

The City College  
of New York



# CONTINUING AND PROFESSIONAL STUDIES

*"Steeped in education, Rooted in the community"*



**2023**

# COURSE CATALOG



# 2023 Welcome Message



## Dean Juan Carlos Mercado

At CCNY's Office of Continuing and Professional Studies, we are committed to serving the college and larger community by providing training that will prepare students for the new economy. As we read in daily headlines, the job market is changing profoundly and rapidly, and consequently, so is the training now necessary to succeed. Some occupations have disappeared while new professional opportunities emerge every year. Our goal is to provide effective tools to help fully prepare you for this new job market. Some of the initiatives are described in this bulletin. We hope that you will take advantage of them.

Following President Boudreau's vision, the Office of Continuing and Professional Studies has been working on different fronts to develop new programs and courses. Thus, in addition to the regular classes that we offer, we are creating new opportunities through partnerships, including Google and Cisco. We've begun offering courses for the Cisco Academy Certificate. These include: Introduction to Networking, Switching, Routing, and Wireless Essentials; Enterprise...

Networking, Security, and Automation; and Cybersecurity.

With Google, we are offering an IT Support Professional Certificate. For these particular programs, we are creating a state-of-the-art Computer Lab with all switches, routers, and equipment necessary to support these classes.

We have also established a partnership with the DC 37 Educational Fund to start offering computer classes to DC 37 members as well as non-members.

We are training to build a skilled environmental workforce in economically distressed communities. We are increasing the number of classes/training in different areas of the Health professions. In addition, we are working with the New York Jobs CEO Council to prepare, along with other CUNY campuses, 25,000 African American, Latinos and Asian students for the new economy in the next few years. We are working with the Institute for Urban Systems/Building Performance Lab to prepare students in the field of energy-in-buildings, training in energy technology fundamentals including hands-on lab experience, and opportunities for multiple professional certifications.

**We hope that you find our offerings exciting. We are here to help you; your success is our success.**

Regards,

A handwritten signature in black ink, appearing to read "Juan Carlos Mercado".

# ACADEMIC CALENDAR

Fri, December 30, 2022 - Mon, January 2, 2023	New Years Day Observed	<i>Office Closed &amp; No Classes</i>
Sat, January 14 - Mon, January 16	Martin Luther King Jr Day	<i>Office Closed &amp; No Classes</i>
Sat, February 11 - Mon, February 13	Lincoln's Birthday	<i>Office Closed &amp; No Classes</i>
Sat, February 18 - Mon, February 20	Presidents Day Weekend	<i>Office Closed &amp; No Classes</i>
Wed, April 5 - Thurs, April 13	Spring Break	<i>No Classes</i>
Sat, April 8 - Mon, April 10	Easter Weekend	<i>Office Closed &amp; No Classes</i>
Sat, May 27 - Mon, May 29	Memorial Day Weekend	<i>Office Closed &amp; No Classes</i>
Sat, June 17 - Mon, June 19	Juneteenth	<i>Office Closed &amp; No Classes</i>
Tues, July 4th	Independence Day	<i>Office Closed &amp; No Classes</i>
Sat, September 2 - Mon, September 4	Labor Day Weekend	<i>Office Closed &amp; No Classes</i>
Fri, September 15 - Sat, September 16	Rosh Hashanah	<i>No Classes</i>
Mon, September 25	Yom Kippur	<i>No Classes</i>
Sat, October 7 - Mon, October 9	Columbus Day Weekend	<i>Office Closed &amp; No Classes</i>
Wed, November 22 - Sat, November 25	Thanksgiving Break	<i>Office Closed &amp; No Classes</i>
Mon, December 18 - Sun, December 31	Winter Break	<i>Office Closed &amp; No Classes</i>





# VACCINE MANDATE

All Students registering for a fully in-person or hybrid class must be fully vaccinated to attend in-person classes unless you have been granted a religious exception or medical exemption. Students accessing University facilities for reasons other than to attend an on-campus class session will be required to be vaccinated. Only if they have been granted a religious exception or a medical exemption, they can show proof of a negative COVID-19 test taken no more than 7 days prior to the visit. If your vaccine is approved by the World Health Organization (WHO) and you are considered fully vaccinated as specified in the WHO approval, you are fully vaccinated under CUNY policy. If for some reason you have received a vaccine that is not approved by the FDA or WHO, you should immediately contact your campus Location Vaccine Authority (LVA) to determine the appropriate course of action. Contact information for the LVA's in all campuses is available [here](#). The vaccination mandate applies only to students taking in-person and hybrid classes. A student may enroll in courses being offered on-line even if they are not vaccinated. In some instances, a full semester schedule may be available through on-line course options.

On September 3, 2021, CUNY amended the policy that permitted unvaccinated students to visit campuses if they showed proof of a negative COVID test. Starting on October 7, 2021 all students taking remote only classes who wish to visit a campus at any point this fall for any reason must be fully vaccinated and have their vaccination documents approved — unless they have been granted a religious exception or a medical exemption. The only other exception to this change is that campus leaders can accommodate entry to students who need to access emergency services on campus, such as food pantries and mental health services. This policy may be modified depending on changing public health conditions. CUNY's Student Vaccination Mandate for in-person or hybrid classes also extends to in-person clinical and field placements (e.g, nursing clinicals, student teaching). CUNY has been notified that some placement sites are requiring students to provide documentation of COVID vaccination as part of the necessary clearance requirements. Verification process will depend on the requirements of the clinical site.

Enrolled students may request an exemption from the requirement that they submit proof of COVID-19 vaccination for medical or religious reasons. Students requesting an exemption for medical reasons will be required to submit a statement from a doctor or advanced practice nurse explaining the medical reason for this and the period for which the exemption is being requested. Students requesting an exception for religious reasons will be required to submit a written statement, signed by the student (or signed by a parent or legal guardian if the student is a minor) explaining how immunization conflicts with the student's religious beliefs. Sincerely held religious belief, practice, or observance includes any traditionally recognized religion as well as beliefs, observances, or practices, which an individual sincerely holds and which occupy in their life a place of importance parallel to that of traditionally recognized religions. For those granted exceptions and exemptions, on-campus participation is not guaranteed, and is dependent on the overall course of the pandemic, the rate and efficacy of vaccination, and the student's academic program. Those granted exceptions and exemptions from COVID-19 immunizations will be directed to the appropriate University department or college Student Affairs office to develop an access plan, which may include applying for feasible accommodations.

