

# CITY TECH Continuing Studies Center FALL 2020

Learn Online at [citytechce.org](https://citytechce.org)



Continuing Education and Workforce Development  
Getting New Yorkers Back to Work

# CITY TECH CONTINUING STUDIES CENTER

## Helping All New Yorkers Get Back To Work

### ONLINE CAREER SKILLS

#### TEACHING PROFESSIONALS

Teaching Assistant /Child Care Certificate Program  
Child Abuse Identification and Reporting  
Dignity For All Students Act (DASA)  
School Violence Prevention and Intervention

#### DRIVER INSTRUCTOR

Driver Instructor Ed Basic Course: Behind The Wheel  
Basic 30-Hour Course: Five-Hour Pre-Licensing Instructor Course

#### SECURITY

8-Hour Pre-Assignment Training Course For Security Guards

#### REAL ESTATE SEMINARS: 2020 MARKET

Recent Changes In Real Estate Law Affecting New York City  
Buying Foreclosed Properties During the Current Economy  
Getting Ready for the 202 Real Estate Market  
Pandemic & Post Pandemic Real Estate Decisions  
What Brokers Know That Sellers Don't

#### ARCHITECTURAL DESIGN

AutoCAD  
Intro to Revit  
AutoCAD MEP

#### BUSINESS & MARKETING

NYS Notary Public Exam Preparation  
Supply Chain Management Fundamentals  
Bookkeeping for Business  
Marketing Boot Camp  
Sports Marketing  
Basic Math Refresher

### ONLINE TECHNOLOGY

#### INFORMATION TECHNOLOGY

Computer Repair CompTIA A+ Certification Prep  
Network Technology CompTIA Net+ Certification Prep  
Security+ CompTIA Security+ Certification Prep  
Intro to Data Literacy  
Data Visualization and Analytics Bootcamp

#### WEB DEVELOPMENT AND CODING

Intro to HTML and CSS  
Full-Stack Web Development  
Intro to Python  
Intro to Database Programming

### ONLINE CONSTRUCTION MANAGEMENT

Intro to Blueprint Reading  
Advanced Construction Blueprint Reading  
Building Materials and Methods  
Cost Estimating For Construction  
Construction Contracts 101  
DOB, Permits, & Filings  
Construction Project Management

### OUR FALL COURSES ARE FULLY ONLINE

Engage with instructors, students in a live, in-person, video classroom and build career skills from home on your internet- connected computer, pad or smart phone.

**QUESTIONS?** Email [mneiman@citytech.cuny.edu](mailto:mneiman@citytech.cuny.edu)

### ONLINE BUILDING TRADES

#### FIRE SAFETY

Fire Life Safety Director Basic Three- Component Module  
Building Operation, Maintenance & Recordkeeping (BOMR)  
Sprinkler and Standpipe  
Certificate of Fitness-A49 Supervision of Aerosols  
Supervision of Battery Systems and Other Related Systems B 29

#### BUILDING SUPERS

Skills Training for Supers, Basic Competency  
Skills Training For Supers, Building Mechanicals  
Skills Training for Supers, Management

#### ELECTRICAL AND PLUMBING

Basic Electrical Maintenance  
Basic PLumbing Repairs in Housing

#### REFRIGERATION & HVAC

Online Basic Electricity For HVAC/R Technicians  
Online Refrigeration Mechanics Theory (50-hour)  
In Person Refrigeration Mechanics Theory and Application (150-hour)  
Hybrid Heat Pump Maintenance 101 for Technicians

#### HOUSE & HOME

Basic Tools  
Basic Plumbing Repairs  
Everyday Electricity You Can Do Yourself  
Plaster and Sheetrock Repair  
Installing Ceramic Tile  
Mini Split Heat Pump Maintenance 101 for Homeowners

### SOLAR PV TRAINING

Online NABCEP Solar Photovoltaic Associate™ Certificate Prep  
Online NABCEP Advanced PV Installation Professional Prep

### ENERGY EFFICIENCY

Green Building Professional (GPRO) Certification

### ONLINE HEALTH CAREERS

Pharmacy Technician Program  
Hemodialysis Training  
Physical Therapy Aide Program  
Basic Math Refresher  
Medical Billing and Coding  
Dental Assistant Program

### ED 2 GO

# ABOUT CONTINUING EDUCATION

## Online, Interactive Programs | Build Your Career From Home

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During this challenging period, the Division of Continuing Education is committed to creating pathways to higher education, job training and professional development programs. By bringing online training to our 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.

- Dean Carol Sonnenblick

### THINGS TO KNOW

We only accept registrations and payments online at this time. Sign up and register at [citytechce.org](http://citytechce.org).

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 the Installment Plan and are specified in this bulletin.

### VOUCHERS

The Continuing Studies Center accepts duly authorized vouchers from public agencies, union, and private organizations. Several programs are approved for Veterans' Benefits.

### REGISTRATION AND WITHDRAWAL

Before registering, please **read and agree** to our [registration policies](#) on page 27 and [online](#).

### WHAT TO EXPECT IN AN ONLINE COURSE

Online learning is not so different from a physical classroom. A computer, tablet or smart phone with a good wifi connection is required to participate in an online class. Courses will be conducted using ZOOM video conferencing and other platforms. Instructions for entering your virtual classroom will be sent to you by email.

### REGISTER ONLINE: [citytechce.org](http://citytechce.org)

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 TRAININGS

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



# Teaching Assistant / School Professional Certifications

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom

Fulfill the mandated training needed to work in schools.



## ONLINE TEACHING ASSISTANT CHILD CARE CERTIFICATE PROGRAM

TAP 100

Sec A

Tues, 6 pm - 9 pm, & Sat, 10 am - 2:pm, 9/8 - 12/15

160 hours, \$852 [Register](#)

Prerequisite: High School Diploma or a GED.

