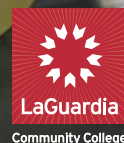


DIVISION OF ADULT AND CONTINUING EDUCATION

WINTER 2021 CATALOG

LEARN WITH US

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



Continuing
Education

MOVING FORWARD

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.

Career Coach at LaGuardia	5
Career Services	5

Career Skills & Workforce Training

Career Skills	9
Certificate Program in Microsoft Office Applications	9
Administrative Assistant Certificate Program	9
Business Skills and Entrepreneurship Series	10
Information Technology	10
Cybersecurity and Privacy Management	10
Digital Project Management	11
IT Support Specialist Certificate Program	11
Systems Administration	11
Accounting, Bookkeeping and Tax Preparation	12
Accounting with QuickBooks Certificate Program	12
Notary Public	12
Healthcare - Clinical	13
American Heart Association (AHA) Certification	13
NAEMT Training Courses	13
Certified Clinical Medical Assistant (CCMA)	14
Emergency Healthcare Programs	15
NYC REMAC Exam Preparation	15
NYC Welcome Back Center	16
Healthcare - Related	16
Certified Medical Administrative Assistant	16
Medical Coding Certificate Program	16
Pharmacy Technician Certification Preparation	16
Certified Dietary Manager (CDM) Program	17
Medical Interpreter Certificate Program	17
Central Service Technician Certificate Program	18
Discover Wellness: A Healthy Balance	18
Education	19
Child Abuse Identification and Reporting	19
School Violence Prevention	19
Dignity for All Students Act (DASA)	19
Needs for Children with Autism	19
Childcare Certification (English)	19
Childcare Certification (Spanish)	19
ASL-English Interpretation Program	20

Construction and Building Management	21
Construction Safety Courses	21
Construction Management Certificate Program	23
Refrigeration Machine Operator License	23
Construction Project Management	24
Electrical 1	24
Plumbing 1	24
Advanced Industrial, Manufacturing and Transportation	24
Industrial Design: Dream and Create	24

Connect to College

English as a Second Language	25
ESL Full-Time Classes	25
ESL Part-Time Evening	25
ESL Part-Time Saturday	25
TOEFL Preparation	25
English and Citizenship Classes	26
Clases de Inglés y Ciudadanía	26
CUNY Language Immersion Program (CLIP)	26
High School Equivalency	27
High School Equivalency in English	27
Equivalencia del Bachillerato (H.S. Equivalency) en Español	27
Bridge to College and Careers Program/Adult Basic Skills	29
Pre-College Programs	29
Math Start	29
College Courses for Non-Credit	30
College Foreign Languages	30
College Art	30
College Music	31
College Liberal Arts	31
Programs for Deaf Adults	32
Dual Access Courses	32
Youth Programs	35
CUNY Fatherhood Academy	35
High School Equivalency	35
Veterans Resource Center	35

Small Business & Entrepreneur Services

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



Small Business & Entrepreneur Services

35

More Information

Financial Support Services	36
Career Success Scholarship	36
Tuition Assistance Vouchers	36
Individual Training Grants	36
Hope Scholarship Credit	36
Students Over 65	36
Support for Immigrant and International Students	37
CUNY Citizenship Now! Application Assistance	37
How to Register	38
How to Get to LaGuardia Campus	38

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.



Moving Forward



Continuing
Education

Community College



The **Division of Adult and Continuing Education** will offer Winter 2021 courses and programs via distance learning, including new courses that have been designed specifically for online instruction. In addition, a few classes that involve hands-on instruction and training will take place on campus this winter in a safe environment, strictly following City and State guidelines. Though we are not on campus physically, all of our offices and programs can be reached by email or phone.

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

WELCOME TO LAGUARDIA COMMUNITY COLLEGE



Dear LaGuardia Students and Community,

As we continue to face obstacles that challenge our lives and our city, you may be seeking an opportunity to move forward. LaGuardia offers excellent academic and professional programs that educate, train and advance the skills of our community and 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 Community,

I hope that you and your families remain healthy and safe during this challenging time. The Division of Adult and Continuing Education continues to offer courses and programs via distance learning, including new courses that have been designed specifically for online instruction. In addition, a few classes that involve hands-on instruction and training will take place on campus this winter in a safe environment, strictly following City and State guidelines. We want to ensure that you are able to advance and accomplish your goals with the least amount of disruption as possible. We're also here to support you as you seek out new education and career opportunities amidst these ever changing times. Though we are not on campus physically, all of our offices and programs can be reached by email or phone.

As the largest continuing education division among all the CUNY campuses and one of the most comprehensive in the country, we offer a wide range of programs that serve thousands of New Yorkers of diverse cultures, ages, ethnicities, and educational and economic backgrounds.

Through our rigorous and high quality English as a Second Language, High School Equivalency and Pre-College programs and courses, we equip you with the knowledge and support you need to achieve your educational goals and move forward in life.

Our innovative, professional training programs, taught by experts in the field, give you the skills and hands-on experience you need to enter into high demand industries, including healthcare, technology, finance, construction and more.

If you run a business or are just starting out, LaGuardia's Small Business & Entrepreneur Services has the resources and assistance you need to grow your company and be successful. We also partner with employers to promote industry informed workforce development.

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

Shahir Erfan
Interim Vice President
Division of Adult and Continuing Education

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

Career Coach AT LAGUARDIA

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

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



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

CAREER SERVICES

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

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



We can help you get on the path to success.

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

For more information call (718) 482-5355.

