City Tech
Continuing Studies Center
Spring 2020

Register Online
citytechce.org

Start, Advance,or Change Careers
City Tech Division of Continuing Education,

25 Chapel Street, Howard Building 4th Floor, Brooklyn NY, 11201, 718-552-1170
Website www.citytech.cuny.edu/ce **Register Online:** 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

GENERAL INFORMATION

THINGS TO KNOW

All courses require payment of 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, 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.

Please see Registration withrawal polices on page 18

WAYS TO REGISTER

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:

Continuing Studies Center
25 Chapel Street, 4th Foor
Brooklyn, NY, 11201

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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Academy for Occupational Health and Construction Safety - AOHCS

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

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

**TEACHING ASSISTANT CHILD CARE CERTIFICATE PROGRAM
TAP100**

Tues, 6 - 9 pm , Sat, 10 am - 2 pm, 2/15- 6/6
160 hours, $1065

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.

**NYSTAS PREP CLASSES
FOR TEACHING ASSISTANTS
TAP091**

Tues, 6 - 9 pm, TBD
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
HSX090**

Sec B: Thurs, 12-2:25 pm, 2/13
Sec C: Thurs, 12-2:25 pm, 3/19
Sec D: Thurs, 12-2:25 pm, 4/16
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.

**DIGNITY FOR ALL STUDENTS ACT
(DASA) BULLYING, CYBERBULLYING
AND DISCRIMINATION IN SCHOOL
DASA 100**

Sec B: 6 - 9 pm, 2/13 & 2/20
Sec C: 6 - 9 pm, 3/19 & 3/36
Sec D: 6 - 9 pm, 4/16 & 4/23
6 Hours, $80

Dignity For All Students Act (DASA) workshop training on social patterns of harassment, bullying, cyber-bullying and discrimination. If you have additional questions about the DASA program, please email: mneiman@citytech.cuny.edu. This is required for all school professionals completing state-registered programs leading to certification.

**SCHOOL VIOLENCE PREVENTION
& INTERVENTION SEMINAR
HSX 091**

Sec B: Thurs, 3 - 5:25 pm, 2/13
Sec C: Thurs, 3 - 5:25 pm, 3/19
Sec D Thurs, 3 - 5:25 pm, 4/16
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.

Driving Instructor

**BASIC 30 - HOUR COURSE
IN HIGHWAY SAFETY–
BEHIND THE WHEEL
DEX101**

Sec A: Tues & Thurs, 6 - 9 pm, 2/18 - 3/19
Sec B: Tues & Thurs, 6 - 9 pm, 3/31 - 4/30
30 Hours, $330

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.

A photo ID is required.

**DRIVER INSTRUCTOR ED: BASIC
30-HOUR COURSE IN TEACHING
TECHNIQUES & METHODOLOGY
DEX 201**
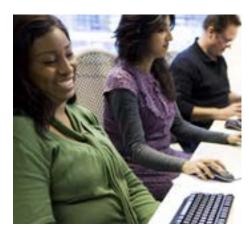
Sec A: Tues & Thurs, 6 - 9 pm, 1/7 - 2/6
Sec B: Sat, 10 am-4 pm, 4/4 - 5/9
30 hours, $330

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.

Computer and Office Skills

New! Administrative Office Assistant Program Starts 2/3

KEYBOARDING
DPX 095
Sat, 9 am - 12 pm, 2/1-2/29
15 hours, $270

This course teaches the basic skills, including alphanumeric keys and other keyboarding techniques. Upon completion of this course, students are expected to develop touch and control techniques, and build basic speed and most importantly, accuracy. Certificate of Completion issued.

COMPUTER FOR BEGINNERS I
DPX 080
Sat, 9 am - 12 pm, 4/18 - 5/16
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
DPX081
Sat, 9 am-12 pm, TBA
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
DPX301
Sat, 9 am - 12 pm, 3/7 - 4/4
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, 12 pm - 3 pm, 4/18 - 5/16
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.

Required Textbook: (Same text as Word Beginning course).

EXCEL
DPX 300
Sat, 12 pm - 3 pm, 2/1 - 2/29
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, 3/7 - 4/4
15 hours, $270

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.

ADMINISTRATIVE OFFICE ASSISTANT PROGRAM
CTX300
Mon - Wed, 6 pm- 9pm, 2/3 - 6/24
120 hours, $1800

This intensive 20-week program is designed to provide the skills necessary to work in a modern office in a variety of positions ranging from Receptionist to Administrative Assistant. No previous computer experience is required.

