

# **CITY TECH**

## **Continuing Studies Center**

### **Fall 2017**

register online

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



New York City College of Technology, Division of Continuing Education  
25 Chapel Street Howard Bldg. 4th Floor o Brooklyn NY 11201 o 718 552 1170

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Executive Director,  
Division of Continuing Education

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& Construction Safety

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& Purchasing Coordinator

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Accounts Receivable Manager

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All courses require you to pay the full tuition, plus a \$20 nonrefundable registration fee, before you are admitted to class. Several programs are eligible for the Installment Plan and are specified in this bulletin. Checks and money orders are to be made payable to New York City College of Technology.

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

## WAYS TO REGISTER

### On-Line Registration:

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

**By Phone:** 718 552-1170

with MasterCard or VISA or Discover

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

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

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

**Please Note: No cash is accepted.**



Control for the Dental Hygienist

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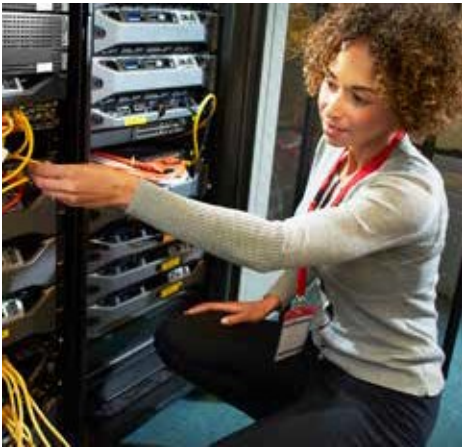
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**T**he Division of Continuing Education at New York City College of Technology invites you to participate in our wide array of programs. Whether you wish to enter the job market for the first time, to upgrade your skills for advancement at work, or to completely change your career, the Continuing Studies Center at City Tech offers quality, affordable courses for busy adults.



**LAUNCH YOUR CAREER**  
[www.citytechce.org](http://www.citytechce.org)

## REAL ESTATE

### REAL ESTATE SALES PERSON QUALIFYING COURSE

REX 105 (3-DAY, INTENSIVE)  
Mon -Wed, 10 am - 2:30 pm, Dates TBA  
75 hours, \$415

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



### GETTING GREAT REAL ESTATE DEALS

REX 033  
Sat, 9 - 11:30 am, 10/14  
2.5 hours, \$70

There are some excellent deals in real estate. Consumer advocate Rick Nathan will teach you how to get great deals, the pros and cons of foreclosures, short sales, renting with option to buy, owner financing, and buying with no money down. He will show you how to buy investment property, primary homes, multi-family homes and vacation homes.

After this class you will know how to research property at the tax assessor's office, the county clerk's office and other sites including using websites. Also, to be discussed is how to sell your home with or without a realtor.

### WHAT YOU NEED TO KNOW ABOUT FORECLOSURES

REX 012  
Thurs, 6 - 9 pm, 1/18  
3 Hours, \$75

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

### INVESTING IN YOUR HOME & OTHER REAL ESTATE

REX 014  
Thurs, 6 - 9 pm, 1/25  
3 Hours, \$75

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

### NYS NOTARY PUBLIC EXAM PREPARATION

BSX 090  
Sec A: Sat, 10 am - 1 pm, 10/7  
Sec B: Sat, 10 am - 1 pm, 11/18  
3 hours, \$65

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

**Information Security+**

**Starts 10/3**

**Call for Information: 718 552 1170**

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**Information** 718.552.1170 [www.citytechce.org](http://www.citytechce.org) **R**

## TEACHING ASSISTANT/ SCHOOL PROFESSIONALS

### TEACHING ASSISTANT/CHILD CARE CERTIFICATE PROGRAM

TAP 100

Tues, 6-9 pm & Sat, 10am-2pm, 9/12-12/19  
160 hours, \$990

**n integrated program** for adults in  
with transition to new careers working

children. Students are prepared  
for employment in both day care and in

school settings. The program includes  
eighty-nine hours of classroom instruction  
and a sixty-hour supervised observational  
practicum in a childcare or educational or-  
ganization. Classroom instruction includes  
six hours of test review for the New York  
State Assessment of Teaching Assistant  
Skills test  
(NYSATAS).

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

Additional Expenses: Students may have  
to purchase approximately \$85 in books  
and supplies. Some internships may  
require a fingerprinting fee of \$110. There  
is limited space available in this popular  
program. Enroll early! Prerequisite: High  
school Diploma or a GED. For other re-  
quirements, see the coordinator.

### CHILD ABUSE IDENTIFICATION & REPORTING SEMINAR

HSX 090

Sec A: Thurs, 1 - 3:15 pm, 9/14  
Sec B: Thurs, 1 - 3:15 pm, 10/12  
Sec C: Thurs, 1 - 3:15 pm, 11/16  
Sec D: Thurs, 1 - 3:15 pm, 12/14  
Sec E: Thurs, 1 - 3:15 pm, 1/18/18  
2 hours, \$55

This seminar fulfills the NY State require-  
ment for chiropractors, physicians, dental  
hygienists, dentists, optometrists, podi-

atrists, registered nurses, psychologists,  
school administrators, social workers and  
supervisors, school district administra-  
tors, teachers and pupil personnel service  
professionals who are applying for or  
renewing a license, registration, certificate  
or limited permit; approved by the NY State  
Education Department. Photo ID Required.



### SCHOOL VIOLENCE PREVENTION & INTERVENTION SEMINAR

HSX 091

Sec A: Thurs, 3:45 - 6 pm, 9/14  
Sec B: Thurs, 3:45 - 6 pm, 10/12  
Sec C: Thurs, 3:45 - 6 pm, 11/16  
Sec D: Thurs, 3:45 - 6 pm, 12/14  
Sec E: Thurs, 3:45 - 6 pm, 1/18/18  
2 hours, \$45

New York State Law states that a person ap-  
plying 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 Pre-  
vention and Intervention. This seminar has  
been approved by the New York State Edu-  
cation Department. Participants will receive  
the required. Certificate of Completion.  
Photo ID Required.

### DIGNITY FOR ALL STUDENTS ACT (BULLYING)

DASA 100

Sec A: Tues, 6 - 9 pm, 9/19 & 9/26  
Sec B: Tues, 6 - 9 pm, 10/17 & 10/24  
Sec C Tues, 6 - 9 pm, 11/21 & 11/28  
Sec D Tues, 6 - 9 pm, 12/12 & 12/19  
Sec E Tues, 6 - 9 pm, 1/9 & 1/16/18  
6 hours, \$65  
Photo ID Required

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

to certification. If you have additional ques-  
tions about the DASA program, please email:  
cjohnston@citytech.cuny.edu.

