

**City Tech  
Continuing  
Studies Center  
Spring  
Summer  
2025**

**NEW YORK CITY  
COLLEGE OF  
TECHNOLOGY**



**CU  
NY**

**Start a New Career Here**

**City Tech Division of Continuing Education CUNY**

300 Jay Street, Pearl Building Room 409, Brooklyn NY, 11201, 718-552-1170

**[citytech.cuny.edu/ce](http://citytech.cuny.edu/ce)**

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Register Online: [citytech.cuny.edu/ce/](https://citytech.cuny.edu/ce/)

### City Tech Continuing of Continuing Education and Workforce Development

300 Jay St, Pearl Building, Room P-409  
 Brooklyn NY 11201, 718 552 1170

## Registration Policies

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

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

No refunds after the second class.

With written notice, a valid reason, and approval from the director, one rollover to the following semester may be permitted.



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*The Division of Continuing Education and External Partnerships is committed to creating pathways to higher education, job training and professional development programs as well as personal enrichment opportunities for our community. By serving a diverse population of learners, we help meet the economic and workforce development needs of the evolving New York City workplace as we promote and encourage lifelong learning.*

## City Tech Continuing Studies Center Policies

Please note these binding policies. They allow us to continue to bring you the convenient, affordable, educational choices as you build your career.

- We only accept registrations and payments online at this time. Sign up and register at [citytech.cuny.edu/ce/](https://www.citytech.cuny.edu/ce/)
- All courses require payment of the full tuition, plus a \$20 nonrefundable registration fee before you are admitted to class. Some programs are eligible for an installment plan and are specified in this bulletin.
- The Continuing Studies Center accepts duly authorized vouchers from public agencies, union, and private organizations. Several programs are approved for Veterans' Benefits.
- 100% refunded when a written email withdrawal notice is received prior to first class meeting.
- 80% refunded if a written notice is received before the second class meeting.
- No refunds after the second day of class.
- With written notice, a valid reason, and approval from the director, one rollover to the *following* semester may be permitted.

## REGISTER ONLINE:

<https://www.citytech.cuny.edu/ce/>

We accept **Master Card, Visa, or Discover cards**. At this time we are unable to accept checks or money orders for individual registrations.

## GROUP RESERVATIONS AND TRAINING

To register a group of students, or to request a group training for your organization, please contact Barbara Smith  
[bsmith@citytech.cuny.edu](mailto:bsmith@citytech.cuny.edu)



Registration: [citytech.cuny.edu/ce/](https://www.citytech.cuny.edu/ce/)



# Start at City Tech

City Tech Continuing Education | [Find your success at City Tech](#)



## Your path to success starts at City Tech

[The Continuing Studies Center](#) at City Tech is your partner in educational and career success. Start with certifications for healthcare, information technology, building trades, driver instruction, teaching, business, renewable energy, and much more.

### Call the Continuing Studies Center Office for Assistance With Registration

Tuesday - Thursday, from 9 am to 5 pm. 718 552 1170

A member of our staff is available to answer questions about courses and assist you with registration

### Reach Us by email

See page 3 for email contacts. Send us an email and we will reach out to you by phone.

For immediate assistance contact Barbara Smith: [bsmith@citytech.cuny.edu](mailto:bsmith@citytech.cuny.edu).

We have created a variety of course formats for the Spring 2024 semester so you can update your skills and earn career-enhancing certifications in-person, online, hybrid, or self-paced courses that let you study on your own schedule.

### Get Ready for an Online Class

You will meet with your instructor and classmates in a virtual setting. You will need to have internet access, a free Zoom account, and a space at home that will allow you to participate with few distractions. Course registrants will receive a welcome email with the course log-in link prior to the class start date. Please do try to keep your camera on so you can ask questions, interact and benefit from class discussion.

### Cameras and Recordings in an Online Classroom

Many instructors record their classes for the convenience of students. Instructors will inform students at the start of class that the session is being recorded. Those students who do not wish to be recorded will be alerted to turn off their cameras during class.

### Will I Receive a Refund if a Course is Canceled?

From time to time a course may be canceled. If you are enrolled in a course that is canceled due a change in the instructor's schedule or insufficient enrollment, your entire course fee and registration fee will be refunded to the card used at registration.

**To enroll in the college as a matriculated student**, earning academic credits towards an Associate's or Bachelor's degree. Contact the City Tech Office of Admissions to learn more. [citytech.cuny.edu/admissions](http://citytech.cuny.edu/admissions).





## EFFECTIVE TEACHING PROGRAM WITH CHILD CARE | **HYBRID**

TAP 100

Tues, Thurs, Sat, 6 pm - 9 pm, 2/25 - 4/29

90 hours, \$900 [Register](#)

The Teaching Assistant Program is a course for adults in transition to new careers working with children. Students are prepared for employment in both day care centers and school settings. The program includes 100 hours of online instruction. Instruction includes six hours of test review for the New York State Assessment of Teaching Skills Test (NYSATAS). The student will complete workshops and receive certificates in Child Abuse ID, School Violence Prevention & Intervention, and DASA (Bullying) provided requirements are met.

Prerequisite: High school Diploma or a GED. For other requirements, see the coordinator. Upon successful completion, we will offer a separate internship course with instructor guidance for an additional fee, when internships are again permitted.

## NYSATAS PREP CLASSES | **ONLINE**

TAP 091

[Add your name to the waitlist](#)

6 hours, \$75

This is a preparatory course for individuals interested in taking the NYSATAS exam. The course will review the core areas of NYSATAS (reading, writing, math and instructional support) and provide an in-depth analysis of the one hundred multiple-choice questions that have been presented in previous exams. Supplementary handouts will be provided. Students are expected to attend both classes to improve their performance on the test.

Professional certifications approved by the NY State Education Department

## CHILD ABUSE IDENTIFICATION AND REPORTING SEMINAR | **ONLINE**

HSX 090

Sec A: Mon, 6-8 pm, 3/17

**Additional classes each month**

Check the website for upcoming dates

2 hours, \$55, [Register](#)

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

## DIGNITY FOR ALL STUDENTS ACT (DASA) BULLYING, CYBERBULLYING AND DISCRIMINATION IN SCHOOL | **ONLINE**

DASA 100

Mon, Wed, 6-9 pm, 3/24 - 3/26

**Additional classes each month**

6 Hours, \$80, [Register](#)

The Dignity For All Students Act (DASA) workshop provides training on social patterns of harassment, bullying, cyber-bullying, and discrimination. This is required for all school professionals completing state-registered programs leading to certification.

## SCHOOL VIOLENCE PREVENTION & INTERVENTION | **ONLINE**

HSX 091

Wed, 6 -8 pm,

**Additional classes each month**

2 hours, \$55, [Register](#)

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.



## PROJECT MANAGEMENT ESSENTIALS WITH CAPM® PREP | SELF PACED

BSX 516

Includes Course Materials and Textbook

**Certificate Prep:** Project Management Professional (PMP)® 100 hours, \$1,345.00, [Register](#) Payment Plans Available

This course is designed for individuals new to project management, providing a solid foundation of the most common terms and concepts you will need and helping you prepare for the Certified Associate In Project Management (CAPM®) certification exam. CAPM® and PMI® are registered marks of Project Management Institute, Inc.

The materials in this CAPM certification course are aligned with the internationally recognized standards of project management. This CAPM course is oriented to concepts and knowledge areas such as time, cost, risk, and communications. Each lesson in your CAPM training focuses exclusively on a single topic, so you can more easily grasp that topic before moving on to the next.

### What you will learn

- Understand the essential elements of a project management foundation
- Learn how to execute a project from start to finish
- Be familiar with most common project management concepts and terminology
- Master the creation of project-driven budgets and timelines
- Learn how to predict and prevent risks

## ACCOUNTING WITH QUICKBOOKS ONLINE SUITE | SELF PACED

BSX 515

Instructor-Moderated, Online Discussion Boards  
96 hours, \$480, [Register](#) Payment Plans Available

This comprehensive course will teach you the basics of accounting with QuickBooks Online, the most widely used accounting software for small business owners. You'll master the basics double-entry bookkeeping and get hands-on experience handling accounts receivable, accounts payable, and sales.

## NYS NOTARY PUBLIC EXAM PREP | ONLINE

BSX 090

Sec D: Wed, 6 - 9:00 pm, 9/25

Sec A: Mon, 6 - 9:00 pm, Watch for Dates

Sec B: Mon, 6 - 9:00 pm, Watch for Dates

3 hours, \$65 [Register](#)

A three-hour workshop 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. The final half-hour is dedicated to Q&A.



### **BASIC 30-HOUR COURSE IN HIGHWAY SAFETY – BEHIND THE WHEEL *ONLINE***

DEX 101

30 hours, \$320 [Register](#)

Designed for both present and prospective behind-the-wheel instructors. Lectures and demonstrations include behind-the-wheel driving procedures, traffic and highway safety, sign regulations, and crash prevention. Special emphasis will be placed on defensive driving. Photo ID required.

### **DRIVER INSTRUCTOR ED: I *ONLINE* BASIC 30-HOUR COURSE IN TEACHING TECHNIQUES & METHODOLOGY (5-HOUR PRE-LICENSING)**

DEX 201

Mon, Wed, Fri, 6-9 pm, 2/24 - 3/17

30 hours, \$340 [Register](#)

This lecture & demonstration course is designed to effectively provide the information necessary for safe driving. The 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 psycho-physical 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.

DEX 101 meets the NYS DMV's 30-hour basic course requirement for driving school behind-the-wheel instructors. DEX 201 meets the Department's requirements for teaching techniques needed to teach the mandatory five-hour classroom session.



### **New York City College of Technology Small Business Development Center**

The Small Business Development Center at City Tech CUNY is staffed by professionals who, via one-on-one counseling or workshops, offer a variety of free useful services to new and existing businesses. **Our center exists to ensure that your business is prepared for start up, growth or expansion.**

**Contact the Center 718-797-0187**

[brooklyn.nyssbdc.org](http://brooklyn.nyssbdc.org)  
[SBDC@Citytech.cuny.edu](mailto:SBDC@Citytech.cuny.edu)

## **REAL ESTATE**

### **MANAGING YOUR COOP OR CONDO *ONLINE***

REAX 201

2 hours, \$100 [Watch for Spring Dates](#)

How do NYC co-ops and condos operate? Governed by an elected board of directors, these housing corporations are like mini-governments with their own bylaws and governing documents. Board directors need a strong foundation to govern their housing corporation wisely. While homeowner associations are democracies, they are governed by Rules of Law that can sometimes make for conflict among the members.

