



The City College
of New York



CONTINUING AND PROFESSIONAL STUDIES

Fall 2024 Course Catalog

Learn
with us!



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Dean Mercado's Welcome Message

Our team at CCNY's Continuing and Professional Studies (CPS) is excited to start the 2024-2025 academic year with enthusiasm for the possibilities and growth ahead. Our commitment to excellence and innovation remains unwavering, and I am personally excited to invite you to take advantage of our valuable certificate programs from wherever you are in your career path and embrace the unique learning experience at CPS.

Our commitment to staying at the forefront of job market demands and academic innovation is evident in the expansion of course offerings in key field areas of healthcare, information technology, and workforce *ESOL and HSE/GED* program under the NYS Education Department WIOA. Our continued partnerships with Google and Cisco Academy and the resulting enrollment in these programs indicate the necessity for tech upskilling. A 2023 report on "The Future of Tech in America" by Per Scholas showed survey responses (650 C-suite executives, 100 hiring managers, and 1,500 office workers), of which 98% say "tech skills are likely to be essential across every work sector in the next ten years." We added a *Beginner Edition: AI and Machine Learning* course for individuals and students who want to explore a career in data science and would benefit from an introductory approach. This course aligns with the rapidity of data driving change across every sector, such as health care, marketing, and cybersecurity. We have also received an Upskilling Initiative grant that allows us to offer free courses in *CISCO Cyber Ops, CompTIA A+, and Google I.T. Support*.



Dean Juan Mercado, Ph.D

Increased demand for additional classes acknowledges the growing success of our Allied Health courses and continued job growth in the profession. Since we introduced *Electrocardiogram (EKG)* and *Phlebotomy Technician* certification programs, our classes have been running at maximum capacity of 15-25 students since our transition from online classes. Our Allied Health programs have doubled enrollment from Spring 2023 to Spring 2024. We have partnered with Northwell Hospital (Northwell Flexstaff) to make available externships to our *Certified Clinical Medical Assistant* students and graduates. CPS also has received a grant from the Department of Labor to offer several Allied Health courses such as *Certified Clinical Medical Assistant, Medical Interpreter, EKG and Phlebotomy Technician* for free with all materials included to underemployed and unemployed individuals. This will allow our students to receive training at no cost and enhance career prospects. We are partnering with MedReview to offer scholarships for auditing classes to students who would like to be medical billers and coders as well as auditors.

The synergy created through partnerships across departments and disciplines is essential for fostering a vibrant and dynamic academic environment. Our previous shared initiatives, such as The Community Scientist Institute with CCNY's Biology Department, The Charles B. Rangel Innovative Workforce Initiative, the OASAS-certified CASAC Training Program through the CCNY Psychology Department, the NYC Department of Environmental Protection (DEP) with Civil Engineering Professor John Fillos, and the Architecture Summer Career Lab with The Bernard & Anne Spitzer School of Architecture continue to provide career opportunities and a more holistic educational experience for our students. By solidifying these connections, we can maximize our collective impact as we contribute to the legacy of The City College of New York.

I am also excited to report that we have a new Associate Director at CPS. Bino Realuyo joins us after twenty-five years of management work in adult education and workforce development programs. Bino studied strategic management and innovative educational technology at Harvard University, and was an entrepreneurship fellow and scholar at the Kennedy School of Government. Bino and our team will continue expanding our networks and building new partnerships locally and globally to provide our students and extended communities with high-quality courses and programs that ensure personal and professional success.

Juan Carlos Mercado, Ph.D
Dean, Continuing and Professional Studies

Fall 2024 Holidays and Breaks



Monday, September 2, 2024	Labor Day	Office Closed - No Classes
Wednesday - Friday, October 2 - 4, 2024	Campus Closed	Office Closed - No Classes
Monday, October 14, 2024	Columbus Day	Office Closed - No Classes
Wednesday, November 28 - Friday, November 29, 2024	Thanksgiving Break	Office Closed - No Classes
Tuesday, December 24 - Wednesday, December 25	Christmas Day	Office Closed - No Classes
Wednesday, December 18 - Wednesday, January 1, 2025	Winter Break	Office Closed - No Classes

Please always check with our CPS staff and instructors about your specific class schedules and breaks.





How to Register

Please register online. Our catalog has QR codes that link to our CPS website and course pages.

You must have an account with us in order to register. Please visit our website ccny.cuny.edu/cps and click [Registration](#) in the menu. Once in our registration page, click “Create Account” to create an account on our system that will allow you to register and add courses to your cart. Now you’re ready to checkout!

Enrollment Requirement

CPS courses are accessible and open to the public. They are available in various formats and modalities: in-person, hybrid, online synchronous (e.g. in real time on Zoom), and online asynchronous (e.g. discussion boards). This flexibility allows our students to align their learning goals with their preferred learning mode. Enrollment at CCNY is not required to take our non-credit courses. However, a high school or HSE diploma is required to enroll in most of our certificate programs.

Payment Plans

Students can apply for a [payment plan](#) for open courses with a tuition cost of \$500 or more. A 50% of tuition deposit plus a non-refundable \$25 registration fee are required to enroll in a payment plan. Please find more information on our [payment plan page](#) or email us at ace@ccny.cuny.edu for more information.

Refund Policy

Refund requests must be submitted in writing via email at least five business days before the first day of class. A 100% refund, including the registration fee, will be issued if CPS cancels a course. If the student withdraws at least five business days before the first day of class, a 100% refund will be issued (less the \$25 registration fee). Refunds for one- or two-day workshops are only issued if the class is canceled. Be advised that non-attendance does not constitute a withdrawal or request for a refund. It is important to note that refunds are not issued after the first class session.

Refund requests are processed within approximately 6 to 8 weeks upon receipt and approval by CPS. Credit card refunds are credited to the card used for registration. Payments made by money orders and business checks are refunded via a mailed check.

Certificate Program 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 or HSE diploma for admittance. Please review the specific certificate program prerequisites by visiting www.ccny.cuny.edu/cps.



Discounts

Senior citizens 60 years or older 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, students, and CCNY Alumni Association members receive a 10% course discount (exclusions may apply). A 10% discount on tuition is also available when your referral registers for a course of equal or greater value. Once eligible, you must present a valid ID confirming your current CCNY affiliation. Discounts cannot be combined with any other offers.

Course Date Changes & Course Cancellations

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 registration required. If a course is canceled, students will receive a full refund. All course dates are subject to change as deemed necessary by CPS.

Classroom Location

Students enrolled in on-campus classes will receive an email with classroom information within one week of the course start date.

Incomplete (INC) Grades Policy

The grade of "INC" (incomplete) is temporary and given by the instructor with the following guidelines:

When the student has been consistent with passing coursework, and the instructor acknowledges the student can successfully complete the course requirements by the last day of the eighth week, or its equivalent in calendar time, of the following semester. The student must provide an acceptable and documented reason for not completing the coursework on time.

If the student does not submit the coursework accordingly, the grade will change to an "F" (Fail), and the student will forfeit the possibility of changing the incomplete status. The "F" grade will be permanent on the student record unless the instructor has submitted a passing grade. The Office of Continuing and Professional Studies will convert temporary "INC" grades to "F" by the ninth week of the following semester.

