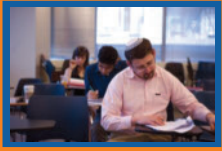




Allied Health



Information Technology



Professional Development



English As A Second Language "ESL"



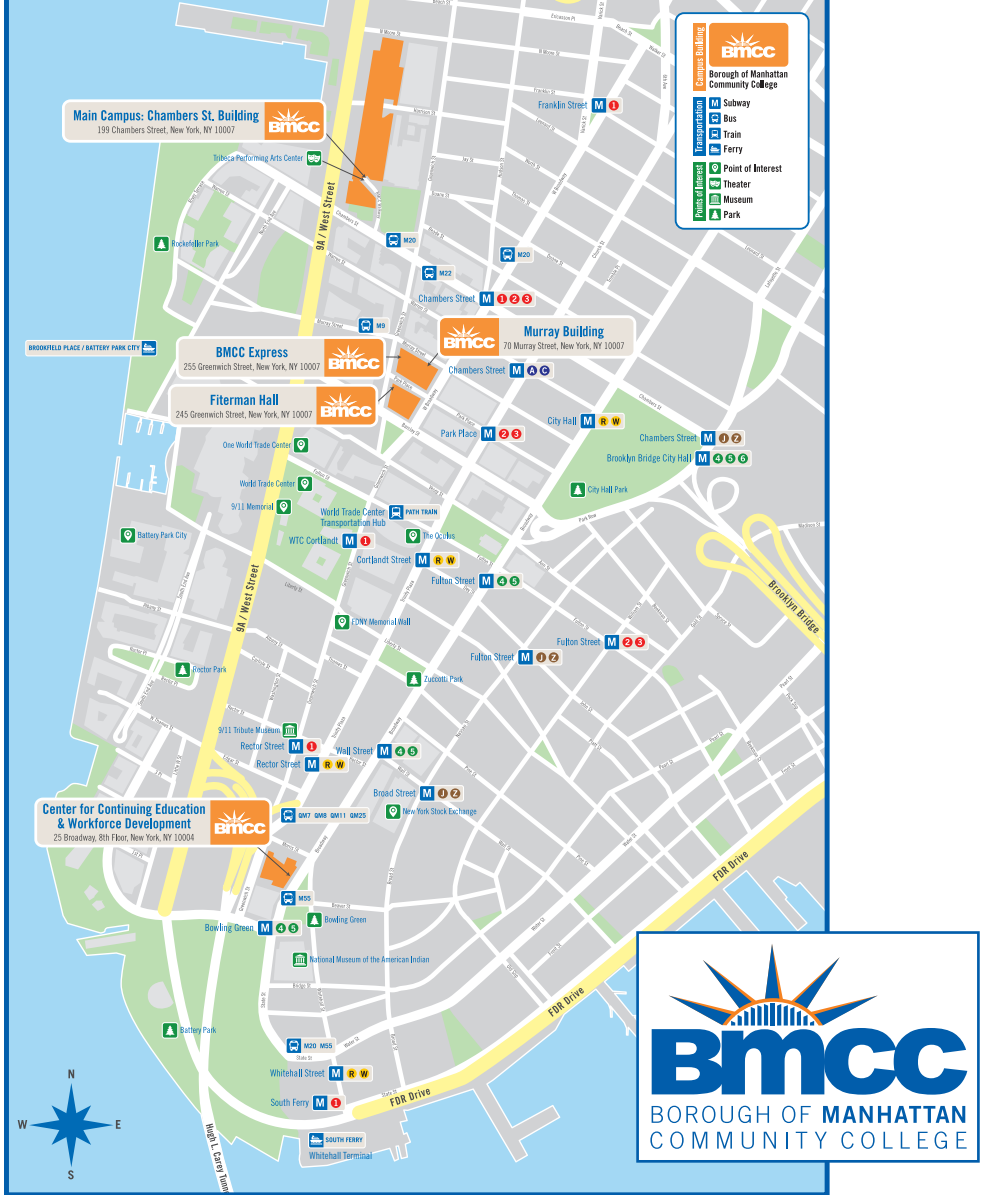
Start Here. *Work Anywhere.*

"Education is for improving the lives of others and for leaving your community and world better than you found it."

- Marian Wright Edelman

**CENTER FOR CONTINUING EDUCATION
AND WORKFORCE DEVELOPMENT**

www.bmcc.cuny.edu/ce
25 Broadway, 8th Floor
(212) 346-8410



BMCC
Borough of Manhattan
Community College

Transportation

- M Subway
- B Bus
- T Train
- F Ferry

Points of Interest

- POI Point of Interest
- Theater
- Museum
- Park




SUBWAY LINES:

- A C** TO FULTON STREET
- 4 5** TO BOWLING GREEN
- J Z** TO BROAD STREET
- 1 W R** TO RECTOR STREET

BUS LINES:

- M5, M15, AND M20** TO S. FERRY
- M9** TO BATTERY PARK CITY


FERRY:

-  **WHITEHALL TERMINAL**

PATH TRAIN:

-  **WORLD TRADE CENTER/
TRANSPORTATION HUB**

CAR:

-  **BATTERY TUNNEL/BROOKLYN
BRIDGE/F.D.R. DRIVE/WEST ST**

To view our complete map, visit: www.bmcc.cuny.edu/map.

REGISTRATION DEADLINE

Registration for courses must be completed at least one week prior to the start date of the class.



MESSAGE FROM INTERIM PRESIDENT KARRIN E. WILKS

At Borough of Manhattan Community College, we are committed to supporting you in the pursuit of your personal and professional goals. For many students, that journey begins as they improve their English-speaking skills, gain national certification in a thriving IT or allied health field, earn a high school equivalency diploma or strengthen reading, writing and mathematics skills to prepare for success in college.

Whether you are looking for a pathway to an associate degree or professional development that leads to improved career opportunities, the staff and instructors at BMCC’s Center for Continuing Education and Workforce Development are here to welcome, support and inspire you. The Center provides cutting-edge technology, hands-on experience, partnerships with local businesses and industry, and an engaging classroom experience designed to help you meet your goals.

BMCC’s highest priority is to improve student success. We understand the challenges faced by our students as they strive to balance family, work and school responsibilities, and we will support you every step of the way. We are excited to see where your drive and ambition will take you. I wish you much success in your educational journey.

Sincerely,

KARRIN E. WILKS

Interim President, Borough of Manhattan Community College, CUNY

BMCC’S ADULT CONTINUING EDUCATION & WORKFORCE DEVELOPMENT MISSION STATEMENT

To excel as a leading innovator in Continuing Education and Workforce Development with high quality programs that align with BMCC’s strategic goals and that prepare students for degree completion, career achievement, and lifelong learning through discovery and innovation, and social and workforce skills. Adult Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education to diverse adult learners, youth, and non-traditional students in pursuit of lifelong learning, training, career advancement, and pathways to college.

CONTENTS

| | | | |
|---|-----------|--|-----------|
| ALLIED HEALTH | 6 | LEGAL STUDIES COURSES | 19 |
| Basic Cardiac Life Support (BCLS) | 6 | Live Legal Studies Courses | 19 |
| Direct Support Professional (DSP) | 6 | Online Legal Studies Courses | 19 |
| Electronic Health Records with Billing and Coding | 6 | Test Preparation | 21 |
| Emergency Medical Technician - Challenge Refresher | 7 | <hr/> | |
| Hemodialysis Technician | 7 | PERSONAL DEVELOPMENT | 22 |
| Dialysis Biomedical Equipment Technician | 7 | Wedding & Event Planner | 22 |
| Intravenous Therapy | 7 | CUNY Start | 23 |
| Medical Assistant Specialist (MAS) | 7 | Math Start | 23 |
| Medical Billing & Coding (MBC) | 8 | Community Swim Program | 23 |
| Intro to Spanish for Healthcare Professionals | 8 | <hr/> | |
| RN First Assistant | 8 | ESL | 24 |
| Basic EKG & Phlebotomy for Health Professionals | 8 | ESL Intermediate | 24 |
| Introduction to Vital Signs | 8 | ESL Conversation | 24 |
| <hr/> | | ESL Advanced | 24 |
| TECHNOLOGY | 9 | ESL Business Writing | 24 |
| Career in IT Computer Support | 9 | ESL Creative Writing And Reading | 25 |
| Career in Networking And Cybersecurity | 10 | ESL Academic Writing | 25 |
| Cisco Certified Network Professional (CCNP) Bootcamp | 11 | Pronunciation Workshop | 25 |
| Career in Programming | 12 | TOEFL Preparation | 25 |
| Career in Data Analytics | 13 | <hr/> | |
| Bootcamps: Film Editing Graphic Design Web Development | 13 | CUNY IN THE HEIGHTS | 26 |
| Microsoft Office Professional | 14 | <hr/> | |
| AWS Academy Cloud Foundation | 15 | ONLINE CAREER TRAINING | 27 |
| AWS Academy | 15 | <hr/> | |
| Cloud Computing Architecture | 15 | CORPORATE TRAINING SOLUTIONS | 30 |
| BMCC ACE Coding Academy | 16 | Leadership Development Series | 30 |
| <hr/> | | Supervisory Skills Series | 30 |
| CAREER TRAINING & PROFESSIONAL DEVELOPMENT | 17 | Customer Service Management Series | 30 |
| Basic Accounting with Quickbooks | 17 | <hr/> | |
| Advanced Accounting with Quickbooks | 17 | REGISTRATION & POLICIES INFORMATION | 33 |
| Modern Language | 17 | | |
| Professional Skills | 18 | | |

CAREER PATHWAYS

BMCC Continuing Education offers a series of career pathway programs that enable individuals to secure a job or advance in an in-demand industry or occupation. Examples of our Pathway Programs are:

- Medical Assistant Specialist (MAS)
- Computer Network Support Specialist
- Electronic Health Record

These pathway programs lead to an Associate degree while students are employed in high demand fields.

The aim is to ease and facilitate students' transition from pre-college courses to community college and credited post-secondary programs and from community college to university or employment. To learn more please visit our website at www.bmcc.cuny.edu/ce.



CONTINUING EDUCATION OPEN HOUSE

Join one of our Information Sessions to learn more about all of our programs. Sessions are held on a monthly basis. Please visit our website for a list of available dates and times at: www.bmcc.cuny.edu/ce.

Meet our faculty and get answers to your questions about all of our courses and programs.

Sign-up to receive a 5% discount on a course of your choice.*

* Restrictions may apply.

January 28; 6pm–8pm

April 21; 6pm–8pm

September 22; 6pm–8pm

* Dates/times are subject to change.
Please check our website for updated information.



Follow us on:

Facebook: www.facebook.com/BMCC.CE

Instagram: www.instagram.com/bmccace

Twitter: www.twitter.com/ACE_BMCC

**LOCATED AT 25 BROADWAY, 8TH FLOOR,
NEW YORK, NY 10004**

ALLIED HEALTH

Allied health is one of the highest growth job sectors in the nation. As an allied health practitioner, you will work collaboratively with other providers, including physicians, nurses, dentists and pharmacists. You may play a role in evaluating and assessing a patient's needs, keeping physicians and others informed of the patient's progress, and caring for the patient. Allied health practitioners may work independently as specialists in exercise, nutrition, paramedicine, health education, speech and daily function.

