

DIVISION OF CONTINUING EDUCATION

WINTER 2026

LEARN WITH US

- GET CAREER SKILLS & JOB TRAINING
- EARN PROFESSIONAL CERTIFICATES
- LEARN ENGLISH
- OBTAIN YOUR HIGH SCHOOL EQUIVALENCY
- TAKE COLLEGE COURSES
- EXPLORE BUSINESS SERVICES



"Be brave. Take risks.
Nothing can substitute
experience."

-- Paulo Coelho

Empowering With Experience

www.laguardia.edu/ce • (718) 482-7244



Continuing
Education

Get on the Path to a Successful Career

Career Coach at LaGuardia	6
Career Services	6



Course and program schedules may change due to unexpected circumstances. For the most up-to-date schedules please visit laguardia.edu/acereg.

To inquire about accessibility services:

If you are Deaf or Hard-of-Hearing, please contact Program for Deaf Adults at (917) 832-1207 (VP) or (718) 482-5324 (V) to discuss your individual needs. Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four weeks in advance of class start date to help ensure that reasonable accommodation requests can be processed in a timely manner.

For any other student accommodations, please contact the Office of Accessibility at (718) 482-5279 or OSD@lagcc.cuny.edu.



Career Skills & Workforce Training

Career Skills	10
Certified Administrative Professional	10
Information Technology	10
Computer and Network Service Technician Certificate Program	10
Cybersecurity and Privacy Management	10
Digital Business Skills	11
Data Analytics and Data Science Program	11
Accounting, Bookkeeping and Tax Preparation	12
Accounting with QuickBooks Certificate Program	12
Tax Return Preparer Certificate Program	12
Healthcare - Clinical	13
Certified Clinical Medical Assistant (CCMA)	13
Patient Care Technician (PCT)	14
NYC Welcome Back Center	14
Emergency Medical Technician (EMT)	15
Paramedic	15
Healthcare - Related	16
Certified Medical Administrative Assistant	16
Central Service Technician Certificate Program	16
Pharmacy Technician Certification Preparation	17
Medical Interpreter Certificate Program	17
Community Health Worker Certificate Program	18
Healthcare Finance and Operations Training Program	18
Mental Health Career Pathway Initiative	19
Legal Interpreting	20
Legal Interpreter Certificate Program	20
Education	20
Certificación en el Cuidado de Niños	20
Construction and Building Management	21
Construction and Maintenance Courses	21
Construction Safety Courses	21

Start or Advance Your Career !



\$ Labor Market Information noted throughout the catalog indicates the most common career options for the given training programs. Salary ranges represent the 25th - 75th percentile, according to Lightcast.

Visit laguardia.edu/careercoach or Room C-258



Connect to College

English as a Second Language	22
Intensive English Program	22
Evening Classes	22
Saturday Classes	22
English and Citizenship Classes	23
CUNY Language Immersion Program (CLIP)	23
High School Equivalency / GED	24
Which GED Program is Right for Me?	24
Equivalencia del Bachillerato (H.S. Equivalency) en Español	25
Adult Basic Skills Program	25
GED Express	26
Pre-College Programs	26
CUNY Start	26
Credits for Success	27
College Courses for Non-Credit	27
College Modern Languages	27
College Art	27
College Music	27
College Liberal Arts	27
Youth Programs	28
Train & Earn	28
Summer Youth Employment Program	28
CareerReady Work, Learn & Grow	28
CUNY Fatherhood Academy	29
Veterans Resource Center	29

Business Services

Resources and support for small businesses, startups and entrepreneurs to grow your company and be successful.



Center for Contract Training	30
Business Services	31

More Information

Financial Support Services	32
Career Success Scholarship	32
Tuition Assistance Vouchers	32
Continuing Education Scholarships	32
Individual Training Grants	32
Hope Scholarship Credit	32
Students Over 65	32
Support for Immigrant and Undocumented Students	33
CUNY Citizenship Now! Application Assistance	33
How to Register	34
How to Get to LaGuardia Campus	34
Student Conduct Code	34

Follow LaGuardia Continuing Education on social media!



Continuing Education at LaGuardia

continuing.ed_lagcc

WELCOME

TO LAGUARDIA COMMUNITY COLLEGE



Dear LaGuardia Students and Community,

Open the door to your future at LaGuardia Community College. We offer rigorous and competitive academic and professional programs that help you achieve your education and career goals. We provide support services to ensure you are successful in your studies and training. We work closely with industry partners to get you the job experience and position you prepared for.

We are your resource in the community for new opportunities and your partner for lifelong learning. The LaGuardia Community College Foundation is also proud to support Continuing Education students through scholarships that help finance their studies.

We hope you join us!

Kenneth Adams
President



Dear Members of our Community,

Begin or continue your journey towards professional and educational achievement at LaGuardia Community College. For more than 50 years, LaGuardia has been providing educational access to all New Yorkers and beyond in order to create the best opportunities for success.

LaGuardia's Continuing Education offers many programs and courses for you to learn English, earn a high school equivalency diploma, prepare for college, get job training to start or advance in a career, or grow your business.

Everything you need to succeed is here. We offer affordable programs, expert instructors, a supportive environment, a diverse student body, assistance in transitioning to a degree program at LaGuardia, and credit for prior learning for eligible students (**see page 27**). We also provide **partial and full scholarships** for many of our programs.

We are here to serve the community and help you reach your goals.

Look through our catalog or visit our web site at www.laguardia.edu/ce to explore all the opportunities available to you with Continuing Education at LaGuardia!

Sunil B. Gupta
Vice President
Division of Adult and Continuing Education

CONTINUING EDUCATION SCHOLARSHIPS

Get help with tuition and reach your goals!

The Division of **Adult and Continuing Education (ACE)** offers scholarships to its qualifying students who may be facing financial hardship that disrupts studies and training.

Scholarships may be available in the following areas:

- High School Equivalency
- English as a Second Language
- Workforce Training
- Professional Certificate Training



“ I have gained skills that will equip me to succeed in information technology and the field of data analytics. I’m very confident that these skills will help me land the job of my dreams.

Jasmin Benjamin
ACE Scholarship recipient

For more information visit www.laguardia.edu/acescholarship.

Get on the Path to a **Successful Career!**

Career Coach AT LAGUARDIA

Career Coach, an online resource, matches your strengths and interests with various industries and career paths.

- View up-to-date information on employment, wages, job postings and associated education and training—including programs at LaGuardia—in the tristate area.
- Use **Resume Builder** to create your own resume.



Create an account and get started today!
Visit laguardia.edu/careercoach

Career Services

LaGuardia's Career Services offices provide non-credit and credit students with career guidance and opportunities:

- labor market information and research
- experiential learning opportunities
- career readiness information and workshops
- pipeline for employment, internship, and industry expertise opportunities (including career panels, advisory councils, curriculum input, letters of support)
- expansion of Credit for Prior learning opportunities
- utilization and expansion of stackable credentials between Continuing Education and degree programs

Career Development Center

(Continuing Education students and alumni)
(718) 482-5355

careerdevelopmentcenter@lagcc.cuny.edu

Center for Career & Professional Development

(degree students)
(718) 482-5235

career@lagcc.cuny.edu

Career & Technical Education Assistance (CTEA) Center

(Continuing Education and degree students)
(718) 482-6031

cteacenter@lagcc.cuny.edu





LaGuardia RISE

helps Continuing Education alumni transition into degree programs at the college!

**Have you completed a Continuing Education program at LaGuardia (GED, ESL, Workforce Training)?
Are you interested in enrolling in college? If so, you may qualify for RISE.***

As a RISE student, you will have access to:

- One-on-one support to help you apply to LaGuardia and create an educational plan
- Information on financial aid packages and payment plans to help you pay for college
- A CUNY application waiver
- Advisement on earning college credit outside the traditional classroom via Credit for Prior Learning

Attend a **RISE Information Session** to find out if you're eligible.
Contact rise@lagcc.cuny.edu with any questions

Earn an associate degree and open the door to new career possibilities!

*RISE services are available exclusively to LaGuardia Continuing Education alumni. If you did not complete a Continuing Education program at LaGuardia, you are not eligible.

Learn English at The English Language Center

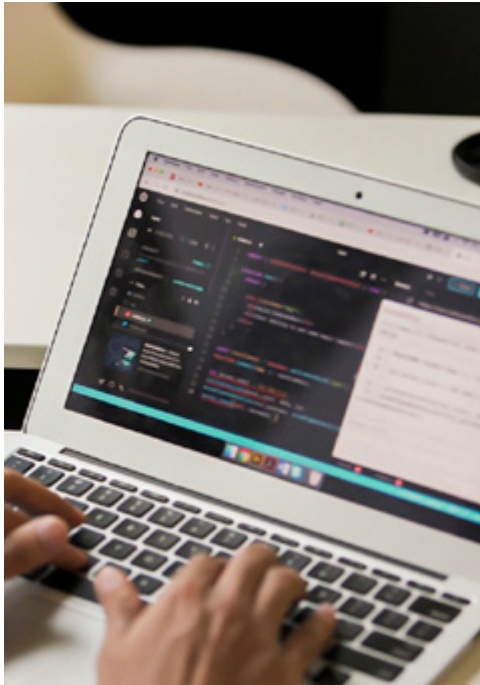
“Besides learning in class, the program provides activities such as a book club, conversation club and field trips, which help me to learn English in the real world and make new friends from different backgrounds and countries.”

- Apichart (Anthony) Boonsaner

Prepare for college, a career and life in New York City.

- Study with experienced instructors in a supportive environment.
- Make friends with classmates from all over the world.
- Join us for affordable, convenient and innovative English classes.

See page 22
To learn more visit laguardia.edu/telc or email english@lagcc.cuny.edu



Start a Career in a High Demand Healthcare Field

Get training and get started!

Check out these industry certification preparation programs (see pages 13-19):

- Certified Clinical Medical Assistant
- Emergency Medical Technician (EMT)
- Paramedic
- Certified Medical Administrative Assistant
- Medical Interpreter
- Pharmacy Technician
- Central Service Technician
- Healthcare Finance and Operations
- Community Health Worker
- Mental Health Peer Support Worker

Register Today!

Call (718) 482-7244 • E-Mail acereg@lagcc.cuny.edu
Visit www.laguardia.edu/acereg

Begin or Advance Your Career in the Booming Information Technology Industry

- Get basic training
- Prepare for industry certifications
- Train to become a help desk technician
- Learn how to protect against cyber attacks
- Delve into data analytics
- Explore digital project management

Whatever your tech interest is, we've got a program to get you started or enhance your training!

To learn more about our high quality, low cost programs see page 12

Start or Advance Your Career !



Information Security Analysts | \$113,869 - 192,905*

Visit laguardia.edu/careercoach or Room C-258

* Lightcast

Start or Advance Your Career !



