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.

For dates and times, please visit our website or call 212.346.8410.

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

For dates and times, please visit our website or call 212.346.8410.
TO VIEW OUR COMPLETE MAP, VISIT: WWW.BMCC.CUNY.EDU/MAP.

SUBWAY LINES:

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

BUS LINES:

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

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

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

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

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

Sincerely,

ANTONIO PEREZ
President, Borough of Manhattan Community College, CUNY
TECHNOLOGY
INFORMATION TECHNOLOGY

IT continues to be one of the fastest-growing job sectors in the workforce. Continuing Education offers 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 skills we can help you build from the ground up.

CISCO CERTIFIED NETWORK ADMINISTRATOR (CCNA)

CISCO ICND 1 (INTRODUCTION TO NETWORKS AND ROUTING & SWITCHING ESSENTIALS)

Introduction 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. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

Routing & Switching Essentials
This course covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

20 Sessions // 120 hours // $1,770
Sat; 9:30 am — 4:30 pm
Mon, Tue & Wed; 9:30 am — 4:30 pm
Feb. 8 – Mar. 22, 2016

INCD 2: CCNA SCALING & CONNECTING NETWORKS

Prerequisite: ICND 1-CCNA Intro to Networks —Routing & Switching

Scaling Networks
This course covers the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

Connecting Networks
This course covers the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IP/Sec and virtual private network (VPN) operations in a complex network.

40 Sessions // 120 hours // $1,770*
Mon & Wed; 9:30 am — 4:30 pm
Dec. 7 – Apr. 20, 2016
Mon & Wed; 6:00 pm — 9:00 pm
Feb. 29 – Jul. 11, 2016

ICND 1 WITH CAREER COACHING

BMCC is now offering coaching sessions with your CCNA training at a fraction of the cost providing employment assistance, resume review and a guide on how to better market yourself using LinkedIn. Benefits of having a Career Coach on your side will give you an edge on interviewing and interpersonal skills. Here at BMCC you will be connected to industry experts that will guide you to a better pathway to your success!

45 Sessions // 138 hours // $2,270*
Tues & Thurs; 6:00 pm — 9:00 pm
Mar. 15 — Aug. 11, 2016
Mon & Wed; 6:00 pm — 9:00 pm
May 2 — Sep. 28, 2016

This includes 5 sessions of Career Coaching.*

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
CCNP ROUTE IMPLEMENTING IP ROUTING
Prerequisite: ICND 1 & ICND 2
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 ROUTE 642-902 exam.
10 Sessions // 60 hours // $1,295*

CCNP SWITCH IMPLEMENTING IP SWITCHING
Prerequisite: CCNP ROUTE
Building upon skills learned in routing, this course covers topics that teach students how to secure integration of VLANs into campus networks. Topics covered in the course include: Multilayer Switching, Virtual Local Area Networks (VLANS), VLAN Trunking Protocol (VTP), Spanning Tree Protocol, InterVLAN Routing, and IP Multicasting.
Upon completion students will be prepared to pass the SWITCH 642-813 exam.
10 Sessions // 60 hours // $1,295*

CCNP TSHOOT MAINTAINING AND TROUBLESHOOTING
Prerequisite: CCNP ROUTE & CCNP SWITCH
This course covers topics that teach students how to monitor and maintain complex, enterprise routed and switched networks. In addition, one will learn to develop a troubleshooting process that will identify and resolve problems in these complex Enterprise networks. Troubleshooting topics include: Routing Solutions, Addressing Services, Network Performance Issues, Converged Networks, and Network Security Implementations.
Upon completion students will be prepared to pass the TSHOOT 642-832 exam.
10 Sessions // 60 hours // $1,295*

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 // $1,095*

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

A career in Programming Technology is fast-paced, rewarding and challenging. Whether you are an IT professional, or starting off in the field, you need an educational environment that will support your learning. BMCC’s Continuing Education Technology Program has 20+ years of experience.

C++ PROGRAMMING

This course will cover an introduction to the C++ programming language for those students who have little or no programming background. We will first cover structured programming and then object-oriented programming using C++ syntax. Topics include: data types, flow of control, classes, functions, and objects. Introduction to arrays and other topics may be covered as times permits.

10 Sessions // 30 hours // $300
Tues & Thurs; 6:00 pm — 9:00 pm
Apr. 5 — May 5, 2016
May 17 — Jun. 16, 2016

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 such as enterprise software, games, web-based content and mobile apps.

Upon completion of this training you will receive a certificate of completion from BMCC.

