

# 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 / Jan 11 - Mar 22 / 6:45pm-9:45pm ONLINE**

This course is an introduction to the practical aspects of being a paralegal, including filing, legal proofreading, legal draftsmanship, legal research, and other office skills. Mandatory Notary Public session on 2/10/22 and is included in the above tuition cost.

### **CTF 06 Paralegal II \$350 ONLINE**

**Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm**

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

**Prerequisite: CTF05. \*Materials fee: \$75**

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

### **VTP 36 Preparation for Notary Public \$75**

**Thurs / Feb 10 / 6:45pm-9:45 pm ONLINE**

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

## ACCOUNTING

### **CTF 50 - Accounting Fundamentals \$350**

**Mon & Wed / Jan 10 - Mar 23 / 6:45pm 9:45pm ONLINE**

**Sunday / Jan 23 - Mar 27 / 9am-3:30pm HYBRID**

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

### **CTF 51 - QuickBooks Pro for Accountants \$350**

**Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm ONLINE**

**Saturday / Jan 22 - Mar 26 / 9am-3:30pm HYBRID**

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

### **CTF 52 - Tax Preparer \$400**

**Tues & Thurs / Jan 11 - Mar 17 / 6:45pm-9:45pm ONLINE**

**Tues & Thurs / Jan 11 - Mar 17 / 6:45pm-9:45pm HYBRID**

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

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

**Jan 12 or Feb 9th - 6 week access**

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



# ADMINISTRATIVE ASSISTANT CERTIFICATE

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

## **CTF 47 - Business Computing- \$350**

**Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm ONLINE**

**Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm ON CAMPUS**

**Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm HYBRID**

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



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

**Thurs / Jan 27 - Mar 17 / 6:30pm-9pm**

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

## GRAPHIC DESIGN

### **RCL 83 - Graphic Design \$150 ONLINE**

**Tues / Jan 25 - Mar 15 / 7pm-9pm**

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

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

### **RCL 84 - Graphic Design Intermediate \$150 ONLINE**

**Thurs / Jan 27 - Mar 17 / 7pm-9pm**

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

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

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

## MICROSOFT EXCEL

### **RCL 32 Microsoft Excel I \$200 HYBRID**

**Sunday / Jan 23 - Mar 27 / 9am-12pm**

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

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

### **RCL 34 - Microsoft Excel II \$200 HYBRID**

**Sunday / Jan 23 - Mar 27 / 1:30pm-4:30pm**

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

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



### **RCL 67- Microsoft Excel Comprehensive \$385**

**HYBRID**

**Saturday / Jan 22 - Mar 26 / 9am-3:30pm**

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

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



# REAL ESTATE

NEW



## Real Estate Coming Spring 2022

Become a real estate agent at our online New York real estate school. Pass your real estate license exam the first time. In partnership with Mbition, we will be offering a full suite of online New York real estate exam prep courses that will allow you to simulate the New York real estate license exam.



NEW

## Home Inspection Coming Spring 2022

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



## INSURANCE LICENSING

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

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

**Mon & Wed / Jan 10 - April 13 / 6pm-10pm**

NEW

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

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

**Tues & Thurs / Feb 1 - Mar 17 / 6:45pm-9:45pm**

NEW

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.



# CompTIA A+ / CompTIA Network+

NEW

Recruiting now for classes that will begin in Spring 2022.

All courses will be live and **ONLINE**



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

**FREE training program for those that qualify!**

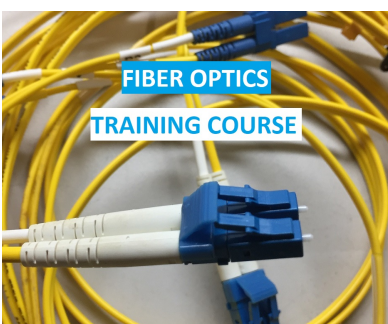
**[Click here to sign up for more information!](#)**

