

KINGSBOROUGH COMMUNITY COLLEGE

# *Destination* Summer 2023



## **VIRTUAL OPEN HOUSE EVENTS**

**May 23rd  
&  
June 20th**



## **FLEXIBLE CLASS SCHEDULING**

**ONLINE,  
ON CAMPUS  
& HYBRID**



## **PROGRAM VARIETY**

**Healthcare Institute,  
Technology,  
Business, ESL, GED®  
& More!**

*Classes begin July 5th*

REGISTRATION IS ONGOING



**718-368-5052**



**<https://www.kbcc.cuny.edu/ce/>**

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## REFUND POLICY

### 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)

## VIRTUAL INFORMATION SESSION

Whether you are seeking a job or a promotion, starting a new business or simply trying to stay ahead of the curve, we have the courses, programs and trainings for you! Meet the divisions staff and coordinators at this virtual open house session and learn all about our current offerings!



12PM

6PM



12PM

6PM



# **EARLY BIRD DISCOUNTED COURSES**

Register on or before June 2nd for any of the following courses and receive \$25 off by entering discount code EARLYBIRD at check out when registering online. Call the Registration Hotline at 718-368-5050 and mention "EARLY BIRD" to receive course discount. This offer is only valid for courses listed below:

**ESL00: English as a Second Language**

**ESL70: Comprehensive English as a Second Language Full Time**

**RTP99: Preparation for TOEFL**

**HSE70: Comprehensive High School Equivalency Prep**

**HSE00: GED Prep (in ENGLISH)**

**HSE00E: Diploma De Escuela Secundaria En Espanol**

**RTP01: SAT (P/SAT) Preparation**

**CTF06: Practical Paralegal II**

**CTF50: Accounting Fundamentals**

**CTF51: Quickbooks Pro for Accountants**

**VIN72: Life, Accident & Health Insurance**

**CTF48: Business Writing and Grammar**

**CTF47: Business Computing**

**VTT23: OSHA 30 Hour Construction**

**VTT26: 32 HR Site Safety Training Supervisor**

**CTF20: Anatomy & Physiology**

**CTF41/42: Pharmacy Technician Intensive**

**CTF78/79: CNA Intensive**

**CTF87/88: Basic Patient Care Skills & Diagnostic Test**

**CTF89: Electronic Health Records Specialist Certification**

**CTF90: EKG/ECG Technician**

**CTF91: Phlebotomy Procedures**

**CTF98: Central Sterile Technician**

**CTF125: Metagenomics**

## **GIFT CERTIFICATES**



### **GIVE THE GIFT OF EDUCATION**

Our gift certificates are the perfect gift for any occasion and are available for purchase towards any of the above listed courses or programs!

**For more information and assistance with purchasing a gift certificate call (718) 368-5050**

# **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.**

## **CEWD Scholarship Fund**

The CEWD Scholarship is meant for continuing education and workforce development students. We are accepting student applications for those experiencing financial challenges. Some eligibility requirements may apply. Email us at [conted@kbcc.cuny.edu](mailto:conted@kbcc.cuny.edu) to learn more.

## **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 the website [here](#).

## **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 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](mailto: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/](http://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.



# **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**

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## **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 their weekly newsletter, visit them here: <http://www.kbcc.cuny.edu/career/documents/C102.pdf>

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## **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!
- 

## **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

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## **THINGS YOU SHOULD KNOW**

Continuing Education courses are designed for adults 18 years of age and older with the exception of the College for Kids Program, College for Teens, and the SAT/ACT Test Preparation.

Programs, requirements, tuition fees and classes are subject-to-change without advance notice.



# COLLEGE FOR KIDS

This summer register your children ages 5-13 years old in our exciting College For Kids program at Kingsborough Community College!

**Registration is happening now!**

Visit our website to view our current CFK catalog

## PROGRAM SCHEDULE OPTIONS

### CFK TRADITIONAL

Offered Monday - Thursday  
July 10th - August 3rd for 4 week program  
or August 17th for 6 week program  
Half Day and Full Day available

### BlackRocket + CFK TRADITIONAL

Offered Monday - Thursday  
July 10th - August 3rd  
4 week program  
Full Day available only

### BlackRocket Programming Only



## 4 DIFFERENT GROUP OPTIONS!

**WEBSLINGERS**  
**PATRIOTEERS**



**SMASHERS**  
**BAT KIDS**



For more information and registration information, call (718) 368-5050  
See a listing of academic and active programs in our CFK catalog by visiting us online at  
<https://www.kbcc.cuny.edu/ce/cfkt.html>



# ENGLISH AS A SECOND LANGUAGE & CLIP

## ESL 00- Part Time / English as a Second Language \$350

**Tues - Wed - Thurs / July 6 - August 16 / 6:45pm-9:45pm / ONLINE or ON CAMPUS**

These classes are 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.

**For more information, call 718-368-5877**

## ESL 70- English as a Second Language \$570

**Mon - Tues - Wed - Thurs / July 5 - August 15 / 9am-3pm / 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
- I-20s issued to qualified students.