10 Sessions // 30 hours // $300
Mon & Wed; 6:00 pm — 9:00 pm
Mar. 1 – Mar. 31, 2016

INTERMEDIATE JAVA PROGRAMMING

Prerequisite: Intro to Java

This course is a continuation of the introductory Java programming course. Students 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. Upon completion of this training you will receive a certificate of completion from BMCC.

10 Sessions // 30 hours // $300
Mon & Wed; 6:00 pm — 9:00 pm
Apr. 11 — May 11, 2016

PYTHON PROGRAMMING

Python is an excellent scripting language that is designed for easy use to increase performance and enhance productivity for any programmer. Whether you are a beginner, changing careers, or an expert who understand code one can easily become productive with Python. In this course students will learn basic python syntax applications, executing from the command line, string values and methods, handling and working with directories. Sign up today!

10 Sessions // 30 hours // $300
Tues & Thurs; 6:00 pm — 9:00 pm
Mon & Wed; 6:00 pm — 9:00 pm
Mar. 1 – Mar. 31, 2016

RUBY PROGRAMMING

R is a popular object-oriented open-source programming language. It’s a language of careful balance and a mixture of five other languages (Perl, Smalltalk, Eiffel, Ada, and Lisp). In this course students will learn how to include arrays, hashes, regular expressions, exceptions, modules, and applications areas. Sign up today!

10 Sessions // 30 hours // $300

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
WEB DEVELOPMENT PROGRAM

Web Designers are in high demand in the Technology world. If you have the desire to be your own Web designer, work in the industry or be a freelancer, BMCC offers instructors with years of industry experience ready to teach you everything you need to get started. Students will learn HTML5, XHTML, CSS, JavaScript, Dreamweaver, Flash, Action Script 3.0, JavaScript and jQuery, WordPress and PHP/MySQL.

HTML 5
Enhance your web applications with HTML5 and JavaScript. In order to grasp the concept and syntax of other languages (like CSS, JavaScript, XML and PHP) knowledge of HTML is required. In hands-on-labs sessions, learn to access user location with Geolocation, express your artistic side with Canvas, HTML5’s 2d drawing surface, embed video and audio for native multimedia experiences (without browser plugins), and use offline storage options with Web Storage. This class will introduce cutting edge development techniques likely to be cornerstones in the next wave of web and mobile application development. In this 30-hour course, learn the structure upon which nearly every other language rests. Knowing HTML is the first step to becoming a skilled web programmer. Take the first step!

This is a Prerequisite for CSS.*

10 Sessions // 30 hours // $375
Mon & Wed; 6:00 pm — 9:00 pm

ADVANCE CSS PROGRAMMING (CASCADING STYLE SHEETS)
Prerequisite: Intro to CSS or equivalent background
So you think you know CSS? Take your CSS skills to the next level and learn to write organized and optimized CSS that will improve the maintainability, performance, and appearance of your work. Learn how document flow and advance CSS positioning schemes that help you make your docs more accessible. You’ll discover the great styling possibilities of CSS paired with semantic structures like Microformats and Resource Description Framework in Attributes (RDFa), while enriching the self-describing semantics of XHTML content. In this 30-hour hands on course, learn to use generated content, complex selector chains, and CSS3’s visual properties, such as box-shadow, in your projects.

10 Sessions // 30 hours // $375
Mon & Wed; 6:00 pm — 9:00 pm
Apr. 11 — May 11, 2016

CSS PROGRAMMING (CASCADING STYLE SHEETS)
Prerequisite: HTML 5 or equivalent background
Cascading Style Sheets (CSS) is the industry-standard technology for web layout and presentation. This course helps you gain greater control of your website’s look and feel by using CSS. In a series of project-driven labs, you will learn to standardize colors, fonts, and layouts across groups of pages. Students will customize content for different browsers and mobile devices. In addition, you will learn SEO (Search Engine Optimization) techniques for increasing your websites placement in search engine results. Used in tandem with HTML, is it the spice of a website. This course will help Adult Continuing Education students tap into that spice. Through this intense 30-hour course, students will learn CSS techniques by engaging in hands on activities that strengthens their knowledge of web programming and advance their coding repertoire.

10 Sessions // 30 hours // $375
Mon & Wed; 6:00 pm — 9:00 pm
Apr. 11 — May 11, 2016

For more course options see our on-line courses in Technology on page 32.

