



BOROUGH OF MANHATTAN | CU  
COMMUNITY COLLEGE | NY

CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT



COURSE CATALOG SUMMER/FALL 2025



#### 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)
- Electronic Health Record
- Computer Network Support Specialist

These pathway programs lead to an associate degree while students are employed in high demand fields.

The aim is to ease and facilitate students' transition from pre-college courses to community college and credited post-secondary programs and from community college to university or employment. To learn more please visit our website at [www.bmcc.cuny.edu/ce](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!

**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  
ASSISTANT VICE PRESIDENT,  
WORKFORCE DEVELOPMENT  
& CONTINUING EDUCATION**



Hello and welcome to BMCC's Center for Adult and Continuing Education division (ACE). Here we believe education should meet you where you are—and take you where you want to go. Whether you're looking to pivot to a new career, grow and up-skill in your current field, or break into an emerging industry we're here to support your next move.

As part of the Borough of Manhattan Community College, ACE offers high-quality, high-demand, and high-impact programs designed for real-world success. From healthcare and information technology to diplomacy, hospitality and beyond, our industry-led partnerships ensure that what you learn here aligns with the skills employers need today—and tomorrow . . .

We also recognize that every journey begins with a strong foundation. Our Adult Literacy and Language Immersion programs help students build essential reading, writing, and communication skills—paving the way toward college-level coursework and lifelong learning.

Our faculty aren't just educators—they're working professionals with global level insight and deep experiences. They bring the classroom to life and keep it connected to the world outside.

We know life in New York City moves fast, and that's why we offer flexible, affordable pathways to education that fit your schedule and your goals. At ACE, we're proud to make continuing education accessible to the many communities that make our city thrive.

No matter your background or starting point, there's a place for you here. Explore your potential, invest in yourself, and open the door to new possibilities.

Start here. Go anywhere.

**ALLISON MESSINA, MPA**

*Assistant Vice President,  
Workforce Development & Continuing Education*



Follow us on:

Facebook: [www.facebook.com/BMCC.CE](https://www.facebook.com/BMCC.CE)

Instagram: [www.instagram.com/bmccace](https://www.instagram.com/bmccace)

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



# 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).

## Procedure

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

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

For Classes meeting 5 Sessions or more:

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

## Returned Checks

In accordance with City University of New York regulations, all students whose checks are returned from the bank for insufficient funds are liable for the amount of the checks plus a \$30.00 reprocessing fee.

## Course Cancellation/Changes

All Continuing Education courses are subject to minimum enrollment. When the college, for any reason, cancels courses, students may transfer to another course or receive a full refund.

**BMCC Center for Continuing Education and Workforce Development, reserves the right to withdraw or modify course offerings or cancel any class for which there is insufficient enrollment. Course locations, dates, fees, and instructors may also change when necessary.**

If a course is cancelled due to an instructor, facility, or weather issue, the total number of hours for the course will be honored. The course participants, in consultation with the instructor, will agree to either extend the course by an additional session, or add time to the remaining sessions in order to accommodate the contract hours missed as a result of the cancellation.

## Tax Deductions

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

## Weather Closing Policy

BMCC is occasionally closed due to extreme weather conditions. In the event of a blizzard or other hazardous weather conditions, please tune to 1010 WINS AM radio notification, NY1 television, the college website for a formal college closure announcement, or call (212) 346-8410.



## Statement Of Non-Discrimination

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

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## 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.

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## 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 **\$800** 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 \$800 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.**



# ALLIED HEALTH

Allied health is one of the highest growing job sectors in the nation. As an allied Clinical 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.

**Contact:** Wanda Izquierdo-Ortega

**E-mail:** [wizquierdoortega@bmcc.cuny.edu](mailto:wizquierdoortega@bmcc.cuny.edu)

## Billing and Coding

This combined 120-hour Medical Billing & Coding course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT Codes and ICD-10 CM manuals), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. This course covers the following areas: CPT (Introduction, Guidelines Evaluation and Management), specialty fields such as Surgery, Radiology and Laboratory, ICD (Introduction), Basic Anatomy and Physiology, Medical Terminology, Computerized Medical Billing and basic claims process for medical insurance and third party reimbursements. You will learn how to find the service and diagnostic codes using manuals. After successful completion of this course, you may be qualified to sit for the National Healthcareer Association (Certified Billing and Coding Specialist).

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

July – November

Tuesday and Thursday: 6:00 pm – 9:00 pm

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

July – December

Saturday: 9:30 am – 3:30 pm

## EKG Phlebotomy for Healthcare Professionals

This course is designed for current Allied Health Professionals and Clinical Research Coordinators (ONLY) to learn how to perform EKGs on patients under the supervision of a Medical Professional and Phlebotomy to collect and prepare blood and other specimen collections ordered by a licensed Health provider.

All hands-on skills will be done using simulation manikins ONLY.

This course teaches both skill competencies to make you more marketable within the health care field

This course is a certificate course only and does not lead to a certification.

**14 sessions (last session only 1 hour)**

**40 hours // \$550**

July – August

Monday and Thursday: 5:00 pm – 8:00 pm

**14 sessions (last session only 1 hour)**

**40 hours // \$550**

October – December

Monday and Thursday: 5:00 pm – 8:00 pm

## Central Sterile Processing

BMCC's 10-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. Writing assignments as appropriate to the discipline are part of the course. This 10-week training explores theory in a self contained in-person class lab.

**35 sessions // 122.5 hours // \$1,995**

August – October

Monday – Thursday: 6:00 pm – 9:30 pm

## 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; Central Sterile Processing; Information Technology; as well as Professional Development programs.**

**Please check the course description for requirements.**



BMCC Center for Continuing Education and Workforce Development  
**SCAN TO LEARN MORE**

## Medical Assistant Specialist

Our Medical Assistant course prepares individuals for the healthcare career



providing them with skills needed in both administrative and clinical tasks. Administrative skills range from Medical Billing and Coding, Electronic Health records, and medical office skills. Clinical skills range from vital signs, EKG, phlebotomy and laboratory tests. Students will also be introduced to medical ethics, HIPPA, communication skills and Patient education. Students will also learn and Basic Life support and Anatomy & Physiology.

Once classroom portion of training is completed students can be eligible to complete a 180-hour internship

After successful completion of this course, you may be qualified to sit for the National Healthcareer Association (Certified Clinical Medical Assistant).

**57 sessions // 351 hours // \$4,300**

August – December

Monday – Friday: 9:00 am – 5:00 pm

### IV Therapy

This course provides participants with comprehensive knowledge of intravenous tools and techniques, as well as, the understanding of theories and methodologies has been approved for 15.5 contact hours.

This Continuing Nursing Education Activity was approved by the Northeast Multi-State Division, An Accredited Approver by the American Nurses Credentialing Center's Commission on Accreditation.

Course is only open to Nurses

**2 sessions // 17 hours // \$245**

July: 8:30 am – 5:00 pm

**2 sessions // 17 hours // \$245**

August: 8:30 am – 5:00 pm

**2 sessions // 17 hours // \$245**

September: 8:30 am – 5:00 pm

### Intro to Vital Signs

Vital signs are measurements of the body's basic functions, including temperature, pulse rate, and blood pressure used to assess a person's overall health and detect potential medical problems.

Successful performance and passing grade is required to receive a certificate of completion. Stethoscopes are provided for use in class but students are encouraged to bring their own.

**1 session // 3 hours // \$150**

August: 6:00 pm – 9:00 pm

**1 session // 3 hours // \$150**

December: 6:00 pm – 9:00 pm



# HEMODIALYSIS

The prevalence of chronic kidney disease is increasing due to the rising rates of diabetes and hypertension. Hemodialysis treatment serves as a life-sustaining procedure for people with kidney failure. Technicians and nurses specializing in hemodialysis are employed in either outpatient clinics and hospitals and are responsible for the operation and maintenance of machines that assist patients in eliminating excess fluids, wastes and toxins from their bloodstream. Technicians and nurses are also responsible for overseeing patients, monitoring their medication and modifying dosage if needed, guaranteeing a sterile environment, documenting and communicating vital signs, and notifying nurses and doctors of any changes in the patient's condition. With the rising need for dialysis, there is a concurrent need for dialysis technicians and nurses to help in overseeing the management of patients' conditions.

**Contact:** Schindia Bidaisee

**E-mail:** sbidaisee@bmcc.cuny.edu

## Hemodialysis Training CITH (all in-person) Course

*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 CHT Certification Exam. Upon successful completion of the program, students are eligible to sit for the CHT national exam.

