To participate in these courses you must have reliable internet and computer access.
Online Course Refund Policy

If we cancel your class: A full refund will be processed.

If you drop/withdraw from a class: No refunds will be issued after a class has begun.

*If you drop a class at least two days before the class begins, a refund will be issued, minus a $30 processing fee. *Refund requests should be in writing and emailed to: Continuing Education (conted@kbcc.cuny.edu) at least two days before the class begins.

Transfer policy: No transfers after the second class session.
**TUITION OPTIONS**

We strive to provide you with flexible payment plans so that you can focus on your education and career plans. Please call us and we will assist you in making the right choice.

**Contact us at 718-368-5050 for more information.**

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**Installment Payments**
Students will be eligible for the following partial payment plans for specific tuition courses that are $700 and higher. Students will be charged a $25 administrative fee for choosing an installment payment option.

**Helena Rubinstein Continuing Education Scholarship**
The Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement Limited scholarships are available to cover up to 90% of tuition for individuals who seek to advance their careers through education and training, and who do not have access to other sources of funding that can pay for tuition and fees. Scholarship applicants may also be disadvantaged individuals who are unemployed or seeking a career change. For more information, visit: https://www.cuny.edu/academics/cpe/helena-rubinstein-scholarship/how-to-apply/

**Individual Training Grant (ITG) Vouchers**
The Individual Training Grant (ITG) Vouchers is for New York City residents who may be eligible for training vouchers through the local unemployment office, now known as the NYC Division of Small Business Services. The vouchers are known as Individual Training Grants (ITG) and can be obtained by working with a career counselor at one of the Small Business Service's Workforce1 Career Centers. For more information, please visit the website: Workforce1 Career Centers in NYC.

**Corporate Tuition Reimbursement/ Vouchers**
The Corporate Tuition Reimbursement/ Vouchers may provide tuition reimbursement to pursue professional development and other certificate training courses. To find out if you qualify for Corporate vouchers or Tuition reimbursement, contact your companies Education or Human Resource department.

**AARP WorkSearch Program**
The AARP WorkSearch Program offers a career counseling service for New Yorkers 40 years of age and older. For area residents 55 and older, the Senior Community Service Employment Program (SCSEP) could help you find your next career opportunity or access a training program by providing financial support for low-income seniors. For more information, call the AARP office at (212) 423-9922 or visit website: AARP WorkSearch Website

**DC 37 Members**
Many of the courses in this catalog are reimbursable for NYC employees who are members of District Council 37. The courses you choose can be credit or non-credit courses, as well as courses offered online. For general information, to check eligibility or to request a tuition reimbursement application, please call (212) 815-1663 or visit website: District Council 37, AFSCME, AFL-CIO

**1199SEIU Members**
If you are currently an 1199SEIU member, you may be eligible to receive tuition reimbursement. To obtain reimbursement for a continuing education course, you must submit a completed application with all supporting documents to the Training and Upgrading Fund within 90 days of completing the course. For questions or an application, call the Tuition Assistance Hotline at (646) 473-9200. You can also email training@1199funds.org.

**ACCES-VR Adult Career and Continuing Education Services**
This program assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development. For more information, call (718) 816-4800 or visit the website at www.acces.nysed.gov/vr/

**Department of Veterans Affairs**
All veterans interested in obtaining information from the VA regarding their eligibility for funding need to have a copy of their DD-214 form and Certificate of Eligibility. For more information, visit the website: https://www.va.gov/education/eligibility/ to request official notification of education benefits.

**Independent Training Accounts- HRA**
You may be eligible for the Independent Training Accounts through HRA. Please find your local representative here: https://www1.nyc.gov/site/hra/locations/job-locations.page

**NYS & CSEA Partnership for Education and Training**
To be eligible, review the website for applications that can be created online https://www.nyscseapartnership.org

**SNAP (Supplemental Nutrition Assistance Program)**
SNAP (Supplemental Nutrition Assistance Program), please call (718) 368-4870 for eligibility and program requirements.

**Tuition Reimbursement**
The College will accommodate requests for letters of support for reimbursement.

**Government Issued Vouchers**
We accept most government issued vouchers. Please call (718) 368-5050 for eligibility and program requirements.

**Student Loans**
Students may arrange a private loan to help cover educational expenses for certificate programs. The College does not recommend any specific lender or preferred lender arrangement. We recommend thoroughly investigating your loan options before making educational financing decisions.

**Tax Deduction of Expenses**
An income tax deduction is permitted for expenses of education undertaken to maintain and improve professional skills. Please consult your accountant.

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Financial resources available, click here.
ESL 70 - English as a Second Language $1,000
Mon-Fri / Jan 11 - March 24 / 9am-2pm
Benefits include:
- Customized class placement
- Certificate of Attendance (90%)
- ID card to access campus facilities
- Academic preparation for college
  (advanced classes suitable for Masters programs)
- Assistance for CUNY admission
- TOEFL practice (TOEFL waived for eligible students)
- I-20s issued to qualified students
Call 718-368-4870 for more information.

ESL 00 - English as a Second Language $200
Tues & Thur / Jan 12 - March 11 / 6:45pm-9:45pm
or Saturdays / Jan 9 - March 13 / 10am-3pm
This class is led by qualified and experienced instructors. You will practice listening and speaking, as well as reading and writing. Interesting instructional content designed for all adults. Additional self study time is included.

