SUMMER 2021
City Tech
Continuing Studies Center

Grow Your Career
citytechce.org

Reach Your Career Goals

City Tech Continuing Studies Center

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During this challenging period, the Division of Continuing Education is committed to creating pathways to higher education, job training, and professional development programs. By bringing online training to our diverse population of learners, we help meet the economic and workforce development needs of the evolving New York City workplace as we promote and encourage lifelong learning.

- Dean Carol Sonnenblick

THINGS TO KNOW
We only accept registrations and payments online at this time. Sign up and register at citytechce.org.

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

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

REGISTRATION AND WITHDRAWAL
Before registering, please *read and agree* to our
registration policies on page 27 and online.

WHAT TO EXPECT IN AN ONLINE COURSE
Online learning is not so different from a physical classroom. A computer, tablet or smart phone with a good wifi connection is required to participate in an online class. Courses will be conducted using ZOOM video conferencing and other platforms. Instructions for entering your virtual classroom will be sent to you by email.

REGISTER ONLINE: citytechce.org
We accept Master Card, Visa, or Discover cards. At this time we are unable to accept checks or money orders for individual registrations.

GROUP RESERVATIONS AND TRAININGS

To register a group of students, or to request a group training for your organization, please contact Selwyn Smart ssmart@citytech.cuny.edu

Student Success Stories

Change Your Future at City Tech CSC

At City Tech CSC, our students come from many backgrounds, but are united in the wish to work hard and improve their lives. From healthcare to technology to green building, to architecture and renewable energy, our mission is your success.

Meet our students and Read their Success Stories.

Then, take a class at City Tech CSC and write your own story.

"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.

- Name, Pharmacy Technician Student

"The Autocad class has proven to be very useful in a surprising way. The plans for these full-size shipping container graphics were sent from Milan as .DWG files. No one at my job knows how to use AutoCAD. Except, of course, for me. Again, thank you for helping me acquire the necessary skills to succeed.

– **Ed Grant**, *AutoCad Student*

"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 Rivera**, *Green Building Maintenance Student*

Registration: www.citytechce.org

New Courses - Summer 2021

New-Self Paced Courses with 24/7 Mentors

This Summer, City Tech CSC announces a partnership with CCI, a leader in self-paced and instructor-led hybrid training.

Extensive Learner Support

Learners have unlimited access to technical and program support through a network of student mentors and instructor resources. Tuition includes 24/7 technical support, textbooks, eBooks, workbooks, handouts, and other materials associated with your selected program.

Online Learning with Educational Support

All hard copy materials will be shipped to you at your address and access to all electronic content accompanies your eLearning program access. CCI's learner support team will assist students who are pursuing certifications to register, prepare, and take their certification exams. Plan your fall career move this summer with self-paced, mentored learning.

Online Course Offerings

Project Management Professional (PMP)
Provides a comprehensive preparation for those sitting for the Project Management Institute Exam.

Certificate Prep: Project Management Institute (PMI)® Project Management Professional (PMP)®
Details and Registration

Bookkeeping w/ QuickBooks
This program takes students through baseline accounting principles, bookkeeping and overall record keeping using Quickbooks for small business accounting.

Certificate Prep: (NWCA) Accounting Professional (ACCT-P) and Intuit QuickBooks Certified User®
Details and Registration

Amazon Web Services (AWS) Certified Solutions Architect - Associate
This comprehensive program starts with foundational instruction on Amazon Web Services with coverage on cloud computing and available AWS services.

Certificate Prep: Amazon Web Services (AWS) Certified Solutions Architect – Associate
Details and Registration

Amazon Web Services (AWS) Certified
Foundational instruction on Amazon Web Services, cloud computing and available AWS services, as well as a guided hands-on look at services such as EC2 (Elastic Compute Cloud), S3 (Simple Storage Service), and more.

Certificate Prep: Amazon Certified Cloud Practitioner
Details and Registration

Marketing Professional
Learn Digital Marketing skills, including how to develop a holistic digital marketing strategy, incorporating customer insights, social media marketing, search, content management and email marketing.

Certificate Prep:
Details and Registration

Get career-enhancing industry certifications on your schedule

ONLINE TEACHING ASSISTANT CHILD CARE CERTIFICATE PROGRAM
TAP 100
Tues, Thurs, 6 pm - 9 pm, & Sat, 10 am - 2 pm, 6/22 - 9/11 (No Class 7/3 & 9/2)
100 hours, $852 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). During the course of the program, 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
TAP 091
Wed, Thurs 5 - 8 pm, **Watch for Fall Classes**
6 hours, $65

The Assessment of Teaching Assistant Skills (ATAS) is now part of the New York State Teacher Certification Examinations (NYSTCE).The purpose of this test is to ensure that certified teaching assistants/paraprofessionals have the knowledge and skills that are important for the job of a teaching assistant in New York State's public schools. The ATAS is a 100 question computer-based test lasting 3 hours at designated sites by appointment only. When you register, you must abide by all testing rules and policies. If you need an alternative testing arrangement, check the NYS Teacher Certification Exam Website.

