



Course Catalog
Winter/Spring
2025

Rewrite Your Career.
Start Here. *Work Anywhere.*

**CENTER FOR CONTINUING EDUCATION
AND WORKFORCE DEVELOPMENT**



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





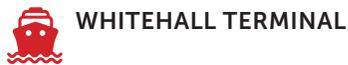
SUBWAY LINES:

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

BUS LINES:

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

FERRY:



PATH TRAIN:



CAR:



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

CAREER PATHWAYS

BMCC Continuing Education offers a series of career pathway programs that enables individuals to secure a job or advance in a demand industry or occupation. Examples of our Pathway Programs are:

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

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



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



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

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

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

A handwritten signature in black ink that reads "Terry Kidd". The signature is fluid and cursive, with the first name "Terry" and last name "Kidd" clearly distinguishable.

TERRY T. KIDD, Ph.D.

Acting Assistant Vice President

Workforce Development and Continuing Education



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ALLIED HEALTH

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

MEDICAL ASSISTANT SPECIALIST (MAS)

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



The Medical Assistant Specialist course at BMCC is an exemplary program that graduates highly qualified individuals. This course prepares students to handle a wide variety of tasks in a hospital, clinic, or private medical practice environment; tasks range from taking vital signs to scheduling patient appointments. Training covers a spectrum of administrative tasks as well as patient care procedures. Students who successfully complete both in-class instruction and the experiential learning component are eligible for the NHA Certification Exam. Textbooks, Professional Liability Insurance, and NHA exam fee are not included in tuition.

90 Sessions // 531 hours // \$4,300

Mon – Thurs: 9:00 pm – 5:00 pm and
Fri: 9:00 am – 11:00 am
Start Day: February 24, 2025
End Date: July 2, 2025

ELECTRONIC HEALTH RECORDS WITH BILLING AND CODING

An electronic health record (EHR) is a systematic collection of electronic health information about individual patients or populations. Information is recorded in a digital format that is capable of being shared across different health care settings by being embedded in network-connected enterprise-wide information systems. Such records may include a range of data in comprehensive

or summary form, including demographics, medical history, medication, allergies, immunization status, laboratory test results, radiology images, vital signs, and billing information. (70 hours)

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

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

Mon & Wed: 6:00 pm – 9:00 pm

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

HEMODIALYSIS TECHNICIAN

All interested applicants must attend a required info session.

This course prepares individuals to become part of a professional health care team that provides hemodialysis treatment due to end-stage renal failure. Students will learn anatomy and physiology of the kidneys, common causes of End-Stage Renal Disease, principles of Hemodialysis procedure, treatment options, and commonly used Hemodialysis terms and abbreviations. Additionally, students will gain practical experience in machine set-up, operation and monitoring, vascular access,

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

Information sessions are mandatory for the following courses:
**Medical Assistant Specialist (MAS); Hemodialysis Technician Training;
Direct Support Professional; Information Technology;
as well as Professional Development programs.**

Please check the course description for requirements.

cannulation techniques, medical and technical complications, infection control, medications, patient assessment, and nutritional and social needs of End-Stage Renal Disease patients. The program includes a 4-hour Preparation Course for the National CCHT Certification Exam. Upon successful completion of the program, students are eligible to sit for the CCHT national exam.

Textbook and scrubs not included.

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

100 hours plus 7 hour BCLS course

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

NEW! HYBRID HEMODIALYSIS TECHNICIAN & NURSE TRAINING

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

- All virtual classes will be led by a BMCC instructor.
- In-person clinical
- Upon successful completion, students will be job ready.
- 4-hour National prep review is included in the course.

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

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

100 hours // \$2,210

*60 hours virtual and 40 hours in-person clinical

Tues & Thurs: 6:00 pm – 9:00 pm

Evening Hybrid Class

March 4 – June 26, 2025

Tues & Thurs: 10:00 am – 2:00 pm

Morning Hybrid Class

April 1 – June 26, 2025

CITH Uptown Location

Saturday Class (In-Person)

January 4 – February 23, 2025

80% scholarship for eligible applicants.

Limited Seats.

DIALYSIS BIOMEDICAL EQUIPMENT TECHNICIAN *COMING SOON*

All interested applicants must attend a required info session.

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

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

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

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC PRACTICAL SKILLS EXAMINATION

Prerequisite: Must have completed an Emergency Medical Technician Paramedic course and obtain prior approval.

This skills session meets the requirements for both an original NREMT and New York State original Paramedic Psychomotor Exam. Upon successful completion of skills testing, students will be eligible to complete the Emergency Medical Technician Paramedic written certifying examination as per their State and National regulations.

Visit our website for upcoming dates.

MEDICAL BILLING & CODING (MBC)

This course offers students the skills needed to process and solve insurance billing problems. Students learn basic claim procedures for medical insurance and third party reimbursements by understanding how to manually complete common insurance forms through use of service codes and manuals. Students will also learn how to trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures.

Textbooks and NHA Exam fee are not included in the tuition.

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

Tues & Thurs: 6:00 pm – 9:00 pm

January 21, – June 5, 2025

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

Sat: 9:30 am – 3:30 pm

January 11, – June 14, 2025

Skip dates: February 15, April 19 and May 24

INTRAVENOUS THERAPY

This course provides participants with comprehensive knowledge of intravenous tools and techniques, as well as the understanding of theory and methodology. The Intravenous Therapy curriculum was approved by American Nurses Credentialing Center's Commission on Accreditation for 15.3 contact hours. A discount is available for BMCC nursing students.

Location: Main Campus, 199 Chambers Street

2 Sessions // 17 hours // \$245

January 22 & 23, 2025 (Wed & Thurs)
February 10 & 12, 2025 (Mon & Weds)
March 10 & 12, 2025 (Mon & Weds)
April 14 & 16, 2025 (Mon & Weds)

RN FIRST ASSISTANT

The NIFA RNFA Program meets all national AORN standards for RN First Assistant (RNFA) education programs and is accepted by the Competency & Credentialing Institute (CCI) and National Assistant at Surgery Certification. The curriculum is recognized by all 50 state nursing boards and is intended to enhance the perioperative nurse knowledge base and skills necessary to pursue the position of an RNFA in surgery. Effective June 8, 2016, the State of New York enacted a bill requiring private payers in the state of New York to reimburse RNFAs. Successful graduates will receive a BMCC Certificate of Completion and CEs. Course 1 consists of 48 hours of online coursework to be completed within one year of enrollment. Course 2 consists of a supervised clinical internship of 140 hours of assisting experience and Procedure Log to be completed within one year of the clinical internship start date (extensions may be considered during Covid and other natural disasters).

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

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

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

BASIC EKG & PHLEBOTOMY FOR HEALTH PROFESSIONALS

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

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

14 Sessions // 40 hours // \$550
Last session will only be 1 hour long.

Mon & Thurs: 5:00 pm – 8:00 pm
January 27 – March 17, 2025

Course is held at Bellevue Hospital SIMMS LAB.