CLIP is an intensive, pre-matriculation English as a Second Language (ESL) program. Classes meet for five hours a day, five days a week, in day or evening sessions. CLIP is an option for students who have been accepted to CUNY and need to improve their academic English skills before taking college courses. Students who have been accepted to Kingsborough college and informed that they are not English proficient can begin CLIP in any semester and spend up to one year in the program. Please bring the CUNY acceptance letter to registration. Registration is now open, please call 718-368-4870 for more information or assistance with registration.

RTP 99 - Preparation for TOEFL $150
Tues & Thur / Feb 2 - March 25 / 7pm-9:30pm
For graduates of foreign nation's secondary schools, who wish to apply to colleges and universities, this class will prepare you to sit for the Test of English as a Foreign Language exam. Minimum Level 8 ESL.

RWV 07 - Writing for Advanced Non-Native Speakers of English $100
Wed / Feb 3 - March 24 / 7pm-9pm
Designed for non-native English speakers, this course will help you to improve your writing skills and focus on standard form as well as correct grammatical structures. Prerequisite: Minimum Level 8 ESL.

CLI 02 - CUNY Language Immersion Program $75
Mon-Fri / Jan 6 - Feb 19 / 8:45am-2:30pm
Or
Mon-Fri / Jan 6 - Feb 19 / 5pm-10pm
HIGH SCHOOL EQUIVALENCY (TASC™) Test Assessing Secondary Completion

You must be at least 18 years of age to enroll and at least 19 years old to take the New York State exam.

HSE 00 - TASC™
(HIGH SCHOOL EQUIVALENCY PREP) $175
Tues & Thur / Jan 14 - March 2 / 6:45pm-9:45pm or
Saturdays / Jan 9 - March 13 / 10am-2pm
Note- You will need a TI-30XS calculator and TASC™ book are required.
Call 718-368-5051 for more information.

HSE 41 - Math Intensive TASC™
(HIGH SCHOOL EQUIVALENCY PREP) $100
Tues & Wed / Dec 1 - Dec 17 / 6:45pm-9:45pm
Wed / Jan 27 - March 3 / 6:45pm-9:45pm
This course focuses on math problems that will be given on the math portion of the TASC™ exam.
Note- You will need a TI-30XS calculator.

HSE 71 - Alternative High School Equivalency Preparation- Diploma Now $100
Mon-Fri / Jan 11 - March 24 / 9am-2pm
This comprehensive 300-hour course will prepare you for the State TASC™ exam. You must be 17.5 years of age by September 1, 2020 and cannot be older than 20 years of age when you enroll in the program. You must score a 9.0 grade reading level or higher on the TABE test, write an essay and sign a student responsibilities form. Call 718-368-4870 for more information.

HSE 00E - Diploma de Escuela Secundaria en Español $175
Lunes y Miercoles / Jan 20 - March 10 / 6:45pm-9:45pm
Va a necesitar el libro del TASC™ y la calculadora TI-30XS.
Para mas información, llamar a Maria Mejias al 718-368-5051.

HSE 41E - Clases de Matemáticas para los estudiantes de Equivalencia de la Escuela Secundaria en Español $100
Jueves / Jan 28 - March 4 / 6:45pm-9:45pm
Esta clase te ayudara a practicar y resolver los problemas de matemáticas que aparecen en el examen del TASC™. Va a necesitar la calculadora TI-30XS.

HSE 70 - Comprehensive High School Equivalency $470
Mon-Fri / Jan 11 - March 24 / 9am-2pm
This comprehensive 300-hour course will prepare you for the State TASC™ exam. You will improve your skills (math, social studies, science, reading, and writing) and acquire test-taking strategies to help you pass the required practice test to be eligible to take the NYS TASC™ exam.
Note- You will need a TI-30XS calculator and TASC™ book are required.
Call 718-368-4870 for more information.

TASC™ (HIGH SCHOOL EQUIVALENCY) EN ESPAÑOL

HSE 41E - Clases de Matemáticas para los estudiantes de Equivalencia de la Escuela Secundaria en Español $100
Jueves / Jan 28 - March 4 / 6:45pm-9:45pm
Esta clase te ayudara a practicar y resolver los problemas de matemáticas que aparecen en el examen del TASC™. Va a necesitar la calculadora TI-30XS.
RESOURCES FOR HIGH SCHOOL EQUIVALENCY

CUNY FATHERHOOD ACADEMY (CFA)
CFA is a FREE comprehensive program designed to promote responsible parenting and economic stability for unemployed and underemployed fathers through education, employment and personal development.

HSE TRACK (FORMERLY GED)
FATHERS WITHOUT HIGH SCHOOL DIPLOMAS OR GED/TASC
You can apply for a 16 week, 3 days a week program that will prepare you for the TASC (NYS High School Equivalency exam) as well as for employment, enrollment in college or a workforce training program.

- Participation in parenting classes
- Personal and career counseling and guidance
- Employment placement assistance and internship opportunities
- Incentives
- College classes for college & career track

Call 718-368-6784
For more information!