The allied health professions fall into two broad categories: technicians (assistants) and therapists/technologists. Technicians are trained to perform procedures, and their education lasts less than two years. They are required to work under the supervision of technologists or therapists.

BASIC CARDIAC LIFE SUPPORT (BCLS)

This course will emphasize standard assessment and application skills as recommended by the American Heart Association's International Guidelines for Emergency Cardiac Care. Participants will be trained to recognize life-threatening emergencies, and to convey the proper sequence and application of Basic Cardiac Life Support techniques.

Books are not included.

1 Session // 6 hours // \$95

Sat, 9:00am – 3:00pm

Visit our website for upcoming dates.

DIRECT SUPPORT PROFESSIONAL (DSP)

All interested applicants must attend a required info session.

This comprehensive course prepares qualified individuals to work in the Social Service field. Participants will be trained to provide continuous care and assistance to children, adults, and seniors with special needs. The Direct Support Professional helps individuals with special needs to succeed in getting through their day-to-day activities, and to reach their potential and improve their quality of life.

9-week & 2-week internships

50 Sessions // 350 hours // \$2,200

ELECTRONIC HEALTH RECORDS WITH BILLING AND CODING

An electronic health record (EHR) is a systematic collection of electronic health information about individual patients or populations. Information is recorded on a digital format that is capable of being shared across different health care settings by being embedded in network-connected enterprise-wide information systems. Such records may include a range of data in comprehensive or summary form, including demographics, medical history, medication and allergies, immunization status, laboratory test results, radiology images, vital signs, and billing information. (70 hours)

In addition to EHR, the billing and coding component will cover Medical Word Structure, Basic Anatomy and Physiology, HIPAA Compliance, CMS-1500 Claim Form, ICD-10-CM and CPT-4 Guidelines. The following areas focus on CPT-4: Evaluation and Management and specialty fields (such as surgery, radiology, and laboratory), ICD-10-CM. Basic claims processes for medical insurance and third-party reimbursements are also discussed. Students will learn how to find the proper procedure and diagnosis codes using manuals CPT-4 and ICD-10-CM.

***EHR—24 Sessions // *MB & C—14 Sessions // 112 hours // \$1,200**

Mon & Wed 6:00pm – 9:00pm

Jan. 8 – June 1, 2020

*Note: the last session of EHR and MB & C is 1 hour.

Are you in the healthcare field searching for continuing education opportunities?

Please go to our website to see our vast offerings for CAPCE and CME credit. From American Heart Association ACLS, PALS, BCLS classes to NAEMT classes in Trauma Life Support (PHTLS), Geriatrics (GEMS), EMS Safety, and Psychological Trauma Prevention (PTEP), you could earn between 8–16 hours of CAPCE/CME per class. PTEP offers an exciting educational opportunity to work with live actors during scenarios.

If you are applying to FDNY, you could earn points on your exam by taking the Coaching the Emergency Vehicle Operator (CEVO) class.

Interested in becoming a National Registered EMT and need the psychomotor skills exam portion? We offer that too!

EMERGENCY MEDICAL TECHNICIAN - CHALLENGE REFRESHER *COMING SOON*

This EMT-Basic refresher course is designed for EMTs who provide urgent care at emergency sites or in an ambulance during hospital transport. Students enrolled in this class will receive updated training on all necessary emergency medical care skills needed to fulfill duties as a basic level EMT with an ambulance service or other specialized medical service. This EMT-Basic refresher course covers topics such as trauma management, emergency childbirth delivery, oxygen administration, triage, and cardiac arrest treatment.

*See website for updated information.

\$575 // non-refundable fee of \$75 included in tuition.

HEMODIALYSIS TECHNICIAN

All interested applicants must attend a required info session.

This course prepares individuals to become part of a professional health care team that provides hemodialysis treatment due to end stage renal failure. Students will learn anatomy and physiology of the kidneys, common causes of End Stage Renal Disease, principles of Hemodialysis procedure, treatment options, and commonly used Hemodialysis terms and abbreviations. Additionally, students will gain practical experience in machine set-up, operation and monitoring, vascular access, cannulation techniques, medical and technical complications, infection control, medications, patient assessment, and nutritional and social needs of end stage renal disease patients. The program includes a 4 hour Preparation Course for the National CCHT Certification Exam. In this program trainees are eligible to sit for the national certification exam directly after completion of the review course here at BMCC.

Textbook and scrubs not included.

24 Sessions // 100 hours // \$2,210

100 hours plus 7 hour BCLS course

Tues & Thurs; 10:00am – 2:00pm

Feb. 18 – June 9, 2020

April 7 – June 25, 2020

Do I need to attend an information session/open house?

Information sessions are mandatory for courses that include:

Medical Assistant Specialist (MAS); Hemodialysis Technician Training; Direct Support Professional; Information Technology, as well as Professional Development programs. Please check the course description for requirements.

DIALYSIS BIOMEDICAL EQUIPMENT TECHNICIAN *COMING SOON*

All interested applicants must attend a required info session.

Dialysis Biomedical Equipment Technician oversees and maintains all dialysis-related equipment in both the acute unit and the ambulatory outpatient dialysis unit. A Dialysis Biomedical Equipment Technician also repairs and performs preventative maintenance to ensure all systems are running properly. To become a technician, students need to earn a certificate from an approved licensed training program.

In the Dialysis Biomedical Equipment Technician Program, you will learn to operate, repair, maintain, and clean the hemodialysis machines and gain practice in performing hemodialysis procedures. Proper procedures, strict guidelines, and regulations will be followed. This is essential in helping the facility meet high standards so that patients can have a safe and comfortable treatment.

Course Objectives:

During your program, you will learn a variety of skills, including:

- Hemodialysis Review
- Hydraulic Description & Identification
- Machine Operation
- Calibration
- Preventative Maintenance
- Rebuild & Repair

A certificate of completion is awarded to students who successfully complete the course.

INTRAVENOUS THERAPY

This course provides participants with comprehensive knowledge of intravenous tools and techniques, as well as the understanding of theory and methodology. The Intravenous Therapy curriculum was approved by American Nurses Credentialing Center's Commission on Accreditation for 15.3 contact hours. A discount is available for BMCC nursing students.

Location: Main Campus, 199 Chambers Street

2 Sessions // 17 hours // \$245

8:30am – 5:00pm

MEDICAL ASSISTANT SPECIALIST (MAS)

All interested applicants are required to register for and attend an Information Session held every Monday at 5:30pm.

The Medical Assistant Specialist course at BMCC is an exemplary program that graduates highly qualified individuals. This course prepares students to handle a wide variety of tasks in a hospital, clinic, or private medical practice environment that range from taking vital signs to scheduling patient appointments. Training covers a spectrum of

administrative tasks as well as patient care procedures. Students who successfully complete both in-class instruction and the experiential learning component are eligible for the NHA certification exam. Textbooks, scrubs, and NHA exam fee are not included in tuition.



123 Sessions // 531 hours // \$4,300

Mon & Wed 6pm — 9pm and Sat 9am — 5pm
August 12, 2020 — July 17, 2021

MEDICAL BILLING & CODING (MBC)

This course offers students the skills needed to process and solve insurance billing problems. Students learn basic claim procedures for medical insurance and third party reimbursements by understanding how to manually complete common insurance forms through use of service codes and manuals. Students will also learn how to trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures.

Textbooks and NHA exam fee are not included in the tuition.

40 Sessions // 120 hours // \$2,200

Tues & Thurs; 6:00pm — 9:00pm
Jan. 14 — May 28, 2020

20 Sessions // 120 hours // \$2,200

Sat; 9:30am — 3:30pm
Jan. 25 — June 27, 2020

INTRO TO SPANISH FOR HEALTHCARE PROFESSIONALS

This basic Spanish course teaches healthcare professionals how to effectively communicate in Spanish while enjoying the language learning experience. Instruction provides the necessary introductory oral and written Spanish skills through use of role-plays, audio tutorials, written and oral exercises, and homework assignments. In this course you will learn how to introduce yourself to colleagues, effectively make an appointment, acquire family medical history, and identify parts of the body, along with other healthcare-specific vocabulary.

8 Sessions // 24 hours // \$350

* Check website for upcoming classes.

RN FIRST ASSISTANT

The NIFA RNFA 6.0/6.1 Program meets all national AORN standards for RNFA education programs and has been accepted by the Competency & Credentialing Institute (CCI) since 1998. The curriculum is recognized by all 50 state nursing boards and is intended to enhance the perioperative nurse knowledge base and skills necessary to pursue the position

of an RNFA. Successful graduates will receive a BMCC certificate of completion and CEs.

Course 1 consists of 48 hours of online coursework to be completed within one year of enrollment. Course 2 consists of a supervised clinical internship of 140 hours of assisting experience and Procedure Log to be completed within one year of the clinical internship start date.

Prerequisite: RNs must have a minimum of 2 years and 2,400 hours of perioperative experience and must submit proof of CNOR prior to completion of the program. APRNs automatically qualify and must submit proof of national certification prior to completion of the program.

Tuition: \$3,245

For further details visit website: www.rnfa.org or call NIFA at 1.800.922.7747

Mon — Fri; 8:00am — 4:00pm MST

email: admissions@NIFA.com

BASIC EKG & PHLEBOTOMY FOR HEALTH PROFESSIONALS

This course is designed for current Allied Health Professionals and Clinical Research Coordinators to learn how to perform EKGs on patients under the supervision of a Medical Professional and Phlebotomy to collect and prepare blood and other specimen collections ordered by a licensed Health Provider. This course teaches both skill competencies to make you more marketable within the health care field. Upon successful completion of the program, students will receive a Certificate of Completion. This class does not qualify you to sit for the National Certification exams.

*Note: All hand on skills will be done using simulation manikin.

10 Sessions // 40 hours // \$550

Mon & Thurs; 5:00pm — 9:00pm
Jan. 13 — Feb. 20, 2020

Course is held at Bellevue Hospital SIMMS LAB

INTRODUCTION TO VITAL SIGNS

Introduction to Vital Signs training includes monitoring temperature, pulse, respiration, blood pressure, and pain assessment. All materials are provided. Stethoscopes are provided but students are encouraged to bring their own. Students who successfully complete this course will receive a completion certificate from the BMCC/CUNY Continuing Education department. Upon registration, class materials will be e-mailed to all students.

