

DIVISION OF ADULT AND CONTINUING EDUCATION

FALL 2021 CATALOG

LEARN WITH US

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



“Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome.”

-- Booker T. Washington

YOUR COMMUNITY PARTNER IN
CAREER TRAINING



Continuing
Education

Career Coach at LaGuardia



Online resource that matches your strengths and interests with various industries and career paths. Provides up-to-date labor and career information as well as associated education and training programs at LaGuardia.

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

Small Business & Entrepreneur Services

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



Small Business & Entrepreneur Services

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Look for this graphic throughout the catalog for up-to-date Labor Market Information.

Start or Advance Your Career!



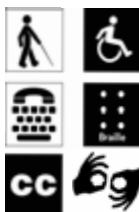
Labor Market Information noted throughout the catalog indicates the most common career options for the given training programs. Salary ranges represent the 25th - 75th percentile, according to Economic Modeling, LLC (Emsi) or Burning Glass Technologies.

Visit laguardia.edu/careercoach or Room C-258

To inquire about disability 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) or email pda@lagcc.cuny.edu 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 for Students with Disabilities at (718) 482-5279 or OSD@lagcc.cuny.edu.



Career Training.



Continuing
Education

Community College



Getting the coronavirus vaccine is the single most important step you can take to protect yourself and loved ones from COVID-19. Governor Cuomo announced that CUNY students must get vaccinated for all in-person classes beginning with the Fall 2021 semester

All LaGuardia Continuing Education students attending classes for Fall 2021 must submit documentation of full vaccination before the first day of in-person instruction.

For more information on the COVID-19 vaccination and future announcements, please [CLICK HERE](#). Students registered for Fall 2021 courses will receive further communication.

WELCOME TO LAGUARDIA COMMUNITY COLLEGE



Dear LaGuardia Students and Community,

New York is getting back to work and back to business! If you are seeking an opportunity to move forward in your education or career, LaGuardia offers excellent academic and professional programs that educate, train and advance the skills of New Yorkers.

Our programs work closely with employers, labor unions, and community based organizations to provide opportunities for helping get you the job you want and that help rebuild our communities.

Join LaGuardia as we create new opportunities for you and your family.

Kenneth Adams
President



Dear Members of our Community,

LaGuardia Community College is a catalyst for higher education and workforce training in New York City. Since LaGuardia first opened in 1971, our mission has been clear—to create educational access and opportunity for all city residents. Our programs and course offerings within LaGuardia's Continuing Education that respond to the demands and career trends reflect that commitment. We are the college of opportunity; the college of hope, and the college of dreams.

As New York City reopens and gets back on track, at LaGuardia we can help you reach your educational and professional goals. Through our "One College" approach, whether you want to learn English, earn a high school equivalency diploma, go to college, get job training, start or advance in a career, or grow your business, you will find all that you need to succeed here. We offer expert instructors, a supportive environment, a diverse student body and affordable programs. We understand the challenges faced by our communities as they strive to balance family, work and school responsibilities, and we will support you every step of the way.

We continue to provide courses and programs via distance learning, and all of our offices and programs can be reached by email or phone. In addition, some classes that involve hands-on instruction and training will take place on campus in a safe environment.

Fall is a great time to think about your goals, make a plan and get started. Look through our catalog or visit our web site at www.laguardia.edu/ce to explore all the opportunities we offer. We hope you join us!

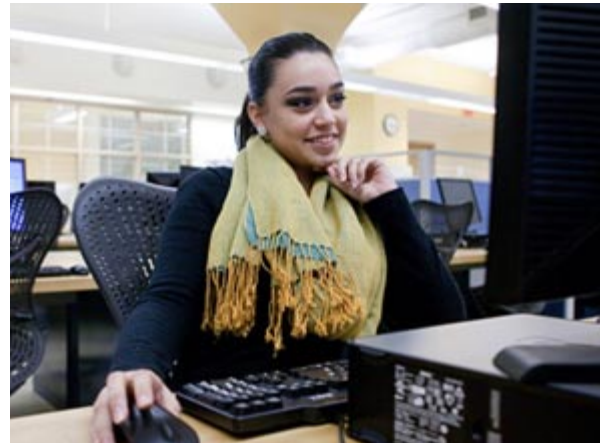
Sunil B. Gupta
Vice President
Division of Adult and Continuing Education

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

We offer assistance to Continuing Education students at LaGuardia with their academic and career needs.

- Career Assessment, Career Counseling and Advisement
- Career Readiness Workshops (resume writing, interview skills, maintaining a professional social media presence)
- College and Job Training Enrollment Support
- Referrals to Academic and Job Training Programs



We can help you get on the path to success.

- Get education and training with Continuing Education.
- Transition to a LaGuardia degree program.
- Begin and advance your professional career.

For more information call (718) 482-5355.

Learn English


at The English Language Center

Our many English as a Second Language (ESL) programs prepare you 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.

“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



See page 25.
To learn more visit
laguardia.edu/telc
or email english@lagcc.cuny.edu



Begin a career in a high demand field.

Get training and get started!

Check out our new certificate programs:

- Penetration Testing (Cybersecurity) - page 10
- Data Analytics and Data Science Program - page 14
- Hospitality (COVID preparedness) - page 17

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
- Learn how to protect against cyber attacks
- Learn how to code for web development
- Explore digital marketing and project management

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

See pages 9 - 12.

To learn more visit laguardia.edu/careers or call (718) 482-7244.

Start or Advance Your Career!

 Information Security Analysts | \$103K - 180K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Start or Advance Your Career!

 Computer Network Support Specialist | \$65K - 113K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

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"> • Receive LaGuardia certification in Digital Marketing - page 12 • Receive LaGuardia certification in QuickBooks - page 13 • Prepare for industry certification as an Emergency Medical Technician - page 16 • Prepare for industry certification as a Pharmacy Technician - page 18 • Receive OSHA certification to begin a career in the Electrical field - page 24 • Receive OSHA certification to begin a career in the Plumbing field - page 24 	<p>you can</p> <ul style="list-style-type: none"> • Receive LaGuardia certification in Microsoft Office Applications (Word, Excel, PowerPoint and Outlook) - page 9 • Prepare for industry certification in Network Technology - page 11 • Prepare for industry certification as a Central Service Technician - page 19 	<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as an IT Support Specialist - page 11 • Receive LaGuardia certification in Medical Billing - page 17 • Prepare for industry certification as a Certified Medical Administrative Assistant - page 17 	<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as a Paramedic - page 16 • Prepare for industry certification as a Certified Dietary Manager - page 18

Computer Skills

Certificate Program in Microsoft Office Applications

 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.


Microsoft Office is the most common software used in business today. Successfully complete Word, Excel, Outlook and PowerPoint courses to earn a LaGuardia Certificate in Microsoft Office Applications. (You may take individual courses without intending to complete the certificate program.) Upon successful completion of the certificate program, you will be eligible to take the certification exam in a specific Microsoft Office application. You can also earn up to 3 college credits towards an Accounting, Business Administration, or Travel, Tourism, and Hospitality Management Degree at LaGuardia Community College. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244.

CAREER INSIDER SERIES
ONLINE WEBINAR
Excel Mini Workshop FREE
Sat Sep 18 (1 session/2 hours)
11:00 am – 1:00 pm MOFF000F21.T05.01.00

- Join us for an interactive mini workshop to discuss how to create a spreadsheet and other basic functions of Microsoft Excel.

To register or for more information call (718) 482-7244 or visit <http://www.laguardia.edu/careerinsider/>

Start or Advance Your Career!

 By 2020, three out of four jobs in the United States will require some level of computer proficiency according to the Bureau of Labor Statistics.

Visit laguardia.edu/careercoach or Room C-258

Take 4 and save \$40*

Register for the four Microsoft Office Applications courses within one calendar year and **SAVE \$40**.
*Cannot be combined with any other discount.

Microsoft Excel for Windows

Learn the basic functions of Microsoft Excel for Windows, including the creation of spreadsheets, shortcut menus, sorting, Autosum and Autofill commands, cut/copy/paste, charts, linking workbooks, the "if" statement and printing. Please bring a USB flash drive to class.

Prerequisite: Basic computer knowledge. ND

Sat Oct 23 – Dec 4 (6 sessions/24 hours)
9:00 am – 1:00 pm \$285 MOFF102F21.T05.01.00

Microsoft Word for Windows

Learn the basics of Microsoft Word for Windows, including the tool bar, AutoCorrect feature, cut/copy/paste, tab sets, grammar checker, printing, headers, footers and page numbers. Please bring a USB flash drive to class.

Prerequisite: Basic computer knowledge. ND

Mon & Wed Oct 4 – Nov 1 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$285 MOFF101F21.T05.01.00

Administrative Assistant Certificate Program

Administrative Assistants work in almost every business sector, performing clerical and administrative tasks to support diverse organizations. Build a professional network, develop practical skills, and learn the ins and outs of an industry. Focus on essential computer and communication skills needed to succeed in an office setting and virtually. Upon successful completion of the course, you may take the Certified Administrative Assistant (CAA) exam through the National Career Certification Board (NCCB) and will earn a LaGuardia certificate of completion. Additional stand-alone courses are offered but do not lead to a certificate. ND

Start or Advance Your Career!

 Secretaries and Administrative Assistants | \$ 42K - 75K*

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

Certified Administrative Assistant

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 (Cost of textbook and exam included in course fee.) For more information call (718) 482-7244. ND

Mon & Wed Nov 15 – Jan 31 (20 sessions/60 hours)
6:00 pm – 9:00 pm \$780 CADA100F21.T05.01.00



Business Skills and Entrepreneurship Series

Give your professional career a boost by mastering essential business skills. You will focus on human resources management, leadership skills, time/stress management, conflict resolution and staying connected remotely. These courses will help you facilitate team connections and increase your organization's output and productivity. ND

Fundamentals of Human Resources

Develop fundamental skills necessary to be successful in human resources or build on your already existing knowledge. Topics include human resources management; compensation and benefits; employment law and labor relations; performance management; and recruitment. Upon completion of the course, you will earn a LaGuardia certificate of completion. (Cost of eTextbook included in course fee.) ND

Tues & Thurs Nov 16 – Dec 21 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$570 BUSK104F21.T05.01.00

Fundamentals of Management

Build a solid foundation of management concepts, roles and responsibilities that you can apply to any industry. Topics include basic concepts and theories of management, leadership skills, delegating efficiently, problem solving, effective communication and conflict resolution. Upon successful completion of the course, you will earn a LaGuardia certificate of completion. ND

Tues & Thurs Oct 5 – Oct 28 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$400 FMGT100F21.T05.01.00

Remote Work Fundamentals

Managers and employees alike, acquire the essential knowledge and skills you need to succeed in a remote work world and ensure productivity and effectiveness in this online interactive course. Topics include challenges for remote workers, conflict resolution, effective collaboration, communication and expectations. ND

Sat Nov 13 – Nov 20 (2 sessions/12 hours)
9:30 am – 1:30 pm \$215 BUSK103F21.T05.01.00

Information Technology

CAREER INSIDER

SERIES

ONLINE WEBINAR

Protect your Privacy
(Cybersecurity Mini Workshop) FREE

Thurs Sep 9 (1 session/2 hours)
6:00 pm – 8:00 pm CYBE000F21.T05.01.00

- Join us for an interactive mini workshop to get tips on how to protect valuable information on your devices.

To register or for more information call (718) 482-7244 or visit <http://www.laguardia.edu/cappinfosessions/>

You will be contacted by someone from the program prior to this virtual information session with the details about how to attend.

