



Borough of Manhattan Community College  
The City University of New York

# Start Here. Go Anywhere.



Fall/Winter 2011-2012

Center for Continuing Education and Workforce Development

25 Broadway, 8th floor | 212-346-8410 | [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)





**Come visit BMCC's  
Brand New 44,000 sq ft  
Workforce Training Center  
in Lower Manhattan at  
25 Broadway!!**

## CENTER FOR CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Borough of Manhattan Community College  
The City University of New York

### PUBLIC TRANSPORTATION:

Subway Lines:

A, C, M, Z, 2, 3, 4 or 5 to Fulton St / Nassau St

4 or 5 to Bowling Green • 1 to Rector St • J, M or Z to Broad St / Wall St • 1, R or W to South Ferry

Bus Lines:

M1, M6, M9 and M15

### Custom-Tailored Corporate Training Solutions

Have you noticed a gap between your organization's needs and your employees' skill sets? BMCC has a team of Organizational Development professionals and Subject Matter Expert instructors available to assist you in bridging this productivity gap. BMCC works with employers across Manhattan to design and deliver customized training solutions on a regular basis. Depending on the extent of your performance improvement needs, we can also counsel clients on how to access public grant programs to underwrite training activity. Call our training team at 212-346-8449 today to

explore how we can help improve your bottom line by enhancing the talents of your greatest asset!

### Teaching Opportunities

We are always looking to bring talented new instructors onto our team. If you are an expert in a field and you would like to share your knowledge with our students, send your resume and a 1-page course overview including notes on the target student population to "ace@bmcc.cuny.edu" or call us at 212.346.8410 with any questions about our new course review process. For specific openings, please visit our website at: [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce). We look forward to you joining our faculty!

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*Editor: Edwin Supo*

*Photography Credit: Louis Chan, BMCC*

**CLASSES NOW  
OFFERED AT  
BELLEVUE HOSPITAL  
462 FIRST AVENUE**



It's not easy to start searching for a job.

The AARP Foundation provides a step-by-step process to ease your mind and help you manage a successful job search.



*The AARP Worksearch Assessment helps you:*

- \* Assess your interests and skills.*
- \* Identify potential career fields.*
- \* Explore the jobs that are available to you in the NYC area.*

## Job Search

Discouraged about job searching? You are not alone... Job searching is never an easy process, especially if you have not been in the job market for a long time. AARP has joined efforts to provide no cost career counseling services at BMCC.

## Career Exploration

AARP's Career Exploration has developed a strategic assessment tool to guide individuals on their personal journeys of self-discovery by identifying interests, values and passions, and assessing skills sets. The combinations of these elements are used to better identify a career path and build self-confidence.

Some of the topics that will be discussed are: identify career possibilities, develop your personal brand, master networking, create an impressive resume, and use technology to market your skills. Learners who are 40 or older are encouraged to participate.

# Job Search Workshop Series

BMCC's Center for Continuing Education and Workforce Development offers Job Search & Career Transition workshops, which aims to provide the tools and training for adult to enter the workforce. Whether looking into a career change, advancing in your current position or returning to the workforce, our experienced career counselors and industry experts familiar with the complexity of today's job market can assist you.

## JOB SEARCH WORKSHOPS

**What's My Perfect Job? (2 hours) \$20**  
11/07 M 6:00 pm-8:00 pm

**Creating A Winning Job Search Plan (2 Hours) \$20**  
11/14 M 6:00 pm-8:00 pm

**Writing an Effective Resume & Cover Letter (2 Hours) \$20**  
11/21 M 6:00 pm-8:00 pm

**Powerful Interview Skills (2 Hours) \$20**  
11/28 M 6:00 pm-8:00 pm

**Networking Yourself into Your Next Position (2 Hours) \$20**  
12/05 M 6:00 pm-8:00 pm

**Online Course: 12 Steps to a Successful Job Search (12 sessions) \$99**  
Access to classroom 24/7  
Start Date: New Start Date each month  
End Date: 6 weeks after start date

## Lunch-time Career Planning Workshops

Our goal is to assist you in finding your "Dream Job," but that's no small task. Our talented team of career coaches and counselors can help you move closer to this goal. Consider sitting in on one of these career planning workshops – you'll be surprised at how much you take-away during a 45 minute session.