**For more information, call 718-368-4870, or use**

**Zoom meeting ID: 857 4347 7610 Zoom passcode: 667012**



## CCC 62- FREE English as a Second Language

**Mon - Tues - Wed - Thurs / July 3 - August 17 / 5pm-10pm / ON CAMPUS**

Please note to register early, as 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 138- STS ESL Food Handler Program- Offered in Fall 2023

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 \$400

**Tues & Thur / July 11 - August 22 / 6:30pm-9:30pm / ONLINE**

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 \$150

**Monday / July 10 - August 21 / 6:30pm-8:30pm / ONLINE**

**Tuesday / July 11 - August 22 / 6pm-8pm / 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 02- CUNY Language Immersion Program \$75

**Mon - Tues - Wed - Thurs / June 21 - August 10 / 8:45am-3:00pm / HYBRID**

**Mon - Tues - Wed - Thurs / June 21 - August 10 / 5pm-10:00pm / HYBRID**

CLIP is an intensive, pre-matriculation English as a Second Language (ESL) program. 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.**



# HIGH SCHOOL EQUIVALENCY General Educational Development (GED®)

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**

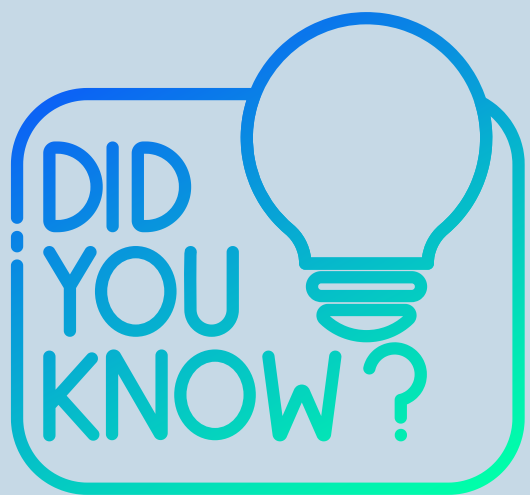
**Tues & Thurs / July 11 - August 22 / 6:45pm-9:45pm / ONLINE / \$250**

**Saturdays / July 8 - August 26 / 9am-1:30pm / ONLINE / \$225**

Each 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 GED® book. Textbook information will be provided.



Having an HSE credential will improve your opportunities for better jobs, training, promotions, and even more money or 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 division staff will provide one on one college counseling services and assist you with meeting with a KCC admissions counselor!

## **HSE 70- Comprehensive High School Equivalency \$255**

**Mon - Tues - Wed - Thurs / July 5 - August 15 / 9am-3pm / HYBRID**

This comprehensive 144-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.

**For more information, call 718 368-4870, or use Zoom meeting ID: 857 4347 7610 Zoom passcode: 667012**

## **HSE 71- Alternative High School Equivalency Preparation- Diploma Now \$100**

**Mon - Tues - Wed - Thurs / July 5 - August 15 / 9am-3pm / HYBRID**

This comprehensive 144-hour course will prepare you for the State GED® exam. You must be 17.5 years of age by July 5, 2023 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.

**For more information, call 718 368-4870, or use Zoom meeting ID: 857 4347 7610 Zoom passcode: 667012.**

## **HSE 41- Math Intensive GED (High School Equivalency Prep) \$150**

**Wednesday / July 19 - August 23 / 6:45pm-9:45pm / ONLINE**

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.

## **GED® HIGH SCHOOL EQUIVALENCY- EN ESPAÑOL**

### **HSE 00E - Diploma de Escuela Secundaria en Español \$250**

**Mon & Wed / July 10 - August 21 / 6:45pm-9:45pm / ONLINE**

Va a necesitar el libro del GED® y la calculadora TI-30XS. Para mas información, llamar a Maria Mejias al 718-368-5051.

### **HSE 41E- Clases de Matemáticas para los estudiantes de Equivalencia de la Escuela Secundaria en Español \$150**

**Thursday / July 20 - August 24 / 6:45pm-9:45pm / ONLINE**

Esta clase te ayudara a practicar y resolver los problemas de matemáticas que aparacen en el examen del GED®.

Va a necesitar la calculadora TI-30XS.



# CUNY FATHERHOOD ACADEMY

## General Educational Development (GED®)

The CUNY Fatherhood Academy (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.





### ARE YOU A FATHER OR AN EXPECTANT FATHER? BETWEEN THE AGES OF 18 & 30 WE HAVE A FREE PROGRAM FOR YOU!

#### WHAT WE OFFER

- Prep for GED Exams & College**  
Earn a High School Equivalency Diploma while focusing on academic and personal success.
- Parenting Workshops**  
Gain valuable information on your rights and responsibilities as a father, learn about parenting, men's health and financial literacy.
- Job Readiness & Employment Assistance**  
Explore careers and receive assistance with employment resources
- Financial Assistance**  
Earn while you learn! financial incentives, metro cards and enrollment to CUNY (application fees waived)



### ELIGIBILITY

- Age 18-30
- Father or Expectant Father
- NYC Resident
- Willing to comply with CUNY vaccine policy

718-368-6784  
cunyfaterhoodacademykcc@gmail.com  
<http://bit.ly/CFAKBCC>

Register Today!



## TEST PREPARATION

### SCHOLASTIC ASSESSMENT TEST (SAT)

#### **RTP 01- SAT Preparation \$300**

**Tues & Thurs / July 18 - August 24 / 4pm-7pm / ON CAMPUS**

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 PREP- MATH ONLY \$175**

**Wednesday / July 19 - August 23 / 4pm-7pm / ON CAMPUS**

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.

**Anticipated 2023-24 School Year Test Dates - SAT Test Date August 26, 2023 & October 7, 2023**



# 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. Tuition for healthcare courses excludes textbooks, uniforms scrubs/lab coats, exam fees and CPR/BLS certification unless otherwise noted.

## HEALTHCARE PROGRAMS

### 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 - Electronic Health Records Specialist**

### 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 provider's office, health insurance company, or independent billing center, and who want to become a certified Medical Billing and Coding Specialist.

(180 clock hours)

**CTF 109- Medical Billing & Coding Intensive**

### HOME HEALTH AIDE

Home Health Aides (HHA) provide professional healthcare in a patient's home environment. Patients can range from elderly to disabled to chronically-ill individuals who do not require hospitalization. This program includes 6 weeks of online zoom sessions followed by 8 hours of on-campus evening or weekend labs, followed by 8 hours of in person clinical experience at a partner location.

Basic life support is included with all the fees and takes place on weekends. (82 clock hours total)

**CTF 37- Home Health Aide 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. Students will learn 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 professions as well as best practices on how to apply knowledge on-site in a hospital or retail setting.

