

# **CITY TECH**

**CONTINUING STUDIES CENTER**  
**SPRING 2016**

**REGISTER ON-LINE**

**[WWW.CITYTECHCE.ORG](http://WWW.CITYTECHCE.ORG)**

**NEW YORK CITY COLLEGE OF TECHNOLOGY**  
**DIVISION OF CONTINUING EDUCATION 718.552.1170**

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Division of Continuing Education

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

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

## WAYS TO REGISTER

On-Line Registration:

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

By Phone: 718 552-1170  
with MasterCard or VISA

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

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

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

No cash is accepted.



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

## Learn What's New!

To learn more about our programs and register on line:

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



## SUGGESTION BOX

### Do you have expertise in teaching a particular subject?

We are always looking for new teachers. If interested, fax your cover letter/resume to (718) 552-1192, attn: C. Johnston, or email: [cjohnston@citytech.cuny.edu](mailto:cjohnston@citytech.cuny.edu)

## REAL ESTATE

### REAL ESTATE SALES PERSON QUALIFYING COURSE

REX 105 (3-DAY, INTENSIVE)  
Tues, Wed, Thurs, 10am - 2:30 pm  
2/18 - 3/24  
75 hours, \$415

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



### GETTING GREAT REAL ESTATE DEALS IN DIFFICULT TIMES

REX 033  
Sat, 9:00 am - 11:30 am, 4/16  
2.5 hours, \$70

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

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

## WHAT YOU NEED TO KNOW ABOUT FORECLOSURES

REX 012  
Thurs, 6 - 9 pm, 1/21  
3 Hours, \$75

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

## INVESTING IN YOUR HOME & OTHER REAL ESTATE

REX 014  
Thurs, 6 - 9 pm, 1/28  
3 Hours, \$75

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

## NYS NOTARY PUBLIC EXAM PREPARATION

BSX 090 FA15  
Sec C: Sat, 10 am - 1 pm, 1/9

BSX 090 SP16  
Sec A: Sat, 10 am - 1 pm, 3/5  
Sec B: Sat, 10 am - 1 pm, 4/30  
Sec C: Sat, 10 am - 1 pm, 6/4  
3 hours, \$65

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

## TEACHING ASSISTANT/ SCHOOL PROFESSIONALS

### TEACHING ASSISTANT/CHILD CARE CERTIFICATE PROGRAM

TAP 100

Tues, 6 - 9 pm & Sat, 10 am - 2 pm

2/6 - 5/17

149 hours, \$990

An integrated program for adults in transition to new careers working with children. Students are prepared for employment in both daycare and in school settings. The program includes eighty-nine hours of classroom instruction and a sixty-hour supervised observational practicum in a childcare or educational organization. Classroom instruction includes six hours of test review for the New York State Assessment of Teaching Skills Test (NYSATAS).

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

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

### CHILD ABUSE IDENTIFICATION & REPORTING SEMINAR

HSX 090

Sec D: Thurs, 1:30 – 3:30 pm, 1/21

Sec A: Thurs, 1:30 – 3:30 pm, 2/25

Sec B: Thurs, 1:30 – 3:30 pm, 3/17

Sec C: Thurs, 1:30 – 3:30 pm, 4/21

2 hours, \$45

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; approved by the NY State Education Department.



### SCHOOL VIOLENCE PREVENTION & INTERVENTION SEMINAR

HSX 091

Sec D: Thurs, 4 – 6 pm, 1/21

Sec A: Thurs, 4 – 6 pm, 2/25

Sec B: Thurs, 4 – 6 pm, 3/17

Sec C: Thurs, 4 – 6 pm, 4/21

2 hours, \$45

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

### DIGNITY FOR ALL STUDENTS ACT (BULLYING)

DASA 100

Sec C: Wed, 6 – 9 pm, 1/13 & 1/20

Sec A: Wed, 6 – 9 pm, 1/23 & 1/30

Sec B: Wed, 6 – 9 pm, 3/9 & 3/16

Sec C: Wed, 6 – 9 pm, 4/6 & 4/13

Sec D: Wed, 6 – 9 pm, 5/4 & 5/11

6 hours, \$65

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

## MICROSOFT OFFICE FOR BUSINESS & HOME

### COMPUTER BASICS

DPX 109

Sat, 9 am – 3 pm, 2/27

6 hours, \$135

This course prepares you for future computer studies, including: Word, Office and the Internet. This course is taught by an experienced computer teacher. It covers the fundamentals of computers and introduces key operating system concepts.

### KEYBOARDING

DPX 095

Sat, 9 am - 12 pm, 3/5 - 4/9

(No class on 3/26)

15 hours, \$220

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

### COMPUTERS FOR SENIORS I

DPX 080

Sec A: Mon & Wed, 1 – 4 pm, 3/7 - 3/21

15 hours, \$220 (\$350\* for Parts I & II)

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

### COMPUTERS FOR SENIORS II

DPX 081

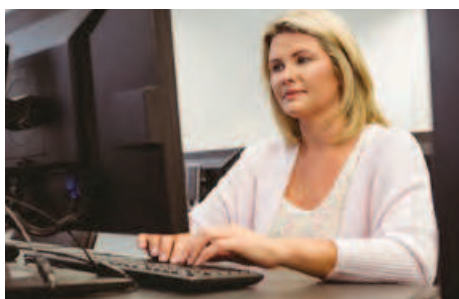
Mon & Wed, 1:00 - 4:00 pm, 3/28 - 4/11

15 hours, \$220

(\$350\* for Parts I & II)

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





## MICROSOFT WORD – BEGINNING

DPX 301

Sat, 12 pm– 3 pm, 1/9 - 2/6

15 hours, \$220

Microsoft Word is the most frequently used program to create letters and other documents. You will learn to: enter, edit text, cut, copy, paste and move data; use basic writing tools, such as Auto Text, spell check, Thesaurus and Grammar; set up

pages, margins, format, create headers and footers; change fonts and sizes. Required: Computer Basics or Keyboarding (Keyboarding may be taken at the same time). Text book required.

## MICROSOFT WORD – ADVANCED

DPX 302

Sat, 12 pm -3 pm, 4/2-4/30

15 hours, \$220.

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

## EXCEL

DPX 300

Sat, 9:00 am - 12:00 pm, 1/23 - 2/20

15 hours, \$220

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

## POWERPOINT

DPX 320

Sat, 12:00 noon - 3:00 pm, 2/13- 2/20

15 hours, \$220

This popular graphics package will enhance your business proposals and professional presentations. Create overhead

# INFORMATION TECHNOLOGY

## INTRODUCTION TO GIS

CRS 106

Wed, 6 - 9 pm, 1/6 – 2/10

18 hours, \$550



This in-depth course guides you through the ArcGIS system and includes open-source mapping tools. Learn to create complex GIS maps, manipulate layers, analyze map data and incorporate it into your model. Learn the workflow used to share maps with co-workers, clients and decision makers. By the end of the course, you will understand how GIS maps and ArcGIS tools are used to analyze and visualize real-world features. Learn to discover patterns, obtain information, and communicate that information to others.

## A+ CERTIFICATION TEST PREP WITH LAB

Sec B: Tues & Thurs, 6 – 9 pm, 1/26 – 4/14

Sec C: Tues & Thurs, 6 – 9 pm, 4/26 - 6/30

70 Hours, \$950

(Two payment installment plan available)

This course provides hands-on applications and instruction in areas covered by the two CompTIA certification examinations. Topics

covered in the course include motherboards, memory, processors, video, storage media and devices, printers, operating systems, networking, virtualization, mobile devices, security and troubleshooting. Additional expenditures of approximately \$130 in text books and personal tools will be needed for this course. (The A+ exams are not offered as part of this program. Students must make exam arrangements and pay independently). Prerequisite: Basic computer application skills required.

