

SUMMER 2020 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	CEUs/CPEs	PDCs	DAYS	DATES	COST
Access 2013						
Part 1	T4061	1.2CEU/16CPE	N/A	2	Aug 17-18	\$300
Part 2	T4062	1.2CEU/16CPE	N/A	2	Aug 19-20	\$300
Access 2016						
Part 1	T4071	1.2CEU/16CPE	N/A	2	Aug 4-5	\$300
Part 2	T4072	1.2CEU/16CPE	N/A	2	Sept 29-30	\$300
Excel 2013						
Part 2	T3065	.6CEU/8CPE	N/A	1	Aug 14, 21	\$150
Part 3	T3066	.6CEU/8CPE	N/A	1	Sept 14	\$150
Data Analysis with Pivot Tables	T3071	.6CEU/8CPE	N/A	1	Sept 30	\$150
Excel 2016						
Part 1	T3074	.6CEU/8CPE	N/A	1	Aug 10	\$150
Part 2	T3075	.6CEU/8CPE	N/A	1	Sept 17	\$150
Data Analysis with Pivot Table	T3078	.6CEU/8CPE	N/A	1	Aug 27	\$150
Outlook 2016						
Part 1	T7071	.6CEU/8CPE	N/A	1	Sept 1	\$150

MICROSOFT OFFICE

COURSE TITLE	CODE	CEUs/CPEs	PDCs	DAYS	DATES	COST
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PowerPoint 2016

Part 1	T6061	.6CEU/8CPE	N/A	1	Sept 25	\$150
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Project 2016

Part 2	T6064	.6CEU/8CPE	N/A	1	Aug 24	\$150
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Visio Professional 2013

Part 2	T6441	.6CEU/8CPE	N/A	1	Sept 11	\$150
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Word 2016

Part 1	T2078	.6CEU/8CPE	N/A	1	Sept 9	\$150
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Part 2	T2079	.6CEU/8CPE	N/A	1	Sept 21	\$150
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ADOBE CC 2020

Adobe Illustrator CC

Part 1	T7420	1.2CEU/16CPE	N/A	2	Aug 4-5	\$300
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Adobe InDesign CC

Part 1	T6332	1.2CEU/16CPE	N/A	2	Sept 9-10	\$300
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Adobe Photoshop CC

Part 1	T6743	1.2CEU/16CPE	N/A	2	July 27-28	\$300
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CRYSTAL REPORTS 2016

Part 1	T9560	1.2CEU/16CPE	N/A	2	Sept 3-4	\$300
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IT PROFESSIONALS

See Course Catalog, page 28 for details.

PERSONAL DEVELOPMENT PORTFOLIO

COURSE TITLE	CODE	CEUs/CPEs	PDCs	DAYS	DATES	COST
Action Grammar Primer	C8142	N/A	N/A	2 hrs	Aug 5 (2:00pm-4:00pm)	N/C
Action Grammar	C8143	.3CEU/4CPE	3PDCs	½	Sept 11 (1:30pm-5:00pm)	\$115
Better Working Relationships Through Understanding Personality Type	C8144	.3CEU/4CPE	3PDCs	½	Aug 5 (9:00am-12:30pm)	\$115
Bridging Different Learning, Decision-Making and Communication Styles	C8145	.3CEU/4CPE	3PDCs	½	Sept 23 (1:30pm-5:00pm)	\$115
Changeability: How Adaptive is your Personality Style?	C8146	.3CEU/4CPE	3PDCs	½	Aug 31 (9:00am-12:30pm)	\$115
Choosing Courage: Fully Showing Up to Work in an Unpredictable Future	C8147	.3CEU/4CPE	3PDCs	½	Sept 25 (9:00am-12:30pm)	\$115
Communicate with Power, Purpose and Impact!	C8148	.3CEU/4CPE	3PDCs	½	Sept 10 (1:30pm-5:00pm)	\$115
Communicating Effectively in Challenging Environments	C8149	.3CEU/4CPE	3PDCs	½	Aug 6 (9:00am-12:30pm)	\$115
Communicating Under Stress	C8150	.3CEU/4CPE	3PDCs	½	Sept 16 (1:30pm-5:00pm)	\$115
Emotional Intelligence	C8151	.3CEU/4CPE	3PDCs	½	Sept 29 (1:30pm-5:00pm)	\$115
Energy Leadership: Leveraging Core Energy as a Competitive Advantage	C8152	.3CEU/4CPE	3PDCs	½	Sept 17 (9:00am-12:30pm)	\$115
Food, Mood & Productivity	C8153	.3CEU/4CPE	3PDCs	½	Sept 4 (9:00am-12:30pm)	\$115
How to Flex Your Communication Style	C8154	.3CEU/4CPE	3PDCs	½	Aug 19 (9:00am-12:30pm)	\$115
How to Stay Resilient During This Time	C8155	.3CEU/4CPE	3PDCs	½	Aug 12 (1:00pm-4:30pm)	\$115
Key Fundamentals to Save You Time, Energy and Budget Money	C8156	.3CEU/4CPE	3PDCs	½	Sept 8 (1:30pm-5:00pm)	\$115

