

Fall 2019 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 2013					
Part 1	T4061	1.2CEU/16CPE	2	Oct 10-11	\$300
Part 2	T4062	1.2CEU/16CPE	2	Nov 14-15	\$300
Access 2016					
Part 1	T4071	1.2CEU/16CPE	2	Nov 12-13; Dec 16-17	\$300
Part 2	T4072	1.2CEU/16CPE	2	Sept 26-27; Dec 12-13; Jan 16-17	\$300
Excel 2013					
Part 1	T3064	.6CEU/8CPE	1	Oct 21; Nov 4	\$150
Part 2	T3065	.6CEU/8CPE	1	Nov 18; Dec 2	\$150
Part 3	T3066	.6CEU/8CPE	1	Sept 13; Dec 20; Jan 3	\$150
Data Analysis with Pivot Tables	T3071	.6CEU/8CPE	1	Jan 6; Jan 27	\$150
Excel 2016					
Part 1	T3074	.6CEU/8CPE	1	Oct 16; Oct 23	\$150
Part 2	T3075	.6CEU/8CPE	1	Sept 17; Nov 8; Nov 20	\$150
Part 3	T3076	.6CEU/8CPE	1	Dec 18; Jan 8	\$150
Outlook 2013					
Part 1	T7061	.6CEU/8CPE	1	Nov 25	\$150
Part 2	T7062	.6CEU/8CPE	1	Sept 5; Dec 9	\$150

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Outlook 2016					
Part 1	T7071	.6CEU/8CPE	1	Nov 7	\$150
Part 2	T7072	.6CEU/8CPE	1	Dec 5	\$150
PowerPoint 2013					
Part 1	T6061	.6CEU/8CPE	1	Oct 25	\$150
Part 2	T6052	.6CEU/8CPE	1	Nov 22	\$150
PowerPoint 2016					
Part 1	T6061	.6CEU/8CPE	1	Sept 25; Dec 11	\$150
Part 2	T6062	.6CEU/8CPE	1	Jan 22	\$150
Project 2013					
Part 1	T6053	.6CEU/8CPE	1	Oct 30	\$150
Part 2	T6054	.6CEU/8CPE	1	Dec 4	\$150
Project 2016					
Part 1	T6063	.6CEU/8CPE	1	Jan 7	\$150
Part 2	T6064	.6CEU/8CPE	1	Jan 30	\$150
Visio Professional 2013					
Part 1	T6440	.6CEU/8CPE	1	Oct 28	\$150
Part 2	T6441	.6CEU/8CPE	1	Jan 13	\$150
Visio Professional 2016					
Part 1	T6450	.6CEU/8CPE	1	Nov 14	\$150
Part 2	T6451	.6CEU/8CPE	1	Jan 13	\$150

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Word 2013					
Part 1	T2074	.6CEU/8CPE	1	Sept 6	\$150
Part 2	T2075	.6CEU/8CPE	1	Sept 11	\$150
Word 2016					
Part 1	T2078	.6CEU/8CPE	1	Sept 9; Nov 19	\$150
Part 2	T2079	.6CEU/8CPE	1	Sept 18; Jan 14	\$150
ADOBE CC 2017					
Adobe Illustrator CC					
Part 1	T7410	1.2CEU/16CPE	2	Nov 6-7	\$300
Adobe InDesign CC					
Part 1	T6330	1.2CEU/16CPE	2	Sept 5-6; Dec 2-3	\$300
Adobe Photoshop CC					
Part 1	T6740	1.2CEU/16CPE	2	Jan 23-24	\$300

IT PROFESSIONALS

See Course Catalog, page 40 for details.

