CUSTO	MAUGRED 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) 346-8449 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 one 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.
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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
The world of job searching has changed drastically over the years. You now have more options than ever. We’ll help you navigate through those choices and guide you through the process of applying and interviewing for your next job. AARP has joined efforts to provide no cost career counseling services at BMCC Center for Continuing Education and Workforce Development.

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. We know it can be overwhelming to search for a job or a new career, so we’ve devised a strategy for finding a job and perhaps discovering your passion at the same time. This strategy involves taking a good look at yourself, identifying your interests, values and passions, and assessing your skills and using that information to research careers.

Some of the topics that will be discussed are: identify career possibilities, develop your personal brand, master networking, create an impressive résumé, and use technology to market your skills. Learners who are 40 or older are encouraged to participate.
What’s My Perfect Job?
Get onto the path of discovering your perfect job by identifying your skills and values through the use of assessment and self-examination. Participants often discover several career options they had never actually thought of before.
*See website for updated information.
$20 / 1 Session / 2 Hours
2/4 Monday 6:30pm - 8:30pm
3/18 Monday 6:30pm - 8:30pm
*Location: 25 Broadway, 8th Floor

Creating a Winning Job Search Plan
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 everyday. The key point is to create a job search plan and stick to it.
*See website for updated information.
$20 / 1 Session / 2 Hours
2/11 Monday 6:30pm - 8:30pm
4/8 Monday 6:30pm - 8:30pm
*Location: 25 Broadway, 8th Floor

Writing an Effective Resume & Cover Letter
Your resume is your most important advertising tool - so it needs to be clear, concise and reader friendly. Join us for this workshop to determine if your resume is doing you justice. Various resume and cover letter formats for different industries will be presented and discussed.
*See website for updated information.
$20 / 1 Session / 2 Hours
2/25 Monday 6:30pm - 8:30pm
4/22 Monday 6:30pm - 8:30pm
*Location: 25 Broadway, 8th Floor

Powerful Interview Skills
Interviews do not have to be intimidating situations; all they really are is an opportunity for you to talk about your professional experiences and sing your own praises about your accomplishments. Learn techniques for preparing for your next interview so that you can coast through it smoothly.
*See website for updated information.
$20 / 1 Session / 2 Hours
3/4 Monday 6:30pm - 8:30pm
4/29 Monday 6:30pm - 8:30pm
*Location: 25 Broadway, 8th Floor

Networking Yourself Into Your Next Position
As a job seeker, the more people you know and interact with, the greater your chances are of landing your next position quickly. Participants will learn how to master networking strategies and establish contact lists, conduct informational interviews, and utilize online networking tools.
*See website for updated information.
$20 / 1 Session / 2 Hours
3/11 Monday 6:30pm - 8:30pm
5/6 Monday 6:30pm - 8:30pm
*Location: 25 Broadway, 8th Floor

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.
*See website for updated information.
$99
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 MasterCard/Visa account number.

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
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.
*See website for updated information.
$69 / 1 Session
1/12 & 1/26 Saturday
2/2 & 2/16 Saturday
3/2, 3/16, 3/30 Saturday
4/6, 4/13, 4/20 Saturday
5/4, 5/18, 5/25 Saturday
7/6, 7/13, 7/27 Saturday
No Classes in June
*Location: 25 Broadway 8th, Floor

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 as a developmental disability aide. Participants will be trained to provide continuous care and assistance to children, adults and seniors with special needs. The principal duties 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.
*See website for updated information.
*Classroom instruction
*8 weeks & 2 weeks internship.
$2,200 / 50 Sessions / 350 Hours
1/15 - 3/27 Mon - Fri 9am - 5pm
No Classes 2/12 & 2/18
3/25 - 6/4 Mon - Fri 9am - 5pm
No Classes 3/29 & 5/27
5/27 - 8/13 Mon - Fri 9am - 5pm
No Class 7/4
*Location: 25 Broadway, 8th Floor

CERTIFIED HEMODIALYSIS TECHNICIAN PROGRAM
**ALL INTERESTED APPLICANTS MUST ATTEND AN OPEN HOUSE SESSION.
The course is designed to cover the anatomy and physiology of the kidneys, common causes of End Stage Renal Disease, principles of Hemodialysis procedure, treatment options, commonly used Hemodialysis terms and abbreviations, patient assessment, nutritional and social needs of End Stage Renal Disease patients, vascular access and cannulation techniques, infection control, medications, medical and technical complications, machine set-up, and operation and monitoring.
*See website for updated information.
$2000 / 24 Sessions / Additional $100 Fee for Books and Supplies
1/14 - 4/10 Mon & Wed 10am - 2pm
1/14 - 4/10 Mon & Wed 5:30pm - 9:30pm
3/19 - 6/6 Tues & Thu 10am - 2pm
3/19 - 5/6 Tues & Thu 10am - 2pm
3/19 - 5/6 Tues & Thu 5:30pm - 9:30pm
*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 Technician 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
Date: TBA
*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. (Approved Continuing Nursing Education activity for 15.3 contact hours. Approval by the Connecticut Nurses’ Association, An Accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.)