This is an entry level course that prepares students to work in the Hemodialysis field. Students do not need prior medical experience to be in this course.

Before applying to the course, it is mandatory to attend a virtual information session first, to learn about the program and its requirements.

*Textbook and scrubs not included. Tuition does not include cost of certification exam.*

**12 Sessions // 60 hours // \$2,210**

June – September

Saturdays: 10:00 am – 4:00 pm



## 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 CHT Certification Exam.

This is an entry level course that prepares students to work in the Hemodialysis field. Students do not need prior medical experience to be in this course.

Before applying to the course, it is mandatory to attend a virtual information session first, to learn about the program and its requirements.

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

June – October

Tues & Thurs: 6:00 pm – 9:00 pm

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

July – October:

Tues & Thurs: 10:00 am – 2:00 pm



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# in THE HEIGHTS

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.

**E-mail:** [cith@bmcc.cuny.edu](mailto:cith@bmcc.cuny.edu)

**Phone:** (212) 776-6610

## Certified Nursing Assistant (CNA)

*Before applying to the course, it is mandatory to attend a virtual information session first, to learn about the program.*

The Certified Nursing Assistant (CNA) Program is designed for individuals who are customer friendly and interested in provided compassionate direct patient care. Students prepare to care for individuals in rehabilitation centers or nursing homes under the supervision of the nursing and medical staff. Students prepare for the New York State Certified Nurse Aide exam and become Cardiopulmonary Resuscitation (CPR) certified.

**18 Sessions // 144 hours // Price: N/A**

Months: TBD

9:00 am – 6:00 pm 2 days a week

## Medical Assistant Specialist (MSA)

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**

Monday – Friday: 9:00 pm – 5:00 pm





## Hemodialysis Training Course at CUNY in the Heights

This course prepares individuals to become part of a professional health care team that provides hemodialysis treatment due to endstage 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 CHT Certification Exam. Upon successful completion of the program, students are eligible to sit for the CHT national exam. This is an entry level course that prepares students to work in the Hemodialysis field. Students do not need prior medical experience to be in this course. Before applying to the course, it is mandatory to attend a virtual information session first, to learn about the program and its requirements.

**12 Sessions // 60 hours // \$2,210**

June – September

Saturdays: 10:00 am – 4:00 pm

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## Medical Billing and Coding

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.

**40 Sessions // 120 hours //**

**This is an IHOPE approved course, all program fees will be covered for eligible applicants.**

6:00 pm – 9:00 pm

## OSHA Training

This program will prepare individuals for entrylevel 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.

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## 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:email_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)



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

Information Technology (IT) continues to be one of the fastest-growing sectors in New York City's job market — and it's expected to expand steadily over the next five years. As the demand for certified, middle-skilled professionals increases, now is the ideal time to invest in your future.

The BMCC Center for Adult Continuing Education and Workforce Development offers affordable, career-focused training led by experienced industry professionals. Our programs are designed to equip students and job seekers with in-demand skills that lead directly to employment opportunities in high-growth fields.

Whether you're just starting out or looking to advance your skill set, our IT courses can help you take the next step. We offer comprehensive training in areas such as IT Computer Support, Networking and Cybersecurity, Programming, Data Analytics, Web Development, Linux+, Digital Media and Design, Cloud Computing, and Apple Technology.

***"Start here — and build a career that can take you anywhere."***

**Contact:** Department of Information Technology

**E-mail:** [mvaragapallikarunasek@bmcc.cuny.edu](mailto:mvaragapallikarunasek@bmcc.cuny.edu)

## CAREER IN IT & OFFICE SUPPORT

### Introduction to Computers (A+ Certification)

This course is designed to prepare students for entry-level IT positions as Computer Technical Support Specialists. Through hands-on training, you'll learn how to disassemble and reassemble computers, understand the function of each component, install various operating systems, and troubleshoot both hardware and software issues.

No prior computer experience is required — whether you're a beginner or looking to solidify your foundational knowledge, this course is a great starting point. It also serves as a pathway to more advanced IT topics and prepares you to sit for the CompTIA A+ Certification Exam (Core 1 – 1101 & Core 2 – 1102), a globally recognized credential for IT professionals.

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

Months: Refer to the website      Sat: 9:30 am – 4:30 pm

*Students who pass an entrance exam may be eligible to transfer up to 4 credits toward an Associate Degree in Computer Information Systems (CIS) at BMCC.*



### Google IT Support Certificate

This certificate program introduces students to essential IT skills including troubleshooting, customer service, networking, operating systems, system administration, and security. Designed for beginners, this hands-on course prepares learners for entry-level roles in IT support through the highly regarded Google IT Support Professional Certificate.

*This certificate is for beginners.*

**11 Sessions // 33 hours // \$499**

Months: Refer to the website      Mon & Wed: 6:00 pm – 9:00 pm



### Microsoft Office Professional

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

This course provides a comprehensive overview of the most commonly used features in Microsoft Word, Excel, PowerPoint, Outlook, and Access. Designed for students with basic familiarity with Microsoft Office, it equips you with practical skills to express ideas, solve problems, and present solutions efficiently. A certificate of completion is awarded upon successful completion of the course.

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

Months: Refer to the website

Tues & Thurs: 6:00 pm – 9:00 pm



WORD



EXCEL



OUTLOOK



POWERPOINT



ACCESS





## Social Media for Business

This course is designed for business owners and professionals who want to enhance their social media presence. It covers strategies for using platforms like Facebook, Instagram, LinkedIn, Twitter, and Pinterest to boost audience engagement and drive revenue. Perfect for anyone ready to grow their brand and online influence.

**13 Sessions // 78 hours // \$599**

Months: Refer to the website

Sat: 9:30 am – 4:30 pm



## CAREER IN SYSTEM ADMINISTRATION & NETWORKING

### Introduction to Networks — CCNA-ITN

This initial BMCC Cisco Academy course, aligned with the CCNA Certification, introduces students to the core technologies that support LAN/WAN network communications. Topics include network architecture, diagramming, Layer 2 and Layer 3 protocols, and hands-on experience with cabling and configuring Cisco routers and switches using IPv4 and IPv6.

### Switching, Routing and Wireless Essentials — CCNA-SRWE

This second course in the CCNA series builds on foundational networking knowledge, introducing concepts like VLANs, inter-VLAN routing, Spanning Tree, EtherChannel, IPv4/IPv6 assignments, and wireless networking. Students gain hands-on experience in configuring and troubleshooting networks, with a focus on security best practices.



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

Months: Refer to the website

Tues & Thurs: 6:00 pm – 9:00 pm and Sat: 9:30 am – 4:30 pm

### Enterprise Networking, Security and Automation — CCNA-ENSA

The final course in the CCNA sequence, ENSA integrates all previously learned technologies. It covers OSPFv2, network security, NAT, QoS, virtualization, and automation concepts, ensuring students are fully prepared for the CCNA Certification and job-ready in enterprise networking environments.

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

Months: Refer to the website

Tues & Thurs: 6:00 pm – 9:00 pm

### Network+

*Recommended for students with CompTIA A+ or equivalent experience.*

This course provides essential skills in installing, configuring, and troubleshooting networks. It's ideal for anyone seeking a career in IT networking.



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

Months: Refer to the website

Tues & Thurs: 6:00 pm – 9:00 pm



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## Linux+

*This course prepares students for the CompTIA Linux+ certification.*

This course covers Linux distributions, installation, system administration, networking, cloud technologies, and security. It's recommended for those with Network+ or equivalent background.



**30 sessions // 90 hours // \$1,400**

Months: Refer to the website

Tues & Thurs: 6:00 pm – 9:00 pm

## 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**

Months: Refer to the website

Mon & Wed: 6:00 pm – 9:00 pm

### Cisco Academy – CCNP Enterprise: ENCOR (Core Networking)

The ENCOR course focuses on implementing core enterprise network technologies, including dual stack (IPv4 and IPv6) architecture, virtualization, infrastructure, network assurance, security, and automation. Students will gain both theoretical knowledge and hands-on experience through lectures and practical labs.

By the end of this course, participants will be able to perform advanced configurations for routers and switches to build and maintain enterprise-level LANs and WANs. Core competencies include integrating IP addressing schemes, routing and switching protocols, network assurance mechanisms, and enterprise security.

The course also emphasizes the configuration of routers and switches, which are vital for connecting devices, applications, and data across various networks.