1 Session // 4 hours // \$150

Thursday; 5:00pm — 9:00pm
Feb. 24, 2020

INFORMATION TECHNOLOGY FOR THE 21ST CENTURY

IT continues to be one of the fastest-growing sectors in the NYC labor market. Research shows that IT will continue to grow steadily over the next 5 years. The available jobs for middle-skilled workers will increase as will the demand for certification. BMCC's Adult Continuing Education brings industry professionals into the classroom to prepare students and job seekers for the workforce. Our affordable courses are career pathways that lead to high-demand occupations. Whether you are new to the field or looking to expand your skillsets you can start here and work anywhere. Check out our courses in IT Computer Support, Networking & Cybersecurity, Programming, Data Analytics, Web Development, Digital Media & Design, and Apple Technology.

CAREER IN IT COMPUTER SUPPORT

INTRODUCTION TO COMPUTERS (A+ CERTIFICATION)

This course prepares students for IT jobs as a Computer Technical Support Specialist. You will gain hands-on experience and learn how to disassemble and reassemble computers and learn the functions of each component, install Operating Systems, and troubleshoot common hardware- and software-related problems. Whether you have knowledge of computers or not you can benefit from taking this course. This course will prepare you for more advanced topics and for the CompTIA A+ Certification Exam (1001 & 1002) validating your skills as an IT professional.



24 Sessions // 72 Hours // \$899

Mon & Wed; 6:00pm – 9:00pm

Aug. 19 – Nov. 18, 2020

Saturday; 9:30am – 4:30pm

March 21 – June 6, 2020

Upon passing an entrance exam students can transfer up to 4 credits toward their Associate Degree in Computer Information System (CIS) at BMCC.



CAREER IN NETWORKING AND CYBERSECURITY

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

As the leading authorized Cisco Network Academy in the NYC area, we deliver a 240 hour intensive hands-on training course with certified industry instructors. Our two part course (ICND1 & ICND2) will prepare you for a career in Networking in this competitive job market. The Cisco ICND1 covers both Semesters 1 & 2 and prepares you for the CCENT Certification Exam (ICND1 100-101). The Cisco ICND2 covers Semesters 3 & 4 and prepares you for the CCNA Certification Exam (ICND2 200-101).^{*} Students have the option to take an all-in-one exam (Composite 200-125) after completing both parts. Get your IT career on track today through CCNA.

CISCO ICND 1—INTRODUCTION TO NETWORKS (SEMESTER 1)

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IPv4 and IPv6 addressing and the fundamentals of Ethernet concepts, media, and operations are introduced as a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

ROUTING & SWITCHING ESSENTIALS (SEMESTER 2)



This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure routers and switches for basic routing and switching functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv2, Single and Multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

Upon completion students will be prepared to take the ICND1 – 100-101 ICND Exam (CCENT)

40 Sessions // 120 hours // \$1799

Mon & Wed; 6:00pm – 9:00pm
Mar. 2 – Jul. 20, 2020

CISCO ICND 2—SCALING NETWORKS (SEMESTER 3)

This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

CONNECTING NETWORKS (SEMESTER 4)

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec Virtual Private Network (VPN) operations in a complex network.

Upon completion students will be prepared to take the CCNA Certification Exam (ICND2 200-101)

40 Sessions // 120 hours // \$1799

Tues & Thurs; 6:00pm – 9:00pm
Feb. 11 – June 25, 2020
Mon & Wed; 6:00pm – 9:00pm
Aug. 17, 2020 – Jan. 14, 2021

^{*}Please Note: The Cisco Exams and Certification structure are changing. All students will be transitioned to the new format and exam topics as necessary to ensure appropriate skills needed to achieve Certification. Therefore, the course structure will change as required to ensure your success and knowledge of Certification Exam goals. Dates and times will remain the same. This course is currently 180 hours in duration. Given changes to the Cisco Certification requirements all students will transition to the new format and topics to ensure that your training aligns with the new Cisco CCNP Exam.

CISCO CERTIFIED NETWORK PROFESSIONAL (CCNP) BOOTCAMP

CCNP BOOTCAMP (ROUTE, SWITCH & T-SHOOT)



The CCNP (Cisco Certified Network Professional) Bootcamp course is designed for Cisco network engineers with a CCNA background who wish to achieve CCNP certification in an accelerated time frame. The CCNP will classify you as no longer an Associate and validates that you have the ability to plan, implement, verify and troubleshoot local and wide area enterprise networks and that you can work collaboratively with a specialist on advanced security voice, wireless and video solutions. Achieving CCNP Routing and Switching demonstrates the skills required in enterprise roles such as network engineer, support engineer, and system engineer or network technician. To learn more sign up today!

30 Sessions // 180 hours // \$2,999

Sat: 9:30am – 4:30pm

Feb. 15 – Sept. 19, 2020

Nov. 7, 2020 – June 5, 2021

CCNP ROUTE IMPLEMENTING IP ROUTING

*Prerequisite: CCNA (ICND1 & ICND2)
Bootcamp or CCNA Certification*

This advanced networking course teaches students how to implement routing services for complex Enterprise Networks. Topics covered: Routing Services, EIGRP, Single/ Multi-Area OSPF, manipulating updates, path control, BGP for ISP connectivity, routing for branch & mobile workers, and implementing IPv6.

Upon completion, students will be prepared to take the R&S ROUTE 300–101 exam.

CCNP SWITCH IMPLEMENTING IP SWITCHING

Prerequisite: CCNP ROUTE

Building upon skills learned in CCNP Route, this course covers topics that teach students how to secure integration of VLANs into campus networks. Topics covered in the course include: Multilayer Switching, Virtual Local Area Networks (VLANs), VLAN Trunking Protocol (VTP), Spanning Tree Protocol, InterVLAN Routing, and IP Multicasting.

Upon completion students will be prepared to take the R&S SWITCH 300–115 exam.

CCNP T-SHOOT MAINTAINING AND TROUBLESHOOTING



Prerequisite: CCNP ROUTE & CCNP SWITCH

This course covers topics that teach students how to monitor and maintain complex, enterprise routed and switched networks. In addition, students will learn to develop a troubleshooting process that will identify and resolve problems in these complex Enterprise networks. Troubleshooting topics include: Routing Solutions, Addressing Services, Network Performance Issues, Converged Networks, and Network Security Implementations.

Upon completion, students will be prepared to take the R&S TSHOOT 300–135 exam.

Visit our website for upcoming dates.



**Check our website
www.bmcc.cuny.edu/ce
for up-to-date course offerings
or call us at (212) 346-8410**

CAREER IN PROGRAMMING

INTRO TO C++*

C++ is a powerful general-purpose programming language that offers both high-level and object-oriented features for software development on various platforms such as the Personal Computer, Games Consoles, Embedded Systems, and more.

This course will cover an introduction to the C++ programming language for those students who have an interest in learning how to create video games, software applications, and operating systems. The course is designed for those with little or no programming background. Topics include data types, flow of control, classes, functions, objects, and much more.

10 Sessions // 30 hours // \$599

Tues & Thurs; 6:00pm – 9:00pm
Feb. 25 – Mar. 26, 2020
May 12 – June 11, 2020
Oct. 6 – Nov. 5, 2020

* Intermediate & advanced courses available.
Please check our website for scheduled dates.



INTRO TO PYTHON

Prerequisite:

- *Basic computer skills using MS Windows, Mac, or Linux.*
- *A basic foundation of how software applications are designed and coded.*
- *An algebra level understanding of mathematics.*
- *Some academic or industry experience with some high level programming language such as Java, C# or C/C++ would be useful, but is not required.*

The Python programming language has a reputation for being easy to learn and very powerful. Its ease-of-use, power and run-time efficiency make Python a high ranking favored programming language in the software development community. And so, Python developers are in demand! This course introduces the Python programming language through study and hands-on practice. You will learn Python's syntax, and how to harness its power to build non-trivial applications that have value and are fun to code.

*Note: This course covers the materials required to pass the Certified Entry-Level Python Exam: <https://pythoninstitute.org/certification/pcep-certification-entry-level/> and build a foundation for what's required to pass the Certified Associate in Python Programming Exam: <https://pythoninstitute.org/certification/pcap-certification-associate/>.

10 Sessions // 30 hours // \$599

Tues & Thurs; 6:00pm – 9:00pm
Jan. 21 – Feb. 20, 2020
Aug. 4 – Sept. 3, 2020



INTRO TO PROGRAMMING WITH JAVA*

Java is one of the most widely used computer languages in the world. This course is designed to develop the fundamental skills and basic concepts needed to begin writing any code. Students will use the Java platform to create an assortment of programs, especially mobile and web applications. Sign up today!

10 Sessions // 30 hours // \$599

Mon, Tues & Wed; 6:00pm – 9:00pm
Jan. 6 – Feb. 10, 2020
Mar. 18 – Apr. 20, 2020
May 4 – June 8, 2020
Aug. 3 – Sept. 2, 2020

* Intermediate & advanced courses available.
Please check the website for scheduled dates.



PYTHON BOOTCAMP

Prerequisite: Intro to Python

Python is a powerful general-purpose programming language that integrates seamlessly with libraries that offer Data Science and Machine Learning support. The goal of this bootcamp is to provide you with intermediate to advanced Python programming skills that can be integrated with Data Science and Machine Learning systems. In today's job market, learning Python is an in-demand skill and will make you more competitive. Upon completion, you'll have a strong understanding of advanced Python programming topics, Data Science and Machine Learning fundamentals, and build an application driven by Data Science Analysis and Programming. Sign up today!

30 Sessions // 90 hours // \$1,499

Tues & Thurs; 6:00pm – 9:00pm
Mar. 10 – June 18, 2020
Oct. 13, 2020 – Feb. 2, 2021



CUNY Alert

**Sign Up Now
for CUNY Alert
at Our Campus!**

Students, faculty and staff can now join CUNY Alert to receive text or voice notifications of campus emergencies or weather-related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system.

So stay alert! Visit www.cuny.edu/alert and sign up for CUNY Alert now!

Go to www.bmcc.cuny.edu/ce or call (212) 346-8410
To register for the next Open House 25 Broadway, 8th Floor, New York, NY 10004

CAREER IN DATA ANALYTICS

INTRO TO STRUCTURED QUERY LANGUAGE (SQL)

Structured Query Language (SQL) is used to extract information from a relational database to address an array of business information needs. Thus, the goal of the course is to teach participants how to query relational database for information and analysis.

This course is designed to introduce Structured Query Language (SQL) to end users;

- who need to understand how data is retrieved prior to analyzing it,
- who would like to enter the field of computer science with some or no knowledge of databases and/or programming languages,
- and who would like to jump-start their career with a foundation on relational databases, including Microsoft SQL Server 2017 (<https://microsoft.com/en-us/sql-server/sql-server-2017>).

10 Sessions // 30 hours // \$699

Sat, 9:30am — 4:30pm

Mar. 21 — Apr. 18, 2020

June 6 — Jul. 11, 2020

Sept. 12 — Oct. 10, 2020

* Students interested to take the Microsoft Certified Profession (MCP) Exam 98-364 (<https://microsoft.com/en-us/learning/exam-98-364.aspx>) should consider taking the Intermediate Course.

