Spring 2024
City Tech
Continuing Studies Center

Your Path Starts Here

City Tech Division of Continuing Education CUNY

300 Jay Street, Pearl Building Room 409, Brooklyn NY, 11201, 718-552-1170

citytech.cuny.edu/ce

Register Online: citytech.cuny.edu/ce/

City Tech Continuing Studies Center

The Division of Continuing Education
300 Jay St, Pearl Building, 4th Floor, Rm. 409
Brooklyn NY 11201, 718 552 1170

Registration Policies

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

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

No refunds after the second class.

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

Registration: citytech.cuny.edu/ce/

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The Division of Continuing Education and External Partnerships 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.

City Tech Continuing Studies Center Policies

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

• **We only accept registrations and payments online at this time. Sign up and register at** citytech.cuny.edu/ce/

• **All courses require payment of the full tuition, plus a $20 nonrefundable registration fee before you are admitted to class. Some programs are eligible for an installment plan and are specified in this bulletin.**

• **The Continuing Studies Center accepts duly authorized vouchers from public agencies, union, and private organizations. Several programs are approved for Veterans' Benefits.**

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

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

• **No refunds after the second day of class.**

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

REGISTER ONLINE:
https://www.citytech.cuny.edu/ce/

We accept **Master Card, Visa, or Discover cards**. At this time we are unable to accept checks or money orders for individual registrations.

GROUP RESERVATIONS AND TRAINING

To register a group of students, or to request a group training for your organization, please contact Barbara Smith
bsmith@citytech.cuny.edu

Your path to success starts at City Tech

The Continuing Studies Center at City Tech is your partner in educational and career success. Start with certifications for healthcare, information technology, building trades, driver instruction, teaching, business, renewable energy, and much more.

Call the Continuing Studies Center Office for Assistance With Registration
Tuesday - Thursday, from 9 am to 5 pm. 718 552 1170
A member of our staff is available to answer questions about courses and assist you with registration

Reach Us by email
See page 3 for email contacts. Send us an email and we will reach out to you by phone.
For immediate assistance contact Barbara Smith: bsmith@citytech.cuny.edu
We have created a variety of course formats for the Spring 2024 semester so you can update your skills and earn career-enhancing certifications in-person, online, hybrid, or self-paced courses that let you study on your own schedule.

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

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

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

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

Registration: citytech.cuny.edu/ce/

EFFECTIVE TEACHING PROGRAM
WITH CHILD CARE | *HYBRID*

TAP 100
Tues, Thurs, 6 pm - 9 pm, and Sat, 10 am - 2 pm, 2/13 – 4/23
(no class on 3/30)
100 hours, $875, Register

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

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

NYSATAS PREP CLASSES | *ONLINE*

TAP 091
Wed, Thurs 5 - 8 pm, Watch for Spring Dates
6 hours, $65

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

CHILD ABUSE IDENTIFICATION AND
REPORTING SEMINAR | *ONLINE*

HSX 090
Sec A: Fri, 5:30 - 7:30 pm, 2/16
Sec B Wed, 5:30 - 7:30 pm, 3/13
Sec C Wed, 5:30 - 7:30 pm, 4/17
Upcoming sections each month
2 hours, $55, Register

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

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

DASA 100
Sec A: Wed, Mon, 5:30 - 8:30 pm, 2/26 & 2/28
Sec B: Wed, Mon, 5:30 - 8:30 pm, 3/25 & 3/27
Sec C: Wed, Mon, 5:30 - 8:30 pm, 4/29 & 5/1
Upcoming sections each month
6 Hours, $80, Register

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

SCHOOL VIOLENCE PREVENTION
& INTERVENTION | *ONLINE*

HSX 091
Sec A: Mon, 5:30 - 7:30 pm, 2/5
Sec B: Mon, 5:30 - 7:30 pm, 3/11
Sec C: Mon, 5:30 - 7:30 pm, 4/14
Upcoming sections each month
2 hours, $55, Register

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

PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION PREP | *SELF PACED*
BSX 512
Includes Course Materials and Textbook
Certificate Prep: Project Management Professional (PMP)®
4-6 months, $1715, Details and Registration

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

What you will learn

- Explain the five stages of a project life cycle and illustrate how these stages can overlap in time

- Demonstrate how to create a project management plan with subsidiary plans for each of the knowledge areas

- Explain the overlapping nature of project activities and practice Project Integration Management to coordinate the various project management processes

- Illustrate how a project's various baselines (including scope, cost, schedule, quality, risk, procurement, and others) are determined, planned for, and managed.

BOOKKEEPING WITH QUICKBOOKS INCLUDES VOUCHER) | *SELF PACED*
BSX 514
Thurs, 6:30 - 9:30 pm
12 hours, $475, Register

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

NYS NOTARY PUBLIC EXAM PREP | *ONLINE*
BSX 090
Sec D: Mon, 6 - 9:00 pm, 1/9
Sec A: Mon, 6 - 9:00 pm, 2/6
Sec B: Mon, 6 - 9:00 pm, 3/13
3 hours, $65 Register

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

Registration: citytech.cuny.edu/ce/

BASIC 30-HOUR COURSE IN HIGHWAY SAFETY – BEHIND THE WHEEL *ONLINE*
DEX 101
Sec A: Mon, Wed & Fri, 6-9 pm, 2/16 - 3/11, (no class on 2/17)
Sec B: Mon, Wed & Fri, 6-pm, 4/8 - 4/29
30 hours, $320 Register

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

DRIVER INSTRUCTOR ED: | *ONLINE*
BASIC 30-HOUR COURSE IN TEACHING TECHNIQUES & METHODOLOGY (5-HOUR PRE-LICENSING)
DEX 201
Sec A: Tues & Thurs, 6 - 9 pm, 3/19 – 4/18
30 hours, $320 Register

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

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

MANAGING YOUR COOP OR CONDO *ONLINE*
REAX 201
Tues, 7 pm-9 pm, 4/16
2 hours, $100 Register

How do NYC co-ops and condos operate? Governed by an elected board of directors, these housing corporations are like mini-governments with their own bylaws and governing documents. Board directors need a strong foundation to govern their housing corporation wisely. While homeowner associations are democracies, they are goverened by Rules of Law that can sometimes make for conflfict among the members.

In this three-hour seminar, you'll learn the best practice for setting up an effectivie coop or condo governing structure. Are you establishing a new cooperative housing building or trying to sort out thorny problems in your current building? Come with questions and leave with a step by step guide to set your building on a path to peaceful coexistance.

