Center for Continuing Education and Workforce Development

Borough of Manhattan Community College
The City University of New York
25 Broadway, 8th Floor
212-346-8410
www.bmcc.cuny.edu/ce

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SUBWAY LINES:

A  C  TO FULTON STREET
4  5  TO BOWLING GREEN
J  Z  TO BROAD STREET
1  N  R  TO RECTOR STREET

BUS LINES:

M5, M15, AND M20 TO SOUTH FERRY
M9 TO BATTERY PARK CITY
LETTER FROM PRESIDENT ANTONIO PEREZ

Since BMCC first opened its doors in 1964, our mission has been clear: to serve the residents of New York City, especially during hard times. Our programs and course offerings at the Center for Continuing Education and Workforce Development—as well as in our many degree programs—reflect that commitment.

We continue to closely gauge New York City’s workforce needs, consulting with employers to ensure we are providing an enhanced pool of qualified workforce candidates. We are keenly aware of the changes in today’s workplace, and continually enhance our programs to utilize and teach the latest in technology—ensuring that our students develop relevant, in-demand skills, in line with their short and long-term goals.

At BMCC, we are also developing partnerships with businesses and institutions that greatly benefit our students. Working closely with employers, we are providing career training to individuals looking to return to the workforce or strengthen their skills in an existing position.

Hailing from all five boroughs and over 165 countries, our student body brings unique perspectives and talents to our classrooms. We invite you to take part in our wide range of services and programs, and welcome you to visit our campus to see all that we have to offer.

Sincerely,

ANTONIO PEREZ
President, Borough of Manhattan Community College, CUNY
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STUDENT SPOTLIGHT

NETWORK+/CCNA
Inti Rodriguez became the IT Administrator of a child care agency by chance. He held that position for 13 years becoming an IT veteran in the process, but without any certificates, he had difficulty landing a job after his employer went out of business. That’s when he found out about Project Scale a program in partnership with BMCC Continuing Education and Per Scholas and signed up without any hesitation. Inti pursued his Network+ and CCNA certification with BMCC Continuing Education and immediately landed a job upon graduating. Within five months his new employer offered him a position to be the head IT field tech for one of the companies biggest clients, which just so happened to be a child care company. Inti’s career in IT may have begun by chance, but he thrives today due to his strong work ethic, sheer determination, and what he enthusiastically refers to as his awesome experience at Per Scholas, at that is by design.

CISCO CERTIFIED NETWORK ASSOCIATE
Prior to completing the Cisco Certified Network Associate (CCNA) program at BMCC Continuing Education I was a Geek Squad Supervisor. During the course I learned about Routers and Switches, how to configure and troubleshoot them. The course was very intense and pushed me to do my best. I am now eager to move on to the next step and get CCNP certified. Our class Professor and staff were such a great help and motivation to use during the course as well as my classmates. We all worked together as a team to ensure that we all understood and pass the class. Knowing what I was able to accomplish in this course has kept me motivated and excited on what the future holds for me and get closer to achieving my goal in becoming a Network Engineer.

MEDICAL ASSISTANT SPECIALIST
Valinda Parrilla, a past BMCC Continuing Education Graduate of the Medical Assistant Specialist program, has achieved a promising career from the foundations of the program. Starting in January 2014, Valinda learned clinical and administrative skills to help prepare her for the busy medical office setting. Through the assistance of the BMCC Job Development team, Valinda secured an internship with Dr. Philip Bruder MD, and then was hired at Empire State Orthopedics and Allergy & Asthma Care of NY. Valinda is currently doing allergy testing, patch tests, asthma monitoring and front desk duties. She also passed the NHA licensing exam and is now a Certified Medical Assistant.

MEDICAL ASSISTANT SPECIALIST
Three years after graduating from high school, I found myself living as a couch potato in my parent’s home playing video games. My mother barked at me one day, “you’re lazy! When are you going back to school?” That was the push I needed. I joined the BMCC Medical Assistant Specialist Program, a partnership with Comprehensive Development, Inc. (CDI). I started with CDI’s 8-week Essential Skills Bridge Program, which confirmed my interest in the medical field. Then it was on to BMCC’s classroom. The program helped me attain the medical experience I needed to further pursue my interest in science and medicine. It also helped me to develop connections with people who supported me at CDI and BMCC. When I visited the Sim Lab at NYU Langone Medical Center, it made me realize there are different kinds of patients and that it is crucial to adapt to each individual with courage and grace. That experience reaffirmed my passion for helping people. Shortly after completing my internship at Brooklyn Dermatology, I was hired there. I love my job! I passed the NHA exam and became a Certified Clinical Medical Assistant.

Surasit Proongsak
23, Queens, NY
Technology
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 with the demand for certified individuals is inevitable. BMCC Adult Continuing Education bring industry professionals to 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 // $799
Mon & Wed; 6:00pm – 9:00pm
Sep. 12 – Dec. 5

12 Sessions // 72 Hours // $799
Sat; 9:30am – 4:30pm
Jul. 16 – Oct. 8, 2016
CAREER IN NETWORKING AND CYBERSECURITY

CISCO CERTIFIED NETWORK ADMINISTRATOR (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 200-120) 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 // $1,799
Mon & Wed; 6:00pm — 9:00pm
Aug. 16 — Jan. 11, 2017

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 // $1,799
(Coming Soon in 2017)
CCNP ROUTE IMPLEMENTING
IP ROUTING
Prerequisite: ICND 1 & ICND 2 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.

