

FALL 2009

Continuing Studies Center

Division of Continuing Education

New York City College of Technology

City University of New York

WELCOME

Dear Student,

The Division of Continuing Education at New York City College of Technology invites you to participate in our wide array of Fall programs. Whether you wish to enter the job market for the first time, to upgrade your skills for advancement at work, or to completely change your career in these difficult times, the Continuing Studies Center at City Tech offers quality, affordable courses for busy adults. You can quick start a new career as a dental assistant, driver instructor, assistant teacher, production assistant in filmmaking or pharmacy technician. Prepare for the NYC Fire Department's tests for Refrigerating Systems Operating Engineer license, Fire Safety Director Certificate of Fitness or qualify as an Emergency Action Plan Director. Learn electrical maintenance or basic plumbing. Hone your computer skills, create a web site or prepare for a career in Medical Billing and Coding. Learn project management, welding, real estate sales, or how to buy foreclosed properties. Selling your home? Learn how to stage it for maximum sale price. The array of possibilities at City Tech runs the gamut from A to Z.

Successful graduates of our Dental Assisting Program can obtain internships at a Brooklyn Hospital, while those graduating from our Pharmacy Technician Program can take a test for National Certification. Take the NYS Notary Exam Prep class, Child Abuse Identification and Reporting or School Violence Prevention and Intervention. Come to class and learn to chat in Spanish or learn American Sign Language.

Join us in new hands-on classes to learn the basics of home repair and become your own handyman. Explore classes in sustainability and find out how to "green" your home or construction practice. Explore our Green programs such as: Solar Heating and Domestic Hot Water, Photovoltaic Installation, Green Roof/Living Walls, Building Analyst Training, and Urban Wind Turbines.

Financial literacy seminars will help you gain confidence in managing fiscal resources in these challenging times. Whether you're out of work or just want to strengthen your job hunting skills, an experienced career counselor will teach you successful networking skills to use in your next job search.

Become part of the City Tech community. To learn more about our programs call 718-552-1170, or check the website: www.citytech.cuny.edu/academics/continuinged

Cordially,

Carol Sonnenblick, Ed. D.
Dean, Division of Continuing Education

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Office Assistant

Cynthia Sano

Office Assistant

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TUITION

Most courses require you to pay the full tuition, plus a \$20 non-refundable 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.



Only MasterCard and Visa are accepted.

WAYS TO REGISTER

By mail: Complete form on inside of back cover, then clip and mail the coupon with full your 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 the Center at 718.552.1170



ARE YOU A STUDENT WITH A DISABILITY?

Enrolled in a continuing education course or certificate program? Looking for a job?

If you are a registered CUNY student with a disability, you may be eligible to receive tuition assistance, free textbooks, job placement assistance, career counseling and more!

For more information contact: Abigail Nelson
CUNY LEADS Counselor for Continuing Education
Phone: (212) 652-2053 Fax: (646) 344-7319
Email: Abigail.nelson@mail.cuny.edu

Brooklyn Young Filmmakers Classes



“Make Your Own Low Budget 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, 9/30, 10/7, 14, 21, 28

15 hours, \$90

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.

GETTING STARTED IN FILM: Intro to Production Assistant — *Pre-Production*

FLM 200

Wednesdays, 6-9 pm, 11/4 thru 11/25, 12/2 thru 1/16

21 hours, \$120

A primer on how to make a low budget film and the basics of getting started as a production assistant. 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, 1/6, 13, 20 (plus-out-of-class assignments) & Weekend Shoot

30 hours, \$120

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 classes@wearebyfc.org

ONLINE PROGRAMS

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

For Career Programs in Healthcare, Business, and IT — visit: www.gatlineducation.com/citytech.cuny

Real Estate Courses — visit: CareerWebschool or call (888) 553-1267

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!

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

ONLINE PROGRAMS

CUNY's Online Baccalaureate

The degree you need for the life you want

- Complete your degree online, majoring in Business or Communication and Culture •
- Affordable and open to students who have earned at least 30 credits from an accredited college or university •

Contact: www.cuny.edu/online or 212 652-CUNY (2869)

The City University of New York/CUNY School of Professional Studies
ONLINE BACCALAUREATE

CONTINUING EDUCATION FOR PROFESSIONALS

Real Estate Salesperson Courses

REAL ESTATE SALESPERSON QUALIFYING COURSE

REX 105
Tues, Wed & Thurs, 6-9 pm, 10/6 – 12/3
75 hours, \$350

This salesperson license-qualifying course has been approved by the State of New York. It meets for a total of 75 hours of required lecture time with extra time for review and final exam.

Attendance Requirement: The State of New York mandates that students must attend at least 67.5 hours of classroom instruction. Students who are absent more than 7.5 hours may not receive a certificate.

Upon satisfactory completion of this course, NYCCT will officially certify and seal appropriate documents required to take the State licensing exam. This course is a prerequisite for the Real Estate Broker Qualifying Course. Additional textbook expense is approximately \$70.

HOME STAGING FOR REAL ESTATE PROFESSIONALS

HHT 081
Wed, 6:30 - 9:30 p.m. 2/10/10
3 Hours, \$40

Home Staging is a proven and time-tested method to help you market and sell your client's home. In today's economy, realtors can rise above the competition and get their listings sold. Making simple changes, removing clutter and depersonalizing the home allows the potential buyer to visualize the space and imagine living there. Invest in your future and prepare to become an Accredited Staging Professional.

Continuing Education Credits are available to Realtors.



To become a licensed real estate salesperson, you must complete an approved pre-license qualifying course and pass the New York State Salesperson's Exam. To become a licensed broker, you must first have a salesperson's license, then take an approved broker's qualifying course, and pass the NY State Broker Exam.

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YOU CAN INVEST IN REAL ESTATE NOW!

REX 014
Thurs, 6 – 8 PM, 9/10 – 10/22
12 Hours, \$160

This course can help you whether you want to get the \$8,000 tax credit for buying your first home, want to buy a commercial building, or anything in between. It can aid you to decide if you're ready to invest and, if not, what you need to do if you want to get ready. Course discussion will include: matters of net worth, resources and risk, simplifying and understanding the necessary math, finding and choosing a property, knowing what it's worth, offering and closing on property, appraisal, financing and cash flow. Also considered will be how you can own and manage property and do well in any economy.

HOME STAGING FOR HOMEOWNERS

HHT 080
Wednesday, 6-9 p.m. 2/3/10
3 Hours, \$40

Home staging uses professional design techniques to increase a home's appeal to its potential buyers. This lecture/lab gives hands on instruction. Have a property you want to sell? Could it use some quick design tips? Bring a picture and leave with practical, affordable ways to increase sales. Rise above the competition and get your listings sold.

