Kingsborough’s Healthcare Institute

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 - nationally recognized credentials in the allied health industry.

Healthcare programs currently offered at the Kingsborough Healthcare Institute:

- Clinical Medical Assistant (CCMA)
- Phlebotomy Technician (CPT)
- Pharmacy Technician (CPhT)
- EKG/ECG Technician (CET)
- Medical Billing & Coding Specialist (CBCS)
- Patient Care Technician (PCT) Intensive
- Hemodialysis Technician (CCHT)
- Certified Nurse Aide (CNA) Intensive
- Emergency Medical Technician (EMT)
- Basic, Advanced and Pediatric Life Support (CPR)
- Central Sterile Technician (CST)
- Medication Administration Aide (QMAP)

Registration Begins January 2, 2018
(See page 35 for more details)
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A Message from the Vice President

As a top community college nationally, Kingsborough Community College is deeply committed to providing residents of Brooklyn with varied opportunities for personal growth, educational and career advancement, life-long learning and enrichment.

We hope you take advantage of the exciting continuing education and workforce development offerings in this Winter 2018 catalog and come to our beautiful campus for fun, learning, and personal and professional development.

As our vibrant borough resurges economically with many new businesses and industries growing here, Kingsborough is actively engaging with them to better prepare our residents for present and future jobs.

We are also embarking on a number of strategic initiatives to help reduce the borough’s significant economic disparities across its highly diverse communities by better preparing its residents for middle-income jobs and beyond.

Please join us for a meaningful educational experience that helps you reach your next level of excellence.

Dr. Reza Fakhari
Vice President for Continuing Education, Workforce Development & Strategic Community Partnerships

A Message from the Dean

The Office of Continuing Education at Kingsborough serves the diverse needs of the community with courses designed by learning experts and taught by industry professionals. You can find courses and programs to fit your needs and to help improve yourself, whatever your level of income and current level of education may be.

We make higher education accessible and affordable for all. This is certain to give you an advantage for living and working in today’s demanding economy and job market.

Through the College For Kids program, students can improve their academic skills, and prepare for upcoming tests or have fun learning to swim, playing the piano or learning a new sport.

Thank you for considering Kingsborough in order to advance your skills and education.

Christine Beckner
Dean of Continuing Education
CUNY FATHERHOOD ACADEMY

Kingsborough’s CUNY Fatherhood Academy (CFA) may be just what you’ve been looking for! 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.

The CUNY Fatherhood Academy offers TWO tracks for eligible fathers:

**HSE TRACK (FORMERLY GED) - FATHERS WITHOUT HIGH SCHOOL DIPLOMAS OR GED/TASC**
(SERVING FATHERS UP TO 28 YRS OLD)

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.

**COLLEGE PREP TRACK - FATHERS WITH THEIR HIGH SCHOOL DIPLOMA OR GED/TASC**
(SERVING FATHERS UP TO 30 YRS OLD)

You can apply for a 10 week, 2 days a week program that will prepare you with college readiness, résumé writing, interviewing skills and professional etiquette, as well as job coaching, weekly stipends and internship opportunities.

Both are FREE programs and include:

- Participation in parenting classes
- Personal and career counseling and guidance
- Employment placement and internship opportunities
- Metrocards, incentives and food coupons
- College classes for both tracks

For more information or to apply, call: (718) 368-8784

http://cewkbcc.com/current-programs/cuny-fatherhood-academy/application-sessions/
CAREERS & 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.

Accounting
Administrative Assistant
Business Administration
Center For Emergency Medical Services (EMS)
Child Abuse, Recognizing and Reporting
Construction Industry
Dignity for All Students Act (DASA)
English as a Second Language (ESL)
Event & Meeting Planning
Hair Styling
Healthcare Institute
Interior Design
Make-Up Artist
Natural Gas Technician
Occupational Safety & Health Administration (OSHA)
Notary Public
Paralegal
School Violence Prevention
Simulation Center for Emergency Care and the Health Sciences
Veterinary Assistant
GENERAL HEALTHCARE

NHA Certification Exams

National Healthcareer Association (NHA), the designated organization for determining certification standards for healthcare professionals, offers current healthcare workers, union members, and graduates who successfully complete one of the following approved training programs, the opportunity to demonstrate proficiency in their field. The costs of the NHA certification exams are eligible for VA reimbursement and NHA certification is recognized by 1199/SEIU.

For more information: Contact Kingsborough’s Healthcare Institute at 718-368-5359 between the hours of 3-9pm, Monday through Thursday and 9am-1pm on Saturday.

Important: For entry into any healthcare program, students must have a high school diploma (or equivalent) and level 8 ESL proficiency. The passing grade for all certificate healthcare courses is a C (74-76%). Basic Life Support (BLS) Certification must be issued by the American Heart Association.

Textbooks are required for most healthcare courses and are not included in the course fees. All books are available for purchase at the Campus Bookstore (U101). Limited textbook rentals are also available. For prices and hours, contact the Bookstore at 718-368-5500.

Refer to pages 7, 8, and 9 for descriptions and schedules of the required courses below.

**Clinical Medical Assistant (CCMA)**

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. (367 clock hrs)

- **CTF 20** Anatomy and Physiology
- **RTP 40** Basic Life Support for Healthcare Providers (BLS HCP)
- **CTF 87** Basic Patient Care Skills and Medical Law
- **CTF 88** Diagnostic Tests
- **CTF 89** Certified Electronic Health Records Specialist (CEHRS)
- **CTF 90** EKG/ECG Technician
- **CTF 91** Phlebotomy Procedures

**Phlebotomy Technician (CPT)**

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 hrs)

- **CTF 20** Anatomy and Physiology
- **CTF 91** Phlebotomy Procedures
- **RTP 40** Basic Life Support for Healthcare Providers (BLS HCP)

**Medical Billing & Coding Specialist (CBCS)**

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 & Coding Specialist. (180 clock hrs)

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

**Pharmacy Technician (CPhT)**

Become a certified Pharmacy Technician familiar with medical and drug terminology, and understand the laws and ethics relating to the pharmaceutical profession. Students must sign an Assumption of Risk. (120 clock hrs)

- **CTF 41** Medical Terminology and Pharmaceutical Calculations
- **CTF 42** Concepts of Pharmacology

**EKG/ECG Technician (CET)**

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 hrs)

- **CTF 20** Anatomy and Physiology
- **CTF 90** EKG/ECG Technician
- **RTP 40** Basic Life Support for Healthcare Providers (BLS HCP)

**Important:**

Students must have a high school diploma (or equivalent) and level 8 ESL proficiency. The passing grade for all certificate healthcare courses is a C (74-76%). Basic Life Support (BLS) Certification must be issued by the American Heart Association. Textbooks are required for most healthcare courses and are not included in the course fees. All books are available for purchase at the Campus Bookstore (U101). Limited textbook rentals are also available. For prices and hours, contact the Bookstore at 718-368-5500.

Refer to pages 7, 8, and 9 for descriptions and schedules of the required courses below.
GENERAL HEALTHCARE

**Hemodialysis Technician (CCHT)**
With a rise in chronic disease, more people will need dialysis treatments by trained professionals. This program taught in partnership with Dialysis4Career provides comprehensive theory and hands-on clinical training to become a Dialysis Technician, equipped with skills necessary to save the lives of patients living with End-Stage Renal Disease (ESRD). (100 clock hrs)

**Patient Care Technician Intensive (PCT)**
This new intensive course teaches students technical skills necessary to work alongside doctors, nurses and other healthcare professionals providing care to patients in hospitals, doctors’ offices and nursing homes. Students are trained to perform basic bedside care, collect laboratory specimens, draw blood and perform electrocardiograms (EKGs) geared for inpatient settings. (135 clock hours)

**Medication Administration Aide (QMAP)**
This program prepares students to become a Qualified Medication Administration Person (QMAP). Upon completion, students will receive a completion certificate and are prepared to sit for certification exam if required by the state. Courses are designed to teach students to safely administer medications in settings such as nursing homes, adult day care centers and residential childcare facilities (127 hours)

**REGISTER ONLINE TODAY AT:**
www.kbcc.cuny.edu/continuinged
It’s easy! It’s fast! It’s convenient!

**Certified Nurse Aide (CNA) 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)

**REGISTER ONLINE TODAY AT:**
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It’s easy! It’s fast! It’s convenient!
GENERAL HEALTHCARE

CTF 20
Anatomy and Physiology (T) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29 OR
Sat 9am-3:30pm
Jan 20-Mar 24
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 Basic Patient Care Skills and Medical Law, CTF 90 EKG/ECG Technician and CTF 91 Phlebotomy Procedures.

CTF 21
Foundations for Medication Administration Aides (T) $325
MonWed 6:40-9:50pm
Jan 17-Mar 28
Prepares students to function effectively administering medications and assisting with self-administration. Notable topics: delegation of nursing tasks, identifying medication terminology and abbreviations, drug classes, recognizing medication purposes and effects.

CTF 22
Practical Applications for Medication Administration Aides (T) $325
To be offered Spring 2018
Students receive practical skills training with assisting residents in self or direct administration of various locations and inhalation preparations.
Prerequisite: CTF 21 Foundations for Medication Administration Aides

CTF 25
Introduction to Terminology and Insurance (T) $325
MonWed 6:40-9:50pm
Jan 17-Mar 28 OR
Sat 9am-3:30pm
Jan 20-Mar 24
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 systems, and an introduction to health insurance.

CTF 26
Procedures and Coding (CPT and ICD-10-CM) (T) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29 OR
Sat 9am-3:30pm
Jan 20-Mar 24
This course covers CPT, 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 (T) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29 OR
Sat 9am-3:30pm
Jan 20-Mar 24
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.

CTF 28
Basic Patient Care Skills and Medical Law (T) $325
MonWed 6:40-9:50m
Jan 17-Mar 28 OR
Sun 9am-3:30pm
Jan 21-Mar 25
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. Also covered: Patient’s Bill of Rights, advanced directive, and scope of practice issues.
Prerequisite: CTF 20 Anatomy & Physiology.
Materials fee: $30
White lab coat required. Available for purchase at the Campus Bookstore.

CTF 41
Medical Terminology and Pharmaceutical Calculations (T) $325
MonWed 6:40-9:50pm
Jan 17-Mar 28
Learn medical and pharmaceutical terminology and how to identify drug-related problems. Learn how to interpret and process drug prescriptions and develop proficiency with basic skills in determining accurate drug calculations.

CTF 42
Concepts of Pharmacology (T) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29 OR
Sat 9am-3:30pm
Jan 20-Mar 24
Discover how pharmacology relates to our anatomical system and the actions of various drugs and their subsequent disorders. Become familiar with parenteral solutions and the special handling of chemotherapeutic drugs.
Prerequisite: CTF 41 Medical Terminology and Pharmaceutical Calculations, and basic computer skills. Students must sign an Assumption of Risk.
Materials fee: $35. White lab coat required (purchased separately) not included in materials fee.