## COMPUTER BASICS FOR BUSINESS & HOME

### KEYBOARDING

DPX 095

Sat, 9 am - 12 pm 9/23 - 10/21  
15 hours, \$250

This course teaches basic alpha-numeric

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

### COMPUTERS FOR SENIORS I

DPX 080

Mon, & Wed, 1 - 4 pm, 10/16 - 10/30  
15 hours, \$230  
(\$370\* for Parts I & II)

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



### COMPUTERS FOR SENIORS II

DPX 081

Mon & Wed, 1 - 4 pm, 11/6 - 11/20  
15 hours, \$230  
(\$370\* for Parts I & II)

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





# COMPUTE / INFORMATION TECHNOLOGY

## MICROSOFT WORD – BEGINNING

DPX 301

Sat, 12 - 3 pm, 9/23 - 10/21

15 hours, \$250

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

## MICROSOFT WORD – ADVANCED

DPX 302

Sat, 12 pm - 3 pm, 10/28 - 12/2

(No class on 11/25)

15 hours, \$250

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

## EXCEL

DPX 300

Sat, 9 am - 12 pm, 10/28- 12/2

(No class 11/25)

15 hours, \$250

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

## A+ CERTIFICATION, NETWORKING & INFORMATION SECURITY

### A+ INTENSIVE (WITH CompTIA A+ CERTIFICATION EXAM)

CRS101

Tues, Thurs 6:00 pm- 9:30 pm, 9/5 – 11/9

72 hours, \$895

(Price includes text book, basic tools, test prep and on-site CompTIA A+Exam)

**A+ Certification** can help you secure a job as an IT professional and increase job opportunities. This class will lay the groundwork for a career in IT, Network Administration or Information Security.

Students will assemble a computer network, learn the functions of each component, install operating systems, and troubleshoot common hardware and software related problems. The course covers the advanced skills needed to validate your skills as an IT professional and to pass both CompTIA A+ Certification Exams (901 & 902).

### NETWORKING (WITH NETWORK+ CERTIFICATION EXAM)

CRS102-FA17

Tues & Thurs, 6 - 9:30 pm, 11/14 - 1/23/18, (no class 11/23)

72 Hours, \$895

Price includes text book, test prep and on-site CompTIA Network+ Exam)

Prerequisite: A+ Certification Intensive CRS or permission from Instructor

**CompTIA NETWORK +** is a vendor neutral networking certification that validates the essential knowledge and skills

and troubleshoot wired and wireless networks. Lectures and hands-on labs will

focus on network theory, communication, media and hardware. Students will learn to understand TCP/IP, LAN infrastructure, WAN, security, remote networking as well as disaster recovery, Network OS, management and troubleshooting. By the end of this class, participants will be able to setup and configure a functional network. In-class practice exams and hands-on labs prepare students to work in the network administration field.



### SECURITY FUNDAMENTALS

### (COMPTIA SECURITY+) TEST PREP AND EXAM

CRS103-FA17

Tues, 6:00 – 9:00 pm, 10/3 – 12/19

36 hours, \$825

(Includes CompTia Security+ Exam)

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

**CompTIA SECURITY+** is an essential follow-up to A+ and Network+. This course provides an overview of best practices for

on labs focus on setting up and securing a client server network, IT, using IPSec,

certificates, cryptography, and group policies. The class is designed for IT professionals, network administrators and those who plan to proceed to CISSP training. During the final 2 weeks of the class students will take a CompTIA Security+ practice exam and review key information. A score of 750 (on a scale of 100 to 900) or better is needed to pass this 90 question, 90 minutes exam and become Security+ certified. \*Note: SY0-

501 has not yet been released. It is due for release October 4th 2017. We will update the passing score requirements as that information becomes available.

### BICSI CABLE INSTALLATION

BIC 100

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

Emailsbusby@citytech.cuny.edu

54 Hours, \$800

Prepare for a career in the expanding

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

the Level 1 certification exam will enhance employment opportunities. Students will need to purchase a training manual,

needed to design, configure, manage information security. Lectures and hands- about \$125.

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**Information** 718.552.1170 [www.citytechce.org](http://www.citytechce.org) **R**

# AUTO CAD / WEB DEVELOPMENT

## POWERPOINT

DPX 320

Sat, 9 am -12 pm, 1/6 - 2/3/18

15 hours, \$250

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

## AUTOCAD

ACAD 200

Fri, 6 - 9:30 pm, 10/13 - 1/19/18

54 hours, \$625

In this hands-on course, participants learn the fundamentals of AutoCad 2015 to prepare 2D drawings for architecture, interior design, mechanical & structural engineering and other design fields. Topics include: the AutoCad drawing interface; display commands; CAD tools and drawing setup, including scale coordinate systems, snaps and grips; basic draw and edit commands; layers;

text; blocks; modify commands; plotting; and printing basics. Five(5) hours of lab time arranged by the instructor.

Prerequisite: Computer literacy and basic skills are required.



## FULL STACK WEB DEVELOPMENT & PROGRAMMING

**E**mployers across all spectrums of the marketplace are seeking highly qualified web developers. According to the Bureau of Labor Statistics, by 2022, 77% of jobs will require some degree of technology skills and 50% of jobs require this set of skills today. Our coding and Developer Bootcamp will prepare beginners with no technical background for careers in the 21st century.



### FULL-STACK WEB DEVELOPMENT

#### 16-WEEK INTENSIVE

CRS 200

Mon & Wed, 6 - 9 pm, 9/11 - 1/10/18

(no class 10/9, 11/22, 12/25, 1/1)

96 hours, \$2,500

Certificate of Completion

(Two payment plan available)

**Info  
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tion**

Full Stack Web Development is a 16-week, 96 hour coding class focusing on FrontEnd programming languages

including HTML, CSS, Javascript, and jQuery along with BackEnd development concepts, practical knowledge in database design, server scripting languages (PHP) and data objects (XML and JSON). Students with little or no technical background will attain a level of proficiency and problem-solving ability that allows them to find junior-level front-end, back-end or full-stack DEV (development) jobs and continue to grow their web developer skills. This is an excellent class who are looking to extend their Back-End skills.

#### What You Will Learn

- To design web content with programming fluency and agile, test-driven development
- To manage UI/UX, FrontEnd and BackEnd development
- To develop the 21st century skills that employers demand
- To network with industry professionals, interview for junior-level coding positions

### ANGULAR JS ESSENTIALS

CRS 205

The Google-designed framework is ideal for fetching and displaying dynamic data. AngularJS lets you extend HTML vocabulary for your application. The resulting environment is extraordinarily expressive, readable, and quick to develop.

#### AngularJS Topics include

- The Model View Whatever (MV) design
- Controllers
- Datamanagement
- Views & templates
- Routing
- Directives
- Form integration and validation.

### INTRO TO DIGITAL 3D MODELING

PER 101

Weds, 6 - 9:30 pm, 9/6 to 10/25

24 hours, \$590

This course explores drawing techniques as an introduction to 3-D modeling using Rhinoceros 3-D version 5.0 as the main platform. Some experience with Auto-

CAD 2-D/3-D is recommended but not

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udent. One session will take place in a Certificate of Completion  
  
AngularJS is an open-source front-end JavaScript framework used by web developers to extend HTML vocabulary and build single-page web applications.

digital fabrication lab so that students can learn the connection between a digital model and the 3D printing process.

## FOOD SAFETY

### MOBILE FOOD VENDING PREPARATION WORKSHOP

CAX 912

Thurs, 6:00 - 9:00 PM, 10/5

3 Hours, \$60.

**T**he City of New York is considering allowing 600 new street vendor permits each year for the next seven years. If you are interested in learning how to obtain a Mobile Food Vending license and how to operate your mobile food pushcart legally, we can help you learn how to obtain the permits and insurances that are required for lawful operations.

The session will cover Mobile Food Protection Certification, proof of Date Tax Collection Authority, Proof of Incorporation, Workers' Compensation & Disability Insurance Coverage and how to fill out all required applications.

