CUStoM-tAiLoREd CoRpoRAtE tRAining SoLUtionS

Have you noticed a gap between your organization’s needs and your employees’ skill sets? BMCC has a team of Organizational Development professionals and Subject Matter Expert instructors available to assist you in bridging this productivity gap. BMCC works with employers across Manhattan to design and deliver customized training solutions on a regular basis. 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. Call our training team at 212-346-8410 today to explore how we can help improve your bottom line by enhancing the talents of your greatest asset!

tEAChing oppoRtUnitiES

We are always looking to bring talented new instructors onto our team. If you are an expert in a field and you would like to share your knowledge with our students, send your resume and a 1-page course overview including notes on the target student population to ace@bmcc.cuny.edu or call us at 212.346.8410 with any questions about our new course review process. For specific openings, please visit our website at: www.bmcc.cuny.edu/ce. We look forward to you joining our faculty!

PUBLIC TRANSPORTATION

Subway Lines: A, C, M, Z, 2, 3, 4 or 5 to Fulton St / Nassau St
J, M, or Z to Broad St / Wall St
1, R or W to South Ferry
Bus Lines: M1, M6, M9 and M15

Come Visit BMCC’s Continuing Education 44,000 sq ft Workforce Training Center in Lower Manhattan at 25 Broadway!
LETTER FROM THE PRESIDENT
Borough of Manhattan Community College

BMCC continues to be recognized as a LEADER in urban-serving education nationally. We attract talented, enthusiastic and motivated students from all five boroughs and from over 165 countries. Every student, faculty or staff person who invests their future with BMCC is delivering their very best efforts to realize the promise of our institution.

We are a LARGE institution. We are now THE LARGEST UNDERGRADUATE COLLEGE IN NEW YORK CITY. In 2011, Community College Week ranked BMCC as NUMBER 2 among all community colleges in the nation for awarding Associate degrees in Business; NUMBER 3 in Computer and information sciences; NUMBER 2 in the nation for awarding degrees to African Americans; NUMBER 2 east of the Mississippi for awarding degrees to Hispanic students; and NUMBER 5 nationally, in awarding degrees to underrepresented students in general.

Since BMCC began, we have been clear that our mission was to serve the residents of New York City, especially during hard times.

BMCC works closely with the local community, and each year partners with corporations, elected officials, local boards, community leaders, and government agencies to organize events and provide space for meetings, conferences, and programs. BMCC’s Center for Adult Continuing Education & Workforce Development plays a critical role in meeting the needs of job-seekers and those seeking skill upgrades. The College’s workforce development programs work hard to create a stronger pool of qualified applicants for New York City employers. BMCC’s Center for Adult Continuing Education & Workforce Development strengthens the college’s connections with local businesses, by engaging them in dialogue about improving the skills of their incumbent workforce. The Center is a strong supporter of the Office of the Mayor’s AGE-FRIENDLY NYC Initiative for preparing an aging workforce. BMCC is an AARP Foundation Work Search Training site, and an active trainer of Older Workers.

Antonio Perez
President
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It’s not easy to start searching for a job.

We want to help. Get Started today with our step by step process to ease your mind and help you manage a successful job search.

**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.

**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 and 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.
There are many numbers of reasons why people are heading back into the job market today. Some are looking to rebound after a layoff, while others simply aren’t enjoying their current careers and are looking for a change. BMCC 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 Perfect Job?” since knowing what will make you happy in your work is where successful careers always begin!

**WORKSHOPS**

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**EDUCATION TO GO (ED2GO)**

**ONLINE SHORT TERM COURSES**

**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 state of today’s economy.

$99 / 12 Sessions / 6 Weeks

24/7 access www.ed2go.com/bmccny

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**BMCC Mobile App**

**Now available for iPhone and Android**

BMCC Mobile helps you stay connected to Borough of Manhattan Community College from wherever you are, on or off campus.

**Download now for your Android device**
Available on the Android Market Place

**Download BMCC Mobile now for your iPhone**
Available on the App Store
4 EASY OPTIONS TO REGISTER

BY INTERNET
Go to our website, it's easy and secure - www.bmcc.cuny.edu/ce
Click on “sign in” to sign in or create a new student profile and then select courses you would wish to take. You can pay by credit card online (Visa, MasterCard or Discover accepted).

BY MAIL
Complete the Registration Form from the website (www.bmcc.cuny.edu/ce) and mail it to:
Borough of Manhattan Community College
Center for Continuing Education and Workforce Development
25 Broadway, 8th Floor
New York, NY 10004

BY PHONE
Call the Office of Continuing Education at (212) 346-8410. Please be prepared to provide the course number, section and payment information.

IN PERSON
The Office of Continuing Education is located at 25 Broadway, 8th Floor. Call for directions to our campus.
Monday thru Thursday: 11:00 AM - 7:00 PM
Friday thru Saturday: 9:00 AM - 4:00 PM

GO TO WWW.BMCC.CUNY.EDU/CE OR CALL (212) 346-8410 TO REGISTER FOR SCHEDULED OPEN HOUSES
25 BROADWAY 8TH FLOOR, NEW YORK, NEW YORK 10004
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, doctors’ offices and clinics will continue to rely upon well-trained and dedicated medical professionals. Allied Health professionals range from administrative areas like Billing and Coding to more hands-on interactions with patients such as Emergency Medical Technician and Medical Assistant Specialist Program. In the Summer/Fall of 2013, BMCC will begin to offer new additions to our extensive catalog of Allied Health certificate programs, including Hemodialysis for Technicians & Nurses., 3-Day EKG, and more!

DIRECT CARE COUNSELOR - (DCC)
**ALL INTERESTED APPLICANTS MUST ATTEND AN OPEN HOUSE SESSION.**
This comprehensive course prepares qualified individuals to work in the mental health 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, and to reach their potential and improve their quality of life.
*Classroom instruction*
*8 weeks & 2 weeks internship.*
$2,200 / 50 Sessions / 350 Hours
6/24 - 9/3  Mon - Fri  9am - 5pm
Requires 2-4 Sat. No Classes 7/4 & 9/2
9/3 - 11/13  Mon - Fri  9am - 5pm
Requires 2-4 Sat. No Classes 10/21 & 11/11
*Location: 25 Broadway, 8th Floor

CERTIFIED HEMODIALYSIS TECHNICIAN
**ALL INTERESTED APPLICANTS MUST ATTEND AN OPEN HOUSE SESSION.**
This course is designed to cover the anatomy and physiology of the kidneys, common causes of End Stage Renal Disease, principals of Hemodialysis procedure, treatment options, commonly used Hemodialysis terms and abbreviations, patient assessment, nutritional and social needs of End Stage Renal Disease patients, vascular access and cannulation techniques, infection control, medications, medical and technical complications, machine set-up and operation and monitoring.
$2000 / 24 Sessions / Additional $100 Fee for Books and Supplies
Date: To Be Determined
*Location: 25 Broadway, 8th Floor

CERTIFIED CLINICAL HEMODIALYSIS TECHNICIAN CERTIFICATION EXAM REVIEW
This comprehensive review course is recommended for preparation of the Certified Clinical Hemodialysis Exam. It includes an intensive review of the subject matter, practice questions, and test-taking techniques to ensure success.
*Note: Not applicable to nurses.*
*See website for updated information.*
$210 / 2 Sessions (Textbook Fee not included)
Date: To Be Determined
*Location: 25 Broadway, 8th Floor

CERTIFIED HEMODIALYSIS FOR NURSES PROGRAM
**ALL INTERESTED APPLICANTS MUST ATTEND AN OPEN HOUSE SESSION.**
The course prepares Nurses and Healthcare Professionals to 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, patient assessment, nutritional and social needs of End Stage Renal Disease patients, vascular access and cannulation techniques, infection control, medications, medical and technical complications, machine set-up, and operation and monitoring.
$2000 / 24 Sessions / Additional $100 Fee for Books and Supplies
Date: To Be Determined
*Location: 25 Broadway, 8th Floor

INTRAVENOUS THERAPY
*Discount available for Current BMCC Nursing Students*
This IV Therapy course provides participants with a basic but comprehensive knowledge of intravenous tools and techniques as well as
understanding the theories and methodologies involved in IV therapy. This continuing nursing education activity was approved by the Connecticut Nurses' Association, An Accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. (Code #215-01595). It has been approved for 15.3 contact hours.

