FALL 2018
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Your Bridge to a New Career
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### ACADEMY FOR OCCUPATIONAL HEALTH & CONSTRUCTION SAFETY

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- What You Need to Know About Foreclosures
- Investing In Your Home & Other Real Estate
- NYS Notary Public Exam Prep

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- Networking Technologies + Exam
- Security Fundamentals + Test Prep
- BICSI Cable Installation

### WEB DEVELOPMENT

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- Full-Stack Web Development Intensive
- Programming for Server-Side Web Development
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### BLUEPRINT READING & CONSTRUCTION MANAGEMENT

- Intro to Blueprint Reading
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- Non-Fire Emergency EAP
- Non-Fire Emergency - Active Shooter/ MEP
- BOMR Continuing Education Course
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- Citywide Fire Guard for Impairment Sprinkler & Standpipe Certificate
- Fire Safety Director On-site Prep Course

### SKILLED TRADES

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- Dual Fuel Burners & Steam & Hot Water Hydronic Boilers & Systems

### PLUMBING & ELECTRIC

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All courses require you to pay the full tuition, plus a $20 nonrefundable registration fee, before you are admitted to class. Several programs are eligible for the Installment Plan and are specified in this bulletin.

Checks and money orders are to be made payable to New York City College of Technology.

The Continuing Studies Center accepts duly authorized vouchers from public agencies, unions and private organizations. Several programs are approved for Veterans’ Benefits. Tuition for training to meet a job requirement may be an allowable income tax deduction.

WAYS TO REGISTER

On-Line Registration:

www.citytechce.org

By Phone: 718 552-1170
with MasterCard, VISA or Discover

By Mail: Complete form on inside of back cover, then clip and mail the form with your full payment in the form of check or money order to:

NYCCT - Continuing Studies Center
300 Jay Street
Howard Building, 4th Floor
Brooklyn, NY 11201

Walk In: Bring the completed registration form to the Continuing Studies Center at 25 Chapel Street, 4th Fl., Brooklyn, NY. Make a full payment in the form of a check, money order, or by credit card with MasterCard/Visa/Discover.

Please Note: No cash is accepted.
AOHCS/Academy for Occupational Health and Construction Safety

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 construction super or site safety manager job titles. Since 2006, the Academy at City Tech has enabled construction workers and other professionals to obtain hands-on safety training with proper equipment and full-sized scaffolding.

Academy courses are offered in a state-of-the-art lecture-lab that raises the bar on workforce training. We can also send our experts to off-site facilities and can interpret private lessons into Spanish, Polish, Russian, and additional languages upon request. The Academy is primed to provide courses in compliance with the Mayor’s and City Council’s new construction bill in 2018.

Please see our website for registration details and schedules.

www.citytech.cuny.edu/aohcs

CAREER SKILLS
Upgrade your skills or start a new career.

REAL ESTATE

GETTING GREAT REAL ESTATE DEALS
REX 033
Sat, 9:00 - 11:30 am, 10/20
2.5 hours, $70

There are some excellent deals in real estate. Consumer advocate Rick Nathan will teach you how to get great deals, the pros and cons of foreclosures, short sales, renting with option to buy, owner financing, and buying with no money down. He will show you how to buy investment property, primary homes, multi-family homes and vacation homes. After this class you will know how to research property at the tax assessor’s office, the county clerk’s office and various other methods to use to research a property including using websites. Also, to be discussed is how to sell your home with or without a realtor.

WHAT YOU NEED TO KNOW ABOUT FORECLOSURES
REX 012
Thurs, 6 - 9 pm, 9/6
3 Hours, $75

This eye-opening seminar will tell you the advantages and disadvantages of purchasing foreclosures. The seminar will prepare you to know who should buy foreclosures, when and if to consider them, different kinds of properties that are called foreclosures (not all are foreclosures), what to expect if you do buy them, as well as ideas on how to turn their purchase to your best advantage. Also included will be tips on how to best cope if your home is being foreclosed.

INVESTING IN YOUR HOME & OTHER REAL ESTATE
REX 014
Thurs, 6 - 9 pm, 9/20
3 Hours, $75

Whether you want to take advantage of tax incentives for purchase of residential property or buy investment/commercial property, this course can make you a more knowledgeable buyer. Course discussion will cover finding and choosing the right property, understanding the appraisal process, negotiating your offer, financing and closing the deal. Owning and managing properties with positive cash flow will also be covered.

NYS NOTARY PUBLIC EXAM PREPARATION
BSX 090
Sec A: Sat, 10 am - 1 pm, 10/6
Sec B: Sat, 10 am - 1 pm, 11/17
3 hours, $65

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

TEACHING ASSISTANT / CHILD CARE CERTIFICATE PROGRAM
TAP100-FA18
Tues, 6 - 9 pm & Sat, 10 am - 2 pm
9/18 - 12/22
160 hours, $990
Download the 2018 Program Brochure

An integrated program for adults in transition to new careers working with children. Students are prepared for employment in both daycare and in school settings. The program includes 100 hours of classroom instruction and a sixty-hour supervised observational practicum in a childcare or educational organization. Classroom instruction includes six hours of test review for the New York State Assessment of Teaching Skills Test (NYSATAS).

During the course of the program, the student will complete workshops and receive certificates in Child Abuse ID, School Violence Prevention & Intervention, CPR/AED, and DASA (Bullying), provided requirements are met. Call for a detailed program brochure, 718 552-1170.

Additional Expenses: Students may have to purchase approximately $100 in books and supplies. Some internships may require a fingerprinting fee. There is limited space available in this popular program. Enroll early! Prerequisite: High school Diploma or a GED. For other requirements, see the coordinator.

CHILD ABUSE IDENTIFICATION & REPORTING SEMINAR
HSX 090
Sec A: Thurs, 12 - 2:15 pm, 9/13
Sec B: Thurs, 12 - 2:15 pm, 10/11
Sec C: Thurs, 12 - 2:15 pm, 11/8
Sec D: Thurs, 12 - 2:15 pm, 12/13
Sec E: Thurs, 12 - 2:15 pm, 1/17/19
2.25 hours, $55

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

SCHOOL VIOLENCE PREVENTION & INTERVENTION SEMINAR
HSX091
Sec A: Thurs, 3 – 5:15 pm, 9/13
Sec B: Thurs, 3 – 5:15 pm, 10/11
Sec C: Thurs, 3 – 5:15 pm, 11/8
Sec D: Thurs, 3 – 5:15 pm, 12/13
Sec E: Thurs, 3 – 5:15 pm, 1/17/19
2.25 hours, $55

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

DIGNITY FOR ALL STUDENTS ACT (DASA) BULLYING, CYBERBULLYING AND DISCRIMINATION IN SCHOOL
DASA100
Sec A: Thurs, 6 – 9 pm, 9/13 & 9/20
Sec B: Thurs, 6 – 9 pm, 10/11 & 10/18
Sec C: Thurs, 6 – 9 pm, 11/8 & 11/15
Sec D: Thurs, 6 – 9 pm, 12/13 & 12/20
Sec E: Thurs, 6 – 9 pm, 1/17 & 1/24/19
6 Hours, $65

Dignity For All Students Act (DASA) workshop training on the social patterns of harassment, bullying, cyber-bullying and discrimination. This is required for all school professionals completing state-registered programs leading to certification. If you have additional questions about the DASA program, please email: cjohnston@citytech.cuny.edu

Driver Instructor Education Program

DRIVER INSTRUCTOR ED:
BASIC 30 - HOUR COURSE IN HIGHWAY SAFETY--BEHIND THE WHEEL
DEX101
Sec A: Tues, & Thurs, 6 - 9 pm, 9/13 - 10/16
Sec B: Tues, & Thurs, 6 - 9 pm, 10/25 - 11/27
(No class 11/22)
Sec C: Tues & Thurs, 6 - 9 pm, 1/3 - 2/5/19
30 Hours, $290
Photo ID Required

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.

