

# TAKE A CLASS AT CITYTECH



CONTINUING EDUCATION COURSE CATALOGUE  
S P R I N G 2 0 1 2

## CONTENTS

<b>FILM AND MEDIA</b>	<b>4</b>
Intro to Script Writing	
Getting Started in Film	
Make a Film	
<b>REAL ESTATE</b>	<b>4</b>
Getting Great Real Estate Deals in Difficult Times	
What You Need to Know About Foreclosures	
Investing In Your Home & Other Real Estate	
<b>TEACHING ASSISTANT /CHILD CARE</b>	<b>5</b>
Teaching Assistant/ Child Care Certificate Program	
Child Abuse Identification & Reporting Seminar	
School Violence Prevention & Intervention	
<b>ONLINE</b>	<b>5</b>
www.ed2go.com/nyctc	
www.gatlineducation.com/citytech.cuny	
IRS Tax Return Preparer Exam	
<b>COMPUTER STUDIES</b>	<b>6</b>
Computer Basics	
Keyboarding	
Computers for Seniors I & II	

Windows 2007
Microsoft Word – Beginning & Advanced Excel, PowerPoint
Introduction to AutoCAD
Photoshop
Introduction to InDesign
Basics of Blogging

<b>OFFICE SKILLS</b>	<b>7,8</b>
Administrative Assistant/Secretarial Training Program	
Basic Computer Office Secretarial Applications	
Business Writing with Computers	
Business Math for the Modern Office	
Essentials of Bookkeeping	
Computerized Bookkeeping Program	

<b>INFORMATION TECHNOLOGY</b>	<b>8</b>
A+ Certification Test Prep with Lab	
Networking Technologies	
Introduction to Linux Operating Systems	

<b>CERTIFICATION, PRE-LICENSING &amp; TEST PREP</b>	<b>8,9,10</b>
Fire Safety Director Program	
Fire Safety Director Continuing Education	
Emergency Action Plan Director Course	

Fire Drill Conductor
Fire Guard
Fire Safety Coordinator
Interior Fire Alarm Supervisor
NYS Notary Public Exam Preparation
Food Protection Certification Prep
Fundamentals of Pest Control
Refrigerating System Operating Engineer I & II
Refrigerant Recovery Prep & Exam
Environmental Hazardous Materials Technician

### **COOKING ESSENTIALS 9**

<b>DRIVER INSTRUCTOR EDUCATION PROGRAM</b>	<b>10</b>
Driver Instructor Ed Basic Course: Behind the Wheel	
Driver Instructor Ed: Teaching Techniques & Methodology	

<b>BUILDING OPERATIONS</b>	<b>11,12</b>
Basic Plumbing Repairs in Housing	
Refrigeration Mechanics	
Maintenance & Operation of #2 Fuel Oil Gun Type Burners and Boilers	
Operation of #6 Fuel Oil Burners and Boilers	

## STAFF

**DR. CAROL SONNENBLICK**  
DEAN, DIVISION OF CONTINUING EDUCATION

**DIANE ROMEO**  
EXECUTIVE DIRECTOR,  
DIVISION OF CONTINUING EDUCATION

**CHARLES JOHNSTON**  
DIRECTOR,  
CONTINUING STUDIES CENTER

**LISANDRO GRULLON**  
DIRECTOR,  
COMPUTER OPERATIONS

**ANTHONY RUVIO**  
DIRECTOR, ACADEMY FOR OCCUPATIONAL  
HEALTH & CONSTRUCTION SAFETY

**DAVID PEDREIRA**  
Assistant Director,  
CONTINUING STUDIES CENTER

**ERNESTINE AVERA**  
OFFICE ASSISTANT

**EDNA CASAL**  
ASSISTANT TO THE DEAN  
& EXECUTIVE DIRECTOR

**TEDDY CRUZ**  
RECEPTIONIST

**IGNACIO DURAN**  
ADMINISTRATIVE ASSISTANT

**KUMARIE RAMLAL**  
REGISTRATION MANAGER  
& ONLINE COORDINATOR

**JOSEPH REYNOLDS**  
SENIOR TECHNICIAN, COMPUTER OPERATIONS

**DEBRA SALOMON, LEED AP**  
DEVELOPER FOR GREEN PROGRAMS  
& MARKETING SPECIALIST

**SELWYN SMART**  
ACCOUNTS PAYABLE  
& PURCHASING COORDINATOR

**BARBARA SMITH**  
ACCOUNTS RECEIVABLES MANAGER

Dual Fuel Burners & Steam and Hot  
Water Hydronic Boilers and Systems  
Fundamentals of HVAC Electrical Controls  
Fundamentals of Electricity I  
Fundamentals of Electricity II  
Basic Electrical Maintenance  
Blueprint Reading  
Building Maintenance

**RENEWABLE ENERGY 12,13**

Introductory Solar Energy (PV) Design  
and Installation  
Intro to Green Roofs & Living Walls  
Intro to Small Wind Turbine Installation  
Solar Hot Water Systems Workshop

**SECURITY & LOCKSMITH 13**

8 Hour Pre-Assignment Training Course  
for Security Guards  
Electronic Security Systems Installer  
Locksmith I & II

**WELDING 13,14**

Basic Electric Arc Welding  
Tungsten Inert Gas (TIG) Welding  
Advanced Electric Arc Welding

**ACADEMY FOR OCCUPATIONAL HEALTH & CONSTRUCTION SAFETY 12**

**MEDICAL & HEALTH 14,15,16**

NYS Approved Certified Nursing Assistant  
Training Program  
Physical Therapy Aide Program  
Pharmacy Technician Program  
Dental Assisting Certificate  
Medical Billing & Coding Specialist  
Electronic Health Records  
Emergency Medical Technician

**SMALL BUSINESS DEVELOPMENT CENTER 16**

**LANGUAGES 16**

Beginning Spanish I & II  
American Sign Language I & II

**PERSONAL & PROFESSIONAL ENRICHMENT 17**

Learn Salsa, Bachata & Merengue  
Entrepreneurship  
Buying a Digital Camera  
Personal Finance for Stressed-Out Adults  
Social Networking Hands-On Lab

**HOUSE AND HOME 18**

Lunch with Larry Ubell  
Kitchen & Bath Design  
Hands-On Home Repair Workshops  
Homeowner's Basic Toolkit  
Homeowner's Guide to Basic Plumbing  
Lock Installation  
Plaster & Sheetrock Repair  
Everyday Electricity You Can Do Yourself  
Installing Ceramic Tile for Floors  
Tiling a Backsplash or Bathroom Wall  
Paint Like a Pro

**FREE COMMUNITY PROGRAMS 19**

Introduction to Linux Operating Systems  
The Laws of Conversation:  
A Guide to Effective Communication  
Creating Your Résumé, Marketing Yourself  
Physical Therapy Aide Program  
Smart Phones & Other Technical Gadgets

**BUSINESS & INDUSTRY TRAINING CENTER 19**

**GENERAL INFORMATION 20**

**INDEX 21**

**DIRECTIONS 22**

**REGISTRATION FORM 23**

**TUITION**

Most courses require you to pay the full tuition, plus a \$20 nonrefundable registration fee, before you are admitted to class. Several programs are eligible for the Installment Plan and are specified in this bulletin. Checks and money orders are to be made payable to New York City College of Technology. The Continuing Studies Center accepts duly authorized vouchers from public agencies, unions and private organizations. Several programs are approved for Veterans' Benefits. Tuition for training to meet a job requirement may be an allowable income tax deduction.



**WAYS TO REGISTER**

**By mail:** Complete form on inside of back cover, then clip and mail the form with your full payment in the form of check or money order to: NYCCT – Continuing Studies Center, 300 Jay Street, Howard Building, 4th Fl., Brooklyn, NY 11201

**Walk-in:** Bring the completed registration form to the Continuing Studies Center at 25 Chapel Street, 4th Fl., Brooklyn, NY, and make a full payment in the form of a check, money order, or MasterCard/Visa. No cash is accepted!

**By phone:** Call 718 552-1170 with MasterCard or VISA

## FILM & MEDIA

### BROOKLYN YOUNG FILMMAKERS' CLASSES

## "Make Your Own Film" CLASS SERIES

For skilled workers, electricians, carpenters, hair stylists, etc. interested in crossing over to film/TV work and people who want to make their own films. The classes conclude with the shooting of a short film.

### **INTRO TO SCRIPTWRITING: WRITTEN BLUEPRINT FOR MAKING A FILM DEVELOPMENT**

FLM 100

Wednesdays, 6:00 - 9:00 pm, 4/4 - 5/2

15 hours, \$120

A comprehensive introduction to screenwriting and how a script is used by all departments as the "blueprint" for making a film. Students will write short scripts and the most developed scripts will be in the competition to be shot as a film.



Students in this class will help with pre-production for the film that Brooklyn Young Filmmakers will shoot in its MAKE A FILM Class.



### **MAKE A FILM CLASS PRODUCTION**

FLM 300

Wednesdays, 6 - 9 pm, 6/20 - 8/1

*(Plus-out-of-class assignments & one weekend shoot in August)*

40 hours, \$200

### **GETTING STARTED IN FILM: INTRO TO PRODUCTION ASSISTANT PRE-PRODUCTION**

FLM 200

Wednesdays, 6 - 9 pm, 5/9 - 6/13

18 hours, \$150

A primer on how to make a low budget film and how to get started as a production assistant.



Students who take FLM 100 or FLM 200 will be eligible to take this class offered directly by the Brooklyn Young Filmmakers at its center in Fort Greene. To register for this class (only) contact Brooklyn Young Filmmakers: (718) 935-0490 or email: [classes@wearebyfc.org](mailto:classes@wearebyfc.org)



**(718) 935-0490**  
**[classes@wearebyfc.org](mailto:classes@wearebyfc.org)**

## REAL ESTATE

### **GETTING GREAT REAL ESTATE DEALS IN DIFFICULT TIMES**

REX 033

Sat, 9 - 11:30 am, 3/17

2.5 hours, \$70

Because of difficult times in the economy, there are some excellent deals in real estate. Consumer advocate Rick Nathan will teach you how to get great deals, the pros and cons of foreclosures, short sales, renting with option to buy, owner financing, and buying with no money down. He will show you how to buy investment property, primary homes, multi-family homes and vacation homes. After this class you will know how to research

property at the tax assessor's office, the county clerk's office and various other methods to use to research a property including using websites. Also, to be discussed is how to sell your home with or without a realtor.

### **WHAT YOU NEED TO KNOW ABOUT FORECLOSURES**

REX 012

Thurs, 6 - 9 pm, 2/2

3 Hours, \$75

This eye-opening seminar will tell you the advantages and disadvantages of purchasing foreclosures. The seminar will prepare you to know who should buy foreclosures, when

and if to consider them, different kinds of properties that are called foreclosures (not all are foreclosures), what to expect if you do buy them, as well as ideas on how to turn their purchase to your best advantage. Also included will be tips on how to best cope if your home is being foreclosed.