INTRODUCTION TO VITAL SIGNS

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

1 Session // 4 hours // \$150

March 24, 2025

CENTRAL STERILE PROCESSING PROGRAM

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

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

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

Certification – Healthcare Sterile Processing Association (myhspa.org)

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

10 weeks // \$1,995

Mon – Thurs: 6:00 pm - 9:30 pm
January 6 – March 13, 2025
Mon – Thurs: 6:00 pm - 9:30 pm
April 14, 2025 – June 17, 2025

INFORMATION TECHNOLOGY FOR THE 21ST CENTURY

IT continues to be one of the fastest-growing sectors in the NYC labor market. Research shows that IT will continue to grow steadily over the next 5 years. The available jobs for middle-skilled workers will increase as will the demand for certification. The BMCC Center of Adult Continuing Education and Workforce Development brings industry professionals into the classroom to prepare students and job seekers for the workforce. Our affordable courses are career pathways that lead to high-demand occupations. Whether you are new to the field or looking to expand your skill sets, you can start here and work anywhere. Check out our courses in IT Computer Support, Networking & Cybersecurity, Programming, Data Analytics, Web Development, Linux+, Digital Media & Design, Cloud Computing, and Apple Technology.

CAREER IN IT & OFFICE SUPPORT

INTRODUCTION TO COMPUTERS (A+ CERTIFICATION)

This course prepares students for IT jobs as Computer Technical Support Specialists. You will gain hands-on experience and learn how to disassemble and reassemble computers, learn the functions of each component, install Operating Systems, and troubleshoot common hardware- and software-related problems. Whether you have knowledge of computers or not you can benefit from taking this course. This course will prepare you for more advanced topics as well as the CompTIA A+ Certification Exam (1101 & 1102) that validates your skills as an IT professional.



12 Sessions // 72 Hours // \$899

Sat: 9:30 am – 4:30 pm
April 19 – July 5, 2025

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

GOOGLE IT SUPPORT CERTIFICATE

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



This certificate is for beginners.

11 Sessions // 33 hours // \$499

Mon & Wed: 6:00 pm – 9:00 pm
March 3 – April 7, 2025

MICROSOFT OFFICE PROFESSIONAL

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



This course will give you a comprehensive look at the most frequently used features in Word, Excel, PowerPoint, Outlook and Access. Upon successful completion, you will receive a certificate validating your skills to express ideas, solve problems, and present the right solutions in the most efficient way. Isn't it time to advance your career to the next level? Sign up today!

20 Sessions // 60 hours // \$699

Tues & Thurs: 6:00 pm – 9:00 pm
January 21 – March 27, 2025



WORD



EXCEL



OUTLOOK



POWERPOINT



ACCESS

SOCIAL MEDIA FOR BUSINESS

Do you get overwhelmed when it comes to social media marketing for your business? Are you unsure about the best strategies to use for Facebook, Twitter, Instagram, LinkedIn, and Pinterest? Are you ready to increase your followers and engage with your audience? Want to find out how to use social media to increase exposure and increase revenue immediately?

If you answered YES to any of these questions, our Social Media course is for you! We offer: Facebook, Instagram, LinkedIn, Twitter, Pinterest and more!

13 Sessions // 78 hours // \$599

Sat: 9:30 am – 4:30 pm
January 25 – April 19, 2025



CAREER IN SYSTEM ADMINISTRATION & NETWORKING

INTRODUCTION TO NETWORKS – CCNA-ITN

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

SWITCHING, ROUTING AND WIRELESS ESSENTIALS – CCNA-SRWE



Second in a series, SRWE builds on your knowledge of network and protocol operation in small networks and introduces Wireless networking concepts, standards, and security. You'll learn how to implement VLANs, inter-VLAN routing, Spanning-Tree, EtherChannel, FHRPs, and address assignment methods for IPv4 / IPv6. Upon course completion, you will have a firm understanding of and practical hands-on experience implementing and troubleshooting IPv4 and IPv6 deployments and protocol issues as well as knowledge of layered LAN Security best practices for wired and wireless deployments.

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

Tues & Thurs: 6:00 pm – 9:00 pm and
Sat: 9:30 am – 4:30 pm
January 7 – March 27, 2025

ENTERPRISE NETWORKING, SECURITY AND AUTOMATION – CCNA-ENSA

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

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

Tues & Thurs: 6:00 pm – 9:00 pm
June 3 – August 26, 2025

NETWORK+

Prerequisites: CompTia A+ certification or course equivalent recommended.



Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill.

This course builds on your existing knowledge and experience with personal computer operating systems and networks to present the fundamental skills and concepts that you will need to use on the job in any type of networking career.

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

Tues & Thurs: 6:00 pm – 9:00 pm
January 14 – April 24, 2025

LINUX+

Prerequisites: CompTIA Network+ certification or course equivalent recommended.



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

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

Tues & Thurs: 6:00 pm – 9:00 pm
June 3 – September 16, 2025

CISCO NETWORKING ACADEMY – CCNP

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

48 Sessions // 144 Hours // \$2,880

Mon & Wed: 6:00 pm – 9:00 pm
March 3 – August 18, 2025

CISCO ACADEMY – CCNP ENTERPRISE: ENCOR (CORE NETWORKING)

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

This course teaches students core concepts for configuring routers and switches in the enterprise environment. Routers and switches facilitate the connection of devices, applications, and data through the internet and across other computer networks. By the end of the course, students will be able to

perform advanced configurations for routers and switches in order to build and configure enterprise-level local area networks (LANs) and wide area networks (WANs) that integrate IP addressing schemes, routing and switching protocols, network assurance, and network security.

Duration: 72 hours

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

Prerequisite: *None; Recommended: CCNA Academy CCNAv7 Completion or CCNA Certification*



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

The ENCOR course includes implementation of core enterprise network technologies including dual stack (IPv4 and IPv6) architecture, virtualization, infrastructure, network assurance, security, and automation.

This course teaches students advanced concepts for configuring routers and services in the enterprise environment. These devices and services facilitate the connection of devices, applications, and data through the internet and across other computer networks. By the end of the course, students will be able to perform advanced configurations for routers and services in order to build and

configure enterprise-level local area networks (LANs) and wide area networks (WANs) that use IPv4 and IPv6 advanced routing protocols, advanced features of protocols to optimize network performance, route redistribution, and advanced tunneling technologies.

Duration: 72 hours

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

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



CAREER IN PROGRAMMING

INTRO TO C++*

C++ is a powerful general-purpose programming language that offers both high-level and object-oriented features for software development on various platforms such as personal computers, game consoles, embedded systems, and more.

This course will cover an introduction to the C++ programming language for those students who have an interest in learning how to create video games, software applications, and operating systems. The course is

designed for those with little or no programming background. Topics include data types, flow of control, classes, functions, objects, and much more.

10 Sessions // 30 hours // \$599

Tues & Thurs: 6:00 pm – 9:00 pm
May 19 – June 23, 2025

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



INTRO TO PROGRAMMING WITH JAVA*

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

10 Sessions // 30 hours // \$599

Tues & Thurs: 6:00 pm – 9:00 pm
May 12 – June 16, 2025

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



CAREER IN DATABASE MANAGEMENT

INTRO TO STRUCTURED QUERY LANGUAGE (SQL) FOR DATA ANALYTICS

Structured Query Language (SQL) is used to extract information from a relational database to address an array of business information needs. Thus, the goal of the course is to teach participants how to query a relational database for information and analysis.

This course is designed to introduce Structured Query Language (SQL) to end users:

- who need to understand how data is retrieved prior to analyzing it,

- who would like to enter the field of computer science with little or no prior knowledge of databases and/or programming languages,
- and who would like to jump-start their career with a foundation on relational databases, including Microsoft SQL Server 2017 (<https://microsoft.com/en-us/sql-server/sql-server-2017>).