20 Sessions // 60 hours // $1,295
Tues & Thurs; 6:00pm — 9:00pm

10 Sessions // 60 hours // $1,295
Sat; 9:30am — 4:30pm
Jul. 16 — Sep. 17, 2016
Oct. 8 — Dec. 17, 2016

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.

20 Sessions // 60 hours // $1,295
Tues & Thurs; 6:00pm — 9:00pm
Jul. 5 — Sep. 8

10 Sessions // 60 hours // $1,295
Sat; 9:30am — 4:30pm
Oct. 8 — Dec. 17, 2016

CCNP TSHOOT 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.

20 Sessions // 60 hours // $1,295
Tues & Thurs; 6:00pm — 9:00pm
Sep. 20 — Nov. 29, 2016

10 Sessions // 60 Hours // $1,295
Sat; 9:30am — 4:30pm

CISCO CERTIFIED NETWORK ASSOCIATE SECURITY
Recommended: ICND 1 & 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.

20 Sessions // 60 hours // $1,095
(Coming Soon in 2017)
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 // $399
Tues & Thurs; 6:00pm — 9:00pm
Nov. 1 — Dec. 16, 2016

* 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 // $399
Tues & Thurs; 6:00pm — 9:00pm
Jul. 12 - Aug. 11, 2016
Sep. 13 — Oct. 18, 2016
Nov. 1 — Dec. 1, 2016

* 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 // $399
Mon & Wed; 6:00pm — 9:00pm
Aug. 15 — Sep. 19, 2016

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

INTRO TO RUBY*  
Ruby is a dynamic, object-oriented, general-purpose programming language widely used in web applications and servers. This introductory course will cover the foundations of problem solving through Ruby programming. Students will learn the basics of object-oriented software development and begin to explore some of the more advanced tools to the Ruby-based developer. 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 // $399
Mon & Wed; 6:00pm — 9:00pm
Jun. 27 — Aug. 1, 2016

* Intermediate & advance courses available. Please check the website for scheduled dates.
CAREER IN DATA ANALYTICS

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 // $599
Mon & Wed; 6:00pm — 9:00pm
Oct. 24 — Nov. 23, 2016

DATA VISUALIZATION WITH TABLEAU
Prerequisite: SQL
Visualization of data is a key requirement for business decision makers. Tableau is one of the most popular software packages used to achieve rich visualization in order to understand data patterns. This hands-on course is intended for students, business and technical professionals interested in developing Tableau Dashboards. Sign up today!

3 Sessions // 18 hours // $699
Sat; 9:30am — 4:30pm
Nov. 4 — Nov. 18, 2016
Dec. 2 — Dec. 16, 2016

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 // $699
Mon & Wed; 6:00pm — 9:00pm
Dec. 5 — Jan. 9, 2017

Many of our students come from all walks of life looking to accomplish their career goals. Students participating are seeking: advanced degrees, new apps/software to develop, obtaining a promotion or starting a new career. Everyone attending has found a reason to seek higher education here at the BMCC Adult Continuing Ed.
CAREER IN DIGITAL MEDIA & GRAPHIC DESIGN

INTRO TO FILM EDITING
This course provides students with the opportunity to explore the basic features of using 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. Sign up today!
5 Sessions // 30 hours // $599
Mon – Fri; 9:30am – 4:30pm

INTERMEDIATE FILM EDITING
Prerequisite: Intro to Film Editing
Continue the professional editing track and build upon skills learned in the intro to film editing. Topics will include advanced techniques in editing, effects, tilting, compression, sound and audio editing, and DVD authoring. Sign up today!
5 Sessions // 30 hours // $699
Mon – Fri; 9:30am – 4:30pm
Jul. 11 – Jul. 15, 2016

ADVANCED FILM EDITING STUDIO
Prerequisite: Advance Film Editing
Expand your learning in additional cutting edge software in Adobe Premier and Avid Media that completes the post-production process. In addition, you will learn advanced color correction, sound mixing and motion graphics will be covered. This course will prepare average film editors to become proficient in their field. Sign up today!
10 Sessions // 30 hours // $699
Mon – Fri; 9:30am – 4:30pm
Aug. 8 – Aug. 12, 2016
Aug. 2 – Aug. 26, 2016

INTRO TO PHOTOSHOP
This basic course is designed for those with or without photo-editing experience. It will cover how to create seamless tileable images for the web and print. Sign up today!
5 Sessions // 30 hours // $375
Sat; 9:00am – 4:30pm
Jul. 16 – Aug. 13, 2016
Oct. 22 – Nov. 19, 2016

INTRO TO ILLUSTRATOR
This basic course covers vector drawing that will enable you to create and design motion graphics, technical drawings, animation and special effects. Sign up today!
5 Sessions // 30 hours // $375
Sat; 9:00am – 4:30pm
Jul. 25 – Aug. 24, 2016
Sep. 12 – Oct. 17, 2016

INTRO TO INDESIGN
This basic course covers the use of basic layout and drawing tools, text and graphic manipulation, color management, style sheets and master pages. Students will learn about files for print, color profiles and modes, workspaces, and exporting to Adobe PDF file format. Sign up today!
5 Sessions // 30 hours // $375
Sat; 9:30am – 4:30pm
Jun. 4 – Jul. 9, 2016

ADVANCED GRAPHIC DESIGN STUDIO
Prerequisite: Photoshop, Illustrator & InDesign
Become a professional graphic designer using advanced techniques in computer graphics. By creating workplace standard projects such as book covers, magazine layouts and packaging, students will build on their studio experience applying essential skills to industry standard design applications using the cutting edge software in Adobe suite. We will also bring vector designs into Flash and animate them using Photoshop and After Effects. Sign up today!
20 Sessions // 60 hours // $899
Mon & Wed; 6:00pm – 9:00pm
Sep. 12 – Nov. 28, 2016
CAREER IN WEB DEVELOPMENT

