

DIVISION OF ADULT AND CONTINUING EDUCATION

SUMMER 2021 CATALOG

LEARN WITH US

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

STAYING STRONG



Continuing
Education

Community College

Career Coach at LaGuardia



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

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

Small Business & Entrepreneur Services

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



Small Business & Entrepreneur Services

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

Start or Advance Your Career!



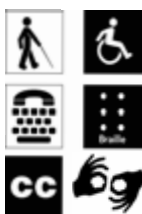
Labor Market Information noted throughout the catalog indicates the most common career options for the given training programs. Salary ranges represent the 25th - 75th percentile, according to Economic Modeling, LLC (Emsi) or Burning Glass Technologies.

Visit laguardia.edu/careercoach or Room C-258

To inquire about disability services:

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

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



Staying Strong



Continuing
Education

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

We are here to support you in advancing and accomplishing your goals as well as in seeking out new education and career opportunities!

WELCOME TO LAGUARDIA COMMUNITY COLLEGE



Dear LaGuardia Students and Community,

As our community moves forward, you may be seeking an opportunity to get ahead. LaGuardia offers excellent academic and professional programs that educate, train and advance the skills of New York City's workforce.

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

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

Kenneth Adams
President



Dear Members of our Community,

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 residents of New York City. Our programs and course offerings within Continuing Education's Career Skills and Workforce Training area that respond to the demands and career trends reflect that commitment. We are the college of opportunity; the college of hope, and the college of dreams.

As New York City is getting back on track, LaGuardia's Continuing Education can help you reach your educational and professional goals. 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 what you need to succeed here. We offer expert instructors, a supportive environment, a diverse student body and affordable programs. We understand the challenges faced by our communities as they strive to balance family, work and school responsibilities, and we will support you every step of the way.

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

Take time out this summer to focus on your future, make a plan and get started. Look through our catalog or visit our web site at www.laguardia.edu/ce to explore all the opportunities we offer. We hope you join us!

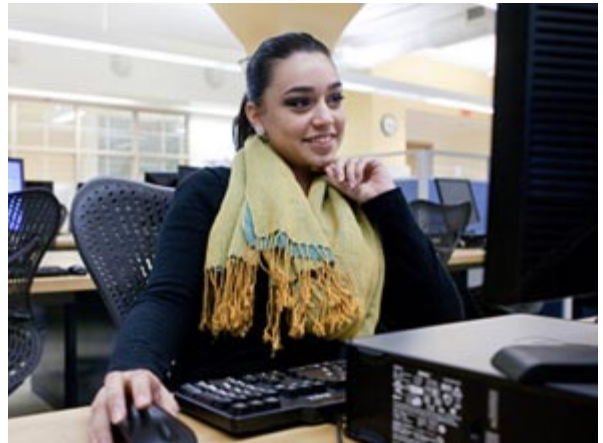
Sunil B. Gupta
Vice President
Division of Adult and Continuing Education

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

Career Coach AT LAGUARDIA

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

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



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

CAREER SERVICES

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

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



We can help you get on the path to success.

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

For more information call (718) 482-5355.

Learn English


at The English Language Center

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

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

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

- Apichart (Anthony) Boonsaner



See page 24.
To learn more visit
laguardia.edu/telc
or email english@lagcc.cuny.edu



Begin a career in a high demand field.

Get training and get started!

Check out these certificate programs:

- Cybersecurity and Privacy Management - page 11
- Data Analytics and Data Science Program - page 12
- Hospitality (COVID preparedness) - page 16
- Medical Interpreter Certificate Program - page 18

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

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

See pages 10 - 12.

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

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach or Room C-258

*Emsi

TRAINING THAT GETS YOU THE JOB!


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

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

In 3 MONTHS	In 4 MONTHS	In 6 MONTHS	In 12 MONTHS
			
<p>you can</p> <ul style="list-style-type: none">• Receive LaGuardia certification in Digital Marketing - page 12• Receive LaGuardia certification in QuickBooks - page 13• Prepare for industry certification as an Emergency Medical Technician - page 16• Prepare for industry certification as a Pharmacy Technician - page 17• Receive OSHA certification to begin a career in the Electrical field - page 23• Receive OSHA certification to begin a career in the Plumbing field - page 23	<p>you can</p> <ul style="list-style-type: none">• Receive LaGuardia certification in Microsoft Office Applications (Word, Excel, PowerPoint and Outlook) - page 9• Receive LaGuardia certification in Web Development - visit laguardia.edu/webdevelopment• Prepare for industry certification as a Central Service Technician - page 18	<p>you can</p> <ul style="list-style-type: none">• Prepare for industry certification as an IT Support Specialist - page 11• Prepare for industry certification as a Certified Medical Administrative Assistant - page 17	<p>you can</p> <ul style="list-style-type: none">• Prepare for industry certification as a Paramedic - page 15• Prepare for industry certification as a Certified Dietary Manager - page 17

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.

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 Jul 13 – Aug 5 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$285 MOFF102U21.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

**Sat Jul 24 – Aug 28 (6 sessions/24 hours)
9:00 am – 1:00 pm \$285 MOFF101U21.T05.01.00**

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.

Administrative Assistant Certificate Program

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

Start or Advance Your Career!



Secretaries and Administrative Assistants

\$ 31K - 50K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Certified Administrative Assistant

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

**Tues & Thurs Aug 3 – Oct 7 (20 sessions/60 hours)
6:00 pm – 9:00 pm \$780 CADA100U21.T05.01.00**



Business Skills and Entrepreneurship Series

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

Fundamentals of Human Resources

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

Mon & Wed Aug 16 – Sep 20 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$570 BUSK104U21.T05.01.00

Fundamentals of Management

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

Mon & Wed Jul 19 – Aug 11 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$400 FMGT100U21.T05.01.00

Remote Work Fundamentals

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

Tues & Thurs Jul 20 – Jul 29 (4 sessions/8 hours)
6:00 pm – 8:00 pm \$215 BUSK103U21.T05.01.00

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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



Information Technology

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

CAREER INSIDER
S E R I E S
ONLINE WEBINAR
Protect your Privacy
(Cybersecurity Mini Workshop) FREE
Wed, July 7 (1 session/2 hours)
6:00 pm – 8:00 pm CYBE000U21.T05.01.00

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

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

Fundamentals of Cybersecurity


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

Sat Jul 24 – Aug 14 (4 sessions/20 hours)
9:00 am – 2:00 pm \$450 CYBE101U21.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 textbook not included in course fee.) Prerequisite Passing of a screening exam (www.laguardia.edu/Cloud-Computing-Screening-Test/). ND

Sat Aug 21 – Oct 30 (9 sessions/45 hours)
6:00 pm – 9:00 pm \$999 CLOC101U21.T05.01.00



Emerson Salinas Paladines
Tech training at LaGuardia is his plan for success

Emerson Salinas Paladines knew exactly what he wanted when he set foot in LaGuardia.