10 Sessions // 30 hours // \$699

Mon & Wed: 6:00 pm – 9:00 pm
January 6 – February 10, 2025

BOOTCAMPS:

VIDEO EDITING | GRAPHIC DESIGN | WEB DEVELOPMENT

COMPREHENSIVE VIDEO EDITING

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

15 Sessions // 90 hours // \$899

Sat: 9:30 am – 4:30 pm
June 21 – September 27, 2025

WEB DEVELOPMENT BOOTCAMP

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

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

Sat: 9:30 am – 4:30 pm
January 4 – May 17, 2025

GRAPHIC DESIGN BOOTCAMP

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

6 sessions // 36 hours // \$899

Sat: 9:30 am – 4:30 pm
January 11 – February 15, 2025

INTRODUCTION TO AI FOR GRAPHIC DESIGN

This course is designed to provide adult learners with a comprehensive introduction to the integration of Artificial Intelligence into the graphic design workflow. Participants will gain practical skills in utilizing AI tools and platforms to enhance creativity and efficiency in their design projects. By the end of this course, students will be able to integrate AI into their graphic design workflow and produce innovative, ethical, and visually compelling projects.

4 Sessions // 12 hours // \$249

Sat: 11:00 am – 2:00 pm
March 8 – March 29, 2025

CAREER IN DATA SCIENCE

INTRO TO PYTHON

Prerequisite:

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

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

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

10 Sessions // 30 hours // \$699

Mon & Wed: 6:00 pm – 9:00 pm
January 6 – February 10, 2025



ADVANCED PYTHON

COMING SOON

Continue your Python Programming journey by working with Files and Strings, Reading and Exceptions Handling, Building Modules and organizing them into Packages; you will build understanding of Classes and Object-Oriented Programming with concepts such as Encapsulation, Inheritance, and Polymorphism; you will learn about data structures such as dictionaries, sets, stacks, and queues; you will write Search and Sort algorithms while measuring their speed and efficiency. You'll use your Advanced Python Programming skills to build an object-oriented application that works with persistent data, data structures, and an efficient algorithm.

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

Tues & Thurs: 6:00 – 9:00 pm
March 18 – May 22, 2025



PYTHON DATA ANALYSIS

COMING SOON

Prerequisite: Intro to Python, and Advanced Python

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

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

Mon & Wed: 6:00 pm – 9:00 pm
February 10 – April 9, 2025



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.

AWS ACADEMY MACHINE LEARNING FOUNDATIONS

Prerequisite : Students should have a strong grasp of basic IT and data fundamentals.

This course introduces students to the concepts and terminology of Artificial Intelligence (AI), machine learning, and generative AI. By the end of this course, students will be able to select and apply machine learning services to resolve business problems. They will also be able to label, build, train, and deploy a custom machine learning model through a guided, hands-on approach.

12 Sessions // 36 hours // \$899

Mon & Wed: 6:00 pm – 9:00 pm
April 14 – May 21, 2025

CAREER IN IT CYBER SECURITY

SECURITY+

Prerequisites: CompTia A+ certification or course equivalent recommended.



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

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

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

Mon & Wed: 6:00 pm – 9:00 pm
October 6, 2025 to January 14, 2026

CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP) BOOTCAMP

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

Become a Certified Information Systems Security Professional (CISSP). ISC2 which administers this certification, created the Body of Knowledge (CBK), which holds nearly all the information a seasoned cybersecurity professional should know. The CBK lists eight primary domains, including asset security and software development security. Our training program equips you with the knowledge needed to pass the CISSP certification exam.

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

Mon – Thurs: 6:00 pm – 9:00 pm
March 10 – March 19, 2025
June 9 – June 18, 2025

PALO ALTO NETWORKS CYBERSECURITY ACADEMY



BMCC's Center for Continuing Education and Workforce Development is excited to announce our affiliation partnership with Palo Alto Networks as a New Palo Alto Cybersecurity Academy. A leader in Global Cybersecurity Palo Alto Networks is the #1 firewall appliance manufacturer and distributor in the world. The Palo Alto Networks Cybersecurity Academy offers comprehensive courses and technology to address the educational needs of academic learning institutions across the globe. Our Cybersecurity Academy will offer a comprehensive set of technical and academic business courses.

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

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

PALO ALTO NETWORKS – CLOUD SECURITY FUNDAMENTALS

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

20 Sessions // 40 hours // \$800

Tues & Thurs: 7:00 pm – 9:00 pm

PALO ALTO NETWORKS – NETWORK SECURITY FUNDAMENTALS

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

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

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

Mon & Wed: 7:00 pm – 9:00 pm

CAREER IN CLOUD COMPUTING

Borough of Manhattan Community College Center for Continuing Education has joined the Amazon Web Services (AWS) Academy program to offer approved AWS training curricula to our students. Courses are taught by AWS Academy Accredited Instructors, who are trained by AWS to help students become proficient in AWS cloud services technology.



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

AWS ACADEMY CLOUD FOUNDATIONS

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



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

12 Sessions // 36 hours // \$499

Tues & Thurs: 6:00 pm – 9:00 pm
March 25 – May 1, 2025

AWS ACADEMY CLOUD ARCHITECTING

This course uses an AWS Academy curriculum designed to help students develop technical expertise in cloud computing and prepare them for the AWS Certified Solutions Architect-Associate certification exam.



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

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

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

Mon & Wed: 6:00 pm – 9:00 pm
February 24 – May 21, 2025

AZ-500 MICROSOFT AZURE SECURITY TECHNOLOGIES

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



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

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

And more!

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

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

Tues & Thurs: 6:00 pm – 9:00 pm
February 25 – April 3, 2025

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

CAREER TRAINING & PROFESSIONAL DEVELOPMENT

Professional Development focuses on career enhancement and functional marketplace expertise through the development of project management, project planning and control leadership skills, business writing fluency, the acquisition of notary public license, and increased knowledge and proficiency in QuickBooks.

NEW! BASIC ACCOUNTING WITH QUICKBOOKS ONLINE (QBO)



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

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

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

12 Sessions // 36 hours // \$275

Visit our website for upcoming dates.

NOTARY PUBLIC COURSE

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



2 Sessions // 6 hours // \$125

Mon & Weds: 6:00 pm – 9:00 pm
January 13 & 15, 2025
March 10 & 12, 2025
May 5 & 7, 2025

MODERN LANGUAGE

INTRO TO SPANISH

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

8 sessions // 24 hours // \$250

INTERMEDIATE SPANISH

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

8 Sessions // 24 hours // \$250

CONVERSATIONAL SPANISH & CULTURE

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

8 Sessions // 24 hours // \$250



CANNABIS CULTIVATION SPECIALIST *ONLINE*



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

Payment Plan Available // \$750

CANNABIS RETAIL SPECIALIST *ONLINE*

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

Payment Plan Available // \$750

CANNABIS EXTRACTION AND PRODUCT DEVELOPMENT SPECIALIST *ONLINE*

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

Payment Plan Available // \$750

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

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

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

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.

Classes in January 2025

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.

Classes in January 2025

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.



LEHMAN COLLEGE

School of Continuing & Professional Studies

LEGAL STUDIES COURSES



THE CENTER FOR
LEGAL STUDIES

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

CLS by BARBRI (formerly known as The Center for Legal Studies) 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

Spring: February 3 – April 1, 2025

Summer: July 7 – August 30, 2025

Fall: September 22 – November 15, 2025

ONLINE LEGAL STUDIES COURSES

Start dates for all Online Courses:

Session 1: January 13 – February 28, 2025

Session 4: June 30 – August 15, 2025

Session 2: March 10 – April 25, 2025

Session 5: August 25 – October 10, 2025

Session 3: May 5 – June 20, 2025

Session 6: October 20 – December 5, 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 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 // \$1095

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.



