CAREER AND PROFESSIONAL DEVELOPMENT

If you are considering a career move or are ready to advance within your field, we offer learning opportunities through career and professional development. Our experienced faculty and industry specialists will help direct you on your chosen path to accomplish your goals. We are committed to life-long learning and will serve as a resource guide to your success.

PARALEGAL & NOTARY PUBLIC

CTF 05 - Paralegal I & Notary Public $400
Tues & Thurs / Sept 14 - Nov 30 / 6:45pm-9:45pm ONLINE
This course is an introduction to the practical aspects of being a paralegal, including filing, legal proofreading, legal draftsmanship, legal research, and other office skills. Mandatory Notary Public session on 10/21 and is included in the above tuition cost.

VTP 36 Preparation for Notary Public $75
Thurs / Oct 21 / 6:45pm-9:45 pm ONLINE
This one-session course prepares you for the Notary Public Examination, provides an overview of the tasks undertaken by a Notary Public, and offers guidance in positioning yourself to provide this service on a fee-for-service basis.

CTF 06 Paralegal II $350 ONLINE
Mon & Wed / Sept 13 - Nov 24 / 6:45pm-9:45pm
This course deals with the computer and the essential part it plays in paralegal training. Topics include computer legal research, legal keyboarding, and understanding language and terms used by attorneys in order to be a well-trained and successful paralegal.

Prerequisite: CTF05. *Materials fee: $75

*The materials fee provides students with an individual password for access to the Westlaw Legal Library, which offers a wide range of federal and state law resources. In addition, students will be provided with the analytical materials to become familiar with the aspects of legal research, law reviews, federal treatises, jurisdictional treatises, practice guides, jury instructions, litigation forms and analytical materials from all 50 states.

ACCOUNTING

CTF 50 - Accounting Fundamentals $350
Mon & Wed / Sept 13 - Nov 24 / 6:45pm-9:45pm
HYBRID
Saturday / Sept 18 - Dec 11 / 10am-3pm ON CAMPUS
You will learn the recording process, complete the entire accounting cycle from analyzing and recording activities through closing procedures, and use the accountant’s worksheet for the preparation of financial statements for service businesses.

CTF 51 - QuickBooks Pro for Accountants $350 HYBRID
Mon & Wed / Sept 13 - Nov 24 / 6:45pm-9:45pm
Take control of accounting for your business. This course provides hands-on experience in QuickBooks as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.
Limited access, free downloadable book and software will be used.

CTF 52 - Tax Preparer $350 HYBRID
Tues & Thurs / Sept 14 - Nov 30 / 6:45pm-9:45pm
Learn how to prepare individual federal income taxes, including 1040EZ, 1040A, and 1040 long form, tax credits, child and dependent care credit, credit for the elderly, IRAs, pension income, and NY State/NY City tax items with the use of Turbo Tax™ software.

FUNDRAISING TECHNIQUES

VWV 11 - Practical Fundraising and Development Techniques $100
Thursdays / 6:30pm-8:30pm / Oct 7th - Oct 28th ONLINE
OR Tuesdays & Thursdays / 6:30pm-8pm / Sept 28th - Oct 21st ONLINE
This course delves into the principles and best practices of fundraising for those looking to learn the craft, or sharpen their skills. Topics include funder research, donor cultivation, board development, corporate giving, proposal writing, and ethical philanthropy. Students will also have an opportunity to learn about real life applied methods and techniques that can lead to positive fundraising results.
Thurs / Sept 23 - Nov 18 / 6:30pm-9pm

Improve your skills and develop clear and effective writing techniques necessary to succeed in today’s business environment.

**CTF 48- Business Writing and Grammar- $200 HYBRID**
Thurs / Sept 23 - Nov 18 / 6:30pm-9pm

Through this two part certificate program you will gain computer application competence and professionalism in your written communication skills.

