Childhood Development Associate
Heating, Ventilation and Air Conditioning (HVAC)
Medical Billing and Coding
Cyber Security
Carpentry
Electricity
Plumbing
Project Management
Patient Care Technician
English as a Second Language (E.S.L.)

Learn more. Earn more.
www.bcc.cuny.edu/workforce-development | 718.289.5170
Don't just seek a job. Build a career in one of the professions listed below.

**HEALTH CARE TECHNOLOGY AND SERVICES**
- Medical Billing/Coding
- Patient Care Technician
- Physical Therapy Aide
- Pharmacy Technician
- Direct Support Professional

**PROFESSIONAL SKILLS TRAINING**
- Boiler Maintenance
- Carpentry
- Electricity
- Heating, Ventilation and Air Conditioning (HVAC)
- Security and Safety

**PERSONAL AND HOME IMPROVEMENT**
- Basic Boiler Care Workshop for the Homeowner
- Basic Lock Repair
- Upholstery
- Exploring Fitness as A Career
- Yoga
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A Message from the Dean of Workforce and Economic Development

Welcome to Bronx Community College. We are pleased to present our new Continuing Education Course Catalog for Spring/Summer 2017.

The Bronx Community College Continuing Education program is the foundation of the Office of Workforce and Economic Development. My colleagues and I are committed to providing high-quality non-credit and certificate training programs to help our students get a job, a raise or a promotion. We also provide Basic Education classes to help students improve their academic skills so that they can take the training programs they need to advance in their careers.

For example, so far this year our Continuing Education classes in English as a Second Language (ESL), Building Trades, and Healthcare have been popular with students. We also have seen growing interest in training for the certificate for Childhood Development Associate (in both English and Spanish) – which is an essential credential for people who want to work in early childhood settings, such as day care centers and Pre-K facilities. Like to drive? We can prepare you to become a Professional Driving School Instructor.

You will see these and other classes in this new Spring/Summer 2017 Continuing Education Course Catalog. Think about the skills you need to get the job you really want, or the promotion that will help you make more money. Take some time to review our course offerings and think about your future. Call or visit us to learn more about our programs. We are easy to find on the beautiful and historic campus of Bronx Community College. Of course, information about all of our Continuing Education programs is on our website at bcc.cuny.edu/workforce-development.

Businesses in the Bronx and beyond should know that we also provide customized training in a variety of specialized skills. Currently, for example, our Project Management programs are popular with trade unions and government agencies. We design and provide customized training programs for key business sectors, including Healthcare, Information Technology, Hospitality, Customer Service and more – there is a lot we can do to help employers upgrade the skills of their workers.

Our classes generally take place evenings and weekends. While most classes meet on the campus of Bronx Community College, we also hold classes off-site, at community based organizations, offices, and other locations convenient to businesses that want customized training programs.

Please call us with questions or for more information at 718.289.5170.

Thank you,

Kenneth Adams
Dean of Workforce and Economic Development, Bronx Community College

Meet the New Dean

Kenneth Adams is the new Dean of Workforce and Economic Development at Bronx Community College. Kenneth has been a CEO of government, civic and non-profit organizations for 27 years. Most recently, he served as the Acting Commissioner of the New York State Department of Taxation and Finance. Prior to that Kenneth was President and CEO of the Empire State Development Corporation (ESDC) and Commissioner of the NYS Department of Economic Development. Before working in state government, Kenneth led The Business Council of NYS, The Brooklyn Chamber of Commerce, The MetroTech Business Improvement District and New York Cares. He has served on the boards of directors of numerous nonprofit organizations, government agencies and public authorities, and on multiple government commissions, councils and advisory groups on behalf of four governors and two mayors.

Kenneth has MA and BA degrees from Middlebury College.
The mission of the Bronx Community College office of Workforce and Economic Development is to offer high quality and affordable education and training opportunities to students of all ages and backgrounds that want to advance in their career and earn more money. Our office is committed to meeting the skills training needs for students, businesses, community based organizations and government agencies to promote educational achievement, work readiness skills, career goals, career advancement and personal enhancement.

Registration for Courses
There are three convenient ways to register for classes and programs.

- **Walk-In Registration:** Monday – Friday, 9:30 a.m. – 6:00 p.m. & Saturday, 8:30 a.m. – 11:00 p.m.
- **Online Registration:** Visit http://www.campusne.net/bronx/category/category.aspx
- **Mail-In Registration:** Complete the registration form and enclose it in an envelope with a money order (payable to Bronx Community College) or credit/debit card information and mail to: Workforce & Economic Development, Bronx Community College, Philosophy Hall-Room 14, 2155 University Avenue, Bronx, New York 10453.
- **Fax Registration:** Fax the completed registration form to 718.289.6018. Include credit/debit card number, security code, expiration date and signature.

Payment Options

- **Direct Payments:** We accept money orders, credit/debit cards (VISA/MasterCard/Discover) and company checks-ONLY (no personal checks).
- **Training Vouchers:** We accept training and professional development vouchers from various governmental agencies, community organizations, unions, businesses and other approved programs.
- **Tuition Discounts:** BCC students, alumni, faculty and staff may receive a 10% tuition discount, upon presenting a valid BCC identification card. Discounts are applied only to full tuition payments made with a credit/debit card or money order, and each registering student is entitled to one discount per course.
- **Veterans’ Benefits:** Veterans should apply for educational benefits with Bronx Community College’s Office of Veteran and Military Resources (located in Loew Hall (LO)-Room 332. For information about benefits and appropriate programs, call the office at 718.289.5447 or visit their website at http://www.bcc.cuny.edu/Veteran-Affairs.

`Additional Information for Veterans`

- Military and veteran students who wish to use their VA Educational Benefits towards their tuition and fees will need to contact the Office of Veteran and Military Resources (VMR), located in Loew Hall (LO)-Room 332 or call 718.289.5447. This office and a VMR counselor will assist students to apply for and certify benefits with the Department of Veterans Affairs. If you have not applied to the Department of Veteran Affairs. Also, to view a list of VA Approved Programs, visit: http://inquiry.vba.va.gov/weamspub/submitBuildViewProgram.do.
- To register for a course with Workforce & Economic Development, veterans should enroll in a class at our department first, then begin the certifying request process with a counselor in the Office of Veterans and Military Resources.
- In order to ensure that veterans are certified with the Department of Veterans Affairs in time to begin a course or program, they must be approved for benefits by the Department of Veterans Affairs 4-6 weeks prior to the course start date. The Office of Veteran and Military Resources and Bronx Community College do not have any authority over the approval process for VA Educational Benefits.
Nondiscrimination Policy

Bronx Community College is an Equal Opportunity and an Affirmative Action institution. The College does not discriminate on the basis of: age, sex, sexual orientation, citizenship, religion, race, color, national or ethnic origin, disability, veteran status or marital status in its admissions, employment, access to programs or courses and administration of educational policies.

Course Cancellation and Postponement Policy

In order for a course to start, a minimum number of registered students must be enrolled. Workforce & Economic Development at Bronx Community College will make every effort to begin courses as scheduled. However, we reserve the right to postpone or cancel courses, make substitutions in faculty and change days/times or locations of classes, if and when necessary. In the case of a cancelled or postponed class, the Workforce & Economic Development staff will make every effort to contact registered students as soon as possible. At the time a course decision is made to run, postpone or cancel a class, Workforce & Economic Development staff will attempt to contact all registered students. However, we strongly suggest that if a registered student has not been contacted by our staff two business days before the scheduled start date of a class, the student should call our office to confirm if the class will meet at the prescribed date and time. We are not responsible for misprints in our literature or website. In the event of an error, we will make every effort to provide corrected information in a timely manner.

Refund Policy

• All registering students are required to read and acknowledge that they understand our refund policy.

• Students requesting a tuition refund must do so in writing by submitting a completed Refund Request Form. The Refund Request Form can be obtained and submitted in the office of Workforce & Economic Development.

• All refunds are subject to the policies, procedures and best practices of Bronx Community College and The City University of New York.

• Refund requests are required to receive appropriate college administrative approvals, please allow 20 business days to receive a refund.

• Students will be eligible to receive a 100% tuition refund for any course cancelled by the College.

• Refunds for money order tuition payments will be mailed directly to the student. Also, refunds for businesses will be mailed directly to the institution or the payee if payment was made on behalf of their employee by company check or money order. Refund payments for money order and check transactions cannot be picked up, as they are processed and mailed to the appropriate party.

• All refunds for credit/debit card tuition payments will be reimbursed directly to the cardholder’s financial services vendor.

• Below are the time periods for dropping classes that are eligible for refunds:

<table>
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<th>Drop Periods</th>
<th>Eligible Tuition Refund</th>
<th>Tuition Payment Due</th>
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<tr>
<td>Drop course on or before class start date</td>
<td>100%</td>
<td>0%</td>
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<tr>
<td>Drop course after 1st class session, no attendance</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Drop course after 1st class session, with attendance</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>Drop course on or after 2nd class session</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Drop course after 3rd class session</td>
<td>0%</td>
<td>100%</td>
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Completion Requirements for Candidates in Certificate Programs

• To receive a program certificate, students must complete all program course requirements including: attendance, assignments, projects assigned by the instructor, quizzes, tests and final examinations.

• Students are required to achieve a grade of C or better to receive a course certificate.
Document Request Policy

- Students must complete a Document Request Form and submit it to the office of Workforce & Economic Development, for the following documents:
  - Student Transcript ($0)
  - Official Transcript, with Seal ($4)
  - Replacement Transcript ($5)
  - Replacement Program Certificate ($15)

- Documents can be picked up from the office of Workforce & Economic Development during regular business hours, Monday - Friday, 9:30 a.m. - 6 p.m. & Saturday, 8:30 a.m. - 12 p.m.
- Please note with regards to certificates, according to state law our office is mandated to maintain program information for a period of up to seven years.
- Todos los cursos de español se emitirán los certificados en español.

Contact Us

Bronx Community College  
Workforce & Economic Development  
Philosophy Hall-Room 14  
2155 University Avenue  
Bronx, New York 10453  
Telephone: 718.289.5170  
Fax: 718.289.6018  
Email: workforce.development@bcc.cuny.edu  
Website: http://www.bcc.cuny.edu/workforce-development

Workforce & Economic Development Staff

- Kenneth Adams  
  Dean  
- Wendell Joyner  
  Director, Workforce & Economic Development  
- Michael McShea  
  Director, Special Projects  
  Ruby Chua, Ed.D.  
- Desmona Delaunay  
  Manager of Operations  
  Program Coordinator  
- Adriana Collado  
  Office Assistant  
  Nahshon Baum  
- Leslie Lolo  
  Office Assistant  
- Maritza Robledo  
  Office Assistant

Office Hours

Monday - Friday, 9:30 a.m. - 6:00 p.m.  |  Saturday, 8:30 a.m. - 11:00 a.m.

Office Closures

- Martin Luther King, Jr. Day Weekend: January 14, 2017 - January 16, 2017
- Lincoln's Birthday: Friday, February 13, 2017
- Presidents’ Day Weekend: February 18 - February 20, 2017
- Memorial Day Weekend: May 27 - May 29, 2017
- Independence Day: July 4, 2017
- Labor Day Weekend: September 2 - September 4, 2017

In the event that the administration of Bronx Community College finds it necessary to temporarily close the college and campus due to administrative purposes, emergencies, adverse weather conditions or other potentially hazardous situations; official announcements will be posted on the College's website at www.bcc.cuny.edu and the College's telephone switchboard at 718.289.5100.
ENGLISH AS A SECOND LANGUAGE (ESL) - BEGINNERS (ACE 8040)

Non-Refundable Pre-Testing Fee: $10
100 hours; Registration Fee: $100
Tuesday, Wednesday and Thursday, 6 p.m. – 9 p.m.
March 21, 2017 – June 6, 2017

Classroom instruction provides students with the necessary skills to succeed in an English-speaking environment.

