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)
- Electronic Health Record
- Computer Network Support Specialist

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

The aim is to ease and facilitate students to transition to community college from pre-college courses to credit postsecondary programs and from community college to university or employment. To learn more please visit our website a [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce).
I’m proud to be president of an institution dedicated to serving the community by providing new educational and career opportunities as part of its mission. Borough of Manhattan Community College is a catalyst for higher education and workforce training in NYC. Since BMCC first opened in 1964, our mission has been clear — to create educational access and opportunity for all residents of New York City. Our programs and course offerings at the Center for Continuing Education and Workforce Development respond to the demands and and career trends reflect that commitment.

Within our campus and beyond, you will be equipped with the skills to be successful in the workplace. We are the college of opportunity; the college of hope, and the college of dreams. You, our students, drive our passion to deliver quality higher education and workforce training.

We understand the challenges faced by students as they strive to balance family, work and school responsibilities, and we will support you every step of the way.

Our slogan, “Start Here. Go Anywhere.” Reflects our belief in your success as you take advantage of world-class instruction, state-of-the-art facilities, passionate faculty and affordable tuition. I wish you success in this exciting chapter in your life.

Sincerely,

ANTONIO PÉREZ
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 prepare students for degree completion, career achievement, and lifelong learning through discovery and innovation with 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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#### REGISTRATION & POLICIES INFORMATION

#### REGISTRATION DEADLINE
Registration for courses must be at least one week prior to the start date of the class.
ALLIED HEALTH

Allied health is one of the high growth job sectors within the nation. As an allied health practitioner, you will work collaboratively with other providers, including physicians, nurses, dentists and pharmacists. They may play roles in evaluating and assessing a patient’s needs, keeping the physician and others informed of the patient’s progress and caring for the patient. Others work independently as specialists in exercising, nutrition, health education, speech and daily function.

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

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

Books are not included.

1 Session // 6 hours // $95
Sat; 9:00am — 3:00pm

DIRECT SUPPORT PROFESSIONAL (DSP)
All interested applicants must attend a required info session.

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

9 weeks & 2 weeks internship

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

MEDICAL ASSISTANT SPECIALIST (MAS)
All interested applicants are required to register and attend an Information Session held Mondays at 5:30pm.

The Medical Assistant Specialist course at BMCC is an exemplary program graduating highly qualified individuals. This course prepares students to handle a wide variety of tasks in a hospital, clinic, or private medical practice environment that range from taking vital signs to scheduling patient appointments. Training covers a spectrum of administrative tasks as well as patient care procedures. Eligible for certification. Textbooks, scrubs, and NHA exam fee are not included in the tuition.

123 Sessions // 531 hours // $4,300
Mon & Wed; 6:00pm — 9:00pm
Sat; 9:00am — 5:00pm
Jul. 23 — Jun. 22, 2019

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 using service codes and manuals, as well as, tracing delinquent claims, appealing denied claims and using generic forms to streamline billing procedures.

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

40 Sessions // 120 hours // $2,200
Tues & Thurs; 6:00pm – 9:00pm
Jan. 9 – May 24, 2018

20 Sessions // 120 hours // $2,200
Sat; 9:30am – 3:30pm
Jan. 20 – Jun. 16, 2018

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 also gain practical experience in machine set-up, operation and monitoring, vascular
access, cannulation techniques, medical and technical complications, infection control, medications, patient assessment, and nutritional and social needs of end stage renal disease patients. The program includes a 4 hour Preparation Course for the National CCHT Certification Exam. In this program trainees are eligible to sit for the national certification exam directly after completion of the review course here at BMCC.

**Textbook and scrubs not included.**

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

Mon & Wed; 10:00am – 2:00pm
Jan. 22 – Apr. 23, 2018
Apr. 30 – July 30, 2018
Mon & Wed; 6:00pm – 9:00pm
Jan. 22 – Apr. 23, 2018
Sat; 9:00am – 5:00pm
May 5 – Aug. 4, 2018

100 hours plus 7 hour BCLS course

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**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 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 whole range of data in comprehensive or summary form, including demographics, medical history, medication and allergies, immunization status, laboratory test results, radiology images, vital signs, personal stats like age and weight, and billing information. (70 hours)

In addition to EHR, this 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 in CPT-4, Evaluation and Management and specialty fields (such as surgery radiology and laboratory), ICD-10-CM and basic claims processes for medical insurance and third party reimbursements are also discussed. The student will learn how to find the proper procedure and diagnosis codes using manuals (CPT-4 and ICD-10-CM).

**EHR—10 Sessions // MB&C—6 Sessions // 112 hours // $1,200**

Thurs & Fri; 9:00am — 5:00pm
Jan. 18 – Mar. 9, 2018

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**INTRANOVENOUS 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. This course provides participants with comprehensive knowledge of intravenous tools and techniques, as well as, the understanding of theories and methodologies. Curriculum was approved by American Nurses Credentialing Center’s Commission on Accreditation for 15.3 contact hours.

**Location: Main Campus, 199 Chambers Street**

2 Sessions // 17 hours // $245 Non BMCC // $232.75 BMCC

8:30am – 5:00pm
This program only operates during the summer months (July–August).

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**INTRO TO SPANISH FOR HEALTHCARE PROFESSIONALS**

This basic Spanish course teaches healthcare professionals how to effectively communicate in Spanish while enjoying the language learning experience. Instruction provides the necessary introductory oral and written Spanish skills by means of exercise, role-play, audio tutorials 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 and other healthcare specific vocabulary.

**8 Sessions // 24 hours // $350**

* Check website for upcoming classes.

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**RN FIRST ASSISTANT**

Want to be a recognized RFNA by all 50 state Boards of Nursing? Register for the RNFA program brought to you by BMCC and the nation’s largest trainer of RNFA, National Institute of First Assisting, Inc. (NIFA). By joining a program that meets the standards for RN First Assistant (RNFA) Education Programs, you will enhance your knowledge and skills to pursue a RNFA position. Successful graduates will receive a BMCC certificate of completion and surgical CEs, recognized by all 50 state boards of nursing.

The program consists of two course:

Part I: 48 hours of online course work to be completed with one (1) year of enrollment

Part II: Surgical Supervised clinical internship consisting of 120 hours of assisting experience and case study, to be completed within one (1) of completing Part I.