Learn English


at The English Language Center

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

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

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

- Apichart (Anthony) Boonsaner



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

Begin or Advance Your Career in the Booming Information Technology Industry

- Get basic training
- Prepare for industry certifications
- Learn how to protect against cyber attacks
- Learn how to code for web development
- Explore digital marketing and project management

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

See pages 9 - 11.

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

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach or Room C-258

*Emsi



Take Online Courses - Study from Home!

Receive the education and training you need from the comfort and convenience of your home.

The Division of Adult and Continuing Education is offering Winter 2021 courses and programs via online and distance learning.

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 11• Prepare for industry certification as a Pharmacy Technician - page 16	<p>you can</p> <ul style="list-style-type: none">• Receive LaGuardia certification in Microsoft Office Applications (Word, Excel, PowerPoint and Outlook) - page 9• Prepare for industry certification in Network Technology - page 11• Receive LaGuardia certification in QuickBooks - page 12• Prepare for industry certification as an Emergency Medical Technician - page 15• 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 in Medical Coding - page 16• Prepare for industry certification as a Certified Medical Administrative Assistant - page 16	<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

Computer Skills



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.

Certificate Program in Microsoft Office Applications

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.

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.

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

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 Feb 9 – Mar 4 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$285 A050SK003A

Microsoft Word for Windows

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

Mon & Wed Mar 1 – Mar 24 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$285 A050SK002A

CAREER INSIDER SERIES ONLINE WEBINAR

Excel Mini Workshop

Thursday, January 28 (1 session/2 hours)
6:00 pm – 8:00 pm A050SK000A FREE

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

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

Microsoft Outlook Essentials

Learn all you need to know about navigating the Outlook environment, the most common email server used in business today. Topics include maintaining your calendar and inbox; scheduling meetings; assigning tasks; creating folders; and tracking, sharing and assigning Outlook items. Please bring a USB flash drive to class. Prerequisite: Basic computer knowledge. ND

Tues & Thurs Mar 16 – Mar 25 (4 sessions/12 hours)
6:00 pm – 9:00 pm \$215 A050SK011A

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. ND

NEW! 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

Sat Mar 6 – Jun 5 (12 sessions/60 hours)
9:00 am – 2:00 pm \$780 A05CAA001A

Power Keyboarding

Become more efficient at work by improving your typing speed and accuracy. Learn a touch-keyboarding method on the computer that will help you type 30 words per minute with a maximum of three errors. Please bring a USB flash drive to class. ND

Sat Feb 20 – Mar 27 (6 sessions/24 hours)
9:00 am – 1:00 pm \$245 A050SK001A

Business Writing Skills

Through real world scenarios and writing exercises, practice using clear, concise and grammatically correct language in emails, memos and letters. You will also learn to use appropriate tone, style and structure found in common business communications. Prerequisite: Microsoft Word for Windows or basic computer skills and online grammar screening test.

(<https://www.laguardia.edu/CE/Pages/Forms/Business-Writing-Skills-Course-Assessment/>). ND

Mon & Wed Feb 1 – Mar 1 (4 sessions/12 hours)
6:00 pm – 9:00 pm \$215 A050SK017A

Start or Advance Your Career!



Secretaries and
Administrative
Assistants

\$ 31K - 50K*

Visit laguardia.edu/careercoach or Room C-258

*Emil

Business Skills and Entrepreneurship Series

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

CAREER INSIDER
SERIES
ONLINE WEBINAR

Business Skills and Entrepreneurship Mini Workshop
Saturday, January 23 (1 session/2 hours)
11:00 am – 1:00 pm A05PRF000A FREE

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

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

NEW! 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 Mar 15 – Apr 14 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$570 A05PRF015A

NEW! Fundamentals of Management

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

Tues & Thurs Mar 2 – Mar 25 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$400 A05MGT001A

Time and Stress Management: Find Your Balance

Build a foundation of good practices that increases productivity and decreases stress. Topics include recognizing signs of stress and stress management as well as tips for prioritizing, organizing and maximizing your time. ND

Sat Feb 20 (1 session/4 hours)
9:00 am – 1:00 pm \$95 A05PRF013A

Remote Work Fundamentals

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

Mon & Wed Mar 15 – Mar 24 (4 sessions/8 hours)
6:00 pm – 8:00 pm \$215 A05PRF014A

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
SERIES
ONLINE WEBINAR

Protect your Privacy (Cybersecurity Mini Workshop)
Saturday, January 9 (1 session/2 hours)
11:00 am – 1:00 pm A05TIA000A FREE

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

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

NEW! 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 Jan 30 – Feb 20 (4 sessions/20 hours)
9:00 am – 2:00 pm \$450 A05CYB001A

Intro to Python

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

Sat Mar 27 – May 1 (6 sessions/21 hours)
9:00 am – 12:30 pm \$595 A05PYT001A

SOC Analyst (Cybersecurity)

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

Sat Mar 27 - July 10 (12 sessions/60 hours)
9:00 am – 2:00 pm \$1450 A05TIA003A

Cloud Computing Security

Join a booming field of cybersecurity experts and gain skills needed to select, monitor, analyze and protect cloud resources. Upon successful completion of this course, you can take the Comp TIA Cloud+ exam and will earn a LaGuardia certificate of completion. (Cost of textbook not included in course fee.)