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

### FOOD PROTECTION CERTIFICATION PREP

PCX 500

Monday - Thursday, 6 - 10 pm, Call for Dates  
15 hours, \$180

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

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



### ACTIVE SHOOTER / MEDICAL EMERGENCY PREPAREDNESS

FSX 113

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

Sec B: Sat, 9 am -1:30 pm, 10/21

Sec C: Sat, 9 am -1:30 pm, 11/4

Sec D: Sat, 9 am -1:30 pm, 1/13/18

4.5 hours, \$110 (plus \$5 FDNY processing fee. See below)

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

### REGISTRATION & SPECIAL ADMINISTRATION PROCEDURE FOR THIS CLASS

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

Special Admin – First class meeting: bring a \$5.00 check or MO Payable to FDNY (no credit cards, no cash). Write C of F number in memo section of check or MO.

Also bring a copy of your current Certificate of Fitness card which will be submitted to the FDNY, along with your check, at the successful completion of the class.

The FDNY will mail you the new C of F card, and, NYCCT will mail you a completion confirmation letter at the end of the week.

### FIRE SAFETY DIRECTOR PROGRAM & ACTIVE SHOOTER

FSX 103

Sat, 10 am - 2 pm, 10/7 - 11/18

FSD 28 hours

Sat, 10 - 2 pm. 12/2

ASMEP 4.5 hours,

\$355

This course is the first step in obtaining a FDNY Certificate of Fitness as Fire Safety Director. This is a required pre-qualifying course for taking the FDNY's computer based test of knowledge and later, the onsite examination located at the candidate's building. For the required transition to the new Fire and Life Safety Director C of F, current Fire Safety Directors must also complete the Emergency Action Plan and the new Active Shooter/ Medical Emergency training courses. The

course is approved by the Fire Department of the City of New York and includes a general review of the Rules of the City of New York (RCNY) and requirements for a Fire Safety Director in Class B and R-1 buildings, fire alarm systems, fire safety emergency evacuation, fire suppression systems, and training requirements.

Prerequisites for those pursuing a FDNY Certificate of Fitness for Fire Safety Director: Reasonable understanding of the English language; three years of applicable experience in fire prevention, building service equipment, or a satisfactory combination of both. Please note: an advanced Verification Letter (of experiences) for Application for Fire Safety Director can be downloaded at [http://www.nyc.gov/html/fdny/pdf/verification\\_letter.pdf](http://www.nyc.gov/html/fdny/pdf/verification_letter.pdf) or call City Tech at 718-552-1173. This document should be submitted directly to FDNY.

### EMERGENCY ACTION PLAN DIRECTOR COURSE

FSX 090

Sec A: Sat, 10 am - 2:30 pm, 9/16 & 9/23

Sec B: Sat, 10 am - 2:30 pm, 12/9 & 12/16

9 hours, \$130

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

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

FSX 010

Sat, 9am - 3 pm, 8/19

6 hours, \$95

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



# FDNY CERTIFICATE PREP / BLUEPRINT & CONSTRUCTION MANAGEMENT

systems and record notations.

C of F titles covered are:

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

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

## FIRE SAFETY DIRECTOR ONSITE PREPARATORY COURSE

FSX 008

Sec A : Fri, 6 - 10 pm, 9/15

Sec B: Fri, 6 - 10 pm, 12/8

4 hours, \$55

This 4 hour preparation course will cover information beyond the regular onsite issues covered in FSD courses. The Complete FDNY

Onsite Study Guide will be reviewed with special emphasis on mandatory and important items that, if not stated during the test, result in automatic failures for candidates and the possible revocation of any existing FSD certification for a different building.

## BOMR CONTINUING EDUCATION COURSE

Building Operation, Maintenance & Recordkeeping (BOMR) For Certificate of Qualification For Refrigerating System Operating Engineer Continuing Ed Course

FSX 012

7 hours, \$95

Sec A: Sat, 8:30 am- 4 pm, 9/23

Sec B: Sat, 8:30 am- 4 pm, 10/28

Sec C : Sat, 8:30 am- 4 pm, 11/18

7 hours, \$95

This Building Operations, Maintenance and Recordkeeping (BOMR) continuing education course is required of all Refrigerating Systems Operating Engineers (RSOE) who hold the

Certificate of Qualification and must complete an application for renewal.

## ARCHITECTURAL DESIGN

### AUTOCAD

ACAD200-FA17

Fri, 6 - 9:30 pm, 10/13- 1/19/18

54 hours, \$625.

AutoCad is an essential prerequisite skill for those who wish to learn Revit. Course details are on page 7.

### INTRODUCTION TO REVIT

BIM 101

Thurs, 6 - 9 p.m, 11/2 - 12/7

18 hours, \$430

Prerequisite: AutoCAD, (ACAD 200) Intro to Blueprint Reading (ECX041) or equivalent.

This hands-on, lab-based seminar introduces Autodesk's Revit, the industry standard for parametric building modeler. Go beyond 2D

## BLUEPRINT & CONSTRUCTION PROJECT MANAGEMENT CERTIFICATES

### INTRO TO BLUEPRINT READING

ECX 041

Tues, 6 - 9 pm, 9/5 - 9/26

12 hours, \$325

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

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

drawing scales, plan, elevation and section drawings, architectural symbols and legends.

### ADVANCED CONSTRUCTION BLUEPRINT READING

ECX 043

Wed, 6 - 9 pm, 10/4-10/25

12 hours, \$325. Textbook is additional.

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

This lecture and hands-on course provides advanced knowledge of reading the structural, electrical, mechanical, and plumbing drawings found in a set of construction documents. Students will learn

to interpret drawings in order to estimate and build a project. Topics covered: architectural and engineering scales, drawing types, shop drawings, symbols, notations, abbreviations, material schedules, material take off and cost estimating. Includes one set of 11" x 17" prints.

### BUILDING MATERIALS AND METHODS FOR CONSTRUCTION

ECX 044

Tues, 6 - 9 pm, Wed, 10/31 - 11/21

12 hours, \$325

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



### COST ESTIMATING FOR CONSTRUCTION

ECX 045

Wed, 6 - 9 pm, 11/22 - 12/13

12 Hours, \$325

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

accurate bid.

### PROJECT MANAGEMENT FOR CONSTRUCTION

ECX 046

Mon, Wed, 6- 9 pm, 12/18-1/22/18 (No Class: 12/25, 1/1/18)

27 hours, \$575

This course develops an awareness of the various construction management methods and practices used in today's industry.

Students will develop a Construction Management Plan and a Safety and Health Plan. Covers methods and procedures to manage a construction project..





drawings and learn to create a dynamic database. Improve the productivity of your design/build team with Revit's built-in library of building components or customize components to fit your project. Automate construction documents and scheduling with Revit's powerful building information modeling.

## REFRIGERATION

### REFRIGERATING SYSTEM OPERATING ENGINEER I

ECX121-FA17

Tues, 6 - 9:30 pm, & Sat, 9 am - 1 pm  
9/19 - 12/19

100 Hours, \$990.

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

### REFRIGERATING SYSTEM OPERATING ENGINEER II

ECX 122

Tues, 6-9:30 pm, & Sat, 9am-1pm, 1/9-4/25/18  
100 hours, \$990.

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 trouble-shooting, installation procedures, operating techniques for chillers, and appropriate New York City and ASHRAE codes.