### **INVESTING IN YOUR HOME & OTHER REAL ESTATE**

REX 014

Tues, 6 - 9 pm, 2/7

3 Hours, \$75

Whether you want to take advantage of tax incentives for purchase of residential

## TEACHING ASSISTANT/CHILD CARE

### TEACHING ASSISTANT/CHILD CARE CERTIFICATE PROGRAM

TAP 100

Tues & Thurs, 6 - 9 pm & Sat, 10 am - 2 pm,  
2/7 - 5/19

149 hours, \$725 (3-payment installment  
plan available)

An integrated program for adults in transition to new careers working with children. Students are prepared for employment in both daycare and in school settings. The program includes eighty-nine hours of classroom instruction and a sixty-hour supervised observational practicum in a childcare or educational organization. Classroom instruction includes six hours of test review for the New York State Assessment of Teaching Skills Test (NYSATAS). During the course of the program, the student will complete workshops and receive certificates in Child Abuse ID, School Violence Prevention & Intervention, and CPR/AED, provided requirements are met. Call for a detailed program brochure, 718 552-1170.

**Additional Expenses:** Students may have to purchase approximately \$85 in books and supplies. Some internships may require a fingerprinting fee of \$110. There is limited space available in this popular program. Enroll early!

**Prerequisites:** High school Diploma or a GED. For other requirements, see the coordinator.



property or buy investment/commercial property, this course can make you a more knowledgeable buyer. Course discussion will cover finding and choosing the right property, understanding the appraisal process, negotiating your offer, financing and closing the deal. Owning and managing properties with positive cash flow in a challenging economic climate will also be covered.

### CHILD ABUSE IDENTIFICATION & REPORTING SEMINAR

HSX 090

Sec A: Thurs, 1:30 pm - 3:30 pm, 2/2

Sec B: Thurs, 1:30 pm - 3:30 pm, 3/8

Sec C: Thurs, 1:30 pm - 3:30 pm, 4/19

2 hours, \$55

This seminar fulfills the NY State requirement for chiropractors, physicians, dental hygienists, dentists, optometrists, podiatrists, registered nurses, psychologists, school administrators, social workers and supervisors, school district administrators, teachers and pupil personnel services professionals who are applying for or renewing a license, registration, certificate or limited permit; approved by the NY State Education Department.



### SCHOOL VIOLENCE PREVENTION & INTERVENTION SEMINAR

HSX 091

Sec A: Thurs,

4:00 pm - 6:00 pm, 2/2

Sec B: Thurs,

4:00 pm - 6:00 pm, 3/8

Sec C: Thurs,

4:00 pm - 6:00 pm, 4/19

2 hours, \$55

New York State Law states that a person applying on or after February 1, 2001, initially, or for the renewal of a license, registration, certificate, or limited permit must provide documentation that he/she has completed the required training in School Violence Prevention and Intervention. This seminar has been approved by the New York State Education Department. Participants will receive the required Certificate of Completion.

## You're invited to a FREE OPEN HOUSE!

Meet some of our instructors and learn more about our certificate training programs. Come with questions and join us on Thursday, February 2 @ 6 pm. Light refreshments will be served.

#### LOCATION:

NYC College of Technology  
25 Chapel Street, 4th Floor  
Brooklyn, NY 11201.

#### FOR MORE INFORMATION

CALL 718 552-1170

## Study Online At Your Convenience

OVER 300 COURSES AND PROGRAMS NOW AVAILABLE

In Computers, Business, Healthcare, Graphic Design, Test Prep and Academic areas —  
visit: [www.ed2go.com/nyctc](http://www.ed2go.com/nyctc)

For Career Programs in Healthcare, Business, and IT —  
visit: [www.gatlineducation.com/citytech.cuny](http://www.gatlineducation.com/citytech.cuny)

Classes start monthly and are 12 weeks to 6 months in duration.

Select, preview and register for courses online.

**Study your favorite topic at work or in the comfort of your home 24/7 and save on gas!**



## COMPUTER STUDIES

### COMPUTER BASICS

DPX 109

Sat, 9 am - 3 pm, 2/18

6 hours, \$115

This course prepares you for all future computer studies, including: Word, Office and the Internet. This course is taught by an experienced computer teacher and covers the fundamentals of computers, introducing the operating system, Windows 2007.

### KEYBOARDING

DPX 095

Sat, 9 am - 12 noon, 3/10 - 4/14

(No class 4/7)

15 hours, \$175

This course teaches the basic skills, including alpha-numeric keys and other keyboarding techniques. Upon completion of this course, students are expected to develop touch and control techniques, and build basic speed and most importantly, accuracy. Certificate of Completion issued.

### COMPUTERS FOR SENIORS I

DPX 080

Sec A: Tue & Thurs, 1 - 4 pm, 4/10 - 4/24

Sec B: Tue & Thurs, 1 - pm, 6/5 - 6/19

15 hours, \$155

(\$275\* for Parts I & II)

This class is designed for seniors who need to learn the very basics of using a computer. Students will be taught basic keyboarding and word-processing needed for writing emails and simple letters, greeting cards and easy flyers. The basics of the Internet will also be covered with an emphasis on personal finance and health sites.

*\*A withdrawal from one of the courses voids the discount offered for registering for both. Certificate of completion issued.*

### COMPUTERS FOR SENIORS II

DPX 081

Sec A: Tue & Thurs, 1 - 4 pm, 5/1 - 5/15

Sec B: Tue & Thurs, 1 - 4 pm, 6/26 - 7/10

15 hours, \$155

(\$275\* for Parts I & II)

Students will develop skills in MS Word and further explore the use of the Internet.

### WINDOWS 7

DPX 110

Sat, 9 am - 12 noon, 4/21 - 5/19

15 hours, \$175

Windows is the most popular and commonly used operating system today. Through hands-on practice, learn how to customize your Windows display, add and delete icons, control printing, and manage files and directories.

### MICROSOFT WORD – BEGINNING

DPX 301

Sat, 12 noon - 3 pm, 4/21 - 5/19

15 hours, \$175

Microsoft Word is the most often used program to create letters and other similar documents. You will learn to: enter, edit text, cut, copy, paste and move data; use basic writing tools, such as Auto Text, spell check, Thesaurus and Grammar; set up pages, margins, format, create headers and footers; change fonts and sizes.

**Required:** *Computer Basics or Keyboarding (Keyboarding may be taken at the same time).* Text book required.

### MICROSOFT WORD – ADVANCED

DPX 302

Sat, 12 noon - 3 pm, 6/2 - 6/30

15 hours, \$175

This course is a continuation of the previous Microsoft Word Beginners course, and will focus on form letters, tables and mail merge, which will serve as a “link” to other Office programs and functions.

**Prerequisites:** *Microsoft Word–Beginning. Textbook required: (same text as Word–Beginning course)*

### EXCEL

DPX 300

Sat, 9 am - 12 noon, 6/2 - 6/30

15 hours, \$175

Microsoft Excel is a spreadsheet program that is used by business, management and financial departments to create tables, columns and rows in order to present financial information and other data for analysis and decision making.

### POWERPOINT

DPX 320

Tues, 6 - 9 pm, 5/1 - 5/29

15 hours, \$175

This popular graphics package will enhance your business proposals and professional presentations. Create overhead transparencies, slides and color or black & white prints. Show slides, movies or animation from your computer.

### INTRODUCTION TO AUTO CAD

ACAD 100

Fri, 6 pm - 9:30 pm, 2/10 - 4/13

42 hours, \$475

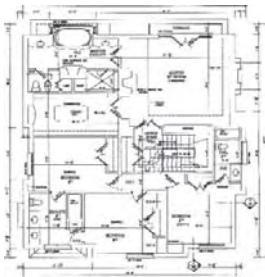
In this hands-on course, participants learn the fundamentals of AutoCAD 2009 and prepare 2D drawings for architecture, interior design, mechanical & structural engineering and other design fields. Topics include: the AutoCAD drawing interface; display commands; CAD tools and drawing setup, including scale, coordinate systems,

## DRINKING DRIVER PROGRAM

Of the NYS Department  
of Motor Vehicles  
Available at CityTech

FOR INFORMATION:  
718 552 1171/79

snaps and grips; basic draw and edit commands; layers; text; blocks; modify commands; plotting; and printing basics. An additional 5 hours of lab time is arranged with the instructor.



**Prerequisites:** Proficiency in Windows – Text required.

## PHOTOSHOP

DPX 110A

Sat, 1 - 4 pm, 2/25 - 3/10

9 hours, \$180

Now that you have a digital camera, you want to develop your images professionally and artistically, in the “digital darkroom”. We will first address improving your photographs in the camera. Learn how to set the quality of your images (the resolution) before shooting, and learn how to take a proper shot and use creative exposure, taking you from sharpshooter to artistic photographer.

## INTRODUCTION TO INDESIGN

ITX 201

Wed, 6 - 8:30 pm, 3/14 - 4/18

15 Hours, \$200

(Textbook expense additional, about \$60)

This course is for small business owners, office workers, and individuals who want to learn computer graphics using InDesign – the popular design program – to create greeting cards, stationery, flyers, newsletters, and promotional materials. Fonts, color, imagery and illustration will be covered, as well as both home and professional printing.

**Prerequisite:** some computer experience is desirable.

## BASICS OF BLOGGING

BSX 086

Fri, 6 - 8:30 pm, 4/27 - 5/4

5 hours, \$95

This course will provide instruction for creating your own blog from start to finish. The student will learn about blogging software, the use of multimedia in blogging, and constituent development. Basic computer skills are essential.

## OFFICE SKILLS

### ADMINISTRATIVE OFFICE ASSISTANT/SECRETARIAL PROGRAM

This intensive three part certificate program is designed to provide the skills necessary to work in a modern office in a variety of positions ranging from receptionist to administrative assistant.



### BASIC COMPUTER OFFICE APPLICATIONS

CTX 302 – Module One

Mon - Fri, 9 am - 2 pm, 3/19 – 4/10

(No class on 4/6)

80 hours, \$645

(2 payment installment plan available)

The curriculum consists of: Windows, Word, Excel & PowerPoint

**Prerequisite:** Basic knowledge of Keyboarding

### BUSINESS WRITING WITH COMPUTERS

CTX 303 – Module Two

Mon - Fri, 9 am - 2 pm, 4/11 – 4/17

25 hours, \$250

Communicate more effectively both through written correspondence and e-mails. Course focuses on practical applications such as correct formatting of letters and memorandums.

### BUSINESS MATH FOR THE MODERN OFFICE

CTX 304 – Module Three

Mon - Fri, 9 am - 2 pm, 4/18 – 4/24

25 hours, \$250

Learn/review basic arithmetic business applications. This course reviews fractions, percents, decimals and basic math operations required in a professional environment.

# Prepare NOW for the ... IRS TAX RETURN PREPARER EXAMINATION

This is a comprehensive 72-hour, self paced ONLINE, BASIC TAX COURSE (TAX 100) and is a partnership of the Continuing Studies Center of New York City College of Technology and the Pacific Northwest Tax School.

For information call 718 552-1170 or email [cjohnston@citytech.cuny.edu](mailto:cjohnston@citytech.cuny.edu)

Tuition: \$500

## INFORMATION TECHNOLOGY

### A+ CERTIFICATION TEST PREP WITH LAB

CRS 101

Tues & Thurs, 6 pm - 9:30 pm, 2/14 - 4/19  
70 Hours, \$790 (3-payment plan available)

This course provides hands-on applications and instruction in the areas covered by A+ Certification tests. It includes operating system fundamentals—Windows Server 2003, DOS commands, batch files, as well as a review of Microsoft Word & Excel. Hardware issues covered include; the system board, managing and upgrading memory, troubleshooting memory, hard drive installation, support and troubleshooting, data recovery, troubleshooting tools and guidelines, supporting I/O devices, multimedia technology, and supporting Windows 2007. Additional expenditure of approximately \$120 in textbooks and personal tools will be needed for this course (and others to follow). **Prerequisites:** Basic computer application skills required.



