

BRONX  
COMMUNITY  
COLLEGE

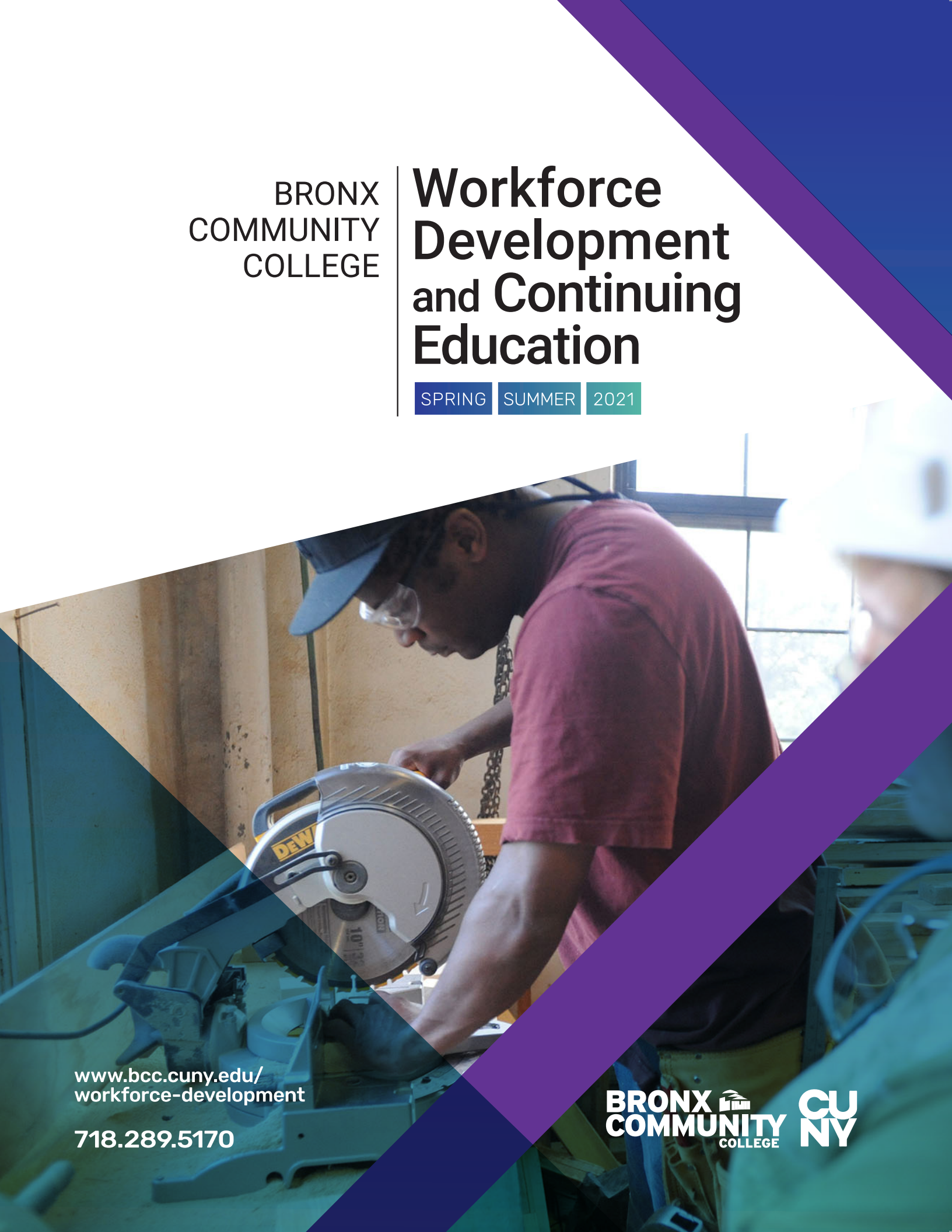
# Workforce Development and Continuing Education

SPRING SUMMER 2021

[www.bcc.cuny.edu/  
workforce-development](http://www.bcc.cuny.edu/workforce-development)

718.289.5170

**BRONX**   
**COMMUNITY**  
COLLEGE **CU**  
**NY**







**Don't just look  
for a job.  
Get training and  
build a career.**

#### **HEALTH CARE**

- ▶ Electrocardiograph Technician
- ▶ Medical Billing/Coding
- ▶ Patient Care Technician
- ▶ Pharmacy Technician
- ▶ Physical Therapy Aide