New York City College of Technology
Small Business Development Center

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

Contact the Center 718-797-0187

brooklyn.nyssbdc.org
SBDC@Citytech.cuny.edu

Registration: citytech.cuny.edu/ce/

AMERICAN CULINARY FEDERATION SPECIALIZED CERTIFICATE IN CULINARY CANNABIS AND EDIBLES

HOSP 1001
Free Culinary Cannabis (Includes Course Materials and Textbook)

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

2024 Course Schedule
For Information, Schedules, and Application Contact: Rebecca.Firesheets@kbcc.cuny.edu

Winter 2024 cohort at Kingsborough Community College
Meets twice a week, 3 hours per class, 6 hours per week, 15 sessions, 45 hours, 7.5 weeks
January 8 - February 26

Spring 2024 Simultaneous Sessions, Kingsborough Community College and City Tech
Meets once a week, 3 hours per class, 13 weeks, & 2 asynchronous classes, 45 hours
Starts week of March 11th and ends week of June 3rd :

Summer 2024 at City Tech:
Meets twice a week, 3 hours per class, hours per week, 15 sessions, 45 hours, 7.5 weeks
Starts week of June 17th and ends week of August 5th

Fall 2024 Simultaneous Sessions, Kingsborough Community College and City Tech
Meets once a week, for 3 hours per class, 13 weeks & 2 asynchronous classes, 45 hours
Starts week of Sept 16th and ends week of Dec 9th

Registration: citytech.cuny.edu/ce/

CATERING PROFESSIONAL | *SELF PACED*

Six Months, Open Enrollment
100 hours, $1295, Register
Course Information 951-387.4225

Ed2Go financing options are availble Learn More

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

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

What you will learn

- The foundations of integrated disciplines such as event planning, food and beverage management, sales and marketing, human resources, accounting practices and legal contracts.

- To manage the challenges of employee inductions, performance appraisals, exit interviews, staffing requirements, food safety, legal requirements and licensing, budgeting considerations and profit margins.

- A broad-based training to work in catering prepares you for entry level work in the catering industry.

WEDDING PLANNER | *SELF PACED*

Six Months, Open Enrollment
340 hours, $1595, Register
Course Information 951-387.4225

Ed2Go financing options are availble Learn More

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

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

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

Internship Opportunity

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

What you will learn

- Learn the skills required for a job in the wedding and social event industry

- Create event concepts and plan celebrations from beginning to end

- Understand how to negotiate vendor contracts

- Develop client contracts and service packages

- Access an online resource library containing more than 150 customizable documents you can download and use for your clients

- Receive notifications on internships in your area to get hands-on experience

ACADEMY FOR OCCUPATIONAL HEALTH AND CONSTRUCTION

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

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

Hands-on training is paused during Covid, however several classes are available in a live, instructor led format. Safety-compliance training is mandated by the Occupational Safety & Health Administration (OSHA), the New York City Department of Buildings or various other authorities before working with certain equipment and/or moving into such job titles as construction super or site safety manager.

For information on AOHCS courses visit our website or email the Director, Anthony Ruvio, aruvio@citytech.cuny.edu

Bringing Safety to Construction Sites

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

For information on AOHCS course offerings, visit our website: www.citytech.cuny.edu/aohcs

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

APARTMENT HOUSE INSTITUTE
FREE COMMUNITY WORKSHOP
MANAGING HOARDING DISORDER IN RESIDENTIAL BUILDINGS| *ONLINE*
REX 014
Wed, 6 - 8 pm, 3/27
2 hours, Free, Join the list

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

NEW YORK STATE CANNABIS SECURITY
FREE TRAINING FOR SECURITY GUARDS

Borough of Manhattan Community College (BMCC/CUNY and partner Lehman College/CUNY has received New York State funding to support the creation and enhancement of short-term credential programs and courses meant to provide pathways to business creation and employment in the growing cannabis industry.

Coming Soon:

No Cost Cannabis Workforce Trainings:

1. Advanced Security Solutions

    Must be a licensed NYS Security Guard with 8 and 16-hour security licenses

2. Advance Dispensary Associate

3. Advanced Manufacturing Technician

For information

Join the Waitlist for Spring 2024

BRIDGE TO OFFSHORE WIND
FREE COMMUNITY SEMINAR
SUST 110
Wed, 5 - 6 - 8 pm, 5/22
2 hours, Join the List

Offshore Wind Farms are coming to New York State. What skills do you need to be a part of this new industry? At this free seminar you will: learn about degree and certificate pathways at City Tech, hear from offshsore wind experts about a day in the life of a an OSW technician, and get the inside story on entering the supply chain fo all phases of an offshore wind farm's development

Real Estate Seminar
INVESTING IN REAL ESTATE
REAX 016
Tues, 6: - 8 pm, Watch for Spring Dates
2 hours, Free

Real estate can be a lucrative investment, offering both montly income and profit when you sell your property.
In this course we cover several different approaches to investing and explain how to get started, even with a small amount of capitol. Topics covered include:

*   Crowdfunding
*   Investment trusts
*   Limited partnerships
*   Becoming a landlord
*   House Flipping
*   Investing in Your own home

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

COMPUTER BASICS | *IN PERSON*
DPX 109
Tues, 6-9 pm, Watch for Spring Dates
12 hours, $255

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

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

MICROSOFT WORD | *IN PERSON*
DPX 301
Tues, 6 pm - 9 pm, Watch for Spring Dates
15 hours, $270
Prerequisites: Basic computer knowledge

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

MICROSOFT EXCEL | *IN PERSON*
DPX 300
Wed, 6-9 pm Watch for Spring Dates
15 hours, $320
Prerequisites: Basic computer knowledge

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

MICROSOFT POWERPOINT | *IN PERSON*
DPX 320
Thurs, 6 - 9 pm, Watch for Spring Dates
15 hours, $320

Prerequisites: Basic computer knowledge

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

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

Registration: citytech.cuny.edu/ce/

NEW!

Intro To Videography: Raw and Uncut | *IN PERSON*

ARTV 100
Tues, 6-9 pm, 2/06 - 4/02
27 Hours, $575, Register

This course us designed for those who are intrigued by the video camera as an expressive tool.
Learn to understand basic video technology and use the medium to express your own creative or documentary vision. At course's end you will have the skills needed to work on your own projects. No matter your goal, get behind the camera and begin your own journey- from raw and uncut to final product.

Outline

Week 1
Camera, camera: picking the right camera, and understanding how it works

Week 2
Ready to film:,selecting your project, platform and format (1080p, 4k, mp4, mov)

Week 3
Capturing your footage, setting up shots, use of perspective and angles

Week 4
Camera setup and settings, film ratio, iso, white balance, film speed

Week 5
Maintain a steady shot with tripod, shoulder holder, cage

Week 6
Indoors or Outdoors- What to pack, lighting and moisture control

Week 7
The lens is your partner- basic, zoom, specialty lens

Week 8
Group video project

Week 9:
Its a wrap! final class showcase and exam

Get behind a camera and create your own expressive project. Tell a story, document a cause, become an Influencer, or celebrate the urban or natural landscape.