DRIVER INSTRUCTOR ED:
BASIC 30-HOUR COURSE IN TEACHING TECHNIQUES & METHODOLOGY
DEX201
Wed, 6-9 pm, 9/19-11/21
30 hours, $290

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

MOBILE FOOD VENDING PREPARATION WORKSHOP
CAX 912
Thurs, 6- 8 pm, 10/18 & 10/25
4 Hours, $60

The City of New York is considering allowing 600 new street vendor permits each year for the next seven years. If you are interested in learning how to obtain a Mobile Food Vending license and how to operate your mobile food pushcart legally, we can help you learn how to obtain the permits and insurances that are required for lawful operations. The session will cover Mobile Food Protection Certification, proof of Date Tax Collection Authority, Proof of Incorporation, Workers’ Compensation & Disability Insurance Coverage and how to fill out all required applications.

Prerequisites: Good spoken English, 10th grade Math skills, must be a permanent resident, and have ability to maintain mobile cooking facilities

FOOD PROTECTION CERTIFICATION PREP
PCX 500
Monday - Thursday, 6 - 10 pm, Oct date TBA
15 hours, $180

This course prepares students for New York City’s Certification Examination in Food Protection. This 15-hour required course includes safe food handling and protection practices and procedures as per NYC Health Code. Successful completion sets you up to take the NYC’s Department of Health & Mental Hygiene’s certification examination administered at the Health Academy. This course is taught by an experienced inspector of the NYC Department of Health & Mental Hygiene. Manual for the Course is $9.

TECH

Computer skills – from basic to advanced

AUTOCAD & REVIT

AUTOCAD
ACAD 200
Fri, 5:30 – 9 pm, 9/7 - 12/21
56 hours, $675.

Design-oriented individuals will learn the fundamentals of AutoCad 2015: Preparing 2D drawings for architecture, interior design, mechanical & structural engineering and other design fields. Topics include: the AutoCad drawing interface; display commands; CAD tools and drawing setup, including scale coordinate systems, snaps and grips; basic draw and edit commands; layers; text; blocks; modify commands; plotting; and printing basics. Five(5) hours of lab time arranged by the instructor.

Prerequisites:
Computer literacy required. Design or drafting experience helpful. Note to Registrants: Good English language skills necessary.

INTRO TO REVIT 18 HOUR CLASS
BIM 101
Wed, 6 - 9 pm, 11/7 - 12/19
21 hours, $495

Prerequisite: AutoCAD or equivalent experience, Intro to Blueprint Reading (ECX 041)

Move into 3D BIM drawing. This hands-on, lab-based seminar presents an overview of Autodesk’s Revit platform, including architecture, structure, and MEP along with key concepts of BIM and Revit. Topics include views, selection methods, levels and grid, and architectural components as well as modification commands and type and instance parameters. Students will import CAD drawings to convert to Revit geometry, understand the project browser and type properties palettes, add sheets, insert views onto sheets, add dimensions and text to the mode, and set up the file for plotting.

Prerequisites:
ACAD 200 Intro to AutoCad

COMPUTER BASICS

KEYBOARDING
DPX 095
Sat, 9 am – 12 pm 9/15- 10/13
hours, $250

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

COMPUTERS FOR SENIORS I
DPX 080
Mon, & Wed, 12 – 3 pm, 9/24 - 10/10
No class 10/8
15 hours, $250

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

COMPUTERS FOR SENIORS II
DPX 081
Mon, & Wed, 12- 3 pm, 10/15 - 10/29
15 hours, $250

Students will develop skills in Microsoft Word and further explore the use of the Internet.
INTERNET TECHNOLOGY

A+ INTENSIVE (CompTIA)
WITH A+ EXAM VOUCHER
CRS 101
Tues, Thurs 6:00 pm- 9:30 pm, 9/4-11/13
72 hours, $1195
(Price includes computer repair tool set, test prep CompTIA A+ Exam Voucher.
A two-part payment plan is available.
Required text book, additional cost.

Prerequisites
Basic computer skills, knowledge of Microsoft Office and Excel, fluency in English
Please complete this survey
Email: dsalomon@citytech.cuny.edu

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 assemble a computer, learn the functions of each component, install operating systems, troubleshoot common hardware and software related problems, and prepare for the CompTIA A+ Certification Exams 220-901 & 220-902.

SECURITY FUNDAMENTALS
WITH SECURITY+ EXAM VOUCHER
Mon - Thurs, 6:00 - 9:00 pm, 2/19- 3/28/19
36 hours, $625
Text book expense is additional.
Prerequisite
Knowledge of TCP/IP Networking

This course provides an overview of the security field. Lectures and hands-on labs focus on setting up and securing a client server network, IT, using IPSec, certificates, cryptography, and group policies. Students will gain a strong foundation in core security best practice for network administrators and others who plan to proceed to take the Security+ Exam or CISSP training.

BICSI INSTALLER II, COPPER TRAINING
BIC200
Mon-Fri, 9 am-5 pm (Saturday exam)
Sec 1: 9/24 - 9/28, Exam 9/29
Sec 2: 10/22 - 10/26, Exam 10/27
Sec 3: 11/26 - 11/30, Exam, 12/1
44 hours, $2,650

Required Text (additional expense)

Prerequisite
Candidates must have BICSI Installer 1 credential.
Note:
The Installer 2, Copper (INSTC) Exam is mandatory.
WEB DEVELOPMENT / PROGRAMMING

This course sets the groundwork for copper-based structured cabling system installation. It covers professionalism, copper transmission principles and the general safety practices related to copper cabling. A significant amount of course time will be spent on installation, termination and testing of copper cable.

**Hands-on Training**
- Install a pull string
- Pull horizontal cable through a continuous conduit run
- Perform IDC terminations on a 66 block, 110 block, LSA block and a BIX block
- Terminate coaxial cable using an F connector
- Test 4-pair cable with a pair scanner

WEB DEVELOPMENT

More than 50% of today’s jobs require tech skills

**INTRO TO HTML AND CSS FOR WEB DEVELOPMENT**
CRS107
Mon, Tues, Wed, 6 - 9:30 pm, 9/4 - 9/18
Sat, 10 - 1:00 pm, 9/8
Sat, 10 - 12:30 pm, 9/15
30 hours, $690

This hands-on course introduces the fundamentals of web design with HTML (HyperText Markup Language) and CSS (Cascading Style Sheets). Learn how to structure a web page using code to style text, images, color, typography and layout. This is a foundation class for CRS 200 Full Stack Web Development.

