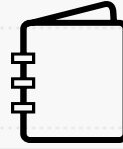
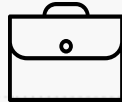


# FALL 2022 CATALOG



INVEST IN



YOURSELF!



REGISTRATION BEGINS - AUGUST 8TH, 2022

CLASSES BEGIN - SEPTEMBER 19TH, 2022



See Page 3  
for new course  
offerings!



Check Out Our Website

START



LIVE &  
ONLINE



VIRTUAL OPEN HOUSE  
Tuesday, August 9th  
Tuesday, September 13th

See Page 2  
for more details.



EMAIL US  
CONTED@KBCC.CUNY.EDU



We speak français, español, 中文, русский, and العربية

To participate in these courses you must have reliable internet and computer access.



IMPORTANT!  
UPDATES ON  
VACCINATION  
REQUIREMENT:  
CLICK HERE



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## Refund Policy on ALL courses- HYBRID/ONLINE/ON CAMPUS

Course fees are non-refundable if you do not attend the class/exam.

The college reserves the right to cancel courses due to insufficient enrollment.

**\$25 Registration is non-refundable, no exceptions.**

No refund will be considered after 2nd week of classes.

Transfer policy: No transfers after the second class session.

Refund Policy: Refund requests must be in writing and emailed to: Continuing Education (conted@kbcc.cuny.edu).

### **For courses under \$299:**

100% for courses canceled by the college; this includes the return of the \$25 registration fee.

100% with written request received 3 business days prior to the first class (minus \$30 cancellation fee)

50% with written request received prior to the second week of classes (minus \$30 cancellation fee)

### **For courses \$299 and above:**

100% for courses canceled by the college; this includes the return of the \$25 registration fee.

100% with written request received 3 business days prior to first class (minus \$30 cancellation fee)

75% with written request prior to completion of 10% of class hours (minus \$30 cancellation fee)

50% with written request received prior to the second week of classes (minus \$30 cancellation fee)



**VIRTUAL  
OPEN  
HOUSE**

**JOIN US ON  
August 9th or  
September 13th**

**12pm or 6pm**

Whether you are seeking a job or a promotion, starting a new business or simply trying to stay ahead of the curve, Kingsborough's Workforce Development & Continuing Education has the courses, programs and trainings for you!

## **CLICK ON THE SESSION TO REGISTER:**

**AUGUST 9TH**

**SEPTEMBER 13TH**

**12PM**

**6PM**

**12PM**

**6PM**

**CALL 718-368-5050 FOR QUESTIONS OR MORE INFORMATION.**

## **Pharmacy Technician Externship**

Students enrolled have a unique opportunity to work alongside an interdisciplinary team in a retail pharmacy, learning and practicing hands-on skills in this fast growing field. (70 hours)

**See page 11 for more details.**

## **Central Sterile Technician Externship.**

This course is entirely a hands-on training and practical experience at an off-site partner facility at which qualifying students can complete their required 400 clinical hours in order to be eligible to register for the CRCST examination.

**See page 13 for more details.**

## **Medical Billing and Coding**

Medical Billing and Coding professionals play an essential role in the health care industry. The duties performed include medical insurance billing and coding, completing and submitting medical insurance forms, creating and maintaining medical charts, preparing reports and correspondence, scheduling appointments, and greeting patients.

**See page 10 for more details.**

## **Dental Assistant Program**

KCC in partnership with CareerStep is offering the Dental Assistant program. Prepare for certification and kickstart a new career with online Dental Assistant training. According to the Bureau of Labor Statistics, the middle 50% of working professionals earn about \$37,630 a year, with annual raises and benefits.

**See Page 14 for more details.**

## **Physical Therapy Aide Training Program**

KCC in partnership with CareerStep is offering the Physical Therapy Aide training program. Physical therapy Aides provide support to physical therapists and their patients. They help patients check in, set up equipment, and often record patient progress. Physical Therapy Aides are some of the most in-demand workers in the growing healthcare industry, with job openings expected to increase 29.2% in the next 10 years.

**See Page 15 for more details.**

## **Medical Scribe**

KCC in partnership with CareerStep is offering the Medical Scribe program. Medical Scribes have become more and more common in medical offices.

**See Page 15 for more details.**

## **Certificate in Food, Nutrition, and Health**

In this informative course, you will gain a holistic view of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

**See Page 15 for more details.**

## **Nutrition and Health Bundle**

Nutrition has a profound impact not only on our health but also on our overall well-being. However, most people do not understand what foods they should eat, which diets are healthy for them, and where food comes from. This series is designed for healthcare workers, personal trainers, and individuals interested in a deep dive into the impacts of nutrition on our bodies.

**See Page 14 for more details.**

## **Explore a Career in Healthcare Suite**

The healthcare industry is booming. It is currently one of the fastest-growing industries in the United States and is expected to continue growing rapidly in the future. Many of the fastest-growing jobs don't even require you to be in a patient care role. Use this series to explore a career in several more healthcare administrative areas, including jobs as a Medical Coder, Medical Administrative Assistant, and Medical Transcriptionist.

**See page 14 for more details.**

## **Legal Studies with CSL by BARBRI**

KCC in partnership with CSL by BARBRI, is providing a menu of offerings in legal studies to include advanced paralegal, employment law, legal secretary and many more.

**See Page 16 & 17 for more details.**

## **Business Budgeting for Beginners**

In this comprehensive, beginner-friendly course, you will learn the elementary skills needed to be successful in the budgeting process and work your way up to creating a budget.

**See page 17 for more details.**

## **Property and Casualty**

Beginning with general principles of risk management and insurance, this course will address the approved New York State Department of Insurance curriculum.

**See Page 19 for more details.**

## **Life, Accident & Health Pre-Licensing**

Pre-licensing training for Life, Accident and Health insurance testing prepares students for the state licensing exam through curriculum that meets the 40 hour pre-licensing requirement for New York State.

**See Page 19 for more details.**

## **Blockchain Fundamentals**

This course provides a foundation in the underlying methodology of blockchain, including the roles of participants of mining, minting, and the algorithms that determine consensus.

**See Page 20 for more details.**

## **Certified Fiber Optics Technician**

In one week of intensive training you could hold three Fiber Optic Association Certifications: Certified Fiber Optics Technician (CFOT), Certified Fiber Optics Specialist in Testing (CFOS/T), and Certified Fiber Optics Specialist in Splicing (CFOS/S).

**See page 21 for more details.**

## **Childcare Administration**

KCC in partnership with CareerStep is offering this Child Care Administration course which has been designed by early childhood education (ECE) experts and experienced industry professionals. Childcare Administration jobs are on the rise, driven by tremendous need right now for quality child care nationwide. Burning Glass projects over 10% job growth over the next 10 years.

**See Page 22 for more details.**

# TUITION OPTIONS

We strive to provide you with flexible payment plans so that you can focus on your education and career plans. Please call us and we will assist you in making the right choice.  
Contact us at 718-368-5050 for more information.

## **CEWD Scholarship Fund**

The CEWD Scholarship is meant for continuing education and workforce development students. We are accepting student applications for those experiencing financial challenges to pay their tuition. Kindly find the application and eligibility requirements here: <https://forms.gle/vuv6AS9PrwAAgWp7>

## **Installment Payments**

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

## **Helena Rubinstein Continuing Education Scholarship**

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

[https://cunysud.formstack.com/forms/css\\_spring\\_2022](https://cunysud.formstack.com/forms/css_spring_2022)

## **Individual Training Grant (ITG) Vouchers**

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

## **Corporate Tuition Reimbursement/ Vouchers**

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

## **AARP WorkSearch Program**

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

## **DC 37 Members**

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

## **1199SEIU Members**

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

## **ACCES-VR Adult Career and Continuing Education Services**

This program assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development. For more information, call (718) 816-4800 or visit the website at [www.acces.nysed.gov/vr/](http://www.acces.nysed.gov/vr/)

## **Department of Veterans Affairs**

All veterans interested in obtaining information from the VA regarding their eligibility for funding need to have a copy of their DD-214 form and Certificate of Eligibility.

For more information, visit the website:

<https://www.va.gov/education/eligibility/> to request official notification of education benefits.

## **Independent Training Accounts- HRA**

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

## **NYS & CSEA Partnership for Education and Training**

To be eligible, review the website for applications that can be created online <https://www.nyscseapartnership.org>

## **SNAP (Supplemental Nutrition Assistance Program)**

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

## **Tuition Reimbursement**

The College will accommodate requests for letters of support for reimbursement.

## **Government Issued Vouchers**

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

## **Student Loans**

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

## **Tax Deduction of Expenses**

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

# STUDENT SUPPORT SERVICES

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

**Contact us at 718-368-5052 for more information.**

## CENTER FOR CAREER DEVELOPMENT & EXPERIENTIAL LEARNING

The mission of the Center for Career Development & Experiential Learning at Kingsborough Community College is to provide career services to students and alumni through career exploration, professional resources and programming.

Career Advisors are available to give students individualized assistance to develop career goals including help with choosing a major, internships, workshops, and job search assistance. The Center offers workshops to students throughout the semester on a variety of career-related topics, including, but not limited to resume, interview, workplace etiquette and networking.

In addition, the office provides a multitude of programs and events, such as job fairs, on-campus recruitment and information sessions, which allow students to explore various career opportunities.

Stay up to date regarding upcoming workshops and events with our weekly newsletter: <http://www.kbcc.cuny.edu/career/documents/C102.pdf>

### Contact Information

Hours: 9:30am-5pm

Phone: 718.368.5115

Email:

[careerdevelopment@kbcc.cuny.edu](mailto:careerdevelopment@kbcc.cuny.edu)

## ACCESS RESOURCE CENTER

Kingsborough Community College's Access Resource Center, the nation's first at a community college, is your one-stop place to get connected to government benefits and resources. Whether it's childcare, SNAP, clothing, or transportation, you can get a referral for what's available to you – where you live and when you need it.