*See website for updated information.

$245 / 2 Sessions
1/7 - 1/8 Mon & Tues 8:30am - 5:30pm
1/19 - 1/20 Sat & Sun 8:30am - 5:30pm
2/10 - 2/17 Sun & Sun 8:30am - 5:30pm
4/1 - 4/2 Mon & Tues 8:30am - 5:30pm
4/20 - 4/27 Sat & Sun 8:30am - 5:30pm
5/11 - 5/12 Sat & Sun 8:30am - 5:30pm
*Location: Main Campus, 199 Chambers Street

MEDICAL BILLING & CODING - (MBC)
The 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.

*See website for updated information.

$2,200 / 20 Sessions
4/9 - 8/27 Tues & Thu 6pm - 9pm
No classes on: 7/4
4/20 - 9/14 Saturday 9:30am - 3:30pm
No classes on: 4/25 & 8/31
*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.

*See website for updated information.

$3,800 / 20 Weeks / 100 Sessions
1/7 – 5/31 Mon - Fri 9am - 5pm
No classes 1/14; 2/12; 2/18; 3/29; 5/27
*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.

*See website for updated information.

$3,800 / 20 Weeks / 100 Sessions
1/7 – 5/31 Mon - Fri 9am - 5pm
No classes 1/14; 2/12; 2/18; 3/29; 5/27
*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.

*See website for updated information.
NASM/BMCC CERTIFIED PERSONAL TRAINER

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.

CLASS STARTS JANUARY 22, 2013

Tuition: $3,900.00  Contact: (212) 346-8424

*See website for updated information.
CONTINUING MEDICAL EDUCATION

3 DAY ELECTROCARDIOGRAPHY FOR HEALTHCARE PROFESSIONALS
*Discount is 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
• Artificial pacemakers and cardiac medications
*See website for updated information.
$450 / 3 Sessions
Date: TBA
*Location: 25 Broadway, 8th Floor

CERTIFIED HEMODIALYSIS NURSE PROGRAM
*It is strongly recommended that participants take the Certified Clinical Hemodialysis Technician Review Exam to prepare and ensure successful National CHT Certification Exam outcome. This course is not available to nurses. This course prepares Nurses and Healthcare Professionals to pursue the title of Certified Hemodialysis Nurse. The course is designed to cover:
• The anatomy and physiology of the kidneys
• Common causes of End Stage Renal Disease
• Principles of Hemodialysis procedure treatment options
• Commonly used Hemodialysis terms and abbreviations
• Patient assessment
• Nutritional and social needs of End Stage Renal Disease patients
• Vascular access and cannulation techniques
• Infection control medications, medical and technical complications
• Machine setup, operation and monitoring.
*See website for updated information.
$3900 / 75 Session / 25 Weeks
12/3 - 5/25 Mon & Thu 6pm - 9:45pm
Saturday 10am - 2pm
1/22 - 7/20 Tues & Thu 5:30pm - 9:30pm
Saturday 10am - 2pm
*Location: 25 Broadway, 8th Floor

No matter how qualified or experienced you are in your field, there is always room for growth, learning, and improvement. Continuing Medical Education (CME) allows doctors, physicians and health professionals to:
• Become lifelong learners in their practice
• Keep current with modern advances
• Adapt to shifting trends in the medical world
BMCC’s new CME program is designed to teach advances in medical information, practice and technology to physicians and healthcare professionals. Our goal is to help medical professionals provide the best possible care to their patients while staying on the cutting edge of their fields. Check out our CME offerings!