In this course, students will learn Windows, Microsoft Word, Formatting, Business Math, Excel, PowerPoint, Access, Internet/Email, and Business Communication and Writing Skills. By the end of the course, students will learn to apply online for any office assistant related job.
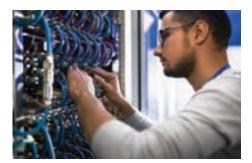
Information Technology

COMPUTER REPAIR:
CompTIA A+ EXAM PREP
CRS 101
Tues, Thurs 6 pm - 9:30 pm, 2/18 - 4/23
72 hours, $1195
A two-part payment plan is available.

Includes computer repair tool set and text book: CompTIA A+ Certification All-in-One Exam Guide, Ninth Edition (Exams 220-901 & 220-902) Mike Myers, ISBN-13: 978-1260454031

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 course provides hands-on prep for the CompTIA A+ Certification Exams 220-901 & 220-902. Students will assemble a computer, install operating systems, troubleshoot common hardware and software related problems, identify computer components, work with computer numbering systems and configure and troubleshoot Windows.

Prerequisites: Basic computer skills and basic fluency in English.

NETWORKING TECHNOLOGY (CompTIA NET+ EXAM PREP)
CRS 102
Tues, & Thurs, 6 - 9:30 pm, 5/5 - 7/9
72 Hours, $1195
A two-part payment plan is available.

Includes computer repair tool set and text book: CompTIA Network+ All-In-One Exam Guide, Sixth Edition (Exam N10-006) 6th Edition. ISBN-13: 978-1260122381

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 as well as TCP/IP, LAN infrastructure, WAN, security, remote networking, disaster recovery, Network OS, management and troubleshooting.

Prerequisites: CRS 101 A+ or experience

Web Development

Wherever you work, tech skills are a 21st Century asset.

INTRO TO HTML AND CSS FOR WEB DEVELOPMENT
CRS 107

Tues, Thurs, 6 - 9 pm, 1/21 - 1/30
12 hours, $375

This course introduces HTML and CSS, the fundamental building blocks of web design. Participants will create a small website with menu links, styled text, images, and embedded media. Covers block vs inline tags, embedding media, style sheets, and layout control.

This course is strongly recommended for those with no web development experience who plan to enroll in CRS 200 FullStack.

FULL-STACK WEB DEVELOPMENT 16-WEEK INTENSIVE
CRS 200

Tues, Thurs, 6- 9 pm, 2/4 - 5/21
96 hours, $2500
A two-part payment plan is available.
Email bsmith@citytech.cuny.edu for details.

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 coding skills.

Full Stack Intensive Course Topics

- Agile, test-driven development
- Front-End and Back-End Management
- 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

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

ADVANCED FULL STACK PROGRAMMING IMMERSIVE
CRS 208

Thurs & Fri, 6 - 9 pm, 7/9-8/14
48 hours, $985

Prerequisite: CRS 200 Full Stack or experience

Textbooks:

1. *Introduction to Computation and Programming Using Python: With Application to Understanding Data* (The MIT Press) second edition by John V. Guttag, Publisher: The MIT Press; second edition (August 12, 2016) ISBN-13: 978-0262529624

2. *UML Distilled: A Brief Guide to the Standard Object Modeling Language (3rd Edition)* [Martin Fowler]

This course is intended for beginning to intermediate programmers interested in developing code using lightweight frameworks (i.e. such as Node/Express, Django, and Mango) for web and mobile platform presentations. In the eight weeks, students will gain competency and understanding of computer science practices for development and code optimization.
This course follows CRS 200 Full Stack Intensive. The course is designed for those who want to go more deeply into back end programming languages.
Learn to program with agility.

Enhance Your Programming Skills

- Python
- Node JS
- MongoDB
- PyMongo
- ExpressDjango

INTRO TO PYTHON
CRS 209

Fri, 6 pm - 9 pm, 2/21 - 4/10
24 Hours, $665

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

DATABASE PROGRAMMING
CRS 210

Fri, 6 -8 pm, 4/17 to 5/8
12 hours, $425

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

INTRO TO WORDPRESS
CRS 211

Fri, 6 - 8 pm, 5/15-5/29
6 hours, $425

Wordpress is an open source, easy to use platform that allows you to set up and launch a great-looking website with no coding knowledge.

In this course you'll develop a custom site starting from a WordPress theme, customizing it with your own content, images, blog posts and events. Learn to customize the theme through the appearance panel, set up menus and categories, upload images to the media library, and scale to fit the theme's design, and take the site from a simple blog to a fully functional website.

