September 10
9:00 am–4:00 pm
Course #90258

Certificate in Business Communications

In the professional job market, it is essential to have excellent written and oral communication skills. Learn advanced techniques for writing clear, concise, and effective emails, memos, letter, reports, plans, proposals, case analyses, and white papers. Learn how to build your oral communication skills for leading effective meetings and conference calls, negotiating with colleagues and clients, and giving successful presentations. You will also learn how to organize their messages, choose appropriate language for informing, persuading and influencing professional contacts in different professional contexts, and deliver interactive and engaging formal and informal presentations. This class will include 3 sessions on business writing, 3 sessions on public speaking, and 2 sessions on executive training/capstone class. **Participants will receive a certificate of completion.**

Tuition: \$995

Midtown Center

Wednesdays,
October 5–November 30
5:30 am–8:30 pm
Course #90262

Business Writing Essentials

Master 10 business writing strategies including getting started, understanding sentence structure, and being concise. Learn new rules of e-communication to save time and achieve more. Through comparison, revisions, and discussion, learn ways to improve clarity, gain trust, and increase confidence by crafting your message to meet your readers' needs. Take your writing to the next level by applying these essential strategies. **Participants will receive a certificate of completion.**

Tuition: \$195

Midtown Center

Tuesday, September 27
9:00 am–4:00 pm
Course #90015

In order to **succeed in today's world**
you must be able to **effectively**
articulate your ideas

Professional Business Writing and E-mail Etiquette

Build on the business writing fundamentals. Apply practical writing techniques that will give you the flexibility to write skillfully in different contexts for multiple readers. Explore variation in word choice and organization to get your point across concisely and promote reader response. Learn to evaluate performance and how to persuade to get results. Avoid tone blunders and misunderstandings. Use these techniques to enhance the impact of your writing in this digital age. **Participants will receive a certificate of completion.**

Tuition: \$195

Midtown Center

Friday, November 4
9:00 am–4:00 pm
Course #90016

Essentials to Successful Grant Writing

The course begins with an overview of the development field, the fundraising arm of nonprofit organizations. We will then review "prospecting," the process for identifying grant opportunities from foundations, corporations, or the government. The heart of the course is devoted to understanding and constructing all the various pieces of a typical grant proposal, including a letter of inquiry, a mission & organizational history, a project narrative, outcomes and evaluation, and budgets. Students will be given the opportunity to receive instructor and/or peer review of several in-class and one out-of-class writing assignments. **Participants will receive a Pace University Certificate of Completion.**

Tuition: \$395

Midtown Center

Wednesday, November 9, 16
9:00 am–4:00 pm
Course #90319

Writing for Results

Success takes more than having a great idea and the expertise to implement it. In order to succeed in today's world, you must be able to effectively articulate your ideas quickly, clearly and concisely in proposals, emails, reports, memos, project plans and through social media. Writing for Results is a one-day program that will help you engage your audience and achieve your goals from knowing your audience to prioritizing your messages and effectively editing your own work. **Participants will receive a certificate of completion.**

Tuition: \$195

Midtown Center

Tuesday, November 15
9:00 am–4:00 pm
Course #90231

New! Business Grammar and Punctuation

Incorrect grammar and punctuation are costly to your organization and to your reputation. Clear up confusion and turn embarrassment into confidence by applying the standard rules for sentence structure, punctuation, grammar, and usage. In this engaging and interactive workshop, brush up on proofreading and editing techniques that not only eliminate errors but also express your meaning clearly. Get back to the basics. Mistake-free messages build your credibility in a variety of professional situations. Participants will receive a certificate of completion.

Tuition: \$195

Midtown Center

Tuesday, October 18

9:00 am–4:00 pm

Course #90375

Tuition Payment Plans are available for select courses. See page 22 for details.



Earn the most sought-after credential in the global internal audit profession!

There is no better way to prepare for the CIA Exam than with Pace University's Certified Internal Auditor Exam Prep Course. This course combines expert classroom instruction with the Institute of Internal Auditors (IIA) CIA Learning System print and online study components.

Whether you are a CIA candidate, a manager seeking to train your staff, or a student just starting out, this course can help you accomplish your certification and professional development goals.

About the Program

The CIA Prep Course is based on the IIA's **CIA Learning System (version 4.0)** designed to teach the entire **3-part CIA exam syllabus**. This premier CIA Exam preparation and professional development program delivers the global CIA exam syllabus in a blended learning format of customized workbooks and web-based learning software. Our expert instructor will lead you through the entire CIA exam syllabus in a structured and interactive live classroom environment to ensure that you understand and can apply the critical CIA topics.

Prepare to pass the CIA exam and equip yourself with the critical tools and knowledge to excel in your internal audit career

Program Benefits

- Earn the CIA designation
- Distinguish yourself from your peers
- Improve your credentials with internal staff and external clients
- Fine tune your knowledge of best practices in the industry
- Boost your career opportunities
- Build confidence in addressing today's global internal audit challenges
- Earn valuable Continuing Professional Education (CPS) credits

Course Schedule

Tuition includes the CIA Learning System and web access.

Tuition does not cover the registration fee for the CIA Exam.

Special Offer
Register for all
3 parts and take
\$75 off

■ Part 1: Internal Audit Basics

IIA/ISACA member: \$675*

Non member: \$725

Midtown Center

Saturdays, September 17
and 24; October 1

9:00 am–5:00 pm

Course #90037

■ Part 2: Internal Audit Practice

IIA/ISACA member: \$675*

Non member: \$725

Midtown Center

Saturdays, October 15,
22 and 29

9:00 am–5:00 pm

Course #90017

■ Part 3: Internal Audit Knowledge Elements

IIA/ISACA member: \$875*

Non member: \$925

Midtown Center

Saturdays, November 5
and 19; December 3 and 10;

9:00 am–5:00 pm

Course #90018

*Online discount code DISC 50

■ Construction Project Management Master Skills Series

Earn your Master Skills Series Certificate in Construction Project Management and advance yourself to the next step in your career! Construction Management is a multi-disciplinary field that requires a broad perspective of projects skills. Construction project managers must be able to undertake numerous tasks simultaneously on both the human and technical fronts.

About the Program

Pace University's Master Skills Series Certificate in Construction Project Management covers the wide range of topics needed in this field - including blueprint reading, construction estimating, construction scheduling, and construction contract laws and practices, and more - providing you with the know-how to assume the critical role of construction project manager. **Participants will receive a Certificate of Completion in Construction Project Management upon course completion.**

Program Courses

- Construction Project Management
- Construction Blueprint Reading
- Cost Estimating in Building Construction
- Construction Project Scheduling
- Construction Contract Law & Practices

Tuition: \$2,675

Midtown Center

Saturdays,
August 20–December 17
9:00 am–5:00 pm
(no class 9/3 and 11/29)
Course #90434

Tuition Payment Plans are available for select courses. See page 22 for details.

Register online at www.cps.pace.edu or call (888) 561.7223.

OPEN ENROLLMENT COURSES

■ Construction Project Management Certificate

This innovative course provides construction-oriented professionals with the practical knowledge and expertise in project cost estimation, project scheduling, and managing key business concepts in the field of construction. **Participants will receive a certificate of completion. Approved by NYS for 22.5 hours of continuing education for salespersons and brokers.**

Tuition: \$595 (includes all materials)

Midtown Center

Tuesdays & Thursdays
September 13–October 6
5:30 pm–8:30 pm
Course #90095

New York City Campus

Saturdays, October 8–29
9:00 am–5:00 pm
Course #90041

■ Cost Estimating in Building Construction

This course will cover how to effectively estimate construction projects. Become acquainted with building construction and gain hands-on experience in cost estimating preparation. **Participants will receive a certificate of completion.**

Topics include: Determining the cost estimates in building construction, building construction surveying from plan to speculation, unit prices, lump-sum estimates, job site overhead, general overhead, and bidding procedures.

