Helping NEW YORKERS Get Back to Work

Start Here. Work Anywhere.

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.”
—Margaret Mead

CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

www.bmcc.cuny.edu/ce
25 Broadway, 8th Floor
(212) 346-8410
BMCC Continuing Education offers a series of career pathway programs that enables individuals to secure a job or advance in a demand industry or occupation. Examples of our Pathway Programs are:

- Medical Assistant Specialist (MAS)
- Electronic Health Record
- Computer Network Support Specialist

These pathway programs lead to an associate degree while students are employed in high demand fields. The aim is to ease and facilitate students’ transition from pre-college courses to community college and credited post-secondary programs and from community college to university or employment. To learn more please visit our website at www.bmcc.cuny.edu/ce.
MESSAGE FROM INTERIM PRESIDENT KARRIN E. WILKS

At Borough of Manhattan Community College, we know that many members of our community have been severely impacted by the recent events of the COVID-19 crisis. We want you to know that we are committed to supporting you in the pursuit of your personal and professional goals and in helping you to get the skills you may need to re-enter the workforce. Whether you are looking for a pathway to an associate degree or professional development that leads to improved career opportunities, the staff and instructors at BMCC’s Center for Continuing Education and Workforce Development are here to welcome, support and inspire you. The Center provides cutting-edge technology, hands-on experience, partnerships with local businesses and industry, and an engaging classroom experience designed to help you meet your goals. BMCC’s highest priority is to assist you during these challenging times and to help support you in your pursuit of a new skill or career. We will continue to be here (either online or in traditional classes) to help you succeed.

I wish you much success in your educational journey and to stay BMCC STRONG!

Sincerely,

KARRIN E. WILKS
Interim President, Borough of Manhattan Community College, CUNY

BMCC’S ADULT CONTINUING EDUCATION & WORKFORCE DEVELOPMENT MISSION STATEMENT

To excel as a leading innovator in Continuing Education and Workforce Development with high quality programs that align with BMCC’s strategic goals and that prepare students for degree completion, career achievement, and lifelong learning through discovery and innovation, and social and workforce skills. Adult Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education to diverse adult learners, youth, and non-traditional students in pursuit of lifelong learning, training, career advancement, and pathways to college.
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BMCC’s Center for Workforce Development is here to assist you in getting through these challenging times. Today’s COVID-19 pandemic crisis has caused a sudden economic free fall of unprecedented scale. Our New York City communities have been disproportionately hit by the pandemic. Findings point out that over two-thirds of job losses in New York City are now among persons of color, with Latinx workers bearing 32 percent of lost jobs. Black and Asian workers also have been proportionately affected and 36 percent of all workers with a high school education or less have lost jobs, compared to 20 percent of those with a four-year college degree or better. These are dire statistics in a time of inequity in how this crisis is impacting our communities.

We at BMCC are committed to working closely with you and local employers to help support your career pursuits and as you make your career plans to re-engage in the NYC workforce.

As part of our efforts to assist our communities in getting back to work we have established partnerships that will provide you to access specific FREE short courses on-line for a limited time during this time of crisis. For more information please visit our website. At BMCC we are here to help you pursue your career goals.

Sincerely,

SUNIL B. GUPTA
Dean, BMCC Center of Adult Continuing Education & Workforce Development

Due to the dynamic environment in which things are changing in NYC due to the C-19 pandemic, BMCC’s Center for Adult Continuing Education will be offering all of its courses in an online modality. If this situation in NYC changes and allows for the safe delivery of traditional face-to-face classroom courses BMCC will then be able to deliver our courses in a traditional face-to-face format. For our courses that may require a technical or medical lab, there will be special scheduling to provide students with safe access to labs utilizing social distancing.

Please contact 212-346-8433 or visit our website for more information: www.bmcc.cuny.edu/ce.
MEDICAL ASSISTANT SPECIALIST (MAS)

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

The Medical Assistant Specialist course at BMCC is an exemplary program that graduates 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. Students who successfully complete both in-class instruction and the experiential learning component are eligible for the NHA certification exam. Textbooks, scrubs, and NHA exam fee are not included in tuition.

123 Sessions // 531 hours // $4,300
Mon & Wed; 6pm — 9pm and Sat; 9am — 5pm
August 12, 2020 — July 17, 2021

ALLIED HEALTH

Allied health is one of the highest growth job sectors in the nation. As an allied health practitioner, you will work collaboratively with other providers, including physicians, nurses, dentists and pharmacists. You may play a role in evaluating and assessing a patient’s needs, keeping physicians and others informed of the patient’s progress, and caring for the patient. Allied health practitioners may work independently as specialists in exercise, nutrition, paramedicine, health education, speech and daily function.
HEMODIALYSIS TECHNICIAN

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 gain practical experience in 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. The program includes a 4 hour Preparation Course for the National CCHT Certification Exam. In this program trainees are eligible to sit for the national certification exam directly after completion of the review course here at BMCC.

Textbook and scrubs not included.

24 Sessions // 100 hours // $2,210

100 hours plus 7 hour BCLS course

Tues & Thurs; 10:00am — 2:00pm
Aug 18 — Nov 5, 2020
HEALTHCARE PROFESSIONALS
CONTINUING EDUCATION CLASSES

HEARTCODE BLS (HANDS-ON SESSION)

Prerequisite: Students must purchase and complete the online portion of the class and submit the completed certificate 3 days prior to the class. https://shopcpr.heart.org/heartcode-bls

This American Heart Association course teaches high-quality Cardiopulmonary Resuscitation (CPR) for adults, children, and infants, along with the Chain of Survival. The important early use of an AED and relief of foreign-body airway obstruction (choking) for adults and infants are emphasized. HeartCode BLS is the foundation for saving lives after cardiac arrest. HeartCode BLS is the AHA’s blended learning delivery method for the BLS for Healthcare Professionals (CPR/AED) course. Blended learning is a combination of eLearning (online portion), in which a student completes part of the course in a self-directed manner, followed by a hands-on session.

1 Session // 3 hours // $60
Wednesday, 7:00pm — 10:00 pm
July 1, 2020 October 7, 2020
August 5, 2020 November 4, 2020
September 2, 2020 December 2, 2020

HEARTCODE ADVANCED CARDIAC LIFE SUPPORT (ACLS HANDS-ON SESSION)

Prerequisite: Students must have completed a CPR class and be a healthcare professional. Students must purchase and complete the online portion of the class and submit the completed certificate 3 days prior to the class. https://shopcpr.heart.org/heartcode-acls

This American Heart Association course builds on the foundation of CPR by teaching recognition and early management of respiratory and cardiac arrest, peri-arrest conditions such as symptomatic bradycardia, related pharmacology, management of Acute Coronary Syndrome (ACS), and stroke. Effective communication as a member and leader of a resuscitation team is an essential part of the course. HeartCode ACLS is the AHA’s blended learning delivery method for the ACLS for Healthcare Professionals (CPR/AED) course. Blended learning is a combination of eLearning (online portion), in which a student completes part of the course in a self-directed manner, followed by a hands-on session.

1 Session // 5 hours // $125
Wednesday, 5:00pm — 10:00 pm
August 12, 2020 October 14, 2020 December 16, 2020

ADVANCED CARDIAC LIFE SUPPORT

Prerequisite: Students must have completed a CPR class and be a healthcare professional. Students must purchase and have the American Heart Association Advanced Cardiac Life Support textbook.

This American Heart Association course builds on the foundation of CPR by teaching recognition and early management of respiratory and cardiac arrest, peri-arrest conditions such as symptomatic bradycardia, related pharmacology, management of Acute Coronary Syndrome (ACS), and stroke. Effective communication as a member and leader of a resuscitation team is an essential part of the course. This class will teach the algorithms and methodology behind providing advanced cardiac life support and is combined with a hands-on practice with high fidelity simulation manikins and scenarios. Students must pass the written exam and skills exam to successfully pass and earn their ACLS certification. This class meets the original ACLS class requirement for 16 hours towards CME for NYS and NREMT.

4 Sessions // 16 hours // $275
Monday & Wednesday; 6:00pm — 10:00pm
August 3 — August 12, 2020

OR
Saturday & Wednesday;
August 8, 2020; 10:00pm — 6:00pm, and
August 12, 2020; 2:00pm — 10:00pm
PEDIATRIC ADVANCED LIFE SUPPORT
Prerequisite: Students must have completed a CPR class and be a healthcare professional. Students must purchase and have the American Heart Association Pediatric Advanced Life Support textbook.

The goal of PALS is to improve the quality of care provided to seriously ill or injured children in order to improve outcomes. In this class students will learn: to differentiate between respiratory distress and failure, to apply early interventions for respiratory distress and failure, and to manage pediatric cardiac arrest. Students will be able to differentiate between compensated and decompensated (hypotensive) shock and provide interventions for the treatment of shock. This class will teach the algorithms and methodology behind providing pediatric advanced life support and is combined with a hands-on practice with high fidelity simulation manikins and scenarios. Students meet the original PALS class requirement for 16 hours towards CME for NYS and NREMT.

2 or 4 sessions // 16 hours // $275
Monday & Wednesday; 6:00pm — 10:00pm July 13, 2020 — July 22, 2020
OR
Sunday & Wednesday
July 19, 2020, 10:00am — 6:00pm and
July 22, 2020, 2:00pm to 10:00pm

HEARTCODE PEDIATRIC ADVANCED LIFE SUPPORT (PALS HANDS-ON SESSION)
Prerequisite: Students must have completed a CPR class and be a healthcare professional. Students must purchase and complete the online portion of the class and submit the completed certificate 3 days prior to the class.

The goal of PALS is to improve the quality of care provided to seriously ill or injured children in order to improve outcomes. In this class students will learn: to differentiate between respiratory distress and failure, to apply early interventions for respiratory distress and failure, and to manage pediatric cardiac arrest. Students will be able to differentiate between compensated and decompensated (hypotensive) shock, and provide interventions for the treatment of shock. HeartCode PALS is the AHA’s blended learning delivery method for the HeartCode Pediatric Advanced Life Support course. Blended learning is a combination of eLearning (online portion), in which a student completes part of the course in a self-directed manner, followed by a hands-on session.

