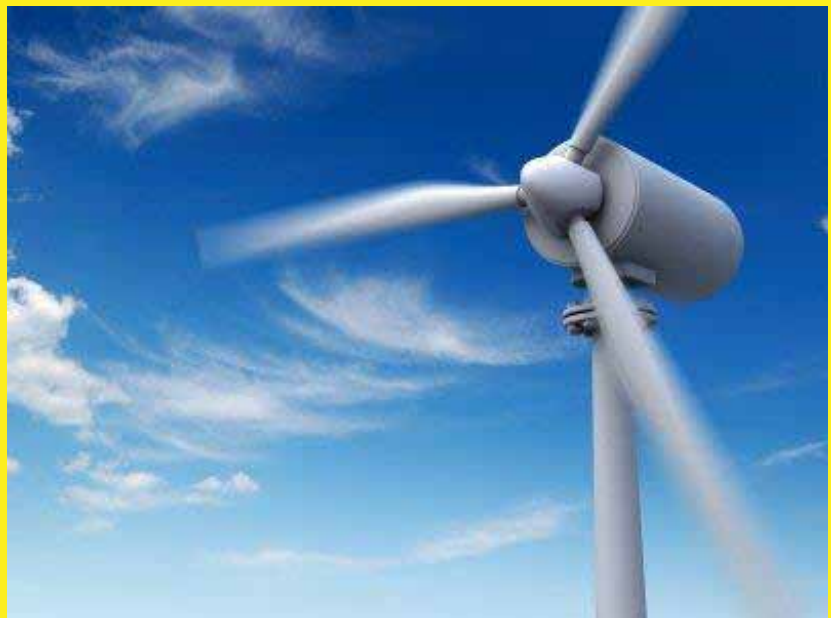


TAKE A CLASS AT CITYTECH

S U M M E R 2 0 1 1



WELCOME

Dear Student,

The Division of Continuing Education at New York City College of Technology invites you to participate in our summer programs. Whether you wish to enter the job market for the first time, to upgrade your skills for advancement at work, or to completely change your career in these challenging times, the Continuing Studies Center at City Tech offers quality, affordable courses for busy adults. Upgrade your Computer Skills or quick start a new career as a Pharmacy Technician or Medical Biller and Coder. Learn Refrigeration Mechanics, Fundamentals of Electricity or Basic Plumbing Repairs in Housing. If it's self-expression you're looking for, learn to blog and tweet! The panorama of possibilities at City Tech runs the gamut from A to Z.

Explore our renewable energy programs such as: Building Envelope Professional Training, Wind Turbine Installation or Residential and Renewable Energy Toolkit.

Whether you're out of work or just want to strengthen your job hunting skills, an experienced career counselor will teach you successful networking skills and how to sell yourself to your next employer.

Become part of the City Tech community by calling to opt onto our e-news bulletins. To learn more about our programs call 718 552-1170, or check our website: www.citytech.cuny.edu/academics/continuinged Watch for our full fall offerings in our bulletin due out in late summer.

Cordially,
Carol Sonnenblick, Ed.D.
 Dean, Division of Continuing Education

STAFF

Dr. Carol Sonnenblick
 Dean, Division of Continuing Education

Diane Romeo
 Executive Director,
 Division of Continuing Education

Charles Johnston
 Director, Continuing Studies Center

Lisandro Grullon
 Director, Computer Operations

Anthony Ruvio
 Director, Academy for
 Construction Education & Safety

David Pedreira
 Assistant Director, Continuing Studies Center

Ernestine Avera
 Office Assistant

Edna Casal
 Secretary to the Dean
 & Executive Director

Teddy Cruz
 Receptionist

Ignacio Duran
 Administrative Assistant

Kumarie Ramlal
 Registration Manager
 & Online Coordinator

Joseph Reynolds
 Senior Technician, Computer Operations

Debra Salomon
 Developer for Green Programs
 & Marketing Specialist

Selwyn Smart
 Accounts Payable
 & Purchasing Coordinator

Barbara Smith
 Accounts Receivables Manager

TUITION

Most courses require you to pay the full tuition, plus a \$20 nonrefundable registration fee, before you are admitted to class. Several programs are eligible for the Installment Plan and are specified in this bulletin. Checks and money orders are to be made payable to New York City College of Technology. The Continuing Studies Center accepts duly authorized vouchers from public agencies, unions and private organizations. Several programs are approved for Veterans' Benefits. Tuition for training to meet a job requirement may be an allowable income tax deduction.



WAYS TO REGISTER

By mail: Complete form on inside of back cover, then clip and mail the form with your full payment in the form of check or money order to:

NYCCT- Continuing Studies Center
 300 Jay Street, Howard Building, 4th Fl.
 Brooklyn, NY 11201

Walk-in: Bring the completed registration form to the Continuing Studies Center at 25 Chapel Street, 4th Fl., Brooklyn, NY, and make a full payment in the form of a check, money order, or MasterCard/Visa. No cash is accepted!

By phone: Call the Center at 718-552-1170

CONTENTS

REAL ESTATE..... 4	BUILDING OPERATIONS10
Real Estate Salesperson Qualifying Course	Refrigeration Mechanics
What You Need to Know About Foreclosures	Fundamentals of Electricity I & II
Investing In Your Home & Other Real Estate	Basic Electrical Maintenance
Home Staging: Designed to Sell	Basic Plumbing Repairs in Housing
De-Cluttering 101: Saving a Home That’s Drowning in Clutter	Dual Fuel Burners & Steam & Hot Water Hydronic Boilers & Systems
TEACHING ASSISTANT/CHILD CARE 5	RENEWABLE ENERGY11
Teaching Assistant/ Child Care Certificate Program	Building Envelope Professional Training
Child Abuse Identification & Reporting Seminar	Wind Turbine Installation
School Violence Prevention & Intervention	Residential & Renewable: Alternative Energy Toolkit
COMPUTER STUDIES 6	WELDING.....11
Computer Basics	Basic Electric Arc Welding
Computers for Seniors I & II	
Windows 7	
Microsoft Word – Beginning & Advanced	SECURITY.....12
Excel	Security Officer License
OFFICE SKILLS..... 6-7	MEDICAL & HEALTH12
Bookkeeping, Auditing and Accounting	Pharmacy Technician
Peachtree	Medical Billing & Coding
QuickBooks	Mammography: Principles and Applications
INFORMATION TECHNOLOGY 7	LANGUAGES.....13
Networking Technologies	Beginning Spanish I & II
CERTIFICATION, PRE-LICENSING & TEST PREP 8	PERSONAL AND PROFESSIONAL ENRICHMENT13
Fire Safety Director Program	CWEP: Certified Wedding & Event Planner
Fire Safety Director Continuing Education	
Emergency Action Plan Director Course	FREE COMMUNITY PROGRAMS14
NYS Notary Public Exam Preparation	Creating Your Resumé, Marketing Yourself
Fundamentals of Pest Control	Effective Job Hunting Strategies
Food Protection Certificate Prep	Interviewing Skills: Selling Yourself To Get The Job
REFRIGERATING SYSTEMS OPERATING ENGINEER QUALIFYING COURSE 9	Thinking About Retirement? Make an Informed Decision
Refrigerating System Operating Engineer I & II	Bed Bug Seminar
Refrigerant Recovery Prep & Exam	Introduction to Social Networking
DRIVER INSTRUCTOR EDUCATION PROGRAM 9	GENERAL INFORMATION15
Driver Instructor Ed Basic Course: Behind the Wheel	DIRECTIONS16
Driver Instructor Ed: Teaching Techniques & Methodology	REGISTRATION FORM17

REAL ESTATE

To become a licensed real estate salesperson, you must complete an approved pre-license qualifying course and pass the New York State Salesperson's Exam.

