



**Get Unstuck. Start Here  
to Keep Your Career Moving**

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

**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 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.

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**MESSAGE FROM  
ACTING ASSISTANT VICE  
PRESIDENT TERRY T. KIDD, Ph.D.**



Welcome to the Center of Adult & Continuing Education (ACE), where lifelong learning, career preparation, and holistic student development is at the core of everything we do. We, in ACE, are a division of Borough of Manhattan Community College dedicated to bringing you high quality, high growth, high wage and high demand programs that meet your precollege, career development, and employment needs.

We offer world-class faculty and instructors with a global network to engage you in and out of the classroom. With flexible programming, we are dedicated to helping you make continuing education a priority, no matter your lifestyle. Make BMCC's Adult and Continuing Education tradition of academic excellence part of your journey.

Explore Your Opportunities and transform your life. Start Here and Go Anywhere!

A handwritten signature in black ink that reads "Terry Kidd". The signature is stylized with a large, sweeping "T" and "K".

**TERRY T. KIDD, Ph.D.**

*Acting Assistant Vice President*

*Workforce Development and Continuing Education*



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Twitter: [www.twitter.com/ACE\\_BMCC](http://www.twitter.com/ACE_BMCC)



# 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  
January 2024

## 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  
January 24 – June 12, 2024

\* 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.**

## 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

Tues & Thurs: 6:00 pm – 9:00 pm

January 23 – May 14, 2024

Tues & Thurs: 10:00 am – 2:00 pm

February 20 – May 14, 2024

80% scholarship for eligible applicants.  
Limited Seats.

## 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.

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.*

## 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  
Jan 9 – May 23, 2024

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

Sat: 9:30 am – 3:30 pm  
January 20 – June 15, 2024

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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

Classes run only during the summer.  
*Visit our website for upcoming dates.*

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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.

## 14 Sessions // 40 hours // \$550

**Last session will only be 1 hour long.**

Mon & Thurs: 5:00 pm – 8:00 pm  
February 8 – April 1, 2024

*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

April 4, 2024

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### CENTRAL STERILE PROCESSING PROGRAM \*COMING SOON\*

This 16-week Sterile Processing Technician Certificate Program is designed to present the basic concepts and principles for developing skills and competencies required for infection prevention and control in the sterile processing department in a health care facility. This course will offer knowledge in cleaning, disinfecting, decontamination, sterilization, Standard precautions, and Universal precautions. The 8-week lab portion will allow the student to practice the theory offered in lecture. The 8-week clinical portion will allow the student to gain experience in the hospital setting arrangements made through BMCC's healthcare partners.

Students served: This program is designed for allied health professionals desiring a career in sterile processing in a health care environment. The student completing this course will develop the entry-level knowledge and skills necessary to function as a Sterile Processing Technologist.

Successful completion of this program will earn students a BMCC Certificate of Completion and prepare you to sit for the Healthcare Sterile Processing Association (HSPA) Certified Registered Central Service Technician (CRCST) Examination (with Provisional Certification).

Certification – Healthcare Sterile Processing Association ([myhspa.org](http://myhspa.org))

\* Note: HSPA requires 400 internship hours to satisfy full CRCST Certification. Students will be responsible to secure their own Internships.

## 3–4 months // \$1,995



# 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, Cloud Computing, and Apple Technology.

## CAREER IN IT & OFFICE 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.



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

Sat: 9:30 am – 4:30 pm  
March 16 – June 1, 2024

*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**

### MICROSOFT OFFICE PROFESSIONAL



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

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  
January 30 – April 4, 2024



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 // 78 hours // \$599**

Sat: 9:30 am – 4:30 pm  
January 13 – April 6, 2024



# CAREER IN SYSTEM ADMINISTRATION & NETWORKING

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## INTRODUCTION TO NETWORKS – CCNA-ITN

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



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.

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

Tues & Thurs: 6:00 pm – 9:00 pm and  
Sat: 9:30 am – 4:30 pm  
May 7 – July 25, 2024

## ENTERPRISE NETWORKING, SECURITY AND AUTOMATION – CCNA-ENSA

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.