Closings Due to Weather

CCNY can occasionally be closed due to extreme weather conditions. If there is a blizzard or other hazardous weather conditions, please call 212-650-7000 or visit www.ccny.cuny.edu for more information. You may sign up for CUNY Alert at <https://www.cuny.edu/cuny-alert/>



Grants and Scholarships

Career Success Scholarship: The Helena Rubenstein Foundation has long supported Continuing Education students at CUNY who pursue career advancement through education and training. Students who need tuition assistance can apply for the Helena Rubenstein Career Success Scholarship, which is available to cover up to 90% of a certificate program's tuition fees. Scholarship availability is limited and decisions are made by the CUNY office. Application begins on October 2024 for the Spring 2025 semester.

Prospective students interested in enrolling at CPS should contact the CCNY CPS scholarship liaison, Denisse Fernandez, at dfernandez2@ccny.cuny.edu. For more scholarship information, visit: <https://www.cuny.edu/academics/cpe/helena-rubinstein-scholarship/>

Free GED/ESOL Courses: For over two decades, the CPS grant-funded Adult Education Program at CCNY has served adult learners by providing tuition-free classes that prepare its students to gain access to higher education, pursue post-secondary training, and build their knowledge base to secure employment and achieve financial independence. These program efforts continue to strengthen the Harlem community and the greater New York area.

We offer General Education Development (GED) preparation classes for students to obtain a High School Equivalency (HSE) Diploma, and English for Speakers of Other Languages (ESOL) courses that help non-English speakers achieve competency in reading, writing, speaking, and comprehension of the English Language. Additionally, students receive college and career advisement, job readiness training, and job placement assistance. The classes are available in the morning and evening on weekdays. Students must first attend an orientation and take a placement test before registration. Registration is on a first-come, first-served basis. Please complete the waiting list form below:

GED waiting list registration form: <https://www.ccny.cuny.edu/cps/ged>

ESOL waiting list registration form: <https://www.ccny.cuny.edu/cps/esl>

The CUNY Upskilling Scholarship: This grant-funded scholarship by the NYS Department of Labor aims to provide no-cost, relevant, short-duration virtual-based training to assist individuals with professional development, improve their skills, and meet NYS job demand in high-growth industries.

We may be able to fund our information technology courses with this grant. Applicants must meet the eligibility requirements, as per the NYS Department of Labor: **(1)** Be legally permitted to work in the U.S., **(2)** be a New York resident, **(3)** be unemployed or underemployed, and **(4)** be able to provide a Social Security Number as part of the application

For information on additional no-cost training options, please visit the CUNY Upskilling website at <https://www.cuny.edu/about/administration/offices/ocip/students/upskilling/>

Travel 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



Campus Map



Shepard Hall Room 2
160 Convent Avenue
New York, NY 10031



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 Advance 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.

Allied Health



Allied Health is a broad group of healthcare professions distinct from medicine, nursing, and pharmacy. These professionals work together with physicians, nurses, and other healthcare providers to deliver comprehensive patient care.

“Careers in allied health are predicted to grow by 1.9 million openings within the next decade.”

Start a career in allied health with our extensive pool of offerings!



For more information, visit our Allied Health page.



See next pages for course information!



Pharmacy Technician



This 75-Hour Course prepares students with practical knowledge for employment across various healthcare establishments, including community and chain pharmacies/hospitals. As well as readiness for the National certification exam through PTCB.

For over a decade, this course has provided high completion rates and individuals with a PTCB approved certification. Preparing people for the workforce with the necessary knowledge.

The curriculum covers topics such as anatomy and physiology, pharmacy law, medical terminology, Pharmacology, and the mathematical concepts required for the accurate preparation and dispensation of medicine.

Sessions: Classes are fully online.

September 9 - December 11

Mondays and Wednesdays
6 - 9 p.m.

September 10 - December 10

Tuesdays and Thursdays
6 - 9 p.m.

September 14 - January 25

Saturdays
10 a.m. - 4 p.m.

Take the first step towards a rewarding career!



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Tuition: \$800 Textbook and exam fees are not included in tuition.

Classes are fully online.

Prerequisite: High School or HSE Diploma

Visit: ccny.cuny.edu/cps/pharmacy-technician

Certified Nursing Assistant (CNA)



This 130-hour certificate provides the necessary knowledge and skills to become a nationally certified nursing assistant.

Course topics include Anatomy and Physiology, Basic Life Support, and the Fundamentals of Patient Care. Students will learn how to assist patients with daily living tasks by providing primary care services, such as bedmaking, grooming, and measuring vital signs.

We are a NYS Education (NYSED) approved learning format, consisting of online synchronous classroom instruction and a 30-hour in-person clinical externship at a nursing facility. Students are assigned to a clinical externship in a nursing home during the program's final 4 to 6 weeks.

Certified Nursing Assistants (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.



Sessions: Classes are hybrid.

September 9 - November 7

Mondays through Thursdays
6 - 9 p.m.

September 14 - March 22

Saturdays
10 a.m. - 4 p.m.

Tuition:

\$1,260 Textbook and exam fees are not included in tuition.

Classes are hybrid:

Lectures are held online through Zoom and Google Classroom, and clinical externships are in person at a nursing facility.

Prerequisite:

High School or HSE Diploma

Discover a career you'll love while helping others!

To learn more, visit:

<https://www.ccnycunyc.edu/cps/cna>





Medical Interpreter



Certified by



This 102-hour online course is designed to train entry-level medical interpreters in English and Spanish. The course prepares students to meet the needs of medical facilities such as hospitals, clinics, doctors' offices, and emergency rooms.



The Medical Interpreter Certificate Program offers a comprehensive learning approach to becoming a professional medical interpreter. The curriculum covers the Code of Ethics, Standards of Practice, hospital regulations, and cultural competence. It provides practice of the necessary skills and techniques to master consecutive and simultaneous interpretation and sight translation. It imparts knowledge of medical terminology and basic principles of anatomy and physiology.

As many hospitals now rely on telephone interpreters to assist patients, CCNY's has developed the only curriculum incorporating telephonic interpretation and role play. Students also receive targeted assistance with resume writing, interview skills, and career development.

Students will also prepare for the National Certification exam and obtain live sessions by our certified instructor.

Sessions: Classes are fully online.

September 9 - January 29

Mondays and Wednesdays
6:30 - 9:30 p.m.

Tuition: \$1,749 Textbook and exam fees are not included in tuition.

Prerequisite: High School or HSE Diploma

Learn more at:

<https://tinyurl.com/cpsmedicalinterpreter>



CCMA Certified Clinical Medical Assistant

This 320-hour hybrid course prepares students to work as multi-skilled health professionals and perform administrative and designated clinical duties under the direction of a physician.

Administrative tasks may include scheduling appointments, managing medical records, billing, and coding for insurance and patient invoices. And clinical duties may include, take and record vital signs and medical histories, preparing patients for examinations, drawing blood specimens, and administering medications as directed by a physician.

Topics in this course include medical terminology, anatomy and physiology, clinical practice, EKG and phlebotomy, vital Signs, CPR, business practice, and job readiness.

Students that successfully finish the course will obtain accreditation and be able to take the national certification exam through the NHA.

Sessions: Classes are hybrid.

September 10 - February 25

Mondays through Thursdays
5:30 - 9:30 p.m.