**Call 718-368-5411 or 6713.**

They offer benefit screening, legal consultation, financial consultation and tax preparation too!

Additionally, they coordinate:

- Distribution of FREE vegetables grown on campus at the KCC Urban Farm
- Distribution of FREE food staples at the KCC Food Pantry
- Clothing donations
- Assistance with recertification of benefits
- Assistance obtaining other government resources and so much more!

## TRAINING AND CAREER GUIDANCE

**Unsure about what training or career best matches your skills?**

**At Kingsborough Community College, you can set your sights on the future you want!**



Whether it is becoming a paramedic or UX designer, we have the certificate training programs for anyone who wants to find a new career pathway. With Future InSight, we can help you map out the steps you need to achieve your career goals. You may know exactly which job best matches your skills or maybe you are curious about a certain industry. We can help guide you to where you want to go.

Visit our site by clicking here!

## 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 of these locations has specific GPS coordinates along with signage to aide in the successful connection of the AAR vehicle/driver and customer.

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

## THINGS YOU SHOULD KNOW

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

# ENGLISH AS A SECOND LANGUAGE & CLIP

## **ESL 00 - English as a Second Language \$250**

**Mon & Wed / Sept 21 - Dec 5 / 6:45pm-9:45pm ON CAMPUS**

**Tues & Thurs / Sept 22 - Dec 1 / 6:45pm-9:45pm ONLINE**

**Saturday / Oct 1 - Dec 17 / 10am-3pm ON CAMPUS**

**Sunday / Oct 2 - Dec 18 / 10am-3pm ONLINE**

These classes are led by qualified and experienced instructors. You will practice listening and speaking, as well as reading and writing. Interesting instructional content designed for all adults.

**For more information  
please call 718-368-5877**

## **ESL 70 - English as a Second Language \$1,125**

**Mon-Fri / Sept 14 - Dec 13 / 9am-2pm / HYBRID**

Benefits include:

- Customized class placement
- Certificate of Attendance (90%)
- ID card to access campus facilities
- Academic preparation for college (advanced classes suitable for Masters programs)
- Assistance for CUNY admission
- TOEFL practice (TOEFL waived for eligible students)
- I-20s issued to qualified students.

**For more information, call 718 368-4870, or use  
Zoom meeting ID: 857 4347 7610**

## **RTP 99 - Preparation for TOEFL \$175 HYBRID**

**Tues & Thur / Oct 11 - Dec 6 / 7pm-9:30pm**

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

**Minimum Level 8 ESL.**

## **RWV 07 - Writing for Advanced Non-Native Speakers of English \$150**

**Wed / Oct 19 - Dec 7 / 6:30pm-8:30pm ONLINE**

**Sat / Oct 22 - Dec 17 / 9:15am-11:15am ON CAMPUS**

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.**

## **CCC 62 - FREE ESL**

**Tues & Thurs / Sept 13-Dec 15 / 5pm-10pm HYBRID**

Please register early, seats are very limited! You will be tested and placed accordingly.

For more information, please call the coordinator, Sabina Krivenko, at 718-368-4870 or email her at SKrivenko@kbcc.cuny.edu.

## **CCC 135 - STS ESL Food Handler Program**

**Mon-Wed-Fri / Sept 16 - Dec 14 / 9am-2pm HYBRID**

Please register early, seats are very limited! You will be tested and placed accordingly.

For more information, please call the coordinator, Sabina Krivenko, at 718-368-4870 or email her at SKrivenko@kbcc.cuny.edu.



**THE ENGLISH YOU NEED FOR COLLEGE**

CLIP is an intensive, pre-matriculation English as a Second Language (ESL) program. CLIP is an option for students who have been accepted to CUNY and need to improve their academic English skills before taking college courses. Students who have been accepted to a CUNY college and informed that they are not English proficient can begin CLIP in any semester and spend up to one year in the program. Please bring proof of college acceptance to registration, if possible.

**Registration is now open, please call 718- 368-4870 for more information or assistance with registration.**

## **CLI 01 - CUNY Language Immersion Program \$145**

**Mon-Fri / Sept 12 - Dec 9 / 8:45am-2:30pm HYBRID**

**Or**

**Mon-Fri / Sept 12 - Dec 9 / 5pm-10pm HYBRID**

**ESL / CLIP / HSE: Visit our [Virtual Office](#)**

**Mon-Fri, 9:30am – 5:00pm**

**(Zoom meeting ID: 857 434 77610)**

# HIGH SCHOOL EQUIVALENCY (GED®) General Educational Development

The New York State Education Department requires all examinees to meet eligibility for HSE/GED® Testing. Speak with one of our advisors to see if you are eligible by calling 718-368-5051.

## HSE 00 - GED® (HIGH SCHOOL EQUIVALENCY PREP) \$175

**Mondays / Sept 19 - Nov 28 / 6pm - 10pm ON CAMPUS**

**Tues & Thurs / Sept 20 - Nov 8 / 6:45pm-9:45pm ONLINE**

**Saturdays / Sept 17 - Nov 19 / 10am-2:30pm ONLINE**

**Tues & Thurs / Nov 15 - Dec 20 / 6pm-10pm ONLINE**

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

Call 718-368-5051 for more information.

**Note:** You will need a TI-30XS calculator and GED® book. Textbook information will be provided.

### DID YOU KNOW?

Having an HSE credential will improve your opportunities for better jobs, training, promotions, and even more money!

Did you know that those with their High School diploma and equivalency earn an average of \$9,000 more per year than those without?

Once you pass the HSE exam our staff will provide one on one college counseling services and assist you with meeting with a KCC admissions counselor!



## HSE 70 - Comprehensive High School Equivalency \$565 HYBRID

**Mon-Fri / Sept 14 - Dec 13 / 9am-2pm**

This comprehensive 300-hour course will prepare you for the State GED® exam. You will improve your skills (math, social studies, science, reading, and writing) and acquire test-taking strategies to help you pass the required practice test to be eligible to take the GED® exam.

**For more information, call 718 368-4870, or use Zoom meeting ID: 857 4347 7610**

## HSE 41 - Math Intensive GED®

**(HIGH SCHOOL EQUIVALENCY PREP) \$100 ONLINE**

**Wed / Oct 12 - Nov 16 / 6:45pm-9:45pm**

This course focuses on math problems that will be given on the math portion of the GED® exam.

**Note-** You will need a TI-30XS calculator.

## HSE 71 - Alternative High School Equivalency Preparation- Diploma Now \$100 HYBRID

**Mon-Fri / Sept 14 - Dec 13 / 9am-2pm**

This comprehensive 300-hour course will prepare you for the State GED® exam. You must be 17.5 years of age by Sept 14th, 2022 and cannot be older than 20 years of age when you enroll in the program. You must score a 9.0 grade reading level or higher on the TABE test, write an essay and sign a student responsibilities form.

**For more information, call 718 368-4870, or use Zoom meeting ID: 857 4347 7610.**

## (GED®) (HIGH SCHOOL EQUIVALENCY) EN ESPAÑOL

### HSE 00E - Diploma de Escuela Secundaria en Español \$175 ONLINE

**Lunes y Miercoles/Sept 19- Nov 9/6:45pm-9:45pm**  
or

**Lunes y Miercoles / Nov 14 - Dec 14 / 6pm-10pm**

Va a necesitar el libro del GED® y la calculadora TI-30XS.

**Para mas información, llamar a Maria Mejias al 718-368-5051.**

### HSE 41E - Clases de Matemáticas para los estudiantes de Equivalencia de la Escuela Secundaria en Español \$100 ONLINE

**Jueves / Oct 13 - Nov 17 / 6:45pm-9:45pm**

Esta clase te ayudara a practicar y resolver los problemas de matemáticas que aparecen en el examen del GED®. Va a necesitar la calculadora TI-30XS.

**ESL / CLIP / HSE: Visit our [Virtual Office](#)**

**Monday - Friday, 9:30am - 5:00pm**

**(Zoom meeting ID: 857 434 77610)**

# HIGH SCHOOL EQUIVALENCY PROGRAM

## CUNY FATHERHOOD ACADEMY (CFA)

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

### HSE TRACK (GED®) FATHERS WITHOUT HIGH SCHOOL DIPLOMAS OR GED

You can apply for a 16 week, 3 days a week program that will prepare you for the GED® as well as for employment, enrollment in college or a workforce training program.

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



**Recruiting NOW for CFA's College Prep and High School Equivalency program at KBCC.**

**[Click here to sign up for an application session online,](#)  
or call to speak with a CFA representative 718.368.6784**

## CAREER TRAINING PROGRAM

The Job Corps Scholars program is for eligible youth age 18-24 and provides the opportunity to enroll in a career technical training program to learn in-demand job skills at accredited public colleges for free!

Our program provides intensive counseling services to support and facilitate each student's employment and career success. This is a free program for students and offers a unique opportunity to gain valuable education, as well as skills employers are seeking for today's workforce.

Currently recruiting for Fall 2022. There are limited spots available, so we encourage you to apply ASAP!

**[Learn more by clicking here so that we may send you Information Session details.](#)**



# TEST PREPARATION

Prepare for admissions and placement tests online with our experienced instructors!

Our test prep programs are affordable and accessible.

We offer a variety of practice materials, with high quality test simulations, designed to help students better understand the material and perform their best on their test!

