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

To participate in these courses you must have reliable internet and computer access.
Dear Students and Community,

Welcome to Kingsborough Community College’s Division of Workforce Development and Continuing Education Spring 2022 Catalog. I invite you to consider taking care of your mind, body, and spirit by enrolling in one of our spring offerings.

Work and learning environments do not look the same today as they did in 2020 or in 2021. For more than a year, we have been managing our professional and personal lives with new processes and customs—all in an effort to keep health and safety as our number one priority.

We look to this spring semester as a renewed opportunity from a mostly virtual environment to one that blends remote instruction with engaging safely in person. We continue to offer a mix of career-related opportunities as well as options for your leisure-time enrichment. We continue to offer convenient classes that meet your schedule—day, evenings, and weekends with experienced and professional instructors who are prepared to offer you a stimulating experience.

I encourage you to join us and hope to see you soon.

Dr. Simone Rodriguez
Vice President

Welcome to the Spring 2022 Semester!

Spring is a time of growth and renewal for yourself and the world around you!

With our focus on helping you explore a new career, upgrade your current portfolio, or prepare for certification in a new and growing field, we are certain you will find what you need at Kingsborough. Our classes will prepare you for a career in high-demand fields such as healthcare, information technology, business, law, and even real estate.

Choose from a variety of course offerings, personal and professional, for all ages, where you will find a class that will unlock the key to a renewed or new future of endless possibilities. You can choose from a variety of Workforce Development trainings and Continuing Education courses that will give you the skills and knowledge to take you to the next level.

We look forward to you joining us this spring to learn, grow, and transform!

Christine Zagari-LoPorto
Interim Assistant Dean

MISSION STATEMENT

The Division of Workforce Development, Continuing Education and Strategic Partnerships transforms lives by providing our diverse community ages five and up with affordable, high quality educational, vocational and developmental experiences with a commitment to lifelong learning that fosters student success.
Refund Policy on ALL courses- HYBRID/ONLINE/ON CAMPUS
Course fees are non-refundable if you do not attend the class/exam.
The college reserves the right to cancel courses due to insufficient enrollment.

$25 Registration is non-refundable, no exceptions.
No refund will be considered after 2nd week of classes.
Transfer policy: No transfers after the second class session.
Refund Policy: Refund requests must be in writing and emailed to: Continuing Education (conted@kbcc.cuny.edu).

For courses under $299:
100% for courses canceled by the college; this includes the return of the $25 registration fee.
100% with written request received 3 business days prior to the first class (minus $30 cancellation fee)
50% with written request received prior to the second week of classes (minus $30 cancellation fee)

For courses $299 and above:
100% for courses canceled by the college; this includes the return of the $25 registration fee.
100% with written request received 3 business days prior to first class (minus $30 cancellation fee)
75% with written request prior to completion of 10% of class hours (minus $30 cancellation fee)
50% with written request received prior to the second week of classes (minus $30 cancellation fee)

JOIN US ON
March 1st &/or
March 22nd
12pm or 6pm

EVENING-6PM SESSION
DAYTIME-12PM SESSION

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

Legal Studies with CSL by BARBRI
KCC in partnership with CSL by BARBRI, is providing a menu of offerings in legal studies to include advanced paralegal, employment law, legal secretary and many more. See Page 15 & 16 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 may be eligible for partial payment plans for specific tuition courses that are $700 and higher. Students will be charged a $25 administrative fee for choosing an installment payment option.

Helena Rubinstein Continuing Education Scholarship
The Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement Limited scholarships are available to cover up to 90% of tuition for individuals who seek to advance their careers through education and training, and who do not have access to other sources of funding that can pay for tuition and fees. Scholarship applicants may also be disadvantaged individuals who are unemployed or seeking a career change. For more information, visit: https://cunysud.formstack.com/forms/css_spring_2022

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

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

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

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

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

ACCES-VR Adult Career and Continuing Education Services
This program assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development. For more information, call (718) 816-4800 or visit the website at www.acces.nysed.gov/vr/

Department of Veterans Affairs
All veterans interested in obtaining information from the VA regarding their eligibility for funding need to have a copy of their DD-214 form and Certificate of Eligibility. For more information, visit the website: https://www.va.gov/education/eligibility/ to request official notification of education benefits.

