



# CITY TECH

Continuing Studies Center

## Spring 2018

Register Online

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

718.552.1170



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& Purchasing Coordinator

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## **TUITION**

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](http://www.citytechce.org)**

**By Phone:** 718 552-1170  
with MasterCard or 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.**



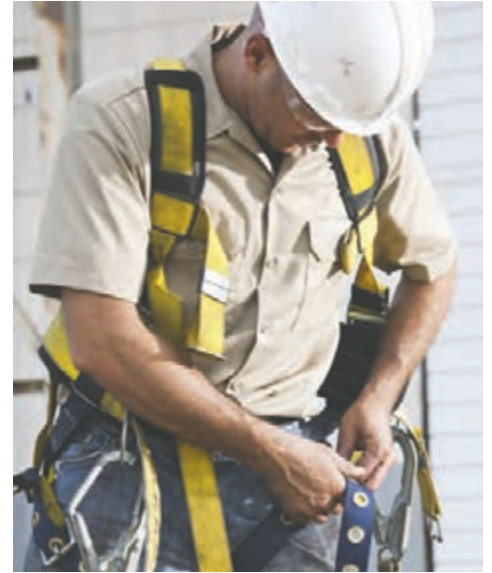
# AOHCS/Academy for Occupational Health and Construction Safety

The City is safer with the establishment of our Academy for Occupational Health and Construction Safety Facility at City Tech.

Since 2006, we have enabled construction workers and other professionals to obtain 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. 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 such job titles as construction super or site safety manager.

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 additional details and schedules.

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



## CAREER SKILLS

Jumpstart your career with quality, convenient courses at City Tech.

### REAL ESTATE

#### REAL ESTATE SALES PERSON QUALIFYING COURSE

REX 105 - Late March 2018  
Call 718 552 1169 for Dates - TBA  
75 hours, \$465

The Real Estate Salesperson course is mandatory for individuals planning to take the NY State Department of State Salesperson licensing examination. This course is also a prerequisite for those who intend to become licensed brokers. A textbook will require an additional personal expense of approximately \$100.



#### GETTING GREAT REAL ESTATE DEALS

REX 033  
Sat, 9 - 11:30 am, 4/7  
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 other sites including 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, 4/12  
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 your 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, 4/26  
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, 2/24  
Sec B: Sat, 10 am - 1 pm, 4/14  
Sec C: Sat, 10 am - 1 pm, 5/19  
Sec D: Sat, 10 am - 1 pm, 6/23  
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

## TEACHING ASSISTANT/ SCHOOL PROFESSIONALS

### TEACHING ASSISTANT/CHILD CARE CERTIFICATE PROGRAM

TAP 100

Tues, 6 - 9 pm & Sat, 10 am-2 pm, 2/6-5/26  
160 hours, \$990

An integrated program for adults in transition to new careers working with children. Students are prepared for employment in both day care and in school settings. The program includes eighty-nine 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 Assistant Skills test (NYSATAS).

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

Additional Expenses: Students may have to purchase approximately \$85 in books and supplies. Some internships may require a fingerprinting fee of \$110. 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, 1 - 3:15 pm, 2/15  
Sec B: Thurs, 1 - 3:15 pm, 3/22  
Sec C: Thurs, 1 - 3:15 pm, 4/12  
Sec D: Thurs, 1 - 3:15 pm, 5/10  
Sec E: Thurs, 1 - 3:15 pm, 6/14  
2 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 service professionals who are applying for or renewing a license, registration, certificate or limited permit; approved by the NY State Education

Department. Photo ID Required.



### SCHOOL VIOLENCE PREVENTION & INTERVENTION SEMINAR

HSX 091

Sec A: Thurs, 3:45 - 6 pm, 2/15  
Sec B: Thurs, 3:45 - 6 pm, 3/22  
Sec C: Thurs, 3:45 - 6 pm, 4/12  
Sec D: Thurs, 3:45 - 6 pm, 5/10  
Sec E: Thurs, 3:45 - 6 pm, 6/14  
2 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. Photo ID Required.

### DIGNITY FOR ALL STUDENTS ACT (BULLYING)

DASA 100

Sec A: Tues, 6 - 9 pm, 2/6 & 2/13  
Sec B: Tues, 6 - 9 pm, 3/6 & 3/13  
Sec C: Tues, 6 - 9 pm, 4/3 & 4/10  
Sec D: Tues, 6 - 9 pm, 5/1 & 5/8  
Sec E: Tues, 6 - 9 pm, 6/5 & 6/12  
6 hours, \$65  
Photo ID Required

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](mailto:cjohnston@citytech.cuny.edu).

## DRIVER INSTRUCTOR EDUCATION PROGRAM

Our Driver Instructor Education Courses insure that the general public receives effective, DMV-approved professional driving instruction.

DEX 101 meets the NYS

Department of Motor Vehicle's 30-hour Basic Course requirement for driving school behind-the-wheel instructors.

DEX 201 meets the DMV's requirements for teaching techniques needed to teach the mandatory five-hour classroom session.

### DRIVER INSTRUCTOR EDUCATION: BASIC COURSE- BEHIND THE WHEEL

DEX 101  
Sec A: Tues & Thurs, 6 - 9 pm, 2/27 - 3/29  
Sec B: Tues & Thurs, 6 - 9 pm, 4/24 - 5/24  
Sec C: Tues & Thurs, 6 - 9 pm, 6/26 - 7/26  
30 hours, \$290 (Manual included)

Designed for both present and prospective behind-the-wheel instructors. Lectures and demonstrations include: behind-the-wheel driving procedures, traffic safety, signage regulations and accidents. Special emphasis will be placed on defensive driving.

Photo ID Required

### DRIVER INSTRUCTOR ED: TEACHING TECHNIQUES & METHODOLOGY

DEX 201  
Wed, 6 - 9 pm, 4/25 - 6/27  
30 hours, \$290. (Manual included)

This lecture & demonstration course includes classroom teaching techniques, preparation of lesson plans, use of visual aids and public speaking. Students will develop sample lessons as a form of practice



teaching. Lectures also include discussion of psychophysical testing equipment and techniques for defensive driving. This course meets the DMV's requirements for 30 hours in teaching techniques for instructors of the mandatory 5-hour course. Photo ID Required.