$245 / 2 Sessions
6/6 & 6/7 Thu & Fri 8:30am - 5:30pm
6/22 & 6/23 Sat & Sun 8:30am - 5:30pm
7/1 & 7/2 Mon & Tues 8:30am - 5:30pm
7/22 & 7/23 Mon & Tues 8:30am - 5:30pm
8/5 & 8/6 Mon & Tues 8:30am - 5:30pm
8/17 & 8/18 Sat & Sun 8:30am - 5:30pm
*Location: Main Campus, 199 Chambers Street

INTRODUCTION TO SPANISH FOR HEALTHCARE

*NEW PROGRAM
This Spanish course prepares health care 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 colleagues, effectively make an appointment, go through the medical family history, identify parts of the body among other basic specific vocabulary. Currently Hispanics make up 15% of the US population; they are the largest and fastest growing ethnic group. This number is expected to continue growing.

$400 / 8 Sessions / 24 Hours
6/3 - 7/22 Monday 6pm - 9pm
9/16 - 11/18 Monday 6pm - 9pm
No Class: 10/14, 11/11
11/18 - 1/27 Monday 6pm - 9pm
No Class: 12/23, 12/30, 1/20
*Location: 25 Broadway, 8th Floor

MEDICAL ASSISTANT SPECIALIST - (MAS)

**ALL INTERESTED APPLICANTS MUST ATTEND AN OPEN HOUSE SESSION.
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. The daily tasks may range from taking vital signs to scheduling patient appointments; training covers a spectrum of administrative tasks as well as patient care procedures.

$3,800 / 100 Sessions
8/5 – 1/2 Mon - Fri 9am - 5pm
Requires 1-3 Sat.
No Class: 9/2, 10/14, 11/11, 11/28, 11/29, 12/24, 12/25, 12/31, 1/1
11/4 – 4/4 Mon - Fri 9am - 5pm
Requires 1-3 Sat.
No Class: 11/11, 11/28, 11/29, 12/24, 12/25, 12/31, 1/1, 1/20, 2/12, 2/17
*Location: 25 Broadway, 8th Floor

MEDICAL BILLING & CODING - (MBC)
This 120 course offers students the skills needed to solve insurance billing problems. Students learn how to manually file claims, complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. Students learn basic claim processes for medical insurance and third party reimbursements, and to find service codes using manuals.

$2,200 / 20 Sessions
9/17 - 2/18 Tues & Thu 6pm - 9pm
No Class: 11/28, 12/24, 12/26, 12/31, 1/2
10/5 - 3/8 Saturday 9:30am - 3:30pm
No Class: 11/30, 12/21, 12/28
*Location: 25 Broadway, 8th Floor
NHA exam fee not included in the tuition

EMERGENCY MEDICAL TECHNICIAN - BASIC

**ALL INTERESTED APPLICANTS MUST ATTEND AN 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 services personnel. Emergency Medical technicians are the first to respond to the injured in emergency incidents or medical situations. This program prepares graduates to assess patients, manage respiratory and cardiac emergencies, provide advanced first aid and transport the injured to a medical facility.

$1,125 / Nonrefundable fee of $75 included in tuition.
Summer 2013: 10 Weeks
6/4 - 8/15 T/W/Th 6pm - 9pm
Saturday 9:30am - 4:30pm
Fall Evening 2013: (Schedule subject to change)
8/28 - 12/19 Monday & Wednesday 6pm - 10pm
Saturday 9:30am - 4:30pm
*Location: 25 Broadway, 8th Floor

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

www.bmcc.cuny.edu/ce Find us on Facebook /BMCC.CE
The National Academy of Sports Medicine (NASM) in partnership with BMCC’s Center for Workforce Development is pleased to announce our new Certified Personal Training (CPT) Certification. The CPT program will augment the credentials of health and fitness professionals. NASM’s CPT is ideal for Exercise Science, Kinesiology, Exercise Physiology, and Physical Education, Personal Training, Fitness and Wellness programs. Learners that are serious about earning a living as a Personal Fitness Trainer, should enroll. The BMCC/NASM CPT program is the way to go! This course will prepare you for the NASM Certified Personal Trainer exam.

Tuition: $3,400.00 Contact: (212) 346-8424

*See website for updated information.

VISIT US AT: WWW.BMCC.CUNY.EDU/CE OR CALL: (212) 346-8424
EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY

HAZARDOUS MATERIAL FOR FIRST RESPONDERS
This course was developed for First Responders, Safety Officers, and Emergency Management personnel. This course benefits Office Managers, Police Officers, Public Works employees, members of an Emergency Response Team, and Personnel whose jobs requires them to respond to incidents involving hazardous materials (HAZMAT) or weapons of mass destruction (WMDs).
$350 / 3 Sessions
6/18 & 6/20 Tues & Thu  6pm - 10pm
6/22 Saturday  9am - 5pm
*Location: NYSIM LAB, Bellevue Hospital

PEDIATRIC ADVANCED LIFE SUPPORT - (PALS)
This course is taught for Health Care Professionals under the guidelines of the American Heart Association. This course provides the knowledge and skills to better recognize and treat critically ill infants and children. The curriculum uses a scenario based team approach to teach pediatric emergency management of pediatric patients approaching or already in respiratory/cardiac arrest.
$250 / 2 Sessions
Date: TBA
*Location: TBA

PARAMEDIC CHALLENGE 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 covered 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.
$950 / Nonrefundable fee of $75 included in tuition.
Date: TBA
*Location: TBA

EDUCATION TO GO (ED2GO)
ONLINE SHORT TERM COURSES

HIPAA COMPLIANCE
This course will demystify the compliance process and focus specifically on the Administrative Simplification portion and “lingo” of HIPAA, ARRA, and HITECH. Identifying the important players, transactions, code sets, and identifiers, are key elements in electronic healthcare transmissions.
$99 / 12 Sessions / 6 Weeks
24/7 access www.ed2go.com/bmccny

3 DAY ELECTROCARDIOGRAPHY FOR HEALTHCARE PROFESSIONALS
*Discount available for Current BMCC Nursing Students.
This intensive course for Registered Nurses and Healthcare Professionals provides additional skills in advanced topics such as fundamental 12-lead interpretation, electrocardiographic changes caused by myocardial infarction, and artificial pacemakers and cardiac medications.
$450 / 3 Sessions
Date: TBA
*Location: 25 Broadway, 8th Floor

LEAN SIX SIGMA GREEN BELT FOR HEALTHCARE
Upon successful completion of this course and assignments, participants will be certified as Lean Six Sigma Green Belts. They will be able to work directly with cross-functional project leaders to carry out identified improvement projects using Lean and Six Sigma methodologies. This course blends virtual classroom instruction with required online assignments. Participants are required to attend all virtual class sessions, complete all online assignments, participate in a 3-day onsite project simulation, and successfully pass the final exam to receive the certification.
$2395 / 6 Virtual Class Sessions / 3-day Onsite Class Session

www.bmcc.cuny.edu/ce  Find us on Facebook /BMCC.CE
NASM/BMCC CERTIFIED PERSONAL TRAINER (CPT) CERTIFICATION

The National Academy of Sports Medicine (NASM) has partnered with BMCC to provide a Certified Personal Training (CPT) Certification to augment the credentials and services for health and fitness professionals. The NASM CPT is ideal for Exercise Science, Kinesiology, Exercise Physiology, and Physical Education, Personal Training, Fitness and Wellness programs. Learners that are serious about earning a living as a Personal Fitness Trainer, BMCC/NASM is the way to go. This unique course covers the foundation in the Science of Fitness, Nutrition, Client Development and Preparation for the NASM Certified Personal Trainer exam.

