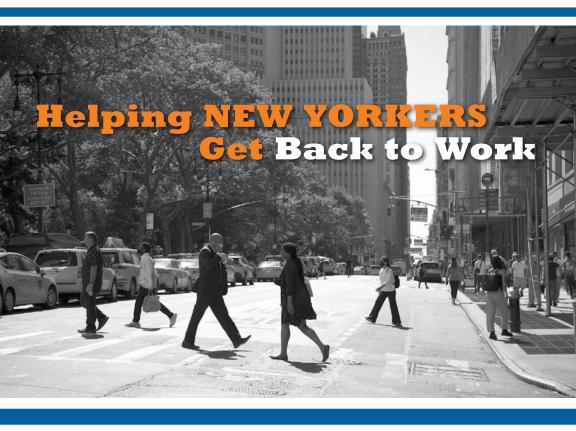


course catalog winter/spring **2022**



Start Here. Work Anywhere.

"There are things I can't force. I must adjust. There are times when the greatest change needed is a change of my viewpoint."

—Denis Diderot

CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT



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





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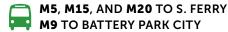
A C TO FULTON STREET

4 5 TO BOWLING GREEN

U Z TO BROAD STREET

1 W R TO RECTOR STREET

BUS LINES:



FERRY:



PATH TRAIN:



CAR:



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

CAREER PATHWAYS

BMCC Continuing Education offers a series of career pathway programs that enables individuals to secure a job or advance in a 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.



MESSAGE FROM PRESIDENT ANTHONY E. MUNROE



Borough of Manhattan Community College is here to support you in the pursuit of your personal and professional goals.

The COVID-19 pandemic has affected our daily lives, and while coronavirus cases are declining and vaccinations are rising, BMCC remains committed to help you strategize and prepare for today's ever-changing workforce.

The BMCC Center for Continuing Education and Workforce Development provides cutting-edge technology, hands-on experience, partnerships with local businesses and industry, and an engaging classroom experience designed to help you succeed.

You can earn valuable credentials, upgrade your skills, and increase your earning potential. Whether you are looking for a pathway to an associate degree or professional development that leads to improved career opportunities, our staff and instructors are here to welcome and inspire you.

I hope you will take advantage of what we have to offer. I wish you good health and much success in your educational journey!

Sincerely,

ANTHONY E. MUNROE

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.

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Dear Member of the New York City Community,

I am honored to have been selected as Acting
Dean at the Center of Adult Continuing Education
& Workforce Development at Borough of
Manhattan Community College (BMCC). I have
been a part of the BMCC community for over five
years as the Executive Director for Manhattan
Educational Opportunity Center (MEOC) and am
now proud to be in this additional role as Acting



Dean. Thank you to President Munroe, BMCC's Cabinet and CUNY Central Office leaders for giving me this opportunity to lead this division in such unusual times.

More than 18 months have passed since COVID-19 was declared a pandemic. During that time, schools across the country shut their doors and adjusted from in-person instruction to remote learning. BMCC rose to the challenge of continuing to serve as a center of learning, encouragement and support during a difficult and unpredictable period.

As part of our efforts to help and support our community re-enter and re-engage the workforce, we offer a series of online and in-person career training programs to equip students with the skills and tools needed to reach their personal and professional goals. In this Summer/Fall brochure, you will find a vast majority of classes to meet your academic and career needs.

Our dedicated staff/faculty are committed to your academic and workforce success and we are committed to working closely with you.

I invite you to join me in looking forward to this year with optimism for all that we can and will accomplish together.

Warmest regards,

ANTHONY WATSON

Acting Dean, BMCC Center of Adult Continuing Education & Workforce Development





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Facebook: www.facebook.com/BMCC.CE

Instagram: www.instagram.com/bmccace

Twitter: www.twitter.com/ACE_BMCC

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.

MEDICAL ASSISTANT SPECIALIST (MAS)

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

National Healthcareer Association

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; tasks 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: 6:00 pm – 9:00 pm and Sat; 9:00 am – 5:00 pm July 25, 2022 – July 1, 2023

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 in 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, 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, specialty fields (such as surgery, radiology, and laboratory), and 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: 6:00 pm - 9:00 pm

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

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. This course teaches 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

Visit our website for upcoming dates.

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.

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

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. Upon successful completion of the program, students are eligible to sit for the CCHT national exam.

Textbook and scrubs not included.

24 Sessions // 100 hours // \$2,210 100 hours plus 7 hour BCLS course

Day and Evening classes available; please see website for schedule.

NEW! HYBRID HEMODIALYSIS TECHNICIAN & NURSE TRAINING

BMCC in partnership with Dialysis4Career has modified our Hemodialysis Training to include both virtual, BMCC instructor-led lessons along with in-person clinical.

- All virtual classes will be led by a BMCC instructor.
- In-person clinical
- Upon successful completion students will be job ready.
- 4-hour National prep review is included in the course.

The course is designed to cover the anatomy and physiology of the kidneys, common causes of End Stage Renal Disease, principles of hemodialysis procedure, treatment options, commonly used hemodialysis terms and abbreviations, patient assessment, nutritional and social needs of End Stage Renal Disease patients, vascular access, cannulation techniques, infection control, medication, and medical and technical complications.

- Tuition fee does not include the Certification Exam.
- Upon successful completion of the course participants will have gained core competencies to work in the Hemodialysis field.
- National Technician Exam Review is included in this course. Students who successfully complete the course are eligible to apply to take the National CCHT Certification Exam outcome.

100 hours // \$2,210

*60 hours virtual and 40 hours in-person clinical

Day and Evening classes available; please see website for schedule.

DIALYSIS BIOMEDICAL EQUIPMENT TECHNICIAN *COMING SOON*

All interested applicants must attend a required info session.

A 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 while also gaining 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.

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC PRACTICAL SKILLS EXAMINATION

Prerequisite: Must have completed an Emergency Medical Technician Paramedic course and obtain prior approval.

This skills session meets the requirements for both an original NREMT and New York State original Paramedic Psychomotor Exam. Upon successful completion of skills testing, students will be eligible to complete the Emergency Medical Technician Paramedic written certifying examination as per their State and National regulations.

Visit our website for upcoming dates.

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: 6:00 pm - 9:00 pm Jan 11 - May 26, 2022

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

Sat: 9:30 am - 3:30 pm Jan 22 - June 25, 2022

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

Visit our website for upcoming dates.

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: 10:00 am – 6:00 pm 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 and Phlebotomy on patients under the supervision of a Medical Professional. Students will learn Phlebotomy and be able to collect and prepare blood and other specimen collections ordered by a licensed Health Provider. This course teaches both skill competencies to make health professionals 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 hands-on skills will be done using simulation manikins.

10 Sessions // 40 hours // \$550

Mon & Thurs: 5:00 pm – 9:00 pm Feb 7 – March 14, 2022

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 emailed to all students.

1 Session // 4 hours // \$150

Monday: 5:00 pm - 9:00 pm

HEALTHCARE PROFESSIONALS CONTINUING EDUCATION CLASSES

HEARTCODE BLS (HANDS-ON SESSION)

Prerequisite: Students must purchase and complete the online portion of the class and submit the completed certificate 3 days prior to the class.

https://shopcpr.heart.org/heartcode-bls

This American Heart Association course teaches high-quality Cardiopulmonary Resuscitation (CPR) for adults, children, and infants, along with the Chain of Survival. The important early use of an AED and relief of foreign-body airway obstruction (choking) for adults and infants are emphasized. HeartCode BLS is the foundation for saving lives after cardiac arrest. HeartCode BLS is the AHA's blended learning delivery method for the BLS for Healthcare Professionals (CPR/AED) course. Blended learning is a combination of eLearning (online portion), in which a student completes part of the course in a self-directed manner, followed by a hands-on session.