## FOOD SAFETY



### MOBILE FOOD VENDING PREPARATION WORKSHOP

CAX 912  
Thurs, 6:00 - 9:00 PM, 2/8  
3 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, Call for Dates  
15 hours, \$180

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

This course is taught by an experienced inspector of the NYC Department of Health & Mental Hygiene. Manual for the course is \$9  
Note: Good English language skills necessary.

## TECH

From basic computers to networking to coding, Tech Skills are in high demand

## AUTOCAD & REVIT

### AUTOCAD

ACAD 200  
Fri, 6 - 9:30 pm, 2/9 - 6/1  
56 hours, \$675.

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

Prerequisite: Computer literacy and basic skills are required.

Note to Registrants: Good English Language skills necessary. AutoCad is an essential skill for those who wish to learn Revit.

### INTRODUCTION TO REVIT

BIM 101  
Tues, 6 - 9 p.m., 4/10 - 5/22  
21 hours, \$495  
Prerequisite: AutoCAD, (ACAD 200) Intro to Blueprint Reading (ECX041) or equivalent.

This hands-on, lab-based seminar introduces Autodesk's Revit, the industry standard for parametric building modeler. Go beyond 2D drawings and learn to create a dynamic database. Improve the productivity of your design/build team with Revit's built-in library of building components or customize components to fit your project. Automate construction documents and scheduling with Revit's powerful building information modeling.

Suggested prerequisite:  
Basic computer skills, AutoCad or ability to read blueprints and architectural plans.

## COMPUTER BASICS

### KEYBOARDING

DPX 095  
Sat, 9 am - 12 pm 1/27 - 2/24  
15 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, 9 am - 12 pm, 3/5 - 3/19  
15 hours, \$230  
(\$370\* for Parts I & II)

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

### COMPUTERS FOR SENIORS II

DPX 081  
Mon & Wed, 9 am - 12 pm, 3/26 - 4/9  
15 hours, \$230  
(\$370\* for Parts I & II)

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

### MICROSOFT WORD - BEGINNING

DPX 301  
Sat, 9am - 12 pm, 3/3 - 4/7  
15 hours, \$250

Microsoft Word is the most frequently used program to create letters and other documents. You will learn to enter, edit text, cut, copy, paste and move data, use basic writing tools such as Auto Text, Spell Check, Thesaurus and Grammar, set up pages, margins, format, create headers and footers, change fonts and sizes. Required: Computer Basics or Keyboarding (Keyboarding may be taken at the same time). Textbook required.

## MICROSOFT WORD – ADVANCED

DPX 302

Sat, 9am - 12 pm, 4/14 - 5/12

(No class on 11/25)

15 hours, \$250

This course is a continuation of the previous Microsoft Word Beginning course, and will focus on form letters, tables and mail merge, which serve as a “link” to other Microsoft Office programs and functions. Prerequisite: Microsoft Word–Beginning. Textbook required: (same text as Word–Beginning course)



## EXCEL

DPX 300

Sat, 12 pm - 3 pm, 3/3 - 4/7

15 hours, \$250

Microsoft Excel is a spreadsheet program that is used by business, management and financial departments to create tables, columns and rows in order to present financial information and other data for analysis and decision making.

## POWERPOINT

DPX 320

Sat, 12 pm - 3 pm, 4/14- 5/12

15 hours, \$250

This popular graphics package will enhance your business proposals and professional presentations. Create overhead transparencies, slides and color or black & white prints. Show slides, movies or animation

## COMPUTERIZED BOOKKEEPING PROGRAM

CTX 202

Contact David Pedriera for dates

dpedreira@citytech.cuny.edu

75 hours, \$850

(Textbook expense additional)

Have a background in Basic Accounting, but need to learn the computer programs or need to work in a modern office? Computerized Accounting is for you! The following computer software programs are taught: Microsoft Word, Microsoft EXCEL, Peachtree Accounting, & QuickBooks from your computer.



## INTERNET TECHNOLOGY

### A+ INTENSIVE

#### (WITH A+ CERTIFICATION EXAM)

CRS 101

Tues, Thurs 6 pm- 9 :30 pm, 2/6 - 4/12

72 hours, \$1,195

(Price includes computer repair tool set, test prep and on-site CompTIA A+Exam)

A two-part payment plan is available.

Required textbook is an additional cost.

CompTIA A+ Certification All-in-One Exam

Guide, 8th Edition (Exams 220-801 & 220-802)

by Mike Meyers

**A+ Certification can help you secure a job as an IT professional** and increase job opportunities.

This class will lay the groundwork for a career in IT, Network Administration or Information Security. Work as a Help Desk Support Specialist, Field Service Technician, IT Support Technician, or IT Support Administrator. Then build your career as a Network Administrator and a Security specialist. This is a field that can grow with you. Students will assemble a computer network, learn the functions of each component, install operating systems, and troubleshoot common hardware and software related problems. The course covers the advanced skills needed to validate your skills as an IT professional and to pass both CompTIA A+ Certification Exams (901 & 902).

### NETWORKING INTENSIVE

#### (WITH NET+ CERTIFICATION EXAM)

CRS 102

Thurs, 6- 9:30 pm & Sat, 1- 4 pm 4/19 -6/23

72 Hours, \$1,295

Price includes basic tool kit, test prep and on-site CompTIA Network+ Exam)

Prerequisite: A+ Certification Intensive or

permission from Instructor. Required text book

is an additional cost.

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

**CompTIA Network+** is a vendor neutral networking certification that 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. In-class practice exams and hands-on labs prepare students to work in the network administration field. The course fee includes test prep and on-site CompTIA Network+ Exam)

## SECURITY FUNDAMENTALS:

### (COMPTIA SECURITY+ TEST PREP)

CRS 103

Mon-Thurs, 6–9 pm, 6/25 - 7/16, (no class 7/4)

36 hours, \$625

Prerequisites: Intro to Networking CRS 102 or knowledge of TCP/IP Networking

**Prepare for the Security+ Exam.** Lectures and hands-on labs focus on setting up and securing a client server network, IT, using IPSec, certificates, cryptography, and group policies. Provides a foundation in core security best practice for network administrators and others who plan to proceed to take the Security+ Exam or CISSP training. During the final 2 weeks of the class students will take a CompTIA Security+ practice exam and review key information.

## BICSI CABLE INSTALLATION

BIC 100

Fri, 6 - 9:30 pm, Starts June 2018

Email sbusby@citytech.cuny.edu

54 Hours, \$900

**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 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. Students will need to purchase a training manual, about \$165.