HTML5 & CSS 3
Jumpstart your career with HTML and Cascading Style Sheets (CSS). This course offers a real world hands-on approach while learning best practices for structuring webpage content with HTML, and enhancing content presentation with CSS styling. You’ll learn how to capture user information using forms, create site navigation using CSS, design and modify backgrounds with images, express your artistic side with Canvas, embed video and audio for multimedia experiences (without browser plugins), and much more. This class will introduce cutting edge development techniques which is one of the cornerstones to the next wave of web and mobile developers. Sign up today!

10 Sessions // 30 hours // $475
Tues & Thurs; 6:00pm — 9:00pm
Oct. 18 — Nov. 17, 2016

ADVANCED CSS
Go from amateur to advanced using CSS more intricate page layouts. Learn to write organized and optimized CSS that will improve the maintainability, performance, and appearance of your work. Get a deeper understanding of block and in-line block elements. Master element positioning, advanced CSS selectors, CSS3 transitions, transforms and animations. Discover the great styling possibilities of CSS paired with semantic structures like Microformats and RDFa, while enriching the self-describing semantics of XHTML content. In this 30-hour hands on course, learn to use generated content, complex selector chains, and CSS3’s visual properties, such as box-shadow, in your projects.

10 Sessions // 30 hours // $475
Tues & Thurs; 6:00pm — 9:00pm
Sep. 6 — Oct. 6, 2016
Dec. 6 — Jan. 5, 2017

JAVASCRIPT & JQUERY
Take your web design skills to the next level with JavaScript and JQuery. Add interaction to your websites such as slideshows, lightboxes, form validation and more. You’ll learn to show and hide content, change HTML styles on-the-fly, detect web browsers and customize pages based on user input. Once you master JavaScript, you will learn JQuery allowing you to write JavaScript faster and easier using less code. By the end of this hands-on course, you will know how to create more interactive websites, write slimmer and faster code. Sign up today!

10 Sessions // 30 hours // $475
Tues & Thurs; 6:00pm — 9:00pm
Jul. 12 — Aug. 11, 2016

RESPONSIVE WEB DESIGN
Prepare for the big league by learning responsive web design. Web pages need to be viewed on a variety of devices such as desktops, tablets and mobile phones. Responsive websites detect screen size and deliver the proper content and styling accordingly. In this hands-on course, you will learn how to develop mobile-optimized websites, implement mobile-first design, use SVG graphics and CSS media queries, create mobile navigation, enhance your webpages using Bootstrap, and much more. Sign up today!

10 Sessions // 30 hours // $475
Tues & Thurs; 6:00pm — 9:00pm
Aug. 30 — Sep. 29, 2016
APPLE TECHNOLOGY TRAINING

There is a growing need for Apple support in the workplace requiring technicians to support the MAC OS and iOS platforms. Gain the required industry skills and credentials needed to be successful in the IT workforce. BMCC Adult Continuing Education has four comprehensive and robust courses to meet those industry demands; bringing certified training experts from the field to the classrooms. (Coming in the Fall 2016. There will be limited seating for this course. To be added to the waiting list please call 212.346.8428.)

MANAGING APPLE DEVICES
This 2-day, hands-on introductory class is geared towards students wishing to learn how to configure, supervise, and manage iOS devices. The class uses built-in and Apple-branded software tools to get the mobile device administrator up and running with user and group profile creation, device supervision, Apple’s Device Enrollment Plan and Volume Purchase Program, and device check-in/check-out. You will gain the knowledge and skills you need to deploy and maintain groups of Apple devices in your organization. This course includes one (1) set of courseware per student. Students must bring their own iPad to class for hands-on project. Sign up today!

2 days // 16 Hours // $1,249
Thurs & Fri; 9:00am – 5:00pm

OS X SUPPORT ESSENTIALS (CERTIFICATION)
This 3-day, Apple certification class is a deep dive into OS X, Apple’s flagship desktop and laptop operating system. The OS X Support Essentials curriculum thoroughly prepares a technician to support OS X users efficiently and effectively through a combination of exercises, walkthroughs and live demonstrations. This course includes (1) set of Apple authorized courseware, and includes (1) certification exam per student, proctored and timed by the instructor, and delivered online at the end of the class. Sign up today!

3 days // 24 Hours // $1,799
Wed, Thurs, Fri; 9:00am – 5:00pm

IPAD REPAIR FOR TECHNICIANS
Prerequisite: Experience in Apple OS X, iOS, and Networking. Currently in an environment supporting Apple equipment.
This 2-day hands-on class is geared towards experienced desktop and/or laptop repair technicians who want to learn how to inspect, upgrade or repair iPads, and understand iOS repair best practices. This course includes (1) set of iOS repair tools for the student to keep after class. The student must bring a broken iPad (3rd generation, 4th generation, Mini, or iPad Air 1 or 2) to repair as part of class project. The student must inform BMCC which device model and generation will be brought to class at least 2 weeks before class start date. Sign up today!
Note: devices with broken retina display will require an additional fee for replacement glass.