Fundamentals of Cybersecurity: CompTIA Security+ Certification Preparation (Part 1)

Learn the basics of cybersecurity and begin a career in this booming field. You will learn various ways to protect software, hardware or electronic data. Other topics include fundamentals of risk management; security policy; and authentication, authorization and accountability. Intended for IT professionals who want a broad understanding or novice learners considering a career in cybersecurity. Upon successful completion of this course, you can take the CompTIA Security+ exam and will earn a LaGuardia certificate of completion. Recommended: IT Network Technician course or CompTIA Network+ certification. (Cost of eTextbook included in course fee.) ND

Sat Oct 2 – Dec 4 (8 sessions/40 hours)
9:00 am – 2:00 pm \$630 CYBE101F21.T05.01.00

Cybersecurity and Privacy Management

Play a crucial role in protecting our national security. The rise in cyber attacks is surpassing current defenses and demands better trained cybersecurity professionals. Join thousands of experts who protect businesses, government agencies and general consumers. Build professional relationships and navigate cyber challenges more efficiently. All courses include developing effective communication, team building, time management and critical thinking skills. ND

SOC Analyst (Cybersecurity): CompTIA CySA+ Certification Preparation (Part 2)

Gain in-depth understanding about this high demand profession. Learn how to detect different types of cyber-attacks; identify threats and vulnerabilities; maintain data and monitor security access; and analyze and respond to hardware/software weaknesses through our virtual lab. Upon successful completion of this course, you can take the CompTIA CySA+ exam and will earn a LaGuardia certificate of completion. (Cost of eTextbook, virtual lab and exam voucher included in course fee.) Prerequisite (one of the following): Successful completion of the IT Support Specialist Certificate Program, Fundamentals of Cybersecurity course, CompTIA A+ or Network+ certification, or passing of a screening exam (www.laguardia.edu/SOC-Analyst-Screening-Test/). Payment plan available. ND

Sat Oct 16 – Jan 29 (12 sessions/60 hours)
9:00 am – 2:00 pm \$1450 CYBE102F21.T05.01.00

Penetration Testing (Cybersecurity)

Master the methodology that is used in ethical penetration testing or hacking situations. Topics include information gathering, vulnerability detection, physical security attacks and post-exploitation techniques. Upon successful completion of this course, you can take the CompTIA PenTest+ exam and will earn a LaGuardia certificate of completion. (Cost of eTextbook and exam included in course fee.) Prerequisite: Successful completion of Fundamentals of Cybersecurity course or passing of a screening exam or CompTIA N+ and CompTIA S+ certification along with 2 years of IT work experience. Payment plan available. ND

Sat Nov 6 – Mar 5 (12 sessions/60 hours)
9:00 am – 2:00 pm \$1450 CYBE103F21.T05.01.00

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

Systems Administration

Cloud Computing Security

Join a booming field of cybersecurity experts and gain skills needed to select, monitor, analyze and protect cloud resources. Upon successful completion of this course, you can take the Comp TIA Cloud+ exam and will earn a LaGuardia certificate of completion. (Cost of eTextbook included in course fee.) Prerequisite: Passing of a screening exam (www.laguardia.edu/Cloud-Computing-Screening-Test/). ND

Sat Nov 13 – Feb 5 (9 sessions/45 hours)
9:00 am – 2:00 pm \$999 CLOC101F21.T05.01.00

Intro to Python

Become familiar with one of the most popular programming languages in this hands-on course. Learn the basic datatypes, structures, syntax and constructs of Python programming language. Topics include introduction to Python concepts, data manipulation, writing user defined functions, web recon, port scanning, packet sniffing, performing forensic and malware analysis. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. (Cost of textbook not included in course fee.) ND

CAREER INSIDER SERIES

ONLINE WEBINAR

Tech Connect (IT Fundamentals) FREE

Tue Sep 14 (1 session/2 hours)
6:00 pm – 8:00 pm INF0004F21.T05.01.00

- Join us for an interactive mini workshop.
- Explore a career in IT by discussing the basics of the industry.

To register or for more information call (718) 482-7244 or visit <http://www.laguardia.edu/careerinsider/>

Leap into the dynamic and high demand career of Network Technology. Get hands-on training and prepare for industry recognized certifications. 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. ND

IT Network Technician: CompTIA Network+ Certification

Build the foundation for a career in technology. Networking starts with basic logic and connections. Learn to configure, install, maintain and troubleshoot networks. Upon successful completion of this course, you can take the CompTIA Network+ exam and will earn a LaGuardia certificate of completion. (Cost of eTextbook, virtual lab and exam voucher included in course fee.) Payment plan available. ND Register Now

Sat Dec 11 – Apr 30 (15 sessions/75 hours)
9:00 am – 2:00 pm \$1500 NETW101F21.T05.01.00

IT Support Specialist Certificate Program

Start or Advance Your Career!



Computer User Support Specialist

\$ 63K - 110K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Begin a career in the lucrative, fast growing and high demand IT field and prepare for the industry standard Comp TIA A+ certification. This 2-course program includes IT Fundamentals (ITF+) and IT Support Specialist - CompTIA A+ Certification Preparation. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. Certificate program courses not offered this quarter will be offered in a future quarter. ND

IT Fundamentals: CompTIA ITF+ Certification Preparation (Part 1)

Learn the basics of information technology (IT) and begin a career in this ever-growing industry. Topics include common features and functions of operating systems; network connectivity; identifying usage of common software applications; and security and best practices for web browsing. You will also prepare for the CompTIA ITF+ certification, intended for professionals in the field who want a broad understanding or those considering a career in IT. (Cost of textbook, virtual lab and exam voucher included in course fee.) ND

Sat Oct 16 – Nov 6 (4 sessions/20 hours)
9:00 am – 2:00 pm \$450 CTIA101F21.T05.01.00

IT Support Specialist: CompTIA A+ Certification Preparation (Part 2)

Jumpstart your tech career! Get training in entry level technical support and IT operational roles while you prepare for the industry CompTIA A+ certification exam. You will learn to install, configure and maintain PCs, mobile devices and software for end users; explore basics of networking and security forensics; properly and safely diagnose, resolve and document common hardware and software issues; and discuss basics of scripting, virtualization, desktop imaging and deployment. General topics include hardware and network troubleshooting, operating systems, operational procedures, security, virtualization and cloud computing, and software troubleshooting. (Cost of textbook, virtual lab and exam voucher included in course fee.) Prerequisite: IT Fundamentals (ITF+) or passing of an equivalency exam (<https://www.laguardia.edu/ITStest>). ND

Sat Nov 20 – Jun 25 (24 sessions/120 hours)
9:00 am – 2:00 pm \$1850 CTIA102F21.T05.01.00

**INFORMATION
SESSION**

**DIGITAL MARKETING MINI
WORKSHOP FREE**

**Thurs Sep 23 (1 session/2 hours)
6:00 pm – 8:00 pm DMKT000F21.T05.01.00**

Join us for an interactive mini workshop to get tips on how to increase your digital traffic using social media platforms. To register or for more information call (718) 482-7244 or visit <https://www.laguardia.edu/careerinsider/> (Online Webinar Via Zoom)

To register or for more information call (718) 482-7244 or visit <http://www.laguardia.edu/cappinfosessions/>

Digital Project Management

Merge the worlds of project management and digital landscaping by using the Internet and web technologies to deliver anything from websites to mobile apps, videos to games, social media campaigns to search engine optimization (SEO) and rich media advertising. Courses address the art and science of initiating, planning, executing, managing and implementing online projects. Build professional relationships and navigate challenges on the job more efficiently. All courses include developing effective communication, team building, time management and critical thinking skills. ND

Digital Marketing

Enhance your personal or business landscape by learning digital marketing tactics to effectively reach and engage a larger consumer audience. Target your ideal market by optimizing SEOs and using platforms like Facebook, Instagram and Twitter. Help your business unlock its unlimited potential in the digital world. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

**Sat Oct 16 – Nov 20 (6 sessions/30 hours)
9:00 am – 2:00 pm \$889 DMKT101F21.T05.01.00**

Project Management

Discover how to plan, lead and deliver projects digitally. Learn core skills in this interactive course to balance multiple projects within any industry and stay ahead of a competitive market. Topics include critical functions of a project manager; defining project scope, goals and objectives; estimating project work; and creating schedules. Upon successful completion of this course, you will receive a LaGuardia certificate of completion. (Cost of eTextbook included in course fee.) ND

**Tues & Thurs Oct 19 – Nov 18 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$830 BUSK101F21.T05.01.00**

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: Predictive Analytics. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-5300 or email Yaazieli Ortiz Felicie at yortizfelicie@lagcc.cuny.edu.

**INFORMATION
SESSION ONLINE**

DATA ANALYTICS FREE

**Wed Oct 13 (1 session/1.5 hours)
6:00 pm – 7:30 pm DATA000F21.T23.01.00**

**Thurs Dec 2 (1 session/1.5 hours)
6:00 pm – 7:30 pm DATA000F21.T23.02.00**

You may visit us at <http://laguardia.edu/data-analytics>.

Start or Advance Your Career!

Data Analytics | \$97K - 176K*

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

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

**Tues & Thurs Sep 27 – Nov 9 (12 sessions/36 hours)
6:00 pm – 9:00 pm \$490 DATA101F21.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

**Tues & Thurs Nov 16 – Jan 25
(20 sessions/60 hours) 6:00 pm – 9:00 pm
\$830 DATA201F21.T23.01.00**

Data Science: Predictive Analytics (Advanced)

Take your data analysis skills to the next level. Build on your knowledge of data analytics by learning advanced Python and take a deeper dive into machine learning and modeling. You will use machine learning to train various types of models to make predictions on large datasets. Upon successful completion of this course, you will earn a LaGuardia certificate in Advanced Data Analytics. Prerequisite: Data Analytics Foundations and Python for Data Analytics or passing of an assessment that requires intermediate knowledge of Python and statistics. ND

**Mon & Wed Oct 4 – Dec 8 (20 sessions/60 hours)
6:00 pm – 9:00 pm \$830 DATA301F21.T23.01.00**

Accounting, Bookkeeping and Tax Preparation

Accounting with QuickBooks Certificate Program

Entering the field of accounting or looking to manage bookkeeping for your small business?

Discover how to unleash the power of QuickBooks while mastering basic accounting concepts. Get hands-on practice by creating and working with fictional companies. In this two-course program, receive 60 hours of practical instruction: Accounting with QuickBooks (Part 1) (30 hours) and Advanced QuickBooks for Accounting (Part 2) (30 hours). Upon successful completion of the program, you will earn a LaGuardia certificate of completion. Certificate program courses not offered this quarter will be offered in a future quarter. Students must have access to a computer with Windows operating system off campus. ND

Start or Advance Your Career!



Bookkeeping,
Accounting and
Auditing Clerks

\$ 39K - 65K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

CAREER INSIDER

SERIES

ONLINE WEBINAR

QuickBooks **FREE**

Wed Sep 8 (1 session/2 hours)

6:00 pm – 8:00 pm QUBK000F21.T05.01.00

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

To register or for more information call (718) 482-7244 or visit <http://www.laguardia.edu/careerinsider/>

Accounting with QuickBooks (Part 1)

Explore the fundamental principles of accounting using QuickBooks software. Create a fictional company and modify the chart of accounts to suit your individual needs. Practice reporting accounts payable and receivable, invoicing customers, paying utilities and preparing financial reports for service companies. ND

Sat Oct 2 – Nov 13 (6 sessions/30 hours)

9:00 am – 2:00 pm \$550 QUBK101F21.T05.01.00

Tues & Thurs Oct 19 – Nov 18 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$550 QUBK101F21.T05.02.00

Advanced QuickBooks for Accounting (Part 2)

Gain hands-on experience setting up an inventory system. Create payments and reports for merchandising businesses, including computing the depreciation formula and determining the book value of a company's fixed assets. Learn about bank reconciliation and transaction reports; tracking inventory; recording loans using the loan manager; adjustments and handling bounced checks; and reports customization. Prerequisite: Successful completion of Accounting with QuickBooks. ND

Sat Dec 4 – Jan 29 (6 sessions/30 hours)

9:00 am – 2:00 pm \$550 QUBK102F21.T05.01.00

Tues & Thurs Dec 7 – Jan 13 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$550 QUBK102F21.T05.02.00

Advanced QuickBooks

The following course is open to graduates of the Computerized Bookkeeping for QuickBooks Certificate Program or students with equivalent experience. ND

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

Sat Nov 6 – Jan 29 (9 sessions/27 hours)

2:30 pm – 5:30 pm \$450 QUBK103F21.T05.01.00

Tax Return Preparer Certificate Program

CAREER INSIDER

SERIES

ONLINE WEBINAR

Tax Workshop: Reading Your W-2 **FREE**

Wed Sep 1 (1 session/2 hours)

6:00 pm – 8:00 pm INFO001F21.T05.01.00

- Join us for an interactive mini workshop to discuss how to read and understand your W-2 form.

To register or for more information call (718) 482-7244 or visit <http://www.laguardia.edu/careerinsider/>

Earn extra money by becoming a registered tax preparer or learn to prepare taxes for personal use.

Upon completion of this course, you should be able to complete basic individual NY State and federal forms and will earn a LaGuardia certificate of completion. Designed for students new to tax preparation. For more information call (718) 482-7244. ND

Tax Return Preparer

Explore the role and responsibilities of a professional tax preparer. Learn how to prepare basic individual forms, including tax credits, deductions, and tax consequences. You will become familiar with the 1040 series, NYS IT 201, and wage income forms. Upon completion of this course you should be able to complete individual taxes for yourself or someone else. No software required. ND

Mon & Wed Oct 18 – Dec 22 (20 sessions/60 hours)

6:00 pm – 9:00 pm \$680 TAXP100F21.T05.01.00

Sat Sep 18 – Dec 11 (12 sessions/60 hours)

9:00 am – 2:00 pm \$680 TAXP100F21.T05.02.00

Healthcare-Clinical

American Heart Association (AHA) Certification Courses

 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.

Healthcare professionals working in and out of hospitals who treat patients in an emergency setting can demonstrate their preparation with American Heart Association (AHA) credentials, such as Basic Life Support (Health Care Provider CPR), Advanced Cardiovascular Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certification. Earn or maintain these credentials with LaGuardia's professional and comprehensive training courses. You can also earn AHA instructor certification in your area of expertise (BCLS, ACLS and/or PALS). ND

AHA Basic Life Support (BLS) Provider Certification Course

Acquire the skills and knowledge to respond to infant, child and adult victims of cardiac arrest with CPR. Use an automated external defibrillator (AED) safely and with confidence, and learn to manage non-breathing individuals. You will also practice a team approach for healthcare providers. Successful completion requires passing of AHA written and skills evaluations in order to earn the AHA BLS Provider Certification. This course fulfills the prerequisite for the AHA BLS instructor level course. (Cost of textbook included in course fee.) ND

Sun Oct 31 (1 session/8 hours)
9:00 am – 6:00 pm \$130 AHAC101F21.T11.01.00

AHA Basic Life Support (BLS) Instructor Certification Course

Take your CPR skills to the next level and become an AHA BLS Instructor. Develop your skills and knowledge in order to be an effective teacher and conduct BLS courses according to AHA guidelines. Completion of the AHA BLS Instructor Essentials online course component is required and is not included in the tuition. You must also be monitored as a student teacher within six months of course completion; this service is offered free of charge at LaGuardia. Upon successful completion of this course, you will earn the AHA BLS Instructor Certification. (Cost of textbook included in course fee.)