## WEB DEVELOPMENT

**citytechcefullstackcoding.org**

77% of jobs will require some degree of technology skills and 50% of jobs require this set of skills today.

### WEB FUNDAMENTALS:

#### HTML CSS AND GIT REPOSITORY

CRS 107

Mon, Wed, 6 - 9 pm, 3/5 - 3/28

Sat. 9 am - 4 p.m, 3/24

24 hours, \$475

This class provides the prerequisite for the CRS 200 Full Stack Web Development Intensive Class

This hands-on course is an introduction to the practice of web design. Students will learn how HTML (Hypertext Markup Language), CSS (Cascading Style Sheets), and GIT Repository are used to construct and style a website. Students will complete a small website, manage its layout using CSS, and upload the site to a remote server.

### FULL-STACK WEB DEVELOPMENT

#### 16-WEEK INTENSIVE

CRS 200

Tues, Thurs, 6: 00 - 9:00 pm, 1/25 -5/15

96 hours, \$2,500

Certificate of Completion

(Two payment plan available)

Full Stack Web Development is a 16-week, 96 hour coding class focusing on FrontEnd 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 web developer skills. This is an excellent class for those who are looking to extend their Back-End skills.

### What You Will Learn

**To design web content** with programming fluency and agile, test-driven development

**To manage FrontEnd and BackEnd** development

**To develop the 21st century skills** that employers demand

**To network with industry professionals**, interview for junior-level coding positions and learn as you work

### ANGULAR JS ESSENTIALS

CRS 205

Mon- Wed, 6: 00 - 9:00 pm, 1/8 - 2/28

(No class 1/15, 2/12, 2/14, 2/19)

42 hours, \$775 **New Price**

Certificate of Completion

AngularJS is an open-source front-end JavaScript framework used by web developers to extend HTML vocabulary and build single-page web applications. The Google-designed framework is ideal for fetching and displaying dynamic data. AngularJS lets you extend HTML vocabulary for your application. The resulting environment is extraordinarily expressive, readable, and quick to develop.

### INTRO TO UI/UX USER INTERFACE EXPERIENCE DESIGN

CRS 207

Mon, Tues, 6 - 9 pm, 3/5- 4/30 (No class 4/2)

48 hours, \$1650

With an ever-increasing demand for user attention and user retention, User Interface and User Experience design sit at the very core of the human-centered design process for digital and analog products. The UI/UX course digs in to an end user's experience of a website or product. Students

will learn to create a seamless, informational and delightful online environment that mitigates user frustration, promotes satisfying emotions, and triggers repeat use or a pleasant one-time experience. Excellent design thinking and multimedia design principles are at the core of UI/EX design, which aims to form a positive relationship between the end user and an online business.

### Learning Objectives:

**Read journals** and science-backed literature that demonstrate standard multimedia design principles.

**Write weekly reports** or journal entries on UI/UX from a variety of digital tools and analog tools - from an ATM machine to a virtual reality environment

**Articulate what works** and what doesn't work – and why.

**Develop vocabulary**, present and defend ideas, and participate in weekly team critiques and discussions.

**Apply an iterative design research approach** to prototypes that are designed in the class.

**Create rapid prototypes** with code or rapid prototyping tools and write design documents that back design choice.



**Adobe Design  
For Print and Web**

[www.citytechce.org/adobe-design.html](http://www.citytechce.org/adobe-design.html)

**Basic & Advanced Skills**



## BUILDING TRADES

Climb the ladder with essential construction skills.

### BLUEPRINT/CONSTRUCTION MANAGEMENT

#### **NEW! MATH FOR THE TRADES**

ECX 047

Thurs, 6-9 pm, 2/1-2/22

12 hours, \$350

Print reading for the trades requires a working understanding of general math, fractions, decimals, area measure, and volume measure. This class teaches the math skills and essential terminology needed to read and interpret plans.

#### **INTRO TO BLUEPRINT READING**

ECX 041

Sec A: Tues, 6 – 9 pm, 1/9-1/30

Sec B: Tues, 6 – 9 pm, 2/6-2/27

12 hours, \$350

Textbook is additional. *Print Reading For Construction*, 6th Edition. [order online](#)

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: Mon 6 - 9 pm, 3/5 - 3/26

Sec B: Wed, 6 - 9 pm, 3/7 - 3/28

12 hours, \$350

Textbook is additional. *Print Reading For Construction*, 6th Edition. [order online](#)

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. Includes one set of 11" x 17" prints.

### BUILDING MATERIALS AND METHODS FOR CONSTRUCTION

ECX 044

Tues, 6 - 9 pm, Wed, 3/27- 4/17

12 hours, \$350

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 FOR CONSTRUCTION

ECX 045

Wed, 6 – 9 pm, 4/18-5/9

12 Hours, \$350

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.

### PROJECT MANAGEMENT FOR CONSTRUCTION

ECX 046

Mon, Wed, 6- 9 pm, 5/14 – 6/ 18

(No class 5/28)

27 hours, \$575

This course develops an awareness of the various construction management methods and practices used in today's industry. Students will develop a Construction Management Plan and a Safety and Health Plan. Covers methods and procedures to manage a construction project.

### Related Skills

#### **Build Your Architectural Design Career.**

with AutoCad and Revit. See Page 6.



## SKILLS TRAINING FOR SUPERS



### SKILLS TRAINING FOR SUPERS: CERTIFICATE OF COMPETENCY

HHT 400

Tues & Thurs, 6 - 9 pm, 2/6 -3/1

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 - 9pm, 3/13 - 4/12

30 hours, \$425

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, 4/17 - 5/17

30 hours, \$425

This advanced session of the Skills Training for Building Supers' Program is designed for those who wish to move to a supervisory role. Topics include payroll, building protocols, staff evaluations, management by objectives and leadership styles. Focus on the x and y strategy. Students will learn to set roles, achieve goals and a work team that performs at its best.

## FIRE SAFETY & PRE-QUALIFYING/PREP

### FIRE DRILL CONDUCTOR

FSX 004

Mon, 6 - 10 pm, 1/29/18

4 hours, \$75

This is a preparatory course for anyone intending to take the Fire Department's examination for the Certificate of Fitness as a Fire Drill Conductor.