1 session // 5 hours // $125
Wednesday; 5:00pm — 10:00pm
July 22, 2020
September 23, 2020
November 18, 2020

PREHOSPITAL TRAUMA LIFE SUPPORT (PHTLS)
Prerequisite: Students must be an EMT, Paramedic, Nurse, PA, or Physician. Students must purchase and complete the online portion of the class and submit the completed certificate 1 week prior to the class. https://www.psglearning.com/catalog/productdetails/9781284111231

PHTLS is offered in cooperation with the American College of Surgeons Committee on Trauma (ACS-COT). PHTLS is the world’s premier prehospital emergency trauma care program for addressing multi-system trauma. This class reinforces rapid and orderly assessment, immediate treatment of life-threatening problems, and minimizing delays in initiating transport to an appropriate destination. Students will practice hands on assessment, management, and treatment of trauma patients of all ages with high fidelity simulation manikins and hemorrhaging trauma effects manikins. PHTLS is accredited by CAPCE and approved for NYS and NREMT CME.

1 Session // 8 hours // $230
Wednesdays; 5:00pm — 9:00pm
July 22, 2020
July 29, 2020
OR
Sunday; 10:00am — 6:00pm
September 20, 2020
OR
Saturday; 9:00am — 6:00pm
December 12, 2020

Books are not included.

GERIATRIC EDUCATION FOR EMS (GEMS)
Prerequisite: Students must be an EMT, Paramedic, Nurse, PA, or Physician.

In partnership with the American Geriatrics Society, GEMS provides EMS practitioners at all levels the skills and knowledge to handle the unique medical, social, environmental and communications challenges of older adults. This National Association of Emergency Medical Technician’s (NAEMT) class empowers EMS practitioners to help improve medical outcomes and quality of life for geriatric patients. GEMS is accredited by CAPCE and approved for NYS and NREMT CME.

2 sessions // 8 hours // $175
Monday; 6:00pm — 10:00pm
June 22 — June 29, 2020
OR
Tuesday; 6:00pm — 10:00pm
August 11 — August 18, 2020
OR
Sunday; 10:00am — 6:00pm
November 15 — November 22, 2020

Books are not included.
PSYCHOLOGICAL TRAUMA IN EMS PATIENTS (PTEP)
Prerequisite: Students must be an EMT, Paramedic, Nurse, PA, or Physician.
This National Association of Emergency Medical Technician’s (NAEMT) course provides resources to help alleviate patients’ hidden wounds (intense fear, stress and pain during a medical emergency). It further educates EMS practitioners about the biological underpinnings of psychological trauma and teaches EMS practitioners strategies to alleviate patients’ distress. During class, students will work with standardized patients/actors to practice related scenarios such as caring for victims of violence, sexual assault, and other stress response related incidents. PTEP is accredited by CAPCE and approved for NYS and NREMT CME.

2 Sessions // 8 hours // $175
Visit our website for upcoming start dates.

EMERGENCY MEDICAL TECHNICIAN BASIC PRACTICAL SKILLS EXAMINATION
Prerequisite: Must have completed an Emergency Medical Technician Basic course and obtain prior approval.
This skills session meets the National Registry of Emergency Medical Technicians’ (NREMT) requirements for an original EMT Psychomotor Exam and New York State Department of Health Emergency Medical Services. Students will be tested according to National and State guidelines. Upon successful completion of skills testing, students will be eligible to complete the Emergency Medical Technician Basic written certifying examination as per their State and National regulations.

1 Session // 3 hours // $75
Wednesday, 6:00pm to 10:00pm
August 12, 2020
OR
Saturday, 9:00am — 12:00pm
December 12, 2020
OR
Saturday, 12:00pm — 3:00pm
December 12, 2020

COACHING THE EMERGENCY VEHICLE OPERATOR (CEVO)
Prerequisite: Must be a member of an ambulance agency.
This highly interactive, 6-hour instructor-led program adapts defensive driving techniques to the unique nature of ambulance work. The course promotes critical thinking during high-pressure driving situations and offers defensive driving strategies in order to avoid collisions. The course features videos with real-life driver simulations to train ambulance professionals to drive safely. Certificate provided after successful completion of the course. This course certificate may be applied for car insurance reduction. FDNY EMT/Paramedic applicants receive additional points on their NYC FDNY civil service exam for successful completion of the course.

1 or 2 Sessions / 6 hours / $60
Thursdays; 7:00pm — 10:00pm
September 17 — September 24, 2020
OR
Friday; 10:00am — 4:00pm.
December 3, 2020
Books are not included.

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC PRACTICAL SKILLS EXAMINATION
Prerequisite: Must have completed an Emergency Medical Technician Paramedic course and obtain prior approval.
This skills session meets the National Registry of Emergency Medical Technicians’ (NREMT) requirements for an original Paramedic Psychomotor Exam and New York State Department of Health Emergency Medical Services original Paramedic Psychomotor Exam. Students will be tested according to National and State guidelines. Upon successful completion of skills testing, students will be eligible to complete the Emergency Medical Technician Paramedic written certifying examination as per their State and National regulations.

1 session // 5 hours // $125
Tuesday; 5:00pm — 11:00pm
August 11, 2020

Do I need to attend an information session/open house?
Information sessions are mandatory for courses that include:
Medical Assistant Specialist (MAS); Hemodialysis Technician Training;
Direct Support Professional; Information Technology, as well as Professional Development programs.
Please check the course description for requirements.
EMS SAFETY
Prerequisite: Students must be members of an ambulance agency.

This National Association of Emergency Medical Technicians’ (NAEMT) course promotes a culture of safety by increasing awareness and understanding of EMS safety standards and practices. EMS practitioners will be trained to identify and mitigate the hazards in daily tasks, such as distracted drivers, violent patients, chronic stress, etc., to reduce the number of injuries and eliminate fatalities. NAEMT certificate provided after successful completion of the course. EMS Safety is accredited by CAPCE and approved for NYS and NREMT CME.

1 Session // 8 hours // $75
Visit our website for upcoming start dates.

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. This course provides the necessary introductory oral and written Spanish skills through use of role-plays, audio tutorials, written and oral exercises, 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, along with other healthcare-specific vocabulary.

8 Sessions // 24 hours // $350
Visit our website for upcoming dates.

EMERGENCY MEDICAL TECHNICIAN BASIC — CHALLENGE REFRESHER
This EMT-Basic refresher course is designed for EMTs who provide urgent care at emergency sites or in an ambulance during hospital transport. Students enrolled in this class will receive updated training on all necessary emergency medical care skills needed to fulfill duties as a basic level EMT with an ambulance service or other specialized medical service. This EMT-Basic refresher course covers topics such as trauma management, emergency childbirth delivery, oxygen administration, triage, and cardiac arrest treatment. American Heart Association BCLS for Healthcare Provider class is included in the course.

$475 // non-refundable fee of $75 included in tuition.
Visit our website for upcoming start dates.

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC — CHALLENGE REFRESHER
This EMT-Paramedic refresher course is designed for Paramedics who provide urgent care at emergency sites or in an ambulance during hospital transport. Students enrolled in this class will receive updated training on all necessary emergency medical care skills needed to fulfill duties as a basic level Paramedic with an ambulance service or other specialized medical service. This EMT-Paramedic refresher course covers topics such as advanced cardiac life support, medical emergencies, airway management, trauma management, triage, and cardiac arrest treatment. American Heart Association BCLS for Healthcare Provider class and Advanced Cardiac Life Support Provider class are included in the course.

$875 // non-refundable fee of $75 included in tuition.
Visit our website for upcoming start dates.

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.

Books are not included.

1 Session // 6 hours // $95
Sat; 9:00am — 3:00pm
Visit our website for upcoming start dates.

DIRECT SUPPORT PROFESSIONAL (DSP)
All interested applicants must attend a required info session.

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

9-week & 2-week internships
50 Sessions // 350 hours // $2,200
ELECTRONIC HEALTH RECORDS WITH BILLING AND CODING

An electronic health record (EHR) is a systematic collection of electronic health information about individual patients or populations. Information is recorded on a digital format that is capable of being shared across different health care settings by being embedded in network-connected enterprise-wide information systems. Such records may include a range of data in comprehensive or summary form, including demographics, medical history, medication and allergies, immunization status, laboratory test results, radiology images, vital signs, and billing information. (70 hours)

In addition to EHR, the billing and coding component will cover Medical Word Structure, Basic Anatomy and Physiology, HIPAA Compliance, CMS-1500 Claim Form, ICD-10-CM and CPT-4 Guidelines. The following areas focus on CPT-4: Evaluation and Management and specialty fields (such as surgery, radiology, and laboratory), and ICD-10-CM. Basic claims processes for medical insurance and third-party reimbursements are also discussed. Students will learn how to find the proper procedure and diagnosis codes using manuals CPT-4 and ICD-10-CM.

*EHR—24 Sessions // *MB & C—14 Sessions // 112 hours // $1,200

Mon & Wed; 6:00pm — 9:00pm
TBA

*Note: the last session of EHR and MB & C is 1 hour.

MEDICAL BILLING & CODING (MBC)

This 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 through use of service codes and manuals. Students will also learn how to trace delinquent claims, appeal denied claims, and use 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; 6:00pm — 9:00pm
July 7 — Nov 19, 2020

20 Sessions // 120 hours // $2,200
Sat; 9:00am — 5:00pm
July 18 — Dec 12, 2020

Visit our website for upcoming dates.

DIALYSIS BIO MEDICAL EQUIPMENT TECHNICIAN *COMING SOON*

All interested applicants must attend a required info session.

A Dialysis Biomedical Equipment Technician oversees and maintains all dialysis-related equipment in both the acute unit and the ambulatory outpatient dialysis unit. A Dialysis Biomedical Equipment Technician also repairs and performs preventative maintenance to ensure all systems are running properly. To become a technician, students need to earn a certificate from an approved licensed training program.

In the Dialysis Biomedical Equipment Technician Program, you will learn to operate, repair, maintain, and clean the hemodialysis machines and gain practice in performing hemodialysis procedures. Proper procedures, strict guidelines and regulations will be followed. This is essential in helping the facility meet high standards so that patients can have a safe and comfortable treatment.

Course Objectives:
During your program, you will learn a variety of skills, including:

- Hemodialysis Review
- Hydraulic Description & Identification
- Machine Operation
- Calibration
- Preventative Maintenance
- Rebuild & Repair

A certificate of completion is awarded to students who successfully complete the course.

