



**City Tech**  
Continuing  
Studies Center  
**Spring**  
**2023**

**Find Your Success**

**City Tech Division of Continuing Education CUNY**

25 Chapel Street, Howard Building 4th Floor, Brooklyn NY, 11201, 718-552-1170

**Register** [citytechce.org](http://citytechce.org)

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

## City Tech Continuing Studies Center

The Division of Continuing Education  
 25 Chapel Street, Howard Bldg., 4th Floor  
 Brooklyn NY 11201, 718 552 1170

## Registration Policies

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

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

**No refunds after the second class.**

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

**City Tech (Degree programs)  
 Office of Admissions  
[citytech.cuny.edu/admissions/](https://www.citytech.cuny.edu/admissions/)**



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**Proof of vaccination is required for all Continuing Studies Center students attending in person or hybrid classes. Please register in CUNY Cleared 4 here: [Continuing Education \(Auxiliary, ACE\)](#)**

## STAFF

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*During this challenging period, the Division of Continuing Education has committed to creating pathways to higher education, job training, and professional development programs. By bringing both online and in-person courses to our diverse population of learners, we help meet the economic and workforce development needs of the evolving New York City workforce..*

- Dean Carol Sonnenblick

## City Tech Continuing Studies Center Policies

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

- We only accept registrations and payments online at this time. Sign up and register at [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 an installment plan and are specified in this bulletin.
- The Continuing Studies Center accepts duly authorized vouchers from public agencies, union, and private organizations. Several programs are approved for Veterans' Benefits.
- 100% refunded when a written email withdrawal notice is received prior to first class meeting.
- 80% refunded if a written notice is received before the second class meeting.
- No refunds after the second day of class.
- With written notice, a valid reason, and approval from the director, one rollover to the *following* semester may be permitted.

## Register Online: [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 TRAINING

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



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



## Your path to success starts at City Tech

[The Continuing Studies Center](#) at City Tech is your partner in educational and career success. Start with certifications for healthcare, information technology, building trades, driver instruction, teaching, business, renewable energy, and much more. We keep a careful watch on industry trends and provide trainings for the job skills that employers seek.

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

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

A member of our staff is available to answer questions about courses you are interested in and can take your registration by phone [email](#) the center.

### Reach Us by email [continuingstudiescenter@citytech.cuny.edu](mailto:continuingstudiescenter@citytech.cuny.edu)

Please see [page 35](#) for email contacts. We will reach out to you by phone.

We have created a variety of course formats for the Spring 2023 semester so you can update your skills and earn career-enhancing certifications in-person, online, hybrid, or self-paced courses that let you study on your own schedule.

### Register in CUNY Cleared4

Every student attending an in-person or hybrid class on campus or in outdoor lab spaces must provide proof to CUNY that they are fully vaccinated in the CUNY Cleared4 app. Non-vaccinated students must provide approved medical or religious exemptions as well as proof of a negative COVID-19 molecular (PCR) test performed by an accredited lab no more than 7 days prior to the visit. After pre-registering, you will receive an email with a link to upload your Covid vaccination cards. 24-48 hours later you will receive approval and instructions to download the CUNY Cleared4 app to your smart device. Please be sure to sign up for Cleared4 as soon as you register for your in-person class.

[Click here to register in CUNY Cleared 4 \(\\*\\*In Person or Hybrid Classes Only\\*\\*\)](#)

### Get Ready for an Online Class

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

### Cameras and Recordings in an Online Classroom

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

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

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

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

# Teaching Professional Certifications

Find your success at City Tech | City Tech Continuing Education



## TEACHING ASSISTANT CHILD CARE CERTIFICATE PROGRAM | **HYBRID**

TAP 100

Tues, Thurs, 6 pm - 9 pm, and Sat, 10 am - 2 pm, 2/7 - 4/15  
100 hours, \$925, [Register](#)

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

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

## NYSATAS PREP CLASSES | **ONLINE**

TAP 091

Wed, Thurs 5 - 8 pm, [Watch for Spring Dates](#)  
6 hours, \$65 [Register](#)

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

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

HSX 090

Sec E: Mon, 5:30 - 7:30 pm, 1/9  
Sec A: Mon, 5:30 - 7:30, 2/13  
Sec B: Mon, 5:30 - 7:30, 3/13  
Sec C: Mon, 5:30 - 7:30, 4/17  
2 hours, \$55, [Register](#)

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

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

DASA 100

Sec E: Wed, Mon, 5:30 - 8:30 pm, 1/18 & 1/23  
Sec A: Wed, Fri, 5:30 - 8:30 pm, 2/22 & 2/24  
Sec B: Mon, Wed, 5:30 - 8:30 pm, 3/20 & 3/22  
Sec C: Mon, Wed, 5:30 - 8:30 pm, 4/24 & 4/26

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

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

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

HSX 091

Sec E: Wed, 5:30 - 7:30 pm, 1/11  
Sec A: Wed, 5:30 - 7:30 pm, 2/15  
Sec B: Wed, 5:30 - 7:30 pm, 3/15  
Sec C: Wed, 5:30 - 7:30 pm, 4/19  
2 hours, \$55, [Register](#)

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



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





## PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION PREP | SELF PACED

Self Paced learning 24/7 Mentored Support  
BSX 512

Includes Course Materials and Textbook

**Certificate Prep:** Project Management Professional (PMP)®  
4-6 months, \$1715, [Details and Registration](#)

The Project Management Professional (PMP)® certification is the standard for technology, healthcare, and a host of other industries where strong organizational and leadership skills are required. This program builds successful project managers at all levels of an organization. It provides comprehensive preparation for the PMP® certification exam including exam-taking tips, 25 comprehensive module quizzes, five process group tests, and two full-length, 200-question practice exams covering the areas of interest from A Guide to the Project Management Body of Knowledge, (PMBOK® Guide), which will provide a report to help you determine your areas of weakness.

### What you will learn

- Explain the five stages of a project life cycle and illustrate how these stages can overlap in time
- Demonstrate how to create a project management plan with subsidiary plans for each of the knowledge areas
- Explain the overlapping nature of project activities and practice Project Integration Management to coordinate the various project management processes
- Illustrate how a project's various baselines (including scope, cost, schedule, quality, risk, procurement, and others) are determined, planned for, and managed.