TEST PREPARATION
Prepare for admissions and placement tests online with our experienced instructors!
Our test prep programs are affordable and accessible.
We offer a variety of practice materials, with high quality test simulations, designed to help students better understand the material and perform their best on their test!

SCHOLASTIC ASSESSMENT TEST PREP (SAT)

RTP 01 - SAT Preparation $300
Saturdays / Jan 9 - March 6 / 9am - 1pm
An intensive course for high school students preparing for the SAT. Certified instructors provide review and practice under simulated test conditions to help prepare students for the verbal reasoning, optional essay portion, and problem-solving skills measured by the revised test. Study skills, coaching and test-taking tips are provided, as well as individual and group conferences with a certified college counselor. A workshop for parents and guardians is included in the last session.

RTP 02 - SAT Math Preparation $150
Sun / Jan 10 - March 7 / 9am-11am or
Thur / Jan 14 - March 11 / 4pm-6pm
An intensive MATH ONLY course for high school students preparing for the SAT exam. Instructors provide review and practice under simulated test conditions to help prepare students specifically with the MATH component of the exam. Students will explore study skills while receiving coaching and test-taking tips.
The Healthcare Institute is a division of Kingsborough’s Office of Continuing Education, offering a dynamic set of certificate programs and stand-alone courses. All are designed to provide students with essential skill sets necessary for today’s burgeoning healthcare industry. With decades of experience and training, our faculty provides high quality instruction across all the disciplines. Students who successfully complete certificate programs at the Healthcare Institute are eligible to take the National Healthcareer Association’s certifying examinations, which are nationally recognized credentials in the Allied Health industry.

IN-DEMAND HEALTHCARE PROGRAMS

Below is the breakdown of the courses needed within the in-demand healthcare programs.

For questions and additional information please call 718-368-5052 or email Healthcare.cep@kbcc.cuny.edu

CLINICAL MEDICAL ASSISTANT

Certified Clinical Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians running smoothly. Students must sign an Assumption of Risk. (307 clock hours)

CTF 20 - Anatomy and Physiology
RTP 40 - Basic Life Support for Healthcare Providers
CTF 90 - EKG/ECG Technician
CTF 91 - Phlebotomy Procedures
CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests
CTF 89 - Certified Electronic Health Records Specialists

PHLEBOTOMY TECHNICIAN

Become a Certified Phlebotomy Technician by taking this comprehensive, hands-on program. Live needle sticks performed. Students must sign an Assumption of Risk. (127 clock hours)

CTF 20 - Anatomy and Physiology
CTF 91 - Phlebotomy Procedures
RTP 40 - Basic Life Support for Healthcare Providers

MEDICAL BILLING & CODING SPECIALIST

This program is aimed at individuals who are either currently employed or seeking employment in a healthcare provider's office, health insurance company, or independent billing center, and who want to become a certified Medical Billing and Coding Specialist. (180 clock hours)

CTF 25 - Introduction to Terminology and Insurance
CTF 26 - Procedures and Coding (CPT 4 and ICD-10-CM)
CTF 27 - Computerized Billing and Clinical Practice

EKG/ECG TECHNICIAN

These courses provide an overview of basic cardiovascular terminology, anatomy, and physiology, and outlines the responsibilities for earning the certified EKG/ECG Technician Certification. (127 clock hours)

CTF 20 - Anatomy and Physiology
RTP 40 - Basic Life Support for Healthcare Providers
CTF 90 - EKG/ECG Technician

PHARMACY TECHNICIAN

This intensive course provides an overall view of the fundamentals of medical and pharmaceutical terminology. Pharmaceutical calculations, concepts of pharmacology and medicinal therapy as it relates to anatomy and physiology and pathophysiology. Students will also learn about laws, ethics and standards required in the pharmacy profession. Application of knowledge in an on-site hospital and retail setting. (120 clock hours)

CTF 41 / 42 - Pharmacy Technician Intensive

CERTIFIED NURSE AIDE INTENSIVE

A Certified Nurse Aide assists Licensed Practical Nurses (LPNs) and Registered Nurses (RNs) with direct patient care. This demanding, yet exciting program will prepare you for an entry-level position in a nursing home or hospital facility. (135 clock hrs—96 hrs classroom, 32 hrs Supervised Clinical Experience, 7 hrs CPR)

Tuition support for this program is available through The Audacia Foundation, Inc., a Workforce Investment Organization (WIO) funded by NYSDOH MLTC training grant. Students who enroll are eligible for reimbursement after submitting an application given during the first class session.

CTF 78/79 - CNA Intensive
RTP 40 - Basic Life Support for Healthcare Providers

"I thoroughly enjoyed the class. I learned so much and it motivated me to move forward with my education here at Kingsborough."

The Healthcare Institute is a division of Kingsborough’s Office of Continuing Education, offering a dynamic set of certificate programs and stand-alone courses. All are designed to provide students with essential skill sets necessary for today’s burgeoning healthcare industry. With decades of experience and training, our faculty provides high quality instruction across all the disciplines. Students who successfully complete certificate programs at the Healthcare Institute are eligible to take the National Healthcareer Association’s certifying examinations, which are nationally recognized credentials in the Allied Health industry.
CTF 20 - Anatomy and Physiology $325
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
An introduction to the structure and function of the human body, common disorders and diseases in relation to body systems.
This course is required for CTF 87/88 Basic Patient Care Skills & Diagnostic Tests, CTF 90 EKG/ECG and CTF 91 Phlebotomy Procedures.