Required Prerequisite: ECX121

Note: in order to qualify for the 200-hour certificate, both ECX121 & ECX122 must be taken at NYC College of Technology.

### REFRIGERANT RECOVERY PREPARATION EXAM

ECX 080

Thurs, 6 - 9 pm, 1/4 - 2/1/18  
15 hours, \$190. Test only, \$70

Test preparation and administration of approved Universal Certification Examination by an approved EPA refrigerant recovery test originator. Students must purchase a prep book. Students

may repeat exams as needed for cost of test only. Universal Examinations are given in English.

### REFRIGERATION MECHANICS

ECX 102

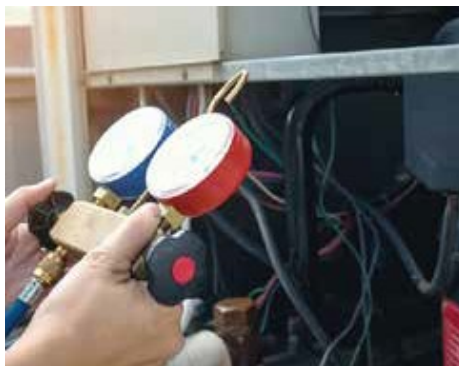
Sat, 8 am - 1 pm, 9/23 - 5/5/18

150 hours, \$2,025

Tuition increase on 1/1/17 to \$2,125.

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

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



### FUNDAMENTALS OF HVAC ELECTRICAL CONTROLS

ECX 222

Fri, 6 - 9 pm, 10/6 - 12/15

36 hours, \$450

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

## BUILDING OPERATIONS

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

ECX 106

Sat, 10 am - 1 pm, 9/16 - 11/18

30 hours, \$450

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

### DUAL FUEL BURNERS & STEAM & HOT WATER HYDRONIC BOILERS & SYSTEMS

ECX 108

Sat, 10 am - 1 pm, 12/16 - 2/24/18

30 hours, \$425

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

### BASIC PLUMBING REPAIRS IN HOUSING

ECX 162

Sat, 1 - 5 pm, 10/7/17 - 3/24/18

90 hours, \$1,350

(Two-payment installment plan available)

A lecture-laboratory course for building superintendents and maintenance personnel in multi-unit housing structures. Participants are taught how to perform routine maintenance tasks commonly expected of in-house staff. The course teaches assessment, repair and how to communicate repair requests to management and plumbing contractors. Practical shop exercises include installation, maintenance, and basic repair of plumbing fixtures; proper use and care of tools; and introduction to NYC plumbing code. Also includes installation planning, water supply & drainage, water treatment, sump pumps and basic fixture installation.

## BASIC ELECTRICAL MAINTENANCE

ECX 163

Fri, 6 - 10 pm, 9/29 - 3/30/18

(Two payment installment plan available)

100 hours, \$1,350

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

## FUNDAMENTALS OF ELECTRICITY I

EMX 090

Sat, 9 am - 12 pm, 10/7 - 12/16

36 hours, \$450

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

## FUNDAMENTALS OF ELECTRICITY II

EMX 091

Sat, 9:00 am - 12:00 pm, 1/6 - 3/10/18

30 hours, \$425.

This course is a continuation of Fundamentals of Electricity I. Introduction to alternating current and semiconductor. Topics include: series and parallel in AC, AC theory, capacitors, inductors, transformers, diodes and its application. At the end of the course students will know how to design a working power supply that will convert from AC to DC and troubleshoot. Prerequisite: EMX 090 or equivalent.



**T**he Academy for Occupational Health & Construction Safety is the latest evolution of the for "Academy for Construction Education & Safety". The Academy has broadened its scope of service to include safety training in General Industry and overall occupational safety, while maintaining its roots in the construction safety training that began in 2006. **Course offerings include:**

- NYC Department of Buildings' Supported and Suspended Scaffolding
- OSHA Outreach for Construction & General Industry
- Crane Institute of America Mobile Crane training
- The new FDNY-mandated Construction Site Fire Safety Manager

The Academy is the New York City host for the Region II: Atlantic OSHA Training Center for advanced open-enrollment safety courses. To receive a schedule that lists these and over 90 other forms of safety-related training call Anthony Ruvio, Director at 718 552-1117 or visit our website at: [www.citytech.cuny.edu/academy](http://www.citytech.cuny.edu/academy). Inquire about private/off-site training and translation and interpretation into foreign languages. We can bring expertise to you.

## SKILLS TRAINING FOR SUPERS PROGRAM

### SKILLS TRAINING FOR SUPERS: CERTIFICATE OF COMPETENCY

HHT400-SP17

Mon & Wed, 6 - 9 pm, 11/1 - 11/29

(No class 11/6)

24 hours, \$395

**T**his short, part-time, evening program prepares individuals to work as building supers. Students will learn the essential skills needed to maintain a small residential building. Topics include plumbing, electrical, tiling, plaster/drywall, window repair, lock installation, painting, green-cleaning products, and pest control (bed bugs, mice, rats, roaches) as well as essential communication skills for working with tenants and outside contractors. Hands-on training is designed to prepare you for beginning work as an in-house super. Students will receive a certificate of competency that may be presented as evidence of having met a program of basic skills training for supers.



### SKILLS TRAINING FOR SUPERS: BUILDING MECHANICALS

HHT 401

Mon, Wed, 6 - 9pm, Call for Spring dates

30 hours, \$395

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

### SKILLS TRAINING FOR SUPERS: MANAGEMENT AND SUPERVISION

HHT 402

Mon, 6 - 9 pm, 10/16 - 11/27

& Wed, 6 - 9 pm, 10/25, 11/29 (No class 11/6)

30 hours, \$395

This advanced session of the Skills Training for Building Supers Program is designed for those who wish to transition to a supervisory role. Topics include payroll, building protocols, staff evaluations and Maslov Theory. Management by objectives and leadership styles will be explored with a focus on the x and y strategy as outlined by Douglas McGregor. Students will learn methods for achieving organizational success, a clear delineation of roles, and a work team that performs at its best.

### Suggested Courses for Supers

- Sprinkler And Standpipe Preparatory Class For Certificate Of Fitness, FSX010
- Maintenance & Operation Of #2 Fuel Oil Gun Type Burners And Boilers, ECX 106
- Intro to Blueprint Reading, ECX 041

## SOLAR PV & RENEWABLE ENERGY

City Tech Continuing Studies Center is a NABCEP Provider offering hands-on training that provides all 58 of the educational credit hours needed to become a certified Solar PV Installation Professional.

Basic Math & Electric: : Prerequisite  
NABCEP PV Associate: 18 Credits  
NABCEP Advanced PV: 40 Credits

**Total NABCEP Educational Credits: 58**

For Information about NABCEP Certification [visit nabcep.org](http://visit.nabcep.org).

### BASIC MATH AND ELECTRIC FOR SOLAR PV

PVI 090  
Mon - Thurs, 6 – 9 pm, 9/25 - 10/10  
Lab: Sat, 10:00 am – 4:45 pm, 10/7  
36 hours, \$ 480

Recommended for students with weak or no background in electricity, this class prepares students to take PVI 202 introductory Photovoltaic Design and Installation (NABCEP Entry Level). Students will learn to understand power, current voltage, resistance, Ohms Law and Watts Law and math calculations that are used to design and install. It provides an excellent foundation for Solar PV math and calculation skills needed to work in the Solar PV field.

