



BRONX  
COMMUNITY  
COLLEGE

# Workforce Development and Continuing Education

Contact us at 718.289.5170 or  
[www.bcc.cuny.edu/workforce-development](http://www.bcc.cuny.edu/workforce-development)

SPRING | SUMMER 2023

BRONX  
COMMUNITY  
COLLEGE

CUNY

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



## HEALTH CARE

- ▶ Medical Billing/Coding
- ▶ Patient Care Technician
- ▶ Pharmacy Technician



## PROFESSIONAL TRAINING

- ▶ Boiler Maintenance
- ▶ Carpentry
- ▶ Electricity
- ▶ Plumbing



## ADULT EDUCATION

- ▶ English as a Second Language
  - Beginners
  - Intermediate
  - Advanced
- ▶ High School Equivalency (G.E.D.)



## Table of Contents

Academic and College Success Preparation.....	<a href="#">4</a>
Building Trades and Home Improvement.....	<a href="#">5</a>
Business & Industry Solutions .....	<a href="#">7</a>
Healthcare Careers .....	<a href="#">8</a>
Computer Technology .....	<a href="#">10</a>
Professional Development & Training .....	<a href="#">11</a>
Education Training .....	<a href="#">12</a>
General Information.....	<a href="#">14</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: \$150

Monday, Tuesday, Wednesday and Thursday, 6pm - 9pm

Call for dates, 718.289.5170

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: \$150

Monday, Tuesday, Wednesday and Thursday, 6pm - 9pm

Call for dates, 718.289.5170

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

### ESL ADVANCED AND ORAL COMMUNICATION SKILLS/ WRITING (ACE 8042)

100 hours; Registration Fee: \$175

Monday, Tuesday, Wednesday and Thursday, 6pm - 9pm

Call for dates, 718.289.5170

This is an advanced class designed for students who will use their English skills in college or the business world.

## G.E.D. PREPARATION

100 hours; Registration Fee: \$175

Call for dates and for pre-testing information, 718.289.5170

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

## G.E.D. PREPARACIÓN

Precio de Inscripción: \$175

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

La preparación para el examen de GED cubrirá cinco áreas: Lectura / Artes del Lenguaje, Escritura, Matemáticas, Ciencias y Estudios Sociales

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

20 hours; Tuition \$150

Saturday, 9:30am - 1:30pm

Call for dates, 718.289.5170

\*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 exams.





# BUILDING TRADES & HOME IMPROVEMENT

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

2 hours; Tuition \$49

Call for Dates, 718.289.5170

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

Call for Dates, 718.289.5170

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.

## BOILER MAINTENANCE TEST PREPARATION (ACE 5040)

45 hours; Tuition \$389

Saturday, 10am - 3:30pm

Call for Dates, 718.289.5170

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)

162.5 hours; Tuition \$1700

Saturday, 9am - 4:30pm

Call for Dates, 718.289.5170

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.

## NCCER CORE (ACE 5045)

72.5 hours; Tuition \$300

Call for Dates, 718.289.5170

The NCCER Core Curriculum is a prerequisite to all other Level I craft curricula. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings, Construction Math, Employability, Rigging, and Handling Tools.

## ELECTRICIDAD (ACE 5037)

115 horas; Matrícula \$1,700

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)

115 hours; Tuition \$1,700

Wednesday & Friday, 6pm - 10pm

Call for Dates, 718.289.5170

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 \$1,700

Call for Dates, 718.289.5170

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.

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

30 hours; Tuition \$179  
Call for Dates, 718.289.5170

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)

145 horas; Matrícula \$1,700  
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 – BASIC FOR THE HOME OR APARTMENT OWNER (ACE 5053)

20 hours; Tuition \$175  
Saturday, 10:30am - 1:30pm  
Call for Dates, 718.289.5170

This introductory workshop is designed to help you learn basic plumbing techniques that will not only save you time and money, but give you the satisfaction of having made the repair yourself.

## PLUMBING (ACE 5028)

145 hours; Tuition \$1,700  
Monday & Wednesday, 6pm - 10pm  
Call for Dates, 718.289.5170

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 718.289.5149.