Academic and communication instruction gives students the opportunity to develop skills in grammar, reading, writing, listening, speaking and pronunciation.
ENGLISH AS A SECOND LANGUAGE (ESL) - INTERMEDIATE (ACE 8041)
Non-Refundable Pre-Testing Fee: $10
100 hours; Registration Fee: $100
Tuesday, Wednesday and Thursday
6 p.m. - 9 p.m.
March 21, 2017 - June 6, 2017
This class is designed for students who have successfully completed the ESL Beginners (ACE 8040) class and demonstrates intermediate-level proficiency in both oral and written English language skills.

ENGLISH AS A SECOND LANGUAGE (ESL) - ADVANCED (ACE 8042)
Non-Refundable Pre-Testing Fee: $10
100 hours; Registration Fee: $100
Tuesday, Wednesday and Thursday
6 p.m. - 9 p.m.
March 21, 2017 - June 6, 2017
This is an advanced class designed for students who will use their English skills in college or the business world.

ENGLISH AS A SECOND LANGUAGE: ORAL COMMUNICATIONS SKILLS/WRITING (ACE 8045)
100 hours; Registration Fee: $100
Tuesday, Wednesday and Thursday
6 p.m. - 9 p.m.
March 21, 2017 - June 6, 2017
This class teaches correct English language pronunciation and writing skills necessary for success as a professional doing business with American companies. The class is open to students at the Intermediate and Advanced levels of English proficiency.

ACADEMIC LITERACY SKILLS TEST (ALST) (ACE 4461)
30 hours; Tuition $309
Tuesday & Thursday, 6 p.m. - 9 p.m.
April 18, 2017 - May 18, 2017
The goal of the Academic Literacy Skills Test (ALST) prep course is to prepare teachers and paraprofessionals for the Academic Literacy Skills Test, which is a critical component of the New York State Teacher Certification Examination. The ALST replaces the Liberal Arts and Science Test (LAST).

PHARMACY TECHNICIAN CERTIFICATION EXAM PREP (ACE 4449)
12 hours; Tuition $169
Wednesday & Thursday, 6 p.m. - 9 p.m.
July 5, 2017 - July 13, 2017 (Summer)
Prepare for the National Pharmacy Technician Board Certifying Exam. This course is designed for graduates of pharmacy technician programs or employees currently working in the field who wish to take the certification exam. (Note: There is a 10% tuition reduction for students who have successfully completed the Bronx Community College Workforce & Economic Development Pharmacy Technician Program.)

SHARPEN BASIC READING (ACE 9030)
12 hours; Tuition $150
Monday & Wednesday, 6 p.m. - 9 p.m.
April 13, 2017 - April 25, 2017
This course is designed to diagnose, prescribe and inventory various vocabulary-building, decoding and comprehension skills in order to improve a student’s basic reading comprehension. These skills are critical to a student’s academic success.

S.A.T. PREPARATION (ACE 9110)
21 hours; Tuition $250
Saturday, 9:30 a.m. - 12:30 p.m.
June 3, 2017 - July 15, 2017
This course provides intensive test preparation drills in the math and verbal sections of the Scholastic Achievement Test and assists students in the development of test-taking skills.

S.A.T. WRITING (ACE 9112)
21 hours; Tuition $250
Saturday, 9:30 a.m. - 12:30 p.m.
April 1, 2017 - May 13, 2017
This course provides students with essay writing techniques, intensive writing and test preparation skills.

S.A.T. MATH (ACE 9113)
21 hours; Tuition $250
Friday, 6 p.m. - 9 p.m.
March 24, 2017 - May 3, 2017
Prepare yourself for the mathematics section of the Scholastic Achievement Test. The course focuses on problem solving, algebra and test-taking techniques.
TEST OF ESSENTIAL ACADEMIC SKILLS - TEAS (ACE 4458)

20 hours; Tuition $109
Saturday 9:30 a.m. - 1:30 p.m.
April 1, 2017 – April 29, 2017 (Spring)
Saturday 9:30 a.m. - 1:30 p.m.
May 20, 2017 – June 24, 2017 (Spring)
Saturday 9:30 a.m. - 1:30 p.m.
July 29, 2017 – August 26, 2017 (Summer)
*Requires a High School Diploma or High School Equivalency (HSE)

This course is designed to prepare students in four test areas of TEAS: Math, Reading, English and Science. We will review nursing mathematics, reading comprehension, including identification of main ideas, inferences and conclusions. We will re-examine English grammar, punctuation, sentence structure, contextual words and spelling. We will also review basic sciences which will include biology, chemistry, physical principles, general science and anatomy and physiology. The course will cover scientific reasoning and will also furnish study skills essential for passing any nursing school’s entrance exams.

SCHOLARSHIP BOOT CAMP (ACE 9035)

9 hours; Tuition $69
Saturday 10 a.m. - 1 p.m.
April 15, 2017 – April 29, 2017 (Spring)
Saturday 10 a.m. - 1 p.m.
July 15, 2017 – July 29, 2017 (Summer)

The Scholarship Boot Camp is a series of workshops for high school and college students who don’t know where to find scholarships or may feel they do not possess the skills to compose a winning essay. The workshops help students cultivate ideas and explore practical tips and steps that can be easily employed.

TEST ASSESSING SECONDARY COMPLETION - TASC (Replaced the GED)
Non-Refundable Pre-Testing Fee: $10
Registration Fee: $100
Call for dates and for pre-testing information.
718.289.5170

The TASC assesses five essential subject areas: Reading/Language Arts, Writing, Mathematics, Science, and Social Studies. The TASC exam provides students an opportunity to achieve education status that equals a high school diploma.

TASC – PREPARACIÓN PARA EL TASC
Precio de Inscripción: $100
Precio del examen de entrada $10
(No es Reembolsable)
Llame para las fechas y la información sobre el examen de pre-prueba. 718.289.5170

TASC evalúa cinco materias: Lectura / Artes del Lenguaje, Escritura, Matemáticas, Ciencias y Estudios Sociales. El TASC sustituye a la anterior prueba GED.
Business and Industry Solutions

Business and Industry Solutions at Bronx Community College

Bronx Community College is expanding its workforce development services. Our Business and Industry Solutions initiative offers industry-based certificate training in collaboration with businesses and organizations to meet their current and incoming workers’ training needs.

These customized training programs aim to build the capacity of workers in companies and industries in various sectors, including technology, management, healthcare and construction.

At Bronx Community College we provide customized training programs to cater to businesses’ specific workforce needs. We provide highly skilled and qualified instructors, market-driven curricula and flexible scheduling.

Partnerships and Corporate Training

Through our local and citywide partnerships, businesses, organizations, union and agencies benefit from customized training. Here are some of our recent and ongoing initiatives:

- BCC has been selected as a lead training provider by the New York City Department of Environmental Protection (NYCDEP), to provide Project Management training to their staff in the Information Technology, Water & Sewer Operations and Engineering Design & Construction offices. The NYCDEP staff benefit from this training as part of a job development initiative providing them with skills, tools, techniques and core knowledge areas in managing projects.
- BCC also provides Project Management training for Local Union No. 3, I.B.E.W. Members in the positions of Lead Manager, Supervisor, and Superintendent are trained to acquire Project Management knowledge and techniques, and learn to apply them in their day-to-day project activities.

Businesses may select from many areas for customized training of their staff. The training will be provided at a time and location convenient to their students, at a competitive cost.

Programs:

- PROJECT MANAGEMENT
- RISK MANAGEMENT
- LEADERSHIP
- HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT
- FINANCIAL MANAGEMENT
- NETWORK TECHNOLOGY
- NETWORK SECURITY
- CODING/PROGRAMMING
- COMMUNITY HEALTH WORKERS
- MEDICAL AND HEALTHCARE IT

For information about these customized training programs please contact Ruby Chua, Director of Business & Industry Solutions, at 718.289.5149.
10 HOUR O.S.H.A. (ACE 5090)
10 hours; Tuition $125
Call for Dates and Tuition, 718.289.5170
The 10-hour OSHA Training complies with Local Law 20 and Local Law 41. Attendees discuss and review standard construction safety and health principles, and receive information that will prepare students to recognize and control a variety of hazardous conditions.

BLUEPRINT READING - BASIC TO ADVANCED (ACE 5051)
21 hours; Tuition $235
Tuesday & Thursday, 6 p.m. - 9 p.m.
April 11, 2017 - May 2, 2017
This is a comprehensive and fundamental course in reviewing the basic principles of blueprint reading. In-depth topics include: line types, orthographic projections, dimensioning methods and notes. Upon course completion, students should be able to interpret basic blueprints and visualize the features of a plan.

BOILER MAINTENANCE TEST PREPARATION (ACE 5040)
45 hours; Tuition $389
Saturday, 10 a.m. - 3:30 p.m.
March 25, 2017 - May 20, 2017
Tuesday & Thursday, 6 p.m. - 10 p.m.
April 18, 2017 - May 23, 2017
This course helps to prepare students for the New York City Fire Department Exam and for the Low-Pressure Boiler (#6) Operating Permit.

BOILER CARE - WORKSHOP BASICS FOR THE HOMEOWNER (ACE 5039)
9 hours; Tuition $109
Saturday, 10 a.m. - 1 p.m.
March 4, 2017 - March 18, 2017
Has your boiler flame blown out when it is 20 degrees outside at 11:00pm, and you have no idea how to relight it? Has the boiler technician told you that you have a steam boiler and you should have been cleaning the water weekly and charged you accordingly for the damage caused by this minor chore? This workshop is for the new or seasoned homeowner who wants to maintain the longevity of their boiler or diagnose the problem when talking to the repair person. This workshop will help you to identify and correct minor boiler issues before they mushroom into costly repairs. Learn to detect oil leaks, proper water level, temperature gauge and much more as you save yourself hundreds if not thousands of dollars for a new boiler.

CONSTRUCTION COST ESTIMATING (ACE 5055)
20 hours; Tuition $395
Monday & Wednesday, 6 p.m. - 10 p.m.
June 12, 2017 - June 26, 2017
Acquire an overview of the theory, procedures, and practices used to develop project estimates and final bid price. Topics include: the bidding process, the bid package, general conditions, subcontractor bid comparisons, planning for the estimate, internal and external management considerations, the presale/conceptual/preliminary budgets, design review, preconstruction and detailed estimates, unit prices, lump-sum bids, direct and indirect costs, overhead; bonds, and insurance.

CONSTRUCTION PROJECT MANAGEMENT (ACE 5056)
20 hours; Tuition $395
Monday & Wednesday, 6 p.m. - 10 p.m.
June 12, 2017 - June 26, 2017
Gain an understanding of the construction industry, the construction process, and how projects are managed. Topics include: the roles of the owner/architect/contractor, project teams and organizations, types of contracts, construction management versus general contracting, bidding and award procedures, construction budgets, cost estimating; construction planning and scheduling; cost control; monitoring and accounting systems; change orders; claims, dispute resolution, safety, insurance, bonds and liens.