Computer Network Support Specialist | \$72,968 - 117,495*

Visit laguardia.edu/careercoach or Room C-258

* Lightcast

TRAINING THAT GETS YOU THE JOB!

Learn new skills in high growth fields - *and do it in 12 months or less!*

You can choose from intensive programs to customized short-term training.

In 3 MONTHS	In 4 MONTHS	In 6 MONTHS	In 12 MONTHS
			
<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as a Certified Administrative Professional - page 10 • Receive LaGuardia certification in QuickBooks - page 12 • Receive LaGuardia certification as a Tax Return Preparer - page 12 • Prepare for industry certification as a Certified Medical Administrative Assistant - page 16 • Prepare for industry certification as a Medical Interpreter - page 17 • Receive LaGuardia certification as a Community Health Worker - page 18 • Prepare for industry certification as a Legal Interpreter - page 20 • Receive industry certification in Childcare - page 20 • Get training in the Electrical, Plumbing or HVACR field - page 21 	<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as a Computer and Network Service Technician - page 10 • Prepare for industry certification as an Emergency Medical Technician - page 15 	<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as a Certified Clinical Medical Assistant - page 13 • Prepare for industry certification as a Patient Care Technician - page 14 • Prepare for industry certification as a Central Service Technician - page 16 • Prepare for industry certification as a Pharmacy Technician - page 17 • Receive LaGuardia certification in Healthcare Finance and Operations - page 18 • Prepare for industry certification as a Mental Health Peer Support Worker - page 19 	<p>you can</p> <ul style="list-style-type: none"> • Receive LaGuardia Certification in Data Analytics - page 11 • Prepare for industry certification as a Paramedic - page 15

* Earn college credit for successful completion of these programs.

Career Skills & Workforce Training

Career Skills

Certified Administrative Professional - HYBRID

Prepare to take the Certified Administrative Assistant (CAA) exam through the National Career Certification Board (NCCB). Get a competitive edge in this high demand field by focusing on essential topics that include Microsoft Word, Excel and Outlook; communication skills; business writing; record management; human resources; and business operations. Upon successful completion of the course, you will earn a LaGuardia certificate of completion. LaGuardia is a recognized NCCB Approved Career Training Provider. (Cost of textbook and exam included in course fee.) For more information call (718) 482-7244. ND



Jan 17 - May 2 (15 sessions/60 hours)
Sat 10:00 AM - 2:00 PM \$780 CADA100W26.T05.01.00

Information Technology

Computer and Network Service Technician

Start or Advance Your Career !

	Info Security Analysts	\$ 113,869 - 192,905*
	Computer Network Support Specialist	\$ 72,968 - 117,495*

Visit laguardia.edu/careercoach or Room C-258 * Lightcast

Do you work well under pressure? Do you like helping people solve problems? Are you able to manage multiple priorities? Prepare for entry level roles in the field of computer repair and networking. Computer Network Support Specialists, also known as IT Support or Help Desk Technicians, play a critical role in maintaining business computer operations and meeting the tech support needs of organizations. They analyze and troubleshoot computer network problems and may assist computer users through phone, email or in-person visits. This program also prepares you for the industry recognized CompTIA A+ certification exam. For more information call (718) 482-7244. ND

CAREER INSIDER SERIES **WEBINAR**

Tech Connect (Computer and Network Service Technician/ Cybersecurity) FREE

Join us for an interactive mini workshop. Explore a career in IT and Cybersecurity by learning the basics of the industry. Partial or full scholarships may be available for qualifying students.

Jan 20 (1 session/2 hours)
Tues 6:00 PM - 8:00 PM INFO004W26.T05.01.00

CLICK HERE to register

Cybersecurity and Privacy Management

Are you naturally curious and like to find solutions to problems? Are you detailed oriented? Do you like working and learning in an ever changing industry? Do you like working collaboratively with other people? Help defend our communities and country by joining thousands of cybersecurity specialists who protect businesses, government agencies and general consumers. The rise in cyber attacks calls for trained cybersecurity specialists who plan and carry out security measures to protect an organization's computer networks and systems, safeguarding critical information. Prepare for the industry certification in this growing field. ND

Cybersecurity Specialist

Begin a career in this evolving field. Topics include cybersecurity fundamentals, systems and network security, vulnerability assessment, and security operations. Get hands-on training in a virtual lab and prepare for the industry recognized CompTIA S+ exam. This course is appropriate for IT professionals who want continued career progression. Upon successful completion of this course, you will earn a LaGuardia certificate of completion and receive an exam voucher. You may also qualify for an internship or job placement assistance. Prerequisite: High school diploma or equivalency; Computer and Network Service Technician Certificate Program or equivalent experience in the IT industry; English proficiency and fluency in order to fully participate and succeed in class. (Cost of textbook and virtual lab included in course fee.) Payment plan available. ND

Feb 7 - May 26 (45 sessions/160 hours) HYBRID
Tues, Thurs (6:00 pm - 9:00 pm) & Sat (9:30 am - 2:30 pm)
\$2,600 CYBE101W26.T05.01.00

Feb 23 - Aug 26 (44 sessions/160 hours) IN PERSON @ CIVIC HALL
Mon & Wed 6:00 PM - 9:00 PM \$2,600 CYBE101W26.T05.02.00

Digital Business Skills

Gain the essential skills needed to thrive in today's digitally driven business world. Courses in this program cover key areas such as digital marketing, social media and branding, project management, and customer relationship management (CRM). You will learn how to build and promote brands, manage projects effectively, and strengthen customer connections—all while developing critical thinking and communication skills. Take any or all of these courses to boost your career or launch a business in the digital age! ND

Digital Marketing - ONLINE

Expand your personal or business reach with crucial digital marketing strategies to effectively connect with a broader audience. Learn how to target your ideal market through search engine optimization (SEO) and leverage popular platforms like Facebook, Instagram and X to drive engagement. Unlock new opportunities for business growth in the digital world! Upon successful completion of this course, you will earn a LaGuardia certificate of completion. Payment plan available. ND

Jan 10 - Mar 7 (9 sessions/45 hours)

Sat 9:00 AM - 2:00 PM \$1,010 DMKT100W26.T05.01.00

Digital Domination: Mastering Social Media & Branding - ONLINE

Take charge of your digital presence and turn social media into a powerful tool for success. Learn how to build a strong brand through compelling content, audience engagement that grows your social media following, and digital marketing strategies that use data-driven insights. From influencer marketing to business branding, you will gain hands-on experience in planning and executing digital campaigns while developing essential skills in communication and strategic thinking. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Jan 20 - Feb 19 (9 sessions/30 hours)

Tues & Thurs Sat 9:00 AM - 2:00 PM \$700 DPMC102W26.T05.01.00

Advanced Project Management - ONLINE

Take your project management skills to the next level and prepare for introductory level project management certification. In this interactive course, you will learn how to plan, lead and successfully deliver projects more effectively across any industry. Hone vital skills such as scheduling, budgeting, resource management and running multiple projects in a fast-paced environment. Focus on key topics like defining project scope, setting goals, estimating project work and creating effective schedules. Upon completion, you'll earn a LaGuardia certificate of completion. Prerequisite: Foundations in Digital Business & Project Management or equivalent experience. Payment plan available. ND

Feb 14 - Apr 25 (10 sessions/45 hours)

Sat 10:00 AM - 2:30 PM \$1,010 BUSK201W26.T05.01.00

Foundations in Digital Business & Project Management - CIVIC HALL

Prepare for success in today's competitive business environment by developing critical skills in project management, digital marketing and customer relationship management (CRM). You will gain hands-on experience in managing projects, building digital marketing strategies, and enhancing customer engagement. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Jan 13 - May 28, 2026 (40 sessions/120 hours)

Tue/Thur 6:00PM - 9:00 \$2,000 DPMC101W26.T05.01.00



Javier Benitez

Data Analytics and Data Science Program, 2025

"As someone transitioning into data analytics from a healthcare background, LaGuardia's Data Analytics and Data Science Program was absolutely essential to my journey.

The program truly exceeded my expectations.

It offered a well-structured learning environment with strong theoretical foundations, knowledgeable industry-led instructors, and invaluable hands-on projects. Through these projects, I gained practical experience and confidence using key tools like Python, SQL, and Tableau, while also developing crucial communication and data storytelling skills needed to work effectively in the data professional domain. Beyond the technical and non-technical skills, the program provided me with essential academic support, career guidance, and workshops in resume writing and professional networking.

I highly recommend this program to anyone looking to build a strong, practical foundation for a career in the growing field of data analytics."

Data Analytics and Data Science Program

The ability to gather, prepare, analyze and display data is one of the most sought-after skill sets in the information technology marketplace, with demand spanning across sectors that include healthcare, finance, retail, real estate and even gaming. This program offers beginner, intermediate and advanced level data analytics courses, which may be taken individually or as part of a series. Earn a LaGuardia certificate in Data Analytics by completing Data Analytics Foundations; Python for Data Analytics; Data, Databases and SQL; and Data Visualization with Tableau. You can also earn a LaGuardia certificate in Advanced Data Analytics by completing Data Science: Introduction to Machine Learning Models. In addition, individual intermediate and advanced level courses will be offered throughout the year covering in-demand topics. These include TensorFlow Certificate Prep, Power BI, and more. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-5449 or email kharro@lagcc.cuny.edu.

Data Analytics Foundations (Beginner)

Acquire the skills that a data analytics professional needs to gather, prepare, analyze and display data from structured and unstructured sources. Become familiar with Python, SQL and Tableau, and learn about the industries and professions that use data analytics. ND

Jan 5 - Feb 16 (12 sessions/36 hours)

Mon & Wed 6:00 PM - 9:00 PM \$490 DATA101W26.T23.01.00

Jan 6 - Feb 12 (12 sessions/36 hours)

Tues & Thurs 6:00 PM - 9:00 PM \$490 DATA101W26.T23.02.00

Data Visualization with Tableau (Intermediate)

Data visualization involves presenting data in a meaningful and impactful way in order to tell an easy-to-understand story. Gain a solid foundation in data visualization techniques by learning how to create visualizations and dashboards using Tableau and communicate data analytics findings. Prerequisite: Data Analytics Foundations or passing of an assessment that requires basic knowledge of statistics and intermediate knowledge of Microsoft Excel. ND

Feb 23 - Apr 8 (12 sessions/36 hours)

Mon & Wed 6:00 PM - 9:00 PM \$490 DATA203W26.T23.01.00

Python for Data Analytics (Intermediate)

Learn how to use the Python programming language for data analytics. You will study how to perform data cleaning and transformations; use key statistical methods to analyze data; and create data visualizations using Python libraries. Prerequisite: Data Analytics Foundations or passing of an assessment that requires basic knowledge of statistics and intermediate knowledge of Microsoft Excel. ND

Feb 24 - May 21 (20 sessions/60 hours)
Tues & Thurs 6:00 PM - 9:00 PM \$830 DATA01W26.T23.01.00

Data, Databases and SQL (Intermediate)

Learn all about data, databases and SQL using PostgreSQL. Discover how data is useful. Explore how to extract data from databases so you can manipulate, transform, visualize and answer questions. Prerequisite: Data Analytics Foundations or passing of an assessment that requires basic knowledge of statistics and intermediate knowledge of Microsoft Excel.