NEW

## FIBER OPTICS

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

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



## BLOCKCHAIN FUNDAMENTALS

NEW

**Jan 12 or Feb 9th - 6 week access \$115 **ONLINE****

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



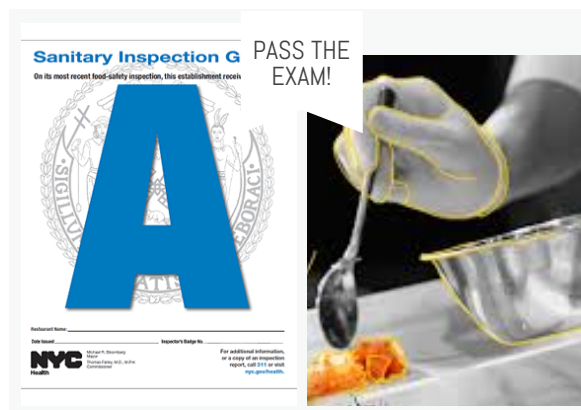
## CULINARY ARTS

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

**Mon-Tues-Wed-Thurs-Fri / Jan 10 - Jan 14 / 6pm-9pm**

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

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



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

NEW

**To be offered in the Spring 2022 Semester**

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

# NYC TAXI AND LIMOUSINE COMMISSION

## APPLY FOR YOUR TLC LICENSE NOW!



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

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



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

## CHILD ABUSE • SCHOOL VIOLENCE PREVENTION • DASA

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

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

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

Tuesday / Mar 15 / 7pm-8:30pm **ONLINE**

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

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

Saturday / Feb 12 / 1pm-3:30pm **ONLINE**

Wednesday / Mar 16 / 7pm-8:30pm **ONLINE**

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

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

Saturday / Feb 5 / 9am-4pm **ONLINE**

Saturday / Mar 12 / 9am-4pm **ONLINE**

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

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

## CHILDCARE ADMINISTRATION



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

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

# VETERINARY ASSISTANT



## **CTF 15 - Veterinary Assistant I \$350 ONLINE**

**Tues & Thur / Jan 11 - Mar 17 / 6:45pm-9:45pm**

Part one of this two-course series designed to prepare you for a career in animal care. The course will include veterinary terminology, medical and surgical procedures, office administration functions, becoming a vital part of the animal care team and more.

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

## **CTF 16 - Veterinary Assistant II \$350 ONLINE**

**Mon & Wed / Jan 10 - Mar 23 / 6:45pm-9:45pm**

Part two of this two-course program. This online course will build upon the knowledge learned in CTF15, focusing on client communications, best practices in animal care, and the roles of each member of the animal care team.

**Prerequisite: CTF 15 - Veterinary Assistant I**

**Note** - A minimum of 20 hours are required to be completed at an animal care facility. Students are responsible for securing a facility at which they can volunteer to complete these hours. Documentation of completion will be required.

*Instructor may waive this requirement dependent on individual students experience and course academics.*



## **NEW YORK STATE LMSW, LCSW & LMHC CONTINUING EDUCATION HOURS**

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

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

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

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

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

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

## **MENTAL HEALTH TECHNICIAN PROGRAM**

**Mental Health Technician Program \$3,499**

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

[Click here for more information or to register.](#)





# NEW YORK CITY DEPARTMENT OF BUILDINGS SITE SAFETY TRAINING

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

Courses offered in English, Russian and Spanish.

SST and SST-Supervisor cards are printed on campus.

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

With a valid OSHA 30 card you have the option of taking only the courses you need to receive the SST card. Group pricing available for employers with 5 or more employees.

Email **Vickie DiMartino** [VDiMartino@kbcc.cuny.edu](mailto:VDiMartino@kbcc.cuny.edu) or

Call **718 368-5050** for more information.



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

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

**ON CAMPUS**

**Tues / Feb 15 / 6pm – 10pm**

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

**ON CAMPUS**

**Tues, Wed, Thurs / Jan 11 - Jan 20 / 5pm – 10pm**

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

**ON CAMPUS**

**Mon & Tues / Jan 24 - Jan 25 / 5pm - 10pm**

10 Hours SST includes:

2-Hour Drug & Alcohol Awareness

8-Hour Fall Prevention

**VTT 26 - Site Safety Supervisor \$300**

**ON CAMPUS**

**Mon, Tues, Wed & Thur / Jan 31 - Feb 10 /  
6pm-10pm**

32- Hours SST Supervisor includes:

8-Hour Fall Prevention

8 Hour Site Safety Manager Refresher/Chapter 33

4 Hour Supported Scaffold

2-Hour Drug and Alcohol Awareness

2-Hour Site Safety Plan

2-Hour Tool Box Talks

2-Hour Pre-Task Safety Meetings

2-Hour DOB General Electives

2-Hour DOB Specialized Electives

## METAGENOMICS AND LARGE DATA SETS ANALYSIS

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

**Thursday / Jan 13 - Feb 24 / 11am-1pm**

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

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