Customer Experience Management (CXM) Academy

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. As a participant of the CXM Academy you'll be in a guided pathway to employment with extensive academic and career support.

Call 718-368-5041 for information about CXM.

Coming to Communities Near You!

Kingsborough Community College, in partnership with community-based organizations such as Alliance for Coney Island, Chinese-American Planning Council, Hebrew Educational Society (H.E.S.), Cypress Hills Local Development Corporation, Bay Ridge Center, and Brooklyn Public Library, is launching education programs throughout Brooklyn. We offer programs such as English as a Second Language, Test Preparation (TASC, SAT, TOEFL, CUNY, Taxi Exam), College Preparedness, Professional Certificates, Workforce Training, and much more.

Register on-line today at:
http://www.kbcc.cuny.edu/continuinged
It's easy! It's fast! It's convenient!

facebook.com/kccoce      @kcc_cont_ed

KINGSBOROUGH CONTINUING EDUCATION
WINTER 2019 COURSE CATALOG

EARN A “BRING A FRIEND” DISCOUNT
See page 37 for details

HIGH SCHOOL EQUIVALENCY • TAXI • EMT • ESL • CPR • HEALTHCARE
CNA • DASA • OSHA • COLLEGE FOR KIDS • COMPUTERS • BUSINESS
50+ WELLNESS PROGRAM • AND MANY MORE
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, which are nationally recognized credentials in the allied health industry.

Healthcare programs currently offered at the Kingsborough Healthcare Institute  (see page 6 for more information):

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

Registration Begins Wednesday, Jan 2, 2019  
(See page 35 for more details)
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A Message from the Dean
We are delighted that you are taking advantage of the exciting continuing education and workforce development offerings in this catalog and are coming to the beautiful Kingsborough campus for fun, learning, and personal and professional advancement. From College for Kids to our highly successful ESL Program to our 50+ Wellness Program, the Office of Continuing Education serves over 20,000 students per year who find accessible and affordable courses and programs to fit their needs. We hope you find a course or program of interest in this catalog and join the vibrant learning community at Kingsborough.

Christine Beckner
Dean of Continuing Education

Check out some of our most popular courses:

• Certified Nurse Aide (CNA) ........Pages 7, 8
• Patient Care Technician (PCT).....Pages 7, 9
• Dignity for All Students (DASA)....Page 10
• Basic Life Support (CPR).............Page 11
• Emergency Medical Technician.....Page 11
• English as a Second Language......Page 16
• Taxi & Limousine Preparation ......Page 20
• 50+ Wellness Program...............Page 23
• College For Kids.........................Pages 30-34

Kingsborough Community College welcomes all students, regardless of sexual orientation, gender identity and expression, race, ethnicity, national origin, religion, age, veteran status, or disability.
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 30 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 & CAREER 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 college & career track

For more information or to apply, call: (718) 368-6784

http://cewdkbcc.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
Healthcare Institute
Interior Design
Make-Up Artist
Occupational Safety & Health Administration (OSHA)
Metagenomics and Large Datasets Analysis
Notary Public
Paralegal
Public Speaking
School Violence Prevention
Simulation Center for Emergency Care and the Health Sciences
Veterinary Assistant

KINGSBOROUGH
COMMUNITY COLLEGE
Office of Continuing Education
Tel: 718-368-5052 Fax: 718-368-5200
www.kbcc.cuny.edu/continuinged
**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.

**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. 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.

<table>
<thead>
<tr>
<th><strong>Clinical Medical Assistant (CCMA)</strong></th>
<th><strong>Phlebotomy Technician (CPT)</strong></th>
<th><strong>EKG/ECG Technician (CET)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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)</td>
<td>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)</td>
<td>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)</td>
</tr>
<tr>
<td><strong>CTF 20</strong> Anatomy and Physiology</td>
<td><strong>CTF 20</strong> Anatomy and Physiology</td>
<td><strong>CTF 20</strong> Anatomy and Physiology</td>
</tr>
<tr>
<td><strong>RTP 40</strong> Basic Life Support for Healthcare Providers (BLS HCP)</td>
<td><strong>CTF 91</strong> Phlebotomy Procedures</td>
<td><strong>CTF 90</strong> EKG/ECG Technician</td>
</tr>
<tr>
<td><strong>CTF 87</strong> Basic Patient Care Skills and Medical Law</td>
<td><strong>RTP 40</strong> Basic Life Support for Healthcare Providers (BLS HCP)</td>
<td><strong>RTP 40</strong> Basic Life Support for Healthcare Providers (BLS HCP)</td>
</tr>
<tr>
<td><strong>CTF 88</strong> Diagnostic Tests</td>
<td><strong>CTF 91</strong> Phlebotomy Procedures</td>
<td><strong>CTF 25</strong> Introduction to Terminology and Insurance</td>
</tr>
<tr>
<td><strong>CTF 89</strong> Certified Electronic Health Records Specialist (CEHRS)</td>
<td><strong>RTP 40</strong> Basic Life Support for Healthcare Providers (BLS HCP)</td>
<td><strong>CTF 26</strong> Procedures and Coding (CPT and ICD-10-CM)</td>
</tr>
<tr>
<td><strong>CTF 90</strong> EKG/ECG Technician</td>
<td><strong>CTF 87</strong> Basic Patient Care Skills and Medical Law</td>
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</tr>
<tr>
<td><strong>CTF 91</strong> Phlebotomy Procedures</td>
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<td><strong>CTF 41</strong> Medical Terminology and Pharmaceutical Calculations</td>
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<td></td>
<td><strong>CTF 89</strong> Certified Electronic Health Records Specialist (CEHRS)</td>
<td><strong>CTF 42</strong> Concepts of Pharmacology</td>
</tr>
</tbody>
</table>

See Page 9 for NHA Exam Preparation Courses


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)

Tuition support for this program is available through The Audacia Foundation, Inc. – a Workforce Investment Organization (WIO) funded by NYSDOH MLTC training grant. Interested individuals should call (718) 368-5359 from Monday – Thursday (4-8 PM) to apply. Application and acceptance is subject to approval.

CTF 78/79
CNA Intensive

RTP 40
Basic Life Support for Healthcare Providers (BLS HCP)

Patient Care Technician Intensive (PCT)

This 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)

CTF 93
Patient Care Technician Intensive

RTP 40
Basic Life Support for Healthcare Providers (BLS HCP)

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

All course titles with a (T) require a textbook. All courses with a (B) require Blackboard Online learning system. Must have access to a computer with reliable internet
**GENERAL HEALTHCARE**

**CTF 20**

*Anatomy and Physiology (T)* $325

TueThuThur 6:40-9:50pm  
Jan 22-Mar 28 OR  
Sat 9am-3:30pm  
Jan 19-Mar 23

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 25**

*Introduction to Terminology and Insurance (T) (B)* $325

MonWed 6:30-9:50pm  
Jan 23-Mar 27 OR  
Sat 9am-3:30pm  
Jan 19-Mar 23

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) (B)* $325

TueThuThur 6:40-9:50pm  
Jan 22-Mar 28 OR  
Sat 9am-3:30pm  
Jan 19-Mar 23

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

TueThuThur 6:40-9:50pm  
Jan 22-Mar 28 OR  
Sat 9am-3:30pm  
Jan 19-Mar 23

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**

*Medical Terminology and Pharmaceutical Calculations (T)* $325

MonWed 6:30-9:50pm  
Jan 23-Mar 27 OR  
Sat 9am-3:30pm  
Jan 19-Mar 23

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 41**

*Medical Terminology and Pharmaceutical Calculations (T)* $325

MonWed 6:30-9:50pm  
Jan 23-Mar 27 OR  
Sat 9am-3:30pm  
Jan 19-Mar 23

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

TueThuThur 6:40-9:50pm  
Jan 22-Mar 28 OR  
Sat 9am-3:30pm  
Jan 19-Mar 23

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 21 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) (B)* $750

MonTueWedThu 6-10pm*  
Jan 28-Mar 26

*Tuition support for this program is available through The Audacia Foundation, Inc.Workforce Investment Organization (WIO) NYSDOH MLTC Workforce Investment Program Funding. Interested individuals must submit an application and acceptance is subject to approval.*

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

*Prerequisite: Medical clearance is required to participate in the clinical experience. Basic Life Support/CPR (RTP40) must be completed before the clinical experience. Course textbook, uniform scrubs and CNA certifying exam fees are not included in the tuition.*

Materials fee: $40

**CTF 87**

*Basic Patient Care Skills and Medical Law (T) (B)* $325

MonWed 6:30-9:50pm  
Jan 23-Mar 27 OR  
Sun 9am-3:30pm  
Jan 20-Mar 24

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.