Efforts are ongoing to encourage participation by providing education regarding vaccination, access to the vaccine, or instruction to receive an approved exception or medical exemption. If a student does not abide by the vaccine requirement, they are not authorized to take in-person or hybrid classes. Any student found in violation of these directives may be subject to discipline under [Article XV of the CUNY Bylaws](#). Further, students taking in-person or hybrid classes who fail to follow the vaccine mandate after full FDA approval is granted will be subject to potential academic withdrawal that could also impact their financial aid and might not be eligible for refunds for the course. CUNY is committed to providing exceptions and medical exemptions when appropriate.



# OUR PARTNERS



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# OUR POLICIES

## How to Register:

**Online** by visiting [www.cps.ccny.edu](http://www.cps.ccny.edu) and clicking the "[Registration](#)" tab

**Phone** (212) 650-7312

**Email** [ace@ccny.cuny.edu](mailto:ace@ccny.cuny.edu)

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## Enrollment Requirement:

You must have a High School Diploma/GED for most of our certificate programs

## Payment Plans:

Students may apply for a payment plan on open courses with tuition of \$500 or above. If interested, please contact the Office of Continuing and Professional Studies. A 50% payment is required for payment plans, some exceptions may apply, and a credit/debit card must be maintained on file.

## Refund Policy:

If CPS cancels a course, a 100% refund, including the registration fee, will be given. If a student cancels, a refund request must be submitted in writing via email at least five business days prior to the first day of class. If the student withdraws at least five business days prior to the first day of class, a 100% refund will be given (less the \$25 registration fee).

There are no refunds on one or two day workshops, unless class is not offered. Non-attendance does not constitute a withdrawal or request for refund. A refund takes approximately 6 to 8 weeks after the Office of Continuing and Professional Studies receives the request. Refunds are credited to the card charged. Money orders and business check payments are refunded with check mailed 6 to 8 weeks after a course withdrawal or cancellation has been approved. Refunds are not given after the first class session.

## Grants & Scholarships:

This scholarship fund, which is generously supported by the Helena Rubinstein Foundation, is the first program at CUNY for individuals enrolled in continuing education programs. It is open to individuals seeking to advance their careers through education and training, and do not have access to other funding sources.



# OUR POLICIES

## Discounts:

Senior citizens receive a discount of \$25 applied towards the \$25 registration fee for any open course costing \$99 or more (except computer courses). CCNY faculty, staff, and students receive a 10% discount on courses (except where exclusions may apply). Receive 10% discount on tuition when your referral registers for a class of equal or greater value. To receive a tuition discount you must show appropriate ID to demonstrate you are currently studying or working at CCNY. Discounts cannot be combined with other offers. Discounts are not available for all classes.

## Course Cancellation:

Continuing and Professional Studies courses are subject to a minimum enrollment. We reserve the right to cancel any class that does not meet the minimum enrollment required. If a course is cancelled, students will receive a full refund. Students may ask our office for additional options.

## Classroom Location:

Classroom information will be emailed to students, before the start of class.

## Certificate Requirements:

Our certificate programs are designed to equip individuals with the appropriate level of skills in the least amount of time possible to prepare for the workforce. Most programs require at least a High School diploma or Test to Assess Secondary Completion (TASC), formally GED, for entry. Please refer to the specific certificate program to determine requirements or visit our website: [www.cps.ccny.edu](http://www.cps.ccny.edu)

## Grades:

Any Incomplete grades should be resolved with your instructor within 2 weeks of the course finish date. All final grades will be submitted 2 weeks after the class finishes by your instructor to our office.

## Weather Closings:

CCNY is occasionally closed due to extreme weather conditions. In the event of a blizzard or other hazardous weather conditions, please call 212-650-7000 or visit the CCNY website, <https://www.ccny.cuny.edu> for more information.

# Certified Nursing Assistant (CNA)

*APPROVED BY NEW YORK STATE EDUCATION DEPARTMENT (NYSED)*

This 130-hour Hybrid program is approved by New York State Education Department and provides both classroom instruction and a 30- hour clinical externship. Coursework includes anatomy and physiology, basic life support, and the fundamentals of patient care. During the final six weeks of class, students are assigned to a clinical externship in a nursing home. CNAs work under the supervision of a registered nurse (RN), licensed practical nurse (LPN), physician assistant (PA), nurse practitioner (NP), medical doctor or other supervisory staff in a healthcare facility. Students will learn how to assist patients with daily living tasks and provide basic care services such as bed making, grooming, and taking vital signs.

Things to know:

- Medical clearance must include a recent drug screen (within 2 weeks)
- Your future employer will request fingerprinting and a criminal history background check
- You will be required to wear (PPE) - Personal Protective Equipment at the clinical site
- We suggest you access this site [www.prometric.com/nurseaide/ny](http://www.prometric.com/nurseaide/ny)
- This program is offered on Zoom and Google classroom - You will need a computer
- You must be on camera at each zoom class except for breaks any minor children will need supervision away from camera.

One week prior to the start of class, you will receive more information about classes.

## SPRING 2023

**JAN 30 - MAR 29**

**Mon-Thurs 6PM-9PM / 43 Sessions**

**JAN 28 - JUL 15**

**Saturdays 9AM-4PM / 22 Sessions**

## SUMMER 2023

**JUN 05 - AUG 2**

**Mon-Thurs 6PM-9PM / 43 Sessions**

## FALL 2023

**SEP 11 - NOV 8**

**Mon-Thurs 6PM-9PM / 43 Sessions**

**SEP 16 - MAR 16, 2024**

**Saturdays 9AM-4PM / 22 Sessions**

**TUITION:  
\$1,235**

**Prerequisite: High School Diploma or GED/HSE**

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition. If the clinical rotation is not completed in the class for which you registered, you will be required to pay a fee for a newly scheduled clinical rotation. Textbooks, medical exam, uniform, CPR certification, and certification exam fee not included in tuition.*



# Pharmacy Technician

*CERTIFIED BY THE PHARMACY TECHNICIAN CERTIFICATION BOARD (PTCB)*

This 75-hour certificate program prepares students to follow a rewarding career path in the industry. Topics covered include Pharmacy Law, Human Anatomy and Physiology, Medical Terminology and Pharmacology. (Prior knowledge of arithmetic and pre-algebra required to prepare and dispense drugs.)

Students learn about serving patients, maintaining medication inventory control systems, and managing a pharmacy. Students also prepare for the Pharmacy Technician Certification Examination (PTCE), a nationally recognized certification examination administered by the Pharmacy Technician Certification Board (PTCB).



