

COMD 4900 Internship Presentation

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Student: SongShi Liang**

Volunteer Intern

Business and Industry Workforce Training Center (BIWTC)

The Business & Industry Workforce Training Center (BIWTC) provides a broad range of workforce preparation and educational services to students enrolled in the Division of Continuing Education and to adult residents of New York City. These services include assessment, counseling, information and referral, case management, career exploration workshops, skills training, workforce preparation, job development and job placement.

The image displays a collage of digital assets for the Business and Industry Workforce Training Center (BIWTC). At the top is the website header, featuring a blue background with white line-art icons of buildings and a bridge, and the text "Business and Industry Workforce Training Center" in orange and white. Below the header is a navigation menu with links for Home, About Us, Our Staff, Our Impact, Our Affiliates, Programs, Success Stories, and Contact Us. A "CONTACT US" section provides the address: 300 Jay Street, General Building, 2nd Fl, and the phone number: 718-553-1120. A large photo shows two construction workers in hard hats and safety vests, one holding a wooden board. Below this is a "Getting Started" section with three small images labeled "Browse Our Programs", "Our Impact", and "App".

Overlaid on the right side is a Facebook profile for "CityTech Biwtc (Business Industry Workforce Training)". The profile picture shows a person working. The cover photo is a blurred image of a person. The profile name is "CityTech Biwtc (Business Industry Workforce Training)". Below the name are tabs for "About", "Work", "College", "Friends", "Photos", and "Videos". The "About" section shows "No workplaces to show" and "No schools to show". The "Others Named CityTech Biwtc" section shows "See more". The "Others With a Similar Name" section shows "Md Yousof Biwtc".

At the bottom is an Instagram profile for "citytechbiwtc". The profile picture is the City Tech logo, a circular seal with "CITY TECH COLLEGE" and "CUNY" around a central figure. The bio reads: "City Tech Business & Industry Workforce Training Center (BIWTC) This is the official account of the Business & Industry Workforce Training Center. For more information please visit our website below. @ www.citytech.cuny.edu/wdc + 2". The profile shows 47 posts, 139 followers, and 9 following. Below the bio are five circular icons representing different programs: Construction, Direct Care, Application inf, TikTok, and HPT.

Programs

Construction Training

**Green Maintenance for
Buildings Training Program**

Direct Care Training

**Family Development Training
& Credentialing**

Personal Development

Job Placement

Follow Up Services

Career Counseling

Apply Now!

Role

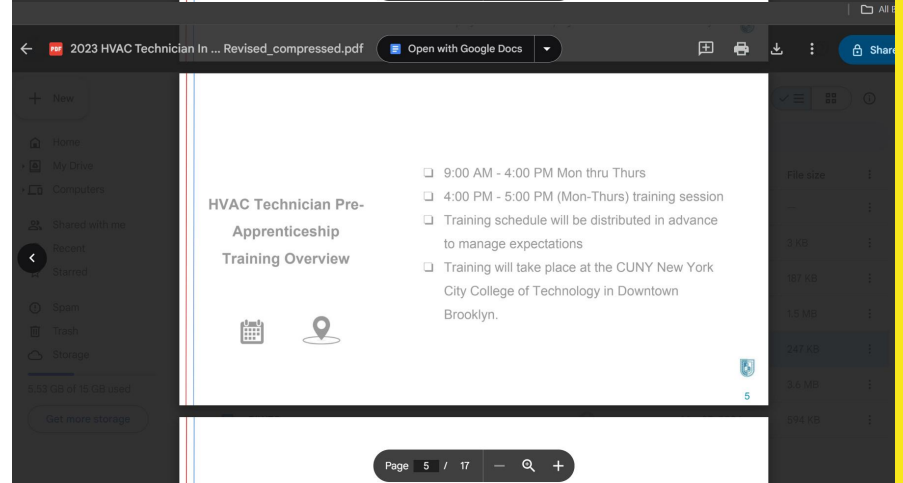
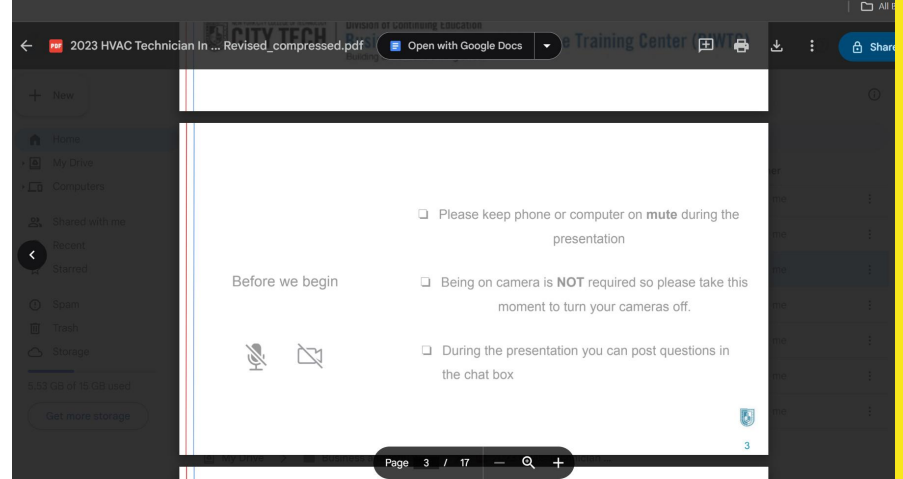
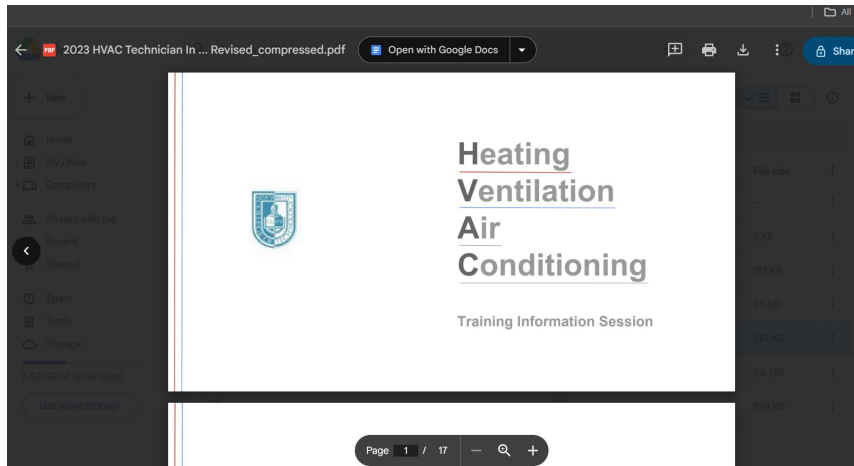
To create post in instagram, to use communication design skill to create flyer, poster for BIWTC program. To create the presentation slide make audience feel interest and interact with the slide.

