

DIVISION OF ADULT AND CONTINUING EDUCATION

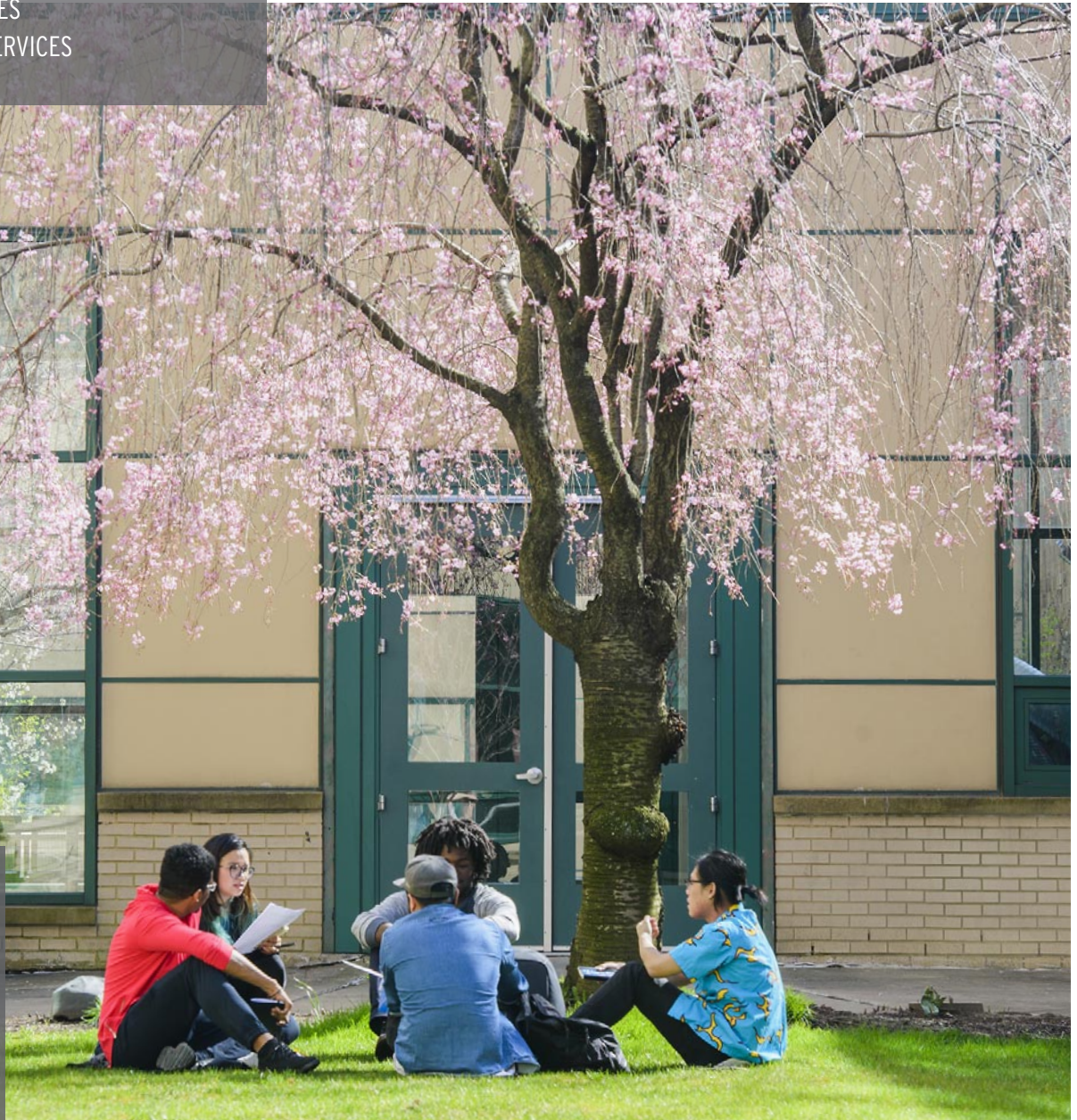
SPRING 2022 CATALOG

LEARN WITH US

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

“In this life, to earn
your place you have
to fight for it.”

-- Shakira



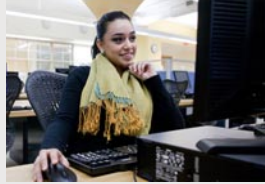
YOUR COMMUNITY PARTNER IN
ENGLISH LANGUAGE LEARNING



Continuing
Education

LaGuardia
Community College

Career Coach at LaGuardia



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Career Skills & Workforce Training

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

Small Business & Entrepreneur Services

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



Small Business & Entrepreneur Services

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

Start or Advance Your Career!



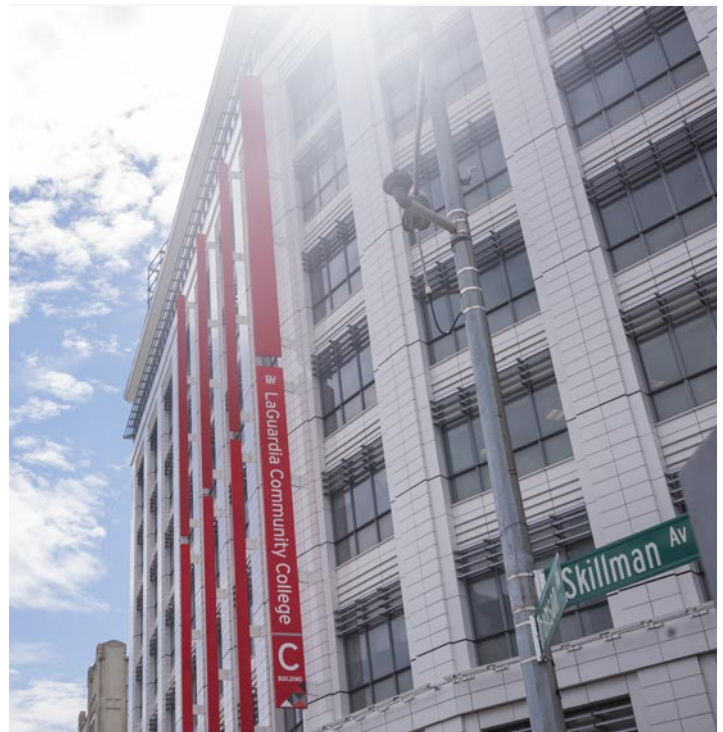
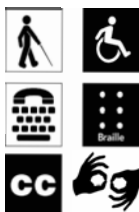
Labor Market Information noted throughout the catalog indicates the most common career options for the given training programs. Salary ranges represent the 25th - 75th percentile, according to Economic Modeling, LLC (Emsi) or Burning Glass Technologies.

Visit laguardia.edu/careercoach or Room C-258

To inquire about disability services:

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

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



Getting the coronavirus vaccine is the single most important step you can take to protect yourself and loved ones from COVID-19. The New York State Governor's Office announced that CUNY students must be vaccinated for all in-person classes.

All LaGuardia Continuing Education students attending in-person or hybrid classes must submit documentation of full vaccination before the first day of in-person instruction. This includes a 2-week waiting period after your final dose. You will then need to submit proof of vaccination to Cleared4.

Thank you for helping to keep our campus safe.

Your Community Partner in English Language Learning



Continuing
Education

WELCOME TO LAGUARDIA COMMUNITY COLLEGE



Dear LaGuardia Students and Community,

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

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

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

Kenneth Adams
President



Dear Members of our Community,

LaGuardia Community College is a catalyst for higher education and workforce training in New York City.