**Charting Courses: Defining Achievable Goals Free (1 Session)**

**Delay No More! Free (1 Session)**

**Finding the Job You Always Wanted: Changing Careers at Mid-life Free (1 Session)**

**NEW! Foundation of Success: Proper Positioning (1 Session)**

**NEW! Foundation of Success: Personal Energy Management (1 Session)**  
12/16 F 12:15 pm-1:00 pm

**NEW! Getting Things Done: Project Management for Non-Project Managers (1 Session)**  
11/04 F 12:15 pm-1:00 pm

**Goal Setting for Career Empowerment Free (1 Session)**

**How to Build an Effective Job Search Free (1 Session)**

**NEW! Intuitive Decision Making (1 Session)**  
12/03 F 12:15 pm-1:00 pm

**NEW! Navigating Change and Uncertainty (1 Session)**  
11/18 F 12:15 pm-1:00 pm

**Technology is your friend: Tips & tools to help you find the perfect job Free (1 Session)**

**NEW! Timeless Lessons on Leadership and Strategy (1 Session)**  
10/14 F 12:15 pm-1:00 pm

**Time Wise Free (1 Session)**

**The Power of Goal Focus Free (1 Session)**

**Slow Down and Achieve More Free (1 Session)**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

Allied Health is considered to be one of the high growth job sectors in our economy. The industry relies upon well-trained and dedicated medical professionals to keep pace with modern medicine, hospitals, doctors' offices and clinics. Allied Health professionals work in administrative and clinical settings like Billing and Coding to appropriate course work ranging from EMT and Medical Assistant Specialist Program. In the Fall/Spring 2011-2012, BMCC will begin to offer new additions to our extensive catalogue of Allied Health certificate programs, including Hemodialysis for Technicians & Nurses, EEG Technician, 3-Day (EKG) Electrocardiography, and more.

**ALLIED HEALTH**

**ACLS Advanced Cardiac Life Support**

**\$250, \$225.00 for Current**

**BMCC Students (2 sessions)**

11/12, 11/19 Sa 8:00 am-5:00 pm

Location: 25 Broadway 8th floor

**NEW!** (ACLS Refresher), **Advanced Cardiac Life Support Refresher Course**

**(1 Session/7Hours) \$150.00**

11/19 Sa 8:00 am-5:00 pm

Location: 25 Broadway 8th floor

**NEW!** **American Heart Association Pediatric Advanced Life Support, (2 Session) \$250**

03/02 - 03/03/12 Sa 8:00 am-5:00 pm

Location: Bellevue Hospital, 462 1st Ave at 27 St.

**NEW!** (ATLS®), **Advanced Trauma Life Support**

Dates: TBA

Location: Bellevue Hospital, 462 1st Ave at 27 St.

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)

or contact our registrar's office

212.346.8410

**(BCLS), Basic Cardiac Life Support,**

**(1 Session) \$69**

11/05 Sa 9:00 am-5:00 pm

11/19 Sa 9:00 am-5:00 pm

12/03 Sa 9:00 am-5:00 pm

Location: 25 Broadway 8th floor

**Certified Hemodialysis Technician Training, (24 Session) \$2,800**

1/17- 4/10/12 T, Th 6:00 pm-9:30 pm

Location: TBA

1/17- 4/10/12 T, Th 10:00 am - 2:00 pm

25 Broadway 8th floor

**Certified Hemodialysis Technician Nurses, (24 Sessions) \$2,800**

1/17- 4/10/12 T, Th 6:00 pm - 9:30 pm

Location: TBA

1/17- 4/10/12 T, Th 10:00 am - 2:00 pm

25 Broadway 8th floor

**Certified Hemodialysis Technician, Practice Exam Course, (1 Session) General \$210.**

**\$150 for BMCC Hemodialysis Students**

1/3 - 1/5/12 T, Th 5:30pm - 9:30 pm

(2 Sessions)

Location: 25 Broadway 8th floor

**Certified Nursing Assistant (CNA) Training Program, (8-12 Weeks)**

**Day & Evening classes available**

To find out more about our CNA program and the enrollment process, visit [www.man.eoc.suny.edu](http://www.man.eoc.suny.edu)

or call the MEOC

registrar's office at 212.961.4400

*THIS COURSE IS OFFERED AT (MEOC)*

*ON 125TH STREET 15th FL IN*

*HARLEM.*

**(EKG), Dual Electrocardiograph & Phlebotomy Technician Training (63 Session) \$3,300**

Dates: TBA

Dates: TBA

Location: 25 Broadway 8th floor

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)

or contact our registrar's office

212.346.8410

**NEW! Dual Certification for Health Care Professionals (EKG and Phlebotomy Technician) Day**

Dates: TBA

Location: Bellevue Hospital, 462 1st Ave at 27 St.

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)

or contact our registrar's office

212.346.8410

**NEW! EEG Technician Certificate Program**

Dates: TBA

Location: 25 Broadway 8th floor

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)

or contact our registrar's office

212.346.8410

**Electrocardiograph Technician Training, (20 Sessions) \$1,175**

1/09 - 3/21/12 M, T 6:00 pm-9:00 pm

Location: 25 Broadway 8th floor

Interested applicants must attend Open House.

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)

or contact our registrar's office 212.346.8410

**3-Day, (EKG) Electrocardiography for Health Care Professionals**

**(3 Days/24 Hours) \$450**  
 1/9 - 1/11/12 M, T, W 9:00 am-6:00 pm  
 Classroom & Lab  
 Location: 25 Broadway 8th floor

**EMT-Basic Course, (52 Session) \$1,050, Fee: \$75 (Non-Refundable)**

Dates: TBA  
 Location: Bellevue Hospital, 462 1st Ave at 27 St.  
 Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**EMT-NYS Written Exam**

Dates: TBA  
 Location: 25 Broadway 8th floor  
 Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**EMT B Refresher Course, \$500, Fee: \$75 (Non-Refundable) Evenings**

Dates: TBA  
 Location: 25 Broadway 8th floor  
 Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**NEW! (EPC), Emergency Pediatric Care, (2 Sessions) \$250**

12/2 -12/3/12 F, Sa 9:00 am-5:00 pm  
 Location: Bellevue Hospital, 462 1st Ave at 27 St.

