

CITY TECH FALL 2019

Division of Continuing Education

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www.citytechce.org



**New York City College of Technology, CUNY
Division of Continuing Education**

300 Jay Street, Howard Building 4th floor, Brooklyn NY 11201

Website: www.citytech.cuny.edu/ce **Register:** citytechce.org

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ABOUT THE DIVISION

The Division of Continuing Education is committed to creating pathways to higher education, job training and professional development programs as well as personal enrichment opportunities for our community. By serving a diverse population of learners, we help meet the economic and workforce development needs of the evolving New York City workplace as we promote and encourage lifelong learning.

- Dean Carol Sonnenblick

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THINGS TO KNOW

All courses require payment of the full tuition, plus a \$20 non-refundable 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, union, 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

Online: www.citytechce.org

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

Register 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.



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Division of Continuing Education

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Accounts Payable
& Purchasing Coordinator

BARBARA SMITH
Accounts Receivable Manager

AOHCS Academy for Occupational Health and Construction Safety

Keeping the City Safe with Hands-On Training



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

Academy courses are offered in a state-of-the-art lecture-lab that raises the bar on workforce training. We can also send our experts to off-site facilities and can interpret private lessons into Spanish, Polish, Russian, and additional languages upon request.

The Academy is primed to offer all required courses to meet compliance with the NYC Department of Buildings' Local Law 176 of 2017.

Please refer to our website for registration details and schedules.

www.citytech.cuny.edu/aohcs

SAFETY TRAINING COURSE OFFERINGS

NYC DOB 4 Hour Supported Scaffold User Training & Refresher

NYC DOB 32 Hour Supported Scaffold Erector/Dismantler

30 Hour OSHA Outreach for Construction

NYC DOB 16 Hour Suspended Scaffold Training

NYC DOB 32 Hour Suspended Scaffold Supervisor

NYC DOB 8 Hour Suspended Scaffold Supervisor/ User Refresher

Rutgers University SPH OSHA Training Institute Education Center Courses

OSHA 510: Occupational Safety & Health Standards for the Construction Industry

OSHA 502: Trainer Update for Construction (Refresher for OSHA 500)

OSHA 500: Trainer for Construction

NYC DOB 8 Hour Special Rigger License Renewal

NYC DOB 16 Hour Rigging Worker

NYC DOB 32 Hour Rigging Worker Supervisor

NYC DOB 40 Hour Site Safety Manager Training

NYC DOB 8 Hour Site Safety Manager/Coordinator Refresher

Career Skills

What's Your Career Path?
We're here to be your guide.



The Division of Continuing Education at New York City College of Technology, CUNY invites you to participate in our wide array of career building 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.

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

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City Tech Continuing Studies Center



REAL ESTATE

GETTING GREAT REAL ESTATE DEALS REX 033

Sat, 9 - 11:30 am, 10/12
2.5 hours, \$70

There are some excellent deals in real estate. Consumer advocate Rick Nathan will teach you the pros and cons of foreclosures, short sales, renting with option to buy, owner financing, buying with no money down as well as how to buy investment property, primary homes, multi-family homes, and vacation homes. Learn how to research a property using websites and how to sell your home with or without a realtor.

NYS NOTARY PUBLIC EXAM PREP BSX 090

Sec A: Sat, 10-1 pm, 9/14
Sec B: Sat, 10-1 pm, 10/26
Sec C: Sat, 10-1 pm, 11/16
Sec D: Sat, 10-1 pm, 12/14
Sec E: Sat, 10-1 pm, 1/18/20
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, includes information and qualifications necessary for a license.

Watch Our Website

For upcoming real estate courses
citytechce.org/real-estate-en.html

BUSINESS SKILLS

INTRODUCTION TO SPORTS MARKETING AND MANAGEMENT BSX 300

Mon, & Wed, 6:00 - 8:30 pm 9/9 - 11/16
45 hours, \$450

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

The course will analyze and study sports "sales", audience demographics, and media broadcasting since sports events are used as a vehicle to sell corporate products.

BUSINESS ADVOCACY

Consumer Advocates Rick and Bev Nathan are your personal financial advocates in this series of workshops. Start a business, manage your investments or replenish a retirement fund that was hit hard in a stock market decline.

Financial Planning Toolkits



STARTING A BUSINESS WITH LITTLE MONEY DOWN

BSX 008
Sat, 9:00 am - 11:00 am, 10/12
2.5 hours, \$70

Start a successful part-time, home-based business with a small amount of capital. Then watch it grow to become a full-time job!

HOW TO DRASTICALLY CUT COSTS IN DIFFICULT TIMES

BSX 019
Sat, 11 am - 1:30 pm, 10/12
2.5 hours, \$70

Has your savings plan lost a lot of money? Learn to save thousands of dollars and replenish your savings.

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

BSX 072
Sat, 11 am - 1:30 pm, 10/12
2.5 hours, \$70

Has your savings plan lost a lot of money? Learn how to save thousands of dollars and rebuild it.

SCHOOL PROFESSIONALS



TEACHING ASSISTANT CHILD CARE CERTIFICATE PROGRAM

TAP 100

Tues, 6 - 9 pm & Sat, 10 am - 2 pm
9/3 - 12/21
160 hours, \$990

An integrated program for adults in transition to new careers working with children. Students are prepared for employment in both daycare and in school settings. The program includes 100 hours of classroom instruction and a sixty-hour supervised observational practicum in a childcare or educational organization.

Classroom instruction includes six hours of test review for the New York State Assessment of Teaching Skills Test (NYSATAS). During the course of the program, the student will complete workshops and receive certificates in Child Abuse, School Violence Prevention & Intervention, CPR, and DASA (Bullying).

Additional Expenses:

Students may have to purchase approximately \$100 in books and supplies. Some internships may require a fingerprinting fee. There is limited space available in this popular program. Enroll early! Prerequisite: High School Diploma or a GED.

NYSATAS PREP CLASSES FOR TEACHING ASSISTANTS

TAP 091

Tues, 6 - 9 pm, 11/19 & 11/26
6 hours, \$65

The Assessment of Teaching Assistant Skills (ATAS) is now part of the New York State Teacher Certification Examinations (NYSTCE). The purpose of this test is to help ensure that certified teaching assistants have the knowledge and skills that are important for the job of a teaching assistant in New York State's public schools. The ATAS is a 100 question computer based test lasting 3 hours at given designated sites by appointment.

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 analysis of questions that have been presented in previous exams.