Mar 9 - Apr 16 (12 sessions/36 hours)
Mon & Wed 6:00 PM - 9:00 PM \$490 DATA202W26.T23.01.00

Mar 10 - Apr 30 (12 sessions/36 hours)
Tues & Thurs 6:00 PM - 9:00 PM \$490 DATA202W26.T23.02.00

Accounting, Bookkeeping and Tax Preparation

CAREER INSIDER SERIES **WEBINAR**

QuickBooks FREE

Join us for an interactive mini workshop to explore how this popular accounting software can boost the value of your business.

Jan 27 (1 session/2 hours)
Tues 6:00 PM - 8:00 PM QUBK000W26.T05.01.00

CLICK HERE to register

Accounting with QuickBooks Certificate Program

Accounting with QuickBooks

Explore accounting principles with QuickBooks by creating a fictional company. You will customize the chart of accounts and practice invoicing, accounts payable and receivable, utility payments, and financial reporting for service companies. You'll also set up an inventory system, handle payments, and compute depreciation. Other topics include bank reconciliation, transaction reports, inventory tracking, loan management, adjustments, bounced checks, and report customization. Upon successful completion of the course, you will earn a LaGuardia certificate of completion. You will need off campus access to a computer with Windows operating system. Payment plan available. ND

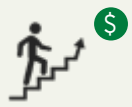
Jan 13 - Mar 24 (20 sessions/60 hours)
Tues & Thurs 6:00 PM - 9:00 PM \$1,100 QUBK100W26.T05.01.00

Payroll with QuickBooks

Learn the basic procedures, calculations and terminology needed to process payroll for a small business through practical computer exercises. Prerequisite: Computerized Bookkeeping for QuickBooks Certificate Program or equivalent experience. ND


Jan 31 - Mar 14 (6 sessions/30 hours)
Sat 9:30 AM - 2:30 PM \$550 QUBK103W26.T05.01.00

Start or Advance Your Career !



Bookkeeping, Accounting, and Auditing Clerks | \$ 48,361 - 73,615*

Visit laguardia.edu/careercoach or Room C-258 * Lightcast



Jitender Sharma

Short-term certificate programs lead to business success

Determined to open his own business in financial services, Jitender Sharma enrolled in LaGuardia's Tax Return Preparer and Accounting with QuickBooks certificate programs, starting in the summer of 2022. He now owns and operates American Fortune NY, Inc. in Whitestone, Queens, providing tax preparation and bookkeeping among other services. In addition, Jitender is enrolled in a doctoral program, pursuing a PhD in Financial Cybersecurity at a university in Maryland. He hopes to expand his business with franchises and pursue studies in different fields to gain knowledge.

"LaGuardia's staff is easily accessible and ready to answer all questions," says Jitender. "The instructors are very knowledgeable and experienced professionals in their fields. It has been an amazing experience learning with them."

CAREER INSIDER SERIES **WEBINAR**

Tax Mini Workshop - Reading Your W2 FREE

Join us for an interactive mini workshop to discuss how to read and understand your W-2 form. Discover career paths related to tax preparation.

Jan 28 - (1 session/2 hours)
Wed 6:00 PM - 8:00 PM INFO001W26.T05.01.00

CLICK HERE to register

Healthcare-Clinical



These courses may be eligible for Veterans tuition assistance. Students who have served in the military also qualify for many services through LaGuardia's Veterans Resource Center. Contact (718) 482-5231 or ddaza@lagcc.cuny.edu.

Start or Advance Your Career !



Medical Assistants

\$ 41,523 - 54,117*

Visit laguardia.edu/careercoach or Room C-258

*Lightcast

Certified Clinical Medical Assistant (CCMA)

The CCMA is an essential member of the medical care team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). To take the national certification exam for Clinical Medical Assistant, you must successfully pass all five courses in this program: Medical Terminology*, American Heart Association CPR for Healthcare Providers with First Aid*, EKG Technician*, Phlebotomy*, and CCMA Procedures. You may take the courses in any order, or you may take them individually, except CCMA Procedures. To register for CCMA Procedures, you must first successfully complete either EKG Technician or Phlebotomy.

LaGuardia's CCMA Program currently has a 98% pass rate for students taking the National Healthcareer Association (NHA) CCMA certification exam. Attendance at an orientation session and passing an online reading exam are required before registration for EKG Technician and Phlebotomy and are recommended before beginning the 5-course CCMA series. A high school diploma or equivalency is a prerequisite for NHA certifications and often a requirement for jobs in the field. CCMA program courses not offered this quarter will be offered in a future quarter. To apply, please visit www.laguardia.edu/ccma. Full and partial tuition scholarships are available for eligible students, and a separate application process is required. Contact CCMA@lagcc.cuny.edu for more information. ND

*Successful completion of these courses in addition to the PCT Procedures course also allows you to sit for the separate National Healthcareer Association (NHA) Patient Care Technician (PCT) certification exam (see PCT Procedures course description).

ORIENTATION & PRESCREENING SESSION **FREE** Certified Clinical Medical Assistant

Learn about LaGuardia's Certified Clinical Medical Assistant program.
Explore job opportunities in the medical assisting field.

Feb 2 (1 session/3 hours)

Mon 6:15 PM - 9:15 PM CCMA000W26.T11.01.00

Feb 10 (1 session/3 hours)

Tues 1:00 PM - 4:00 PM CCMA000W26.T11.02.00

Feb 18 (1 session/3 hours)

Wed 1:00 PM - 4:00 PM CCMA000W26.T11.03.00

Feb 26 (1 session/3 hours)

Thurs 6:15 PM - 9:15 PM CCMA000W26.T11.04.00

Mar 10 (1 session/3 hours)

Tues 1:00 PM - 4:00 PM CCMA000W26.T11.05.00

[CLICK HERE](#) to register for an Orientation Session

American Heart Association (AHA) CPR for Healthcare Providers with First Aid (On Campus)

Learn how to save a life using CPR, airway adjuncts and defibrillators and how to rescue victims of a choking emergency. Respond with proper first aid techniques for medical and trauma emergencies. Skills and knowledge will be tested according to American Heart Association (AHA) criteria for Basic Cardiac Life Support (BLS) certification. You will receive two AHA textbooks and AHA certification in BLS CPR for Healthcare Providers and AED. Required for CCMA students who are not already CPR certified. ND

Apr 6 - Apr 13 (3 sessions/12 hours)

Mon & Tues 1:00 PM - 5:00 PM

\$160 ACPR101S26.T11.01.00

(12 clock hours/average class hours per week)

Apr 6 - Apr 13 (3 sessions/12 hours)

Mon & Tues 6:00 PM - 10:00 PM

\$160 ACPR101S26.T11.02.00

(12 clock hours/average class hours per week)

Apr 11 - Apr 13 (2 sessions/12 hours)

Sat (9:00 am - 6:00 pm) & Mon (6:00 pm -10:00 pm)

\$160 ACPR101S26.T11.03.00

(12 clock hours/average class hours per week)

Medical Terminology

Develop a basic working knowledge of the language of healthcare to serve as a basis for your individual career growth by using an applied approach. Learn basic medical terms and how they are used in documenting and reporting patient care procedures. ND

Mar 16 - Apr 3 (9 sessions/36 hours)

Mon, Wed, & Fri 9:00 AM - 1:00 PM \$405

CCMA101W26.T11.01.00

(12 clock hours/average class hours per week)

Mar 16 - Apr 3 (9 sessions/36 hours)

Mon, Wed, & Fri 6:00 PM - 10:00 PM \$405

CCMA101W26.T11.02.00

(12 clock hours/average class hours per week)

EKG Technician

Become a certified EKG technician. Explore the anatomy and physiology of the heart, modern EKG techniques, basic EKG interpretation, and new techniques in cardiac monitoring. Discover the relationship between EKG interpretation, disease states, and commonly used medications. You will learn how to prep patients; take vital signs; set up an EKG machine; and perform electrocardiograms. Successful completion allows you to take the national EKG Technician certification exam. ND

Apr 15 - May 18 (21 sessions/84 hours)

Mon, Wed, Fri, & 3 Sat 9:00 AM - 1:00 PM

\$1,280 CCMA102S26.T11.01.00

(14 clock hours/average class hours per week)

Apr 15 - May 18 (21 sessions/84 hours)

Mon, Wed, Fri, & 3 Sun 6:00 PM - 10:00 PM

\$1,280 CCMA102S26.T11.02.00

(14 clock hours/average class hours per week)

Phlebotomy

Become a certified phlebotomist. Learn about the anatomy and physiology of the venous system as well as phlebotomy practices. Develop your skills in a variety of blood collection techniques while employing universal precautions: vacuum collection, dermal punctures, and using syringes and butterfly needles. A minimum of 35 live blood draws are required during the practical skills labs. Successful completion of this course allows you to take the national phlebotomy technician certification exam. ND

May 27 - Jul 24 (28 sessions/112 hours)
Mon, Wed, & Fri & 2 Sat 9:00 AM - 1:00 PM
\$1,578 CCMA103S26.T11.01.00
(14 clock hours/average class hours per week)

May 27 - Jul 24 (28 sessions/112 hours)
Mon, Wed, & Fri & 2 Sun 6:00 PM - 10:00 PM
\$1,578 CCMA103S26.T11.02.00
(14 clock hours/average class hours per week)

CCMA Procedures

Learn Clinical Medical Assistant procedures for patient care. This course involves positioning, assessment, history taking, triage, patient education, and handling of special patient situations. Become familiar with office basics such as billing and coding, scheduling, filing, and office reception. You must successfully complete either EKG Technician or Phlebotomy to take this course. Successful completion of CCMA Procedures and the other four courses in this series allows you to take the national Clinical Medical Assistant certification exam. ND

Feb 2 - Mar 6 (16 sessions/64 hours)
Mon, Wed, Fri & 1 Sat 9:00 AM - 1:00 PM
\$654 CCMA104W26.T11.01.00
(14 clock hours/average class hours per week)

Feb 2 - Mar 6 (16 sessions/64 hours)
Mon, Wed, Fri & 1 Sun 6:00 PM - 10:00 PM
\$654 CCMA104W26.T11.02.00
(14 clock hours/average class hours per week)

Patient Care Technician

Do you want to work directly with patients in a medical facility setting? Get the proper training and certifications to become a Patient Care Technician (PCT). PCTs take vital signs; perform phlebotomy (blood drawing) and electrocardiography (EKG); give basic patient care; and monitor and communicate patient status to the physician or nursing staff, among other responsibilities.

