

Fall 2018 CTC SCHEDULE

Contact the CTC

Phone: 212.386.0005 or 212.386.6425
Fax: 212.313.3439

Email: citywidetrainingcent@dcas.nyc.gov
Website: www.nyc.gov/ctc

Unless noted, open enrollment classes are held from 9:00am to 5:00pm

TECHNOLOGY SKILLS PORTFOLIO

MICROSOFT OFFICE

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Access 2010					
Part 1	T4051	1.2CEU/16CPE	2	Oct 25-26; Jan 23	\$300
Part 2	T4052	1.2CEU/16CPE	2	Dec 5-6	\$300
Access 2013					
Part 1	T4061	1.2CEU/16CPE	2	Oct 10-11	\$300
Part 2	T4062	1.2CEU/16CPE	2	Nov 15-16	\$300
Access 2016					
Part 1	T4071	1.2CEU/16CPE	2	Oct 18-19	\$300
Part 2	T4072	1.2CEU/16CPE	2	Sept 27- 28; Nov 19-20	\$300
Excel 2010					
Part 1	T3054	.6CEU/8CPE	1	Nov 30	\$150
Part 2	T3055	.6CEU/8CPE	1	Dec 7	\$150
Part 3	T3056	.6CEU/8CPE	1	Dec 18	\$150
Excel 2013					
Part 1	T3064	.6CEU/8CPE	1	Nov 13; Nov 29	\$150
Part 2	T3065	.6CEU/8CPE	1	Oct 1; Dec 11; Dec 19	\$150
Part 3	T3066	.6CEU/8CPE	1	Sept 14; Oct 9	\$150
Data Analysis with Pivot Tables	T3071	.6CEU/8CPE	1	Oct 29; Nov 16	\$150
Excel 2016					
Part 1	T3074	.6CEU/8CPE	1	Oct 4; Nov 5	\$150
Part 2	T3075	.6CEU/8CPE	1	Sept 17; Jan 21	\$150
Part 3	T3076	.6CEU/8CPE	1	Oct 23	\$150

MICROSOFT OFFICE

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Outlook 2013					
Part 1	T7061	.6CEU/8CPE	1	Oct 30, Jan 23	\$150
Part 2	T7062	.6CEU/8CPE	1	Sept 5	\$150
Outlook 2016					
Part 1	T7071	.6CEU/8CPE	1	Nov 14	\$150
Part 2	T7072	.6CEU/8CPE	1	Sept 26	\$150
PowerPoint 2010					
Part 1	T6041	.6CEU/8CPE	1	Nov 8	\$150
Part 2	T6042	.6CEU/8CPE	1	Dec 13	\$150
PowerPoint 2013					
Part 1	T6051	.6CEU/8CPE	1	Oct 22	\$150
Part 2	T6052	.6CEU/8CPE	1	Nov 9	\$150
PowerPoint 2016					
Part 1	T6061	.6CEU/8CPE	1	Oct 2	\$150
Part 2	T6062	.6CEU/8CPE	1	Sept 15; Nov 7	\$150
Project 2013					
Part 1	T6053	.6CEU/8CPE	1	Oct 15; Nov 2	\$150
Part 2	T6054	.6CEU/8CPE	1	Dec 4	\$150
Visio Professional 2013					
Part 1	T6440	.6CEU/8CPE	1	Oct 17; Jan 28	\$150
Part 2	T6441	.6CEU/8CPE	1	Nov 27	\$150
Word 2013					
Part 1	T2074	.6CEU/8CPE	1	Sept 6; Oct 3	\$150
Part 2	T2075	.6CEU/8CPE	1	Nov 1	\$150
Part 3	T2076	.6CEU/8CPE	1	Dec 20	\$150

MICROSOFT OFFICE

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Word 2016					
Part 1	T2078	.6CEU/8CPE	1	Sept 7; Oct 5; Jan 30	\$150
Part 2	T2079	.6CEU/8CPE	1	Sept 18; Nov 20	\$150

ADOBE CC 2017

Adobe InDesign CC					
Part 1	T6330	1.2CEU/16CPE	2	Sept 6-7, 20-21	\$300
Adobe Illustrator CC					
Part 1	T7410	1.2CEU/16CPE	2	Dec 11-12	\$300

CRYSTAL REPORTS

Crystal Reports 2013					
Part 1	T9550	1.2CEU/16CPE	2	Oct 11-12	\$300

IT PROFESSIONALS

See Course Catalog, page 44 for details.