## NETWORKING TECHNOLOGIES

CRS 102

Tues & Thurs, 6 - 9:30 pm, 1/12 – 3/17

70 Hours, \$950

(Two payment installment plan available)

This course focuses on the essentials of Networking, Network communication methods, Network data delivery, Network media and hardware, Network implementations, networking with TCP/IP, TCP/IP services, more Network protocols, LAN infrastructure, WAN infrastructure, Network Security, Remote networking, and Network Operating Systems Windows (2003/2008) server. There are many hands-on lab exercises during the course time. The hands-on lab includes: setting up and configuring a functional network, LAN cabling, installing Windows Server, Windows workstations, setup Protocols- TCP/IP and utilities, creating users accounts and print sharing. Strong dexterity and eye/hand

coordination abilities required. Textbook expense approximately \$75.

Prerequisite: CRS 101 or equivalent



## BICSI CABLE INSTALLATION

BIC 100

Fri, 6:00 - 9:00 pm, 1/29 - 6/10

54 Hours, \$800

(Two payment installment plan available)

Prepare for a career in the expanding telecommunications industry with this Level 1 intensive training course in cabling installation approved by the Building Industry Consulting Services International, Inc. (BICSI). Successful completers will receive a completion certificate from the college. Students are also encouraged to apply for the BICSI Registered Installer Level 1 certification examination. Successful completion of both the written and performance parts of the Level 1 certification exam will enhance employment opportunities. Students will need to purchase a training manual, about \$125.

transparencies, slides and color or black & white prints. Show slides, movies or animation from your computer.

## COMPUTERIZED BOOKKEEPING PROGRAM

CTX 202

Mon - Thurs, 6 - 9 pm, 3/2-5/2

75 hours, \$850

(Textbook expense additional)

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

## AUTOCAD

ACAD 200

Fri, 6:00 - 9:30 pm, 2/5 - 5/27

(No class on 3/25 & 4/22)

50 hours, \$575

In this hands-on course, participants learn the fundamentals of AutoCAD 2015 to prepare 2D drawings for architecture, interior design, mechanical & structural engineering and other design fields. Topics include: the AutoCAD drawing interface; display commands; CAD tools and drawing setups, including scale, coordinate systems, snaps and grips; basic draw and edit commands; layers; text; blocks; modify commands; plotting; and printing basics. Five (5) hours of lab time arranged by the instructor. Prerequisite: Computer literacy and basic skills are required.

## WEB DESIGN & DEVELOPMENT

### WEB DESIGN FUNDAMENTALS WITH HTML AND CSS

CRS107

Wed, 6:00 - 9:00 pm, 3/2 -3/23

Sat, 3/19, 10 am-5 pm (1 hour lunch)

18 hours, \$290

This hands-on course is an introduction to the practice of web design. Students will learn how HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets) are used to construct and style a website.

Topics include fonts, images, links and embedded video. Students will complete a small website, manage its layout using CSS, and upload the site to a development server.

### WEB 2 INTERMEDIATE HTML, CSS AND JAVASCRIPT

CRS 109

Tues, 6:00 - 9:00 pm, 3/30- 4/20

Sat, 4/16, 10 am-5 pm (1 hour lunch)

18 hours, \$290

This class is a continuation of our introductory Web 1 class. Students will delve more deeply into CSS and HTML and will

be introduced to Javascript and plug-ins that add interactivity and functionality to a website. The class is aimed at individuals who have some experience with basic web concepts and wish to build a simple website.

### LEARN TO CODE

Employers across all spectrums of the marketplace are seeking highly qualified web developers.

Our classes will prepare your skills for the 21st century.



### NEW! FULL-STACK WEB DEVELOPMENT 16-WEEK INTENSIVE

CRS 200

Mon, Wed, 6-9 pm, 4/4-7/20 & 6/2, (no class 5/30)

Open Lab hours, Saturdays, 10-1

96 hours, \$3,000

Driven by the growing dependence of mobile devices and eCommerce, employers across all spectrums of the marketplace are seeking highly qualified web developers. According to the Bureau of Labor Statistics, "By 2022, 77% of jobs will require some degree of technology skills and 50% of jobs require this set of skills today." Our 16-week, part-time intensive program will build creative, technical, and problem-solving skills, and create a portfolio of projects that showcase your talent to employers.

#### WHAT IT IS

This 16-week, short-term coding class focuses on FrontEnd programming languages including HTML, CSS, Javascript, and jQuery along with BackEnd development concepts, practical knowledge in database design, server scripting languages such as PHP and Ruby and data objects like XML and JSON. Students with little or no technical background will attain a level of proficiency and problem-solving ability that allows them to find junior-level front-end, back-end or full-stack DEV (development) jobs and continue to grow their web developer skills

#### WHAT YOU WILL LEARN

1. To design web content with programming fluency and agile, test-driven development
2. To manage UI/UX, FrontEnd and BackEnd development
3. To develop Full-Stack skills for a 21st century job
4. To create a portfolio, network and prepare for technical interviews

#### PHOTOSHOP & ILLUSTRATOR ESSENTIALS FOR USER EXPERIENCE DESIGN

Boost your Photoshop and Illustrator skills to build an elegant, functional user experience. Course details on page 8.

## ADOBE TRAINING



### INDESIGN ESSENTIALS

DPX405

Thurs, 6:00 - 9:00 pm, 4/7-5/12

18 hours, \$375

Skill level: Beginner

Suggested Textbook: Additional expense, Creative Suite 6 Design and Web Premium, Classroom in a Book [Purchase here](#)

Learn the basic tools of Adobe InDesign including page layouts, text and graphic manipulation, typography, master pages and placing images. Adobe InDesign is used to create newsletters, brochures, and more. Learn to integrate Photoshop and Illustrator art into your projects

### ADOBE QUICK START CLASSES

DPX 406

Saturdays, 10 am - 5pm

6 hours, \$225

Ideal for: Web & Print Designers.

### Adobe Illustrator

DPX 406 A

Sat, 10 am - 5pm, 4/9

6 hours, \$225

Master vector drawing, layers, typography blends, and effects in 6 convenient hours.

### Adobe Photoshop

DPX 406 B

Sat, 10 am - 5pm, 4/16

6 hours, \$225

Learn to retouch and refine images, work with layers, use transform tools and adjustment layers, and work with masks.

### New! MOBILE FOOD VENDING PREPARATORY CLASS

Learn about Certification & Licensing Resources in this complete Food Prep Course (Required by NYC).

Call for Dates and Information:  
718 552 1170

## CERTIFICATION PRE-LICENSING & TEST PREP

### FIRE SAFETY DIRECTOR PROGRAM

FSX103

Sec B: Fri, 9:30 am-1:30 pm, 1/22-3/4

Sec A: Fri, 9:30 am-1:30 pm, 4/1 - 5/6

Sec B: Fri, 9:30 am-1:30 pm, 5/20 -6/24

24 hours, \$245

The rules of the City of New York require that a Fire Safety Director, certified by the New York City Fire Department, be on duty at most "Class E" office buildings and "Class J" hotels and motels. This course is approved by the New York City Fire Department as a required preparatory course for the Consolidated Fire Safety Director Certificate of Fitness. This consolidated course includes a review of relevant material to both Local Laws 5 and 16, and J-1/ J-2 occupancies.