Prerequisite: Current AHA BLS Provider Card. ND
Sun Oct 17 – Oct 24 (2 sessions/16 hours)
9:00 am – 6:00 pm \$340 AHAC103F21.T11.01.00

NAEMT Training Courses

LaGuardia Community College is an authorized training center for the following National Association of Emergency Medical Technicians (NAEMT) courses:

- Advanced Medical Life Support (AMLS)
- Prehospital Trauma Life Support (PHTLS)
- Psychological Trauma in EMS Patients (PTEP)

Commission on Accreditation for Prehospital Continuing Education (CAPCE) credit is awarded upon successful completion of these courses.

Psychological Trauma Prevention for EMS Patients (PTEP)

Prehospital care providers are in an extraordinary position to prevent psychological trauma in the patients they serve. Learn four highly effective principles to assist traumatized patients and practice these in scenarios and simulations. How to address trauma symptoms in EMS workers will also be discussed. NAEMT certification and CAPCE credit are awarded upon successful completion of the course and passing of the written examination. ND

Sun Sep 19 (1 session/8 hours)
8:30 am – 5:30 pm \$94 PTEP101F21.T11.01.00



Certified Clinical Medical Assistant (CCMA)

The CCMA is an important member of the medical 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). In order 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. Prerequisites for CCMA Program: Attendance at an information session, and passing of online reading exam and interview. Prerequisite for National Healthcareer Association (NHA) certifications: High school diploma or equivalency. Program courses not offered this quarter will be offered in a future quarter. To apply, complete the application form at <https://laguardia.edu/ccmaapply>. ND

For those who have evidence of previous training, you may take competency exams for Medical Terminology, EKG Technician or Phlebotomy courses to receive exemption from that part of the CCMA Program. For further details email ccma@lagcc.cuny.edu or call (718) 482-5768 and your call will be returned.

Course schedules are available at <https://www.laguardia.edu/ce/pages/career-skills-and-training/certified-clinical-medical-assistant/>.

INFORMATION SESSION ONLINE

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA) FREE

You will be contacted by someone from the program prior to this virtual information session with the details about how to attend.

Wed Sep 22 (1 session/3 hours)
1:00 pm – 4:00 pm CCMA000F21.T11.01.00

Thurs Sep 23 (1 session/3 hours)
6:00 pm – 9:00 pm CCMA000F21.T11.02.00

Wed Nov 3 (1 session/3 hours)
1:00 pm – 4:00 pm CCMA000F21.T11.03.00

Thurs Nov 4 (1 session/3 hours)
6:00 pm – 9:00 pm CCMA000F21.T11.04.00

You may visit us at <http://laguardia.edu/ccmaapply>.

Medical Terminology (Online)

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

Mon, Wed, Fri Sep 8 – Sep 27 (9 sessions/36 hours)
10:00 am – 2:30 pm \$405 CCMA103F21.T11.01.00

Mon, Wed, Fri Sep 8 – Sep 27 (9 sessions/36 hours)
6:00 pm – 10:00 pm \$405 CCMA103F21.T11.02.00

American Heart Association CPR for Healthcare Providers with First Aid

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. ND

Tues, Thurs & Fri Sep 28 – Oct 1
(3 sessions/12 hours) 1:00 pm – 5:00 pm
\$160 ACPR101F21.T11.01.00

Tues, Thurs & Fri Sep 28 – Oct 1
(3 sessions/12 hours) 6:00 pm – 10:00 pm
\$160 ACPR101F21.T11.02.00

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*Emi

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

Mon, Wed, Fri + 3 Sundays Oct 4 – Nov 7
(20 sessions/80 hours) 10:00 am – 2:30 pm
\$885 CCMA101F21.T11.01.00

Mon, Wed, Fri + 3 Saturdays Oct 4 – Nov 6
(20 sessions/80 hours) 6:00 pm – 10:00 pm
\$885 CCMA101F21.T11.02.00

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

Mon, Wed, Fri + 3 Sundays Nov 15 – Jan 23
(28 sessions/112 hours) 10:00 am – 2:30 pm
\$1300 CCMA102F21.T11.01.00

Mon, Wed, Fri + 3 Saturdays Nov 15 – Jan 22
(28 sessions/112 hours) 6:00 pm – 10:00 pm
\$1300 CCMA102F21.T11.02.00

REGISTER TODAY
to reach your education
or career goals!


 Online:
laguardia.edu/acereg

 By phone:
(718) 482-7244

For English Language classes
call (718) 482-5360

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

Emergency Healthcare Programs

 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.

Lives often depend on the prompt response and expert care of emergency medical technicians (EMTs) and paramedics. Accidents, heart attacks, childbirth and trauma all require immediate medical intervention. Throughout New York City, 24/7, EMTs and paramedics respond to emergencies, treating and then transporting the sick or injured.

Orientation and Prescreening Session: 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)

Thurs Dec 9 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000F21.T11.01.00

For our application form visit us at
<https://www.laguardia.edu/emtapply>

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.

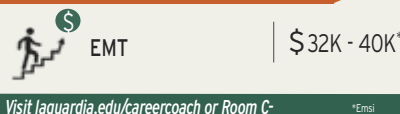
You must complete 600 hours of clinical rotations (sites are available in Queens, Manhattan, Bronx and Brooklyn) and you may choose between two tracks: associate degree or certificate program. We offer a \$1,500 tuition credit to members of NYS certified Advanced Life Support (ALS) ambulance agencies.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

Flex Schedule: Different Days/Times Available - Contact program for details

Sep 8 – Aug 18 (200 sessions/800 hours)
\$9500 PMED100F21.T11.05.00

Emergency Medical Technician (EMT) Basic

Start or Advance Your Career!



The graphic shows a person climbing a staircase with a dollar sign icon, representing career advancement. Text includes 'EMT' and '\$32K - 40K*'. Below the graphic is a green bar with the text 'Visit laguardia.edu/careercoach or Room C-108'.

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. To apply, complete the application form and email emtprogram@lagcc.cuny.edu to arrange for your pretest and interview. ND

Mon & Wed + 4 Saturdays Sep 8 – Jan 26
(66 sessions/208 hours) 9:30 am – 4:30 pm
\$1310 EMTB100F21.T11.01.00

Mon & Wed + 4 Saturdays Sep 8 – Jan 26
(66 sessions/208 hours) 6:00 pm – 9:30 pm
\$1310 EMTB100F21.T11.02.00

NYC REMAC Exam Preparation (Online)

In order to work as a paramedic in New York City, you must have New York State Department of Health and New York City Regional Emergency Medical Advisory Committee (NYC REMAC) paramedic certifications. Prepare for the NYC REMAC paramedic certification exam with this comprehensive course, offered exclusively at LaGuardia. You will review all NYC REMAC protocols; practice test-taking strategies; and work with charts, memory aids and hundreds of practice questions to help ensure your success on exam day. ND

Sun Sep 12 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REA101F21.T11.01.00

Thurs Oct 14 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REA101F21.T11.02.00

Sat Nov 13 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REA101F21.T11.03.00

Sun Dec 5 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REA101F21.T11.04.00



Edward Veloz

LaGuardia EMS instructors cultivated his passion for serving and educating

Edward Veloz, a Queens native and son of Dominican immigrants, came to LaGuardia in Summer 2014 as an EMT student. With the goal of acquiring training to provide direct patient care, particularly in underserved communities, and move up the professional ladder in the Emergency Medical Services (EMS) field, Edward transitioned into the Paramedic Program and graduated with honors in 2016 after completing undergraduate studies. Having been influenced by his instructors and program leadership, he soon added the goal of helping to mold the next generation of EMS providers as an educator. After serving New York City as an EMT and paramedic, Edward joined LaGuardia as an EMS instructor and is now enrolled in Bryant University's Physician Assistant Program, with an expected graduation of Spring 2023. Edward plans to work in emergency medicine and healthcare education with the long-term goal of obtaining a Master Degree in Public Health, focusing on preventive medicine within inner cities and opening his own practice.

"LaGuardia has always held a reputation for being one of the best EMT/Paramedic programs in the city," says Edward. "The lasting influence of the instructors' dedication towards training students with an emphasis on a patient-centered approach to EMS and healthcare is something I will always carry with me."

Healthcare-Related



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 and 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.

Hospitality

LaGuardia Community College is partnering with the Academy for Hospitality Arts (AHA), a leader in hospitality training, to offer industry recognized COVID safety courses that help businesses and hospitality professionals get back to work as quickly and safely as possible.

COVID Readiness

Prepare to return to work with the COVID Readiness course, which provides a comprehensive understanding of COVID and how to maintain a safe work environment for yourself, coworkers and your workplace. Topics include COVID spread, recognizing symptoms, mitigating spread and types of testing. Upon successful completion of this course, you will receive a certificate of completion from the Academy of Hospitality Arts. This is an e-learning, self-paced course that can be completed in approximately 3 hours. You will have access to the course for 72 hours from the time of registration. ND

Saturdays September 1 - December 31
(1 session/3 hours)
9:00 am - 12:00 pm \$175 COVD001F21.T05.01.00

COVID Hospitality Compliance Officer

Make a positive impact on the health, safety and wellbeing of individuals and businesses by becoming a COVID Hospitality Compliance Officer (CHCO). The CHCO assists organizations in complying with rules and regulations set by governing agencies to mitigate COVID and other respiratory diseases. Topics include defining COVID; evaluation and implementation of safety protocols; recognizing symptoms; types of detection tests; maintaining compliance standards and more. Upon successful completion of this course, you will receive a certificate of completion from the Academy of Hospitality Arts. This is an e-learning, self-paced course that can be completed in approximately 6 hours. You will have access to the course for 12 days from the time of registration. ND

Saturdays September 1 - December 31
(1 session/6 hours)
9:00 am - 3:30 pm \$420 COVD002F21.T05.01.00

Medical Coding Certificate Program

Medical Coding

Prepare to take the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) Certification Exam with this intensive training. You will learn about the current U.S. healthcare system as well as the anatomy and physiology needed to assign International Classification of Diseases 10 Clinical Modification (ICD-10-CM) codes and Current Procedural Terminology of the American Medical Association (CPTAMA) codes to medical procedures. Upon successful completion of the course, you will earn a LaGuardia certificate of completion. (Cost of books included in course fee. Exam fee not included.) Prerequisite: Passing of an online screening test (<https://www.laguardia.edu/CE/Pages/Forms/Medical-Coding-screening/>). Payment plan available. ND

Mon & Wed Nov 1 - Jun 1 (55 sessions/165 hours)
6:00 pm - 9:00 pm \$2500 MEDC100F21.T05.01.00

Certified Medical Administrative Assistant

CAREER INSIDER SERIES

ONLINE WEBINAR via Zoom

Healthcare Administration
(Certified Medical Administrative Assistant and Medical Interpreter) FREE

Thurs Sep 16 (2 sessions/1 hours)
6:00 pm - 8:00 pm INFO008F21.T05.01.00

- 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, Medical Coder or Medical Interpreter.

To register or for more information call (718) 482-7244 or visit <http://www.laguardia.edu/careerinsider/>

Start or Advance Your Career!



Medical Secretaries | \$36K - 54K*

Visit laguardia.edu/careercoach or Room C-258

*Burning Glass

Prepare to take the National Healthcare Association's (NHA) Certified Medical Administrative Assistant exam. Get a competitive edge in this high demand medical administration field by focusing on essential topics that include basic medical terminology, documentation, confidentiality, professional etiquette, customer service and patient satisfaction, and Microsoft Word and Excel. This program is approved by the National Healthcare Association. Prerequisite: High school diploma or equivalency. (Cost of textbook included in course fee.) Payment plan available. For more information call (718) 482-7244. ND

Mon & Wed Oct 25 - Mar 23 (40 sessions/120 hours)
6:00 pm - 9:00 pm \$1595 CMAA100F21.T05.01.00

Pharmacy Technician

For more information call (718) 482-7244.

Start or Advance Your Career!



Pharmacy Technician | \$ 31K - 48K*

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

Pharmacy Technician Certification Preparation

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 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. (Cost of textbook included in course fee.) LaGuardia is a recognized PTCB Training Program provider. Prerequisite: High school diploma or equivalency and passing of an online screening test (www.laguardia.edu/phtst/). Payment plan available. ND

Mon & Wed Oct 18 – Mar 16 (40 sessions/120 hours)
6:00 pm – 9:00 pm \$1400 PHMT100F21.T05.01.00



Yaitza Rivera-Jiménez

LaGuardia provides short-term training with long-lasting benefits

Yaitza Rivera-Jiménez made her way to New York from her native Puerto Rico via Los Angeles, CA, where she lived for seven years. An aspiring actress and director, Yaitza decided that she wanted to gain skills in order to begin a new career. Enrolling in LaGuardia's Pharmacy

Technician Certification Preparation program in October 2020, she had to manage a lot of course material in a short amount of time (3 months) along with taking her first virtual class ever, which she realized wasn't her preference. However, she completed the program, passed the certification exam and now works at CVS Pharmacy as a Certified Pharmacy Technician and emergency COVID immunizer, working in immunization clinics around New York City.