**CTF 41 / 42 - Pharmacy Technician Intensive**



### CERTIFIED NURSES 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**



# HEALTHCARE INSTITUTE

## CTF 20 - Anatomy and Physiology \$450

**Mon - Wed - Thur / July 11 - August 23 / 6:45pm-9:45pm / ONLINE**

An introduction to the structure and function of the human body, common disorders and diseases in relation to body systems.

**The following courses all require CTF 20 as a pre-requisite:**

CTF 87/88- Basic Patient Care Skills & Diagnostic Tests

CTF 90- EKG/ECG

CTF 91- Phlebotomy Procedures

## CTF 41/42- Pharmacy Technician Intensive \$850

**Mon - Tues - Wed / July 10 - August 22 / 6pm-9:30pm / ONLINE**

This intensive course provides an overall view of the fundamentals of medical and pharmaceutical terminology. Students will learn 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 professions as well as best practices on how to apply knowledge on-site in a hospital or retail setting.

## CTF 78/79- Certified Nurses Assistant Intensive \$950 / Lab Fee \$60

**Mon - Tues - Wed - Thur / July 5 - August 29 / 6pm-10pm / HYBRID**

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. Medical clearance is required to participate in the clinical experience. Basic Life Support/CPR (RTP40) must be completed before the clinical experience. Course textbook, uniform scrubs and CNA certifying exam fees are not included in the tuition. Six (6) in person labs required. Dates and times to be provided during class. Burgundy uniform scrubs (top and bottom) required for labs and clinicals.

**\*32 hours of clinicals experience will be conducted either during full days, early afternoon, or evenings depending on partner facility. CNA State Licensing exam must be taken within 2 years of completion of this program.**

## CTF 87/88- Basic Patient Care Skills & Diagnostic Tests \$450 / Lab Fee \$60

**Tues - Wed - Thur / July 11 - August 23 / 6:45pm-9:45pm / HYBRID**

In this course students will learn the skills common to the private practice and hospital worker including obtaining medical histories, vital signs, prepping patients, first-aide care, and emergency procedures for the medical office. Students will also learn the importance of maintaining a sterile environment when preparing for minor surgical procedures in addition to collecting specimens, performing simple measurements and tests, and acquiring knowledge of prescription and non-prescription medications.

Four (4) in person labs required; dates and times to be provided during class. White lab coat required.

**Prerequisite: CTF 20 Anatomy & Physiology**

## CTF 89- Electronic Health Records \$700

**Tues - Wed - Thur / July 11 - August 23 / 6:45pm-9:45pm / ONLINE**

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 and organization unique to the use of EHR at all levels of patient care. This course is computer based with required hand-on exercises.

**Prerequisite: Computer proficiency (will be assessed) and some experience in office administration.**

## RTP 40- Basic Life Support for Healthcare Providers \$100

### 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.

**Wednesday, July 12th  
or Wednesday, July 26th  
10am-6pm / On Campus**



### OFFERED IN FALL 2023

CTF 37 Home Health Aide Intensive

CTF 93 Patient Care Technician Intensive

CTF 109 Medical Billing and Coding Intensive

CTF 184 Pharmacy Technician Externship



# HEALTHCARE INSTITUTE



## **CTF 90- EKG/ECG Technician \$450 / Lab Fee \$60**

**Tues - Wed - Thur / July 11 - August 23 / 6:45pm-9:45pm / HYBRID**

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. Five (5) in person labs required; dates and times to be provided during class. White lab coat required.

***Prerequisite: CTF 20 Anatomy & Physiology***

## **CTF 91- Phlebotomy Procedures \$450 / Lab Fee \$60**

**Tues - Wed - Thur / July 11 - August 23 / 6:45pm-9:45pm / HYBRID**

The course provides theoretical and laboratory preparation for entry-level employment as a phlebotomist. This course focuses on vascular anatomy and physiology, performance of venipuncture techniques, and additional responsibilities of phlebotomists as members of the healthcare team.

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.

***Prerequisite: CTF 20 Anatomy & Physiology.***



## **CTF 98- Central Sterile Technician \$900 / Lab Fee \$60**

**Tues - Wed - Thur / July 5 - August 23 / 5pm-9pm / HYBRID**

This course, facilitated by an HSPA (Healthcare Sterile Processing Association) 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. Externship option available through the Healthcare Institute for additional tuition charge. Speak to Healthcare Institute coordinator to learn more by calling 718-368-5052.

## **EMERGENCY MEDICAL TECHNICIAN & PARAMEDIC PROGRAM**

### **RTP 75- EMT Original \$995 / Lab Fee \$60 - Offered in Fall 2023**

\*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.



### **RTP 73- Paramedic Original \$9,500 - Offered in Fall 2023**

This 12 month intensive program prepares competent, entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains. The KBCC twelve-month course, leading to New York State Department of Health and New York City Regional Emergency Medical Advisory Committee certification as an Emergency Medical Technician-Paramedic. The KBCC Paramedic Program is a regional NYS DOH testing site; an approved National Registry Skills Testing Site and qualifies graduates for the National Registry Practical Exam. Upon successful completion of the program, graduates will also receive BLS, ACLS and PALS and PHTLS certification. **For more information and details, please call: (718) 368-6720**



# CareerStep - Healthcare Programs

## Take Control of Your Career Path

Kingsborough Community College has partnered with CareerStep to help people like you train for a rewarding new career in healthcare. See below for some of the programs available through this partnership.

### Dental Assistant- Entry Level Program

This program was designed to help you pass the Registered Dental Assistant (RDA) exam with American Medical Technologists (AMT) and the NELDA component exams (AMP, ICE, RHS). It'll also prep you for long-term success as part of a dental care team. In addition to thorough procedural knowledge, impressive office skills, and equipment-handling expertise, you'll end this dental assisting program with extras that'll help you get job-ready, including 160 critical clinical hours.