To become a licensed broker, you must first have a salesperson's license, then take an approved broker's qualifying course, and pass the NY State Broker Exam.



REAL ESTATE SALESPERSON QUALIFYING COURSE

REX 105

Mon & Wed, 6 - 9 pm, 5/9 – 8/17

75 hours, \$340 plus an additional \$75 for textbook

This salesperson license-qualifying course has been approved by the State of New York. It meets for a total of 75 hours of required lecture time with extra time for review and final exam. Attendance requirement: The State of New York mandates that students must attend at least 67.5 hours of classroom instruction. Students who are absent more than 7.5 hours may not receive a certificate. Upon satisfactory completion of this course, NYCCT will officially certify and seal appropriate documents required to take the State licensing exam. This course is a prerequisite for the Real Estate Broker Qualifying Course. Additional textbook expense is approximately \$75.

WHAT YOU NEED TO KNOW ABOUT FORECLOSURES

REX 012

Thurs, 6 - 9 pm, 5/5

3 Hours, \$60

This eye-opening seminar will inform you of the advantages and disadvantages of purchasing foreclosures. The seminar will prepare you to know who should buy foreclosures, when and if to consider them, different kinds of properties that are called foreclosures (not all are foreclosures), what to expect if you do buy them, as well as ideas on how to turn their purchase to your best advantage. Also included will be tips on how to best cope if your home is being foreclosed.

INVESTING IN YOUR HOME & OTHER REAL ESTATE

REX 014

Thurs, 6 - 8 pm, 5/19 & 5/26

4 Hours, \$65

Whether you want to take advantage of tax incentives for purchase of residential property or buy investment/commercial property, this course can make you a more knowledgeable buyer. Course discussion will cover finding and choosing the right property, understanding the appraisal process, negotiating your offer, financing and closing the deal. Owning and managing properties with positive cash flow in a challenging economic climate will also be covered.

HOME STAGING: DESIGNED TO SELL

HHT 080

Wed, 6 - 9 pm, 6/22

3 Hours, \$40

Industry statistics show that staged homes spend half the days on the market and sell for more than an un-staged property. Clutter-free, organized rooms allow buyers to picture themselves living in them. In this hands-on class, an expert home stager, with a track record of success, shows you how to turn any property into a gem and get it sold.

DE-CLUTTERING 101: SAVING A HOME THAT'S DROWNING IN CLUTTER

HHT 170

Wed, 6 - 8 pm, 6/15

2 hours, \$40

Are you tired of searching through stacks of paper to find your electric bill? It's time to get organized. A de-cluttered home lowers your stress level and saves you time and money wasted on misplaced bills and "lost" items of clothing. The Instructor, Amy Schoenfeld, (The Expert Organizer) has organized homes all over New York City. She will give you the tools and encouragement you need to get started.

TEACHING ASSISTANT/CHILD CARE

**TEACHING ASSISTANT/CHILD CARE
CERTIFICATE PROGRAM**

TAP 100

Tues & Thurs, 6 – 9 pm & Sat, 10 am – 2 pm, 9/13 – 12/20

140 hours, \$695 (3 payment installment plan available)

An integrated program for adults in transition to new careers working with children. Students are prepared for employment in both daycare and in school settings. The program includes eighty-three hours of classroom instruction and a sixty-hour supervised observational practicum in a childcare or educational organization. Classroom instruction includes six hours of test review for the New York State Assessment of Teaching Skills Test (NYSATAS). During the course of the program, the student will complete workshops and receive certificates in Child Abuse ID, School Violence Prevention & Intervention, and CPR/AED, provided requirements are met. Instruction in the following areas is included:

- Child Abuse ID Special Needs
- CPR/AED
- Safety, Health and Nutrition
- Child Growth and Development
- Classroom Behavior Management
- Lesson Planning
- Cultural Awareness
- Communicating with Parents, Infant and Child
- Day Care and Family Day Care Operations
- Supporting Social and Emotional Development
- School Violence Prevention & Intervention
- NYSATAS Review

Additional Expenses: Students may have to purchase approximately \$65 in books and supplies. Some internships require a security check processing fee of \$95. There is limited space available in this popular program. Enroll early!

Prerequisites: High School Diploma or a GED. For other requirements, see the coordinator.

**CHILD ABUSE IDENTIFICATION
& REPORTING SEMINAR**

HSX 090

Thurs, 1:30 pm - 3:30 pm, 5/19

2 hours, \$50

This seminar fulfills the NY State requirement for chiropractors, physicians, dental hygienists, dentists, optometrists, podiatrists, registered nurses, psychologists, school administrators, social workers and supervisors, school district administrators, teachers and pupil personnel services professionals who are applying for or renewing a license, registration, certificate or limited permit. Approved by the NY State Education Department, the seminar covers physical and behavioral indicators of maltreatment, physical or sexual abuse; behavioral and environmental characteristics of abusive parents/caretakers; and identification of responsibility for reporting and how to do it. Participants will receive the required New York State Certificate of Completion.



**SCHOOL VIOLENCE PREVENTION
& INTERVENTION SEMINAR**

HSX 091

Thurs, 4 – 6 pm, 5/19

2 hours, \$50

New York State Law states that a person applying on or after February 1, 2001, initially, or for the renewal of a license, registration, certificate, or limited permit must provide documentation that he/she has completed the required training in School Violence Prevention and Intervention. This seminar has been approved by the New York State Education Department. Participants will receive the required Certificate of Completion.



COMPUTER STUDIES

Course Recommendations for Beginners — To learn what computers are and what you can do with them, we suggest that you take the Computer Basics course. In order to learn to do almost anything on the computer you must know how to use the computer keyboard and the mouse. This is why we urge you to take a Keyboarding course next. After taking Keyboarding most people enroll in a word processing course such as Microsoft Word. Some enroll in a spreadsheet course, such as Microsoft Excel. Others join our certificate programs and learn the programs that comprise the Microsoft Office Suite: Word, Excel, and PowerPoint.

COMPUTER BASICS

DPX 109
Sat, 9 am - 3 pm, 5/21
6 hours, \$110

This course prepares you for all future computer studies, including: Word, Office and the Internet. This course is taught by an experienced computer teacher and covers the fundamentals of computers, introducing the operating system, Windows XP.