All course titles with a (T) require a textbook. All courses with a (B) require Blackboard Online learning system. Must have access to a computer with reliable internet.
Jan 19-Mar 9
Sat 11am-4pm
Jan 19-Mar 23
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 6:30-9:50pm
Jan 23-Mar 27 OR
Sun 9am-3:30pm
Jan 20-Mar 24
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.

NHA Exam Preparation

We now offer NHA exam prep courses for students interested in becoming certified technicians. All courses provide a comprehensive review of key topics, effective test-taking strategies and case study exercises. Open to students who completed training at an NHA-approved school.

CTF 29
NHA Phlebotomy Exam Prep (T) NEW! $200
Sat 11am-4pm
Jan 19-Mar 9
Key topic areas - patient preparation, processing, collection techniques; safety and compliance. Practice tests given after every subject.

CTF 30
NHA EKG/ECG Exam Prep (T) NEW! $200
Sun 11am-4pm
Jan 20-Mar 10
Key topic areas - anatomy and physiology of the heart, EKG/ECG monitoring and essential patient care responsibilities. Practice tests given after every subject.

CTF 31
NHA Patient Care Technician Exam Prep (T) NEW! $200
To be offered in the Spring Semester
Key topic areas - patient care, safety, professional responsibilities, infection control, phlebotomy and EKG/ECG monitoring. Practice tests given after every subject.
### Child Abuse

**VSE 21**

**Recognizing and Reporting Child Abuse**  
**$75**  
**Fri 9:30am-12noon**  
**Mar 1**  
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.  
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.

### School Violence Prevention

**VSE 22**

**School Violence Prevention and Intervention**  
**$75**  
**Fri 1:30pm**  
**Mar 1**  
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.

### DASA

**VSE 50**

**Dignity for All Students Act (DASA) Awareness Training**  
**$125**  
**Sat 9:30am-4pm**  
**Jan 26 OR Fri 9:30am-4pm**  
**Feb 22 OR Mar 22**  
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.

### Metagenomics and Large Datasets Analysis

NYC is asking: If biotech can make it anywhere, can’t it make it here? NYC biotech companies are seeking professionals with Biotechnology skills who understand the science of biotechnology and are able to pioneer new products and services to the consumers. Our certificate-based courses in Biotechnology within the Office of Continuing Education (OCE) at Kingsborough Community College (KCC), provide the mission-critical scientific, technical, and logistical knowledge needed to launch your exciting career in Biotechnology at NYC or anywhere in the world. Do not miss out on this exciting opportunity and build your future career with us at KCC.

* Special Introductory Tuition

**CTF 127**

**Intermediate Linux & Unix NEW!**  
**$150**  
**Fri 2:15-3:15pm** (In Person)  
Online course time to be announced by instructor during the first class.  
To be offered in Spring Semester.  
Learn how to use the powerful Linux & Unix operating system; everything from simple calculators to tools that monitor and manage every process running on your computer. Discover Power User techniques that will allow you to find, alter, or capture almost any text or system information. Explore the fundamental concepts used in Linux & Unix and examine the Linux & Unix file system. Learn how to create, find, copy, and delete files and directories all from the command line. Identify how user accounts function in a multi-user environment and learn how to manage file ownership in user permissions. Learn various useful Linux & Unix commands and techniques that can speed up your workflow and give you more power and control over your work. Whether you’re a beginner or experienced, you will gain knowledge and become more comfortable working from the Linux & Unix command line.  
**Note:** This is a hybrid course with most class sessions meeting online via the Blackboard portal. Detailed class session information will be discussed at the first class session meeting on campus.

**CTF 125**

**Metagenomics Discovery Challenge (MDC) NEW!**  
**$325**  
**Fri 1-3pm**  
**Jan 4-Mar 15**  
Online course time to be announced by instructor during the first class.  
Metagenomics Discovery Challenge (MDC) is a certificate-based course. This independent study course is offered in a hybrid format and it will be using the Team-Based Learning pedagogy and Open Educational Resources. MDC doesn’t have any prerequisites, but a background in biological sciences and/or computer science would be helpful. Students will learn how to use the cross assembly programs and Next Generation Sequencing (NGS), then apply those skills by hunting for new viruses—as well as looking for the genetic hallmarks of antibiotic resistance—in real datasets of DNA. At the end of the semester, students will create a 3-5 minute video using KCC CUNY resources to explain the tools they’ve learned, the importance of viral discovery and antibiotic resistance, and their discoveries.  
**Note:** This is a hybrid course with most class sessions meeting online via the Blackboard portal. Detailed class session information will be discussed at the first class session meeting on campus.
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. You must come in person to register. We do not accept cash (checks, money orders and credit cards will be accepted).

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 74
Paramedic Challenge Refresher $760*
Sun 9am-5pm
To be offered in the Spring Semester
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.

*We accept NYS DOH voucher
$60 for mandatory CPR renewal

RTP 75
EMT Original $995*
MonTueThurs 6-10pm
To be offered in the Spring Semester
This course will prepare you to take the New York State Emergency Medical Technician (EMT) examination. As an NYS EMT, you can work or volunteer anywhere in New York State. You will learn basic life-saving techniques such as, but not limited to: scene safety, patient assessment, management of fractures, bleeding control, movement of patients, and oxygen administration. An EMT is one of the first healthcare providers on the scene during emergencies.

Becoming an EMT is a requirement if you are planning to become a paramedic.

Materials fee: $15
Applicants must possess a High School Diploma/Equivalent, be able to read and write English, be at least 18 years of age prior to the last day of the month he/she is scheduled to take the written certification exam and pass a pre-registration screening placement exam. Applicants must also purchase a CPR for healthcare providers booklet ($20) and study it prior to the first class session.

* We accept NYS DOH voucher
Occupational Safety & Health Administration (OSHA)

OSHA recommends Outreach Training Programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1910.

**CTF 110**
**OSHA 10-Hour General Industry** $155
Thur 5-10pm Jan 24 & 31
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** $155
Sun 10am-3pm Mar 3 & 10
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** $435
TueWedThu 6:30-9:30pm Mar 5-Mar 26
This 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** $435
MonTueWed 6:30-9:30pm Feb 4-Feb 27
Construction industry workers with supervisory, oversight and safety responsibilities can’t afford to be caught off-guard especially when more lives are at stake. OSHA recommends outreach training programs as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926.

**Construction Industry**

**CTF 100**
**Principles of Sub-Contractor (Trade) Estimating** $100
MonWed 6-10pm Feb 4 & 6
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
MonWed 6-10pm Feb 11 & 13
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.

**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)** $1250
TueThu 6-9pm AND Sat 8am-2:30pm
Call 718 368-5050 to apply and for schedule
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.

National Grid will grant an interview to a graduate of the Program upon completion of the training under the following conditions:

* National Grid is not under any type of hiring freeze in which the Company is not seeking applicants
* You have met the minimum qualifications for the position which you are applying for.

National Grid does not guarantee that you will be hired upon completion of the interview process.