Registration: citytech.cuny.edu/ce/

COMPTIA A+ EXAM PREP | *HYBRID*

COMPUTER REPAIR
INFT 100
Tues,Thurs 6- 9:30 pm, 2/6 - 4/16
In-person labs meet Thursdays on campus
72 hours, $1100 Register
A two-part payment plan is available.
Prerequisites: Basic computer skills, fluency in English.

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

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

What You Will Learn in CompTIA A+

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

COMPTIA NET+EXAM PREP | *ONLINE*

NETWORKING *CUNY UPSKILLING SCHOLARSHIP*
INFT 101
Mon, Wed, 6 - 9:30 pm, 2/5- 4/3
72 Hours, $1100 Register

CompTIA Network+ certification validates the essential knowledge and skills needed to design, configure, manage, and troubleshoot wired and wireless networks. Lectures and labs will focus on network theory, communication, media, and hardware. Participants will belearn to setup and configure a functional network. The course will be conducted using a remote desktop installed on students' computers.

What You Will Learn in CompTIA Net+

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

COMPTIA SECURITY + EXAM PREP | *ONLINE*

INFT 102
Weds & Fri, - 6:30 - 9:30 pm, Watch for Summer Dates
72 hours, $1,110 Register

Prerequisite: Net+ or knowledge of TCP/IP Networking
The course focuses on the six domains required by the Security+ Exam and includes setting up and securing a client server network, using IPSec, certificates, cryptography, and group policies. Live, interactive hands-on training will takeplace via a learning platform on the student's remote desktop. Learn best practice for network administrators and others who intend to take the Security+ Exam.

What You Will Learn in CompTIA Security+

- Hardening Internal and Internet Systems and Services
- Securing Network Communications and Web Applications
- Managing Public Key Infrastructure (PKI)
- Managing Certificates
- Encryption and Decryption Strategies
- Packet Analysis
- Enforcing Organizational Security Policies

BICSI CABLE INSTALLATION | *IN PERSON*

BIC100
Mon-Fri, 8:30 am -5 pm
Email sbusby@citytech.cuny.edu
Information: Brooklyn Workforce Innovations
(BWI): 718-237-2017 ext.149
200 hours, Free

Registration: citytech.cuny.edu/ce/

FULL STACK WEB DEVELOPMENT
16-WEEK INTENSIVE | *ONLINE*
CRSR 200
Mon, Wed, 6 - 9 pm, 2/26 - 6/12 (No class, 5/26)
96 hours, $2500 Register
A two-part payment plan is available.

Full Stack Web Development is a 16-week, 96-hour class focusing on Front End programming languages, including HTML, CSS, Javascript, and jQuery along with BackEnd development concepts, practical knowledge in database design, server scripting languages (PHP) and data objects (XML and jSON). Students with little or no technical background will attain a level of proficiency and problem-solving ability that allows them to find junior-level front-end, back-end or Full Stack DEV (development) jobs and continue to grow their coding skills.

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

INTRO TO PYTHON WITH CHAT GPT | *ONLINE*
CRSR 203
Mon, Wed, 6:30 – 9:30 pm, 2/26 – 4/15
45 Hours, $975, Register
Includes a Python Exam PCEP-30-0X Exam Voucher

The exciting entry-level Python programming course is designed specifically for beginners and individuals who have struggled with self-learning Python in the past. This course covers Python fundamentals and guides you through leveraging powerful language models like ChatGPT as tools to enhance your programming journey and confidently tackle Python interviews for entry-level jobs.

Topics
- Bitwise operators
- Data types, variables and operators
- Iteration loops and while statements
- Lists, tuples and list comprehension
- Dictionaries and dictionary comprehension
- Functions and unpacking variables
- Lambda Expressions
- File I/O and context managers
- Using Chat GPT as a programming tool

INTERMEDIATE PYTHON FOR DATA SCIENCE
DATA 100
Mon, Wed, 6:30-9:30 pm, 5/6 – 4/24 (No class 5/27 & 6/19
45 Hours, $975, Register
Includes a Python PCAP-31-0X Exam Voucher

This course builds on Intro to Python and explores Python functions and packages and covers how to use functions, methods, packages. You'll learn the advantages of Python's open source structure and how to incorporate existing packages and libraries to solve your problems. Through the lens of Chat GPT you'll learn to find solutions in other programmers code and shortening your programming time and writing more efficiently. Finish this course by exploring NumPy, one of the most popular tools for data science.

Topics
- Default and variable length argu,ments
- Lambda functions
- Error handling
- Jupyter Notebooks
- Data structures
- Object Oriented programming
- VS Code or PyCharm IDE

Self-Paced Study On Your Own Schedule

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

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

Browse City Tech Ed2Go Catalog

ADOBE PROFESSIONAL	BUSINESS	APPLICATIONS
COMPUTER SCIENCE	CONSTRUCTION	HEALTH AND FITNESS
HOSPITALITY	INFORMATION TECHNOLOGY	LANGUAGES

Registration: citytech.cuny.edu/ce/

City Tech Success Stories

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

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

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

"Kelvin is simply great! His patience with the class and mastery of the topic were both world class. He truly is a dedicated professional and I learned so much from him. The basics were presented very well and in an organized and consistent fashion. Kelvin also exposed us to methods of learning on our own which enables us to build on the basics he emphasized in the first half of the class.

-Michael Bennett, *Solar PV Installation Professional*

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

– Carmen Francis *Green Building Maintenance Student*

Registration: citytech.cuny.edu/ce/

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

PHARMACY TECHNICIAN | *ONLINE*
PHA 090
Sun, 9 am - 12 pm, 2/18 - 6/2
45 hours of Instructor-led classes
155 hours self-paced hours on course portal
200 hours, $995 Register

Required textbook expense is additional
Prerequisite: High school diploma or GED.

This course is being offered online. Students will meet with their instructor once per week. Contact Dania Anderson danderson@citytech.cuny.edu
to receive course instructions.