### Mental Health Technician Program

This program provides a comprehensive overview of how mental health technicians treat patients coping with a variety of mental health issues like drug and alcohol addiction, physical abuse, depression, anxiety, etc.

### Online Hemodialysis Technician Program

Ready for a career that has a real, meaningful impact on people's lives? This program was designed to help you become a certified clinical hemodialysis technician so you can provide a life-saving service to patients. You'll learn to prepare and operate the hemodialysis machine, take vital signs, draw blood, and document results—and you'll get one free voucher for your choice between the Certified hemodialysis technician credential from BONENT and the Certified Clinical Hemodialysis Technician (CCHT) from the Nephrology Nursing Certification Commission (NNCC). And thanks to our network of partners, you'll get 250 hours worth of experience working in a clinical setting—empowering you with the knowledge that leads to certification and increases your employability.

### Additional CareerStep Programs Available:

Fitness and Wellness Coach, Healthcare IT Professional, Medical Scribe,

Physical Therapy Aide, Medical Office Manager & Certified Healthcare Documentation Specialist

# Ed2Go - Healthcare Programs

Kingsborough Community College has partnered with Ed2Go to offer more opportunities for our students to train and get certified in healthcare programs that are in demand.

See below for some of the programs available through this partnership.

### Certified Medical Administrative Assistant (CMAA)

You will learn the professional traits and responsibilities to become a vital part of the healthcare team in a medical office, clinic, hospital, and other healthcare settings. You will also be prepared for the Certified Medical Administrative Assistant (CMAA) exam.

### Certified Medical Office Manager (CPPM)

This program teaches the skills needed to prepare you for a career as a medical office manager. You will learn the professional traits and responsibilities to become a vital part of the healthcare team in a medical office, clinic, hospital, and other healthcare settings.

### Certified Medical Interpreter (Spanish/English)

This online course will teach you the skills needed to work as a Medical Interpreter and to sit in any of the Medical Interpreting examinations available in the country.

### Optician Certification Training

In this course, you can gain the skills and knowledge you need to obtain an entry-level job as an optician in the states that recognize this certification. In addition, you'll prepare to take the Basic American Board of Opticianry (ABO) exams, which includes the NOCE (National Opticianry Competency Exam) and the CLRE (Contact Lens Registry Exam).

### Additional Ed2Go Programs Available:

Advanced Medical Interpreter, Administrative Dental Assistant, Certified Strength Coach,

Peer Support Specialist, Registered Behavior Technician & Social Service Agent

# **CAREER & 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.

## **LEGAL**

### **CTF 05- Paralegal I - Offered in Fall 2023**

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.

### **VTP 36- Test Prep for the Notary Public Exam \$75**

**Thursday / July 27 / 6:45pm-9:45pm / 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 \$425 / \*Material Fee \$85**

**Tues - Wed - Thurs / June 29 - August 17 / 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.

\*The material 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.



*Students must complete all required courses in the Paralegal & Notary Public program to receive a completion certificate.*

## **LEGAL STUDIES a Partnership with CLS BARBRI**

Kingsborough Community College has partnered with CLS BARBRI to bring more opportunities for our students 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.

### **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**

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**

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.

### **Employment Law Certificate Course**

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.



# CAREER & PROFESSIONAL DEVELOPMENT

## ACCOUNTING

### CTF 50- Accounting Fundamentals \$395

**Mon & Wed / July 10 - August 28 / 6pm-10pm / ONLINE**

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- Quickbook Pro for Accountants \$395

**Tues & Thurs / July 11 - August 29 / 6:45pm-9:45pm / ONLINE**

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 \$425 / Offered in Fall 2023

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

### CTF 135 - Payroll with Quickbooks \$350 / Offered in Fall 2023

This course teaches students how to process payroll no matter the size of the company. Students will learn the foundation of the principles that payroll processing is built on and continue toward creating payroll, processing reports and forms, paying liabilities, and making payroll adjustments. Students will learn efficient techniques to create payroll from within QuickBooks manually and how to enter payroll when working with a 3rd party payroll processor.

## INSURANCE

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

**Tues & Thur / July 11 - August 24 / 6:45pm-9:45pm / ONLINE**

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.

### VIN 71- Property and Casualty \$800 / Offered in Fall 2023

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)

## REAL ESTATE

**Kingsborough Community College has partnered with CE SHOP to offer real estate courses for every stage of your career, whether its to get your NY Sales Real Estate License or Continuing Education credit hours to maintain your license. [Click here to view all of our offerings.](#)**



### 77-Hr. New York Salesperson Real Estate License Package \$315

Candidates must pass the New York state-approved courses totaling 77 credit hours. Once this is completed, the student is allowed to sit for the New York Salesperson Licensing Exam.

### 22.5-Hr. NY CE Package #1 (with Ethics hours) \$145

This package includes 22.5 required CE hours for Broker and Sales active license renewals. It includes, 3 fair housing hours, 1 agency hour, 2.5 ethical business practice hours, 1 legal matters hour, 2 cultural competency hours, 2 implicit bias hours, and 11 elective hours.

### New York 32-Hour Broker Remedial Course \$209

This 32-Hour Broker Remedial course is designed for broker license applicants who successfully completed the 75-hour salesperson prelicensing course and the 45-hour broker prelicensing course prior to December 21, 2022. It contains 32 hours of supplemental content that is required for new broker applicants today to meet the state requirement of 152 hours. Topics range from broker supervision and structure, onboarding and training, investment analysis and risk management, and fair housing.