INTERMEDIATE SQL (CERTIFICATION)

Prerequisite: Intro to Structured Query Language (SQL) or equivalent and Understanding Manipulation Language (DML) and Data Definition Language (DDL)

Structured Query Language (SQL) is used to extract information from a relational database to address an array of business information needs. Thus, the goal of the course is to teach participants how to query relational database for information and analysis.

This course will prepare you for Microsoft Certified Profession (MCP) Exam 98-364 (<https://microsoft.com/en-us/learning/exam-98-364.aspx>). This course is designed to introduce Structured Query Language (SQL) to end-users;

- who need to understand how data is retrieved prior to analyzing it,
- who would like to enter the field of computer science with some or no knowledge of databases and/or programming languages,
- and who would like to jump-start their career with a foundation on relational databases, including Microsoft SQL Server 2017 (<https://microsoft.com/en-us/sql-server/sql-server-2017>).

10 Sessions // 30 hours // \$799

Mon & Wed; 6:00pm — 9:00pm

Jan. 22 — Mar. 2, 2020

May 11 — June 15, 2020

Nov. 2 — Dec. 7, 2020

BOOTCAMPS: FILM EDITING | GRAPHIC DESIGN | WEB DEVELOPMENT

FILM EDITING BOOTCAMP

Learn to become a professional film editor using the latest technology to create and produce film. This bootcamp provides students with the opportunity to explore features of Final Cut Pro software to produce and edit film. Students will learn the fundamentals of video editing, building timelines, cleaning up audio, using transitions in video and audio, exporting sequences, and non-linear digital editing. Additional software will be introduced such as Adobe Premier and Avid Media to complete the post-production process. This course is intended for those with or without film editing experience to become proficient in the field. Sign up today!

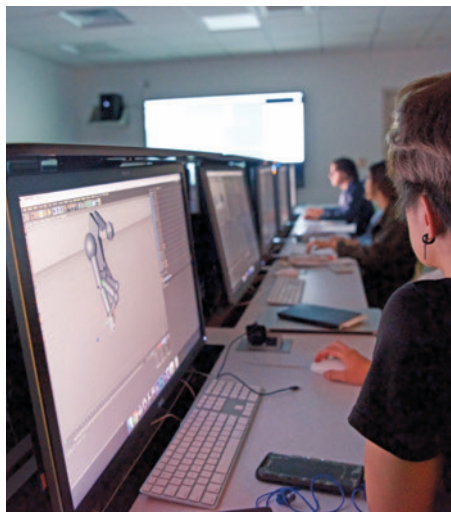
30 Sessions // 90 hours // \$899

Mon & Wed; 6:00pm — 9:00pm

Jan. 13 — May 4, 2020

May 11 — Aug. 24, 2020

Sept. 14, 2020 — Jan. 4, 2021



Check our website www.bmcc.cuny.edu/ce
for up-to-date course offerings or call us at (212) 346-8410

WEB DEVELOPMENT BOOTCAMP

Jumpstart your career in Web Development! This course offers a real world, hands-on approach and will teach you how to become a Web Developer by applying best practices for structuring web page content with HTML, enhancing content presentation with CSS styling, and adding interaction to websites with JavaScript and JQuery. In addition, students will be able to customize websites by using Responsive Web Design to detect users' screen size and deliver the content accordingly. Learn to develop mobile-optimized websites, implement mobile-first design, create mobile navigation, and enhance web pages. Sign up today!

20 Sessions // 120 Hours // \$1,799

Sat; 9:30am – 4:30pm
May 2 – Sept. 26, 2020
Nov. 7, 2020 – Mar. 27, 2021

GRAPHIC DESIGN BOOTCAMP

Do you want to become a Professional Graphic Designer? Then this course is for you! Students will learn how to incorporate workflow standard projects, such as: graphic manipulation, color management, motion effect, and technical drawings for print, brochures, business cards, book covers, magazine layouts and web graphics. This course will help you build experience by applying essential skills to industry standards. This bootcamp brings experts from the field into the classroom. Sign up today!

15 sessions // 90 hours // \$899

Sat; 9:30am – 4:30pm
Feb. 15 – May 23, 2020
Aug. 1 – Nov. 14, 2020

MICROSOFT OFFICE PROFESSIONAL



Prerequisite: Must have a basic knowledge of Microsoft Word, Excel, Outlook, PowerPoint, Access

Do you currently use Microsoft Office on a day to day basis? Would you like to advance your skill set and increase efficiency and production? Then, this course is for you! There is a growing need for office professionals to become proficient using Microsoft Office Suite applications for meetings, presentations, reporting and data analysis. This course will give you a comprehensive look at the most frequently used features in Word, Excel, PowerPoint, Outlook and Access. Upon successful completion, you will receive a certificate validating your skills to express ideas, solve problems, and present the right solutions in the most efficient way. Isn't it time to advance your career to the next level? Sign up today!

20 Sessions // 60 Hours // \$699

Tues & Thurs; 6:00pm – 9:00pm
January 7 – March 26, 2020
October 13 – December 22, 2020



WORD



EXCEL



OUTLOOK



POWERPOINT



ACCESS

Borough of Manhattan Community College Center for Continuing Education has joined the Amazon Web Services (AWS) Academy program to offer approved AWS training curriculum to our students. Courses are taught by AWS Academy Accredited Instructors, who are trained by AWS to help students become proficient in AWS cloud services technology.

Amazon Web Services (AWS) is a secure cloud services platform, offering computing power, database storage, content delivery, and other functionality to aid businesses to scale and grow. Discover a multitude of applications that increase flexibility, scalability, and reliability.

AWS ACADEMY CLOUD FOUNDATION - *COMING SOON*

BMCC's AWS Academy Cloud Foundation course provides a detailed overview of cloud computing concepts, AWS core services, security, architecture, pricing, and support. This course is designed to help students develop new skills and apply this knowledge to their working environment through a variety of practical exercises. This is an entry-level course and will prepare students for the AWS Academy Cloud Computing Architecture course.

Prerequisites: General IT technical knowledge; General IT business knowledge

AWS ACADEMY CLOUD COMPUTING ARCHITECTURE - *COMING SOON*

Borough of Manhattan Community College Center for Adult Continuing Education & Workforce Development is offering a course in Cloud Computing Architecture. This course uses an AWS Academy curriculum designed to help students develop technical expertise in cloud computing and prepare them for the AWS Certified Solutions Architect-Associate certification exam.

This course is intended for Undergraduate, Graduate or Professional students seeking cloud-computing expertise. To learn more, sign up today!

Prerequisites: The ideal student should have a strong foundation in IT concepts and skills. Students should have completed AWS Academy Cloud Foundations.



The Borough of Manhattan Community College Center for Continuing Education & Workforce Development is launching the ACE Coding Academy to give students the latest cutting-edge coding skills and training in app development with Swift. Swift is a robust and intuitive programming language created by Apple for building apps for iOS, Mac, Apple TV, and Apple Watch.

In the App Development course using Swift, students will learn to code and design fully functional apps, thereby gaining critical job skills in software development and information technology.

This course was designed by Apple engineers and educators to teach students how to design apps using Swift, one of the world's most popular programming languages. A number of popular apps like Airbnb, Kayak, TripAdvisor, Venmo, and Yelp were created with Swift. Students need no programming experience to take this course. By the end of the course, students will design and build a fully functioning app! Don't miss your opportunity to learn to code with curriculum from the company who invented Swift and defined the App Economy. Register today!

Swift Programming Is a Three Level Course

Level 1— Introduction to Swift: Basic proficiency in building apps with Swift (90 hours)

Level 2— Swift for IT Professionals I: Developing Apple applications with Swift Language using Xcode as a development tool (90 hours)

Level 3— Swift for IT Professionals II: Advanced applications using Swift and Xcode as the development tool (90 hours)

66 sessions // 270 hours // Price: \$1,900

Mon & Wed; 6:00pm – 9:00pm

Sat; 9:30am – 4:30pm

Jan. 6 – June 17, 2020

To learn more visit: <https://www.apple.com/everyone-can-code/>

Students are required to have their own MacBook with the latest operating system, macOS Sierra 10.12.6 or later, capable of running Xcode 9. Xcode, available as a free download on the Mac App Store, is the Integrated Developer Environment used to build apps for iOS, Mac, Apple TV, and Apple Watch.

CAREER TRAINING & PROFESSIONAL DEVELOPMENT

Professional Development focuses on career enhancement and functional marketplace expertise through the acquisition or development of project management, project planning and control leadership skills, business writing fluency, notary public license, and increased knowledge and proficiency in QuickBooks.

BASIC ACCOUNTING WITH QUICKBOOKS

In this hands-on class you will be learning the basics of accounting while learning the techniques and tricks needed to fully utilize the QuickBooks program. By the end of the class students will have learned how to:

- Create company profiles; Create and generate invoices
- Record and pay bills; Enter and track inventory
- Add and manage various accounts; Generate and customize financial reports

12 Sessions // 36 hours // \$275

ADVANCED ACCOUNTING WITH QUICKBOOKS

In this class you will learn advanced accounting and how to use the bookkeeping computer program QuickBooks at an advanced level, including:

- using QuickBooks to analyze business data
- exporting data from QuickBooks
- using data in Pivot Tables
- making general journal entries
- performing year-end tasks
- keeping track of financial tasks
- managing QuickBooks files
- managing inventory
- working with sales tax
- tracking finances with reports and graphs
- configuring preferences to fit your company
- integrating QuickBooks with other programs
- customizing QuickBooks
- keeping your QuickBooks data secure

12 Sessions // 36 hours // \$475

MODERN LANGUAGE

INTRO TO SPANISH

Introduction to Spanish is designed to provide students with a solid understanding of the Spanish language. Special emphasis will be placed on vocabulary and oral expression within a cultural context. Principles of grammar will be introduced as students become more familiar with the language. Activities include role-playing and use of interactive situations. Audio files, magazine articles, and literary texts will be used in class.

8 sessions // 24 hours // \$250

INTERMEDIATE SPANISH

This course is designed to review previously acquired concepts, introduce more complex grammatical structures, and increase listening and reading comprehension. Students will be encouraged to speak and interact in a natural low-anxiety environment. Grammar and vocabulary are taught within a cultural context through everyday situations. Exercises are conceived to enrich reading comprehension and expand communication skills. Audio, magazine articles, and literary texts will be used in class.

8 Sessions // 24 hours // \$250

CONVERSATIONAL SPANISH & CULTURE

Conversational Spanish and Culture is an intermediate to advanced course designed to improve communication skills. The curriculum aims to develop fluency in speaking while expanding vocabulary and grammatical structures. Students will explore several aspects of life and culture through newspaper articles, interactive situations, music, literature and film. This course is designed for those who can speak Spanish at the Intermediate level.

8 Sessions // 24 hours // \$250

Company Training Options:

Do your employees need training? Customized training solutions are available. For more information, see page 30.