INTRAVENOUS THERAPY

This course provides participants with comprehensive knowledge of intravenous tools and techniques, as well as the understanding of theory and methodology. The Intravenous 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.

Location: Main Campus, 199 Chambers Street

2 Sessions // 17 hours // $245
Sat. & Sun.: 8:30am — 5:30pm
June 20 — June 21, 2020
Aug 22 — Aug 23, 2020

Mon & Tues; 8:30am — 5:30pm
Aug 3 — Aug 4, 2020

BMCC Center for Continuing Education and Workforce Development
RN FIRST ASSISTANT
The NIFA RNFA 6.0/6.1 Program meets all national AORN standards for RNFA education programs and has been accepted by the Competency & Credentialing Institute (CCI) since 1998. The curriculum is recognized by all 50 state nursing boards and is intended to enhance the perioperative nurse knowledge base and skills necessary to pursue the position of an RNFA. Successful graduates will receive a BMCC certificate of completion and CEs.

Course 1 consists of 48 hours of online coursework to be completed within one year of enrollment. Course 2 consists of a supervised clinical internship of 140 hours of assisting experience and Procedure Log to be completed within one year of the clinical internship start date.

Prerequisite: RNs must have a minimum of 2 years and 2,400 hours of perioperative experience and must submit proof of CNOR prior to completion of the program. APRNs automatically qualify and must submit proof of national certification prior to completion of the program.

Tuition: $3,245
For further details visit website: www.rnfa.org or call NIFA at 1.800.922.7747 Mon — Fri; 8:00am — 4:00pm MST
email: admissions@NIFA.com

BASIC EKG & PHLEBOTOMY FOR HEALTH PROFESSIONALS
This course is designed for current Allied Health Professionals and Clinical Research Coordinators to learn how to perform EKGs and Phlebotomy on patients under the supervision of a Medical Professional and Phlebotomy to collect and prepare blood and other specimen collections ordered by a licensed Health Provider. This course teaches both skill competencies to make you more marketable within the health care field. Upon successful completion of the program, students will receive a Certificate of Completion. This class does not qualify you to sit for the National Certification exams.

*Note: All hands-on skills will be done using simulation manikins.

10 Sessions // 40 hours // $550
Mon & Thurs; 5:00pm — 9:00pm
Oct 5 — Nov 12, 2020

Course is held at Bellevue Hospital SIMMS LAB

INTRODUCTION TO VITAL SIGNS
Introduction to Vital Signs training includes monitoring temperature, pulse, respiration, blood pressure, and pain assessment. All materials are provided. Stethoscopes are provided but students are encouraged to bring their own. Students who successfully complete this course will receive a completion certificate from the BMCC/CUNY Continuing Education department. Upon registration, class materials will be e-mailed to all students.

1 Session // 4 hours // $150
Monday; 5:00pm — 9:00pm
Oct 5 — Nov 16, 2020

ALLIED HEALTH
Company Training Options:
Do your employees need training? Customized training solutions are available. For more information, see page 30.
IT continues to be one of the fastest-growing sectors in the NYC labor market. Research shows that IT will continue to grow steadily over the next 5 years. The available jobs for middle-skilled workers will increase as will the demand for certification. BMCC’s Adult Continuing Education brings industry professionals into the classroom to prepare students and job seekers for the workforce. Our affordable courses are career pathways that lead to high-demand occupations. Whether you are new to the field or looking to expand your skillsets you can start here and work anywhere. Check out our courses in IT Computer Support, Networking & Cybersecurity, Programming, Data Analytics, Web Development, Digital Media & Design, and Apple Technology.

CAREER IN IT COMPUTER SUPPORT

INTRODUCTION TO COMPUTERS (A+ CERTIFICATION)
This course prepares students for IT jobs as a Computer Technical Support Specialist. You will gain hands-on experience and learn how to disassemble and reassemble computers and learn the functions of each component, install Operating Systems, and troubleshoot common hardware- and software-related problems. Whether you have knowledge of computers or not you can benefit from taking this course. This course will prepare you for more advanced topics and for the CompTIA A+ Certification Exam (1001 & 1002) validating your skills as an IT professional.

24 Sessions // 72 Hours // $899
Saturday; 9:30am — 4:30pm
Aug 1, 2020 — Oct 24, 2020

Upon passing an entrance exam, students can transfer up to 4 credits toward their Associate Degree in Computer Information System (CIS) at BMCC.
CAREER IN NETWORKING AND CYBERSECURITY

INTRODUCTION TO NETWORKS—CCNA-ITN (SEMESTER 1)
This initial BMCC Cisco Academy Course is aligned to the CCNA Certification and introduces students to the underlying technologies that support network communications for LANs/WANs. Students will learn communications architecture and reference models, network diagramming as well as the protocols at layer 2 that affect device-to-device communication and layer 3 protocols that enable local internetwork and global internetwork communications. You will learn how to cable and configure local area networks on Cisco routers and switches using various protocols at layer 2 and IPv4/IPv6 at layer 3, as well as understand all the protocols necessary to support LAN communications.

SWITCHING, ROUTING AND WIRELESS ESSENTIALS—CCNA-SRWE (SEMESTER 2)
Second in a series, SRWE builds on your knowledge of network and protocol operation in small networks and introduces Wireless networking concepts, standards and security. You’ll learn how to implement VLANs, inter-VLAN routing, Spanning-Tree, EtherChannel, FHRPs, Addressing assignment methods for IPv4/IPv6. Once completed you will have a firm understanding and practical (hands-on) skills geared toward implementing and troubleshooting IPv4 and IPv6 deployments and protocol issues as well as layered LAN Security best practices for wired and wireless deployments.

Semester 1 & Semester 2
46 Sessions // 132 hours // $1,950
Mon & Wed; 6:00pm — 9:00pm
Aug 17, 2020 — Jan 25, 2021

ENTERPRISE NETWORKING, SECURITY AND AUTOMATION—CCNA-ENSA (SEMESTER 3)
ENSA is the final course in preparation for CCNA Certification. In this course you’ll learn Single-Area OSPFv2 routing and configuration, Network Security concepts, Access Control, IPSec Protocol Framework, NAT, QoS concepts, Network Design, Virtualization, and Network Automation Concepts. This course binds all the technologies learned into a cohesive skill set that will ensure you are well prepared for the CCNA Certification and confident in the skills you’ve attained as you embark on your career journey.

Semester 3
24 Sessions // 72 Hours // $1,350
Tues & Thur; 6:00pm — 9:00pm
Oct 5, 2020 — Jan 6, 2021
CISCO NETWORKING ACADEMY – CCNP

The Revised CCNP Certification consists of one (1) Core Exam and numerous concentration options. BMCC is offering ENCOR (350–401) and ENARSI (300–410) as the concentration in a combined package leading to CCNP Certification. Read further for individual descriptions of the key concepts and technologies covered in each.

48 Sessions // 144 Hours // $2,880
Tues & Thurs; 6:00pm — 9:00pm
Aug 4, 2020 — Jan 26, 2021

CISCO ACADEMY — CCNP ENTERPRISE: ENCOR
(CORE NETWORKING)

The ENCOR course includes implementation of core enterprise network technologies including dual stack (IPv4 and IPv6) architecture, virtualization, infrastructure, network assurance, security, and automation. Students will learn through lecture and practical hands-on labs how to implement Enterprise Networks and the Supporting Services and Protocols.

This course teaches students core concepts for configuring routers and switches in the enterprise environment. Routers and switches facilitate the connection of devices, applications, and data through the internet and across other computer networks. By the end of the course, students will be able to perform advanced configurations for routers and switches in order to build and configure enterprise-level local area networks (LANs) and wide area networks (WANs) that integrate IP addressing schemes, routing and switching protocols, network assurance, and network security.

Duration: 72 hours
Required Reading: Cisco Press CCNP and CCIE Enterprise Core ENCOR 350–401 Official Cert Guide.
Prerequisite: None; Recommended: CCNA Academy CCNAv7 Completion or CCNA Certification

Modules/Concepts Covered:

<table>
<thead>
<tr>
<th>1. Packet Forwarding</th>
<th>16. Overlay Tunnels</th>
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<tr>
<td>3. Advanced Spanning Tree</td>
<td>18. Wireless Architecture Infrastructure</td>
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<td>5. VLAN Trunks and EtherChannel Bundles</td>
<td>20. Authenticating Wireless Clients</td>
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<td>6. IP Routing Essentials</td>
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<td>7. EIGRP</td>
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<td>10. OSPFv3</td>
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<td>11. BGP</td>
<td>26. Network Device Access Control and Infrastructure Security</td>
</tr>
<tr>
<td>12. Advanced BGP</td>
<td>27. Virtualization</td>
</tr>
</tbody>
</table>

Check our website
www.bmcc.cuny.edu/ce for up-to-date course offerings
or call us at (212) 346-8410
The ENCOR course includes implementation of core enterprise network technologies including dual stack (IPv4 and IPv6) architecture, virtualization, infrastructure, network assurance, security, and automation.

This course teaches students advanced concepts for configuring routers and services in the enterprise environment. These devices and services facilitate the connection of devices, applications, and data through the internet and across other computer networks. By the end of the course, students will be able to perform advanced configurations for routers and services in order to build and configure enterprise-level local area networks (LANs) and wide area networks (WANs) that use IPv4 and IPv6 advanced routing protocols, advanced features of protocols to optimize network performance, route redistribution, and advanced tunneling technologies.

**Duration:** 72 hours

**Required Reading:** Cisco Press CCNP Enterprise Advanced Routing ENARSI 300-410 Official Cert Guide

**Prerequisite:** CCNP ENTERPRISE: ENCOR (Core Networking)

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**Modules/Concepts Covered:**

1. IPv4/IPv6 Addressing and Routing Review
2. E17IGRP
3. Advanced EIGRP
4. Troubleshooting EIGRP for IPv4
5. EIGRPv6
6. OSPF
7. Advanced OSPF
8. Troubleshooting OSPFv2
9. OSPFv3
10. Troubleshooting OSPFv3
11. BGP
12. Advanced BGP
13. BGP Path Selection
14. Troubleshooting BGP
15. Route Maps and Conditional Forwarding
16. Route Redistribution
17. Troubleshooting Redistribution
18. VRF, MPLS, and MPLS Layer 3 VPNs
19. DMVPN Tunnels
20. Securing DMVPN Tunnels
21. Troubleshooting ACLs and Prefix Lists
22. Infrastructure Security
23. Device Management and Management Tools Troubleshooting
INTRO TO C++*

C++ is a powerful general-purpose programming language that offers both high-level and object-oriented features for software development on various platforms such as the Personal Computer, Game Consoles, Embedded Systems, and more.

