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

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

**IMPORTANT! UPDATE ON VACCINATION REQUIREMENT: CLICK HERE**

***Please note, all in person courses/labs will require students upload proof of COVID 19 vaccination or exemption***
Refund Policy on ALL courses- HYBRID/ONLINE/ON CAMPUS

$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)

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:

**NOVEMBER 30TH**
- **DAYTIME-12PM SESSION**
- **EVENING-6PM SESSION**

**DECEMBER 20TH**
- **DAYTIME-12PM SESSION**
- **EVENING-6PM SESSION**

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

**Medical Office Manager Program**
KCC in partnership with CareerStep is offering the Medical Office Manager program. Medical office managers nationwide earn between $46,200 to $70,700 annually. The top 90% of medical office managers earn $84,500 annually.* The bottom line? You can make a good income with great job security and the potential for employee benefits.

See page 12 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 13 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 13 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 14 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 15 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 17 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 18 for more details.

**Mental Health Technician Program**
KCC in partnership with CareerStep are offering the Mental Health Technician program which is designed to arm you with the knowledge you need to recognize behavioral patterns in others and help them manage their impairments.

See Page 20 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.

**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 14 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.

**Certified Documentation Specialist**
KCC in partnership with CareerStep is offering the Certified Documentation Specialist program. Get extensive training in medical terminology, electronic health records, medico-legal regulations, and HIPAA.

See Page 14 for more details.

**Microsoft Excel Comprehensive**
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.

See Page 16 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 17 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 19 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.

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

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

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.

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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.

Financial resources available, click here.
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

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

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!

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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. Either way, we can help guide you to where you want to go. Visit our site by clicking here!
This class is led by qualified and experienced instructors. You will practice listening and speaking, as well as reading and writing. Interesting instructional content designed for all adults. Additional self study time is included.

**ESL 70 - English as a Second Language $975**
Mon-Fri / Jan 10 - Mar 23 / 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)
- 1-20s issued to qualified students

**Call 718-368-4870 for more information.**

**RTP 99 - Preparation for TOEFL $150 HYBRID**
Tues & Thurs / Jan 18 - Mar 10 / 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 $130**
Wed / Feb 2 - Mar 23 / 7pm-9pm ONLINE
Saturdays / Feb 5 - Mar 26 / 9:30am - 11:30am 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.**

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**ESL / CLIP / HSE: Visit our Virtual Office**
**Mon-Fri, 9:30am – 5:00pm**

(Zoom meeting ID: 857 434 77610)
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!

HIGH SCHOOL EQUIVALENCY
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 ONLINE
Tues & Thurs / Jan 25 - Mar 15 / 6:45pm-9:45pm or
Saturdays / Jan 22 - Mar 26 / 10am-2pm
Note- A TI-30XS calculator and GED® book are required. Call 718-368-5051 for more information.

HSE 41 - Math Intensive GED®
(HIGH SCHOOL EQUIVALENCY PREP) $100 ONLINE
Wed / Feb 9 - Mar 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 00E - Diploma de Escuela Secundaria en Español $175 ONLINE
Lunes y Miercoles / Jan 24 - Mar 16 / 6:45pm-9:45pm
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 / Feb 10 - Mar 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
Mon-Fri, 9:30am – 5:00pm
(Zoom meeting ID: 857 434 77610)

HSE 70 - Comprehensive High School Equivalency $470 HYBRID
Mon-Fri / Jan 10 - Mar 23 / 9am-2pm
This comprehensive 250-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.
Note- You will need a TI-30XS calculator and GED® book are required.
Call 718-368-4870 for more information.

HSE 71 - Alternative High School Equivalency Preparation- Diploma Now $100 HYBRID
Mon-Fri / Jan 10 - Mar 23 / 9am-2pm
This comprehensive 250-hour course will prepare you for the State GED® exam. You must be 17.5 years of age by January 10th, 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. Call 718-368-4870 for more information.

