Summer/Fall 2015 Course Catalogue
25 Broadway, 8th Floor
212-346-8410 | www.bmcc.cuny.edu/ce
25 Broadway
Continuing
Education

Call now to register or visit our website at:
www.bmcc.cuny.edu/ce or 212-346-8410
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* For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
To view our complete map please visit www.bmcc.cuny.edu/map

Public Transportation

Subway Lines:

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

Bus Lines:

- M5, M15, and M20 to South Ferry
- M9 to Battery Park City
Letter from President Antonio Perez

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

At BMCC we continuously gauge New York City’s workforce needs, consulting with employers to ensure we are providing a skilled pool of qualified workforce candidates. We are aware of the changes in today’s workplace, and teach the latest in technology—ensuring that our students develop relevant, in-demand skills, in line with their short and long-term goals.

We are also developing partnerships with businesses and institutions that will benefit our students. Working closely with AARP’s Back to Work program, we are providing career training to individuals looking to return to the workforce or strengthen their skills in an existing position.

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

Sincerely,
Antonio Perez
President, Borough of Manhattan Community College, CUNY
Media Arts
MEDIA ARTS
Looking for the cutting edge in digital media and filmmaking? Whether you’re an amateur, a seasoned pro or just looking to invest in a new hobby, BMCC is ready to help you fulfill your creative vision through the power of modern digital technology. Our Film and Graphic design courses are taught in state-of-the-art Mac Labs and are facilitated by veteran artists and industry experts in film and graphic design.

INTRO TO FINAL CUT PRO
This course provides students with the opportunity to explore the basic features of Final Cut Pro. Students will learn the fundamentals of video editing, building timelines, cleaning up audio, using transitions in Video and Audio, exporting sequences, and non-linear digital editing.

6 Sessions / 18 hours / $1000*

ADVANCED FINAL CUT PRO
*Prerequisite: Introduction to Final Cut Pro or Filmmaking 101
Continue the exploration of Apple’s Professional Editing Software and build upon skills learned in Intro to Final Cut Pro. Topics will include advanced techniques in editing, effects, tilting, compression, sound and audio editing, and DVD authoring.

6 Sessions / 18 hours / $1000*

UNDERSTANDING & USING PRO TOOLS
This course covers the use of basic layout and drawing tools, text and graphic manipulation, color, gradient tools, and creating custom workspaces. Basics are covered and advanced techniques are applied depending on each student’s level.

6 Sessions / 18 hours / $399*

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

10 Sessions / 30 hours / $800*

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

10 Sessions / 30 hours / $450*

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

10 Sessions / 30 hours / $450*

ADOBE INDESIGN
This course covers the use of basic layout and drawing tools, text and graphic manipulation, color management, style sheets and master pages. Students will learn about files for print, color profiles and modes, web animation, which are used by most broadcasting, commercial, and film industry studios for commercial video and motion picture production.

10 Sessions / 30 hours / $450

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

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ICND 1 - CCNA ROUTING & SWITCHING - INTRO TO NETWORKS
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Emphasis is made on simple LANs, basic configurations for routers and switches, and the implementation of IP addressing schemes. Students will learn how to configure a router and a switch for basic functionality. By the end of the course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIP, EIGRP, Single-Area and Multi-Area OSPF, Virtual LANs, and Inter-VLAN routing in both IPv4 and IPv6 networks.

40 Sessions / 120 hours / $1,770*
Mon & Wed: 9:30 am - 4:30 pm
Mon & Wed: 6:00 pm - 9:00 pm
Tues & Thurs: 6:00 pm - 9:00 pm
Sat: 9:30 am - 4:30 pm

ICND 2 - CCNA ROUTING & SWITCHING - SCALING NETWORKS
*Prerequisite: ICND1-CCNA Routing & Switching- Intro to Networks
This course will teach students how to configure and troubleshoot routers and switches for advanced functionality, and how to resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network, and gain an understanding of the selection criteria of network devices and WAN technologies to meet network requirements. We will teach you how to configure and troubleshoot network devices and resolve common issues with data link layer protocols, implement IPSec and Virtual Private Network (VPN) operations in a complex network, as well as, failover routing and NAT/PAT.

40 Sessions / 120 hours / $1,770*
Mon & Wed: 9:30 am - 4:30 pm
Mon & Wed: 6:00 pm - 9:00 pm
Tues & Thurs: 6:00 pm - 9:00 pm
Sat: 9:30 am - 4:30 pm

INTRO TO A+
Introduction to A+ certification validates the latest foundation-level knowledge and skills needed by today’s computer technical support professionals. It is the starting point for a career in the Information Technology industry. Using state of the art generic Dual Core Pentium IV computers, students will learn the function of each component, and how to disassemble and reassemble, install, configure, and troubleshoot various common hardware/software related problems on devices and Operating Systems. Students will explore the Domains and be given instructions into the core concepts required for the CompTIA A+ Essentials and CompTIA A+ 220-602 Certification Exams. ***For students wishing to take the exam, vouchers are available for purchase through CompTIA Organization.