Though Yaitza says she'd like to get back to her passion of acting and directing, her pharmacy technician training and certification have provided a good way to make a living. "I think it is wonderful to be able to learn a whole new trade from home and in a short period of time," says Yaitza.

Certified Dietary Manager (CDM) Program

For more information call (718) 482-7244.

Are you interested in upgrading your skills in foodservice management?

Would you like to become a Foodservice Supervisor?

Start or Advance Your Career!



Certified Dietary Manager | \$ 36K - 54K*

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

CAREER INSIDER

SERIES

ONLINE WEBINAR via Zoom

Professions in Healthcare (Pharmacy Technician, Central Service Technician, Dietary Manager) FREE

Wed Sep 22 (1 session/2 hours)
6:00 pm – 8:00 pm INFO003F21.T05.01.00

- If a career in healthcare is your goal, but you have limited time and funds, consider these options: Pharmacy Technician, Central Service Technician or Dietary Manager.
- Learn everything you need to know about these booming fields and how you can make the greatest impact.

To register or for more information call (718) 482-7244 or visit <http://www.laguardia.edu/careerinsider/>

Certified Dietary Managers are nationally recognized experts at managing dietary operations.

To qualify for the Certified Dietary Manager (CDM) Program, you must:

1. Have a high school diploma or equivalency certificate
2. Be currently working in a healthcare foodservice department (preferred but not required)
3. Have a registered dietitian or CDM act as your preceptor (if planning to take the CBDM CDM Credentialing Exam*)
4. Submit your completed application for review 3 weeks before the first day of class

The program is approved by the Association of Nutrition & Foodservice Professionals (ANFP) and is presented in three modules: Medical Nutrition and Therapy, Safety and Sanitation, and Quantity Food Production and Management. Each module runs for 10 weeks and includes about 40 hours of lecture plus 50 hours of supervised fieldwork at a work site if you are planning to take the CBDM CDM Credentialing Exam.* You will prepare for and take the ServSafe National Restaurant Association's exam for Food Protection Manager Certification during

the Safety and Sanitation module. Successful completion of the CDM Program with fieldwork is one of the requirements to sit for the CBDM CDM Credentialing Exam.

You can also earn up to 8 college credits towards an AAS Degree in Nutrition and Culinary Management at LaGuardia Community College. Program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244. ND

To print out the application visit www.laguardia.edu/cdmapp.

*You may take the courses in the CDM Program without completing fieldwork and intending to take the CBDM CDM Credentialing Exam. In this case, upon completion of coursework, you could seek employment as a Dietary Manager but not as a Certified Dietary Manager.

Quantity Food Production and Management

Learn techniques used in quantity food production and management of foodservice operations. ND

Tue Oct 19 – Dec 21 (10 sessions/42.5 hours)
5:45 pm – 10:00 pm \$425 CDM6103F21.T05.01.00

Medical Interpreter Certificate Program

CAREER INSIDER

S E R I E S

ONLINE WEBINAR via Zoom

**Healthcare Administration:
(Certified Medical Administrative Assistant
and Medical Interpreter) FREE**

**Thurs Sep 16 (2 sessions/1 hours)
6:00 pm – 8:00 pm INFO008F21.T05.01.00**

- 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, Medical Coder or Medical Interpreter.

To register or for more information call
(718) 482-7244 or visit
<http://www.laguardia.edu/careerinsider/>

Are you bilingual? Learn the skills and basic vocabulary needed to start working in the high demand field of medical interpreting. Become a qualified medical interpreter by completing the Level 1 course, Spanish/English Medical Interpreting: Fundamental Skills (45 hours), and passing the national LanguageLine Solutions Interpreter Skills Test. Upon passing the LanguageLine test, you will receive a Certificate of Competence in Language Interpreting English–Spanish from LanguageLine Solutions as well as a LaGuardia certificate of completion. For more information call (718) 482-7244. ND

Spanish–English Medical Interpreter Language Screening

Pass this diagnostic exam before registering for the Medical Interpreter Program. Nonrefundable testing fee applies. ND

**Sat Sep 25 (1 session/2 hours)
11:00 am – 1:00 pm \$25 MEDI099F21.T05.01.00**

**Sat Oct 2 (1 session/2 hours)
11:00 am – 1:00 pm \$25 MEDI099F21.T05.02.00**

Spanish–English Medical Interpreting: Fundamental Skills

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national LanguageLine Solutions Interpreter Skills Test. (Cost of LanguageLine test fee and eTextbook included in course fee.)

Prerequisite: High school diploma or equivalency and passing of a Spanish/English diagnostic exam. Payment plan available. For more information call (718) 482-7244. ND

**Sat Oct 23 – Jan 8 (9 sessions/45 hours)
9:00 am – 2:00 pm \$1125 MEDI100F21.T05.01.00**

Central Service Technician Certificate Program

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 3–course program (comprised Principles of Central Service Technician; Cleaning and Decontaminating Surgical Instruments; and Quality Control, Inventory, Equipment and Human Relations) focuses on requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSMM) and prepares you to take the Certified Registered Central Service Technician (CRCST) certification exam. All courses include developing effective communication, team building, time management and critical thinking skills. Successful completion of all 3 courses allows you to sit for the CST certification exam and earns you a certificate of completion from LaGuardia. You are responsible for locating a facility to complete a 400–hour internship as part of the CRCST certification process. (Courses must be taken in order. Cost of textbook not included in course fee.) Certificate program courses not offered this quarter will be offered in a future quarter. ND

Start or Advance Your Career!



Central Service Technician

\$44K - 59K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Principles of Central Service Technician

Explore the role of the Central Service department and function of Central Service Technicians. You will learn basic medical terminology, microbiology, anatomy and physiology. You'll also discuss infection control practices, standard precaution, CDC recommendations, OSHA regulations, principles of asepsis and environmental concerns. (Cost of textbook not included in course fee.) ND

**Tues & Thurs Oct 26 – Nov 30 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 CSTC101F21.T05.01.00**

**Sat Oct 16 – Nov 20 (6 sessions/30 hours)
9:00 am – 2:00 pm \$451 CSTC101F21.T05.02.00**

Cleaning and Decontaminating Surgical Instruments

Examine simple and complex surgical instruments. Discuss the use of cleaning agents and tools, and study methods to clean, decontaminate, assemble and disassemble instruments. You will also review low/high temperature sterilization as well as various packaging techniques. This course includes practical lab instruction and supplies. (Cost of textbook not included in course fee.) Prerequisite: Principles of Central Service Technician. ND

**Tues & Thurs Dec 14 – Jan 20 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 CSTC102F21.T05.01.00**

**Sat Dec 11 – Feb 5 (10 sessions/30 hours)
9:00 am – 2:00 pm \$451 CSTC102F21.T05.02.00**

Quality Control, Inventory, Equipment and Human Relations

Learn how quality control can improve a hospital's Central Service department, focusing on decontamination, instrument assembly and sterilization. You will also discuss the importance of supply inventory and equipment management. In addition, you will study the critical role of human relations and communication when working with and serving various customers throughout the hospital. Note: There will be practical lab instruction and supplies provided related to decontamination, preparation packaging, and sterilization concepts and techniques. (Cost of textbook not included in course fee.) Prerequisite: Cleaning and Decontaminating Surgical Instruments. ND

**Tues & Thurs Feb 8 – Mar 10 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 CSTC103F21.T05.01.00**

**Tues & Thurs Feb 26 – Apr 2 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 CSTC103F21.T05.01.00**

Education

Education Workshops

If you wish to be employed by the NYC Department of Education, you must complete the following New York State mandated trainings—Child Abuse Identification and Reporting, School Violence Prevention, and Dignity for All Students Act (DASA)—and register to create a TEACH account at <http://www.highered.nysed.gov/tcert/teach/>.

Your completion of each training will be reported electronically to the New York State Education Department (NYSED) within 21 business days of the workshop date. If you need assistance logging into your TEACH account, you can contact technical support at (518) 486-6041 or teachhelp@nysed.gov. For more information call (718) 482-7244.

Take 4 and save \$20*

Register for four Education Workshops in the same semester and **SAVE \$20**. *Cannot be combined with any other discount. No other discount applies.

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 Fulfill NY State and NY State Education Department requirements!

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Child Abuse Identification and Reporting

Physicians, physician assistants, nurses, social workers, counselors, teachers and any adults working with children under 18 years of age are required by New York State law to report suspected child abuse and neglect. Learn how to identify symptoms of child abuse and neglect and what the required procedures are for reporting abuse. ND

Sat Sep 18 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 EDUC103FS21.T05.01.00

Sat Oct 16 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 EDUC103FS21.T05.02.00

Sat Nov 13 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 EDUC103FS21.T05.03.00

Dignity for All Students Act (DASA)

Take this New York State Education Department (NYSED) required course for candidates for a classroom teaching service, school service, or administrative and supervisory service certificate or license. Learn about the social patterns of harassment, bullying, discrimination, marginalization and microaggressions in order to create a positive educational environment for all students. ND

Sat Sep 25 (1 session/6 hours)
9:00 am – 3:30 pm \$105 EDUC101F21.T05.01.00

Sat Oct 23 (1 session/6 hours)
9:00 am – 3:30 pm \$105 EDUC101F21.T05.02.00

Sat Nov 20 (1 session/6 hours)
9:00 am – 3:30 pm \$105 EDUC101F21.T05.03.00

Needs for Children with Autism

Take this New York State Education Department (NYSED) required course for candidates for a classroom special education teaching service or administrative and supervisory service certificate or license. Learn about the etiology of Autism Spectrum Disorder (ASD), common presenting characteristics, behavioral challenges, positive interventions, and support strategies and services. For more information call (718) 482-7244. ND

Sat Oct 2 (1 session/3 hours)
9:00 am – 12:00 pm \$80 EDUC102F21.T05.01.00

Sat Nov 6 (1 session/3 hours)
9:00 am – 12:00 pm \$80 EDUC102F21.T05.02.00

Sat Dec 4 (1 session/3 hours)
9:00 am – 12:00 pm \$80 EDUC102F21.T05.03.00

School Violence Prevention

Take this New York State Education Department (NYSED) required course for candidates for a classroom teaching service, school service, or administrative and supervisory service certificate or license. Examine social patterns of harassment and bullying in a school environment, and discuss discrimination prevention and intervention. ND

Sat Sep 18 (1 session/2.5 hours)
9:30 am – 12:00 pm \$80 EDUC104F21.T05.01.00

Sat Oct 16 (1 session/2.5 hours)
9:30 am – 12:00 pm \$80 EDUC104F21.T05.02.00

Sat Nov 13 (1 session/2.5 hours)
9:30 am – 12:00 pm \$80 EDUC104F21.T05.03.00

Education Courses

Certificación en el Cuidado de Niños

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

Sat Oct 30 – Dec 11 (6 sessions/30 hours)
9:00 am – 2:00 pm \$500 CHCS100F21.T05.01.00

Childcare Certification

Receive training to become a childcare provider in New York State. 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

Sat Sep 25 – Nov 6 (6 sessions/30 hours)
9:00 am – 2:00 pm \$500 CHCE100F21.T05.01.00

ASL–English Interpretation Program

The ASL–English Interpretation Program (AEIP) is a Bachelor's level program offered in collaboration with senior institution SUNY/Empire State College. AEIP is a rigorous two-year academic program that prepares selected individuals who are fluent in ASL to become ASL–English interpreters, with a special focus on interpreting in educational settings. AEIP incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). A professional certificate track is also offered. Applications are accepted once a year in the spring. For more information visit <http://laguardia.edu/aeip/>. Pre-Interpreting courses for individuals who are preparing to enter AEIP include Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities. For more information visit <http://laguardia.edu/aeip/>.

Introduction to the Field of Interpreting

Explore the field of American Sign Language (ASL)–English interpretation by studying the role, function and skills required of an interpreter. You will also examine issues of intersectionality affecting interpreters; current trends in research and advancement in the field; and work settings. Prerequisite: Competency screening and acceptance into AEIP.

Tue Sep 14 – Nov 30 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP100F21.T16.01.00

Interpreting I

Practice the skills and process tasks needed for interpretation and translation. You will focus on intralingual language exercises in ASL and English, including memory enhancement, message equivalence and paraphrasing. You'll also study process models and Demand Control Schema (DCS) framework and apply them to your interpretations. Guided self-analysis techniques will allow you to check your progress. Prerequisites: Competency screening and acceptance into AEIP.

Wed Sep 8 – Dec 8 (12 sessions/36 hours)
No Class 09/15, 11/24
5:45 pm – 8:45 pm \$1150 AEIP101F21.T16.01.00

Interpreting IV

Build on your understanding and use of consecutive interpreting and explore simultaneous interpreting to further enhance your ASL–English interpretation. You will strengthen your skills through continued study and practice of text analysis, message equivalence, complex cognitive strategies, process management skills and guided self-analysis. You'll also develop interactional competencies and explore effective team interpreting strategies, with several "live" interpreting practice opportunities. Prerequisite: Interpreting III & ASL Discourse.

