

ONLINE BUSINESS COURSES

All students who complete these online courses will also receive a "Certificate of Completion" from Kingsborough Community College, CUNY



Project Management Professional (PMP) Prep Series Only \$189

48 Course Hrs
May 13 | Jun 17 | Jul 15 | Aug 12
You choose your start date!

PMP Certification Prep 1

This course, the first part of a two-course series, will demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

PMP Certification Prep 2

In this, the second part of our two-part certification preparation series, your instructor will continue to demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. You'll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK® Guide, you'll gain insight into PMI®'s code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP® exam after this course is over.

Supervision and Management Series Only \$199

48 course hours
May 13 | Jun 17 | Jul 15 | Aug 12
You choose your start date!



Fundamentals of Supervision and Management I

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you'll learn the skills required to delegate responsibility and motivate your employees. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Fundamentals of Supervision and Management II

In this six-week online course, you will learn how to be a more effective manager or supervisor. We will discuss how you can develop your interpersonal skills, by understanding and dealing with the various people issues that arise at work. We are going to show you how you can understand various personality traits--in yourself and in others--and how they impact the ability to get the job done. These traits include emotional intelligence, the need for power, conscientiousness, agreeableness, and more.



QuickBooks 2019 Series Only \$199

48 course hours
May 13 | Jun 17 | Jul 15 | Aug 12
You choose your start date!

Understanding QuickBooks is one of the top skills a small business owner needs to successfully run their business. If you are a busy professional that wants to oversee your bookkeeping and accounting, the QuickBooks 2019 Series will teach you how to use this popular accounting software.

Introduction to QuickBooks 2019

The introductory course will teach you the basics of QuickBooks 2019. You will learn how to reconcile accounts, enter and pay bills, track inventory, and generate reports. By course completion, you will know how to automate several common bookkeeping tasks, and ultimately streamline your business.

Intermediate QuickBooks 2019

Many experienced QuickBooks users often struggle when applying certain business situations to QuickBooks. The Intermediate course will teach you more in-depth features and applications, which is ideal if your business is growing. It is designed for those QuickBooks users that have a firm understanding of the basics, or those that successfully completed the Introduction to QuickBooks course.

Start Your Own Online Business Only \$115

Learn how to harness the power of the Internet to build and sustain a profitable business.

This course will teach you the step-by-step process of creating a product, building a website, engaging a customer base, and finding new leads online.

Instructor Led- 6 Weeks Course Access / 24 Course Hrs
May 13 | Jun 17 | Jul 15 | Aug 12
You choose your own start date

or

Self Paced- 3 Months Course Access- No Instructor, Start Anytime!



Check out some of our other exciting online offerings:
<https://www.kbcc.cuny.edu/ce/index.html>
or
<https://www.ed2go.com/kccce>



KCC Healthcare Online Institute

Certificate in Infectious Diseases & Infection Control \$78

6 Weeks Access / 13 Course Hrs

Certificate in Infectious Diseases and Infection Control. Gain a solid understanding of the most common infectious diseases as well as a grasp of the procedures that can help contain them. This course offers insights into infectious diseases that are essential for medical professionals to understand.



Certified Administrative Medical Assistant \$1,495 (CMAA)

6 Months / 160 Course Hrs

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Effective patient flow allows the practice to operate efficiently, increase revenue, and provide a positive experience for the patient. Their duties can include scheduling appointments, entering demographic and insurance information into practice software, managing patient check-in and check-out, answering phone calls, filing and retrieving paper records, maintaining electronic records, composing correspondence, performing daily financial practices, assigning medical codes and processing insurance claims. Upon completion of this course you will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by National Healthcareer Association (NHA). This course includes a voucher which covers the fee of the exam.



Pharmacy Technician (including exam) \$2,495 (Voucher Included)

12 Months / 400 Course Hrs

Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification.

Upon completion of this course, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE), offered by Pharmacy Technician Certification Board (PTCB). This course also includes a voucher which covers the fee of the exam. Pharmacy technician certification is an important issue for many industry employers and state legislatures, some of which now require national certification. You will also have the opportunity to apply for a 100+ hour externship.