2 days // 16 Hours // $1,849
Thurs & Fri; 9:00am – 5:00pm

ACTC BOOT CAMP (CERTIFICATION)
A 5-day, hands-on class combining Apple’s OS X Support Essentials and OS X Server Essentials classes into a fast-paced, real-world exploration of Apple OS X Yosemite operating system. The class prepares current technicians in the field to support both OS X users and servers efficiently and effectively through a combination of case-study exercises and instructor lectures and live demonstrations. Included in this course is Apple authorized equipment, and (2) certification exams, timed and proctored in class gaining the Apple Certified Technical Coordinator (ACTC) certification. Sign up today!

5 days // 40 Hours // $3,999
Mon – Fri; 9:00am – 5:00pm

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5 days // 40 Hours // $3,999
Mon – Fri; 9:00am – 5:00pm
ALLIED HEALTH

Allied health is one of the high growth job sectors within the nation. As a 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. This part of the allied health field includes physical therapy assistants, medical laboratory technicians, radiological technicians, occupational therapy assistants, recreation therapy assistants and respiratory therapy technicians.

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.

1 Session // 7 hours // $95

DIRECT SUPPORT PROFESSIONAL (DCC)

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. 6 – May 24, 2017

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
Jul. 12 – Nov. 9, 2016

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

Sat; 9:30am – 3:30pm

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
Tues & Thurs; 10:00am — 2:00pm
100 hours plus 7 hour BCLS course

**ELECTRONIC HEALTH RECORDS (EHR)**

This course offers the skills needed to solve insurance billing problems, how to manually and electronically file claims, trace delinquent claims, appeal denied claims and complete a clean CMS-1500 Claim Form to streamline billing procedures.

The program covers 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).

As a medical billing and coding specialist, you can work as a medical records processor, biller/coder, medical insurance claim specialist or medical collector in a physician’s office, hospital or medical insurance company. (42 hours)

*Textbooks/supplies (Students Responsibility)*

National Health Careers Association Certification $105.00 (Students Responsibility)

EHR—10 Sessions // MB&C—6 Sessions // 112 hours // $1,200
Thurs & Fri; 9:00am — 5:00pm
Jul. 7 — Aug. 26, 2016
Oct. 6 — Dec. 12, 2016

**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. 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 // 16 hours // $245 Non BMCC
// $220 BMCC
Tues & Wed; 8:30am — 5:30pm
Jul. 5 — Jul. 6, 2016
Mon & Tues; 8:30am — 5:30pm
Sat & Sun; 8:30am — 5:30pm
Aug. 6 — Aug. 7, 2016

**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
Wed; 6:00pm — 9:00pm
Sep. 21 — Nov. 9, 2016

**RN FIRST ASSISTANT**

Designed to enhance the perioperative nurse’s knowledge and skills necessary to pursue a Registered Nurse First Assistant (RNFA) position. The NIFA RNFA in Surgery Program is comprised of BMCC and the National Institute of First Assisting, Inc. (NIFA). The program meets the standards for RN First Assistant Education Programs, as set forth by the Association of Perioperative Nurses. Among other prerequisites, eligible candidates must have two years and 2,400 hours of perioperative experience and be CN, OR eligible (waived for AP RN). The RNFA program consists of two courses.

Part I consists of 48 hours of online course work to be completed within one year of enrolling. Part 2 (Clinical Internship) consists of 120 hours of assisting experience and a case study, to be completed within one year of completing Part 1. Part 2 is a surgeon supervised clinical internship that is to be arranged by the student, at their facility.

Successful graduates will receive a BMCC certificate of completion and surgical CEs, recognized by all 50 state boards of nursing. The total program cost for I & II is $2,995. Program must be paid in full. A new class starts every first of the month.

For further details visit website: [www.rnfa.org](http://www.rnfa.org).

Contact NIFA at 1-800-922-7747
Mon — Thurs; 9:30am — 7:00pm
Fri; 9:30am — 7:30pm
email: info@NIFA.com
Career Training & Professional Development
CAREER TRAINING & PROFESSIONAL DEVELOPMENT

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

BASIC ACCOUNTING WITH QUICKBOOKS
This hands-on course will help you learn the techniques and tricks needed to fully utilize QuickBooks for bookkeeping and accounting. Students will learn to master the basic concepts including accrual-based accounting, types of transactions, account charts, reading reports, journals, ledgers and double entry.

12 Sessions // 36 hours // $275
Mon & Wed; 6:00pm — 9:00pm
Oct. 3 — Nov. 14, 2016

ADVANCED ACCOUNTING WITH QUICKBOOKS
This advanced course will further build on the baseline understanding of the importance of bookkeeping as a technical skill. The instructor will provide real-world techniques for business owners and other accounting specialists, enhancing their ability to organize and analyze financial data using QuickBooks.

12 Sessions // 36 hours // $475
Mon & Wed; 6:00pm — 9:00pm

CAREER CONVERSATIONS (HELPING YOU LAND YOUR NEXT JOB!)

“IS YOUR RESUME & COVER LETTER SELLING YOU?”
If landing your next job can be considered a “marketing campaign” all about you, your career ambitions and your skills, then your resume and cover letter are your most important marketing tools—they need to be clear, concise and reader friendly. Not sure if yours is? Join us for this workshop to determine if your resume and cover letter are helping or hurting you. Various formats will be presented and discussed along with techniques to assist you in developing content. Participants will also have the opportunity to have their current resume and cover letter reviewed and the chance to update their documents during a lab session.

