

Summer 2024 DCAS Citywide Training Center Schedule

Phone: 212.386.0005 or 212.386.6425

Email: citywidetrainingcent@dcas.nyc.gov

Fax: 212.313.3439

Website: www.nyc.gov/ctc

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

Executive Development Portfolio

Course Title	Code	Credits	Days	Dates	Cost
See Course Catalog, page 5 for details and/or call Executive Development Programs at 212-386-0004.					

Management & Supervision Portfolio

Course Title	Code	Credits	Days	Dates	Cost
Becoming a Transformational Leader	C9383	.6CEUs/8CPEs/ 6PDCs	1	Sept 30	\$250
Building Your Team Through Effective Coaching and Feedback	C9384	.6CEUs/8CPEs/ 6PDCs	1	Sept 6	\$250
Colors of Leadership	C8169	.6CEUs/8CPEs/ 6PDCs	1	Sept 27	\$250
Creating and Leading Successful Teams	C8178	.6CEUs/8CPEs/ 6PDCs	1	Aug 23	\$250
Data Analytics for Managers	C4311	.6CEUs/8CPEs/ 6PDCs	1	Sept 23	\$250
Data Visualization with Excel	C7817	.6CEUs/8CPEs/ 6PDCs	1	Sept 27	\$250
Dealing Effectively with Difficult People and Situations	C8081	.6CEUs/8CPEs/ 6PDCs	1	Aug 7	\$250

Course Title	Code	Credits	Days	Dates	Cost
Emotional Intelligence: The Key to Effective Leadership	C9207	1.2CEUs/16CPEs/ 12PDCs	2	Jul 17-18	\$500
Essential Skills for Leaders	C8062	.6CEUs/8CPEs/ 6PDCs	1	Sept 17	\$250
Essentials of Project Management for the Non- Project Manager	C8182	.6CEUs/8CPEs/ 6PDCs	1	Aug 20	\$250
Excel for Data Analysis I	C9659	.6CEUs/8CPEs/ 6PDCs	1	Sept 24	\$250
Fundamentals of Supervision	C1044	1.2CEUs/16CPEs/ 12PDCs	2	Jul 16-17	\$500
Giving Feedback and Getting Results	C2704	.6CEUs/8CPEs/ 6PDCs	1	Jul 9	\$250
Initiating and Managing Difficult Conversations	C9013	.6CEUs/8CPEs/ 6PDCs	1	Jul 30	\$250
Intentional Leadership	C8170	.6CEUs/8CPEs/ 6PDCs	1	Jul 22	\$250
Leading Strategic Change	C9385	.6CEUs/8CPEs/ 6PDCs	1	Aug 5	\$250
Lean Six Sigma: Introduction to Process Improvement (White Belt Certificate)	C7784	1.2CEUs/16CPEs/ 12PDCs	2	Jul 30-31; Aug 13-14	\$500
Lean Six Sigma: Process Improvement Initiatives (Green Belt Certificate)	C7785	2.4CEUs/32CPEs/ 24PDCs	4	Sept 10-13; Sept 17,18, 24, 25	\$1000
Managerial Power Tools: Motivating and Coaching	C8184	.6CEUs/8CPEs/ 6PDCs	1	Jul 11	\$250

Course Title	Code	Credits	Days	Dates	Cost
Modern Day Leader, Developing the Leader in You	C8179	.6CEUs/8CPEs/ 6PDCs	1	Sept 25	\$250
Organizational Design for Leaders	C8125	1.2CEUs/16CPEs/ 12PDCs	2	Sept 4-5	\$500
Prioritizing Workplace Change Successfully	C8185	.6CEUs/8CPEs/ 6PDCs	1	Aug 16	\$250
Psychological Dimensions of Leading and Supervision	C8072	.6CEUs/8CPEs/ 6PDCs	1	Jul 25	\$250
Python for Data Analysis I	C9662	.6CEUs/8CPEs/ 6PDCs	1	Sept 25	\$250
Risk Management to Improve Business Results	C8126	1.2CEUs/16CPEs/ 12PDCs	2	Sept 10-11	\$500
Statistical Analysis with Excel I	C8183	.6CEUs/8CPEs/ 6PDCs	1	Sept 26	\$250
Storytelling for Leaders: Telling Stories for Results	C8082	.6CEUs/8CPEs/ 6PDCs	1	Sept 10	\$250
Strategic and Critical Thinking: The Catalyst for Leadership and Personal Growth	C9386	.6CEUs/8CPEs/ 6PDCs	1	Aug 8	\$250
Supervising Challenging Employees	C9038	1.2CEUs/16CPEs/ 12PDCs	2	Sept 11-12	\$500
The Personalities of Teams	C8077	.6CEUs/8CPEs/ 6PDCs	1	Sept 20	\$250
The Science of Success: Motivation, Judgement, Teamwork	C7977	.6CEUs/8CPEs/ 6PDCs	1	Sept 10	\$250
Workplace Accountability	C8243	.6CEUs/8CPEs/ 6PDCs	1	Jul 29	\$250