CTF 78/79
CNA Intensive (T) $750
MonTueWedThu 6-10pm
Jan 29-Mar 27
32-hours of clinical experience will be conducted during early afternoon and evening hours.
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.
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.
Materials fee: $40

All course titles with a (T) require a textbook.
CTF 88  
Diagnostic Tests (T) $325  
MonWed 6:40-9:50pm  
Jan 17-Mar 28  
This course will help you understand the importance of maintaining a sterile environment when preparing for minor surgical procedures. You will learn how to collect specimens, perform simple measurements and tests, and acquire knowledge of prescription and non-prescription medications. In addition, the computer component will teach you to use electronic records in a medical practice.  
Prerequisite: CTF 87 Basic Patient Skills and Medical Law.  
Materials fee: $30  
White lab coat required. Available for purchase at the Campus Bookstore.  

CTF 89  
Certified Electronic Health Records Specialist (T) $575  
MonWed 6:40-9:50pm  
Jan 17-Mar 28 OR  
Sun 9am-3:30pm  
Jan 21-Mar 25  
Using Electronic Health Records (EHR) software, you will learn the basics of entering health information; Clinical Decision Support Tools, Physician Order Entry Screens, and Electronic Prescribing. You will also learn how to define, formulate and interpret health information from an actual EHR; as well as arrange and create detailed workflows. Time will also be allotted to practice for the NHA CEHRS examination.  
Prerequisites: Computer proficiency (will be assessed) and some experience in office administration.  

CTF 90  
EKG/ECG Technician (T) $325  
MonWed 6:40-9:50pm  
Jan 17-Mar 28 OR  
Sat 9am-3:30pm  
Jan 20-Mar 24  
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  
Materials fee: $30  
White lab coat required. Available for purchase at the Campus Bookstore.  

CTF 91  
Phlebotomy Procedures (T) $325  
TueThur 6:45-9:45pm  
Jan 23-Mar 29 OR  
Sat 9am-3:30pm  
Jan 20-Mar 24  
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. Medical clearance is required.  
Live needle sticks performed. Students must sign an Assumption of Risk.  
Materials fee: $30  
White lab coat required. Available for purchase at the Campus Bookstore.  

CTF 92  
Hemodialysis Technician & Exam Prep (T) $2,210  
Sun 9am-6pm  
Feb 4-May 6  
This course provides comprehensive training to become a Dialysis Technician specialized in kidney care. Learn key topics important for operating dialysis equipment, monitoring patients’ vital signs and providing quality care as needed. You will also submit a clinical review for consideration to participate in an externship - a great introduction to a real-world clinical setting. The final class is a 4-hour session focused on terminology, test-taking skills and tips to successfully pass the CCHT certifying exam.  
Externships are dependent on classroom performance and not guaranteed.  
Textbook, uniform scrubs and exam prep fees are not included in the tuition.  

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www.kbcc.cuny.edu/continuinged  
It’s easy! It’s fast! It’s convenient!  

All course titles with a (T) require a textbook.
### NEW YORK STATE EDUCATION CERTIFICATIONS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>VSE 21</td>
<td>Child Abuse Recognizing and Reporting Child Abuse</td>
<td>$75</td>
<td>Feb 24</td>
<td>Sat 9:30am-12noon</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td></td>
<td>You must present a valid non-expired government photo identification upon arrival to class in order to enter and participate in this course. You must be on time. Late students will be denied entry into class.</td>
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<td></td>
</tr>
</tbody>
</table>

| VSE 22      | School Violence Prevention and Intervention          | $75 | Feb 24        | Sat 1:30pm-3:30pm |
|             | Learn the dynamics of aggressive behavior in children and the tools to help them avoid becoming victims of such behavior. |
|             | You must present valid non-expired government photo identification upon arrival to class in order to enter and participate in this course. You must be on time. Late students will be denied entry into class. |

| VSE 50      | Dignity for All Students Act (DASA) Awareness Training | $125 | Jan 27 OR Feb 23 OR Mar 23 | Sat 9am-3:30pm |
|             | Dignity for All Students Act workshop training on the social patterns of harassment, bullying and discrimination. This is required for all school professionals completing state-registered programs that lead to certification. |
|             | You must present valid non-expired government photo identification upon arrival to class in order to enter and participate in this course. You must be on time. Late students will be denied entry into class. |

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## Kingsborough Community College Customer Experience Management (CXM) Academy

Do you want to combine your pursuit of a college education with the potential for a paid position with a local company that provides the opportunity for career growth and advancement?

Consider applying to Kingsborough Community College and joining the Customer Experience Management (CXM) Academy.

You'll be in a guided pathway to employment with extensive academic and career support and could be afforded the opportunity to work in customer service with one of our committed business/industry partners.

**FOR FURTHER INFORMATION, CONTACT:**

HILLARY STACKPOLE, THE OFFICE OF CONTINUING EDUCATION, WORKFORCE DEVELOPMENT AND STRATEGIC COMMUNITY PARTNERSHIPS | KINGSBOROUGH COMMUNITY COLLEGE
718. 368. 5041 | HILLARY.STACKPOLE@KBCC.CUNY.EDU | ROOM A214
The Kingsborough Simulation Center for Emergency Care and the Health Sciences

KINGSBOROUGH COMMUNITY COLLEGE, IN COLLABORATION WITH ITS OFFICE OF CONTINUING EDUCATION is a recognized American Heart Association (AHA) training site.

We offer AHA courses for healthcare personnel such as, but not limited to, paramedics, EMTs, nurses, surgical technologists, physician assistants, certified nurse aides, physicians and dentists. All of our instructors credentialed by the AHA, are seasoned professionals, and have been carefully selected to provide instruction and proficiency in these areas.

The course fees include: Tuition, books, and certification card (if successful). A $25 non-refundable registration fee will be added to the cost of each course.

Students are responsible for studying the required textbook prior to class. Information for obtaining the textbook will be given upon registration.

Upon successful completion of any of these three programs, you will receive an AHA issued, course completion card valid for two years.

For more information or to register, call 718-368-5050.

Kingsborough Center For Emergency Medical Services (EMS)

RTP 76
Emergency Medical Technician Challenge Refresher $395*
Call for schedule
This course will prepare you to recertify for the NYS DOH EMT examination. It will review all areas that will be tested on the exam including the most recent national standards. CPR renewal is mandatory. You will be allowed to challenge the practical and written portions of the course. You will only be required to attend those sections which you do not pass.
*With a NYS DOH voucher, you pay only $60 (for mandatory CPR renewal)

RTP 40
Basic Life Support for Healthcare Providers (BLS HCP) (T)
Thursday
Original 9am-5pm or $75
Renewal 9am-1pm $35
Jan 4 OR
Feb 1 OR
Mar 1 OR
Apr 5 OR
Sunday
Original 9am-5pm or $75
Renewal 9am-1pm $35
Jan 7 OR
Feb 4 OR
Mar 4 OR
Apr 8
This highly interactive 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 (CPR) and automatic external defibrillator (AED) use.

RTP 74
Paramedic Challenge Refresher $760*
Call for schedule
This course will prepare you to recertify for the NYS DOH Paramedic examination. It will review all areas that will be tested on the exam. CPR renewal is mandatory as per NYS DOH. You will be allowed to challenge the practical and written portions of the course. You will only be required to attend those sections which you do not pass plus any other mandatory classes.
*With a NYS DOH voucher, you pay only $60 (for mandatory CPR renewal)

For more information call 718-368-6720

American Heart Association

Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.
CERTIFICATE PROGRAMS

Construction Industry

**CTF 100**
Principles of Sub-Contractor (Trade) Estimating  **$100**
Wed 6-10pm
Feb 28 & Mar 7
This course provides insider’s insight into the complex world of Sub-Contractor Estimating (a.k.a Trade) for commercial construction. Taken from a generic perspective, this all-important aspect of the design/construction process comes to life with real-world examples and experiences that are easy to understand and universally applicable to all the many disciplines of the sub-contracting industry.

**CTF 101**
Basic Blueprint Reading  **$100**
Wed 6-10pm
Mar 14 & 21
This workshop examines the process by which construction documents, a two-dimensional medium, are used to create the three-dimensional reality that is the built environment. This course will include real-world examples and insights into the process by which the written and graphic information contained in the construction documents is interpreted correctly. This includes the processes of: familiarization, referencing, schematic schedules/diagrams, receiving/recording the Construction Documents, organization of the Construction Documents, general disciplines, types of drawings, specifications, purpose of revisions and addenda, symbols and abbreviations, dimensions, interpretation, scaling of drawings, identifying errors and omissions, RFIs (Request for Information), contractual requirements/obligations etc. As proficiency grows, learning to “read between the lines” of a set of design drawings will also be discussed. An online tutorial exercise will provide a summation of the knowledge gained.

**Occupational Safety & Health Administration (OSHA)**

CTF 110
OSHA 10-Hour
General Industry  **NEW!**  **$155**
Fri 3-8pm
Feb 16 & 23
This training can help better health and safety initiatives in the manufacturing, healthcare, warehouse, distribution, retail, and other general industries. Developed using regulatory standards as a guide. It is packed with modules that highlight how to recognize and reduce the risks associated with general industry operations.

CTF 111
OSHA 10-Hour
Construction  **NEW!**  **$155**
Fri 3-8pm
Mar 2 & 9 OR
Sun 10am-3pm
Mar 18 & 25
This course is designed for construction, building development, repairs/alterations and other fields. That’s why we’ve built our comprehensive course for safety directors, safety specialists, construction foremen, engineers, project managers, field supervisors and more.

CTF 112
OSHA 30-Hour
General Industry  **NEW!**  **$435**
TueWedThursFri 1-9pm
Feb 20-23
This OSHA course has more specific orientation to occupational safety and health for workers and supervisors who are covered by OSHA 29 CFR 1910.

CTF 113
OSHA 30-Hour
Construction  **NEW!**  **$435**
MonTueWedThurs 1-9pm
Mar 5-8
Construction industry workers and supervisors, oversight and safety responsibilities can’t afford to be caught off-guard especially when more lives are at stake.

**Natural Gas Technician Certificate Program**

Kingsborough has partnered with National Grid to offer a Natural Gas Technician Certificate Program. Training will take place at the following off-site location:

**National Grid Springfield Learning Center**
127-11 Farmers Blvd.
Jamaica, NY 11434

**CTF 120**
Natural Gas Technician (T)  **NEW!**  **$1250**
TueThurs 6-9pm
*Feb 6-May 3 AND
Sat 8am-2:30pm
*Mar 3, Apr 14 & May 5
*No classes Apr 3 & 5

This 12-week program serves as an introduction to the Gas industry and will expose you to the job tasks, work methods and safety practices utilized by various workforce positions in gas construction, maintenance, and customer service.