**Topics Covered:**
- HTML & CSS syntax
- Tags: block and inline
- Creating links and lists
- Embed code for media content
- Formatting graphics and text
- Controlling color
- Classes and tags

**FULL-STACK WEB DEVELOPMENT INTRO: 16-WEEK INTENSIVE**
CRS 200
Tues, & Thurs, 6 - 9 pm, 9/25/18 - 1/24/19 (No classes 11/22, 12/25, 12/27 & 1/1/19)
96 hours, $2500
A two-part payment plan is available. Contact 718 552-1173 for details.

**Prerequisite**
Intro to HTML and CSS.

Full Stack Web Development is a 16-week, 96-hour class focusing on Front End programming languages including HTML, CSS, Javascript, and jQuery along with BackEnd development concepts, practical knowledge in database design, server scripting languages (PHP) and data objects (XML and JSON).

Students with little or no technical background will attain a level of proficiency and problem-solving ability that allows them to find junior-level front-end, back-end or fullstack DEV (development) jobs and continue to grow their web developer skills. This is an excellent class for those who wish to transition to a career in web development. Evening classes make it easy to learn while you work.

**What You Will Learn**
- On-demand code stacks for mobile app development
- Enhance your understanding of database management with NoSQL
- Programming concepts used to build Web Applications

**Programming Languages Covered**
- Python
- Node JS
- MongoDB
- PyMongo
- Express
- Django

**ADOBE PHOTOSHOP**
DPX 406
Fri, 9 am - 5 pm, 11/9 (1 hour lunch)
7 hours, $225

Photoshop is an essential skill for web developers and designers. In this all-day intensive class, learn to create, edit, mask, crop and add effects to digital media. The class focuses on image quality, resolution, selection tools and adjustment layers. Learn to add pixel-perfect media to your applications and designs.
CONSTRUCTION PROJECT MANAGEMENT
Climb the ladder!

INTRO TO BLUEPRINT READING
ECX 041
Sec A: Tues, 6 - 9 pm, 9/4 - 9/25
Sec B: Tues, 6 - 9 pm, 10/2 - 10/23
12 hours, $375

Learning to read blueprints is an essential skill for designers, contractors, real estate brokers and building owners. In this lecture and hands-on class, you will learn the vocabulary and language of blueprints. Topics covered include drawing scales, plan, elevation and section drawings, architectural symbols and legends.

ADVANCED CONSTRUCTION BLUEPRINT READING
ECX 043
Sec A: Wed, 6 - 9 pm, 9/26 - 10/17
Sec B: Wed, 6 - 9 pm, 10/24 - 11/14
12 hours, $375
Textbook is additional. Order here: Print Reading For Construction, 6th Edition

This lecture and hands-on course provides advanced knowledge of reading the structural, electrical, mechanical, and plumbing drawings found in a set of construction documents. Students will learn to interpret drawings in order to estimate and build a project. Topics covered: architectural and engineering scales, drawing types, shop drawings, symbols, notations, abbreviations, material schedules, material take off and cost estimating.

BUILDING MATERIALS AND METHODS FOR CONSTRUCTION
ECX 044
Tues, 6 - 9 pm, 10/30 - 11/20
12 hours, $375

This course builds an awareness of the building materials and construction technologies in use today. The advantages, disadvantages, history and future of building methods and materials will be covered in detail. Students will gain a practical knowledge of interior and exterior construction types and build confidence in specifying residential and commercial jobs.

COST ESTIMATING
ECX 045
Wed, 6 - 9 pm, 11/28 - 12/19
12 Hours, $375

Preparing an estimate and bidding a job is an 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 bid using BlueBeam cost estimating software.

CONSTRUCTION PROJECT MANAGEMENT (CPM)
WITH PROCORE CERTIFICATION
ECX 047
Sec A: Thurs, 6 - 9 pm, 9/27 – 11/15
Sec B: Mon, & Wed, 6 - 9 pm, 1/7 – 2/4
No class 2/21
24 hours, $ 750

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

In the second half of the class students will learn to use ProCore, the go-to software that connects all member of a building project seamlessly, computer, tablet or mobile phone. By the end of the class, students will be able to organize documents within the ProCore platform, and share them with the team.

Bids & Contracts 101
ECX 048 Thurs, 6-9 pm, 3 hours, $80

ECX 048 A The Art of the Bid 11/29
ECX 048 B Writing a Contract 12/13

SKILLS TRAINING FOR SUPERS:
CERTIFICATE OF COMPETENCY
HHT 400
Sec A: Tues & Thurs, 6 - 9 pm, 9/4- 9/27
Sec B: Tues & Thurs, 6 - 9 pm, 10/9 - 11/1
(No class 11/22/18)
24 hours, $395

This short, part-time, evening program prepares individuals to work as an in-house super in a small apartment building. Hands-on training includes basic plumbing, electrical, tiling, plaster, drywall, and pest control as well as essential communication skills for working with tenants and outside contractors. Students will receive a certificate of competency that may be presented as evidence of having met a program of basic skills training for supers.

SKILLS TRAINING FOR SUPERS:
BUILDING MECHANICALS
HHT 401
Tue & Thurs, 6 - 9 pm, 11/13 - 12/18
(No class 11/22)
30 hours, $475

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.

SKILLS TRAINING FOR SUPERS:
MANAGEMENT AND SUPERVISION
HHT 402
Tues, & Thurs, 6-9 pm Watch for January Dates
30 hours, $475

This advanced session of the Skills Training for Building Supers’ Program is designed for those who wish to transition to a supervisory role. Topics include payroll, building protocols, staff evaluations and Maslov Theory. Management by objectives and leadership styles will be explored with a focus on the x and y strategy as outlined by Douglas McGregor. Learn methods for achieving organizational success, clear delineation of roles, and a work team that performs at its best.
FIRE LIFE SAFETY DIRECTOR
Basic three component modules
FSX104
Sec A: Sat, 9 am - 2 pm, 9/29 - 11/10
Sec B: Sat, 9 am - 2 pm, 12/1/18 - 1/26/19
(No class 12/22 & 12/29
31 Hours, $470

The FLSD course has three components:
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

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. These three components may also be taken separately but they should all be completed at the same school or provider agency.

Prerequisite for FLSD training program:
Reasonable understanding of the English language. Some experience in safety and fire prevention, building maintenance, facilities management would be helpful.

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’ examination.

After passing the ‘Fire Component’ examination, the candidate has another nine months to pass the ‘Non-Fire Emergencies’ CBT component examination. And then, a year to take and pass an “On-Site” examination scheduled with the FDNY. After receiving the FLSD Graduation Diploma, candidates must make application in a timely manner and schedule the computer based component examinations mentioned above at FDNY for the FLSD Certificate of Fitness. The application form can be accessed and previewed at: https://www1.nyc.gov/nycbusiness/description/certificate-of-fitness-for-fire-life-and-safety-director-f89t89.

This application needs to also be accompanied by employment verification letters available at: http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-f85-verification-letter.pdf

Note: Questions about your current professional status should be directed to the FDNY.