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.



THE CENTER FOR
LEGAL STUDIES

Top 6 reasons to enroll

- ① **Affordable** Our courses are among the most affordable in the industry, and payment options are available.
- ② **Flexible** Continue your education when and where it works best for your schedule and lifestyle.
- ③ **Credible** Earn a certificate from BMCC and an official digital badge.
- ④ **Experienced** For over 40 years, our courses have been taught by practicing legal professionals.
- ⑤ **Professional** CLS by BARBRI graduates thousands of job-ready legal support professionals every year.
- ⑥ **Leadership** We are proud to be part of BARBRI Global, the premier provider of practical legal education in the world.

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

1 (800) 522-7737 | info@legalstudies.com | www.legalstudies.com/vendor/bmcc





Certified Wedding & Event Planner

This Certified Wedding and Event Planner course teaches the basic fundamentals of planning, orchestrating, and delivering social events. From weddings and anniversaries to birthdays and baby showers, Lovegevity's Wedding Planning Institute's (LWPI) detailed step-by-step methodology teaches clear and concise formulas for executing the personal and professional aspects of any social event. Tuition includes textbook, online curriculum, and certification exam.

10 Sessions // \$1,395

Mon: 6:00 pm – 9:30 pm

Courses will be held virtually with instructor.

Signature Wedding & Event Designer

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

10 Sessions // \$1,795

Wed: 6:00 pm – 9:30 pm

Courses will be held virtually with instructor.

Certified Corporate Event Planner

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

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

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

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

10 Sessions // \$1,495

Tues: 6:00 pm – 9:30 pm

Courses will be held virtually with instructor.

Au Pair Experience

Au Pair Experience is a continuing education program designed specifically for au pairs to receive necessary credit, but most classes are open to non-au pairs as well. Classes consist of a pre-assignment, live in-person classes, and a final assignment.

AU PAIR EXPERIENCE PROFESSIONAL DEVELOPMENT

We've launched a special series of classes to support and empower au pairs in their current and future career goals. These classes, all taught by experts in their field, are specifically designed to work well as single weekend workshops.



CHILDHOOD LITERACY AND BEHAVIORAL DEVELOPMENT

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

taught by Sara Lenore

\$275



ESL PRONUNCIATION: CONFIDENCE COMBO FOR CAREERS

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

taught by Elizabeth Marnier-Brooks

\$275



NYC ART AND MINDFULNESS: ELEMENTS OF ART THERAPY

This course explores the connection between the unconscious, mindfulness, and how to incorporate art into healing. Students will have the opportunity to learn about artistic movements that incorporate the mysteries of the unconscious mind into their work and practice some techniques these artists used.

taught by Katharine Ernst

\$275



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



NEW ORLEANS: ARTS, ACTIVISM, AND CELEBRATION

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

\$275



WASHINGTON, DC: GIRL POWER!

Step inside the lives and stories of some strong and colorful women who have left their mark on Washington, the United States, and the world. Suffragettes, those who fought for women's voting rights, along with First Ladies, artists, community activists, and countless others, have influenced culture, politics and the social fabric of this city. On field trips on Friday and Saturday afternoon, you will visit some of their homes, monuments, museum exhibits and art works, and hear their stories. Some you may know and some will surprise and amuse you.

\$275

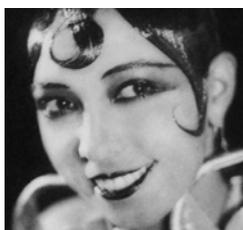


AMERICAN PRESIDENTS: POP CULTURE TO POLITICAL

Over the years, we have interpreted the presidency in the context of heroic stories, fairytale romances, comedies, and dark tragedies. While students are out and about in Washington, DC, they will question the myths of the American President and explore how media, campaigns, and our favorite movies about the presidency have changed over time.

taught by Rebecca Grawl

\$275

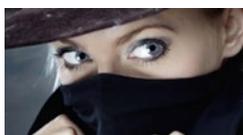


HARLEM RENAISSANCE IN WASHINGTON, DC

From Langston Hughes, who became one of the most famous American poets, to Duke Ellington, a legendary jazz musician who revolutionized the genre, DC produced some of the most prominent figures of the Harlem Renaissance. Through their work, they helped shape a movement that celebrated the beauty of Black life and fought against discrimination.

taught by Katie Kirkpatrick

\$275



COLD WAR WOMEN IN DC

From the late 1940s to the early 1990s, Washington was a stage for political maneuvering, espionage, and social change. Against the backdrop of the struggle between the United States and the Soviet Union, women played pivotal roles in shaping history. This class offers a perspective on the experiences of women in Washington, DC, at the intersection of gender, power, and politics during the Cold War era.

taught by Katie Kirkpatrick

\$275

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

AU PAIR EXPERIENCE ENGLISH LANGUAGE

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

ENGLISH CONVERSATION: BUSINESS AND WORKPLACE SUCCESS

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

taught by Alexis Tenenbaum

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 Marnier-Brooks



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

or call: (646) 204-6865

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

TOEFL PREPARATION

The Test of English as a Foreign Language™ measures the ability of non-native speakers of English to use and understand English as it is spoken, written, and heard in college and university settings. The TOEFL Internet based Test (TOEFL iBT®) tests all four language skills that are important for effective communication: speaking, listening, reading, and writing. The test helps students demonstrate that they have the English skills needed for success. The TOEFL test is a requirement for admission into colleges and universities where instruction is in English. Additionally, many government, licensing, certification, and exchange and scholarship programs use TOEFL scores to evaluate the English proficiency of people for whom English is not their native language. Our preparation course gives students targeted practice to improve scores in all four tested skills. Students will also learn tips to improve their test-taking abilities for the internet-based TOEFL test (iBT).

8 sessions // 40 hours // \$350

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.

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 or (212) 776-2422 (text available).

Spring 2025 Semester

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

Mon – Fri: 10:00 am – 2:00 pm January 27 – June 2, 2025

Summer 2025 Semester

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

Mon – Thurs: 9:00 am – 3:00 pm July 1 – August 20, 2025

Fall 2025 Semester

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

Mon – Fri 10:00 am – 2:00 pm August 27 – December 17, 2025

BMCC CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

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

Who can be a CLIP Student?

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

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

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

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

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

Spring 2025 Semester

80 Sessions // 400 Hours // \$45, \$180, or \$450 (depending on residency status)

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

Mon – Fri: 5:00 pm – 10:00 pm (evening classes) January 27 – June 4, 2025

Summer 2025 Semester

30 Sessions // 150 Hours // \$18, \$75, or \$180 (depending on residency status)

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

Mon – Fri: 5:00 pm – 10:00 pm (evening classes) June 23 – August 4, 2025

Fall 2025 Semester

75 Sessions // 350 Hours // \$45, \$180, or \$450 (depending on residency status)

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

Mon – Fri: 5:00 pm – 10:00 pm (evening classes) September 2 – December 19, 2025

For more information please contact us via email:
clip@bmcc.cuny.edu

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

INTRODUCING BMCC'S NO COST ESL/TRAINING PROGRAMS

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.

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





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 specially trained teachers and advisors to help you prepare for credit courses and to support your long-term college success
- Saves tuition and financial aid dollars
- Provides a well-defined next-step pathway to BMCC Success Programs that provides academic, financial, and social supports once you begin taking credit courses, and keeps you on track to graduate on time.