### CITYWIDE FIRE GUARD FOR IMPAIRMENT

FSX 005

Fri, 6 pm - 10 pm, 6/22

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 a 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 being done in an office building.

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

### FIRE SAFETY COORDINATOR

FSX 100

Fri, 6 - 9 pm, 4/13 & 4/20

8 hours, \$140.

A new Certificate of Fitness #F80 is required for FS Coordinators working in shelters as of

August 1, 2013. Course meets new FDNY standards for official accrediting for the Certificate of Fitness # F80. This course will provide 16 hours of classroom instruction. On-site classes are available. Call C. Johnston at 718-552-1171

### ACTIVE SHOOTER / MEDICAL EMERGENCY PREPAREDNESS

FSX 113

Sec A Sat, 9 am -1:30 pm, 1/13

Sec B: Sat, 9 am -1:30 pm, 3/24

Sec C: Sat, 9 am -1:30 pm, 6/16

4.5 hours, \$115 (plus \$5 FDNY

processing fee. See below)

This course is FDNY accredited and required for Fire Safety Directors and FS/EAP Directors who must transition to the new Fire and Life Safety Director (FLS) Certificate of Fitness.

#### Registration and Special Administration Procedures for this Class:

Registration - Routine online this site, walk-in, or telephone 718 552 1173/69  
MasterCard and Visa are OK for registration.

Special Admin – First class meeting: bring a \$5.00 check or MO payable to FDNY (no credit cards, no cash). Write C of F number in memo section of check or MO. Also bring a copy of your current Certificate of Fitness card 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, NYCCT will mail you a completion confirmation letter at the end of the week.

### FIRE SAFETY DIRECTOR PROGRAM & ACTIVE SHOOTER COMBO COURSE

FSX 103 & FSX 113-SP18 (Combo Course)

**Sec A: FSD** Sat, 9 am-1 pm, 1/27 -3/17, 32 hours

**ASMEP** Sat, 9 am -1:30 pm, 3/24, 4.5 hours

**Sec B: FSD** Sat, 9 am-1 pm, 4/21 - 6/9, 32 hours

**ASMEP** Sat, 9 am -1:30 pm, 6/16, 4.5 hours

**FSD/ASMEP Combo Price** 32 hours + 4.5, (36.5 hours), \$365

This combo course is the first step in obtaining a FDNY Certificate of Fitness as Fire Safety Director. This is a required pre-qualifying FSD course for taking FDNY's computer based basic knowledge (CBT) exam. Other requirements include the Active Shooter & Medical Emergency Preparedness (ASMEP) and, the FSD

On-Site examination at your building. After this series of examinations and training, the next phase in transition to the new Fire and Life Safety Director certificate requires the EAP/non-fire training course, a FDNY EAP CBT, and EAP Onsite examination. Our FSD course is approved by the Fire Department of the City of New York and includes a general review of the Rules of the City of New York (RCNY) and requirements for a Fire Safety Director in Class B and R-1 buildings, fire alarm systems, fire safety emergency evacuation, fire suppression systems, and staff training requirements.

Pre-Requisites for those pursuing a FDNY Certificate of Fitness for Fire Safety Director: Reasonable understanding of the English language; three years of applicable experience in fire prevention, building service equipment, or a satisfactory combination. Please note: an advanced Verification Letter (of experiences) for Application for Fire Safety Director can be downloaded at [http://www.nyc.gov/html/fdny/pdf/verification\\_letter.pdf](http://www.nyc.gov/html/fdny/pdf/verification_letter.pdf) or call City Tech at 718-552-1170. This document should be submitted directly to FDNY before our class starts.

To register only for Fire Safety Director: You must call 718-552-1170.

ACTIVE SHOOTER/MEDICAL EMERGENCY PREPAREDNESS- FSX 113 Included with FSD Above. View previous description of the ASMEP course.

### EMERGENCY ACTION PLAN DIRECTOR COURSE

FSX 090

Sec A: Fri, 6 - 9 pm, 3/9 - 3/23

9 hours, \$130

Recent changes in the law require that the Fire Safety Directors of most office buildings be trained and certified as Emergency Action Plan Directors. The Fire Department requires that all applicants for certification as EAP Directors complete a minimum of eight hours of classroom preparation prior to taking the FDNY written test.





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

FSX 010

Sec A: Fri, 6 - 10 pm, 2/16

Sec B: Fri, 6 - 10 pm, 5/25

6 hours, \$75

This course is provided to assist the student in preparing to take the 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:

- S11 Residential Sprinkler System
- S13 Citywide Standpipe System
- S12 Citywide Sprinkler System
- S14 Standpipe for MultiZone System

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 ONSITE PREPARATORY COURSE

FSX 008

Fri, 6 -10 pm, 6/1

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.

## BOMR CONTINUING EDUCATION COURSE

**Building Operation, Maintenance  
& Recordkeeping (BOMR) For Certificate of  
Qualification For Refrigerating System Operat-  
ing Engineer Continuing Ed Course**

FSX 012

7 hours, \$95

Sec A: Sat, 8:30 am- 4 pm, 4/7

Sec B: Fri, 5:30 - 9 pm, 5/11

7 hours, \$100 **updated price**

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.

## SKILLED TRADES

### Oil Burners & Boilers

#### MAINTENANCE & OPERATION OF #2 FUEL OIL GUN TYPE BURNERS AND BOILERS

ECX 106

Sat, 10 am - 1 pm, 4/7 - 6/16

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, 1/13 - 3/17

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.



## Plumbing & Electric

### BASIC PLUMBING REPAIRS IN HOUSING

ECX 162

Sat, 1 - 5 pm, 4/21 - 8/25, (Schedule changes in June & July to Mon & Wed nights, 6-10 pm)

90 hours, \$1,350

(Two-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 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 installation.

### BASIC ELECTRICAL MAINTENANCE

ECX 163

Fri, 6 - 10 pm, 4/20 - 8/9

(Two payment installment plan available)

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, 3/24- 5/26

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

Sec A: Sat, 9 am - 12 pm, 1/6 - 3/10

Sec B: Mon, Wed, 6 - 9 pm, 6/18-7/11

30 hours, \$425.

This course is a continuation of Fundamentals of Electricity I. Introduction to alternating current and semiconductor. 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 a working power supply that will convert from AC to DC and troubleshoot. Prerequisite:

EMX 090 or equivalent.



