

Continuing Studies Center

Division of Continuing Education

FALL 2008

718-552-1170

New York City College of Technology

City University of New York

WELCOME

Dear Student,

Welcome to the Continuing Studies Center of the Division of Continuing Education at City Tech, the designated college of technology of the City University of New York. Whether you wish to enter the job market for the first time, to upgrade your skills for job advancement or to completely change your career, the Continuing Studies Center offers quality, affordable courses and certificates at times convenient for busy adults such as yourselves.

Ongoing conversations with representatives from business and industry ensure that your studies here at Tech are in synch with today's workplace standards. Career training courses in the fields of Dental Assisting, Phlebotomy, Security Alarm Installation, Pharmacy Technician, Computerized Accounting and Medical Office Assisting bridge into new careers. Gain OSHA certifications to increase your employability or become certified to install supported and suspended scaffolding as per new NYC regulations. Come to City Tech for continuing education if you are a licensed radiographer, RN, engineer, real estate agent or architect. Learn the essential skills needed to repair building systems and gain expertise in facilities operations and maintenance. Build "green" and adapt your home to conserve energy and reduce greenhouse gases. Develop the skills to install solar heating systems and green roofs and living walls.

Sample our personal development courses and learn something new or revive an old interest. Express your ideas with clarity in Presentation Skills, become more knowledgeable as you research herbal remedies and healthful eating. Enjoy cooking with Latino Sazon, exercise in our Salsa class or develop the ability to communicate in American Sign Language, Arabic or Spanish. Create a well designed home or consult with our Architecture Technology faculty on how to renovate/restore your brownstone or adapt your historic residence to meet today's modern energy needs. Become your own handyman and learn how simple home repairs can save you money.

We are committed to presenting programs for the community. You can improve your financial literacy, learn how to resolve conflicts, discover the secrets of successful investing, uncover the hidden perils of buying foreclosed real estate or discover trade secrets on how to stage your house to improve its "curb value" for a quick and profitable sale. Attend one of our free resume clinics and have your resume critiqued by an employment specialist.

Program development is a priority. If you are part of a profession that requires continuing education, check our offerings. If you would like to see continuing professional education offered at our convenient site, call me at (718) 552-1181 and let me know your credentialing requirements. Please tell us what courses you would be interested in taking that we may not be offering yet or let us know if you have expertise to share with others.

Cordially,

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

STAFF

Dr. Carol Sonnenblick

Dean
Division of Continuing Education

Diane Romeo

Executive Director
Division of Continuing Education

Charles Johnston

Director
Continuing Studies Center

David Pedreira

Assistant Director,
Continuing Studies Center

Lisandro Grullon

Director, Computer Operations

Joseph Reynolds

Assistant, Computer Operations

Edna Casal

Secretary to the Dean & Executive Director

Kumarie Ramlal

Registration Manager & Online Coordinator

Anthony Ruvio

Coordinator, Academy for
Construction Education & Safety

Barbara Smith

Accounts Receivables Manager

Teddy Cruz

Receptionist

Ernestine Avera

Office Assistant

Selwyn Smart

Office Assistant

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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 Veteran's 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

For Information: 718.552.1170
cjohnston@citytech.cuny.edu

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

Select, preview and register for courses online. Study your favorite topic at work or in the comfort of your home 24/7. Classes start monthly and are 12 weeks to 6 months in duration.

REGISTER ONLINE NOW!

PROJECT MANAGEMENT CERTIFICATION PREP COURSE

PMP 090

This course is taught online only.

56 Hours, \$895 Students take about three months to complete this course

This course (TheCourse) was developed and is conducted by the University Learning Institute, a Registered Education Provider of the Project Management Institute (PMI). It is registered with PMI as a 56-hour course, and pre-approved by PMI to prepare students for certification as Project Management Professionals. Course materials include PMI's Guide to the Project Management Body of Knowledge 3rd Edition (PMBOK), workbooks tailored for TheCourse, and TheTest, a Test Engine containing 1,000 exam-like questions to download and use on your own computer. TheCourse teaches the core competencies of project management. It covers the five process groups and nine knowledge areas of PMBOK, the PMP code of ethics and professional conduct, and a review of general management topics that are in the PMP examination.

Registration: Use the registration coupon at the back of this publication to register at NYCCT. You may also register by phone using a MasterCard or Visa Card – 718.552.1170.

More information: www.TheCourse-Online.us

CUNY's Online Baccalaureate

The degree you need for the life you want

Apply **NOW**
Starts this **FALL**

- Complete your degree online, majoring in Business or Communication and Culture
- Affordable and open to students who have earned a 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

FREE RESUME CLINIC

CDX 103
Call for schedule and appointment
Free

Bring your old resume and let our experienced career counselors suggest revisions to help you compete successfully for employment in the current labor market. The Free Clinic dates are by appointment only.

*Pre-registration is required. First come, first served.
Call 718.552.1170 for early registration*

PRIVATE INDIVIDUAL CAREER COUNSELING

CDX 102
Days & Hours Arranged
2 hours, \$105

Utilize your time with the staff Employment Specialist. This can include working on your resume, cover letter, computer skills, Internet, interview preparation, etc.

Call to schedule sessions at: 718.552.1170

JOB SEEKING STRATEGIES

LIF 102
Call for October Dates
FREE Tuition - \$20 Registration Fee Required

If your career is in a rut or if you are uncertain about your next move, then this coaching course which is based on Cognitive Behavioral Therapy, Emotional Intelligence and Neuroscience will open you to new ways of thinking and doing. Topics include the seven steps to achieving career goals. This is an intensive, hands-on course in which students participate in-group and individual coaching.

Materials and assignments will be handed out.

BASIC FINANCIAL LITERACY FOR CONSUMERS

BSX 095
Sat., 10 am – 1 pm, Starting October 4
12 Hours, FREE (4) modules
Made possible by a grant from HSBC.

This is a four-session introductory course in personal finance that will help you gain confidence and understanding in managing your resources. Attendance in all four modules might qualify you for assistance in becoming a first time homebuyer.

- Module I:** Using Credit, Credit History & Preventing Identity Theft
3 hrs, October 4, 10 am-1 pm
- Module II:** Banking & Managing Your Money
3 hrs, October 11, 10 am-1 pm
- Module III:** Home-Ownership
3 hrs, October 18, 10 am-1 pm
- Module IV:** Insurance & Financial Planning
3 hrs, October 25, 10 am-1 pm

*Instructors: Marie Pedraza, Lynn Tollett, and Evette Monteith
Limited space, registration required.*

HOW TO FACILITATE A GREAT MEETING

BSX 201
Monday, 6 – 8 pm, Oct. 27, Nov. 3, Nov. 10 & Nov. 17
8 hours, \$105 (4 sessions)

This course is designed as an introduction for people interested in improving their public speaking and presentation skills, and to help them conduct more meetings that are effective. Topics include communication fundamentals such as listening, audience analysis, and professionalism; meeting facilitation techniques; the art and science of public speaking; and effective use of visual aids in a presentation. Lectures, discussions, and class exercises help students prepare effectively for presenting to business and government leaders, to effectively mobilize people, and gain confidence and comfort with presenting their ideas.

Intensive Computer Training Program

QUICK TRACK BUSINESS CAREER STARTER

ESSENTIALS OF BOOKKEEPING

CTX 201
Mon thru Fri, 9–11:30 am, Oct 6 – Nov 14
75 hours, \$595

The Essentials of Bookkeeping course is designed to provide students with a basic knowledge in 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. This course also teaches basic payroll concepts, accounting for a merchandising business, the use of specials journals, bank reconciliations, methods of depreciation and inventory valuation methods.

COMPUTERIZED ACCOUNTING PROGRAM

CTX 202
Mon thru Fri, 12-2:30 pm, Oct 6 – Nov 18
80 hours, \$595

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
- Peachtree Accounting®
- Microsoft EXCEL
- Quickbooks®

Need both Essentials of Bookkeeping and Computerized Accounting to start your career? Take both for the special price of \$995. A payment plan is available if you choose 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

Brooklyn Young Filmmakers Classes

Announcing the new “*Make Your Own Low Budget Film*” class series

Today many people are buying or borrowing a digital camera and shooting their own films. Some people are running up debts making bad films. It takes more than a camera and passion to make a good film. Filmmaking is like building a car. You have to understand what's under the hood that makes cars go. A film's engine is a combo of having a solid script; extensive pre-planning; know-how in running a set; and great people skills! The three classes in the series cover the three stages of film production—Development, Pre-Production, and Production—and concludes with a one day shoot of a short film.