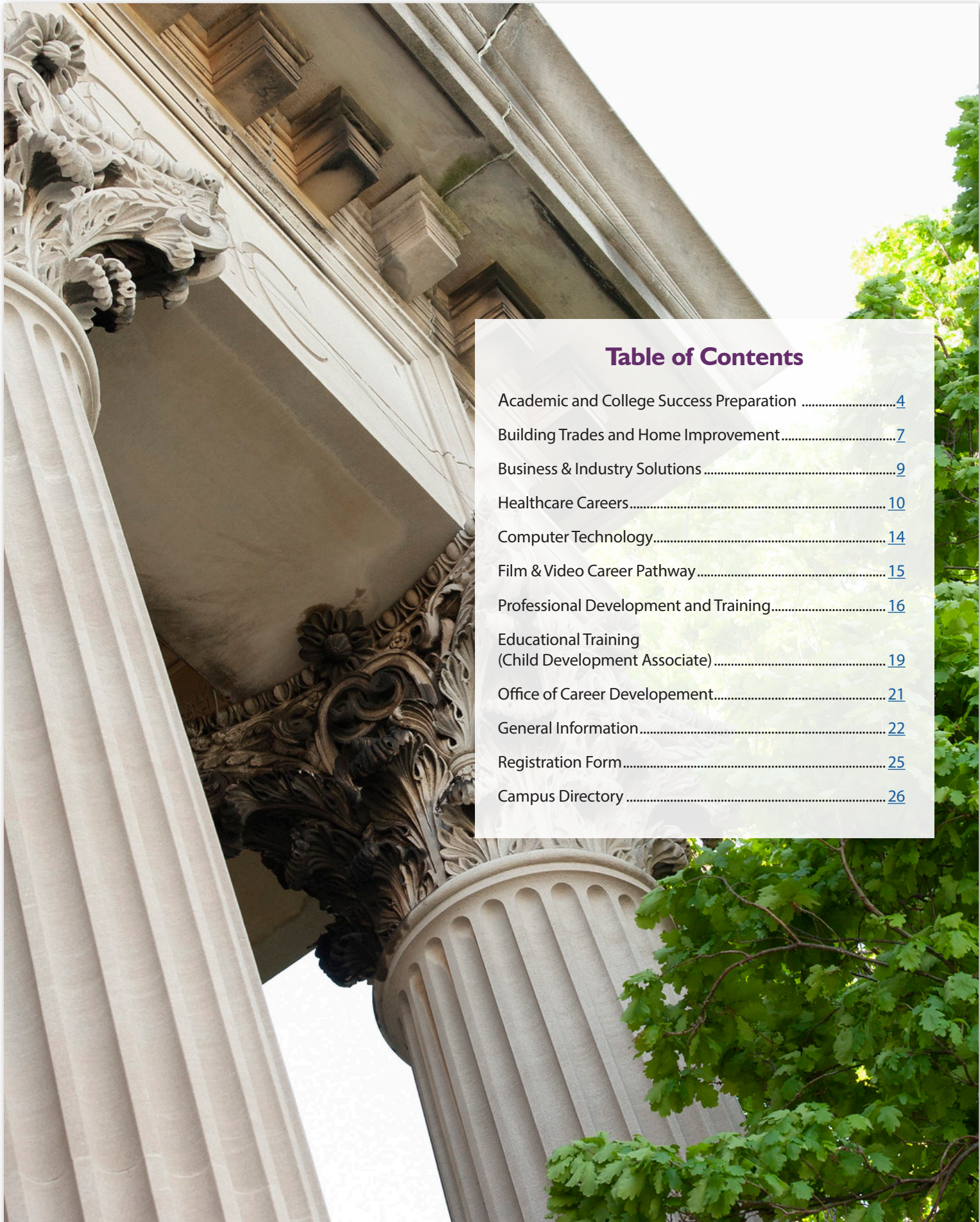
#### **PROFESSIONAL TRAINING**

- ▶ Boiler Maintenance
- ▶ Carpentry
- ▶ Electricity
- ▶ Plumbing
- ▶ Public Safety and Security

#### **ADULT EDUCATION**

- ▶ English as a Second Language
  - Beginners
  - Intermediate
  - Advanced
- ▶ T.A.S.C. Preparation (formerly G.E.D.)





## Table of Contents

Academic and College Success Preparation .....	<a href="#">4</a>
Building Trades and Home Improvement.....	<a href="#">7</a>
Business & Industry Solutions .....	<a href="#">9</a>
Healthcare Careers.....	<a href="#">10</a>
Computer Technology.....	<a href="#">14</a>
Film & Video Career Pathway .....	<a href="#">15</a>
Professional Development and Training.....	<a href="#">16</a>
Educational Training (Child Development Associate) .....	<a href="#">19</a>
Office of Career Development.....	<a href="#">21</a>
General Information.....	<a href="#">22</a>
Registration Form.....	<a href="#">25</a>
Campus Directory .....	<a href="#">26</a>





# ACADEMIC AND COLLEGE SUCCESS PREPARATION

## ESL – ENGLISH AS A SECOND LANGUAGE

### ENGLISH AS A SECOND LANGUAGE (ESL) – BEGINNERS (ACE 8040)

100 hours; Registration Fee: \$125

Monday, Tuesday, Wednesday & Thursday, 6pm – 9pm

April 19, 2021 – June 16, 2021

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)

100 hours; Registration Fee: \$125

Monday, Tuesday, Wednesday & Thursday, 6pm – 9pm

April 19, 2021 – June 16, 2021

This class is designed for students who have successfully completed the ESL Beginners (ACE 8040) class and will be able to demonstrate intermediate level proficiency in both oral and written English language skills.

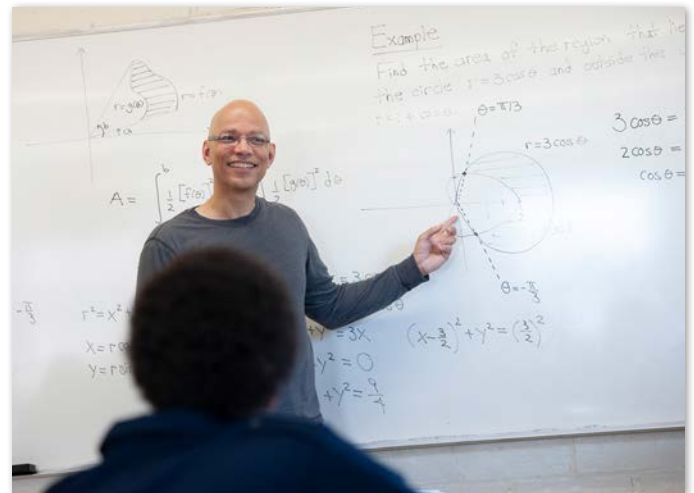
### ENGLISH AS A SECOND LANGUAGE (ESL) - ADVANCED: ORAL/WRITING COMMUNICATION SKILLS (ACE 8042)

100 hours; Registration Fee: \$150

Monday, Tuesday, Wednesday & Thursday, 6pm – 9pm

April 19, 2021 – June 16, 2021

This is an advanced class designed for students who will use their English skills in college or the business world. Topics covered pronunciation and writing skills. This class is open to students at the Intermediate and Advanced levels of English proficiency.



### MATH FUNDAMENTALS (TASC/HSE) (ACE 9081)

75 hours; Tuition \$125

Wednesday, Thursday & Friday, 6pm – 9pm

March 3, 2021 – April 28, 2021

Do you need to sharpen your math skills? This course is designed for those of us who see math as an obstacle. The course will provide you with the tools needed to work through this challenge.

### S.A.T. PREPARATION (ACE 9110)

21 hours; Tuition \$275

Saturday, 9:30am – 12:30pm

March 13, 2021 – April 24, 2021

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. MATH (ACE 9113)**

21 hours; Tuition \$275

**Saturday, 1pm – 4pm**

**June 19, 2021 – August 7, 2021**

Prepare yourself for the mathematics section of the Scholastic Achievement Test. The course focuses on problem solving, algebra and test-taking techniques.

### **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 (ANTES “GED”)**

*Precio de Inscripción: \$100*

*Precio de la Prueba de Nivel: \$10 (No es Reembolsable)*

*Llame para las fechas e información sobre la prueba de Nivel. 718.289.5170*

TASC evalúa cinco materias: Lectura / Artes del Lenguaje, Escritura, Matemáticas, Ciencias y Estudios Sociales. El TASC sustituye a la anterior prueba, el “GED”.