**NEW! EPC Instructor Course, (1 Session) \$150**

11/04 F 8:00 am-5:00 pm  
 1/07/12 F 8:00 am-5:00 pm  
 Location: Bellevue Hospital, 462 1st Ave at 27 St.

**NEW! (FAST), Focused Assessment with Sonography for Trauma**

Dates: TBA  
 Location: Bellevue Hospital, 462 1st Ave at 27 St.  
 Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**(HAZMAT), Hazardous Material Awareness for Healthcare Providers, (3 Session) \$350**

11/15, 11/17, 11/19  
 T, Th 6:00pm – 10:00pm  
 Sa 9:00am – 5:00pm  
 12/06, 12/8, 12/10  
 T, Th 6:00pm – 10:00pm  
 Sa 9:00am – 5:00pm  
 Location: NY Downtown Hospital

**IV Therapy, (2 Sessions) \$245, \$150 Current BMCC Nursing Students**

11/12-11/13 Sa, Su 8:30 am-6:00 pm  
 12/17-12/18 Sa, Su 8:30 am-6:00 pm  
 Location: 199 Chambers Street

**Language for Healthcare, (8 Sessions) \$259 per Class**

**In partnership with Baruch College**  
 1/10 - 2/02/12 T, Th 6:15 pm-7:45 pm (French)  
 2/28 - 3/22/12 T, Th 6:15 pm-7:45 pm (French)  
 1/09 - 2/06/12 M, W 6:15 pm-7:45 pm (Spanish)  
 2/27 - 3/21/12 M, W 6:15 pm-7:45 pm (Spanish)  
 Location: Baruch College - 55 Lexington Avenue at 24th Street

**Medical Assistant Specialist Program, Professional Certification, (20 Weeks) \$3,800**

1/09 - 5/26/12 M - Th 9:00 am-5:00 pm  
 F 9:00 am-4:30 pm  
 Location: 25 Broadway 8th floor  
 Interested applicants must attend Open House. Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Medical Billing and Coding Training, (20 Session) \$2,200**

11/05 - 4/21/12 Sa 9:30 am-3:30 pm  
 Location: 25 Broadway 8th floor  
**Certification exam fee not included in tuition.**

**Medical-Surgical Technician (3 Session) \$350, \$287.00 for BMCC Alumni**

*NOTE: YOU MUST BE A REGISTERED NURSE WITH AT LEAST 1 YEAR OF WORK EXPERIENCE AS AN R.N. BEFORE TAKING THIS COURSE.*

Dates: TBA  
 Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**On-Line Course:**

**Medical Billing and Coding, Professional Certification, (240 Hours) \$1,595**

Start Date: within 24 hours of Registration  
 Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**On-line Course:**

**Medical Terminology, A Word Association Approach (12 Sessions 24/7 access) \$99**

Start Date: New Start Date each month  
 End Date: 6 weeks from the start dates  
 Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**On-line Course:  
Pharmacy Technician, National Certification Exam (240 hours) \$1,995**  
Duration: 6 months to complete the program.  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Paramedic Refresher Course \$875  
Fee: \$75 (Non-Refundable)**  
Dates: TBD  
Location: 199 Chambers St.  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Phlebotomy Technician Training (34 Sessions) \$1,500**  
1/23 - 5/17/12 T, Th 6:00 pm-9:00 pm  
Location: 25 Broadway 8th floor  
Interested applicants must attend Open House.  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**NEW! (PHTLS), Pre-Hospital Trauma Life Support (2 Sessions) \$250**  
11/4 - 11/5 F, Sa 9:00 am-5:00 pm  
Location: Bellevue Hospital, 462 1st Ave at 27 St.

**Polysomnography Training Program, (36 Sessions) \$3,500**  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**NEW! PHTLS Instructor Course (1 Session) \$150**  
11/05 Fri 8:00 am-5:00 pm  
01/06/2012 Sat 8:00 am-5:00 pm  
Location: Bellevue Hospital, 462 1st Ave at 27 St.  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**NEW! Sick Not Sick (1 Session) \$150**  
2/04/12 Sa 8:00 am-5:00 pm  
Location: Bellevue Hospital, 462 1st Ave at 27 St.  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**NEW! Spanish for the EMS Provider (1 Session) \$150**  
2/05/12 Su 8:00 am-5:00 pm  
Location: Bellevue Hospital, 462 1st Ave at 27 St.  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**NEW! Wound Care Management**  
Dates: TBA  
Location: Bellevue Hospital, 462 1st Ave at 27 St.  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410



No matter how qualified or experienced you are in your field, there is always room for growth, learning and improvement. Continuing Medical Education (CME) allows doctors and health professionals to become life-long learners in their practice, keep current with modern advances and adapt to shifting trends in the medical world. BMCC's new CME program is designed to teach advances in medical information, practice and technology to physicians and other healthcare professionals. Our goal is to help medical professionals provide the best possible care to their patients while staying on the cutting edge of their fields. Check out our CME offerings.