**Prerequisite:** Candidates must have two years and 2,400 hours of perioperative experience and be a CN, or eligible (waived for AP RN).

**Tuition:** $2,995

For further details visit website: [www.rnfa.org](http://www.rnfa.org) or Contact NIFA at 1.800.922.7747

Mon – Thurs; 9:30am – 7:00pm
Fri; 9:30am – 7:30pm
email: info@NIFA.com
PHLEBOTOMY & EKG FOR HEALTH PROFESSIONALS
This course is designed for current Allied Health Professionals to complete hands-on training with professional medical equipment. Electrocardiograph (EKG) technicians perform EKGs on patients under the supervision of a medical professional. Phlebotomy technicians collect blood ordered by a licensed health care provider, label the specimen collection tubes with the patient’s name and date of birth. This course is designed to incorporate both skills to make you more marketable within the health care field. Upon successful completion of the program, the students will receive a certificate of completion.

10 Sessions // 40 hours // $550
Mon & Thurs; 5:00pm – 9:00pm
Feb. 26 – Mar. 29, 2018
Course is held at Bellevue Hospital SIMMS LAB

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

1 Session // 4 hours // $150
Mon; 5:00pm – 9:00pm
Jan. 22, 2018

TESTIMONY
After 27 years working as a teacher, I decided I wanted a change in my life. Becoming a dialysis technician was a career change that I was eager to begin. I had family and friends that were dialysis patients and I knew that I wanted to begin a new career in this field.

I am glad I choose this school!! I was fortunate to have such a wonderful teacher. He took his time to teach the academics involved in the course. He was patient with all the students as we began the hands-on learning that would familiarize us with the machine and the cannulation of patients. He supported and guided us as we reviewed and prepared ourselves for the Nationals(exam) and our future interviews.

Within a month, I was offered a job in a dialysis center. I took and passed my Nationals. Thank you Dialysis4Career/BMCC.

Diana Naranjo, Hemodialysis Technician Student
Technology
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 with the demand for certified individuals is inevitable. BMCC’s Adult Continuing Education brings industry professionals into the classrooms that prepare students and job seekers for the workforce. Our affordable courses are career pathways that lead to high demand occupations. Whether you are new in the field or looking to expand your skillsets you can start here and work anywhere. Check out our courses in IT Computer Support, Networking & Cybersecurity, Programming, Data Analytics, Web Development, Digital Media & Design, and Apple Technology.

CAREER IN IT COMPUTER SUPPORT

INTRODUCTION TO COMPUTERS (A+ CERTIFICATION)
This course prepares students for IT jobs as a Computer Technical Support Specialist. You will gain hands-on experience and learn how to disassemble and reassemble computers and learn the functions of each component, install Operating Systems, and troubleshoot common hardware and software related problems. Whether you have knowledge of computers or not you can benefit from taking this course. Our seasoned instructors will prepare you for more advance topics and for CompTIA A+ Certification Exam (901 & 902) to validate your skills as an IT professional.

24 Sessions // 72 Hours // $899
Mon & Wed; 6:00pm — 9:00pm
Feb. 26 — May 16, 2018

Students can transfer up to 4 credits toward their Associate Degree in Computer Information System (CIS) at BMCC, upon passing an entrance exam.
CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)
As the leading authorized Cisco Network Academy in the NYC area we deliver a 240 hour intensive hands-on training course with certified industry instructors. Our two part course (ICND1 & ICND2) will prepare you for a career in Networking in this competitive job market. The Cisco ICND1 covers both Semesters 1 & 2 preparing you for the CCENT Certification Exam (ICND1 100-101). The Cisco ICND2 covers Semesters 3 & 4 preparing you for the CCNA Certification Exam (ICND2 200-101). Students have an option in taking an all-in-one exam (Composite 200-125) after completing both parts. Get your IT career on track today in validating your credentials.

CISCO ICND 1—INTRODUCTION TO NETWORKS (SEMESTER 1)
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IPv4 and IPv6 addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

ROUTING & SWITCHING ESSENTIALS (SEMESTER 2)
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure routers and switches for basic routing and switching functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv2, Single and Multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

This course prepares Students for the ICND1 – 100-101 ICND Exam (CCENT). Upon completion students will be prepared to take the ICND1 – 100-101 ICND Exam (CCENT)

40 Sessions // 120 hours // $1799
Tues & Thurs; 6:00pm — 9:00pm
Apr. 10 — Oct. 23, 2018
Jun. 26 — Oct. 22, 2018

CISCO ICND 2—SCALING NETWORKS (SEMESTER 3)
This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

CONNECTING NETWORKS (SEMESTER 4)
This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec Virtual Private Network (VPN) operations in a complex network.

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

40 Sessions // 120 hours // $1799
Tues & Thurs; 6:00pm — 9:00pm
Jan. 9 — May 24, 2018
Mon & Wed; 6:00pm — 9:00pm
Mar. 19 — Aug. 6, 2018
CCNP ROUTE IMPLEMENTING IP ROUTING
**Prerequisite:** CCNA (ICND1 & ICND2) Bootcamp or CCNA Certification
This advanced networking course teaches students how to implement routing services for complex Enterprise Networks. Topics covered: Routing Services, EIGRP, Single/Multi-Area OSPF, manipulating updates, path control, BGP for ISP connectivity, routing for branch & mobile workers and implementing IPv6.

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

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

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

CCNP T-SHOOT MAINTAINING AND TROUBLESHOOTING
**Prerequisite:** CCNP ROUTE & CCNP SWITCH
This course covers topics that teach students how to monitor and maintain complex, enterprise routed and switched networks. In addition, one will learn to develop a troubleshooting process that will identify and resolve problems in these complex Enterprise networks. Troubleshooting topics include: Routing Solutions, Addressing Services, Network Performance Issues, Converged Networks, and Network Security Implementations.

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

CYBERSECURITY: CISCO CERTIFIED NETWORK ASSOCIATE SECURITY
**Recommended:** ICND1 & 2 or CCNA Certification
Geared toward securing convergent network technologies, this course covers the core concepts for Cisco Device Hardening at layers 2, 3 and 4 of the OSI Model. While there are no required course prerequisites, students are encouraged to complete the CCNA R&S curricula to acquire the fundamental CCNA-level routing and switching skills needed for success.