The Teaching Assistant Program is an integrated 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 Fall 2020 program includes 100 hours of online instruction. Classroom instruction includes six hours of test review for the New York State Assessment of Teaching Skills Test (NYSATAS). During the course of the program, the student will complete workshops and receive certificates in Child Abuse ID, School Violence Prevention & Intervention, and DASA (Bullying) provided requirements are met.

## CHILD ABUSE IDENTIFICATION AND REPORTING SEMINAR

HSX 090

Sec A: Wed, 5 - 7 :30 pm, 9/16

Sec B: Wed, 5 - 7:30 pm, 10/14

2.5 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

DASA 100

Sec A: Wed, Thurs, 5- 8 pm, 9/23, 9/24

Sec B: Wed, Thurs, 5 - 8 pm, 10/21, 10/22

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

HSX 091

Sec A: Thurs, 5 - 7:30 pm, 9/17

Sec B: Thurs, 5 - 7:30 pm, 10/15

2.5 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.

## Further Information

If you have additional questions about School Professional Certifications please email: Michael Neiman [mneiman@citytech.cuny.edu](mailto:mneiman@citytech.cuny.edu).





# Driving Instructor Program / Security Guard Training

An internet-enabled computer, pad, or smart phone and microphone are required for all classes

## **DRIVER INSTRUCTOR ED: BASIC 30-HOUR COURSE IN HIGHWAY SAFETY – BEHIND THE WHEEL**

DEX 101

Tues, Thurs, 6 - 9 pm, 9/8- 10/8

30 hours, \$330 [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: BASIC 30-HOUR COURSE IN TEACHING TECHNIQUES & METHODOLOGY**

DEX 201

Tues, Thurs, 6 - 9 pm, 10/13 - 11/17

30 hours, \$330 [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 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.



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

SOX090-FA20

Sat, 10 am - 2 pm, 10/24 - 10/31 [Register](#)

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 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

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Driving instruction allows for a flexible schedule. You may work evenings and weekends, especially if you are a driving instructor for high school students studying to pass their driver's license test.



# Real Estate

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom

## RECENT CHANGES IN REAL ESTATE LAW AFFECTING NEW YORK CITY IN 2020

REX 009

Thurs, 6 - 9 pm, 10/29

3 hours, \$75 [Register](#)

The course covers two main areas where changes in new real estate laws have been made:

- Laws that affect you as a tenant and in your search for an apartment
- Real Estate Broker job requirements changes due to the 2020 Guidelines

These guidelines, signed by Governor Andrew Cuomo in late October of 2019, eliminate the ability for long-term license holders to be exempt from 22.5 hours of continuing education. If the brokers don't comply, their licenses won't be renewed.

### Topics will Include

- Ethical business practices
- Recent legal matters to fair housing & discrimination
- Law of agency impacting brokers and tenants

## BUYING FORECLOSED PROPERTIES DURING THE CURRENT ECONOMY

REX 012

Thurs, 6 - 9 pm, 10/15

3 hours, \$ 75 [Register](#)

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.

## GET READY FOR THE 2020 REAL ESTATE MARKET

REX 013

Thurs, 6- 9 pm, 10/29 - 11/19

12 hrs, \$160 [Register](#)

This four-part session covers the rapid changes and opportunities that are developing due to the slowing economy and low cost real estate potential. If real estate is new for you but you cannot resist the cheapest market in your lifetime, attend this course and come out knowing how to become a property owner.

## FREE COMMUNITY WEBINAR

### CRITICAL REAL ESTATE Q&A IN 2020

Buying, Renting and Selling in the Pandemic and Post Pandemic Real Estate Market

REX 014

Thurs, 7-9 pm, 10/08

2 hrs, (includes 30 minute Q&A) Free [Register](#)

A link will be emailed to you before the webinar.

Critical questions face you if who want to buy, sell, or rent in 2020, a period like no other in our lifetimes. Join Roz Friedman and learn if this market is right for you.



## WHAT BROKERS KNOW THAT SELLERS DON'T

REX 015

Thurs, 6 - 9 pm, 10/22

3 hours, \$75 [Register](#)

For buyers, sellers, and renters this rapidly changing market can be harsh. How can we negotiate in the real estate world today? This course discusses strategic decisions when selling/renting in a buyers' market. Roz Friedman, expert in the field, explains what buyers need to think about and do, what renters need to consider, and what to do if you want to buy and can't afford it?

### Topics will Include

- 1031's, the "story" of the building (for renters)
- Renting your property in a renter's market (for sellers)
- Federal & local taxes
- Mortgages
- Anticipating the market turnaround

For more information about Real Estate programs email: Michael Neiman, [mneiman@citytech.cuny.edu](mailto:mneiman@citytech.cuny.edu).





## INTRO TO AUTOCAD

### ACAD 200

Fri, 5:30 - 9:00 pm, 10/7 - 1/6/21 ( No class 11/11)  
42 hours, \$675 [Register](#)

Prerequisite: Basic computer literacy is required.  
Knowledge of blueprints or drafting is a plus.

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

### BIM 101

Fri, 6 - 9 p.m, 6/18 - 8/6  
24 hours, \$550 [Register](#)

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.

## ONLINE AUTOCAD MEP (MECHANICALS, ELECTRICAL & PLUMBING)

### ACAD 203

Fri, 6 - 9:30 pm, 10/9 -1/15/21, (No Class 11/27, 12/25, 1/1/21)  
42 hours, \$885 [Register](#)

Prerequisite: Basic knowledge of AutoCad

Required Textbook:

AutoCAD MEP 2020 for Designers, 5th Edition (ISBN: 978-1-64057-059-7)

ACAD MEP introduces AutoCAD users to 3D design using MEP toolset (Mechanical, Electrical, and Plumbing) for the trades. Learn to draw and design building systems using toolsets and catalogs. This is a project-driven class in which you will automate floor plans, sections, and elevations, draw piping and ducting, and generate schedules, lists, and tables. A basic knowledge of AutoCAD and computer literacy is required.