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

NYS & CSEA Partnership for Education and Training
To be eligible, review the website for applications that can be created online https://www.nyscseapartnership.org

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

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

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

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

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

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

ACCESS RESOURCE CENTER

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

Call 718-368-5411 or 6713.

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

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

TRAINING AND CAREER GUIDANCE

Unsure about what training or career best matches your skills?

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

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

Visit our site by clicking here!

ACCOMMODATIONS & ACCESSIBILITY

Requests for accommodations must be submitted with documentation of disability. Submit requests and documentation in advance of your class start date to ensure that reasonable accommodation requests can be processed in a timely manner. Accommodations may take 3-4 weeks to process.

Please contact Vickie DiMartino at 718-368-5669.

College Administration, in cooperation with NYCT Paratransit, has established 3 specific Access-A-Ride (AAR) stops at Kingsborough Community College. Each of these locations has specific GPS coordinates along with signage to aide in the successful connection of the AAR vehicle/driver and customer.

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

For more information please call: 718-368-5877

**ESL 70 - English as a Second Language $975**

**Mon-Fri / April 7 - June 17 / 9am-2pm / HYBRID**

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

Call 718-368-4870 for more information.

**CCC 62 - FREE ESL**

Next course begins in July 2022 (Summer 2022 semester), however, registration is ongoing. Please register early, seats are very limited! You will be tested and placed accordingly.

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

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

Next course begins in September 2022 (Fall 2022 semester), however, registration is ongoing. Please register early, seats are very limited! You will be tested and placed accordingly.

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

**RTP 99 - Preparation for TOEFL $150 HYBRID**

**Tues & Thur / April 26 - June 16 / 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 / April 27 - June 15 / 6:30pm-8:30pm ONLINE**

**Saturdays / April 30 - June 18 / 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.

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

**Mon-Fri / March 9 - June 3rd / 8:45am-2:30pm HYBRID**

Or

**Mon-Fri / March 9 - June 3rd / 5pm-10pm HYBRID**

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

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

**ESL / CLIP / HSE: Visit our Virtual Office**

**Mon-Fri, 9:30am – 5:00pm**

(Zoom meeting ID: 857 434 77610)
HIGH SCHOOL EQUIVALENCY
(GED®) General Educational Development

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

**HSE 00 - GED® (HIGH SCHOOL EQUIVALENCY PREP) $175**
Tues & Thurs / April 26 - June 14 / 6:45pm-9:45pm ONLINE
Saturdays / April 30 - June 25 / 10am-2:30pm ONLINE
Mondays / April 25th - June 27th / 6pm - 10pm ON CAMPUS
Every year, HUNDREDS of adults who prepare at Kingsborough earn their HSE diplomas, and many then go on to Kingsborough Community College's degree programs! You must be at least 18 years of age to enroll, and at least 19 years old to take the New York State exam.
Call 718-368-5051 for more information.

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

**DID YOU KNOW?**
Having an HSE credential will improve your opportunities for better jobs, training, promotions, and even more money!

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

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

**HSE 41 - Math Intensive GED® (HIGH SCHOOL EQUIVALENCY PREP) $100 ONLINE**
Wed / May 18 - June 22 / 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 70 - Comprehensive High School Equivalency $470 HYBRID**
Mon-Fri / April 7 - June 17 / 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 / April 7 - June 17 / 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.

**HSE 00E - Diploma de Escuela Secundaria en Español $175 ONLINE**
Lunes y Miércoles / April 25 - June 15 / 6:45pm-9:45pm
Va a necesitar el libro del GED® y la calculadora TI-30XS.
Para más 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 / May 19 - June 23 / 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)
RESOURCES FOR HIGH SCHOOL EQUVALENCY

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
Saturday/April 9 - May 28 / 9am-3:30pm ON CAMPUS
Sunday /April 10 - May 29/ 9am-3:30pm ONLINE
An intensive course for high school students preparing for the SAT. Certified instructors provide review and practice under simulated test conditions to help prepare students for the verbal reasoning, optional essay portion, and problem-solving skills measured by the revised test. Study skills, coaching and test-taking tips are provided, as well as individual and group conferences with a certified college counselor. A workshop for parents and guardians is included in the last session.