No Cost Learning Portfolio

Course Title	Code	Credits	Days	Dates	Cost
CCHR Overview of the City Human Rights Law	C8164	.2CEUs/2.4CPEs/ 2PDCs	2 hrs	Aug 21 (10:00am-12:00pm)	N/C
Disability Awareness & Etiquette (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Online Records Management (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Mandated Training					
Everybody Matters: EEO & Diversity & Inclusion for NYC Employees (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
LGBTQ: The Power of Inclusion (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Sexual Harassment Prevention (Live Webinar)	C7965W	.2CEU/2.4CPEs/ 2PDCs	2 hrs	Daily Based on Demand	N/C
Sexual Harassment Prevention (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Conflicts of Interest (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Corruption Prevention Awareness (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C

NYC Specific Portfolio

Course Title	Code	Credits	Days	Dates	Cost
Cultural Awareness and Inclusivity					
Creating a Culture of Inclusion, From Microaggressions to Microaffirmations (Live Webinar/ In-Person)	C9583W/ C9583	.3CEUs/4CPEs/ 3PDCs	½	Live Webinar: Jul 10; (9:00am-12:30pm) In-Person: Aug 1; Sept 13; (9:00am-12:30pm)	N/C
Disability Awareness & Etiquette (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (eCourse)*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
LGBTQ: The Power of Inclusion (eCourse)*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations	C8606	.3CEUs/4CPEs/ 3PDCs	½	Jul 23 (9:00am-12:30pm)	N/C
Moving from Bystander to Upstander, What Would You Do?	C9584	.3CEUs/4CPEs/ 3PDCs	½	Sept 26 (9:00am-12:30pm)	N/C
Sexual Harassment Prevention (Live Webinar)*	C7965W	.2CEU/2.4CPEs/ 2PDCs	2 hrs	Daily Based on Demand	N/C

Course Title	Code	Credits	Days	Dates	Cost
Sexual Harassment Prevention (eCourse)*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Structured Interviewing and Unconscious Bias (Live Webinar/ In-Person)	C7790/ C7790W	.3CEUs/4CPEs/ 3PDCs	½	Live Webinar: Aug 14 (9:00am-12:30pm) or (1:30pm-5:00pm) In-Person: Sept 10; (9:00am-12:30pm)	N/C
Structured Interviewing: Utilizing Follow-Up and Probing Questions	C8047	.3CEUs/4CPEs/ 3PDCs	½	Sept 10 (1:30pm-5:00pm)	N/C
The Power of Words, Can We Talk?	C9582	.6CEUs/8CPEs/ 6PDCs	1	Jul 31	N/C
*Mandated Citywide Trainings					

Course Title	Code	Credits	Days	Dates	Cost
Professional Practices					
Audit Professionals					
Data Analytics: Tools and Techniques for Auditors	A9509	.6CEUs/8CPEs	1	Jul 26	\$450
Developing and Presenting Audit Findings	A7021	1.2CEUs/16CPEs	2	Jul 10-11	\$710
Effective Audit Resolution, Follow-Up and Implementation	A9513	.6CEUs/8CPEs	1	Sept 30	\$450
Emotional Intelligence for Auditors	A9508	.6CEUs/8CPEs	1	Aug 9	\$450
Procurement Professionals					
Mayor's Office of Contract Services Courses					
Adverse Integrity Issues: Process and Principles (Live Webinar)	P6219M	.15CEUs	1½ hrs	Sept 26 (11:00am-12:30pm)	N/C
Local Law 63 (Part II) (Live Webinar)	P6223M	.15CEUs	1½ hrs	Aug 8 (11:00am-12:30pm)	N/C
Procurement Methods 101 (Live Webinar)	P6218M	.15CEUs	1½ hrs	Jul 31 (11:00am-12:30pm)	N/C
Small Business Services M/WBE Courses					
101: M/WBE Program Overview (Live Webinar)	P9045S	.15 CEUs	1 ½ hrs	Jul 11 (1:00pm-2:30pm)	N/C