## SCHOLASTIC ASSESSMENT TEST PREP (SAT)

### **RTP 01 - SAT Preparation \$300**

**Saturday / Oct 15-Nov 19 / 9am-3:30pm ON CAMPUS**

**Sunday / Oct 16-Nov 20 / 9am-3:30pm ONLINE**

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

### **RTP 02 - SAT Math Preparation \$175**

**Saturday / Oct 15-Nov 19 / 9am-12pm**

**ON CAMPUS**

**Tuesday / Oct 25-Nov 29 / 5pm-8pm**

**ONLINE**

An intensive MATH ONLY course for high school students preparing for the SAT exam. Instructors provide review and practice under simulated test conditions to help prepare students specifically with the MATH component of the exam. Students will explore study skills while receiving coaching and test-taking tips.

**Next College Board SAT Exam date is on 12/3/22**



# 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 Healthcare Association's certifying examinations, which are nationally recognized credentials in the Allied Health industry. Tuition for healthcare courses excludes textbooks, uniforms scrubs/lab coats, exam fees and CPR/BLS certification unless otherwise noted.

## IN-DEMAND HEALTHCARE PROGRAMS

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

See the following pages for the schedule of available courses.

**For questions and additional information please call 718-368-5052 or email [Healthcare.cep@kbcc.cuny.edu](mailto:Healthcare.cep@kbcc.cuny.edu)**

## CLINICAL MEDICAL ASSISTANT

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

**CTF 20 - Anatomy and Physiology**

**RTP 40 - Basic Life Support for Healthcare Providers**

**CTF 90 - EKG/ECG Technician**

**CTF 91 - Phlebotomy Procedures**

**CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests**

**CTF 89 - Certified Electronic Health Records Specialists**

## PHLEBOTOMY TECHNICIAN

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

**CTF 20 - Anatomy and Physiology**

**CTF 91 - Phlebotomy Procedures**

**RTP 40 - Basic Life Support for Healthcare Providers**

## MEDICAL BILLING & CODING SPECIALIST

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

**CTF 25 - Introduction to Terminology and Insurance**

**CTF 26 - Procedures and Coding (CPT 4 and ICD-10-CM)**

**CTF 27 - Computerized Billing and Clinical Practice**

## HOME HEALTH AIDE

Home Health Aides (HHA) provide professional healthcare in a patient's home environment. Patient can range from elderly to disabled to chronically-ill individuals who do not require hospitalization. Includes 6 weeks of online Zoom courses followed by 8 hours of on-campus evening or weekend labs then 8 hours of in-person clinicals experience at a partner location. Basic Life Support is included with all fees and takes place on weekends. (82 clock hours total)

**CTF 37- Home Health Aide Intensive**

**RTP 40 - Basic Life Support for Healthcare Providers**

## EKG/ECG TECHNICIAN

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

**CTF 20 - Anatomy and Physiology**

**RTP 40 - Basic Life Support for Healthcare Providers**

**CTF 90 - EKG/ECG Technician**

## PHARMACY TECHNICIAN

This intensive course provides an overall view of the fundamentals of medical and pharmaceutical terminology. Pharmaceutical calculations, concepts of pharmacology and medicinal therapy as it relates to anatomy and physiology and pathophysiology. Students will also learn about laws, ethics and standards required in the pharmacy profession. Application of knowledge in an on-site hospital and retail setting. (70 clock hours)

**CTF 41 / 42 - Pharmacy Technician Intensive**

## CERTIFIED NURSE AIDE INTENSIVE

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

**CTF 78/79 - CNA Intensive**

**RTP 40 - Basic Life Support for Healthcare Providers**

*"I thoroughly enjoyed the class. I learned so much and it motivated me to move forward with my education and career in the healthcare industry, here at Kingsborough."*



# SCHEDULE OF HEALTHCARE COURSES

## **CTF 20 - Anatomy and Physiology \$450 ONLINE**

**Mon & Wed / Oct 3 - Dec 14 / 6:45pm-9:45pm**

An introduction to the structure and function of the human body, common disorders and diseases in relation to body systems.

**This course is required for CTF 87/88 Basic Patient Care Skills & Diagnostic Tests, CTF 90 EKG/ECG and CTF 91 Phlebotomy Procedures.**

## **CTF 26 - Procedures and Coding \$450 ONLINE**

**Tues & Thur / Sept 20 - Dec 8 / 6:45pm-9:45pm**

This course covers CPT 4, a systematic linking and coding of procedures and services used in outpatient settings. This coding is required for billing and reimbursement by insurers. ICD-10-CM, the International Classification of Diseases, is used worldwide by many healthcare facilities.

**Prerequisite: CTF25 Introduction to Terminology and Insurance.**

## **CTF 25 - Introduction to Terminology and Insurance \$450 ONLINE**

**Mon & Wed / Oct 3 - Dec 5 / 6:30pm-10pm**

This class is an overview of the medical terminology used in a medical office, starting with the basics of anatomy, including the human body and its skeletal, pulmonary, digestive, cardiovascular and reproductive system and an introduction to health insurance.

## **CTF 27 - Computerized Billing and Clinical Practice \$450 ONLINE**

**Tue & Thurs / Sept 20 - Dec 8 / 6:45pm-9:45pm**

You will continue your study of office procedures and billing to include scheduling patients for laboratory, surgical and testing procedures, completing patient charts, and accounting practices using state-of-the-art medical software.

**Prerequisite: CTF 26 Procedures and Coding, and basic computer skills. Students must have Windows operating system to utilize medical software.**

## MEDICAL BILLING & CODING INTENSIVE

### **CTF 109 Medical Billing & Coding Intensive \$1,200 ONLINE**

**Tues, Wed, Thurs / Sept 20 - Jan 19 / 6:30pm-10pm**

This course starts with an overview of professional billing, coding, and health insurance basics. The course consists of three parts. The first part will serve as a foundation for learning Medical Terminology, which you will use in a medical office or hospital setting. The second part will focus on the detailed learning of the Healthcare Common Procedure Coding System (HCPCS), including the Current Procedural Terminology (CPT) and the International Classification of Diseases (ICD), procedure and diagnosis coding required for billing and reimbursement in healthcare. Learners will practice a variety of coding exercises and scenarios. The third part will be an online computer laboratory to put together the concepts learned in parts one and two, where you will learn how to use the state-of-the-art medical office practice software.



**Save time and money by registering for CTF 109 instead of taking CTF 25/26/27!**

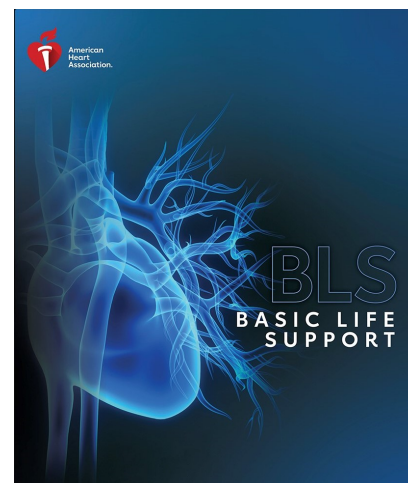
## **RTP 40 - Basic Life Support for Healthcare Providers \$100**

**(Includes course materials)**

**ON CAMPUS**

Call for schedule 718-368-5050

This course provides the skills to recognize and provide care in respiratory and cardiac emergencies, using the latest 2015 AHA guidelines, to teach adult, child and infant cardiopulmonary resuscitation and automatic external defibrillator use. Basic life support skills include CPR, AED use, and ventilations.



# SCHEDULE OF HEALTHCARE COURSES

## **CTF 89 - Certified Electronic Health Records Specialist \$700 ONLINE**

**Tues & Thur / Oct 6 - Dec 15 / 6:45pm-9:45pm**

This course introduces students to the basic functions of Electronic Health Records (EHR). It includes discussions and illustrations on the latest information management technologies (both hardware and software) currently used in healthcare. Students will be immersed in the environment, organization, unique to the use of EHR at all levels of patient care. Computer-based, hands-on exercises are required.

**Prerequisites: Computer proficiency (will be assessed) and some experience in office administration.**

## PHARMACY TECHNICIAN INTENSIVE

### **CTF 41/42 - Pharmacy Technician Intensive \$850**

**Mon - Tues - Wed / Oct 6 - Nov 22 / 6pm-9:30pm HYBRID**

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

Two (2) in person labs required.

Dates and times to be provided in class.

**Lab Fee: \$60**



### **CTF 184- Pharmacy Technician Externship \$300**

**NEW**

Schedule and location may vary. Program Coordinator will organize scheduling with registered students. Students enrolled have a unique opportunity to work alongside an interdisciplinary team in a retail pharmacy, learning and practicing hands-on skills in this fast growing field. (70 hours)

**Note: Background check and drug screenings will be required. Additionally, students are required to follow all onboarding processes and policy requirements of the assigned pharmacy.**

**Pre-requisite: CTF41/42 or CTF42 or ExCPT certification.**

Email [Healthcare.cep@kbcc.cuny.edu](mailto:Healthcare.cep@kbcc.cuny.edu) for more information.

## EKG/ECG TECHNICIAN

### **CTF 90 - EKG/ECG Technician \$450**

**To Be Offered Winter 2023**

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

**Prerequisite: CTF 20 Anatomy & Physiology**

*Five (5) in person labs required.*

*Dates and times to be provided during class.*

**White lab coat required. Lab fee: \$60**



# HYBRID HEALTHCARE OFFERINGS

Lab sessions will be conducted in person, on campus. Clinicals will be done in person.

## CERTIFIED NURSING ASSISTANT

**CTF 78/79 - CNA Intensive \$950 HYBRID**

**Mon - Tues - Wed - Thurs / Sept 19 - Nov 21 / 6pm-10pm**



Certified Nursing Assistants are currently in high demand and the need is projected to continue through 2024. This number will only increase as the baby boomer generation ages and there is an increased demand for additional long-term nursing care facilities. In New York State a CNA must be certified.

Salary: \$34,160-\$48,525

Job projections thru 2028: +22%

Rapid Growth; Numerous Job Openings.

