



**Helping NEW YORKERS**  
**Get Back to Work**

**Start Here. *Work Anywhere.***

*"Start where you are. Use what you have. Do what you can."  
—Arthur Ashe*

**CENTER FOR CONTINUING EDUCATION  
AND WORKFORCE DEVELOPMENT**

[www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)  
25 Broadway, 8<sup>th</sup> 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](http://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)
- Computer Network Support Specialist
- Electronic Health Record

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](http://www.bmcc.cuny.edu/ce).



## MESSAGE FROM PRESIDENT ANTHONY E. MUNROE

Borough of Manhattan Community College is here to support you in the pursuit of your personal and professional goals.

The BMCC Center for Continuing Education and Workforce Development provides cutting-edge technology, hands-on experience, partnerships with local businesses and industry, and an engaging classroom experiences designed to help you succeed.

Hard work is only one important part of building a better future for yourself. Learning new skills can make it easier to get more work done and do a better job overall. By taking advantage of the courses and services offered by the Center, you will find ways to grow your income, develop better networking skills, expand your professional interests, and climb the career ladder.

You can earn valuable credentials, upgrade your skills, and increase your earning potential. Whether you are looking for a pathway to an associate degree or professional development that leads to improved career opportunities, our staff and instructors are here to welcome and inspire you.

Invest in yourself and find your path to a bright future. I wish you much success in your educational journey!

A handwritten signature in black ink, appearing to read "Anthony E. Munroe". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**ANTHONY E. MUNROE**

*President, Borough of Manhattan Community College, CUNY*

## BMCC'S ADULT CONTINUING EDUCATION & WORKFORCE DEVELOPMENT MISSION STATEMENT

To excel as a leading innovator in Continuing Education and Workforce Development with high quality programs that align with BMCC's strategic goals and 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.

# CONTENTS

## ALLIED HEALTH 6

Medical Assistant Specialist (MAS).....	6
Electronic Health Records with Billing and Coding ..	6
Intro to Spanish for Healthcare Professionals.....	6
Hemodialysis Technician .....	7
Hybrid Hemodialysis Technician & Nurse Training ..	7
Dialysis Biomedical Equipment Technician .....	7
Emergency Medical Technician	
Paramedic Practical Skills Examination .....	8
Medical Billing & Coding (MBC).....	8
Intravenous Therapy .....	8
RN First Assistant .....	8
Basic EKG & Phlebotomy for Health Professionals ..	8
Introduction to Vital Signs.....	8

## INFORMATION TECHNOLOGY FOR THE 21<sup>ST</sup> CENTURY 9

Introduction to Computers (A+ Certification) .....	9
Google IT Support Certificate .....	9
Introduction to Networks – CCNA-ITN (Semester 1).....	10
Switching, Routing and Wireless Essentials – CCNA-SRWE (Semester 2) .....	10
Enterprise Networking, Security and Automation – CCNA-ENSA (Semester 3).....	10
Cisco Networking Academy – CCNP .....	11
Cisco Academy – CCNP Enterprise: ENCOR (Core Networking) .....	11
Cisco Academy – CCNP Enterprise: ENARSI (Enterprise: Advanced Routing and Services) .....	12
Intro to C++.....	13
Intro to Programming with JAVA.....	13
BMCC ACE Coding Academy .....	13
Intro to Structured Query Language (SQL).....	14
Intermediate SQL .....	14
Comprehensive Video Editing .....	14
Graphic Design Bootcamp.....	14
Web Development Bootcamp.....	14
Machine Learning.....	15
Intro to Python .....	15
Advanced Python.....	15
Python Data Analysis.....	15
Linux+ .....	16
Network+ and Security+.....	16
AWS Academy Cloud Foundations.....	17
AWS Academy Cloud Architecture.....	17
AWS Academy Data Analytics .....	17
Microsoft Office Professional.....	18
Social Media for Business .....	18

## CAREER TRAINING & PROFESSIONAL DEVELOPMENT 19

Basic Accounting with Quickbooks Online (QBO) ..	19
Notary Public Course .....	19
Intro to Spanish.....	19
Intermediate Spanish.....	19
Conversational Spanish & Culture.....	19

## BAR REVIEW COURSES 20

Mastering the Multistate Performance Test Course ..	20
Mastering the Multistate Essays Course.....	20
MBE DNA Course .....	20
EssayRX.....	21

## LEGAL STUDIES COURSES 22

Paralegal Certificate Course®.....	22
Online Legal Studies Courses .....	22

## WEDDING PLANNING INSTITUTE 25

Certified Wedding & Event Planner.....	25
Signature Wedding & Event Designer.....	25
Certified Corporate Event Planner .....	25

## AU PAIR EXPERIENCE PROFESSIONAL DEVELOPMENT 26

Childhood Literacy and Behavioral Development ..	26
ESL Pronunciation: Confidence Combo for Careers ..	26
Improvisation and Acting for Improving English ..	26
Off to a Fresh Start-Up:	
How To Design the Business of Your Dreams .....	27
Self Care Toolbox.....	27

## AU PAIR EXPERIENCE TRAVEL COURSES 27

Houston .....	27
Miami.....	27
Nashville.....	27
NYC Fashion: Cinema, Costume and Character ..	28
NYCinema.....	28
Chicago: Art and Diversity .....	28
NYC: Unique Style, Shared Stories .....	28
New Orleans .....	28
Washington, D.C.: Girl Power!.....	28

## AU PAIR EXPERIENCE ENGLISH LANGUAGE 29

English Conversation:	
Business and Workplace Success .....	29
English Pronunciation:	
Confidence Combo for Careers .....	29
English Language for Business:	
Networking & Negotiating .....	29
Off to a Fresh Start-Up:	
How To Design the Business of Your Dreams .....	29

## BMCC LANGUAGE IMMERSION FOR INTERNATIONAL STUDENTS (BLIIS) 30

Fall, Winter and Spring Semesters.....	30
BMCC CUNY Language Immersion Program (CLIP) ..	30

## ESL 31

ESL Intermediate/Advanced.....	31
ESL Business Writing .....	31
TOEFL Preparation .....	31

## ONLINE CAREER TRAINING 33

Ed2Go.....	33
Ed4Career .....	38
Coursera.....	39
CUNY In The Heights.....	40
Medical Assistant Specialist (MAS).....	40
Medical Billing & Coding (MBC).....	40
Hemodialysis Technician Training.....	40
Introduction to Computers (A+ Certification) .....	40
Introduction to Networks – CCNA.....	40
English for Speakers of Other Language (ESOL) ..	41
Security Officer Training .....	41
OSHA Training.....	41

## CORPORATE TRAINING SOLUTIONS 42

Leadership Development Series .....	42
Supervisory Skills Series .....	42
Customer Service Management Series .....	42

## REGISTRATION & POLICIES INFORMATION 44

Dear Member of the New York City Community,

As Acting Dean of the Center of Adult Continuing Education & Workforce Development at Borough of Manhattan Community College, I am honored and welcome the opportunity to speak to you.

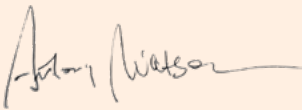
For several months, I have had the privilege of witnessing students return to a Hybrid or in-person classroom setting — a mark of resiliency. As Adult and Continuing Education provides more in-person activities, I am invigorated by the many people who walk through our doors and in our hallways. The feel of the rooms buzzing because classes are happening in-person brings joy to me. I am proud to say we have implemented safety protocols throughout the facilities to help maintain a safe and comfortable in-person student experience.

In addition, we have taken careful steps in crafting programs that are in-demand and relevant to today's current employment and workforce trends. We have a host of training programs to equip students with the skills and tools needed to reach their personal and professional goals — programs that provide state or national certifications. We are proud that we offer a series of online and in-person career training programs.

Our staff and faculty are committed to students' academic and workforce development success.

I invite you to join me in looking forward to a year full of optimism and hope for all that we can and will accomplish together. We are confident that you can and will find what you need in our Summer/Fall catalog!

Warmest regards,



**ANTHONY WATSON**

*Acting Dean, BMCC Center of  
Adult Continuing Education &  
Workforce Development*



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# ALLIED HEALTH

Allied health is one of the highest growing 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.

## MEDICAL ASSISTANT SPECIALIST (MAS)

All interested applicants are required to register for and attend an Information Session held every Monday at 6:00 pm.