**Duration: 72 hours**

Months: Refer to the website

*Required Reading: Cisco Press CCNP and CCIE Enterprise Core ENCOR 350–401 Official Cert Guide*

*Prerequisite: None*

*Recommended: Completion of the CCNA Academy (CCNAv7) or CCNA Certification*

### Cisco Academy – CCNP Enterprise: ENARSI (Enterprise: Advanced Routing and Services)

The ENARSI course builds upon the foundational knowledge from ENCOR and dives into advanced enterprise network technologies. It covers configuration and deployment of routers and services that connect devices, applications, and data across networks — both locally and globally.

Students will gain practical experience in performing advanced configurations for enterprise-level LANs and WANs using IPv4 and IPv6. The course focuses on advanced routing protocols, optimization features, route redistribution, and tunneling technologies that enhance network performance and reliability.

By the end of the course, students will be equipped with the skills needed to design, implement, and troubleshoot sophisticated network infrastructures.

**Duration: 72 hours**

Months: Refer to the website

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

*Prerequisite: Completion of CCNP Enterprise: ENCOR (Core Networking)*



## CAREER IN PROGRAMMING

### Intro to C++\*

C++ is a powerful general-purpose programming language used in software development across platforms like PCs, game consoles, and embedded systems. This beginner-level course covers data types, flow control, classes, functions, and objects. Ideal for students interested in creating video games, applications, or operating systems.



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

Months: Refer to the website

Tues & Thurs: 6:00 pm – 9:00 pm

\* Intermediate and advanced courses are available—please check our website for dates.

### Intro to Programming with Java\*

Java is one of the most widely used programming languages globally. This course introduces fundamental programming concepts and skills, enabling students to write code and create mobile and web applications using the Java platform. Ideal for beginners.



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

Months: Refer to the website

Tues & Thurs: 6:00 pm – 9:00 pm

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

## CAREER IN DATABASE MANAGEMENT

### Intro to Structured Query Language (SQL) for Data Analytics

This course introduces Structured Query Language (SQL) to users who want to learn how to extract and analyze data from relational databases. It is ideal for beginners with little or no prior experience in databases or programming. Topics include querying databases using Microsoft SQL Server 2017, understanding how data is retrieved for analysis, and building a solid foundation for a career in data analytics or computer science.

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

Months: Refer to the website

Mon & Wed: 6:00 pm – 9:00 pm

## VIDEO EDITING | GRAPHIC DESIGN | WEB DEVELOPMENT

### Comprehensive Video Editing

Gain hands-on experience with Final Cut Pro and learn the essentials of professional video editing. This course covers timeline creation, audio cleanup, file structuring, and transitions. You'll also be introduced to tools like Adobe Premiere and Avid Media for a broader understanding of industry-standard software. Ideal for beginners and experienced editors looking to sharpen their skills.

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

Months: Refer to the website

Sat: 9:30 am – 4:30 pm

### Web Development Bootcamp

Jumpstart your career in Web Development with this hands-on, real-world course. Learn to structure content using HTML, style it with CSS, and add interactivity through JavaScript and JQuery. You'll also master Responsive Web Design to create mobile-friendly, user-optimized websites. From mobile-first design to dynamic navigation, this course equips you with the essential tools to build modern, engaging web experiences.

**20 Sessions // 120 Hours // \$1,799**

Months: Refer to the website

Sat: 9:30 am – 4:30 pm



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## Graphic Design Bootcamp

Ready to become a professional Graphic Designer? This course teaches industry-standard workflows for projects like graphic manipulation, color management, motion effects, and technical design for print and digital media. From brochures and business cards to book covers and web graphics, you'll gain hands-on experience applying essential design skills. Taught by experts in the field, this bootcamp prepares you for real-world creative work.

**6 sessions // 36 hours // \$899**

Months: Refer to the website  
Sat: 9:30 am – 4:30 pm

## Introduction to AI for Graphic Design

Explore how Artificial Intelligence is transforming the design process in this introductory course tailored for adult learners. Gain hands-on experience with AI tools to boost creativity, streamline workflows, and enhance design efficiency. By course end, you'll be equipped to integrate AI into your projects and produce innovative, ethical, and visually compelling designs.

**4 Sessions // 12 hours // \$249**

Months: Refer to the website  
Sat: 11:00 am – 2:00 pm

## CAREER IN DATA SCIENCE

### Intro to Python

*Prerequisites:*

- *Basic computer skills using Windows, Mac, or Linux*
- *Understanding of software design and coding concepts*
- *Algebra-level math skills*
- *Prior exposure to programming (Java, C#, or C/C++) helpful but not required*

Python is a beginner-friendly yet powerful programming language widely used in data science and software development. This hands-on course introduces Python syntax and core programming concepts, helping students build meaningful applications while preparing them for entry-level Python certification (PCEP). It also lays the groundwork for the Certified Associate in Python Programming Exam (PCAP).

\*Note: This course covers the material (i.e., coursework) required to pass the Certified Entry-Level Python Exam: <https://pythoninstitute.org/pcep> and builds the foundation for what's required to pass the Certified Associate in Python Programming Exam: <https://pythoninstitute.org/pcap>.

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

Months: Refer to the website  
Mon & Wed: 6:00 pm – 9:00 pm



### Advanced Python

**\*Coming Soon\***

*Prerequisites: Intro to Python*

Advance your Python skills by learning to work with files, exception handling, modules, and packages. This course dives into object-oriented programming, including encapsulation, inheritance, and polymorphism. You'll explore data structures like dictionaries, sets, stacks, and queues, implement search and sort algorithms, and build an object-oriented application using persistent data and efficient algorithms.

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

Months: Refer to the website  
Tues & Thurs: 6:00 – 9:00 pm



### Python Data Analysis

**\*Coming Soon\***

*Prerequisite: Intro to Python and Advanced Python*

This course equips students with the skills needed to become a Data Analyst. Learn to consolidate data, identify patterns, and communicate findings. You'll work with Python libraries like Numpy, Pandas, and Matplotlib to manipulate, analyze, and visualize datasets.

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

Months: Refer to the website  
Mon & Wed: 6:00 pm – 9:00 pm



## 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).**

### AWS Academy Machine Learning Foundations

*Prerequisite: A strong understanding of basic IT and data fundamentals is recommended.*

This course provides an introduction to Artificial Intelligence (AI), machine learning, and generative AI, equipping students with the skills to apply these technologies to solve real-world business problems. Through hands-on, guided exercises, students will learn to label data, build, train, and deploy custom machine learning models using AWS tools and services.

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

Months: Refer to the website

Mon & Wed: 6:00 pm – 9:00 pm

## CAREER IN IT CYBER SECURITY

### Security+

*Prerequisites: CompTIA A+ certification or equivalent course experience recommended*



This course prepares students for the CompTIA Security+ Certification Exam by covering the core principles of network and operational security. Topics include threats and vulnerabilities, host security, access control, identity management, cryptography, compliance, and security best practices.

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

Months: Refer to the website

Mon & Wed: 6:00 pm – 9:00 pm

### Certified Information Systems Security Professional (CISSP) Bootcamp

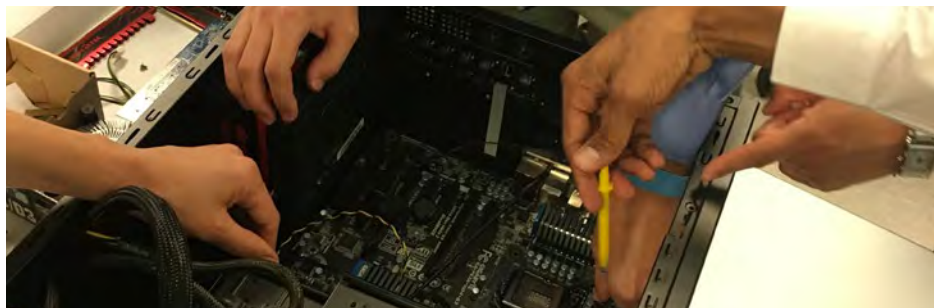
*Prerequisites: CompTIA® Network+® or Security+® certifications, and/or equivalent professional experience*

This CISSP Bootcamp prepares participants for the ISC2 Certified Information Systems Security Professional exam by covering the full Common Body of Knowledge (CBK), which spans eight key cybersecurity domains including asset security and software development security. Designed for experienced professionals, this course offers an intensive path to certification.