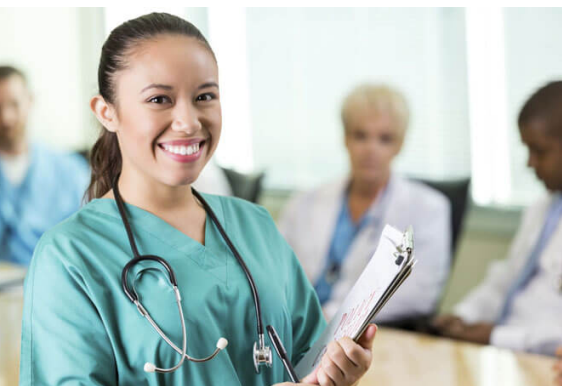
This course introduces students to the needs of the patient, legal/ethical issues, effective communication and anatomical changes accompanying the aging process. It will also cover health and nutrition and the care of persons with cognitive and mental disabilities. Includes 32 hours of supervised clinical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

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

**Prerequisite: Medical clearance is required to participate in the clinical experience. Basic Life Support/CPR (RTP40) must be completed before the clinical experience. Course textbook, uniform scrubs and CNA certifying exam fees are not included in the tuition. Six (6) in person labs required. Dates and times to be provided during class.**

**Burgundy uniform scrubs (top and bottom) required for labs and clinicals. Lab fee: \$60**

## BASIC PATIENT CARE SKILLS & DIAGNOSTIC TESTS



**CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests \$450 To Be Offered Winter 2023**

Skills common to the private practice and hospital worker are covered, including obtaining medical histories, vital signs, prepping patients, first-aid care, and emergency procedures for the medical office. Learn the importance of maintaining a sterile environment when preparing for minor surgical procedures. Collect specimens, perform simple measurements and tests, and acquire knowledge of prescription and non-prescription medications. **Prerequisite: CTF 20 Anatomy & Physiology.**

*Four (4) in person labs required. Dates and times to be provided during class. White lab coat required. Lab fee: \$60*

## PHLEBOTOMY

**CTF 91 - Phlebotomy Procedures \$450 HYBRID**

**Tues & Thurs / Sept 20 - Dec 6 / 6:45pm-9:45pm**

This course provides theoretical and laboratory preparation for entry-level performance as a phlebotomist. It focuses on vascular anatomy and physiology; performance of venipuncture techniques, and additional responsibilities of phlebotomists as members of the healthcare team. **Prerequisite: CTF 20 Anatomy & Physiology.**

Live needle sticks performed. Students must sign an *Assumption of Risk*. Six (6) in person labs required. Dates and times to be provided during class. **White lab coat required. Lab fee: \$60**



# PATIENT CARE TECHNICIAN

## **CTF 93 - Patient Care Technician Intensive \$825 HYBRID**

**Mon - Thurs / Sept 19 - Nov 21 / 6pm-10pm**

Study includes comprehensive instruction on vascular anatomy and performance of venipuncture techniques. Students will also learn and practice performing EKGs and basic terms associated with cardiovascular system, anatomy and physiology. This course is for Certified Nurse Aides only. Live needle sticks performed. Students must sign an Assumption of Risk.

*Six (6) in person labs required. Dates and times to be provided during class.*

**White lab coat required. Lab Fee \$60**



**BRIGHT OUTLOOK**

Employment of patient care technicians is expected to grow rapidly in the next few years. Becoming a patient care technician is a strong career move that will open professional doors throughout the course of your life. PCT training will prepare you to get licensed and certified to operate an electrocardiogram machine in addition to being a phlebotomist.



**Salary: \$37,960-\$50,900**

**Job projections thru 2028: +12%**

**Rapid Growth; Numerous Job Openings.**

# CENTRAL STERILE TECHNICIAN

## **CTF 98 - Central Sterile Technician \$900 HYBRID**

**Tues - Wed - Thurs / Sept 28 - Nov 22 / 5pm-9pm**

This course, facilitated by an HSPA (Healthcare Sterile Processing Association) Instructor, who will provide you with the knowledge and skills required to work in a Central Supply/Sterile Processing Healthcare facility. Additional hours to be assigned when class is in session. *Three (3) in person labs required. Dates and times to be provided during class.* **Lab fee: \$60**

**Students are responsible for securing CST hands-on training necessary to meet 400-hour certification requirements.**



## **CTF 183 Central Sterile Technician Externship \$5,500**

**NEW**

Schedules may vary. Program Coordinator will organize scheduling with registered students.

This course is entirely a hands-on training and practical experience at an off-site partner facility at which qualifying students can complete their required 400 clinical hours in order to be eligible to register for the CRCST examination.

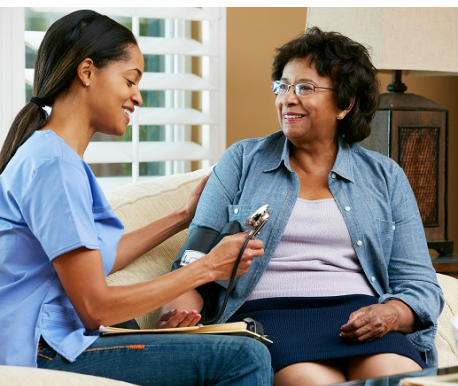
**Note: Students are required to follow all policy requirements of the assigned facility.**

**Pre-requisite: CTF98 or a Provisional CRCST certification.**

Email [Healthcare.cep@kbcc.cuny.edu](mailto:Healthcare.cep@kbcc.cuny.edu) for more information.

**NEW**

# HOME HEALTH AIDE



## **CTF 37 - Home Health Aide Intensive \$525**

**Tues - Wed - Thurs / Oct 11 - Nov 22 / 6pm-10pm HYBRID**

Home Health Aides (HHA) provide professional healthcare in a patient's home environment. Patient can range from elderly to disabled to chronically-ill individuals who do not require hospitalization. This course is the perfect complement for students who completed Certified Nurse Aide training or for students who want to enter the healthcare field. Includes 6 weeks of online Zoom courses followed by 8 hours of on-campus evening or weekend labs then 8 hours of in-person clinicals experience at a partner location. Basic Life Support is included with all fees and takes place on weekends. **Lab Fee \$60** (82 clock hours total)

# EMERGENCY MEDICAL TECHNICIAN & PARAMEDIC PROGRAM

**RTP 75 - EMT Original \$995 ON CAMPUS**

**Mon - Tues - Thurs / Sept 6 - Dec 15 / 6pm-10pm**

\*With a NYS DOH voucher, you pay only \$80 (for mandatory CPR renewal)

This course will prepare you to take the New York State Emergency Medical Technician (EMT) examination. As a NYS EMT, you can work or volunteer anywhere in New York State. You will learn basic life-saving techniques such as, but not limited to: scene safety, patient assessment, management of fractures, bleeding control, movement of patients, and oxygen administration. Becoming an EMT is a requirement if you are planning to become a paramedic.

**Lab Fee \$60**



**RTP 73 - Paramedic Original \$9,500 HYBRID September 9, 2022 - August 17, 2023**

**Mon - Tues - Wed - Thurs from 6pm-10pm and Friday from 9am-5pm.**

**Payment plans are available.**

This 12 month intensive program prepares competent, entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains. The KBCC twelve-month course, leading to New York State Department of Health and New York City Regional Emergency Medical Advisory Committee certification as an Emergency Medical Technician-Paramedic. The KBCC Paramedic Program is a regional NYS DOH testing site; an approved National Registry Skills Testing Site and qualifies graduates for the National Registry Practical Exam. Upon successful completion of the program, graduates will also receive BLS, ACLS and PALS and PHTLS certification.

The course curriculum includes didactic and laboratory work, as well as clinical (hospital and ambulance) rotations. The Paramedic Program's curriculum follows the Instructional Guidelines of the National Emergency Medical Services Education Standards published by the U.S. Department of Transportation National Highway Traffic Safety Administration.

Class is held on campus in person for 12 hours didactic lectures and 11 hours of lab practice. Students are required to utilize the web-based program to schedule the required clinical rotations hours and sites on off-class time.

**For more information and details, please call: (718) 368-6720**

## DENTAL ASSISTANT



**Dental Assistant Program / \$3,999 ONLINE**

KCC in partnership with CareerStep is offering the Dental Assistant program. Prepare for certification and kickstart a new career with online dental assistant training.

Our 300-hour program is divided into 30 bite-sized individual courses and includes an additional 160-hour externship.

This fully online dental assistant training program includes unparalleled training, career support, and coaching. It's a faster, cheaper alternative to traditional schooling.

[Click here to register and learn more!](#)



# PHYSICAL THERAPY AIDE

## **Physical Therapy Aide Training Program / \$2,699.00 ONLINE**

KCC in partnership with CareerStep is offering the Physical Therapy Aide training program. Physical therapy aides provide support to physical therapists and their patients. They help patients check in, set up equipment, and often record patient progress. They also help keep the facilities clean and organized and assist physical therapists with certain procedures when needed. This program includes 265 hours of study, which will prep you to pass the Certified Physical Therapy Aide Specialist (CPTAS) exam.