### **TEST OF ESSENTIAL ACADEMIC SKILLS - TEAS (FOR NURSING STUDENTS) (ACE 4458)**

20 hours; Tuition \$120

**Saturday, 9:30am – 1:30pm**

**March 6, 2021 – April 3, 2021**

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

This course is designed to prepare nursing students in four test areas of the 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 furnish study skills essential for passing any nursing school's entrance exam.

## Tests, Exams, Licenses and Trainings

The Division of Workforce Development and Continuing Education offers Test Preparation classes to help students prepare for and pass important professional exams. We also provide mandatory training workshops required for various jobs. Below is a directory of many of these programs. Please review the catalog for complete details. If you need a test prep program that we do not currently offer, please let us know – perhaps we can arrange to offer it.

**A + Certificate Exam – CompTIA** - Please see [page 14](#)

**Boiler Maintenance Test Prep** - Please see [page 7](#)

**Dignity for All Students Act (DASA) Training Workshop** - Please see [page 19](#)

**Certificate Exam – CompTIA** - Please see [page 14](#)

**Notary Public License Test Prep** - Please see [page 16](#)

**NYS Real Estate Salesperson Test Prep** - Please see [page 17](#)

**OSHA Training Workshops** - Please see [page 8](#)

**Preparación para el TASC (antes GED)** - Please see [page 5](#)

**SAT Prep** - Please see [page 4](#)

**SAT Math** - Please see [page 5](#)

**School Violence Prevention Workshop** - Please see [page 20](#)

**Test Assessing Secondary Completion (TASC, formerly GED)** - Please see [page 5](#)

**Test of Essential Academic Skills (TEAS)** - Please see [page 5](#)





# BUILDING TRADES & HOME IMPROVEMENT

## 2 HOUR DRUG & ALCOHOL AWARENESS (ACE 2100)

2 hours; Tuition \$49

**Saturday, 12pm – 2pm**  
**May 15, 2021**

This 2-Hour Drug & Alcohol Awareness course will instruct students about the adverse effects of drug and alcohol in the workplace, as well as the problems associated with substance dependency. Understand how to be less susceptible and better at recognizing, avoiding and preventing (RAP) adverse consequences of drug and/or alcohol use and abuse.

## 8 HOUR FALL PREVENTION (ACE 2101)

8 hours; Tuition \$139

**Wednesday & Thursday, 6pm – 9pm**  
**June 12, 2021 – June 19, 2021**

This training program will familiarize you with the terms associated with falls in construction. Learn to recognize the harmful hazards and become aware of regulatory safety requirements associated with falls. Students will also learn practical solutions to make informed decisions when working from heights.

## BLUEPRINT READING – BASIC TO ADVANCED (ACE 5051)

21 hours; Tuition \$259

**Tuesday & Thursday, 6pm – 9pm**  
**March 9, 2021 – March 30, 2021**

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, 10am – 3:30pm**  
**April 3, 2021 – May 29, 2021**

This course helps to prepare students for the New York City Fire Department Exam and for the Low-Pressure Boiler (#6) Operating Permit.

## CARPENTRY (ACE 5070)

110 hours; Tuition \$1,609

**Saturday, 9am – 4:30pm**  
**March 6, 2021 – June 5, 2021**

Designed for students interested in becoming carpenters or contractors, this course covers the process of remodeling a home. Hands-on instruction in our dedicated facility provides an opportunity for students to learn the basic carpentry skills needed for various refurbishing projects, such as basement or attic conversions or renovation to existing areas. Students also learn skills in scheduling, materials' estimation, planning and demolition. Curriculum is based on the National Center for Construction Education and Research.



## ELECTRICIDAD (ACE 5037)

125 horas; Matrícula \$1,609

**Sábado, 9am – 4:30pm**  
**Llame para fechas; 718.289.5170**

*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.

## **ELECTRICITY (ACE 5027)**

125 hours; Tuition \$1,609

**Wednesday & Friday, 6pm – 10pm**

**April 7, 2021 - September 4, 2021**

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.

## **HVAC – Air Conditioning (ACE 5081)**

115 hours; Tuition \$1,609

**April 14, 2021 - June 2, 2021**

This industry-wide introductory class is for individuals who are interested in receiving an entry-level certificate in residential Air Conditioning. This course will teach you electrical trouble shooting, performance evaluation of refrigeration and AC cycle. Hands-on training. Students may be required to purchase materials that include hardhat and goggles.

*Prerequisite: Electricity (ACE 5027) and Plumbing (ACE 5028) or previous experience required.*

## **NCCER CORE CURRICULUM (ACE 5045)**

70 hours; Tuition \$50

**Wednesday & Friday, 2pm – 4pm**

**April 27, 2021 – June 17, 2021**

The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives the trainee the basic skills needed to continue education in any craft area he or she chooses.

## **OSHA 30 HOUR CONSTRUCTION OUTREACH TRAINING (ACE 5005)**

30 hours; Tuition \$179

**Tuesday & Thursday, 6pm – 9pm**

**April 1, 2021 – April 22, 2021**

Learn all the safety rules and regulations governing modern residential and commercial buildings. Full attendance (30 classroom hours) is required to be eligible to earn the 30-Hour OSHA Certificate.



## **PLOMERÍA (ACE 5038)**

125 horas; Matrícula \$1,609

**Sábado, 9am – 3:30pm**

**Llame para fechas; 718.289.5170**

*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.

## **PLUMBING – BASICS FOR THE HOME OR APARTMENT OWNER (ACE 5053)**

20 hours; Tuition \$120

**Saturday, 10:30am – 1:30pm**

**May 1, 2021 – May 29, 2021**

This introductory course is to help you learn basic plumbing maintenance tasks and handle common problems, such as leaky faucets and clogged drains. Students may practice soldering copper pipes or installing new faucets and toilets to improve the look and functionality of bathrooms and kitchens.

## **PLUMBING (ACE 5028)**

125 hours; Tuition \$1,609

**Monday, Wednesday & Thursday, 6pm – 10pm**

**April 13, 2021 – August 24, 2021**

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.



# Business and Industry Solutions at Bronx Community College

**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.**

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

## Partnerships and Corporate Training

Through our Business and Industry Solutions' local and citywide partnerships, businesses, organizations, unions and agencies benefit from customized training. Here are some of the recent and ongoing partnership 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  
MEDICAL AND HEALTHCARE IT**

**For information about these customized training programs, please contact Ruby Chua, Director of Business & Industry Solutions, at [ruby.chua@bcc.cuny.edu](mailto:ruby.chua@bcc.cuny.edu).**



# HEALTHCARE CAREERS



## 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 Development and Continuing Education at 718.289.5170.

## ADMINISTRATIVE MEDICAL ASSISTANT (ACE 4723)

27 hours; Tuition \$325

**Monday & Wednesday, 6pm – 9pm**  
**April 3, 2021 – May 29, 2021**

In this course, students will learn the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, students will learn how to create, maintain, and file medical charts. Students will also find out how to verify patients' insurance, post charges, obtain pre-authorizations from insurers, and schedule return visits. Participants will learn how to apply diagnostic and procedure codes to patients' accounts and bill their insurance companies. They will explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance, and following up on unpaid insurance claims.