Prerequisite: Passing of a screening exam ([laguardia.edu/Cloud-Computing-Screening-Test/](http://www.laguardia.edu/Cloud-Computing-Screening-Test/)). ND

Sat Mar 13 – May 15 (9 sessions/45 hours)
9:00 am – 2:00 pm \$999 A05TIA004A

Systems Administration

Leap into the dynamic and high demand career of Network Technology. Get hands-on training and prepare for industry recognized certifications. To help you build professional relationships and navigate challenges on the job more efficiently, you will discuss effective communication, team building, time management and critical thinking skills. ND

Network Technology

Networking starts with basic logic and connections. Learn to configure, install, maintain and troubleshoot networks. Upon successful completion of this course, you can take the CompTIA Network+ exam and will earn a LaGuardia certificate of completion. (Cost of textbook not included in course fee.) Payment plan available. ND

Tues & Thurs Mar 23 – Jun 15 (25 sessions/75 hours)
6:00 pm – 9:00 pm \$1500 A05TIA005A

IT Support Specialist Certificate Program

Begin a career in the lucrative, fast growing and high demand IT field and prepare for the industry standard CompTIA 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

CAREER INSIDER SERIES ONLINE WEBINAR

Tech Bytes (IT Fundamentals)

Tuesday, February 16 (1 session/2 hours)
6:00 pm – 8:00 pm A05ITS000A FREE

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

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

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 Feb 20 – Mar 13 (4 sessions/20 hours)
9:00 am – 2:00 pm \$450 A05TIA001A

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 Mini Workshop

Wednesday, January 27 (1 session/2 hours)
6:00 pm – 8:00 pm A05MKT000A FREE

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

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

Mon & Wed Feb 22 – Mar 24 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$889 A05MKT001A

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

Sat Feb 20 – Mar 27 (6 sessions/30 hours)
9:00 am – 2:00 pm \$830 A05PMP001A



Danielle Vasickanin

Road to successful IT career started at LaGuardia

Four years ago, Danielle Vasickanin set out to take a single computer course at LaGuardia. Fast forward to today, and she is a Systems Analyst for Charter Technology Solutions, a company providing support exclusively to the education sector. With a bachelor degree already under her belt, Danielle registered for Introduction

to Computer Technology in 2016 to improve her computer skills, enrolling fully in the Computer Service Technician Certificate Program (now called IT Support Specialist Certificate Program) soon after. Balancing a full-time job while continuing to study at LaGuardia as well as completing a part-time, 3-month IT support technician internship was challenging. But her hard work paid off. In addition to Computer Service Technician and Information Security: Fundamentals certificates from LaGuardia, Danielle also earned CompTIA A+ and CompTIA Security+ industry certifications, which she prepared for at LaGuardia. Currently, she is preparing to take the CompTIA Network+ exam, the last of the core CompTIA certificates, and plans to further her knowledge and credentials, focusing on cybersecurity.

"I have enjoyed my time collaborating on labs and projects with fellow LaGuardia Continuing Education students who are excited about information technology," says Danielle. "I have learned from instructors who bring much knowledge from their IT career experience and are passionate about our industry."

Accounting, Bookkeeping and Tax Preparation

Start or Advance Your Career!

Bookkeeping, Accounting and Auditing Clerks | \$ 36K - 59K*

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

Accounting with QuickBooks Certificate Program

CAREER INSIDER SERIES
ONLINE WEBINAR
QuickBooks
Tuesday, January 26 (1 session/2 hours)
6:00 pm – 8:00 pm A05BKP000A FREE

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

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

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

Discover how to unleash the power of QuickBooks while mastering basic accounting concepts. Get hands-on practice by creating and working with fictional companies. In this two-course program, receive 60 hours of practical instruction:

Accounting with QuickBooks (Part 1) (30 hours) and Advanced QuickBooks for Accounting (Part 2) (30 hours).

Upon successful completion of the program, you will earn a LaGuardia certificate of completion. You are also eligible to take the Uniform Bookkeeper Certification exam, offered by the National Bookkeepers Association (NBA). Certificate program courses not offered this quarter will be offered in a future quarter. Students must have access to a computer with Windows operating system off campus. ND

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 Feb 23 – Mar 25 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$550 A05BKP001A

