Spring 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 2	T4052	1.2CEU/16CPE	2	Jan 16-17	$300
Access 2013					
Part 1	T4061	1.2CEU/16CPE	2	Feb 22-23	$300
Part 2	T4062	1.2CEU/16CPE	2	Mar 29-30	$300
Access 2016					
Part 1	T4071	1.2CEU/16CPE	2	Jan 29-30, Apr 9-10	$300
Part 2	T4072	1.2CEU/16CPE	2	May 10-11	$300
Excel 2010					
Part 1	T3054	.6CEU/8CPE	1	Feb 20, May 9	$150
Part 2	T3055	.6CEU/8CPE	1	Mar 22	$150
Part 3	T3056	.6CEU/8CPE	1	Apr 25	$150
Part 4	T3063	.6CEU/8CPE	1	May 25	$150
Excel 2013					
Part 1	T3064	.6CEU/8CPE	1	Mar 7, May 24	$150
Part 2	T3065	.6CEU/8CPE	1	Apr 20, Jun 12	$150
Part 3	T3066	.6CEU/8CPE	1	May 21, Jun 15	$150
Data Analysis with Pivot Tables	T3071	.6CEU/8CPE	1	Feb 14, May 31	$150
Data Analysis with Power Pivot	T3073	.6CEU/8CPE	1	Feb 12	$150
Excel 2016					
Part 1	T3074	.6CEU/8CPE	1	Jan 31, Mar 19	$150
Part 2	T3075	.6CEU/8CPE	1	Mar 27	$150
Part 3	T3076	.6CEU/8CPE	1	Apr 27	$150

Citywide Learning & Development

MICROSOFT OFFICE					
COURSE TITLE	**CODE**	**CREDITS**	**DAYS**	**DATES**	**COST**
Excel 2016					
Data Analysis Fundamentals using Excel 2016	T3077	1.2CEU/16CPE	2	May 1-2	$300
Outlook 2010					
Part 1	T7051	.6CEU/8CPE	1	Feb 1	$150
Outlook 2013					
Part 1	T7061	.6CEU/8CPE	1	Mar 14	$150
Part 2	T7062	.6CEU/8CPE	1	Mar 23	$150
Outlook 2016					
Part 1	T7071	.6CEU/8CPE	1	Mar 5	$150
Part 2	T7072	.6CEU/8CPE	1	Mar 20	$150
PowerPoint 2010					
Part 1	T6041	.6CEU/8CPE	1	Mar 1	$150
Part 2	T6042	.6CEU/8CPE	1	Mar 28	$150
PowerPoint 2013					
Part 1	T6051	.6CEU/8CPE	1	Apr 4	$150
Part 2	T6052	.6CEU/8CPE	1	Apr 30	$150
Project 2013					
Part 1	T6053	.6CEU/8CPE	1	Mar 2	$150
Part 2	T6054	.6CEU/8CPE	1	Apr 6	$150
Mastering Microsoft Project 2013	T6055	1.8CEU/24CPE	3	May 14-16	$450
Publisher 2016					
Part 1	T8050	.6CEU/8CPE	1	Feb 6	$150
Visio Professional 2013					
Part 1	T6440	.6CEU/8CPE	1	Feb 5	$150
Part 2	T6441	.6CEU/8CPE	1	Apr 23	$150
Word 2010					
Part 1	T2064	.6CEU/8CPE	1	Apr 5	$150

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
MICROSOFT OFFICE					
Part 2	T2065	.6CEU/8CPE	1	May 4	$150
Part 3	T2066	.6CEU/8CPE	1	Jun 8	$150
Word 2013					
Part 1	T2074	.6CEU/8CPE	1	May 17	$150
Part 2	T2075	.6CEU/8CPE	1	Jun 6	$150
Part 3	T2076	.6CEU/8CPE	1	Jun 14	$150
Word 2016					
Part 1	T2078	.6CEU/8CPE	1	Jan 19	$150
Part 2	T2079	.6CEU/8CPE	1	Feb 8	$150
Part 3	T2080	.6CEU/8CPE	1	Apr 11	$150
Microsoft Office 2016: Transition from Office 2007/2010					
Part 1	T7070	.6CEU/8CPE	1	Jan 23	$150
NEW! BLENDED LEARNING PILOT PROGRAM FOR EXCEL					
Excel Essential Fundamentals (page 25 for details)					
Excel Advanced, Focus: – Database Analysis Using Pivot Tables and Charts (page 27 for details)					
ADOBE CC 2017					
Dreamweaver CC 2017					
Part 1	T9523	1.2CEU/16CPE	2	May 14-15	$300
Flash CC 2017					
Part 1	T9606	1.2CEU/16CPE	2	Mar 12-13	$300
Illustrator CC 2017					
Part 1	T7410	1.2CEU/16CPE	2	Feb 21-22	$300
InDesign CC 2017					
Part 1	T6330	1.2CEU/16CPE	2	Apr 16-17	$300
Photoshop CC 2017					
Part 1	T6740	1.2CEU/16CPE	2	May 10-11	$300
CRYSTAL REPORTS 2013					
Part 1	T9550	1.2CEU/16CPE	2	May 1-2	$300
IT PROFESSIONALS					
See Course Catalog, page 54 for details.					