INTRO TO PHOTOSHOP
DPX 406

Thurs, 6-9 pm 4/2-4/23
12 hours, $395

Photoshop is an essential skill for web developers and designers. In this 24-hour class, learn the fundamentals of image editing, cropping, resolution, file management, and color correction.

Architectural Design

AutoCAD
ACAD 200
Fri, 5:30 - 9 pm, 2/7 - 5/1
45.5 hours, $675

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.

Prerequisites: Computer literacy required. Ability to read blueprints is helpful.

INTRO TO REVIT
BIM 101
Fri, 6 - 9 pm, 5/8 – 6/26
24 hours, $550

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

Blueprint Reading & Construction Project Management

INTRO TO BLUEPRINT READING
ECX 041
Sec A: Tues, 6- 9 pm, 1/7 - 1/28
Sec B: Tues, 6- 9 pm, 2/4 - 2/25
12 hours, $435

Required Textbook (Students must Purchase)
Print Reading For Construction, 7 th Edition
By: Walter C. Brown, Daniel P. Dorfmueller
Goodheart-Willcox, ISBN: 9781631269226, 1631269224

The ability to read blueprints is an essential skill for designers, contractors, real estate brokers, and building owners. In this lecture and 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, 3/4 - 3/25
Sec B: Wed, 6 - 9 pm, 4/1 - 4/29 (No class 4/8)
12 hours, $435

Required Textbook (Students must Purchase)
Print Reading For Construction, 7 th Edition
By: Walter C. Brown, Daniel P. Dorfmueller
Goodheart-Willcox, ISBN: 9781631269226, 1631269224

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, 3/24 - 4/14
12 hours, $435

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, 5/6-5/27
12 Hours, $435

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, 1/6 - 2/6
Sec A: Mon & Thurs, 6 - 9 pm, 6/1 - 7/2
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 share documents, following the progression of a typical job.

Professional Practice for Building Design and Construction

CONSTRUCTION CONTRACTS 101
ECX 301
Sec A: Tues, 6-9 pm, 3/3/20
Sec B: Tues, 6-9 pm, 6/2/20
3 hours, $95

A contract is a set of clear, comprehensive, measurable promises that spell out what the owner and contractor should each expect. It defines responsibilities and benchmarks in terms of scope, money, and time. This 3-hour intensive toolkit describes the types of contracts that are typical for large and small companies.

DOB, PERMITS, & FILINGS
ECX 302
Sec A: Weds, 6:00 pm - 9:00 pm, 3/4/20
Sec B: Weds, 6:00 pm - 9:00 pm, 6/3/20
3 hours, $95

This intensive 3- hour class teaches you how to navigate the NYC DOB permitting process. It covers a range required NYC Department of Buildings' filing tasks relevant to a construction job. Gain knowledge and confidence as you build your skills.

Fire Safety Certifications

FIRE LIFE SAFETY DIRECTOR BASIC THREE COMPONENT MODULES
FSX 104

Wed & Thurs, 6- 8:30 pm, 1/15 - 2/27
31 Hours, $470

MODULES

1. Fire Emergency - FSD General Topics, 20 hours

2. Non-Fire Emergencies EAP 7 hours

3. Non-Fire Emergencies Active Shooter/ Medical Emergencies Preparedness 4 hours

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

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

NON-FIRE EMERGENCY - EAP
FSX 090

Weds & Thurs, 6 - 8:30 pm, 2/13 - 2/19
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 pm, 2/20 - 2/27
4 hours, $80

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.

BUILDING OPERATION, MAINTENANCE & RECORDKEEPING (BOMR)
FSX 012

Sat, 9 am-5 pm, 3/14
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. This is not a beginner's course.

CITYWIDE FIRE GUARD FOR IMPAIRMENT
FSX 005

Sat, 10 am - 2 pm, 3/21
4 hours, $80

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 stand- pipe 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.

FIRE & EMERGENCY DRILL CONDUCTOR
FSX 004

Sec B: Sat, 10 am - 2 pm, 3/28
4 hours, $80

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

Sec A: Sat, 10 am-2 pm, 1/25
Sec B: Sat, 10 am-2 pm, 2/8
Sec C: Sat, 10 am-2 pm, 4/4
4 hours, $80

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 C of F titles:

- S11 Residential Sprinkler System
- S13 Citywide Standpipe System
- S12 Citywide Sprinkler System
- S14 Standpipe for MultiZone System
- S15 Foam System.