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



# CAREER & PROFESSIONAL DEVELOPMENT

## ADMINISTRATIVE ASSISTANT CERTIFICATE

**CTF 47- Business Computing \$400**

**Mon & Wed / July 20 - August 28 / 6pm-10pm / ONLINE**

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**

**Mondays / July 10 - August 28 / 6:30pm-9pm / ONLINE**

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



***Students must complete all required courses in the Administrative Assistant program to receive a completion certificate.***

## GRAPHIC DESIGN

**RCL 83- Graphic Design Beginners \$175**

**Thursdays / July 6 - August 24 / 7pm-9pm / ONLINE**

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

**RCL 84- Graphic Design Intermediate \$175 / Offered in Fall 2023**

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

## COMP TIA A+ / NETWORK+

**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, or they may choose to continue their education in computer science and apply for enrollment at Kingsborough Community College.

**Recruitment for the Fall 2023 CompTIA Network+ cohort will begin in the summer.**

**Please click here to sign up to our list serve to receive updates on the program.**

## CODING FOR DESIGNERS

**RCL 77- Coding for Designers - Advanced (Js, PHP, WordPress) \$770**

**Mon - Tues - Thurs - Fri / July 10th - August 11th / 6:30PM to 9PM / ONLINE**

Learn how to create your own portfolio using PHP and WordPress, along with jQuery (JavaScript) interaction basics in this intensive 5 weeks program, with assignments after each class.

**Pre-Requisite: Students must have graduated from the DesignWorks Coding for Designers course but do not require prior knowledge of PHP or JavaScript. Access to a computer (no tablet or smartphone) and a reliable Internet connection is required.**

**Note:** Visual Studio Code is required (free, <https://code.visualstudio.com/>). The instructor will guide you through setting it up on your machine.



# CAREER & PROFESSIONAL DEVELOPMENT

## KINGSBOROUGH & PROMINEO TECH

Have partnered to offer these specialty technology bootcamps and programs!

### CODING BOOTCAMPS

**Back End Software Developer \$3,750 ONLINE**

**Thursday / June 29 - October 26 / 7pm-8:30pm**

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.

**Students need to 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.**

**Front End Software Developer Program \$3,750 ONLINE**

**Wednesday / July 26 – November 22 / 7pm-8:30pm**

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.

### DIGITAL MARKETING

**Digital Marketing Bootcamp**

**Wednesday / July 26 – November 15 / 8pm-9:30pm / ONLINE**

The Digital Marketing program is designed to help students with an interest in marketing create a portfolio and begin an entry level position in the digital marketing field. The curriculum is a project-based course that blends marketing theory, critical thinking skills, and practical experience to prepare students for an entry-level position in a growth industry. Upon completion of the program students will be equipped with the tools to be successful at jobs such as marketing coordinator, social media advertising coordinator, branding coordinator, junior UX designer, and more.

### BIG DATA ENGINEERING

**Big Data Engineering Program**

**Tuesday / August 29 - March 12 / 8pm-9:30pm / ONLINE**

This program is designed to introduce the technically inclined student to the technologies and methodologies requested by hiring companies and used by real world data engineers. This program is fast paced and will cover a breadth of technologies, including Python programming, Hadoop and cloud-based services in Amazon Web Services (AWS). By the end of the program the successful student will be prepared for an entry-level position as a data engineer, Python programmer or business intelligence developer.

## FIBER OPTICS

**Kingsborough and BDI DataLynk have partnered to offer students the chance to become a Fiber Optic Association Certified Technician!**

**RCL 96- Certified Fiber Optics Technician \$975**

**Mon - Tues - Wed / August 7-9 / 8am-5pm / ON CAMPUS (Note: Wed the 9th class is 8am-12pm)**

This introductory 3-day Fiber Optic Tech course is designed for anyone interested in becoming a Certified Fiber Optic Technician. This Fiber Optic Training combines theory and 85% hands-on activities to prepare the student to take the CFOT (Certified Fiber Optic Technician April 3rd) test that is sanctioned by the FOA (Fiber Optics Association) and given and graded the final class day. Course fee includes study materials, exam fees, and Text Book.

**RCL 97- Certified Fiber Optics Specialist \$950**

**Wednesday 1pm-5pm & Thursday 8am-5pm  
August 9-10 / ON CAMPUS**

This 2-day, 16-hour program is designed to offer advanced training to anyone involved with the testing and maintenance of Fiber Optics networks. A focal point in the program is to offer a general, easy to understand, approach to fiber optics testing standards with little theory and considerable hands on activities.

***Pre-Requisite RCL 96 Certified Fiber Optics Technician.***

**RCL 98- Certified Fiber Optics Specialist in Splicing \$950**

**Friday / August 11 / 8am-5pm / ON CAMPUS**

This Splicing Specialist Training includes a complete PowerPoint presentation explaining the importance of high performance splicing and further details the points necessary to achieve these splices.

***Pre-Requisite RCL 96 & 97 Certified Fiber Optics Technician.***



# CAREER & PROFESSIONAL DEVELOPMENT

## SECURITY GUARD TRAINING

In partnership with the Guardian Group we are now offering this all-inclusive security guard training and license package! It includes the Online 8 Hour Pre-Assignment and 16 Hour On-The-Job training courses. It also includes all necessary fees required for the fingerprints and background check for your security guard application with the New York State Division of Licensing Services.

A great package for those seeking to start a career in public safety and obtain a security guard license in NYC and the State of New York!

[Click here to learn more and register.](#)



## NYC DOH FOOD HANDLER TEST PREP

**RTP 36- NYC Food Handler Test Prep \$150 / Test Fee \$35**

**Mon - Thurs / August 7 - August 10 / 6pm-9pm / ON CAMPUS**

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 in person at the NYC Heath Academy. This certification does not expire.



## CANNABIS TRAINING

Kingsborough in partnership with GREENFLOWER, are offering these study at your own pace 8 week programs that prepare you for the many different and exciting careers in the cannabis industry. Once you register for the program, you'll immediately gain access to the course. Upon graduation you will earn a certificate of completion from Kingsborough Community College and by completing any of these programs, GREENFLOWER gives you exclusive access to view open industry positions through their Employer Network.