24 Sessions / 72 hours / $795*

Technology Career Info Sessions
Wednesdays 11:00am & 6:30 pm - 8 pm

IT continues to be one of the fastest-growing job sectors in the workforce. We at Continuing Education offer intensive certification programs in the most widely used networking technology, media arts and office software programs. Whether just starting or wanting to continue to add to your tech portfolio we can help you build from the ground up.
CCNP ROUTE IMPLEMENTING IP ROUTING
*Prerequisite: Semester 1- 4
CCNA at a Cisco Academy or CCNA Certification
This advanced networking course teaches students how to implement routing services for complex Enterprise Networks. Topics covered: Routing Services, EIGRP, Single/Multi-Area OSPF, manipulating updates, path control, BGP for ISP connectivity, routing for branch & mobile workers and implementing IPv6. *Upon completion students will be prepared to pass the SWITCH 642-902 exam.

10 Sessions / 60 hours / $1295*

CCNP SWITCH IMPLEMENTING IP SWITCHING
*Prerequisite: ROUTE
Building upon skills learned in routing, this course covers topics that teach students how to secure integration of VLANS into campus networks. Topics covered in the course include: Multilayer Switching, Virtual Local Area Networks (VLANS), VLAN Trunking Protocol (VTP), Spanning Tree Protocol, InterVLAN Roouting, and IP Multicasting. *Upon completion students will be prepared to pass the SWITCH 642-813 exam.

10 Sessions / 60 hours / $1295

CCNP TSHOOT MAINTAINING AND TROUBLESHOOTING
*Prerequisite: ROUTE & SWITCH
This course covers topics that teach students how to maintain complex, enterprise routed and switched networks. In addition, one will learn to develop a troubleshooting process that will identify and resolve problems in these complex Enterprise networks. Troubleshooting topics include: Routing Solutions, Addressing Services, Network Performance Issues, Converged Networks, and Network Security Implementations. Upon completion students will be prepared to pass the TSHOOT 642-832 exam.

10 Sessions / 60 hours / $1295*

CISCO CERTIFIED NETWORK ASSOCIATE-SECURITY
*Recommended: ICND 1 & 2 or CCNA Certification
Geared toward securing convergent network technologies, this course covers the core concepts for Cisco Device Hardening at layers 2, 3 and 4 of the OSI Model. While there are no required course prerequisites, students are encouraged to complete the CCNA R&S curricula to acquire the fundamental CCNA-level routing and switching skills needed for success. Upon completion students will be prepared for the implementing Cisco IOS Network Security (IINS) certification exam (640-554), leading to the CCNA Security certification.

10 Sessions / 60 hours / $1095*
INTRO TO PROGRAMMING WITH C++
This course teaches the fundamentals of the C++ programming language and is appropriate for those who are new to programming. C++ is a superset of ANSI C, and is used to build a variety of programs.
10 Sessions / 30 hours / $249*
Tues & Thurs

INTERMEDIATE C++
*Prerequisite: Intro to C++
This course is a continuation of the introductory C++ programming course. You will need to have a basic understanding of the C++ fundamentals. We will emphasize the object-oriented programming paradigm using C++ syntax.
10 Sessions / 30 hours / $249*

INTRO TO PROGRAMMING WITH JAVA
Java is one of the most widely used computer languages in the world. This course is designed to develop the fundamental skills and basic concepts needed to begin writing any code. Students will use the Java Platform to create an assortment of programs for multiple uses.
10 Sessions / 30 hours / $300*

INTERMEDIATE JAVA PROGRAMMING
*Prerequisite: Intro to Java
This course is a continuation of the introductory Java programming course. You will need to have a basic understanding of the Java fundamentals. We will emphasize the object-oriented programming paradigm using Java syntax. Topics include: Review of arrays and array lists, Multi-dimensional arrays, Inheritance, Polymorphism, Exception handling and Advanced input and output with files.
10 Sessions / 30 hours / $300*

HTML 5
Enhance and adapt to a new primary web language through concept and actual Web applications such as HTML5, CSS3 and Javascript. Through hands-on labs students will learn to create tables, develop user interface, basic jQuery UI, and create CSS3 presentations and real life web apps, like embedded video, canvas and geolocation.
10 Sessions / 30 hours / $375
INTRO TO SEQUEL QUERY LANGUAGE
An understanding of how to query a database for information and analysis is the gateway to careers in Business Intelligence, Data Warehousing, Report Writing, Big Data and Predictive Analytics. The goal of this course is to teach students how to use Sequel Query Language (SQL) to query and extract information from a relational database.

10 Sessions / 30 hours / $495*

INTRO TO TABLEAU SOFTWARE FOR BUSINESS DATA VISUALIZATION
Visualization of data is a key requirement for business decision makers. Tableau is one of the most popular software packages used to achieve rich visualization in order to understand data patterns. This hands-on course is intended for students, business and technical professionals interested in developing Tableau Dashboards.

2 Sessions / 10 hours / $800*
Sat; 9:30 am – 1:30 pm

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

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

5 Sessions / 15 hours / $495*
Allied Health is considered one of the high growth job sectors in our economy. To keep pace with the growing baby-boomer population and advances in modern medicine, hospitals, doctor’s offices, and clinics will continue to rely upon medical professionals. The work Allied Health professionals perform ranges from the administrative duties like Billing and Coding to more hands-on careers such as Emergency Medical Technicians and Medical Assistant Specialist. To remain in the forefront of the industry.