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

Tues & Thurs: 6:00 pm – 9:00 pm  
September 17 – December 5, 2024

## 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**

Tues & Thurs: 6:00 pm – 9:00 pm  
January 9 – April 23, 2024

## 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**

Tues & Thurs: 6:00 pm – 9:00 pm  
June 11 – September 19, 2024

## 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**

Mon & Wed: 6:00 pm – 9:00 pm

June 3 – November 3, 2024

### 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*



### 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)*



**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 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.

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

Tues & Thurs: 6:00 pm – 9:00 pm  
April 23 – May 23, 2024

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



### INTRO TO PROGRAMMING WITH JAVA\*

Java is one of the most widely used computer languages in the world. This course is designed to develop the fundamental skills and basic concepts needed to begin writing any code. Students will use the Java platform to create an assortment of programs, especially mobile and web applications. Sign up today!

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

Tues & Thurs: 6:30 pm – 9:30 pm  
May 14 – June 13, 2024

\* 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 DATABASE MANAGEMENT

### 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  
March 11 – April 10, 2024

### 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 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**

Tues & Thurs: 6:00 pm – 9:00 pm  
May 20 – June 24, 2024

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

### 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: 6:30 pm – 9:00 pm and  
Sat: 9:00 am – 12:00 pm  
January 31 – April 1, 2024

### 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  
April 6 – July 13, 2024

### 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  
February 10 – June 22, 2024



## CAREER IN DATA SCIENCE

### INTRO TO PYTHON

*Prerequisite:*

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

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

\*Note: This course covers the material (i.e., course-work) required to pass the Certified Entry-Level Python Exam: <https://pythoninstitute.org/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**

Tues & Thurs: 6:00 pm – 9:00 pm  
April 5 – May 18, 2024



### 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  
June 7 – August 10, 2024



### 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  
September 13 – November 2, 2024



## 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).**

### 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**

Tues & Thurs: 6:00 pm – 9:00 pm  
April 2 – June 27, 2024

## CAREER IN IT CYBER SECURITY

### 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**

Mon & Wed: 6:00 pm – 9:00 pm

May 6 – August 19, 2024

### PALO ALTO NETWORKS CYBERSECURITY ACADEMY



BMCC's Center for Continuing Education and Workforce Development is excited to announce our affiliation partnership with Palo Alto Networks as a New Palo Alto Cybersecurity Academy. A leader in Global Cybersecurity Palo Alto Networks is the #1 firewall appliance manufacturer and distributor in the world. The Palo Alto Networks Cybersecurity Academy offers comprehensive courses and technology to address the educational

needs of academic learning institutions across the globe. Our Cybersecurity Academy will offer a comprehensive set of technical and academic business courses.

Palo Alto Networks Cybersecurity Academy Curriculum is aligned with the U.S. National Initiative for Cybersecurity Education (NICE) Framework, and prepares students for certification and for various technical and management cybersecurity roles including:

- Network Operations Specialist
- Systems Security Analyst
- Cyber Defense Analyst
- Security Architect
- Risk Manager
- Executive Cyber Leadership

### PALO ALTO NETWORKS – CLOUD SECURITY FUNDAMENTALS

This course has been designed for those interested in gaining the skills and knowledge associated with securing the cloud. Students will also be introduced to DevSecOps and how to secure SaaS-based applications through Secure Access Service Edge architecture. Like all Cybersecurity professionals, students will learn how to identify concepts required to recognize and potentially mitigate attacks against hybrid cloud architecture and mission critical infrastructure.

**20 Sessions // 40 hours // \$800**

Tues & Thurs: 7:00 pm – 9:00 pm

January 9 – March 19, 2024

### PALO ALTO NETWORKS – NETWORK SECURITY FUNDAMENTALS

Students will gain an understanding of the fundamental tenets of network security, and review the general concepts involved in maintaining a secure network computing environment. Upon completion of the course, students will be able to implement basic network security configuration techniques. Students will gain hands-on experience with:

- Palo Alto Networks STRATA
- User – ID
- Content – ID
- and more

**30 Sessions // 60 hours // \$1,100**

Mon & Wed: 7:00 pm – 9:00 pm

January 8 – April 24, 2024

## CAREER IN CLOUD COMPUTING

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

This 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.*

**12 Sessions // 36 hours // \$499**

Tues & Thurs: 6:00 pm – 9:00 pm  
February 20 – March 28, 2024

### AWS ACADEMY CLOUD ARCHITECTING

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.*

**40 Sessions // 80 hours // \$1,299**

Tues & Thurs: 7:00 pm – 9:00 pm  
May 23 – October 8, 2024

### AZ-500 MICROSOFT AZURE SECURITY TECHNOLOGIES

This course teaches IT Professionals how to manage their security posture across Azure and within their cloud and on-prem solutions. The course covers an end-to-end look at each of the security tools, how to deploy and configure them, and what scenarios they are primarily used for. The security engineer will configure security settings, manage secure identities, build and administer firewalls, configure access policies, and monitor the solution.