NON-FIRE EMERGENCY - EAP
FSX090
Sec A: Sat, 9 am - 12:30 pm, 10/27 & 11/3
Sec B: Sat, 9 am - 12:30 pm, 1/12 & 1/19/19
7 hours, $135

This is the required 7-hour Non-Fire emergency EAP component of the Fire Life Safety Director curricula. Building safety planners are responsible for developing building evacuation procedures for a variety of non-fire emergencies. The Fire Department requires that applicants for the FLSD Graduation Diploma successfully complete a minimum of seven hours of classroom preparation before taking FDNY’s On Site Examination.

NON-FIRE EMERGENCY - ACTIVE SHOOTER/MEP
FSX113
Sec A: Wed, 5:30 - 9 pm, 9/12
Sec B: Sat, 9 am - 1 pm, 11/10
Sec C: Sat, 9 am - 1 pm, 1/26/19
4 hours, $115

This is the required 4-hour Non-Fire Emergency – Active Shooter component of the Fire Life Safety Director (FLSD) curricula. The course covers non-fire emergency situations involving active shooters and medical emergencies. The Fire Department requires that applicants for the FLSD Graduation Diploma successfully complete a minimum of four hours of Active Shooter/MEP classroom preparation. After completing the course, candidates will also have to take a FDNY computer-based examination.

This Active Shooter course is one of the three (3) course components normally included in the FLSD package.

If you have a Certificate of Fitness (F25/F58/F59), follow the instructions below:

REGISTRATION & SPECIAL ADMINISTRATION PROCEDURE FOR THIS CLASS
Registration
Routine online this site, walk-in or telephone 718-552-1173/69 MasterCard, Visa, and Discover are ok for registration. There is an additional $20 registration fee.

Special Admin
At the first class meeting, bring a $5.00 check or Money Order payable to FDNY (No credits cards, No cash) Write C of F number in memo section of check or Money Order.

Also bring a copy of your current Certificate of Fitness card (if you have one) which will be submitted to the FDNY, along with your check, at the successful completion of the class. The FDNY will mail you the new C of F card, and NYCTT will mail you a sealed completion confirmation letter at the end of the following week.

Note: Questions regarding personal qualifications and situations must be addressed to the FDNY.

BUILDING OPERATION, MAINTENANCE & RECORDKEEPING (BOMR)
FSX012
Fri, 5:30 - 9 pm, 10/26 & 11/2
7 hours, $100

This Building Operations, Maintenance and Recordkeeping (BOMR) continuing education course is required of all Refrigerating Systems Operating Engineers (RSEOE) who hold the Certificate of Qualification and must complete an application for renewal. Enrollees must bring current certificate card with ID number to first class.

COORDINATOR OF FIRE SAFETY & ALARMS IN HOMELESS SHELTERS
FSX100
Fri, 9 am to 11:30 am, 1/25 - 2/1/19
9 hours, $140.

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. On-site classes are available for groups of 12 or more. Call C. Johnston at 718-552-1171

CITYWIDE FIRE GUARD FOR IMPAIRMENT
FSX 005
Fri, 6 pm - 10 pm, 12/7
4 hours, $65

Course prepares individuals to take the FDNY’s Certificate of Fitness Examination for Fire Guard, F-01. The F-01 Fire Guard replaces the old F-36,32 and F-91. This Certificate of Fitness is needed in any occupancy, where a required fire protection system (e.g. sprinkler system, fire alarm system and standpipe system) is out of service. A fire watch is maintained by one or more persons holding an F-01. For example, Fire Guards are used in some locations like Group B (Office Building) or Group R-1 occupancy (hotel) building and construction Sites.

This class also includes preparation for the Fire Guard examination for the Certificate of Fitness, F-60: Construction Site & Torch Operations. The Fire Code requires that whenever there is hot work (gas torch, etc.) operation taking place at a construction site a fire watch should be done by a person holding an F-60 Certificate of Fitness. A Certificate of Fitness is also required where there is a major construction taking place in an occupied building or when repairs are being done in an office building.

Certificate of Fitness examinations are administered by the FDNY by appointment.

SPRINKLER AND STANDPIPE PREPARATORY CLASS FOR FDNY CERTIFICATE OF FITNESS
FSX 010
Sec A: Fri, 5:30 - 9:30 pm, 10/12
Sec B: Fri, 5:30 - 9:30 pm, 1/18/19
4 hours, $95

This course is provided to assist the student in preparing to take FDNY’s examinations for the four Certificate of Fitness titles below. It is a review course only, and not designed for providing basic training in Sprinkler or Standpipe systems. Registrants should have a general knowledge of these systems before enrolling in the course. The class will cover common material necessary for taking any or all of these four C of F titles below. It includes reference guides for inspection, testing, and maintenance of standpipes, hoses, sprinkler systems and record notations. C of F titles covered are:


When any Sprinkler/Standpipe Certificate of Fitness has to be renewed, the holder will need to take one or several of the above examination titles, the most common being the S12 and S13. This course is not mandatory and is not a prerequisite for taking the FDNY tests above.

FIRE SAFETY DIRECTOR
ON-SITE PREPARATORY
FSX 008
Sec A: Sat, 9 am - 12:30 pm, 10/27 & 11/3
Sec B: Sat, 9 am - 12:30 pm, 1/12 & 1/19/19
4 hours, $60

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.

SKILLED TRADES

MAINTENANCE & OPERATION OF #2 FUEL OIL GUN TYPE BURNERS AND BOILERS
ECX 106
Sat, 10 am - 1 pm, 9/15 - 11/10
30 hours, $450

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

DUAL FUEL BURNERS & STEAM & HOT WATER HYDRONIC BOILERS & SYSTEMS
ECX 108
Sat, 10 am - 1 pm, 2/23 - 5/4/19, (No class 4/20)
30 hours, $425

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

BASIC PLUMBING REPAIRS IN HOUSING
ECX 162
Sat, 1 - 5 pm, 10/6 - 3/23/19
90 hours, $1,350
(2 payment installment plan available)

A lecture-laboratory course for building superintendents and maintenance personnel in multi-unit housing structures. Participants are taught how to perform routine maintenance tasks commonly expected of in-house staff. The course teaches assessment, repair and how to communicate repair requests to management and plumbing...
SKILLED TRADES / REFRIGERATION

Phone: 718.552.1170  Registration: www.citytechce.org

contractors. Practical shop exercises include installation, maintenance, and basic repair of plumbing fixtures; proper use and care of tools; and introduction to NYC plumbing code. Also includes installation planning, water supply & drainage, water treatment, sump pumps and basic fixture installations.

BASIC ELECTRICAL MAINTENANCE
ECX 163
Fri, 6 - 10 pm, 9/28 - 4/5/19
(No class on 12/22, & 12/29)
100 hours, $1,350

The course is designed for building superintendents and maintenance personnel in multi-unit housing structures. This lab based course teaches students routine electrical repairs and how to communicate problems to management and electrical contractors. This course explains fuses and circuit breakers, lighting fixtures, receptacles and switches, basic appliance and motor maintenance. Also includes applicable codes, trouble-shooting, ceiling wiring, new appliance circuits, and special receptacles, electrical working plans, service panel installation, electric meters, 250-volt receptacles, and intercom systems are covered. Prerequisite: high school diploma, GED or relevant experience.

FUNDAMENTALS OF ELECTRICITY I
EMX 090
Sat, 9 am - 12 pm, 9/15 - 11/10
36 hours, $450

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, demonstrations and hands-on experience. Hands-on experiments include: measurement techniques and troubleshooting using calculation and multimeter. Students must have at least fundamental math.