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, Professional Liability Insurance, and NHA exam fee are not included in tuition.

**123 Sessions // 531 hours // \$4,300**

Mon & Wed: 6:00 pm – 9:00 pm and  
Sat: 9:00 am – 5:00 pm  
July 25, 2022 – July 1, 2023

## 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)

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: 6:00 pm – 9:00 pm  
TBA

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

## 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.

**8 Sessions // 24 hours // \$350**

*Visit our website for upcoming dates.*

## Do I need to attend an information session/open house?

Information sessions are mandatory for the following courses:

**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.**

The allied health professions fall into two broad categories: technicians (assistants) and therapists/technologists. Technicians are trained to perform procedures and require less than two years of education. They are required to work under the supervision of technologists or therapists.

## 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*

Day and Evening classes available; please see website for schedule.

## NEW! HYBRID HEMODIALYSIS TECHNICIAN & NURSE TRAINING

*BMCC in partnership with Dialysis4Career has modified our Hemodialysis Training to include both BMCC instructor-led virtual lessons and in-person clinical.*

- All virtual classes will be led by a BMCC instructor.
- In-person clinical
- Upon successful completion, students will be job ready.
- 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.

- Tuition fee does not include the Certification Exam.
- Upon successful completion of the course, participants will have gained core competencies to work in the Hemodialysis field.
- National Technician Exam Review is included in this course. Students who successfully complete the course are eligible to apply to take the National CCHT Certification Exam.

**100 hours // \$2,210**

\* 60 hours virtual and 40 hours in-person clinical

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.

## 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.

*Visit our website for upcoming dates.*

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## 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: 6:00 pm – 9:00 pm  
July 19 – December 6, 2022

**20 Sessions // 120 hours // \$2,200**

Sat: 9:30 am – 3:30 pm  
July 9 – December 10, 2022

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## 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**

Mon & Tues  
June 13 & 14; July 11 & 12;  
Aug 1 & 2; Aug 22 & 23

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## RN FIRST ASSISTANT

The NIFA RNFA Program meets all national AORN standards for RN First Assistant (RNFA) education programs and is accepted by the Competency & Credentialing Institute (CCI) and National Assistant at Surgery Certification. 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 in surgery. Effective June 8, 2016, the State of New York enacted a bill requiring private payers in the state of New York to reimburse RNFAs. 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 (extensions may be considered during Covid and other natural disasters).

*Prerequisite: Must hold a BSN or higher, a minimum of 2 years and 2,400 hours of perioperative experience (waived for NP) and must submit proof of CNOR (waived for NP) prior to completion of the program.*

**Tuition: \$3,695 – \$6,995** depending on student needs.

For further details visit website: [www.rnfa.org](http://www.rnfa.org)  
or call NIFA at 1.800.922.7747  
Mon – Thurs: 8:00 am – 4:00 pm  
(Fridays close at 3:00 pm) MST  
email: [admissions@NIFA.com](mailto:admissions@NIFA.com)

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## 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: 5:00 pm – 9:00 pm

*Visit our website for upcoming dates.*

*Course is held at Bellevue Hospital SIMMS LAB*

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## 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 emailed to all students.

**1 Session // 4 hours // \$150**

*Visit our website for upcoming dates.*



# INFORMATION TECHNOLOGY FOR THE 21<sup>ST</sup> CENTURY

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 skill sets, 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 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 as well as the CompTIA A+ Certification Exam (1101 & 1102) that validates your skills as an IT professional.



**24 Sessions // 72 Hours // \$899**

Sat: 9:30 am – 4:30 pm

Nov 19, 2022 – Feb 25, 2023

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

### GOOGLE IT SUPPORT 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**

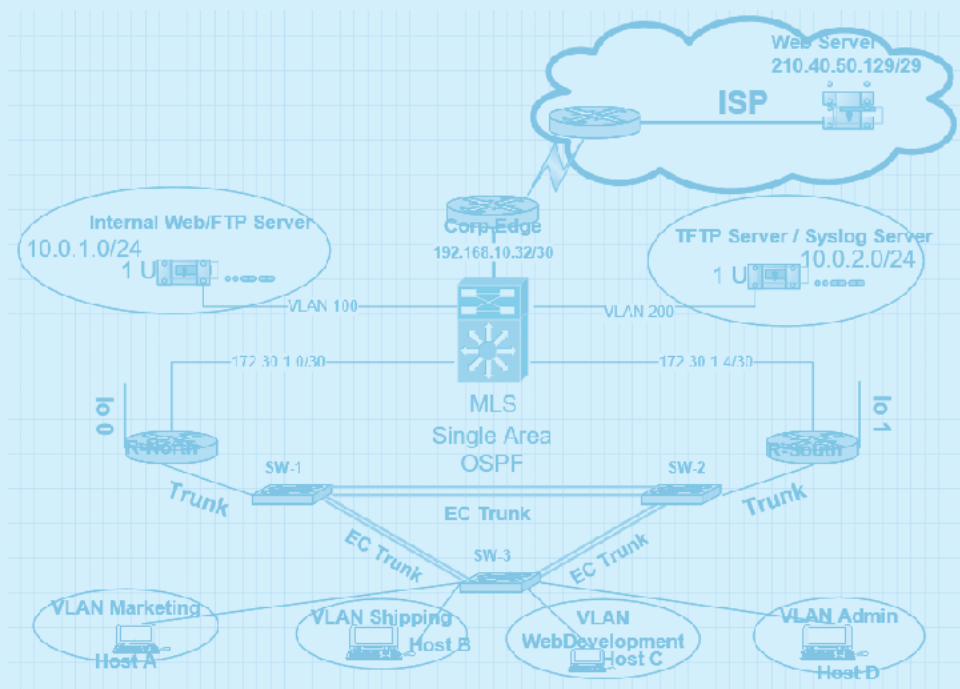
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**So stay alert! Visit [www.cuny.edu/alert](http://www.cuny.edu/alert)  
and sign up for CUNY Alert now!**



## CAREER IN NETWORKING AND CYBERSECURITY

### INTRODUCTION TO NETWORKS – CCNA-ITN (SEMESTER 1)

This initial BMCC Cisco Academy Course is aligned to the CCNA Certification and introduces students to the underlying technologies that support network communications for LANs/ WANs. Students will learn communications architecture and reference models, network diagramming, 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, and address assignment methods for IPv4 / IPv6. Upon course completion, you will have a firm understanding of and practical hands-on experience 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.



#### Semester 1 & Semester 2

**46 Sessions // 138 hours // \$1,950**

Mon & Wed: 6:00 pm – 9:00 pm

January 2023

### ENTERPRISE NETWORKING, SECURITY AND AUTOMATION – CCNA-ENSA (SEMESTER 3)

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

#### Semester 3

**24 Sessions // 72 Hours // \$1,350**

Tues & Thurs: 6:00 pm – 9:00 pm

Aug 2 – Oct 20, 2022

## 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: 6:00 pm – 9:00 pm  
Nov 8, 2022 – April 25, 2023

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

**Check our website**  
**[www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) for up-to-date course offerings**  
**or call us at (212) 346-8410**

CISCO ACADEMY — CCNP ENTERPRISE: ENARSI  
(ENTERPRISE: ADVANCED ROUTING AND SERVICES)



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.