### Topics

- Beginning AutoCAD Review
- Navigating/Editing Catalogs: Nibco, Victaulic, and Charlotte Dimensional Catalogs
- Routing Preferences
- Layer Keys
- Pipe System Definitions
- Drawing Pipes
  - Manipulating Properties of and Using the Sectioning Tool
- Annotation (Elevations, Notes) + Plotting to PDF (Legacy Hidden Plot Style)





# Business / Marketing

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom

## NYS NOTARY PUBLIC EXAM PREPARATION

BSX 090

Wed, 5:00 - 7:30 pm, Watch for Fall Dates

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

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

## SUPPLY CHAIN MANAGEMENT FUNDAMENTALS

BSX 211

Tues, 6:00 - 9:00 pm, Watch for Fall dates

36 hours, \$775 [Register](#)

Textbook (Purchased by students, additional expense)

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. The curriculum leads students through the relationship between sales, customer demand, and long-range production management.



## BOOKKEEPING WITH QUICK BOOKS

BSX 510

Weds, 6- 9 pm, Watch for Fall Dates

24 hours, \$525

Software Required: Simple Start Quickbooks plan (\$12/mo)

For cloud version of software, Internet Explorer 11 (32-bit) is required.

Manage your invoicing, business payments, bills, and payroll with QuickBooks a software package built for small and medium-sized businesses. The course begins with bookkeeping theory: daily recording and management of a company's financial transactions. Students will then apply this knowledge to in-class Quickbooks projects.

## BASIC MARKETING BOOT-CAMP

BSX 302

Mon, Thurs, 6 - 8:30 pm, 9/7 - 9/24

15 hours, \$116 [Register](#)

Develop and implement a marketing campaign to promote your business or brand. Topics will include organic searches and paid advertising, coordination of content, and use of social media. Attract your ideal audience and build your business.

## INTRODUCTION TO SPORTS MARKETING AND MANAGEMENT

BSX 300

Mon and Thurs, 6 - 8:30 pm, 9/28 - 10/28

25 hours, \$260, [Register](#)

This course provides an intensive evaluation of Sports Marketing tactics and strategies to include an in-depth discussion/understanding of how new technology affects marketing the sports industry. Students will study sports marketing, promotion, media, licensing and advertising, as well as Internet and corporate sponsorship in professional sports and the NCAA.

### Topics Include

- Appraise the significance of sports and leisure in today's society
- Examine the size and scope of sports and leisure industries and their many segments.
- Gain an understanding of how players influence the management of sports.
- Demonstrate how knowledge of basic management skills is critical to the success of a sports organization.

## BASIC MATH REFRESHER

BMM 100

Mon, & Wed, 6:00 - 8:30 pm, 9/7 -10/7

25 hours, \$250 [Register](#)

This course is designed as a basic refresher of pre-algebra and algebra for individuals in any field. it prepares students to enter or re-enter careers including health care, technology, and business.

For information please email Dania Anderson.  
danderson@citytech.cuny.edu





Training for the 3-tiered CompTIA program is an excellent IT career ladder.

## ONLINE COMPUTER REPAIR: CompTIA A+ CERTIFICATION PREP

CRS 101

Tues, Thurs 6 pm- 9:30 pm, 10/6 - 12/15 (No class 11/26)

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

A two-part payment plan is available.

Prerequisites: Basic computer skills, knowledge of Microsoft Office and Excel, fluency in English.

Required text book: CompTIA A+ Certification All-in-One Exam Guide, Ninth Edition (Exams 220-901 & 220-902)

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 CompTIA A+ Certification Exams 220-901 and 220-902. The course will be conducted using a remote desktop installed on students' computers.

### What You Will Learn

- 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

## ONLINE NETWORKING: CompTIA NET+ CERTIFICATION PREP

CRS 102

Tues, & Thurs, 6:00 - 9:30 pm, 1/12/21 - 3/18/21

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

A two-part payment plan is available.

Prerequisites: CRS 101 A+, or verified experience.

Required text books: (additional cost)

- CompTIA Network+ All-In-One Exam Guide, Sixth Edition (Exam N10-006)
- CompTIA Network+ N10-007 Exam Cram (6th Edition)

CompTIA Network+ networking certification validates the essential knowledge and skills needed to design, configure, manage, and troubleshoot wired and wireless networks. Lectures and hands-on labs will focus on network theory, communication, media, and hardware. Students will learn to understand TCP/IP, LAN infrastructure, WAN, security, remote networking as well as disaster recovery, Network OS, management and troubleshooting. By the end of this

class, 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

- Local Area Network Infrastructure
- WAN Infrastructure
- Network Security
- Remote Networking
- Disaster Recovery
- Network Media and Hardware

## ONLINE SECURITY: CompTIA SECURITY+ CERTIFICATION PREP

CRS 103

Weds & Fri, - 6:30 - 9:30 pm, 10/21 - 1/13/21,

(No class 11/11 & 11/27,12/25, 1/1)

72 hours, \$1,110 [Register](#)

A two-part payment plan is available.

Prerequisite: Net+ or knowledge of TCP/IP Networking

The course focuses on the six domains required by the Security+ Exam and includes setting up and securing a client server network, using IPSec, certificates, cryptography, and group policies. Live, interactive hands-on training will take place via a learning platform on the student's remote desktop. Learn best practice for network administrators and others who intend to take the Security+ Exam, and those who will go on to take CEH or CISSP certifications. Students will install and configure systems, secure applications, networks, and devices, perform threat analysis, and respond with appropriate mitigation techniques, and gain an awareness of applicable policies, laws, and regulations for information security.