RTP 02 - SAT Math Preparation $150
Sun/April 10 - May 29 / 9am-12pm ON CAMPUS
Thur / April 28 - June 2 / 4pm-7pm ONLINE
An intensive MATH ONLY course for high school students preparing for the SAT exam. Instructors provide review and practice under simulated test conditions to help prepare students specifically with the MATH component of the exam. Students will explore study skills while receiving coaching and test-taking tips.
HEALTHCARE INSTITUTE

The Healthcare Institute is a division of Kingsborough’s Office of Continuing Education, offering a dynamic set of certificate programs and stand-alone courses. All are designed to provide students with essential skill sets necessary for today’s burgeoning healthcare industry. With decades of experience and training, our faculty provides high quality instruction across all the disciplines. Students who successfully complete certificate programs at the Healthcare Institute are eligible to take the National Healthcareer Association’s certifying examinations, which are nationally recognized credentials in the Allied Health industry.

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

CLINICAL MEDICAL ASSISTANT

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

CTF 20 - Anatomy and Physiology
RTP 40 - Basic Life Support for Healthcare Providers
CTF 90 - EKG/ECG Technician
CTF 91 - Phlebotomy Procedures
CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests
CTF 89 - Certified Electronic Health Records Specialists

PHLEBOTOMY TECHNICIAN

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

CTF 20 - Anatomy and Physiology
CTF 91 - Phlebotomy Procedures
RTP 40 - Basic Life Support for Healthcare Providers

MEDICAL BILLING & CODING SPECIALIST

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

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

HOME HEALTH AIDE 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. Includes 6 weeks of online Zoom courses followed by 8 hours of on-campus evening or weekend labs then 8 hours of in-person clinicals experience at a partner location. Basic Life Support is included with all fees and takes place on weekends. (82 clock hours total)

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

EKG/ECG TECHNICIAN

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

CTF 20 - Anatomy and Physiology
RTP 40 - Basic Life Support for Healthcare Providers
CTF 90 - EKG/ECG Technician

PHARMACY TECHNICIAN

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

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

CERTIFIED NURSE AIDE INTENSIVE

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

CTF 78/79 - CNA Intensive
RTP 40 - Basic Life Support for Healthcare Providers

"I thoroughly enjoyed the class. I learned so much and it motivated me to move forward with my education and career in the healthcare industry, here at Kingsborough."
CTF 20 - Anatomy and Physiology $350 ONLINE
Mon & Wed / April 4 - June 22 / 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 / April 4 - June 22 / 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 / April 5 - June 21 / 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: CTF 25 Introduction to Terminology and Insurance.

CTF 27 - Computerized Billing and Clinical Practice $375 ONLINE
Tue & Thurs / April 5 - June 21 / 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 / April 26 - June 7 / 6pm-10pm HYBRID
Home Health Aides (HHA) provide professional healthcare in a patient’s home environment. Patient can range from elderly to disabled to chronically-ill individuals who do not require hospitalization. This course is the perfect complement for students who completed Certified Nurse Aide training or for students who want to enter the healthcare field. (82 clock hours total)
*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.

RTP 40 - Basic Life Support for Healthcare Providers $80 (Includes course materials)
Contact registration office at 718-368-5050 for next available dates. ON CAMPUS
This course provides the skills to recognize and provide care in respiratory and cardiac emergencies, using the latest 2015 AHA guidelines, to teach adult, child and infant cardiopulmonary resuscitation and automatic external defibrillator use. Basic life support skills include CPR, AED use, and ventilations.

CTF 41/42 - Pharmacy Technician Intensive $750
Tues-Wed-Thur / April 5 - June 21 / 6pm-10pm HYBRID
As a Pharmacy Technician you will be joining a growing industry with endless career opportunities to pursue. You can work in retail pharmacies, hospital pharmacies or any pharmacy within a medical facility.
Salary: $33,970 - $42,170
Job projections thru 2028: +9%
Average rate of growth, but expected to increase.
This intensive course provides an overall view of the fundamentals of medical and pharmaceutical terminology. Pharmaceutical calculations, concepts of pharmacology and medicinal therapy as it relates to anatomy and physiology and pathophysiology. Students will also learn about laws, ethics and standards required in the pharmacy profession. Application of knowledge in an on-site hospital and retail setting.
Two (2) in person labs required.
Dates and times to be provided in class.
Materials Fee: $45

CTF 89 - Certified Electronic Health Records Specialist $575 ONLINE
Tues & Thur / April 5 - June 21 / 6:45pm-9:45pm
This course introduces students to the basic functions of Electronic Health Records (EHR). It includes discussions and illustrations on the latest information management technologies (both hardware and software) currently used in healthcare. Students will be immersed in the environment, organization, unique to the use of EHR at all levels of patient care. Computer-based, hands-on exercises are required.
Prerequisites: Computer proficiency (will be assessed) and some experience in office administration.
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 / April 25 - June 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.

