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,

Dean Juan Carlos Mercado
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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

**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.
**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)

**Incomplete (INC) Grades Policy:**

The grade of "INC" is given by the instructor with the following guidelines: When the student has been doing passing work and the instructor believes the student can successfully complete the requirements of the course no later than the last day of the eighth week, or its equivalent in calendar time. The student must provide an acceptable and documented reason for not completing the course on time.

If the student doesn't submit the work by the last day of the eighth week, the grade will change to a Fail "F" and the student will forfeit the possibility to change the incomplete grade. The F grade will be permanent in the student record. The office of Continuing and Professional Studies will change the temporary grade of "INC" to failure "F" by the ninth week of the following semester unless the instructor has submitted a passing grade.

**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](https://www.ccny.cuny.edu) for more information.
Approve 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
- 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.

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).

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.
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.

SEPT 11 - FEB 05, 2024
Mon-Thurs 6:30PM-9:30PM / 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.

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.

**TUITION:** $2990

Prerequisite: High School Diploma or GED/HSE

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

SEPT 12 - APR 04, 2024
Tue, Wed & Thurs
5:30PM-9:30PM
82 Sessions

SEPT 26 - MAR 07, 2024
Mon, Tue, Wed & Thurs
5:30PM-9:30PM
82 Sessions
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)

**Dates Coming Soon**

**Tuition:**
$1,579

Prerequisite: High School Diploma or GED/HSE

$25 Non-Refundable Registration Fee, Exam Fee, and Books are not included in Tuition.
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)

Prerequisite: High School Diploma or GED/HSE

Dates Coming Soon

Tuition: $450

$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.

PART 1:
SEPT 19 - NOV 29
Tue, Wed & Thurs 6PM-9PM
30 Sessions

PART 2:
DEC 05 - FEB 21, 2024
Tue, Wed & Thurs 6PM-9PM
28 Sessions

TUITION: $1,579

Prerequisite: High School Diploma or GED/HSE

$25 Non-Refundable Registration Fee, Exam Fee, and Books are not included in Tuition.
EKG and Phlebotomy positions are available in a variety of settings, including hospitals and labs.

Our EKG and Phlebotomy Certification programs are HYBRID, 60 hours/EACH and are perfect for CNAs and other patient care professionals who want to become Certified Patient Care Technicians (PCT). Classes are held from Monday - Wednesday with In-person clinicals held on Thursdays. Each course is held from Monday - Wednesday with In-person clinicals held on Thursdays.

Upon successful completion of each course, students will be eligible to take the National Healthcareer Association certification exam.

**EKG Certification**
Students receive hands-on training in:
- basic cardiac physiology
- how to identify heart problems
- how to perform 12-lead electrocardiograms (EKG)
- how to identify normal heart rhythm and arrhythmia,
- how to troubleshoot technical problems with an EKG.

**Performance:**
- $799
- Tuition:
- OCT 23 - NOV 28
- Mon, Tue, Wed & Thurs 6PM-9PM
- 20 Sessions

**Phlebotomy Certification**
Students will learn how to:
- draw blood from patients or donors
- assemble equipment (such as needles, blood collection devices, gauze, tourniquet, cotton, and alcohol).

**Performance:**
- $1,250
- Tuition:
- SEPT 11 - OCT 17
- Mon, Tue, Wed & Thurs 6PM-9PM
- 20 Sessions

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

Prerequisite: High School Diploma or GED/HSE
This course is conducted by New York State Course Sponsor Rescue Training International, Inc., at City College of NY.

This course will prepare candidates to become NYS Department of Health Emergency Medical Technicians. Your tuition includes the following items: EMT Course Text Book, CPR Course and Text Book, EAT-Student Uniform Shirt, and an EMT Equipment Package which includes: Adult Blood Pressure Cuff, Stethoscope, Penlight, Pocket Face Mask, Oxygen Key and EMT Shears. There are no additional costs or hidden fees.

Students who are members of EMS agencies and utilizing a voucher for this course will be responsible for the administrative fee of $300-. Please select "$300- down payment" and indicate in the notes which agency you are a member or employee of.