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

8 hours; Tuition \$99

Materials fee: \$30 Payable to Instructor

**Saturday, 9am – 5:30pm**  
**June 12, 2021**

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.



## ELECTROCARDIOGRAPH TECHNICIAN (ACE 4519)

30 hours; Tuition \$525

**Call for dates; 718.289.5170**

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

Learn the theory and practice necessary to perform electrocardiograms in a variety of medical care settings. Instruction will include knowledge in medical terminology and overviews of body systems, Health Insurance Portability and Accountability Act (HIPAA), and practices in performing electrocardiographs. We recommend taking Phlebotomy as well, to qualify for a growing number of patient care jobs.

## FOOD HANDLING AND SAFETY TRAINING (ACE 4004)

10 hours; Non-Refundable Registration Fee: \$20

**Saturday, 10am – 3:30pm**  
**May 1, 2021 – May 29, 2021**

This training can lead to the NYC Health and Mental Hygiene's Food Protection Certification. This certification is valuable for those who want to work in the food/restaurant industry, social service, and early childhood fields as well.

## INFECTION CONTROL PROCEDURES (ACE 4594)

6 hours; Tuition \$109

**Saturday, 9am – 3:30pm**  
**April 10, 2021**

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 PROCEDURES CODING (ACE 4619)

102 hours; Tuition \$550

**Monday, Tuesday, Wednesday & Thursday, 6pm – 9pm**  
**March 15, 2021 – May 12, 2021**

This course provides students with the opportunity to learn the fundamental technical skills required for entry-level jobs in healthcare employment settings that use EHR systems. Students will learn how to use Electronic Health Record (EHR) systems as well as ICD-9 and ICD-10 diagnosis coding guidelines including in-patient procedure coding, categorizing procedures by root operation and how to use ICD-10 PCS tables. Students who complete this course will be eligible to take the Certified Electronic Health Record Specialist (CEHRS) exam, which is an entry-level credential for individuals in the EHR industry.

## MEDICAL BILLING & CODING (ACE 4730)

110 hours; Tuition \$1,095

**Saturday, 9am – 3:30pm**  
**March 20, 2021 – July 17, 2021**

*\*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 \$1,100

**Tuesday, Thursday & Friday, 6pm – 10pm**  
**March 16, 2021 – June 29, 2021**

*\*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 training 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 obtain the additional skills required for positions such as Patient Care Associates and Technicians and Emergency Room Technicians.

*\*(ACE 4400) Cardiopulmonary Resuscitation (\$99) is required to receive the program certificate. If you already have a CPR card, please bring your card at the time of registration.*

## PHARMACY TECHNICIAN CERTIFICATE PROGRAM (ACE 4450)

105 hours; Tuition \$995

**Monday, Tuesday & Thursday, 6pm – 9pm**  
**March 22, 2021 – June 10, 2021**

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

Course content includes math, basic science, body systems, 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.



## PHLEBOTOMY TECHNICIAN (ACE 4595)

95 hours; Tuition \$700

**Tuesday & Thursday, 6pm – 9pm**  
**March 16, 2021 – June 29, 2021**

*\*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 satisfies the 40-hour academic requirement to sit for various national-certifying exams. Instruction will include medical terminology and overviews of body systems, the Health Insurance Portability and Accountability Act (HIPAA), and practices in performing phlebotomy procedures.

*\*(ACE 4400) Cardiopulmonary Resuscitation (\$99) is required to receive program certificate. If you already have a CPR card, please bring your card at the time of registration.*

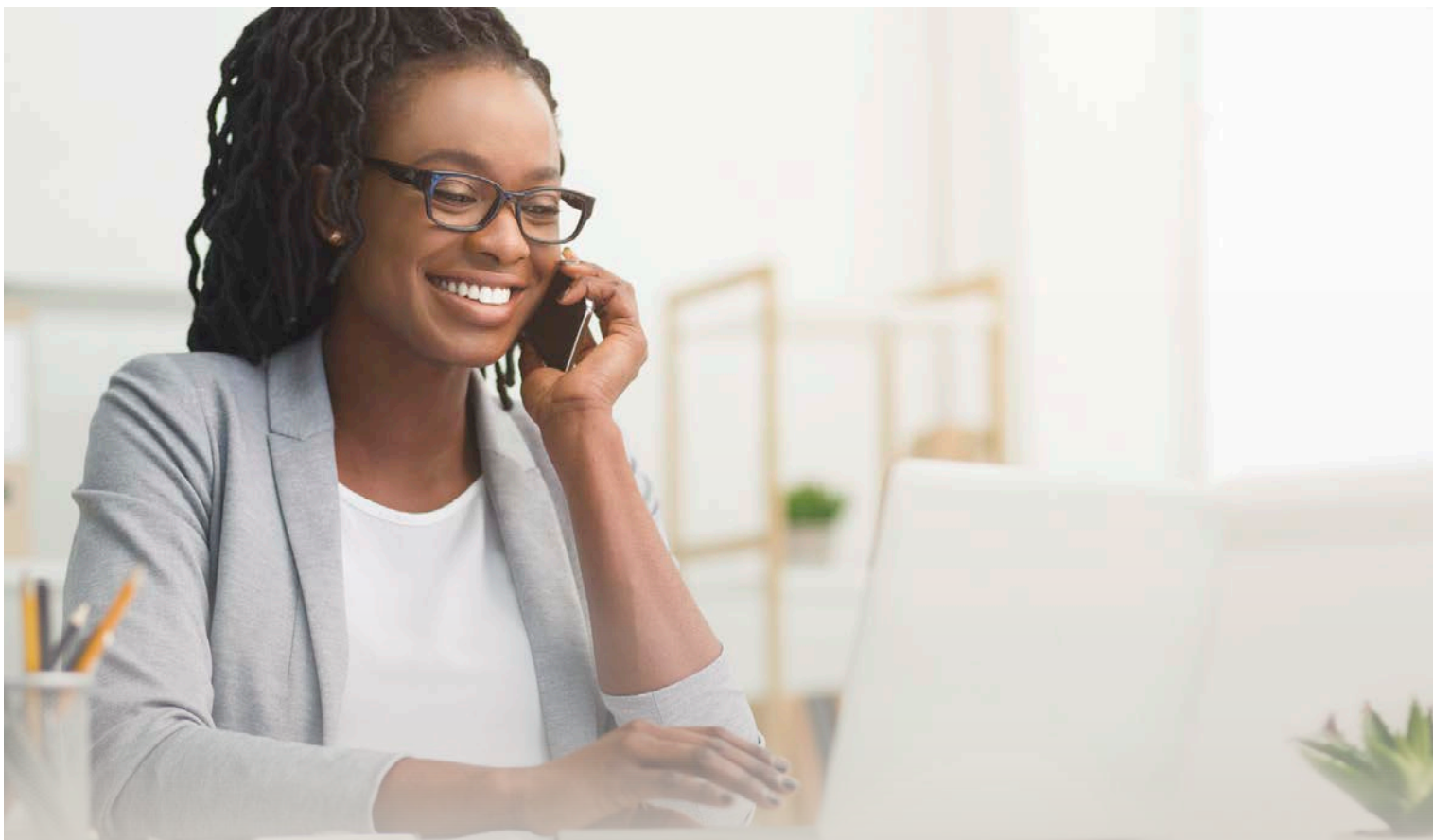
## TEST OF ESSENTIAL ACADEMIC SKILLS - TEAS (FOR NURSING STUDENTS) (ACE 4458)