**7 Sessions // 21 hours // Refer to website for pricing updates.**

Months: Refer to the website

Mon – Thurs: 6:00 pm – 9:00 pm



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## Palo Alto Networks – Cloud Security Fundamentals

BMCC's Center for Continuing Education and Workforce Development is proud to launch its partnership with **Palo Alto Networks**, a global leader in cybersecurity and the top provider of firewall appliances worldwide. As a newly designated Palo Alto Cybersecurity Academy, we now offer cutting-edge training programs that blend technical expertise with real-world application, preparing students for success in today's cybersecurity landscape.

Our curriculum is aligned with the U.S. National Initiative for Cybersecurity Education (NICE) Framework and is designed to equip learners for a range of high-demand roles, including Network Operations Specialist, Systems Security Analyst, Cyber Defense Analyst, Security Architect, Risk Manager, and Executive Cyber Leadership.

One of our flagship offerings, *Cloud Security Fundamentals*, provides students with a strong foundation in securing cloud environments. This hands-on course introduces key concepts such as DevSecOps, SaaS application security, and Secure Access Service Edge (SASE) architecture. Students will gain critical skills needed to recognize and mitigate threats targeting hybrid cloud infrastructure and mission-critical systems—preparing them to thrive in a rapidly evolving field.

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

Months: Refer to the website

Tues & Thurs: 7:00 pm – 9:00 pm

## Palo Alto Networks – Network Security Fundamentals

This course provides foundational knowledge in network security, equipping students with skills to configure secure environments. It includes hands-on experience with Palo Alto Networks technologies such as STRATA, User-ID, Content-ID, and more, focusing on maintaining secure network operations.

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

Months: Refer to the website

Mon & Wed: 7:00 pm – 9:00 pm

**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 CLOUD COMPUTING

BMCC's Center for Continuing Education is proud to partner with Amazon Web Services (AWS) through the AWS Academy program, offering students access to official AWS training taught by AWS-accredited instructors. Learn in-demand cloud skills on a secure, industry-leading platform used worldwide for computing, storage, and scalability. Prepare for a future in the cloud—right here at BMCC.



### AWS Academy Cloud Foundations

*Prerequisites: General IT technical knowledge; General IT business knowledge*

This entry-level course offers a comprehensive introduction to cloud computing concepts, AWS core services, security, architecture, pricing, and support. Students will gain practical skills through hands-on exercises, preparing them for more advanced AWS coursework.



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

Months: Refer to the website

Tues & Thurs: 6:00 pm – 9:00 pm

### AWS Academy Cloud Architecting

*Prerequisites: Completion of AWS Academy Cloud Foundations; strong IT concepts and skills foundation*

This course prepares students for the AWS Certified Solutions Architect – Associate exam. Using AWS Academy curriculum, students develop technical expertise in designing cloud-based solutions. Ideal for undergraduate, graduate, or professional learners seeking cloud computing proficiency.



**26 Sessions // 78 hours // \$1,299**

Months: Refer to the website

Mon & Wed: 6:00 pm – 9:00 pm

### AZ-500 Microsoft Azure Security Technologies

*Prerequisites: IT Professional-level understanding and experience recommended*

This course provides IT professionals with comprehensive training to manage security across Azure environments. Students will learn to configure security settings, manage secure identities, deploy firewalls, configure access policies, and monitor systems using Azure Monitor and Microsoft Defender for Cloud. The course aligns with the AZ-500 Microsoft Security Engineer certification exam.



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

**12 Sessions // 36 hours // \$1,299**

Months: Refer to the website

Tues & Thurs: 6:00 pm – 9:00 pm



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# Apprenticeship Programs: Earn and Learn

BMCC's apprenticeship programs are unique, flexible instruction programs combining job related credit courses with structured on-the-job learning experiences. An apprenticeship is first and foremost a job and comes with substantial training and the development of transferable skills, which is beneficial to the employer and the employee. The goal for our apprenticeship programs is to provide workers with advanced skill sets that meet the specific needs of employers.



**Contact:** Steve Nunez

**E-mail:** [snunez@bmcc.cuny.edu](mailto:snunez@bmcc.cuny.edu)

## The Apprenticeship Program Is Ideal for:

**Driven Learners:** Students who demonstrate strong analytical, communication, and collaboration skills, excellent problem-solving abilities, and a drive to learn.

**Ambitious Students:** Meeting minimum credit and GPA requirements, with a plan to graduate by the end of the apprenticeship.

**Future Leaders:** Looking to work full-time after apprenticeship.

## Our Commitment

**Diverse Talent:** Open to students of all backgrounds, prioritizing low-income and students of color.

**Professional Networks:** Cultivate connections that open doors in technical and business fields. Apprentices can expect coaching and support of dedicated faculty.

## The BMCC Advantage

**Real-World Impact:** Work part-time, create a portfolio, and potentially start your career in finance.

**Academic Excellence:** Meet weekly with professors to achieve your learning objectives.

**Supportive Pathway:** Get guidance on financial aid and the opportunity to study part-time.

**Leap Towards Success:** Your journey from student to professional starts here!

## Apprenticeship Benefits for Employers

- Improve your strategy for hiring a skilled workforce.
- Fill in your company's skills gap.
- "Grow your own" talent to teach your company's "way."
- Increase employee loyalty and reduce turnover.
- Diversify your workforce.
- Reduce recruiting cost.

## Apprenticeship Benefits for Students

- Employed with salary and benefits
- In some cases, college education paid for by employer.
- College degree and industry credentials.
- College education paid for by employer.
- Learn valuable skills including technology, teamwork, communication, critical thinking, and more.
- Potential start of a rewarding career with a prestigious company

## Available Apprenticeships

### Information Technology

- Cloud Engineer
- Security Analyst
- Computer Network Support

**Opportunities in additional  
industries coming soon!**

**Learn more at:**

<https://www.bmcc.cuny.edu/ce/nycapprenticeship/>





# ADULT LITERACY

Adult Literacy is the foundation for all career paths. Our High School Equivalency (HSE) classes will help you improve your reading, writing, science, social studies and math skills and will equip you with the knowledge you need to pass the GED exam and prepare you for college. We also offer English for Speakers of Other Languages (ESOL) to help improve your reading, writing, and speaking in English.

**Contact:** Adult Literacy

**E-mail:** [literacyprogram@bmcc.cuny.edu](mailto:literacyprogram@bmcc.cuny.edu)

## High School Equivalency (HSE)

We offer multiple levels of High School Equivalency (HSE) classes that will help you improve your reading, writing, social studies, science and math so you can pass your GED exam and successfully enter college and/or your next workplace. We cover all the topics included on the GED exam, including Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies.

**10–12 week semesters // 3 days of 9–12 instructional hours per week // No Cost**

Available year-round (4 semesters a year)  
Morning classes: 9:30 am – 1:30 pm  
Evening classes: 6 – 9 pm

## English for Speakers of Other Languages (ESOL)

We offer low-intermediate to advanced levels of English for Speakers of Other Languages (ESOL) classes that will help you improve your reading, writing, and speaking in English. Our highest level ESOL course prepares students to successfully enter college.

**10–12 week semesters // 3 days of 8–12 instructional hours per week // No Cost**

Available year-round (4 semesters a year)  
Morning classes: 9:30 am – 1:30 pm  
Evening classes: 6 – 9 pm

## ESOL/Training: Hospitality

We offer English for Speakers of Other Languages (ESOL) and Hospitality training that will help you improve your English Language and hospitality skills. Students learn customer service skills, such as how to communicate well with customers and assist them with their needs. This class helps student obtain professional certifications from the American Hotel & Lodging Educational Institute and National Restaurant Association Solutions: Certified Guest Service Professional: Making Connections; Certified Guest Service Professional: Golden Opportunities; START Certified Restaurant Server.



**12 week semesters // 3 days per week  
(6 English language instructional hours  
and 4 hospitality instructional hours  
per week) // 48 training hours;  
120 hours total // No Cost**

Available 3 semesters a year  
(Fall, Winter, Spring)  
Morning classes: 10:00 am – 2:00 pm  
Evening classes: 5 – 9 pm

## ESOL/Training: A+

We offer English for Speakers of Other Languages (ESOL) and A+ training that will help you improve your English Language and computing, networking, hardware, and troubleshooting skills. This class helps students obtain their CompTIA certification.



