

BEOC TODAY

SUNY BROOKLYN EDUCATIONAL OPPORTUNITY CENTER

www.sunybeoc.org

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BEOC WOULD LIKE TO WISH YOU

Happy Holidays

*From our family
to yours!*

BEOC GRADUATE SPOTLIGHT

Wilmarie Melendez - Medical Assisting graduate

I discovered that BEOC offered a Medical Assistant program, so I applied online, took the entrance test, and was accepted for fall 2021. I like that the program prepares students with EKG, phlebotomy duties, performing first aid functions, assisting in medical procedures, and preparing patients for examinations. I knew that this was the right opportunity for me. I met with my advisor Ms. Paolino, and she worked with me so much. I attended my classes, but sometimes had childcare issues. This caused me to not be able to complete my externship during my spring semester. Ms. Paolino kept good communication with me throughout my spring semester. She advised me to apply for my externship again and when I was able.

I have always wanted to work in the medical field. BEOC has helped me overcome my fears so I can accomplish this goal. I graduated as a CCMA in spring 2022 and now it was time for employment. Ms. Paolino helped me with employment opportunities, and I wanted a part time job near my house, so Ms. Paolino reached out to me in September 2022 with an opportunity to do my internship at a clinic in Queens. I was very interested in getting some experience as a MA. She scheduled me for an interview, and I was accepted right away. I have learned so much, both clinical and administrative skills. I completed my internship and told Ms. Paolino how much I enjoyed the job, so she spoke with the office manager, and I was offered a part time job starting November 1, 2022. I am currently working at the site where I completed my internship and I love working there! My plans are to continue to grow within the medical field.



Wilmarie Melendez
Spring 2022 graduate / Medical Assisting

NEWS YOU CAN USE



AVAILABLE POSITIONS

SUNY Brooklyn EOC has the following openings for immediate hire:

Staff positions:

- IT Associate Level 2
- Academic Advisor
- Enrollment Coordinator
- Assistant
- Business Administrative Specialist
- Custodial Assistant (*no educational requirements*)

Faculty positions:

- Lecturer
- Testing Coordinator
- Adjunct Lecturer (multiple positions)

Bachelor's degree required

www.sunybeoc.org



To apply, visit our website at: <https://www.sunybeoc.org/careers-at-beoc/>
SUNY BEOC is an adult education center located in downtown Brooklyn.



Explore our Direct Support Professional program!

The Direct Support Professional (DSP) program prepares students for entry-level employment as a caregiver. With experience, graduates can qualify for other jobs like Direct Support Specialist, Community Support Worker, or Personal Care Coordinator.

Students are trained to work with mentally ill, and/or developmentally disabled individuals of all ages, to help them attain independence, individuality, and productivity. Students obtain their certificates for program completion, Strategies for Crisis Intervention and Prevention (SCIP), and Approved Medication Administration Personnel (AMAP). Students also receive certification in CPR and First Aid.

Requirements for placement into employment include being able to pass a physical exam and background check; and having no felony convictions.

For program eligibility and how to apply, visit: <https://www.sunybeoc.org/how-to-apply/>



Discover
BEOC's Direct Support
Professional program.

Become a certified
professional who provides
assistance to someone
in need.



BEOC UPCOMING EVENTS & NOTICES

IT'S EXAM TIME!

It's final exam time! Are you prepared?

Students,

Final exams are fast approaching and we want you to be prepared to pass your exams with flying colors!

Final exams will be held **December 14 - 21**

Be sure to meet with your instructors and advisors, plan your study schedule, and take advantage of all of the learning resources BEOC has to offer.

For additional study assistance, don't forget that the Library and Learning Resources Center is here to help you. If you are in need of assistance, please email library@beoc.cuny.edu



Brooklyn Educational Opportunity Center Fall 2022 Academic Calendar

Updated 7/26/2022



Date	Days	
August 25	Thursday	Full Time Faculty Return
August 26	Friday	First Day of Fall 2022 Semester
September 2	Friday	No Classes Scheduled
September 5	Monday	BEOC Closed – No Classes Scheduled
September 8	Thursday	Schedule Adjustment Period Ends
September 9	Friday	Last Day to Change Schedule
September 20-29	Tues-Thurs	Fall 1 Midterm Evaluations & Advisement
September 26-27	Mon-Tues	No Classes Scheduled
September 29	Thursday	Classes Follow Monday Schedule
September 30	Friday	Fall 1 Midterm Grades Due
October 4-5	Tues-Wed	No Classes Scheduled
October 10	Monday	BEOC Closed – No Classes Scheduled
October 17	Monday	CAT/CEAFE Recommendations Due (COLLPREP)
October 21-27	Fri-Thurs	Midsemester Evaluation
October 26	Wednesday	Fall 1 2022 Ends/Final Grades Due
TBA		CAT/CEAFE Assessment Tests (COLLPREP)
October 27	Thursday	Fall 2 2022 Begins
October 27	Thursday	Midsemester Grades Due
October 31- November 4	Mon-Fri	Midsemester Faculty Advisement
November 2	Wednesday	Fall 2 Schedule Adjustment Period Ends
November 16-22	Wed-Tues	Fall 2 Midterm Evaluations & Advisement
November 23	Wednesday	Fall 2 Midterm Grades Due
November 24-25	Thurs-Fri	BEOC Closed – No Classes Scheduled
November 28- December 2	Mon-Fri	Faculty Advisement for Spring 2023
December 12	Monday	CAT/CEAFE Recommendations Due (COLLPREP)
December 14-21	Wed-Wed	Final Exams; End of Term Conferences
		Classes Follow Thursday Schedule
December 21	Wednesday	End of Fall 2022 Semester
		Final Grades Due
December 23	Friday	BEOC Closed
December 26	Monday	BEOC Closed
December 30	Friday	BEOC Closed