1 Session // 3 hours // $75
6:00pm — 9:00pm
Tue, Jul. 12, 2016
Mon; Aug. 1, 2016
Mon; Sep. 19, 2016
Mon; Oct. 17, 2016
Mon; Nov. 14, 2016
Mon; Dec. 12, 2016

“HELP! I HAVE AN INTERVIEW.”
Interviews do not have to be intimidating situations, all they really are is an opportunity for you to talk about your professional experiences and brag about your accomplishments. So why are we so nervous walking into them? Join us for this workshop to learn techniques to help you prepare for your next interview and for the opportunity to participate in a mock interview so that you can coast thru your next interview smoothly. Really—it’s possible!!!

1 Session // 3 hours // $75
6:00pm — 9:00pm
Tue; Jul. 19, 2016
Mon; Aug. 8, 2016
Mon; Sep. 26, 2016
Mon; Oct. 24, 2016
Mon; Nov. 21, 2016
Mon; Dec. 19, 2016
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 exam and the New York State “Notary Public License” — which is valid for 4 years.

2 Sessions // 6 hours // $125
Mon & Wed; 6:00pm — 9:00pm
Jul. 18 — Jul. 20, 2016
Sep. 19 — Sep. 21, 2016
Nov. 14 — Nov. 16, 2016

PROFESSIONAL WRITING
Does the blank page keep you paralyzed in fear? Become more confident in your business writing. In this four-session workshop, we will review the basics of the writing process: assignment/idea, prewriting, writing and editing. In class exercises will help you develop skills that will have you writing memos, reports, letters and documents like a professional. This twelve-hour workshop provides a step-by-step approach to learning a contemporary style of writing that succeeds in this age of information.

4 Sessions // 12 hours // $195
Wed; 6:00pm — 9:00pm
Aug. 3 — Aug. 24, 2016
Nov. 2 — Nov. 30, 2016

SPEAKING IN PUBLIC
This course will help you gain confidence and strength in your presentation techniques. We use prepared and extemporaneous presentations. If you are preparing to give a business presentation, have a job or school interview, or need to make a wedding toast, this is the perfect place to practice. In this course you will:
• Increase your tone: pitch variety, rhythm, and volume
• Enjoy the art of enhancing imagery with the stressing of words and syllables
• Gain a variety of breathing techniques and voice exercises to overcome fear and nerves
• Learn body language and eye contact skills to grab your listener and to keep your audience engaged
• Master the art of handling questions & answers

8 Sessions // 21 hours // $190
Wed; 6:15pm — 9:15pm
Sep. 7 — Nov. 2, 2016

THE AARP WORKSEARCH ASSESSMENT

BMCC IS A SELECTED BACK TO WORK INSTITUTION

HELPS YOU:
• Assess your interests and skills
• Identify potential career fields
• Explore the jobs that are available to you in the NYC area

JOB SEARCH
Discouraged about job searching? You are not alone... job searching is never an easy process, especially if you have not been in the job market for a long time. AARP has joined efforts to provide no cost career counseling services at BMCC Continuing Education.

CAREER EXPLORATION
AARP’s Career Exploration has developed a strategic assessment tool to guide individuals on their personal journeys of self-discovery by identifying interests, values, passions, and assessing skills sets. The combinations of these elements are used to better identify a career path and build self-confidence. Some of the topics that will be discussed are: identify career possibilities, develop your personal brand, master networking, create an impressive resume, and use technology to market your skills. Learners who are 50 or older are encouraged to participate.
PROJECT PLANNING AND CONTROL
Managing a project carries complex concerns not always found in traditional management. This workshop enables participants to learn and practice the tools and techniques needed in the Project Manager/Leadership roles. Upon completion, participants involved with PMI® and the Project Management Institute’s Project Management Professional (PMP) program are awarded 24 PDUs, or Contact Hours.

Global PMI R.E.P. code is 1270.

6 Sessions // 18 hours // $999
Mon & Tues; 6:00pm — 9:30pm
Jul. 18 — Aug. 4, 2016
Oct. 3 — Oct. 18, 2016

PMI® PMP® & CAPM® EXAM PRE-PREPAREATION WORKSHOP—
PROJECT MANAGEMENT PROFESSIONAL CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (FIFTH EDITION)
Prepare for the PMI®, PMP®, or CAPM® Certification exam using a highly focused approach—that is, you learn what you need to know and do in order to pass the PMP or CAPM exam, rather than what you need to know and do to be an effective project manager. Those involved with the PMP/CAPM certification programs are awarded 24 PDUs—“Contact Hours” towards the requirement needed to sit for the exams.

Our Global R.E.P. code is 1270.

6 Sessions // 18 hours // $999
Mon & Tues; 6:00pm — 9:30pm
Aug. 8 — Aug. 23, 2016
Nov. 7 — Nov. 22, 2016
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. Without the time and expense of a pursuing a full law degree, you can gain the skills needed to offer specialized legal services for these employers. 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.

**PARALEGAL CERTIFICATE ONLINE—$1,289 + TEXTBOOKS // 90 HOURS & 84 HOURS LIVE**

This practice-focused program trains you in high-demand areas, such as how to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation.

**ADVANCED PARALEGAL CERTIFICATE ONLINE—$1,800 // 270 HOURS**

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.

**ONLINE & LIVE LEGAL SECRETARY CERTIFICATE—$645 // 42 HOURS**

This course covers a wide range of topics vital in a law office, such as legal terminology, jurisdiction, ethics, various written documents and filings, billing and accounting, time management, and many more.

**ONLINE LEGAL INVESTIGATION CERTIFICATE—$645 // 45 HOURS**

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 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.

**ONLINE ALTERNATIVE DISPUTE RESOLUTION (MEDIATION) CERTIFICATE—$645 // 45 HOURS**

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.