Upon completion of this course, students will be able to:

- Secure identities with Azure Active Directory and users and groups.
- Deploy and maintain identity protection and privileged identity in Microsoft Azure.
- Configure and manage network and perimeter security solutions to protect their Azure environment.
- Analyze their security with Microsoft Sentinel.
- Manage the security of any hosts and containers running in their environment.
- Configure Azure Monitor and Microsoft Defender for Clouds to protect and monitor security operations.

And more!

\*This course is directly mapped to and supports learning for the AZ 500 Microsoft Security Engineer certification exam.

# 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**

## COMMUNITY SWIM PROGRAM

The Borough of Manhattan Community College (BMCC) offers community residents the opportunity to lap swim in our state-of-the-art pool at the main campus located at 199 Chambers Street. The pool features 6 lanes, each of which is 6 feet wide, 25 yards long, and 4 feet deep. Participants can register online, by phone, mail-in, or in person to access our pool. In-person registration is done at the BMCC's Center for Continuing Education Campus at 25 Broadway, 8th Floor. Once registered, participants will need to get a BMCC photo ID card to show to the lifeguards.

**PLEASE NOTE** that Photo IDs are not given out at the Continuing Education, 25 Broadway location. All IDs will be processed at BMCC's Public Safety Office, 199 Chambers Street Room S-211.

<b>Adult Lap Swim fees:</b>	<b>Winter/Spring \$255</b>	<b>Summer/Fall \$300</b>
<b>Senior Lap Swim fees:</b>	<b>Winter/Spring \$155</b>	<b>Summer/Fall \$200</b>

January 2 – June 30, 2024  
Mon–Fri, 3:30 pm – 6:30 pm  
Sat & Sun, 9 am – 12 pm

Dates are subject to change—please check our website for updated dates.

## CANNABIS CULTIVATION SPECIALIST \*ONLINE\*



Get empowered with the knowledge and skills needed to become a respected and in-demand cannabis cultivation professional. Our 9-week online certificate program offers a comprehensive understanding of the cannabis industry and cultivation best practices. The program features a diverse range of learning resources, including engaging video lectures, informative readings, and interactive e-learning modules that equip you with the requisite skills and knowledge to excel in the thriving cannabis cultivation industry. Upon completion, you'll have the credibility and knowledge necessary to establish a successful career in cannabis cultivation, work in indoor or outdoor grow operations, or even launch your own cultivation business.

Payment Plan Available // \$750

## CANNABIS RETAIL SPECIALIST \*ONLINE\*

Get equipped with the knowledge and skills needed to become a successful, in-demand cannabis retail professional. Delivered through a blend of engaging video lectures, comprehensive readings, and interactive e-learning modules, our 9-week online certificate program is exclusively taught by distinguished industry experts and operators. This program is designed to equip you with the fundamental knowledge of the cannabis supply chain, as well as the essential skills to succeed in the dynamic cannabis retail environment.

Payment Plan Available // \$750

## CANNABIS EXTRACTION AND PRODUCT DEVELOPMENT SPECIALIST \*ONLINE\*

Get the knowledge and credibility needed to pursue a career in cannabis extraction, developing and manufacturing cannabis products, or even starting your own cannabis brand. Our 9-week online certificate program, aims to empower you with the knowledge and skills necessary to become a highly-regarded and sought-after cannabis professional. With a focus on developing and manufacturing various cannabis products, including edibles, tinctures, and topicals, this program provides a comprehensive understanding of the cannabis supply chain and foundational skills required to excel in the industry.

Payment Plan Available // \$750

**For more information, visit <https://cannabiz.bmcc.cuny.edu>**

**BMCC Center for Continuing Education and Workforce Development**



# CUNY'S CANNABIS WORKFORCE and BUSINESS DEVELOPMENT TRAINING PROGRAM (CWBDT)

Borough of Manhattan Community College (BMCC) in partnership with Lehman College will collaborate to develop the first No Cost Cannabis Workforce and Business Development training program for all interested but specifically for justice-involved people planning to take advantage of social equity licenses.