In this three-hour seminar, you'll learn the best practice for setting up an effective coop or condo governing structure. Are you establishing a new cooperative housing building or trying to sort out thorny problems in your current building? Come with questions and leave with a step by step guide to set your building on a path to peaceful coexistence.



## AMERICAN CULINARY FEDERATION SPECIALIZED CERTIFICATE IN CULINARY CANNABIS AND EDIBLES

HOSP 1001



### Free Culinary Cannabis Program

(Includes Course Materials and Textbook) [Apply Now](#)

As cannabis-infused food and drink products are approaching mainstream, professionals with a mastery of safe extractions, infusions, and dosing will be in demand. This partnership program between NYCCT, Kingsborough, and the American Culinary Federation (ACF) will provide students with the skills, knowledge, and competencies required for safely creating cannabinoid-infused edible products, culminating in an exam to earn an ACF/CUNY Certificate in Culinary Cannabis and Edibles.

Students will also hear from guest speakers and attend workshops on cannabis equity and advocacy, the history of cannabis, networking in the cannabis industry, and job readiness.

Participants must be 21+, interested in pursuing a career in culinary cannabis, and able to demonstrate Math and English-language proficiency by providing a high-school diploma or equivalency. All students are expected to attend class via Zoom with screens on, and to have stable, reliable internet and computer access (a cell phone will not allow participants to view and partake in all class materials).

To apply, visit this link: <https://forms.gle/6tYKeNtL8THwNLRf9>





### CATERING PROFESSIONAL | SELF PACED

Six Months, Open Enrollment

100 hours, \$1295, [Register](#)

Course Information 951-387.4225

Ed2Go financing options are available [Learn More](#)

The Catering Professional course provides the foundational skills needed for a career in the catering and events industry by teaching the elements of catering services, including overseeing events and functions and collaborating with other catering services. You will gain the ability to plan for successful food preparation and apply beverage management requirements.

This course will also demonstrate best practices for marketing a catering business, considerations for preparing and executing contracts, effectively manage human resources, and applying basic accounting principles. It will also prepare you for the Certified Professional in Catering and Events (CPCE) exam.

#### What you will learn

- The foundations of integrated disciplines such as event planning, food and beverage management, sales and marketing, human resources, accounting practices and legal contracts.
- To manage the challenges of employee inductions, performance appraisals, exit interviews, staffing requirements, food safety, legal requirements and licensing, budgeting considerations and profit margins.
- A broad-based training to work in catering prepares you for entry level work in the catering industry.

### WEDDING PLANNER | SELF PACED

Six Months, Open Enrollment

340 hours, \$1595, [Register](#)

Course Information 951-387.4225

Ed2Go financing options are available [Learn More](#)

Wedding planners combine creativity and organization to help happy couples celebrate the most important day of their lives. Train for a career surrounded by celebratory events!

In this course, you will master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This course allows you to earn your certification as a professional wedding planner and will give you an opportunity to put your new skills to work in an optional internship. Lastly, it includes the opportunity to receive notifications on internships in your area to get hands-on experience.

Upon successfully completing the final exam, you will earn the Certified Wedding Planner certification offered by Lovegevity.

#### Internship Opportunity

You will receive notifications on internships in your area, an opportunity for you to get hands-on experience in wedding and special event planning. An internship enables you to apply your new knowledge and skills in a work setting while making important professional connections.

#### What you will learn

- Learn the skills required for a job in the wedding and social event industry
- Create event concepts and plan celebrations from beginning to end
- Understand how to negotiate vendor contracts
- Develop client contracts and service packages
- Access an online resource library containing more than 150 customizable documents you can download and use for your clients
- Receive notifications on internships in your area to get hands-on experience

## ACADEMY FOR OCCUPATIONAL HEALTH AND CONSTRUCTION SAFETY

The city is a little safer with the establishment of our Academy for Occupational Health and Construction Safety facility at City Tech.

Since 2006, we have enabled construction workers and other professionals to obtain the certifications they need to work on job sites.

[citytech.cuny.edu/aohcs](http://citytech.cuny.edu/aohcs)

The Academy is an approved provider of NYC Department of Buildings' courses, including: Supported and Suspended Scaffolding; Site Safety; the SST Worker, SST Supervisor, and Worker Wallet certifications. We also offer classes that comply with training mandates by the FDNY, EPA, and DOT.

Courses are currently conducted in either English, Russian, or Spanish. Open-enrollment courses will be posted on our website for online registration. Classes are available in-person or remotely, as listed.

For information on AOHCS courses or to request private class delivery for your group, [visit our website](#) or email: [AOHCS@citytech.cuny.edu](mailto:AOHCS@citytech.cuny.edu).



## Bringing Safety to Construction and Industry

Safety-compliance training is mandated by the Occupational Safety & Health Administration (OSHA), the New York City Department of Buildings or various other authorities before working with certain equipment and/or moving into job titles as construction super or site safety manager.

For information on AOHCS course offerings, visit our website: [www.citytech.cuny.edu/aohcs](http://www.citytech.cuny.edu/aohcs)



City Tech Continuing Studies Center provides free programs to help all New Yorkers gain new skills improve their lives.

**FREE COMMUNITY WORKSHOP**  
**MANAGING HOARDING DISORDER IN**  
**RESIDENTIAL BUILDINGS| ONLINE**

REXR 014

Wed, 4/9, 6-8 pm

2 hours, Free, [Register](#)

In New York City where neighbors share walls, a hoarding resident becomes a community problem. Fire, odors, vermin, roaches, bedbugs, mice, and other pests can travel from one apartment to another and quickly compromise the health and safety of residents. In this free workshop, a panel of speakers will outline strategies that help the hoarders and residents to cope with and end the behavior.



**FREE COMMUNITY WORKSHOP**  
**HOW TO DEAL WITH DIFFICULT NEIGHBORS**

REXR 017

Wed, 6-8 pm, 5/14

3 hours, Free, [Register](#)

You have an apartment you can afford in a neighborhood you love. You've settled in to raise your family or live your best life. Then a noisy, argumentative neighbor moves in above you, drilling the walls at 8 am on Sunday morning. What to do? Join us to learn strategies to live and let live.



**FREE COMMUNITY WORKSHOP**  
**BRIDGES TO OFFSHORE WIND**

Bridges to Offshore Wind is presented by a consortium of four CUNY campus- City Tech, LaGuardia, Kingsborough, and the College of Staten Island. These two or 10-hour workshops explore offshore wind career pathways. Participants will review labor market data, learn about employment projections, and assess their existing skillsets to evaluate how they align with careers in offshore wind.

Existing job training, certification, and degree programs available at the four CUNY schools is presented provides participants with a roadmap into this new and growing renewable energy sector.

For information about scheduling a workshop at your school, community center, or workplace, please contact the coordinator, David Iaconangelo, [david.iaconangelo70@citytech.cuny.edu](mailto:david.iaconangelo70@citytech.cuny.edu).

**City Tech CUNY**  
**Helping New Yorkers Get to Work!**



## New to Computers? Learn the Basics for your Personal or Professional Use Coming Spring 2023

### COMPUTER BASICS | *IN PERSON*

DPX 109

[Watch for Dates](#)

12 hours, \$255

This course provides an overview of basic computer skills for new users. Learn to create and save files and folders and organize your computer storage. Computer Basics is a foundation class for individuals without computer experience who wish to continue to Microsoft Word, Excel, and Powerpoint.

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, and browse the internet. Installing and launching apps in the Windows environment will be covered.

### MICROSOFT WORD | *IN PERSON*

DPX 301

[Watch for Dates](#)

15 hours, \$270

**Prerequisites:** Basic computer knowledge

Microsoft Word is the most frequently used program for personal and professional documents. This course teaches you to enter, edit, format and move text, and use spell check, thesaurus, review and grammar. Learn to set up pages, set margins, create headers and footers, change fonts and set type size. Microsoft Word can be used for brochures, invitations, calendars and much more.

### MICROSOFT EXCEL | *IN PERSON*

DPX 300

[Watch for Dates](#)

15 hours, \$320

**Prerequisites:** Basic computer knowledge

Microsoft Excel is a spreadsheet program that is essential for accountants, managers, and administrators. Learn to create tables, columns, and rows in order to present financial information and other data for analysis and decision making. This is a basic class.



### MICROSOFT POWERPOINT | *IN PERSON*

DPX 320

[Watch for Dates](#)

15 hours, \$320

**Prerequisites:** Basic computer knowledge

Microsoft PowerPoint is used for slide shows and presentations. Families, educators, administrators, scientists, sales professionals and others use PowerPoint to organize ideas and information into well designed, interesting presentations.

In this course you will learn to use an existing theme or create your own, and to insert photos, charts, transitions, and video. Present your ideas clearly and tell a story that audiences will respond to with PowerPoint.



## BICSI CABLE INSTALLATION | *IN PERSON*

BIC100

200 hours, Free

For program information contact:

Brooklyn Workforce Innovations

Anastasia Counts (she/her)

(718) 237 -2017 ext 140

To apply for the program, you must first attend an Info Session. <https://bwi.tfaforms.net/f/BNinterest>

### Looking for a challenging and rewarding career?

We can help you connect to your future in low-voltage cabling. Our graduates spend most of their day in the field, sometimes on construction or renovation sites. They stand on ladders, pull cable through walls, and test and troubleshoot connectivity.

We invite you to review our eligibility requirements and learn more about this dynamic field in an information session. Applying to Brooklyn Networks is a competitive process.

### Eligibility

- New York City resident (6+ months)
- Legally eligible to work in the U.S
- 18 years or older
- Physically fit and able to lift 50-70lbs,
- Cannot be color-blind
- Take a reading and math test at the information session and score at or above the 8th-grade level.
- Able to attend class Monday-Friday 8:30 AM to 5:00 PM in-person on the NYC College of Technology campus
- Unemployed, low-income, or public assistance recipient
- Comfortable with climbing on ladders and crawling in small, dark space.



**Get Started in a Tech Career with  
Low-Voltage Cabling**

## COMPTIA A+ EXAM PREP | **HYBRID**

### COMPUTER REPAIR

INFT 100

Mon, Wed, Thurs, 5:30 - 9:30 pm, 6/2 - 7/7

Mon, Tues, Online in Zoom

Thurs, In-person labs on campus

72 hours, \$1120 [Register](#)

A two-part payment plan is available.