“My goal since the first day was to gain knowledge and develop skills for a better future for me and my family,” says Emerson. Arriving from Ecuador in 2015, he began studying in Continuing Education’s Computer Service Technician Program (now called IT Support Specialist Certificate Program) in 2017 with a plan in mind. After completing the tech training program, he enrolled in LaGuardia as a Network Administration & Security major and is working towards his associate degree. Noting that studying while working full-time at an IT Helpdesk and as a Facilities Manager requires sacrifice, Emerson is keeping his eye on the prize. “Not to share a day off with your wife and child is a little painful. As I said, everything I do is for my family,” he explains. After graduating from LaGuardia, Emerson plans to pursue a bachelor degree and perhaps even a master degree. “It’s never enough!” he says.

“LaGuardia will help me to be a successful professional,” says Emerson. “The teachers have been amazing, and I really appreciate every single class I have taken.”

IT Support Specialist Certificate Program

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

IT Fundamentals (ITF+)

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

Sat Jul 31 – Aug 21 (4 sessions/20 hours)
9:00 am – 2:00 pm \$450 CTIA101U21.T05.01.00

CAREER INSIDER
S E R I E S
ONLINE WEBINAR
Tech Bytes (IT Fundamentals) FREE
Saturday, July 10 (1 session/2 hours)
11:00 am – 1:00 pm INF0004U21.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/>

Digital Project Management

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

CAREER INSIDER

SERIES

ONLINE WEBINAR

Digital Marketing **FREE**

Thurs, July 22 (1 session/2 hours)

6:00 pm – 8:00 pm DMKT000U21.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/careerinsider/>

Digital Marketing

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

Tues & Thurs Aug 17 – Sep 16 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$889 DMKT101S21.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 textbook included in course fee.) ND

Mon & Wed Aug 9 – Sep 13 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$830 BUSK101U21.T05.01.00

Data Analytics and Data Science Program

The ability to gather, prepare, analyze and display data is one of the most sought-after skill sets in the information technology marketplace, with demand spanning across sectors that include healthcare, finance, retail, real estate and even gaming. This program offers beginner, intermediate and advanced level data analytics courses, which may be taken individually or as part of a series. Earn a LaGuardia certificate in Data Analytics by completing Data Analytics Foundations; Python for Data Analytics; Data, Databases and SQL; and Data Visualization with Tableau. You can also earn a LaGuardia certificate in Advanced Data Analytics by completing Data Science: Predictive Analytics. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-5300 or email Yaazieli Ortiz Felicie at yortizfelicie@lagcc.cuny.edu.

INFORMATION

SESSION ONLINE

DATA ANALYTICS **FREE**

Wed, July 21 (1 session/1.5 hours)

6:00 pm – 7:30 pm DATA000U21.T23.01.00

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

Data, Databases and SQL (Intermediate)

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

Tues & Thurs Aug 10 – Sep 16 (12 sessions/36 hours)

6:00 pm – 9:00 pm \$490 DATA202U21.T23.01.00

Data Visualization with Tableau (Intermediate)

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

Mon & Wed Aug 9 – Sep 20 (12 sessions/36 hours)

6:00 pm – 9:00 pm \$490 DATA203U21.T23.01.00

Data Science: Predictive Analytics (Advanced)

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

Tues & Thurs Aug 10 – Oct 14 (20 sessions/60 hours)

6:00 pm – 9:00 pm \$830 DATA301U21.T23.01.00

Accounting, Bookkeeping and Tax Preparation

Accounting with QuickBooks Certificate Program

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

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

Start or Advance Your Career!



Bookkeeping,
Accounting and
Auditing Clerks

\$ 36K - 59K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

CAREER INSIDER SERIES ONLINE WEBINAR

QuickBooks **FREE**

Wed, July 21 (1 session/2 hours)

6:00 pm - 8:00 pm QUBK000U21.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

Tues & Thurs Aug 17 - Sep 16 (10 sessions/30 hours)

6:00 pm - 9:00 pm \$550 QUBK101U21.T05.01.00

Advanced QuickBooks for Accounting (Part 2)

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

Tues & Thurs Jul 6 - Aug 5 (10 sessions/30 hours)

6:00 pm - 9:00 pm \$550 QUBK102U21.T05.01.00

Sat Jul 31 - Sep 11 (6 sessions/30 hours)

9:00 am - 2:00 pm \$550 QUBK102U21.T05.02.00

Tax Return Preparer Certificate Program

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

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

CAREER INSIDER SERIES ONLINE WEBINAR

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

Wed, July 14 (1 session/2 hours)

6:00 pm - 8:00 pm INFO001U21.T05.01.00

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

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

Tax Return Preparer

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

Tues & Thurs Aug 10 - Oct 14 (20 sessions/ 60 hours)

6:00 pm - 9:00 pm \$680 TAXP100U21.T05.01.00

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

Healthcare-Clinical

Certified Clinical Medical Assistant (CCMA)

 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.

The CCMA is an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). In order to take the national certification exam for Clinical Medical Assistant, you must successfully pass all five courses in this program: Medical Terminology, American Heart Association CPR for Healthcare Providers with First Aid, EKG Technician, Phlebotomy, and CCMA Procedures. You may take the courses in any order, or you may take them individually. Prerequisites for CCMA Program: Attendance at an information session, and passing of online reading exam and interview. Prerequisite for National Healthcareer Association (NHA) certifications: High school diploma or equivalency. Program courses not offered this quarter will be offered in a future quarter. To apply, complete the application form at <http://laguardia.edu/ccmaapply>. ND

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

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

INFORMATION SESSION ONLINE

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA) FREE

You will be contacted by program staff prior to this virtual information session with login details.