**Sleep Medicine & Polysomnography Physician (4-Day Course) \$3300**

**Sleep Medicine:  
An Overview for Physician Assistants and Nurse Practitioners (2 Day) \$750**

**USMLE Step 2, Clinical Skills Review (48 Hours) \$3500**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

Looking for the cutting edge in digital media and filmmaking? Whether you're an amateur, a seasoned pro or just looking to invest in a new hobby, BMCC is ready to help you fulfill your creative vision through the powers of modern digital technology. Our Film and Graphic design courses are taught in state-of-the-art Mac Labs and are facilitated by veteran artists and industry experts in film and graphic design. Check out our latest course offerings for 2011 - 2012

**FINAL CUT PRO 7**

**Introduction to Final Cut Pro**

**(6 Sessions) \$1,000**

11/29 - 1/10/12 T 6:00 pm-9:30 pm

**Advanced Final Cut Pro**

**(6 Sessions) \$1,000**

Prerequisite: Introduction to Final Cut Pro

Predator Filmmaking 101.

12/6 - 1/10/12 T 6:00pm-9:30 pm

**Renegade Filmmaking 101**

**(15 Sessions) \$4500**

\*Class fee – includes Mini HD Flip Camera (120 minutes)

1/09 - 1/27/12 M-F 10:00 am-6:00 pm

**ADOBE CREATIVE SUITE**

**Adobe Photoshop (10 Sessions) \$700**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Adobe Illustrator (10 Sessions) \$700**

12/07 - 2/22/12 W 7:00 pm-9:00 pm  
(No classes: 12/28)

**Adobe InDesign (10 Sessions) \$700**

12/07 - 2/22/12 W 5:00 pm-7:00 pm  
(No classes: 12/28)



Information Technology is one of the fastest-growing and exciting job sectors in the workforce. In this cutting edge field, employees take on the technological challenges of the 21st century by providing services and support to both individual consumers and large companies. BMCC offers intensive certification programs in the most widely-used networking, programming and office software today. Even if you're new to the field, BMCC can help you build your technology career step by step from the ground up. Flip through these pages and see for yourself!

**TECHNOLOGY**

**Introduction to A+ Certification**

**(24 Sessions) \$795**

11/21 - 1/22/12 M, W 6:00 pm-9:00 pm

12/1 - 2/28/12 T, Th 6:00 pm-9:00 pm

**CCNA SERIES**

**CCNA I (20 Sessions) \$885**

12/19 - 2/07/12 M, W 6:00 pm-9:00 pm  
(10 Weeks)

11/5 - 1/21/12 Sa 9:30 am-4:30 pm  
(10 Weeks)

**CCNA II (20 Sessions) \$885**

11/15/ - 1/31/12 T, Th 6:00 pm-9:00 pm  
(10 Weeks)

11/30 - 2/22/12 T, Th 6:00 pm-9:00 pm  
(10 Weeks)

**CCNA III (20 Sessions) \$885**

2/2 - 4/10/12 T, Th 6:00 pm-9:00 pm  
(10 Weeks)

**CCNA IV (10 sessions) \$885**

12/10 - 2/25/12 Sa 6:00 pm-9:00 pm  
(10 Weeks)

**CCNP SERIES**

**CCNP ROUTE**

**Implementing Cisco IP Routing (ROUTE)**

**(642-902) (10 Sessions) \$1295**

*Pre-requisite: Semesters 1 through 4 CCNA at a Cisco Academy or CCNA Certification.*

**CCNP SWITCH**

**Implementing Cisco switched Networks**

**(SWITCH) (642-902) (10 Sessions) \$1295**

*Pre-requisite: Semesters 1 through 4 CCNA at a Cisco Academy or CCNA Certification.*

11/12 - 2/04/12 Sa 9:30 am-4:30 pm  
(10 Weeks)

**CCNP TSHOOT**

**Troubleshooting and Maintaining Cisco IP**

**Networks (TSHOOT) (642-832)**

**(10 sessions) \$1295**

*Pre-requisite: Semesters 1 through 4 CCNA at a Cisco Academy or CCNA Certification.*

2/11-4/14/12 Sa 9:30 am-4:30 pm  
(10 Weeks)

**MICROSOFT OFFICE SUITE****Microsoft Word 2010****(13 Sessions) \$525**

11/10 - 12/20 T, Th 6:00 pm-9:00pm

(6 Weeks)

**Microsoft Excel 2010****(13 Sessions) \$525**

11/15 - 1/05/12 T, Th 6:00pm-9:00 pm

(6 Weeks)

**Microsoft Access 2010****(13 Sessions) \$525**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410**Microsoft PowerPoint 2010****(13 Sessions) \$525**

11/21 - 1/09/12 M, W 6:00 pm-9:00 pm

(6 Weeks) (No class 12/26 &amp;28)

**Microsoft Outlook 2010****(13 Sessions) \$525**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410**MCITP ENTERPRISE ADMINISTRATOR****Exam 70-640 (5 Weeks) \$1295****Managing and Maintaining Windows Server 2008 Active Directory Servers**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410**Exam 70-642 (5 Weeks) \$1295****Windows Server 2008 Network****Infrastructure, Configuring**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410**Exam 70-643 (5 Weeks) \$1295****Windows Server 2008 Applications****Infrastructure, Configuring**