Visit Accelerated Study in Associate Programs (ASAP)

<https://www.bmcc.cuny.edu/academics/success-programs/asap/>
and <https://www.bmcc.cuny.edu/academics/success-programs/>

CUNYSTART®

CUNY Start is an intensive Reading/Writing, Math, and college success program that helps students with 15 credits or fewer to reduce or eliminate their developmental coursework. CUNY Start costs only \$75 (including materials) and allows students to save their financial aid for credit-bearing courses at CUNY.

CUNY Start Contact Info

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

Email: cunystart@bmcc.cuny.edu

Phone: (212) 346-8398

MATHSTART

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

Math Start Contact Info

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

Email: mathstart@bmcc.cuny.edu

Phone: (212) 346-8398

Undergraduate Degree Application – APPLY NOW!

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

Contact Us:

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

Visit: 70 Murray Street, Room M1018, New York, NY 10007

Email: cunystart@bmcc.cuny.edu **Phone:** (212) 346-8398

ONLINE CAREER TRAINING

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

Program	Description
ED2GO SUITES AND SINGLE PROGRAMS	
A TO Z GRANTWRITING SERIES	This online course bundle provides students with hands-on experience and knowledge about writing grants, fundraising, and organizing a grant writing campaign. Obtain a comprehensive understanding of grant writing fundamentals and learn strategies you can apply to get your proposal funded, help your current organization, or enter the in-demand field of grant consulting.
ACCOUNTING FUNDAMENTALS SERIES	Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, the courses in this bundle will give you a solid foundation in financial matters. If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.
GRAMMAR REFRESHER	Develop English grammar skills and take your writing and speaking to the next level. This course explores the eight parts of speech, punctuation and mechanics, foundational sentence construction, phrases, clauses, problem words, common mistakes, and more with practical, hands-on exercises.
HUMAN ANATOMY AND PHYSIOLOGY	This course explains the nature of matter and the principles of chemistry that are important to human physiology. You will learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.
SPEED SPANISH SERIES	Learn to speak, read, and write Spanish with three courses in this series designed to give you powerful yet easy recipes for gluing Spanish words together to form sentences. Get plenty of opportunities to practice your new skills as you master the ability to converse with others in Spanish confidently.
SUPERVISION AND MANAGEMENT SERIES	Become a more effective manager, whether you are new to the role or a seasoned veteran, by mastering the language of management. Gain the skills necessary to delegate responsibility, solve problems, resolve conflicts, and motivate employees. You will also learn how to understand various personality traits in others and in yourself and how they can help you accomplish your goals at work.
INTRODUCTION TO QUICKBOOKS ONLINE	Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. This course will give you hands-on experience recording income and expenses; entering checks and credit card payments; tracking your payables, inventory, and receivables; and much more.
DISCOVER SIGN LANGUAGE SERIES	Gain confidence in your ability to sign with the Deaf community. This course bundle will help you understand the perspective of the hard of hearing through use of videos to demonstrate how to make signs and communicate by facial expression.
STOCKS, BONDS AND INVESTING: OH MY!	Learn the basics of stocks, bonds, and investing so you can be independent and confident about your financial decisions. This class will teach you how to prepare for retirement, manage your finances, and pay for college without the need for hiring a broker or financial advisor.

Program	Hours	SRP	Description	National Certification
HEALTHCARE				
MEDICAL BILLING AND CODING	370	\$2,995	Train for an in-demand health career in medical billing and coding and prepare for industry certification in this course.	You will be able to choose a voucher for the professional certification that best aligns: <ul style="list-style-type: none"> • 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)
PATIENT CARE TECHNICIAN	325	\$2,795	Patient care technicians (PCTs) are crucial healthcare professionals who play a vital role in assisting nurses and other medical staff in providing care to patients. 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.	Prepare for the Certified Patient Care Technician (CPCT) certification exam through the National Healthcareer Association (NHA) or for the Patient Care Technician (PCTC) certification through the American Medical Certification Association (AMCA), leading industry-recognized credentials for today's patient care technicians.
CERTIFIED CLINICAL MEDICAL ASSISTANT (VOUCHER INCLUDED)	540	\$2,795	You will learn the necessary skills to function as a vital member of the healthcare team in a hospital setting, clinic, or physician's office as you prepare for a career as a Certified Clinical Medical Assistant (CCMA), and the national certification exam.	Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA)
CERTIFIED EKG TECHNICIAN (VOUCHER INCLUDED)	170	\$1,995	If you want to join the booming healthcare industry as an EKG tech, this in-depth course will train you to apply, monitor, and measure electrocardiography tests in a flexible, online learning environment.	This course offers enrollment with a voucher for either the Certified EKG Technician Specialist (CETS) certification exam or the Certified EKG Technician (CET) certification exam.
CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) (VOUCHER INCLUDED)	160	\$1,895	This course will teach you how Administrative Medical Assistants are versatile and valuable members of the healthcare team who handle a broad range of duties. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).	Upon completion of this course you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam.

Program	Hours	SRP	Description	National Certification
PHARMACY TECHNICIAN	400	\$2,995	Prepare for a career as a pharmacy technician. This immersive course will train you to work as a pharmacy technician and prepare you for the Pharmacy Technician Certification Exam (PTCE®) to obtain the Certified Pharmacy Technician (CPhT) credential from the Pharmacy Technician Certification Board (PTCB®).	Prepares you for the Pharmacy Technician Certification Exam (PTCE®) to obtain the Certified Pharmacy Technician (CPhT) credential from the Pharmacy Technician Certification Board (PTCB®).
CERTIFIED PHYSICAL THERAPY AIDE	190	\$2,145	Learn foundational physical therapy principles, medical terminology, tasks, and responsibilities needed to work as a certified physical therapy aide.	You be prepared for the AMCA's Physical Therapy Technician/Aide certification exam.
MEDICAL INTERPRETER (SPANISH/ ENGLISH)	200	\$2,595	This online course will teach you the skills needed to work as a Medical Interpreter and to sit in any of the Medical Interpreting examinations available in the country.	This Medical Interpreter training course prepares you to sit in any of the Medical Interpreting examinations available in the country.
STERILE PROCESSING TECHNICIAN	190	\$2,795	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.	Certified Registered Central Service Technician (CRCST) certification
VETERINARY ASSISTANT	210	\$2,495	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.	
CERTIFIED HEALTH RECORDS SPECIALIST	134	\$1,975	Electronic health record specialists are critical in today's healthcare environment, where timely access to accurate patient records is vital to the safety and treatment of patients. This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association (NHA), including charting, HIPAA compliance, electronic health record management, and insurance and billing. You will be prepared to work on a health information management team, auditing records, compiling reports for patient tracking, and coordinating the systems that keep our healthcare facilities operating.	This course teaches the skills required to become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association

Program	Hours	SRP	Description	National Certification
INFORMATION TECHNOLOGY				
CYBERSECURITY BOOKCAMP	300	\$4,275	The global cybersecurity market size is estimated to grow from \$190.4 billion in 2023 to \$298.5 billion by 2028—with 32% employment growth by 2032. As a trained cybersecurity professional (information security analyst as listed by the U.S. Bureau of Labor Statistics), the median annual wage is \$120,360 as of 2023, with the highest 10% earning more than \$182,370. To meet increased demand, the industry needs more qualified cybersecurity professionals who are trained and certified.	Be able to pass the CompTIA Security+ certification exam
COMPTIA CERTIFICATION TRAINING: ITF+, A+, NETWORK+, SECURITY+ (VOUCHERS INCLUDED)	435	\$4,895	Begin your journey as an IT professional by preparing for the CompTIA ITF+ certification exam, A+ certification exams (220-1101 & 220-1102), the Network+ certification exam (N10-008), 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.	CompTIA's ITF+, A+, Network+, and Security+ certification exams
SOFTWARE ENGINEERING BOOTCAMP	290	\$4,275	The Software Engineering Boot Camp is an immersive and accelerated training program designed to create world-class software engineers ready to succeed in today's tech industry. It takes a holistic approach towards teaching both front-end and back-end technologies, ultimately turning students into software engineers or full stack developers.	
BUSINESS				
CERTIFIED PROFESSIONAL LIFE COACHER (EXAM INCLUDED)	60	\$1,995	Professional life coaching has grown into a \$2 billion industry, with demand for certified life coaches on the rise.	Certified Professional Coach (CPC) certification
HUMAN RESOURCES PROFESSIONAL	150	\$1,945	The Human Resources Professional course prepares you for a career in human resources. This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM).	You will be prepared to take the HRCI's Professional in Human Resources (PHR) certification exam.
FREIGHT BROKER/AGENT TRAINING	100	\$1,895	Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you'll learn the basics of how to run a domestic freight brokerage or agency in the United States.	