# 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 and Wednesday, 6pm - 9pm

Call for dates, 718.289.5170

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 \$110

Materials fee: \$30 Payable to Instructor

Call for dates, 718.289.5170

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.**

## ELECTROCARDIOGRAPHIC (ACE 4519)

30 hours; Tuition: \$400

April 17, 2023 - May 2, 2023

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, HIPPA, 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

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.

## INFECTION CONTROL PROCEDURES (ACE 4594)

6 hours; Tuition \$109

Saturday 9am - 3:30pm

Call for dates, 718.289.5170

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 and Thursday, 6pm - 9pm

Call for dates, 718.289.5170

This course provides students with the opportunity to learn the fundamental technical skills required for entry-level jobs in 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

Call for dates, 718.289.5170

*\*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

Call for dates, 718.289.5170

*\*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 \$1,095

Monday, Tuesday & Thursday, 6pm - 9pm

Call for dates, 718.289.5170

*\*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 \$525

Tuesday & Thursday, 6pm - 9pm

Call for dates, 718.289.5170

*\*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, HIPPA, 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 (ACE 4458) (FOR NURSING STUDENTS)

20 hours; Tuition \$150

Saturday, 9:00am - 2:00pm

Call for dates, 718.289.5170

*\*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 exams



# COMPUTER TECHNOLOGY

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

*60 hours; Tuition \$560*

*Monday & Wednesday, 6pm - 9pm*

*Call for dates, 718.289.5170*

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.





## PROFESSIONAL DEVELOPMENT & TRAINING

### INCOME TAX PREPARATION (ACE 3009)

24 hours; Tuition \$325

Saturday, 10am - 2pm

Call for dates, 718.289.5170

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 \$110

Saturday, 9am - 12pm

Saturday, 9am - 12pm

Call for dates, 718.289.5170

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

Call for dates, 718.289.5170

*\*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

Call for dates, 718.289.5170

*\*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

Call for dates, 718.289.5170

*\*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 observation/observational hours in an early childhood setting  
Registration Fee: \$200  
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 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 personnel 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: \$200  
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)

2 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.

## 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

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

- Walk-In Registration: Monday - Friday, 9:00am - 4:00pm
- Online Registration: Visit <http://www.campusce.net/bronx/category/category.aspx>

## Payment Options

- **Direct Payments:**  
We accept 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' 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 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. To view a list of VA Approved Programs, visit <http://inquiry.vba.va.gov/weamspub/submitBuildViewProgram.do>.
- 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:
  - Replacement Transcript (\$5)
  - Replacement Program Certificate (\$15)
- Documents are available for pick up during regular business hours, Monday - Friday, 9am - 4pm in Sage Hall, Room 202.
- 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  
Sage Hall - Room 202

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

### Eddy Bayardelle

VICE PRESIDENT FOR EXTERNAL AFFAIRS AND  
INTERIM DEAN OF WORKFORCE DEVELOPMENT

### Michael McShea

DIRECTOR, SPECIAL PROJECTS

### Ruby Chua, Ed.D.

DIRECTOR, BUSINESS & INDUSTRY SOLUTIONS

### Aishah Dean

PROGRAM DIRECTOR

### Maritza Robledo

COLLEGE ASSISTANT

### Lynmarie Robledo

OFFICE ASSISTANT

### Madelaine Centeno

DIRECTOR OF WORKFORCE DEVELOPMENT

### Gabriel Reyes

PROJECT DIRECTOR

### Desmona Delaunay

PROGRAM COORDINATOR

### Jessica Robles

COORDINATOR, STUDENT SPECIALIST

### Marisa Adrian Martinez

ADMINISTRATIVE ASSISTANT

### Yeira Gutierrez

COLLEGE ASSISTANT

## Office Hours

Monday - Friday, 9:00am - 5:00pm

## Office Closures

Martin Luther King, Jr.: January 16, 2023

Lincoln's Birthday: February 13, 2023

Presidents' Day: February 20, 2023

Memorial Day: May 29, 2023

Juneteenth: June 19, 2023

Independence Day: July 4, 2023 (observed)

Labor Day: September 4, 2023

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 Map



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	HAVEMEYER ANNEX

HL	HAVEMEYER LAB
LH	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.



Office of Workforce Development and Continuing Education  
Sage Hall [SA], Room 202  
2155 University Avenue, Bronx, New York 10453

Nonprofit  
Organization  
U.S. Postage  
PAID  
Bronx, NY  
Permit No. 561

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

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