COURSE TITLE	CODE	CEUs/CPEs	PDCs	DAYS	DATES	COST
Operating in the New Normal: How to be Successful in this Time of Unique Change	C8157	.3CEU/4CPE	3PDCs	½	Aug 12 (9:00am-12:30pm)	\$115
Power of Talk: Who Gets Heard in the Workplace and Why	C8158	.3CEU/4CPE	3PDCs	½	Aug 3 (9:00am-12:30pm)	\$115
Presenting Persuasively in a Virtual Medium	C8159	.3CEU/4CPE	3PDCs	½	Aug 24 (9:00am-12:30pm)	\$115
Process Mapping for Process Improvement	C8160	.3CEU/4CPE	3PDCs	½	Aug 7 (9:00am-12:30pm)	\$115
Resilience to Improve Your Well-Being	C8161	.3CEU/4CPE	3PDCs	½	Sept 2 (9:00am-12:30pm)	\$115
Surviving Stress Successfully	C8162	N/A	N/A	2 hrs	Aug 14 (10:00am-12:00pm)	N/C
The Successful Virtual Team Member	C8163	.3CEU/4CPE	3PDCs	½	Sept 9 (9:00am-12:30pm)	\$115
Writing in Plain Language	C8164	.3CEU/4CPE	3PDCs	½	Aug 7 (1:30pm-5:00pm)	\$115

MANAGEMENT & SUPERVISION PORTFOLIO

The Basics of Problem Solving in Lean Six Sigma	C8400	.3CEU/4CPE	3PDCs	½	Sept 16 (9:30am-1:00pm)	\$115
Building Resilience for High Performance Teams in Challenging Environments	C8401	.3CEU/4CPE	3PDCs	½	Sept 3 (9:00am-12:30pm)	\$115
Chaos and Risk in a COVID Environment	C8402	.3CEU/4CPE	3PDCs	½	Sept 30 (1:30pm-5:00pm)	\$115
Data Analytics for Managers	C8403	.3CEU/4CPE	3PDCs	½	Sept 10 (9:00am-12:30pm)	\$115
Data Visualization with Excel	C8404	.3CEU/4CPE	3PDCs	½	Sept 24 (9:00am-12:30pm)	\$115
Emotional Intelligence for Leaders: An Introduction	C8405	.3CEU/4CPE	3PDCs	½	Sept 11 (9:00am-12:30pm)	\$115

COURSE TITLE	CODE	CEUs/CPEs	PDCs	DAYS	DATES	COST
Essential Skills for Leaders	C8406	.3CEU/4CPE	3PDCs	½	Aug 11 (9:00am-12:30pm)	\$115
Leading Teams Virtually	C8407	.3CEU/4CPE	3PDCs	½	Aug 28 (9:00am-12:30pm)	\$115
The Leader as Coach: How to Percolate a Coaching Culture at the Workplace	C8408	.3CEU/4CPE	3PDCs	½	Sept 23 (9:00am-12:30pm)	\$115
Managing a Remote Team	C8409	.3CEU/4CPE	3PDCs	½	Aug 20 (1:30pm-5:00pm)	\$115
Multi-Generational Issues and Workplace Strategies for Communication and Success	C8410	.3CEU/4CPE	3PDCs	½	Aug 21 (9:00am-12:30pm)	\$115
Organizational Design for Leaders: Designing for Agility and Flexibility	C8411	.3CEU/4CPE	3PDCs	½	Aug 26 (1:30pm-5:00pm)	\$115
Psychological Dimensions of Leading and Supervision	C8412	.3CEU/4CPE	3PDCs	½	Sept 1 (9:00am-12:30pm)	\$115