Tue, Aug 17 (1 session/3 hours)
1:00 pm – 4:00 pm CCMA000U21.T11.01.00

Tue, Aug 17 (1 session/3 hours)
6:00 pm – 9:00 pm CCMA000U21.T11.02.00

Thurs, Aug 26 (1 session/3 hours)
1:00 pm – 4:00 pm CCMA000U21.T11.03.00

Thurs, Aug 26 (1 session/3 hours)
6:00 pm – 9:00 pm CCMA000U21.T11.04.00

For our application form, visit us at <http://laguardia.edu/ccmaapply>.

CCMA Procedures

Learn Clinical Medical Assistant procedures and patient care involving positioning, assessment, history taking, triage, patient education and handling of special patient situations. Become familiar with office basics such as billing and coding, scheduling, filing and office reception. Successful completion of this course as well as the other four courses in this series allows you to take the national Clinical Medical Assistant certification exam. ND

Mon, Wed, Fri + 1 Saturday Jul 19 – Aug 18
(16 sessions/64 hours) 10:00 am – 2:30 pm
\$654 CCMA104U21.T11.01.00

Mon, Wed, Fri + 1 Sunday Jul 19 – Aug 18
(16 sessions/64 hours) 6:00 pm – 10:00 pm
\$654 CCMA104U21.T11.02.00



Emergency Healthcare Programs

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

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

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

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

IMPORTANT DETAILS: The Emergency Medical Technician (EMT) Information Session will take place over Zoom and utilize Schoology for your pretest. You will receive additional information from program staff prior to the information session.

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

Tue Aug 10 (1 session/3 hours)
6:00 pm – 9:00 pm EMTB000U21.T11.01.00

Mon Aug 16 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000U21.T11.02.00

Wed Aug 18 (1 session/3 hours)
6:00 pm – 9:00 pm EMTB000U21.T11.03.00

Thurs Aug 19 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000U21.T11.04.00

Tue Aug 24 (1 session/3 hours)
6:00 pm – 9:00 pm EMTB000U21.T11.05.00

Tue Aug 31 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000U21.T11.06.00

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)

You will be contacted by program staff prior to this virtual information session with login details.

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

Tue, Jul 6 (1 session/4 hours)
6:00 pm – 10:00 pm PMED000U21.T11.01.00

Thurs, Jul 15 (1 session/4 hours)
6:00 pm – 10:00 pm PMED000U21.T11.02.00

Tue, Jul 20 (1 session/4 hours)
12:00 pm – 4:00 pm PMED000U21.T11.03.00

Wed, Jul 28 (1 session/4 hours)
3:00 pm – 7:00 pm PMED000U21.T11.04.00

Tue, Aug 3 (1 session/4 hours)
6:00 pm – 10:00 pm PMED100U21.T11.05.00

Wed, Aug 11 (1 session/4 hours)
12:00 pm – 4:00 pm PMED100U21.T11.06.00

NEW YORK CITY
THE **Welcome
Back
Center**

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.



Antoinette Sanon

Reaching dreams in the midst of a global pandemic

In 2018 Antoinette Sanon made a brave and difficult decision to leave her native country of Haiti and move with her family to the U.S. Before leaving Haiti, Antoinette completed a Bachelor Degree in Nursing with the hopes of becoming a Registered Nurse in New York. But once she was here, she realized that she needed to improve her English in order to pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and become licensed as a nurse.

Antoinette was determined to succeed. In order to learn English and help her three children acclimate to their new life in the U.S., she began studying in the Center for Immigrant Education and Training's (CIET) Family Literacy program, where English lessons were based on parent engagement activities, such as reading a report card, going to a parent

teacher conference, understanding standardized testing, and identifying community resources for her family.

After improving her English, Antoinette successfully completed the Bridge to NCLEX-RN program and was accepted into CIET's NCLEX-RN Preparation Course for English Language Learners. Just as she was about to take the NCLEX-RN, COVID-19 hit and New York City went into lockdown. However, Antoinette persisted, and with help from the program case manager, she took the exam online and passed.

Despite her own anxiety and fear of the unknown as well as a worldwide pandemic, Antoinette became a licensed Registered Nurse. She now works in the COVID unit at Coney Island Hospital, where she provides care and tests to the public.

Healthcare-Related

Hospitality

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

COVID Readiness

Prepare to return to work with the COVID Readiness course, which provides a comprehensive understanding of COVID and how to maintain a safe work environment for yourself, coworkers and your workplace. Topics include COVID spread, recognizing symptoms, mitigating spread and types of testing. Upon successful completion of this course, you will receive a certificate of completion from the Academy of Hospitality Arts.

This is an e-learning, self-paced course that can be completed in approximately 3 hours. You will have access to the course for 72 hours from the time of registration. ND

(1 session/3 hours)
\$175 COVD001U21.T05.01.00

COVID Hospitality Compliance Officer

Make a positive impact on the health, safety and wellbeing of individuals and businesses by becoming a COVID Hospitality Compliance Officer (CHCO). The CHCO assists organizations in complying with rules and regulations set by governing agencies to mitigate COVID and other respiratory diseases. Topics include defining COVID; evaluation and implementation of safety protocols; recognizing symptoms; types of detection tests; maintaining compliance standards and more. Upon successful completion of this course, you will receive a certificate of completion from the Academy of Hospitality Arts.

This is an e-learning, self-paced course that can be completed in approximately 6 hours. You will have access to the course for 12 days from the time of registration. ND

(1 session/6 hours)
COVD002U21.T05.01.00

REGISTER TODAY
to reach your education
or career goals!

 **Online:**
laguardia.edu/acereg

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

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

Certified Medical Administrative Assistant

CAREER INSIDER

SERIES

ONLINE WEBINAR

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

Wednesday, July 28 (1 session/2 hours)

6:00 pm – 8:00 pm INFO008U21.T05.01.00

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

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

Certified Medical Administrative Assistant

Prepare to take the National Healthcare Association's (NHA) Certified Medical Administrative Assistant exam. Get a competitive edge in this high demand medical administration field by focusing on essential topics that include 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

Tues & Thurs Aug 24 – Jan 18 (40 sessions/120 hours)

6:00 pm – 9:00 pm \$1595 CMAA100U21.T05.01.00



Certified Dietary Manager (CDM) Program

Are you interested in upgrading your skills in foodservice management?

Would you like to become a Foodservice Supervisor?