To take the national certification exam for Patient Care Technician, you must successfully pass all five courses in this program: Medical Terminology*, American Heart Association CPR for Healthcare Providers with First Aid*, EKG Technician*, Phlebotomy*, and PCT Procedures.

Attendance at an orientation session and passing of an online reading exam are required before enrolling in this program. A high school diploma or equivalency is a prerequisite for NHA certifications and often a requirement for jobs in the field. PCT program courses not offered this quarter will be offered in a future quarter. ND

*Successful completion of these courses in addition to the CCMA Procedures course also allows you to sit for the separate National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) certification exam (see CCMA Procedures course description).

Patient Care Technician (PCT) Procedures

Learn care concepts and responsibilities for in-hospital patients, such as assisting with mobility and ambulation, daily care, oxygen delivery, suction, nutrition, dressings, sepsis prevention, patient advocacy, observation and more. Upon successful completion of this course, you will be eligible to sit for the PCT National Healthcareer Association (NHA) certification exam. Prerequisites: Successful completion of Medical Terminology, American Heart Association (AHA) CPR for Healthcare Providers with First Aid (On Campus), EKG Technician with NHA Certification, and Phlebotomy. (Cost of textbook included in course fee.) ND

Feb 2 - Mar 11 (16 sessions/48 hours)
Mon, Wed, & Fri 2:00 PM - 5:00 PM
\$820 PCTP100W26.T11.01.00



New York City is one of the most diverse cities in the United States, and the demand for internationally trained healthcare professionals who are culturally and linguistically diverse and competent is high.

The New York City Welcome Back Center, located within the **Center for Immigrant Education and Training** at LaGuardia Community College, helps internationally trained nurses explore alternative careers in healthcare while guiding them on the path towards licensure in their original career. We also provide referrals to appropriate English language programs, licensing test preparation courses and job placement services, and offer professional advisement counseling free of charge.

We serve the following:

- Registered Nurses
- Licensed Practical Nurses
- Vocational Nurses

Internationally trained nurses can apply to our National Council Licensure Examination for Registered Nurses (NCLEX-RN) Preparation Course for English Language Learners; visit laguardia.edu/nycwbc.

Emergency Healthcare Programs

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT-Basic.

Start or Advance Your Career !

	Emergency Medical Technician	\$ 45,265 - \$62,344*
	Paramedic	\$ 67,095 - \$85,544*

Visit laguardia.edu/careercoach or Room C-258 * Lightcast

Emergency Medical Technician (EMT) Basic

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT-Basic. This course is necessary to advance to the one-year program of paramedic education. Fees include textbook and uniform (polo shirt). To apply, register for Orientation and Prescreening: Emergency Medical Technician (EMT) Basic, which includes a pretest and interview. For more information contact emtprogram@lagcc.cuny.edu.

Jan 21 - Jun 18 (66 sessions/208 hours)
Wed (6:00 pm - 9:30 pm) & Sat (9:30 am - 4:30 pm)
\$1,690 EMTB100W26.T11.01.00
(18 clock hours/average class hours per week)

Feb 4 - Jun 18 (66 sessions/208 hours)
Mon (9:30 am - 12:30 pm), Wed (9:00 am - 12:00 pm & 1:00 pm - 5:00 pm) & 1 Sat & 1 Sun (9:30 am - 4:30 pm)
\$1,690 EMTB100W26.T11.02.00
(18 clock hours/average class hours per week)

Paramedic Original

EMTs, are you ready to take your career to the next level? We will prepare you with the technical skills, expert knowledge and clinical experience necessary to excel as a New York State/New York City certified paramedic. LaGuardia students have excellent pass rates on the NYS Paramedic and NYC Regional Emergency Medical Advisory Committee (REMAC) exams. The program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP). This is a comprehensive education and training program that includes lectures provided by expert physicians; certification courses in American Heart Association Basic Cardiac Life Support (BCLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS); and National Association of Emergency Medical Technicians (NAEMT) Prehospital Trauma Life Support (PHTLS) and Psychological Trauma Prevention for EMS Patients (PTEP) certification courses. You must

complete 600 hours of clinical rotations (sites are available in Queens, Manhattan, Bronx and Brooklyn) and you may choose between two tracks: associate degree or certificate program. We offer a \$1,500 tuition credit to members of NYS certified Advanced Life Support (ALS) ambulance agencies. Professional or 911 EMT experience is recommended but not required. To learn more about the Paramedic Program email paramedicprogram@lagcc.cuny.edu.

Jan 5 - Dec 17 (200 sessions/800 hours)
Mon, Wed (8:00 am - 5:00 pm) & One Sun per month (9:00 am - 4:00 pm)
\$10,900 PMED100W26.T11.01.00
(17 clock hours/average class hours per week)

ORIENTATION & PRESCREENING

Emergency Medical Technician (EMT) **FREE**

Learn about LaGuardia's EMT Program and requirements for NY State Department of Health EMT Certification

- Explore job opportunities in the Emergency Medical Services (EMS) field
- Take the program screening exam (reading comprehension)

Jan 6 (1 session/3 hours)
Tues 6:15 PM - 9:15 PM EMTB000W26.T11.01.00

Jan 10 (1 session/3 hours)
Sat 9:00 AM - 12:00 PM EMTB000W26.T11.02.00

Jan 14 (1 session/3 hours)
Wed 1:00 PM - 4:00 PM EMTB000W26.T11.03.00

Jan 20 (1 session/3 hours)
Tues 1:00 PM - 4:00 PM EMTB000W26.T11.04.00

Jan 24 (1 session/3 hours)
Sat 9:00 AM - 12:00 PM EMTB000W26.T11.05.00

Jan 28 (1 session/3 hours)
Wed 6:15 PM - 9:15 PM EMTB000W26.T11.06.00

[CLICK HERE](#) to register for an Orientation Session



LaGuardia Paramedic students participate in FDNY Medical Search and Rescue Conference, posing as trauma victims during the training.

Healthcare-Related

Start or Advance Your Career !



Medical Secretaries | \$ 43,679 - \$58,904*

Visit laguardia.edu/careercoach or Room C-258

*Lightcast

Start or Advance Your Career !



Medical Equipment Preparers | \$ 48,070 - \$66,188*

Visit laguardia.edu/careercoach or Room C-258

*Lightcast

Certified Medical Administrative Assistant (CMAA) - HYBRID

Launch your healthcare career with training that prepares you for entry-level medical administrative positions. You will learn basic medical terminology, documentation, confidentiality, professional etiquette, customer service and patient satisfaction, and Microsoft Word and Excel. You'll also prepare to take the National Healthcare Association's (NHA) Certified Medical Administrative Assistant exam. Upon successful completion of this course, you will earn a LaGuardia certificate of completion and receive an exam voucher. You can also earn up to 6 college credits towards an AS Degree in Business Administration: Healthcare Management at LaGuardia Community College and may qualify for an internship or job placement assistance. Prerequisite: High school diploma or equivalency as well as English proficiency and fluency in order to fully participate and succeed in class. This course is approved by the National Healthcare Association. (Cost of textbook included in course fee.) Payment plan available. ND

Jan 20 - Apr 2 (30 sessions/120 hours)
 Mon, Tues, & Thurs 10:30 AM - 2:30 PM \$1,595 CMAA100W26.T05.01.00

CAREER INSIDER SERIES WEBINAR

Professions in Healthcare: Certified Medical Administrative Assistant **FREE**

Begin a career in one of the fastest growing healthcare fields in the U.S. Meet with our industry experts and find out how you can provide crucial support to patients by becoming a Certified Medical Administrative Assistant.

Jan 26 (1 session/2 hours)
 Mon 6:00 PM - 8:00 PM INFO017W26.T05.01.00

To register or for more information call (718) 482-7244.

[CLICK HERE to register](#)

Central Service Technician - HYBRID

The Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing medical devices and equipment needed for patient care, especially during surgery. This program covers the areas of Principles of Central Service Technician; Cleaning and Decontaminating Surgical Instruments; and Quality Control, Inventory, Equipment and Human Relations. You will focus on the requirements of the Healthcare Sterile Processing Association (HSPA) and prepare to take the Certified Registered Central Service Technician certification exam. Successful completion allows you to sit for the CST certification exam and earns you a certificate of completion from LaGuardia as well as an exam voucher. Please note that to earn your full Central Service Technician industry certification, you will need to secure a facility where you can complete a 400-hour internship. However, you may also qualify for support with the internship or job placement. Prerequisite: High school diploma or equivalency as well as English proficiency and fluency in order to fully participate and succeed in the class. (Cost of textbook included in course fee.) Payment plan available. ND

Jan 24 - Jun 20 (20 sessions/100 hours)
 Sat 9:00 AM - 2:00 PM \$1,500 CSTC100W26.T05.01.00

Feb 26 - Jun 23 (34 sessions/100 hours)
 Tues & Thurs 6:00 PM - 9:00 PM \$1,500 CSTC100W26.T05.02.00

CAREER INSIDER SERIES WEBINAR

Professions in Healthcare: Central Service Technician **FREE**

If a career in healthcare is your goal, but you have limited time and funds, consider becoming a Central Services Technician. Learn everything you need to know about this growing field and how you can make the greatest impact.

Jan 15 (1 session/2 hours)
 Thurs 6:00 PM - 8:00 PM INFO005W26.T05.01.00

To register or for more information call (718) 482-7244.

[CLICK HERE to register](#)



Start or Advance Your Career !



Pharmacy Technicians

\$ 40,655 - \$54,869*

Visit laguardia.edu/careercoach or Room C-258

* Lightcast

Pharmacy Technician Certification Preparation - *HYBRID*

Develop the skills you need to work under a registered pharmacist. Prepare for the Pharmacy Technician Certification Exam (PTCE) and become a Certified Pharmacy Technician (CPhT). Topics include the history of pharmacy practice, law and ethics, basic math skills, medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. You will also study dosage calculations and conversions, IV flow rates, drug compounding, dispensing of prescriptions, inventory control and billing, and reimbursement. To help you build professional relationships and navigate challenges on the job more efficiently, you will discuss effective communication, team building, time management, and critical thinking skills. This course includes practical lab instruction and supplies. Upon successful completion of the course, you will receive an exam voucher and may qualify for an internship or job placement assistance. Prerequisite: High school diploma or equivalency and passing of an online screening test as well as English proficiency and fluency in order to fully participate and succeed in class. (The screening test is valid for up to one year. Cost of textbook included in course fee.) Payment plan available. ND

Jan 7 - Jun 1 (40 sessions/120 hours)

Mon & Wed 6:00 PM - 9:00 PM \$1,600 PHMT100W26.T05.01.00

Feb 23 - Apr 30 (30 sessions/120 hours)

Mon, Tues, & Thurs 10:00 AM - 2:00 PM \$1,600 PHMT100W26.T05.02.00

CAREER INSIDER SERIES WEBINAR

Professions in Healthcare: Pharmacy Technician **FREE**

If a career in healthcare is your goal, but you have limited time and funds, consider becoming a Pharmacy Technician. Learn everything you need to know about this growing field and how you can make the greatest impact.