COMPUTERS FOR SENIORS I

DPX 080
Tue & Thurs, 1 - 4 pm, 5/24 - 6/7
15 hours, \$135 (\$225* for Parts I & II)

This class is designed for seniors who need to learn the very basics of using a computer. Students will be taught basic keyboarding and word-processing needed for writing emails and simple letters, greeting cards and easy flyers. The basics of the Internet will also be covered with an emphasis on personal finance and health sites. *A withdrawal from one of the courses voids the discount offered for registering for both.

COMPUTERS FOR SENIORS II

DPX 081
Tue & Thurs, 1 - 4 pm, 6/9 - 6/23
15 hours, \$135 (\$225* for Parts I & II)

Students will develop skills in MS Word and further explore the use of the internet.

WINDOWS 7

DPX 110
Sat, 12 noon - 3 pm, 6/9 - 7/7
15 hours, \$165

Windows is the most popular and commonly used operating system today. Through hands-on practice, learn how to customize your Windows display, add and delete icons, control printing, and manage files and directories.

MICROSOFT WORD – BEGINNING

DPX 301
Thurs, 6 - 9 pm, 7/14 - 8/11
15 hours, \$165

Microsoft Word is the most often used program to create letters and other similar documents. You will learn to: enter, edit text, cut, copy, paste and move data; use basic writing tools, such as Auto Text, spell check, Thesaurus and Grammar; set up pages, margins, format, create headers and footers; change fonts and sizes.

Required: Computer Basics or Keyboarding (Keyboarding may be taken at the same time). Text book required.

SPECIAL RATE:
Take any of the following four courses (Windows 7, Word-Beginning, Word-Advanced, EXCEL) at \$165 a course or take four courses for \$500!

MICROSOFT WORD – ADVANCED

DPX 302
Thurs, 6 - 9 pm, 8/25 - 9/22
15 hours, \$165

This course is a continuation of the previous Microsoft Word Beginners course, and will focus on form letters, tables and mail merge, which will serve as a “link” to other Office programs and functions. Prerequisite: Microsoft Word-Beginning. Textbook Required: (Same text as Word-Beginning course)

EXCEL

DPX 300
Wed, 6 - 9 pm, 6/15 - 7/13
15 hours, \$165

Microsoft Excel is a spreadsheet program that is used by business, management and financial departments to create tables, columns and rows in order to present financial information and other data for analysis and decision making.

BOOKKEEPING, AUDITING & ACCOUNTING FOR GENERAL INDUSTRY AND HOSPITALITY SECTOR

CTX 203
Mon - Thurs, 9 am - 2 pm, 7/11 - 9/8
175 hrs, \$1,500 (plus additional book expenses)
15 hrs, \$250 (optional module in the hospitality sector)

Economic indicators suggest that the Hospitality sector in NYC is expanding. The Hospitality Management Department at City Tech is internationally recognized and provides the curriculum needed to prepare students for career opportunities available in



this industry. The course includes an orientation to Hospitality and the nature and job descriptions of jobs based on sound bookkeeping principles that are specific to the hospitality industry. Bookkeeping principles introduce the accounting cycle, the basis of financial record keeping and analysis for businesses, both large and small. The entire accounting cycle is covered, starting with the accounting equation, account debits and credits, the trial balance, income statement, balance sheet, statement of owner's equity, and continuing with the general journal, adjusting entries, the worksheet, closing entries, post-closing trial balance, and the statement of cash flow. With a background in bookkeeping, students will progress to acquire the computer skills needed for work in today's modern office. The following computer software programs are taught: Microsoft WORD, Excel, Peachtree Accounting, QuickBooks, and hospitality software. Related jobs: Accounts Payable/Receivable (must be a separation of accounts payable position from accounts receivable position), Assistant to Managerial Titles, Night Auditor, Reservation Sales Agent, Assistant Bookkeeper, Accounting Clerk, Bank Reconciliation, Payroll Clerk, Purchasing Clerk, Cash Receipt Clerk, Accounts Receivable Clerk, Accounts Payable Clerk. Resumé preparation is available to students.

Note: You may qualify for a WIA voucher if you are 21 years of age or older, unemployed or underemployed, and are a US Citizen or resident alien. Call today to inquire: 718 552-1168.

PEACHTREE

CTX 204

Mon – Thurs, 9 am – 2 pm, 8/4 – 8/22

50 hours, \$495

This course introduces Peachtree software. The content of the course includes setting up companies, setting up vendors, entering payables, writing checks, entering sales, processing discounts, collecting receivables, preparing journal entries, preparing bank reconciliations, generating internal reports, creating financial statements, and importing/exporting files. Basic accounting knowledge and computer skills required.

QUICKBOOKS

CTX 205

Mon – Thurs, 9 am – 2 pm, 8/23 – 9/8

50 hours, \$495

This course teaches QuickBooks software. Like Peachtree, QuickBooks includes setting up companies, setting up vendors, entering payables, writing checks, entering sales, processing discounts, collecting receivables, preparing journal entries, preparing bank reconciliations, generating internal reports, creating financial statements, and importing/exporting files. Basic accounting knowledge and computer skills required. Some businesses use Peachtree, others use QuickBooks. This being the case, it is best to select the program for the business you wish to work in, or, if you don't have a business in mind, study both.

INFORMATION TECHNOLOGY

Network Technologies – Learn the fundamentals of upgrading, repairing, and maintaining personal computers while preparing for the A+ and Network+ certification tests. These intensive courses provide the practical skills and conceptual knowledge necessary in a competitive industry. Training is teacher-led and predominantly hands-on in the modern laboratories of NYC College of Technology. Prepare for employment as a Help Desk Technician, Customer Support Service Representative, or PC service person.

NETWORK TECHNOLOGIES

CRS 102

Tues & Thurs, 6:00 - 9:30 pm, 6/1 – 7/27 (plus Tues, 7/5, 7/12, 7/19 & 7/26)

70 Hours, \$790 (3-payment plan available)

This course focuses on the basics of networking, including standards, the OSI model and protocols. Topics include transmission basics, networking media, physical and logical topologies – WAN, switching, Ethernet, local talk, and token ring. Networking hardware studied will also include adapters, repeaters, hubs, bridges, switches and routers. Students are expected to set up a functioning network in the lab, installing Windows Server 2003 on a dedicated file server, creating user accounts and loading appropriate software drivers, e.g., IPX, ODI, TCP/IP and VLM. Additional textbook expense is approximately \$70. **Prerequisite:** CRS 101 or equivalent.

SUGGESTION BOX

Do you have a course in mind?

Let us know about it. If we run your suggested new course, you will earn a 10% discount for giving us a great idea!

Call us at 718.552.1170

Do you have expertise in teaching a particular subject?

We are always looking for new teachers.

If interested, fax your cover letter/resume to 718.552.1192 attn: C. Johnston or email us at:

cjohnston@citytech.cuny.edu

CERTIFICATION, PRE-LICENSING & TEST PREP

FIRE SAFETY DIRECTOR PROGRAM

FSX 103
 Fri, 9:30 am – 1:30 pm, 5/20 – 6/17
 24 hours, \$295 (Manual included)
 Note new 20 hour format.