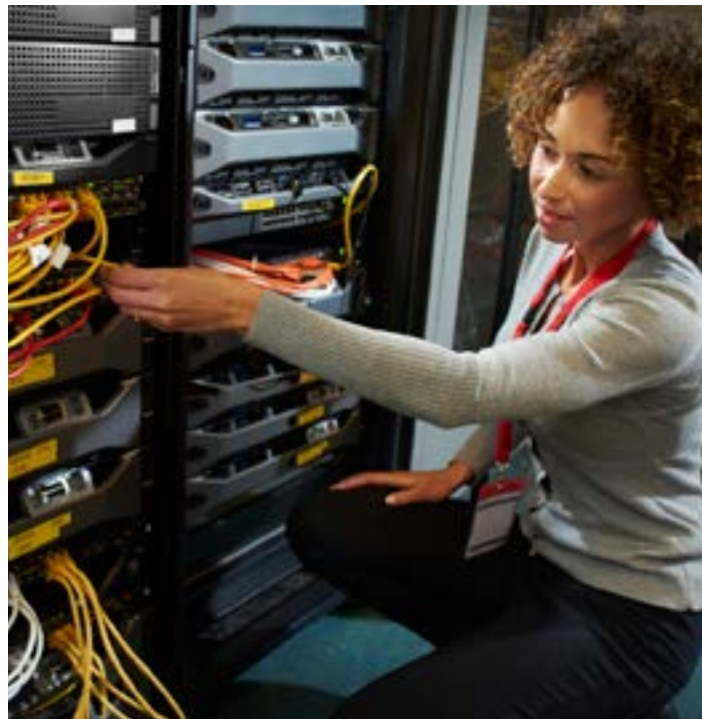
Prerequisites: Basic computer skills, fluency in English.

Required text book: CompTIA A+ Certification All-in-One Exam Guide, Tenth Edition (Exams 220-1001 & 220-1002) 10th Edition.

A+ Certification is your first step in an IT career. Work at a help desk, as a field service technician, or in computer repair. This essential class lays the groundwork for networking and security jobs. Students will prepare for the The CompTIA A+ Core Series requires candidates to pass two exams: Core 1 (220-1001) and Core 2 (220-1002). The course will be conducted using a remote desktop installed on students' computers.

#### What You Will Learn in CompTIA A+

- How to troubleshoot and manage a computer system
- How to identify computer components
- How to work with computer numbering systems
- How to configure and troubleshoot Windows



## COMPTIA NET+EXAM PREP | **ONLINE**

### NETWORKING

INFT 101

Mon, Wed, Thurs, 5:30 - 9:30 pm, 7/14 - 9/21

72 Hours, \$1100 [Register](#)

CompTIA Network+ certification validates the essential knowledge and skills needed to design, configure, manage, and troubleshoot wired and wireless networks. Lectures and labs will focus on network theory, communication, media, and hardware. Participants will be able to setup and configure a functional network. The course will be conducted using a remote desktop installed on students' computers.

#### What You Will Learn in CompTIA Net+

- Local Area Network Infrastructure
- TCP/IP, LAN infrastructure
- WAN Infrastructure Network Security
- Remote Networking
- Disaster Recovery
- Network Media and Hardware



## INTRO TO PYTHON | **ONLINE**

CRSR 203

Mon, Wed, 6:30 – 9:30 pm, 3/24 - 5/14

45 Hours, \$895, [Register](#)

The exciting entry-level Python programming course is designed specifically for beginners and individuals who have struggled with self-learning Python in the past. This course covers Python fundamentals and guides you through leveraging powerful language models like ChatGPT as tools to enhance your programming journey and confidently tackle Python interviews for entry-level jobs.

### Topics

- Bitwise operators
- Data types, variables and operators
- Iteration loops and while statements
- Lists, tuples and list comprehension
- Dictionaries and dictionary comprehension
- Functions and unpacking variables
- Lambda Expressions
- File I/O and context managers
- Using Chat GPT as a programming tool

## FULL STACK WEB DEVELOPMENT 8-WEEK INTRODUCTORY CLASS | **ONLINE**

CRSR 200

MON, Wed, 6-9 pm, 4/28 - 6/23, No class 5/26

48 hours, \$1250, [Register](#)

A two-part payment plan is available.

Full Stack Web Development is an 8 week, 48-hour class focusing on Front End programming languages, including HTML, CSS, Javascript along with BackEnd development concepts, practical knowledge in database design, server and server scripting languages (PHP) Students with little or no technical background will attain a level of proficiency and problem-solving ability. This classes you how to learn-so you can continue to grow in the ever change landscape of web development.

### COURSE TOPICS

- Introduction to Programming Languages
- Data Structures
- Variables and Operations
- Control Structures
- Repetition Structures
- Strings
- Functions and Modules
- Lists
- Dictionaries
- File Input and Output
- Beginning Programming



## SOCIAL MEDIA MANAGEMENT AND CONTENT CREATION

SMMC101

Fri, 6 - 9 pm, 2/21 - 3/28

18 hours, \$300 [Register](#)

Ready to jump start a new business or venture? The Social Media Management and Content Creation course is vital for developing marketing skills, driving audience engagement, and creating brand recognition.

The class equips learners with tools to successfully manage an online presence, analyze performance metrics, and adapt to evolving online trends. This knowledge enhances brand awareness, encourages community interaction, and drives business growth.

### What You Will Learn

Social media strategies, content creation

AI generation tools

Crafting engaging and relevant storytelling tailored to your audience

Analyzing performance metrics to refine strategies

Plan and execute an integrated marketing initiative

Foster relationships with followers

Respond to feedback to create a loyal audience

Develop schedules for timely and relevant posts





## Upskill Your Staff and Keep Valuable Workers in Place

Job skills change as new technologies and equipment reshape the ways we work. Your valuable staff should grow and stay in place.

City Tech Continuing Studies Center offers a range of hands - on certificate and professional courses to prepare your workers for the current workplace.

Interested in a group training? Contact one of our coordinators.

**Selwyn Smart, Building Trades**  
[ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu)

**Dania Anderson, Healthcare Programs**  
[danderson@citytech.cuny.edu](mailto:danderson@citytech.cuny.edu)

**Shermira Busby, Workforce Development**  
[sbusby@citytech.cuny.edu](mailto:sbusby@citytech.cuny.edu)

**Giovanna Perciballi, Adult Education**  
[GPerciballi@citytech.cuny.edu](mailto:GPerciballi@citytech.cuny.edu)

**Anthony Ruvio, Occupational Health and Construction Safety**  
[aruvio@citytech.cuny.edu](mailto:aruvio@citytech.cuny.edu)

**Debra Salomon, Renewable Energy & Tech**  
[dsalomon@citytech.cuny.edu](mailto:dsalomon@citytech.cuny.edu)

**David Iaconangelo, Offshore Wind**  
[david.iaconangelo70@citytech.cuny.edu](mailto:david.iaconangelo70@citytech.cuny.edu)

**These are a few of the courses that can be offered as a group training**

**Learn More: Contact Sean Carey**  
[sean.carey14@citytech.cuny.edu](mailto:sean.carey14@citytech.cuny.edu)

### Building Trades

- Basic Electrical Maintenance
- Basic Plumbing Repairs In Housing
- Refrigeration
- HVAC
- Welding
- Locksmith
- Electronic Security

### Healthcare

- Dental Assisting Certificate Program
- Emergency Medical Technician Program
- Hemodialysis Training
- Home Health Aide
- Medical Billing and Coding/NHA Test Prep
- Pharmacy Technician Program

### Information Technology

- COMPTIA A+ Certification Prep
- COMPTIA Net+ Certification Prep

### Programming and Design and Marketing

- Full Stack Web Development
- Intro To Python
- Social Media Management and Content Creation

### Renewables / Energy Efficiency

- Advanced Energy Storage Design & Installation (ESIP)
- Bridge To Offshore Wind (Free Community Seminar)
- Building Mechanicals: Systems and Equipment
- Building Science
- Intro To Energy Storage
- NABCEP PV Associate Exam Prep
- NABCEP Advanced PV Installation Pro Exam Prep



## Self-Paced Study On Your Own Schedule

City Tech Continuing Studies Center partners with Ed2Go to bring you a wide range of self-paced programs for busy adults. Add to your existing skills for advancement in your current job or prepare for industry recognized certification exams.

These self-study courses allow you to work when your schedule allows and in the comfort of your own home. [City Tech Ed2Go programs](#) are designed by a team of professionals who provide a complete web-based learning experience. Instructors and mentors participate in your education, responding to questions, and providing the encouragement and motivation you need to succeed.

[Browse City Tech Ed2Go Catalog](#)

### ADOBE PROFESSIONAL



### BUSINESS



### APPLICATIONS



### COMPUTER SCIENCE



### CONSTRUCTION



### HEALTH AND FITNESS



### HOSPITALITY



### INFORMATION TECHNOLOGY



### LANGUAGES



## City Tech Success Stories

At City Tech CSC, our students come from many backgrounds. but share the desire to gain new skills and change their career path. From healthcare to technology to green building, to architecture and renewable energy, we are committed to your success.



“ After taking the Pharmacy Technician class at City Tech I got a job at CVS. Nine months later I was promoted to Field Colleague Trainer. I applied to and was accepted to pharmacy school and graduated in May 2021 with a Pharm D degree. Now I teach the CityTech Pharmacy Technician course. I owe a lot to the program for being with me throughout the whole journey.

- **Kiley Margolis**, *Pharmacy Technician Student to Registered Pharmacist*



“ Kelvin is simply great! His patience with the class and mastery of the topic were both world class. He truly is a dedicated professional and I learned so much from him. The basics were presented very well and in an organized and consistent fashion. Kelvin also exposed us to methods of learning on our own which enables us to build on the basics he emphasized in the first half of the class.

-**Michael Bennett**, *Solar PV Installation Professional*



“ When you're in the program, you don't realize the importance of every course. It's very well rounded; when you're out in the field, you find yourself saying: Wow! I'm so glad I learned all these different concepts! I have applied everything that I've learned from GMB to my new position as a Maintenance Supervisor.

- **Carmen Francis** *Green Building Maintenance Student*

The healthcare industry will continue to drive the nation's employment growth through 2026 by adding around 4 million new jobs, accounting for about a third of total job growth, according to Bureau of Labor Statistics data

## PHARMACY TECHNICIAN | ONLINE

PHA 090

45 hours of Instructor-led classes  
155 hours self-paced hours on course portal  
200 hours, \$1015

[Click here to place yourself on our notification list](#)

Required textbook expense is additional  
Prerequisite: High school diploma or GED.

