

The City College
of New York



CONTINUING AND
PROFESSIONAL STUDIES

A stylized, artistic illustration of the Manhattan skyline. A prominent yellow bridge, resembling the Manhattan Bridge, is shown in the foreground. The background features various skyscrapers in shades of red and orange, set against a backdrop of rolling hills and mountains under a blue sky. The overall style is modern and graphic.

**FALL
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'. The signature is fluid and stylized, with a long horizontal stroke at the end.

ACADEMIC CALENDAR

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

OUR PARTNERS



**RESCUE
TRAINING**
INTERNATIONAL



EdFund
DC 37 Education Fund



||| ||| ||| Networking
CISCO™ Academy



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CompTIA



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OUR POLICIES

How to Register:

Online by visiting 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.

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

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> 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
- 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

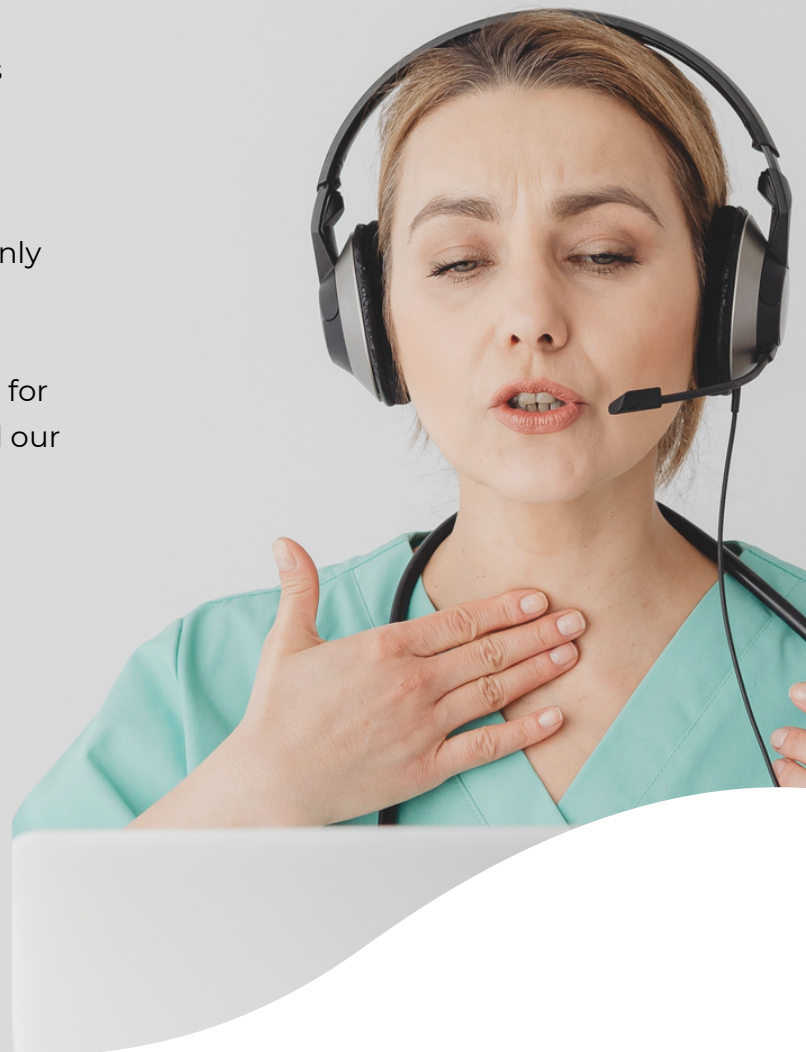
\$25 Non-Refundable Registration Fee, Exam Fee, and Books are not Included in Tuition.

Medical Interpreter

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



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

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)



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.



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)



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TO MAKE CANCER RESEARCH EQUITABLE

www.stopcancernyc.org

DATES COMING SOON

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.



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

A photograph of a healthcare worker, likely a medical coder or billing specialist, seen from the side. She has her hair in a braid and is wearing a white lab coat, a blue surgical mask, and blue nitrile gloves. She is sitting at a desk, looking at a large computer monitor which displays a software interface. Her hands are on a keyboard. The background is slightly blurred, showing a typical office or clinical setting.

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 & Phlebotomy

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.

OCT 23 - NOV 28

Mon, Tue, Wed & Thurs 6PM-9PM

20 Sessions

TUITION:
\$799

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).