HYBRID HEALTHCARE OFFERINGS

CTF 87/88 - Basic Patient Care Skills & Diagnostic Tests $350
Tues & Thurs / April 5 - June 21 / 6:45pm - 9:45pm

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
Mon & Wed / April 4 - June 22 / 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 the cardiovascular system, anatomy and physiology. **Prerequisite: CTF 20 Anatomy & Physiology**. Five (5) in person labs required. Dates and times to be provided during class. **White lab coat required. Materials fee: $45**
CTF 98 - Central Sterile Technician $875 HYBRID
Tues, Wed, Thurs / April 26 - June 14 / 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. Materials fee: $45

P H L E B O T O M Y

CTF 91 - Phlebotomy Procedures $350 HYBRID
Tues & Thurs / April 5 - June 21 / 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 / April 25 - June 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

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!
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!

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

**New**

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!

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**Physical Therapy Aide Program / $2,699.00 ONLINE**

**New**

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!

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**EMERGENCY MEDICAL TECHNICIAN & PARAMEDIC PROGRAM**

**RTP 75 - EMT Original $995**

Offered Summer 2022

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

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

**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 74 - Paramedic Challenge Refresher $760**

Offered Fall 2022

Course will prepare you to recertify for the NYS DOH Paramedic Exam. CPR Renewal is mandatory. You will be allowed to challenge the practical and written portions of the course. You will only be required to attend those sections which you do not pass. ACLS & PALS renewals are offered as optional components of this refresher, but additional fees are required.

With a NYS DOH Voucher, you pay only $80 for mandatory CPR renewal.

All psychomotor sessions are held at the "T" Building in Kingsborough Community College at 2001 Oriental Boulevard, in Brooklyn, NY 11235. Didactic sessions are through live media online.

The course Certified Instructor Coordinator is Jack Finkelstein, MPA, CEM, NREMT-P, CIC with over 40 years of service in NYC EMS.

For details, please call: (718) 368-6720   DOH Course# 280241

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**PHYSICAL THERAPY AIDE**

**RTP 40 – Basic Life Support $80 ON CAMPUS**

Includes course materials (see page 10 for details.)
To view all of our Ed2go Offerings, Click Here!

CERTIFIED DOCUMENTATION SPECIALIST

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

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 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)

HIPAA Compliance $115 ONLINE
If you are just starting your career in the health care field, HIPPA Compliance training is a priceless addition to your resume. This course provides an understanding of the compliance requirements of HIPPA, and subsequent rules and laws that affect HIPPA.

Nutrition and Health Bundle $169 ONLINE
Nutrition has a profound impact not only on our health but also on our overall well-being. This series is designed for healthcare workers, personal trainers, and individuals interested in a deep dive into the impacts of nutrition on our bodies. You will gain insight into how food interacts with our bodies on multiple levels—physical, mental-emotional, and spiritual—as well as the impact it has globally. You will also explore the relationship between nutrition and disease and see how making appropriate changes in one’s diet can have powerful effects on health throughout life. (28 HOURS)

Become an Optical Assistant $115 ONLINE
Learn why optical assisting is such 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. (24 hours)

To view all of our Ed2go Offerings, Click Here!
CAREER AND PROFESSIONAL DEVELOPMENT

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

PARALEGAL & NOTARY PUBLIC

CTF 05 - Paralegal I & Notary Public $400
Tues & Thurs / April 5 - June 21 / 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 5/19/22 and is included in the above tuition cost.

VTP 36 Preparation for Notary Public $75
Thurs / May 19 / 6:45pm-9:45pm 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.

CTF 06 Paralegal II $350
Mon & Wed / April 4 - June 22 / 6:45pm-9:45pm ONLINE
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

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

LEGAL STUDIES a Partnership with CLS by BARBRI

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

Advanced Paralegal Certificate Course
These advanced topics build upon the introductory Paralegal Certificate Course© ONLINE
Flexible, 100% online course with 24/7 accessibility; Complete each topic in one 7-week session
Take one, two or three topics during one online session. Complete all six topics within one year to receive certificate. The additional training gained through participation in these advanced classes will enhance your legal knowledge and skills, which in turn should increase your salary and marketability.