**TEACHING ASSISTANT/
CHILD CARE CERTIFICATE PROGRAM**

TAP 100
Tues 6-9 pm & Sat 10 am - 2 pm, 9/29-1/19/10
149 hours, \$660
(2-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-three hours of classroom instruction and a sixty-hour supervised observational practicum in a childcare or educational organization. Classroom instruction now 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.

Instruction in the following areas is included:

- Child Abuse ID
- Special Needs
- CPR/AED
- Safety, Health and Nutrition
- Child Growth and Development
- Classroom Behavior Management
- Lesson Planning
- Cultural Awareness
- Communicating with Parents, Infant and Child
- Day Care and Family Day Care Operations
- Supporting Social and Emotional Development
- School Violence Prevention & Intervention
- NYSATAS Review



Additional Expenses: *Students may have to purchase up to \$45 in books and supplies. Some internships will require a security check processing fee of \$95. There is limited space available in this popular program. Enroll early!*

Prerequisites: *High School Diploma or a GED. For other credentials, see the coordinator.*

**CHILD ABUSE IDENTIFICATION
& REPORTING SEMINAR**

HSX 090
Sec A: Thurs, 1:30 pm - 3:30 pm, 9/24
Sec B: Thurs, 1:30 pm - 3:30 pm, 10/22
Sec C: Thurs, 1:30 pm - 3:30 pm, 12/3
2 hours, \$50

This seminar fulfills the NY State requirement for chiropractors, physicians, dental hygienists, dentists, optometrists, podiatrists, registered nurses, psychologists, school administrators 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, the seminar covers physical and behavioral indicators of maltreatment, physical or sexual abuse; behavioral and environmental characteristics of abusive parents/caretakers; and identification of responsibility for reporting and how to do it. Participants will receive the required New York State Certificate of Completion.

**SCHOOL VIOLENCE PREVENTION &
INTERVENTION SEMINAR**

HSX 091
Sec A: Thurs, 4:00 pm – 6:00 pm, 9/24
Sec B: Thurs, 4:00 pm – 6:00 pm, 10/22
Sec C: Thurs, 4:00 pm – 6:00 pm, 12/3
2 hours, \$50

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.

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 a 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

email us at: cjohnston@citytech.cuny.edu

Course Recommendations For Beginners:

1. To learn what computers are and what you can do with them, we suggest that you take the **Computer Basics** course.
2. In order to learn to do almost anything on the computer you must know how to use the computer keyboard and the mouse. This is why we urge you to take a **Keyboarding** course next.
3. After taking Keyboarding most people enroll in a word processing course such as **Microsoft Word**. Some enroll in a spreadsheet course, such as **Microsoft Excel**. Others join our certificate programs and learn the programs that comprise the **Microsoft Office Suite: Word, Excel, and PowerPoint**.

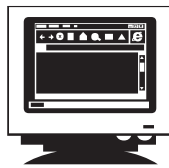
COMPUTER BASICS

DPX 109

Sec A: Sat, 9 am-3 pm, 9/12

Sec B: Sat, 9 am-3 pm, 11/21

6 hours, \$110



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

KEYBOARDING

DPX 095

Sat, 9 am - 12 noon, 9/26-10/24

15 hours, \$155

This course teaches the basic skills, including alphanumeric 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.

COMPUTERS FOR SENIORS I

DPX 080

Sec A: Tue & Thurs, 1-4 pm, 9/15-9/29

Sec B: Tue & Thurs, 1-4 pm, 11/3-11/17

15 hours, \$135 (\$225* 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 e-mails 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.

COMPUTERS FOR SENIORS II

DPX 081

Sec A: Tue & Thurs, 1-4 pm, 10/6-10/20

Sec B: Tue & Thurs, 1-4 pm, 11/24-12/8

15 hours, \$135 (\$225* for Parts I & II)

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

master **Microsoft** Windows & Office

Take any of the following four courses (Word, EXCEL, Windows, PowerPoint) at \$155 a course or take four courses for \$500!

WINDOWS XP

DPX 110

Sat, 9 am – 12 noon, 10/31-12/5 (No class 11/28)

15 hours, \$155

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, manage files and directories using Windows.

MICROSOFT WORD – Beginning

DPX 301

Sat, 12-3 pm, 10/31-12/5 (No class 11/28)

15 hours, \$155

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, 12-3 pm, 12/12-1/23/10 (No Class 12/26, 1/2/10)

15 hours, \$155

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.

Prerequisite: Microsoft Word–Beginning.

Textbook Required: (Same text as Word–Beginning course)

EXCEL

DPX 300

Sat, 9 am – 12 noon, 12/12-1/23/10 (No Class 12/26, 1/2/10)

15 hours, \$155

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

Sat, 9 am – 12 noon, 1/30-2/27/10

15 hours, \$155

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, 6-9 pm, 10/2 – 1/22/10
 (No classes on 11/27, 12/25 and 1/1/10)
 42 hours, \$415

In this hands-on course, participants learn the fundamentals of AutoCAD 2009 and to 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, 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.

Prerequisite: Proficiency in Windows

WEB DESIGN USING ADOBE PHOTOSHOP

ITX 100
 Sat, 1-4 pm, 10/17-11/14
 15 hours, \$295

This course teaches you how to design and construct your own Web site using the most popular image editing program—Adobe Photoshop. Learn how to create attractive and user friendly Web sites, produce sites that work and look great, while avoiding common pitfalls. Work in a non-HTML environment program using slices, animation, rollovers, and more to make a successful site. Here's your chance to make the world notice you!

DESKTOP PUBLISHING

ITX 200
 Sec A: Fri, 6 - 8:30 pm, 9/25 – 10/30
 Sec B: Sat, 9 am – 12:45 pm, 11/21 – 12/19 (No class on 11/28)
 15 Hours, \$330

This course is for office workers, small business owners, and individuals who want to expand their knowledge of design software. Students using InDesign, a powerful and popular print design program, will learn to create greeting cards, business cards, brochures, newsletters, advertising and promotion materials. Fonts, color, imagery and illustration will be covered, as well as both home and professional printing.

*Prerequisite: Some computer experience is necessary.
 Additional Expense: A textbook, about \$40*

Quick Track Business Career Starter

ESSENTIALS OF BOOKKEEPING

CTX 201
 Mon thru Fri, 9–11:30 am, 10/13-11/23
 75 hours, \$695

The Essentials of Bookkeeping course is designed to provide students with a basic knowledge of bookkeeping and the 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 ACCOUNTING PROGRAM

CTX 202
 Mon thru Fri, 12-2:30 pm, 10/13-11/25
 80 hours, \$695

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. Resume preparation and job placement assistance available to students who take both courses.