### Advanced Cultivation Technician Program \$800

This program will provide you with advanced job skills and knowledge to excel in a cultivation role in the cannabis industry. You will study a range of topics, including: the business of cannabis cultivation, botany and genetics of the cannabis plant, seeds, germination, cloning, light sources, pests, disease and threat management, irrigation, product safety, packaging and labeling, storage, and more.

### Advanced Manufacturing Agent Program \$800

This program will provide you with advanced job skills and knowledge to excel in a manufacturing role in the cannabis industry. You will study a range of topics, including: the business of cannabis extraction, product development, formulation and plant ensemble, extraction processes and principles, product safety, packaging and labeling, pest control, product testing, storage and more.



### Advanced Dispensary Associate Program \$800

This program will provide you with advanced job skills and knowledge to excel as a dispensary associate. You will study a range of topics, including: the history and botany of the cannabis plant, cannabinoids, terpenes, and the Endocannabinoid System, as well as health and safety training, best security procedures, inventory tracking, the importance of documentation and recordkeeping, and product safety.



# CAREER & PROFESSIONAL DEVELOPMENT

## NEW YORK CITY DEPARTMENT OF BUILDINGS

### SITE SAFETY TRAINING

As a requirement of Local Law 196 of 2017, workers at job sites requiring a Construction Superintendent, Site Safety Coordinator or Site Safety Manager must have a total of 40 hours of safety training. Kingsborough Community College is a New York City Department of Buildings approved Site Safety Training Provider.

SST 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 Vickie.DiMartino@kbcc.cuny.edu or Call 718 368-5050 for more information.**

#### VTT 23- 30-Hour OSHA Construction \$300 / ON CAMPUS

**Tues, Wed, Thurs / August 1 - August 10 / 5pm – 10pm**

- Understand the OSHA Act, the functions and resources of OSHA
- Become aware of the OSHA inspection priorities and describe the inspection process
- Hazards of chemicals and electrical
- Flammable and combustible liquids and gasses

To maintain a healthy and safe work environment, OSHA requires employees in various industries participate in workplace safety training. See the benefits of instructor lead training in our 30-hour OSHA safety course that will address specific regulations as they apply to the General Industry and help you meet your workplace training requirements in an interactive setting with peers and your professor.

#### VTT 26 - 32 Hour Site Safety Supervisor \$300

**Mon, Tues, Wed & Thur / July 10 - July 20 / 6pm-10pm / ON CAMPUS**

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 24- 10-Hour Site Safety Training \$175 / ON CAMPUS

**Mon & Tues / August 14 & August 15 / 5pm - 10pm**

- 10 Hours SST includes:
- 2-Hour Drug & Alcohol Awareness
- 8-Hour Fall Prevention



#### VTT 27- 4-Hour Supported Scaffold User \$75 ON CAMPUS

**Tues / August 22 / 6pm – 10pm**

The 4-Hour Supported Scaffold User and Refresher course prepares workers to recognize and avoid a wide range of safety hazards associated with supported scaffold use. You'll learn about the importance of safety controls, fall prevention equipment, inspections and emergency planning.



#### ADDITIONAL DOB SST COURSE OFFERINGS

- 30-HOUR CONCRETE SAFETY MANAGER
- 8-HOUR SITE SAFETY MANAGER REFRESHER
- 8-HOUR MASTER and SPECIAL ELECTRICAL RENEWAL
- 7-HOUR MASTER PLUMBER & MASTER FIRE SUPPRESSION PIPING RENEWAL
- 7-HOUR PERIODIC GAS PIPING INSPECTOR QUALIFICATION
- 16-HOUR LIMITED GAS WORK QUALIFICATION



# CAREER & PROFESSIONAL DEVELOPMENT

## **NYC TAXI AND LIMOUSINE COMMISSION**

**Kingsborough is a NYC Taxi & Limousine Commission (TLC) Education Provider**

Courses offered in: English and Russian

We offer:

24-Hour TLC Driver License Education Course

Passenger Assistance Wheelchair Accessible Vehicle Training Course (WAV)

Distracted Driving Portable Electronic Device Course (PED)

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



## **METAGENOMICS**

**CTF 125- Metagenomics \$325**

**Tues & Thurs / August 3 - August 29 / 12:30pm-2:30pm / ONLINE**

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.

*The course will run asynchronously from Monday through Thursday, and synchronously on Tuesdays from 12:30 -2:30 pm and Thursdays from 12:30 to 2:30 pm. Participants should budget a minimum of eight hours per week for this course.*

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

## **CHILD ABUSE - SCHOOL VIOLENCE - DASA**

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

**Wednesday / July 19 / 6pm-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**

**Thursday / July 20 / 6pm-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 / July 22 OR August 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**

**The Child Care Administration Program \$4,299**

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. 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!](#)





# PERSONAL ENRICHMENT

Specifically designed with the learner in mind, our personal enrichment courses are informative, inspiring and fun. Don't see something you have an interest in? Let us know by emailing us at [conted@kbcc.cuny.edu](mailto:conted@kbcc.cuny.edu).

## LANGUAGE

**NLA 60- Conversational Spanish I \$130**

**Thursdays / July 6 - August 24 / 7pm-9pm / ONLINE**

Live instruction available online in this easy paced foreign language course. Increase your ability to converse with co-workers, colleagues, or neighbors in Spanish.

*Conversational Spanish II will be offered in Fall 2023.*



**Discover Sign Language \$100**

**Course begins July 12 or August 16 - 6 week access**

Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation. Along the way, you will learn signs for colors, numbers, locations, family, and the activities you like to do.

## BEAUTY

**NSE 25- Make-Up Applications Workshop - Daytime Looks \$100**

**Mon & Tues / July 24 & 25 / 2pm-5pm or 6pm-9pm ON CAMPUS**

**NEW**

This introductory workshop will teach you how to do your own makeup, focused on developing application techniques for beautiful daytime soft glam looks.