**CTF 47 - Business Computing- $350 HYBRID**
Mon & Wed / Sept 13 - Nov 24 / 6:45pm-9:45pm

This course offers a basic overview of Microsoft Office™ (Word™, Excel™ and PowerPoint™) and the applications that employers expect workers to know. **Prerequisite: A computer skills test will be administered at the first class session to assess proficiency.**

**ADMINISTRATIVE ASSISTANT CERTIFICATE**

**GRAPHIC DESIGN**

**RCL 83 - Graphic Design $150 ONLINE**
Tues / Sept 28 - Nov 16 / 7pm-9pm

Learn basic design principles, focusing on things you can use in real life. You will work on different projects each week: projects include logos, business cards, flyers, posters, photo collages, gift wrap design and more. Learn how some of your designs can be digitized for online use.

**Note:** No special software needed; instructor will guide you through utilizing available tools on the web.

**RCL 84 - Graphic Design Intermediate $150 ONLINE**
Thurs / Sept 23 - Nov 18 / 7pm-9pm

This intermediate level graphic design course is designed to focus on brand building through graphic design. This course will help you shape your service or business visually.

**Pre-Requisite:** Graphic Design Beginner class is recommended, or current skill experience in graphic design is required.

**Note:** No special software is needed; instructor will guide you through utilizing available tools on the web.

**MICROSOFT EXCEL**

**RCL 32 Microsoft Excel I $200 HYBRID**
Saturday / Sept 18 - Nov 6 / 1:30pm-4pm

This course covers the fundamentals of Excel while building level of mastery to an intermediate level. This section will focus on the workspace foundation of Excel, navigation techniques, and putting a spreadsheet together through use of formatting tools, basic formulas and functions, and tables.

**Note:** Students are required to have Microsoft Excel software during class learning and to complete after class assignments.

**RCL 34 - Microsoft Excel II $200 HYBRID**
Saturday / Sept 18 - Nov 6 / 9am-12:30pm or Nov 13 - Dec 18 / 9am-3:30pm

This course builds upon the skills learned in Microsoft Excel I. The course will begin with advanced functions, Pivot Tables and Charts for analyzing and data clean-up. These tools are helpful when it comes to saving time when working with large data sets in Excel. The course will include advanced methods of extracting data as well as visual representation of data. Tools such as Criteria, What-If Analysis, and PowerPivot will be used to manipulate and forecast data while extracting the necessary information to produce results. The course will conclude with Microsoft Power BI to import Excel data and create dynamic dashboards.

**Note:** Excel experience is required. Students are required to have Microsoft Excel software during class learning and to complete after class assignments.
**CompTIA A+ / CompTIA Network+**
Recruitment begins Fall 2021, classes to begin in Spring 2022. All courses will be live and **ONLINE**

The **CompTIA Computer Technician Program** is a FREE online training course that will cover the fundamentals of PC hardware & software and prepare students for an entry level position in Information Technology. Throughout the course students will learn how to install, maintain, and customize personal computers. The CompTIA program will also prepare students for the CompTIA A+ certification exam, the industry recognized certification for computer service professionals. Upon completion of the CompTIA program, students will be prepared for an entry level IT position, such as help desk technician, network technician and desktop support administrator. **FREE training program for those that qualify! Click here to sign up for more information!**

**ENERGY INDUSTRY FUNDAMENTALS**

KCC **Certificate of Completion for Energy Industry Fundamentals** which will provide an extensive overview of the energy and utility industry to prepare individuals for occupation-specific training.

**CTF 133 - Energy Industry Fundamentals** $695
Contact us at 718-368-5052 for more information.

Provides a broad understanding of the electric and natural gas utility industry and the energy generation, transmission, and distribution infrastructure, commonly called the “largest machine in the world,” which forms the backbone for the industry. The course includes business models, regulations, types of energy and their conversion to usable energy such as electric power, how generated power is transmitted and distributed to the point of use, emerging technologies, and the connection to careers in the energy industry.

**VTT 24 - 10-Hour Site Safety Training** $175 **ON CAMPUS**
Mon & Tues / Oct 4 - Oct 5 / 5pm - 10pm
10 Hours SST includes: 2-Hour Drug & Alcohol Awareness and 8-Hour Fall Prevention

**CULINARY ARTS**

**RTP 36 - NYC Food Handler Test** $125 **ON CAMPUS**
Mon-Tues-Wed-Thurs-Fri / Oct 18 - Oct 22 / 6pm-9pm
This 15-hour course focuses on safety issues of food handling, while preparing students to take the NYC Dept. of Health & Mental Hygiene’s Food Handler Certification exam. You will be scheduled by the College to take the DOH test. The exam will be administered by the NYC DOH online via WebEx. This certification does not expire.