## SPRING 2023

**JAN 23 - MAY 03**

Mon & Wed 6PM-9PM / 25 Sessions

**JAN 24 - APR 27**

Tue & Thurs 6PM-9PM / 25 Sessions

**FEB 25 - JUN 24**

Saturdays 9AM-4PM / 15 Sessions

## SUMMER 2023

**JUN 5 - AUG 30**

Mon & Wed 6PM-9PM / 25 Sessions

**JUN 6 - AUG 31**

Tue & Thurs 6PM-9PM / 25 Sessions

## FALL 2023

**SEP 11 - DEC 13**

Mon & Wed 6PM-9PM / 25 Sessions

**SEP 12 - DEC 07**

Tue & Thurs 6PM-9PM / 25 Sessions

**SEP 16 - JAN 27, 2024**

Saturdays 9AM-4PM / 15 Sessions

**TUITION:  
\$775**

**Prerequisite: High School Diploma or GED/HSE**

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*

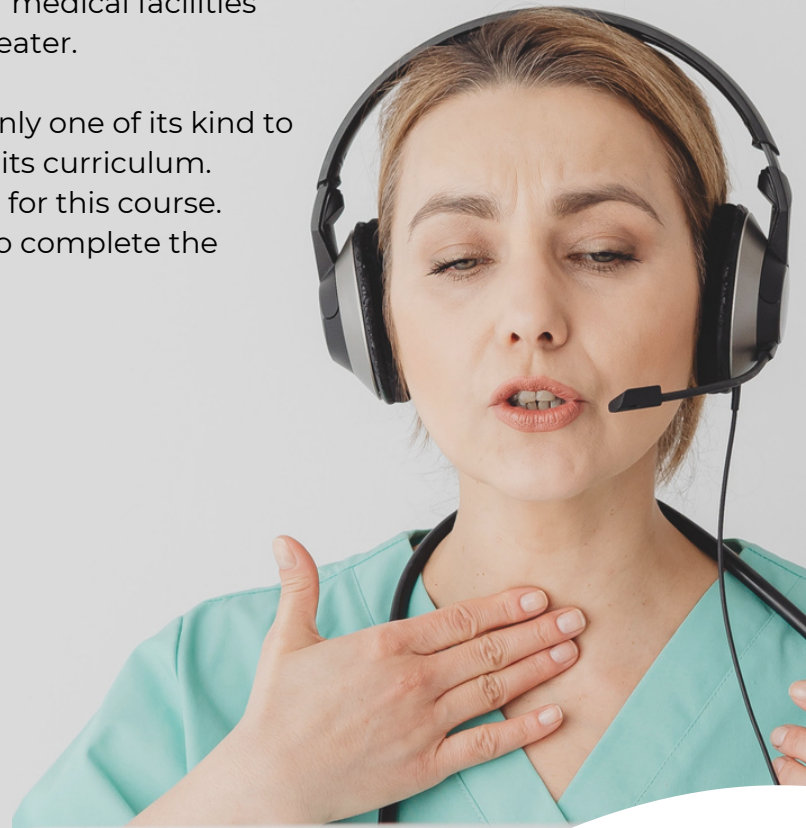


# Medical Interpreter

*ACCREDITED BY THE INTERNATIONAL MEDICAL INTERPRETERS ASSOCIATION (IMIA)*

This 102-hour course is designed to train entry-level medical interpreters in English/Spanish and meet the needs of doctors' offices, hospitals, emergency rooms, and other medical facilities since the need for telephone interpreters is greater.

This Certificate in Medical Interpreting is the only one of its kind to incorporate Telephonic Interpreting as part of its curriculum. An assessment is required prior to registration for this course. Prospective students should email our office to complete the placement test before enrolling in the class.



SPRING 2023

**FEB 15 - JUL 03**

Mon & Wed 6PM-9PM / 34 Sessions

FALL 2023

**SEPT 11 - FEB 05, 2024**

Mon-Thurs 6PM-9PM / 34 Sessions

**TUITION:  
\$1,724**

Prerequisite: High School Diploma or GED/HSE

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*

# Certified Clinical Medical Assistant (CCMA)

*CERTIFIED BY THE NATIONAL HEALTHCARE ASSOCIATION (NHA)*

This 328-hour online course is designed to prepare students to work as multi-skilled health professionals, and perform administrative and designated clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examinations, drawing blood and administering medications as directed by a physician. With the integration of these two skills students will gain sufficient knowledge to perform a variety of a medical assistant tasks and to prepare individual for the National Health career Association certification examination. Most medical assistants work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities.

The clinical part of the course will be in the classroom setting and the administrative part is offered online only which incorporates two innovative software: Moodle.org and Bluejeans.com.

*Clinical sessions will be completed in compliance with COVID-19 regulations.*

*All Students registering for a fully in-person or hybrid class must be fully vaccinated to attend in-person classes unless you have been granted a religious exception or medical exemption. Students accessing University facilities for reasons other than to attend an on-campus class session will be required to be vaccinated.*

Upon completion of the course students are encouraged to take the Certified Clinical Medical Assistant certification examination by the National Health career Association. NHA examination fee is not included in tuition

nha 

FALL 2023

SEPT 12 - APR 04, 2024

Tue, Wed & Thurs 5:30PM-9:30PM

82 Sessions

**TUITION:**  
**\$2990**

Prerequisite: High School Diploma or GED/HSE

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*



# Hemodialysis Technician

Well-trained professionals, who are skilled in hemodialysis treatment, are needed to meet the increase in chronic kidney related illnesses. Working in partnership with Medical Careers Prep Academy, The City College of New York, provides the comprehensive online training necessary to become a hemodialysis technician.

Essential topics for training focus on: kidney anatomy and physiology, renal nutrition, water treatment, vascular access, infection control, medication, complications, dialysis machine set-up, and patient monitoring.

Registered nurses who take this course supervise technicians in hemodialysis facilities which treat patients with End-Stage Renal Disease. (ESRD)



SPRING 2023

TO BE ANNOUNCED

TUITION:  
\$1,579

Prerequisite: High School Diploma or GED/HSE

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*





# Community Scientist Institute

This six-week course delivered through the Continuing Education Program at The City College of New York is designed for individuals who are interested in developing community-relevant research. The course is specifically designed to engage community members in addressing the cancer burden in New York City. Cancer is the leading cause of premature death before the age of 65.

As the onset and diagnosis of cancer continues to increase, we need more voices involved to develop new ways to reduce the cancer burden. Individuals are expected to attend in-person sessions on Saturdays and review the course material online for each module prior to the next class.