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

Consider:

- Convenient once a week classes

- Online lessons mean you can learn from the comfort of home

PHARMACY TECHNICIAN BILLING AND REIMBURSEMENT PROGRAM | *ONLINE*
MPHA 100
Wed, 6– 9 pm, 2/18
45 hours of classroom instruction and experiential simulated learning

155 hours of self-paced online instruction and assignments
$995, 200 hours, Register
*No additional textbook cost
Prerequisite: PHA090

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

- Insurance programs and eligibility requirements

- Claim processing and adjudication

- Prior authorizations

- CMS audits and contract compliances

HEMODIALYSIS TRAINING | *ONLINE*
HHEM 100
Sat, Sun, 9 am- 12:30 pm, Watch for Spring Dates
60 hours of online, instructor-led classes
$1,580, Register

Prerequisite: A High School Diploma or GED is required.
For information email danderson@citytech.cuny.edu

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

Registration: citytech.cuny.edu/ce/

DENTAL ASSISTING CERTIFICATE | *ONLINE*
HDEN 100
Fri, 6 pm - 9 pm & Sat, Watch for Dates
107 hours, Instructor-led classes, $1,700
Textbook expense additional
Information: danderson@citytech.cuny.edu

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

Admission requirements:

Complete an application for admission.

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

MEDICAL BILLING AND CODING | *ONLINE*
HMBC 100
Sat, Sun, 9 am to 12 pm, 3/2 - 9/1
180 hours, $1,724 Register
For information email danderson@citytech.cuny.edu

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

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

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

The Curriculum includes:

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

PHYSICAL THERAPY AIDE PROGRAM | *ONLINE*
PHT 100
Mon and Wed, 6:00 – 9:00 pm, Watch for Spring Dates
75 hours, $1,220 Watch for Dates
Course tuition does not include the textbook.
Prerequisite: HS Diploma or GED.

For more information please email
danderson@citytech.cuny.edu

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

Coming Spring 2024
Home Health Aide Program

Home Health Aides support for clients who need help with basic daily activities and physical care. If you are a caring individual who enjoys making a difference, this training may be for you.

For information and dates, please contact
danderson@citytech.cuny.edu.

Registration: citytech.cuny.edu/ce/

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EMERGENCY MEDICAL TECHNICIAN *HYBRID*
In Partnership with Rescue Training International (RTI)
Part A: Synchronous online classes
Tues, Thurs, View Course Dates
Select day or evening schedule:
Day: 10 am - 2 pm
Eve: 6 pm - 10 pm

Part B: Asynchronous classes - 80 hours

Part C: In-Person Training at City Tech
Tues, Thurs, 4/4 - 5/18, 6 pm - 10 pm

220 hours, $1299 Register at City Tech

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

RTI Financing Options are available. Learn More

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

CERTIFIED EKG TECHNICIAN | *SELF-PACED*
EKG 100
Self paced, Start anytime
6 months, $1995,
Voucher and course materials Included
View Syllabus and Register
Ed2Go financing options are availble. Learn more

This in-depth course will train you to apply, monitor, and measure electrocardiography tests in a flexible, online learning environment. You will also learn key subjects needed to earn a nationally recognized EKG technician certification, such as measuring basic vital signs, performing rapid response procedures, operating an EKG machine, and identifying rhythms. By course completion, you will be prepared to take and pass the Certified EKG Technician Specialist (CETS) certification exam, offered by American Education Certification Association and the Certified EKG Technician (CET), provided by the National Healthcareer Association.

Choose between two certification paths:

You will have foundational knowledge to sit for AECA's Certified EKG Technician Specialist (CETS) exam to earn a provisional certification that allows you to assist other EKG techs, doctors, nurses, and various healthcare professionals. You will have six months to complete the clinical skills portion of EKG, an externship as an EKG technician, and administering at least 15 live EKGs, to convert to full certification. You will also qualify for the National Healthcareer Association (NHA) full certification, Certified EKG Technician (CET), and may utilize the included Externship Starter Kit to achieve the clinical requirements (10 EKGs on live humans).

VETERINARY ASSISTANT SERIES | *ONLINE*
VAT 100
Section A: Starts 1/18
Section B: Starts 2/15
Section C: Starts 3/15
96 course hours, $345
Course materials included
View Syllabus and Register

Ed2Go financing options are availble. Learn more

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

Registration: citytech.cuny.edu/ce/

REVIT MEP FOR ENGINEERS | *ONLINE*
BIM 105
Thurs, 6 - 9 pm,
36 hours, $725 Watch for Summer Dates
Prerequisite: Knowledge of AutoCad
Includes a 3 year Revit MEP Educational License

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

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

INTRO TO AUTOCAD | *ONLINE*
ACAD 200
Wed, 5:30 - 9 pm, 1/24 - 4/10
42 hours, $695 Register
Prerequisite: Basic computer literacy is required. Knowledge of blueprints or drafting is a plus.Includes an AutoCAD Educational License Available for PC or Mac

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

INTRO TO REVIT | *ONLINE*
BIM 101
Wed, 6 - 9 p.m, 6/12 - 7/24
36 hours, $725, Register
Includes a Revit Educational License

All online users must have a PC computer that can run Revit 2022
See hardware requirements here:

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

Construction Project Management

Find your success at City Tech | City Tech Continuing Education

INTRO TO BLUEPRINT READING
CPMT 101
Sec A: Tue, 6-9 pm, 1/16 - 2/06 | *ONLINE*
Sec B: Wed, 6-9 pm, 2/13 - 3/5| *IN PERSON*
12 hours, $465   Register

Required Textbook (Students must Purchase)
Print Reading For Construction,
7th 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 virtual hands-on class, you
will learn the vocabulary and language of blueprints.

ADVANCED CONSTRUCTION | *IN PERSON*
BLUEPRINT READING
CPMT 102
Wed, 6 - 9 pm, 3/13 - 4/03
12 hours, $465   Register

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

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

BUILDING MATERIALS & METHODS | *ONLINE*
CPMT 103
Tues, 6 - 9 pm, 4/16 - 5/17
12 hours, $465 Register

This course builds introduces sustainable building materials
and energy efficient construction technologies. It covers interior and exterior construction products and the best practices
for their installation on residential and commercial settings.

COST ESTIMATING FOR CONSTRUCTION | *IN PERSON*
CPMT 104
Wed, 6 - 9 pm, 4/17 - 5/8
12 Hours, $465 Register

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

ACE SCHOLARSHIP | *IN PERSON*
CONSTRUCTION PROJECT MANAGEMENT
CPMT108
Wed & Thurs, 6 - 9 pm, 2/7 - 3/28
45 hours, With scholarship, Free Apply
Without scholarship, $775

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

DOB, PERMITS & FILINGS | *ONLINE*
CPMT 106
Tues, 6 pm - 9 pm, 5/15
 3 hours, $95 Register

This intensive 3- hour class teaches you how to navigate
the NYC DOB permitting process. It covers a range of required filing tasks relevant to a construction job.