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. For learners who 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.*See website for updated information.
$2000 / 24 Sessions / Additional $100 Fee for Books and Supplies
1/14 - 4/10 Mon & Wed 10am - 2pm
1/14 - 4/10 Mon & Wed 5:30pm - 9:30pm
3/19 - 5/6 Tues & Thu 10am - 2pm
3/19 - 5/6 Tues & Thu 5:30pm - 9:30pm
*Location: 25 Broadway, 8th Floor

Find us on Facebook /BMCC.CE www bmcc cuny edu/ce
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.
*See website for updated information.
$250 / 2 Sessions
1/12 & 1/19 Saturday 9am - 5pm
2/16 & 2/23 Saturday 9am - 5pm
3/16 & 3/23 Saturday 9am - 5pm
4/13 & 4/20 Saturday 9am - 5pm
5/4 & 5/11 Saturday 9am - 5pm
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
1/19 Saturday 9am - 5pm
2/23 Saturday 9am - 5pm
3/23 Saturday 9am - 5pm
4/20 Saturday 9am - 5pm
511 Saturday 9am - 5pm
6/15 Saturday 9am - 5pm
*Location: NYSIM Lab, Bellevue Hospital

ADVANCED MEDICAL LIFE SUPPORT - (AMLS)
This course is for all levels of practitioners with a strong commitment to patient care, including First Responders, Emergency Medical Technicians, Paramedics, Nurses, Nurse Practitioners, Physician Assistants, Nurse Anesthetists and Physicians. It is the First EMS education program that fully addresses how to best assess and manage the most common medical crises in patients, and quickly develop the best treatment plan for them.
*See website for updated information.
$250 / 2 Sessions
Date: TBA
*Location: TBA

ADVANCED MEDICAL LIFE SUPPORT - (AMLS)
This course provides a structure in which the Healthcare Professionals will learn to identify injuries associated with major trauma as well as the management skills and priorities required for proper and timely treatment of the patient with multiple injuries.
Date: TBA
*Location: TBA

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 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.
*See website for updated information.
$1,125 / nonrefundable fee of $75 included in tuition.
1/28 – 5/16 Mon & Wed 6pm – 10pm
1/28 – 8/15 Mon & Tues 9:30am – 4:30pm
*Location: TBA

EMERGENCY MEDICAL TECHNICIAN - CHALLENGE REFRESHER
This EMT - Basic refresher course is designed for EMT’s who provide urgent care at emergency sites or in an ambulance during hospital transport. Students enrolled in this class will receive updated training on all necessary emergency medical care skills needed to fulfill duties as a basic level EMT with an ambulance service or other specialized medical service. This EMT-Basic refresher course covers topics such as trauma management, emergency childbirth delivery, oxygen administration, triage, and cardiac arrest treatment.
*See website for updated information.
$575 / nonrefundable fee of $75 included in tuition.
Date: TBA
*Location: TBA

EMERGENCY PEDIATRIC CARE - (EPC)
This course is for Emergency Medical Technicians and Paramedics committed to providing quality care for pediatric patients. The course focuses on the care of sick and injured children with an emphasis on the practical understanding of respiratory, cardiovascular, medical and traumatic emergencies in the
pediatric patient population. The curriculum incorporates family centered care, and caring for children with special needs.
*See website for updated information.

**$250 / 2 Sessions**
Date: TBA
*Location: TBA*

**(EPC) INSTRUCTOR COURSE**
*PREREQUISITE: EPC PROVIDER COURSE.* In this highly intensive one-day course, faculty concentrate on teaching a variety of methods used to present information, guide the learner, communicate constructive criticism and evaluate performance. Microteaching, mini-lecture, and skill stations allow the participant to practice the role of the instructor.
*See website for updated information.

**$150 / 1 Session**
Date: TBA
*Location: TBA*

**FOCUSED ASSESSMENT W/ SONOGRAPHY FOR TRAUMA - (FAST)**
This course focuses on assessing trauma cases with ultrasound examination performed by Credentialed Staff as a screening test for blood around the heart or abdominal organs after trauma.
*See website for updated information.

**$150 / 1 Session**
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.
*See website for updated information.

**$950 / nonrefundable fee of $75 included in tuition.**
Date: TBA
*Location: TBA*

**TERRORIST FINANCING AND COUNTERMEASURES**
This course is targeted to Law Enforcement, State Homeland Security Agencies, NYPD, FBI, Secret Services, and ICE Compliance Officers from banks, port authorities, CBP, and common public. (Is “common public” a technical term? Otherwise it doesn’t make sense and should be removed.) This course examines the phenomenon of terrorist financing. Students will become acquainted with policies, and legal, administrative and organizational responses that local law enforcement, the international community, and national authorities have developed to tackle the challenge of terrorist financing. Apply critical thinking and analytical skills to case readings, case study presentations, and writing assignments.
*See website for updated information.