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 of the test.

CHILD ABUSE IDENTIFICATION AND REPORTING SEMINAR
HSX 090
Sec D: Wed, 5 - 7:30 pm, 6/9
2.5 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
DASA 100
Sec D: Wed, Thurs, 5 - 8 pm, 6/2 & 6/3
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
HSX 091
Sec D: Thurs, 5- 7:30 pm, 6/9
2.5 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.

Further Information

If you have additional questions about School Professional Certifications please email: Selwyn Smart, **ssmart@citytech.cuny.edu**

Registration: www.citytechce.org

Congratulations High School Grads!
What's on your Career Horizon?

You are graduating high school and are considering your future.

Excellent career pathways are available for those seeking employment directly after graduation. Individuals may work in community agencies, solve technical problems, construct or maintain buildings, or install renewable energy.

If you are a high **school guidance counselor** or **student**, please contact **Dania Anderson,** high school coordinator, to discuss in-demand careers. danderson@citytech.cuny.edu

Pharmacy Technician + Healthcare

Get Certifications and Get to Work

Healthcare Browse Course Options
Flexible jobs with room to grow.

Medical Billing and Coding
Pharmacy Technician Billing and Reimbursement
Hemodialysis Training
Physical Therapy Aide

Technology Browse Course Options
The demand for skilled IT staff continues to expand.

CompTIA A +
CompTIA Net +
CompTIA Security+
Amazon Web Services (AWS)

Information Technology + Full Stack

Renewable Energy Browse Course Options
Join the clean tech revolution with NABCEP certification

NABCEP PV Associate with certification exam
NABCEP Advanced PV Installation
Professional Exam Prep

Solar PV and Renewable Energy

Registration: www.citytechce.org

QUICK BOOKS FOR BUSINESS ACCOUNTING
SELF PACED LEARNING 24/7 MENTORED SUPPORT
BSX 511
INCLUDES COURSE MATERIALS AND TEXTBOOK
LEVEL: ENTRY LEVEL, **FORMAT:** ONLINE
CERTIFICATE PREP: (NWCA) Accounting Professional (ACCT-P) and Intuit QuickBooks Certified User®
4-6 MONTHS, $1699 **Details and Registration**

Bookkeepers that have a full understanding QuickBooks, one of the most widely-used accounting application for small businesses, have a significant role to play in any business. The demand for professionals with bookkeeping skills is estimated to grow 14% through 2020. Combined with QuickBooks skills, individuals who have all of these skills will be in high demand for years to come.

What you will learn

- Examine concepts related to managerial accounting

- Examine how managers use financial information to guide important decisions

- Apply concepts related to managerial accounting

- Prepare and analyze various types of budgets

- Differentiate international financial reporting standards from generally accepted accounting principles

- Demonstrate navigation of the QuickBooks® interface

- Create company data files using QuickBooks®

- Create lists in QuickBooks®

- Analyze accounting transactions

- Explain how to prepare company financial reports

- Process payroll transactions

- Analyze cash accounts

PMP Certification Prep

PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION PREP
SELF PACED LEARNING 24/7 MENTORED SUPPORT
BSX 512
INCLUDES COURSE MATERIALS AND TEXTBOOK
LEVEL: INTERMEDIATE

Certificate Prep: Project Management Professional (PMP)®
4-6 MONTHS, $1699, Details and Registration

This program builds successful project managers at all levels of an organization. It provides a 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.

Registration: www.citytechce.org

Free Community Program

NYS NOTARY PUBLIC EXAM PREPARATION

BSX 090
Thurs, 6:00 - 8:00 pm, 7/8
2 hours, $20

A free, 2-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.

New to instructor- led online classes?
Here's is what to expect.

Once you register you will receive an email confirming your placement in the class. In order to access our classes, you will need to have internet access, your own free Zoom account, which you can set up and register at zoom.us. and a space at home that will allow you to participate with few distractions.

We will reach out to you again in the week prior to the course to provide you with your Zoom link and password, along with any instructional course documents required for the first day of the class. On the first day of class, please log in a few minutes early to enable your video and audio settings. Then, get ready to meet your instructor and classmates in your zoom classroom.

Questions? Please contact us.

Selwyn Smart, ssmart@citytech.cuny.edu

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**

Professional Services Include:

- One-on-one counseling
- Comprehensive Business Plan assessment and development
- Loan packaging
- SBA 7(a) and 504 Loans
- Financial Statement Analysis
- Practical Cash Flow and Profit and Loss projections
- Entrepreneurial workshops

Registration: www.citytechce.org

AMAZON WEB SERVICES (AWS) CERTIFIED CLOUD PRACTITIONER

SELF-PACED LEARNING, 24/7 MENTORED SUPPORT
AWS 101
INCLUDES COURSE MATERIALS AND TEXTBOOK
Level: Intermediate **Format:** Online
Certification Prep: AWS CERTIFIED CLOUD PRACTITIONER
4-6 months, $1699 **Details and Registration**

Cloud services are taking the business world by storm. 83% of business assignments are also expected to be in the cloud by the end of 2020. Expertise in designing, deploying, and managing cloud-based applications is in high demand. Individuals with AWS certification can expect to earn salaries in the six-figure range. This self-paced on-line course includes all text books, study guides, a learning portal and 24/7 mentored technical assistance.