PROFESSIONAL SKILLS

NOTARY PUBLIC COURSE

Explore a new pathway and gain a valuable credential—"Notary Public License." This class introduces students to the basics of what a notary does. Learn the terminology and work with samples of legal documents, such as deeds, mortgages and powers of attorney. Students will develop the skills to be prepared for the New York State Notary Public License exam—which is valid for 4 years.



2 Sessions // 6 hours // \$125

Tues & Thurs; 6:00pm – 9:00pm



NAIL SPECIALTY TRAINEE PREP COURSE *NEW*

Prerequisite: Trainees must be fluent in English and have a valid registration with 1 year experience. Familiarity with Milady Nail Technology text.

BMCC is a NYS DOL approved vendor authorized to offer a 36 hour Nail Salon Specialty Trainee Course. This course provides preparation for the Nail Specialty Trainee to meet the written licensure exam requirement. Topics covered: Course Overview/Content; Workplace Safety & Health; Infection Control; Bacteria and Infectious Disorders and Diseases; Anatomy & Physiology of the Nail, Hand, Foot & Leg; and Client Consultation & Service Protocols. Must pass in-class instruction and final with 70% or above for eligibility to sit for the National Nail Technology Theory licensure exam. Students MUST speak to Mary McIntyre at 212-346-8431 before they can register for the program.

6 Sessions // 36 hours // \$295

LEGAL STUDIES COURSES

You don't have to be an attorney to embark on a career in the legal industry. Corporations, law



THE CENTER FOR
LEGAL STUDIES

firms, and governments need non-lawyers for a wide variety of administrative, research, compliance and other law-related positions. You can gain the skills needed to offer specialized legal services for these employers without the time and expense of pursuing a full law degree. To build your credentials for legal career opportunities, consider these excellent courses that BMCC Continuing Education offers in partnership with The Center for Legal Studies.

LIVE LEGAL STUDIES COURSES

PARALEGAL CERTIFICATE

Practice-oriented course that will train students to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation related to areas of law in which paralegals are in high-demand. This is a job-skills training course that will prepare you to work as a paralegal upon completion of the Paralegal Certificate Course®.

12 Sessions // 84 hours // \$1,595

Spring: February 22 – May 16, 2020

Sat 9:00am – 5:00pm

Summer: June 9 – August 8, 2020

Thurs 6:00pm – 9:30pm & Sat 9:00am – 5:00pm

Fall: September 12 – December 5, 2020

Sat 9:00am – 5:00pm

ONLINE LEGAL STUDIES COURSES

Start dates for all Online Courses:

October 21 – December 6, 2019

January 13 – February 28, 2020

March 9 – April 24, 2020

May 4 – June 19, 2020

June 29 – August 14, 2020

August 24 – October 9, 2020

eDISCOVERY FOR PARALEGALS CERTIFICATE

\$995

The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process. This 6-week course covers the entire eDiscovery process, from preparation, to collection, to review of Electronically Stored Information (ESI). Throughout the 17 online modules and tests, learners will progress through the basics of eDiscovery preparation, best practices for ESI collection, and finally, the review process. The course is supplemented with a comprehensive textbook that covers relevant eDiscovery topics.

LEGAL NURSE CONSULTANT TRAINING

6 SESSIONS // 42 HOURS // \$1,195

This course prepares Registered Nurses and Physician's Assistants for a career in the legal field as Legal Nurse Consultants. This course provides the fundamental skills necessary to advise law firms, health care providers, insurance companies, and government agencies regarding medical-related issues, and to appear in court as an expert witness.

LEGAL SECRETARY CERTIFICATE

6 SESSIONS // 42 HOURS // \$995

For entry-level and experienced secretaries who are interested in improving their skills and working more efficiently within a law office. This course will cover a wide range of topics vital in a law office, such as: legal terminology, jurisdiction, ethics, billing and accounting, time management, written documents, and many more.



ADVANCED PARALEGAL CERTIFICATE**270 HOURS // \$2,400**

With the advanced paralegal training this course provides, you'll stand out in competing for the best paralegal employment opportunities. Pick from 15 topics, such as Bankruptcy Law, Family Law, Victim Advocacy, Immigration Law, and Intellectual Property.

LEGAL INVESTIGATION CERTIFICATE**45 HOURS // \$995**

This exciting course is designed to teach legal investigation to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Students will also be taught how to create a freelance investigation business. Included subject areas are: arson investigation, product liability investigation, personal injury and traffic accident forensics, employment accidents, investigation of financial and equity matters, professional malpractice and negligence, skip-tracing, and the role of a legal investigator in preparing for civil and criminal litigation.

ALTERNATIVE DISPUTE RESOLUTION (MEDIATION) CERTIFICATE**45 HOURS // \$995**

In this course, you'll learn how to select the best method to achieve the most positive result for both parties. You'll improve negotiation skills and address ethical considerations.

EMPLOYMENT LAW CERTIFICATE COURSE**45 HOURS // \$995**

This course will cover statutes such as the National Labor Relations Act, the Railway Labor Act, and other statutes dealing with public employees. Topics to be included are master and servant, wages and hours, antidiscrimination in employment, and minimum wages and maximum hours, as well as regulation of working conditions.

VICTIM ADVOCACY CERTIFICATE**45 HOURS // \$995**

This course trains participants for work in domestic violence shelters, crisis centers and hotlines, and with state and county governments. Highlights include terminology, process, legislation, counseling skills, and a range of other essential topics.

PARALEGAL ONLINE**90 HOURS // \$1,595**

Practice-oriented course that will train students to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation related to areas of law in which paralegals are in high-demand. This is a job-skills training course that will prepare you to work as a paralegal upon completion of the Paralegal Certificate Course®.

PERSONAL INJURY FOR PARALEGALS**45 HOURS // \$995**

Learn how to investigate arson, product liability cases, personal traffic accidents, employment accidents, malpractice and negligence, skip-tracing, and more. In this exciting, fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. Students will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal's success in the law office.

Class discussions and lesson material will include personal injury claims including, but not limited to: car accidents, slip and falls, medical negligence/malpractice, manufacturer product defects, and class-action lawsuits.

ADVANCED LEGAL RESEARCH & WRITING**50 HOURS // \$995**

Learn how to use powerful legal research tools. You'll formulate WESTLAW search queries and see how legal research methods save time in legal research and legal writing.

INTELLECTUAL PROPERTY LAW FOR ENGINEERS**45 HOURS // \$995**

Learn the legal process for protecting an invention and its creator from infringement and unfair competition. You'll examine what items or ideas can be patented, and how to research, apply for, and protect patents and copyrights.

SOFTWARE ESSENTIALS FOR THE LAW OFFICE**50 HOURS // \$995**

In this course, you'll learn about computer operating systems, peripheral devices, and software for a host of legal applications, such as tracking and billing, case management, docket control, litigation support, electronic discovery, and trial presentation graphics.

LAW SCHOOL PREPARATION COURSE**45 HOURS // \$300**

This course's objective is to teach a proven approach for attacking the onerous casebook method of instruction so that a dedicated student can maximize his or her study time and grades even before the first day of law school. We will show you how not to get lost in the "paper waste."

TEST PREPARATION

PREPARING FOR THE GMAT**45 HOURS // \$300**

This course features a math review and techniques for tackling the problem solving and data sufficiency questions that make up the math section of the GMAT. This course also covers all question types on the verbal sections and practice on actual GRE tests from previous years.

PREPARING FOR THE GRE**45 HOURS // \$300**

This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the Math sections of the GRE. This course also covers all question types on the verbal and analytical sections and practice on actual GRE tests from previous years.

PREPARING FOR THE LSAT**45 HOURS // \$300**

This course provides an overview of law school entrance procedures, a career in law, and law school survival techniques. It includes an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, and practice on actual LSAT exams from previous years.



Do you offer other online courses?

Yes, visit our website: www.bmcc.cuny.edu/ce and click on **ONLINE COURSES**.



Certified Wedding & Event Planner

This Certified Wedding and Event Planner course teaches the basic fundamentals of planning, orchestrating, and delivering social events. From weddings and anniversaries to birthdays and baby showers, Lovegevity's Wedding Planning Institute's (LWPI) detailed step-by-step methodology teaches clear and concise formulas for detailing the personal and professional aspects of any social event. Tuition includes textbook, online curriculum and certification exam.

10 Sessions // \$1,395

Mon; 6:00pm – 9:30pm

Signature Wedding & Event Designer

The Signature Wedding & Event Design certification course allows you to experience the step-by-step processes and techniques utilized by the globe's leading wedding and event experts. This exclusive course is a comprehensive "how-to" for the industry, providing real behind-the-scenes footage, photographs and documentation, including insights into the wizardry that can make a wedding a one-of-a-kind, magical event for a couple and their guests. You will learn to create and transform ordinary spaces into sumptuous, theatrical environments, translating a client's vision into awe-inspiring reality.

10 Sessions // \$1,795

Wed; 6:00pm – 9:30pm

Certified Corporate Event Planner

Becoming a Certified Corporate Event Planner requires business organization, logistics, networking, and client relationship management skills. This course will be a detailed guideline on how to design and plan the event, set budgets, execute successfully, review performance, and charge for services. The CEP course is known as S-M-A-R-T because it covers:

- Special Events: galas, fundraisers, public relations, product promotions
- Meetings: professional, corporate, business networking
- Assemblies: conferences, conventions
- Recognition: incentives, awards, achievements
- Training: seminars, workshops, education

Tuition Includes: Textbook, online course material, access to Student Center.

Class Overview: This program teaches the fundamentals of planning, orchestrating and delivering social events, as well as owning and operating a successful corporate event planning business.

10 Sessions // \$1,495

Tues; 6:00pm – 9:30pm

CUNYSTART®

CUNY Start is an intensive Reading/ Writing, Math, and college success program that helps students with 15 credits or fewer to reduce or eliminate their developmental coursework. CUNY Start costs only \$75 (including materials) and allows students to save their financial aid for credit courses at CUNY.

MATHSTART

Math Start is an intensive 8-week CUNY Start program that prepares students with 15 credits or fewer to reduce or eliminate their developmental coursework in math. Math Start costs only \$35 (including materials and free Metro Cards).

70 Murray Street, Room M-1018 // Phone (212) 346-8398
www.bmcc.cuny.edu // cunystart@bmcc.cuny.edu
www.bmcc.cuny.edu/mathstart // mathstart@bmcc.cuny.edu

COMMUNITY SWIM PROGRAM

The Borough of Manhattan Community College (BMCC) offers community residents the opportunity to lap swim in our state-of-the-art pool at the main campus located at 199 Chambers Street. The pool features 6 lanes, each of which is 6 feet wide, 25 yards long, and 4 feet deep. Participants can register online, by phone, mail-in, or in person to access our pool. In-person registration is done at the BMCC's Center for Continuing Education Campus at 25 Broadway, 8th Floor. Once registered, participants will need to get a BMCC photo ID card to show to the lifeguards.

PLEASE NOTE that Photo ID's are not given out at the Continuing Education, 25 Broadway location. All ID's will be processed at BMCC's Main Campus, 199 Chamber Street, at the ID Office.