I work for the Hybrid, work remotely, and go to location office to meet the supervisor once week. All my work submit via the email to supervisor.

Because they mention they don't have much presentation instagram post to let me work for, and they let me think about myself, what type of the poster, flyer can submit to them. How I use my skill to create work and submit.

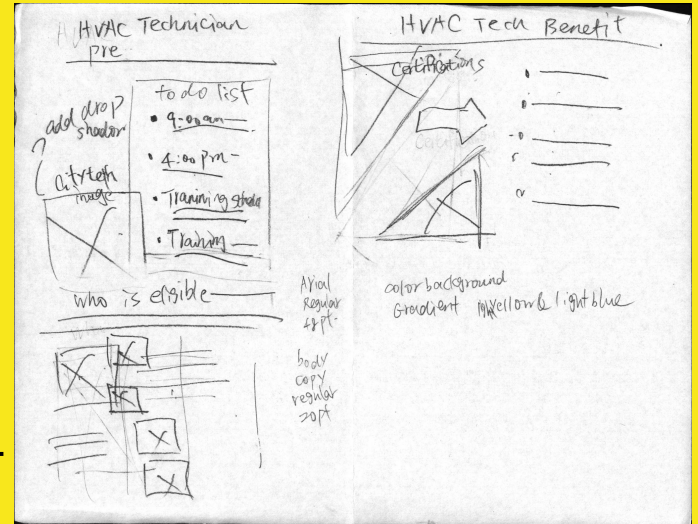
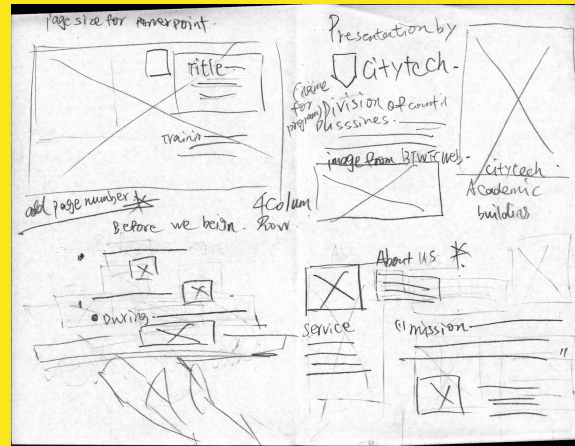
One of the assignment

Presentation slide
Give me the Original body copy for
the presentation slide, which is the
blank page without color, and image.
It look boring.



BIWTC programs need the new presentation with color, image. It need to attract people's attraction, to make them feel interest with slide.