CHILD ABUSE IDENTIFICATION & REPORTING SEMINAR

HSX 090

Sec A: Thurs, 12-2:15 pm, 9/19
Sec B: Thurs, 12-2:15 pm, 10/17
Sec C: Thurs, 12-2:15 pm, 11/14
Sec D: Thurs, 12-2:15 pm, 12/12
2.25 hours, \$55

This seminar fulfills the NY State requirement for chiropractors, physicians, dental hygienists, dentists, optometrists, podiatrists, registered nurses, psychologists, school administrators, social workers and supervisors, school district administrators, teachers and pupil personnel 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.

SCHOOL VIOLENCE PREVENTION & INTERVENTION SEMINAR

HSX 091

Sec A: Thurs, 3 - 5:15 pm, 9/19
Sec B: Thurs, 3 - 5:15 pm, 10/17
Sec C: Thurs, 3 - 5:15 pm, 11/14
Sec D: Thurs, 3 - 5:15 pm, 12/12
2.25 hours, \$55

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

DIGNITY FOR ALL STUDENTS ACT (DASA) BULLYING, CYBERBULLYING AND DISCRIMINATION IN SCHOOL

DASA 100

Sec A: 6 - 9 pm, 9/19 & 9/26
Sec B: 6 - 9 pm, 10/17 & 10/24
Sec C: 6 - 9 pm, 11/14 & 11/21
Sec D: 6 - 9 pm, 12/12 & 12/19
6 Hours, \$65

Dignity For All Students Act (DASA) workshop 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. If you have additional questions about the DASA program, please email: mneiman@citytech.cuny.edu.



DRIVER INSTRUCTOR EDUCATION PROGRAM

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

DEX 101

Tues & Thurs, 6 - 9:00 pm, 10/24 – 11/26
30 Hours, \$290

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

DRIVER INSTRUCTOR ED: BASIC 30-HOUR COURSE IN TEACHING TECHNIQUES & METHODOLOGY

DEX 201

Sec A: Tues & Thurs, 6 - 9:00pm, 9/17 – 10/22
Sec B: Sat, 10am – 3:00pm, 10/19 – 11/23
30 hours, \$290

This covers the methodology for teaching safe driving including 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. Includes discussion of psycho-physical testing equipment and techniques for defensive driving. This course meets the DMV's requirements for 30 hours in teaching techniques for instructors of the mandatory 5-hour course.

FOOD SAFETY

MOBILE FOOD VENDING PREPARATION WORKSHOP

CAX 912

Sec A: Mon, 6 -9 pm, 9/16
Sec B: Mon, 6 -9 pm, 11/18
3 Hours, \$60

The City of New York is considering allowing 600 new street vendor permits each year. Learn the legal basics for obtaining a Mobile Food Vending license, including 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.

AUTOCAD & REVIT

AUTOCAD

ACAD 200

Fri, 5:30 - 9 pm, 10/4 - 12/27 (No class 11/29)
49 hours, \$875

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

Design-oriented individuals will learn the fundamentals of AutoCad 2019: Preparing 2D drawings for architecture, interior design, mechanical & structural engineering, and other design fields. Topics include: the AutoCad drawing interface; display commands; CAD tools and drawing setup, including scale coordinate systems, snaps and grips; basic draw and edit commands; layers; text; blocks; modify commands; plotting; and printing basics. Five (5) hours of lab time arranged by the instructor.

AUTOCAD MEP (MECHANICALS, ELECTRICAL & PLUMBING)

ACAD 203

Sat, 9 am - 5 pm, 10/19 - 11/23
42 hours, \$875

This class is a continuation of AutoCAD Level I. It goes more deeply into intermediate AutoCAD topics and covers AutoCAD MEP and the Mechanical, Electrical and Plumbing Toolsets for the trades. Learn to draw and design building systems using MEP toolsets and catalogs.

INTRO TO REVIT

BIM 101

Fri, 6 - 9 pm, 10/18 -12/13, (No class 11/29)
24 hours, \$650

Prerequisite: AutoCAD or Intro to Blueprint
24 hours, \$495

Build upon concepts introduced in AutoCAD Level 1. Through hands-on exercises explore advanced 2D concepts and learn essential commands for improving workflow and productivity. Create professional production drawings and explore AutoCAD's 3D modeling and visualization tools.

ARE EXAM PREP

ARE 001

Mon, Wed, 6 - 8:00 pm, 10/28-12/11
24 hours, \$955.

Requirements: Attendance at all sessions, participation in both in-class and take-home

exercises and quizzes, completion of recommended readings.

This comprehensive, *in-person review* course for the Structural Systems division of the Architect Registration Examination will prepare you for success on the exam.

Topics:

Practice Management
Project Management
Programming & Analysis
Project Planning & Design
Project Development & Documentation
Construction & Evaluation

Technology

Get started with computers



BEGINNING COMPUTER

COMPUTER FOR BEGINNERS I

DPX 080

Mon & Wed, 6 - 8 pm, 9/9 - 10/2
15 hours, \$270

This class is designed for individuals who need to learn the very basics of using a computer. Students will be taught keyboarding and word-processing needed for writing emails and simple letters, greeting cards, and easy flyers. The basics of the Internet will also be covered.

COMPUTER FOR BEGINNERS II

DPX 081

Mon, & Wed, 6 - 8 pm, 10/14 - 11/4
15 hours, \$270

Students will develop skills in Microsoft Word and further explore the use of the Internet and Keyboarding. A continuation of Computers for Beginners I.

MICROSOFT WORD – BEGINNING

DPX 301

Sat, 9 am - 12 pm, 10/19 – 11/16
15 hours, \$270

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, and to 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. Textbook required.

MICROSOFT WORD – ADVANCED

DPX 302

Sat, 9 am – 12 pm, 1/4 - 2/1/2020
15 hours, \$270

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

Sec A: Sat, 12 pm – 3 pm, 9/14 – 10/12
Sec B: Sat, 12 pm – 3 pm, 1/4-2/1
15 hours, \$270

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

POWERPOINT

DPX 320

Sat, 12pm - 3 pm, 10/19 – 11/16
15 hours, \$250

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



INFORMATION TECHNOLOGY

COMPUTER REPAIR: COMPTIA A+ CERTIFICATION PREP WITH 220-1001 AND 220-1002 EXAM VOUCHER

CRS 101

Tues, Thurs 6 pm - 9:30 pm, 9/5 - 11/14
(No class 10/31)
72 hours, \$1195

Price includes computer repair tool set, test prep CompTIA A+ Exam Voucher.

Required text book: (additional cost)

CompTIA A+ Certification All-in-One Exam Guide, Ninth Edition (Exams 220-901 & 220-902) 9th Edition

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

A+ Certification is your first step in an IT career. Work at a help desk, as a field service technician, or in computer repair. This essential class lays the groundwork for networking and security jobs. Students will assemble a computer, learn the functions of each component, install operating systems, troubleshoot common hardware and software related problems, and prepare for the CompTIA A+ Certification Exams 220-901 & 220-902.