1 Session // 3 hours // \$60

Thursday, Feb 24: 7:00 pm — 10:00 pm Wednesday, May 11: 7:00 pm — 10:00 pm

HEARTCODE ADVANCED CARDIAC LIFE SUPPORT (ACLS HANDS-ON SESSION)

Prerequisite: Students must have completed a CPR class and be a healthcare professional. Students must purchase and complete the online portion of the class and submit the completed certificate 3 days prior to the class. https://shopcpr.heart.org/heartcode-acls

This American Heart Association course builds on the foundation of CPR by teaching recognition and early management of respiratory and cardiac arrest, peri-arrest conditions such as symptomatic bradycardia, related pharmacology, management of Acute Coronary Syndrome (ACS), and stroke. Effective communication as a member and leader of a resuscitation team is an essential part of the course. HeartCode ACLS is the AHA's blended learning delivery method for the ACLS for Healthcare Professionals (CPR/AED) course. Blended learning is a combination of eLearning (online portion), in which a student completes part of the course in a self-directed manner, followed by a hands-on session.

1 Session // 5 hours // \$125

Thursday, April 7: 5:00 pm - 10:00 pm

HEARTCODE PEDIATRIC ADVANCED LIFE SUPPORT (PALS HANDS-ON SESSION)

Prerequisite: Students must have completed a CPR class and be a healthcare professional. Students must purchase and complete the online portion of the class and submit the completed certificate 3 days prior to the class. https://shopcpr.heart.org/heartcode-pals

The goal of PALS is to improve the quality of care provided to seriously ill or injured children in order to improve outcomes. In this class students will learn: to differentiate between respiratory distress and failure, to apply early interventions for respiratory distress and failure, and learn pediatric cardiac arrest management. Students will be able to differentiate between compensated and decompensated (hypotensive) shock, and provide interventions for the treatment of shock. HeartCode PALS is the AHA's blended learning delivery method for the HeartCode Pediatric Advanced Life Support course. Blended learning is a combination of eLearning (online portion), in which a student completes part of the course in a self-directed manner, followed by a hands-on session.

1 session // 5 hours // \$125

Thursday: 5:00 pm - 10:00 pmApril 28, 2022

PREHOSPITAL TRAUMA LIFE SUPPORT (PHTLS)

Prerequisite: Students must be an EMT, Paramedic, Nurse, PA, or Physician. Students must purchase and complete the online portion of the class and submit the completed certificate 1 week prior to the class. https://www.psglearning.com/catalog/ productdetails/9781284111231

PHTLS is offered in cooperation with the American College of Surgeons Committee on Trauma (ACS-COT). PHTLS is the world's premier prehospital emergency trauma care program for addressing multi-system trauma. This class reinforces rapid and orderly assessment, immediate treatment of life-threatening problems, and minimizing delays in initiating transport to an appropriate destination. Students will practice hands on assessment, management, and treatment of trauma patients of all ages with high fidelity simulation manikins and hemorrhaging trauma effects manikins. PHTLS is accredited by CAPCE and approved for NYS and NREMT CME.

1 Session // 8 hours // \$230

Thursday: 6:00 pm — 10:30 pm March 10 & March 24, 2022 Books are not included

GERIATRIC EDUCATION FOR EMS (GEMS)

Prerequisite: Students must be an EMT, Paramedic, Nurse, PA, or Physician.

In partnership with the American Geriatrics Society, GEMS provides EMS practitioners at all levels the skills and knowledge to handle the unique medical, social, environmental, and communications challenges of older adults. This National Association of Emergency Medical Technicians (NAEMT) class empowers EMS practitioners to help improve medical outcomes and quality of life for geriatric patients. GEMS is accredited by CAPC and approved for NYS and NREMT CME.

2 sessions // 8 hours // \$175

Monday: 6:00 pm - 10:30 pmBooks are not included.

PSYCHOLOGICAL TRAUMA IN EMS PATIENTS (PTEP)

Prerequisite: Students must be an EMT, Paramedic, Nurse, PA, or Physician.

This National Association of Emergency Medical Technicians (NAEMT) course provides resources to help alleviate patients' hidden wounds (intense fear, stress and pain during a medical emergency). It further educates EMS practitioners about the biological underpinnings of psychological trauma and teaches EMS practitioners strategies to alleviate patients' distress. During class, students will work with standardized patients/actors to practice related scenarios such as caring for victims of violence, sexual assault, and other stress response related incidents. PTEP is accredited by CAPCE and approved for NYS and NREMT CME.

2 Sessions // 8 hours // \$175

Visit our website for upcoming dates

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC PRACTICAL SKILLS EXAMINATION

Prerequisite: Must have completed an Emergency Medical Technician Paramedic course and obtain prior approval.

This skills session meets the National Registry of Emergency Medical Technicians' (NREMT) requirements for an original Paramedic Psychomotor Exam and New York State Department of Health Emergency Medical Services original Paramedic Psychomotor Exam. Students will be tested according to National and State guidelines. Upon successful completion of skills testing, students will be eligible to complete the Emergency Medical Technician Paramedic written certifying examination as per their State and National regulations.

1 session // 5 hours // \$125

Tuesday: 4:00 pm - 10:00 pmMay 17, 2022

OR

Wednesday: 4:00 pm - 10:00 pmAugust 17, 2022

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC — CHALLENGE REFRESHER

This EMT-Paramedic refresher course is designed for Paramedics 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 Paramedic with an ambulance service or other specialized medical service. This EMT-Paramedic refresher course covers topics such as advanced cardiac life support, medical emergencies, airway management, trauma management, triage, and cardiac arrest treatment. American Heart Association BCLS for Healthcare Provider class and Advanced Cardiac Life Support Provider class are included in the course.

\$875 // non-refundable fee of \$75 included in tuition.

February 2022 to May 2022 — Tuesdays and occasional Thursdays as challenge skills require. 7:00 pm — 10:00 pm on campus. State exam is in May 2022.

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. The BMCC Center of Adult Continuing Education and Workforce Development 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 skill sets you can start here and work anywhere. Check out our courses in IT Computer Support, Networking & Cybersecurity, Programming, Data Analytics, Web Development, Linux+, Digital Media & Design, and Apple Technology.

CAREER IN IT COMPUTER SUPPORT

INTRODUCTION TO COMPUTERS (A+ CERTIFICATION)

This course prepares students for IT jobs as Computer Technical Support Specialists. You will gain hands-on experience and learn how to disassemble and reassemble computers, learn the functions





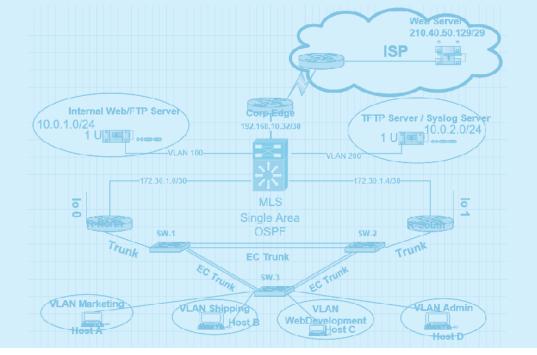
of each component, install Operating Systems, and troubleshoot common hardware- and software-related problems. Whether you have knowledge of computers or not you can benefit from taking this course. This course will prepare you for more advanced topics as well as the CompTIA A+ Certification Exam (1001 & 1002) that validates your skills as an IT professional.