PERSONAL DEVELOPMENT PORTFOLIO

Action Grammar	C5031	1.2CEU/16CPE	2	Dec 18-19	\$450
Attitude is Everything	C9266	.6CEU/8CPE	1	Oct 9	\$225
Being Positive at Work: Optimizing Effective Work & Health	C6062	.3CEU/4CPE	½	Oct 18 (9:00am-12:30pm)	\$115
Collaborative Negotiation	C6063	.6CEU/8CPE	1	Nov 25	\$225

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Communicating for Results	C6064	.6CEU/8CPE	1	Oct 2	\$225
Communicating Up, Down and Across the Organization	C6065	1.2CEU/16CPE	2	Dec 5-6	\$450
Creating and Delivering Powerful Presentations	C9041	1.2CEU/16CPE	2	Dec 4-5	\$450
Customer Service: Making Waves	C6066	.6CEU/8CPE	1	Nov 1	\$225
Daring Greatly: Becoming My Best Self	C6067	1.2CEU/16CPE	2	Oct 7-8	\$450
Developing Dynamic Listening Skills	C2508	.6CEU/8CPE	1	Sept 16	\$200
Enhancing Work for Optimal Engagement	C6068	.3CEU/4CPE	½	Oct 18 (1:30pm-5:00pm)	\$115
Getting Results When You're Not in Charge	C1240	.6CEU/8CPE	1	Nov 19	\$225
Improving Communication, Creativity & Collaboration Through Improvisation	C6069	.6CEU/8CPE	1	Nov 20	\$225
Improving Your Effectiveness in a Multi-Cultural Workplace	C6070	.6CEU/8CPE	1	Oct 28	\$225
Influencing Without Authority	C4020	.6CEU/8CPE	1	Jan 15	\$225
Learning Styles: Communicate, Collaborate, Connect!	C6071	.6CEU/8CPE	1	Oct 16	\$225
Manage Change or Change Will Manage You	C6072	.6CEU/8CPE	1	Oct 17	\$225
Managing Multiple Priorities	C5044	.6CEU/8CPE	1	Oct 22	\$225
Mind Tools for Memory	C9279	.6CEU/8CPE	1	Sept 10	\$200

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Personal Financial Management	C1660	.3CEU/4CPE	½	Dec 3 (9:00am-12:30pm)	\$115
Revising, Editing, and Proofreading	C2033	1.2CEU/16CPE	2	Sept 18-19	\$400
Successful Letter and Memo Writing	C6788	1.2CEU/16CPE	2	Jan 22-23	\$450
The Art of Assertiveness	C2010	.6CEU/8CPE	1	Sept 18	\$200
The Power of Talk: Who Gets Heard in the Workplace and Why	C6073	.6CEU/8CPE	1	Nov 22	\$225

MANAGEMENT & SUPERVISION PORTFOLIO

Agile and Lean Business and Process Analysis	C8049	1.2CEU/16CPE	2	Nov 7-8	\$450
Chaos Containment: Executing Plans Despite Chaos and Disruption	C8053	1.2CEU/16CPE	2	Oct 3-4	\$450
Data Analysis with Python	C7907	.6CEU/8CPE	1	Sept 23	\$200
Data Analysis with R	C7908	.6CEU/8CPE	1	Oct 29	\$225
Data Analytics for Managers	C4311	.6CEU/8CPE	1	Dec 11	\$225
Data Visualization with Excel	C7817	.6CEU/8CPE	1	Sept 9	\$200
Dealing Effectively with Difficult People and Situations	C8081	.6CEU/8CPE	1	Sept 12	\$225
Design Thinking: Tapping Team Innovation	C8058	.6CEU/8CPE	1	Nov 25	\$225
Develop the Leader in You	C8059	.6CEU/8CPE	1	Oct 10	\$225
Developing Yourself and Others Through Delegation	C9117	.6CEU/8CPE	1	Sept 20	\$200
Diagnosing the Organization to Build a High-Performance Culture	C8060	.6CEU/8CPE	1	Oct 16	\$225