WHAT YOU WILL LEARN

How to troubleshoot and manage a computer system

How to build and repair a computer

How to identify computer components

How to work with computer numbering systems

How to configure and troubleshoot Windows

Are You a Veteran?

Information Technology Courses are approved for Veterans.

citytechce.org/veterans.html



NETWORKING TECHNOLOGY

(CompTIA) WITH NET+ EXAM VOUCHER

CRS 102

Tues, & Thurs, 6 - 9:30 pm, , 11/19- 2/4
(No class 11/28, 12/24, 12/31)
72 Hours, \$1295

A two-part payment plan is available.

Price includes basic tool kit, test prep & CompTIA Net+ Exam Voucher

Required text book: (additional cost)

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

CompTIA Network+ N10-007 Exam Cram (6th Edition) 6th Edition

CRS 102 Prerequisites: CRS 101 A+, or verified experience. Good English skills are required

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

WHAT YOU WILL LEARN

Local Area Network Infrastructure

WAN Infrastructure

Network Security

Remote Networking

Disaster Recovery

Network Media and Hardware

Web Development
More than 50% of today's jobs require tech skills:
Are you prepared?



INTRO TO HTML AND CSS FOR WEB DEVELOPMENT **CRS 107**

Mon, Wed, 6:00 - 9:00 pm
9/9 - 9/18
12 hours, \$360

This course introduces the fundamentals of web design with HTML (HyperText Markup Language) and CSS (Cascading Style Sheets). Participants will create a small website with menu links, styled text, images, and embedded media.

New to coding? This class gives you the basic foundation needed to enter our FullStack Web Development class with confidence.

Topics Covered:

- HTML & CSS syntax
- Block vs. Inline Tags
- Controlling color and layout
- Embedding media
- Style Sheets
- Controlling Graphics and Layout

FULL-STACK WEB DEVELOPMENT 16-WEEK INTENSIVE **CRS 200**

Mon & Wed, 6-9 pm, 9/23 - 1/29/20
(No class 9/30, 10/9, 10/14, 12/25, 1/1/20, 1/20/20)
96 hours, \$2500

A two-part payment plan is available.
Contact bsmith@citytech.cuny.edu for details.

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

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

Students with little or no technical background will attain a level of proficiency and problem-solving ability that allows them to find junior-level front-end, back-end or fullstack DEV (development) jobs and continue to grow their web developer skills.

WHAT YOU WILL LEARN

Learn to design web content with programming fluency and agile, test-driven development.

Manage front-end and back-end development and build the 21st century skills that employers demand.

Web application development process, from planning to deployment

Front end programming languages: HTML, CSS and Javascript

LAMP Stack: Linux, Apache, MySQL & PHP

Presentation skills for interviews

BACK-END PROGRAMMING (NODE JS & PYTHON)

CRS 208
Tues & Thurs, 6 - 9 pm, 10/15 - 12/19
No class 10/31, 11/28
48 hours, \$985
Prerequisite: CRS 200 Full Stack or experience

This class follows CRS 200 Full Stack Intensive.

Back end programming languages covered include Python, NodeJS, MongoDB, the frameworks, PyMongo, Express and Django, Get to know server architecture and learn to troubleshoot slow or crashing websites and error messages.

WHAT YOU WILL LEARN

Learn on-demand code stacks for mobile app development. Enhance your understanding of database management with NoSQL. Explore programming concepts used to build web applications.

LANGUAGES COVERED

- Python
- Node JS
- MongoDB
- PyMongo
- Express
- Django

INTRO TO PHOTOSHOP **DPX 406**

Thurs, 6-9 pm 9/12-10/3
12 hours, \$395

Photoshop is an essential skill for photographers, web developers and designers. In this 24-hour class, learn the fundamentals of image editing with hands-on exercises that use Photoshop's powerful tools. You'll learn to create files, work with layers & masks and to add adjustment layers. You'll understand the concepts of resolution and canvas versus image size, master the selection tools and learn to import images from your camera.

INTRO TO INDESIGN **DPX 405**

Thurs, 6-9 pm 10/10- 11/7, (No class 10/31)
24 hours, \$395

Get to know Adobe InDesign, the premier software for print documents and web site wire frames. Learn the core tools including page layouts, text and graphic wrapping, typography, master pages, threaded text and working with images. Learners will create one in-class project each week.

CONSTRUCTION PROJECT MANAGEMENT

Climb the ladder!

INTRO TO BLUEPRINT READING

ECX 041

Sec A: Tues, 6- 9 pm, 9/3 - 9/24
Sec B: Tues, 6- 9 pm, 10/15 -11/5
12 hours, \$395

Textbook is additional. Order here: [Print Reading For Construction, 7 th Edition](#)

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

ADVANCED CONSTRUCTION BLUEPRINT READING

ECX 043

Sec A: Wed, 6 - 9 pm, 10/2 - 10/30
Sec B: Wed, 6 - 9 pm, 11/6- 12/4
(No class 11/27)
12 hours, \$395

Textbook is additional. Order here: [Print Reading For Construction, 7 th Edition](#)

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

BUILDING MATERIALS AND METHODS FOR CONSTRUCTION

ECX 044

Tues, 6 - 9 pm, 11/12-12/3
12 hours, \$395

This course covers the building materials and construction technologies in use today. The advantages, disadvantages, history and future of building methods and materials will be covered in detail. 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, 12/2-12/23
12 Hours, \$395

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

CONSTRUCTION PROJECT MANAGEMENT

ECX 046

Sec A: Mon & Thurs, 6 - 9 pm, 10/21-11/25
Sec A: Mon, & Thurs, 6 - 9 pm, 1/6 - 2/6
30 hours, \$775

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

NEW! BLUEBEAM REVU COST ESTIMATING SOFTWARE

ECX 047

Sat, 9 am - 12 pm, 10/5-10/26
12 hours, \$475
Prerequisite: ECX 047 Cost Estimating

Streamline your estimating and create accurate take-offs with Bluebeam and easily collaborate with your work team.

NEW! PROCORE CPM SOFTWARE

ECX 049

Sat, 1 - 5 pm, 10/5-10/26
12 hours, \$475

Manage construction projects in your office or on the job site. Share drawings, photos, estimates and submittals with clients, contractors, and architects to keep jobs on track.