Note: Space is limited to 12 participants. Successful completion of this program guarantees an employment interview.

Eligibility Requirements:
- Must be at least 18 years old
- High School diploma or GED
- Valid driver’s license

Application & Required Documentation:
- Gas Technician Certificate Application form, including related work experience (i.e. construction, plumbing, HVAC, etc.)
- Copy of High School diploma or GED
- Copy of valid driver’s license
- Medical History and Physical Report
- Signed Agreement and Release of Claims form

Program Pre-Entry Testing Requirements:
- Aptitude Test (written exam)
- Pre-Entry Physical Assessment

Note: Only applicants that pass the Aptitude Test will be scheduled for the Pre-Entry Physical Assessment

To apply, call 718 368-5050. Applications accepted now through Monday January 8.

This program is not available under our Veterans Program offerings.

All course titles with a (T) require a textbook.
Accounting Certificate

Please note: This will not qualify you to become a CPA (Certified Public Accountant).

CTF 50
Accounting Fundamentals (T) $325
MonWed 6:40-9:50pm
Jan 17-Mar 28 OR
Sat 9am-3:30pm
Jan 20-Mar 24
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 50O
Accounting Fundamentals Online (T) NEW! $325
MonWed
Jan 17-Mar 28
See description above
Prerequisite: Must have access to a computer and internet.

CTF 51
QuickBooks Pro™ for Accountants (T) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29
Learn the basics of creating sales and invoices, setting up payroll accounts, performing end-of-month duties, and preparing reports.
Note: It is recommended that students bring a Flash Drive or other portable data transport device.

CTF 52
Tax Preparer (T) $325
MonWed 6:40-9:50pm
Jan 17-Mar 28
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.
Note: It is recommended that students bring a Flash Drive or other portable data transport device.

Paralegal Certificate

CTF 06
Practical Paralegal I & Notary Public (T) $400
TueThur 6:45-9:45pm
Jan 23-Mar 29
This course is an introduction to the practical aspects of being a paralegal including filing, legal proofreading, legal draftingmanship, legal research, and other office skills.
There is a mandatory Notary Public session on Tuesday, Feb 27, 2018 and is included in the above tuition cost.

CTF 06
Practical Paralegal II Certificate $325
MonWed 6:40-9:50pm
Jan 17-Mar 28
This course deals with the computer and the essential part it plays in paralegal training. Topics include: computer legal research, legal keyboarding, 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.

CTF 06O
Practical Paralegal II Online $325
MonWed
Jan 17-Mar 28
See description above
Prerequisite: CTF05 and computer and internet access.
Materials fee: $75

All course titles with a (T) require a textbook.

Notary Public

VTP 36
Preparation for Notary Public $75
Tue 6:45-9:45pm
Feb 27
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.

Event & Meeting Planning Certificate

Many individuals and businesses are recognizing the importance of hiring event planning professionals to plan and execute special events.

CTF 07
Event & Meeting Planning I (T) $325
MonWed 6:40-9:50pm
Jan 17-Mar 28
This course will cover vital aspects of the business from the fundamentals and business planning, to contracts and risk management. A variety of events will be covered including: weddings, special events, fundraisers, trade shows and green meetings.

CTF 08
Event & Meeting Planning II $240
Tue 6:45-9:45pm
Jan 23-Mar 27
Students will develop and enhance their event planning skills through multiple projects involving planning and design. Students will be challenged to see “the big picture” of their event as well as the importance of covering all the details.
Prerequisite: CTF 07 Event & Meeting Planning I.

Veterans Program

Veterans, you may take one Vocational Training Program at no cost. You must pay for material fees, books, uniforms and exam fees associated with the program of study undertaken. Additional program fees apply for the following programs:
CTF89 & CTF92
Call 718-368-5050 for more information and pre-qualification.
CERTIFICATE PROGRAMS

Administrative Assistant Certificate

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

CTF 46
Business Communication and Office Management (T) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29
Communicate more effectively through letters, memoranda and reports. Acquire the skills necessary to keep your supervisor organized, on time and on track. You will learn how to handle challenges, improve your listening skills and manage an office effectively.

CTF 47
Business Computing $325
MonWed 6:40-9:50pm
Jan 17-Mar 28 OR
Sun 9am-3:30pm
Jan 21-Mar 25
This course offers a basic overview of the 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. Students may be required to take RCL 39 Getting Started With Computers, as a prerequisite.

Veterinary Assistant Certificate

CTF 15
Veterinary Assistant I (T) $325
MonWed 6:40-9:50pm
Jan 17-Mar 28
Part one of a two-course series designed to prepare you for a career in animal care. Course will include veterinary terminology, medical and surgical procedures, office administrative 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 (T) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29
This 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: 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.

Business Administration Certificate

CTF 46
Business Communication and Office Management (T) $325
TueThur 6:45-9:45pm
Jan 23-Mar 29
Communicate more effectively through letters, memoranda and reports. Acquire the skills necessary to keep your supervisor organized, on time and on track. You will learn how to handle challenges, improve your listening skills and manage an office effectively.

CTF 47
Business Computing $325
MonWed 6:40-9:50pm
Jan 17-Mar 28 OR
Sun 9am-3:30pm
Jan 21-Mar 25
This course offers a basic overview of the Microsoft Office™ (Word™, Excel™ and PowerPoint™) and the applications that businesses expect workers to know. Prerequisite: A computer skills test will be administered at the first class session to assess proficiency. Students may be required to take RCL 39 Getting Started With Computers, as a prerequisite.

CTF 48
Business Writing & Grammar $200
Wed 7-9pm
Jan 24-Mar 28 OR
Sat 12:30-2:30pm
Jan 20-Mar 24
Improve your skills and develop clear and effective writing techniques necessary to succeed in today’s business environment.

All course titles with a (T) require a textbook.
CERTIFICATE PROGRAMS

Make-Up Artist Certificate

Make-up artists become experts in the use of the latest beauty products, and use them to dramatically improve their clients’ natural appearances.

CTF 10
Breaking Into the Make-Up Artist Industry $240
Wed 6:45-9:45pm
Jan 24-Mar 28 OR
Sun 10am-1pm
Jan 21-Mar 25
Explore the inner workings of the Make-up Artist industry. Learn make-up history, the beauty business and make-up artistry techniques that will help shape a career within this industry. This is a course for novices and beyond.
A list of materials required will be provided.

CTF 11
Make-Up Applications for the Industry $240
Tue 6:45-9:45pm
Jan 23-Mar 27 OR
Sun 2-5pm
Jan 21-Mar 25
Learn and practice professional make-up artistry techniques to develop the necessary skills the industry demands.
Prerequisite: CTF 10 Breaking Into the Make-Up Artist Industry.
Materials fee: $200 for tool and supply usage for each student. These tools are used while class is in session only. Tools provided enable all students to use professional-grade quality products at make-up stations in a clean and hygienic environment.
Note: Please bring all materials obtained from CTF 10 with you to this course.

Hair Styling Certificate

CTF 13
Hair Styling $290
Mon 6:15-10pm
Jan 22-Mar 26
Learn styling techniques, twists and buns. This course will also cover up-dos, down styles, period styles, and more.
Materials fee: $60
You will be required to purchase a basic mannequin head. Instructions will be provided during the first class session. This class is a great add-on for Make-Up Artistry certificate program graduates.

Interior Design Certificate

Whether you are considering a career in the Interior Design field or just want to learn how to create a magazine-worthy home, this two-part course offers hands-on learning from field professionals.

CTF 02
Interior Design: Basic Principles $325
TueThur 6:45-9:45pm
Jan 23-Mar 29
Learn the basics of interior design through color theory, lighting, window treatments, furniture styles and storage. Explore wall treatments, color and fabric coordination and using light as a layering tool while learning how to turn a concept into a beautiful and cohesive reality.

CTF 03
Interior Design: Drafting Principles and the Industry $240
Mon 6:45-9:45pm
Jan 22-Mar 26
Through an understanding of spatial enhancement, you will learn how to create floor plans, sections and elevations using drafting tools. Attain skills to define a space through surveying, line weights, scale and dimensions. You will also gain knowledge of interior designers’ business practices by examining industry standards, professional requirements, client-relationships, custom orders, contracts, generating estimates and more. A list of materials required will be provided.
Prerequisite: CTF02 Interior Design: Basic Principles.
Note: Additional learning hours will be provided via blackboard.
Kingsborough English Language Institute (KELI)

**English as a Second Language (ESL)**

Full-Time Day Intensive: 250 hours of instruction.

**ESL 70**
Full-Time Intensive ESL (T) $975
Mon-Fri 9am-2pm
Jan 10-Mar 23

Benefits include:
- Customized class placement
- 25 hours per week, for 10 weeks
- 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. Registration for this course is ongoing from Nov 20, Mon-Thur, in Room T231, 9am sharp.

**ESL 70 Schedule/Tuition for 2018/2019**

- **Spring 2018**: $975
  - Apr 10-June 19, Mon-Fri 9am-2pm
- **Summer 2018**: $570
  - July 2-Aug 13, Mon-Thur 9am-3pm
- **Fall 2018**: $1125
  - Sept 17-Dec 14, Mon-Fri 9am-2pm
- **Winter 2019**: $975
  - Jan 9-March 22, Mon-Fri 9am-2pm

**ESL Evening/Weekend Courses**

This part-time English as a Second Language (ESL) program provides nine (9) levels of proficiency. Register and complete three terms of English as a Second Language in our weekend program and earn a certificate.

**ESL 00**
English as a Second Language (T) $200
MonWed 6:45-9:45pm
*Jan 17-Mar 28 OR
TueThur 6:45-9:45pm
*Jan 16-Mar 22
*Jan 16 and 17 will be for testing only.
Class sessions begin on Jan 18 and 22.

- Placement in classes at the level needed
- Qualified and experienced instructors
- Practice in listening and speaking, as well as reading and writing
- Three (3) hours of computer instruction (Level 3-8)
- Interesting instructional content designed for all adults

**ESL 00S**
English as a Second Language (T) $150
Sat 10am-12pm
Jan 20-Mar 24

For those who cannot attend during the week, we also offer ESL classes on Saturdays and Sundays.

**CUNY Language Immersion Program (CLIP)**

**CLI 02**
CUNY Language Immersion Program $75
Full-Time Day or Evening Intensive
Mon-Fri 8:45am-2:30pm or
Mon-Fri 5pm-10pm
Jan 8-Feb 21

CLIP is designed to help ESL learners prepare for university study, and is only available to students already accepted to a CUNY college, who failed the CUNY Reading or Writing placement test. Please bring the CUNY acceptance letter to registration.