**Synchronous learning:**
Students must attend Tuesdays and Thursdays. (Students have a flexible option and may choose to attend either the 10 AM OR 6 PM via Zoom).

**Asynchronous lessons:**
Delivered through our Learning Management System

Hands-on learning (at the City College Campus):

Delivered in person on November 14, 2023 from 6 PM - 10 PM

Course end date: December 21, 2023**

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

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

**TUITION:**

$900

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

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)]
- 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

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
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)

**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)
- 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 (drcedirect.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
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

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

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.

DATES COMING SOON
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.ccny.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.

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.

DATES COMING NEXT SPRING

TUITION: $1,579
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: $399

SEPT 23 - NOV 04
Saturdays 9AM-11AM
6 Sessions

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

Digital Marketing is one of the most effective ways to build customer relationships and promote an organization’s products and services. The Digital Marketing Certification program begins with an overview of marketing fundamentals and provides a guided, step-by-step process to implement a successful plan for you or your organization. By the end of the program, you will be able to create an integrated marketing plan based on your priorities and resources. The modules will give you a broad overview of the digital marketing landscape, helping you develop the most in-demand skills.

MARKETING FUNDAMENTALS:
We will define marketing, outlining the fundamentals and explain the 4Ps and 3Cs of marketing.

INTRODUCTION TO DIGITAL MARKETING:
Designed to equip basic concepts of digital marketing, this course provides information on efficient marketing techniques that produce impact.

SOCIAL MEDIA:
Learn how to create an effective social media strategy that extends your other marketing efforts, as well as build brand awareness, drive word of mouth, and attract customers.

CONTENT CREATION:
Learn how to create high-quality content that your audience will relate to and love.

INFLUENCER MARKETING:
We will define what influencers are, how they fit into your marketing strategy, and how to identify the right one for your business.

E-COMMERCE:
This module will provide an overview of the e-commerce ecosystem, including supporting technology, store architecture, and optimization.

EMAIL:
This course explains what email marketing is, why it is such an important channel, and what the most critical tasks are to launch a successful campaign.

SEPT 11 - NOV 16
ONLINE
ASYNCHRONOUS

TUITION: $799

$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.
The City College of New York, a NYS DCJS certified security guard training school, offers the following NYS mandated security training courses. All courses are taught by certified instructors. All students must be 18 years of age or older.

8-Hour Pre-Assignment Training for Security Guards
This is an 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 in this course 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.

16-Hour On-the-Job Training for Security Guards
This is a 16 hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for successful completion of this course.

8-Hour Annual In-Service
This 8-hour course is developed by the security guard training school and must be completed to maintain and renew a security guard registration card. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. The eight-hour annual in-service course is comprised of 8 hours of instruction that may include 2 hours of security related elective topics. A security guard must complete two annual in-service courses in their two-year registration period.
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

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

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

$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.
TUITION: $950
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

TO BE ANNOUNCED

TUITION: $1675
Course 1: Introduction to Cybersecurity
Course 2: Cybersecurity Essentials
Course 3: CyberOps Associate
Three (3) Mandatory Courses to Cover the Entire Curriculum

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

TO BE ANNOUNCED

TUITION: $1390

$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 1101 and 1102 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

CompTIA Network+ 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: $415

SEPT 05 - OCT 12
Tue, Wed, Thurs 8PM-10PM / 18 Sessions

$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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>Sep 18 - Sep 22</td>
<td>Mon - Fri 9AM-5PM</td>
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<tr>
<td>Nov 6 - Nov 11</td>
<td>Mon - Fri 9AM-5PM</td>
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<tr>
<td>Dec 4 - Dec 8</td>
<td>Mon - Fri 9AM-5PM</td>
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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

TO BE ANNOUNCED

10 Hour OSHA Construction

TUITION: $179

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

TO BE ANNOUNCED

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

TO BE ANNOUNCED

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

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

To register visit: [https://careertraining.ed2go.com/ccny](https://careertraining.ed2go.com/ccny)

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