### NETWORK TECHNOLOGIES

CRS 102

Sec A: Tues & Thurs, 6 - 9 pm, 1/3 - 3/22  
Sec B: Tues & Thurs, 6 - 9:30 pm, 4/26 - 7/3  
70 Hours, \$790 (3-payment plan available)

This course focuses on the basics of networking, including standards, the OSI model and protocols. Topics include transmission basics, networking media, physical and logical topologies - WAN, switching, Ethernet, local talk, and token ring. Networking hardware studied will also include adapters, repeaters, hubs, bridges, switches and routers. Students are expected to set up a functioning network in the lab, install Windows Server 2003 on a dedicated file server, create user accounts and load appropriate software drivers, e.g., IPX, ODI, TCP/IP and VLM. Textbook expense approximately \$70.

**Prerequisites:** CRS 101 or equivalent.

## QUICK TRACK BUSINESS CAREER STARTER

### ESSENTIALS OF BOOKKEEPING

CTX 201

Mon thru Fri, 9 - 11:30 am, 4/2 - 5/14  
(No class on 4/6)  
75 hours, \$695  
(Textbook expense additional)

The Essentials of Bookkeeping course is designed to provide students with a basic knowledge of bookkeeping and recording processes. The entire accounting cycle is covered starting with the accounting equation, account debits and credits, the trial balance, income statement, balance sheet, statement of owner's equity, then continuing with the general journal, adjusting entries, the worksheet, closing entries, post-closing trial balance, and the statement of cash flow.

### COMPUTERIZED BOOKKEEPING PROGRAM

CTX 202

Mon thru Fri, 12-2:30 pm, 4/2 - 5/16  
(No Class on 4/6)  
80 hours, \$725 (Textbook expense additional)

Have a background in Basic Accounting, but need to learn the computer programs or need to work in a modern office? Computerized Accounting is for you! The following computer software programs are taught:

- Microsoft Word
- Microsoft EXCEL
- Peachtree Accounting
- QuickBooks

Need both Essentials of Bookkeeping and Computerized Accounting to start your career? Take both for the special price of \$1,195. A payment plan is available if you choose both courses. Résumé preparation and job placement assistance available to students who take both courses.

### INTRODUCTION TO LINUX OPERATING SYSTEMS

LIX 101

Mon & Wed, 6 - 8 pm, 2/13 - 4/9  
(No class on 2/20)  
32 hours, FREE

The course is designed for beginners in Linux as users or system administrators. It covers essential learning skills for Linux. The core elements of the course will focus on the major Linux features and its structural overview. Examination of file structures, utilities, shell programming, permissions and system administration as a whole will be explored.

**Prerequisites:** User-level experience with any computer operating system or prior command-line experience is helpful but not required.

## CERTIFICATION, PRE-LICENSING & TEST PREP

### FIRE SAFETY DIRECTOR PROGRAM

FSX 103

Sec A: Fri, 9:30 am - 1:30 pm, 2/3 - 3/7  
(No class on 2/24)  
Sec B: Fri, 9:30 am - 1:30 pm, 4/6 - 5/11  
(No class on 4/13)  
20 hours, \$280 (Manual included)

The rules of the City of New York require that a Fire Safety Director, certified by the New York City Fire Department, be on duty at most "Class E" office buildings and "Class J" hotels and motels. This Course is approved by the New York City Fire Department as a required preparatory course for the Consolidated Fire Safety Director Certificate of Fitness. This consolidated course includes a review of relevant material to both Local Laws 5 and 16, and J-1/ J-2 occupancies.

## SUGGESTION BOX

### Do you have a course in mind?

Let us know about it. If we run your suggested new course, you will earn a 10% discount for giving us a great idea! Call us at 718.552.1170

### Do you have expertise in teaching a particular subject?

We are always looking for new teachers. If interested, fax your cover letter/resume to 718.552.1192 attn: C. Johnston or email us at: cjohnston@citytech.cuny.edu

## CERTIFICATION, PRE-LICENSING & TEST PREP

### FIRE SAFETY DIRECTOR CONTINUING ED COURSE

FSX 095

Sec A: Thurs, 9:30 am - 2:30 pm,  
2/9 & 2/16

Sec B: Thurs, 9:30 am - 2:30 pm,  
3/29 & 4/5  
9 hours, \$170

This course is required of Fire Safety Directors seeking to renew their Certificate of Fitness (F-58/Z-50). The course focuses on operations, maintenance & record keeping as set forth in Fire Department Rules 113-12.

### EMERGENCY ACTION PLAN DIRECTOR COURSE

FSX 090

Thurs, 9:30 am - 2:30 pm, 5/10 - 5/17  
10 hours, \$150



Recent changes in the law require that the Fire Safety Directors of most office buildings be trained and certified as Emergency Action Plan Directors. The

Fire Department requires that all applicants for certification as EAP Directors complete a minimum of eight hours of classroom preparation prior to taking the FDNY written test.

### FIRE DRILL CONDUCTOR

FSX 004

Thurs, 9:30 am - 3:30 pm, 3/22  
6 hours, \$60

This is a preparatory course for anyone intending to take the Fire Department's examination for the Certificate of Fitness as a Fire Drill Conductor.

### FIRE GUARD

FSX 005

Thurs, 9:30 am - 3:30 pm, 3/1  
6 hours, \$60

This is a preparatory course for anyone intending to take the Fire Department's examination for the Certificate of Fitness as a Fire Guard.

### FIRE SAFETY COORDINATOR

FSX 100

Thurs & Fri, 9:30 am - 1:30 pm,  
3/8 & 3/15  
8 hours, \$140

This is a preparatory course for a Certificate of Fitness for the Fire Safety Coordinator. This is required for temporary housing and shelters.

### INTERIOR FIRE ALARM SUPERVISOR

FSX 006

Thurs, 9:30 am - 2:30 pm, 3/22  
5 hours, \$60

This is a preparatory course for a Certificate of Fitness as an Interior Fire Alarm Supervisor to perform inspection tests of fire alarm systems.

### NYS NOTARY PUBLIC EXAM PREPARATION

BSX 090

Sec A: Sat, 10 am - 1 pm, 2/18

Sec B: Sat, 10 am - 1 pm, 4/14

3 hours, \$70

### COOKING ESSENTIALS

CAX 099

Tues & Thurs, 9 am - 3 pm, 2/14 - 3/22

60 hours, \$1,925 includes knife set

& textbook

This is a 60 hour introductory course in cooking basics which will be taught in the kitchens of the Department of Hospitality Management in the college's School of Professional Studies. Students will learn cooking theory and will learn knife skills and preparation of various categories of recipes, e.g., soups, sauces, vegetables, potatoes and other starches and fish and meat preparation. The course will include a separate 7 hour review of cooking math fractions, measurements, etc. Students will be expected to purchase the appropriate chef's attire at an approximate cost of \$53. Apparel will be available at the college bookstore.

### FOOD PROTECTION CERTIFICATION PREP

PCX 500

Mon thru Thurs, 6 - 9:45 pm,

3/26 - 3/29

15 hours, \$175

A three-hour seminar in notary public law and legal terminology, designed to prepare candidates for the New York State Notary Public Examination includes information and qualifications necessary for a license.

### FUNDAMENTALS OF PEST CONTROL

PCX 100 (Core & Category 7a)

Sec A: Mon & Wed, 6 - 9 pm, 1/23 - 2/29

Sec B: Mon & Wed, 6 - 9 pm, 5/7 - 6/11

30 hours, \$275 (required textbooks - \$80)

This is a basic Pesticide Applicators course for preparation as an exterminator. It includes federal and state standards for commercial applicators using and/or supervising the use of pesticides in dwellings, and other buildings. The course deals with the principles and practices of safe use of pesticides; recognition, biology, life cycle and control of rodents, insects, bed bugs and other structural pests. Core and subcategory 7A - Structural & Rodent Pest Control are also covered.



This course prepares students for the New York City certification examination in Food Protection. This 15-hour required course includes safe food handling and protection practices and procedures as per NYC Health Code. Successful completion of this course sets you up to take the NYC Department of Health & Mental Hygiene's certification examination administered at the Health Academy. This course is taught by an experienced inspector of the NYC Department of Health & Mental Hygiene. Manual for the course is \$9.00.

## REFRIGERATING SYSTEM OPERATING ENGINEER QUALIFYING COURSE

### REFRIGERATING SYSTEM OPERATING ENGINEER I

ECX 121

Tues, 6 - 9:30 pm, Sat, 9 am - 1 pm,

9/11 - 12/22 (FALL 2012)

(No class on 11/24)

100 Hours, \$815

This course is designed primarily to assist individuals in preparing for NYC's Refrigerating Machine Operator licensing examination. Minimal laboratory work is involved. It provides lecture and review in the fundamentals of refrigeration equipment. Includes a review of tube and pipe joining, gauges, refrigerant charging, system evacuation and dehydration and analysis of compression of refrigeration cycles. Field trips included.

### REFRIGERATING SYSTEM OPERATING ENGINEER II

ECX 122

Tues, 6 - 9:30 pm & Sat, 9 am - 1 pm,

1/8 - 4/27/13 (SPRING 2013)

100 Hours, \$815

This course is a continuation of Refrigerating System Operating Engineer I, a lecture/review in operating technique for commercial and industrial air conditioning. Includes review of trouble-shooting, installation procedures, operating techniques for chillers, and appropriate New York City and ASHRAE codes.

**Prerequisite:** one year industry experience or training in refrigeration, or permission of the instructor.

**Note:** in order to qualify for the 200-hour certificate, both ECX 121 & ECX 122 must be taken at NYC College of Technology.

### REFRIGERANT RECOVERY PREPARATION & EXAM

ECX 080

Tues, 6 - 9 pm, 5/1 - 5/29

15 hours, \$170. Test only, \$65

Test preparation and administration of approved Universal Certification Examination by an approved EPA refrigerant recovery test originator. Students must

purchase a prep book. Students may repeat exams as needed for cost of test only. Universal Examinations are given in English.

### ENVIRONMENTAL HAZARDOUS MATERIALS TECHNICIAN EHMT CERTIFICATE PROGRAM\*

ECX 002

160 hrs, \$3,800

(5-installment payment plan available)

This 160 hour Environmental Hazardous Waste Technician (EHMT) Certificate Program prepares students to identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-base products, radioactive materials, contaminated soil, bodily fluids, etc. commonly associated with industrial operations, waste, construction and redemption sites. Upon satisfactory completion of the program, students will attain the following credentials:

**Introduction to EHMT:** 10 hours, Tues & Wed, 9 am - 4:30 pm, 2/14 & 2/15

**OSHA 30-hour Construction Course:** 30 hours, Tues - Fri, 9 am - 4:30 pm, 2/21 - 2/24

**Hazwoper Training Course:** 40 hours, Mon - Fri, 9 am - 5 pm, 2/27 - 3/2

**Asbestos Supervisor /Contractor Program NYS/EPA/AHERA:** 40 hours, Mon - Fri,

9 am - 5 pm, 3/5 - 3/9

**NY EPA-Model Lead Paint Supervisor & Contractor:** 40 hours, Mon - Fri, 9 am - 5 pm, 3/12 - 3/16

*\*Students must be medically cleared by an occupational physician prior to enrollment in the EHMT program. This program requires each student to be fit tested for a respirator for the "hands-on" use of air purifying and supplied air respirators. Résumé preparation is available to students. **Note:** You may qualify for a WIA voucher if you are 21 years of age or older, unemployed or underemployed, and are a US citizen or alien. **Call today to inquire:** 718 552-1117.*

## DRIVER INSTRUCTOR EDUCATION PROGRAM

The Driver Instructor Education courses have been developed to help insure that the general public receives effective professional driving instruction. DEX 101 meets the NYS DMV's 30-hour basic course requirement for driving school behind-the-wheel instructors. DEX 201 meets the Department's requirements for teaching techniques needed to teach the mandatory five-hour classroom session.