Sat Feb 20 – Mar 27 (6 sessions/30 hours)
9:00 am – 2:00 pm \$550 A05BKP001B

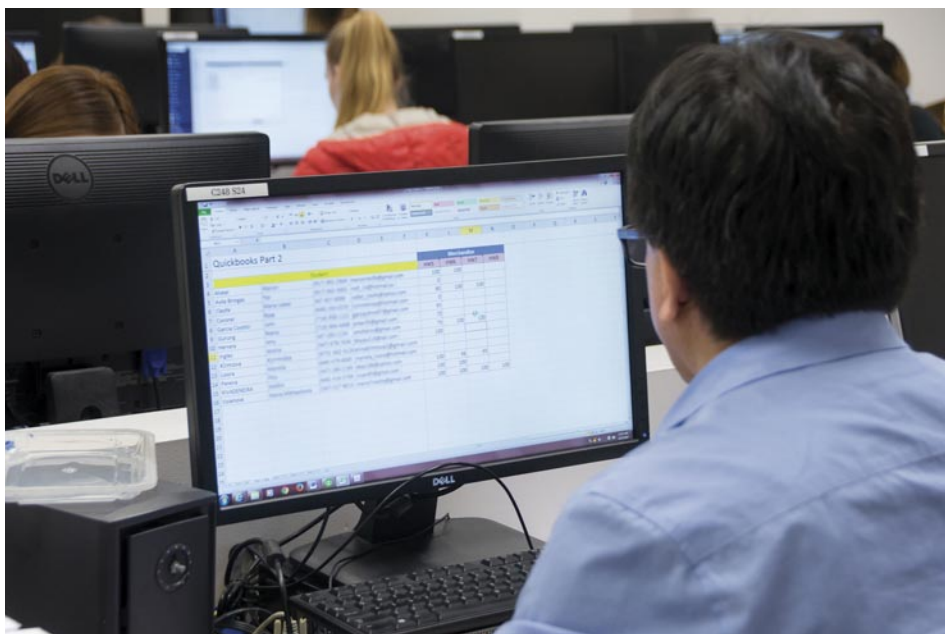
Notary Public

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

Notary Public Test Preparation

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

Wed Feb 24 (1 session/3 hours)
6:30 pm – 9:30 pm \$99 A05BUS001A



Healthcare-Clinical

American Heart Association (AHA) Certification Courses

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

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

AHA Basic Life Support (BLS) Provider Certification Course

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

Sun Feb 7 (1 session/8 hours)
9:00 am – 6:00 pm \$130 A11BLS002B

AHA Basic Life Support (BLS) Instructor Certification Course

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

Sun Jan 24 – Jan 31 (2 sessions/14 hours)
9:00 am – 5:00 pm \$340 A11BLS002A

NAEMT Training Courses

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

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

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

Psychological Trauma Prevention for EMS Patients (PTEP) (Online)

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

Sun Mar 7 (1 session/8 hours)
8:30 am – 5:30 pm \$94 A11PTP001A



Certified Clinical Medical Assistant (CCMA)

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

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

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

INFORMATION SESSION ONLINE Certified Clinical Medical Assistant (CCMA) FREE You may visit us at http://laguardia.edu/ccmaapply .	Thur Feb 25 (1 session/3 hours) 1:00 pm – 4:00 pm A11HLT000A	Thur Mar 25 (1 session/3 hours) 1:00 pm – 4:00 pm A11HLT000A
	Thur Feb 25 (1 session/3 hours) 6:00 pm – 9:00 pm A11HLT000B	Thur Mar 25 (1 session/3 hours) 6:00 pm – 9:00 pm A11HLT000B

Medical Terminology (Online)

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

Mon, Wed, Fri Mar 8 – Mar 26 (9 sessions/36 hours)
10:00 am – 2:30 pm \$305 A11HLT003A

Mon, Wed, Fri Mar 8 – Mar 26 (9 sessions/36 hours)
6:00 pm – 10:00 pm \$305 A11HLT003B

American Heart Association CPR for Healthcare Providers with First Aid

Learn how to save a life using CPR, airway adjuncts and defibrillators and how to rescue victims of a choking emergency. Respond with proper first aid techniques for medical and trauma emergencies. Skills and knowledge will be tested according to American Heart Association (AHA) criteria for Basic Cardiac Life Support (BLS) certification. You will receive two AHA textbooks and AHA certification in BLS CPR for Healthcare Providers and AED. ND

Mon, Tues & Thurs Mar 29 – Apr 1
(3 sessions/12 hours) 10:00 am – 2:30 pm
\$160 A11CPR001A

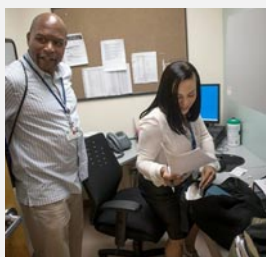
Mon, Tues & Thurs Mar 29 – Apr 1
(3 sessions/12 hours) 6:00 pm – 10:00 pm
\$160 A11CPR001B

CCMA Procedures (Online)

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 Sunday Feb 1 – Mar 3
(14 sessions/56 hours) 10:00 am – 2:30 pm
\$554 A11HLT004A

Mon, Wed, Fri + 1 Saturday Feb 1 – Mar 3
(14 sessions/56 hours) 6:00 pm – 9:00 pm
\$554 A11HLT004B



LAGUARDIA COMMUNITY COLLEGE/COMMONPOINT QUEENS

Community Health Worker Training Program

The healthcare landscape in New York City is facing many problems.

Become part of the solution!

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

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

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

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

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

Emergency Healthcare Programs

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

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

INFORMATION SESSION ONLINE

Emergency Medical Technician (EMT) Basic Information Session

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)

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

Mon Jan 11 (1 session/3 hours)
1:00 pm – 4:00 pm A11EMT000A

Mon Jan 11 (1 session/3 hours)
6:00 pm – 9:00 pm A11EMT000D

Tue Jan 12 (1 session/3 hours)
1:00 pm – 4:00 pm A11EMT000B

Tue Jan 12 (1 session/3 hours)
6:00 pm – 9:00 pm A11EMT000E

Thurs Jan 14 (1 session/3 hours)
1:00 pm – 4:00 pm A11EMT000C

Thurs Jan 14 (1 session/3 hours)
6:00 pm – 9:00 am A11EMT000F

Emergency Medical Technician (EMT) Basic (Hybrid Course)

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

Mon & Wed + 4 Saturdays Feb 3 – Jun 16
(66 sessions/208 hours) 9:30 am – 4:30 pm
\$1310 A11EMT001C

Mon, Tues, Wed & 4 Sundays Feb 3 – Jun 16
(66 sessions/208 hours) 6:00 pm – 9:30 pm
\$1310 A11EMT001D

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 exams (advance materials can be provided)

Thurs Mar 4 (1 session/4 hours)
12:00 pm – 4:00 pm FREE A11PMD000A

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

NYC REMAC Exam Preparation (Online)

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

Mon Jan 11 (1 session/7 hours)
9:00 am – 5:00 pm \$64 A11REP001A

Thurs Feb 18 (1 session/7 hours)
9:00 am – 5:00 pm \$64 A11REP001B

Thurs Mar 25 (1 session/7 hours)
9:00 am – 5:00 pm \$64 A11REP001C

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

For English Language classes
call (718) 482-5360

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

Healthcare-Related

Medical Coding Certificate Program

Start or Advance Your Career!