Thumbnail sketch for slide layout



Use Indesign, the grid, layout knowledge to create the new presentation slide presentation. (reading order from left to right)

Heating Ventilation Air Conditioning

Training Information Session

Presentation by

**Division of Continuing Education
Business & Industry Workforce Training Center (BIWTC)**
Building Skills. Transforming Lives.

Before we begin

• Please keep phone or camera on airplane mode

• Please do not take photos or videos

About Us

- The Business & Industry Workforce Training Center (BIWTC) provides a broad range of workforce preparation and educational services to students enrolled in the Division of Continuing Education and to adult residents of New York City.

Our mission is to provide a broad range of vocational and educational services to unemployed and underemployed residents of New York City.

These services include:

- assessment, counseling,
- information and referral,
- case management,
- career exploration workshops,
- skills training,
- workforce preparation,
- job development and job placement.

The BIWTC collaborates citywide with college departments, external education entities, and human service providers to plan, develop, and deliver activities and programs.

HVAC Technician Pre-Apprenticeship Training Overview

New York City College of Technology
Business and Industry Workforce Training Center
BIWTC Pre-Apprenticeship Program

Monday		Tuesday		Wednesday		Thursday		Friday	
Time	Topic	Time	Topic	Time	Topic	Time	Topic	Time	Topic
8:30-10:00	Orientation	8:30-10:00	Orientation	8:30-10:00	Orientation	8:30-10:00	Orientation	8:30-10:00	Orientation
10:00-11:30	Math Review	10:00-11:30	Math Review	10:00-11:30	Math Review	10:00-11:30	Math Review	10:00-11:30	Math Review
11:30-1:00	Reading Comprehension	11:30-1:00	Reading Comprehension	11:30-1:00	Reading Comprehension	11:30-1:00	Reading Comprehension	11:30-1:00	Reading Comprehension
1:00-2:30	Writing	1:00-2:30	Writing	1:00-2:30	Writing	1:00-2:30	Writing	1:00-2:30	Writing
2:30-4:00	Science	2:30-4:00	Science	2:30-4:00	Science	2:30-4:00	Science	2:30-4:00	Science
4:00-5:30	Math	4:00-5:30	Math	4:00-5:30	Math	4:00-5:30	Math	4:00-5:30	Math
5:30-7:00	Reading Comprehension	5:30-7:00	Reading Comprehension	5:30-7:00	Reading Comprehension	5:30-7:00	Reading Comprehension	5:30-7:00	Reading Comprehension
7:00-8:30	Writing	7:00-8:30	Writing	7:00-8:30	Writing	7:00-8:30	Writing	7:00-8:30	Writing
8:30-10:00	Math	8:30-10:00	Math	8:30-10:00	Math	8:30-10:00	Math	8:30-10:00	Math
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1:00-2:30	Science	1:00-2:30	Science	1:00-2:30	Science	1:00-2:30	Science	1:00-2:30	Science
2:30-4:00	Math	2:30-4:00	Math	2:30-4:00	Math	2:30-4:00	Math	2:30-4:00	Math
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1:00-2:30	Math	1:00-2:30	Math	1:00-2:30	Math	1:00-2:30	Math	1:00-2:30	Math
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11:30-1:00	Math	11:30-1:00	Math	11:30-1:00	Math	11:30-1:00	Math	11:30-1:00	Math

HVAC Technician Benefits

- Hands-on training and industry recognized certifications and credentials
- Upon completion, graduates will be referred to employment opportunities
- Attractive salaries
- Embarking on a career pathway

Who is eligible to apply for the HVAC Technician Pre-Apprenticeship Training Program?

- Be 18 years of age or older
- Have a High School Diploma, HSE, or GED
- Have valid working documentation
- Have a valid New York State Identification Card or IDNYC
- Be able to pass the reading/math aptitude assessment
- Be able to work 8 hours on your feet
- Be able to lift 50+ lbs (occasional)

How do I become a HVAC Technician?

- Earn your high school diploma or GED
- Enroll in HVAC Technician Training
- Complete HVAC Apprenticeship
- Get approved by the state
- HVAC Excellence Core Exam
- NATE Core exam
- EPA Section 608 certification exam

Please Note: Training Enrollment does not guarantee job placement. Once you are selected and enroll, you still must make sure you complete training and complete the hiring process before you begin employment.

HVAC Courses and Certifications

- OSHA 30 & SST
- Anti & Substance Abuse Awareness
- Level Certification
- NCCER certification
- HVAC LAB Practicum
- EPA and 608 Refrigerant Recovery Certification (S35)

Student Expectations

- Be a team player
- Be professional
- Be on time
- Be committed
- Be prepared
- Be willing to learn

The HVAC Pre-Apprenticeship Goal is...