**EMPLOYMENT LAW CERTIFICATE COURSE—$729 // 45 HOURS**

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.

**EMPLOYMENT LAW CERTIFICATE COURSE—$729 // 45 HOURS**

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.

**ONLINE & LIVE LEGAL NURSE CONSULTANT TRAINING—$895 // 42 HOURS ONLINE & LIVE**

In this course, you’ll learn skills necessary to work with law firms, health care providers, insurance companies, and governmental agencies on medically related issues.

Register @ www.legalstudies.com/schools/bmcc.html
ONLINE PERSONAL INJURY FOR PARALEGALS—$729 // 45 HOURS

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.

ONLINE ADVANCED LEGAL RESEARCH & WRITING—$729 // 50 HOURS ONLINE

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.

ONLINE INTELLECTUAL PROPERTY LAW FOR ENGINEERS—$645 // 45 HOURS

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.

ONLINE SOFTWARE ESSENTIALS FOR THE LAW OFFICE—$729 // 50 HOURS ONLINE

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.

PREPARING FOR THE GMAT—$300 // 45 HOURS

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—$300 // 45 HOURS

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—$300 // 45 HOURS

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—$250 // 45 HOURS

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.

LAW SCHOOL PREPARATION COURSE—$300 // 45 HOURS

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.”

Register @ www.legalstudies.com/schools/bmcc.html
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
Tues: 6:00pm — 9:00pm
Sep. 20 — Sep. 8, 2016

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

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
Tues: 6:00pm — 9:00pm
Nov. 15 — Jan. 3, 2017
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
Sep. 19 — Nov. 21, 2016

For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8431.
LEARNING ACROSS AMERICA

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.

PRICES START AT $359*

Summer/Fall 2016 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
• New Orleans

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

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

* For further information, visit our website www.bmcc.cuny.edu/ce, or call 212.346.8410
ESL
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 SUMMER**
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.

8 Sessions // 32 hours // $260
Sat; 9:30am — 1:30pm
Jul. 9 — Aug. 27, 2016

**ESL INTERMEDIATE FALL**
10 Sessions // 40 hours // $290
Sat; 9:30am — 1:30pm
Sep. 10 — Nov. 12, 2016

**ESL CONVERSATION SUMMER**
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.

8 Sessions // 24 hours // $220
Sat. 9:30am — 12:30pm
Jul. 9 — Aug. 27, 2016

**ESL CONVERSATION FALL**
10 Sessions // 30 hours // $260
Sat; 9:30am — 1:30pm
Sep. 10 — Nov. 12, 2016

**ESL ADVANCED SUMMER**
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.

8 Sessions // 32 hours // $260
Sat; 9:30am — 1:30pm
Jul. 9 — Aug. 27, 2016

**ESL ADVANCED FALL**
10 Sessions // 40 hours // $290
Sat; 9:00am — 1:00pm
Sep. 10 — Nov. 12, 2016

**ESL BUSINESS WRITING SUMMER**
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.

8 Sessions // 24 hours // $220
Sat; 1:30am — 4:30pm
Jul. 9 — Aug. 27, 2016

**ESL BUSINESS WRITING FALL**
10 Sessions // 30 hours // $260
Sat; 1:30am — 4:30pm
Sep. 10 — Nov. 12, 2016
ESL CREATIVE WRITING & 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 // $260
Sat; 1:30pm — 4:30pm
Sep. 10— Nov. 12, 2016

PRONUNCIATION WORKSHOP SUMMER
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.

8 Sessions // 32 hours // $260
Sat; 10:00am — 2:00pm
Jul. 9 — Aug. 27, 2016

PRONUNCIATION WORKSHOP FALL
8 Sessions // 32 hours // $260
Sat; 10:00am — 2:00pm
Jul. 9 — Aug. 27, 2016

ESL ACADEMIC WRITING SUMMER
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

8 Sessions // 24 hours // $220
Sat; 1:30pm — 4:30pm
Jul. 9 — Aug. 27, 2016

ESL ACADEMIC WRITING FALL
10 Sessions // 30 hours // $260
Sat; 1:30pm — 4:30pm
Sep. 10— Nov. 12, 2016

TOEFL PREPARATION SUMMER
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).

8 Sessions // 32 hours // $260
Sat; 10:00am — 2:00pm
Jul. 9 — Aug. 27, 2016

TOEFL PREPARATION FALL
10 Sessions // 30 hours // $260
Sat; 10:00pm — 2:00pm
Sep. 10— Nov. 12, 2016
ONLINE 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.