## QUICKBOOKS BASICS *IN PERSON*

BSX 511

Thurs, 6:30 - 9:30 pm, 3/23 - 4/6

12 hours, \$475, [Register](#)

Manage your business automatically with Quickbooks. Set up inventory, create a company file, issue vendor checks, pay bills, manage payroll, and create reports. This foundation class prepares you to begin managing your business accounting without manual entries, freeing hours of time so you can grow your company.

## NYS NOTARY PUBLIC EXAM PREP | *ONLINE*

BSX 090

Sec D: Mon, 6 - 9:00 pm, 1/9

Sec A: Mon, 6 - 9:00 pm, 2/6

Sec B: Mon, 6 - 9:00 pm, 3/13

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

A three-hour workshop in notary public law and legal terminology, designed to prepare candidates for the New York State Notary Public Examination includes information and qualifications necessary for a license. The final half-hour is dedicated to Q&A.



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

DEX101

Tues, Thurs, 6 - 9 pm, 1/10 - 2/9

Tues, Thurs, 6 - 9 pm, 3/21-5/2, (No class 4/6, 4/11, 4/13)

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

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

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

DEX 201

Sec A: Mon & Wed, 6-9 pm, 2/13/23 - 3/20, (No class 2/20)

Sec B: Mon & Wed, 6-9 pm, 4/24 - 5/24

30 hours, \$320 [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.

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

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

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

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

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



### SELLING, BUYING & INVESTING IN REAL ESTATE IN 2023

REX 015

Tues, 6: - 8 pm, Watch for Spring Dates

2 hours, \$55, [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



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

HOSP 1001

Includes Course Materials and Textbook



### The Culinary Cannabis Landscape, Approaching Mainstream

As dining on cannabis-infused menus approaches mainstream, professionals with a mastery of safe extraction and dosing will be in demand. Our program prepares you for the American Culinary Federation (ACF) Specialized Certificate in Culinary Cannabis and Edibles exam. This certification will equip you to prepare and sell food and drink products containing cannabinoids. The ACF certificate demonstrates an applicant's proficiency in the skills, knowledge and competencies for safely handling culinary cannabis and edibles.

#### The course covers the ACF exam topics:

- Plant Anatomy
- Storing and Cooking
- Concentrates and Extracts
- Endocannabinoid System
- Terpenes
- Math and Potency
- Safety

#### Eligibility for Registration

- Strong basic math skills
- Some culinary experience preferred
- NYC Food Handler's license, available online at no charge.

Register for the New York Food Handler license:  
[nyc.gov/site/doh/business/health-academy/food-protection-online-free.page](https://nyc.gov/site/doh/business/health-academy/food-protection-online-free.page)

## HOME CANNABIS PROCESSING: FIRE AND SAFETY AWARENESS FOR RESIDENTIAL BUILDING PROFESSIONALS

FSXS115

Tues, 6-8 pm, Watch for Spring Dates

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

This half day zoom class provides awareness of fire and safety hazards associated with the ethanol, butane carbon dioxide and other flammable solvents used during home extraction of concentrated THC. The course covers the correct storage, piping, valves and controls necessary to manage toxic gases in a residential building.

Flammable solvents require storage, piping, valves and controls for proper process operation and safety. Monitoring flammable and toxic gases is mandatory per regulation. The legal allowable limit is 6 plants per every adult over 21 for a total of 18 plants in any one residence. Although legally acceptable, this amount will be difficult to monitor in densely populated buildings and complexes. This workshop provides guidance for residential building professionals who are charged with the health, safety, and fire prevention of the buildings they manage.

- Visual and olfactory signs of hazardous extraction
- Assessing a hazardous situation
- The effective use of gas meters and alarms
- Fire Safety and Emergency planning and evacuation
- Overview of OSHA HAZCOM and GHS for potential exposures to chemicals, solvents or unidentified materials found during turnover or evictions.







### CATERING PROFESSIONAL | SELF PACED

Six Months, Open Enrollment

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

Course Information 951-387.4225

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

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

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

#### What you will learn

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

### WEDDING PLANNER | SELF PACED

Six Months, Open Enrollment

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

Course Information 951-387.4225

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

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

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

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

#### Internship Opportunity

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

#### What you will learn

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

## ACADEMY FOR OCCUPATIONAL HEALTH AND CONSTRUCTION

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

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

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

Hands-on training is paused during Covid, however several classes are available in a live, instructor led format. 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.

For information on AOHCS courses [visit our website](#) or email the Director, Anthony Ruvio,

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



## Bringing Safety to Construction Sites

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

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



City Tech Continuing Studies Center provides free programs to help all New Yorkers gain new skills and stay informed.

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

REX 014  
Wed, 6 - 8 pm, 3/29  
2 hours, Free, [Register](#)

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

**HEALTH SAFETY AND WELFARE**  
**FREE COMMUNITY SEMINAR**  
**CANNABIS UPDATE: LEGISLATION IN NY STATE**

FSXS114  
Tues, 7-9 pm (Watch for Spring Dates)  
2 hours, Free, [Register](#)

This course offers an overview of the current rules for legal adult-use cannabis in New York state. The responsibilities of the Office of Cannabis Management and the Cannabis Control Board as well as the functions and limitations of the current licenses being issued for Adult-Use Conditional Cultivator, Adult-Use Conditional Processor, and Conditional Adult-Use Retail Dispensary will be discussed and clarified. Topics the workshop will cover include:

- **Cannabis Legalization and Employer Right of Action**  
Off-work cannabis consumption policy, including enhanced penalties for driving while cannabis impaired.
- **Cannabis Safe Consumption**  
New state guidelines for lab testing and certification of cannabis strains for potency, fungal and pesticidal contaminants, potency and quality control.
- **Safe Home Cultivation and Medicinal Uses**  
The role of registered organizations and registered caregivers.