## Course Modules:

- Introduction to Cancer and Why Community Scientists are Essential (Week 1)
- Cancer Research (Week 2)
- Clinical Trials (Week 3)
- Clinical Research Training- Part I (Week 4)
- Clinical Research Training- Part II (Week 5)
- Career Development Workshops (Week 6)



# DISRUPT

TO MAKE CANCER RESEARCH EQUITABLE

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

SPRING 2023

JAN 21 - MAR 04

Saturdays 9:30AM-1:30PM / 6 Sessions

**TUITION:**  
**\$450**

Prerequisite: High School Diploma or GED/HSE

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*

# Certified Billing & Coding Specialist (CBCS)

*CERTIFIED BY THE NATIONAL HEALTHCARE ASSOCIATION (NHA)*

This new 170-hour synchronous online course includes the process of submitting and following up on claims with health insurance companies in order to receive payment for services rendered by a healthcare provider. This course is designed for anyone who has the desire to work as a Certified Medical Billing and Coding Specialist in any outpatient medical facility such as physicians' offices, clinics, outpatient hospital settings, and other related facilities. MedStar Billing Technology and Resources, the instructional provider, offers over a decade of experience as a healthcare transaction processing service and training provider. All instructors are CBCS AAPC- CPC and CPC-I certified with at least 10 years of experience as coders and coding instructors. Upon completion of the course students are encouraged to take the Certified Billing and Coding Specialist certification examination by the National Health Career Association.

The course has two sections (sections can be taken in any order) Both sections are required to complete the course and satisfy testing requirements:

Part I: Medical Terminology, The Insurance Specialist, The Basics of Medical Insurance, Managed Care

Part II: ICD-10-CM, CPT, CMS 1500 Form, Cloud Based Computerized Billing

nha 

SPRING 2023

TO BE ANNOUNCED

TUITION:  
\$1,579

Prerequisite: High School Diploma or GED/HSE

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*



# The English Language Institute (ELI)

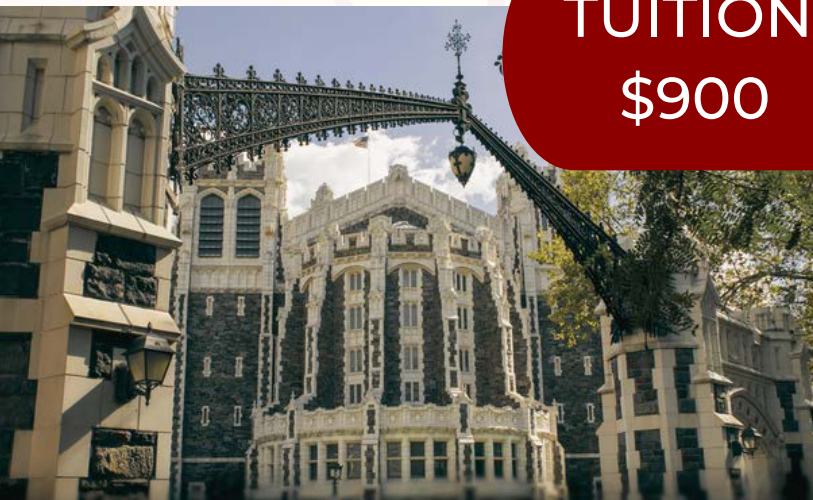
The English Language Institute is open to Students interested in preparing for American College or University studies. It is also open to those who want to study intensive English for personal or professional reasons. The English Language Institute ELI provides intensive instruction and practice for non-native speakers who want to improve their English skills for academic and professional development. Our English program is designed for both international and local students who want to prepare for studying in an American University and for improving their job opportunities. After completing the English Language Institute, students who meet our GPA program requirements can apply for undergraduate and graduate programs at City College—no TOEFL exam needed!

If you would like to study English in the United States on an F-1 Visa or change your current visa status to F-1, you may apply using immigration form I-20 through The City College of New York Continuing and Professional Studies. Current F-1 Visa students may also transfer from another school. The program prepares students for the academic challenges of an American College or University.

**F-1 STUDENTS MUST REGISTER FOR 15 WEEKS.**

**TEXTBOOKS ARE NOT INCLUDED IN TUITION.**

**TUITION:  
\$900**



## SPRING 2023

**JAN 17 - FEB 22**

**Mon-Thurs 9:30AM-2:30PM**

**FEB 27 - MAR 30**

**Mon-Thurs 9:30AM-2:30PM**

**APR 17 - MAY 18**

**Mon-Thurs 9:30AM-2:30PM**

## SUMMER 2023

**MAY 30 - JULY 5**

**Mon-Thurs 9:30AM-2:30PM**

**JULY 10 - AUG 10**

**Mon-Thurs 9:30AM-2:30PM**

## FALL 2023

**AUG 21 - SEPT 26**

**Mon-Thurs 9:30AM-2:30PM**

**OCT 2 - NOV 6**

**Mon-Thurs 9:30AM-2:30PM**

**NOV 13 - DEC 18**

**Mon-Thurs 9:30AM-2:30PM**

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*



# English as a Second Language (ESL)



## Adult Education Program: Free Adult English for Speakers of Other Language (ESOL) Classes

The program helps non-native English speakers develop proficiency in grammar, reading, listening, speaking and writing skills as well as building students skills for success in college and the workplace. The program also provides ongoing advisory services to students. Classes are currently held online via Zoom. Students must have a computer or tablet with internet connection in order to participate.

Prospective students can register in our waiting list. Due to high volume of applicants, space is limited. When space is available, students are invited to an orientation session and to take a placement test. Students are placed in class based on their scores and program availability.

Students will be chosen for class on a first come first serve basis.

ESL Webpage: [English as a Second Language \(ESL\) | The City College of New York \(cuny.edu\)](https://www.cuny.edu/esl/)

## Program Requirements

- Age requirement- 19 and older
- Residency Requirement – Must be NYS Resident
- Any student who is on a visa status cannot participate in this program. Please visit the ELI Webpage: [English Language Institute \(ELI\) | The City College of New York \(cuny.edu\)](https://www.cuny.edu/esl/)
- Students residing in any other state can't participate in this program

## Program Information

### Class Levels

Beginner  
Intermediate  
Advanced

## Semester Information

Fall Semester runs from  
September thru December

Spring Semester runs from  
January through June

## Morning Classes

Class Time: 9:00 AM - 2:00 PM  
Intermediate - Tuesday/Friday  
Advanced - Wednesday/Friday

## Evening Classes

Class Time: 5:30 PM - 9:00 PM  
Beginner -  
Tuesday/Wednesday/Thursday  
Intermediate -  
Monday/Wednesday/Thursday  
Advanced -  
Monday/Tuesday/Wednesday

# High School Equivalency Program (HSE)

## Adult Education Program: Free Adult High School Equivalency Program (HSE) Classes

The HSE classes prepare students to pass the TASC (Test Assessing Secondary Completion) exam (formerly GED) leading to obtain the High School Equivalency Diploma as well as building students' skills for success in college and the workplace. The program also provides ongoing advisory services to students.