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
**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 // $600
Tues & Thurs; 6:00 pm — 9:00 pm
Mar. 8 — Apr. 7, 2016

**SQL FOR HEALTHCARE PROFESSIONALS**

The introduction of the Electronic Healthcare Record (EHR) has highlighted the importance of data in the medical industry. Healthcare professionals and staff members are required to know how to retrieve such information and apply it to their daily needs. Sequel Query Language (SQL) is key to the extraction of medical information from a relational database. The goal of this course is to teach participants how to query a relational database for information and analysis.

6 Sessions // 24 hours // $495
Sat; 10:00 am — 2:00 pm
May 14 — Jun. 18, 2016

**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*

**INTRO TO TABLEAU SOFTWARE FOR EXCEL USERS**

This course is designed to equip intermediate Excel users with advanced knowledge of the spreadsheet platform. You will learn: Workbook Management; Data Management; Formatting and Layout skills; Data Analysis techniques; and Advanced Formulas, Charts, Tables and Tools using both Microsoft Excel & The Tableau Software. Gartner describes Tableau as a self-contained BI platform with data mashup capabilities and direct data connectors, is one way to move when you are hitting the limits with Excel. It's about understanding data for better decision making. Sign up today!

6 Sessions // 30 hours // $795
Sat; 9:00 am — 2:00 pm
Feb. 27 — Apr. 2, 2016
Apr. 30 — Jun. 4, 2016

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

Business intelligence (BI) is one of the most important management trends to emerge in the past 50 years. As organizations of all sizes collect and store increasing volumes of data, the question of how to convert this data into a competitive advantage moves to the forefront. Tableau is a groundbreaking data visualization software created by Tableau Software. It connects easily to nearly any data source and allows for instantaneous insight by transforming data into visually appealing, interactive visualizations called dashboards. Increasingly, business professionals are turning to Tableau to assist them in converting "big data" into actionable information. In return organizations are improving their complex Business Intelligence needs and visualization requirements in minutes rather than weeks. This rapid approach will save any organization time and give a whole new look at data. Sign up today!

3 Sessions // 15 hours // $650
Sat; 9:00 am — 2:00 pm

* For further information, visit our website // www bmcc cuny edu ce // or call 212 346 8410.
MEDIA ARTS

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.

10 Sessions // 30 hours // $450*

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, titling, compression, sound and audio editing, and DVD authoring.

10 Sessions // 30 hours // $450*

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. Students will learn through hands-on practical experience with the Pro Tools application, serving as a foundation for those who wish to pursue accreditation through the Digidesign Operator and Expert training program.

10 Sessions // 30 hours // $450*

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 // $450*

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, workspaces, and exporting to Adobe PDF file format.

10 Sessions // 30 hours // $450*

For more course options see our on-line courses in Technology on page 32.

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

Allied Health is 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 Specialists.

DIRECT SUPPORT PROFESSIONAL (DCC)

All interested applicants must attend a required info session.

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

9 weeks & 2 weeks internship

50 Sessions // 350 hours // $2,200
Mon — Fri; 9:00 am — 5:00 pm
Sat; 9:00 am — 5:00 pm (3–4 Sessions only)
Feb. 1 — Apr. 18, 2016

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

20 Sessions // 120 hours // $2,200
Sat; 9:30 am — 3:30 pm
Jun. 11 — Nov. 12, 2016

MEDICAL ASSISTANT SPECIALIST (MAS)

All interested applicants are required to register and attend an Information Session held Mondays at 5:30 pm.

The Medical Assistant Specialist course at BMCC is an exemplary program graduating highly qualified individuals. This course prepares students to handle a wide variety of tasks in a hospital, clinic, or private medical practice environment that range from taking vital signs to scheduling patient appointments. Training covers a spectrum of administrative tasks as well as patient care procedures. Eligible for certification.

Textbooks, scrubs, and NHA exam fee are not included in the tuition.

123 Sessions // 531 hours // $4,300
Mon & Wed; 6:00 pm — 9:00 pm
Sat; 9:00 am — 5:00 pm

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 that provides hemodialysis treatment due to end stage renal failure. Students will learn anatomy and physiology of the kidneys, common causes of End Stage Renal Disease, principles of Hemodialysis procedure, treatment options, and commonly used Hemodialysis terms and abbreviations. Additionally, students will 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
Feb. 2 — Apr. 21, 2016
Jun. 7 — Aug. 25, 2016

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

Curriculum was approved by American Nurses Credentialing Center’s Commission on Accreditation for 15.3 contact hours.

A discount is available for BMCC nursing students.

This course provides participants with comprehensive knowledge of intravenous tools and techniques, as well as, the understanding of theories and methodologies. Curriculum was approved by American Nurses Credentialing Center’s Commission on Accreditation for 15.3 contact hours.