Key topics

- Security and networking methods in AWS
- Cloud computing in AWS
- Understand storage
- Cloud databases and employing analytics
- AWS developer and management tools
- AWS mobile and application services
- Understanding of high availability & fault tolerance
- Comprehend fundamentals of Cloud computing
- AWS customized business solutions
- Fundamentals of AWS global infrastructure

Prepare for the AWS Certified Cloud Practitioner exam-
Includes practice questions, study materilas and exam registration assistance.

AMAZON WEB SERVICES (AWS) CERTIFIED SOLUTIONS ARCHITECT - ASSOCIATE

SELF-PACED LEARNING, 24/7 MENTORED SUPPORT
AWS102
INCLUDES COURSE MATERIALS AND TEXTBOOK
Level: Entry Level, Format: **Online**
Certification Prep:
4-6 months, $1699 **Details and Registration**

An AWS Solutions Architect Associate works directly with with customers, creating solutions to meet their specific business goals. As the AWS Solution Architect Asociate you will suggest best practices, estimate costs and identify cost control mechanisms, as well as select the appropriate AWS service based on business type, number of employ-ees, database complexity, and security requirements.

This course is designed to simulate a broad range of customer needs and technical solutions and will prepare you to pass the Amazon Web Services (AWS) Certified Solutions Architect Associate exam. The self-paced online course includes all text books, study guides, a learning portal and 24/7 mentored technical assistance.

Key Topics

- Computer performance the use of instance type or leveraging containers to help improve application performance
- Database solutions for both relational and non-relational data
- DynamoDB and other data models affect on performance
- Kinesis, lambda, elastic container service and API gateway
- Event-driven and serverless infrastructures used to improve the performance of our applications

Jobs Outlook:
Demand for AWS talent outpaces supply.

Technologists with cloud skills are in demand.

Read all about it!

Registration: www.citytechce.org

In an increasingly online world, technology and design skills are career essentials

FULL STACK WEB DEVELOPMENT
16-WEEK INTENSIVE
CRS 200
Mon, Wed, Thurs, 6 - 9 pm, 6/21 - 9/2, No class 7/4/21
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

INTRO TO PYTHON
CRS 209
Tues 6 - 9:00 pm, 7/6-7/27
12 Hours, $ 425, **Register**

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

INTRO TO DATA ANALYSIS WITH TABLEAU
BSX 303
Tues, 6-9 pm, 8/10- 8/31
12 hours, $425, Register

This workshop provides an introduction to visual data analysis using Tableau software. Learn to connect, interpret, and analyze data and discover patterns. You will explore sample data sets and then create a Tableau Dashboard showcasing the insights they have discovered.

Tableau is designed to help people see and understand data and offers a powerful yet intuitive and easy to use method of visually exploring & analyzing data for more effective decision making and strategizing.

Course Topics
- The value of visual data in decision making'
- Tableau dashboard
- Database concepts and vocabulary
- Graphic representation of data

Online Workshop
Old Buildings + Clean Technology
Urban Energy Webinar Series
Wed, 7/14, 7-9 pm, Online webinar

ESS 303
2 hours, $40 **Register**

New York City has an old building stock and ambitious carbon reduction goals. Making the transition from the 19th century to the 21st is often easier said than done. In this seminar, we hear from the facility managers, engineers and clean tech contracors who are making it work.

Power Management: Managing Energy-Smart Buildings

As building mechanicals and energy sources get more complex, power management systems help ensure the safe, reliable, efficient, and compliant operation of your electrical distribution systems. This section is designed for operations staff who are unfamiliar with the language and skills needed to manage power.

New Rules for Roofs: Local Law 92/94

Local Law 92 require solar panels or green roofs on all new construction as well as buildings undertaking major roof renovations. Meet Mike DiMarino, owner of Lynda Tool and Die in Red Hook Brooklyn. He's turned this family- owned manufacturing business, into an energy-efficient hub- with a green roof, solar PV, battery storage, heat pumps, and repurposed HVAC condensate water. A passion for efficiency drives Mike, but he has shaved his utility bills in the process.

Battery Storage: Marrying Old Buildings and New Tech

When Norma Byron of Ashlawn Energy won a bid to install a Flow Battery system on a Park Slope apartment block, she learned that the devil is in the details. Street traffic that make staging difficult, 1940's electrical that needed upgrades, and the difficulty of finding knowledgeable staff are bumps along the road for Norma, who solves problems as they arise.

Free Online Workshop
At Work, In the Cloud
Intro to Microsoft Office 365
Thurs, 7/21, 7-9 pm

DPX 305
3 hours, $50, Free

With many organizations moving to the cloud, Microsoft 365 has become a popular productivity suite for businesses of all sizes. Microsoft apps such as Word, Excel, PowerPoint, Outlook and Exchange as well as collaboration tools for allowing for group chats, and online meetings are connected and secure.