Note: You may qualify for a WIA Voucher to cover the cost of tuition if you are 21 years of age or older, not on public assistance, unemployed or underemployed, and are a US Citizen or resident alien.

~ Call today to inquire: 718 552-1168 ~

INTRODUCTORY LOW PRICE

VIDEO GAME DESIGN

VGD 100
 Sat, 9 am – 12 noon, 10/17- 12/12
 24 hours, \$250



Interested in video game design and development? This course is a good starting point for those who seek a professional career as a video game designer and for enthusiastic amateurs and gamers looking to explore this exciting field. The course builds technical and artistic skills in 3D modeling, texturing, lighting, and game programming and is suitable for children and adults. Parents, this is a great way for kids to learn. Research shows that gaming improves dexterity and problem-solving ability. (But that can be our secret)

INTRODUCTION TO GIS

GIS 100
 Tues, 6:30 to 9:30 pm, 10/6-11/24
 24 hours, \$250



GIS is fast becoming a vital part of organizational infrastructure. This course is intended for individuals with limited to no knowledge of ESRI ARC map. It covers basic GIS concepts and technical skills that professionals such as building inspectors, planners, social service program developers and other professionals use to create information maps using spreadsheets and databases. The course incorporates a combination of lectures, hands-on exercises, and discussion. The instructor, Michael Uffer is the owner of Dev408, which specializes in GIS applications for New York City agencies.

ADMINISTRATIVE OFFICE ASSISTANT PROGRAM

CTX 300

Mon – Fri, 9:00 am - 2:00 pm, 9/29-11/30

No classes on 10/12, 11/26, 11/27

210 hours, \$1,695



This intensive 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. No previous computer experience is required. Microsoft 2007 programs used.

The curriculum consists of:

- Keyboarding
- Windows
- Word
- Excel
- PowerPoint
- Internet/Email skills
- Business Math
- Business Writing

Payment Plan: After a required down payment of \$600, the balance can be paid in two installments. Funded students must provide signed authorization from the sponsoring agency and students sponsored by private organizations, must submit their company's voucher plus a \$20 non-refundable application fee. Books are not included.

Prerequisite: HS or GED required. Those without these credentials must speak with Certificate Program Coordinator.

Resume preparation ~ Job placement assistance is available to students.

Note: You may qualify for a WIA Voucher to cover the cost of tuition if you are 21 years of age or older, not on public assistance, unemployed or underemployed, and are a US Citizen or resident alien.

Call today to inquire: 718-552-1168.

Small Business Development Center @ CityTech

- offers free assistance to start or expand your business •

Our Professional Services include:

- One-on-one counseling
- Business Plan Assessment & Development
- Loan Packaging
- Financial Statement Analysis
- Practical Statement Analysis
- Practical Cash Flow & Profit/Loan Projections
- Monthly Entrepreneurial Workshops

We proudly host two special outreach programs through:

- NYC Veteran Outreach
- Organization of Latino Entrepreneurs (Bilingual Counseling)

For information and registration call (718)797-0187 or email sbdc@citytech.cuny.edu

IMPROVED & NEW THIS

fall

CABLE INSTALLATION

BIC 100

Sat, 1-5 pm, 9/26-1/9/10

54 Hours, \$749

Prepare for a career in the rapidly expanding telecommunications industry with this Level 1 intensive training course in cabling installation approved by the Building Industry Consulting Services International, Inc. (BICSI). Successful completers will receive a completion certificate from the college. They are also encouraged to apply for the BICSI Registered Installer Level 1 certification (\$150). Successful completion of both the written and performance parts of the Level 1 certification exam will enhance employment opportunities.

Students will need to purchase a training manual (\$90).

- Wind Turbines
- Emergency Action Plan Director Course
- Fire Drill Conductor
- Fire Guard
- Fire Safety Coordinator
- Small Business Development Center
- ECG Training
- Pharmacy Technician
- American Sign Language
- Food Protection Certificate
- House & Home Workshops & Toolkits
- Green Roofs & Living Walls
- Coping With Change
- Fundamentals of Automotive Servicing and Maintenance
- Video Game Design
- Introduction to GIS

A+ Test Prep & Network Technologies

Learn the fundamentals of upgrading, repairing, and maintaining personal computers while preparing for the A+ and Network+ certification tests. These intensive courses provide the practical skills and conceptual knowledge necessary in a competitive industry. Training is teacher-led and predominantly hands-on in the modern laboratories of NYC College of Technology. Prepare for employment as a Help Desk Technician, a Customer Support Service Representative, or a PC service person.

A+ CERTIFICATION TEST PREP WITH LAB

CRS 101

Tues & Thurs, 6:00 pm - 9:30 pm, 9/22 - 11/24

65 Hours, \$780 (3-payment plan available)

This course provides hands-on applications and instructions 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 XP/VISTA.

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.

NETWORKING TECHNOLOGIES

CRS 102

Tues & Thurs, 6:00 pm - 9:30 pm, 12/1 - 2/9/10

65 Hours, \$780 (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, installing Windows Server 2003 on a dedicated file server, creating user accounts and loading appropriate software drivers, e.g., IPX, ODI, TCP/IP and VLM.

Additional textbook expense is approximately \$70.

Prerequisite: CRS 101 or equivalent.

- Special tuition discount for registering for both **CRS 101** and **CRS 102**: **\$1,395** •

(4-payment installment plan available)

FIRE SAFETY DIRECTOR PROGRAM

FSX 103

Sec A: Fri, 9:30 am-12:30 pm, 9/25-11/13/09

Sec B: Fri, 9:30 am-12:30 pm, 12/4-2/5/10

24 hours, \$310 (*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 Law 5 and 16, and J-1 / J-2 occupancies. Those who satisfactorily complete this course are eligible to take the Fire Department's test for the Consolidated Fire Safety Director Certificate of Fitness (F-58/Z-50). A Certificate of Fitness is awarded only after successful completion of this preparatory course, a written test, and an on-site test.

Applicants for this course and for the written and on-site test must have a reasonable understanding of the English language and be able to satisfactorily answer such questions as may be asked on the examinations. A high school diploma or GED is therefore recommended but not specifically required.

Interested parties should also verify with the Fire Department work experience background requirements prior to enrolling by completing the FDNY Experience Verification Letter for Fire Safety Director. The Verification Letter is available at the Continuing Studies Centers.

EMERGENCY ACTION PLAN DIRECTOR COURSE

FSX 090

Sec A: Thurs, 9:30 am – 2:30 pm, 10/8 & 10/15

Sec B: Thurs, 9:30 am – 2:30 pm, 1/21 & 1/28/10

10 hours, \$175

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. Our preparatory course has been developed by former FDNY Fire Chiefs who are currently active in writing building specific Emergency Action Plans and training building personnel to be a part of the EAP staff. This course encompasses all the topics necessary to prepare the student for the FDNY written test. Included will be lecture time devoted to a discussion of the demanding requirements for the second part of the certification process, the onsite test at the candidate's building.