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Emotional Intelligence: The Key to Effective Leadership	C9207	1.2CEU/16CPE	2	Sept 11-12; Jan 29-30	\$400; \$450
Essential Skills for Leaders	C8062	.6CEU/8CPE	1	Oct 23	\$225
Excel Tools: Summarizing Data	C4312	.6CEU/8CPE	1	Nov 13	\$225
Follow the Leader: Taking the Lead at Any Level	C9278	1.2CEU/16CPE	2	Sept 24-25	\$400
Giving Feedback and Getting Results	C2704	.6CEU/8CPE	1	Dec 16	\$225
High-Performance Teams: Supercharging Your Workplace!	C8064	.6CEU/8CPE	1	Oct 17	\$225
How Leaders Build Trust: The Key to Performance & Ability to Change	C8065	.6CEU/8CPE	1	Nov 18	\$225
Interpersonal Strategies	C7525	.6CEU/8CPE	1	Oct 25	\$225
Lean Six Sigma: Process Improvement Initiatives (Green Belt Certificate)	C7785	2.4CEU/32CPE	4	Nov 13, 15, 20, 22	\$900
Lean Six Sigma: Introduction to Process Improvement (White Belt Certificate)	C7784	1.2CEU/16CPE	2	Sept 16, 18; Oct 28, 30	\$450
Level Up That Conversation!	C8070	.6CEU/8CPE	1	Nov 6	\$225
Project Management	C7756	.6CEU/8CPE	1	Sept 13; Dec 18	\$200; \$225
Promoting Personal and Organizational Success	C8071	.6CEU/8CPE	1	Dec 12	\$225
Psychological Dimensions of Leading and Supervision	C8072	.6CEU/8CPE	1	Jan 7	\$225
Selection Interviewing: Hiring Right	C4027	.6CEU/8CPE	1	Sept 5	\$200
Storytelling for Leaders: Telling Stories for Results	C8082	.6CEU/8CPE	1	Oct 24	\$225
Strategic Delegation: Leading a Team to Success	C8074	.6CEU/8CPE	1	Nov 26	\$225
Successfully Managing People	C8075	1.2CEU/16CPE	2	Dec 19-20	\$450
Supervising Challenging Employees	C9038	1.2CEU/16CPE	2	Oct 29-30	\$450
Tackling Challenging Conversations	C8076	.6CEU/8CPE	1	Dec 9	\$225

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
The Personalities of Teams	C8077	.6CEU/8CPE	1	Dec 6	\$225
The Science of Success: Motivation, Judgment and Teamwork	C7977	.6CEU/8CPE	1	Oct 21	\$225
Whole Brain Thinking To Build Successful Workplace Relationships	C8083	.6CEU/8CPE	1	Nov 8	\$245

PROFESSIONAL PRACTICES PORTFOLIO

AUDIT PROFESSIONALS

Audit Evidence and Documentation	A7011	1.2CEU/16CPE	2	Sept 4-5	\$565
Creative Thinking for Auditors	A8012	1.2CEU/16CPE	2	Sept 16-17	\$565
Leadership, Motivation and Accountability for High Performance Audit Teams and Organizations	A9505	.6CEU/8CPE	1	Nov 15	\$430
Making Your Case to Prosecute Fraud	A8090	1.2CEU/16CPE	2	Dec 9-10	\$590
Selecting, Planning and Measuring Audits for Return on Investment	A9506	.6CEU/8CPE	1	Jan 6	\$430

ENERGY MANAGEMENT PROFESSIONALS

Building Operator Certification Level I (BOC-L1)	C7210	N/A	10	Sept 6** , 13, 27, Oct 11, 25, Nov 8, 22, Dec 6, 20, Jan 10 or Sept 5** , 12, 26, Oct 10, 24, Nov 7, 21, Dec 5, 19, Jan 9 (9:00am-4:00pm)	N/C*
Building Operator Certification Level I (BOC-L2)	C7989	N/A	28	Oct 4** , 11, 18, 25, Nov 1, 8, 15, 22, Dec 6, 13, 20, 27, Jan 3, 10, 17, 24, 31, Feb 7, 14, 21, 28, Mar 6, 13, 20, 27, Apr 3, 17, 24, May 1 (9:00am-4:00pm)	N/C*
Certified Energy Manager Program	C7100	N/A	5	Oct 21-25, Dec 9-13 (9:00am-5:00pm)	N/C*
Foundations for Energy Efficient Building Systems	C7988	N/A	2	Oct 22, 24 (9:00am-4:00pm)	N/C*