**EARN A CITY TECH CE MASTER CERTIFICATE
IN CONSTRUCTION PROJECT MANAGEMENT**

**VALIDATE YOUR EXPERIENCE AT CITY TECH CUNY
IN CONVENIENT, INSTRUCTOR   LED EVENING
CLASSES**

Take any three of these:

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

Take one of these:
- ECX 046 Construction Project Management
- ACAD 200 Intro to AutoCAD
- BIM 101 Intro to Revit

Information: dsalomon@citytech.cuny.edu

Registration: citytech.cuny.edu/ce/

SKILLS TRAINING FOR BUILDING SUPERS
IN PERSON
PART A: CERTIFICATE OF COMPETENCY
SUPT 400
Sec B: Tues & Thurs, 6 pm - 9-pm, 2/13- 3/7
For group trainings email dsalomon@citytech.cuny.edu
24 hours, $450 Register

This program prepares individuals to work as residential building supers and/or maintenance workers. Units include plumbing, electrical, tiling, plaster and drywall, and essential communication skills for working with tenants and outside contractors. Students will receive a certificate of completion

SKILLS TRAINING FOR SUPERS, | HYBRID
PART B: BUILDING MECHANICALS
SUPT 401
Tues, Online, & Thurs In person, 6 - 9 pm, 3/19 - 4/11
24 hours, $450 Register

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

ONLINE SKILLS TRAINING FOR SUPERS, ONLINE
PART C: MANAGEMENT AND SUPERVISION
SUPT 402
Tues, Thurs, 6 - 9 pm, 1/24- 2/21
Tues, Thurs, 6 - 9 pm, 5/7 - 6/30
24 hours, $450 Register

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

SCHOLARSHIPS AVAILABLE
BUILDING SCIENCE | IN PERSON
SUPT405
Tues, 2/27 - 4/16
45 hours, $300 Scholarships are availableto cover costs
Apply Now for scholarship

Textbook and all other program materials will be provided to students at no additional costs.

Required Textbook (Provided at no cost)
Residential Energy: Cost Savings And Comfort For Existing Buildings; John Krigger

Required Materials: (Provided at no cost)
Students will require a laptop or tablet with internet access.

Class Schedule
45 hours of lectures and labs + 12 hours of career related workshop

Certifications Gained (If Applicable):
Certificate of Completion, Preparation for Building Performance Institute, Building Science Principles at third party exam center.

Through the lens of 'Building Science,' this course introduces students to energy use and conservation in buildings, providing them with knowledge and skills essential to reducing carbon dioxide emissions and the climate changes they cause. To achieve occupant safety, health and comfort, buildings use energy in a variety of systems including Heating, Ventilation, Cooling and Lighting. In addition to exploring how energy efficiency in these end uses can be improved, students will learn how type, source, and transport of energy also influences carbon dioxide emissions. Intended for newcomers to the building performance industries, the course will emphasize plain-language descriptions of energy using systems and components—their names, functions, and general opportunities for performance improvements.

Fire Safety Certification Prep
Find your success at City Tech | **City Tech Continuing Education**

FIRE GUARD | *ONLINE*
FSXS 005
Sec A: Sun 10 - 2 pm, 2/18
Sec B: Cun, 10 am - 2 pm, 4/21
4 hours, $80, Register

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

FIRE LIFE SAFETY DIRECTOR | *ONLINE*
FSXS 104
Sec A: Wed, Thurs, 6 - 9:10 pm, 1/31 -2/29
Sec B: Wed, Thurs, 6 - 9:10 pm, 3/27 − 4/24
31 Hours, $375 Register

MODULES

1. Fire Emergency - FSD General Topics,
    20 hours

2. Non-Fire Emergencies EAP 7 hours

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

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

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

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

This 4 hour preparation course will cover information beyond the regular onsite issues covered in FSD courses. The Complete FDNY Onsite Study Guide will be reviewed with special emphasis on mandatory and important items that, if not stated during the test, result in automatic failures, for candidates and the possible revocation of any existing FSD certification for a different building.

FIRE SAFETY DIRECTOR | *ONLINE*
ONSITE PREPARATORY
FSXS 008
Sun, 10 am -2 pm, 1/28
4 hours, $80, Register

This 4-hour preparation course will cover information beyond the regular onsite issues covered in FSD courses. The Complete FDNY Onsite Study Guide will be reviewed with special emphasis on mandatory and important items that, if not stated during the test, result in automatic failures, for candidates and the possible revocation of any existing FSD certification for a different building.

SPRINKLER AND STANDPIPE | *ONLINE*
PREPARATORY CLASS FOR FDNY
CERTIFICATE OF FITNESS
FSXS 010
Sec B: Sat, 10 am - 2 pm, 1/8 & 1/15
Sec A: Sat, 10 am - 2 pm, 2/5 & 2/12
8 hours, $150, **Register**

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

Registration: citytech.cuny.edu/ce/

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

Watch for these Upcoming Fire Safety Classes
Browse our Website

COORDINATOR OF FIRE SAFETY | *ONLINE* & ALARMS IN HOMELESS SHELTERS
FSX 100
Watch for Dates
A Certificate of Fitness F-80 is now required for FS Coordinatorsworking in shelters as of August 1, 2013. This required course meets the FDNY standards for preparing to take the FDNY's examination for the Certificate of Fitness F-80. This Course will include procedures to prepare for emergencies, operation of fire alarm control panels, sprinklersystems, standpipe systems, and portable fire extinguishers in shelters.

FIRE AND EMERGENCY DRILL | *ONLINE* CONDUCTOR | ONLINE
FSX 004
Watch for Dates
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

Advance Your Career

Register for a certificate course at the Continuing Studies Center to give your career the boost it needs.
https://www.citytech.cuny.edu/ce/

Whether you are starting, advancing, or changing your career, City Tech Continuing Studies Center offers a wide array of courses to help you achieve your goals. Convenient evening and weekend hours and experienced instructors make City Tech a great place for professional development.

Get Started on a Degree

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

https://www.citytech.cuny.edu/ce/

Electrical, Plumbing, and HVAC skills are always in demand. Start or continue your path to a secure career. For information about our Building Trades class dates please email ssmart@citytech.cuny.edu.

FUNDAMENTALS OF ELECTRICITY I | *ONLINE*
ECXH 101
Sat, 9 am - 12 pm, 1/21 - 3/25
30 hours, $400 Register (20% Reduced Price)
Students should have an inexpensive multi-meter for practice.

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

FUNDAMENTALS OF ELECTRICITY II | *HYBRID*
ECXH 102
Sat, 9 am - 12 pm, 1/06 - 3/9
30 hours, $420, Register
Prerequisite: EMX 090 or equivalent.

Students should have an inexpensive multi-meter for practice. In person dates to be announced.