Registration for this class is ongoing, Tuesdays, Dec 5-Jan 2 at 9:00am, or Wednesdays, Dec 6-Jan 3 at 5:00pm in Room T231.
Payment is by money order only.
For information call 718-368-4870

**ESL and Food Handler**

**CCC 135**
Steps to Success Free ESL and Food Handler
For qualified applicants only.
Mon-Wed-Fri 9am-2pm
Jan 17-Apr 13

While targeted to serve ESL learners, this program incorporates ServSafe and NYC Department of Health (DOH) Food Handler certification practices, covering health and safety during hands-on food preparation.
For information call 718-368-4870

**ESL Advanced Courses**

**RWV 07**
Writing for Advanced Non-Native Speakers of English $130
Sat 10am-12pm
Jan 20-Mar 24

Designed for non-native English speakers, this course will help you to improve your writing skills and focus on standard form and style as well as correct grammatical structures.

**RTP 99**
TOEFL: Preparation for the Test of English as a Foreign Language (T) $150
TueThur 7-9:30pm
Jan 30-Mar 22

For graduates of foreign nation’s secondary schools, who wish to apply for admission to colleges and universities, this class will prepare you to sit for the TOEFL exam.

Prerequisite: Minimum Level 8 ESL

**RWV55**
English Conversation $125
Wed 7-9pm
Jan 31-Mar 21

This is an intermediate to advanced course for those who wish to practice their speaking skills. Led by an experienced teacher, you will maximize your speaking time, make short speeches, and take turns leading groups.

For information call 718-368-4870
TEST PREPARATION

Enhance your test-taking skills through drills, review and practice.
Our training provides an edge for students seeking competitive opportunities for admission to college or in earning their TASC™ High School Equivalency diplomas. Our experienced and caring instructors have created learning environments that are designed to reduce anxiety while improving test-taking skills.

CASAC
CUNY Assessment Test Prep (ACT)
High School Equivalency (TASC™)
SAT
TLC License Test Preparation
High School Equivalency (TASC™) Test Assessing Secondary Completion

Every year, HUNDREDS of adults who prepare at Kingsborough earn their HSE diplomas, and many then go on to Kingsborough Community College’s degree programs! One of the best instructional programs to prepare you for the TASC™ exam.

We offer: Exclusive schedules designed to meet your academic needs, individualized counseling, writing workshops, free tutoring, Online assistance.

You must be at least 18 years of age to enroll, and at least 19 years old to take the New York State exam. All students enrolled in the HSE program must pass the Official Assessment Readiness Test before taking the TASC™ exam.

Call 718-368-5188 for more information, unless specified otherwise.

Note: You will need a TI-30XS calculator and TASC™ book, which are available in the KCC Bookstore.

**OPTION A: Full-time Program**

**HSE 70**
Comprehensive High School Equivalency $445
Mon-Fri 9am-2pm
Jan 10-Mar 23

This comprehensive 250-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 practice test, which is required to be eligible to take the NYS TASC™ exam.

Call 718-368-4870 for more information. Registration for this course is ongoing from Nov 20, Mon-Fri, in Room T231.

**OPTION B: Part-time Program (offering instruction in all subtests; Math, Science, Social Studies, Reading & Writing)**

**English**

**HSE 00**
High School Equivalency (T) $300
TueWedThur 6:45pm-9:45pm
*Jan 16-Mar 22
* Jan 16 and 17 will be for testing only. Class sessions begin on Jan 18.

**HSE 00S**
High School Equivalency (T) $175
Sat 10am-3pm
Jan 13-Mar 24 OR
Sun 10am-3pm
Jan 14-Mar 25

**HSE 00H**
Contextualized Healthcare/High School Equivalency (T) $200
TueThur 6:45-9:45pm
Jan 16-Mar 22
You will learn basic knowledge of healthcare issues while preparing for your TASC™ exam. All of your TASC™ exam subject materials will be healthcare related. You will need to take a placement exam to determine eligibility.

Call 718-368-4870, between 9am and 5pm. Registration for this course is ongoing from Nov 20, Mon-Fri, in Room T231.

**Español**

**HSE 00E**
Diploma de Escuela Secundaria en Español (T) $300
Martes y Miércoles y Jueves 6:45-9:45pm
Enero 16-Marzo 22

**HSE 00ES**
Diploma de Escuela Secundaria en Español (T) $175
Sábado 10am-3pm
Enero 13-Marzo 24
Nota: Usted necesitará una calculadora TI-30XS y un libro del TASC™ el cual está disponible en la librería de Kingsborough.
Para más información, llamar a María Mejias al 718-368-5051.

All course titles with a (T) require a textbook.
HIGH SCHOOL EQUIVALENCY (TASC™)/SAT PREP/ACT PREP

High School Equivalency (TASC™) Test Assessing Secondary Completion

OPTION C: Intensive Option (offering instruction in individual subjects)

HSE 41
Math Intensive (T)  NEW!  $200
MonWed 6:40-10pm
Jan 17-Mar 28

HSE 42
Reading & Writing (T)  NEW!  $175
Sat 10am-3pm
Jan 20-Mar 24

HSE 43
Science & Social Studies (T)  NEW!  $200
TueThur 6:45-9:45pm
Jan 16-Mar 22

HSE 44
Math & Science (T)  NEW!  $175
Sun 10am-3pm
Jan 21-Apr 25

Test Preparation

SAT Test-Preparation

RTP 01
SAT Preparation (T)  $300
Sat 9am-2:40pm
Jan 20-Mar 3 OR
Sun 9am-2:40pm
Jan 21-Mar 4
An intensive course for high school students preparing for the Mar 10, 2018 SAT. Certified instructors provide review and practice under simulated test conditions to help prepare students for the NEW 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.

The textbook required for this course is The Official SAT Study Guide (2016 edition) published by the CollegeBoard, ISBN# 9781457304309. It should be brought to all class sessions.

CUNY Assessment Test Preparation (ACT)

RTP 25
Preparation for the CUNY Freshman Skills Assessment Test (ACT) (T)  $150
MonWed 7-9:30pm
Jan 29-Mar 28
The colleges of The City University of New York, as do most other colleges across the country, require entering students to take assessment tests in basic skills: reading, writing, and math. Many adults who lack recent experience with formal testing, score below their “true” skill levels. Enhance your test-taking skills through drill, review, and practice.

Prerequisite: High School or High School Equivalency Diploma.

All course titles with a (T) require a textbook.
NYC Taxi & Limousine Commission Courses

Kingsborough Community College is a NYC Taxi & Limousine Commission (TLC) approved test-preparation and exam site. Call 718-368-5189 or 718-368-4921 for class schedules.

**RTP 78**
**English Language**  
TLC Driver’s License Test Preparation Program  
**$150**  
**Weekdays and Weekends 9am-6pm**  
This course prepares you for the new TLC License examination. Call 718-368-5189 or 718-368-4921 for schedule of classes.  
A separate $25 test fee must be paid by Money Order only, before the exam.

**RTP 78C**  
**Chinese Language**  
TLC 24小时驾驶员教育课程  
**$150**  
进入纽约TLC的士/出租车/电召车行业。TLC规定的24小时驾驶员教育课程让您熟悉TLC法规,纽约地理及行业知识,课后驾驶员必须通过TLC测试。我们的课程提供最好的制备让您有信心进入新的行业。

**RTP 78E**  
**Spanish Language**  
Examen de preparación para la licencia de conducir Taxi  
**$150**  
Disponible días de semana y fines de semana. Este curso lo prepara para el nuevo examen de licencias de TLC.  
Puede llamar al teléfono 718 368-5189 o 718-368-4921 para los horarios disponibles para el examen.Agantel examen, usted debe pagar con un Money Order de $25.00

**RTP 78R**
**Russian Language**  
TLC Водительское Удостоверение Подготовительные курсы  
**$150**  
3 раза в неделю с 9 утра до 6 вечера  
Этот курс подготовит вас к новому экзамену для получения TLC удостоверения

**RTP 31**
**Portable Electronic Device (PED) Course for Taxi & Limo Drivers**  
**$40**  
Prescribed by the New York City TLC, this is a mandatory course for those who have been issued a summons for distracted driving, in violation of the TLC Rule #5414E. This course will provide drivers with the skills necessary to use portable electronic devices while operating a vehicle under the TLC regulations.

**RTP 72**
**Wheelchair Accessible Vehicle (WAV) Training**  
**$75**  
Monday through Friday 6-9pm  
This mandatory three-hour Wheelchair Accessible Vehicle (WAV) training program, is part of their TLC application and license renewal process. It covers Americans with Disabilities Act (ADA) requirements for assisting wheelchair passengers in and out of taxis, as well as the proper use of vehicle access ramps, securing wheelchairs, and passenger lap and shoulder safety belts in a taxi.

The $25 registration fee is waived for all Taxi & Limousine test preparation courses. FREE designated guest parking is available on campus.
PERSONAL ENRICHMENT

50+ Wellness Program
Aging Mastery
Arts, Crafts & Design
Computer Technology
Culinary Arts
Health & Fitness
Languages
Music & Dance
Self Development
Writing

Learning in any form will provide a sense of achievement and commitment. We offer a number of courses that will spice up your week and enrich your life while allowing you to still meet the obligations that come with a busy lifestyle. Relax, dance, paint, get in shape, or simply expand your horizons. We offer a wide range of innovative classes with flexible schedules and small class sizes, all at an affordable cost. Explore your passion or try something new in a friendly, relaxed environment.
Kingsborough is Coming to Communities Near You!

Kingsborough Community College, in partnership with community-based organizations such as Hebrew Educational Society (H.E.S.), Cypress Hills Local Development Corporation, Bay Ridge Senior Center and Brooklyn Public Library, is launching education programs throughout Brooklyn. Locations include H.E.S. in Canarsie, Franklin K. Lane Educational Campus in Cypress Hills and Brooklyn Public Library Branches throughout the Borough.

We will be offering programs such as English as a Second Language, Test Preparation (TASC, SAT, TOEFL, CUNY, Taxi Exam), College Preparedness, Professional Certificates (Paralegal, Administrative Assistant, Culinary Arts, etc.), Workforce Training and much more.

For more information about programs and services to be offered at Partnership sites, call 718-368-5041 or visit our website at: http://www.kbcc.cuny.edu/continuinged.

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KCC COMMUNITY PARTNERSHIPS/CUNY TECH WORKS UX/WEB DESIGN/CITY TECH

**UX / WEB DESIGN TRAINING**

What if You Could Have A Career That Brought Out Your Technical And Creative Skills Every Day?

Now You Can!

Join us for our FREE UX / Web Design Training courses at Kingsborough Community College, WINTER 2018!

With our FREE UX / Web Design courses you will:

- Learn from experts in the field.
- Create a portfolio of projects.
- Collaborate with classmates.
- Receive job search support and networking opportunities before, during and after completion.