SKILLS TRAINING FOR BUILDING SUPERS

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

HHT 400

Sec A: Tues, Thurs, 6 - 9 pm, 9/3 - 9/26
Sec B: Tues, Thurs, 6- 9 pm, 10/8 - 11/5
(No class 10/31/19)
24 hours, \$415

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

SKILLS TRAINING FOR SUPERS: BUILDING MECHANICALS

HHT 401

Tues & Thurs, 6- 9 pm, 11/12 - 12/17
(No class 11/28/19)
30 hours, \$475

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

SKILLS TRAINING FOR SUPERS: MANAGEMENT AND SUPERVISION

HHT 402

Tues, & Thurs, 6- 9 pm, 1/7- 1/30/20
24 hours, \$415

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. Objectives and leadership styles will be explored with a focus on the x and y strategy as outlined by Douglas McGregor. Learn methods for achieving organizational success, clear delineation of roles, and a work team that performs at its best.

FIRE SAFETY

www.citytechce.org/fire-safety.html



FIRE LIFE SAFETY DIRECTOR Basic Three Component Modules

FSX 104

Wed & Thurs, 6- 8:30 pm, 9/18 - 10/31
Hours, \$470

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' examination.

A 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. Prerequisite: Reasonable understanding of the English language. Some experience in safety and fire prevention, building maintenance, and/or facilities management would be helpful.

Note: after passing the 'Fire Component' examination, the candidate has another nine months

to pass the 'Non-Fire Emergencies' CBT component examination and then a year to take and pass an "On-Site" examination scheduled with the FDNY.

After receiving the FLSD Graduation Diploma, candidates must make application in a timely manner and schedule the computer based component examinations mentioned above at FDNY for the FLSD Certificate of Fitness. The application form can be accessed and previewed at: www1.nyc.gov/nycbusiness/description/certificate-of-fitness-for-fire-life-and-safety-director-f89t89.

This application needs to also be accompanied by employment verification letters available at: <http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-f85-verification-letter.pdf> Additional Questions about your current professional status should be directed to the FDNY.

NON-FIRE EMERGENCY - EAP

FSX 090

Weds & Thurs, 6 - 8:30 pm, 10/16 - 10/23
7 hours, \$135

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

NON-FIRE EMERGENCY ACTIVE SHOOTER - MEP

FSX 113

Wed & Thurs, 6 - 8:30, 10/24 - 10/30
4 hours, \$135

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

This Active Shooter course is one of the three (3) course components normally included in the FLSD package. Also bring a copy of your current Certificate of Fitness card (if you have one).

BUILDING OPERATION, MAINTENANCE & RECORDKEEPING (BOMR)

FSX 012

Sat, 9 am-5 pm, 9/28
7 hours, \$100

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

COORDINATOR OF FIRE SAFETY & ALARMS IN HOMELESS SHELTERS

FSX 100

Fri, 9 am to 11:30 am
Wed & Thurs, 6:00 - 8:30, 11/6 - 11/14
10 hours, \$140

As of August 1, 2013, Certificate of Fitness F-80 is now required for FS Coordinators working in shelters. This required course meets the FDNY standards for preparing to take the FDNY's examination for the Certificate of Fitness F-80.

This course will include procedures to prepare for emergencies, operation of fire alarm control panels, sprinkler systems, standpipe systems, and portable fire extinguishers in shelters. On-site classes are available for groups of 12 or more.



CITYWIDE FIRE GUARD FOR IMPAIRMENT

FSX 005

Sat, 10 am - 2 pm, 10/5
4 hours, \$65

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

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

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

FIRE & EMERGENCY DRILL CONDUCTOR

FSX 004

Sec A: Mon, 9 am - 1 pm, 11/11
Sec B: Sat, 10 am - 2 pm, 12/7
4 hours, \$75

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

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.

SPRINKLER AND STANDPIPE PREPARATORY CLASS FOR FDNY CERTIFICATE OF FITNESS

FSX 010

Sat, 10 am-2 pm, 9/14
4 hours, \$95

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

S11 Residential Sprinkler System, S13 Citywide Standpipe System, S12 Citywide Sprinkler System, S14 Standpipe for Multi-Zone System, and S15 Foam 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.

WATCH OUR WEBSITE

For Upcoming Fire Safety Courses

www.citytechce.org/fire-safety.html

New Fire Safety classes are coming soon to keep your certificates up to date.

SUPERVISION OF BATTERY SYSTEMS AND OTHER RELATED SYSTEMS B29

4 hours, \$80

CERTIFICATE OF FITNESS A-49 SUPERVISION OF AEROSOLS

4 hours, \$80

FIRE SAFETY DIRECTOR ONSITE PREPARATORY

7 hours, \$60

BUILDING TRADES

citytechce.org/building-trades.html



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

ECX 106

Sat, 9 am - 1 pm, 9/14 - 11/9
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

Tue, 1-4 pm, & Sat, 2/15-4/25/20
30 hours, \$425

Prerequisite: Industry experience or permission of instructor.

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.

FUNDAMENTALS OF PEST CONTROL

PCX 100

Upcoming dates, to be announced.

This class is a Basic Pesticide Applicators course in preparation for New York State License and Recertification. Our state-approved pesticide license prep course is designed to provide the necessary continuing education training in safe use of pesticides; recognition of pests, biology, life cycle and control of rodents, insects, bed bugs and other structural pests.



BASIC PLUMBING REPAIRS IN HOUSING

ECX 162

Sat, 1:00 - 5:00 pm, 9/21 - 3/7/20

90 hours, \$1350

Two-part payment plan is 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 installations.

BASIC ELECTRICAL MAINTENANCE

ECX 163

Fri, 6 - 10 pm, 9/27- 4/3

Two-part payment plan is available

100 hours, \$1,350

The course is designed for building superintendents and maintenance personnel in multi-unit

housing structures. This lab based course teaches students routine electrical repairs and how to communicate problems to management and electrical contractors. This course explains fuses and circuit breakers, lighting fixtures, receptacles and switches, basic appliance and motor maintenance and 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. Prerequisite: high school diploma, GED or relevant experience.

FUNDAMENTALS OF ELECTRICITY I

EMX 090

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

30 hours, \$450

Introduction to the basic principles of direct-current circuits including engineering notation, series, parallel and series/parallel circuits. Learn about current, voltage, resistance and DC theory through lectures, demonstrations, and hands-on experience. Learn measurement techniques and troubleshooting using calculation and multimeter. Students must have fundamental math skills.

FUNDAMENTALS OF ELECTRICITY II

EMX 091

Sat, 9 am-12 pm, 12/7 - 2/8/20

30 hours, \$450

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

Prerequisite: EMX 090 or equivalent.

REFRIGERATION

REFRIGERATING SYSTEM OPERATING ENGINEER I

ECX 121

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

9/10 -12/17

100 Hours, \$1090

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

Tue, 6 - 9:30 pm & Sat. 10 am - 1 pm, 2/8 - 5/30/20

100 hours, \$1090

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



REFRIGERANT RECOVERY PREPARATION & EXAM

ECX 080

Thurs, 6:00 - 9:00 pm, 1/7 - 2/4

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, 9/14 - 3/22/20

150 hours, \$2125

A combination laboratory & lecture course in the operation and service of refrigerating equipment.