**Security Guard Training** Individuals completing the Security Guard training certificate program will be able to:

- Be guards inside and outside dispensaries.
- Operate Security cameras.
- Operate as Security patrols at cannabis growing facilities.
- Defuse misunderstandings and potential conflicts.

**Advanced Manufacturing Technician** This program provides thorough training in the role of the manufacturing agent. This certificate program will train in:

- Optimizing post processes.
- Optimizing health and safety procedures.
- Foundations of cannabis infusion, product development and formulation.
- Understanding cannabis extraction methodologies.

**Advanced Dispensary Associate** A range of topics will be covered in this course including: The business of cannabis extraction, product development, product safety, pest control, storage and more. Individuals completing this certificate program will be able to:

- Define compliance and operational excellence.
- Identify the various cannabis products and delivery methods available to the customer.
- Optimize health and safety procedures and more.

**Business Advisors in the School of Continuing & Professional Studies will:**

- Help entrepreneurs who have obtained a license for a cannabis-related business to set up and manage their business.
- Provide business incubator space at CUNY on The Concourse.

For more information visit [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce).



LEHMAN COLLEGE  
**School of Continuing  
& Professional Studies**

## 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**

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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**

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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**

## 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.

### **BUNDLE 1 BarMD + BMCC | MASTERING THE UBE WITH BarMD AND BOROUGH OF MANHATTAN COMMUNITY COLLEGES**

With this course, you will receive the **Mastering the Multistate Performance Test Workshop Series**, **Mastering the Multistate Essay Workshop Series**, and **MBE DNA**.

**\$1,999**

### **BUNDLE 2 BarMD + BMCC | MASTERING THE UBE WITH BarMD AND BOROUGH OF MANHATTAN COMMUNITY COLLEGES**

With this course, you will receive the **Mastering the Multistate Performance Test Workshop Series**, **Mastering the Multistate Essay Workshop Series**, and **MBE DNA**, plus **Two Graded Multistate Performance Tests**.

**\$2,299**



**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.

## 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

Spring: February 5 – March 30, 2024

Summer: July 8 – August 31, 2024

Fall: September 23 – November 16, 2024

## ONLINE LEGAL STUDIES COURSES

**Start dates for all Online Courses:**

Session 1: January 8 – February 23, 2024

Session 4: June 24 – August 9, 2024

Session 2: March 4 – April 19, 2024

Session 5: August 19 – October 4, 2024

Session 3: April 29 – June 14, 2024

Session 6: October 21 – December 6, 2024

### 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).

### 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 // \$3,000 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. 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 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.

**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.

# CLS

BY BARBRI

## 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)





WEDDING PLANNING  
INSTITUTE  
a division of  
Lovegevity

## 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**



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### 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**



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### SELF CARE TOOLBOX

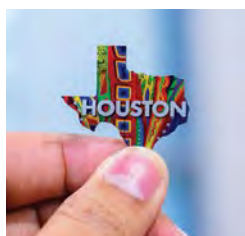
Self Care Toolbox is designed to support students dealing with the natural anxiety of being an au pair. Through discussions, lectures, group work, and practical activities, students will work toward becoming more aware of wellness and managing stress levels.

*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.



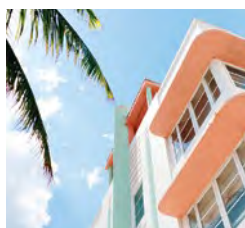
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### HOUSTON

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**



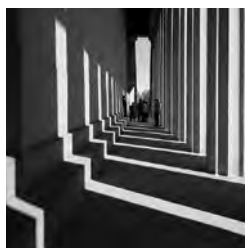
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### MIAMI

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**



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### 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**

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**This course is for any student who is interested  
regardless of their status.**

## 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**



# 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 AND SPRING SEMESTERS

The language immersion classes during these semesters are only for BMCC international students with an F-1 visa 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.*