Certified Physical Therapy Aide (including exam) \$1,995

9 Months / 190 Course Hrs

There's a growing need for physical therapy aides. In fact, PT aide jobs will grow over 29 percent through 2029. This online course will help you master the skills you need to work as a physical therapy aide.

Not only will you be prepared for the AMCA's Physical Therapy Technician/Aide certification exam, but an externship starter kit will also walk you through everything you need to know to land a PT aide externship.

Optician Certification Training \$1,895

6 Months / 150 Course Hrs

Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. In this course, you'll gain the skills and knowledge you need to obtain an entry-level job as an optician. In addition, you'll prepare for the American Board of Opticianry (ABO) certification, which is required by many states and is a stepping-stone to career advancement.

By the time you complete this course, you'll be fully prepared to begin a career as an optician—and you'll have the skills and knowledge you need to advance in this popular and exciting medical field



Certified Medical Transcription (including exam) \$2,695

Instructor-led - 6 Months / 195 Course Hrs

Medical transcription is a vital part of the patient care process. Professionals in this role are making a difference to the patients who depend on accurate medical documentation of their diagnosis and care, and to employers who depend on highly qualified and reliable specialists to complete their work in a precise and timely manner. Medical transcriptionists create reports and other administrative documents from dictated audio recordings from physicians and other healthcare providers. This course will also prepare you to take the Registered Healthcare Documentation Specialist (RHDS) exam. It also includes a voucher which covers the fee of the exam.

Medical Spanish Series \$199

Spanish for Medical Professionals I

May 13 | Jun 17 | Jul 15

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap. By the end of this course, you'll have a strong foundation in basic medical Spanish that you can build on for years to come.

Medical Interpreter (Spanish/English) \$2,395

9 Months / 200 Course Hrs

The Medical Interpreter training course prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed. In addition, the Medical Interpreter training course prepares you to sit in any of the Medical Interpreting examinations available in the country. This course is language specific – Spanish/English.

You will acquire the three interpreting skills – simultaneous, consecutive and sight translation. You will learn the proper transfer of medical terminology into Spanish, divided into the different areas in a hospital and medical specialties. Intensive online interpreting laboratory practices are included in this training course.



Certified Professional Medical Auditor \$1,695

6 Months / 80 Course Hrs

This online training course covers medical record standards and documentation guidelines allowing them to confidently communicate with providers. Coding and documentation compliance are key to a successful practice. This course arms the certified medical auditor with information to assist in improvements for documentation compliance within the practice. Coding and reimbursement concepts assist in a smooth work flow from scheduling the patient visit to the practice being paid for the visit.

Upon completion of this course you will be prepared for the AAPC Certified Professional Medical Auditor (CPMA®) exam. The registration fee for the exam, AAPC membership, and CPMA practice exams are included with this course.

Check out some of our other exciting online offerings:

<https://www.kbcc.cuny.edu/ce/index.html>

or

<https://www.ed2go.com/kccce>



Computer Technology Online

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Responsive Web Design \$149

6 Weeks / 24 Course Hrs

In today's online environment, web designers must create websites that are responsive to provide a positive experience in every viewport—from small touch-screen environments to large-screen browsers where users interact using a mouse or pointing device. Web design requires building sites that are intuitive, inviting, accessible, and attractive in every possible device and environment.

In this course, you will learn to identify and address every aspect of responsive web design: from scaling elements and adjusting page layout, to adapting color schemes and implementing accessible forms. You will master the use of HTML5 linked to media queries in CSS3 to adapt content to fit your user's viewpoint, and see how jQuery Mobile can help you to mobile sites. This course will teach you to design and build fully responsive websites optimized for smartphones, tablets, and laptop/desktop viewing environments.

Blogging & Podcasting for Beginners \$149

6 Weeks / 24 Course Hrs

Blogging and Podcasting for Beginners will teach you how to plan and create your very own blog and podcast. Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. You will find that creating a blog and podcast is much easier than you ever imagined.

First, you will learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You will edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you will find out how to record a video podcast. You will edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.