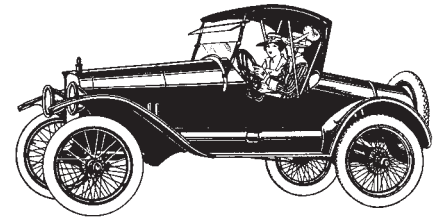
### DRIVER INSTRUCTOR ED BASIC COURSE: BEHIND THE WHEEL

DEX 101

Tues & Thurs, 6 - 9 pm, 2/21 - 3/22

30 hours, \$225

Designed for both present and prospective behind-the-wheel instructors. Lectures and demonstrations include: behind-the-wheel driving procedures, traffic, safety & sign regulations, and accidents. Special emphasis will be placed on defensive driving.



### DRIVER INSTRUCTOR ED: TEACHING TECHNIQUES & METHODOLOGY

DEX 201

Tues & Thurs, 6 - 9 pm, 4/3 - 5/3

30 hours, \$225

This lecture & demonstration course includes classroom teaching techniques, preparation of lesson plans, use of visual aids and public speaking. Students will develop sample lessons as a form of practice teaching. Lectures also include discussion of psychophysical testing equipment and techniques for defensive driving. This course meets the DMV's requirements for 30 hours in teaching techniques for instructors of the mandatory 5-hour course.

## BUILDING OPERATIONS

### BASIC PLUMBING REPAIRS IN HOUSING

ECX 162

Tues & Thurs, 6 - 9:45 pm, 5/24 – 8/23

100 hours, \$1,200 (4-installment payment plan)

A lecture-laboratory course for building superintendents and maintenance personnel in multi-unit housing structures. Participants are taught how to perform routine maintenance tasks commonly expected of in-house staff. The course teaches assessment, repair and how to communicate repair requests to management and plumbing contractors. Practical shop exercises include installation, maintenance, and basic repair of plumbing fixtures; proper use and care of tools; and introduction to NYC plumbing code. Also includes installation planning, water supply & drainage, water treatment, sump pumps and basic fixture installations.

### REFRIGERATION MECHANICS

ECX 102

Sec A: Fri, 6 - 10 pm, 9/21/12 – 6/21/13  
(SPRING 2012)

Sec B: Sat, 8 am - 1 pm,

10/27/12 – 5/18/13 (SPRING 2012)

150 hours, \$1,900 (5-installment payment plan)

A combination laboratory & lecture course in the operation and service of refrigerating equipment. Topics include soldering, brazing, tube and pipe joining and bending, gauge installation, refrigerant charging, system evacuation and dehydration and analysis of refrigeration cycle compression. Electrical issues covered include schematic wiring diagrams, electrical/mechanical controls, refrigeration systems analysis and operating sequences. Advanced topics include installation, operating and troubleshooting techniques for commercial refrigeration and air conditioning systems. A certificate is issued to successful program completers; 80% attendance is required.

Completers of this course are eligible to take the Refrigerant Recovery and Test Prep course for the Universal License at 50% discount.

**Prerequisite:** Some industry experience preferred but not required. High School level literacy. Textbook purchase required.

### MAINTENANCE & OPERATION OF #2 FUEL OIL GUN TYPE BURNERS AND BOILERS

ECX 106

Sat, 12 noon - 3 pm, 4/7 – 6/16

30 hours, \$400

A lecture-laboratory course focusing on the operation and maintenance of Number 2 gun-type burners and boilers. Includes methods for saving fuel and optimizing controls, fuel and air ratio adjustments, ignition combustion chimneys, draft and draft controls, flame safety, and limit and operating controls.

### OPERATION OF NUMBER 6 FUEL OIL BURNERS AND BOILERS

ECX 107

Sat, 9 am - 12 noon, 1/21 – 3/24

30 hours, \$400

For superintendents, maintenance supervisors and managers, this course helps in the Preparation for Fire Department's P-16 Exam for No. 6 Oil Burner Operator Certificate of Fitness. Provides instruction in boiler operation's electrical and mechanical controls, motors and atomizers. It also includes maintenance and setting for smokeless energy efficient operation.

**Prerequisite:** ECX 106 or permission of instructor.

### DUAL FUEL BURNERS & STEAM AND HOT WATER HYDRONIC BOILERS AND SYSTEMS

ECX 108

Sat, 9 am - 12 noon, 5/5 – 6/23

(No class on 5/26)

21 hours, \$335

This lecture/lab course details the production and use of hot water and steam from the efficient combustion of gas versus fuel oil, through energy conversion in heat exchangers. Includes steam traps, condensate return systems, piping, valves and pumps and controls.

**Prerequisite:** Industry experience or permission of instructor.

### FUNDAMENTALS OF HVAC ELECTRICAL CONTROLS

ECX 222

Sat, 9 am - 12 noon, 1/28 – 4/14

36 hours, \$375

This course provides an introduction to electrical controls in both heating and air conditioning systems. It includes thermostats, relays, transformers, low water cutoff, primary controls, automatic feeders, wiring, and interpreting wire diagrams.

**Prerequisite:** Some HVAC experience or the permission of the instructor is required.

### FUNDAMENTALS OF ELECTRICITY I

EMX 090

Sat, 9 am – 12 noon, 3/17 – 5/19

30 hours, \$315

Students will learn current, voltage, resistance, AC and DC theory and Ohm's Law through lectures, demonstrations and hands-on experience. Students must have at least a 9th grade math level.

### FUNDAMENTALS OF ELECTRICITY II

EMX 091

Sec A: Sat, 9 am - 12 noon, 1/7 – 3/10

Sec B: Mon & Wed, 6 - 9 pm, 5/30 – 7/2

30 hours, \$315

A continuation of Electricity I and the study of semi-conductors, power supply and transistors. Also includes amplifiers, integrated and communication circuits. (Purchase of hand tools required).

**Prerequisite:** EMX 090 or equivalent.

### BASIC ELECTRICAL MAINTENANCE

ECX 163

Sat, 1 - 5 pm, 1/28 – 6/30

100 hours, \$1,200 (4-installment payment plan)

The course is designed for building superintendents and maintenance personnel in multi-unit housing structures. This lab based course teaches students routine electrical repairs and how to communicate problems to management and electrical

## The Academy For Occupational Health & Construction Safety

The “Academy for Occupational Health & Construction Safety” is the latest evolution of the former “Academy for Construction Education & Safety”. The Academy has broadened its scope of service to include safety training in General Industry and overall occupational safety, while maintaining its roots in the construction safety training that it first planted in 2006. Course offerings include:

- NYC Department of Buildings’ Supported and Suspended Scaffolding
- Site Safety Manager & Coordinator training
- OSHA Outreach for Construction & General Industry
- Crane Institute of America Mobile Crane training
- The new FDNY-mandated Construction Site Fire Safety Manager

The Academy is the New York City host for the Region II: Atlantic OSHA Training Center for advanced open-enrollment safety courses. Please inquire about a brochure/schedule that list these and over 90 other forms of safety-related training. Call Anthony Ruvio, Director at 718 552-1117 or visit our website at: [www.citytech.cuny.edu/constructionacademy.aspx](http://www.citytech.cuny.edu/constructionacademy.aspx) for a complete list of Safety Training courses.

Please inquire about private/off-site training and translation and interpretation into foreign languages. We can bring our expertise to you.

contractors. The course explains fuses and circuit breakers, lighting fixtures, receptacles and switches, basic appliance and motor maintenance. Also includes applicable codes, troubleshooting, ceiling wiring, new appliance circuits and special receptacles. Electrical working plans, service panel installation, electric meters, 250-volt receptacles, and intercom systems are covered.

**Prerequisite:** High school Diploma, GED or relevant experience.

### BLUEPRINT READING

ECX 040

Mon, 6 pm - 9 pm, 5/7 & 5/14  
6 hours, \$95

A working knowledge of blueprints is a valuable skill for homeowners and contractors who would like to expand their skills, real estate salespeople, and others who are curious about how to read and draft schematic drawings. The class covers symbols, abbreviations, and legends as they are used on floor plans, elevations, sections and details. Please bring a photo or floor plan of a room that you would like to change. Pencils, tracing paper, triangles and squares are provided.

### BUILDING MAINTENANCE

HRX 200

Sat. 9 am - 5 pm, 3/3 - 6/16  
100 hours, \$1,750

*(Payment installment plan available)*  
*(Additional \$750 for placement assistance, if desired)*  
*(For Women & Men)*

An intensive hands-on course provides entry-level preparation in building maintenance and repair for handyman and maintenance workers. The course is taught in a well-equipped construction technology lab at the college and provides real work projects in multi-unit building maintenance. Topics include: (1) plaster and sheetrock walls – wood and steel framing, taping and joint compounding, basic repairs and building codes; (2) common plumbing problems; (3) electrical circuitry – switches, receptacles, fuses, circuit breakers and lighting; (4) doors installing and servicing hinges and locks, and weatherizing (5) ceramic tiling (6)

wood flooring, and (7) blueprint reading. A certificate is awarded upon completion of the course.

*Registration by appointment only – January thru February. Call 718 552-1131 or 1132 to schedule an appointment to register for the course.*

## RENEWABLE ENERGY

### INTRODUCTORY SOLAR ENERGY (PV) DESIGN AND INSTALLATION

PVI 201

Mon, Wed, Fri, 6 - 9 pm, 5/7 - 5/25  
(Classroom)

Sat, 9 am - 4 pm, 5/12 & 5/26 (Practical)  
40 hours, \$650

An introductory solar energy course based on the NABCEP Entry Level Training guidelines. We are in the process of becoming NABCEP providers and expect to be able to administer the entry level exam. Upon completion the student will recognize and understand components of off-grid and grid-connected PV systems as well as the interlink between design criteria and the economic impact of various options. Students will learn to identify all basic mechanical and electrical components as well as how they are wired together to the user’s property.



**Recommended:** Basic Mathematics

### INTRODUCTION TO GREEN ROOFS AND LIVING WALLS

HHT 060

Thurs, 6 - 8 pm, 4/19 - 5/24

Site visits on Saturdays, 10 am - 1 pm,  
4/28 & 5/19  
24 hours, \$250

This course is an introduction into green roof and living wall construction, installation, and maintenance. Topics include green roof benefits and incentives, planting types, waterproofing, roof membranes, drainage, horticulture, and irrigation. Two working site visits to local green roof projects are included.