Program	Hours	SRP	Description	National Certification
CERTIFIED BOOKKEEPER	140	\$2,195	From bank reconciliation to inventory methods, this online course will prepare eligible bookkeepers for the American Institute of Professional Bookkeepers (AIPB) certification exam. AIPB certification is the highest standard in the profession, so this course is recommended to practicing bookkeepers with <i>several</i> years of experience and a working knowledge of payroll concepts, including accounting transactions and journal entries.	Course includes a prepaid voucher with enrollment that provides access to sit for the AIPB certification exam.
CERTIFIED RESIDENTIAL INTERIOR DESIGNER	160	\$2,495	Gain a comprehensive understanding of the residential interior design field and acquire the tools you need to successfully run your own interior design business. 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.	Upon successfully completing this program, you will earn your R.I.D.E. (Residential Interior Design Education) credential as part of the final exam and qualify to sit for the Residential Interior Design Qualifying Certification (RIDQC) certification exam. The RIDQC exam voucher is included with course enrollment for qualifying students. You will also obtain a free one-year DSA membership.
CONSTRUCTION AND TRADES				
HVAC/R TECHNICIAN (VOUCHER INCLUDED)	330	\$2,895	This course will prepare you for an entry-level career in the HVAC/R industry by providing hands-on guidance for service, repair, and solutions.	HVAC Excellence Employment Ready Certificate exam and EPA 608 Certification exam
RESIDENTIAL ELECTRICIAN	125	\$2,595	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.	
COMPUTER APPLICATIONS				
AUTOCAD CERTIFICATION TRAINING (VOUCHER INCLUDED)	140	\$2,995	The AutoCAD certification training course is designed to provide you with a comprehensive understanding of the AutoCAD software, starting with the basics and progressing to the creation of construction documents. The curriculum focuses on professional workflows and prepares you to pass the Autodesk AutoCAD User certification exam.	Autodesk AutoCAD User certification exam.



ED4CAREER PARTNERS WITH BOROUGH OF MANHATTAN COMMUNITY COLLEGE / CUNY

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



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

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



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

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



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

coursera for Campus



BMCC Adult Continuing Education

is excited to partner with Coursera, the leading online learning platform, to make our students job ready. It's a digital leap that enhances the learning experience for our students, alumni, and faculty!

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

Why learn on Coursera?

While learning on Coursera you will...

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

Visit <https://www.coursera.org/programs/borough-of-manhattan-community-college-on-coursera-x0ygy> to start learning today!

Coursera for Campus offers



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



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



Lifelong learning to
students, alumni,
faculty, and staff

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

MEDICAL ASSISTANT SPECIALIST (MAS)

COMING SOON

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 Healthcare Association (NHA) certification exam. Textbooks, scrubs, and NHA exam fee are not included in the tuition.

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

Mon – Fri: 9:00 am – 5:00 pm

MEDICAL BILLING & CODING (MBC)

HYBRID

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

Tues & Thurs: 6:00 pm – 9:00 pm

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

HEMODIALYSIS TECHNICIAN TRAINING

All interested applicants must attend a required info session.

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

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

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

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

Saturdays: 9:00 am – 3:00 pm

80% scholarship for eligible applicants.

Limited Seats.

INTRODUCTION TO COMPUTERS (A+ CERTIFICATION)

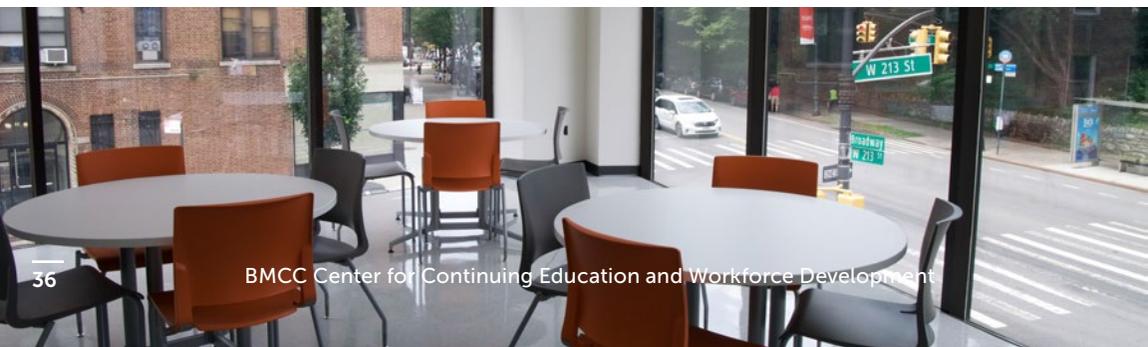
COMING SOON

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

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

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

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



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

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

30 Sessions // 180 hours

Tues & Thurs: 6:00 pm – 9:00 pm

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

CompTIA NETWORK+

COMING SOON

This course is designed to provide a full overview of computer networking. Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill. This course first introduces the fundamental building blocks that form a modern network, such as protocols, media, topologies, and hardware. It then provides in depth coverage of the most important concepts in contemporary networking, such as:

- TCP/IP
- Ethernet
- wireless transmission
- virtual networks
- security
- troubleshooting

After completing this course and completing the exercises, you will be prepared to select the best network design, hardware, and software for your environment. You will also have the skills to build a network from scratch and maintain, upgrade, troubleshoot, and manage an existing network. Finally, you will be well-prepared to pass CompTIA's Network+ N10-007 certification exam.

15 Sessions // 90 hours

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The Manhattan EOC offers English for Speakers of Other Languages at four different levels (Developmental, Intermediate, Advanced and Academic); level placement is determined by the TABE CLASS-E Assessment. The next ESOL classes are

scheduled to be offered in the Spring 2024 semester in January 2024. Applicants must provide a current Photo ID, proof that they live in New York State, and proof of income or no income for admission to this program. Apply online and review the Admissions requirements on our website: www.bmcc.cuny.edu/meoc. Prospective applicants should contact the Manhattan EOC at (212) 961-3231, or email admissions@man.eoc.cuny.edu should they need additional assistance with their applications and/or have questions.

SECURITY OFFICER TRAINING

This short-term course includes the 8-hour Pre-Assignment training, the 16-hour On-The-Job training, and preparation for the NYCFD Certificate of Fitness as a Fire Guard. 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. 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 if they need additional assistance with their application and/or have questions.