To learn more about eligibility requirements and take the first steps to your new career, contact us at 718-368-6690 or visit our website at: http://cewdkbcc.com/current-programs/CTW

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CITY TECH CONTINUING STUDIES CENTER

25 Chapel Street, Howard Building 4th Floor, Brooklyn, NY 11201

**CERTIFICATE TRAINING**

- Refrigeration Mechanics
- Basic Plumbing Repairs in Housing
- A+ Certification (Internet Technology)
- CompTIA Net+ (Networking Intensive)
- Pharmacy Technician Program
- Full-Stack Web Development 16 Week Intensive
- NABCEP Photovoltaic Associate™

Please call 718-552-1173 for Winter 2018 Schedules

Jump Start Your Career!

www.citytechce.org

Tel: 718-552-1173  Fax: 718-552-1183

www.kbcc.cuny.edu/continuinged

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50+ WELLNESS PROGRAM

Tuesdays 6 weeks $95
Jan 23-Feb 27
3-5:30pm | COM06 Computer Basics
Minimum or no experience necessary. Bring flash drive.

Wednesdays 8 weeks $95
Jan 31-Mar 21
9:10-10:40am | COM92 Osteoporosis Workout
Bring a set of 2lb ankle/wrist weights and wear sneakers.

Thursdays 6 weeks $95
Jan 25-Mar 1
3-5:30pm | COM58 Computer Basics II
Some knowledge of Windows 10/word processing. Bring flash drive.

Fridays 8 weeks $95
Feb 2-Mar 23
10-11:30am | COM09 Yoga & Pilates
Bring a yoga mat and yoga belts.
11:45am-1:15pm | COM01 Dancing Fitness
Bring 2lb hand weights & dance shoes. No street shoes.
12-1pm OR 1:15-2:15pm | COM02 Aquasize
Bring bathing suit, towel, water shoes and a lock.

Saturdays 8 weeks $95
Feb 3-Mar 24
9:30-11am | COM74 Chair Yoga-size
Wear sneakers and bring resistance tubes to each class.
11:15am-12:45pm | COM61 Disco Workout
Wear sneakers and bring resistance tubes to each class.
4-5pm | COM02 Aquasize
Bring bathing suit, towel, water shoes and a lock.

Sundays 8 weeks $95
Feb 4-Mar 25
9:30-11am | COM42 Arthritis Workout
Bring 2-3lb weights and sneakers to each class.
11:15am-12:45pm | COM76 Zumba Gold
Wear sneakers and bring a set of 2 or 3lb. hand weights to each class.
1:15-2:15pm OR 2:30-3:30pm | COM02 Aquasize
Bring bathing suit, towel, water shoes and a lock.

Note: For any classes held in the gym, please bring a lock to store your personal items in a locker.

Workshops

COM62 WHAT’S HOLDING YOU BACK FROM YOUR DREAMS AND GOALS? $25
Sun Mar 4, 1:15-3:45pm
You have the best intentions to begin that project, change careers, begin a healthier life and then something happens... you get stuck AGAIN. What’s sabotaging you? Fear, self-judgment, feelings of unworthiness? This workshop is designed to teach you life-changing, everlasting tools to help complete those dreams and reach your goals. Emotional Freedom Techniques (EFT) helps you let go of the fears keeping you stuck, helps build confidence and clear negative emotions so you can finally have the life you’ve imagined and reach those goals once and for all.
Bring pad & pen.

COM63 FINDING SPACES OF SANCTUARY IN YOUR LIFE $60
Fri Mar 9, 16 & 23, 1:30-3:30pm
Your life is about finding ways to develop creativity through already present talents and interests to reduce stress and cultivate contentment. Holistic stress reduction methods including breath work, gentle movement, contemplation, and meditation will be taught and utilized in this workshop class.
Wear Comfortable clothing and sneakers.

COM64 TROPICAL TERRARIUM $15
Sat Mar 10, 1:30-3pm
Learn how to make a living environment in a jar. Fun to make for yourself or to give as a gift.
Plants and other necessities will be provided.
Materials fee: $5

Registration fee is waived for ALL 50+ courses and FREE designated guest parking is available on campus.
AGING MASTERY PROGRAM

Aging Mastery Program®

National Council on Aging

The National Council on Aging in collaboration with Kingsborough Community College presents:

LIVE WELL-DO WELL-AGE WELL
A 10-week program based on the National Aging Mastery Program.
Tuition: $80 (includes all educational materials)

The program is designed to offer participants 50+ yrs of age, the skills and tools needed to reap the benefits of this cutting-edge wellness program. Participants will achieve measurable improvements in Navigating Longer Lives, Sleep, Exercise & You, Healthy Eating & Hydration, Financial Fitness, Advanced Planning, Healthy Relationships, Medication Management, Civic Engagement, and Fall Prevention

Daytime and Evening sessions offered at TWO locations:
Kingsborough Community College - 2001 Oriental Blvd, Brooklyn, NY 11235
Tuesdays April 10, 2018 - June 12, 2018 10:20am-12noon

OR

Bay Ridge Center -6935 4th Avenue, Brooklyn, NY 11209
Tuesdays April 10, 2018 - June 12, 2018 6:30-8pm (Doors open at 6pm)

To register call (718) 368-5050. Registration begins March 19, 2018

Registration fee is waived for Aging Mastery Program.
FREE designated guest parking is available on campus at the Kingsborough site.
For more information call Susan Lavin at (718) 368-5079.
**Business Computing**

**CTF 47**  
**Business Computing**  
$325  
MonWed 6:40-9:50pm  
Jan 17-Mar 28 OR  
Sun 9am-3:30pm  
Jan 21-Mar 25  
This course offers a basic overview of the 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. Students may be required to take RCL 39, Getting Started With Computers, as a prerequisite.

**Computer User's Corner**

A USB Flash Drive is required for every computer course.

**RCL 22**  
**Adobe CS6™ Beginner: Illustrator, Photoshop, and InDesign**  
$175  
Wed 6:45-9:45pm  
Jan 24-Mar 28  
This is a basic course for beginners and covers an introduction to the three main programs of Adobe’s Creative Suite™. You will gain an understanding of the similarities, differences, capabilities and how best to use the elements in producing beautifully designed print and/or digital communication pieces. 
Prerequisite: Basic computer knowledge.

**RCL 27**  
**Basic Web Development: HTML5 & CSS**  
$175  
Thur 6:45-9:45pm  
Jan 25-Mar 29  
Learn how to write in Basic HTML5; the construction of documents with headings, text, tables, lists, audio, video and photos. You will also learn CSS which covers web pages, including colors, layout, and fonts. 
Prerequisite: Basic computer knowledge.

**RCL 28**  
**Word™: Beginner**  
$175  
Wed 6:45-9:45pm  
Jan 24-Mar 28  
An introductory course to this powerful software. You will learn how to create, edit, format and print documents, work with tabs and tables, style sheets, mail merge, spellcheck and thesaurus. The emphasis is on fundamentals. 
Prerequisite: RCL 39 Getting Started w/ Computers or equivalent.

**RCL 29**  
**Getting Started with Computers**  
$175  
Thur 6:45-9:45pm  
Jan 25-Mar 29 OR  
Sat 10am-1pm  
Jan 20-Mar 24  
Beginners learn the basic elements of a Microsoft Windows™ equipped P.C. Includes terminology and guidance for an effective computer configuration.

**RCL 30**  
**Computers for Mature Adults**  
$175  
Sun 9am-12pm  
Jan 21-Mar 25  
This course is designed for adults, 50 or older, who want to learn about computers. Through patient hands-on instruction, adults will explore Windows™ and learn about software packages.

**RCL 33**  
**Word™: Beginner**  
$175  
Wed 6:45-9:45pm  
Jan 24-Mar 28  
An introductory course to this powerful software. You will learn how to create, edit, format and print documents, work with tabs and tables, style sheets, mail merge, spellcheck and thesaurus. The emphasis is on fundamentals. 
Prerequisite: Basic computer knowledge.

**RCL 32**  
**Excel™: Basics**  
$175  
Tue 6:45-9:45pm  
Jan 23-Mar 27  
Learn the fundamentals of entering, editing, formatting and printing spreadsheets, together with the use of simple formulas, functions and printing options. 
Prerequisite: Basic computer knowledge.

**RCL 39**  
**Getting Started with Computers**  
$175  
Thur 6:45-9:45pm  
Jan 25-Mar 29 OR  
Sat 10am-1pm  
Jan 20-Mar 24  
Beginners learn the basic elements of a Microsoft Windows™ equipped P.C. Includes terminology and guidance for an effective computer configuration.

**RCL 41**  
**Mobile Application Programming**  
$175  
Sun 12:30-3:30pm  
Jan 21-Mar 25  
Learn to create your own basic mobile apps for laptops, iOS and Androids by building mobile app content utilizing HTML, CSS, JavaScript and jQuery. 
Prerequisite: Basic computer knowledge.

**RCL 59**  
**Getting Started with Web Design**  
$175  
Wed 6:45-9:45pm  
Jan 24-Mar 28  
Learn how to create your own web page. Learn about incorporating images and text as well as how to use and register your domain name. 
Prerequisite: Basic computer knowledge.

**RCL 63**  
**Keyboarding for Speed and Accuracy**  
$175  
Thur 6:45-9:45pm  
Jan 25-Mar 29 OR  
Sun 10am-1pm  
Jan 21-Mar 25  
Geared toward developing skills for fast keystroking, our instructors use a battery of exercises, each designed precisely to drive home critical skills for beginner & experienced users. You can acquire full performance high-speed/high-accuracy keyboarding skill. There will also be an introduction to Microsoft Word™.

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**REGISTER ONLINE TODAY AT:**  
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*It’s easy! It’s fast! It’s convenient!*
WRITING/CULINARY ARTS

Writing

CTF 48
Business Writing & Grammar $200
Wed 7-9pm
Jan 24-Mar 28 OR
Sat 12:30-2:30pm
Jan 20-Mar 24
Improve your skills and develop clear and effective writing techniques necessary to succeed in today’s business environment.

RWV 65
English Grammar Usage $90
Mon 7-9pm
Jan 22-Mar 26
Learn to write clearer sentences, develop effective paragraphs, arrange facts and ideas logically, and increase coherence.
Prerequisite: Level 8 ESL proficiency.

RWV 07
Writing for Advanced Non-Native Speakers of English $130
Sat 10am-12pm
Jan 20-Mar 24
Designed for non-native English speakers, this course will help you to improve your writing skills and focus on standard form and style as well as correct grammatical structures.

