The City College
of New York

**CONTINUING AND
PROFESSIONAL STUDIES**

SPRING 2025
Course Catalog

Learn *with* us!

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Dean Mercado's Welcome Message

We at CCNY's Continuing and Professional Studies (CPS) will start the Spring 2025 academic year with enthusiasm for the possibilities and growth ahead. Our commitment to excellence and innovation remains unwavering. Per Scholas' 2023 report on "The Future of Tech in America" showed that 98% of surveyed 650 C-suite executives, 100 hiring managers, and 1,500 office workers agreed that "tech skills are likely to be essential across every work sector in the next ten years." There is currently a lot of conversations around Artificial Technology (A.I.). To stay at the forefront of job market demands and academic innovation, we launched two A.I. courses in the Fall Semester 2024 for individuals and students who want to explore A.I's role in the workplace. These two A.I. introductory courses align with rapid changes in the health care, technology, and cybersecurity sectors. In Spring 2025, we will return with CISCO Cyber Ops, CompTIA A+, and Google I.T. Support courses.

Our commitment to advancement of workers is evident in the expansion of course offerings in key field areas of healthcare, information technology, workforce-based ESOL and GED programs, and our English Language Institute (ELI) for aspiring college students. We are expanding ELI from our CCNY West Harlem campus to Wall Street, where international students and NYC residents can learn intensive English while taking advantage of the many learning opportunities downtown. While our ELI students choose CCNY for its excellent intensive English programming, they also recognize that New York City is the best city in the world to learn English.

Dean Juan Mercado, Ph.D

Our Allied Health program remains strong. Since we introduced Electrocardiogram (EKG) and Phlebotomy Technician certification programs, our classes have been running at maximum capacity of 15-25. 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. For 2025, CPS will offer three different scholarship options for Allied Health students. We partnered with MedReview to offer scholarships to students who would like to be medical billers and coders as well as auditors. Upon completion, they will have an opportunity to receive an externship with MedReview, possibly leading to employment. A very gracious donor has provided us with funds to offer full tuition scholarships to a few of our Certified Nursing Assistant students who would like to continue their career in the Allied Health field upon completion.
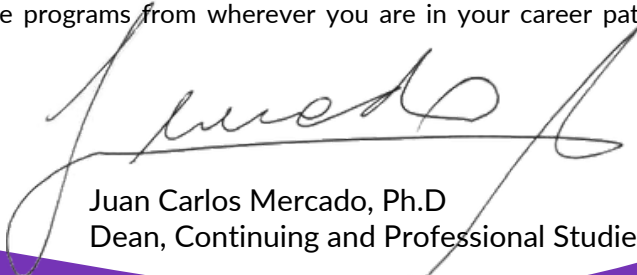
The synergy created through partnerships across departments and disciplines is essential for fostering a vibrant and dynamic academic environment. Our previous shared initiatives, such as The Community Scientist Institute with CCNY's Biology Department, The Charles B. Rangel Infrastructure Workforce 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 holistic educational experience for our students. Through collaboration, we maximize our collective impact as we contribute to the legacy of The City College of New York.

In 2025, we are also excited to launch two more grants to help our communities and to make our courses free of charge. Our new CPS Associate Director Bino Realuyo, lead grant writer, partnered with Paul Shively, Director of CLIP at BMCC and submitted a grant proposal to Small Business Services (SBS) to deliver a 3-year Vocational English as a Second Language (VESL) program, in collaboration with restaurant employers, to 150 incumbent food service workers with limited English proficiency to learn ESOL. Our new funding includes curriculum development, program delivery, and wrap-around supportive services, and an opportunity to elevate the economic lives of one of the most overlooked segments of our working population. We have also received a grant from the Department of Labor (DOL) 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.

I wish you the most wonderful holidays and New Year! Please look into our catalog for our offerings, visit our website, and take advantage of our valuable certificate programs from wherever you are in your career path and embrace the unique learning experience at CPS.