OSHA TRAINING

This program will prepare individuals for entry-level positions in fields where knowledge of safety and health hazards is required (i.e., construction, healthcare, plumbing, maintenance) and provides the 30-hour OSHA training, the 10-hour Site Safety training, and the Flagger training. The OSHA programs include all of these trainings and individuals cannot take just one portion or course. Apply online and review the Admissions requirements on our website: www.bmcc.cuny.edu/meoc. 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 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

***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



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.



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

Accounting

Gain hands-on experience, earn your Associate in Applied Science-Accounting degree and begin your career as an Accountant.

Banking and Finance

Gain hands-on experience, earn your Associate in Applied Science in Business Management-Finance and Banking concentration and begin a career in Banking and Finance.

General Insurance

Gain hands-on experience, earn your Associate in Applied Science in Business Management-Insurance degree and begin a career with industry leading insurance companies.

IT Generalist

Gain hands-on experience, earn your Associate in Applied Science in Information Systems degree and begin your career as an IT generalist.

Marketing and Sales Management

Gain hands-on experience, earn your Associate in Applied Science in Business Management-Marketing concentration and begin a career in sales.

Learn more at:

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

NEW! 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.



DIPLOMATIC AND INDUSTRY SECURITY PROCESSES

The professional security field is a cooperative, mission focused discipline. Best practices are shared amongst security managers in the private, public, and not-for-profit sectors. Participants in this course will gain a more thorough understanding of current security guidelines in a variety of disciplines from crafting security surveys, to developing a risk management process, to conducting tabletop exercises. The course will also explore methods for engaging in and leveraging networking opportunities.

Visit our website for upcoming dates.

DIPLOMATIC PROTOCOL

With careers in foreign affairs, corporate business, or education, leaders of tomorrow need to be skilled in protocol to prosper in this rapidly changing global community. As protocol is both an art and a science, professionals in the diplomatic world need to understand the rules of protocol to be successful. With experience, they then know when it is appropriate and can be justified to break those rules in order to build bridges of understanding between and among organizations, countries, and cultures.

Join this course and learn from an instructor who spent more than a quarter century working with General Colin Powell, one of the world's most respected leaders. Students will have the ability to discuss lessons learned from her almost three decades of experience in international protocol. Participants will gain an appreciation for how important it is in all fields to develop collaborative relationships with representatives from other countries and cultures to thrive in today's competitive world.

Visit our website for upcoming dates.

INTRODUCTORY PUBLIC SPEAKING FOR DIPLOMATS AND BUSINESS PROFESSIONALS

Diplomats and business professionals often must deliver presentations and speeches to audiences throughout their careers. The ability to communicate effectively when speaking in public is a vital skill for personal and professional success. In this introductory course, participants will learn techniques and tools to ensure that their speeches are not only informative and interesting, but also effective and powerful.

Visit our website for upcoming dates.

ADVANCED PUBLIC SPEAKING FOR DIPLOMATS AND BUSINESS PROFESSIONALS

Prerequisites/Entrance Competencies: Completion of the "Introductory Public Speaking for Diplomats and Business Professionals" course or equivalent formal training in public speaking.

This advanced-level course is tailored for diplomats, business professionals, and other high-level officials aiming to refine their public speaking skills. Leveraging foundational principles, the course delves into persuasive and impactful communication. Interactive sessions include practical exercises, simulations, and real-world scenarios to enhance public speaking prowess, focusing on advanced speech preparation, delivery, and audience engagement techniques.

Visit our website for upcoming dates.

CYBERSECURITY ESSENTIALS

In this course, learners develop workforce readiness skills and build a foundation for success in cybersecurity-related careers.

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.

Cisco verifies the earner of this badge successfully completed the Cybersecurity Essentials course. The holder of this student-level credential has foundational knowledge of cybersecurity, including the basics of network security, encryption, and cybersecurity laws. The holder has been introduced to tactics and techniques used by Black Hats, and the principles of Confidentiality, Integrity, and Availability used by White Hats to defend networks.

A single breach can have huge consequences for a company, hurting the bottom line and causing disruption in the daily lives of millions of people. That is why the demand for security professionals continues to grow.

Visit our website for upcoming dates.

LEADERSHIP AND MANAGEMENT FOR DIPLOMATS AND BUSINESS PROFESSIONALS

Prerequisites: None. This course is designed to accommodate students from diverse academic backgrounds and professional experiences.

This course explores the principles and practices of effective leadership and management in contemporary organizations. Students will examine theories and models of leadership, strategies for managing individuals and teams, and the role of leadership in organizational success. Through case studies, discussions, and practical exercises, students will develop their leadership and management skills to become effective leaders in various organizational contexts.

Visit our website for upcoming dates.

MODERN DIPLOMACY AND DIPLOMATIC CHALLENGES

Developments in communications technologies and digitization have significantly shaped the practice of modern diplomacy and created numerous challenges

and opportunities for diplomats. Many major world issues are impacting foreign policy and diplomacy.

This course provides an overview of modern diplomacy with an emphasis on current practices and future directions. It also addresses those challenges and opportunities through a colloquium of both participants and subject matter experts. All participants will gain a more thorough understanding of current practices, future directions, and practical directions for ensuring success in the diplomatic enterprise.

Visit our website for upcoming dates.

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.

Visit our website for upcoming dates.

INTRODUCTION TO HUMAN RESOURCES MANAGEMENT

The course enables students to develop an understanding of the role of Human Resources and all its functions and processes within the organization. They will gain an understanding of the laws and legal environment in which HR operates in the US. In addition, they will 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; and become aware of job opportunities in HR through class industry guest speakers and internship opportunities from class industry sponsors.

Visit our website for upcoming dates.

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

NEW COURSES COMING SOON!

HEALTH SCIENCE

- Central Sterile Processing Program
- EKG & Phlebotomy for Health Professionals
- Hemodialysis
- IAMED Critical Care
- NYS Paramedic Refresher/IAMED Critical Care course with ACLS recertification
- Introduction to Vital Signs
- IV Therapy
- Medical Assistant Specialist
- Medical Billing & Coding
- Registered Nurse First Assistant (RNFA)

DIGITAL AND INFORMATION TECHNOLOGY

CISCO NETWORKING

- CISCO CCNA Training
- Cisco Networking Academy – CCNP
- Palo Alto Networks Cybersecurity Foundation
- Palo Alto Networks Security Operations Fundamentals

DATA SCIENCE

- Amazon (AWS) Academy Cloud Architecting, Cloud Foundations, Data Engineering
- AZ-500 Microsoft Azure Security Technologies
- Structured Query Language (SQL) for Data Analytics

CYBERSECURITY

- Linux+
- Network+
- Security+
- Palo Alto Networks Cloud Security Fundamentals

IT SUPPORT

- Introduction to Computers (A+ Certification)
- Introduction To Computers (CompTIA A+ Certification)

PROGRAMMING AND WEB DEVELOPMENT

- Introduction to Programming with C++
- Introduction to Programming with Java
- Introduction to Python Programming
- Machine Learning

DIPLOMACY & GLOBAL SKILLS

- Public Speaking for Diplomats and Business Professionals
- Defense and Security Diplomacy
- Modern Diplomacy and Diplomatic Challenges
- Diplomatic Protocol
- Leadership and Management for Diplomats and Business Professionals
- Cybersecurity Essentials

BUSINESS AND PROFESSIONAL SERVICES

- Basic Accounting with QuickBooks Online (QBO)
- Notary Public Preparation Course
- Microsoft Office Professional

MEDIA & DESIGN

- Social Media for Business
- Graphic Design Bootcamp (Photoshop, illustrator, InDesign)
- Comprehensive Video Editing

CANNABIS WORKFORCE DEVELOPMENT

For more information visit us at www.bmcc.cuny.edu/ce.