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
- Copy of High School diploma or GED
- Copy of valid driver's license
- Complete Medical 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

This program is not available under our Veterans Program offerings.
**Accounting Certificate**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTF 50</td>
<td>Accounting Fundamentals (T)</td>
<td>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.</td>
<td>$325</td>
</tr>
<tr>
<td>CTF 50O</td>
<td>Accounting Fundamentals Online (T)</td>
<td>See description above</td>
<td>$325</td>
</tr>
<tr>
<td>CTF 51</td>
<td>QuickBooks Pro™ for Accountants (T)</td>
<td>Learn the basics of creating sales and invoices, setting up payroll accounts, performing end-of-month duties, and preparing reports.</td>
<td>$325</td>
</tr>
<tr>
<td>CTF 52</td>
<td>Tax Preparer (T)</td>
<td>Learn how to prepare individual federal income taxes, including 1040EZ, 1040A, and 1040 long form, tax credits, child and dependent care credit, credit for the elderly, IRAs, pension income, and NY State/NY City tax items with the use of TurboTax™ software.</td>
<td>$325</td>
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</tbody>
</table>

**Paralegal Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTF 05</td>
<td>Practical Paralegal I &amp; Notary Public (T)</td>
<td>This course is an introduction to the practical aspects of being a paralegal including filing, legal proofreading, legal draftsmanship, legal research, and other office skills. There is a mandatory Notary Public session on Tuesday, Mar 5, 2019 and is included in the above tuition cost.</td>
<td>$400</td>
</tr>
<tr>
<td>CTF 06</td>
<td>Practical Paralegal II Certificate</td>
<td>This course deals with the computer and the essential part it plays in paralegal training. Topics include: computer legal research, legal keyboarding, and understanding language and terms used by attorneys in order to be a well-trained and successful paralegal.</td>
<td>$325</td>
</tr>
<tr>
<td>CTF 06O</td>
<td>Practical Paralegal II Online</td>
<td>Learn the basics of creating sales and invoices, setting up payroll accounts, performing end-of-month duties, and preparing reports.</td>
<td>$325</td>
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</tbody>
</table>

**Notary Public**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>VTP 36</td>
<td>Preparation for Notary Public</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Event & Meeting Planning Certificate**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTF 07</td>
<td>Event &amp; Meeting Planning I (T)</td>
<td>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.</td>
</tr>
<tr>
<td>CTF 08</td>
<td>Event &amp; Meeting Planning II</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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. The following programs are exempt from the Veteran’s Program:

- CTF89 & CTF120

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**

**Tue-Thur 6:40-9:50pm**

**Jan 22-Mar 28**

Communicate more effectively through letters, memoranda and reports. You will learn how to handle challenges, improve your listening skills and manage an office effectively.

**CTF 47**

**Business Computing**

**$325**

**Mon-Wed 6:30-9:50pm**

**Jan 23-Mar 27**

This course offers a basic overview of Microsoft Office™ (Word™, Excel™ and PowerPoint™) and the applications that businesses expect workers to know. The ability to project confidence and energy in all of your social or professional interactions and presentations. These courses take students in class by the instructor. This information will be provided to off campus, onsite of an athletic event. Note: Some class dates and time will be

**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.

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

Business Administration Certificate

**CTF 46**

**Business Communication and Office Management (T)**

**$325**

**Tue-Thur 6:40-9:50pm**

**Jan 22-Mar 28**

Communicate more effectively through letters, memoranda and reports. You will learn how to handle challenges, improve your listening skills and manage an office effectively.

**CTF 47**

**Business Computing**

**$325**

**Mon-Wed 6:30-9:50pm**

**Jan 23-Mar 27 OR**

**Sun 9am-3:30pm**

**Jan 20-Mar 24**

This course offers a basic overview of Microsoft Office™ (Word™, Excel™ and PowerPoint™) and the applications that businesses expect workers to know. The ability to project confidence and energy in all of your social or professional interactions and presentations. These courses take students in class by the instructor. This information will be provided to off campus, onsite of an athletic event. Note: Some class dates and time will be

**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.

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

Business Writing & Grammar

**$200**

**Wed 7-9pm**

**Jan 23-Mar 27 OR**

**Sat 12:30-2:30pm**

**Jan 19-Mar 23**

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

Public Speaking Certificate

The ability to speak well, whether in social or business settings, is a critical ingredient for success in today’s world. Take your personal life or professional career to the next level! Learn skills that will improve your ability to project confidence and energy in all of your social or professional interactions and presentations. These courses take people with normal public speaking fears and turns them into skilled presenters.

**CTF 140 NEW!**

**Public Speaking Basics**

**$50**

**Sat 9am-4:30pm**

**Feb 9**

In this one day workshop you will learn basic techniques to overcome anxieties of public speaking and deliver powerful presentations. This course is a compacted version of CTF 141.

**CTF 141 NEW!**

**Dynamic Public Speaking**

**$150**

**Mon-Wed 6:45-9:15pm**

**Feb 25-Mar 20**

Do you get nervous when speaking to others? Do you feel anxious? Intimidated? If you answered yes to any of these questions, then this course is for you. Learn basic techniques to enable you to overcome your fear of public speaking and deliver a powerful presentation. A blend of lecture, in-class speaking exercises, video clips and recorded presentations with instructor feedback will provide you with the skills and confidence to speak effortlessly and effectively to large and small groups alike.

College Athletics Coach Certificate

For most people, the exciting world of College Athletics begins through the coaching ranks. Many of those interested candidates begin their tenures at the NCAA Division III level. Colleges are routinely hiring coaches! The CUNY system has a wide-range of offerings in NCAA Division III (9 schools), Division II (1 school) and NJCAA (6 schools), which allows coaches to gain experience and improve their coaching and administration skills before deciding whether or not to remain in college athletics Division III, or move through the ranks to NCAA Division I, where the pressure and salary can be sky high.

**CTF 130**

**College Athletics Coach**

**$300**

**Wed 6:25-9:45pm**

**Jan 23-Mar 20**

This course will help better prepare you for the College Athletics and Coaching world. You will learn the necessary skills required for a successful athletics career in academia. In this course, you will explore the magnitude of counseling, leadership, recruitment and planning skills needed to be a successful college coach while also learning essential administrative skills such as media relations, marketing, budgeting, compliance rules and more. This course will be taught by Mr. Zak Ivkovic, CUNYAC Commissioner.

**Note:** Some class dates and time will be off campus, onsite of an athletic event. This information will be provided to students in class by the instructor.
### 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**  
**Wed 3-6pm**  
Jan 23-Mar 27 OR  
Wed 6:45-9:45pm  
Jan 23-Mar 27  
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**  
**Tue 3-6:20pm**  
Jan 22-Mar 26 OR  
Tue 6:40-10pm  
Jan 22-Mar 26  
Learn and practice professional makeup artistry techniques to develop the necessary skills the industry demands. A list of required cosmetic materials will be provided by the instructor.  
**Prerequisite:** CTF10 (Breaking into the Make-up Artist Industry).  
**Materials Fee:** $30  
*The materials fee provides students with hygienic products, not MAKE UP, while in class. Studio supplies are utilized in class during class time only.*  
*Note: Please bring all materials obtained from CTF10 with you to this course.*

*Note: Please refer to page 29 for additional make-up courses*

#### 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**  
**TueThur 6:40-9:50pm**  
Jan 22-Mar 28  
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**  
**Wed 6:25-9:45pm**  
Jan 23-Mar 20  
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.*

#### Veterinary Assistant Certificate

**CTF 15**  
**Veterinary Assistant I (T)**  
**TueThur 6:40-9:50pm**  
Jan 22-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)**  
**MonWed 6:30-9:50pm**  
Jan 23-Mar 27  
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.*

**CTF 16O**  
**Veterinary Assistant II Online**  
**MonWed 3-6:20pm**  
Jan 23-Mar 27  
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 and must have access to a computer and internet.  
*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.*
Kingsborough English Language Institute (KELI)

English as a Second Language (ESL)

Full-Time Intensive: 250 hours of instruction.