The rules of the City of New York require that a Fire Safety Director, certified by the New York City Fire Department, be on duty at most “Class E” office buildings and “Class J” hotels and motels. This Course is approved by the New York City Fire Department as a required preparatory course for the Consolidated Fire Safety Director Certificate of Fitness. This consolidated course includes a review of relevant material to both Local Laws 5 and 16, and J-1 / J-2 occupancies. Those who satisfactorily complete this course are eligible to take the Fire Department’s test for the Consolidated Fire Safety Director Certificate of Fitness (F-58/Z-50). A Certificate of Fitness is awarded only after successful completion of this preparatory course, a written test, and an on-site test. Applicants for this course and for the written and on-site test must have a reasonable understanding of the English language and be able to satisfactorily answer such questions as may be asked on the examinations. A high school diploma or GED is therefore recommended but not specifically required. Interested parties should also verify with the Fire Department work experience background requirements prior to enrolling by completing the FDNY Experience Verification Letter for Fire Safety Director. The Verification Letter is available at the Continuing Studies Center.

FIRE SAFETY DIRECTOR CONTINUING ED COURSE

FSX 095
 Thurs & Fri, 9:30 am – 2:30 pm, 5/19 & 5/20
 10 hours, \$170 (book included)

This course is required of Fire Safety Directors seeking to renew their Certificate of Fitness (F-58/Z-50). The course focuses on operations, maintenance & recordkeeping as set forth in Fire Department Rules 113-12. The Fire Department requires that you must attend all classes and receive a mark of 70% on the school’s final exam. Those passing are granted a Completion Certificate by the College which must be presented at the Fire Department.

EMERGENCY ACTION PLAN DIRECTOR COURSE

FSX 090
 Thurs, 9:30 am - 2:30 pm, 5/5 & 5/12
 10 hours, \$150

Recent changes in the law require that the Fire Safety Directors of most office buildings be trained and certified as Emergency Action Plan Directors. The Fire Department requires that all applicants for certification as EAP Directors complete a minimum of eight hours of classroom preparation prior to taking the FDNY written test. Our preparatory course has been developed by former FDNY Fire

Chiefs who are currently active in writing building specific Emergency Action Plans and training building personnel to be a part of the EAP staff. This course encompasses all the topics necessary to prepare the student for the FDNY written test. Course also includes a special two hour session on preparation for the on-site examination. Curriculum approved by FDNY.
 Prerequisite: Fire Safety Director Certificate of Fitness – Z50.

NYS NOTARY PUBLIC EXAM PREPARATION

BSX 090
 Sat, 10 am – 1 pm, 6/4
 3 hours, \$70

A three-hour seminar in notary public law and legal terminology, designed to prepare candidates for the New York State Notary Public Examination includes information and qualifications necessary for a license.

FUNDAMENTALS OF PEST CONTROL

PCX 100 (Core & Category 7a)
 Mon & Wed, 6 – 9 pm, 6/6 -7/13
 30 hours, \$275

This course provides preparation for licensing examination in the field of pest control. It is required for taking the NY State Bureau of Pesticides two-part (Core and category 7a) exam. It is strongly recommended that registrants have at least an eighth grade reading level. For information regarding the state test, call 718 482-4994.

The course is a basic Pesticide Applicators course for preparation as an exterminator. It includes federal and state standards for commercial applicators using and/or supervising the use of pesticides in dwellings, and other buildings. The course deals with the principles and practices of safe use of pesticides; recognition, biology, life cycle and control of rodents, insects, bed bugs and other structural pests. Core and subcategory 7a – Structural & Rodent Pest Control are also covered. Required textbook - \$90. Students must purchase textbook at the College bookstore before the class begins.

FOOD PROTECTION CERT PREP

PCX 500
 Mon – Thurs, 6 – 9:45 pm, 5/9 – 5/12
 15 hours, \$115 (plus \$50 Examination
 Registration & Certificate Fee) (Class Manual \$10)



This course prepares students for the New York City certification examination in Food Protection. This 15-hour required course includes safe food handling and protection practices and procedures as per NYC Health Code. Successful completion of this course enables you to take the NYC Department of Health & Mental Hygiene’s certification examination administered at the Health Academy. This course is taught by an experienced inspector of the NYC Department of Health & Mental Hygiene.

REFRIGERATING SYSTEMS OPERATING ENGINEER

Qualifying Course: Parts I & II comprise the 200-hour qualifying course for taking the NYC Fire Department’s test for Refrigerating Systems Operating Engineer License (Z51). For qualifications call the NYC Department of Personnel at 212-487-6100. It is recommended that registrants for this course have good basic mathematics skills. License preparation only, classroom lectures and field trips. Approved for Veterans’ Benefits

REFRIGERATING SYSTEM OPERATING ENGINEER I

ECX 121

Tues, 6 - 9:30 pm, Sat, 9 am - 1 pm, 9/13 – 12/20 – FALL 2011
100 Hours, \$815
Part II starts in January 2012

This course is designed primarily to assist individuals in preparing for NYC’s Refrigerating Machine Operator licensing examination. Minimal laboratory work is involved. It provides lecture and review



in the fundamentals of refrigeration equipment. Includes a review of tube and pipe joining, gauges, refrigerant charging, system evacuation and dehydration and analysis of compression of refrigeration cycles. Field trips included. PART II BEGINS IN JANUARY 2012.

Note: In order to qualify for the 200-hour Certificate, both ECX 121 & ECX 122 must be taken at NYC College of Technology.

REFRIGERANT RECOVERY PREPARATION & EXAM

ECX 080

Thurs, 6 - 9 pm & Sat, 9 am – 12 pm, 6/9 – 6/23
15 hours, \$150. Test only, \$65

Test preparation and administration of approved Universal certification examination by an approved EPA refrigerant recovery test originator. Students must purchase a prep book. Students may repeat exams as needed for cost of test only. Universal Examinations are given in English.

Driver Instructor Education Program

The Driver Instructor Education courses have been developed to help insure that the general public receives effective professional driving instruction. DEX 101 meets the NYS DMV’s 30-hour basic course requirement for driving school behind-the-wheel instructors. DEX 201 meets the Department’s requirements for a thirty-hour course in teaching techniques needed to teach the mandatory five-hour classroom session.

DRIVER INSTRUCTOR ED BASIC COURSE: BEHIND THE WHEEL

DEX 101

Tues & Thurs, 6 - 9 pm, 5/10 – 6/9
30 hours, \$225 (special summer discount)

Designed for both present and prospective behind-the-wheel instructors. Lectures and demonstrations include: behind-the-wheel driving procedures, traffic, safety & sign regulations, and accidents. Special emphasis will be placed on defensive driving.