### What You Will Learn

- Hardening Internal and Internet Systems and Services
- Securing Network Communications and Web Applications
- Managing Public Key Infrastructure (PKI)
- Managing Certificates
- Encryption and Decryption Strategies
- Packet Analysis



# Data Literacy and Visualization

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom



- Enforcing Organizational Security Policies

## INTRO TO DATA LITERACY

DPX 340

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

64 hours, \$680 [Register](#)

This course is designed to provide students with a basic to mature ability to collect, enter, and perform calculations with data in MS-EXCEL spreadsheets, and to utilize basic statistical techniques to analyze and present the data in words, graphs and charts. These skills will be useful in securing entry level IT positions in industry.

### Key topics will be:

- Survey of IT careers
- Basic Math Review: fractions, decimals, percentages, ratio and proportion, basic Algebra
- Introduction to Word for Developers
- Introduction to Excel spreadsheet fundamentals including formulas and reports; Using Excel built-in functions to calculate data parameters and data patterns from numbers
- Visualizing data graphically in line charts, bar charts, scatter plots and pie charts
- Decision making from data: confidence intervals,

## DATA ANALYTICS AND VISUALIZATION

DPX 403

Mon, Weds, 6 - 9 pm, 10/26 - 12/21, online, instructor-led

Sat, 3 hours, online, asynchronous (self-paced)

76 hours, \$1800 [Register](#)

All course materials will be available in Canvas Instructure

Required Textbook: *Python for Data Analysis: Data Wrangling with Pandas, NumPy, and IPython*, ISBN-10: 1491957662

This two-part course builds on the Intro to Data Literacy course and provides a deep dive into data analytics process. Through a projects-based approach, students will learn to unpack data and create visualizations that reveal a pattern. The course focuses on the collection, cleaning and analysis of data using Excel, SQL, and Tableau. By the end of the course, participants will be able to process raw data, anticipate the market and make informed decisions

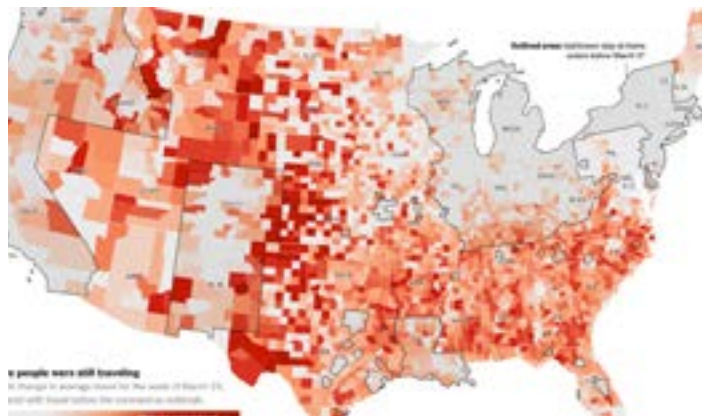
### Part One: Data Analytics

In the first 36 hours of this course students will explore the history of data science, use probability, linear algebra, and Calculus in combination with Python. Key topics will include data basics, SQL and datasets, big data management and cloud computing.

### Part Two: Visualization

The second half of this class will focus on using data to create visualizations that reveal underlying patterns and stories. Students will select an area of study and create independent projects. In class learning will include:

- Creating data visualizations with Tableau
- Telling data-driven stories
- Effective visualizations that reveal the story
- Harvesting information from stacks of data
- Compelling presentations and reports



In an increasingly online world, technology skills are a work essential

## INTRO TO HTML AND CSS FOR WEB DEVELOPMENT

CRS 107

Tues & Thurs, 6 - 9 pm, 9/8 - 10/17

12 hours, \$375 [Register](#)

Prerequisite: Computer Literacy. HTML and CSS experience helpful but not required.

This course introduces HTML and CSS, the fundamental building blocks of web design. Participants will create a small website with menu links, styled text, images, and embedded media. Covers block vs inline tags, embedding media, style sheets, and layout control. Strongly recommended for those with no web development experience who plan to enroll in CRS 200 Full Stack.

## FULL STACK WEB DEVELOPMENT 16-WEEK INTENSIVE

CRS 200

Mon, Weds, 6 - 9 pm, 10/5 - 1/25

96 hours, \$2500 [Register](#)

A two-part payment plan is available.

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 Full Stack DEV (development) jobs and continue to grow their coding skills.

### COURSE TOPICS

- Front-End and Back-End Management
- Web application development process from planning to deployment
- Presentation skills for interviews

## INTRO TO PYTHON

CRS 209

Fri, 6 - 8 pm, 12/4 - 2/12/21

(No classes 12/25, 1/1)

24 Hours, \$ 625 [Register](#)

This course introduces the basic concepts and techniques of computer programming, using Python, the easy to use, powerful, and versatile programming language that is an excellent choice for beginners and experts alike. Students will design, code, and debug programs using Python, a general purpose, cross-platform language with a clear, readable syntax that makes it an ideal introduction to the logic of programming. No prior knowledge of programming is necessary.

## DATABASE PROGRAMMING

CRS 210

10/16 - 11/20

12 hours, \$425 [Register](#)

Websites created for a variety of businesses, from medical information to shopping sites, to non-profit organizations manage data and information structured as fields, records and files. This course provides instruction to file creation, data entry, update, query and reporting functions as well as interactions with the front end user and back end server. Students will learn to insert data forms into live websites.



# Construction Project Management

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom



## INTRO TO BLUEPRINT READING

ECX 041

Sec A: Tues, 6 - 9 pm, 9/8- 9/29

Sec B: Tues, 6 - 9 pm, Watch for Date

12 hours, \$435 [Register](#)

Required Textbook (Students must Purchase)

Print Reading For Construction,

7th Edition by: Walter C. Brown, Daniel P. Dorfmueller,

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 BLUEPRINT READING

ECX 043

Sec A: Wed, 6 - 9 pm, 10/7-10/28

Sec B: Wed, 6 - 9 pm, Watch for Date

12 hours, \$435 [Register](#)

Required Textbook: (Students must Purchase)

Print Reading For Construction,

7th Edition by: Walter C. Brown, Daniel P. Dorfmueller,

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This lecture and virtual 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.