A continuation of Part 1, this course introduces Alternating Current and Semiconductors in AC circuitry.

Topics include:

- AC Theory
- Series & Parallel Circuits
- Diodes
- Capacitors
- Inductors
- Transformers
- AC to DC Conversion
- Intercom Systems Discussion
- Applications.
-
- At the end of the course, students will know how to:
-
- Design & Troubleshoot Power Supply Units (PSU)
- Read Electrical Blueprints
- Service Panel Installation
- Electric Meters
- Install 250-Volt Receptacles

FUNDAMENTALS OF HVAC | *IN PERSON* ELECTRICAL CONTROLS
ECXH 222
Sat, 6 - 9 am - 2 pm 3/4, - 5/13, No class on 4/8
50 hours, $875
For more information email ssmart@citytech.cuny.edu

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

BASIC PLUMBING REPAIRS | *IN PERSON* IN HOUSING
ECX 162
Sat, 10 am - 5 pm, Watch for Dates
90 hours, $1350

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

This course is for building superintendents and maintenance personnel in multi-unit housing structures. Participants are taught how to perform routine maintenance tasks commonly expected of in-house staff.

The course demonstrates assessment, repair, and how to communicate repair requests to management and plumbing contractors. Demonstrations include installation, maintenance, and basic repair of plumbing fixtures, proper use and care of tools, an introduction to NYC plumbing code, installation planning, water supply & drainage, water treatment, and sump pumps.

Update your skills for the all-electric building as New York City adopts Local Law 154

- Installation
- Operating & Troubleshooting Techniques for Commercial Refrigeration and Air Conditioning Systems

NEW! Heat Pump topics to include:

- Heat Pump Systems
- Heat-Load Calculations Sizing
- Heat Pump Installation
- Calculation for Additional Refrigerant Charge
- Heat Pump Checkout & System Startup.

A certificate is issued for successful program completion. 80% attendance is required.

REFRIGERATION MECHANICS WITH HEAT PUMP SYSTEMS | *IN PERSON*
ECXR 100
150 hours, $2580
For information email ssmart@citytech.cuny.edu

NEW! *This class will receive an additional 30 hours of Heat Pump training*

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

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

Topics include:

- Soldering
- Brazing
- Tube & Pipe Joining & Bending
- Gauge Installation
- Refrigerant Charging
- System Evacuation & Dehydration
- Analysis of Refrigeration Cycle Compression

Electrical issues covered include:

- Schematic Wiring Diagrams
- Electrical / Mechanical Controls
- Refrigeration Systems Analysis
- Operating Sequences

REFRIGERATING SYSTEM | *IN PERSON* OPERATING ENGINEER II
ECXR 104
Tues & Thurs 6 - 9:30 pm, Watch for Spring Dates
100 hours, $1200 Register

Required Prerequisite: ECX 121
Note: in order to qualify for the 200-hour certificate, both ECX 121 & ECX 122 must be taken at NYC College of Technology.

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

**Electrify your HVAC Business
HEAT PUMP SYSTEMS
Coming this Spring
Watch Dates and Registration Information**

https://www.citytech.cuny.edu/ce/

LOCKSMITH | *IN PERSON*

LOCX 100
Mon & Fri, 6 - 9 pm, 3/22 – 6/7
70 hours, $900 Register
Textbook and small tools are an additional expense.

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

ELECTRONIC SECURITY SYSTEMS | *IN PERSON*
INSTALLER PROGRAM

SOXE 095
Watch for Spring Dates
70 Hours, $1150, Register

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

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

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

This is not the NY State Pre-requisite "81-hour" course of the Fire & Burglar Alarm test and License.
This program is endorsed by the Metropolitan Burglar & Fire alarm Association (MBFAA).

BASIC ELECTRIC ARC WELDING | *IN PERSON*

WLDX 520
Mon & Fri, 6pm - 10pm 3/18 - 6/3, (no class 3/29, 5/24, 5/27)
84 hours, $2,400 Register
NYC College of Technology 186 Jay St
Limited Class Size, NY State Safety protocols will be in place

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

ADVANCED ELECTRIC ARC WELDING | *IN PERSON*

WLDX 620
Mon, & Fri, 6 - 9:30 pm, 1/22 – 3/8 (no class on 2/1, 2/19)
42 hours, $1200
Please Note: Admission to this class requires an interview. To make an appointment, email Selwyn Smart at **ssmart@citytech.cuny.edu,** 718 552 1174.

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

Registration: citytech.cuny.edu/ce/

METAL INERT GAS (MIG) WELDING | *IN PERSON*
WLDX 640
Sun, 4 - 7 pm, 2/11 - 3/24
21 hours, $630, Register

MIG welding is an arc welding process in which a continuous solid wire electrode is fed through a welding gun and into the weld pool, joining the two base materials together. A shielding gas is also sent through the welding gun and protects the weld pool from contamination.

MIG welding is used to make most types of fabrication and maintenance/repair welds on material from 24-gauge up to 1/2-inch thick.

TUNGSTEN INERT GAS (TIG) WELDING | *IN PERSON*
WLDX 630
Sun, 9am - 2 pm, 3/17 - 6/23 (no class 5/26)
70 hours, $2100, Register

Gas Tungsten Arc Welding or Tungsten Inert Gas (TIG) Welding, is a manual welding process that uses a non-consumable electrode made of tungsten, an inert or inert gas mixture and a separate filler material. The course provides group instructions in the types of current, GTAW welding equipment, shielding gases, AWS classification for the types of tungsten used in the industry. Includes weldments on ferrous and non-ferrous metals. Stringer beads in fillet weld and groove weld. This welding process is for those seeking a new career in GTAW.

Hands-On Home Repair
Do it Yourself and Save Money!

Weds, 6-9 pm
HHTF 078
$115 for each workshop

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

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

HOMEOWNER'S BASIC TOOL KIT
Sec A: Wed, 6- 9 pm, 2/7, Register
Cut a board, level a shelf; install an anchor bolt in a hollow wall. We'll show you the must-have home repair tools and teach you to use them on your own projects.

HOMEOWNER'S GUIDE TO BASIC ELECTRICAL REPAIRS
Sec C: Wed, 6 - 9 pm, 2/21, Register
Replace a fuse, change an outlet, install a fixture, test for power and splice a wire.

HOMEOWNER'S GUIDE TO BASIC PLUMBING
Sec B: Wed, 6 - 9 pm, 2/28, Register
How to fix a toilet, install a faucet, stop a drip, or unclog a drain. Save on costly repairs that you can do yourself.

PLASTER AND SHEETROCK REPAIR
Sec D: Wed, 6- 9 pm, 3/6, Register
Repair a crack, patch plaster, or fill a deep hole. With a few basic skills, you can do it yourself.