We offer a range of entry-level and associate-level certification prep courses that can help validate your skills in the programs used to operate a business. Join us for an overview of the Microsoft Suite and return this Fall for an in depth class.

Watch for Fall Dates
Microsoft 365 Certification Prep Courses

- **Microsoft Office:** Documents and brochures
- **Microsoft Powerpoint:** Slide presentations
- **Microsoft Excel:** Spreadsheet software
- **Microsoft Sharepoint:** Document Management

Registration: www.citytechce.org

New! EARN A 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

Verify completion to receive Master Cerificate
dsalomon@citytech.cuny.edu

INTRO TO BLUEPRINT READING
ECX 041
Sec A: Tues, 6 - 9 pm, 6/7-6/28
12 hours, $435 **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 BLUEPRINT READING
ECX 043
Sec A: Mon & Wed, 6 - 9 pm, 6/21-6/30
12 hours, $435 **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.

CONSTRUCTION CONTRACTS 101
ECX 301
Sec B: SU 21, Tues, 6- 9 pm, 7/7
3 hours, $95 **Register**

A contract is a clear, comprehensive, measurable document that spells out what the owner and contractor should each expect. This 3-hour workshop covers the types of contracts that are architecture and construction companies.

DOB, PERMITS & FILINGS
ECX 302
Sec B: SU 21, Tues, 6 pm - 9 pm, 7/6
 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.

ACADEMY FOR OCCUPATIONAL HEALTH AND CONSTRUCTION SAFETY

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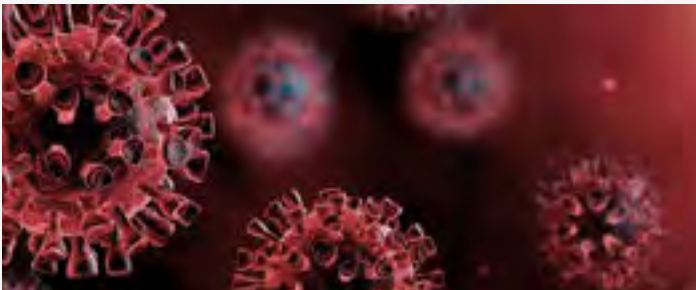
Hands-on training is paused during Covid, however several classes are available in a live, instructor led format. Safety-compliance training is mandated by the Occupational Safety & Health Administration (OSHA), the New York City Department of Buildings or various other authorities before working with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

Have Questions? Interested in group training?
Visit our website or email Anthony Ruvio,
aruvio@citytech.cuny.edu

FOUR- HOUR COVID-19 DISINFECTION WORKER
CERTIFICATION DURING EPIDEMIC/PANDEMICS COURSE
ESC 101
Tue, 5:30 - 9:30 pm, 7/13
4 hours, $205, Register

What is Your Reopening Plan?

This online course teaches students how to deep-clean and disinfect entire facilities with the goal of COVID-19 prevention. This course covers basics of hazard communication, personal protective equipment, and industrial cleaning; however, this training is supplemental and it is recommended that attendees have some additional experience in a remediation field.

Designed for distance-learning, this course is presented as an interactive webinar. Students will receive live training from experienced instructors. Upon successful completion, students will earn a course completion certificate. This course is conducted in full compliance of the most relevant

and up to date industry best work practices recognized by the U.S Centers for Disease Control the United States Environmental Protection Agency and the U.S Occupational Safety and Health Administration. All course content was created, reviewed, and audited by CTI On-line's affiliated Certified Industrial Hygienists (CIHs)

Topics to be Covered:
- Introduction to COVID-19
- Disease Prevention Precautions
- Deep-Cleaning Techniques
- Bacterial and Viral Cleaning
- Hazard Communications
- Personal Protective Equipment

Who Should Take This Course?
- Custodial Staff
- Janitorial Staff
- Sanitization Workers
- Remediation
- Painters
- Cleaners

Prepare Your Staff to Keep Your Facility Safe.
For group training: Contact Selwyn Smart
ssmart@citytech.cuny.edu

Registration: www.citytechce.org

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

We offer a full range of Fire Safety classes to prepare you for the certifications you need.

For information about Fire Safety courses
ssmart@citytech.cuny.edu

FIRE LIFE SAFETY DIRECTOR
BASIC THREE COMPONENT MODULES
FSX 104
SP 21: Wed, Thurs, 6 - 9 pm, Watch for Dates
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 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.

BUILDING OPERATION, MAINTENANCE AND RECORDKEEPING (BOMR)
FSX 012
Sat, 10 am - 1:30 pm, Watch for Dates
7 hours, $100 **Register**

This Building Operations, Maintenance and Recordkeeping (BOMR) continuing education course is required of all Refrigerating Systems Operating Engineers (RSOE) who hold the Certificate of Qualification and must complete an application for renewal. Enrollees must bring current certificate card with ID number to class. This is not a beginners' course.

SPRINKLER AND STANDPIPE PREPARATORY CLASS FOR FDNY CERTIFICATE OF FITNESS
FSX 010
Sat, 10 am - 12 pm, 6/26
4 hours, $80 **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 Certificate of Fitness computer-based tests.