Topics include: soldering, brazing, tube and pipe joining and bending, gauge installation, refrigerant charging, system evacuation and dehydration, and analysis of refrigeration cycle compression. Electrical issues covered include: schematic wiring diagrams, electrical/mechanical controls, refrigeration systems analysis, and operating sequences.

Advanced topics include: installation, operating and troubleshooting techniques for commercial refrigeration, and air conditioning systems. A certificate is issued to successful program completers; 80% attendance is required. Completers of this course are eligible to take the Refrigerant Recovery and Test Prep course for the Universal License.

Prerequisite: Some industry experience preferred but not required. High school level literacy. Textbook purchase required.

FUNDAMENTALS OF HVAC ELECTRICAL CONTROLS

ECX 222

Sat, 1 - 4:30 pm 9/14 - 12/28
50 hours, \$825

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

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

SECURITY AND LOCKSMITH

8 HOUR PRE-ASSIGNMENT TRAINING COURSE FOR SECURITY GUARDS

SOX 090

Sat, 9 am-5 pm, 9/14
8 hours, \$50

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

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

SOX 091

Sat, 9 am - 5 pm, 9/21
8 hours, \$60

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

16-HOUR ON-THE-JOB TRAINING (OJT)

SOX 093

Sat, 9 am - 5 pm, 10/12 & 10/19
16 hours, \$205.

All unarmed security guards in NYS are required to take an eight hour security guard pre-employment course before they can work as security guards. This course fulfills the requirement and includes the necessary examination and paper work to complete the materials for licensing. This is a 16 hour course structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard.



ELECTRONIC SECURITY SYSTEMS INSTALLER PROGRAM

SOX 095

Mon & Wed, 6 pm - 9:30 pm, 9/9 - 12/9
70 hours, \$1050

Two-part payment plan is 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 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 that employment as a field installer in the security industry the employer usually requires a background check through the NY State Department of Criminal Justice.

Prerequisites: High School Diploma, or GED equivalent. Strong dexterity and eye/hand coordination is required. Normal color vision is a must as is an ability to work on a ladder. Good English skills are necessary for this training.

LOCKSMITH

SOX 503

Fri, 6 - 9:30 pm, 9/6 - 1/31
70 hours, \$1100.

This course is designed for building maintenance, security personnel, handypersons, hardware specialists and those aspiring to become locksmiths. Students are introduced to locking devices, keys, methods of picking, repairing & servicing locks in both residential and commercial buildings.

Topics include:

Types of locks, keys, doors, openers and closers, basic installation of locks, handling emergencies, and key making. Course also examines the inner workings of locking devices including the mechanics of pin, disc, and combination locks, safes, high security protection. Students learn to make keys by impression, create simple master systems. A review of the legal aspects of the locksmith profession will also be covered. Strong dexterity and eye/hand coordination required. Students are expected to purchase a textbook and small hand tools.

Note: Good English language skills are highly recommended.



WELDING



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

BASIC ELECTRIC ARC WELDING

WLX 520

Wed, & Fri, 6 - 9:30 pm, 11/1 - 1/24/20
84 hours, \$2,295.

This course 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.

TUNGSTEN INERT GAS WELDING

WLX 630, Course Dates TBA

Admission to this class requires an interview. For details contact: Sharon Jones, 718 552-1149
shjones@citytech.cuny.edu

RENEWABLES

Join the clean tech economy with solar PV and energy storage

citytechce.org/renewable-energy.html



SOLAR PV

Solar and Storage information email:
dsalomon@citytech.cuny.edu

ELECTRICAL CALCULATIONS FOR SOLAR PV

PVI 090

Mon-Thurs, 6 - 9 pm, 9/23/19 - 10/10/19
(No class, 9/30, 10/1, 10/8, 10/9)
Labs, 9:30-4 pm, 10/5, 10/12
36 hours, \$675

This hands-on class prepares students to take **NABCEP PVI 202 PV Associate Class**. Students will learn to understand power, current voltage, resistance, Ohms Law and Watts Law and will create the types of complex math calculations that are used to design and install Solar PV systems. The course provides an excellent foundation for the conceptual and practical skills needed to work in the Solar PV field.

NABCEP PHOTOVOLTAIC ASSOCIATE INCLUDES PV ASSOCIATE EXAM

PVI 202

Mon-Thurs, 6 - 9 pm, 10/15-10/29
Labs: 9:30- 4 pm, 10/19 & 10/26
PV Associate Exam, 11/7/19, 6-8:30 pm
40 hours, \$1175
Prerequisite: PVI 090 or experience.

CEUS: 18 CEUs towards the NABCEP PVIP exam.

Required Textbook: *Solar Photovoltaic Basics*, Sean White
Suggested Textbook: *Photovoltaic Systems*, Jim Dunlop

The NABCEP PV Associate Exam Preparation program is designed for individuals with experience in Solar PV 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 in-house lab and Brooklyn Navy Yard training site.

The NABCEP PV Associate exam is included in this class. A passing score 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 Entry Level Program Visit: NABCEP.org.

NABCEP ADVANCED PV INSTALLATION PROFESSIONAL EXAM PREP (HYBRID)

PVI 205

Online: 30 hours, 24/7
Field Experience: Sat, 11/2 & 11/9
40 hours, \$995

CEUS:

40 CEUs towards the NABCEP PVIP exam

PVI 205 is a high-level hybrid (online plus field experience) course for those who intend to take the NABCEP PV Professional Exam. 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. Visit NABCEP.org for Installation Professional exam requirements.

CEUS:

40 CEUs towards the NABCEP PVIP exam

ENERGY STORAGE

INTRO TO ENERGY STORAGE FOR SOLAR INSTALLERS

PVI 301

Mon, Tues, Wed 9/9- 9/17, 6 - 9 pm
Sat, 9/14 & 9/21, 9 am -4 pm
30 hours, \$595

CEUS

18 CEUs towards the NABCEP PVIP exam

This Small off-grid battery class covers the basics of small residential battery systems

The focus will be on critical loads that do not require a large array. The class will discuss design, fire safety and battery technologies that may be useful in urban areas. Working on a small portable solar charging station, students will calculate loads, discuss battery types, and sizing methods, and connect charge controllers, inverters and wiring.



RESIDENTIAL AND COMMERCIAL ENERGY STORAGE FOR SOLAR PV PROFESSIONALS

PVI 301
Online, Watch for Spring dates
40 hours, \$895
Information: Debra Salomon
dsalomon@citytech.cuny.edu

NYSERDA is offering a (\$300 per kilowatt) energy storage incentive to customers that may push the storage market. The class looks at a range of battery options. Be prepared for the future and grow your business!