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

FSX 010 - FA15

Sec C: Thurs, 9:30 am-3:30 p.m, 1/28

FSX 010-SP16

Sec A: Thurs, 9:30 am - 3:30 pm, 2/25

Sec B: Thurs, 9:30 am - 3:30 pm, 3/24

Sec C: Thurs, 9:30 am - 3:30 pm, 5/26

6 hours, \$80

When the new Fire Code was introduced in 2008, it greatly changed the requirements for the upkeep of sprinkler and standpipe systems. Current sprinkler and standpipe certificates of fitness have been discontinued and will no longer be renewed when they reach their expiration date. There are now only four Certificate of Fitness titles for Sprinkler and Standpipe systems:

- S-11 Residential Sprinkler System
- S-12 Citywide Sprinkler System
- S-13 Citywide Standpipe System
- S-14 Standpipe for Multi-Zone System

When any certificate of fitness has to be renewed, the holder will need to take one or all of the above titles, the most

common being the S-12 and S-13. While there is no mandatory class required to sit for the test, City Tech is offering this prep course to assist the student in successfully attaining the certificate of fitness. The course will cover all the material for any and all of the four titles.

### FIRE SAFETY DIRECTOR ONSITE PREPARATORY COURSE

FSX 008

Sec A: Fri, 9:30 am - 1:30 pm, 3/11

Sec B: Thurs, 9:30 am - 1:30 pm, 5/12

4 hours, \$55

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



### CITYWIDE FIRE GUARD FOR IMPAIRMENT

FSX 005

FSX005 -SP16

Sec A: Fri, 9:30 am - 2:30 pm, 3/18

Sec B: Thurs, 9:30 am - 2:30 pm, 5/5

5 hours, \$60

Citywide Fireguard for Impairment F-01 in any building where a required fire protection system is not working, the Fire Code requires that someone with a certificate of fitness perform a fire watch.

This is a new Certificate of Fitness that came out in December of 2011. Previous certificates were issued for a specific location. This certificate is for any location



citywide. Fireguard for Torch Operations and Construction Sites F-60-the Fire Code requires that whenever there is a hot work (gas torch, etc.) operation taking place at a construction site, a fire watch be done by a person with a certificate of fitness. This certificate could be required in an occupied building where there is a major construction taking place.

### BOMR CONTINUING EDUCATION COURSE

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

FSX012

7 hours, \$65

#### BOMR Course Sections:

Sec D: Thurs, 9:30 am-1 pm, 1/7 & 1/14

Sec A: Thurs, 9:30 am-1 pm, 3/10 & 3/17

Sec B: 9:30 am-1 pm, 4/14 & 4/21

Sec C: 9:30 am-1 pm, 6/16 & 6/23

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 on or after January 1, 2016.

## REFRIGERATION

### REFRIGERATING SYSTEM OPERATING ENGINEER I

ECX 121

100 Hours, \$990 (Two payment installment plan available)

Call for Fall 2016 dates: 718 552-1170

Watch the Refrigeration Program on our website for start dates:

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

### REFRIGERATING SYSTEM OPERATING ENGINEER II

ECX 122

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

1/12 - 4/23

100 Hours, \$990 (Two payment installment plan available)

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

Prerequisite: one year industry experience, training in refrigeration, or permission of the instructor.

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

## BLUEPRINT & CONSTRUCTION PROJECT MANAGEMENT CERTIFICATES

### INTRO TO BLUEPRINT READING

ECX 041

Wed, 6 - 9 pm, 3/9 - 3/30

12 hours, \$310

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

Learning to read blueprints is an essential skill for designers, contractors, real estate brokers and building owners. In this lecture and hands-on class, you will learn the vocabulary and language of blueprints. Topics covered include drawing scales, plan, elevation and section drawings, architectural symbols and legends. Includes one set of 11" x 17" prints.

### ADVANCED CONSTRUCTION BLUEPRINT READING

ECX 043

Wed, 6:00 - 9:00 pm, 4/6 - 4/27

12 hours, \$310

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

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

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

### COST ESTIMATING FOR CONSTRUCTION

ECX 045

Mon 6 - 9 pm, 5/2 - 5/23

12 Hours, \$310

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



### BUILDING MATERIALS AND METHODS FOR CONSTRUCTION

ECX 044

Wed, 6 - 9 pm, Wed, 5/4 - 5/25

12 hours, \$310

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

### PROJECT MANAGEMENT FOR CONSTRUCTION

Mon, Wed, 6:00 - 9:00 pm, 6/6 - 6/22

Site Visit: Fri, 8 am-5 pm

15 hours, \$365

Move up to the next level of responsibility. Learn to schedule and manage a construction project, create a Construction Management Plan and a Safety and Health Plan and develop good business practices. Permits, license types and insurance will be covered.

## REFRIGERANT RECOVERY PREPARATION EXAM

ECX 080

Thurs, 6 – 9 pm, 1/7 - 2/4  
15 hours, \$170, Test only, \$65

Test preparation and administration of approved Universal Certification Examination by an approved EPA refrigerant recovery test originator. Students must purchase a prep book. Students may repeat exams as needed for cost of test only. Universal Examinations are given in English.

## REFRIGERATION MECHANICS

ECX 102

Sat, 8:00am - 1:00 pm, 5/14 - 8/27  
(Irregular weeknights - June, July & August)  
150 hours, \$2,025

A combination laboratory & lecture course in the operation and service of refrigerating equipment. Topics include: soldering, brazing, tube and pipe joining and bending, gauge installation, refrigerant charging, system evacuation and dehydration and analysis of refrigeration cycle compression. Electrical issues covered include schematic wiring diagrams, electrical/mechanical controls, refrigeration systems analysis and operating sequences. Advanced topics include: installation, operating and troubleshooting techniques for commercial refrigeration and air conditioning systems. A certificate is issued to successful program completers; 80% attendance is required. Completers of this course are eligible to take the Refrigerant Recovery and Test Prep course for the Universal License at 50% discount. Prerequisite: Some industry experience preferred but not required. High School level literacy. Textbook purchase required.

## FUNDAMENTALS OF HVAC ELECTRICAL CONTROLS

ECX 222

Fri, 6 - 9 pm, 2/19 - 5/20  
(No class on 3/25 & 4/22)  
36 hours, \$450

This course provides an introduction to electrical controls in both heating and air conditioning systems. It includes

thermostats, relays, transformers, low water cutoff, primary controls, automatic feeders, wiring, and interpreting wire diagrams. Prerequisite: Some HVAC experience or the permission of the instructor is required.

## BUILDING OPERATIONS

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

ECX 106

Sat, 9 am - 12 pm, 3/12 - 5/21  
(No class on 3/26)  
30 hours, \$425

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

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

ECX 108

Sat, 9 am - 12 pm, 1/16 - 3/19  
30 hours, \$425

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

## BASIC PLUMBING REPAIRS IN HOUSING

ECX 162

Sat, 1 - 5 pm, 4/2 - 7/11  
(Schedule will change in June & July)  
90 hours, \$1,300

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

## BASIC ELECTRICAL MAINTENANCE IN HOUSING

ECX 163

Fri, 6 – 10 pm, 4/29 - 8/9  
100 hours, \$1,300 (Two payment installment plan available)

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

## FUNDAMENTALS OF ELECTRICITY I

EMX 090

Sec A: Sat, 9 am - 12 pm, 2/27 - 4/30  
Sec B: Wed, 6 - 9 pm, 6/22 - 8/24  
30 hours, \$395

## ARE YOU A VETERAN?

The Continuing Studies Center at City Tech offers selected **FREE COURSES** for veterans of Iraq and Afghanistan.