Tuition: \$595 (includes all materials)

New York City Campus

Section 1: Saturdays
October 8–22
9:00 am–5:00 pm
Course #90333

New! Construction Contract Law and Practices

Master the fundamental knowledge of construction management and building systems. Explore contractual relationships, legal roles and responsibilities, and contract types and address issues of contract law, legal issues, and insurance. The course will focus on disputes that typically arise in project performance and the options that exist to resolve potential liabilities that typically arise in residential and commercial construction disputes. Contract dispute resolution including negotiations, alternative dispute resolution, and litigation of disputes will be studied. **Participants will receive a Pace University Certificate of Completion.**

Tuition: \$595

Midtown Center

Section 1: Fridays, September 16–30
9:30 am–5:00 pm
Course #90252

Section 2: Saturdays, November 5–19
9:00 am–5:00 pm
Course #90451

■ Construction Project Scheduling

This course is designed to provide knowledge of industry standards for keeping construction projects on their timelines. This course will cover the theory of project management and important time management methods. **Participants will receive a Pace University certificate of completion.**

Topics include: Project scheduling, planning, controlling, emphasis is placed on time, resource and capital consideration for commercial, residential and heavy engineering construction applications.

Tuition: \$595 (includes all materials)

Midtown Center

Saturdays, December 3–17
9:00 am–5:00 pm
Course #90263

■ Construction Blueprint Reading Certificate

This course covers the theory of orthographic projections, reading floor plans, section and elevation drawings, symbols and notations, scaling and dimensioning practices, reading blueprints for structural formation, electrical and mechanical, and plumbing drawings. **Participants will receive a certificate of completion.**

Tuition: \$595 (includes all materials)

New York City Campus

Saturdays,
September 17–October 1
9:00 am–5:00 pm
Course #90384

Midtown Center

Section 1: Mondays & Thursdays,
October 3–18
6:00 pm–9:00 pm
Course #90040

Section 2: Fridays & Saturdays
November 12, 18 and 19
9:00 am–5:00 pm
Course #90094





■ Facilities Management Professional Credential

Pace University, in partnership with the International Facility Management Association (IFMA), offers the four-course IFMA FMP® Credential Program™. Presented in a convenient, adult-friendly format, and all course materials and assessment exams are included in the tuition cost.

■ Sustainability Facility Professional (SFP) Credential

Become an SFP® and play a key leadership role in creating, managing, and operating sustainable facilities! IFMA's Sustainability Facility Professional (SFP) helps facility professionals play a key leadership role in creating, managing and operating sustainable facilities. Learn how to implement sustainability concepts that align with corporate strategy. Make a positive impact on your company's financial, social and environmental bottom line.

Tuition: \$1,995

Hybrid Course

Thursdays
October 13–December 15
6:00 pm– 9:00 pm
Course #90442



Build your career on a solid foundation: Earn the FMP® Credential!

By attending our four FMP® courses, you will increase your knowledge and skills in operations and maintenance, project management, finance and business essentials, and leadership and strategy essentials.

FMP® Credential Requirements

The IFMA FMP® Credential Program materials include online FMP® final assessments. To earn the FMP® Credential, you must pass each of the four FMP® final assessments with a score of 75% or higher. Once completed, you must submit an FMP® application (with fee) to IFMA to validate your credential.

Tuition: \$2,495 (includes all course materials and exam fees)

Hybrid Course

New York City Campus

Wednesdays
September 7–November 30
(No class 10/12, 11/23)
5:30 pm–8:30 pm
Course #90299

In-person Course

Pleasantville Campus

Fridays & Saturdays
September 9, 10, 23 and 24;
October 14, 15, 28 and 29
9:00 am–5:00 pm
Course #90329

■ Medical Billing & Coding Certification

Join one of the fastest growing occupations in the Healthcare Industry! The Medical Billing and Coding program teaches the standard block of courses necessary to obtain the foundational knowledge needed for certification in billing and coding. Essential sciences are covered in the medical terminology, anatomy & physiology, and disease pathology modules. Once these core medical topics are covered, the program provides you with the knowledge and skills needed to perform diagnostic coding, using the ICD-10 coding systems, and procedural coding. You then will choose an add-on module(s) for certification specialization. Upon successful completion of the program, you will be prepared for the certification examination(s) that corresponds with the add-on module(s). Below is an example of the following add-on modules available:

- Professional Coder (CPC) Certification Preparation
- Outpatient Coder (COC) Certification Preparation
- Professional Coder-Payer (CPC-P) Certification Preparation
- Coder Associate (CCA) Certification Preparation
- Coder Specialist (CCS) Certification Preparation

Online Course

Students will have up to 9 months to complete this program, but it is structured for completion in 7 months. Please note that coursework begins once you enroll.

Tuition: \$3,995 (includes books and materials)

Course #90315

■ Electronic Medical Records Specialist Certificate

Become part of one of the hottest growing occupation sectors – healthcare! Learn the knowledge and skills necessary to manage electronic medical records and prepare to become certified in this field. This course will prepare you to successfully pass the Certified Electronic Health Records Specialist (CEHRS) examination. Upon successful completion of the Electronic Medical Records Specialist Certificate program, the participant will be proficient in the skills of managing electronic medical records. This certificate also prepares the participant to gain the knowledge needed to enhance their professional skills to include medical terminology, U.S. healthcare delivery systems, healthcare computing, and hands-on practice sessions using PrimeSUITE® electronic health records software. The program prepares the participant to sit for the Certified Electronic Health Records Specialist (CEHRS) examination through the National Healthcare Association.

Online Course

Students will have up to 7 months to complete this program, but it is structured for completion in 5 months. Please note that coursework begins once you enroll.

Tuition: \$3,995 (includes books and materials)

Course #90243

Tuition Payment Plans

are available for select courses. See page 22 for details.

For more than a decade, we have helped organizations of all shapes and sizes realize their training and business goals. Our results-driven training programs will enhance job performance and help your organization achieve its goals through a perfect combination of academic excellence and professional expertise delivered at your work site, online, or in one of our centrally located campuses. Our dedicated instructors, drawn from Pace University faculty and expert industry professionals, will analyze your training needs and propose a curriculum and evaluation process that fits your organization and fulfills your training goals.

We deliver results ... flexible, customized training solutions designed to meet your specific learning objectives on deadline and within budget.

Call us today
for details on
**Nonprofit
and
Large Group
Discounts!**

Training Benefits

Pace University's customized programs offer your organization flexible, customized, training solutions designed to meet your specific learning objectives. We will work with you and your management team to design business-centered, corporate-focused courses that foster employee development and learning. Our training programs feature dynamic presentations, lectures, practical applications, case studies, and collaborative learning and e-learning techniques—**bringing together our ideas with your workforce to make the educational experience more relevant, challenging, and informative.**

We offer a **Wide Array of Training Topics**

Depending on the topic, classes can run for one day or several weeks, scheduled at your convenience:

- Business Skills
- Communication Skills
- Construction Programs
- Customer Service Excellence
- Finance and Accounting
- Human Resources
- Microsoft Office Training
- Project Management
- Technology
- Test Prep and Licensing

... and much more!

Take Advantage of Our

- Published and customized courses to meet unique needs
- Flexible scheduling of courses
- State-of-the-art training computer labs and classrooms
- Variety of teaching modes
 - Instructor-led
 - Live learning via the internet
 - Completely on-line classes
- Quality instruction
- Large savings compared to public classes
- Each student will earn a certificate of completion from Pace University



■ Certificate in Professional Human Resources Management

This intensive 35-hour program combines expert instruction with the new 2016 SHRM Learning System® so you will learn faster, retain more knowledge and stay on track for exam success.