Additional Fire Safety Courses
citytechce.org/fire-safety.html

Supervision Of Battery Systems and Other Related Systems B29
FSX 009, Sat, 10 am - 2pm, 2/1, $80

Fire Safety Director Onsite Preparatory
FSX 008, Wed, & Thurs, 6:00 - 8:00 pm, $60

Coordinator Of Fire Safety & Alarms In Homeless Shelter
FSX 100, 10 hours, Date TBA, $140

Certificate Of Fitness A-49 Supervision Of Aerosols
FSX 003, Sat, 10 am - 2pm, 4/18, $80

Building Trades

Don't Hold the Ladder. Climb it!

SKILLS TRAINING FOR BUILDING SUPERS, PART A: CERTIFICATE OF COMPETENCY
HHT400

Sec A: Tues, Thurs, 6 - 9pm, 2/11- 3/5
Sec B: Tues, Thurs, 6- 9pm, 3/10 - 4/2
24 hours, $425 (Includes building materials)

This short hands-on program prepares individuals to work as residential building supers and maintenance workers. Units include plumbing, electrical, tiling, plaster/drywall, and essential communication skills for working with tenants and outside contractors. Students will receive a certificate of completion as evidence of having met the educational requirements to work as a competent building super.

SKILLS TRAINING FOR SUPERS, PART B: BUILDING MECHANICALS
HHT 401

Tue & Thurs, 6 - 9 pm, 4/7 - 5/7
30 hours, $475 (Includes course materials)

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

SKILLS TRAINING FOR SUPERS, PART C MANAGEMENT AND SUPERVISION
HHT 402

Tues, & Thurs, 6- 9 pm, 5/12 - 6/11
24 hours, $475 (Includes course materials)

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

MAINTENANCE & OPERATION OF #2 FUEL OIL GUN TYPE BURNERS AND BOILERS
ECX 106

Sat, 9 am - 1 pm, 9/12/20 - 11/7/20
30 hours, $500

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, 9 am- 1pm, 3/7 - 5/16
30 hours, $500

Prerequisite: Industry experience or permission of instructor.

Prerequisite: completion of ECX106 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.

BASIC PLUMBING REPAIRS IN HOUSING
ECX 162

Sat, 1:00 - 5:00 pm, 3/28 - 8/22
90 hours, $1400
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.

FUNDAMENTALS OF PEST CONTROL
PCX 100

Watch for Upcoming Course Dates
30 hours, $500

Our state-approved pesticide license course safe use of pesticides; recognition, biology, life cycle and control of rodents, insects, bed bugs and other structural pests.

BASIC ELECTRICAL MAINTENANCE
ECX 163

Tues, 6 - 10 pm, 4/7 - 8/25
Two-part payment plan is available
100 hours, $1,420

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. As well, topics cover electrical working plans, service panel installation, electric meters, 250-volt receptacles, and intercom systems.

FUNDAMENTALS OF ELECTRICITY I
EMX 090

Sat, 9 am - 12 pm, 2/1 - 4/4
30 hours, $500

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, 4/18 - 6/20
30 hours, $500

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 experience.

Refrigeration

REFRIGERATING SYSTEM OPERATING ENGINEER I
ECX 121

Sat, 9am -2:30 pm, Call for Fall Dates
100 Hours, $1200

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.

Note: Knowledge of the field is required. This is not a basic course.

REFRIGERATING SYSTEM OPERATING ENGINEER II
ECX 122

Tue, 6 - 9:30 pm & Sat. 10 am - 1:pm, 2/8 - 5/30
100 hours, $1200

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, $220
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, 9/12/20 -3 /20/21
150 hours, $2150
Textbook purchase required.

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.

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

FUNDAMENTALS OF HVAC ELECTRICAL CONTROLS
ECX 222

Sat, 9am-1 pm, 2/22 - 5/30
50 hours, $875

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 Guard, Electronic Security & Locksmith

8 HOUR PRE-ASSIGNMENT TRAINING COURSE FOR SECURITY GUARDS
SOX 090

Sat, 9 am-5 pm, 3/14
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.

16-HOUR ON-THE-JOB TRAINING (OJT)
SOX 093

Sat, 9 am - 5 pm, Course Dates TBA
16 hours, $205

The 16-hour on-the-job program gives an overview of report writing and expands into what was learned in the prerequisite course. Topics include the role of the security guard, electronic fingerprinting, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course.

8-HOUR ANNUAL IN-SERVICE TRAINING COURSE FOR SECURITY GUARDS
SOX 091

Sat, 9 am - 5 pm, 3/21
8 hours, $50

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.