## Refrigeration

### REFRIGERATING SYSTEM OPERATING ENGINEER I

ECX 121 (Fall 2018)

Tues, 6 - 9:30 pm, & Sat, 9 am - 1 pm

9/11- 12/18/18

100 Hours, \$990.

This course is designed primarily to assist individuals 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, 1/23 - 4/24

100 hours, \$990.

This course is a continuation of Refrigerating System Operating Engineer I, a lecture/review in operat-

ing 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 - 9 pm, 1/4 - 2/1

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 (Fall 2018)

Sat, 8 am - 1 pm, , 9/22 - 5/22/18

150 hours, \$2,125

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

Fri, 6 - 9 pm, 2/2 - 4/27 (No class on 3/30)

36 hours, \$450

This course provides an introduction to electrical controls in both heating and air conditioning systems. It includes thermostats, relays, transformers, low water cutoff, primary controls, automatic feeders, wiring, and interpreting wire diagrams. Prerequisite: Some HVAC experience or the permission of the instructor is required.

## Security and Locksmith

### 8-HOUR ANNUAL IN-SERVICE TRAINING COURSE FOR SECURITY GUARDS

SOX 091

Sec A: Sat, 9 am - 5 pm, 4/14

Sec B: Sat, 9 am - 5 pm, 6/23

8 hours, \$60.

This is an 8 hour course that must be completed within 12 calendar months from completion of the 16 hour On-The-Job Training Course for Security Guards, and annually thereafter. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. Topics include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct.

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

SOX 090

Sec C: Sat, 9:00 am - 5:00 pm, 1/27

Sec A: Sat, 9:00 am - 5:00 pm, 3/10

Sec B: Sat, 9:00 am - 5:00 pm, 5/5

8 hours, \$60

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. Call C. Johnston for information @ 718-552-1170.

### **ELECTRONIC SECURITY SYSTEMS INSTALLER PROGRAM**

SOX 095

Mon & Wed, 6 - 9 pm, 3/5 - 5/30

70 hours, \$1050

(Two payment installment plan available)

This course is designed to train those with no previous knowledge in the industry for entry-level employment in the field of security system installation.

The course provides comprehensive teacher-led instruction in basic security installer topics and skill sets as well as hands-on experience. After successful completion of the program, students will be prepared for employment in the security industry as a technician or field installer. Call for detailed brochure. 718 552- 1169/1170.

Prerequisite: high school diploma or GED. Normal color vision is a must. Additional expenses: Students can expect to spend an additional \$100 on textbooks and personal hand tools. This program is endorsed by the Metropolitan Burglar & Fire Alarm Association (MBFAA).

### **LOCKSMITH**

SOX 503

Tues, 6 - 9:30 pm, 2/20 - 7/3

70 hours, \$1,100

The course is designed for building maintenance and security personnel, handymen and hardware specialists, and those aspiring to become locksmiths. The course introduces the students to locking devices, keys, methods of picking, repair and service locks in both residential and commercial buildings. Topics include types of locks, keys, doors, openers and closers, and the basic installation of locks, handling emergencies, and key making. 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 to Registrants:** Good English language skills highly recommended.

## **Welding**

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



### **BASIC ELECTRIC ARC WELDING**

WLX 520

Wed, & Fri, 6 - 9:30 pm, 3/16 - 5/11

84 hours, \$2,295

(Two-payment Installment plan available)

Teaches electric arc welding with metal electrodes and carbon arcs. Provides group and individual instruction in sources of electricity for welding, welding circuits, current controls, types of electrodes, AWS classifications. Includes weldments from single weave beads to multiple pass lap joints and weaving filler welds with emphasis on length of arcs, rates of arc travel, amounts of current and electrode angles. Physical testing of weldments is required. Standard welding symbols, sample weld specimens and technical data sheets supplement instruction.

Prerequisites: high school diploma, GED or relevant experience and permission of the instructor.



### **ADVANCED ELECTRIC ARC WELDING**

WLX 620

Wed, & Fri, 6 - 9:30 pm, 1/31 - 3/2/18

42 hours, \$1,150

(Two-payment installment plan available)

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's welding certification examinations. Prerequisite: WIX 520 or permission of instructor.

### **TUNGSTEN INERT GAS (TIG) WELDING**

WLX 630

Wed, & Fri, 6 - 9:30 pm, 5/18- 6/21

From June 26 - 7/26 class schedule will switch to Tues & Thurs 6 - 9:30 pm.

70 hours, \$2,100.

(Two - payment Installment available)

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 relevant experience or permission of the instructor.

**ARE YOU A VETERAN?**  
You may be eligible for free classes

Apply for VA benefits online  
[www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

Call: Charles Johnston 718 552 1170  
email [cjohnston@citytech.cuny.edu](mailto:cjohnston@citytech.cuny.edu)

## SOLAR PV & RENEWABLES

### Solar + Storage + Microgrid

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](http://visit.nabcep.org).

### ELECTRICAL CALCULATIONS FOR SOLAR PV

PVI 090  
Mon - Thurs, 6 – 9 pm, 2/5 - 2/21  
Labs: Sat, 9:30 am - 4 pm, 2/10 & 2/17  
36 hours, \$480

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

PVI 202  
Mon-Thurs, 6 - 9:30 pm, 2/26 - 3/12  
Lab: Sat, 9:30 am - 4 pm, 3/3 & 3/10  
(PV installation at Brooklyn Navy Yard Lab)  
40 hours, \$960  
(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](http://NABCEP.org).

**Textbooks** (additional cost, [order online](#))

1. *Solar Photovoltaic Basics* Sean White
2. *NABCEP PV Installation Professional Resource Guide* (free download)
3. *National Electrical Code 2014*

### NABCEP PHOTOVOLTAIC ASSOCIATE™ EXAM

PVI 203  
Thur, 6 - 8:30 pm, 3/15  
2.5 hours, \$150



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.