Upon completion students will be prepared for the implementing Cisco Network Security (IINS) certification exam 210-260 IINS, leading to the CCNA Security Certification.

10 Sessions // 60 hours // $2,999

Check our website www.bmcc.cuny.edu/ce for up-to-date course offerings or call us at (212) 346-8410
INTRO TO C++*
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. This course is designed for those with little or no programming background. Topics include: data types, flow of control, classes, functions, objects and much more. Sign up today!

10 Sessions // 30 hours // $599
Mon & Wed; 6:00pm — 9:00pm
Jan. 29 — Mar. 7, 2018
May 7 — June 11, 2018
* Intermediate & advance courses available. Please check the 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
Mon & Wed; 6:00pm — 9:00pm
Mar. 26 — Apr. 25, 2018
June 18 — July 23, 2018
* Intermediate & advance courses available. Please check the website for scheduled dates.

INTRO TO PYTHON*
Python is a powerful, cross-platform, object-oriented programming that is easy to use. The Python language is used in many professional environments and platforms: web development, social media, systems administration, and data analysis, yet remains easy to read and learn. This introductory course will cover the foundations of problem solving through Python programming learning the basics of object-oriented software development and begin to explore some of the more advanced tools and frameworks available. This course provides the student with the preliminary understanding towards starting an entry-level or internship position as a programmer. Sign up today!

10 Sessions // 30 hours // $599
Tues & Thurs; 6:00pm — 9:00pm
Jan. 30 — Mar. 1, 2018
Mar. 30 — Apr. 19, 2018
May 8 — June. 7, 2018
* Intermediate & advance courses available. Please check the website for scheduled dates.

PYTHON BOOTCAMP
Python is a powerful general-purpose programming language that integrates seamlessly with libraries that offer Data Science and Machine Learning support. The goal of this 15-week bootcamp is to provide you with intermediate to advanced python programming skills that can be integrate with Data Science and Machine Learning systems. In today’s job market, learning Python is an in demand skill and will make you more competitive. Upon completion, you’ll have a strong understanding of advanced python programming topics, Data Science and Machine Learning fundamentals, and build an application driven by Data Science Analysis and Programming. Sign up today!

30 Sessions // 90 hours // $1,499
Tue & Thur; 6:00pm — 9:00pm
Mar. 27 — Apr. 26, 2018
June 12 — Sept. 20, 2018
INTRO TO STRUCTURED QUERY LANGUAGE (SQL)

Database professionals in the labor economy is on the “rise” creating a surge for individuals who possess the right skills to store and query large data sets. This introductory course is designed for those who have some or no knowledge of databases. Jumpstart your career today!

10 Sessions // 30 hours // $699
Mon & Wed; 6:00pm — 9:00pm
Feb. 5 — Mar. 14, 2018
Apr. 2 — May 2, 2018
May 21 — June 20, 2018

INTERMEDIATE SQL (CERTIFICATION)
Prerequisite: INTRO TO SQL

Expand your database knowledge in learning more advance techniques to manage and query data. In addition, students will be prepared for certification to take the MCP (Microsoft Certified Professional, Exam 98-364). It will show employers that you understand and have a foundation on relational databases, including Microsoft SQL server. Sign up today!

10 Sessions // 30 hours // $799
Mon & Wed; 6:00pm — 9:00pm
Sat; 9:30am — 4:30pm
Apr. 7 — May 5, 2018

DATA VISUALIZATION WITH TABLEAU
Prerequisite: SQL

Database professionals in the labor economy is on the rise. Over the next 10 years the Department of Labor has projected a job increase for individuals who possess the right skills to store and query large data sets. This course is will leverage best practices to understand Data, create robust spreadsheet models using excel, a general survey of SQL to input, extract and manipulate data stored in a database, and enhance data models and insights with Tableau visualizations. Excel is a standard across many industries and often time used to access, manipulate, evaluate, and visualize data. The course is intended for students, business and technical professionals who would like to understand how to develop Tableau Dashboards Visualization of data, which is a key requirement for business decision makers. This is a hands-on course and intended for those who have some knowledge of databases and would like to jumpstart their career. Sign up today!

5 Sessions // 30 hours // $1,199
Sat; 9:30am — 4:30pm
Apr. 7 — May 5, 2018

GRAPHIC DESIGN & WEB DEVELOPMENT BOOTCAMP

FILM EDITING BOOTCAMP

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

15 Sessions // 90 hours // $899
Mon & Wed; 6:00pm — 9:00pm
Mar. 26 — July 11, 2018

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

Jumpstart your career in Web Development! This course offers a real world, hands-on approach and will teach you how to become a Web Developer by applying best practices for structuring web page content with HTML, enhancing content presentation with CSS styling, and adding interaction to websites with JavaScript and JQuery. Also, you will be able to customize websites by using Responsive Web Design to detect user’s 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 // $2,499
Sat, 9:30am — 4:30pm
Apr. 7 — Aug. 25, 2018

GRAPHIC DESIGN BOOTCAMP

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

15 sessions // 90 hours // $899
Sat, 9:30am — 4:30pm
Apr. 7 — July 21, 2018

INTRO TO APP DEVELOPMENT WITH SWIFT

Basic proficiency in building apps with Swift (96 hours). This is a “non-majors” course and is recommended for designers (and others) who want to acquire or enhance app development skills without the time investment required by more comprehensive coverage of computer science concepts. Whether you are an experienced coder or a novice interested in getting started, BMCC has just the program for you. This twelve week curriculum was designed by Apple engineers and educators to teach students how to design apps using Swift. A number of popular apps like Airbnb, Kayak, TripAdvisor, Venmo, and Yelp were created with Swift.

The course takes students with no programming experience and enables them to build fully-functional apps of their own design.

12 sessions // 96 hours // $1,900
Students are required to purchase or have appropriate the hardware in order to participate in the program. Please call for (212) 346-8410 for more details and hardware specifications.

BMCC CODING ACADEMY *NEW*

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 IT skills and training on developing iOS Apple apps and coding in the iOS Apple platform. Swift Programming is in high demand. Whether you are an experienced coder or a novice interested in getting started, BMCC has just the opportunity for you. Sign up today!