CUNY Alert)))

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

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

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

REGISTRATION & POLICIES INFORMATION

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

REGISTRATION LOCATION AND GENERAL REQUIREMENTS

Bursar's Office is located at:

25 Broadway, 8th Floor

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

Email: 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.

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.

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.

TUITION REIMBURSEMENT/ CORPORATE VOUCHERS

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

REGISTRATION DEADLINE

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

REGISTRATION CONFIRMATION

The Continuing Education Department will forward an electronic confirmation of your registration for a course or program as soon as registration is completed and payment is made. If you do not receive an automatic email confirmation, please contact us at **(212) 346-8410**.

LATE REGISTRATION

Students should register by midnight prior to the first day of 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.

ONLINE REGISTRATION, CURRENT STUDENTS

To register online, visit www.bmcc.cuny.edu/ce.

View current listings of courses and availability.

DISCOUNT POLICY

Continuing Education offers discounts for participation in instructor-facilitated courses hosted in Manhattan. However, we cannot extend discounts for participation in our online courses. Discounts are available as follows:

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

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

BOOKS & MATERIALS

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

REFUND & DEADLINE POLICY

- Each program or course may have unique attendance and academic policies that, if not adhered to, will result in dismissal with no tuition refund.
 - 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.
 - 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.
 - 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.
 - Tuition courses purchased by credit/debit card account will be refunded to the same credit card account number.
 - 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).
 - A non refundable penalty of \$10.00 will apply toward late registration for a tuition course (subject to change without notice).
- Refunds are granted if your written request to withdraw is received by our Bursar's Office as per the schedule listed below.
 - Requests sent by mail will be considered by the date they are postmarked.
 - Registration fee is non-refundable.
 - Material fees are non-refundable unless a class request is made two days before class starts.
 - Refunds will be made to the credit card used, or by check, only to the payer of record. There will be no cash refunds.
 - 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.

COMMUNITY SWIM PROGRAM REFUND POLICY

- Refunds are computed as of the date the Bursar's Office is notified of the withdrawal.
- Withdrawal or refund requests cannot be made by telephone, or by other means (i.e. instructor, pool guard, etc.). All refund requests must be submitted in writing. Email is acceptable.
- Refunds are granted if your written request to withdraw is received by our Bursar's Office as per the schedule listed below.
- Requests sent by mail will be considered by the date they are postmarked.
- Refunds will be made to the credit card used, or by check, only to the payer of record. There will be no cash refunds.
- 100% refund will be made to any registrant who submits a request in writing to the Office of Continuing Education two (2) business days before the first swim session; 50% refund if it is submitted prior to the start of the second session. There will be no refund thereafter. Please allow 4–6 weeks for processing.

PROCEDURE

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

COURSE CANCELLATION/CHANGES

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

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

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

TAX DEDUCTIONS

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

WEATHER CLOSING POLICY

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

STATEMENT OF NON-DISCRIMINATION

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

<http://www.bmcc.cuny.edu/academics>.

RETAKE POLICY

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

Repeating Classes for Students Enrolled in Certificate Programs:

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

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

OTHER STUDENT FEES

I. Administrative Fees

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

II. Registration Fees

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

III. Replacing ID card fee

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

IV. Cost and Fees for Transcript

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

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

V. Certificates

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

VI. Late Payments

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

COLLEGE RULES AND REGULATIONS

All participants of BMCC Center for Continuing Education and Workforce Development program must follow the College's rules and regulations. The college reserves the right to change or modify its regulations, curriculum, courses, tuition, fees, or any aspect of its programs, policies, and procedures. This can include, but is not limited to, class schedules, substitute instructors, and class cancellation, at its discretion.

For updated policies, please visit our website and click on "Policies" located on the bottom of the page or call (212) 346-8410.

TUITION PAYMENT OPTIONS

BMCC Adult Continuing Education strives to provide you with flexible payment plans, so your focus remains on obtaining the education and career training you deserve.

Split Fees/Installment Payments

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

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

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

For more information contact the Bursar's office at (212) 346-8433 or ex. 8423.

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

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

For more information visit www.bmcc.cuny.edu/ce and click on Tuition Options.

New York Community Trust Scholarship

CUNY Borough of Manhattan Community College was awarded \$700k made available by New York Community Trust Fund that will establish and implement the integration of comprehensive services and scholarships to support and better prepare under/unemployed New Yorkers in high demand sectors.

BMCC's Allied Health & IT HUBB

is sponsored by an 18 month NY Community Trust grant award to provide supportive services to Adult Continuing Education learners to help guide and promote student achievement of success.

A holistic team will provide case management, academic advisement and career services for 225 scholarship recipients to help ensure that sponsored trainees complete training programs leading to job opportunities.

The recipient will train in specified industry sector-based trainings through guided academic and career pathways with skill building competencies, opportunity to obtain national industry certifications, earned credits (if applicable), career readiness and employment assistance.

The HUBB initiatives seek to support students by providing:

- Scholarships
- Education case management
- Paying for professional certifications
- Paid internships for some tracks
- Job placement counseling
- Possible linkages to employment

Case Management and Readiness Success Module

This module is mandatory for Scholarship recipients. The scholarship award is contingent on the student meeting criteria for attendance and participation in scheduled case management sessions and career readiness workshops leading to externship/employment opportunities.

Scholarship recipients will be awarded 80% tuition costs and are responsible for the remaining 20%.

Training Programs:

- Hemodialysis
- CompTIA A+
- CISCO CCNA Training Part 1
- CISCO CCNA Training Part 2
- Medical Billing & Coding
- Central Sterile Processing Program*

Start date for these courses are pending enrollment.

Next step: Register and attend an information session.

Eligibility: Applicants must meet the following criteria:

- Be over 18 years old
- Demonstrate financial need
– Income less than \$35K
- Live in the tri-state area
- Be legally authorized to work in the United States of America
- Must be accepted into the continuing education training program
- Must pass the screening process to be eligible for Limited HUBB Scholarships
- Must accept the conditions of participation into the Case Management, Academic Advisement and Career Readiness Module
- Must pass Grade 8th level TABE Reading Test

* *Subject to Change*

To learn more visit www.bmcc.cuny.edu/ce/nyct.

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J, Z to Broad St
1, N, R to Rector Street

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

Ferry:

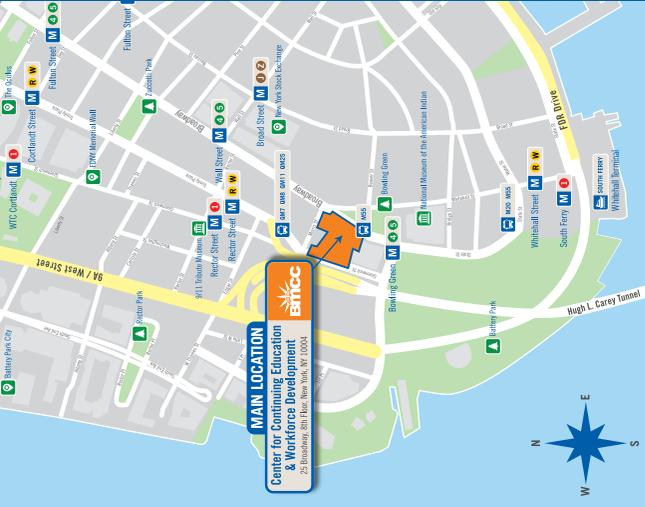
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Summer/Fall 2024 Course Catalog

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