CERTIFICATE OF FITNESS A-49 SUPERVISION OF AEROSOLS
FSX 003
Sat, 10 am -12:45 pm, Watch for Dates
3 hours, $55 **Register**

The Covid-19 pandemic presents challenges for New Yorkers. With the rise in use of flammable aerosols and spray can disinfectants, NYC College of Technology's Continuing Studies Center wants to make the public aware and alert about fire safety and non-fire safety best practices. This class prepares candidates for the FDNY Cerificicate of fitness A-49 Supervision of Aerosols.

Registration: www.citytechce.org

SUPERVISION OF BATTERY SYSTEMS AND OTHER RELATED SYSTEMS B29
FSX 009
Sat, 10 am - 1 pm, 6/5
3 hours, $55 Register

Individuals responsible for operating or supervising battery systems must hold a Certificate of Fitness. Battery Systems, specifically uninterruptible power supply (UPS) systems, provide power to ensure the ongoing operation of critical systems such as those used in hospitals, banks, hotels, etc. This prep course will help students pass the FDNY B-29 Certificate of Fitness computer-based test.

CITYWIDE FIRE GUARD FOR IMPAIRMENT
FSX 005
Sat, 10 am - 2 pm, Watch for Dates
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 Certificate of fitness computer-based tests.

FIRE AND EMERGENCY DRILL CONDUCTOR
FSX 004
Sat, 10 am - 2 pm, 6/12
4 hours, $80 Register

The main purpose of a fire drill is to allow occupants to practice emergency evacuation procedures. The Fire and Emergency Drill Conductor must make sure that fire drills are conducted in a safe and orderly manner.

This Preparatory Course will help students pass the FDNY F-07 & W-07 Certificate of Fitness computer-based tests.

FIRE SAFETY DIRECTOR ONSITE PREPARATORY
FSX 008
Sat, 10 am - 2 pm, Watch for Dates
4 hours, $60 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.

Our Fire Safety instructors are professionals who understand FDNY requirements. If your industry needs a specialized FDNY training or group of trainings, please reach out to Selwyn Smart, who will design the program you need. ssmart@citytech.cuny.edu

Registration: www.citytechce.org

Don't Hold the Ladder- Climb it!
Our Instructors Bring Experience from the Field to the Online Classroom

SKILLS TRAINING FOR BUILDING SUPERS, PART A: CERTIFICATE OF COMPETENCY
HHT400
Sec A: Tues & Thurs, 6 pm - 9-pm, 6/22 -7/1
24 hours, $425 **Register**
Materials: Please purchase these materials (see list)

This short demonstration program prepares individuals to work as residential building supers and maintenance workers. Units include plumbing, electrical, tiling, plaster and drywall, and essential communication skills for working with tenants and outside contractors. You will work on your home as a practice lab- examining sinks and sockets, learning to repair drywall and set tile. Learn to communicate with building residents and outside contractors.
Students will receive a certificate of completion

INTRO TO BUILDING AUTOMATION SYSTEMS (BAS)
HHT 403
Tues, & Thurs, 6 - 9 pm, 7/7 - 7/28
12 hours, $395 **Register**

This course gives an introductory understanding of Building Automation Systems (BAS). It explores system of digital controls, sensing and measurement, actuation, analog output devices, and relays. Computer interfaces, data management, web interfaces are also explored.

Topics Include

- Components in a BAS: ATC, lighting, security, fire and safety, and surveillance
- The basic mechanical components and controls in an HVAC control system
- The basic functions of DDC systems
- Codes and standards applicable to BAS
- HMI basics
- Networking as used in BAS systems
- Implementing the BAS systems
- Energy Conservation Strategies

Registration: www.citytechce.org

Building Trades / Electrical / Plumbing

Continuing Education. Helping New Yorkers Get Back to Work

Electrical, Plumbing, and HVAC skills are always in demand. Start or continue your path to a secure career with live-online training.

FUNDAMENTALS OF ELECTRICITY II

ECX 091
Sat, 9 am - 12 pm, **7/10 -9/11**
30 hours, $500, Register
Prerequisite: EMX 090 or equivalent.
Students should have an inexpensive multi-meter for practice.

Topics include an introduction to alternating current and semiconductors, series and parallel in AC, AC theory, capacitors, inductors, transformers, diodes, and applications.

At the end of the course students will know how to design and troubleshoot a working power supply that will convert from AC to DC. Working plans, service panel installation, electric meters, 250-volt receptacles, and intercom systems are covered.

BASIC PLUMBING REPAIRS IN HOUSING

ECX 162
Sat, 10 am - 3 pm, 6/5 - 7/7
45 hours, $840, **Register**

The Summer 2021 semester will be online with 3-hour Saturday lectures via video conferencing; 2 hours asynchronous student home assignments that will be graded and required by the instructor; and 1 hour one-evening a week, student- led group study sessions. 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.

ARE YOU A VETERAN?
City Tech Continuing Studies Center many approved trainings.