Certified Professional Coder | \$ 42K - 56K*

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

Medical Coding

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

**Mon & Wed Mar 29 – Oct 18 (55 sessions/165 hours)
6:00 pm – 9:00 pm \$2500 A05MDC001A**

Certified Medical Administrative Assistant

Start or Advance Your Career!



Medical Assistants | \$ 39K - 41K*

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

Certified Medical Administrative Assistant

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

**Tues & Thurs Mar 30 – Aug 12
(40 sessions/120 hours) 6:00 pm – 9:00 pm
\$1595 A05PAT001A**

Pharmacy Technician Certification Preparation

Start or Advance Your Career!



Pharmacy Technician | \$ 31K - 45K*

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

Pharmacy Technician Certification Preparation

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

**Tues & Thurs Feb 23 – Jun 3 (30 sessions/90 hours)
6:00 pm – 9:00 pm \$1195 A05HLT001A**

**Mon & Wed Mar 15 – Jun 28 (30 sessions/90 hours)
6:00 pm – 9:00 pm \$1195 A05HLT001B**

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.

CAREER INSIDER

SERIES

ONLINE WEBINAR

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

**Thursday, February 25 (1 session/2 hours)
6:00 pm – 8:00 pm A05PAT000A FREE**

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

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

CAREER INSIDER

SERIES

ONLINE WEBINAR

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

**Wednesday, January 13 (1 session/2 hours)
6:00 pm – 8:00 pm A05PCD000A FREE**

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

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

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.

CAREER INSIDER SERIES ONLINE WEBINAR

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

Wednesday, January 13 (1 session/2 hours)
6:00 pm – 8:00 pm A05PCD000A **FREE**

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

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

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.

Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle. ND

Wed Jan 27 – Mar 31 (10 sessions/42.5 hours)
5:45 pm – 10:00 pm \$425 A05DMG001A

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

Tue Jan 26 – Mar 30 (10 sessions/42.5 hours)
5:45 pm – 10:00 pm \$425 A05DMG002A

Medical Interpreter Certificate Program

CAREER INSIDER SERIES ONLINE WEBINAR

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

Thursday, February 25 (1 session/2 hours)
6:00 pm – 8:00 pm A05PAT000A **FREE**

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

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

Are you bilingual?

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

Spanish-English Medical Interpreter Language Screening

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

Sat Jan 30 (1 session/2 hours)
11:00 am – 1:00 pm \$25 A05HLT000A

Sat Feb 13 (1 session/2 hours)
11:00 am – 1:00 pm \$25 A05HLT000B

Spanish-English Medical Interpreting: Fundamental Skills

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

Sat Mar 13 – May 15 (9 sessions/45 hours)
9:00 am – 2:00 pm \$1125 A05HLT002A

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 of 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 *Ensl

CAREER INSIDER

S E R I E S

ONLINE WEBINAR

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

Wednesday, January 13 (1 session/2 hours)

6:00 pm – 8:00 pm A05PCD000A **FREE**

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

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

Principles of Central Service Technician

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

Tues & Thurs Feb 23 – Mar 25 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 A05STL001A

Quality Control, Inventory, Equipment and Human Relations

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

Tues & Thurs Jan 5 – Feb 4 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 A05STL003A

Sat Feb 20 – Mar 27 (6 sessions/30 hours)
9:00 am – 2:00 pm \$451 A05STL003B

Discover Wellness: A Healthy Balance

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

CAREER INSIDER

S E R I E S

ONLINE WEBINAR

Meditation Mini Workshop

Thursday, January 14 (1 session/2 hours)

6:00 pm – 8:00 pm A05HMC000A **FREE**

- *Join us for an interactive mini workshop.*
- *Take a moment to relax, breathe and generate awareness of your surroundings. Explore key techniques to balance your every day life.*

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

Holistic Health Coach Certificate

Learn how to evaluate clients' health status, educating and empowering them to make lifestyle changes that optimize their wellness. Topics include diet and exercise, building supportive relationships, work/life balance, spirituality, meditation, Reiki and more. In addition, you will discuss effective communication, team building, time management and critical thinking skills. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Tues & Thurs Feb 2 – Mar 23 (15 sessions/45 hours)
6:00 pm – 9:00 pm \$650 A05HMC001A

Motivational Interviewing Certificate

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

Sat Jan 23 – Feb 27 (5 sessions/15 hours)
9:00 am – 12:00 pm \$250 A05HWC004A

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, Needs for Children with Autism, and Dignity for All Students Act (DASA)—and register to create a TEACH account at <http://www.highered.nysed.gov/tcert/teach/>. Your completion of each training will be reported electronically to the New York State Education Department (NYSED) within 21 business days of the workshop date. If you need assistance logging into your TEACH account, you can contact technical support at (518) 486-6041 or teachhelp@nysed.gov. For more information call (718) 482-7244.

Take 4 and save \$20*

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

Start or Advance Your Career!



Fulfill NY State and NY State Education Department requirements!

Visit laguardia.edu/careercoach or Room C-258

School Violence Prevention

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

Sat Feb 6 (1 session/2.5 hours)
9:30 am – 12:00 pm \$80 A05CRD011A

Sat Mar 6 (1 session/2.5 hours)
9:30 pm – 12:00 pm \$80 A05CRD011B

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 Feb 6 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 A05CRD010A

Sat Mar 6 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 A05CRD010B

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 Feb 20 (1 session/6 hours)
9:00 am – 3:30 pm \$105 A05EDU001A

Sat Mar 13 (1 session/6 hours)
9:00 am – 3:30 pm \$105 A05EDU001B

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 Feb 27 (1 session/3 hours)
9:00 am – 12:00 pm \$80 A05EDU002A

Sat Mar 27 (1 session/3 hours)
9:00 am – 12:00 pm \$80 A05EDU002B

Education Courses

Certificación en el Cuidado de Niños

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

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

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

Sat Feb 20 – Mar 27 (6 sessions/30 hours)
9:00 am – 2:00 pm \$500 A05ELE001A

Childcare Certification

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

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

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

Sat Jan 23 – Feb 27 (6 sessions/30 hours)
9:00 am – 2:00 pm \$500 A05ELE002A

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

For English Language classes
call (718) 482-5360

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

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/>.**

Start or Advance Your Career !