**Location: Main Campus, 199 Chambers Street**

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**INTRO TO SPANISH FOR HEALTHCARE PROFESSIONALS**

This basic Spanish course teaches healthcare professionals how to effectively communicate in Spanish while enjoying the language learning experience. Instruction provides the necessary introductory oral and written Spanish skills by means of exercise, role-play, audio tutorials and homework assignments. In this course you will learn how to introduce yourself to colleagues, effectively make an appointment, acquire family medical history, and identify parts of the body and other healthcare specific vocabulary.

8 Sessions // 24 hours // $350

Wed; 6:00 pm — 9:00 pm
Jan. 6 — Feb. 24, 2016

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**RN FIRST ASSISTANT**

Designed to enhance the Preop Nurse’s knowledge and skills necessary to pursue a Registered Nurse First Assistant (RNFA) position. The NIFA RNFA in Surgery Program is comprised of BMCC and the National Institute of First Assisting, Inc. (NIFA). The program meets the standards for RN First Assistant Education Programs, as set forth by the Association of Perioperative Nurses. Among other prerequisites, eligible candidates must have two years and 2,400 hours of perioperative experience and be CN, OR eligible (waived for AP RN). The RNFA program consists of two courses. NIFA RFNA Part I consists of 48 hours of online course work to be completed within one year of enrolling. NIFA RFNA Part II (Clinical internship) consists of 120 hours of assisting experience and a case study, to be completed within one year of completing Part 1. Part 2 is a surgeon supervised clinical internship that is to be arranged by the student, at their facility. Successful graduates will receive a BMCC certificate of completion and surgical CEs, recognized by all 50 state boards of nursing. For further details visit website: [http://www.rnfa.org](http://www.rnfa.org).

The total program cost for I & II is $2,995. Program must be paid in full. A new class starts every first of the month.

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Amber Jimenez completed the BMCC Medical Assistant Specialist program in July 2015 through a pilot program with Comprehensive Development, Inc. (CDI). Amber comes from a family of health care professionals, and has always dreamed of becoming a Nurse Practitioner.

In order to achieve this goal, Amber gained part-time employment and joined the CDI Career Academy. The CDI Career Academy provides students with an eight-week Bridge program that includes career readiness, customer service and introduction to healthcare. The goal is to prepare participants to excel in the Medical Assistant Specialist certification program at BMCC.

Upon completion of the MAS coursework, Amber was placed at NY Cardiovascular Associates for an internship. Amber was determined and studied for the National Clinical Certified Medical Assistant (CCMA) exam and in August 2015, Amber passed the exam and was delighted to be offered employment by her internship site.

Amber now works as a nationally Certified Medical Assistant at NY Cardiovascular Associates and is well on her way to achieving her goal to becoming a Nurse Practitioner.
This program prepares students to be professional pharmacy technicians dedicated to quality pharmacy procedures. Graduates are equipped to assist the pharmacist filling prescriptions according to doctor’s orders. Pharmacy Technicians also participate in ordering products and inventory control, as well as billing and receiving payments. Student will be prepared to enter the pharmacy field and to take the optional Pharmacy Technician Board’s (PTCB) examination and the national certification exam through NHA.

64 Hours In Classroom & 160 Hours Internship

22 Sessions // 224 Hours // $1,395
Mon & Wed; 6:00 pm — 9:00 pm
Mar. 2 — May 16, 2016

Internship hours may vary depending on availability.
PARAFMEDIC 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 medic services field.

Nonrefundable fee of $75 included in tuition.
Sessions TBA // $950*

BASE 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

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.
TBA Session // 14 hours // $250*

ADVANCED CARDIAC LIFE SUPPORT REFRESHER
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 // 7 hours // $150*

"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

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

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

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

12 Sessions // 36 hours // $275
Mon & Wed; 6:00 pm — 9:00 pm
Apr. 4 — May 11, 2016
Jun. 6 — Jul. 18, 2016

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

12 Sessions // 36 hours // $475
Tues & Thurs; 6:00 pm — 9:00 pm
Jan. 12 — Feb. 18, 2016
Mar. 1 — Apr. 7, 2016
May 3 — Jun. 9, 2016

PROFESSIONAL GRANT WRITING ONLINE COURSE
This grant writing course is designed for those who have an idea, project or initiative for which they seek funding. Writing exercises, group discussions and one-on-one sessions with the instructor will help you develop your ideas into a proposal.