DIRECT CARE COUNSELOR - (DCC)
DIRECT SUPPORT PROFESSIONAL (DSP)
*ALL INTERESTED APPLICANTS MUST ATTEND A REQUIRED INFO SESSION*

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

*8 weeks & 2 weeks internship
50 Sessions / 350 hours / $2,200
Mon - Fri; 9:00 am - 5:00 pm
Sept 14 - Dec 8

MEDICAL BILLING & CODING - (MBC)

This 120 hour course offers students the skills needed to process and solve insurance billing problems. Students learn basic claim procedures for medical insurance and third party reimbursements, by understanding how to manually complete common insurance forms using service codes and manuals, as well as, tracing delinquent claims, appealing denied claims and using generic forms to streamline billing procedures.

*Textbooks and NHA exam fee are not included in the tuition
40 Sessions / 120 hours / $2,200
Tues & Thurs; 6:00 pm - 9:00 pm
Aug 11 - Jan 7, 2016

20 Sessions / 120 hours / $2,200
Sat; 9:30 am - 3:30 pm
Oct 17 - April 9, 2016

MEDICAL ASSISTANT SPECIALIST - (MAS)

*ALL INTERESTED APPLICANTS MUST ATTEND A REQUIRED INFO 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 that range from taking vital signs to scheduling patient appointments. Training covers a spectrum of administrative tasks as well as patient care procedures. Eligible for certification.

*Textbooks, Scrubs, and NHA exam fee are not included in the tuition
123 Sessions / 531 hours / $4,300*

HEMODIALYSIS TECHNICIAN TRAINING

*ALL INTERESTED APPLICANTS MUST ATTEND A REQUIRED INFO SESSION*

This course prepares individuals to become part of a professional health care team who provides hemodialysis treatment due to end stage renal failure. Students will learn anatomy and physiology of the kidneys, common causes of End Stage Renal Disease, principles of Hemodialysis procedure, treatment options, and commonly used Hemodialysis terms and abbreviations. Additionally, students will learn machine set-up, operation and monitoring, vascular access, cannulation techniques, medical and technical complications, infection control, medications, patient assessment, and nutritional and social needs of end stage renal disease patients.

*Textbook and Scrubs Not Included
24 Sessions / 96 Hours / $2,000
Tues & Thurs; 10:00 am - 2:00 pm
Sept 15 - Dec 10

32 Sessions/ 96 Hours / $2,000
Tues & Thurs; 6:00 pm - 9:00 pm
Oct 13 - Feb 9, 2016

*Direct Care Counselor: Weds; 9:30 am- 2 pm
*EHR: Thurs; 9:30 am -10:30 am
*Medical Billing & Coding: Thurs; 11 am - 12 pm
*Medical Assistant Specialist: Tues; 10 am - 11 am & Mondays; 5:30 pm
*Hemodialysis: Fridays TBD
“I had no idea that I wanted to be in EMS when I was in college. Basically, I stumbled upon it doing some volunteer work, but I soon realized I liked what I did for no money better than what I did at work in audio production. I quit my job and started working for a private ambulance, and now, almost 40 years later, after a career that’s included stops as a NYC paramedic, nursing school, being the director of hospital emergency departments and finally the director of a paramedic education program in Manhattan, it’s the best move I ever made in my life. No matter what, you have the chance to make a difference in someone’s life every day. My heart is EMS, and always will be.”

– Gene Iannuzzi, RN, MPA, CEN, EMT-P Assistant Professor and EMS
VERONICA PHASUKKAN was actively looking for employment when she came to BMCC in 2014. Mrs. Phasukkan enrolled in our Medical Billing program with the hopes that her training as a Medical Biller and Coder would lead to future employment. Being an exceptional student, with a resume that showed her wealth of experience in health care, Mrs. Phasukkan was recommended by her BMCC Program Director for an internship with The Health and Hospitals Corporation. The HHC executives were so impressed with Mrs. Phasukkan during the interview that they decided to have her intern at the main office rather than send her to another site. The HHC internship gave Mrs. Phasukkan the opportunity to actively use her healthcare skills, as well as, pursue a position in the corporate office. Mrs. Phasukkan successfully completed her internship in November 2014 and by March 23rd 2015 the Human Resources Analyst at HHC presented her with a job offer as a Clinical Business Analysis. Mrs. Phasukkan is thankful to BMCC for helping her find employment and encouraging her from day one.

~ Medical Billing & Coding Student BMCC Continuing Education
Do you want to save lives and make a difference in your community and family? Looking to become a first responder, or to upgrade your current level of training or certification? We offer certification courses for all levels of first responders from basic CPR to refresher courses for Paramedics. Our instructional staff are NYS certified EMTs and Paramedics with years of field and teaching experience. Classes are a combination of hands on practical skills and lecture components to ensure full comprehension and acquisition of all related skills and theories. Take a course, Get certified, make a difference, SAVE A LIFE!