DRAFTING (ACE 5152)
24 hours; Tuition $259
Monday & Wednesday, 6 p.m. - 9 p.m.
July 10, 2017 - August 2, 2017 (Summer)
This course is designed to introduce students to the preparation of drawings used in the practice of interior design, architectural design and construction management. It will also provide the skills and techniques necessary to express any design concept graphically. Topics covered include: identification of drafting equipment and its use, drafting in scale, basic lettering, line weights and standard notation conventions. Students will learn measurements of a physical space, preparation of two-dimensional plans and three-dimensional isometrics, as well as elevations, sections and orthographic projections.
HVAC - Heating (ACE 5082)

115 hours; Tuition $1,509
Monday, Wednesday & Friday, 6 p.m. - 9 p.m.
March 20, 2017 - June 16, 2017

This industry-wide introductory class is designed for individuals who are interested in receiving an entry level certificate in residential heating. This course will teach you diagnosis, service and repair of residential HVAC systems and hot-water heating systems. Hands-on training. Students may be required to purchase materials such as hardhat and goggles.

Prerequisite: Electricity (ACE 5027) and Plumbing (ACE 5028), or previous experience required.
ELECTRICIDAD (ACE 5037)
135 horas; Matrícula $1,509
Sábado, 9 a.m. - 3:30 p.m.
Abril 22, 2017 - Agosto 26, 2017
NOTA: Clase en español.

Seis módulos incluyen: Seguridad en el taller, Matemáticas de la construcción, Electricidad nivel 1, Electricidad nivel 2, Administración y de operaciones, y la Lectura del modelo básico. El plan de estudios está basado en el Centro Nacional de Educación y Investigación de la Construcción (NCCER). Entrenamiento con las manos. Se puede requerir que los estudiantes compren materiales como casco y gafas de protección.

LOCK REPAIR - BASICS FOR THE HOME OR APARTMENT OWNER (ACE 5052)
3 horas; Tuition $59
Saturday, 11 a.m. - 2 p.m.
April 8, 2017

Thinking about changing the lock on your front door or maybe even adding a lock on your bedroom door, but don't want to pay a locksmith to make a house call? This do-it-yourself workshop is just for you. The class is designed to teach you basic home installation of door locks and save you the added cost of a locksmith visit, usually about $80 or more. A workshop designed for apartment and homeowners, who are looking to take care of basic home security.

RESIDENTIAL BUILDING ANALYST (ACE 5020)
18 horas; Tuition $269
Saturday, 9:30 a.m. - 12:30 p.m.
April 1, 2017 - May 6, 2017
Thursday 6 p.m. - 9 p.m.
June 1, 2017 - July 6, 2017

This introductory class covers the skills needed to audit homes for energy consumption and waste; detect harmful gas emissions from heating sources; and make recommendations for the safe operation of heating and cooling systems and other appliances. Students will learn how to complete a home analysis and show homeowners how to increase energy efficiency and operate clean, safe systems. The class includes classroom instruction and practical field experiences. Students will evaluate all aspects of residential construction - crawl spaces, basements, attics, and interior and exterior spaces - for energy consumption and safety. Real-world scenarios are presented that a Residential Building Analyst would encounter on the job and prepare students for work with construction companies, HVAC contractors, or other employers in the building trades.

CARPENTRY (ACE 5070)
110 hours; Tuition $1509
Saturday, 9 a.m. - 4:30 p.m.
February 11, 2017 - July 1, 2017

Designed for students interested in becoming contractors or carpenters, this course introduces the process of remodeling a home. Coursework provides an opportunity for students to work on construction sites as a carpenter for various refurbishing projects, such as basement or attic conversions or renovation to existing areas. Students learn skills in scheduling, materials estimation, planning and demolition.

Some partial scholarships may be available for those who qualify.
ELECTRICITY
(ACE 5027)

135 hours; Tuition $1,509
Wednesday & Friday, 6 p.m. - 10 p.m.
March 1, 2017 - June 23, 2017

Six modules include: Shop Safety, Construction Math Skills, Electricity Level 1, Electricity Level 2, Management & Operations and Basic Blueprint Reading. Curriculum is based on the National Center for Construction Education and Research. Hands-on training. Students may be required to purchase materials that include hardhat and goggles.

Some partial scholarships may be available for those who qualify.
PLUMBING
(ACE 5028)

139 hours; Tuition $1,509
Monday & Tuesday, 6 p.m. - 10 p.m.
February 27, 2017 - June 27, 2017

Six modules include: Shop Safety, Construction Math Skills, Plumbing Level 1, Plumbing Level 2, Management & Operations and Basic Blueprint Reading. Curriculum is based on the National Center for Construction Education and Research. Hands-on training. Students may be required to purchase materials such as hardhat and goggles.

Some partial scholarships may be available for those who qualify.

PLUMBING - BASIC TRAINING FOR THE HOME OR APARTMENT OWNER (ACE 5053)

9 hours; Tuition $109
Saturday, 10:30 a.m. - 1:30 p.m.
May 6, 2017 - May 20, 2017

Have you ever been frustrated waiting for the super or plumber to fix a dripping faucet, change the faucet, and repair the plumbing in your toilet or countless other small jobs that drain your pockets? This workshop is designed for the novice and will help you learn basic plumbing techniques that will not only save you time and money, but give you the satisfaction of having done it yourself.

PLOMERÍA (ACE 5038)

139 horas; Matrícula $1,509
Sábado, 9 a.m. - 3:30 p.m.
Enero 21, 2017 - Julio 24, 2017

NOTA: Clase en español.

Seis módulos incluyen: Seguridad en el Taller, Matemáticas de la construcción, Plomería Nivel 1, Plomería Nivel 2, Administración y de operaciones, y la lectura del modelo básico. El plan de estudios está basado en el Centro Nacional de Educación y Investigación de la Construcción (NCCER). Entrenamiento con las manos. Se puede requerir que los estudiantes compren materiales como casco y gafas de protección.
A+ CERTIFICATION - PC REPAIR TECHNICIAN PROGRAM (ACE 4124)
60 hours; Tuition $509
Monday & Wednesday, 6 p.m. - 9 p.m.
March 20, 2017 – May 24, 2017

The A+ Computer Technician Preparation Program helps prepare students for entry-level information technology jobs. The program also prepares students for the CompTIA A+ Certificate examinations. This industry standard credential lets employers know you have skills of a computer technician (see www.comptia.org for further information on the exams). A+ is an entry-level course for those who wish to advance on the IT career ladder. It provides the fundamentals necessary for next level N+ and Linux+ courses. Topics include installation, maintenance, configuration and troubleshooting of computer hardware and operating systems; safe lab practice and tool use; computer assembly and disassembly; the boot process; installation and configuration of portable devices and peripherals (e.g., printers and scanners); introduction to networking; and the types, consequences and prevention of security threats.

ADVANCED MICROSOFT OFFICE (ACE 4161)
12 hours; Tuition $159
Tuesday & Thursday, 6 p.m. – 9 p.m.
May 2, 2017 – May 11, 2017

Expands upon the basic Microsoft Office course by providing more in-depth instruction for: program integration, effective usage of program shortcuts, designing correspondences, report functions, styles, graphics, advanced page layouts and macros.

HOW TO SECURE & TROUBLESHOOT YOUR COMPUTER (ACE 4019)
6 hours; Tuition $99
Saturday, 9 a.m. – 3:30 p.m.
July 15, 2017 (Summer)

You may not know how to build a computer, but it is smart to know how to maintain one in order to run it longer and avoid expensive professional technician calls. Many computer owners fail to learn how to use and maintain their computer. To help save money and needless trips to the computer shop for repair, this workshop will introduce you to a series of very simple steps you can take to keep your new computer running fast and efficiently.

ADOBE PHOTOSHOP (ACE 4035)
30 hours; Tuition $349
Monday & Wednesday, 6 p.m. – 9 p.m.
May 15, 2017 – June 19, 2017

Learn how to use Adobe Photoshop to create incredible images faster. Photoshop brings new efficiency to creative workflows of all types, so you can produce more inspiring work in less time and with fewer steps.
MICROSOFT OFFICE 2013 (ACE 4157)
30 hours; Tuition $299
Saturday, 10 a.m. - 1 p.m.
March 18, 2017 - May 20, 2017

A basic Microsoft Office 2013 training solution centered on increasing user productivity in Word, Excel, Outlook, PowerPoint and Access. Get up to speed on what’s new and exciting in Office 2013, including the new or enhanced features found in the Office 2013 applications as well as changes to the overall interface. There were significant changes to the interface in Office 2013 that pave the way to focus on features that will bring your work to a whole new level of professionalism, efficiency and interactivity.

MICROSOFT OFFICE SPECIALIST (ACE 4160)
60 hours; Tuition $509
Monday & Wednesday, 6 p.m. - 9 p.m.
April 3, 2017 - June 12, 2017

Whether you want to learn how to integrate data into a PowerPoint presentation, add functions to an Excel spreadsheet, or apply formatting to a Microsoft Word document as you search for the perfect job, you have encountered the need to use a Microsoft Office application. Our Microsoft Office Specialist courses provide the opportunity to increase your skills in the following desktop applications found in the Microsoft 2013 Office Suite: Word, Excel, PowerPoint, Access and Outlook.

NETWORKING+ (N+) CERTIFICATION PREPARATION (ACE 4190)
30 hours; Tuition $509
Monday & Tuesday, 6 p.m. - 9 p.m.
April 3, 2017 - May 2, 2017

Obtain the skills you need to succeed. This course is designed to provide computer technicians and support staff with the skills to plan, install and troubleshoot a network in a corporate environment.

SOCIAL MEDIA - USING LINKEDIN & GOOGLE+ (ACE 4013)
3 hours; Tuition $75
Saturday, 10 a.m. - 1 p.m.
May 13, 2017

Does your business provide products and services to other businesses? LinkedIn and Google+ are social networks that focus on business and professional connections. In this workshop, participants will learn the basics and benefits to creating a presence on these two platforms. An overview of best practices, and ample time for Q&A and how to demonstrations will be provided.

SOCIAL MEDIA - USING FACEBOOK & PINTEREST (ACE 4014)
3 hours; Tuition $75
Saturday, 10 a.m. - 1 p.m.
July 15, 2017 (Summer)

Facebook and Pinterest are social networks that focus on reaching the consumer and retail markets. In this workshop, participants will learn the basics and benefits to creating a presence on these two platforms. An overview of best practices, and ample time for Q&A and how to demonstrations will be provided.
Education to Go (ed2go) Courses

Online Learning – Anytime, Anywhere
Just a click away

ONLINE INSTRUCTOR-LED COURSES
Bronx Community College offers a wide range of highly interactive courses that students can take entirely over the Internet. All of the courses include expert instructors, many of whom are nationally known authors. The online courses are affordable, fun, fast, convenient and geared to each student. Courses begin the third Wednesday of each month, run for six weeks and consist of 12 lessons. The lessons are supplemented by interactive quizzes, assignments and online discussions. All materials will be available over the internet. Most classes start as low as $99.

ONLINE CAREER-TRAINING PROGRAMS
Our instructor-facilitated courses are available anytime, anywhere. All that is needed is a web-enabled computer and a desire to learn skills that will prepare students for new careers or update current skill sets. Even though students won’t be in a traditional classroom setting, participants won’t be on their own. A team of available online professionals, anytime scheduling and educational textbooks combine to give students a relevant, interactive learning experience. We offer courses in health care/fitness, business/professional, IT/software development (Microsoft and CompTIA official curriculum), media and design, skilled trades/industrial, sustainable energy and going green.

Find full course descriptions online at http://careertraining.ed2go.com/bcc.cuny/

 Courses are offered in these and other areas.