### NABCEP PHOTOVOLTAIC ASSOCIATE™ (ENTRY LEVEL PV DESIGN & INSTALLATION)

PVI 202  
Mon - Thurs, 6 - 9:30 pm, 10/16 - 10/31  
Labs: Sat, 10 am – 4 pm, 10/21, 10/28  
40 hours, \$ 940  
(18 NABCEP educational credit hours)

The NABCEP Entry Level Program is an introduction to the process of becoming a NABCEP Certified Solar PV installer. This class is designed for individuals who want to demonstrate a basic knowledge of the fundamental principles of design, installation and operation of Solar PV systems. This lecture/lab course offers hands-on training at our Brooklyn Navy Yard training site. The optional NABCEP Entry Level Exam (EL) may be taken

upon successful completion of the course for an additional fee of \$120. A passing score on EL will count for up to 18 of the total 58 hours of training required for eligibility to take the Certified Installer Exam. For Details about the NABCEP Entry Level Program visit: [NABCEP.org](http://NABCEP.org).

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

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

### NABCEP PHOTOVOLTAIC ASSOCIATE™ EXAM

PVI 203  
Thur, 6:00 - 8:30 pm, 11/2  
2.5 hours, \$150

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



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

### NABCEP ADVANCED PV DESIGN AND INSTALLATION TRAINING

PVI 205  
6:00 - 9:00 pm, Dates as follows:  
Wed, Thurs, 1/3, 1/4  
Mon, Wed, Thurs, Sat, 1/8, 1/10, 1/11  
Tues, Wed, Thurs, 1/16, 1/17, 1/18  
Lab: Sat, 9 am - 4 pm, 1/13  
40 hours, \$940 (Includes solar PV site visit)  
NABCEP Educational Credits: 40

PV 205 is a professional track program in the design, installation, verification and maintenance of residential and commercial Solar PV systems. Hands on-training follows the skills outlined in the NABCEP PV Installation Professional Job Task Analysis. Topics include

NEC code requirements, configuring and installing utility-interactive, bimodal and off grid PV systems, safety and system maintenance. This hands-on advanced certification training class provides 20 of the 58 hours required to sit for the NABCEP PV Installation Professional Exam.

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

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



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

### SOLAR PV + STORAGE STOCKPILING SUNLIGHT IN NYC

PVI 206  
Sat, 1 - 4 pm, 11/18  
4 hours, \$ 60

New York has an energy storage goal of 100 MWh by 2020. At this afternoon session, learn about projects such as the Marcus Garvey Village microgrid, a mixed-income apartment complex in New York City that integrates solar PV, storage and a fuel cell to deliver on-demand energy without exporting to the grid.

#### Topics:

Solar + Storage  
Distributed Generation  
Load Relief for Utilities

### INTRO TO GREEN ROOF INSTALLATION

HHT 060  
Thur, 6- 9 pm, 9/28 - 10/26  
Site Visits : Sat, 12 - 4:30 pm, 10/7, 10/21  
24 hours, \$375 (includes materials fee)

This hands-on class covers construction, installation, maintenance, planting types, waterproofing, roof membranes, drainage, horticulture, and irrigation. Learn how intensive and extensive planting creates a natural habitat for butterflies while insulating your home and extending the life of the roof.

## DRIVER INSTRUCTOR EDUCATION PROGRAM

**D**river Instructor Education Courses have been developed to help insure that the general public receives effective professional driving instruction. DEX 101 meets the NYS Department of Motor Vehicle's 30-hour Basic Course requirement for driving school behind-the-wheel instructors. DEX 201 meets the DMV's requirements for teaching techniques needed to teach the mandatory five-hour classroom session.

### DRIVER INSTRUCTOR EDUCATION: BASIC COURSE

DEX 101

Sec A: Tues & Thurs, 6 - 9 pm, 9/7- 10/10

Sec B: Tues & Thurs, 6:- 9 pm, 10/24 - 12/5

Sec C: Tues & Thurs, 6 - 9 pm, 1/4 - 2/6/18

30 hours, \$290 (Manual included)

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

### DRIVER INSTRUCTOR ED: TEACHING TECHNIQUES & METHODOLOGY

DEX 201

Sec A: Wed, 6 - 9 pm, 8/2- 10/4

Sec B: Wed, 6 - 9 pm. 10/18 - 12/20

30 hours, \$290. (Manual included)

This lecture & demonstration course includes classroom teaching techniques, preparation of lesson plans, use of visual aids and public speaking. Students will develop sample lessons as a form of practice teaching. Lectures also include discussion of psychophysical testing equipment and techniques for defensive driving. This course meets the DMV's requirements for 30 hours in teaching techniques for instructors of the mandatory 5-hour course. Photo ID Required.



## SECURITY & LOCKSMITH

### ELECTRONIC SECURITY SYSTEMS INSTALLER PROGRAM

SOX 095

Mon & Wed, 6 - 9 pm, 9/25 - 12/18

70 hours, \$1050.

(Two payment installment plan available)

This course is designed to train those with no previous knowledge in the industry for entry-level employment in the field of security system installation. The course provides comprehensive teacher-led instruction in basic security installer topics and skill sets as well as hands-on experience.

After successful completion of the program, students will be prepared for employment in the security industry as a technician or field installer. Call for detailed brochure 718

552- 1169/1170. Prerequisite: high school diploma or GED. Normal color vision is a must. Additional expenses: Students can expect to spend an additional \$100 on textbooks and personal hand tools. This program is endorsed by the Metropolitan Burglar & Fire Alarm Association (MBFAA).



### LOCKSMITH

SOX 503

Tues, 6 - 9:30 pm, 9/19 - 2/6/18

70 hours, \$1,050

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

Course also examines the inner workings of locking devices including the mechanics of pin, disc, and combination locks, safes, high security protection. Students learn to make keys by impression, create simple master systems. A review of the legal aspects of the locksmith profession will also be covered. Strong dexterity and eye/hand coordination required. Students are expected to purchase a textbook and small hand tools. **Note to Registrants:** Good English language skills highly recommended.

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

**Information**



## WELDING COURSES

**Welding courses are offered in cooperation with City Tech's Construction Technology Department.** Welding techniques for those seeking a new career or wishing to upgrade and expand their present skills. Proper safety apparel is the responsibility of the student. Welding aprons, gloves, work shoes and goggles or hood are required for all courses.

"Safety" items add about \$225 in personal expense to cost of first course.

### BASIC ELECTRIC ARC WELDING

WLX 520

Wed, & Fri, 6 - 9:30 pm, 10/18 - 1/17/18  
84 hours, \$2,295

(Two-payment Installment plan available)

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

### ADVANCED ELECTRIC ARC WELDING

WLX 620

Sec A: Wed, & Fri, 6 - 9 pm, 9/6 - 10/13  
Sec B: Wed, & Fri, 6 - 9:30 pm, 1/31 - 3/2/18  
42 hours, \$1,150

(Two-payment installment plan available)

Teaches vertical, horizontal, and overhead position weldments with flat angular and pipe type materials. Emphasizes sound weldments and proper positions to measurements. Students prepare their own weld specimens, such as beveling plates and pipes using special equipment. Helps prepare students for the American Welding Society's welding certification examinations. Prerequisite: WIX 520 or permission of instructor.