Curriculum approved by FDNY.

Prerequisite: Fire Safety Director Certificate of Fitness – Z50

FIRE DRILL CONDUCTOR

FSX 004

Thursday, 9:30 am – 3:30 pm, 1/14/10

6 hours, \$95



This is a preparatory course for anyone intending to take the Fire Department's examination for the Certificate of Fitness as a Fire Drill Instructor. The Fire Drill Conductor oversees emergency evacuations which are required by law periodically for certain locations and occupancies. This course will provide you with a basic knowledge of fire safety, fire prevention, and the knowledge necessary to be successful on the Certificate of Fitness examination.

FIRE GUARD

FSX 005

Sec A: Thursday, 9:30 am – 3:30 pm, 10/1/09

Sec B: Thursday, 9:30 am – 3:30 pm, 12/3/09

6 hours, \$95



This is a preparatory course for anyone intending to take the Fire Department's examination for the Certificate of Fitness as a Fire Guard. In order to reduce the threat of fire certified Fire Guard presence is required for various situations such as homeless shelters, public assemblies, marinas with overnight accommodations, etc. This course will provide you with a basic knowledge of fire safety, fire prevention, and the knowledge necessary to be successful on the Certificate of Fitness examination.

FIRE SAFETY COORDINATOR

FSX 100

Thursday, 9:30 am – 12:30 pm, 10/22-11/12

12 hours, \$160



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

INTERIOR FIRE ALARM SUPERVISOR

FSX 006

Thursday, 9:30 am – 3:30 pm, 12/10

6 hours, \$90



A preparatory course for a Certificate as an Interior Fire Alarm Supervisor. Performs inspections tests of fire alarm systems.

NYS NOTARY PUBLIC EXAM PREPARATION

BSX 090

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

Sec B: Sat, 10 am-1 pm, 11/21

3 hours, \$75

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.

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 a thirty-hour course in teaching techniques needed to teach the mandatory five-hour classroom session .

**DRIVER INSTRUCTOR ED
BASIC COURSE:
Behind The Wheel**
DEX 101
Tue & Thurs, 6-9 pm, 9/29-10/29
30 hours, \$230



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
Tue & Thurs, 6-9 pm, 11/10-12/15
30 hours, \$230

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.

FOOD PROTECTION CERTIFICATION PREP
PCX 500
Sec A: Mon thru Thurs, 6 – 9:45 pm, 8/10 thru 8/13
Sec B: Mon thru Thurs, 6 – 9:45 pm, October dates TBA
15 hours, \$150 (Course Only, Course Manual Extra)

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 his course enables you 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.

*Additional expense: Student will have to purchase the Food Protection Manual for \$18 on the first night of class. **Checks, Money Orders, MasterCard or Visa (only)***

Refrigerating Systems Operating Engineer

• QUALIFYING COURSE •

Parts I & II comprise the 200-hour qualifying course for taking the NYC Fire Department's test for Refrigerating Systems Operating Engineer License (Z51).

- For qualifications, call the NYC Department of Personnel at 212-487-6100.
- It is recommended that registrants for this course have good basic mathematics skills. Approved for Veterans' Benefits.
- License preparation only, classroom lectures and field trips.
- Approved for Veterans' Benefits

REFRIGERATING SYSTEM OPERATING ENGINEER I

ECX 121
Sat, 9 am-1 pm & Tue, 6-9 pm, 9/8 – 12/22/09
100 Hours, \$775

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. Part II to follow in the Spring 2010.

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 & 122 must be taken at NYC College of Technology.

REFRIGERATING SYSTEM OPERATING ENGINEER II

ECX 122
Tue, 6-9 pm & Sat, 9 am-1 pm., 1/5 – 4/10/10
100 Hours, \$775

This course is a continuation of Refrigerating Systems 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: ECX 121 or permission of the instructor

REFRIGERANT RECOVERY PREPARATION & EXAM

ECX 080
Sec A: Thurs, 6 - 9 pm, 8/27-9/24
Sec B: Thurs, 6 - 9 pm, 1/27-2/4/10
15 hours, \$150. Test only, \$60

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.

FUNDAMENTALS OF ELECTRICITY I

EMX 090

Sat, 9 am-12:45 pm, 9/26 – 11/14

30 hours, \$300

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

Sat, 9:00 am – 12:45 pm, 11/21 – 1/23/10

30 hours, \$300

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.

FUNDAMENTALS OF ELECTRICITY III

EMX 092

Sat, 9 am – 12:45 pm, 1/30-3/20/10

30 hours, \$300

Continuation of Electricity II.

BASIC ELECTRICAL MAINTENANCE

ECX 163

Sat, 1-5 pm, 9/26 – 4/3/10

(No classes on 11/28, 12/26 & 2/13)

100 hours, \$1,100 *(3-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 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 equivalent experience

DEMOLITION

ECX 023

Wed, 6 – 9 pm, September 23

3 hours, \$70

This course will instruct on how to navigate the Demolition process in New York City from the permit process to the protection of adjoining property. You will be guided as to how to achieve a safe demolition project from start to finish. The instructor is a seasoned contractor with 29 years of experience with major demolition projects.

Call for information about eligibility for CEU's for engineers.

PHOTOVOLTAIC INSTALLATION

PVI 200

Tues & Thurs, 6-9 pm, 11/3 -12/5

40 hours, \$600

This course is presented at NYCCT by the sponsor, the Center of Sustainable Energy of Bronx Community College, as part of the CUNY PV Training Program.

Solar photovoltaic (PV or Sunlight-to-Electricity) is fast becoming a major source of electrical power around the world. Learn the basics of these amazing technologies and how they are installed and maintained. Course includes four all-day Saturday laboratory sessions at Bronx Community College (11/7-12/5). This course includes: Electric Principles, Solar Resources, PV Principles, Grid System Fundamentals, Electrical On/Off Grid Sys Design, Structural Design Aspects, Safety Issues, Installation Planning and Maintenance of PV Systems.

For greater details visit <http://www.bcc.cuny.edu/institutionalDevelopment/cse/Syllabus2.cfm>

Prerequisite: A professional background in engineering, architecture, electronics, building construction and related areas.