24 Sessions // 72 Hours // \$899

Saturday: 9:30 am – 4:30 pm June 4 – Aug 20, 2022 Nov 19 – Feb 18, 2023

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

INTRODUCTION TO NETWORKS — CCNA-ITN (SEMESTER 1)

This initial BMCC Cisco Academy Course is aligned to the CCNA Certification and introduces students to the underlying technologies that support network communications for LANs/WANs. Students will learn communications architecture and reference models, network diagramming, protocols at layer 2 that affect device-to-device communication, and layer 3 protocols that enable local internetwork and global internetwork communications. You will learn how to cable and configure local area networks on Cisco routers and switches using various protocols at layer 2 and IPv4 / IPv6 at layer 3, as well as understand all the protocols necessary to support LAN communications.

SWITCHING, ROUTING AND WIRELESS ESSENTIALS — CCNA-SRWE (SEMESTER 2)

Second in a series, SRWE builds on your knowledge of network and protocol operation in small networks and introduces Wireless networking concepts, standards, and security. You'll learn how to implement VLANs, inter-VLAN routing, Spanning-Tree, EtherChannel, FHRPs, and addressing assignment methods for IPv4 / IPv6. Upon course completion, you will have a firm understanding of and practical hands-on experience implementing and troubleshooting IPv4 and IPv6 deployments and protocol issues as well as knowledge of layered LAN Security best practices for wired and wireless deployments.

Semester 1 & Semester 2

46 Sessions // 138 hours // \$1,950

Mon & Wed: 6:00 pm - 9:00 pm Jan 3 - June 22, 2022

ENTERPRISE NETWORKING, SECURITY AND AUTOMATION — CCNA-ENSA (SEMESTER 3)

ENSA is the final course in preparation for CCNA Certification. In this course you'll learn Single-Area OSPFv2 routing and configuration, Network Security concepts, Access Control, IPSec Protocol Framework, NAT, QoS concepts, Network Design, Virtualization, and Network Automation Concepts. This course binds all the technologies learned into a cohesive skill set that will ensure you are well prepared for the CCNA Certification and confident in the skills you've attained as you embark on your career journey.

Semester 3

24 Sessions // 72 Hours // \$1,350

Tues & Thurs: 6:00 pm – 9:00 pm Aug 2 – Aug 20, 2022

CISCO

CISCO NETWORKING ACADEMY - CCNP

The Revised CCNP Certification consists of one (1) Core Exam and numerous concentration options. BMCC is offering ENCOR (350–401) and ENARSI (300–410) as the concentration in a combined package leading to CCNP Certification. Read further for individual descriptions of the key concepts and technologies covered in each.

48 Sessions // 144 Hours // \$2,880

Tues & Thurs: 6:00 pm – 9:00 pm Nov 8 – April 20, 2023

CISCO ACADEMY — CCNP ENTERPRISE: ENCOR (CORE NETWORKING)

The ENCOR course includes implementation of core enterprise network technologies including dual stack (IPv4 and IPv6) architecture, virtualization, infrastructure, network assurance, security, and automation. Students will learn through lecture and practical hands-on labs how to implement Enterprise Networks and the Supporting Services and Protocols.

This course teaches students core concepts for configuring routers and switches in the enterprise environment. Routers and switches facilitate the connection of devices, applications, and data through the internet and across other computer networks. By the end of the course, students will be able to

perform advanced configurations for routers and switches in order to build and configure enterprise-level local area networks (LANs) and wide area networks (WANs) that integrate IP addressing schemes, routing and switching protocols, network assurance, and network security.

Duration: 72 hours

Required Reading: Cisco Press CCNP and CCIE Enterprise Core ENCOR 350-401 Official Cert Guide.

Prerequisite: None; Recommended: CCNA Academy CCNAv7 Completion or CCNA Certification

Modules/Concepts Covered:

1. Packet Forwarding	2. Overlay Tunnels
3. Spanning Tree Protocol	4. Wireless Signals and Modulation
5. Advanced Spanning Tree	6. Wireless Architecture Infrastructure
7. Multiple Spanning Tree Protocol	8. Understanding Wireless Roaming and Location Services
9. VLAN Trunks and EtherChannel Bundles	10. Authenticating Wireless Clients
11. IP Routing Essentials	12. Troubleshooting Wireless Connectivity
13. EIGRP	14. Enterprise Network Architecture
15. OSPF	16. Fabric Technologies
17. Advanced OSPF	18. Network Assurance
19. OSPFv3	20. Secure Access Control
21. BGP	22. Network Device Access Control and Infrastructure Security
23. Advanced BGP	24. Virtualization
25. Multicast	26.Foundational Network Programmability Concept
27. QoS	28. Introduction to Automation Tools
29. IP Services	

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

CISCO ACADEMY — CCNP ENTERPRISE: ENARSI (ENTERPRISE: ADVANCED ROUTING AND SERVICES)

The ENCOR course includes implementation of core enterprise network technologies including dual stack (IPv4 and IPv6) architecture, virtualization, infrastructure, network assurance, security, and automation.

This course teaches students advanced concepts for configuring routers and services in the enterprise environment. These devices and services facilitate the connection of devices, applications, and data through the internet and across other computer networks. By the end of the course, students will be able to perform advanced configurations for routers and services in order to build and

configure enterprise-level local area networks (LANs) and wide area networks (WANs) that use IPv4 and IPv6 advanced routing protocols, advanced features of protocols to optimize network performance, route redistribution, and advanced tunneling technologies.

Duration: 72 hours

Required Reading: Cisco Press CCNP Enterprise Advanced Routing ENARSI 300-

410 Official Cert Guide

Prerequisite: CCNP ENTERPRISE: ENCOR

(Core Networking)

Modules/Concepts Covered:

1. IPv4/IPv6 Addressing and Routing Review	13. BGP Path Selection		
2. E14IGRP	14. Troubleshooting BGP		
3. Advanced EIGRP	15. Route Maps and Conditional Forwarding		
4. Troubleshooting EIGRP for IPv4	16. Route Redistribution		
5. EIGRPv6	17. Troubleshooting Redistribution		
6. OSPF	18. VRF, MPLS, and MPLS Layer 3 VPNs		
7. Advanced OSPF	19. DMVPN Tunnels		
8. Troubleshooting OSPFv2	20. Securing DMVPN Tunnels		
9. OSPFv3	21. Troubleshooting ACLs and Prefix Lists		
10. Troubleshooting OSPFv3	22. Infrastructure Security		
11. BGP	23. Device Management and Management Tools Troubleshooting		
12. Advanced BGP			

CENTRAL(Hub) RCSW1 95nodes HITP 5.5,5.2/29 dot1a 195nodes ISP3 222,123,6.252/30 4\$65003 200.200.10.0/30 140.80.255.4/30 210.210.10.4/30 198.5.5.252/30 ISP1 ISP2 RSOUTH AS65001 A365002 **Public Pools** RNORTH Central: 134.4.10.8/29 1q do RNorth: 198.10.10.248/29 RSSW1 Rsouth: 200.200.10.16/29 RNSW1 Private Pool 172.31.224.0 /19 **DMVPN Tunnel Address** 10.0.0.0/24 300nodes 300nodes 400nodes 300nodes V10 V10 V20

CAREER IN PROGRAMMING

INTRO TO C++*

C++ is a powerful generalpurpose programming language that offers both high-level and objectoriented features for software development on various platforms such as personal computers, game 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: 6:00 pm – 9:00 pm April 5 – May 5, 2022 Aug 2 – Sept 1, 2022

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

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

Tue & Thurs: 6:00 pm – 9:00 pm Jan 4– Feb 3, 2022 May 10 – June 9, 2022 Nov 15 – Dec 15, 2022

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

BMCC ACE CODING ACADEMY



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 that 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: 6:00 pm - 9:00 pm Sat: 9:30 am - 4:30 pm

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

Students are required to have their own MacBook with 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 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 a 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 little or no prior 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

Mon & Wed: 6:00 pm - 9:00 pm May 2 - June 6, 2022

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

INTERMEDIATE SQL

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 a 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 expand your knowledge of 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 little or no prior 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/sqlserver/sql-server-2017).