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

Spring 2025 Holidays and Breaks

Wednesday, January 1, 2025	New Years Eve	*CCNY/CPS Closed - No Classes*
Saturday , January 18 - Monday 20, 2025	Martin Luther King Jr. day	**CCNY/CPS Closed-No Classes**
Wednesday, February 12, 2025	Lincolns birthday	*CCNY/CPS Closed - No Classes*
Saturday February 15- Monday 17, 2025	President's day weekend	*CCNY/CPS Closed - No Classes*
Saturday April 12 - Sunday 20, 2025	Spring Break	*Please check with Staff or Teachers if you have a class.*
Saturday April 19 - Sunday 20, 2025	Easter Weekend	*CCNY/CPS Closed - No Classes*
Saturday May 24 - Monday 26, 2025	Memorial day Weekend	*CCNY/CPS Closed - No Classes*

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

Learn with us!

Our Policies

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. An additional 10% fee will be charged to the tuition fee when selecting the payment plan option. 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.

Our Policies

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. If a particular course receives this grant, the course webpage and online registration form will include the information.

To participant, 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.

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 LCAL 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. Ni-cholas 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

CCNY Campus

The City College of New York

West 141st St.
West 140th St.
West 135th St.
West 130th St.
Convent Ave.
Amsterdam Ave.

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.

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."

Due to the generosity of a donor, we are able to offer selected allied health courses for free.

To apply, visit:

bit.ly/40Vys4O

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.

January 27 - May 12
Mondays and Wednesdays
6 - 9 p.m.

January 28 - April 29
Tuesdays and Thursdays
6 - 9 p.m.

February 1 - May 21
Saturdays
10 a.m. - 4 p.m.

Take the first step towards a rewarding career!

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

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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.

PROMETRIC

Sessions: Classes are hybrid.

February 3 - April 3
Mondays through Thursdays
6 - 9 p.m.

March 29 - September 13
Saturdays
10 a.m. - 4 p.m.

April 28 - June 18
Mondays through Thursdays
6 - 9 p.m.

Discover a career you'll love while helping others!

To learn more, visit:
https://www.ccny.cuny.edu/cps/cna

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

SCAN

Medical Interpreter

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.

February 5 - June 23
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

SCAN

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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.

March 3 - July 31
Mondays through Thursdays
5:30 - 9:30 p.m.

April 28 - September 18
Tuesdays through Thursdays
5:30 - 9:30 p.m.

Tuition: $3,224   Textbook and exam fees are not included in tuition.

Prerequisite: High School or HSE Diploma

Pursue your dreams, learn more at:

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

nha

FLEXSTAFF
The Connection You Need

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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.

Sessions: Classes are hybrid.

January 16 - May 14

Tuesdays and Thursdays 6 - 10 p.m.
Saturdays 9 a.m. - 1 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

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Certified Billing and Coding Specialist

nha

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: January 28 - April 8
Tuesdays through Thursdays 6 - 9 p.m.

Part II: April 22 - June 25
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

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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.

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

Session: Classes are hybrid
January 21 - February 27, April 21 - May 22
Mondays - Thursdays |6 - 9 p.m.

Prerequisite: High School Diploma or GED

S C A N

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

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.
March 3 - April 7
Mondays - Thursdays
6 - 9 p.m.

S C A N

CASAC

Credentialed Alcoholism and Substance abuse Counselor Training

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.

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**Courses dates:
January 25- May 22, 2025**

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, Arts, 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.

English Language Institute (ELI)
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. In 2025, our advanced English class will be on Wall Street, giving students access to the rich heritage of downtown Manhattan. Learn WITH us! SCAN QR Code for more info!

Fall Schedule

Session 1: January 13 – February 19

Session 2: February 24 – March 27

Session 3: April 14 – May 19

SCAN HERE

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.

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.

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: <u>English Class waiting list</u> and <u>GED Waiting List</u>

SCAN

ESOL

GED

Escribir Poesia en Español I
(Seminario y Taller)

Este seminario-taller busca liberar expresión de creatividad a través del uso de 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.

Entre las formas poeticas a discutir están:

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

Carlos Aguasaco, instuctor 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.

Fecha:
Febrero 4 a Abril 29
Martes   6 - 8 p.m.

Matrícula: $300

La clase es en-linea.

ESCANEE

Para más información, visite:
https://www.ccny.cuny.edu/cps/poesia
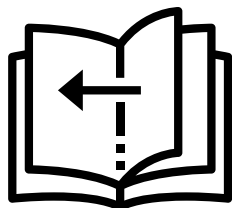
Professional Development

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

Learn with us!

A lot of offerings in the next pages!