**Testing fee: $35 per person**

**RTP 39 - Food Service Management Program** $600 plus $35 material fee
To be offered in the Spring 2022 Semester
Are you interested in a management career path in the food industry? Here’s your chance to be trained by food industry professionals on key food service concepts, culinary arts education, and earn 3 training certificates: NYC Food Handlers Certificate, ServSafe Managers Certificate, and the OSHA 10 General Industry Certificate. The Food Service Management Program is designed to develop trainee’s entry-level based knowledge and the skills necessary for employment in the food service industry. Trainee’s will learn general work-related etiquette, basic culinary skills, recipe development, nutrition education that will increase food industry skills.
CTF 15 - Veterinary Assistant I  $350  ONLINE
Tues & Thur / Sept 14 - Nov 30 / 6:45pm-9:45pm
Part one of this two-course series designed to prepare you for a career in animal care. The course will include veterinary terminology, medical and surgical procedures, office administration functions, becoming a vital part of the animal care team and more.
Note - Some required class hours will be held at an off-site animal care facility.

CTF 16 - Veterinary Assistant II  $350  ONLINE
Mon & Wed / Sept 13 - Nov 24 / 6:45pm-9:45pm
Part two of this two-course program. This online course will build upon the knowledge learned in CTF15, focusing on client communications, best practices in animal care, and the roles of each member of the animal care team.
Prerequisite: CTF 15 - Veterinary Assistant I
Note - A minimum of 20 hours are required to be completed at an animal care facility. Students are responsible for securing a facility at which they can volunteer to complete these hours. Documentation of completion will be required. Instructor may waive this requirement dependent on individual student's experience and course academics.

More than 50 million U.S. households own more than one pet, so it's not surprising that veterinary assistant and laboratory animal caretakers careers are expected to grow 19% by 2026 and there will be over 6,000 new jobs created in this field! You've picked a great time to begin veterinary assistant training.
Salary: $28,850 - $36,240
Job projections thru 2026: +19%
Faster rate of growth than the average.

“I knew I needed to change careers because I was not happy with my current job. I had always wanted to work with animals and needed to start on that path—just wasn’t sure how. The program at KCC gave me a great start to a career as a Veterinary Assistant and now I am doing something I love!”

Kingsborough is a NYC Taxi & Limousine Commission (TLC) Education Provider
Courses offered in: English and Russian

APPLY FOR YOUR TLC LICENSE NOW!

ALL YOU NEED IS
ONE LICENSE TO DRIVE UBER™, LYFT™, VIA™, YELLOW CAB, GREEN CAB & LIMOUSINE!

Please contact
Sunny Hau at Sunny.Hau@kbcc.cuny.edu
or call 718-368-5189
Students must successfully present and submit valid non-expired government issued photo identification prior to class start date to be eligible to participate in this course. Students must be on time. Late students will be denied successful completion of learning hours.

**VSE 21 - Recognize/Report Child Abuse $75**
Saturday / Oct 23 / 9:30am-12:00pm **ONLINE**
Tuesday / Dec 7 / 6pm-8:30pm **ONLINE**

Learn the physical and behavioral signs of child abuse and maltreatment. You will learn about mandated reporting and how to carry out your professional responsibilities. NY State Certificate of Completion awarded by the state.

**VSE 22- School Violence Prevention and Intervention $75**
Saturday / Oct 23 / 1pm-3:30pm **ONLINE**
Wednesday / Dec 8 / 6pm-8:30pm **ONLINE**

Learn the dynamics of aggressive behavior in children and the tools to avoid them from becoming victims of such behavior. This is the NY State required workshop for all who work with children. Certificate of Completion awarded.