Thurs Sep 9 – Dec 9 (12 sessions/36 hours)
No Class 09/16, 11/25
5:45 pm – 8:45 pm \$1150 AEIP104F21.T16.01.00

Internship I

Recognize techniques that make for effective interpreting that you have learned in the program by observing professional interpreters in the field. You will focus on pre-identified aspects of interpretation at each session and have opportunities to discuss your observations and questions with the professional interpreters. Internship seminar sessions and online peer support discussion provide an arena for analyzing and evaluating interpreting strategies; examining theoretical and practical issues in interpretation; and working through ethical considerations.

Mon Sep 13 – Dec 6 (5 sessions/12.5 hours)
No Class 10/11
6:00 pm – 8:30 pm \$575 AEIP301F21.T16.01.00

Interpreting Lab

Students will be required to attend the Language/ Interpreting lab a minimum of 12.5 hours per trimester. Classroom instructors will work with the Lab Instructor on topics and presentations that will enhance students' language fluency and allow them to practice interpretation in a guided and structured milieu. In addition to the required participation, they may attend the Lab as often as they choose, to participate in scheduled lessons or to work individually.

Mon Sep 13 – Nov 22 (10 sessions/10 hours)
No Class 10/11
5:45 pm – 6:45 pm \$239 AEIP401F21.T16.01.00

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Interpreters and Translators

\$ 53K - 101K*

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*Emsi

Ethics and Decision Making for Interpreters

Examine personal ethics and values that influence the decision making process in interpreting, from cultural and socio-political perspectives to moral considerations and ethical systems. You will also discuss power relationships between the interpreter and the Deaf community and consider the impact of your role as a facilitator of communication. Using case studies, you'll explore issues, make recommendations, and discuss consequences of each decision. Prerequisites: Interpreting III and ASL Discourse.

Tue Sep 14 – Nov 30 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP124F21.T16.01.00

Service Learning I

Through field experience, you will actively provide service in community-based organizations that require the use of American Sign Language (ASL). In this course you are offered a reciprocal opportunity to acquire knowledge and develop skills, while being of assistance to the Deaf Community. Seminar sessions foster reflective, critical and creative thinking in relation to your field experience.

Mon Sep 13 – Nov 22 (10 sessions/20 hours)
No Class 10/11
6:45 pm – 8:45 pm \$675 AEIP201F21.T16.01.00

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

Construction and Building Management

Construction Safety Courses

You must register at least 2 business days before these courses begin. All classes take place in Greenpoint, Brooklyn. For more information please call (718) 482-7244. ND

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 organizations that include

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

SST Local Law 196 courses include:

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

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The Occupational Safety and Health Administration (OSHA) has reported that one in ten construction site workers is injured every year. There are roughly 150,000 construction site accidents each year according to the Bureau of Labor Statistics.

Visit laguardia.edu/careercoach or Room C-258

4 Hour Flagging (NYSDOT)

Earn the essential flagging certificate issued by Safety Dynamics by taking this NY State Department of Transportation approved course. You will focus on construction site and roadway safety, and the appropriate role of flagmen. ND

**Mon Oct 18 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS111F21.T05.01.00**

**Wed Nov 24 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS111F21.T05.02.00**

4 Hour Scaffold User (NYCDOB)

Get the required training and certificate issued by Safety Dynamics to work on supported scaffolding of any height by taking this New York City Department of Buildings approved course. Topics include how to properly erect and load scaffolds, fall prevention and electrical hazards, Chapter 33 building regulations, ladder safety, how to properly wear a full body harness and more. ND

**Sat Sep 18 (1 session/4 hours)
8:00 am – 12:30 pm \$145 CONS118F21.T05.01.00**

**Wed Oct 6 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS118F21.T05.02.00**

**Wed Nov 3 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS118F21.T05.03.00**

**Sat Dec 11 (1 session/4 hours)
8:00 am – 12:30 pm \$145 CONS118F21.T05.04.00**

30 Hour Concrete Safety Manager (NYCDOB)

A registered Concrete Safety Manager is required on major building construction projects that involve the placement of 2,000 cubic yards or more of concrete. Take the first step towards obtaining your license as a registered Concrete Safety Manager by enrolling in this New York City Department of Buildings approved course. You will focus on all building codes as they pertain to concrete safety and upon successful completion of the course receive a certificate of completion issued by Safety Dynamics. Prerequisite: You must have 5 years of construction supervising experience in concrete operations. ND

**Mon & Tues Oct 4 – Oct 19 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS121F21.T05.01.00**

10 Hour Site Safety Training (NYCDOB)

Get the required training needed to work in New York City for workers with safety responsibilities in the construction industry. Topics include 8 Hour Fall Prevention and 2 Hour Drug and Alcohol Awareness. Upon successful completion of this New York City Department of Buildings (NYCDOB) approved course, you will earn a certificate of completion and an identification card from Safety Dynamics. This course is an awareness level training only and does not provide any other qualification or authorization outside of the Site Safety Training certification and identification card. ND

**Tues & Wed Sep 14 – Sep 15 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$290 CONS117F21.T05.01.00**

**Tues & Wed Oct 5 – Oct 6 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$290 CONS117F21.T05.02.00**

**Wed & Thurs Nov 10 – Nov 11 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$290 CONS117F21.T05.03.00**

**Tues & Wed Dec 7 – Dec 8 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$290 CONS117F21.T05.04.00**

40 Hour Site Safety Manager (NYCDOB)

Earn the Site Safety Manager certificate issued by Safety Dynamics, essential for working in any level of the construction industry, by taking this New York City Department of Buildings approved course. This class also sets you on the path to becoming a licensed Site Safety Manager. Topics include NYC building codes, current federal and state regulatory standards, and applicable local laws to ensure compliance and safe work practices in construction. ND

**Mon, Tues & Wed Sep 13 – Sep 28
(8 sessions/40 hours) 5:00 pm – 10:30 pm
\$750 CONS102F21.T05.01.00**

**Mon, Tues & Wed Nov 8 – Nov 24
(8 sessions/40 hours) 5:00 pm – 10:30 pm
\$750 CONS102F21.T05.02.00**

30 Hour OSHA Construction Training

Learn the Occupational Safety & Health Administration's (OSHA) code of federal regulations for construction by taking this course, a requirement to work on any construction site. Topics include fall protection, excavations, scaffolding, concrete and masonry, OSHA inspection procedures and more. Upon successful completion of the course, you will earn an OSHA issued card, and a certificate of completion approved by OSHA and issued by Safety Dynamics. ND

**Thurs & Fri Sep 9 – Sep 24 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS101F21.T05.01.00**

**Thurs & Fri Oct 7 – Oct 22 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS101F21.T05.02.00**

**Thurs & Fri Nov 4 – Nov 19 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS101F21.T05.03.00**

**Thurs & Fri Dec 2 – Dec 17 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS101F21.T05.04.00**

32 Hour Site Safety Supervisor (NYCDOB)

Get the required training needed to work in New York City for supervisors, competent persons, construction superintendents, site safety coordinators, site safety managers and concrete safety managers. Topics include 8 Hour Fall Prevention, 2 Hour Drug and Alcohol Awareness, 4 Hour Supported Scaffold User, 8 Hour Site Safety Manager Refresher (Chapter 33), 2 Hour Pre-Task Meeting, 2 Hour Site Safety Plan (SSP), 2 Hour Tool Box Talks, 2 Hour General Electives (First Aid and CPR) and 2 Hour Specialized Electives (Flagging Responsibilities). Upon successful completion of this New York City Department of Buildings (NYCDOB) approved course, you will earn a certificate of completion and an identification card from Safety Dynamics. This course is an awareness level training only and does not provide any other qualification or authorization outside of the Site Safety Training certification and identification card. Prerequisite: Current 30 Hour OSHA card. ND

**Tues(5:00 pm – 11:30 pm), Wed & Thurs (5:00 pm – 10:30 pm) & 2nd Thurs (5:00 pm – 8:00 pm)
Sep 14 – Sep 23 (6 sessions/32 hours)
\$520 CONS122F21.T05.01.00**

Construction Safety Courses

Mon (5:00 pm – 11:30 pm), Tues & Wed (5:00 pm – 10:30 pm) & 2nd Wed (5:00 pm – 8:00 pm)

Oct 4 – Oct 13 (6 sessions/32 hours)

\$520 CONS122F21.T05.02.00

Tues (5:00 pm – 11:30 pm), Wed & Thurs (5:00 pm – 10:30 pm) & 2nd Thurs (5:00 pm – 8:00 pm)

Nov 8 – Nov 18 (6 sessions/32 hours)

\$520 CONS122F21.T05.03.00

Tues (5:00 pm – 11:30 pm), Wed & Thurs (5:00 pm – 10:30 pm) & 2nd Thurs (5:00 pm – 8:00 pm)

Dec 6 – Dec 15 (6 sessions/32 hours)

\$520 CONS122F21.T05.04.00

7 Hour Construction Site Fire Safety Manager (FDNY)

Learn the roles and responsibilities listed in the Fire Department of New York (FDNY) S-56 guidelines to acquire the Certificate of Fitness for Construction Site Fire Safety Manager issued by the FDNY. This course is required for the application, recertification and accreditation of the Construction Site Fire Safety Manager certificate issued by the New York City Department of Buildings, as mandated by FDNY rules S 113-04 (b)(2) and S 113-10. Topics include proper use of fire protection devices, hot work operations, safeguarding roofing operations and first responder practices. Upon successful completion of the course, you will earn a certificate of completion issued by Safety Dynamics. ND

**Mon & Tues Sep 27 – Sep 28 (2 sessions/8 hours)
5:00 pm – 9:00 pm \$230 CONS120F21.T05.01.00**

**Mon & Tues Nov 22 – Nov 23 (2 sessions/8 hours)
5:00 pm – 9:00 pm \$230 CONS120F21.T05.02.00**

8 Hour Concrete Safety Manager Refresher (NYCDOB)

Get the required training to renew your New York City Department of Buildings (NYCDOB) Concrete Safety Manager license. You will review safe job practices on major building construction projects that involve the placement of 2,000 cubic yards or more of concrete. Topics include NYCDOB Code 3300, local laws and bulletins; and OSHA 1926, subparts C, E, X, Q, R and N. Upon successful completion of the course, you will earn a certificate of completion approved by NYCDOB and issued by Safety Dynamics. Prerequisite: 30 Hour Concrete Safety Manager course within the past year. You must register 2 business days before the course begins. Classes take place in Greenpoint, Brooklyn. ND

**Mon & Tues Oct 4 – Oct 5 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$230 CONS112F21.T05.01.00**

8 Hour Site Safety Manager (NYCDOB)

Take the required New York City Department of Buildings (NYCDOB) approved course to acquire NYCDOB licenses for Site Safety Manager, Site Safety Coordinator and Construction Site Superintendent. You will learn necessary methods and work practices in the construction of major buildings that are either 10 or more stories; 125 feet or more in height; or 100,000 square feet in lot coverage, regardless of height or as designated by the Commissioner of Buildings. Prerequisite: Must be a registered architect, licensed engineer OR have 5 years of construction supervision/safety experience, including 3 years supervising major building sites. ND

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm) Sep 22 – Sep 23
(2 sessions/8 hours) \$290 CONS110F21.T05.01.00**

**Tues (5:00 pm–10:30 pm) & Weds (5:00 pm–8:00 pm) Oct 12 – Oct 13
(2 sessions/8 hours) \$290 CONS110F21.T05.02.00**

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm) Nov 17 – Nov 18
(2 sessions/8 hours) \$290 CONS110F21.T05.03.00**

**Tues (5:00 pm–10:30 pm) & Weds (5:00 pm–8:00 pm) Dec 14 – Dec 15
(2 sessions/8 hours) \$290 CONS110F21.T05.04.00**

8 Hour Site Safety Coordinator (NYCDOB)

Take this shortened version of the 40 Hour Site Safety Coordinator course in order to apply for New York City Department of Buildings (NYCDOB) Site Safety Coordinator or Construction Superintendent licenses. Discuss the hazards of working in a New York City construction environment as well as specific methods and work practices that are necessary on an urban construction site. Upon successful completion, you will earn a certificate of completion from Safety Dynamics. Prerequisite: In order to be eligible to apply for the NYCDOB Site Safety Coordinator license, you must be a registered architect, licensed engineer, or have 5 years of construction supervision/safety experience, including 3 years supervising major buildings. ND

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm) Sep 22 – Sep 23
(2 sessions/8 hours) \$290 CONS116F21.T05.01.00**

**Tues (5:00 pm–10:30 pm) & Weds (5:00 pm–8:00 pm) Oct 12 – Oct 14
(2 sessions/8 hours) \$290 CONS116F21.T05.02.00**

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm) Nov 17 – Nov 18
(2 sessions/8 hours) \$290 CONS116F21.T05.03.00**

**Tues (5:00 pm–10:30 pm) & Weds (5:00 pm–8:00 pm) Dec 14 – Dec 15
(2 sessions/5 hours) \$290 CONS116F21.T05.04.00**

16 Hour Rigging Worker (NYCDOB)

Obtain the training required by the New York City Department of Buildings (NYCDOB) for all individuals who are not employed by a licensed rigger who will perform rigging or signaling work in conjunction with hoisting or lowering of articles on the outside of buildings with hoisting equipment. Topics include an overview of OSHA and NYCDOB codes and procedures. Upon completion, you will receive a photo ID card from Safety Dynamics, valid for 4 years. ND