The VA pays for approved courses through educational benefits such as Post 9/11, Montgomery, and other programs. Full and part-time benefits are available.14 clock hours per week are needed for full time benefits. Please provide proof of status (DD 214)

For information about available courses contact
dsalomon@citytech.cuny.edu

Registration: www.citytechce.org

This past year has brought many changes.

Many of our students find the online, instructor-led class format to be a benefit. Others are looking forward to the reopening of on-campus labs. We will keep you informed about Fall as we receive guidance.

What to Expect in an Online Class?

During the COVID-19 pandemic, we want to guarantee the safety of our students and instructors. We have been able to successfully convert 90% of our standard courses to Online Zoom, Canvas, and other formats so that you can continue to learn.

Our instructors have successfully transitioned training to online settings. In order to access our classes, 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.

Once you register and confirm placement in a class, we will email your course log-in, supplementary texts in a pdf format, and other basics you will need for a successful first day of the class.

In Person! June 2021

BASIC ELECTRIC ARC WELDING
WLX 520
Tues & Thur, 6 - 10 pm, 6/15 - 8/24
84 hours, $2,295

Location: Voorhees Hall
NYC College of Technology 186 Jay St
Class size limited.
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.

Registration: www.citytechce.org

Do it Yourself Home Repair

Continuing Education. Helping New Yorkers Get Back to Work

Do it Yourself and Save Money on Costly Home Repairs

Online Hands-On Home Repair Workshops
Weds, 6-9 pm
HHT 078
$80 for each workshop **Register**

We are all spending more time at home these days, and chances are you have noticed dripping faucets, leaking toilets, cracked plaster,, broken tiles, and crooked shelves that you never saw before. These virtual hands-on work-shops 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: Mon, 6- 9 pm, 7/9
Cut a board, level a shelf; install an anchor bolt in a hollow wall. We'll show you the must-have home repair tools and teach you to use them on your own projects.

HOMEOWNER'S GUIDE TO BASIC PLUMBING
Sec B: Wed, 6 - 9 pm, 7/16
How to fix a toilet, install a faucet, stop a drip, or unclog a drain. Save on costly repairs that you can do yourself.

EVERYDAY ELECTRICITY YOU CAN DO YOURSELF
Sec C: Wed, 6 - 9 pm, 7/23
Replace a fuse, change an outlet, install a fixture, test for power and splice a wire.

PLASTER AND SHEETROCK REPAIR
Sec D: Wed, 6- 9 pm, 7/30
Repair a crack, frame and tape, patch plaster, fill a deep hole or a nail hole.

INSTALLING CERAMIC TILE
Sec E: Wed, 6 - 9 pm, 8/7
Create a level base, select floor tile, lay out a pattern and install like a pro.

HEAT PUMP MAINTENANCE
Sec F: Wed, 6:00 - 9:00 pm, 8/14
3 hours, $80
So you've made the switch to heat pumps to cool your house and you've lowered your electric bill. Did you know that with a small amount of routine maintenance you can extend the live of your units? We'll get you up on a ladder washing filters, and getting rid of grime.

Save Money. Do it Yourself.

SUMMER SOLAR HYBRID NABCEP PV ASSOCIATE™ SOLAR PHOTOVOLTAIC DESIGN INCLUDES PV ASSOCIATE EXAM

PV202

SU 21

Mon & Thurs, 6 -9 pm, 6/21 - 7/8, & 6/6, no class 7/5, 24 hours
Self Paced: Tues, Weds, Sat, from CSC PV Portal, 36 hours
Labs, In-person small groups from site, 6/26, 7/3, 12 hours
70 hours, $1175 Register

NABCEP PV Associate CEUS:18 hours towards PVIP exam or recertification

For information contact: dsalomon@citytech.cuny.edu

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

A passing score on will count for up to 18 of the total 58 hours of training required for eligibility to take the Certified Installer Exam.

For Details about the NABCEP Entry Level Program Visit: Information visit **NABCEP.org.**

NABCEP PHOTOVOLTAIC ASSOCIATE™ ENTRY LEVEL (SOLAR PV ELECTRICAL, DESIGN & INSTALLATION)
FA 21 PV 200
10/5-10/27, 6 - 9 pm, Register

ADVANCED BATTERY ENERGY STORAGE TRAINING FOR ELECTRICIANS AND CONTRACTORS

ECX 403
Mon, Thurs, Live Online, Tues, Wed, Self-Paced, 7/12-7/29
In Person Site Visit: Brooklyn Navy Yard ESS Lab
40 hours, $1100
Approved NABCEP CEUs in several categories

Live Online B29 Certificate of Fitness, 8 hours
Live Online ESS training, 15 hours
Self-Paced Online 27 hours

This hybrid advanced energy storage program is an excellent opportunity to update your skills for work with battery energy storage systems (BESS). The workshop is open to existing electricians, renewble energy installers, network professionals, and those in the construction trades.

The program is presented in a hybrid format so you can learn in a remote classroom, study online and meet for live- streamed installation demontrations from out Energy Storage container at the Brooklyn Navy Yard.
The evening and Friday lab schedule is convenient for working professionals.