Since LaGuardia first opened in 1971, our mission has been clear—to create educational access and opportunity for all city residents. Our programs and course offerings within LaGuardia's Continuing Education respond to the demands and career trends, reflecting that commitment. We are the college of opportunity, the college of hope, and the college of dreams.

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

We continue to provide courses and programs via remote, hybrid and in-person instruction. Our offices are open, and programs can be reached by email or phone or visited in person (some offices require appointments).

Spring is a time of new beginnings. Take a step today towards your future. Look through our catalog or visit our web site at www.laguardia.edu/ce to explore all the opportunities we offer. **We hope you join us!**

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

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

Career Coach AT LAGUARDIA

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

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



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

CAREER DEVELOPMENT CENTER

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

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



We can help you get on the path to success.

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

For more information call (718) 482-5355.

CONTINUING EDUCATION SCHOLARSHIPS

Get Help with Tuition and Reach your Goals!

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

The following programs have scholarships available for Spring 2022:

- The English Language Center
- High School Equivalency
- Central Service Technician
- Certified Clinical Medical Assistant
- Certified Medical Administrative Assistant
- Emergency Medical Technician (EMT)
- Pharmacy Technician
- Spanish/English Medical Interpreter
- Data Analytics and Data Science Program
- IT Support Specialist
- Electrical Level 1
- Plumbing 1
- QuickBooks



“ I want to thank LaGuardia from the bottom of my heart for having given me the opportunity to receive this scholarship and keep learning this beautiful language.

Mary Estela
The English Language Center
Spring 2021 ACE Scholarship Recipient



For more information on scholarship opportunities contact the programs hyperlinked above or visit <https://www.laguardia.edu/acescholarship/>.

Please note that not all programs listed above offer “LaGuardia Foundation ACE Scholarships.”

Learn English

at The English Language Center

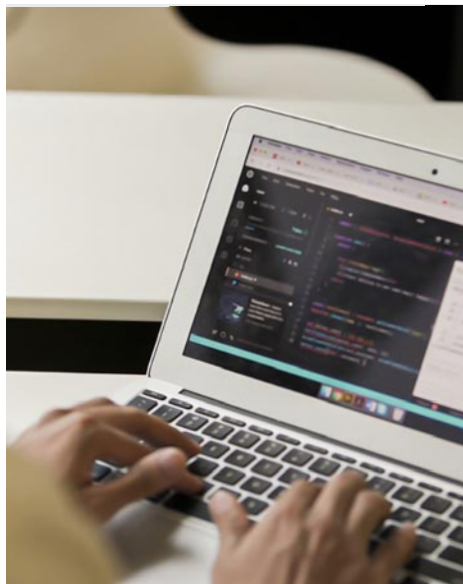
Our many English as a Second Language (ESL) programs prepare you for **college, a career** and **life in New York City**.

- 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



Start a career in a High Demand Healthcare Field.

Get training and get started!

Check out these industry certificate preparation programs:

- Pharmacy Technician - page 17
- Medical Interpreter - page 17
- Certified Medical Administrative Assistant - page 19
- Central Service Technician - page 19

Register Today

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

Visit www.laguardia.edu/acereg

Start 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
- Delve into data analytics

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

See pages 9 - 12.

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

Start or Advance Your Career!



Information Security Analysts

\$ 103K - 180K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Start or Advance Your Career!



Computer Network Support Specialist

\$ 65K - 113K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

TRAINING THAT GETS YOU THE JOB!

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

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

In **3** MONTHS



you can

- Prepare for industry certification as an **Administrative Assistant** - Page 10
- Receive LaGuardia certification in **Digital Marketing** - page 13
- Receive LaGuardia certification in **QuickBooks** - page 14
- Prepare for industry certification as an **Emergency Medical Technician** - page 16
- 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

In **4** MONTHS



you can

- Receive LaGuardia certification in Microsoft Office Applications (Word, Excel, PowerPoint and Outlook) - page 10
- Prepare for industry certification as a **Pharmacy Technician** - page 17

In **6** MONTHS



you can

- Prepare for industry certification as a **Certified Medical Administrative Assistant** - page 19
- Prepare for industry certification as a **Central Service Technician** - page 19
- Prepare for industry certification as a **Certified Dietary Manager** - page 19

In **12** MONTHS



you can

- Prepare for industry certification as an **IT Support Specialist** - page 12
- Receive LaGuardia Certification in **Data Analytics** - Page 13
- Prepare for industry certification as a **Paramedic** - page 16

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

Tues & Thurs May 3 – May 26 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$285 MOFF102S22.T05.01.00

Microsoft Word for Windows

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

Tues & Thurs Jun 7 – Jun 30 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$285 MOFF101S22.T05.01.00

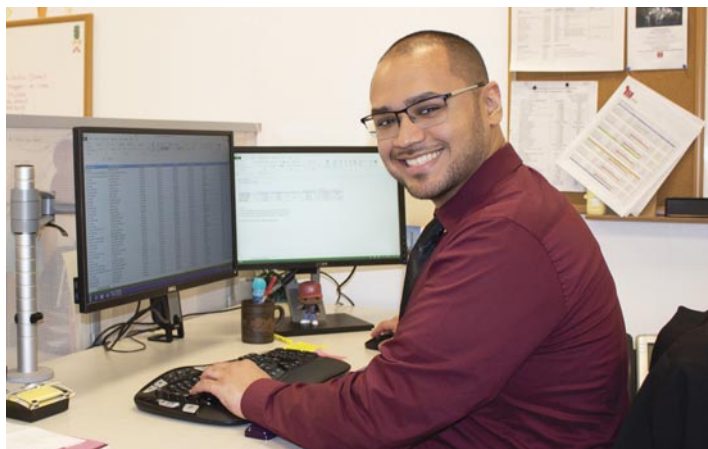
Administrative Assistant Certificate Program

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

Certified Administrative Assistant

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

Mon & Wed May 2 – Jul 18 (20 sessions/60 hours)
6:00 pm – 9:00 pm \$780 CADA100S22.T05.01.00



Information Technology

Become a Cybersecurity Professional

JOB TITLES: • Cyber Security Analyst
• Security Administrator

Industry Certifications



CAREER INSIDER SERIES

ONLINE WEBINAR

Tech Connect **FREE**

Sat, April 2 (1 session/2 hours)
11:00 am – 1:00 pm INFO004S22.T05.01.00

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

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

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

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

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

Sat Apr 23 – Jun 18 (8 sessions/40 hours)
9:00 am – 2:00 pm \$630 CYBE101S22.T05.01.00

Cloud Computing Security

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

Tues & Thurs May 3 – Jun 21 (15 sessions/45 hours)
6:00 pm – 9:00 pm \$999 CLOC101S22.T05.01.00

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

IT Network Technician: CompTIA Network+ Certification

Build the foundation for a career in technology. Networking starts with basic logic and connections. Learn to configure, install, maintain and troubleshoot networks. Upon successful completion of this course, you can take the CompTIA Network+ exam and will earn a LaGuardia certificate of completion. You can also earn up to 3 college credits towards an AAS Degree in Network Administration & Security at LaGuardia Community College. (Cost of eTextbook, virtual lab and exam voucher included in course fee.) Payment plan available. ND
Register Now!