**20–22 weeks // 3 days per week  
(6 English language instructional  
hours and 12 A+ instructional hours  
per week) // 240 training hours;  
396 hours total // No Cost**

Available 2 semesters a year (Fall, Spring)  
9:30 am – 4:30 pm

## ESOL/Training: Microsoft Office Suite

We offer English for Speakers of Other Languages (ESOL) and Microsoft Office Suite training that will help you improve your English language and Microsoft Office skills. This class helps students obtain their Microsoft Office Specialist (MOS) certification, including in Microsoft Word, Excel, PowerPoint, and Access.

**25 weeks // 4 days per week  
(8 English instructional hours  
and 8 Microsoft instructional hours  
per week) // No Cost**

Available 2 semesters a year (Fall, Spring)  
Morning classes: 9:30 am – 1:30 pm  
Evening classes: 6 – 9 pm



WORD



EXCEL



OUTLOOK



POWERPOINT



ACCESS



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

**Contact:** John Krey     **E-mail:** [jkrey@bmcc.cuny.edu](mailto:jkrey@bmcc.cuny.edu)

## 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 prepare for the New York State Notary Public License exam, which is valid for 4 years.

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

Mon & Weds: 6:00 pm – 9:00 pm  
July, September, November



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# LEGAL STUDIES COURSES

You don't have to be an attorney to embark on a career in the legal industry. Corporations, law firms, and governments need non-lawyers for a wide variety of administrative, research, compliance and other law-related positions. You can gain the skills needed to offer specialized legal services for these employers without the time and expense of pursuing a full law degree. To build your credentials towards career opportunities in the legal field, consider these excellent courses that BMCC Continuing Education offers in partnership with **Center for Legal Studies**.

Center for Legal Studies (CLS) is the leading continuing legal education company in the country. Since 1980, CLS has enabled thousands of students to achieve their career-advancing goals while continuing with their everyday lives. In 2019, CLS was acquired by BARBRI Global, further enhancing its position as the best-in-class provider of legal education. Backed by BARBRI's extensive legal learning data science and court methodology, the Center for Legal Studies continues to bring unparalleled legal education to students nationwide.

## 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 // \$2,195**

Classes will be held via Zoom.

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

Summer: Starting July 7, 2025

Fall: Starting September 22, 2025

## ONLINE LEGAL STUDIES COURSES

**14 WEEKS // \$2,095**

**Start dates for all Online Courses:**

Session 1: Starting January 13, 2025

Session 2: Starting March 10, 2025

Session 3: Starting May 5, 2025

Session 4: Starting June 30, 2025

Session 5: Starting August 25, 2025

Session 6: Starting October 20, 2025

### 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 // \$1,295**

This course prepares those who 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 a Self-Study option where you can complete the course at your own pace within a 4-month period.

### LEGAL SECRETARY CERTIFICATE

**7 WEEKS // 42 HOURS // \$1,095**

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

### ADVANCED PARALEGAL CERTIFICATE 7 WEEKS PER TOPIC // 270 HOURS // \$3,300 or \$660 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.



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

Register @ <https://www.legalstudies.com/vendor/bmcc>

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**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 // \$1,095**

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**  
**\$2,095 ONLINE or SELF-STUDY // \$2,195 LIVE LECTURE or TEXT ONLY**

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 a Self-Study option where you can complete the course at your own pace within a 6-month period.

**PERSONAL INJURY FOR PARALEGALS****7 WEEKS // 45 HOURS // \$1,105**

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.

## Center for Legal Studies **Top 6 reasons to enroll**

A BARBRI Company

- 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)**

**(212) 346-8410 // [ace@bmcc.cuny.edu](mailto:ace@bmcc.cuny.edu) // [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)**

**Register @ <https://www.legalstudies.com/vendor/bmcc>**

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# OFFICE OF DIPLOMATIC ENGAGEMENT AND TRAINING



The mission of the Office of Diplomatic Engagement and Training is to provide high quality capacity building and training to diplomats, consular officials and others throughout New York, surrounding areas and beyond. Utilizing the United Nations 17 Sustainable Development Goals as a framework for the college's workforce capacity building efforts, it will provide an expanded range of educational services in alignment with both BMCC and CUNY system workforce goals and strategic plans. The Office will work for the benefit of students, faculty, staff and the broader international diplomatic community. There are more than 116 foreign consulates and 193 permanent missions in New York City, which hosts the largest diplomatic corps in the world.

**Contact:** Office of Diplomatic Engagement & Training    **E-mail:** [diplomacy@bmcc.cuny.edu](mailto:diplomacy@bmcc.cuny.edu)

## Introduction to Human Resource Management

Develop an understanding of the role of Human Resource and all its functions and processes within the organization.

- Gain an understanding of the laws and legal environment which HR operates in the US.
- Learn the primary duties of the hierarchical job descriptions of a Human Resources Department and the professionals who work there.
- Develop an appreciation and gain practical experience working as a team to create examples of HR practices and procedures.
- Become aware of job opportunities in HR through class industry guest speakers and internship opportunities from class industry sponsors.

**18 Sessions // 54 Hours // \$1,350**

June – July, Evenings

## Leadership and Management for Diplomats and Business Professionals

Completing a course in Leadership and Management for Diplomats and Business Professionals offers a promising job outlook across various sectors. Graduates are equipped with essential skills to excel in

leadership positions within diplomatic services, international organizations, government agencies, and multinational corporations. They may pursue careers as diplomats, embassy staff, international relations specialists, corporate executives, or government officials. With globalization and increasing complexity in global affairs, there is a growing demand for professionals who can navigate diplomatic challenges, drive organizational success, and foster effective collaboration across borders. Overall, completion of this course opens doors to diverse and rewarding career paths, offering ample opportunities for professional growth and advancement in today's dynamic global landscape.

**6 Sessions // 12 Hours // \$995**

June – July, Evenings

## Introduction to Public Speaking

Participants learn essential public speaking skills and values in this course. They focus on clarity, credibility, respect for cultural differences, persuasive techniques, adaptability, integrity, and empathy. These values form a foundation for effective communication, enabling participants to navigate diverse audiences and achieve their diplomatic and business objectives successfully.

**8 Sessions // 16 Hours // \$799**

June, Evenings



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## Introduction to Supply Chain Management

Supply Chains are vital to the prosperity of the World Economy. Supply Chain Management involves these activities: Purchasing, Manufacturing, Inventory Management, Demand Planning, Warehousing, Transportation, and Customer Service. In summary, every activity included in the transformation of natural resources, raw materials and components into a finished product for a consumer. This course will provide a general overview of this process through lectures, reading assignments, case studies, and guest speakers who are industry leaders in procurement, logistics, and inventory technology. Hands on experience will be available through special projects, internships and mentors with our industry partners: ASCM and ISM.

**14 Sessions // 42 Hours // \$1,100**

June – July, Evenings

## Diplomatic Protocol: Introduction to Diplomatic Protocol and Etiquette

Diplomatic protocol plays a critical role in international relations, cross-cultural engagement, and global leadership. This course introduces the principles of formal diplomatic procedures, including precedence, titles and forms of address, flag etiquette, seating arrangements, and ceremonial practices. Students will learn how to navigate cultural norms, official correspondence, and protocol scenarios used in embassies, multilateral organizations, and government agencies. Instruction will be delivered through lectures, readings, real-world case studies, and guest speakers with diplomatic and global affairs experience. Participants will gain hands-on experience through mock diplomatic events, project-based assignments, and mentoring opportunities with professionals in the international relations field.

**Instructor:** Leslie Lautenslauger is a distinguished global affairs professional with over 30 years of service in international protocol. She has worked at senior levels at the U.S. Department of State and with

high-profile figures including General Colin L. Powell, USA (Ret.).

**8 Sessions // 16 Hours // \$995**

June – July, Evenings

## Diplomatic and Industry Security Processes



This course explores the critical systems and protocols that safeguard diplomatic missions, global business operations, and international events. Topics include threat assessment, risk mitigation, physical and cybersecurity measures, emergency response planning, and the intersection of diplomacy and global security policy. Students will examine real-world case studies and develop a foundational understanding of both governmental and corporate security practices in high-stakes environments. Instruction includes lectures, expert guest speakers, applied simulations, and collaborative projects in partnership with industry professionals and global affairs practitioners.

**Instructor:** Charles Brandeis is a veteran security executive with over three decades of experience in U.S. government diplomatic security operations, international threat analysis, and private-sector risk management.