ENERGY MANAGEMENT PROFESSIONALS

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Fundamentals of Building Systems	C7947	N/A	2	Nov 6, 20 (9:00am-1:00pm)	N/C*
Introduction to Load Management	C8040	N/A	1	Sep 17, Oct 22 (9:00am-4:00pm)	N/C*
Load Management Training & Coaching	C8041	N/A	9	Sep 11, 18, 25, Oct 2, 16, 30, Nov 13, Dec 4, 18 or Oct 17, 24, 31, Nov 7, 21, Dec 5, 19, Jan 9, 23 (9:00am-12:00pm) or Dec 4, 11, 18, Jan 8, 22, Feb 5, 19, Mar 4, 18 (1:00PM--4:00PM)	N/C*

*A fee will be assessed for a no-show or late cancellation per the CTC Cancellation Policy.
See the Course Catalog, page 123 for details.
**Webinar (1 hour)

HUMAN RESOURCE PROFESSIONALS

See Course Catalog, page 136 for details.

PROCUREMENT PROFESSIONALS

Conflicts of Interest Seminar for Procurement Professionals	P4002	.25CEU	2 ½ hrs	Oct 23 (9:30am-12:00pm)	N/C
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MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS) PROCUREMENT PROFESSIONALS

APT (Automated Procurement Tracking) Basics	P6181M	.2CEU	2 hrs	Sept 4 (10:00am-12:00pm)	N/C
Ethics: A Crash Course for The Public Procurement Professional	P6190M	.3CEU	3 hrs	Sept 12, Nov 7, Dec 5 (1:00pm-4:00pm)	N/C
Collaborative Program Design	P6188M	.3CEU	3 hrs	Oct 8 (9:00am-12:00pm)	N/C
Introduction to NYC Procurement Process and Methods	P6196M	.2CEU	2 hrs	Oct 9 (11:00am-1:00pm)	N/C
Local Law 34 Compliance/ DBA (Doing Business Accountability) Project	P6189M	.1CEU	1 hr	Sept 17, Oct 8, Nov 6, Dec 17 (11:00am-12:00pm) or Oct 23, Nov 19, Dec 4 (1:00pm-2:00pm)	N/C

**MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS)
PROCUREMENT PROFESSIONALS**

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Processing City Council Expense Allocations-Delving into Discretionary	P6171M	.3CEU	3 hrs	Oct 22 (9:00am-12:00pm)	N/C
Procurement Law for Beginners	P6064M	.3CEU	3 hrs	Oct 29 (1:00pm-4:00pm)	N/C
Procurement Policy, Laws and Directives	P6195M	.3CEU	3 hrs	Sept 30 (1:00pm-4:00pm)	N/C
Project Labor Agreements for the Procurement Professionals	P6201M	.25CEU	2½ hrs	Jan 15 (1:00pm-3:30pm)	N/C
Subcontractor Tracking	P6186M	.2CEU	2 hrs	Sept 27, Oct 25, Jan 30 (2:30pm-4:30pm)	N/C

NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP)

Category Management Strategies for the Public Sector	P3017	.6CEU	1	Nov 15	\$490
Effective Decision Making	P3018	.6CEU	1	Dec 3	\$490
Managing Your End User and Suppliers: It's All About Relationships	P3019	.6CEU	1	Dec 16	\$490
Procurement Challenges: A Solution Seminar	P3020	.6CEU	1	Jan 14	\$490
Promoting the Procurement Function	P3021	.6CEU	1	Jan 27	\$490

EXECUTIVE DEVELOPMENT PORTFOLIO

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
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See Course Catalog, page 159 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 167 for details.