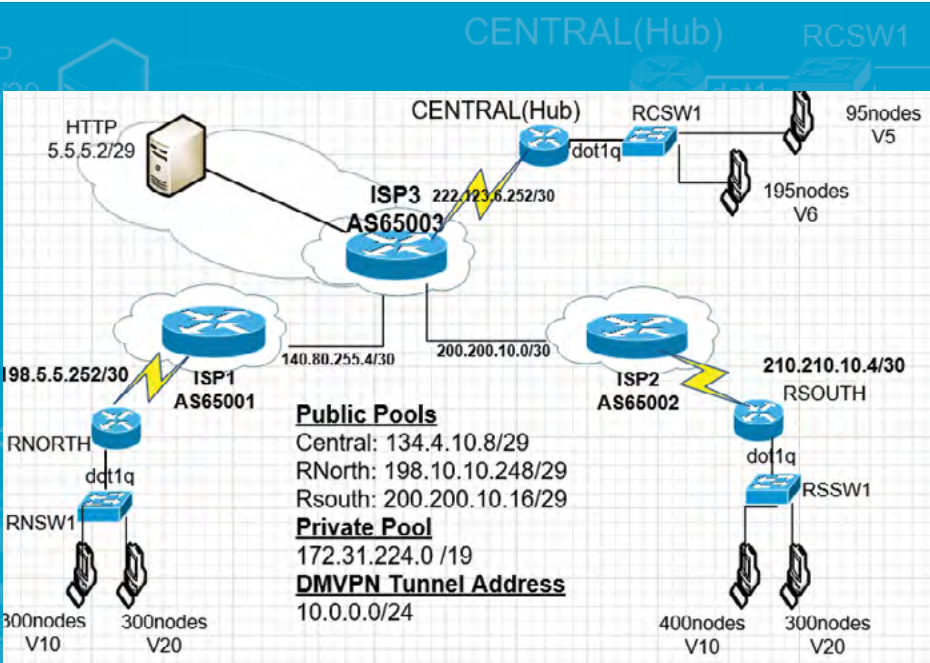
**Duration: 72 hours**

*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	13. BGP Path Selection
2. E12IGRP	14. Troubleshooting BGP
3. Advanced EIGRP	15. Route Maps and Conditional Forwarding
4. Troubleshooting EIGRP for IPv4	16. Route Redistribution
5. EIGRPv6	17. Troubleshooting Redistribution
6. OSPF	18. VRF, MPLS, and MPLS Layer 3 VPNs
7. Advanced OSPF	19. DMVPN Tunnels
8. Troubleshooting OSPFv2	20. Securing DMVPN Tunnels
9. OSPFv3	21. Troubleshooting ACLs and Prefix Lists
10. Troubleshooting OSPFv3	22. Infrastructure Security
11. BGP	23. Device Management and Management Tools Troubleshooting
12. Advanced BGP	



## CAREER IN PROGRAMMING

### 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.



### 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**

Tue & Thurs: 6:00 pm – 9:00 pm  
Sept 6 – Oct 6, 2022  
Nov 15 – Dec 15, 2022

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

**10 Sessions // 30 hours // \$599**

Tues & Thurs: 6:00 pm – 9:00 pm  
Aug 2 – Sept 1, 2022

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

## BMCC ACE CODING ACADEMY



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 the 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: 6:00 pm – 9:00 pm  
Sat: 9:30 am – 4:30 pm

To learn more visit: <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.



## CAREER IN DATA ANALYTICS

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### 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,
- and who would like to jump-start their career with a foundation on relational databases, including Microsoft SQL Server 2017 (<https://microsoft.com/en-us/sql-server/sql-server-2017>).

**10 Sessions // 30 hours // \$699**

Mon & Wed: 6:00 pm – 9:00 pm  
Dec 5, 2022 – Jan 11, 2023

\* Students interested in taking the Microsoft Certified Profession (MCP) Exam 98-364 (<https://microsoft.com/en-us/learning/exam-98-364.aspx>) should consider taking the SQL Intermediate Course.

### INTERMEDIATE SQL

*Prerequisite: Intro to Structured Query Language (SQL) or equivalent and Understanding Manipulation Language (UML) 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 expand your knowledge of 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,
- and who would like to jump-start their career with a foundation on relational databases, including Microsoft SQL Server 2017 (<https://microsoft.com/en-us/sql-server/sql-server-2017>).

**10 Sessions // 30 hours // \$799**

Tue & Thurs: 6:00 pm – 9:00 pm  
Sept 12 – Oct 17, 2022

## BOOTCAMPS: VIDEO EDITING | GRAPHIC DESIGN | WEB DEVELOPMENT

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### COMPREHENSIVE VIDEO EDITING

This course provides students with hands-on experience using Final Cut Pro in a professional capacity. Students will learn the fundamentals of video editing and how to create an efficient workflow. Some of the skills taught in this course include: how to create a proper file structure, how to build timelines, how to clean up audio, and the proper use of transitions. Additional NLEs (non-linear editors), such as Adobe Premiere and Avid Media, will be introduced to give students a holistic view of the current software used by professionals. This course is intended for those with or without video editing experience so that they may become comfortable and proficient in video editing at a professional level.

**30 Sessions // 90 hours // \$899**

Mon & Wed: 6:00 pm – 9:00 pm  
Nov 14, 2022 – Jan 23, 2023

### 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 standards to 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 your 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: 9:30 am – 4:30 pm  
Dec 3, 2022 – March 25, 2023

### WEB DEVELOPMENT BOOTCAMP

Jumpstart your career in Web Development! This course offers a real world, hands-on approach and will teach you how to become a Web Developer by applying best practices for structuring web page content with HTML. You will learn to enhance content presentations with CSS styling, and add interaction to websites with JavaScript and JQuery. In addition, you 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: 9:30 am – 4:30 pm  
January 2023

## CAREER IN DATA SCIENCE

### MACHINE LEARNING

*Prerequisite: Advanced Python*

Machine learning uses interdisciplinary techniques such as statistics, linear algebra, optimization, and computer science to create automated systems that can sift through large volumes of data at high speed to make predictions or decisions without human intervention.

This class will familiarize students with a broad cross-section of models and algorithms for machine learning and prepare them for research or industry application of machine learning techniques.

**26 Sessions // 78 hours // \$899**

Tue & Thurs: 6:00 pm – 9:00 pm  
Dec 20, 2022 – March 16, 2023

### 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., coursework) required to pass the Certified Entry-Level Python Exam: <https://pythoninstitute.org/pcep> and builds the foundation for what's required to pass the Certified Associate in Python Programming Exam: <https://pythoninstitute.org/pcap>.

**12 Sessions // 36 hours // \$1,295**

Tue & Thurs: 6:00 pm – 9:00 pm  
July 12 – Aug 18, 2022

### ADVANCED PYTHON

Continue your Python Programming journey by working with Files and Strings, Reading and Exceptions Handling, 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.

**20 Sessions // 60 hours // \$1,400**

Fri: 7:30 pm – 10:30 pm and  
Sat: 9:30 am – 12:30 pm  
Nov 4, 2022 – Jan 27, 2023

### PYTHON DATA ANALYSIS

*Prerequisite: Intro to Python, and Advanced Python*

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

**16 Sessions // 48 hours // \$1,600**

Fri: 7:30 pm – 10:30 pm and  
Sat: 9:30 am – 12:30 pm  
July 8 – Aug 27, 2022

## ONLINE TECHNOLOGY INFORMATION SESSION

Join us and discover our Technology Training programs at BMCC Center for Continuing Education!

Technology Information Sessions offer future students the opportunity to explore our campus, ask questions, and understand the distinct program offerings available at the Center.

**Sign up for free at**  
**[www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)**

## CAREER IN IT CYBER SECURITY

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### 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**

Nov 15, 2022 – Feb 28, 2023

Tues & Thur; 6:00 pm – 9:00 pm

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### NETWORK+

*Prerequisites: CompTia A+ certification or course equivalent recommended.*



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.