**74 sessions // 296 hours // \$2,200 Spring Semester**

Mon – Fri: 10:00 am – 2:00 pm

January 30 – May 24, 2024

16 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

### Spring Semester (80 Sessions)

January 29 – June 6, 2024

### Summer Semester (30 Sessions)

June 20 – August 1, 2024

**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**



## 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.

### **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) 346-8398

## 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 MetroCards).

### **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 1!**

### **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>A TO Z GRANTWRITING</b>	This course provides students with the hands-on experience and knowledge they need to successfully begin the planning process for projects in need of grant funding.
<b>ACCOUNTING FUNDAMENTALS</b>	If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn double-entry bookkeeping, financial transactions, financial reporting, and more.
<b>ADMINISTRATIVE ASSISTANT FUNDAMENTALS</b>	This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.
<b>KEYBOARDING</b>	If you want to learn touch-typing or improve your existing typing skills, this is the perfect course for you!
<b>GRAMMAR REFRESHER</b>	Develop English grammar skills and take your writing and speaking to the next level. This course explores the eight parts of speech, punctuation and mechanics, foundational sentence construction, phrases, clauses, problem words, common mistakes, and more with practical, hands-on exercises.
<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>INTRODUCTION TO MICROSOFT EXCEL 2019 / OFFICE 365</b>	If you want to learn the 2019 version of Microsoft Excel, this course will introduce you to the program's basic functions and uses. Through hands-on lessons, you will learn numerous shortcuts to quickly and efficiently set up worksheets. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons. By the time you're done, you will know how to use this vital Office 2019 tool.
<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 <i>pronto</i> .
<b>DIGITAL MARKETING SUITE</b>	Learn how to develop an Internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.
<b>PERSONAL FINANCE</b>	This course will help you gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine.

Program	Hours	SRP	Description	National Certification
<b>HEALTHCARE</b>				
<b>CERTIFIED CLINICAL DENTAL ASSISTANT (VOUCHERS INCLUDED)</b>	300	\$2,995	This comprehensive online dental assisting course will provide you with the essential skills and knowledge needed to become a dental assistant, including every aspect of professional dental assistance. You will also prepare to pass the radiology, infection control, and anatomy and physiology portions of the Dental Assisting National Board examinations – NELDA or CDA.	After completing the course, you will have the opportunity to apply for an externship. You will also be ready to pursue certification as a dental assistant by passing the radiology, infection control, and anatomy and physiology portions of the Dental Assisting National Board examinations – NELDA or CDA. Once you have gained clinical experience and in-person hours, you will be prepared for the general assisting 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 as you prepare for a career as a Certified Clinical Medical Assistant (CCMA), and the national certification exam.	Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA)
<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>CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) (VOUCHER INCLUDED)</b>	160	\$1,895	This course will teach you how Administrative Medical Assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).	Upon completion of this course you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam.
<b>CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING AND CODING (VOUCHERS INCLUDED)</b>	530	\$3,695	Medical billers and coders are also in high demand. In addition to providing the knowledge and skills you will need to become a Certified Medical Administrative Assistant, this course also offers valuable training in legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements.	Certified Medical Administrative Assistant (CMAA) national certification exam. You will also be able to choose a voucher for the professional certification that best aligns with your interests and career goals related to medical billing and coding: <ul style="list-style-type: none"> <li>• Certified Professional Coder (CPC) exam</li> <li>• Certified Coding Associate (CCA) exam</li> <li>• Certified Billing and Coding Specialist (CBCS)</li> </ul>

Program	Hours	SRP	Description	National Certification
<b>CERTIFIED PHLEBOTOMY TECHNICIAN (VOUCHER AND LAB INCLUDED)</b>	150	\$2,295	Train for a career in phlebotomy and prepare for national Phlebotomy Technician certification exams.	This course includes enrollment with an exam voucher option for either the Certified Phlebotomy Technician Certification Exam and Bloodborne Pathogen Prevention Exam, provided by the American Education Certification Association (AECA) or the Phlebotomy Technician (CPT) exam, provided by the National Healthcareer Association (NHA). The voucher is prepaid access to sit for the certifying exam upon eligibility.
<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.	You will be prepared for the AMCA's Physical Therapy Technician/Aide certification exam.
<b>MEDICAL INTERPRETER (SPANISH/ ENGLISH)</b>	200	\$2,595	This online course will teach you the skills needed to work as a Medical Interpreter and to sit in any of the Medical Interpreting examinations available in the country.	This Medical Interpreter training course prepares you to sit in 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>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 basics from computer hardware and networking, network security, offensive, defensive security, and ethical hacking.	You will be prepared to sit for the CompTIA A+, Network+, Security+, CySa+, Pentest+, and EC-Council CEH certification exams.
<b>CERTIFIED ETHICAL HACKER (VOUCHER INCLUDED)</b>	100	\$2,895	This online Certified Ethical Hacker (CEH) course will teach you the valuable details that every information security professional needs to know.	Upon completion of this course, you will be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the fee of the exam.