12/6 - 1/21/12 T, Th 9:30 am-12:30 pm

Sa 9:30 am-4:30 pm

**Exam 70-647 (5 Weeks) \$1295****MCITP Enterprise Server Administrator**

1/31 - 3/17/12 T, Th 9:30 am-12:30 pm

Sa 9:30 am-4:30pm

**PROGRAMMING****Introduction to Programming with Java****(10 Sessions) \$249**

11/07 - 12/07 M, W 6:00 pm-9:00 pm

**Introduction to Programming with C++****(10 Sessions) \$249**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410**Introduction to Android Development****(20 Sessions) \$1095**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

In today's business climate, successful professionals need every advantage to achieve their goals. Our Business & Entrepreneurship programs address the needs of business professionals across the employment spectrum: small-business owners, company supervisors, freelance entrepreneurs, non-profit organizations, business writers and more. Check our course offerings to see how you and your business can benefit from BMCC.

**ENTREPRENEURSHIP****Starting your Business****(1 Day/6 hours) \$295**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410**NEW! Accelerating your Business****Growth (1 Day/4 hours) \$395**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410**Managing through Uncertainty:****For Entrepreneurs and Intrapreneurs****(1 day/6 hours) \$395**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410**Starting a Social Enterprise****(1 Session/4 hours) \$395**

11/05 Sa 9:30 am-1:30 pm

**Digital Marketing (1 day/ 4 hours) \$395**

11/19 Sa 9:30 am-1:30 pm

**Entrepreneurial Marketing****(1 day/ 4hours) \$395**

12/03 Sa 9:30 am-1:30 pm

**NEW! Globalizing your Small Business****(1 day/ 6 hours) \$395**

12/10 Sa 9:30 am-3:30 pm

**Business Opportunities for Minority and Women Owned Businesses****(1 day) \$295**Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410**MARKETING****Brand Positioning, (1 day/ 4hours)****\$395**

11/12 Sa 9:30 am-1:30 pm

**Human Resources Management (HR Certificate)**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Introduction to Bookkeeping with QuickBooks**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Advanced Bookkeeping with Quickbooks: AIPB Prep Class**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Online Certified Bookkeeper Course (80 Hours) \$1795**

Access to classroom 24/7  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Online Course: Accounting Fundamentals (12 Sessions) \$99**

Access to classroom 24/7  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Introduction to Tour Guiding (5 Sessions) \$145**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Language for Business \$239 (per class)**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Mandarin BZ 101-103  
Spanish BZ 101-103**

**Business Writing (4 Sessions) \$ 195**

11/9 - 11/30 W 6:00 pm-9:00 pm

**Online Course: A to Z Grant Writing (12 Sessions) \$99**

Access to classroom 24/7  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Online Course: Research Methods for Writers (12 Sessions) \$99**

Access to classroom 24/7  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Online Course: Successful Business Writing (12 Sessions) \$99**

Access to classroom 24/7  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Online Course: Technical Writing (80 Hours) \$1,595**

Access to classroom 24/7  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or

contact our registrar's office 212.346.8410

**Online Course: Fundamentals of Supervision and Management (12 Sessions) \$99**

Access to classroom 24/7  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Online Course: Creating a Business Plan (12 Sessions) \$99**

Access to classroom 24/7  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Core-Four Business Planning (4 Sessions) \$295**

Access to classroom 24/7  
Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Hanging Your Digital Shingle (4 Sessions) \$195**

11/2	W	6:00 pm - 9:00 pm
11/9	W	6:00 pm - 9:00pm

**CAREER ENHANCEMENT SERIES**

**Goal Setting for Career Empowerment (6 Sessions/2 hours each)**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Act Today – Procrastinate Tomorrow (1 Session) \$75**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**The Perfect Touch: How to Manage People Who Procrastinate (1 Session) \$75**

11/09/2011	W	6:00 pm-9:00 pm
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BMCC specializes in putting New Yorkers to work. Our Career Training certificate programs are designed to provide the knowledge and skills you need to be recognized as a qualified, professional. Our programs are taught by experienced subject matter experts. You will also have opportunities to meet with job developers and career counselors. Our goal is to put you in the best position possible to launch a successful career, so check out our offerings and see how BMCC can get your professional life on track!

**PROFESSIONAL ADMINISTRATIVE DEVELOPMENT**

**Professional Administrative Development (Formerly known as C.A.P.S Program) (80 Sessions) \$3,800**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**PARALEGAL CAREER STUDIES**

**Paralegal Studies Program (15 Weeks) \$2,800**

11/08 - 2/16/12 T, Th 9:00 a.m-5:00 p.m  
Exception: Thanksgiving

**On-line Course:**

**Paralegal Studies Program**

**Certificate Course (300 Hours) \$1,795**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**SUPPLY MANAGEMENT TRAINING**

**Print Buying Essentials**

**(1 Session) \$495**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Cost-Price Analysis and Total Cost Concepts (1 Day) \$495**

For more information, contact our registrar's office at 212.346.8410

**Human Capital Services Procurement Strategies (1 Day) \$495**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Purchasing of Services (1 Day) \$495**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Best Value Procurement (3 Days) \$1,495**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**CPSM® REVIEW COURSES**