DRIVER INSTRUCTOR ED: TEACHING TECHNIQUES & METHODOLOGY

DEX 201

Tues & Thurs, 6 - 9 pm, 6/14 – 7/14
30 hours, \$225 (special summer discount)

This lecture & demonstration course includes classroom teaching techniques, preparation of lesson plans, use of visual aids and public speaking. Students will develop sample lessons as a form of practice teaching. Lectures also include discussion of psycho-physical testing equipment and techniques for defensive driving. This course meets the DMV’s requirements for 30 hours in teaching techniques for instructors of the mandatory 5-hour course.



BUILDING OPERATIONS

Population growth, deteriorating infrastructure, and aging buildings will generate employment growth for workers in the skilled trades for next few years. The US Dept of Labor advises that the job opportunities outlook is expected to be good, especially for skilled, experienced construction/residential trades' workers.

BASIC PLUMBING REPAIRS IN HOUSING

ECX 162

Tues & Thurs, 6 - 9:45 pm, 5/24 - 8/23

100 hours, \$1,000 (4-installment payment plan)

A lecture-laboratory course for building superintendents and maintenance personnel in multi-unit housing structures. Participants are taught how to perform routine maintenance tasks commonly expected of in-house staff. The course teaches assessment, repair and how to communicate repair requests to management and plumbing contractors. Practical shop exercises include installation, maintenance, and basic repair of plumbing fixtures; proper use and care of tools; and introduction to NYC plumbing code. Also includes installation planning, water supply & drainage, water treatment, sump pumps and basic fixture installations. Mechanical devices used to control water supply in piping systems and those control devices most common to residential and commercial plumbing are also covered. Prerequisite: High School, GED or relevant experience.

REFRIGERATION MECHANICS

ECX 102

Sec A: Fri, 6 - 10 pm, 9/9/11 - 6/15/12 - Fall 2011

Sec B: Sat, 8 am - 1 pm, 10/29 - 6/9/12

150 hours, \$1,700 (5-installment payment plan)

A combination laboratory & lecture course in the operation and service of refrigerating equipment. Topics include soldering, brazing, tube and pipe joining and bending, gauge installation, refrigerant charging, system evacuation and dehydration and analysis of refrigeration cycle compression. Electrical issues covered include schematic wiring diagrams, electrical/mechanical controls, refrigeration systems analysis and operating sequences. Advanced topics include installation, operating and troubleshooting techniques for commercial refrigeration and air conditioning systems. A certificate is issued to successful program completers; 80% attendance is required. Students who complete this program are eligible to take, without additional charges; our next Refrigerant Recovery Prep & Exam course (ECX 080) and apply for Universal Certification. This 15-hour course follows Refrigeration Mechanics. Prerequisite: Some industry experience preferred but not required. High school level literacy. Textbook purchase required.

FUNDAMENTALS OF ELECTRICITY I

EMX 090

Mon & Wed, 6 - 9 pm, 6/6 - 7/11

30 hours, \$315

Students will learn current, voltage, resistance, AC and DC theory and Ohm's Law through lectures, demonstrations and hands-on experience. Students must have at least a 9th grade math level.

FUNDAMENTALS OF ELECTRICITY II

EMX 091

Mon & Wed, 6 - 9 pm, 7/13 - 8/15

30 hours, \$315

A continuation of Electricity I and the study of semi-conductors, power supply and transistors. Also includes amplifiers, integrated and communication circuits. (Purchase of hand tools required). Prerequisite: EMX 090 or equivalent.

BASIC ELECTRICAL MAINTENANCE

ECX 163

Sec A: Sat, 1 - 5 pm, 5/14 - 8/11 (May & June) - (July & August)

Mon & Wed Evenings

Sec B: Sat, 1 - 5 pm, 9/24 - 3/31/12

100 hours, \$1,050 (4-installment payment plan)

The course is designed for building superintendents and maintenance personnel in multi-unit housing structures. This lab-based course teaches students routine electrical repairs and how to communicate problems to management and electrical contractors. The course explains fuses and circuit breakers, lighting fixtures, receptacles and switches, basic appliance and motor maintenance. Also includes applicable codes, troubleshooting, ceiling wiring, new appliance circuits and special receptacles. Electrical working plans, service panel installation, electric meters, 250-volt receptacles, and intercom systems are covered. Prerequisite: High School Diploma, GED or relevant experience.

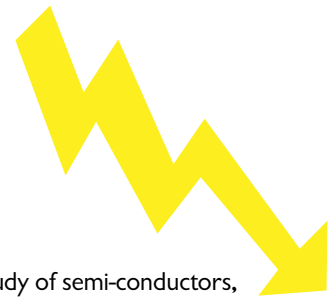
DUAL FUEL BURNERS & STEAM AND HOT WATER HYDRONIC BOILERS AND SYSTEMS

ECX 108

Sat, 9 am - 1:15 pm, 5/28 - 6/25

21 hours, \$335

This lecture/lab course details the production and use of hot water and steam from the efficient combustion of gas versus fuel oil, through energy conversion in heat exchangers. Includes steam traps, condensate return systems, piping, valves and pumps and controls. Prerequisite: Industry experience or permission of instructor.



RENEWABLE ENERGY

BUILDING ENVELOPE PROFESSIONAL TRAINING

ECX 056

Mon-Fri, 10 am – 5 pm, 6/13 – 6/17 (6/15, 16 & 17 are lab classes at BCC, Bronx, NY)

Register at <http://www.csebcc.org> click on courses and seminars

This course is sponsored in cooperation with the Center for Sustainable Energy of Bronx Community College.

30 hours \$1,325

Fifty percent of the tuition may be reimbursable by NYSERDA at successful completion of this course to candidates that pay into the System Benefits Charge – for info, visit: www.getenergysmart.org This training will cover advanced building envelope diagnostics, evaluation and repair skills to help you prepare for the examinations. Prior Building Analyst training, BPI Building Analyst certification, or equivalent experience is recommended. For a more detailed program description and registration, visit www.csebcc.org click on courses and seminars.

WIND TURBINE INSTALLATION

ECX 054

Thurs, 6 - 9 pm, 5/26 - 7/14

24 Hours, \$280

This course offers an introduction to wind energy, including a discussion of wind speeds, site analysis, turbine types, installation methods and expected cost of a wind system after incentives. Topics will cover the mechanics of a turbine and the methods used to calculate power output. The course will be conducted in a working lab and students will learn to identify turbine parts including blades, inverter and controller. Students will also gain an understanding of the system as a whole, including electric meter and wiring. The class will use a hands-on instructional approach and includes two site visits to local wind turbine installation projects as well as a discussion of the developing job market and small wind certification. This training can be applied to meet the education requirement of qualifying category (A) to sit for the NABCEP Small Wind Installer Certification exam as specified by Section 5.2.3 of the Candidate Information Handbook.

RESIDENTIAL & RENEWABLE: ALTERNATIVE ENERGY TOOLKIT

ECX 151

Tues, 6-9 pm, 6/21

3 hours, FREE

In recent months, we've seen nuclear plant meltdowns and off-shore oil disasters. It's time to get serious about renewable energy. Solar electric and solar hot water systems are affordable to purchase and offer short and long term savings. Wind turbines are being tested to learn how they can add to the mix of power options in New York City. Bring a recent electric bill to this fact filled seminar, and learn from the pros how renewable energy can power your house.