10 Sessions // 30 hours // \$799

Tue & Thurs: 6:00 pm – 9:00 pm Feb 1 – March 3, 2022 Sept 12 – Oct 12, 2022

SOCIAL MEDIA FOR BUSINESS

Do you get overwhelmed when it comes to social media marketing for your business? Are you unsure about the best strategies to use for Facebook, Twitter, Instagram, LinkedIn, and Pinterest? Are you ready to increase your followers and engage with your audience? Want to find out how to use social media to increase exposure and increase revenue immediately?

If you answered YES to any of these questions, our Social Media course is for you! We offer: Facebook, Instagram, LinkedIn, Twitter, Pinterest and more!

13 Sessions // 30 hours // \$599

Sat: 9:30 am - 4:30 pm Jan 15 - April 16, 2022











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

CAREER IN DATA SCIENCE

MACHINE LEARNING

Prerequisite: Advanced Python

Machine learning uses interdisciplinary techniques such as statistics, linear algebra, optimization, and computer science to create automated systems that can sift through large volumes of data at high speed to make predictions or decisions without human intervention

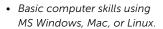
This class will familiarize students with a broad cross-section of models and algorithms for machine learning and prepare them for research or industry application of machine learning techniques.

26 Sessions // 78 hours // \$899

Tue & Thurs: 6:00 pm – 9:00 pm March 1 – May 26, 2022 Nov 1 – Jan 26, 2023

INTRO TO PYTHON





- 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. As a result, Python developers are in high 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 material (i.e. coursework) required to pass the Certified Entry-Level Python Exam: https://pythoninstitute.org/certification/pcep-certification-entry-level/ and builds the foundation for what's required to pass the Certified Associate in Python Programming Exam: https://pythoninstitute.org/certification/pcap-certification-associate/

12 Sessions // 36 hours // \$1,295

Tue & Thurs: 6:00 pm – 9:00 pm Jan 25 – March 3, 2022 July 12 – Aug 18, 2022

ADVANCED PYTHON

Continue your Python Programming journey by working with Files and Strings, Reading and Exceptions Handling, Building Modules and organizing them into Packages; you will build understanding of Classes and Object-Oriented Programming with concepts such as Encapsulation, Inheritance, and Polymorphism; you will learn about data structures such as dictionaries, sets, stacks, and queues; you will write Search and Sort algorithms while measuring their speed and efficiency. You'll use your Advanced Python Programming skills to build an object-oriented application that works with persistent data, data structures, and an efficient algorithm.

12 Sessions // 36 hours // \$1,400

Fri: 7:30 pm – 10:30 pm and Sat: 9:30 am – 12:30 pm Jan 7 – Feb 18, 2022 July 8 – Aug 13, 2022

PYTHON DATA ANALYSIS

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Prerequisite: Intro to Python, and Advanced Python

Become a Data Analyst by learning to consolidate data, detect patterns, and conclude and communicate results implicitly. You'll work with Python Data Analysis Libraries (Numpy, Pandas, Matplotlib) to manipulate, prepare, and visualize data.

python

16 Sessions // 48 hours // \$1,600

Fri: 7:30 pm – 10:30 pm and Sat: 9:30 am – 12:30 pm April 8 – June 4, 2022 Nov 4 – Jan 21, 2023

ONLINE TECHNOLOGY INFORMATION SESSION

Join us and discover our Technology Training programs at BMCC Center for Continuing Education!

Technology Information
Sessions offer future students
the opportunity to explore
our campus, ask questions,
and understand the distinct
program offerings available at
the Center.

Sign up for free at www.bmcc.cuny.edu/ce.

BOOTCAMPS: FILM EDITING | GRAPHIC DESIGN | WEB DEVELOPMENT

FILM EDITING BOOTCAMP

This course provides students with hands-on experience using Final Cut Pro in a professional capacity. Students will learn the fundamentals of video editing and how to create an efficient workflow. Some of the skills taught in this course include: how to create a proper file structure, how to build timelines, how to clean up audio, and the proper use of transitions. Additional NLEs (non-linear editors), such as Adobe Premiere and Avid Media, will be introduced to give students a holistic view of the current software used by professionals. This course is intended for those with or without video editing experience so that they may become comfortable and proficient in video editing at a professional level.

30 Sessions // 90 hours // \$899

Mon & Wed: 6:00 pm - 9:00 pm March 7 - June 22, 2022

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 effects, 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: 9:30 am - 4:30 pm June 11 - Sept 17, 2022 Oct 1 - Jan 28, 2023

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. You will learn to enhance content presentations with CSS styling, and add 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: 9:30 am - 4:30 pm March 5 - July 23, 2022 Sept 12 - Nov 1, 2022

GOOGLE IT SUPPORT Google **CERTIFICATE COMING SOON!**

The Google IT Support Professional Certificate introduces learners to troubleshooting, customer service, networking, operating systems, system administration, and security.

This certificate is for beginners.

11 Sessions // 66 hours

MICROSOFT OFFICE PROFESSIONAL

Microsoft RTIFIED

Prerequisite: Must have a basic knowledge of Microsoft Word, Excel, Outlook, PowerPoint, and 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 in 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: 6:00 pm - 9:00 pm Feb 8 – April 14, 2022 July 19 - Sept 22, 2022











OUTLOOK

POWERPOINT ACCESS

WORD

CAREER IN IT CYBER SECURITY

LINUX+

Prerequisites: CompTIA Network+ certification or course equivalent recommended.



This course is intended for students who want to learn about the Linux operating system and prepare to pass the Linux+ certification exam from CompTIA (Powered by LPI). The course provides comprehensive coverage of topics related to Linux certification, including Linux distributions, installation, administration, X-Windows, cloud technologies, networking, and security.

30 sessions // 90 hours // \$1,400

Mon & Wed: 6:30 pm - 9:30 pm; and Sat: 9:00 am - 12:00 pm June 6 - Aug 15, 2022

NETWORK+ AND SECURITY+

Prerequisites: CompTia A+ certification or course equivalent recommended.



Network+: Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill.

This course builds on your existing knowledge and experience with personal computer operating systems and networks to present the fundamental skills and concepts that you will need to use on the job in any type of networking career.

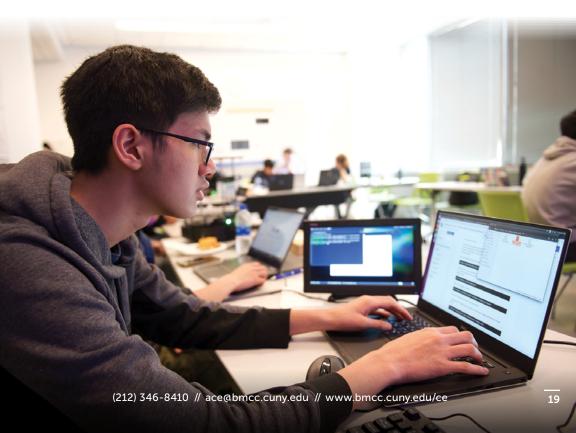


Security+: This course will focus on network security, operational security, threats and vulnerabilities, host security, access control, and cryptography.

This course offers a comprehensive guide for anyone wishing to take the CompTIA Security+ Certification Exam. It introduces the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography.

60 sessions // 180 hours // \$2,975

Mon & Wed: 6:30 pm - 9:30 pm; and Sat: 9:00 am - 12:00 pm Visit our website for upcoming dates.