ESL 70
Full-Time Intensive ESL (T) $975
Mon-Fri 9am-2pm
Jan 9-Mar 22

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.

ESL 70 Schedule/Tuition for 2018/2019

Spring 2019 $975
Apr 9-June 19, Mon-Fri 9am-2pm
Summer 2019 $570
July 2-Aug 13, Mon-Thu 9am-3pm
Fall 2019 $1125
Sept 16-Dec 13, Mon-Fri 9am-2pm

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

ESL Evening/Weekend Courses

This part-time English as a Second Language (ESL) program provides nine (9) levels of proficiency.

ESL 00
English as a Second Language (T) $200
MonWed 6:45-9:45pm
* Jan 14-Mar 27 OR
TueThur 6:45-9:45pm
* Jan 15-Mar 26
*Jan 14 and 15 will be for testing only.

Class sessions begin on Jan 16 and Jan 17.
- 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

Call 718-368-4870 for more information.
For information call 718-368-5877 Mon-Thur, 6-9:30pm.

ESL 00S
English as a Second Language (T) $150
Sat 10am-3pm
Jan 12-Mar 23 OR
Sun 10am-3pm
Jan 13-Mar 24
For those who cannot attend during the week, we also offer ESL classes on Saturdays and Sundays.

For information call 718-368-5877 Mon-Thur, 6-9:30pm.

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 from Dec 5 to Jan 2 at 5 pm or from Thur, Dec 6 to Jan 3 at 9am in Room T231. Payment is by money order only. Registration may close early due to enrollment reaching full capacity. For information call 718-368-4870 to see if you qualify.

ESL and Food Handler

CCC 135
Strides to Success Free ESL/Food Handlers
MonWedFri 9am-2pm
Jan 14-Apr 12

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 19-Mar 23

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

Prerequisite: Minimum Level 8 ESL

RTP 99
TOEFL Preparation (T) $150
TueThur 7-9:30pm
Jan 29-Mar 26

For graduates of foreign nation’s secondary schools, who wish to apply to colleges and universities, this class will prepare you to sit for the Test of English as a Foreign Language exam.

Prerequisite: Minimum Level 8 ESL

RWV 55
English Conversation $125
Wed 7-9pm
Jan 30-Mar 27

This is an intermediate/advanced course for those who wish to practice their speaking skills. You will maximize your speaking time, make short speeches, and lead groups.

Prerequisite: Minimum Level 8 ESL

Earn a “BRING A FRIEND” discount when registering you and a friend for ESL 70/ELS00/ESL00S (See page 37 for details)
TEST PREPARATION

CASAC
CUNY Assessment Test Prep (ACT)
High School Equivalency (TASC™)
SAT
TLC License Test Preparation
HIGH SCHOOL EQUIVALENCY (TASC)

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.

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

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 9-Mar 22
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 19, Mon-Fri, in Room T231.

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

<table>
<thead>
<tr>
<th>English</th>
<th>Español</th>
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</table>
| **HSE 00**
High School Equivalency Intensive (T) $300  
TueWedThur 6:45-9:45pm  
*Jan 15-Mar 26  
OR  
High School Equivalency (T) $200  
TueThur 6:45-9:45pm  
*Jan 15-Mar 26  
* Jan 14 and 15 will be for testing only. Class sessions begin on Jan 16 and 17.  

**HSE 00S**
High School Equivalency (T) $175  
Sat 10am-3pm  
Jan 12-Mar 23 OR  
Sun 10am-3pm  
Jan 13-Mar 24

**HSE 00H**
Contextualized Healthcare/High School Equivalency (T) $200  
TueThur 6:45-9:45pm  
Jan 15-Mar 26
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 19, Mon-Fri, in Room T231.

Kingsborough Community College ofrece ahora el examen del TASC™ en español. Para más información, llamar a María Mejías al 718-368-5051.

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 C: Intensive Option (offering instruction in individual subjects)

HSE 41
Math Intensive (T)  $200
MonWed 6:45-9:45pm
Jan 14-Mar 27
OR
Math Intensive (T)  $175
Sat 10am-3pm
Jan 12-Mar 23

HSE 42
Reading & Writing (T)  $175
Sat 10am-3pm
Jan 12-Mar 23
OR
Reading & Writing (T)  $200
TueThur 6:45-9:45pm
Jan 15-Mar 26

Test Preparation

SAT Test-Preparation

RTP 01
SAT Preparation (T)  $300
Sat 9am-2pm
Feb 2-Mar 23 OR
Sun 9am-2pm
Feb 3-Mar 24
An intensive course for high school students preparing for the May 4, 2019 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.

CUNY Assessment Test Preparation (ACT)

RTP 25
Preparation for the CUNY Freshman Skills Assessment Test (ACT) (T)  $150
MonWed 7-9:30pm
Jan 28-Mar 25
The colleges of The City University of New York, as well as 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 authorized education provider 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 4-10pm Or 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 78R**

**Russian Language**

TLC Водительское Удостоверение Подготовительные курсы $150

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 #80-14(g)&1. 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

Mon Or Wed Or Fri 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.

**Earn a “BRING A FRIEND” discount when registering you and a friend for RTP78. (See Page 37 for details)**

**Certified Alcohol and Substance Abuse Counseling (CASAC)**

The successful completion of this program of six courses and two internships will earn you the CASAC trainee certification. First-time CASAC students must contact Dr. Monica Joseph at 718-368-5235 or 718-368-5289 before registering.

**March 1-June 3, 2019**

**SAC 02000**

Intro to Alcoholism & Substance Abuse Counseling $795

**SAC 02200**

Counseling Techniques in the Substance Abuse Field $795

Pre/co-requisite: SAC 02000.

**SAC 02400**

Counseling Techniques in the Substance Abuse Field II $795

Prerequisite: SAC 02200, no exceptions.

Matriculation to Kingsborough Community College will be required prior to enrolling for the following courses and internship programs. There will be a separate, required CUNY Degree application fee of $70.

**SAC 02600**

Confidentiality, Ethics and the Counselor/Client Relationship in Substance Abuse Counseling $795

Pre/co-requisite: SAC 02000.

Co-requisite: SAC 02200.

**SAC 02800**

Approaches to Treatment: Varieties of Alcoholism and Substance Abuse Modalities $795

Prerequisite: SAC 02000.

Co-requisite: SAC 02200.

**SAC 03000**

Compulsive Gambling Treatment and Prevention $1060

Prerequisite: SAC 02000.

**OR**

**SAC 03200**

Addiction and the Family $795

The following two internship programs are mandatory for those wishing to take the New York State certification examination for CASAC workers:

SAC09100

SAC09200
Kingsborough is a smart choice, when choosing a college education. Graduates from Kingsborough are guaranteed admission to four-year CUNY colleges. The CUNY Common Core Pathways allows you to transfer all your general education credits, so you won’t lose time or money toward earning your bachelor’s degree.

Kingsborough and CUNY offers the best value in U.S. higher education, at lower costs than most four-year public and private colleges. Approximately 80% of all CUNY students graduate debt-free; nearly 7 out of 10 full-time undergraduates have their exceptionally low-tuition fully covered by federal and state grants and awards.

At Kingsborough you will get a first-class education and spend less than you’d expect to spend at a four-year college. Additionally, you may qualify for scholarships available only to community college graduates who wish to continue their studies. While at Kingsborough you will have access to a dedicated team of faculty, 80% or more of whom have a PhD and also teach at four-year colleges.

Kingsborough is an Achieving the Dream-designated Leader College (2015) and was recognized by the Aspen Institute as one of the Top 4 Colleges in the Nation (2013), earning national recognition for its creative and effective use of learning communities, and for innovative programs that draw thousands of non-traditional students to its campus every year.