Online Workshop Old Buildings + Clean Technology
Urban Energy Series | Summer 2021

Wed, 7/14, 7-9 pm, Online webinar
ESS 303
2 hours, $50 Register

City Tech Continuing Studies Center continues its long-running **Urban Energy Series** with a Summer 2021 edition. We'll bring you the experts who are working to reduce greenhouse gas emissions *and* lower utility bills in the process; a win-win for building owners and the City

New York City has an old building stock and ambitious carbon reduction goals. Making the transition from the 19th century to the 21st is often easier said than done. In this seminar, we hear from the facility managers, engineers and clean tech contractors who are making it work.

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.

ONLINE PHARMACY TECHNICIAN
PHA 090
Sec A: Thurs, 6-9 pm, 6/17-9/23
Sec B: Sat, 9 am-12 pm, Watch for Dates
200 hours, $995 **Register**
45 hours of Instructor-led classes 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 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

ONLINE HEMODIALYSIS TRAINING
HEMO 100
Tues/Thurs, 6 pm - 9:30 pm, 7/20 -9/16, Register
60 hours of online, instructor-led classes, $1,580
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.

MEDICAL BILLING AND CODING
MBC 100-SP
Sat & Sun, 9 am - 12:30 pm, Watch for Summer dates
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

Coming Soon
Electronic Health Records Specialist (EHRS)

New Healthcare Course
Watch for Upcoming Dates

Registration: www.citytechce.org

DENTAL ASSISTING CERTIFICATE
DAP 100
Fri, 6- 9 pm & Sat, 9 am - 12 pm, 7/9 -12/3
(Seats fill quickly)
96 hours, Instructor-led classes, $1,700, Register
Textbook expense additional
For more information please email Dania Anderson
danderson@citytech.cuny.edu

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.

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 health care team. Successful course completion plus 2 years in a Dentist's Office or Hospital qualifies a student to sit for certification and licensure.

Coming This July
Home Health Aide Training

A Home Health Aide (HHA) monitors the condition of people with disabilities or chronic illnesses and help them with daily living activities. They often help older adults who need assistance. Under the direction of a nurse or other healthcare practitioner, home health aides may be allowed to give a client medication or to check the client's vital signs.

As the baby boom generation ages, the demand for the services of home health aides will continue to increase.

Home Health Aide Tasks

- Assist clients in their daily personal tasks, such as bathing or dressing

- Perform housekeeping tasks, such as laundry, washing dishes, and vacuuming

- Help to organize a client's schedule and plan appointments

- Arrange transportation to doctors' offices or other outings

- Shop for groceries and prepare meals to meet a client's dietary specifications

- Keep clients engaged in their social networks and communities

CUNY Language Immersion Program

CLIP is an intensive English as a Second Language (ESL) program for CUNY students who need to improve their academic English language skills. Classes meet for five hours a day, five days a week, in day or evening sessions. Students who have been accepted to any CUNY college can spend up to one year in the program.

At this time, Adult Learning Center classes are continuing in an online format.

Email is the best way to get in touch.

Please contact Donna Capobianco, dcapobianco@citytech.cuny.edu

City Tech Adult Learning Center

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

The Adult Learning Center at City Tech offers a variety of free programs to help you meet your learning goals. Classes are continuing online while the college campus is closed. Students must be at least 19 years old and meet minimum test requirements. Classes are FREE! Daytime, evening, and Saturday schedules available.

Classes meet three times a year: January, April, September

Registration is ongoing. For information or to register email: Donna Capobianco, dcapobianco@citytech.cuny.edu
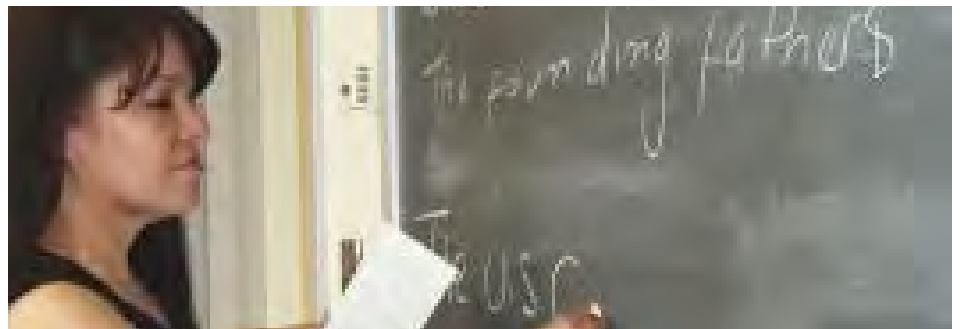
High School Equivalency (HSE) Classes
Prepare to take the TASC test and obtain your High School Equivalency Diploma for free.

English as a Second Language (ESOL) Classes
Learn how to communicate effectively in English. Students practice and improve reading, writing, speaking, and listening skills in English

Registration: www.citytechce.org

MAKING CONNECTIONS

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

Direct Care Professional for English Language Learners

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

Green Maintenance for Buildings Program

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.