Level 1— Intro 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 X-Code as a development tool (90 hours) *Coming Soon*
Level 3— SWIFT for IT Professionals II: Advanced applications using SWIFT and X-Code as the development tool (90 hours) *Coming Soon*

90 sessions // 270 hours // Price: TBD
Tue & Thur, 6:00pm — 9:00pm
Sat, 12:00pm — 3:00pm
Coming Spring 2018

In the App Development with Swift course, students will learn to code and design fully functional apps, gaining critical job skills in software development and information technology. The curriculum is designed by Apple engineers and educators and uses Swift, one of the world’s most popular programming languages. Don’t miss your opportunity to learn to code with curriculum from the company who invented Swift and defined the App Economy. Sign-up today!

Learn more and watch this film: https://www.apple.com/everyone-can-code/
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 courses are for you! We offer: Facebook, Instagram, LinkedIn, Twitter, Pinterest and more!

5 Sessions // 6 hours // $599
Sat; 9:30am — 4:30pm
Apr. 21 — May 26, 2018

MICROSOFT OFFICE PROFESSIONAL

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

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

20 Sessions // 60 Hours // $699
Tues & Thurs; 6:00pm — 9:00pm
Mar. 27 — May 31, 2018
Prerequisite: A+ and/or CCNA

This course offers a hands-on approach to learning Server Infrastructure in a Windows Server 2012 environment. It will prepare you for the Microsoft Certified Solutions Expert (MCSE) certification which will validate your skills set for managing a Windows Sever 2012 network. You will learn from industry experts using real world scenarios while preparing for the workforce. This class will cover: Installing and Configuring Windows Server 2012; Administering Windows Server 2012, Configuring Advanced Windows Server 2012 Services, Designing and Implementing a Server Infrastructure, and Implementing an Advanced Server Infrastructure.

12 Sessions // 36 Hours // $899
Tue & Thur; 6:00pm — 9:00pm
Apr. 3 — May 10, 2018

CONTINUING EDUCATION

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

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

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

* Restrictions may apply.

Jan. 23 & 25, Mar. 20 & 22, May 22 & 24

LOCATED AT 25 BROADWAY,
8TH FLOOR, NY, NY 10004
Professional Development focuses on career enhancement and functional marketplace expertise through the acquisition, or development of project management, project planning and control leadership skills, business writing fluency, notary public and increased knowledge and proficiency in QuickBooks.

**BASIC ACCOUNTING WITH QUICKBOOKS**
In this hands-on class you will be learning the basics of accounting as practiced in the U.S.A. while learning the techniques and tricks needed to fully utilize the QuickBooks program. By the end of the class students would have learned how to:

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

12 Sessions // 36 hours // $275
Mon & Wed; 6:00pm — 9:00pm
Feb. 5 — Mar. 19, 2018
May 21 — June 27, 2018

**ADVANCED ACCOUNTING WITH QUICKBOOKS**
In this class you will be learning advanced accounting as practiced in the USA and how to use the bookkeeping computer program QuickBooks at an advanced level, including:

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

12 Sessions // 36 hours // $475
Mon & Wed; 6:00pm — 9:00pm
Apr. 9 — May 16, 2018

**PROFESSIONAL GRANT WRITING ONLINE COURSE**
Professional grant writing online courses feature state-of-the-art presentations that utilize an audiovisual and user-responsive teaching approach. Selections range from Comprehensive to Topic-Specific options.

**Comprehensive Course** — Designed for beginners as well as advanced grant writers who want to initiate or finalize their proposals. After completing this course, you will be able to navigate key search engines, locate the donors and grants that fit your needs, and write proposals that win competitions.

**Topic-Specific Courses** — Provide the flexibility of learning each of the key grant writing concepts in depth and at your own pace. Selections include: Finding the Right Grant Donors, Strategically Planning your Grant Requests, Key Proposal Pieces, and How to Persuade Grant Reviewers.

After completing these online courses, you will know how to:

- Identify Funding Sources
- Comprehend Strategic Planning
- Write Key Pieces of the Proposal
- Develop the Heart of the Grant
- Address Accountability
- Understand the Review Process

Open Enrollment // Self-Paced
Comprehensive — $695 // Topic-Specific — $135 per course
PROFESSIONAL SKILLS

NOTARY PUBLIC COURSE
Explore a new pathway; gain a valuable credential — “Notary Public License.” This class introduces students to the basics of what a notary does. Learn the terminology, 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
Tue & Thurs; 6:00pm — 9:00pm
Jan. 18 & 23 | Mar. 15 & 20 | May 17 & 22, 2018

NAIL SPECIALTY TRAINEE PREP COURSE *NEW*
Pre Requisite: Trainees must be fluent in English and have a valid registration with 1 year experience. Familiarity with Milady Nail Technology text.

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

6 Sessions // 36 hours // $295
Mon & Tue; 10:00am — 5:00pm
Jan. 22 — Feb. 6, 2018
Apr. 16 — May 1, 2018

BUSINESS LAW FOR SMALL BUSINESSES *NEW*
Thinking of starting a business? Or already have one? This practical course covers the major issues, laws and regulations which governs business enterprises. Students will take away from this course the knowledge, extensive examples and case studies they can use to pursue their dreams.

6 Sessions // 18 hours // $499
Mar. 6 & 8 | Apr. 10 & 12 | May 15 & 17, 2018

HOW TO START AND OPERATE A BUSINESS *NEW*
Want to be your own boss? Want to control your own destiny? Are you passionate about a product or service? Do you have what it takes to be a successful entrepreneur? This practical course will take you through the business, legal, and financial steps of starting and running your own business. Students will gain actionable knowledge, insights, tools and examples to pursue their dreams.

6 Sessions // 18 hours // $499
Mon & Wed; 6:00pm — 9:00pm
Feb. 5 — Feb. 28, 2018
Mar. 5 — Mar. 21, 2018
Apr. 9 — Apr. 25, 2018
May 14 — May 30, 2018

HOW TO START AND OPERATE A NONPROFIT ORGANIZATION *NEW*
Are you passionate about social, economic or human right issues which affect your community? Do you have a vision and solution to solve these problems? This course will give you the practical tools to start and run your own nonprofit organization. Lectures and example handouts will take you through conceiving your idea, designing your vision, planning your programs, structuring your organization, raising funds and executing your business plan. Students will come away with a draft business plan which they will write in class which will become the blueprint to achieve their dream.