**URBAN ENERGY SERIES**  
**COMMUNITY SEMINAR**  
**ELECTRIFYING NEW YORK CITY BUILDINGS**  
SUST100

Wed, 4/27 - 6 - 8 pm, In Person  
2 hours, \$40, [Register](#)

Commercial and Residential Building Management is undergoing a rapid transformation in preparation for Local Law 154, which seeks to reduce the demand for natural gas, New York City's most common fuel source. In this seminar, we focus on the all-electric building and consider the new workforce skills that are needed to move HVAC, domestic hot water, and even waste treatment from fossil fuel to clean electric energy. Speakers will address both existing and unconventional equipment and unpack what an all-electric building will look like for building owners and operators.

**Topics** (Watch for Speaker List)

Commercial and residential heat pumps that move heat in and out of a building for cooling and heating.

Heat pump water heaters that use energy collected from a fluid stream to heat domestic water up to 185°F.

Heat recovery of otherwise-discharged energy from wastewater used for heating, cooling and hot water.

Solar technologies that capture a reliable, renewable source of energy and reduce reliance on other fuel sources.



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

### COMPUTER BASICS | *IN PERSON*

DPX 109

Tues, 6-9 pm, [Watch for Spring Dates](#)

12 hours, \$255

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

Windows is the most popular and commonly used operating system today. Through hands-on practice, learn how to customize your Windows display, add and delete icons, control printing, manage files and directories, and browse the internet. Installing and launching apps in the Windows environment will be covered.

### MICROSOFT WORD | *IN PERSON*

DPX 301

Tues, 6 pm - 9 pm, [Watch for Spring Dates](#)

15 hours, \$270

**Prerequisites:** Basic computer knowledge

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

### MICROSOFT EXCEL | *IN PERSON*

DPX300

Wed, 6-9 pm, [Watch for Spring Dates](#)

15 hours, \$320

**Prerequisites:** Basic computer knowledge

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



### MICROSOFT POWERPOINT | *IN PERSON*

DPX320

Thurs, 6 - 9 pm, [Watch for Spring Dates](#)

15 hours, \$320

**Prerequisites:** Basic computer knowledge

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

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



## Tech Certificates

Are your skills ready for the new tech economy?



### CompTIA A+ Certification **ONLINE**

CompTIA A+ is your first stop in an information technology career. Get Started in computer repair and help desk jobs. Transition to system administration, and upskill to highly paid cybersecurity positions.

**CompTIA A+ starts 2/14** [Learn More and Register](#)



### CompTIA Net+ Certification Prep **ONLINE**

Linux is one of the most prevalent open-source operating systems, used in everything from cars to supercomputers. The Linux+ certification is designed to validate entry level system administrators knowledge to hiring managers.

**Net+ starts 4/24** [Learn More and Register](#)



### CompTIA CySA+ **ONLINE**

Start a career in cybersecurity by preparing for the CySA+ exam. The course focuses on detecting and preventing threats, analyzing data, cyber incident response; protecting company and customer data from attack.

**Starts 2/7** [Learn More and Register](#)



### Python Programming for Data Analytics **ONLINE**

Python is the essential programming language skill sought by a broad range of top companies where hiring managers seek entry-level python data analysts and data engineers.

**Starts 3/29** [Learn More and Register](#)



### BICSI CABLE INSTALLATION **IN PERSON**

Prepare for a career in the expanding telecom industry with this Level 1 Building Industry Consulting Services International, INC. (BICSI) intensive training course in cabling installation. For information contact Brooklyn Workforce Innovations (BWI): 718-237-2017ext.149 or Email Shermira Busby, sbusby@citytech.cuny.edu

## COMPTIA A+ EXAM PREP *HYBRID*

### COMPUTER REPAIR

CRS 101

Tues,Thurs 6- 9:30 pm, 2/14 - 4/20

In-person labs meet Thursdays on campus

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

A two-part payment plan is available.

Prerequisites: Basic computer skills, fluency in English.

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

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

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

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

## COMPTIA NET+EXAM PREP *ONLINE*

### NETWORKING

CRS 102

Tues & Thurs, 6 - 9:30 pm, 4/24 -7/5, (No class on 5/29, 7/3)

72 Hours, \$1110, [Register](#)

CompTIA Network+ certification validates the essential knowledge and skills needed to design, configure, manage, and troubleshoot wired and wireless networks. Lectures and labs will focus on network theory, communication, media, and hardware. 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 in CompTIA Net+

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

## ACE UPSKILLING SCHOLARSHIP

### COMPTIA CYSA+EXAM PREP *ONLINE*

CRS 104

Mon - Fri, 9 am - 5 pm, 2/7 - 4/13

72 hours, [Apply Now](#) Deadline, 1/23

**With Scholarship**, \$575 (For Low-income individuals)

Without Scholarship, \$1350

Prerequisites: Net+ Certification or Industry Experience  
Interview required for admission to this course.



Start a career in cybersecurity by preparing for the CySA+ exam. The course focuses on detecting and preventing threats, analyzing data, cyber incident response procedures, and protecting company and customer data from attack. This advanced certification verifies your ability to monitor and combat cybersecurity threats.

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

- Leverage intelligence and threat detection techniques
- Analyze and interpret data
- Identify and address vulnerabilities
- Suggest preventative measures
- Effectively respond to and recover from incidents

## BICSI CABLE INSTALLATION

BIC100

Mon-Fri, 8:30 am -5 pm, [Watch for Dates](#)

Email [sbusby@citytech.cuny.edu](mailto:sbusby@citytech.cuny.edu)

Information: Brooklyn Workforce Innovations

(BW): 718-237-2017 ext.149

200 hours, Free



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. Successful completion of both the written and performance parts of the Level 1 certification exam will enhance employment opportunities.



## Python Programming for Data Analytics

### PYTHON PROGRAMMING DATA ANALYTICS

Mon, Wed, 6:30 – 9:30 pm, 3/2 - 6/26 (No class 4/10, 5/29)  
72 hours, \$1250, [Register](#)

Python is the essential programming language skill sought by a broad range of top companies in a wide array of fields where hiring managers seek entry-level python data analysts and data engineers. Learn Python data engineering from the ground up. This course will focus on learning the critical Python scripting and programming skills needed in today's job market.

