“You should never view your challenges as a disadvantage. Instead, it’s important for you to understand that your experience facing and overcoming adversity is actually one of your biggest advantages.”
—Michelle Obama

CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

www.bmcc.cuny.edu/ce
25 Broadway, 8th Floor
(212) 346-8410
SUBWAY LINES:

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

BUS LINES:

M5, M15, AND M20 TO S. FERRY
M9 TO BATTERY PARK CITY

FERRY:

WHITEHALL TERMINAL

PATH TRAIN:

WORLD TRADE CENTER/TRANSPORTATION HUB

CAR:

BATTERY TUNNEL/BROOKLYN BRIDGE/F.D.R. DRIVE/WEST ST

To view our complete map, visit: www.bmcc.cuny.edu/map.

CAREER PATHWAYS

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.
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 the BMCC 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 good health and much success in your educational journey!

Sincerely,

ANTHONY E. MUNROE
President, Borough of Manhattan Community College, CUNY

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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Due to the dynamic environment in which things are changing in NYC due to the Covid-19 pandemic, BMCC’s Center for Adult Continuing Education will be offering all of its courses in an online modality. If the 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, while 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; tasks 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: 6:00pm — 9:00pm and Sat; 9:00am — 5:00pm
July 26, 2021 — July 9, 2022

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, 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.

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 in 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, allergies, immunization status, laboratory test results, radiology images, vital signs, and billing information. (70 hours)

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

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.

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. Upon successful completion of the program, students are eligible to sit for the CCHT National Exam.

Textbook and scrubs not included.

24 Sessions // 100 hours // $2,210
100 hours plus 7 hour BCLS course
Tues & Thurs; 10:00am — 2:00pm

NEW ONLINE HEMODIALYSIS TECHNICIAN & NURSE TRAINING!

BMCC in partnership with Dialysis4Career has revised its Hemodialysis Technician and Nursing Training to adapt to Covid-19.

• All virtual classes will be led by a BMCC instructor.
• This is a 64-hour program.
• Tuition: $1,800
• Ability to sit for the CCHT national exam upon successful completion of class.
• Upon successful completion students will be job ready.
• Includes industry employer(s) as guest speaker(s)
• 4-hour National prep review is included in the course.

The course is designed to cover the anatomy and physiology of the kidneys, common causes of End Stage Renal Disease, principles of hemodialysis procedure, treatment options, commonly used hemodialysis terms and abbreviations, patient assessment, nutritional and social needs of End Stage Renal Disease patients, vascular access, cannulation techniques, infection control, medication, and medical and technical complications.

64 hours // $1,800
Day and Evening classes available; please see website for schedule.

DIALYSIS BIOMEDICAL 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 while also gaining 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.
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 — 10:00pm
February 3, 2021
April 7, 2021
June 2, 2021

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-acs
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.
4 Sessions // 16 hours // $275
Monday & Wednesday; 4:00pm — 8:00pm
April 5 — April 14, 2021
OR
Saturdays; 9:00am — 5:00pm
June 5 & June 12, 2021
Books are not included.

ADVANCED CARDIAC LIFE SUPPORT ORIGINAL COURSE
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; this is combined with 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
Wednesday; 5:00pm — 10:00pm
April 14, 2021
June 9, 2021
August 11, 2021

HEALTHCARE PROFESSIONALS CONTINUING EDUCATION CLASSES
PEDIATRIC ADVANCED LIFE SUPPORT ORIGINAL COURSE

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, this is combined with 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 PALS certification. This class meets 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 — July 22, 2021
OR
Sunday & Wednesday; July 19, 2021 10:00am — 6:00pm and July 22, 2021 2:00pm— 10:00pm
Books are not included.

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. https://shopcpr.heart.org/heartcode-pals

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 learn pediatric cardiac arrest management. 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; 3:00pm — 8:00pm Feb 3, 2021
Wednesday; 5:00pm — 10:00pm March 17, 2021
April 26, 2021
May 19, 2021

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
Saturday; 9:00am — 6:00pm February 20, 2021
OR
Wednesday; 6:00pm — 10:00pm May 5 & May 12, 2021
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 — 10:30pm June 7 & June 14, 2021
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 causes and responses to trauma and teaches EMS practitioners strategies to alleviate patients’ distress. During class, students will work with actors/actresses to practice related scenarios applying the skills to reduce psychological trauma in patients, 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
Mondays, 5:00pm — 10:00pm
June 21 & June 28, 2021

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 this course.

