WORKFORCE DEVELOPMENT

vision
focus
job
growth
idea
goals
skills
career
education
teamwork
target

BRONX
COMMUNITY
COLLEGE

Workforce Development and Continuing Education

January-August
2024 CATALOG

Contact us at 718.289.5170 or
www.bcc.cuny.edu/continuing-education
Sage Hall, second floor

BRONX
COMMUNITY
COLLEGE

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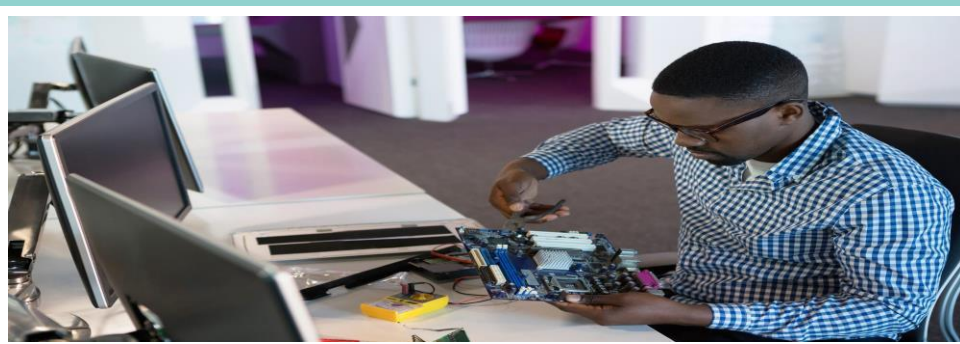
Computer Technology

Front End Web Development
Certificate program
COMPTIA A+ Certification
Exam Prep
Training Program

Health Care Careers

Administrative Medical Assistant

Phlebotomy Technician

Pharmacy Technician

Electrocardiograph (EKG)

Technician

Building Trades & Home Improvement

We are offering low cost trainings in:

Carpentry	OSHA 30
Electricity	SST
Plumbing	NCCR Core

Education Training

Child Development Associate (CDA)

Family Development Credential

High School Equivalency Diploma (GED)

Language Skills & GED
English as a Second Language
Beginners
Intermediate
Advanced

A Message from the Dean of Workforce Development and Continuing Education

Welcome! Thank you for your interest in taking a course at Bronx Community College!

You may be looking for your first job in tech, and you want to get an industry certification in Cybersecurity. Or maybe you currently work in a medical office, and now you want to advance to become a phlebotomist, EKG technician, or EMT responder. Perhaps you've walked by one of the hundreds of construction sites in the Bronx and thought, "You know what, I could be an electrician, carpenter, or plumber".

Regardless of your educational background, if 2024 is the year for you to land a higher-paying job or earn a promotion, we have the classes and support to help you get there.

Our classes are held at night and on weekends, and some are partly or fully online. Child Development Associate (CDA)—our most popular offering—and the Family Development Credential (FDC) are taught in English and Spanish. We offer Adult Education classes, such as ESL at multiple levels and TASC (GED) Prep, which help students improve their skills so they can enroll in training programs or further their education.

When you complete one of BCC's training programs, you work with coaches and counselors to prepare for any exams, update your resume, practice interviewing, and meet employers in the field. Starting this semester, we also provide you with the business attire you will need if you will be working in an office setting.

Our friendly, knowledgeable, and flexible teams spend our days meeting with employers to ensure our trainings are up to industry standards and working with our jobseekers to make sure you have best-in-class training to land your dream job.

Come visit us in Sage Hall at Bronx Community College, or give us a call at 718-289-5170. We look forward to seeing you soon!

Jessica Seliger
Interim Dean of Workforce Development and Continuing Education

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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
February 5th – April 4th 2024

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
February 5th – April 4th 2024

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 ORAL COMMUNICATION SKILLS/ WRITING (ACE 8042)

100 hours; Registration Fee: $175
Monday, Tuesday, Wednesday and Thursday, 6pm - 9pm
February 5th – April 4th 2024

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
March 18th – May 23rd 2024
Call 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
Marzo 4 – Mayo 6 2024
Llame para l 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

Strengthening Community Colleges 2 Construction Consortium

If you are looking to start a career in construction, the Department of Workforce Development is your first stop.

SITE SAFETY TRAINING (SST)

10 hours; Tuition $20 (Prerequisite)
Friday, Saturday

May 10-11 2024

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.

CARPENTRY (ACE 5070)

162.5 hours; Tuition $1700
(Prerequisite)
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.

OSHA 30 HOUR CONSTRUCTION OUTREACH TRAINING (ACE 5004)

30 hours; Tuition $20 (Prerequisite)
April 12 – May 4 2024 Friday &Saturday

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.