**One-day training seminar**

**$450 / 1 Day**
1/17 Friday 9:30am - 4:30pm
2/15 Friday 9:30am - 4:30pm
3/15 Friday 9:30am - 4:30pm
4/12 Friday 9:30am - 4:30pm
5/10 Friday 9:30am - 4:30pm
6/7 Friday 9:30am - 4:30pm

*Location: 25 Broadway, 8th Floor*

**Four-day training seminar**

**$995 / 4 Days**
1/31, 2/1, 3/3 & 4/4 Fri, Sat, Mon & Tues 9:30am - 4:30pm
3/1, 3/2, 3/4 & 3/5 Fri, Sat, Mon & Tues 9:30am - 4:30pm
4/26, 4/27, 4/29 & 4/30 Fri, Sat, Mon & Tues 9:30am - 4:30pm
5/24, 5/25, 5/27 & 5/28 Fri, Sat, Mon & Tues 9:30am - 4:30pm
6/21, 6/22, 6/24 & 6/25 Fri, Sat, Mon & Tues 9:30am - 4:30pm

*Location: 25 Broadway, 8th Floor*

**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 Work employees, members of an Emergency Response Team, and Personnel whose jobs require them to respond to incidents involving hazardous materials (HAZMAT) or weapons of mass destruction (WMDs).
*See website for updated information.

**$350 / 3 Sessions**
1/22 & 1/24 Tues & Thu 6pm – 10pm
1/26 Saturday 9am – 5pm
2/5 & 2/7 Tues & Thu 6pm – 10pm
2/9 Saturday 9am – 5pm
3/5 & 3/7 Tues & Thu 6pm – 10pm
3/9 Saturday 9am – 5pm
4/2 & 4/4 Tues & Thu 6pm – 10pm
4/6 Saturday 9am – 5pm
5/21 & 5/23 Tues & Thu 6pm – 10pm
5/25 Saturday 9am – 5pm
6/18 & 6/18 Tues & Thu 6pm – 10pm
6/22 Saturday 9am – 5pm
*Location: NYSIM LAB, Bellevue Hospital*
PEDiATRIC ADVANCED LIFE SUPPORT - (PAiLS)
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.
*See website for updated information.
$250 / 2 Sessions
Date: TBA
*Location: TBA

EMERGENCY PRE-HOSPITAL TRAUMA LIFE SUPPORT
This (PHTLS) “core” course offers the knowledge and skills for the pre-hospital assessment and care of the trauma patient. The curriculum focuses on how to identify, manage, and transport trauma patients in the pre-hospital environment with the highest level of care and give them the greatest chance of survival.
*See website for updated information.
$250 / 2 Sessions
Date: TBA
*Location: Bellevue Hospital, 462 First Ave.

(PHTLS) INSTRUCTOR COURSE
*PREREQUISITE: EPC PROVIDER COURSE.
In this highly intensive one-day course, faculty concentrates on teaching a variety of methods used to present information, guide the learner, communicate constructive criticism and evaluate performance. Microteaching, mini-lectures, and skill stations allow the participant to practice the role of the instructor.
*See website for updated information.
$150 / 1 Session
Date: TBA
*Location: Bellevue Hospital, 462 First Ave.

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.
*See website for updated information.
$99
Self-Paced Online Classes

GET INVOLVED!

BMCC ALUMNI GET MORE FOR LESS
15% DISCOUNT
* On Your First Class

www bmcc cuny edu ce
Find us on Facebook /BMCC CE
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 powers 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. Check out our latest course offerings for 2013!

**FILM EDITING**

**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. *See website for updated information.

$1,000 / 6 Sessions
1/15 - 2/26 Tuesday 6pm - 9:30pm
No Class 2/12
*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. *See website for updated information.

$1,000 / 6 Sessions
3/5 - 4/9 Tuesday 6pm - 9:30pm
*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. *See website for updated information.

$399 / 6 Sessions
1/5 - 2/9 Saturday 9:30am - 4:30pm
4/6 - 5/11 Saturday 9:30am - 4:30pm
*Location: 199 Chambers Street (Main Campus)

**ADOBE CREATIVE SUITE**

**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. *See website for updated information.

$700 / 10 Sessions
1/9 - 3/13 Wednesday 5pm - 7pm
*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. *See website for updated information.

$700 / 10 Sessions
1/9 - 3/13 Wednesday 7pm - 9pm
*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. *See website for updated information.

$700 / 10 Sessions Date: TBA
*Location: 25 Broadway, 8 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. *See website for updated information.