September 17 - April 23

Tuesdays through Thursdays
5:30 - 9:30 p.m.



Tuition: \$1,749 Textbook and exam fees are not included in tuition.

Prerequisite: High School or HSE Diploma

Pursue your dreams, learn more

<https://www.ccny.cuny.edu/cps/certified-clinical-medical-assistant>



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EMT Emergency Medical Technician



This course is conducted by the NYS Course Sponsor **Rescue Training International, Inc.** at The City College of New York. This course prepares candidates to become NYS Department of Health Emergency Medical Technicians.

The student tuition includes the following items: an EMT Course Text Book, a CPR Course, an EMT-Student Uniform Shirt, and an EMT Equipment Package, which consists of an 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 are 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 the name of the agency where you are a member or employed.

Session: Classes are hybrid.

September 3 - December 12

Tuesdays and Thursdays

6 - 10 p.m.

Classes are hybrid:

Lectures are held online through Zoom. And Hands-on learning is delivered on campus.

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Tuition: \$1,299 Textbook and exam fees are not included in tuition.

Prerequisite: High School or HSE Diploma

Pursue your dreams, learn more:

<https://www.ccny.cuny.edu/cps/emt>



Certified Billing and Coding Specialist



This 170-hour online synchronous course includes submitting billing data and following up on claims with health insurance companies to receive payment for services rendered by healthcare providers.

This course prepares you to work as a Certified Medical Billing and Coding Specialist (CBCS) in outpatient medical facilities, such as physicians' offices, clinics, hospitals, auditing companies, and other related facilities.

This course is divided into two parts: (1) Medical Terminology, Anatomy and Physiology, Medical Coding, Revenue Cycle Management, and Health Insurance, and Legal; and (2) Compliance Responsibility. Students will accurately apply coding principles to assign codes based on the human body systems in medical billing and coding.

All instructors are CBCS National Healthcare Association (NHA) Certified: AAPC-CPC and CPC-I, with at least ten years of experience as coders and coding instructors. Upon completion, students are encouraged by the NHA Career Association to take the CBCS certification exam.

Sessions: Classes are online.

**Part I:
September 10 - November 14**

Tuesdays through Thursdays
6 - 9 p.m.

Part II:

November 19 - February 11

Tuesdays through Thursdays
6 - 9 p.m.

Tuition:

Part I: \$995
Part II: \$1,280

Total: \$2,275
Textbooks and exam fees are not included in tuition.

Prerequisite:

High School or HSE
Diploma



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Learn more!

<https://tinyurl.com/cps-billingcoding>

Phlebotomy Technician



Our HYBRID 60-Hour Phlebotomy Technician certificate program is perfect for CNAs and other patient care professionals who want to become Certified Patient Care Technicians (PCTs) and are passionate about helping others.

Students will learn how to draw blood from patients or donors, assemble equipment (such as needles, blood collection devices, gauze, tourniquets, cotton, and alcohol), obtain blood from capillaries, and will play a vital role in the diagnosis and treatment of diseases.



SCAN

Tuition: \$1,275 Textbook and exam fees are not included in tuition.

Session:

September 23 - October 30
Mondays - Thursdays | 6 - 9 p.m.

Classes are hybrid

<https://tinyurl.com/EKG-phlebotomy>

Prerequisite: High School Diploma or GED

Electrocardiogram Technician (EKG)



Our HYBRID 60-Hour EKG Technician certificate program is perfect for CNAs and other patient care professionals who want to become Certified Patient Care Technicians (PCTs).

Electrocardiography provides techniques for learning about basic cardiac physiology, identify heart problems, performing 12-lead electrocardiograms (EKG), identifying normal heart rhythm and arrhythmia, and how to troubleshoot technical issues with an EKG.

This EKG course prepares students to assist patients with Holter monitoring and stress testing under the supervision of medical professionals.

Tuition: \$824 Textbook and exam fees are not included in tuition.

Prerequisite: High School or HSE Diploma

For more, visit: <https://tinyurl.com/EKG-phlebotomy>



Sessions: Classes are hybrid.

November 4 - December 10
Mondays - Thursdays
| 6 - 9 p.m.

SCAN





In collaboration with the Psychology Department of the Colin Powell School for Civic Leadership at CCNY, we provide the NYS OASAS-certified CASAC Training Program. **This program offers ten (10) OASAS-approved courses that meet the NYS 350 hours of education training required to obtain the CASAC-Trainee credential.**

Topics include:

- The psychopharmacological and physiological aspects of drugs, signs, symptoms, and stages of alcoholism, individual and group counseling skills, the ethics of confidentiality, family treatment, and multicultural issues.
- The training will prepare you for a career in substance abuse counseling or enhance your skills as a social worker, psychologist, psychiatrist, rehabilitation counselor, mental health counselor, substance abuse counselor, marriage and family therapist, or school counselor.

CASAC Credential Information:

Completion of 350 hours of education/training, supervised-practical training, documented work experience, and passing the NYS-OASAS written examination are required for the CASAC designation. For complete information on the CASAC credentialing process in NYS, please visit <https://on.ny.gov/3nIyWHb>.



Courses dates: August 28 - December 21

Tuition:

Per individual course: \$500

Total tuition (10 courses): \$5,000

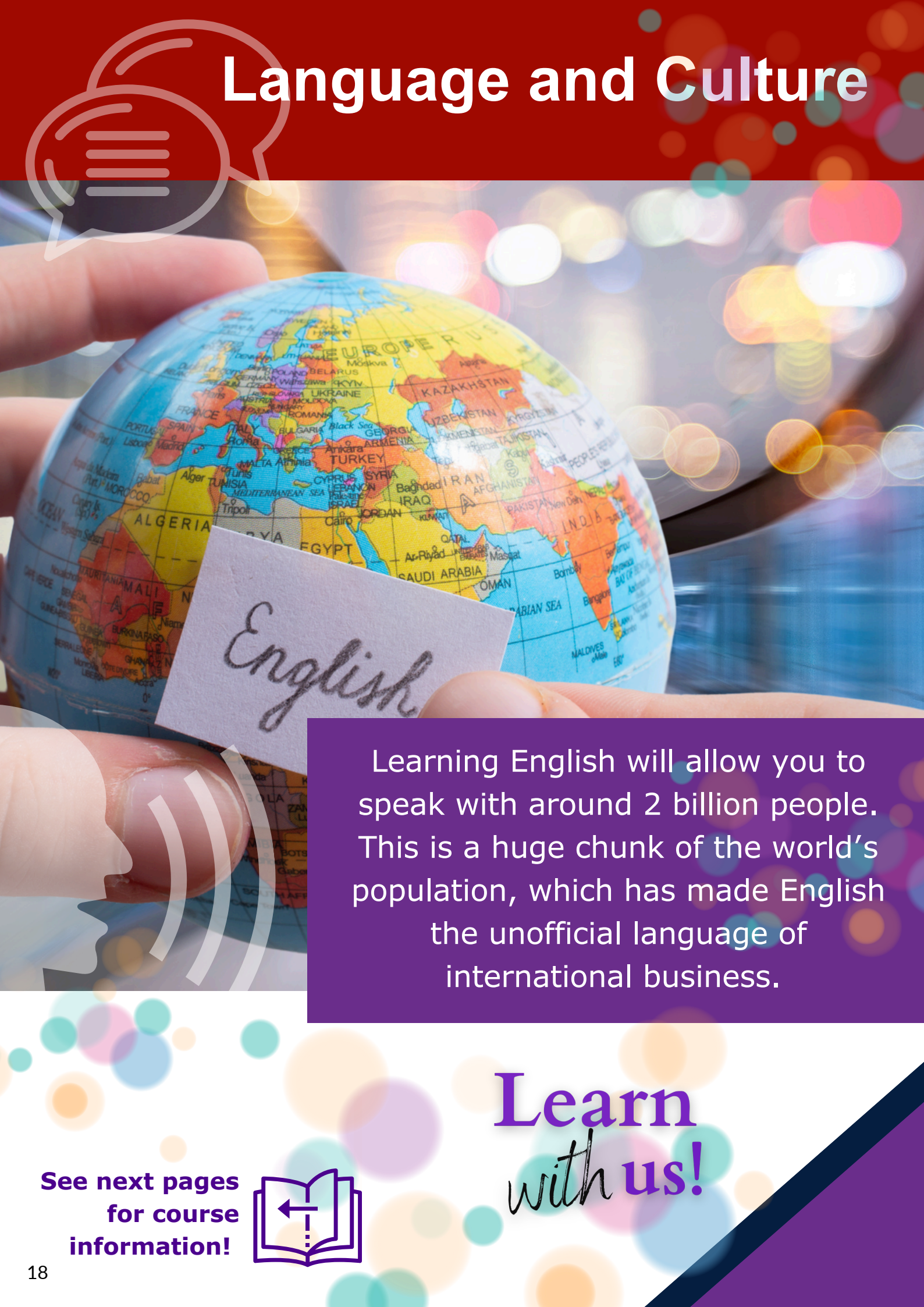
Prerequisite:

High School or HSE Diploma

For individual course information, days, and times visit:

<https://www.ccny.cuny.edu/cps/casac>

Language and Culture



Learning English will allow you to speak with around 2 billion people. This is a huge chunk of the world's population, which has made English the unofficial language of international business.

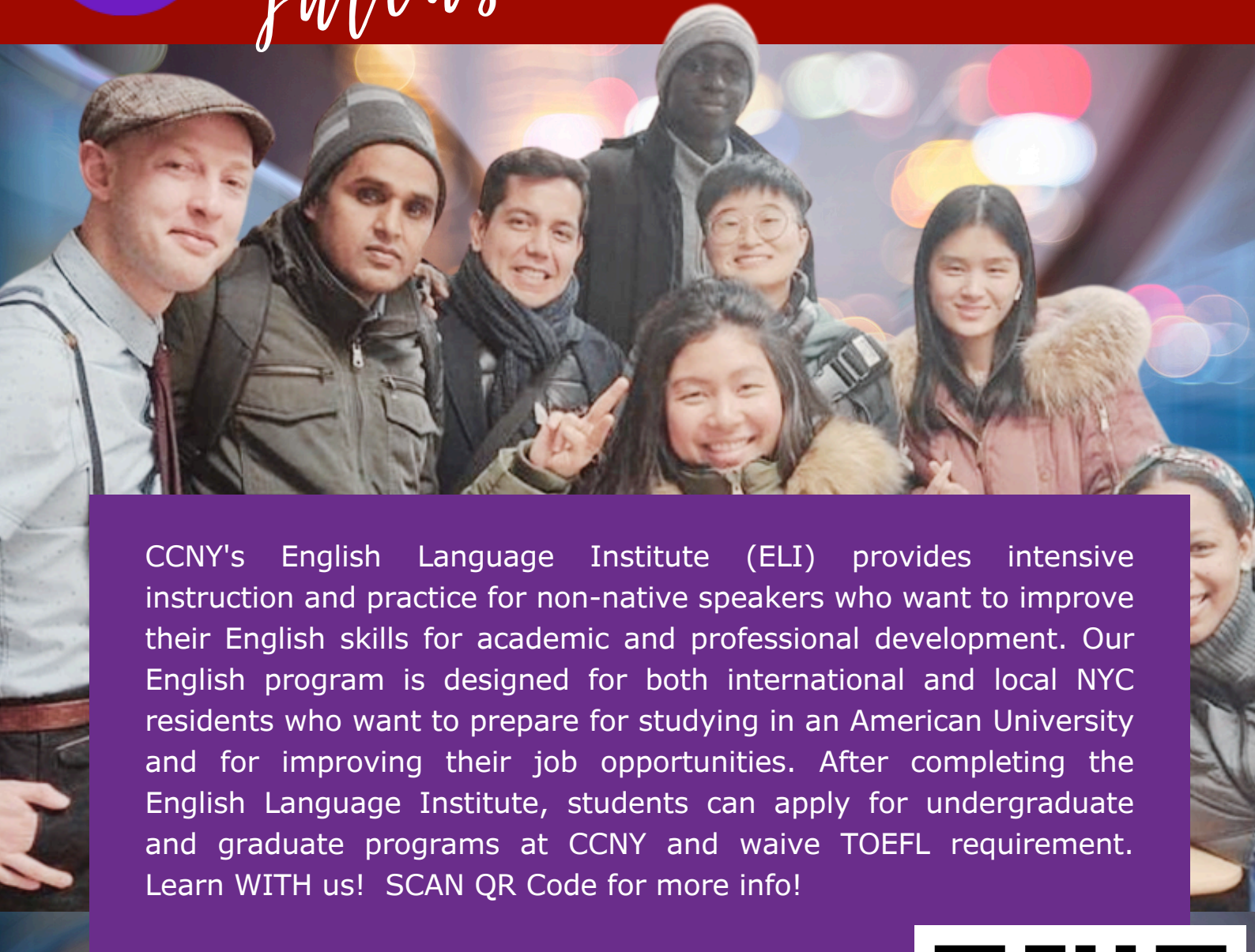
See next pages
for course
information!



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Intensive English Classes!



CCNY's 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 NYC residents who want to prepare for studying in an American University and for improving their job opportunities. After completing the English Language Institute, students can apply for undergraduate and graduate programs at CCNY and waive TOEFL requirement. Learn WITH us! SCAN QR Code for more info!

Fall Schedule

Session 1: August 26 – September 30

Session 2: October 1 – November 5

Session 3: November 11 – December 17



Tuition (Add \$25
Registration Fee)
1 Session: \$900
2 Sessions: \$1800
3 Sessions: \$2700

International students
on F-1 visa are
required to take at
least 3 sessions.

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Free

English Classes and GED Preparation

ONLY for NYS residents.

We are funded by the NYS Workforce Innovation and Opportunity Act (WIOA) which allows us to offer adult education classes tuition-free. In order to participate, adult students must be: (1) 19 years old or older, (2) a NYS resident, and (3) available for employment.

Our GED Preparation classes prepare students to pass the GED (General Educational Development) Exam leading to a High School Equivalency (HSE) Diploma as well as building students skills for success in college and the workplace. We are a combined workforce and ESOL program funded by the New York State WIOA program. 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 the workplace.