Borough of Manhattan Community College Center for Continuing Education has joined the Amazon Web Services (AWS) Academy program to offer approved AWS training curricula 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 that offers 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 FOUNDATIONS

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.

18 Sessions // 36 hours // \$499 Tue, Wed, Thurs: 7:00 pm — 9:00 pm Jan 18 — Feb 24, 2022

AWS ACADEMY CLOUD COMPUTING ARCHITECTURE

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.

16 Sessions // 80 hours // \$1,299

Sat: 10:30 am - 4:30 pm Jan 29 - May 21, 2022

AWS ACADEMY DATA ANALYTICS

This course is a series of lab exercises that teaches students how to conduct big data analysis with practical, real-world examples in Amazon Web Services. Students will learn how to analyze extremely large data sets, and to create visual representations of that data, using a case-study approach. Students will gain hands-on experience and the skills needed to:

- Describe big data analytical concepts.
- Ingest, store, and secure data.
- Query a data store with manual schema specification.
- Query a data store with automated schema generation.
- Load and query data in a data warehouse.
- · Visualize structured and unstructured data.
- Automate loading data into a data warehouse.
- Analyze unstructured data.
- Analyze Internet of Things (IoT) data.

5 Sessions // 15 hours // \$199 Mon, Friday: 7:00 pm — 9:00 pm March 7 — March 21, 2022

CAREER TRAINING & PROFESSIONAL DEVELOPMENT

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

Companies and businesses are now using QuickBooks Online (QBO); the desktop version is being phased out. Learn this new online version while learning basic accounting principles with professor Clive Nair from BMCC's accounting department.

This course will introduce students to the basic concepts of accounting techniques needed to fully utilize QuickBooks for bookkeeping 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 bookkeeping lectures to help students gain a full understanding of the material.

You will receive access to the online software for free as part of this class. There is also a textbook required; details upon registration.

12 Sessions // 36 hours // \$275

Visit our website for upcoming dates.

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. You will 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

Visit our website for upcoming dates.

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 an Intermediate level or above.

8 Sessions // 24 hours // \$250

LEGAL STUDIES COURSES

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



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 towards career opportunities in the legal field, consider these excellent courses that BMCC Continuing Education offers in partnership with **CLS by BARBRI**.

Formerly known as The Center for Legal Studies, CLS by BARBRI is the leading continuing legal education company in the country. CLS was acquired by BARBRI Global in 2019 in an effort to continue enhancing its position as the best-in-class provider of learning for legal professionals. With the acquisition, BARBRI brought CLS' entire portfolio of legal education programs under its umbrella. CLS is backed by BARBRI's extensive legal learning data science and court methodology developed by its team of legal experts.

LIVE LEGAL STUDIES COURSES

PARALEGAL CERTIFICATE

This practice-oriented course 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. The Paralegal Certificate Course® provides job-skills training that will prepare you to work as a paralegal.

24 Sessions // 84 hours // \$1,895

Classes will be held via Zoom.

Mon & Wed: 6:00 pm – 9:00 pm and Sat: 8:30 am – 1:00 pm

Spring: Feb 14 – April 11, 2022 Summer: July 11 – Sept 3, 2022

ONLINE LEGAL STUDIES COURSES

Start dates for all Online Courses:

Session 1: January 10 – February 25, 2022 Session 2: March 7 – April 22, 2022 Session 3: May 2 – June 17, 2022 Session 4: June 27 – August 12, 2022 Session 5: August 22 – October 7, 2022

Session 6: October 17 – December 2, 2022

EDISCOVERY FOR PARALEGALS CERTIFICATE

\$995

The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as for 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 // Starting at: \$3,300 or \$550 per topic

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 to 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 in a dispute. You'll improve your negotiation skills and address ethical considerations during mediation.

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 included are master and servant, wages and hours, anti-discrimination in employment, 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 // \$1,895

This practice-oriented course 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 materials 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.

CLS BY BARBRI PARTNERS WITH CREDLY TO ISSUE DIGITAL BADGES

Registration is OPEN for the next session that starts Monday, January 10, 2022!

CLS by BARBRI is excited to now offer students a new and additional way they can verify their achievement upon course completion. A badge issued through the Credly platform is a digital representation of a learning outcome, experience, or competency.

Claiming a badge is easy and secure. Once a student successfully completes their course, they will be emailed instructions on how to claim their badge. From there, badges can be shared and verified online on Credly's worldwide network, personal and professional social media profiles, websites, email and more.

Badges offer professionals seeking employment an additional way market their skills-based training and tell their professional story in a way that is complete and validated. What makes the badges issued to you from Credly unique is that they represent achievements valued and recognized by today's employers.

Anyone who views a badge can click on it to view all the details of your achievement and understand the skills you possess and value you can provide. You can also share your complete Credly profile to provide an employer with the full context of your abilities, represented by the various badges you have earned.

Have a question? We enjoy speaking with prospective students! Call us at 1-800-522-7737 for a personalized consultation with one of our enrollment counselors. We are open 8 am – 6 pm CT, Monday through Friday.





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: 6:00 pm - 9:30 pm

Courses will be held virtually with instructor.

Signature Wedding & Event Designer

The Signature Wedding & Event Design certification course teaches you 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, thereby translating a client's vision into awe-inspiring reality.

10 Sessions // \$1,795

Wed: 6:00 pm - 9:30 pm

Courses will be held virtually with instructor.

Certified Corporate Event Planner

Becoming a Certified Corporate Event Planner requires business organization, logistics, networking, and client relationship management skills. This course is a detailed guide on how to design and plan events, 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: 6:00 pm - 9:30 pm

Courses will be held virtually with instructor.

Au Pair Experience

Au Pair Experience is a continuing education program designed specifically for au pairs to receive necessary credit, but most classes are open to non-au pairs as well. Classes consist of a preassignment, live online classes, and a final assignment.

NEW COURSES

We've launched a special series of classes to support and empower au pairs during social distancing. These classes, all taught live by experts in their field, are specifically designed to work well online.



CHILDHOOD LITERACY AND BEHAVIORAL DEVELOPMENT

For au pairs, parents, and people who work with children — this class provides tools and activities to support literacy and childhood development. This is also a great supplemental class for people pursuing careers in childhood development. Using practical lessons and activities, you will develop an understanding of learning processes and stages of literacy learning.

taught by Sara Lenore \$275



ESL PRONUNCIATION: CONFIDENCE COMBO FOR CAREERS

This course covers 3 major areas that help you achieve confidence and success. Classes focus on a combination of skills, all of which are needed to enhance your business and your personal lives: presentation skills, interview strategies, and speaking techniques.

taught by Elizabeth Marner-Brooks

\$275



IMPROVISATION AND ACTING FOR IMPROVING ENGLISH

Students will improve their English Language skills through improvisation and theater games. Improv and drama give students an opportunity to further their language learning by using their creativity and imagination. Through acting out situations that may be part of everyday life — or may be silly and fantastical — students will be improving their reaction times and conversational ease.

taught by Melissa Shaw

\$275



OFF TO A FRESH START-UP: HOW TO DESIGN THE BUSINESS OF YOUR DREAMS

This introductory business course is designed to provide students with the tools necessary to start their own successful side hustle or start-up in a post-Covid world.

taught by Mikaila Brown

\$275



SELF CARE TOOLBOX

Self Care Toolbox is designed to support students dealing with the natural anxiety of being an au pair. Through discussions, lectures, group work, and practical activities, students will work toward becoming more aware of wellness and managing stress levels.

taught by Alicia Giordano

\$275

TRAVEL COURSES

Each of our re-imagined travel classes have been adjusted to suit an online platform — often expanding more on the cultural or philosophical aspects of an area. Our goal is to provide a broad perspective of an area and American culture.