Marcus Garvey Village, Solar + Storage  
Installed by: Demand Energy

### NABCEP ADVANCED PV INSTALLATION PROFESSIONAL EXAM PREP

PVI 205  
Sec A: [View January Dates](#) : [www.citytechce.org/nabcep-advancedpvprep.html](http://www.citytechce.org/nabcep-advancedpvprep.html)

Sec B: Mon, Tues, Wed, 6 -9 pm, 3/19- 4/4 & Thurs, 3/29 (Includes solar PV site visit)  
40 hours, \$940

Information: [dsalomon@citytech.cuny.edu](mailto:dsalomon@citytech.cuny.edu)  
40 NABCEP credits towards the 58 hour NABCEP educational requirement)

PV 205 is a professional track program in the design, installation, verification and maintenance of residential and commercial Solar PV

systems. Hands on-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 hands-on advanced certification training class provides 20 of the 58 hours required to sit for the NABCEP PV Installation Professional Exam.

**Textbooks** (additional cost, [order online](#))

1. *NABCEP PV Installation Professional Resource Guide* (free download)
2. *National Electrical Code 2014*

### SOLAR PV + STORAGE Continuing Education for PV PROS

PVI 206  
Thursdays, 6-9 pm  
3 hours, \$75,  
**3 NABCEP CEU credits**  
[www.citytechce.org/nabcep-solar-ceu.html](http://www.citytechce.org/nabcep-solar-ceu.html)

### RESIDENTIAL ENERGY STORAGE

PVI 206 A, Thurs, 2/22, 6-9 pm, 3 hours, \$75

In this workshop, compare residential battery options, meet representatives from the companies that make them and learn how to incorporate energy storage into your company's services.

### COMMERCIAL ENERGY STORAGE

PVI 206 B, Thurs, 3/15, 6-9 pm, 3 hours, \$75

In this session we will unpack some of the key vocabulary terms that come into play when designing a system. Topics will include value Distributed Energy Resource, Time of Us and Building Management Systems.

### ANATOMY OF A MICROGRID

PVI 206 C, Thurs, 4/19, 6-9 pm, 3 hours, \$75

At this session we will focus on the working parts of a microgrid and learn from experts in the field about the hardware, software, planning, operation and maintenance that brings the system to life. Instructor, Anthony Alexander. Watch for guest speaker details

### SOLAR PV + STORAGE + MICROGRID

Meeting NYC's Electricity Demands with Stored Sunlight  
PVI 206 D Thurs, 5/17, 6-9 pm, 3 hours, **FREE**



## MEDICAL

### Health Care Technicians are in High Demand

#### PHYSICAL THERAPY AIDE PROGRAM

PHT 100  
Mon, & Wed, 6- 9 pm, 3/4-7/21  
(No class: 5/28, & 7/4)  
100 hours, \$1,450  
dpedreira@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 supervision of licensed Physical Therapists, Occupational Therapists or Rehabilitation 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 baccalaureate levels. This 100 hour course includes 70 hours of classroom instruction and a 30 hour observational practicum at an affiliated clinical site. Students may be required to have medical clearance prior to start of practicum.

#### LOCAL ANESTHESIA / NITROUS OXIDE PAIN CONTROL FOR THE DENTAL HYGIENIST

NOA 100  
Sun, Mon, Tues, Wed  
Email Professor Susan Nilsen for 2018 dates  
45 hours, \$1,450

This 45 credit hour, four day, on-site, fully approved course satisfies the didactic and clinical requirements to certify dental hygienists to administer infiltration local anesthesia and nitrous oxide analgesia to their patients in New York State. The course is being offered by the Dental Hygiene Department at New York City College of Technology, an approved provider of CE credits in New York State. Participants

successfully completing this course will be recognized as having completed 45 continuing education credit hours by the American Academy of Dental Hygiene, Inc., an approved NYS sponsor.

#### Course Requirements

All participants must:

- Be a New York licensed RDH.
- Document professional liability coverage of at least \$1,000,000/3,000,000. Most dental offices policies cover the dental assistants but usually not hygienists, unless specifically mentioned in the policy. It is not required to practice with insurance but highly recommended if they own assets (house). 1-3 million dollar policy runs about \$76 year.
- Not be pregnant or nursing and in adequate health to participate as a patient & operator.
- Document current CPR/Healthcare provider status.
- Purchase required texts.
- Bring Safety Glasses to wear in clinical sessions.

#### For questions, email

Professor Susan Nilsen Kupsch at:  
SNilsen-Kupsch@citytech.cuny.edu.

#### Textbook

*Local Anesthesia for Dental Professionals*, Bassett, DiMarco & Naughton, Pearson Education INC., 2010  
ISBN-13: 978-0-13-158930-8  
ISBN-10 0-13-158930-X  
*Handbook of Nitrous Oxide and Oxygen Sedation*, Morris F. Clark and Ann L. Brunick, 2003 ISBN-0-323-01977-3

#### NYS APPROVED CERTIFIED NURSE AIDE TRAINING PROGRAM

CNA 100  
130 hours, \$975  
(Two-payment installment plan available)  
Information: 718-552-1170  
dpedreira@citytech.cuny.edu

Prepare for a career in the healthcare Industry as a Certified Nurse Aide (CNA). The Certified Nurse Aide plays an important role in patient care. Students will learn necessary patient care skills including feeding, bathing, grooming, dressing, exer-

cise and movement, as well as answering patient call signals. Our students, in compliance with state requirements, complete 130 hours of study, covering anatomy & physiology, nutrition, and infection control. The course will be divided into 100 hours of classroom study and 30 hours of clinical study to be conducted in the daytime at a skilled nursing facility. Dates and times for clinical study are dependent on the nursing facility and are yet to be determined. This program prepares graduates to sit for the NYS Department of Health Certified Nurse Aide licensing examination. Prerequisite: HS Diploma or GED. Please note: Course tuition does not include the textbook or the cost of the State exam; these additional expenses are approximately \$195



#### HEMODIALYSIS TRAINING FOR TECHNICIANS & NURSES

HEMO 100  
Sat, 9 am - 4 pm, 4/21- 7/28  
98 hours, \$2,210 (plus \$20 registration fee)

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 (Technicians only) will also be prepared for and able to take the CCHT national exam. **NOTE: Uniform scrubs, text books and exam prep fees are extra expenses**

es and not included in the tuition.

Prerequisite: A High School Diploma or GED is Required.



## PHARMACY TECHNICIAN PROGRAM

PHA 090

200 hours, \$995

Sec A: Tue, 6-9 pm, 3/13 - 6/19

Sec B: Wed, 6-9 pm, 4/18 - 7/25 (No class 7/4)

Sec C: Thur, 6-9 pm, 5/24 - 8/30

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.