PERSONAL DEVELOPMENT PORTFOLIO

Action Grammar	C5031	1.2CEU/16CPE	2	Nov 14-15	\$300
Advanced Writing Skills for Experienced Professionals	C7904	1.2CEU/16CPE	2	Nov 27-28	\$400
Anger Management	C7774	.6CEU/8CPE	1	Nov 8	\$150
Attitude is Everything	C9266	.6CEU/8CPE	1	Oct 16; Dec 11	\$150
Business Writing: Clarity Through Critical Thinking	C2036	.6CEU/8CPE	1	Dec 13	\$150
Creating and Delivering Powerful Presentations	C9041	1.2CEU/16CPE	2	Dec 4-5	\$300
Developing Dynamic Listening Skills	C2508	.6CEU/8CPE	1	Nov 12	\$150
Managing Multiple Priorities	C5044	.6CEU/8CPE	1	Dec 11; Jan 31	\$150
Mind Tools for Memory	C9279	.6CEU/8CPE	1	Nov 7	\$150
Negotiation Skills	C7911	.6CEU/8CPE	1	Oct 22	\$150
Personal Financial Management	C1660	.3CEU/4CPE	½	Oct 23 (9:00am-12:30pm)	\$75

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Revising, Editing, and Proofreading	C2033	1.2CEU/16CPE	2	Oct 18-19	\$300
Successful Letter and Memo Writing	C6788	1.2CEU/16CPE	2	Jan 28-29	\$300
Time Management Strategies	C8002	.6CEU/8CPE	1	Nov 19	\$150
Turning Obstacles into Opportunities	C1247	.6CEU/8CPE	1	Nov 1	\$150
Workplace Violence Prevention	C7781	.6CEU/8CPE	1	Nov 9	\$150
Writing Effective and Efficient E-mail	C4260	.6CEU/8CPE	1	Oct 22; Jan 25	\$150
Writing in Plain Language & Clinic	C7833	.9CEU/12CPE	1 ½	Oct 10 (workshop – 1 day) and Oct 29 (clinic – ½ day, 9:00 am – 12:30 pm); Dec 6 (workshop – 1 day) and Dec 20 (clinic – ½ day, 9:00 am – 12:30 pm)	\$285

MANAGEMENT & SUPERVISION PORTFOLIO

Building Collaborative, Productive and Cohesive Teams	C1243	.6CEU/8CPE	1	Nov 5	\$150
Change Management	C7775	.6CEU/8CPE	1	Dec 4	\$150
Conducting Effective Performance Appraisal Interviews	C1012	.6CEU/8CPE	1	Jan 30	\$150
Data Analysis with Python	C7907	.6CEU/8CPE	1	Dec 19	\$200
Data Analysis with R	C7908	.6CEU/8CPE	1	Dec 18	\$200
Data Analytics for Managers	C4311	.6CEU/8CPE	1	Nov 29; Jan 25	\$200
Delegation and Time Management	C2004	.6CEU/8CPE	1	Oct 5	\$150
Developing Yourself and Others Through Delegation	C9117	.6CEU/8CPE	1	Dec 7	\$150
Emotional Intelligence: The Key to Effective Leadership	C9207	1.2CEU/16CPE	2	Dec 18-19	\$300

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Excel Tools: Summarizing Data	C4312	.6CEU/8CPE	1	Jan 24	\$200
Follow the Leader: Taking the Lead at Any Level	C9278	1.2CEU/16CPE	2	Oct 30-31	\$300
Fundamentals of Supervision	C1044	1.2CEU/16CPE	2	Oct 11-12	\$300
Giving Feedback and Getting Results	C2704	.6CEU/8CPE	1	Oct 4	\$150
Initiating and Managing Difficult Conversations	C9013	.6CEU/8CPE	1	Nov 2	\$150
Lean Six Sigma: Process Improvement Initiatives (Green Belt Certificate)	C7785	2.4CEU/32CPE	4	Oct 15, 17, 24, 26; Dec 3, 5, 12, 14	\$600
Lean Six Sigma: Introduction to Process Improvement (White Belt Certificate)	C7784	1.2CEU/16CPE	2	Oct 1, 3; Nov 26, 28	\$300
Managerial Decision Making & Problem Solving	C7869	.6CEU/8CPE	1	Oct 9	\$150
Motivating Employees to Be Their Best	C7983	.6CEU/8CPE	1	Nov 16	\$150
Project Management	C7756	.6CEU/8CPE	1	Dec 10; Jan 4	\$150
Selection Interviewing: Hiring Right	C4027	.6CEU/8CPE	1	Nov 19	\$150
The Science of Success: Motivation, Judgement and Teamwork	C7977	.6CEU/8CPE	1	Oct 29	\$150
Writing Performance Evaluations	C9166	.6CEU/8CPE	1	Oct 25	\$150