HOUSTON

Houston's history and its diverse population have a fascinating story to tell. Houston, one of the largest cities in the U.S., shows off this history and culture in amazing ways. You will learn about the city's founding, the way oil has shaped it, and the incredible diversity and culture of the area.

taught by Alicia Giordano

\$275



MIAMI

Miami is home to people from across the globe who help sustain its many multicultural neighborhoods, and drive its amazing art scene. Using Miami as a model, students will craft sustainability plans with their host cities and home countries in mind.

taught by Mariusz Galczynski

\$275



NASHVILLE

Nashville's connection to music is unequaled; its reputation as Music City USA has been a constant for the past 200 years. In this course you'll explore the events that established both Nashville's robust live music scene and its influential music industry. You'll experience a city where music is written, recorded, and performed every single day.

taught by Jenny Casey

\$275



NYC FASHION: CINEMA, COSTUME AND CHARACTER

This course will encourage students to experience New York City as a film set, and its fashion as costumes that tell as much of a story as a script. We will explore the interaction between fashion in New York-based films and overall society, from the 1970s to today.

taught by Mikaila Brown

\$275



NYCINEMA

New York City has been the setting for thousands of movies. Take a stroll through American culture as you learn more about films you love as well as being introduced to some iconic classic films. This course will cover the city's "melting-pot" reputation, delve into stories of crime, and explore themes of love and friendship.

taught by Kira Smirnov

\$275



CHICAGO: ART AND DIVERSITY

Students will explore the influence of Chicago's diverse population on the art scene. The class will explore art and sculpture in the Pilsen neighborhood, Humbolt Park, and the DuSable Museum of African American History. This class is designed for students already familiar with Chicago, but au pairs from outside of the area are welcome, too!

\$275

NYC: UNIQUE STYLE, SHARED STORIES

This course will take you on an anthropological expedition of New York City's five boroughs, using fashion as the lens. We will explore the impact that New York's unique and multi-faceted cultural landscape has on local fashion trends, using Harlem as a specific focus.

\$275

NEW ORLEANS

Students will explore the rich culture and history of New Orleans with guide Libby Bolino. By investigating different aspects of the city, from politics to food traditions to music, you'll learn more about the narrative of the city and the culture that makes New Orleans one of the most unique places in the world.

\$275

PHILADELPHIA: ARTS AND DIVERSITY

Philadelphia's diverse population reflects individuals from many ethnic backgrounds. That diversity adds incredible creativity and energy to the city's art scene, which the course will explore. Classroom sessions will be enriched by a visit to the world-famous Philadelphia Museum of Art and a walk with your teacher to experience firsthand some of the city's amazing Mural Arts.

\$275



WASHINGTON, D.C.: GIRL POWER!

Step inside the lives and stories of some strong and colorful women who have left their mark on Washington, the United States, and the world. Suffragettes, those who fought for women's voting rights, along with First Ladies, artists, community activists, and countless others have influenced culture, politics and the social fabric of this city. On field trips on Friday and Saturday afternoon, you will visit some of their homes, monuments, museum exhibits and art works, and hear their stories. Some you may know and some will surprise and amuse you.

\$275

Visit our website for all upcoming course dates. For more information about any of our Au Pair Experience courses, please reach out to us at: aupair@bmcc.cuny.edu or call: (646) 204-6865

Introducing AU PAIR EXPERIENCE's new ENGLISH LANGUAGE BUSINESS PROGRAM

Take advantage of dynamic, affordable opportunities to increase English language proficiency through the lens of the workplace and business.

ENGLISH CONVERSATION: BUSINESS AND WORKPLACE SUCCESS

Roleplay workplace situations to build your vocabulary and practice asserting yourself with confidence, and learn about reading technical writing and matching yourself to job postings. taught by Alexis Tenenbaum

ENGLISH PRONUNCIATION: CONFIDENCE COMBO FOR CAREERS

Sharpen your pronunciation skills, learn how to project your voice, practice interview strategies, and create and deliver a presentation for feedback on your speaking skills.

taught by Elizabeth Marner-Brooks

ENGLISH NETWORKING AND NEGOTIATING: COMMUNICATING WITH PURPOSE

Sharpen business communication skills by analyzing a variety of business communications — real interviews, presentations, phone calls — and applying this knowledge to solve companies' problems.

taught by Wendy Trach

OFF TO A FRESH START-UP: HOW TO DESIGN THE BUSINESS OF YOUR DREAMS

Find ways to connect your passion to the market. This is not an ESL class, but is accessible for all language levels. This course is for young entrepreneurs interested in starting and designing a business of their own.

taught by Dr. Mikaila Brown

All courses are \$275 and 36 educational hours for J-1 visa holders.

For more information, email aupair@bmcc.cuny.edu or call: (646) 204-6865



BMCC LANGUAGE IMMERSION FOR INTERNATIONAL STUDENTS (BLIIS)

BMCC Language Immersion for International Students (BLIIS) will provide you with the skills and confidence you need to continue your studies at the college. We focus on improving your reading, writing, and speaking skills. Located in New York City's vibrant Tribeca neighborhood, you will have many opportunities to practice your English language skills while exploring nearby sites.

FALL, WINTER AND SPRING SEMESTERS

The language immersion classes during these semesters are only for BMCC international students who have taken but not passed the CUNY tests. BMCC is authorized under Federal law to enroll nonimmigrant alien students.

The program provides intensive instruction in all English skills, especially reading and writing, to prepare you for credit-bearing college courses. You may choose to attend the BMCC Language Immersion for International Students (BLIIS) if you are:

- a BMCC international freshman or transfer student who didn't pass the CUNY tests because English is not your first language
- an international ESL student who has been recommended by the ESL department, or is on academic probation

For more information contact Director of Language Immersion Program, Paul Shively at pshively@bmcc.cuny.edu or (212) 776-2422.



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: 9:00 am - 1:00 pm Jan 8 - March 12, 2022

Spring Session

Sat: 9:00 am - 1:00 pm March 19 - May 21, 2022

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; this will further help them develop clear diction, and expand conversation skills for individual or group presentations on research topics.

10 sessions // 30 hours // \$280

Winter Session

Sat: 1:30 pm - 4:30 pm Jan 8 - March 12, 2022

Spring Session Sat: 1:30 pm - 4:30 pm March 19 - May 21, 2022 March 19 - May 21, 2022

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: 9:00 am - 1:00 pm Jan 8 – March 12, 2022

Spring Session

Sat: 9:00 am - 1:00 pm March 19 - May 21, 2022

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 address 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: 1:30 pm - 4:30 pm Jan 8 - March 12, 2022

Spring Session

Sat: 1:30 pm - 4:30 pm



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 U.S. 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: 1:30 pm - 4:30 pm Jan 8 - March 12, 2022

Spring Session

Sat: 1:30 pm - 4:30 pm March 19 - May 21, 2022

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 // 30 hours // \$280

Winter Session

Sat: 10:00 am - 1:00 pm Jan 8 - March 12, 2022

Spring Session

Sat: 10:00 am - 1:00 pm March 19 - May 21, 2022

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, 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: 10:00 am - 2:00 pm Jan 8 - March 12, 2022

Spring Session

Sat: 10:00 am - 2:00 pm March 19 - May 21, 2022



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 email. 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!



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-bearing 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
https://www.bmcc.cuny.edu/academics/success-programs/math-start/
mathstart@bmcc.cuny.edu

– Undergraduate Degree Application – APPLY NOW!

https://www.bmcc.cuny.edu/admissions/apply-now/
If you want to start in Spring, the last day to apply is January 15!