EMERGENCY MEDICAL TECHNICIAN-Basic

*ALL INTERESTED APPLICANTS MUST ATTEND A REQUIRED INFO SESSION

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

*Textbooks and Scrubs not included in tuition
Nonrefundable fee of $75 included

Sessions TBA / $1,125*

PARAMEDIC CHALLENGER-REFRESHER

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

Nonrefundable fee of $75 included in tuition

Sessions TBA / $950*

BASIC CARDIAC LIFE SUPPORT-BCLS

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

1 Session / 7 hours / $95
9:00 am – 5:00 pm
July 11, 18, or 23
Aug 8, 22, or 24
Sept 19
Oct 17
Nov 21
Dec 12

ADVANCED CARDIAC LIFE SUPPORT

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 patients.

*Location: NYSIM LAB, Bellevue Hospital
*Discount is available for Current BMCC Nursing Students

2 Sessions / 14 hours / $250*

ADVANCED CARDIAC LIFE SUPPORT-ACLS

This refresher/renewal class is for Physicians, Respiratory Therapists, Nurses, and Paramedics who are 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.

*Location: NYSIM LAB, Bellevue Hospital
1 Session / $150*

Emergency Medical Technician
Info Sessions
Tuesdays; 6:00 pm – 8 pm
Thursdays; 11 am – 1 pm

* For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
**MICROSOFT® WORD 2010** This course is designed to instruct students on how to proficiently use MS Word 2010 from beginner to advanced. Topics covered follow the skills measured on the Microsoft Office Specialist Exam 77-881. Students will learn through repetition, review and hands-on exercises for a comprehensive understanding of the materials. Quick reference guides are given out in class for off campus review. Topics to be covered include Templates, Themes, Headers and Footers, Table of Contents, Bookmarks, Cross References, Formatting, Visual Content, Mail Merge, Tracking Changes, Creating Forms, Designing Templates, and applying Macros.

**6 Sessions / 18 hours / $210**
- Mon & Wed; 6:00 pm - 9:00 pm
- July 6 - July 22
- Sept 14 - Sept 30
- Nov 2 - Nov 19

**MICROSOFT® EXCEL 2010** This course introduces MS Excel 2010 for spreadsheet creation and data analysis. Topics covered follow skills measured on the Microsoft Office Specialist Exam 77-882, and are designed for the novice who wishes to become proficient and learn advanced features. Students will learn Excel skills through repetition and in-class exercises that will broaden their abilities and understanding of the program. Quick reference guides are given out in class to be utilized for off campus review. Topics include navigating the Excel Interface, managing data, formatting cells, conditional formatting, data tables, securing information and creating presentation worksheets.

**6 Sessions / 18 hours / $210**
- Tues & Thurs; 6:00 pm - 9:00 pm
- July 7 - July 23
- Sept 8 - Sept 24
- Nov 3 - Nov 19

**INTRO TO MICROSOFT® POWERPOINT 2010** This course is designed to instruct students on how to proficiently use MS PowerPoint 2010 for creating professional presentations. Each topic covered will offer a practical overview of the application followed by a review and hands-on exercises for a more comprehensive understanding. Topics to be covered include templates, themes, Slide Presentations, working with graphics, multimedia files, incorporating charts and tables, animations, slide transitions, and delivery.

**6 Sessions / 24 hours / $210**
- Fri; 10:00 am - 2:00 pm
- July 10 - Aug 14
- Sept 11 - Sept 23
- Nov 6 - Dec 18

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

**12 Sessions / 36 hours / $275**
- Mon & Wed; 6:00 pm - 9:00 pm
- July 6 - Aug 12
- Sept 14 - Oct 26
- Nov 30 - Jan 6, 2016

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

**12 Sessions/ 36 hours/ $475**
- Tues & Thurs; 6:00 pm - 9:00 pm
- June 22 – July 30
- Aug 4 - Sept 10
- Nov 3 - Dec 10

Microsoft Office Info Sessions

- Thursdays; 3 pm or 6 pm
- July 23rd | August 20th | September 24th | October 22nd | November 19th | December 17th

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

Do you get overwhelmed when it comes to social media marketing for your business? Are you unsure about the best strategies to use for Facebook, Twitter, Instagram, LinkedIn, and Pinterest? Are you ready to increase your followers and engage with your audience? Want to find out how to use social media to increase exposure and increase revenue immediately? If you answered YES to any of these questions, our Social Media courses are for you! We offer: Facebook, Instagram, LinkedIn, Twitter, Pinterest and more!

SOCIAL MEDIA BUNDLE
5 Session / 10 hours / $600
Mon, Tue, Wed, Thur, Mon
6:00 pm - 8:00 pm
July 13-20 / Sept 14 – 21 / Nov 16 - 23

1 Session / $150
Mon 6:00 pm – 8:00 pm
July 13 / Sept 14 / Nov 16

1 Session / $150
Tue 6:00 pm - 8:00 pm
July 14 / Sept 15 / Nov 17

1 Session / $150
Wed 6:00 pm - 8:00 pm
July 15 / Sept 16 / Nov 18

1 Session / $150
Thur 6:00 pm - 8:00 pm
July 16 / Sept 17 / Nov 19

Social Media Info Sessions
Thursdays*
3 pm or 6 pm

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

NOTARY PUBLIC COURSE
Explore a new pathway; gain a valuable credential– “Notary Public License.” This class introduces students to the basics of what a notary does. Learn the terminology, work with samples of legal documents, such as deeds, mortgages and powers of attorney. Students will develop the skills to be prepared for the New York State exam and the New York State “Notary Public License”– which is valid for 4 years.