Adult Lap Swim fees: Winter/Spring \$255 Summer/Fall \$300
Senior Lap Swim fees: Winter/Spring \$155 Summer/Fall \$200

Winter/Spring 2020:

Jan. 13, 2020 – May 22, 2020
Mon – Fri; 7:30am – 10am,
Evening: 6pm – 8pm
Sat & Sun; 8am – 10am
Dates Closed: 1/20, 2/12,
2/17, 4/8 – 4/16

Summer 2020:

May 26, 2020 – Aug. 13, 2020
Mon – Fri; 7:30am – 10am,
Evening: 6pm – 8pm
Sat & Sun; 8am – 10am
Dates Closed: 6/26, 7/3, 7/10,
7/17, 7/24, 7/31, 8/7

Fall 2020:

Aug. 26, 2020 – Dec. 20, 2020
Mon – Fri; 7:30am – 10am,
Evenings: 6pm – 8pm
Sat & Sun; 8am – 10am
Dates Closed: 9/5 – 9/7,
10/12, 11/26-11/29

Dates are subject to change—please check our website for updated dates.

ESL

Our ESL (English as a Second Language) classes for Intermediate and Advanced level learners are limited to 20 students, thus providing the benefit of more individualized attention. Learning is holistic: you study reading, writing, speaking and listening. Intermediate students will work on developing reading skills, and oral and written communication. Advanced students will spend more time on oral presentations, analysis of readings, and clarity and organization of ideas in writing. If you are interested in improving your level of English or are thinking about attending college, we can help you reach your goals.

ESL INTERMEDIATE

This course is designed for intermediate students who have some understanding of written and oral English and are able to hold a basic conversation. In this course, you will improve your listening and speaking skills as well as your written fluency, vocabulary and grammar skills.

10 Sessions // 40 hours // \$350

Winter Session:

Sat; 9:00am – 1:00pm
Jan. 11 – March 21, 2020

Spring Session:

Sat; 9:00am – 1:00pm
April 4 – June 13, 2020

ESL CONVERSATION

This course is for High-Intermediate or Advanced ESL Students who wish to develop confidence in their conversational skills in academic, business or personal settings. Students will explore techniques and strategies to improve listening and speaking capabilities. They will improve their working knowledge of the most common academic, workforce and social vocabulary, which will help to develop clear diction, and expand conversation skills for individual or group presentations on research topics.

10 Sessions // 30 hours // \$280

Winter Session:

Sat; 1:30pm – 4:30pm
Jan. 11 – March 21, 2020

Spring Session:

Sat; 1:30pm – 4:30pm
April 4 – June 13, 2020

ESL ADVANCED

This course is designed for advanced level students who already have a comprehensive understanding of oral and written English. In this course, you will focus on further improving conversational, reading, and writing skills.

10 Sessions // 40 hours // \$350

Winter Session:

Sat; 9:00am – 1:00pm
Jan. 11 – March 21, 2020

Spring Session:

Sat; 9:00am – 1:00pm
April 4 – June 13, 2020

ESL BUSINESS WRITING

This course will help you adapt the style, format, and tone of business writing suitable for an American audience. Business writing differs from culture to culture; you will explore the American way. Starting with the basics of letter and memo writing, as well as email, you will learn how to approach your reader clearly and concisely. Resumes and cover letters will also be addressed. Correct grammar and spelling are vital to business success, so time will be spent in class reviewing English grammar and selecting the correct vocabulary for different writing needs.

10 Sessions // 30 hours // \$280

Winter Session:

Sat; 1:30pm – 4:30pm
Jan. 11 – March 21, 2020

Spring Session:

Sat; 1:30pm – 4:30pm
April 4 – June 13, 2020

ESL CREATIVE WRITING AND READING

This course is designed for Advanced ESL students, including those who are interested in enrolling in college in the future. Students will:

- Study writers who have lived in and written about New York City
- Learn a variety of literary techniques to be practiced in class
- Work on a long-term project (poems, stories, the beginning of a novel, or personal essays) to bring in twice a semester for constructive feedback
- Study vocabulary and some grammar, mainly as a tool to convey style or emotion
- Have abundant time to practice speaking and listening comprehension skills during discussions about the fiction that they read and write for the class

10 Sessions // 30 hours // \$280

Winter Session:

Sat; 1:30pm – 4:30pm
Jan. 11 – March 21, 2020

Spring Session:

Sat; 1:30pm – 4:30pm
April 4 – June 13, 2020

ESL ACADEMIC WRITING

This course is designed for advanced ESL students who are considering enrolling in college in the U.S. The course is modeled after a freshman composition course required in most US colleges. Students will:

- Explore and write commonly used essay forms such as narrative and literary analysis
- Study grammar and language appropriate to the specific form
- Improve communication skills
- Produce a research paper in MLA format

10 Sessions // 30 hours // \$280

Winter Session:

Sat; 1:30pm – 4:30pm
Jan. 11 – March 21, 2020

Spring Session:

Sat; 1:30pm – 4:30pm
April 4 – June 13, 2020

PRONUNCIATION WORKSHOP

This course is open to all intermediate and advanced English language learners who want to improve their spoken American English. You will study the phonetic system of the English language and learn the relationship between pronunciation and spelling. Through practice your speaking and reading will become clearer and more comprehensible. As a result, you will gain confidence and be able to communicate with greater ease.

10 Sessions // 40 hours // \$280

Winter Session:

Sat; 1:30pm – 4:30pm
Jan. 11 – March 21, 2020

Spring Session:

Sat; 1:30pm – 4:30pm
April 4 – June 13, 2020

TOEFL PREPARATION

The Test of English as a Foreign Language™ measures the ability of non-native speakers of English to use and understand English as it is spoken, written, and heard in college and university settings. The TOEFL Internet based Test (TOEFL iBT) tests all four language skills that are important for effective communication: speaking, listening, reading, and writing. The test helps students demonstrate that they have the English skills needed for success. The TOEFL test is a requirement for admission into colleges and universities where instruction is in English. Additionally, many government, licensing, certification agencies, and exchange and scholarship programs use TOEFL scores to evaluate the English proficiency of people for whom English is not their native language. Our preparation course gives students targeted practice to improve scores in all four tested skills. Students will also learn tips to improve their test-taking abilities for the internet-based TOEFL test (iBT).

10 Sessions // 40 hours // \$350

Winter Session:

Sat; 10:00am – 2:00pm
Jan. 11 – March 21, 2020

Spring Session:

Sat; 10:00am – 2:00pm
April 4 – June 13, 2020



MEDICAL ASSISTANT SPECIALIST (MAS)

The Medical Assistant Specialist course at BMCC is an exemplary program graduating highly qualified individuals. This course prepares students to handle a wide variety of tasks in a hospital, clinic, or private medical practice environment that range from taking vital signs to scheduling patient appointments. Training covers a spectrum of administrative tasks as well as patient care procedures. Students who successfully complete both in-class instruction and the experiential learning component may be eligible for the National Healthcareer Association (NHA) certification exam. Textbooks, scrubs, and NHA exam fee are not included in the tuition.

EXCEL FOR THE ESOL LEARNER*

The Burning Glass Labor Report for New York City (October 1, 2017 – December 31, 2017) places Microsoft EXCEL as a comfortable number one on its "In-Demand Skills" list. Nearly every "white collar" office-centered occupation now requires considerable computer literacy. Based on the successful I-BEST model of training, this course will be team taught by a certified EXCEL instructor joined by an ESOL instructor to provide extra support to the students. Students should be familiar with computer basics, including using a mouse, and have a high intermediate level of English proficiency.

* This is a grant-funded program offered to eligible participants at no cost.

BASIC ACCOUNTING WITH QUICKBOOKS

This course provides an introduction to the basic concepts of accounting and techniques needed to fully utilize QuickBooks for booking and accounting purposes. It covers cash- and accrual-based accounting transactions, chart of accounts, different types of business entities, financial report preparation and use of journals and ledgers for double-entry accounting. The course integrates hands-on usage of QuickBooks with course bookkeeping lectures, to help students gain a full understanding of the material.

CUNY in the Heights is located at 5030 Broadway between 213th and 214th Streets in Manhattan.

Take the **A** train to 207th Street. Walk three blocks north to 213th and Broadway.

OR

Take the **1** train to 215th Street and Broadway. When you exit the station, walk one block south and the building is on 214th Street and Broadway.



ONLINE CAREER TRAINING

BMCC Continuing Education, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs ranging from Microsoft Excel to Medical Terminology, Writing and Editing and more. Instructors/Mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

| Program | Hours | SRP | Description |
|------------------------------------|-------|-------|--|
| ED2GO SUITES | | | |
| GRANT WRITING SUITE | | \$299 | Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations. |
| MICROSOFT OFFICE 2016 VALUE SUITE | | \$324 | Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings. |
| CREATING WORDPRESS WEBSITES SERIES | | \$199 | This series of courses will take you from having zero experience and knowledge of web design to more advanced techniques. |
| GRAMMAR REFRESHER SERIES | | \$199 | These online courses will help you gain confidence in your ability to produce clean, grammatically correct work. |
| MEDICAL TERMINOLOGY SERIES | | \$199 | Prepare for a career in the health services industry by learning medical terminology. |
| MICROSOFT ACCESS 2016 SERIES | | \$225 | Learn how to organize, edit, manage, and report data using Microsoft Access 2016. |
| MICROSOFT EXCEL 2016 SERIES | | \$324 | Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016. |
| SPEED SPANISH SERIES | | \$299 | Learn shortcuts to help you engage in conversational Spanish as you build your language skills and develop fluency. |
| SQL SERIES | | \$199 | SQL is one of the most requested skills from today's data-driven employers. Learn this coding language in these easy to follow online courses. |
| SUPERVISION AND MANAGEMENT SERIES | | \$199 | Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills to help you lead your team to success. |
| TEAS PREP SERIES | | \$199 | The TEAS Prep Series will prepare you to sit for the Test of Essential Academic Skills (TEAS) exam. TEAS Prep 1 focuses on the Reading and English and Language Usage portions. TEAS Prep 2 focuses on the Mathematics and Science portion of the exam. |
| WRITING FICTION SERIES | | \$199 | This course series will teach you the craft of fiction with lessons developed by a published author. You will learn the fundamentals of storytelling that bring your ideas to fruition, and how to edit and polish your work like a professional writer. |
| VISUAL BASIC SERIES | | \$199 | Learn how to write Windows applications and programs using the Visual Basic programming language. |
| ACCOUNTING FUNDAMENTALS SERIES | | \$199 | If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. You will learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as preparing various financial reports at the end of a fiscal period. |
| MEDICAL SPANISH SERIES | | \$199 | Communicate more effectively with Spanish-speaking patients after taking this discounted series of courses that teach Spanish for medical professionals. |