## BUILDING MATERIALS AND METHODS

ECX 044

Mon, 6 - 9 pm, 11/2 - 11/23

12 hours, \$435 [Register](#)

This course covers 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. Gain a practical knowledge of interior and exterior construction types and build confidence in specifying residential and commercial jobs. Learn to identify and specify the structural, interior, and exterior materials found on a construction blueprint.

## COST ESTIMATING FOR CONSTRUCTION

ECX 045

Mon, 6 - 9 pm, 11/2 - 11/23

12 Hours, \$435 [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

ECX 046

10/19 - 11/30, (No class 11/26)

30 hours, \$775 [Register](#)

This virtual hands-on class familiarizes participants with plans, submittals, RFIs, contracts, and schedule documents used to manage a construction project. Students will work in teams, managing simulated jobs in which architects, contractors, and owners communicate and share documents, following the progression of a typical job.

## CONSTRUCTION CONTRACTS 101

ECX 301

Sec A: Tues, 6- 9 pm, 10/27

Sec B: Tues, 6- 9 pm, 11/24

3 hours, \$95 [Register](#)

A contract is a clear, comprehensive, measurable document that spells out what the owner and contractor should each expect. This 3-hour workshop covers the types of contracts that are used for large and small architecture and construction companies.

## DOB, PERMITS & FILINGS

ECX 302

Sec A: Wed, 6 pm - 9 pm, 10/28

Sec B: Tues, 6 pm - 9 pm, 11/24

3 hours, \$95 [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.







## FIRE LIFE SAFETY DIRECTOR BASIC THREE COMPONENT MODULES

FSX 104 | Online format

Wed, Thurs, 6- 8:30 pm, 9/16 - 10/22

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 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. For information about Fire Safety courses contact Michael Neiman, [mneiman@citytech.cuny.edu](mailto:mneiman@citytech.cuny.edu).

## BUILDING OPERATION, MAINTENANCE AND RECORDKEEPING (BOMR)

FSX 012

Sat, 10 am - 1:30 pm, 9/12 - 9/19

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

This Building Operations, Maintenance and Recordkeeping (BOMR) continuing education course is required of all Refrigerating Systems Operating Engineers (RSOE) who hold the Certificate of Qualification and must complete an application for renewal. Enrollees must bring current certificate card with ID number to class. This is not a beginners' course.

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

FSX 010

Sat, 10 am - 12 pm, 9/26 - 10/3

4 hours, \$80 [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 Certificate of Fitness computer-based tests.



## CERTIFICATE OF FITNESS A-49 SUPERVISION OF AEROSOLS

FSX 003

Sat, 10 am -12:45 pm, 10/24

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

New Yorkers are going through some tough times with the COVID-19 crisis. With the rise in users of flammable aerosols and spray can disinfectants, NYC College of Technology's Continuing Studies Center wants to make the public aware and alert about fire safety and non-fire safety best practices.



# Fire Safety / Online Group Training

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom

## SUPERVISION OF BATTERY SYSTEMS AND OTHER RELATED SYSTEMS B29

FSX 009

Sat, 9 am - 1 pm, 11/14

4 hours, \$80

Individuals responsible for operating or supervising battery systems must hold a Certificate of Fitness. Battery Systems, specifically uninterruptible power supply (UPS) systems, provide power to ensure the ongoing operation of critical systems such as those used in hospitals, banks, hotels, etc. This prep course will help students pass the FDNY B-29 Certificate of Fitness computer-based test.



City Tech Continuing Studies Center is an FDNY Certified School for the Fire Life Safety (FLS) Director course. We offers a full range of Fire Safety classes to prepare you for the certifications you need.

For information and course dates contact [mneiman@citytech.cuny.edu](mailto:mneiman@citytech.cuny.edu)

## Are your employees working remotely from home?

Group Training can be provided to your organization so staff can add the skills that your company needs to expand in a competitive marketplace.

Contact Michael Neiman for details  
[mneiman@citytech.cuny.edu](mailto:mneiman@citytech.cuny.edu)





## SKILLS TRAINING FOR BUILDING SUPERS, PART A: CERTIFICATE OF COMPETENCY

HHT400

Sec A: Tues & Thurs, 6 pm - 9-pm, 9/8 -10/1

Sec B: Tues & Thurs, 6 pm - 9-pm, 10/6 - 10/29 (No class 10/20)

24 hours, \$425 [Register](#)

**Materials:** Your home is your workshop!

[A list of required basic tools](#) will be posted online.

This short demonstration program prepares individuals to work as residential building supers and maintenance workers. Units include plumbing, electrical, tiling, plaster and drywall, and essential communication skills for working with tenants and outside contractors. You will work on your home as a practice lab- examining sinks and sockets, learning to repair drywall and set tile,. Learn how to communicate with building residents and outside contractors. Students will receive a certificate of completion as evidence of having met the educational requirements to work as a competent building super.

## SKILLS TRAINING FOR SUPERS, PART B: BUILDING MECHANICALS

HHT 401

Tues, & Thurs, 6 - 9 pm, 11/10 -12/15, (No Class 11/26)

30 hours, \$475 [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.

## SKILLS TRAINING FOR SUPERS, PART C MANAGEMENT AND SUPERVISION

HHT 402

Tues, Thurs, 6 - 9 pm, 12/22 - 2/2/21

30 hours, \$475 [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, and Maslov Theory. Objectives and leadership styles will be explored with a focus on the x and y strategy, as outlined by Douglas McGregor. Achieve a work

Do you work as a residential building super?  
Browse our plumbing, electrical HVAC and  
Oil Burner classes and advance your skills.  
Don't hold the ladder- climb it!





# Electrical and Plumbing

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom

Electrical, Plumbing, and HVAC skills are always in demand. Start or continue your path to a secure career with live-online training.