For more information contact  
Charles Johnston: 718 552 1170.

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

### FUNDAMENTALS OF ELECTRICITY II

EMX 091

Sat. 9:00 am - 12:00 noon, 5/7 - 6/18  
(also meets Friday nights on 6/10 & 6/17)  
30 Hours, \$395.

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



### ARCHITECTURAL DESIGN / REVIT

Build with Revit. Use the information-rich models that Autodesk Revit Architecture provides to make more informed design decisions that support sustainable design, clash detection, construction planning, and fabrication. Any change you make is updated throughout your project, keeping your design and documentation coordinated and more reliable.

### ACADEMY FOR OCUPATIONAL HEALTH AND CONSTRUCTION SAFETY

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

#### Course offerings include:

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

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

### INTRODUCTION TO REVIT

BIM 101

Tues, 6 - 9 pm, 4/12 - 5/17

18 hours, \$420

Prerequisite: AutoCAD or equivalent experience, Intro to Blueprint Reading (ECX 041) or ability to read blueprints.

This hands-on, lab-based seminar presents an overview of Autodesk's Revit platform, including architecture, structure, and MEP along with key concepts of BIM and Revit. Topics includes an in-depth exploration of the Revit interface. Views, selection methods, levels and grid, walls, doors, windows, and components, modification commands and load family, floors, ceilings, and stairs, and type and instance parameters will be manipulated for existing project. Students will import CAD drawings to convert to Revit geometry, understand the project browser and type properties palettes, add sheets, insert views onto sheets, add dimensions and text to the mode, and set up the file for plotting. Bring a blueprint or project file to the first class to develop into a Revit model

### 3D PRINTING

#### FABRICATION AND 3D PRINTING

PER 103

Thurs, 6 - 9 pm, 1/7-1/28

Sat, 10 am-5 pm, 1/9, 1/16

28 hours, \$725

Digital fabrication allows the production of prototypes directly from 3D models. The additive, or "building up," nature of 3D printing offers an ease of use and freedom of form that simply can't be found in subtractive fabrication technologies such as laser cutting or CNC machining, making it a suitable gateway for design professionals interested in learning more about designing for manufacturing. This course will cover the fundamentals of digital modeling for 3D printing, file preparation and output methods for multiple types of 3D printers, and best practices in 3D printer operations.





## SOLAR PV & RENEWABLE ENERGY

City Tech Continuing Studies Center is a NABCEP Provider offering hands-on training that provides all 58 of the educational credit hours needed to become a certified Solar PV Installation Professional. Begin with Basic Math and Electric for Solar PV to get essential skills and continue your training with pro instructors who will help you launch your career. For Information about NABCEP Certification visit [nabcep.org](http://nabcep.org). **NYSERDA tuition rebate** opportunities may be available. Call Laurie Clark, 697 3732 ext. 3202

### BASIC MATH AND ELECTRIC FOR SOLAR PV

PVI 090

Mon - Thurs, 6 – 9 pm, 4/11 - 4/14  
& Mon, 4/18 (exam)

Lab: Sat, 9:00 am - 4:00 pm, 4/16  
21 hours, \$295

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



### NABCEP ENTRY LEVEL PV DESIGN & INSTALLATION

PVI 202

Mon, Wed, Thurs, 6 - 9:30 pm, 5/9 - 5/23  
Labs: Sat 9 am - 4 pm, 5/14, 5/21

40 hours, \$850

(18 NABCEP educational credit hours)

The NABCEP Entry Level Program is an introduction to the process of becoming a

NABCEP Certified Solar PV installer. This class is designed for individuals who want to demonstrate a basic knowledge of the fundamental principles of design, installation and operation of Solar PV systems. This lecture/lab course offers hands-on training at our Brooklyn Navy Yard training site. The optional NABCEP Entry Level Exam (EL) may be taken upon successful completion of the course for an additional fee of \$120. A passing score on EL will count for up to 18 of the total 58 hours of training required for eligibility to take the Certified Installer Exam. For Details about the NABCEP Entry Level Program Visit: [NABCEP.org](http://NABCEP.org).

#### Required Texts (additional cost)

1. *NABCEP PV Installation Professional Resource Guide (free download)*
2. *National Electrical Code, NFPA 70 (NEC)*

### NABCEP ENTRY LEVEL EXAM (EL)

PVI 203

Thurs, 6:00 - 9:00 pm, 5/26

3 hours, \$120

The NABCEP Entry Level Exam is available to students who have successfully completed Introductory Photovoltaic Design and Installation (NABCEP Entry Level) at City Tech. A passing score on the EL exam will count for up to 18 of the total 58 hours of training required for eligibility to take the Certified Installer Exam.

Only students who have taken PVI 202 at City Tech can register for the exam. Students may take the exam by paper and pencil or at a computer based testing center, scheduled upon payment to City Tech. For details, visit: [www.nabcep.org/entry-level-program-2](http://www.nabcep.org/entry-level-program-2)

### NABCEP ADVANCED PV DESIGN AND INSTALLATION TRAINING

PVI 205

Mon, Wed, 6 - 9pm, 1/4 - 1/13, & Fri, 9am - 5pm, 1/8 and 1/15

Class includes 10 hours online learning and practice & exam

40 hours, \$980

#### NABCEP Educational Credits: 18

PV 205 is a professional track program in the design, installation, verification

and maintenance of residential and commercial Solar PV systems. Hands on-training follows the skills outlined in the NABCEP PV Installation Professional Job Task Analysis. Topics include NEC code requirements, configuring and installing utility-interactive, bimodal and off grid PV systems, safety and system maintenance. This hands-on advanced certification training class provides 20 of the 58 hours required needed to sit for the NABCEP PV Installation Professional Exam.

#### Required Texts (additional cost)

1. *NABCEP PV Installation Professional Resource Guide (free download)*
2. *National Electrical Code, NFPA 70 (NEC)*

### SOLAR PV TECHNICAL SALES AND COMMUNICATIONS

PVI 206

Thurs, 6 - 9 pm, 2/25 - 3/24

Field Work: Fri, 10 am – 5 pm, 3/18

21 Hours, \$495

#### NABCEP Educational Credits: 40

(12 Hrs Job Task Analysis 6 Hrs PV related)

This class is designed to prepare students to work as an administrative and solar sales professional within the New York City residential market. Students will learn the various types of residential housing markets, federal, state, and city financial incentives, financing programs, project milestones and agency dependencies, as well as the documentation and websites used to track projects within each authority and agency.

### INTRODUCTION TO GREEN ROOF INSTALLATION

HHT 060

Tues, 6:00 - 9:00 pm, 5/3-5/24

Site Visits:

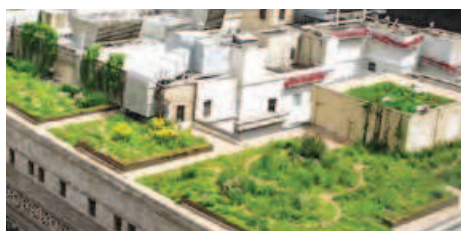
Sat, 10 am - 3 pm, 5/14

Sat, 12 pm - 5:00 pm, 5/21

22 hours, \$280

This course is an introduction to green roof construction, installation, and maintenance. Topics include green roof benefits and incentives, planting types, waterproofing, roof membranes, drainage, horticulture, and irrigation. Two

working site visits to local green roof projects are included.