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing
- Breaking Into Sit-com Writing
- Music Made Easy
- Intro to Biology
- Intro to Screenwriting
- Intro to Chemistry
- Home-based Business
  Start Up and Operations

Check course descriptions for information on required texts, software, etc.

Have questions? For more information, please call 718.289.5170 or email workforce.development@bcc.cuny.edu
Education to go (ed2go) Courses

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Just a click away

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Find full course descriptions online at WWW.ED2go.COM/CPSBCC

Courses are offered in these and other areas.

• Accounting and Finance
• Business
• College Readiness
• Computer Applications
• Design and Composition
• Health Care and Medical
• Language and Arts
• Law and Legal
• Personal Development
• Teaching and Education
• Technology
• Writing and Publishing
• Breaking Into Sitcom Writing
• Music Made Easy
• Intro to Biology
• Intro to Screenwriting
• Intro to Chemistry
• Home-based Business Start Up and Operations

Check course descriptions for information on required texts, software, etc.

Have questions? Call Desmona Delauny or Jantira Taveras at 718.289.5170 or email cps@bcc.cuny.edu

Online Courses

Bronx Community College-CUNY, Gatlin Education, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide students with effective web-based learning experiences. Instructors/mentors are actively involved in each student's online learning experience. They respond to any questions or concerns, as well as encourage and motivate students to succeed.

Each program includes a set of lessons and evaluations. Grades are a combination of the instructor/mentor’s evaluation of students' work and computer-graded tests. We know students will appreciate the quality as well as the convenience of anytime, anywhere learning!

Categories include:
• Health Care and Fitness
• Business and Professional
• IT and Software Development
• Management and Corporate
• Media and Design
• Hospitality and Service Industry
• Skilled Trades and Industrial

For more information, please call 718.289.5170 or email workforce.development@bcc.cuny.edu

http://www.gatlineducation.com/bcc.cuny/health.htm
National Healthcareer Association (NHA) Certification

The following programs are eligible for national certification, sponsored by the National Healthcareer Association:
- Billing and Coding Specialist
- EKG-Electrocardiograph Technician
- Medical Administrative Assistant
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician

For more information, please contact Workforce & Economic Development at 718.289.5170.

CARDIOPULMONARY RESUSCITATION (CPR) AMERICAN HEART ASSOCIATION (ACE 4400)

8 hours; Tuition $89
Materials fee: $30 Payable to Instructor
Saturday, 9 a.m. - 5:30 p.m.
April 22, 2017 (Spring)
Saturday, 9 a.m. - 5:30 p.m.
August 5, 2017 (Summer)

This CPR course is approved by the American Heart Association and taught by certified instructors. Students who successfully pass the exam will receive nationally recognized CPR identification cards. A $30 Fee for book and CPR card is payable upon course completion.

CUSTOMER SERVICE SKILLS FOR HEALTHCARE PROFESSIONALS (ACE 3849)

24 hours; Tuition $260
New!
Saturday, 10 a.m. - 1 p.m.
April 1, 2017 - May 6, 2017
Wednesday & Friday, 6 p.m. - 9 p.m.
May 3, 2017 - May 19, 2017

Dealing with patients, families and loved ones’ medical and emotional needs, fears and anxieties is particularly challenging, but patients are your customers and providing them with great customer service is just as critical as great medical care in creating a positive patient experience. Learn to establish a positive first impression, how to best deal with difficult people, manage patients’ fears and emotions, diffuse upset customers and resolve complaints positively, deal with geriatric, disabled and other special populations, plus learn tips and strategies to deal with stress and take care of yourself as well as the patients.

BASIC FIRST AID (ACE 4411)

4 hours; Tuition $89
Materials fee: $15 Payable to Instructor
Call for dates, 718.289.5170

Be prepared in case of an emergency. This introductory course is designed to provide you with the information necessary to have a working understanding of basic first aid. Upon successful completion of this course, you will receive your card from the National Safety Council. A $15 Fee for card is payable upon course completion.

HEALTH INFORMATION MANAGEMENT PREP PROGRAM (ACE 4221)

89 hours
Contract Class; Schedule can be negotiated.
Call for appointment, 718.289.5170

*Requires a High School Diploma or High School Equivalency (HSE)

This comprehensive program prepares you for careers in health care settings using technology and electronic health records for: scheduling; obtaining, storing and managing patient information and for coding, billing and collections. The increasing use of electronic health records (EHR) will continue to broaden and alter the job responsibilities of health information managers and technicians. This program will provide the fundamental skills to begin a career in the emerging technology-based health workforce. Textbooks will be required at additional cost.
DIRECT SUPPORT PROFESSIONAL (DSP) (ACE 4244)

100 hours; Tuition $995 (Partial Scholarships Available)

Call for Dates 718.289.5170

Train to work as a Direct Support Professional in the Human Services/Mental Health field. DSPs works with and support individuals in the places they live and work. DSPs perform their jobs in licensed homes, day programs, supported or independent living environments, or work sites.

Student Requirements:
- High School Diploma or High School Equivalency (HSE)
- A minimum of 18 years of age
- Clean criminal background check
Health Care Careers

HITECH
HEALTH INFORMATION TECHNOLOGY CERTIFICATE PROGRAMS:
Health Information Technology Career

Workforce & Economic Development provides the necessary training for individuals and/or groups who wish to enter this exciting emerging field or enhance the skills of their present employees. This unique training is for those with IT or health care backgrounds. A minimum of an associate degree is preferred, but work experience as an IT or health care professional is considered.

Bronx Community College provides training on campus for individuals and is equipped to train groups at off-campus sites. For details, rates and schedules please contact our office at 718.289.5170.

HEALTH INFORMATION TECHNOLOGY COORDINATOR (ACE 4232)
130 hours; Tuition $2,189
Call for dates 718.289.5170

This certificate program is designed for health professionals with clinical and/or other health care support services (e.g. RN, EMT-P, Medical Assistant, etc.). This program will provide the practical knowledge and skills necessary to be part of the team that will plan and implement electronic health records (EHRs) for providers and/or serve as the EHR coordinator in a facility, unit or office. The program is designed to enhance clinical analysis and decision-making skills with new knowledge and expertise in project management, workflow analysis and information technology.

A computer literacy lab is available for students with minimal computer skills for an additional fee. Call to meet with a program advisor.

HEALTH INFORMATION TECHNOLOGY IT SUPPORT SPECIALIST (ACE 4230)
120 hours; Tuition $2,009
Call for dates 718.289.5170

This certificate program offers IT professionals the practical knowledge and skills necessary to provide technical support to successfully support and maintain electronic health record (EHR) systems in a variety of health care settings. Students will learn about the U.S. health care system, project management and workflow analysis. They will also gain hands-on experience installing and configuring an electronic health record.

INFECTION CONTROL PROCEDURES (ACE 4594)
6 hours; Tuition $99
Saturday, 9 a.m. - 3:30 p.m.
May 13, 2017

A class designed for entry-level health care professionals. The course includes key infection control concepts and regulations surrounding infection control practices in New York State.

INTRODUCTION TO ICD-10 DIAGNOSTIC AND ICD-10 PROCEDURE CODING (ACE 4619)
20 hours; Tuition $249
Wednesday & Thursday, 6 p.m. - 9 p.m.
April 19, 2017 - May 10, 2017

This course is for those who are already trained and experienced users of ICD-9. The course focuses on the differences between ICD-9 and ICD-10 diagnosis codes and applying the new ICD-10 coding guideline. Also being covered is the new structure for in-patient procedure coding, categorizing procedures by root operation and how to use ICD-10 PCS tables.

MEDICAL BILLING & CODING (ACE 4730)
110 hours; Tuition $995
Saturday, 9 a.m. - 3:30 p.m.
February 11, 2017 - June 24, 2017
*Requires a High School Diploma or High School Equivalency (HSE)

This program is for those who wish to begin a career as a Medical Coder, Medical Biller or Medical Office Assistant. The program includes: advanced medical terminology, comprehensive coding (ICD-10, PCS & CPT), HCPCS and computerized medical billing. In addition, you will learn the rules and regulations of Medicaid claim submission for physician billing and the eligibility requirements of patients.
PATIENT CARE TECHNICIAN
(ACE 4596)
129 hours; Tuition $999
Tuesday, Thursday & Friday, 6 p.m. - 10 p.m.
March 21, 2017 - June 2, 2017
*Requires a High School Diploma or High School Equivalency (HSE)

Certified Patient Care Technicians provide direct care and assist healthcare colleagues in delivering quality services. Students will receive the essential instruction and education they need to obtain positions in a wide range of health facilities. Instruction will include: medical terminology, Health Insurance Portability and Accountability Act (HIPAA), phlebotomy techniques, electrocardiograph procedures, emergency situations, personal care and vital signs.

This program is recommended for Certified Nurse Assistants and other New York State certified health professionals (EMT, EMT-P, LPN, etc.) who wish to attain the additional skills required for positions as Patient Care Associates and Technicians, Emergency Room Technicians.

*(ACE 4400) Cardiopulmonary Resuscitation ($89) is required to receive program certificate. If you already have a CPR card, please bring your card at the time of registration.

Some partial scholarships may be available to those who qualify.

PHARMACY TECHNICIAN
CERTIFICATE PROGRAM (ACE 4450)
105 hours; Tuition $995
Monday, Tuesday & Thursday, 6 p.m. - 9 p.m.
March 27, 2017 - June 15, 2017
*Requires a High School Diploma or High School Equivalency (HSE)

The focused course content includes: math, basic science, body systems and medical terminology, law and ethics, drug calculations, drug classification, compounding, drug distribution and terminology review. This program prepares students to take the national Pharmacy Technician Certification Board (PTCB) exam.

PHYSICAL THERAPY AIDE
(ACE 4456)
45 hours; Tuition $709
Tuesday & Thursday, 6 p.m. - 9 p.m.
April 4, 2017 - May 23, 2017

The Physical Therapy Aide is responsible for carrying out non-clinical duties such as: preparing treatment areas, answering phones, clerical support, ordering supplies and transporting patients under the direct supervision of a Physical Therapist. This training provides for employment in hospitals, orthopedic clinics, nursing homes, sports rehabilitation centers and private practices.

PHLEBOTOMY TECHNICIAN
(ACE 4595)
95 hours; Tuition $909
Tuesday & Thursday, 6 p.m. - 9 p.m.
March 14, 2017 - June 29, 2017
*Requires a High School Diploma or High School Equivalency (HSE)

This course will help you to develop the knowledge and skills required for performing blood collections. Learn the basic methods necessary to draw blood under appropriate supervision. This course also satisfies the 40-hour academic requirement to sit for various national certifying exams. Instruction will include: knowledge in medical terminology and overviews of body systems, HIPPA, and practices in performing phlebotomy techniques.

*(ACE 4400) Cardiopulmonary Resuscitation ($89) is required to receive program certificate. If you already have a CPR card, please bring your card at the time of registration.

TEST OF ESSENTIAL ACADEMIC SKILLS - TEAS
(ACE 4458)
20 hours; Tuition $109
Saturday, 9:30 a.m. - 1:30 p.m.
April 1, 2017 - April 29, 2017 (Spring)
Saturday, 9:30 a.m. - 1:30 p.m.
May 20, 2017 - June 24, 2017 (Spring)
Saturday, 9:30 a.m. - 1:30 p.m.
July 29, 2017 - August 26, 2017 (Summer)

This course is designed to prepare students in four test areas of the TEAS exam for nursing programs: math, reading, English and science. We will review nursing mathematics, reading comprehension including identification of main ideas, inferences and conclusions. Also, an overview will re-examine English grammar, punctuation, sentence structure, contextual words and spelling. We will also review basic sciences, which will include biology, chemistry, physical principles, general science and anatomy and physiology. The course will cover science reasoning and will also teach study skills essential for passing any nursing school entrance exam.
APPETIZERS MADE QUICK AND EASY (ACE 6313)
6 hours; Tuition $99
Wednesday, 6 p.m. – 9 p.m.
April 19, 2017 – April 26, 2017

Learn the art of preparing recipes in advance and put on the last minute touches just moments before your guests arrive. You will learn how to create such dishes as crab cakes with a saffron aioli, broiled jumbo shrimps Provençal, just to name a few. Call for a materials list.