Creating Mobile Apps with HTML5 \$115

6 Weeks Access / 24 Course Hrs

Creating Mobile Apps with HTML5

Discover a better way to build apps that run on just about any smartphone or tablet. This course will demonstrate ways to imagine, design, build, and optimize a cross-platform mobile app using the very latest HTML5 standards.

Understanding the Cloud \$115

6 Weeks Access / 24 Course Hrs-

Instructor Led dates-May 13 | Jun 17 | Jul 15

Self paced available too!

Learn everything you need to understand cloud computing. This course explores how the cloud works, what drives it, why it is so popular, and what it can do for you.



Creating Web Pages \$115

6 Weeks Access / 24 Course Hrs

Instructor Led - May 13 | Jun 17 | Jul 15

Learn the basics HTML so you can design, create, and post your very own website. This course will help you plan content, structure and layout of your website, create neatly formatted text, build links, and add color, graphics and tables, as well as understand no-cost web marketing strategies and SEO.



CompTIA Linux+ (exam included) \$1,295

6 Months / 75 Course Hrs

This Linux training course will prepare you for the CompTIA Linux+ (XKO-004) exam. You will be ready to work on installation processes, network configurations, security and troubleshooting, and automating processes with scripting. For system administrators, Linux+ certification is a benchmark to working in different IT functions, including cloud computing, server administration, Internet-of-things, mobile, and supercomputing.

Python Developer \$995

6 Months / 155 Course Hrs

Whether you're new to programming or just want to learn a new language, this in-depth course will teach you the ins and outs of Python programming. You will learn all about Python programming in this comprehensive course that covers introductory through advanced methods of Python and get coding quickly.

Start by learning the basics of programming in Python including how it works and what it's good for. You will also gain an understanding of Python's place in the wider programming world. Then move on to more advanced methods where you'll learn how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. You will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug your Python code. Finally, you'll get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries.

Introduction to Python 3 Programming \$115

6 Weeks Access / 24 Course Hrs

Create foundational programming structures with Python. This course will provide the fundamentals of computer programming in Python 3 with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

Check out some of our other exciting online offerings:

<https://www.kbcc.cuny.edu/ce/index.html>

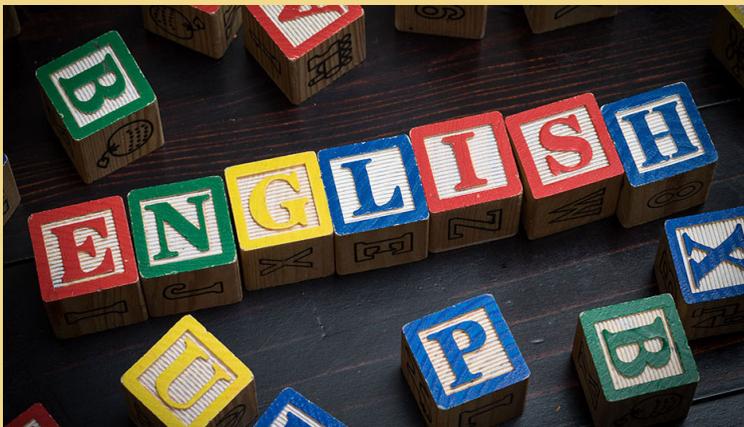
or

<https://www.ed2go.com/kccce>



KINGSBOROUGH ONLINE LANGUAGE COURSES

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Grammar ESL \$149 6 Weeks / 24 Course Hrs Starting May 13 | June 17 or Self Paced Available!

This course is designed as an in-depth analysis of English grammar for intermediate to advanced English as Second Language college students. It is designed to prepare you for regular mainstream English classes.

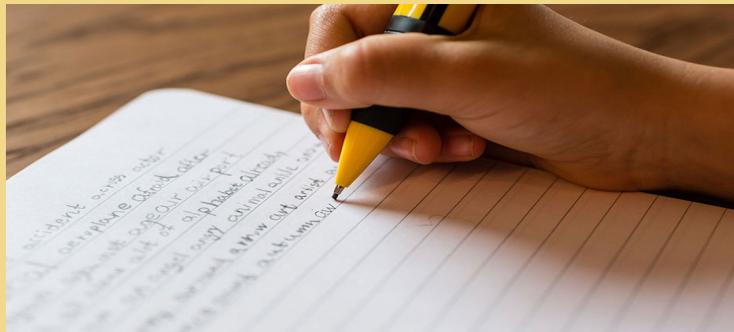
Grammar for ESL is one of the required courses in most college ESL programs to transfer to mainstream English or to transfer to a university. It establishes a foundation for continuous learning and serves as a complement to other courses that you may be taking or will take.