1 or 2 Sessions / 6 hours / $60
Thursdays; 6:00pm — 9:30pm
May 6 & May 13, 2021
Textbooks are included.

EMERGENCY MEDICAL TECHNICIAN BASIC PRACTICAL SKILLS EXAMINATION
Prerequisite: Must have completed an Emergency Medical Technician Basic course and obtain prior approval from the Paramedic Program Director.
This skills session meets the requirements for both an original NREMT and New York State 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 Basic written certifying examination as per their State and National regulations.

1 Session // 3 hours // $75
Wednesday, 5:00pm — 8:00pm
March 10, 2021
OR
Saturday; 1:00pm — 4:00pm
May 22, 2021
OR
Saturday; 1:00pm — 4:00pm
August 14, 2021

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 requirements for both an original NREMT and New York State original Paramedic Psychomotor Exam. 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
Wednesday, 5:00pm — 10:00pm
May 12, 2021
OR
Monday; 4:00pm — 10:00pm
August 16, 2021
OR
Tuesday; 4:00pm — 10:00pm
August 17, 2021

Company Training Options:
Do your employees need training? Customized training solutions are available. For more information, see page 41.
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.

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.

Saturday, 10:00am — 4:30pm
April 3 — May 15, 2021
New York State Written Exam in May 2021.

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.

Mondays, & occasional Wednesday skills; 6:30pm — 9:30pm
Feb 22 — May 12, 2021
New York State Written Exam in May 2021.
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
Jan 12, 2021 — May 27 2021

20 Sessions // 120 hours // $2,200
Sat; 9:30am — 3:30pm
Feb 20, 2021 — July 17, 2021

Visit our website for upcoming dates.

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
Classes only run during the summer months of June — August.

Visit our website for upcoming dates.

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; 10:00am — 6:00pm
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. Students will learn Phlebotomy and be able to collect and prepare blood and other specimen collections ordered by a licensed Health Provider. This course teaches both skill competencies to make health professionals 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
Jan 21, 2021 — Feb 25, 2021
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
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. The BMCC Center of Adult Continuing Education and Workforce Development 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, Linux+, 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 Specialists. You will gain hands-on experience and learn how to disassemble and reassemble computers, 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
Feb 13 — May 1, 2021
June 26 — Sept 25, 2021

Upon passing an entrance exam, students can transfer up to 4 credits toward their Associate Degree in Computer Information System (CIS) at BMCC.
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, 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 implementing and troubleshooting IPv4 and IPv6 deployments and protocol issues as well as knowledge of layered LAN Security best practices for wired and wireless deployments.

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, GoS 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 1 & Semester 2
46 Sessions // 138 hours // $1,950
Mon & Wed; 6:00pm — 9:00pm
March 1 — Aug 11, 2021
Oct 18 — March 30, 2022

Semester 3
24 Sessions // 72 Hours // $1,350
Tues & Thur; 6:00pm — 9:00pm
May 25 — Aug 12, 2021
Sept 7 — Dec 2, 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
Jan 12 — June 24, 2021
Sept 14 — March 3, 2022

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:

1. Packet Forwarding
2. Spanning Tree Protocol
3. Advanced Spanning Tree
4. Multiple Spanning Tree Protocol
5. VLAN Trunks and EtherChannel Bundles
6. IP Routing Essentials
7. EIGRP
8. OSPF
9. Advanced OSPF
10. OSPFv3
11. BGP
12. Advanced BGP
13. Multicast
14. QoS
15. IP Services
16. Overlay Tunnels
17. Wireless Signals and Modulation
18. Wireless Architecture Infrastructure
19. Understanding Wireless Roaming and Location Services
20. Authenticating Wireless Clients
21. Troubleshooting Wireless Connectivity
22. Enterprise Network Architecture
23. Fabric Technologies
24. Network Assurance
25. Secure Access Control
26. Network Device Access Control and Infrastructure Security
27. Virtualization
28. Foundational Network Programmability Concept
29. Introduction to Automation Tools

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)

Modules/Concepts Covered:

1. IPv4/IPv6 Addressing and Routing Review
2. E16IGRP
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 Personal Computers, 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
Feb 9 — March 11, 2021
April 13 — May 13, 2021
July 20 — Aug 19, 2021

* 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 & Wed; 6:00pm — 9:00pm

* 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 material (i.e. course-work) required to pass the Certified Entry-Level Python Exam: https://pythoninstitute.org/certification/pcap-certification-entry-level/ and builds the foundation for what’s required to pass the Certified Associate in Python Programming Exam: https://pythoninstitute.org/certification/pcap-certification-associate/.