$700 / 10 Sessions Date: TBA
*Location: 25 Broadway, 8 Floor
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
2/5 - 5/2 Tues & Thu 6pm - 9pm
3/2 - 5/18 Saturday 9:30am - 4:30pm
6/4 - 8/27 Tues & Thu 6pm - 9pm
No Class 7/4

*Location: 25 Broadway, 8 Floor

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
1/9 - 3/25 Mon & Wed 6pm - 9pm
2/4 - 4/25 Mon & Wed 6pm - 9pm
No Class 2/18

*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
3/25 - 6/3 Mon & Wed 6pm - 9pm
No Class 5/27
4/17 - 6/26 Mon & Wed 6pm - 9pm
No Class 5/27

*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
7/1 - 9/9 Mon & Wed 6pm - 9pm

*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, 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
2/26 - 5/2 Tues & Thu 6pm - 9pm
8/21 - 10/21 Mon & Wed 6pm - 9pm
9/11 - 11/25 Mon & Wed 6pm - 9pm
No Class 9/2, 10/14

*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.
*See website for updated information.
$1295 / 10 Sessions
1/12 - 2/16 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.
*See website for updated information.
$1295 / 10 Sessions
2/23 - 4/27 Saturday 9:30am - 4:30pm
*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 monitor and maintain 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.
*See website for updated information.
$1295 / 10 Sessions
5/4 - 7/6 Saturday 9:30am - 4:30pm
*Location: 25 Broadway, 8th Floor

MICROSOFT POWERPOINT 2010
This course focuses on the basic and advanced features of PowerPoint 2010: creating and editing presentations. Students will learn how to insert, edit, and link photos, ClipArt, and videos into presentations or slide shows. Students will also learn to add charts and diagrams, and broadcast presentations.
*See website for updated information.
$525 / 13 Sessions
3/4 - 4/15 Mon & Wed 6pm - 9pm
6/24 - 8/5 Mon & Wed 6pm - 9pm
*Location: 25 Broadway, 8th Floor

MICROSOFT WORD 2010
This course focuses on how to create visually compelling documents more easily than ever with Word 2010. Word 2010 offers enhanced features to create professional quality documents, and easier ways to work together with people from almost anywhere. It is designed with the finest document formatting tools that are used to organize and write documents more efficiently.
*See website for updated information.
$525 / 13 Sessions
1/28 - 3/20 Mon & Wed 6pm - 9pm
No Class 2/12
4/1 - 6/17 Mon & Wed 6pm - 9pm
No Class 5/27
*Location: 25 Broadway, 8th Floor

MICROSOFT EXCEL 2010
This course is focused on the functions and features of Excel 2010 and provides an introduction to spreadsheet and Excel terminology. Students will use data to create worksheets, tables, conditional formatting, and spark lines. Students will collaborate with others and use the Web and Excel Web Apps.
*See website for updated information.
$525 / 13 Sessions
2/5 - 3/21 Tues & Thu 6pm - 9pm
No Class 2/12
5/7 - 6/18 Tues & Thu 6pm - 9pm
*Location: 25 Broadway, 8th Floor

MICROSOFT OFFICE

MICROSOFT POWERPOINT 2010
This course focuses on the basic and advanced features of PowerPoint 2010: creating and editing presentations. Students will learn how to insert, edit, and link photos, ClipArt, and videos into presentations or slide shows. Students will also learn to add charts and diagrams, and broadcast presentations.
*See website for updated information.
$525 / 13 Sessions
3/4 - 4/15 Mon & Wed 6pm - 9pm
6/24 - 8/5 Mon & Wed 6pm - 9pm
*Location: 25 Broadway, 8th Floor

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$525 / 13 Sessions
1/28 - 3/20 Mon & Wed 6pm - 9pm
No Class 2/12
4/1 - 6/17 Mon & Wed 6pm - 9pm
No Class 5/27
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*See website for updated information.
$525 / 13 Sessions
2/5 - 3/21 Tues & Thu 6pm - 9pm
No Class 2/12
5/7 - 6/18 Tues & Thu 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 Java programming to create applications.
*See website for updated information.
$1095 / 24 Sessions
2/25 - 5/15 Mon & Wed 6pm - 9pm
*Location: 25 Broadway, 8th Floor

INTRODUCTION TO PROGRAMMING WITH C++
This course teaches the fundamentals of the C++ programming language and is appropriate for those of you who are new to programming. C++ is a superset of ANSI C, and is used to build programs for various uses.
*See website for updated information.
$249 / 10 Sessions
1/8 - 2/14 Tues & Thu 6pm - 9pm
No Class 2/12
*Location: 25 Broadway, 8th Floor

INTRODUCTION 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 a variety of programs for various uses.
*See website for updated information.
$249 / 10 Sessions
1/7 - 2/13 Mon & Wed 6pm - 9pm
No Class 1/21
*Location: 25 Broadway, 8th Floor
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

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!