Writing for ESL \$149 6 Weeks / 24 Course Hrs Starting May 13 | June 17 or Self Paced Available.

Many ESL learners have excellent educations, training, and skills in their native countries. However, their dreams of success elude them in English-speaking countries because they cannot write effectively in their new language. This course will show you what English readers expect and how your writing can achieve your goals.

You will learn about the entire writing process and its five stages: prewriting, outlining, writing, revising, and editing. You will learn to generate and focus your ideas. You will discover how to write clearly focused topic sentences and thesis statements, which will guide you in writing logical, unified paragraphs and essays. You will also learn to refine and perfect your work, making it free of grammatical and punctuation errors.

You will gain important critical thinking skills and learn some techniques for writing concisely. When you finish this course, you will be able to write clearly, logically, and cohesively, and you will be able to apply what you have learned in any academic or work setting.



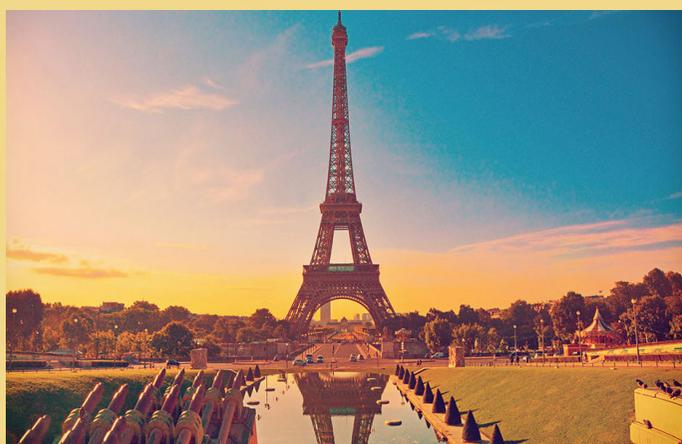
Instant Italian \$100 6 Weeks / 24 Course Hrs Starting May 13 | June 17 or Self Paced Available

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter if you plan to vacation in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian!

Beginning Conversational French \$149 6 Weeks / 24 Course Hrs Starting May 13 | June 17 or Self Paced Available

Proper pronunciation is important to good communication. Beginning Conversational French will help you master the best pronunciations. Simply click on each word to hear it spoken. Every word and sentence is also written out phonetically.

This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. The first three lessons introduce the basics needed for most conversations in French, such as "please" and "thank you." You will also learn numbers, days of the week, months of the year, and telling time.



Speed Spanish \$115 6 Weeks / 24 Course Hrs Starting May 13 | June 17 or Self Paced Available

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish. This course is designed for anyone who wants to learn Spanish pronto.

You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

Japanese \$100 6 Weeks / 24 Course Hrs Starting May 13 | June 17 or Self Paced Available

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Throughout this course, you'll gain cultural knowledge and learn useful conversational phrases and vocabulary words particular to a specific area of travel. You'll practice these in drills, interactive exercises, and dialogues. In each lesson, you'll find helpful audio aids and Japanese words written in the English alphabet. This technique will allow you to bypass one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of this course, you'll have acquired basic conversational skills that enable you to travel around the country easily, and you'll have discovered the heart of Japan!



Check out some of our other exciting online offerings:

<https://www.kbcc.cuny.edu/ce/index.html>

or

<https://www.ed2go.com/kccce>

KINGSBOROUGH
COMMUNITY COLLEGE

★ DREAMS BEGIN HERE ★

CONTINUING EDUCATION,
WORKFORCE DEVELOPMENT
& STRATEGIC COMMUNITY PARTNERSHIPS