Kingsborough Community College

## Emergency Medical Technician Program

For Information call  
718 368-5050

## DENTAL ASSISTING CERTIFICATE

DAP 100

Mon, Wed, 6-9 pm, 3/9 - 7/21

(No class on: 3/30, 3/31, 6/1, 6/2, 7/6, 7/7)

170 hours, \$2,695

Textbook: \$150 book purchase required.

(Optional: Up to 100 clinical hours

by arrangement)

(Two payment installment plan available)

Dental assisting offers excellent career opportunities. The demand for trained dental assistants is currently excellent.

### The curriculum includes:

- Introduction to Dental Assisting & Ethics
- Dental Terminology
- Oral Anatomy
- Dental Charting
- Infection Control
- Dental Office Management
- Chairside Assisting Lecture Pre-Clinical, Clinical
- Dental Materials Lecture, Pre-Clinical
- Radiology Lecture, Pre-clinical, Clinical
- Basic Life Support for Health Care Providers
- CPR Training & Certificate

### 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.

## HEALTH INFORMATION TECHNOLOGY

### MEDICAL BILLING AND CODING SPECIALIST AHIMA CCS

#### TEST PREP

MBC 100

Mon - Thurs, 6-9:30 pm, 4/23- 7/10

150 hours, \$1,795

No Class: (4/28, & 7/4)

(Two payment installment plan available) 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, dramati-

cally increasing his/her potential income. Our comprehensive, intensive certificate program is designed to provide specialized business skills to 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.

### Curriculum includes:

- Anatomy and Physiology
- Medical Terminology
- Medical Coding – CPT-4
- Medical Coding – ICD-10
- Medical Billing
- Preparation for AHIMA CCS exam



## INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY

Contact David Pedreira for dates

dpedreira@citytech.cuny.edu

150 hours, \$1,795

Requirement: Some coding experience or completion of our Medical Billing and Coding Course (MBC 100) MBC 100 graduates receive \$100 discount off course tuition.

Health information technology (HIT) is transforming the delivery of health care services. The healthcare worker is an IT worker. Health care providers - from hospitals to physician practices - are increasingly dependent on HIT to create and deliver health care services, as well as drive clinical and operational improvements due to federal government mandates. Collectively, they spend \$40 billion annually on information technology.



This course introduces students to HIT. It is based on the Office of the National Coordinator (ONC) Health Information Technology (HIT) Curriculum. Additionally, the course covers current technologies and trends, such as implantable medical devices and Big Data. The course also presents the current challenges affecting the implementation and use of HIT, and updates to legislation that affect HIT. The privacy and security of health information will also be presented.

**Topics covered include:**

- Regulatory requirements affecting the implementation and use of health IT
- The benefits and challenges of implementing and using health IT
- Information technology fundamentals
- History of health IT in the U.S.
- Health management information systems
- Health IT system interoperability
- Health information exchanges
- Privacy and security of health information

**Who Should Register?**

- Clinicians and non-clinicians who are or will be involved in a health IT project
- Physician practice staff who are involved in integrating with a hospital or hospital system
- Entry-level health IT professionals
- Physician practice managers and administrators
- People who are new to IT health



## PERSONAL ENRICHMENT

### Learn A Language Or Organize Your Investments

#### LANGUAGE

##### BEGINNING SPANISH I

SPA 100

Wed, 6 - 8:30 pm, 2/28 - 6/13

40 hours, \$390

\$25 Book Purchase required

An introductory course designed to help you conduct functional conversations in Spanish for business or social situations. Emphasis will be placed on speaking and listening.



##### BEGINNING SPANISH II

SPA 200

Wed, 6 - 8:30 pm, 6/20 - 10/10

40 hours, \$390

Continuation of Beginning Spanish I with a greater emphasis on grammar and writing.

#### SUPPLY CHAIN MANAGEMENT FUNDAMENTALS FOR START UPS

BSX211

Watch for April Dates

dsalomon@citytech.cuny.edu

36 hours, \$550

(Textbook, 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 manage-

ment. Topics include logistics, planning, forecasting, production control, and just-in-time manufacturing. This lecture/lab course is an excellent foundation for those interested in marketing a product, advancing at work, or taking the Certificate in Production and Inventory Management (CPIM) exam.

#### STARTING A BUSINESS WITH LITTLE MONEY DOWN

BSX 008

Sat, 9 - 11:30 am, 4/7

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.



#### SECRETS THAT WALL STREET DOES NOT WANT YOU TO KNOW WHEN INVESTING YOUR MONEY

BSX 072

Sat, 11:30 am - 2:00 pm, 4/7

2.5 hours, \$70

Have you just come into some money or have some money to invest? This lively, fast-packed seminar is a must for those who want to learn from consumer advocate, Richard Nathan. You will be taught how not to be ripped off when buying or leasing cars, buying insurance, investigating long term car 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 able to interview financial planners so you can find those who are truly working for you.

## FACILITY MANAGEMENT PROFESSIONAL COURSE



### FMP CERTIFICATION EXAM PREP

**IFMA's Facility Management Professional (FMP) designation** is a knowledge-based credential that will help to accelerate an FM's transition into the profession and demonstrate proven competency in the foundations of facility management.

**Spring Course Dates and Registration:**  
**Call the Center: 718 552 1170**

### 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 make your house a home.** Sign up for a home repair toolkit and save money by doing it yourself. Learn to install tile, patch and plaster a wall, stop a leaking toilet, change a light fixture, install a lock, unclog a trap and become your own favorite handyperson.

### HOMEOWNER'S BASIC TOOL KIT

Sec A: Wed, 6 - 9 pm, 2/7  
Cut a board, level a shelf; install an anchor bolt in a hollow wall. This class will stock your toolkit with the most useful tools and give you hands-on tips for using them. Discover your inner handyperson and save money on basic repairs.

### HOMEOWNER'S GUIDE TO BASIC PLUMBING

Sec B: Wed, 6 - 9 pm, 2/21  
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, 2/28  
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, 3/7  
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, 3/14  
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, 3/21  
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.



## ONLINE LEARNING



### City Tech Ed2Go

[www.ed2go.com/nyctc](http://www.ed2go.com/nyctc)

Ed2Go online training programs allow you to prepare for careers on your own schedule.