GATLIN Education Services
Borough of Manhattan Community College Continuing Education Technology Program is proud to offer a new way to fast track your career. BMCC ACE has design courses to help fill the growing need for IT talent. Gain the skills necessary to launch an exciting and financially rewarding career in Information Technology, and learn these skills right in the comfort of your own home! BMCC ACE’s new Virtual Training Platform offers all the benefits of an instructor led class right from your own living room! No need to travel to class after work. No subways- NO busses- NO traffic- No getting home late after class! Participate in live lectures with industry-experienced instructors, collaborate with fellow students and get hands on real world experience at BMCC ACE’s live virtual IT lab!

For example, our new course offerings include Introduction to Android. The Android platform is the fastest growing mobile development platform in the world. Android phones are being produced by almost all of the world’s major phone manufacturers, and the addition of new tablet devices will ensure the platform’s continued growth.

(NEW!) 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. * See website for updated information. $1850 / 8 Week / 16 Session / 3hrs 2/12 - 4/4 Tues & Thu 6:30pm - 9:30pm 2/26 - 4/18 Tues & Thu 6:30pm - 9:30pm *Location: Online Delivery

(NEW!) 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. * See website for updated information. $1850 / 8 Week / 16 Session / 3hrs 2/11 - 4/3 Mon & Wed 6:30pm - 9:30pm 2/25 - 4/17 Mon & Wed 6:30pm - 9:30pm *Location: Online Delivery

(NEW!) 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. * See website for updated information. $1850 / 8 Week / 16 Session / 3hrs 2/12 - 4/4 Tues & Thu 6:30pm - 9:30pm 2/26 - 4/18 Tues & Thu 6:30pm - 9:30pm *Location: Online Delivery

(NEW!) 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. * See website for updated information. $1850 / 8 Week / 16 Session / 3hrs 2/11 - 4/3 Mon & Wed 6:30pm - 9:30pm 2/25 - 4/17 Mon & Wed 6:30pm - 9:30pm *Location: Online Delivery

(NEW!) 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. * See website for updated information. $1850 / 8 Week / 16 Session / 3hrs 2/11 - 4/3 Mon & Wed 6:30pm - 9:30pm 2/25 - 4/17 Mon & Wed 6:30pm - 9:30pm *Location: Online Delivery

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(NEW!) ADVANCED JAVA PROGRAMMING
This course provides advanced training in developing software using the Java Platform, Standard Edition, or Java SE. It is intended for
(NEW!) 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.
*See website for updated information.
$1850 / 8 Week / 16 Session / 3hrs
2/12 - 4/4  Tues & Thu  6:30pm - 9:30pm
2/26 - 4/18 Tues & Thu  6:30pm - 9:30pm
*Location: Online Delivery

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)

AUTO CAD 2011
This program will give you the knowledge and hands-on practice you need to master the fundamentals of the 2D tools in AutoCAD 2011— an essential design tool used in mechanical and civil engineering, architecture, and facilities planning and management.
$2395 (150 Hours)

EDUCATION TO GO (ED2GO):
SHORT TERM ONLINE COURSES
http://www.ed2go.com/bmccny

CREATING WEB PAGES
Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you’ll learn about the capabilities of the World Wide Web and the fundamentals of web design.
$99

INTRODUCTION TO DREAMWEAVER CS5
If you want to design professional-quality Web sites, this is the class for you! In these step-by-step lessons, you’ll build an in-class Web site using Adobe Dreamweaver CS5—and in the process, you’ll discover how to plan a Web site from the ground up.
$99

INTRODUCTION TO PHP AND MYSQL
Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site’s visitors. In this six-week online course, you’ll see how to create dynamic Web pages using the PHP programming language and the MySQL database server.
$99

GET STARTED TODAY!

TECHNOLOGY: A CHOICE OF PATHS.
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.
CAREER TRAINING

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. Our faculty include full-time practicing attorneys and a judge who “do the work” by day, and “teach it” by night. Our Paralegal faculty includes 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.**

* See website for updated information.

$2800 / 17 Sessions 
1/12 - 5/11 Saturday 9am - 5pm
4/2 - 8/13 Tues & Thu 6pm - 9pm 
6/1 - 9/28 Saturday 9am - 5pm 

Location: 25 Broadway, 8 Floor

PROFESSIONAL ADMINISTRATIVE DEVELOPMENT PROGRAM
The changes in the economic landscape are creating unprecedented opportunities in the administrative arena. 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.

• Office and digital technologies (MS Office Suite 2010, QuickBooks)
• Human resources
• Business correspondence
• Expense and travel management
• Forecasting and budgeting
• Project management
• Best Career Workshops

*See website for updated information.

$1995 / 34 Sessions 
3/12 to 7/11 Tue & Thu 6pm - 9pm 
8/6 to 12/12 Tue & 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 are looking for advancement, 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
• Means and Methods,
• Pricing
• Bid Administration.

Additionally, the course will explain the applications used by construction and construction management companies in creating project estimates.