Contact Us:

Admissions Specialists can answer general college questions or help you complete your application.

Call: (212) 220-8000

Send us an Email: http://www.bmcc.cuny.edu/admissions/contact

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 in many in-demand fields. 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, to Writing and Editing and more. Instructors/Mentors are actively involved in your online learning experience; they respond to any questions, as well as actively encourage and motivate you to succeed.

Program	Description			
ED2GO SUITES AN	ED2GO SUITES AND SINGLE			
ACCOUNTING FUNDAMENTAL SERIES	Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, the courses in this bundle will give you a solid foundation in financial matters.			
INTRODUCTION TO INTERIOR DESIGN	Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms.			
EXPLORE A CAREER IN MEDICAL CODING	This is your chance to find out what it's really like to be a medical coder. In this course, you'll learn exactly what medical coders do on a daily basis.			
GRANT WRITING SUITE	No matter what level of experience you have, you'll find what you need for writing and submitting successful grant proposals in the Grant Writing Series.			
TEAS PREP SERIES	This TEAS Prep Series will prepare you for all aspects of the TEAS exam.			
GRAMMAR REFRESHER	Develop your English grammar skills and take your writing and speaking to the next level of excellence.			
KEYBOARDING	If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you!			
HUMAN ANATOMY AND PHYSIOLOGY	This course explains the nature of matter and the principles of chemistry that are important to human physiology. You will learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.			
EDUCATORS' FUNDAMENTALS SERIES	Learn the secret to enjoying a peaceful, orderly classroom by effectively managing discipline problems in the Educators' Fundamentals Series.			
COMPUTER SKILLS FOR THE WORKPLACE	This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace.			
GRAMMAR FOR ESL	This course is designed as an in-depth analysis of English grammar for intermediate to advanced English as Second Language college students. It is designed to prepare you for regular mainstream English classes.			
MEDICAL TERMINOLOGY SERIES	Prepare for a career in the health services industry by learning medical terminology.			
MEDICAL SPANISH SERIES	If you've ever struggled to communicate with your Spanish-speaking patients, the Medical Spanish Series is the perfect solution to help you gain a more robust Spanish medical vocabulary and provide better care.			
PERSONAL FINANCE	This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, practical, and easy to work into your regular routine.			
SPEED SPANISH	Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish <i>pronto</i> .			



Program	Description
DIGITAL MARKETING SUITE	Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity.
CERTIFICATE IN FOOD, NUTRITION AND HEALTH	The outcome of this certificate course is for the learner to attain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, spiritual, and planetary health.
EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT	Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare.

Program	Hours	SRP	Description	National Certification/ Internships/ Job Opportunities
HEALTHCARE				
CLINICAL DENTAL ASSISTANT	240	\$2,195	You'll learn about every aspect of professional dental assisting, including essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, and assisting in specialty practices. Employment strategies and real-world perspectives from experienced dental assistants will be provided.	Prepare you for the radiology and infection control portions of the Dental Assisting National Board exam.
CERTIFIED PHYSICAL THERAPY AIDE	190	\$1,995	Learn foundational physical therapy principles, medical terminology, and tasks and responsibilities needed to work as a Certified Physical Therapy Aide.	AMCA's Physical Therapy Technician/ Aide certification exam
MEDICAL INTERPRETER (SPANISH/ ENGLISH)	200	\$2,395	The Medical Interpreter training course prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed. In addition, the Medical Interpreter training course prepares you to sit for any of the Medical Interpreting examinations available in the country. This course is language specific – Spanish/English.	This Medical Interpreter training course prepares you to sit for any of the Medical Interpreting examinations available in the country.
VETERINARY ASSISTANT	225	\$1,995	This intensive course will provide the information you need to become a productive member of a veterinary team. The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions.	
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	This program prepares students to achieve American Board of Opticianry (ABO) certification.

Program	Hours	SRP	Description	National Certification/ Internships/ Job Opportunities
INFORMATION	TECH	NOLOG	Y	
FULL STACK SOFTWARE DEVELOPER	650	\$4,995	Whether you're new to web development or want to build on existing skills, this course will teach you how to create and maintain full-service websites. You will learn all the significant aspects of front-end, back-end, and full-stack development through several milestone exercises and a hands-on project.	
BUSINESS				
CERTIFIED PROFESSIONAL LIFE COACHER (EXAM INCLUDED)		\$1,795	Professional life coaching has grown into a \$2 billion industry, with demand for cerfied 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.
FREIGHT BROKER/AGENT TRAINING	180	\$1,895	Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you'll learn the basics of how to run a domestic freight brokerage or agency in the United States.	
CERTIFIED ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST 2019 (VOUCHER INCLUDED)	425	\$3,595	Certified Administrative Professional (CAP) and Microsoft Office Specialist (MOS) are two of the most valuable credentials an administrative professional can hold. These certifications prove that you can effectively perform administrative assistant duties and responsibilities in any industry.	Upon course completion, you will receive prepaid vouchers to take the CAP exam and the MOS Certification Exams. MOS exams are MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.



Program	Hours	SRP	Description	National Certification/ Internships/ Job Opportunities
CERTIFIED BOOKKEEPER	140	\$1,995	From bank reconciliation to inventory methods, this online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam. AIPB certification is the highest standard in the profession, so this course is recommended for practicing bookkeepers with several years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries.	Course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam.
LEGAL				
COURT INTERPRETER (SPANISH/ ENGLISH)	200	\$2,395	The State Spanish Court Interpreter certification examination is a rigorous exam that requires intensive training and access to practice. The Court Interpreter course includes the finest online interpreting laboratory on the market.	Course prepares you to take the State Court Interpreter Certification Exam.
CONSTRUCTION AND TRADES				
CONSTRUCTIO	N AND	TRADE	S	
HVAC/R TECHNICIAN (VOUCHER INCLUDED)	162	\$2,895	This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions.	HVAC Excellence Employment Ready Certificate exam and EPA 608 Certification exam
HVAC/R TECHNICIAN (VOUCHER			This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and	Employment Ready Certificate exam and EPA 608



ED4CAREER PARTNERS WITH BOROUGH OF MANHATTAN COMMUNITY COLLEGE / CUNY

Borough of Manhattan Community College now offers career development and personal enrichment courses through Online Educational Resource.

ONLINE — Ed4Career (ed4career.com) is happy to announce a new partnership with Borough of Manhattan Community College / CUNY (bmcc.ed4career.com). Students will now be able to access Ed4Career's self-paced career development and personal enrichment courses through the school as they train for new careers or learn new skills.

The Center for Continuing Education and Workforce Development (www.bmcc.cuny.edu/ce) at BMCC has teamed up with Ed4Career to provide a variety of online classes in 'in-demand' fields like information technology, law, healthcare, the cannabis industry, writing, publishing, and marketing. Each self-paced online course can be accessed through any internet-enabled device, making it convenient to brush up on skills or train for a new career any time, any place, during a lunch break, or even on the subway.

"Making education accessible to all doesn't just benefit the student, but the community at large," said Sunil Gupta, former dean of BMCC. "Our goal is to empower students by giving them the tools they need not only to find a job, but to create a satisfying career and learn valuable skills that will help them advance."

The Center for Continuing Education and Workforce Development at BMCC has a two-decade history of providing accessible, useful courses to anyone looking to improve their career and educational potential. BMCC's partnership with Ed4Career is the latest step in advancing adult and continuing education through the school, and includes traditional classroom settings as well as digital learning.

For more information about Ed4Career's partnership with Borough of Manhattan Community College / CUNY, or to inquire about the company's full library of courses, please visit https://bmcc.ed4career.com.