This course will cover an introduction to the C++ programming language for those students who have an interest in learning how to create video games, software applications, and operating systems. The course is designed for those with little or no programming background. Topics include data types, flow of control, classes, functions, objects, and much more.

10 Sessions // 30 hours // $599
Tues & Thurs; 6:00pm — 9:00pm
July 21 — Aug 20, 2020

* Intermediate & advanced courses available. Please check our website for scheduled dates.

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, especially mobile and web applications. Sign up today!

10 Sessions // 30 hours // $599
Mon, Tues & Wed: 6:00pm — 9:00pm
Aug 3 — Sept 2, 2020

* Intermediate & advanced courses available. Please check the website for scheduled dates.

INTRO TO PYTHON

Prerequisite:
• Basic computer skills using MS Windows, Mac, or Linux.
• A basic foundation of how software applications are designed and coded.
• An algebra level understanding of mathematics.
• Some academic or industry experience with some high level programming language such as Java, C# or C/C++ would be useful, but is not required.

The Python programming language has a reputation for being easy to learn and very powerful. Its ease-of-use, power and run-time efficiency make Python a high ranking favored programming language in the software development community. As a result, Python developers are in high demand! This course introduces the Python programming language through study and hands-on practice. You will learn Python’s syntax, and how to harness its power to build non-trivial applications that have value and are fun to code.

* Note: This course covers the materials required to pass the Certified Entry-Level Python Exam: https://pythoninstitute.org/certification/pcep-certification-entry-level/ and build a foundation for what’s required to pass the Certified Associate in Python Programming Exam: https://pythoninstitute.org/certification/pcap-certification-associate/.

10 Sessions // 30 hours // $1,295
Fri; 7:30pm — 10:30pm
Sat; 9:30am — 12:30pm
July 31, 2020 — Aug 29, 2020

PYTHON BOOTCAMP

Prerequisite: Intro to Python
Python is a powerful general-purpose programming language that integrates seamlessly with libraries that offer Data Science and Machine Learning support. The goal of this bootcamp is to provide you with intermediate to advanced Python programming skills that can be integrated with Data Science and Machine Learning systems. In today’s job market, learning Python is an in-demand skill and will make you more competitive. Upon completion, you’ll have a strong understanding of advanced Python programming topics, Data Science and Machine Learning fundamentals, and you will build an application driven by Data Science Analysis and Programming. Sign up today!

30 Sessions // 90 hours // $1,499
Tues, Wed, Thurs
Sept 15, 2020 — Nov 19, 2020

CAREER IN PROGRAMMING

Go to www.bmcc.cuny.edu/ce or call (212) 346-8410
To register for the next Open House 25 Broadway, 8th Floor, New York, NY 10004

Sign Up Now for CUNY Alert at Our Campus!

Students, faculty and staff can now join CUNY Alert to receive text or voice notifications of campus emergencies or weather-related closings. You select the best way to get messages: cell phone, home phone or e-mail. You can sign up even if you are registered with another emergency notification system.

So stay alert! Visit www.cuny.edu/alert and sign up for CUNY Alert now!

Go to www.bmcc.cuny.edu/ce or call (212) 346-8410
To register for the next Open House 25 Broadway, 8th Floor, New York, NY 10004

BMCC Center for Continuing Education and Workforce Development
FILM EDITING BOOTCAMP

This course provides students with hands-on experience using Final Cut Pro in a professional capacity. Students will learn the fundamentals of video editing and how to create an efficient workflow. Some of the skills taught in this course include:

- how to create a proper file structure, how to build timelines, how to clean up audio, and the proper use of transitions.

Additional NLEs (non-linear editors), such as Adobe Premiere and Avid Media, will be introduced to give students a holistic view of the current software used by professionals. This course is intended for those with or without video editing experience so that they may become comfortable and proficient in video editing at a professional level.

30 Sessions // 90 hours // $899
Mon & Wed; 6:00pm — 9:00pm
Aug 10 — Nov 30, 2020

Check our website www_bmcc.cuny.edu/ce
for up-to-date course offerings or call us at (212) 346-8410

212-346-8410 // ace@bmcc.cuny.edu // www.bmcc.cuny.edu/ce
WEB DEVELOPMENT BOOTCAMP
Jumpstart your career in Web Development! This course offers a real world, hands-on approach and will teach you how to become a Web Developer by applying best practices for structuring web page content with HTML. You will learn to enhance content presentations with CSS styling, and add interaction to websites with JavaScript and JQuery. In addition, students will be able to customize websites by using Responsive Web Design to detect users’ screen size and deliver the content accordingly. Learn to develop mobile-optimized websites, implement mobile-first design, create mobile navigation, and enhance web pages. Sign up today!

20 Sessions // 120 Hours // $1,799
Sat; 9:30am — 4:30pm
July 11 — Dec 5, 2020

GRAPHIC DESIGN BOOTCAMP
Do you want to become a Professional Graphic Designer? Then this course is for you! Students will learn how to incorporate workflow standard projects, such as: graphic manipulation, color management, motion effect, and technical drawings for print, brochures, business cards, book covers, magazine layouts and web graphics. This course will help you build experience by applying essential skills to industry standards. This bootcamp brings experts from the field into the classroom. Sign up today!

15 sessions // 90 hours // $899
Sat; 9:30am — 4:30pm
June 27 — Oct 17, 2020

MICROSOFT OFFICE PROFESSIONAL
Prerequisite: Must have a basic knowledge of Microsoft Word, Excel, Outlook, PowerPoint, and Access
Do you currently use Microsoft Office on a day to day basis? Would you like to advance your skill set and increase efficiency and production? Then, this course is for you! There is a growing need for office professionals to become proficient in using Microsoft Office Suite applications for meetings, presentations, reporting and data analysis. This course will give you a comprehensive look at the most frequently used features in Word, Excel, PowerPoint, Outlook and Access. Upon successful completion, you will receive a certificate validating your skills to express ideas, solve problems, and present the right solutions in the most efficient way. Isn’t it time to advance your career to the next level? Sign up today!

20 Sessions // 60 Hours // $699
Tues & Thurs; 6:00pm — 9:00pm
August 11 — October 15, 2020
Borough of Manhattan Community College Center for Continuing Education has joined the Amazon Web Services (AWS) Academy program to offer approved AWS training curricula to our students. Courses are taught by AWS Academy Accredited Instructors, who are trained by AWS to help students become proficient in AWS cloud services technology.

Amazon Web Services (AWS) is a secure cloud services platform, that offers computing power, database storage, content delivery, and other functionality to aid businesses to scale and grow. Discover a multitude of applications that increase flexibility, scalability, and reliability.

AWS ACADEMY CLOUD FOUNDATION

BMCC’s AWS Academy Cloud Foundation course provides a detailed overview of cloud computing concepts, AWS core services, security, architecture, pricing, and support. This course is designed to help students develop new skills and apply this knowledge to their working environment through a variety of practical exercises. This is an entry-level course and will prepare students for the AWS Academy Cloud Computing Architecture course.

Prerequisites: General IT technical knowledge; General IT business knowledge

AWS ACADEMY CLOUD COMPUTING ARCHITECTURE

Borough of Manhattan Community College Center for Adult Continuing Education & Workforce Development is offering a course in Cloud Computing Architecture. This course uses an AWS Academy curriculum designed to help students develop technical expertise in cloud computing and prepare them for the AWS Certified Solutions Architect-Associate certification exam.

This course is intended for Undergraduate, Graduate or Professional students seeking cloud-computing expertise. To learn more, sign up today!

Prerequisites: The ideal student should have a strong foundation in IT concepts and skills. Students should have completed AWS Academy Cloud Foundations.

17 Sessions // 80 hours // $1,299
Sat; 10:30am — 4:30pm
July 11, 2020 — Nov 7, 2020

For further information, visit our website // www.bmcc.cuny.edu/ce // or call 212-346-8410.
The Borough of Manhattan Community College Center for Continuing Education & Workforce Development is launching the ACE Coding Academy to give students the latest cutting-edge coding skills and training in app development with Swift. Swift is a robust and intuitive programming language created by Apple for building apps for iOS, Mac, Apple TV, and Apple Watch.

In the App Development course using Swift, students will learn to code and design fully functional apps, thereby gaining critical job skills in software development and information technology.

This course was designed by Apple engineers and educators to teach students how to design apps using Swift, one of the world’s most popular programming languages. A number of popular apps like Airbnb, Kayak, TripAdvisor, Venmo, and Yelp were created with Swift. Students need no programming experience to take this course. By the end of the course, students will design and build a fully functioning app! Don’t miss your opportunity to learn to code with curriculum from the company who invented Swift and defined the App Economy. Register today!

**Swift Programming Is a Three Level Course**

**Level 1** — Introduction to Swift: Basic proficiency in building apps with Swift (90 hours)

**Level 2** — Swift for IT Professionals I: Developing Apple applications with Swift Language using Xcode as a development tool (90 hours)

**Level 3** — Swift for IT Professionals II: Advanced applications using Swift and Xcode as the development tool (90 hours)

**66 sessions // 270 hours // Price: $1,900**

Mon & Wed; 6:00pm — 9:00pm
Sat; 9:30am — 4:30pm

To learn more visit: [https://www.apple.com/everyone-can-code/](https://www.apple.com/everyone-can-code/)

Students are required to have their own MacBook with macOS Sierra 10.12.6 or later, capable of running Xcode 9. Xcode, available as a free download on the Mac App Store, is the Integrated Developer Environment used to build apps for iOS, Mac, Apple TV, and Apple Watch.

**SOCIAL MEDIA FOR BUSINESS**

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!

**14 Sessions // 30 hours // $599**

Sat.; 9:30am — 4:30pm
Oct 10 — Jan 23, 2021
Professional Development focuses on career enhancement and functional marketplace expertise through the acquisition or development of project management, project planning and control leadership skills, business writing fluency, notary public license, and increased knowledge and proficiency in QuickBooks.