2 Sessions/ 6 hours / $125
Mon & Wed; 6:00 pm - 9:00 pm
July 20 & 22
Sept 21 & 23
Nov 16 & 18

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

4 Sessions / 12 hours / $195
Wed; 6:00 pm - 9:00 pm
July 8 - July 29
Sept 9 - Sept 30
Nov 4 - Dec 2

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

• Master the art of handling questions & answers
7 Sessions / 21 hours / $190
Wed; 6:15 pm - 9:15 pm
Sept 30 - Nov 18

PROJECT PLANNING AND CONTROL
Managing a project carries complex concerns not always found in traditional management. This workshop enables participants to learn and practice the tools and techniques needed in the Project Manager/Leadership roles. Upon completion, participants involved with PMI® and the Project Management Institute’s Project Management Professional (PMP) program are awarded 24 PDUs or Contact Hours. Global PMI R.E.P. code is 1270.

6 Sessions/ $1500*
Tue, Wed, Thurs, & Fri; 6 pm - 9:30 pm

PMI® PMP® & CAPM® EXAM PREPARATION WORKSHOP - PROJECT MANAGEMENT PROFESSIONAL CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (Fifth Edition)
Prepare for the PMI® PMP® or CAPM® Certification exam using a highly focused approach - that is, you learn what you need to know and do in order to pass the PMP or CAPM exam, rather than what you need to know and do to be an effective project manager. Those involved with the PMP/CAPM certification programs are awarded 24 PDUs - “Contact Hours” towards the requirement needed to sit for the exams. Our Global R.E.P. code is 1270.

6 Sessions / $1500*
Tue, Wed, Thurs, & Fri; 6 pm - 9:30 pm

Notary & Professional Writing Info
Sessions
Thursdays; 3 pm or 6 pm
July 23rd
August 20th
September 24th
October 22nd
November 19th
December 17th

Public Speaking/ Weds; 6:30 pm - 8 pm
Project Management & Business Analysis
Wednesdays; 6:30 pm - 8 pm

* For further information visit our website | www.bmcc.cuny.edu/ce | or call 212.346.8410
“IS YOUR RESUME SELLING YOU?”
If landing your next job can be considered a “marketing campaign” all about you, your career ambitions and your skills, then your resume is your most important marketing tool – so it needs to be clear, concise and reader friendly. Not sure if yours is? Join us for this workshop to determine if your resume is helping or hurting you. Various resume formats will be presented and discussed along with techniques to assist you in developing content. Participants will also have the opportunity to have their current resume reviewed and the opportunity to update them during a resume lab session.

“Help! I Have an Interview”
Interviews do not have to be intimidating situations, all they really are is an opportunity for you to talk about your professional experiences and brag about your accomplishments. So why are we so nervous walking into them? Join us for this workshop to learn techniques to help you prepare for your next interview and for the opportunity to participate in a mock interview so that you can coast through your next interview smoothly. Really – it’s possible!!!
2 Sessions / 6 hours / $75
Mondays; 6:00 pm - 9:00 pm
Sept 21 & 28
Oct 19 & 26
This Certified Wedding and Event Planner course teaches the basic fundamentals of planning, orchestrating, and delivering social events. From weddings and anniversaries to birthdays and baby showers, LWPI’s detailed step-by-step methodology teaches clear and concise formulas for detailing the personal and professional aspects of any social event. Tuition includes textbook, online curriculum and certification exam.

10 Sessions / $1395
Monday; 6:00 pm - 9:30 pm
September 21- November 30
INTRO TO SPANISH
Introduction to Spanish is designed to provide the student with a solid understanding of the Spanish language. Special emphasis will be placed on vocabulary and oral expression within cultural context. Principles of grammar will be introduced as students become more familiar with the language. Activities includes: role-playing and interactive situations. Audio files, magazine articles and literary texts will be used in this class.

8 sessions / 24 hours / $250
Tues: 6:00 pm - 9:00 pm
Sept 8 - Oct 27

INTERMEDIATE SPANISH
This course is designed to review previously acquired concepts, introduce more complex grammatical structures and increase listening and reading comprehension. Students will be encouraged to speak and interact in a natural, low anxiety environment. Grammar and vocabulary are taught within a cultural context through everyday situations. Exercises are conceived to enrich reading comprehension and expand communication skills. Audio, magazine articles and literary texts will be used in this class.

8 sessions / 24 hours / $250
Tues: 6:00 pm - 9:00 pm
Nov 3 - Dec 22

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

8 Sessions / 24 hours / $250
Thurs; 6:00 pm - 9:00 pm
Sept 10 - Oct 29
NASM/BMCC CERTIFIED PERSONAL TRAINER (CPT) CERTIFICATION
The National Academy of Sports Medicine (NASM) has partnered with BMCC Continuing Education to provide a Certified Personal Training (CPT) certification program that enhances those specific credentials used by health and fitness professionals. This unique course is ideal for Exercise Science, Kinesiology, Exercise Physiology, Physical Education, Personal Training, and covers the foundations of the Science of Fitness, Nutrition, Client Development and prepares students for the NASM Certified Personal Trainer exam.