## INTRODUCTION TO SMALL WIND TURBINE INSTALLATION

ECX 054

Thurs, 6 - 9 pm, 4/19 - 5/24  
Site visits on Saturday, 10 am - 1 pm,  
4/28 & 5/19  
24 Hours, \$250

An in-depth look at a growing energy market, this class teaches the essentials of small wind power generation. Wind speeds, site analysis, power output calculations, permits, turbine types, installation methods and expected costs of a wind system after incentives will be discussed. This training can be applied to meet the education requirement of the NABCEP Small Wind Installer Certification exam.

## SOLAR HOT WATER SYSTEMS WORKSHOP

ECX 109

Mon, Tues, Wed, 6 - 9 pm, 4/30 - 5/9  
Sat, 9 am - 4 pm, 5/5 & 5/12  
30 Hours, \$550

An introductory solar thermal course based on the NABCEP Entry Level Training guidelines. This is a hands-on training course for trades people, engineers, architects, plumbers, and others who are interested in adding to or updating their existing skills for the solar thermal field. Topics covered include in-site and load analysis, safety and codes, system types, orientation, system balance procedures and maintenance.

## SECURITY & LOCKSMITHING

### 8-HOUR PRE-ASSIGNMENT TRAINING COURSE FOR SECURITY GUARDS

SOX 090

Sec A: Sat, 9 am - 5 pm, 1/28  
Sec B: Sat, 9 am - 5 pm, 3/3  
Sec C: Sat, 9 am - 5 pm, 4/21  
8 hours, \$70

This is an 8 hour course required by New York State as the first step in obtaining a security guard registration card from the New

York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course. Call C. Johnston for info @ 718-552-1170

### ELECTRONIC SECURITY SYSTEMS INSTALLER PROGRAM

SOX 095

Mon & Wed, 6 pm - 9:30 pm, 2/29 - 5/14  
70 Hours, \$800  
(2-Payment Installment Plan Available)

This course is designed to train those with no previous knowledge in the industry for entry-level employment in the field of security system installation. The course provides comprehensive teacher led instruction in basic security installer topics and skill sets as well as hands-on experience.

After successful completion of the program, students will be prepared for employment in the security industry as a technician or field installer. Call for detailed brochure 718-552-1169/1170. Prerequisites: High School Diploma, GED or equivalent. Normal color vision is a must. Additional expenses: Students can expect to spend an additional \$100 on textbooks and personal hand tools. This program is endorsed by the Metropolitan Burglar & Fire Alarm Association (MBFAA).

### LOCKSMITH I

SOX 500

Tues, 6 - 9:30 pm, 1/10 - 4/10  
50 hours, \$485  
(2 Installment payment plan)

This course is designed for building maintenance and security personnel and those aspiring to become locksmiths. The course introduces the student to locks, keys and cylinders used in both residential and commercial buildings. Topics include types of locks, keys, doors, and the basic installation of primary locks, handling emergencies, and basic key

making. In addition to tuition, students can expect a onetime purchase of a textbook and some hand tools that may total \$160.

### LOCKSMITH II

SOX 501

Tues, 6 - 9:30 pm, 4/17 - 7/17  
50 hours, \$485  
(2 Installment payment plan)

This is a continuation of Locksmith I. It examines the inner workings of locking devices including the mechanics of disc and pin tumbler cylinders, auxiliary, mortise and high security cylinders such as Medeco, combination locks, and master keying. Instruction will include installing mortise locks and door strikes and closers. Also included will be a review of the legal aspects of the locksmith profession.

**Prerequisite:** Locksmith I or permission of instructor.



## WELDING

Courses offered in cooperation with NYC College of Technology's Construction Technology Department. Welding techniques for those seeking a new career or wishing to upgrade and expand their present skills. Proper work apparel is the responsibility of the student. Welding aprons, gloves, work shoes and goggles or hood are required for all courses. "Safety" items add about \$225 in personal expense to the cost of courses.

### BASIC ELECTRIC ARC WELDING

WLX 520

Mon & Wed, 6 - 9:30 pm, 3/19 - 6/11  
84 hours, \$1,800 (5 payment installment)

Teaches electric arc welding with metal electrodes and carbon arcs. Provides group and individual instruction in sources of electricity for welding, welding circuits, current controls, types of electrodes, AWS classifications. Includes weldments from single weave beads to multiple pass lap joints and weaving filler welds with emphasis on

## WELDING

### — CONTINUED

length of arcs, rates of arc travel, amounts of current and electrode angles. Physical testing of weldments is required. Standard welding symbols, sample weld specimens and technical data sheets supplement instruction.

**Prerequisites:** High school Diploma, GED or relevant experience and permission of the instructor.

### TUNGSTEN INERT GAS (TIG) WELDING

WLX 630

Sec A: Mon & Wed, 6-9 pm, 12/12 – 1/23  
(No class 12/26 & 12/28)

Sec B: Mon & Wed, 6-9 pm, 6/18 – 7/23  
30 hours, \$750

(2 installment payment plan)

Gas Tungsten Arc Welding or Tungsten Inert Gas (TIG) Welding, is a manual welding process that uses a non-consumable electrode made of tungsten, an inert or inert gas mixture and a separate filler material. The course provides group instruction in the types of current, GTAW welding equipment, shielding gases, AWS classification for the types of tungsten used in the industry. Includes weldments on ferrous and non-ferrous metals. Stringer beads in fillet weld and groove weld. This welding process is for those seeking a new career in GTAW. Textbook and safety items required. Prerequisite: HS/GED diploma required WLX 520 relevant experience or permission of the instructor.

### ADVANCED ELECTRIC ARC WELDING

WLX 620

Mon & Wed, 6 - 9:30 pm, 2/6 – 3/12/12  
42 hours, \$900 (3 installment payment plan)

Teaches vertical, horizontal, and overhead position weldments with flat angular and pipe type materials. Emphasizes sound weldments and proper positions to measurements. Students prepare their own weld specimens, such as beveling plates and pipes using special equipment. Helps prepare students for the American Welding Society welding certification examinations.

**Prerequisite:** WIX 520 or permission of instructor.

## MEDICAL & HEALTH

### NYS APPROVED CERTIFIED NURSING ASSISTANT TRAINING PROGRAM **NEW!**

CNA 100

Mon, Tues & Thurs, 6 - 9 pm, 3/19 – 6/19  
Tues evening lab classes end 5/1

(No class on 5/28)

130 hours, \$1,495

30 hours of clinical

study to be conducted in the daytime at a skilled nursing facility in Brooklyn. Dates and times for clinical study are dependent on the nursing facility and are yet to be determined.



Prepare for a career in the healthcare Industry as a Certified Nursing Assistant (CNA). The Certified Nursing Assistant plays an important role in patient care. Students will learn necessary patient care skills including feeding, bathing, grooming, dressing, exercise and movement, as well as answering patient call signals. Our students, in compliance with state requirements, complete 130 hours of study leading to New York State Certification. The course covers anatomy & physiology, nutrition, and infection control. The course will be divided into 100 hours of classroom study and 30 hours of clinical study. This program prepares graduates to sit for the NYS Department of Health Certified Nursing Assistant licensing examination.

**Course Requirements:** HS Diploma or GED

**Please note:** Course tuition does not include the textbook or the cost of the State exam; these additional expenses are approximately \$195.

### PHYSICAL THERAPY AIDE PROGRAM **NEW!**

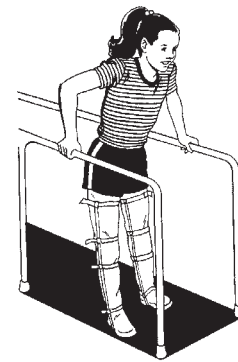
PHT 100

Dates & Times TBA

100 hours, FREE

The Physical Therapy Aide program is offered at no cost to participants and is funded by the CUNY Workforce Development Initiative. Physical Therapy Aides, sometimes called Rehabilitation Aides, are entry level positions that mirror an emerging trend in healthcare delivery where support services are provided under the supervision of licensed Physical Therapists, Occupational Therapists or Rehabilitation professionals. They are employed in private physical therapy practices, chiropractic offices, long term healthcare facilities and hospitals. An aging population with improved survival from heart attacks, strokes and trauma as well as improved survival rates from birth injuries and severe disabilities will create added demand for PT Aides. Career ladder opportunities exist with collegiate study leading to licensure, both on

the associate and baccalaureate levels.



This 100 hour course includes 70 hours of classroom instruction and a 30 hour observational practicum at an affiliated clinical site. Students may be

required to have medical clearance prior to start of practicum.

Students must demonstrate strong reading and math skills and go through an interview process. Please call 718 552-1170 for an application.

### A better way to FIND A JOB IN HEALTHCARE.

Workforce1 offers free services that prepare and connect you with the job and career that's right for you. Find out more at [www.nyc.gov/wf1healthcare](http://www.nyc.gov/wf1healthcare), or visit one of our centers today.

WORKFORCE1 HEALTHCARE CAREER CENTER

30-02 Thomson Ave, Room B-A22,

Long Island City, NY 11101 Telephone: 718 730-7500

Email: [healthcareercenter@lagcc.cuny.edu](mailto:healthcareercenter@lagcc.cuny.edu)

DIAL 311

## MEDICAL & HEALTH

### PHARMACY TECHNICIAN PROGRAM

PHA 090

Sec A: Tues & Thurs, 6 - 9:30 pm,  
2/28 - 6/7

Sec B: Mon & Wed, 6 - 9:30 pm,  
3/26 - 7/2

(No class on 5/28)

150 Hours, \$899 (installment plan available)

100 hrs of classroom instruction plus 50 hrs of home study.

An internship is available with a major pharmacy chain for an additional \$300 plus \$100 for background check and drug testing. The next up and coming profession – over billion



prescriptions filled in the U.S. each year. A pharmacy technician's career path can start at a hospital, retail or nursing home setting. Major chain retailers are doubling the number of stores they are opening, creating an increasing demand for skilled and qualified pharmacy technicians. This course will prepare students to take the Certified Pharmacy Technician (PTCB) exam.

**Prerequisite:** High school diploma or GED. Textbook expense additional.

### DENTAL ASSISTING CERTIFICATE

DAP 100

Fri, 6 - 9 pm & Sat, 9 am - 4 pm, 3/30 - 8/4  
(No class on 4/6, 4/7, 5/25, 5/26)

170 hours, \$1,895 (Additional 100 clinical hours by arrangement)

(4-installment payment plan)

Textbook expense additional.

Dental assisting offers excellent career opportunities for those without a college degree. The demand for trained dental assistants is currently excellent.

The curriculum includes:

- Introduction to Dental Assisting and Ethics
- Dental Terminology
- Oral Anatomy
- Dental Charting

- Infection Control
- Dental Office Management
- Chairside Assisting Lecture, Pre-Clinical, Clinical
- Dental Materials Lecture, Pre-Clinical
- Radiology Lecture, Pre-clinical, Clinical
- Basic Life Support for Health Care Providers

Admission requirements:

- Complete an application for admission.
- All applicants must comply with all required medical proof of compliance in accordance under College regulations.
- All applicants must have an on-site interview.
- The applicant must submit proof of high school graduation, GED, diploma or the equivalent of secondary education completed from country of origin, if educated outside of the United States.

### MEDICAL BILLING AND CODING SPECIALIST AHIMA EXAM TEST PREP

MBC 100

Mon - Thurs, 6 - 9:30 pm, 3/26 - 6/7

(No class on 5/28)

150 hours, \$1,195 (Medisoft Software Used)

Textbook expense additional.