Participants will receive a SHRM Certificate in Professional HR Management. This course is approved for 33 Professional Development Credits (PDCs) towards SHRM-CP and SHRM-SCP recertification from SHRM.

Expert guidance on your path to certification. Whether you are seeking certification or simply want to improve your HR skills, the 2016 SHRM Learning System for the SHRM-CP and SHRM-SCP course provides a comprehensive and accelerated option for professional development.

Participants gain a generalist viewpoint, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity. Long after completing the course, the learning system materials will serve as a valuable day-to-day resource manual, which can be used for a wide range of HR challenges.

Earn the New Standard in HR Certification. Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: **SHRM Certified Professional (SHRM-CP™)** and **SHRM Senior Certified Professional (SHRM-SCP™)**.

Topics include: HR Competencies, People, Organization, Workplace, and Strategy

Course Materials: You will receive the new 2016 SHRM Learning System. This comprehensive program is filled with unique features, including innovative SmartStudy Tools, comprehensive learning modules, and interactive online multi-media resources to help streamline your study time, expand your competencies and knowledge, and build confidence for passing the certification exam.

This course was designed specifically for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

Tuition: \$1,399 (incl. SHRM Learning System and web access)
\$1,349 for SHRM members and Pace alumni*

Midtown Center

Section 1: Mondays

September 12–November 28
(no class 10/3)

5:30 pm–8:30 pm

Course #90090

Section 2: Wednesdays

September 14–December 7
(No class 10/19, 11/23)

5:30 pm–8:30 pm

Course #90097

Section 3: Thursdays

September 22–December 8
(no class 11/24)

5:30 pm–8:30 pm

Course #90047

Section 4: Saturdays

October 8 and 22
November 5, 19;
December 3

9:00 am–5:00 pm

Course #90099

New York City Campus

Tuesdays

September 27–December 20

(No-class 10/11)

5:30 pm–8:30 pm

Course #90267

White Plains Law School

Wednesdays

September 21–December 7
(no class 11/23; 11/23)

5:30 pm–8:30 pm

Course #90245

Online Course

August 15–October 28

CRN 90266

September 26–December 9

CRN 90103

■ SHRM CP/SCP Crash Course

This comprehensive, in-depth review focuses on the specific areas targeted by the national examination, features practice exams and explores valuable test-taking techniques and strategies. Perfect for students with extremely tight schedules looking for the same quality of instruction as a longer course. **Participants receive the 2016 SHRM Learning System, online practice exams and access to instructional PowerPoint presentations and lectures.** Please note that this class is designed as a review course only.

Tuition: \$1,399 (incl. SHRM Learning Systems and web access)
\$1,349 for SHRM members and Pace alumni*

Midtown Center

Thursdays, November 17;
December 1 and 15
9:00 am–5:00 pm

Course #90265

Human Resources Institute

Short on time? These morning seminars will give you an intensive look at specific topics with industry professional while earning 1.5 credits towards PHR, SPHR, and GPHR recertification from HRCI AND 1.5 Professional Development Credit (PDC) towards SHRM-CP and SHRM-SCP recertification from SHRM.

See our website for upcoming dates, times, and locations.

Topics Include:

- Privacy and Social Media Survival Guide for HR
- Identity Theft for the HR Department
- Gen Differences

■ Strategic Human Resources Business Partner Certificate

This two-day course will focus on the necessary skills to be an effective HR business partner. Learn how to make this dynamic transition from the traditional HR role to that of a business partner and be recognized as a critical player in the strategic success of an organization.

Transition from the traditional HR role to that of a **business partner** and be recognized as a **critical player** in the **strategic success** of an organization.

This course will teach you how the business operates, who the competition is, and most importantly, how HR can maximize its value to an organization. Participants will receive a certificate of completion. This course is approved for 14 strategic management recertification credit hours toward PHR, SPHR, and GPHR recertification from HRCI AND 14 Professional Development Credits (PDCs) toward SHRM-CP & SHRM-SCP recertification from SHRM.

Topics include: Key leadership skills for HR business partners, effective internal consulting skills, understanding the financial drivers of company performance, development and implementation of a business case

Tuition: \$595 (includes all materials)

Midtown Center

Thursday & Friday
October 13 and 14
9:00 am–5:00 pm
Course #90190

■ Essentials of Human Resources Management Certificate

This introductory course is designed to give a broad overview of human resources and is offered in conjunction with SHRM. Participants will receive a certificate of completion. This course is approved for 14 credit hours toward PHR, SPHR, and GPHR recertification from HRCI AND 14 Professional Development Credits (PDCs) toward SHRM-CP & SHRM-SCP recertification from SHRM.

Topics include: Resource management, employment law, recruitment and selection, compensation and benefits, employee development, and performance management.

Tuition: \$595 (includes all materials)

Midtown Center

Thursday & Friday
October 6 and 7
9:00 am–5:00 pm
Course #90104

Online Course

October 24–November 18
Course #90226

■ Human Resources Generalist Certificate

This two-day course will explore the roles and responsibilities of the HR generalist. Learn core competencies, key definitions, the latest trends, useful metrics, and relevant employment laws. This is your opportunity to learn from the best in the field and to network with your peers. Participants will receive a certificate of completion. This course is approved for 14 credit hours toward PHR, SPHR, and GPHR recertification from HRCI AND 14 Professional Development Credits (PDCs) toward SHRM-CP & SHRM-SCP recertification from SHRM.

Topics include: Developing an HR generalist perspective, staffing, orientation, compensation and benefits, employee engagement tactics, and relation strategies.

Tuition: \$595 (includes all materials)

Midtown Center

Thursday & Friday
November 3 and 4
9:00 am–5:00 pm
Course #90043

■ Essentials of HR Law Certificate

Learn the complexities of employment law including new legislation and the legal “hot spots” surrounding EEO, FLSA, OSHA, EISA, FMLA, WARN, employment at will, wrongful discharge, and much more. This course will give you the personal and professional education needed to deal with employee situations consistently and in conformity with legal legislation. Participants will receive a certificate of completion. This course is approved for 14 credit hours toward PHR, SPHR, and GPHR recertification from HRCI AND 14 Professional Development Credits (PDCs) toward SHRM-CP & SHRM-SCP recertification from SHRM.

Topics include: Essential employment practices and policies, benefits administration, privacy issues, employee and management rights in the workplace, and state and local legislation.

Tuition: \$595 (includes all materials)

Midtown Center

Thursday & Friday
December 1 and 2
9:00 am–5:00 pm
Course #90096



Human Resources Management Professional Development Program

In this ever-changing job market, now is the perfect time to expand your knowledge and define your skills. This exciting human resources management program will give you the knowledge, skills, and practical experience needed to advance your career.

New! Practical Leadership

Our course will help you identify a leadership structure that allows you to effectively lead your team or brush up on your skills. The course begins by delving into the definition of leadership and the qualities that make the best leaders. Throughout the course, students will be engaged through the use of self-assessments, instructor and peer feedback, and role play. Students will also be able to share their leadership experiences through roundtable discussions. At the end of the course, students will walk away with practical, actionable tips that they can begin implementing and practicing within their personal leadership development immediately.

Tuition: \$595
Midtown Center

Friday & Saturday,
October 28 & 29
9:00 am–5:00 pm
Course #90440

New! HR Law Hot Topics

Join us to learn about the ever-changing topics within the human resources profession. Topics concerning the new overtime exemption, identity and expression, the ADA Interactive Process, and more will be covered in this packed session. This course is approved for 7 credit hours towards PHR, SPHR, and GPHR recertification AND 7 Professional Development Credits (PDCs) toward SHRM-CP & SHRM-SCP recertification.