$3400 / 75 Session / 25 Weeks
11/4 - 4/21 Mon, Thu & Sat
No Class: 11/28, 11/30
*Location: 25 Broadway, 8th Floor

ADVANCED CARDIAC LIFE SUPPORT

*Discount available for Current BMCC Students.
*PREREQUISITE: BCLS CERTIFICATION.
This (ACLS) Provider course is for Physicians, Nurses, Dentists or other licensed Healthcare Providers who direct or participate in either hospital or pre-hospital adult cardiovascular resuscitation care. This course focuses on the knowledge and skills necessary to provide care and improve survival to the pre, peri, and post arrest patient.

$250 / 2 Sessions
6/8 & 6/15 Saturday 9am - 5pm
*Location: NYSIM LAB, Bellevue Hospital

ADVANCED CARDIAC LIFE SUPPORT REFRESHER (ACLS R)

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 the appropriate early treatment for cardiopulmonary arrest. Additional key areas covered include the proper management of situations likely to lead to cardiac arrest, and the stabilization of the patient in the early period following successful resuscitation.

*See website for updated information.

$150 / 1 Session
6/15 Saturday 9am - 5pm
*Location: NYSIM LAB, Bellevue Hospital

BMCC ALUMNI GET MORE FOR LESS

15% DISCOUNT
*Only On Your First Class
NEW YORK: At Borough of Manhattan Community College (BMCC), students gain skills to compete in what the U.S. Department of Labor (DOL) identifies as one of the fastest growing fields today - Information Technology, or IT, and reports that IT jobs will increase 30% from 2008 to 2018.

BMCC’s Center for Continuing Education and Workforce Development provides training for Cisco and other highly valued IT certifications, and students practice their new skills in computer labs replicating the real-world complexity of today’s IT workplace.

Real-World Scenarios
“At BMCC,” says Christopher Viteritti, BMCC’s lead Cisco Certified Academy Instructor, “students work through real work scenarios - authentic switching and routing setup that enable them to practice the actual deployment, implementation and troubleshooting skills they will take right into the workplace.”

At BMCC, students also benefit from the lowest student-to-computer ratio in the City, a convenient Web-based curriculum, online test prep and IT instructors with solid industry experience.

Formidable Skill Sets
Once students earn A+ certification, they can work toward becoming a Cisco Certified Network Associate (CCNA), and focus on network fundamentals, routing protocols and other areas.

They can also earn Network Security certification, take advanced classes to become a Cisco Certified Network Professional (CCNP).

Those interested in programming languages can learn Java, for creating applets, or C++, used to develop operating systems and games. They can also learn how to use the Android software platform for mobile devices - all formidable skill sets for competing in today’s IT industry.

A Choice of Paths
With these skills, some individuals go right to work as a Network Engineer, Security Specialist, Database Administrator, Help Desk or Field Service Technician.

Others enroll in BMCC’s associate degree programs in Computer Information Systems, Computer Network Technology or Computer Science - all of which transfer to bachelor degree programs at senior CUNY colleges.

Whichever path they take, individuals with IT training are well prepared for employment in an industry that thrives in every economy - and starts at BMCC.
INTRODUCTION TO FINAL CUT PRO
*Students with no experience welcome.
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.

$1,000 / 6 Sessions
7/8 - 7/24 Mon & Wed 6pm - 9pm
9/4 - 9/23 Mon & Wed 6pm - 9pm
*Location: 25 Broadway, 8th Floor

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, Sound and Audio editing, compression, and DVD authoring.

$1,000 / 6 Sessions
8/5 - 8/21 Mon & Wed 6pm - 9pm
10/2 - 10/23 Mon & Wed 6pm - 9pm
*Location: 25 Broadway, 8th Floor

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.

$399 / 6 Sessions
7/8 - 7/24 Mon & Wed 6pm - 9pm
8/5 - 8/21 Mon & Wed 6pm - 9pm
9/9 - 9/25 Mon & Wed 6pm - 9pm
*Location: 199 Chambers Street (Main Campus)

ADOBE PHOTOSHOP
This course covers creating graphics for the web and print, the uses of different file formats, image editing and manipulation tools, filters, layers, gradients, masks and brushes, seamless tileable-images, fonts, stamp, clone tools, and image retouching techniques. This course is designed for those with or without photo-editing experience. Basics are covered and advanced techniques are applied depending on each student’s level.

$800 / 5 Weeks / 10 Sessions
7/2 - 8/6 Tues & Thu 6pm - 9pm
No Class: 7/4
*Location: 25 Broadway, 8th Floor

ADOBE ILLUSTRATOR
Adobe Illustrator is a powerful vector drawing software package that is packed with features. You will learn to design, create stunning motion graphics, technical drawing, animation and special effects. Topics include curves, color, gradient tools, and creating custom workspaces.

$800 / 5 Weeks / 10 Sessions
8/13 - 9/12 Tues & Thu 6pm - 9pm
*Location: 25 Broadway, 8th Floor

ADOBE INDESIGN
This course covers the use of basic layout tools, text and graphic manipulation, drawing tools, color management, and style sheets and master pages. Students will learn about files for print, color profiles and modes, workspaces, and exporting to Adobe PDF file format.

$800 / 5 Weeks / 10 Sessions
9/24 - 10/24 Tues & Thu 6pm - 9pm
*Location: 25 Broadway, 8th Floor

INTRODUCTION 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 studios in broadcasting, commercial, and film industries for commercial video and motion picture production.

$800 / 5 Weeks / 10 Sessions
11/5 - 12/10 Tues & Thu 6pm - 9pm
No Class: 11/28
*Location: 25 Broadway, 8th Floor
INFORMATION TECHNOLOGY

Information Technology is one of the fastest-growing and exciting job sectors in the workforce. In this cutting edge field, employees take on the technological challenges of the 21st century by providing services and support to both individual consumers and large enterprises. BMCC offers intensive certification programs in the most widely used networking, programming and office software today. Even if you’re new to the field, BMCC can help you build your technology career step by step from the ground up. Flip through these pages and see for yourself!

INTRODUCTION TO A+ CERTIFICATION
This course prepares students for entry-level positions in the field of Computer Technical Support. In this class students will disassemble and reassemble computers and learn the functions of each component, install Operating Systems, and troubleshoot common hardware/software related problems.

*This hands-on course prepares students to become CompTIA A+ Essentials and CompTIA A+ Practical Application Certified.