Visit the beautiful 72-acre campus and be wowed by the tranquil seaside location, complete with its very own beach. It’s so conducive to learning, in a relaxed and beautiful environment.

At Kingsborough we offer more than 70 certificate and degree programs.

For more information call: 718 368-4600
EARN A CERTIFICATE OR DEGREE

PARAMEDIC
Be On Call at Kingsborough

An A.A.S. degree in the EMT/Paramedic program will allow you to provide advanced, highest provider level pre-hospital care to patients in emergencies. Graduates of the KCC Paramedic Program may be eligible to sit for the paramedic examination for New York City, New York State, and the National Registry.

POLYSOMNOGRAPHIC TECHNOLOGY
Rise and Shine at Kingsborough

An A.A.S degree in Polysomnographic Technology—also known as Sleep Technology—prepares you to work as a licensed sleep technologist in New York State. Kingsborough is the FIRST and ONLY college in New York City to offer this degree, in which technicians study, diagnose, and treat sleep disorders by monitoring an individual’s physical sleeping conditions.

MARITIME TECHNOLOGY
Get On Deck at Kingsborough

An A.A.S degree in Maritime Technology will lead you to a career testing, diagnosing, inspecting, repairing, and maintaining boat engines, and associated boat handling and systems equipment to ensure their effective use and safe operation. Kingsborough is the ONLY college in New York City to offer a degree in Maritime Technology.
CULINARY ARTS
Slice and Dice at Kingsborough

The Culinary Arts program is a comprehensive training program designed for successful entry into the creative, high-paced workplaces of the food industry. Enroll at Kingsborough and earn your A.A.S. degree in Culinary Arts, and in no time you’ll be slicing and dicing, whipping it up, and cooking and serving your own culinary masterpieces. We also offer an exciting Certificate in Culinary Arts and Food Management—a one-year certificate designed for students who already have a college degree in another field.

TOURISM & HOSPITALITY
See the World through Kingsborough

With a robust and exciting tourism and hospitality degree program, Kingsborough is ideally suited to get you off and running. With almost 63 million tourists visiting New York City in 2017, the opportunities for joining a burgeoning workforce of chefs, hotel managers, and other ancillary areas of employment is great, if you equip yourself with the right skill sets and a degree. Bon Voyage!

CHEMICAL DEPENDENCY COUNSELING
Be of Counsel at Kingsborough

A significant rise in opioid use and other substances has increased the need for qualified substance abuse and chemical dependency professionals. Kingsborough offers a Certificate program in Alcoholism & Substance Abuse Counseling (CASAC), and an A.S. Degree in Chemical Dependency Counseling.
OUR CERTIFICATE & DEGREE PROGRAMS

ASSOCIATE IN ARTS (A.A.)
Liberal Arts
A.A. Criminal Justice

ASSOCIATE IN SCIENCE (A.S.)
Accounting
Biology
Biotechnology
Business Administration
Chemical Dependency Counseling Program
Chemistry
Community Health
Computer Science
Early Childhood Education/Child Care
Earth and Planetary Science
Education Studies
Engineering Science
Exercise Science/Personal Training
Fine Arts
Journalism and Print Media
Mathematics
Media Arts
Mental Health and Human Services
Physics
Science for Forensics
Speech Communication
Theatre Arts

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
Computer Information Systems
Culinary Arts
Emergency Medical Services-Paramedic
Fashion Design
Graphic Design and Illustration
Maritime Technology
Nursing
Office Administration and Technology
Physical Education, Recreation, and Recreation Therapy
Physical Therapist Assistant
Polysonomographic Technology
Retail Merchandising
Surgical Technology
Tourism and Hospitality
Website Development & Administration

CERTIFICATE PROGRAMS
Alcoholism & Substance Abuse Counseling
Culinary Arts
Maritime Technology: Marine Mechanic

KINGSBOROUGH COMMUNITY COLLEGE
Admissions Information Center
Room V-103 | Monday - Friday | 9am - 5pm
718-368-4600
2001 Oriental Boulevard,
Brooklyn, NY 11235
www.kbcc.cuny.edu
PERSONAL ENRICHMENT

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.

50+ Wellness Program
Aging Mastery
Arts, Crafts & Design
Computer Technology
Culinary Arts
Health & Fitness
Languages
Music & Dance
Self Development
Urban Farming
Writing
NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH CONTINUING STUDIES CENTER
25 Chapel Street, Howard Bldg., 4th Floor, Brooklyn, NY 1120, (718) 552.1170

www.citytechce.org
(718) 552.1170
ceinfo@citytech.cuny.edu

CUNY Techworks

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

NOW YOU CAN!
FREE USER EXPERIENCE PROGRAM AT KINGSBOROUGH COMMUNITY COLLEGE

You will learn from current industry experts via hands-on projects which will focus on important design thinking process such as:

- Intro user experience design & wireframing
- HTML, CSS, and JavaScript for Designers
- Visual design
- Human center design
- Capstone portfolio development
- Construction Project Management with ProCore Certification

FREE program includes: supportive services such as career development, soft skills prep, portfolio review and job placement assistance.

CALL TODAY TO SIGN UP FOR AN INFORMATION SESSION 718-368-5568


These workforce solutions are funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. CDW Program are an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.
50+ WELLNESS PROGRAM

Tuesdays 6 weeks $95
Jan 29-Mar 12 (no class 2/12)
3:30-5:30pm | COM89 Intro to Microsoft Word
Keyboarding skills. Access to a computer. Bring a flash drive.

Wednesdays 8 weeks $95
Jan 30-Mar 20
8:50-10:20am | COM92 Osteoporosis Workout
Bring a set of 2 lb. ankle/wrist weights and wear sneakers.

Fridays 8 weeks $95
Jan 25-Mar 22 (no class 2/18)
10-11:30am | COM09 Yoga & Pilates
Bring a yoga mat and yoga belts.
11:45am-1:15pm | COM01 Dancing Fitness
Bring 2 lb 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
Jan 26-Mar 23 (no class 2/16)
9:30-11am | COM13 Chair Pilates
Wear sneakers and bring a set of 2 or 3 lb. hand weights.
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
Jan 27-Mar 24 (no class 2/17)
9:30-11am | COM17 Indoor Walk and Tone Workout
Bring 2 or 3 lb. hand weights and sneakers to each class.
11:15am-12:45pm | COM06 Zumba Gold
Bring 2 or 3 lb. hand weights and sneakers 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

COM68 YOGA AND MEDITATION FOR CHRONIC ILLNESS $20
Thur March 7, 12-2pm
Join a certified Yoga Therapist and explore how yoga and meditation can be a useful adjunct modality in the treatment of chronic illness. In the 1st hour we will discuss current research on yoga and meditation for conditions such as cardiac disease, cancer, COPD, and auto-immune disease. In the 2nd hour we will guide you in both yoga and meditation techniques.
Wear loose, comfortable clothing and sneakers.

COM36 CONTENTMENT ON PURPOSE $50
Fri March 8, 15 & 22 1:30-3:30pm
Finding contentment within our busy lives can be elusive and downright difficult. Through becoming proactive in developing positive daily practices to enhance our own well-being, contentment can be purposefully cultivated. Some of the many contentment enhancing approaches taught in this workshop will include: breath work, conscious contemplation, gentle wellness body movements from Qi Gong, positive affirmations and guided meditations.
No prior training or knowledge is required, nor are any mats needed. All movements will be done either standing or sitting. Wear comfortable clothing and sneakers.