## FUNDAMENTALS OF ELECTRICITY I

EMX 090

Sat, 9 am - 12 pm, 11/7 -1/23

30 hours, \$500

Prerequisite: 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, 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, 9 am - 12 pm, Watch for Spring 2021 Dates

30 hours, \$500

Prerequisite: EMX 090 or equivalent.

Students should have an inexpensive multi-meter for practice.

Topics include an introduction to alternating current and semiconductors, series and parallel in AC, AC theory, capacitors, inductors, transformers, diodes, and applications. 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

## BASIC ELECTRICAL MAINTENANCE

ECX 163

Mon, Wed 6 - 9:00 pm, 9/28/20 - 1/6/21

100 hours, \$1420 [Register](#)

Prerequisite: High School diploma, GED or relevant experience. Strong dexterity and eye/hand coordination required.

Please Note: This course will be 100% online in an instructor led, video environment.

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

## BASIC PLUMBING REPAIRS IN HOUSING

ECX 162

Sat, 10 am - 2 pm, 9/26/20 - 1/30/21

90 hours, \$1400, [Register](#)

The Fall 2020 semester will be online with 3-hour Saturday lectures via video conferencing; 2 hours asynchronous student home assignments that will be graded and required by the instructor; and 1 hour one-evening a week, student-led group study sessions. This course is 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 demonstrates assessment, repair, and how to communicate repair requests to management and plumbing contractors. Demonstrations include installation, maintenance, and basic repair of plumbing fixtures, proper use and care of tools, an introduction to NYC plumbing code, installation planning, water supply & drainage, water treatment, and sump pumps.





## ONLINE BASIC ELECTRICITY FOR HVAC/R TECHNICIANS

ECX 223

Mon & Thurs, 6:00pm - 8:30pm; 5/25 - 7/23

45 hours, \$755 [Register](#)

This online introductory-level course focuses on the principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Electricity principles provide the foundation to understand and troubleshoot heating, air conditioning, and refrigeration equipment.

### Tools Required

An auto-ranging digital volt-ohm multimeter is required for testing electrical circuits and components.

### Instructional Methodology

Electricity principles are taught in a series of online, theory-based lessons using Zoom video conferencing and Canvas Instructure applications. Basic computer and internet skills are needed to log onto the course platform.

### Learning Outcomes

- Exhibit knowledge of basic principles of electricity, electrical current, circuitry, and A/C devices and apply Ohm's law to electrical calculations
- Perform electrical tests in both series and parallel circuits.
- Demonstrate proficiencies in using a digital volt-ohm multi-meter in measuring voltages, amperages and resistances.

### Who Should Take This Course

This course is for service technicians, building mechanics, building managers, operating engineers and entry level technicians.



## ONLINE REFRIGERATION MECHANICS THEORY

ECX 103

Sat, 8 am - 1 pm, 9/12- 10/31

50 hours, \$560 [Register](#)

Prerequisite: Some industry experience preferred but not required. High school level literacy. Basic computer skills for logging in to web-based classroom are required

This is the basic theory portion of our 150-hour Refrigeration Mechanics Theory and Applications course ECX 102. The first 50 hours will be didactic learning This introduction to Refrigeration system, components and application, direct system, split system, heat pump, and refrigeration electrical controls and wiring. Students who complete this course will pay the option B (100 hour) price for ECX 103.

## REFRIGERATION MECHANICS THEORY AND APPLICATIONS

ECX102

Watch for Dates (upon college reopening)

Option A: 150 hours, \$2150 (includes ECX 103)

Option B: 100 hours, \$1590 (with completion of ECX 103)

**Note:** Due to Covid 19, the college and all labs are closed and courses are meeting online. Please email Michael Neiman, mneiman@citytech.cuny.edu, to join a wait list for this hands-on, lab-based class. We will inform you when you when the University announces resumption of in-person classes.



## REFRIGERATING SYSTEM OPERATING ENGINEER I

ECX 121

Tues, 6 - 9:30 pm, & Sat, 9 am - 1 pm, 9/8 - 12/15

100 Hours, \$1200 [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 will be included in an instructor-led video classroom.



# HVAC / Air Source Heat Pump

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom



## HYBRID AIR SOURCE HEAT PUMP MAINTENANCE FOR TECHNICIANS

HHT 702

Tues, 6-9 pm and Sat, 9 am- 12 pm, 10/28 - 11/21  
36 hours, \$485

Air Source Heat Pumps provide a cost effective, clean alternative to conventional heating and cooling methods for single and multi-family residences. This efficient technology makes deep cuts in heating and cooling budgets and cuts your customer's carbon profile - a win/win for your business and the climate.

In this training, participants will become familiar with the operations and maintenance of ASHP systems, learn to perform routine maintenance, and receive a checklist of tasks that should be performed on an annual basis by an Air Source Heat Pump Maintenance professional. Build your business and help New York State to achieve 85% GHG reduction by 2050

## FUNDAMENTALS OF HVAC ELECTRICAL CONTROLS

ECX 222

Sat, 9 am - 1 pm, Watch for Spring 2020 Dates  
50 hours, \$875

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

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

## Academy for Occupational Health and Construction Safety

Please [visit our website](#) or email Anthony Ruvio [aruvio@citytech.cuny.edu](mailto:aruvio@citytech.cuny.edu).



## Are you a Veteran?

City Tech Continuing Studies Center provides a range of approved trainings.

The VA pays for the approved courses below through educational benefits such as Post 9/11, Montgomery, and other programs. Continuing Ed, non academic programs generally require 14 clock hours per week to be considered full time. Veterans must provide proof of status (DD 214)

For information contact [dsalomon@citytech.cuny.edu](mailto:dsalomon@citytech.cuny.edu)

### Available Trainings

- Computer Repair A+ Certification
- Network Technologies
- Teaching Assistant Childcare
- Dental Assisting Certificate
- Pharmacy Technician
- Medical Billing and Coding
- Refrigerating System Operating Engineer 1 and 2
- Refrigeration Mechanics
- Basic Electrical Maintenance
- Fire Safety Director
- Intro to AutoCAD

## Have a course suggestion?

Please let us know. We're always interested to hear from you. Email your ideas to [csonnenblick@citytech.cuny.edu](mailto:csonnenblick@citytech.cuny.edu)





## Do it Yourself and Save Money on Costly Home Repairs

### Online Hands-On Home Repair Workshops

Weds, 6-9 pm

HHT 078

\$80 for each workshop [Register](#)

**Materials:** Your home is your workshop!

[A list of required basic tools](#) will be posted online.