## STUDY ONLINE AT YOUR CONVENIENCE

### OVER 300 PROGRAMS AND COURSES ARE AVAILABLE

- For Computers, Business, Health-care, Graphic Design, Test Prep and Academic areas, visit: [www.ed2go.com/nyctc](http://www.ed2go.com/nyctc)
- For Career Programs in Health-care, Business, and IT, visit: [www.gatlineducation.com/citytech.cuny](http://www.gatlineducation.com/citytech.cuny)

12 weeks to 6 month duration classes start monthly. Select, preview and register for courses online. Study your favorite topic at work or at home and learn at your own pace.

## DRIVER INSTRUCTOR EDUCATION PROGRAM

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

### DRIVER INSTRUCTOR ED BASIC COURSE: BEHIND THE WHEEL

DEX 101

Sec A: Tues & Th, 6 – 9 pm, 3/1 - 3/31

Sec B: Tues & Th, 6 – 9 pm, 5/24 - 6/23

30 hours, \$245 (Manual included)

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

## DRIVER INSTRUCTOR ED: TEACHING TECHNIQUES & METHODOLOGY

DEX 201

Sec A: Tues & Th, 6 – 9 pm, 4/12 - 5/12

Sec B: Tues & Th, 6 – 9 pm, 7/5 - 8/4

30 hours, \$245 (Manual included)

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

A conveniently located  
**Impaired Driver Program**  
at MetroTech in Brooklyn

Out of State DWI/DUI  
Motorists Are Welcome  
Call 718 552-1170/79

## SECURITY & LOCKSMITH

### ELECTRONIC SECURITY SYSTEMS INSTALLER PROGRAM

SOX 095

Mon & Wed, 6 pm - 9:30 pm, 2/29 - 5/16

70 hours, \$990

(Two payment installment plan available)

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

After successful completion of the program, students will be prepared for employment in the security industry as a technician or field installer. Call for detailed brochure 718 552- 1169/1170. Prerequisite: High School Diploma or GED

## EDUCATION • ENTREPRENEURSHIP • ECONOMIC DEVELOPMENT

### Upcoming Small Business Administration Workshops

Call 718-797-0187 for course dates. Registration is required.

- Small Business Legal Clinic
- Business Startup Basics
- Contract Opportunities with NYC DOE & Division of Contract & Purchasing
- Worker Classification
- Selling to the Government and 8(a), HubZone and WOSB Certification
- Crowd Funding
- Commercial Leasing



For more Brooklyn SBDC workshops visit: <http://bitly.com/BklynSBDCEvents> or email [sbdc@citytech.cuny.edu](mailto:sbdc@citytech.cuny.edu).

*The NYC/SBDC program is supported by the U.S. Small Business Administration (SBA). SBA's funding is not an endorsement of any products, opinions, or services.*

*All SBA funded programs are extended to the public on a nondiscriminatory basis.*

Normal color vision is a must. Additional expenses: Students can expect to spend an additional \$100 on textbooks and personal hand tools. This program is endorsed by the Metropolitan Burglar & Fire Alarm Association (MBFAA).

### 8 - HOUR PRE-ASSIGNMENT TRAINING COURSE FOR SECURITY GUARDS

SOX 090

Sec A: Sat, 9 am – 5 pm, 2/6

Sec B: Sat, 9 am – 5 pm, 4/2

Sec C: Sat, 9 am – 5 pm, 5/21

8 hours, \$35 (*No Registration Fee*)

This is the 8 hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of the duties and responsibilities of a security guard. Topics covered include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for successful completion of this course. Call C. Johnston for information @ 718 552-1170.

### LOCKSMITH

SOX 503

Tues, 6:00 - 9:30 pm, 2/16 - 6/28/16

70 hours, \$1,050.

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

Students are expected to purchase a textbook and small hand tools.

## WELDING COURSES

Courses offered in cooperation with NYC College of Technology's Construction Technology Department. Welding techniques for those seeking a new career or wishing to upgrade and expand their present skills. Proper safety apparel is the responsibility of the student. Welding aprons, gloves, work shoes and goggles or hood are required for all courses. "Safety" items add about \$225 in personal expense to cost of first course.

### NEW! SATURDAY SECTION BASIC ELECTRIC ARC WELDING

WLX 520

Sat, 8:00 am - 12:30 pm, 1/23- 5/28

84 hours, \$2,195. (3 Payment Installment available - call for Info))

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

Prerequisites: High school Diploma, GED or relevant experience and permission of the instructor.

### ADVANCED ELECTRIC ARC WELDING

WLX 620

Wed & Fri, 6 – 9:30 pm, 1/6- 2/17

(No class on 2/12/16)

42 hours, \$1,100 (Two payment installment plan available)

Teaches vertical, horizontal, and overhead position weldments with flat angular and pipe type materials. Emphasizes sound weldments and proper positions to measurements. Students prepare their own weld specimens, such as beveling plates and pipes using special equipment.

Helps prepare students for the American Welding Society's welding certification examinations. Prerequisite: WIX 520 or permission of instructor.

### TUNGSTEN INERT GAS (TIG) WELDING

WLX630

Wed & Fri, 6 - 9:30 pm, 3/2- 5/11

70 hours, \$2,100. (3 Payment Installment available - call for Info)



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

Prerequisite: HS/GED diploma required WLX 520 relevant experience or permission of the instructor.

## MEDICAL & HEALTH

### PHYSICAL THERAPY AIDE PROGRAM

PHT 100

Mon & Wed, 6 – 9 pm, 4/20 - 8/10

100 hours, \$1,450

Physical Therapy Aides, sometimes called Rehabilitation Aides, are entry level positions that mirror an emerging trend in healthcare delivery where support services are provided under supervision of



licensed Physical Therapist, Occupational Therapists or Rehabilitation professionals. They are employed in private physical therapy practices, chiropractic offices, long term healthcare facilities and hospitals. An aging population with improved survival from heart attacks, strokes and trauma as well as improved survival rates from birth injuries and severe disabilities will create added demand for PT Aides. Career ladder opportunities exist with collegiate study leading to licensure, both on the associate and baccalaureate levels. This 100 hour course includes 70 hours of classroom instruction and a 30 hour observational practicum at an affiliated clinical site. Students may be required to have medical clearance prior to start of practicum.



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

NOA100

Sun, Mon, Tues, Wed, 1/10 - 1/13

45 hours, \$1250

This 45 credit hour, four day, on-site, fully approved course satisfies the didactic and clinical requirements to certify dental hygienists to administer infiltration local anesthesia and nitrous oxide analgesia to their patients in New York State.

The course is being offered by the Dental Hygiene Department at New York City College of Technology, an approved provider of CE credits in New York State. Participants successfully completing this course will be recognized as having completed 45 continuing education credit hours by the American Academy of Dental Hygiene, Inc., an approved NYS sponsor.

### Course Requirements

All participants must:

- Be a New York licensed RDH.
- Document professional liability coverage of at least \$1,000,000/3,000,000.
- Not be pregnant or nursing and in

adequate health to participate as a patient & operator.

- Document current CPR/Healthcare provider status.
- Purchase required texts.
- Bring Safety Glasses to wear in clinical sessions.