(GED®) (HIGH SCHOOL EQUIVALENCY) EN ESPAÑOL
RESOURCES FOR HIGH SCHOOL EQUIVALENCY

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

HSE TRACK (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

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 HYBRID
Saturday / Jan 15 - Mar 5 / 9am-1:30pm
Sunday / Jan 16 - Mar 6 / 9am-1:30pm
An intensive course for high school students preparing for the SAT. Certified instructors provide review and practice under simulated test conditions to help prepare students for the verbal reasoning, optional essay portion, and problem-solving skills measured by the revised test. Study skills, coaching and test-taking tips are provided, as well as individual and group conferences with a certified college counselor. A workshop for parents and guardians is included in the last session.

RTP 02 - SAT Math Preparation $150 HYBRID
Sun / Jan 30 - Mar 6 / 9am-12pm or Thur / Feb 3 - Mar 10 / 4pm-7pm
An intensive MATH ONLY course for high school students preparing for the SAT exam. Instructors provide review and practice under simulated test conditions to help prepare students specifically with the MATH component of the exam. Students will explore study skills while receiving coaching and test-taking tips.
The Healthcare Institute is a division of Kingsborough’s Office of Continuing Education, offering a dynamic set of certificate programs and stand-alone courses. All are designed to provide students with essential skill sets necessary for today’s burgeoning healthcare industry. With decades of experience and training, our faculty provides high-quality instruction across all the disciplines. Students who successfully complete certificate programs at the Healthcare Institute are eligible to take the National Healthcareer Association’s certifying examinations, which are nationally recognized credentials in the Allied Health industry.

**IN-DEMAND HEALTHCARE PROGRAMS**

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

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**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

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**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

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**MEDICAL BILLING & CODING SPECIALIST**

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

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

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**HOMEBLE HOME HEALTH AIDE INTENSIVE**

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 compliment for students who completed Certified Nurse Aide training. (82 clock hours)

- CTF 37 - Home Health Aide Intensive
- RTP 40 - Basic Life Support for Healthcare Providers

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**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

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**PHARMACY TECHNICIAN**

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

- CTF 41 / 42 - Pharmacy Technician Intensive
- RTP 40 - Basic Life Support for Healthcare Providers

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**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

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"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."
**CTF 20 - Anatomy and Physiology** $350 **ONLINE**  
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm  
An introduction to the structure and function of the human body, common disorders and diseases in relation to body systems.  
This course is required for CTF 87/88 Basic Patient Care Skills & Diagnostic Tests, CTF 90 EKG/ECG and CTF 91 Phlebotomy Procedures.

**CTF 25 - Introduction to Terminology and Insurance** $350 **ONLINE**  
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm  
This class is an overview of the medical terminology used in a medical office, starting with the basics of anatomy, including the human body and its skeletal, pulmonary, digestive, cardiovascular and reproductive system and an introduction to health insurance.

**CTF 26 - Procedures and Coding** $350 **ONLINE**  
Tues & Thur / Jan 11 - Mar 17 / 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 27 - Computerized Billing and Clinical Practice** $375 **ONLINE**  
Tues & Thurs / Jan 11 - Mar 17 / 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.**

**CTF 37 - Home Health Aide Intensive** $525  
Tues - Wed - Thurs / Jan 18 - Mar 1 / 6pm-10pm **HYBRID**  
Home Health Aides (HHA) provide professional healthcare in a patients home environment. Patients can range from elderly to disabled to chronically-ill individuals who do not require hospitalization. (82 clock hours)  
*8-hours of clinical experience will be conducted during early afternoon and evening hours.  
**Materials fee: $45  
**Prerequisite: Medical clearance is required to participate in the clinical experience.
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 $850 HYBRID
Mon - Tues - Wed - Thurs / Jan 24 - Mar 21 / 6pm-10pm

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

*32-hours of clinical experience will be conducted during early afternoon and evening hours.
Prerequisite: Medical clearance is required to participate in the clinical experience. Basic Life Support/CPR (RTP40) must be completed before the clinical experience. Course textbook, uniform scrubs and CNA certifying exam fees are not included in the tuition. Six (6) in person labs required. Dates and times to be provided during class. 
Burgundy uniform scrubs (top and bottom) required for labs and clinicals. Materials fee: $45

BASIC PATIENT CARE SKILLS & DIAGNOSTIC TESTS

CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests $350
Tues & Thurs / Jan 11 - Mar 17 / 6:45pm-9:45pm HYBRID

