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.

ACCOUNTING

CTF 50 - Accounting Fundamentals $325
Mon & Wed / Jan 11 - March 24 / 6:45pm-9:45pm
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
Mon & Wed / Jan 11 - March 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 $325
Tues & Thurs / Jan 12 - March 18 / 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 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.
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!”
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 76 - Google Classroom Workshop $20
Mon / Feb 15 or March 15 / 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.

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.

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.

WORKSHOPS FOR ONLINE PLATFORMS
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 your 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.
Please contact Sunny Hau at Sunny.Hau@kbcc.cuny.edu or call 718-368-5189.