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*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
Public Transportation

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

Bus Lines:
- M5, M15, and M20 to South Ferry
- M9 to Battery Park City
BOROUGH OF MANHATTAN COMMUNITY COLLEGE

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.

As the New Year begins, 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 AARP’s Back to Work program, we are providing Medical Assistant Specialist and career training to women 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

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
INFORMATION TECHNOLOGY

IT continues to be one of the fastest-growing job sectors in the workforce. We at Continuing Education offer intensive certification programs in the most widely used networking technology, media arts and office software programs. Whether just starting or wanting to continue to add to your tech portfolio we can help you build from the ground up.

CCNA R&S- ICND1 - INTRO TO NETWORKS

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are the foundations 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.

CCNA R&S- ICND2 SCALING NETWORKS

*Prerequisite: R&S ICND1

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, enabling them 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.

ROUTING & SWITCHING

This course describes the architecture, components, and operations of routers and switches in a small-to medium sized network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIP, EIGRP, Single-Area and Multi-Area OSPF, Virtual LANs, and Inter-VLAN routing in both IPv4 and IPv6 networks.

40 Sessions / 120 hours / $1,770

January 19 – May 3, 2015
Mon & Wed; 10:00 am – 1:00 pm
Mon & Wed; 6:00 pm - 9:00 pm
Tues & Thurs; 6:00 pm - 9:00 pm

20 Sessions / 120 hours / $1,770

Saturday; 9:30am- 4:30 pm

CISCO CCNA - ICND1 & ICND2

CCNA IV - CONNECTING NETWORKS

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, as well as, how to configure and troubleshoot network devices and resolve common issues with data link layer protocols. Additionally, students will develop the knowledge and skills needed to implement IPSec and Virtual Private Network (VPN) operations in a complex network, as well as, failover routing and NAT/PAT.

20 Sessions / 60 hours / $1,770

May 8 – August 12, 2015
Mon & Wed; 10:00 am – 1:00 pm
Mon & Wed; 6:00 pm - 9:00 pm
Jan 14, 2015 – March 30, 2015
June 22 – Aug 26
Tues & Thurs; 6:00 pm - 9:00 pm
Jan 20, 2014 – April 7, 2015
June 18 - Aug 25

20 Sessions / 60 hours / $1,770

Saturday Hours; 9:30am- 4:30 pm

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
<table>
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| COMPTIA - NETWORK+                     | Network+ Certification is geared toward providing a strong foundation in general network technologies. This course prepares students for CompTIA’s Network + Certification and provides an excellent knowledge base for those seeking to enter the Networking Field.  
18 Sessions / 54 hours / $725  
Mon & Wed: 6:00 pm - 9:00 pm*  
Tues & Thurs: 6:00 pm - 9:00 pm*  
9 Sessions / 54 hours / $725  
Saturday: 9:30am- 4:30 pm*       |
| COMPTIA - SECURITY+                    | This course prepares students for the CompTIA Security+ Certification. All necessary topics are covered in-depth, allowing for a strong foundation and readiness for the Certification.  
18 Sessions / 54 hours / $725  
Mon & Wed: 6:00 pm - 9:00 pm*  
Tues & Thurs: 6:00 pm - 9:00 pm*  
9 Sessions / 54 hours / $725  
Saturday: 9:30am- 4:30 pm*       |
| COMPTIA - SERVER+                      | Validate your skills in the area of server technologies. This course covers the technical knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies.  
18 Sessions / 54 hours / $725  
Mon & Wed: 6:00 pm - 9:00 pm*  
Tues & Thurs: 6:00 pm – 9:00 pm*  
9 Sessions / 54 hours / $725  
Saturday: 9:30am- 4:30 pm*       |
| CCNP ROUTE IMPLEMENTING IP ROUTING     | *Prerequisite: Semester 1- 4  
CCNA at a Cisco Academy or CCNA Certification  
This advanced networking course teaches 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 you will be prepared to pass the ROUTE 642-902 exam.  
10 Sessions / 60 hours / $1295  
Saturday Hours: 9:30- 4:30 pm  
Dec 6, 2014 – Feb 7, 2015       |
| CCNP SWITCH IMPLEMENTING IP SWITCHING  | *Prerequisite: ROUTE  
The 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 you will be prepared to pass the SWITCH 642-813 exam.  
10 Sessions / 60 hours / $1295  
Saturday Hours: 9:30- 4:30 pm  
Dec 6, 2014- Feb 7, 2015  
Jan 24 – March 28, 2015  
Feb 14 – April 18       |
| CCNP TSHOOT MAINTAINING AND TROUBLESHOOTING | *Prerequisite: ROUTE & SWITCH  
This course covers topics that teach students how to monitor and maintain complex, enterprise routed and switched networks, as well as, developing a troubleshooting process to identify and resolve problems in complex enterprise networks.  
Troubleshooting topics include: Routing Solutions, Addressing Services, Network Performance Issues, Converged Networks, and Network Security Implementations.  
*Upon completion you will be prepared to pass the TSHOOT 642-832 exam.  
10 Sessions / 60 hours / $1295  
Saturday Hours: 9:30- 4:30 pm  
April 4 – June 6  
April 25 – June 27       |
CISCO CERTIFIED NETWORK ASSOCIATE- SECURITY

*Recommended: Semesters 1 through 4 CCNA 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 you will be prepared for the implementing Cisco IOS Network Security (IINS) certification exam (640-554), leading to the CCNA Security certification.

10 Sessions / 60 hours / $1095
Saturday Hours; 9:30-4:30 pm
Jan 24 – March 28, 2015
Feb 14 – April 18
April 25 – June 27
MEDIA ARTS
Looking for the cutting edge in digital media and filmmaking? Whether you’re an amateur, a seasoned pro or just looking to invest in a new hobby, BMCC is ready to help you fulfill your creative vision through the power of modern digital technology. Our Film and Graphic design courses are taught in state-of-the-art Mac Labs and are facilitated by veteran artists and industry experts in film and graphic design.

INTRO TO FINAL CUT PRO
This course provides students with the opportunity to explore the basic features of Final Cut Pro. 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.

6 Sessions / 18 hours / $1000*

ADVANCED FINAL CUT PRO
*Prerequisite: Introduction to Final Cut Pro or Filmmaking 101
This course continues the exploration of Apple’s Professional Editing Software – Final Cut Pro – while learning advanced techniques in editing, effects, titling, compression, sound and audio editing, and DVD authoring.

6 Sessions / 18 hours / $1000*

UNDERSTANDING & USING PRO TOOLS
This class explores the basics of sound editing, using Digidesign’s Pro Tools 8. This is one of the most advanced audio creation and production software systems, featuring dozens of virtual instruments and plug-ins, as well as scoring and MIDI features. The class provides hands-on practical experience with the Pro Tools application, which serves as a foundation for those who wish to pursue accreditation through the Digidesign Operator and Expert training program.

6 Sessions / 18 hours / $399*

FILM EDITING

CREATIVE SUITE

ADOBE PHOTOSHOP
This course is designed for those with or without photo-editing experience. It will cover how to create seamless tile-able images for the web and print. Students will learn to use different file formats, image editing and retouching techniques, filters, layers, gradients, masks and brushes, fonts, clone, stamp and manipulation tools. Basics are covered and advanced techniques are applied depending on each student’s level.