The classes prepare you to pass all five areas of the TASC Exam:

1. Writing/Essay
2. Social Studies
3. Language Arts/Reading
4. Science
5. Mathematics

Classes are currently held online via Zoom. Students must have a computer or tablet with Internet connection in order to participate. Prospective students can register on our waiting list. Due to high volume of applicants, space is limited. When space is available, students are invited to an orientation session and to take a placement test. Students are placed in class based on their scores and program availability.

Students will be chosen for class on a first come first serve basis.

HSE/GED Webpage: [HSE Preparation | The City College of New York \(cuny.edu\)](https://www.cuny.edu/academic-affairs/adult-education-program/)

## Program Requirements

- Age requirement- 19 and older
- Residency Requirement: Must be NYS Resident
- Any student who is on a visa status can't participate in this program, please visit the ELI Webpage: [English Language Institute \(ELI\) | The City College of New York \(cuny.edu\)](https://www.cuny.edu/academic-affairs/english-language-institute/).
- Students residing in any other state can't participate in this program.
- Students must attend an orientation where a placement test (TABE Locator and TABE Test) will be given to determine eligibility to join the class. TABE test online practice link: [TASC Online Testing \(drceidirect.com\)](https://www.drceidirect.com/).

## Class Information

The class is held Monday thru Thursday. Each Subject is two days per week.

**Morning Class Time** - 9:30am – 1:00pm

**Evening Class Time** - 5:30pm – 9:00pm

### Math Class

Monday and Wednesday

ELA (Reading, Writing, Social Studies, and Science)

Tuesday and Thursday

## Semester Information

Fall Semester runs from September thru December

Spring Semester runs from January through June



# DC 37 Education Fund Computer Tech



**TUITION:  
\$399**

## Microsoft Word

The word-processing course covers the basics of creating, editing, and printing documents. You will learn how to save and organize documents, formatting paragraphs, copying and moving text, setting margins and tabs, spell check, and auto correct features.

*\*Must have basic computer knowledge and keyboarding skills.* Students must have access to Broadband internet, a computer operating on Windows 10 or Mac OS (Sierra or later), Microsoft Office version 2016 or later and a microphone

**SPRING 2023**

**JAN 19 - MAR 23**

**Thursdays 6:30PM-9:30PM / 10 Sessions**

## Microsoft Powerpoint

PowerPoint is a graphic software program used to create presentations for work, school or business. Participants will learn to create slides, graphs and on-screen slide presentations. Basic computer knowledge and computer skills (20-25 wpm) as well as completion of Introduction to Computers and Microsoft Word are recommended.

*Students must have a Gmail account to participate in the program.*

Students must have access to Broadband internet, a computer operating on Windows 10 or Mac OS (Sierra or later), Microsoft Office version 2016 or later and a microphone

**SPRING 2023**

**JAN 17 - MAR 21**

**Tuesdays 6:30PM-9:30PM  
10 Sessions**

## Microsoft Excel

This course covers spreadsheet applications. Students will design useful and attractive spreadsheets using editing and formatting of numerical and text data; write formulas and use numerical data to create charts and graphs.

To facilitate online computer classes, these are following requirements: Students must have access to Broadband internet, a computer operating on Windows 10 or Mac OS (Sierra or later), Microsoft Office version 2016 or later and a microphone

**Student Prerequisites:** Introduction to Computers or basic working knowledge of the computer, Microsoft Word: Level 1 or equivalent. *Students must have a Gmail account to participate in the program.*

**SPRING 2023**

### **LEVEL 1**

**JAN 21 - MAR 25**

**Saturdays 9:30AM-12:30PM / 10 Sessions**

### **LEVEL 2**

**JAN 20 - MAR 24**

**Fridays 6:30PM-9:30PM / 10 Sessions**

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*



# Architecture Summer Career Lab

[The Spitzer School of Architecture at the City College of New York](#) builds upon the professionally accredited curriculum of New York City's original, flagship public school of architecture, the Summer Career Lab introduces architectural practice, theory, making, and thinking to those considering a career in the field. Running for four weeks within a state-of-the-art facility and taught by Spitzer School faculty, alumni, and graduate students, the Summer Career Lab will be organized around a diverse set of events and exercises including:

- Lectures on architectural fundamentals
- Workshops on drawing and making
- One-on-one critiques and collective pin-up reviews
- Field trips and on-site work across the city, including in City College's historic Manhattanville and Hamilton Heights neighborhoods
- Presentations from award-winning architects, historians, and designers
- Office tours
- And much more . . .

With an emphasis on contemporary architectural thinking and practice, the Summer Career Lab curriculum will dialogue with digital fabrication and computer-aided design, ecologically attuned and sustainable thinking, interdisciplinary research, and architecture in/as cultural discourse.

Full-time and in-person, the Summer Career Lab in Architecture will provide its participants—high school, collegiate, or professional—with the experience needed to make an informed career choice, with work useful in application portfolios for study, and with skills immediately applicable in future design endeavors.

Prior experience in architecture or design is not required for either pre-college or college-level programming. Admission is on a rolling basis. All attending students will be provided with a small kit including essential tools and materials for drawing, modeling, and more.

To learn more about the Bernard and Anne Spitzer School of Architecture, visit us online at: [ssa.cuny.cuny.edu](http://ssa.cuny.cuny.edu)

For additional information on the Summer Career Lab in Architecture, including details on tuition and application forms, please contact us at [ace@ccny.cuny.edu](mailto:ace@ccny.cuny.edu).

Students must be sixteen years of age by the Summer Career Lab's start date to enroll in pre-college courses.

Students enrolling in college-level courses must be eighteen years or older by the Career Lab's start date or have completed one year of college study.

SUMMER 2023

TO BE ANNOUNCED

TUITION:  
\$1,579

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*





# Home Based Business

This course provides knowledge and skills required for successful business models and practice management at the organizational systems level and for leading quality improvement and expansion.