### TUNGSTEN INERT GAS (TIG) WELDING

WLX 630

Wed & Fri, 6 - 9:50 pm, 3/29 - 5/26/18  
70 hours, \$2,100.

(Two - payment Installment available)

Gas Tungsten Arc Welding or Tungsten Inert Gas (TIG) Welding, is a manual welding process that uses a non-consumable electrode made of tungsten, an inert or inert gas mixture and a separate filler material. The course provides group instruction in the types of current, GTAW welding equipment, shielding gases, AWS classification for the types of tungsten used in the industry. Includes weldments on ferrous and non-ferrous metals, stringer beads in fillet weld, and groove weld. This welding process is for those seeking a new career in GTAW. Textbook and safety items required. Prerequisite: HS/GED diploma required WLX 520 relevant experience or permission of the instructor.

## MEDICAL & HEALTH

### PHYSICAL THERAPY AIDE PROGRAM

PHT 100

Mon, & Wed, 6 - 9 pm, 10/23 - 3/5/18  
100 hours, \$1,450 (Installment plan available. Information: 718-552-1170)

Physical Therapy Aides, sometimes called Rehabilitation Aides, are entry level positions that mirror an emerging trend in healthcare delivery where support services are provided under supervision of licensed Physical Therapists, Occupational Therapists or Rehabilitation professionals. They are employed in private physical therapy practices, chiropractic offices, long term healthcare facilities and hospitals. An aging population with improved survival from heart attacks, strokes and trauma as well as improved survival rates from birth injuries

and severe disabilities will create added demand for PT Aides. Career ladder opportunities exist with collegiate study leading to licensure, both on the associate and baccalaureate levels.

This 100 hour course includes 70 hours of classroom instruction and a 30 hour observational practicum at an affiliated clinical site. Students may be required to have medical clearance prior to

start of practicum.

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

NOA100

Sun, Mon, Tues, Wed

Email Professor Susan Nilsen for 2018 dates  
45 hours, \$1,450

This 45 credit hour, four day, on-site, fully approved course satisfies the didactic and clinical requirements to certify dental hygienists to administer infiltration local anesthesia and nitrous oxide analgesia to their patients in New York State. The course is being offered by the Dental Hygiene Department at New York City College of Technology, an approved provider of CE credits in New York State. Participants successfully completing this course will be recognized as having completed 45 continuing education credit hours by the American Academy of Dental Hygiene, Inc., an approved NYS sponsor.

### Course Requirements

All participants must:

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





## For questions, email

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

## Textbook

*Local Anesthesia for Dental Professionals*,  
Bassett, DiMarco & Naughton,  
Pearson Education INC., 2010  
ISBN-13: 978-0-13-158930-8  
ISBN-10 0-13-158930-X

*Handbook of Nitrous Oxide and Oxygen  
Sedation*, Morris F. Clark and Ann L.  
Brunick, 2003 ISBN-0-323-01977-3



## NYS APPROVED CERTIFIED NURSE AIDE TRAINING PROGRAM

CNA 100

Mon - Thurs, 6 - 9 pm, 10/23 - 1/20/18

Note: Sat 1/20 meets 8:30 am -2:30 pm

No class 12/25 - 1/2/18

130 hours, \$975

(Two-payment installment plan available)

Prepare for a career in the healthcare Industry as a Certified Nurse Aide (CNA). The Certified Nurse Aide plays an important role in patient care. Students will learn necessary patient care skills including feeding, bathing, grooming, dressing, exercise and movement, as well as answering patient call signals. Our students, in compliance with state requirements, complete 130 hours of study, covering anatomy & physiology, nutrition, and infection control.

The course will be divided into 100 hours of classroom study and 30 hours of clinical study to be conducted in the daytime at a skilled nursing facility. Dates and times for clinical study are dependent on the nursing facility and are yet to be determined. This program prepares graduates to sit for the NYS Department of Health Certified Nurse Aide licensing examination. Prerequisite: HS Diploma or GED. Please

note: Course tuition does not include the textbook or the cost of the State exam; these additional expenses are approximately \$195



**Hemodialysis Technicians** work in hospitals, dialysis centers nursing homes, and other facilities where they provide direct patient care under supervision and operate and maintain the equipment associated with dialysis treatment for patients with kidney disease.

After training, students who complete the course are eligible to sit for a nationally recognized credential.

Email [dpedreira@citytech.cuny.edu](mailto:dpedreira@citytech.cuny.edu) for Spring course dates and information.



## PHARMACY TECHNICIAN PROGRAM

PHA 090

200 hours, \$995

Sec A: Mon, 6 - 9 pm, 10/2 - 1/29/18

Sec B: Tues, 6- 9 pm, 11/21 - 2/27/18

Sec C: Thurs, 6 - 9 pm, 1/11 - 4/12/18

45 hours of classroom instruction plus 155 hours of online instruction.

The next up and coming profession – over billion prescriptions filled in the U.S. each year. A pharmacy technician's career path can start at a hospital, retail or nursing home setting. This course will prepare students to take the Certified Pharmacy Technician (PTCB) exam. An externship is available with major pharmacy chains for

an additional \$300 plus \$150 for background check and drug testing. Textbook expense additional.

New- additional advanced externship in hospital setting

Prerequisite: High school diploma or GED.



## DENTAL ASSISTING CERTIFICATE

DAP 100

Call for Fall 2017 dates or email

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

170 hours, \$2,695

Textbook: \$150 book purchase required.

(Optional: Up to 100 clinical hours by arrangement)

(Two payment installment plan available)

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

### The curriculum includes:

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

### Admission requirements:

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



**MEDICAL CERTIFYING EXAM PREPARATION**



**Healthcare occupations and industries** are expected to have the fastest employment growth and to add the most jobs between 2016 and 2024. Browse our wide array of programs in the health care fields.

**MEDICAL BILLING AND CODING SPECIALIST AHIMA CCS EXAM TEST PREP**

MBC 100  
 Mon - Thurs, 6 - 9:30 pm, 10/23 - 2/6/18  
 No Class: (11/22, 12/25, 1/1 & 1/15)  
 150 hours, \$1,795  
 (Two payment installment plan available)

Medical Coders and Billers are essential to both hospitals and private medical practices. An accomplished Medical Biller can establish a business working directly with physicians as an independent contractor; thereby, dramatically increasing his/her potential income. Our comprehensive, intensive certificate program is designed to provide specialized business skills to those with limited office experience or training seeking to take certifying examinations. This course prepares students for the AHIMA CCS exam for national certification as a coder. Such certification is crucial in obtaining employment or establishing a business. A high school diploma or a GED is required. Healthcare work experience preferred.

**Curriculum includes:**

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



**INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY**

HIT 100  
 Wed, 6 - 8 pm, 1/25 - 7/9/18, (No class 3/29)  
 32 hours, \$995  
 (\$895 for students who have completed

MBC 100)  
 \$50 book purchase is required.

Requirement: Some coding experience or completion of our Medical Billing and Coding Course (MBC 100)

MBC 100 graduates receive \$100 discount off course tuition.