10 Sessions / 30 hours / $800*

ADOBE ILLUSTRATOR
Adobe Illustrator is a powerful vector drawing software package that will enable you to create and design stunning motion graphics, technical drawings, animation and special effects. Topics taught include curves, color, gradient tools, and creating custom workspaces.

10 Sessions / 30 hours / $800*

ADOBE IN DESIGN
This 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.

10 Sessions / 30 hours / $800*

INTRO TO AFTER EFFECTS
This introductory course has been designed to provide individuals with the necessary skills to create gorgeous visual effects, 2-D graphics, and impressive web animation, which are used by most broadcasting, commercial, and film industry studios for commercial video and motion picture production.

10 Sessions / 30 hours / $800*
**INTRO TO PROGRAMMING WITH C++**
This course teaches the fundamentals of the C++ programming language and is appropriate for those who are new to programming. C++ is a superset of ANSI C, and is used to build a variety of programs.

**10 Sessions / 30 hours / $249**
Mon & Wed; 6:00 pm - 9:00 pm*
Jan 13 – Feb 12, 2015
April 7 – May 7

**INTERMEDIATE C++**
*Prerequisite: Intro to C++
This course is a continuation of the introductory C++ programming course. You will need to have a basic understanding of the C++ fundamentals. We will emphasize the object-oriented programming paradigm using C++ syntax.

**10 Sessions / 30 hours / $249**
Tues & Thurs; 6:00 pm - 9:00 pm
Feb 24 – March 26, 2015
May 19 – June 18

**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 for multiple uses.

**10 Sessions / 30 hours / $300**
Mon & Wed; 6:00 pm - 9:00 pm
Jan 14 – Feb 16, 2015
April 6 – May 6

**INTERMEDIATE JAVA PROGRAMMING**
*Prerequisite: Intro to Java
This course is a continuation of the introductory Java programming course. You will need to have a basic understanding of the Java fundamentals. We will emphasize the object-oriented programming paradigm using Java syntax. Topics include: Review of arrays and array lists, Multi-dimensional arrays, Inheritance, Polymorphism, Exception handling and Advanced input and output with files.

**10 Sessions / 30 hours / $300**
Mon & Wed; 6:00 pm - 9:00 pm
Feb 23 – March 25, 2015
May 11 – June 10

**INTRO TO SEQUEL QUERY LANGUAGE**
An understanding of how to query a database for information and analysis is the gateway to careers in Business Intelligence, Data Warehousing, Report Writing, Big Data and Predictive Analytics. The goal of this course is to teach students how to use Sequel Query Language (SQL) to query and extract information from a relational database.

**10 Sessions / 30 hours / $495**
Tues & Thurs; 6:00 pm - 9:00 pm
Jan 13 – Feb 12, 2015
Feb 24 – March 26
April 7 – May 7
May 19 – June 18

**INTRO TO TABLEAU SOFTWARE FOR BUSINESS DATA VISUALIZATION**
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.

**2 Sessions / 10 hours / $800**
Tues & Thurs; 6:00 pm - 9:00 pm*
Feb 14 – Feb 21, 2015
March 28 – April 4
May 9 – May 16
June 20 – June 27

*For further information visit our website [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or call 212.346.8410
**DATA WAREHOUSING**

Companies have developed decision support systems to identify opportunities that will reduce operating expenses, increase revenue, and retain customer loyalty. This course addresses understanding business intelligence, data warehousing principles and how data warehousing systems are leveraged to help improve business operations, regardless of the industry.

Categories covered:
- Basic concepts of Business Intelligence and Data Warehousing
- Industry Terminology
- Business Intelligence Applications
- Data Warehouse Architecture
- Development Process
- Best Practices
- Industry Trends
- Career Opportunities

5 Sessions / 15 hours / $495
Tue & Thurs; 6:00 pm – 9:00 pm*

**WEB PROGRAMMING**

**HTML 5**
Enhance your web application with HTML 5 and JavaScript, in order to grasp the concept of syntax of other languages like CSS, JavaScript, XML, and PHP. In hands-on labs learn Geolocation, Canvas, how to embed video and audio for multimedia experiences plus offline storage with Web Storage.

10 Sessions / 30 hours / $249*

**CASCADING STYLE SHEETS PROGRAMMING**

*Pre-requisite HTML 5
Cascading Style Sheet is the industry standard for web layout and presentation. This course helps you gain control of your website’s look and feel. In a series of project-driven labs, you will learn colors, fonts, and layouts. Students will customize content for different browsers and mobile devices as well as Search Engine Optimization techniques for increasing your websites placement in search engine results.

10 Sessions / 30 hours / $249*

**ADVANCED CASCADING STYLE SHEETS PROGRAMMING**

Learn to write organized and optimized CSS improving the maintainability, performance, and appearance of your work. Learn how document flow and positioning schemes make your documents more accessible. Discover the creative possibilities of CSS paired with Microformats and RDFa, while enhancing XHTML content. Learn how to minify style sheets, prevent performance bottle necks, generate content, selector chains, and CSS3’s visual properties.

10 Sessions / 30 hours / $249*

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
ALLIED HEATH

Allied Health is considered one of the high growth job sectors in our economy. To keep pace with the growing baby-boomer population and advances in modern medicine, hospitals, doctor’s offices, and clinics will continue to rely upon medical professionals. The work Allied Health professionals perform ranges from the administrative duties like Billing and Coding to more hands-on careers such as Emergency Medical Technicians and Medical Assistant Specialist. To remain in the forefront of the industry, Continuing Education is continuing offering new additions to our extensive catalog of Allied Health certificate programs.

DIRECT CARE COUNSELOR - (DCC)
DEVELOPMENTAL DISABILITIES AIDE (DDA)

*ALL INTERESTED APPLICANTS MUST ATTEND A REQUIRED OPEN HOUSE

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 principal duties of a Direct Care Counselor are to help special needs individuals succeed in getting through their day-to-day activities, reaching their potential and improving their quality of life.

*8 weeks & 2 weeks internship

50 Sessions / 350 hours / $2,200

Mon - Fri: 9:00 am - 5:00 pm (some Saturdays)
Jan 12 - March 27, 2015
April 13 - June 22

MEDICAL BILLING & CODING - (MBC)

This 120 hour 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 not included in the tuition

20 Sessions / 120 hours / $2,200

Tues & Thurs: 6:00 – 9:00 pm
Jan 10 – June 13, 2015
Sat: 9:30 am- 3:30 pm
April 11 - Sept 12

*CERTIFIED HEMODIALYSIS FOR NURSES PROGRAM

*ALL INTERESTED APPLICANTS MUST ATTEND A REQUIRED OPEN HOUSE

This course prepares Nurses and Healthcare Professionals as they pursue the title of Certified Hemodialysis Nurse. The course is designed to cover anatomy and physiology of the kidneys, common causes of End Stage Renal Disease, principles of Hemodialysis procedure, treatment options, commonly used Hemodialysis terms and abbreviations. Additionally, students will learn 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.

