

DIVISION OF ADULT AND CONTINUING EDUCATION

SPRING 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



Continuing
Education

LaGuardia
Community College

BACK ON TRACK

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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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!



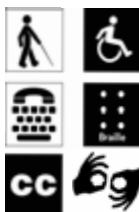
Labor Market Information noted throughout the catalog indicates the most common career options for the given training programs. Salary ranges represent the 25th - 75th percentile, according to Economic Modeling, LLC (Emsi) or Burning Glass Technologies.

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.



The **Division of Adult and Continuing Education** will offer Spring 2021 courses and programs via distance learning. In addition, a few classes that involve hands-on instruction and training will take place on campus this spring in a safe environment. Though we are not on campus physically, all of our offices and programs can be reached by email or phone.

We are here to support you in advancing and accomplishing your goals as well as in seeking out new education and career opportunities amidst these ever changing times.

Back on Track.



Continuing
Education

LaGuardia
Community College

WELCOME TO LAGUARDIA COMMUNITY COLLEGE



Dear LaGuardia Students and Community,

As we begin to overcome the past year's challenges as a community, you may be seeking an opportunity to move forward. LaGuardia offers excellent academic and professional programs that educate, train and advance the skills of New York City's workforce.

We collaborate with businesses, employers and community based organizations to provide opportunities for professional and personal growth and that help rebuild the economy.

Join LaGuardia as we create new and sustainable pathways for the future.

Kenneth Adams
President



Dear Members of our Community,

I am so pleased to join LaGuardia Community College as the new Vice President of Adult and Continuing Education. As we emerge from winter and a challenging year, there is hope that life will resume a sense of normalcy and things will continue to improve. With that comes the opportunity to begin or continue the journey to reach your educational and professional goals. Continuing Education can help, 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 expert instructors, a supportive environment, a diverse student body and affordable programs.

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, a few classes that involve hands-on instruction and training will take place on campus in a safe environment.

Let this spring be a new beginning! Look through our catalog or visit our web site at www.laguardia.edu/ce to explore all the opportunities we offer. We can help you navigate through uncertain times onto a path to success.

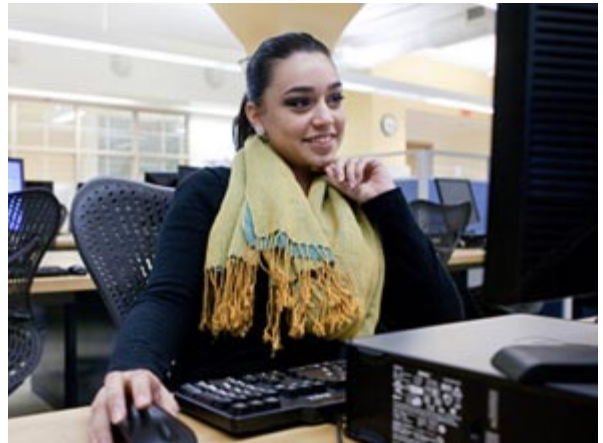
Sunil B. Gupta
Vice President
Division of Adult and Continuing Education

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
- Employment Assistance (after job training completion)



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 11
- Data Analytics and Data Science Program - page 12
- Medical Billing - page 17
- 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 - 11.

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

Start or Advance Your Career!

 Information Security Analysts | \$ 89K - 156K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Start or Advance Your Career!

 Computer Network Support Specialist | \$ 63K - 110K*

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 and Reimbursement - 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

Career 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.

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 Apr 17 – May 22 (6 sessions/24 hours)
9:00 am – 1:00 pm \$285 MOFF102

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

\$ 31K - 50K*

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

Tues & Thurs May 11 – Jul 15 (20 sessions/60 hours)
6:00 pm – 9:00 pm \$780 CADA100



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

CAREER INSIDER SERIES ONLINE WEBINAR

Business Skills and Entrepreneurship Mini Workshop

Sat Apr 24 (1 session/2 hours)

11:00 am – 1:00 pm INFO002 **FREE**

- *If you have a passion for business and entrepreneurship, join us for an interactive mini workshop to explore strategies for leadership, networking and conflict resolution.*

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

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 textbook included in course fee.) ND

Mon & Wed Jun 21 – Jul 26 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$570 BUSK104

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

Mon & Wed May 10 – Jun 7 (8 sessions/24 hours)

6:00 pm – 9:00 pm \$400 FMGT100

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

Mon & Wed Jun 14 – Jun 23 (4 sessions/8 hours)

6:00 pm – 8:00 pm \$215 BUSK103

Information Technology

NEW Web Development Program

Learn to code! Explore the basics of building web pages using HTML and CSS, and learn how to create interactive, dynamic sites using JavaScript. Upon successful completion of the program, which includes Web Development Fundamentals (HTML/CSS) and Web Development 2: Creating Interactive Web Sites with JavaScript, you will earn a LaGuardia certificate in Web Development. (Courses may be taken individually.) Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-5300 or email Yaaziel Ortiz Felicie at yortizfelicie@lagcc.cuny.edu.

INFORMATION SESSION ONLINE

WEB DEVELOPMENT **FREE**

Tue Mar 9 (1 session/1.5 hours)

6:00 pm – 7:30 pm WEBD000

Wed Mar 24 (1 session/1.5 hours)

6:00 pm – 7:30 pm WEBD000

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

Web Development Fundamentals (HTML, CSS)

Learn how to use HTML5 and CSS coding languages to create web sites. Explore basic web design concepts and work with commonly used software tools to create sites that function well on multiple devices. Prerequisite: Basic computer knowledge and keyboarding skills. ND

Mon & Wed Apr 19 – Jun 28 (20 sessions/60 hours)

6:00 pm – 9:00 pm \$658 WEBD101

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

Systems Administration

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

Network 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 textbook, virtual lab and exam voucher included in course fee.) Payment plan available. ND

Sat May 1 – Aug 21 (15 sessions/75 hours)
9:00 pm – 2:00 pm \$1500 NETW101

CAREER INSIDER

SERIES

ONLINE WEBINAR

**Protect your Privacy
(Cybersecurity Mini Workshop)**

Tuesday, April 13 (1 session/2 hours)
11:00 am – 1:00 pm A05TIA000A **FREE**

- 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/>

Fundamentals of Cybersecurity

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 will earn a LaGuardia certificate of completion (Cost of textbook included in course fee.) ND