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

EKG/ECG TECHNICIAN

CTF 90 - EKG/ECG Technician $350 HYBRID
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm

This course provides opportunities to learn and practice techniques employed by EKG/ECG technicians, while learning many of the basic terms associated with cardiovascular, anatomy and physiology.
Prerequisite: CTF 20 Anatomy & Physiology
Five (5) in person labs required. Dates and times to be provided during class. White lab coat required. Materials fee: $45
PHLEBOTOMY

**CTF 91 - Phlebotomy Procedures** $350 HYBRID
**Tues & Thurs/ Jan 11 - Mar 17 / 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. Materials fee:** $45

**P A T I E N T  C A R E  T E C H N I C I A N**

**CTF 93 - Patient Care Technician Intensive** $750 HYBRID
**Mon - Tues - Wed - Thurs / Jan 24 - Mar 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. Materials fee:** $45

**C E N T R A L  S T E R I L E  T E C H N I C I A N**

**CTF 98 - Central Sterile Technician** $875 HYBRID
**Tues, Wed, Thurs / Jan 18 - Mar 8 / 5pm-9pm**
This course, facilitated by an IAHCSMM (International Association of Healthcare Central Service Material Management) Instructor, will provide you with the knowledge and skills required to work in a Central Supply/Sterile Processing Healthcare facility. Additional hours to be assigned when class is in session. Three (3) in person labs required. Dates and times to be provided during class. **Students are responsible for securing CST hands-on training necessary to meet 400-hour certification requirements.**

**M E D I C A L  O F F I C E  M A N A G E R**

**Medical Office Manager Program / $3,899.00 ONLINE**
KCC in partnership with CareerStep is offering the Medical Office Manager program. Our medical office manager training online is the quickest way to reset your career and retool yourself with valuable new skills. **Bonus:** You’ll get the info you need to pass the CMAA, CEHRS, and CBCS exams. Our medical office management online training is based on 12 bite-sized courses. Each course covers a unique topic within the 388 hours of training. **Click here to register and learn more!**
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 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!

EMERGENCY MEDICAL TECHNICIAN & PARAMEDIC PROGRAM
RTP 75 - EMT Original $995 ON CAMPUS
Mon - Tues - Thurs / Feb 28 - June 20 / 6PM-10PM
*With a NYS DOH voucher, you pay only $60 (for mandatory CPR renewal)
This course will prepare you to take the New York State Emergency Medical Technician (EMT) examination. As a NYS EMT, you can work or volunteer anywhere in New York State. You will learn basic life-saving techniques such as, but not limited to: scene safety, patient assessment, management of fractures, bleeding control, movement of patients, and oxygen administration. Becoming an EMT is a requirement if you are planning to become a paramedic.
Materials fee: $45
Applicants must possess a High School Diploma/Equivalent, be able to read and write English, be at least 18 years of age prior to the last day of the month he/she is scheduled to take the written certification exam and pass a pre-registration screening placement exam. Upon successful completion we offer the National Registry of EMT exams.
Note: A payment plan is available for this course.
RTP 73 - Paramedic Certificate $9,500
To be offered in Spring 2022
RTP 74 - Paramedic Challenge Refresher $760
Contact us for schedule at conted@kbcc.cuny.edu

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!

To learn about all of our CareerStep online offerings, click here!
Certified Documentation Specialist / $3,999 ONLINE
KCC in partnership with CareerStep is offering the Certified Documentation Specialist program. Get extensive training in medical terminology, electronic health records, medico-legal regulations, and HIPAA. Complete our training, pass the final practice exam, and you'll be ready to sit for two nationally recognized certifications: Medical Scribe Certification Exam (MSCE TM) and the Certified Electronic Health Records Specialist (CEHRS). 2 free vouchers for the exams are included in the cost. 146 Hours of Study. Click here to register and learn more!

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. Our 80-hour curriculum is divided into 32 bite-sized modules—test out and skip the topics you already know. Once you complete your program, you'll be set to take the Medical Scribe Certification exam through the American Healthcare Documentation Professionals Group. 1 free voucher included in cost of course. 80 hours of Study. Click here to register and learn more!