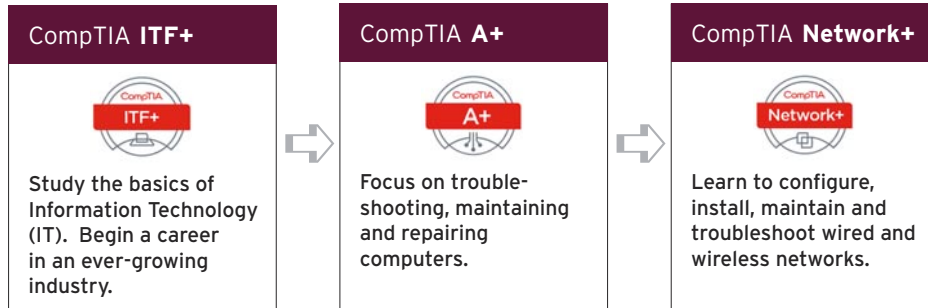
Sat May 14 – Sep 10 (15 sessions/75 hours)
9:00 am – 2:00 pm \$1500 NETW101S22.T05.01.00

Become an IT Help Desk Technician

JOB TITLES:

- IT Support Specialist
- IT Support Technician
- Help or Service Desk Technician

3 Steps - 3 Certifications



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

Start or Advance Your Career!

Computer User Support Specialist

\$63K - 110K*

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

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

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

Sat Apr 23 – May 14 (4 sessions/20 hours)
9:00 am – 2:00 pm \$450 CTIA101S22.T05.01.00

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

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

Sat Jun 4 – Dec 10 (24 sessions/120 hours)
9:00 am – 2:00 pm \$1850 CTIA102S22.T05.01.00

CAREER INSIDER SERIES

ONLINE WEBINAR

Tech Connect FREE

Sat, April 2 (1 session/2 hours)
11:00 am – 1:00 pm INF0004S22.T05.01.00

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

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

CAREER INSIDER SERIES

ONLINE WEBINAR

DIGITAL MARKETING MINI WORKSHOP **FREE**

Mon, April 4 (1 session/2 hours)
6:00 pm – 8:00 pm DMKT000S22.T05.01.00

Join us for an interactive mini workshop to get tips on how to increase your digital traffic using social media platforms.

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

Digital Project Management

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

Digital Marketing

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

Sat Apr 23 – Jun 25 (9 sessions/45 hours)
9:00 am – 2:00 pm \$1010 DMKT101S22.T05.01.00

Project Management

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

Tues & Thurs Apr 19 – May 19 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$830 BUSK101S22.T05.01.00

Data Analytics and Data Science Program



Scholarships Available

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.

Start or Advance Your Career!

 **Data Analytics** | **\$ 97K - 176K***

Visit laguardia.edu/careercoach or Room C-258

*Emsi

INFORMATION SESSION ONLINE

DATA ANALYTICS **FREE**

Tue Apr 26 (1 session/2 hours)
6:00 pm – 7:30 pm DATA000S22.T23.01.00

Thurs May 12 (1 session/2 hours)
6:00 pm – 7:30 pm DATA000S22.T23.02.00

Thurs Jun 9 (1 session/2 hours)
6:00 pm – 7:30 pm DATA000S22.T23.03.00

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

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 12 – May 19 (12 sessions/36 hours)
6:00 pm – 9:00 pm \$490 DATA101S22.T23.01.00

Python for Data Analytics (Intermediate)

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

Tues & Thurs May 31 – Aug 4 (20 sessions/60 hours)
6:00 pm – 9:00 pm \$830 DATA201S22.T23.01.00

Accounting, Bookkeeping and Tax Preparation

Accounting with QuickBooks Certificate Program



Scholarships Available

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

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

Start or Advance Your Career!



Bookkeeping,
Accounting and
Auditing Clerks

\$ 39K - 65K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

CAREER INSIDER S E R I E S ONLINE WEBINAR

QuickBooks FREE

Mon, May 16 (1 session/2 hours)

6:00 pm – 8:00 pm QUBK000S22.T05.01.00

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

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

Accounting with QuickBooks (Part 1)

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

Sat Jun 11 - Jul 23 (6 sessions/30 hours)

9:00 am – 2:00 pm \$550 QUBK101S22.T05.01.00

Accounting with QuickBooks (Part 2)

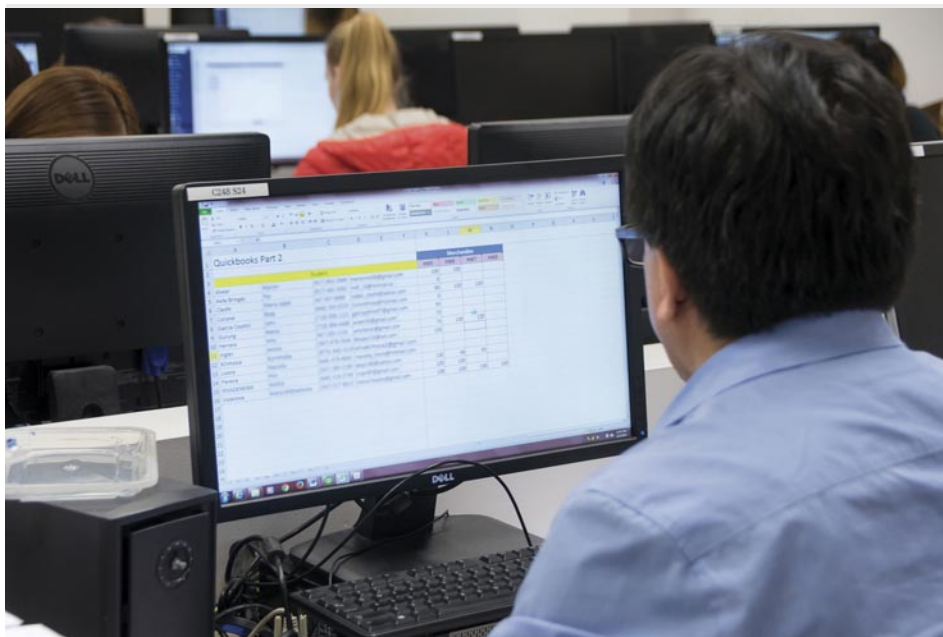
Gain hands-on experience setting up an inventory system. Create payments and reports for merchandising businesses, including computing the depreciation formula and determining the book value of a company's fixed assets. Learn about bank reconciliation and transaction reports; tracking inventory; recording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

Sat Apr 23 – Jun 4 (6 sessions/30 hours)

9:00 am – 2:00 pm \$550 QUBK102S22.T05.01.00

Tues & Thurs Jun 7 – Jul 7 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$550 QUBK102S22.T05.02.00



REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

Healthcare-Clinical



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

Certified Clinical Medical Assistant (CCMA)



Scholarships Available

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. Attendance at an orientation session and passing of online reading exam and interview are required prior to registration for the EKG Technician and Phlebotomy courses, which are recommended prior to beginning the 5-course CCMA series. Prerequisite for National Healthcareer Association (NHA) certifications: High school diploma or equivalency. Program courses not offered this quarter will be offered in a future quarter. To apply, complete the application form at <https://laguardia.edu/ccmaapply>. ND

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

Course schedules are available at

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

Start or Advance Your Career!



Medical Assistants

\$ 33K - 46K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

ORIENTATION SESSION ONLINE

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA) FREE

The online orientation session is a prerequisite for the EKG Technician and Phlebotomy courses. You will be contacted by program staff prior to the orientation session with the details about how to attend.