SOLAR HOT WATER AND HEATING SYSTEMS WORKSHOP (Residential and Commercial Buildings in NYC)

ECX 109

Wednesday, 8:30 am – 4:30 pm, October Dates TBA

7 hours, \$290

This course will cover:

- Solar Thermal Systems—Introduction, Types and Applications
- Solar Thermal Collectors and System Components
- Solar Thermal Design and System Sizing
- Installation of Solar Hot Water Systems
- Solar Control Strategy
- System Startup, Maintenance and Trouble-Shooting
- Solar Savings and Performance Estimates

FUNDAMENTALS OF HVAC ELECTRICAL CONTROLS

ECX 222

Fri, 6-9 pm, 9/25 – 12/18

36 hours, \$370

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.



**BASIC PLUMBING REPAIRS
IN HOUSING**

ECX 162

Fri, 6-10 pm, 9/25 – 4/2/10

(No classes on 11/27, 12/25, 1/1 and 2/12)

100 hours, \$1,100 (3-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. Mechanical devices used to control water supply in piping systems and those control devices most common to residential and commercial plumbing are also covered.

Prerequisite: High School, GED or equivalent experience.



FIRE STANDPIPE & SPRINKLER SYSTEM

ECX 566

Tues, Wed & Thurs, 6-9 pm, 2/2–2/4/10

9 hours, \$200

Prepares building superintendents and other building personnel for the New York City Fire Department’s examinations for fire standpipe and sprinkler system licenses. Preparation for city-wide certification is also included.

REFRIGERATION MECHANICS

ECX 102

Sat, 8 am-1 pm, 9/26-5/1/10

150 hours, \$1,700 (3-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. Students who complete this program are eligible to take, without additional charges, our next Refrigerant Recovery Prep & Exam course (ECX 080) and apply for Universal Certification. This 15-hour course follows Refrigeration Mechanics.

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

**MAINTENANCE & OPERATION
OF NUMBER 2 FUEL OIL
GUN-TYPE BURNERS AND BOILER**

ECX 106

Sat, 9 am-12:45 pm, 10/3-11/21

30 hours, \$335

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-12:45 pm, 12/5-1/30/10

30 hours, \$335

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 operations: 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

Mon & Wed, 6-9 pm, 6/21-7/12/10

21 hours, \$315

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: Have industry experience or permission of instructor.

**Apartment House Institute:
SUPERINTENDENTS TECHNICAL ASSOCIATION**

(STA) is administered by Apartment House Institute (AHI). It is the first technical society for multifamily building maintenance personnel, conducting monthly evening meetings and occasional workshops on such topics as heating, plumbing, electricity, lead hazard abatement, tenant relations and stress management. Meetings, conducted in English at a midtown Manhattan location and bilingually in Spanish and English in the Bronx, are free and open to the public. Membership dues are modest. In addition, STA publishes a monthly newsletter, *Super!* which is posted on the Web site. For info go to:

www.superstechnicalassociation.org or e-mail the AHI Director Dick Koral at rkoral@citytech.cuny.edu, or call 718-552-1161.

ALARMS & SECURITY

SECURITY OFFICER LICENSE

SOX 090

Sec A: Sat, 9 am-5 pm, 9/26

Sec B: Sat, 9 am-5 pm, 10/24

Sec C: Sat, 9 am-5 pm, 11/21

8 hours, \$50



This is the mandatory eight-hour pre-employment course required for security officers in NY State. Topics include; the role of the security officer, search and seizure, NYS penal law, arrest powers, ethics and conduct, and emergency situations. There will be a final examination.

Note: The 16-hour In-Service course is available on your site. Call C. Johnston for info @ 718.552.1170

ELECTRONIC SECURITY SYSTEMS INSTALLER PROGRAM

SOX 095

Mon thru Thurs, 6-9 pm, 10/5 – 1/6/10

72 Hours, \$725 (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 (MBFAAA).

CONSTRUCTION SAFETY

Academy for Construction Education & Safety

The Academy for Construction Education and Safety, a partnership between American Safety Consultants, LLC. and the Division of Continuing Education, has trained over 10,000 construction industry personnel to meet NYC Department of Buildings' Local Law requirements and national OSHA standards. A satellite to the Occupational Safety and Health Administrations Outreach Center, Region II at UMDNJ, the Academy offers a broad range of health and safety courses and certifications to meet specific workforce needs and interests, providing the credentials needed for positions at worksites throughout the city and state.

Please call Anthony Ruvio, Director @ 718 552-1117 or email: aruvio@citytech.cuny.edu:

- To register for safety training
- For an up-to-date open enrollment schedule
- To request your own convenient group dates
- To request language interpretation for your safety course
- To learn the qualifications for a group discount
- Or visit the Continuing Education website for a complete list of Safety Training 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, Sept 21 – Dec 16

84 hours, \$1,800 (*4 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 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

ADVANCED: ELECTRIC ARC WELDING

WLX 620

Mon & Wed, 6 -9:30 pm, 1/4/10 – 2/17/10

42 hours, \$900 (*2-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. Prepares students for the NYC Dept of Buildings' welding certification tests.

Prerequisite: WLX 520 or permission of Instructor.

~ Hoods are required of students for all welding classes listed ~

MEDICAL & HEALTH

**THE BASIC: ANALYSIS AND DYSRHYTHMIA INTERPRETATION COURSE
FOR HEALTH CARE PROFESSIONALS**

12-LEAD ECG TRAINING CLASS

ECG 100

Sat, 10:30 am – 1:30 pm, 10/3 & 10/10

6 hrs, \$295



This course is intended for health care professionals, teaches the following topics in 12-Lead ECG technology:

- Cardiac Mechanical & Electrical Function
- 12-Lead ECG Diagnostic Test Overview
- Basic ECG Test Results Interpretation
- How to administer a 12-Lead ECG Test

Designed for: RN Students, LPN Students, and Unlicensed Medical Personnel.

↳ A certificate of completion is awarded to those who successfully complete the program.

BASIC ECG DYSRHYTHMIA INTERPRETATION

ECG 101

COMING IN THE SPRING OF 2010



A training course of health care professions interested in Basic ECG Dysrhythmia Interpretation. The following topics are covered:

- Basic ECG Interpretation
- Sinus Rhythm, Sinus Dysrhythmia
- Atrial & Ventricular Dysrhythmia
- Supraventricular Dysrhythmia
- Junctional Rhythm
- Heart Blocks
- ECG practice

Designed for: RN Students, EMT Students, Newly Licensed RNs or RNs interested in a refresher course.

DENTAL ASSISTING CERTIFICATE

DAP 100

Fri, 6-9 pm & Sat, 9 am-4 pm, 9/26-1/23/10

No classes on 11/28, 12/26, 1/2/10

138 hours, \$1,695 plus \$20 registration fee

(Additional 100 clinical hours by arrangement)

*(3-installment payment plan)**Textbooks are an additional \$150.00*

Dental assisting offers excellent career opportunities for those without a college degree. The demand for trained dental assistants is currently excellent. Employment opportunities are available in dental offices of general dentists, dental specialists, dental schools, private and government hospitals and clinics, as well as state and local public health departments.