## Course Objectives

The content and learning activities in this course are designed to help students achieve the following objectives:

1. Effectively plan, implement, and evaluate growth strategies.
2. Develop a business plan summary for implementing and evaluating a practice-or system-level initiative to improve operational / practice outcomes systems using project management principles and processes.
3. Analyze the cost-effectiveness of operating a home-based business.
4. Analyze financial / revenue cycle management processes (IRS, Dept. of Finance).
5. Demonstrate the ability to develop and manage budgets for practice.
6. Summarize strategies for risk management including legal and regulatory compliance requirements.

**TUITION:**  
**\$300**

**SPRING 2023**

**MAR 04 - MAR 25**

**Saturdays 9AM-12PM / 05 Sessions**



*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*

# Logistics & Supply Chain Management Micro-credentialing Program

The goal of the Logistics & Supply Chain Management Micro-credentialing Program is to foster economic advancement and workforce development through the strategic and intentional introduction to the context of procurement, logistics, and supply. The Courses below qualify students to take the Certification Examination offered by [Institute of Supply Chain Management](#).

## Introduction to Procurement Certificate

This course will teach participants to describe principles of effective procurement; To have a working knowledge of the activities associated with effective procurement projects; To engage in procurement planning and stakeholder management; To write specifications and effective terms of reference (TOR); To determine appropriate procurement methods (RFP, etc...); To select appropriate marketing/advertising channels; Understand best practices for drafting documents; To invite and evaluate bids proposals

SPRING 2023

**JAN 30 - MAY 08**

**Mon-Thurs 6PM-9PM / 15 Sessions**

**TUITION:**  
**\$1,295**

## Advanced Procurement Certificate: Risk Management & Negotiation

This course will teach participants to establish procurement strategies proven to fit specific situations; Employ risk assessment and management processes in a systematic way; To develop and review specifications; To establish processes to promote sustainable and green procurement policies; To engage in supplier research and market analysis; To examine issues related to supply chain management; To conduct cost and financial analysis; To employ effective contract management processes; To develop effective communication strategies with clients, suppliers and all stakeholders; To practice principles of conflict resolution; To communicate and negotiate efficaciously.

SPRING 2023

**JAN 24 - MAY 02**

**Mon-Thurs 6PM-9PM / 15 Sessions**

**TUITION:**  
**\$1,695**

## Workshops

### Vendor Management

This one-day workshop will help you teach participants how to: Define what a vendor is and what vendor management entails; Discuss the benefits and challenges of vendor management; Differentiate between different types of vendors and outline the effects on potential relationships; Outline the types of information that needs to be in a vendor management policy; Set SMART business goals and vendor KPIs; Define and illustrate a vendor life cycle; Understand the components of a risk management framework; Explain various software options for vendor risk management assessment; Assess and select vendors using questionnaires and checklists ; Scale vendor assessments based on the vendors' risk level; Utilize a significance of risk rating to determine a potential vendor; List the components of a vendor contract; Monitor the performance and relationship of vendors using questionnaires, forms and auditing.

SPRING 2023

**APR 1**

**Sat 8AM-4PM / 1 Session**

**TUITION:**  
**\$399**

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*

# Logistics & Supply Chain Management Micro-credentialing Program

## Logistics & Supply Chain Management

This two-day workshop will introduce you to the basic concepts of supply chain management, including the basic flow, core models, supply chain drivers, key metrics, benchmarking techniques, and ideas for taking your supply chain to the next level.

### What Will Students Learn

- Define supply chain management and logistics
- Explain the vertical and virtual integration models
- Understand the stages in the basic supply chain flow
- Identify participants in the supply chain
- Recognize supply chain drivers and ways to optimize them
- Align supply chain strategy with business strategy
- Determine what metrics to track and how to benchmark the related data
- Troubleshoot basic supply chain problems
- Identify ways to develop your supply chain, such as using third-party logistics providers, insourcing processes, developing sustainable and eco-friendly strategies, leveraging process improvement strategies, and adopting new techniques

SPRING 2023

**MAR 3 - MAR 4 / 2 Sessions**

**Fri 6PM-9PM**

**Sat 8AM-4PM**

**TUITION:  
\$799**

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## Purchasing and Procurement Basics

In this two-day workshop students will learn the basics of procurement, including what a supply chain looks like, the purchasing cycle, essential tools and strategies for making the best purchasing relationships work, managing bids, and more.

### What Will Students Learn?

- Describe what a supply chain is
- Describe the procurement department's role within the organization
- Understand the principles of the purchasing cycle
- Apply the steps needed for managing a competitive bid process, from the request for proposals or qualifications through to negotiating the contract
- Know what it takes to set up a competitive bid for a contract
- Defend their position on why a particular supplier should be selected based on an evaluation strategy
- Be responsible for managing supplier performance, including controlling quality and setting and monitoring standards
- Apply the tools of the procurement trade, from PC-based applications to cloud-based solutions

SPRING 2023

**FEB 3 - FEB 4 / 2 Sessions**

**Fri 6PM-9PM**

**Sat 8AM-4PM**

**TUITION:  
\$799**

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*



# Teaching Assistant Workshops



**DIGNITY FOR ALL STUDENTS ACT (DASA)**  
The City College of New York is a NYS approved Provider of Coursework and Training in Harassment, Bullying and Discrimination Prevention and Intervention as authorized under the Dignity for All Students Act (DASA). Students taking the DASA course will receive certification and registration with New York State. **THIS COURSE WILL BE HELD ONLINE.**

**TUITION:  
\$140**

**SPRING 2023**

**JAN 27**

**Fri 10AM-4:30PM / 1 Sessions**

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## IDENTIFICATION & REPORTING OF CHILD ABUSE & MALTREATMENT

Great value in professionals coming together to network and meeting face-to-face with an instructor. This one-day seminar meets the New York State requirement for identifying and reporting child abuse. You will be taught to recognize incidents of physical abuse, child neglect/maltreatment, and sexual abuse.