**30 sessions // 90 hours // \$1,700**

July 11 – Oct 26, 2022

Mon & Wed; 6:00 pm – 9:00 pm

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### SECURITY+

*Prerequisites: CompTia A+ certification or course equivalent recommended.*



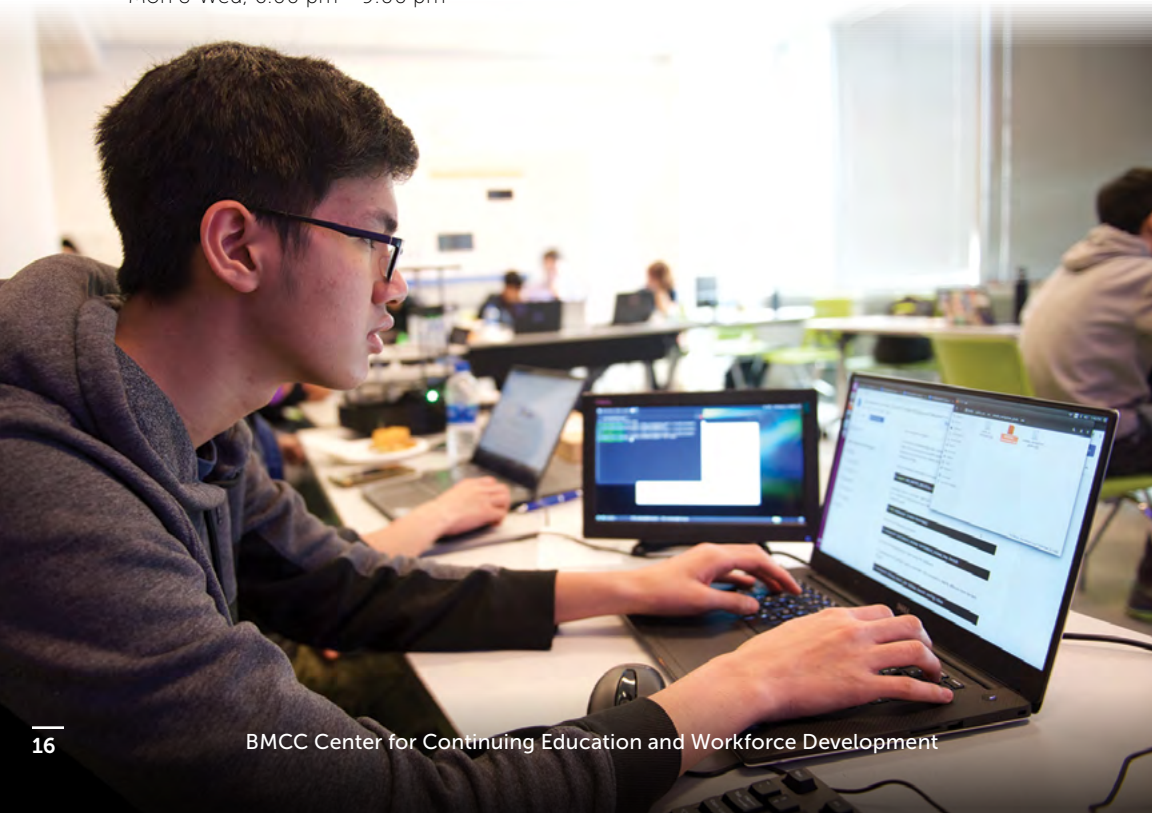
This course will focus on network security, operational security, threats and vulnerabilities, host security, access control, and cryptography.

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.

**30 sessions // 90 hours // \$1,700**

Dec 19, 2022 – Apr 12, 2023

Mon & Wed; 6:00 pm – 9:00 pm



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: 7:00 pm – 9:00 pm**  
**Sept 6 – Oct 13, 2022**

## AWS ACADEMY CLOUD ARCHITECTURE

Borough of Manhattan Community College Center for Adult Continuing Education & Workforce Development is offering a course in Cloud 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: 10:30 am – 4:30 pm**  
**Jan 7 – April 22, 2023**

## AWS ACADEMY DATA ANALYTICS

This course is a series of lab exercises that teaches students how to conduct big data analysis with practical, real-world examples in Amazon Web Services. Students will learn how to analyze extremely large data sets, and to create visual representations of that data, using a case-study approach. Students will gain hands-on experience and the skills needed to:

- Describe big data analytical concepts.
- Ingest, store, and secure data.
- Query a data store with manual schema specification.
- Query a data store with automated schema generation.
- Load and query data in a data warehouse.
- Visualize structured and unstructured data.
- Automate loading data into a data warehouse.
- Analyze unstructured data.
- Analyze Internet of Things (IoT) data.

**5 Sessions // 15 hours // \$199**

**Mon, Fri: 7:00 pm – 9:00 pm**  
**Aug 29 – Sept 16, 2022**

## MICROSOFT OFFICE PROFESSIONAL

*Prerequisite: Must have a basic knowledge of Microsoft Word, Excel, Outlook, PowerPoint, and Access*

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

**20 Sessions // 60 Hours // \$699**

**Tues & Thurs: 6:00 pm – 9:00 pm**

**July 19 – Sept 22, 2022**

**Dec 13, 2022 – Feb 16, 2023**



WORD



EXCEL



OUTLOOK



POWERPOINT



ACCESS

## 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 is for you! We offer: Facebook, Instagram, LinkedIn, Twitter, Pinterest and more!

**13 Sessions // 30 hours // \$599**

**Sat: 9:30 am – 4:30 pm**

**Sept 10 – Dec 3, 2022**



Check our website [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)  
for up-to-date course offerings or call us at (212) 346-8410



# CAREER TRAINING & PROFESSIONAL DEVELOPMENT

Professional Development focuses on career enhancement and functional marketplace expertise through the development of project management, project planning and control leadership skills, 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**

*Visit our website for upcoming dates.*

## NOTARY PUBLIC COURSE

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



**2 Sessions // 6 hours // \$125**

*Visit our website for upcoming dates.*

## MODERN LANGUAGE

### INTRO TO SPANISH

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

**8 sessions // 24 hours // \$250**

### INTERMEDIATE SPANISH

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

**8 Sessions // 24 hours // \$250**

### CONVERSATIONAL SPANISH & CULTURE

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

**8 Sessions // 24 hours // \$250**

## BAR REVIEW COURSES



Whether you've never taken the bar exam before or you're approaching your 6th attempt, our courses are designed to make this time your last. Develop dependable skills and acquire time-tested tactics with BarMD. All our courses are taught by seasoned faculty whose goal is to teach you exactly how to pass the MEE, MPT, and MBE.

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### LIVE MASTERING THE MULTISTATE PERFORMANCE TEST COURSE

With our live 5-part PT course, you unlock a step-by-step process that makes passing simple. We help you get in the minds of the PT drafters, so you can master any task they throw at you. We will cover the step-by-step approach to performance tests, objective tasks, persuasive tasks, oddball tasks, and we'll do a series of PT drills.

- 5 live skills-focused workshops (also recorded for viewing at your convenience)
- Proven PT setup and analysis templates
- Your personal BarMD online course account

Every workshop session is taught live and recorded for your later review.

#### What You Get:

Live breakdowns of various performance test tasks  
Step by step breakdown of all covered performance tests  
Proven PT setup and analysis templates

**15 hours // \$849**

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### MASTERING THE MULTISTATE ESSAYS COURSE

Erase the uncertainty of an unfamiliar scenario — and tackle Uniform Bar Exam essays like a pro. You can master every subject the bar examiners may send your way. We equip you to answer essay questions masterfully, and become familiar with the essay writing exercises found on the exam. Through our Mastering Multistate Essays course, you gain comprehensive Multistate Essay knowledge, and develop both composition and issue-spotting in depth. The 8 sessions teach you everything you need to know to pass the MEE.

- 8 live skills-focused workshops covering all the subjects tested on the UBE (also recorded for viewing at your convenience)
- 20+ model essays plus answer outlines for real, previously administered Multistate Examination Essays
- Memorization aides plus subject overviews for each of the essay subjects

**24 hours // \$849**

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### MBE DNA COURSE

Make your MBE studying an active — not passive — process. With our MBE study course, you're fully equipped to understand, practice, and master the MBE.

Because we break every subject into subtopics, you learn how different topics are tested, with issue-spotting strategies included. You also master "distractors" (those enticing facts that test-writers use to throw you off the scent) and understand the answer-choice patterns for every subject.

Course includes in-depth online lectures, hardcopy flashcards, and books, which all work together to improve your MBE score pronto.

- 1,700+ MBE questions by topic (with topic-specific strategies)
- Hardcopy format flashcards
- Proven MBE rules developed using real MBE questions
- Revolutionary MBE journaling program—a BarMD exclusive we use in our Bar Courses
- Comprehensive online video lecture on how to approach MBE questions
- 7 rigorous online lectures that break down MBE questions from each subject step by step
- A daily study schedule

**12 hours // \$1,199**

## EssayRX

**Target the specific bar essay issues you need to practice.**

Use **EssayRx**, our bar essay platform, to sharpen your issue-spotting skills and increase your confidence. Featuring all subtopics across every topic tested, **EssayRx** lets you search by the issue you'd like to practice. Each essay comes with a selected answer plus issue checklist, so you know what to address to pass.

**Practice bar essay subtopics with precision.**

Easily search our database for the exact issue you need to work on spotting:

- Pleadings (Civil Procedure)
- Hearsay (Evidence)
- Negligence (Torts)
- Breach (Contracts)
- Ultra Vires Act (Corporations)
- Duty of Loyalty (Professional Responsibility)
- Free Speech (Constitutional Law)
- Warrants (Criminal Procedure)
- Landlord-Tenant (Property)

... and many more (330+ total).

If you're feeling nervous about a specific subtopic, we've got you covered!