Advanced Legal Research and Writing
March 2 - April 22 or May 7 - June 17 $995 ONLINE
The ability to effectively conduct legal research and analysis is an important aspect of any legal career. With your paralegal certificate in hand or a year of legal experience under your belt, you’re ready to learn more advanced approaches to legal research, briefing cases and writing to the law. We can help you build on your paralegal skills to expand your expertise and grow your career.

Alternative Dispute Resolution Certificate Course
March 2 - April 22 or May 7 - June 17 $995 ONLINE
This intensive course is designed to train and qualify students to develop or participate in conflict resolution techniques. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this non-credit course will be awarded a Certificate of Completion.

Employment Law Certificate Course
March 2 - April 22 or May 7 - June 17 $995 ONLINE
This intensive course is designed to train and qualify students to develop or participate in conflict resolution techniques. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this non-credit course will be awarded a Certificate of Completion.
Personal Injury for Paralegals
March 2 - April 22 or May 7 - June 17 $995 ONLINE
With this exciting, fast-paced class you will learn many of the legal terms, causes of action and remedies available to victims of personal injury accidents. A review of the negligence theory of torts upon which many personal injury claims are based is provided. Students also will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal’s success in the law office.

Legal Secretary Certificate Course
March 2 - April 22 or May 7 - June 17 $995 ONLINE
This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as legal terminology; legal process; jurisdiction and venue; ethics; written communications, including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation and citation format.

Intellectual Property Law for Engineers
March 2 - April 22 or May 7 - June 17 $995 ONLINE
All engineers should be particularly concerned with patent law. This constitutionally based discipline has to do with the process by which an invention and its creator are protected by the law from infringement and unfair competition. The course deals with patent applications, research and prosecution; the law of infringement; and computer applications of software (protected by copyright) and hardware (by patents).

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

ACCOUNTING

CTF 50 - Accounting Fundamentals $350
Mon & Wed / April 4 - June 22 / 6:45pm-9:45pm ONLINE
Sunday / April 24 - June 26 / 9am-3:30pm ON CAMPUS
You will learn the recording process, complete the entire accounting cycle from analyzing and recording activities through closing procedures, and use the accountant's worksheet for the preparation of financial statements for service businesses.

CTF 51 - QuickBooks Pro for Accountants $350
Mon & Wed / April 4 - June 22 / 6:45pm-9:45pm ONLINE
Saturday / April 9- June 25 / 9am-3:30pm ON CAMPUS
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 / April 5 - June 21 / 6:45pm-9:45pm ONLINE
Tues & Thurs / April 5 - June 21 / 6:45pm-9:45pm ON CAMPUS
Learn how to prepare individual federal income taxes, including 1040EZ, 1040A, and 1040 long form, tax credits, child and dependent care credit, credit for the elderly, IRAs, pension income, and NY State/NY City tax items with the use of Turbo Tax™ software.

Business Budgeting for Beginners $115 ONLINE
NEW
April 13th or May 18th - 6 week access
In this comprehensive, beginner-friendly course, you will learn the elementary skills needed to be successful in the budgeting process and gradually work your way up to creating a budget. You will also discover how to best evaluate the results of your budget and make decisions to help your business maximize its profits. (24 hours) Click here to learn more and to register!
ADMINISTRATIVE ASSISTANT CERTIFICATE

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 / April 4 - June 22 / 6:45pm-9:45pm ONLINE
Mon & Wed / April 4 - June 22 / 6:45pm-9:45pm ON CAMPUS
This course offers a basic overview of Microsoft Office™ (Word™, Excel™ and PowerPoint™) and the applications that employers expect workers to know. **Prerequisite:** A computer skills test will be administered at the first class session to assess proficiency.

CTF 48- Business Writing and Grammar- $200 ONLINE
Thurs / April 28 - June 16 / 6:30pm-9pm
Improve your skills and develop clear and effective writing techniques necessary to succeed in today’s business environment.

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GRAPHIC DESIGN

RCL 83 - Graphic Design $150 ONLINE
Tues / April 26 - June 28 / 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 / April 28 - June 30 / 7pm-9pm
This intermediate level graphic design course is designed to focus on brand building through graphic design. This course will help you shape your service or business visually.