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 01/11 | 9 a.m. - 5 p.m.
Saturday 02/08 | 9 a.m. - 5 p.m.
Saturday 03/08 | 9 a.m. - 5 p.m.
Saturday 04/05 | 9 a.m. - 5 p.m.
Saturday 05/10 | 9 a.m. - 5 p.m.

Tuition: $99
Course is in-person.
Learn more at:
https://www.ccny.cuny.edu/cps/security-guard-certification

SCAN

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:
01/24 - 25 | 9 a.m. - 5 p.m.
02/21 - 22 | 9 a.m. - 5 p.m.
03/13 - 15 | 9 a.m. - 5 p.m.
04/25 - 16 | 9 a.m. - 5 p.m.
05/16 - 17 | 9 a.m. - 5 p.m.

Tuition: $175
Course is in-person.
Learn more
https://www.ccny.cuny.edu/cps/security-guard-certification

SCAN

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.

SCAN

Session: Class is online.
Dates and Times:
January 7 - March 25, 7-10 p.m.
March 5 - May 21, 7-10 p.m.

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

To learn more, visit:
https://tinyurl.com/hbet4r6y

ed2go

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

SCAN

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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.

Learn with us!

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.

Session: Class will be online.

Dates and Times: TBA

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

Prerequisite: High School or HSE Diploma

SCAN ME

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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.

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.

Session: Class will be online.
Dates and Times: TBA

Prerequisite:
High School or HSE Diploma

SCAN

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.**

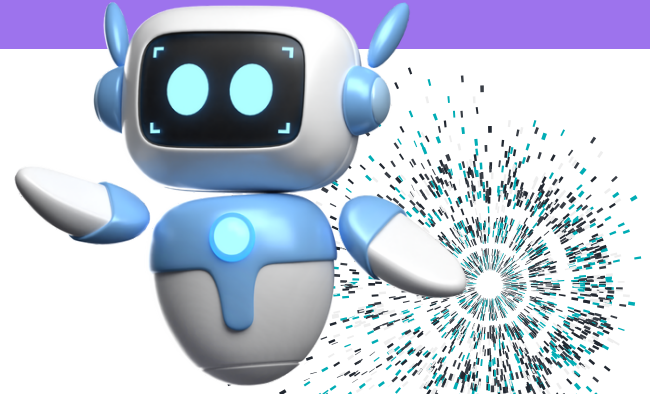**Session: Class will be online.**
Dates and Times:

Prerequisite:
High School or HSE Diploma

SCAN HERE

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AN INTRODUCTION TO AI AND MACHINE LEARNING

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.

This course will be offer FREE of charge through the Upskilling Grant from The NYS department of labor.

However, the following requirements must be met to enroll:
1. Be legally permitted to work in the U.S.
2. Be a New York State resident.
3. Be unemployed or underemployed.
4. Be able to provide a social security number as part of the application.

Prerequisite:
High School or HSE Diploma

To apply, scan QR Code or fill out Interest Form:

Session: Class is online.
January 22 - March 5
Mondays and Wednesdays
6 - 8 p.m.

A. I. IN HEALTHCARE: FROM STRATEGY TO IMPLEMENTATION

The eight-weeks online course will help to navigate knowledge, strategy and framework to design, and implement AI-driven solutions that can possibly to make social impact for the community.

The course will specifically provide an opportunity to understand the National AI Intelligence Strategic Plan, the UN Sustainable Development Goal AI Strategies,
and the AI Strategy from the U.S. Department of Health and Human Services. It will also walk through the fundamentals of modern AI, with challenges, opportunities, and methodology to overcome.

Course Learning Outcomes:

- Understand National AI Intelligence Strategic Plan, UN Sustainable Development Goal AI Strategies and AI Strategy from U.S. Dept. of Health and Human Services.
- Understand the fundamentals of modern AI for successful applications, to improve overall patient experiences and outcomes.
- Understand Challenges, Opportunities and Framework to Overcome.

This course will be offer FREE of charge through the Upskilling Grant from The NYS department of labor.

However, the following requirements must be met to enroll:
1. Be legally permitted to work in the U.S.
2. Be a New York State resident.
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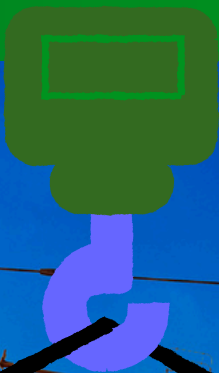4. Be able to provide a social security number as part of the application.