Sat May 1 – May 22 (4 sessions/20 hours)
9:00 am – 2:00 pm \$450 CYBE101

SOC Analyst (Cybersecurity)

Gain in-depth understanding about this high demand profession. Learn how to detect different types of cyberattacks; 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 Security+ exam and will earn a LaGuardia certificate of completion. (Cost of textbook, 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 (<http://www.laguardia.edu/SOC-Analyst-Screening-Test/>). Payment plan available. ND

Sat Jun 12 – Aug 21 (12 sessions/60 hours)
9:00 am – 2:00 pm \$1450 CYBE102

NEW 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 textbook and exam included in course fee.) Prerequisite: Successful completion of Fundamentals of Cybersecurity or passing of a screening exam ([Click here](#)). Payment plan available. ND

Sat Jun 19 – Sep 18 (12 sessions/60 hours)
9:00 am – 2:00 pm \$1450 CYBE103

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 textbook not included in course fee.) Prerequisite: Passing of a screening exam (laguardia.edu/Cloud-Computing-Screening-Test/). ND

Sat Jun 5 – Aug 7 (9 sessions/45 hours)
9:00 am – 2:00 pm \$999 CLOC101

IT Support Specialist Certificate Program

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 (ITF+)

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 May 1 – May 22 (4 sessions/20 hours)
9:00 am – 2:00 pm \$450 CTIA101

CAREER INSIDER

SERIES

ONLINE WEBINAR

Tech Bytes (IT Fundamentals)

Saturday, April 17 (1 session/2 hours)
11:00 am – 1:00 pm INF0004 **FREE**

- 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/>

IT Support Specialist – Comp TIA A+ Certification Preparation

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 Jun 12 – Dec 18 (24 sessions/120 hours)
9:00 am – 2:00 pm \$1850 CTIA102

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

CAREER INSIDER

SERIES

ONLINE WEBINAR

Digital Marketing

Tuesday, April 6 (1 session/2 hours)
6:00 pm – 8:00 pm DMKT000 FREE

• 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 <http://www.laguardia.edu/careerinsider/>

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

Tues & Thurs May 4 – Jun 3 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$889 DMKT101

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 textbook included in course fee.) ND

Tues & Thurs Jun 15 – Jul 15 (6 sessions/30 hours)
6:00 pm – 9:00 pm \$830 BUSK101

NEW 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. Partial tuition scholarships may be available for eligible students.

INFORMATION

SESSION ONLINE

DATA ANALYTICS FREE

Thurs Mar 11 (1 session/1.5 hours)
6:00 pm – 7:30 pm DATA000

Tue Mar 16 (1 session/1.5 hours)
6:00 pm – 7:30 pm DATA000

Mon Mar 22 (1 session/1.5 hours)
6:00 pm – 7:30 pm DATA000

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

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 Apr 20 – May 27
(12 sessions/36 hours) 6:00 pm – 9:00 pm
\$490 DATA101

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 Jun 1 – Aug 5 (20 sessions/60 hours)
6:00 pm – 9:00 pm \$830 DATA201

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. You are also eligible to take the Uniform Bookkeeper Certification exam, offered by the National Bookkeepers Association (NBA). 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

\$ 36K - 59K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

CAREER INSIDER

SERIES

ONLINE WEBINAR

QuickBooks

Wednesday, April 21 (1 session/2 hours)

6:00 pm – 8:00 pm QUBK000 **FREE**

- 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

Tues & Thurs May 18 – Jun 17 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$550 QUBK101

Sat Jun 5 – Jul 17 (6 sessions/30 hours)

9:00 am – 2:00 pm \$550 QUBK101

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

Tues & Thurs Apr 6 – May 6 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$550 QUBK102

Sat Apr 10 – May 15 (6 sessions/30 hours)

9:00 am – 2:00 pm \$550 QUBK102

Tax Return Preparer Certificate Program

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

CAREER INSIDER

SERIES

ONLINE WEBINAR

Tax Workshop: Reading Your W-2

Tuesday, April 20 (1 session/3 hours)

6:00 pm – 8:00 pm INF0001 **FREE**

- 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/>

Tax Return Preparer

Explore the role and responsibilities of a professional tax preparer. Learn how to prepare basic individual tax 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

Tues & Thurs May 25 – Jul 29 (20 sessions/60 hours)

6:00 pm – 9:00 pm \$680 TAXP100

Sat Jun 5 – Aug 28 (12 sessions/60 hours)

9:00 am – 2:00 pm \$680 TAXP100

Notary Public

For more information about the course below call (718) 482-7244.

Notary Public Test Preparation

Learn about the responsibilities of being a Notary Public and how you can obtain a Notary License. ND

Wed Apr 21 (1 session/3 hours)

6:30 pm – 9:30 pm \$99 NOTP100

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 (On Campus)

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 May 8 (1 session/6 hours)
9:00 am – 6:00 pm \$130 AHAC101

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.

Prehospital Trauma Life Support (PHTLS)

Certified/licensed emergency healthcare providers, learn a unique approach to assist multisystem trauma patients in order to improve trauma care and decrease mortality. This internationally established course teaches a critical thinking technique that differs from traditional practices. Integration of trauma pathophysiology and kinematics with practical skills labs and scenarios for special patient populations will reinforce your trauma skill set. NAEMT certification and CAPCE credit are awarded upon successful completion of the course and passing of the written examination. ND

Sat May 22 – May 29 (2 sessions/16 hours)
8:30 am – 5:30 pm \$188 AHAC116

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

Sat Jun 19 (1 session/8 hours)
8:30 am – 5:30 pm \$94 PTEP101



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](#). 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**

Thurs Apr 29 (1 session/3 hours)
1:00 pm – 4:00 pm CCMA000

Thurs Apr 29 (1 session/3 hours)
6:00 pm – 9:00 pm CCMA000

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

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 Apr 5 – May 9
(20 sessions/80 hours) 10:00 am – 2:30 pm
\$885 CCMA101

Mon, Wed, Fri + 3 Saturdays Apr 5 – May 8
(20 sessions/80 hours) 6:00 pm – 10:00 pm
\$885 CCMA101

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 May 10 – Jul 11
(28 sessions/112 hours) 10:00 am – 2:30 pm
\$1300 CCMA102

Mon, Wed, Fri + 3 Saturdays May 11 – Jul 10
(28 sessions/112 hours) 6:00 pm – 10:00 pm
\$1300 CCMA102



LAGUARDIA COMMUNITY COLLEGE/COMMONPOINT QUEENS Community Health Worker Training Program

The healthcare landscape in New York City is facing many problems.
Become part of the solution!