Topics Include assessing off-grid loads and energy needs, site assessment & maximizing production, inverter & charge controller options battery types and battery installation and paired solar + Energy Storage.

During hands-on labs, students will read informational schematics, prints and specs to understand a system and learn to identify potential maintenance and safety concerns.

HEALTH CARE

Healthcare occupations are projected to add about 2.4 million new jobs by 2026

Get started on a secure job path with opportunities for career growth

citytechce.org/medical.html

HEMODIALYSIS TRAINING

HEMO 100
Sat, 9 am - 4 pm, 9/7 - 1/5/20
98 hours, \$2,210
Prerequisite: High School Diploma or GED
(Check website for textbooks)

The increase in chronic illnesses prompts a surge in the need for well trained professionals, skilled in hemodialysis treatment. City Tech, working in partnership with Dialysis 4 Career, provides the comprehensive lecture and practical clinical training necessary to become a hemodialysis technician or nurse specializing in End Stage Renal Disease (ESRD).

Training will focus on essential topics including: kidney anatomy and physiology, renal nutrition, vascular access, infection control, medications, complication, dialysis machine set-up, and patient monitoring. Students will also submit a theory and clinical review for externship and job assistance. Students will be prepared to take the CCHT national exam.

Note: Students must purchase a uniform and two text books.



PHYSICAL THERAPY AIDE PROGRAM

PHT 100
Mon & Wed, 6 - 9 pm, 9/9 - 1/29/20
100 hours, \$1,450
(Check website for textbooks)

Physical Therapy Aides, sometimes called Rehabilitation Aides, are entry level positions that mirror an emerging trend in healthcare delivery where support services are provided under the supervision of licensed professionals. They are employed in private physical therapy practices, chiropractic offices, long term healthcare facilities and hospitals.

An aging population with improved survival from heart attacks, strokes and trauma as well as improved survival rates from birth injuries and severe disabilities will create added demand for PT Aides. Career ladder opportunities exist with collegiate study leading to licensure, both on the associate and advanced-degree levels.

This 100 hour course includes 70 hours of classroom instruction that will be held at 25 Chapel Street, and a 30 hour observational practicum at Lutheran Hospital located at: 150 55th St. Brooklyn NY. 11220 . Students may be required to have medical clearance prior to start of practicum. Students must demonstrate strong reading and math skills.

Note: Textbook not included in course tuition.

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

MBC 100
150 hours, \$1,795
Watch our website for Fall dates

Medical coders and billers are essential to both hospitals and private medical practices. An accomplished medical biller can establish a business working directly with physicians as an

independent contractor; thereby, dramatically increasing his/her potential income. Our comprehensive, intensive, certificate program is designed to provide specialized business skills for those with limited office experience or training seeking to take certifying examinations. This Course prepares students for the AHIMA CCS exam for national certification as a coder. Such certification is crucial in obtaining employment or establishing a business. A high school diploma or a GED is required. Healthcare work experience preferred.

The Curriculum includes:

Anatomy and Physiology

Medical Coding ~ CPT-4

Medical Coding ~ ICD-10

Medical Terminology

Medical Billing

Preparation for AHIMA CCS examination



PHARMACY TECHNICIAN

PHA 090

Sec A: Tues, 6 - 9pm, 9/23 - 1/14/20

Sec B: Sat, 9 - 12am, 10/26 - 2/16/20

200 hours, \$995

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

(Check website for textbooks)

The next up and coming profession - over a 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. Prerequisite: High school diploma or GED.

Contact: Dania Anderson for more details or extended dates.
danderson@citytech.cuny.edu
or call 718. 552 1168.

Textbook expense additional.

New: additional advanced externship in hospital setting

DENTAL ASSISTING CERTIFICATE

DAP100

Fri, 6 - 9 pm & Sat, 9 am - 4 pm, 10/4 - 3/9/20
170 hours, \$2,695

Optional: Up to 100 Clinical hours by arrangement.

Textbook: (Not included in course tuition)

Modern Dental Assisting, 12th edition
Bird, & Robinson

For more information please email:
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. This is challenging, interesting work as an integral member of a professional health care team. Successful course completion plus two years in a dentist's office or hospital qualifies a student to sit for certification and licensure.

The curriculum includes:

Introduction to Dental Assisting and Ethics

Dental Terminology

Oral Anatomy

Dental Charting

Infection Control

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

CPR Training & Certificate

Dental Assisting Admission Requirements:

Complete an application for admission.

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

Coming Soon Watch for Course Dates

MEDICAL ASSISTANT CERTIFICATE TRAINING PROGRAM

citytechce.org/medical-assistant.html

This 367-hour program is offered jointly by New York City College of Technology Division of Continuing Education and Kingsborough Community College Office of Continuing Education.

For information contact:

Dania Anderson

danderson@citytech.cuny.edu

This course prepares students to sit for the Certified Medical Assistant Certification Exam (CCMA) given by the National Health-career Association (NHA). The program will take place at City Tech, conveniently located in the heart of downtown Brooklyn, a major public transportation hub.

Location

Note: **ONLY** the lab component of the Phlebotomy Procedures class will be held at Kingsborough Community College, 2001 Oriental Boulevard, Brooklyn, NY

Prerequisite

High School Diploma

Covered Costs: Tuition, Text Books, and CCMA exam

Course Modules and Hours

- Anatomy and Physiology: 60 hrs
- Basic Patient Care Skills and Medical Law: 60 hrs
- Diagnostic Tests: 60 hrs
- Certified Electronic Health Records: 60 hrs
- Basic Life Support for Healthcare Providers: 7 hrs
- EKG/ECG, 60 hrs
- Phlebotomy Procedures: 42 hrs (didactic) | 8 hrs (Lab component completed within four, 4 ½ hours sessions)

KINGSBOROUGH
COMMUNITY COLLEGE

Emergency Medical Technician Program (EMS) degree

Earn a 60-credit AAS in Emergency Medical Services

Call for information
Kingsborough Community College
718-368-5050



GROUP TRAINING

All of our courses can be delivered as a specialized group training– at your location or ours.



Browse our catalog for courses that fit your sector's needs.

Our program developers will work with you to create professional development opportunities for your employees. Or, reserve group seating in one of our regularly scheduled day and evening classes.

Upgrade your employees' skills for the 2019 workplace and keep your staff engaged and productive. For more information contact:
Michael Neiman 718.552.1171, mneiman@citytech.cuny.edu.