FUNDAMENTALS OF ELECTRICITY II
EMX 091
Sat, 12/1 - 2/9/19
(No class on 12/22, & 12/29)
30 hours, $450

This course, a continuation of Fundamentals of Electricity I, provides an introduction to alternating current and semiconductors. Topics include: Series and parallel in AC, AC theory, capacitors, inductors, transformers, diodes and its application. At the end of the course students will know how to design and troubleshoot a working power supply that will convert from AC to DC.

Prerequisite: EMX 090 or equivalent.

A/C & Heating Technician Program
Full-Day Saturday Intensive Program
Coming January 2019
Details: 718 552 1170

Refrigeration

REFRIGERATING SYSTEM OPERATING ENGINEER I
ECX 121 (Fall 2018)
Tues, 6 - 9:30 pm, & Sat, 9 am - 1 pm
9/11 - 12/18
100 Hours, $990.

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

REFRIGERATING SYSTEM OPERATING ENGINEER II
ECX 122
Tues, 6-9:30 pm, & Sat, 9 am - 1 pm, 1/22 - 4/23/19
100 hours, $990.

This course is a continuation of Refrigeration System Operating Engineer I, a lecture/review in operating technique for commercial and industrial air conditioning. Includes review of trouble-shooting, installation procedures, operating techniques for chillers, and appropriate New York City and ASHRAE codes. Required Prerequisite: ECX 121. Note: in order to qualify for the 200-hour certificate, both ECX 121 & ECX 122 must be taken at NYC College of Technology.

REFRIGERANT RECOVERY PREPARATION & EXAM
ECX 080
Thurs, 6:00 - 9:00 pm, 1/17 - 2/14/19
15 hours, $190. Test only, $70

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

REFRIGERATION MECHANICS
ECX 102
Sat, 8 am - 1 pm, 9/8 - 3/23/19
(150 hours, $2125)

A combination laboratory & lecture course in the operation and service of refrigerating equipment. Topics include soldering, brazing, tube and pipe joining and bending, gauge installation, refrigerant charging, system evacuation and dehydration and analysis of refrigeration cycle compression. Electrical issues covered include schematic wiring diagrams, electrical/mechanical controls, refrigeration systems analysis and operating sequences.

Advanced topics include: installation, operating and troubleshooting techniques for commercial refrigeration and air conditioning systems. A certificate is issued to successful program completers; 80% attendance is required. Completers of this course are eligible to take the Refrigerant Recovery and Test Prep course for the Universal License at 50% discount. Prerequisite: Some industry experience preferred but not required. High school level literacy. Textbook purchase required.

FUNDAMENTALS OF HVAC ELECTRICAL CONTROLS
ECX 222
Sat, 9 am - 12:30 pm, 11/17 - 2/9
36 hours, $450

This course provides an introduction to electrical controls in both heating and air conditioning systems. It includes thermostats, relays, transform-
Security and Locksmith

8 HOUR PRE-ASSIGNMENT TRAINING COURSE FOR SECURITY GUARDS
SOX 090
Sat, 9 am - 5 pm, Call for Oct. dates or check online
8 hours, $50

This is an 8 hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered in this course will include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course. Call Charles Johnston for information: 718-552-1170.

LOCKSMITH
SOX 503
Tues, 6:00 - 9:30 pm, 9/25 - 2/19/19
70 hours, $1100.

The course is designed for building maintenance and security personnel, handypersons and hardware specialists, and those aspiring to become locksmiths. The course introduces the student 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. Course also examines the inner workings of locking devices including the mechanics of pin, disc, and combination locks, safes, high security protection. Students learn to make keys by impression, create simple master systems. A review of the legal aspects of the locksmith profession will also be covered. Strong dexterity and eye/hand coordination required. Students are expected to purchase a textbook and small hand tools.

Note
Good English language skills highly recommended.

Welding

Welding courses are offered in cooperation with NYC College of Technology’s Construction Technology Department for those seeking a new career or wishing to upgrade and expand their present skills. Proper safety apparel is the responsibility of the student. Welding aprons, gloves, work shoes and goggles or hoods are required for all courses. Safety items add about $275 in personal expense to cost of first course.

BASIC ELECTRIC ARC WELDING
WLX 520
BASIC ELECTRIC ARC WELDING
WLX 520
Wed, & Fri, 6 - 9:30 pm, 10/19 - 1/9/19
84 hours, $2,295.

Teaches electric arc welding with metal electrodes and carbon arcs. Provides group and individual instruction in sources of electricity for welding, welding circuits, current controls, types of electrodes, AWS classifications. Includes weldments from single weave beads to multiple pass lap joints and weaving filler welds with emphasis on length of arc, 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
WLX 620
Wed, & Fri, 6:00 - 9:30 pm, 9/5 - 10/12
42 hours, $1,150.

Note
Admission to this class requires an interview. To make an appointment please email Charles Johnston, cjohnston@citytech.cuny.edu
Or call 718 552-1171/70.

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

Prerequisite:
Basic Electric Arc Welding (WLX 520) or permission of instructor.

Phone: 718.552.1170 Registration: www.citytechce.org
TUNGSTEN INERT GAS (TIG) WELDING
WLX 630
Wed, & Fri, 6 - 9:30 pm, Next session, Spring 19
70 hours, $2,100.
Gas Tungsten Arc Welding or Tungsten Inert Gas (TIG) Welding, is a manual welding process that uses a non-consumable electrode made of tungsten, an inert or inert gas mixture and a separate filler material. The course provides group instruction in the types of current, GTAW welding equipment, shielding gases, AWS classification for the types of tungsten used in the industry. Includes weldments on ferrous and non-ferrous metals. Stringer beads in fillet weld and groove weld. This welding process is for those seeking a new career in GTAW. Textbook and safety items required. Prerequisite: HS/GED diploma required, WLX 520, or permission of the instructor.

RENEWABLES
Get Certified in Solar PV at City Tech
Our hands-on training provides all 58 of the educational credit hours needed to become a certified Solar PV Installation Professional.

Basic Math & Electric: : Prerequisite
NABCEP PV Associate: 18 Credits
NABCEP Advanced PV: 40 Credits
Total NABCEP Educational Credits: 58
For Information about NABCEP Certification, visit nabcep.org.

ELECTRICAL CALCULATIONS FOR SOLAR PV
PVI 090
Mon - Thurs, 6 - 9:30 pm 9/17-9/27
Sat, 9:30 am - 4 pm, 9/22 & 9/29
36 hours, $520
Recommended for students with weak or no background in electricity, this class prepares students to take PVI 202 introductory Photovoltaic Design and Installation (NABCEP Entry Level). Students will learn to understand power, current voltage, resistance, Ohms Law and Watts Law and math calculations that are used to design and install. It provides an excellent foundation for Solar PV math and calculation skills needed to start a career in the Solar PV field.