### Textbook:

*Local Anesthesia for Dental Professionals*  
Bassett, DiMarco & Naughton, Pearson Education INC., 2010

ISBN-13: 978-0-13-158930-8

ISBN-10 0-13-158930-X

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

## NYS APPROVED CERTIFIED NURSING AIDE TRAINING PROGRAM

CNA 100

Mon - Thurs, 6:00 - 9:00 pm, 3/7 - 5/19

130 hours, \$1,200

(Two payment installment plan available)

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

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

Prerequisite: HS Diploma or GED. Please note: Course tuition does not include the textbook or the cost of the State exam; these additional expenses are approximately \$195.



## PHARMACY TECHNICIAN PROGRAM

PHA 090

200 hours, \$995

### Fall 2015 Section

Sec D: Mon, 6 - 9 pm, 1/11 - 5/2

(No class 1/18, 2/15)

### Spring Sections A, B, C, D

Sec A: Tues, 6 - 9pm, 2/23 - 5/31

Sec B: Wed, 6 - 9pm, 3/30 - 7/6

Sec C: Wed, 6 - 9pm, 5/5 - 8/11

Sec D: Mon, 6 - 9pm. 6/6 - 9/19

(No class on 7/4, 9/5)

(Two payment installment plan available)  
45 hours of classroom instruction plus 155 hours of online instruction (In Person tutoring available for those who need it). For students achieving a minimum grade of C+ in the course, an internship is available with major pharmacy chains for an additional \$300 plus \$100 for background check and drug testing. The next up and coming profession – over billion prescriptions filled in the U.S. each year. A pharmacy technician's career path can start at a hospital, retail or nursing home setting. This course will prepare students to take the Certified Pharmacy Technician (PTCB) exam. Prerequisite: High school diploma or GED. Textbook expense additional.



## DENTAL ASSISTING CERTIFICATE

DAP 100

Fri, 6 - 9 pm & Sat, 9 am - 4 pm, 3/18-7/30

(No classes on 3/25, 5/27, & 5/28)

170 hours, \$2,395 (Optional: Up to 100

clinical hours by arrangement)

(Two payment installment plan available)

Textbook expense additional

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

### The curriculum includes:

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

### Admission requirements:

Complete an application for admission. All applicants must comply with all required medical proof of compliance in accordance under College regulations. All applicants must have an on-site interview. 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.

## INDEPENDENT LIVING - HOME SUPERVISION

ILS100-SP16

Fri, 6:00 - 9:00 pm, 3/4 - 5/21

(No class on 3/26, & 4/22)

30 hours, \$325

This course is designed for protective and rehabilitation services personnel who need skills to assist clients in learning to self-direct their lives or overcoming disadvantages or disabilities. The course teaches skills in group dynamic, and hands-on applications in the use of curriculum and

the evaluation criterion. Special emphasis will be placed on youth and young adults transitioning to adulthood from unique or debilitating circumstances. Upon completion of the course, participants will have enhanced skills to facilitate group learning and interactive techniques as a motivational tool.

## MEDICAL CERTIFYING EXAM PREPARATION



## MEDICAL BILLING AND CODING SPECIALIST AHIMA CCS EXAM

### TEST PREP

MBC 100

Mon - Thurs, 6:00 - 9:30 pm, 3/28 - 6/9

150 hours, \$1,795

(Two payment installment plan available)

Medical Coders and Billers are essential to both hospitals and private medical practices. An accomplished Medical Biller can establish a business working directly with physicians as an independent contractor; thereby, dramatically increasing his/her potential income. Our comprehensive, intensive certificate program is designed to provide specialized business skills to those with limited office experience or training seeking to take certifying examinations.

This course prepares students for the AHIMA CCS exam for national certification as a coder. Such certification is crucial in obtaining employment or establishing a business. A high school diploma or a GED is required. Healthcare work experience preferred.

### Curriculum includes:

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

## MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIAN

MHT 100

Wed, 6 - 8 pm, 6/15-9/28

32 hours, \$995 (Textbook Additional)

(Two payment plan available)

As a medical records and health information technician, you could be responsible for organizing and maintaining data for clinical databases, reviewing patient records, and recording data electronically. According to the Department of Labor, medical records and health information technicians typically need a post-secondary certificate or an associate's degree in health information technology.

In addition, most employers prefer to hire technicians with professional certification, such as Registered Health Information Technician (RHIT), or the National Healthcare Association (NHA) Certified Electronic Health Record Specialist (CEHRS).

This course prepares you for both examinations. Prerequisite: HS Diploma or GED, plus successful completion of Medical Billing Course (MBC 100) or actual experience as a Medical Biller.

### The following topics are covered:

- Understanding the Profession Health Information Management
- Numbering and Filing Methods
- Processing Medical Records
- Assembly of Medical Records
- Analysis of the Medical Records
- Confidentiality and Research of Information
- Medical Records/HIM functions with certificates
- Forms of Insurance

## Kingsborough Community College Emergency Medical Technician Program

Call 718 368-5050 for schedule.



## LANGUAGES

### BEGINNING SPANISH I

SPA 100

Tues, 6 - 8:30 pm, 3/15 - 6/28

40 hours, \$350

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

### BEGINNING SPANISH II

SPA 200

Mon, 6 - 8:30 pm, 1/26-5/10

40 hours, \$350

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



## PERSONAL & PROFESSIONAL ENRICHMENT

### LEGAL INTERPRETING FOR SPANISH SPEAKERS

LGL 001

Wed, 6 - 9 pm, Date TBA

21 hours, \$375

This course is intended for intermediate level Spanish speakers. The focus is on conversational Spanish in common legal environments, such as a law office. The class will be conducted primarily in Spanish; English will be used to clarify difficult terminology or concepts. Students are expected to use Spanish in class as much

as possible. Participants will learn words and phrases used in landlord/tenant, family, small claims court as well as consumer related circumstances.

This course is aimed at those students who already have a sound knowledge of Spanish grammar and syntax and wish to improve and consolidate them in a variety of practical legal contexts. The goal of the class is to give students greater confidence and fluency with legal terminology. Curriculum includes: Intro to Legal System, Housing Court, Family Court, Small Claims Court/Contracts, Real Estate/Probate.1.

## BUSINESS & INVESTING

### SUPPLY CHAIN MANAGEMENT FUNDAMENTALS

BSX 201

Tues, 6:00 - 9:00 pm

Call 718-552-1170 for March dates

36 hours, \$300

This is an essential course today for those pursuing careers in business. To be successful, companies must rely on effective communication with their suppliers and, manage the seamless flow of goods, services, and information from the suppliers to the customers.



This course provides an overview of Supply Chain Management and the basic skills necessary to understand the relationship of sales, customer-demand forecasting, material requirements, and long-range production and control. Specific topics include outsourcing, information technology, logistics, and globalization. A textbook may be required as an additional expense.



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

BSX 072

Sat, 11:30 am - 2:00 pm, 4/16

2.5 hours, \$70

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



### STARTING A BUSINESS WITH LITTLE MONEY DOWN

BSX 008

Sat, 9 - 11:30 am, 4/16

2.5 hours, \$70

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



## KEEP LEARNING AT CITY TECH

Jump-Start Your Career at City Tech Continuing Studies Center



**BASIC ARC WELDING**  
(New Saturday Section)  
Starts January 23

**INTRODUCTION TO HEALTH  
INFORMATION TECHNOLOGY (HIT)**  
Starts June 15

**FULL-STACK WEB DEVELOPMENT  
16-WEEK INTENSIVE**  
Starts April 4

## CREATING YOUR RÉSUMÉ, MARKETING YOURSELF

CDX 108

Call for an appointment

718 552 1170



Searching for employment is a full time job, one that requires appropriate tools. For job seekers, a résumé is a personal advertisement. A strong résumé may net an interview and a weak résumé often ends up in the “circular file.”