Required Materials: Bring your make-up from home along with make-up brushes and make-up remover wipes. A recommended list of make-up can be provided for those interested.

**NSE 26- Make-Up Applications Workshop - Evening Glam \$100**

**Wed & Thurs / July 26 & 27 / 2pm-5pm or 6pm-9pm ON CAMPUS**

**NEW**

This introductory workshop will teach you how to do your own makeup, focused on developing application techniques for a more elegant, red-carpet look for special occasions.

Required Materials: Bring your make-up from home along with make-up brushes and make-up remover wipes. A recommended list of make-up can be provided for those interested.



**NEW**

**VHB 01- Introduction to Hair Styling \$100**

**Mon & Tues / August 7 & 8 / 6pm-9pm ON CAMPUS**

In this course you will learn how to use various hot tools such as curling wands, curling irons and flat irons. As well as how to execute the latest trending hairstyles like Beach Waves, Glam Waves and more.

**NEW**

**VHB 02- Fundamentals of Hair Braiding \$175**

**Mon - Thurs / August 14 - August 17 / 6pm-9pm ON CAMPUS**

Over the course of 4 days you will learn how to create and execute some of the most popular trends in braiding today. It will begin with the foundations of braiding such as how to create a three strand braids all the way through adding extensions as well as crochet styling. Popular styles included in this session will be box braids, knotless braids, faux locs, french braids, cornrows and more.





# 50+ WELLNESS PROGRAM

Our 50+ Wellness Program is for mature adults 50 years or older, looking to engage in lifelong learning opportunities. Our programming is specifically designed to provide social connections, cognitive and physical improvements as well as skill enhancements!

## MONDAYS

### **COM 09- Yoga & Pilates \$72**

**Mondays / July 10 - August 14 / 10am-11:30am ON CAMPUS**

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 bring a yoga mat. Yoga strap and blocks are optional.



### **COM 15- Line Dancing \$72**

**Mondays / July 10 - August 14 / 11:45am-1:15pm ON CAMPUS**

Line Dancing is a fun and easy way to keep your body and brain in shape. We'll put easy to follow steps into full routines set to all kinds of music: Latin, Disco, Pop, and of course Country Western! Bring light sneakers without treads or dance sneakers and lock for locker.

### **COM 42- Arthritis Workout \$60**

**Mondays / July 10 - August 14 / 9:30am-10:30am ONLINE**

Taught by a physical therapist, this class provides safe and effective movement for strengthening, range of motion and cardiovascular fitness. Exercise will be done standing and sitting. Wear comfortable clothing & supportive sneakers. Have for use exercise bands of medium resistance, 1 – set of 1- 2lb dumbbells and 1 set 1- 2lb ankle weights.

## TUESDAYS

### **COM 12- Computer Basics Part 2 \$94**

**Tuesdays / June 27 - August 1 / 1:10pm-3:40pm ON CAMPUS**

This course is designed to reinforce and enhance the skills learned in Computer Basics COM 06. This course is open for students who have taken the Spring, 2023 Computer Basics course or anyone who has some knowledge of using a flash drive and Windows 11 Operating System.

**Topics:** Review of File Management and Flash Drive, Using Windows Search to Get Information Online, Using OneDrive (Cloud Storage System), Taking Screenshots and using the Snipping Tool App, Customizing and Maintaining Windows. **Required materials:** Textbook: Getting Started with Windows 11, Kendall Hunt Publisher, ISBN 978-1-7924-7402-6, call Customer Service to order 800-228-0810, Flash Drive (16-32 GB), Notebook and pen, and access to a computer (Windows 11 Operating System) for practice.

## WEDNESDAYS

### **COM 145- Pilates Core & More \$72**

**Wednesdays / July 5 - August 9 / 10am-11:30am ON CAMPUS**

Pilates has many benefits & anyone can do it!

Pilates is allow impact exercise comprising controlled movements to improve balance and posture, increase energy and body awareness, decreases stress and it improves flexibility and mobility. The exercises will be done on a mat and standing. Bring a yoga mat, labeled bottle water, clothing that stretches and a smile.



### **COM 154- 101 Investing in the 21st Century \$60**

**Wednesdays / July 12 - August 9 / 12:30pm-2pm ON CAMPUS**

This course will cover investment strategies for adults 55 and over. Topics include investing in savings accounts, CD's, stocks, bonds, and mutual funds. Coverage of different types of pension plans and IRA's. Meaning of required minimum distributions. Simple math calculations to determine simple and compound interest. (No investment or math background required for the class.)

**\$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](mailto:Susan.Lavin@Kbcc.cuny.edu) or call 718 368 5079**



# 50+ WELLNESS PROGRAM

Our 50+ Wellness Program is for mature adults 50 years or older, looking to engage in lifelong learning opportunities. Our programming is specifically designed to provide social connections, cognitive and physical improvements as well as skill enhancements!

## THURSDAYS

### COM 17- Walk and Tone \$72

**Thursdays / July 6 - August 10 / 9:30am-11am ON CAMPUS**

Join us for a fun walk in a centralized location. The 2nd part of the workout will be using lightweights and resistance bands to tone your muscles. Bring 2 or 3lb hand weights, water bottle and wear sneakers.



### COM 153- Fun With Stretching \$60

**Thursdays / July 6 - August 10 / 11:15am-12:15pm ON CAMPUS**

Increase your flexibility, range of motion, stabilization, and posture with static and dynamic stretching. Mobility teaches (or re-teaches) the body to move the way it was meant to. This class is ideal for all bodies -compliment a workout routine & to help release the body from lack of movement Exercise will be done standing and sitting on chair Class we be using TheraBand's provided by Instructor (No mat needed).

Wear comfortable clothing and sneakers.

### COM 06- Computer Basics \$94

**Thursdays / July 6 - August 3 / 2pm-4:30pm ON CAMPUS**

You will learn through hands on instructions, the windows capacity system, how to use the monitor, keyboard and mouse to apply Microsoft Office. Minimum or no experience needed. Bring a flash drive.