HEALTHY ITALIAN MEALS (ACE 6057)
12 hours; Tuition $159
Materials fee: $18 Payable to instructor (due first day of class)
Thursday, 6 p.m. – 9 p.m.
April 13, 2017 – May 18, 2017

Italian dishes are known to be part of a healthy Mediterranean diet. Italian cooking is much more than pizza or pasta with meat sauce. The dishes that will be demonstrated may be Italian inspired, but share common elements with other cuisines. The commonality of the ingredients, their preparation and the substitution of ingredients will be emphasized when compared with food properties of other national cuisines.

HOMEMADE BAKED COOKIES (ACE 6318)
3 hours; Tuition $79
Wednesday, 6 p.m. – 9 p.m.
May 3, 2017

Tired of buying those store bought cookies for the holidays and special occasions? Learn how to make delicious cookies from scratch for every occasion. Call for a materials list.

CAKE DECORATING - THE BASICS (ACE 6319)
9 hours; Tuition $149
Saturday, 10 a.m. – 2:30 p.m.
May 6, 2017 – May 13, 2017

Learn the basics of how to decorate cakes that not only taste great, but look terrific as well. The class teaches you how to: prepare cakes and decorate with borders, flowers, leaves, stars and other designs that will give your cake that professional look. Call for a materials list.

HOW TO START YOUR OWN CATERING BUSINESS (ACE 6302)
12 hours; Tuition $159
Monday, 6 p.m. – 9 p.m.
May 15, 2017 – June 12, 2017

Learn the ins and outs of how to begin your catering business. Develop your catering menus and find out the equipment needed for both off-premise and on-premise catering. Learn about: operating and start-up expenses of opening your business, various types of displays and functions, marketing of your business, client relationships and simple display techniques will be reviewed. A great primary course for the soon-to-be caterer.

PAELLA AND TRIMMINGS (ACE 6312)
6 hours; Tuition $99
Wednesday, 6 p.m. – 9 p.m.
April 5, 2017 – April 12, 2017

Learn the techniques in making a traditional Spanish dish that has been passed down for generations. In addition, you will learn how to prepare basic tapas, such as sautéed garlic mushrooms and saffron meatballs, followed by a flan dessert to top it all off. Call for a materials list.

WHAT YOU NEED TO KNOW TO MAKE IT IN THE RESTAURANT BUSINESS (ACE 6301)
6 hours; Tuition $99
Monday, 6 p.m. – 9 p.m.

Always wanted to run your own restaurant? This class covers a variety of restaurant types - fast food, casual, upscale and provides the information you need to develop the concept, menu, layout and design. It will help you identify operating problems and processes, relevant licensing, legal and health issues and show you how to hire, train and assess your staff. This class is a must for anyone considering going into the restaurant business. Call for materials list.
BASIC PROJECT MANAGEMENT (ACE 4063)
25 hours; Tuition $700
Materials & Book Fee: $150
Call for Dates: 718.289.5170
This course is an introduction to crucial project management concepts. The process groups and knowledge areas covered include: planning, scoping, scheduling, budgeting, communication and change management. Professional Development Units (25 PDUs) eligible for Certified Associate in Project Management (CAPM) credential.
***Project Management programs can be taken by individuals, in groups and/or can be customized to meet business needs. Classes can be offered on campus or at an on-site location of choice. All course registration, learning materials and textbooks are included. For more information, including tuition and schedule, please call Workforce & Economic Development at 718.289.5170.

ADVANCED PROJECT MANAGEMENT (ACE 4064)
35 hours; Tuition $800
Materials & Book Fee: $150
Call for Dates: 718.289.5170
This course is an in-depth study of essential Project Management topics such as: risk management, resource management, cost management and measurement, as well as contract and vendor management. Project Management, Book of Knowledge (PMBOK) and Case Study will be emphasized. Professional Development Units (35 PDUs) eligible for Project Management Professional (PMP) Certification.

ASSESSMENT OF TEACHING SKILLS WRITTEN (ATS-W (ELEMENTARY)) (ACE 9080)
24 hours; Tuition $225
Tuesday & Thursday, 5 p.m. - 9 p.m.
January 24, 2017 - February 16, 2017
This course is designed to prepare in-service teachers of elementary schools for ATS-W test which is a crucial component of New York State Teachers Certification Examinations. This course reviews topics in three major areas: Student development and learning, instruction and student evaluation, and teaching and learning environment, the test contains 80 multiple choice questions and one essay question on instruction and assessment. For this reason, the course will present myriads and multitudes of practice test questions. In addition, it will furnish the participants with skills needed to answer the questions correctly, and the techniques of responding critically to the construction response assignment in a timely fashion.

BASIC GRAMMAR SKILLS (ACE 0930)
24 hours; Tuition $149
Tuesday & Thursday, 6 p.m. - 9 p.m.
May 2, 2017 - May 25, 2017
This course is designed to help the student who wishes to sharpen their communication skills for academic, professional or personal reasons. By focusing on the fundamentals of grammar and usage, the student will learn to communicate with greater confidence and clarity verbally and in writing.
CUSTOMER SERVICE SKILLS FOR BUSINESS (ACE 3848)
6 hours; Tuition $99
Saturday, 9 a.m. - 3:30 p.m.
April 15, 2017 - August 22, 2017

Good customer service is not a gimmick, it's an attitude. Are you looking to improve your customer service skills, or are you an employer tired of the constant complaints and losing customers due to bad service? Are you looking for a job in the service industry and looking for a way to improve your interview skills? This course will teach you how to be goal-oriented, work within a team and take ownership and responsibility, as well as proper body language, tone and temper to be successful in the business community.

DIGNITY FOR ALL STUDENTS ACT (DASA) TRAINING WORKSHOP (ACE 4068)
6 hours; Tuition $70
Call for Dates, 718.289.5170

The Dignity for All Students Act (DASA) seeks to ensure all students attend school in an environment free from discrimination, intimidation, taunting, harassment, and bullying on school property. This workshop fulfills the New York State Education Department requirement for all teachers who are seeking initial or permanent state certification. School staffs can learn to use techniques and practical approaches to avoid and defuse violent situations in school.

Enrollment is limited on a first come, first served basis. Please call Workforce & Economic Development (718.289.5170) for dates, times and registration information.

ESSENTIALS OF HUMAN RESOURCES MANAGEMENT (ACE 0950)
18 hours; Tuition $149
Saturday, 10 a.m. - 1 p.m.
May 6, 2017 - June 17, 2017

Enhance your Human Resources skills to better handle today's HR issues. This course covers contemporary HR issues and has been designed for the new or junior HR practitioner, small business owner, manager or job seekers looking to pursue a career in HR. Upon completion you will understand legislation as it relates to sexual harassment, discrimination and FMLA. In addition, you will gain insight into employee recruitment, compensation, benefits, pay increase, professional development, onboarding and much more.

EFFECTIVE PUBLIC SPEAKING (ACE 3846)
6 hours; Tuition $149
Wednesday, 6 p.m. - 9 p.m.
Need 2nd date
Wednesday 6pm - 9pm
May 3, 2017 - May 10, 2017

This course can help participants become less self-conscious and learn to enjoy speaking in public. It covers many aspects of public speaking, including coping with nerves, tips for delivery, organizing content, and adding interest. Discussion will include ways to build self-confidence, which in turn will make you a better speaker. The course will cover different types of speeches and conduct a mini-presentation that will bring out the inner speaker in you.

EXPLORE CAREERS (ACE 3847)
9 hours; Tuition $149
Saturday, 10 a.m. - 1 p.m.
April 1, 2017 - April 15, 2017

Students will be exposed to topics on the career ladder. The relationship of personal interests, values, abilities, and lifestyle preferences to career decision-making, work stereotypes and barriers; an assessment of interest, values and abilities as well as how to interpret such assessments; the philosophy of work and the meaning of "career;" the relevant aspects of planning a career, such as the availability of training, cost, length of training, job market and future job trends.

INCOME TAX PREPARATION (ACE 2050)
24 hours; Tuition $259
Saturday, 10 a.m. - 2 p.m.
January 21, 2017 - March 4, 2017

Students will learn basic tax preparation techniques that will save time and money! Topics covered will include: gross income, W2 and 1099 forms, tables and rates, exemptions and dependents, sources of income, depreciation, deductions (standard/itemized) credits (education, child tax, child care and earned income), expenses (medical, travel), charitable contributions and IRA deductions. This class will assist you in preparing your taxes or starting your own part-time tax preparation business at home.
CHILD DEVELOPMENT ASSOCIATE CREDENTIAL
(ACE 7300)

Registration Fee Only - $10.00

120 hours of coursework in early childhood education
480 observation observational hours in an early childhood setting
Call for dates, 718.289.5691
Requires a High School Diploma or High School Equivalency (HSE)

This course is designed for individuals who are eager to work with young children in early childhood settings. The Department of Education and Reading’s Career Path Teaching Assistant Program in partnership with the Office of Workforce and Economic Development offers the Child Development Associates Credential (CDA). The CDA credential is the most widely recognized credential in early childhood education which sets forth a core of competency standards which guides early professionals as they work toward becoming qualified teachers of young children. Participants are required to create a portfolio highlighting their 120 hours of coursework.
INTERPERSONAL SKILLS FOR THE WORKFORCE (ACE 5057)

4 hours; Tuition $260
Wednesday & Friday, 6 p.m. - 9 p.m.
April 19, 2017 – June 8, 2017
Thursday 6pm - 9pm
April 20, 2017 – June 8, 2017

The course is designed for non-native English speakers help build communication skills for the workplace - active listening, giving and receiving criticism, dealing with different personality types, nonverbal communication, and understanding cultural norms particular to the U.S.

NOTARY PUBLIC LICENSE TEST PREPARATION (ACE 0900)

3 hours; Tuition $75
Saturday, 9 a.m. – 12 p.m.
March 25, 2017
Saturday, 9 a.m. – 12 p.m.
June 24, 2017

This intensive course prepares you for the written examination to become a Notary Public in New York State. We provide you with customized learning materials. Textbook is optional. At the time of his or her appointment as a Notary Public, the candidate must be: 1) a citizen or permanent resident alien of the United States and 2) either a resident of New York State or have an office/place of business in the state.

NOTARY PUBLIC: OPTIMIZE YOUR COMMISSION (ACE 0905)

3 hours; Tuition $75
Saturday, 9 a.m. – 12 p.m.
April 1, 2017 (Spring)
Saturday, 9 a.m. – 12 p.m.
August 26, 2017 (Summer)

This course is designed to introduce participants to the multiple facets of the Notary Public industry: signing agent, mobile notary, trusted signing agent, and other notarial functions. By combining first-person notary experiences with knowledge-based policies and procedures, this course will help aspiring Notaries Public to critically and creatively make decisions that sustain and promote their notary business. Notaries Public will develop skills that equip them to be innovative and competitive leaders in their chosen niche(s) within the notary industry. The course will focus on key learning objectives based on a theoretical model and practical approaches.