6 Sessions // 18 hours // $499
Tue & Thur; 6:00pm — 9:00pm
Feb. 6 — Feb. 22, 2018
Mar. 6 — Mar. 22, 2018
Apr. 10 — Apr. 26, 2018
May 15 — May 31, 2018

BMCC Center for Continuing Education and Workforce Development
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 requirements. You can gain the skills needed to offer specialized legal services for these employers without the time and expense of a pursuing a full law degree. To build your credentials for legal career opportunities, consider these excellent courses that BMCC Continuing Education offers in partnership with The Center for Legal Studies.

LIVE LEGAL STUDIES COURSES

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

12 Sessions // 84 hours // $1,289
Sat; 9:00am — 5:00pm
Feb. 3 — May 5, 2018
May 30 — July 28, 2018

LEGAL NURSE CONSULTANT TRAINING
Preparing Registered Nurses and Physician’s Assistants for a career in the legal field as Legal Nurse Consultants. This course provides the fundamentals skills necessary to advise law firms, health care providers, insurance companies, and government agencies regarding medically-related issues and to appear in court as expert witnesses.

6 Sessions // 42 hours // $895
Sat; 9:00am — 5:00pm
Feb. 24 — Apr. 7, 2018

LEGAL SECRETARY CERTIFICATE
For entry-level and experienced secretaries who are interested in improving their skills and working more efficiently within the 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, various written documents, and many more.

6 Sessions // 42 hours // $645
Sat; 9:00am — 5:00pm
Feb. 24 — Apr. 7, 2018

ONLINE LEGAL STUDIES COURSES

Start dates for all Online Courses:
Jan. 8 — Feb. 23, 2018,
Mar. 5 — Apr. 20, 2018,
Apr. 30 — Jun. 15, 2018,
Jun. 25 — Aug. 10, 2018

ADVANCED PARALEGAL CERTIFICATE
270 HOURS // $1,800
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.

Register @ www.legalstudies.com/vendor/bmcc/
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>ALTERNATIVE DISPUTE RESOLUTION (MEDIATION) CERTIFICATE</td>
<td>45 HOURS / $645</td>
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<tr>
<td>EMPLOYMENT LAW CERTIFICATE COURSE</td>
<td>45 HOURS / $729</td>
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<tr>
<td>VICTIM ADVOCACY CERTIFICATE</td>
<td>45 HOURS / $645</td>
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<tr>
<td>LEGAL NURSE CONSULTANT</td>
<td>42 HOURS / $895</td>
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<tr>
<td>LEGAL SECRETARY ONLINE</td>
<td>42 HOURS / $645</td>
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<tr>
<td>PARALEGAL ONLINE</td>
<td>90 HOURS / $1,289</td>
<td></td>
</tr>
<tr>
<td>PERSONAL INJURY FOR PARALEGALS</td>
<td>45 HOURS / $729</td>
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</tbody>
</table>

This exciting course is designed to teach legal investigation to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegal’s, 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 develop 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.

In this course, you’ll learn how to select the best method to achieve the most positive result for both parties. You’ll also delve into negotiation skills and ethical considerations.

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

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.

Preparing Registered Nurses and Physician’s Assistants for a career in the legal field as Legal Nurse Consultants. This course provides the fundamentals skills necessary to advise law firms, health care providers, insurance companies, and government agencies regarding medically-related issues and to appear in court as expert witnesses.

For entry-level and experienced secretaries who are interested in improving their skills and working more efficiently within the 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, various written documents, and many more.

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

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

Class discussions and lesson material will include the different kinds of 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 // $729
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 // $645
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 // $729
In this course, you’ll learn about computer operating systems, peripheral devices, and software for a host of legal applications, such as tracking and billing, case management, docket control, litigation support, electronic discovery, and trial presentation graphics.

LAW SCHOOL PREPARATION COURSE  45 HOURS // $300
This course’s objective is to teach a proven approach for attacking the onerous casebook method of instruction so that a dedicated student can maximize his or her study time and grades even before the first day of law school. We will show you how not to get lost in the “paper waste.”

TEST PREPARATION

PREPARING FOR THE GMAT  45 HOURS // $300
This course features a math review and techniques for tackling the problem solving and data sufficiency questions that make up the math section of the GMAT. This course also covers all question types on the verbal sections and practice on actual GRE tests from previous years.

PREPARING FOR THE GRE  45 HOURS // $300
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the Math sections of the GRE. This course also covers all question types on the verbal and analytical sections and practice on actual GRE tests from previous years.

PREPARING FOR THE LSAT  45 HOURS // $300
This course provides an overview of law school entrance procedures, a career in law, and law school survival techniques. It includes an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, and practice on actual LSAT exams from previous years.

PREPARING FOR THE SAT/ACT  45 HOURS // $250
This course first will prepare you for all of the question types found on both tests using test-taking techniques taught to thousands of college bound students around the world. We will analyze each of the test question areas and give special consideration given to math and verbal refreshers and techniques aimed at relieving test-taking anxiety. You will practice on actual SAT & ACT tests from previous years.

Register @ www.legalstudies.com/vendor/bmcc/
PERSONAL DEVELOPMENT

Ready to get out of a rut, do something fun, or learn something new? We offer a number of courses from Modern Language to Wedding and Event Planning to Learning Across America.

MODERN LANGUAGE

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

8 Sessions // 24 hours // $250

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

8 Sessions // 24 hours // $250

COMMUNITY SWIM PROGRAM

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

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

Senior Lap Swim fees:
Winter/Spring $155
Summer/Fall $200

Adult Lap Swim fees:
Winter/Spring $255
Summer/Fall $300

Spring: Jan. — May
Summer: May — Aug.
Mon — Fri; Day; 7am — 10am
Eve; 6:30pm — 8:30pm
Sat & Sun; 8am — 10am

Visit our website at www.bmcc.cuny.edu/ce for upcoming schedules.

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

10 Sessions // $1,795
Wed, 6:00pm — 9:30pm
Jan. 24 — July 11, 2018

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, LWPI’s detailed step-by-step methodology teaches clear and concise formulas for detailing the personal and professional aspects of any social event. Tuition includes textbook, online curriculum and certification exam.