WELDING

Offered in cooperation with NYC College of Technology's Construction Technology Department Welding techniques for those seeking a new career or wishing to upgrade and expand their present skills. Proper work apparel is the responsibility of the student. Welding aprons, gloves, work shoes and goggles or hood are required for all courses. "Safety" items add about \$225 in personal expense to the cost of courses.

BASIC ELECTRIC ARC WELDING

WLX 520

Mon & Wed, 6 - 9:30 pm, 5/16 – 8/10

84 hours, \$1,800 (5 payment installment)

Teaches electric arc welding with metal electrodes and carbon arcs. Provides group and individual instruction in sources of electricity for welding, welding circuits, current controls, types of electrodes, AWS classifications. Includes weldments from single weave beads to multiple pass lap joints and weaving filler welds with emphasis on length of arcs, rates of arc travel, amounts of current and electrode angles. Physical testing of weldments is required. Standard welding symbols, sample weld specimens and technical data sheets supplement instruction. Prerequisites: High School Diploma, GED or relevant experience and permission of the Instructor

COMING FALL 2011

NYS Department of State-approved 81-HOUR License Course

Required for the Business of Installing, Servicing or Maintaining Security or Fire Alarm Systems (This course is administered by the Metropolitan Burglar and Fire Alarm Association of New York, Inc. – an Approved New York State – Department of State – Educational Provider)

New York City College of Technology, Continuing Studies Center

4 WEEKS – TUESDAY, WEDNESDAY, THURSDAY 9:00 A.M. THRU 5:00 P.M

FALL class dates and times will enable students to complete the New York State 81-hour requirements in the shortest time possible.

SECURITY

SECURITY OFFICER LICENSE

SOX 090

Sat, 9 am - 5 pm, 5/21 (mandatory pre-employment course)
8 hours, \$60

This is the mandatory eight-hour pre-employment course required for security officers in NY State. Topics include: the role of the security officer, search and seizure, NYS penal law, arrest powers, ethics and conduct, and emergency situations. There will be a final examination. Note: The 16-hour In-Service course is available through your employer.

Call C. Johnston for info @ 718-552-1170

MEDICAL & HEALTH

PHARMACY TECHNICIAN PROGRAM

PHA 090

Tues & Thurs, 6 - 9:30 pm, 7/5 - 10/11

150 Hours, \$899 (an installment plan is available)

100 hrs of classroom instruction plus 50 hrs of home study.

An internship is available for an additional \$300 plus \$100 for background check and drug testing.

The next up and coming profession – over billion prescriptions filled in the U.S. each year. A pharmacy technician’s career path can start at a hospital, retail or nursing home setting. Major chain retailers are doubling the number of stores they are opening, which is creating an increasing demand for a skilled and qualified pharmacy technician. The responsibilities of the pharmacy tech include: entering prescription data, filling prescriptions, inventory management, calculations, and reviewing prescription orders for accuracy. This course will prepare students to take the Certified Pharmacy Technician (PTCB) exam.

MEDICAL BILLING AND CODING PROGRAM

MBC 100

Mon - Thurs, 6 - 9:30 pm, 7/11 - 9/22

150 hours, \$1,095 (Medisoft Software Used)

A comprehensive, intensive certificate program designed to provide specialized business skills to those with limited office experience or training. This dual-track computer and medical program prepares individuals for responsible positions in the health care field.

The Curriculum includes:

- Anatomy and Physiology
- Medical Coding ~ CPT-4
- Medical Coding ~ ICD-9
- Medical Terminology
- Medical Billing (Medisoft Software Used)

A high school diploma or a GED is required. Healthcare work experience preferred. Basic knowledge of Microsoft Word & EXCEL is required. Career Services, including résumé development and placement assistance, are available to students.

MAMMOGRAPHY: PRINCIPLES AND APPLICATIONS

RAD 093

Sat, 9:30 am - 1:30 pm, 5/14 - 7/30 (No class on 5/28 or 7/2)

40 hours, \$595 (CEC for Licensed Radiographers) (Discounts for NYCCT students & alumni)

This introductory course is designed to meet MQSA requirements and is intended for experienced radiographers, recent radiography program graduates, and senior radiography students who are interested in advanced certification in mammography. Topics include: breast anatomy, positioning technique, breast cancer statistics, mammography QA/QC, digital mammography, and advanced breast imaging procedures. Prerequisite: ARRT Certified in Radiologic Technology or eligibility within 9 months.

Academy For Construction Education & Safety

The Academy for Construction Education and Safety is an established training center for occupational safety, first established in 2006. The Academy has trained well-over 15,000 construction and general industry personnel to meet NYC Department of Buildings’ Local Law requirements and national OSHA standards. A satellite to the Occupational Safety and Health Administrations Outreach Center, Region II at UMDNJ, the Academy offers a broad range of health and safety courses and certifications to meet specific workforce needs and interests, providing the credentials needed for positions at worksites throughout the city and state. Course offerings include: Supported & Suspended Scaffolding, Site

Safety Manager’s courses, OSHA Outreach for Construction & General Industry, Crane Safety, Concrete Safety Manager’s courses, and EPA-Certified Lead Renovator training.

Please call Anthony Ruvio, Director @ 718-552-1117 or email: aruvio@citytech.cuny.edu:

- To register for safety training
- For an up-to-date open enrollment schedule
- To request your own convenient group dates
- To request language interpretation for your safety course
- To learn the qualifications for a group discount

Visit www.citytech.cuny.edu/academics/continuing for a complete list of Safety Training courses.

LANGUAGES

BEGINNING SPANISH I

SPA 100
Tues, 6 – 8 pm, 7/5 – 10/18
40 hours, \$325

An introductory course designed to help you conduct functional conversations in Spanish for business or social situations. Emphasis will be placed on speaking and listening.

BEGINNING SPANISH II

SPA 200
Mon, 6 - 8:30 pm, 8/1 – 11/21 (No class on 9/5)
40 hours, \$325

Continuation of Beginning Spanish One

PERSONAL & PROFESSIONAL ENRICHMENT

CWEP: CERTIFIED WEDDING AND EVENT PLANNER COURSE

(Pending Approval from Lovegivity, Inc.)
WEP 100
Mon & Tues, 6:30 – 9 pm, 5/9 – 6/29
40 hours, \$995

Wedding and Event Planning Certification is designed for students looking to get started in the glamorous and exciting wedding and event industry. This hands-on program covers everything a wedding and event planner needs to know, including contracts, etiquette, flowers, music, day of services, marketing, industry business practices and application. This program will provide students with all of the tools necessary to become a professional wedding and event planner. Students will also have the opportunity to participate at real local weddings and events for additional hand-on experience. Graduates will receive an internationally recognized certification, post graduate support and customized internship opportunities.

ARE YOU A VETERAN?

The Continuing Studies Center at City Tech offers selected

FREE COURSES

for veterans of Iraq and Afghanistan.