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

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

**Topics covered include:**

- Regulatory requirements affecting the implementation and use of health IT
- The benefits and challenges of implementing and using health IT

- Information technology fundamentals
- History of health IT in the U.S.
- Health management information systems
- Health IT system interoperability
- Health information exchanges
- Privacy and security of health information

**Who Should Register?**

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

**Kingsborough Community College  
 Emergency Medical Technician Program**

Call 718 368-5050



**LANGUAGE**

**¿Hablas español?**

**BEGINNING SPANISH I**

SPA 100  
 Tues 6 - 8:30 pm, 8/22/17 - 12/5/17  
 40 hours, \$390  
 \$25 Book Purchase required

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



**BEGINNING SPANISH II**

SPA 200  
Wed, 6 – 8:30 pm, 10/5 - 1/18/18  
40 hours, \$350

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

**PROFESSIONAL STUDIES**

In today's global work environment, advanced college degrees may not be enough. Working professionals need industry- specific skills to maintain a competitive edge and meet the demands of an increasingly technical workplace. City Tech Continuing Studies Center has courses to help you bridge the gap from education to experience.

**SUPPLY CHAIN MANAGEMENT FUNDAMENTALS**

BSX211-FA17  
Tues, 6:00 - 9:00 pm, 10/3 - 12/19  
36 hours, \$720  
(Textbook , additional expense)

This course provides a broad overview of



the field of Supply Chain Management, an essential tool for businesses in today's connected, global economy. It provides definitions and concepts for planning and controlling a flow of goods, services, and information between suppliers, staff and customers.

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

agement. Topics include logistics, planning, forecasting, production control, and just-in-time manufacturing.

This lecture/lab course is an excellent foundation for those interested in exploring the field, advancing at work, or taking the Certificate in Production and Inventory Management (CPIM) exam.

**Topics Include:**

- Logistics
- Information Technology
- Software
- Planning
- Purchasing
- Outsourcing
- Forecasting
- Material Specifications
- Capacity Management
- Production Control
- Inventory Management
- Distribution
- Quality Management
- Just-In-Time Manufacturing

**COMPUTERIZED BOOKKEEPING PROGRAM**

CTX 202  
Mon - Thurs, 6 - 9 pm, 10/23 - 12/5  
75 hours, \$850  
(Textbook expense additional)

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



**PERSONAL ENRICHMENT**

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

BSX 072  
Sat, 11:30 am - 2:00 pm, 10/14  
2.5 hours, \$70

Have you just come into some money or have some money to invest? This lively, fast-packed seminar is a must for those who want to learn from a consumer advocate, Richard Nathan. You will be taught not to be ripped off when buying or leasing cars, buying insurance, investigating long term car insurance, investing with or without financial planners and when investing in mutual funds on your own. After taking this course, you will have confidence to invest on your own or be to able to interview financial planners so you can find those who are truly working for you.



**STARTING A BUSINESS WITH LITTLE MONEY DOWN**

BSX 008  
Sat, 9 – 11 am, 10/14  
2 hours, \$70

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



**KEEP LEARNING**

**Jump Start Your Career at City Tech Continuing Studies Center**



- **New!** Hemodialysis Technician
- A+, Networking, Information Security
- Full Stack, Ruby, Python, Angular
- Solar Certification
- Skills Training For Supers
- Physical Therapy Aide
- Health Information Technology
- Basic, Arc & TIG Welding

**Course details and Registration**  
[www.citytechce.org](http://www.citytechce.org) • 718 552 1170

**HANDS -ON HOME REPAIR WORKSHOPS**

HHT 078  
 \$70 for each workshop  
 (Casual Attire Suggested)

**T**hese hands-on workshops teach you how to make your house a home. Sign up for a home repair toolkit and save money by doing it yourself. Learn to install tile, patch and plaster a wall, stop a leaking toilet, change a light fixture, install a lock, unclog a trap, fix a dripping air conditioner and become your own favorite handy person.

**HOMEOWNER'S BASIC TOOL KIT**  
 Sec A: Thurs, 6 - 9 pm, 9/7  
 Cut a board, level a shelf; install an anchor bolt in a hollow wall. This class will stock your toolkit with the most useful tools and give you hands-on tips for using them. Discover your inner handy person and save money on basic repairs.

**HOMEOWNER'S GUIDE TO BASIC PLUMBING**  
 Sec B: Thurs, 6 - 9 pm, 9/14  
 How to fix a toilet, install a faucet, stop a drip, or unclog a drain. Save on costly repairs that you can do yourself.

**EVERYDAY ELECTRICITY YOU CAN DO YOURSELF**  
 Sec C: Thurs, 6 - 9 pm, 9/21  
 How to replace a fuse, change an outlet, install a fixture, test for power and splice a wire.

**PLASTER AND SHEETROCK REPAIR**  
 Sec D: Thurs, 6 - 9 pm, 9/28  
 Repair a crack, frame and tape, patch plaster, fill a deep hole or a nail hole. You can do it!

**INSTALLING CERAMIC TILE**  
 Sec E: Thurs, 6 - 9 pm, 10/5  
 Create a level base, select floor tile, lay out a pattern and install like a pro.

**KITCHEN & BATH REMODELING**  
 Sec F, Thurs, 6-9 pm, 10/12  
 You want to renew the two most expensive rooms in your house, but where do you start? With a tape measure, pencil and paper! In this workshop, you'll learn to think like a contractor before calling the architect.

- Topics:**
- Plumbing and electric
  - Lighting and ventilation
  - Tile- floor and wall
  - Cabinet Sizing
  - Water- Sense faucets and toilets



**Get Skills On Your Schedule**  
 Learn Online 24/7  
[www.ed2go.com/nyctc](http://www.ed2go.com/nyctc)

Exceptional instructors and course materials insure that you get the skills you need at times that fit your schedule. Browse our catalog of short and long courses.

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

**CREATE YOUR RÉSUMÉ, MARKETING YOURSELF**  
 CDX 108  
 Call for an appointment  
 718 552 1170

**FREE COMMUNITY PROGRAMS**



**S**earching for employment is a full-time job, one that requires appropriate tools. For job seekers, a résumé is a personal advertisement. A strong résumé may net an interview and a weak résumé often ends up in the "circular file." This workshop will provide guidance about developing a résumé that presents you in the best light. It will talk about résumé styles, objectives, personal profiles and content that may give you a





résumé. The presenter is co-author of Job Hunting Made Easy, a Learning Express/Random House publication (1997).



## Careers for People Who Care

### DIRECT CARE SUPPORT PROFESSIONAL TRAINING

DCP 101

Free

Dates and information: 718 552-1120

Apply online: [wdc.citytech.cuny.edu](http://wdc.citytech.cuny.edu)

Direct Support Professionals (DSPs) work in agencies that provide broad based services to people with developmental disabilities living and working in community settings. DSPs help individuals integrate into their communities and advocate for their needs by taking individuals to recreational or daily living activities, meet with families and arrange care services, help families navigate the health care system, or develop jobs and provide employment supports.

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

#### Eligibility requirements:

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

### PATIENT CARE NAVIGATOR PROGRAM

PCC 100

Dates and information: 718 552-1120

60 hours, FREE

Course Admission Requirements:

1. Interview with Program Director David Pedreira
2. High School Diploma, GED or College Degree.
3. Industry related experience.