**VSE 50 - Dignity for All Students Act $100**
Saturday / Nov 6 / 9am-4pm **ONLINE**
Saturday / Dec 4 / 9am-4pm **ONLINE**

Kingsborough Community College is approved by the New York State Education Department. This workshop training is on the social patterns of harassment, bullying and discrimination. This is required for all school professionals completing state-registered programs that lead to certification.

**NEW YORK STATE LMSW, LCSW & LMHC CONTINUING EDUCATION HOURS**

Social Work and Mental Health Counselors - earn your CE hours at Kingsborough! Live and **ONLINE** via Zoom. Check out these new offerings and complete the interest form located [here](#) to join the waiting list and get more information on the workshops and how to register!

- The Effects of Divorce on Family Systems
- Working with Couples and Families using a Systemic Approach
- Using Psycho Drama and Drama Therapy with Children and Adolescents
- What’s in your backpack: Unpacking The Impact of Race and Racism on You and Your Clients
- Trauma-Informed Covid Re-integration Tools
- Working with Medically Fragile Populations
- Using Hip Hop Therapy
- What I Didn't Know that I Didn't Know about Cultural Sensitivity

Kingsborough Community College's Office of Continuing Education is recognized by the New York State Education Department's State Board for Social Work as an approved provider to offer continuing education to Licensed Master Social Workers (LMSWs) and Licensed Clinical Social Workers (LCSWs) for Licensed Social Workers #SW-0613 as well as a Mental Health Counseling Department Approved Provider #MHC-0191.
NEW YORK CITY DEPARTMENT OF BUILDINGS
SITE SAFETY TRAINING

Kingsborough Community College is a New York City Department of Buildings approved Site Safety Training (SST) Provider.

Courses offered in English, Russian and Spanish.

SST and SST-Supervisor cards are printed on campus.

Cards will be issued when all requirements are met as prescribed by the DOB.

With a valid OSHA 30 card you have the option of taking only the courses you need to receive the SST card. Group pricing available for employers with 5 or more employees.

Email Vickie DiMartino VDiMartino@kbcc.cuny.edu or Call 718 368-5050 for more information.

VTT 23 - 30-Hour OSHA Construction $300
ON CAMPUS
Tues, Wed, Thurs / Sept 21 - Sept 30 / 5pm – 10pm

VTT 24 - 10-Hour Site Safety Training $175
ON CAMPUS
Mon & Tues / Oct 4 - Oct 5 / 5pm - 10pm
10 Hours SST includes:
2-Hour Drug & Alcohol Awareness
8-Hour Fall Prevention

VTT 26 - Site Safety Supervisor $300
ON CAMPUS
Mon, Tues, Wed & Thur /Oct 18 - Oct 28 / 6pm-10pm
32- Hours SST Supervisor includes:
8-Hour Fall Prevention
8 Hour Site Safety Manager Refresher/Chapter 33
4 Hour Supported Scaffold
2-Hour Drug and Alcohol Awareness
2-Hour Site Safety Plan
2-Hour Tool Box Talks
2-Hour Pre-Task Safety Meetings
2-Hour DOB General Electives
2-Hour DOB Specialized Electives

VTT 27 - 4-Hour Supported Scaffold User $75
ON CAMPUS
Tues / Nov 2 / 6pm – 10pm

METAGENOMICS AND LARGE DATA SETS ANALYSIS

CTF 125 Metagenomics Discovery Challenge $325 HYBRID
Thursday / Sept 23 - Dec 9 / 11am-1pm

Metagenomics Discovery Challenge (MDC) – is a certificate-based course. The course is offered online and it will be using Team-Based Learning and Open Educational Resources. It doesn’t have any prerequisites, but a background in biological sciences or computer science would be helpful. Students will learn to do bio-surveillance on metagenomic datasets, identifying fungal (and other micro-eukaryotic), bacterial, archaeal, and viral sequences within these datasets. This will reinforce the fundamentals of computational biology utilizing the Next Generation Sequencing (NGS) technology and computational tools important in determining metagenomics data sets. At the end of the course, students will create a 3-5 minute video using available resources to explain the tools they’ve learned, the importance of viral discovery, and antibiotic resistance, and their discoveries.

For more information please contact: Professor Dr. Dmitry Brogun - Dmitry.Brogun@kbcc.cuny.edu.