A comprehensive, intensive certificate program designed to provide specialized business skills to those with limited office experience or training seeking to take certifying examinations. This course prepares students for the AHIMA CCA and CCS exams for national certification as a coder.

The Curriculum includes:

- Anatomy and Physiology
- Medical Coding ~ CPT-4
- Medical Coding ~ ICD-9
- Medical Terminology
- Medical Billing (Medisoft Software Used)

A high school diploma or a GED is required. Healthcare work experience preferred. Basic knowledge of Microsoft Word & EXCEL required. Career Services, including résumé development.

Train at Kingsborough Community College to become an...

## EMERGENCY MEDICAL TECHNICIAN

Tues & Thurs, 6:30 - 9:30 pm and  
Sundays, 9:30 am - 5 pm, 2/7 - 6/21  
Tuition \$850 plus \$25

Call 718-368-5050 to reserve a qualifying seat for the next EMT-B Test Prep and Certification Course.

Applicants must be able to read and write English, be at least 18 years of age, and pass a pre-registration screening interview.

Kingsborough Community College, in collaboration with Trans Care EMS Training Institute, a NYS Department of Health certified training center, is pleased to offer an Emergency Medical Technician Basic (EMT-B) course designed for first responders to medical emergencies.

This EMT Certification program prepares you for the New York State Department of Health, Bureau of Emergency Medical Services certification, which is valid for three years. Emergency Medical Technicians (EMTs) are the first members of the health care team to respond to a medical emergency. Save lives tomorrow, through learning today!

Call 718-368-5050



## MEDICAL & HEALTH CONTINUED

### ELECTRONIC HEALTH RECORDS

EHR 100

Mon - Thurs, 6 - 9:30 pm, 6/11 - 6/28

42 hours, \$500

\* If taken with Medical Billing & Coding, tuition for this program is \$300. This reduced tuition also applies to past graduates of our Medical Billing & Coding Program.

Prepare yourself for the revolution in medical billing record keeping!

Course includes:

- Medical Records Management
- Health Information Management
- Health Billing & Coding Concepts
- Medical Billing and Coding Concepts

Introduction to Electronic Health Records:

- Electronic Health Records in the Hospital
- Electronic Health Records in the Physician's Office
- Transition to EHR
- HIPAA, Privacy, Legal Issues, Ethics, and Security
- Quality Assurance
- Exchanging and Sharing Health Information

**Requirements:** High School Diploma or GED, experience as a Medical Biller or successful completion of our Medical Billing & Coding program.

## LANGUAGES

### BEGINNING SPANISH I

SPA 100

Wed, 6 - 8:30 pm, 3/14 - 6/27

40 hours, \$325

An introductory course designed to help you conduct functional conversations in Spanish for business or social situations. Emphasis will be placed on speaking and listening.

### BEGINNING SPANISH II

SPA 200

Tues, 6 - 8:30 pm, 2/21 - 6/5

40 hours, \$325

Continuation of Beginning Spanish One

### INTRODUCTION TO AMERICAN SIGN LANGUAGE I

ASL 200

Sat, 10 am - 12:30 pm, 2/25 - 5/12

30 hours, \$350

This course will provide the students with a basic grasp of American Sign Language vocabulary and grammar and an overview of the deaf community/deaf culture. Students will learn how to have a basic conversation in sign language.



### INTRODUCTION TO AMERICAN SIGN LANGUAGE II

ASL 201

Sat, 10 am - 1 pm, 5/19 - 6/23

(No class on 5/26)

15 hours, \$ 195

Continuation of Part One



## Small Business Development Center @ City Tech

COUNSELING AND ENTREPRENEURIAL WORKSHOPS FOR SMALL BUSINESS.

### CONTINUING PROFESSIONAL EDUCATION THE BROOKLYN SBDC

The Small Business Development Center delivers high quality business counseling and training to New Yorkers who want to start a business or improve the performance of an existing business.

The Brooklyn SBDC is staffed by professionals who provide one-on-one counseling at no cost. Specialized training is also offered on a regular basis.

#### REGISTRATION IS REQUIRED.

For additional information and registration call 718-797-0187 or e-mail: sbdc@citytech.cuny.edu for Brooklyn SBDC workshop

**Market Growth for Contractors** 9 am - 12 noon, Thurs, 2/2

**Legal Structures: Tax Issues for Businesses - NELP Attorney** 6 - 8 pm, Tues, 2/21

**Recordkeeping Tax Exceptions & Tax Deductions for Small Business** 6 - 8 pm, Tues, 2/28

**Legal Clinic - NELP Individual Consultation** 5:30 - 7:30 pm, Tues, 3/13

**Bookkeeping Basics** 9 am - 12 noon, Thurs, 3/29

**Introduction to QuickBooks & Computer Bookkeeping** 9 am - 5 pm, Fri, 3/30

**Procurement: Ready for Your Fair Share** 9 am - 12 noon, Thurs, 4/5

**Commercial Leasing Contracts & Concerns** 6 - 8 pm, Tues, 4/10

**Legal Clinic - NELP Individual Consultation** 5:30 - 7:30 pm, Tues, 5/1

**Copyright & Trademark Differences and Filing Requirements** 6 - 8 pm, Tues, 6/12

For details, visit: [brooklyn.nyssbdc.org](http://brooklyn.nyssbdc.org) Español - [www.olenegocios.org](http://www.olenegocios.org)

The NYS SBDC is funded in part through a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Roxanna Astorga at (718) 797 0187.

## PERSONAL & PROFESSIONAL ENRICHMENT

### LEARN SALSA, BACHATA & MERENGUE

WITH NILDA BORRERO

PER 031

Sec A: Sat, 10 am - 12 noon, 2/4 - 3/3

Sec A: Sat, 10 am - 12 noon, 3/24 - 4/21

10 hours, \$135 per couple

These very popular New York City Latin dance styles will be taught in five two-hour sessions. Have fun learning the latest moves with Ms. Borrero, a seasoned dance professional in New York styles. Bring your own partner.



### ENTREPRENEURSHIP

BSX 008

Sat, 12 noon - 2:30 pm, 3/17

2.5 hours, \$70

From this lively and informative seminar, you will learn behind the scenes practical information on how to start a successful home-based second-income business which can then become full time. With little money down, you will learn how to decide on a business or product to sell with minimal problems. You will also learn how to avoid making major financial mistakes.

### BUYING A DIGITAL CAMERA

DPX 100

Sat, 9 am - 12 noon, 3/24

3 hours, \$60

There is a whole new language invented by the digital camera. Buyers beware! Salesmen and advertisements blatantly twist all this new data in a way that confuses and very often deceives the consumer. Megapixels, Optical vs. digital zoom, raw files, ISO, image stabilization, compact, SLR-like cameras vs. SLRs! This class will demystify all these terms, and make you a sophisticated consumer. Know what you need and why. Learn the booby traps; if it looks too good to be true, there is usually something very wrong that you are not being told. Don't have buyers' remorse. Get the right camera for your budget.

### PERSONAL FINANCE FOR STRESSED-OUT ADULTS

BSX 096

Tues & Thurs, 6 - 8:30 pm, 2/28 - 3/15

15 hours, \$150

This is a course for adults with growing personal financial responsibilities and incomes that seem to provide less and less cash for bill paying and discretionary spending. Learn how to make informed decisions about managing your resources for better results. Gain a better understanding of bank products, credit reports, the role of retirement savings and investments,

insurance, auto financing, co-signing educational loans, and more.

### SOCIAL NETWORKING HANDS-ON LAB

PER 094

Sec A: Wed & Thurs, 6 - 8 pm, 3/7 - 3/15

Sec B: Wed & Thurs, 6 - 8 pm, 5/30 - 6/7

8 hours, \$95

The next evolution of our popular "Introduction to Social Networking" seminars! Students will not only learn about the different social networking services that are available, but how to set-up a service for themselves! This four-day course will begin with an introductory lecture and

twitter



LinkedIn

will continue in an interactive computer laboratory, where students will be assigned dynamic tasks and can pose any questions that they might have. Students should expect to be up and running within their own network by the conclusion of the class, in addition to being able to safeguard themselves from the security threats of the internet. Some less-common, but useful applications of the services will also be discussed.

ARE  
YOU  
A  
VETERAN



The Continuing Studies Center at City Tech offers selected

**FREE COURSES**

for veterans of Iraq and Afghanistan.

For more information contact

Charles Johnston @ 718-552-1170

## HOUSE & HOME

### LUNCH WITH LARRY UBELL

HHT 110

Sec A: Sat, 9 am - 2 pm, 4/21

Sec B: Sat, 9 am - 2 pm, 5/5

5 hours, \$65 per session (*Lunch included*)

Larry Ubell, WNYC's "Guru of How-To" and Chief Inspector of Accurate Building Inspectors knows houses inside and out. Take a guided tour of houses as an Inspector sees them, with all their flaws and secrets. Larry points out trouble spots and tell-tale signs of building distress. From slanted floors and mysterious odors to suspicious cracks and leaking windows, you'll learn what to look for, how to fix it, and what to never try yourself. Bring a digital "problem" photo from your house (on a flash drive) and go home with some food for thought; then keep the conversation going over lunch – with Larry.

### KITCHEN AND BATH DESIGN

HHT 108

Mon, 6 - 9 pm, 4/23 & 4/30

6 hours, \$120 (includes materials)

With kitchens and baths, every inch counts. Bring a photo, a floor plan, and a dream. Learn to make a scaled drawing, select cabinets and fixtures, design a tiled wall and create a budget that fits your needs. By the end of the class, students will have a working plan for a kitchen or bath.

### HANDS-ON HOME REPAIR WORKSHOPS

HHT 078

\$55 for each workshop

These hands-on workshops teach you how to make basic home repairs. We'll show you how to fix a toilet, patch and plaster a wall, change a light fixture, install a lock, unclog a trap, spackle a wall and become your own favorite handyman.

### HOMEOWNER'S BASIC TOOL KIT

Sec A: Wed, 6 - 9 pm, 3/14

Cut a board, level a shelf; install an anchor bolt in a hollow wall. This class will stock

your toolkit with the most useful tools and give you hands-on tips for using them. Discover your inner handyman and save on basic repairs.

### HOMEOWNER'S GUIDE TO BASIC PLUMBING

Sec B: Wed, 6 - 9 pm, 3/21



Basic plumbing: how to fix a toilet or unclog a drain. Save on costly repairs that you can do yourself.

### LOCK INSTALLATION

Sec C: Wed, 6 - 9 pm, 3/28

Having a security complex? Install a deadbolt or mortise lock, update existing locks, and replace door knobs.

### PLASTER AND SHEETROCK REPAIR

Sec D: Wed, 6 - 9 pm, 4/4

Repair a crack, frame and tape, patch plaster, fill a deep hole or a nail hole. You can do it!

### EVERYDAY ELECTRICITY YOU CAN DO YOURSELF

Sec E: Wed, 6 - 9 pm, 4/11

How to replace a fuse, change an outlet, install a fixture, test for power and splice a wire.

### INSTALLING CERAMIC TILE FOR FLOORS

Sec F: Wed, 6 - 9 pm, 4/18

How to create a level surface, select floor tile, lay out a pattern and install like a pro.