**BASIC ACCOUNTING WITH QUICKBOOKS**
In this hands-on class you will be learning the basics of accounting while learning the techniques and tricks needed to fully utilize the QuickBooks program. By the end of the class students will have learned how to:
- create company profiles;
- create and generate invoices;
- record and pay bills;
- enter and track inventory;
- add and manage various accounts;
- generate and customize financial reports.

12 Sessions // 36 hours // $275

**ADVANCED ACCOUNTING WITH QUICKBOOKS**
In this class you will learn advanced accounting and how to use the bookkeeping computer program QuickBooks at an advanced level, including:
- using QuickBooks to analyze business data;
- exporting data from QuickBooks;
- using data in Pivot Tables;
- making general journal entries;
- performing year-end tasks;
- keeping track of financial tasks;
- managing QuickBooks files;
- managing inventory;
- working with sales tax;
- tracking finances with reports and graphs;
- configuring preferences to fit your company;
- integrating QuickBooks with other programs;
- customizing QuickBooks;
- keeping your QuickBooks data secure.

12 Sessions // 36 hours // $475

**NOTARY PUBLIC COURSE**
Explore a new pathway and gain a valuable credential: “Notary Public License.” This class introduces students to the basics of what a notary does. You will learn the terminology and 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 Notary Public License exam, which is valid for 4 years.

2 Sessions // 6 hours // $125
Tues & Thurs: 6:00pm — 9:00pm

**MODERN LANGUAGE**

**INTRO TO SPANISH**
Introduction to Spanish is designed to provide students with a solid understanding of the Spanish language. Special emphasis will be placed on vocabulary and oral expression within a cultural context. Principles of grammar will be introduced as students become more familiar with the language. Activities include role-playing and use of interactive situations. Audio files, magazine articles, and literary texts will be used in class.

8 sessions // 24 hours // $250

**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 class.

8 Sessions // 24 hours // $250

**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 an intermediate level or above.

8 Sessions // 24 hours // $250

212-346-8410 // ace@bmcc.cuny.edu // www.bmcc.cuny.edu/ce
LEGAL STUDIES COURSES

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 positions. You can gain the skills needed to offer specialized legal services for these employers without the time and expense of pursuing a full law degree. To build your credentials for career opportunities in the legal field, consider these excellent courses that BMCC Continuing Education offers in partnership with The Center for Legal Studies.

LIVE LEGAL STUDIES COURSES

PARALEGAL CERTIFICATE
Practice-oriented course that will train students to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation related to areas of law in which paralegals are in high-demand. This is a job-skills training course that will prepare you to work as a paralegal upon completion of the Paralegal Certificate Course.

12 Sessions // 84 hours // $1,595
Fall: September 12 — December 5, 2020
Sat; 9:00am — 5:00pm

ONLINE LEGAL STUDIES COURSES

Start dates for all Online Courses:
June 29 — August 14, 2020
August 24 — October 9, 2020

EDISCOVERY FOR PARALEGALS CERTIFICATE $995

The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process. This 6-week course covers the entire eDiscovery process, from preparation, to collection, to review of Electronically Stored Information (ESI). Throughout the 17 online modules and tests, learners will progress through the basics of eDiscovery preparation, best practices for ESI collection, and finally, the review process. The course is supplemented with a comprehensive textbook that covers relevant eDiscovery topics.

LEGAL NURSE CONSULTANT TRAINING 6 SESSIONS // 42 HOURS // $1,195

This course prepares Registered Nurses and Physician’s Assistants for a career in the legal field as Legal Nurse Consultants. This course provides the fundamental skills necessary to advise law firms, health care providers, insurance companies, and government agencies regarding medical-related issues, and to appear in court as an expert witness.

LEGAL SECRETARY CERTIFICATE 6 SESSIONS // 42 HOURS // $995

For entry-level and experienced secretaries who are interested in improving their skills and working more efficiently within a law office. This course will cover a wide range of topics vital in a law office, such as: legal terminology, jurisdiction, ethics, billing and accounting, time management, written documents, and many more.

Register @ www.legalstudies.com/vendor/bmcc/
ADVANCED PARALEGAL CERTIFICATE   270 HOURS // $2,400

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.

LEGAL INVESTIGATION CERTIFICATE   45 HOURS // $995

This exciting course is designed to teach legal investigation to those interested in pursuing a new career and to those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegals, 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.

ALTERNATIVE DISPUTE RESOLUTION (MEDIATION) CERTIFICATE   45 HOURS // $995

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

EMPLOYMENT LAW CERTIFICATE COURSE   45 HOURS // $995

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

VICTIM ADVOCACY CERTIFICATE   45 HOURS // $995

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.

PARALEGAL ONLINE   90 HOURS // $1,595

This practice-oriented course will train students to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation related to areas of law in which paralegals are in high-demand. This is a job-skills training course that will prepare you to work as a paralegal upon completion of the Paralegal Certificate Course.

PERSONAL INJURY FOR PARALEGALS   45 HOURS // $995

Learn how to investigate arson, product liability cases, personal traffic accidents, employment accidents, malpractice and negligence, skip-tracing, and more. In this exciting, fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. Students will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal’s success in the law office.

Class discussions and lesson material will include personal injury claims including, but not limited to: car accidents, slip and falls, medical negligence/malpractice, manufacturer product defects, and class-action lawsuits.

Register @ www.legalstudies.com/vendor/bmcc/
ADVANCED LEGAL RESEARCH & WRITING  50 HOURS // $995
Learn how to use powerful legal research tools. You’ll formulate WESTLAW search queries and see how legal research methods save time in legal research and legal writing.

INTELLECTUAL PROPERTY LAW FOR ENGINEERS  45 HOURS // $995
Learn the legal process for protecting an invention and its creator from infringement and unfair competition. You’ll examine what items or ideas can be patented, and how to research, apply for, and protect patents and copyrights.

SOFTWARE ESSENTIALS FOR THE LAW OFFICE  50 HOURS // $995
In this course, you’ll learn about computer operating systems, peripheral devices, and software for a host of legal applications, such as tracking and billing, case management, docket control, litigation support, electronic discovery, and trial presentation graphics.

LAW SCHOOL PREPARATION COURSE  45 HOURS // $300
This course’s objective is to teach a proven approach for attacking the onerous casebook method of instruction so that a dedicated student can learn to maximize his or her study time and grades even before the first day of law school. We will show you how not to get lost in the “paper waste.”

TEST PREPARATION

PREPARING FOR THE GMAT  45 HOURS // $300
This course features a math review and techniques for tackling the problem solving and data sufficiency questions that make up the math section of the GMAT. This course also covers all question types on the verbal sections, along with practice on actual GRE tests from previous years.

PREPARING FOR THE GRE  45 HOURS // $300
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the Math sections of the GRE. This course also covers all question types on the verbal and analytical sections, along with practice on actual GRE tests from previous years.

PREPARING FOR THE LSAT  45 HOURS // $300
This course provides an overview of law school entrance procedures, careers in law, and law school survival techniques. It includes an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, and practice on actual LSAT exams from previous years.

Do you offer other online courses?
Yes, visit our website: www.bmcc.cuny.edu/ce and click on ONLINE COURSES.

Register @ www.legalstudies.com/vendor/bmcc/
Becoming a Certified Corporate Event Planner requires business organization, logistics, networking, and client relationship management skills. This course will be a detailed guide on how to design and plan events, set budgets, execute successfully, review performance, and charge for services. The CEP course is known as S-M-A-R-T because it covers:

• Special Events: galas, fundraisers, public relations, product promotions  
• Meetings: professional, corporate, business networking  
• Assemblies: conferences, conventions  
• Recognition: incentives, awards, achievements  
• Training: seminars, workshops, education

Tuition Includes: Textbook, online course material, access to Student Center.

Class Overview: This program teaches the fundamentals of planning, orchestrating, and delivering social events, as well as owning and operating a successful corporate event planning business.

Certified Wedding & Event Planner
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, Lovegevity’s Wedding Planning Institute’s (LWPI) 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; 6:00pm — 9:30pm

Signature Wedding & Event Designer
The Signature Wedding & Event Design certification course allows you to experience the step-by-step processes and techniques utilized by the globe’s leading wedding and event experts. This exclusive course is a comprehensive “how-to” for the industry, providing real behind-the-scenes footage, photographs, and documentation, including insights into the wizardry that can make a wedding a one-of-a-kind, magical event for a couple and their guests. You will learn to create and transform ordinary spaces into sumptuous, theatrical environments, translating a client’s vision into awe-inspiring reality.

10 Sessions // $1,795  
Wed; 6:00pm — 9:30pm

Certified Corporate Event Planner
Becoming a Certified Corporate Event Planner requires business organization, logistics, networking, and client relationship management skills. This course will be a detailed guide on how to design and plan events, set budgets, execute successfully, review performance, and charge for services. The CEP course is known as S-M-A-R-T because it covers:

212-346-8410 // ace@bmcc.cuny.edu // www.bmcc.cuny.edu/ce
NEW COURSES

We’ve launched a special series of classes to support and empower au pairs during social distancing. These classes, all taught live by experts in their field, are specifically designed to work well online.

CHILDHOOD LITERACY AND BEHAVIORAL DEVELOPMENT

For au pairs, parents, and people who work with children — this class provides tools and activities to support literacy and childhood development. This is also a great supplemental class for people pursuing careers in childhood development. Using practical lessons and activities, you will develop an understanding of learning processes and stages of literacy learning.

taught by Sara Lenore

$275

ESL PRONUNCIATION: CONFIDENCE COMBO FOR CAREERS

This course covers 3 major areas that help you achieve confidence and success. Classes focus on a combination of skills, all of which are needed to enhance your business and your personal lives: presentation skills, interview strategies, and speaking techniques.

taught by Elizabeth Marner-Brooks

July 2020 // $275

IMPROVISATION AND ACTING FOR IMPROVING ENGLISH

Students will improve their English Language skills through improvisation and theater games. Improv and drama give students an opportunity to further their language learning goals by using their creativity and imagination. Through acting out situations that may be part of everyday life — or may be silly and fantastical — students will be improving their reaction times and conversational ease.

taught by Melissa Shaw

$275
TRAVEL COURSES
Each of our re-imagined travel classes have been adjusted to suit an online platform—often expanding more on the cultural or philosophical aspects of an area. Our goal is to provide a broader perspective of an area and American culture.