INTRO TO SCRIPTWRITING: Written Blueprint for Making a Film — *Development*

FLM 100

Tuesdays, September 30, October 7, 14, 21, 28, 6:00-9:00pm

15 hours, \$90

This course gives a comprehensive introduction to screenwriting and how a script is used by all departments as the ‘blueprint’ for making a film. Film stories are meant to exist in a real world with locations, wardrobe, sounds, and interesting characters. In this class you will learn proper script format; how to develop characters and story; and how to write “visually”. As homework each student will write a short one scene script. Students will be cast as actors and do readings of the scripts. Writers will receive feedback and suggestions for improving their script and then do rewrites. The three most developed scripts will be entered into the competition for actually being shot as a short film.

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

FLM 200

Mondays, November 3, 10, 17, 24, December 1, 8, 15, 22, 6:00-9:00 pm

24 hours, \$120

Are you a self-starting filmmaker-to-be who wants to get experience in film production? Have you been making music videos and documentaries and want to learn how to make scripted films? Or are you a skilled worker curious about crossing over to film work? This class is a primer on making a low budget film. Areas covered include: 1) Determining what makes a good script and if it can be made on a low budget 2) Who does what on a film shoot 3) Casting actors and recruiting crew 4) Budgeting and scheduling your film 5) Production design and rehearsals 6) How to secure donations of locations, equipment, wardrobe, props, and set pieces 7) Planning, shooting, and directing your film. The class will also cover the basics for getting started as a Production Assistant: Learning “film language” and film set protocols; shaping a resume for film work; improving your personal pitch and networking skills; show you where to look for work in film/TV/commercials; and introduce you to how people survive and stay focused as freelancers.

This class will actually help choose the short script that will be shot in the MAKE A FILM class. Short scripts in competition will be read before the class and then discussed. A winning script will be selected. The class will then help with Pre-Production planning for the one day film shoot. Brooklyn Young Filmmakers will use the short films it has executive produced as case studies. Presenters will include both emerging filmmakers and film professionals

MAKE A FILM — *Pre-Production & Production*

FLM 300

Mondays & Tuesdays, January 6, 12, 13, 19, 20, 26, 27, 6:00-9:00 pm

21 hours, \$100



We will make a short film from the script selected in the GETTING STARTED IN FILM class. Emerging professionals will be recruited to head the camera and lighting departments. Students will be involved as actors, department assistants, and production assistants. Students will assist in a community scavenger hunt to secure donations of equipment, wardrobe, props and set pieces. We will plan a one location shoot that will be done over the course of one to two days. Brooklyn Young Filmmakers will then be responsible after the class is over for editing the footage into a short film. Students will get their names in the credits.

Requirement: You must have taken either FLM 100 or FLM 200

Construction, Civil & Environmental Control Technologies Courses

Selected evening courses being offered in the Construction Management, Civil Engineering Technology and the Environmental Control Technology degree programs are available to the general public on a non-credit basis through the Continuing Studies Center. Individuals admitted through the Center may be required to have a personal interview with the Department faculty.

For a complete description of courses listed below and others, visit the College's Website: www.citytech.cuny.edu

The College's Fall 08 semester starts Wednesday, August 27 and ends on Tuesday, December 23. Seats are limited; register at least 4 weeks in advance. Call CSC to make an appointment to register at 718-552-1170.

ENVIRONMENTAL CONTROL TECHNOLOGY:

- Principles of A/C: \$425
- A/C Systems LAB: \$425

CONSTRUCTION TECHNOLOGY I & II :

- Construction Methods & Materials: \$425
- Construction Drawing: \$425

Evening sections of these courses are available to Continuing Education students on a *non-credit*, space available bases.

DEMOLITION

ECX 023

Wed., 6 - 9 pm, November 12

3 hours, \$60

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.

Real Estate Salesperson Courses

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.

REAL ESTATE SALESPERSON QUALIFYING COURSE

REX 105

Mon & Wed, 6-9 pm, Oct 6 – Jan 21, 2009

(no class on 12/24, 1/1 & 1/19/09)

75 hours, \$365



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. The Department of State approval is pending for this new, extended Salesperson Qualifying Course. This course is a prerequisite for the Real Estate Broker Qualifying Course. Additional textbook expense is approximately \$70.

TEACHING ASSISTANT/ CHILD CARE CERTIFICATE PROGRAM

TAP 100

Tues 6-9 pm & Sat 10 am - 2 pm, Sept 23 – Jan 10, 2009

149 hours, \$650

(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, Sept 25

Sec B: Thurs, 1:30 pm - 3:30 pm, Oct 23

Sec C: Thurs, 1:30 pm - 3:30 pm, Dec 4

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, Sept 25

Sec B: Thurs, 4:00 pm – 6:00 pm, Oct 23

Sec C: Thurs, 4:00 pm – 6:00 pm, Dec 4

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.

Continuing Education for Nurses

FREE SEMINARS

Funded by Workforce Development Initiative/CUNY

CHILDHOOD OBESITY EPIDEMIC AND THE ONSET OF TYPE II DIABETES IN CHILDREN

NPA 807

Thursday, September 25

Learn how nurses can effectively practice, through collaboration with health providers, school health officials and the private/public sectors. Develop teaching strategies for populations in which health care illiteracy is prevalent. The role of public health surveillance to identify Diabetes in vulnerable populations, many believed to be children, will be discussed.



IDENTIFYING ANXIETY AND DEPRESSION AS CO-MORBID CONDITIONS

NPA 812

Thursday, October 23

Depression and anxiety often occur together. Proper identification and treatment can improve health outcomes across the continuum. This seminar will review recognition, early intervention and treatment options for these two conditions. Medication review and psychotherapy techniques will be included.



PREVENT HARM WITH ANTICOAGULANTS

NPA 813

Wednesday, November 12

“Implementation of the Joint Commission Number 3 E: Reduce the likelihood of harm associated with use of anticoagulants.”

Many conditions require anticoagulation as part of successful treatment. Nurses administer these medications across the continuum of care. When patients in acute, long term care, and home care, are not managed properly the result can be tragic. Side effects of bleeding and clotting are prevented by understanding all aspects of administering these drugs across all settings. Nursing assessment and interventions will be discussed including dietary and drug interactions.



CVA - CEREBRAL VASCULAR ACCIDENT

NPA 814

Thursday, November 20

The nurse will have a better understanding of what causes a stroke, signs and symptoms of a stroke and the importance of immediate evaluation and treatment. Difference between stroke and TIA and medications used for the treatment and management of a stroke will be discussed. Nurses will learn how simple lifestyle changes can reduce the reoccurrence of a stroke.

Seminars commence at 9:30 am and conclude at 12:30 pm

IMPROVED
& NEW THIS
FALL

- CUNY’s Online Baccalaureate
- Web Design Using Adobe
- Photovoltaic (Solar) Installation
- House and Home Toolkit
- Pharmacy Technician
- NYC Green Advantage Workshop
- Emergency Action Plan Director
- Construction Safety
- Welding
- Art in New York
- Solar Hot Water and Heating Systems
- Small Business Development Center Workshops
- “The Pain Of Depression”: Movie And Discussion
- What You Need To Know About Foreclosures
- Identity Theft: Prevention And Intervention

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** courses.
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, Sept 13

Sec B: Sat, 9 am-3 pm, Nov 15

6 hours, \$110

Recommended: Introduction to Computers. 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, Oct 25

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, Oct 14 – Oct 28

Sec B: Tue & Thurs, 1-4 pm, Dec 4 – Dec 18

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. Students will be taught to make 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, Nov 4 – Nov 18

Sec B: Tue & Thurs, 1-4 pm, Jan 6 – Jan 20, 2009

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

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

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

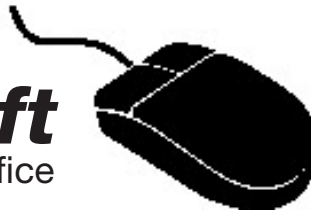
Do you have expertise in teaching a particular subject?