Tuition: \$50
Midtown Center

Thursday, October 28
8:00 am–9:30 am
Course #90344

New! Generational Differences: Where Does Gen Z Fit?

Today's workforce is made up of, for the first time, workers from 4 generations. Generational diversity, including differences in attitudes, beliefs, work habits and expectations have proven challenging. At the same time, the diversity of the generations can add richness and strength. A new generation is rapidly approaching the workforce, Generation Z. How will this generation fit into the workforce and how will they interact with the generational cohorts in front of them?

Tuition: \$50
Midtown Center

Thursday, October 20
8:00am–9:30am
Course #90435

New! Privacy and Social Media Survival Guide for HR

Social media is making a huge impact on the way we use the internet, communicate with friends and family, network with business colleagues, gather information and make decisions. Social media can provide unique opportunities to find and recruit talented employees, and deliver an interactive customer experience. There are risks, however; damage to the company's reputation, loss of intellectual property and lawsuits by employees, former employees, job applicants and others.

Tuition: \$50
Midtown Center

Thursday, November 17
8:00am–9:30am
Course #90340

New! Talent Acquisition and Employee Engagement

This two-day seminar will explore a wide range of talent acquisition and engagement concepts and allow students to learn practices that connect an organization to their employees. It will examine the effects of an organization's acquisition policies and its culture on engaging employees. This program includes a range of concepts, practices and procedures that affect the relationship between employers and employees as well as the relationship between employees themselves.

Tuition: \$595
Midtown Center

Thursday & Friday
December 8 and 9
9:00am–5:00pm
Course #90273

**Now is the perfect time
to expand your knowledge
and refine your skills!**

New! HR Metric and Key Performance Indicators

This one-day seminar will focus on the Strategic concept of measurement, and metrics, in particular, as well as the connection between an activity and its consequences. The program will include examples, case studies and practical exercises to enable participants to utilize their new skills as soon as they return to work.

Tuition: \$295
Midtown Center

Friday, December 16
9:00am–5:00pm
Course #90232



■ Identity Theft for the HR Department

In 2015, more than half (175+ Million) of the US population had their personal records compromised as a result of data breaches, putting millions of employees and their family's at risk of becoming victims of identity theft. Someday soon, you may see an ad on television advising all employees whose personal data has been stolen at the workplace to contact a lawyer for information about suing their employers. Come learn how to mitigate your employees and company's risk when it comes to identity theft.

Tuition: \$50

Midtown Center

Monday, November 14

8:00 am–9:30 pm

Course #90457

New! ■ Motivating Employees

All people have motivators inside them, creating actions and reaction. The key to motivation is to discover the “hot buttons”; the reasons people do what they do. Once discovering this, managers and supervisors can assist employees in making a connection between their inner drives and their work environment. People naturally feel a greater sense of motivation when they feel inspired to cooperate, when they understand how their work adds value and when they feel empowered to make decisions. In this workshop, we identify individual motivators, use tips and activities to remove de-motivators, influence motivation and create a plan for their employees' development.

Tuition: \$295

Midtown Center

Friday, October 7

9:00 am–5:00 pm

Course #90436

■ Payroll Practices

Human Resources and Payroll often work hand in hand to make sure employees are compensated according to various labor laws within the state while enforcing company policies and procedures. Whether it's the hiring process and completing a W-4 or direct deposit paperwork to terminating an employee and processing a final paycheck or severance payments, Human Resources and Payroll work closely together. This course will help assist with that as well as the challenges both divisions may face. Participants will receive a certificate of completion. This course is approved for 7 credit hours towards PHR, SPHR, and GPHR recertification from HRCI AND 7 Professional Development Credits (PDCs) towards SHRM-CP and SHRM-SCP recertification from SHRM.

See website for course schedule.



Join us for intensive webinars where you will earn valuable recertification credits in just 1-hour!

Let Pace University guide you through an exciting one-hour webinar on the most relevant and thought-provoking human resources issues.

Learn from the Best: Pace University is

nationally recognized as a

• **Top 3 SHRM Provider**

and has earned the coveted

• **HRCI Approved Provider** and

• **SHRM Preferred Provider Designations**

■ Religious Accommodation in the Workplace

This webinar will help to demystify religious accommodation. At the conclusion, attendees will have a higher level of comfort when dealing with some of the challenges of accommodating employees beliefs in the workplace.

Monday, September 26

8:00 am–9:00 am

Course #90320

■ Can I Ask That? A Guide to Effective Interviewing

This webinar will focus as a review of what effective questions during the interview process are. There will also be a focus on how to have conversations and dialogue about reasonable accommodations during the interview process.

Monday, October 24

8:00 am–9:00 am

Course #90321

Each course is approved for 1 credit towards PHR, SPHR, and GPHR recertification from HRCI AND 1 Professional Development Credit (PDC) towards SHRM-CP and SHRM-SCP recertification from SHRM.

Tuition: \$50 / webinar

Location: Online

■ Challenging Issues, Challenging Conversations

This webinar will present different strategies that can be employed when having conversations with employees regarding awkward or difficult topics, such as poor behavior, hygiene and self-awareness.

Monday, November 28

8:00 am–9:00 am

Course #90322

■ Demystifying the ADA

This webinar will help to demystify the ADA, ADAA, FMLA and requirements to which an employer can be held responsible, at the conclusion of the webinar participants will be able to discuss the ADA & ADAA what conditions are covered and which are excluded. They will also be able to discuss and have an understanding of what a reasonable accommodation is, how it is arrived at and what may be considered undue hardship.

Monday, December 12

8:00 am–9:00 am

Course #90323

Explore our graduate programs in Human Resources Management!

For more information, please call (914) 422-4288 or visit www.pace.edu/lubin.



Earn your Payroll Certification!

A career in payroll offers great flexibility to the qualified professional, with the option to work within large or small organizations or to work independently as a consultant. The PayTrain Fundamentals Certificate Program teaches you the knowledge and skills required to maintain and understand issues—including paycheck calculations, fringe benefits, payroll accounting, tax, administration, and record keeping issues—critical to this area of financial operations.

This course is designed as an exam preparation course for those interested in taking the Fundamental Payroll Certification Examination and earning the coveted FPC designation. Participants will receive a Pace University certificate of completion.

A career in payroll offers great flexibility

About the Program

The PayTrain Fundamentals Certificate is based on the American Payroll Association (APA) premier PayTrain Fundamentals Learning System (printed workbooks and web access).

The course is divided into seven modules and covers the introductory study of:

- Payroll concepts
- Paycheck calculations
- Fringe benefits
- Payroll reporting and employment taxes
- Record keeping and payroll practices
- Payroll accounting
- Administration

Who Should Enroll

- New hires to payroll
- Individuals interested in payroll careers
- Payroll technical support representatives
- Individuals at payroll services and technology providers
- Payroll professionals preparing for the FPC exam
- FPCs or CPPs seeking recertification credit hours (RCHs)

Course Schedule

This innovative course gives you the knowledge and skills used by today's payroll professionals and is offered exclusively at Pace University's Midtown Center.

Tuition: \$1,299* (includes all materials)

Midtown Center

Saturdays, January 21,
February 11 and 18,
March 4 and 18, 2017
9:00 am–5:00 pm
Course #90143

**Does not include the cost of the FBC exam.*



Finish your degree with a top ranked school offering online bachelor's programs

Increase your earning power. Expand your career opportunities. Use the college credits you have already earned to finish your Bachelor's degree with iPace—the online degree completion program from Pace University. U.S. News & World Report has ranked Pace University as a top provider of online bachelor's programs for five years in a row!