| Program | Hours | SRP | Description | National Certification/ Internships/Job Opportunities |
|--|-------|---------|---|--|
| HEALTHCARE | | | | |
| CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) (VOUCHER INCLUDED) | 160 | \$1,495 | This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers. | Certified Medical Administrative Assistant (CMAA) national certification exam |
| CLINICAL DENTAL ASSISTANT | 240 | \$1,995 | You'll learn about every aspect of professional dental assisting, including real-world perspectives from experienced dental assistants and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and more. | Prepares you for the radiology and infection control portions of the Dental Assisting National Board exam. |
| PHYSICAL THERAPY AIDE | 150 | \$1,895 | In this online program, you will master all the skills you need to begin a career as a physical therapy aide. You will learn what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of anatomy and medical terminology. In addition, you will get a solid grounding in patient care skills, infection control, and the legal and ethical regulations that affect healthcare providers. By the end of the program, you will be fully prepared to obtain an entry-level position as a PT aide in a healthcare facility. | |
| OPTICIAN CERTIFICATION TRAINING | 150 | \$1,895 | Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. In this online program, you'll gain the skills and knowledge you need to obtain an entry-level job as an optician while you prepare yourself to achieve American Board of Opticianry (ABO) certification. | |
| CCA MEDICAL BILLING AND CODING (VOUCHER INCLUDED) | 340 | \$2,695 | CCA Medical Billing and Coding will prepare you for an entry-level career within the healthcare industry. You'll learn current medical coding standards to help you accurately track patient accounts and find gainful employment within this growing workforce sector. | Certified Coding Associate (CCA) exam, offered by the American Health Information Management Association (AHIMA) |
| NASM CERTIFIED PERSONAL TRAINER AND EXAM PREPARATION (VOUCHER INCLUDED) | 80 | \$1,295 | The NASM Certified Personal Trainer and Exam Preparation is a unique online training program that prepares for the NASM exam, to earn one of the most respected and in-demand certifications in the health and fitness industry. | NCCA accredited NASM CPT Personal Trainer Exam |
| VETERINARY ASSISTANT | 225 | \$1,995 | This intensive course provides the information you need to become a productive member of a veterinary team. | |

| Program | Hours | SRP | Description | National Certification/ Internships/Job Opportunities |
|---|-------|---------|--|---|
| INFORMATION TECHNOLOGY | | | | |
| PYTHON DEVELOPER | 155 | \$995 | In this online training program, you will start out learning the basics of programming in Python. You will also gain an understanding of Python's place in the wider programming world. The course gets you coding quickly after starting the course. | |
| FULL STACK SOFTWARE DEVELOPER | 600 | \$4,995 | Our Professional Certificate in Software Development fast tracks you into one of the most in demand professions worldwide: Full Stack Software Development. | |
| COMPTIA™ A+, NETWORK+, SECURITY+ CERTIFICATION TRAINING (VOUCHERS INCLUDED) | 480 | \$3,995 | This program will prepare you for CompTIA™ A+, Security+ and Network+ certifications. These credentials will assure employers that you are competent in PC troubleshooting and repair, in addition to validating your skills in security and network concepts. | CompTIA A+, Network+, Security+ |
| BUSINESS | | | | |
| MICROSOFT OFFICE SPECIALIST 2016 (MOS) TRAINING | 335 | \$2,895 | The Microsoft Office 2016 Specialist training program prepares you to sit for the Microsoft Office Specialist Certification Exams, which cover Word, Excel, PowerPoint, Outlook, and Access. | Microsoft Word, Excel, PowerPoint, Outlook, and Access 2016 |
| CERTIFIED PROFESSIONAL LIFE COACH (EXAM INCLUDED) | 40 | \$1,795 | Professional life coaching has grown into a \$2 billion industry, with demand for certified life coaches on the rise. | Certified Professional Coach (CPC) certification |
| CHILD DEVELOPMENT ASSOCIATE TRAINING | 120 | \$850 | Through this convenient, affordable program, designed especially for working adult students, you will earn the 120 hours of professional development required by the Council of Professional Recognition for CDA certification. | Upon completion of this program, you will complete a self-study CDA certificate that meets the 120 clock hours of professional development required by The Council for Professional Recognition in order to obtain the National CDA credential. |
| CERTIFIED BOOKKEEPER | 140 | \$1,995 | The Certified Bookkeeper Online Training Program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). | AIPB certification |
| CERTIFIED ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST 2016 (VOUCHERS INCLUDED) | 425 | \$3,695 | This program prepares you to take the CAP exam offered by the International Association of the Administrative Professionals. It also provides you with a broad selection of essential skills and knowledge to work effectively as an administrative assistant. | Certified Administrative Professional (CAP) exam |
| LEGAL | | | | |
| CERTIFIED PARALEGAL (VOUCHER INCLUDED) | 225 | \$2,495 | Join one of today's fastest growing professions by earning your Certified Paralegal (CP) credential. In this course, you will train to become a paralegal and prepare for the National Association of Legal Assistants' CP exam. | NALA Certification |

CORPORATE TRAINING SOLUTIONS

Have you noticed a gap between your organization's needs and your employees' skills? Whether you need a group of employees trained on a new software application or departments of co-workers trained in new business practices, BMCC has a team of Organizational Development professionals and Subject Matter Expert instructors ready to assist you. BMCC works with employers across Manhattan to design and deliver customized training solutions on a regular basis.

If funding your training is a concern, and depending on the extent of your performance improvement needs, we can also counsel clients on how to access public grant programs to underwrite training activity.

LEADERSHIP DEVELOPMENT SERIES

- Strategic Planning: Planning for Growth
- Accounting for Non-Financial Managers
- Delivering Gold Medal Presentations
- Managing Organizational Change
- Performance Management: Approaches to Employee Development

CUSTOMER SERVICE MANAGEMENT SERIES

- Customer Service Fundamentals
- Interpersonal Communications
- Solving Problems and Making the Right Decisions
- Performance Management: Approaches to Employee Development

SUPERVISORY SKILLS SERIES

- The Role of the Supervisor
- Interpersonal Communications
- Collaborative Outcomes: Team Building
- Writing for Better Business Results
- Diversity in the Workplace
- Managing Conflict Resolution

WHAT CLIENTS SAY ABOUT US...

"McDonald's Corporation and local Owners and Operators were interested in rolling out a management training program which combined English fluency instruction with Customer Service Skills training to improve the overall customer experience in our restaurants. We needed a training partner to design and deliver the program for employees at the more than 200 restaurants in the five boroughs and have been very pleased with our partnership with BMCC. In particular, the quality of the faculty they identified and trained for us has been exceptional."

Juan De La Cruz // Owner & Operator // McDonald's Corporation // New York City

"BMCC has helped develop a PDPM (Patient Driven Payment Model) training program for our 1199SEIU participating nursing homes in NYC, Long Island and Hudson Valley. This program is designed to equip frontline workers with essential skills needed to successfully transition from RUGs to PDPM in compliance with new CMS regulations. Class participants have expressed their rave reviews about the training. We are very thankful for the professional support provided by BMCC faculty and the Continuing Education staff!"

James Chang // Program Manager of 1199SEIU Training and Upgrading Fund





Adult Continuing Education is offering **NO COST** CompTIA A+ & CISCO CCNA Training & Job Assistance



CUNY TechWorks and The Borough of Manhattan Community College Center for Continuing Education and Workforce Development is now offering a **“No Cost” 22 week computer training** program in Computer Network Support for qualified participants. As IT jobs continue to grow so does the need for people to learn the latest technology. **Certified skilled professionals** remain in high demand. To prepare for today’s competitive workforce, students will go through a series of **Career Development workshops** in soft skills training, resume preparation, and mock interviews. You will meet industry leaders and graduates of our program that will share best practices on how to be successful in the IT field. Upon completion of the training, you can **earn up to 4 college credits** towards your Associate’s degree, enroll in internships, and interview for jobs. **Get your career in IT started today!**

Pre-Eligibility

- Unemployed or Underemployed
- 18 years of age & older
- Authorized to work in the U.S.
- HS Diploma or HS Equivalency (GED/TASC)
- Passing of assessment exams:
 - * TABE—Reading & Math
 - * Technical Assessment
- IT work experience preferred but not necessary
- Demonstrate a passion for learning technology



Next 2019 Training Dates:

February 3 – July 31, 2020
April 13 – October 9, 2020

SEATING IS LIMITED!

Register to attend Information Session

Wednesdays at 10 am

By visiting website at www.bmcc.cuny.edu/ce
or call 212-346-8410 / 8420
25 Broadway, 8 Fl New York, NY 10004



This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information, including any information or it’s completeness, timeliness, usefulness, adequacy, continued availability or ownership.

CUNY TechWorks is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

TUITION PAYMENT OPTIONS

BMCC Adult Continuing Education strives to provide you with flexible payment plans, so your focus remains obtaining the education and career training you deserve.

Split Fees/Installment Payments

Students will be eligible for the following partial payment plans for specific tuition courses that are **\$1,000** and up:

- For selective Technology and Allied Health courses, students will be required to pay 70% of the course fee by the first day of class with the balance due before the course reaches the mid-point;
- For Medical Assistant (MAS) and Hemodialysis course, students will be required to pay 65% of the course fee by the first day of class with the balance due before the course reaches the mid-point;
- All other courses not mentioned above with a tuition of \$1,000 and up will require a deposit of 70%

Learners will be charged a \$25 administrative fee for choosing a split fee/installment payment option.

For more information contact the Bursars office at 212-346-8433 or ex. 8423.

In addition to the tuition payment plan, there are several other payment options available to BMCC's Continuing Education students, such as:

- Corporate Tuition Reimbursement/ Vouchers
- DC 37 Members
- Helena Rubenstein Scholarship
- My Career Advancement Account (MyCAA)
- NYS & CSEA Partnership for Education & Training
- Workforce1 Individual Training Grant (ITG Vouchers)

For more information visit www.bmcc.cuny.edu/ce and click on [Tuition Options](#).

REGISTRATION & POLICIES INFORMATION

The Center for Continuing Education and Workforce Development offers a variety of courses and workshops that are scheduled throughout each semester. Please refer to individual listings for dates and times.

REGISTRATION LOCATION AND GENERAL REQUIREMENTS

Bursar's Office is located at:

25 Broadway, 8th Floor

Telephone: **212.346.8410**

Fax: **212-785-6832**

E-mail: ace@bmcc.cuny.edu

General requirements for registration are:

- Students must have a high school or high school equivalency diploma
- Students under 18 years of age must have the signature of a parent or guardian on their registration form

The Center of Continuing Education will help you choose the course appropriate for your needs.

Telephone: **212-346-8410**.

IN-PERSON REGISTRATION

Mon — Thurs; 9:30am — 7:00pm

Tues; 9:30am — 6:00pm

Fri — Sat; 9:00am — 4:00pm

Please go to the Bursar's Office. Payment may be made by Check, Money Order, American Express, Discover, MasterCard, Visa, or Bank Debit Card. Checks should be made out to: **BMCC — City University of New York**. We do not accept cash payments.