**Pre-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.

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MICROSOFT EXCEL

RCL 32 Microsoft Excel I $200
Sunday / April 10 - June 26 / 9am-12pm
ONLINE or ON CAMPUS
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
Sunday / April 10 - June 26 / 1:30pm-4:30pm ONLINE or ON CAMPUS
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.

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RCL 67 - Microsoft Excel Comprehensive $385
Saturday / April 9 - June 25 / 9am-3:30pm
ONLINE or ON CAMPUS
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 PowerPivot 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.

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Students must complete all required courses in the Administrative Assistant Certificate program to receive a completion certificate.
**Real Estate Coming Summer 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 Summer 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 / April 4 - July 18 / 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 / April 26 - June 9 / 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.
**FIBER OPTICS**

To be offered in Summer 2022.

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.

**BLOCKCHAIN FUNDAMENTALS**

April 13th or May 18th - 6 week access $115 ONLINE

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

**CODING BOOTCAMPS**

Back End Program / April 13th / $3,500 ONLINE

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

Front End Program / May 10th / $3,500 ONLINE

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

Kingsborough Community College and Promineo Tech have partnered to offer these classes where students meet for class once a week at a set time in a virtual environment. In addition to the weekly class meeting, students meet once a week for a remote, 30-minute one-on-one with a mentor.
Join our free, fully online 12-week program to jump-start your career in tech as an IT Support Specialist.

As part of the Verizon Skill Forward Initiative, Generation USA offers you the opportunity to learn all you need to be successful in a long-term career – from the technical knowledge to the soft skills that will help you achieve your potential.

After completing the program and taking the exam, you will earn your industry-recognized CompTIA A+ certification. After the program, graduates have the opportunity to explore different learning outcomes like apprenticeships, internships, continuing education, or full-time employment.

This program is part of our Training Accelerator programs. Learn more about the admissions process and support benefits here.

**PROGRAM LENGTH**

**12 WEEKS**

Monday - Friday, 9AM-5PM

**COURSE LEVEL**

This program is designed for beginners.

**UPCOMING PROGRAM- March 16, 2022 with more dates to come!**

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**FIRST COURSE CULINARY ARTS TRAINING**

KCC is now offering the First Course NYC Culinary Training program which is an apprenticeship program that teaches the culinary skills necessary for a career as a line cook. This 14-week program includes eight weeks of classroom kitchen training delivered by experienced chefs/instructors, followed by six weeks of on-the-job training in respected New York City restaurants.

Click [here](#) to apply for information session and to learn more!

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**NYC DOH FOOD HANDLER**

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

Mon-Fri / April 25 - April 29 / 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**

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**RTP 39 - Food Service Management Program $800 plus $35 material fee**

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

NYC TAXI AND LIMOUSINE COMMISSION

APPLY FOR YOUR TLC LICENSE NOW!

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

Please contact
Sunny Hau at Sunny.Hau@kbcc.cuny.edu
or call 718-368-5189

CHILD ABUSE • SCHOOL VIOLENCE PREVENTION • DASA

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

**VSE 21 - Recognize/Report Child Abuse $75**
Saturday / April 9 / 9:30am-12:00pm **ONLINE**
Tuesday / June 7 / 7pm-9:30pm **ONLINE**
Learn the physical and behavioral signs of child abuse and maltreatment. You will learn about mandated reporting and how to carry out your professional responsibilities. NY State Certificate of Completion awarded by the state.

**VSE 22 - School Violence Prevention and Intervention $75**
Saturday / April 9 / 1pm-3:30pm **ONLINE**
Wednesday / June 8 / 7pm-9:30pm **ONLINE**
Learn the dynamics of aggressive behavior in children and the tools to avoid them from becoming victims of such behavior. This is the NY State required workshop for all who work with children. Certificate of Completion awarded.

**VSE 50 - Dignity for All Students Act $100**
Saturday / May 7 / 9am-4pm **ONLINE**
Saturday / June 11 / 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!
Certified Wedding Planner $1,595 ONLINE
9 month access / 340 hours
In this course, you will master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This course allows you to earn your certification as a professional wedding planner and will give you an opportunity to put your new skills to work in an optional internship. Lastly, it includes the opportunity to receive notifications on internships in your area to get hands-on experience.

VETERINARY ASSISTANT

CTF 15 - Veterinary Assistant I $350 ONLINE
Tues & Thur / April 5 - June 21 / 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 / April 4 - June 22 / 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.