Program	Hours	SRP	Description	National Certification
<b>BUSINESS</b>				
<b>CERTIFIED PROFESSIONAL LIFE COACH (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 several 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>MICROSOFT OFFICE SPECIALIST (MOS) ASSOCIATE CERTIFICATION TRAINING</b>	245	\$2,095	The Microsoft Office Specialist (MOS) Associate Certification Training course will teach you how to use the Microsoft Office suite at an advanced level. You will build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations.	Prepares you to take the Microsoft Office Specialist certification exams for Word, Excel, PowerPoint, and Outlook. Exam fees are included in the course cost.
<b>CONSTRUCTION AND TRADES</b>				
<b>HVAC/R 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>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!	





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

## 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

## 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 Manhattan EOC offers English for Speakers of Other Languages at four different levels (Developmental, Intermediate, Advanced and Academic); level placement is determined by the TABE CLASS-E Assessment. The next ESOL classes are scheduled to be offered in the Spring 2024 semester in January 2024. Applicants must provide a current Photo ID, proof that they live in New York State, and proof of income or no income for admission to this program. Apply online and review the Admissions requirements on our website: [www.bmcc.cuny.edu/meoc](http://www.bmcc.cuny.edu/meoc). Prospective applicants should contact the Manhattan EOC at (212) 961-3231, or email [admissions@man.eoc.cuny.edu](mailto:admissions@man.eoc.cuny.edu) if 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. The Manhattan EOC will assist students with applying for their SOT License with the NYS Division of Licensing. Apply online and review the Admissions requirements on our website: [www.bmcc.cuny.edu/meoc](http://www.bmcc.cuny.edu/meoc). Please visit our Admissions page to learn how to apply for the

program. Applicants must provide a current Photo ID, show proof of NYS residency, proof of income or no income, have a high school diploma or its equivalent, and score appropriately on the Admissions exam (the TABE) for admission 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.

## OSHA TRAINING

This program will prepare individuals for entry-level positions in fields where knowledge of safety and health hazards is required (i.e., construction, healthcare, plumbing, maintenance) and provides the 30-hour OSHA training, the 10-hour Site Safety training, and the Flagger training. The OSHA programs include all of these trainings and individuals cannot take just one portion or course. Apply online and review the Admissions requirements on our website: [www.bmcc.cuny.edu/meoc](http://www.bmcc.cuny.edu/meoc). Please visit our Admissions page to learn how to apply for the program. Applicants must provide a current Photo ID, show proof of NYS residency, proof of income or no income, and have a high school diploma or its equivalent for admission 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.

**BMCC/CUNY in The Heights** is located at 5030 Broadway, between 213th and 214th Street in Manhattan.

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

Take the **1** train to 215th Street and Broadway. When you exit the station, walk one block south; **BMCC/CUNY in The Heights** is between 213th and 214th Street and Broadway.

For more information about **BMCC/CUNY in The Heights**, email [cith@bmcc.cuny.edu](mailto:cith@bmcc.cuny.edu)



# Start a new career in **Healthcare** or **Information Technology** at NO COST TO YOU!

## Eligibility:

- ✓ Interested in healthcare or I.T. careers
- ✓ A single parent, or guardian
- ✓ 25 years of age and older
- ✓ Have a high school diploma or equivalent
- ✓ Have not completed an associate nor an undergraduate degree
- ✓ Live in Upper Manhattan, or the Bronx

Apply now for the **IHOPE PROGRAM** at BMCC/CUNY in The Heights to start your pathway to a career in the fast-growing field of healthcare or information technology. In a matter of months, you can earn a certificate and create new possibilities for your family and your future.

**Questions?**  
Contact Nina Aristy  
naristy@bmcc.cuny.edu  
212-776-6616

The IHOPE Program is generously supported by a grant from The Robin Hood Foundation. Our IHOPE Community Partners are WHEDco, NMIC, POTS and BronxWorks.