We are always looking for new teachers. If interested, fax your cover letter/resume to 718.552.1192 attn: C. Johnston

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

Tues & Thurs, 6-9 pm, Nov 4 – Nov 18

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 Explorer, create directories, move, copy and rename files, format and copy disks, adjust computer configurations and functions, load programs, and use Windows accessories such as WordPad and Paintbrush

MICROSOFT WORD – Beginning

DPX 301

Tues & Thurs, 6 – 9 pm, Nov 20 – Dec 9 (No class on Nov 27)

15 hours, \$155

Word processing is the most popular computer function and 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).

MICROSOFT WORD – Advanced

DPX 302

Tues & Thurs, 6 – 9 pm, Dec 11 – Dec 30 (No class Dec 25)

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.

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

EXCEL

DPX 300

Tues & Thurs, 6 – 9 pm, Jan 6 – Jan 27, 2009

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. It is not, however, an accounting software package. The first session will include lessons in computer basics.

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

POWERPOINT

DPX 320

Tues & Thurs, 6 – 9 pm, Jan 27 – Feb 10, 2009

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. Microsoft PowerPoint uses standard toolbars that enable you to combine documents from Word and EXCEL.

INTRODUCTION TO AUTO CAD

ACAD 100

Fri, 6-9 pm, Sept 26 – Jan 9, 2009

42 hours, \$395

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/IMAGE READY

ITX 100

Sat, 1-4 pm, Oct 18 – Nov 15

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/ImageReady. 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, roll-overs, and more to make a successful site. Here’s your chance to make the world notice you!

ADMINISTRATIVE OFFICE ASSISTANT PROGRAM

CTX 300

Mon – Fri, 9:00 am - 2:00 pm, Oct 14 – Dec 12

No classes on 11/26, 11/27

210 hours, \$1,495

This intensive 15-week 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. The course is taught partially in a computer lab and partially in a classroom.

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.

~ 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.

Quick Track Business Career Starter

ESSENTIALS OF BOOKKEEPING

CTX 201

Mon thru Fri, 9–11:30 am, Oct 6 – Nov 14

75 hours, \$595

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. This course also teaches basic payroll concepts, accounting for a merchandising business, the use of special journals, bank reconciliations, methods of depreciation and inventory valuation methods.

COMPUTERIZED ACCOUNTING PROGRAM

CTX 202

Mon thru Fri, 12-2:30 pm, Oct 6 – Nov 14

80 hours, \$595

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 \$995. A payment plan is available if you choose 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 ~

IMPROVED & NEW THIS *Fall*

CABLE INSTALLATION

BIC 100

Sat, 1-5 pm, Sept 20 – Dec 20

(No Class on 11/29)

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).

- CUNY's Online Baccalaureate
- Web Design Using Adobe
- Photovoltaic (Solar) Installation
- House and Home Toolkit
- Pharmacy Technician
- NYC Green Advantage Workshop
- Welding
- Construction Safety
- Solar Hot Water and Heating Systems
- Emergency Action Plan Director
- Small Business Development Center Workshops
- Art In New York
- "The Pain Of Depression": Movie And Discussion
- What You Need To Know About Foreclosures
- Identity Theft: Prevention And Intervention

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 as PC service person.

A+ CERTIFICATION TEST PREP WITH LAB

CRS 101

Tues & Thurs, 6:00 pm - 9:30 pm, Sept 16 – Nov 20

70 Hours, \$780 (2-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 NT/2000, 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 NT/2000.

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 - 9:00 pm, Dec 2 – Feb 17, 2009

(No classes on 12/24, 1/1 & 1/19)

70 Hours, \$780 (2-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 NT/2000 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** – two installments •

FIRE SAFETY DIRECTOR PROGRAM

FSX 103

Sec A: Fri, 9:30 am-12:30 pm, Sept 19 – Nov 7
 Sec B: Fri, 9:30 am-12:30 pm, Nov 21 – Jan 23 (No class 12/26 — 1/1/09)
 Sec C: Fri, 9:30 am-12:30 pm, Feb 13 – April 3, 2009
 24 hours, \$310 (*Manual included*)

The Rules of the City of New York require that a Fire Safety Director, certified by the NYC Fire Department, be on duty at most “Class E” office buildings and “Class J” hotels and motels.

This course is approved by the NYC Fire Department as a required preparatory course for taking the written examination [Z-50] for the Fire Safety Director Certificate of Fitness. This course includes a review of relevant material to both Local Law 5 and 16, as well as J-I/J-2 occupancies.

Topics include fire prevention and safety plans, fire detection systems, fire brigades, firematics, and other issues of concern. Those who satisfactorily complete all eight (8) sessions are eligible to take the Fire Department’s written examination for the Fire Safety Director Certificate of Fitness.

Note: Certificate of Fitness is awarded after a follow-up on-site examination. Interested parties should contact Continuing Studies or the NYC Fire Department regarding work experience requirements for the Certificate prior to enrolling.

Note to Employers: *It is strongly recommended that registrants have a High School Diploma or GED and be literate in English. Successful performance in course work at the College and on the Fire Department’s test require good reading and test taking skills.*

*For additional information call the Bureau of Fire Prevention at 718.999.2506/2511.
 Email questions to: Salasaj@fdny.nyc.gov*

NYS NOTARY PUBLIC EXAM PREPARATION

BSX 090
 Sec A: Sat, 10 am-1 pm, Oct 11
 Sec B: Sat, 10 am-1 pm, Dec 6
 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.

NEW

EMERGENCY ACTION PLAN DIRECTOR COURSE

BSX 090
 Sec A: Thurs, 9:30 am – 1:00 pm, Oct 9, 16 & 23
 Sec B: Thurs, 9:30 am – 1:00 pm, Jan 8, 15 & 22
 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. 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. Accreditation by the NYC Fire Department is pending.

Prerequisite: Fire Safety Director Certificate of Fitness – Z50



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
 BASIC COURSE: Behind The Wheel**

DEX 101
 Tue & Thurs, 6-9 pm, Sept 23 – Oct 23
 30 hours, \$235

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:
 Teaching Techniques & Methodology**

DEX 201
 Tue & Thurs, 6-9 pm, Nov 4 – Dec 9 (No class on 11/27)
 30 hours, \$235

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.

CERTIFICATION, PRE-LICENSING & TEST PREP

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.

REFRIGERATING SYSTEM OPERATING ENGINEER I

ECX 121

Sat, 9 am-1 pm & Tue, 6-9 pm, Sept 13 – Dec 20, 2008 (No class on 11/29)
100 Hours, \$755

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 2009.

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., Jan 6 – April 11, 2009
100 Hours, \$755

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, Sept 4 – Oct 2
Sec B: Thurs, 6 - 9 pm, Jan 8 – Feb 5, 2009
15 hours, \$180. Test only, \$80

Preparation and administration of approved certification exam. EPA approved refrigerant recovery test originator. Enrollees must have refrigeration experience or training. Students must purchase a prep book for an additional expense of approximately \$75.

BUILDING OPERATION & MAINTENANCE

FUNDAMENTALS OF ELECTRICITY I

EMX 090

Sat, 9 am-12:45 pm, Sept 20 – Nov 8
30 hours, \$310

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, Nov 22 – Jan 24, 2009 (No class on 11/29 & 12/27)
30 hours, \$310

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, Sept 27 – March 21, 2009
(No class on 11/29 and 12/27)

100 hours, \$1,110 (*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

PHOTOVOLTAIC INSTALLATION

PVI 200

Tue, Thurs, 6:30 – 9:30 pm, & Sat 9 am – 5 pm, Sept 2 – Oct 11
40 hours, \$570

Solar photovoltaics (PV or Sunlight-to-Electricity) are 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 two all-day Saturday laboratory sessions at Bronx Community College (10/4 & 10/11). This course leads to the NABCEP Entry Level examination. For curriculum, textbook, and other details, visit the website of the sponsor of this program, the Center for Sustainable Energy, www.csebcc.org.