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

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

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

The program is approved by the Association of Nutrition & Foodservice Professionals (ANFP) and is presented in three modules: Medical Nutrition and Therapy, Safety and Sanitation, and Quantity Food Production and Management. Each module runs for 10 weeks and includes about 40 hours of lecture plus 50 hours of supervised fieldwork at a work site if you are planning to take the CBDM CDM Credentialing Exam.* You will prepare for and take the ServSafe National Restaurant Association's exam for Food Protection Manager Certification during the Safety and Sanitation module. Successful completion of the CDM Program with fieldwork is one of the requirements to sit for the CBDM CDM Credentialing Exam. You can also earn up to 8 college credits towards an AAS Degree in Nutrition and Culinary Management at LaGuardia Community College. Program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244. ND

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

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

Safety and Sanitation

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

Tues & Thurs Jul 13 – Aug 12 (10 sessions/42.5 hours)
5:45 pm – 10:00 pm \$425 CDMG102U21.T05.01.00

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

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

CAREER INSIDER

SERIES ONLINE WEBINAR

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

**Wednesday, July 28 (1 session/2 hours)
6:00 pm – 8:00 pm INFO008U21.T05.01.00**

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

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

Spanish-English Medical Interpreter Language Screening

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

**Sat Aug 14 (1 session/2 hours)
11:00 am – 1:00 pm \$25 MEDI099U21.T05.01.00**

Central Service Technician Certificate Program

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

Start or Advance Your Career!



Central Service Technician | \$31K - 41K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Quality Control, Inventory, Equipment and Human Relations

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

**Sat Aug 14 – Sep 25 (6 sessions/30 hours)
9:00 am – 2:00 pm \$451 CSTC103U21.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 Jul 17 (1 session/2.5 hours)

1:00 pm – 3:30 pm \$80 EDUC103U21.T05.01.00

Sat Aug 14 (1 session/2.5 hours)

1:00 pm – 3:30 pm \$80 EDUC103U21.T05.02.00

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 Jul 24 (1 session/6 hours)

9:00 am – 3:30 pm \$105 EDUC101U21.T05.01.00

Sat Aug 21 (1 session/6 hours)

9:00 am – 3:30 pm \$105 EDUC101U21.T05.02.00

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 Jul 31 (1 session/3 hours)

9:00 am – 12:00 pm \$80 EDUC102U21.T05.01.00

Sat Aug 28 (1 session/3 hours)

9:00 am – 12:00 pm \$80 EDUC102U21.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 Jul 17 (1 session/2.5 hours)

9:30 am – 12:00 pm \$80 EDUC104U21.T05.01.00

Sat Aug 14 (1 session/2.5 hours)

9:30 am – 12:00 pm \$80 EDUC104U21.T05.02.00

Education Courses.

Offered in Spanish

Childcare Certification

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

Topics include:

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

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

Sat Jul 24 – Aug 28 (6 sessions/30 hours)

9:00 am – 2:00 pm \$500 CHCE100U21.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.

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

Sat Aug 7 - Sep 18 (6 sessions/30 hours)

9:00 am - 2:00 pm \$500 CHCS100U21.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/>.

Sociology of American Deaf Communities

Examine the interconnected relationships between culture, community and language. Learn basic cultural concepts, including language, identity, values, norms, rules of social interaction and traditions, within various Deaf and Hard–of–Hearing communities and discuss their effect on the individual. You will also study current linguistic, political, social, philosophical and future directions within Deaf and Hard–of–Hearing communities.

**Tues & Thurs Jul 6 – Aug 5 (10 sessions/30 hours)
5:30 pm – 8:30 pm \$485 AEIP410U21.T02.01.00**

Start or Advance Your Career!

	Interpreters and Translators	\$ 60K - 103K*
Visit laguardia.edu/careercoach or Room C-258 *Emsi		

REGISTER TODAY
to reach your education
or career goals!

 **Online:**
laguardia.edu/acereg

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

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

Construction and Building Management

Construction Safety Courses

You must register at least 2 business days before these courses begin. 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

4 Hour Flagging (NYSDOT)

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

Mon Jul 26 (1 session/4 hours)

5:00 pm – 9:30 pm \$101 CONS111U21.T05.01.00

Wed Aug 18 (1 session/4 hours)

5:00 pm – 9:30 pm \$101 CONS111U21.T05.02.00

4 Hour Scaffold User (NYCDOB)

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

Wed Jul 14 (1 session/4 hours)

5:00 pm – 9:30 pm \$101 CONS118U21.T05.01.00

Thurs Aug 19 (1 session/4 hours)

8:00 am – 12:30 pm \$101 CONS118U21.T05.02.00

30 Hour Concrete Safety Manager (NYCDOB)

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

Mon & Tues Jul 12 – Jul 27 (6 sessions/30 hours)

5:00 pm – 10:30 pm \$590 CONS121U21.T05.01.00

10 Hour Site Safety Training (NYCDOB)

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

Tues & Wed Jul 13 – Jul 14 (2 sessions/10 hours)

5:00 pm – 10:30 pm \$214 CONS117U21.T05.01.00

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach or Room C-258

40 Hour Site Safety Manager (NYCDOB)

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

Mon, Tues & Wed Aug 2 – Aug 18

**(8 sessions/40 hours) 5:00 pm – 10:30 pm
\$605 CONS102U21.T05.01.00**

30 Hour OSHA Construction Training

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

Thurs & Fri Jul 15 – Jul 30 (6 sessions/30 hours)

5:00 pm – 10:30 pm \$378 CONS101U21.T05.01.00

Thurs & Fri Aug 5 – Aug 20 (6 sessions/30 hours)

5:00 pm – 10:30 pm \$378 CONS101U21.T05.02.00

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

Construction Safety Courses

32 Hour Site Safety Supervisor (NYCDOB)

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

Mon (5:00 pm – 11:30 pm), Tues & Wed (5:00 pm – 10:30 pm) & 2nd Wed (5:00 pm – 8:00 pm)
Jul 12 – Jul 21 (6 sessions/32 hours)
\$700 CONS122U21.T05.01.00

Tues (5:00 pm – 11:30 pm), Wed & Thurs (5:00pm – 10:30pm) & 2nd Thurs (5:00pm – 8:00pm)
Aug 3 – Aug 12 (6 sessions/32 hours)
\$700 CONS122U21.T05.02.00