CTF 25 - Introduction to Terminology and Insurance $325
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
This class is an overview of the medical terminology used in a medical office, starting with the basics of anatomy, including the human body and its skeletal, pulmonary, digestive, cardiovascular and reproductive system and an introduction to health insurance.

CTF 26 - Procedures and Coding $325
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
This course covers CPT 4, a systematic linking and coding of procedures and services used in outpatient settings. This coding is required for billing and reimbursement by insurers. ICD-10-CM, the international classification of diseases, is used worldwide by many healthcare facilities.
Prerequisite: CTF 25 Introduction to Terminology and Insurance.

CTF 27 - Computerized Billing and Clinical Practice $325
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
You will continue your study of office procedures and billing to include scheduling patients for laboratory, surgical and testing procedures, completing patient charts, and accounting practices using state-of-the-art medical software.
Prerequisite: CTF 26 Procedures and Coding, and basic computer skills.

RTP 40 - Basic Life Support for Healthcare Providers $55 plus $20 for textbook
Contact registration office at 718-368-5050 for next available dates.
This course provides the skills to recognize and provide care in respiratory and cardiac emergencies, using the latest 2015 AHA guidelines, to teach adult, child and infant cardiopulmonary resuscitation and automatic external defibrillator use. Basic life support skills include CPR, AED use, and ventilations.

CTF 41/42 - Pharmacy Technician Intensive $650
Mon - Thur / Jan 12 - March 10 / 6pm-10pm
This intensive course provides an overall view of the fundamentals of medical and pharmaceutical terminology.
Pharmaceutical calculations, concepts of pharmacology and medicinal therapy as it relates to anatomy and physiology and pathophysiology. Students will also learn about laws, ethics and standards required in the pharmacy profession. Application of knowledge in an on-site hospital and retail setting. Two (2) in person labs required. Dates and times to be provided in class.
Materials Fee: $45
Prerequisite: CTF 25 Introduction to Terminology and Insurance.
Prerequisite: CTF 26 Procedures and Coding, and basic computer skills.

CTF 89 - Certified Electronic Health Records Specialist $575 (SNAP Approved Program)
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
This course introduces students to the basic functions of Electronic Health Records (EHR). It includes discussions and illustrations on the latest information management technologies (both hardware and software) currently used in healthcare. Students will be immersed in the environment, organization, unique to the use of EHR at all levels of patient care. Computer-based, hands-on exercises are required.
Prerequisites: Computer proficiency (will be assessed) and some experience in office administration.
Lab sessions will be conducted in person, on campus. Clinicals will be done in person.

**CERTIFIED NURSING ASSISTANT**

Want to become a Certified Nursing Assistant (CNA)? A CNA helps patients with activities of daily living and other healthcare needs under the direct supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). CNAs are also commonly referred to as a Nursing Assistant, Patient Care Assistant (PCA), or a Nurse’s Aid. Some individuals will use their knowledge as a CNA to bridge the gap to further their career and become an LPN or RN.

**CTF 78/79 - CNA Intensive Hybrid** $750

Mon, Tues, Wed, Thurs / Jan 20 - March 17 / 6pm-10pm

This course introduces students to the needs of the patient, legal/ethical issues, effective communication and anatomical changes accompanying the aging process. It will also cover health and nutrition and the care of persons with cognitive and mental disabilities. Includes 32 hours of supervised clinical experience in a Residential Health Care Facility.

*32-hours of clinical experience will be conducted during early afternoon and evening hours.

Prerequisite: Medical clearance is required to participate in the clinical experience. Basic Life Support/CPR (RTP40) must be completed before the clinical experience. Course textbook, uniform scrubs and CNA certifying exam fees are **not** included in the tuition. Six (6) in person labs required on Thursdays. **Burgundy uniform scrubs (top and bottom) required for labs and clinicals. Materials fee: $45**

**BASIC PATIENT CARE SKILLS & DIAGNOSTIC TESTS**

**CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests Hybrid** $325 / Tues, Wed, Thurs / Jan 26 - Feb 25 / 6pm-10pm

Skills common to the private practice and hospital worker are covered, including obtaining medical histories, vital signs, prepping patients, first-aid care, and emergency procedures for the medical office. Learn the importance of maintaining a sterile environment when preparing for minor surgical procedures. Collect specimens, perform simple measurements and tests, and acquire knowledge of prescription and non-prescription medications. Prerequisite: CTF 20 Anatomy & Physiology. Four (4) in person labs required. Dates and times to be provided during class. **White lab coat required. Materials fee: $45**

**EKG/ECG TECHNICIAN**

**CTF 90 - EKG/ECG Technician Hybrid** $325

Mon & Wed / Jan 11 - March 8 / 6pm-10pm

This course provides opportunities to learn and practice techniques employed by EKG/ECG technicians, while learning many of the basic terms associated with cardiovascular, anatomy and physiology.