PRACTICAL MATH FOR THE WORKPLACE (ACE 0931)

12 hours; Tuition $109
Saturday, 10:30 a.m. - 1:30 p.m.
May 6, 2017 – June 3, 2017

For anyone interested in acquiring the basic math skills needed to understand and perform common business activities such as payroll, banking, invoicing and purchasing.

PROFESSIONAL DRIVING SCHOOL INSTRUCTOR CERTIFICATION – LEVEL I (ACE 9024)

30 hours; Tuition $339
Tuesday, 6 p.m. – 9 p.m.
March 21, 2017 – May 23, 2017

*Requires a High School Diploma or High School Equivalency (HSE)

Learn from the best and then teach the rest. This course is for professional driving instructors or those wishing to enter the field. You will learn the principles of defensive driving and behind-the-wheel instructional techniques. Traffic rules and regulations will be reviewed. This course meets the requirements of the New York State Department of Motor Vehicles for Driving School Instructor Certification. Tuition includes course training materials.

PROFESSIONAL DRIVING SCHOOL INSTRUCTOR CERTIFICATION (TEACHING TECHNIQUES & METHODOLOGY) LEVEL II (ACE 9025)

30 hours; Tuition $339
Tuesday, 6 p.m. – 9 p.m.
June 13, 2017 – August 22, 2017

Requires a High School Diploma or High School Equivalency (HSE)

Improve your teaching skills. This advanced lecture and demonstration course develops techniques for: classroom teaching, preparation of lesson plans, the use of visual aids and other materials and public speaking methods. Students demonstrate sample lessons to the class as a form of practice teaching. Tuition includes course training materials.

Prerequisite: Professional Driving School Instructor Certification - Level I (ACE 9024)
POWER WRITING SKILLS (ACE 0940)
21 hours; Tuition $149
Wednesday & Thursday, 6 p.m. - 9 p.m.
June 1, 2017 - June 22, 2017

Have you or others have questions about writing business memos and emails? Or, do you find yourself unsure that your phrasing is correct and strong enough to make an impact? This class will help you improve your written communications skills by enhancing your familiarity with proper word usage, sentence formation, transitions and effective use of rhetorical devices. This course will help you become a more sophisticated writer through the use of language that is effective, concise and clear.

REAL ESTATE SALESPERSON
(ACE 0700)
75 hours; Tuition $449
Monday, Wednesday & Thursday
6 p.m. - 9 p.m.
March 27, 2017 - May 22, 2017
Monday, Wednesday & Thursday
6 p.m. - 9 p.m.
June 19, 2017 - August 14, 2017
*Requires a High School Diploma or High School Equivalency (HSE)

A successful career in real estate begins with the right preparation. This course, approved by the New York State's Division of Licensing Services, prepares you for the test needed to qualify for a Real Estate Sales license. Various aspects of the real estate business are covered including: real estate instruments, financing, property valuation, listings and laws for realty agencies, contracts and licenses. You will also learn about: ethics, rights, fair housing, land use regulations, property closing procedures and real estate mathematics. Textbook is required.

THE ENTREPRENEURIAL SPIRIT
(ACE 0920)
6 hours; Tuition $99
Monday & Wednesday, 6 p.m. - 9 p.m.
May 1, 2017 - May 3, 2017

Do you really want to be an independent business owner and call your own shots? Learn the basics of: a business plan, feasibility study, competitive edge, financial planning, venture capital, personnel planning, small business taxation, overhead, income statement and market analysis. This course provides a strategic overview of the core competencies and critical steps needed to ensure a strong foundation for your entrepreneurial journey.

SCHOOL VIOLENCE PREVENTION WORKSHOP (ACE 9038)
6 hours; Tuition $70
Call for Dates, 718.289.5170

The New York State Education Department requires all teachers, who are seeking initial or permanent state certification, to take this workshop. School staffs can learn to use techniques and practical approaches to circumvent and defuse violent situations in school. This workshop gives participants an understanding of the dynamics of assaultive, aggressive behavior and tools to avoid becoming victimized.

Enrollment is limited on a first come, first served basis. Please call Workforce & Economic Development (718.289.5170) for dates, times and registration information.

TAX-FREE INVESTING: IT’S NOT WHAT YOU MAKE, IT’S WHAT YOU KEEP (ACE 2051)
3 hours; Tuition $89
Wednesday, 6 p.m. - 9 p.m.
March 22, 2017

Come learn how certain investments can deliver tax-free income and possibly keep you in a lower tax bracket.
8 HOUR - NEW YORK STATE MANDATED SECURITY OFFICER PRE-ASSIGNMENT (ACE 0300)
8 hours; Tuition $40
Call for Dates, 718.289.5170

This New York State mandated course reviews the Security Guard act of 1992 and the reasons for its implementation. Also, it provides a comprehensive overview of: the role of a Security Officer, legal powers and limitations, use of force, emergency situations, communications and public relations, access control, ethics and conduct. A written examination is required and certification is issued by the Office of Public Safety, State of New York, upon successful completion.

8 HOUR ANNUAL IN-SERVICE TRAINING FOR SECURITY OFFICERS (ACE 0302)
8 hours; Tuition $35
Call for Dates, 718.289.5170

This mandated course is required each year in order to maintain New York State Security Officer Certification. This course provides a detailed review and updates of any recent changes in the laws, equipment and standards pertaining to the private security industry. Also, current security topics in the news are discussed.

16 HOUR ANNUAL ON-THE-JOB TRAINING (ACE 0303)
16 hours; Tuition $80
Call for Dates, 718.289.5170

This on-the-job training is required within 90 days of employment, and is a 16-hour general introductory course. Upon successful completion of this course, the officer is issued a training certificate that the student will forward to the New York Department of State’s Division of Licensing Services (DLS). Although this course is entitled “on-the-job” it is actually instructed completely within a classroom. The course is constructed to provide discussion and information regarding the many assignments and settings a security guard may encounter.

BASIC COURSE FOR PEACE OFFICERS - WITHOUT FIREARMS (ACE 0306)
99 hours; Tuition $600
Call for Dates, 718.289.5170

This Peace Officer certification course is given on an as needed basis. In accordance with New York State law, the Center must file a notice with the Division of Criminal Justice at least 45 days in advance of the start of the program. Mandatory subjects include: ethics and the law enforcement profession, constitutional law, penal law, criminal procedural law, the court environment, civil law, investigations by Peace Officers, arrest and custody procedures, report writing and conflict resolution.

BASIC CRIMINAL INVESTIGATIONS FOR CAMPUS & HOSPITAL INVESTIGATORS (ACE 0304)
80 hours; Tuition $500
Call for Dates, 718.289.5170

This course is designed for new and experienced campus and hospital investigator/detectives or uniformed officers responsible for conducting criminal investigations beyond that of a first responder. The class provides a foundation of knowledge and skills to expedite the investigators’ ability to conduct extended quality criminal investigations. Upon completion of the course, the investigator will know the fundamentals of a good investigation, and resources available to help conduct criminal investigations. There is an emphasis on campus and hospital environment investigations.

CYBER SECURITY 101 (ACE 0305)
24 hours; Tuition $300
Call for Dates, 718.289.5170

This course covers the basic understanding of cyber security essentials including: hacker methodologies, cryptology overview, IT Security Policy/Governance and threat and risk assessments.

LAW ENFORCEMENT BICYCLE PATROL (ACE 0310)
40 hours; Tuition $500
Call for Dates, 718.289.5170

This class is designed to be an entry level course for law enforcement personnel in utilizing specialized mountain bikes for patrol activities. The training will involve several phases including classroom, practical exercise and riding.
NATIONAL SAFETY COUNCIL - FIRST AID, CPR AND AED TRAINING (ACE 0309)
14 hours; Tuition $100
Call for Dates, 718.289.5170

With the National Safety Council, you can rely on first aid training that gives employees the skills they need to save lives and avoid injuries. Given the significant financial risks associated with health care costs and potential OSHA fines or penalties, this training is a very valuable skill set for any professional. First Aid training from an industry leader in safety can give you peace of mind in today’s work environments.

NEW YORK STATE DEPARTMENT OF HOMELAND SECURITY ENHANCED SECURITY GUARD TRAINING (ACE 0301)
40 hours; Tuition $140
Call for Dates, 718.289.5170

This comprehensive security program will help develop today’s Security Personnel who are protecting sensitive areas and critical infrastructure. This program was developed by New York State Department of Homeland Security, and will cover a gauntlet of subjects not taught in the regular 8 and 16 hour courses.

PROFESSIONAL SECURITY MANAGEMENT (ACE 0307)
32 hours; Tuition $400
Call for Dates, 718.289.5170

Designed for individuals seeking careers in Security Management, the course covers the eight main topics for the Certified Protection Professional exam. Upon completion of this course the participants will have a better overall understanding of Security Management as a whole, and be better prepared to take the CPP Exam. Topics include: security principles and practices, business principles and practices, investigations, emergency planning, legal aspects (U.S.), personnel security; information security and physical security

SECURITY SYSTEMS DESIGN AND APPLICATION (ACE 0308)
24 hours; Tuition $300
Call for Dates, 718.289.5170

This program is for Security Professionals who want to understand the role of technology in meeting their challenges. This course will also be of interest to individuals seeking careers in facilities management and security practitioners who need to keep abreast of new technological developments. Attendees will study: how the security system fits into overall building design and construction teams, learn what access control systems can and cannot do for a security program, how it may augment the security/public safety force, demonstrate solutions to security vulnerabilities, importance of conducting threat assessments, analyses of what needs to be protected, understanding risk, system solutions and implement and assessments of outcomes.

ATTENTION VETERANS!

Acquire the skills & resources needed to be successful in today’s workplace.

Please contact the Office of Workforce and Economic Development to start the approval process at: 718.289.5447.
All veteran registrations must be made two weeks before the start of classes.
A PARENT’S GUIDE TO THE I.E.P. (ACE 7200)
16 hours; Tuition $159
Wednesday & Thursday, 6 p.m. – 9 p.m.  
April 26, 2017 - May 11, 2017

As more and more families are challenged with their children being placed in Special Education classes, learn how to understand your rights to assure your child is receiving the accommodations he or she needs.

ALL YOU NEED TO KNOW ABOUT IMMIGRATION AND YOUR RIGHTS (ACE 4932)
6 hours; Tuition $79
Wednesday, 6 p.m. – 10 p.m.  
April 19, 2017 - April 26, 2017

Do you want to know what your rights are in working with Immigration and Naturalization Law? These workshops will provide valuable information on attaining legal status in the United States. You will receive information concerning classifications of visas, temporary and permanent stay in the US through family, employment and educational petitions. All discussions will be safe and confidential.

AMERICAN SIGN LANGUAGE (ASL) (ACE 8401)
48 hours; Tuition $329
Saturday, 10 a.m. – 2 p.m.

American Sign Language (ASL) is a mode of communication used by deaf Americans and Canadians. ASL will introduce you to communication with the deaf and hearing-impaired. Teachers and human services professionals can use this course for professional development and continuing education.

DEMENTIA FOR FAMILY CAREGIVERS (ACE 4040)
16 hours; Tuition $159
Monday & Wednesday, 6 p.m. – 9 p.m.  
March 27, 2017 - April 12, 2017

This class is designed for family caregivers, to discover new techniques to address this challenging illness.