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

ELECTRONICS AND MATH FOR PV INSTALLATION

PVI 090 (OPTIONAL)

Sat, 10 am – 3 pm, Sept 6 & 13
10 hours, \$30

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.

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

ECX 109

Wednesday, 8:30 am – 4:30 pm, September 17
7 hours, \$275 plus \$20 registration fee

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, Sept 26 – Dec 19 (No class on 11/28)
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

6-10 pm, Sept 26 – March 20, 2009 (No class on 11/28 & 12/26)
100 hours, \$1,110 (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.

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

ECX 106

Sat, 9 am-12:45 pm, Dec 6 – Jan 31, 2009 (No class on 12/27)
30 hours, \$370

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 chambers, heat transfer surfaces, 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, Sept 20 – Nov 8
30 hours, \$370

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, Call for June 2009 dates
21 hours, \$300

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.

Certificate in FACILITIES MANAGEMENT

Tuition: \$425 per course

Today's facilities contain a variety of telecommunication, building and energy management, life safety and other sophisticated systems, and facilities managers are faced with increasingly difficult options. This certificate meets the needs of individuals who are already employed or are looking to be employed in some aspect of facilities or real estate management. The course will provide technical and managerial skills that will enable them to meet the needs of this complex environment and to improve their opportunities for career growth.

Required: Baccalaureate degree.

REQUIRED COURSES:

Certificate candidates who lack work experience in facilities management will also be required to take Principles of Air Conditioning I and Fire Protection, Plumbing and Electrical Systems for Buildings, in addition to those listed below:

Anatomy of a Building	45 hrs
Project Management for Facilities Managers	45 hrs
Building Systems I	45 hrs
Building Systems II	45 hrs
Legal Issues for Facilities Managers	45 hrs

Subtotal: 225 hrs

ELECTIVES:

Students will be required to take three courses from among those listed below. The student's records and experience will be reviewed by an advisor to direct the student to most beneficial courses in light of the student's prior education and work experience. Facilities Management Electives are:

Financial Analysis for Facilities Managers I	45 hrs
Principles of Facilities Management	45 hrs
Financial Analysis for Facilities Managers II	45 hrs
Personnel Relations	45 hrs
Mechanical Systems Operation & Maintenance I	45 hrs
Construction Planning and Management I	45 hrs
Programming & Introduction to Space Planning	45 hrs
Mechanical Systems Operation & Maintenance II	45 hrs
Construction Planning and Management II	45 hrs
Space Planning	45 hrs

➔ Total hours for Facilities Management Certificate: 360

- For a complete description of courses listed below and others, visit the College's Website: www.citytech.cuny.edu
- The College's Fall 2009 semester starts Wednesday, August 27 and ends Tuesday, December 23, 2008.
- Seats are limited; register at least 4 weeks in advance.
- Call CSC at 718-552-1170 for class schedules and to make an appointment to register.

**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.

FIRE STANDPIPE & SPRINKLER SYSTEM

ECX 566

Tues, Wed & Thurs, 6-9 pm, Jan 27, 28 & 29, 2009
9 hours, \$185

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, Sept 20 - April 25, 2009 (No class on 11/29 & 12/27)
150 hours, \$1,605 (4-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 skills required. Textbook purchase required approximately \$65.

LOCKSMITHING: BASICS OF LOCKS AND KEYS

SOX 500

Wed & Fri, 6-9:30 pm, Feb 6 – May 22, 2009

100 hours, \$1,310 (*3-installment payment plan*)

Hands-on training for security personnel, building superintendents and handypersons. The course teaches students to handle a variety of key/lock problems without special machines. Typical subjects: types of locks, keys, doors, brackets and hinges; installation of primary locks, making keys by hand, mechanics of disc-tumbler and pintumbler cylinders. Locksmithing for building maintenance and security personnel that examines the inner workings of locking devices is also included. Also covers lock and key identification, auxiliary, mortise and office locks, high security, cylinders, automotive locks, and master keying. Special attention will be given to handling emergencies, interchangeable core servicing, buzzer and small bell systems, Medeco keying system and various lockset assembly/disassembly, keys by code, combination locks, and legal aspects of locksmithing.

Prerequisites: High School Diploma, GED or relevant experience.

Students are expected to purchase a textbook and small hand tools for approximately \$100.

SECURITY OFFICER LICENSE

SOX 090

Sec A: Sat, 9 am-5 pm, Oct 4

Sec B: Sat, 9 am-5 pm, Dec 6

8 hours, \$45

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. Students will also do a set of fingerprints for inclusion with their licensing application. 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, Oct 6 – Nov 19

72 Hours, \$715 (*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).

Limited space available; apply early!

ADVANCED SECURITY SYSTEMS INSTALLER PROGRAM

SOX 096

Mon-Thurs, 6-9 pm, Dec 1 – Jan 21, 2009 (No class on 12/24 thru Jan 1 and 1/19/09)

75 hours, \$795

This course is designed for advanced training in electronic security systems installation. Comprehensive teacher-led instruction as well as hands-on experience in the areas of: Advanced Closed Circuit Security Camera installation; Networking of Security Cameras; IP Video; Power over Ethernet (POE); Programming Alarm Control Panels; Uploading / Downloading Alarm Control Panel Programs; Access Control Systems; Systems Integration; Troubleshooting and Servicing.

Prerequisites: High School Diploma, GED or equivalent. Normal color vision is a must. Students should have at least one-year experience installing electronic security systems. Also required are basic computer skills and knowledge, access to a high-speed business or home internet connection.

Additional Expenses: Students can expect to spend an additional \$250 on textbooks and equipment. This program is endorsed by the Metropolitan Burglar & Fire Alarm Association (MBFAA). Limited space available; apply early!

Academy for Construction Education & Safety

OSHA Courses

Anthony Ruvio, Coordinator: (718) 552-1117

• Local Law 52 – Supported Scaffolding •

New York City College of Technology, Division of Continuing Education, in partnership with American Safety Consultants, LLC, has been approved by the NYC Department of Buildings to offer the 32 hour Supported Scaffold Training, the eight (8) hour refresher course, and the four (4) hour course for scaffold users. These courses meet the intent of compliance with Local Law No. 52 for the year of 2005 and Article 10 Subchapter 2 of Chapter 1 of Title 26 of the Administrative Code of the City of New York.

Course	Tuition	Total Hrs
LL52 Supported Scaffold Training - 4 Hour	\$150	4
LL52 Supported Scaffold Training - 8 Hour Refresher	\$220	8
LL52 Supported Scaffold Training - 32 Hour	\$500	32

• Section 9 – One & Two Point Suspended Scaffolding •

Course	Tuition	Total Hrs
8 hour Suspended Scaffolding	\$250	8
18 hour Suspended Scaffolding	\$575	18
32 hour Suspended Scaffolding	\$795	32

• Rule 48 – Construction Superintendents •

Course	Tuition	Total Hrs
7 hour Site Safety Manager's Course	\$220	8
40 hour NYC Site Safety Manager's Course	\$650	40
10 hour OSHA Outreach Construction	\$220	10

• OSHA •

Course	Tuition	Total Hrs
10 hour OSHA Outreach General Industry	\$220	10
30 hour OSHA Outreach for the Construction Industry	\$600	30
30 hour OSHA Outreach for the General Industry	\$600	30
40 hour Hazwoper	\$650	40
8 hour Hazwoper Refresher	\$220	8
30 hour Introduction to Industrial Hygiene	\$795	30
30 hour Construction Health and Safety Technician Examination Prep.	\$650	30
30 hour Occupational Health and Safety Technician Examination Prep.	\$650	30

• OSHA Cont'd •

Course	Tuition	Total Hrs
16 hour Emergency Response Management	\$395	16
16 hour Health and Safety Plan (HASP) Development	\$395	16
16 hour DOT/Highway Safety	\$395	16
16 hour Automotive Safety/ Fleet Management	\$395	16
16 Hour Fire Safety & Prevention	\$395	16
Excavation Safety for the Competent Person	\$220	8
4 hour Aerial Lift	\$150	4
Fall Protection for the Competent Person	\$220	8
Fall Protection Hazard Awareness	\$150	4
Forklift Train the Trainer	\$150	4
Confined Space Entry	\$220	8
Confined Space Hazard Awareness	\$150	4
Hazard Communication (HAZCOM)	\$150	4
First Aid/ CPR/ AED	\$850	6

• Offered in Partnership with UMDNJ - School of Public Health Centers for Education & Training •

Course	Tuition	Total Hrs
OSHA 500 Instructor Certification/ Construction	\$750	30
OSHA 501 Instructor Certification/ General Industry	\$750	30
OSHA 503 Update for General Industry	\$595	15
OSHA 502 Update for Construction	\$595	15
OSHA 3010 Excavation, Trenching, & Soil Mechanics	\$595	20

A \$20, non-refundable registration fee will be added to all tuition except group discount rates.