PERSONAL DEVELOPMENT PORTFOLIO

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Action Grammar	C5031	1.2CEU/16CPE	2	Jan 3-4, Feb 13-14, May 1-2	$300
Advanced Writing Skills for Experienced Professionals	C7904	1.2CEU/16CPE	2	Jan 18-19, Feb 26-27, May 17-18	$400
Anger Management	C7774	.6CEU/8CPE	1	Apr 6	$150
Attitude is Everything	C9266	.6CEU/8CPE	1	May 23	$150
Business Writing: Clarity Through Critical Thinking	C2036	.6CEU/8CPE	1	Apr 3	$150
Citywide Standardized Customer Service	C7816	.6CEU/8CPE	1	Jan 17, Feb 15, Mar 19, Apr 25, May 15, Jun 15	$150
Conflict Management: Defusing Workplace Aggression	C7857	.6CEU/8CPE	1	Feb 26	$150
Conflict Management: Strategies for Handling Difficult Behaviors	C7858	.6CEU/8CPE	1	May 9	$150
Creating and Delivering Powerful Presentations	C9041	1.2CEU/16CPE	2	Mar 15-16, May 2-3	$300
Creating Workplace Civility	C9100	.6CEU/8CPE	1	Mar 7, Jun 11	$150
Developing Dynamic Listening Skills	C2508	.6CEU/8CPE	1	Jan 3, Apr 11	$150
Effective Meeting Management	C7916	.6CEU/8CPE	1	Apr 27, Jun 1	$150
Enhancing Your Personal Productivity	C9226	.6CEU/8CPE	1	Feb 1, Jun 5	$150
How to Write Fast Under Pressure	C7513	.6CEU/8CPE	1	Jan 29, Mar 13	$150
Influencing Without Authority	C4020	.6CEU/8CPE	1	Mar 16, May 1	$150
Managing Multiple Priorities	C5044	.6CEU/8CPE	1	Apr 23, May 25	$150
Managing Stress and Preventing Burnout	C9033	.6CEU/8CPE	1	Jan 31, Mar 6, May 30	$150
Mind Tools for Memory	C9279	.6CEU/8CPE	1	Jan 16, Mar 8, May 29	$150
Motivating Yourself for Professional Success	C9092	.6CEU/8CPE	1	Jan 12, Mar 9, Jun 12	$150
Negotiation Skills	C7911	.6CEU/8CPE	1	Feb 13, Apr 27	$150

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Personal Financial Management	C1660	.3CEU/4CPE	½	Jan 25, Mar 7, May 23 (9:00 am - 12:30 pm)	$75
Revising, Editing, and Proofreading	C2033	1.2CEU/16CPE	2	Mar 19-20	$300
Successful Letter and Memo Writing	C6788	1.2CEU/16CPE	2	Jan 23-24, May 21-22	$300
Successful Workplace Communication	C1022	.6CEU/8CPE	1	Jan 22, Mar 29	$150
The Art of Assertiveness	C2010	.6CEU/8CPE	1	Apr 9	$150
Time Management Strategies	C8002	.6CEU/8CPE	1	Feb 21	$150
Turning Obstacles Into Opportunities	C1247	.6CEU/8CPE	1	May 11	$150
Workplace Violence Prevention	C7781	.6CEU/8CPE	1	Feb 7	$150
Writing Effective and Efficient E-mails	C4260	.6CEU/8CPE	1	Jan 17, Apr 24	$150
Writing from Start to Finish	C9317	.6CEU/8CPE	1	Apr 12, May 31	$150
Writing in Plain Language & Clinic	C7833	.9CEU/12CPE	1 ½	Mar 5 (workshop) + Apr 17 (clinic - 9:00am to 12:30pm); Mar 26 (workshop) + Apr 17 (clinic - 1:30pm to 5:00pm)	$285