For more information contact

Charles Johnston @

718-552-1170

FREE COMMUNITY PROGRAMS

Registration Required for all Free Programs

CREATING YOUR RESUMÉ, MARKETING YOURSELF

CDX 108

Tues, 5:30 – 7:30 pm, 6/14

2 hours, FREE

Searching for employment is a full time job, one that requires appropriate tools. For job seekers, a resumé is a personal advertisement. A strong resumé may net an interview and a weak resumé often ends up in the “circular file.” This workshop will provide guidance about developing a resumé that presents you in the best light. It will talk about resumé styles, objectives, personal profiles and content that may give you a competitive edge. Feel free to bring your resumé for a critique. The presenter is co-author of *Job Hunting Made Easy*, a Learning Express/Random House publication (1997).

EFFECTIVE JOB HUNTING STRATEGIES

CDX 109

Tues, 6 – 9 pm, 6/21

3 Hours, FREE

Searching for a new job is difficult and challenging. This two hour presentation will give you helpful hints to assist you in landing the job you want and need. You will hone your job hunting skills and increase your chances of finding employment with simple strategies for success. You will improve your chances of getting called for an interview and expand your network of job contacts with your own personal strategic plan.

INTERVIEWING SKILLS: SELLING YOURSELF TO GET THE JOB

CDX 112

Tues, 6 – 9 pm, 6/28

3 Hours, FREE

The most challenging part of your job search will be handling the interview. You have to sell yourself to another person or group of people. There are many steps you can take to make an interview go in your favor. Join us for 2 hours to review how to make a good, lasting impression.

RESIDENTIAL & RENEWABLE: ALTERNATIVE ENERGY TOOLKIT

ECX 151

Tues, 6 – 9 pm, 6/21

3 hours, FREE

In recent months, we’ve seen nuclear plant meltdowns and off-shore oil disasters. It’s time to get serious about renewable energy. Solar electric and solar hot water systems are affordable to purchase and offer short and long term savings. Wind turbines are being tested to learn how they can add to the mix of power options in New York City. Bring a recent electric bill to this fact filled seminar, and learn from the pros how renewable energy can power your house.

THINKING ABOUT RETIREMENT? MAKE AN INFORMED DECISION

PER 013

Tues, 6 – 8 pm, 8/9

2 hours, FREE

Planning for a successful retirement is essential. Why do you want to retire? When do you want to retire? Are you financially ready for retirement? What will you do after you retire? This workshop led by a Social Worker and a Financial Planner will deal with both the practical, emotional and financial preparation you need to do before you make your decision.

BED BUG SEMINAR

PCX 090

Tues, 6 – 8 pm, 6/14

2 hours, FREE

A FREE 2-hour seminar on the current invasion of Bed Bugs, and what you can do to guard against an infestation.

INTRODUCTION TO SOCIAL NETWORKING

PER 097

Tues, 6 – 8 pm, 6/21

2 hours, FREE

Baffled by all of this talk of “social networking?” In a hands-on computer lab, learn what it entails, and how it can be used on both a personal and professional level. This two-hour seminar will review the different social networking services that are available; the set up procedure for each; staying in touch with friends, family and colleagues; and the less common but useful applications of such services.

GENERAL INFORMATION

TUITION AND FEES

You must pay the tuition in full, plus a \$20 nonrefundable registration fee (for classes \$76 or more) before you are admitted to class. Checks and money orders are to be made payable to New York City College of Technology. There will be a charge of \$15 for returned checks. No cash accepted. The Continuing Studies Center accepts duly authorized vouchers from public agencies, unions and private organizations. Tuition for training to meet a job requirement is often an allowable income tax deduction. MasterCard and Visa are accepted.

REGISTRATION

The registration deadline is one week prior to the beginning date of the course. Use the registration coupon on the last page of this bulletin.

ADMISSION

Course admission notices are mailed when the required minimum enrollment is achieved and tuition and fees have been paid.

COURSE CANCELLATION

The Center reserves the right to cancel any course or modify the schedule. This can also include cancellation at the first class meeting. In the event of such a cancellation, you will receive a full refund of all tuition and fees.

AUTHORIZED INSTALLMENT PAYMENT PLANS

Several Courses/Programs have been identified as eligible for the tuition installment plan. All payments on authorized installment plans must be made by money order or credit card only.

DELINQUENT INSTALLMENT PAYMENTS

The Center reserves the right to withhold the privileges of class attendance, use of facilities and services and access to records of students delinquent with installment payments.

WITHDRAWAL AND REFUNDS

Tuition refunds are issued to fully paid students under the following conditions:

- 100% refunded when a written withdrawal notice is received prior to first class meeting

- 80% refunded if a written notice is received before the second class meeting

- No refunds are given after the 2nd class.

If you give a withdrawal notice by telephone or otherwise withdraw without written notification, you will not receive a refund.

CLASS MEETINGS & ATTENDANCE

Unless you are notified otherwise, all courses will start according to the schedules listed in the bulletin. An instructional hour is 50 minutes in the Continuing Studies Center, except when specifically noted in the course description. Successful completion requires 80% attendance (with the exception of NY State pre-licensing courses) and an overall passing grade or mark.

DISCOUNTS

Senior citizens 65 years and older, full-time or part-time New York City College of Technology faculty/staff, City Tech alumni and current full-time NYCCT students are eligible for a 15% tuition discount on a space available basis.

CERTIFICATES

Certificates for successful course completion are issued on request to all eligible students.

LETTERS OF ATTENDANCE

To obtain a letter confirming attendance or to request a replacement certificate, write to: (There is a \$7 fee for this service)

Continuing Studies Center
 NYC College of Technology
 300 Jay St., H-4th floor
 Brooklyn, NY 11201
 Attn: CSC Certificate Coordinator

CELL PHONES

Students carrying cellular phones and/or beepers must turn them off before entering class. Students must also refrain from leaving the classroom during the class session for telephone conversations.

FINANCIAL ASSISTANCE

Except for installment payments permitted for some programs, no college based financial aid is available through the Continuing Studies Center. The Center accepts duly authorized vouchers and purchase orders from public agencies, unions, and private organizations. Several programs are approved for Veterans' benefits. Unemployed workers who meet Federal, State, and City income guidelines may be eligible for Workforce Investment Act assistance. To check for eligibility, contact one of the One-Stop Workforce 1 Career Centers listed below:

Brooklyn One-Stop: (718) 246-5219

Queens One-Stop: (718) 557-6755

Lower Manhattan One-Stop: (212) 442-1355

Upper Manhattan One-Stop: (917) 493-7000

Bronx One-Stop: (718) 960-7099

Staten Island One-Stop: (718) 556-9155

PHYSICAL ACTIVITIES

Students who enroll in courses involving physical activities do so with the understanding that New York City College of Technology is absolved from responsibility and/or liability for personal injury and loss or damage to personal property.

STATEMENT OF NONDISCRIMINATION

New York City College of Technology is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender status, marital status, disability, genetic predisposition or carrier status, alienage or citizenship, military or veteran status, or status as victim of domestic violence in its student admissions, employment, access to programs, and administration of educational policies.