COM77 BELIEVE IT TO BECOME IT/NEW YEAR...NEW YOU VISION BOARD WORKSHOP $35
Sat March 16 & 23, 12:30-2:30pm
This workshop is designed for anyone who is ready to manifest a life filled with promise, hope and joy. Learn tools and techniques to help you visualize the life you desire.
Part one of this essential workshop is designed to open your mind to all your possibilities.
In part two, we will design vision boards helping you attract all those wonderful things that are waiting for you.....you just need to believe it to become it.
To Believe it.....Become it you need to spend time within to understand the blocks holding you back from the greatness you desire. Once some work has been done releasing old stale limiting energies, you are free to dream, desire and become.

Registration fee is waived for ALL 50+ courses and FREE designated guest parking is available on campus.
AGING MASTERY PROGRAM/ED2GO

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
Will be offered in the Spring Semester.

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 THREE locations:
Kingsborough Community College - 2001 Oriental Blvd, Brooklyn, NY 11235
OR
Bay Ridge Center - 6935 4th Avenue, Brooklyn, NY 11209
OR
Seaside Library - 116-15 Rockaway Beach Blvd., Rockaway Park, Queens, NY 11694 (Tentative)

Tuition: $80 (includes all educational materials)

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.

ED2GO

On-Line Courses

Career Training Programs
Career Training Programs are designed by a team of experts from their respective field. They work to provide students with a highly effective web-based learning experience.

• Learn in-demand skills recognized by employers
• Most programs prepare students for a national certification
• Start anytime, anywhere-work at your own pace
• Textbooks and learning materials are included
• Expert instructor assistance provided

Please go to careertraining.ed2go.com/kccce to enroll!

Professional Development Courses
Professional Development courses are convenient, affordable, fun, easy to use, and led by an expert instructor. New sessions start monthly and are in six-week formats.

• Comprehensive online course in a convenient six-week format
• Expert instructors lead each course
• Engaging student discussion areas
• New sessions starting monthly
• Certificate of Completion awarded with passing score included

Please go to www.ed2go.com/kccce to enroll!
**Business Computing**

**CTF 47**  
**Business Computing**  
$325  
Mon/Wed 6:30-9:50pm  
Jan 23-Mar 27 OR  
Sun 9am-3:30pm  
Jan 20-Mar 24  
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 12**  
**Excel™: Fundamentals Workshop**  
$80  
Fri 9:30am-4:30pm  
Mar 15  
For the PC user with no prior spreadsheet experience who is interested in learning the software. In 6 hours, this introductory course moves you through the fundamentals of entering, editing, formatting and printing spreadsheets, together with the use of simple formulas, functions, and printing options. Emphasis is on the fundamentals.  
**Prerequisite:** Basic computer knowledge

**RCL 22**  
**Adobe CC™: Beginner**  
$175  
Wed 6:45-9:45pm  
Jan 23-Mar 27  
This is a basic course for beginners and covers an introduction to the three main programs of Adobe’s Creative Cloud: Illustrator, Photoshop and InDesign. 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 29**  
**Getting Started with Computers**  
$175  
Mon/Wed 6:30-9:50pm  
Jan 23-Mar 27 OR  
Sun 9am-3:30pm  
Jan 20-Mar 24  
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 32**  
**Excel™: Basics**  
$175  
Thur 6:45-9:45pm  
Jan 24-Mar 28  
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 33**  
**Word™: Beginner**  
$175  
Wed 6:45-9:45pm  
Jan 23-Mar 27  
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 with Computers or equivalent.

**RCL 39**  
**Getting Started with Computers**  
$175  
Thur 6:45-9:45pm  
Jan 24-Mar 28 OR  
Sat 10am-1pm  
Jan 19-Mar 23  
Beginners learn the basic elements of a Microsoft Windows™ equipped P.C. Includes terminology and guidance for an effective computer configuration.  
**Prerequisite:** Basic computer knowledge.

**RCL 41**  
**Computers for Mature Adults**  
$175  
Sun 9am-12pm  
Jan 20-Mar 24  
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 59**  
**Getting Started with Web Design**  
$175  
Wed 6:45-9:45pm  
Jan 23-Mar 27  
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**  
**Mobile Application Programming**  
$175  
Sun 12-3pm  
Jan 20-Mar 24  
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 64**  
**Powerpoint™ & The Art of Presentation Workshop**  
$50  
Fri 10am-1pm  
Mar 22  
This PowerPoint™ workshop, the most widely used presentation tool, will help you jazz up your presentations. We will introduce charts, graphs, text insertion, visual components, and customized presentation.  
**Prerequisite:** Basic computer knowledge.

**RCL 71**  
**Keyboarding for Speed and Accuracy**  
$175  
Thur 6:45-9:45pm  
Jan 24-Mar 28 OR  
Sun 10am-1pm  
Jan 20-Mar 24  
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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*It’s easy! It’s fast! It’s convenient!*
Writing/Culinary Arts/Urban Farming

Writing

CTF 48
Business Writing & Grammar $200
Wed 7-9pm
Jan 23-Mar 27 OR
Sat 12:30-2:30pm
Jan 19-Mar 23
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 28-Mar 25
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 19-Mar 23
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.
Prerequisite: Minimum Level 8 ESL

RWV 18
Writing on the Dark Side $130
Tue 7-9pm
Jan 22-Mar 19
When writing about darkness you must let your mind run into unsafe territory, which often feels scary to talk about, much less write about. The dark stuff requires you to let your imagination go there, to explore fully the self. Think about pain, loss, betrayal, or your deepest fears. Our strongest writing comes from accessing the places that scare us and then putting it on the page. In this course students will have short writing exercises and the opportunity for feedback from their peers. This class is open to all levels and genres.

Culinary Arts

NHB 105
Chocolate Lovers Workshop NEW! $50
Sat 10am-1pm
Feb 9 OR
Wed 6-9pm
Feb 13
Get ready to celebrate Valentine’s day with chocolate. We will teach you the basics of making ganaches, how to infuse different flavors, how to roll and decorate truffles. This 3 hour hands-on class will give you the skills to make classic hand-rolled chocolate truffles. At the end of the class, you will be able to take home a delicious sample of chocolate creations to share with those you love.
Materials fee: $25

RTP 35
Serv-Safe Prep Certification (T) $150
Sat 10am-2pm
Feb 23, Mar 2 & Mar 9
This 12 –hour course focuses on preparing students to take the National Serv-Safe certification examination offered by the National Restaurant Association Educational Foundation and the NY State Restaurant Association 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 at the end of the final class. This certification is good for 5 years and accepted in all States. Serv-Safe textbook with exam sheet can be purchased from College Bookstore.

RTP 36
NYC Food Handler Test Preparation $115
MonWedThur 6:30 -9:30pm
Feb 25, 27 & 28
This 9-hour course focuses on safety issues of food handling, while preparing students to take the NYC Dept. of Health & Mental Hygiene’s Food Handler Certification exam. You will be scheduled by the College to take the DOH test at the end of the training. The exam is administered daytime off campus by the NYC DOHMH at their NY City location. This certification does not expire.
Material fee: $35 per person test fee.

Urban Farming

NHB 103
Grow Your Own Healing Garden NEW! $50
Thu 5:30-7:30pm
Mar 14-Mar 28
Explore the healing properties of common garden herbs and flowers by growing them in your own garden. Learn how to grow these plants (from seeds and cuttings) and discuss proper plant care strategies. We will use dried herbs to familiarize ourselves with these plants using herbal infusions such as teas, oils, and syrups.
Materials fee: $25

NHB 106
Crop Planning and Site Assessment NEW! $50
Tue 5:30-7:30pm
Mar 12-Mar 26
Make the most out of the upcoming gardening season by planning ahead! Learn how to create a crop plan including how to select seeds, scheduling planting times and quantities needed for your garden. Students will also learn how to make a site assessment of the environmental conditions, structures, resources of the garden that will inform the crop plan.
Materials fee: $25

NHB 103
Grow Your Own Healing Garden NEW! $50
Thu 5:30-7:30pm
Mar 14-Mar 28
Explore the healing properties of common garden herbs and flowers by growing them in your own garden. Learn how to grow these plants (from seeds and cuttings) and discuss proper plant care strategies. We will use dried herbs to familiarize ourselves with these plants using herbal infusions such as teas, oils, and syrups.
Materials fee: $25

NHB 106
Crop Planning and Site Assessment NEW! $50
Tue 5:30-7:30pm
Mar 12-Mar 26
Make the most out of the upcoming gardening season by planning ahead! Learn how to create a crop plan including how to select seeds, scheduling planting times and quantities needed for your garden. Students will also learn how to make a site assessment of the environmental conditions, structures, resources of the garden that will inform the crop plan.
Materials fee: $25
Health & Fitness

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

NPF 01
Dance off the Pounds $125
Mon 6:30-8:30pm OR 7:45-9:15pm
Mar 28–Mar 25
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 28–Mar 25 OR
Tue 5:30-7pm
Jan 22–Mar 19
Hatha Yoga shows you how to renew your body and mind. 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 22–Mar 19
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.