Culinary Arts

RTP 35
Serv-Safe & NYC Food Handler Certifications (T) NEW! $250
Sat 9am – 2pm
Feb 10–March 3
Restaurant Association, in addition to the NYC Department of Health & Mental Hygiene’s Food Handler certification examination. Topics include receiving and storing food, chemical and biological hazards, food-borne disease agents, preparing and serving foods. The Serv-Safe certifying examination will be administered in the classroom for the final class, while the NYC DOH Food Handler exam is offered at the NYC Department of Health & Mental Hygiene’s site in New York City. You will be scheduled by the College to take the DOH test at the end of the training.
Material fee: $35 per person DOH test fee.
Serv-Safe textbook with exam sheet can be purchased from College Bookstore.

NHB 56
Middle Eastern Maza or Tapas NEW! $125
Thur 6:45-9:45pm
Feb 15
Come join us to learn how to make a delicious Falafel, whip an incredible Tahini sauce, chop authentic Tabouli salad, and create variation of hummus dip and the secret of the best tasting Baba Ghanouj that you can wow your friends and family with.
Materials fee: $30

NHB 57
Middle Eastern Pies NEW! $125
Thur 6:45-9:45pm
Feb 22
With hands on, learn to knead, roll, and stuff delicious spiced meat pies, chop and mix spinach and form the triangular dough. You will also learn to dice and season cheeses for an amazing cheese roll, and best of all how to roll out large or bite size zaatar pie.
Materials fee: $30
Health & Fitness

IMPORTANT NOTE: Check with your doctor before beginning any exercise program.

**NPF 01**
Dance off the Pounds $125
Mon 6-7:30pm OR 7:45-9:15pm
Jan 22-Mar 26
You’ll burn lots of calories in this low impact dance aerobics class, moving to the dance music hits you love.

**NPF 16**
Hatha Yoga Beginner $125
Mon 7:15-8:45pm
Jan 22-Mar 26 OR
Tue 5:30-7pm
Jan 30-Mar 20
Hatha Yoga shows you how to renew vigor, release tension, and relax. Learn basic breathing and postures to calm the nervous system, control weight and produce radiant health.

**Please bring a sticky mat, blanket, yoga blocks and a yoga strap to every class.**

**NPF 25**
Weight Loss Pilates $125
Tue 7:30-9pm
Jan 30-Mar 20
This course combines the stretching and toning benefits of standing and mat Pilates as well as the fat burning benefits of low impact aerobics all set to great music.

**Please bring a mat and resistance bands to each class.**

**NPF 37**
Calorie Wacker Workout $125
Thur 7:30-9pm
Feb 1-Mar 22
This high energy workout is set to fun music and combines calorie-burning, low-impact cardio moves with hand weights to tone and shape your whole body.

**Please bring a set of 3lb weights to class.**

**NPF 39**
Starting Strength $125
Tue 7-8:30pm
Jan 30-Mar 20
Increasing your strength has innumerable benefits including longevity, fat loss, and injury prevention. This course will cover invaluable exercise fundamentals including mobility, flexibility, breathing, core stability, balance, and calisthenics.

**This course will involve various floor and standing exercises. Please bring a yoga mat to class.**

**NPF 44**
Mobility, Flexibility and Pain Management $90
Tue 6-7pm
Jan 30-Mar 20
Suitable for anyone with muscle tightness, spasms, joint pain or limited range of motion. This course will teach you how to improve mobility, flexibility and potentially manage pain. You will learn how to safely and effectively use various everyday items as tools or props to improve mobility.

**Tennis**

Class time will be used for instruction only.

**NSP 62**
Tennis: Beginner $125
Mon 8-9:30pm
Jan 22-Mar 26
Designed for those with minimal to no previous racket experience. This is an introduction to the sport for the non-athlete.

**Materials required: One sealed can of three tennis balls, appropriate sized racquet and comfortable sneakers.**

**NSP 64**
Tennis: Intermediate $125
Wed 8-9:30pm
Jan 31-Mar 21
Designed for those who have tennis playing experience or have successfully completed Beginner Tennis, this class expands your skills. Learn new techniques and improve your existing ones.

**Materials required: One sealed can of three tennis balls, appropriate sized racquet and comfortable sneakers.**

**Swimming**

SWIMMING: Bring towel, swimsuit and a lock. 52” minimum height requirement. You will be measured.

**NSP 52**
Swimming: Beginner $110
Mon 7-8pm
Jan 22-Mar 26 OR
Tue 7:30-8:30pm
Jan 30-Mar 20
This beginner class will help you relax and learn the basics of swimming.

**NSP 54**
Swimming: Intermediate $110
Tue 8:30-9:30pm
Jan 30-Mar 20 OR
Thur 7:30-8:30pm
Feb 1-Mar 22
For those with some swimming ability who wish to learn the backstroke, breaststroke, and sidestroke.

**NSP 55**
Swimming: Advanced $110
Thur 8:30-9:30pm
Feb 1-Mar 22
This class focuses on the fundamentals of swimming for fitness. Warm-up exercises and conditioning will be emphasized.

**NSP 56**
Lap Swimming $130
Mon 8-9pm AND
Wed 8:30-9:30pm
Jan 29-Mar 28
This is an aerobic workout for pleasure and conditioning.

**NSP 58**
Aquasize $110
Wed 7:30-8:30pm
Jan 31-Mar 21
This “wet workout” is held in shallow water.
**Arts, Crafts & Design**

**NAR 11**
**Practical Drawing**
$130
Tue 6:30-8:30pm
Jan 30-Mar 20
Drawing is a branch of science. People with natural talent and people who gain experience with this method will be able to learn how to draw. You will learn how to visualize first and then practice with devotion. By the end of this course, you will draw utilizing your own developed style.

**NAR 28**
**Painting with Colored Pencils**
$130
Thur 6:30-8:30pm
Feb 1-Mar 22
Learn techniques for painting with pencils. Explore value intensity, complementary colors, layering and blending to create unique artwork.

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**Music**

**NMU 71**
**Piano: Beginner**
$130
Mon 7-9pm
Jan 22-Mar 26 OR
Thur 7-9pm
Feb 1-Mar 22
Through small group instruction, you will receive a solid foundation in notation, fingering, and rhythm to learn familiar tunes. You will work on your own console. **Register early! Class size is limited.**

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**Dance**

**NDA 43**
**Dance Salsa: Beginner**
$130
Mon 6-7:30pm
Jan 22-Mar 26 OR
Mon 7:45-9:15pm
Jan 22-Mar 26
Learn how to move comfortably with timing and confidence to the Latin rhythms of Salsa music. Register alone or with a friend. Partners are not necessary. **Please wear sneakers.**

**NDA 54**
**Latin Ballroom Dance**
$130
Wed 8:30-10pm
Jan 31-Mar 21
Enhance your cultural horizons or improve on your dance moves through the artistry of Latin dancing. Learn the Salsa, Rumba, Tango, Cha-Cha and more. **Please wear sneakers.**

**NDA 58**
**Belly Dancing**
$130
Wed 6:45-8:15pm
Jan 31-Mar 21
Enhance your cultural horizons or improve on your dance moves through the artistry of mediterranean/middle eastern dance. **Please wear sneakers.**
Self Development

**NMU 14**
How to Turn Your Hobby into a Side Business **NEW!** $100
Tue 6:45-9:45pm  
Feb 13, 20 & 27  
This course will focus on helping you identify your skills and strengths and gain insight on how to turn your hobby into a business. You will learn how to identify and monetize your skills while developing a business application framework.

**NSD 18**
Defensive Driving Point Reduction Insurance Program $40*
Sat 9am-3:30pm  
Mar 17  
Approved by the NYS Dept. of Motor Vehicles, this six-hour accident prevention seminar will enable you to reduce your liability and collision insurance by 10% for three years, and a reduction of four points in penalties on your driver’s license.  
*The $25 registration fee is waived for this course. Sponsored by the NYS Safety Program, this course is recognized by all insurance companies in New York State. Please be punctual, latecomers will be turned away.

**NSD 97**
Introductory Finance and Investments **NEW!** $100  
Mon 7-8:30pm  
Jan 22-Mar 26  
Explore the different investment and saving vehicles including stocks, bonds, and preferred stock options. You will learn how to find quotes on stocks and bonds, timely and important financial information, the basic differences and unique features of different investment products. The course will also discuss various fundamental analysis metrics.

Languages

**NLA 12** Conversational French I **NEW!** $130  
Wed 6:45-8:45pm  
Jan 31-Mar 21  
Learn conversational French and useful expressions to help you feel more comfortable ordering from a French menu or for that trip you may be planning to Paris.

**NLA 31** Conversational Italian I $130  
Thur 6:45-8:45pm  
Feb 1-Mar 22  
Gain an introduction to the Italian language while discovering Italian culture and history.

**NLA 44** Conversational Russian I $130  
Mon 6:45-8:45pm  
Jan 22-Mar 26  
Learn to listen and speak beginner Russian so that you can navigate your way in the language. No prior knowledge of Russian is necessary.

**NLA 60** Conversational Spanish I $130  
Mon 6:45-8:45pm  
Jan 22-Mar 26  
Increase your ability to converse with co-workers, colleagues, clients, or neighbors in Spanish.

**NLA 62** Conversational Spanish II $130  
Mon 6:45-8:45pm  
Jan 22-Mar 26  
For those who have already taken Conversational Spanish I. Build a broader vocabulary and advance your communication skills with this Intermediate Spanish class.

**NLA 83** Conversational German I $130  
Tues 6:45-8:45pm  
Jan 30-Mar 20  
Gain an introduction to the German language while discovering German culture and history.

REGISTER ONLINE TODAY AT:  
www.kbcc.cuny.edu/continuinged  
It’s easy! It’s fast! It’s convenient!
The New Americans Center (NAC) provides free immigration legal services to Kingsborough Community College and the surrounding Brooklyn communities.

- On-site attorney, paralegal and legal assistants with training and expertise in immigration law.
- Individual legal consultations can be scheduled to determine eligibility for immigration benefits and to provide guidance and referrals for more complex immigration matters.
- Areas of immigration legal assistance: Employment authorization, Naturalization/Citizenship, Temporary Protected Status (TPS), Consular Processing for Family Based Petitions, and Family Based Adjustment of Status.

We are located in the Academic Village, Room V101
For more information call us at 718-368-5600
or visit our website at kbcc.cuny.edu/nac

The One Stop Source for Free Help
We’re Here to Help All Kingsborough Students
We offer the following free services:

**Attorney**
By Appointment Only
Thur 1-5pm

**Financial Advisor**
By Appointment Only
Tue 9am-5pm

**Income Tax Preparation**
By Appointment and Walk-in, Room V231
MonWed 12-7pm
TueThur 10am-8pm
By Appointment Only
Sat

**Public Benefits Screening**
(Food Stamps, Health Insurance, Cash, Rent, etc.)
Mon/Thur/Fri 9am-5pm
Tue/Wed 9am-8pm

Contact:
Hattie Elmore 718-368-5411 or
e-mail: hattie.elmore@kbcc.cuny.edu
KINGSBOROUGH COMMUNITY COLLEGE
2001 Oriental Boulevard, Brooklyn, NY 11235
COLLEGE FOR KIDS

Dance Audition Prep
Early Kiddie College
Full-Day Program
Mornings Only Program

Through participation in new activities, children learn the value of teamwork and personal responsibility, while gaining knowledge and self-worth that can help them to achieve their goals.