10 Sessions // $1,395
Mon; 6:00pm — 9:30pm
Jan. 22 — Apr. 9, 2018
May 7 — July 16, 2018
Sat; 10:00am — 1:30pm
Mar. 3 — May 5, 2018

Become a Certified Wedding & Event Planner
In our Learning Across America program you will explore the history, geography, landmarks, arts, and customs that characterize North America. You will learn about fascinating cultures and locales through classroom lectures, films, articles, and discussions while improving your English communication skills. In addition to the classroom instruction, you will participate in a tour to the destination you are studying!

Each course consists of 3 days of class on weekends over 3 or 4 weeks, followed by a weekend trip to the locale studied. This program is open to anyone who wants to learn about the politics, geography, cultural, and literary history of some of North America’s most pivotal cities. Au Pairs and Retirees are especially welcome. The tuition includes the classes, transportation to, a tour of, and accommodation in the destination for the weekend.

FOR PRICES, VISIT OUR WEBSITE*

2018 courses held in Manhattan include:

• Niagara Falls: The Flow of History
• Montreal: French influence in America
• Washington, DC: Monuments and Memorials
• Boston: A Revolutionary City
• Philadelphia and Amish Country
• Chicago (airfare not included in tuition)
• New Orleans (airfare not included in tuition)

Please check our Learning Across America course listings for specific details and for information about courses held in:

• Morristown, New Jersey
• Fairfield, Connecticut
• Philadelphia
• Washington, DC
• Chicago

* For further information, visit our website http://www.campusce.net/learningacrossamerica/category/category.aspx and the phone # to 212-776-2425 or 646-204-6865.
ESL

Our ESL (English as a Second Language) classes for Intermediate and Advanced level learners are limited to 20 students providing the benefit of 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 presentation, 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
Sat; 9:00am — 1:00pm
Jan. 13 — Mar. 24, 2018
Apr. 14 — Jun. 23, 2018

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

10 Sessions // 30 hours // $280
Sat; 9:30am — 12:30pm
Jan. 13 — Mar. 24, 2018
Apr. 14 — Jun. 23, 2018

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 skills, reading and writing.

10 Sessions // 40 hours // $350
Sat; 9:00am — 1:00pm
Jan. 13 — Mar. 24, 2018
Apr. 14 — Jun. 23, 2018

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

10 Sessions // 30 hours // $280
Jan. 13 — Mar. 24, 2018
Apr. 14 — Jun. 23, 2018
ESL CREATIVE WRITING AND READING
This course is designed for Advanced ESL students, including those who are interested in enrolling in college in the future. Students will:
• Study writers who have lived in and written about New York City
• Learn a variety of literary techniques, to be practiced in class
• Have a long-term project (poems, stories, the beginning of a novel or personal essays) to bring in twice a semester for constructive feedback
• Study vocabulary and some grammar, mainly as a tool to convey style or emotion
• Have abundant time to practice speaking and listening comprehension skills during discussions about the fiction that they read and write for the class.

10 Sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
Jan. 13 — Mar. 24, 2018
Apr. 14 — Jun. 23, 2018

ESL ACADEMIC WRITING
This course is designed for advanced ESL students who are considering enrolling in college in the US. The course is modeled after a freshman composition course, required in most US colleges. Students will:
• Explore models of 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
Sat; 1:30pm — 4:30pm
Jan. 13 — Mar. 24, 2018
Apr. 14 — Jun. 23, 2018

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

10 Sessions // 40 hours // $350
Sat; 10:00am — 2:00pm
Jan. 13 — Mar. 24, 2018
Apr. 14 — Jun. 23, 2018

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

Our preparation course gives students targeted practice to improve scores in all four tested skills. Students will also learn tips to improve their test-taking abilities for the internet-based TOEFL test (iBT).

10 Sessions // 40 hours // $350
Sat; 10:00am — 2:00pm
Jan. 13 — Mar. 24, 2018
Apr. 14 — Jun. 23, 2018
LSAT FREE DIAGNOSTIC EXAM
*NEW*
Register today for a FREE LSAT Diagnostic exam. One important way to prepare for the LSAT is to simulate the day of the test by taking a practice test under actual time constraints. This one day workshop is designed to evaluate and review the reading comprehension, analytical reasoning and logical reasoning questions of the actual LSAT exam. Taking a practice test under timed conditions will help students to estimate the amount of time you can afford to spend on each question and to determine the question types on which you may need additional practice. You will grade your own exam while the instructor explains each area of difficulty. Upon completion, you can enroll in our full LSAT preparation course.

2 Sessions // 8 hours // $20
Wed; 10:00am — 3:00pm
Thur; 10:00am — 1:00pm
Apr. 4 — Apr. 5, 2018

THE LAW SCHOOL ADMISSION TEST (LSAT)
LSAT is an integral part of the law school admission process in the United States. It provides a standard measure of acquired reading and verbal reasoning skills that law schools can use as one of several factors in assessing applicants. The LSAT is designed to measure skills that are considered essential for success in law school:

Reading and comprehension of complex texts with accuracy and insight; the ability to manage and organize information, as well as the ability to draw reasonable inferences from it; the ability to think critically; lastly the ability to evaluate and analyze of the reasoning and arguments of others.

13 Sessions // 40 hours // $750
Mon & Wed; 6:00pm — 9:00pm

THE GRADUATE RECORD EXAM (GRE)
This standardized test that is an admissions requirement for most graduate schools in the United States. The majority of graduate programs and business schools require the GRE for admission and use scores to evaluate readiness for graduate-level work. The exam is often used to help determine whether a student is awarded graduate fellowships, graduate research or teaching positions.

The GRE exam is composed of six sections:
1. one section on analytical writing
2. two quantitative multiple-choice sections
3. two verbal multiple-choice sections
4. one unscored multiple-choice section

13 Sessions // 40 hours // $750
Tues & Thurs; 6:00pm — 9:00pm

SCHOLASTIC APTITUDE TEST (SAT)
Anxious about the SAT?
It’s time to start thinking about college applications. So stop worrying about your SAT score and start doing something that will prepare you to achieve a higher score today!

With our help and resources, we provide in-depth reviews and time efficiency. Practice tests and strategy sessions are provided to ensure your readiness for colleges and universities. Our course will cover both the Math and Verbal portions of the SAT exam. Our classes are taught by an experienced and engaging instructor who has SAT preparation expertise.