$795 / 24 Sessions
6/4 - 8/27 Tues & Thu 6pm - 9pm
No Class: 7/4
9/10 - 12/3 Tues & Thu 6pm - 9pm
No Class: 11/28
*Location: 25 Broadway, 8 Floor

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 Students seeking to enter the Networking Field. Students are provided an in-depth overview of the following objectives of the Network+ Certification.

$725 / 18 Sessions / 54 Hours
7/8 - 9/9 Mon & Wed 6pm - 9pm
9/11 - 11/18 Tues & Thu 6pm - 9pm
No Class: 10/14, 11/11
11/20 - 2/3 Mon & Wed 6pm - 9pm
No Class: 12/25, 12/30, 1/1
*Location: 25 Broadway, 8 Floor

COMPTIA - SERVER+
CompTIA Server+ Certification validates your skills in the area of server technologies. The course covers the technical knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies.

$725 / 9 Sessions / 54 Hours

7/13 - 9/1 Saturday 9:30am - 4:30pm
9/14 - 11/9 Saturday 9:30am - 4:30pm
*Location: 25 Broadway, 8 Floor

CISCO CCNA SERIES

CCNA I INTRODUCTION TO NETWORKING FUNDAMENTALS
This course introduces communications methodology and hierarchical addressing schemes that will be implemented on actual Cisco Routers and Switches for various LAN Topologies, using actual IDF in preparation for the Cisco Network Associate Certification.

$885 / 20 Sessions
6/4 - 8/13 Tues & Thu 6pm - 9pm
No Class: 7/4
8/19 - 10/28 Mon & Wed 6pm - 9pm
No Class: 9/2, 10/14
*Location: 25 Broadway, 8 Floor

CCNA II INTRODUCTION TO ROUTING PROTOCOLS AND CONCEPTS
*Prerequisite: CCNA 1 or completion of CCNA 1 comprehension exam.

Semester II introduces routing protocols and concepts. This course builds on the skills learned in Semester 1, and introduces students to Cisco routers and the methodology required to implement numerous routing scenarios.

$885 / 20 Sessions
8/15 - 10/22 Tues & Thu 6pm - 9pm
10/30 - 1/22 Mon & Wed 6pm - 9pm
No Class: 11/11, 12/25, 12/30, 12/31, 1/1, 1/20
*Location: 25 Broadway, 8 Floor
CCNA III
INTRODUCTION TO LAN SWITCHING AND WIRELESS
This course explores LAN Switching with focus on the protocols and mechanisms that ensure LAN communications are optimized to meet today's bandwidth intensive application of LAN technologies geared toward integrated networks.

$885 / 20 Sessions
6/10 - 8/14  Mon & Wed  6pm - 9pm
10/24 - 1/14 Tues & Thu  6pm - 9pm
No Class: 11/28, 1/1
2/3 - 4/14 Mon & Wed  6pm - 9pm
No Class: 2/14
*Location: 25 Broadway, 8 Floor

CCNA IV
INTRODUCTION TO ACCESSING THE WAN
The final semester of the CCNA curriculum is semester IV: WAN Technology. Students are introduced to advanced IP addressing, NAT and PAT, configure, verify, and troubleshoot ACLs in a network environment. Learn WAN technology and terminology, PPP, ISDN, and Frame Relay on Cisco routers.

$885 / 20 Sessions
1/16 - 3/25 Tues & Thu  6pm - 9pm
8/21 - 10/21 Mon & Wed  6pm - 9pm
4/16 - 6/25 Mon & Wed  6pm - 9pm
*Location: 25 Broadway, 8th Floor

CISCO CCNP SERIES
CCNP ROUTE IMPLEMENTING IP ROUTING
*Prerequisite: Semester 1 through 4 CCNA at a Cisco Academy or CCNA Certification. This advanced networking course covers how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols – OSPF and EIGRP in complex enterprise network environments. *Upon completion you’ll be prepared to pass the ROUTE 642-902 Exam.

$1295 / 10 Sessions
10/12 - 12/14 Saturday  9:30am - 4:30pm
*Location: 25 Broadway, 8th Floor

CCNP SWITCH IMPLEMENTING IP SWITCHING
*Pre-requisite: Semesters 1 through 4 CCNA at a Cisco Academy or CCNA Certification. 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, Inter-VLAN Routing, and IP Multicasting. *Upon completion you’ll be prepared to pass the SWITCH 642-813 Exam.

$1295 / 10 Sessions
TBA
*Location: 25 Broadway, 8th Floor

CCNP TSHOOT MAINTAINING AND TROUBLESHOOTING IP NETWORKS
*Pre-requisite: Semesters 1 through 4 CCNA at a Cisco Academy or CCNA Certification. This course covers topics that teach students how to maintain and monitor complex, enterprise routed and switched IP networks. Students will develop 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’ll be prepared to pass the SWITCH 642-832 Exam.

$1295 / 10 Sessions
8/3 - 10/5 Saturday  9:30am - 4:30pm
*Location: 25 Broadway, 8th Floor

COMPTIA - SECURITY+
This course prepares you for the CompTIA Security+ Certification and covers all necessary topics in-depth so you’ll have a strong foundation in addition to being prepared for the Cert.

$725 / 9 Sessions / 54 Hours
6/29 - 8/24 Saturday  9:30am - 4:30pm
11/9 - 1/18 Saturday  9:30am - 4:30pm
*Location: 25 Broadway, 8th Floor

CISCO CERTIFIED NETWORK ASSOCIATE -SECURITY
*Recommended: Semesters 1 through 4 CCNA or CCNA Certification. Geared toward securing converged 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 Discovery or CCNA Exploration curricula to acquire the fundamental CCNA-level routing and switching skills needed for success in this course. Implementing Cisco IOS® Network Security (IINS) certification exam (640-554), leading to the CCNA Security certification.

$1095 / 10 Sessions
8/31 - 11/2 Saturday  9:30am - 4:30pm
*Location: 25 Broadway, 8th Floor
**NEW MTA CERTIFICATION**

(Microsoft Technology Associate)

The MTA certification is recommended for individuals who are beginning their careers in IT. It is an industry recognized certification that proves your knowledge of Microsoft technologies in areas such as database design, infrastructure or software design. All that is required is to pass just one exam, and students will earn their certification, taking their first steps to a new and exciting career in IT. With this certification, students can be on the track to earn more advanced certifications. There are three courses with different specializations that students can take to earn the certification.

**WINDOWS OPERATING SYSTEM FUNDAMENTALS**

This is an introductory course that is geared to help students prepare for the MTA certification Exam 98-349. Students will build a basic level of understanding of configuring and troubleshooting Microsoft Windows clients. Students will be given a brief history of the various Microsoft Windows Operating Systems and the upgrade paths for each version; learn how to set up user accounts and permissions, access to files and folders, and shared network resources.

$895 / 5 Sessions
6/15 - 7/13 Saturday 9:30am - 4:30pm
10/19 - 11/16 Saturday 9:30am - 4:30pm
*Location: 25 Broadway, 8th Floor

**DATABASE FUNDAMENTALS**

This course is to help students prepare for the MTA Exam 98-368. Students will learn the basics of databases and their operations. This will include relational databases such as Microsoft SQL Server. By the end of the course, students would have built an understanding of core topics such as: Creating Database Objects, Data Manipulation, Database Administration, and Data Storage; creating tables and forms; proper syntax and structure; determining database structure from a set of requirements; implementing security policies and best practices.