*See website for updated information.

$1,495 / 28 Sessions 
Date: TBA 

*Location: 25 Broadway, 8 Floor

www.bmcc.cuny.edu/ce
Find us on Facebook /BMCC.CE
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
- Accessing capital
*See website for updated information.
$195 / 3 hrs
Date: TBA
*Location: 25 Broadway, 8th Floor

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.
*See website for updated information.
$195 / 3 hrs
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.
*See website for updated information.

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 cycle
- Types of journals
- Chart of Accounts
- Trial balances
- Bank reconciliation statements
- Petty cash
- Ledgers
Individually 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.
*See website for updated information.
$275 / 12 Sessions
2/11-3/25 Mon & Wed 6pm - 9pm
No Class: 2/18
4/1-5/8 Mon & Wed 6pm - 9pm
*Location: 25 Broadway, 8th Floor

ADVANCED BOOKKEEPING WITH QUICKBOOKS AIPB PREP CLASS
This follow-up class to the Introduction to Bookkeeping is a practical hands-on course that takes participants through seven months of activity in a business. Participants will record all activities, including sales receipts, bills, payments, and bank reconciliations. The final three sessions will focus on the American Institute of Professional Bookkeepers (AIPB) review of the Certified Bookkeeper topics in order to prepare participants to take the national certification exams.
***Prerequisite: Introduction to Bookkeeping with QuickBooks (or at least 2 years’ full-time experience or the part-time or freelance equivalent)
Please note: Workbooks are in addition to the tuition of the course (approx. $220).
*See website for updated information.
$495.00 / 13 Sessions
Date: TBA
*Location: 25 Broadway, 8th Floor

GATLIN EDUCATION SERVICES (GES):
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.
$1795
BUSINESS WRITING
Does the blank page keep you paralyzed in your writing? 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, prewriting, 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
1/9 - 1/30 Wednesday 6pm - 9pm
2/13 - 3/6 Wednesday 6pm - 9pm
3/20 - 4/10 Wednesday 6pm - 9pm
4/24 - 5/15 Wednesday 6pm - 9pm

*Location: 25 Broadway, 8th Floor

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

PROJECT MANAGEMENT FUNDAMENTALS
This course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It’s also an excellent choice for existing PMI credential holders looking for an approved activity for PMI’s continuing certification PDUs. At the end of this course, you’ll receive a certificate indicating your completion of PDUs equal to the number of hours of this course through ed2go, R.E.P. #3213.

$99

EDUCATION TO GO (ED2GO):
ONLINE SHORT TERM COURSES

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

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SPOTLIGHT:
THE NEXT VOICE YOU HEAR

SHERROD SMALL'S BEST BLACK SHOW EVER
Friday, February 15 at 8PM

SPUYTEN DUYVIL
Friday, March 1 at 8PM

BROOKLYN WOMEN'S CHORUS
Friday, April 12 at 8PM

JOE MATARESE IN LAUGHS FOR
Friday, May 10 at 8PM

For subscription or single tickets call Ticketing Services: 212.220.1460
Order single tickets online: www.TribecaPAC.org Follow us on Facebook & Twitter!
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. *See website for updated information.
$215 / 8 Sessions
2/5 - 3/23 Tuesday 6pm - 9pm
*Location: 25 Broadway, 8th Floor

INTERMEDIATE SPANISH
Please note: Basic knowledge of Spanish is required for this class. A continuation of Introduction to Spanish, this course is designed to review previously acquired concepts, introduce more complex grammatical structures, and increase listening and reading comprehension. Grammar and vocabulary are taught within a cultural context and through everyday situations. *See website for updated information.
$250 / 8 Sessions
2/9 - 4/6 Saturday 10am - 1pm
No Class: 3/29
4/9 - 5/28 Tuesday 6pm - 9pm
*Location: 25 Broadway, 8th Floor

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. *See website for updated information.
$215 / 8 Sessions
Date: TBA
*Location: 25 Broadway, 8th Floor

EDUCATION TO GO (ED2GO): ONLINE SHORT TERM COURSES

SPEED SPANISH
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. In no time at all, you’ll be able to go into any Spanish-speaking situation and converse in Spanish. ¡Qué Bueno!
$99

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

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. *See website for updated information.