Jan 14 (1 session/2 hours)

Wed 6:00 PM - 8:00 PM INF0018W26.T05.01.00

To register or for more information call (718) 482-7244.

CLICK HERE to register

Start or Advance Your Career !



Interpreters and Translators:

\$ 47,147 - \$99,981*

Visit laguardia.edu/careercoach or Room C-258

* Lightcast

Medical Interpreter Certificate Program

Are you bilingual? Get the skills and basic vocabulary you need to start working in the high demand field of medical interpreting. Prepare for two industry certifications (state and national), and upon successful completion of the course receive a LaGuardia certificate of completion. For more information call (718) 482-7244. ND

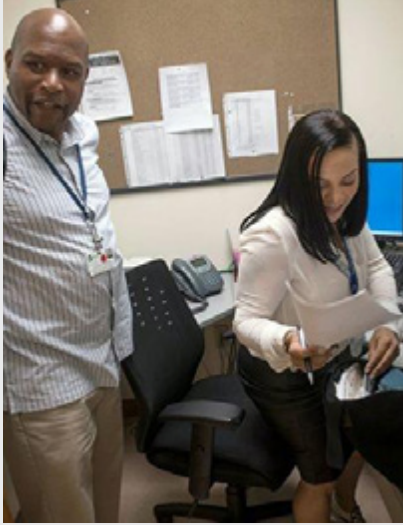
Medical Interpreter Language Screening (Spanish/English)

Pass this diagnostic exam before registering for the Medical Interpreter Program. The diagnostic exam is valid for up to one year. Nonrefundable testing fee applies. ND

Mar 21 (1 session/2 hours)

Sat 11:00 AM - 1:00 PM \$25 MEDI099W26.T05.01.00

Community Health Worker Certificate Training Program



- Receive extensive career development services
- Earn up to 9 credits towards a degree in Human Services at LaGuardia
- Upon program completion earn a certificate of completion from LaGuardia

Start or Advance Your Career !

 Social and Human Service Assistants | \$ 40,892 - \$59,363*
Visit laguardia.edu/careercoach or Room C-258 * Lightcast

Full scholarships are available for eligible applicants.

Community Health Workers (CHWs) connect community members with healthcare organizations, services and information to help them live healthier lives.

- **Build academic skills** while you prepare to enter or advance in the workplace as a CHW.
- **We also offer a track for English Language Learners** that provides healthcare related English language instruction in addition to regular program material.

CLICK HERE FOR MORE INFORMATION

Contact LAG.CHWTraining@lagcc.cuny.edu or (718) 730-7708

FREE Healthcare Finance and Operations Training Program

- Six-month certificate program
- Job interview with industry partner
- College credit available

For details, visit laguardia.edu/medicalbilling



Scan the QR code to find out more
Program sponsored by grant funding.



Mental Health Career Pathway Initiative

Use your own **lived experience** with mental health challenges and recovery to become a **peer support worker** in the human services sector. Work in a variety of settings.



TRAINING PROVIDES:

- Peer support services instruction
- Peer technology instruction
- NY State certification preparation
- Loaner laptop and headset
- 200+ hour internship
- Employment readiness training
- Employment placement assistance
- 6 - 9 college credits towards a Human Services degree at LaGuardia
- Full scholarships for eligible applicants
- Stipend for participation and completion of entire program, including internship

For more information including eligibility requirements visit www.laguardia.edu/mental-health or contact MHPeerSpecialist@lagcc.cuny.edu

Start or Advance Your Career !



Social and Human Service Assistants | \$ 40,892 - \$59,363*

Visit laguardia.edu/careercoach or Room C-258

* Lightcast

Legal Interpreter Certificate Program

Legal Interpreter Language Screening (Spanish/English)

Pass this diagnostic exam before registering for the Legal Interpreter Certificate Program. The diagnostic exam is valid for up to one year. Nonrefundable testing fee applies. ND

Jan 10 (1 session/2 hours)
Sat 10:00 AM - 12:00 PM \$25 LGIC099W26.T05.01.00

Jan 24 (1 session/2 hours)
Sat 10:00 AM - 12:00 PM \$25 LGIC099W26.T05.02.00

Education

Certificación en el Cuidado de Niños - HÍBRIDO

Prepárese para obtener la certificación en el cuidado de niños. Usted aprenderá como desarrollan y aprenden los niños de 2 meses a 12 años de edad, y también de regulaciones relacionados del estado de Nueva York. Al final del curso, recibirá un certificado de finalización de LaGuardia.

Temas:

- Introducción a la Salud y Seguridad
- Crear un Ambiente Seguro
- Crear un Ambiente Saludable (Partes I y II)
- Proteger y Prevenir: Abuso y Maltrato Infantil, Síndrome de Muerte Súbita del Lactante (SIDS) y Síndrome del Bebé Sacudido
- Preparación y Respuesta ante la Emergencia
- Introducción del Desarrollo Físico, Cognitivo, Creativo y Comunicativo del Niño.

Para más información sobre este curso llame al (718) 482-7244. ND=No hay descuento

Feb 21 - Mar 28 (6 sessions/30 hours)
Sat 9:00 AM - 2:00 PM \$500 CHCS100W26.T05.01.00

Start or Advance Your Career !



Interpreters and Translators: | \$ 47,147 - \$99,981*

Visit laguardia.edu/careercoach or Room C-258

* Lightcast

Legal Interpreting (Spanish/English)

Learn the skills required to deliver accurate interpretation in legal settings. You will study interpreting techniques, legal terminology, and the U.S. legal system through role-playing and group discussions. You'll also prepare to take the Court Interpreter Exam for the New York State Unified Court System. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. Prerequisite: High school diploma or equivalency and passing of a Spanish/English diagnostic exam. (The diagnostic exam is valid for up to one year.) ND

Feb 14 - Apr 18 (9 sessions/45 hours)
Sat 9:30 AM - 2:30 PM \$1,125 LGIC100W26.T05.01.00

Childcare Certification

Receive training to become a childcare provider. You will study how children develop and learn from ages 2 months to 12 years and discuss relevant New York State regulations. Upon completion, you will receive a LaGuardia certificate of completion. Topics include:

- Introduction to Health & Safety
- Creating a Safe Environment
- Creating a Healthy Environment (Parts I & II)
- Protect and Prevent: Child Abuse and Maltreatment, Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome
- Emergency Preparation and Response
- Introduction to Physical, Cognitive, Creative and Communicative Child Development.

For more information call (718) 482-7244. ND

Construction and Building Management

Construction and Maintenance Courses

Start or Advance Your Career !



Helpers - Electricians
Helpers - Pipelayers, Plumbers,
Pipefitters, and Steamfitters

\$ 41,596 - \$60,329*

\$ 35,709 - \$49,176*

Visit laguardia.edu/careercoach or Room C-258

* Lightcast



HVACR 1

Prepare for a career as a skilled heating, ventilation, air conditioning and refrigeration (HVACR) mechanic and installer. You will learn how to safely install, maintain and troubleshoot HVACR systems. This hands-on course follows the industry recognized National Center of Construction Education & Research (NCCER) curriculum and covers NCCER's Construction Core and HVAC Level 1 certifications. The program also provides 30-Hour OSHA and 10-Hour Site Safety training as well as preparation for EPA Section 608 Technician Certification, Certificate of Fitness F-60 (Fire Guard for Torch Operations) and Certificate of Fitness G-60 (Torch Use of Flammable Gas). ND

Jan 12 - Apr 16 (52 sessions/260 hours)
Mon - Thurs 5:00 PM - 10:00 PM
\$2,858 HVAC101W26.T23.01.00

Electrical 1

Begin a career in the electrical field with this hands-on training course. You will learn about construction safety, construction math, and electrical theory and drawings. You will also study introductions to electrical circuits, National Electrical Code, device boxes, hand bending, raceways and fittings, conductors and cables, electrical test equipment and more. The course includes OSHA 30 hour certification and 10-hour Site Safety Training certification and uses the industry recognized National Center for Construction Education & Research (NCCER) Construction Core and Electrical Level 1 curricula. Tuition includes cost of books and materials. Payment plan available. This training is offered fully in person on LaGuardia Community College campus. For more information email ACElectricalplumbing@lagcc.cuny.edu.

Jan 13 - Apr 15 (39 sessions/195 hours)
Tues, Wed, & Thurs 4:30 PM - 9:30 PM
\$2,229 ELEC101W26.T23.01.00

Plumbing 1

Begin a career in the plumbing field with this hands-on training course. You will learn about construction safety; construction math; plumbing drawings; plastic, copper, cast-iron, and carbon steel pipe and fittings; plumbing fixtures; water distribution systems; and drain, waste and vent systems. The course includes OSHA 30 hour certification and 10-hour Site Safety Training certification and uses the industry recognized National Center for Construction Education & Research (NCCER) Construction Core and Plumbing Level 1 curricula. Tuition includes cost of books and materials. Payment plan available. This training is offered fully in person on LaGuardia Community College campus. For more information email ACElectricalplumbing@lagcc.cuny.edu.

Jan 13 - Apr 23 (43 sessions/215 hours)
Tues, Wed, & Thurs 4:30 PM - 9:30 PM
\$2,496 PLUM101W26.T23.01.00

Construction Safety Courses

LaGuardia Community College is partnering with Safety Dynamics, a full service safety, health and environmental consulting firm, to offer general construction safety courses as well as Local Law 196 of 2017 mandated training for workers and supervisors.

Safety Dynamics training curricula are approved by:

- OSHA
- NY State Department of Transportation (NYSDOT)
- Fire Department of New York (FDNY)
- New York City Department of Buildings (NYCDOB)
- Department of Environmental Protection (NYCDEP)

SST Local Law 196 courses include:

- NYCDOB Training • OSHA Training • FDNY Training
- EPA Training • National Safety Council Courses

Click here to view the list of current classes and to register.

You must register at least 2 business days before these courses begin. All in-person classes take place in Greenpoint, Brooklyn.

For more information please call (718) 482-7244. ND



Rosario "Rosie" Perreaux

Renewing her career with clean energy

Rosie Perreaux always had a fascination with energy generation. When she saw an ad for LaGuardia's Solar Panel Installation Training Program, she took the opportunity to make a transition in her career from the field of social services to that of renewable energy.

The program provides theory and practical skills training to prepare students for entry-level positions as Solar Panel Installation Technicians. With no prior knowledge or experience in construction, health and safety regulations, or electrical systems—all core components of the program—Rosie faced a steep learning curve. "But thanks to the guidance and support of my instructors, I was able to learn and navigate the world of electricity, its many components, and how it applies to everyday life," she says. "I came away from the program motivated and excited to continue learning."