Interpreters and Translators

\$ 60K - 103K*

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

Interpreting II

Build on your study and practice of interpretation and translation theories by further exploring and applying these theories to your own ASL to English and English to ASL translations. You will continue to work on text analysis, message equivalence and guided self–analysis techniques. You’ll also explore interactional competencies and investigate how culture, power dynamics and context can influence translations. Prerequisite: Interpreting I.

**Tue Jan 5 – Mar 23 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 A16INT102**

Language in Use

Investigate language issues at the individual and societal level, and gain a greater understanding of how these issues impact your work as an ASL–English interpreter. At the individual level, examine ways language constructs and reflects our identities (gender, race, socio–economic status) and affects our interactions. At the societal level, analyze the growth, loss and spread of languages; multilingualism; language planning; and English as a world language. You will also study first language acquisition and the effect of language deprivation. Prerequisite: Introduction to the Field of Interpreting.

**Thurs Jan 7 – Mar 25 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 A16INT103**

Internship II

Apply techniques that you have learned in Internship I and the program through authentic ASL–English interpreting experience. Under the supervision of an instructor, you will interpret in various facilitated settings with your peers and with invited deaf consumers. Preparation and post–event feedback are included.

**Wed Jan 6 – Mar 24 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 A16INT202**

Interpreting V

Use the consecutive–simultaneous interpretation continuum to advance your in depth study and practice of ASL–English interpretation. Explore meaning based models and their practical and technical application in order to create effective (meaning based) interpretations. You will also continue to sharpen your skills in text analysis, message equivalence, complex cognitive strategies, process management, guided self–analysis and independent learning techniques. Individual and team interpreting as well as transliteration versus interpretation and “live” interpreting practice are all emphasized. Prerequisites: Interpreting IV and Ethics and Decision Making for Interpreters. Co–requisite: Interpreting V Internship.

**Thurs Jan 7 – Mar 25 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 A16INT109**

Interpreting Lab

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

**Mon Jan 4 – Mar 22 (10 sessions/20 hours)
6:45 pm – 8:45 pm \$675 A16INT400**

Service Learning II

Gain additional field experience by providing service in community–based organizations that require the use of American Sign Language (ASL). You will have new opportunities to acquire knowledge and develop skills while being of assistance to the Deaf Community. Seminar sessions foster reflective, critical and creative thinking in relation to your field experience. Prerequisites: Service Learning I and Introduction to the Field of Interpreting.

**Mon Jan 4 – Mar 22 (10 sessions/10 hours)
5:45 pm – 6:45 pm \$239 A16INT551**

Deaf Education in Bilingual Communities

Explore the fundamentals of general, special and bilingual education and how they are infused into Deaf education. Study current trends, issues and research in Deaf education, including historic and current objectives, techniques and results. You will also examine cultural, historical, philosophical, psychological, linguistic and social aspects of the Deaf community from an educational perspective. In addition, you will be challenged to reconceptualize Deaf education and general education taking into consideration perceptions of your own cultural dimensions.

**Tue Jan 5 – Mar 23 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 A16INT918**



Construction and Building Management

Construction Safety Courses

LaGuardia Community College is partnering with Safety Dynamics, a full service safety, health and environmental consulting firm, to offer general construction safety courses as well as Local Law 196 of 2017 mandated training for workers and supervisors. Safety Dynamics training curricula are approved by organizations that include OSHA, NY State Department of Transportation (NYSDOT), Fire Department of New York (FDNY), and New York City Department of Buildings (NYCDOB) and Department of Environmental Protection (NYCDEP). SST Local Law 196 courses include: NYCDOB Training, OSHA Training, FDNY Training, EPA Training and National Safety Council Courses.

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

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

Wed Jan 20 (1 session/4 hours)
5:00 pm – 9:30 pm \$150 A050SH301A

Mon Feb 22 (1 session/4 hours)
5:00 pm – 9:30 pm \$150 A050SH301B

Wed Mar 17 (1 session/4 hours)
5:00 pm – 9:30 pm \$150 A050SH301C

4 Hour Scaffold User (NYCDOB)

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

Sat Jan 9 (1 session/4 hours)
8:00 am – 12:30 pm \$150 A050SH300A

Sat Feb 6 (1 session/4 hours)
8:00 am – 12:30 pm \$150 A050SH300B

Sat Mar 6 (1 session/4 hours)
8:00 am – 12:30 pm \$150 A050SH300C

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 Jan 4 – Jan 19 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$590 A050SH303A

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

Wed & Thurs Jan 6 – Jan 7 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$260 A05SST003A

Tues & Wed Feb 2 – Feb 3 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$260 A05SST003B

Wed & Thurs Mar 3 – Mar 4 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$260 A05SST003C

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 Jan 4 – Jan 19 (8 sessions/40 hours)
5:00 pm – 10:30 pm \$700 A050SH302A

Mon, Tues & Wed Mar 1 – Mar 16 (8 sessions/40 hours)
5:00 pm – 10:30 pm \$700 A050SH302B

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 Jan 7 – Jan 22 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$550 A050SH305A