3-SENIOR LAP SWIM
$155/$15 registration fee is included in the tuition fee / 144 Sessions.
1/28 - 5/24
Pool Closed: 2/12, 2/18, 3/25 - 3/31, 4/1, 4/2
*Location: Main Campus, 199 Chambers Street

4-ADULT LAP SWIM
$255 / 141 Sessions
1/28 - 5/24
Pool Closed: 2/12, 2/18, 3/25 - 3/31, 4/1, 4/2
*Location: Main Campus, 199 Chambers Street

EVOLUTION OF JAZZ
Renowned Larry Ridley teaches attendees/students the history of African roots of Jazz. This is an art form that continues to evolve; “African and African American Roots” produce vibrant international music. *See website for updated information.
$595 / 8 Sessions
Date: TBA
*Location: 25 Broadway, 8th Floor
*Visit www.LarryRidley.com for further information
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.

You can choose either:
- A 6-week course, with classes on Monday and Wednesday
- 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 class 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.

*See website for updated information.

$250 / 8 sessions / 8 weeks
1/12 - 3/2 Saturday 9:30am - 1:30pm
3/16 - 5/11 Saturday 9:30am - 1:30pm
6/1 - 7/20 Saturday 9:30am - 1:30pm
Instructor: Csilla Korbl

ESL ADVANCED (WEEKDAYS)
This course is designed for high intermediate and advanced students, those who already have a good grasp of spoken and written English. In class, you will gain confidence as you practice speaking English, improve your grammar, and learn about American Culture. Spontaneously correcting your errors while you talk helps you develop your English ability quickly and enjoyably. Your written communication will also benefit as you become more accurate in your speaking.

*See website for updated information.

$270 / 12 sessions / 6 weeks
1/14 - 2/27 Mon & Wed 9:30am - 12:30pm
3/11 - 4/22 Mon & Wed 9:30am - 12:30pm
5/1 - 6/12 Mon & Wed 9:30am - 12:30pm
Instructor: Susan Neri-Friedwald

ESL ADVANCED
This course is designed for high intermediate and advanced students, those who already have a good grasp of spoken and written English. In this course, you will focus on further improving conversational skills, reading, and writing.

*See website for updated information.

$250 / 8 sessions / 8 weeks
1/12 - 3/2 Saturday 9:30am - 1:30pm
3/16 - 5/11 Saturday 9:30am - 1:30pm
6/1 - 7/20 Saturday 9:30am - 1:30pm
Instructor: Manal Grant

ESL 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.

*See website for updated information.

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

ESL TO MEDITATION

*For enrollment please call: (212) 346-8423

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 2 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.

*See website for updated information.

$15 / 1 Session
Date: TBA
*Location: 25 Broadway, 8th Floor
TOEFL INSTRUCTION

The Test of English as a Foreign Language™ (TOEFL®) 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 a native language.

TOEFL PREPARATION
This 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).

$290 / 10 sessions / 10 weeks
1/12 - 3/16 Saturday 9:30am - 1:30pm
4/6 - 6/15 Saturday 9:30am - 1:30pm
Instructor: Susan Neri-Friedwald

TOEFL PREPARATION (AFTERNOON)
This 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).

$290 / 11 sessions / 11 weeks
1/12 - 3/23 Saturday 1:15pm - 4:30pm
4/6 - 6/22 Saturday 1:15pm - 4:30pm
Instructor: TBA

ACCENT REDUCTION AND PUBLIC SPEAKING
Do people ask you to repeat what you say or to slow down when you speak? This course combines pronunciation skills with presentation techniques. You will:
• Learn which tongue and lip muscles to utilize for specific vowel and consonant sounds.
• Increase your tone: pitch variety, rhythm, and volume.
• Enjoy the art of stressing 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.

We use prepared and extemporaneous presentations. If you are preparing to give a business presentation, have a job or school interview, or make a wedding toast, this is a perfect place to practice.

*See website for updated information.

$230 / 10 sessions / 10 weeks
1/23 - 3/27 Wednesday 6pm - 9pm
4/3 - 6/5 Wednesday 6pm - 9pm
Instructor: Elizabeth Marner-Brooks

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 more fluently in English.

*See website for updated information.

$260 / 10 sessions / 10 weeks
2/16 - 4/27 Saturday 10am – 2pm
5/11 - 7/20 Saturday 10am – 2pm
Instructor: Dimitri Stroumbos

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 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® and PC Repair. Additionally, the MEOC offers a 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.
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.

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. Registration fee ($15.00) is non-refundable. Please allow 4-6 weeks for processing.

COURSE CANCELLATION
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 cancel any class for which there is insufficient enrollment and to withdraw or modify course offerings. Course locations, dates, fees, and instructors may also be changed when necessary. Check our website for the most up to date information regarding course offerings, schedule, locations, and fees. 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.

WEATHER CLOSING 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.

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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.

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Available on the Android Market Place

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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

Training Programs
- Direct Care Counseling (Developmental Disabled Aide)
- Emergency Medical Technician

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“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

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