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:

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

MEDICAL BILLING AND CODING PROGRAM

MBC 100

Mon-Thurs, 6 - 9:30 pm, 10/5-12/17

No class on 10/12, 11/26, 11/27

150 hours, \$1,095 *(3-installment payment plan)*

A comprehensive, intensive certificate program designed to provide specialized business skills to those with limited office experience or training. This dual-track computer and medical program prepares individuals for responsible positions in the health care field.

The Curriculum includes:

- Anatomy and Physiology
- Medical Coding ~ CPT-4
- Medical Coding ~ ICD-9
- Medical Terminology
- Medical Billing (Medisoft Level 2 Software)

- *Tuition for this program is \$1,095 plus a \$20 non-refundable application fee; books not included.*

- *A high school diploma or a GED is required.*

- *Healthcare work experience preferred. Basic knowledge of Microsoft Word & EXCEL required*

- *Career Services, including resume development and placement assistance, are available to students.*

**PHARMACY TECHNICIAN PROGRAM**

PHA 090

Sec A: Mon & Wed, 6 – 9:30 pm, 9/14-12/21 (No class on 11/26)

Sec B: Tues & Thurs, 6 – 9:30 pm, 10/20-2/2/10 (No class on 1/21/10)

150 Hours, \$795 *(an installment plan is available)*

- 100 hrs of classroom instruction plus 50 hrs of home study
- An internship is available for an additional \$200

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, which is creating an increasing demand for a skilled and qualified pharmacy technician. The responsibilities of the pharmacy tech include: entering prescription data, filling prescriptions, inventory management, calculations and reviewing prescription orders for accuracy. This course will prepare students to take the Certified Pharmacy Technician (PTCB) exam.

Prerequisite: High School diploma or GED

MAMMOGRAPHY FOR THE RADIOGRAPHER

RAD 090

Call (718) 552-1170 for Fall dates

and to add your name to the announcement mailing list

Continuing Ed credits and Tuition TBA

This course is designed specifically for radiologic technologists interested in understanding the basic concepts of mammography. Topics in this intensive course include breast anatomy and pathophysiology, positioning, mammography QA/ QC, breast cancer history and statistics, mammography equipment and more.

For course information: Contact the Department of Radiologic Technology Medical Imaging (718) 260-5554.

For registration: Continuing Studies Center (718) 552-1170



BUILDING MAINTENANCE & ENVIRONMENTAL SERVICES

For Men and Women

HRX 200

Sat. 9 am – 5 pm, 9/19 – 1/9/10

100 hours, \$1,750

An intensive hands-on course provides entry-level preparation in building maintenance and repair for positions as handymen 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:

- Plaster and sheetrock walls-wood and steel framing, taping and joint compound, basic repairs and building codes
- Common plumbing problems
- Electrical circuitry-switches, receptacles, fuses, circuit breakers and lighting
- Doors—installing and servicing hinges and locks, weatherizing
- Ceramic tiling
- Floor stripping
- Blueprinting reading

A certificate is awarded upon completion of the course. For more info, call ACCESS for Women @ 718 552-1131.



LANGUAGES

BEGINNING SPANISH I

SPA 100

Tues, 6-8:30 pm, 9/15-1/13/10

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 2

SPA 200

Tues, 6-8:30 pm, 1/19-5/4/10

40 hours, \$325

A continuation of Beginning Spanish 1.

CONVERSATIONAL ARABIC 1

ARA 050

Tues & Thurs, 6-8:30 pm, 10/6 – 12/1

40 hours, \$300

This is a practical beginning course in speaking and understanding modern Arabic. It is designed for persons who want to learn useful Arabic, who want to travel, or who have previous limited exposure in Arabic. Attention is given to proper pronunciation, to practicing the words and basic structures used most frequently in daily conversation. No need for reading and writing .

AMERICAN SIGN LANGUAGE

Introduction To American Sign Language I

ASL 200

Sat, 10 am – 12:30 pm, 10/3 – 1/30/10

40 hours, \$350

This course will provide the students with a basic grasp of American Sign Language vocabulary and grammar. Likewise, this course will provide an overview of the deaf community as well as deaf culture. Students will learn how to have a basic conversation in sign language through creating videos and doing fun presentations during class activities.

Introduction To American Sign Language II

ASL 201

Sat, 10 am – 12:30 pm, 2/20 – 6/5/10

40 hours, \$350

Continuation of Part I.

ENTREPRENEURSHIP

BSX 008

Sat, 11 am – 1 pm, 11/7

2 hours, \$60



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. Taking this course will save you time, money and psychological wear and tear. Also, to be discussed will be franchising.

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

REX 033

Sat, 9 – 11 am, 11/7

2 hours, \$60



Because of difficult times in the economy, there are some excellent deals in real estate. Rick Nathan is strictly a consumer advocate and is not a real estate agent, and he will teach you how to get these great deals. He will teach you the pros and cons of foreclosures, short sales, rent with option to buy, owner financing, and buying for no money down. Also, he will show you how to wisely buy investment property, primary homes, multi-family 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.

FUNDAMENTALS OF AUTOMOTIVE SERVICING & MAINTENANCE

AUTO 100

Thurs, 7-9 pm, 10/8-11/12

12 hours, \$150



Introduces students to the concept and importance of understanding automotive servicing and preventive maintenance. Covers the consequences to your automobile and finances of poor or no maintenance. Includes all the basic areas normally checked during preventive maintenance and reviews the proper procedures for servicing. This is a classroom course.

LEARN TO SALSA WITH NILDA BORRERO: Beginners Part 1

PER 031

Fri, 6:30 - 8:30 pm, 10/2 – 12/11 (No class on 11/27)

20 hours, \$180 per couple

You will learn how to dance Salsa, New York City Style, in this very popular course taught by a professional. As you learn the Salsa moves, you will learn the importance of the basic steps, how to listen for the "clave", and how to keep perfect time with the music. Students will leave this class with new confidence by knowing the proper way of dancing the most popular style of Salsa in the City. Additionally, dancing is great exercise and good for your health. Have fun learning with Nilda Borrero, a seasoned professional in New York Style Salsa. It is recommended that you bring your own dance partner.

LEARN TO SALSA WITH NILDA BORRERO: Beginners Part 2

PER 032

Fri, 6:30 - 8:30 pm, 1/8 – 3/19/10 (No class on 2/12)

20 hours, \$180 per couple

This is a continuation of Part 1 for those who want to move on to a higher level. This class will focus on learning more turn patterns and how to dance alone or with a partner using Salsa dance "shines". Learn how to make your partner look good and when to cover or recover on the dance floor.