**TUITION:  
\$49**

**SPRING 2023**

**TO BE ANNOUNCED**

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## SCHOOL VIOLENCE PREVENTION AND INTERVENTION TRAINING

The City College of New York is a NYS approved Provider of Coursework and Training in Harassment, Bullying and Discrimination Prevention and Intervention as authorized under the Dignity for All Students Act (DASA). Students taking the DASA course will receive certification and registration with New York State. **THIS COURSE WILL BE HELD ONLINE.**

**TUITION:  
\$49**

**SPRING 2023**

**TO BE ANNOUNCED**

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*

# CISCO Certificate Programs

## CyberOps Certification

The focus of the CISCO CyberOps Certification is securing digital assets and protecting data, and the skills and knowledge earned in Cisco's CyberOps certification and training programs can prepare you to do just that. Organizations everywhere are building robust security teams to address cyber threats and they need qualified professionals they can trust to lead those teams and build the policies and systems that will protect their data. Now is the time to grow your skills, get certified, and join the next generation of security professionals in building a safer data environment. The CyberOps Certification explores cyber trends, threats, staying safe in cyberspace, and protecting personal and company data. It will also cover foundational knowledge and essential skills for all cybersecurity domains including information security, systems security, network security, ethics and laws, and defense and mitigation techniques used to protect businesses.

- Course 1: Introduction to Cybersecurity
- Course 2: Cybersecurity Essentials
- Course 3: CyberOps Associate

Three (3) Mandatory Courses to Cover the Entire Curriculum

2023

**TO BE ANNOUNCED**

**TUITION:  
\$950**

## CCNA Networking Certification

The CISCO Networking Certification introduces cybersecurity operations concepts while emphasizing practical application of skills needed to monitor, detect, analyze, and respond to security threats. It also introduces core security concepts and skills needed to troubleshoot and monitor computer networks and ensure the integrity of devices and data. The course also emphasizes practical application of skills needed to design, implement, and manage network security systems. The explosive growth of connected IoT devices enables the digitization of industries, but also increases the exposure to security threats. Students learn to perform vulnerability and risk assessments, and research and recommend risk mitigation strategies for common security threats in IoT systems.

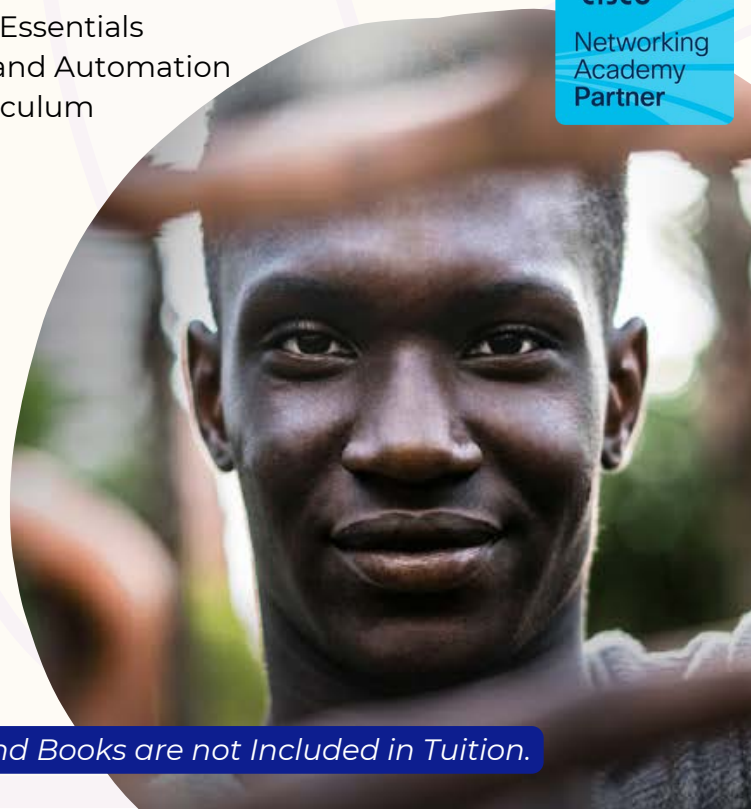
- Course 1: CCNA: Introduction to Networks
- Course 2: CCNA: Switching, Routing, and Wireless Essentials
- Course 3: CCNA: Enterprise Networking, Security, and Automation

Three (3) Mandatory Courses to Cover the Entire Curriculum

2023

**TO BE ANNOUNCED**

**TUITION:  
\$1675**



*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*

# Google IT Support Professional

## Google IT Support Professional

The Google IT Support Certificate is a hands-on, online program designed to prepare beginner learners for entry-level jobs in IT support upon completion of the certificate. The program was developed by Google and covers the fundamentals of IT support, including troubleshooting, customer service, networking, operating systems, system administration, and security. Classes will be held online via Google Classroom. Students will interact with a google certified instructor as they navigate through the course modules and sections. Students will receive a google approved City College certificate upon successful completion of the program.

Businesses, nonprofits, school systems, and government organizations all rely on technology. Computers break, systems fail, phones die — when that happens, we need experts to fix them. IT support is all about troubleshooting and problem solving when the tech fails, and providing great customer service along the way. This includes setting up computers for users within an organization, overseeing computer systems, and debugging whenever a problem arises. A job in IT can mean in-person or remote help-desk work in a range of organizations across many different industries.

**Prepare for an entry-level role in IT support by earning the Google IT Support Professional Certificate**

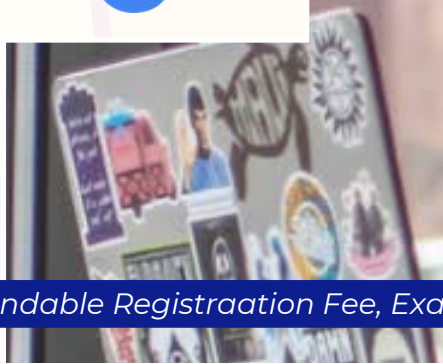
No experience is required to get started. Beginner level; no prerequisites

- Launch your IT career with a program designed to take you from beginner to job-ready in under six months
- Complete interactive, hands-on projects to help you ace job interviews
- Master the skills necessary to succeed in an entry-level role in IT support

SPRING 2023

**TO BE ANNOUNCED**

**TUITION:  
\$300**



*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*



# CompTIA Certification Programs



## CompTIA A+ Certification

This course covers topics such as building, fixing, and troubleshooting computers and simple networking concepts.

After successful completion of the course, students are eligible to sit for both CompTIA 1001 and 1002 exams.

Successful candidates will have the knowledge required to:

- Assemble components based on customer requirements, Install, configure, and maintain PCs, mobile devices, and software
- Understand the basics of networking and security forensics
- Properly diagnose & resolve common hardware and software issues
- Apply troubleshooting skills
- Provide appropriate customer support
- Understand scripting, virtualization, desktop imaging, and deployment

**TUITION:**  
**\$950**

2023

**TO BE ANNOUNCED**

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## CompTIA Networking+ Certification

The CompTIA Network+ certification exam will verify the successful candidate has the skills required to implement enterprise-level wired and wireless network solutions; identify and troubleshoot network performance issues; and harden networks against threats to mitigate security vulnerabilities.