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 Food, Nutrition, and Health $96 ONLINE
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. (16 HOURS)

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)

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)

Become an Optical Assistant $115 ONLINE
Learn why optical assisting is such as 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. You'll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems. (24 hours)

To view all of our Ed2go Offerings, Click Here!
If you are considering a career move or are ready to advance within your field, we offer learning opportunities through career and professional development. Our experienced faculty and industry specialists will help direct you on your chosen path to accomplish your goals. We are committed to life-long learning and will serve as a resource guide to your success.

PARALEGAL & NOTARY PUBLIC

CTF 05 - Paralegal I & Notary Public $400
Tues & Thurs / Jan 11 - Mar 22 / 6:45pm-9:45pm ONLINE
This course is an introduction to the practical aspects of being a paralegal, including filing, legal proofreading, legal draftsmanship, legal research, and other office skills. Mandatory Notary Public session on 2/10/22 and is included in the above tuition cost.

CTF 06 Paralegal II $350 ONLINE
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm
This course deals with the computer and the essential part it plays in paralegal training. Topics include computer legal research, legal keyboarding, and understanding language and terms used by attorneys in order to be a well-trained and successful paralegal.
Prerequisite: CTF05. *Materials fee: $75

VTP 36 Preparation for Notary Public $75
Thurs / Feb 10 / 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.

ACCOUNTING

CTF 50 - Accounting Fundamentals $350
Mon & Wed / Jan 10 - Mar 23 / 6:45pm 9:45pm ONLINE
Sunday / Jan 23 - Mar 27 / 9am-3:30pm HYBRID
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 $350
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm ONLINE
Saturday / Jan 22 - Mar 26 / 9am-3:30pm HYBRID
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 $400
Tues & Thurs / Jan 11 - Mar 17 / 6:45pm-9:45pm ONLINE
Tues & Thurs / Jan 11 - Mar 17 / 6:45pm-9:45pm HYBRID
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
Jan 12 or Feb 9th - 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!
Thurs / Jan 27 - Mar 17 / 6:30pm-9pm
Improve your skills and develop clear and effective writing techniques necessary to succeed in today's business environment.

CTF 48- Business Writing and Grammar - $200 ONLINE
Thurs / Jan 27 - Mar 17 / 6:30pm-9pm
Improve your skills and develop clear and effective writing techniques necessary to succeed in today’s business environment.

ADMINISTRATIVE ASSISTANT CERTIFICATE
Through this two part certificate program you will gain computer application competence and professionalism in your written communication skills.
CTF 47 - Business Computing - $350
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm ONLINE
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm ON CAMPUS
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm HYBRID
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 / Jan 27 - Mar 17 / 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 - $150 ONLINE
Tues / Jan 25 - Mar 15 / 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 - $150 ONLINE
Thurs / Jan 27 - Mar 17 / 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-Requisite: 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 - $200 HYBRID
Sunday / Jan 23 - Mar 27 / 9am-12pm
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 34 - Microsoft Excel II - $200 HYBRID
Sunday / Jan 23 - Mar 27 / 1:30pm-4:30pm
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.

RCL 67- Microsoft Excel Comprehensive - $385 HYBRID
Saturday / Jan 22 - Mar 26 / 9am-3:30pm
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.
Real Estate Coming Spring 2022
Become a real estate agent at our online New York real estate school. Pass your real estate license exam the first time. In partnership with Mbition, we will be offering a full suite of online New York real estate exam prep courses that will allow you to simulate the New York real estate license exam.

Home Inspection Coming Spring 2022
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.

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 / Jan 10 - April 13 / 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)

VIN 72 - Life, Accident & Health Pre-Licensing $350 ONLINE
Tues & Thurs / Feb 1 - Mar 17 / 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.
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](#).

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**BLOCKCHAIN FUNDAMENTALS**

Jan 12 or Feb 9th - 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.

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**CULINARY ARTS**

**RTP 36** - **NYC Food Handler Test** $125 **ON CAMPUS**

Mon-Tues-Wed-Thurs-Fri / Jan 10 - Jan 14 / 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

**RTP 39** - **Food Service Management Program** $800 plus $35 material fee  
**To be offered in the Spring 2022 Semester**

Are you interested in a management career path in the food industry? Here's your chance to be trained by food industry professionals on key food service concepts, culinary arts education, and earn 3 training certificates: NYC Food Handlers Certificate, ServSafe Managers Certificate, and the OSHA 10 General Industry Certificate. The Food Service Management Program is designed to develop trainee's entry - level based knowledge and the skills necessary for employment in the food service industry.