Community Health Workers are an important resource for communities and healthcare organizations, connecting individuals and families to services and information they need.

LaGuardia Community College is offering a free Community Health Worker (CHW) Training Program to English Language Learners who are clients of *Commonpoint Queens*.

- Vocational English-as-a-Second Language instruction
- Hands-on classroom training
- Assistance with job placement as a CHW or in a CHW-related position

Start a career in a high demand, health related field.
Help New York City recover!

For requirements and to apply [click here](#).

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.

INFORMATION
SESSION **ONLINE**
EMERGENCY MEDICAL TECHNICIAN (EMT) BASIC **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)

Mon May 17 (1 session/3 hours)
1:00 pm – 4:00 pm EMT000

Tue May 18 (1 session/3 hours)
1:00 pm – 4:00 pm EMT000

Thurs May 20 (1 session/3 hours)
1:00 pm – 4:00 pm EMT000

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

Emergency Medical Technician (EMT) Basic

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT-Basic. This course is necessary to advance to the one year program of paramedic education. To apply, complete the [application form](#) and email emtprogram@lagcc.cuny.edu to arrange for your pretest and interview. ND

Mon, Wed, Thurs + 2 Saturdays Jun 16 – Aug 25
(66 sessions/208 hours) 9:30 am – 4:30 pm
\$1310 EMTB100

INFORMATION
SESSION **ONLINE**
PARAMEDIC ORIGINAL **FREE**

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

Tue Apr 20 (1 session/4 hours)
6:00 pm – 10:00 pm PMED000

Mon May 10 (1 session/4 hours)
12:00 pm – 4:00 pm PMED000

Mon Jun 7 (1 session/4 hours)
12:00 pm – 4:00 pm PMED000

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

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

Thurs Apr 15 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REMA101

Thurs May 14 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REMA101

Thurs Jun 17 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REMA101

Healthcare-Related

NEW Medical Billing and Reimbursement Specialist Certificate Program

Prepare for a career in medical billing, one of the fastest growing on-site and work-from-home professions in the healthcare industry. You will learn about the U.S. healthcare system, insurance and reimbursement, data analysis and the revenue cycle. Upon successful completion of this course, you will earn a LaGuardia certificate of completion and can earn nine college credits towards a Business Administration/Healthcare Management major at LaGuardia Community College. (Cost of textbooks included in course fee.) Payment plan available. ND

Tues & Thurs May 4 – Nov 9 (55 sessions/165 hours)
6:00 pm – 9:00 pm \$2500 MEDB100

Medical Interpreter Certificate Program

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 Apr 17 (1 session/2 hours)
11:00 am – 1:00 pm \$25 MED1099

Sat Apr 24 (1 session/2 hours)
11:00 am – 1:00 pm \$25 MED1099

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 books 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 May 15 – Jul 24 (9 sessions/45 hours)
9:00 am – 2:00 pm \$1125 MED1100

NEW 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

Sat May 15 (1 session/3 hours)
9:00 am – 12:00 pm \$175 COVD001

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

Sat May 22 (1 session/6 hours)
9:00 am – 3:30 pm \$420 COVD002

Certified Medical Administrative Assistant

CAREER INSIDER

SERIES

ONLINE WEBINAR

Healthcare Administration (Certified Medical Administrative Assistant, Medical Interpreter and Medical Billing)

Wednesday, April 7 (1 session/2 hours)
6:00 pm – 8:00 pm INFO005 FREE

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

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

Certified Medical Administrative Assistant

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 health information technology, 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 May 17 – Oct 13
(40 sessions/120 hours) 6:00 pm – 9:00 pm
\$1595 CMAA100

Pharmacy Technician

For more information call (718) 482-7244.

CAREER INSIDER

SERIES

ONLINE WEBINAR

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

Wednesday, April 10 (1 session/2 hours)

6:00 pm – 8:00 pm INFO003 FREE

- *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/>

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

Tues & Thurs Jun 22 – Sep 30 (30 sessions/90 hours)

6:00 pm – 9:00 pm \$1195 PHMT100

Certified Dietary Manager (CDM) Program

Are you interested in upgrading your skills in foodservice management?

Would you like to become a Foodservice Supervisor?

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 Apr 27 – Jun 29 (10 sessions/42.5 hours)
5:45 pm – 10:00 pm \$425 CDMG103**

Safety and Sanitation

Study and apply safety and sanitation procedures in food production. Prepare for and take the ServSafe National Restaurant Association's exam for Food Protection Manager Certification. ND

**Wed Apr 28 – Jun 30 (10 sessions/42.5 hours)
5:45 pm – 10:00 pm \$425 CDMG102**



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.

Central Service Technician Certificate Program

CAREER INSIDER

SERIES ONLINE WEBINAR

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

Saturday, April 10 (1 session/2 hours)

11:00 pm – 1:00 pm INFO003 FREE

- 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/>

Start or Advance Your Career!



Central Service Technician

\$31K - 41K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi



Brittany Arner

Creating opportunities at LaGuardia

Brittany Arner has big dreams. She aspires to one day become an obstetrician and is getting herself on that path, with help from LaGuardia. Seeking to enter the healthcare industry, Brittany, a Brooklyn native, enrolled in the Central Service Technician (CST) Certificate Program, which focuses on properly handling medical equipment used for surgery. Though COVID-19 caused some program disruption, the course was successfully transitioned to virtual learning and ended on time.

Brittany is now preparing for the CST certification exam and will soon begin an internship at Woodhull Hospital in Brooklyn as part of the certification process. Once she has completed these steps, she plans to return to school to continue her studies in the healthcare field. "My questions and concerns were promptly addressed by the very patient and polite program staff," says Brittany. "I was able to obtain the knowledge I needed to open up more opportunities for myself."