The course starts with basic python scripts and ends with object-oriented programming. Along the way you will learn the crucial data acquisition, data wrangling, and data cleaning skills. The following topics will be covered: data structures, list comprehension, lambda functions, generators, decorators, iterators, logging, and Python packaging. This course is taught by an instructor with real world experience in Python backend data engineering who will train you in how to pass a Python interview.

#### TOPICS INCLUDE

- Jupyter Notebooks
- Data structures
- Scripting
- Object Oriented programming
- SQL
- VS Code or PyCharm IDEs

At the end of this course students will be able to pass an entry-level python backend data engineering examination given by employers in fields including finance, healthcare science, technology and research.

Interested in enrolling in the college as a matriculated student? Contact the City Tech Office of Admissions to learn more.

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

## Full Stack Skills for Web Development

### FULL STACK WEB DEVELOPMENT 16-WEEK INTENSIVE | ONLINE

CRS 200

Mon, Wed, 6 - 9 pm, 3/13 - 7/10, (No Class: 4/10, 5/29, 6/19)

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

A two-part payment plan is available.

Web developer Eloi Ortega has led our fullstack program for over five years, bringing deep knowledge, patience, and ability to accommodate a range of learning styles.

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

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



## Self-Paced Study On Your Own Schedule

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

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

[Browse City Tech Ed2Go Catalog](#)

### ADOBE PROFESSIONAL



### BUSINESS



### APPLICATIONS



### COMPUTER SCIENCE



### CONSTRUCTION



### HEALTH AND FITNESS



### HOSPITALITY



### INFORMATION TECHNOLOGY



### LANGUAGES





## City Tech Success Stories

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



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

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



“ The PV Associate Class got me started in Solar.

Our graduates have gone on to work at Tesla, Brooklyn Solar Works, Simple Phi, Long Island Power Solutions and Sunrise Solar. They work as installers, developers in sales, testing and as project managers. They form their own companies and are employed in all the boroughs.

-**Start your career in Clean Technology**



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

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

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

## PHARMACY TECHNICIAN | ONLINE

PHA 090

Sat, 9 am - 12 pm, 1/14 - 4/22

45 hours of Instructor-led classes

155 hours self-paced hours on course portal

200 hours, \$995 [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 this up and coming profession. Over a billion prescriptions are filled in the U.S. each year. Our convenient instructor-led online PTCB exam prep class prepares students for NYS licensure for employment in retail and healthcare settings. Employment in healthcare occupations is projected to grow by 18 percent from 2016 to 2026, much faster than the average for all occupations, adding about 2.4 million new jobs. [Contact us](#) to learn about career pathways in rewarding careers.

### Consider:

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

## MEDICAL BILLING AND CODING | ONLINE

MBC100

Saturdays & Sundays, Watch for Spring Dates

182 hours, \$1,724, Register

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

The course will train the student for jobs in computerized medical billing and coding for medical offices, hospitals, and other medical facilities. It will include computer hands-on training on 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 Health Career Association (NHA/ATI).

## PHARMACY TECHNICIAN BILLING AND REIMBURSEMENT PROGRAM | ONLINE

PHA 092

Wed, 6– 9 pm, [Watch for Dates](#)

45 hours of classroom instruction and experiential simulated learning

155 hours of self-paced online instruction and assignments

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

\*No additional textbook cost

Prerequisite: PHA090

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

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

## HEMODIALYSIS TRAINING | ONLINE

HEMO 100

Sat, Sun, 9 am- 12:30 pm, Watch for Spring Dates

60 hours of online, instructor-led classes

\$1,580, [Register](#)

Prerequisite: A High School Diploma or GED is required.

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

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



### DENTAL ASSISTING CERTIFICATE | ONLINE

DAP100

Fri, 6 pm - 9 pm & Sat, 9 am - 12 pm, 2/10 - 6/10

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

Textbook expense additional

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

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

#### Admission requirements:

Complete an application for admission.

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

### MEDICAL BILLING AND CODING | ONLINE

MBC 100

Mon, Wed, 6 - 9:30 pm, Watch for Spring Dates

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

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

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

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

and Coding Specialist (CBCS) national certification exam of the National Health Career Association (NHA/ATI).

#### The Curriculum includes:

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

### PHYSICAL THERAPY AIDE PROGRAM | ONLINE

PHT 100

Mon and Wed, 6:00 – 9:00 pm, Watch for Spring Dates

75 hours, \$1,220

Course tuition does not include the textbook.

Prerequisite: HS Diploma or GED.

For more information please email

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

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





## EMERGENCY MEDICAL TECHNICIAN **HYBRID**

*In Partnership with Rescue Training International (RTI)*

Part A: Synchronous online classes

Tues, Thurs, 1/19 - 3/30

Select day or evening schedule:

Day: 10 am - 2 pm

Eve: 6 pm - 10 pm

Part B: Asynchronous classes - 80 hours

Part C: In-Person Training at City Tech

Tues, Thurs, 4/4 - 5/18, 6 pm - 10 pm

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

Includes uniform shirt, physical textbook, EMT equipment package, online access to our learning management system, CPR certification, and the course

RTI Financing Options are available. [Learn More](#)

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

Become an EMT and save lives. [Learn More](#)



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

EKG 100

Self paced, Start anytime

6 months, \$1995,

Voucher and course materials Included

[View Syllabus and Register](#)

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

This in-depth course will train you to apply, monitor, and measure electrocardiography tests in a flexible, online learning environment. You will also learn key subjects

needed to earn a nationally recognized EKG technician certification, such as measuring basic vital signs, performing rapid response procedures, operating an EKG machine, and identifying rhythms.

By course completion, you will be prepared to take and pass the Certified EKG Technician Specialist (CETS) certification exam, offered by American Education Certification Association and the Certified EKG Technician (CET), provided by the National Healthcareer Association.

### Choose between two certification paths:

You will have foundational knowledge to sit for AECA's Certified EKG Technician Specialist (CETS) exam to earn a provisional certification that allows you to assist other EKG techs, doctors, nurses, and various healthcare professionals. You will have six months to complete the clinical skills portion of EKG, an externship as an EKG technician, and administering at least 15 live EKGs, to convert to full certification.