Each iPace program features the flexibility of online learning with the same accredited Pace University degree that employers know and respect. All programs are 100% online.

BBA in Business Studies

Concentrations in Marketing Management or Accounting/Internal Auditing

BS in Nursing

Offered by Pace's College of Health Professions, this program is designed for RNs who have (or are about to receive) an associate degree or diploma in nursing and who want to earn a bachelor's. Students also benefit from individualized clinical practice experiences to meet the essentials of a BSN education for professional nursing practice.

BBA in Professional Technology Studies

Concentrations in Computer Forensics or Business Technology Leadership Offered by Pace's Seidenburg School of Computer Sciences and Information Systems.

AA in General Arts and Sciences

Offered by Pace's Dyson College of Arts and Sciences, this program is ideal for students who have few or no college credits and would like to achieve an associate degree as the first step toward an iPace bachelor's.

BS in Professional Communication Studies

This accelerated online program offered by Pace's Dyson College of Arts and Sciences prepares you to meet that need with courses in communications, computing, digital media, writing, and administration.

To apply, or for more information about admission, transfer credits, or financial aid, visit www.pace.edu/iPace or call (800) 874-7223.



Special Offer

\$50 off

Pace Alumni and SHRM members

Tuition: \$1,249

Online Code:

DISC50

Paralegal Certificate Program

Make the most of your professional opportunities with Pace University's Paralegal Certificate Program. This nationally acclaimed program was designed by paralegals for paralegals, with input from judges and attorneys across the country. This hands-on program distinguishes itself by focusing on real-world skill sets most in demand by law firms and legal divisions. It is designed with the working student in mind and provides the education you need to begin a successful paralegal career or advance your current career in the legal field.

From single practice law offices, to multi-partner law firms, to in-house corporate legal departments, paralegals are in heavy demand.

“Employment of paralegals and legal assistants is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations.”

— U.S. Bureau of Labor Statistics; Occupational Outlook Handbook 2014, U.S. Department of Labor

Program Topics Include

- Legal process
- Court structure
- Interviewing and investigation
- Document preparation
- Correspondence
- Writing and analysis
- Research skills
- Use of LexisNexis and Westlaw
- Substantive topics of laws, torts, contracts, civil procedure, and family law

Who Should Enroll

- Legal staff who wish to advance their careers and qualify for lawful designation as a paralegal
- Career-changers looking for a professional career with strong growth potential
- Individuals who want to gain a clearer understanding of the legal process
- Individuals considering law school and seeking an introduction to the field and a competitive advantage

Pace University's Paralegal Certificate Program

course curriculum is comprehensive. When students finish our program, they are ready to go to work. Our curriculum covers topics rarely covered in other paralegal programs and doesn't waste time on filler. The skill-based format of Pace's Paralegal Program provides students with practical training in preparation for the workplace.

Each student finishes the program with a client file filled with documents about his or her case—all drafted over the course of the program. This client file serves as a showpiece for interviews and provides students with an end product that represents the marketable skills they have acquired through the program. The classroom programs and the online program shares the same curriculum.

Tuition: \$4,995 (in-person)
\$6,995 (online)

Start Your New Career Today!

Pace University's innovative program gives you the knowledge and skills used by today's leading paralegals. This course is offered at three convenient locations—White Plains Law School, New York City Midtown Center, and New York City Downtown location—as well as completely online.

Course Schedules

Midtown Center

Section 1: Saturdays

September 17–February 18
10:00 am–3:30 pm

Course #90023

Section 2: Tuesdays & Thursdays

September 27–February 23
6:00 pm–8:30 pm

Course #90026

New York City Campus

Mondays & Wednesdays

September 12–February 6
6:00 pm–8:30 pm

Course #90229

New York City Campus

Mondays & Wednesdays

September 19–February 13
10:00 am–12:30 pm

Course #90034

White Plains Law School

Saturdays

September 10–February 11
10:00 am–3:30 pm

Course #90001

Tuition Payment Plans

are available for select courses. See page 22 for details.

Join us for a free information session at Pace University! Take \$200 off the cost of tuition

for the Paralegal Certificate Program if you come to one of our free information sessions! Meet the Pace University Paralegal Studies faculty and staff to ask questions about the program and the paralegal profession. – Visit us online at www.cps.pace.edu for upcoming dates and to RSVP.



Special Offer
\$200 off
if you attend a
FREE info session
Online Code:
DISC200

Paralegal Specialist Certificates

Pace University Paralegal Specialist Certificates provide both beginning and experienced legal professionals the most expansive educational opportunities available anywhere in the country. These certificate programs are designed to expand your educational and professional horizons, complementing the skills you already possessed and focusing them in virtually any area of law.

About the Program

The program is offered exclusively online and features a comprehensive, interactive learning platform. Participants will receive individualized instruction and will have 24/7 access to all the course materials including outlines, lecture notes, review questions, eLectures, reference materials, and more! Participants will receive a Pace University Paralegal Specialist Certificate upon completion.

Who Should Enroll?

The legal profession continues to expand both in number of employment opportunities and potential career paths. Having options in this dynamic profession empowers the legal professional. The Paralegal Specialist Certificates are designed to help students:

- Enhance skills and knowledge about specific areas of the law
- Increase their value to current employers
- Expand career opportunities
- Become an expert within a particular field of the law

To enroll, participants must have experience as a legal assistant/paralegal or have a certificate or degree in paralegal studies.

Tuition: \$1,995 (includes all materials)
Coursework begins once you enroll.

Register online at www.cps.pace.edu/HR or call (888) 561-7223.

Online Program Topics

For detailed course descriptions, please visit us online at: paceparalegalstudies.com/specialist

- **Alternative Dispute Resolution** _____ Course #90067
- **Bankruptcy** _____ Course #90068
- **Business Law** _____ Course #90034
- **Contract Law** _____ Course #90069
- **Criminal Law** _____ Course #90070
- **Elder Law** _____ Course #90072
- **Employment Law** _____ Course #90071
- **Entertainment Law** _____ Course #90073
- **Environmental Law** _____ Course #90074
- **Family Law** _____ Course #90075
- **Federal Tax Law** _____ Course #90076
- **Healthcare** _____ Course #90077
- **Immigration** _____ Course #90078
- **Intellectual Property** _____ Course #90079
- **Juvenile Law** _____ Course #90080
- **Law Office Administration** _____ Course #90081
- **Personal Injury Law** _____ Course #90082
- **Real Estate Law** _____ Course #90083
- **Sports Law** _____ Course #90084
- **Wills, Trusts, and Estate Planning** _____ Course #90085
- **Worker's Compensation** _____ Course #90086

Notary Public

Prepare to be a New York State Notary Public with our comprehensive seminars or self-study courses!

This seminar prepares individuals for the New York State Notary Public Examination, and provides a comprehensive review of the notary public office, including the extent of authority the position holds, as well as its duties and responsibilities. Case studies are used to illustrate situations that the officer is likely to encounter such as avoiding conflicts of interest, maintaining professional ethics, charging proper fees, handling special situations, minimizing legal liability, and much more.

Topics include: Administering oaths and affirmations, taking affidavits and depositions, and receiving and certifying acknowledgements or proof of such written instruments as deeds, mortgages, and powers of attorney.

Tuition: \$115 (includes all materials)

Midtown Center

Section 1: Wednesdays

September 14 and 21

5:30 pm–8:30 pm

Course #90032

Section 2: Saturday

October 15

9:00 am–3:00 pm

Course #90307

Section 3: Thursdays

November 10 and 17

5:30 pm–8:30 pm

Course #90306

Section 4: Saturday

December 10

9:00 pm–3:00 pm

Course #90048



Pace University is a registered Education Provider (R.E.P.) of the Project Management Institute (PMI)®. The Project Management Professional® certification and the Certified Associate in Project Management® certification are powerful additions to any project manager's resume.