20 hours; Tuition \$120

**Saturday, 9:30am – 1:30pm**  
**March 6, 2021 – April 3, 2021**

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

This course is designed to prepare nursing students in four test areas of the 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 furnish study skills essential for passing any nursing school's entrance exam.



## **COMMUNITY HEALTH WORKER (CHW) CERTIFIED RECOVERY PEER ADVOCATE (CRPA)**

BCC now offers a program to prepare students to become Community Health Workers (CHW) and Certified Recovery Peer Advocates (CRPA). CRPAs also referred to as Peer Advocates, are individuals who have been certified to provide coaching, support, information, guidance and motivation to those seeing or sustaining recovery from substance use disorders or mental health disorders.

Applicants must have a high school diploma or equivalency, “lived experience” related to substance use or mental health recovery and complete the stackable credit courses, including the 46 hours of coursework training and pass a certification examination.

Additionally, CHWs and CRPAs are required to have work experience in recovery settings through employment, internship or volunteer activities.

In this training, students will also take four college-level courses from the Associate degree program in Public Health; Drugs, Society and Human Behavior; Foundations for a Community Health Worker; Cardiopulmonary Resuscitation, and Issues Critical to Health. With these additional courses, BCC trained CRPAs will be prepared for the state certification exam and be eligible to earn nine credits from the Health, Physical Education and Recreation Department toward a degree in Public Health

To learn more about the program, please contact Barbara Hart at 862.248.2902.

The BCC CHW-CRPA Training program is generously supported by the Health Resources and Services Administration.



## **EMERGENCY MEDICAL TECHNICIAN – IN PARTNERSHIP WITH CODE ONE EMT TRAINING (ACE 4100)**

*220 hours; Tuition \$1,250*

*Call for more information; 718.289.5170*

This course combines didactic, psychomotor lab and clinical observation to prepare students to provide emergency care to patients in the pre-hospital setting based on the scope of practice defined by the New York State Department of Health and U.S. Department of Transportation Emergency Medical Technician Basic (EMT-B) curriculum. Emphasis will be placed on the recognition and treatment of life-threatening emergencies. Topics to include: Well Being for the EMT-B, Medical-Legal Issues, Airway Management, Cardiopulmonary Resuscitation, Patient Assessment, Medical Emergencies, Trauma, Infants and Children, OBGYN and Operations.

NYS DOH EMS certified course providers are required to conduct their courses for a minimum of 150 hours, Our training exceeds those hours with this thorough course at 220 hours.





# COMPUTER TECHNOLOGY

## **A+ CERTIFICATION – PC REPAIR TECHNICIAN PROGRAM (ACE 6001)**

60 hours; Tuition \$560

**Monday & Wednesday, 6pm – 9pm**

**April 5, 2021 – June 8, 2021**

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](http://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.

## **AUTOCAD CERTIFICATE PROGRAM (ACE 4171)**

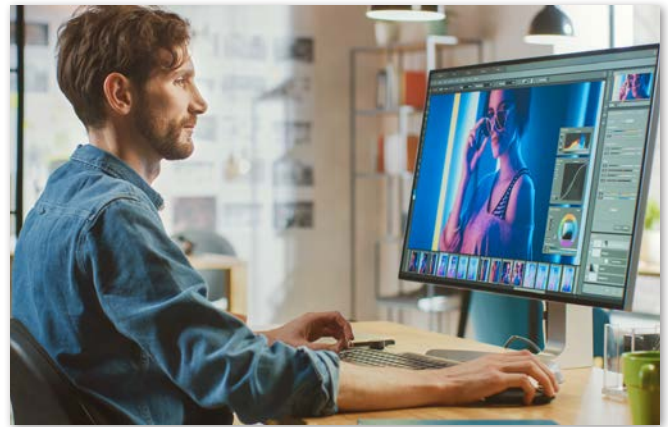
80 hours; Tuition \$1,000

*Call for dates; 718.289.5170*

AutoCAD (Computer-Aided Design) is a software program used across a wide range of industries, especially in the fields of Architecture, Civil, Landscape, Construction, Project Estimations, Decoration, Engineering Design, Graphic Design, Solar Solutions, Metal Workshops, Design Mechanical, Electrical and Plumbing (MEP), beside many manufacturing applications.

This course is a full-length AutoCAD learning package, which contains almost all of the topics that you will ever need to work with this software. The course is for Beginners as well as Advanced Level users; no previous experience necessary.

*Requirement: knowledge of Windows Operating Systems.*



## **PHOTOSHOP BEGINNER – INTERMEDIATE (ACE 4170)**

20 hours; Tuition \$560

**Monday & Wednesday, 5pm – 7pm**

*Call for dates; 718.289.5170*

This course is concerned with Digital Imaging for Print, the Web and Multimedia. Students experiment with digital images using Adobe Photoshop. The software's versatility is applied to the merging and transformation of photographic images and text in creative and unexpected ways such as photo retouching, color correction, advertising, social media posts and more.