You will also qualify for the National Healthcareer Association (NHA) full certification, Certified EKG Technician (CET), and may utilize the included Externship Starter Kit to achieve the clinical requirements (10 EKGs on live humans).

## VETERINARY ASSISTANT SERIES | **ONLINE**

VAT 100

Section A: Starts 1/18

Section B: Starts 2/15

Section C: Starts 3/15

96 course hours, \$345

Course materials included

[View Syllabus and Register](#)

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

Taught by a practicing veterinarian and college instructor, courses in the Veterinary Assistant Series will give you the information you need to prepare for work as a veterinary assistant, including the specific duties you are likely to face every day. Gain practical skills, learn veterinary terminology, and prepare to apply for jobs as a veterinary assistant.





## INTRO TO AUTOCAD | ONLINE

ACAD 200

Wed, 5:30 - 9 pm, 2/7 - 4/24

42 hours, \$695 [Register](#)

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

In this online course, participants learn the fundamentals of AutoCAD 2019 to prepare 2D drawings for architecture, interior design, mechanical & structural engineering, and other design fields. Topics include the AutoCAD drawing interface; display commands; CAD tools and drawing set-up, including scale coordinate systems, snaps and grips, basic draw and edit commands, layers, text, blocks, modify commands, plotting, and printing basics.

## INTRO TO REVIT | ONLINE

BIM 101

Wed, 6 - 9 p.m, 5/10 - 7/5

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

Includes a Revit Educational License

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

[See hardware requirements here:](#)

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

## REVIT MEP FOR ENGINEERS | ONLINE

BIM 105

Thurs, 6 - 9 pm, 1/19 - 3/9

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

Prerequisite: Knowledge of AutoCAD

Includes a 3 year Revit MEP Educational License

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

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

## NAVISWORKS MANAGE FOR BIM

BIM 106

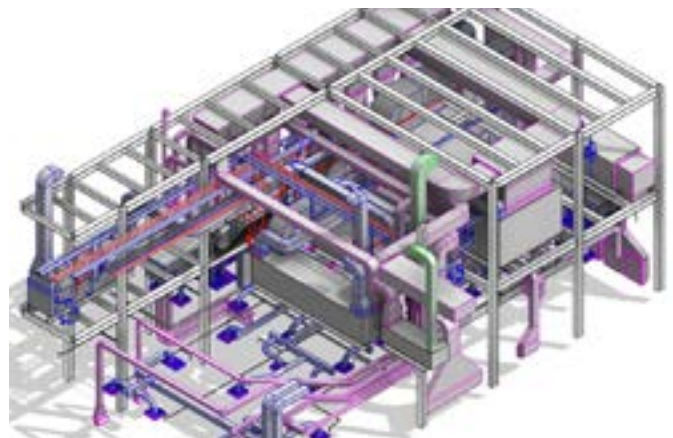
Tues, 6 pm - 9 pm, 6/6 & 6/13

8 hours, \$525 [Register](#)

Prerequisite: AutoCAD, Revit or Revit MEP

Includes an a Navisworks Manage Educational License (for Windows computers)

Navisworks review and coordination software allows you to visualize and unify design and construction data within a BIM model. Learn to identify and resolve clash and interference problems before construction begins, saving time onsite and in rework. Covers project team collaboration using Navisworks Issues Integration in the Autodesk Construction Cloud.



# Construction Project Management

Find your success at City Tech | City Tech Continuing Education

## INTRO TO BLUEPRINT READING

ECX 041

Sec A: Tue, 6-9 pm, 1/24 - 2/21 | **ONLINE**

Sec B: Wed, 6-9 pm, 3/1 - 3/22 | **IN PERSON**

12 hours, \$445 [Register](#)

Required Textbook (Students must Purchase)

Print Reading For Construction,

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

Goodheart-Willcox, ISBN: 9781631269226, 1631269224

The ability to read blueprints is an essential skill for designers, contractors, real estate brokers, and building owners.

In this lecture and virtual hands-on class, you will learn the vocabulary and language of blueprints.

## ADVANCED CONSTRUCTION | ONLINE BLUEPRINT READING

ECX 043

Mon, 6 - 9 pm, 4/17 - 5/8

12 hours, \$445 [Register](#)

Required Textbook: Students must purchase

Print Reading For Construction,

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

Goodheart-Willcox, ISBN: 9781631269226, 1631269224

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

## BUILDING MATERIALS & METHODS | IN PERSON

ECX 044

Tues, 6 - 9 pm, 5/2 - 5/23

12 hours, \$445 [Register](#)

This course builds an awareness of the building materials and construction technologies in use today. It covers a range of interior and exterior construction products and the best practices for their installation on residential and commercial jobs.

## CONSTRUCTION COST ESTIMATING | IN PERSON

ECX 045

Wed, 6 - 9 pm, 4/27 - 5/8

12 Hours, \$445

Optional: Educational license for PlanSwift, \$100

Details: [dsalomon@citytech.cuny.edu](mailto:dsalomon@citytech.cuny.edu)

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.

## ACE SCHOLARSHIP | IN PERSON

### CONSTRUCTION PROJECT MANAGEMENT

ECX 046

Mon & Thurs, 6 - 9 pm, 2/1 - 3/22

45 hours, With scholarship, Free [Register](#).

Without scholarship, \$775

This course familiarizes participants with the plans, submittals, RFIs, contracts, and schedules 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.

## DOB, PERMITS & FILINGS | ONLINE

ECX 302

Sec B: Wed, 6 pm - 9 pm, 4/18

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.



**EARN A CITY TECH CE MASTER CERTIFICATE  
IN CONSTRUCTION PROJECT MANAGEMENT  
VALIDATE YOUR EXPERIENCE AT CITY TECH CUNY  
IN CONVENIENT, INSTRUCTOR LED EVENING  
CLASSES**

### Take any three of these:

- ECX 041 Introduction to Blueprint Reading
- ECX 043 Advanced Construction Blueprint Reading
- ECX 044 Building Materials and Methods
- ECX 045 Cost Estimating for Construction

### Take one of these:

- ECX 046 Construction Project Management
- ACAD 200 Intro to AutoCAD
- BIM 101 Intro to Revit
- BIM 103 Revit MEP

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

Skills Training For Supers Part A will take place in an in-person lab. All students must be fully vaccinated, remain masked, and approved for access in the Cleared4 app.