NPF 37
Calorie Wacker Workout $125
Thur 7:30–9pm
Jan 31–Mar 21
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.

Tennis

Class time will be used for instruction only.

NSP 62
Tennis: Beginner $125
Mon 8–9:30pm
Jan 28–Mar 25
Designed for those with minimal to no previous racquet experience.

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 20
For those with some swimming ability who wish to learn the backstroke, breaststroke, and sidestroke.

Swimming

NSP 52
Swimming: Beginner $110
Mon 7–8pm
Jan 28–Mar 25 OR
Tue 7:30–8:30pm
Jan 22–Mar 19 OR
Wed 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 8–9:30pm
Jan 22–Mar 19 OR
Thur 7:30–8:30pm
Jan 31–Mar 21
For those with some swimming ability who wish to learn the backstroke, breaststroke, and sidestroke.

NSP 55
Swimming: Advanced $110
Thu 8–9:30pm
Jan 31–Mar 21
This class focuses on the fundamentals of swimming for fitness. Warm-up exercises and conditioning will be emphasized.

NSP 66
Lap Swimming $130
Mon 8–9pm AND
Wed 8:30–9:30pm
Jan 28–Mar 25
This is an aerobic workout for pleasure and conditioning.

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www.kbcc.cuny.edu/continuinged
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## ARTS, CRAFTS & DESIGN / MUSIC / DANCE

### Arts, Crafts & Design

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Fee</th>
<th>Days &amp; Times</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAR 11</td>
<td>Practical Drawing</td>
<td>$130</td>
<td>Tue 6:30-8:30pm</td>
<td>Jan 22-Mar 19</td>
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<td>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 style. Please bring pencils, sketchpad and eraser.</td>
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<tr>
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<tbody>
<tr>
<td>NAR 38</td>
<td>Painting with Colored Pencils</td>
<td>$130</td>
<td>Thur 6:30-8:30pm</td>
<td>Jan 31-Mar 21</td>
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<td>Learn techniques for painting with pencils. Explore value intensity, complementary colors, layering and blending to create unique artwork. Bring SOFT Prisma Color or Spectra Color pencil set, drawing pad, kneaded eraser, sharpener and blender pencil.</td>
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<tbody>
<tr>
<td>NAR 81</td>
<td>Watercolor: Beginner</td>
<td>$130</td>
<td>Mon 6-8pm, Jan 28-Mar 25 OR Mon 8-10pm Jan 28-Mar 25 OR Sat 9:55-11:55am Feb 2-Mar 23</td>
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<td>Working from photographs and still-life arrangements, learn composition, texture, tonal values, washes, compound colors and other painting techniques. A materials list will be made available at the first session.</td>
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<tbody>
<tr>
<td>NHB 64</td>
<td>Knitting for Beginners</td>
<td>$130</td>
<td>Thur 6:30-8:30pm, Jan 31-Mar 21 OR Sat 10am-12pm Feb 2-Mar 23</td>
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<td>Learn the fundamental knitting skills that can transform novices into practiced knitters able to tackle a variety of future projects with confidence. Practice knit and purl stitches to begin and finish a project. With expert guidance, explore the tricks of the trade to fix mistakes along the way. Materials fee: $12</td>
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### Music

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<thead>
<tr>
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<th>Fee</th>
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<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>NMU 71</td>
<td>Piano: Beginner</td>
<td>$130</td>
<td>Mon 7-9pm, Jan 28-Mar 25 OR Thur 7-9pm Jan 31-Mar 21</td>
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<td>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.</td>
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### Dance

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<tr>
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<tbody>
<tr>
<td>NDA 43</td>
<td>Dance Salsa: Beginner</td>
<td>$130</td>
<td>Mon 6-7:30pm, Jan 28-Mar 25 OR Mon 7:45-9:15pm Jan 28-Mar 25</td>
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<td>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.</td>
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</thead>
<tbody>
<tr>
<td>NDA 54</td>
<td>Latin Ballroom Dance</td>
<td>$130</td>
<td>Wed 8:30-10pm</td>
<td>Jan 30-Mar 20</td>
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<td>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.</td>
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</tbody>
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<th>Course Name</th>
<th>Fee</th>
<th>Days &amp; Times</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDA 58</td>
<td>Belly Dancing</td>
<td>$130</td>
<td>Wed 6:30-8pm</td>
<td>Jan 30-Mar 20</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enhance your cultural horizons or improve on your dance moves through the artistry of mediterranean/middle eastern dance. Please wear sneakers.</td>
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</tr>
</tbody>
</table>
**Self Development**

**NMM 40**  
**Money & Finance**  $100  
Mon 7-9pm  
Jan 28-Mar 25  
Learn how to build a solid financial house with proper protection for you and your loved ones. This course will teach you how to be successful with personal finances, budgeting, savings, investments, debt management, how to increase cash flow and establish emergency funds.

**NMM 41**  
**How to Turn Your Hobby Into Money**  $100  
Tue 6:45-9:45pm  
Mar 5, 12 & 19  
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 16  
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 as latecomers will be turned away.

**NSE 21**  
**Back to the Basics - Hands on Makeup Boot Camp**  $50  
Thur 6-9pm  
Mar 7 OR Thur 6-9pm  
Mar 21  
Join this exciting class and learn how to use all that makeup you have at home. This hands on course utilizes all the tips, tricks and techniques you need to know to apply your own makeup. Class time will cover brows, eyes, face and lips. The instructor will assess your makeup bag products, and will guide and instruct you during the class while providing various demonstrations. This class is recommended for beginners.  
**Note:** Bring your own makeup, makeup remover, any other products you use regularly, and a hand held mirror.

**NSE 22**  
**All Eyes on Me: Beginners**  $50  
Thur 6-9pm  
Feb 21  
This hands on makeup workshop will teach you how to create a day look, an evening look, a soft glam look, and a true smoky eye. The instructor will guide and instruct you during the class while providing various demonstrations. This class is recommended for beginners.  
**Note:** Bring your own makeup, makeup remover, any other products you use regularly, and a hand held mirror.

**NSE 23**  
**All Eyes On Me:Intermediate to Advanced**  $50  
Thur 6-9pm  
Mar 28  
This hands on makeup workshop will continue where the beginners class left off. The instructor will guide and instruct you during the class while providing various demonstrations. This class is recommended for those with intermediate to advanced application skills.  
**Note:** Bring your own makeup, makeup remover, any other products you use regularly, and a hand held mirror.  
**Note:** Please refer to page 15 for make-up certification courses

**Languages**

**NLA 12**  
**Conversational French I**  $130  
Wed 6:45-8:45pm  
Jan 30-Mar 20  
Learn conversational French and useful expressions to help you feel more comfortable ordering from a menu or for that trip you may be planning to Paris.

**NLA 31**  
**Conversational Italian I**  $130  
Thur 6:45-8:45pm  
Jan 31-Mar 21  
Gain an introduction to the Italian language while discovering Italian culture.