This course is being offered online. Students will meet with their instructor once per week. Contact Dania Anderson [danderson@citytech.cuny.edu](mailto:danderson@citytech.cuny.edu) to receive course instructions.

Join this up and coming profession. Over a billion prescriptions are filled in the U.S. each year. Our convenient instructor-led online PTCB exam prep class prepares students for NYS licensure for employment in retail and healthcare settings. Employment in healthcare occupations is projected to grow by 18 percent from 2016 to 2026, much faster than the average for all occupations, adding about 2.4 million new jobs. [Contact us](#) to learn about career pathways in rewarding careers.

### Consider:

- Convenient once a week classes
- Online lessons mean you can learn from the comfort of home



## PHARMACY TECHNICIAN BILLING AND REIMBURSEMENT PROGRAM | ONLINE

MPHA 100

Coming Fall 2025

Thurs, 6 - 9 pm, 4/24 - 7/31

45 hours of classroom instruction and experiential simulated learning

155 hours of self-paced online instruction and assignments  
\$1015 200 hours, [Register](#)

\*No additional textbook cost

Prerequisite: PHA090

Specialized billing and reimbursement technicians are in high demand and are paid well. These technicians can work in many diverse job settings including insurance companies, hospital finance departments, and specialty pharmacies. This specialty provides faster career growth and opportunities compared to general pharmacy technicians. This course will provide students with advanced training on core competencies required by the Billing and Reimbursement Certification

- Insurance programs and eligibility requirements
- Claim processing and adjudication
- Prior authorizations
- CMS audits and contract compliances

## HEMODIALYSIS TRAINING | ONLINE

HHEM 100

60 hours of online, instructor-led classes \$1,600,

[Click here to place yourself on our notification list](#)

Prerequisite: A High School Diploma or GED is required.

For information email [danderson@citytech.cuny.edu](mailto:danderson@citytech.cuny.edu)

The increase in chronic illnesses prompts a surge in the need for well-trained professionals, skilled in hemodialysis treatment. City Tech, working in partnership with Dialysis 4 Career, provides the comprehensive online training necessary to become a hemodialysis technician or nurse specializing in End-Stage Renal Disease (ESRD). Training will focus on essential topics including: kidney anatomy and physiology, renal nutrition, water treatment, vascular access, infection control, medication, complication, dialysis machine set-up, and patient monitoring.



### DENTAL ASSISTING CERTIFICATE | **ONLINE**

HDEN 100

Fri, 6 - 9pm and Sat, 9 am - 12 pm, 4/25 - 9/6

No class, 5/24, 5/25, 7/5 and 7/6

107 hours, Instructor-led classes, \$1,720, [Register](#)

Textbook expense additional

Information [danderson@citytech.cuny.edu](mailto:danderson@citytech.cuny.edu)

Dental Assisting offers excellent career opportunities for those without a college degree. The demand for trained dental assistants is currently excellent. The Dental Assisting Course will introduce students to the various aspects of dentistry necessary to be a competent and proficient Dental Assistant and provide skills needed to help candidates achieve employment as a dental professional in a clinical practice setting. This is challenging interesting work as an integral member of a professional healthcare team.

#### Admission requirements:

Complete an application for admission.

The applicant must submit proof of high school graduation, GED, diploma or the equivalent of secondary education completed from country of origin, if educated outside of the United States.

### MEDICAL BILLING AND CODING | **ONLINE**

HMBC 100

Sa, Sun, 9 am - 12:30 pm, 4/12/2025 - 10/12/2025

No classes on 5/24, 5/25, 7/5,7/6

168 hours, \$1,724 [Register](#)

For information email [danderson@citytech.cuny.edu](mailto:danderson@citytech.cuny.edu)

The course will train the student for jobs in computerized medical billing and coding for medical offices, hospitals, and other medical facilities. It will include computer hands-on training on widely used Practice Management Software.

To enhance the student's training in the medical field, the course includes classes in medical terminology with anatomy and physiology, medical insurance for billing and reimbursement, and ICD-10/CPT-4 medical coding. At the end of the

course, the student will be reviewed for the Certified Billing and Coding Specialist (CBCS) national certification exam of the National Health Career Association (NHA/ATI).

#### The Curriculum includes:

- Medical Terminology with Anatomy and Physiology
- Medical Coding ~ CPT-4 and ICD-10
- Medical Insurance for Billing and Reimbursement
- Practice Management Software
- Preparation for NHA CBCS examination

### PHYSICAL THERAPY AIDE PROGRAM | **ONLINE**

PHT 100

Mon and Wed, 6:00 – 9:00 pm

75 hours, \$1,220 [Watch for Fall 2025 Dates](#)

Course tuition does not include the textbook.

Prerequisite: HS Diploma or GED.

For more information please email

[danderson@citytech.cuny.edu](mailto:danderson@citytech.cuny.edu)

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

### Watch for Upcoming Home Health Aide Program

Home Health Aides support for clients who need help with basic daily activities and physical care. If you are a caring individual who enjoys making a difference, this training may be for you.

For information and dates, please contact

[danderson@citytech.cuny.edu](mailto:danderson@citytech.cuny.edu).





## EMERGENCY MEDICAL TECHNICIAN **HYBRID**

In Partnership with Rescue Training International (RTI)

Watch for Summer and Fall 2025 Dates

Part B: Asynchronous classes - 80 hours

Part C: In-Person Training at City Tech

For more information [contact Dania Anderson](#)

220 hours, \$1299 [Register at City Tech](#)

Includes uniform shirt, physical textbook, EMT equipment package, online access to our learning management system, CPR certification, and the course RTI Financing Options are available. [Learn more](#)

This course prepares candidates to become NYS Department of Health Emergency Medical Technicians (EMT).



## CERTIFIED EKG TECHNICIAN | **SELF-PACED**

EKG 100

Self paced, Start anytime

6 months, \$1995,

Voucher and course materials Included

[View Syllabus and Register](#)

Ed2Go financing options are available. [Learn more](#)

This in-depth course will train you to apply, monitor, and measure electrocardiography tests in a flexible, online learning environment. You will also learn key subjects needed to earn a nationally recognized EKG technician certification, such as measuring basic vital signs, perform-

ing rapid response procedures, operating an EKG machine, and identifying rhythms. By course completion, you will be prepared to take and pass the Certified EKG Technician Specialist (CETS) certification exam, offered by American Education Certification Association and the Certified EKG Technician (CET), provided by the National Healthcareer Association.

### Choose between two certification paths:

You will have foundational knowledge to sit for AECA's Certified EKG Technician Specialist (CETS) exam to earn a provisional certification that allows you to assist other EKG techs, doctors, nurses, and various healthcare professionals. You will have six months to complete the clinical skills portion of EKG, an externship as an EKG technician, and administering at least 15 live EKGs, to convert to full certification. You will also qualify for the National Healthcareer Association (NHA) full certification, Certified EKG Technician (CET), and may utilize the included Externship Starter Kit to achieve the clinical requirements (10 EKGs on live humans).

## VETERINARY ASSISTANT SERIES | **ONLINE**

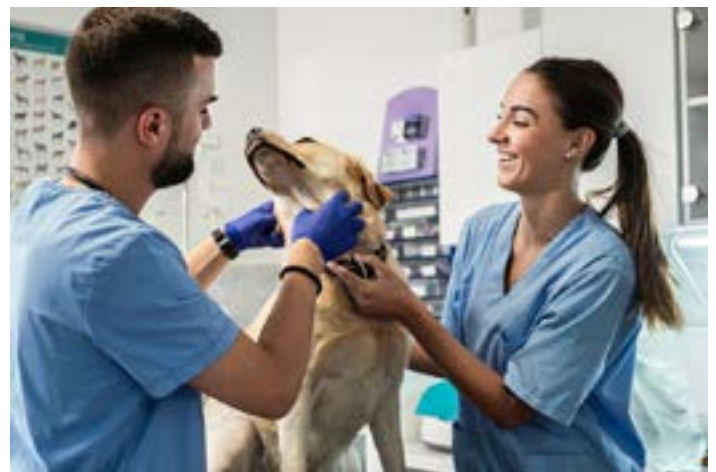
VAT 100

Self paced, Start anytime

[Register](#)

Ed2Go financing options are available. [Learn more](#)

If you love animals and have you ever thought about a career as a veterinary assistant, the Veterinary Assistant Series may be perfect for you. Taught by a practicing veterinarian and college instructor, courses in the series will give you all the information you need to prepare for work as a veterinary assistant including the specific veterinary duties you are likely to face every day.





## INTRO TO AUTOCAD | ONLINE

ARCH100

Thurs, 6 pm - 9 pm, 3/13 - 6/12

42 hours, \$550 [Register](#)

Includes a 1 year Revit Educational License

Prerequisite: Basic computer literacy is required. Knowledge of blueprints or drafting is a plus. Includes an AutoCAD Educational License Available for PC or Mac

In this online course, participants learn the fundamentals of AutoCAD 2019 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 set-up, including scale coordinate systems, snaps and grips, basic draw and edit commands, layers, text, blocks, modify commands, plotting, and printing basics.

## INTRO TO REVIT | ONLINE

ARCH101

Mon, 6 pm - 9 p.m, 6/2 - 7/14

21 hours, \$550, [Register](#)

Includes a 1 year Revit Educational License

All online users must have a PC computer that can run Revit 2022

[See hardware requirements here:](#)

Use Revit® software to produce consistent, coordinated, and complete model-based building designs and documentation. Automatically update floor plans, elevations, sections, and 3D views. Use 3D visualizations to see a building before it's built. Through hands-on exercises, explore advanced 3D building information modeling concepts and learn essential commands for improving workflow and productivity.

## REVIT MEP FOR ENGINEERS | ONLINE

BIM 105

Coming Fall 2025

21 hours, \$725 [Register](#)

Prerequisite: Knowledge of AutoCad

Includes a Revit MEP Educational License

Engineers use Revit MEP Building Information Modeling (BIM) software to design, analyze, and document complex building systems. Building Information Modeling (BIM) helps MEP firms improve accuracy, reduce and resolve clashes, and optimize building systems design. In this project-driven class learners will work in teams using MEP BIM software to improve collaboration, share data, and speed project delivery from design to construction.

This high level course is designed for tradespeople and engineers who work on plumbing, electrical and mechanical systems. Design, model, and document building systems in the context of a full building information model, including architectural and structural components.