*Textbook and Scrubs Not Included

24 Sessions / 96 Hours / $2,000

For more information contact Tracey Wright at 212.346.8440 or Wanda Ortega at 212.346.8444.

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
INTRAVENTOUS THERAPY
*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. This course was approved by the Connecticut Nurses’ Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. (Code #215-01595) and has been approved for 15.3 contact hours.
*Location: Main Campus, 199 Chambers Street
2 Sessions / 17 hours / $245
For more information contact Wanda Ortega at 212.346.8444

BASIC SPANISH FOR HEALTHCARE PROFESSIONALS
This basic Spanish course prepares healthcare professionals to effectively communicate in Spanish while enjoying the language learning experience. It 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, go through the family medical history, and identify parts of the body among other specific vocabulary.
8 Sessions / 24 hours / $350
Monday: 6:00 - 9pm
March 2 - April 20
May 4 – June 29

MEDICAL INTERPRETER
This nationally recognized program covers basic and advance interpreting skills, medical terminology, cross cultural communication, memory development, notetaking, intonation makeover, code of ethics and standards of practice. By successfully completing this program, the students will meet a key prerequisite of national certification for medical interpreters.
6 Sessions / 48 hours / $1095
Mon – Sat: 8:30 – 5:30 pm
Jan 12 - Jan 17, 2015
Feb 2 – 7
March 2 - 7
April 6 – 11
May 4 – 9
June 1 – 6

RN FIRST ASSISTANT
Designed to enhance the Preop Nurse’s knowledge and skills necessary to pursue a Registered Nurse First Assistant (RNFA) position. The NI FA RNFA in Surgery Program is comprised of BMCC and the National Institute of First Assisting, Inc. (NI FA). 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 2400 hours of perioperative experience and be CN OR eligible (waived for AP RN). The RNFA program consists of two courses. NIFA RFNA Part I consists of 48 hours of online course work to be completed within one year of enrolling. NI FA RNFA 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. For further details visit website: http://www.rnfa.org
The total program cost for I & II is $2995. Program must be paid in full. A new class starts every first of the month.

“I had no idea that I wanted to be in EMS when I was in college. Basically, I stumbled upon it doing some volunteer work, but I soon realized I liked what I did for no money better than what I did at work in audio production. I quit my job and started working for a private ambulance, and now, almost 40 years later, after a career that’s included stops as a NYC paramedic, nursing school, being the director of hospital emergency departments and finally the director of a paramedic education program in Manhattan, it’s the best move I ever made in my life. No matter what, you have the chance to make a difference in someone’s life every day. My heart is EMS, and always will be.”

- Gene Iannuzzi, RN, MPA, CEN, EMT-P
Assistant Professor and EMS Program
EMERGENCY MEDICAL TECHNICIAN-BASIC
*ALL INTERESTED APPLICANTS MUST ATTEND A REQUIRED OPEN HOUSE SESSION*

The Emergency Medical Technician – Basic training program is an introductory course for those wishing to pursue a career in pre-hospital emergency medicine. This course highlights the basic knowledge and skills necessary for individuals who wish to obtain state or national certification as an Emergency Medical Technician. An EMT Basic is the initial level of certification available for emergency medical service personnel. Emergency Medical Technicians are the first to respond to the injured in emergency incidents or medical situations. This program prepares graduates to access patients, manage respiratory and cardiac emergencies, provide advanced first aid and transport the injured to a medical facility.

*Textbooks and Scrubs not included in tuition

Nonrefundable fee of $75 included

Sessions TBA / $1,125*

PARAMEDIC CHALLENGER- REFRESHER

This course is designed for practicing paramedics who must recertify in the state in which they work. The course consists of review of the U.S. Department of Transportation’s National Standard Curriculum (NSC) for paramedics. NSC subjects cover respiratory emergencies, communicable diseases, allergy and anaphylaxis emergencies, EMS operations, geriatric issues, trauma, and cardiovascular emergencies. The curriculum also incorporates updates on treatment procedures, medical research, and equipment relevant to the emergency medical services field.

Nonrefundable fee of $75 included in tuition

Sessions TBA / $950*

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

*Location: NYSIM LAB, Bellevue Hospital

Discount is available for Current BMCC Nursing Students

2 Sessions / 14 hours / $250*

ADVANCED CARDIAC LIFE SUPPORT-ACLS

This refresher/renewal class is for Physicians, Respiratory Therapists, Nurses, and Paramedics who are currently certified and wish to update their ACLS card. The course focuses on the knowledge and skills necessary to provide care and improve survival to the pre, peri, and post arrest patient.

*Location: NYSIM LAB, Bellevue Hospital

1 Session / $150*

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
PROFESSIONAL DEVELOPMENT

Professional Development focuses on career enhancement and functional marketplace expertise through the acquisition or development of project management and leadership skills, business writing fluency, and increased knowledge and proficiency in Quickbooks and Microsoft Office programs including Excel and PowerPoint.

BASIC MICROSOFT® WORD 2010
This course is designed to instruct students on how to proficiently use MS Word 2010. The course follows skills measured on the Microsoft Office Specialist Exam 77-881. Each topic covered will be followed by a review and hands-on exercises for retention. Quick Reference guides are given out in class and practice files are copied to each student’s flash drive. Topics to be covered include Templates, Mail Merge, Tracking Changes, and Document Formatting.

6 Sessions / 18 hours / $275
Mon & Wed; 6:00 pm - 9:00 pm
Jan 5 - Jan 26, 2015
March 2 - March 23
May 4 – May 27
July 6 – July 27

BASIC MICROSOFT® EXCEL 2010
This course introduces MS Excel 2010 for spreadsheet creation and analysis. The course follows skills measured on the Microsoft Office Specialist Exam 77-882. Each topic covered will be followed by a review and hands-on exercises for retention. Quick Reference guides are given out in class and practice files are copied to each student’s flash drive. Topics to be covered include navigating the Excel Interface, creating Excel data, working with auto-fill, printing and saving, and formatting cells and worksheets for presentations.

6 Sessions / 18 hours / $275
Tues & Thurs; 6:00 – 9:00 pm
Jan 6 – Jan 22, 2015
March 3 – March 19
May 5 – May 21
July 7 – July 23

ADVANCED MICROSOFT® WORD 2010
This course is designed to instruct advanced students on how to proficiently use MS Word 2010. The course follows skills measured on the Microsoft Office Expert Exam 77-887. Topics covered will be followed by a review and hands-on exercises for retention. Quick Reference guides are given out in class and practice files are copied to each student’s flash drive. Topics to be covered include advanced options of Securing a Document, Creating Forms, Designing Templates, Mail Merge, Tracking Changes, and applying Macros.

6 Sessions / 18 hours / $275*
Mon & Wed; 6:00 pm - 9:00 pm
Jan 5 - Jan 26, 2015

6 Sessions / 24 hours
Fri: 10:00 am – 2:00 pm
March 6 – April 17
May 8 – June 12
July 10 – August 14

ADVANCED MICROSOFT® EXCEL 2010
This course is designed for students who work with Excel 2010 and want to learn additional advanced features. Each topic covered will be followed by a review and hands-on exercises for retention. Quick Reference guides are given out in class and practice files are copied to each student’s flash drive. Topics to be covered include Conditional Formatting, Data Tables, and Security.