For more information, please contact Michael Brown at 718.933.3730 or [michael.brown@bcc.cuny.edu](mailto:michael.brown@bcc.cuny.edu)



# PROFESSIONAL DEVELOPMENT & TRAINING

## CHILD ABUSE IDENTIFICATION WORKSHOP (ACE 3039)

2 hours; Tuition \$50

Call for dates; 718.289.5170

The Identifying and Reporting Child Abuse, Neglect, and Maltreatment Mandated Reporter Training Workshop is required BY LAW for all school personnel including school administrators/supervisors, school service personnel, teachers, teacher assistants, childcare providers, and others who are mandated legally to report child abuse, neglect, and maltreatment. It provides information regarding the definitions of child abuse, neglect, and maltreatment, the various types of child abuse (physical, sexual, emotional), the various ways in which children can be neglected or maltreated, and the indicators used to determine if a child is being abused, neglected or maltreated. Additionally, it provides reporters with information regarding when and how to report suspected child abuse, neglect, or maltreatment as well as the legal liability and consequences for mandated reporters when reporting or failing to report suspected child abuse, neglect, and maltreatment.

## CUSTOMER SERVICE SKILLS FOR BUSINESS (ACE 3848)

6 hours; Tuition \$109

Call for date, 718.289.5170

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.

## GRANT WRITING (ACE 0604)

21 hours; Tuition \$230

Saturday, 10am – 1pm

May 1, 2021 – June 12, 2021

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

## INCOME TAX PREPARATION (ACE 3009)

24 hours; Tuition \$285

Saturday, 10am – 2pm

February 27, 2021 – March 3, 2021

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.



## NOTARY PUBLIC LICENSE TEST PREPARATION (ACE 3013)

3 hours; Tuition \$95

Saturday, 9am – 12pm

May 22, 2021

This workshop 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.



## PROFESSIONAL DRIVING SCHOOL INSTRUCTOR CERTIFICATION – LEVEL I (ACE 3018)

30 hours; Tuition \$375

Tuesday, 6pm – 9pm

April 1, 2021 – June 1, 2021

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

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 as well as review traffic rules and regulations. 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 3019)

30 hours; Tuition \$375

Tuesday, 6pm – 9pm

June 22, 2021 – August 24, 2021

*\*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)*



## REAL ESTATE SALESPERSON (ACE 3021)

75 hours; Tuition \$495

Monday, Wednesday & Thursday, 6pm – 9pm

April 1, 2021 – May 28, 2021

*\*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 Department of State Division of Licensing Services (DLS), prepares you for the test needed to qualify for a Real Estate Sales license. Various aspects of the real estate business to be covered include: 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.





# ATTENTION VETERANS!

**Acquire the skills and resources needed to be successful in today's workplace.**

Please contact the Office of Veterans & Military Resources to start the approval process at: 718.289.5447. All veteran registrations must be made two weeks before the start of classes.







# EDUCATIONAL TRAINING (CHILD DEVELOPMENT ASSOCIATE)

## CHILD DEVELOPMENT ASSOCIATE (ACE 3000)

120 hours of coursework in early childhood education

480 observational hours in an early childhood setting

Registration Fee – \$150

Call for Dates; 718.289.5170

\*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 BCC Department of Education and Academic Literacy's Career Path Teaching Assistant Program in partnership with the Office of Workforce Development and Continuing Education offers the Child Development Associate Credential (CDA). The CDA credential is the most widely recognized credential in early childhood education. It sets forth a core of competency standards, which guides participants 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. Students that successfully complete this program may be eligible to earn credits towards the BCC degree in Early Childhood Education.



## CHILD ABUSE IDENTIFICATION WORKSHOP (ACE 3039)

2 hours; Tuition \$50

Call for dates; 718.289.5170

The Identifying and Reporting Child Abuse, Neglect, and Maltreatment Mandated Reporter Training Workshop is required BY LAW for all school personnel including school administrators/supervisors, school service personnel, teachers, teacher assistants, childcare providers, and others who are mandated by law to report child abuse, neglect, and maltreatment. It provides information regarding the definitions of child abuse, neglect, and maltreatment, the various types of child abuse (physical, sexual, emotional), the various ways in which children can be neglected or maltreated, and the indicators used to determine if a child is being abused, neglected or maltreated. Additionally, it provides mandated reporters with information regarding when and how to report suspected child abuse, neglect, or maltreatment as well as the legal liability and consequences for mandated reporters when reporting or failing to report suspected child abuse, neglect, and maltreatment

## DIGNITY FOR ALL STUDENTS ACT (DASA) TRAINING WORKSHOP (ACE 3006)

6 hours; Tuition \$70

Call for Dates; 718.289.5170

The Dignity for All Students Act (DASA) seeks to ensure that 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 personal will learn to use techniques and practical approaches to avoid and defuse violent situations. Enrollment is on a first come, first served basis. Please call Workforce Development and Continuing Education (718.289.5170) for dates, times and registration information.

## FAMILY DEVELOPMENT CREDENTIAL (ACE 3003)

90 hours; Registration Fee: \$150

Call for Dates; 718.289.5170

The Family Development Credential (FDC) is a national credential developed under a partnership between New York State Department of Community Service and Cornell University's College of Human Ecology (where the curriculum was developed) and is currently issued through the University of Connecticut. This course provides frontline workers (i.e.: home visitors; case managers; family resource center workers; community health workers and teacher aides) with extensive training in areas such as family development; communicating with skill, mindfulness, respecting diversity, strength based assessment; helping families access services and reach goals. Home visits and collaboration to provide skills and competencies to assist families with becoming self-reliant and interdependent.





### FOOD HANDLING AND SAFETY TRAINING (ACE 4004)

10 hours; Non-Refundable Registration Fee: \$20

Call for Dates; 718.289.5170

This training can lead to the NYC Health and Mental Hygiene's Food Protection Certification. This certification is valuable for those who want to work in the food/restaurant industry, social service, and early childhood fields as well.

### NANNY TRAINING (ACE 4005)

75 hours; Registration Fee: \$150

Call for Dates; 718.289.5170

This course is for individuals who are interested in working with children of various ages in children's home environment. It provides extensive training in child development, health and safety, communicating effectively with parents, engaging children in learning, and being a business entity.

### SCHOOL VIOLENCE PREVENTION WORKSHOP (ACE 3022)

6 hours; Tuition \$50

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 personnel will learn 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 on a first come, first served basis. Please call Workforce Development and Continuing Education (718.289.5170) for dates, times and registration information.