INSTALLING CERAMIC TILE
Sec E: Wed, 6 - 9 pm, 3/13 Register
Create a level base, select floor tile, lay out a pattern and install like a pro.

CUTTING CORNERS (TRIM MOULDING)
Sec F: Wed, 6 - 9 pm ,3/20 Watch for Dates
Install seamless trim yourseld with a with a miter box, coping saw, compund miter saw.

https://www.citytech.cuny.edu/ce/

NABCEP PV ASSOCIATE DESIGN | *HYBRID* AND INSTALLATION INCLUDES PV ASSOCIATE EXAM
SPVI 200
2/26 - 3/18 (Schedule Below)
72 hours, $1,450 Register

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

Includes NABCEP PV Associate Exam (Self-schedule)

A passing score on the PV Associate exam and the City Tech Certificate of Completion will count for 18 hours towards the PV Installation Professional exam.

Schedule

Mon -Thurs, 6 - 9 pm, 2/26 - 3/18, Online instructor-led (39 hours)

Self-paced from online portal (15 hours)

Sat, 10 am - 5 pm, 3/9 & 3/16, hands-on at City Tech Solar Lab at the Brooklyn Navy Yard (12 hours)

Site Visit: Location to be Announced (6 hours)

Get started in Solar. The NABCEP PV Associate 70-hour class is designed for individuals who want to demonstrate a knowledge of the principles of design, installation and operation of Solar PV systems. This lecture/lab course follows the NABCEP PV Associate Job Task Analysis and provides hands-on training at our Brooklyn Navy Yard solar + storage training lab.

The NABCEP PV Associate exam voucher is included in this class. For details about the NABCEP Entry Level program visit: NABCEP.org.

ONLINE NABCEP ADVANCED PV | *HYBRID* INSTALLATION PROFESSIONAL EXAM PREP
SPVI 206
40 hours, $1200, Register

Tues, 6 - 9 pm,   Online, instructor-led (12 hours)
Self-paced from online portal (16 hours)
Sat, 10 am -3:30 pm, hands-on at City Tech Solar Lab at the Brooklyn Navy Yard
40 hours towards the PV Installation Professional Exam

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

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

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

Registration: citytech.cuny.edu/ce/

New for 2024 - NABCEP ESIP Training
Get 58 hours of educational credits towards the NABCEP ESIP exam at City Tech

INTRO TO ENERGY STORAGE FOR SOLAR PROFESSIONALS | *HYBRID*

SPIV 407
Mon-Thurs, 6-9 pm, (Schedule Below)

Sat, 10 am - 4 pm, hands-on at City Tech Energy Storage Lab at the Brooklyn Navy Yard
18 hours, $595 Watch for Dates
View eligible NABCEP credits here

Begin your ESIP educational credits at City Tech.
This introductory course is designed for solar installers, electricians, and renewable energy developers.who plan to incorporate storage into their projects. Topics include BESS safety, electrical calculations, battery chemistries, battery performance, and imagery databases such as google earth and helioscope.

ESIP JTA topics include

- Overview of BESS technologies and applications

- Identifying and managing customer expectations

- Quantifying financial and energy performance

- Assessing the project site

ADVANCED ENERGY STORAGE DESIGN AND INSTALLATION BOOTCAMP | *HYBRID*

SUST403 Watch for Spring Dates
Mon - Thurs, 6 - 9 pm, (18 hours)
Self-paced from online portal: (16 hours)
Sat, 10 am - 4 pm, hands-on at City Tech Energy Storage Lab at the Brooklyn Navy Yard (6 hours)
58 hours, $1600
58 educational credits towards the NABCEP ESIP exam.

Completed your ESIP educational requirements at City Tech.
This advanced course is a comprehensive training for solar PV installers, electricians, contractors and related professionals who work with or plan to incorporate BESS into their renewable energy development and installation services. The course looks at the past, present and future of energy storage with a focus on state and local safety requirements, Fire Department (FDNY) National Electric Code (NEC), and Department of Building codes.

On- site labs at the City Tech Brooklyn Navy Yard provide field experience in system sizing, methods of interconnection, wire sizing, conditioned air temperature, fire detection and prevention. Participants will complete a case study project plan that aligns with the NABCEP ESIP **JTA content domains**:

- Development

- Design

- Installation

- Commissioning

- Operations, Maintenance & Decommissioning

NABCEP ESIP Exam Requirements

Completion of a minimum of OSHA 30 Outreach Training Program for the Construction Industry
At City Tech
Contact: shanardo.sharpe83@citytech.cuny.ed

Completion of 58 hours of advanced energy storage training

Proof of decision making role in projects iinvolving energy storage

Completion of project within the last 2 calendar years equaling 6 project credits.

Completion of project within the last 2 calendar years equaling 6 project credits.

Project Credits are as follows:

System size of 1 to 80kWh = 1 Project Credits
System size of 81 to 999kWh = 2 Project Credits
System size of 1MWh and up = 3 Project Credits

Registration: citytech.cuny.edu/ce/

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In December 2021, the New York City Council passed legislation to phase fossil fuels out of new construction starting in 2024. Is your business ready to work?

HEAT PUMP DESIGN AND INSTALLATION
ECXR105
Watch for Spring Dates and Price
60 hours, Watch for Dates

This class is designed to be an add-on to or complement the 150-hour Refrigeration Mechanics course (ECXR100) offered at City Tech prior to Fall 2022.

Air conditioners are heat exchange devices. They convert warm air from inside space to chilled air they send back. Heat pumps work the opposite way. They turn cold air outside the house into warm air they pump into it. Train at City Tech to become a Heat Pump Service Technician.
60 Hours of Classroom and Hands-on Training. Each topic is slated for 5 hours of training and include:

- Introduction to Building Science
- Mechanical Components
- Heat Pump Systems and Types
- Sizing
- Balance point
- Controls
- Installation
- Check Out and Startup
- Reversing Valve and Troubleshooting
- Calculating Extra Refrigerant Charge
- Supplemental Heating Systems
- Charging Methods for Heat Pump

BRIDGES TO OFFSHORE WIND
FREE COMMUNITY SEMINAR
SUST110
Wed, 5 - 6 - 8 pm, 5/22
2 hours, Join the List

Offshore Wind Farms are coming to New York State. What skills do you need to be a part of this new industry? At this free seminar you will:

- Develop a basic understanding of the offshore wind (OSW) industry, including an overview of wind as an energy resource, how OSW farms work, and OSW projects, timelines and key participating stakeholders.

- Learn about OSW occupations in New York State and across the nation, with a focus on occupations that will be in high demand in the northeast region through 2050.