6 Sessions / 18 hours / $275
Mon & Wed; 6:00 – 9:00 pm
Jan 5 – Jan 26, 2015
March 2 – March 18
May 4 – May 20
July 6 – July 22

*For further information visit our website l www.bmcc.cuny.edu/ce l or call 212.346.8410
INTRO TO MICROSOFT® POWERPOINT 2010
This course is designed to instruct students how to proficiently use MS PowerPoint 2010 for creating professional presentations. The course follows skills measured on the Microsoft Office Specialist Exam 77-883. Each topic covered will be followed by a review and hands-on exercises for retention. Quick Reference guides are given out in class and practice files are copied to each student’s computer. Topics to be covered include Templates, Themes, Slide Presentations, working with graphics, multimedia files, incorporating charts and tables, animations, slide transitions, and delivery.

6 Sessions / 24 hours / $275*
Fri; 10:00 am – 2:00 pm
Jan 9 – Feb 13, 2015
March 6 – April 17
May 8 – June 12
July 10 – August 14

PROJECT MANAGEMENT PLUS CERTIFICATE WITH PMI®PMP® and CAPM® PREPARATION
• Project Planning and Control
Length: 3 days (24 PDUs)
• Determining Business Requirements
Length: 2 days (14 PDUs)
• Microsoft Project for Effective Project Management
Length: 2 days (16 PDUs)
• PMP/CAPM Exam Prep
Length: 3 days (24 PDUs)
10 Sessions/$4,380*

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 24PDUs or “Contact hours”. Global PMI R.E.P. code is 1270.

3 Sessions / 9 hours / $1,295
Mon, Tue & Wed; 6pm - 9pm*

USING MICROSOFT® PROJECT 2010
After introducing or reinforcing the necessary Project Management concepts needed to properly manage projects in real-world environments, the workshop focuses on raising the participant’s skill and speed in the use of Microsoft® Project. Not just a “button pushing” class, the workshop addresses those areas within a project where the software can help the Project Manager plan, organize, track and control project schedules, estimates, deadlines, costs and associated resources. Upon completion, participants involved with PMI® and the Project Management Institute’s Project Management Professional (PMP) program are awarded 8 PDUs or 8 “Contact hours”. Global PMI R.E.P. code is 1270. Prior knowledge and use of Microsoft Project (or attendance in Using Microsoft Project) is required.

2 Sessions / $495*

MICROSOFT® PROJECT 2010-ADVANCED TOPICS
This hands-on seminar is intended for Project Managers already having experience in the concepts and techniques needed to manage projects with Microsoft Project. The workshop helps participants gain ability and speed in the use of more advanced features. Upon completion, participants involved with PMI® and the Project Management Institute’s Project Management Professional (PMP) program are awarded 8 PDUs or 8 “Contact hours”. Global PMI R.E.P. code is 1270. Prior knowledge and use of Microsoft Project (or attendance in Using Microsoft Project) is required.

2 Sessions / $495*

DETERMINING BUSINESS REQUIREMENTS
This program is for anyone who participates in, or leads, teams involved in developing business requirements. Participants learn how to create Business Case and Business Requirements documents. These deliverables identify what the project will do (and for whom) and what it will not do (also known as in-scope and out-of-scope). Upon completion of the program, attendees involved with PMI’s Project Management Professional – PMP program are awarded 16PDUs or “Contact hours”. Global PMI R.E.P. code is 1270 and IIBA EEP number is E112.

2 Sessions / $895*

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
As Agile project methods become increasingly prevalent in many industries, there is a growing demand for agile practitioners, including Project Managers, Scrum Masters, Scrum Product Owners, and team members with proven credentials. Administered by the Project Management Institute, PMI®, the PMI-ACP® Certification exam is intended to provide Agile practitioners with a credential that attests to their familiarity with Agile methods, tools and skills. 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.

3 Sessions / $895*

BUSINESS ANALYSIS PLUS CERTIFICATE

- Project Planning and Control
  Length: 3 days (24 PDUs)
- Determining Business Requirements
  Length: 2 days (14 PDUs)
- Data Gathering and Requirements Elicitation
  Length: 2 days (14 PDUs)
- Creating Functional Specifications
  Length: 2 days (14 PDUs)
- Structured Testing Techniques
  Length: 2 days (14 PDUs)
11 Sessions/ $4,875*

PMI® PMP® & CAPM® EXAM PREPREPARATION 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.

3 Sessions / $1295*

CREATING FUNCTIONAL SPECIFICATIONS WORKSHOP

(For Out-sourced and In-house Solutions)

This workshop is intended for anyone involved in developing Functional Specifications for business solutions, including Business Analysts, Users, Liaisons, Software Developers and Managers (technical and non-technical). It is also for all business personnel who will interact with technical development personnel. It bridges the very real communications gap between the business and technology teams. Upon completion attendees involved with PMI’s Project Management Professional –PMP program, are awarded 16 PDUs or “Contact hours”. Global PMI R.E.P. code is 1270 and IIBA EEP number is E112.

2 Sessions / $895*
DATA GATHERING AND REQUIREMENTS ELICITATION WORKSHOP
This two-day workshop covers techniques for gathering information about project requirements, assumptions and constraints and how to communicate them to project stakeholders. These skills are essential for Business Analysts, Systems Analysts, Developers, Liaisons, Project Managers and Project Team Members. The techniques covered include interviewing, requirements workshops (including JAD or Joint Application Design), document analysis, observation and questionnaires. By bridging the communications gap the production of quality products, on time, within budget, and without surprises delivered can become a reality. For Business Analysts, we are also an EEP; Endorsed Education Provider of the IIBA™ and this workshop awards 14 CDUs. Our Global R.E.P. code is 1270 and II BA EEP number is E112.

2 Sessions / $895

PROFESSIONAL SKILLS

INTRO TO BOOKKEEPING 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; 6:00 – 9:00 pm
Feb 18 – April 8, 2015
April 20 – June 10
July 6 – Aug 17

ADVANCED QUICKBOOKS
This 36 hour advanced course will further build on the baseline understanding of the importance of bookkeeping as a technical skill. The instructor will provide a real-world technique for business owners and other accounting specialists to organize and analyze financial data using QuickBooks.

12 Sessions/ 36 hours/ $475*
Tues & Thurs; 6:00 – 9:00 pm
Feb 3 – April 2, 2015
April 7 – May 19
June 2 – July 16

Explore a new pathway; gain a valuable credential—“Notary Public License.” This class will introduce students to the basics of what a notary does, the terminology, samples of legal documents required to be notarized, such as deeds, mortgages and powers of attorney. This notary course will prepare you for the New York State exam and the New York State “Notary Public License”- which is valid for 4 years.

4 Sessions/ 12 hours / $125
Mon & Wed (Bi-Weekly)
6:00 pm – 9:00 pm
Jan 5 & 7 and Jan 26 & 28, 2015
March 16 & 18
May 18 & 20
July 20 & 22

BUSINESS 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 documentation like a professional. This twelve-hour workshop provides a step-by-step approach to learning a contemporary style of writing that succeeds in the age of information.