- ➔ **Call Anthony Ruvio, Coordinator @ (718) 552-1117:**
- 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

WOMEN IN TECHNOLOGY WORKSHOPS

WIT 101

Saturday Workshops Fall 2008/Spring 2009

FREE!

Workshops introduce women to non-traditional technical education and career options in areas such as cable installation, building maintenance, electronics service technician, web page design and other entrepreneurial ventures in non-traditional fields.

For more information, call ACCESS for Women @ 718 552-1131

YES I CAN—Math Enrichment Program for Women

WIT 102

September 2008, 6:00 - 9:00 pm — Days to be Determined

Free!

A two-semester program designed to help women overcome math anxiety and develop a math foundation for technical courses, college entry exams and skills for the GED math test. Part 1 of the course is offered in the fall semester and Part 2 is offered in the spring semester. Students must pass the fall course to qualify for the spring course. The program begins with fractions, decimals and percents and advances to beginning Algebra.

BUILDING MAINTENANCE & ENVIRONMENTAL SERVICES

For Men and Women

HRX 200

Sat. 9 am – 5 pm, Sept 2008 – Jan 2009

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 and floor stripping
- Woodwork refinishing and blueprinting reading

A certificate is awarded upon completion of the course. For more info, call ACCESS for Women @ 718 552-1149.

Small Business Development Center @ CityTech

- offers free assistance to start or expand your business •

For information and registration call (718)797-0187

Workshops Include:

- Funding Your Own Business—September 18, 8:00 pm, BEDC
- Financing (Alternative Lenders): Business Library—September 23, 6-7:30 pm
- SBA LOANS CITI BANK RIDGEWOOD—September 25, 6:00-8:00 pm
- Contemplating Entrepreneurship—every 6 weeks
- Beauty Business (Negocio de Belleza) *En ESPAÑOL* —September, TBA
- Business Innovations for Combating Theft—October, TBA (SURVEILLANCE Systems and Accounting Measures)
- Establishing Bank Relationships for Financing Your Enterprise
- Day Care Start-up: Home Based, Family/Group Family—TBA
- How To Set Up a Home Based Business/Virtual Offices—TBA
- Marketing in Cyber Space—December, TBA
- Business Enterprise-Start-up vs. Buying an Existing Business—TBA
- How to Prepare a Press Release—December, TBA
- Fundamental of a Business Plan—Every 2 months, TBA

↳ *Workshops are subject to change & registration is required.
Agency Partners, speakers, time & locations will vary.*

Registration: E-mail Rastorga@citytech.cuny.edu

Workshop Website Schedule will be posted at Training Calendar

New York State Small Business Development Center www.nyssbdc.org

NYCCT: www.citytech.cuny.edu **events**

- 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 29 – Dec 22

(No Class on 10/13)

84 hours, \$1,750 (4-installment payment plan)

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, Jan 12 – Feb 25, 2009

(No Class on 1/29 & 2/16)

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. Student 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

MAMMOGRAPHY FOR THE RADIOGRAPHER

RAD 090

Call (718) 552-1170 for Spring 2009 dates

and to add your name to the announcement mailing list

28 hours, \$475

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, and mammography equipment.

The course is especially beneficial for student radiographers wishing to satisfy the initial qualifications of the Mammography Quality Standards Act (MQSA) and for licensed radiographers preparing for the ARRT Mammography Registry Examination. Completers, if eligible, will receive 28 CE points with ASRT.

*For course information: contact Prof. Ken Martinucci, Dept of Radiologic Technology Medical Imaging (718) 260-5554
For registration: Continuing Studies Center, (718) 552-1170*

PHLEBOTOMY

PHB 100

Sec A: Mon & Wed, 6 pm – 10 pm, Oct 6 – Nov 17

Sec B: Thurs & Fri, 9 am – 1 pm, Nov 13 – Jan 23, 2009

52 hours, \$695

This course prepares people for employment as phlebotomists, those technicians who draw blood in hospitals and other health care settings. Students will be introduced to health care, medical terminology, safety, infection control and anatomy and physiology. Various blood collection techniques are presented during the 40 hours of classroom instruction that takes place at New York City College of Technology. Clinical training will take place in a hospital setting and will require students to be available for 3-4 weeks, Monday through Friday from 8 am to 3 pm, which are the hours that the clinics are open. Clinical rotation will take place after on-campus classes are completed.

Phlebotomists must be able to stand on their feet for long periods of time. While in the clinical setting, men will need to wear a shirt required. Lab coats will be provided. Students will be asked to submit proof of a recent medical examination on hospital forms 2 weeks prior to beginning the clinical portion of this program.

MEDICAL BILLING AND CODING PROGRAM

MBC 100

Mon-Thurs, 6 - 9:30 pm, Oct 27 – Feb 18, 2009

(No Class on Nov 27, Dec 25, 31, Jan 1, 12, and Feb 9, 16)

210 hours, \$1,495 (3-installment payment plan)

A comprehensive, intensive 5-month 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 such as:

- Medical Receptionist/Secretary
- Medical Biller/Coder

The Curriculum includes:

- Anatomy and Physiology
- Excel Microsoft Applications
- Medical Coding ~ CPT-4
- Medical Coding ~ ICD-9
- Medical Terminology
- Medical Billing (Medisoft Level 7 Software)
- Microsoft Word for Windows

- Tuition for this program is \$1,495 plus a \$20 non-refundable application fee; books not included.

- A high school diploma or a GED is required.

- Healthcare work experience preferred.

- Career Services, including placement assistance, are available to students.

DENTAL ASSISTING CERTIFICATE

DAP 100

Fri, 6-9 pm & Sat, 9:30 am-4:30 pm, Oct 24 – Mar 28, 2009

No classes on Nov 28, 29, Dec 26, 27 and Jan 2, 3

138 hours, \$1,495 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. This is challenging, interesting work as an integral member of a professional health care team.

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.

For applications and further information, please call (718) 552-1168

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.



LOOK FOR:

CT/MRI CERTIFICATE & MAMMOGRAPHY FOR LICENSED RADIOGRAPHERS

Coming: SPRING 2009

Call: 718.552.1170 for information

PHARMACY TECHNICIAN PROGRAM

PHA 090

Sec A: Mon & Wed, 6 – 9:30 pm, Sept 22 – Jan 5, 2009

No classes on Nov 26 and Dec 31

Sec B: Tue & Thurs, 6 – 9:30 pm, Oct 21 – Feb 3, 2009

No classes on Nov 27, Dec 25, Jan 1

100 Hours, \$645

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 (CPHT) exam that is given 3 times per year. Most states require certification for technicians to work in the pharmacy department.

Prerequisite: High School diploma or GED

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.

BEGINNING SPANISH I

SPA 100

Thurs, 6-8:45 pm, Oct 9 - Feb 5, 2009
(No classes Nov 27, Dec 25, Jan 1, 2009)

40 hours, \$295

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. Learn proper pronunciation and the use of idiomatic phrases to help avoid the many pitfalls that help cause misunderstandings.

BEGINNING SPANISH 2

SPA 200

Thurs, 6-8:45 pm, Feb 12 – May 21, 2009

40 hours, \$295

A continuation of Beginning Spanish 1.