**CPSM® Bridge Exam Review Course**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Contract Law/Legal Aspects of Purchasing (1 Day) \$495**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Global Trade/Managing Compliance and Risk (1 Day) \$495**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Inventory Management in the Supply Chain (1 Day) \$495**

12/9 Th 9:00 am-5:00 pm



## Faculty Profile: Colleen Meenan

Anyone who's ever read the novel *To Kill A Mockingbird* remembers Atticus Finch, the lawyer who defends an innocent man from a biased courtroom and an angry mob. For Colleen Meenan, this heroic character captivated her imagination as a high school student, "He was a courageous, principled example of what a lawyer can and should be." Ms. Meenan was also inspired by a far more personal experience with the law, when her father became ill and needed mandatory medical intervention: "A lawyer approached my mother and asked if he could help. That lawyer—without compensation—assisted my mother and helped my father and in the process improved the lives of my entire family. The experience showed me how a lawyer can act as 'a force for good.'"



Before Ms. Meenan practiced law, she enforced it as a New York City police officer. Her eight years on the beat provided her a ground-level perspective on how laws affect society on a daily basis: "Becoming a police officer provided me with a healthy dose of personal discipline and a strong appreciation for the power of the law." After law school, Ms. Meenan decided to launch her own general practice: "It was a financial struggle from day one; I started it out of a converted 'walk-in closet!'" Since then, though, Ms. Meenan has grown her practice and is proud of the cases she's taken on: "I feel very fortunate to do what I love for a living."

As a Paralegal Studies instructor at BMCC, Ms. Meenan does more than just teach aspiring paralegals about Torts, Civil Procedure and Law Office Management: "I encourage my students to tap into their passions about the law, justice and the issues they care about, because you can never feel fulfilled as a paralegal or a lawyer if money is your sole motivator." Ms. Meenan's ultimate goal is to show students the many ways in which the law can have a positive impact on peoples' lives: "The law is often the last refuge for those who have been persecuted, fallen ill, exploited or mistreated. It is the 'great equalizer' of our society."

**Bmcc** Center for Continuing Education  
and Workforce Development

**ECQGroup**  
nonprofitconsulting

## TRAINING CERTIFICATE PROGRAM IN THE NONPROFIT SECTOR AT BMCC

Nationwide, the nonprofit sector plays a significant role in our economy by producing public goods and services that are not (and in many cases can not be) delivered within the framework of the market or by government.

The Borough of Manhattan Community College (BMCC) and ECQ GROUP, a nonprofit consulting firm, have collaborated to address the need for accessible nonprofit training for people considering a career in the nonprofit sector. This collaboration resulted in our offering a Training Certificate Program that provides the skills necessary to work in the nonprofit sector. This certificate program comprises 15 three-hour sessions.

### Program Details

**Tuition:** \$675.00

**Open House:** All participants are required to attend an open house before registering for the course.

### Program Syllabus

Fundraising (5 weeks)

Program Development (4 weeks)

Governance & Leadership (3 weeks)

Job Search Workshop (2 weeks)

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

The Construction Sector offers stable, secure career opportunities for men and women across the country. As commercial loans are once again becoming available for management firms to complete existing projects and start new ones, hiring managers are looking for effectively trained Schedulers, Estimators and Project Managers. If you have been in the industry for a couple of years and are looking for advancement, or are brand new to construction and want to get started, check the following listings and see how BMCC can help you break ground in your career.

**CONSTRUCTION**

**Cost Estimator Training Program  
(28 Sessions) \$1,495**

11/17 - 2/13/12 M, W 6:00 pm-9:00 pm

**Building Envelope Training  
(1 Week) \$1,325**

Please visit our website for start dates. At the successful conclusion of this training program, NYSERDA will reimburse 75% of the participation fee. For a more detailed program description, visit [www.csebcc.org](http://www.csebcc.org) and click on "courses and seminars."

**Building Analyst Certification Training  
(8 Sessions) \$1,245**

PLEASE NOTE: For a limited time, the New York State Energy Research and Development Authority (NYSERDA) will reimburse 100% of the course fee upon successful completion. This incentive program is being offered by NYSERDA for a limited time. Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Electricity Basics for PhotoVoltaics**

This course is offered on a monthly basis.

11/28-11/30	M-W	9:00 am-5:00 pm
11/28-11/30	M-W	6:00 pm-9:00 pm
12/1-12/2	Th, F	9:00 pm-5:00 pm
12/1-12/2	Th, F	6:00 pm-9:00 pm
12/5-12/9	M-F	6:00 pm-9:00 pm
12/10	Sa	9:00 am-5:00 pm

**RETScreen Workshop,  
(1 Session) \$125**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**NEW! Construction Accounting A to Z  
(20 sessions) \$1,350**

11/8 - 1/24/12 T, Th 6:00 pm - 9:00 pm

**PROJECT MANAGEMENT  
Fundamentals of Project Management  
\$599**

The courses are offered at either BMCC's Lower Manhattan campus or Baruch's Campus at 25th & Lexington.