NCCER CORE (ACE 5045)

72.5 hours; Tuition $20 (Prerequisite)
January 19th – March 17th 2024

The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curricula. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings, Construction Math, Employability, Rigging, and Handling Tools.

ELECTRICITY (ACE 5027)

115 hours; Tuition $1700
(Prerequisite)
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.

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

20 hours; Tuition $120

Monday, Tuesday,
Thursday, 6 pm to 9:00pm
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)

165 hours; Tuition $1700   Monday, Tuesday, Thursday
6 pm – 9 pm   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 National Center for Construction Education & Research. Hands on training. Students may be required to Purchase materials such as a hardhat and goggles.

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.

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.

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
January 8th – February 27th 2024

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

Monday – Thursday   6:00 pm – 9:00 pm
March 4th – March 19th 2024
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 – 2:00 pm
June 1 – November 9 2024

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
February 5th – May 7th 2024

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)

90 hours; Tuition $ 700
Monday - Thursday,   6 pm – 9 pm
March 25th – May 14th 2024

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

FRONT END WEB DEVELOPMENT CERTIFICATE PROGRAM (ACE 6008)

The Front-End Web Development Certificate is an upskilling scholarship Program at Bronx Community College (BCC). This innovative program is designed to provide valuable upskilling opportunities and is open to anyone with a passion for coding and a desire to specialize in front-end web development. It is also well-suited for those interested in honing their design skills to create their own projects or embark on a career as freelance web developer. This program promises a unique and immersive experience dedicated to the world of front-end web development.

Program Highlights:

- **Start Date: Call for dates: 718 289 5170**
- **Duration:** 18 weeks
- **Program Models:** Online and Hybrid
- **Number of lectures:** Two lectures per week
- **Lecture times:** Flexible to accommodate participants' schedules in the course.

What You Will Learn: Our program covers a wide range of essential topics to empower you with the skills needed to excel in front-end web development:

1. **Access to Professional Tools**
2. **HTML & HTML5** fundamentals
3. **CSS & CSS3:** Dive into Cascading Style Sheets to create beautiful web designs.
4. **Project Focus:** A dedicated section for hands-on projects to apply your knowledge.
5. **Bootstrap:** Learn to optimize projects for mobile devices with this popular framework.
6. **JavaScript & jQuery:** Delve into the world of interactive web development and create dynamic projects.
7. **Professional Portfolio:** Craft a portfolio to showcase your skills and accomplishments.
8. **Responsive Design:** Master the art of building fully responsive, interactive websites.
9. **Best Practices:** Understand the importance of web design principles, accessibility, usability, and internationalization.
10. **Creative Freedom:** After completing the course, you'll have the ability to bring your web design visions to life.

If you have any questions or need assistance, please feel free to contact:

Madelaine Centeno Telephone: 718.289.5100 Ext. 3139
Email: madelaine.centeno@bcc.cuny.edu

COMPTIA A+ CERTIFICATION EXAM PREP TRAINING Program (ACE 6002)

The CompTIA A+ Certification Exam Prep Training program at Bronx Community College (BCC) is a scholarship-based upskilling initiative designed to enhance the skills of individuals aspiring to excel in the fields of Information Technology and Cybersecurity.

Program Overview:

The CompTIA A+ Certification Exam Prep Training program is your gateway to a rewarding career in IT and cybersecurity. Whether you're new to the field or seeking to advance your knowledge, this program has something for you. Here's what you can expect:

- A Strong Foundation: Our program prepares students for the CompTIA A+ Certificate examinations, equipping them with essential knowledge for entry-level information technology roles.
- Career Advancement: A+ is the perfect entry point for those looking to climb the IT career ladder. It provides the fundamentals necessary for advanced courses like Network+, Security+, Cloud+, and Linux+.
- Flexible Learning: The program offers both online and hybrid models, making it accessible to learners with diverse schedules.

Program Highlights:

- Start Date: February 27, 2024
- Duration: 17 weeks
- Tuesday: 6 pm – 8:30 pm
- Saturday: 1:30 pm – 4 pm
- Program Models: Online and Hybrid
- Number of lectures: Two lectures per week
- Lecture times: Flexible to accommodate participants' schedules in the course.

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
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 (TEACHINGTECHNIQUES & 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 $515
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.