COURSE TITLE	CODE	CEUs/CPEs	PDCs	DAYS	DATES	COST
R for Data Analysis 1 (formerly known as Data Analysis with R)	C8413	.3CEU/4CPE	3PDCs	½	Aug 27 (1:30pm-5:00pm)	\$115
Remote Team Building	C8414	.3CEU/4CPE	3PDCs	½	Aug 10 (9:00am-12:30pm)	\$115
Strategic Communication Skills for Managers	C8415	.3CEU/4CPE	3PDCs	½	Sept 15 (9:00am-12:30pm)	\$115
Strategic Delegation: Leading a Team to Success	C8416	.3CEU/4CPE	3PDCs	½	Aug 20 (9:00am-12:30pm)	\$115
Strategies for Engaging Teams Through Turbulent Times	C8417	.3CEU/4CPE	3PDCs	½	Sept 14 (9:00am-12:30pm)	\$115
Structuring a Team for Organizational Success: Work & Social Styles	C8418	N/A	N/A	2 hrs	Aug 27 (10:00am-12:00pm)	N/C
Video Communication Essentials: Creating Virtual Presentations that Resonate	C8419	.3CEU/4CPE	3PDCs	½	Sept 29 (9:00am-12:30pm)	\$115

PROFESSIONAL PRACTICES PORTFOLIO

AUDIT PROFESSIONALS

COURSE TITLE	CODE	CEUs/CPEs	PDCs	DAYS	DATES	COST
Audit Evidence and Documentation	A7011	1.2CEU/16CPE	N/A	2	Sept 21-22 (9:00am-5:00pm)	\$649
Creative and Critical Thinking for Auditors	A7013	N/A	N/A	2 hrs	Aug 6 (2:00pm-4:00pm)	N/C
The Emotionally Intelligent Auditor: A Guide to Achieving Power with People	A9508	.6CEU/8CPE	N/A	1	Aug 18 (9:00am-5:00pm)	\$473
Leadership, Motivation and Accountability for High Performance Audit Teams and Organizations	A7014	N/A	N/A	2 hrs	Aug 17 (10:00am-12:00pm)	N/C

HUMAN RESOURCE PROFESSIONALS

See Course Catalog, page 102 for details.

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

Local Law 34 Compliance/ DBA (Doing Business Accountability) Project	P6189M	.1CEU	N/A	1 hr	Aug 12 (11:00am-12:00pm); Sept 15 (1:00pm-2:00pm)	N/C
Prevailing Wage Law for Procurement Professionals and Contract Managers	P6183M	.25CEU	N/A	2½ hrs	Sept 23 (1:00pm-3:30pm)	N/C

EXECUTIVE DEVELOPMENT PORTFOLIO

See Course Catalog, page 107 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)

COURSE TITLE	CODE	CEUs/CPEs	PDCs	DAYS	DATES	COST
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 116 for details.						

NYC SPECIFIC PORTFOLIO

EMERGENCY MANAGEMENT CERTIFICATE PROGRAM

See Course Catalog, page 134 for details.

EQUITY & INCLUSION COURSES

Building an Inclusive Culture: Understanding Unconscious Bias	C1078	.3CEU/4CPE	N/A	½	Aug 13 (9:30am-12:30pm) or (1:30pm-4:30pm)	N/C
Disability Etiquette: Inclusive Workplace Strategies for People with Disabilities (Webinar)	C8022	.15CEU/2CPE	N/A	1 ½ hrs	Aug 20 (10:30am-12:00pm) or (2:30pm-4:00pm)	N/C
Everybody Matters (1/2 day)	C1077	.3CEU/4CPE	N/A	½	Aug 13; Aug 25 (9:00am-12:30pm) or (1:30pm-5:00pm)	N/C
IgbTq: The Power of Inclusion	C7787	.3CEU/4CPE	N/A	½	Sept 15 (9:30am-12:30pm) or (1:30pm-4:30pm)	N/C

MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES

COURSE TITLE	CODE	CEUs/CPEs	PDCs	DAYS	DATES	COST
Disability Etiquette: Inclusive Workplace Strategies for People with Disabilities	C8042	.15CEU/2CPE	N/A	1 ½ hrs	Aug 19 (10:00am-11:30am)	N/C

SEXUAL HARASSMENT PREVENTION

Sexual Harassment Prevention (Webinar)	C7965W	N/A	N/A	2 ½ hrs	Daily based on demand	N/C
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SMALL BUSINESS SERVICES (SBS) M/WBE

Best Practices for Identifying M/WBEs	P9040S	.3CEU	N/A	½	Sept 10 (1:30pm-4:30pm)	N/C
Best Practices for Incorporating the M/WBE Program into the Procurement Process	P9041S	.3CEU	N/A	½	Aug 13 (1:30pm-4:30pm)	N/C