**9 Sessions // 18 Hours // \$1,495**

Evenings

## Cybersecurity Essentials

In this course, learners develop workforce readiness skills and build a foundation for success in cybersecurity-related careers. With video and rich interactive media support, participants learn, apply, and practice cybersecurity knowledge and skills through a series of in-depth, hands-on experiences and simulated activities that reinforce their learning. Cybersecurity Essentials teaches comprehensive cybersecurity concepts and skills at the entry-level, from threat mitigation and defense to post-incident forensics. Learners will progress from basic cybersecurity concepts to experiences in assessing vulnerabilities and risks later in the curriculum.

**12 Sessions // 70 Hours // \$1,995**

June – August, Weekends

**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. We also offer the following bespoke training options:

- \* Multi-module Diplomacy and International Affairs Certificate
- \* Media Training      \* Multi-module Global Security Certificate
- \* Multi-module Cyber Operations and Defense
- \* Image Consulting      \* Sales/Marketing/Networking

*For more information contact The Office of Diplomatic Engagement and Training: [diplomacy@bmcc.cuny.edu](mailto:diplomacy@bmcc.cuny.edu)*

(212) 346-8410 // [ace@bmcc.cuny.edu](mailto:ace@bmcc.cuny.edu) // [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)

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100%  
ONLINE



## COURSE FEATURES:

- Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Financial assistance available
- Student Advisors included
- Industry Recognized Certifications
- Counselors help match you to a training course



# Cybersecurity White Hat (Online Training)

## LEARN IN-DEMAND SKILLS AROUND YOUR SCHEDULE

Offered in partnership with Cyber Security Global Alliance, our online Cybersecurity White Hat Career Training is designed to prepare you for immediate entry or advancement in cyber career opportunities globally.

## POPULAR COURSES INCLUDE:

- Analyze a Remote Intrusion Attempt
- Investigate a Watering Hole Attack
- Compile Indicators of Compromise
- Examine a Compromised Host's Memory
- Conduct a Forensic Disk Examination
- Close Your Investigation
- Exploit a Website
- Insider Threat?
- Analyze Malicious Network Traffic
- Threats, Attacks and Vulnerabilities
- Risk Management
- Job Placement and Security Screening
- Cybersecurity: Immediate Immersion (8 weeks, 120 hours total)
- Cybersecurity Defense (15 weeks, 375 hours total)
- CompTIA Security + Certification Exam (2 to 8 weeks, time variable depending on student)
- Identity and Access Management
- Architecture and Design
- Cryptography and PKI
- Technologies, Business and Tools
- Cyber Range and Final Exam Testing



Please see our entire Advanced Training Program Website at  
<https://bmcc-cyberprogram.com>

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

**Contact:** Raymond MacLeish

**E-mail:** [rmacleish@bmcc.cuny.edu](mailto:rmacleish@bmcc.cuny.edu)

Borough of Manhattan Community College (BMCC) in partnership with Lehman College has collaborated 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.

*Register online for one of our virtual info sessions to find out how to apply for a seat in an upcoming certification.*

**Cannabis Retail Management** 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.

**15 sessions // 3 hours // No-Cost Tuition Free**

April – December 2025

Classes meet twice a week (Mon/Weds or Tues/Thurs Schedule): 6:00 pm – 9:00 pm

**Advanced Cannabis Security Solutions** 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.

Classes in January 2025

**Advanced Cannabis 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.

**Class will begin at the end of summer (September). Dates and schedule still to be confirmed. // Hours TBA // No-Cost Tuition Free**

September 2025 – December 2025

Classes meet twice a week (Mon/Weds or Tues/Thurs Schedule). Time of Day: TBA

**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.

Classes in January 2025

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



LEHMAN COLLEGE

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& Professional Studies**

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### **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**



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### **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**

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### **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**  
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# 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 in-person classes, and a final assignment.



## Practical Psychology: Conflict Resolution

This class breaks down the concepts of emotional interaction and regulation to help you manage frustration day to day, develop psychologically-based strategies to self-soothe, set boundaries, understand your needs, communicate them, and understand how that communication is received.

*taught by Katharine Ernst*

**\$275**



## Digital Photography: Build Your Portfolio

Class explores the elements of digital photography via lectures, group work, photography assignments, and seeing exhibits in NYC. Classes will cover lighting, composition, portraiture, and street photography, among other things. Students will create work both at home and in NYC to build their portfolio.

*taught by Cornelia Hediger*

**\$275**



## Self Care Toolbox

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

*taught by Alicia Giordano*

**\$275**

## AU PAIR EXPERIENCE: TRAVEL COURSES

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



## 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**



## 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**





# 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 Mary Poole*

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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## 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).

8 sessions // 40 hours // \$350

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



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# BMCC LANGUAGE IMMERSION FOR ACADEMIC ESL STUDENTS

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.

**Contact:** Paul Shively     **E-mail:** [bliss@bmcc.cuny.edu](mailto:bliss@bmcc.cuny.edu)

## BMCC Language Immersion for International Students (BLIIS)

BMCC is authorized under federal law to enroll nonimmigrant alien students. The BMCC Language Immersion for International Students (BLIIS) program is an academic English and college preparation course for International Students with an F-1 Student Visa. The program provides intensive instruction in all English skills, especially reading and writing, to prepare you for credit-bearing college courses. Any student wishing to obtain an F-1 student visa may apply to BLIIS. International students accepted into academic programs at BMCC are required to take BLIIS if their CUNY ESL Placement Exam scores are too low.

*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 (text available).*

### Summer 2025 Semester: July – August

**30 sessions // 180 Hours // \$1,500**

10:00 am – 2:00 pm

### Fall 2025 Semester: August – December

**75 sessions // 300 Hours // \$2,500**

10:00 am – 2:00 pm

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## BMCC CUNY Language Immersion Program (CLIP)

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

### **Who can be a CLIP Student?**

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

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

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

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

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

### **Summer 2025 Semester: June – August**

**30 Sessions // 150 Hours // NY State Residents: Summer: \$75 //**

**Non-NY Residents: Fall/Spring/Summer: \$180 //**

**Public Assistance recipients, SEEK, CD Students: Summer: \$18**

Daytime classes: 9:00 am – 2:30 pm (daytime classes) OR

Evening classes: 5:00 pm – 10:00 pm (evening classes)

### **Fall 2025 Semester: September – December**

**70 Sessions // 350 Hours // NY State Residents: Fall/Spring: \$180 //**

**Non-NY Residents: Fall/Spring: \$450 //**

**Public Assistance recipients, SEEK, CD Students: Fall/Spring: \$45**

Daytime classes: 9:00 am – 2:30 pm (daytime classes) OR

Evening classes: 5:00 pm – 10:00 pm (evening classes)

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LEARN MORE**



**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**

# INTRODUCING BMCC'S NO COST ESL/TRAINING PROGRAMS

**Contact:** Schindia Bidaisee

**E-mail:** ielcebmc25@gmail.com

## A+/ESL

BMCC is offering an A+ course with English classes. Students will focus on learning networking, hardware, troubleshooting and more, in order to pass the CompTIA Certification exam.

- Must be 18 or older
- Must not be native to the United States
- Must speak intermediate to advanced level of English
- Must have your NYS ID to prove residency in New York
- Must not have any college credits in the U.S.

*Visit our website for upcoming dates.*

---

## Hospitality/ESL

BMCC is offering a Hospitality course where you can learn English and learn customer service skills. This course will teach students how to better communicate with customers and how to assist them in a courteous manner.

- Must be 18 or older
- Must not be native to the United States
- Must speak intermediate to advanced level of English
- Must have your NYS ID to prove residency in New York
- Must not have any college credits in the U.S.

*Visit our website for upcoming dates.*

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## Microsoft/ESL

BMCC in partnership with MEOC offers this Microsoft certification program to ESL learners. This in-person class has a blend of English classes and Microsoft classes that focuses on teaching the student Word, Outlook, PowerPoint and Excel.

- Must be 18 or older
- Must provide 1040 form (proof of income)
- Must not be native to the United States
- Must speak intermediate to advanced level of English
- Must have your NYS ID to prove residency in New York
- Must not have any college credits in the U.S.

*Visit our website for upcoming dates.*

**Class Location: 25 Broadway, 8th floor New York, NY 10004**  
**For registration and more information call 212-346-8583**  
**or email: sbidaisee@bmcc.cuny.edu**



**BMCC Center for Continuing Education and Workforce Development**  
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## CUNY | CUNYSTART | ENGLISHSTART | MATHSTART

BMCC CUNY Start Programs are innovative CUNY programs that helps associate degree-seeking students get a **Strong Start in College**. The goal of either *CUNY Start*, *Math Start*, or *English Start* is to help students prepare for college-level coursework and to meet CUNY's proficiency milestones prior to starting credit-bearing courses.