Prerequisite: CTF 20 Anatomy & Physiology

Four (4) in person labs required.

Dates and times to be provided during class. **White lab coat required. Materials fee: $45**
**Phlebotomy**

**CTF 91 - Phlebotomy Procedures Hybrid $325**  
**Tues & Thurs / Jan 12 - March 2 / 6pm-10pm**  
This course provides theoretical and laboratory preparation for entry-level performance as a phlebotomist. It focuses on vascular anatomy and physiology; performance of venipuncture techniques, and additional responsibilities of phlebotomists as members of the healthcare team. Prerequisite: CTF 20 Anatomy & Physiology. Live needle sticks performed. Students must sign an Assumption of Risk. Six (6) in person labs required. Dates and times to be provided during class.  
*White lab coat required. Materials fee: $45*

**Patient Care Technician**

**CTF 93 - Patient Care Technician Intensive Hybrid $750**  
**Mon, Tues, Wed, Thurs / Jan 20 - March 17 / 6pm-10pm**  
Study includes comprehensive instruction on vascular anatomy and performance of venipuncture techniques. Students will also learn and practice performing EKGs and basic terms associated with cardiovascular system, anatomy and physiology. This course is for Certified Nurse Aides only. Live needle sticks performed. Students must sign an Assumption of Risk. Six (6) in person labs required.  
*White lab coat required. Materials fee: $45*

**Central Sterile Technician**

**CTF 98 - Central Sterile Technician $850**  
**Tues, Wed, Thurs / Jan 12 - March 3 / 5pm-9pm**  
This course, facilitated by an IAHCSMM (International Association of Healthcare Central Service Material Management) instructor, will provide you with the knowledge and skills required to work in a Central Supply/Sterile Processing Healthcare facility. Additional hours to be assigned when class is in session. Three (3) in person labs required. Dates and times to be provided during class.  
*Students are responsible for securing CST hands-on training necessary to meet 400-hour certification requirements. Materials fee: $45*

**Direct Support Professional**

**CTF 99 - Direct Support Professional $675 (SNAP Approved Program)**  
**Call 718-368-5052 for schedule.**  
In partnership with YAI: Seeing beyond disability (www.yai.org), prepare for a rewarding career as a Direct Support Professional (DSP). DSPs empower people with intellectual and developmental disabilities who attend day programs or live in community residences. They serve a critical role in creating new opportunities for living, loving, working and learning on a daily basis. A great DSP is compassionate, caring and curious. Must be 18+ years old, and have their HS Diploma. This 80-hour training includes 20 hours of internship (on weekends) and will support you in developing critical skills and competencies needed by employers.  
*Note: Students who complete this course (and have a high school diploma or GED and are 18 years or older) will be considered for employment with our partner agency, YAI.*  
YAI is the largest provider of services to people with intellectual and developmental disabilities in the metropolitan New York area. YAI offers careers in human services, health care, education, behavioral and mental health, and administration.  
*Location to be determined. For more information Contact Dean Christine Beckner at CBeckner@kbcc.cuny.edu*
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 STATE LMSW, LCSW & LMHC CONTINUING EDUCATION UNITS

VSE 70 - Addressing the Need for Awareness & Prevention of Family and Community Violence $140
Dates/Times TBA- call 718-368-5691 for more info.
During this time of uncertainty and stress, it is important for anyone working with children, families, and communities to have the skills and resources necessary to support those impacted by domestic violence.
7 CEU credits earned upon successful completion

VSE 71 - Clinical Work with Fathers $80
Sunday / Jan 24 / 9:30am-2pm
Interactive workshop supporting those who work with fathers to use research and interventions to encourage greater interactions and promote positive change in families. 4 CEU credit earned upon successful completion.

Attention
Social Workers & Mental Health Counselors:
Do you have a topic you want to teach?
Do you have a topic you want us to offer?
Call 718.368.5691 or email
CEUProgram.kcc@kbcc.cuny.edu

Learn & Earn
Complete any of the certification courses below and earn college credits toward an Associate Degree or Certificate at Kingsborough Community College.

Emergency Medical Technician (EMT)
Earn up to 6 credits toward an Associate Degree in Paramedics

Health Coach Courses
Earn up to 6 credits toward an Associate Degree in Community Health Worker

Certified Alcohol & Substance Abuse Counselor (CASAC)
Earn up to 9 credits toward a Certificate in CASAC

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.
EMERGENCY MEDICAL TECHNICIAN
& PARAMEDIC PROGRAM

RTP 75 - EMT Original $995
Mon, Tues, Thurs / Jan 11 - May 20 / 6pm-10pm
*With a NYS DOH voucher, you pay only $60 (for mandatory CPR renewal)
This course will prepare you to take the New York State Emergency Medical Technician (EMT) examination. As a NYS EMT, you can work or volunteer anywhere in New York State. You will learn basic life-saving techniques such as, but not limited to: scene safety, patient assessment, management of fractures, bleeding control, movement of patients, and oxygen administration. Becoming an EMT is a requirement if you are planning to become a paramedic.