ELECTRONIC SECURITY SYSTEMS INSTALLER PROGRAM
SOX 095

Mon & Wed, 6 pm - 9:30 pm, 2/19 - 6/3
70 hours, $1130
This *basic* 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 for employment as a field installer in the security industry the employer usually requires a background check through the NY State Department of Criminal Justice.

LOCKSMITH
SOX 503

Fri, 6 - 9:30 pm, 3/6 - 7/3
70 hours, $1130.

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. Types of locks, keys, doors, openers and closers, basic installation of locks, handling emergencies,

and key making. 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.

Prerequisite: Good English language skills are highly recommended.

Welding Courses

Welding courses are offered in cooperation with NYC College of Technology's Construction Technology Department. Proper safety apparel is the responsibility of the student and adds about $275 in personal expense to cost of the first course. Welding aprons, gloves, work shoes, goggles and hoods are required for all courses.

Note: Admission to welding classes requires an interview. To make an appointment email Sharon Jones shjones@citytech.cuny.edu or call 718 552 1149.

Welding Course Offerings

- Basic Electric Arc Welding
- Advanced Electric Arc Welding
- Tungsten Inert Gas (Tig) Welding
- Welding Pro Course

ADVANCED ELECTRIC ARC WELDING WLX620
Wed, & Fri, 6:00 - 9:30 pm, Dates TBA
42 hours, $1,150.

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 welding certification examinations.

Renewables: Solar PV

Join the solar economy with hands-on NABCEP training citytechce.org/renewable-energy.html

NABCEP PHOTOVOLTAIC ASSOCIATE™ ENTRY LEVEL PVI 200
Sec A: Mon-Thurs, 6 -9 pm, 3/2– 3/28
Labs: Sat, 10:00- 5 pm, 3/7, 3/14, 3/28
PV Associate Exam: Thurs, 4/9, 6 - 8:30 pm
72 hours, $1450
18 NABCEP CEUs

Includes 30 hours of electrical, math and code for solar PV and 40 hours of installation and theory following the NABCEP PV Associate Job Task Analysis (JTA)

Includes: NABCEP PV Associate Exam

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

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

Certificate of Completion: Students will receive a certificate of completion that provides 18 Continuing education units towards the NABCEP PV Installation Professional requirement.

The NABCEP PV Associate Entry Level Program is a comprehensive, 72-hour course designed for individuals with no prior Solar PV experience who want to demonstrate a knowledge of core electrical concepts, fundamental PV design principles, installation options and operation of Solar PV systems. This lecture/lab course prepares individuals for the **NABCEP PV Associate exam**. It covers electrical concepts and code and continues on to lecture plus hands-on training at our in-house lab and Brooklyn Navy Yard training site. The NABCEP PV Associate Exam is included in the price for this course. A passing score on will count for up to 18 of the total 58 hours of training required for eligibility to take the Certified Installer Exam. For credential details and information visit NABCEP.org.

NABCEP ADVANCED PV INSTALLATION PROFESSIONAL EXAM PREP
40 CEUs towards the NABCEP PVIP exam
Watch our website for Spring dates

Required Textbook: *PV and NEC 1st Edition*, Bill Brooks and Sean White, ISBN-13: 978-1138087538

Suggested Textbook: *NATIONAL ELECTRICAL CODE BOOK 2017,* ISBN-13: 978-1455912773

Note: You may bring the NEC Code book to your NABCEP PVIP exam. You are strongly encouraged to purchase a copy for your own study and exam. The NEC Code Book 2017 is available for your use during lab sessions.

PVI 205 is a high-level course for those who intend to take the NABCEP PV Professional Exam. Training is conducted in our City Tech classroom and solar PV labs and follows the 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. PVIPs fill a wide range of job positions within the industry, taking responsibility for installations of varying size and complexity. Due to the range of responsibilities and skills that may fall into a Certified PVIP's job duties, this class is broad in scope and covers a variety of conditions- in New York and around the country.

Free Energy Storage Training

To meet New York State and New York City Carbon Reduction Goals

Entry- Level and Advanced courses begin Spring 2020. For Interviews and information, email dsalomon@citytech.cuny.edu.

Healthcare Programs

Healthcare occupations will add about 2.4 million new jobs by 2026

HEMODIALYSIS TRAINING
HEMO 100

Tues &Thurs, 6 -9:30 pm, 3/3 - 6/9
98 hours, $2210
Prerequisite: High School Diploma or GED

Additional Expenses:
Students must purchase a uniform and two textbooks. Check website for titles.