SCAN



GED

Due to high volume of applicants, both courses are on waitlist applications. These are on a first come, first served basis. We have a waiting list for both classes: [English Class waiting list](#) and [GED Waiting List](#)

SCAN



ESOL

Professional Development

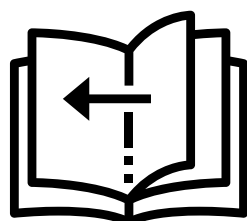


Professional development plays a vital role in nurturing your potential to achieve career and personal goals. Whether through certification courses or workshops, these opportunities refine your skillset and broaden your knowledge base. This not only enhances your career prospects but also fosters job satisfaction. By staying abreast of industry trends and continuously improving your abilities, you position yourself for greater success and fulfillment in your professional journey.

Individuals taking professional development courses are 47% more likely than their peers to be promoted.

-linkedin.com

A lot of offerings in the next pages!



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Kauffman Entrepreneurship



The Kauffman Entrepreneurship Program at CCNY, in affiliation with Kauffman FastTrac, **is a dynamic online course designed to create access and opportunity by placing individuals on the path to becoming entrepreneurs.** Whether you are at the beginning stages of your business concept or looking to expand an existing one, the program provides a roadmap for entrepreneurial success.

KAUFFMAN **FASTTRAC**®



Course educator and attorney William Drewes specializes in diversity and inclusion workforce development and has over 40 years of experience in business and employment law, real estate, and intellectual property. His guidance will refine your business idea, align it with your vision, and explore real market opportunities. Drewes's extended network provides guest speakers who participate as knowledgeable resources for ongoing business planning throughout the course.

The course framework comprises five (5) topics:

- **IDEATE:** Assess your entrepreneurial traits and priorities to understand how they affect your business goals
- **POSITION:** Comprehend your potential customers and competitors and how to reach them. Analyze key attributes, legal structures, and possible exit strategies.
- **COMMIT** to your business. The value of a business is realized when it generates revenue from paying customers and earns a return on investment. This information is assessed and evaluated for funding needs. Furthermore, you will learn to protect your intellectual property, business, and personal interests from legal risks.
- **REFINE** your business by applying lessons from early sales and customer feedback to future business strategies. Review financial performance regularly. Create a strong business plan to communicate goals to investors.
- **LAUNCH** your business. You will learn strategies to launch and grow your business successfully, including increasing brand awareness and developing leadership style and company culture. Reviewing best practices in process management and success metrics will allow for optimizing your business.

30 hours. (10 3-hr. Sessions)

**M, W 6 - 9PM Online (Zoom)
Synchronous**

Sept. 23, 25, 30

Oct. 2, 7, 9, 16, 21, 23, 28

Tuition: \$545 Textbook and exam fees are not included in tuition.

Chase success! learn more at:
<https://www.ccnycuny.edu/cps/entrepreneur>

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Negocios Desde Casa

Home-based Business Course in Spanish



Este curso introductorio de negocios basados en el hogar equipará a los estudiantes con una comprensión de las funciones y tareas básicas de un negocio y cómo se puede operar la empresa desde sus hogares.

Este curso se especializa en capacitar a los estudiantes en lo siguiente:

1. Determinar si tienen la mentalidad para convertirse en emprendedores y crear un modelo de negocio.
2. Identificar la necesidad de un producto o servicio.
3. Encontrar y diseñar un producto o servicio para resolver una necesidad potencial de un cliente de pago.
4. Comprender todos los elementos de una estructura empresarial.
5. Ser capaz de implementar procesos de negocio y operación.
6. Comprender y desarrollar los elementos de un plan de negocios.

Matricula: \$375 El costo de libros o equipo no esta incluido en la matricula.

El curso es completamente online. Ubicación y horario de la oficina Virtual, 6pm-8pm todos los Martes, durante el semestre de otoño, 10 semanas, Sept. 3 - Nov. 5

Materiales requeridos:

Dispositivo electrónico (computadora, tableta o teléfono) para asistir a las sesiones virtuales:

- Carpeta
- Cuaderno/libreto de apuntes
- Systema de Windows (Word, Excel, PowerPoint), iOS (Keynote, Numbers, et.al.), o Google (Google Docs, Excel, Google Slides).



Al culminar el curso, los estudiantes podrán redactar un plan de negocio, hacer estrategias, y saber cómo comercializar sus negocios desde casa.

Haga cumplir sus sueños, visita:

SCAN



<https://www.ccnycuny.edu/cps/home-based-business>



Security Guard Certifications



8-Hour Pre-Assignment Training for Security Guards

This 8-hour course is the first step in obtaining a security guard registration card from the New York State Department of State. The course curriculum provides students 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, emergencies, communications and public relations, access control, and ethics and conduct. The passing of an examination is required for the successful completion of this course.

Dates:

Saturday 09/21 | 9 a.m. - 5 p.m.
Saturday 10/19 | 9 a.m. - 5 p.m.
Saturday 11/09 | 9 a.m. - 5 p.m.
Saturday 12/07 | 9 a.m. - 5 p.m.

Tuition: \$99

Course is in-person.

Learn more at:

<https://www.ccny.cuny.edu/cps/security-guard-certification>

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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 gives students a thorough overview of a security guard's duties and responsibilities.

Topics covered in this course include the role of the security guard, legal powers and limitations, emergencies, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for the successful completion of this course.

Dates:

09/27 - 28 | 9 a.m. - 5 p.m.
10/25 - 26 | 9 a.m. - 5 p.m.
11/15 - 16 | 9 a.m. - 5 p.m.
12/13 - 14 | 9 a.m. - 5 p.m.

Tuition: \$175

Course is in-person.

Learn more

<https://www.ccny.cuny.edu/cps/security-guard-certification>

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Foundations in Public Health Leadership and Management



This course will prepare students with the foundational knowledge and skills to excel in leadership roles within public health organizations and initiatives.

It provides students with a comprehensive introduction to the essential principles and practices of leadership and management in public health and healthcare.

This course encourages students to:

- Explore the fundamental concepts of leadership and management within public health.
- Examine various leadership theories and conduct a self-assessment of skills.
- Develop skills in strategic planning, resource allocation, and team leadership specific to public health.

Prerequisite: Participants should have a Bachelor's degree or certification in some healthcare profession and work in direct services or community health.

Session: Class is fully online.

September 3 - October 17
Tuesdays and Thursdays
6 - 7:30 p.m.

Tuition: \$325

To register, please visit:

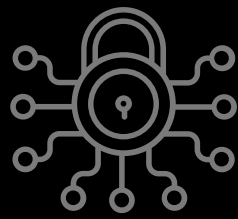
<https://tinyurl.com/3y3k5ayu>

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Foundation of Supply Chain Management



This program teaches students the fundamentals of supply chain management, preparing individuals with prior experience for entry-level positions in supply chain. This is a collaboration between the Association of Supply Chain Management (ACSM) and TADACA Educational Solutions, LLC. It is taught by an APICS Certified Instructor.

The Modules Include:

- Foundational Knowledge in Distribution and Logistics
- Foundations in Manufacturing Management
- Foundations in Managing Operations
- Foundations in Managing Inventory
- Foundations of Operations Planning
- Introduction to Supply Chain Principles

Upon completion, participants receive a Completion Certificate and Six Badges from TADACA Educational Solutions, LLC demonstrating their knowledge to any third party (potential employer or certification program) seeking to verify areas of knowledge.