HOUSTON
This enormous state’s history and its diverse population have a fascinating story to tell. Houston, one of the largest cities in the US, shows off this history and culture in amazing ways. You will learn about the city’s founding, the way oil has shaped it, and the incredible diversity and culture of the area.

taught by Alicia Giordano

$275

MIAMI
Miami is home to people from across the globe who help sustain its many multicultural neighborhoods, and drive its amazing art scene. Using Miami as a model, students will craft sustainability plans with their host cities and home countries in mind.

taught by Mariusz Galczynski

$275

NASHVILLE
Nashville’s connection to music is unequaled; its reputation as Music City USA has been a constant for the past 200 years. In this course you’ll explore the events that established both Nashville’s robust live music scene and its influential music industry. You’ll experience a city where music is written, recorded, and performed every single day.

taught by Jenny Casey

$275
NYC FASHION: CINEMA, COSTUME AND CHARACTER
This course will encourage students to experience New York as a film set, and its fashion as costumes that tell as much of a story as a script. We will explore the interaction between fashion in New York-based films and overall society, from the 1970s to today.
taught by Mikaila Brown
July 10–12, 2020 // $275

NYCINEMA
New York has been the setting for thousands of movies. Take a stroll through American culture as you learn more about films you love as well as being introduced to some iconic classic films. This course will cover the city’s “melting-pot” reputation, delve into stories of crime, and explore themes of love and friendship.
taught by Kira Smirnov
July 31–August 2, 2020 // $275

CHICAGO: ART AND DIVERSITY
Students will explore the influence of Chicago’s diverse population on the art scene. The class will explore art and sculpture in the Pilsen neighborhood, Humboldt Park, as well as the DuSable Museum of African American History. This class is designed for students already familiar with Chicago, but au pairs from outside of the area are welcome, too!
$275

NYC: UNIQUE STYLE, SHARED STORIES
This course will take you on an anthropological expedition of New York’s 5 boroughs, using fashion as the lens. We will explore the impact that New York’s unique and multifaceted cultural landscape has on local fashion trends, using Harlem as a specific focus.
August 21–23, 2020 // $275

NEW ORLEANS
Students will explore the rich culture and history of New Orleans with guide Libby Bolino. By investigating different aspects of the city, from politics to food traditions to music, you’ll learn more about the narrative of the city and the culture that makes New Orleans one of the most unique places in the world.
$275

PHILADELPHIA: ARTS AND DIVERSITY
Philadelphia’s diverse population reflects individuals from many ethnic backgrounds. That diversity adds incredible creativity and energy to the city’s art scene, which the course will explore. Classroom sessions will be enriched by a visit to the world-famous Philadelphia Museum of Art and a walk to experience firsthand some of the city’s amazing Mural Arts along with your teacher.
$275

WASHINGTON, D.C.: GIRL POWER!
Step inside the lives and stories of some strong and colorful women who have left their mark on Washington, the United States and even the world. Suffragettes, those who fought for women’s voting rights, along with First Ladies, artists, community activists and countless others have influenced culture, politics and the social fabric of this city. On field trips on Friday and Saturday afternoon, you will visit some of their homes, monuments, museum exhibits and art works, and hear their stories. Some you may know, and some will surprise and amuse you.
August 28–30, 2020 // $275

Visit our website for all upcoming course dates.
For more information about any of our Learning Across America courses, please reach out to us at: learningacrossamerica@bmcc.cuny.edu or call: (646) 204-6865

BMCC Center for Continuing Education and Workforce Development
BMCC LANGUAGE IMMERSION FOR INTERNATIONAL STUDENTS (BLISS)

BMCC Language Immersion for International Students (BLISS) will provide you with the skills and confidence you need to continue your studies at the college. We focus on improving your reading, writing, and speaking skills. Located in New York City’s vibrant Tribeca neighborhood, you will have many opportunities to practice your English language skills while exploring nearby sites.

FALL, WINTER AND SPRING SEMESTERS

The language immersion classes during these semesters are only for BMCC international students who have taken but not passed the CUNY tests. BMCC is authorized under Federal law to enroll nonimmigrant alien students. The program provides intensive instruction in all English skills, especially reading and writing, to prepare you for credit-bearing college courses. You may choose to attend the BMCC Language Immersion for International Students (BLISS) if you are:

- a BMCC international freshman or transfer student who didn’t pass the CUNY tests because English is not your first language
- an international ESL student who has been recommended by the ESL department, or is on academic probation

For more information contact Director of Language Immersion Program, Paul Shively at pshively@bmcc.cuny.edu or (646) 493-3488.
Our ESL (English as a Second Language) classes for Intermediate and Advanced level learners are limited to 20 students, thus providing the benefit of more 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 presentations, 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.

Summer Session
7 Sessions // 28 hours // $280
Sat; 9:00am — 1:00pm
July 18 — Aug 29, 2020

Fall Session
10 Sessions // 40 hours // $380
Sat; 9:00am — 1:00pm
Sept 12 — Nov 14, 2020

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 further help them develop clear diction, and expand conversation skills for individual or group presentations on research topics.

Summer Session
7 Sessions // 21 hours // $240
Sat; 1:30pm — 4:30pm
July 18 — Aug 29, 2020

Fall Session
10 Sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
Sept 12 — Nov 14, 2020

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, reading, and writing skills.

Summer Session
7 Sessions // 28 hours // $280
Sat; 9:00am — 1:00pm
July 18 — Aug 29, 2020

Fall Session
10 Sessions // 40 hours // $380
Sat; 9:00am — 1:00pm
Sept 12 — Nov 14, 2020

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.

Summer Session
7 Sessions // 21 hours // $240
Sat; 1:30pm — 4:30pm
July 18 — Aug 29, 2020

Fall Session
10 Sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
Sept 12 — Nov 14, 2020
ESL ACADEMIC WRITING
This course is designed for advanced ESL students who are considering enrolling in college in the U.S. The course is modeled after a freshman composition course required in most US colleges. Students will:

• explore and write commonly used essay forms such as narrative and literary analysis
• study grammar and language appropriate to the specific form
• improve communication skills
• produce a research paper in MLA format

Summer Session
7 Sessions // 21 hours // $240
Sat; 1:30pm — 4:30pm
July 18 — Aug 29, 2020

Fall Session
10 Sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
Sept 12 — Nov 14, 2020

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.

Summer Session
7 Sessions // 21 hours // $240
Sat; 1:30pm — 4:30pm
July 18 — Aug 29, 2020

Fall Session
10 Sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
Sept 12 — Nov 14, 2020

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).

Summer Session
7 Sessions // 28 hours // $280
Sat; 10:00am — 2:00pm
July 18 — Aug 29, 2020

Fall Session
10 Sessions // 40 hours // $380
Sat; 10:00am — 2:00pm
Sept 12 — Nov 14, 2020
CUNY Start is an intensive Reading/Writing, Math, and college success program that helps students with 15 credits or fewer to reduce or eliminate their developmental coursework. CUNY Start costs only $75 (including materials) and allows students to save their financial aid for credit-bearing courses at CUNY.

Math Start is an intensive 8-week CUNY Start program that prepares students with 15 credits or fewer to reduce or eliminate their developmental coursework in math. Math Start costs only $35 (including materials and free Metro Cards).

70 Murray Street, Room M-1018 // Phone (212) 346-8398
www.bmcc.cuny.edu // cunystart@bmcc.cuny.edu
www.bmcc.cuny.edu/mathstart // mathstart@bmcc.cuny.edu
ONLINE CAREER TRAINING

BMCC Continuing Education, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs ranging from Microsoft Excel to Medical Terminology, to Writing and Editing and more. Instructors/Mentors are actively involved in your online learning experience; they respond to any questions, as well as actively encourage and motivate you to succeed.

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
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<tbody>
<tr>
<td>ED2GO SUITES AND SINGLE</td>
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<tr>
<td>A TO Z GRANT WRITING</td>
<td>Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.</td>
</tr>
<tr>
<td>ACCOUNTING FUNDAMENTALS</td>
<td>Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.</td>
</tr>
<tr>
<td>EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT</td>
<td>Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor’s office, from appointment scheduling and chart creation to medical billing and coding.</td>
</tr>
<tr>
<td>EXPLORE A CAREER IN NURSING</td>
<td>Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.</td>
</tr>
<tr>
<td>GRAMMAR FOR ESL</td>
<td>If English is your second language and you’re headed to college, this course will teach you the principles of grammar and structure you’ll need to succeed.</td>
</tr>
<tr>
<td>GRAMMAR REFRESHER</td>
<td>Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.</td>
</tr>
<tr>
<td>HUMAN PHYSIOLOGY SERIES</td>
<td>Understand the intricacies and inner workings of the human body in this two-part series.</td>
</tr>
<tr>
<td>HUMAN RESOURCE MANAGEMENT SUITE</td>
<td>These courses will teach you how to handle basic human resource functions, how to attract and retain top talent to be competitive in the global marketplace, as well as how to turn your company into a high performance workplace to increase profits, achieve a high rate of success, and become a desirable workplace.</td>
</tr>
<tr>
<td>INTRODUCTION TO MICROSOFT EXCEL 2016</td>
<td>Discover how to create worksheets, workbooks, charts and graphs quickly and efficiently in Microsoft Excel 2016, now available through Office 365.</td>
</tr>
<tr>
<td>INTRODUCTION TO PYTHON 3 PROGRAMMING</td>
<td>Enhance your professional profile by adding Python to your programming skills.</td>
</tr>
<tr>
<td>INTRODUCTION TO QUICKBOOKS 2019</td>
<td>Learning QuickBooks is a great way for small business owners to gain control over the financial aspects of their business. This course will introduce you to QuickBooks 2019 and teach you the ins and outs of this widely-used accounting software.</td>
</tr>
<tr>
<td>KEYBOARDING</td>
<td>Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.</td>
</tr>
<tr>
<td>LEGAL NURSE CONSULTANT</td>
<td>Begin a new career by helping attorneys understand and resolve medical cases and claims.</td>
</tr>
<tr>
<td>MANAGING CUSTOMER SERVICE</td>
<td>Become indispensable to any organization by understanding how to identify and meet customer needs.</td>
</tr>
<tr>
<td>MEDICAL TERMINOLOGY SERIES</td>
<td>Prepare for a career in the health services industry by learning medical terminology.</td>
</tr>
</tbody>
</table>

Please see our entire catalog of fundamental courses at [www.ed2go.com/bmccny](http://www.ed2go.com/bmccny) Prices starting at $115
## NEW CAREER SUITE
Design a life that makes you happy by understanding your own interests, values, needs and abilities and using that to help find your perfect job. You will learn how to create an effective resume or transform your current one into a powerful tool that will get you interviews and the job you want quickly and easily in any economy.