8 Hour Concrete Safety Manager Refresher (NYCDOB)

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

Mon & Tues Jul 12 – Jul 13 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$230 CONS112U21.T05.01.00

8 Hour Site Safety Manager (NYCDOB)

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

Tues (5:00 pm–10:30 pm) & Wed (5:00 pm–8:00 pm)
Jul 20 – Jul 21 (2 sessions/8 hours)
\$189 CONS110U21.T05.01.00

Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
Aug 11 – Aug 12 (2 sessions/8 hours)
\$189 CONS110U21.T05.02.00

8 Hour Site Safety Coordinator (NYCDOB)

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

Tues (5:00 pm–10:30 pm) & Wed (5:00 pm–8:00 pm)
Jul 20 – Jul 21 (2 sessions/8 hours)
\$260 CONS116U21.T05.01.00

Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
Aug 11 – Aug 12 (2 sessions/8 hours)
\$260 CONS116U21.T05.02.00

16 Hour Suspended Scaffold User (NYCDOB)

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

Wed & Thurs Aug 4 – Aug 12 (4 sessions/16 hours)
5:00 pm – 10:30 pm \$410 CONS115U21.T05.01.00

32 Hour Supported Scaffold Supervisor (NYCDOB)

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

Mon & Tues Aug 2 – Aug 17 (6 sessions/32 hours)
5:00 pm – 10:30 pm \$575 CONS125U21.T05.01.00

8 Hour Lead Awareness

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

Tues & Wed Jul 27 – Jul 28 (2 sessions/8 hours)
5:00 pm – 9:00 pm \$171 CONS113U21.T05.01.00

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 Cost Estimating

Learn the basic skills required for preparing an accurate construction cost estimate, the key to a construction company's survival. This course is intended for small construction firm owners and those who want to break into the field as well as architects and engineers who need to prepare cost estimates. Prerequisite: Construction Drawings and Plans or equivalent experience. ND


Wed Jul 14 – Aug 25 (7 sessions/21 hours)
6:00 pm – 9:00 pm \$356 CNMC104U21.T05.01.00

Construction and Maintenance Courses

Electrical 1 & Plumbing 1 Information Sessions

Find out how you can begin or advance a career in the electrical and plumbing fields. Attend an Electrical 1 and Plumbing 1 Information Session and learn about the curriculum, industry certifications earned after successful completion of our training programs, and potential scholarship opportunities. You will be asked to complete a virtual assessment as the first step in the application process. Attendance at an information session is required before registration.

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach or Room C-258

*Burning Glass

INFORMATION SESSION

ONLINE

Electrical 1 & Plumbing 1 FREE

Wed Jul 28 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000A

Wed Aug 4 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000E

Wed Aug 11 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000C

Wed Aug 18 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000D

Wed Aug 25 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000E



English as a Second Language

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

Phone: (718) 482-5360 **Web:** www.laguardia.edu/TELC

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

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach

Full-Time Classes

Learn English for college, graduate school, or professional advancement in this academic program. Improve your reading, writing, listening, speaking, grammar, and pronunciation skills.

(Authorized under Federal law to enroll non-immigrant alien students).

Registration and Payment Deadline: June 20

Intensive English Program

Mon – Thurs Jun 30 – Aug 26
(32 sessions/144 hours) 9:00 am – 2:00 pm
\$1495 TELC100 U21.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: June 25

Listening, Speaking, Reading, and Writing

Mon – Thurs Jul 6 – Aug 31 (32 sessions/80 hours)
6:50 pm – 9:20 pm \$685 TELC300 U21.T12.01.00

Listening and Speaking

Mon & Wed Jul 7 – Aug 30 (16 sessions/40 hours)
6:50 pm – 9:20 pm \$365 TELC310 U21.T12.01.00

Reading and Writing

Tues & Thurs Jul 6 – Aug 31 (16 sessions/40 hours)
6:50 pm – 9:20 pm \$365 TELC320 U21.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: June 30

Listening, Speaking, Reading, and Writing

Sat Jul 10 – Aug 28 (8 sessions/40 hours)
9:00 am – 2:30 pm \$365 TELC400 U21.T12.02.00

TOEFL Preparation

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.

Evening Class Registration and Payment Deadline: June 25

Mon & Wed Jul 6 – Aug 31 (16 sessions/40 hours)
6:50 pm – 9:20 pm \$365 TELC510 U21.T12.0

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.

Saturday Class Registration and Payment Deadline: June 30

Sat Jul 10 – Aug 28 (8 sessions/40 hours)
9:00 am – 2:30 pm \$365 TELC520 U21.T12.01.00

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

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



Free English and Citizenship Classes

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

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

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

For more information:

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

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

Clases de Inglés y Ciudadanía Gratis

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

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

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

Para más información:

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

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

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Get the English skills you need to succeed in college!

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

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

You can also get help applying for financial aid.

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

Which High School Equivalency Program is Right for Me?



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

Start building your future today!

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

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

Adult Basic Skills – High School Equivalency in English

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



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

Bridge to College and Careers Program

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

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

Adult Basic Skills – Equivalencia del Bachillerato en Español

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



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

CUNY Fatherhood Academy

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

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

Advisement Center

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



(F) = Free (\$) = Tuition

Did You Know?

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

are ready to take the TASC, we will assist you in registering for the free exam at our testing center. If you wish to take the exam without taking classes, you may apply directly. For more information call (718) 482-5385 or visit laguardia.edu/hse. (F)

Get Your High School Equivalency Diploma



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

High School Equivalency In English

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

Summer 2021

Registration will be conducted remotely.

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

(Call (718) 482-5385 for future placement exam dates or email HSETuition@lagcc.cuny.edu)

Placement Exam:

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

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

Payment:

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

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

Discounts:

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

For more information call (718) 482-5385 or email HSETuition@lagcc.cuny.edu

High School Equivalency Placement Test in English

Tues (6:00 pm - 9:00 pm) / Wed (10:00 am - 1:00 pm)
Jun 15 - Aug 25 (1 session/3 hours) \$25 HSEE099

Equivalencia del Bachillerato en Español

Prepárese para tomar el nuevo Examen de Equivalencia del Bachillerato (Test Assessing High School Completion/ TASC) y empiece a planear su futuro. Estudiará lectura, escritura y matemáticas y participará en talleres sobre las carreras, presentados por consejeros académicos. También habrá asesoría sobre programas de certificación profesional y de universidad. Este curso se ofrece a estudiantes que tienen 19 años de edad o más. Para aplicar tiene que tomar exámenes de registro.