Tue Apr 26 (1 session/3 hours)

1:00 pm – 4:00 pm CCMA000S22.T11.01.00

Thurs Apr 28 (1 session/3 hours)

6:15 pm – 9:15 pm CCMA000S22.T11.02.00

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 Saturdays Apr 6 – May 7

(21 sessions/84 hours)

10:00 am – 2:30 pm \$885 CCMA102S22.T11.01.00

Mon, Wed, Fri + 3 Sundays Apr 6 – May 8

(21 sessions/84 hours)

6:00 pm – 10:00 pm \$885 CCMA102S22.T11.02.00

Phlebotomy

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

Mon, Wed, Fri + 3 Saturdays May 9 – Jul 2

(28 sessions/112 hours)

10:00 am – 2:30 pm \$1300 CCMA103S22.T11.01.00

Mon, Wed, Fri + 3 Sundays May 9 – Jul 3

(28 sessions/112 hours)

6:00 pm – 10:00 pm \$1300 CCMA103S22.T11.02.00



Eva Gomez

*Opportunities to realize dreams
at LaGuardia*

Eva Gomez came to LaGuardia to study in the Bilingual Medical Assistant Training Program, a customized program for English language learners. The Guatemalan native worked hard to overcome language and academic challenges, and contended with a two-and-a-half hour commute to the college while working full-time. Eva now works as a medical assistant at NYU Lagone Health and hopes to one day become a nurse.

"I am very grateful that LaGuardia [allowed] me to realize this dream that I had for many years but had not been able to realize for economic reasons and because there were no opportunities," says Eva.

NOTE: The Bilingual Medical Assistant Training Program at LaGuardia is currently on pause.

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

Emergency Healthcare Programs



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

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

Orientation and Prescreening: Emergency Medical Technician (EMT) **FREE**

- Learn about LaGuardia's EMT Program and requirements for NY State Department of Health EMT Certification
- Explore job opportunities in the Emergency Medical Services (EMS) field
- Take the program screening exam (reading comprehension)

Tue Apr 19 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000S22.T11.01.00

Mon May 16 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000S22.T11.05.00

Thurs Apr 21 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000S22.T11.02.00

Thurs May 19 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000S22.T11.06.00

Wed May 4 (1 session/3 hours)
6:15 pm – 9:15 pm EMTB000S22.T11.03.00

Thurs May 26 (1 session/3 hours)
6:15 pm – 9:15 pm EMTB000S22.T11.07.00

Sat May 7 (1 session/3 hours)
9:00 am – 12:00 pm EMTB000S22.T11.04.00

Sat May 28 (1 session/3 hours)
6:15 pm – 9:15 pm EMTB000S22.T11.08.00

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

Start or Advance Your Career!



EMT

\$32K - 40K*

Visit [laguardia.edu/careercoach](https://www.laguardia.edu/careercoach) or Room C-258

*Emsi

Emergency Medical Technician (EMT) Basic



Scholarships
Available

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 + 3 Saturdays Jun 15 – Aug 24
(66 sessions/208 hours)
9:30 am – 4:30 pm \$1310 EMTB100S22.T11.01.00

NYC REMAC Exam Preparation (Online)

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

Sat Apr 16 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REMA101S22.T11.01.00

Sat Jun 11 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REMA101S22.T11.03.00

Sat May 14 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REMA101S22.T11.02.00

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

- Learn about the many benefits and certifications provided through LaGuardia's Paramedic Program
- Explore AAS Degree and financing options for paramedic training
- Take the program pre-screening exam (advance materials can be provided)

Tue Apr 19 (1 session/4 hours)
6:15 pm – 9:15 pm PMED000S22.T11.01.00

Mon May 9 (1 session/4 hours)
12:00 pm – 4:00 pm PMED000S22.T11.02.00

Mon Jun 6 (1 session/4 hours)
12:00 pm – 4:00 pm PMED000S22.T11.03.00

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

Earn a Paycheck While Studying to Become an EMT

Get on the path to an exciting career in Emergency Medical Services!

Join the team at Global Medical Response, the largest medical transport company in the world, and work alongside some of New York's best caregivers.

Receive a training wage while attending the EMT-Basic course tuition-free at LaGuardia Community College in Long Island City, Queens.

After successful program completion and passing of NYS EMT certification exam, **get promoted to EMT-B** (commensurate pay increase and comprehensive benefits package), and work for American Medical Response NY.



for more information or email Seth Roberts at Seth.Roberts@gmr.net



Global Medical
Response

Healthcare-Related



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

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

We serve the following:

- Registered Nurses, Licensed Practical Nurses and Vocational Nurses

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

Pharmacy Technician

For more information call (718) 482-7244.

Start or Advance Your Career!



Visit laguardia.edu/careercoach or Room C-258

*Emsi



Pharmacy Technician Certification Preparation

Develop the skills you need to work under a registered pharmacist. Prepare for the Pharmacy Technician Certification Exam (PTCE) and become a Certified Pharmacy Technician (CPhT). Topics include history of pharmacy practice, law and ethics, basic math skills, medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. You will also study dosage calculations and conversions, IV flow rates, drug compounding, dispensing of prescriptions, inventory control and billing, and reimbursement. To help you build professional relationships and navigate challenges on the job more efficiently, you will discuss effective communication, team building, time management and critical thinking skills. This course includes practical lab instruction and supplies. (Cost of textbook included in course fee.) LaGuardia is a recognized PTCB Training Program provider. Prerequisite: High school diploma or equivalency and passing of an online screening test (www.laguardia.edu/phtst/). Payment plan available. ND

Tues & Thurs Apr 12 – Aug 25
(40 sessions/120 hours) 6:00 pm – 9:00 pm
\$1400 PHMT100S22.T05.01.00



Yan Jun Poon

Expanding his knowledge and experience in healthcare

Yan Jun Poon is a project coordinator at a private healthcare company. He's also a Human Biology major studying full-time at Hunter College, and has plans to go into nursing and pursue a Master Degree in Public Health. Along this path, Yan Jun decided to make a stop at LaGuardia to study in the Pharmacy Technician Certification Preparation program.

"My goal was to really learn what the role of a pharmacy technician is in healthcare as a whole and how they impact the workflow of patient care," says Yan Jun. Noting the importance of understanding the course material, as it is crucial to patient care, he credits the program instructor with providing study support and even information on job opportunities.

Yan Jun has begun an additional job at CVS Pharmacy to apply his newly acquired knowledge and further his general experience in the healthcare industry. Eventually, he hopes to work in the field of Healthcare IT. His studies at LaGuardia are helping him reach his goal of becoming a well-rounded healthcare professional.



Rosa Margarita Ortiz Guerreiro

Changing career paths, with help from LaGuardia

Rosa Margarita Ortiz Guerreiro wanted a new career. With a certification in hospitality and working as an administrative assistant, Rosa set her sights on the healthcare sector, choosing LaGuardia's Medical Interpreter Certificate Program.

A supportive instructor and many classmates who already had healthcare experience both challenged and gave Rosa the confidence she needed to learn and succeed in the program. She hopes to soon be working in a hospital or clinic, helping to facilitate communication between healthcare professionals and the Spanish-speaking community.