## Benefits



Childcare costs covered  
(for any of your dependent  
children under the age of 6)



Free laptop  
and hot spot



Access to student support  
services such as tutoring,  
peer support, career  
exploration and much more!



Career Navigator champion  
to ensure you successfully  
graduate from this program  
and gain employment



Free MetroCard



Access to  
emergency funds

## Get Started

[www.bmcc.cuny.edu/cuny-in-the-heights/ihope](http://www.bmcc.cuny.edu/cuny-in-the-heights/ihope)



# 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



# NEW! OFFICE OF DIPLOMATIC ENGAGEMENT AND TRAINING

## COURSE LIST

- Modern Diplomacy and Diplomatic Challenges
- Introduction to Cyber Diplomacy and Cybersecurity (15 hours)
- Cybersecurity Essentials for Diplomats and Business Professionals (30 hours)  
*Recommended Prerequisite: Introduction to Cyber Diplomacy and Cybersecurity*
- Introductory Public Speaking for Diplomats and Business Professionals
- Advanced Public Speaking for Diplomats and Business Professionals
- Defense and Security Diplomacy
- Customized Courses and Training—see note below.\*

\* In addition to the preceding, the Office of Diplomatic Engagement and Training can deliver short courses/modules on a customized/as requested basis to provide specific training for diplomats, their staffs, corporate clients, and other groups. Please contact us for a consultation to discuss your training needs.

*Pricing will depend upon the number of hours of instruction and training needs.*

## COMING SOON:

- Public Diplomacy: Challenges and Opportunities for Diplomats
- Digital Diplomacy
- Leadership and Management Strategies for Diplomats
- Intercultural Communication

*Please contact Dr. Daniel Katz,  
Director of the Office of Diplomatic Engagement and Training  
at [dkatz@bmcc.cuny.edu](mailto:dkatz@bmcc.cuny.edu)  
or (212) 346-8472  
to discuss your training needs.*



# NEW COURSES COMING SOON!

## HEALTH SCIENCE

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- Sterile Processing
- Surgical Tech Operations
- Certified Nursing Aid
- Pharmacy Tech
- Acupuncture
- Dental Assistant
- CPR and First Aid
- National Academy of Sports Medicine (NASM) National Strength and Conditioning Association (NSCA)
- Veterinary Assistant
- Human Trafficking

## DIGITAL AND INFORMATION TECHNOLOGY

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- Cyber Security Entry Level
- Certificate in Cyber Security
- ISC2 Entry Level Cyber Security Certification
- CompTIA Security +

### CYBER OPERATION AND VULNERABILITY MANAGEMENT SECURITY

- Certificate in Cyber Security Operations
- CompTIA Cybersecurity Analyst (CySA+)
- CompTIA Advanced Security Practitioner (CASP+)
- CompTIA PenTest+

### DATA SCIENCE

- Certificate in Data Science
- AWS Data Engineering
- CompTIA Data+
- CompTIA DataSys

### IT FUNDAMENTALS

- IT Fundamental Certificate
- CompTIA IT Fundamentals (ITF+)
- Microsoft Office Specialist

## INFRASTRUCTURE, MANUFACTURING, AND ENERGY

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- Infrastructure Management
- NCCER – National Center for Construction Education and Research
- Alternative Renewable Energy (Solar, Wind)
- OSHA
- NABCEP Certification

### ADVANCED MANUFACTURING

- Certified Production Technician (CPT)
- FAA Drone Certification

### SUPPLY CHAIN AND LOGISTICS

- Certified Logistics Associate
- Certified Logistics Technician (CLT)
- Certified Forklift Technician (CFT)
- Certified Technician-Supply Chain Automation (CT-SCA)
- Transportation

## BUSINESS AND PROFESSIONAL SERVICES

- Business Management and Professional Services
- Human Resources Management – SHRM/SPHR/PHR
- Lean Six Sigma
- Project Management (PMP)
- Agile
- Property Management
- Real Estate
- Retail Management
- Small Business & Entrepreneurship
- QuickBooks
- Microsoft Office

For more information visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce).



**CUNY Alert**

**Sign Up Now for CUNY Alert  
at Our Campus!**

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

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

# 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 refund 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.



## 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 Bursar's 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)
- New York Community Trust Scholarship

**For more information visit [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) and click on Tuition Options.**



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./  
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