With every released MEE covered you can home in on the subtopics you need to practice.

**\$349**



**Professor Maureen MacManus**, founder of BarMD, received her bachelor's degree from University of California San Diego and her Juris Doctor from University of San Diego School of Law. She has spent her life tutoring students, beginning in elementary school, through law school, and beyond.

During law school, Professor MacManus worked with struggling students on academic support. She served as a teaching assistant for Advanced Legal Writing, worked as a research assistant for two prominent professors, and earned CALI awards in Constitutional Law II and Professional Responsibility.

After law school, Professor MacManus continued to volunteer as a teaching assistant for Advanced Legal Writing and privately tutored students studying for the California

Bar Exam and the Uniform Bar Exam, diagnosing writing weaknesses and helping students develop their writing skills and MBE skills. She currently serves as an Assistant Professor at an Orange County law school and teaches at UCSD.

Before officially joining academia, Professor MacManus worked at a national law firm and practiced in many areas, including large-exposure toxic tort, landlord-tenant, breach of contract, and various corporate issues.

## 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 towards career opportunities in the legal field, consider these excellent courses that BMCC Continuing Education offers in partnership with **CLS by BARBRI**.

Formerly known as The Center for Legal Studies, CLS by BARBRI is the leading continuing legal education company in the country. CLS was acquired by BARBRI Global in 2019 in an effort to continue enhancing its position as the best-in-class provider of learning for legal professionals. With the acquisition, BARBRI brought CLS' entire portfolio of legal education programs under its umbrella. CLS is backed by BARBRI's extensive legal learning data science and court methodology developed by its team of legal experts.

### LIVE LEGAL STUDIES COURSES

#### PARALEGAL CERTIFICATE COURSE®

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. The Paralegal Certificate Course® provides job-skills training that will prepare you to work as a paralegal.

**24 Sessions // 84 hours // \$1,895**

Classes will be held via Zoom.

Mon & Wed: 6:00 pm – 9:00 pm and Sat: 8:30 am – 1:00 pm

Summer: July 11 – Sept 3, 2022

### ONLINE LEGAL STUDIES COURSES

**Start dates for all Online Courses:**

Session 4: June 27 – August 12, 2022

Session 5: August 22 – October 7, 2022

Session 6: October 17 – December 2, 2022

Session 1 2023: January 9 – February 24

Session 2 2023: March 6 – April 21

#### eDISCOVERY FOR PARALEGALS CERTIFICATE

**7 WEEKS // \$995**

The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as for professionals wanting to broaden their knowledge of the eDiscovery process. This 7-week course covers the entire eDiscovery process, from preparation, to collection, to review of Electronically Stored Information (ESI). Throughout the 17 online modules and tests, learners will progress through the basics of eDiscovery preparation, best practices for ESI collection, and, finally, the review process. The course is supplemented with a comprehensive textbook that covers relevant eDiscovery topics.

#### LEGAL NURSE CONSULTANT TRAINING

**7 WEEKS // 42 HOURS // \$1,195**

This course prepares those have been working as nurses to transition to a career or side hustle as a Legal Nurse Consultant. 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.

Also available in an Online Flex option where you can complete the course at your own pace within a 4-month period.

**LEGAL SECRETARY CERTIFICATE****7 WEEKS // 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 7 WEEKS PER TOPIC // 270 HOURS // \$3,300 or \$550 per topic**

With the advanced paralegal training this course provides, you'll stand out in competing for the best paralegal employment opportunities. Pick from 16 available topics, such as Bankruptcy Law, Family Law, Victim Advocacy, Immigration Law, and Intellectual Property. Students may complete 6 topics to earn the certificate or individual topics to earn a digital badge. Up to 3 topics may be taken in a single session.

**LEGAL INVESTIGATION CERTIFICATE****7 WEEKS // 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 7 WEEKS // 45 HOURS // \$995**

In this course, you'll learn how to select the best method to achieve the most positive result for both parties in a dispute. You'll improve your negotiation skills and address ethical considerations during mediation.

**EMPLOYMENT LAW CERTIFICATE COURSE****7 WEEKS // 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, anti-discrimination in employment, minimum wages and maximum hours, as well as regulation of working conditions.

**VICTIM ADVOCACY CERTIFICATE****7 WEEKS // 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 CERTIFICATE COURSE®****14 WEEKS // 90 HOURS // \$1,895**

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.® Also available in an Online Flex option where you can complete the course at your own pace within a 6-month period.

**PERSONAL INJURY FOR PARALEGALS****7 WEEKS // 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****7 WEEKS // 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****7 WEEKS // 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****7 WEEKS // 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.



## Top 6 reasons to enroll

### ① Affordable

Our courses are among the most affordable in the industry, and payment options are available.

### ② Flexible

Continue your education when and where it works best for your schedule and lifestyle.

### ③ Credible

Earn a certificate from BMCC and an official digital badge.

### ④ Experienced

For over 40 years, our courses have been taught by practicing legal professionals.

### ⑤ Professional

CLS by BARBRI graduates thousands of job-ready legal support professionals every year.

### ⑥ Leadership

We are proud to be part of BARBRI Global, the premier provider of practical legal education in the world.

**We're ready to help you achieve your career goals  
and increase your earning potential.**

**1 (800) 522-7737 | [info@legalstudies.com](mailto:info@legalstudies.com) | [www.legalstudies.com/vendor/bmcc](http://www.legalstudies.com/vendor/bmcc)**



## *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 executing the personal and professional aspects of any social event. Tuition includes textbook, online curriculum, and certification exam.

**10 Sessions // \$1,395**

Mon: 6:00 pm – 9:30 pm

*Courses will be held virtually with instructor.*

## *Signature Wedding & Event Designer*

The Signature Wedding & Event Design certification course teaches you 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: 6:00 pm – 9:30 pm

*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 is 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, and product promotions
- Meetings: professional, corporate, and business networking
- Assemblies: conferences and conventions
- Recognition: incentives, awards, and achievements
- Training: seminars, workshops, and 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: 6:00 pm – 9:30 pm

*Courses will be held virtually with instructor.*

# Au Pair Experience

Au Pair Experience 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.

## AU PAIR EXPERIENCE PROFESSIONAL DEVELOPMENT

We've launched a special series of classes to support and empower au pairs during social distancing. These classes, all taught 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 the learning processes and stages of literacy learning.

*taught by Sara Lenore*

**\$275**



### ESL PRONUNCIATION: CONFIDENCE COMBO FOR CAREERS

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

*taught by Elizabeth Marner-Brooks*

**\$275**



### IMPROVISATION AND ACTING FOR IMPROVING ENGLISH

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

*taught by Melissa Shaw*

**\$275**



### 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

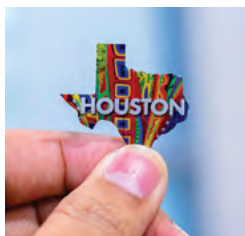
Self Care Toolbox is designed to support students dealing with the natural anxiety of being an au pair. Through discussions, lectures, group work, and practical activities, students will work toward becoming more aware of wellness and managing stress levels.

*taught by Alicia Giordano*

**\$275**

## AU PAIR EXPERIENCE 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 broad perspective of an area and American culture.



### HOUSTON

Houston's history and its diverse population have a fascinating story to tell. Houston, one of the largest cities in the U.S., 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 unequalled; its reputation as Music City USA has been a constant for the past 200 years. In this course, you'll explore the events that established both Nashville's robust live music scene and its influential music industry. You'll experience a city where music is written, recorded, and performed every single day.

*taught by Jenny Casey*

**\$275**





## NYC FASHION: CINEMA, COSTUME AND CHARACTER

This course will encourage students to experience New York City 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 City 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 through New York City's five boroughs, using fashion as the lens. We will explore the impact that New York's unique and multi-faceted 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**



## 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 Au Pair Experience courses, please reach out to us at: [aupair@bmcc.cuny.edu](mailto:aupair@bmcc.cuny.edu) or call: (646) 204-6865



# AU PAIR EXPERIENCE ENGLISH LANGUAGE

Take advantage of dynamic, affordable opportunities to increase English language proficiency through the lens of the workplace and business.

## ENGLISH CONVERSATION: BUSINESS AND WORKPLACE SUCCESS

Roleplay workplace situations to build your vocabulary and practice asserting yourself with confidence. Learn about reading technical writing and matching yourself to job postings.