**Wed & Thurs Sep 15 – Sep 23 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$405 CONS114F21.T05.01.00**

**Thurs & Fri Dec 9 – Dec 17 (16 sessions/4 hours)
5:00 pm – 9:00 pm \$405 CONS114F21.T05.02.00**

16 Hour Suspended Scaffold User (NYCDOB)

Take the New York City Department of Buildings (NYCDOB) required course for all workers using suspended scaffolding on construction sites. Learn how to visually inspect suspended scaffold equipment; identify basic scaffold components; and execute safe assembly and disassembly of the equipment. You will also study NYCDOB code requirements, and the safe and proper use of a suspended scaffold. Upon successful completion of the course, you will earn a certificate of completion approved by NYCDOB and issued by Safety Dynamics. ND

**Wed & Thurs Nov 10 – Nov 18 (4 sessions/16 hours)
5:00 pm – 10:30 pm \$405 CONS115F21.T05.01.00**

32 Hour Supported Scaffold Supervisor (NYCDOB)

Get the required training to work on installing and removing scaffolds by taking this New York City Department of Buildings (NYCDOB) approved course. This course trains experienced construction workers on the safe and proper installation, removal and modifications of scaffolding over 40 feet. Focus is on the use of scaffolding as an important part of worker safety and the dangers of falls, electrocution and collapse as common hazards. Upon successful completion of the course, you will receive a photo ID card and certificate issued by Safety Dynamics, valid for 4 years. ND

**Mon & Tues Nov 8 – Nov 23 (6 sessions/32 hours)
5:00 pm – 10:30 pm \$520 CONS125F21.T05.01.00**

32 Hour Rigging Supervisor In-Person

**Mon & Tues Sep 13 – Sep 28 (6 sessions/32 hours)
5:00 pm – 10:30 pm \$520 CONS124F21.T05.01.00**

**Mon, Tues & Wed Dec 6 – Dec 15 (6 sessions/32 hours)
5:00 pm – 10:30 pm \$520 CONS124F21.T05.02.00**

Construction and Maintenance Courses

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Plumbers Helpers | \$ 32K - 47K*

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*Burning Glass

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 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. Hybrid program with didactic training online and hands-on training to be held at Positive Workforce, Inc., 109 East 125th Street, New York, NY. For more information email ACElectricalplumbing@lagcc.cuny.edu.

Mon, Wed & Thurs Sep 15 – Dec 15
(37 sessions/185 hours) 4:30 pm – 9:30 pm
\$1884 ELEC101F21.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 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. Hybrid program with didactic training online and hands-on training to be held at Positive Workforce, Inc., 109 East 125th Street, New York, NY. For more information email ACElectricalplumbing@lagcc.cuny.edu.

Mon, Wed & Thurs Sep 9 – Dec 15
(39 sessions/195 hours) 4:30 pm – 9:30 pm
\$2239 PLUM101F21.T23.01.00

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

Construction Management Certificate Program

Advance your career in the construction industry by becoming a construction manager. This 5-course program (comprised of Construction Cost Estimating, Introduction to AutoCAD, Project Management for the Construction Industry, Construction Materials and Methods, and Construction Drawings and Plans) provides you with the skills you need to successfully manage a construction team and site. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. (Courses may be taken individually.) Recommended: OSHA 30 Hour card. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244 or email Aceprofessional@lagcc.cuny.edu.

Construction Drawings and Plans

Learn to accurately read and understand construction drawings (blueprints), a required skill in the construction industry. You will focus on architectural, structural and landscape drawings for residential, institutional and commercial buildings. Topics include plans, sections, elevations, schedules, details, specifications, symbols and abbreviations. ND

Mon & Wed Oct 25 – Dec 1 (12 sessions/36 hours)
6:00 pm – 9:00 pm \$610 CNMC101F21.T05.01.00

Introduction to AutoCAD

If you are a professional in the field or a student interested in architecture and engineering, this course is for you. Using AutoCAD 2016 or higher, you will learn basic and intermediate concepts, and shortcuts to speedier drawings. Learn to plot and create readable technical drawings from actual sketches. Prerequisite: Familiarity with computers and Windows 7. ND

Sat Sep 13 – Jan 29 (8 sessions/28 hours)
9:00 am – 12:30 pm \$519 ACAD101F21.T05.01.00

Building Operations

CAREER INSIDER

SERIES

ONLINE WEBINAR via Zoom

Building Operations and Refrigeration

Thurs Sep 30 (1 session/2 hours) FREE
6:00 pm – 8:00 pm INFO006F21.T05.01.00

- Find out about the requirements and skills needed to break into or advance in the field of building operations.
- Get tips on hot careers in refrigeration and building maintenance from our industry experts.
- A representative from our training partner National Association of Power Engineers (NAPE) will explain how to effectively use your network to find employment.

To register or for more information call (718) 482-7244 or visit <http://www.laguardia.edu/careerinsider/>

Refrigeration Machine Operator License Preparation Course

The Fire Department of New York (FDNY) has approved this 200-hour course, which meets the requirements of both class training and shop work needed for refrigeration machine operator licensing. Course completion also allows you to sit for the FDNY's Examination for Certificate of Qualification for Refrigeration Operating Engineer. Topics include maintenance and repair of compression and absorption refrigeration systems as well as safety precautions for operating, maintaining and repairing refrigeration machinery. You will visit modern refrigeration facilities that manufacture and maintain equipment. You'll also prepare for and take the U.S. Environmental Protection Agency (EPA) certification exam for "Universal Technician," another requirement to sit for the FDNY's Examination for Certificate of Qualification for Refrigeration Operating Engineer. Cost of books included in course fee. Payment plan available. ND

Tues & Thurs Nov 2 – Jun 30 (67 sessions/200 hours)
6:00 pm – 9:00 pm \$2600 REFR100F21.T05.01.00

Construction Project Management

Learn how to manage all operations of a construction business and advance your career in this high demand field. The 5-course program includes Principles of Contract Administration; Risk and Quality Management; Permits, Approvals and Zoning; Project Scheduling and Cost Estimating; and CAPSTONE: Contract Proposal Writing for Construction. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. (Courses may be taken individually.) Recommended: OSHA 30 Hour card. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244 or email Aceprofessional@lagcc.cuny.edu.

Principles of Contract Administration

Examine contract delivery and procurement methods as well as types of contracts and payment terms. You will become familiar with commonalities and differences in standard forms and required contract administrative activities in each phase of a project. Prerequisite: OSHA 30 Hour card. ND

Sat Oct 30 – Dec 11 (7 sessions/21 hours)
9:30 am – 1:00 pm \$420 CPRJ101F21.T05.01.00

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. Payment for courses can be made with cash, money order, or debit/credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach

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

You will receive an email with class information before the first day of class. We will contact you if you need to take a placement test. If you have any questions, you can email english@lagcc.cuny.edu or leave a voice message at (718) 482-5360.

Full-Time Classes

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 non-immigrant alien students)

Intensive English Program

**Mon - Fri Oct 4 - Dec 3 (41 sessions/160 hours)
8:30 am - 1:00 pm \$1695 TELC100F21.T12.01.00**

Part-Time Evening

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 for overall improvement or 2 nights to focus on specific skills.

Listening, Speaking, Reading, and Writing

**Mon - Thurs Oct 6 - Dec 13 (36 sessions/90 hours)
6:50 pm - 9:20 pm \$770 TELC300F21.T12.01.00**

Listening and Speaking

**Mon & Wed Oct 6 - Dec 13 (18 sessions/45 hours)
6:50 pm - 9:20 pm \$410 TELC310F21.T12.01.00**

Reading and Writing

**Tues & Thurs Oct 7 - Dec 9 (18 sessions/45 hours)
6:50 pm - 9:20 pm \$410 TELC320F21.T12.01.00**

Part-Time Saturday

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.

Listening, Speaking, Reading, and Writing

**Sat Oct 9 - Dec 11 (9 sessions/45 hours)
9:00 am - 2:30 pm \$410 TELC400F21.T12.01.00**

Part-Time Online

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.

Listening, Speaking, Reading, and Writing

**Tues & Thurs Oct 7 - Dec 9 (18 sessions/45 hours)
6:50 pm - 9:20 pm \$410 TELC400F21.T12.01.00**

TOEFL Preparation

TOEFL Preparation - Focus on Reading and Writing

Learn strategies for obtaining a higher score on the Internet-based TOEFL and get hands-on practice in the TELC Media Center. Different skills are emphasized each quarter, so you may take this class more than once.

**Tues & Thurs Oct 7 - Dec 9 (18 sessions/45 hours)
6:50 pm - 9:20 pm \$410 TELC520F21.T12.01.00**

TOEFL Preparation - Focus on Listening and Speaking

Learn strategies for obtaining a higher score on the Internet-based TOEFL and get hands-on practice in the TELC Media Center. Different skills are emphasized each quarter, so you may take this class more than once.

**Sat Oct 9 - Dec 11 (9 sessions/45 hours)
9:00 am - 2:30 pm \$410 TELC510F21.T12.01.00**

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

For English Language classes
call (718) 482-5360

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



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)

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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 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.



Start a high school equivalency program that offers a flexible schedule (daytime, evening or Saturday classes). (\$)

Adult Basic Skills – High School Equivalency in English

Call: (718) 482-5385
 Email: hsetuition@lagcc.cuny.edu
 Visit: laguardia.edu/hse

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



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

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)

Advisement Center

Call: (718) 482-5355
 Email: ACEAdvisement@lagcc.cuny.edu
 Visit: laguardia.edu/aceadvise




(F) = Free (\$) = Tuition

Did You Know?

LaGuardia is an official NY State Education Department testing center for the high school equivalency examination, called the Test Assessing Secondary Completion (TASC), which has replaced the GED. If you take high school equivalency preparation classes at LaGuardia, once you

are ready to take the TASC, 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)

Get Your High School Equivalency Diploma

 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

High School Equivalency In English

Prepare to take the new high school equivalency exam (Test Assessing High School Completion or TASC) and start building your future! You will focus on reading, writing and mathematics, and participate in career planning workshops presented by academic counselors. You'll also receive advisement on opportunities in certificate and college credit programs. The course is open to those 19 years of age or older. To apply, you must take a placement exam.

Fall 2021
Registration will be conducted remotely.

Complete the registration form online at www.laguardia.edu/hsetuitionform. You will be contacted with date and time of the online registration.

(Call (718) 482-5385 for future placement exam dates.)

Placement Exam:

- 35 minute reading exam
- 20 minute math survey
- Writing sample

In order to enroll in the high school equivalency course, you must pass all three sections of the placement exam. If you've taken the high school equivalency (formerly G.E.D.) exam before, you may be exempt from placement testing. Bring your scores to the placement exam to find out or call (718) 482-5385 to speak to an advisor.

Payment:

- Course fee can be paid by credit or debit card.
- Placement test fee of \$25 can be paid online at www.laguardia.edu/acereg/

Books for all high school equivalency and pre-high school equivalency courses and scientific calculator must be purchased separately.

Discounts:

- Public assistance recipients - 50% discount (you must show benefit card and budget letter)
- 65 years of age and older - 30% discount
- If you have taken the high school equivalency course in the last 6 months and need to retake it - 30% discount

For more information call (718) 482-5385

High School Equivalency Placement Exam in English

Jun 15 – Aug 17 (1 session/4 hours)
6:00 pm – 9:00 pm \$25 HSEE099F21.T04.01.00

High School Equivalency in English

Wed (6:00pm-9:00pm) & Sat (10:00am-2:00pm)
Sep 1 – Dec 8 (28 sessions/97 hours)
\$325 HSEE111F21.T04.01.00

Equivalencia del Bachillerato en Español

Prepárese para tomar el nuevo Examen de Equivalencia del Bachillerato (Test Assessing High School Completion/ TASC) 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.

Otoño 2021
El registro se realizará de forma remota.

Complete el formulario de registro en línea/"online" www.laguardia.edu/hsetuitionform. Será contactado con la fecha y hora del registro en línea/"online".

(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 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 o 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 la 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%

Para mas información llame al (718) 482-5385.

High School Equivalency Placement Exam in Español

Jun 15 – Aug 17 (1 session/4 hours)
6:00 pm – 9:00 pm \$25 HSEs099F21.T04.01.00

Equivalencia del Bachillerato en Español

Lunes, Martes & Jueves Sep 9 – Nov 29
(33 sessions/99 hours) 6:00 pm – 9:00 pm
\$325 HSES111F21.T04.01.00

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



Samdup Chokey

LaGuardia's Adult Basic Skills helps students define their goals

Samdup Chokey, an Indian immigrant of Tibetan descent, started in LaGuardia's Adult Basic Skills program in January 2020, after becoming unemployed. Looking to earn her high school equivalency diploma, she has juggled parenting responsibilities with schoolwork, also successfully navigating the transition to online learning once the pandemic hit. "As I got used to it, I started to enjoy online class," says Samdup.

Her studies have opened up opportunities for Samdup, who is considering a future in nursing or elementary school teaching. Though she is still working towards her high school equivalency, Samdup is an enthusiastic learner who never misses a math class and takes advantage of program resources, like tutoring and workshops.