We are all spending a lot of time at home these days, and chances are you have noticed leaking faucets, cracked plaster, dripping faucets, cracked tiles, and crooked shelves that you never saw before. These virtual 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 BASIC TOOL KIT

Sec CC: Mon, 6- 9 pm, 10/7

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.

### HOMEOWNER'S GUIDE TO BASIC PLUMBING

Sec BB: Wed, 6 - 9 pm, 10/14

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 CC: Wed, 6 - 9 pm, 10/21

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

### PLASTER AND SHEETROCK REPAIR

Sec DD: Wed, 6- 9 pm, 10/28

Repair a crack, frame and tape, patch plaster, fill a deep hole or a nail hole.

### INSTALLING CERAMIC TILE

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

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

### HEAT PUMP MAINTENANCE 101 FOR HOMEOWNERS

HHT 701

Section A: Wed, 11/25, 6 - 9 pm

Section B: Weds, 1/13, 6 - 9 pm

3 hours, \$85 [Register](#)

Is your boiler on its last legs? Are you tired of inefficient window AC units that raise your bills? No room for large ductwork? The latest Air Source Heat Pumps provide a cost-effective, simple-to-install, carbon-free solution for heating and cooling your home. Whether it's steamy hot or icy cold outside, heat pumps are a SMART way to cut your utility bills and your carbon footprint.

Like any appliance, simple routine maintenance such as cleaning filters and removing dust, will keep your system running for years to come. Julie Liu, NYSEDA heat pump contractor, demonstrates how to clean your filters so your system can heat and cool at peak efficiency. You'll leave the workshop with a checklist of routine maintenance tasks that you can do yourself, and receive guidance about engaging a heat pump O&M professional to do bi-yearly deep cleaning.





# Solar PV / Renewable Energy

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom



team that performs at its best.

## ONLINE NABCEP PHOTOVOLTAIC ASSOCIATE™ ENTRY LEVEL TRAINING

PVI 200

Mon - Thurs, 6-9 pm, 10/5-11/2 no class 10/12 (48 hours)

Online demonstrations from our solar PV training labs

Sun, 10 am - 3 pm, 10/11, 10/18/ 10/25 (15 Hours)

Self Paced Online Instruction (7 hours)

Course portal with all materials available for 3 months, extended due to Covid pandemic.

Online PV Associate Exam included in tuition (2 hours)

72 hours, \$1450, [Register](#)

Upon approval, a two part payment plan is available

Textbook: Solar Photovoltaic Basics, Second Edition, Sean White, ISBN-13: 978-1138102866

Suggested Textbook: Photovoltaic Systems, James Dunlop, SBN-13: 978-1935941057

The online NABCEP PV Associate Entry Level program is a comprehensive, 72- hour course designed for individuals with no prior experience in Solar PV experience who want to demonstrate a knowledge of math calculations, solar PV electrical theory, fundamental PV design principles, installation methods, commissioning and troubleshooting of PV systems.

Practice exams, administered throughout the training, focus on the NABCEP Job Task Analyses and will prepare individuals for the PV Associate exam. For exam information visit [NABCEP.org](http://NABCEP.org). Certificate of completion and 18 CE units towards the PV Installation Professional exam.

## ONLINE NABCEP ADVANCED PV INSTALLATION PROFESSIONAL EXAM PREP

PVI 206

Mon , Weds, 40 hours, \$995 [Register](#)

Required Textbooks: NEC 201 Code Book, NFPA

PV and NEC 1st Edition, Bill Brooks and Sean White

PVI 205 is a high-level live online course 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. 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, FDNY and Department of Buildings codes, and system maintenance. Visit [NABCEP.org](http://NABCEP.org) for exam requirements including documented installations. Certificate of completion and 40 CE units towards the PV Installation Professional exam.



Certification Watch for Fall Dates





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.

## ONLINE PHARMACY TECHNICIAN PROGRAM

PHA 090

Sat, 9:am - 12 pm, 9/5 - 12/19

200 hours, \$995 [Register](#)

45 hours of Instructor-led classes [Register](#)

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 the next 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 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 more about exciting career pathways in rewarding careers.

### Consider:

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

## ONLINE HEMODIALYSIS TRAINING



HEMO 100

Tues/Thurs, 6:00pm - 9:30 pm, 9/8 - 11/5 [Register](#)

60 hours of online, instructor-led classes, \$1,580

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.

## ONLINE PHYSICAL THERAPY AIDE PROGRAM

PHT 100

Watch for dates to [Register](#)

87 hours \$1,180 Instructor led classes

Course tuition does not include the textbook.

Prerequisite: HS Diploma or GED.

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.

Admission requirements: Complete an application and 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.

## BASIC MATH REFRESHER

# Healthcare

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom

## BMM 100

Mon, & Wed, 6:00 - 8:30 pm, 9/7 -10/7

25 hours, \$250 [Register](#)

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

This course is a basic refresher of pre-algebra and simple algebra for individuals in health care fields. Brush up on the math needed for health and hospital-related activities. so you can fulfill the day -to-day duties of a health care professional.

## MEDICAL BILLING AND CODING

MBC 100-SP

Watch for dates to [Register](#)

180 hours, \$1,724.

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 a 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 Healthcareer 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

## DENTAL ASSISTING CERTIFICATE



## DAP 100

Watch for Fall dates to [Register](#) (Seats fill quickly)

96 hours, Instructor-led classes, \$1,700

Textbook expense additional

For more information please email Dania Anderson

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

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.