12 Sessions // 36 hours // $1,295
Tue and Thurs; 6:00pm — 9:00pm
March 2 — April 8, 2021
June 8 — July 15, 2021

ADVANCED PYTHON

Continue your Python Programming journey by working with Files and Strings, Reading and handling Exceptions, Building Modules and organizing them into Packages; you will build understanding of Classes and Object-Oriented Programming with concepts such as Encapsulation, Inheritance, and Polymorphism; you will learn about Data Structures such as Dictionaries, Sets, Stacks, and Queues; you will write Search and Sort Algorithms while measuring their speed and efficiency. You’ll use your Advanced Python Programming skills to Build an Object-Oriented Application that works with persistent data, Data Structures, and an efficient Algorithm.

12 Sessions // 36 hours // $1,400
Fri; 7:30pm— 10:30pm and Sat; 9:30am — 12:30pm
April 23 — June 4, 2021
July 30 — Sept 10, 2021

PYTHON DATA ANALYSIS

Prerequisite: Intro to Python, and Advanced Python

Become a Data Analyst by learning to consolidate data, detect patterns, conclude and communicate results implicitly. You’ll work with Python Data Analysis Libraries (Numpy, pandas, Matplotlib) to manipulate, prepare, and visualize Data.

16 Sessions // 48 hours

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

212-346-8410 // ace@bmcc.cuny.edu // www.bmcc.cuny.edu/ce
INTRO TO STRUCTURED QUERY LANGUAGE (SQL)
Structured Query Language (SQL) is used to extract information from a relational database to address an array of business information needs. Thus, the goal of the course is to teach participants how to query a relational database for information and analysis.
This course is designed to introduce Structured Query Language (SQL) to end users:
• who need to understand how data is retrieved prior to analyzing it,
• who would like to enter the field of computer science with little or no prior knowledge of databases and/or programming languages,

10 Sessions // 30 hours // $699
Sat; 9:30am — 4:30pm
Jan 23 — Feb 20, 2021


INTRODUCTION TO DATA SCIENCE
This course will provide a foundation in the area of data science based on data curation and statistical analysis. The primary goal of this course is for students to learn data analysis concepts and techniques that facilitate making decisions from a rich data set.

26 Sessions // 78 hours

INTERMEDIATE SQL (CERTIFICATION)
Prerequisite: Intro to Structured Query Language (SQL) or equivalent and Understanding Manipulation Language (DML) and Data Definition Language (DDL)
Structured Query Language (SQL) is used to extract information from a relational database to address an array of business information needs. Thus, the goal of the course is to teach participants how to query a relational database for information and analysis.
This course will prepare you for Microsoft Certified Profession (MCP) Exam 98-364 (https://microsoft.com/en-us/learning/exam-98-364.aspx). This course is designed to introduce Structured Query Language (SQL) to end users:
• who need to understand how data is retrieved prior to analyzing it,
• who would like to enter the field of computer science with little or no prior knowledge of databases and/or programming languages,

10 Sessions // 30 hours // $799
Mon & Wed; 6:00pm — 9:00pm
March 29 — April 28, 2021
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!

**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 a 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
Feb 8 — May 24, 2021

**WEB DEVELOPMENT BOOTCAMP**

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
Feb 20 — July 17, 2021

**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 effects, 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
March 13 — June 26, 2021

**GOOGLE IT SUPPORT PROFESSIONAL CERTIFICATE COMING SOON!**

The Google IT Support Professional Certificate introduces learners to troubleshooting, customer service, networking, operating systems, system administration and security. This certificate is for beginners.

11 Sessions // 66 hours
CAREER IN IT CYBER SECURITY

LINUX +
Prerequisites: CompTIA Network+ certification or course equivalent recommended.
This course is intended for students who want to learn about the Linux operating system and prepare to pass the Linux+ certification exam from CompTIA (Powered by LPI). The course provides comprehensive coverage of topics related to Linux certification, including Linux distributions, installation, administration, X-Windows, cloud technologies, networking, and security.

30 sessions // 90 hours // $1,400
Mon & Wed; 6:30pm — 9:30pm and Sat; 9:00am — 12:00pm
July 26 — Oct 6, 2021

NETWORK + AND SECURITY +
Prerequisites: CompTIA A+ certification or course equivalent recommended.