This workshop will provide guidance about developing a résumé that presents you in the best light. It will talk about résumé styles, objectives, personal profiles and content that may give you a competitive edge. Attendees must bring a résumé. The presenter is co-author of *Job Hunting Made Easy*, a Learning Express/Random House publication (1997).

## What's In Your Toolkit?

At City Tech Continuing Studies Center we believe in helping you to learn new skills, take charge of your life and experience the satisfaction of a job well done. Our Home Repair classes will show you how to master basic repairs and save money on routine maintenance.



[Meet Richard Crabbe](#), our jack of all trades instructor. If it's broken Richard will show you how to fix it.



## HANDS -ON HOME REPAIR WORKSHOPS

### HANDS-ON HOME REPAIR WORKSHOPS

HHT 078

\$70 for each workshop  
(Casual Attire Suggested)

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



### HOMEOWNER'S BASIC TOOL KIT

Sec A: Wed, 6 - 9 pm, 3/23

Cut a board, level a shelf; install an anchor bolt in a hollow wall. This class will stock your toolkit with the most useful tools and give you hands-on tips for using them. Discover your inner handyman and save money on basic repairs.

### HOMEOWNER'S GUIDE TO BASIC PLUMBING

Sec B: Wed, 6 - 9 pm, 3/30

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, 4/6

How to 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, 4/13

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

### INSTALLING CERAMIC TILE

Sec E: Wed, 6 - 9 pm, 4/20

How to create a level surface, select floor tile, lay out a pattern and install like a pro.

### WINDOWS (REPAIR) 101

Sec F: Wed, 6 - 9 pm, 5/11

Water and weather can shorten your windows' lifespan. The good news is old windows can often be repaired, by replacing weights and chains and refurbishing rotten wood. In this session, a seasoned window installer who has “seen it all” will explain how to repair your troublesome windows-and when to replace them.

## COMMUNITY PROGRAMS AT CITYTECH

### DIRECT CARE PROFESSIONAL TRAINING

For dates and information call 718 552-1120

Direct Care Professional Training (for currently matriculated associate degree students in Human Services and undeclared health students as well as for individuals who are currently unemployed who meet eligibility requirements). Direct Care Professionals work in agencies which provide broad based services to people with developmental disabilities living and working in community settings.

The College's program offers certifications in Approved Medication Administration (AMAP) and Strategies in Crisis Intervention and Prevention (SCIP), First Aid and AED, certifications required for employment. Also included are two new certifications— Promoting Positive Relationships and Fire Safety.

This course will enable students who are matriculated in associate degree courses, both Human Services majors and undeclared health majors to secure employment in the field of disabilities while attending college and thereafter. Ten seats in this course are reserved for dislocated workers who meet eligibility requirements. All applicants must have a personal interview.

### PATIENT CARE NAVIGATOR PROGRAM

PCC100

Wed, 9:00 am - 12 noon, 3/23 - 7/27

60 hours, FREE

Course Admission Requirements:

1. Interview with Program Director (David Pedreira - 718-552-1168)
2. High School Diploma, GED or College Degree.
3. Industry related experience.

New healthcare delivery systems call for greater coordination of care, particularly case management for patients with complex medical needs. The advent of electronic medical records, makes it possible for physicians to access full patient

records with the ability to monitor procedures, medications and doctors' appointments. Patient care navigators, also called case managers, work with physicians to ensure that their patients maintain the regimens and medications needed to improve their health.

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

### FREE High School Equivalency Prep Classes

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

Classes are free and meet during the day (3 days per week, 9am-2pm), the evening (3 evenings per week, 6-9pm), or on Saturdays from 9am-3pm.

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

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

### CYBER SECURITY & YOU

SOX 089

Thurs, 6 - 8:30 pm, [Check our website](#) for Spring date.

2.5 hours, Free

How safe is your data and identity on the information highway? In this introduction to computer security, City Tech's IT Systems Manager explains how to safeguard your data, protect information online and in email, keep your sensitive data secure when working on the internet and store data securely in the cloud.



### Protect Your Identity

- Identity Thief and Credit Card Fraud
- Knowing how to prevent identity theft makes your identity more secure
- Beware of Scams

### Don't be fooled!

- Social Engineering and Phishing techniques
- Don't Get Caught by Phishing

### Mobile Devices and Wireless Safety

- Why they should be protected
- Travel security for computers and mobile devices
- Keeping your data safe in the Cloud

## GENERAL INFORMATION

You must pay the tuition in full, plus a **\$20 non-refundable registration fee, per transaction**, before you are admitted to class.

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

MasterCard and Visa are accepted.

### REGISTRATION

The registration deadline is one week prior to the beginning date of the course. You may use the registration coupon on the last page of this bulletin. Register online @ [www.citytechce.org](http://www.citytechce.org)

### ADMISSION

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

### COURSE CANCELLATION

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

### AUTHORIZED INSTALLMENT

#### PAYMENT PLANS

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

### DELINQUENT INSTALLMENT PAYMENTS

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

### WITHDRAWAL AND REFUNDS

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

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

No refunds are given after the 2nd class. Refund policy is based on the total course

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

### CLASS MEETINGS & ATTENDANCE

Unless you are notified otherwise, all courses will start according to the schedules listed in the bulletin. An instructional hour is 50 minutes in the Continuing Studies Center, except when specifically noted in the course description. Successful completion requires 80% attendance (with the exception of NY State pre-licensing courses) and an overall passing grade or mark.

### DISCOUNTS

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

### CERTIFICATES

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

### LETTERS OF ATTENDANCE

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

### CONTINUING STUDIES CENTER

#### NYC College of Technology

300 Jay St., H-4th floor,

Brooklyn, NY 11201

Attn: CSC Certificate Coordinator

There is a \$10 fee for this service.

### ISSUES & CONCERNS

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

### FINANCIAL ASSISTANCE

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

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

Brooklyn One-Stop:  
(718) 246-5219

Queens One-Stop:  
(718) 557-6755

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

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

Bronx One-Stop:  
(718) 960-7099

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

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

### STATEMENT OF NON-DISCRIMINATION

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



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# GETTING TO NYC COLLEGE OF TECHNOLOGY

## CAR

### From Brooklyn

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

### From Manhattan and the Bronx

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

### From Queens

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

### From Staten Island

Cross the Verrazano Bridge to the Brooklyn-Queens Expressway and follow directions for Brooklyn.