### INTRO TO BLUEPRINT READING

CPMT 101

Sec A: Tue, 6-9 pm, 4/29 - 5/20 | **ONLINE**

12 hours, \$465 [Register](#)

Required Textbook (Students must Purchase)

Print Reading For Construction,

7th Edition by: Walter C. Brown, Daniel P. Dorfmüller,  
Goodheart-Willcox, ISBN: 9781631269226, 1631269224

The ability to read blueprints is an essential skill for designers, contractors, real estate brokers, and building owners. In this lecture and virtual hands-on class, you will learn the vocabulary and language of blueprints.

### ADVANCED CONSTRUCTION | IN PERSON BLUEPRINT READING

CPMT 102

Wed, 6 - 9 pm, 3/5 - 3/26

Wed, 6 - 9 pm, 6/4 - 6/25

12 hours, \$465 [Register](#)

Required Textbook: Students must purchase

Print Reading For Construction,

7th Edition by: Walter C. Brown, Daniel P. Dorfmüller,  
Goodheart-Willcox, ISBN: 9781631269226, 1631269224

This advanced print reading course covers the structural, electrical, mechanical, and plumbing drawings found in a set of construction documents.



### COST ESTIMATING FOR CONSTRUCTION | IN PERSON

CPMT 104

Wed & Thurs, 6 - 9 pm, 12/4 - 1/8, No class, 12/25 & 1/1/25

12 Hours, \$465, [Register](#)

Preparing an estimate and bidding a job is essential for contractors, designers, and others in the building trades. In this course you will learn to estimate the cost of general conditions, prepare a quantity take off for the materials to be used in the job, and extend unit prices to prepare an accurate cost estimate.

### CONSTRUCTION PROJECT MANAGEMENT | IN PERSON

CPMT108

Wed & Thurs, 6 - 9pm, 2/5- 3/27

45 hours, [Register](#)

Without scholarship, \$775

This hands-on lecture and lab class familiarizes participants with the plans, submittals, RFIs, contracts, and schedule documents that are used to manage a construction project. Students will work in teams, managing simulated jobs in which architects, contractors, and owners communicate and collaborate to keep the work on track.

### DOB, PERMITS & FILINGS | ONLINE

CPMT 106

Wed, 6 pm - 9 pm, 11/6

3 hours, \$120 [Register](#)

This intensive 3- hour class teaches you how to navigate the NYC DOB permitting process. It covers a range of required filing tasks relevant to a construction job.



### EARN A CITY TECH CE MASTER CERTIFICATE IN CONSTRUCTION PROJECT MANAGEMENT

VALIDATE YOUR EXPERIENCE AT CITY TECH CUNY  
IN CONVENIENT, INSTRUCTOR LED EVENING  
CLASSES

#### Take any two of these:

- Introduction to Blueprint Reading
- Advanced Construction Blueprint Reading
- Cost Estimating for Construction

#### Take one of these:

- ECX 046 Construction Project Management
- ACAD 200 Intro to AutoCAD
- BIM 101 Intro to Revit

Information: [bsmith@citytech.cuny.edu](mailto:bsmith@citytech.cuny.edu)





## SKILLS TRAINING FOR BUILDING SUPERS

**IN PERSON**

### PART A: CERTIFICATE OF COMPETENCY

SUPT 400

Sec C: Tues, Thurs, 6 pm - 9-pm, 5/6 - 5/29

For group trainings email [dsalomon@citytech.cuny.edu](mailto:dsalomon@citytech.cuny.edu)

24 hours, \$480 [Register](#)

This program prepares individuals to work as residential building supers and/or maintenance workers. Units include plumbing, electrical, tiling, plaster and drywall, and essential communication skills for working with tenants and outside contractors. Certificate of completion

## SKILLS TRAINING FOR SUPERS, | **HYBRID**

### PART B: BUILDING MECHANICALS

SUPT 401

Sec A Tues, Online, & Thurs In person, 6 - 9 pm, 3/18 - 4/10

Sec B: Tues, Thurs, 6-9 pm, online & Sat, 9 am - 4 pm, in person, 6/8 - 6/19

24 hours, \$480 [Register](#)

Building Supers must understand, operate, and manage all of a building's mechanical systems. This in-depth course explains how each system works and how to maintain it for peak efficiency. Systems covered include: heating, cooling, ventilation, pumps, and elevators. This lecture class is designed to assist building supers who wish to move to the next level of expertise. Certificate of completion

## ONLINE SKILLS TRAINING FOR SUPERS, **ONLINE**

### PART C: MANAGEMENT AND SUPERVISION

SUPT 402

Tues, Thurs, 6 - 9 pm, 4/22 - 5/15

24 hours, \$480 [Register](#)

This advanced session of the Skills Training for Building Supers' Program is for those who wish to transition to a supervisory role. Topics include payroll, building protocols, staff evaluations, Maslov Theory, objectives, and leadership styles with a focus on the x and y strategy, as outlined by Douglas McGregor. Achieve a work team that performs at its best.

## Building Performance Lab (CUNY BPL) Energy Technician Training

City Tech is working with CUNY Building Performance Lab (BPL) to provide no- cost energy technician certification. The first two program courses cover the fundamentals of building science, focusing on energy analysis, retrofit practices, and the mechanical, electrical, and plumbing systems in buildings, with an emphasis on equipment recognition, safety, and efficiency upgrades.

Take 1.1 Building Science followed by 1.2 Building Systems to earn an Energy Technician certificate and an opportunity for a paid traineeship.

### 1.1 BUILDING SCIENCE | **IN PERSON**

SUPT405

Mon, Tues, 6- 8:30 pm, 4/7 - 7/23

75 hours, No Cost (Scholarship) [Apply here](#)

**You will be contacted for an interview after application.**

This course introduces energy use and conservation in buildings, providing knowledge and skills essential to reducing carbon dioxide emissions and the climate changes they cause. To achieve occupant safety, health and comfort, buildings use energy in a variety of systems including Heating, Ventilation, Cooling and Lighting. This fundamentals course covers building constructions, heat loss/gain calculation, energy units and energy accounting.

### 1.2 BUILDING MECHANICALS: SYSTEMS AND EQUIPMENT | **IN PERSON**

SUPT405

Tues, Thurs, 4/8 - 7/24

75 hours, No Cost (Scholarship), 75 hours

[Confirm your intent to register here:](#)

#### Prerequisite

**Only those who have completed Building Science** may register for Building Systems.

Confirm your Building Science completion here

This course covers Mechanical, Electrical, and Plumbing systems and equipment in buildings with a focus on equipment operation and control, especially adjustments and retrofits for energy efficiency, water conservation and carbon reduction. Professional practice skills preparation, include field-testing, measurement, data acquisition and key parameter analysis as methods in energy audits and performance assessment before and after adjustment/retrofit.

### FIRE GUARD | ONLINE

FSXS 005

Watch for dates

4 hours, \$80, [Register](#)

This fireguard prep course is designed to help students understand the FDNY requirements for impairments of the fire protection system, planned and unplanned shutdowns of the sprinkler/standpipe/fire alarm systems. This prep course will help students pass the FDNY F-01, F-03, F-04, F-60, and S-60 Certificates of Fitness computer-based tests.

### FIRE LIFE SAFETY DIRECTOR | ONLINE

FSXS 104

Sec A: Wed, Thurs, 6 - 10 pm, 3/19 - 4/10

31 Hours, \$375 [Register](#)

#### MODULES

1. Fire Emergency - FSD General Topics, 20 hours
2. Non-Fire Emergencies EAP 7 hours
3. Non-Fire Emergencies Active Shooter/ Medical Emergencies Preparedness 4 hours

The FLSD Graduation Diploma is the first step to achieving a FLS Director Certificate of Fitness, T89 or F89. The diploma is valid for 9 months for the purpose of taking the follow-up FDNY computer based 'Fire Component' "On-Site" exam which must be scheduled with the FDNY.

An FLSD Graduation Diploma will be awarded to those who qualify after successfully completing the three lecture components listed above and taking a final examination for each with a passing score of 70% or better.

Some experience in safety and fire prevention, building maintenance, and/or facilities management would be helpful. Questions about your current professional status should be [directed to the FDNY](#).

This 4 hour preparation course will cover information beyond the regular onsite issues covered in FSD courses. The Complete FDNY Onsite Study Guide will be reviewed with special emphasis on mandatory and important items that, if not stated during the test, result in automatic failures, for candidates and the possible revocation of any existing FSD certification for a different building.

### FIRE SAFETY DIRECTOR | ONLINE ONSITE PREPARATORY

FSXS 008

Watch for Dates

4 hours, \$80, [Register](#)

This 4-hour preparation course will cover information beyond the regular onsite issues covered in FSD courses. The Complete FDNY Onsite Study Guide will be reviewed with special emphasis on mandatory and important items that, if not stated during the test, result in automatic failures, for candidates and the possible revocation of any existing FSD certification for a different building.

### SPRINKLER AND STANDPIPE | ONLINE PREPARATORY CLASS FOR FDNY CERTIFICATE OF FITNESS

FSXS 010

Watch for dates

8 hours, \$150, [Register](#)

This Sprinkler & Standpipe Prep course is designed to help students understand the FDNY requirements for the inspection, testing, and maintenance of Sprinkler and Standpipe systems. This prep course will help students pass the FDNY F-01, S-12, S-13, S-14, & S-15 Certificates of Fitness computer-based tests.



Fire deaths have dropped steadily during the past decades and studies have shown that there is a direct link to public education programs.

Watch for these Upcoming  
Fire Safety Classes  
[Browse our Website](#)



### **COORDINATOR OF FIRE SAFETY | ONLINE & ALARMS IN HOMELESS SHELTERS**

FSX 100

Watch for dates

8 hours, \$140, [Register](#)

A Certificate of Fitness F-80 is now required for FS Coordinators working in shelters as of August 1, 2013. This required course meets the FDNY standards for preparing to take the FDNY's examination for the Certificate of Fitness F-80. This Course will include procedures to prepare for emergencies, operation of fire alarm control panels, sprinkler systems, standpipe systems, and portable fire extinguishers in shelters.

### **FIRE AND EMERGENCY DRILL | ONLINE CONDUCTOR | ONLINE**

FSX 004

Sun, 10 am - 2 pm, Watch for Dates

4 hours, \$80, [Register](#)

The main purpose of a fire drill is to allow occupants to practice emergency evacuation procedures. The Fire and Emergency Drill Conductor must make sure that fire drills are conducted in a safe and orderly manner. This Preparatory Course will help students pass the FDNY F-07 & W-07 Certificate of Fitness computer-based tests.



## Advance Your Career

Register for a certificate course at the Continuing Studies Center to give your career the boost it needs.