MANAGEMENT & SUPERVISION PORTFOLIO

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
21 Irrefutable Laws of Leadership	C9655	.6CEU/8CPE	1	Feb 12, May 11	$150
Building Collaborative, Productive and Cohesive Teams	C1243	.6CEU/8CPE	1	Mar 14, May 7	$150
Conflict Management: Mediation	C7906	1.2CEU/16CPE	2	Feb 22-23, Apr 25-26	$400
Data Analytics for Python	C7907	.6CEU/8CPE	1	Apr 9, Jun 14	$200
Data Analysis with R	C7908	.6CEU/8CPE	1	Jan 8, Mar 16, May 7	$200
Data Analytics for Managers	C4311	.6CEU/8CPE	1	Jan 17, Feb 16, Apr 13	$200
Delegation and Time Management	C2004	.6CEU/8CPE	1	Feb 16, Apr 12	$150
Development Yourself and Others Through Delegation	C9117	.6CEU/8CPE	1	Mar 26, May 21	$150

Citywide Learning & Development

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Emotional Intelligence: The Key to Effective Leadership	C9207	1.2CEU/16CPE	2	Feb 5-6, Apr 19-20	$300
Excel Tools: Summarizing Data	C4312	.6CEU/8CPE	1	Mar 9, May 11	$200
Follow the Leader: Taking the Lead at Any Level	C9278	1.2CEU/16CPE	2	Jun 4-5	$300
Fundamentals of Supervision	C1044	1.2CEU/16CPE	2	Jan 8-9, Mar 8-9, May 14-15	$300
Giving Feedback and Getting Results	C2704	.6CEU/8CPE	1	Mar 12, Apr 30	$150
Initiating and Managing Difficult Conversations	C9013	.6CEU/8CPE	1	Jan 23, Mar 21, May 31	$150
Inspired Leadership: Creating a Motivational Environment	C9248	1.2CEU/16CPE	2	Apr 4-5, Jun 13-14	$300
Introduction to Statistical Analysis	C7747	.6CEU/8CPE	1	Jan 22, Feb 12, Mar 12	$150
Lean Six Sigma: Introduction to Process Improvement (White Belt Certificate)	C7784	1.2CEU/16CPE	2	Jan 5 & 8, Jan 16 & 22, Mar 21 & 23, Mar 28 & 30	$300
Lean Six Sigma: Process Improvement initiative (Green Belt Certificate)	C7785	2.4CEU/32CPE	4	Jan 17, 19, 24, 26; Apr 9, 11, 18, 20; May 21, 23, 30 & Jun 1	$600
Managerial Decision Making and Problem Solving	C7869	.6CEU/8CPE	1	Mar 1, May 4	$150
Project Management	C7756	.6CEU/8CPE	1	Feb 14, Mar 28	$150
Report Writing for Managers and Professionals	C1030	1.2CEU/16CPE	2	Mar 29-30, Jun 6-7	$300
Resolving & Managing Conflict	C7518	.6CEU/8CPE	1	Mar 27, May 18	$150
Selection Interviewing: Hiring Right	C4027	.6CEU/8CPE	1	Jan 24	$150
Supervising Challenging Employees	C9038	1.2CEU/16CPE	2	Jan 30-31, Jun 7-8	$300
Writing High-Impact Executive Summaries	C9018	.6CEU/8CPE	1	Jun 15	$150
Writing Performance Evaluations	C9166	.6CEU/8CPE	1	May 8	$150