4 Sessions / 12 hours / $195
Wed; 6:00pm – 9:00pm
Jan 7 – Jan 28, 2015
March 4 – March 25
May 6 – May 27
July 8 – July 29

SOFT SKILLS FOR TECHNICAL PROFESSIONALS
Great at technology, but not with humans? Go from panicked to polished and learn how to really connect with your audience and improve your confidence while doing it. This is a hands-on class that will take you from handshakes to lasting impressions. Our approach will give you a toolkit that will serve you well in social situations.

Takeaway: You’ll become a better listener, observer and speaker. Who should take this course: IT professionals and students who want to move ahead in their fields.

8 Sessions / 24 hours / $200*

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

winter/spring 2015
**STRUCTURED TESTING TECHNIQUES**  
*(For Managers, Analysts, Developers and Customers)*

Simply put, this two-day workshop is designed for those Business Analysts, Liaisons, Project Leaders, Support and Testing Teams who want to find errors. The course offers techniques to locate errors during the expensive Implementation, Development and Testing Phases (early phase errors of Analysis and Design are also addressed). Our Global R.E.P. code is 1270. For Business Analysts, we are also an Endorsed Education Provider of the IIBA™, EEP number E112.

2 Sessions / $895*

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**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

10 Sessions / 30 hours / $250

Wed; 6:00pm – 9:00pm  
Jan 21 - March 25, 2015  
April 15 - June 17

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**THE AARP WORKSEARCH ASSESSMENT**

**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 40 or older are encouraged to participate.

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*For further information visit our website [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or call 212.346.8410*
JOB SEARCH WORKSHOP SERIES

Continuing Education has created a series of 2-hour workshops to help you figure out new career options and map out a winning job search plan. The sessions can be taken as often as you would like, and in any sequence. However, we do suggest that you begin with the workshop entitled, "What's My Career Calling?" since knowing what will make you happy in your work is where successful careers begin!

"What's My Career Calling?"

• February 23
  • Ever wonder what your perfect job would look like? This two-hour interactive workshop is designed to help you get onto the path of discovering your perfect job by identifying your skills and values through the use of assessments and self-examination. At the end of the workshop, our participants often discover several career options they had never actually thought of — yet.

"Creating a Winning Job Search Plan"

• March 2
  • OK - you know what you enjoy doing, and where you want your career to lead you... so how do you plan on landing that next great position? Through this two-hour interactive workshop, participants will learn some of the most effective job search strategies, as well as new techniques that are landing job seekers dream jobs every day. The key element is creating a job search plan and sticking to it.

"Is Your Resume & Cover Letter Selling You?"

• March 9
  • If landing your next job can be considered a “marketing campaign” all about you, your career ambitions and your skills, then your resume is your most important marketing tool – so it needs to be clear, concise and reader friendly. Not sure if yours is? Join us for this workshop to determine if your brochure is doing you justice. Various resume and cover letter formats for different industries will be presented and discussed.

"Help! I Have an Interview"

• March 16
  • 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? Attend this workshop to learn techniques for preparing for your next interview so that you coast through it smoothly. Really – it’s possible!!!

"Networking...The New Normal"

• March 23
  • As a job seeker, the more people you know and interact with, the greater your chances are of landing your next position quickly. This rule is truer in New York City than other areas around the country, so your networking skills need to be sharp. Through this two (2) hour workshop you will learn how to master networking strategies and focus your contacts in an organized and productive way. Participants will be exposed to the fundamentals of establishing contact lists, conducting informational interviews and utilizing online networking tools.

Workshops 6:30pm-8:30pm $20 per workshop/$10 for returning students

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
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 / $1395*
Monday; 6:00 – 9:30 pm
Jan 12- April 6, 2015
MODERN LANGUAGE

INTRO TO SPANISH
This course is designed to introduce the student to 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, magazine articles and literary texts will be used in this class.

8 sessions / 24 hours / $250
Tuesday Hours: 6:00 pm- 9:00 pm
Jan 20 - March 17, 2015
June 2 – July 21
Saturday Hours: 10:00am- 1:00 pm
April 4 – May 23

INTERMEDIATE SPANISH
*Prerequisite: Intro to Spanish
This course is designed to review previously acquired concepts, introduce more complex grammatical structures and increase listening and reading comprehension. You 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 your reading comprehension and expand your communication skills. Audio, magazine articles and literary texts will be used in this class.

8 Sessions / 24 hours / $250
Tues: 6:00 pm - 9:00 pm
April 7 – May 26
Saturday Hours: 10:00am- 1:00 pm
Jan 17 – March 14, 2015
May 30 – July 25

CONVERSATIONAL SPANISH & CULTURE
Conversational Spanish and Culture is an intermediate to advanced conversation course designed to improve communication skills. This course aims to develop fluency in speaking while expanding vocabulary and reviewing grammatical structures.

PERSONAL DEVELOPMENT

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

You will explore several aspects of life and culture through newspaper articles, interactive situations, music, literature and film. This course is designed for students who have knowledge of Spanish at the Intermediate level.

8 Sessions / 24 hours / $250
Saturday Hours: 2:00 pm – 5:00 pm

PERSONAL PURSUIT

THE HANDMADE BOOK CLASS
Learning to make books for fun or profit—can be a new hobby—great for gifts, cards, etc.—an addition to your profession—portfolios, promo pieces, artist books. Explore simple bookbinding from Eastern and early Western traditions. Make ten books from start to finish. Make individual and collaborative books, unique books and small editions. Book structures include simple sewn chap books, stab stitch, accordions, long-stitch and Coptic bindings, plus origami-based books, basic pop-ups, magic wallets, and other paper toys. See the work of contemporary book artists. Discuss how books are made, techniques, and marketing. Exercises include: hands-on bookmaking, an examination of finished pieces, and a presentation of the work of guest artists. Participants will be exposed to the fundamentals of establishing a professional network. The workshop includes a field trip.

6 Sessions / 18 hours / $450
Saturday; 1:00 pm -4:00 pm*

INTRO TO MEDITATION
If life has you feeling stressed and overwhelmed, consider taking a meditation class. In this course you will learn quick and easy ways to meditate that can be incorporated into your everyday life. Meditation can give you a sense of calm, peace and balance that benefits both your emotional well-being and your overall health. This course will introduce you to several basic types of meditation and provide you with practical meditation techniques that can be done anywhere.

$15/ 1 hour per session
Monday Hours; 6:15- 7:15 pm*

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
ANTI-INFLAMMATORY DIET
An anti-inflammatory diet is a powerful way to eliminate chronic pain, avoid serious illness, and reduce your reliance on medication. In this class we will discuss what inflammation is, and the various ways it manifests in the body. You will learn which foods to eat, and which to avoid, as well as strategies to comfortably transform your everyday approach to eating, leading to lifelong, healthy supportive habits. The class will also include a short cooking demonstration focusing on healthy cooking methods.