PROFESSIONAL PRACTICES PORTFOLIO

AUDIT PROFESSIONALS

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Creative Thinking for Auditors	A8012	1.2CEU/16CPE	2	Oct 25-26	\$565
Developing and Presenting Audit Findings	A7021	1.2CEU/16CPE	2	Dec 12-13	\$565
Information Technology for Auditors	A8024	1.2CEU/16CPE	2	Nov 15-16	\$565
Making Your Case to Prosecute Fraud	A8090	1.2CEU/16CPE	2	Dec 6-7	\$565
Written Communication for Auditors	A8611	1.8CEU/24CPE	3	Oct 10-12	\$675

ENERGY MANAGEMENT PROFESSIONALS

Building Operator Certification Level I (BOC-L1)	C7953	N/A	11	Sept 5**, 14, 28; Oct 12, 16, 26; Nov 2**, 9, 16, 30; Dec 7, 21 (9:00am-4:00pm)	N/C*
Building Operator Certification Level II (BOC-L2)	C7989	N/A	28	Oct 12, 19, 26; Nov 2, 9, 16, 30; Dec 7, 14, 21, 28; Jan 4, 11, 18, 25; Feb 1, 8, 15, 22; Mar 1, 8, 15, 22, 29; Apr 5, 12, 19, 26 (9:00am-4:00pm)	N/C*
Building Re-Tuning (BRT)	C7300	N/A	6	Oct 10**, Nov 7, 14, 21; Dec 5, 19 (9:00am-1:00pm)	N/C*
Certified Energy Manager Program	C7100	N/A	5	Sept 24-28 (8:00am-6:00pm); Nov 12-16 (8:00am-6:00pm)	N/C*
Foundations for Energy Efficient Building Systems	C7988	N/A	2	Oct 9, 11 (9:00am-4:00pm)	N/C*

ENERGY MANAGEMENT PROFESSIONALS

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Fundamentals of Building Systems	C7947	N/A	2	Dec 4, 18 (9:00am-1:00pm)	N/C*
no Building Automation System (BAS) BRT	C7948	N/A	6	Oct 11**, 25; Nov 8, 29; Dec 13, 27 (9:00am-4:00pm)	N/C*

*A fee of will be assessed for a “no show” or late cancellation per the CTC Cancellation Policy. See the Course Catalog, page 04 for details.

**webinar (10:00am-11:00am)

HUMAN RESOURCE PROFESSIONALS

See Course Catalog, page 124 for details.

PROCUREMENT PROFESSIONALS

Conflicts of Interest Seminar for Procurement Professionals	P4002	.3CEU	½	Nov 7 (9:30am-12:00pm)	N/C
Contract Management/ Administration	P3016	.6CEU/8CPE	1	Nov 28	\$470

MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS)

APT (Automated Procurement Tracking) Basics	P6181M	.2CEU	2 hrs	Oct 30 (10:00am-12:00pm)	N/C
Ethics: A Crash for The Public Procurement Professional	P6190M	.3CEU	3 hrs	Nov 7 (1:00pm-4:00pm)	N/C
Introduction to NYC Procurement Process and Methods	P6196M	.2CEU	2 hrs	Oct 9 (10:00am-12:00pm)	N/C
Local Law 34 Compliance/ DBA (Doing Business Accountability) Project	P6155M	.15CEU	1 ½ hrs	Sept 18; Oct 30; Dec 4 (11:00am-12:30pm) or Sep 12; Oct 3; Nov 14; Dec 18 (1:00pm-2:30pm)	N/C
Prevailing Wage Law for Procurement Professionals	P6183M	.25CEU	2 ½ hrs	Jan 10 (1:00pm-3:30pm)	N/C
Processing City Council Expense Allocations-Delving into Discretionary	P6171M	.3CEU	3 hrs	Nov 7 (9:00am-12:00pm)	N/C
Procurement Policy, Laws and Directives	P6195M	.3CEU	3 hrs	Dec 5 (1:00pm-4:00pm)	N/C
Subcontractor Tracking	P6186M	.2CEU	2 hrs	Dec 13 (2:30pm-4:30pm)	N/C

EXECUTIVE DEVELOPMENT PORTFOLIO

COURSE TITLE

CODE

CREDITS

DAYS

DATES

COST

See Course Catalog, page 141 for details and/or call Executive Development Programs at 212-386-0004.