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Mondays and Wednesdays
6 - 8 p.m.

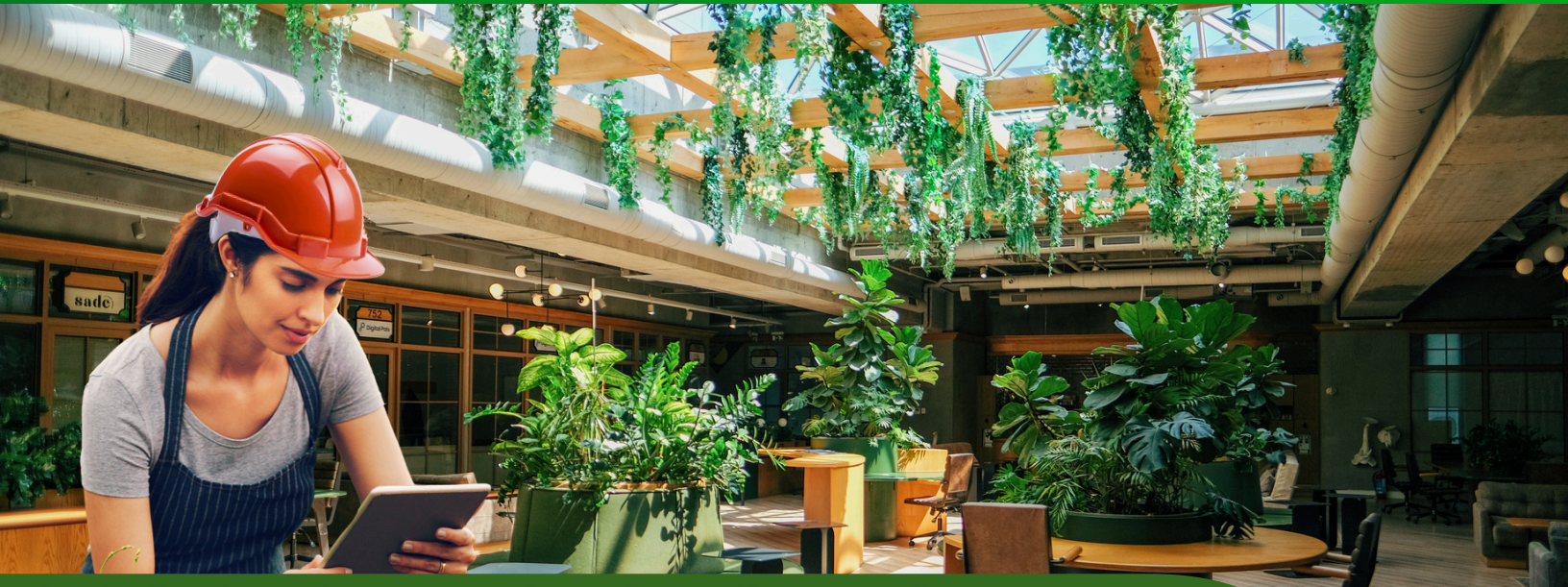# Environmental Sustainability and Construction Safety

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?

CHARLES B. RANGEL
INFRASTRUCTURE
WORKFORCE INITIATIVE
The City College of New York.

CHARLES B. RANGEL INFRASTRUCTURE WORKFORCE INITIATIVE
The City College of New York.

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

SCAN

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

SCAN

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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.

Construction Safety

30-Hour OSHA Certification

Earn the OSHA 30 card, required for work on many NYC work sites, with the 30-hour OSHA Outreach Training Program for the Construction Industry. Learn how to recognize, avoid, reduce, and prevent safety and health hazards across construction industry workplaces. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Taught by OSHA-authorized trainers, the course is appropriate for supervisors or workers with some safety responsibility.

Tuition: $450*

For dates and times, visit:

https://tinyurl.com/30osha

SCAN

10-Hour NYC DOB Site Safety Training (SST)

Earn your NYC Department of Buildings Training Connect Site Safety Training Card from The City College of New York, an NYC DOB-approved Course Provider. 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. Site Safety Training provides 10 hours of essential safety skills and supplements 30-hour OSHA Construction Training to meet local requirements.

Tuition: $250

For dates and times, visit:

https://tinyurl.com/ccnysst

SCAN ME!