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 2 (1 session/2 hours)
11:00 am – 1:00 pm \$25 MED1099S22.T05.01.00

Spanish-English Medical Interpreting: Fundamental Skills

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national LanguageLine Solutions Interpreter Skills Test. (Cost of LanguageLine test fee and eTextbook included in course fee.) Prerequisite: High school diploma or equivalency and passing of a Spanish/English diagnostic exam. Payment plan available. For more information call (718) 482-7244. ND

Sat Apr 23 – Jun 25 (9 sessions/45 hours)
9:00 am – 2:00 pm \$1125 MED1100S22.T05.01.00

Mon & Wed May 2 – Jun 27 (15 sessions/45 hours)
6:00 pm – 9:00 pm \$1125 MED1100S22.T05.02.00

Mental Health Peer Specialist Training Program



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

TRAINING PROVIDES:

- Peer support services instruction
- Peer technology instruction
- NY State certification preparation
- Loaner laptop and headset
- 125+ hour internship
- Employment readiness training
- Employment placement assistance
- Stipend for participation and completion of entire program, including internship

DATES:

Training: May - July, 2022

Internship: August - October, 2022

Job Placement Assistance: November - December, 2022

TIME:

Training: M-TH 10am-2pm, F: 10am-12pm

PLACE:

Hybrid (in-person classes are at LaGuardia)

Full scholarships are available for eligible applicants.



For more information including eligibility requirements please contact MHPeerSpecialist@lagcc.cuny.edu.

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling 1.6 million dollars. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the U.S. Government.

Central Service Technician Certificate Program



Scholarships Available

CAREER INSIDER SERIES ONLINE WEBINAR

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

**Tues, April 5 (1 session/2 hours)
6:00 pm – 8:00 pm INFO003S22.T05.01.00**

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

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

Start or Advance Your Career!



Central Service Technician

\$44K - 59K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

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

Principles of Central Service Technician

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

**Tues & Thurs Apr 14 – May 17 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 CSTC101S22.T05.01.00**

**Sat Apr 23 – Jun 4 (6 sessions/30 hours)
9:00 am – 2:00 pm \$451 CSTC101S22.T05.02.00**

Cleaning and Decontaminating Surgical Instruments

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

**Tues & Thurs Jun 2 – Jul 5 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 CSTC102S22.T05.01.00**

**Sat Jun 18 – Jul 30 (6 sessions/30 hours)
9:00 am – 2:00 pm \$451 CSTC102S22.T05.02.00**

Certified Medical Administrative Assistant



Scholarships Available

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 basic medical terminology, documentation, confidentiality, professional etiquette, customer service and patient satisfaction, and Microsoft Word and Excel. This program is approved by the National Healthcare Association. Prerequisite: High school diploma or equivalency. (Cost of textbook included in course fee.) Payment plan available. For more information call (718) 482-7244. ND

**Mon & Wed April 18 – Sept 14
(40 sessions/120 hours) 6:00 pm – 9:00 pm
\$1595 CMAA100S22.T05.01.00**

Certified Dietary Manager 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 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 Certifying Board for Dietary Managers (CBDM) CDM Credentialing Exam*)
4. Submit your completed application for review 3 weeks before the first day of class

The course is approved by the Association of Nutrition & Foodservice Professionals (ANFP) and covers medical nutrition and therapy, safety and sanitation, and quantity food production and management. You will also prepare for and take the ServSafe National Restaurant Association's exam for Food Protection Manager. You must complete the course as well as 150 hours of supervised fieldwork at a work site in order to take 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.

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

*You may take the course without completing fieldwork or taking 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.

Certified Dietary Manager (CDM)

Upgrade your skills in foodservice management and become a foodservice supervisor. Prepare for and take the ServSafe National Restaurant Association's exam for Food Protection Manager Certification and prepare for the Certifying Board for Dietary Managers (CBDM) CDM Credentialing Exam. Topics include nutrition management throughout the human life cycle; safety and sanitation procedures in food production; and techniques used in quantity food production as well as management of foodservice operations. (Cost of textbook included in course fee.) Payment plan available. ND

**Tues & Thurs April 5 – Aug 18 (40 sessions/120 hours)
6:00 pm – 9:00 pm \$1620 CDMPI00S22.T05.01.00**

Education

Education Workshops

If you wish to be employed by the NYC Department of Education, you must complete the following New York State mandated trainings—Child Abuse Identification and Reporting, School Violence Prevention, and Dignity for All Students Act (DASA)—and register to create a TEACH account at

<http://www.highered.nysed.gov/tcert/teach/>.

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

For more information call (718) 482-7244.

Take 4 and save \$20*

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

Start or Advance Your Career!



Fulfill NY State and NY State Education Department requirements!

Visit laguardia.edu/careercoach or Room C-258

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 23 (1 session/2 hours)

1:00 pm – 3:30 pm \$80 EDUC103S22.T05.01.00

Sat May 14 (1 session/2 hours)

1:00 pm – 3:30 pm \$80 EDUC103S22.T05.02.00

Sat Jun 18 (1 session/2 hours)

1:00 pm – 3:30 pm \$80 EDUC103S22.T05.03.00

Dignity for All Students Act (DASA)

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

Sat Apr 30 (1 session/6 hours)

9:00 am – 3:30 pm \$105 EDUC101S22.T05.01.00

Sat May 21 (1 session/6 hours)

9:00 am – 3:30 pm \$105 EDUC101S22.T05.02.00

Sat Jun 25 (1 session/6 hours)

9:00 am – 3:30 pm \$105 EDUC101S22.T05.03.00

Needs for Children with Autism

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

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

Sat Apr 9 (1 session/3 hours)

9:00 am – 12:00 pm \$80 EDUC102S22.T05.01.00

Sat Jun 11 (1 session/3 hours)

9:00 am – 12:00 pm \$80 EDUC102S22.T05.02.00

School Violence Prevention

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

Sat Apr 23 (1 session/2 hours)

9:30 am – 12:00 pm \$80 EDUC104S22.T05.01.00

Sat May 14 (1 session/2 hours)

9:30 am – 12:00 pm \$80 EDUC104S22.T05.02.00

Sat Jun 18 (1 session/2 hours)

9:30 am – 12:00 pm \$80 EDUC104S22.T05.03.00

Education Courses

Childcare Certification

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

Topics include:

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

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

Sat Apr 2 – May 14 (6 sessions/30 hours)

9:00 am – 2:00 pm \$500 CHCE100S22.T05.01.00

Certificación en el Cuidado de Niños

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

Temas:

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

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

Sat May 7 – Jun 18 (6 sessions/30 hours)

9:00 am – 2:00 pm \$500 CHCS100S22.T05.01.00

ASL–English Interpretation Program

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

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 Mar 31 – Jun 23 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP12IS22.T16.01.00

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.

Tue Mar 29 – Jun 21 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP103S22.T16.01.00

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 Mar 31 – Jun 23 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP106S22.T16.01.00

Interpreting Lab

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

Mon Mar 28 – Jun 6 (10 sessions/20 hours)
6:45 pm – 8:45 pm \$675 AEIP403S22.T16.01.00

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 Mar 28 – Jun 20 (5 sessions/12.5 hours)
6:00 pm – 8:30 pm \$775 AEIP304S22.T16.01.00

Start or Advance Your Career !