COURSERG for Campus



BMCC Adult Continuing

Education is excited to partner with Coursera, the leading online learning platform, to make our students job ready. It's a digital leap towards enhancing the learning experience for our students, alumni, and faculty!

Over 1,000 of our students are currently building job-relevant skills on Coursera. When they're one skill away from getting their dream job, our students are closing the gap with Coursera. Join them in taking a course and becoming more job-ready!

Why learn on Coursera?

While learning on Coursera you will...

- Learn new skills to help you excel in your current role.
- Help prepare for your dream job.
- Refresh your education & keep your competitive edge.
- Become better informed on a variety of topics.
- Access content from 160+ universities
 δ 30+ industry partners.
- Be part of a community of over 40+ million global learners.

Visit

https://www.coursera.org/programs/borough-of-manhattan-community-college-on-coursera-x0ygy to start learning today!



BMCC Adult Continuing Education Courses

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; tasks 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.

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.

Hemodialysis Technician Training

Train to provide care for patients with kidney disease undergoing dialysis treatment.

- Jobs for Health Technicians and Technologists are expected to increase by 16% from 2012 to 2022 (BLS, 2016)
- Become eligible to sit for National Certification Exam
- · Make a difference in people's lives

We will be offering both the online and in-person classes. See page (7) for more information.

INTRODUCTION TO COMPUTERS (A+ CERTIFICATION)

This course provides students with the knowledge to become industry certified as an entry-level IT professional with the CompTIA A+ certification.

CompTIA's A+ certification verifies that students have the knowledge equivalent to that of an entry-level IT professional.

Students will be able to install, configure and maintain devices, PCs and software for end users.

Students will be able to understand networking basics and security/forensics, and properly and safely diagnose, resolve, and document common hardware and software issues while applying troubleshooting skills.

Students will be able to provide appropriate customer support and understand the basics of virtualization, desktop imaging, and deployment.

This course aids in the preparation for the A+ Certification exam.

INTRODUCTION TO NETWORKS-CCNA

The CCNA certificate covers a broad range of networking concepts and CCNA basics. It helps candidates to study CCNA fundamentals and prepare for the latest network technologies they are likely to work on.

Students in the course will gain a broad range of fundamental knowledge that will enable them to progress in their IT-related careers & be ready for the Cisco CCNA certification.

Students will learn how to install, operate, configure, and test IPv4 and IPv6 networks.

Additional topics include configuration of network components, such as switches, routers, and wireless LAN controllers, managing network devices, and identifying basic security threats.

This course aids in the preparation for the CISCO CCNA Certification exam.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The MEOC offers English for Speakers of Other Languages at four different levels (Basic, Intermediate, Advanced and Academic); level placement is determined by the TABE CLASS-E Assessment. Next ESOL classes are scheduled to be offered in January 2022 during the Winter 2022 semester. Please visit our Admissions page to learn how to apply for the program. Prospective applicants should contact Mr. Juan Rufino (212) 961-4401 juan.rufino@man.eoc.cuny.edu or Mr. Adam Ramirez (212) 961-5412 adam.ramirez@man.eoc.cuny.edu should they need additional assistance with their applications and/or have questions. Both staff are bilingual in Spanish/English.



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 13th 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.



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

"To address the dire staffing needs of nursing homes during the pandemic in NYC, Long Island and Hudson Valley, 1199SEIU partnered with BMCC to develop a specialty course, titled "Caring for the Ventilated Resident."

The goal is to equip incumbent CNAs with essential knowledge and skills so that they can effectively assist nurses in taking care of residents in the ventilator care unit. Since the launch of the training program in January, 2021, there have been more than 200 long-term care workers in the three regions who benefited from the course.

We are very excited about the success and thankful for the partnership of BMCC faculty and the Continuing Education staff."

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

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 courses, 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 Email: acebursars@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.

IN-PERSON REGISTRATION

Mon – Thurs: 9:30 am – 7:00 pm Tues: 9:30 am – 6:00 pm Fri – Sat: 9:00 am – 4:00 pm

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 corporate voucher may be used towards our professional development and other certificate training courses. To qualify for tuition reimbursement or a corporate voucher you will need approval from 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 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 on an existing balance. After the second class session has begun, course registration is closed.

Registration for Au Pair Experience 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 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

- Each program or course may have unique attendance and academic policies that, if not adhered to, will result in dismissal with no tuition refund.
- 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.
- Tuition courses purchased by credit/debit card account will be refunded to the same credit card account number.
- 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).
- 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.
- 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. Email is acceptable.
- 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.
- 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. 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 refunds requests must be submitted in writing. Email is accepted.

- 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.
- Material fees are non-refundable unless a class request is made two days before class starts.
- Refunds will be made to the credit card used, or by check, only to the payer of record. There will be no cash refunds.
- 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 of New York regulations, all students whose checks are returned from the bank for 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 redisposition 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 Cor 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 completing 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.

VACCINATION MANDATE GUIDELINES FOR CUNY'S CONTINUING EDUCATION STUDENTS

Students taking in-person or hybrid courses must be fully vaccinated when classes begin, meaning unvaccinated students will be withdrawn before classes begin if they do not meet the below guidelines and deadlines:

REGARDING FULLY VACCINATED STUDENTS

Students who have been fully vaccinated will be responsible for uploading proof of vaccination documentation:

- Continuing education students who have CUNYfirst accounts will be required to submit their documentation via CUNYfirst: https://ssologin.cuny.edu/cuny.html?resource_ url=https%3A%2F%2Fhome.cunyfirst.cuny.edu%252Fpsp%252Fcnyepprd%252FEMPLOYEE %252FEMPL%252Fh%252F%3Ftab%253DDEFAULT.
- 2. Continuing education students who do not have CUNYfirst accounts will be required to submit their documentation via Cleared4. Students will be invited by email to submit their documentation via Cleared4: https://www.c4wrk.com/4QkWLy4VsHm1UciA9.

REGARDING UNVACCINATED STUDENTS

The COVID-19 Vaccine Medical Exemption Request Form can be downloaded here: https://www.cuny.edu/coronavirus/faqs/COVID-19-Medical-Exemption-Form-Template.pdf. The filled-out form can then be sent to the campus Location Vaccine Authority (LVA) Liaison: https://www.cuny.edu/coronavirus/location-vaccine-authority-contact/. Medical exemptions and religious exceptions are evaluated on a case-by-case basis; they are not automatically granted.

Students with exemptions or students who are not fully vaccinated before October 7 will have to show proof of a negative COVID-19 test taken within the past seven days in order to attend an in-person or hybrid class. CUNY continuing education students are eligible to take a test at a CUNY testing site (https://www.cuny.edu/coronavirus/cuny-covid-19-testing-site-locations/), in which case their results will be automatically uploaded into Cleared4. After October 7, no student will be allowed to attend in-person classes unless they have been vaccinated or have an approved exemption.

To learn more about the vaccination policy, visit Student Vaccination Mandate FAQ: https://www.cuny.edu/coronavirus/faqs/#1626126865860-271622ec-3b03.





Public Transportation:

Fulton Street M & G

WTC Cortlandt M 60

POWE Memoria

Subway Lines:

A, C to Fulton Street

Zussetti

Special Control of the Control of th

1, 5 to Bowling Green

, N, R to Rector Street , Z to Broad St

Bus Lines:

road Street M O O

000 CND

Center for Continuing Education & Workforce Development

Aali Street M @ G

M5, M15, and M20 to South Ferry **M9 to Battery Park City**

MOS A

Whitehall Terminal

PATH Train:

World Trade Center/Transportation Hub

III Street M R W

SSN OZW

SOUTH FERRY Ferry M 🕛

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



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AND WORKFORCE DEVELOPMENT

Winter/Spring 2022 Course Catalog

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