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**FIBER OPTICS**

To be offered in Summer 2022. All courses will be **ON CAMPUS**

According to The Occupational Outlook Handbook there are 242,200 jobs in the US and the job market is expected to grow 4% a year between 2018-2028. The work opportunities are expected to grow at a steady rate with the extensive usage of the internet and communications in addition to installations and ongoing maintenance. Employers look more favorably at candidates with hands-on experience and Certifications/Formal schooling.

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**CompTIA A+ / CompTIA Network+**

Recruiting now for classes that will begin in Spring 2022. All courses will be live and **ONLINE**

- **CompTIA A+**
- **CompTIA Network+**

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

ALL YOU NEED IS
ONE LICENSE TO DRIVE UBER™, LYFT™, VIA™, YELLOW CAB, GREEN CAB & LIMOUSINE!

NYC TAXI AND LIMOUSINE COMMISSION

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 / Feb 12 / 9:30am-12:00pm ONLINE
Tuesday / Mar 15 / 7pm-8:30pm 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 / Feb 12 / 1pm-3:30pm ONLINE
Wednesday / Mar 16 / 7pm-8:30pm 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 / Feb 5 / 9am-4pm ONLINE
Saturday / Mar 12 / 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 - Veterinary Assistant I $350 ONLINE
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm
Part one of this two-course series designed to prepare you for a career in animal care. The course will include veterinary terminology, medical and surgical procedures, office administration functions, becoming a vital part of the animal care team and more.
Note - Some required class hours will be held at an off-site animal care facility.

CTF 16 - Veterinary Assistant II $350 ONLINE
Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm
Part two of this two-course program. This online course will build upon the knowledge learned in CTF15, focusing on client communications, best practices in animal care, and the roles of each member of the animal care team.
Prerequisite: CTF 15 - Veterinary Assistant I
Note - A minimum of 20 hours are required to be completed at an animal care facility. Students are responsible for securing a facility at which they can volunteer to complete these hours. Documentation of completion will be required. Instructor may waive this requirement dependent on individual students experience and course academics.

MENTAL HEALTH TECHNICIAN PROGRAM

Mental Health Technician Program $3,499
KCC in partnership with CareerStep are offering the Mental Health Technician program was designed to arm you with the knowledge you need to recognize behavioral patterns in others and help them manage their impairments. With 366 hour of online training, learners have 12 months of access to complete their program. 10 hours of dedicated training each week is recommended to complete your training before access expires.
Click here for more information or to register.

Kingsborough Community College's Office of Continuing Education is recognized by the New York State Education Department's State Board for Social Work as an approved provider to offer continuing education to Licensed Master Social Workers (LMSWs) and Licensed Clinical Social Workers (LCSWs) for Licensed Social Workers #SW-0613 as well as a Mental Health Counseling Department Approved Provider #MHC-0191.

NEW YORK STATE LMSW, LCSW & LMHC CONTINUING EDUCATION HOURS

Social Work and Mental Health Counselors - earn your CE hours at Kingsborough! Live and ONLINE via Zoom.
Check out these new offerings and complete the interest form located here to join the waiting list and get more information on the workshops; for info on how to register call 718.368.5050.

VSE 81 - Addressing the Medically Fragile's Mental Health Post-Covid-19 $40 ONLINE
Friday / Jan 7 / 12pm-2pm

VSE 82 - What's in your Backpack? Increasing Comfort, Fluency and Capacity to Have Courageous and Generative Conversations About Race & Racism $200 ONLINE
Sunday / Jan 23 & 30 / 10am-3pm

VSE 83 - Addressing the Need for Awareness & Prevention of Violence in the Family & Community $140 ONLINE
Sunday / Feb 6 / 9am-5pm

VSE 84 - Assessments and Interventions to Address and Prevent Violence $140 ONLINE
Sunday / Feb 13 / 9am-5pm

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Sunday / Feb 13 / 9am-5pm

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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 or Call 718 368-5050 for more information.