SEPT 11 - OCT 17

Mon, Tue, Wed & Thurs 6PM-9PM

20 Sessions

TUITION:
\$1,250

Prerequisite: High School Diploma or GED/HSE

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

HYBRID EMT PROGRAM



**CLASSES BEGIN ONLINE
SEPTEMBER 5, 2023**

**TUESDAYS & THURSDAYS
10AM-2PM OR 6PM-10PM**

CHOOSE WHAT TIME WORKS BEST FOR YOU!

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**

**TUITION:
\$1,299**

Prerequisite: High School Diploma or GED/HSE

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.



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.

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

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/continuing-education/hse/).

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/continuing-education/eli/).
- 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 \(drcedirect.com\)](https://www.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



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

DATES COMING SOON

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

\$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.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.

Security Guard Certification

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.

**OCT 13
9AM-5PM**

**NOV 03
9AM-5PM**

**TUITION:
\$124**

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.

**OCT 13 -
OCT 14
9AM-5PM**

**NOV 03 -
NOV 04
9AM-5PM**

**TUITION:
\$200**

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.

**TUITION:
\$200**

**OCT 20
9AM-5PM**

**NOV 17
9AM-5PM**



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

TO BE ANNOUNCED

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

TO BE ANNOUNCED

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

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 CyberOpsCertification 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

TUITION:
\$950

TO BE ANNOUNCED

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

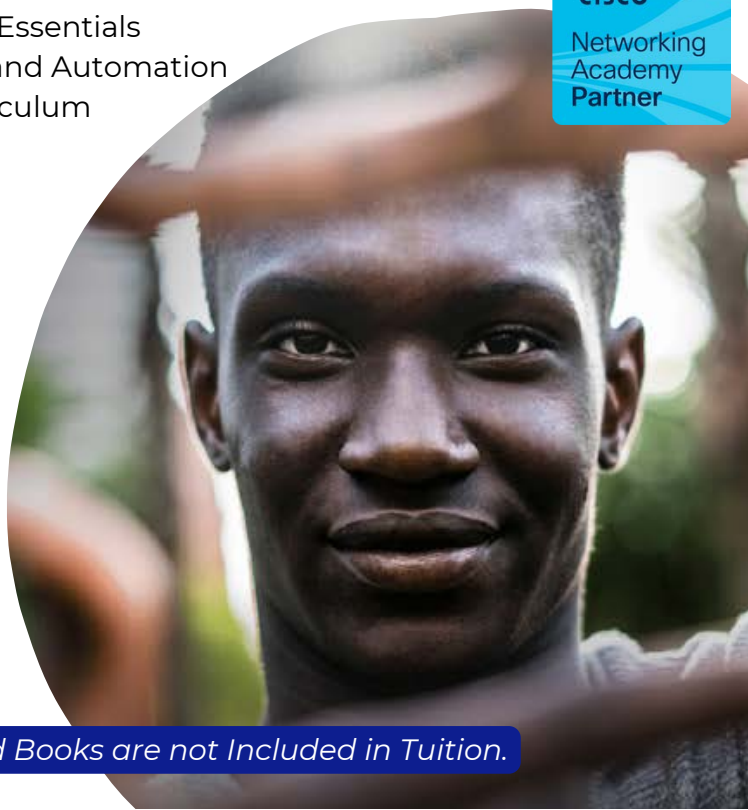
Three (3) Mandatory Courses to Cover the Entire Curriculum



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.

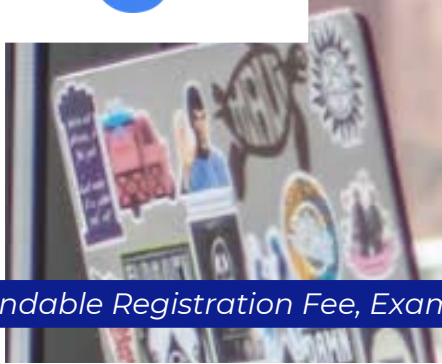
Prepare for an entry-level role in IT support by earning the Google IT Support Professional Certificate

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

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

TUITION:
\$415

SEPT 05 - OCT 12

Tue, Wed, Thurs 8PM-10PM / 18 Sessions

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

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

SEP 18 - SEP 22
Mon - Fri 9AM-5PM

NOV 6 - NOV 11
Mon - Fri 9AM-5PM

DEC 4 - DEC 8
Mon - Fri 9AM-5PM

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

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

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
- 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 or call us at (212) 650-7312.



CAMPUS MAP



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



CUNY THE GREATEST
URBAN UNIVERSITY
IN THE WORLD