Prerequisite: Salsa Part 1 – PER 031-or a basic salsa class or permission from the instructor.

"PHOTOSHOP"

DPX 110A

Sat, 9 am - 12 noon, 10/3 – 12/12 (No class 11/28)

30 hours, \$350

Now that you have a digital camera, you want to 'develop' your images professionally and artistically, in the 'digital darkroom'. Photoshop is the default digital standard that all the professionals use to create the pictures you see in magazines. 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 and then a creative exposure, taking you from a sharpshooter-to an artistic photographer.

HOME DESIGN TOOLKITS**The Art of Home Décor**

HHT 070

Wed, 1/6-1/27/10, 6:30 to 9:30 pm

12 hours \$150



Add beauty, drama and focus to your home. Showcase your skills and explore your creative spirit. Dress a window, hang a picture select a palette or choose an accent piece. NYC designers show you how!

House and Home Workshops

HANDS-ON HOME REPAIRS WORKSHOPS

Everything You Wanted To Know About Your Home (But Were Afraid to Ask)

HHT 078

Thurs, 6:30-9:30 pm

\$40 for each class, or 3 classes for \$105

These hands-on workshops teach you how to make basic home repairs and avoid calling in a professional plumber, electrician, carpenter or painter. We'll show you how to repair a leaking toilet and patch and plaster a wall. Learn the basics of electrical circuitry and how to install a light fixture. Cut a molding, unclog a trap, and become your own favorite handy person.

Homeowner's Basic Tool Kit

Replace a lock, hang a cabinet, cut a board, level a shelf, install an anchor bolt in a hollow wall: This class introduces you to common household repairs and shows you which tool will get the job done. Discover your inner handy person and save on home repairs!

October 14

Homeowner's Guide to Basic Plumbing

How to fix a toilet, bleed a radiator, unclog a drain.

October 28

Home-Green-Home: Improving Your Home's Indoor Air Quality

Is your home making you sick? Breathe free and by using green cleaning products, no VOC paint and plywood, and removing your shoes. Studies show that asthma rates dramatically decrease when indoor air quality improves. Good Health? It starts at home.

October 21



Plumbing Fixtures that Fit (Your Style and Budget and Pipes)

Before you update your kitchen, move your toilet, or select a shower-spa, you should speak to a plumber and a designer. Here's your chance.

November 4

Plaster and Sheetrock Repair

Repairing drywall, frame and tape, patch plaster, reproduce plaster moldings.

November 11

Everyday Electricity You Can Do Yourself

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

November 18

Let There Be Lights—in every room

How to select and install the correct light fixture for bedrooms, kitchens, living rooms and offices.

December 2

Installing Ceramic Tile for Floors and Walls

How to create a level surface; design a beautiful tiled floor, wall or backsplash, and install like a pro.

December 9

Get in the Tongue and Groove

How to repair old floors and install new wood or floating floors. See a range of flooring materials from wide plank to bamboo.

December 16

INTRODUCTION TO GREEN ROOFS AND LIVING WALLS

HHT 060

Thursday, 6-9 pm, 9/24-12/3 (No class on 11/26)

Site visits: Saturdays, 11 am – 4 pm, 10/3 & 10/17

40 hours, \$470

This course offers an introduction into green roof and living wall construction, installation, and maintenance. Topics include green roof benefits and incentives, reviews of green roof products, water-proofing, roof membranes, and drainage. Also included will be an introduction into green roof horticulture and irrigation as well as two site visits to local green roof projects. With an interactive approach, this course teaches how to install green roofs, care for green roof plants and search for green roof jobs. This course could be taken in preparation for the Green Roof Professional Accreditation Test which will be offered in 2009.



GREEN ROOF PROFESSIONAL ACCREDITATION TEST PREP

HHT 061

Saturday, 10 am – 2 pm, 10/10

4 hrs, \$70 plus \$20 registration fee

This course is intended for those students interested in preparing for the Green Roof Professional Accreditation Test offered by the independent non-profit organization called Green Roofs for Healthy Cities which will be offered for the first time in October. The course will cover topics anticipated to be on the test and will help students come up with a study plan. This seminar will review basic green roof design, engineering and installation. Students planning to take the test prep should have some prior knowledge of green roofs including the different kinds of green roof systems, green roof plant and soil types, and general design and installation details.

REGISTRATION REQUIRED FOR ALL FREE PROGRAMS

**CONFLICT RESOLUTION—
CAN YOU HEAR ME NOW?**

DIS 007
Wed, 6-9pm, 10/7
3 Hours, FREE

This workshop is designed to help people who deal with people identify areas of conflict in the workplace while utilizing various tools to obtain practical resolutions to such conflicts. The principles will be helpful to situations that arise in personal and work relationships.

COPING WITH CHANGE

PER 012
Mon, 6-7:30 pm, 10/19
1.5 Hours, FREE



Change is part of life. But it can also be very stressful. In the midst of the present economic crisis many people are losing their jobs, homes or experiencing severe economic pressures. These are all very stressful events. This workshop will help you learn:

- How stress can affect your feelings, behavior and even health
- Effective coping skills to manage stress
- Develop an individualized plan to enable you to find a solution to your present situation and move on with your life
- You might even find a silver lining to the crisis!

YOUR CREDIT SCORE: Understand It, Change It

BSX 072
Wed, 6-8 pm, 10/14
2 Hours, FREE

This two-hour workshop will assist you to understand your credit score and review the various factors that determine your score. A sample of several credit reports will be reviewed with recommendations on:

- how to make corrections
- how to increase your score for greater lending capacity

An explanation of how your FICO (credit rating) score affects the cost of credit will be explained. You will also gain insight on how a bank or lending agency evaluates credit profiles for mortgage approval.

**WHAT YOU NEED TO KNOW
ABOUT FORECLOSURES**

REX 012
Thurs, 6-7:30 pm, 11/12 & 11/19
3 Hours, FREE



This eye-opening seminar will tell you the truth about foreclosures, including the advantages and disadvantages. 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 of which really 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.

**URBAN ENERGY: Incentives for Solar, Wind
and Energy \$mart Savings**

HHT 082
Saturday, 1:00 pm to 5:00 pm 10/24
4 Hours, FREE



How can you benefit by switching to renewable energy? Financial Incentives are available for solar electric or photovoltaic systems and a new tax credit is available for small wind turbines. Choose 100% wind power through your utility and save on taxes, Green your Roof or make your Home Energy \$mart. The Solar Coordinator from the Center for Sustainable Energy at Bronx Community College, as well as key players in our city's energy future will show you how to calculate the costs and benefits for using clean energy. You can gain incentives by making your home energy efficient. We'll show you where to start.