<https://www.citytech.cuny.edu/ce/>

Whether you are starting, advancing, or changing your career, City Tech Continuing Studies Center offers a wide array of courses to help you achieve your goals. Convenient evening and weekend hours and experienced instructors make City Tech a great place for professional development.

## Get Started on a Degree

Enroll in the college as a matriculated student, earning academic credits towards an Associate's or Bachelor's degree. Contact the City Tech Office of Admissions to learn more. [citytech.cuny.edu/admissions](https://www.citytech.cuny.edu/admissions).



Electrical, Plumbing, and HVAC skills are always in demand. Start or continue your path to a secure career. For information about our Building Trades class dates please email [ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu).

### FUNDAMENTALS OF ELECTRICITY I | ONLINE

ECXH 101

Sat, 9 am - 12 pm, 3/15 - 5/31

30 hours, \$420 [Register](#) (20% Reduced Price)

[Students should have an inexpensive multi-meter for practice.](#)

Introduction to the basic principles of direct current circuits. Topics include engineering notation, series, parallel and series/parallel circuits. Students will learn about current, voltage, resistance and DC theory through lectures and demonstrations which will include measurement techniques and troubleshooting using calculation and multimeter. Students must have at least fundamental math skills.

### FUNDAMENTALS OF ELECTRICITY II | HYBRID

ECXH 102

Sat, 9 am - 12 pm, Registration Not Available

30 hours, \$420, [Register](#)

Prerequisite: EMX 090 or equivalent.

Students should have an inexpensive multi-meter for practice. In person dates to be announced.

A continuation of Part 1, this course introduces Alternating Current and Semiconductors in AC circuitry.

Topics include:

- AC Theory
- Series & Parallel Circuits
- Diodes
- Capacitors
- Inductors
- Transformers
- AC to DC Conversion
- Intercom Systems Discussion
- Applications.
- At the end of the course, students will know how to:
- 
- Design & Troubleshoot Power Supply Units (PSU)
- Read Electrical Blueprints
- Service Panel Installation
- Electric Meters
- Install 250-Volt Receptacles

### FUNDAMENTALS OF HVAC | IN PERSON ELECTRICAL CONTROLS

ECXH 222

Sat, 6 - 9 am - 2 pm, Watch for Dates

50 hours, \$875 [Register](#)

For more information email [ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu)

This online introductory-level course focuses on the principles of electricity required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Electricity principles provides the foundation to support understanding how to troubleshoot heating, air conditioning and refrigeration equipment. \*Note: A good quality auto-ranging digital volt-ohm multimeter is required for testing electrical circuits and components.



### HVAC ELECTRICAL CONTROLS IN PERSON

ECX 222

Sat, 8 am - 1 pm, 6/7 - 8/30 (no class on 7/5)

50 hours, \$875

#### Tools Required

A good quality auto-ranging digital volt-ohm multi-meter is required for testing electrical circuits and components.

This IN-PERSON Introductory level course focuses on the principles of electricity as required by HVAC technicians: theory and component operation, A/C and D/C circuits, and proper use of test equipment. Electricity principles provide the foundation to support the understanding of how to troubleshoot heating, air conditioning and refrigeration equipment.

Students will learn basic principles of electricity, electrical current, circuitry, and A/C devices; apply Ohm's law to electrical calculations

## Update your skills HVAC Skills



### REFRIGERATION MECHANICS WITH HEAT PUMP SYSTEMS | *IN PERSON*

ECXR 100

Tues, Thurs, 3/11 - 8/12

150 hours, \$2580

For information email [ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu)

**NEW!** *This class will receive an additional 30 hours of Heat Pump training*

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

A combination laboratory & lecture course in the operation and service of refrigerating equipment.

#### Topics include:

- Soldering
- Brazing
- Tube & Pipe Joining & Bending
- Gauge Installation
- Refrigerant Charging
- System Evacuation & Dehydration
- Analysis of Refrigeration Cycle Compression

#### Electrical issues covered include:

- Schematic Wiring Diagrams
- Electrical / Mechanical Controls
- Refrigeration Systems Analysis
- Operating Sequences

- Installation
- Operating & Troubleshooting Techniques for Commercial Refrigeration and Air Conditioning Systems

#### **NEW!** Heat Pump topics to include:

- Heat Pump Systems
- Heat-Load Calculations Sizing
- Heat Pump Installation
- Calculation for Additional Refrigerant Charge
- Heat Pump Checkout & System Startup.

A certificate is issued for successful program completion. 80% attendance is required.

### REFRIGERATING SYSTEM | *IN PERSON* OPERATING ENGINEER II

ECXR 104

Mon, Wed, 6-9:30 pm, 3/17 - 6/30

100 hours, \$1220 , [Register](#)

This course is designed primarily to assist individuals in preparing for NYC's Refrigerating Machine Operator licensing examination. It provides lectures, demonstrations, and reviews in the fundamentals of refrigeration equipment. The course includes a review of tube and pipe joining, gauges, refrigerant charging, system evacuation and dehydration and analysis of compression of refrigeration cycles. Online field trips are included in an instructor-led video classroom.

#### **Note:**

In order to qualify for the 200-hour certificate, both ECXR103 & ECXR104 must be taken at NYC College of Technology.

### REFRIGERANT RECOVERY & EXAM

ECX 081

Sat, 8 am - 1 pm, 4/5 - 5/10

20 hours lecture, 3 hours exam

23 hours, \$ 369

Test preparation and administration of approved Universal certification examination by an approved EPA refrigerant recovery test originator. Students may purchase a prep book. Students may repeat exams as needed for the cost of the test only. Universal Examinations are given in English.

[Click Here for Text Book](#)

[Exam Information](#)



## LOCKSMITH | IN PERSON

LOCX 100

Fri, 6 - 9:30 pm, 3/7 - 8/1

70 hours, \$900 [Register](#)

Textbook and small tools are an additional expense.

The course is designed for building maintenance and security personnel, handymen, hardware specialists, and those aspiring to become locksmiths. It introduces the students to locking devices, keys, methods of picking, repair and service locks in both residential and commercial buildings. Topics include types of locks, keys, doors, openers and closers, and the basic installation of locks, handling emergencies, and key making. The inner workings of locking devices, including the mechanics of pin, disc, and combination locks, safes, and high-security protection will be examined. Students will learn to make keys by impression and create simple master systems. A review of the legal aspects of the locksmith profession will also be covered. Strong dexterity and eye/hand coordination are required.

## ELECTRONIC SECURITY SYSTEMS | IN PERSON INSTALLER PROGRAM

SOXE 095

Mon, Wed, 6 - 9:30 pm, Watch for Fall 2025 dates

70 Hours, \$1150, [Register](#)

Prerequisites: High School diploma, or GED equivalent. Strong dexterity and eye/hand coordination is required. Normal color vision is a must, and the ability to work on a ladder. Good English skills are necessary for this training. Additional expenses: Students can expect to spend an additional \$120 on textbooks and personal hand tools.

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, skill sets, and 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.

### Please note:

For employment as a field installer in the security industry the employer usually requires a background check through the NY State Department of Criminal Justice.

This is not the NY State Pre-requisite "81-hour" course of the Fire & Burglar Alarm test and License.

This program is endorsed by the Metropolitan Burglar & Fire alarm Association (MBFAA).



## BASIC ELECTRIC ARC WELDING | IN PERSON

WLDX 520

Mon, Fri, 6 - 10 pm, 5/5 - 7/21

No class, 10/14, 11/11, 11/29

84 hours, \$2,500 [Register](#)

NYC College of Technology 186 Jay St

Limited Class Size, NY State Safety protocols will be in place

This course teaches electric arc welding with metal electrodes and carbon arcs. It provides group and individual instruction in sources of electricity for welding, welding circuits, current controls, types of electrodes, and AWS classifications. It 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.

## ADVANCED ELECTRIC ARC WELDING | IN PERSON

WLDX 620

Mon, Fri, 6 - 9:30 pm, 3/10 - 4/21

42 hours, \$1200

**Please Note:** Admission to this class requires an interview.

To make an appointment, email Selwyn Smart at

[ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu), 718 552 1174.

This advanced class teaches vertical, horizontal, and overhead position weldments with flat angular and pipe type materials. It emphasizes sound weldments and proper positions to measurements. Students prepare their own weld specimens, such as beveling plates and pipes, using special equipment. The course helps prepare students for the American Welding Society welding certification examinations. Prerequisite: Basic Electric Arc Welding (WLDX 520) or permission of instructor. 42-hour Advanced Electric Arc Welding.

## METAL INERT GAS (MIG) WELDING | *IN PERSON*

WLDX 640

Sun, 3:30 - 6:30 pm, 3/30 - 5/18

21 hours, \$675, [Register](#)

Prerequisite: HS/GED required, WLDX100, relevant experience or permission from the Instructor.

MIG welding is an arc welding process in which a continuous solid wire electrode is fed through a welding gun and into the weld pool, joining the two base materials together. A shielding gas is also sent through the welding gun and protects the weld pool from contamination.

MIG welding is used to make most types of fabrication and maintenance/repair welds on material from 24-gauge up to 1/2-inch thick.

## TUNGSTEN INERT GAS (TIG) WELDING | *IN PERSON*

WLDX 630

Sun, 9 am - 2 pm, 3/30 - 6/29, no class 4/20, 5/25

60 hours, \$1920, [Register](#)

Prerequisite: HS/GED required, WLDX100, relevant experience or permission from the Instructor.

Gas Tungsten Arc Welding or Tungsten Inert Gas (TIG) Welding, is a manual welding process that uses a non-consumable electrode made of tungsten, an inert or inert gas mixture and a separate filler material. The course provides group instructions in the types of current, GTAW welding equipment, shielding gases, AWS classification for the types of tungsten used in the industry. Includes weldments on ferrous and non-ferrous metals. Stringer beads in fillet weld and groove weld. This welding process is for those seeking a new career in GTAW.

## Hands-On Home Repair

### Do it Yourself and Save Money!

Weds, 6-9 pm

HHTF 078

\$115 for each workshop

Chances are you have noticed dripping faucets, leaking toilets, cracked plaster, broken tiles, and crooked shelves in your homes. These hands-on workshops will teach you how to hold a handsaw, plaster a wall, stop a leaking toilet, install a lock, lay tile and become your own favorite handy-person.

Discover the satisfaction of learning how the systems in your house work so you can solve problems as they arise. Before you call in the contractor for simple repairs, learn how to do it yourself and become the most reliable handyperson in your neighborhood.