EMPLOYMENT



2023 HVAC Technician Info Session reference image link for credit

<https://docs.google.com/document/d/1MeTLSZB-hujpAWYPYx5415sHoWCaBtPaQh2N2UXfEG0/edit>

Self research to understand what is mean for difference programs from BIWTC

<https://docs.google.com/document/d/1uolAqGv4KrUoBjPBfMKuHX3EFtxy-bHNV6VPmGlBdO4/edit>

Because they mention they don't have much presentation instagram post to let me work for, and they let me think about myself, what type of the poster, flyer can submit to them. How I use my skill to create work and submit.

I collect information from BIWTC instagram page, and the BIWTC City Tech official web page. Take a look at their previous flyer, their post, their image for get some idea.

I also look up some article to understand what type of the skill for people can learn from this program, and when people graduate how they build and develop the society.



citytechbiwtc • Follow

City Tech CUNY



citytechbiwtc HPT hands-on project #2 with copper pipes. Dedicated work->finished product->no leak!

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#nyc #hpt #nycha #heatingplant #heatingplanttechnician
#handsonlearning #handsonactivities #student #citytech #biwtc
#continuingeducation

Edited · 39w



11 likes

August 10, 2023



Add a comment...

Post

Just try

I first time time to read the instagram post. BIWTC program use abbreviation to present HPT. They don't have more word to explain what is mean to HPT. I realize that I can create a flyer show some information to people that what is mean for HPT, and what HPT people work for the society.

reference image link for credit

<https://docs.google.com/document/d/1vrX6ie4jCA1x119WrsAcSBrackFJsUH6y9G0g43gGck/edit?usp=sharing>

Flyer size: 11x17 in

Heating Plant Technician Training Program



NEW YORK CITY COLLEGE
OF TECHNOLOGY
300 JAY STREET, BROOKLYN,
NY 11201



HPT—Heating Plant Technicians, operate heating and domestic hot water boilers in public housing developments.

HPT make better to public in some technical areas:



- Boilers
- Steam Systems
- Hot Water Heating
- Domestic Hot Water
- Water Pump Optimization



Division of Continuing Education
Business & Industry Workforce Training Center (BIWTC)
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Instagram page

GREEN MAINTENANCE FOR BUILDINGS TRAINING PROGRAM



NEW YORK CITY COLLEGE
OF TECHNOLOGY
300 JAY STREET, BROOKLYN,
NY 11201

The Green Maintenance for Building Training Program prepares individuals to work as janitors, porters and maintenance personnel either in commercial or residential buildings or janitorial service companies.



Skills Training:

- Janitorial Service
- Industrial Floor Care
- Green Cleaning Certificate
- Green Building
- Sustainable Practices



Please visit our
Instagram page

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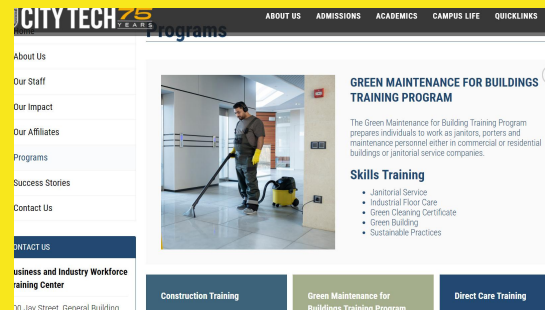
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NEW YORK CITY COLLEGE
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300 JAY STREET, BROOKLYN,
NY 11201

Just try

Flyer size: 11x17 in



reference image link for credit

<https://docs.google.com/document/d/1vrX6ie4jiCA1x119WrsAcSBracKFJsUH6y9G0g43gGck/edit?usp=sharing>

Business & Industry Workforce Training Center (BIWTC)
Building Skills. Transforming Lives

Construction Training Program

No cost to employer at the value of **\$10,000** per potential employee
6-8 weeks in our trainings, unlike a job board



Please visit our Instagram page



NEW YORK CITY COLLEGE OF TECHNOLOGY
300 JAY STREET, BROOKLYN, NY 11201



Business & Industry Workforce Training Center (BIWTC)
Building Skills. Transforming Lives

Construction Training Program

Intensive screening process allows faster, better matches, reducing talent acquisition cost by an average of **\$3,500** per hire offer



Please visit our Instagram page



NEW YORK CITY COLLEGE OF TECHNOLOGY
300 JAY STREET, BROOKLYN, NY 11201



Just try



reference image link for credit

<https://docs.google.com/document/d/1vrX6ie4jCA1x119WrsAcSBrackKFJsUH6y9G0g43gGck/edit?usp=sharing>

Poster size: 8.5x11in

Thank You