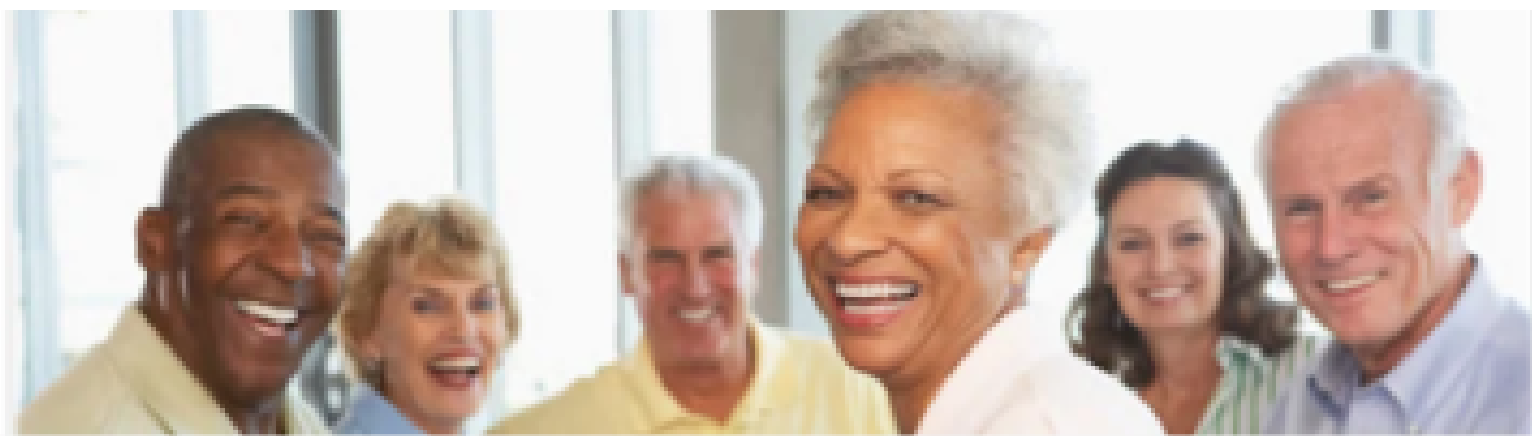


### COM 92- Osteoporosis Workout \$60

**Thursdays / July 6 - August 10 / 9:30am-10:30am ONLINE**

Taught by a physical therapist and consists of range and motion exercises, strengthening and aerobic exercises, 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 & blue), 1 set of 1lb dumbbells, 1 set of 2- 3 lb. dumbbells, 1 set of ankle weights 2-3 lbs.



***Join us!***

**\$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](mailto:Susan.Lavin@Kbcc.cuny.edu) or call 718 368 5079**



## National Council on Aging in Collaboration with Kingsborough Community College

✓ LIVE WELL ✓ DO WELL ✓ AGE WELL

### What is Aging Mastery?

Aging Mastery is a comprehensive and fun approach to living that celebrates the gift of longevity. Central to the Aging Mastery philosophy is the belief that modest lifestyle changes can produce big results and that people can be empowered to cultivate health and longevity.

### What is the program?

The 10-class program encourages individuals to create their own playbook for aging well. In this program, individuals set goals for positive actions in many aspects of their lives such as:

Learn about:  
Navigating Longer Lives  
Exercise & You  
Advance Care Planning  
Healthy Eating and Hydration  
Financial Fitness  
Medication Management  
Advance Planning  
Healthy Relationships  
Fall Prevention  
Community Engagement and more!

### Why is Aging Mastery Important?

Life expectancy has increased dramatically over the past 50 years, yet societal expectations of older adults have changed little. Also, people are generally unprepared for this increased longevity. Aging Mastery guides individuals through this phase of life. The program incorporates evidence-informed materials with inspiration and small nudges to give people the skills and tools they need to achieve measurable improvements in managing their health, remaining economically secure, and contributing actively in society. The primary goal is to help people enjoy living and leading self-sufficient lives!



**PROGRAM BEGINS IN OCTOBER 2023**  
**REGISTRATION STARTS SEPTEMBER 19TH, 2023**

### CONTACT FOR MORE INFORMATION:


Call Susan Lavin 718-368-5079

Email: [Susan.Lavin@kbcc.cuny.edu](mailto:Susan.Lavin@kbcc.cuny.edu)




# TRAINING PARTNERS

The Division of Workforce Development, Continuing Education and Strategic Partnerships is proud to partner with the following providers of training programs to offer our community more options, flexibility and selection to be trained, certified and ready for the workforce.



### Train Today for a Better Tomorrow

Learn more about our healthcare training that's fast, affordable, and effective.

 CareerStep



Find out how Kingsborough Community College and CareerStep can meet your career training needs today!

## CAREER **ONLINE** TRAINING

Jump Start Your Career or Find a New One!

- 6-18 Month Programs
- All Materials Included
- Prepare for Certification
- Financial Assistance Available



**LEARN MORE**



Find out how Kingsborough Community College and Ed2Go can meet your career training needs today!



×



FOR HIGHER ED





Find out how Kingsborough Community College and GREEN FLOWER can meet your Cannabis Training needs today!

### Enroll Today Start Today





BY BARBRI  
Find out how Kingsborough Community College and CLS BARBRI can meet your legal career training needs today!



## BLACKROCKET

blackrocket.com   BlackRocketLLC





Find out how Kingsborough Community College and BlackRocket can engage your children with fun technology programs today!



Find out how Kingsborough Community College and the CE Shop can meet your Real Estate License Exam Prep, and more, needs today!



Find out how Kingsborough Community College and BDI DataLynk can meet your Fiber Optics Certification Career Training needs today!



Find out how Kingsborough Community College and PROMINEO TECH can meet your Tech BootCamp Career Training needs today!