A powerful addition to any project manager's resume.

■ Project Management Essentials

In this exciting course, you will learn the fundamentals of project management including launching a project, scope management, risk management, and managing project teams. Project management is designed to help the organization increase revenues and improve internal efficiencies. This course will include creating a project charter for a real-life project. Upon completion of this course, you will have the skills to be effective project team leaders and will earn a Pace University certificate of completion and 16 PDUs which can be used to apply for a PMI® exam. Students will have the opportunity to have an individual student mentor.

Tuition: \$595 (includes course materials and technology fees)

Online Course

September 12–October 7
Course #90235

PMI, CAPM, and PMP are registered marks of the Project Management Institute, Inc

Register online at www.cps.pace.edu or call (888) 561.7223.

■ Certified Associate in Project Management (CAPM)® Exam Prep

PMI's Certified Associate in Project Management (CAPM)® is a valuable entry-level certification for project practitioners looking to establish their dedication to the project management experience, expand their abilities and responsibilities to manage projects and increase their earning potential. For those individuals interested in the Project Management Professional (PMP)® examination, it's highly recommended to first complete this intermediate course. Participants will receive a Pace University certificate of completion and 23 PDUs which will meet the education requirement to take the CAPM® exam.

Tuition: \$1,295 (includes all course materials and technology fees)

Online Course

October 5–November 18
Course #90268

■ PMP Certification Prep

Pace University's PMP Exam Prep will prepare you to join the thousands of worldwide PMP® credential holders' worldwide. PMP® certification, established by the Project Management Institute (PMI)®, is one of the most valued and respected credentials in project management. Earning and maintaining this PMI® project management certification demonstrates a solid foundation of experience and competency in effectively managing projects and project teams.

Course materials will include a blended learning format of print workbooks with online access to hundreds of test questions, flashcards, and materials needed to be successful on the exam. It will also help you to develop a personalized exam preparation study plan while participating in activities needed to apply and practice your new knowledge. You will be exposed to the

types of questions to expect on the exam, how to best answer them, and which areas you must absolutely know. This course qualifies for 35 PDUs which will meet the education requirement to take the PMP® exam.

Tuition: \$1,795 (includes all course materials and technology fees)

Online Course

Section 1: August 1–September 19
Course #90269

Section 2: October 17–December 2
Course #90270

Midtown Center

Hybrid Class

October 1–November 5

In-person: Saturdays

October 1, November 5
9:00 am–5:00 pm

Online: Tuesdays & Thursdays

6:00 pm–9:00 pm
October 4, 5, 6;
November 1, 2, 3
Course #90312

New! Practical Project Management

Project management is not an exact science, but having a thorough understanding of the project life cycle can vastly improve the effectiveness of your project. This course is designed to cover the fundamentals of project management as outlined in the Project Management Body of Knowledge (PMBOK® Guide). This course will introduce students to the Project Management Institute's (PMI®) major Process Groups and Knowledge Areas through the use of lectures, experiential learning, case studies and group exercises. Participants will receive a Pace University Certificate of Completion.

Tuition: \$695

New York City Campus

Tuesdays, November 1–22
6:00 pm–9:00 pm
Course # 90473

■ Fundamentals of Business Analysis

Business Analysis is currently a hot area in the job market. Companies now understand the value that good analysts bring to project teams, and they are hiring trained professionals every day. Our course will provide a solid foundation to learn best practices and techniques to excel in the workplace. Our two-day course addresses the breadth of the Business Analysis Professional's role, and how this role fits into the project management, business, and technical environments. The course is focused on the day-to-day challenges they face in the workplace. Through a combination of lectures and exercises, students will learn the key techniques and approaches necessary to be effective. This course qualifies for 14 Continuing Professional Education (CPS) credits.

Tuition: \$795

Online Course

Tuesdays & Thursdays
September 6–22
6:00 pm–8:30 pm
Course #90220





Technology

■ Adobe Photoshop I

Adobe® Photoshop® CC is the most powerful photo editing software available. Whether preparing graphics for print or for the web, Photoshop® is the application utilized by most industry professionals.

Tuition: \$550

Midtown Center

Thursday & Friday
September 29 and 30
9:00 am–4:00 pm
Course #90292

■ Adobe Illustrator

Adobe Illustrator is a comprehensive vector-based drawing program for print and the Web, and is the industry standard for designers creating scalable and resizable images. Use this great program to create logos, product packages, labels, clothing patterns, posters, billboards, drafting, engineering and more. Using Adobe's authorized courseware and led by a certified Adobe instructor, students will learn to create and transform simple and complex images of great value in a number of business settings.

Tuition: \$650

Midtown Center

Thursday & Friday
November 3 and 4
9:00 am–4:00 pm
Course #90250

■ Introduction to Adobe InDesign

This two-day course will teach you how to use Adobe® InDesign® to publish printed documents that include: newsletters, brochures, postcards, menus, books and more. You will learn how to create multi-column layouts, add text and graphics, format consistently with styles, and generate PDF files for print or the web.

Tuition: \$650

Midtown Center

Thursday & Friday
December 8 and 9
9:00 am–4:00 pm
Course #90194

■ Certificate in Digital Photography and Retouching

The demand for digital content and images continues to soar. Agencies, clients and businesses across all sectors have high demands to develop the conceptualization of images that are compelling, consistent, fresh and accurate to satisfy shoppers' appetite for information and product data. Adobe Photoshop is leading tool for enhancing and editing images. If you examine the post-production market of digital images, you'll find there's an extensive need to solve a wide variety of enhancements, corrections, edits, adjustments, photo-montages and creating special effects.

Tuition: \$2,950

Midtown Center

Monday & Wednesday
October 3–February 8
6:00 pm–8:30 pm
Course #90456

CISSP Security Credentials

New! Certified Information Systems Security Professional Exam Prep

In response to the increased need for (and market growth of) information security professionals possessing the coveted CISSP designation, Pace University offers a specialized course that will provide focused and comprehensive training in preparation for the CISSP examination (Certified Information Systems Security Professional). This course will be tailored specifically to assist mid-career information security practitioners in passing the CISSP exam.

In many instances **career moves**
by InfoSec professionals
will be **significantly bolstered**
by possessing **this certification.**

The CISSP exam is a six (6) hour 250 question exam that covers 8 domains in information security (physical, technical, cryptography, etc.). In many instances, career moves by InfoSec professionals will be significantly bolstered by possessing this certification.

Tuition: \$1,999

New York City Campus

Section 1: Monday, Wednesday, and Friday
September 19–30
12:15 pm–5:30 pm
Course #90443

Section 2: Monday, Tuesday, and Thursday
October 17–November 3
5:30 pm–9:00 pm
Course #90444

For more Adobe course offerings visit our website at www.cps.pace.edu

Register online at www.cps.pace.edu or call (888) 561.7223.

Mobile Application Development

Explosive growth of mobile device computing has changed the way companies do business, and the sheer volume of data now accessed by mobile devices is immense.

Pace University has the most comprehensive and current programs found anywhere in the New York Metropolitan Area. For those with little to no experience in mobile device computing, we have a pathway to get in the game. We also provide and support programs for the two leading mobile platforms today; Android and iPhone (iOS) including an advanced iOS application development program.

Learn how to build mobile apps on any platform and advance your career skills by calling us today!

We have the pathway
to get you
in the game!

■ Introduction to Object-Oriented Software Development for Mobile Device Computing

This hands-on course delivers 40 hours of classroom instruction supplemented with outside class assignments. Students with limited programming experience will gain the skills to advance on to either the iPhone or Android app development programs. Open to anyone interested in learning the basics of object oriented programming including Java or Swift. No prior programming experience is required.