4 Sessions / 8 hours / $95
Tues & Thurs: 6:00 pm -10:00 pm*

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
NEW YORK, NEW YORK

NEW YORK FROM THE INSIDE
Enjoy a series of 3-day workshops each focusing on a specific aspect of New York City. In each of these workshops, you will look at New York City through a specific lens or theme. The theme of your workshop may be: a time in history, an aspect of the Arts, a notable person, or special places. While you explore New York in the classroom and in guided outings to places within the city, you will be improving your English communication skills. You will also write and present a research project on your workshop’s theme. You will receive a certificate of completion for 20 hours or 2 CEU only if you successfully complete the course; that means you have to attend all three classes and submit an original research project.

FILMS IN NEW YORK
How did New York come to be what it is today and how do films play a role in shaping New York City’s image? This course is intended to help students consider crucial questions related to NYC’s governance, public health and reforms, culture and public policy, immigration and race, economic life, and the role of women in New York City’s film history. Evidence of New York City’s rich past is everywhere and its incredible organization defies logic. Its contrasts of great wealth and poverty, so dense, so complex, so difficult to grasp at once — lead one to ask: Why did this happen here, and not someplace else? Exploring the history of film in and about New York City can be used as a starting point to examine these issues.

3 Sessions / 20 hours / $200
Saturday Hours; 10:00 am – 5:00 pm*

NEW YORK CITY’S COMMUNITY GARDENS
In crowded urban environments, are open green spaces luxuries or necessities? What purposes do community gardens serve in specific communities? We look for answers to those questions primarily through our exploration of community gardens in the East Village in Manhattan. This course is intended to help students examine and understand how neighborhoods form individual communities within New York City, and in the process, both feed and come into conflict with the larger forces at play in the city. We will combine classroom study with field trips to community gardens, where we will have opportunities to interact with garden members and the surrounding community. Students will obtain a certificate with credit for 20 hours or 2 CEU (Continuing Education Units) on successful completion of the course.

3 Sessions / 20 hours / $200
Saturday Hours; 10:00 am - 5:00 pm*

20TH CENTURY NEW YORK THROUGH MUSIC
There is something about New York City that has influenced great musicians to create the most interesting sounds and beats that could have only been created here. The ever changing social landscape draws musicians from all four corners of the world to want to drink from the fountain of intellect, culture and raw reality. The music created and found here spans all forms of music such as jazz, rap, classical, blues etc. This course will survey the 20th Century music of New York City. We will begin by studying the roaring twenties and finish by discussing several ethnic folk music found in New York City’s smaller neighborhoods. Please join us for a musical tour of New York City’s history. Students will obtain a certificate with credit for 20 hours or 2 CEU (Continuing Education Units) on successful completion of the course.

3 Sessions / 20 hours / $200
Saturday Hours; 10:00 am – 5 pm*

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
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 range from $359 to $439*

Spring 2015 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

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
ESL (ENGLISH AS A SECOND LANGUAGE)

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.

8 Sessions / 32 hours / $260
Saturday Hours; 9:30am- 1:30 pm
January 10- March 7, 2015
March 21- May 16
May 30-July 25

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.

8 Sessions / 32 hours / $260
Saturday Hours; 9:30am- 1:30 pm
January 10- March 7, 2015
March 21- May 16
May 30- July 25

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 / $260
Saturday Hours; 10:00am- 2:00 pm
January 10- March 21, 2015
April 11- June 20

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. In addition, 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. You will also learn tips to improve your test- taking abilities for the internet- based TOEFL test (iBT).

10 Sessions / 40 hours / $290
Saturday Hours; 10:00am - 2:00pm
January 10- March 21, 2015
April 11- June 20

Please speak to an advisor before you register.
Call Naomi at 212.665.2740.

*For further information visit our website | www bmcc cuny edu ce | or call 212.346.8410
JAVA PROGRAMMING
This course teaches programming in the Java Standard Edition. It is intended for programmers with experience in languages other than Java, but who may or may not have any previous Java experience. It focuses on procedural and structured coding skills first, and then offers meticulous, in-depth coverage of object-oriented concepts and how to apply them to Java software design and development. The latter part of the course moves from these basic skills into key parts of the Java SE Core API, including collections, logging, streams, and object serialization. A final chapter introduces automated unit-testing practices using Junit.

16 Sessions / 3 hours / 8 weeks / $1850
On-line delivery *

INTERMEDIATE JAVA
This course teaches programming in the Java language - i.e., the Java Standard Edition platform. It is intended for students with previous Java experience or training, who already know the fundamentals of the programming. This course provides in-depth coverage of object-oriented concepts and how to apply them to Java software design and development. Students will then move from these basic skills into key parts of the Java SE Core API, including collections, logging, streams, and object serialization. A final chapter introduces automated unit-testing practices using Junit.

16 Sessions / 3 hours / 8 Weeks / $1,850
Online Delivery*

ADVANCED JAVA PROGRAMMING
This course provides advanced training in developing software using the Java Platform, Standard Edition, or Java SE. It is intended for students with solid experience in structured and object-oriented Java programming, including the use of Collections API and exception handling.

16 Sessions / 3 hours / 8 Weeks / $1850
On-line delivery*

RAPID INTRODUCTION TO HTML, CSS and JAVASCRIPT
In this course, students engage in a rapid hands-on introduction to client-side programming with HTML, CSS, and JavaScript. Be prepared to cover an intensive amount of information in a short period of time. Afterwards, the focus will be to spend time reviewing the content on one’s own to solidify and buildup on the skills taught in class.

16 sessions / 3 hours / 8 Weeks / $1850
On-line delivery*

DEVELOPING JAVA WEB APPLICATIONS
This course gives the experienced Java programmer a firm understanding of web application development in the Java Enterprise environment. Students learn the Servlets, JSP, and JSTL standards and how to mesh them into an effective methodology for building maintainable model/view/controller web applications. Students also work with relational databases and are exposed to practicalities of using both JDBC- and JPA-based persistence tiers. The course further introduces security concepts and provides exercises in both declarative and programmatic approaches to authentication and authorization for Java web applications.

16 Sessions / 3 hours / 8 Weeks / $1850
On-line delivery*
INTRO TO DREAMWEAVER CS4
Do you wish to use Adobe Dreamweaver CS4 to design, create, and maintain user friendly Web sites that are full of professional quality Web pages? If so, then this is the class for you! You do not need any prior Web design skills or knowledge of code interface. You will learn how to set up Dreamweaver for building as many sites as you like.
12 Sessions / 6 Weeks / $99
24/7 access at www.ed2go.com/bmccny

CREATING WEB PAGES
Create and post your very own Website on the Internet using HTML in this extensive, hands-on, six-week workshop. Learn a new skill or enhance existing skills for professional development or personal enrichment.
12 sessions / 6 weeks / $99
24/7 access at www.ed2go.com/bmccny

INTRODUCTION TO ANDROID
This course is intended for experienced developers who wish to learn how to develop applications for the Android operating system from Google. Students will build various small example app, service, and widget projects, and work up to larger case-study applications involving various UI-design techniques. Work will primarily utilize Android 2.3, but will include some features and development styles for Android 3.x and 4.0.
16 sessions / 8 Weeks / $1850
On-line delivery*

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
ON-LINE CAREER TRAINING

If you are considering a career change or are ready to move up the corporate ladder, Continuing Education offers a wide range of certificate and certification programs that will help you accomplish your goal. Our programs include job search strategies, paralegal studies, introduction to criminal law, LSAT preparation, business and marketing writing, plus much more.