AMERICAN SIGN LANGUAGE

ASL 200

Sat, 10 am – 12:30 pm, Oct 4 – Jan 31, 2009

(No Class on 11/29, 12/27)

40 hours, \$350

American Sign Language is the third most used language in the world today. Explore the language, build basic vocabulary, and practice about the Deaf culture. Students may have to purchase a text and/or materials. Basic Levels II and III will be offered in later semesters pending sufficient interest and enrollment.

CONVERSATIONAL ARABIC 1

ARA 050

Wed & Fri, 6-8:30 pm, Sept 24 – Nov 7

(No class on 10/1, 10/8)

30 hours, \$265

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. This course will be followed by a Part 2 continuation in the Spring 2009.

CANTONESE 1

CHI 050

Tues & Fri, 6-8:30 pm, Sept 30 – Nov 7

30 hours, \$265

Students with no prior knowledge of Cantonese will learn to express themselves in simple sentences suitable for foreign travel. Topics include presenting personal data, asking directions, ordering food and drink, and seeking weather information. Students will learn to tell time and deal with currency issues. Grammar structures will include present tense, adjectives, and basic survival vocabulary.

CANTONESE 2

CHI 051

Tues & Fri, 6-8:30 pm, Nov 18 – Jan 6, 2009

(No class on 11/28, 12/26, 12/30)

30 hours, \$265

Simple grammar and vocabulary structures will be enriched by practice of all types of present tense and basic idiomatic expressions. Past tense and immediate futures will also be introduced. Short informal conversations about one's shopping, telephone conversations, and asking for help.

Prerequisite: Cantonese 1



House and Home Courses & Toolkits

~ GREENING YOUR HOME ~

Courses:

SMART AND \$TYLISH: HOME DESIGN ON A BUDGET

HHT 069

Thurs, 6:30-9:30 pm, Oct 16 – Oct 23

6 hours, \$95

You don't have to spend a lot of money to make your home beautiful. With careful planning, and a can-do attitude, you can create a space that is uniquely your own. From decorative painting to reclaimed furniture to hand-made pillows and curtains, you'll learn to design on a dime and a dream. The instructor, an interior designer, will share trade secrets and favorite places to shop. Find your inner designer!

GREEN YOUR HOME AND TRIM YOUR BUDGET

HHT 079

Thurs, 6:30 to 9:30 pm, Oct 30

3 Hours \$40

From low VOC paint to formaldehyde-free kitchen cabinets to low-flow showerheads and dual-flush toilets, going green will save you money. Learn how your home uses and loses energy, and create a green home checklist of small changes that will make a huge difference in the health, beauty and efficiency of your home.

HANDS-ON HOME REPAIRS—Everything You Wanted To Know About Your Home (But Were Afraid to Ask)

HHT 078

Thurs, 6:30 to 9:30 pm, Oct 16 – Dec 7

No class on Thursday November 27

\$35 for each class, or 3 classes for \$95

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, patch and plaster a wall, caulk your tub and bleed a radiator. Learn the basics of electrical circuitry, service panels and circuit breakers and how to install a light fixture. Find out how to plant a shrub or grow an indoor garden. You'll learn to open valves and unclog traps, and become your own favorite handy person.

Toolkits:

Beginners Guide to Tools

Beginners guide to tools and power tool safety.

October 16

Homeowner's Guide to Basic Plumbing

Basic plumbing: How to fix a toilet, bleed a radiator, unclog a drain.

October 23

Plaster and Sheetrock Repair

Repairing drywall, patching plaster, hanging shelves.

October 30

Electricity 101

A primer on electricity, wiring and fixture installation.

November 6

Basic Carpentry

How to fix a door that sticks, repair a window sash, install a molding and hang a towel bar.

November 13

A Gardner's Handbook: Inside and Outside

Finding the beauty of plants in your backyard, or place an orchid in a sunny window and be amazed when it blooms. Gardening soothes the spirit and creates year round color, both inside and outside.

November 20

Floating Floors and Ceramic Tiles

When it comes to laying a floor, the secret is in the preparation. Learn how to create a level surface, do a dry run of your pattern, and install a floor that will last for years.

December 4

Hanging Wallpaper

Wallpaper hides a range of flaws and is easy to install once you get the hang of it. We'll show you how to remove old wallpaper, clean the residue, and line up strips so the pattern blends precisely.

December 11

Coming in Spring 2009

INTRODUCTION TO GREEN ROOFS AND LIVING WALLS

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, waterproofing, 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 start to be offered in 2009.

► **Grow your *Business!*** **Gain a *Competitive Edge!*** **Get the *Green Advantage!*[®]** ◀

NEW YORK CITY GREEN ADVANTAGE WORKSHOP

HHT 068

Saturday, October 18, 8:30 am – 5:00 pm

8 hrs, \$450

NEW

Kingsborough Community College together with New York City College of Technology and in collaboration with the Brooklyn Economic Development Corporation is pleased to present the second New York City Green Advantage Training Workshop at New York City College of Technology. The training program is a one-day workshop that covers the principles of sustainable design, building systems and construction. Green Advantage is the nation's only green certification organization for contractors recognized by the US Green Building Council. It is targeted to minority-owned and/or women, (MWBE) contractors, and other small business contractors with fewer than 250 employees. Green Advantage certified construction teams could qualify for one LEED® Innovation Credit, which can lead to tax incentives and other competitive advantages.

The workshop is designed to help contractors integrate green building practices and strategies into their projects and give them a competitive edge.

The \$450.00 cost includes a full-day workshop, hands on follow-up training with products and materials at Bettencourt Green Building Supplies and Green Depot, a study guide and the certification exam. The open-book certification exam will take place approximately one week following the workshop.

For program information call (718) 368.5050.

For registration information call (718) 552.1170

PROTECTING & INVESTING YOUR WEALTH WISELY

PER 040

Sat, 9:00 am – 11:00 am, Nov 8

2 hours, \$50

Have you just come into some money or have some money to invest? This lively, fact packed seminar is a must for those who want to learn from a consumer advocate, Richard Nathan. Since he is not a salesman and has nothing to sell you, he will be blunt and straightforward about things that you are supposed to know and were never taught in high school or college. You will be taught how not to be ripped off when buying or leasing cars, buying insurance, investing with or without financial planners and when investing in mutual funds on your own. After taking this course, you will have the confidence to invest on your own or be able to interview financial planners so you can find those who are truly working for you. You will learn how to stretch and save your hard-earned money.

SELLING YOUR HOME IN A DIFFICULT MARKET

REX 011

Thur. 6 – 9 pm, Oct 16

3 hours, \$60

This is a hands-on seminar on what you need to know to sell your home even when other homes are not moving. Subjects which will be included: using a broker or selling on your own, making your home call out to the buyer, how & where to advertise, financial issues, and closing the sale.

HOW TO BUY AND SELL REAL ESTATE WISELY

REX 032

Sat, 11 am – 2 pm, Nov 8

3 hours, \$60

You will learn how to buy and sell your home, foreclosure property, raw land, condominium, co-op, multi-family, vacation home, timeshare, or retirement home with or without a realtor for the best possible price. In addition, you will learn how to buy lucrative investment properties. The instructor will show you various ways to protect your most valuable asset, your real estate. The following topics will be discussed: mortgage sources, screening potential buyers, rent with option to buy, buying foreclosures, buying for no money down, and how to sell your own home with no realtor.

SALSA FOR BEGINNERS

PER 021

Fri, 6-8:30 pm, Oct 3 – Oct 24

10 hours, \$105 for two

Learn to Salsa and get off the sidelines and onto the dance floor. Salsa is a simple partnered Latin dance that anyone can do. Classically referred to as Mambo, it's the hottest dance in the City. It's fun, it's great exercise, and it's a terrific way to socialize and meet people. In class you will learn the basic mambo step, Cuban motion, turns, shines (embellishments and breaks to do solo) and most important, how to dance with a partner. Merengue and Cha Cha also included.

BUYING A DIGITAL CAMERA

DPX 100

Sat, 9-12 noon, Sept 27

3 hours, \$35

There is a whole new language invented by the digital camera. Buyers beware! Salesman 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.