Verano 2021

El registro se realizará de forma remota.

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

(Para futuro fechas de exámenes de registro llame al (718) 482-5385 o envíe un correo electrónico a HSETuition@lagcc.cuny.edu)

Sesión de exámenes de registro:

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

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

Pago:

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

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

Descuentos:

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

Para mas información llame al (718) 482-5385 o envíe un correo electrónico a HSETuition@lagcc.cuny.edu.

High School Equivalency Placement Test in Spanish

Martes (6:00 pm - 9:00 pm) /
Miércoles (10:00 am - 1:00 pm) Jun 15 - Aug 25
(1 sesión/3 horas) 6:00 pm - 9:00 pm \$25 HSES099

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

Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

You must take a TABE reading and writing and/or math pre placement test to register for our English and Math Literacy or High School Equivalency (formerly GED) courses. Call (917) 832-1207 (VP) or (718) 482 5324 (V) or email pda@lagcc.cuny.edu for an appointment. ND

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(1 session/4 hours) \$15 CEDA099U21.T16.01.00

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(3 sessions/15 hours) \$45 CEDA099U21.T16.02.00

High School Equivalency for Deaf Adults

Visit Room C-203 to gather information and take a reading pre placement test. If you qualify, you must then take the five High School Equivalency (formerly GED) predictor tests. If you've taken the GED exam before, please bring your old scores.

High School Equivalency Placement Exam for Deaf Adults

To reserve a seat for the placement test, call Program for Deaf Adults at (917) 832 1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(3 sessions/15 hours) \$45 CEDA098U21.T16.01.00

Pre-High School Equivalency Reading/Writing for Deaf Adults

Improve your reading and writing skills in order to enter High School Equivalency (formerly GED) preparation classes. You will study High School Equivalency subject content areas while focusing on reading comprehension and effective written communication. This course is for students with a 4th - 7th grade reading level. ND

Tues & Thurs Jul 6 - Aug 26 (22 sessions/66 hours)
4:35 pm - 7:35 pm \$235 CEDA111U21.T16.01.00

Pre High School Equivalency Math for Deaf Adults

Improve your math skills as you focus on the following areas of Pre High School Equivalency (formerly Pre GED) Mathematics: decimals, fractions, percents, introduction to probability, measurements, and word problems. ND

Mon & Wed Jul 7 - Aug 25 (22 sessions/66 hours)
1:15 pm - 4:15 pm \$235 CEDA112U21.T16.01.00

High School Equivalency Preparation



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

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

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

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

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

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

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

MATHSTART

Math Start is an affordable and intensive 8-week academic program that fosters your math potential and helps you prepare for college-level coursework.

Why enroll in MATH Start?

- Improve your math skills and prepare for college
- Up to two opportunities to fulfil your developmental needs
- Low cost: \$35 course fee including materials
- Save financial aid and spend less time in development courses

To be eligible for MATH Start, you must:

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

Classes run June 7, 2021 - September 2, 2021

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

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



Justine Figueroa

Building confidence with CUNYStart

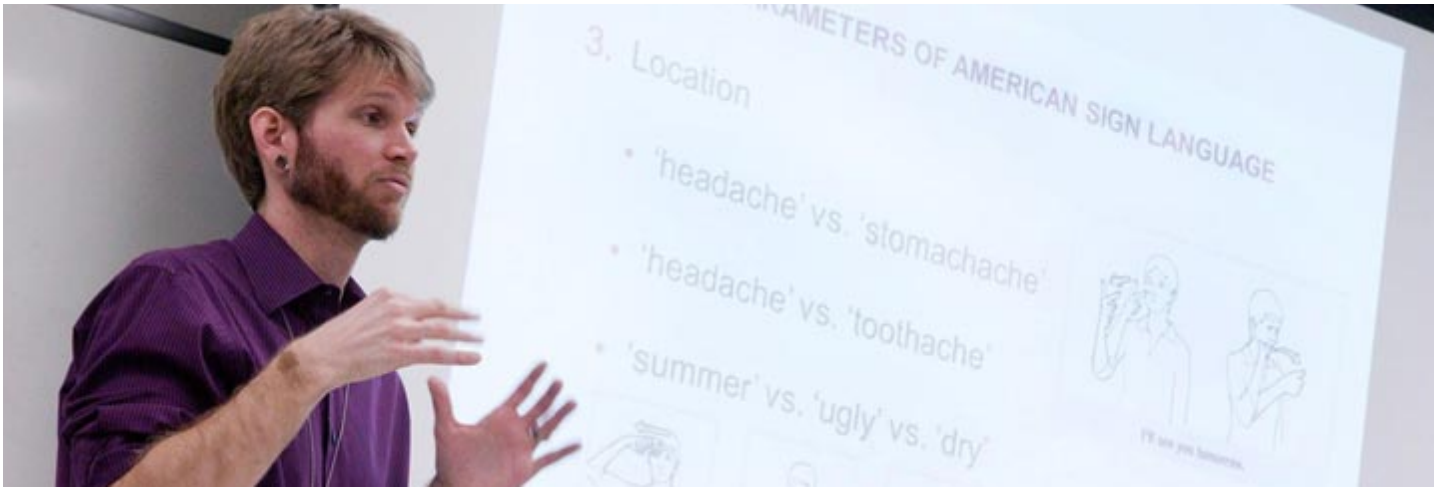
Justine Figueroa came to CUNY Start, an intensive college preparation program that focuses on reading, writing and math skills as well as success strategies, to get the confidence she needed before delving into her degree studies. "What really helped me was the support of the teachers and staff, and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

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

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

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

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



Programs for Deaf Adults

Intensive Study in American Sign Language Program

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

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

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 Jul 1 – Aug 31
(1 session/1 hours) \$55 ASLI099U21.T16.01.00

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, language in use, and basic information on Deaf Culture. You will focus on developing language and communication skills. ND

Mon (5:45 pm–8:00 pm) & Wed (5:45 pm–9:15 pm)
Jul 7 – Aug 25 (24 sessions/46 hours)
\$359 ASLI101U21.T16.01.00

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. ND

Mon (5:45 pm–8:00 pm) & Wed (5:45 pm–9:15 pm)
Jul 7 – Aug 25 (24 sessions/46 hours)
\$359 ASLI102U21.T16.01.00

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. ND

Tues (5:45 pm – 8:00 pm) & Thurs
(5:45 pm – 9:15 pm) Jul 6 – Aug 26
(24 sessions/46 hours)
\$359 ASLI103U21.T16.01.00

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. ND

Tues (5:45 pm – 8:00 pm) & Thurs
(5:45 pm – 9:15 pm) Jul 6 – Aug 26
(24 sessions/46 hours)
\$359 ASLI104U21.T16.01.00

Individual Instruction for Deaf Adults

For Deaf, Deaf-Blind and Hard-of-Hearing adults, receive one-to-one instruction in all your educational and professional development needs, such as preparation for exams; ASL for Deaf International Students; specific academic, linguistic or career needs; and American Citizenship preparation.