PROFESSIONAL PRACTICES PORTFOLIO

AUDIT PROFESSIONALS

Developing and Presenting Audit Findings	A7021	1.2CEU/16CPE	2	May 9-10	$550

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Ethical Decision Making for Auditors	A9010	.6CEU/8CPE	1	May 24	$390
Information Systems Auditing	A8029	1.2CEU/16CPE	2	Jan 25-26: $505, Jun 11-12: $550	$505 $550
Information Technology for Auditors	A8024	1.2CEU/16CPE	2	Apr 9-10	$550
Making Your Case to Prosecute Fraud	A8090	1.2CEU/16CPE	2	Apr 23-24	$550
Planning Audit Assignments	A8451	1.2CEU/16CPE	2	Mar 22-23	$550
Reviewing Audit Reports	A9502	.6CEU/8CPE	1	Mar 6	$390
Skills for Leading & Managing Audit Projects	A9109	1.8CEU/24CPE	3	Feb 21-23	$640
Using Metrics to Assess Performance	A8028	1.8CEU/24CPE	3	Jun 6-8	$640
ENERGY MANAGEMENT PROFESSIONALS					
Building Operator Certification Level 1 (BOC-L1)	C7953	N/A	11	Jan 12**, Jan 26, Feb 9, Feb 23, Mar 9, Mar 16**, Mar 23, Apr 6, Apr 20, Apr 27, May 11 (9:00am-4:00pm)	N/C*
Building Operator Certification Level 2 (BOC-L2)	C7954	N/A	12	Jan 19**, Feb 2, Feb 16, Feb 23**, Mar 2, Mar 16, Mar 23**, Apr 6, Apr 20, Apr 27**, May 4, May 18 (9:00am-4:00pm)	N/C*
Building Retuning (BRT) with Building Automation System (BAS)	C7300	N/A	5	Apr 12, Apr 19, Apr 26, May 3, May 17 (9:00am-12:00pm)	N/C*
Fundamentals of Building Systems	C7947	N/A	2	Jan 5, Jan 19 (9:00am-1:00pm)	N/C*
Measurement & Verification (M&V)	C7924	N/A	3	Mar 7, Mar 14***, Mar 28 (9:00am-3:00pm)	N/C*
no Building Automation System (BAS) BRT	C7948	N/A	5	Feb 21, Mar 7, Mar 21, Apr 4, Apr 18 (9:00am-4:00pm)	N/C*
Renewable Energy 101: Fundamentals in Solar PV	C7936	N/A	4	Mar 20, Mar 21, Mar 22 (9:00am-3:00pm), Mar 23 (8:30am-4:30pm)	N/C*

*A fee of will be assessed for a "no show" or late cancellation in accordance with the CTC Cancellation Policy. See the Course Catalog, page 132 for details.
**1/12, 3/16, 1/19, 2/23, 3/23, 4/27 - webinar 10:00am-11:00am ***3/14 - webinar 9:00am-10:00am

HUMAN RESOURCE PROFESSIONALS

See Course Catalog, page 138 for details.

Citywide Learning & Development

PROCUREMENT PROFESSIONALS					
COURSE TITLE	**CODE**	**CREDITS**	**DAYS**	**DATES**	**COST**
Conflicts of Interest Seminar for Procurement Professionals	P4002	.3 CEU	½	Feb 14 (9:30am-12:00pm)	N/C
Contract Management/ Administration	P3016	.6CEU/8CPE	1	Apr 23	$470
MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS) COURSES					
APT (Automated Procurement Tracking) Basics	P6181M	.2CEU	2 hrs	Apr 18 (10:00am-12:00pm)	N/C
Collaborative Program Design	P6188M	.3CEU	½	May 8 (9:00am-12:30pm)	N/C
Ethics/Legal Compliance	P6182M	.25CEU	3 hrs	Feb 6 (1:00pm-4:00pm)	N/C
Intergovernmental Contracting	P6143M	.3CEU	½	May 16 (1:30pm-5:00pm)	N/C
Introduction to Procurement	P3014M	.3CEU	3 hrs	Mar 14 (9:00am-12:00pm)	N/C
Legal Compliance in Procurement	P6152M	.3CEU	3 hrs	May 22 (1:00pm-4:00pm)	N/C
Local Law 34 Compliance/ DBA (Doing Business Accountability) Project	P6155M	.15CEU	1 ½ hrs	Jan 9, Feb 6, Mar 13, Apr 10, May 15, Jun 5 (11:00am-12:30pm) or Jan 24, Feb 28, Mar 28, Apr 25, May 23, Jun 20 (1:00pm-2:30pm)	N/C
Local Law 63 of 2011	P6193M	.3CEU	3 hrs	Mar 27 (1:00pm-4:00pm)	N/C
Procurement Law for Beginners	P6064M	.3CEU	3 hrs	Apr 17 (1:00pm-4:00pm)	N/C
Project Labor Agreement (PLA) for Contract Administration	P6187M	.2CEU	2 hrs	Apr 4 (10:00am-12:00pm)	N/C
Subcontractor Tracking	P6186M	.2CEU	2 hrs	Jan 25, Feb 22, Mar 29, Apr 26, May 31, Jun 14 (2:30pm-4:30pm)	N/C

PROJECT MANAGEMENT PROFESSIONALS					
COURSE TITLE	**CODE**	**CREDITS**	**DAYS**	**DATES**	**COST**
See Course Catalog, page 148 for details.					