Thurs & Fri Feb 4 – Feb 19 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$550 A050SH305B

Thurs & Fri Mar 4 – Mar 19 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$550 A050SH305C

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

**Tues (5:00 pm – 11:30 pm),
Wed & Thurs (5:00 pm – 10:30 pm) &
2nd Thurs (5:00 pm – 8:00 pm)
Jan 5 – Jan 14 (6 sessions/32 hours)
\$700 A05SST002A**

**Mon (5:00 pm – 11:30 pm), Tues & Wed
(5:00 pm – 10:30 pm) &
2nd Wed (5:00 pm – 8:00 pm)
Feb 1 – Feb 10 (6 sessions/32 hours)
5:00 pm – 11:30 pm \$700 A05SST002B**

**Tues(5:00 pm – 11:30 pm),
Wed & Thurs (5:00 pm – 10:30 pm) &
2nd Thurs (5:00 pm – 8:00 pm)
Mar 2 – Mar 11 (6 sessions/32 hours)
5:00 pm – 11:30 pm \$700 A05SST002C**

8 Hour Concrete Safety Manager Refresher (NYCDOB)

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

**Wed & Thurs Jan 6 – Jan 7 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$230 A05OSH306A**

8 Hour Site Safety Manager (NYCDOB)

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

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
Jan 13 – Jan 14 (2 sessions/8 hours)
\$260 A05OSH310A**

**Tues & Thurs Feb 9 – Feb 10 (2 sessions/8 hours)
\$260 A05OSH310B**

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
Mar 3 – Mar 4 (2 sessions/8 hours)
\$260 A05OSH310C**

8 Hour Site Safety Coordinator (NYCDOB)

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

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
Jan 13 – Jan 14 (2 sessions/8 hours)
\$260 A05SFT001A**

**Tues (5:00 pm–10:30 pm) & Weds (5:00 pm–8:00 pm)
Feb 9 – Feb 10 (2 sessions/8 hours)
\$260 A05SFT001B**

**Wed (5:00 pm–10:30 pm) & Thurs (5:00 pm–8:00 pm)
Mar 3 – Mar 4 (2 sessions/8 hours)
\$260 A05SFT001C**

16 Hour Rigging Worker (NYCDOB)

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

**Wed & Thurs Mar 3 – Mar 11 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$450 A05RIG002A**

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 Feb 3 – Feb 11 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$410 A05SCF001A**

8 Hour Lead Awareness

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

**Sat Jan 30 (1 session/8 hours)
8:00 am – 5:00 pm \$185 A050SK311A**

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

CAREER INSIDER

SERIES ONLINE WEBINAR

Basic Construction Drawings and Plans

**Tuesday, January 12 (1 session/2 hours)
6:00 pm – 8:00 pm A05CNS000A FREE**

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

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

Construction 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

**Mon Jan 25 – Mar 15 (7 sessions/21 hours)
6:00 pm – 9:00 pm \$356 A05CNS003A**

Intermediate AutoCAD

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

**Sat Feb 20 – Mar 27 (6 sessions/21 hours)
9:00 am – 12:30 pm \$450 A05CAD002A**

Refrigeration Machine Operator License Preparation

In conjunction with the National Association of Power Engineers (NAPE), Chapter 44, we offer the Refrigeration Machine Operator License Preparation course. This course prepares you for the written and practical portions of the Fire Department of New York's Examination for Certificate of Qualification for Refrigeration Operating Engineer and allows you to sit for the exam. All participants must be members of NAPE. If you are not, you may join when you register. For more information call (718) 482-7244. ND

CAREER INSIDER

SERIES ONLINE WEBINAR

Building Operations and Refrigeration

**Wednesday, February 10 (1 session/2 hours)
6:00 pm – 8:00 pm A05BLD000A FREE**

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

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

Refrigeration Machine Operator License Preparation Course

This 200-hour course is approved by the Fire Department of New York (FDNY) as a requirement for licensing for refrigeration machine operators, meeting the requirements of both class training and shop work. It also allows you to sit for the FDNY's Examination for Certificate of Qualification for Refrigeration Operating Engineer. Topics include maintenance and repair of compression and absorption refrigeration systems, and the safety precautions that should be observed in operating, maintaining and repairing refrigeration machinery. You will visit modern refrigeration facilities that manufacture and maintain equipment. You'll also prepare for and take the U.S. Environmental Protection Agency (EPA) certification exam for "Universal Technician," which is also required to sit for the FDNY's Examination for Certificate of Qualification for Refrigeration Operating Engineer. NAPE membership fees and cost of books are included in course tuition. ND

**Tue & Thur Mar 30 – Nov 16
(67 sessions/200 hours) 6:00 pm – 9:00 pm
\$2600 REFR100**

NEW! HVAC Fundamentals

Begin your career in the operations and maintenance industry by acquiring the skills necessary for installation and service of commercial and residential HVAC systems. Topics include basic HVAC terminology; fundamentals of the refrigeration cycle; four major components of an HVAC system and their functions; voltage controls; and workplace safety measures while servicing a system. Upon successful completion of the course, you will earn a LaGuardia certificate of completion. ND

**Mon & Wed Feb 22 – Mar 17 (8 sessions/28 hours)
6:00 pm – 9:30 pm \$565 A05HVC001A**



Construction Project Management

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

Principles of Contract Administration

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

Tues & Thurs Feb 16 – Mar 9 (7 sessions/21 hours)
6:00 pm – 9:00 pm \$420 A05PRJ001A

Risk and Quality Management

Learn how to identify, track, log and analyze risk and quality elements of construction projects. Topics include common safety problems; roles and responsibilities; OSHA requirements and guidelines for construction safety; liabilities associated with safety violations; how to identify and report safety hazards; project safety plan implementation; consistent quality management, control, and assurance; and meeting client expectations. Prerequisite: OSHA 30 Hour card. ND

Thurs Mar 25 – May 6 (7 sessions/21 hours)
6:00 pm – 9:00 pm \$420 A05PRJ002A

Permits, Approvals and Zoning

Learn how to file for and obtain New York City Department of Buildings (NYCDOB) permits and approvals, including types of applications and requirements for submission plans. You will also explore effects of zoning, NYCDOB violations, and recent changes to construction design and the project management process. Prerequisite: OSHA 30 Hour card. ND

Tue Mar 23 – May 4 (7 sessions/21 hours)
6:00 pm – 9:00 pm \$420 A05PRJ003A

Construction and Maintenance Courses

Start or Advance Your Career!