## TRAIN

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

## PARKING

Call For Pricing

### (1) Flatbridge Parking Corp.

(Monday-Friday)

718-403-0449

215 Jay Street & 120 Concord St.

### (2) Heights Parking Corp.

718-643-6440

66 Adams & Sands Streets

### (3) Central Parking

(Marriot Hotel)

718-222-1032

350 Jay Street

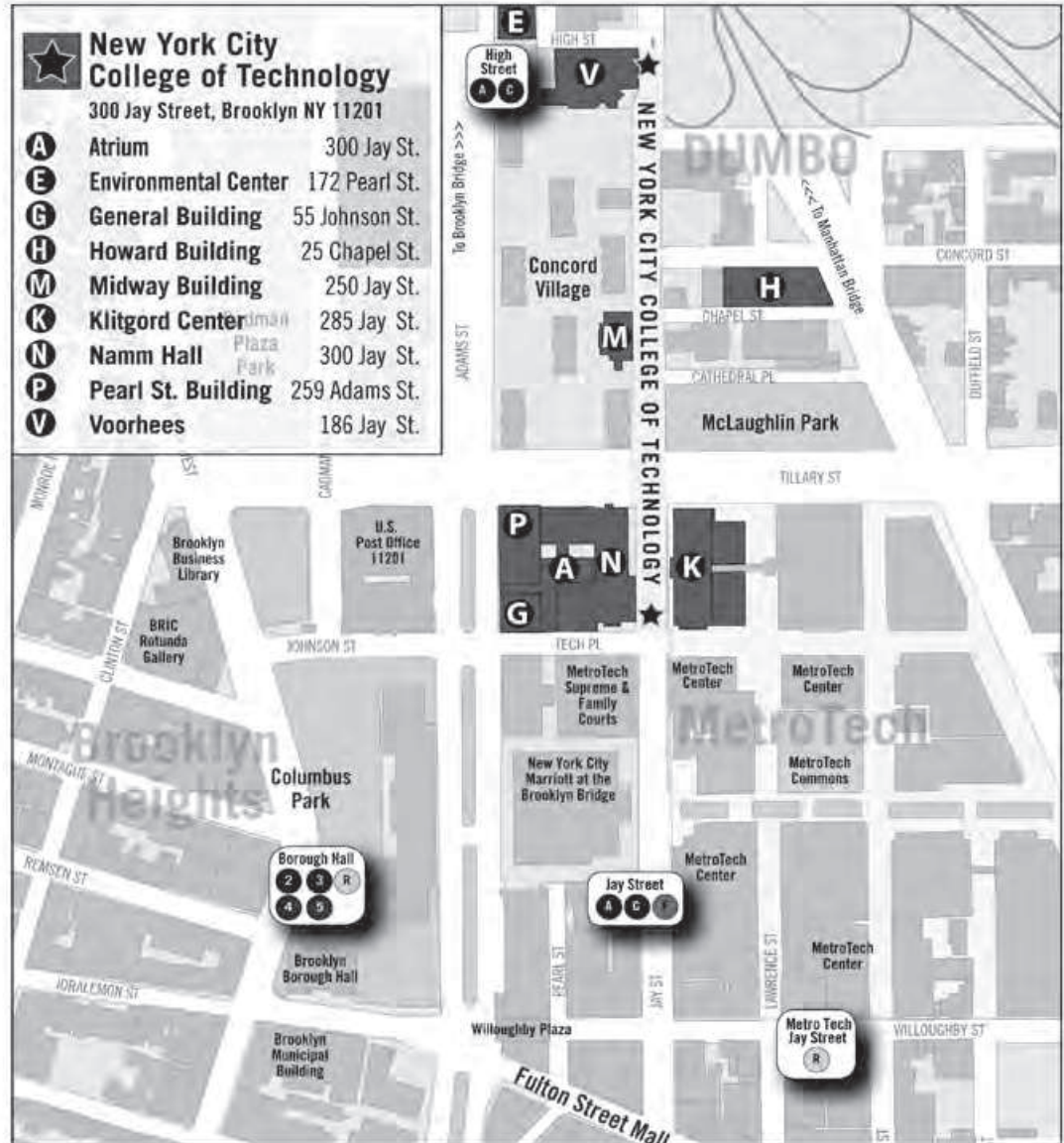
## Subways

### Plan Your Trip (MTA Info)

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

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

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



# REGISTRATION FORM

## CONTACT INFORMATION

Name \_\_\_\_\_

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

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

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

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

## SELECTED COURSES

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

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

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

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

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

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

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

Nonrefundable Registration Fee: +\$20

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

## PAYMENT INFORMATION

☐ **Money Order or Check #** \_\_\_\_\_

☐ **Employer Voucher/Letter**

☐ **Master Card**   ☐ **Visa**

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

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

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

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

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## FOR OFFICIAL USE ONLY

☐ Admin Letter Issued   CSC Staff Initial \_\_\_\_\_

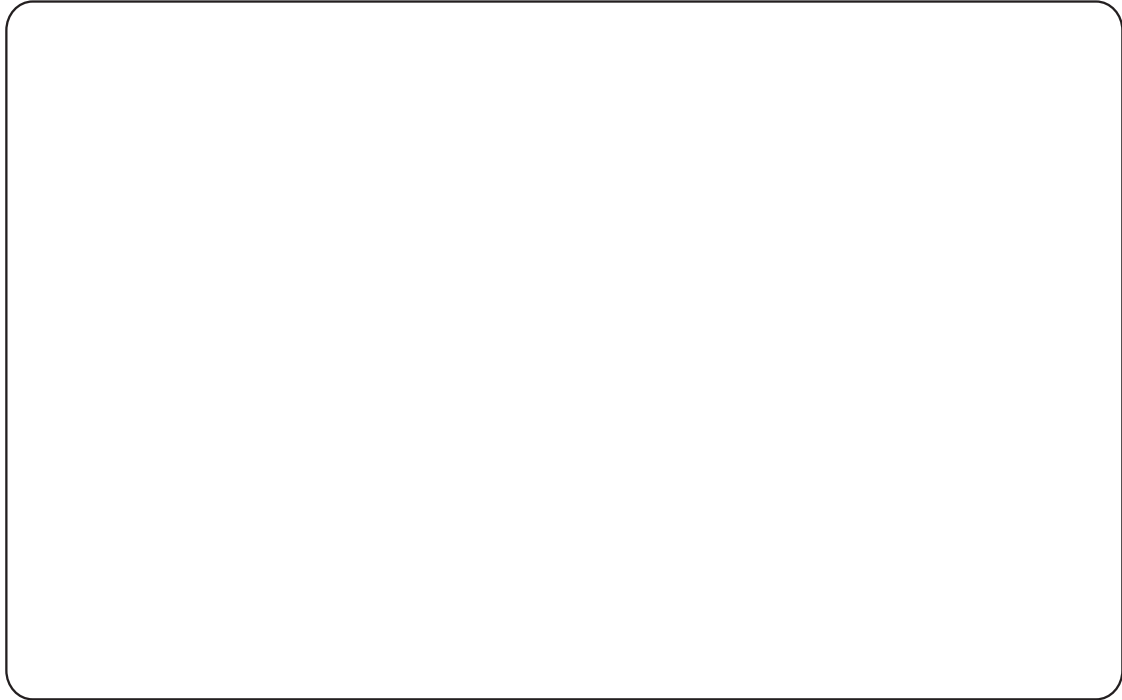




## **Division of Continuing Education**

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

**CITY TECH IS NY**



## **Learn What's New At City Tech**

CYBER SECURITY AND YOU

FULL-STACK WEB DEVELOPMENT 16-WEEK CODING INTENSIVE

SCHOOL PROFESSIONALS' CERTIFICATIONS

COMPUTER STUDIES

INFORMATION TECHNOLOGY

CERTIFICATION, PRE-LICENSING & TEST PREP

BUILDING OPERATIONS

SOLAR PV CERTIFICATION

SECURITY & LOCKSMITHING

OCCUPATIONAL HEALTH & CONSTRUCTION SAFETY

WELDING

SMALL BUSINESS

MEDICAL & MEDICAL CERTIFYING EXAM PREPARATION

ONLINE EDUCATION

PERSONAL ENRICHMENT

HOUSE AND HOME

...and more