PERSONAL ENRICHMENT

Take time to explore an interest or new career

LANGUAGES

INTRODUCTION TO ARABIC FOR BUSINESS AND COMMERCE

ARA 100

Tues, 6- 8:30 pm, 9/10 - 1/07/20

40 hours, \$390

This course is designed for students with no knowledge, or very limited knowledge of the Arabic language. Audio/visual tools teach students to quickly speak, understand, read and write Modern Standard Arabic, the form of Arabic shared by all Arab countries. Active conversation and grammar exercises speed the learning process. Consistent emphasis is placed on authentic materials that derive from the living cultural context.

BEGINNING CONVERSATIONAL SPANISH FOR HEALTH AND HOSPITALS

SPA 100

Thurs, 6 pm - 8:30 pm, 9/12 - 1/09/20

40 hours, \$390

The ability to speak Spanish is a tremendous asset in the health care field. This course is designed to help you conduct functional conversations in Spanish for patient translation and conversations with family members. Emphasis will be placed on speaking and listening.



Conversation is the key

During the class you will:

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

INTERMEDIATE SPANISH

SPA 200

Weds, 6 - 8:30 pm, 9/11 - 1/08/20

40 hours, \$390.

This advanced beginner course is designed to increase your ability to conduct functional conversations in Spanish for work, business meetings health care or social situations.

Emphasis will continue to be placed on speaking and listening.

ONLINE EDUCATION

Study online, 24/7

We offer a wide range of highly interactive courses that you can take entirely over the Internet.

Register Online Anytime
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Register: www.ed2go.com/nyctc



HOUSE & HOME

Do it yourself and save on simple home repairs

HANDS-ON HOME REPAIR WORKSHOPS

HHT 078

\$70 for each workshop (wear work clothes)

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

HOMEOWNER'S BASIC TOOL KIT

Sec A: Wed, 6 - 9 pm, 9/18, 3 hours, \$70

Sec AA: Wed, 6 - 9 pm, 11/13, 3 hours, \$70

Cut a board, patch a wall, fix a faucet or install tile. We'll show you the must-have home repair tools and teach you to use them on your own projects. Discover your inner handy person.

HOMEOWNER'S GUIDE TO BASIC PLUMBING

Sec B: Wed, 6 - 9 pm, 9/25, 3 hours, \$70

Sec BB: Wed, 6 - 9 pm, 11/20, 3 hours, \$70

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

EVERYDAY ELECTRICITY YOU CAN DO YOURSELF

Sec C: Wed, 6 - 9 pm, 10/2

Sec CC: Wed, 6 - 9 pm, 12/4

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

PLASTER AND SHEETROCK REPAIR

Sec D: Wed, 6 - 9 pm, 10/16

Sec DD Wed, 6 - 9 pm, 12/11

Repair a crack, frame and tape, patch plaster, fill a deep hole or a nail hole. You can do it!

INSTALLING CERAMIC TILE

Sec E: Wed, 6 - 9 pm, 10/23

Sec EE: Wed, 6 - 9 pm, 12/18

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

LOCK INSTALLATION

Sec F: Sat, 1-5 pm, 10/26

Sec FF: Sat, 1- 5 pm, 12/21

4 hours, \$90

Unlock the secrets of locks – passage, privacy, and entrance – from a master locksmith.

Free Training Workshops

Brooklyn Small Business Development Center FREE PROGRAM FOR EN

The New York Small Business Development Center (NYSBDC) provides small business owners and entrepreneurs in New York with the highest quality, confidential business counseling, training, and business research at no cost.

Brooklyn Workshops:

Business Startup Basics + Financial Literacy Workshop
 9/17, 9/24

Small Business Legal Clinic
 9/18, 11/13, 1/15/20

Business Legal Structures
 12/5

Commercial Leasing
 2/6/20

Visit the **SBDC website** for a complete listing of workshops around the five boroughs. www.nyssbdc.org

COMMUNITY PROGRAMS

Free courses for lifelong learners



NEW! INTRODUCTION TO GENEALOGY RESEARCH

PER 076

Fri, 6 - 9 pm, 9/20

3 hours, **FREE**

Check the website for date in late September or October

Find your circa 1900 New York City ancestors in online databases, and learn where to look for them in brick-and-mortar NYC archives: births, deaths, marriages, ship manifests, military, tax and voting records. Come with a name and any documents you already have. Questions will be answered, and your ancestor may be used as the class example. Hands-on in a computer laboratory, or bring your own laptop, internet-ready or internet-connected device. Computer and Internet skills required. This course will provide the primary tools and introduction to how to begin to search your own family's genealogy.

NEW! INTRODUCTION TO CRYPTOCURRENCIES AND BLOCKCHAIN

BSX 301

Fri, 6 - 8:30 pm, 2.5 hours, **FREE**

Check the website for date in late October

The training will allow participants to understand the basics of Blockchain technology and Ethereum. Upon completion, participants will be familiar with key applications and use cases of blockchain technology across major industries. Blockchain Technology Fundamentals is a comprehensive dive into the technology, core characteristic and innovations, and main attributes of interest for the business sector.

Business and Industry Workforce Training Center



Improve Employee Skills with Training

We collaborate with employers, developing sector-based curricula for construction safety, healthcare, manufacturing, building operations and more.

City Tech's workforce training programs offer unique and financially beneficial services to employers by enhancing employee skill sets and preparing individuals for in-demand jobs.

Interested in upskilling employees?

Call: 718. 552. 1120

or email: sbusby@citytech.cuny.edu

Direct Care Professional for English Language Learners

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

Direct Support Professionals help individuals integrate into their communities and to advocate for their needs by taking them to recreational or daily living activities, meeting with families and arranging care services, helping families navigate the health care system, or developing jobs and providing employment support.

Upcoming Course Dates

For dates information Call 718-552-1120

or email: sbusby@citytech.cuny.edu

Program Requirements:

Schedule: 3 days/week, 9 AM – 4 PM

- High intermediate/advanced English skills
- High School Diploma or GED
- Driving Permit or License
- Eligible to work in the U.S.



CUNY Language Immersion Program



CLIP is an intensive English as a Second Language (ESL) program

for CUNY students who need to improve their academic English language skills. Classes meet for five hours a day, five days a week, in day or evening sessions. Students who have been accepted to any CUNY college can spend up to one year in the program. For information about CLIP at City Tech call 718.552.1114

City Tech Continuing Studies Center Fall 2019 Calendar

The Center is open:

Monday through Friday, 9 am to 6 pm
Saturday, 9 am to 12 pm

Fall 2019 Holiday Closings:

Monday, September 2, Labor Day
Monday, October 14, Columbus Day
Tuesday, February 12, Lincoln's Birthday
Monday, February 18, President's Day
Thursday, November 28, Thanksgiving
Tuesday, December 24, Christmas Eve
Wednesday, December 25, Christmas Day
Tuesday, December 31, New Year's Eve
Wednesday, January 1, New Year's Day

Weather-Related Closings

Notice of college closings will be posted on the CUNY web site:

www.cuny.edu

Announcements will also be posted on the College website at

www.citytech.cuny.edu

City Tech Adult Learning Center

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

The Adult Learning Center at City Tech offers a variety of free programs to help you meet your learning goals. For Information or to register visit our office:

City Tech Adult Learning Center

25 Chapel Street
Howard Building, 4th Floor
Brooklyn NY 11201
718-552-1140.

Requirements:

Students must be at least 19 years old and meet minimum test requirements.