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

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

Contact David Pedreira  
[dpedreira@citytech.cuny.edu](mailto:dpedreira@citytech.cuny.edu) or  
 call: 718 552 1168

## Are You A Veteran? You may eligible for free classes

1. **Apply for VA benefits online**  
<http://www.benefits.va.gov/gibill>
2. **Provide proof of status**  
 DD 214 or Military ID - and must
3. **Complete** our Continuing Education Registration form.
4. **Call 718 552 1170 or email**  
[cjohnston@citytech.cuny.edu](mailto:cjohnston@citytech.cuny.edu)

### Browse available Courses

Occupational Health and Construction Safety  
 Advanced Electric Arc Welding  
 AutoCad  
 Basic Electric Arc Welding  
 Basic Electrical Maintenance  
 Basic Plumbing Repairs in Housing  
 Building Maintenance & Environmental Svcs.  
 Computer Repair A+ Certification  
 Computerized Accounting  
 Dental Assisting Certificate  
 Electronic Security System Installer  
 Essentials of Bookkeeping  
 Fire Safety Director  
 Fund. of Bookkeeping  
 Introduction to Auto CAD  
 Locksmith  
 Medical Billing & Coding Program  
 Network Technologies  
 Oxyacetylene Welding Process  
 Pharmacy Technician  
 Real Estate Salesperson  
 Refrigerating Sys Operating Engrg 1 & 2  
 Teaching Asst/Child Care  
 Telecommunications Cabling  
 Tungsten Inert Gas (TIG) Welding

## Free High School Equivalency Prep Classes

Prepare to take the TASC (New York State's High School Equivalency exam) at New York City College of Technology's Adult Learning Center! **Classes are free and meet**

- During the day (3 days per week, 9am - 2pm)
- In the evening (3 evenings per week, 6 - 9pm)
- On Saturdays from 9am - 3pm.

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

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

## GENERAL INFORMATION / POLICY

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

MasterCard, Visa and Discover are accepted.

### REGISTRATION

The registration deadline is one week prior to the beginning date of the course. You may use the registration coupon on the last page of this bulletin.

Register online @ [www.citytechce.org](http://www.citytechce.org)

### ADMISSION

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

### COURSE CANCELLATION

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

### AUTHORIZED INSTALLMENT PAYMENT PLANS

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

### DELINQUENT INSTALLMENT PAYMENTS

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

### WITHDRAWAL AND REFUNDS

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

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

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

### CLASS ATTENDANCE POLICY

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

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

### DISCOUNTS

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

### CERTIFICATES

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

### LETTERS OF ATTENDANCE

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

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

There is a \$10 fee for this service.

### ISSUES & CONCERNS

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

### FINANCIAL ASSISTANCE

Except for installment payments permitted for some programs, no college based financial aid is available through the Continuing Studies Center. The Center accepts duly authorized vouchers and purchase orders from public agencies, unions, and private organizations. Several programs are approved for Veterans' benefits. Unemployed workers who meet Federal, State, and City income

guidelines may be eligible for Workforce Investment Act assistance. To check for eligibility, contact one of the **One- Stop Workforce 1 Career Centers** listed below:

Brooklyn One-Stop:  
(718) 246-5219

Queens One-Stop:  
(718) 557-6755

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

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

Bronx One-Stop:  
718) 960-7099

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

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

### STATEMENT OF NON-DISCRIMINATION

New York City College of Technology is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender status, marital status, disability, genetic predisposition or carrier status, alienage or citizenship, military or veteran status, or status as victim of domestic violence in its student admissions, employment, access to programs, and administration of educational policies. Gilen Chan, Esq., is the College's affirmative action officer and coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Ms. Chan is also the College coordinator for the Americans with Disabilities Act and Section 504, which prohibits discrimination on the basis of disability. Her office is located in Namm 325.

### FREE TRAINING PROGRAM POLICY

Individuals who have previously completed a free training program in the Continuing Studies Center are not eligible to take another free training program. We appreciate your cooperation.



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# GETTING TO NYC COLLEGE OF TECHNOLOGY

[Click here for transportation directions](#)

## CAR

### From Brooklyn

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

### From Manhattan and the Bronx

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

### From Queens

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

### From Staten Island

## TRAIN

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

## PARKING

Call For Pricing

### (1) Flatbridge Parking Corp.

(Monday-Friday)

718-403-0449

215 Jay Street & 120 Concord St.

### (2) Heights Parking Corp.

718-643-6440

66 Adams & Sands Streets

### (3) Central Parking

(Marriot Hotel)

718-222-1032

350 Jay Street

## Subways

### Plan Your Trip (MTA Info)

<http://www.mta.info/>

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

- Take the A, C, F to Jay Street/Metrotech
- Take the 1,2,3,4,5,6 to Jay Street/ Borough Hall
- Take the R to Lawrence Street
- Take the B, D, Q & N to DeKalb



# REGISTRATION FORM

CONTACT INFORMATION

Name \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

Nonrefundable Registration Fee: +\$20

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

PAYMENT INFORMATION

Money Order or Check # \_\_\_\_\_

Master Card  Visa

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

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

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

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

## FOR OFFICIAL USE ONLY

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Admin Letter Issued      CSC Sta~Initial \_\_\_\_\_

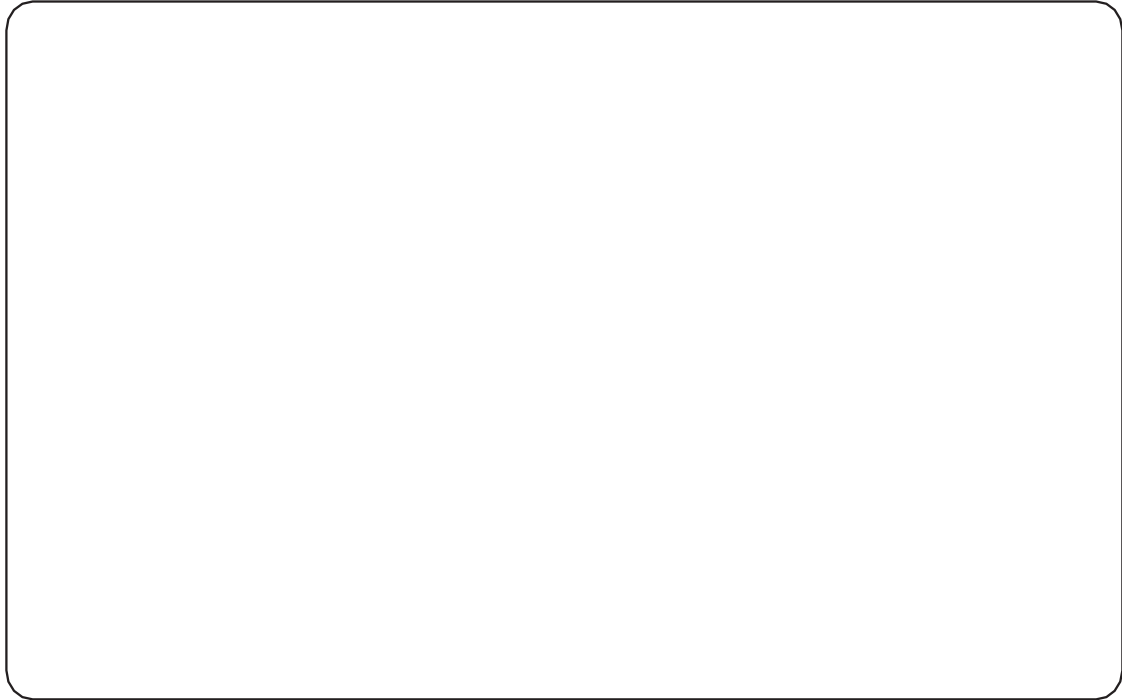


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