Network+: Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill.
This course builds on your existing knowledge and experience with personal computer operating systems and networks to present the fundamental skills and concepts that you will need to use on the job in any type of networking career.

Security+: This course will focus on network security, operational security, threats and vulnerabilities, host security, access control, and cryptography.
This course offers a comprehensive guide for anyone wishing to take the CompTIA Security+ Certification Exam. It introduces the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography.

60 sessions // 180 hours // $2,975
Mon & Wed; 6:30pm — 9:30pm and Sat; 9:00am — 12:00pm
Feb. 1 — June 26, 2021
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 FOUNDATIONS

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.

18 Sessions // 36 hours // $499
Tue, Wed, Thurs; 7:00pm — 9:00pm
Jan 19 — Feb 25, 2021
March 9 — April 15, 2021
April 27 — June 3, 2021

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.

16 Sessions // 80 hours // $1,299
Sat; 10:30am — 4:30pm
Jan 23 — May 8, 2021

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 that 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 course for you! We offer:
Facebook, Instagram, LinkedIn, Twitter, Pinterest and more!

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

Sat; 9:30am — 4:30pm
July 31 — Oct 30, 2021
Professional Development focuses on career enhancement and functional marketplace expertise through the development of project management, project planning and control leadership skills, and business writing fluency, the acquisition of notary public license, and increased knowledge and proficiency in QuickBooks.

**NEW! BASIC ACCOUNTING WITH QUICKBOOKS ONLINE (QBO)**

Companies and businesses are now using QuickBooks Online (QBO); the desktop version is being phased out. Learn this new online version while learning basic accounting principles with professor Clive Nair from BMCC’s accounting department.

This course will introduce students to the basic concepts of accounting techniques needed to fully utilize QuickBooks for bookkeeping 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 bookkeeping lectures, to help students gain a full understanding of the material.

You will receive access to the online software for free as part of this class. There is also a textbook required; details upon registration.

12 Sessions // 36 hours // $275

Mon & Wed; 7:00pm — 10:00pm
Feb 22 — March 31, 2021

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**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

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**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

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**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

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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**

**PARE LEGAL 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
March 27 — May 24, 2021
Sat & Sun; 9:00am — 12:30pm and Mon; 6:00pm — 9:30pm
Classes will be held via Zoom.
No classes will be held on April 3, 4, or 5 for Easter.

**PARALEGAL SPECIALIZATION WITH BANKRUPTCY LAW**
This Paralegal Certificate Course: Bankruptcy Law specialization topic combines the nationally acclaimed Paralegal Certificate Course© curriculum offered by over 100 colleges and universities nationwide with additional specialized training focusing on the important principles of Bankruptcy Law. Your study and concentration on substantively specific materials will enable you to gain a strong competitive edge over other paralegals entering Bankruptcy Law. The additional training gained through participation in this course will embellish your legal knowledge and skills, which in turn should increase your salary and marketability. Materials needed – Paralegal books, Bank Law does not require a textbook.

3 Sessions // 135 hours // $1795
+ books + Westlaw ($398.20 + $89)
Total if you buy books from CLS: $2282.20

**ONLINE LEGAL STUDIES COURSES**

Start dates for all Online Courses:
March 8 — April 23, 2021
May 3 — June 18, 2021
June 28 — August 13, 2021
August 23 — October 8, 2021

**EDISCOVERY FOR PARALEGALS CERTIFICATE**
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.

$995

**LEGAL NURSE CONSULTANT TRAINING**
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.

6 SESSIONS // 42 HOURS // $1,195

Register @ www.legalstudies.com/vendor/bmcc/
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.

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 materials 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.
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.
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
Courses will be held virtually with instructor.

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, thereby translating a client’s vision into awe-inspiring reality.

10 Sessions // $1,795
Wed: 6:00pm — 9:30pm
Courses will be held virtually with instructor.

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:

- 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.

10 Sessions // $1,495
Tues: 6:00pm — 9:30pm
Courses will be held virtually with instructor.
LEARNING ACROSS AMERICA

Learning Across America is a continuing education program designed specifically for au pairs to receive necessary credit, but most classes are open to non-au pairs as well. Classes consist of a pre-assignment, live online classes and a final assignment.

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.

$275

taught by Sara Lenore

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.

$275

taught by Elizabeth Marner-Brooks

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.

$275

taught by Melissa Shaw
HOUSTON
Houston’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

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.