## PROJECT MANAGEMENT SUITE
In this suite, learn the essentials of project management: you will learn to plan, implement, control, and close any type of project along with essential quantitative and qualitative project management applications.

## RESPONSIVE WEB DESIGN
Learn to build fully responsive websites optimized for mobile devices, smartphones, tablets, and desktop viewing environments.

## SPEED SPANISH
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

## SQL SERIES
SQL is one of the most requested skills from today’s data-driven employers. Learn this coding language in these easy to follow online courses.

## TWELVE STEPS TO A SUCCESSFUL JOB SEARCH
World-renowned author and career advisor shows you how to get the job you want quickly and easily in any economy.

## VISUAL BASIC SERIES
Learn how to write Windows applications and programs using the Visual Basic programming language.

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
<th>SRP</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>HEALTHCARE</td>
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<tr>
<td>CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) (VOUCHER INCLUDED)</td>
<td>160</td>
<td>$1,495</td>
<td>This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers. Certified Medical Administrative Assistant (CMAA) national certification exam.</td>
</tr>
<tr>
<td>CLINICAL DENTAL ASSISTANT</td>
<td>240</td>
<td>$1,995</td>
<td>You’ll learn about every aspect of professional dental assisting, including real-world perspectives from experienced dental assistants. Essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and more. Prepare you for the radiology and infection control portions of the Dental Assisting National Board exam.</td>
</tr>
<tr>
<td>CPC MEDICAL BILLING AND CODING (VOUCHER INCLUDED)</td>
<td>340</td>
<td>$2,695</td>
<td>CPC Medical Billing and Coding (Voucher Included) will train you in the legal, ethical, and regulatory concepts central to a career in the medical billing and coding field. You will gain hands-on, practical experience in medical billing and coding and work with the main coding manuals: ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II. American Academy of Professional Coders’ (AAPC) Certified Professional Coder (CPC) exam. This course includes a 1-year AAPC membership and voucher for the CPC exam cost and one free retake.</td>
</tr>
</tbody>
</table>

Please see our entire list of Advanced Training Programs at [www.careertraining.ed2go.com/bmcc](http://www.careertraining.ed2go.com/bmcc)
<table>
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<tr>
<th>Program</th>
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<tr>
<td>OPTICIAN CERTIFICATION TRAINING</td>
<td>150</td>
<td>$1,895</td>
<td>Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. In this online program, you’ll gain the skills and knowledge you need to obtain an entry-level job as an optician while you prepare yourself to achieve American Board of Opticianry (ABO) certification.</td>
</tr>
<tr>
<td>CCA MEDICAL BILLING AND CODING (VOUCHER INCLUDED)</td>
<td>340</td>
<td>$2,695</td>
<td>CCA Medical Billing and Coding will prepare you for an entry-level career within the healthcare industry. You’ll learn current medical coding standards to help you accurately track patient accounts and find gainful employment within this growing workforce sector. Certified Coding Associate (CCA) exam, offered by the American Health Information Management Association (AHIMA)</td>
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<tr>
<td>CERTIFIED ELECTRONIC HEALTH RECORDS SPECIALIST (CEHRS) (EXAM INCLUDED)</td>
<td>134</td>
<td>$1,795</td>
<td>Throughout this course, you’ll get hands-on practice using real EHR software and learn what it is like to work as a CEHRS. Upon completion of this course, you will be prepared to take the Electronic Health Record Specialist Certification (CEHRS) exam offered by National Healthcareer Association (NHA); the cost of the exam is included in your enrollment. Electronic Health Record Specialist Certification (CEHRS) exam offered by National Healthcareer Association (NHA)</td>
</tr>
<tr>
<td>VETERINARY ASSISTANT</td>
<td>225</td>
<td>$1,995</td>
<td>This intensive course provides the information you need to become a productive member of a veterinary team.</td>
</tr>
<tr>
<td>MEDICAL INTERPRETER (SPANISH/ENGLISH)</td>
<td>200</td>
<td>$2,395</td>
<td>The Medical Interpreter training course prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed. In addition, the Medical Interpreter training course prepares you to sit in any of the Medical Interpreting examinations available in the country. This course is language specific — Spanish/English.</td>
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<tr>
<td>INFORMATION TECHNOLOGY</td>
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<tr>
<td>COMPTIA™ A+ (VOUCHER INCLUDED)</td>
<td>290</td>
<td>$1,995</td>
<td>This course will prepare you for CompTIA A+ certification. You can earn this certification after you pass two exams. The CompTIA A+ Certification Exam 220-1001 covers mobile devices, networking technology, hardware, virtualization and cloud computing, and network troubleshooting. The CompTIA A+ Certification Exam 220-1002 covers installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures. CompTIA A+</td>
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<td>Program</td>
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<td><strong>BUSINESS</strong></td>
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<tr>
<td>CERTIFIED FINANCIAL HEALTH COUNSELOR (EXAM INCLUDED)</td>
<td>80</td>
<td>$1,995</td>
<td>Staying financially healthy is important regardless of the economic climate. To provide financial health counseling, one must have a strong knowledge of core financial and credit concepts. This course will prepare you for a career in financial counseling as an independent counselor or as a consultant to other businesses that support individuals.</td>
</tr>
<tr>
<td>CERTIFIED PROFESSIONAL LIFE COACH (EXAM INCLUDED)</td>
<td>40</td>
<td>$1,795</td>
<td>Professional life coaching has grown into a $2 billion industry, with demand for certified life coaches on the rise.</td>
</tr>
<tr>
<td>CHILD DEVELOPMENT ASSOCIATE TRAINING</td>
<td>120</td>
<td>$850</td>
<td>Through this convenient, affordable program designed especially for working adult students, you will earn the 120 hours of professional development required by the Council of Professional Recognition for CDA certification.</td>
</tr>
<tr>
<td>CERTIFIED BOOKKEEPER</td>
<td>140</td>
<td>$1,995</td>
<td>The Certified Bookkeeper Online Training Program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB).</td>
</tr>
<tr>
<td>PROFESSIONAL BOOKKEEPING WITH QUICKBOOKS 2019</td>
<td>120</td>
<td>$2,195</td>
<td>Professional Bookkeeping with QuickBooks 2019 (Software Included) will teach you how to utilize QuickBooks for everything from handling accounts receivable and accounts payable to accounting for fixed assets. You will learn standard bookkeeping skills, including running general ledger reports, working with the chart of accounts, managing inventory accounts, and more. By course completion, you will have the knowledge and skill set needed to ensure that you are handling your business’s accounting needs within legal standards.</td>
</tr>
<tr>
<td><strong>LEGAL</strong></td>
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</tr>
<tr>
<td>LEGAL SECRETARY</td>
<td>350</td>
<td>$2,295</td>
<td>In this course, you will learn the fundamental skills needed to start an entry-level position as a legal secretary. You will learn basic legal terminology, office procedure and management, basic accounting, and QuickBooks.</td>
</tr>
</tbody>
</table>
ED4CAREER PARTNERS WITH BOROUGH OF MANHATTAN COMMUNITY COLLEGE / CUNY

Borough of Manhattan Community College now offers career development and personal enrichment courses through Online Educational Resource.

ONLINE — Ed4Career (ed4career.com) is happy to announce a new partnership with Borough of Manhattan Community College / CUNY (bmcc.ed4career.com). Students will now be able to access Ed4Career’s self-paced career development and personal enrichment courses through the school as they train for new careers or learn new skills.

The Center for Continuing Education and Workforce Development (www bmcc.cuny.edu/ce) at BMCC has teamed up with Ed4Career to provide over a variety of different online classes in ‘in-demand’ fields like information technology, law, healthcare, the cannabis industry, writing and publishing and marketing. Each self-paced online course can be accessed through any internet-enabled device, making it convenient to brush up on skills or train for a new career any time, any place, during a lunch break or even on the subway.

“Making education accessible to all doesn’t just benefit the student, but the community at large,” said Sunil Gupta, Dean of BMCC. “Our goal is to empower students by giving them the tools they need not only to find a job, but to create a satisfying career and learn valuable skills that will help them advance.”

The Center for Continuing Education and Workforce Development at BMCC has a two-decade history of providing accessible, useful courses to anyone looking to improve their career and educational potential. BMCC’s partnership with Ed4Career is the latest step in advancing adult and continuing education through the school, and includes traditional classroom settings as well as digital learning.

For more information about Ed4Career’s partnership with Borough of Manhattan Community College / CUNY, or to inquire about the company’s full library of courses, please visit https://bmcc.ed4career.com.

COMING SOON SUMMER CAMP FOR K–12!

BMCC & UBTECH have partnered to provide STEM & Robotics Camps.

A new virtual STEM & Robotics Camp program for ages 8–16.
BMCC Adult Continuing Education is excited to partner with Coursera, the leading online learning platform, to make our students job ready. It’s a digital leap towards enhancing the learning experience for our students, alumni, and faculty!

Over 1,000 of our students are currently building job-relevant skills on Coursera. When they’re one skill away from getting their dream job, our students are closing the gap with Coursera. Join them in taking a course and becoming more job-ready!

Why learn on Coursera?
While learning on Coursera you will...
• Learn new skills to help you excel in your current role.
• Help prepare for your dream job.
• Refresh your education & keep your competitive edge.
• Become better informed on a variety of topics.
• Access content from 160+ universities & 30+ industry partners.
• Be part of a community of over 40+ million global learners.

Visit https://www.coursera.org/programs/borough-of-manhattan-community-college-on-coursera-x0gy?currentTab=CATALOG to start learning today!
MEDICAL ASSISTANT SPECIALIST (MAS)
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. Students who successfully complete both in-class instruction and the experiential learning component may be eligible for the National Healthcareer Association (NHA) certification exam. Textbooks, scrubs, and NHA exam fee are not included in the tuition.