1/25 - 3/28/12 W 6:15 pm-8:45 pm  
(10 Sessions)

1/21 - 3/03/12 Sa 9:30 am-3:30 pm  
(5 Sessions)

**Advanced Professional Project  
Management (10 Sessions) \$599**

The courses are offered at either BMCC's Lower Manhattan campus or Baruch's Campus at 25th & Lexington.

1/26 - 3/29/12 Th 6:15 pm-8:45 pm

11/5 - 12/10 Sa 9:30 am-3:30 pm  
(5 Sessions)

**PMP Exam Test Prep Course  
(4 Sessions) \$875**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Online Course: Project Management,  
(1 Session / Weeknights)**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410



# Take your education anywhere with our online courses.

Working a 9 to 5 job, running errands, and attending family obligations, who has time for school? It is almost impossible to start and finish our education, especially when time is limited.

Therefore, BMCC has created the flexibility to achieve professional certificate programs and personal development courses, through our partnerships with ED2GO, Gatlin and University Alliance. Whatever your interests are, you can receive quality instruction and achieve your learning goals from the comfort and convenience of your home.

As an online learner, you can:

- Study at Your Own Pace
- Anytime, Anywhere
- Save \$ on Travel
- Save \$ on Childcare
- Save \$ on Books
- Get Quality Instruction

Here are some of the most rewarding and demanding courses from a catalog of thousands online programs and courses available:

### HEALTH CARE

- Medical Billing and Coding
- HIPPA Compliance
- Pharmacy Technician
- Personal Fitness Trainer

### MEDIA AND DESIGN

- Creating Web Pages
- Photoshop CS4
- Dreamweaver CS4
- Webmaster

### BUSINESS AND PROFESSIONAL

- Project Management
- Six Sigma Green Belt
- Paralegal Studies
- Start Your Own Business

### WRITING & PUBLISHING

- Business Writing
- Creative Writing
- Grant Writing
- Publishing

### COMPUTERS AND TECHNOLOGY

- Basic Computer Literacy
- PC Networking and Security
- CompTIA A+ Certification Training
- AutoCad 2009

### PERSONAL DEVELOPMENT

- Drawing/Painting for Beginners
- Outdoor Survival Techniques
- Speed Spanish
- Debt Elimination Techniques



Learn More



Look thru this catalogue and check our website for a full roster of on-line courses and start dates!



[www.facebook.com/BMCC.CE](http://www.facebook.com/BMCC.CE)

Visit our website: [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)

Have you noticed a gap between your organization’s needs and your employees’ skills? Whether you need a group of employees trained on a new software application or departments of co-workers trained on new business practices, BMCC has a team of Organizational Development professionals and Subject Matter Expert instructors ready to assist you. BMCC works with employers across Manhattan to design and deliver customized training solutions on a regular basis.

If funding your training is a concern, and depending on the extent of your performance improvement needs, we can also counsel clients on how to access public grant programs to underwrite training activity.

What Clients Say about us...

*“McDonald’s Corporation and local Owners and Operators were interested in rolling out a management training program which combined English fluency instruction with Customer Service Skills training to improve the overall customer experience in our restaurants. We needed a training partner to design and deliver the program for employees at the more than 200 restaurants in the five boroughs and have been very pleased with our partnership with BMCC. In particular, the quality of the faculty they identified and trained for us has been exceptional.”*

Juan De La Cruz, Owner & Operator  
McDonalds’ Corporation  
New York City



*“We hired BMCC during the Fall of 2009 to develop a training program for our employees which focused on Communication Skills, Customer Service Skills and Microsoft Excel Skills - we were very pleased with the service provided by the Continuing Education staff, and how easy they were to work with.”*

Wei Lik Chan, Manager  
Human Resources  
Won Ton Foods, Inc.  
Brooklyn



云吞食品公司  
WONTON FOOD INC.

The New York City Division of Small Business Services works with employers just like you on a daily basis to assess their hiring and training needs, and develop solutions to help you grow your business. To be eligible for an SBS training grant, firms either need to be based in, or have operations in, at least one of the five boroughs. Check out their web pages for details: [www.nyc.gov/training](http://www.nyc.gov/training).



**Adult Lap Swim**

\$15.00 registration fee is included in the course fee. Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Learn to Buy and Sell on eBay**

**(2 Sessions) \$129**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Introduction to Digital Photography**

**(9 Sessions) \$250**

IMPORTANT: Digital cameras will NOT be supplied.

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Core Chi Kung (3 Sessions) \$55**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**NEW! Evolution of Jazz**

11/1-12/20/2011 T 6:00 pm-9:00 pm  
1/24-3/13/2012 T 6:00 pm-9:00 pm

**Creating Your Vision**

**(4 Sessions) \$70.00**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Introduction to Meditation**

**\$15 for one hour class.**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**MODERN LANGUAGES**

**Introduction to Spanish**

**(8 Sessions) \$215**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Intermediate Spanish (8 Sessions) \$215**

11/22-11/17/2012 T 6:00 pm-9:00 pm  
12/3-01/28/2012 Sa 10:00 am-1:00 pm

**Online Speed Spanish Course**

In partnership with Baruch College, BMCC is also offering language courses in:

- French (levels 1-6)
- Italian (levels 1-6)
- Korean (levels 1-2)
- Mandarin (levels 1-6)
- and more!!!