[Click here to register and learn more!](#)

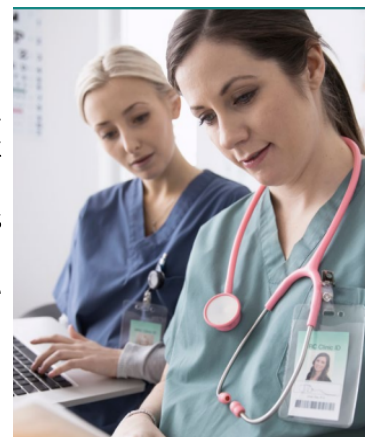


## **MEDICAL SCRIBE**



## **Medical Scribe / \$3,499 ONLINE**

KCC in partnership with CareerStep is offering the Medical Scribe program. Medical scribes have become more and more common in medical offices. But they do a lot more than check off boxes on EHRs—they record critical information and allow physicians more time to focus on their patients. This program provides a comprehensive overview of the skills you need to be a successful medical scribe. Our medical scribe training program is built to have you job-ready in roughly 8 months. It's fully online and entirely self-paced, so you can move as fast or slow as you like. 320 online training hours with 11 individual courses. [Click here to register and learn more!](#)



**[To learn about all of our CareerStep online offerings, click here!](#)**

# HEALTH COURSES FROM KCC @ ED2GO

## **Explore a Career in Healthcare Suite \$299 ONLINE**

The healthcare industry is booming. It is currently one of the fastest-growing industries in the United States and is expected to continue growing rapidly in the future. Many of the fastest-growing jobs don't even require you to be in a patient care role. Use this series to explore a career in several more healthcare administrative areas, including jobs as a Medical Coder, Medical Administrative Assistant, and Medical Transcriptionist. By the end of the series, you will have a good understanding of a career in healthcare and which specific role is right for your future. (72 HOURS)

## **Certificate in Gerontology \$150 ONLINE**

Prove you have the skills required to meet the health care needs of an aging population. This course will deliver the information you need to work with people over 65 including assessing and managing pain, common issues of aging, dealing with elder abuse, mental health, and death and dying. The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of individuals who work with or care for older adults by providing an educational experience that is multidisciplinary in nature. (25 hours)

(25 hours)

## **HIPAA Compliance \$115 ONLINE**

If you are just starting your career in the health care field, HIPAA Compliance training is a priceless addition to your resume. This course provides an understanding of the compliance requirements of HIPAA, and subsequent rules and laws that affect HIPAA.

## **Nutrition and Health Bundle \$169 ONLINE**

Nutrition has a profound impact not only on our health but also on our overall well-being. This series is designed for healthcare workers, personal trainers, and individuals interested in a deep dive into the impacts of nutrition on our bodies. You will gain insight into how food interacts with our bodies on multiple levels—physical, mental-emotional, and spiritual—as well as the impact it has globally. You will also explore the relationship between nutrition and disease and see how making appropriate changes in one's diet can have powerful effects on health throughout life. (28 HOURS)

## **Become an Optical Assistant \$115 ONLINE**

Learn why optical assisting is such an interesting job and how rewarding it can be to help people solve their vision problems. This course is a great way to start your career as it will help you better understand everything that's involved in the job and how you can become certified and licensed optical assistant. You'll take a comprehensive look at the diverse world of optical assisting. (24 hours)

**[To view all of our Ed2go Offerings, Click Here!](#)**

# CAREER AND PROFESSIONAL DEVELOPMENT

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

## PARALEGAL & NOTARY PUBLIC

*Students must complete all required courses in the Paralegal & Notary Public program to receive a completion certificate.*

### **CTF 05 - Paralegal I & Notary Public \$475 ONLINE** **Tues & Thurs / Sept 29 - Dec 15 / 6:45pm-9:45pm**

This course is an introduction to the practical aspects of being a paralegal, including filing, legal proofreading, legal draftsmanship, legal research, and other office skills. Mandatory Notary Public session on 11/17/22 and is included in the above tuition cost.

### **CTF 06 Paralegal II \$425** **To Be Offered Winter 2023**

This course deals with the computer and the essential part it plays in paralegal training. Topics include computer legal research, legal keyboarding, and understanding language and terms used by attorneys in order to be a well-trained and successful paralegal.

### **Prerequisite: CTF05. \*Materials fee: \$85**

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

### **VTP 36 Preparation for Notary Public \$75** **Thurs / Nov 17 / 6:45pm-9:45 pm ONLINE**

This one-session course prepares you for the Notary Public Examination, provides an overview of the tasks undertaken by a Notary Public, and offers guidance in positioning yourself to provide this service on a fee-for-service basis.

## LEGAL STUDIES a Partnership with CLS by BARBRI

Kingsborough in partnership with CLS by BARBRI, brings the opportunity to learn about the law to those of varying education levels and careers. We are committed to offering affordable, flexible and applicable continuing education courses to all our students. CLS graduates open doors for themselves – for career advancement, new job opportunities and more. To view all of our offerings, visit our site [here](#).

### **Advanced Paralegal Certificate Course**

### **These advanced topics build upon the introductory Paralegal Certificate Course® ONLINE**



Flexible, 100% online course with 24/7 accessibility; Complete each topic in one 7-week session

Take one, two or three topics during one online session. Complete all six topics within one year to receive certificate. The additional training gained through participation in these advanced classes will enhance your legal knowledge and skills, which in turn should increase your salary and marketability.

### **Advanced Legal Research and Writing**

### **October 17 - December 2nd \$995 ONLINE**

The ability to effectively conduct legal research and analysis is an important aspect of any legal career. With your paralegal certificate in hand or a year of legal experience under your belt, you're ready to learn more advanced approaches to legal research, briefing cases and writing to the law. We can help you build on your paralegal skills to expand your expertise and grow your career.

### **Alternative Dispute Resolution Certificate Course**

### **October 17 - December 2nd \$995 ONLINE**

This intensive course is designed to train and qualify students to develop or participate in conflict resolution techniques. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this non-credit course will be awarded a Certificate of Completion.

### **Employment Law Certificate Course**

### **October 17 - December 2nd \$995 ONLINE**

This intensive course is designed to train and qualify students to develop or participate in conflict resolution techniques. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this non-credit course will be awarded a Certificate of Completion.



## **Personal Injury for Paralegals**

**October 17 - December 2nd \$995 ONLINE**

With this exciting, fast-paced class you will learn many of the legal terms, causes of action and remedies available to victims of personal injury accidents. A review of the negligence theory of torts upon which many personal injury claims are based is provided. Students also will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal's success in the law office.

## **Legal Secretary Certificate Course**

**October 17 - December 2nd \$995 ONLINE**

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as legal terminology; legal process; jurisdiction and venue; ethics; written communications, including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation and citation format.

## **Intellectual Property Law for Engineers**

**October 17 - December 2nd \$995 ONLINE**

All engineers should be particularly concerned with patent law. This constitutionally based discipline has to do with the process by which an invention and its creator are protected by the law from infringement and unfair competition. The course deals with patent applications, research and prosecution; the law of infringement; and computer applications of software (protected by copyright) and hardware (by patents).

*Students must complete all required courses in the Accounting program to receive a completion certificate.*

# ACCOUNTING

## **CTF 50 - Accounting Fundamentals \$395**

**Mon & Wed / Oct 3 - Dec 14 / 6:45pm-9:45pm ONLINE**

**Saturday / October 8 - December 17 / 9am-3:30pm ON CAMPUS**

You will learn the recording process, complete the entire accounting cycle from analyzing and recording activities through closing procedures, and use the accountant's worksheet for the preparation of financial statements for service businesses.

## **CTF 51 - QuickBooks Pro for Accountants \$395**

**Mon & Wed / Oct 3 - Dec 14 / 6:45pm-9:45pm ONLINE**

Take control of accounting for your business. This course provides hands-on experience in QuickBooks as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.

Limited access, free downloadable book and software will be used.

## **CTF 52 - Tax Preparer \$425**

**Tues & Thurs / Oct 6 - Dec 15 / 6:45pm-9:45pm ONLINE**

**Tues & Thurs / Oct 6 - Dec 15 / 6:45pm-9:45pm ON CAMPUS**

Learn how to prepare individual federal income taxes, including 1040EZ, 1040A, and 1040 long form, tax credits, child and dependent care credit, credit for the elderly, IRAs, pension income, and NY State/NY City tax items with the use of Turbo Tax™ software.

## **Business Budgeting for Beginners \$115 ONLINE**

**Sept 14 or Oct 12 - 6 week access**



In this comprehensive, beginner-friendly course, you will learn the elementary skills needed to be successful in the budgeting process and gradually work your way up to creating a budget. You will also discover how to best evaluate the results of your budget and make decisions to help your business maximize its profits. (24 hours) [Click here to learn more and to register!](#)

# ADMINISTRATIVE ASSISTANT CERTIFICATE

Students must complete all required courses in the Administrative Assistant Certificate program to receive a completion certificate.

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

## **CTF 47 - Business Computing- \$400**

**Mon & Wed / Oct 3 - Dec 14 / 6:45pm-9:45pm ONLINE**

**Mon & Wed / Oct 3 - Dec 14 / 6:45pm-9:45pm ON CAMPUS**

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

## **CTF 48- Business Writing and Grammar- \$200 ONLINE**

**Thurs / Oct 6 - Dec 1 / 6:30pm-9pm**

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



## GRAPHIC DESIGN

### **RCL 83 - Graphic Design Beginner \$175 ONLINE**

**Thursdays / Oct 6 - Dec 1 / 7pm-9pm**

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

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

### **RCL 84 - Graphic Design Intermediate \$175 ONLINE**

**Wed / Oct 12 - Nov 30 / 7pm-9pm**

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

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

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

## MICROSOFT EXCEL

### **RCL 32 Microsoft Excel I \$225 ONLINE**

**Saturday / Sept 24 - Nov 5 / 9:30am - 1:45pm**

**Tuesday / Oct 11 - Dec 13 / 6:45pm-9:45pm**

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

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



### **RCL 67- Microsoft Excel Comprehensive \$400**

**To be offered Winter 2023 Semester**

Microsoft Excel is one of the major software program skills necessary for most jobs. This course builds those skills from the ground up to help you prepare for the workforce. This robust Excel course will take students from the beginners content to advanced functions and data extraction, and lastly forecasting, advanced data extraction and Power Pivot with dashboarding with Power BI. No previous Excel experience necessary.