**Session: Class is online.
August 21 - November 13
Wednesdays 7 - 10 p.m.**

**Tuition: \$849 *Textbook
and exam fees are not
included in tuition.**



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To learn more, visit:

Professional Image Consulting

A Career Guidance



This course is designed for aspiring image consultants, seasoned consultants seeking refinement, or coaches aiming to incorporate image consulting skills into their profession. Participants will gain insights into the dynamic realm of image consulting and its profound impact on one's personal and professional image and career development.

Embrace the transformative power of image and journey toward professional success and personal improvement through the art of image consulting. **Jen Auh**, a beauty and fashion industry expert with over 20 years of experience in image and brand consulting, teaches this course. She has extensive experience working with major companies such as Macy's, Too Faced Cosmetics, and Bliss. Jen Auh is the founder of Style Konsult/STYiLES.

Learning Objectives

- **Personal Image and Brand:** Explore image consulting to build a strong personal image and brand foundation to achieve professional goals.
- **Professional Identity:** Develop an authentic and compelling personal brand to drive your career and business goals.
- **Holistic Transformation:** Identify personal image and brand requirements to experience an effective image transformation encompassing appearance, behavior, and communication.
- **All-Around Image Enhancement:** Gain practical skills through wardrobe analysis, personal shopping, and signature styling to improve personal image and style.
- **Communication Skills:** Enhance communication and interpersonal skills to build valuable, lasting, and meaningful client relationships.
- **Personal and Professional Growth:** Cultivate a mindset of continuous improvement, boosting confidence and establishing self-awareness.

Class is online.

October 8 - October 31

6-8 PM Tuesday/Thursday;

8 sessions (2 hours/each session)

16 hours.

To learn more, visit:

<https://www.ccny.cuny.edu/cps/imageconsulting>

Tuition: \$325



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Build Your Brand

Managing Personal Identity



This course is designed to help entrepreneurs create, strengthen, and promote their brand identity. Through practical guidance and expert insights, students will learn to develop and execute a successful strategic plan that sets their personal image and brand apart in the marketplace.

Empower yourself on the journey to personal and entrepreneurial success. As a unique personal image and brand consultant, **Jen Auh** has empowered countless entrepreneurs to redefine and elevate their images to achieve their business goals.

Course topics will cover the following:

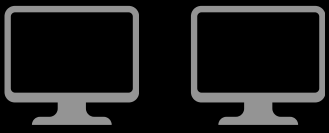
- **Introduction to Personal Branding:** Gain insights into the fundamentals of personal branding and set personalized personal branding goals.
- **Crafting Your Unique Brand Story:** Identify and develop your narrative by learning storytelling techniques for maximum personal brand impact.
- **Personal Image and Brand Identity Mastery:** Establish personal image and brand guidelines to streamline communications for maximum visibility.
- **Strategic Personal Brand Planning:** Define personal image and brand positioning to ensure industry sustainability and profitability.
- **Executing a Successful Brand Marketing Plan:** Analyze case studies of successful personal brand marketing to develop strategic marketing goals.
- **Building a Holistic Online Presence:** Create and manage a professional online profile on platforms such as LinkedIn to implement online reputation management strategies across all platforms.

Tuition: \$325

Upon completion, students will learn to create a personal brand narrative, build a powerful image, and increase their marketability for long-term success.

Class is online. September 10 - October 3, 6-8 PM; Tuesday/Thursday; 8 sessions (2 hours/each session) 16 hours.





Digital Literacy



Microsoft Word

The word-processing course covers the basics of creating, editing, and printing documents. You will learn to save and organize documents, format paragraphs, copy and move text, spell check, set margins, tabs, and auto-correct features.

Students must have basic computer knowledge and keyboarding skills, 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. **Tuition: \$399**

Microsoft PowerPoint

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

Students must have a Gmail account, 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. **Tuition: \$399**

Microsoft Excel

This course covers spreadsheet applications. Students will design functional spreadsheets by editing and formatting numerical and text data, writing formulas, and using numerical data to create charts and graphs. These are the 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.

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.* **Tuition: \$399**

Learn more: <https://www.ccny.cuny.edu/cps/dc37>



**For dates, please
contact our office:
ace@ccny.cuny.edu**

Information Technology

Careers in information technology are expected to grow by 13% by 2026, adding over 500,000 new jobs.

<https://www.bls.gov>

Information technology (IT) careers encompass a wide range of professions that involve the use of computers, networks, software, and other technologies to manage and process data.

These are rewarding careers resulting in satisfaction and high monetary compensation. The medium annual salary for IT jobs is \$104,420, making them one of the highest paying careers only requiring a certificate.

See next pages
for our courses
in IT.

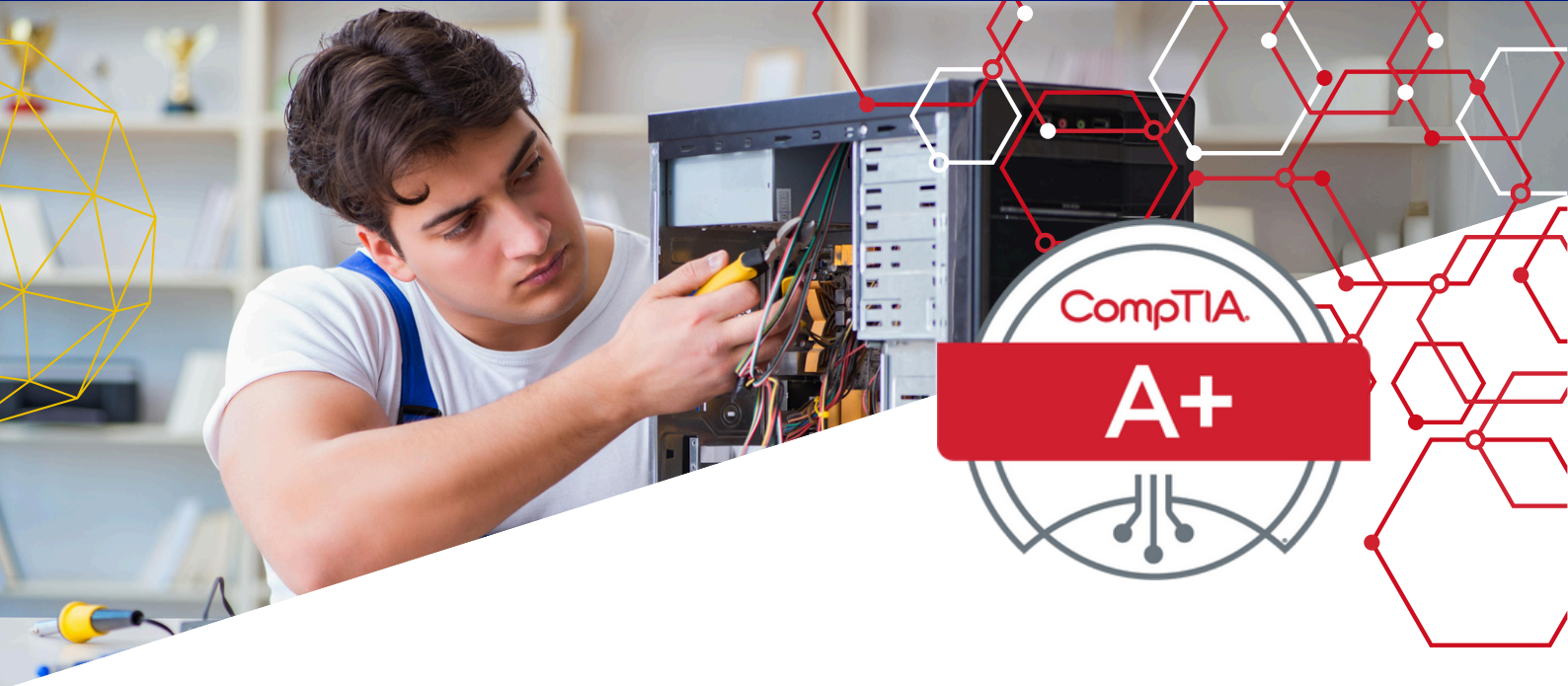


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Make sure to fill out our Interest Form



CompTIA A+



This course prepares students for an entry level position in IT support and IT operation roles. It covers building, fixing, and troubleshooting computers and simple networking concepts.