We offer a variety of academic and recreational courses for children aged 5-13 on Kingsborough's beautiful and secure campus. Our program is designed to provide opportunities for each child to enjoy the satisfaction of accomplishment through personal achievements such as mastering skills and educational advancement. Students are also encouraged to embrace a healthy and fit lifestyle through the many activities and sports to which they are introduced. Proof of age may be requested by Kingsborough.
COLLEGE FOR KIDS

The following programs are for children 7-13 yrs old. For 5 and 6-year olds, see “Early Kiddie College” on page 34. Proof of age may be requested by Kingsborough.

MORNINGS ONLY PROGRAM:
Saturday and/or Sunday 9:45am-12Noon
Each morning program consists of two courses offered during the morning hours.
Note: Students cannot enroll in the afternoon program only.

FULL-DAY PROGRAM:
Saturday only 9:45am-3:15pm
This full-day program consists of four sessions during the morning and afternoon hours and includes a lunch.

START & END DATES
Saturday Classes begin Feb 3 and end Mar 24.
Sunday Classes begin Feb 4 and end Mar 25.

COURSE FEES
Mornings Only (Sat and/or Sun)
▪ $90 plus a $25 non-refundable registration fee

Full-Day Saturday Only (AM and PM)
▪ $245 (includes lunch), plus a $25 non-refundable registration fee

2 Hour Test Prep Groups (Purple or Blue)
▪ Add an additional $20 for materials fee

NOTE TO PARENTS
▪ In order to drive on campus, parents must purchase a parking permit for $22. Permits are available on a first-come, first-served basis. If you do not have a parking permit, please arrange for your child(ren) to meet you at a pre-designated location.
▪ KCC will NOT be liable for the loss or theft of any personal property. We encourage parents to write his/her child’s name on any materials brought to class.
**GROUPS**
Choose a “mornings only” or “full-day program” from any of the eight (8) available groups to enroll your child.

Children are escorted to and from each session.

**DESCRIPTIONS**
Descriptions for each class listed here can be found on the next page (34).

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<thead>
<tr>
<th>Time</th>
<th>RED Group</th>
<th>GREEN Group</th>
<th>GOLD Group</th>
<th>BROWN Group</th>
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<td>Swimming</td>
<td>Graphic Design for Kids</td>
<td>LUNCH</td>
<td>Physics 4 Kids</td>
<td>Young Writers Workshop</td>
<td>Piano OR Guitar</td>
<td>ELA Test Prep Grades 3-8</td>
<td>Math Test Prep Grades 3-8</td>
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<td>Soccer/Basketball/Kickboxing</td>
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<td>Swimming</td>
<td>Environmental Science</td>
<td>Piano OR Guitar</td>
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<td>Soccer/Basketball</td>
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</table>

**CKG 02 GREEN Group**
9:45-10:45am
11-12 Noon
12:12:45pm
1-2pm
2:15-3:15pm
M F Soccer & Basketball
M F Forensic Detective
F LUNCH
F Minecraft™
F Comic Book Writer

**CKG 04 PURPLE Group**
9:45-10:45am
11-12 Noon
12-12:45pm
1-2pm
2:15-3:15pm
M F ELA Test Prep Grades 3-8
(2 hour course)
M F LUNCH
F Soccer/Basketball/Kickboxing
F Physics 4 Kids

**CKG 07 ORANGE Group**
9:45-10:45am
11-12 Noon
12:12:45pm
1-2pm
2:15-3:15pm
M F Piano OR Guitar
M F Basketball/Soccer
F LUNCH
F Swimming
F Russian OR French Language

**CKG 08 BLUE Group**
9:45-10:45am
11-12 Noon
12-12:45pm
1-2pm
2:15-3:15pm
M F Math Test Prep Grades 3-8
(2 hour course)
F LUNCH
F Acting & Screenwriting
F Soccer/Basketball/Kickboxing
**Acting and Screenwriting**
Now here is your chance to create your own TV shows and TV commercials! Learn how to write scripts for commercials and create your own TV shows!

**Basketball**
Learn to shoot, dribble, and pass in this fun and active class. **You must wear sneakers.**

**Business Junior**
This unique class will teach business elements in a fun approach. Young entrepreneurs will develop a variety of skills including creative thinking, marketing, money management and more.

**Comic Book Writer**
You will broaden your imagination while enhancing your writing skills. Exercising creativity, you will write short stories and draw accompanying pictures.

**ELA Test Prep (2 hr course)**
*New Test Format!*
Review Common Core concepts and strengthen skills for the NYS ELA test April 11 & 12.

**Environmental Science**
Explore some of the fascinating wonders within our environment. Learn where wind comes from, what quicksand is made of, what a greenhouse effect is, and more!

**Forensic Detective**
An introduction to the intricate work of a detective and how they solve crimes through forensic science. You will practice crime solving activities.

**French Language**
Learn and practice the French language while exploring France's culture.

**Graphic Design for Kids**
Learn the basic principles of design and construction to create greeting cards, flyers, comic strips, logo designs and report covers. Great for graphic art projects or just plain fun!

**Guitar**
Learn basic chord patterns, picking techniques and how to tune your guitar.

**Kickboxing**
This high-adrenaline course strengthens the heart and lungs while awakening your inner strength and helps build confidence. You will learn kick and punch combinations while improving coordination and balance. **This is a non-contact class. You must wear sneakers.**

**Math Academy**
Math concepts are presented in an enjoyable, non-threatening environment. **Skills covered will reflect current grade-appropriate curricula.**

**Math Mysteries**
Defeat vampires using algebraic equations and escape an enemy spy using ratios! Crack open your logic and deductive reasoning skills when solving real-world examples in this fun and unique class. Entertaining brain teasers will help you solve mysteries while making quandaries approachable. This class will show you how there really is a need for all those skills you are learning in Math class. Problems draw upon concepts you’re learning in school: fractions, algebra, geometry, expressions, equations and more. **Recommended for ages 11 and up.**

**Math Test Prep (2 hr course)**
*New Test Format!*
Review key Math concepts and build confidence for the NYS Math Test May 1 & 2.

**Minecraft™**
Think Minecraft™ is just a video game? Think again. You can create, explore and put problem solving skills to the test with storyboarding and level design.

**Physics 4 Kids**
Learn about the spectacular world of physics including motions and forces. You will learn how to make a rubberband powered car, a sound wave phone, and more.

**Piano**
Learn to play songs on the keyboard in this fun introductory piano course.

**Reading**
Interactive instruction designed to improve reading comprehension and basic reading skills. **Skills covered will reflect current grade-appropriate curricula.**

**Russian Language**
Learn and practice the Russian language while exploring Russia's culture.

**Soccer**
Learn the basic skills, rules and tactics of soccer. **You must wear sneakers.**

**Swimming**
Gain confidence in the water and those with some swimming ability learn kicking, stroking and breathing. **Bring towel, swimwear and a combination lock. Students must wear appropriate swimwear. Non-slip rubber slippers recommended. Children must be at least 52” tall to swim. NO EXCEPTIONS. You will be measured!**

**Young Writers Workshop**
Take those ideas out of your head and get it down on paper. Write short stories, learn techniques of writers, and study styles of great writers.

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**Early Kiddie College**

**CKB 01**
Five and Six Year-Olds Program
Sat AM & PM or Sun AM
Five & six-year olds are encouraged to explore, imagine and have fun, while in a separate learning environment from the older children. Interactive lessons in reading, math, science, music and art will be provided while allowing time for exciting sports and games.

**Brighton Ballet Dance Audition Prep**
Brighton Ballet Theatre offers the expertise of professional dance specialists to assist your child in choreographing dance, practicing, and polishing routines for any type of dance audition. **Contact Brighton Ballet @ 718-769-9161 for more information.**
Things You Should Know

Continuing Education courses are designed for adults 18 years of age and older with the exception of the College For Kids Program, College for Teens and the SAT/ACT Test Preparation. Programs, requirements, tuition, fees, and classes are subject-to-change without advance notice.

NOTIFICATION OF POLICY
All Continuing Education participants are required to follow the College rules and regulations. These are available from the Office of Public Safety in the Library building in Room L202 and Online at www.kbcc.cuny.edu

Kingsborough Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of age, sex, sexual orientation, religion, race, color, national or ethnic origin, handicap, veteran, or marital status in its student admission, employment, access to programs, and administration of its educational policies. Kingsborough Community College has a College Affirmative Action Officer and Coordinator for Title IX, which prohibits sex discrimination in federally-assisted education programs. This Officer is also the College Section 504 Coordinator for the handicapped. The office is located in Room V-125. For more information or complaints call Victoria Ajibade, Chief Diversity Officer at 718-368-6896 or Fax: 718-368-6894.

EMERGENCY SCHOOL CLOSING
In the event of an emergency closing due to severe weather conditions or other emergencies, please call (718) 368-5052 or visit our website at www.kbcc.cuny.edu. The best way to receive emergency closing notification is to sign up for CUNY Alert at: http://www.cuny.edu/news/alert.html

FEES
For each course offered, a course fee is clearly indicated.

• A non-refundable $25 registration fee is required each semester, regardless of the number of courses taken.
• Parking on campus is $22 extra and is available on a first-come, first-served basis.
• Course fees do not include textbooks or supplies. We have indicated when a course requires an extra fee for materials. Materials fee must be paid for courses where indicated.
• We accept WIR/ITA Vouchers for most programs.

REFUNDS
Full refunds (minus the $25 non-refundable registration fee) will be processed, upon written request to the Continuing Education Office at least 2 days before the course begins. A full refund (including the registration fee) will be processed if we cancel a class.
• Please allow 4-6 weeks for processing.
• No refunds will be made if class has begun.
• No transfers after the second class session.

ACCOMMODATIONS & ACCESSIBILITY
Requests for accommodations must be submitted with documentation of disability. Submit requests and documentation in advance of your class start date to ensure that reasonable accommodation requests can be processed in a timely manner. Accommodations may take 5-6 weeks to process. Please contact Vickie DiMartino at 718-368-5669.

College Administration, in cooperation with NYCT Paratransit, has established 3 specific Access-A-Ride (AAR) stops at Kingsborough Community College. Each stop has specific GPS coordinates along with signage to aid in the successful connection of the AAR vehicle/driver and customer.