<table>
<thead>
<tr>
<th>Business Program</th>
<th>Description</th>
<th>Hours</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant Suite</td>
<td>In this discounted bundle suite, you will learn the skills you need to excel as an administrative professional or executive assistant</td>
<td>72</td>
<td>$261</td>
</tr>
<tr>
<td>Business and Marketing Writing</td>
<td>Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.</td>
<td>24</td>
<td>$99</td>
</tr>
<tr>
<td>Business Finance for Non-Finance Personnel</td>
<td>This course will help you understand business environments, financial statements, and strategy so you can make more profitable business and personal financial decisions.</td>
<td>24</td>
<td>$99</td>
</tr>
<tr>
<td>Creating A Successful Business Plan</td>
<td>Turn your business ideas into a solid plan for financing and long-term success.</td>
<td>24</td>
<td>$99</td>
</tr>
<tr>
<td>Creative Writing Value Suite</td>
<td>Spark your creativity and get writing with this group of courses. You’ll cover everything from creative writing techniques to editing your work.</td>
<td>72</td>
<td>$261</td>
</tr>
<tr>
<td>Fundamentals of Supervision and Management</td>
<td>Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.</td>
<td>24</td>
<td>$99</td>
</tr>
<tr>
<td>Keyboarding</td>
<td>Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.</td>
<td>24</td>
<td>$99</td>
</tr>
<tr>
<td>Keys to Effective Communication</td>
<td>Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.</td>
<td>24</td>
<td>$99</td>
</tr>
<tr>
<td>Leadership Suite</td>
<td>Leading a team requires a unique ability to manage teams, make decisions, and work with a variety of personalities. Learn all of these skills in the Leadership Suite.</td>
<td>96</td>
<td>$349</td>
</tr>
<tr>
<td>Real Estate Investing</td>
<td>A learning specialist shows you how to raise a successful reader and writer.</td>
<td>24</td>
<td>$99</td>
</tr>
<tr>
<td>Start Your Own Small Business</td>
<td>Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.</td>
<td>24</td>
<td>$99</td>
</tr>
<tr>
<td>Starting A Consulting Practice</td>
<td>Stop dreaming and learn how to start your own successful small business.</td>
<td>24</td>
<td>$99</td>
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</tbody>
</table>

Register @ [www.ed2go.com/bmccny](http://www.ed2go.com/bmccny)
<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>DESCRIPTION</th>
<th>DURATION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STOCKS, BONDS, AND INVESTING: OH, MY!</td>
<td>Industry veteran shows you how to take a nonprofit business from vision to reality.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td>SUPERVISION AND MANAGEMENT SERIES</td>
<td>Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.</td>
<td>48 hours</td>
<td>$174</td>
</tr>
<tr>
<td>USING SOCIAL MEDIA IN BUSINESS</td>
<td>Learn to handle basic human resource functions to ensure the best possible results.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td>WORKPLACE LAW ESSENTIALS VALUE SUITE</td>
<td>Gain essential skills and a solid understanding of one of the fastest-growing areas in law.</td>
<td>48 hours</td>
<td>$174</td>
</tr>
<tr>
<td>WRITING AND EDITING VALUE SUITE</td>
<td>Banish writer’s block forever with these tricks from the published writer’s toolbox.</td>
<td>72 hours</td>
<td>$261</td>
</tr>
<tr>
<td>COLLEGE READINESS</td>
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</tr>
<tr>
<td>GRE PREP SERIES</td>
<td>With GRE Preparation Part 1 and Part 2, you’ll be prepared for all aspects of the computerized GRE revised General Test.</td>
<td>48 hours</td>
<td>$174</td>
</tr>
<tr>
<td>COMPUTER APPLICATIONS</td>
<td></td>
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</tr>
<tr>
<td>ADOBE VALUE SUITE</td>
<td>Are you interested in dabbling in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe’s powerful image and graphic design software.</td>
<td>72 hours</td>
<td>$261</td>
</tr>
<tr>
<td>INTRODUCTION TO MICROSOFT EXCEL</td>
<td>Become proficient in using Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td>INTRODUCTION TO MICROSOFT WORD 2016</td>
<td>Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.</td>
<td>24 hours</td>
<td>$129</td>
</tr>
<tr>
<td>MICROSOFT ACCESS 2016 SERIES</td>
<td>Learn how to organize, edit, manage, and report data using Microsoft Access 2016.</td>
<td>48 hours</td>
<td>$174</td>
</tr>
<tr>
<td>MICROSOFT EXCEL 2016 SERIES</td>
<td>Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.</td>
<td>72 hours</td>
<td>$324</td>
</tr>
<tr>
<td>MICROSOFT OFFICE 2016 VALUE SUITE</td>
<td>Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.</td>
<td>72 hours</td>
<td>$324</td>
</tr>
</tbody>
</table>
### HEALTHCARE AND MEDICAL (CONTINUED)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CERTIFICATE IN GERONTOLOGY</strong></td>
<td>Earn a certificate proving you with the skills required to meet the healthcare needs of a rapidly aging population.</td>
<td>25 hours</td>
<td>$205</td>
</tr>
<tr>
<td><strong>EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT</strong></td>
<td>Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctors office from appointment scheduling and chart creation to medical billing and coding.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH</strong></td>
<td>Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>HUMAN PHYSIOLOGY SERIES</strong></td>
<td>Understand the intricacies and inner workings of the human body in this two-part series.</td>
<td>48 hours</td>
<td>$174</td>
</tr>
</tbody>
</table>

### PERSONAL DEVELOPMENT

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISCOVER SIGN LANGUAGE</strong></td>
<td>Discover the fun of learning sign language and using your hands to communicate with Deaf people.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>ENTREPRENEURSHIP SUITE</strong></td>
<td>Ready to start your own business? Let this discounted set of online courses hone your entrepreneurial spirit and help get your business going.</td>
<td>72 hours</td>
<td>$261</td>
</tr>
<tr>
<td><strong>MASTERING YOUR DIGITAL SLR CAMERA</strong></td>
<td>Take your photography to the next level with your digital SLR camera by learning how to master lenses, apertures, shutter speed, exposure settings, and more.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>PHOTOGRAPHY SUITE</strong></td>
<td>Learn everything from photography fundamentals to advanced portrait techniques to advance your photography hobby or turn it into a business.</td>
<td>72 hours</td>
<td>$261</td>
</tr>
<tr>
<td><strong>SOFT SKILLS SUITE</strong></td>
<td>Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits all for little or no money.</td>
<td>96 hours</td>
<td>$349</td>
</tr>
<tr>
<td><strong>SPEED SPANISH SERIES</strong></td>
<td>Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series.</td>
<td>72 hours</td>
<td>$261</td>
</tr>
</tbody>
</table>