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 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.



## CONTINUING EDUCATION

Helping all New Yorkers get back to work



### Free Webinar

#### CRITICAL REAL ESTATE Q&A IN 2020

**Buying, Renting and Selling in the Pandemic and Post Pandemic Real Estate Market**

REX 014

Thurs, 7-9 pm, 10/08 [Register](#)

2 hrs, (includes 30 minute Q&A) Free

Critical questions face you if who want to buy, sell, or rent homes or commercial real estate in 2020, a period like no other in our lifetimes. In this free, online, interactive webinar, Roz Friedman, City Tech's expert real estate instructor, and successful seller, buyer, investor, and NYC broker, helps you decide if this market is for you. Roz been helping our community make wise financial decisions for over a decade. She will give an insider's perspective on selling and buying now during the Covid -19 Pandemic. What's different that you must know? What are the best safety and cleaning precautions for viewing and showing real estate? Is it wise to invest during this time of economic uncertainty? Send us your questions in advance, and Ms. Friedman will provide answers.

Please post your questions to Michael Neiman  
[mneiman@citytech.cuny.edu](mailto:mneiman@citytech.cuny.edu).



### Free Online Town Hall

#### INDUSTRY SPECIFIC COVID-19 WORK PRACTICES

ESC 100

Day, 7-9 pm,

2 hours, Free [Register](#)

In these uncertain times, homeowners, businesses, and organizations are putting deep-cleaning procedures into place and modifying their standard operating procedures in order to protect the employees and clients they serve. City Tech Continuing Studies Center and Cornerstone Training Institute are proud to offer a free, online town hall for homeowners, industries and organizations.

In this community webinar, participants will meet cleaning industry experts and receive guidance about infection protection, Covid -19 control, basic sanitizing, disinfection, and safety procedures for both private and public places. This forum is for the tenants, homeowners, facility managers, consumers, businesses and organizations. Information about disinfecting certifications and work opportunities will be shared by Cornerstone Training Institute.



Registration: [www.citytechce.org](http://www.citytechce.org)





# Free Community Programs / Adult Education

Fall 2020 classes are 100 percent online in an instructor-led, interactive video classroom

## CUNY Language Immersion Program



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.

At this time, Adult Learning Center classes are continuing in an on-line format.

Email is the best way to get in touch.

Please contact  
Donna Capobianco,  
[dcapobianco@citytech.cuny.edu](mailto:dcapobianco@citytech.cuny.edu)

## City Tech Adult Learning Center

**FREE! High School Equivalency (HSE) and English for Speakers of Other Languages (ESOL)**

The Adult Learning Center at City Tech offers a variety of free programs to help you meet your learning goals. Classes are continuing online while the college campus is closed. Students must be at least 19 years old and meet minimum test requirements. Classes are FREE! Daytime, evening, and Saturday schedules available.

Classes meet three times a year: January, April, September

Registration is ongoing. For information or to register email: Donna Capobianco, [dcapobianco@citytech.cuny.edu](mailto:dcapobianco@citytech.cuny.edu)

### High School Equivalency (HSE) Classes

Prepare to take the TASC test and obtain your High School Equivalency Diploma for free.



### English as a Second Language (ESOL) Classes

Learn how to communicate effectively in English. Students practice and improve reading, writing, speaking, and listening skills in English





# Free Community Programs / Workforce Development

Fall 2020 classes are 100 percent online in a live, interactive video classroom



City Tech's [Business & 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. At this time, BIWTC programs are taking place in an online format. For information, please email Shermira Busby, [sbusby@citytech.cuny.edu](mailto:sbusby@citytech.cuny.edu).

## 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.



## Green Maintenance for Buildings Program

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.

### What We Do

**Skills Training** - for job readiness

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

**Follow Up** - to insure job retention

City Tech 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.



# Important Policies to Note During Covid

## What has changed?

During this unprecedented period, when our lives have been changed by necessity of working, socializing, and learning online, City Tech Continuing Studies Center has worked quickly to adapt our training while maintaining our commitment to workforce education.

## Learning online

We are aware that we need to be flexible in response to the evolving nature of this pandemic. Our courses are fully online this fall, in a live video format where you will work directly with your instructor and fellow students. In-person labs with hands-on training will resume upon direction from CUNY, and New York State. The safety of our students is our first concern.

## 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.

## Withdrawing from a class

Please read and accept our withdrawal policy before completing your registration.

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.



# Policies and Registration FAQ

## Register Online: [citytechce.org](http://citytechce.org)

At this time, staff are working remotely and are not in the office. If you need telephone 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).

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:

Send refund requests to Michael Neiman  
Include your full name and contact information in the written withdrawal request. [mneiman@citytech.cuny.edu](mailto:mneiman@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.





# Policies and Registration FAQ

## CERTIFICATES

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

## LETTERS OF ATTENDANCE

To obtain a letter confirming attendance or to request a replacement certificate, email Michael Neiman, [mneiman@citytech.cuny.edu](mailto:mneiman@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 Michael Neiman, [mneiman@citytech.cuny.edu](mailto:mneiman@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 in a printable pdf format.

## 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.

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. If you wish to contact Ms Chan please email [ceinfo@citytech.cuny.edu](mailto:ceinfo@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.

At this time, City Tech Continuing Studies Center staff are working from home. For questions and concerns, please email Michael Neiman, [mneiman@citytech.cuny.edu](mailto:mneiman@citytech.cuny.edu)

Classes are continuing in an online format. An internet connected device with a microphone are needed for all online classes. Register online. [www.citytechce.org](http://www.citytechce.org)

Learn about our many program offerings and training opportunities at: [www.citytech.cuny.edu/continuinged/](http://www.citytech.cuny.edu/continuinged/)

To reach a department director, please use the appropriate email on page 3 in this catalog.