81 Sessions / 300 hours / $3400
Mon & Wed: 6 pm -10 pm (57 sessions)
Sat: 10 am – 1 pm (24 sessions)
July 6 – January 20, 2016

ANTI-INFLAMMATORY DIET
An anti-inflammatory diet is a powerful way to eliminate chronic pain, avoid serious illness, and reduce your reliance on medication. In this class we will discuss what inflammation is, and the various ways it manifests in the body. You will learn which foods to eat, and which to avoid, as well as strategies to comfortably transform your everyday approach to eating, leading to life-long, healthy supportive habits. The class will also include a short cooking demonstration focusing on healthy cooking methods.

4 Sessions / 8 hours / $95
Mon & Wed; 56 Sessions
6:00 pm -10:00 pm
Sat: 25 Sessions
10:00 am - 1:00 pm
June 1 - Dec 28

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

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

NASC Info Sessions
Thursdays 3 pm or 6 pm
July 23rd | August 20th | September 24th | October 22nd | November 19th
NEW YORK FROM THE INSIDE
Enjoy a series of 3-day workshops each focusing on a specific aspect of New York City. In each of these workshops, you will look at New York City through a specific lens or theme. The theme of your workshop may be: a time in history, an aspect of the Arts, a notable person, or special places. While you explore New York in the classroom and in guided outings to places within the city, you will be improving your English communication skills. You will also write and present a research project on your workshop’s theme. You will receive a certificate of completion for 20 hours or 2 CEU only if you successfully complete the course; that means you have to attend all three classes and submit an original research project.

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

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

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

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

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

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

Prices start at $359*

Fall 2015 courses held in Manhattan include:
• Niagara Falls: The Flow of History
• Montreal: French influence in America
• Washington, DC: Monuments and Memorials
• Boston: A Revolutionary City
• Philadelphia and Amish Country

Please check our course listings under Learning Across America for specific details and for information about courses held in:
• Morristown, New Jersey
• Stamford, Connecticut
• Philadelphia
• Washington, DC
• Chicago
ESL (ENGLISH AS A SECOND LANGUAGE)

Our ESL (English as a Second Language) classes for Intermediate and Advanced level learners are limited to 20 students providing the benefit of individualized attention. Learning is holistic; you study reading, writing, speaking and listening. Intermediate students will work on developing reading skills, and oral and written communication. Advanced students will spend more time on oral presentation, analysis of readings, and clarity and organization of ideas in writing. If you are interested in improving your level of English or are thinking about attending college, we can help you reach your goals.

ESL INTERMEDIATE
This course is designed for intermediate students who have some understanding of written and oral English and are able to hold a basic conversation. In this course, you will improve your listening and speaking skills, as well as your written fluency, vocabulary and grammar skills.

- **10 Sessions / 40 hours / $290**
  - Sat: 9:30 am - 1:30 pm
  - Sept 12 - Nov 14

ESL ADVANCED
This course is designed for advanced level students who already have a comprehensive understanding of oral and written English. In this course, you will focus on further improving conversational skills, reading and writing.

- **10 Sessions / 40 hours / $290**
  - Sat: 9:30 am - 1:30 pm
  - Sept 12 - Nov 14

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

- **10 Sessions / 30 hours / $260**
  - Sat: 9:30 am - 12:30 pm
  - Sept 12 - Nov 14

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

- **10 Sessions / 30 hours / $260**
  - Sat: 1:30 pm - 4:30 pm
  - Sept 12 - Nov 14

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

- **10 Sessions / 40 hours / $290**
  - Sat: 10:00 am - 2:00 pm
  - Sept 12 - Nov 14
TOEFL PREPARATION
The Test of English as a Foreign Language™ measures the ability of nonnative speakers of English to use and understand English as it is spoken, written, and heard in college and university settings. The TOEFL Internet based Test (TOEFL iBT) tests all four language skills that are important for effective communication: speaking, listening, reading, and writing. The test helps students demonstrate that they have the English skills needed for success. The TOEFL test is a requirement for admission into colleges and universities where instruction is in English. Additionally, many government, licensing, certification agencies, and exchange and scholarship programs use TOEFL scores to evaluate the English proficiency of people for whom English is not their native language. Our preparation course gives students targeted practice to improve scores in all four tested skills. Students will also learn tips to improve their test-taking abilities for the internet-based TOEFL test (iBT).

8 Sessions / 32 hours / $260
Sat; 10:00 am - 2:00 pm
July 11 - Aug 29

10 Sessions / 40 hours / $290
Sat; 10:00 am - 2:00 pm
Sept 12 - Nov 14

Please speak to an advisor before you register. Call Naomi at 212.665.2740.
On-Line Information Technology
INTRO TO DREAMWEAVER CS4
Do you wish to use Adobe Dreamweaver CS4 to design, create, and maintain user friendly Web sites that are full of professional quality Web pages? If so, then this is the class for you! You do not need any prior Web design skills or knowledge of code interface. You will learn how to set up Dreamweaver for building as many sites as you like.
12 Sessions / 6 Weeks / $99
24/7 access at www.ed2go.com/bmccny

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

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

For more information visit www.bmcc-gbc.com/ or contact a Program Advisor, toll-free at 1-844-223-6350.
ON-LINE CAREER TRAINING
If you are considering a career change or are ready to move up the corporate ladder, Continuing Education offers a wide range of certificate and certification programs that will help you accomplish your goal. Our programs include job search strategies, paralegal studies, introduction to criminal law, LSAT preparation, business and marketing writing, plus much more.