What We Do

Skills Training - for job readiness

Job Placement - in settings with room to grow

Follow Up - to insure job retention

City Tech 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.

Registration: www.citytechce.org

Important Policies to Note During Covid

What has Changed?
During this unprecedented period, when our lives have been changed by necessity of working, socializing, and learning online, City Tech Continuing Studies Center has worked quickly to adapt our training while maintaining our commitment to workforce education.

Learning Online
We are aware that we need to be flexible in response to the evolving nature of this pandemic. Our courses are fully online for Summer 2021 in an instructor-led format where you will work directly with your instructor and fellow students. In-person labs with hands-on training will resume upon direction from CUNY, and New York State. The safety of our students is our first concern.

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. Students who do not have access to cameras may
participate fully without video. Those students who do not wish to be recorded will be alerted to turn off their cameras during class.

Proctoring and Cameras
During the proctoring of exams in web conferencing digital technology platforms like Zoom, students may not be compelled to turn on their cameras during test-taking unless the use of a particular technology or proctoring tool was disclosed prior to the student enrolling in class and/or in the course syllabi.

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.
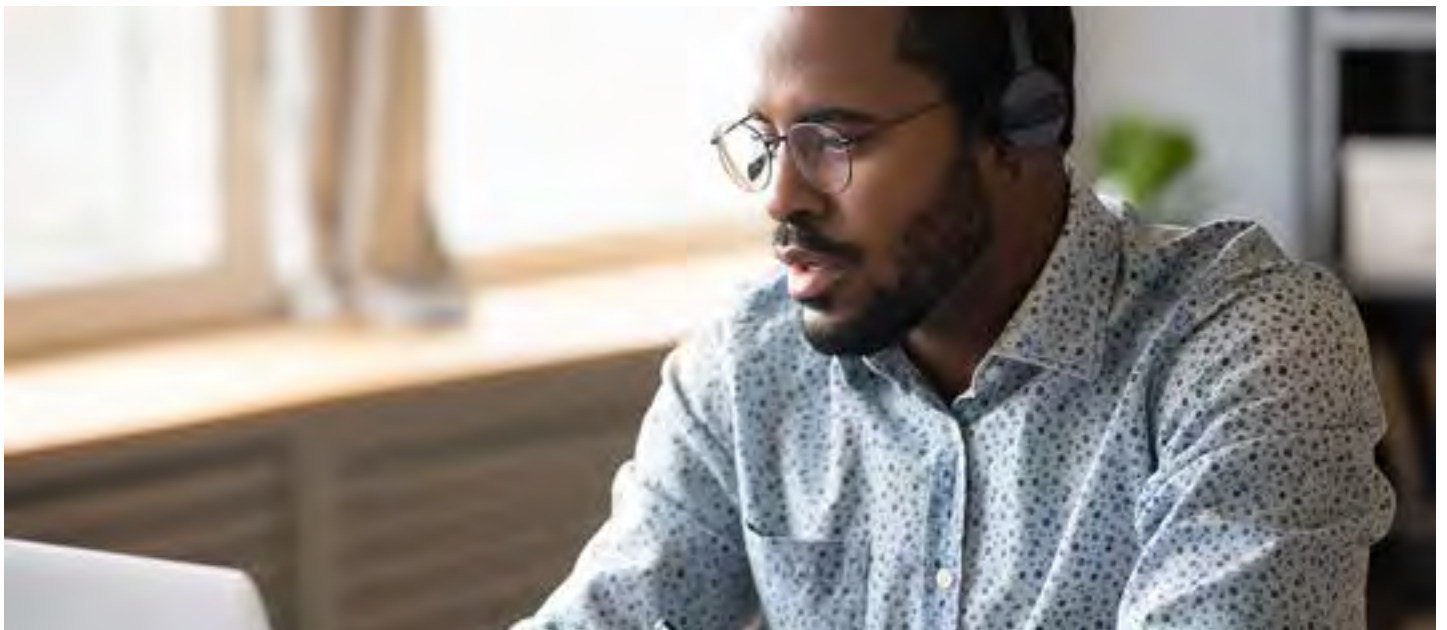
Withdrawing from a Class
Please read and accept our withdrawal policy before completing your registration.

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 class.

Registration: www.citytechce.org

Policies and Registration FAQ

Register Online: citytechce.org

At this time, staff are working remotely and are not in the office. If you need telephone assistance, please call 718 552 1170 and we will return your call.

For assistance using the registration system, please email bsmith@citytech.cuny.edu.

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

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

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

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

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

❗ Class Meetings and Attendance Policies

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

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

❗ Refund Policy and Guidelines

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

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

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

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

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

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

To initiate a refund request:

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

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.

Policies and Registration FAQ

CERTIFICATES
Certificates for successful course completion are issued to all eligible students. It may take up to 4 weeks to recieve 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 in a printable pdf format.

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.

At this time, City Tech Continuing Studies Center staff are working from home. For questions and concerns, please email Selwyn Smart, **ssmart@citytech.cuny.edu**

Classes are continuing in an online format. An internet connected device with a microphone are 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 3 in this catalog.

Registration: www.citytechce.org