[Download Covid campus access instructions.](#)

## SKILLS TRAINING FOR BUILDING SUPERS IN PERSON

### PART A: CERTIFICATE OF COMPETENCY

SUPT400

Sec A: Tues & Thurs, 6 pm - 9-pm, 2/7-3/2

Sec B: Tues & Thurs, 6 pm - 9-pm, 3/14 - 4/6

24 hours, \$450 [Register](#)

This program prepares individuals to work as residential building supers and/or maintenance workers. Units include plumbing, electrical, tiling, plaster and drywall, and essential communication skills for working with tenants and outside contractors. You will work on your home as a practice lab- examining sinks and sockets, learning to repair drywall and set tile. 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, | ONLINE PART B: BUILDING MECHANICALS

SUPT401

Tues, & Thurs, 6 - 9 pm, 4/18 - 4/11

24 hours, \$450 [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.

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

SUPT402

Tues, Thurs, 6 - 9 pm, 5/23 - 6/15

24 hours, \$450 [Register](#)

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

Don't hold the ladder- climb it!

Build your basic repair skills for work as a residential super. Than [climb the ladder](#) with courses in building mechanicals and staff management.



## Apartment House Institute

Take your career to the next level with these courses for residential building supers.

### Managing Hoarding Disorder in Residential Buildings

Wed, 6 - 8 pm, 3/29, 2 hours

Free Community Workshop, [Register](#)

### Home Cannabis Processing: Fire and Safety Awareness For Residential Building Professionals

Tues, 6-8 Pm, [Watch For Spring Dates](#)

4 Hours, \$120

[FDNY Fire Safety Exam Prep Courses Page 24-25](#)





## Continuing Studies Center is an FDNY Certified School for the Fire Life Safety (FLS) Director course.

For information about Fire Safety courses  
[ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu)

### FIRE LIFE SAFETY DIRECTOR BASIC THREE COMPONENT MODULES | ONLINE

FSX 104

Wed, Thurs, 6 - 9 pm, 1/11 - 2/9

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

#### MODULES

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

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

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

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

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

FSX 010

Sec B: Sat, 10 am - 2 pm, 1/8 & 1/15

Sec A: Sat, 10 am - 2 pm, 2/5 & 2/12

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

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

### HOME CANNABIS PROCESSING: FIRE AND SAFETY AWARENESS FOR RESIDENTIAL BUILDING PROFESSIONALS

FSXS115

Tues, 6-8 pm, Watch for Spring Dates

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

This half day zoom class provides awareness of fire and safety hazards associated with the ethanol, butane carbon dioxide and other flammable solvents used during home extraction of concentrated THC. The course covers the correct storage, piping, valves and controls necessary to manage toxic gases in a residential building.



## Advance Your Career

Enroll in the college as a matriculated student, earning academic credits towards an Associate's or Bachelor's degree. Contact the City Tech Office of Admissions to learn more.

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



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

## CITYWIDE FIRE GUARD FOR IMPAIRMENT | ONLINE

FSX 005  
Sat, 10 - 2 pm, 2/26  
4 hours, \$80, [Register](#)

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

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

FSX 100  
Wed, & Thurs, 6:00 - 8:30 pm, 2/28 - 3/2  
10 hours, \$140, [Register](#)

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

## FIRE AND EMERGENCY DRILL CONDUCTOR | ONLINE

FSX 004  
Sec C: Sun, 10 am - 2 pm, 1/22  
Sec A: Sun, 10 am - 2 pm, 3/12  
\$80, [Register](#)

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

## Watch for these upcoming courses

### FIRE SAFETY DIRECTOR | ONLINE ONSITE PREPARATORY

FSX 008  
4 hours, \$80

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.

### SUPERVISION OF BATTERY SYSTEMS | ONLINE AND OTHER RELATED SYSTEMS B29

FSX 009  
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.

### CERTIFICATE OF FITNESS A-49 SUPERVISION OF AEROSOLS

FSX 003  
3 hours, \$55

The Covid-19 pandemic presents challenges for New Yorkers. With the rise in use 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. This class prepares candidates for the FDNY Certificate of Fitness A-49 Supervision of Aerosols.

## [Browse all Fire Safety Exam Prep Courses](#)



# Building Trades / Electrical and Plumbing

Find your success at **City Tech** | City Tech Continuing Education

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

## FUNDAMENTALS OF ELECTRICITY I | **ONLINE**

EMX 090

Sat, 9 am - 12 pm, 1/21 - 3/25

30 hours, \$400 [Register](#) (20% Reduced Price)

Students should have an inexpensive multi-meter for practice.

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

## FUNDAMENTALS OF ELECTRICITY II | **IN PERSON**

EMX 091

Sat, 9 am - 12 pm, Watch for Spring Dates

30 hours, \$400, [Register](#)

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. Working plans, service panel installation, electric meters, 250-volt receptacles, and intercom systems are covered.

## FUNDAMENTALS OF HVAC | **IN PERSON** ELECTRICAL CONTROLS

ECX 222

Sat, 8am - 1pm, [Watch for Spring Dates](#)

50 hours, \$875

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

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

## BASIC PLUMBING REPAIRS | **IN PERSON** IN HOUSING

ECX 162

Sat, 10 am - 5 pm, [Watch for Spring Dates](#)

90 hours, \$1350

For completers of Online Plumbing Codes and Theory:  
45 hours, \$600

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.



As commercial and residential building mechanicals become increasingly complex, our expert instructors will prepare you to pass qualifying exams and work in the field with confidence

For more information on certifications visit NYC DOB  
<https://www1.nyc.gov/nycbusiness/description/coq-q0>



## REFRIGERATION MECHANICS | IN PERSON

ECX 102

Sat, 8 am - 1 pm, [Watch for Fall 2023 Dates](#)

150 hours, \$2150

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

Prerequisites: Some industry experience preferred but not required. High school level literacy and 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.