### TILING A BACKSPASH OR BATHROOM WALL

Sec G: Wed, 6 - 9 pm, 4/25

How to layout, install and grout a kitchen backsplash or bathroom wall.

### PAINT LIKE A PRO

Sec H: Wed, 6 - 9 pm, 5/2

A great paint job is method, not madness. This course teaches you how to prep the space, select the right tools, and apply paint like a professional. Please wear old clothes.

## NEW & IMPROVED TRAINING PROGRAMS

Certified Nurse Aide Training Program

Physical Therapy Aide Program

The Laws of Conversation: A Guide to Effective Communication

Fundamentals of Pest Control Technology

Cooking Essentials

Environmental Hazardous Materials Technician

Certificate Program

Tungsten Inert Gas (TIG) Welding

Introduction to InDesign

Social Networking Hands-On Lab

Introduction to Smart Phones, Tablets & Mobile Computing

Introduction to Linux Operating Systems

## FREE COMMUNITY PROGRAMS

### Registration Required for all Free Programs

#### INTRODUCTION TO LINUX OPERATING SYSTEMS

LIX 101  
Mon & Wed, 6 - 8 pm, 2/13 - 4/9  
(No class on 2/20)  
32 hours, FREE

The course is designed for beginners in Linux as users or system administrators. It covers essential learning skills for Linux. The core elements of the course will focus on the major Linux features and its structural overview. Examination of file structures, utilities, shell programming, permissions and system administration as a whole will be explored.

**Prerequisites:** User-level experience with any computer operating system or prior command-line experience is helpful but not required.

## BUSINESS & INDUSTRY TRAINING CENTER

Over 25 years of experience in developing customized degree and credit certificate programs, non-credit training programs and more.

For additional information on customized training, contact Yelena Melikian, Director @ 718.552.1151 or email: [ymelikian@citytech.cuny.edu](mailto:ymelikian@citytech.cuny.edu)

#### THE LAWS OF CONVERSATION: A GUIDE TO EFFECTIVE COMMUNICATION

PER 015  
Wed, 6 - 9 pm, 2/8  
3 Hours, FREE

This workshop is designed to assist people so that they can manage conflict more effectively. Various tools will be used to facilitate effective conversations, useful confrontation, successful collaboration and productive conciliation.



#### CREATING YOUR RÉSUMÉ, MARKETING YOURSELF

CDX 108  
Sec A: Tues, 6 - 8 pm, 2/7  
Sec B: Thurs, 6 - 8 pm, 3/8  
2 hours, FREE  
Private individual 45 minute session, \$40 arranged by appointment

Searching for employment is a full time job, one that requires appropriate tools. For job seekers, a résumé is a personal advertisement. A strong résumé may net an interview and a weak résumé often ends up in the "circular file." This workshop will provide guidance about developing a résumé that presents you in the best light. It will talk about résumé styles, objectives, personal profiles and content that may give you a competitive edge. Attendees must bring a résumé. The presenter is co-author of **Job Hunting Made Easy**, a Learning Express/Random House publication (1997).

#### PHYSICAL THERAPY AIDE PROGRAM

PHT 100  
Days & Times TBA  
100 hours, FREE

The Physical Therapy Aide program is offered at no cost to participants and is funded by the CUNY Workforce Development Initiative. Physical Therapy

Aides, sometimes called Rehabilitation Aides, are entry level positions that mirror an emerging trend in healthcare delivery where support services are provided under the supervision of licensed Physical Therapists, Occupational Therapists or Rehabilitation professionals. They are employed in private physical therapy practices, chiropractic offices, long term healthcare facilities and hospitals. An aging population with improved survival from heart attacks, strokes and trauma as well as improved survival rates from birth injuries and severe disabilities will create added demand for PT Aides. Career ladder opportunities exist with collegiate study leading to licensure, both on the associate and baccalaureate levels.

This 100 hour course includes 70 hours of classroom instruction and a 30 hour observational practicum at an affiliated clinical site. Students may be required to have medical clearance prior to start of practicum. Students must demonstrate strong reading and math skills and go through an interview process. Please call 718 552-1170 for an application.

#### INTRO TO SMART PHONES, TABLETS, AND MOBILE COMPUTING

PER 014  
Thurs, 6 - 8 pm, 4/12  
2 hours, FREE

Baffled by all of this talk about "smart phones, iPhones, Androids, and the like?" Learn what these devices are and how they can be used on both a personal and professional level. This two-hour seminar will review the models that are available, the innovations of their hardware, and the software applications that are available. Feel free to attend with a technical question in mind!



## GENERAL INFORMATION

### TUITION AND FEES

You must pay the tuition in full, plus a \$20 nonrefundable registration fee (for classes \$76 or more) before you are admitted to class. Checks and money orders are to be made payable to New York City College of Technology. There will be a charge of \$15 for returned checks. No cash accepted. The Continuing Studies Center accepts duly authorized vouchers from public agencies, unions and private organizations. Tuition for training to meet a job requirement is often an allowable income tax deduction. MasterCard and Visa are accepted.

### REGISTRATION

The registration deadline is one week prior to the beginning date of the course. You may use the registration coupon on the last page of this bulletin.

### ADMISSION

Course admission notices are mailed when the required minimum enrollment is achieved and tuition and fees have been paid.

### COURSE CANCELLATION

The Center reserves the right to cancel any course or modify the schedule. This can also include cancellation at the first class meeting. In the event of such a cancellation, you will receive a full refund of all tuition and fees.

### AUTHORIZED INSTALLMENT PAYMENT PLANS

Several courses/programs have been identified as eligible for the tuition installment plan. All payments on authorized installment plans must be made by money order or credit card only.

### DELINQUENT INSTALLMENT PAYMENTS

The Center reserves the right to withhold the privileges of class attendance, use of facilities and services and access to records of students delinquent with installment payments.

### WITHDRAWAL AND REFUNDS

Tuition refunds are issued to fully paid students under the following conditions:

100% refunded when a written withdrawal notice is received prior to first class meeting

80% refunded if a written notice is received before the second class meeting

No refunds are given after the 2nd class.

Refund policy is based on the total course tuition, regardless of initial payment. All registration fees are non-refundable.

If you give a withdrawal notice by telephone or otherwise withdraw without written notification, you will not receive a refund.

### CLASS MEETINGS & ATTENDANCE

Unless you are notified otherwise, all courses will start according to the schedules listed in the bulletin. An instructional hour is 50 minutes in the Continuing Studies Center, except when specifically noted in the course description. Successful completion requires 80% attendance (with the exception of NY State pre-licensing courses) and an overall passing grade or mark.

### DISCOUNTS

Senior citizens 65 years and older, full-time New York City College of Technology faculty/staff, City Tech alumni and current full-time NYCCT students are eligible for a 15% tuition discount on a space available basis.

### CERTIFICATES

Certificates for successful course completion are issued on request to all eligible students.

### LETTERS OF ATTENDANCE

To obtain a letter confirming attendance or to request a replacement certificate, write to: (There is a \$7 fee for this service)

### ISSUES & CONCERNS

We are continuing to improve communication with our students. All concerns about the quality of our programs can be directed to Charles Johnston @ cjohnston@citytech.cuny.edu

### CONTINUING STUDIES CENTER

NYC College of Technology  
300 Jay St., H-4th floor, Brooklyn, NY 11201  
Attn: CSC Certificate Coordinator

### CELL PHONES

Students carrying cellular phones and/or beepers must turn them off before entering class. Students must also refrain from leaving the classroom during the class session for telephone conversations.

### FINANCIAL ASSISTANCE

Except for installment payments permitted for some programs, no college based financial aid is available through the Continuing Studies Center. The Center accepts duly authorized vouchers and purchase orders from public agencies, unions, and private organizations. Several programs are approved for Veterans' benefits. Unemployed workers who meet Federal, State, and City income guidelines may be eligible for Workforce Investment Act assistance. To check for eligibility, contact one of the One-Stop Workforce 1 Career Centers listed below:

Brooklyn One-Stop: (718) 246-5219

Queens One-Stop: (718) 557-6755

Lower Manhattan One-Stop: (212) 442-1355

Upper Manhattan One-Stop: (917) 493-7000

Bronx One-Stop: (718) 960-7099

Staten Island One-Stop: (718) 556-9155

### PHYSICAL ACTIVITIES

Students who enroll in courses involving physical activities do so with the understanding that New York City College of Technology is absolved from responsibility and/or liability for personal injury and loss or damage to personal property.

### STATEMENT OF NONDISCRIMINATION

New York City College of Technology is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender status, marital status, disability, genetic predisposition or carrier status, alienage or citizenship, military or veteran status, or status as victim of domestic violence in its student admissions, employment, access to programs, and administration of educational policies.

Gilen Chan is the College's affirmative action officer and coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Ms. Chan also is the College coordinator for the Americans with Disabilities Act and Section 504, which prohibits discrimination on the basis of disability. Her office is located in Namm 325.

## INDEX

A+ Certification Test Prep	8	8-hour Pre-Assignment Training Courses		Laws of Conversation, a Guide to Effective	
Academy for Occupational Health		for Security Guards	13	Communication	19
& Construction	12	Electrical Maintenance, Basic	11	Linux Operating Systems, Intro	19
Administrative Assistant/Secretarial		Electric Arc Welding	13	Lock Installation	18
Training	7	Electricity, Fundamentals of	11	Locksmith I & II	13
American Sign Language	16	Electronic Health Records	16	Lunch with Larry Ubell	18
Arc Welding, Electric	13	Electronic Security Systems Installation	13	Medical Coding & Billing Specialist	15
AutoCAD, Intro	6,7	Emergency Action Plan Director Course	9	Microsoft Word – Beginning & Advanced	6
Basics of Blogging	7	Emergency Medical Technician (EMT)	15	Network Technologies	8
Basic Computer Office Secretarial		Entrepreneurship	17	Notary Public Examination Prep	9
Applications	7	Environmental Hazardous Materials		Nursing Assistant Training Program	14
Basic Electrical Maintenance	11	Technician	10	Occupational Health & Construction Safety	12
Basic Plumbing, Homeowner’s Guide	11	Essentials of Bookkeeping	8	Office Skills	7,8
Blueprint Reading	12	Everyday Electricity	18	Oil Burners, #2 and #6	11
Boiler Operations & Maintenance	11	Excel (Microsoft)	6	Online Courses	5
Bookkeeping, Essentials of	8	Filmmaking (Production Assistant)	4	Payment, Tuition	20
Buying a Digital Camera	17	Film, Production	4	Paint like a Pro	18
Building Maintenance	12	Fire Alarm Supervisor (Interior)	9	Personal Finance for Stressed Out Adults	17
Business Development, Small	16	Fire Drill Conductor	9	Pest Control Technology	9
Business & Industry Training Center	19	Fire Guard	9	Pharmacy Technician Program	15
Business Math for the Modern Office	7	Fire Safety Director Program	8	Plaster & Sheetrock Repair	18
Business Writing with Computers	7	Fire Safety Director Continuing Ed	9	Plumbing Repairs in Housing	11
Career Training	19	Fire Safety Coordinator	9	Photoshop	7
Ceramic Tile Installation	18	Food Protection Certificate Prep	9	Physical Therapy Aide Program	14
Certified Nursing Assistant Training		Foreclosures	4	PowerPoint (Microsoft)	6
Program (NYS Approved)	14	Free Community Programs	19	Real Estate Deals in Difficult Times	4
Child Abuse Identification	5	Fundamentals of Electricity I & II	11	Real Estate, Foreclosures	4
Childcare Certificate Program	5	Fundamentals of Pest Control	9	Real Estate Investing	4,5
Computer Programs:		General Information	20	Refrigeration Mechanics	11
(Microsoft: Word,		Green Roofs and Living Walls	12	Refrigerating System Operating	
Excel, PowerPoint, Windows 7)	6	Hands-On Home Repair Workshops	18	Engineer I & II	10
Computer Basics	6	Homeowner’s Basic Toolkit	18	Refrigerant Recovery Prep & Exam	10
Computerized Accounting	8	HVAC Electrical Controls	11	Refunds & Withdrawals	20
Computers for Seniors I & II	6	Interior Fire Alarm Supervisor	9	Registration Form	23
Construction Education & Safety	12	Introduction to InDesign	7	Registration Information	3
Cooking Essentials	9	Introduction to Linux Operating Systems	8	Residential Renewable Alternative Energy	12
Creating Your Résumé	19	Intro to Small Wind Turbine Installation	13	Résumé	19
Dancing—Salsa, Bachata & Merengue	17	Intro to Smart Phones, Tablets		Salsa, Bachata & Merengue	17
Dental Assistant Certificate	15	& Mobile Computing	19	School Violence	5
Digital Camera, Buying a	17	Investing—Real Estate	4	Social Networking Hands-On Lab	17
Directions: Map, Subway	22	IRS Tax Preparation	7	Solar Hot Water Systems Workshop	13
Driving Information	22	Issues & Concerns	20	Spanish I & II	16
Driver Instructor Education	10	Keyboarding (Computers)	6	Teaching Assistant/Childcare Certificate	5
Dual Fuel Burners & Steam and Hot Water		Kitchen and Bath Design	18	Tungsten Inert Gas (TIG) Welding	14
Hydronic Boilers & Systems	11	Languages	16		