$895 / 5 Sessions
8/10 - 9/7 Saturday 9:30am - 4:30pm
11/30 - 1/7 Saturday 9:30am - 4:30pm
*Location: 25 Broadway, 8th Floor

**SOFTWARE DEVELOPMENTAL FUNDAMENTALS**

This introductory course is to prepare students for the MTA Exam 98-361. Students will learn the core fundamental concepts of software development and design using tools from Microsoft such as Visual Studio. Over the duration of the course students will gain a basic understanding and build skills with object oriented programming, general software development practices, understanding database, desktop and web applications.

$895 / 5 Sessions
9/7 - 10/5 Saturday 9:30am - 4:30pm
1/18 - 2/15 Saturday 9:30am - 4:30pm
*Location: 25 Broadway, 8th Floor

**MICROSOFT OFFICE**

**INTRODUCTION TO MICROSOFT WORD 2010**

This course is designed to instruct students how to proficiently use MS Word 2010 for word processing. 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 computer. Topics to be covered include Templates, Themes, Headers and Footers, Table of Contents, Bookmarks, Cross References, Formatting, Visual Content, Mail Merge, Tracking Changes, and Document Sharing. Introduction to course includes major differences from prior versions of MS Word.

$275 / 7 Sessions
7/1 - 7/22 Mon & Wed 6pm - 9pm
*Location: 25 Broadway, 8th Floor

**ADVANCED MICROSOFT WORD 2010**

This course is designed to instruct students how to proficiently use MS Word 2010 for word processing. The course follows skills measured on the Microsoft Office Expert Exam 77-887. 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 Advanced Options, securing a document, designing Templates, Mail Merge in depth, Tracking Changes, applying Macros and creating Forms.

$275 / 7 Sessions
7/24 - 8/7 Mon & Wed 6pm - 9pm
*Location: 25 Broadway, 8th Floor

**INTRODUCTION TO MICROSOFT EXCEL 2010**

This course introduces 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 computer. Topics to be covered include Navigating the Excel Interface, Creating Excel Data, Cell Referencing, Simple Formulas, Sorting, Filtering, Charts, Printing

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and Saving. Introduction to course includes major differences from prior versions of MS Excel.

**$275 / 7 Sessions**
6/4 - 6/25 Tues & Thu 6pm - 9pm
7/25 - 8/15 Tues & Thu 6pm - 9pm
*Location: 25 Broadway, 8th Floor

### ADVANCED MICROSOFT EXCEL 2010

This course is designed to instruct students how to proficiently use Excel 2010 for advanced spreadsheet creation and analysis. 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 Collaboration, Data Validation, Conditional Formatting, Formulas and Function review, Pivot Tables, and intro to Macros.

**$275 / 7 Sessions**
6/27 - 7/23 Tues & Thu 6pm - 9pm
8/20 - 9/10 Tues & Thu 6pm - 9pm
*Location: 25 Broadway, 8th Floor

### 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 and multimedia files, incorporating Charts and Tables, Animations, Slide Transitions, and delivery. Introduction to course includes major differences from prior versions of MS PowerPoint.

**$525 / 13 Sessions**
8/19 - 10/3 Mon & Wed 6pm - 9pm
*Location: 25 Broadway, 8th Floor

### PROGRAMMING

**INTRODUCTION TO ANDROID DEVELOPMENT**

Google's Android operating system has demonstrated its dominance in mobile operating systems. As Android OS continues to gain popularity, so will the demand for innovative and skillful developers. The course incorporates programming to create applications.

**$1095 / 24 Sessions**
7/1 - 9/23 Mon & Wed 6pm - 9pm
No Class: 9/2
9/30 - 12/30 Mon & Wed 6pm - 9pm
No Class: 10/14, 11/11, 12/25
*Location: 25 Broadway, 8th Floor

CAREERS IN IT
GATLIN is the country’s largest provider of web-based career training courses, offering instruction in Healthcare, Business and Professional, IT and Software Development, Media and Design, and much more. These career-focused courses are designed to give you the latest in learning and to provide you the skills necessary to acquire professional positions in many in-demand occupations. Courses are open enrollment, self-paced, and students are paired with a personal instructor. The average course is 90 days to complete and provide training for entry-level positions. There is financial aid for these courses through Gatlin.

ED-2-GO offers over 300 classes short-term personal development courses with start dates each month. Options range from Test Preparation to Grant Writing to Computer or Photography courses and more. Upon successful completion of the course, you will be able to download a certificate of completion. Typical price for these courses is $99. All courses run for six to eight weeks and are composed of 12 lessons, totaling 24 hours of instruction.

ONLINE LEARNING ANYTIME, ANYWHERE

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CONVENIENT
Classroom access 24/7 from anywhere with an Internet connection.

EASY IMPLEMENTATION
We host the entire operation. There’s no technology to purchase, integrate, administer, or support.

SHORT-TERM AND EFFECTIVE
Courses are available in many different time frames and formats to meet the needs of your employees.

MARKET TESTED
Nearly 2 million learners have taken one of these courses gaining valuable skills they can apply immediately!
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.

$1850 / 8 Weeks / 16 Sessions / 3 hours
6/18 - 8/8 Tues & Thu 6:30pm - 9:30pm
8/20 - 10/8 Tues & Thu 6:30pm - 9:30pm
10/22 - 12/15 Tues & Thu 6:30pm - 9:30pm
*Location: Online 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 Java architecture and basic procedural programming. This course provides in-depth coverage of object-oriented concepts and how to apply them to Java software design and development. We 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.

$1850 / 8 Weeks / 16 Sessions / 3 hours
6/3 - 7/24 Mon & Wed 6:30pm - 9:30pm
8/5 - 9/25 Mon & Wed 6:30pm - 9:30pm
10/22 - 12/12 Tues & Thu 6:30pm - 9:30pm
*Location: 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 use of the Collections API and exception handling.

$1850 / 8 Weeks / 16 Sessions / 3 Hours
6/18 - 8/8 Tues & Thu 6:30pm - 9:30pm
8/20 - 10/10 Tues & Thu 6:30pm - 9:30pm
10/22 - 12/12 Tues & Thu 6:30pm - 9:30pm
*Location: Online Delivery

RAPID INTRODUCTION TO HTML, CSS, AND JAVASCRIPT
In this class, students get a rapid hands-on introduction to client-side programming with HTML, CSS, and JavaScript. The course is meant for students who want to need to get a jump-start on all three technologies. Students should be prepared to cover a lot in a short time and to be ready to spend some time afterward reviewing the content on their own to solidify and build upon the skills taught in class.

$1850 / 8 Weeks / 16 Sessions / 3 Hours
6/3 - 7/24 Mon & Wed 6:30pm - 9:30pm
8/5 - 9/25 Mon & Wed 6:30pm - 9:30pm
10/22 - 12/12 Tues & Thu 6:30pm - 9:30pm
*Location: Online Delivery

DEVELOPING JAVA WEB APPLICATIONS
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 also introduces security concepts and provides exercises in both declarative and programmatic approaches to authentication and authorization for Java web applications.