 **Interpreters and Translators** | **\$ 53K - 101K***

Visit laguardia.edu/careercoach or Room C-258

*Emsi

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 Mar 30 – Jun 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP122S22.T16.01.00

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 Mar 28 – Jun 6 (10 sessions/10 hours)
5:45 pm – 6:45 pm \$239 AEIP203S22.T16.01.00

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

Construction and Building Management

Construction Safety Courses

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

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

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

SST Local Law 196 courses include:

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

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

4 Hour Flagging (NYSDOT) IN-PERSON

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

Tue Apr 19 (1 session/4 hours)

5:00 pm – 9:30 pm \$145 CONS111S22.T05.01.00

Tue May 17 (1 session/4 hours)

5:00 pm – 9:30 pm \$145 CONS111S22.T05.02.00

Tue Jun 21 (1 session/4 hours)

5:00 pm – 9:30 pm \$145 CONS111S22.T05.03.00

4 Hour Scaffold User (NYCDOB) IN-PERSON

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

Mon Apr 18 (1 session/4 hours)

5:00 pm – 9:30 pm \$145 CONS118S22.T05.01.00

Mon May 16 (1 session/4 hours)

5:00 pm – 9:30 pm \$145 CONS118S22.T05.02.00

Mon Jun 20 (1 session/4 hours)

5:00 pm – 9:30 pm \$145 CONS118S22.T05.03.00

30 Hour Concrete Safety Manager (NYCDOB) IN-PERSON

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

Wed & Thurs Apr 6 – Apr 21 (6 sessions/30 hours)

5:00 pm – 10:30 pm \$575 CONS121S22.T05.01.00

Wed & Thurs May 4 – May 19 (6 sessions/30 hours)

5:00 pm – 10:30 pm \$575 CONS121S22.T05.02.00

Wed & Thurs Jun 8 – Jun 23 (6 sessions/30 hours)

5:00 pm – 10:30 pm \$575 CONS121S22.T05.03.00

30 Hour OSHA Construction Training ONLINE

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

Wed & Thurs Apr 6 – Apr 21 (6 sessions/30 hours)

5:00 pm – 10:30 pm \$345 CONS101S22.T05.01.00

Wed & Thurs May 11 – May 26 (6 sessions/30 hours)

5:00 pm – 10:30 pm \$345 CONS101S22.T05.02.00

Wed & Thurs Jun 1 – Jun 16 (6 sessions/30 hours)

5:00 pm – 10:30 pm \$345 CONS101S22.T05.03.00

10 Hour Site Safety Training (NYCDOB) ONLINE

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

Mon & Tues Apr 11 – Apr 12 (2 sessions/10 hours)

5:00 pm – 10:30 pm \$200 CONS117S22.T05.01.00

Mon & Tues May 2 – May 3 (2 sessions/10 hours)

5:00 pm – 10:30 pm \$200 CONS117S22.T05.02.00

Mon & Tues Jun 6 – Jun 7 (2 sessions/10 hours)

5:00 pm – 10:30 pm \$200 CONS117S22.T05.03.00

40 Hour Site Safety Manager (NYCDOB) ONLINE

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 Apr 11 – Apr 27

(8 sessions/40 hours) 5:00 pm – 10:30 pm \$575 CONS102S22.T05.01.00

Mon, Tues & Wed May 2 – May 18

(8 sessions/40 hours) 5:00 pm – 10:30 pm \$575 CONS102S22.T05.02.00

Mon, Tues & Wed Jun 6 – Jun 22

(8 sessions/40 hours) 5:00 pm – 10:30 pm \$575 CONS102S22.T05.03.00

Construction Safety Courses

7 Hour Construction Site Fire Safety Manager (FDNY) ONLINE

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

Wed & Thurs Apr 6 – Apr 7 (2 sessions/8 hours)
5:00 pm – 9:00 pm \$230 CONS120S22.T05.01.00

Mon & Tues May 23 – May 24 (2 sessions/8 hours)
5:00 pm – 9:00 pm \$230 CONS120S22.T05.02.00

Wed & Thurs Jun 1 – Jun 2 (2 sessions/8 hours)
5:00 pm – 9:00 pm \$230 CONS120S22.T05.03.00

8 Hour Concrete Safety Manager Refresher (NYCDOB) IN-PERSON

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 6 – Apr 7 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$175 CONS112S22.T05.01.00

Wed & Thurs Jun 8 – Jun 9 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$175 CONS112S22.T05.02.00

8 Hour Site Safety Manager (NYCDOB) ONLINE

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 & Wed Apr 19 – Apr 20 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$175 CONS110S22.T05.01.00

Tues & Wed May 10 – May 11 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$175 CONS110S22.T05.02.00

Tues & Wed Jun 14 – Jun 15 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$175 CONS110S22.T05.03.00

16 Hour Suspended Scaffold User (NYCDOB) IN-PERSON

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 Apr 13 – Apr 21 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$405 CONS115S22.T05.01.00

Wed & Thurs May 11 – May 19 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$405 CONS115S22.T05.02.00

Wed & Thurs Jun 15 – Jun 23 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$405 CONS115S22.T05.03.00

32 Hour Rigging Supervisor IN-PERSON

Mon, Tues, Wed & Thurs Apr 4 – Apr 12
(6 sessions/32 hours) 5:00 pm – 10:30 pm
\$520 CONS124S22.T05.01.00

Mon, Tues, Wed & Thurs Jun 6 – Jun 14
(6 sessions/32 hours) 5:00 pm – 10:30 pm
\$520 CONS124S22.T05.02.00

8 Hour Supported Scaffold Supervisor Refresher Course (NYCDOB) IN-PERSON

Obtain the required training to renew your New York City Department of Buildings (NYCDOB) license for installing and removing scaffolding. This course trains experienced construction workers on the safe and proper installation, removal and adjustment of supported scaffolds over 40 feet. Focus is on the use of scaffolding as an important part of worker safety and the common hazards of falls, electrocution and collapse. Upon completion, you will receive a certificate or card from Safety Dynamics, valid for 4 years. Prerequisite: 32 Hour Supported Scaffold Supervisor course taken within the past 4 years. ND

Mon & Tues Apr 4 – Apr 5 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$230 CONS108S22.T05.01.00

Mon & Tues May 9 – May 10 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$230 CONS108S22.T05.02.00

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

Start or Advance Your Career!

Electricians Helpers	\$ 38K - 59K*
Plumbers Helpers	\$ 32K - 47K*

Visit laguardia.edu/careercoach or Room C-258

*Burning Glass

Construction and Maintenance Courses

**Scholarships Available**

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 30-hour OSHA Certification as well as 10-hour Site Safety Training and uses the industry recognized National Center for Construction Education & Research (NCCER) Construction Core and Electrical Level 1 curricula. Tuition includes cost of books and materials. Payment plan available. Hybrid program with didactic training online and hands-on training to be held at Positive Workforce, Inc., 109 East 125th Street, New York, NY. For more information email ACElectricalplumbing@lagcc.cuny.edu.

Mon, Wed & Thurs Mar 16 – Jun 17
(39 sessions/195 hours) 4:30 pm – 9:30 pm
\$2229 ELEC101W22.T23.01.00

Plumbing 1

Begin a career in the plumbing field with this hands-on training course. You will learn about construction safety; construction math; plumbing drawings; plastic, copper, cast-iron, and carbon steel pipe and fittings; plumbing fixtures; water distribution systems; and drain, waste and vent systems. The course includes 30-hour OSHA Certification as well as 10-hour Site Safety Training and uses the industry recognized National Center for Construction Education & Research (NCCER) Construction Core and Plumbing Level 1 curricula. Tuition includes cost of books and materials. Payment plan available. Hybrid program with didactic training online and hands-on training to be held at Positive Workforce, Inc., 109 East 125th Street, New York, NY. For more information email ACElectricalplumbing@lagcc.cuny.edu.