Materials fee: $45
Applicants must possess a High School Diploma/Equivalent, be able to read and write English, be at least 18 years of age prior to the last day of the month he/she is scheduled to take the written certification exam and pass a pre-registration screening placement exam.
Upon successful completion we offer the National Registry of EMT exams.
Note: A payment plan is available for this course. Please contact Patti D’Agosta at PDAgosta@kbcc.cuny.edu 718 368-5050 for more information.

RTP 74 - Paramedic Challenge Refresher $760
To be offered in the Summer 2021 semester.

RTP 73 - Paramedic Certificate $9,500
To be offered Fall 2021 – Summer 2022

RTP 40 – Basic Life Support $55 + $20 Text book fee
(see page 8 for details.)

“The program and instructors were great! Their lectures emphasized the critical things you need to know while you’re out in the field. Overall great experience and now I feel confident I can work as an EMT and help my community.”

RTP 55 - EMT Refresher $625
To be offered in the Fall 2021 semester.

RTP 40 – Basic Life Support $55 + $20 Text book fee
(see page 8 for details.)

For more information and next schedule of classes:
Contact Dean Christine Beckner at CBeckner@kbcc.cuny.edu

HEALTH COACH

COH 1600/HPE 1200 Health Coach $995 (Payment plan available)
This is a 2 part Certificate program. The program will use a combination of synchronous and asynchronous methods for instruction. Students can earn up to 6 credits upon completion of this program.

Part I Patient Engagement
Students will have acquired skills to educate, engage, and support individual patients to improve the patient’s health outcomes.

Part II Concepts of Wellness
This fundamental course covers a broad spectrum of health-related topics to make students aware of the causes of mental and physical illnesses and their prevention, and demonstrates how lifestyle, perceptions and decisions affect health.

For more information and next schedule of classes:
Contact Dean Christine Beckner at CBeckner@kbcc.cuny.edu

For more information on payment plans:
Contact Patti D’Agosta at PDAgosta@kbcc.cuny.edu
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 $395
Tues & Thur / Jan 12 - March 18 / 6:45pm-9:45pm
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 2/25 and is included in the above tuition cost.

CTF 06 Paralegal II $325
Mon & Wed / Jan 11 - March 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

VTP 36 Preparation for Notary Public $75
Thurs / Feb 25 / 6:45pm-9:45 pm
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.

"My professor made everything, even the most challenging assignments, easy to remember by taking all the time necessary to help me understand the classwork, reading, and vocabulary."

ACCOUNTING

CTF 50 - Accounting Fundamentals $325
Mon & Wed / Jan 11 - March 24 / 6pm-10pm
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 $325
6 Weeks Access / 24 Course Hrs.
Various start dates.
(Instructor-Led or Self-paced)
Take control of accounting for your business. This course provides hands-on experience in QuickBooks 2019 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. Both CTF 51 & 52 are required along with CTF 50 to earn a completion certificate in Accounting.

CTF 52 - Tax Preparer
Dates & additional info to come.
Call 718-368-5052 for more information.
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 TurboTax™ software.
**GRAPHIC DESIGN**

**RCL 83 - Graphic Design $125**  
**Wed / Jan 13 - March 3 / 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.

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**ENERGY INDUSTRY FUNDAMENTALS**

**CTF 133 - Energy Industry Fundamentals $695**  
**Mon & Thurs / Jan 11 - March 11 / 6pm-8:30pm**

Energy Industry Fundamentals 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. This is a comprehensive 40 hour program.

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**CULINARY ARTS**

**RTP 36 - NYC Food Handler Test $125**  
**Tues, Wed, Thur / Feb 23 - March 3 / 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 once the Department of Health resumes testing. The exam will be administered off campus on a weekday by the NYC DOH at their NY City location. This certification does not expire.

**Testing fee: $35 per person**

**RTP 39 - Food Service Management Program**  
**Call 718-368-5052 for more information.**

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.
METAGENOMICS AND LARGE DATA SETS ANALYSIS

CTF 125 Metagenomics Discovery Challenge $325
Jan 14 – Feb 25
Informational Open House Jan 14, 1pm-3pm (Online)
This course is conducted asynchronously. Thus, student participants must budget 10 hours per week for this course. For more information, please contact Professor Dr. Dmitry Brogun at, Dmitry.Brogun@kbcc.cuny.edu.
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.

VETERINARY ASSISTANT

CTF 15 - Veterinary Assistant I $325
Tues & Thur / Jan 12 - March 18 / 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 $325
Mon & Wed / Jan 11 - March 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 students experience and course academics.

“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!”

Page 15
VSE 21 - Recognize/Report Child Abuse $75
Saturday / Feb 20 / 9:30am-12:00pm
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. 
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 22 - School Violence Prevention and Intervention $75
Saturday / Feb 20 / 1pm-3:30pm
Learn the dynamics of aggressive behavior in children and the tools to avoid them becoming victims of such behavior. This is the NY State required workshop for all who work with children. Certificate of Completion awarded.
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. Late students will be denied successful completion of learning hours.

VSE 50 - Dignity for All Students Act $125
Saturday / Feb 27 / 9:30am-4:00pm
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.
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. Late students will be denied successful completion of learning hours.