EXPLORING FITNESS AS A CAREER (ACE 6051)
2 hours; Tuition $69
Saturday, 10 a.m. – 12 p.m.  
May 6, 2017

Now is the perfect time to consider a career in the fitness industry. This 2-hour workshop, led by a certified group fitness instructor, will cover topics such as: types of jobs, the certification process, study tips, developing one’s niche, gym employment versus, self-employment, and other concerns unique to the fitness industry. In addition, attendees should dress in work-out clothes as they will participate in an actual exercise session and participate in demonstrations of fitness movements during the class.

IDENTITY THEFT (ACE 4941)
3 hours; Tuition $89
Wednesday, 6 p.m. – 9 p.m.  
May 31, 2017

Anyone can be a victim of identity theft. If your identity is used without your knowledge to commit fraud or other crimes, it can cost you time and money, destroy your credit and ruin your name. Learn what to look for and how to protect yourself.
LOW-ImpACT FiTNESS (ACE 6045)
10 hours; Tuition $99
Friday, 6 p.m. - 7 p.m.
March 31, 2017 - June 2, 2017
Want to improve your health, but dislike going to a gym? Feeling self-conscious because you haven’t exercised in a long time? Get a total-body workout with this low-impact, high-intensity fitness class that focuses on dance, bodyweight exercises and stretching. A unique selection of truly great music will have you moving and working on a variety of muscle groups. Each workout is designed to improve stamina, balance, strength and flexibility in an easy-to-follow format. Leave each session feeling motivated and empowered. Everyone is welcome regardless of age, ability or fitness level. Participants need a doctor’s clearance. Students must bring their own towel, water, yoga mat and open mind.

MAXIMIZING SOcIAL SECURITY BENEFITS (ACE 0403)
3 hours; Tuition $75
Saturday, 10 a.m. - 1 p.m.
May 6, 2017
Prepare for your retirement and learn how to get the most out of your Social Security benefits. Learn to manage longevity risk and strategies to maximize the amount of money you receive throughout retirement. Among the topics included are: spousal benefits, the impact of divorce, death, delaying benefits, early retirement, and taxation. You’ll receive the guides: “Myths and Facts about Social Security” and “Social Security: What Should You Do at Age 62.”

SOCIAL SECURITY RETIREMENT PLANNING (ACE 0404)
3 hours; Tuition $89
Wednesday, 6 p.m. - 9 p.m.
April 26, 2017
As you approach retirement, one of the biggest financial decisions you’ll need to make is when to begin receiving social security benefits. Should you begin receiving a smaller social security benefit early or should you opt to wait until full retirement age or even longer in order to receive a larger benefit? There’s no “one-size-fits-all” answer; when to begin receiving social security benefits depends on your personal circumstances and there are many variables.

SUCCESS WITH AGING PARENTS
(ACE 0405)
16 hours; Tuition $159
Saturday, 10 a.m. - 1 p.m.
March 25, 2017 - April 29, 2017
Learn more about how to care for your love one. This is directed towards assisting family and friends to come away with greater confidence and techniques in assisting the aging.

UPHOLSTERY - BEGINNER
(ACE 5054)
18 hours; Tuition $199
Call for dates, 718-289-5170
Here’s your opportunity to learn how to upholster and master the tricks of the trade. Work on your own piece (we suggest a small piece: small chair, ottoman). Professional work is expensive, save a lot of money by learning to do-it-yourself. Additional supplies may be required, please ask at registration.

WHAT HAPPENS WHEN THE PAYCHECK STOPS? (ACE 0405)
3 hours; Tuition $89
Monday, 6 p.m. - 9 p.m.
May 1, 2017
Designing your retirement income strategy, building your investment income foundation to manage your income in retirement and factors that may adversely affect savings.

WILLS - UNDERSTANDING, WRITING AND SIGNING (ACE 0910)
6 hours, Tuition $79
Saturday, 10 a.m. - 1 p.m.
April 15, 2017 - April 22, 2017
This course will familiarize students with a practical understanding of New York State Wills/ Estate Laws, Will drafting and what to consider when planning your estate and before signing a Will. This course is a survey of the basics of Will drafting and estate planning. Students will become familiar with the various methods of asset distribution after death and the format of probate administration. State law will be reviewed with emphasis on the initial preparation and drafting of a basic Will. Students will become familiar with the initial planning and preparation necessary before preparing and signing a Will.

YOGA (ACE 6043)
10 hours; Tuition $135
Wednesday, 5:15 p.m. - 6:15 p.m.
Call for dates; 718.289.5170
Are you tired, stressed or looking for a way to relax? Then yoga is for you! It is critical in this high stress environment that we live in, that we take time to care for ourselves. You will learn step-by-step stress releasing techniques and therapeutic ways to rejuvenate your mind and body.
CREATING A SOCIAL MEDIA STRATEGY FOR YOUR BUSINESS (ACE 3860)
3 hours; Tuition $75
Friday, 6 p.m. - 9 p.m.
June 2, 2017

In this workshop participants will learn how to implement a successful social media program by: focusing on goals, appropriate social media channels for target markets, creating social media calendar, implementation and return on investment. Participants will walk out the door with a strategic social media plan of action.

EMAIL MARKETING FOR SMALL BUSINESS (ACE 3861)
3 hours; Tuition $75
Friday, 6 p.m. - 9 p.m.
June 9, 2017

Have you built your website? If so, it’s time to develop an email marketing program. Learn how to build customer loyalty, increase website traffic, and sales. Start by selecting a vendor. Develop strategies for growing your email lists. Learn how to develop compelling content. Review how to create your emails, style guidelines, and frequency of emails. Finally, assess the results of your email marketing.

FINANCING A SMALL BUSINESS (ACE 3862)
3 hours; Tuition $75
Friday, 6 p.m. - 9 p.m.
May 20, 2017

Interested in starting a business or expanding an existing business? Need financial assistance? This workshop will address these issues by: providing information on determining monetary needs, Small Business Administration loans, venture capital, working with local banks, and use of a business plan to secure financing.

GRANT WRITING (ACE 6074)
21 hours; Tuition $209
Saturday, 10 a.m. - 1 p.m.
April 1, 2017 – May 13, 2017

Writing a grant can seem overwhelming and exasperating. This workshop will take you stage by stage to identify and access appropriate funding sources, Request for Proposals, describe your project and services, and collect the appropriate documentation. This class is designed for non-profit staff and board members with little or no grant writing experience. Successful completion will give you the confidence and requisite skills to develop a successful grant proposal.

MARKETING STRATEGIES FOR SMALL BUSINESS (ACE 3864)
15 hours; Tuition $189
Friday, 6 p.m. - 9 p.m.
April 7, 2017 – May 5, 2017

This course covers the complete marketing functions of a small business. Learn about: the marketing process, essentials of effective marketing, the marketing mix as well as the essential elements of target marketing, marketing segmentation, types of competition, databases and internal analysis. Identify how to position your small business in the market in order to develop a marketing plan that focuses on goals and strategies. Analyze the current marketplace and create valid pricing. Investigate how to create a customer database to help manage your business and explore how to create a viable marketing mix for your small business through advertising, promotions, and sales. The course ties together the entire marketing mix into a usable format for growing companies.

MINORITY & WOMEN BUSINESS ENTERPRISE WORKSHOP (ACE 3865)
8 hours; Tuition $109
Saturday, 10 a.m. - 12 p.m.
April 29, 2017 – May 20, 2017 (Spring)
Saturday, 10 a.m. - 12 p.m.
July 1, 2017 – July 22, 2017 (Summer)

This workshop prepares business owners to do business with government agencies. Sessions will focus on minority and women business owners securing certification with New York State. The workshops will discuss how to identify contract opportunities with government agencies and, participants will learn to prepare bid proposals.

PROTECTING YOUR BUSINESS FROM CYBERSECURITY ATTACKS (ACE 3866)
3 hours; Tuition $75
Saturday, 10 a.m. - 1 p.m.
July 29, 2017 (Summer)

The course focuses on data security including employee records, client credit card information and other privileged files. Businesses need to improve their cyber-security defenses to prevent cyber-attacks, and at the same time institute systems for rapid detection and incident response for when an attack occurs. Learn how to implement effective layered technology system defenses. Attain knowledge on how to mitigate risk and greatly reduce the impact, time and costs of dealing with security issues.
Bienvenido a Bronx Community College.

Con este nuevo catálogo para la primavera y verano de 2017 le ofrecemos una gran selección de cursos de educación continuada - desde clases de inglés para principiantes hasta entrenamiento para carreras de salud pública, computadoras e informática, enseñanza de niños pequeños, y mucho más.


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Cursos en Español

**ELECTRICIDAD (ACE 5037)**
135 horas; Matrícula $1,509
Sábado, 9 a.m. - 3:30 p.m.
Abril, 2017 - Agosto 26, 2017
NOTA: Clase en español.

Seis módulos incluyen: Seguridad en el taller, Matemáticas de la construcción, Electricidad nivel 1, Electricidad nivel 2, Administración y de operaciones, y la Lectura del modelo básico. El plan de estudios está basado en el Centro Nacional de Educación y Investigación de la Construcción (NCCER). Entrenamiento con las manos. Se puede requerir que los estudiantes compren materiales como casco y gafas de protección.

**TASC - PREPARACIÓN PARA EL TASC**
Precio de Inscripción: $100
Precio del examen de entrada $10
(No es Reembolsable)
Llame para las fechas y la información sobre el examen de pre-prueba 718.289.5170
Este programa comprensivo del TASC ensena a los estudiantes como prepararse eficazmente para el HSE. Este programa cubre los aspectos básicos de los 5 módulos del examen del estado de Nueva York TASC.

**PLOMERÍA (ACE 5038)**
139 horas; Matrícula $1,509
Sábado, 9 a.m. - 3:30 p.m.
Enero 21, 2017 - Julio 24, 2017
NOTA: Clase en español.

Seis módulos incluyen: Seguridad en el Taller, Matemáticas de la construcción, Plomería Nivel 1, Plomería Nivel 2, Administración y de operaciones, y la lectura del modelo básico. El plan de estudios está basado en el Centro Nacional de Educación y Investigación de la Construcción (NCCER). Entrenamiento con las manos. Se puede requerir que los estudiantes compren materiales como casco y gafas de protección.

¡Tenemos clases de inglés de diferentes niveles, desde el curso para principiantes hasta el nivel más avanzado! Estamos aquí para ayudarle en su progreso para aprender inglés. Para más información llame al 718.289.5170
36 HOUR MATH AND ELECTRICITY FOR BASIC PHOTOVOLTAICS
36 hours; Tuition $495
Please call for dates and times, 718.933.1605 or visit: www.csebcc.org
This course will teach you the basics of calculating electrical formulas needed in photovoltaic. Students will learn about electrical production, conductors, circuits, wiring, and related areas.

40 HOUR ADVANCED PHOTOVOLTAICS: GRID-TIED
40 hours; Tuition $995
Please call for dates and times, 718.933.1605 or visit: www.csebcc.org
Prerequisite: 40-hour Introductory to Photovoltaic Design and Installation
Students will learn how to use different tools and methods to design an interconnected photovoltaic system, from site evaluation to commissioning. Focus on NEC.