PAYMENT OPTIONS

BMCC Adult Continuing Education strives to provide you with flexible payment plans, so your focus remains obtaining the education and career training you deserve. To learn more about our payment options, visit our website and click on "Payment Options" located on the bottom of the page or call 212-346-8410.

TUITION REIMBURSEMENT/ CORPORATE VOUCHERS

A tuition reimbursement or a Corporate voucher may be used towards our professional development and other certificate training courses. To be qualified for tuition reimbursement or to obtain a corporate voucher will require approval through your company's education assistance department or Human Resources Office. To find out if you qualify, please contact your employer.

REGISTRATION DEADLINE

Registration for courses must be completed at least one week prior to the start date of the class.

REGISTRATION CONFIRMATION

The Continuing Education Department will forward an electronic confirmation of your registration for a course or program as soon as registration is completed and payment is made. If you do not receive an automatic email confirmation, please contact us at **212-346-8410**.

LATE REGISTRATION

Students should register by midnight prior to the first day of the class. If you miss the deadline you will be charged a late registration fee of \$25.00. A \$10.00 fee will be applied for each late payment toward an existing balance. After the second class session has begun, course registration is closed.

Registration for Learning Across America courses closes before the first class begins.

ONLINE REGISTRATION, CURRENT STUDENTS

To register online, visit www.bmcc.cuny.edu/ce.

View current listings of courses and availability.

DISCOUNT POLICY

Continuing Education offers discounts for participation in instructor-facilitated courses hosted in Manhattan. However, we cannot extend discounts for participation in our online courses. Discounts are available as follows:

- 5% off tuition rate for BMCC Alumni (students who earned an Associate's Degree from BMCC).
- 5% off tuition rate for Senior Citizens, CUNY employees, or students who previously participated in a BMCC Continuing Education course.
- 5% off tuition rate for students who previously attended the open house session for all programs (restrictions may apply).
- 5% off for returning students who have taken classes at Borough of Manhattan Adult Continuing Education Department.

Please note: discounts are only available for courses that are \$800 and up; discounts CANNOT be combined. Some restrictions may apply. Discounts are not applicable towards all classes.

BOOKS & MATERIALS

Students are responsible for the purchase of required textbooks or other course materials. The costs of these are not included in the tuition price, unless otherwise indicated.

REFUND & DEADLINE POLICY

1. Each program or course may have unique attendance and academic policies that, if not adhered to, will result in dismissal with no tuition refund.
2. Students unable to attend the courses they have registered for must, in writing, inform the Continuing Education department that they wish to withdraw. Failure to complete the course DOES NOT entitle the student to a tuition refund.
3. Failure to attend a class, or dismissal from class due to lateness, does not entitle a student to a refund. A student is still liable for full payment of the course.
4. No refunds or credits will be issued on the first day of class for classes that meet only 1 or 2 days and/or four sessions or fewer. Refunds are processed in the order they are received and may take up to 4 to 6 weeks to be processed.
5. Tuition courses purchased by credit/debit card account will be refunded to the same credit card account number.
6. A nonrefundable penalty of \$25 will be applied toward each late payment and a \$10.00 fee for a stop-payment (subject to change without notice).
7. A non refundable penalty of \$10.00 will apply toward late registration for a tuition course (subject to change without notice).

COMMUNITY SWIM PROGRAM REFUND POLICY

1. Refunds are computed as of the date the Bursar's Office is notified of the withdrawal.
2. Withdrawal or refund requests cannot be made by telephone, or by other means (i.e. instructor, pool guard etc.) All refund requests must be submitted in writing. E-mail is acceptable.
3. Refunds are granted if your written request to withdraw is received by our Bursar's Office as per the schedule listed below.
4. Requests sent by mail will be considered by the date they are postmarked.
5. Refunds will be made to the credit card or by check only to the payer of record. There will be no cash refunds.
6. 100% refund will be made to any registrant who submits a request in writing to the Office of Continuing Education two (2) business days before the first swim session; 50% refund if it is submitted prior to the start of the second session. There will be no refund thereafter. Please allow 4-6 weeks for processing.

PROCEDURE

Withdrawal or refund requests cannot be made by telephone, or through the instructor. All refund requests must be submitted in writing. E-mail is accepted.

1. Refunds are granted if your written request to withdraw is received by our Bursar's Office as per the schedule listed below.
2. Requests sent by mail will be considered by the date they are postmarked.
3. Registration fee is non-refundable.
4. Material fees are non-refundable unless a class request is made two days before class starts.
5. Refunds will be made to the credit card used, or by check, only to the payer of record. There will be no cash refunds.
6. Refunds for online courses are governed by specific rules associated with each provider. Online Certificate programs do not offer refunds once the individual begins using the course resources. **After the second class session, no refunds or credits will be granted.**

For Classes meeting 5 Sessions or more:

- Up to 2 business days before the first class session, the student will receive a 100% refund or a 100% tuition credit letter.
- Before the second class session, 50% tuition refund or 100% tuition credit letter.
- After the second class session, NO tuition refund.

RETURNED CHECKS

In accordance with City University regulations, all students whose checks are returned from the bank as insufficient funds are liable for the amount of the checks plus a \$30.00 reprocessing fee.

COURSE CANCELLATION/CHANGES

All Continuing Education courses are subject to minimum enrollment. When the college, for any reason, cancels courses, students may transfer to another course or receive a full refund.

BMCC Center for Continuing Education and Workforce Development, reserves the right to withdraw or modify course offerings or cancel any class for which there is insufficient enrollment. Course locations, dates, fees, and instructors may also change when necessary.

If a course is cancelled due to an instructor, facility or weather issue, the total number of hours for the course will be honored. The course participants, in consultation with the instructor, will agree to either extend the course by an additional session, or add time to the remaining sessions in order to accommodate the contract hours missed as a result of the cancellation.

TAX DEDUCTIONS

Continuing Education expenses (tuition, travel, meals, and lodging) for courses taken to maintain and improve professional skills may be tax deductible. Please check with your tax professional for clarification on deductions.

WEATHER CLOSING POLICY

BMCC is occasionally closed due to extreme weather conditions. In the event of a blizzard

or other hazardous weather conditions, please tune to 1010 WINS AM radio notification, NY1 television, the college website for a formal college closure announcement, or call **212.346.8410**.

STATEMENT OF NON-DISCRIMINATION

Borough of Manhattan Community College, The City University of New York (CUNY) is committed to providing equal opportunity to all persons without regard to race, color, religion, national or ethnic origin, age, gender, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, status as victim of domestic violence, or marital, military, or veteran status. It is a violation of this policy for any member of the college community to engage in discrimination or to retaliate against a member of the community for raising an allegation of discrimination, filing a complaint alleging discrimination or for participating in any proceeding to determine whether discrimination has occurred. For details and complete Information, go to: <http://www.bmcc.cuny.edu/academics>.

RETAKE POLICY

BMCC ACE is under no obligation to allow students currently enrolled to retake ACE courses. However, consideration will be given to student requests on a case-by-case basis. Should such a request be granted, the following conditions will apply subject to further restrictions:

Repeating Classes for Students Enrolled in Certificate Programs:

- Students cannot request to re-take a course in which they have earned a grade of C- or better.
- If the student has not completed the course with a grade of D or better and the course/grade is necessary to satisfy the certificate requirements, the course may be repeated once at the discretion of the College.
- If approved, retakes will be subject to the availability of the next class and confirmed student enrollment.
- If a student is unable to complete or has to drop a course, students are obligated to state in writing the reason and send the statement to the attention of BMCC's ACE Bursar.
- Students dropping the course must pay off the remaining balance due to Continuing Education before attempting to register for a retake course.
- With all retakes, there is a registration fee of \$25.00 in addition to \$25.00 administrative and processing fees.
- Students with a poor attendance record will not be eligible to request a retake of the course.

In the event a retake request is rejected, Students may repeat BMCC's ACE courses at the current listed price subject to any remaining conditions.

OTHER STUDENT FEES

I. Administrative Fees

Continuing Education students with partial payment agreements are charged a non-refundable student administrative fee of \$25.00.

II. Registration Fees

A non-refundable registration fee of \$15.00 will be applied to all courses (subject to change).

III. Replacing ID card fee

Students who have lost their BMCC Continuing Education ID card should go to the Bursar's Office for a replacement. A \$10.00 fee is charged for replacing lost or missing cards.

IV. Cost and Fees for Transcript

Unofficial transcripts for non-degree programs are issued without charge to all students upon completion of the course. Original Official transcripts will be charged at \$20.00.

The standard fee for each additional Official copy is \$7.00. These fees are non-refundable.

V. Certificates

Original certificates for non-degree programs are issued without charge to all persons proceeding to certificate programs. Replacement or supplementary copies of your original certificate will be charged a \$20.00 non-refundable fee.

VI. Late Payments

All payments are due on the selected due date. If payments are not received by the due date, a non-refundable late fee of \$25.00 will be assessed for each missed payment. It is the student's responsibility to inform BMCC Continuing Education Bursar's Office should you have difficulty in meeting your tuition obligation, so that special arrangements and adjustments to your partial agreement can be made in writing. The partial payment plan must be agreed upon by all parties.

COLLEGE RULES AND REGULATIONS

All participants of BMCC Center for Continuing Education and Workforce Development program must follow the College's rules and regulations. The college reserves the right to change or modify its regulations, curriculum, courses, tuition, fees, or any aspect of its programs, policies and procedures. This can include, but is not limited to, class schedules, substitute instructors and class cancellation, at its discretion.

For updated policies, please visit our website and click on "Policies" located on the bottom of the page or call 212-346-8410.

NON-PROFIT ORG.
U.S. POSTAGE
PAID
NEW YORK, NY
PERMIT NO. 4912



**CENTER FOR CONTINUING EDUCATION
AND WORKFORCE DEVELOPMENT**

www.bmcc.cuny.edu/ce
25 Broadway, 8th Floor
New York, NY 10004

Follow us on:
[f www.facebook.com/BMCC.CE](https://www.facebook.com/BMCC.CE)
[yt www.youtube.com/user/CUNYBMCC](https://www.youtube.com/user/CUNYBMCC)
[tw www.twitter.com/ACE_BMCC](https://www.twitter.com/ACE_BMCC)
[ig www.instagram.com/bmccace](https://www.instagram.com/bmccace)

Public Transportation:

Subway Lines:
A, C to Fulton Street
4, 5 to Bowling Green
J, Z to Broad St
1, N, R to Rector Street

Bus Lines:
M5, M15, and M20 to South Ferry
M9 to Battery Park City

Ferry:
Whitehall Terminal

PATH Train:
World Trade Center/Transportation Hub

Car:
Battery Tunnel/Brooklyn Bridge/F.D.R./
West Street



Start Here. *Work Anywhere.*

**CENTER FOR CONTINUING EDUCATION
AND WORKFORCE DEVELOPMENT**

Summer/Fall 2019 Course Catalog

www.bmcc.cuny.edu/ce
25 Broadway, 8th Floor
(212) 346-8410