12 STEPS TO A SUCCESSFUL JOB SEARCH
In this course, a world-renowned author and career advisor will help you identify the job that is best for your needs. You’ll be given complete step-by-step instructions on how to get that job, regardless of your level of expertise, or the state of today’s economy.

12 Sessions / 6 Weeks / $99
www.ed2go.com/bmccny

CORPORATE CONTINUING WORKFORCE EDUCATION
JER Online lists over 1000+, affordable, non-credit Continuing Workforce courses and certificates. Students who enroll in JER Online courses can start anytime and accessing their courses from anywhere for fast completion. JER Online offers discounted prices for employee group enrollments. As an extra added value and bonus, students will have 1 year access to their online courses, post course completion (applied to self-directed corporate developed courses only).

www.coursecatalog.com/bmcc

PROFESSIONAL TECHNICAL WRITING CERTIFICATIONS
Are you interested in enrolling in technical writing classes that come with an accredited university credential upon successful completion?
According to the Bureau of Labor Statics, employment of technical writers is expected to grow 18 percent or faster than the average for all occupations, from now to 2018

http://techwriter.coursecatalog.com/bmcc

INTRODUCTION TO CRIMINAL LAW
Criminal law is one of the most fascinating areas of legal practice. The instructor, a former felony prosecutor, who has appeared on CourtTV, gives a behind-the-scenes look at criminal law by examining the world of prosecutors, defense attorneys, and the paralegals who work closely with them. Students will examine all major areas of crime—from theft to murder, conspiracy to sexual assault. A criminal case trial will be dissected and explained in depth. Various types of criminal defenses, sentencing, and appeals procedures will be explored and a variety of exercises based on the lessons will give one a hands-on experience. Each lesson will feature an insider’s perspective of the criminal justice system, and how it is experienced every day.

6 Weeks / $99
www.ed2go.com/bmccny

EXPLORE A CAREER AS A PARALEGAL
In this course, you’ll discover what paralegals do and what you’ll need to know in order to begin your own paralegal career. You’ll start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. Finally, you’ll get tips on internships and job-hunting, and you’ll have the knowledge you need to land an entry-level job or train for a more advanced position. By the time you’re done, you’ll know if becoming a paralegal is the right career choice for you.

12 Sessions / 6 Weeks / $99
www.ed2go.com/bmccny

*For further information visit our website I www.bmcc.cuny.edu/ce I or call 212.346.8410
**LSAT PREPARATION - PART 1**
Taking both part 1 and 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. We recommend that you practice on actual LSAT exams, which can be purchased from Law School Admission Council at www.lsac.org. This course will teach proven test taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures and law school survival techniques, as well as, giving students an overview of a career in law. Students will participate in an intensive review of analytical reasoning questions; including techniques for drafting the three most helpful types of diagrams, and explanations for, and interpretations of, correct answer choices. Learning law school admissions counselors favorite outline format for writing samples will also be taught.

12 Sessions / 6 Weeks / $99
www.ed2go.com/bmccny

**EFFECTIVE BUSINESS WRITING**
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! It doesn’t matter whether you’re a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

$99 / 12 Sessions / 6 Weeks
www.ed2go.com/bmccny

**BUSINESS AND MARKETING WRITING**
This course solidifies the relationship between business and marketing principles and written communications. You’ll learn how business and marketing objectives affect writing choices. You’ll get practical writing instruction in grammar, structure, and more. You’ll understand issues unique to this discipline, such as buzzwords, working with a team, and marketing ethics.

12 Sessions / 6 Weeks / $99
www.ed2go.com/bmccny

**FUNDAMENTALS OF SUPERVISION AND MANAGEMENT**
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you’ll learn how to manage your time so that you can deal with the constant demands of a managerial job.

12 Sessions / 6 Weeks / $99
www.ed2go.com/bmccny

**FUNDAMENTALS OF SUPERVISION AND MANAGEMENT II**
In this six-week online course, you will learn how to be a more effective manager or supervisor. You will master the basics of communication, because effective communication is essential in your quest to be a good manager or supervisor.

12 Sessions / 6 Weeks / $99
www.ed2go.com/bmccny

*For further information visit our website www.bmcc.cuny.edu/ce I or call 212.346.8410
UNIVERSITY ALLIANCE CONTINUING EDUCATION
PROJECT MANAGEMENT PROGRAM

Developed by a top-ranked university, Villanova Project Management offers interactive courses, an ideal way to distinguish yourself with the essential skills for meeting your career goals—whether you’re looking to advance in your current position, change jobs or rebound after a layoff. Many of these online courses prepare you for industry certification, which is a proven way to boost your salary, marketability and job security. Each class is 8 weeks long and starts on the first day of every month.

Essentials of Project Management — $1,795 — 50 PDU’s

• Geared toward the working professional, Essentials of Project Management supports the new PMBOK® Guide—Fifth Edition (Electronic Copy included). This comprehensive online project management course covers one of businesses’ fastest growing, most in-demand professional disciplines. Essentials of Project Management offers you a critical introduction to the practice of project management, blending theory with practical examples and case studies.

Essential of Project Management Healthcare — $1,795 — 50 PDU’s

• Geared toward the working professional, Essentials of Project Management supports the new PMBOK® Guide—Fifth Edition (Electronic Copy included). This comprehensive online project management course covers one of the fastest growing, most in-demand professional disciplines in business with a focus on its application in the healthcare industry.

Project Management for IS/IT Professionals — $1,795 - 60 PDU’s

• (includes an electronic copy of the PMBOK) - Project Management for IS/IT Professionals draws from the most current methods and leading experts to enable IS/IT professionals to advance in responsibility, recognition and rewards. Students desiring PMP® or CAPM® certification will gain a thorough understanding of knowledge areas as presented in the Project Management Body of Knowledge (PMBOK®).

Mastering Project Management – $1,795 – 60 PDU’s

• For the more experienced student, this course builds upon the fundamentals explored in Essentials of Project Management. It focuses on strengthening skills previously developed and expanding skills. Advanced study includes plan development and performance management to aid in project planning, scheduling and measuring results.

Mastering Project Management Healthcare – $1,795 – 60 PDU’s

• For the more experienced student, this course builds upon the fundamentals explored in Essentials of Project Management. It focuses on strengthening skills previously developed and expanding skills. Advanced study includes plan development and performance management to aid in project planning, scheduling and measuring results with a focus on its application in the healthcare industry.

*For further information visit our website I www.bmcc.cuny.edu/ce I or call 212.346.8410
### PMP Exam Prep – $1,395 – 35 PDU’s

- Project Management Professional (PMP®) Exam Prep thoroughly prepares students for the CAPM® or PMP® certification exam offered by the Project Management Institute (PMI®). Test yourself with thousands of questions based on the knowledge areas of the PMP and CAPM exams, a comprehensive study guide, 500 flashcards and a quick reference placemat. Prior to enrolling in this training course, you should take Essentials of Project Management and Mastering Project Management.