*taught by Alexis Tenenbaum*

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## ENGLISH PRONUNCIATION: CONFIDENCE COMBO FOR CAREERS

Sharpen your pronunciation skills, learn how to project your voice, practice interview strategies, and create and deliver a presentation for feedback on your speaking skills.

*taught by Elizabeth Marner-Brooks*

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## ENGLISH LANGUAGE FOR BUSINESS: NETWORKING & NEGOTIATING

Sharpen business communication skills by analyzing a variety of business communications — real interviews, presentations, phone calls — and applying this knowledge to solve companies' problems.

*taught by Wendy Trach*

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## OFF TO A FRESH START-UP: HOW TO DESIGN THE BUSINESS OF YOUR DREAMS

Find ways to connect your passion to the market. This is not an ESL class; it is accessible for all language levels. This course is for young entrepreneurs interested in starting and designing a business of their own.

*taught by Dr. Mikaila Brown*

All courses are \$275 and 36 educational hours for J-1 visa holders.

For more information, email [aupair@bmcc.cuny.edu](mailto:aupair@bmcc.cuny.edu)  
or call: (646) 204-6865



# 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](mailto:pshively@bmcc.cuny.edu) or (212) 776-2422.

**16 sessions // 64 hours // \$550 Summer Session (open to any student)**

Mon – Thurs; 10:00 am – 2:00 pm  
July 11 – Aug 4, 2022  
17 weeks

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## BMCC CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

BMCC CUNY Language Immersion Program (CLIP) offers CUNY ESL students intensive instruction in all English skills, especially reading and writing, to prepare for credit-bearing college courses. BMCC CLIP classes are located uptown in New York City's historic Harlem neighborhood.

### Who can be a CLIP Student?

If English is not your first language and you have been accepted to a CUNY college and the results of your CUNY Assessment tests show you need to take ESL remedial courses before you are ready to take courses for credit, CLIP is for you!

Our goal is to help you to be more successful in college.

**You can attend the BMCC CUNY Language Immersion Program (CLIP) if:**

- You are a freshman or transfer student from BMCC (or from another CUNY college) who didn't pass the CUNY tests because English is not your first language.
- You have a recommendation from the ESL department or from a counselor.

Class Location: 163 West 125th Street, 6th floor, New York, NY 10027

### Summer Semester (30 Sessions)

June 21 – August 2, 2022  
Classes meet: Mon – Fri  
Daytime Schedule: 9:00 am – 2:30 pm  
Evening Schedule: 5:00 pm – 10:00 pm

### Fall Semester (70 Sessions)

September 6 – December 22, 2022  
Classes meet: Mon – Fri  
Daytime Schedule: 9:00 am – 2:30 pm  
Evening Schedule: 5:00 pm – 10:00 pm

For more information please contact us via email:

[clip@bmcc.cuny.edu](mailto:clip@bmcc.cuny.edu)

or phone: (212) 776-2422 or (212) 776-2423

# ESL

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 / ADVANCED

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

**10 sessions // 40 hours // \$350**

### Fall Session

Sat: 9:00 am – 1:00 pm  
Sept 17 – Nov 19, 2022

## 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. Résumés and cover letters will also be addressed. Correct grammar and spelling are vital to business success, so time will be spent in class reviewing English grammar and selecting the correct vocabulary for different writing needs.

**10 sessions // 30 hours // \$280**

### Fall Session

Sat: 1:30 pm – 4:30 pm  
Sept 17 – Nov 19, 2022

## 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, and exchange and scholarship programs use TOEFL scores to evaluate the English proficiency of people for whom English is not their native language. Our preparation course gives students targeted practice to improve scores in all four tested skills. Students will also learn tips to improve their test-taking abilities for the internet-based TOEFL test (iBT).

**10 sessions // 40 hours // \$350**

### Fall Session

Sat: 10:00 am – 2:00 pm  
Sept 17 – Nov 19, 2022





## CUNYSTART®

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.

**70 Murray Street, Room M-1018 // Phone (212) 346-8398**

### **CUNY Start Contact Info**

**Website:** <https://www.bmcc.cuny.edu/academics/success-programs/cuny-start/>

**Email:** [cunystart@bmcc.cuny.edu](mailto:cunystart@bmcc.cuny.edu)

**Phone:** (212) 346-8610

## MATHSTART

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).

### **Math Start Contact Info**

**Website:** <https://www.bmcc.cuny.edu/academics/success-programs/math-start/>

**Email:** [mathstart@bmcc.cuny.edu](mailto:mathstart@bmcc.cuny.edu)

**Phone:** (212) 346-8610

## **– Undergraduate Degree Application – APPLY NOW!**

**<https://www.bmcc.cuny.edu/admissions/apply-now/>**

**If you want to start in Fall, the 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 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.

Program	Description
<b>ED2GO SUITES AND SINGLE PROGRAMS</b>	
<b>ACCOUNTING FUNDAMENTAL SERIES</b>	Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, the courses in this bundle will give you a solid foundation in financial matters.
<b>INTRODUCTION TO INTERIOR DESIGN</b>	Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms.
<b>EXPLORE A CAREER IN MEDICAL CODING</b>	This is your chance to find out what it's really like to be a medical coder. In this course, you'll learn exactly what medical coders do on a daily basis.
<b>CERTIFICATE IN MINDFUL RELATIONSHIPS</b>	Across industries, business leaders, clinical therapists, psychologists, mental/behavioral health workers and social workers are all using these techniques as part of their practice.
<b>INSTANT ITALIAN</b>	This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter if you plan to vacation in Italy.
<b>SOLVING CLASSROOM DISCIPLINE PROBLEMS</b>	This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.
<b>KEYBOARDING</b>	If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you!
<b>HUMAN ANATOMY AND PHYSIOLOGY</b>	This course explains the nature of matter and the principles of chemistry that are important to human physiology. You will learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.
<b>LOSE WEIGHT AND KEEP IT OFF</b>	In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.
<b>COMPUTER SKILLS FOR THE WORKPLACE</b>	This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace.
<b>MEDICAL TERMINOLOGY SERIES</b>	Prepare for a career in the health services industry by learning medical terminology.
<b>CERTIFICATE IN STARTING YOUR OWN BUSINESS IN HEALTH AND HEALING</b>	In this innovative course, you'll learn how to make your dreams of building a health-related business a reality.
<b>PHOTOGRAPHY SUITE</b>	Learn the art of taking a great photo. In this series, you will not only learn how to decide which is the best type of equipment to use, but you will also master the use of your DSLR camera as you learn how the technology can help you take beautiful portraits and action shots.

Program	Description
<b>SPEED SPANISH</b>	Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto.
<b>CERTIFICATE IN ENERGY MEDICINE</b>	The outcome of this certificate course is for the learner to describe the foundations of energy medicine, including the biofield (human energy field), the chakras, music and sound, meditation, qigong, and acupuncture.
<b>BECOME A PHYSICAL THERAPY AIDE</b>	Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders, and the way physical therapists treat these disorders.
<b>ACHIEVING SUCCESS WITH DIFFICULT PEOPLE</b>	Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.
<b>DISCOVER SIGN LANGUAGE</b>	Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support.