NYC SPECIFIC PORTFOLIO

CONFLICTS OF INTEREST BOARD (COIB) SEMINARS

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
What Every Attorney Should Know about Chapter 68 of the City Charter	C9058	2CLE	2 hrs	Sep 27 (10:00am-12:00pm)	N/C

EMERGENCY MANAGEMENT CERTIFICATE PROGRAM

See Course Catalog, page 187 for details.

EQUITY & INCLUSION COURSES

Building an Inclusive Culture: Understanding Unconscious Bias	C1078	.3CEU/4CPE	½	Sept 24; Nov 19; Jan 21 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Conflict Resolution Strategies for the Culturally Diverse Workplace	C8023	.6CEU/8CPE	1	Sept 20; Oct 10; Nov 13; Jan 14 (9:00am-5:00pm)	N/C
Disability Etiquette: Inclusive Workplace Strategies for People with Disabilities (Webinar)	C8022	.15CEU/2CPE	1 ½ hrs	Oct 17 (10:30am-12:00pm) or (2:30pm-4:00pm)	N/C
Everybody Matters (1/2 day)	C1077	.3CEU/4CPE	½	Sept 12; Nov 19; Jan 8 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
IgbTq: The Power of Inclusion	C7787	.3CEU/4CPE	½	Oct 2; Dec 10; Jan 14 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Reasonable Accommodation Procedural Guidelines	C7788	.3CEU/4CPE	½	Oct 23, Jan 14 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Structured Interviewing and Unconscious Bias	C7790	.3CEU/4CPE	½	Sept 18; Nov 7; Dec 4; Jan 8 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
Structured Interviewing: Utilizing Follow-Up and Probing Questions	C8047	.3CEU/4CPE	½	Sept 25; Nov 20; Dec 17; Jan 22 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C

HUMAN CAPITAL CITYWIDE TRAINING

Civil Service 101	C7931	.3CEU/4CPE	½	Sept 18, Oct 30, Dec 4 (9:30am-12:30pm)	N/C
Civil Service List Certification Overview	C7932	.3CEU/4CPE	½	Sept 18, Oct 30, Dec 4 (1:30pm-4:30pm)	N/C

MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST
Building and Facilities: ADA Standards for Accessible Design & NYC Building Code	C9802	.6CEU/8CPE	1	Sept 12	N/C
Disability Etiquette: Inclusive Workplace Strategies for People with Disabilities	C8042	.15CEU/2CPE	1 ½ hrs	Sept 18 (10:00am-11:30am) or (2:00pm-3:30pm); Oct 16 (10:00am-11:30am); Nov 20 (2:00pm-3:30pm); Dec 18 (10:00am-11:30am); Jan 22 (2:00pm-3:30pm)	N/C
Intro to Digital Accessibility	C9801	.6CEU/8CPE	1	Sept 13; Oct 29; Nov 19; Dec 19	N/C

SEXUAL HARASSMENT PREVENTION

Sexual Harassment Prevention	C7965	N/A	2 hrs	Offered daily: Session 1: 9:00am-11:00am Session 2: 11:30am-1:30pm	N/C
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SMALL BUSINESS SERVICES (SBS) M/WBE

Best Practices for Identifying M/WBEs	P9007S	.3CEU	½	Sept 12, Dec 12 (1:30pm-4:30pm)	N/C
Best Practices for M/WBE Networking and Outreach	P9034S	.3CEU	½	Nov 14 (1:30pm-4:30pm)	N/C
M/WBE Program Compliance and Administration	P9032S	.3CEU	½	Oct 10 (1:30pm-4:30pm)	N/C
M/WBE Program Resources	P9030S	.3CEU	½	Jan 9 (1:30pm-4:30pm)	N/C