Tria Case—Director Center for Sustainable Energy
Bronx Community College

Green NYC by 2030:

How the City will reach 30% reduction
in carbon emissions by 2030

Tate Ryder—Senior Project Manager for Renewable Energy
NYC Economic Development Corporation

Energy \$mart Savings:

The NY Energy Star Multifamily Performance Program
improves a building's and reduces energy costs

Wendy Fleischer—Pratt Center for Sustainability

Green Roof Tax Abatement:

Property Tax Abatements for Installing a Green Roof

David Seiter—Future Green

Buying Green Wind Power:

Elimination of Sales Tax

Con Edison Community Energy Program

Urban Turbines and Solar Cities:

91 Lumi Solair solar/wind powered streetlights are being
installed in the Brooklyn Navy Yard. Estimated savings?
\$600,000 in installation costs and \$11,000 per year in
electricity costs. Now that's Green!

Debra Salomon—Green Educator

Cash Incentives for Solar Installations:

New York State Energy Research and Development Authority
(NYSERDA) that provides cash incentives for the installation
of new Solar Electric or Photovoltaic (PV) systems by Eligible
Installers

Rob Ashmore—Aeon Solar, NYSERDA certified small wind
installer

NYSERDA's Green Job Training Program

Did you know The New York State Energy Authority (NYSERDA) will reimburse tuition fees when you complete a certificate as a Home Energy Auditor, Building Performance Inspector, or Energy Envelope Inspector? Learn how to gain credentials and grow your career for the green economy.

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

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

CERTIFICATES

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

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 an 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, and current full-time NYCCT students are eligible for a 10% tuition discount on a space available basis.

LETTERS OF ATTENDANCE

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

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 and her telephone number is (718) 260-4981.

A+ Certification Test Prep	11	Food Protection Certificate Prep	13
Accounting, Computerized Program	9	Foreclosures	22
Administrative Office Assistant Program	10	Free Programs	22
Alarm & Security Installation	16	Game Design (Video)	9
American Sign Language	19	GIS (Computers)	9
Apartment House Institute	15	Green Roofs and Living Walls	21
Arabic Conversation	19	Home—Green Roofs and Walls	21
Arc Welding, Electric	17	Home Design & Décor	20
AutoCAD, Intro	9	Home Repair Workshops	21
Automotive Service & Maintenance	20	Home Staging for Homeowners	6
Baccalaureate Degree (online)	6	Home Staging for Real Estate Professionals	6
Boiler Operations & Maintenance	15	HVAC Electrical Controls	14
Bookkeeping Essentials	9	Information Technology	11
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Building Maintenance & Operations	15	Keyboarding (Computers)	8
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Business & Industry Training Center	25	Mammography for Radiographers	18
Cable Installation	11	Medical Coding & Billing Program	18
Child Abuse Identification	7	Microsoft Office	8
Childcare Certificate Program	7	Networking Technologies	11
Computerized Accounting Program	9	Notary Public Examination Prep	12
Computer Programs: (Microsoft: Word, Excel, Powerpoint).....	8	Occupational Safety and Health Admin – OSHA	16
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Design & Décor for Home	20	Real Estate Deals in Difficult Times	20
Desktop Publishing	9	Real Estate, Foreclosures	22
Directions: Map, Subway & Driving Information	26	Real Estate Investing	6, 20
Driver Instructor Education	13	Real Estate Professionals—Home Staging	6
ECG Analysis/Dysrhythmia Interpretation	17	Real Estate Salesperson Qualifying Course	6
Electrical Maintenance	14	Refrigeration Mechanics	15
Electric Arc Welding	17	Refrigerant System Operating Engineer	13
Electricity for the Home	21	Refrigerant Recovery Prep & Exam	13
Electricity, Fundamentals of	14	Refunds & Withdrawals	23
Electronic Security Systems Installation	16	Registration Form	27
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Excel (Microsoft)	8	Salsa, Dancing	20
Filmmaking	5	School Violence Prevention	7
Film, Production	5	Scriptwriting	5
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Fire Drill Conductor	12	Security Systems Installation	16
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Fire Safety Director Program	12	Small Business Development Center	10
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Solar Hot Water & Heating Systems 14	Violence Prevention in School 7
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B I T C

Business and Industry Training Center

25 Years of Experience in Developing Customized Training Programs For:

- Businesses
- Corporations
- Unions
- Public Agencies
- Non-Profit Agencies
- Trade & Industry Associations

Courses Tailored to Your Special Needs:

- Customized Degree/Certificate Programs
- Non-credit Training Courses and Workshops
- Training Needs Assessment
- Curriculum Development
- Testing & Skills Assessment

Areas of Expertise:

- Computer & All Other Technology Areas
- Leadership, Supervision & Management
- Test Preparation & Bridge-to-College
- Communications, ESL, Interpersonal Relations
- Customer Service
- Workplace Competencies and much more ...

For additional info on Customized Programs contact Yelena Melikian, Director @ 718.552.1151

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 and turn 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.

PARKING LOCATIONS NEAR THE COLLEGE

(1) Park Edison (Monday-Friday) 718-596-4999	Enter before 4:00 p.m.: 1/2 hr. \$6, 2 hrs. \$10, up to closing \$12 Enter after 4:00 p.m.: \$8 Additional \$3 charged for large Vans and SUVs	203 Jay Street
(2) Flatbridge Parking Corp. (Monday-Friday) 718-403-0449	2 hrs. \$9, up to 12 hrs. \$12, over 12 hrs. \$16, 24 hrs. \$18	215 Jay Street or 120 Concord Street
(3) Heights Parking Corp. 718-643-6440	1 hr. \$6, up to 12 hrs. \$10	66 Adams & Sands Streets
(4) Central Parking (Marriot Hotel) 718-222-1032	1/2 hr. \$10, 1 hr. \$12 up to 2 hrs. \$16, up to 12 hrs. \$18 After 6 p.m. \$15 Maximum to 24 hrs. \$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

The map shows a grid of streets in downtown Brooklyn. Jay Street runs north-south, with Adams Street to the north and Flatbush Avenue to the south. Tillary Street runs east-west, crossing Jay Street. The Brooklyn Bridge is shown at the top right, and the Manhattan Bridge is shown at the bottom right. Campus locations are marked with letters: A, E, G, H, K, N, P, and V are in dark grey boxes, while H is in a white box. Metro Tech is labeled vertically on the left side of the map.

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 _____

E-Mail 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

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

Credit Card # _____

Holder's Name _____ Exp Date _____

Authorizing Signature _____

FOR OFFICIAL USE ONLY



Admin Letter Issued

CSC Staff Initial _____