Mon, Wed & Thurs Mar 3 – Jun 17
(44 sessions/220 hours) 4:30 pm – 9:30 pm
\$2496 PLUM101W22.T23.01.00

CAREER INSIDER SERIES

ONLINE WEBINAR via Zoom

Basics of Construction Drawings and Plans

Thurs Apr 7 (1 session/2 hours) FREE
6:00 pm – 8:00 pm INF0012S22.T05.01.00

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 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 Acprofessional@lagcc.cuny.edu. ND

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

Mon Apr 25 – Jun 27 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$575 CNMC102S22.T05.01.00

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

Wed Apr 27 – Jun 8 (7 sessions/21 hours)
6:00 pm – 9:00 pm \$519 CNMC103S22.T05.01.00

Intermediate AutoCAD

Expand your fundamental skills and build upon familiar concepts through this hands-on course using AutoCAD 2016 or higher. You will learn how to use External Reference Files (XRefs) and create a floor plan using blocks, hatching, text, attributes, polylines and different workspaces. Prerequisite: Introduction to AutoCAD or equivalent experience. ND

Sat Apr 2 – Jun 4 (8 sessions/28 hours)
9:00 am – 12:30 pm \$450 ACAD102S22.T05.01.00

English as a Second Language

Learn English at LaGuardia! Prepare for college, graduate school, or a better job. Teachers at The English Language Center (TELC) have the knowledge, skills, and experience to provide you with meaningful daily language practice through reading, writing, listening, and speaking. Payment for courses can be made with debit/credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.



Scholarships Available

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

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 30

Intensive English Program

Mon – Fri Apr 11 – Jun 10 (41 sessions/160 hours)
8:30 am – 1:00 pm \$1695 TELC100S22.T12.01.00

Part-Time Evening

Are you planning to enroll in a college or university program? Do you need to improve your English skills to advance your professional career? You can choose to study for 4 nights for overall improvement or 2 nights to focus on specific skills.

Registration and Payment Deadline: March 23

Listening, Speaking, Reading, and Writing

Mon – Thurs Apr 6 – Jun 9 (36 sessions/90 hours)
6:50 pm – 9:20 pm \$770 TELC300S22.T12.01.00

Listening and Speaking

Mon & Wed Apr 6 – Jun 8 (18 sessions/45 hours)
6:50 pm – 9:20 pm \$410 TELC310S22.T12.01.00

Reading and Writing

Tues & Thurs Apr 7 – Jun 9 (18 sessions/45 hours)
6:50 pm – 9:20 pm \$410 TELC320S22.T12.01.00

Listening, Speaking, Reading, and Writing

Tues & Thurs Apr 7 – Jun 9 (18 sessions/45 hours)
6:50 pm – 9:20 pm \$410 TELC600S22.T12.01.00

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 7 – Jun 9 (18 sessions/45 hours)
6:50 pm – 9:20 pm \$410 TELC520S22.T12.01.00

Part-Time Saturday

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

Registration and Payment Deadline: March 25

Listening, Speaking, Reading, and Writing

Sat Apr 9 – Jun 11 (9 sessions/45 hours)
9:00 am – 2:30 pm \$410 TELC400S22.T12.01.00

TOEFL Preparation – Focus on Listening and Speaking

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

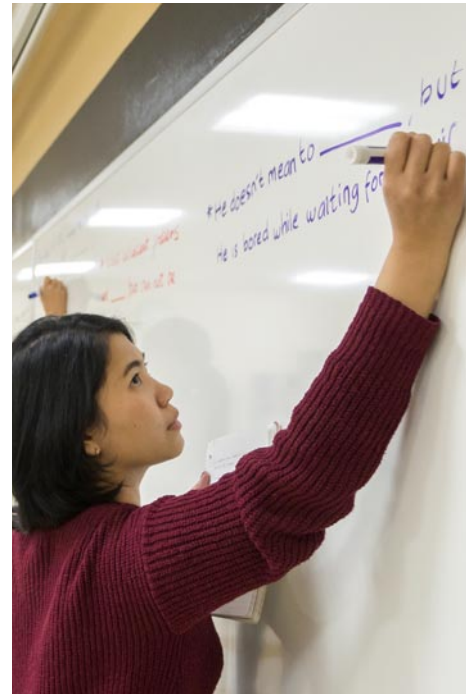
Sat Apr 9 – Jun 11 (9 sessions/45 hours)
9:00 am – 2:30 pm \$410 TELC510S22.T12.01.00

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach



REGISTER TODAY
to reach your education
or career goals!



Online:

laguardia.edu/acereg



By phone:

(718) 482-7244

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



Free English and Citizenship Classes

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

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

Apply Now! Sign up online at

<http://tinyurl.com/LaGuardiaCitizenship>

For more information:

Visit: laguardia.edu/ciet

Call: (718) 482-5460

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

Clases de Inglés y Ciudadanía Gratis

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

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

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

Para más información:

Visite: laguardia.edu/ciet

Llame: (718) 482-5460

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

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

Get the English skills you need to succeed in college!



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

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

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

For more information call (718) 482-5966

or e-mail clip@lagcc.cuny.edu

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

¿Tienes interés en matricularte en la universidad?

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

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

Para obtener más información, llama al (718) 482-5966

o envía un correo electrónico a clip@lagcc.cuny.edu

Which High School Equivalency Program is Right for Me?



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

Start building your future today!

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



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

Adult Basic Skills – High School Equivalency in English

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

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

Adult Basic Skills – Equivalencia del Bachillerato en Español

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



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

CUNY Fatherhood Academy

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

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

Career Development Center

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



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

Adult Basic Skills – Building Skills

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

Are you between the ages of 17 ½ and 20 and out of school? Earn your General Educational Development (GED®) and move forward in your life. (F)

Pathways to Graduation, Room C-314

Contact: Winifred Miller
Call: (718) 482 – 5340
Email: wfrancis@lagcc.cuny.edu
Visit laguardia.edu/ptg

(F) = Free (\$) = Tuition

Did You Know?

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

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

High School Equivalency



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



Scholarships Available

High School Equivalency In English

Prepare to take the high school General Educational Development (GED®) exam 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 2022

Registration may be conducted remotely.

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

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

Placement Exam:

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

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

Payment:

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

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

Discounts:

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

For more information call (718) 482-5385.

High School Equivalency Placement Exam in English

Tue Jan 25 - April 5 (1 session/3 hours)

6:00 pm - 9:00 pm \$25 HSES099W22.T04.01.00

High School Equivalency in English

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

Apr 27 - Aug 3 (28 sessions/97 hours)

6:00 pm - 9:00 pm \$355 HSEE111S22.T04.01.00

Equivalencia del Bachillerato en Español

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

Primavera 2022

El registro se realizará de forma remota.

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

(Para futuro fechas de exámenes de registro llame al (718) 482-5385.)

Sesión de exámenes de registro:

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

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

Pago:

- El curso se puede pagar con tarjeta de crédito o débito.
- El costo del registro de \$25 se puede pagar "online" www.laguardia.edu/acereg/

Los textos para todos los cursos de Equivalencia del Bachillerato y Pre-Equivalencia del Bachillerato y una calculadora científica se tienen que pagar separadamente.