An interview and diagnostic assessment of needs and goals may be given. A customized program with dates will be arranged upon full payment for each segment (2-hour, 4-hour, 6-hour, 12-hour and 24-hour courses). Individualized instruction on specific topics for Hearing adults is also offered, including preparation for the ASLTA Provisional Certificate and ASL language development. ND

For questions or to schedule an appointment for an assessment or placement test contact Program for Deaf Adults at (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu

Individual Instruction – 2 Hours

You will receive 2 hours of diagnostic assessment. ND

Mon, Tues, Wed & Thurs Jul 1 – Aug 31
(1 session/2 hours) \$149 CEDAI25U21.T16.01.00

Individual Instruction – 12 Hours

You will receive 6 two-hour sessions of one-to-one instruction. ND

Mon, Tues, Wed & Thurs Jul 1 – Aug 31
(6 sessions/12 hours) \$959 CEDAI26U21.T16.01.00

Individual Instruction – 24 Hours

You will receive 12 two-hour sessions of one-to-one instruction. ND

Mon, Tues, Wed & Thurs Jul 1 – Aug 31
(12 sessions/24 hours) \$1859 CEDAI27U21.T16.01.00

Continuing Education for Deaf Adults

Driver (Learner's Permit) Education for Deaf Adults

Do you wish to pass the Department of Motor Vehicles written examination?

Take this course to help you study for a learner's permit. The instructor will make arrangements for you to take the examination with an ASL interpreter. You must be 17 or older and must possess a social security card. ND

Tue Jul 6 – Aug 24 (8 sessions/21 hours)
4:35 pm – 7:15 pm \$269 CEDAI09U21.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 June 7, 2021.

College Foreign Languages

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

Elementary Arabic I

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 1:00 pm – 3:15 pm
\$320 ELAR101U21.T02.01.00

Elementary French I

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 10:30 am – 12:45 pm
\$320 ELFR101U21.T02.01.00

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 10:30 am – 12:45 pm
\$320 ELFR101U21.T02.02.00

Elementary French II

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 3:25 pm – 5:35 pm
\$320 ELFR102U21.T02.01.00

Elementary Italian I

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 9:15 pm – 11:30 pm
\$320 ELIT101U21.T02.01.00

Elementary Japanese I

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 9:15 am – 11:30 am
\$320 ELJA101U21.T02.01.00

Elementary Japanese II

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 11:45 am – 2:00 pm
\$320 ELJA102U21.T02.01.00

Elementary Modern Chinese I

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 1:00 pm – 3:15 pm
\$320 ECLCH101.U21.T02.01.00

Elementary Spanish I

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 9:15 am – 11:30 am
\$320 ELSPI01U21.T02.01.00

Mon, Tues & Wed Jun 21 – Aug 9
(18 sessions/48 hours) 1:00 pm – 3:45 pm
\$320 ELSPI01U21.T02.02.00

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 5:45 pm – 7:55 pm
\$320 ELSPI01U21.T02.03.00

Elementary Spanish II

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 1:00 pm – 3:15 pm
\$320 ELSPI02U21.T02.01.00

Mon, Tues, Wed & Thurs Jun 21 – Aug 9
(24 sessions/48 hours) 5:45 pm – 7:55 pm
\$320 ELSPI02U21.T02.02.00

College Art

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

Art in New York: A Museum/Gallery Seminar

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

Fri Jun 25 – Aug 5 (6 sessions/36 hours)
9:15 am – 4:25 pm \$320 ARTN101U21.T02.01.00

Wed Jun 23 – Aug 4 (6 sessions/36 hours)
9:15 am – 4:25 pm \$320 ARTN101U21.T02.02.00

Beginning Painting

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

Tues & Thurs Jun 22 – Aug 5 (12 sessions/36 hours)
2:15 pm – 5:35 pm \$320 PAIN101U21.T02.01.00

Mon & Wed Jun 21 – Aug 9 (12 sessions/46 hours)
9:15 am – 12:45 pm \$320 PAIN101U21.T02.02.00

Beginning Photography

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

Mon & Wed Jun 21 – Aug 9 (12 sessions/48 hours)
5:45 pm – 10:15 pm \$320 PHOT101U21.T02.01.00

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

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

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 June 7, 2021.

Digital Photography I

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

**Tues & Thurs Jun 22 – Aug 5 (12 sessions/48 hours)
9:15 am – 2:00 pm \$320 PHOT11U21.T02.01.00**

Introduction to Art

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

**Tues & Thurs Jun 22 – Aug 5 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 IART101U21.T02.01.00**

**Sat Jun 26 – Aug 7 (12 sessions/36 hours)
9:15 am – 4:25 pm \$320 IART101U21.T02.02.00**

College Music

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

Introduction to Music

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

**Mon, Wed & Thurs Jun 21 – Aug 5
(18 sessions/36 hours) 9:15 am – 11:30 am
\$320 MUS1101U21.T02.01.00**

**Mon & Wed Jun 21 – Aug 4 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 MUS1101U21.T02.02.00**

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.

Critical Thinking

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

**Mon & Wed Jun 21 – Aug 4 (12 sessions/36 hours)
11:45 am – 3:15 pm \$320 PHIL11U21.T02.01.00**

**Tues & Thurs Jun 22 – Aug 5 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 PHIL11U21.T02.02.00**

General Psychology

This course is an introduction to some of the major fields and theories in the science of psychology, covering a range of topics such as biological foundations, learning, cognition, emotion, perception, theories of personality, psychological disorders and their treatment, and the research methods of psychology.