THE DIGITAL DARKROOM**Photoshop**

DPX 110A

Sat, 9-12 noon, Oct 4 – Dec 13

(no class on 11/29)

30 hours, \$335

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.

Now, with a high quality image, we will use the latest version of Photoshop to correct and perfect your images. We will go from subtle to advanced corrections, i.e. making the image darker or lighter, turning the image into a custom black and white image, adding things to the image that wasn't there before, or taking away things that were. Also retouching will be touched on, being able to create a very complementary portrait for a friend or relative that will be cherish forever. When you see the power, control, results and fun you will have manipulating your photos, you will never send them out to be developed again.

ART IN NEW YORK

ART 025

Sat, 10 – 1 pm, Oct 18 – Dec 13

(No class on November 29)

24 hours, \$275



Through firsthand experience using the museums, galleries, critics, and collectors of New York City, students will examine the form and content of a multicultural range of painting, drawing, outsider art, craft, and sculpture. Museum and gallery visits, as well as a visit to a working artist's studio, will comprise major portions of this course. The class explores the nature of art.

Food & Nutrition at The College*Fall into Good Health @ CityTech***NATURAL COOKING WITH LATINO SAZON**

PER 071

Sat. 10:00 am-1:00 pm, Oct 25

3 hours, \$45



Fall is a wonderful time to experiment with nature's abundance of beans (legumes). In this demonstration class, you will learn how to incorporate Caribbean flavors into healthful cooking. We will prepare a batch of fresh sofrito, the main seasoning mixture used to cook many native Puerto Rican dishes, make a wholesome pot of tasty, high protein beans, and a quicker version of healthy black beans for those on the go. You will receive recipes, cooking, storage and shopping tips, nutritional values and a brief history of Puerto Rican cookery. Then... we'll share the meal together! Join us. This class is guaranteed to be yummy & lots of fun!

Instructor: Sylvia Elie-Rivera, MS.Ed, Natural Health Educator

SEASONAL EATING

PER 033

Wed, 6:00 pm – 8:00 pm, October 15

2 hours, \$35

Eating seasonally means nourishing yourself as nature intended, enjoying fruits and vegetables at their peak ripeness, during their natural harvest time. Find out why eating seasonally is so important to your health and how doing so enriches our lives in more ways than one. Do you know what fruits and vegetables are in season in the fall? Come, learn, and receive recipes that will make your autumn as colorful as the season!

Instructor: Sylvia Elie-Rivera, MS.Ed, Natural Health Educator

SUGAR BLUES

PER 030

Wed, 6:00 pm – 8:00 pm, Jan 7, 2009

2 hours, \$35

Sugar Sugar Sugar! Do you have the "sugar blues?" What's your relationship with sugar? Are you addicted? Do you crave it more than you'd like to? Do you give in to cravings and then feel bad about it? Do you get a box of cookies promising yourself you'll eat only one or two at a time, and devour half of the box in one sitting?

If you answered yes to any of these questions you'll love this workshop! Come and explore your attachment to sugar and leave with practical information that will change your relationship to sugar forever! Sample some delicious "healthier" sweets, and get the recipes too!

Instructor: Sylvia Elie-Rivera, MS.Ed, Natural Health Educator

REGISTRATION REQUIRED FOR ALL FREE PROGRAMS

CONFLICT RESOLUTION—CAN YOU HEAR ME NOW?

DIS 007
Thur., 6-9pm, Nov. 6
3 Hours, FREE

This workshop is designed to help supervisors 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.

Registration required

NEW

“THE PAIN OF DEPRESSION”: MOVIE AND DISCUSSION

PER 010
Wed. 6-7:30 pm, Nov. 12
1.5 hours, FREE

Come join us for a free viewing of a film on depression with a discussion to follow. This includes the assessment of various types of depression, impact on self, family, and treatment options. Dr. Justine Pawlukewicz, Board Member of Freedom From Fear, a Depression/Anxiety Agency, will moderate the evening.

Registration required

NEW

WHAT YOU NEED TO KNOW ABOUT FORECLOSURES

REX 012
Thur. 6 – 9 pm, Nov 20
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.

Registration required

NEW

IDENTITY THEFT: PREVENTION AND INTERVENTION

SOX 040
Friday, 6 - 7:30 pm, Nov. 7
1.5 Hours, FREE

Made possible by a grant from HSBC

Identity theft occurs when your personal information is used without your knowledge to commit fraud or theft. Learn about how identity theft happens, how you can protect yourself and what to do if you are a victim.

Limited space, registration required

FREE COMMUNITY PROGRAMS

SATURDAY STORIES FOR CHILDREN

HHT 200

Call for Sat. dates in late October 2008 and early November 2008
2 hours, FREE

Saturday Stories is for children ages 4 through 7. This is a FREE PROGRAM. An adult must complete a registration form with the number of attendees one week in advance.

Firm in our commitment to family literacy, we recognize the importance that the love for books has on children's acquisition of reading skills. Join our animated readers as they present the best in children's literature. All participants will receive a free copy of a storybook to add to their home libraries.

Please call 718.552.1170 for information. Registration required.

WOMEN INVESTORS — What Every Smart Woman Should Know About Money

BSX 071

Sat., 10 am-12 pm, Call for December Date
2 hour Seminar, FREE

For women who seek independence and control of all aspects of their lives, this course provides an inside look at mutual fund investing and cash management. Learn the first step in developing your personal financial picture. Have you thought about your financial competency in the new millennium? Ensure your future financial success by preserving and growing your savings and investments by attending this course today.

Registration required.

FREE RESUME CLINIC

CDX 103

By appointment, call 718.552.1170

BASIC FINANCIAL LITERACY FOR CONSUMERS

BSX 095

Sat., 10 am – 1 pm, Starting October 4

12 Hours, FREE (4) modules

Made possible by a grant from HSBC

This is a four-session introductory course in personal finance that will help you gain confidence and understanding in managing your resources. Attendance in all four modules might qualify you for assistance in becoming a first time homebuyer.

Module I: Using Credit, Credit History & Preventing Identity Theft
3 hrs, October 4, 10 am-1 pm

Module II: Banking & Managing Your Money
3 hrs, October 11, 10 am-1 pm

Module III: Home-Ownership
3 hrs, October 18, 10 am-1 pm

Module IV: Insurance & Financial Planning
3 hrs, October 25, 10 am-1 pm

*Instructor: Marie Pedraza, Lynn Tollett, and Evette Monteith
Limited space, registration required.*

..... REGISTRATION REQUIRED FOR ALL FREE 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

Select, preview and register for courses online. Study your favorite topic at work or in the comfort of your home 24/7. Classes start monthly and are 12 weeks to 6 months in duration.

REGISTER ONLINE NOW!

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 (City Tech) is an Equal Opportunity and Affirmative Action Institution. City Tech does not discriminate on the basis of age, color, disability, familial, marital or partnership status, genetic predisposition or carrier status, military status, national or ethnic origin, race, religion, sex, sexual orientation, transgender, alienage or citizenship in its student admissions, employment, access to programs, and administration of educational policies. Pursuant to the Chancellor's mandate of 1976, Italian-Americans are designated as an affirmative action category in addition to those so categorized under existing Federal statutes and regulations.

Gilen Chan, College Counsel, serves as the College's Affirmative Action Officer, Coordinator for Title IX (which prohibits sex discrimination in federally assisted education programs), Coordinator for the Age Discrimination Act (which prohibits age discrimination in federally assisted education programs) and Advisor to the Americans with Disabilities Act and Section 504 (which prohibits discrimination on the basis of disability) with assistance of Dorie Clay, Coordinator for ADA and Section 504. Her office is located in Namm Hall, room 325, and her telephone number is (718) 260-4981 and Ms. Clay's office and telephone number is Namm Hall, room 310 and 718.260.5402, respectively.