VTT 23 - 30-Hour OSHA Construction $300
ON CAMPUS
Tues, Wed, Thurs / Jan 11 - Jan 20 / 5pm – 10pm

VTT 24 - 10-Hour Site Safety Training $175
ON CAMPUS
Mon & Tues / Jan 24 - Jan 25 / 5pm - 10pm
10 Hours SST includes:
2-Hour Drug & Alcohol Awareness
8-Hour Fall Prevention

VTT 26 - Site Safety Supervisor $300
ON CAMPUS
Mon, Tues, Wed & Thur / Jan 31 - Feb 10 / 6pm-10pm
32- Hours SST Supervisor includes:
8-Hour Fall Prevention
8 Hour Site Safety Manager Refresher/Chapter 33
4 Hour Supported Scaffold
2-Hour Drug and Alcohol Awareness
2-Hour Site Safety Plan
2-Hour Tool Box Talks
2-Hour Pre-Task Safety Meetings
2-Hour DOB General Electives
2-Hour DOB Specialized Electives

VTT 27 - 4-Hour Supported Scaffold User $75
ON CAMPUS
Tues / Feb 15 / 6pm – 10pm

METAGENOMICS AND LARGE DATA SETS ANALYSIS

CTF 125 Metagenomics Discovery Challenge $325 ONLINE
Thursday / Jan 13 - Feb 24 / 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, archael, 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.
LEARN TO BUY AND SELL ON EBAY

6 week course access starts either Jan 12 or Feb 9 $100 ONLINE
Learn from an auction pro how to work from home or earn extra income by buying and selling goods online for top dollar. This course will teach you how to get noticed, value items, sell quickly, protect against fraud, and safely conduct financial transactions. Click here to learn more or to register online.

WRITING

How to Make Money From Your Writing $115 ONLINE
6 week course access starts either Jan 12 or Feb 9th
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.

A-Z Grant Writing $115 ONLINE 6 week course access starts either Jan 12 or Feb 9th
A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers' grant proposals to provide and receive feedback. Click here to learn more or to register.

CTF 48- Business Writing and Grammar- $200 HYBRID
Thurs / Jan 27 - Mar 17 / 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 $100
Tues / Jan 25 - Mar 15 / 7pm-9pm ONLINE
Thurs / Jan 27 - Mar 17 / 7pm-9pm ON CAMPUS
Increase your ability to converse with co-workers, colleagues, or neighbors.

FUNDRAISING TECHNIQUES

VWV 11 - Practical Fundraising and Development Techniques $100
Tuesdays & Thursdays / 6:30pm-8:30pm / Feb 1 - Feb 17 ONLINE
OR Tuesdays & Thursdays / 6:30pm-8:30pm / Mar 8 - Mar 24 ONLINE
This course delves into the principles and best practices of fundraising for those looking to learn the craft, or sharpen their skills. Topics include funder research, donor cultivation, board development, corporate giving, proposal writing, and ethical philanthropy. Students will also have an opportunity to learn about real-life applied methods and techniques that can lead to positive fundraising results.
COM 09 - Yoga and Pilates $95  ON CAMPUS
Fri / Jan 28 - Mar 25 / 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 have a yoga mat.
Yoga strap and blocks are optional.  No class Feb 11th.

COM 15 - Line Dancing $95  ON CAMPUS
Fri / Jan 28 - Mar 25 / 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 Feb 11th.

COM 17 - Indoor Walk and Tone $95  ON CAMPUS
Sat / Jan 29 - Mar 26 / 10am – 11:30am
Join us for a fun walk outdoors in a centralized location. The 2nd part of the workout will be using light weights and resistance bands to tone your muscles. Centralized location will be announced. No class Feb 12th.

COM 36 Conscious Contentment $35  ONLINE
Wed / Feb 9 - Feb 23 / 7pm-8pm
Conscious Contentment workshop is an actively engaged heightened awareness that shifts an individual from agitated to tranquil when imbalances and stress arise. This integrated approach utilizes breath work, wellness principles, aromatherapy applications as well as finding creative spaces of sanctuary.