### Program Highlights:

- Students can enroll in full-time or part-time classes
- Low cost – \$35 (Math Start/English Start) \$75 (CUNY Start)
- Provides trained teachers and dedicated advisors to help you prepare for credit courses and support your long-term college success
- Saves tuition and financial aid dollars
- Help with the transition into BMCC's credit courses by providing a pipeline for one of our Success programs. These programs provide various supports and guidance to ensure you stay on track to graduate on time.

### WHAT ARE THE CUNY START PROGRAMS?

CUNY Start is an intensive Reading/Writing, Math, pre-college program that helps students with 15 credits or less to reduce or eliminate their developmental coursework. CUNY Start Programs offers both, a **Full-time** CUNY Start Program and **Part time** programs such as Math Start/English Start and JUMP Start. Our JUMP Start program allows students to simultaneously earn college credits while addressing their developmental need.

### CUNYSTART®

- Intensive 12-16 weeks of **Reading/Writing and Math** preparation
- Must have 15 credits or lower
- Costs only \$75 (including materials)

### MATHSTART

- Intensive 8-weeks of **MATH ONLY** preparation
- Must have 15 credits or lower
- Free Metrocard
- Costs only \$35 (including materials)

### JUMPSTART

- Intensive 8-weeks of **English or Math** preparation
- Must have 15 credits or lower
- Free Metrocard
- Costs only \$35 (including materials)

### Contact Us:

**Visit:** 70 Murray Street, Room M1018, New York, NY 10007  
**Email:** [cunystart@bmcc.cuny.edu](mailto:cunystart@bmcc.cuny.edu) **Phone:** (212) 346-8398  
**Website:** <https://www.bmcc.cuny.edu/academics/success-programs/cuny-start/>

**To apply for an Undergraduate Degree, visit:**  
<https://www.bmcc.cuny.edu/admissions/apply-now/>



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## Advanced CAREER TRAINING

ONLINE COURSES

### COURSE FEATURES:

- Start anytime
- 24/7 Access
- Books and materials included
- Certificate of Completion
- Certification Exam Voucher may be included
- Financial assistance available
- Student Advisors included
- Industry Recognized Certifications
- Counselors help match you to a training course

### LEARN IN-DEMAND SKILLS AROUND YOUR SCHEDULE

Offered in partnership with ed2go, these online Advanced Career Training courses are designed to prepare you for entry or advancement in career opportunities.

### POPULAR COURSES INCLUDE:

- Administrative Medical Specialist with Medical Billing and Coding
- Certified Bookkeeper
- Certified Clinical Medical Assistant (CCMA)
- Certified EKG Technician
- Certified Medical Administrative Assistant (CMAA)
- Certified Phlebotomy Technician
- Certified Physical Therapy Aide
- Certified Professional Life Coach
- Child Development Associate Training
- Clinical Dental Assistant
- Cybersecurity Boot Camp
- Freight Broker/Agent Training
- Human Resources Professional
- HVAC/R Technician
- Medical Billing and Coding
- Medical Billing and Coding + Medical Terminology
- Medical Interpreter (Spanish/English)
- Paralegal
- Pharmacy Technician
- Sterile Processing Technician
- Travel Agent Training
- Veterinary Assistant

To learn more and enroll, visit:  
**[careertraining.bmcc.cuny.edu](https://careertraining.bmcc.cuny.edu)**



Please see our entire list of Advanced Training Programs at  
<https://careertraining.ed2go.com/bmcc/>

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2504-1401



## ARTS AND DESIGN

### Certified Residential Interior Designer

Gain a comprehensive understanding of the residential interior design field and acquire the tools you need to successfully run your own interior design business **Hours: 160**

**CERTIFICATION:** Upon successfully completing this program, you will obtain your R.I.D.E. (Residential Interior Design Education) credential and qualify to take the Residential Interior Design Qualifying Certification (RIDQC) exam through the Designer Society of America (DSA) and be provided with a free one-year DSA membership.

## BUSINESS

### AutoCAD Certification

With hands-on, real-world optional projects, you will obtain the skill set needed to develop high-quality construction documents using state-of-the-art professional workflows. You will learn the AutoCAD User Interface and develop skills that will enhance your employability in fields such as architecture, engineering, and construction. **Hours: 140**

**CERTIFICATION:** You will be prepared for the Autodesk AutoCAD User certification exam

### Certified Bookkeeper

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 to practicing bookkeepers with several years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries. **Hours: 140**

**CERTIFICATION:** Course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam.

### Freight Broker/Agent Training

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. **Hours: 180**

### Human Resources Professional

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. **Hours: 120**

**CERTIFICATION:** You will be prepared to take the HRCI's Professional in Human Resources (PHR) certification exam.

### Microsoft Office Specialist (MOS) Associate Certification Training

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. **Hours: 245**

**CERTIFICATION:** Prepares you to take the Microsoft Office Specialist certification exams for Word, Excel, PowerPoint, and Outlook. Exam fees are included in the course cost.

### Professional Bookkeeping with Quickbooks Online

This course will give you hands-on experience using QuickBooks Online to manage your business' finances—from recording income and expenses to entering checks and bank transfers to setting up a chart of accounts. **Hours: 100**

**CERTIFICATION:** Be prepared for the QuickBooks Certified User Exam.

### Professional Grant Writing

Throughout this grant writing course, you will learn about the certification process for grant professionals and write different elements of a complete grant application, culminating in a case statement for your capstone assignment with expert instructor feedback on each element. **Hours: 90**

**CERTIFICATION:** Prepare for the Grant Professional Certified (GPC) exam offered by the Grant Professionals Certification Institute (GPCI).

## CONSTRUCTION AND TRADES

### Electrical Technician

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! **Hours: 120**

To learn more and enroll, visit: [careertraining.bmcc.cuny.edu](https://careertraining.bmcc.cuny.edu)



## Foundations of Plumbing

You will learn specialized plumbing skills and terminology for residential, commercial, and industrial plumbing systems. In addition, this course teaches the math, geometry, and physical principles needed to work on plumbing systems. **Hours: 145**

## HVAC/R Technician (Voucher Included)

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. **Hours: 162**

**CERTIFICATION:** HVAC Excellence Employment Ready Certificate exam and EPA 608 Certification exam

## Residential Electrician

From updating existing buildings to building construction, demand for electricians is on the rise. This course will train you for an entry-level career as an electrician by teaching you the fundamental skills you need to succeed, such as electrical theory, wiring and installation, customer service best practices, the National Electrical Code,® and much more. **Hours: 125**

## Welder Technician

The Welder Technician course is an intensive overview of skills relating to welding techniques from the basic principles of metal cutting and rigging to safety guidelines and manufacturing management. **Hours: 125**

## HEALTHCARE

### Certified Clinical Medical Assistant (Voucher Included)

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. **Hours: 540**

**CERTIFICATION:** Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA).

### Certified EKG Technician (Voucher Included)

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. **Hours: 170**

**CERTIFICATION:** This program with voucher prepares you for the Certified EKG Technician (CET) certification exam from NHA.

### Certified Medical Administrative Assistant (CMAA) (Voucher Included)

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). **Hours: 160**

**CERTIFICATION:** 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.

### Clinical Dental Assistant (Vouchers Included)

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. **Hours: 300**

**CERTIFICATION:** Upon successful completion of this clinical dental assistant course, you will receive vouchers to sit for the Anatomy, Morphology, and Physiology (AMP), Infection Control (ICE), and Radiation Health and Safety (RHS) portions of the Dental Assisting National Board examinations. The exams meet 3 of 3 exam requirements for the NELDA certification and 2 of 3 exam requirements for the CDA.

### Certified Physical Therapy Aide

Learn foundational physical therapy principles, medical terminology, tasks, and responsibilities needed to work as a certified physical therapy aide. **Hours: 190**

**CERTIFICATION:** You be prepared for the AMCA's Physical Therapy Technician/Aide certification exam.

### Hemodialysis Technician

Within the hemodialysis technician training course, you will be presented with real-world scenarios and access to an instructor that will provide remediation and feedback on interactive assignments that you will need to submit by using the lab kit that is included in the course. **Hours: 205**

**CERTIFICATION:** Prepare for the BONENT Certified Hemodialysis Technician (CHT) certification.

To learn more and enroll, visit: [careertraining.bmcc.cuny.edu](https://careertraining.bmcc.cuny.edu)



Please see our entire list of Advanced Training Programs at  
<https://careertraining.ed2go.com/bmcc/>

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## Medical Billing and Coding (Voucher Included)

Train for an in-demand health career in medical billing and coding and prepare for industry certification in this course.

