



MANHATTAN  
COLLEGE

# Non-Credit Programs

## SCPS

Edgar Zavala

# Mission

To foster the professional skills of individuals through non-degree education, as well as enhance the training opportunities for all. The division supports and complements the overarching institutional goals of the School of Professional and Continuing Studies in a variety of ways with a flexible, convenient learning environment that reaches milestones for a plethora of educational learners.



# Values

Educational Excellence  
Student-Centered  
Service  
Lifelong Learning  
Respect  
Diversity  
Access  
Entrepreneurship  
Partnership  
Sustainability



# Goals

1. Expand the presence of the College as an intellectual resource by offering programs that are both accessible and valuable to current and new audiences
2. Use these programs as an entry point for other non-credit and accredited programs
3. Generate additional revenues that can be used to further the College's mission and values
4. Support the local community in the continuous need to prepare for personal enrichment experiences, job transitions, and to remain active in seeking professional improvement opportunities.
5. Assist government, nonprofit, and for-profit institutions that serve their constituents and employees through Contract and Open Enrollment Training



# Target Audience

## Age

- a. Children: 5 - 14
- b. Young Adults: 15 -21
- c. Adults: 22 – 59
- d. Retired Professionals: >60

## Sector

- a. Corporate
- b. Nonprofit
- c. Government

## Geography

- e. National
- f. International

## Gender

- d. Women
- e. LGBT



# Program Areas

**Consistent with our mission and for which we are aware that there is a market**

1. Personal Enrichment
2. Professional Development (workforce development)
3. Contract Training

Online, on-campus and hybrid combinations are used in order to best meet the needs of the intended audiences.

During summer break, winter break, and some holidays throughout the academic year, we would like to attract international, domestic and local audiences.



# Centers and Institutes

Through community engagement, program development, education and research, the centers and institutes interact and serve business, government, community and nonprofit institutions in their specialized areas of expertise.

The centers and institutes will become globally-recognized leaders in the continuum of the changing national and international environment.



# Centers and Institutes

## **Language Institute**

The Language Institute will serve individuals interested in fostering their language skills for professional or personal reasons. Either to reach the requirements of language level in order to acquire a credentials for a test, or to expand personal knowledge, the institute will develop and design a variety of short and long programs in several formats to meet the needs of this market.

- 1- English as a Second Language (in collaboration with IELP)**
- 2- Foreign Languages (in collaboration with Modern Languages)**
- 3- American Sign Language**





# Centers and Institutes

## **Executive and Leadership Institute**

The institute will provide practical skills, retreats, and peer-to-peer learning programs for leaders in government, nonprofit and corporate sectors. At the beginning, the institute will design programs for engineers, health, arts, education, IT, business, and other professional paths that Manhattan College currently serves.



# Centers and Institutes

## **Entrepreneurship Institute (in collaboration with School of Business)**

The institute will provide peer-to-peer learning, coaching & mentorship, and specific sessions for this audience such as business planning review, business pitch presentations, and other similar aspects.



# Centers and Institutes

## **Management Institute**

The institute will provide programs on several areas for management professionals.

Some of the programs that will be developed under this institute are:

- Financial management
- Understanding financial statements
- PMP certifications.



# Centers and Institutes

## **Center for Retired Professionals**

Membership programs offered for individuals over 60. Manhattan College will partner with local senior centers and similar institutions that provide services to this audience. Members will be able to access the following services:

1. Peer to peer learning programs
2. Intergenerational Activities
3. Reduced tuition in MC classes



# Centers and Institutes

## **Children and After School Education (in collaboration with School of Education)**

Offer programs for children and families. The institute will collaborate with current training institutions, like a Center for Hispanic Children and Families to provide licensing education for individuals to open and run child care businesses or after school education programs.



# Centers and Institutes

## **Hospitality and Culinary Arts Institute**

Offer programs in hospitality management, hotel/lodging management and culinary arts as well as courses for amateur cooks, event planners and wine lovers.



# Centers and Institutes

## **Cyber & Technology Center**

From basic keyboarding to advanced technology certifications including those in cybersecurity, web and app designing, the center will offer courses for individuals as well as customized training to government agencies, businesses and nonprofit organizations.



# Centers and Institutes

## **Health Professionals Development Institute**

This institute will focus on serving health professionals. Programs on radiation equipment, customer service and healthcare administration will be developed in collaboration with the department of Radiological and Health Professions.





# Examples of Program Areas

## Arts and Interior Design

Interior decorating, organizing, arts and jewelry, performing arts, and creative writing

## Communications and Public Speaking

Internal and external communication practices, developing a speech/message, public presentations/speaking, visual communication

## Digital Technology

Computers and technology, e-marketing and social media, presentations using digital technology, web development

## Environment & Sustainability

LEED exam preparation, sustainability certifications and permaculture

## Entrepreneurship, Finance, and Business

Business planning, marketing, branding, financial investment (real estate investment, stock investment, angel investment)

## Food & Hospitality

Culinary arts and baking and pastry arts, wine and dine, beverages and excursions, and wedding and event management

# Examples of Program Areas

## Government and Political Science

Political science, running for public servant, managing a political campaign

## Health & Wellness

Fitness instruction along with specialized exercise programs, sports and games, personal wellness and healthcare and medical, recreational therapist

## Humanities & Cultural Studies

History, genealogy, cultural studies, languages and writing

## Youth Programs

Youth programs for elementary and middle and secondary studies along with family programs

## Management

Board development, fund development, marketing for NPOs, grant writing, financial management for NPOS, planned giving, PMP, PMI

## Teaching & Testing

Teaching certifications and SHRM, GRE, GED and TOEFL exam preparation



# Current Programs (Summer)

Collaborations with Visual and Performing Arts Department:

[NYC Broadway Performing Arts & Production](#)

[Digital Photography Program](#)

[Digital Drawing Program](#)



# Current Programs (Summer)

In collaboration with IELP (Intensive English Language Program)

[The New York City Museum Excursion](#)

[TESOL Teacher Practicum](#)

[English as a Second Language \(ESL\)/Leadership and Photography](#)

In collaboration with Penumbra Foundation:

[New York City Photo-Lab Program](#)



# Current Programs (Summer)

In collaboration with the Department of Education, Psychology Department, Visual & Performing Arts Department, Government Department, School of Engineering, School of Liberal Arts, Office of Events Management, Business Development & Conference Services, Public Safety, Buildings & Grounds, and the Provost Office

[Manhattan College Summer Day Camp](#)



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