$1850 / 8 Weeks / 16 Sessions / 3 Hours
6/3 - 7/24 Mon & Wed 6:30pm - 9:30pm
8/5 - 9/25 Mon & Wed 6:30pm - 9:30pm
10/8 - 11/27 Mon & Wed 6:30pm - 9:30pm
*Location: Online Delivery
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 also work up larger case-study applications involving various UI-design techniques. We work primarily with Android 2.3, but also look ahead to some features and development styles for Android 3.x and 4.0.
$1850 / 8 Weeks / 16 Sessions / 3 Hours
6/18 - 8/8 Tues & Thu 6:30pm - 9:30pm
8/20 - 10/10 Tues & Thu 6:30pm - 9:30pm
10/22 - 12/12 Tues & Thu 6:30pm - 9:30pm
*Location: Online Delivery

AUTO CAD 20011
This program will give you the knowledge and hands-on practice you need to master the fundamentals of the 2D tools in AutoCAD 2011—a essential design tool used in mechanical and civil engineering, architecture, and facilities planning and management.
$2595 (150 Hours)

EDUCATION TO GO (ED2GO):
SHORT TERM ONLINE COURSES
http://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.
$99 / 12 Sessions / 6 Weeks

INTRODUCTION TO DREAMWEAVER CS4
Do you wish to use Adobe Dreamweaver CS4 to design, create, and maintain user friendly Web sites that is 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.
$99 / 12 Sessions / 6 Weeks

ONLINE IT COURSES

GATLIN EDUCATION
SELF-PACED ONLINE CLASSES
http://www.gatlineducation.com/bmcc

COMPTIA A+ CERTIFICATION TRAINING
In this course, you will learn to troubleshoot hardware, operating systems, and networks, as well as implement security procedures and protocols. These are the skills expected of an entry level IT technician who will have a high level of interaction with clients.
$1695 (150 Hours)

TECHNOLOGY: A CHOICE OF PATHS.

GET STARTED TODAY!

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PARALEGAL STUDIES PROGRAM
This 17 week, 276-hour intense program provides a well-rounded course in Paralegal Studies for those seeking entry-level positions as well as those with experience. The program is designed to provide a broad overview of substantive and procedural law as it prepares students to manage practical skills necessary for today’s paralegal. Subject Matter Experts “do the work” by day, and “teach it” by night; they are passionate educators committed to nurturing your success and ushering in the legal professionals of tomorrow.
**ALL INTERESTED APPLICANTS MUST ATTEND AN OPEN HOUSE.
$2800 / 17 Sessions
6/15 - 10/12 Saturday  9am - 5pm
10/8 - 2/18 Tues & Thu  6pm - 9pm
10/26 - 2/22 Saturday  9am - 5pm
Location: 25 Broadway, 8 Floor

PROFESSIONAL ADMINISTRATIVE DEVELOPMENT PROGRAM
This 17 week 253-hour certificate program in Professional Administrative Development is tailored to professionally develop new, aspiring, and experienced professionals for administrative roles in dynamic cross-industry businesses. The program covers various areas of concentration, including office and digital technologies (MS Office Suite 2010, QuickBooks), human resources; business correspondence, expense and travel management, budgeting, forecasting and project management.
$1995 / 34 Sessions
8/6 to 12/12 Tues & Thu  6pm - 9pm
Location: 25 Broadway, 8 Floor

CONSTRUCTION PROGRAMS
The Construction Sector continues to offer stable, secure career opportunities for men and women across the country. As commercial loans are once again becoming available for management firms to complete existing projects and start new ones, hiring managers are looking for effectively trained Schedulers, Estimators and Project Managers. If you have been in the industry for a couple years and would like to enhance your skills or are brand new to construction and want to get started, check the following listings and see how BMCC can help you break ground in your career!

CONSTRUCTION COST ESTIMATOR
Development of an accurate estimate for a proposed construction project is the basis for a successful proposal submission. The awarded contract will serve as a guiding document used by the Project Manager, Site Superintendent and all of the subs. To prepare construction professionals effectively for the pivotal role of Cost Estimator, this 80-hour course will focus on Quality Take-Off, as well as Means and Methods, Pricing, and Bid Administration. Additionally, the course will explain the applications used by construction and construction management companies in creating project estimates.
$1495 / 28 Sessions
Date: TBA
*Location: 25 Broadway, 8 Floor

NOTARY COURSE
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, and samples of legal documents required to be notarized, such as deeds, mortgages and powers of attorney will be examined. This notary course will prepare you for the New York State exam and to obtain the New York State “Notary Public License”- which is valid for 4 years.
$125 / 2 Sessions
6/24 & 6/26 Mon & Wed  6pm - 9pm
8/26 & 8/28 Mon & Wed  6pm - 9pm
10/28 & 10/30 Mon & Wed  6pm - 9pm
12/16 & 12/18 Mon & Wed  6pm - 9pm
*Location: 25 Broadway, 8th Floor
ENTREPRENEURSHIP

BMCC in Partnership with Acceleration Group, Inc. trains entrepreneurs in Planned Responsiveness to today’s increasingly uncertain and dynamic environments. Starting Your Small Business In this intensive session, participants are provided a complete overview of what it takes to identify and evaluate a business opportunity, and to plan and launch a successful business. Recognizing that entrepreneurs are often overwhelmed with many decisions when planning a new venture, this course outlines and organizes the steps and critical issues start-ups must address to build a firm foundation for long-term success. Topics covered include evaluating your readiness for business ownership, analyzing your market, developing a business model, choosing a legal structure, preparing financials, and accessing capital.

GROW YOUR SMALL BUSINESS

Entrepreneurs who have moved beyond the initial startup stage of business face a new set of opportunities and challenges related to growing an enterprise. This intensive session introduces participants to critical concepts and frameworks that help entrepreneurs develop, implement, and monitor an effective growth strategy in today’s business environment. Entrepreneurs will gain insights and specific strategies on how to evolve their role in the organization and build management structures, even with small teams of employees. Entrepreneurs will learn how to engage external partners, and define and track financial performance more effectively.

$195 / 3 hours
Date: TBA
*Location: 25 Broadway, 8th Floor

TAKING CONTROL OF YOUR FINANCIAL HEALTH AND FUTURE

Taking control of your financial health and future is more important than ever, especially as the current economy has shaken the financial stability of communities and households across the country. To help individuals forge a path to building wealth and getting debt under control, this intensive session will cover budgeting, savings, goal setting, reading credit reports, and establishing, maintaining and repairing credit. Participants will learn strategies for getting out of debt, and be informed of consumers’ rights when dealing with creditors.

$195 / 3 hours
Date: TBA
*Location: 25 Broadway, 8th Floor

INTRODUCTION TO BOOKKEEPING WITH QUICKBOOKS

This course introduces you to the basic principles of bookkeeping. You will be guided through a series of practical exercises based on the double entry principles of bookkeeping and accounting. This course focuses on accounting cycles, types of journals, Chart of Accounts, trial balances, bank reconciliation statements, petty cash, and ledgers. Individuals interested in starting a career as a bookkeeper or those who desire a better understanding of managing their small business can begin with this solid introduction to bookkeeping.

$275 / 12 Sessions
7/15 - 8/21 Mon & Wed 6pm - 9pm
10/28 - 12/9 Mon & Wed 6pm - 9pm
No Class 11/11
*Location: 25 Broadway, 8th Floor

QUICKBOOKS ADVANCED TRAINING

This 36-hours QuickBooks 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.

*Prerequisite: Completion of Introduction to Bookkeeping with QuickBooks and/or 1 year of Bookkeeping/Accounting experience.

$475 / 12 Sessions
9/4 - 10/16 Mon & Wed 6pm - 9pm
No Class: 10/7
1/6 - 2/17/14 Mon & Wed 6pm - 9pm
No Class: 1/20/14
*Location: 25 Broadway, 8th Floor

GATLIN EDUCATION SERVICES (GES):
SELF-PACED ONLINE CLASSES

CERTIFIED BOOKKEEPER COURSE

This nationally recognized bookkeeping online certification course and home study training program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers.