Students will obtain 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 and resolve standard hardware and software issues
- Apply troubleshooting skills
- Provide appropriate customer support
- Understand scripting, virtualization, desktop imaging, and deployment

After completing the course, students can take both CompTIA 1101 and 1102 exams to become certified.

Tuition: \$727 including Registration Fee. This course may be offered for FREE.

Session: Class is online.

September 16 - January 13
Mondays and Wednesdays
7 - 10 p.m.

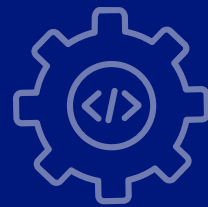
Fill out our [Interest Form](#)

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Prerequisite: High School or HSE Diploma

Google IT Support Professional



Grow with **Google**



The Google IT Support Certificate is a hands-on, online program designed to prepare beginner learners for entry-level jobs in IT support.

This program covers the fundamentals of IT support, including troubleshooting, customer service, networking, operating systems, system administration, and security.

IT support is about troubleshooting and problem solving when technology fails, while providing excellent customer service. Topics explored on this course include setting up computers for users within an organization, overseeing computer systems, and debugging software whenever a problem arises.

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

Tuition: \$1,500 including Registration Fee. This course may be offered for FREE.

Fill out our [Interest Form](#):



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Session: Class is online.
September 9 - February 5
Mondays and Wednesdays
6 - 10 p.m.

Prerequisite:
High School or HSE Diploma

CISCO CyberOps



The CISCO CyberOps Certification program focuses on securing digital assets, protecting data, and learning the skills and knowledge earned in the training programs that can prepare you for a career in cybersecurity.

The CyberOps Certification explores cyber trends and 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.

The program is divided into three courses that complement the entire curriculum and prepares students with the necessary skills to start a career in cybersecurity. Courses are the following:

- Introduction to Cybersecurity:
- Endpoint Security
- CyberOps Associate

CyberOps Tuition: \$1,815
CCNA Tuition: \$2,538 including
Registration Fee. These courses may be
offered for FREE.

Fill out our Interest Form:

Dates:

September 17 - January 14
Tuesdays and Thursdays
5:30 - 9:30 p.m.

Prerequisite:

High School or HSE Diploma



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An Introduction to AI and Machine Learning: Beginners Edition

This course is a welcoming three-part online series, designed to introduce you to the fascinating world of artificial intelligence (AI) and machine learning (ML), regardless of your background.



This series expands upon foundational concepts in a friendly and supportive format. It offers a broad overview of basic AI techniques such as recognizing patterns, making predictions, and automating decisions, which are the cornerstones of machine learning. The course simplifies these concepts with real-world examples, ensuring that everyone, no matter their prior exposure, can grasp these ideas.

In this introductory course, you will:

- Learn to use Python, a popular programming language, with libraries like NumPy and scikit-learn to build your first machine learning models.
- Explore basic machine learning techniques through engaging projects that will teach you how to create systems that can predict outcomes and make decisions.

Session: Class is online.

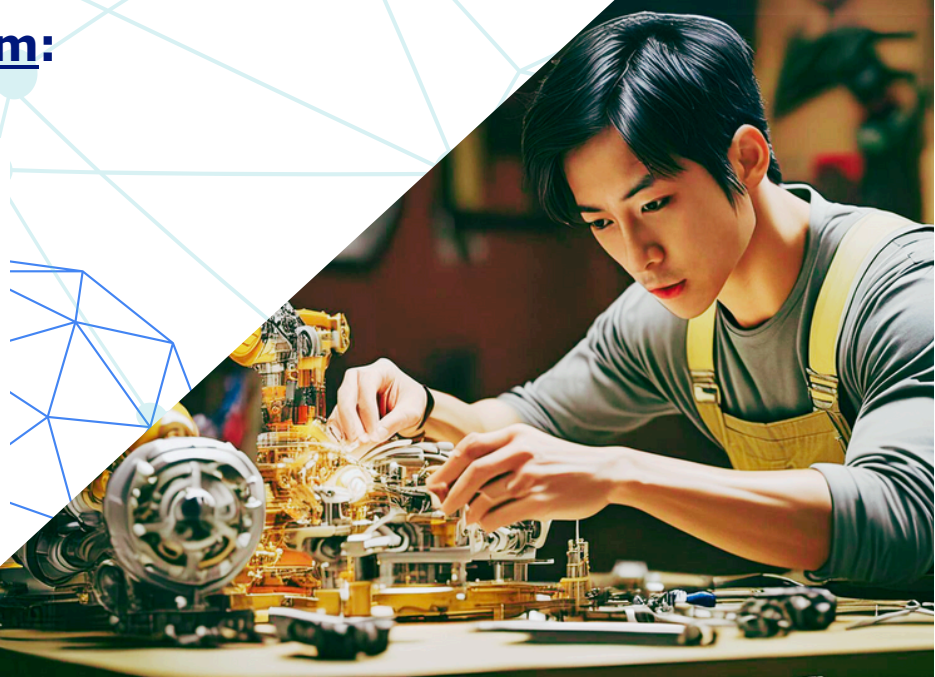
September 10 - October 24
Tuesdays and Thursdays
6 - 9 p.m.

Tuition: \$1,275 including Registration Fee. This course may be offered for FREE.

Prerequisite:
High School or HSE Diploma

Fill out our Interest Form:

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Personal Development and Creative Arts

Personal development courses offer opportunities to learn new skills, broaden horizons, and expand social networks. Pursuing personal growth and enrichment is a lifelong journey of self-discovery and constant learning that uncovers hidden talents and explores new interests.

Get your creative juices flowing with our personal development courses.

See next page for course in:

- Writing Poetry in Spanish I

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Escribir Poesía en Español I (Seminario y Taller)



Este seminario-taller busca liberar la expresión de la creatividad a través del uso de la poesía en español.

La poesía ayuda a encontrar una nueva perspectiva en el mundo; capturando la belleza de vivir y ser humano en una sociedad compleja.

A través de este taller, los estudiantes podrán aprender sobre las diferentes formas de poesía, sus historias, y valor al mundo occidental.

Cada participante desarrollará un portafolio de 10 a 12 poemas para publicación o envío a concursos.