## HOMEOWNER'S GUIDE TO BASIC ELECTRICAL REPAIRS

Sec C: Wed, 6 - 9 pm, /26, [Register](#)

Replace a fuse, change an outlet, install a fixture, test for power and splice a wire.

## HOMEOWNER'S GUIDE TO BASIC PLUMBING

Sec B: Wed, 6 - 9 pm, 3/5,, [Register](#)

How to fix a toilet, install a faucet, stop a drip, or unclog a drain. Save on costly repairs that you can do yourself.

## PLASTER AND SHEETROCK REPAIR

Sec D: Wed, 6- 9 pm, 3 /12 [Register](#)

Repair a crack, patch plaster, or fill a deep hole. With a few basic skills, you can do it yourself.

## INSTALLING CERAMIC TILE

Sec E: Wed, 6 - 9 pm, 3/19 [Register](#)

Create a level base, select floor tile, lay out a pattern and install like a pro.

## HOMEOWNER'S BASIC TOOL KIT

Sec A: Wed, 6- 9 pm, /26, [Register](#)

Cut a board, level a shelf; install an anchor bolt in a hollow wall. We'll show you the must-have home repair tools and teach you to use them on your own projects.

Discover your inner handyman or woman!

# Clean Energy Workforce Training

City Tech Continuing Education | [Find your success at City Tech](#)

## **NABCEP PV ASSOCIATE DESIGN | HYBRID AND INSTALLATION** INCLUDES PV ASSOCIATE EXAM SPVI 200

Mon-Thurs, 6 -9 pm & Sat, 10am-4 pm 3/17 - 4/7/25  
72 hours, \$1,450 [Register](#)

**Detailed schedule below.**

A two-part payment plan is available for this class.

Includes NABCEP PV Associate Exam Voucher

A passing score on the PV Associate exam and the City Tech Certificate of Completion will count for [18 hours towards the PV Installation Professional exam.](#)

Visit [nabcep.org](http://nabcep.org) for certification details.

### **Hybrid Schedule**

Mon-Thurs, 3/17 - 4/7/25, 6 - 9 pm, No class 1/20 (42 hours)

Monday class in person at City Tech, Tues-Thurs Online

Self-paced from online portal (12 hours)

Sat, 10 am - 5 pm, 3/29/25 & 4/5/25 (12 hours)

In person labs: City Tech Solar Lab Brooklyn Navy Yard

Site Visit Date: To Be Announced (6 hours)

Get started in Solar. The NABCEP PV Associate 70-hour class is designed for individuals who want to demonstrate a knowledge of the principles of design, installation and operation of Solar PV systems. This lecture/lab course follows the NABCEP PV Associate Job Task Analysis and provides hands-on training at our Brooklyn Navy Yard solar + storage training lab. For details about the NABCEP Entry Level program visit: [NABCEP.org](http://NABCEP.org).

## **ONLINE NABCEP ADVANCED PV | HYBRID INSTALLATION PROFESSIONAL EXAM PREP** SPVI 206

1/27 - 2/11 (Schedule Below)  
40 hours, \$1200, [Register](#)

Mon-Thurs, 6 - 9 pm, 6/23 - 7/9. (30 hours)  
10 hours self paced training from exam portal

[40 hours towards the PV Installation Professional Exam.](#)

This high-level live online course is for those who intend to take the NABCEP PV Installation Professional Exam or other NABCEP Board Certifications. Students will meet in a combination of instructor-led and self paced formats with live, instructor led videos streamed from our Brooklyn Navy Yard Solar + Storage lab. This hybrid format is ideal for those who have solar PV experience and need advanced educational CEUs from a NABCEP provider.

Advanced topics in this class will include NEC code requirements, configuring and installing utility-interactive, bimodal and off-grid PV systems, battery chemistries, energy storage, energy storage safety, FDNY and Department of Buildings codes, and system maintenance. Visit [NABCEP.org](http://NABCEP.org) for exam requirements including documented installations and click on How to Apply to start your application.

Certificate of completion and 40 CEUs towards the PV Installation Professional exam.





## New for 2024 - NABCEP ESIP Training

Get 58 hours of educational credits towards the NABCEP ESIP exam at City Tech

### INTRO TO ENERGY STORAGE FOR SOLAR PROFESSIONALS | *HYBRID*

SPIV 407

Mon,Wed, 6-9 pm Online

6 hours self paced in portal

Sat, 10 - 4 pm, on site at Brooklyn Navy Yard ESS lab

[View eligible NABCEP credits here](#)

This introductory course is designed for solar installers, electricians, and renewable energy developers who plan to incorporate storage into their projects. Topics include battery types, BESS safety, electrical calculations, battery chemistries, battery performance, and imagery databases such as google earth and helioscope.

#### Topics include

- Overview of BESS technologies and applications
- Identifying and managing customer expectations
- Quantifying financial and energy performance
- Assessing the project site

### NABCEP ESIP Exam Requirements

Completion of a minimum of OSHA 40 Outreach Training Program for the Construction Industry.

For City Tech schedule contact:

[shanardo.sharpe83@citytech.cuny.edu](mailto:shanardo.sharpe83@citytech.cuny.edu)

Completion of 58 hours of advanced energy storage training

Proof of decision making role in projects involving energy storage

Completion of project within the last 2 calendar years equaling 6 project credits.

Completion of project within the last 2 calendar years equaling 6 project credits.

#### Project Credits are as follows:

System size of 1 to 80kWh = 1 Project Credits

System size of 81 to 999kWh = 2 Project Credits

System size of 1MWh and up = 3 Project Credits

### ADVANCED ENERGY STORAGE DESIGN AND INSTALLATION (ESIP PREP) | *HYBRID*

SUST403

Mon, Wed, 3/31 -5/14

Self Study from Online Portal, 9 hours

Site Visits, Sat 4/19 & 5/10

58 Hours, \$945, [Register](#)

58 approved educational credits for the NABCEP ESIP exam

This advanced course is a comprehensive training for solar PV installers, electricians, contractors and related professionals who work with or plan to incorporate BESS into their renewable energy development and installation services. The course looks at the past, present and future of energy storage with a focus on state and local safety requirements, Fire Department (FDNY) National Electric Code (NEC), and Department of Building codes.

Site visits to the City Tech Brooklyn Navy Yard lab and NYC battery installations provide field experience in system sizing, methods of interconnection, wire sizing, conditioned air temperature, fire detection and prevention.

Participants will complete a case study project plan that aligns with the NABCEP ESIP [JTA content domains](#):

- Development
- Design
- Installation
- Commissioning
- Operations, Maintenance & Decommissioning



## Upskill Your Staff at City Tech

Every year brings new skill sets to the workplace. From AI to construction to energy efficiency, to medical and computer technology, your business can't afford to lag behind. Upskill your employees at City Tech. **Retain valuable staff and grow your business.**

The Continuing Studies Center at City Tech offers customized or 'off the shelf' group trainings for any of our courses. If you don't see a course listed let us know. We'll design a course to meet your needs.

For information about scheduling a group training, please call 718 552 1170 or email

### Selwyn Smart

ssmart@citytech.cuny.edu

### Barbara Smith

bsmith@citytech.cuny.edu

### Information Technology

Computer Technician / Help Desk

Computer Net+ / Network Administration

Computer Security+ / Information Security

### Renewable Energy

Solar PV

Energy Storage

### Building Trades

HVAC/Heat Pumps

Welding

Locksmith

Electronic Security Installer

Electrical Training

### Skills Training for Building Supers

Part A: Repairs

Part B: Mechanicals

Part C: Management



## Cornerstones of CUNY- ESOL, HSE, CLIP

### CUNY Language Immersion Program (CLIP)

An intensive, pre-matriculation English as a Second Language (ESL) program.

[CLIP Program](#) classes meet for five hours a day, five days a week, in day or evening sessions. CLIP is an option for students who have been accepted to CUNY and need to improve their academic English skills before taking college courses.

Students who have been accepted to any CUNY college and informed that they are not English proficient can begin CLIP in any semester and spend up to one year in the program. Students can attend any of the 9 CLIP program sites, which are in all 5 boroughs (See CLIP locations.)

**Clip is a low-cost program for students who have been accepted to a CUNY college.** Most students pay a fee of \$180 for a 14 to 16-week semester (25 hours a week). Students do not use their financial aid while in CLIP. Instead, they save their financial aid for subsequent college coursework.

Students may need to purchase books for their CLIP courses, but the costs will be low. (See CLIP enrollment information, calendar and fees for the upcoming session.) To register for City Tech Clip courses contact please contact [Eve Wake](#).



### Free HSE and ESOL Programs

Free programs in High School Equivalency and English For Speakers of Other Languages

The [Adult Literacy Program](#) (HSE / ESL ) has been a cornerstone of CUNY's Division of Adult and Continuing Education for more than thirty years. Through the Program, tens of thousands of New York City individuals have learned to speak English, to read, write and do math with greater facility, and to prepare for high school credentialing through the High School Equivalency exam.

Students must be at least 19 years old and meet minimum test requirements. Daytime, evening, and Saturday schedules are available. Classes meet three times a year in January, April and September. Registration is ongoing.

HSE and ESOL Programs are **free to students**. Funded since 1984 through combined New York City and New York State Education Department resources, the Program enrolls nearly 10,000 students a year

### Free ESOL Classes

are designed for immigrants seeking to improve their abilities to speak, understand, read and write the English language. Classes are offered at the beginning, intermediate, and advanced levels.

### Free HSE Classes

Students improve their reading, writing and math skills through the content areas of science, social studies and literature on the High School Equivalency (HSE) exam.

**For information** please contact:

(text only) 201-632-3831

(email) [nycctalc3@gmail.com](mailto:nycctalc3@gmail.com)

**To register:** <https://bit.ly/nycctec>



City Tech's **Business and Industry Workforce Training Center** offers immersive industry-specific courses that are financially beneficial to employers and job seekers. The training provides wrap-around services that include training assessment, counseling, career development and job placement assistance. For information, please email Shermira Busby, [sbusby@citytech.cuny.edu](mailto:sbusby@citytech.cuny.edu).

**City Tech BIWTC** staff focuses on individual strengths to enhance motivation and improve performance. Activities are conducted through individual and team-based assignments, in-class exercises, and one-on-one meetings with workforce professionals.

### What We Do

**Skills Training** - for job readiness

**Job Placement** - in settings with room to grow

**Follow Up** - to insure job retention

### Construction Training Programs

City Tech works in concert with New York City Housing Authority, Affordable Housing Developers and Local Unions to provide construction skills training and placement services. The program promotes training that results in long term employment, improved lives for participants and their families, and improved housing for residents of New York City.