10 sessions // 30 hours // $650
Sat; 10:00am — 1:00pm

*BMCC Alumni’s get 5% off
*Restrictions may apply.
Online Training
**ONLINE CAREER TRAINING**

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

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<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>SRP</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>ED2GO SUITES</strong></td>
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</tr>
<tr>
<td>ACCOUNTING FUNDAMENTALS SERIES</td>
<td>$174</td>
<td>If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.</td>
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</tr>
<tr>
<td>SPEED SPANISH SERIES</td>
<td>$261</td>
<td>Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.</td>
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</tr>
<tr>
<td>C# PROGRAMMING SERIES</td>
<td>$174</td>
<td>Learn the fundamentals of computer programming with C#, the in-demand and incredibly useful programming language that incorporates the best features of Visual Basic, C++, and Java.</td>
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<tr>
<td>WEB DESIGN VALUE SUITE</td>
<td>$261</td>
<td>Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and Javascript.</td>
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<th>National Certification/Internships/Job Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUSINESS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>THE COMPLETE PROJECT MANAGER WITH CAPM® AND PMP® PREP</td>
<td>130</td>
<td>$1,995</td>
<td>This program provides you with a understanding of project management by combining the Essentials of Project Management with Mastering Project Management programs.</td>
<td>Meets or exceeds the educational requirements for those interested in the Project Management Professional PMP and CAPM certifications.</td>
</tr>
<tr>
<td>FREIGHT BROKER/AGENT TRAINING</td>
<td>180</td>
<td>$1,895</td>
<td>In this growing industry, you connect shippers and manufacturers with transportation companies and manage those shipments.</td>
<td>Every Friday there is a virtual event where all graduates have the opportunity to meet and discuss agent positions with participating freight brokerages.</td>
</tr>
<tr>
<td>LEAN SIX SIGMA GREEN BELT WITH BLACK BELT WITH 1-ON-1 PROJECT COACHING (EXAM COST INCLUDED)</td>
<td>125</td>
<td>$3,195</td>
<td>This online program will teach you Lean Six Sigma process improvement projects from start to finish.</td>
<td>Lean Six Sigma Green Belt and Lean Six Sigma Black Belt Certification exams. The registration fee for these exams are included with the program. In this program you will receive 1-on-1 Project Coaching with a Master Black Belt. This coaching will help ensure that your project is completed properly and efficiently.</td>
</tr>
</tbody>
</table>
### HEALTHCARE

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) (VOUCHER INCLUDED)</td>
<td>160</td>
<td>$1,495</td>
</tr>
<tr>
<td>This program will train you to handle the complexities of healthcare management and patient care. Upon completion of this program you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA).</td>
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</tr>
<tr>
<td>CPC CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (VOUCHERS INCLUDED)</td>
<td>500</td>
<td>$3,195</td>
</tr>
<tr>
<td>You will be trained to handle the complexities of healthcare management and medical billing and coding and will give you a competitive edge in the industry. Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC) and the Certified Medical Administrative Assistant (CMAA) exam offered by National Healthcareer Association (NHA). Also, Certified Billing and Coding Specialist (CBCS) exam and the Certified Coding Associate (CCA) exam.</td>
<td></td>
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</tr>
<tr>
<td>CBCS MEDICAL BILLING AND CODING (VOUCHER INCLUDED)</td>
<td>340</td>
<td>$2,195</td>
</tr>
<tr>
<td>This nationally recognized program combines the Medical Billing and Coding program with medical terminology training. CBCS Medical Billing and Coding (Voucher Included)</td>
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<tr>
<td>ICD-10 MEDICAL CODING</td>
<td>200</td>
<td>$1,795</td>
</tr>
<tr>
<td>In ICD-10 Medical Coding you will master the steps for using ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.</td>
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<tr>
<td>MEDICAL INTERPRETER (SPANISH-ENGLISH)</td>
<td>200</td>
<td>$2,395</td>
</tr>
<tr>
<td>The Medical Interpreter training program prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed. Prepares you to sit in any of the Medical Interpreting examinations available in the country.</td>
<td></td>
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</tr>
<tr>
<td>CLINICAL DENTAL ASSISTANT</td>
<td>240</td>
<td>$1,995</td>
</tr>
<tr>
<td>The Clinical Dental Assistant Online Program prepares you to become a productive member of a dental team. Upon finishing this program, you’ll be prepared to successfully complete the radiology and infection control portions of the Dental Assisting National Board* exam. Additionally, a 40-hour Dental Externship is offered to our Clinical Dental Assistant students.</td>
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</tbody>
</table>

### INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCNA: ROUTING AND SWITCHING (VOUCHER INCLUDED)</td>
<td>180</td>
<td>$2,195</td>
</tr>
<tr>
<td>The Cisco CCNA Online Program gives you the knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 200-125 CCNA exam or the 100-105 ICND1 and 200-105 ICND2 exams</td>
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</tbody>
</table>

Register @ www.careertraining.ed2go.com/bmcc
<table>
<thead>
<tr>
<th>Program Description</th>
<th>Credits</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPTIA™ A+, NETWORK+, SECURITY+ CERTIFICATION TRAINING (VOUCHERS INCLUDED)</td>
<td>480</td>
<td>$3,995</td>
</tr>
<tr>
<td>This program will prepare you for CompTIA™ A+, Security+ and Network+ certifications.</td>
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</tr>
<tr>
<td>ORACLE SQL AND PL/SQL + PYTHON DEVELOPER + JAVA PROGRAMMER</td>
<td>375</td>
<td>$2,595</td>
</tr>
<tr>
<td>You will learn how to use SQL to build applications and generate business reports, master SQL using an Oracle database. You will learn to write useful Java classes and you will also gain an understanding of Python's place in the wider programming world.</td>
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</tr>
<tr>
<td>COMPTIA LINUX+ AND UNIX TRAINING (VOUCHERS INCLUDED)</td>
<td>130</td>
<td>$1,695</td>
</tr>
<tr>
<td>By taking the Linux+ and Unix Certification Training program you will become an expert in one of the world's most popular Operating Systems.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CERTIFIED INFORMATION SECURITY MANAGER (CISM)</td>
<td>120</td>
<td>$1,395</td>
</tr>
<tr>
<td>Obtaining your CISM certification qualifies you for a position in Risk Management, Security Auditor, Compliance Officer or an executive management position as a CSO, CTO or CIO.</td>
<td></td>
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</tr>
<tr>
<td>CERTIFIED ETHICAL HACKER (VOUCHER INCLUDED)</td>
<td>100</td>
<td>$2,895</td>
</tr>
<tr>
<td>The Certified Ethical Hacker (CEH) program is the core of the most desired information security training system.</td>
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<tr>
<td>LEGAL</td>
<td></td>
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</tr>
<tr>
<td>PARALEGAL (VOUCHER INCLUDED)</td>
<td>300</td>
<td>$2,195</td>
</tr>
<tr>
<td>Your training will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal certification exam through the National Association of Legal Assistants (NALA).</td>
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<tr>
<td>HOSPITALITY</td>
<td></td>
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</tr>
<tr>
<td>CERTIFIED WEDDING PLANNER</td>
<td>340</td>
<td>$1,595</td>
</tr>
<tr>
<td>In this program, you will master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties.</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td></td>
<td><strong>$11,865</strong></td>
</tr>
</tbody>
</table>
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 on 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 and 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