- Learn which of your existing skills are needed in Offshore Wind- from welding to project management to manfacturing to forklift drivers. Where do you fit in?

- Learn about educational pathways to occupations in OSW at CUNY, with a focus on pathways at Kingsborough Community College, LaGuardia Community College and New York City College of Technology.

- Learn about available resources at CUNY to support them as they pursue an academic or certificate-based career pathway.

Registration: citytech.cuny.edu/ce/

City Tech Adult Education Programs

CUNY Language Immersion Program (CLIP)

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

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

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

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

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

Free HSE and ESOL Programs

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

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

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

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

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

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

For information please contact:

(text only) 201-632-3831
(email) nycctalc3@gmail.com

To register: https://bit.ly/nycctec

Registration: citytech.cuny.edu/ce/

MAKING CONNECTIONS

City Tech's <u>**Business and Industry Workforce Training Center**</u> offers immersive industry-specific courses that are financially beneficial to employers and job seekers. The training provides wrap-around services that include training assessment, counseling, career development and job placement assistance. At this time, BIWTC programs are taking place in a hybrid format. For information, please email Shermira Busby, <u>sbusby@citytech.cuny.edu.</u>
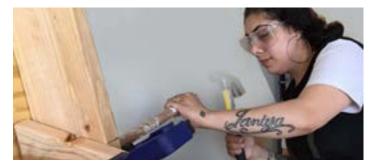
City Tech BIWTC staff focuses on individual strengths to enhance motivation and improve performance. Activities are conducted through individual and team-based assignments, in-class exercises, and one-on-one meetings with workforce professionals.

What We Do

Skills Training - for job readiness

Job Placement - in settings with room to grow

Follow Up - to insure job retention

Construction Training Programs

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

Green Maintenance for Buildings

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

Direct Care Professional for English Language Learners

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

Registration: citytech.cuny.edu/ce/

Register Online: citytechce.org

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

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

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

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

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

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

❗ Class Meetings and Attendance Policies

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

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

❗ Refund Policy and Guidelines

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

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

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

- **No refunds are given after the second class meets.**

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

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

To initiate a refund request:
Email refund requests to Selwyn Smart. Include your full name and contact information in the withdrawal request. ssmart@citytech.cuny.edu

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

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

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

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

LETTERS OF ATTENDANCE
To obtain a letter confirming attendance or to request a replacement certificate, email Selwyn Smart, ssmart@citytech.cuny.edu
Note: There is a $10 fee for this service.

ISSUES & CONCERNS
We continue to improve communication with our students. Concerns about our programs can be directed to Selwyn Smart, ssmart@citytech.cuny.edu.

VIRTUAL CLASSROOM POLICIES
Before entering your virtual classroom:

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

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

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

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

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

Brooklyn: (718) 246-5219
Queens: (718) 557-6755
Lower Manhattan: (212) 618-8871
Upper Manhattan: (917) 493-7000
Bronx: (718) 960-7099
Staten Island: (718) 285-8388

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

Patricia Cody, Esq. has been designated at New York City College of Technology to handle inquiries and complaints relating to CUNY's Policy on Equal Opportunity and Non-Discrimination and Policy on Sexual Misconduct and to ensure compliance with CUNY's procedures for implementing Reasonable Accommodations and Academic Adjustments. Her office is located in Namm 322. If you wish to contact Ms. Cody please email: pcody@citytech.cuny.edu.

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

Read about in- person class vaccination requirements here.

An internet connected- device with a microphone is needed for all **online classes**. Register online.**www. citytechce.org**

Learn about our many program offerings and training opportunities at: **www.citytech.cuny.edu/continuinged/**

To reach a department director, please use the appropriate email on **page 35**. For questions and concerns, please email Selwyn Smart, **ssmart@citytech.cuny.edu.**

To suggest a course that we are not yet offering, please email Dean Carol Sonnenblick, **csonnenblick@citytech.cuny.edu.**

Continuing Studies Center

Contact Us | 718 552 1170

Call the Office
Tuesday - Thursday, from 9 am to 5 pm.
A member of our staff is available to answer questions about courses you are interested in and can take your registration by phone. **718 552 1170.**

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

General Inquiries

Edna Casal, Assistant To The Dean
ecasal@citytech.cuny.edu

Selwyn Smart, Interim Director,
City Tech Continuing Studies Center
ssmart@citytech.cuny.edu

Teddy Cruz, Receptionist,
Division of Continuing Education
tcruz@citytech.cuny.edu

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

Barbara Smith, Registration
bsmith@citytech.cuny.edu

Shaquanna Thompson, Certificates
sthompson@citytech.cuny.edu

Contact a program director

Selwyn Smart, Building Trades and Professional Programs
ssmart@citytech.cuny.edu

Dania Anderson, Healthcare Programs
danderson@citytech.cuny.edu

Debra Salomon, Technology, Renewables, AutoDesk
dsalomon@citytech.cuny.edu

Shermira Busby, Business & Industry Workforce Training Programs
sbusby@citytech.cuny.edu

Giovanna Perciballi, Adult Literacy- HSE, ESOL
GPerciballi@citytech.cuny.edu

Gilberto Gerena, CUNY Language Immersion Program
ggerena@citytech.cuny.edu

Anthony Ruvio
Academy For Occupational Health and Construction Safety
aruvio@citytech.cuny.edu

https://www.citytech.cuny.edu/ce/

Tech Certificates

Are your skills ready for the new tech economy?

CompTIA A+ Certification *ONLINE*

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

Learn More and Apply

CompTIA Net+ Certification Prep *ONLINE*

CompTIA Network+ certification validates the essential knowledge and skills needed to design, configure, manage, and troubleshoot wired and wireless networks

Learn More and Register

CompTIA Security+ *ONLINE*

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

Learn More and Register

Python Programming for Data Analytics *ONLINE*

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

Learn More and Register

BICSI CABLE INSTALLATION *IN PERSON*

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

Registration: citytech.cuny.edu/ce/

Directions and Map

City Tech Continuing Education | Find your success at City Tech

The Continuing Studies Center is located at 25 Chapel Street, Howard Building, 4th Floor Brooklyn NY 11201.
Check the location of your classroom when you register and use the information and map below for directions.
Click here for detailed train directions: https://www.citytech.cuny.edu/about-us/directions.aspx#

2 3 4 5 A C F R

By car:

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

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

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

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

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

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

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.
N Namm Hall — 300 Jay St.
P Pearl St. Building — 295 Adams St.
V Voorhees Hall — 186 Jay St.

**HOWARD BUILDING
25 Chapel Street
718 552 1170**

https://www.citytech.cuny.edu/ce/