**Hours: 370**

**CERTIFICATION:** You will be able to choose a voucher for the professional certification that best aligns:

- Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
- Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
- Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)

## Medical Interpreter (Spanish/English)

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.

**Hours: 200**

**CERTIFICATION:** This Medical Interpreter training course prepares you to sit in any of the Medical Interpreting examinations available in the country.

## Patient Care Technician

With the occupation demand at an all-time high, after successfully completing this patient care technician program and certification exam, you can become a technician primarily focused on direct patient care and support within a hospital, clinic, long-term care facility, or home health care. This patient care technician certification course will give you a comprehensive overview of working as a patient care technician. **Hours: 325**

**CERTIFICATION:** Includes a complimentary voucher to sit for either the Certified Patient Care Technician/Assistant (CPCT/A) certification exam through the National Healthcareer Association (NHA), or the Patient Care Technician (PCTC) certification exam through American Medical Certification Association (AMCA), upon eligibility.

## Pharmacy Technician

This training program will empower you to pursue entry-level pharmacy tech positions by teaching you medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. **Hours: 400**

**CERTIFICATION:** Prepare for the Pharmacy Technician Certification Board (PTCB)'s Pharmacy Technician Certification Exam (PTCE) and earn the highly respected Certified Pharmacy Technician (CPhT) credential upon successful completion.

## Registered Behavior Technician

Within the course you have access to a Board-Certified Behavior Analyst (BCBA®) who will provide feedback on in-course assignments designed to specifically prepare you for the 40-hour training requirement for the RBT certification through Behavioral Analyst Certification Board (BACB®). **Hours: 45**

**CERTIFICATION:** This RBT course includes a voucher that can be used for the BACB RBT certification exam only when all BACB RBT application requirements are met.

## Sterile Processing Technician

Prepare for a career as a Sterile Processing Technician (SPT). This immersive course will train you to work as an SPT and prepare you for the Certified Registered Central Service Technician (CRCST) certification from the HSPA. **Hours: 190**

**CERTIFICATION:** Prepare for the Certified Registered Central Service Technician (CRCST) certification.

## Veterinary Assistant

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. **Hours: 225**

To learn more and enroll, visit: [careertraining.bmcc.cuny.edu](https://careertraining.bmcc.cuny.edu)



## HOSPITALITY

### Certified Wedding Planner

This comprehensive course covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this course will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business. **Hours: 340**

**CERTIFICATION:** Upon successfully completing the final exam, you will earn the Certified Wedding Planner certification offered by Lovegevity.

### Travel Agent Training

Train to become a travel industry professional in this flexible online course. **Hours: 100**

**CERTIFICATION:** Be prepared to take the TAP (Travel Agent Proficiency) test, offered by the Travel Institute (formerly ICTA).

## INFORMATION TECHNOLOGY

### Certified Ethical Hacker (Voucher Included)

This online Certified Ethical Hacker (CEH) course will teach you the valuable details that every information security professional needs to know. **Hours: 100**

**CERTIFICATION:** 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.

### CompTIA A+, Network+ Security+

Begin your journey as an IT professional by preparing for the CompTIA A+ certification exams (220-1101 & 220-1102), the Network+ certification exam (N10-009), and the Security+ certification exam (SY0-701). This bundle will give you all the tools you need to succeed in the ever-growing field of IT and stand out to future employers. **Hours: 395**

**CERTIFICATION:** Aligns with the CompTIA A+, Network+, and Security+ certification exam.

### Cybersecurity Bootcamp

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. **Hours: 595**

**CERTIFICATION:** You will be prepared to sit for the CompTIA A+, Network+, Security+, CySa+, Pentest+, and EC-Council CEH certification exams.

## LEGAL

### Certified Legal Secretary

If you're ready to enter the legal profession and develop a great career that will be in-demand long into the future, this Certified Legal Secretary course can help by providing foundational knowledge over a broad range of legal topics to help prepare you for the NALS Accredited Legal Professional exam. **Hours: 444**

**CERTIFICATION:** Prepare for the Accredited Legal Professional (ALP) certification exam through NALS the Association of Legal Professionals.

### Certified Paralegal

In this online course, you will train for a career as a paralegal. You will learn how to fulfill the standard duties associated with this vital role. **Hours: 225**

**CERTIFICATION:** After completing this course, you will be prepared to sit for and pass the Certified Paralegal (CP) exam.

### Digital Court Reporting with Legal Transcription

Train for a career in the court reporting industry as a digital court reporter and legal transcriptionist. **Hours: 120**

**CERTIFICATION:** You will be fully prepared to pass the Certified Electronic Reporter (CER) and Certified Electronic Transcriber (CET) exams.

## TEACHER PROFESSIONAL DEVELOPMENT

### Child Development Associate Training

Learn the principles of child growth and development from birth through age five and how they align with the eight Child Development Associate® (CDA) competencies and National Association of the Education of Young Children (NAEYC) professional standards. **Hours: 120**

**CERTIFICATION:** You will be prepared for the Child Development Associate® (CDA) certification process of the Council for Professional Recognition.

### 120-Hour TEFL Certification

With an estimated 1.5 billion English language learners around the world, the demand for TEFL certified teachers is sky high. You will be able to confidently walk into a classroom and deliver a lesson to English language learners. **Hours: 120**

**CERTIFICATION:** Earn your internationally recognized TEFL certificate in this online course, so you can teach English online, abroad or wherever the need arises.



Please see our entire list of Advanced Training Programs at  
<https://careertraining.ed2go.com/bmcc/>

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# SELF-GUIDED TUTORIALS

## Online Courses

Learn at your own pace and quickly develop skills and knowledge to advance personal or professional development.

**MORE THAN 300 COURSES TO CHOOSE FROM!**

### ARTS AND DESIGN

- Animation
- Graphic Arts
- Photography
- Web Design

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- Accounting
- Administrative
- Communication
- Finance
- Marketing and Sales
- Operations
- Project Management
- Small Business

### COMPUTER APPLICATIONS

- Autodesk
- Google

- Microsoft
- QuickBooks
- Windows

### COMPUTER SCIENCE

- Data Science
- Database Management
- Programming

### CONSTRUCTION AND TRADES

### HEALTH AND FITNESS

- Alternative Medicine
- Fitness
- Medical
- Veterinary
- Wellness

### HOSPITALITY

### INFORMATION TECHNOLOGY

- Cloud Computing
- Cybersecurity
- Networking
- Security

### LANGUAGE

### LEGAL STUDIES

### MATH AND SCIENCE

### TEACHER PROFESSIONAL DEVELOPMENT

- Child Development
- Classroom Technology
- Math and Science
- Reading and Writing

### TEST AND EXAM PREP

### WRITING AND EDITING

Many courses have an instructor-moderated version.

Be sure to look for **SELF-GUIDED TUTORIAL** in the name of the course.

### COURSE FEATURES:



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24/7 Course  
access



3-month self-  
guided formats



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industry experts



Receive a certificate  
of completion

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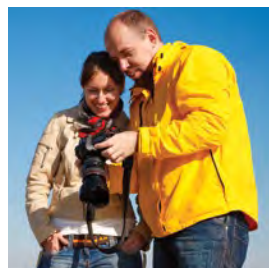
## ED4CAREER PARTNERS WITH BOROUGH OF MANHATTAN COMMUNITY COLLEGE / CUNY

*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>.



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



## **\*NEW!\* OFFICE OF CORPORATE TALENT 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.

### **\*Customized Training Available\***

#### **Business Development & Leadership**

- Entrepreneurship
- Retail Management
- Accounting
- Project Management
- American Sign Language
- Conversational Spanish

#### **Health Sciences**

- Radiology
- Vet Tech
- Medical Office Assistant
- Excel for Nurses
- Medical Terminology

#### **Hospitality**

- Restaurant Management
- Hotel Management

#### **Construction**

- OSHA
- Forklift Operations
- CDL
- Green Energy

#### **Technology**

- CompTIA A+
- Computer Basics
- Cybersecurity

### **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







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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.

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and sign up for CUNY Alert now!**





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### Subway Lines:

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

### Bus Lines:

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

### Ferry:

Whitehall Terminal

### PATH Train:

World Trade Center/Transportation Hub

### Car:

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



## CENTER FOR CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

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