Classes are FREE!

Daytime, evening, and Saturday schedules available.

Registration is on-going

Classes begin three times a year:

- January
- April
- September



HSE Classes



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

ESOL Classes



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

GENERAL INFORMATION

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

REGISTRATION

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

Register online @ www.citytechce.org

ADMISSION

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

COURSE CANCELLATION

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

AUTHORIZED INSTALLMENT PAYMENT PLANS

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

DELINQUENT INSTALLMENT PAYMENTS

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

WITHDRAWAL AND REFUNDS

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

No refunds are given after the 2nd class.

Refund policy is based on the total course tuition, regardless of initial payment. All registration fees are non-refundable. If you give a withdrawal notice by telephone or otherwise withdraw without written notification, you will not receive a refund.

DISCOUNTS

Senior citizens 65 years and older, full-time

CLASS MEETINGS AND ATTENDANCE POLICY

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

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

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

CERTIFICATES

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

LETTERS OF ATTENDANCE

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

**Continuing Studies Center
NYC College of Technology**
300 Jay St., H-4th floor,
Brooklyn, NY 11201

Attn: CSC Certificate Coordinator

Note: 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 Michael Neiman, mneiman@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.

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

COURSES INVOLVING PHYSICAL ACTIVITIES

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

STATEMENT OF NON-DISCRIMINATION

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

FREE TRAINING PROGRAM POLICY

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

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.

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FIND US IN DOWNTOWN BROOKLYN

City Tech CUNY Division of Continuing Education

25 Chapel Street, Howard Building 4th Fl., Brooklyn NY 11201, 718 552 1170 [Directions](#)



Subways and Buses

The college is conveniently located near to all public transportation;

F to Jay Street/Metrotech

1, 2, 3, 4, 5, 6 to Jay Street/ Borough Hall

R to Lawrence Street

B, D, Q & N to DeKalb

B 67 bus to Jay and Concord Street

From Brooklyn

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

From Manhattan and the Bronx

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

From Queens

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

From Staten Island

Cross the Verrazano Bridge to the Brooklyn-Queens Expressway. Take the Belt Parkway to the Brooklyn-Queens Expressway and get off at the Atlantic Avenue exit. Turn right on Atlantic; continue for

five blocks to Smith Street. Make a left onto Smith; continue across Fulton where Smith becomes Jay.

LIRR 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.

Register by Mail: Complete the form below. 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.

REGISTRATION FORM	Please Print Mr./Ms.		NEW YORK CITY COLLEGE OF TECHNOLOGY																					
	Name: Last _____ First _____ MI _____		Continuing Studies Center																					
	Address: Street _____ Apt. No. _____		300 Jay Street - Howard Building, 4th Floor																					
	City _____ State _____ Zip _____		Brooklyn, NY 11201-2983																					
	Contact Tele: _____		<i>PLEASE COMPLETE: All Tuition & Fees due before course starts, plus a \$20 non-refundable registration fee.</i>																					
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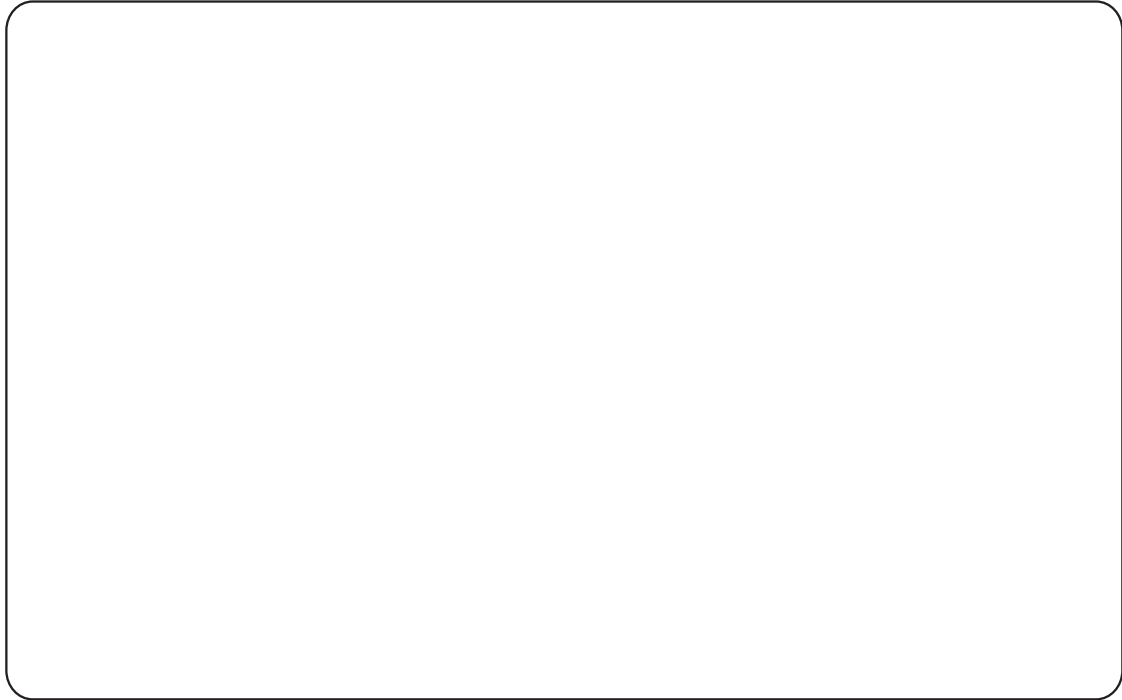


NEW YORK CITY COLLEGE OF TECHNOLOGY

Division of Continuing Education

The City University of New York
300 Jay Street, Brooklyn NY 11201

CITY TECH IS 



CITY TECH FALL 2019

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

Register Online www.citytechce.org

COMING SOON

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ARE EXAM PREPARATION

FIRE LIFE SAFETY DIRECTOR

PROCORE AND BLUEBEAM

RESIDENTIAL AND COMMERCIAL ENERGY STORAGE

INTRODUCTION TO GENEALOGY RESEARCH

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