Upon program completion, Rosie was accepted into the EPA Brownfields Training as well as CUNY's BPL New York Center for Energy & Carbon Management Training programs. She plans to pursue further education and industry training in order to enter and advance in the renewable energy sector.

For more information on LaGuardia's Solar Panel Installation Training Program email GreenJobs@lagcc.cuny.edu or call (718) 730-7360.

English as a Second Language

Learn English at LaGuardia! Prepare for college, graduate school, or a better job. Teachers at The English Language Center (TELC) have the knowledge, skills, and experience to provide you with meaningful daily language practice through reading, writing, listening, and speaking. Please register early. Registration will close when classes reach capacity. We reserve the right to close registration or change classes at any time.



Phone: (718) 482-5360
Web: www.laguardia.edu/TELC
Address: 29-10 Thomson Avenue, Room C-354
 Long Island City, NY 11101

Start or Advance Your Career !



Study with The English Language Center, the largest English language program in NYC.

Visit laguardia.edu/careercoach or Room C-258 *Emsi

Intensive English Program (In Person)

Learn English for college, graduate school, or professional advancement in this academic program. Improve your reading, writing, listening, speaking, grammar, and pronunciation skills. (Authorized under Federal law to enroll international students on F-1 visas.)

Registration and Payment Deadline: December 28

Jan 12 - Mar 13 (41 sessions/160 hours)
 Mon - Fri 9:00 AM - 1:30 PM
 \$1,710 TELC100W26.T12.01.00

Evening Classes

Are you planning to enroll in a college or university program? Do you need to improve your English skills to advance your professional career? You can choose to study for 4 nights or 2 nights, in-person or online.

Registration and Payment Deadline: December 26

Listening, Speaking, Reading, and Writing (In Person)

Jan 14 - Mar 17 (32 sessions/80 hours)
 Mon - Thurs 6:30 PM - 9:00 PM
 \$720 TELC300W26.T12.01.00

Listening and Speaking (In Person)

Jan 14 - Mar 16 (16 sessions/40 hours)
 Mon & Wed 6:30 PM - 9:00 PM
 \$370 TELC310W26.T12.01.00

Reading and Writing (In Person)

Jan 15 - Mar 17 (16 sessions/40 hours)
 Tues & Thurs 6:30 PM - 9:00 PM
 \$370 TELC320W26.T12.01.00

Listening, Speaking, Reading and Writing (Online)

Jan 15 - Mar 17 (16 sessions/40 hours)
 Tues & Thurs 6:30 PM - 9:00 PM
 \$370 TELC600W26.T12.01.00

Saturday Classes

Improve your listening, speaking, reading, writing, and grammar skills by using authentic language and materials that will help you function in your daily life, prepare for college, or get a better job.

Registration and Payment Deadline: January 8

Listening, Speaking, Reading, and Writing (In Person)

Jan 24 - Mar 14 (8 sessions/40 hours)
 Sat 9:00 AM - 2:30 PM
 \$370 TELC400W26.T12.01.00



REGISTER TODAY

to reach your education or career goals!



Online:
laguardia.edu/acereg



By phone:
 (718) 482-7244

Monday - Thursday, 8:30 a.m. - 6:30 p.m.
 Friday - Saturday, 8:30 a.m. - 3:30 p.m.

Follow LaGuardia Continuing Education on social media!



Continuing Education at LaGuardia
[continuing.ed_lagcc](https://www.instagram.com/continuing_ed_lagcc)



Free English and Citizenship Classes

Learn English and prepare for the U.S. Citizenship Exam at LaGuardia Community College

- Are you a Legal Permanent Resident (LPR) with a Green Card?
- Are you ready to naturalize and become a citizen?
- Do you want to practice English for the citizenship exam?
- Are you available to study at night from 6:30 p.m.-9:00 p.m.?

Apply Now! Sign up online at <http://tinyurl.com/LaGuardiaCitizenship>

For more information:

Visit: laguardia.edu/ciet
Call: (718) 482-5460

Free ESOL classes - Free preparation for the citizenship exam - Free citizenship application assistance - Free books and materials - Free computer lab lessons - Free CUNY application assistance

Clases de Inglés y Ciudadanía Gratis

Aprenda inglés y prepárese para el examen de naturalización en LaGuardia Community College

- ¿Reside legalmente en los Estados Unidos? ¿Tiene su tarjeta de residencia (Green Card)?
- ¿Está preparado para hacerse ciudadano?
- ¿Desea mejorar el inglés para obtener la ciudadanía?
- ¿Está disponible para estudiar de 6:30-9:00 p.m. de lunes a jueves?

Para inscribirse, visite: <http://tinyurl.com/LaGuardiaCitizenship>

Para más información:

Visite: laguardia.edu/ciet
Llame: (718) 482-5460

Clases de inglés gratis - Preparación gratis para el examen de ciudadanía - Ayuda cualificada con asuntos de inmigración - Materiales de clase y práctica en computación gratis - Ayuda para solicitar la admisión a programas universitarios de City University of New York (CUNY)

This material is based upon work supported by the U.S. Department of Homeland Security Grant Award Number, 2016-CS-010-000016. Disclaimer: The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U.S. Department of Homeland Security.

Get the English skills you need to succeed in college!



Do you want to enroll in college but are worried about your English skills?

If you have a high school diploma from any country or high school equivalency in the United States, you can apply to LaGuardia and enroll in the CUNY Language Immersion Program (CLIP).

- low-cost, intensive program (25 hours a week)
- focus on academic reading, writing, speaking and listening skills in English
- assistance transitioning to credit-bearing classes after studying in CLIP
- help applying for financial aid and scholarships
- career pathways workshops
- guidance from counselors and more

For more information call (718) 482-5966 or e-mail clip@lagcc.cuny.edu

¡Consigue las habilidades en inglés que necesitas para tener éxito en la universidad!

¿Tienes interés en matricularte en la universidad? ¿Estás preocupado por tus habilidades en inglés? Si tienes un diploma de escuela secundaria de cualquier país o equivalencia de escuela secundaria en los Estados Unidos, puedes postularte a LaGuardia e inscribirte en el CUNY Language Immersion Program (CLIP).

- programa intensivo (25 horas a la semana) y de bajo costo
- enfoque en la lectura, escritura, expresión oral y comprensión auditiva en inglés
- asistencia para la transición a clases con créditos después de estudiar en CLIP
- asistencia con solicitud de ayuda financiera y becas
- acceso a talleres de trayectorias profesionales
- orientación de un consejero y más

Para obtener más información, llama al (718) 482-5966 o envía un correo electrónico a clip@lagcc.cuny.edu

Which High School Equivalency (GED) Program is Right for Me?



Getting a high school equivalency diploma increases lifetime earnings by \$331,000, according to the U.S. Census.

Start building your future today!

Continuing Education at LaGuardia Community College offers many high school equivalency preparation programs, courses and services. Choose a program that fits your needs.



Focus on building academic skills needed to earn your high school equivalency diploma. (F)

Adult Basic Skills – Building Skills

Call: (718) 482 – 5385
 Email: hselaguardia@lagcc.cuny.edu
 Visit: laguardia.edu/ce/abs

Tome clases de equivalencia del bachillerato en español por la noche o los sábados. (\$)

Adult Basic Skills – Equivalencia del Bachillerato en Español

Llame: (718) 482-5385
 Email: hsetuition@lagcc.cuny.edu
 Visite: laguardia.edu/hse-espanol



Fathers between the ages of 18 – 30, earn a high school equivalency diploma and create a brighter future for you and your family. (F)

CUNY Fatherhood Academy

Contact: David Speal
 Call: (718) 730-7336
 Email: dspeal@lagcc.cuny.edu
 Visit: laguardia.edu/cunyfatherhood

Are you between the ages of 17 ½ and 21 and out of school? Earn your high school equivalency diploma and move forward in your life. (F)

Pathways to Graduation

Contact: Winifred Francis-Miller
 Call: (718) 482 – 5340
 Email: wfrancis@lagcc.cuny.edu
 Visit: laguardia.edu/ce/pathways-to-graduation



If you've already attended Continuing Education classes and earned your high school equivalency diploma, find out how you can apply to LaGuardia and earn a college degree. (F)

Career Development Center

Call: (718) 482-5355
 Email: careerdevelopmentcenter@lagcc.cuny.edu
 Visit: laguardia.edu/ce/career-development-center

(F) = Free (\$) = Tuition


Did You Know?

LaGuardia is an official NY State Education Department testing center for the high school General Educational Development (GED®) exam. If you take equivalency preparation classes at LaGuardia, once you are ready to take the GED, we will assist you in registering for the free exam at our

testing center. If you wish to take the exam without taking classes, you may apply directly. **For more information call (718) 482-5385 or visit laguardia.edu/hse.** (F)

High School Equivalency



 These courses may be eligible for Veterans tuition assistance. Students who have served in the military also qualify for many services through LaGuardia's Veterans Resource Center. Contact (718) 482-5231 or ddaza@lagcc.cuny.edu.

Start or Advance Your Career!



Getting a high school equivalency credential increases lifetime earnings by \$331,000 according to the U.S. Census.

Visit laguardia.edu/careercoach or Room C-258

Equivalencia del Bachillerato en Español

Prepárese para tomar el examen de equivalencia del bachillerato (GED®) y empiece a planear su futuro. Estudiará lectura, escritura y matemáticas y participará en talleres sobre las carreras, presentados por consejeros académicos. También habrá asesoría sobre programas de certificación profesional y de universidad. Este curso se ofrece a estudiantes que tienen 19 años de edad o más. Para aplicar tiene que tomar exámenes de registro.

Invierno 2026

El registro se realizará de forma en persona.

Complete el formulario de registro en línea/"online"

www.laguardia.edu/ce/hse-tuition-form. Será contactado con la fecha y hora del registro en persona. (Para futuro fechas de exámenes de registro llame al (718) 482-5385.)

Sesión de exámenes de registro:

- Examen en comprensión de lectura de 35 minutos
- Examen de matemáticas de 20 minutos
- Breve examen de escritura

Tiene que pasar los tres exámenes de registro para poder matricularse en el curso. Si ha tomado el examen de equivalencia del bachillerato (GED o TASC) en el pasado, dependiendo de sus calificaciones, tal vez podría ser excusado de los exámenes de matrícula. Para averiguar, traiga una copia de sus calificaciones del examen de equivalencia del bachillerato a la sesión de exámenes de registro o llame al (718) 482-5385 para hablar con un consejero.

Pago:

- El curso se puede pagar con tarjeta de crédito/débito
 - El costo del registro de \$25 se puede pagar "online" (www.laguardia.edu/acereg/)
- Los textos para todos los cursos de Equivalencia del Bachillerato y Pre-Equivalencia del Bachillerato y una calculadora científica se tienen que pagar separadamente.