NABCEP ENTRY LEVEL PV ASSOCIATE™ DESIGN & INSTALLATION
PVI202-FA18
Mon - Thurs, 6 - 9:30 pm, 10/9 - 10/22
(No class 10/8
Lab: Sat, 9:30 am - 4 pm, 10/13 & 10/20
PV Installation at Brooklyn Navy Yard lab)
40 hours, $995
(18 NABCEP educational credit hours)

The NABCEP Entry Level Program is an introduction to the process of becoming a NABCEP Certified Solar PV installer. This class is designed for individuals who want to demonstrate a basic knowledge of the fundamental principles of design, installation and operation of Solar PV systems. This lecture/lab course offers hands-on training at our Brooklyn Navy Yard training site. The optional NABCEP Entry Level Exam (EL) may be taken upon successful completion of the course for an additional fee of $120. A passing score on EL will count for up to 18 of the total 58 hours of training required for eligibility to take the Certified Installer Exam. For details about the NABCEP Entry Level Program visit: NABCEP.org.

Textbooks (additional cost, order online)
1. Solar Photovoltaic Basics, Sean White
2. Photovoltaic Systems, Jim Dunlop
3. NABCEP PV Associate JTA (download)

NABCEP PHOTOVOLTAIC ASSOCIATE™ EXAM
PVI 203
Thurs, 6 - 8:30 pm, 10/23
2.5 hours, $160

The NABCEP Photovoltaic Associate™ Exam is available to students who have successfully completed the NABCEP Photovoltaic Associate class at City Tech. Students may take the exam by paper and pencil at City Tech on May 25 or at one of several computer-based testing centers in NYC at a date of the student’s choosing.

NABCEP ADVANCED PV INSTALLATION PROFESSIONAL EXAM PREP
PVI205 FA18
Mon - Thurs, 6 - 9:30 pm, 10/24 - 11/6
(No class 10/22 & 10/23)
Sat, 9:30 am - 4:00 pm, 10/27/18 & 11/3/18
40 hours, $995
Information: dsalomon@citytech.cuny.edu
40 NABCEP credits towards the 58 hour NABCEP educational requirements
Online access to NEC 2014 code book and 10 hours exam prep.

PVI 205 is a high level professional track program for those who intend to take the NABCEP PV Professional Exam. The class covers electrical code, verification and maintenance of residential and commercial Solar PV systems. Training follows the skills outlined in the NABCEP PV Installation Professional Job Task Analysis. Topics include NEC code requirements, configuring and installing utility-interactive, bimodal and off grid PV systems, safety and system maintenance. This advanced certification training class provides 40 of the 58 hours required needed to sit for the NABCEP PV Installation Professional Exam. Click here for NABCEP exam details. Access to our online solar pv learning module is included in fee.

Textbooks additional cost order online
1. NEC Code Book 2014
(2014 edition)
2. Photovoltaic Systems by Jim Dunlop
NABCEP suggests candidates use this as an exam reference.

INTRO TO WIND ENERGY
ECX054
Thurs, 6 - 9 pm, 10/25 - 11/8
Site Visit: Sat, 10/27, 9 am - 12 noon
12 hours, $260
Offshore wind is powering up on the Atlantic seaboard and in upstate New York. This lecture and lab class is an introduction to utility-grade
and small wind power. Topics include site surveys, selecting equipment, monitoring output, installation methods, height requirements and safety on land and on off shore wind farms.

MEDICAL

Well-Trained Healthcare Technicians are in Demand

HEMODIALYSIS TRAINING

HEMO 100
Sat, 9 am - 4 pm, 9/22 - 1/5/19
(No Class 11/24, 12/29)
98 hours, $2,210.

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 lecture and practical clinical 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, vascular access, infection control, medication, complication, dialysis machine set-up, and patient monitoring. Students will also submit a theory and clinical review for externship and job assistance. Students will be prepared to take the CHT national exam.

Prerequisite: High School Diploma or GED

Note: Students must purchase a uniform and two text books

PHYSICAL THERAPY AIDE PROGRAM

PHT 100
Tues, & Thurs, 6 - 9 pm, 9/25 - 1/31/19
100 hours, $1,450

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.

This 100 hour course includes 70 hours of classroom instruction that will be held at 25 Chapel Street, and a 30 hour observational practicum at Lutheran Hospital located at: 150 55th St. Brooklyn NY. 11220. Students may be required to have medical clearance prior to start of practicum. Students must demonstrate strong reading and math skills. Course tuition does not include the textbook.

Prerequisite: High School Diploma or GED.

MEDICAL BILLING & CODING SPECIALIST & AHIMA (EXAM TEST PREP)

MBC 100
Mon - Thurs, 6:00 - 9:30 pm, 9/24 - 11/20
(No Class: 10/8)
150 hours, $1,795

Medical coders and billers are essential to both hospitals and private medical practices. An accomplished medical biller can establish a business working directly with physicians as an independent contractor; thereby, dramatically increasing his/her potential income. Our comprehensive, intensive certificate program is designed to provide specialized business skills for those with limited office experience or training seeking to take certifying examinations.

This Course prepares students for the AHIMA CCS exam for national certification as a coder. Such certification is crucial in obtaining employment or establishing a business. A high school diploma or a GED is required. Healthcare work experience preferred.

The Curriculum includes:
1. Anatomy and Physiology
2. Medical Coding ~ CPT-4
3. Medical Coding ~ ICD-10
4. Medical Terminology
5. Medical Billing
6. Preparation for AHIMA CCS examination

DENTAL ASSISTING CERTIFICATE

DAP 100
Fri, 6 - 9 pm & Sat, 9am - 4pm, 9/7 - 1/11/19
(No class on: 11/23, 12/28,12/29)
170 hours, $2,695.
(Optional: Up to 100 Clinical hours by arrangement)

Textbook additional expense

Dental assisting offers excellent career opportunities for those without a college degree. The demand for trained dental assistants is currently excellent. This is challenging, interesting work as an integral member of a professional health care team. Successful course completion plus 2 years in a dentist’s office or hospital qualifies a student to sit for certification and licensure.

The curriculum includes:
- Introduction to Dental Assisting and Ethics
- Dental Terminology
- Oral Anatomy
- Dental Charting
- Infection Control

(Continued next page)
• Dental Office Management
• Chairside Assisting Lecture, Pre-Clinical, Clinical
• Dental Materials Lecture, Pre-Clinical
• Radiology Lecture, Pre-clinical, Clinical
• Basic Life Support for Health Care Providers
• CPR Training & Certificate

Dental Assisting
Admission Requirements:
Complete an application for admission.

Note:
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.

Kingsborough Community College
Emergency Medical Technician Program
For Information call 718 368-5050

PHARMACY TECHNICIAN
PHA 090
Sec A: Mon, 6 - 9 pm, 9/24 - 2/4/19
   (No class on 10/8, 12/24, 12/31, 1/21/19)
Sec B: Wed, 6 - 9 pm, 10/24 - 2/6/19
   (No class on 11/21, 12/36)
Sec C: Thurs, 6 - 9 pm, 12/6 - 3/21/19
   (No class on 12/27)
200 hours, $995
45 hours of classroom instruction plus 155 hours of online instruction.

The next up and coming profession – over billion prescriptions filled in the U.S. each year. A pharmacy technician’s career path can start at a hospital, retail or nursing home setting. This course will prepare students to take the Certified Pharmacy Technician (PTCB) exam. An externship is available with major pharmacy chains for an additional $300 plus $150 for background check and drug testing. Textbook expense additional. New- additional advanced externship in hospital setting

Prerequisite:
High school diploma or GED.