BUSINESS OF MUSIC

VSE 90 Business of Music $175 ONLINE
Mon / April 4 - June 20 / 6pm-7:30pm No class 4/18
Join us for our Spring Business of Music Class, hosted by Hovain Hylton, Hip Hop Manager and President of the Cinematic Music Group. Learn from Music Industry insiders about what it takes to make it in the music business. Meet music executives, journalists and personalities and have direct access to learn and ask questions as you embark upon your career in music.

EVENT MANAGEMENT AND DESIGN

Event Management and Design $1,995 ONLINE
6 month access / 120 hours
This online training course will equip you with the knowledge and skills to advance your career if you are already working in the special events field or prepare you to enter the profession with an understanding of the industry. You will build a foundation that you can use to develop and accelerate a career in special events or start your own special event business.
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 / April 26 - May 5 / 5pm – 10pm

VTT 24 - 10-Hour Site Safety Training $175
ON CAMPUS
Mon & Tues / May 9 - May 10 / 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 / May 16 - May 26 / 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 / May 31 / 6pm – 10pm

METAGENOMICS AND LARGE DATA SETS ANALYSIS

CTF 125 Metagenomics Discovery Challenge $325 ONLINE
Monday / March 14 - May 30 / 11am-1pm
Metagenomics Discovery Challenge (MDC) – is a certificate-based course. The course is offered online and it will be using Team-Based Learning and Open Educational Resources. It doesn't have any prerequisites, but a background in biological sciences or computer science would be helpful. Students will learn to do bio-surveillance on metagenomic datasets, identifying fungal (and other micro-eukaryotic), bacterial, archaeal, and viral sequences within these datasets. This will reinforce the fundamentals of computational biology utilizing the Next Generation Sequencing (NGS) technology and computational tools important in determining metagenomics data sets. At the end of the course, students will create a 3-5 minute video using available resources to explain the tools they've learned, the importance of viral discovery, and antibiotic resistance, and their discoveries.

For more information please contact: Professor Dr. Dmitry Brogun - Dmitry.Brogun@kbcc.cuny.edu.
PERSONAL ENRICHMENT

DESIGNING EFFECTIVE WEBSITES
6 week course access starts either April 13th or May 18th $115 ONLINE
Master the basics of web design and learn to build sites that are better and more effective. This course provides powerful graphic design techniques that will help your site stand-out from all the others.
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 April 13th or May 18th
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 April 13th or May 18th
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 ONLINE
Thurs / April 28 - June 16 / 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 / April 26 - June 28 / 7pm-9pm ONLINE
Thurs / April 28 - June 30 / 7pm-9pm ON CAMPUS
Increase your ability to converse with co-workers, colleagues, or neighbors.

FUNDRAISING TECHNIQUES
Nonprofit Fundraising Essentials
Apr 13 or May 18 / 6 Weeks Access / 24 Course Hrs ONLINE
Explore the skills you need to become a successful nonprofit fundraiser. This course will provide a wealth of new nonprofit fundraising ideas and help you discover where the best corporate and foundation fundraising jobs are and how to apply for them.
COM 06 Computer Basics $120  ON CAMPUS  
Tues / May 3 - June 21 / 11:30am-1:30pm  
Become comfortable using a desktop computer. Learn how hardware and software work together. Learn file management with a flash drive.

COM 112 Introduction to Tai Chi $60  ON CAMPUS  
Wed / May 4 - June 8 / 11:30am-12:30pm  
Led by Instructor Mario Starace M.A. Holistic Health Practitioner, Author and Educator

COM 15 - Line Dancing $95  ON CAMPUS  
Fri / April 29 - June 24 / 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.

COM 17 - Indoor Walk and Tone $95  ON CAMPUS  
Sat / April 30 - June 25 / 10am – 11:30am  
Join us for a fun walk 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.

COM 54 Refresh Your Health Holistically  
$50  ON CAMPUS  
Thurs / May 5 - June 2 / 11:30am-1pm  
In this series of five classes, students will learn different approaches to improving health and wellness through natural alternative methods such as aromatherapy, Qi Gong, Vitaflex and the application of naturopathic wellness principles.

COM 139 Ballet Exercise for Arthritis  
$80  ONLINE  
Mon / April 25 - June 27 / 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.

CCC 110 Aging Mastery Program  
ONLINE  
Tues & Thurs / May 10 - June 9 / 3:30pm-5:00pm  
Free for those that are eligible. 
For more information- Call Susan 347-260-3891

COM 09 - Yoga and Pilates $95  ON CAMPUS  
Fri / April 29 - June 24 / 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.