## REFRIGERATING SYSTEM | IN PERSON OPERATING ENGINEER I

ECX121

Tues, 6-9:30 pm & Sat, 9 am-1pm, 1/24 – 4/29

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.

## REFRIGERATING SYSTEM | IN PERSON OPERATING ENGINEER II

ECX 122

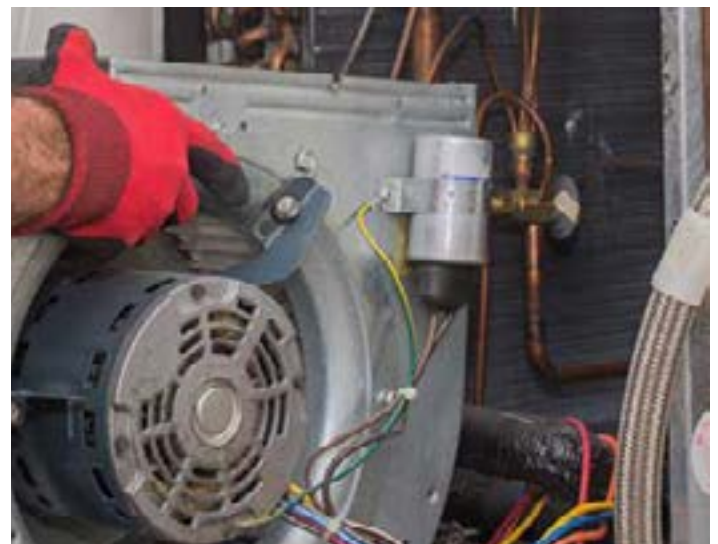
Tues & Thurs 6 - 9:30 pm, [Watch for Spring Dates](#)

100 hours, \$1200

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.

This course is a continuation of Refrigerating System Operating Engineer I, a lecture/review in operating technique for commercial and industrial air conditioning. Includes review of troubleshooting, installation procedures, operating techniques for chillers, and appropriate New York City and ASHRAE codes.



## LOCKSMITH | IN PERSON

SOX 503

Fri, 6 - 9:30 pm, [Watch for Spring Dates](#)

70 hours, \$1130

Textbook and small tools are an additional expense.

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

## ELECTRONIC SECURITY SYSTEMS | IN PERSON INSTALLER PROGRAM

SOX 095

Mon & Wed, 2/6 - 4/26, 6 pm - 9:30 pm

(No class on 2/13, 3/20, 4/10, 4/12)

70 Hours, \$1130, [Register](#)

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

This course is designed to train those with no previous knowledge in the industry for entry-level employment in the field of security system installation. The course provides comprehensive teacher-led instruction in basic security installer topics, skill sets, and hands-on experience. After successful completion of the program, students will be prepared for employment in the security industry as a technician or field installer.

### Please note:

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

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

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



## BASIC ELECTRIC ARC WELDING | IN PERSON

WLX 520

6 pm - 10:00 pm, 1/9 - 4/17

84 hours, \$2,295 [Register](#)

NYC College of Technology 186 Jay St

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

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

## ADVANCED ELECTRIC ARC WELDING | IN PERSON

WLX620

Mon, & Fri, 6 - 9:30 pm, [Watch for Spring Dates](#)

42 hours, \$1,150

**Please Note:** Admission to this class requires an interview. To make an appointment, email Selwyn Smart at [ssmart@citytech.cuny.edu](mailto:ssmart@citytech.cuny.edu), 718 552 1174.

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

### **NABCEP PV ASSOCIATE™ SOLAR PHOTOVOLTAIC DESIGN INCLUDES PV ASSOCIATE EXAM | HYBRID**

**PVI 200**

72 hours, \$1,450 [Register](#)

Mon -Thurs, 6 - 9 pm, 2/27 - 3/20 (39 hours)  
Self Paced from online portal, (10 hours)  
Sat, 10 am - 5 pm., 3/11 & 3/22 (14 hours)  
Hands-on labs, on site Brooklyn Navy Yard Lab  
Site Visit: Location to be Announced (6 hours)

Includes Online NABCEP PV Associate Exam (Schedule at your convenience) (2 hour)

72 hours, \$1,450

A two part payment plan is available for this class.

NABCEP PV Associate CEUs:18 hours towards PVIP Exam or Recertification

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

The NABCEP PV Associate 70-hour class is designed for individuals who want to demonstrate a knowledge of the principles of design, installation and operation of Solar PV systems and sit for the PV Associate exam.

This lecture/lab course follows the NABCEP PVA Associate Job Task Analysis and provides hands-on training at our Brooklyn Navy Yard training site. The NABCEP PV Associate exam is included in this class. A passing score on will count for up to [18 hours towards eligibility to take the PV Installer Professional exam](#). For details about the NABCEP Entry Level program visit: [NABCEP.org](http://NABCEP.org).

### **ONLINE NABCEP ADVANCED PV HYBRID INSTALLATION PROFESSIONAL EXAM PREP**

**PVI 206**

40 hours, \$825, [Register](#)

Online, Instructor-Led Classes: Tues, 6 - 9 pm, 3/28 - 4/5

Online Self-Paced: (15 hours)

Live, Instructor-Led Labs at City Tech and Brooklyn Navy Yard:

Sat, 10 am -3:30 pm, Sat,

1/2 hour lunch

[40 NABCEP CEUs towards the PVIP Exam](#)

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

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

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

### **ADVANCED BATTERY ENERGY STORAGE TRAINING FOR ELECTRICIANS AND CONTRACTORS**

**HYBRID**

**ECX403**

40 hours, \$495, [Register](#)

Online, Instructor-led classes,

Mon 6 -9: pm, 1/10 - 2/6, No class 1/16

Self-Paced Learning with video demonstrations

Site Visit: Sat, 1 -5 pm, 1/10 - 1/20

Approved NABCEP CEUs [Click here for Approved CEUs in Categories](#)

Contact: [dsalomon@citytech.cuny.edu](mailto:dsalomon@citytech.cuny.edu)

Electrify your business! This hybrid advanced energy storage program is an excellent opportunity to update your skills for work with battery energy storage systems. The workshop is designed for existing electricians, renewable energy installers, engineers, network professionals, and those in the construction trades. [Learn More](#)



# Hands-On Home Repair

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



## This Spring, Our Popular Hands-On Home Repair Series is Back in Person!

[Download our instructions](#) for campus access. Register in the Cleared4 app. Then put on some old clothes and meet us in the lab.