[Browse our catalog](#)

- Accounting, Finance & Business
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Personal Development
- Teaching & Education

## SMALL BUSINESS DEVELOPMENT CENTER

### Spring 2018 Workshops

Details: [www.nyssbdc.org](http://www.nyssbdc.org) 718 797-0187

**Business Legal Structures, 2/7**

**Understanding a Commercial Lease, 4/17**

**Small Business Legal Clinic, 5/1**

**Intellectual Property, 6/13**

**Small Business Legal Clinic, 7/10**

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

City Tech Continuing Studies Center is committed to the community we serve.

Learn about our free training programs and workshops

### CREATE YOUR RÉSUMÉ, 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).

### DIRECT CARE SUPPORT PROFESSIONAL TRAINING

DCP 101

Free

Dates and information: 718 552-1120

Apply online: [wdc.citytech.cuny.edu](http://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 to advocate for their needs by taking individuals to recreational or daily living activities, meet with families and arrange care services, help 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 (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:

- Proof of High School Diploma or equivalency
  - Valid driver's license
  - Minimum TABE score of 7.0 (reading) and 6.8 (math)
- Strong customer service skills



### PATIENT CARE NAVIGATOR PROGRAM

PCC100

Dates and information: 718 552-1120

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 health-care team working to ensure that patients follow their treatment plans. Prepare TODAY for this Career of TOMORROW!

### FREE HIGH SCHOOL EQUIVALENCY EXAM Prep:

#### CITY TECH Adult Learning Center

**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 from 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.

### Free Renewables Workshop

#### SOLAR PV + STORAGE + MICROGRID Spring 2018

Meeting NYC's Electricity Demands with Stored Sunlight

PVI 206 D

Thurs, 5/17, 6 - 9 pm

3 hours, **FREE**



## GENERAL INFORMATION

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

### ADMISSION

Course admission notices are mailed when the required minimum enrollment is achieved and tuition and fees have been paid.

### COURSE CANCELLATION

The Center reserves the right to cancel any course or modify the schedule. This can also include cancellation at the first class meeting. In the event of such a cancellation, you will receive a full refund of all tuition and fees.

### AUTHORIZED INSTALLMENT PAYMENT PLANS

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.

### CLASS MEETINGS AND ATTENDANCE POLICY

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.

### DISCOUNTS

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

### CERTIFICATES

Certificates for successful course completion are issued 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](mailto: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

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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## 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 For Pricing

#### (1) Flatbridge Parking Corp.

(Monday-Friday)

718-403-0449

215 Jay Street & 120 Concord St.

#### (2) Heights Parking Corp.

718-643-6440

66 Adams & Sands Streets

#### (3) Central Parking

(Marriot Hotel)

718-222-1032

350 Jay Street

### Subways

#### 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





# REGISTRATION FORM

## CONTACT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel# day \_\_\_\_\_ Tel# evening \_\_\_\_\_

email address \_\_\_\_\_

## SELECTED COURSES

Course Name \_\_\_\_\_

Course # \_\_\_\_\_ Sec \_\_\_\_\_ Start Date \_\_\_\_\_ Tuition \_\_\_\_\_

Course Name \_\_\_\_\_

Course # \_\_\_\_\_ Sec \_\_\_\_\_ Start Date \_\_\_\_\_ Tuition \_\_\_\_\_

Course Name \_\_\_\_\_

Course # \_\_\_\_\_ Sec \_\_\_\_\_ Start Date \_\_\_\_\_ Tuition \_\_\_\_\_

Tuition: \_\_\_\_\_

Nonrefundable Registration Fee: \_\_\_\_\_ +\$20

Total Due: \_\_\_\_\_

## PAYMENT INFORMATION

☐ **Money Order or Check #** \_\_\_\_\_

☐

☐ **Master Card** ☐ **Visa**

**Credit Card #** \_\_\_\_\_

**Holder's Name** \_\_\_\_\_ **Exp Date** \_\_\_\_\_

**Authorizing Signature** \_\_\_\_\_

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

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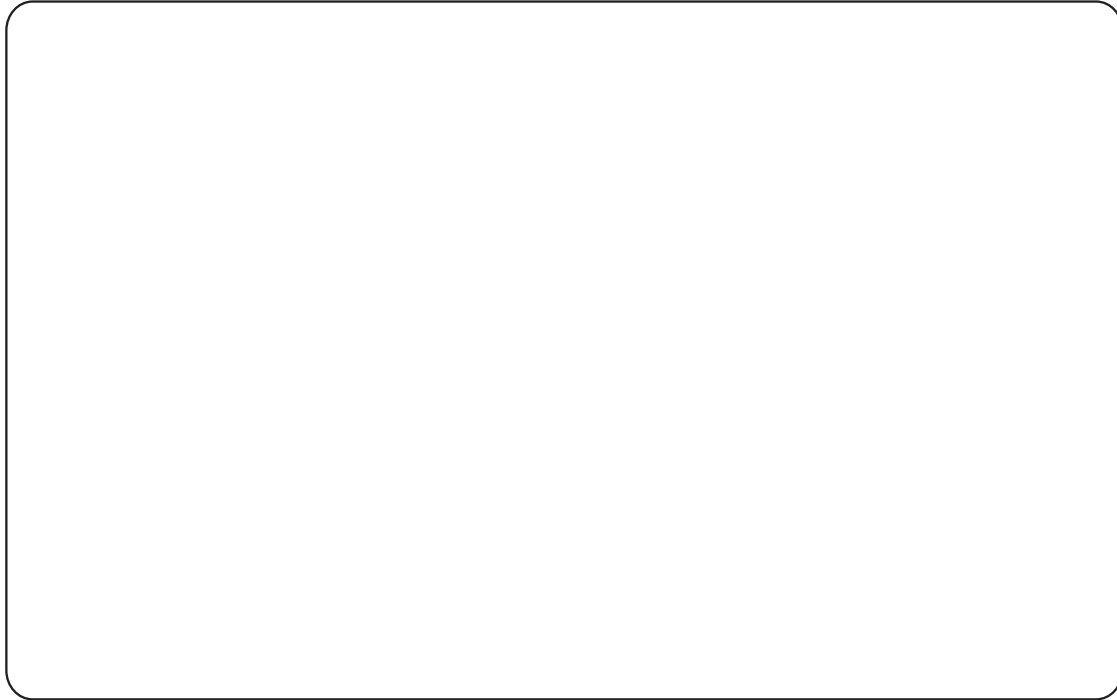
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