CERTIFICATION & CREDIT BEARING PORTFOLIO

CUNY PUBLIC ADMINISTRATION CERTIFICATE PROGRAM (Union tuition reimbursement may apply)

For more information on CUNY courses at DCAS/CTC contact: 212-386-1697 or contact CUNY at The Murphy Institute at: 212-642-2059

See Course Catalog, page 150 for details.

NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP) COURSE ALIGNMENT FOR CERTIFICATION

Contract Administration in the Public Sector	P1008	1.8CEU	3	Jan 14-16	\$765
Developing & Managing Requests for Proposals in the Public Sector	P1002	1.8CEU	3	Oct 29-31	\$765
Introduction to Public Procurement	P1003	1.8CEU	3	Dec 12-14	\$765
Legal Aspects of Public Procurement	P1006	1.8CEU	3	Dec 3-5	\$765
Sourcing in the Public Sector	P1005	1.8CEU	3	Nov 14-16	\$765
Strategic Procurement Planning	P1007	1.8CEU	3	Jan 28-30	\$765

NYC SPECIFIC PORTFOLIO

CONFLICTS OF INTEREST BOARD (COIB) SEMINARS

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Special Topics in Chapter 68 of the City Charter: Gifts	C9070	1.5 CLE	1 ½ hrs	Oct 26 (10:00am-11:30am)	N/C
Special Topics in Chapter 68 of the City Charter: Post-Employment	C9072	1.5 CLE	1 ½ hrs	Dec 14 (10:00am-11:30am)	N/C
What Every Attorney Should Know about Chapter 68 of the City Charter	C9058	2 CLE	2 hrs	Sept 28 (10:00am-12:00pm)	N/C

SEXUAL HARASSMENT PREVENTION

Sexual Harassment Prevention	C7965	N/A	2 hrs	Offered daily: Session 1: 9:00am-11:00am or Session 2: 11:30am-1:30pm or Session 3: 2:30pm-4:30pm	N/C
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EQUITY & INCLUSION COURSES

Building an Inclusive Culture: Understanding Unconscious Bias	C1078	.3CEU/4CPE	½	Nov. 14; Jan. 29 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Conflict Resolution Strategies for the Culturally Diverse Workplace	C8023	.6CEU/8CPE	1	Sept 27; Oct 23; Nov 27; Jan 29	N/C
Disability Etiquette: Inclusive Workplace Strategies for People With Disabilities (Webinar)	C7792	.3CEU/4CPE	½	Oct 18 (10:30am-12:00pm) or (2:30pm-4:00pm)	N/C
Everybody Matters (1/2 day)	C1077	.3CEU/4CPE	½	Oct. 29 (9:00am-12:30pm) or (1:30pm -5:00pm)	N/C
IgbTq: The Power of Inclusion	C7787	.3CEU/4CPE	½	Oct 9; Dec 5 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Reasonable Accommodation Procedural Guidelines	C7788	.3CEU/4CPE	½	Oct. 24; Jan. 9 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Structured Interviewing and Unconscious Bias	C7790	.3CEU/4CPE	½	Sept 26; Nov 7; Dec 4 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C

MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES COURSES

NYC Disability Service Facilitator (DSF)/ ADA Coordinator Training	C7941	1.2CEU/16CPE	2	Sept 13-14	N/C
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EMERGENCY MANAGEMENT CERTIFICATE PROGRAM

See Course Catalog, page 180 for details.

CONFLICTS OF INTEREST BOARD (COIB) SEMINARS

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
SMALL BUSINESS SERVICES (SBS) M/WBE COURSES					
Best Practices for Identifying M/WBEs	P9007S	.3CEU	½	Nov 8 (1:30pm-4:30pm)	N/C
M/WBE Goal-setting and the Online Directory	P9026S	.3CEU	½	Dec 13 (1:30pm-4:30pm)	N/C
M/WBE Program: Best Practices	P9028S	.3CEU	½	Sept 13 (1:30pm-4:30pm)	N/C
M/WBE Program Compliance - Requirements and Best Practices	P9029S	.3CEU	½	Oct 11 (1:30pm-4:30pm)	N/C
HUMAN CAPITAL CITYWIDE TRAINING					
Civil Service 101	C7931	.3CEU/4CPE	½	Dec 13 (9:00am – 12:00pm)	N/C
Civil Service List Certification Overview	C7932	.3CEU/4CPE	½	Dec 13 (2:00pm – 5:00pm)	N/C