Program	Hours	SRP	Description	National Certification/ Internships/ Job Opportunities
<b>HEALTHCARE</b>				
<b>CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) (VOUCHER INCLUDED)</b>	160	\$1,895	This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers.	Certified Medical Administrative Assistant (CMAA) national certification exam
<b>CERTIFIED CLINICAL MEDICAL ASSISTANT (VOUCHER INCLUDED)</b>	540	\$2,795	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.	Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA)
<b>CLINICAL DENTAL ASSISTANT (VOUCHERS INCLUDED)</b>	300	\$2,995	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.	Upon successful completion of this course, you will receive vouchers to sit for the Anatomy, Morphology, and Physiology (AMP), Infection Control (ICE), and Radiation Health and Safety (RHS) portions of the Dental Assisting National Board examinations. The exams meet 3 of 3 exam requirements for the NELDA certification and 2 of 3 exam requirements for the CDA.
<b>CERTIFIED PHYSICAL THERAPY AIDE</b>	190	\$2,145	Learn foundational physical therapy principles, medical terminology, tasks and responsibilities needed to work as a Certified Physical Therapy Aide.	AMCA's Physical Therapy Technician/ Aide certification exam



Program	Hours	SRP	Description	National Certification/ Internships/ Job Opportunities
<b>MEDICAL INTERPRETER (SPANISH/ ENGLISH)</b>	200	\$2,395	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.	This Medical Interpreter training course prepares you to sit for any of the Medical Interpreting examinations available in the country.
<b>VETERINARY ASSISTANT</b>	225	\$2,145	This intensive course will provide the information you need to become a productive member of a veterinary team. The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions.	
<b>OPTICIAN CERTIFICATION TRAINING</b>	150	\$1,995	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.	This program prepares students to achieve American Board of Opticianry (ABO) certification.
<b>CERTIFIED EKG TECHNICIAN (VOUCHER INCLUDED)</b>	100	\$1,995	If you want to join the booming healthcare industry as an EKG tech, this in-depth course will train you to apply, monitor, and measure electrocardiography tests in a flexible, online learning environment.	This course offers enrollment with a voucher for either the Certified EKG Technician Specialist (CETS) certification exam or the Certified EKG Technician (CET) certification exam.
<b>INFORMATION TECHNOLOGY</b>				
<b>CYBERSECURITY BOOTCAMP</b>	595	\$4,500	The Cybersecurity Bootcamp will help you earn the skills and credentials required to enter the cybersecurity workforce. Throughout this comprehensive six-month course, you will be asked to spend 15–25 hours a week to master the material, including the basics of computer hardware and networking, network security, offensive and defensive security, and ethical hacking.	You will be prepared to sit for the CompTIA A+, Network+, Security+, CySa+, Pentest+, and EC-Council CEH certification exam.
<b>AI MACHINE LEARNING BOOTCAMP</b>	301	\$4,500	The AI Machine Learning Bootcamp is a comprehensive six-month program that correlates directly to the AI and ML industry, a hot topic for the past couple of years. There is a high demand for AI/ML certified and trained professionals within the industry, as revenue generated by AI/ML products is estimated at \$156.5 billion worldwide. The U.S. average salary range is \$90,000–\$185,000, depending upon experience — making this profession lucrative and fulfilling.	You will prepare to pass the Microsoft Azure AI Engineer Certification Exam AI-102: Designing and Implementing an Azure AI Solution.

Program	Hours	SRP	Description	National Certification/ Internships/ Job Opportunities
<b>BUSINESS</b>				
<b>CERTIFIED PROFESSIONAL LIFE COACHER (EXAM INCLUDED)</b>	40	\$1,895	Professional life coaching has grown into a \$2 billion industry, with demand for certified life coaches on the rise.	Certified Professional Coach (CPC) certification
<b>HUMAN RESOURCES PROFESSIONAL</b>	120	\$1,945	The Human Resources Professional course prepares you for a career in human resources. This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM).	You will be prepared to take the HRCI's Professional in Human Resources (PHR) certification exam.
<b>FREIGHT BROKER/AGENT TRAINING</b>	180	\$1,895	Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/ Agent. From licensing and operations to sales and marketing, you'll learn the basics of how to run a domestic freight brokerage or agency in the United States.	
<b>CERTIFIED BOOKKEEPER</b>	140	\$2,195	From bank reconciliation to inventory methods, this online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam. AIPB certification is the highest standard in the profession, so this course is recommended for practicing bookkeepers with <i>several</i> years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries.	Course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam.
<b>LEGAL</b>				
<b>COURT INTERPRETER (SPANISH/ ENGLISH)</b>	200	\$2,395	The State Spanish Court Interpreter certification examination is a rigorous exam that requires intensive training and access to practice. The Court Interpreter course includes the finest online interpreting laboratory on the market.	Become prepared to take the State Court Interpreter Certification Exam

Program	Hours	SRP	Description	National Certification/ Internships/ Job Opportunities
<b>CONSTRUCTION AND TRADES</b>				
<b>HVAC/R CERTIFIED TECHNICIAN (VOUCHER INCLUDED)</b>	162	\$2,895	This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions.	HVAC Excellence Employment Ready Certificate exam and EPA 608 Certification exam
<b>FOUNDATIONS OF PLUMBING</b>	145	\$2,245	There is a shortage of skilled plumbers. With an aging infrastructure and dwindling trade workforce, the demand for plumbers has never been greater. The Bureau of Labor Statistics predicts that plumbing jobs will increase at a faster than normal rate over the next 10 years. With the right training, you could enter and build a scalable career in this high-demand field.	
<b>ELECTRICAL TECHNICIAN</b>	120	\$2,260	The course provides an intensive overview of the skills necessary for electrical maintenance, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly. Get started in this accelerated online course today and begin your career as an electrical technician!	
<b>WELDER TECHNICIAN</b>	125	\$2,145	Do you like to work with your hands? Are you looking for a career where you can do what you love and make good money? This online Welder Technician course is an accelerated training package that will provide you the required knowledge and skills you need for success as a welder.	
<b>TEACHER PROFESSIONAL DEVELOPMENT</b>				
<b>TEACHER'S AIDE WITH PARAPRO PREP</b>	130	\$1,695	Schools need paraprofessionals! This course will prepare you for the ETS ParaPro Assessment exam, so you can work as a teacher's aide. You'll learn how these paraprofessional educators assist with classroom instruction and build a foundation in educational principles like classroom management.	This course will prepare you for the ETS ParaPro Assessment exam.



## 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](https://ed4career.com)) is happy to announce a new partnership with Borough of Manhattan Community College / CUNY ([bmcc.ed4career.com](https://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](https://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, former 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>.



# coursera for Campus



## 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 that enhances 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> to start learning today!

## Coursera for Campus offers



Job-relevant **courses**  
& **credentials**



Ability for faculty to  
**author & scale** online  
programs for **free**



**Lifelong learning** to  
students, alumni,  
faculty, and staff

Start here to take your skills to the next level. At CUNY in The Heights (CITH), BMCC brings more educational opportunities to Inwood, Washington Heights and the Bronx communities by creating multiple pathways to academic, career and personal advancement. To make learning accessible for all, BMCC offers a variety of programs and services that operate at the newly renovated CUNY in The Heights location.

## 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.

**94 Sessions // 658 hours // \$4,300**

Mon – Fri: 9:00 am – 5:00 pm  
July 11 – Nov 22, 2022

## 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.

## HEMODIALYSIS TECHNICIAN TRAINING

Train to provide care for patients with kidney disease undergoing dialysis treatment.

- Jobs for Health Technicians and Technologists are expected to increase by 16% from 2012 to 2022 (BLS, 2016)
- Become eligible to sit for National Certification Exam
- Make a difference in people's lives

We will be offering both online and in-person classes. See page 7 for more information.

## INTRODUCTION TO COMPUTERS (A+ CERTIFICATION)

This course provides students with the knowledge to become industry certified as entry-level IT professionals with the CompTIA A+ certification.

CompTIA's A+ certification verifies that students have the knowledge equivalent to that of an entry-level IT professional.

Students will be able to install, configure and maintain devices, PCs, and software for end users.

Students will be able to understand networking basics and security/forensics, and properly and safely diagnose, resolve, and document common hardware and software issues while applying troubleshooting skills.

Students will be able to provide appropriate customer support and understand the basics of virtualization, desktop imaging, and deployment.

This course aids in the preparation for the A+ Certification exam.

**36 Sessions // 72 hours // \$899**

Mon – Thurs: 5:30 pm – 7:30 pm  
June 27 – Aug 29, 2022

## INTRODUCTION TO NETWORKS–CCNA

The CCNA certificate covers a broad range of networking concepts and CCNA basics. It helps candidates to study CCNA fundamentals and prepare for the latest network technologies they are likely to work on.

Students in the course will gain a broad range of fundamental knowledge that will enable them to progress in their IT-related careers & be ready for the Cisco CCNA certification.

Students will learn how to install, operate, configure, and test IPv4 and IPv6 networks.

Additional topics include configuration of network components such as switches, routers, and wireless LAN controllers, managing network devices, and identifying basic security threats.

This course aids in the preparation for the CISCO CCNA Certification exam.





## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The MEOC offers English for Speakers of Other Languages at four different levels (Basic, Intermediate, Advanced and Academic); level placement is determined by the TABE CLASS-E Assessment. Next ESOL classes are scheduled to be offered in Summer (July) 2022 during the Fall (September) 2022 semester. Please visit our Admissions page to learn how to apply for the program.