When scheduling individual trips or subscription service for Kingsborough Community College please determine if you are traveling to/from one of these locations and ask AAR Reservation Agent (Trip Planner) to:

• Use the PLACES FILE to locate the address for ‘Kingsborough Community College’ and ...

• A-Administration Building OR
• T7-Building OR
• MAC - Lighthouse

If you experience any difficulty during the reservation process, please ask to speak with a supervisor: Access-A-Ride 1-877-337-2017 / 718-393-4999

REGISTRATION FEE WAIVER
Kingsborough Community College faculty, staff and Alumni Association members are exempt from paying the $25 registration fee for classes offered through the Office of Continuing Education, when registering in person with a current Kingsborough ID card.

TUITION REIMBURSEMENT
Reimbursement by Employer or Union may be possible. The College will accommodate requests for letters of support for reimbursement.

TAX DEDUCTION OF EXPENSES
An income tax deduction is allowed for expenses of education undertaken to maintain and improve professional skills. Please consult your accountant.

IDENTIFICATION
All Continuing Education students are required to carry an updated photo identification card at all times. A Photo identification card is issued by Kingsborough Community College in Rooms L202 and L222.

CERTIFICATE PROGRAMS
In order to earn a certificate, you must meet an 80% attendance requirement, receive a passing grade and complete all requirements at the time of the student’s graduation. Most certificate programs are approved by the NYS Department of Education for the training of veterans and others eligible in accordance with Section 1775, Title 38, U.S. Code.

STUDENT ADMISSION
Kingsborough Community College reserves the right to deny admission to any student if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the College or the college community. That judgment will be based on an individualized determination taking into account any information the College has about the crime committed by the student and the particular circumstances of the College, including the presence of a child care center, public school or public school students on campus. In addition, the College may consider factors such as the amount of time since the crime was committed, the amount of jail time served by the student, the number of years the student was on probation or parole, whether the student has satisfied probation or parole requirements at the time of the student’s application, whether the student has completed drug, alcohol, sex offender or other treatment, and what work or educational experience the student has had after the conviction. Finally, if the student is known to have been assisted by a CUNY-sponsored or other re-entry program or initiative, the College will consult with a counselor or representative with said program.

How To Register

MAIL
You can mail in your registration prior to the start of class. Complete the form on page 37 and mail with your check or money order (payable to KCC CONTINUING ED) or credit card information to:

Continuing Education - Room T-8206
Kingsborough Community College
2001 Oriental Boulevard, Box C
Brooklyn, NY 11235-2333

Time permitting, we will confirm your registration by mail prior to the first class.

FAX: 718-368-5200
Fax registrations are accepted using Visa, MasterCard or Discover, seven days a week, 24 hours a day.

PHONE: 718-368-5050
Phone registrations are accepted using Visa, MasterCard or Discover, Monday through Friday from 9:30am-4:30pm.

ONLINE: www.kbcc.cuny.edu
Just click on Continuing Education. Visa, MasterCard or Discover accepted.

IN PERSON
See page 38 for registration dates and locations.

Daytime walk-in:
Tue, Jan. 2, 2018 through Fri, Feb 2, 2018 from 9:30am-4:30pm in Room A-205 in the Administration Building, 2nd floor.

Friday from 9:30am-4:30pm in Room A-205

Evening walk-in:
Tue, Jan. 16, 2018 through Thur, Feb 1, 2018 from 6-8pm in room A205 in the Administration Building, 2nd floor.

Weekend walk-in:
Saturday, Jan 13, 20, 27 & Feb 3 and Sunday, Jan 14, 21, & 28 from 8:30-11:30am in Room A-205.

College closed:
Mon - Jan 15 for Martin Luther King Day
Mon - Feb 12 for Lincoln's Birthday
Mon - Feb 19 for Presidents' Day

No Part-time ESL & TASC classes only:
Sat - Feb 17 & Sun - Feb 18

No Part-time ESL class:
Thur - Feb 22
How to get to Kingsborough Community College

Check our website for additional information: www.kbcc.cuny.edu

BY SUBWAY:

B Line or Q Line
Take the B or Q to the Sheepshead Bay Station, then transfer to the Eastbound B49 Bus to KCC or the Brighton Beach Station, then transfer to the Eastbound B1 Bus to KCC.

F Line
Take the F Line to the Ave. X Station, then transfer to the Eastbound B1 Bus to KCC.

D Line
(West End) Take the D Line to the 25th Avenue Station, then transfer to the Eastbound B1 Bus to KCC.

N Line
(Sea Beach) Take the N Line to the 86th St. Station, then transfer to the Eastbound B1 Bus to KCC.

2, 3, 4 or 5 Lines
Take the 2, 3, 4 or 5 line to the Franklin Avenue Station, transfer to the S Line to Prospect Park Station, transfer to the B or Q to the Brighton Beach Station, then transfer to the Eastbound B1 Bus to KCC. Free shuttle bus service between Brighton Beach and Coney Island Stations and campus.

BY BUS:

Direct to the College
Take B1 or B49 to last stop, Oriental Boulevard and Mackenzie Street, then walk east on Oriental Boulevard, which leads directly to the entrance of Kingsborough Community College. Connecting buses are:

B2: Transfer to B49 at Ocean Ave & Ave R.
B3: Transfer to B49 at Ocean Ave & Ave U.
B4: Transfer to B1 at Ocean Pkwy & Neptune Ave, or to B49 at Ocean Ave & Ave Z.
B6: Transfer to B1 at 86th St & 18th Ave, or B49 at Ocean Ave & Ave J.
B7: Transfer to B49 at Ocean Ave & Ave P/Kings Hwy.
B8: Transfer to B1 at 86th St & 18th Ave, or to B49 at Ocean Ave & Foster Ave.
B9: Transfer to B49 at Ocean Ave & Ave M.
B11: Transfer to B49 at Ocean Ave & Ave J.
B12: Transfer to B49 at Bedford Ave & Clarkson Ave.
B16: Transfer to B1 at Bay Ridge Ave & Ft Hamilton Pkwy.
B25: Transfer to B49 at Franklin Ave & Fulton St.
B31: Transfer to B49 at Ocean Ave & Ave R.
B35: Transfer to B49 at Bedford Ave & Church Ave.
B36: Transfer to B1 at Ocean Pkwy & Neptune Ave, or to B49 at East 16th St & Sheepshead Bay Rd.
B43: Transfer to B49 at Bedford Ave & Empire Blvd.
B45: Transfer to B49 at Bedford Ave & Saint Johns Pl.
B48: Transfer to B49 at Franklin Ave & Fulton St.
B68: Transfer to B1 at Brighton Beach Ave & Coney Island Ave.
B82: Transfer to B1 at 86th St & Bay Pkwy, or to B49 at Ocean Ave & Ave P/Kings Hwy.

BY CAR:

From Long Island
Take the Southern State Parkway to the Belt Parkway and follow the directions for Brooklyn from the East.

From Manhattan
Take the Brooklyn Bridge or the Brooklyn Battery Tunnel and follow signs to the Brooklyn Queens Expressway (BQE 278W). Then follow the signs to the Belt Parkway and follow the directions for Brooklyn from the West.

From Brooklyn (East)
Take the Belt Parkway Westbound to Exit 8 Coney Island Avenue. After exiting make a right at the stop sign onto Voorhies Ave. Go to the second light and make a right onto Sheepshead Bay Rd. Go three lights and make a right onto Emmons Ave. Make a left on Shore Blvd. which runs into West End Ave. Go two lights and make a left onto Oriental Blvd. Proceed to main gate of college campus and parking.

From Brooklyn (West)
Take the Belt Parkway Eastbound to Exit 8 Coney Island Avenue. Turn right at Guider Avenue and continue to traffic light. Turn right onto E. 12th Street. At traffic light turn left onto Neptune Avenue. Turn right at traffic light onto Cass Place and proceed to second light. Turn right onto West End Ave. At second light make a left onto Oriental Blvd and go straight to the main gate of the college.

Parking: On-campus parking is $22 (tax incl.) per semester and is available on a first-come, first-served basis. Please have your license plate number ready when applying for your permit.
Continuing Education Winter 2018 Registration Form

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>☐ Male</th>
<th>☐ Female</th>
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<th>Home Telephone #</th>
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<th>Highest Level of Education:</th>
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<tr>
<th>School Name (College For Kids, SAT, and ACT only)</th>
<th>Grade</th>
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<th>Business Tel. #</th>
<th>Job Title/Function</th>
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How did you learn about Kingsborough Community College?

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<th>Payment Method</th>
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<th>Visa</th>
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<tr>
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<td>Money Order</td>
<td>Check</td>
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Please check ☑ one of the following boxes: I am...

- ☐ Hispanic
- ☐ American Indian or Alaskan Native
- ☐ Black, non-Hispanic
- ☐ African-American
- ☐ White, non-Hispanic
- ☐ Asian or Pacific Islander
- ☐ Multi-Racial
- ☐ Race unknown

Continuing Education - Room T8206
Kingsborough Community College
2001 Oriental Boulevard, Box C
Brooklyn, New York 11235-2333
Fax: 718-368-5200

REGISTER ONLINE TODAY AT:
www.kbcc.cuny.edu/continuinged
It's easy! It's fast! It's convenient!

Please check ☑ one of the following boxes: I am...

- ☐ Hispanic
- ☐ American Indian or Alaskan Native
- ☐ Black, non-Hispanic
- ☐ African-American
- ☐ White, non-Hispanic
- ☐ Asian or Pacific Islander
- ☐ Multi-Racial
- ☐ Race unknown
Continuing Education Winter 2018 Calendar
Room A-205 is located in the Administration Bldg 2nd Floor.

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<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
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<td>New Year’s Eve</td>
<td>College Closed</td>
<td>New Year’s Day</td>
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<td>Registration (Day) A205</td>
<td>ESL/TASC begins</td>
<td>College Closed</td>
<td>Martin Luther King Day</td>
<td>Registration (Day) A205 (Evening) A205</td>
<td>ESL/TASC begins</td>
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<td>College Closed</td>
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<td>No Classes for ESL &amp; TASC only</td>
<td>College Closed Presidents’ Day</td>
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<td>No Classes for ESL only</td>
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<td>ESL/TASC/CTF ends</td>
<td>CTF ends</td>
<td>ESL/TASC/CTF ends</td>
<td>KELI ends</td>
<td>ESL/TASC/CTF/ SAT &amp; CFK ends</td>
<td>ESL/TASC/CTF ends</td>
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COMING SPRING 2018:

Kingsborough, in collaboration with the National Center for Bioinformatics Information (NCBI), will be hosting a “Metagenomics Discovery Challenge.” A project-driven course. Students will learn computational tools important in studying metagenomics data sets. Participating students will receive a certificate of completion.

Call 718 368-5050 for more information

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