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.

PHYSICAL THERAPY AIDE PROGRAM
PHT 100

Mon & Wed, 6 - 9 pm, 3/2 - 5/27
100 hours, $1,510
Additional Expenses:
Students must purchase textbooks. Check website for titles.

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 the start of practicum. Students must demonstrate strong reading and math skills. Course tuition does not include the textbook.

MEDICAL BILLING & CODING SPECIALIST & AHIMA (EXAM PREP)
MBC 100

Sat, 9 am - 4 pm, 3/7- 9/19
180 hours, $ 2155

Additional Expenses:
Students must purchase textbooks. Check website for titles.

The course will train the student for jobs in computerized medical billing and coding for medical offices, hospitals, and other medical facilities. It will include computer hands-on training on a widely used Practice Management Software. To enhance the student's training in the medical field, the course includes classes in medical terminology with anatomy and physiology, medical insurance for billing and reimbursement, and ICD-10/CPT-4 medical coding. At the end of the course, the student will be reviewed for the Certified Billing and Coding Specialist (CBCS) national certification exam of the National Healthcareer Association (NHA/ATI).

The Curriculum includes:

- Medical Terminology with Anatomy and Physiology

- Medical Coding ~ CPT-4 and ICD-10

- Medical Insurance for Billing and Reimbursement

- Medical Practice Software

- Preparation for NHA CBCS examination

PHARMACY TECHNICIAN
PHA 090

Thurs, 6 pm - 9pm, 2/27 - 6/4
200 hours, $995
45 hours of classroom instruction plus 155 hours of online instruction.

Additional Expenses:
Students must purchase textbooks. Check website for titles.

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.

Course suggestion?
Please let us know!

We are always interested to hear about new course ideas. Please share your suggestions.

Contact:
csonnenblick@citytech.cuny.edu

**DENTAL ASSISTING CERTIFICATE
DAP 100**
Fri, 6 - 9 pm & Sat, 9 am - 4 pm, 3/13 - 7/18
170 hours, $2,695
Optional:
Up to 100 Clinical hours by arrangement.

Additional Expenses:
Students must purchase textbook.
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. Trained dental assistants are in demand. This is challenging, interesting work as an integral member of a professional healthcare team.

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

Requirements:

Interested individuals must 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.

Medical Assistant Certificate Training Program

citytechce.org/medical-assistant.html

The Medical Assistant Certificate training program, is offered jointly by the New York City College of Technology Division of Continuing Education (City Tech) and Kingsborough Community College Office of Continuing Education.

The growth of the aging baby-boom population will continue to increase demand for preventive medical services. As a result, physicians will hire more assistants to perform routine administrative and clinical duties in order to see more patients. Students in this program will be prepared to sit for the Certified Medical Assistant Certification Exam (CCMA) given by the National Healthcareer Association (NHA). For program details, please email Dania Anderson, danderson@citytech.cuny.edu

Prerequisites:
A high school diploma is required.

Covered Costs:
Tuition, Text Books, and CCMA exam

Course Location:
The program will take place at City Tech, 25 Chapel Street, Howard Building, 4th Floor

The ***lab component only*** of the Phlebotomy Procedures class will be held at Kingsborough Community College, 2001 Oriental Boulevard, Brooklyn, NY.

Course Modules

For course information and dates please call: 718-368-5050

1. ANATOMY AND PHYSIOLOGY

2. BASIC PATIENT CARE SKILLS AND MEDICAL LAW

3. DIAGNOSTIC TESTS

4. CERTIFIED ELECTRONIC HEALTH RECORDS

5. BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

6. EKG/ECG

7. PHLEBOTOMY PROCEDURES

Didactic:* 42 hours, at City Tech

Lab Component: 18 hours (four, 4 ½ hours sessions at Kingsbororugh Community College).

**Kingsborough and
City Tech Collaborate**

PHLEBOTOMY PROCEDURES
Information and dates: Dania Anderson
danderson@citytech.cuny.edu

This course provides theoretical preparation for entry-level performance as a phlebotomist. It focuses on vascular anatomy and physiology; performance of venipuncture techniques, and additional responsibilities of phlebotomists as members of the health care team.

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**

Explore More!

Research your family tree or invest in crypto-currency. Get Personal at City Tech.

INTRODUCTION TO GENEALOGY RESEARCH
PER 076
Fri, 6 - 8:30 pm, 2/21 - 4/3
17.5 hours, $180

Find your 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. This course will provide the primary tools and introduction to how to begin to search your own family's genealogy.