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

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Construction Safety

4-Hour Flagging (NYSDOT)

The flagger's responsibilities include work zone protection and traffic control. The flagger must never assist the crew with work activities or engage in any distraction and must remain on duty until properly relieved. Flags may be used at intersections, where the back-side message is inappropriate for opposing traffic, or where conditions such as high wind make using a paddle impractical. The City College of New York's 4-hour Flagger class meets Federal, State, and NYC Department of Transportation requirements.

Tuition: $125

For dates and times, visit:

https://tinyurl.com/4hrflagging

SCAN

4-Hour Supported Scaffold User

To use or work on a Supported Scaffold in NYC, an individual must complete four hours of user training, per NYC Department of Buildings requirements.
The City College of New York is an NYC Department of Buildings-approved Course Provider.

Tuition: $150

For dates and times, please visit:

https://tinyurl.com/4scaffold

SCAN

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

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CHARLES B. RANGEL INFRASTRUCTURE WORKFORCE INITIATIVE
The City College of New York.

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

SCAN

16-hour Basic Certified Cleaning Technician by ISSA

This course, developed by ISSA's Cleaning Management Institute, is designed for front-line custodians and teaches skills in all areas of commercial building cleaning. Participants will gain in-depth knowledge on chemical properties, applications, and safety; current and best practices for all-surface cleaning; regulatory compliance; customer service and professional interactions; and more. It is ideal for those who work in various commercial cleaning environments, including convention centers, stadiums and arenas, food and restaurant facilities, and hospitality and transportation industries. Participants must complete the course and pass with 80% to obtain Basic Certified Cleaning Technician certification.

Tuition: $450*

For dates and times, please visit:
jobtraining.ccny.cuny.edu/course/bcct

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

Autodesk Authorized Training

AutoCAD Essentials

This course is designed to provide trade professionals with the fundamental skills needed to create, modify, and annotate technical drawings in AutoCAD. The course emphasizes practical applications for construction trades, with a focus on real-world construction documentation, ensuring that participants can efficiently produce and read drawings relevant to their work.

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Tuition: $1,200

For dates and times, please visit:
jobtraining.ccny.cuny.edu/course/autocad

AutoCAD Architecture Essentials

This three-day intensive course is designed to provide participants with a comprehensive understanding of Autodesk AutoCAD Architecture, a powerful software tool for architectural design and documentation. Training covers the essential features and functions of AutoCAD Architecture, enabling students to efficiently create, modify, and manage architectural drawings and models. It is ideal for architects, CAD technicians, draftsmen, interior designers, design students, and construction professionals.

Tuition: $1,200
For dates and times, please visit:
jobtraining.ccny.cuny.edu/course/essentials

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Autodesk Revit Architecture Essentials

This intensive course is designed to introduce participants to Autodesk Revit Architecture, a leading Building Information Modeling (BIM) software that is essential for modern architectural design and documentation. The course will cover the core concepts and tools within Revit, empowering students to create, modify, and manage detailed 3D architectural models and produce construction documentation. This training is ideal for architects, CAD technicians, draftsmen, interior designers, students in the design space, and construction professionals.

Tuition: $1,200
For all courses, dates, and times, please visit:
jobtraining.ccny.cuny.edu/course/revit

SCAN

Autodesk Authorized Training

Civil 3D Essentials

This 3-day intensive course is designed to introduce participants to Autodesk Civil 3D, a powerful civil engineering design and documentation software that is essential for infrastructure projects. The course will cover the fundamental concepts and tools within Civil 3D, enabling students to efficiently create, modify, and manage civil engineering designs, including roads, highways, site developments, and utilities. This training is ideal for civil engineers, land surveyors, urban planners, CAD technicians, draftsmen, students in civil engineerings, and construction professionals.

Tuition: **$1,200**

For dates and times, please visit:

jobtraining.ccny.cuny.edu/course/civil3d

SCAN ME!

Fusion Essentials

This course introduces parametric modeling using Autodesk Fusion 360. Through hands-on practice, you'll learn to create 2D sketches, build and edit 3D features, work with parameters, and design assemblies. Explore T-spline geometry, motion, and static analysis while documenting designs effectively. This course covers key skills and workflows, with minor variations possible for newer updates.

SCAN ME!

Tuition: **$1,200**

For dates and times, please visit:

jobtraining.ccny.cuny.edu/course/fusionessentials

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The City College
of New York

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