**Tues & Thurs Jun 22 – Aug 5 (12 sessions/36 hours)
2:15 pm – 5:35 pm \$320 GPSY101U21.T02.01.00**

**Tues & Thurs Jun 22 – Aug 5 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 GPSY101U21.T02.02.00**

Introduction to Philosophy

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

**Thurs Jun 24 – Aug 6 (6 sessions/36 hours)
1:00 pm – 4:25 pm \$320 PHIL101U21.T02.01.00**

**Mon & Wed Jun 21 – Aug 9 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 PHIL101U21.T02.02.00**

**Mon & Wed Jun 21 – Aug 9 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 PHIL101U21.T02.03.00**

Public Speaking

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

**Tues & Thurs Jun 22 – Aug 5 (12 sessions/36 hours)
10:30 am – 2:00 pm \$320 PUBS101U21.T02.01.00**

**Mon & Wed Jun 21 – Aug 9 (12 sessions/36 hours)
6:00 pm – 9:35 pm \$320 PUBS101U21.T02.02.00**

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or career goals!



Online:
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Friday, 8:30 a.m. – 3:30 p.m.

Youth Programs

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

Programs sponsored by grant funding.

CUNY Fatherhood Academy

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

Are you unemployed or underemployed?

Create a brighter future for you and your family!



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

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

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



Summer Youth Employment Program

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

Gain work experience and earn money during summer break!

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

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

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

Have you served in the military?

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

LaGuardia's Veterans Resource Center can help you!



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

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

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



LaGuardia.Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

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, business skills and accounting courses, as well as preparation for industry certifications and licenses.

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

Do you want to obtain transportation-related contracts?

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

Website: laguardia.edu/sbtrc
 Call: (718) 482-5941
 Email: sbtrc@lagcc.cuny.edu



Do you want custom training for your employees?

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

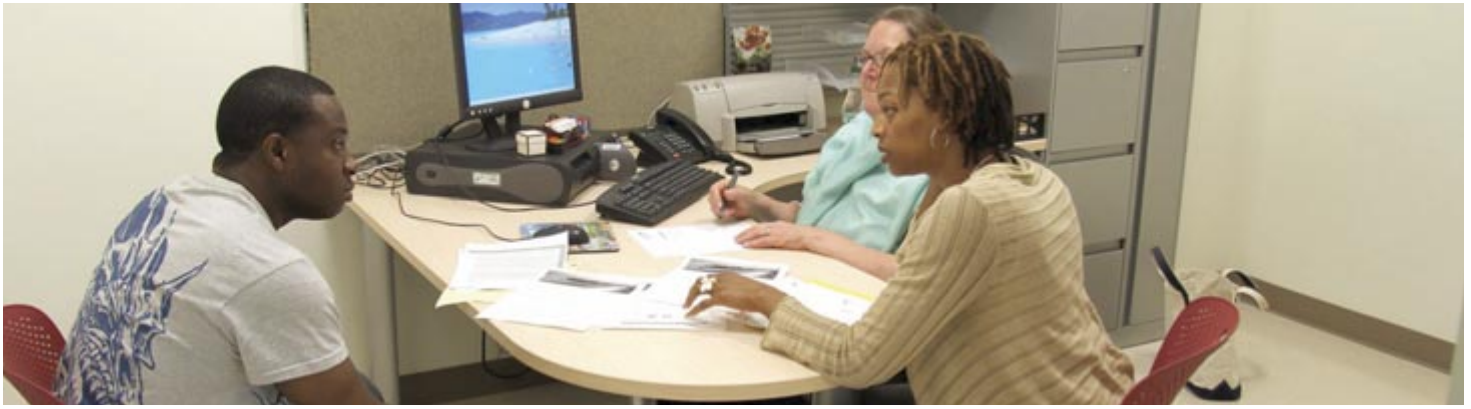
Website: laguardia.edu/cct
 Call: (718) 482-5330
 Email: cce@lagcc.cuny.edu

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

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

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





Grants, Scholarships and Opportunities

Financial Support Services for Continuing Educations Students

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

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

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

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

Contact: Serena Bowles (718) 730-7501, sbowles@lagcc.cuny.edu

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

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

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

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

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

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

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.

Payment Plans

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



Support for Immigrant and International Students at LaGuardia

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

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

Should you or a family member have concerns about your immigration status or safety, we urge you to avail yourselves of the resources and services listed below.

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

LEGAL RESOURCES

Green Card Holders

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

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

Undocumented

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

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

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

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

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

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

Refugees

New York State Emergency Hotline

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

SAFETY

On Campus

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

Off Campus

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

VICTIMS OF HARASSMENT OR INTIMIDATION

On Campus

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

Christopher Carozza
Office of Compliance & Diversity
Phone: (718) 482-5088
Email: ccarozza@lagcc.cuny.edu

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

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

Karen A. Williams, Ed.D.
Deputy to the Vice President, Office of the Vice President for Student Affairs

31-10 Thomson Avenue, Room C317
Long Island City, NY 11101
Phone: (718) 349-4018
Fax: (718) 609-2031
Email: kawilliams@lagcc.cuny.edu

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

Become a U.S. Citizen

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

cuny.edu/about/resources/citizenship.html

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

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

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



How to Register

Online: laguardia.edu/acereg

By phone: (718) 482-7244

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

Payment

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

Discounts

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

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

Delinquent Payments

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

Refund Policy

For courses under \$299

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

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

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

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

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

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

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

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

Financial Assistance

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

Payment Plans

For information call (718) 482-7244.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

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

Course Cancellations

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

Updates

Course and program schedules may change due to unexpected circumstances.

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

How to Get to LaGuardia Campus



LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

31-10 Thomson Avenue
Long Island City, NY 11101



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



Continuing
Education



COMPLETED Continuing Education's Computer Service Technician Program (IT Support Specialist Certificate Program)

ENROLLED in LaGuardia as a Network Administration & Security major

WORKS full-time at an IT Helpdesk

PLANS to continue his education after graduation

To learn more about our IT and tech training programs see pages 10-12.



EMERSON SALINAS PALADINES

Emerson Salinas Paladines had a plan for success when he started at LaGuardia. He is achieving his goals and creating a brighter future for himself and his family. **Read his story on page 11.**