A+ Certification Test Prep.....	14	Excel (Microsoft).....	12
Accounting, Computerized Program	6, 13	Facilities Management	18
Administrative Office Assistant Program	13	Filmmaking.....	7
Alarm & Security Installation.....	19	Film, Production.....	7
American Sign Language.....	25	Financial Literacy for Consumers	6, 30
Apartment House Institute	18	Fire Safety Director Program.....	15
Arabic Conversation	25	Fire Standpipe & Sprinkler System	18
Arc Welding, Electric.....	23	Foreclosures.....	29
Art in New York.....	28	Free Programs.....	29, 30
AutoCAD, Intro.....	12	Healthy Seasonal Eating	28
Baccalaureate Degree (online).....	5	Home, Greening.....	26
Boiler Operations & Maintenance.....	17	Home, Design on a Budget	26
Bookkeeping Essentials	6, 13	Home Repairs	26
Building Maintenance & Environmental Services.....	22	Home, Selling in a Difficult Market.....	27
Building Maintenance & Operations	16-18	HVAC Electrical Controls.....	17
Business Development, Small.....	22	Green Advantage Workshop	27
Business & Industry Training Center.....	33	Greening Your Home	26
Buying & Selling Real Estate	27	Identity Theft	29
Cable Installation.....	14	Information Technology.....	14
Camera Buying Guide – Digital.....	28	Investing—Protecting Your Wealth.....	27
Chinese (Cantonese) 1 & 2.....	25	Investing—Real Estate	27
Career Counseling, Individual/Private.....	6	Job Seeking Strategies.....	6
Career: Job Seeking Strategies.....	6	Keyboarding (Computers).....	11
Child Abuse Identification	9	Languages	25
Childcare Certificate Program.....	9	Locksmithing.....	19
Children’s Saturday Stories.....	30	Management, Facilities.....	18
Computerized Accounting Program.....	6, 13	Mammography for Radiographers	23
Computer Programs: (Microsoft: Word, Excel, Powerpoint).....	12	Math Enrichment	22
Computer Basics.....	11	Medical Coding & Billing Program.....	24
Computers for Seniors	11	Meeting Facilitator.....	6
Computer Repair.....	14	Microsoft Office.....	12
Conflict Resolution	29	Money Management for Women.....	30
Construction Education & Safety.....	20-21	Natural Cooking.....	28
Construction Technology.....	8	Networking Technologies.....	14
Cooking Naturally and in Season.....	28	Notary Public Examination Prep.....	15
Cooking with Latino Sazon.....	28	Nurses Continuing Education.....	10
Dancing—Salsa.....	27	Occupational Safety and Health Admin – OSHA.....	20-21
Demolition.....	8	Office Assistant Training Program.....	13
Dental Assistant Certificate	24	Oil Burners, #2 and #6.....	17
Depression	29	Online Courses.....	5
Designing Home on a Budget.....	26	Payment, Tuition	4, 31
Digital Camera Buying Guide	28	Pharmacy Technician Program.....	24
Digital Darkroom.....	28	Plumbing.....	17
Directions: Map, Subway & Driving Information.....	34	Phlebotomy.....	23
Driver Instructor Education	15	Photovoltaic Installation, Intro.....	17
Electrical Maintenance	16	Powerpoint (Microsoft).....	12
Electric Arc Welding.....	23	Project Management (online).....	5
Electricity, Fundamentals of.....	16	Radiography—Mammography.....	23
Electronic Security Systems Installation	19	Real Estate, Foreclosures.....	29
Electronics & Math for PV Installation.....	17	Real Estate, Selling in a Difficult Market.....	27
Emergency Action Plan Director.....	15	Real Estate Investing.....	27
Environmental Technology.....	8	Real Estate Salesperson Qualifying Course.....	8

Refrigeration Mechanics	18	Sign Language (American)	25
Refrigerant System Operating Engineer	16	Small Business Development Center	22
Refrigerant Recovery Prep & Exam	16	Solar Hot Water & Heating Systems	17
Refunds & Withdrawals	31	Spanish 1 & 2	25
Registration Form	35	Story Reading for Children	30
Registration Information	4, 31	Sugar Blues—Eating Healthy	28
Repairing Your Home	26	Superintendent in Construction	20
Resume Clinic	6, 30	Superintendents Technical Assoc.....	18
Sales Training—Real Estate	8	Teaching Assistant/Child Care	9
Salsa, Dancing	27	Technology for Women	22
Saturday Stories for Kids	30	Tuition Information	4, 31
Scaffolding Training	20	Violence Prevention in School	9
School Violence Prevention	9	Wealth Protection & Wise Investing	27
Scriptwriting	7	Web Design Using Adobe Photoshop/ Image Ready	12
Seasonal Cooking/Eating	28	Welding (Electric Arc)	23
Security Officer License	19	Windows XP (Computers)	12
Security Systems Installation	19	Withdrawals/Refunds	31
Selling & Buying Real Estate	27	Women in Technology Workshops	22

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

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.

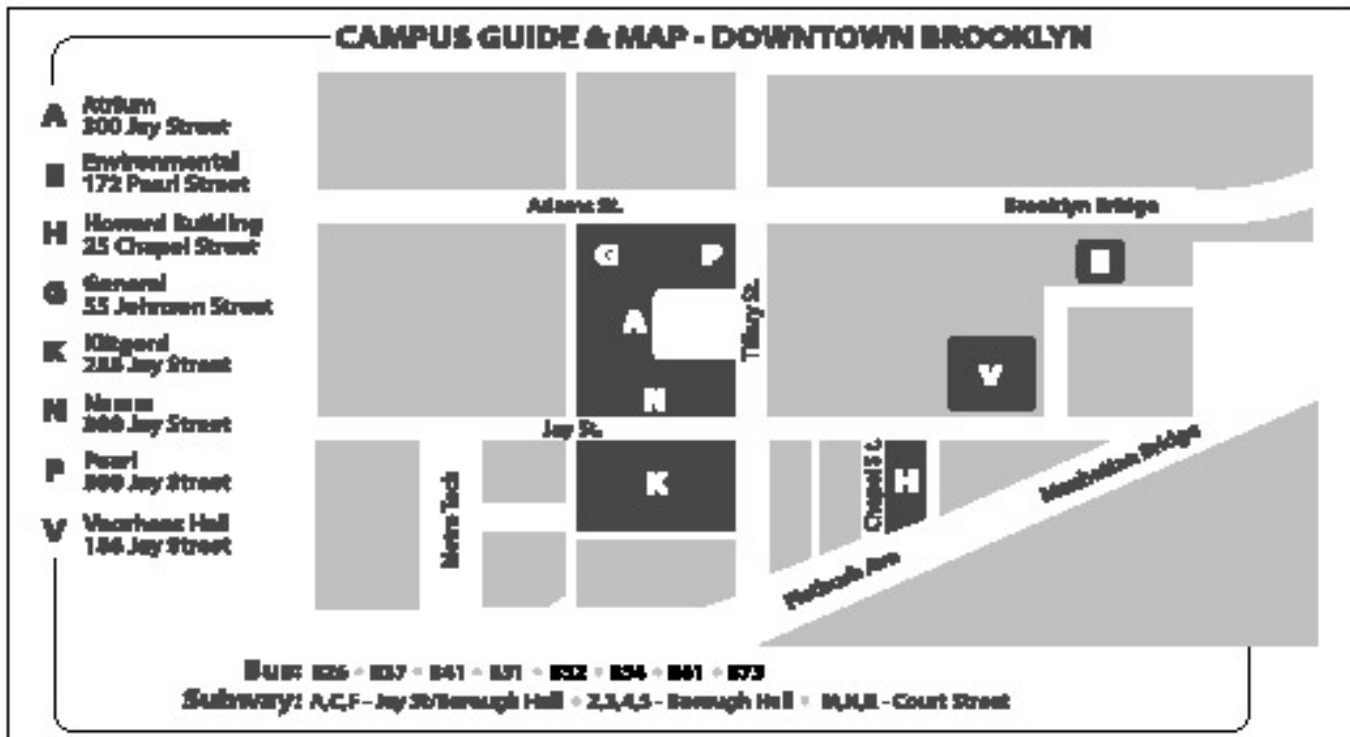
FROM STATEN ISLAND, cross the Verrazano Bridge to the Brooklyn-Queens Expressway and follow directions for Brooklyn.

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

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 _____