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 (IAHCSSM) 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

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

Sat Apr 24 – Jun 5 (6 sessions/30 hours)
9:00 am – 2:00 pm \$451 CSTC101

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 Apr 13 – May 13 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 CSTC102

Sat Jun 19 – Jul 31 (6 sessions/30 hours)
9:00 am – 2:00 pm \$451 CSTC102

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 May 25 – Jun 24
(10 sessions/30 hours) 6:15 pm – 9:15 pm
\$451 CSTC103

Discover Wellness: A Healthy Balance

Health and wellness coaching has become a booming sector, recognized for its innovative best practices in engaging clients in the whole body and mind continuum. If you are seeking a career in healthcare, social services or human resources, or wish to become a consultant, these individual certificate courses will help you explore the dramatic shift taking place in healthcare that uses holistic and integrative therapies to treat the mind and body. Discover how to elicit client behavior changes and work collaboratively to guide each individual on a journey to a healthier life. ND

Motivational Interviewing Certificate

Discover how to use communication and listening skills to motivate your clients to change unhealthy behaviors. Topics include expressing empathy; supporting self-efficacy; and managing client resistance. You will also learn how to read body language and tone of voice; ask open-ended questions; and use affirmations and reflections. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Sat May 15 – Jun 19 (5 sessions/15 hours)
9:00 am – 12:00 pm \$250 MOT1100

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.

Start or Advance Your Career!

 Fulfill NY State and NY State Education Department requirements!

Visit laguardia.edu/careercoach or Room C-258

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 Apr 10 (1 session/2.5 hours)
9:30 am – 12:00 pm \$80 EDUC104

Sat May 8 (1 session/2.5 hours)
9:30 am – 12:00 pm \$80 EDUC104

Sat Jun 12 (1 session/2.5 hours)
9:30 am – 12:00 pm \$80 EDUC104

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 Apr 10 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 EDUC103

Sat May 8 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 EDUC103

Sat Jun 12 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 EDUC103

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 Apr 17 (1 session/6 hours)
9:00 am – 3:30 pm \$105 EDUC101

Sat May 15 (1 session/6 hours)
9:00 am – 3:30 pm \$105 EDUC101

Sat Jun 19 (1 session/6 hours)
9:00 am – 3:30 pm \$105 EDUC101

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 Apr 24 (1 session/3 hours)
9:00 am – 12:00 pm \$80 EDUC102

Sat May 22 (1 session/3 hours)
9:00 am – 12:00 pm \$80 EDUC102

Sat Jun 26 (1 session/3 hours)
9:00 am – 12:00 pm \$80 EDUC102

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.

Aprobado como una organización de instrucción del estado de Nueva York por New York Works for Children. Para más información sobre este curso llame al (718) 482-7244. ND=No hay descuento

Sat Apr 17 – May 22 (6 sessions/30 hours)
9:00 am – 2:00 pm \$500 CHCS100

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.

Approved as a New York State training organization through New York Works for Children. For more information call (718) 482-7244. ND

Sat May 15 – Jun 26 (6 sessions/30 hours)
9:00 am – 2:00 pm \$500 CHCE100

REGISTER TODAY
to reach your education
or career goals!

 **Online:**
laguardia.edu/acereg

 **By phone:**
(718) 482-7244

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

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/>.

ASL Discourse

Discuss the meaning of discourse and recognize features used in ASL, such as registers, discourse/rhetorical genres, spatial mapping, prosody, discourse structures, rhetorical analysis, involvement and interaction strategies, coherence and cohesion, and framing. Learn how to incorporate these features to enhance your ASL fluency as an interpreter. You will also study and compare diverse discourse styles within the Deaf community and features of discourse in English. Prerequisite: Language in Use.

Thurs Apr 8 – Jun 24 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP121

Interpreting III

Study in depth and practice ASL–English interpretation through consecutive interpreting. Further develop skills such as text analysis, message equivalence, complex cognitive strategies and identification of "functionally meaningful units" (chunks). You will deepen your understanding of familiar interpreting process models while being exposed to additional ones. You'll also explore process management skills and enhance your guided self-analysis practice.

Wed Apr 7 – Jun 23 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP103

Internship III

Continue to apply and refine techniques acquired in Internship II. Through supervised field placements, you will actively interpret alongside professional interpreting mentors. Your site supervisor will evaluate your workplace skills, interpreting potential and performance. Internship seminar sessions and online peer support discussion provide an arena for analyzing and evaluating interpreting strategies; examining theoretical and practical issues in interpretation; working through ethical considerations; and incorporating learning into your own work.

Mon Apr 5 – Jun 21 (5 sessions/12.5 hours)
5:45 pm – 8:45 pm \$775 AEIP303

Interpreting in Educational Settings

Explore the implications of an interpreted education for Deaf students and compare with education through direct instruction in a K–12 setting. Topics include history and laws that affect educational interpreting; cognitive and linguistic development (both first and second language acquisition); language in education; specialized roles and skills of a K–12 interpreter; and the impact of classroom variables on accessibility and interpretability. You will analyze a range of classroom environments and interpret a variety of academic subjects. Guest speakers with expertise as K–12 consumers, interpreters and service coordinators will also be included. Prerequisites: Interpreting IV, Ethics and Decision Making for Interpreters, or permission of instructor.

Wed Apr 7 – Jun 23 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP122

Interpreting VI

Interpreting VI is the capstone class in the ASL–English Interpretation Program. You will refine your interpreting work based on your study and practice of interpreting theories and techniques as well as skill sets honed in the program. You will also assess your interpreting work in relation to recognized interpreting competencies and create an ongoing professional development plan. Upon successful completion of this course, you will have created an e-Portfolio and demonstrated the ability to work at the entry-level in the field of ASL–English interpreting. Prerequisites: Interpreting V and Ethics and Decision Making for Interpreters.

Thurs Apr 8 – Jun 24 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP104

Start or Advance Your Career!

 **Interpreters and Translators** | **\$ 60K - 103K***

Visit laguardia.edu/careercoach or Room C-258

*Emsi

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 Apr 5 – Jun 14 (10 sessions/10 hours)
5:45 pm – 6:45 pm \$675 AEIP400

Service Learning III

Gain additional field experience by providing service in community-based organizations that require the use of American Sign Language (ASL). You will have new opportunities 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. Prerequisites: Service Learning II.