40 HOUR ADVANCED PHOTOVOLTAICS: OFF-GRID AND BATTERY BACKUP
40 hours; Tuition $995
Please call for dates and times, 718.933.1605 or visit: www.csebcc.org
Prerequisite: 40-hour Introductory to Photovoltaic Design and Installation
Solar PV's place in off-grid and on-grid applications around the world is discussed. Concepts include: grid-backup (small and large scale), micro grids/island grids, and portable PV systems for emergency, municipal, and recreational use. Full electrical (PV array, battery bank, inverter, charge controller, overcurrent protection, wire) and basic structural (mounting systems) design for several model stand-alone (off-grid) PV systems (≥200 W; 3 kW; 20 kW) in various parts of the world (urban, desert, jungle, upstate NY, etc.). Both DC-only and AC (PV-inverter) systems will be discussed. We will look at how much these systems cost and do an analysis of time before full return on investment is realized. This course is approximately 60% in the classroom and 40% hands-on field work building small stand-alone systems between 50 W and 3 kW. Knowledge gained from this course can be applied to PV systems domestically, as well as in developing countries where access to the grid is limited.

40 HOUR INTRODUCTORY PHOTOVOLTAIC DESIGN AND INSTALLATION
40 hours; Tuition $1195
Tuesday - Thursday 6pm - 9pm & Saturday Lab 10am - 3pm
Please call for dates and times, 718.933.1605 or visit: www.csebcc.org
Prerequisite: 36 Hour Math and Electricity for Basic Photovoltaic
This is the industry-wide accepted introductory class designed for individuals interested in entering the solar field, and is based on the NABCEP Task Analysis. At the conclusion of the class, CSE offers students the opportunity to take the NABCEP entry level exam for $100. This entry level exam certifies that the student has achieved basic comprehension and application of key terms and concepts of photovoltaic (solar electric) system operations, knowledge that prepares them for an entry level job in the industry. (This differs from the Solar Installer Certification Exam.)

SOLAR THERMAL DESIGN AND INSTALLATION
18 hours; Tuition $495
Please call for dates and times, 718.933.1605 or visit: www.csebcc.org
Prerequisite: Microsoft office (Word, Power-Point and Excel)
This course focuses on solar photovoltaic (PV) computer aided design (CAD) for residential roofs and these skills may be used for other PV applications as well. AutoCAD, an Autodesk product, is used to generate 2D drawings, blueprints, layouts and schematics to communicate designs to the client. The aim of this course is to learn AutoCAD and become adept at creating detailed design drawings that are referenced by solar companies and code compliance officers for installation and permitting processes.
CUSTOMIZED TRAINING
FOR BUSINESS, INDUSTRY AND
NOT-FOR-PROFITS
Onsite or offsite classes are available to
meet your specific needs.
We offer high impact learning experiences and
high quality intensive training programs!
Call 718.289.5170 for more information, or email:
workforce.development@bcc.cuny.edu
ACADEMIC AND COLLEGE SUCCESS PREPARATION

PHARMACY TECHNICIAN CERTIFICATION EXAM PREP (ACE 4449)
12 hours; Tuition $169
Wednesday & Thursday, 6 p.m. - 9 p.m.
July 5, 2017 - July 13, 2017

Prepare for the National Pharmacy Technician Board Certifying Exam. This course is designed for graduates of pharmacy technician programs or employees currently working in the field who wish to take the certification exam. (Note: There is a 10% tuition reduction for students who have successfully completed the Bronx Community College Workforce & Economic Development Pharmacy Technician Program.)

SCHOLARSHIP BOOT CAMP (ACE 9035)
9 hours; Tuition $69
Saturday, 10 a.m. - 1 p.m.
July 15, 2017 - July 29, 2017

The Scholarship Boot Camp is a series of workshops for high school and college students who don't know where to find scholarships or may feel they do not possess the skills to compose a winning essay. The workshops help students cultivate ideas and explore practical tips and steps that can be easily employed.

TEST OF ESSENTIAL ACADEMIC SKILLS - TEAS (ACE 4458)
20 hours; Tuition $109
Saturday, 9:30 a.m. - 1:30 p.m.
July 29, 2017 - August 26, 2017

This course is designed to prepare students in four test areas of TEAS: Math, Reading, English and Science. We will review nursing mathematics, reading comprehension, including identification of main ideas, inferences and conclusions. We will re-examine English grammar, punctuation, sentence structure, contextual words and spelling. We will also review basic sciences which will include biology, chemistry, physical principles, general science and anatomy and physiology. The course will cover scientific reasoning and will also furnish study skills essential for passing any nursing school's entrance exams.

BUILDING TRADES & HOME IMPROVEMENT DRAFTING (ACE 5152)
24 hours; Tuition $259
Monday & Wednesday, 6 p.m. - 9 p.m.
July 10, 2017 - August 2, 2017

This course is designed to introduce students to the preparation of drawings used in the practice of interior design, architectural design and construction management. It will also provide the skills and techniques necessary to express any design concept graphically. Topics covered include: identification of drafting equipment and its use, drafting in scale, basic lettering, line weights and standard notation conventions. Students will learn measurements of a physical space, preparation of two-dimensional plans and three-dimensional isometrics, as well as elevations, sections and orthographic projections.

COMPUTER TECHNOLOGY

HOW TO SECURE & TROUBLESHOOT YOUR COMPUTER (ACE 4019)
6 hours; Tuition $99
Saturday, 9 a.m. - 3:30 p.m.
July 15, 2017

You may not know how to build a computer, but it is smart to know how to maintain one in order to run it longer and avoid expensive professional technician calls. Many computer owners fail to learn how to use and maintain their computer. To help save money and needless trips to the computer shop for repair, this workshop will introduce you to a series of very simple steps you can take to keep your new computer running fast and efficiently.

SOCIAL MEDIA - USING FACEBOOK & PINTEREST (ACE 4014)
3 hours; Tuition $75
Saturday, 10 a.m. - 1 p.m.
July 15, 2017

Facebook and Pinterest are social networks that focus on reaching the consumer and retail markets. In this workshop, participants will learn the basics and benefits to creating a presence on these two platforms. An overview of best practices, and ample time for Q&A and how to demonstrations will be provided.
HEALTH CARE CAREERS

CARDIOPULMONARY RESUSCITATION (CPR) AMERICAN HEART ASSOCIATION (ACE 4400)

8 hours; Tuition $89
Materials fee: $30 Payable to Instructor

Saturday, 9 a.m. - 5:30 p.m.
August 5, 2017

This CPR course is approved by the American Heart Association and taught by certified instructors. Students who successfully pass the exam will receive nationally recognized CPR identification cards. A $30 Fee for book and CPR card is payable upon course completion.

PROTECTING YOUR BUSINESS FROM CYBERSECURITY ATTACKS (ACE 3866)

3 hours; Tuition $75

Saturday, 10 a.m. - 1 p.m.
July 29, 2017

The course focuses on data security including employee records, client credit card information and other privileged files. Businesses need to improve their cyber-security defenses to prevent cyber-attacks, and at the same time institute systems for rapid detection and incident response for when an attack occurs. Learn how to implement effective layered technology system defenses. Attain knowledge on how to mitigate risk and greatly reduce the impact, time and costs of dealing with security issues.

PROFESSIONAL AND WORKFORCE TRAINING

NOTARY PUBLIC: OPTIMIZE YOUR COMMISSION (ACE 0905)

3 hours; Tuition $75

Saturday, 9 a.m. - 12 p.m.
August 6, 2017

This course is designed to introduce participants to the multiple facets of the Notary Public industry: signing agent, mobile notary, trusted signing agent, and other notarial functions. By combining first-person notary experiences with knowledge-based policies and procedures, this course will help aspiring Notaries Public to critically and creatively make decisions that sustain and promote their notary business. Notaries Public will develop skills that equip them to be innovative and competitive leaders in their chosen niche(s) within the notary industry. The course will focus on key learning objectives based on a theoretical model and practical approaches.

SELLING ONLINE (ACE 3867)

6 hours; Tuition $90

Saturday, 10 a.m. - 1 p.m.
August 5, 2017 - August 12, 2017

Would you like to make additional income selling from the convenience of your computer? Learn how to begin buying and selling online. You will learn how to post listings with platforms such as eBay and Craigslist. Selling with Amazon, WordPress, and PayPal will be explored. The course will include an overview of ecommerce, how-to demos, selling with the eBay mobile app, and discussions of various experiences buying and selling online.

WOMAN’S GUIDE TO FINANCE (ACE 3868)

3 hours; Tuition $89

Monday, 6 p.m. - 9 p.m.
June 5, 2017

The class will review women's outlook on financial security, concerns of retirement planning and defining your legacy with an estate consideration. A dialogue that covers vital money questions focused on a woman's unique financial circumstances.

SMALL BUSINESS AND NON-PROFIT

MINORITY & WOMEN BUSINESS ENTERPRISE WORKSHOP (ACE 3865)

8 hours; Tuition $109

Saturday, 10 a.m. - 12 p.m.
July 1, 2017 - July 22, 2017

This workshop prepares business owners to do business with government agencies. Sessions will focus on minority and women business owners securing certification with New York State. The workshops will discuss how to identify contract opportunities with government agencies and, participants will learn to prepare bid proposals.
Registration Form

Please complete this form and fax to: 718.289.6018
Or mail to:
Bronx Community College
Office of Workforce and Economic Development
2155 University Avenue, PH 14
Bronx, NY 10453

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Last Name__________________________________________________________

First Name________________________________________________________ MI ____________________

Address__________________________________________________________ APT. #__________________

City___________________________________________________________ State_______________ Zip____________________

Home Phone #___________________________________________________

Work/Cell Phone #______________________________________________

Sex:  ☐ Male  ☐ Female

D.O.B. _________________________________________________________

Email_____________________________________________________________________________________

Enclosed is my money order in the amount of $___________________

Please charge my  ☐ Visa  ☐ MC  ☐ Discover

the amount of $___________________

Card # __________________________________________________________

Expiration date _________________________ Security Code_________________

Signature__________________________________________________________________________
Don't just seek a job. Build a career in one of the professions listed below.

**Health Care Technology and Services**
- Medical Billing/Coding
- Patient Care Technician
- Physical Therapy Aide
- Pharmacy Technician
- Direct Support Professional

**Professional Skills Training**
- Boiler Maintenance
- Carpentry
- Electricity
- Heating, Ventilation and Air Conditioning (HVAC)
- Security and Safety

**Personal and Home Improvement**
- Basic Boiler Care Workshop for the Homeowner
- Basic Lock Repair
- Upholstery
- Exploring Fitness as a Career
- Yoga

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1666 Bathgate Avenue
Educational Opportunity Center
Bathgate Industrial Park
Bronx, New York 10457
P: 718.530.7000

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AL: Altschul House
AG: Alumni Gym
BA: Brown Annex
BH: Begrish Hall
BL: Bliss Hall
BU: Butler Hall
CC: Children's Center
CP: Carl Polowczyk Hall
CH: Community Hall
CO: Colston Hall
EP: Energy Plant
GH: Gould Hall
GM: Gould Memorial Library
GR: Greenhouse
GU: Guggenheim Hall
HF: Hall of Fame for Great Americans
HA: Hameyer Annex
HL: Hameyer Lab
HH: Language Hall
LA: Loew Annex
LO: Loew Hall
MH: MacCracken Hall
ME: Meister Hall
NL: North Hall & Library
NH: New Hall
NI: Nichols Hall
PG: Patterson Garage
PH: Philosophy Hall
RB: Receiving Building
BC: Roscoe Brown Student Center
SA: Sage Hall
SH: South Hall
SN: Snow Hall

*Ground floor accessible only*
Improve your skills. Advance in your career. Continue your education at Bronx Community College.

- Childhood Development Associate
- Heating, Ventilation and Air Conditioning (HVAC)
- Medical Billing and Coding
- Cyber Security
- Carpentry
- Electricity
- Plumbing
- Project Management
- Patient Care Technician
- English as a Second language (E.S.L.)

www.bcc.cuny.edu/workforce-development