$1995 (140 Hours)
BUSINESS WRITING
Does the blank page keep you paralyzed in fear? Become more confident in your business writing. In this relaxed four-session workshop, we will review the basics of grammar and punctuation as well as engaging in the process of writing: assignment/idea, pre writing, writing and editing. Exercises develop skills that will help you write 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.

$195 / 4 Sessions
7/10 - 7/31 Mon & Wed 6pm - 9pm
8/7 - 8/28 Mon & Wed 6pm - 9pm
9/4 - 9/25 Mon & Wed 6pm - 9pm
10/2 - 10/23 Mon & Wed 6pm - 9pm
11/6 - 12/4 Mon & Wed 6pm - 9pm
No Class: 11/27
*Location: 25 Broadway, 8th Floor

ACCOUNTING FUNDAMENTALS
This course focuses on the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed.

$99 / 12 Sessions / 6 Weeks

EDUCATION TO GO (ED2GO):
ONLINE SHORT TERM COURSES

BEGINNING WRITER'S WORKSHOP
If you've always wanted to write but have no idea where to start, this course will demystify the process for you. You'll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative muscles. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you'll develop your own short, creative fiction or nonfiction piece.

$99 / 12 Sessions / 6 Weeks
Online at 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

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, clarity, structure and more. You’ll understand issues unique to this discipline, such as buzzwords, working with a team, and marketing ethics.

$99 / 12 Sessions / 6 Weeks

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.

$125 / PDU: 5 / CEU: .5 / Access Time: 30 Days
A MindEdge Learning course
http://bmcc.mindedgeonline.com

PROJECT MANAGEMENT
In this course, you will consider some of the organizational issues surrounding project management. You will review how different organizations handle the responsibilities of project management and focus on the entity known as a project management office, or PMO. You will also learn how organizational structure can play a key role in the success or failure of project management. This course contains video segments of project management professionals who offer advice and best practices about how to become a more effective project manager. By submitting a question via the course's Ask the Expert link, you get access to project managers who will answer your questions within 24-48 hours. Taking advantage of online interactivity, the course contains a vocabulary game, flashcards, and other activities to help you master the material.

$79 / PDU | CEU: .5 / Contact Hours: 3.5
A MindEdge Learning course
http://bmcc.mindedgeonline.com
PERSONAL DEVELOPMENT

MODERN LANGUAGE

INTRODUCTION TO SPANISH
This course is designed to give you a solid understanding of the Spanish language. Special emphasis will be placed on vocabulary and oral expression within a cultural context. As you become more familiar with the language principles of grammar will be introduced.

$215
6/4 - 7/23 Tuesday 6pm - 9pm
$250
9/14 - 11/2 Tuesday 6pm - 9pm
$250
9/10 - 10/29 Tuesday 6pm - 9pm
*Location: 25 Broadway, 8th Floor

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9/10 - 10/29 Tuesday 6pm - 9pm
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SPEED SPANISH II
Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish Speaking situations? Now you can. You’ll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation.

$99 / 12 Sessions / 6 Weeks

COMMUNITY SWIM PROGRAM

BMCC offers swim recreation programs in a state-of-the-art pool at our Main Campus, at 199 Chambers St. The pool features 6 lanes, each of which is 6’ wide & 25 yards long, with a depth range of 4 feet.

POOL CLOSED FOR SUMMER

3-SENIOR LAP SWIM
$155 / 144 Sessions
9/3 - 12/23
Pool Closed: 10/13, 10/14, 11/28 - 11/30
*Location: Main Campus, 199 Chambers Street

4-ADULT LAP SWIM
$255 / 141 Sessions
9/3 - 12/23
Pool Closed: 10/13, 10/14, 11/28 - 11/30
*Location: Main Campus, 199 Chambers Street

EDUCATION TO GO (ED2GO):
ONLINE SHORT TERM COURSES

SPEED SPANISH
Imagine you speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. In no time at all, you’ll be able to go into any Spanish-speaking situation and converse in Spanish. ¡QuéBueno!

$99 / 12 Sessions / 6 Weeks

CONVERSATIONAL SPANISH & CULTURE
Please note: This course is designed for students who have knowledge of Spanish at the intermediate level. Conversational Spanish and Culture is an intermediate to advanced conversation course designed to improve communication skills and develop fluency in speaking while expanding vocabulary and reviewing grammatical structures.

$250 / 8 Sessions
6/8 - 6/27 Saturday 10am - 1pm
*Location: 25 Broadway, 8th Floor

EDUCATION TO GO (ED2GO):
ONLINE SHORT TERM COURSES

SPEED SPANISH
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$250 / 8 Sessions
6/8 - 6/27 Saturday 10am - 1pm
*Location: 25 Broadway, 8th Floor

INTRODUCTION TO MEDITATION
If life has you feeling stressed and overwhelmed, consider trying a meditation class. In this course you will learn quick and easy ways to meditate that you can incorporate 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 you can do anywhere. Join the growing number of people who benefit from the practice of meditation.

$15 for 1 session
6pm - 7pm Wednesday’s
*Location: 25 Broadway, 8th Floor

www.bmcc.cuny.edu/ce  Find us on Facebook /BMCC.CE
ESL (ENGLISH AS A SECOND LANGUAGE)

At BMCC, we offer quality ESL (English as a Second Language) Instruction for Intermediate and Advanced Level learners. Classes are limited to 20 students so you can benefit from individual attention. Learning is holistic: you study reading, writing, speaking and listening together.

- Intermediate students will work on developing reading skills, oral and written communication
- Advanced students will spend more time on oral presentation, analysis of readings, and clarity and organization of ideas in writing.

We offer an 8-week course, with classes on Saturday mornings. If you are interested in improving your level of English so you can function more easily day-to-day in American society, or if you want to further your education and are thinking about going to college, we will help you reach your goals.

Before you register, you must talk to an advisor who can answer your questions and determine which level is best for you. Please call 212-665-2740.

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.

$250 / 8 Sessions / 8 Weeks
6/1 - 7/20 Saturday 9:30am - 1:30pm
9/21 - 11/9 Saturday 9:30am - 1:30pm
1/11 - 3/1 Saturday 9:30am - 1:30pm
Instructor: Csilla Korbl

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.

$250 / 8 Sessions / 8 Weeks
6/1 - 7/20 Saturday 9:30am - 1:30pm
9/21 - 11/9 Saturday 9:30am - 1:30pm
1/11 - 3/1 Saturday 9:30am - 1:30pm
Instructor: Manal Grant

INTRODUCTION TO DIGITAL PHOTOGRAPHY

Want to improve your Digital Photography? BMCC’s in-house photographer Louis Chan is teaching a course that will help you discover the technical and artistic power of today’s digital camera. Whether you’re a professional interested in fine-tuning your shots or you are just looking for creative ways to capture the world around you, this course will give you the knowledge and practical skills you need to do so.

$250 / 10 Sessions
Date: TBA
*Location: 25 Broadway, 8th Floor

LUSCIOUS, LOW-FAT, LIGHTNING-QUICK MEALS

You’ll discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. You’ll also learn a dietitian’s tricks of the trade for encouraging reluctant family members to eat more healthfully. You’ll have the chance to try out over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that’s covered in the lesson.