Mon Apr 5 – Jun 14 (10 sessions/20 hours)
6:45 pm – 8:45 pm \$239 AEIP203

Construction and Building Management

Construction Safety Courses

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

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

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 Apr 19 (1 session/4 hours)
5:00 pm – 9:30 pm \$101 CONS111

Wed May 19 (1 session/4 hours)
5:00 pm – 9:30 pm \$101 CONS111

Mon Jun 21 (1 session/4 hours)
5:00 pm – 9:30 pm \$101 CONS111

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 Apr 10 (1 session/4 hours)
8:00 am – 12:30 pm \$101 CONS118

Sat May 8 (1 session/4 hours)
8:00 am – 12:30 pm \$101 CONS118

Sat Jun 12 (1 session/4 hours)
8:00 am – 12:30 pm \$101 CONS118

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 Apr 5 – Apr 20 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$590 CONS121

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 Apr 6 – Apr 7 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$214 CONS117

Wed & Thurs May 5 – May 6 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$214 CONS117

Tues & Wed Jun 8 – Jun 9 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$214 CONS117

Start or Advance Your Career!



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

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 May 3 – May 18
(8 sessions/40 hours) 5:30 pm – 10:30 pm
\$605 CONS102

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 Apr 8 – Apr 23 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$378 CONS101

Thurs & Fri May 6 – May 21 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$378 CONS101

Thurs & Fri Jun 10 – Jun 25 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$378 CONS101

Construction Safety Courses

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

**Mon (5:00 pm – 11:30 pm),
Tues & Wed (5:00 pm – 10:30 pm)
& 2nd Wed (5:00 pm – 8:00 pm)
Apr 5 – Apr 14 (6 sessions/32 hours)
5:00 pm – 11:30 pm \$700 CONS122**

**Tues (5:00 pm – 11:30 pm),
Wed & Thurs (5:00 pm – 10:30 pm) &
2nd Thurs (5:00 pm – 8:00 pm)
May 4 – May 13 (6 sessions/32 hours)
5:00 pm – 11:30 pm \$700 CONS122**

**Mon (5:00 pm – 11:30 pm),
Tues & Wed (5:00 pm – 10:30 pm) &
2nd Wed (5:00 pm – 8:00 pm)
Jun 7 – Jun 16 (6 sessions/32 hours)
5:00 pm – 11:30 pm \$700 CONS122**

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. ND

**Wed & Thurs Apr 7 – Apr 8 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$230 CONS115**

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

**Tues (5:00 pm–10:30 pm) & Weds (5:00 pm–8:00 pm)
Apr 13 – Apr 14 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$189 CONS116**

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
May 12 – May 13 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$189 CONS116**

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
Jun 15 – Jun 16 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$189 CONS116**

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

**Tues (5:00 pm–10:30 pm) & Wed (5:00 pm–8:00 pm)
Apr 13 – Apr 14 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$260 CONS110**

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
May 12 – May 13 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$260 CONS110**

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
Jun 15 – Jun 16 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$260 CONS110**

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 Jun 9 – Jun 17 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$450 CONS114**

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 May 5 – May 13 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$410 CONS115**

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 May 3 – May 18 (6 sessions/32 hours)
5:00 pm – 10:30 pm \$575 CONS125**

8 Hour Lead Awareness

Take this mandatory course for workers who will disturb lead containing materials. Topics include the history and uses of lead; health effects associated with lead exposure; means and methods of controlling exposures; and OSHA regulations.

**Sat Apr 24 (1 session/8 hours)
8:00 am – 5:00 pm \$171 CONS113**

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 Acceprofessional@lagcc.cuny.edu. ND

CAREER INSIDER

SERIES

ONLINE WEBINAR

Basics of Construction Drawings and Plans

Thursday, April 8 (1 session/2 hours)
6:00 pm – 8:00 pm CNMC000 **FREE**

- Join us for an interactive mini workshop to discuss how to accurately read and understand construction drawings.

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

Construction Materials and Methods

Find out about operations and materials presently being used in the construction industry. Emphasis is placed on understanding common practices, materials and nomenclature; interpretation of construction documents and plans; and equipment and methods used in construction. Topics include wood and metal stud framing, heavy timber construction, structural steel, interior and exterior finishes roofing and more. This course is geared towards general contractors, sub-contractors, builders or home improvement specialists, project architects and material suppliers. ND

Wed May 12 – Jun 30 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$575 CNMC102

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

Thurs Apr 22 – Jul 8 (12 sessions/36 hours)
6:00 pm – 9:00 pm \$610 CNMC101

Project Management for the Construction Industry

Learn the basic concepts of project management. Discover how to analyze specific tasks, plan strategies for getting them done, and monitor work to insure completion according to plan using the Critical Path Method (CPM) technique of construction scheduling. ND

Mon Apr 5 – May 17 (7 sessions/21 hours)
6:00 pm – 9:00 pm \$519 CNMC103

Construction and Maintenance Courses

Start or Advance Your Career!



Electricians
Helpers

\$ 38K - 59K*

Visit laguardia.edu/careercoach or Room C-258

*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, 109 E 125th St, New York, NY. For more information email ACElectricalplumbing@lagcc.cuny.edu.

Mon, Wed & Thurs April 19 - July 19
(37 sessions/185 hours) 4:30 pm - 9:30 pm
\$1884 ELEC101

Start or Advance Your Career!



Plumbers
Helpers

\$ 32K - 47K*

Visit laguardia.edu/careercoach or Room C-258

*Burning Glass

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, 109 E 125th St, New York, NY. For more information email ACElectricalplumbing@lagcc.cuny.edu.

Mon, Wed & Thurs April 19 - July 22
(39 sessions/195 hours) 4:30 pm - 9:30 pm
\$2239 PLUM101

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. To register visit www.laguardia.edu/acereg. Payment for courses is made online with a debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.

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

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach

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)

Registration and Payment Deadline: March 25

Intensive English Program

**Mon - Fri Apr 5 - Jun 14 (49 sessions/168 hours)
8:45 am - 12:45 pm \$1735 TELC100**

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.