WORKSHOPS FOR ONLINE PLATFORMS

VSE 75 - Zoom Workshop $20
Mon / Feb 15 or March 15 / 6pm-8pm
This interactive workshop is designed for presenters and teachers. Topics to be covered will include but are not limited to learning the use of various chat features and class management tools. Learn how to use the simple white board, how to share the screen and more. There will be time for Q & A. Certificate of Completion awarded.

VSE 76 - Google Classroom Workshop $20
Tues / Feb 16 or March 16 / 6pm-8pm
This interactive workshop is designed for presenters and teachers. Explore the features in Google Meet to assist with classroom management. Learn how to assist students/parents with joining the classroom that was created, how to use Google Meet and present a lesson, and how to create an organized classroom for all grades. In addition, learn how to use Google slides, how to transfer smartboard lessons into Google slides, and how to use the features of Google slides when creating an engaging lesson. Certificate of Completion awarded.
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 for more information or Call 718 368-5050 for more information.

VTT 23 - 30-Hour OSHA Construction $300
Tues-Wed-Thur / Feb 2 - Feb 11 / 5pm – 10pm

VTT 24 - 10-Hour Site Safety Training- $125
Mon & Tues / Feb 22 - Feb 23 / 5pm - 10pm
10 Hours SST includes:
- 2-Hour Drug & Alcohol Awareness
- 8-Hour Fall Prevention

VTT 26 - Site Safety Supervisor $300
Mon-Thur / March 1 - March 11 / 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
Tues / Jan 26 / 6pm – 10pm

SECURITY GUARD TRAINING

CTF 170 - Security Guard Training $550
Mon - Fri / Feb 25 - March 5 / 9am-4pm

Kingsborough Community College in collaboration with Metro Placements Inc. is offering this Security Guard Training Program.

The Security Guard Training will consist of the following courses:
- 8 Hour: Pre-Assignment Training
- 16 Hour: On The Job Training (OJT)
- 30 Hour: OSHA 30
- 4 Hour: Certificate of Fitness Fire Guard
- 2 Hours of Job Readiness Workshop

In addition students will receive:
- One-on-one session with a career coach which will determine student’s career path and requirements.
- A career expert will look over the student’s resume and make any needed changes.
- Students who complete the program will be scheduled for job interviews.

Online Course Refund Policy
If we cancel your class: A full refund will be processed.
If you drop/withdraw from a class: No refunds will be issued after a class has begun.
*If you drop a class at least two days before the class begins, a refund will be issued, minus a $30 processing fee.
*Refund requests should be in writing and emailed to: Continuing Education (conted@kbcc.cuny.edu) at least two days before the class begins.
Transfer policy: No transfers after the second class session.
BUSINESS

VBM 105 - Business Writing and Grammar - $100
Thurs / Jan 28 - March 18 / 7pm-9pm
Improve your skills and develop clear and effective writing techniques necessary to succeed in today's business environment.

RCL 74 - Business Computing - $325
Mon & Wed / Jan 11 - March 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.

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or call 718-368-5189
HEALTH & WELLNESS

NHB 135 - Cooking with Spices $40
Tues / March 2 / 5:15pm-7:15pm
Learn how to incorporate everyday spices to add flavor and improve health. Students will discuss spice families and learn how to create spice blends and how to use them. This informative course will focus on various spices and flavors including Indian, Latin, Japanese, Middle Eastern and more!

WRITING

NHB 97 - Write a Play $100
Thurs / Jan 14 - March 4 / 6:30pm-8:30pm
Have a story you've always wanted to write? Learn Playwriting! This class offers clear, step-by-step guidance in the basics: character, conflict and structure, setting, dialogue and formatting. You will be guided through the process of writing a play from start to finish. Whether you seek to write one-acts or full-length plays, this class will give you the tools to go forward on your writing journey. This course is for writers of all levels looking to learn the basics of writing for the stage.

FOREIGN LANGUAGE

NLA 31 - CONVERSATIONAL ITALIAN I $100
Wed / Jan 13 - March 3 / 6:30pm-8:30pm
Increase your ability to converse with co-workers, colleagues, or neighbors.

NLA 60 - CONVERSATIONAL SPANISH I $100
Tues / Jan 12 - March 12 / 6:30pm-8:30pm
Increase your ability to converse with co-workers, colleagues, or neighbors.

Want to learn a language you don't see offered here? Then, check out KCC on Ed2Go, where have a wide range of foreign language courses offered entirely online and led by expert instructors! Our online courses are affordable, fun, fast, convenient, and designed just for you.

Ready to explore our Ed2Go catalog? Click here!

Online Course Refund Policy
If we cancel your class: A full refund will be processed.
If you drop/withdraw from a class: No refunds will be issued after a class has begun.
*Refund requests should be in writing and emailed to: Continuing Education (conted@kbcc.cuny.edu) at least two days before the class begins.
Transfer policy: No transfers after the second class session.
COM 42 - Arthritis Workout $80
Wed / Feb 3 - March 24 / 10am-11am
Gentle and full body exercises in and out of the chair for your joints and muscles to increase their range of motion and decrease pain. Have a set of 2 to 3 lb hand weights and wear sneakers.