Course Title	Code	Credits	Days	Dates	Cost
102: Identifying M/WBEs, incl Using the Online Directory (Live Webinar)	P9046S	.15 CEUs	1 ½ hrs	Sept 12 (1:00pm-2:30pm)	N/C
201: Incorporating the M/WBEs into the Procurement Process (Live Webinar)	P9049S	.15CEUs	1½ hrs	Jul 11 (3:00pm-4:30pm)	N/C
202: Best Practices for M/WBE Goal Setting (Live Webinar)	P9042S	.3CEUs	½	Aug 8 (1:30pm-4:30pm)	N/C
204: Best Practices for M/WBE Networking and Outreach (Live Webinar)	P9050S	.15CEUs	1 ½ hrs	Sept 12 (3:00pm-4:30pm)	N/C
Non-DCAS Opportunities					
CCHR Overview of the City Human Rights Law	C8164	.2CEUs/2.4CPEs/ 2PDCs	2 hrs	Aug 21 (10:00am-12:00pm)	N/C
Conflicts of Interest (eCourse)*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Corruption Prevention Awareness (eCourse)*	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
Online Records Management (eCourse)	This eCourse may be taken at any time from a work location. Contact Citywide Compliance: (ccompliance@dcas.nyc.gov) to request access to the training. Credit(s): .1CEUs				N/C
*Mandated Citywide Trainings					

Personal Development Portfolio

Course Title	Code	Credits	Days	Dates	Cost
Attitude is Everything	C9266	.6CEUs/8CPEs/ 6PDCs	1	Aug 6	\$250
Avoiding Burnout: Managing Stress	C8765	.3CEUs/4CPEs/ 3PDCs	½	Sept 12 (9:00am-12:30pm)	\$150
Brain Hacks for Accelerated Growth Mindset	C8764	.6CEUs/8CPEs/ 6PDCs	1	Aug 12	\$250
Business Grammar	C8736	.6CEUs/8CPEs/ 6PDCs	1	Aug 1	\$250
Business Writing: Clarity Through Critical Thinking	C2036	.6CEUs/8CPEs/ 6PDCs	1	Aug 29	\$250
Citywide Standardized Customer Service	C7816	.6CEUs/8CPEs/ 6PDCs	1	Aug 19	\$250
Delegation and Time Management	C2004	.6CEUs/8CPEs/ 6PDCs	1	Jul 24	\$250
Enhancing Work for Optimal Engagement	C6068	.3CEUs/4CPEs/ 3PDCs	½	Jul 24 (9:00am-12:30pm)	\$150
Handling Stress in the Workplace	C8755	.6CEUs/8CPEs/ 6PDCs	1	Aug 26	\$250
How to Flex Your Communication Style	C8171	.6CEUs/8CPEs/ 6PDCs	1	Sept 16	\$250
Improving Your Effectiveness in a Multicultural Workplace	C8067	.6CEUs/8CPEs/ 6PDCs	1	Sept 9	\$250
Influencing Without Authority	C4020	.6CEUs/8CPEs/ 6PDCs	1	Jul 15	\$250

Course Title	Code	Credits	Days	Dates	Cost
Managing Multiple Priorities	C5044	.6CEUs/8CPEs/ 6PDCs	1	Sept 5	\$250
Personal Presence, Branding & Influence	C8763	.6CEUs/8CPEs/ 6PDCs	1	Aug 22	\$250
Presenting Persuasively: In Person and Virtually	C8550	.6CEUs/8CPEs/ 6PDCs	1	Sept 19	\$250
Six Steps to Solving Your Most Challenging Problems	C8546	.6CEUs/8CPEs/ 6PDCs	1	Aug 21	\$250
The Motivation Workshop: Bringing Work to Life	C8762	.3CEUs/4CPEs/ 3PDCs	½	Aug 15 (9:00am-12:30pm)	\$150
Writing in Plain Language and Clinic	C7833	.9CEUs/12CPEs 9PDCs	1 ½	Jul 25 (workshop: 1 day) and Aug 28 (clinic: half-day, 9:00am- 12:30pm)	\$485