Descuentos:

- Estudiantes que reciben ayuda del gobierno - descuento de 50% (tendrán que mostrar su tarjeta de ayuda del gobierno y carta de presupuesto)
- Aplicantes que tienen 65 años de edad o más - descuento de 30%
- Si usted tomó el curso en los últimos seis meses y necesita tomarlo nuevamente - descuento de 30%

Becas podrían estar disponibles. Para mas información llame al (718) 482-5385.

High School Equivalency Placement Exam in Español

Febrero 3 - Marzo 31 (1 sesións/3 horas)

Martes 5:00 PM - 8:00 PM \$25 HSES099W26.T04.01.00

Equivalencia del Bachillerato en Español

Enero 13 - Abril 2 (33 sesións/99 horas) - Híbrida

Martes y Jueves - Presencial y Miercoles - En Línea 6:00 PM - 9:00 PM
\$355 HSES111W26.T04.01.00

Enero 3 - Abril 8 (28 sesións/98 horas) - Híbrida

Miercoles 6:00 pm - 9:00 pm - En Línea y Sabado 10:00 am - 2:00 pm - Presencial
\$355 HSES111W26.T04.02.00

Enero 12 - Abril 2 (33 sesións/99 horas) - En Línea

Lunes, Martes, y Jueves 6:00 PM - 9:00 PM
\$355 HSES111W26.T04.03.00

Enero 3 - Abril 8 (28 sesións/98 horas) - Híbrida

Miercoles 6:00 pm - 9:00 pm - En Línea y Sabado 10:00 am - 2:00 pm - Presencial
\$355 HSES111W26.T04.04.00



Building Skills and
High School Equivalency
Preparation

The Adult Basic Skills Program will help you develop your knowledge and skills in math, reading, writing, social studies and science to assist you in passing the General Educational Development (GED®) exam.

- Basic academic skills through high school equivalency preparation
- College preparation and transition
- Supportive and non-threatening learning environment
- Encourages postsecondary education, training and career advancement

Earn a high school equivalency diploma and achieve your college and career goals!

To learn more about our program call (718) 482-5385 or visit laguardia.edu/ce/abs

LaGuardia Community College GED[®] Express

Have you already passed 2 or more
GED subtests?

Join us for free, online GED prep classes on
Mondays and Wednesdays from 6-9 p.m.

Completion of class guarantees seat for GED
exam at LaGuardia Community College



Admissions is rolling!



Scan QR code to register
for a placement test



Questions? Contact us: Adult Basic Skills
29-10 Thomson Ave., Room C-400, Long Is City, NY 11101
(718) 482 5385 | hselaguardia@lagcc.cuny.edu

Adult Basic Skills Peter Jennings Laurel Award Scholarship



Congratulations to three students from LaGuardia's Adult Basic Skills (ABS) program who were awarded this year's Peter Jennings Laurel Award Scholarship. Jennifer Barrera, Zarah Marsh and Kayla Salsabila were recognized for their academic success in the ABS program, earning of a GED diploma, and subsequent enrollment in a CUNY college. All three students are currently enrolled in a degree program at LaGuardia. These students overcame personal challenges, showed a positive attitude towards their studies, and also helped their fellow classmates reach their educational goals. They will each receive \$1,000 in scholarship funding towards their LaGuardia education.

The scholarship is named for Peter Jennings, renowned journalist and anchor of ABC World News Tonight, who was himself a high school dropout.

CUNY START

CUNY Start is an intensive 18-week program that prepares associate degree-seeking students by increasing their proficiency levels in English and math and preparing them for college-level coursework in a collaborative, student-centered environment.

Why enroll in CUNY Start?

- Improve your English and math skills, and prepare for college
- Two opportunities to gain proficiency
- Low cost: \$75 course fee including materials
- Save financial aid and spend less time in developmental classes

To be eligible for CUNY Start, you must:

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Spring 2026 classes
- Have developmental needs based on the CUNY proficiency index score
- RSVP to attend an info session and complete online application
- Be interviewed by a staff person

(718)482-5137 cunystart@lagcc.cuny.edu

To attend an info session visit laguardia.edu/cunystart and sign up.

Earn **College Credit** for what you've learned!



LaGuardia Community College

Credits for Success (Credit for Prior Learning)

Turn knowledge, skills and credentials into college credit and earn a degree in less time.

Did you know that you can **earn credit for college level learning** you've gained outside the traditional college classroom?

LaGuardia Community College's **Credits for Success** initiative offers college credit eligibility for:

- military training and occupations
- standardized exams (including CLEP exams)
- industry credentials
- portfolio assessment

You may also qualify for scholarships through **Credits for Success** to help fund your education at LaGuardia.

Take this opportunity to advance your education and future prospects!

To learn more visit www.laguardia.edu/cpl or email CPL@lagcc.cuny.edu

College Courses for Non-Credit

Take college level courses as a non-credit student at LaGuardia!

LaGuardia's Continuing Education offers college courses on a non-credit basis at a special fee of \$320 per course.

- * **Learn a new language or how to play an instrument**
- * **Take up painting or explore philosophy**
- * **Find a class that suits your interest**



College courses for non-credit are offered in the following areas:

- **College Modern Languages** ([visit website](#))
 - Take any College Modern Languages course, including advanced level* Spanish classes!
*Advanced level Spanish courses taught in Spanish.
 - Take American Sign Language 1
- **College Art** ([visit website](#))
- **College Music** ([visit website](#))
- **College Liberal Arts** ([visit website](#))

REGISTER BY AUGUST 22, 2025

Decisions on class size are made early, so register in advance. Alternate days and times for college classes are sometimes available for Continuing Education students.

For more information call (718) 482-7244.

Sign up for that class you always wanted to take!

Youth Programs

LaGuardia Community College offers a variety of programs to New York City youth and young adults, ages 14 - 30, to help them gain work experience, prepare for college or a high school equivalency diploma, become a better family provider and much more.

Programs sponsored by grant funding.

A career pathways program for out of work and out of school youth (ages 16-24)

Find a permanent job or access further education and training!

Train & Earn



- > Comprehensive job training
- > Internship and job placement assistance in a healthcare field
- > Job readiness support (resume/cover letter building, mock interviews)
- > Weekly stipends and MetroCards
- > Vouchers for certification exams
- > Social and mental health services/support
- > Access to an array of offerings at LaGuardia Community College

For eligibility requirements visit www.laguardia.edu/train-and-earn.

For more information contact: trainandearn@lagcc.cuny.edu
(718) 730-7572 TTY: (718) 662-1220
Room C-314



Continuing
Education

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

runs for six weeks from
July through August
Ages 14-24
Earn NY State minimum wage

CareerReady Work, Learn & Grow (WLG)

runs from October
through March
Ages 16-19

Opportunities for Work Experience, Leadership Development and Career Exploration

We've placed participants in the following industries: arts and recreation, retail, childcare, health, government agencies, education, legal services, pet care and more!

Visit www.laguardia.edu/syep Contact syep@lagcc.cuny.edu or (718) 482-5340



CUNY Fatherhood Academy

Are you a father between the ages of 18 and 30?
Are you unemployed or underemployed?

Create a brighter future for you and your family!

The CUNY Fatherhood Academy is a free program that can help you:

- Earn a high school equivalency diploma while focusing on academic and personal success
- Prepare for college
- Get work experience through a part-time job or an internship
- Explore careers
- Learn about important topics such as parenthood, health and financial literacy

Contact: David Speal (718) 730-7336 dspeal@lagcc.cuny.edu



High School Equivalency

Are you between the ages of 17 1/2 and 21
and out of school?

Do you want to move forward in your life?

Start building your future!

LaGuardia's **Pathways to Graduation** Program can help you prepare for the GED exam.

Contact: **Winifred Francis-Miller**
(718) 482-5340
wfrancis@lagcc.cuny.edu

Have you served in the military?



Are you a spouse or dependent of
someone who served in the military?

**LaGuardia's Veterans Resource
Center can help you!**

- Career counseling and planning
- Connections to training and education programs
- Help with GI Bill* applications
- College admissions forms assistance
- Up to date information on benefits, services and events
- Help with financial aid applications and researching college scholarships
- Referrals to community agencies
- Dedicated veterans space with computer and printer access
- Case management services while enrolled in adult and continuing education programs
- Connection with other veterans at LaGuardia who share common experiences

* GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Contact: **David Daza**
Phone: (718) 482-5231 Email: ddaza@lagcc.cuny.edu

CENTER FOR CONTRACT TRAINING

AT LAGUARDIA COMMUNITY COLLEGE

**Promote your organization's success
by upskilling your employees!**

Customized Consultative Learning and Development Services for:

- Corporations
- Public sector agencies
- Nonprofit organizations

Our team of subject matter experts is comprised of staff and consultants who are accomplished educators, seasoned business professionals and knowledgeable government experts.

We assess, design, develop, deliver and evaluate customized training programs that can support the growth of your organization and employee skill base.

CLICK HERE TO FIND OUT MORE!

Or contact cce@lagcc.cuny.edu
or (718) 482-5330.



Business Services

Are you a new or emerging small business?

Do you need help preparing loan packages?

Contact the **Small Business Development Center (SBDC)** for free, one-on-one professional advisement in English, Spanish, Chinese and Korean on legal requirements, business and financial planning (including creating projections), marketing, business expansion, assistance with franchises, international trade and more.

Website: nyssbdc.org
Call: (718) 482-5303
Email: sbdc@lagcc.cuny.edu



Do you want to expand your small business but need intensive training to move to the next level?

10,000 Small Businesses (10KSB) is an initiative developed by Goldman Sachs to help small businesses across the U.S. grow and create jobs through greater access to business education, support services and capital.

Website: laguardia.edu/10ksb/
Call: (718) 730-7400
Email: 10KSB@lagcc.cuny.edu



Do you want to market your goods and services to governmental agencies?

LaGuardia APEX Accelerator (LaGuardia APEX) provides assistance to all entrepreneurs, especially Small, Veteran, Minority and Women business owners.

Website: laguardia.edu/ce/pages/business-services/apex-accelerators
Call: (718) 482-5289
Email: ptac@lagcc.cuny.edu



Do you want to improve your skills to help build your business?

Career and Professional Programs (CAPP) offers IT/tech, accounting, and tax preparation courses as well as preparation for industry certifications and licenses.

Website: laguardia.edu/capp
Call: (718) 482-7244
Email: aceprofessional@lagcc.cuny.edu

Do you want to obtain transportation-related contracts?

The Northeast **Small Business Transportation Resource Center (SBTRC)** of the US Department of Transportation (DOT) provides assistance through training and advising on marketing to the DOT, Disadvantaged Business Enterprise certification, short-term lending and bonding assistance.

Website: laguardia.edu/sbtrc
Call: (718) 482-5289
Email: sbtrc@lagcc.cuny.edu



Do you want custom training for your employees?

Center for Contract Training develops customized educational programs for businesses, non-profits, and community and other organizations. Programs range from ESL classes to credit-bearing college courses.