You will learn how to:

- Comprehend the diversity of the funding community
- Research and identify potential donors
- Create the right fit with the selected funding agency
- Address the guidelines for proposals
- Identify and effectively write the key elements of a proposal
- Integrate each component of the grant into the final product
- Develop focused and realistic budgets
- Package a professional grant submission

Mar. 1 – 22, 2016 // 24 total course hours over six sessions // $795*

* For further information, visit our website // www bmcc.cuny.edu/ce // or call 212.346.8410.
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 Sessions // 10 hours // $600
Mon, Tues, Wed, Thurs, Mon; 6:00 pm
Jan. 25 — Feb. 1, Mar. 14 — Mar. 21, OR
May 16 — May 23, 2016

FACEBOOK
1 Session // 2 hours // $150
Mon; 6:00 pm — 8:00 pm
Jan. 25, Mar. 14, OR May 16, 2016

TWITTER
1 Session // 2 hours // $150
Tues; 6:00 pm — 8:00 pm
Jan. 26, Mar. 15, OR May 17, 2016

INSTAGRAM
1 Session // 2 hours // $150
Tues; 6:00 pm — 8:00 pm
Jan. 27, Mar. 16, OR May 18, 2016

LINKEDIN
1 Session // 2 hours // $150
Thurs; 6:00 pm — 8:00 pm
Jan. 28, Mar. 17, OR May 19, 2016

PINTEREST
1 Session // 2 hours // $150
Tues; 6:00 pm — 8:00 pm
Feb. 1, Mar. 21, OR May 23, 2016

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
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
May 16 & May 18, 2016

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

4 Sessions // 12 hours // $195
Wed; 6:00 pm — 9:00 pm
Jan. 6 — Jan. 27, 2016
Mar. 9 — Mar. 30, 2016
May 4 — May 25, 2016

SPEAKING IN PUBLIC
This course will help you gain confidence and strength in your presentation techniques. We use prepared and extemporaneous presentations. If you are preparing to give a business presentation, have a job or school interview, or need to make a wedding toast, this is the perfect place to practice. In this course you will:

• Increase your tone: pitch variety, rhythm, and volume
• Enjoy the art of enhancing imagery with the stressing of words and syllables
• Gain a variety of breathing techniques and voice exercises to overcome fear and nerves
• Learn body language and eye contact skills to grab your listener and to keep your audience engaged
• Master the art of handling questions & answers

8 Sessions // 21 hours // $190
Wed; 6:15 pm — 9:15 pm
Mar. 23 — May 18, 2016
Jun. 8 — Jul. 27, 2016

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 // $1,500*

* 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
Mon: 6:00 pm — 9:00 pm
Sep. 21 & 28, 2016
Oct. 19 & 26, 2016

THE AARP WORKSEARCH ASSESSMENT

BMCC IS A SELECTED BACK TO WORK INSTITUTION

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

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

CAREER EXPLORATION
AARP’s Career Exploration has developed a strategic assessment tool to guide individuals on their personal journeys of self-discovery by identifying interests, values, passions, and assessing skills sets. The combinations of these elements are used to better identify a career path and build self-confidence. Some of the topics that will be discussed are: identify career possibilities, develop your personal brand, master networking, create an impressive resume, and use technology to market your skills. Learners who are 40 or older are encouraged to participate.

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
You don’t have to be an attorney to embark on a career in the legal industry. Corporations, law firms, and governments need non-lawyers for a wide variety of administrative, research, compliance and other law-related requirements. Without the time and expense of pursuing a full law degree, you can gain the skills needed to offer specialized legal services for these employers. To build your credentials for legal career opportunities, consider these excellent courses that BMCC Continuing Education offers in partnership with The Center for Legal Studies.

**PARALEGAL CERTIFICATE ONLINE—$1,289 + TEXTBOOKS // 90 HOURS & 64 HOURS LIVE**

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

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

With the advanced paralegal training this course provides, you’ll stand out in competing for the best paralegal employment opportunities. Pick from 15 topics, such as Bankruptcy Law, Family Law, Victim Advocacy, Immigration Law, and Intellectual Property.

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

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

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

This exciting course is designed to teach legal investigation to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegal’s, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Students will also be taught how to create a freelance investigation business. Included subject areas are: arson investigation, product liability investigation, personal injury and traffic accident forensics, employment accidents, investigation of financial and equity matters, professional malpractice and negligence, skip-tracing, and the role of a legal investigator in preparing for civil and criminal litigation.

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

In this course, you’ll learn how to select the best method to achieve the most positive result for both parties. You’ll also delve into negotiation skills and ethical considerations.

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

This course trains participants for work in domestic violence shelters, crisis centers and hotlines, and with state and county governments. Highlights include terminology, process, legislation, counseling skills and a range of other essential topics.