COM 54 - Refresh Your Health Holistically $50
Mon / Feb 1 - March 15 / 1:30pm-2:30pm
Holistic Health Approaches or how to improve your health through natural alternative methods! These will include the everyday uses of essential oils known as aromatherapy, gentle movement practices to improve vitality and well-being such as Qigong and Tai Chi, energetic healing approaches called Touch for Health, Vitaflex and Reiki, guided yoga meditation practices and understanding naturopathic wellness principles. Participants need no prior training or experience nor need for any materials such as yoga mats. Gentle movements will be of the sitting and standing variety. No class 2/15.

COM 79 - Strong, Youthful & Beautiful! Chair Yoga with Reiki $50
Thurs / Feb 25 - March 25 / 10:30am-12pm
Increase and deepen the healing benefits of Chair Yoga (seated and standing postures; breathing practices and meditation/relaxation) with REIKI (Universal Energy). Develop your own personal practice of Chair Yoga; Learn how to give yourself healing REIKI to open Energy channels as you practice seated and standing postures. Wear comfortable clothing and flat shoes/ sneakers.

COM 92 - Osteoporosis Workout $80
Mon / Jan 25 - March 22 / 10am-11am
You’ll do the best exercises for osteoporosis (thinning of the bones) to increase strength and bone density and improve balance skills. Be sure to have 2 lb. ankle/wrist weights and wear sneakers. No class 2/15.

"I just finished the 50+ Holistic Approach to Wellness class, and the instructor was amazing as was the experience overall. Everyone in the class agreed that’s why at the end, we all stood up and clapped!"
COM 109 - Yoga and Pilates $80
Fri / Jan 29 - March 26 / 10am-11am
In this course you will gain flexibility & strength, improve posture and balance and practice mindfulness with this mix of Hatha/Vinyasa Yoga combined with Pilates exercises. Please have a yoga mat. Yoga strap and blocks are optional. Be sure to have 2 lb. ankle/wrist weights and wear sneakers. No class 2/12.

COM 115 - Fun With Hula $50
Tues / Feb 2 - March 23 / 10:00am-11:00am
Let’s have fun wiggling away the waist area with fun Hula Dance steps and then make our bones and muscles stronger using resistant bands and light weights. Have 2 to 3lb weights and resistant bands; wear sneakers and don't forget that water bottle!

COM 118 - Dance Cardio & Toning with Diane $80
Fri / Jan 29 - March 26 / 11:30am-12:30pm
Work up a sweat by dancing up a storm with this fun blend of dance cardio & toning. Easy to follow choreographies are interspersed with toning exercises to get a full body workout! Wear dance sneakers and have hand weights (1-3 lbs) and a resistance band which is optional. No class 2/12.

COM 125- Stress Reduction & Self Healing with Qigong $50
Thurs / Feb 25 - March 25 / 1:00pm – 2:30pm
This course provides an immersion into the joyful world of Qigong. Students will practice simple, yet fun and graceful meditative exercises including the eight brocades and the five animal frolics. Participants will leave each session with a renewed sense of wellness and inner peace. Wear comfortable clothing and flat shoes or sneakers.

COM 126 - Quick and Healthy Dinners $50
Wed / Feb 3 - Feb 24 / 11:30am-12:30 pm
Don't want to slave in the kitchen all day but still want to eat healthy? You can have both. In this four (4) week series you will learn to create quick, easy and healthy plant based meals that will save time and nourish your body.

COM 127- Get Rid of the Bloat with Easy Culinary Recipes $30
Tues / March 2 & 9 / 4pm-5pm
Always feeling bloated and/or sluggish? Learn the steps to balancing your belly while creating simple and delicious recipes to nourish the gut and send you off feeling happier and more energetic.

COMING THIS SPRING:
AGING MASTERY PROGRAM
Tues & Thurs / April 27 - May 27 / Time: TBA
Limited space is available.
Registration starts March 20th Material fee $80 (Material Fee is waived * for residents 50+ yrs of age residing in Brooklyn Council District 43 & Queens Council District 32 ).
Email: Susan.Lavin@Kbcc.cuny.edu
Call for more info 718 368 5079
The Aging Mastery Program®, Classes are led by expert speakers who help participants gain the skills and tools they need to manage their health, remain economically secure, and contribute actively in society. Participants must attend 7 out of 10 sessions in order to graduate.

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WORKFORCE DEVELOPMENT, TRAINING PROGRAMS AND ED2GO

Phone: 718-368-5778   Email: Workforce.Kcc@kbcc.cuny.edu
Blog Site: www.CEWDKBCC.com

CUSTOMIZED CONTRACT TRAINING

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If you are interested in having a course or program delivered for your staff on your worksite or on our campus, please contact us via email at Workforce.Kcc@kbcc.cuny.edu and will be in touch to address your organization’s needs.

JOBS SCHOLARS PROGRAM

FIND THE CAREER THAT’S RIGHT FOR YOU, FOR FREE!

Job Corps is a tuition-free training and education program that connects eligible young men and women, 18-24 years old, with the skills and educational opportunities they need to establish real careers.

At Kingsborough, Job Corps will offer students the opportunity to meet with advisors to discuss their options and what career pathway is right for them! Once enrolled, they will begin a training program to gain the certificate and credentials needed to begin their careers! First cohort to begin March 2021.

Interested in learning more? Call us at 718-368-6690 or email us KCCJob.Corps@kbcc.cuny.edu

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