$99 / 12 Sessions / 6 Weeks
Online at www.ed2go.com/bmccny/
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 comprehension skills. In addition to the classroom instruction, you will participate in a tour to the destination you are studying! Each course consists of 2 or 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 $299 to $419. Fall 2013 courses include:

- Boston: A Revolutionary City
- Washington, DC: Monuments and Memorials
- Montreal: French influence in America
- Niagara Falls: The Flow of History
- Philadelphia and Amish Country: Freedom in their Sites

In Spring 2014, we will also offer all these courses, as well as Totally California (this trip, visiting 3 locations, lasts a whole week and does not include airfare. Tuition is approximately $900)

Please see our website for specific details: www.bmcc.cuny.edu/ce

www.bmcc.cuny.edu/ce  Find us on Facebook /BMCC.CE  27
MANHATTAN EDUCATIONAL OPPORTUNITY CENTER (MEOC)

MEOC provides a wide range of academic and vocational courses at no charge to adults who meet eligibility requirements. Our academic course listing includes General Equivalency Diploma (GED®) preparation, College Prep, Literacy Development and English as a Second Language (ESL). Our vocational course listing includes popular courses like Security Officer Training, Civil Service Exam Prep, Certified Microsoft Office®, Electronic Health Records, Certified Nurse Aide and PC Repair. Additionally, the MEOC offers job readiness training program that helps individuals address job skill deficiencies.

*All interested applicants must attend an Information Session
Semester length: fifteen weeks, individual schedules vary

Location: 163 West 125th Street, 15th Floor

*For enrollment process, specific dates and a detailed listing of programs and services, please visit us at www.man.eoc.suny.edu or call the office of enrollment Management and Student Records at (212) 961-4400.

THINKING ABOUT APPLYING TO COLLEGE?
FREE COLLEGE ADVISING FOR ADULTS

- One-on-One College Advising
- Financial Aid Application Assistance
- College Planning Workshops
- CUNY Assessment Test Preparation Workshops

GET STARTED
Call (212) 961-5853 to schedule an advising appointment or visit www.meoccollegeconnections.org for workshop dates and times. All services are free.

www.meoccollegeconnections.org

THE STATE UNIVERSITY OF NEW YORK • MANHATTAN EDUCATIONAL OPPORTUNITY CENTER
163 West 125th Street • New York, NY 10027
Administered by Borough of Manhattan Community College - CUNY
GENERAL INFORMATION

CHANGES/CANCELLATIONS/REFUNDS

DISCOUNT POLICY**
The Continuing Education Department 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 in the following manner:

- **15% off tuition rate for BMCC Alumni (students who have earned an Associates’ Degree from BMCC)**
- **10% off tuition rate for Senior Citizens or participants of a Technology Open House event or students who have previously participated in a BMCC Continuing Education course, and BMCC employees (staff, faculty)**

Please note: discounts CANNOT be combined. Some restrictions apply; discounts are not applicable towards all classes.

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 check plus a $30.00 reprocessing fee.

CONFIRMATION OF REGISTRATION
The Continuing Education Department will forward an electronic confirmation of your registration for a course or program as soon as your registration is completed and payment made. The confirmation is sent to the email address the adult learner provides when registering, and will include the course or program title, start and end dates, days and times delivered, among other pertinent information. If you do not receive an automatic response email confirmation, please contact us at (212) 346-8410.

COURSE CANCELLATION
All Continuing Education courses are subject to minimum enrollment. Please register early to secure your place in class and reduce the likelihood of course cancellation.

BMCC Center for Continuing Education and Workforce Development will make every attempt to make sure that all classes will be provided as listed in this catalog; nevertheless unexpected circumstances may arise. BMCC Center for Continuing Education and Workforce Development, at their discretion, reserves the right to alter and make revisions in procedures, instructors, program fees, course days, times, and locations, or cancel classes due to insufficient registration.

If a course session needs to be cancelled due to an instructor matter, a facility issue or a 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 additional time to each of the remaining sessions in order to accommodate the contact hours missed as a result of the cancellation.

BMCC Center for Continuing Education and Workforce Development will make every reasonable effort to inform all registered students of any changes prior to the first session. Should changes or a cancellation take place a full refund will be available. Full refund shall be the sole limit of all liability of the BMCC Center for Continuing Education and Workforce Development and shall not be accountable for refund of tuition of any completed courses. A refund form may be obtained from the Office of Continuing Education, and refunds are granted under the following guidelines:

REFUNDS

- **100% refund will be made to any registrant who submits a request in writing to the Office of Continuing Education two (2) business days before the first session of the class;**
- **50% refund two (2) business days before the second session of the class or 100% tuition credit letter.**
- **There will be no refund thereafter.**
FEES (Non-Refundable)

- $25 - Partial Payment Fee
- $5 - Transcript or Certificate Fee
- $30 - Returned Checks
- $10 - Replacement of Lost CUNY Card
- $3 - Replacement of Lost Tuition Receipt

WEATHER POLICY
BMCC is occasionally closed due to extreme weather situations. In the event of a blizzard or other hazardous weather condition, please tune to WWIN 1010 AM radio or NY1 television for a formal college closure announcement, or call the department directly at (212) 346-8410.

STATEMENT OF NON-DISCRIMINATION
Borough of Manhattan Community College of The City University of New York (CUNY) is committed to providing equal employment and educational opportunity to all persons without regard to race, color, religion, national or ethnic origin, age, gender, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, status as victim of domestic violence, or marital, military, or veteran status. It is a violation of this policy for any member of the college community to engage in discrimination or to retaliate against a member of the community for raising an allegation of discrimination, filing a complaint alleging discrimination, or for participating in any proceeding to determine whether discrimination has occurred. For details and complete information go to: http://www.bmcc.cuny.edu/academics/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, curricula, 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 us at (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 date to ensure that reasonable accommodation requests can be processed in a timely manner.

BMCC Mobile App
Now available for iPhone and Android
BMCC Mobile helps you stay connected to Borough of Manhattan Community College from wherever you are, on or off campus.

Download now for your Android device
Available on the Android Market Place

Download BMCC Mobile now for your iPhone
Available on the App Store
WELCOME TO CUNY CAREER PATH!
Your Next Stop to an Exciting “No Cost” Training in Healthcare.

BRIEF DESCRIPTION:
BMCC’s CUNY Career PATH is a 3 year grant funded program providing free training for qualified TAA, unemployed and under employed people who are interested in a skill and college.

OUR MISSION
To produce an educated and skilled workforce.

WHO SHOULD ENROLL?
• Desire to go to college
• High School Diploma or GED
• Authorized to work in the US
• Unemployed
• Dislocated or TAA-eligible
• Valid Drivers License/Permit

2013 Schedule
DCC - Day classes (10 Weeks)
Mon - Fri 9am - 5pm (8 weeks)
and (2 weeks) for internship

EMT - Day classes (28 weeks)
Mon & Tue
9am - 5pm
or
Wed & Thurs
9am - 5pm

EMT - Evening classes
Mon, Tue, Wed & Thu
6pm - 10pm
Sat 930am - 430pm (LAB)

**Please contact us for 2013 course dates

GO TO WWW.BMCC.CUNY.EDU/CE OR CALL (212) 346-8410
TO REGISTER FOR SCHEDULED OPEN HOUSES

“This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.”
REWARDING CAREERS BEGIN AT BMCC

VISIT US AT: WWW.BMCC.CUNY.EDU/CE OR CALL: (212) 346-8410