Tuition: \$1,495 (includes instruction, materials, and certificate from Pace University)

New York City Campus

Tuesdays & Thursdays
September 13–November 3
6:00 pm–8:30 pm
Course # 90116

■ Certificate in Android Application Development

This 60-hour course teaches students to design and build Android mobile apps and gain understanding of the Google Android platform. Open to anyone interested in learning how to build mobile Android apps, or how to better understand the processes of application development.

An Android phone is recommended but not required.

Prerequisite: Some background in Object-Oriented programming; the Java language is preferred.

Tuition: \$2,950 (includes instruction, materials, and certificate from Pace University)

New York City Campus

Mondays & Wednesdays
November 7–January 25
6:00 pm–8:30 pm
Course #90191

■ Certificate in iPhone Application Development

Students will develop iPhone technology skills to plan, design, and build iPhone and iPad apps, and to upload apps to Apple's App Store. This cutting-edge course includes universal applications like iPhone/iPad/iTouch and iAd. One principal iPhone or iPad project is required of each student. Students learn Apple's iOS, XCode, Interface Builder, and SDK. **Prerequisite:** Any object oriented or objective C programming and swift language experience.

Tuition: \$2,950 (includes instruction, materials, and certificate from Pace University)

New York City Campus

Tuesdays & Thursdays
November 8–January 26
6:00 pm–8:30 pm
Course #90117

Red Hat Linux



■ Red Hat Linux System Administration I

This 40-hour course is designed for those with limited or no knowledge of Linux. Students will become effective users of Linux systems, and will be able to understand command line functions, file systems, users and groups, bash shell, process management, text editors, network applications, searching and organizing data, file systems. This course is open to anyone with experience or skills in Microsoft Operating Systems or A+ certification.

Tuition: \$2,400

Midtown Center

Mondays & Wednesdays
September 12–November 7
6:00 pm–8:30 pm
Course #90336

■ Red Hat Linux System Administration II

In this 40-hour course, students will build skills in Red Hat systems administration to the level where they can attach and configure a workstation on an existing network. Students will master hardware and device configuration, file system management, user administration, network configurations, kernel services, how to attach Linux systems to a corporate network, and how to configure and troubleshoot new systems for end-users. The class prepares students for the Red Hat System Administrator certification exam.

Tuition: \$2,400

Midtown Center

Tuesdays & Thursdays
November 15–January 26
6:00 pm–8:30 pm
Course #90256

Security for IT Professionals

New! CompTIA Security+ Certification

The CompTIA Security+ course covers the core foundational principles for securing a network and managing risk, including systems security, network infrastructure, access control, assessment and audits, cryptography, and organizational security. Emphasis is given to the CIA Triangle: confidentiality, integrity, and availability. Course is designed to prepare students for the CompTIA Security+ certification.

Tuition: \$1,495

Online

October 3–28
Course #90441



■ Certificate in Adobe Web Design

In this 85-hour program, students learn to use Adobe programs including Photoshop, Illustrator, Dreamweaver, Edge Reflow, and more. Building upon this knowledge they will plan, design, build, and maintain a fully functional website with responsive design. The course is available to students who are literate in either PC or Mac-based Adobe software. It is particularly helpful to anyone with a print background, graphic designers, marketing, and communications professionals, and other candidates wanting to build their foundation of skills and knowledge in web design.

Tuition: \$2,950

Midtown Center

Section 1: Tuesdays & Thursdays,

September 13–January 17

6:00 pm–8:30 pm

Course #90452

Section 2 : Saturdays

September 24 –February 11

9:00 am–3:00 pm

Course #90454

■ Certificate in Digital Graphic Design

This 85-hour course teaches students the end-to-end process of Digital Graphic Design. The core of the program includes instruction in Photoshop, Illustrator, InDesign, and Acrobat PDF. Students learn established Adobe workflow processes and best design practices as they design, build, and export content for print and digital outputs for the iPad, iPhone, tablets, Kindle, Nook, and other smart devices and e-readers.

The course is appropriate for graphic designers, publishers, artists, entrepreneurs, photographers, illustrators, and others with basic or intermediate knowledge of graphics software.

Tuition: \$2,950

Midtown Center

Section 1:

Tuesdays & Thursdays,

September 13–February 16

6:00 pm–8:30 pm

Course #90453

Section 2 : Saturdays

September 24–March 25

9:00 am–3:00 pm

Course #90455

■ Dual Certificate

Students interested in earning certificates in both Adobe Web Design and Digital Graphic Design may enroll for the 103-hour Dual Certificate program that allows them to acquire skills in both web and digital graphic design, with a substantial cost saving.

Tuition: \$3,500

Midtown Center

Section 1:

Tuesdays & Thursdays,

September 13–February 16

6:00 pm–8:30 pm

Course #90145

Section 2 : Saturdays

September 24 –March 25

9:00 am–3:00 pm

Course #90196

■ Adobe Workflow Essentials

In this 12-hour class, students will learn the fundamentals of Adobe workflows for Digital Graphic Design and Web Design, with a focus on Photoshop and Dreamweaver.

The Adobe Workflow Essentials class prepares students to advance to the following programs: Certificate in Digital Graphic Design, Certificate in Adobe Web Design, Dual Certificate Program or any other Adobe program offered through Pace University's Center for Professional Studies.

Tuition: \$650

Midtown Center

Tuesdays & Thursdays

August 23–September 8

6:00 pm–9:00 pm

Course #90147

■ Internet Marketing Essentials

This 30-hour course will examine various digital media tools used to develop a strong web presence, drive traffic to websites, and generate interest in a brand, product, or social cause. Students learn the necessary performance drivers of internet marketing in today's fast-paced world of digital media. This course uses case studies in many of the key social media tools such as Google, Facebook, Twitter, LinkedIn, and Pinterest, and also includes hands-on projects on setting up websites, SEO, and blogs. From analytical tools to website management, you will learn the latest technologies and techniques in internet marketing today.

Tuition: \$1,295

See website for upcoming dates.

Tuition Payment Plans

are available for select courses.

See page 22 for details.



■ Kaplan Test Prep

Achieve the score you want!

Pace University has partnered with Kaplan Test Prep and Admissions to offer a full range of courses designed to prepare you for the exam.

Kaplan Test Prep and Admissions is the leading test prep provider and will offer the following courses exclusively on Pace University's Westchester Campus:

- GMAT
- SAT/ACT
- LSAT
- NCLEX
- GRE
- and much more!

Program Benefits

- Discounted pricing for Pace University students, alumni, staff, and faculty—up to 15% off!
- Expert instruction and quality study materials
- Convenient locations
- Proven results

For Course Schedules or to Register:

- **Graduate Programs**
(GMAT, GRE, LSAT, NCLEX, MCAT)
Call **James Polulach**, campus director at **(917) 565-4966** or e-mail **James.Polulach@kaplan.com**
- **Pre-College (SAT/ACT)**
Call **(800) KAP-TEST**

New! Schimmel Passport

2016–2017 Season!

Stay tuned for more information about the Schimmel Passport—pick any 10 shows at a great price. The new season will be announced shortly.

Please visit our website at pace.edu/CPSHR

Become a licensed real estate salesperson in New York State!

■ Real Estate Salesperson Licensing

Pace University has partnered with RE Campus to offer the 75-hour NYS Real Estate Salesperson's Licensing Course. This course is delivered exclusively online, allowing you to complete the NYS required course curriculum from the comfort of your own home, 24/7!

About the Program

This comprehensive course covers the fundamentals of the real estate profession and introduces everything from real estate law to property management—everything future real estate professionals need to know to not only pass the state licensing exam, but successfully enter their new career! **This course is NYS approved.**

Please note that this course is a self-study course that is delivered exclusively on the internet. All course materials are found online. Before you sign up for an online course, make sure you are comfortable using a computer.