# GETTING TO NYC COLLEGE OF TECHNOLOGY

## CAR

**FROM BROOKLYN** Take the Belt Parkway to the Brooklyn-Queens Expressway and get off at the Atlantic Avenue exit. Turn right on Atlantic, continue for five blocks to Smith Street. Make a left onto Smith, continue across Fulton where Smith becomes Jay.

**FROM MANHATTAN AND THE BRONX** Take the FDR Drive to the Brooklyn Bridge. Stay to the left and exit the bridge, turning left onto Tillary. Turn right onto Jay at the first light.

**FROM QUEENS** Take the Long Island Expressway West to the BQE. Follow the signs to downtown Brooklyn. Exit at Tillary and stay in the center lane past the Flatbush Avenue Extension, move left at Jay Street.

**FROM STATEN ISLAND** Cross the Verrazano Bridge to the Brooklyn-Queens Expressway and follow directions for Brooklyn.

## TRAIN

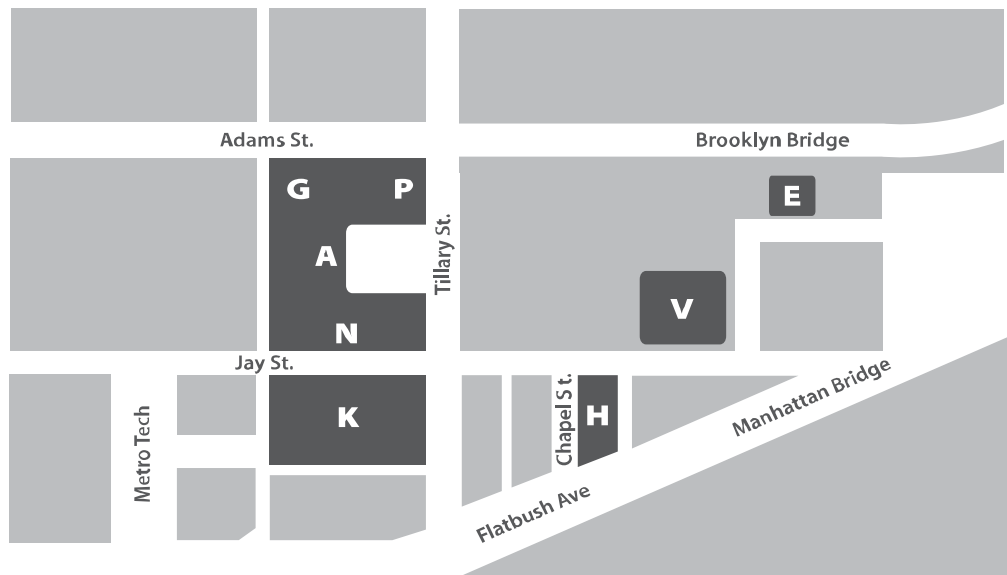
Take any Long Island Railroad line to Atlantic Avenue, Brooklyn. Change to the Manhattan-bound IRT 2 or 3 and get off three stops later at Borough Hall.

(1) Park Edison (Monday-Friday) 718-596-4999	Enter before 4pm; 1/2 hour, \$6 2 hours \$10, up to closing \$12 Enter after 4pm \$8 Additional \$3 charged for large Vans and SUVs	203 Jay Street
(2) Flatbridge Parking Corp. (Monday-Friday) 718-403-0449	2 hours, \$9; up to 12 hours, \$12 over 12 hours, \$16; 24 hours, \$18	215 Jay Street or 120 Concord St.
(3) Heights Parking Corp. 718-643-6440	1 hour, \$6; up to 12 hours, \$10	66 Adams & Sands Streets
(4) Central Parking (Marriot Hotel) 718-222-1032	1/2 hour \$10, 1 hour \$12 up to 2 hours \$16, up to 12 hours, \$18 After 6pm, \$15 Maximum to 24 hours, \$24	350 Jay Street

## PRICES SUBJECT TO CHANGE

### CAMPUS GUIDE & MAP - DOWNTOWN BROOKLYN

- A** Atrium  
300 Jay Street
- E** Environmental  
172 Pearl Street
- H** Howard Building  
25 Chapel Street
- G** General  
55 Johnson Street
- K** Klitgord  
285 Jay Street
- N** Namm  
300 Jay Street
- P** Pearl  
300 Jay Street
- V** Voorhees Hall  
186 Jay Street



**Bus:** B26 • B37 • B41 • B51 • B52 • B54 • B61 • B75

**Subway:** A,C,F - Jay St/Borough Hall • 2,3,4,5 - Borough Hall • M,N,R - Court Street

# REGISTRATION FORM

## CONTACT INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_ Apt# \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Tel# day \_\_\_\_\_ Tel# evening \_\_\_\_\_  
email address \_\_\_\_\_

## SELECTED COURSES

Course Name \_\_\_\_\_  
Course # \_\_\_\_\_ Sec \_\_\_\_\_ Start Date \_\_\_\_\_ Tuition \_\_\_\_\_  
Course Name \_\_\_\_\_  
Course # \_\_\_\_\_ Sec \_\_\_\_\_ Start Date \_\_\_\_\_ Tuition \_\_\_\_\_  
Course Name \_\_\_\_\_  
Course # \_\_\_\_\_ Sec \_\_\_\_\_ Start Date \_\_\_\_\_ Tuition \_\_\_\_\_  
Tuition: \_\_\_\_\_  
Nonrefundable Registration Fee: **+\$20** \_\_\_\_\_  
Total Due: \_\_\_\_\_

## PAYMENT INFORMATION

Money Order or Check # \_\_\_\_\_  
 Employer Voucher/Letter  
 Master Card  Visa  
Credit Card # \_\_\_\_\_  
Holder's Name \_\_\_\_\_ Exp Date \_\_\_\_\_  
Authorizing Signature \_\_\_\_\_

NYC College of Technology  
Continuing Studies Center  
300 Jay St., Howard Building, 4th Floor  
Brooklyn, NY 11201

## FOR OFFICIAL USE ONLY

Admin Letter Issued      CSC Staff Initial \_\_\_\_\_



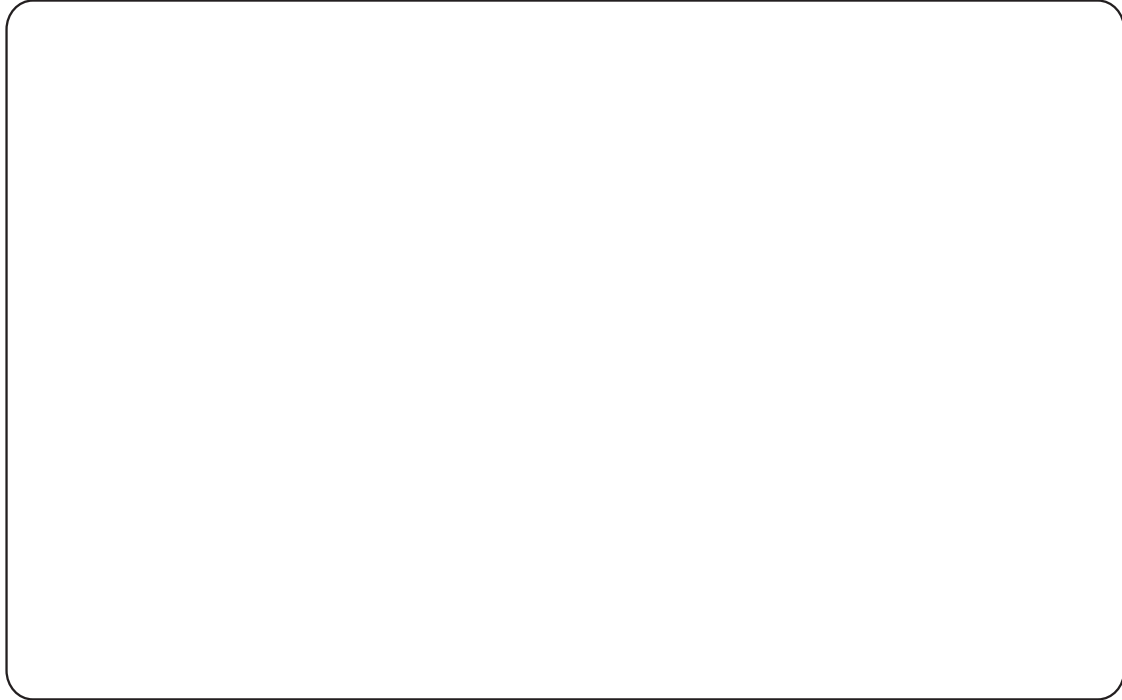
## Division of Continuing Education

New York City College of Technology  
The City University of New York  
300 Jay Street. Brooklyn, NY 11201

**CITY TECH IS NY**

NON PROFIT  
US POSTAGE

**PAID**  
NYCCT



CERTIFIED NURSING ASSISTANT TRAINING PROGRAM (*NYS Approved*)

SOCIAL NETWORKING HANDS-ON LAB

COOKING ESSENTIALS

CHILD CARE

COMPUTER STUDIES

INFORMATION TECHNOLOGY

CERTIFICATION, PRE-LICENSING & TEST PREP

BUILDING OPERATIONS

RENEWABLE ENERGY

SECURITY & LOCKSMITHING

OCCUPATIONAL HEALTH & CONSTRUCTION SAFETY

WELDING

SMALL BUSINESS

MEDICAL & HEALTH

ONLINE

PERSONAL ENRICHMENT

HOUSE AND HOME

...and more