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

This course will cover statutes such as the National Labor Relations Act, the Railway Labor Act, and other various statutes dealing with public employees. Topics to be included are master and servant, wages and hours, antidiscrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions.

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

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

* To learn more or to register, visit // www.bmcc.cuny.edu/ce // or call 212.346.8435.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fee</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ONLINE PERSONAL INJURY FOR PARALEGALS—$729 // 45 HOURS</td>
<td>$729</td>
<td>45</td>
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<tr>
<td>Learn how to investigate arson, product liability cases,</td>
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<td>personal traffic accidents, employment accidents,</td>
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<tr>
<td>malpractice and negligence, skip-tracing, and more. With</td>
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<td>this exciting, fast-paced class you will learn many of the</td>
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<td>legal terms, causes of action, and remedies available to</td>
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<tr>
<td>victims of personal injury accidents. Students will review</td>
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<td>the negligence theory of torts upon which many personal</td>
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<td>injury claims are based. Students will discuss interviewing,</td>
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<td>investigating, and other case building techniques vital to</td>
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<td>a personal injury paralegal's success in the law office.</td>
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<td>Class discussions and lesson material will include the</td>
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<td>different kinds of personal injury claims including (but</td>
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<td>not limited to): car accidents, slip and falls, medical</td>
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<td>negligence/malpractice, manufacturer product defects, and</td>
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<td>class-action lawsuits.</td>
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<td>ONLINE ADVANCED LEGAL RESEARCH &amp; WRITING—$729 // 50 HOURS</td>
<td>$729</td>
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<td>ONLINE</td>
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<td>ONLINE INTELLECTUAL PROPERTY LAW FOR ENGINEERS—$645 // 45</td>
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<td>HOURS</td>
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<tr>
<td>Learn the legal process for protecting an invention and its</td>
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<td>creator from infringement and unfair competition. You’ll</td>
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<tr>
<td>examine what items or ideas can be patented, and how to</td>
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<td>research, apply for, and protect patents and copyrights.</td>
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<td>ONLINE SOFTWARE ESSENTIALS FOR THE LAW OFFICE—$729 // 50</td>
<td>$729</td>
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<td>HOURS ONLINE</td>
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<td>In this course, you’ll learn about computer operating</td>
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<td>systems, peripheral devices, and software for a host of</td>
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<td>legal applications, such as tracking and billing, case</td>
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<td>management, docket control, litigation support, electronic</td>
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<td>discovery, and trial presentation graphics.</td>
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<td>PREPARING FOR THE GMAT—$300 // 45 HOURS</td>
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<td>This course features a math review and techniques for</td>
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<td>tackling the problem solving and data sufficiency questions</td>
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<td>that make up the math section of the GMAT. This course also</td>
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<td>covers all question types on the verbal sections and</td>
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<td>practice on actual GMAT tests from previous years.</td>
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<td>PREPARING FOR THE GRE—$300 // 45 HOURS</td>
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<td>This course features a math review and techniques for</td>
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<tr>
<td>tackling the quantitative comparison, discrete quantitative,</td>
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<td>and data interpretation questions that make up the Math</td>
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<td>sections of the GRE. This course also covers all question</td>
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<td>types on the verbal and analytical sections and practice on</td>
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<td>actual GRE tests from previous years.</td>
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<td>PREPARING FOR THE LSAT—$300 // 45 HOURS</td>
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<td>This course provides an overview of law school entrance</td>
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<td>procedures, a career in law, and law school survival</td>
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<td>techniques. It includes an intensive review of reading</td>
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<td>comprehension and logical reasoning questions, including</td>
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<td>techniques for quick elimination of incorrect answers, and</td>
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<td>practice on actual LSAT exams from previous years.</td>
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<td>PREPARING FOR THE SAT/ACT—$250 // 45 HOURS</td>
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<td>This course first will prepare you for all of the question</td>
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<td>types found on both tests using test-taking techniques</td>
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<td>taught to thousands of college bound students around the</td>
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<td>world. We will analyze each of the test question areas and</td>
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<td>give special consideration given to math and verbal</td>
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<tr>
<td>refreshers and techniques aimed at relieving test-taking</td>
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<td>anxiety. You will practice on actual SAT &amp; ACT tests from</td>
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<td>previous years.</td>
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<td>LAW SCHOOL PREPARATION COURSE—$300 // 45 HOURS</td>
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<td>This course’s objective is to teach a proven approach for</td>
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<td>attacking the onerous casebook method of instruction so that</td>
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<td>a dedicated student can maximize his or her study time and</td>
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<td>grades even before the first day of law school. We will</td>
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<td>show you how not to get lost in the “paper waste.”</td>
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</table>