BASIC ACCOUNTING WITH QUICKBOOKS
This course provides an introduction to the basic concepts of accounting and techniques needed to fully utilize QuickBooks for booking and accounting purposes. It covers cash- and accrual-based accounting transactions, chart of accounts, different types of business entities, financial report preparation, and use of journals and ledgers for double-entry accounting. The course integrates hands-on usage of QuickBooks with course bookkeeping lectures to help students gain a full understanding of the material.

EXCEL FOR THE ESOL LEARNER*
The Burning Glass Labor Report for New York City (October 1, 2017 – December 31, 2017) places Microsoft EXCEL as a comfortable number one on its “In-Demand Skills” list. Nearly every ‘white collar’ office-centered occupation now requires considerable computer literacy. Based on the successful i-BEST model of training, this course will be team taught by a certified EXCEL instructor joined by an ESOL instructor to provide extra support to the students. Students should be familiar with computer basics, including using a mouse, and have a high intermediate level of English proficiency.

* This is a grant-funded program offered to eligible participants at no cost.

CUNY in the Heights is located at 5030 Broadway, Between 213th and 214th Streets in Manhattan.

Take the A train to 207th Street. Walk three blocks north to 213th and Broadway.

OR

Take the 1 train to 215th Street and Broadway. When you exit the station, walk one block south and the building is on 214th Street and Broadway.
CORPORATE TRAINING SOLUTIONS

Have you noticed a gap between your organization’s needs and your employees’ skills? Whether you need a group of employees trained on a new software application or departments of co-workers trained in new business practices, BMCC has a team of Organizational Development professionals and Subject Matter Expert instructors ready to assist you. BMCC works with employers across Manhattan to design and deliver customized training solutions on a regular basis.

If funding your training is a concern, and depending on the extent of your performance improvement needs, we can also counsel clients on how to access public grant programs to underwrite training activity.

LEADERSHIP DEVELOPMENT SERIES

- Strategic Planning: Planning for Growth
- Accounting for Non-Financial Managers
- Delivering Gold Medal Presentations
- Managing Organizational Change
- Performance Management: Approaches to Employee Development

CUSTOMER SERVICE MANAGEMENT SERIES

- Customer Service Fundamentals
- Interpersonal Communications
- Solving Problems and Making the Right Decisions
- Performance Management: Approaches to Employee Development

SUPERVISORY SKILLS SERIES

- The Role of the Supervisor
- Interpersonal Communications
- Collaborative Outcomes: Team Building
- Writing for Better Business Results
- Diversity in the Workplace
- Managing Conflict Resolution

WHAT CLIENTS SAY ABOUT US...

“McDonald’s Corporation and local Owners and Operators were interested in rolling out a management training program which combined English fluency instruction with Customer Service Skills training to improve the overall customer experience in our restaurants. We needed a training partner to design and deliver the program for employees at the more than 200 restaurants in the five boroughs and have been very pleased with our partnership with BMCC. In particular, the quality of the faculty they identified and trained for us has been exceptional.”

Juan De La Cruz // Owner & Operator // McDonald’s Corporation // New York City

“BMCC has helped develop a PDPM (Patient Driven Payment Model) training program for our 1199SEIU participating nursing homes in NYC, Long Island and Hudson Valley. This program is designed to equip frontline workers with essential skills needed to successfully transition from RUGs to PDPM in compliance with new CMS regulations. Class participants have expressed their rave reviews about the training. We are very thankful for the professional support provided by BMCC faculty and the Continuing Education staff!”

James Chang // Program Manager of 1199SEIU Training and Upgrading Fund
BMCC Adult Continuing Education strives to provide you with flexible payment plans, so your focus remains obtaining the education and career training you deserve.

**Split Fees/Installment Payments**

Students will be eligible for the following partial payment plans for specific tuition courses that are $1,000 and up:

- For selective Technology and Allied Health courses, students will be required to pay 70% of the course fee by the first day of class, with the balance due before the course reaches the mid-point;
- For Medical Assistant (MAS) and Hemodialysis course, students will be required to pay 65% of the course fee by the first day of class, with the balance due before the course reaches the mid-point;
- All other courses not mentioned above with a tuition of $1,000 and up will require a deposit of 70%

Learners will be charged a $25 administrative fee for choosing a split fee/installment payment option.

**For more information contact the Bursars office at 212-346-8433 or ex. 8423.**

In addition to the tuition payment plan, there are several other payment options available to BMCC’s Continuing Education students, such as:

- Corporate Tuition Reimbursement/ Vouchers
- DC 37 Members
- Helena Rubenstein Scholarship
- My Career Advancement Account (MyCAA)
- NYS & CSEA Partnership for Education & Training
- Workforce1 Individual Training Grant (ITG Vouchers)

**For more information visit www bmcc cuny edu ce and click on Tuition Options.**
REGISTRATION & POLICIES INFORMATION

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

REGISTRATION LOCATION AND GENERAL REQUIREMENTS

Bursar’s Office is located at:
25 Broadway, 8th Floor
Telephone: 212-346-8410
Fax: 212-785-6832
E-mail: ace@bmcc.cuny.edu

General requirements for registration are:
- Students must have a high school or high school 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

IN-PERSON REGISTRATION

Mon — Thurs; 9:30am — 7:00pm
Tues; 9:30am — 6:00pm
Fri; 9:00am — 4:00pm

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 — City University of New York. We do not accept cash payments.

PAYMENT OPTIONS

BMCC Adult Continuing Education strives to provide you with flexible payment plans, so your focus remains obtaining the education and career training you deserve. To learn more about our payment options, visit our website and click on “Payment Options” located on the bottom of the page or call 212-346-8410.

TUITION REIMBURSEMENT/ CORPORATE VOUCHERS

A tuition reimbursement or corporate voucher may be used towards our professional development and other certificate training courses. To be qualified for tuition reimbursement or a corporate voucher will require approval through your company’s education assistance department or Human Resources Office. To find out if you qualify, please contact your employer.

REGISTRATION DEADLINE

Registration for courses must be completed at least one week prior to the start date of the class.

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.

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 of $25.00. A $10.00 fee will be applied for each late payment on an existing balance. After the second class session has begun, course registration is closed.

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.

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:
- 5% off tuition rate for BMCC Alumni (students who earned an Associate’s Degree from BMCC).
- 5% off tuition rate for Senior Citizens, CUNY employees, or students who previously participated in a BMCC Continuing Education course.
- 5% off tuition rate for students who previously attended the open house session for all programs (restrictions may apply).
- 5% off for returning students who have taken classes at Borough of Manhattan Adult Continuing Education Department.

Please note: discounts are only available for courses that are $800 and up; discounts CANNOT be combined. Some restrictions may apply. Discounts are not applicable towards all classes.

BOOKS & MATERIALS

Students are responsible for the purchase of required textbooks or other course materials. The costs of these are not included in the tuition price, unless otherwise indicated.
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 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 late registration for a tuition course (subject to change without notice).

COMMUNITY SWIM PROGRAM REFUND POLICY

1. Refunds are computed as of the date the Bursar’s Office is notified of the withdrawal.
2. Withdrawal or refund requests cannot be made by telephone, or by other means (i.e. instructor, pool guard etc.) All refund requests must be submitted in writing. E-mail is acceptable.
3. Refunds are granted if your written request to withdraw is received by our Bursar’s Office as per the schedule listed below.
4. Requests sent by mail will be considered by the date they are postmarked.
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.

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.

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 for insufficient funds 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 the remaining sessions in order to accommodate the contract hours missed as a result of the cancellation.

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 professional for clarification on deductions.

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 1010 WINS AM radio notification, NY1 television, the college website for a formal college closure announcement, or call 212.346.8410.

STATEMENT OF NON-DISCRIMINATION

Borough of Manhattan Community College, The 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.

RETAKE POLICY

BMCC ACE is under no obligation to allow students currently enrolled to retake ACE courses. However, consideration will be given to student requests on a case-by-case basis. Should such a request be granted, the following conditions will apply subject to further restrictions:

Repeating Classes for Students Enrolled in Certificate Programs:

- Students cannot request to re-take a course in which they have earned a grade of C- or better.
- If the student has not completed the course with a grade of D or better and the course/grade is necessary to satisfy the certificate requirements, the course may be repeated once at the discretion of the College.
- If approved, retakes will be subject to the availability of the next class and confirmed student enrollment.
- If a student is unable to complete or has to drop a course, students are obligated to state in writing the reason and send the statement to the attention of BMCC’s ACE Bursar.
- Students dropping the course must pay off the remaining balance due to Continuing Education before attempting to register for a retake course.
- With all retakes, there is a registration fee of $25.00 in addition to $25.00 administrative and processing fees.
- Students with a poor attendance record will not be eligible to request a retake of the course.

In the event a retake request is rejected, Students may repeat BMCC’s ACE courses at the current listed price subject to any remaining conditions.

OTHER STUDENT FEES

I. Administrative Fees
Continuing Education students with partial payment agreements are charged a non-refundable student administrative fee of $25.00.

II. Registration Fees
A non-refundable registration fee of $15.00 will be applied to all courses (subject to change).

III. Replacing ID card fee
Students who have lost their BMCC Continuing Education ID card should go to the Bursar’s Office for a replacement. A $10.00 fee is charged for replacing lost or missing cards.

IV. Cost and Fees for Transcript
Unofficial transcripts for non-degree programs are issued without charge to all students upon completion of the course. Original Official transcripts will be charged at $20.00.

V. Certificates
Original certificates for non-degree programs are issued without charge to all persons completing certificate programs. Replacement or supplementary copies of your original certificate will be charged a $20.00 non-refundable fee.

VI. Late Payments
All payments are due on the selected due date. If payments are not received by the due date, a non-refundable late fee of $25.00 will be assessed for each missed payment. It is the student’s responsibility to inform BMCC Continuing Education Bursar’s Office should you have difficulty in meeting your tuition obligation, so that special arrangements and adjustments to your partial agreement can be made in writing. The partial payment plan must be agreed upon by all parties.

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.

For updated policies, please visit our website and click on “Policies” located on the bottom of the page or call 212.346.8410.
Public Transportation:

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

**Bus Lines:**
- M5, M15, and M20 to South Ferry
- M9 to Battery Park City

**Ferry:**
- Whitehall Terminal

**PATH Train:**
- World Trade Center/Transportation Hub

**Car:**
- Battery Tunnel/Brooklyn Bridge/F.D.R./West Street

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**CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT**

www.bmcc.cuny.edu/ce
25 Broadway, 8th Floor
New York, NY 10004

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