BEGINNING CONVERSATIONAL SPANISH
SPA 100
Wed, Thurs, 6 pm - 8:30 pm, 1/16 - 3/5
40 hours, $390

The ability to speak Spanish is a tremendous asset in business and the healthcare field. This course is designed to help you conduct functional conversations in Spanish for customers and patient translation, conversations with family members, and even for basic travel itinerary. Emphasis will be placed on speaking and listening. Conversation is the key!

INTERMEDIATE SPANISH
SPA 200
Weds, Thurs, 6 - 8:30 pm, 3/11 - 4/30
40 hours, $390.

This second-level beginner's 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.

Business

BASIC MATH REFRESHER
BMM 100
Mon, & Wed, 6:00 - 8:30 pm
2/24 - 4/22
45 hours, $450

This course has two components. First, it is a basic refresher of pre-algebra and simple algebra for individuals in any field. Second, it caters the math for the preferred career path that you plan to pursue, from health and hospital related activities to budgeting finances and accounting.

INTRODUCTION TO CRYPTO-CURRENCIES AND BLOCKCHAIN
BSX 301
Fri, 6 - 9 pm, Watch the website for dates.
3 hours
,
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.

NOTARY PUBLIC EXAM PREP
BSX 090
Sec A: Sat, 10-1 pm, 1/18
Sec B: Sat, 10-1 pm, 2/15
Sec C: Sat, 10-1 pm, 3/21
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.

Marketing

INTRODUCTION TO SPORTS MARKETING AND MANAGEMENT
BSX 300
Mon, & Wed, 6:00 - 8:30 pm 2/19 - 4/27
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.

Coming This Spring
Marketing Bootcamp
BSX 302
Watch the website for dates.

Develop and implement a marketing campaign to promote your business or brand.
Topics will include organic searches and paid advertising, coordination of content, and use of social media. Attract your ideal audience and build your business.
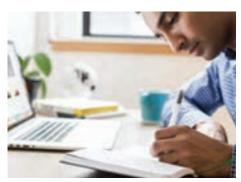
ed2go Online Education

www.**ed2go**.com/nyctc

Study on your own schedule with affordable, convenient classes in three formats:

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- ⬜ Instructor Led Classes
- ⬜ Career Training Programs

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Self Paced. Online. Anytime
www.ed2go.com/nyctc

Hands-On Home Repair

Do it yourself and save on simple home repairs

Weds, 6-9 pm (Lock Installation, Sat, 1-5 pm)
HHT 078
$80 for each workshop (wear work clothes)

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

HOMEOWNER'S BASIC TOOL KIT
Sec A: Wed, 6 - 9 pm, 2/5, 3 hours, $80
Sec AA: Wed, 6 - 9 pm, 4/1, 3 hours, $80

**HOMEOWNER'S GUIDE
TO BASIC PLUMBING**
Sec B: Wed, 6 - 9 pm, 2/19, 3 hours, $80
Sec BB: Wed, 6 - 9 pm, 4/8, 3 hours, $80

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

**EVERYDAY ELECTRICITY
YOU CAN DO YOURSELF**
Sec C: Wed, 6 - 9 pm, 2/26, $80
Sec CC: Wed, 6 - 9 pm, 4/15, $80
Replace a fuse, change an outlet, install a fixture, test for power and splice a wire.

PLASTER AND SHEETROCK REPAIR
Sec D: Wed, 6 - 9 pm, 3/4, $80
Sec DD Wed, 6 - 9 pm, 4/22, $80

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

INSTALLING CERAMIC TILE
Sec E: Wed, 6 - 9 pm, 3/11, $80
Sec EE: Wed, 6 - 9 pm, 4/29, $80

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

LOCK INSTALLATION
Sec F: Sat, 1-5 pm, 3/28
Sec FF: Sat, 1- 5 pm, 5/2
4 hours, $90

Unlock the secrets of locks – passage, privacy, and entrance.

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 2020 workplace and keep your staff engaged and productive. For more information contact:
Michael Neiman, mneiman@citytech.cuny.edu, 718- 552-1171.

Veterans' Training

The Continuing Studies Center at City Tech offers a variety of training programs approved for Veterans' Education.