### Project Management Capstone – $1,395 – 45 PDU’s

- Designed for professionals in the military or large organizations, Project Management Capstone thoroughly prepares students for the PMP® or CAPM® certification exam offered by the Project Management Institute (PMI®). Project Management Capstone uses real-world examples and case studies to help you build on and develop the skills acquired in Essentials of Project Management and Mastering Project Management.

### Advanced Strategic Project Management - $1,595 – 60 PDU’s

- This course offers you, the experienced project management professional, the opportunity to hone vital new project management skills that will differentiate you from your peers, enabling you to advance in responsibility and recognition. Learn the latest high-level techniques to lead and manage people as well as projects with critical strategies for your key leadership role.

#### Maximizing Team Effectiveness – $1,595 – 45 PDU’s

- Maximizing Team Effectiveness teaches you how to assess and manage yourself first. In subsequent modules, you’ll learn about managing others in one-on-one settings, managing your team, and managing your stakeholders. You’ll also learn to use practical and flexible tools and techniques that will improve your people skills and make you a more effective project manager or team member.

#### Maximizing IS/IT Team Effectiveness – $1,595 – 45 PDU’s

- Maximizing IS/IT Team Effectiveness teaches you practical and flexible tools and techniques that will improve your people skills and make you a more effective IT project manager or IT team member including learning to manage others in one-on-one settings, manage your team, and manage your stakeholders. You’ll also learn to use practical and flexible tools and techniques that will improve your people skills and make you a more effective project manager or team member.

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*Get the Skills You Need...
Content Provided By Villanova University at BMCC
http://www.uaceonline.com/bmccny/*
CONTINUING EDUCATION OPEN HOUSES
BMCC hosts a number of Open Houses each term to give adult learners the opportunity to visit our facility and meet our talented faculty. Take a look at what we have coming up, or consider participating on one of our Job Search Workshops or Career Transition classes. Our goal is to help prepare you for your next big career move.

AARP
   Wednesday: 12:00 – 2:00 pm; 2:00 – 4:00 pm

BUSINESS WRITING
   Wednesday: 2:00 - 6:00 pm

DEVELOPMENTAL DISABILITIES AIDE
   Monday: 4:00 - 8:00 pm
   Wednesday: 9:30 - 2:00 pm
   Friday: 9:30 - 2:00 pm

ELECTRONIC HEALTH RECORDS
   Thursday: 9:30 - 10:30 am

EMERGENCY MEDICAL TECHNICIAN
   Tuesday: 6:00 - 8:00 pm
   Thursday: 11:00 - 1:00 pm

MEDICAL BILLING & CODING
   Thursday: 11:00 - 12:00 pm

MEDICAL ASSISTANCE SPECIALIST
   Tuesday: 10:00 -11:00 am

MICROSOFT OFFICE
   Wednesday: 2:00 - 6:00 pm

NASM
   Thursday: 3:00 - 6:00 pm

NOTARY
   Wednesday: 2:00 - 6:00 pm

PROJECT MANAGEMENT & BUSINESS ANALYSIS
   Wednesday: 6:30 - 8:00 pm

PUBLIC SPEAKING
   Wednesday: 2:00 - 6:00 pm

SOCIAL MEDIA
   Wednesday: 2:00 - 6:00 pm

QUICKBOOKS
   Wednesday: 2:00 - 6:00 pm

TECHNOLOGY CAREER
   Wednesday: 6:30 - 8:00 pm

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
REGISTRATION INFORMATION

REGISTRATION BEGINS NOW
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

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.

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, go to
www.bmcc.cuny.edu/ce.
Click on “sign in” and create a new student profile. Then select “courses” and click on “register for this course.”

IN-PERSON REGISTRATION
Mon: 9am-8pm Tue-Fri: 11am-6pm
Sat: Closed
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 Continuing Education. We do not accept cash payments. Payments can also be made via phone or online.

LATE REGISTRATION
Although we do not charge late registration fees, tuition will not be prorated for missed sessions. After the second class session has begun, course registration is closed.

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:
* 15% off tuition rate for BMCC Alumni (students who earned an Associate’s Degree from BMCC).
* 10% off tuition rate for Senior Citizens, CUNY employees, or students who previously participated in a BMCC Continuing Education course(s).
Please note: discounts CANNOT be combined. Some restrictions apply, not applicable towards all classes.

BOOKS & MATERIALS
Some courses may require the purchase of textbooks or required course materials. The cost of these is not included in the price of tuition, 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.

*For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
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-payment (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 1010 AM 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/academic s/grades/rules/aff_act.html

COLLEGE RULES AND REGULATIONS
All participants of BMCC Center for Continuing Education and Workforce Development programs 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.

DISABILITY SERVICES
If you wish to inquire about disability services, please contact 212.346.8410. Requests for accommodations must be accompanied by documentation of disability. Documentation must be provided at least 7-10 business days in advance of class start dates to ensure that a reasonable accommodation of requests can be processed in a timely manner.
* We reserve the right to correct any errors on our web site or printed materials. All fees are subject to change. Terms, content and brochure format are copyrighted. Any use, reproduction, imitation or other infringement is prohibited.
Shaundell Duley never knew she could be a success story. She is a single mother from the Bronx who was searching for a career path that would provide a better life for her and her son. Prior to coming to BMCC Center for Continuing Education she applied to other medical assistant programs. However she was unable to afford the tuition cost. In fact she was even told by one of the academic advisor that her challenges would prevent her from securing tangible employment.

Ms. Duley could have accepted these rejections as her fate. But she persevered and found out about the new Medical Assistant Specialist program at Continuing Education. Ms. Duley indicated that the supportive environment at the Center was what she was looking for in a Medical Assistant program.

Ms. Duley said during her time at BMCC there were a few challenges. She had to get up 5:30 every morning to drop her son off at the daycare before coming to school. She said sometimes she didn't know whether she would be able to make it to school because she didn't have the money for transportation.

By the time Ms. Duley started her internship with the Fulton Medical Group, she was confident and well prepared because of all of the in-class instruction she learned in the classroom.

Ms. Duley’s hard work and determination soon landed her a full time position as a Medical Assistant with the Fulton Medical Group and now, she is a natural when it comes to performing various clinical tasks. Mr. Reese, the Office manager, informed me that Ms. Duley basically runs the entire front desk, and is very efficient in multi-tasking. He also indicated that within just three months Ms. Duley received her first raise, and is due for a second raise very soon.

~ Medical Assistant Specialist Student
BMCC Continuing Education
Unlock the Secrets to CAREER SUCCESS!

Borough of Manhattan Community College Introduces 100% Online Professional Education Programs Developed by America’s Leading Universities

Reaching your career goals has never been so convenient! Video-based online programs in today’s most popular business fields empower you with the cutting-edge skills you want from world-class universities you trust, including Villanova University, Michigan State University, the University of San Francisco and the University of Vermont. In addition to validating your knowledge and distinguishing you in today’s competitive job market, the credential you earn from Borough of Manhattan Community College demonstrates your expertise and ongoing commitment to professional development.

📲 LEARN JOB SKILLS THAT CAN TAKE YOU TO THE TOP!
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Topics Include:
- Information Technology
- Project Management
- Six Sigma
- Contract Management
- Supply Chain Management
- Internet Marketing
- Leadership & Management
- ... and MORE!

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