"I think what makes LaGuardia a great school is when the staff and teachers work together as one to help students reach their goals with love, care and compassion," says Samdup. "It makes a huge impact on many lives!"

Programs for Deaf Adults

Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 5-course series focusing on communication with Deaf individuals. These courses, which include Intensive Study in American Sign Language - Levels 1-4 as well as Dual Access: Sign Language Linguistics, are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. Using the Master ASL! Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge. Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with LaGuardia's Education and Language Acquisition Department (Dual Access Courses). Program courses not offered this quarter will be offered in a future quarter. High school or equivalency diploma required.

If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment call Program for Deaf Adults at (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu. ND

Dual Access Courses

Dual Access: Intensive Study in American Sign Language – Level 1

You will be introduced to the fundamentals of American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics and language in use as well as basic information on Deaf Culture. You will focus on developing language and communication skills.

**Tues & Thurs Sep 14 – Dec 16 (18 sessions/48 hours)
3:25 pm – 5:35 pm \$359 ASLD101F21.T16.01.00**

**Tues & Thurs Sep 14 – Dec 16 (18 sessions/48 hours)
9:15 pm – 11:30 pm \$359 ASLD101F21.T16.02.00**

**Mon & Wed Sep 13 – Dec 15 (18 sessions/48 hours)
11:45 am – 2:00 pm \$359 ASLD101F21.T16.03.00**

**Tues & Thurs Sep 14 – Dec 16 (18 sessions/48 hours)
5:45 pm – 7:55 pm \$359 ASLD101F21.T16.04.00**

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

Dual Access: Intensive Study in American Sign Language – Level 2

Building on the foundations of ASL Level 1, you will focus on American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use and Deaf cultural values. Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

**Tues & Thurs Sep 14 – Dec 16 (25 sessions/48 hours)
11:45 am – 2:00 pm \$359 ASLD102F21.T16.01.00**

**Tues & Thurs Sep 14 – Dec 16 (25 sessions/48 hours)
3:25 pm – 5:25 pm \$359 ASLD102F21.T16.02.00**

**Mon & Wed Sep 13 – Dec 15 (25 sessions/48 hours)
5:45 pm – 7:55 pm \$359 ASLD102F21.T16.03.00**

Dual Access: Intensive Study in American Sign Language – Level 3

Expand your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, semantic awareness, complex use of ASL grammar and syntax, use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 2 or pre-screening.

**Mon & Wed Sep 13 – Dec 15 (25 sessions/48 hours)
5:45 pm – 7:55 pm \$359 ASLD103F16.T11.01.00**

Dual Access: Intensive Study in American Sign Language – Level 4

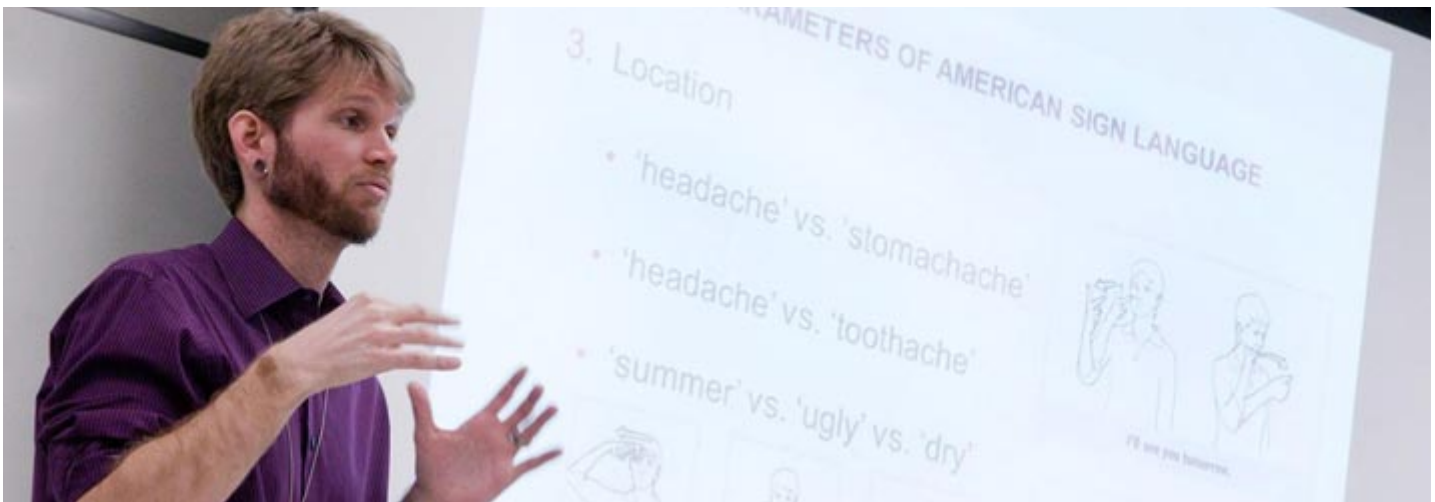
Further enhance your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, spatial visualization and mapping work; analysis of semantics; complex use of ASL grammar and syntax; use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 3 or pre-screening.

**Mon & Wed Sep 13 – Dec 15 (18 sessions/48 hours)
6:55 pm – 9:05 pm \$359 ASLD104F16.T11.01.00**

Dual Access: Sign Language Linguistics

Compare the fundamental linguistic structures of American Sign Language, English and other signed languages. You will examine the phonology, morphology, syntax, semantics and pragmatics of each of these languages. You'll also use a descriptive framework to identify and analyze the linguistic features across both spoken and signed languages. Fluency in American Sign Language not required.

**Thurs Sep 16 – Dec 16 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$319 ASLD501F21.T16.01.00**



Take College Courses

Alternate days and times for college classes are sometimes available for Continuing Education students. **For more information call (718) 482-7244.**

The deadline to register for College Courses is August 26, 2021.

College Foreign Languages

These College Foreign Language classes are open to the public on a non-credit basis at a special fee of \$320 per course. Elementary courses are for beginners, and all classes are designed to develop listening, speaking, reading and writing skills through work in the classroom and language laboratory. Books and/or materials must be purchased for most classes. Decisions on class size are made early so register in advance.

Elementary Arabic I

Sat Sep 11 – Dec 11 (12 sessions/48 hours)
10:30 am – 2:00 pm \$320 ELAR101.T02.01.00

Mon & Wed Sep 13 – Dec 15 (24 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELAR101F21.T02.01.00

Elementary Arabic II

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELAR102F21.T02.01.00

Elementary French I

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
9:15 am – 11:30 am \$320 ELFR101F21.T02.01.00

Mon & Wed Sep 15 – Dec 15 (24 sessions/48 hours)
1:00 pm – 3:15 pm \$320 ELFR101F21.T02.02.00

Mon & Wed Sep 15 – Dec 15 (24 sessions/48 hours)
5:45 pm – 7:55 pm \$320 ELFR101F21.T02.03.00

Elementary French II

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELFR102F21.T02.01.00

Sat Sep 11 – Dec 11 (12 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELFR102F21.T02.02.00

Elementary Italian I

Mon & Fri Sep 10 – Dec 13 (24 sessions/48 hours)
2:15 pm – 4:25 pm \$320 ELIT101F21.T02.01.00

Sat Sep 11 – Dec 11 (24 sessions/48 hours)
10:30 am – 2:00 pm \$320 ELIT101F21.T02.02.00

Elementary Japanese I

Mon & Wed Sep 13 – Dec 15 (24 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELJA101F21.T02.01.00

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
1:00 pm – 3:15 pm \$320 ELJA101F21.T02.02.00

Sat Sep 11 – Dec 11 (12 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELJA101F21.T02.03.00

Elementary Japanese II

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
1:00 pm – 3:15 pm \$320 ELJA102F21.T02.01.00

Sat Sep 11 – Dec 11 (12 sessions/48 hours)
10:30 am – 2:00 pm \$320 ELJA102F21.T02.02.00

Elementary Korean I

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
9:15 am – 11:30 pm \$320 ELK0101F21.T02.01.00

Mon & Wed Sep 13 – Dec 15 (24 sessions/48 hours)
11:45 am – 2:00 pm \$320 ELK0101F21.T02.02.00

Sat Sep 11 – Dec 11 (24 sessions/48 hours)
10:30 am – 2:00 pm \$320 ELK0101F21.T02.03.00

Elementary Korean II

Mon & Wed Sep 13 – Dec 15 (24 sessions/48 hours)
11:45 am – 12:45 pm \$320 ELK0102F21.T02.01.00

Mon & Wed Sep 13 – Dec 15 (24 sessions/48 hours)
6:55 pm – 7:55 pm \$320 ELK0102F21.T02.02.00

Sat Sep 11 – Dec 11 (12 sessions/36 hours)
10:30 am – 2:00 pm \$320 ELK0102F21.T02.03.00

Elementary Modern Chinese I

Tue Sep 14 – Dec 14 (12 sessions/48 hours)
1:00 pm – 3:15 pm \$320 ELCH101F21.T02.01.00

Elementary Modern Chinese II

Thurs Sep 9 – Dec 16 (12 sessions/48 hours)
1:00 pm – 3:15 pm \$320 ELCH102F21.T02.01.00

Modern Chinese Literature

This course introduces students to modern Chinese literature and culture. Readings will be taken from various genres of literature, with an emphasis on modern Chinese literary expression. The course aims at strengthening the student's ability to read and discuss literature in Chinese. Special attention will be paid to the Chinese literary tradition and its relationship to Western literature. Prerequisite: Placement Exam.

Tue Sep 14 – Dec 14 (12 sessions/48 hours)
11:45 am – 2:00 pm \$320 ELCH110F21.T02.01.00

Elementary Spanish I

Mon & Wed Sep 13 – Dec 15 (24 sessions/48 hours)
9:15 am – 11:30 am \$320 ELSP101F21.T02.01.00

Mon & Wed Sep 13 – Dec 15 (24 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELSP101F21.T02.02.00

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
1:00 pm – 3:15 pm \$320 ELSP101F21.T02.03.00

Sat Sep 11 – Dec 11 (12 sessions/48 hours)
10:30 am – 2:00 pm \$320 ELSP101F21.T02.04.00

Elementary Spanish II

Mon & Fri Sep 10 – Dec 13 (24 sessions/48 hours)
2:15 pm – 4:25 pm \$320 ELSP102F21.T02.01.00

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
2:15 pm – 4:25 pm \$320 ELSP102F21.T02.02.00

Sat Sep 11 – Dec 11 (12 sessions/48 hours)
10:30 am – 2:00 pm \$320 ELSP102F21.T02.03.00

Mon & Wed Sep 13 – Dec 15 (24 sessions/48 hours)
5:45 pm – 7:55 pm \$320 ELSP102F21.T02.04.00

College Art

College Art classes are open to the public on a non-credit basis at a special fee of \$320 per course.

Art in New York: A Museum/Gallery Seminar

Through first-hand experience using the museums, galleries, critics, and collectors of New York City, students will examine the form and content of a multicultural range of painting, drawing, outsider art, craft, and sculpture. Museum and gallery visits, as well as a visit to a working artist's studio, will comprise major portions of this course. The class will discuss and write about the exhibits to explore the nature of art criticism.

Mon Sep 13 – Dec 13 (12 sessions/48 hours)
2:15 pm – 5:35 pm \$320 ARTN101F21.T02.01.00

Fri Sep 10 – Dec 10 (12 sessions/48 hours)
9:15 am – 12:45 pm \$320 ARTN101F21.T02.02.00

Beginning Drawing

You will be introduced to drawing through basic examination of the visual fundamentals of line, texture, value, space, and form. You'll also explore problems in descriptive drawing. There will be individual and group critiques. Sketchbooks are required.

Thurs Sep 14 – Dec 14 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 DRAW101F21.T02.01.00

Take College Courses

Alternate days and times for college classes are sometimes available for Continuing Education students. **For more information call (718) 482-7244.**

The deadline to register for College Courses is August 26, 2021.

Fri Sep 10 – Dec 10 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 DRAW101F21.T02.02.00

Mon Sep 14 – Dec 14 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 DRAW101F21.T02.03.00

Beginning Painting

Take an introduction to painting techniques in relation to landscaped, still life and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques.

Mon Sep 13 – Dec 13 (12 sessions/36 hours)
2:15 pm – 5:35 pm \$320 PAIN101F21.T02.01.00

Wed Sep 15 – Dec 15 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 PAIN101F21.T02.02.00

Tue Sep 14 – Dec 14 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 PAIN101F21.T02.03.00

Beginning Photography

Discover photography by exploring the 35mm camera, lighting exposure, processing, and printing. You will also examine the creative use of photography techniques as they relate to individual expression. Special projects and a final portfolio are required. You must bring your own 35mm camera with a single lens reflex (SLR)/interchangeable 50mm lens.

Mon & Wed Sep 13 – Dec 15 (24 sessions/36 hours)
9:15 am – 11:30 am \$320 PHOT101F21.T02.01.00

Fri Sep 10 – Dec 10 (12 sessions/36 hours)
9:15 am – 2:00 pm \$320 PHOT101F21.T02.02.00

Sat Sep 11 – Dec 11 (12 sessions/36 hours)
9:15 am – 2:00 pm \$320 PHOT101F21.T02.03.00

Digital Photography I

This course is designed to introduce students to the hardware and software utilized in capturing digital images. It will include use of digital camera, analog cameras, scanners and the loading of images from the Internet. Students will be introduced to software such as Adobe Photoshop and QuarkXpress, and they will explore their interface with the Macintosh and Windows operating systems. A portfolio presented in "soft" media form will be created.