Registration and Payment Deadline: March 29

Listening, Speaking, Reading, and Writing

**Mon - Thurs Apr 7 - Jun 10 (36 sessions/90 hours)
6:50 pm - 9:20 pm \$745 TELC300**

Listening and Speaking

**Mon & Wed Apr 7 - Jun 9 (18 sessions/45 hours)
6:50 pm - 9:20 pm \$395 TELC310**

Reading and Writing

**Tues & Thurs Apr 8 - Jun 10 (18 sessions/45 hours)
6:50 pm - 9:20 pm \$395 TELC320**

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 Apr 8 - Jun 10 (18 sessions/45 hours)
6:50 pm - 9:20 pm \$395 TELC502**

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.

Registration and Payment Deadline: April 8

Listening, Speaking, Reading, and Writing

**Sat Apr 17 - Jun 12 (9 sessions/45 hours)
9:00 am - 2:30 pm \$395 TELC400**

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.

Registration and Payment Deadline: April 8

**Sat Apr 17 - Jun 12 (9 sessions/45 hours)
9:00 am - 2:30 pm \$395 TELC501**



Danuta Golebiowska

American and NYC culture important part of learning English

When Danuta Golebiowska arrived in New York on a flight from her home country of Poland, the only things she was sure of were that she'd be meeting up with the friend of a friend at the airport and that she'd be staying at a hotel. She admits she was scared and knew that her lack of English skills would be the biggest barrier to moving forward. Enrolling in The English Language Center (TELC) at LaGuardia, Danuta began learning not just English but about American culture and life in New York City as well.

"It's exciting, and it is a very important part of learning English too!" she says. "Now I know that in New York people are from the whole world, and here you can learn about many cultures."

Due to the pandemic, Danuta was having financial trouble but was able to continue at TELC, thanks to a scholarship. "The award helped me focus on my studies. I didn't [have to] look for an additional job, and I had more time to study," she explains. Noting that regular practice of formal and informal English along with constant support from instructors has helped her and fellow students progress through class levels, Danuta recommends TELC as well as LaGuardia to anyone coming to the U.S. to study. "This college is full of different possibilities," she says.



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!

If you have been accepted to a CUNY college, you may qualify for the CUNY Language Immersion Program (CLIP)

Spend up to one year in this low-cost program to improve your reading, writing, speaking and listening skills in English.

You can also get help applying for financial aid.

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

High School Equivalency

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

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.

Spring 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 or email hsetuition@lagcc.cuny.edu 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 current 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 Test

Mar 1 - Apr 15 (1 sessions/97 hours)

Tues from 6pm - 9pm and Wed from 10am - 1pm
\$25 HSEE099

High School Equivalency in English

Wed (6:00pm-9:00pm) & Sat (10:00am-2:00pm)

May 5 - Aug 11 (28 sessions/97 hours)

\$325 HSEE111

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.

Primavera 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 or email hsetuition@lagcc.cuny.edu.)

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 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.

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

High School Equivalency Placement Test

Mar 1 - Apr 15 (1 sessions/97 hours)

Tues at 6pm - 9pm and Wed at 10am - 1pm
\$25 HSES099

Equivalencia del Bachillerato en Español

Lunes, Martes & Jueves Apr 26 - Jul 12

(33 sessions/99 hours) 6:00 pm - 9:00 pm
\$325 HSES111

Miercoles (6:00 pm-9:00 pm) y

Sabado (10:00 am-2:00 pm) Apr 28 - Aug 4
(28 sessions/97 hours) \$325 HSES111

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to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

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: HSELaGuardia@lagcc.cuny.edu
Visit: laguardia.edu/hse



Explore careers in health, technology or business while you study in a high school equivalency program. (F)

Bridge to College and Careers Program

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

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: HSELaGuardia@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)

High School Equivalency Preparation



The Bridge to College and Careers Program at LaGuardia Community College helps adults and out-of-school youth prepare for the high school equivalency exam (TASC) while exploring topics in healthcare, technology or business.

Our classes help you develop academic skills in reading, writing, and math by studying content in one of three areas:

- Bridge to Health Program
- Bridge to Technology Program
- Bridge to Business Program

The Adult Basic Skills Program will help you develop your knowledge and skills in math, reading, writing, social studies and science to assist you in passing the TASC.

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

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

To learn more about our programs call (718) 482-5385 or visit laguardia.edu/bridge

CUNYSTAR

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 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 Spring 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 March 09, 2021 - August 04, 2021

(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."

College Courses for Non-Credit

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 February 19, 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

Mar 9 - Jun 10 (24 sessions/48 hours)
Tues 10:30-11:30am Thurs 10:30am-12:45pm
\$320 ELAR101

Elementary Arabic II

Tues & Thurs Mar 9 - Jun 10 (24 sessions/48 hours)
Tues 10:30-11:30am Thurs 10:30am-12:45pm
\$320 ELAR102

Elementary Modern Chinese I

Tue Mar 9 - Jun 8 (12 sessions/48 hours)
1:00 pm - 3:15 pm \$320 ELCH101

Elementary Modern Chinese II

Tue Mar 9 - Jun 8 (12 sessions/48 hours)
4:35 pm - 6:45 pm \$320 ELCH102

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 Mar 9 - Jun 10 (12 sessions/48 hours)
1:00 pm - 3:15 pm \$320 ELCH110

Elementary French I

Sat Mar 6 - Jun 12 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 ELFR101

Tues & Thurs Mar 9 - Jun 10 (24 sessions/48 hours)
9:15 am - 11:30 am \$320 ELFR101

Tues 1:00 pm - 3:15 pm & Thurs 1:00 pm - 2:00 pm
Mar 9 - Jun 10 (24 sessions/48 hours)
\$320 ELFR101

Elementary French II

Tues 11:45 am - 2:00 pm & Thurs 11:45 am - 12:45 pm
Mar 9 - Jun 10 (24 sessions/48 hours)
\$320 ELFR102

Elementary Italian I

Sat Mar 6 - Jun 12 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 ELIT101

Mon & Wed Mar 8 - Jun 14 (24 sessions/48 hours)
10:30 am - 5:35 pm \$320 ELIT101

Tues & Thurs Mar 9 - Jun 10 (24 sessions/48 hours)
4:35 pm - 5:35 pm \$320 ELIT101