BEGINNING CONVERSATIONAL SPANISH
SPA 100
Wed, 6 - 8:30 pm, 10/24 - 2/13/19
40 hours, $390

The ability to speak Spanish is a tremendous asset on the job, when traveling, and in our increasingly global world. This introductory course is designed to help you conduct functional conversations in Spanish for work, business meetings or social situations. Emphasis will be placed on speaking and listening.

Conversation is the key
• Listen and respond in small groups
• Learn with conversation-driven discussions
• Hear language as it is spoken – in restaurants, on trains, and in social or business settings.

INTERMEDIATE SPANISH
SPA 200
Wed, 6 - 8:30 pm, 2/20/19 - 6/5/19
40 hours, $390.

This advanced beginner course is designed to increase your ability to conduct functional conversations in Spanish for work, business meetings or social situations. Emphasis will continue to be placed on speaking and listening.
PERSONAL ENRICHMENT / BUSINESS SKILLS

LANDSCAPE & GARDEN

PRUNING YOUR URBAN ARBOR
HHT 428
Tues , 6 - 9 pm, 10/23 - 11/6
Site Visit, Sat, 9 am-12 pm, 10/27
12 hours, $385
(Bring your pruning shears )

New York City is home to many tree species, each with its particular growing habit. Before you pick up the pruning shears, get to know your tree and understand how and when to prune it safely. In this evening seminar, Aaron Smith, ISA Certified Arborist at Arborpolitan in Red Hook, Brooklyn, explains how to thin your tree’s canopy and shape your landscaping shrubs. Topics include pruning tools, types of cuts, and best season to trim based on tree and plant variety.

INTRO TO GREEN ROOFS AND LIVING WALLS
HHT 060
Thurs, 6 - 9 pm, 10/4 - 11/8
Site Visits : Sat, 1 - 4 pm, 10/13, 10/27
24 hours, $525

This course is an introduction to green roof construction, installation, and maintenance. Topics include green roof benefits and incentives, planting types, waterproofing, roof membranes, drainage, horticulture, and irrigation. Two working site visits to local green roof projects are included. Through hands-on learning, students will become prepared to design and install a green roof.

HOUSE & HOME

HANDS-ON HOME REPAIR
HHT 078
$70 for each workshop
(Casual Attire Suggested)

Do it yourself and save money on simple home repairs

These hands-on workshops teach you how to hold a handsaw, plaster a wall, stop a leaking toilet, change a light fixture, install a lock, lay tile and become your own favorite handyperson.

HOMEOWNER’S BASIC TOOL KIT
Sec A: Wed, 6 - 9 pm, 10/3
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 handyperson and save money on basic repairs.

HOMEOWNER’S GUIDE TO BASIC PLUMBING
Sec B: Wed, 6 - 9 pm, 10/10
How to fix a toilet, install a faucet, stop a drip, or unclog a drain. Save on costly repairs that you can do yourself.

EVERYDAY ELECTRICITY YOU CAN DO YOURSELF
Sec C: Wed, 6 - 9 pm, 10/17
How to replace a fuse, change an outlet, install a fixture, test for power and splice a wire.

PLASTER AND SHEETROCK REPAIR
Sec D: Wed, 6 - 9 pm, 10/24
Repair a crack, frame and tape, patch plaster, fill a deep hole or a nail hole. You can do it!

INSTALLING CERAMIC TILE
Sec E: Wed, 6 - 9 pm, 10/31
Create a level base, select floor tile, lay out a pattern and install like a pro.

LOCK INSTALLATION
Sec F: Wed, 6:00 - 9:00 pm, 11/7
3 hours, $70

When you need to change a lock, do it yourself! Students will each take apart and reassemble a lock and install it securely in a door.

Suggestion Box
What would you like to learn?
Please share your suggestions.
We’re always looking for classes that will enrich the lives of our student community.
Send your ideas to the Center at ceinfo@citytech.cuny.edu or call 718- 552-1170.

BUSINESS SKILLS

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS
BSX 211
Tues, 6 - 9 pm, Check online for Fall dates.
36 hours, $720

This course provides a broad overview of the field of Supply Chain Management, an essential tool for businesses in today’s connected, global economy. It provides definitions and concepts for planning and controlling a flow of goods, services, and information between suppliers, staff and customers.
PERSONAL ENRICHMENT/COMMUNITY PROGRAMS

STARTING A BUSINESS WITH LITTLE MONEY DOWN
BSX 008
Sat, 9 – 11:30 am, 10/20
2.5 hours, $70

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

COMMUNITY PROGRAMS

FREE JOB TRAINING PROGRAMS

CREATE YOUR RESUMÉ, MARKET YOURSELF
CDX 108
Call for an appointment

718 552 1170 Searching for employment is a full-time job, one that requires appropriate tools. For job seekers, a résumé is a personal advertisement. A strong résumé may net an interview and a weak résumé often ends up in the “circular file.”

This workshop will provide guidance about developing a résumé that presents you in the best light. It will talk about résumé styles, objectives, personal profiles and content that may give you a competitive edge. Attendees must bring a résumé. The presenter is co-author of Job Hunting Made Easy, a Learning Express/Random House publication (1997).

SECRETS THAT WALL STREET DOES NOT WANT YOU TO KNOW WHEN INVESTING YOUR MONEY
BSX 072
Sat, 11:30 am - 2:00 pm, 10/20
2.5 hours, $70

Have you just come into some money or have some money to invest? This lively, fast-paced seminar is a must for those who want to learn from consumer advocate, Richard Nathan. You will be taught how to protect yourself from being “ripped off” when buying or leasing cars, buying insurance, investigating long term care insurance, investing with or without financial planners and when investing in mutual funds on your own. After taking this course, you will have confidence to invest on your own or be to able to interview financial planners so you can find those who are truly working for you.

DIRECT CARE SUPPORT PROFESSIONAL TRAINING
DCP 101

Free
Dates and information: 718 552-1120
Apply online: wdc.citytech.cuny.edu

Direct Support Professionals (DSPs) work in agencies that provide broad based services to people with developmental disabilities living and working in community settings.

DSPs help individuals integrate into their communities and advocate for their needs. DSPs meet with families and arrange care services, helping families navigate the health care system, or develop jobs and provide employment supports.

The 10-week training program provides students with the knowledge, practical skills, and required certifications to work with children and adults who are developmentally disabled. Individuals will receive Approved Medication Administration Personnel certification (AMAP), Strategy for Crisis Intervention and Prevention (SCIP), Promoting Positive Relationships, Fire Safety and CPR certifications. Upon successful completion of the program, job coaching and placement assistance will be provided.