OFF TO A FRESH START-UP: HOW TO DESIGN THE BUSINESS OF YOUR DREAMS
This introductory business course is designed to provide students with the tools necessary to start their own successful side hustle or start-up in a post-Covid world.
taught by Mikaila Brown
$275

SELF CARE TOOLBOX
Self Care Toolbox is designed to support students dealing with the natural anxiety of being an au pair. Through discussions, lectures, group work, and practical activities, students will work toward becoming more aware of wellness and managing stress levels.
taught by Alicia Giordano
$275

212-346-8410 // ace@bmcc.cuny.edu // www.bmcc.cuny.edu/ce
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
$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
$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, Humbolt Park, and 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.
$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 with your teacher 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 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.
$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 (BLIIS)

BMCC Language Immersion for International Students (BLIIS) 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 (BLIIS) 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.

**Winter Session**
10 sessions // 40 hours // $350
Sat; 9:00am — 1:00pm
Jan 9 — March 13, 2021

**Spring Session**
10 Sessions // 40 hours // $350
Sat; 9:00am — 1:00pm
April 10 — June 12, 2021

**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.

**Winter Session**
10 sessions // 40 hours // $350
Sat; 9:00am — 1:00pm
Jan 9 — March 13, 2021

**Spring Session**
10 Sessions // 40 hours // $350
Sat; 9:00am — 1:00pm
April 10 — June 12, 2021

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

**Winter Session**
10 sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
Jan 9 — March 13, 2021

**Spring Session**
10 sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
April 10 — June 12, 2021

**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 address 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.

**Winter Session**
10 sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
Jan 9 — March 13, 2021

**Spring Session**
10 sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
April 10 — June 12, 2021

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BMCC Center for Continuing Education and Workforce Development

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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

Winter Session
10 sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
Jan 9 — March 13, 2021

Spring Session
10 sessions // 30 hours // $280
Sat; 1:30pm — 4:30pm
April 10 — June 12, 2021

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.

Winter Session
10 sessions // 30 hours // $280
Sat; 10:00am — 1:00pm
Jan 9 — March 13, 2021

Spring Session
10 sessions // 30 hours // $280
Sat; 10:00am — 1:00pm
April 10 — June 12, 2021

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).

Winter Session
10 sessions // 40 hours // $350
Sat; 10:00am — 2:00pm
Jan 9 — March 13, 2021

Spring Session
10 sessions // 40 hours // $350
Sat; 10:00am — 2:00pm
April 10 — June 12, 2021

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!
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

APPLY NOW!
https://www bmcc. cuny. edu/admissions/apply-now/
If you want to start in Fall, last day to apply is August 6!

Contact Us:
Admissions Specialists can answer general college questions or help you complete your application.

Call: (212) 220-8000
Send us an Email: http://www bmcc. cuny. edu/admissions/contact
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 in many in-demand fields. 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ED2GO SUITES AND SINGLE</strong></td>
<td></td>
</tr>
<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 syntax 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 and attract and retain top talent to be competitive in the global marketplace; you will learn 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>
### Program Description