Elementary Italian II

Tues & Thurs Mar 9 - Jun 10 (24 sessions/48 hours)
11:45 pm - 2:00 pm \$320 ELIT102

Elementary Japanese I

Sat Mar 6 - Jun 12 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 ELJA101

Tues & Thurs Mar 9 - Jun 10 (48 sessions/48 hours)
1:00 pm - 3:15 pm \$320 ELJA101

Wed Mar 10 - Jun 9 (12 sessions/48 hours)
11:45 am - 2:00 pm \$320 ELJA101

Wed Mar 8 - Jun 14 (12 sessions/48 hours)
5:45 pm - 7:55 pm \$320 ELJA101

Elementary Japanese II

Sat Mar 6 - Jun 12 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 ELJA102

Mon & Wed Mar 8 - Jun 14 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 ELJA102

Tues & Thurs Mar 9 - Jun 10 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 ELJA102

Elementary Korean I

Sat Mar 6 - Jun 12 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 ELK0101

Mon & Wed Mar 8 - Jun 14 (24 sessions/48 hours)
Mon 11:45am - 2:00pm Wed 1:00pm - 2:00pm
\$320 ELK0101

Tues & Thurs Mar 9 - Jun 10 (24 sessions/48 hours)
3:25 pm - 5:35 pm \$320 ELK0101

Elementary Korean II

Mon & Wed Mar 8 - Jun 14 (24 sessions/48 hours)
11:45 am - 12:45 pm \$320 ELK0102

Mon & Wed Mar 8 - Jun 14 (24 sessions/48 hours)
11:45 am - 2:00 pm \$320 ELK0102

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Friday, 8:30 a.m. - 3:30 p.m.

College Courses for Non-Credit

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 February 19, 2021.

Elementary Spanish I

Sat Mar 6 – Jun 12 (12 sessions/48 hours)
10:30 am – 2:00 pm \$320 ELSP101

Mon Mar 8 – Jun 14 (12 sessions/48 hours)
8:00 am – 10:15 am \$320 ELSP101

Mon Mar 8 – Jun 14 (12 sessions/48 hours)
11:45 am – 2:00 pm \$320 ELSP101

Tues & Thurs Mar 9 – Jun 10 (24 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELSP101

Elementary Spanish II

Sat Mar 6 – Jun 12 (12 sessions/48 hours)
10:30 am – 2:00 pm \$320 ELSP102

Mon & Wed Mar 8 – Jun 9 (24 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELSP102

Mon & Wed Mar 8 – Jun 9 (24 sessions/48 hours)
5:45 pm – 7:55 pm \$320 ELSP102

Tue Mar 9 – Jun 8 (12 sessions/48 hours)
10:30 am – 12:45 pm \$320 ELSP102

Elementary Tibetan 1

Sat Mar 6 – Jun 12 (12 sessions/48 hours)
10:30 am – 2:00 pm \$320 ELTI101

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.

Wed Mar 9 – Jun 9 (12 sessions/48 hours)
1:00 pm – 5:35 pm \$320 ARTN101

Fri Mar 12 – Jun 11 (12 sessions/48 hours)
10:30 am – 3:15 pm \$320 ARTN101

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 Mar 8 – Jun 14 (12 sessions/36 hours)
2:15 pm – 5:35 pm \$320 PAIN101

Tue Mar 9 – Jun 10 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 PAIN101

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

Fri Mar 12 – Jun 10 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 PHOT101

Tue Mar 9 – Jun 10 (12 sessions/36 hours)
9:15 am – 2:00 pm \$320 PHOT101

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.

Tue Mar 9 – Jun 8 (12 sessions/36 hours)
8:00 am – 12:45 pm \$320 PHOT101

Wed Mar 9 – Jun 9 (12 sessions/36 hours)
5:45 pm – 10:15 pm \$320 PHOT101

Fri Mar 12 – Jun 11 (12 sessions/36 hours)
9:15 am – 2:00 pm \$320 PHOT101

Beginning Sculpture

Create your own figurative and abstract sculpture, working in plaster and clay from a live model. Learn the basic concepts and working techniques of sculpture to develop your own individual designs. Enhance your creativity and craftsmanship while developing an understanding and appreciation of form in space. Additional cost of material is approximately \$60. A list of required materials given to you in class.

Mon Mar 8 – Jun 14 (12 sessions/36 hours)
9:15 pm – 12:45 pm \$320 SCUL101

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.

Wed Mar 9 – Jun 9 (12 sessions/48 hours)
10:30 am – 2:00 pm \$320 PHOT111

Wed Mar 9 – Jun 9 (12 sessions/48 hours)
5:45 pm – 10:15 pm \$320 PHOT111

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 Mar 8 – Jun 14 (12 sessions/36 hours)
4:35 pm – 7:55 pm \$320 IART101

Tue Mar 9 – Jun 10 (12 sessions/36 hours)
2:15 pm – 5:35 pm \$320 IART101

Wed Mar 10 – Jun 9 (12 sessions/36 hours)
10:30 am – 2:00 pm \$320 IART101

Fri Mar 12 – Jun 11 (12 sessions/36 hours)
9:15 am – 11:30 pm \$320 IART101

College Courses for Non-Credit

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 February 19, 2021.

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.

Sat Mar 6 – Jun 13 (12 sessions/36 hours)

9:15 am – 12:45 pm \$320 MUSI101

Mon 8:00 am – 9:00 am & Wed 8:00 am – 10:15 am

Mar 8 – Jun 9 (24 sessions/36 hours)

8:00 am – 10:15 am \$320 MUSI101

Tues & Thurs Mar 9 – Jun 10 (24 sessions/36 hours)

10:30 am – 12:45 pm \$320 MUSI101

Fri Mar 12 – Jun 11 (12 sessions/36 hours)

2:15 pm – 5:35 pm \$320 MUSI101

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.

Mon & Wed Mar 8 – Jun 9 (24 sessions/48 hours)

4:45 pm – 5:45 pm \$320 PIAN101

Tues & Thurs Mar 9 – Jun 10 (24 sessions/48 hours)

12:15 pm – 1:15 pm \$320 PIAN101

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.