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

### **RCL 34 - Microsoft Excel II \$225 ONLINE**

**Thursdays / Oct 13 - Dec 22 / 2pm-6:15pm or Saturdays / Nov 12 - Dec 17 / 9am-3:30pm**

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

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

# REAL ESTATE

NEW

## 75-Hr. New York Salesperson Real Estate License Package

Candidates must pass the New York state-approved courses totaling 75 credit hours. Once this is completed, the student is allowed to sit for the New York Salesperson Licensing Exam.

**Click here to learn more and review pricing of packages.**

### New York Real Estate Continuing Education Courses

Upcoming CE Requirement Change:

*Any real estate licensee submitting an application for renewal for a license expiring on or after September 21, 2022 must successfully complete 22.5 hours of approved continuing education including:*

- 2 hours implicit bias (new requirement)
- 2 hours cultural competency (new requirement)
- 3 hours fair housing
- 2.5 hours ethical business practices
- 1 hour legal matters
- 1 hour agency (2 agency hours for initial license renewal)
- 11 elective hours

NEW



### Home Inspection

Your career depends on passing the national home inspector and state exams. Be prepared to pass the first time. AHIT has been training inspectors with the skills needed to pass the first time for decades - nearly 30 years. Only AHIT delivers an online study tool with over 800 questions just like the exam plus hints and feedback from the experts for faster learning results.



HOW TO GET A

New York Insurance License

# INSURANCE LICENSING

New York State Insurance Law, Sections 2103, 2104 and 2108, requires an individual seeking an insurance license to complete a prelicensing course approved by the Superintendent of Insurance. Kingsborough Community College is approved by the Department of Financial Services to teach these approved courses.

## VIN 71 - Property and Casualty \$800 ON CAMPUS

**Mon & Wed / Sept 19 - Dec 21 / 6pm-10pm**

Beginning with general principles of risk management and insurance, this course will address the approved New York State Department of Insurance curriculum. (102 clock hours)

NEW

## VIN 72- Life, Accident & Health Pre-Licensing \$350 ONLINE

**Tues & Thurs / Oct 6 - Nov 22 / 6:45pm-9:45pm**

Pre-licensing training for Life, Accident and Health insurance testing prepares students for the state licensing exam through curriculum that meets the 40 hour pre-licensing requirement for New York State. Students work through 24 hours of in-class work along with additional home-study requirements that combine to meet the requirement for the pre-licensing exam.

NEW

# CompTIA A+ / CompTIA Network+

Recruiting now for classes - Tues & Thurs / Sept 13 - Dec 15 / 6pm-9pm

All courses will be live and **ONLINE**



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

**FREE training program for those that qualify!**  
**[Click here to sign up for more information!](#)**

## BLOCKCHAIN FUNDAMENTALS



**Sept 14 or Oct 12 - 6 week access \$115 ONLINE**

This course provides a foundation in the underlying methodology of blockchain, including the roles of participants of mining, minting, and the algorithms that determine consensus.



## CODING BOOTCAMPS



**Back End Program / / \$3,500 ONLINE**

This 18-week, Back End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Back End Software Developer: Introduction to Java, Relational Databases with MySQL, and Web API Design with Spring Boot.

**Front End Program // \$3,500 ONLINE**

This 18-week, Front End Software Development program, students take three courses to learn the skills and technologies necessary to enter the industry as a Front End Software Developer: Introduction to JavaScript, Front End Technologies, and Web App Design with React.



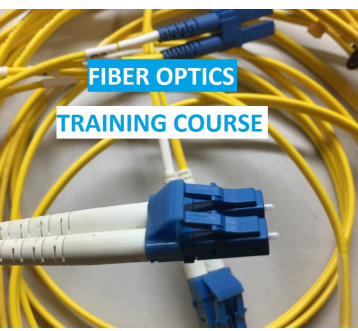
## DIGITAL MARKETING

**16 Week Digital Marketing Bootcamp at Kingsborough Community College**  
**Classes Start / Fully Online for 16 Weeks / 15-20 hours a week**

### **About the Bootcamp:**

The Digital Marketing program is designed to help students with an interest in marketing create a portfolio and begin an entry level position in the digital marketing field. The curriculum is a project-based course that blends marketing theory, critical thinking skills, and practical experience to prepare students for an entry-level position in a growth industry. Students will become proficient in advertising platforms such as Facebook, Google, Instagram, Twitter, and LinkedIn.

Upon completion of the program students will be equipped with the tools to be successful at jobs such as marketing coordinator, social media advertising coordinator, branding coordinator, junior UX designer, and more.



**NEW**

# FIBER OPTICS

**Mon -Tues - Wed / Sept 26 - Sept 28 / 8am-5pm \$975 ON CAMPUS**  
**RCL 96 Certified Fiber Optics Technician**

This introductory 3-day fiber optic tech course is designed for anyone interested in becoming a Certified Fiber Optic Technician. This Fiber Optic Training combines theory and 85% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic Technician) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. Course fee includes study materials, exam fees, and Text Book.

**RCL 97 Certified Fiber Optics Specialist \$900 ON CAMPUS**

**Thursday & Friday / Sept 29 & Sept 30 / 8am-5pm** This 2-day, 16-hour program is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands on activities. **Pre-Requisite RCL 96 Certified Fiber Optics Technician.**

**RCL 98 Certified Fiber Optics Specialist \$900 ON CAMPUS**

**Saturday & Sunday / Oct 1 & Oct 2 / 8am-5pm**

This Splicing Specialist Training includes a complete PowerPoint presentation explaining the importance of high performance splicing and further details the points necessary to achieve these splices.

**Pre-Requisite RCL 96 Certified Fiber Optics Technician and RCL 97 Certified Fiber Optics Specialist.**

## START YOUR OWN EDIBLE GARDEN



**6 week course access starts either Sept 14 or Oct 12 \$115 ON LINE**

Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season. You'll begin by figuring out which type of garden is right for you. You'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. You'll even learn to understand fertilizers and make compost!

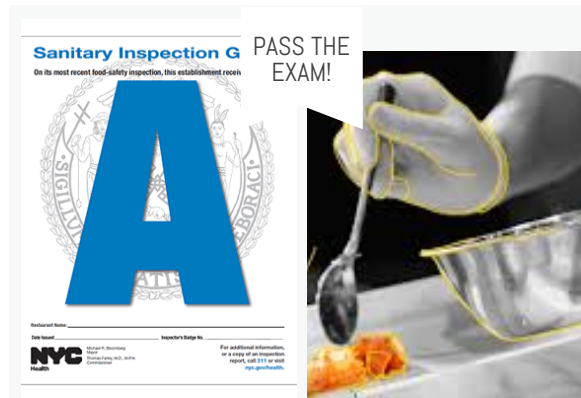
## NYC DOH FOOD HANLDLER

**RTP 36 - NYC Food Handler Test \$150 ON CAMPUS**

**Mon-Fri / Oct 24 - Oct 28 / 6pm-9pm**

This 15-hour course focuses on safety issues of food handling, while preparing students to take the NYC Dept. of Health & Mental Hygiene's Food Handler Certification exam. You will be scheduled by the College to take the DOH test. The exam will be administered by the NYC DOH online via WebEx. This certification does not expire.

**Testing fee: \$35 per person**



**Secrets of a Caterer \$100 ONLINE**

**Sept 14 or Oct 12 / 6 Week Access / 24 hours**

Discover how to put your cooking and party planning skills to work in an exciting and creative career as a caterer. Learn fundamentals of catering business including how to cook for large crowds, organize your kitchen, manage your time, and work with clients, as well as some great recipe ideas to jump-start your career.

## CATERING

# NYC TAXI AND LIMOUSINE COMMISSION

## APPLY FOR YOUR TLC LICENSE NOW!



ALL YOU NEED IS

ONE LICENSE TO DRIVE UBER™,  
LYFT™, VIA™, YELLOW CAB,  
GREEN CAB & LIMOUSINE!

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



Please contact  
Sunny Hau at [Sunny.Hau@kbcc.cuny.edu](mailto:Sunny.Hau@kbcc.cuny.edu)  
or call 718-368-5189

## CHILD ABUSE ★ SCHOOL VIOLENCE PREVENTION ★ DASA

Students must successfully present and submit valid non-expired government issued photo identification prior to class start date to be eligible to participate in this course. Students must be on time. Late students will be denied successful completion of learning hours.

### VSE 21 - Recognize/Report Child Abuse \$75

Saturday / Oct 1 / 9:30am-12:00pm **ONLINE**

Wednesday / Nov 16 / 7pm-9:30pm **ONLINE**

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

### VSE 22- School Violence Prevention and Intervention \$75

Saturday / Oct 1 / 1pm-3:30pm **ONLINE**

Thursday / Nov 17 / 7pm-9:30pm **ONLINE**

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

### VSE 50 - Dignity for All Students Act \$100

Saturday / Oct 15 / 9am-4pm **ONLINE**

Saturday / Dec 3 / 9am-4pm **ONLINE**

Kingsborough Community College is approved by the New York State Education Department.

This workshop training is on the social patterns of harassment, bullying and discrimination. This is required for all school professionals completing state-registered programs that lead to certification.