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**CULINARY ARTS**

**Basic Knife Skills \$79**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Sushi Made Easy \$189**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**Other Culinary Arts courses include:**

- Classic Indian Cuisin
- Classic Italian Cuisine
- The Greek Table
- Classic Mexican Fare
- Cooking with Herbs and Spices
- Basic Sauces

**and more!!**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410



<http://www.facebook.com/BMCC.CE>

**TRIBECA SPOTLIGHT 2011-12 SEASON**  
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**NYC City Slickers**  
[www.nycsliders.com](http://www.nycsliders.com)  
bluegrass  
Friday, October 21 at 8PM



**Abbie P. Soderstrom**  
[www.abbieposter.com](http://www.abbieposter.com)  
blues/soul  
Friday, November 18 at 8PM



**Tin Pan**  
[www.tinpanband.com](http://www.tinpanband.com)  
jazz/blues/country  
Friday, December 16 at 8PM

**TICKETS \$15 / STUDENTS \$10**

Call Ticketing 212.220.1460 or Visit the Box Office located on the campus of the Borough of Manhattan Community College 199 Chambers St., NYC • [www.TribecaPAC.org](http://www.TribecaPAC.org) • Follow us on Facebook & Twitter!

**ESL INSTRUCTION**

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

Before you register, you must talk to an advisor who can answer your questions and determine which class is best for you. Please contact Naomi Machado at 212-665-2740

**ESL Intermediate (8 Sessions) \$250**

1/21 - 3/10/12 Sa 9:30 am-1:30 pm

**ESL Advance (8 Sessions) \$250**

1/21 - 3/10/12 Sa 9:30 am-1:30 pm

**Communicating with Accuracy and Confidence: ESL Advanced**

**(12 Sessions) \$270**

11/02 - 12/12 M,W 9:30 am-12:30 pm

1/09 - 2/27/12 M,W 9:30 am-12:30 pm

**ACCENT REFINEMENT & PRONUNCIATION**

**Accent Reduction and Public Speaking**

**(10 Sessions) \$230**

12/07-2/15/12 W 6:00 pm-9:00 pm

**Pronunciation Workshop**

**(10 Sessions) \$260**

Please visit us at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or contact our registrar's office 212.346.8410

**TOEFL Preparation**

**(10 Sessions) \$290**

1/14 - 3/17/12 Sa 10:00 am-2:00 pm

1/14 - 3/24/12 Sa 1:15 pm-4:30 pm



**THINKING ABOUT GOING TO COLLEGE?**

Consider your options and choose your path.

Find out why **BMCC** is the place for you!

Borough of Manhattan Community College is the largest community college in The City University of New York.

It is the only community college in Manhattan. More than 16,000 students from over 100 countries attend BMCC.

BMCC is the nation's leading urban community college.

According to data from the U.S. Dept. of Education and the Institute for International Education, among colleges nationwide, BMCC ranks:

# 4 in awarding associate degrees to African-Americans.

# 5 in awarding associate degrees to minority students.

# 2 in awarding associate degrees in business management.

# 5 in awarding associate degrees in computer and information sciences and support services.

# 7 in awarding associate degrees in education.

To learn about the admission process to BMCC, please visit: <http://www.bmcc.cuny.edu/admissions/prospective.html>



# Free CUNY Assessment Test Prep Workshops

Let us help you pass the CUNY/ACT Mathematics, Reading, and Writing Tests.

As many as 75% of students who take the workshop pass. Many had previously failed.

## ACT Math/Basic Arithmetic

This four-hour workshop prepares incoming students to take the COMPASS Math Test. It is a customized refresher course that includes instruction in numerical skills, pre-algebra and algebra. To enroll in this workshop, students must have an Acceptance Letter from BMCC and a scheduled testing date.

## ACT Reading Workshop

This four-hour workshop is designed to help students attain a proficiency in reading that will enable them to pass the COMPASS Reading Skills Test. Mock exams will be administered and reviewed to prepare students for the actual test. To enroll in this workshop, students must have an Acceptance Letter from BMCC and a scheduled testing date.

## ACT Writing Workshop

This four-hour workshop is designed to prepare students to take the sixty minute CUNY/ACT Writing Test. It covers essay development strategies including how to develop and organize ideas, and how to use correct English sentence structure, punctuation and grammar. To enroll in this workshop, students must have an Acceptance Letter from BMCC and a scheduled testing date.

### LEARN HOW TO:

- Build your reading, writing and math skills
- Learn strategies for success
- Overcome test-taking anxiety

### FOR BEST RESULTS:

- Sign up early\*
- Sign up for all workshops
- Online resources will be provided
- Valuable tips

\*Students must have a BMCC acceptance letter and a scheduled testing date. For more information, or to enroll in our free workshops, please visit our website at [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce) or call 212-346-8424 for an updated Workshop Schedule.



Borough of Manhattan Community College  
The City University of New York  
25 Broadway  
New York, NY 10004

visit us at: [www.bmcc.cuny.edu/ce](http://www.bmcc.cuny.edu/ce)  
or call: 212-346-8410

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- Technology
- Business & Entrepreneurship
- Corporate Training
- Paralegal Career Studies
- Professional Administrative Development
- Online Courses

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