### TEACHING AND EDUCATION

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Duration</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDUCATOR’S FUNDAMENTALS SERIES</strong></td>
<td>Whether you’re a new teacher or seasoned veteran, these fundamental courses will help you gain control of your classroom and more effectively teach all learner types.</td>
<td>72 hours</td>
<td>$261</td>
</tr>
<tr>
<td><strong>EFFECTIVE BUSINESS WRITING</strong></td>
<td>Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
</tbody>
</table>
### TEACHING AND EDUCATION (CONTINUED)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUNDAMENTALS OF TECHNICAL WRITING</strong></td>
<td>Learn the skills you need to succeed in the well-paying field of technical writing.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>GRAMMAR REFRESHER</strong></td>
<td>Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>GRANT WRITING SUITE</strong></td>
<td>Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.</td>
<td>72 hours</td>
<td>$261</td>
</tr>
<tr>
<td><strong>SOLVING CLASSROOM DISCIPLINE PROBLEMS</strong></td>
<td>Want to brush up on your soft skills? This suite of courses teaches everything from working with tough personalities to making better business decisions.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>TEACHING STUDENTS WITH ADHD</strong></td>
<td>Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students attention.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>THE KEYS TO EFFECTIVE EDITING</strong></td>
<td>Learn how to combine two powerful educational approaches, Differentiated Instruction and Response to Intervention, so you can enable every student in your classroom to succeed.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
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</table>

### TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C# PROGRAMMING SERIES</strong></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>
<td>48 hours</td>
<td>$174</td>
</tr>
<tr>
<td><strong>COMPUTER SKILLS FOR THE WORKPLACE</strong></td>
<td>Gain a working knowledge of the computer skills you'll need to succeed in today's job market.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>INTRODUCTION TO PHP AND MYSQL</strong></td>
<td>Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>INTRODUCTION TO WINDOWS 10</strong></td>
<td>Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.</td>
<td>24 hours</td>
<td>$99</td>
</tr>
<tr>
<td><strong>SQL SERIES</strong></td>
<td>Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.</td>
<td>48 hours</td>
<td>$174</td>
</tr>
</tbody>
</table>
PROGRAMMABLE LOGIC CONTROLLERS TECHNICIAN II

The PLC Technician II Program introduces the theory behind PLC Programmable Logic Controllers while providing an emphasis on applications of PLCs in plant and manufacturing systems and PLC programming advanced languages. The program material and PLC simulation software (PLCLogix) used in this program are based on the Rockwell Logix 5000 PLC. The entire online PLC II program is based on practical applications and experience in using programmable controllers in the workplace. A student who has completed the PLC II training will be able to use and program programmable logic controllers to solve machine and manufacturing process problems. A systems approach to PLC programming training is used as the programmable logic controller is one major component of larger manufacturing systems. The PLC Technician II program uses a combination of hands-on exercises, practical applications, and case studies.

For more information, visit www.bmcc-gbc.com or contact a Program Advisor, toll-free at 844.223.6350.

EFFECTIVE PRESENTATIONS

The ability to communicate clearly and effectively is increasingly important in organizational settings. This course helps learners organize, structure, and create effective presentations. Since many organizations use PowerPoint as a way of communicating information, this course offers advice and guidance on the most effective and persuasive uses of PowerPoint.

30 Days // $125

https://bmcc.mindedgeonline.com/partner/courses/

CONTINUING EDUCATION OPEN HOUSE

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 10% Discount on a course of your choice.*

LOCATED AT 25 BROADWAY, 8TH FLOOR, NY, NY 10004

* Restrictions may apply.
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
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:
1. Students must have a high school diploma or equivalency diploma
2. 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

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.

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.

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.

ONLINE REGISTRATION, NEW STUDENTS

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

Click on “create a new student account,” “select a course” and available date of your choice. Click on “register for this course.”

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:
1. 10% off tuition rate for BMCC Alumni (students who earned an Associate’s Degree from BMCC).
2. 10% off tuition rate for Senior Citizens, CUNY employees, or students who previously participated in a BMCC Continuing Education course(s).

Please note: discounts are available to courses starting from $600 and up; discounts CANNOT be combined. Some restrictions apply, not applicable towards all classes.

RETURNING STUDENT DISCLAIMER

The following applies to returning students only who have taken classes at Borough of Manhattan Adult Continuing Education Department. Returning Students who wish to take additional classes at BMCC Continuing Education, will be given a 10% discount to be applied to Introductory/Advanced courses only if they are taken as a bundle. (E.g. students will need to register for both courses in order to receive the 10% discount).

The 10% discount applies to:
1. Intro to QuickBooks and Advance QuickBooks
2. Microsoft Office Suite (MS Word, Excel, PowerPoint)

If any of the above courses are taken separately, the 10% will not apply to returning students. In order to be eligible for the 10% discount, courses must absolutely be taken in bundle.

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.
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.

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 $25.00 will be applied toward each late payment and a $10.00 fee for a stop.
7. A nonrefundable 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.

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 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-to-case basis. Should such a request be granted, the following conditions will apply subject to further restrictions:

Repeating Classes for Students Enrolled in Certificate Programs:

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

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

OTHER STUDENT FEES

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

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

III. Replacing ID card fee
Students who have lost their BMCC Continuing Education ID card should go to the 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. 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.