COM 92 - Osteoporosis Workout $90  ONLINE  
Thurs / April 28 - June 23 / 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 142 Healthy Quick and Easy Meals $25  ONLINE  
Tues / May 17 - May 24 / 10am-11am  
Need some dinner inspiration this Spring? Make your life simple with these healthy and quick meals that barely requires a clean-up.

COM 140 Introduction to Antiques and Collectibles  
$30  ONLINE  
Thurs / May 12 - May 19 / 7pm-8:30pm  
Learn about your collectables and it's value. This class is a primer geared to help in deciphering stamps on silver, spot valuable first editions in books, and identify marks on China and porcelain.

COM 59 Moving Meditation and Self-Healing Through Qigong $72  ON CAMPUS  
Fri / April 29 - June 10 / 11:45am-1:15pm  
Qigong is used in traditional Chinese medicine and means “Energy Cultivation.” Its gentle movements evoke nature, and it is easy, fun, relaxing and restorative. It can be done seated or standing. Sessions will incorporate breathing practices and organ healing. Come join this 6- session workshop as we practice “Gathering Breath” and “Make Ripples and Waves,” and become a graceful crane or beautiful lotus flower.

$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
ARE YOU 50 YEARS OF AGE OR OLDER?
Thing of Retiring? Or Retired?
WANT TO TRY SOMETHING NEW?

HERE IS AN INSPIRATIONAL PROGRAM FOR YOU!
THE NATIONAL COUNCIL ON AGING IN COLLABORATION WITH
KINGSBOROUGH COMMUNITY COLLEGE

Presents

Aging Mastery Program
LIVE WELL - DO WELL - AGE WELL online w/ Zoom

Tuesday & Thursday May 10th - June 9th Time: 3:30- 5:00pm

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

TOPICS COVERED:
Navigating Longer Lives ● Exercise & You ● Sleep ● Healthy Eating and Hydration ● Financial Fitness ● Medication Management ● Advance Planning ● Healthy Relationships ● Fall Prevention ● Community Engagement

Cost $80 Materials Fee.

*Material Fee is Funded for 50+ year residents residing in Council Member Justin Brannan Brooklyn District 43 and Council Member formally Eric Ulrich Queens District 32

REGISTER NOW! LIMITED SEATS AVAILABLE
Participants must attend a minimum of 7 out of the 10 sessions to graduate.

$25 Registration fee is waived for Aging Mastery Program.

Email: Susan.Lavin@Kbcc.cuny.edu Call for more info 718 368 5079
FREE WORKFORCE DEVELOPMENT TRAINING PROGRAMS

Phone: 718-368-5778   Email: Workforce.Kcc@kbcc.cuny.edu
Blog Site: www.CEWDKBCC.com

JOBS 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? Then learn more about our 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 Program, offered live ONLINE via Zoom:
• 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. This Spring we are offering the Community Health Worker training program 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

FREE EVERUP MICRO-CREDENTIALS

Interested in building skills and gaining a competitive career boost?
Apply for an EverUp Micro-Credential a FREE, 100-hour online intensive that equips CUNY students with in-demand skills!
CUNY and the NY Jobs CEO Council are once again partnering to offer two new EverUp Micro-Credentials in:

Customer Service and Support OR Facilities Management

APPLY HERE BY MARCH 15th. All CUNY undergraduates, including community college students, in good academic standing with at least 30 credits completed are eligible to apply. All successful EverUp Micro-Credential completers receive a suite of benefits that provide a competitive boost at landing internships and entry-level roles at NY Jobs CEO Council companies, who are some of New York’s largest employers. Benefits include a $300 stipend (distributed 6-8 weeks after completion), access to internship info sessions, and networking.

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

Request Info  Call: 877-225-7151

KINGSBOROUGH COMMUNITY COLLEGE  ONLINE COURSES

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

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

Introduction to Microsoft Excel 2019/Office 365
Knowing how to create a spreadsheet is key to effectively managing and organizing information. This course will introduce you to Microsoft Excel 2019 and teach you how to use this powerful software.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Microsoft Excel 2019/Office 365 Series
Whether you’re new to Excel or need a refresher, the Microsoft Excel 2019 Series bundle will help you master this long standing spreadsheet software.

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

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

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

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

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

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