* To learn more or to register, visit // www.bmcc.cuny.edu/ce // or call 212.346.8435.
PERSONAL DEVELOPMENT

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

MODERN LANGUAGE

INTRO TO SPANISH
Introduction to Spanish is designed to provide the student with a solid understanding of the Spanish language. Special emphasis will be placed on vocabulary and oral expression within cultural context. Principles of grammar will be introduced as students become more familiar with the language. Activities 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
Mar. 1 — Apr. 19, 2016

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
May 3 — Jun. 21, 2016

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

8 Sessions // 24 hours // $250

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
This Certified Wedding and Event Planner course teaches the basic fundamentals of planning, orchestrating, and delivering social events. From weddings and anniversaries to birthdays and baby showers, LWPI’s detailed step-by-step methodology teaches clear and concise formulas for detailing the personal and professional aspects of any social event. Tuition includes textbook, online curriculum and certification exam.

10 Sessions // $1,395
Mon; 6:00 pm — 9:30 pm
May 2 — Jul. 11, 2016
THE NATIONAL ACADEMY OF SPORTS MEDICINE (NASM) CERTIFIED PERSONAL TRAINING 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 // $3,400
Mon & Wed; 6:00 pm — 10:00 pm
Sat; 10:00 am — 1:00 pm (24 sessions)
Jul. 6 — Jan. 20, 2016

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.

1 Session // 1 hour // $15*
6:15 pm — 7:15 pm

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*

Winter/Spring 2016 courses held in Manhattan include:
- Niagara Falls: The Flow of History
- Montreal: French influence in America
- Washington, DC: Monuments and Memorials
- Boston: A Revolutionary City
- Philadelphia and Amish Country
- Chicago
- New Orleans

Please check our course listings under Learning Across America for specific details and for information about courses held in:
- Morristown, New Jersey
- Stamford, Connecticut
- Philadelphia
- Washington, DC
- Chicago

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

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

ESL INTERMEDIATE
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
Jan. 9 — Mar. 19, 2016
Apr. 2 — Jun. 18, 2016

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

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
Jan. 9 — Mar. 19, 2016
Apr. 2 — Jun. 18, 2016

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

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
Jan. 9 — Mar. 19, 2016
Apr. 2 — Jun. 18, 2016

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

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 am — 4:30 pm
Jan. 9 — Mar. 19, 2016
Apr. 2 — Jun. 18, 2016

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

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
**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  
Jan. 9 — Mar. 19, 2016  
Apr. 2 — Jun. 18, 2016

**PRONUNCIATION WORKSHOP SUMMER**

**8 Sessions // 32 hours // $260**

Sat; 10:00 am — 2:00 pm  
Jul. 9 — Aug. 27, 2016

**TOEFL PREPARATION**

The Test of English as a Foreign Language™ measures the ability of non-native 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).

**10 Sessions // 40 hours // $290**

Sat; 10:00 am — 2:00 pm  
Jan. 9 — Mar. 19, 2016  
Apr. 2 — Jun. 18, 2016

**TOEFL PREPARATION SUMMER**

**8 Sessions // 32 hours // $260**

Sat; 10:00 am — 2:00 pm  
Jul. 9 — Aug. 27, 2016

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

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

PROGRAMMABLE LOGIC CONTROLLERS TECHNICIAN II
The PLC Technician II Program introduces the theory behind PLC Programmable Logic Controllers while providing an emphasis on applications of PLCs in plant and manufacturing systems and PLC programming advanced languages. The program material and PLC simulation software (PLCLogix) used in this program are based on the Rockwell Logix 5000 PLC. The entire online PLC II program is based on practical applications and experience in using programmable controllers in the workplace. A student who has completed the PLC II training will be able to use and program programmable logic controllers to solve machine and manufacturing process problems. A systems approach to PLC programming training is used as the programmable logic controller is one major component of larger manufacturing systems. The PLC Technician II program uses a combination of hands-on exercises, practical applications, and case studies.
For more information, visit www.bmcc-gbc.com or contact a Program Advisor, toll-free at 844.223.6350.
ONLINE 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 1,000+, affordable, non-credit Continuing Workforce courses and certificates. Students who enroll in JER Online courses can start anytime and accessing their courses from anywhere for fast completion. JER Online offers discounted prices for employee group enrollments. As an extra added value and bonus, students will have 1 year access to their online courses, post course completion (applied to self-directed corporate developed courses only).
www.coursecatalog.com/bmcc