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

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

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

www.coursecatalog.com/bmcc

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

http://techwriter.coursecatalog.com/bmcc

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

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

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

12 Sessions / 6 Weeks / $99
www.ed2go.com/bmccny
LSAT PREPARATION- PART 1
Taking both part 1 and 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. We recommend that you practice on actual LSAT exams, which can be purchased from Law School Admission Council at www.lsac.org. This course will teach proven test taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures and law school survival techniques, as well as, giving students an overview of a career in law. Students will participate in an intensive review of analytical reasoning questions; including techniques for drafting the three most helpful types of diagrams, and explanations for, and interpretations of, correct answer choices. Learning law school admissions counselors favorite outline format for writing samples will also be taught.

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

LSAT PREPARATION- PART 2
In LSAT part 2 you will continue to learn test-taking techniques developed by The Center for Legal Studies and taught to thousands of prelaw students around the world. This section provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

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

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

30 Days/ $125
http://bmcc.mindedgeonline.com

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.

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

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

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

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

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

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

12 Sessions / 6 Weeks / $99
www.ed2go.com/bmccny
Developed by a top-ranked university, Villanova Project Management offers interactive courses, that are an ideal way to distinguish yourself with the essential skills for meeting your career goals – whether you’re looking to advance in your current position, change jobs or rebound after a layoff. Many of these online courses prepare you for industry certification, which is a proven way to boost your salary, marketability and job security. Each class is 8 weeks long and starts on the first day of every month.

**Essentials of Project Management – $1,795 - 50 PDU’s**

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

**Essential of Project Management Healthcare – $1,795 - 50 PDU’s**

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

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

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

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

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

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

- For the more experienced student, this course builds upon the fundamentals explored in Essentials of Project Management. It focuses on strengthening skills previously developed and expanding skills. Advanced study includes plan development and performance management to aid in project planning, scheduling and measuring results with a focus on its application in the healthcare industry.
PMP Exam Prep – $1,395 - 35 PDU’s

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

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

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

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

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

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

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

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

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

Get the Skills You Need...
Content Provided By Villanova University at BMCC
http://www.uaceonline.com/bmccny/
Sessions

BMCC hosts a number of Open Houses each term to give adult learners the opportunity to visit our facility and meet our talented faculty. Take a look at what we have coming up, or consider participating in one of our Job Search Workshops or Career Transition classes. Our goal is to help prepare you for your next big career move.

**DIRECT SUPPORT PROFESSIONAL/DIRECT CARE COUNSELOR**
Wednesday: 9:30 - 2:00 pm

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

**EMERGENCY MEDICAL TECHNICIAN**
TBD

**HEMODIALYSIS**
Friday: TBD

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

**MEDICAL ASSISTANCE SPECIALIST**
Monday: 5:30 pm
Tuesday: 10:00 - 11:00 am

**MICROSOFT OFFICE**
July 23rd
August 20th
September 24th
October 22nd
November 19th
December 17th

**NASM**
Thursdays 3 pm or 6 pm
July 23rd
August 20th
September 24th
October 22nd
November 19th
December 17th

**NOTARY**
Thursdays 3 pm or 6 pm
July 23rd
August 20th
September 24th
October 22nd
November 19th
December 17th

**PROFESSIONAL WRITING**
Thursdays 3 pm or 6 pm
July 23rd
August 20th
September 24th
October 22nd
November 19th
December 17th

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

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

**SOCIAL MEDIA**
Thursdays 3 pm or 6 pm
July 23rd
August 20th
September 24th
October 22nd
November 19th
December 17th

**QUICKBOOKS (Intro & Advanced)**
Thursdays 3 pm or 6 pm
July 23rd
August 20th
September 24th
October 22nd
November 19th
December 17th

**TECHNOLOGY CAREER OPEN HOUSE**
Wednesday: 6:30 - 8:00 pm
REGISTRATION BEGINS NOW
The Center for Continuing Education and Workforce Development offers a variety of courses and workshops that are scheduled throughout the semester. Please refer to individual listings for dates and times.

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

General requirements for registration are:
* Students must have a high school diploma or equivalency diploma
* Students under 18 years of age must have the signature of a parent or guardian on their registration form

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

TAX DEDUCTIONS
Continuing Education expenses (tuition, travel, meals, and lodging) for courses taken to maintain and improve professional skills may be tax deductible. Please check with your tax professionals for deductions.

IN-PERSON REGISTRATION
Mon-Thurs: 9:30am-7pm
Tues: 10am-6pm
Fri-Sat: 9am-4pm
Please go to the Bursar’s Office. Payment may be made by Check, Money Order, American Express, Discover, MasterCard, Visa, or Bank Debit Card. Checks should be made out to: BMCC Continuing Education. We do not accept cash payments.

LATE REGISTRATION
Students should register by midnight prior to the first day of the class. If you miss the deadline you will be charged a late registration fee. A $25 fee will be applied for each late payment toward an existing balance. After the second class session has begun, course registration is closed. A fee will be applied for each late payment towards an existing balance.