Entre las formas poéticas a discutir están:

Soneto, Romance, Villancico, Silva, Zéjel, Canción, Madrigal, Letrilla, Jarchas, Coplas, La Anti-poesía, etc.

Carlos Aguasaco, instructor de este seminario, es una de las voces más influyentes de la poesía hispana en los Estados Unidos. Es catedrático de Estudios Culturales Latinoamericanos y director del Departamento de Estudios Interdisciplinarios de CUNY **City College**. Ha editado trece antologías literarias y publicado varios libros de poemas, entre ellos *The New York City Subway Poems – Poemas del metro de Nueva York*. Es el fundador y editor en jefe de *Artepoética Press* en Nueva York. Coordina *Americas Film Festival of New York* y dirige *Americas Poetry Festival of New York*. Desde 2021, es columnista en *Newsweek En Español*.

Matrícula: \$300

La clase es Hy-flex.

Puede asistir en persona o en línea.

Fecha:

Septiembre 4 a Diciembre 18

Miércoles 6 - 8 p.m.



ESCÁNEE

Para más información, visite:

<https://www.cuny.cuny.edu/cps/poesia>

Environmental Sustainability and Construction Safety



Do you know that about 646,100 openings in the construction industry are projected each year on average due to employment growth and the need to replace workers who leave the occupations permanently?



Green Professional Training (GPRO) Series



GPRO Fundamentals of Building Green

In GPRO Fundamentals, you'll discover the connections between building systems and the foundational strategies for making them more sustainable.

Whether you want to make changes to your building or are starting a career in the building industry, you'll walk away with a new understanding of the green built environment.

By the end of this training, you'll be able to:

- Explain the relationship between buildings and climate change
- Understand the basic elements of high-performance construction and building operations
- Describe the role of trades on high-performance job sites
- Describe energy-consuming building systems and a high-level overview of the strategies to reduce building energy use

After completing the training, you can earn a GPRO Fundamentals Certificate by passing a 25-question multiple-choice exam. GPRO Fundamentals qualifies for 4 AIA and GBCI Credits.

Tuition: \$250 Tuition cost includes a \$25 non-refundable registration fee. Exam fee and course books are not included in the tuition cost.

For dates, times and more, please visit:

<https://tinyurl.com/gprogreen>

SCAN



Green Professional Training (GPRO) Series



12-Hour GPRO Operations and Maintenance

This course teaches how to execute the best practices of sustainable building operations and leave with an individualized action plan. You'll learn valuable tools to measure building performance and straightforward strategies to reduce energy consumption and costs.

By the end of this training, you'll be able to:

- Take a systemic approach to operating and maintaining a building
- Evaluate building performance
- Describe three immediately actionable next steps needed to improve the health and efficiency of your building.
- Explain the costs and benefits of efficiency measures.

Tuition: \$400*

For dates and times, please visit:

<https://tinyurl.com/12hrgpro>



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After completing the training, you can earn a GPRO O&M Certificate by passing a 50-question multiple-choice exam. GPRO Fundamentals of Building Green is integrated into this course.

8-Hour GPRO Construction Management

This course provides students with best practices for sustainability and actionable strategies for every construction phase. Learn how to avoid common construction mistakes and leave the training with practical steps to manage successful, sustainable, and cost-effective projects. Students will gain access to short, on-demand bonus courses on topics like construction waste management, energy code inspections, systems commissioning, and more.

After completing the training, you can earn a GPRO CM certificate by passing a 30-question multiple-choice exam. This training qualifies under LEED Pilot Credit 81, which allows projects to achieve a LEED point by training personnel on the project team. And for for 7 AIA, GBCI, and PDH credits.

Tuition: \$300*

For dates and times, please visit:

<https://tinyurl.com/gpromgmt>

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40-Hour HAZWOPER Certification

The Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) applies to employers and employees potentially exposed to hazardous substances during various operations, including clean-up, corrective actions, and emergency response. The 40-Hour HAZWOPER training is the most important certification for an environmental technician career in Brownfields remediation and environmental consulting.

Tuition: \$875*

For dates and times, please visit:
<https://tinyurl.com/40hazwoper>



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30-Hour OSHA Construction Training

OSHA-authorized trainers deliver the 30-Hour Outreach Training Program for the construction industry. The training provides workers and supervisors with an overview of OSHA Safety Standard Requirements and the recognition, avoidance, abatement, and prevention of health hazards at construction worksites. It also covers workers' rights, employer responsibilities, and how to file a complaint. The 30-hour training is DOB-approved and best serves site supervisors or workers with some safety responsibilities.

Tuition: \$450*

Visit us online for more information

<https://tinyurl.com/30osha>



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*Tuition cost includes a \$25 non-refundable registration fee. Exam fee and course books are not included in the tuition cost.



10-Hour NYC DOB 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 40 hours of training. Participants who have completed their 30-hour OSHA Construction training may enroll in this 10-hour course that leads to awarding a Site Safety Training (SST) Card.

Tuition: \$250
For dates and times, visit:
<https://tinyurl.com/ccnysst>



4-Hour Flagging (NYS DOT)

This 4-Hour Flagger training provides a comprehensive course in work zone safety and traffic control strategies, meeting the NYS Department of Transportation Regulations and Standard Specifications under Section 619-3L1 for Work Zone Traffic Control. This course provides workers with the techniques to safely direct and control traffic around construction activities. Students will learn about The National Manual on Uniform Traffic Control Devices (MUTCD) and the NYS Supplement, which sets forth the basic principles governing NYS's design, use, installation, and operation of traffic control devices.



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Tuition: \$125
For dates and times, visit:
<https://tinyurl.com/4hrflagging>

4-Hour Supported Scaffold User

This 4-hour training is a DOB-approved SST course for NYC construction workers using supported scaffolding. The course explains safe work practices for supported scaffold systems. The course prepares workers to recognize and avoid various safety hazards associated with supported scaffold use.

Tuition: \$150
For dates and times, please visit:
<https://tinyurl.com/4scaffold>

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CPS, in partnership with Ed2Go, offers expert-developed online programs that provide in-demand skills to advance your career. Career training courses and programs have open enrollment, allowing students to start anytime. With 12 months of access, students can learn at their convenience. Each program is assigned an advisement team to support students throughout their academic journey. Students also have the option to enroll in instructor-led courses. These courses offer real-time learning opportunities and interactive sessions with other students over a six-week schedule. For students who are independent learners, the self-paced courses provided access to all lessons immediately with up to three months to complete. Instructors and mentors actively participate in their online learning experience and respond to questions or concerns to encourage and motivate students to succeed.

Over 300 online courses under the categories listed below. Choose a course and get started today!

- Arts and Design
- Business
- Computer Application
- Computer programs
- Construction and Trades
- Health And Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Teacher Professional Development
- Writing

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



Thank you to our Partners!



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**Division of Interdisciplinary Studies
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The City College
of New York



Our Continuing and Professional Studies Staff

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Bino Realuyo, Associate Director

Denisse Fernandez, Finance Budget Specialist / Allied
Health Program Manager

Sol Rogers, Adult Education Program Director

Kyle Dixon, Information Technology Program Manager

Melany Fernandez, Case Manager, Adult Education

And thank you to:

Elian Ortiz, Administrative Assistant

and our Catalog Organizer and Graphic Designer



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