### YOUTH DEVELOPMENT CREDENTIAL (ACE 3011)

Call for Information, 718.289.5170



This training is for young people (ages 17-24) who wish to pursue employment as an afterschool associate. The coursework will include foundational classes in child development, psychology and special education contextualized for afterschool educators. Upon successful completion of this training, the participant will earn a Youth Development Credential

issued by BCC's Office of Workforce Development and Continuing education in collaboration with the Department of Education and Academic Literacy.

Ascend New York City is part of a larger national ecosystem building initiative that supports and strengthens small businesses. The mission of Ascend NYC is to support the growth of minority business enterprises (MBEs) in the Bronx. Ascend NYC connects local businesses with contracting opportunities from larger institutions and provides them with essential training, mentoring, and financing to successfully manage those contracts.





## ATTENTION WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION STUDENTS

### ***JOB AND CAREER ASSISTANCE IS NOW AVAILABLE!***

Workforce Development and Continuing Education students are invited to receive free job and career support from the staff of the BCC Office of Career Development.

Our experienced colleagues can help you -

- Prepare a professional resume
- Write an effective cover letter
- Improve your job interviewing skills
- Search for job opportunities
- Explore career options

For more information or to make an appointment to see a Bronx Community College Career Specialist, please call 718.220.7546 or stop by Snow Hall at 135 Hall of Fame Terrace.

## CUSTOMIZED TRAINING FOR BUSINESS, INDUSTRY AND NON-PROFITS

Onsite or offsite classes are available to meet your specific needs.

We offer high impact learning experiences and exceptional quality intensive training programs!

Call 718.289.5170 for more information, or  
E-mail: [workforce.development@bcc.cuny.edu](mailto:workforce.development@bcc.cuny.edu)

# GENERAL INFORMATION



## Mission

The mission of the Bronx Community College Division of Workforce Development and Continuing Education is to provide our students with the education and training they need to get a job, advance in their careers, increase their earnings and enhance their financial security.

## Programs

The Division offers flexibly scheduled, non-credit courses and workshops for students of all ages and backgrounds seeking to learn new skills and improve their career prospects, including ESL and TASC/GED prep, training for jobs in early childhood education, healthcare, building trades, sustainable energy, technology and more, along with customized training programs for employers and unions.

In addition, the Division works with Bronx Community College's academic departments to develop credit-eligible certificate programs to meet the needs

of NYC employers. These "stackable credentials" provide students with practical, hands-on training for jobs in growing sectors of the city's economy. Students that enroll in BCC may be able to apply credits from these programs toward the corresponding Associate degree.

## Registration for Courses

<https://www.campusce.net/bronx/category/category.aspx?S=1>

## 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 will be 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 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 programs, please 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. [Click here to view a list of VA Approved Programs.](#)
- To register for a course with Workforce Development and Continuing Education veterans should enroll in a class at our department first, and 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 is committed to providing an educational and work environment free of discrimination and harassment based on race, color, religion, gender/sex, national origin, sexual orientation, gender identity and expression, citizenship/ancestry, age, marital status, disability, genetic information, military status. The College will conduct its educational programs, related activities, and employment practices consistent with applicable federal, state and local laws, regulations, and orders to provide equal opportunity, access, and affirmative action to persons from traditionally underrepresented groups.

Course Cancellation and Postponement Policy

In order for a course to start, a minimum number of registered students must be enrolled. Workforce Development and Continuing Education 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 Development and Continuing Education staff will make every effort to contact registered students as soon as possible. At the time, a decision is made to run, postpone or cancel a class, Workforce Development and Continuing Education staff will attempt to contact all registered students. However, we strongly suggest that if our staff have not contacted a registered student 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 announced 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 Development and Continuing Education.
- All refunds are subject to the policies, procedures and 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 the 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:

Drop Periods	Eligible Tuition Refund	Tuition Payment Due
Drop course on or before class start date .....	100%.....	0%
Drop course after 1st class session, no attendance.....	75%.....	25%
Drop course after 1st class session, with attendance .....	50%.....	50%
Drop course on or after 2nd class session .....	25%.....	75%
Drop course after 3rd class session .....	0% .....	100%

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 Development and Continuing Education, for the following documents:
  - Student Transcript (\$0)
  - Official Transcript, with Seal (\$4)
  - Replacement Transcript (\$5)
  - Replacement Program Certificate (\$15)
- Documents are available for pick up during regular business hours, Monday – Friday, 9am – 6pm in Philosophy Hall, Room 14.
- Please note: WD&CE in compliance with NYS regulations maintain program information for a period of up to seven years.

## Contact Us

### Bronx Community College

Workforce Development and Continuing Education  
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](mailto:workforce.development@bcc.cuny.edu)

Website: <http://www.bcc.cuny.edu/workforce-development>

### Workforce Development and Continuing Education Staff

**Karla Renee Williams**  
DEAN

**Michael McShea**  
DIRECTOR, SPECIAL PROJECTS

**Ruby Chua, Ed.D.**  
DIRECTOR, BUSINESS & INDUSTRY SOLUTIONS

**Barbara Hart, MPH, MPA**  
PROJECT DIRECTOR -  
COMMUNITY HEALTH TRAINING PROGRAMS

**Aishah Dean**  
PROGRAM MANAGER, CAREER PATH

**Jessica Robles**  
COORDINATOR, STUDENT SPECIALIST

**Lisa-Marie Pierre**  
PROGRAM MANAGER – ASCEND NYC

**Maritza Robledo**  
OFFICE ASSISTANT

**Madelaine Centeno**  
MANAGER OF PROGRAM DEVELOPMENT

**Orlando Lopez**  
DIRECTOR, MARKETING & RECRUITING

**Desmona Delaunay**  
PROGRAM COORDINATOR

**Kehinde Jobi, BA, CASAC-T, CRPA, CARC, CRPA-F**  
CRPA PROGRAM MANAGER

**Kathia Pilier**  
COORDINATOR, STUDENT SPECIALIST

**Michael Brown**  
PROGRAM MANAGER – FILM PRODUCTION TRAINING

**Adriana Collado**  
CUNY OFFICE ASSISTANT

**T'Andra Pilier**  
OFFICE ASSISTANT

## Office Hours

Monday – Friday, 9:00am – 5:00pm

## Office Closures

Martin Luther King Jr. Day: January 18, 2021

Lincoln's Birthday: February 12, 2021

President's Day: February 15, 2021

Memorial Day: May 31, 2021

Independence Day: July 4, 2021

Labor Day: July 5, 2021 (Observed)

In the event that the administration of Bronx Community College finds it necessary to close temporarily due to administrative purposes, emergencies, adverse weather conditions or other potentially hazardous situations, official announcements will be located on the College's website at [www.bcc.cuny.edu](http://www.bcc.cuny.edu) and the College's telephone switchboard at 718.289.5100.