APPROVED TRAININGS

BASIC ELECTRIC ARC WELDING

BASIC ELECTRICAL MAINTENANCE

BASIC PLUMBING REPAIRS IN HOUSING

REFRIGERATION MECHANICS

COMPUTER REPAIR A+ CERTIFICATION TEST

NETWORK TECHNOLOGIES

PHARMACY TECHNICIAN

MEDICAL BILLING AND CODING

DENTAL ASSISTING CERTIFICATE

INTO TO AUTO CAD

For information call 844-698-2311.
https://www.va.gov/education/

AMERICA'S SBDC
CITY TECH CUNY

New York Small Business Development Center provides small business owners and entrepreneurs with free, high-quality training workshops.

Spring Workshops

Legal Clinic, 1/15, 5:30 pm

Commercial Leasing, 2/6, 6 pm

Small Business Legal Clinic, 3/11, 5:30 pm

Crowdfunding, 4/20, 6:00 PM

Small Business Legal Clinic, 5/13, 5:30 pm

Intellectual Property 6/11, 6 pm

Small Business Legal Clinic, 7/15, 5:30 pm

For information call 718-797-0187
citytechce.org/city-tech-small-business-development-center.html

**City Tech's
Small Business
Development Center**

**BICSI CABLE INSTALLATION
BIC 100**
For information, please call
718-237-2017 ext. 149
Email Ldelucia@bwiny.org
Brooklyn Workforce Innovations
718-237-2017 ext.149
200 hours, Free Training Program

Prepare for a career in the expanding tele-communications industry with this Level 1 intensive training course in cabling installation approved by the Building Industry Consulting Services International, INC. (BICSI). Successful completion of both the written and performance parts of the Level 1 certification exam will enhance employment opportunities. Graduates will receive a Level 1 Installer Certificate from BICSI, OSHA 30 Certification and a Certificate of Completion from BWI.

There are no pre-requisites and students DO NOT need to purchase any materials for this training.

Student Success Stories

MEET **FRANK CARRASCO**

After being downsized from a career in the beverage industry Frank Carrasco decided to switch gears and learn construction. He entered the Spring 2017 class, where he thrived and built his skills. Upon graduation, Frank was hired as a full time Maintenance Worker. A year and a half later, he has an office, a parking space and a significant raise in pay. Frank is a shining example of what success means for the City Tech Green Building Maintenance program community.

Business and Industry Workforce Training Center

Improving Employee Skills with Hands-On Training

City Tech's Business & Industry Workforce Training Center offers immersive industry-specific courses that are financially beneficial to employers and job seekers.

The training provides wrap-around services that include training assessment, counseling, career development and job placement assistance.

Interested in upskilling employees?
Call: 718. 552. 1120
or email: sbusby@citytech.cuny.edu

Business and Industry Workforce Training Center
Direct Care Professional for English Language Learner

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 with disabilities 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 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 CUNY Continuing Studies Center Spring 2020 Calendar

The Center is open:

Monday through Friday, 9 am to 6 pm
Saturday, 9 am to 12 pm
718- 552- 1170

Spring 2020 Holiday Closings:

Wednesday, January 1, New Years

Monday, January 20, Martin Luther King's Day

Wenesday, February 12, Lincoln's Birthday

Monday, February 17, President's Day

Monday, May 25, Memorial Day

Weather-Related Closings

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

www.cuny.edu

Announcements will also be announced on the City Tech website:

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

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 New York City College of Technology faculty/

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.

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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.

Index

DIRECTIONS

City Tech Continuing Studies Center
25 Chapel Street, Howard Building, 4th Floor
Brooklyn NY 11201
www.citytechce.org/directions.html

By Train:
2, 3, 4, 5 to Borough Hall, A, C, F, R to Jay St.
Metrotech

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

Register Online

www.citytechce.org

City Tech Division of Continuing Education
The City University of New York, CUNY

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

Coming Spring 2020

Tech

Advanced Full Stack Back End Programming
Intro to Python
Intro to Database Programming
AutoCAD MEP

Personal Enrichment

Introduction to Genealogy Research
Introduction to Cryptocurrency
Intro to Sports Marketing and Management
Marketing Bootcamp

Find us in Downtown Brooklyn

2, 3, 4, 5 to Borough Hall, **A, C, F, R** to Jay St. Metrotech
B26, B37, B38, B41, B51, B52, B54, B61, B67 or B75.

New York City College of Technology
300 Jay Street, Brooklyn NY 11201

A	Academic Complex	285 Jay St.
E	Environmental Center	172 Pearl St.
G	General Building	55 Johnson St.
H	Howard Building	25 Chapel St.
L	Library Building	300 Jay St.
M	Midway Building	250 Jay St.
N	Namm Hall	300 Jay St.
P	Pearl St. Building	259 Adams St.
V	Voorhees Hall	186 Jay St.