This program offers a free, full-time, and intensive 8-week program that provides participants with knowledge of the building trades and the opportunity to earn industry certificates including OSHA 10 hour and Supported Scaffolding as well as hands-on training in Sustainable Building and Blueprint Reading.



### Green Maintenance for Buildings

The Green Maintenance for Building Program prepares individuals to work as janitors, porters and maintenance personnel either in commercial or residential buildings or janitorial service companies. The program encompasses educational enrichment and awareness of sustainable practices, and provides meaningful employment opportunities for low-income individuals with multiple barriers to employment.

### Direct Care Professional for English Language Learners

This program is designed to provide high intermediate / advanced level English language learners with the knowledge, practical skills, certifications, and English language skills required to be competent Direct Support Professionals. DSPs work in agencies that provide services to children and adults with developmental disabilities.

## Register Online: [citytech.cuny.edu/ce/](http://citytech.cuny.edu/ce/)

This Spring, staff are working mostly in-person. If you need assistance, please call 718-552-1170 and we will return your call. For assistance using the registration system, please email [bsmith@citytech.cuny.edu](mailto:bsmith@citytech.cuny.edu) or [ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu).

Please register online. Payments must be made by credit card. MasterCard, Visa and Discover are accepted.

### REGISTRATION DEADLINE

The registration deadline is one week prior to the beginning date of the course.

### ADMISSION

Course admission notices are emailed 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

Some courses/programs have been identified as eligible for a tuition installment plan. All payments on authorized installment plans must be made by credit card only.

## ! Class Meetings and Attendance Policies

Unless you are notified otherwise, all courses will start according to the schedules listed in the bulletin.

- Successful completion requires a minimum of 80% attendance (with the exception of NY State pre-licensing courses, which require 100% attendance) and an overall passing grade or mark.

## ! Refund Policy and Guidelines

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

- 100% refunded when a written email 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 second class meets.

### REFUND POLICIES

Refund policy is based on the total course tuition, regardless of initial payment.

All registration fees are non-refundable. If you withdraw without **written notification**, you will not receive a refund.

#### To initiate a refund request:

Email refund requests to Selwyn Smart. Include your full name and contact information in the withdrawal request. [ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu)

#### Please include

- Date of registration
- Course name
- Date of class.

### DISCOUNT POLICIES

If CSC offers a one-time discount for a course, this discount can not be applied to any other time period. There are no exceptions.

### DISCOUNTS

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



## CERTIFICATES

Certificates for successful course completion are issued to all eligible students. It may take up to 4 weeks to receive your certificate. Please be assured that it will be delivered by email.

## LETTERS OF ATTENDANCE

To obtain a letter confirming attendance or to request a replacement certificate, email Selwyn Smart, [ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu)

**Note:** There is a \$10 fee for this service.

## ISSUES & CONCERNS

We continue to improve communication with our students. Concerns about our programs can be directed to Selwyn Smart, [ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu).

## VIRTUAL CLASSROOM POLICIES

Before entering your virtual classroom:

- Mute your cell phone
- Turn on your video settings
- Test your audio settings.
- Greet the class
- Mute your audio when the instructor is speaking

## VIRTUAL CLASSROOM RECORDINGS

At the discretion of the instructor, classes will be recorded in the virtual classroom. If you do not wish to be recorded, please alert the instructor at the start of class.

## CERTIFICATES POLICY

Certificates will be emailed to students who meet completion requirements will be emailed a pdf certificate. A printed certificate will follow in the mail.

## FINANCIAL ASSISTANCE

Except for installment payments permitted for some programs, no college based financial aid is available through the Continuing Studies Center. 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.

## WORKFORCE ONE ELIGIBILITY

To check for eligibility, contact one of the One- Stop Workforce 1 Career Centers:

Brooklyn: (718) 246-5219

Queens: (718) 557-6755

Lower Manhattan: (212) 618-8871

Upper Manhattan: (917) 493-7000

Bronx: (718) 960-7099

Staten Island: (718) 285-8388

## STATEMENT OF NON-DISCRIMINATION

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

Patricia Cody, Esq. has been designated at New York City College of Technology to handle inquiries and complaints relating to CUNY's Policy on Equal Opportunity and Non-Discrimination and Policy on Sexual Misconduct and to ensure compliance with CUNY's procedures for implementing Reasonable Accommodations and Academic Adjustments. Her office is located in Namm 322.

If you wish to contact Ms. Cody please email:

[pcody@citytech.cuny.edu](mailto:pcody@citytech.cuny.edu).

## CODE OF CONDUCT

Pursuant to article 129-a of the education law "Henderson rules": Loud, boisterous activity and inappropriate language that causes discomfort to the instructor or students in the program is not permitted. The student will be given written and verbal notice that his/ her behavior is in violation of the Code of Conduct. Repeat infractions will result in dismissal from the program. Violent behavior in the classroom will cause the student to be removed from the building by public safety officers.

An internet connected- device with a microphone is needed for all online classes.

Register online. [citytech.cuny.edu/ce/](http://citytech.cuny.edu/ce/)

Learn about our many program offerings and training opportunities at:

[citytech.cuny.edu/continuinged/](http://citytech.cuny.edu/continuinged/)

To reach a department director, please use the appropriate email on **page 35**.

For questions and concerns, please email Selwyn Smart, [ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu).

# Continuing Studies Center

Contact Us | 718 552 1170

## Call the Office

**Tuesday - Thursday, from 9 am to 5 pm.**

A member of our staff is available to answer questions about courses you are interested in and can take your registration by phone.

**718 552 1170.**

To speak with us outside of office hours, please leave a message or email a staff member below. We will contact you to set up a convenient time to assist you by phone.



## General Inquiries

**Edna Casal**, Assistant to the Director  
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**Selwyn Smart**, Interim Director,  
City Tech Continuing Studies Center  
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**Teddy Cruz**, Receptionist,  
Division of Continuing Education  
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## For assistance with online course links, payments, certificates and registration

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**Shaquanna Thompson**, Certificates  
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## Contact a program director

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**Gilberto Gerena**, CUNY Language Immersion Program  
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[aruvio@citytech.cuny.edu](mailto:aruvio@citytech.cuny.edu)



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# Directions and Map

City Tech Continuing Education | Find your success at City Tech

The Continuing Studies Center is located at 25 Chapel Street, Howard Building, 4th Floor Brooklyn NY 11201. Check the location of your classroom when you register and use the information and map below for directions.

[Click here](https://www.citytech.cuny.edu/about-us/directions.aspx) for detailed train directions: <https://www.citytech.cuny.edu/about-us/directions.aspx>



## By car:

**Manhattan:** Take the FDR Drive to the Brooklyn Bridge. Stay to the left and exit the bridge, turning left onto Tillary. Turn right onto Jay Street at the first light.

**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 Street at the first light.

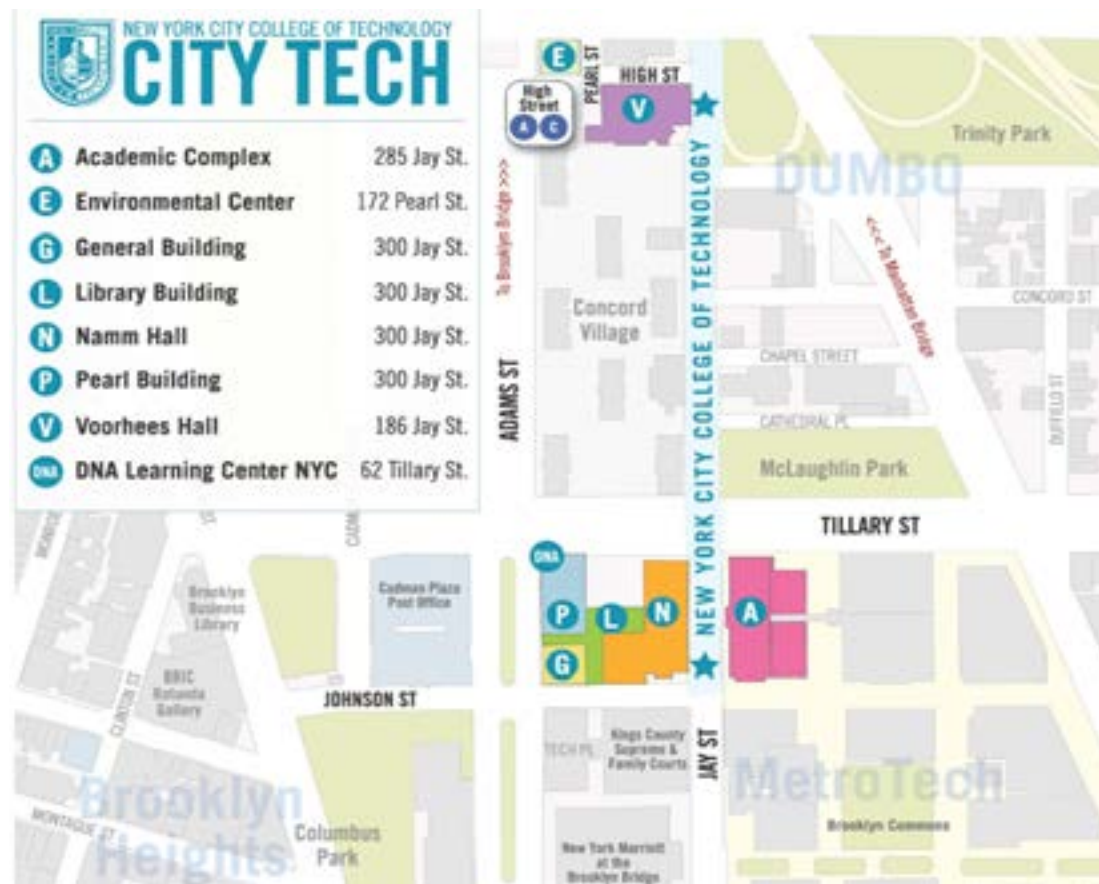
**Queens:** Take the Long Island Expressway west to the BQE. Follow the sign to downtown Brooklyn. Exit at Tillary and stay in the center lane past the Flatbush Avenue Extensions; move left and turn left at Jay Street.

**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.

**Staten Island:** Cross the Verrazano Bridge to the Brooklyn-Queens Expressway. 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.

## By bus:

B26, B37, B38, B41, B51, B52, B54, B61, B67 or B75.



[Click here](#)  
for expanded  
view of map.