# REGISTRATION FORM

Please complete this form and fax to: 718.289.6018

or Mail to:

Bronx Community College, Bursar Office  
2155 University Avenue, Colston Hall, Main Level  
Bronx, New York 10455  
Re: ACE Registration

ACE #	COURSE TITLE	START DATE	DAYS	TIME	TUITION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Sex: ☐ Male ☐ Female Date of Birth \_\_\_\_\_ SS# (Last four digits) \_\_\_\_\_

Email \_\_\_\_\_

## MONEY ORDER

*Please make money order out to: Bronx Community College*

Enclosed is my money order in the amount of \$ \_\_\_\_\_

## CREDIT CARD

☐ Visa ☐ MC ☐ Discover

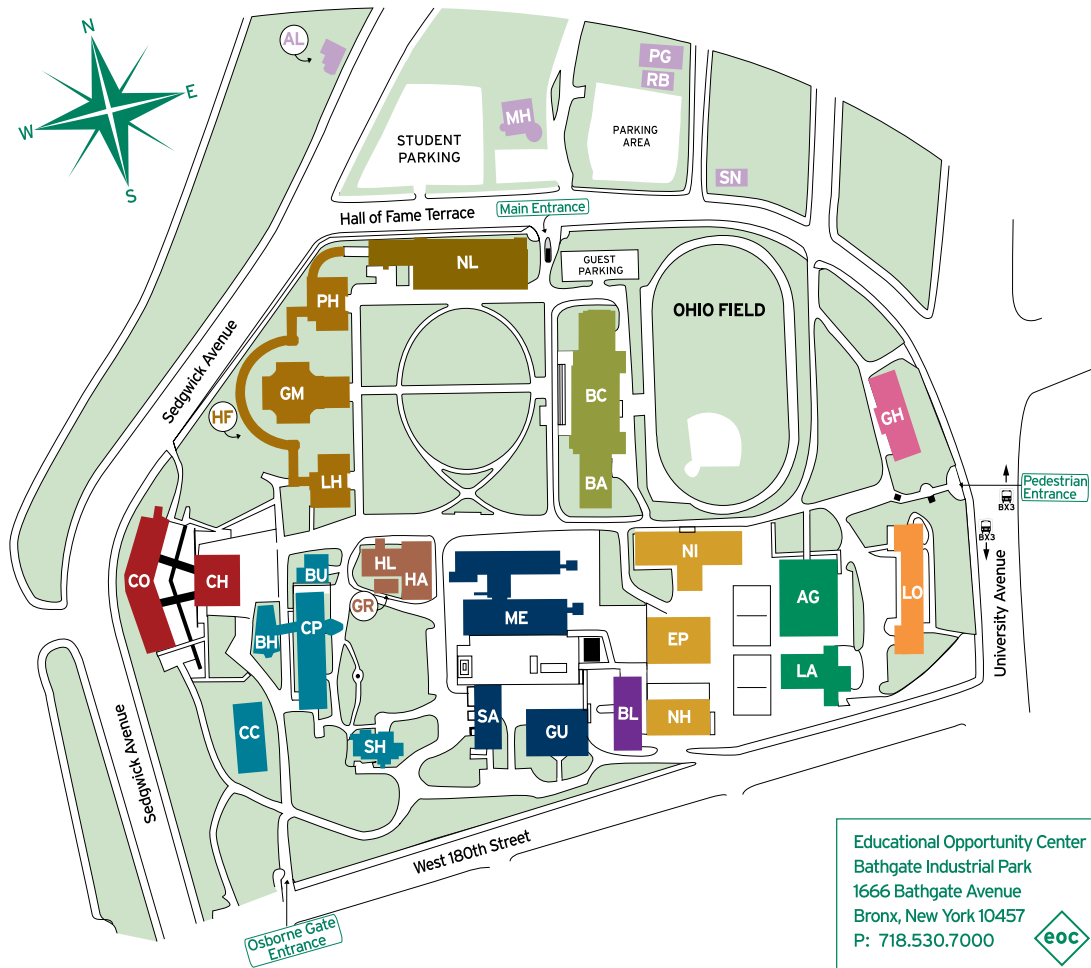
Please charge my credit card the amount of \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Signature \_\_\_\_\_



# CAMPUS DIRECTORY



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



AL	ALTSCHUL HOUSE	HL	HAVEMEYER LAB
AG	ALUMNI GYM	LH	LANGUAGE HALL
BA	BROWN ANNEX	LA	LOEW ANNEX
BH	BEGRISCH HALL	LO	LOEW HALL
BL	BLISS HALL	MH	MACCRACKEN HALL
BU	BUTLER HALL	ME	MEISTER HALL
CC	CHILDREN'S CENTER	NL	NORTH HALL & LIBRARY
CP	CARL POLOWCZYK HALL	NH	NEW HALL
CH	COMMUNITY HALL	NI	NICHOLS HALL
CO	COLSTON HALL	PG	PATTERSON GARAGE
EP	ENERGY PLANT  +	PH	PHILOSOPHY HALL
GM	GOULD MEMORIAL LIBRARY  +	RB	RECEIVING BUILDING
GR	GREENHOUSE	BC	ROSCOE BROWN STUDENT CENTER
GU	GUGGENHEIM HALL  +	SA	SAGE HALL
HF	HALL OF FAME FOR GREAT AMERICANS	SH	SOUTH HALL
HA	HAVEMEYER ANNEX	SN	SNOW HALL

+ Ground floor accessible only







A photograph of several students sitting at desks in a classroom, looking at papers and books. The image is partially covered by a dark green diagonal overlay on the right side.

# Improve your skills. Advance in your career.

Continue your education at Bronx  
Community College.

- ▶ Carpentry
- ▶ Childhood Development Associate
- ▶ Cisco Network Academy
- ▶ Electricity
- ▶ English as a Second Language (E.S.L.)
- ▶ Medical Billing and Coding
- ▶ Patient Care Technician
- ▶ Plumbing
- ▶ T.A.S.C. Preparation (formally G.E.D.)
- ▶ ...And much more

**[www.bcc.cuny.edu/  
workforce-development](http://www.bcc.cuny.edu/workforce-development)**



Office of Workforce Development and Continuing Education  
Philosophy Hall, Room 14  
2155 University Avenue, Bronx, New York 10453