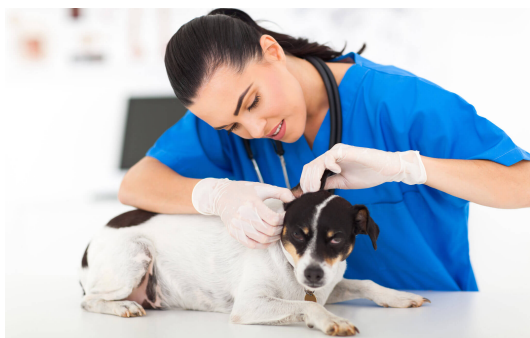
## CHILDCARE ADMINISTRATION



### Childcare Administration Program / \$3,999 ONLINE

KCC in partnership with CareerStep is offering this child care administration course which has been designed by early childhood education (ECE) experts and experienced industry professionals. You'll gain the skills, knowledge, and best practices needed for teaching young children, working in child care centers and preschools, and running your own home-based business. Our comprehensive curriculum trains you on child development and education, health and safety, nutrition and food management, parent and family relations, and child care center management. Because our program is aligned with the Child Development Associate (CDA) certification, you'll be ready to take and pass the exam immediately upon completing your training. [Click here to register and learn more!](#)

# VETERINARY ASSISTANT



## **CTF 15/16 - Veterinary Assistant Intensive \$900 ONLINE**

**Mon - Thur / Oct 11 - Dec 8 / 6:30pm-10pm**

This intensive series provides the four courses that are designed to prepare you for a career in animal care. This program includes veterinary terminology, medical and surgical procedures, office administration functions, becoming a vital part of the animal care team and more. This program also focuses on client communications, best practices in animal care, and the roles of each member of the animal care team.

Note - Some required class hours will be held at an off-site animal care facility.

**Note** - A minimum of 20 hours are required to be completed at an animal care facility. Students are responsible for securing a facility at which they can volunteer to complete these hours. Documentation of completion will be required. *Instructor may waive this requirement dependent on individual students experience and course academics.*



## PET SITTING BUSINESS

### **Start a Pet Sitting Business \$115 ONLINE**

**NEW**

**6 month access Sept 14 or Oct 12 start / 24 hours**

Discover how you can turn your love of animals into a profitable pet-sitting career. This course covers everything you need to know about caring for pets from nutrition, exercise and first aid and everything that goes into starting a successful business. You'll begin with pet care, including nutrition, exercise, first aid, and the identification of common diseases. You will learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. You will discover how to handle home visits and impress your potential clients.

## EVENT MANAGEMENT AND DESIGN

### **Event Management and Design \$1,995 ONLINE**

**NEW**

**6 month access Sept 14 or Oct 12 / 120 hours**

This online training course will equip you with the knowledge and skills to advance your career if you are already working in the special events field or prepare you to enter the profession with an understanding of the industry. You will build a foundation that you can use to develop and accelerate a career in special events or start your own special event business.

## CERTIFIED WEDDING PLANNER

### **Certified Wedding Planner \$1,595 ONLINE**

**9 month access / 340 hours**

In this course, you will master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This course allows you to earn your certification as a professional wedding planner and will give you an opportunity to put your new skills to work in an optional internship. Lastly, it includes the opportunity to receive notifications to receive notifications on internships in your area to get hands-on experience.



# NEW YORK CITY DEPARTMENT OF BUILDINGS SITE SAFETY TRAINING

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

Courses offered in English, Russian and Spanish. SST and SST-Supervisor cards are printed on campus.

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

With a valid OSHA 30 card you have the option of taking only the courses you need to receive the SST card.

Group pricing available for employers with 5 or more employees.

**Email Vickie DiMartino [VDiMartino@kbcc.cuny.edu](mailto:VDiMartino@kbcc.cuny.edu) or Call 718 368-5050 for more information.**



**KEEP SAFE.  
KEEP TRAINING.  
KEEP CERTIFIED.**

## **VTT 23 - 30-Hour OSHA Construction \$300**

**ON CAMPUS**

**Tues, Wed, Thurs / Sept 20 - Sept 29 / 5pm - 10pm**

- Understand the OSHA Act, the functions and resources of OSHA
- Become aware of the OSHA inspection priorities and describe the inspection process
- Hazards of chemicals and electrical
- Flammable and combustible liquids and gasses

To maintain a healthy and safe work environment, OSHA requires employees in various industries participate in workplace safety training. See the benefits of instructor lead training in our 30-hour OSHA safety course that will address specific regulations as they apply to the General Industry and help you meet your workplace training requirements in an interactive setting with peers and your professor.

The OSHA training program for general industry provides training for workers and employers on the recognition, abatement, and prevention of safety and health hazards in the workplace. The program will also provide information regarding workers' rights, employer responsibilities, and how to file a complaint.

## **VTT 24 - 10-Hour Site Safety Training \$175**

**ON CAMPUS**

**Mon & Tues / Oct 3 - 4 / 5pm - 10pm**

10 Hours SST includes:

2-Hour Drug & Alcohol Awareness

8-Hour Fall Prevention

## **VTT 27 - 4-Hour Supported Scaffold User \$75**

**ON CAMPUS**

**Tues / Nov 1 / 6pm - 10pm**

The 4-Hour Supported Scaffold User and Refresher course prepares workers to recognize and avoid a wide range of safety hazards associated with supported scaffold use. You'll learn about the importance of safety controls, fall prevention equipment, inspections and emergency planning.

## **VTT 26 - Site Safety Supervisor \$300 ON CAMPUS**

**Mon, Tues, Wed & Thur / Oct 17 - Oct 27 / 6pm-10pm**

32- Hours SST Supervisor includes:

8-Hour Fall Prevention

8 Hour Site Safety Manager Refresher/Chapter 33

4 Hour Supported Scaffold

2-Hour Drug and Alcohol Awareness

2-Hour Site Safety Plan

2-Hour Tool Box Talks

2-Hour Pre-Task Safety Meetings

2-Hour DOB General Electives

2-Hour DOB Specialized Electives

# METAGENOMICS AND LARGE DATA SETS ANALYSIS

## **CTF 125 Metagenomics Discovery Challenge \$325 ONLINE**

**Mon & Thurs / Sept 16 - Oct 16 / 11am-1pm**

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

**For more information please contact: Professor Dr. Dmitry Brogun - [Dmitry.Brogun@kbcc.cuny.edu](mailto:Dmitry.Brogun@kbcc.cuny.edu).**



# PERSONAL ENRICHMENT

## PUBLIC SPEAKING

**VBM 106- Public Speaking: Speak to Inform \$75 ONLINE**



**Tuesday, Oct 25 & Thursday, Oct 27 / 6:45pm - 8:45pm**

Learn and improve the skills needed to make effective presentations. Presentations are opportunities to share information with others. Learn to prepare and deliver your presentations whether they are for work or community activities.



**VBM 107- Public Speaking: Speak to Persuade \$75 ONLINE**



**Tuesday, Nov 1st & Thursday, Nov 3rd / 6:45pm - 8:45pm**

Description: Learn and enhance the skills required to convince others that your viewpoint has strength. Learn to prepare strong persuasive presentations to influence your listening audience about your product or idea, why it is the best, and why you support a cause or candidate for a position or office.



## WRITING

**How to Make Money From Your Writing \$115 ONLINE**

**6 week course access starts either Sept 14 or Oct 12**

Learn the secrets, methods, and tips to help you generate money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, this class includes practical information that rarely gets taught in writing classes. Click here to learn more or to register.

**CTF 48- Business Writing and Grammar- \$200 ONLINE**

**Thurs / Oct 6 - Dec 1 / 6:30pm-9pm**

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



## FOREIGN LANGUAGE

**NLA 60 - Conversational Spanish I \$130 ONLINE**

**Thurs / Oct 6 - Dec 1 / 7pm-9pm**

**NLA 62 - Conversational Spanish II \$130 ONLINE**

**Wed / Oct 12 - Dec 14 / 7pm-9pm**

Increase your ability to converse with co-workers, colleagues, or neighbors.

## FUNDRAISING TECHNIQUES

**Nonprofit Fundraising Essentials**

**Sept 14 or Oct 12 / 6 Weeks Access / 24 Course Hrs ONLINE**

Explore the skills you need to become a successful nonprofit fundraiser. This course will provide a wealth of new nonprofit fundraising ideas and help you discover where the best corporate and foundation fundraising jobs are and how to apply for them.



# 50+ WELLNESS PROGRAM

## **COM 06 Computer Basics \$120 ON CAMPUS**

**Tues / Oct 18 - Dec 6 / 11:30am-1:30pm**

Become comfortable using a desktop computer. Learn how hardware and software work together. Learn file management with a flash drive. Bring flash drive to class.

## **COM 09 - Yoga and Pilates \$118 ON CAMPUS**

**Fri / Sept 23 - Dec 9 / 10am-11:30am**

In this course you will gain flexibility & strength, improve posture & balance, and practice mindfulness with this mix of Hatha/Vinyasa Yoga combined with Pilates exercises. Please bring a yoga mat. Yoga strap and blocks are optional.

**No class 10/7 & 11/25**

## **COM 15 - Line Dancing \$95 ON CAMPUS**

**Fri / Oct 14 - Dec 9 / 11:45am-1:15pm**

Get a fun, easy, and low impact workout with line dancing! We'll dance to a wide variety of music, including all the classics as well as some newer hits! Bring dance shoes or soft-soled sneakers without treads. **No class 11/25**



## **COM 17- Walk and Tone \$108 ON CAMPUS**

**Sat / Oct 8 - Dec 10 / 10am-11:30am**

Join us for a fun walk in a centralized location. The 2nd part of the workout will be using lightweights and resistance bands to tone your muscles. Bring 2 or 3lb hand weights, water bottle and wear sneakers.

**No class 11/26**

## **COM 59 Moving Meditation and Self Healing Through Qigong \$72 ON CAMPUS**

**Fri / Oct 21 - Dec 2 / 11:45am-1:15pm** Qigong is used in traditional Chinese medicine and means "Energy Cultivation." Its gentle movements evoke nature, and it is easy, fun, relaxing and restorative. It can be done seated or standing. Sessions will incorporate breathing practices and organ healing. Join this 6-session workshop as we find a relaxed mind and body through Qigong. Wear comfortable clothing and flat shoes or sneakers. **No class 11/25**

## **COM 89 Introduction to Microsoft Word \$120 ON CAMPUS**

**Tues / Oct 18 - Dec 6 / 1:50pm-3:50pm**

Learn how to create letters, announcements, newsletters, and more using Microsoft Word a word processing program. Students must have typing (keyboarding) skills and be able to use a flash drive. Bring a flash drive.