**NLA 35**  
**Conversational Japanese I**  $130  
Thur 6:45-8:45pm  
Jan 31-Mar 21  
Learn basic Japanese vocabulary and conversation. Gain an introduction to the language focusing on pronunciation while exploring the Japanese culture and writing system.

**NLA 44**  
**Conversational Russian I**  $130  
Mon 6:45-8:45pm  
Jan 28-Mar 25  
Learn to listen and speak beginner Russian so that you can navigate your way in the language.

**NLA 45**  
**Conversational Russian II**  $130  
Tue 6:45-8:45pm  
Jan 22-Mar 19  
For those who have already taken NLA 44. Build a broader vocabulary and advance your communication skills with this Intermediate Russian class.

**NLA 60**  
**Conversational Spanish I**  $130  
Mon 6:45-8:45pm  
Jan 28-Mar 25  
Increase your ability to converse with co-workers, colleagues, or neighbors.

**NLA 62**  
**Conversational Spanish II**  $130  
Mon 6:45-8:45pm  
Jan 28-Mar 25  
For those who have already taken NLA60. Build a broader vocabulary and advance your communication skills.
A spin off of our successful College For Kids program, College For Kids Excursion provides an opportunity for elementary and junior high school teachers and administrators to venture to Kingsborough with their students for a College For Kids experience via field trip to our beautiful campus.

College For Kids Excursion course subjects and lessons are planned and coordinated jointly between Kingsborough’s Continuing Education administrators and the visiting school. Total time on campus can range from one to four hours. Lessons are tailored appropriately according to student grade level. For a small fee, students will embark on a fun learning experience while increasing their familiarity with higher education. Visiting our campus can plant a seed for career contemplation and can help instill an interest of continued learning. The minimum or maximum number of students will depend on subject(s) selected.

Fee: $5-$20 per student (Fee is dependent on subjects and total learning time)

Location: Kingsborough Community College, 2001 Oriental Blvd, Brooklyn, NY 11235

To schedule a College For Kids Excursion experience for your students, please contact Ms. Karolina Bizik at 718-368-5052

The New Americans Center (NAC) provides FREE, SAFE, AND CONFIDENTIAL 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.
- Immigration legal assistance: Employment authorization, Naturalization/Citizenship, Temporary Protected Status (TPS), Consular Processing for Family Based Petitions, 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

We’re Here to Help All Kingsborough Students

We offer the following free services:

**Attorney** - Legal Service Referrals by Appointment Only Thur 1-5pm

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

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

**Public Benefits Screening**
(Food Stamps, Health Insurance, Cash, Rent, etc.)
Mon/Thur/Fri 9am-5pm or Tue/Wed 9am-8pm
Contact: Hattie Elmore 718-368-5411 or hattie.elmore@kbcc.cuny.edu
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.
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 2nd and end Mar 23rd.
Sunday Classes begin Feb 3rd and end Mar 24th.

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

Full-Day Saturday Only (AM and PM)
$260 (includes lunch) plus a $25 non-refundable registration

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.
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<tr>
<th>Group</th>
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</table>
Arts & Crafts
You will sharpen your artistic skills by creating a scene out of foil, weaving a bracelet and more.

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)
Review Common Core concepts and strengthen skills for the NYS ELA test April 11 & 12.

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.

Fun Science Projects
From thinking of a unique science fair experiment to putting fabulous finishing touches on the display, you will learn to put together a winner, and have fun doing it too.

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.

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

Math Test Prep (2 hr course)
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.

Presentation Tech
Practice research and writing skills while learning how to create unique presentations with technology. Practice public speaking skills to deliver your presentation like a pro.

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

Russian OR French OR Spanish
Learn and practice your choice of language while exploring its 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, swimsuit and a combination lock. You must wear appropriate swimwear. Non-slip rubber slippers recommended. You must be at least 52” tall to swim. NO EXCEPTIONS. You will be measured!**

Television Broadcasting
Learn the fundamentals of television broadcasting while improving writing skills and creating original talk shows for television broadcast. By the end of the eight week course, you will create an original television talk show using the skills learned, including: concept, development, premise, logline, setting up the interview, selecting interview subjects, set design, and more. The class will work on individual projects as well as group projects to explore and experience several aspects of production.

Yoga
Learn yoga postures in a fun, safe way that encourages you to play and try something new.

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.

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 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 admissions, 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. Kingsborough Community College is also the College Affirmative Action Officer and Coordinator for Title IX, which prohibits sex discrimination in federally-assisted education programs. Kingsborough Community College is also the College Affirmative Action Officer and Coordinator for Title IX, which prohibits sex discrimination in federally-assisted education programs.

**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 3-4 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 location has specific GPS coordinates along with signage to aide in the successful connection of the AAR vehicle/driver and customer.

**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.

**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 2-4 weeks for processing.
- No refunds will be made if class has begun.
- No transfers after the second class session.

**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.

**CERTIFICATE PROGRAMS**

In order to earn a certificate, you must meet an 80% attendance requirement, receive a passing grade, and complete all assignments. 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 completed 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 9:15am-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:**

Wed. Jan 2, 2019 through Fri, Feb 1, 2019 from 9am-4pm in Room A-205 in the Administration Building, 2nd floor. Cash, check, money order, debit card, Visa, MasterCard or Discover accepted.

**Evening walk-in:**

Mon., Jan 14 through Thurs, Jan 31, 2019 from 6-8pm in room A205 in the Administration Building, 2nd floor.

**Weekend walk-in:**

Saturday, Jan 12, 19, 26 and Feb 2 and Sunday, Jan 13, 20 and 27 from 8:30-11:30am in Room A-205.

**No Classes:**

Mon, Jan 21 - Martin L. King Day
Tue, Feb 12 - Lincoln's Birthday
Mon, Feb 18 - Presidents' Day

**No Classes for Part-time ESL & TASC Only for Sat and Sun Feb 16 and Feb 17**
How to get to Kingsborough Community College

**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 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.

**BY BUS:**

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

**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.

The following buses transfer to the **B49:**
B2, B3, B4, B6, B7, B8, B9, B11, B12, B25, B31, B35, B36, B43, B45, B45, B48, and B82.

The following buses transfer to the **B1:**
B4, B6, B8, B16, B36, B68 and B82.
# Continuing Education Winter 2019 Registration Form

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<th>Last Name</th>
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**Highest Level of Education:**
Some HS __  H5 Grad __  Some College __  A.S __  B.A __  Master's __  Doctorate __

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<tr>
<th>E-mail Address</th>
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**How did you learn about Kingsborough Community College?**

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**Additional materials fee:** $

**Registration fee:** $ 25.00

**Parking permit+ (Tax incl.)** $ 22.00

**Total:** $

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**Bring a Friend Discount Voucher**

FOR THE FOLLOWING 4 PROGRAMS:

- **ESL70** - Both student and friend will receive a discount of $175 (Tuition = $800 each*) - Room T231
- **ESL00** Both student and friend will receive a discount of $50 (Tuition = $150 each*) - Room A205
- **ESL00S** - Both student and friend will receive a discount of $25 (Tuition = $125 each*) - Room A205
- **RTP78** - Both student and friend will receive a discount of $50 (Tuition $100 each*) - Room T4122

* Plus $25 Registration fee

**Eligibility:** Your friend must be a new student or must not have attended the program for the last four consecutive semesters. Registration is to be processed in-person only and both student and friend must be present to receive the discount. Only one friend per person. Classroom materials are not included.

---

**PLEASE MAIL OR FAX THIS FORM TO:**

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

---

**Eligibility:** Your friend must be a new student or must not have attended the program for the last four consecutive semesters. Registration is to be processed in-person only and both student and friend must be present to receive the discount. Only one friend per person. Classroom materials are not included.
Room A-205 is located in the Administration Bldg 2nd Floor.

## JANUARY

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