Mon & Wed Mar 8 – Jun 9 (24 sessions/48 hours)

9:15 am – 10:15 am \$320 PIAN102

Tues & Thurs Mar 9 – Jun 10 (24 sessions/48 hours)

9:15 am – 10:15 am \$320 PIAN102

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 Mar 9 – Jun 10 (24 sessions/48 hours)

5:15 pm – 6:45 pm \$320 VOIC101

Voice II

Tues & Thurs Mar 9 – Jun 10 (24 sessions/48 hours)

5:15 pm – 6:45 pm \$320 VOIC102

Guitar I

Learn the fundamentals of acoustic guitar technique: strumming/picking technique, correct fingerings, and tuning the guitar. Explore the rudiments of music (types of notes, note values, time signatures, chord structure and scales) and learn to read and perform simple guitar melodies/chords. You do not need previous guitar instruction. Guitars will be provided.

Tues & Thurs Mar 9 – Jun 10 (24 sessions/36 hours)

11:45 am – 1:15 pm \$320 GUIT101

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.

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 Mar 12 – Jun 11 (12 sessions/48 hours)

9:15 am – 12:45 pm \$320 PUBS101

Fri Mar 12 – Jun 11 (12 sessions/48 hours)

1:00 pm – 4:25 pm \$320 PUBS101

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.

Mon Mar 8 – Jun 14 (12 sessions/36 hours)

1:00 pm – 2:00 pm \$320 PHIL101

Thurs Mar 11 – Jun 10 (12 sessions/36 hours)

2:15 pm – 4:25 pm \$320 PHIL101

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 Mar 8 – Jun 9 (24 sessions/36 hours)

6:00 pm – 7:30 pm \$320 PHIL111

Tues & Thurs Mar 9 – Jun 10 (24 sessions/36 hours)

6:00 pm – 7:30 pm \$320 PHIL111

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

Programs for Deaf Adults

Intensive Study in American Sign Language Program

Intensive study in American sign language - Dual Access Courses are designed for those who wish to make rapid progress in developing rapid ASL skill and expanding their multicultural sign vocabulary but do not wish to earn academic credit. Classes are offered in conjunction with LaGuardia's Education and Language Acquisition Department. 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

Intensive Study in ASL - Screening

All continuing education students are required to be assessed through an intensive screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes. Contact Program for Deaf Adults at (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Apr 6 - Jun 30
(1 session/1 hours) \$55 ASL1099



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 (3:25 pm - 5:35 pm) & Thurs (3:25 pm - 4:25 pm)
Mar 6 - Jun 14 (25 sessions/48 hours) \$359 ASLD101

Tues (9:15 am - 11:30 am) & Thurs (9:15 am - 10:15 am)
Mar 6 - Jun 14 (25 sessions/48 hours) \$359 ASLD101

Mon (11:45 am-2:00 pm) and Wed (11:45 am-12:45 pm)
Mar 6 - Jun 14 (25 sessions/48 hours) \$359 ASLD101

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 (11:45 am-2:00 pm) &
Thurs (11:45 am-12:45 pm) Mar 6 - Jun 14
(25 sessions/48 hours) \$359 ASLD102

Tues (3:25 pm - 5:35 pm) &
Thurs (3:25 pm - 4:25 pm) Mar 6 - Jun 14
(25 sessions/48 hours) \$359 ASLD102

Mon (5:45 pm-7:55 pm) & Wed (5:45 pm-6:45 pm)
Mar 6 - Jun 14 (25 sessions/48 hours)
\$359 ASLD102

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 (5:45 pm-6:45 pm) and Wed (5:45 pm-7:55 pm)
Mar 6 - Jun 14 (25 sessions/48 hours)
\$359 ASLD103

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 Mar 6 - Jun 14 (25 sessions/48 hours)
6:55 pm - 9:05 pm \$359 ASLD104

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.laguardia.edu/veteransservices



LaGuardia.Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

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.nyic.org>

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

Occasionally information changes, and the most up to date schedule can be found at 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 |



Continuing
Education



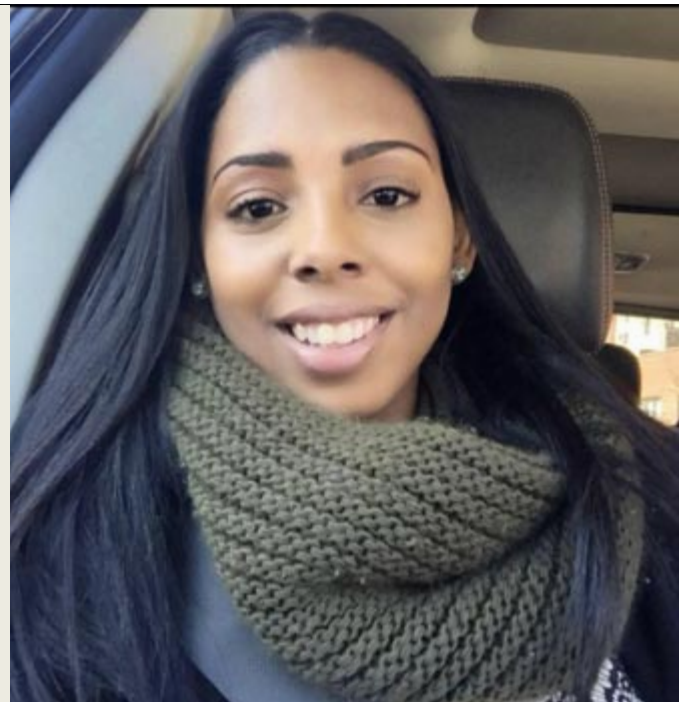
ENTERED the healthcare field by enrolling in the
Central Service Technician (CST) Certificate Program

TRANSITIONED to virtual learning successfully
during the pandemic

PREPARING for CST certification

STARTING an internship at a local hospital

To learn more about the CST Certificate Program
and other healthcare programs see pages 17 - 19.



BRITTANY ARNER

Brittany Arner wants to be a doctor. Looking to create a path for herself, she enrolled in LaGuardia's Central Service Technician (CST) Certificate Program as a stepping-stone into the healthcare field. She will soon begin a hospital internship. **Read her story on page 19.**