## **COM 92 - Osteoporosis Workout \$80 ONLINE**

**Thurs / Oct 20 - Dec 15 / 10am-11am**

Taught by a physical therapist and consists of range a motion exercises, strengthening and aerobic exercises, balance activities designed to improve your health and fitness with slow, controlled movements, and weight bearing exercises which are recommended for people with osteoporosis. Class will emphasize form and posture for safe and effective exercise.

Wear comfortable clothing & supportive sneakers. Have for use exercise bands of medium-to-medium firm intensity (green & blue), 1 set of 1lb dumbbells, 1 set of 2- 3 lb. dumbbells, 1 set of ankle weights 2-3 lbs. **No class 11/24**

## **COM 112 Introduction to Tai Chi \$60 ON CAMPUS**

**Tues / Oct 18 - Nov 22 / 11:30am-12:30pm**

This six-week workshop series will introduce participants to the peace enhancing movements of Tai Chi. We will also explore its background in Taoist philosophy and health promoting benefits. Introductory Tai Ch Ch'uan form will be taught as part of this course. No prior knowledge or experience is necessary. Participants should wear loose fitting clothes and comfortable shoes or sneakers.

**\$25 Registration fee is waived for ALL 50+ Wellness courses!**

**FREE designated guest parking is available on campus.**

**For more information, Email: [Susan.Lavin@Kbcc.cuny.edu](mailto:Susan.Lavin@Kbcc.cuny.edu) or call 718 368 5079**

# 50+ WELLNESS PROGRAM

## **COM 143 Movement for Better Bones & Joints \$80 ONLINE**

**Mon / Oct 17 - Dec 5 / 10am-11am**

Moderate exercise, if done correctly can help joint pain and disability. The MBBJ Workout is taught by a physical therapist with extensive background in rehabilitation, exercise physiology, dance education as well as physical fitness. The class is structured as a blend of her experience to combine exercises to improve posture, range of motion and muscle strength, utilizing beginner level ballet basics as well as therapeutic exercises to target key muscle groups to keep you moving your best. You will learn ballet vocabulary, and you will learn how to move safely and effectively in your activities of daily life.

You will need comfortable clothing, athletic shoes, a light -to -to medium resistance band (green or blue), and a space for you to move in that is sufficient for a chair or counter support as well to use as your ballet barre.

## **COM 145 Pilates Core & More \$95 ON CAMPUS**

**Sun / Oct 16 - Dec 11 / 11:45m-1:15pm**

Pilates has many benefits & anyone can do it! Pilates is a low impact exercise comprising controlled movements to improve balance and posture, increases core strength, prevents injuries, increases energy and body awareness, decreases stress and it improves flexibility and mobility. The exercises will be done on a mat and standing. Bring a yoga mat, labeled water bottle, clothing that stretches, and a smile. **No class 11/27**

## **COM 148 Yoga and Mindfulness \$95 ON CAMPUS**

**Sun / Oct 16 - Dec 11 / 10am-11:30am**

An easy-paced class with an emphasis on gentle movement, stretches, breathing and relaxation. The class exercises will be done on a mat and is best for students who seek a quiet, relaxing yoga practice with an emphasis on mindfulness. The practice of combining yoga and mindfulness is very rewarding, especially during the times we are living in today. **Please bring a yoga mat.** **No class 11/27**



## **COM 149 Gentle Therapeutic Chair Exercise \$40 ONLINE**

**Mon / Nov 7 - Nov 28 / 11:30am-12:30pm**

Sample this amazing 4-week workshop specializing for those who need a more gentle form of exercise. This class is taught by a physical therapist with extensive background in rehabilitation, exercise physiology, dance education as well as physical fitness. The class exercises are geared for those suffering with musculoskeletal pain and disorders. Exercises will be done sitting in a chair and standing with chair support.

You will need comfortable clothing, athletic shoes, a light -to -to medium resistance band (green or blue) and 1 set of 1- 11lb ankle weights

**\$25 Registration fee is waived for ALL 50+ Wellness courses!**

**FREE designated guest parking is available on campus.**

**For more information, Email: [Susan.Lavin@Kbcc.cuny.edu](mailto:Susan.Lavin@Kbcc.cuny.edu) or call 718 368 5079**

## **COM 146 Natural Ways to Improve Wellness and Develop Self-Healing \$60 ON CAMPUS**

**Tues / Oct 18 - Nov 22 / 1pm-2pm**

Natural approaches to improve your health and support self-healing. In this six-week workshop class series, natural approaches to wellness will be taught, discussed and practiced, so that participants will become familiar with alternative and complimentary health care interventions. Topics will include the everyday uses of essential oils (aromatherapy), gentle movement practices such as Qi gong, Taoist Yoga and Tai Chi, and other energetic healing approaches such as "Touch for Health", Vitaflex, Reiki and guided mediation. Participants need no prior training or experience nor need bring any materials

## **COM 147 Intermediate Tai Chi: Advanced Tae Ki Do style \$80 ON CAMPUS**

**Wed / Oct 19 - Dec 7 / 11:30am-12:30pm**

In this intermediate form of Tai Chi, a series of more numerous, slow, continual body movements will be practiced, promoting reduced tension, better balance, greater breath control, a clearer mind and many other long-term health benefits. In addition, students will learn how the movements practiced in a speeded-up fashion can be used for self-defense and improved body control. Please wear loose fitting clothes and comfortable shoes or sneakers.

**Note:** It is highly recommended that students take 'Introduction to Tai Chi Ch'uan' (which can be taken prior to or in conjunction with this course), unless they have practiced Tai Chi before.

# 50+ WELLNESS PROGRAM

## LIVE WELL – DO WELL – AGE WELL AGING MASTERY PROGRAM

ONLINE WITH ZOOM

ARE YOU 50 YEARS OF AGE OR OLDER?  
Thinking of Retiring Or Already Retired?  
WANT TO TRY SOMETHING NEW?  
HERE IS AN INSPIRATIONAL PROGRAM FOR YOU!



THE NATIONAL COUNCIL ON AGING IN COLLABORATION WITH  
KINGSBOROUGH COMMUNITY COLLEGE

*Presents*

LIVE WELL - DO WELL - AGE WELL  
Aging Mastery Program

TUESDAYS / OCTOBER 11th - DECEMBER 13th / 3:30pm - 5:00pm

A 10 class -program based on the  
National Aging Mastery Program designed to offer  
participants 50+ years of age or older, the skills and tools needed to achieve  
measurable improvements in managing health, remaining economically secure,  
and contributing actively in society.

### TOPICS COVERED:

- Navigating Longer Lives • Exercise & You • Sleep • Fall Prevention
- Healthy Eating and Hydration • Financial Fitness • Medication Management
- Advance Planning • Healthy Relationships • Community Engagement

*Cost \$ 80 Material Fee*

*\*Material Fee may be covered for residents residing in certain districts in Brooklyn and Queens.  
Contact the office for more information.*

Call for more information 718-368-5079  
Registration begins September 12th

LIMITED SEATS AVAILABLE

Email: [Susan.Lavin@Kbcc.cuny.edu](mailto:Susan.Lavin@Kbcc.cuny.edu) Call: 718-368-5079

# WORKFORCE TRAINING PARTNERS

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COMMUNITY COLLEGE  
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CUNY

CareerStep

## Get In. Get Out. Get Working.

The flexible online training you need to start a new career in the medical industry.

Request Info

Call: 877-225-7151



KINGSBOROUGH  
COMMUNITY COLLEGE

## ONLINE COURSES



These **high-quality courses** are **taught by industry experts** and designed to quickly deliver specific skills and knowledge that **help to advance personal or professional development**. Our online classroom is informative, convenient, and highly interactive.

### **Accounting Fundamentals Series**

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

### **Introduction to Microsoft Excel 2019/Office 365**

Knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

### **Medical Terminology:**

#### **A Word Association Approach**

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### **Microsoft Excel 2019/Office 365 Series**

Whether you're new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.

### **Speed Spanish**

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

### **Introduction to SQL**

Gain a solid working knowledge of the most powerful and widely used database programming language.

### **Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible

Enroll or view all our online courses at: <https://www.ed2go.com/kccce/>

**Students must get pre-approval by KCC administration for any Ed2Go courses to be considered in lieu of or waived towards a KCC Certificate Program.**

# WORKFORCE TRAINING PARTNERS



Kingsborough's Continuing Education continues to collaborate with Black Rocket, offering the best tech driven STEAM programs for kids ages 8-14 (a few available for ages 6-8!).

Courses meet weekly, tuition prices start at \$149, for up to 15 hours of fun and learning! Various courses are offered from September through December on Mondays & Wednesdays or Tuesdays & Thursdays from 4pm-5:30pm, or on Saturdays from 9:30am-11:30am or 12pm-2pm. Register with your friends now on Kingsborough's Black Rocket Webpage!

**REGISTER TODAY:** [blackrocket.com/online/king](http://blackrocket.com/online/king)

**3D Game Design**

**App Attack**

**Minecraft®**

**Fortnite®**

**ROBLOX® Makers**

**ROBLOX® Coders**

**Javascript Developer**

**Video Game Animation  
& Creation**

**LEGO® Films & Stop Action**

**Python Programmers**

**Code Breakers**

**Code Your Own Adventure**

**Rocket Kart Racers**

**Pokémon® Master Designers**

**Prototyping Inventors League**

**YouTube® Content Creator**