EDUCATIONAL TRAINING
(CHILD DEVELOPMENT ASSOCIATE)

CHILD DEVELOPMENT ASSOCIATE (ACE 3000) ENGLISH (ACE 3001) SPANISH

120 hours of coursework in early childhood education
480 observation observational hours in an early childhood setting
Registration Fee: $200
March 4th – June 19th 2024 (English or Spanish)

*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
Offered Monthly: 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: $40
March 16th – July 6th 2024
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

CREDIT FOR PRIOR LEARNING

Students enrolled in an academic program at BCC may receive credit for college-level learning in a number of ways consistent with the **CUNY Policy on Credit for Prior Learning** (CPL) and/or section XX of the **BCC Academic Rules and Regulations**.

In addition to credit granted based on courses completed at another college (see our **Transfer Credit policy**), students may also receive credit for a number of exams (e.g., AP, CLEP, DSST), as well as training evaluated by the American Council of Education (e.g., military training, police academy).
BCC has also established unique Prior Learning Pathways that students may use to receive credit toward specific degree programs. In some cases, these are based on industry certifications, in others portfolio review. Students must meet all specified criteria to receive credit
The following is a listing of existing Prior Learning Pathways for. students to earn credit toward specific programs:

Program	Description
Automotive Technology (AAS and Certificate)	Automotive certifications as an outcome of a completed CTE High School Automotive program. Contact **Mr. Clem Drummond** for more information.
Business Administration (AS)	Fonseca Group McDonald's employees who have completed Archways training in Leadership Transitions, Advanced Shift Leadership, and/or Developing the Leader in Me. For more information about receiving credit, please contact **Prof. Howard Clampman**.
Cybersecurity and Networking (AAS and Certificate)	IT Certifications, including A+, NET+, CCNA, and Linux Plus. For more information, see **here**.
Digital Design (AS)	Portfolio meeting criteria as an outcome of completed CTE High School Design program. For more information, contact **Prof. Lisa Amowitz**.
Education (AS)	Completed Child Development Certificate (CDA) as an outcome of the CDA program offered by the BCC Department of Workforce Development. Please contact **Dr. Tonya Johnson** and **Dr. Stephen Powers** for more information.
Human Services (AAS)	Completed Navigator Certificate as an outcome of the Navigator program offered by the Institute for Justice and Opportunity at John Jay College of Criminal Justice. Please contact **Prof. Gregory Cobb** for more information.
Media and Digital Film Production (AS)	Portfolio meeting criteria as an outcome of completed A/V Technology and Film program at the Theatre Arts Production Company School (TAPCo). For more information, contact **Prof. Jeffrey Wisotsky**
Public Health (AS)	Completed CRPA-Provisional Certification as an outcome of the BHOP Program. For more information, please contact **Dr. Stacia Reader**.

Note: You must be enrolled in the appropriate degree program at BCC and meet all other applicable criteria to be considered for credit for prior learning. If you have questions, please contact Alexander Ott, Associate Dean, Curriculum and Academic Programs at **alexander.ott@bcc.cuny.edu** or 718.289.5497

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 two convenient ways to register for classes and programs.

• Walk-In Registration: Monday - Friday, 9:00am - 4:00pm

• Online Registration: https://ce.cuny.edu/bronxcc/categorySearch.cfm?category=1

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
Website: www.bcc.cuny.edu/continuing-education

Workforce Development and Continuing Education Staff

Dr. Luis Montenegro
VICE PRESIDENT FOR ACADEMIC AFFAIRS

Jessica Seliger
INTERIM DEAN

Orlando Lopez
DIRECTOR OF COMMUNITY OUTREACH

Michael McShea
DIRECTOR, SPECIAL PROJECTS

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

Aishah Dean
PROGRAM DIRECTOR

Maritza Robledo
OFFICE ASSISTANT

Lynmarie Robledo
OFFICE ASSISTANT

Madelaine Centeno
DIRECTOR OF WORKFORCE DEVELOPMENT

Gabriel Reyes
PROJECT DIRECTOR

Ehab I. Ismail
PROJECT DIRECTOR

Desmona Delaunay
PROGRAM COORDINATOR

Jessica Robles
COORDINATOR, STUDENT SPECIALIST

Gloria M. Rodriguez
ADMINISTRATIVE ASSISTANT

Yeira Gutierrez
COLLEGE ASSISTANT

Office Hours

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

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 and the College's telephone switchboard at 718.289.5100.

OFFICE CLOSURES

Date	Status
December 24-25 2023	College Closed
January 1, 2024	College Closed
February 12, 2024	College Closed
February 19, 2024	College Closed
April 22-30 2024	Spring Recess
May 27, 2024	College Closed

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

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

AL	ALTSCHUL HOUSE	
AG	ALUMNI GYM	♿ +
BA	BROWN ANNEX	♿ +
BH	BEGRISCH 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