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

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

ONLINE REGISTRATION, NEW STUDENTS
To register online, go to www_bmcc.cuny.edu/ce. Click on “create a new student account,” “select a course” and available date of your choice. Click on “register for this course.”

DISCOUNT POLICY
Continuing Education offers discounts for participation in instructor-facilitated courses hosted in Manhattan. However, we cannot extend discounts for participation in our online courses. Discounts are available as follows:
* 10% off tuition rate for BMCC Alumni (students who earned an Associate’s Degree from BMCC).
* 10% off tuition rate for Senior Citizens, CUNY employees, or students who previously participated in a BMCC Continuing Education course(s). Please note: discounts are available to courses starting from $500 and up; discounts CANNOT be combined. Some restrictions apply, not applicable towards all classes.

RETURNING STUDENT DISCLAIMER
The following applies to returning students only who have taken classes at Borough of Manhattan Adult Continuing Education Department. Returning Students who wish to take additional classes at BMCC Continuing Education, will be given a 10% discount to be applied to Introductory/Advanced courses only if they are taken as a bundle. (E.g. students will need to register for both courses in order to receive the 10% discount).
The 10% discount applies to:
1. Intro to QuickBooks and Advance QuickBooks
2. Microsoft Office Suite (MS Word, Excel, PowerPoint)
**If any of the above courses are taken separately, the 10% will not apply to returning students. In order to be eligible for the 10% discount, courses must absolutely be taken in bundle.
BOOKS & MATERIALS
Students are responsible to purchase the required textbooks or other course materials. The cost of these is not included in the price of tuition, unless otherwise indicated.

REGISTRATION CONFIRMATION
The Continuing Education Department will forward an electronic confirmation of your registration for a course or Registration for Learning Across America courses closes before the first class begins. program as soon as registration is completed and payment is made. If you do not receive an automatic email confirmation, please contact us at 212.346.8410.

REFUND & DEADLINE POLICY
1. Each program or course may have unique attendance and academic policies that, if not adhered to, will result in dismissal with no tuition refund.
2. Students unable to attend the courses they have registered for must, in writing, inform the Continuing Education department that they wish to withdraw. Failure to complete the course DOES NOT entitle the student to a tuition refund.
3. Failure to attend a class or dismissal from class due to lateness does not entitle a student to a refund. A student is still liable for full payment of the course.
4. No refunds or credits will be issued on the first day of class for classes that meet only 1 or 2 days and/or four sessions or fewer. Refunds are processed in the order they are received and may take up to 4 to 6 weeks to be processed.
5. Tuition courses purchased by credit/debit card account will be refunded to the same credit card account number.
6. A nonrefundable penalty of $25.00 will be applied toward each late payment and a $10.00 fee for a stop-payment (subject to change without notice).

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

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

RETURNED CHECKS
In accordance with City University regulations, all students whose checks are returned from the bank as unpaid are liable for the amount of the checks plus a $30.00 reprocessing fee.

COURSE CANCELLATION/CHANGES
All Continuing Education courses are subject to minimum enrollment. When the college, for any reason, cancels courses, students may transfer to another course or receive a full refund. BMCC Center for Continuing Education and Workforce Development, reserves the right to withdraw or modify course offerings or cancel any class for which there is insufficient enrollment.

Course locations, dates, fees, and instructors may also change when necessary. If a course is cancelled due to an instructor, facility or weather issue, the total number of hours for the course will be honored. The course participants, in consultation with the instructor, will agree to either extend the course by an additional session, or add time to teach the remaining sessions in order to accommodate the contract hours missed as a result of the cancellation.
WEATHER CLOSING POLICY
BMCC is occasionally closed due to extreme weather conditions. In the event of a blizzard or other hazardous weather conditions, please tune to WWIN 1010 AM radio or NY1 television for a formal college closure announcement, or call 212.346.8410.

STATEMENT OF NON-DISCRIMINATION
Borough of Manhattan Community College of The City of City University of New York (CUNY) is committed to providing equal opportunity to all persons without regard to race, color, religion, national or ethnic origin, age, gender, sexual orientation, transgender, disability, genetic disposition 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 program must follow the College’s rules and regulations. The college reserves the right to change or modify its regulations, curriculum, courses, tuition, fees, or any aspect of its programs, policies and procedures. This can include, but is not limited to, class schedules, substitute instructors and class cancellation, at its discretion.

DISABILITY SERVICES
If you wish to inquire about disability services, please contact 212.346.8410. Requests for accommodations must be accompanied by documentation of disability. Documentation must be provided at least 7-10 business days in advance of class start dates to ensure that a reasonable accommodation of requests can be processed in a timely manner.

* We reserve the right to correct any errors on our web site or printed materials. All fees are subject to change. Terms, content and brochure format are copyrighted. Any use, reproduction, imitation or other infringement is prohibited.
Borough of Manhattan Community Colleges’ Division for Continuing Education and Workforce Development, through competitive selection was awarded a grant from the Wadhwani Foundation and has attained the prestigious distinction of being a “A Race to A Job” institution.

BMCC was a pioneering partner to launch the first, “Race to a Job initiative” in the U.S. For further information visit: www.wadhwani-foundation.org/rtaj