Website: laguardia.edu/cct
Call: (718) 482-7244
Email: cce@lagcc.cuny.edu



Grants, Scholarships and Opportunities

Financial Support Services for Continuing Education Students

Do you need education or training to help you get a job, or advance in or change your career?

The Career Success Scholarship (formerly known as the Helena Rubinstein Scholarship) assists with tuition and fees for continuing education programs in healthcare and other high demand fields.

Next application deadline is December 8, 2025.

For updates on the scholarship, please follow us on social media:

Instagram @CUNYWorks, Twitter @CUNY_Works,
Facebook @CUNYCareersuccessInitiatives

For more information contact Serena Bowles at (718) 730-7501, sbowles@lagcc.cuny.edu

You may be eligible for tuition assistance or vouchers for many of our courses. Find out if you qualify!

New York State Educational Incentive Program (EIP) may provide vouchers for qualified applicants who are registered child care providers. For more information: earlychildhoodnyc.org/education/EIP.cfm

Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) offers access to a full range of services that may be needed by persons with disabilities. For more information: access.nysed.gov/vr

Vouchers are also accepted through the GI Bill and the Department of Veterans Affairs. For more information: va.gov

Vouchers may be available through your employer. Contact the Human Resources, Personnel or Training Departments at your place of employment to receive information on vouchers for tuition reimbursement.

You can also inquire about other opportunities for tuition assistance and vouchers at the NYS Department of Labor, NYC Human Resources Administration, Workforce1 Career Centers and other government assistance programs as well as with your union representative.

Payment Plans

Payment plans are available for select tuition programs. For more information call (718) 482-7244.

Continuing Education Scholarships

For information on Continuing Education Scholarships see page 5.

Individual Training Grants

Advance your Career through Occupational Training

Individual Training Grants (ITGs) allow you to receive specialized training to find a new job or advance in your career at a very low cost. For more information visit the Queens Workforce1 Career Center at 168-25 Jamaica Ave., 2nd Floor, Jamaica, NY 11432, (718) 557-6755.

Get an education. Get a tax break. Hope Scholarship Credit

Taxpayers are eligible to claim a non-refundable credit against federal income taxes for EACH student in the taxpayer's family enrolled at least half time in one of the first two years of post secondary education in a program leading to a degree, certificate or other recognized educational credential.

For more information visit IRS.gov.

Students Over 65

Rediscover the joy of learning at LaGuardia! Receive a 30% discount for non-credit courses.

For more information call (718) 482-5337.



Support for Immigrant and Undocumented Students

The City University of New York was founded on the principle of equal access and opportunity. LaGuardia's longstanding commitment to welcoming, protecting and supporting our students, regardless of immigration status, has not wavered since our founding.

We remain committed to diversity, equity and inclusion and will steadfastly continue to offer a welcoming environment for students of all backgrounds. LaGuardia Community College will take any steps available under the law to protect and support our undocumented students.

Should you or a family member have concerns about your immigration status or safety, we urge you to avail yourselves of the resources and services listed below. For more information visit www.laguardia.edu/know-your-rights.

LEGAL RESOURCES

Green Card Holders

CUNY Citizenship Now! provides free, high quality, and confidential immigration law services to help individuals and families on their path to U.S. citizenship. Our attorneys and paralegals offer one-on-one consultations to assess participants' eligibility for legal benefits and assist them in applying when qualified.

<http://www1.cuny.edu/sites/citizenship-now/>

Undocumented

The **Mayor's Office of Immigrant Affairs** offers *Know Your Rights* booklets in more than 10 languages, including Spanish and Bengali. This page also includes guidance about what to do after a friend or family member is detained by ICE/Immigration.

Visit the **Immigrant Legal Resource Center** to obtain detailed information about creating a **Family Preparedness Plan**.

CUNY's **Office of Undocumented and Immigrant Student Programs** includes guidance and resources that can help students stay safe and focused on their educational journey, no matter what their citizenship status is. **This page** in particular has a safety plan video in both English and Spanish.

We Have Rights empowers individuals with essential knowledge about their legal rights in the United States, offering *Know Your Rights* guides, videos, and materials in multiple languages to help users navigate interactions with law enforcement, ICE, and other officials during home raids, street stops, or workplace encounters.

Immigrant Defense Project (IDP) is a valuable resource for immigrants, providing guidance on their rights during ICE raids or immigration enforcement actions. It covers essential rights like remaining silent, refusing entry without a warrant, and recording interactions with immigration officers.

The LaGuardia Community College Foundation offers various **financial assistance and student support programs**, including the Friedman Fund, for eligible students of any citizenship status to help you achieve your goals.

Refugees

New York State Emergency Hotline

Governor Hochul has established a hotline to offer assistance to refugees left in vulnerable situations at New York airports. To report loved ones who are passengers on incoming flights and believed to be missing or detained, please call (888) 769-7243.

For all students, regardless of immigration status.

SAFETY

On Campus

If you are on campus and feel your life is in imminent danger, call (718) 482-5555 or visit your nearest Public Safety office for assistance.

Off Campus

If you feel your life is in imminent danger, call 911 immediately.

VICTIMS OF HARASSMENT OR INTIMIDATION

On Campus

If you are the victim of religious, race, or sexual harassment, there are several resources both on and off campus that will help you file a complaint.

Human Resources

Phone: (718) 482-5080

Email: TitleIX@lagcc.cuny.edu

DO YOU STILL HAVE QUESTIONS ABOUT WHERE TO TURN OR NEXT STEPS?

You can reach out to Rhonda Mouton, regardless of immigration status, to help direct you to appropriate resources both on campus and in the community.

Rhonda Mouton

Program Director, LaGuardia CARES

31-10 Thomson Avenue, Room C-107 • Long Island City, NY 11101

Phone: 718-482-5129 • Email: rmouton@lagcc.cuny.edu

Become a U.S. Citizen

CUNY Citizenship Now! assists permanent residents with their U.S. citizenship applications. www1.cuny.edu/sites/citizenship-now/

Events are open to anyone, not only CUNY students. Languages spoken: English, Spanish and Chinese.

Experienced lawyers and other immigration professionals will assist you in filling out forms if you meet all of the following naturalization requirements:

- You have resided in the United States as a permanent resident for five years (or for three years if you are married to and living with a U.S. citizen)
- You have been physically present in the United States for half of the five (or three) year period
- You are at least 18 years old



How to Register

Online: laguardia.edu/acereg
 By phone: (718) 482-7244

Monday through Thursday 8:30 am - 6:30 pm
 Friday - Saturday 8:30 am - 3:30 pm

Payment

Payment is required at the time of registration. You may pay with cash or using a debit or credit card (MasterCard, Visa, American Express or Discover).

Discounts

The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia undergraduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to the children of undergraduates and to the children of faculty/staff. 50% tuition discount is offered to public assistance recipients. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.

To receive a tuition discount you must register no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability. Call (718) 482-7244 for more information.

Delinquent Payments

The College reserves the right to withhold the privileges of class attendance, use of facilities and services, and access to certificates of completion from students delinquent with payments.

Refund Policy

For courses under \$299

- 100% (-\$20 per course) if written request received 3 business days prior to 1st day of class
- 50% (-\$20 per course) if written request received prior to second week of classes

For courses \$299 and above or more than 50 hours of instruction

- 100% (-\$20 per course) if written request received 3 business days prior to 1st day of class
- 75% (-\$20 per course) if written request received prior to completion of 10% of class hours
- 50% (-\$20 per course) if written request received prior to completion of 20% of class hours

\$20 will be deducted from refunds as shown above up to a limit of \$40.

Allow 4-6 weeks to receive refunds for payment made by check or cash.

Allow 2 billing cycles for credit charges to reflect refund on monthly statements.

Credit Card/Debit Card payments are refunded back to the original card used at time of purchase.

Members of the military needing to withdraw from class at short notice will be considered on a case-by-case basis.

Financial Assistance

Many employers and/or unions provide tuition reimbursement or direct funding. Members of DC-37 or Local 1180 may apply for reimbursement on a per course basis. Call DC-37 at (212) 815-1663 or Local 1180 at (212) 966-5353 for details and courses.

Payment Plans

For information call (718) 482-7244.

Materials

Tuition/registration fees do not include the cost of course materials to be used in classes/seminars except where indicated.

College Policies

Equal Opportunity and Affirmative Action

LaGuardia Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, genetic predisposition or carrier status, citizenship status, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Course Cancellations

100% refund for courses cancelled by the College. The College reserves the right to cancel or withdraw courses from the catalog and to change course curricula and scheduling. The College also reserves the right to withdraw and substitute instructors.

Updates

Course and program schedules as well as tuition may change due to unexpected circumstances. For the most up-to-date schedules please visit laguardia.edu/acereg.

Student Conduct Code

Academic dishonesty and disciplinary misconduct is prohibited in the City University of New York and is punishable by penalties ranging from a grade of "F" on a given test, research paper or assignment, to an "F" in the course, or suspension or expulsion from the College. Academic dishonesty includes cheating, plagiarism, Internet plagiarism, obtaining unfair advantage, falsification of records and official documents, and misconduct on internships.

Because academic dishonesty violates everyone who depends on the integrity of the College, its degrees, certificates and courses, the College has the responsibility of making every effort to maintain the highest standard of academic integrity and conduct. All Adult and Continuing Education (ACE) students are bound by the same academic integrity and disciplinary rules of conduct explained in the [LaGuardia Community College Student Handbook](#).

Grievances and decisions are handled by ACE's Vice President and Deans.

How to Get to LaGuardia Campus



The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map to locate specific buildings.

By Car:

From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and from Manhattan, take the 59th Street bridge to Queens Blvd.

By Subway:

- 7 train 33rd Street station
- N, W trains at Queensboro Plaza station, transfer to #7
- E, M trains Queens Plaza or 23rd-Ely/Court Square station
- R train Queens Plaza station
- G train 23rd-Ely/Court Square station

By Bus:

- Q60, Q32 Queens Boulevard and Skillman Avenue
- Q39 Thomson and Van Dam Street
- B62 Thomson and Jackson Avenue

Bike Parking:

Racks are available on Van Dam Street, in front of the E building, and near the parking lot on 29th Street by the C Building.

LaGuardia Address:

- C Building 29-10 Thomson Ave
- B Building 30-20 Thomson Ave
- E & M Building 31-10 Thomson Ave

LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

31-10 Thomson Avenue
Long Island City, NY 11101



Continuing
Education

CUNY



ENROLLED in Tax Prep and QuickBooks courses

APPLIED experience from classes

LAUNCHED his own business

To learn more about LaGuardia's finance courses see page 12

JITENDER SHARMA

Jitender Sharma needed crucial knowledge and skills to start up his own financial services business. He completed LaGuardia's short-term certificate programs, and today he operates his own company.

Read his story on page 12.