The major areas of emphasis include:

- IP addressing and connecting networks
- Wireless standards and technologies
- Network availability
- Securing and hardening networks

**TUITION:**  
**\$950**

2023

**TO BE ANNOUNCED**

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*

# Construction Safety & Sustainability

## 40-Hour Hazwoper

The Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) applies to employers and their employees who are potentially exposed to hazardous substances during a wide variety of operations, including clean-up, corrective actions, and emergency response. The 40-hour HAZWOPER training is the single most important certification leading to an environmental technician career in Brownfields remediation and environmental consulting.

**TUITION:**  
\$499

SPRING 2023

**TO BE ANNOUNCED**

## 30 Hour OSHA Construction

OSHA-authorized trainers deliver the 30-hour Outreach Training Program. It provides basic safety and health information and education. It does not fulfill an employer's requirement to provide training under specific OSHA standards. The OSHA Outreach Training Program for the Construction Industry provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. The 30-hour class is more appropriate for supervisors or workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights, and contribute to our nation's productivity.

**TUITION:**  
\$399

SPRING 2023

**TO BE ANNOUNCED**

## 10 Hour NYC Site Safety Training (SST)

Local Law 196 of 2017 requires that construction and demolition workers on job sites with a Construction Superintendent, Site Safety Coordinator, or Site Safety Manager must have a total of 40 hours of training. Participants who have completed their 30-hour OSHA Construction training may enroll in this 10-hour course that leads to the awarding of a Site Safety Training (SST) Card. For more information on this training visit the NYC Department of Buildings at <https://www1.nyc.gov/site/buildings/safety/sst-worker-information.page>

**TUITION:**  
\$250

SPRING 2023

**TO BE ANNOUNCED**



*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*



# Construction Safety & Sustainability



## 8 Hour Confined Space Awareness Training

This course is an introduction to OSHA's 1926 Subpart AA - Confined Spaces in Construction: <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926SubpartAA>. It includes a review of the related scope, definitions, and general requirements. It provides an overview of a permit-required confined space program, the permitting process, the entry permit, the training requirements, as well as the duties of authorized entrants, attendants, and entry supervisors. Rescue and emergency services as well as employee participation is also part of this course.

**TUITION:**  
\$499

SPRING 2023

**TO BE ANNOUNCED**

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## 16 Hour (Hybrid) ASTM Phase I & Phase II Environmental Site Assessments

This course is an introduction to OSHA's 1926 Subpart AA - Confined Spaces in Construction: <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926SubpartAA>. It includes a review of the related scope, definitions, and general requirements. It provides an overview of a permit-required confined space program, the permitting process, the entry permit, the training requirements, as well as the duties of authorized entrants, attendants, and entry supervisors. Rescue and emergency services as well as employee participation is also part of this course.

**TUITION:**  
\$499

SPRING 2023

**TO BE ANNOUNCED**

*\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.*



The City College Office of Continuing and Professional Studies, in partnership with Ed2Go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. A team of professionals from each respective field, providing you with effective web-based learning programs, designs our programs. Instructors and mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

Over 300 on-line courses under the categories listed below!

## CHOOSE A COURSE AND GET STARTED TODAY!

- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- College Readiness
- Computer Applications
- Hospitality and Service Industry
- Language
- Online Human Resources Training
- Writing
- Computer Programming
- Skilled Trades and Industrial
- Software Development
- Sustainable Energy and Going Green
- Education
- Construction and Trades
- Healthcare and Fitness
- Interactive Poetry Workshop
- Legal

To register visit: <https://careertraining.ed2go.com/ccny>

For more information or assistance with registration, email us at [ace@ccny.cuny.edu](mailto:ace@ccny.cuny.edu) or call us at (212) 650-7312.



# CAMPUS MAP

West 141st St.

West 140th St.

West 135th St.

West 130th St.

Convent Ave.

Amsterdam Ave.



The City College  
of New York

- 1 Shepard Hall
- 2 Steinman Hall - The Grove School of Engineering
- 3 Baskerville Hall
- 4 Compton-Goethals Hall
- 5 Townsend Harris Hall- CUNY School of Medicine
- 6 Wingate Hall
- 7 North Academic Center (NAC)
- 8 Marshak Science Building
- 9 Wille Administration Building
- 10 Spitzer Hall - The Spitzer School of Architecture
- 11 Aaron Davis Hall
- 12 Schiff House - Child Development Center
- 13 The Towers
- 14 City College Center for Discovery & Innovation
- 15 CUNY Advanced Science Research Center



## CCNY Shuttle Bus

Shuttle will pick up + drop off at the location. Shuttle runs between W125, W145 and Marshak.



## Handicapped Access

Access to Nat Holman Gym and Rooms 20 thru 28 only.

# DIRECTIONS

## By Train

#1 local to 137th Street and Broadway. Walk east on 138th Street to Convent Avenue.

“A” or “D” EXPRESS, or the “B” or “C” LOCAL to 145th Street and St. Nicholas Avenue. Walk west one block to 145th Street and Convent Avenue, then south to 138th Street.

#4 or #5 EXPRESS or #6 LOCAL to 125th Street and Lexington Avenue. Change there for the M-100 or M-101 bus to Amsterdam Avenue and 138th Street. Walk east one block to Convent Avenue.

METRO-NORTH to 125th Street and Park Avenue. Change there for the M-100 or M-101 bus to Amsterdam Avenue and 138th Street. Walk east one block to Convent Avenue

## Shuttle Bus

Note: City College operates shuttle buses between the campus and the 125th Street and 145th Street (St. Nicholas Avenue) subway stations.

## By Car

FROM THE WESTSIDE HIGHWAY TRAVELING NORTH OR SOUTH:

Exit at 125th Street, cross Broadway, one block; left on to Amsterdam Avenue; right on to 133rd Street one block; left on to Convent Avenue.

FROM THE EAST SIDE: From the FDR or the RFK Bridge to Harlem River Drive, exit at 135th Street to end, turn right on St. Nicholas Avenue, then left on to 141st Street, make left on Convent Avenue to campus.

## By Bus

M-4 or M-5 to Broadway and 137th Street. Walk east three blocks on 138th Street to Convent Avenue.

M-100 or M-101 to Amsterdam Avenue and 138th Street. Walk east one block to Convent Avenue



The City College  
of New York



# CONTINUING AND PROFESSIONAL STUDIES



**CU  
NY** THE GREATEST  
URBAN UNIVERSITY  
IN THE WORLD