EXECUTIVE DEVELOPMENT PORTFOLIO

See Course Catalog, page 151 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: 212-386-6473 or contact CUNY at The Murphy Institute at: 212-642-2059

See Course Catalog, page 160 for details.

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

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Contract Administration in the Public Sector	P1008	1.8CEU	3	Jan 22-24, Feb 21-23	$765
Developing & Managing Requests for Proposals in the Public Sector	P1002	1.8CEU	3	Mar 5-7	$765
Introduction to Public Procurement	P1003	1.8CEU	3	Mar 21-23	$765
Legal Aspects of Public Procurement	P1006	1.8CEU	3	Apr 9-11	$765
Sourcing in the Public Sector	P1005	1.8CEU	3	May 14-16	$765
Strategic Procurement Planning	P1007	1.8CEU	3	Jan 29-31, Jun 4-6	$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 Chapter: Gifts	C9070	1.5 CLE	1 ½ hrs	Mar 16 (10:00am-11:30am)	N/C
Special Topics in Chapter 68 of the City Chapter: Post-Employment	C9072	1.5 CLE	1 ½ hrs	Apr 13 (10:00am-11:30am)	N/C
What Every Attorney Should Know about Chapter 68 of the City Charter	C9058	2 CLE	2 hrs	Jan 12 (10:00am-12:00pm)	N/C

Citywide Learning & Development

DIVERSITY & INCLUSION COURSES

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Building an Inclusive Culture: Understanding Unconscious Bias	C1078	.3CEU/4CPE	½	Jan. 19, May 8, June 5 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Conflict Resolution Strategies for the Culturally Diverse Workplace	C7823	.3CEU/4CPE	½	Feb. 21 (1:30pm-5:00pm), Apr. 17 (1:30pm-5:00pm)	N/C
Disability Etiquette: Inclusive Workplace Strategies for People With Disabilities (Webinar)	C7943	.3CEU/4CPE	½	Mar. 27 (10:30am-12:00pm) or (2:30pm-4:00pm)	N/C
Everybody Matters	C1077	.3CEU/4CPE	½	Mar. 15 (9:00am-12:30pm) or (1:30pm- 5:00pm)	N/C
lgbTq: The Power of Inclusion	C7787	.3CEU/4CPE	½	Mar. 13 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Reasonable Accommodation Procedural Guidelines	C7788	.3CEU/4CPE	½	Feb. 2, May 17, June 20 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Structured Interviewing and Unconscious Bias	C7790	.3CEU/4CPE	½	Jan. 31, Mar. 14, Jun. 12 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C

EMERGENCY MANAGEMENT CERTIFICATE PROGRAM

See Course Catalog, page 190 for details.

SMALL BUSINESS SERVICES (SBS) M/WBE COURSES

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Best Practices for Achieving M/WBE Utilization Goals	P9023S	.3CEU	½	Jan 11 (1:30pm-4:30pm)	N/C
Best Practices for Identifying M/WBEs	P9007S	.3CEU	½	Jun 7 (1:30pm-4:30pm)	N/C
How to Prepare for the Citywide Procurement Fair	P9014S	.3CEU	½	Apr 12 (1:30pm-4:30pm)	N/C
M/WBE Compliance and Goal Setting	P9018S	.3CEU	½	Mar 8 (1:30pm-4:30pm)	N/C
M/WBE Utilization and Performance Review: FY18 Q1	P9024S	.3CEU	½	Feb 8 (1:30pm-4:30pm)	N/C
Preparing the FY19 M/WBE Utilization Plan and Setting Goals	P9025S	.3CEU	½	May 10 (1:30pm-4:30pm)	N/C

HUMAN CAPITAL CITYWIDE TRAINING

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Civil Service 101	C7931	.3CEU/4CPE	½	Feb 21 (9:30am-12:30pm) Mar 28 (9:30am-12:30pm)	N/C
Civil Service List Certification Overview	C7932	.3CEU/4CPE	½	Feb 21 (1:30pm-4:30pm) Mar 28 (1:30pm-4:30pm)	N/C