Gilen Chan is the College's affirmative action officer and coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Ms. Chan also is the College coordinator for the Americans with Disabilities Act and Section 504, which prohibits discrimination on the basis of disability. Her office is located in Namm 325 and her telephone number is (718) 260-4981.

GETTING TO NYC COLLEGE OF TECHNOLOGY

BY CAR

FROM BROOKLYN Take the Belt Parkway to the Brooklyn-Queens Expressway and get off at the Atlantic Avenue exit. Turn right on Atlantic; continue for five blocks to Smith Street. Make a left onto Smith, continue across Fulton where Smith becomes Jay.

FROM MANHATTAN AND THE BRONX Take the FDR Drive to the Brooklyn Bridge. Stay to the left and exit the bridge, turning left onto Tillary. Turn right onto Jay at the first light.

FROM QUEENS Take the Long Island Expressway West to the BQE.

Follow the signs to downtown Brooklyn. Exit at Tillary and stay in the center lane past the Flatbush Avenue Extension, move left at Jay Street.

FROM STATEN ISLAND Cross the Verrazano Bridge to the Brooklyn-Queens Expressway and follow directions for Brooklyn.

BY TRAIN

Take any Long Island Railroad line to Atlantic Avenue, Brooklyn. Change to the Manhattan-bound IRT 2 or 3 and get off three stops later at Borough Hall. The A, C, F – Jay Street/Metro Tech, 2, 3, 4, 5 to Borough Hall, M, N, R to Court Street.

BY BUS

B26, B37, B41, B51, B52, B54, B62 or B67

PARKING

Parking Prices Subject to Change

PARK EDISON PARKING

203 Jay Street (Concord & Nassau)
888 727-5327

Day Rates (Mon - Fri) – \$19.00 -
Max to Close - Enter 7 am – 4 pm
Night Rates (Mon - Fri) – \$10.00 –
Max to Close – Enter 4 pm - 10 pm
Day Rates (Mon - Fri) – \$16.00 -
Up To 10 Hours - Enter 7am - 4pm

FLATBRIDGE PARKING CORP

215 Jay Street (on Jay Street)
718 403-0449

2 hours, \$13
Up to 12 hours, \$16
Over 12 hours, \$19
Overnight, \$22
Open 24 hours

HEIGHTS PARKING CORP

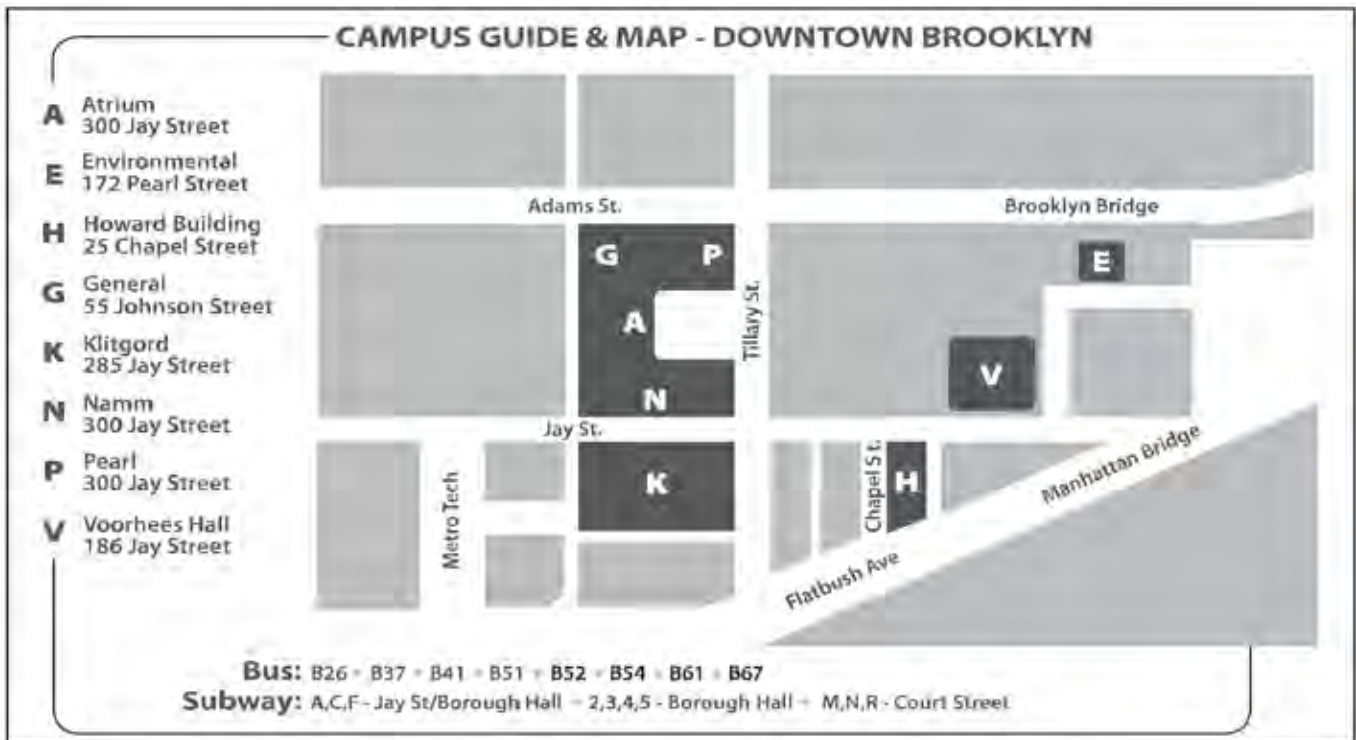
66 Sands Street
718 643-6440

1 hour, \$9
up to 12 hours, \$14
Open 7 days – 24 hours a day

CENTRAL PARKING (MARRIOTT HOTEL)

350 Jay Street
718 222-1032

1 hour, \$14
up to 2 hours, \$18
up to 12 hours, \$25
after 6 pm, \$18
24 hours, \$30



REGISTRATION FORM

CONTACT INFORMATION

Name _____

Address _____ Apt# _____

City _____ State _____ Zip _____

Tel# day _____ Tel# evening _____

email address _____

SELECTED COURSES

Course Name _____

Course # _____ Sec _____ Start Date _____ Tuition _____

Course Name _____

Course # _____ Sec _____ Start Date _____ Tuition _____

Course Name _____

Course # _____ Sec _____ Start Date _____ Tuition _____

Tuition: _____

Nonrefundable Registration Fee: **+\$20** _____

Total Due: _____

PAYMENT INFORMATION

Money Order or Check # _____

Employer Voucher/Letter

Master Card Visa

Credit Card # _____

Holder's Name _____ Exp Date _____

Authorizing Signature _____

NYC College of Technology
Continuing Studies Center
300 Jay St., Howard Building, 4th Floor
Brooklyn, NY 11201

FOR OFFICIAL USE ONLY

**

Admin Letter Issued CSC Staff Initial _____