Eligibility requirements:
1. Proof of High School Diploma or equivalency
2. Valid driver’s license
3. Minimum TABE score of 7.0 (reading) and 6.8 (math)

Strong customer service skills

SMALL BUSINESS DEVELOPMENT CENTER

FALL 2018 WORKSHOPS
Details: www.nyssbdc.org 718 797-0187

Selling to the Government & 8 (a), HUB Zone and WOSB Certification
Dates: Sec A: 10/3, Sec B: 11/28, Sec C: 12/9

How to do Business with NYC Department of Education
Date: 10/19

Startup Entrepreneurship Workshop
Date: 10/19

The NYC/SBDC program is supported by the U.S. Small Business Administration (SBA). SBA’s funding is not an endorsement of any products, opinions, or services. All SBA-funded programs are extended to the public on a non-discriminatory basis.
COMMUNITY PROGRAMS / VETERAN PROGRAMS

PATIENT CARE NAVIGATOR PROGRAM
PCC 100
Dates and information: 718 552-1168
60 hours, FREE
Course Admission Requirements:
• Interview with Program Director
  David Pedreira
• High School Diploma, GED or College Degree.
• Industry related experience.

New healthcare delivery systems call for greater coordination of care, particularly case management for patients with complex medical needs. The advent of electronic medical records, makes it possible for physicians to access full patient records with the ability to monitor procedures, medications and doctors’ appointments. Patient care navigators, also called case managers, work with physicians to ensure that their patients maintain the regimens and medications needed to improve their health.

This course in community health will cover such topics as chronic diseases, culture and values in healthcare disparities, health coaching, patient care, motivational interviewing and skills needed to work with patients in treatment. PCNs are part of a larger healthcare team working to ensure that patients follow their treatment plans.

Prepare TODAY for this Career of TOMORROW!

BICSI CABLE INSTALLATION
BIC 100
Fri, 6:00 - 9:30 pm
Call 718 237 2017 Ext 149 for dates
54 hours, Free Training Program

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

Reach Your Goals at City Tech Continuing Studies Center

ADULT LEARNING CENTER
Free High School Equivalency Exam Prep at 3 convenient times

Prepare to take the TASC (New York State’s High School Equivalency exam) at New York City College of Technology’s Adult Learning Center!

Classes are free and meet:
• During the day
  3 days per week, 9am-2pm
• In the evening
  3 evenings per week, 6-9pm
• On Saturdays
  9am-3pm.

Students must be at least 19 years old and must meet minimum TABE score requirements. Registration is on-going. Classes begin three times a year: January, April and September.

For more information or to register, visit our office at 25 Chapel Street, Howard 4th Floor, or call 718-552-1140.

CUNY LANGUAGE IMMERSION PROGRAM (CLIP)
Prepare for College at City Tech

CLIP is an intensive English as a Second Language (ESL) program for CUNY students who need to improve their academic English language skills. Classes meet for five hours a day, five days a week, in day or evening sessions. Students who have been accepted to any CUNY college can spend up to one year in the program.

For information about CLIP at City Tech call (718) 552-1114

Workforce Development Center
wdc.citytech.cuny.edu/

The Workforce Development Center (WDC) provides a broad range of workforce preparation and educational services to adult residents of New York City. Our programs Include:

Green Maintenance for Buildings
Construction Training
Direct Care
Family Development Training

Visit us online to learn about our programs.
Call the center at (718) 552-1120

Phone: 718.552.1170  Registration: www.citytechce.org
Checks and money orders are to be made payable to New York City College of Technology. There will be a charge of $15 for returned checks. No cash accepted. The Continuing Studies Center accepts duly authorized vouchers and purchase orders from public agencies, unions, and private organizations. MasterCard, Visa and Discover are accepted.

REGISTRATION
The registration deadline is one week prior to the beginning date of the course. You may use the registration coupon on the last page of this bulletin. Register online @ www.citytechce.org

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 money order or credit card only.

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

WITHDRAWAL AND REFUNDS
Tuition refunds are issued to fully paid students under the following conditions: 100% refunded when a written withdrawal notice is received prior to first class meeting. 80% refunded if a written notice is received before the second class meeting.

No refunds are given after the 2nd class. Refund policy is based on the total course tuition, regardless of initial payment. All registration fees are non-refundable. If you give a withdrawal notice by telephone or otherwise withdraw without written notification, you will not receive a refund.

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

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

LETTERS OF ATTENDANCE
To obtain a letter confirming attendance or to request a replacement certificate, write to:

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

There is a $10 fee for this service.

ISSUES & CONCERNS
We are continuing to improve communication with our students. Concerns about our programs can be directed to Charles Johnston, cjohnston@citytech.cuny.edu. Students carrying cellular phones and/or beepers must turn them off before entering class. Students must also refrain from leaving the classroom during the class session for telephone conversations.

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

One-Stop Workforce 1 Career Centers listed below:

Brooklyn One-Stop:
(718) 246-5219

Queens One-Stop:
(718) 557-6755

Lower Manhattan One-Stop:
(212) 618-8871

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

Bronx One-Stop:
(718) 960-7099

Staten Island One-Stop:
(718) 285-8388

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

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

FREE TRAINING PROGRAM POLICY
Individuals who have previously completed a free training program in the Continuing Studies Center are not eligible to take another free training program. We appreciate your cooperation.
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Phone: 718.552.1170  Registration: www.citytechce.org
DIRECTIONS
FIND US IN DOWNTOWN BROOKLYN
25 Chapel Street, Howard Building 4th Floor, Brooklyn NY 11201 directions

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

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

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

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

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

PARKING
Call Parking Garages For Pricing

Heights Parking Corp.
718-643-6440
66 Adams & Sands Streets

Central Parking
(Marriot Hotel)
718-222-1032
350 Jay Street

Subways and Buses
Plan Your Trip (MTA Info)
http://www.mta.info/

The Continuing Studies Center is convenient to all subway and bus lines.

- Take the A, C, F to Jay Street/Metrotech
- Take the 1,2,3,4,5,6 to Jay Street/Borough Hall
- Take the R to Lawrence Street
- Take the B, D, Q & N to DeKalb
- Take the B 67 bus to Jay and Concord Street
Name__________________________________________________________________________________
Address__________________________________________________________ Apt#_____________
City________________________________________________ State__________ Zip________________
Telephone  Day ____________________  Cell ____________________ Eve _____________________
email address____________________________________________________________________________

Course Name ___________________________________________________________________________
Course # _________________________ Sec _________ Start Date ______________ Tuition___________

Course Name ___________________________________________________________________________
Course # _________________________ Sec _________ Start Date ______________ Tuition___________

Course Name ___________________________________________________________________________
Course # _________________________ Sec _________ Start Date ______________ Tuition___________

Tuition: _______________
Nonrefundable Registration Fee: _____+$20________
Total Due: _______________

☐ VISA  ☐ Master Card  ☐ Discover

Credit Card #
Holder’s Name__________________________________________________ Exp Date __________
AuthorizingSignature_______________________________________________

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

Information 718.552.1170 www.citytechce.org Registration
CITY TECH FALL 2018
25 Chapel Street, Howard Building 4th Floor, Brooklyn NY 11201, (718) 552-1170
Register Online www.citytechce.org

NEW COURSES
FULL STACK ADVANCED PROGRAMMING FOR SERVER-SIDE APPLICATION
FIRE SAFETY FIRE LIFE SAFETY DIRECTOR
CONSTRUCTION PROJECT MANAGEMENT (CPM) WITH PROCORE CERTIFICATION
BICSI Installer 2 Optical Fiber Training
PRUNING YOUR URBAN ARBOR

CAREER-BOOSTING PROGRAMS
OCCUPATIONAL HEALTH & CONSTRUCTION SAFETY
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