Descuentos:

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

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

High School Exámen en Español

Martes Jan 25 - Apr 5 (1 session/3 hours)

6:00 pm - 9:00 pm \$25 HSES099W22.T04.01.00

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach or Room C-258

Equivalencia del Bachillerato en Español

Lunes, Martes & Jueves Apr 28 - Jul 18
(33 sessions/99 hours) 6:00 pm - 9:00 pm
\$355 HSES111S22.T04.01.00

Miercoles (6:00 pm-9:00 pm) y Sabado (10:00 am-2:00 pm) Apr 27 - Aug 3
(28 sessions/97 hours) 6:00 pm - 9:00 pm
\$355 HSES111S22.T04.02.00

Lunes, Martes & Jueves Apr 28 - Jul 18
(33 sessions/99 hours) 6:00 pm - 9:00 pm
\$355 HSES111S22.T04.03.00

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

High School Equivalency Preparation



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

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

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

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



CUNYSTART

CUNY Start is an affordable and intensive, 18-week academic program that provides preparation in academic reading/writing, math and college success advisement, giving students the opportunity to reduce or eliminate their developmental skills requirements in one semester.

Why enroll in CUNY Start?

- Improve your English and/or math skills and prepare for college
- Two opportunities to retake CUNY placement exams
- Low cost: \$35-\$75 course fee including 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 2022 classes
- Take the CUNY placement exams and still need to pass two or more exams
- RSVP to attend an info session and complete online application
- Be interviewed by a staff person

Classes run March 7, 2022 - August 9, 2022

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

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



Justine Figueroa

Building confidence with CUNYStart

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

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

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

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

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



Programs for Deaf Adults - Dual Access Courses

Intensive Study in American Sign Language

Intensive Study in American Sign Language (ASL) - Dual Access is designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. 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 4 - Jun 30
(1 session/1 hours) \$55 ASLI099S22.T16.01.00

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 5 - Jun 15 (18 sessions/48 hours)
3:25 pm - 5:35 pm \$359 ASLD101S22.T16.01.00

Tues (9:15 am - 11:30 am) & Thurs (9:15 am-10:15 am)
Mar 5 - Jun 15 (18 sessions/48 hours)
9:15 pm - 11:30 pm \$359 ASLD101S22.T16.02.00

Mon (11:45am-2:00pm) and Wed (11:45am-12:45 pm)
Mar 5 - Jun 15 (18 sessions/48 hours)
11:45 am - 2:00 pm \$359 ASLD101S22.T16.03.00

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 (11:45am-2:00pm) and Thurs (11:45am-12:45 pm)
Mar 5 - Jun 15 (25 sessions/48 hours)
11:45 am - 2:00 pm \$359 ASLD102S22.T16.01.00

Tues (3:25 pm-5:35 pm) & Thurs (3:25 pm-4:25 pm)
Mar 5 - Jun 15 (25 sessions/48 hours)
3:25 pm - 5:25 pm \$359 ASLD102S22.T16.02.00

Mon (5:45 pm-7:55 pm) & Wed (5:45 pm-6:45 pm)
Mar 5 - Jun 15 (25 sessions/48 hours)
5:45 pm - 7:55 pm \$359 ASLD102S22.T16.03.00

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

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

Mon (5:45 pm-7:55 pm) & Wed (5:45 pm-6:45 pm)
Mar 5 - Jun 15 (25 sessions/48 hours)
5:45 pm - 7:55 pm \$359 ASLD103S22.T16.01.00

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

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

Mon (6:55 pm-9:05 pm) & Wed (8:05 pm-9:05 pm)
Mar 5 - Jun 15 (18 sessions/48 hours)
6:55 pm - 9:05 pm \$359 ASLD104S22.T16.01.00



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, 2022

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 Korean I

Tues & Thurs Mar 8 – Jun 14 (24 sessions/48 hours)

5:45 pm – 7:55 pm \$320 ELK0101S22.T02.01.00

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.

Mon & Wed Mar 7 – Jun 15 (12 sessions/36 hours)

2:15 pm – 4:25 pm \$320 PUBS101S22.T02.01.00



Youth Programs

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

Programs sponsored by grant funding.

CUNY Fatherhood Academy

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

Are you unemployed or underemployed?

Create a brighter future for you and your family!



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

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



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

Summer Youth Employment Program

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. Summer 2022 recruitment March 1 - April 22.

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



High School Equivalency

Are you between the ages of 17 and 20 and out of school?

Do you want to move forward in your life?

Start building your future!

LaGuardia's Pathways to Graduation Program can help you prepare for the High School Equivalency exam.

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

Have you served in the military?

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

LaGuardia's Veterans Resource Center can help you!



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

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

Visit us online:
www.lagcc.cuny.edu/veteranservices



LaGuardia.Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

CENTER FOR CONTRACT TRAINING

AT LAGUARDIA COMMUNITY COLLEGE

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

**Customized Consultative Learning
and Development Services for:**

- Corporations
- Public sector agencies
- Nonprofit organizations

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

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

CLICK HERE TO FIND OUT MORE!

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



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: acprofessional@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 Education Students

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

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

TO APPLY CLICK HERE

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.

Continuing Education Scholarships

For information on Continuing Education Scholarships see page 6.



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.thenycic.org/legal-orgs>

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

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

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

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

Refugees

New York State Emergency Hotline

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

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.

Ronald Edwards

Executive Director of Human Resources and Interim Chief Diversity Officer/
Affirmative Action Officer/Title IX Coordinator

Phone: (718) 482-5080

Email: rsedwards@lagcc.cuny.edu

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

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

Rhonda Mouton

Program Director, LaGuardia CARES

31-10 Thomson Avenue, Room C-107

Long Island City, NY 11101

Phone: 718-482-5129

Email: rmouton@lagcc.cuny.edu

Become a U.S. Citizen

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

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 - Saturday 8:30 am - 3:30 pm

Payment

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

Discounts

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

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

Delinquent Payments

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

Refund Policy

For courses under \$299

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

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

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

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

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

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

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

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

Financial Assistance

Many employers and/or unions provide tuition reimbursement or direct funding.

Members of DC-37 or Local 1180 may apply for reimbursement on a per course basis.

Call DC-37 at (212) 815-1663 or Local 1180 at (212) 966-5353 for details and courses.

Payment Plans

For information call (718) 482-7244.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

LaGuardia Community College is an Equal Opportunity and Affirmative Action Institution.

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

Course Cancellations

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

The College also reserves the right to withdraw and substitute instructors.

Updates

Course and program schedules may change due to unexpected circumstances.

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

How to Get to LaGuardia Campus



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

By Car:

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

By Subway:

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

By Bus:

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

Bike Parking:

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

LaGuardia Address:

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

LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

31-10 Thomson Avenue
Long Island City, NY 11101



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



Continuing
Education



WORKS as a project coordinator at a private healthcare company

STUDIES as a Human Biology major at Hunter College

COMPLETED the Pharmacy Technician Certification Preparation program at LaGuardia

APPLIES his new skills working in CVS Pharmacy

To learn more about LaGuardia's healthcare programs see pages 14 - 18.

YAN JUN POON

Yan Jun Poon wants to become a well-rounded healthcare professional. Besides undergraduate studies and working in the field, he also took on the Pharmacy Technician program to explore how this area fits into the healthcare industry and patient experience. **Read his story on page 17.**