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

INTRODUCTION TO CRIMINAL LAW
Criminal law is one of the most fascinating areas of legal practice. The instructor, a former felony prosecutor, who has appeared on CourtTV, gives a behind-the-scenes look at criminal law by examining the world of prosecutors, defense attorneys, and the paralegals who work closely with them. Students will examine all major areas of crime - from theft to murder, conspiracy to sexual assault. A criminal case trial will be dissected and explained in depth. Various types of criminal defenses, sentencing, and appeals procedures will be explored and a variety of exercises based on the lessons will give one a hands-on experience. Each lesson will feature an insider’s perspective of the criminal justice system, and how it is experienced every day.
6 Weeks // $99*
www.ed2go.com/bmccny

EXPLORE A CAREER AS A PARALEGAL
In this course, you’ll discover what paralegals do and what you’ll need to know in order to begin your own paralegal career. You’ll start by getting an excellent grounding in legal terminology, contract law, and the tort system. Next, you will learn how to perform legal analysis, conduct interviews and investigations, write legal briefs, and prepare for appeals. Finally, you’ll get tips on internships and job-hunting, and you’ll have the knowledge you need to land an entry-level job, or train for a more advanced position. By the time you’re done, you’ll know if becoming a paralegal is the right career choice for you.
12 Sessions // 6 Weeks // $99*
www.ed2go.com/bmccny

* For further information, visit our website // www bmcc cuny edu ce // or call 212 346 8410.
**LSAT Preparation—Part 1**

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

12 Sessions // 6 weeks // $99*

www.ed2go.com/bmccny

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**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

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**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

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**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

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**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

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**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

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

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
**PMP EXAM PREP—$1,395 // 35 PDU’S**

Project Management Professional (PMP®) Exam Prep thoroughly prepares students for the CAPM® or PMP® certification exam offered by the Project Management Institute (PMI®). Test yourself with thousands of questions based on the knowledge areas of the PMP and CAPM 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.

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* GET THE SKILLS YOU NEED...
  Content Provided By Villanova University at BMCC
  http://www.uaceonline.com/bmccny/

* For further information, visit our website // [www_bmcc_cuny_edu_ce](http://www_bmcc_cuny_edu_ce) // or call 212.346.8410.
REGISTRATION INFORMATION

REGISTRATION BEGINS NOW
The Center for Continuing Education and Workforce Development offers a variety of courses and workshops that are scheduled throughout the semester. Please refer to individual listings for dates and times.

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

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

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

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

IN-PERSON REGISTRATION
Mon — Thurs; 9:30 am — 7:00 pm
Tues; 10:00 am — 6:00 pm
Fri — Sat; 9:00 am — 4:00 pm

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 $25.00 fee will be applied for each late payment toward an existing balance. After the second class session has begun, course registration is closed. A fee will be applied for each late payment toward an existing balance.

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

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

ONLINE REGISTRATION, NEW STUDENTS
To register online, 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 $600 and up; discounts CANNOT be combined. Some restrictions apply, not applicable towards all classes.

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

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

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

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
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 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).
7. A non refundable penalty of $10.00 will apply toward each late registration for a tuition course (subject to change without notice).

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

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

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

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

Course locations, dates, fees, and instructors may also change when necessary. If a course is cancelled due to an instructor, facility or weather issue, the total number of hours for the course will be honored. The course participants, in consultation with the instructor, will agree to either extend the course by an additional session, or add time to teach the remaining sessions in order to accommodate the contract hours missed as a result of the cancellation.

WEATHER CLOSING POLICY
BMCC is occasionally closed due to extreme weather conditions. In the event of a blizzard or other hazardous weather conditions, please tune to WWIN 1010 AM radio or NY1 television for a formal college closure announcement, or call 212.346.8410.

* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.
STATEMENT OF NON-DISCRIMINATION
Borough of Manhattan Community College of The City of City University of New York (CUNY) is committed to providing equal opportunity to all persons without regard to race, color, religion, national or ethnic origin, age, gender, sexual orientation, transgender, disability, genetic redisposition or carrier status, alienage or citizenship, status as victim of domestic violence, or marital, military, or veteran status. It is a violation of this policy for any member of the college community to engage in discrimination or to retaliate against a member of the community for raising an allegation of discrimination, filing a complaint alleging discrimination or for participating in any proceeding to determine whether discrimination has occurred. For details and complete information, go to: http://www.bmcc.cuny.edu/academics.

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 website 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.

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Center for Continuing Education and Workforce Development
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* For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212.346.8410.