Technology Portfolio

Course Title	Code	Credits	Days	Dates	Cost
Access For Office 365, Part 1	T4075	1.2CEUs/16CPEs	2	Jul 23-24; Aug 14-15;	\$300
Access For Office 365, Part 2	T4076	1.2CEUs/16CPEs	2	Sept 12-13	\$300
Excel for Office 365, Part 1	T3084	.6CEUs/8CPEs	1	Jul 11; Aug 12; Sept 6;	\$150
Excel for Office 365, Part 2	T3085	.6CEUs/8CPEs	1	Jul 25; Aug 21; Sept 23;	\$150
Excel for Office 365, Part 3	T3086	.6CEUs/8CPEs	1	Sept 10; Sept 30	\$150
Excel for Office 365, Data Analysis with Pivot Tables	T3088	.3CEUs/4CPEs	½	Jul 15; Aug 20; Sept 19; (9:00am-12:30pm) or (1:30pm-5:00pm)	\$75
Outlook for Office 365, Part 1	T7077	.6CEUs/8CPEs	1	Jul 29	\$150
Outlook for Office 365, Part 2	T7078	.6CEUs/8CPEs	1	Aug 6	\$150
PowerPoint for Office 365, Part 1	T6067	.6CEUs/8CPEs	1	Sept 16	\$150
Project, Part 1 (Live Webinar)	T6071W	.6CEUs/8CPEs	1	Jul 18; Aug 8; Aug 30; Sept 23;	\$150
Project, Part 2 (Live Webinar)	T6072W	.6CEUs/8CPEs	1	Jul 22; Aug 12; Sept 3;	\$150
Visio, Part 1 (Live Webinar)	T6454W	.6CEUs/8CPEs	1	Jul 16; Aug 22; Sept 30;	\$150

Course Title	Code	Credits	Days	Dates	Cost
Visio, Part 2 (Live Webinar)	T6455W	.6CEUs/8CPEs	1	Aug 26	\$150
Word for Office 365, Part 1	T2085	.6CEUs/8CPEs	1	Jul 17; Aug 9;	\$150
Word for Office 365, Part 2	T2086	.6CEUs/8CPEs	1	Jul 31; Aug 22;	\$150
Word for Office 365, Part 3	T2087	.6CEUs/8CPEs	1	Sept 25	\$150
Adobe Illustrator CC–Introduction (Live Webinar)	T7424W	.6CEUs/8CPEs	1	Aug 23	\$150
Adobe Illustrator CC–Advanced (Live Webinar)	T7425W	.6CEUs/8CPEs	1	Sept 3	\$150
Adobe InDesign CC–Introduction (Live Webinar)	T6336W	.6CEUs/8CPEs	1	Jul 30; Sept 5;	\$150
Adobe InDesign CC–Advanced (Live Webinar)	T6337W	.6CEUs/8CPEs	1	Aug 5	\$150
Adobe Photoshop CC– Introduction (Live Webinar)	T6747W	.6CEUs/8CPEs	1	Jul 22; Sept 17;	\$150
Adobe Photoshop CC– Advanced (Live Webinar)	T6748W	.6CEUs/8CPEs	1	Aug 2	\$150

Course Title	Code	Credits	Days	Dates	Cost
IT Professional & Certification Courses					
PL-300T00: Microsoft Power BI Data Analyst (Live Webinar)	I1084	1.8CEUs	3	Jul 24-26; Aug 5-7; Aug 21-23; Sept 16-18	\$1188
Tableau Desktop Level 1: Introduction (Live Webinar)	I8501	1.2CEUs	2	Aug 1-2; Sept 9-10;	\$1016
Tableau Desktop Level 2: Intermediate (Live Webinar)	I8502	1.2CEUs	2	Aug 8-9; Sept 16-17;	\$1016
Implementing and Administering Cisco Solutions (CCNA) v2.0 (Live Webinar)	I1007	3.0CEUs	5	Jul 22-26; Aug 19-23; Aug 26-30; Sept 9-13; Sept 23-27;	\$2465
AI-900T00: Microsoft Azure AI Fundamentals (Live Webinar)	I7019	.6CEUs	1	Aug 2	\$396
AZ-900T00: Microsoft Azure Fundamentals (Live Webinar)	I7021	.6CEUs	1	Jul 1	\$396
DP-900T00: Microsoft Azure Data Fundamentals (Live Webinar)	I7020	.6CEUs	1	Aug 5	\$396
Crystal Reports 2016, Part 1 (Live Webinar)	I5531	1.2CEUs	2	Aug 15-16	\$600
Crystal Reports 2016, Part 2 (Live Webinar)	I5532	1.2CEUs	2	Aug 26-27	\$600

Course Title	Code	Credits	Days	Dates	Cost
CISSP: Certified Information Security Systems Professional (Live Webinar)	I9022	3.0CEUs	5	Jul 15-19; Aug 12-16; Sept 9-13;	\$2465
CompTIA Security+ Certification (Live Webinar)	I551N	3.0CEUs	5	Jul 15-19; Jul 22-26; Aug 12-16; Aug 26-30; Sept 16-20; Sept 23-27;	\$1980
ITIL V4 Foundation (Live Webinar)	I455	1.8CEUs	3	Jul 22-24; Jul 31-Aug 2; Aug 19-21; Aug 26-28; Sept 18-20; Sept 25-27;	\$1524
PMI: Project Management Professional (PMP) (Live Webinar)	I445	3.0CEUs	5	Jul 8-12; Aug 12-16;	\$2420