Prospective applicants should contact Mr. Adam Ramirez (Bilingual in Spanish/English) (212) 961-5812, [adam.ramirez@man.eoc.cuny.edu](mailto:adam.ramirez@man.eoc.cuny.edu) or call MEOC Admissions (212) 961-3231 or email [admissions@man.eoc.cuny.edu](mailto:admissions@man.eoc.cuny.edu) should they need additional assistance with their applications and/or have questions.

## SECURITY OFFICER TRAINING

This short term course includes the 8-hour Pre-assignment Training, the 16-hour on-the-job training, and preparation for the NYCFD Certificate of Fitness as a Fire Guard. Students

interested in completing this training must have a high school diploma or equivalency, pass the admissions test, and cannot have a felony record. The MEOC will assist students with applying for their SOT License with the NYS Department of Justice.

Prospective applicants should call (212) 961-3231, or email: [admissions@man.eoc.cuny.edu](mailto:admissions@man.eoc.cuny.edu), if they need additional assistance with their application and/or have questions.

## OSHA TRAINING

This program will prepare students for entry level positions in fields where knowledge of safety and health hazards is required (i.e., construction; healthcare, plumbing; maintenance). Students must have a high school diploma or equivalency for admissions to this program.

Prospective applicants should call (212) 961-3231, or email: [admissions@man.eoc.cuny.edu](mailto:admissions@man.eoc.cuny.edu), if they need additional assistance with their application and/or have questions.

**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 13th and Broadway. — OR —

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

For more information about **CUNY in THE HEIGHTS**, email [cith@bmcc.cuny.edu](mailto:cith@bmcc.cuny.edu).

# 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

"To address the dire staffing needs of nursing homes during the pandemic in NYC, Long Island and Hudson Valley, 1199SEIU partnered with BMCC to develop a specialty course, titled "Caring for the Ventilated Resident."

The goal is to equip incumbent CNAs with essential knowledge and skills so that they can effectively assist nurses in taking care of residents in the ventilator care unit. Since the launch of the training program in January, 2021, there have been more than 200 long-term care workers in the three regions who benefited from the course.

We are very excited about the success and thankful for the partnership of 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 on 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 courses, 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](http://www.bmcc.cuny.edu/ce) and click on Tuition Options.**

# REGISTRATION & POLICIES INFORMATION

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

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## REGISTRATION LOCATION AND GENERAL REQUIREMENTS

Bursar's Office is located at:

**25 Broadway, 8th Floor**

Telephone: **(212) 346-8410**

Email: [acebursars@bmcc.cuny.edu](mailto:acebursars@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.

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## IN-PERSON REGISTRATION

Mon – Thurs: 9:30 am – 7:00 pm

Tues: 9:30 am – 6:00 pm

Fri – Sat: 9:00 am – 4:00 pm

Please go to the Bursar's Office. Payment may be made by Check, Money Order, American Express, Discover, MasterCard, Visa, or Bank Debit Card. Checks should be made out to: **BMCC – City University of New York**. We do not accept cash payments.

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## PAYMENT OPTIONS

BMCC Adult Continuing Education strives to provide you with flexible payment plans, so your focus remains on 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.

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## 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.

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## 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**.

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## LATE REGISTRATION

Students should register by midnight prior to the first day of 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 Au Pair Experience courses closes before the first class begins.*

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## 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.

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## 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.*

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## BOOKS & MATERIALS

Students are responsible for the purchase of required textbooks or other course materials. The costs of these are not included in the tuition price, unless otherwise indicated.

## REFUND & DEADLINE POLICY

1. Each program or course may have unique attendance and academic policies that, if not adhered to, will result in dismissal with no tuition refund.
2. Students unable to attend the courses they have registered for must, in writing, inform the Continuing Education department that they wish to withdraw. Failure to complete the course DOES NOT entitle the student to a tuition refund.
3. Failure to attend a class, or dismissal from class due to lateness, does not entitle a student to a refund. A student is still liable for full payment of the course.
4. No refunds or credits will be issued on the first day of class for classes that meet only 1 or 2 days and/or four sessions or fewer. Refunds are processed in the order they are received and may take up to 4 to 6 weeks to be processed.
5. Tuition courses purchased by credit/debit card account will be refunded to the same credit card account number.
6. A nonrefundable penalty of \$25 will be applied toward each late payment and a \$10.00 fee for a stop-payment (subject to change without notice).
7. A non refundable penalty of \$10.00 will apply toward late registration for a tuition course (subject to change without notice).

## COMMUNITY SWIM PROGRAM REFUND POLICY

1. Refunds are computed as of the date the Bursar's Office is notified of the withdrawal.
2. Withdrawal or refund requests cannot be made by telephone, or by other means (i.e. instructor, pool guard, etc.). All refund requests must be submitted in writing. Email 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. 100% refund will be made to any registrant who submits a request in writing to the Office of Continuing Education two (2) business days before the first swim session; 50% refund if it is submitted prior to the start of the second session. There will be no refund thereafter. Please allow 4–6 weeks for processing.

## PROCEDURE

Withdrawal or refund requests cannot be made by telephone, or through the instructor. All refunds requests must be submitted in writing. Email is acceptable.

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

For Classes meeting 5 Sessions or more:

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

## RETURNED CHECKS

In accordance with City University of New York 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.

## VACCINATION MANDATE GUIDELINES FOR CUNY'S CONTINUING EDUCATION STUDENTS

Students taking in-person or hybrid courses must be fully vaccinated when classes begin, meaning unvaccinated students will be withdrawn before classes begin if they do not meet the guidelines and deadlines below:

### REGARDING FULLY VACCINATED STUDENTS

Students who have been fully vaccinated will be responsible for uploading proof of vaccination documentation:

1. Continuing education students who have CUNYfirst accounts will be required to submit their documentation via CUNYfirst: [https://ssologin.cuny.edu/cuny.html?resource\\_url=https%3A%2F%2Fhome.cunyfirst.cuny.edu%252Ffsp%252Fcnyepprd%252FEMPLOYEE%252FEMPL%252Fh%252F%3Ftab%253DDEFAULT](https://ssologin.cuny.edu/cuny.html?resource_url=https%3A%2F%2Fhome.cunyfirst.cuny.edu%252Ffsp%252Fcnyepprd%252FEMPLOYEE%252FEMPL%252Fh%252F%3Ftab%253DDEFAULT).
2. Continuing education students who do not have CUNYfirst accounts will be required to submit their documentation via Cleared4. Students will be invited by email to submit their documentation via Cleared4: <https://www.c4wrk.com/4QkWL4VsHm1UciA9>.

### REGARDING UNVACCINATED STUDENTS

The COVID-19 Vaccine Medical Exemption Request Form can be downloaded here: <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/coronavirus/faqs/COVID-19-Medical-Exemption-Form-Template.pdf>. The filled-out form can then be sent to the campus Location Vaccine Authority (LVA) Liaison: <https://www.cuny.edu/coronavirus/location-vaccine-authority-contact/>. Medical exemptions and religious exceptions are evaluated on a case-by-case basis; they are not automatically granted.

Students with exemptions or students who are not fully vaccinated before October 7, 2021 will have to show proof of a negative COVID-19 test taken within the past seven days in order to attend an in-person or hybrid class. CUNY continuing education students are eligible to take a test at a CUNY testing site (<https://www.cuny.edu/coronavirus/cuny-covid-19-testing-site-locations/>), in which case their results will be automatically uploaded into Cleared4. After October 7, 2021, no student will be allowed to attend in-person classes unless they have been vaccinated or have an approved exemption.

To learn more about the vaccination policy, visit Student Vaccination Mandate FAQ: <https://www.cuny.edu/coronavirus/faqs/#1626126865860-271622ec-3b03>.





## Public Transportation:

### Subway Lines:

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

### Bus Lines:

M5, M15, and M20 to South Ferry  
M9 to Battery Park City

### Ferry:

Whitehall Terminal

### PATH Train:

World Trade Center/Transportation Hub

### Car:

Battery Tunnel/Brooklyn Bridge/F.D.R./  
West Street



## CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

[www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)  
25 Broadway, 8<sup>th</sup> Floor  
New York, NY 10004

# Start Here. *Work Anywhere.*

## CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

### Summer/Fall 2022 Course Catalog

[www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)  
25 Broadway, 8<sup>th</sup> Floor  
(212) 346-8410



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