Tue Sep 14 – Dec 14 (12 sessions/48 hours)
1:00 pm – 5:35 pm \$320 PHOT111F21.T02.01.00

Introduction to Art

This course is designed to develop the students' ability "to see," while it examines the fundamental nature, meaning and humanistic value of art. Attention will be given to an examination of the creative process and to the role of the spectator as an active participant in the understanding of Art. Relevant readings will be discussed in relation to specific works of Art. The function of basic compositional elements will be examined.

Mon Sep 13 – Dec 13 (12 sessions/36 hours)
2:15 pm – 5:35 pm \$320 IART101F21.T02.01.00

Tue Sep 14 – Dec 14 (12 sessions/36 hours)
10:30 am – 2:00 pm \$320 IART101F21.T02.02.00

Thurs Sep 9 – Dec 16 (12 sessions/36 hours)
9:15 am – 11:30 am \$320 IART101F21.T02.03.00

Fri Sep 10 – Dec 10 (12 sessions/36 hours)
9:15 am – 11:30 am \$320 IART101F21.T02.04.00

College Music

College Music classes are open to the public on a non-credit basis at a special fee of \$320 per course.

Introduction to Music

This course is designed to develop an understanding and appreciation of various forms of music. Emphasis will be placed on the elements of musical organization, expression and style. Students will gain understanding by listening to selections and by discussing significant features of musical compositions from the Middle Ages to the present time.

Mon & Wed Sep 13 – Dec 15 (24 sessions/36 hours)
9:15 am – 11:30 am \$320 MUSI101F21.T02.01.00

Fri Sep 10 – Dec 10 (12 sessions/36 hours)
2:15 pm – 5:35 pm \$320 MUSI101F21.T02.02.00

Mon & Wed Sep 13 – Dec 15 (24 sessions/36 hours)
8:05 pm – 9:35 pm \$320 MUSI101F21.T02.03.00

Piano I

Learn to play simple melodies and accompanying techniques for folk songs and a variety of stylistic eras as well as how to sight read at the keyboard. No previous experience needed.

Tues & Thurs Sep 9 – Dec 16 (12 sessions/36 hours)
8:00 am – 9:00 am \$320 PIAN101F21.T02.01.00

Tues & Thurs Sep 9 – Dec 16 (12 sessions/36 hours)
3:25 pm – 4:25 pm \$320 PIAN101F21.T02.02.00

Piano II

In this intermediate class you will build on the basics learned in Piano I: reading music and keyboard technique. You will build and play melodies in major and minor scales through an in-depth understanding of intervals and chords. Prerequisite: Piano I or equivalent experience.

Tues & Thurs Sep 9 – Dec 16 (24 sessions/36 hours)
9:15 am – 10:15 am \$320 PIAN102.T02.01.00

Voice I

Discover the music most suitable for your individual voice or singing style. Class work includes basic music reading, vocal exercises, stage conduct and vocal styles. Emphasis is on the development of the voice for solo performance. There will be both individual and group vocal work in class, including daily solo stage performance. Use of recording and TV taping for development of style and stage professionalism is included.

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
10:30 am – 12:00 pm \$320 VOIC101F21.T02.01.00

Voice II

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
5:15 pm – 6:45 pm \$320 VOIC102F21.T02.02.00

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

For English Language classes
call (718) 482-5360

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

College Liberal Arts

College Liberal Arts classes are open to the public on a non-credit basis at a special fee of \$320 per course.

Critical Thinking

This course explores the process of thinking critically, and guides students in thinking more clearly, insightfully and effectively. Concrete examples from students' experience and contemporary issues help students develop the abilities to solve problems, analyze issues, and make informed decisions in their academic, career and personal lives. Substantive readings, structured writing assignments and ongoing discussions help students develop language skills while fostering sophisticated thinking abilities.

Mon & Wed Sep 13 – Dec 15 (24 sessions/48 hours)
10:30 am – 11:30 pm \$320 PHIL111F21.T02.01.00

Tues & Thurs Sep 9 – Dec 16 (24 sessions/48 hours)
11:45 am – 12:45 pm \$320 PHIL111F21.T02.02.00

Introduction to Philosophy

This course introduces students to the process of philosophical reflection. Utilizing the concept of freedom extensively it seeks to develop the student's ability to analyze concepts and to explore life experience in a structured and coherent fashion. Students are encouraged to develop their perceptions by critically examining their own beliefs, attitudes, and assumptions in light of the philosophical analyses they encounter.

Thurs Sep 9 – Dec 16 (12 sessions/36 hours)
10:30 am – 12:45 pm \$320 PHIL101F21.T02.01.00

Fri Sep 10 – Dec 10 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 PHIL101F21.T02.02.00

Public Speaking

In today's high-speed, competitive business and social world, your ability to express your ideas effectively to others face to face can determine the difference between success and failure. This course will teach you the skills you need to become a cutting edge communicator who is lively, vibrant and speaks with impact in front of an audience. You will learn how to control fear of speaking, and, using the six keys to unlock an audience, you will practice giving impromptu and prepared speeches for your classmates.

Fri Sep 10 – Dec 10 (12 sessions/48 hours)
1:00 pm – 4:25 pm \$320 PUBS101F21.T02.02.00

Fri Sep 10 – Dec 10 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 PUBS101F21.T02.03.00



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.

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



Summer Youth Employment Program

Summer Youth Employment Program The Summer Youth Employment Program (SYEP) provides thousands of New York City youth with paying jobs; valuable work experience; college and career exploration opportunities; and workforce readiness and financial literacy training every year during the summer break. Serving those ages 14 to 24, SYEP is the nation's largest summer job program for youth. It is sponsored by New York City's Department of Youth and Community Development (DYCD), with city and state funding, and has been running for over 40 years.

Gain work experience and earn money during summer break!

- 14 - 24 year olds, work up to 25 hours a week for 6 weeks
- Earn \$15.00 per hour
- Receive financial literacy training
- Gain valuable work experience
- Explore careers
- Interact with your peers

* 14 - 15 year-olds participate in project-based activities.

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

Contact: David Daza

(718) 482-5231

ddaza@lagcc.cuny.edu

Visit us online:

www.lagcc.cuny.edu/veterans



LaGuardia.Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

CUNYSTART

CUNY Start is an intensive and affordable program that helps you prepare for college-level coursework and meet CUNY's proficiency milestones before starting credit courses. Part-time and full-time classes are offered in writing and math.

Why enroll in CUNY Start & MATH Start?

- Improve your writing and math skills and prepare for college
- Two opportunities to meet CUNY's proficiency milestones
- Low cost: \$35 - \$75 per semester, including books and materials
- Save financial aid and spend less time in remedial classes

To be eligible for CUNY Start, you must:

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Fall 2021 classes
- Have remedial needs based on the CUNY proficiency index score
- RSVP to attend a CUNY Start info session and complete the online application
- Be interviewed by a CUNY Start staff person

Students with ESL placements are NOT eligible for CUNY Start

Classes run September 20 2021 - February 8, 2022

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

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



Justine Figueroa

Building confidence with CUNYStart

Justine Figueroa came to CUNY Start, an intensive college preparation program that focuses on reading, writing and math skills as well as success strategies, to get the confidence she needed before delving into her degree studies. "What really helped me was the support of the teachers and staff, and I knew that I wanted to implement

that in my Human Services major," says Justine. "I made sure that I asked questions and followed up with advisors. When I left CUNY Start, I created a plan so that I basically had an idea of what I wanted to achieve for myself."

This foundation helped Justine succeed in college. She made Dean's List every semester and received a Guttman Scholarship to help pay for her studies at a four-year school after graduating from LaGuardia. She also gained the self-confidence to become a Peer Advisor at LaGuardia, which entailed helping fellow students understand program curricula as well as sharing knowledge and resources to assist them in navigating the college.

At Hunter College, Justine completed internships with Meals on Wheels and Visiting Nurse Service of New York, working with individuals with substance abuse issues at the latter. She also conducted empowerment and mentoring workshops for incarcerated youth at Rikers Island before recently graduating with a Bachelor of Social Work Degree. She plans to continue working to help people through social justice and community organizing, with a particular interest in human rights issues.

Reflecting on her time at LaGuardia, Justine says, "It was a great experience because you had individuals who wanted to help you become your best self, and they would hold you accountable. This was a lesson for me."



Small Business & Entrepreneur 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/centers/centers.aspx?centid=24
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?

Procurement Technical Assistance Center (PTAC) provides assistance to all entrepreneurs, especially Small, Veteran, Minority and Women business owners.

Website: laguardia.edu/ptac
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 computer and accounting 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) 482-5941
Email: sbtrc@lagcc.cuny.edu



Do you want custom training for your employees?

The **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) 482-5330
Email: cce@lagcc.cuny.edu

Are you a hardware tech startup, designer, or maker looking for studio space or support?

NYDesigns, a business incubator, helps designers and hardware tech firms grow by providing low cost studio space, business counseling, manufacturing advice and a 5,000 square foot prototyping facility, all under one roof.

Website: nydesigns.org
Call: (718) 663-8400
Email: info@nydesigns.org





Grants, Scholarships and Opportunities

Financial Support Services for Continuing Educations 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.

Opening Date: Monday, June 7 @ 9:00 a.m.

For updates on the scholarship, please follow us on social media: Connect with CUNY Career Success Instagram @CUNYWorks| Twitter @CUNY_Works Facebook @CUNYCareersuccessInitiatives

Contact: Serena Bowles (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.

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 International Students at LaGuardia

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. <http://www.laguardia.edu/immigrationhelp/>

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

New York Immigration Coalition: Provides list of authorized nonprofit immigration legal service organizations.

<http://www.thenyic.org/legal-orgs>

Immigrant Legal Resource Center: Offers immigration attorneys with expertise in family-based immigration, humanitarian relief, naturalization and citizenship, immigration enforcement, and removal defense.

<https://www.ilrc.org/areas-of-expertise>

Board of Immigration Appeals (BIA): Find attorneys who provide immigration services at low or no cost.

<https://www.justice.gov/eoir/list-pro-bono-legal-service-providers-map>

Refugees

New York State Emergency Hotline

Governor Cuomo 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.

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.

Christopher Carozza

Office of Compliance & Diversity

Phone: (718) 482-5088

Email: ccarozza@lagcc.cuny.edu

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

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

Karen A. Williams, Ed.D.

Deputy to the Vice President, Office of the Vice President for Student Affairs

31-10 Thomson Avenue, Room C317

Long Island City, NY 11101

Phone: (718) 349-4018

Fax: (718) 609-2031

Email: kawilliams@lagcc.cuny.edu

To reach Karen Williams 24/7 you can call her at (212) 537-6978.

Become a U.S. Citizen

CUNY Citizenship Now! assists permanent residents with their U.S. citizenship applications.

cuny.edu/about/resources/citizenship.html

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 8:30 am - 3:30 pm

Payment

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

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 may change due to unexpected circumstances.

For the most up-to-date schedules please visit laguardia.edu/acereg.

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



Non-Profit Org
U.S. POSTAGE
PAID
FLUSHING, NY
Permit #972



Continuing
Education



COMPLETED EMT and Paramedic Programs with honors

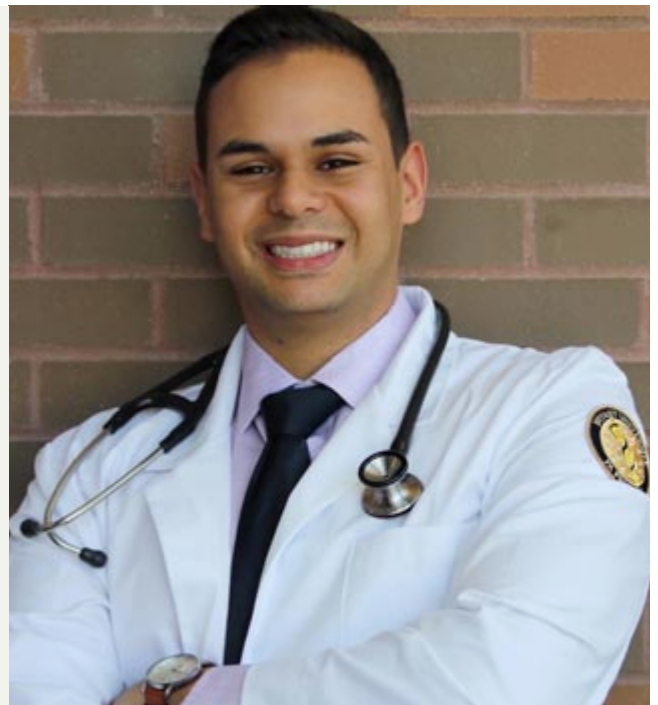
SERVED as a New York City EMT and paramedic

BECAME an EMS instructor at LaGuardia

STUDYING to become a physician assistant

PLANS to open his own practice and work within
inner cities

To learn more about our EMT, Paramedic and other
healthcare programs see pages 14 - 17.



EDWARD VELOZ

Edward Veloz started at LaGuardia as an EMT and Paramedic student. He has worked, taught and continued his education in the EMS field. Read his story on page 16.