**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; you will learn and utilize 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>
<th>National Certification/Internships/Job Opportunities</th>
</tr>
</thead>
<tbody>
<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.</td>
<td>Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)</td>
</tr>
<tr>
<td>CPC MEDICAL BILLING AND CODING (VOUCHER INCLUDED)</td>
<td>340</td>
<td>$2,695</td>
<td>If you’re seeking entry into the healthcare industry, this comprehensive course will provide you all the information you need to earn a certification in medical billing and coding.</td>
<td>American Academy of Professional Coders’ (AAPC) Certified Professional Coder (CPC) exam</td>
</tr>
<tr>
<td>CPC CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (VOUCHER INCLUDED)</td>
<td>500</td>
<td>$3,195</td>
<td>Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient.</td>
<td>Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC), and the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association (NHA). This course includes vouchers that cover the fees for the (CPC) and (CMAA) exams.</td>
</tr>
<tr>
<td>Program</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.</td>
<td>Certified Medical Administrative Assistant (CMAA) national certification exam</td>
</tr>
<tr>
<td>CERTIFIED CLINICAL MEDICAL ASSISTANT</td>
<td>540</td>
<td>$2,495</td>
<td>You will learn the necessary skills to function as a vital member of the healthcare team in a hospital setting, clinic, or physician’s office.</td>
<td>Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcare Association (NHA)</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 and essential information about anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and more.</td>
<td>Prepare you for the radiology and infection control portions of the Dental Assisting National Board exam</td>
</tr>
<tr>
<td>CERTIFIED PHYSICAL THERAPY AIDE (VOUCHER INCLUDED)</td>
<td>150</td>
<td>$1,995</td>
<td>In this online program, you will master all the skills you need to begin a career as a physical therapy aide. You will learn what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of anatomy and medical terminology. In addition, you will get a solid grounding in patient care skills, infection control, and the legal and ethical regulations that affect healthcare providers. By the end of the program, you will be fully prepared to obtain an entry-level position as a PT aide in a healthcare facility.</td>
<td>AMCA Physical Therapy Technician/Aide certification</td>
</tr>
<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>
<td>This program prepares students to achieve American Board of Opticianry (ABO) certification.</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 for any of the Medical Interpreting examinations available in the country. This course is language specific — Spanish/English.</td>
<td>This Medical Interpreter training course prepares you to sit for any of the Medical Interpreting examinations available in the country.</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>
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<tr>
<td>Program</td>
<td>Hours</td>
<td>SRP</td>
<td>Description</td>
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<tr>
<td><strong>INFORMATION TECHNOLOGY</strong></td>
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<tr>
<td>FRONT END WEB DEVELOPER</td>
<td>160</td>
<td>$1,995</td>
<td>Everything a user sees and interacts with on a website was built by a front-end developer. Considering how many websites exist, front-end web developers are in high demand. This course will prepare you for an entry-level career in this growing job market. You will learn how to use HTML, CSS, and JavaScript to create functional, responsive web applications.</td>
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<tr>
<td><strong>BUSINESS</strong></td>
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<tr>
<td>CERTIFIED FINANCIAL HEALTH COUNSELOR</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 a consultant to other businesses that support individuals.</td>
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</tr>
<tr>
<td>CERTIFIED PROFESSIONAL LIFE COACHER (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>
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<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>
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</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>
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</tr>
<tr>
<td>CERTIFIED ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST 2019 (VOUCHERS INCLUDED)</td>
<td>425</td>
<td>$3,595</td>
<td>This program prepares you to take the CAP exam offered by the International Association of the Administrative Professionals. It also provides you with a broad selection of essential skills and knowledge to work effectively as an administrative assistant.</td>
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<tr>
<td><strong>LEGAL</strong></td>
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<tr>
<td>DIGITAL COURT REPORTING WITH LEGAL TRANSCRIPTION</td>
<td>120</td>
<td>$1,595</td>
<td>Court reporting is one of the fastest-growing career areas in the legal system. This 100% online course will prepare you to enter the court reporting field as both a digital court reporter and a legal transcriber. You will be fully prepared to pass the Certified Electronic Reporter (CER) and Certified Electronic Transcriber (CET) exams, offered by the American Association of Electronic Reporters and Transcribers (AAERT). The AAERT’s nationally recognized certifications are leading credentials required by various court systems and agencies.</td>
<td></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)
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 a variety of online classes in ‘in-demand’ fields like information technology, law, healthcare, the cannabis industry, writing, 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.
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-x0ygy](https://www.coursera.org/programs/borough-of-manhattan-community-college-on-coursera-x0ygy) 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; tasks 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 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.

BMCC Adult Continuing Education Courses

CUNY in the Heights

BMCC Adult Continuing Education Courses

CUNY in the Heights

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BMCC Adult Continuing Education Courses

CUNY in the Heights
**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
TUITION 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.

**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.**
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 – Sat; 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 qualify for tuition reimbursement or a corporate voucher you will need approval from 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](http://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 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 towards 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. After the second class session, no refunds or credits will be granted.

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

RETURNED CHECKS
In accordance with City University regulations, all students whose checks are returned from the bank 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 predisposition or carrier status, alienage or citizenship, status as victim of domestic violence, or marital, military, or veteran status. It is a violation of this policy for any member of the college community to engage in discrimination or to retaliate against a member of the community for raising an allegation of discrimination, filing a complaint alleging discrimination or for participating in any proceeding to determine whether discrimination has occurred. For details and complete information, go to http://www.bmcc.cuny.edu/academics.

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. The standard fee for each additional Official copy is $7.00. These fees are non-refundable.

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, M, 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

Start Here. Work Anywhere.

CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

Winter/Spring 2021 Course Catalog

www.bmcc.cuny.edu/ce
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New York, NY 10004

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