“We hired BMCC to develop a training program for our employees which focused on Communication Skills, Customer Service Skills and Microsoft Excel Skills—we were very pleased with the service provided by the Continuing Education staff, and how easy they were to work with.”

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

Pre-Eligibility

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

Next Training Dates:
March 26 - August 24, 2018
Monday - Friday, 9:30am - 4:30pm
SEATING IS LIMITED!

Register to attend Information Session
Wednesdays at 10 am
By visiting website at www.bmcc.cuny.edu/ce or call 212-346-8410 / 8420
25 Broadway, 8Fl New York, NY 10004

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

CUNY TechWorks is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.
The Center for Continuing Education and Workforce Development offers a variety of courses and workshops that are scheduled throughout the semester. Please refer to individual listings for dates and times.

REGISTRATION LOCATION AND GENERAL REQUIREMENTS

Bursars Office is located at:
25 Broadway, 8th Floor
Telephone: 212.346.8410
Fax: 212.785.6832
E-mail: www.bmcc.cuny.edu/ce

General requirements for registration are:

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

The Center of Continuing Education will help you choose the course appropriate for your needs. Telephone: 212.346.8410.

IN-PERSON REGISTRATION
Mon — Thurs; 9:30am — 7:00pm
Tues; 10:00am — 6:00pm
Fri — Sat; 9:00am — 4:00pm

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

PAYMENT OPTIONS
BMCC Adult Continuing Education strives to provide you with flexible payment plans, so your focus remains obtaining the education and career training you deserve. To learn more about our payment options, visit our website and click on “Payment Options” located on the bottom of the page or call 212.346.8410.

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

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

REGISTRATION CONFIRMATION
The Continuing Education Department will forward an electronic confirmation of your registration for a course or program as soon as registration is completed and payment is made. If you do not receive an automatic email confirmation, please contact us at 212.346.8410.

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

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

ONLINE REGISTRATION, CURRENT STUDENTS
To register online, visit www.bmcc.cuny.edu/ce. View current listings of courses and availability.

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

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

Please note: discounts are 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 to purchase the required textbooks or other course materials. The cost of these is not included in the tuition price, unless otherwise indicated.
REFUND & DEADLINE POLICY
1. Each program or course may have unique attendance and academic policies that, if not adhered to, will result in dismissal with no tuition refund.
2. Students unable to attend the courses they have registered for must, in writing, inform the Continuing Education department that they wish to withdraw. Failure to complete the course DOES NOT entitle the student to a tuition refund.
3. Failure to attend a class or dismissal from class due to lateness does not entitle a student to a refund. A student is still liable for full payment of the course.
4. No refunds or credits will be issued on the first day of class for classes that meet only 1 or 2 days and/or four sessions or fewer. Refunds are processed in the order they are received and may take up to 4 to 6 weeks to be processed.
5. Tuition courses purchased by credit/debit card account will be refunded to the same credit card account number.
6. A nonrefundable penalty of $25 will be applied toward each late payment and a $10.00 fee for a stop-payment (subject to change without notice).
7. A non refundable penalty of $10.00 will apply toward each 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 Bursars Office is notified of the withdrawal.
2. Withdrawal or refund requests cannot be made by telephone, or by other means (i.e. instructor, pool guard etc.) All refund requests must be submitted in writing. E-mail is acceptable.
3. Refunds are granted if your written request to withdraw is received by our Bursar office as per the schedule listed below.
4. Requests sent by mail will be considered by the date they are postmarked.
5. Tuition courses purchased by credit/debit card account will be refunded to the same card account number.
6. A nonrefundable penalty of $25 will be applied toward each late payment and a $10.00 fee for a stop-payment (subject to change without notice).
7. A non refundable penalty of $10.00 will apply toward each late registration for a tuition course (subject to change without notice).

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

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

For Classes meeting 5 Sessions or more:
• Up to 2 business days before the first class session, the student will receive a 100% refund or a 100% tuition credit letter.
• Before the second class session, 50% tuition refund or 100% tuition credit letter.
• After the second class session, NO tuition refund.

RETURNED CHECKS
In accordance with City University regulations, all students whose checks are returned from the bank as unpaid 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 teach 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 professionals for 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 WWIN 1010am radio or NY1 television for a formal college closure announcement, or call 212.346.8410.

STATEMENT OF NON-DISCRIMINATION
Borough of Manhattan Community College of The City of 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 redassword 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 currently enrolled students to retake ACE courses. However, consideration will be given to student requests on a case-to-case basis. Should a request be granted, the following conditions will apply subject to further restrictions:

Repeating Classes for Students Enrolled in Certificate Programs:

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

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

OTHER STUDENT FEES
I. Administrative Fees
Continuing Education students with partial payment agreements are charged a non-refundable student administrative fee of $25.00.

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

III. Replacing ID card fee
Students who have lost their BMCC Continuing Education ID card should go to the Bursars 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 persons upon completion of the course. Original Official transcripts will be charged at $20.00. The standard fee for each additional Official copy is $7.00. These fees are non-refundable.

V. Certificates
Original certificates for non-degree programs are issued without charge to all persons proceeding to certificate programs. Replacement or supplementary copies of your original certificate will be charged at $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 Bursars 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.
Start Here. Work Anywhere.

CENTER FOR CONTINUING EDUCATION
AND WORKFORCE DEVELOPMENT

Winter/Spring 2018 • Course Catalog

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212-346-8410

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