### HANDS-ON HOME REPAIR WORKSHOPS

Weds, 6-9 pm

HHT 078

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

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

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

### HOMEOWNER'S BASIC TOOL KIT

Sec A: Wed, 6- 9 pm, 2/8, [Register](#)

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

### HOMEOWNER'S GUIDE TO BASIC PLUMBING

Sec B: Wed, 6 - 9 pm, 2/15, [Register](#)

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

### EVERYDAY ELECTRICITY YOU CAN DO YOURSELF

Sec C: Wed, 6 - 9 pm, 2/22, [Register](#)

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, 3/1, [Register](#)

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

### INSTALLING CERAMIC TILE

Sec E: Wed, 6 - 9 pm, 3/8, [Register](#)

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

### REWIRE A LAMP

Sec F: Wed, 6 - 9 pm ,3/15, [Register](#)

Do you have a special lamp that won't light? Learn to rewire it and let it shine.

**Save Money. Do it Yourself.**



# City Tech Adult Education Programs

## CUNY Language Immersion Program (CLIP)

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

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

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

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

Students may need to purchase books for their CLIP courses, but the costs will be low. (See CLIP enrollment information, calendar and fees for the upcoming session.) To register for City Tech Clip courses contact Donna Capobianco [dcapobianco@citytech.cuny.edu](mailto:dcapobianco@citytech.cuny.edu)



## Free HSE and ESOL Programs

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

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

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

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

### Free ESOL Classes

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

### Free HSE Classes

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

**For information** please contact:

(text only) 201-632-3831

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

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



# Business and Industry Workforce Training Center

Find your success at City Tech | City Tech Continuing Education



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

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

## What We Do

**Skills Training** - for job readiness

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

**Follow Up** - to insure job retention

## Construction Training Programs

City Tech works in concert with New York City Housing Authority, Affordable Housing Developers and Local Unions to provide construction skills training and placement services. The program promotes training that results in long term employment, improved lives for participants and their families, and improved housing for residents of New York City. This program offers a free, full-time, and intensive 8-week program that provides participants with knowledge of the building trades and the opportunity to earn industry certificates including OSHA 10 hour and Supported Scaffolding as well as hands-on training in Sustainable Building and Blueprint Reading.



## Green Maintenance for Buildings

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

## Direct Care Professional for English Language Learners

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



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

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

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

### REGISTRATION DEADLINE

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

### ADMISSION

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

### COURSE CANCELLATION

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

### AUTHORIZED INSTALLMENT PAYMENT PLANS

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

## ! Class Meetings and Attendance Policies

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

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

## ! Refund Policy and Guidelines

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

- 100% refunded when a written email withdrawal notice is received *prior* to first class meeting.
- 80% refunded if a written notice is received *before* the second class meeting.
- No refunds are given after the second class meets.

### REFUND POLICIES

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

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

#### To initiate a refund request:

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

#### Please include

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

### DISCOUNT POLICIES

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

### DISCOUNTS

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



# Registration Information / FAQ

Find your success at City Tech | City Tech Continuing Education

## CERTIFICATES

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

## LETTERS OF ATTENDANCE

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

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

## ISSUES & CONCERNS

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

## VIRTUAL CLASSROOM POLICIES

Before entering your virtual classroom:

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

## VIRTUAL CLASSROOM RECORDINGS

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

## CERTIFICATES POLICY

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

## FINANCIAL ASSISTANCE

Except for installment payments permitted for some programs, no college based financial aid is available through the Continuing Studies Center. Several programs are approved for Veterans' benefits. Unemployed workers who meet Federal, State, and City income guidelines may be eligible for Workforce Investment Act assistance.

## WORKFORCE ONE ELIGIBILITY

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

Brooklyn: (718) 246-5219

Queens: (718) 557-6755

Lower Manhattan: (212) 618-8871

Upper Manhattan: (917) 493-7000

Bronx: (718) 960-7099

Staten Island: (718) 285-8388

## STATEMENT OF NON-DISCRIMINATION

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

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

If you wish to contact Ms. Cody please email:

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

## CODE OF CONDUCT

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

Read about in- person class vaccination requirements [here](#).

An internet connected- device with a microphone is 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 35**.

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

To suggest a course that we are not yet offering, please email Dean Carol Sonnenblick, [csonnenblick@citytech.cuny.edu](mailto:csonnenblick@citytech.cuny.edu).

**Proof of vaccination** is required for all Continuing Studies Center students attending in person or hybrid classes.

**[Self Register here:](#)**

**Continuing Studies Center (Auxilliary ACE)**

<https://www.c4wrk.com/t5bRWmchY4LNkbSVA>



**Scan to Register in**  
[CUNY Cleared4](#)

## Contact Us | 718 552 1170

### Call the Office

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

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

**718 552 1170.**

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

### General Inquiries

**Edna Casal**, Assistant To The Dean

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

**Selwyn Smart**, Interim Director,  
City Tech Continuing Studies Center

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

**Teddy Cruz**, Receptionist,  
Division of Continuing Education

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

### For assistance with online course links, payments, certificates and registration

**Barbara Smith**, Registration

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

**Shaquanna Thompson**, Certificates

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### Contact a program director

**Selwyn Smart**, Building Trades and Professional Programs

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**Anthony Ruvio**

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# Directions and Map

City Tech Continuing Education | Find your success at City Tech

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

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



## By car:

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

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

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

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

**Staten Island:** Cross the Verrazano Bridge to the Brooklyn-Queens Expressway. Take the Belt Parkway to the Brooklyn-Queens Expressway and get off at the Atlantic Avenue exit. Turn right on Atlantic; continue for five blocks to Smith Street. Make a left onto Smith; continue across Fulton where Smith becomes Jay.

## By bus:

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