COM 139 Ballet Exercise for Arthritis $80  ONLINE
Mon / Jan 24 - Mar 21 / 10am-11am
The Arthritis Workout is getting a boost! This class combines modified ballet fundamentals designed to lengthen and strengthen your muscles to promote joint health. Class will also focus on posture, alignment, and core strengthening. The structure of the class will include modified barre work, as well upper and lower body exercises. You will need a chair or counter for support, and a light -to -medium exercise band. Ballet slippers are not necessary, you may go barefoot or wear socks for ballet exercise, athletic shoes are suggested for strengthening portion of the class. No class Feb 21st.

COM 92 - Osteoporosis Workout $90  ONLINE
Thurs / Jan 27 - Mar 24 / 10am-11am
Taught by a physical therapist and consists of range of motion exercises, strengthening exercises, aerobic exercise and 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 and blue)
1 set of 1 lb dumbbells, 1 set of 2 lb -3 lb dumbbells, 1 set of ankle weights 2-3 lbs.

COM 137 Healing One Pot Meals $25  ONLINE
Wed / Feb 16 & Feb 23 / 10am-11am
Need some dinner inspiration this winter? Make your life simple with these healing healthy soups and plant based one pot meals that barely requires a clean-up.

COM 140 Learn About The Antiques In Your Attic, Garage and Closets $50  ONLINE
Tues / Feb 8 - Mar 1 / 7pm-8:30pm
Explore the history and the value of antiques & collectibles within a specific topic each week. Share an item for research/ appraisal.

COM 141 Shake the House: a new perspective on Spring Cleaning $25  ONLINE
Thurs / Mar 3 - Mar 10 / 7pm-8pm
Led by professional organizer Tina O’Keeffe, learn to think outside the confines of “spring cleaning". The course will focus on why and when we organize, how to organize and strategies to overcome the common pitfalls that keep us from being organized. General organizing expertise as well as case studies will be shared.

Aging Mastery Program - Spring Term dates to be announced.
For more information- Call Susan 347-260-3891

$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 or call 718 368 5079

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FREE WORKFORCE DEVELOPMENT TRAINING PROGRAMS
Phone: 718-368-5778   Email: Workforce.Kcc@kbcc.cuny.edu
Blog Site: www.CEWDKBCC.com

MediaMKRS INDUSTRY UPSKILL

Sign up for Industry UpSkill courses to gain media skills!
Reel Works is partnering with Kingsborough Community College to offer MediaMKRS Industry Upskill courses to Continuing Education students interested in gaining new skills and learn about careers in the media industry. MediaMKRS Industry Upskill courses are self directed, online skill-building mini-courses created in partnership with leading media companies. Take courses with companies like Vice Digital and FilmNation, and earn a digital credential. If you are interested in learning more, sign up here and you will get an email when the courses are live.

JOB CORPS SCHOLARS PROGRAM

FIND THE CAREER THAT’S RIGHT FOR YOU, FOR FREE! Register Now!
Job Corps is a tuition-free training and education program that connects eligible young men and women, 18-24 years old, with the skills and educational opportunities they need to establish real careers.

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

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

UX EXPERIENCE (UX) DESIGN

Are you looking for a career where you can be creative and use technology?
We have two unique options:
Free DesignWorks (6-Month UX Design Program)
or Free UX Microcredential (8-week Immersive Introduction to UX)

User Experience (UX) Design at Kingsborough Community College
Learn the skills to become a User Experience Designer and help make websites and physical products easier and more enjoyable to use.

Check out our FREE UX Programs, offered live ONLINE via Zoom:
• DesignWorks: Comprehensive 6-month program, evening schedule
• UX Microcredential: Fundamental 8-week program, day and evening schedules available.

FREE HEALTHPATH PROGRAM

HealthPath is a FREE healthcare career pathway training program for people who want to begin careers in the Healthcare Industry. Training components include Home Health Aide, Certified Nurse Assistant or Community Health Worker as well as providing career planning to help you map your career paths and reach your career goals!
Click here to sign up. If you have any immediate questions, please contact Becky Firesheets: rebecca.firesheets@kbcc.cuny.edu
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.
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 $135, for up to 15 hours of fun and learning! Various courses are offered every semester. Register with your friends now on Kingsborough’s Black Rocket Webpage!

REGISTER TODAY: 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