Topics include: License law and regulations, the law of agency, legal issues, contract of sales and leases, real estate finance, land use regulations, construction and environmental issues, valuation process and pricing properties, human rights and fair housing, real estate mathematics, municipal agencies, property insurance, taxes and assessments, condominiums and cooperatives, commercial and investment properties, income tax issues in real estate transactions, mortgage brokerage, and property management.

Tuition: \$395

To register, please visit us online at www.pace.edu/resalesonline.

Register now to become a New York State licensed security guard

■ Security Guard: 8-Hour Pre-Assignment Course

This is the first step you need to take in your move toward a career in security. This course is mandatory for individuals seeking employment as a security guard in New York State (NYS). Participants will receive a certificate of completion at the class conclusion and will receive an information packet on the NYS application process (*additional fees payable directly to NYS*).

Tuition: \$50

See website for upcoming dates.

■ Security Guard: 16-Hour On-the-Job Training Course

This course is required within 90 days of starting work as a security guard in New York State. **Note:** You may take this course before starting work. Participants will receive a certificate of completion at the class conclusion. **Prerequisite:** You must have completed the 8-Hour Pre-Assignment Course.

Tuition: \$100

See website for upcoming dates.

■ Security Guard: 8-Hour Annual Recertification Course

This course is also known as the “refresher course.” It is required every year after you begin work as a security guard in New York State.

Tuition: \$50

See website for upcoming dates.

Courses are New York State approved and taught by PBD Investigations/ Security Guard Training School.

For the full 2016 security guard course schedule or to register, visit our website at www.pace.edu/securityguard.

Encore Career Transition Program

The Pace Encore Transition Program, inspired by the growing Encore Movement, encourages and assists successful executives and professionals to make the transition from midlife careers to encore careers—second acts for the greater good in the nonprofit and public service sectors.

The program includes both personal and professional elements, guiding participants through an understanding of transitions, the exploration of values and motivation, and an awareness of the life skills and life experiences that will enable them to navigate the next chapter of their lives.

For more information on this program, please contact **Joan Tucker** at **(212) 618-6059** or jtucker@pace.edu, or visit www.pace.edu/encore

Senior Programs

Welcome to PARC, Pace University's Senior Organization!

This exciting membership organization, designed for individuals 55 years and older, brings the most affordable programs to Lower Manhattan.

Membership Fee:

\$100 (Valid until June 30, 2017)

Course #90051

For more information on this program, or to join, please contact us at **(212) 346-1244** or visit us online at www.pace.edu/PARC.

Invest in your future – Reap instant rewards:
**Join us at one of our free information sessions
 and save on tuition!**

Truly get a sense of what a program can do for you by meeting the faculty and learning more about the course. In just an hour we'll walk you through the benefits of the program, how to register, and answer any important questions you might have.

Plus, just by attending an information session you can **save up to \$200 on tuition!**

For information session schedules and to rsvp for your program session of interest please visit www.pace.edu/continuing-professional-education/upcoming-events

- **Certified Information Systems Security Professional (CISSP)**
- **Facilities Management Professional**
- **Human Resources Management**
- **Healthcare Certificate**
- **Technology–Red Hat Linux**
- **Paralegal Studies**



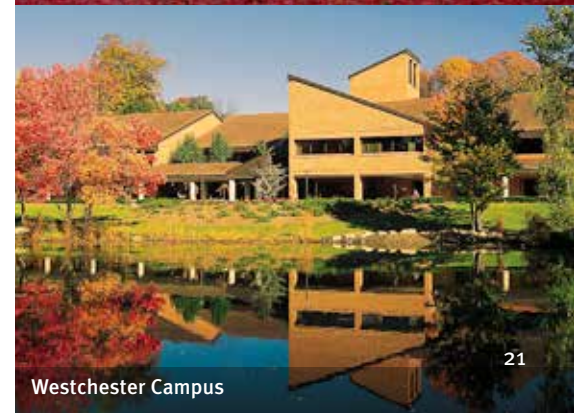
Downtown New York City Campus



Midtown New York City Campus



Law School



Westchester Campus

Pace University Program Locations

Courses are offered online and in two convenient locations—New York City and Westchester:

New York City

Downtown	New York City Campus	One Pace Plaza, New York, NY (212) 346-1200
Midtown	Midtown Center	551 Fifth Avenue, New York, NY Between 45 th and 46 th Street; Entrance on 8 th floor (212) 346-1700/1770

Westchester

White Plains	Law School	78 N Broadway, White Plains, NY
Pleasantville	Westchester Campus	861 Bedford Road, Pleasantville, NY (914) 773-3200



How to Register

Center for Professional Studies students are advised to register early for best course selection and availability. Register online; by phone, U.S. mail.

Full payment is due at the time of registration.

Payment can be made by check (payable to Pace University) or credit card:



Financing Options

Tuition Payment Plans and Private Education Loans are available for selected courses with tuition greater than \$1,000.

To learn more about these financing options, visit www.cps.pace.edu/financing.

Questions? Please contact us at (888) 561-7223 or ContinuingEd@pace.edu.

Online

Please visit us online at www.cps.pace.edu to submit your registration and full payment using our secure form. If applicable, remember to enter your discount code when registering.

By Phone

Call us at (888) 561-7223 and be prepared to provide necessary credit card information.

By Mail

Mail your completed registration form to:

Pace University
Center for Professional Studies
163 William Street, Room 310
New York, NY 10038

Refund and Cancellation Policy

Please note that enrollment is limited and registrations are accepted on a first-come, first-served basis. No registration will be accepted until payment has been received. This requirement applies to all registrants.

Registrants who cancel their registration by the **Wednesday of the week prior** to the start of class will receive a full refund. **No refunds will be granted after that date.** Pace University reserves the right to substitute instructors, change the day or time a program meets, or cancel programs due to insufficient enrollment or unforeseen events. If a class is canceled, a FULL refund will be issued.

Delinquent outstanding balances, including those from tuition payment plans, are subject to collection by the University or, at the University's option, its designated agent. Late charges and interest may be added to a delinquent outstanding balance. In addition, the actual collection expenses, including attorneys' fees, if any, incurred by the University will be added to the delinquent outstanding balance.

Fall 2016 Registration

You may register online, by phone, or via U.S. mail. Full payment is due at time of registration.

First Name Last Name SS# - - Date of Birth / /

Home Address City State Zip

Phone (cell) Phone (home) Email

Please indicate method of payment: Private Education Loan (Please indicate lender name:)
 Tuition Payment Plan (You will receive an email with enrollment instructions)
 Check or Money Order (enclosed; made out to Pace University)
 Credit Card Visa MasterCard Discover American Express

Card Number CVV# Exp / Today's Date / / Signature

Course Number Downtown Midtown White Plains Pleasantville Tuition \$

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Refund and cancellation policy: Registrants who cancel their registration by the **Wednesday of the week prior to the start of class** will receive a full refund. **No refunds will be granted after that date.** Pace University reserves the right to substitute instructors, change the day or time a program meets, or cancel programs due to insufficient enrollment or unforeseen events. If a class is canceled, a FULL refund will be issued. **Please see our full refund and cancellation policy www.cps.pace.edu**

TOTAL \$

Online: www.cps.pace.edu/register
Phone: (888) 561-7223

By Mail: Send your completed registration and payment to
Pace University, Center for Professional Studies, 163 William Street, Room 310, New York, NY 10038

Pace University
Center for Professional Studies

163 William Street, Room 310
New York, NY 10038



Center for
Professional Studies

Advance Your Career Today!