Electricians
Helpers

\$ 38K - 59K*

Visit laguardia.edu/careercoach or Room C-258

*Burning Glass

INFORMATION SESSION

Electrical 1 & Plumbing 1 **FREE**

Tue Jan 26 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000A

Tue Feb 2 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000B

Tue Feb 9 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000C

Tue Feb 16 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000D

Tue Feb 23 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000E

Tue Mar 2 (1 session/2.5 hours)
4:30 pm – 7:00 pm A23ELP000F

Electrical 1

Begin a career in the electrical field with this hands-on training course. You will learn about construction safety, construction math, and electrical theory and drawings. You will also study introductions to electrical circuits, National Electrical Code, device boxes, hand bending, raceways and fittings, conductors and cables, electrical test equipment and more. The course includes OSHA 30 hour certification and uses the industry recognized National Center for Construction Education & Research (NCCER) Construction Core and Electrical Level 1 curricula. Tuition includes cost of books and materials. Payment plan available. Hybrid program with didactic training online and hands-on training to be held at Positive Workforce, Inc., 109 East 125th Street, New York, NY. For more information email ACElectricalplumbing@lagcc.cuny.edu.

Mon, Wed & Thurs Jan 11 - Apr 8
(37 sessions/185 hours) 4:30 pm - 9:30 pm
\$1884 A23ELE001A

Plumbing 1

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

Mon, Wed & Thurs Jan 11 - Apr 18
(39 sessions/195 hours) 4:30 pm - 9:30 pm
\$2239 A23PLG001A

Advanced Industrial, Manufacturing & Transportation Programs

Industrial Design: Dream and Create

Join the revolution in digital technology and take a behind the scenes look at how objects in our environment are made. From homes to offices to public settings, industrial designers develop concepts and manufacture products. Whether working in a corporation or acting as an entrepreneur, you will be able to create products, systems and environments that help to innovate and improve everyday objects and situations. ND

CAREER INSIDER SERIES

ONLINE WEBINAR

AutoDesk Fusion 360 Mini Workshop

Saturday, February 27 (1 session/2 hours)
11:00 am – 1:00 pm A05DES000A **FREE**

- Join us for a mini workshop to discuss how to use the Fusion 360 interface.

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

Fusion 360 – 3D Modeling

Realize your creative vision through quick and easy exploration of design ideas with Fusion 360. Learn how to use the interface, create sketches, and use construction features, including professional 3D modeling (CAD) and tooling (CAM) software. You will also design a 3" x 3" maximum piece to be 3D printed in our FabLab. No prior knowledge of any 3D modeling or CAD software is required. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Sat Mar 20 – May 1 (6 sessions/21 hours)
9:00 am – 12:30 pm \$995 A05DES001A

English as a Second Language

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

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

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach

Full-Time Classes

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

Winter 2021 Registration

Registration and Payment Deadline:
January 5

Morning Intensive Program

Mon - Fri Jan 13 - Mar 19 (45 sessions/154 hours)
8:45 am - 12:45 pm \$1605 AF021000

Afternoon Intensive Program

We will not offer the Afternoon Intensive Program in Winter 2021.

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.

Winter 2021 Registration

Registration and Payment Deadline:
January 11

Listening, Speaking, Reading, and Writing

Mon - Thurs Jan 20 - Mar 17 (32 sessions/80 hours)
6:50 pm - 9:20 pm \$685 AF021006

Listening and Speaking

Mon & Wed Jan 20 - Mar 17 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$365 AF021003

Reading and Writing

Tues & Thurs Jan 21 - Mar 16 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$365 AF021004

Part-Time Saturday

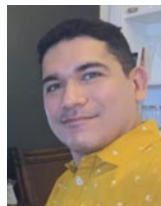
Improve your listening, speaking, reading, writing, and grammar skills by using authentic language and materials that will help you function in your daily life, prepare for college, or get a better job.

Winter 2021 Registration

Registration and Payment Deadline:
January 14

Listening, Speaking, Reading, and Writing

Sat Jan 23 - Mar 13 (8 sessions/40 hours)
9:00 am - 2:30 pm \$365 AF021005



Luis Gabriel Ferrer

Despite difficult times, TELC helps students achieve their dreams

Economic difficulties and the shortage of regular work in Colombia forced Luis Gabriel Ferrer to make the difficult decision to leave his country and come to the U.S. for a better future for himself and his family. Once here, Luis had various jobs, but his lack of fluency and understanding of English was a challenge he faced every day. That changed after he enrolled in The English Language Center (TELC) at LaGuardia. Thanks to the teachers, support materials and classes (face-to-face and virtual) at TELC, Luis says he advanced tremendously "in understanding, pronouncing, reading and writing English."

When his places of work had to close due to COVID-19, Luis was one of the fortunate TELC students who received a scholarship from an anonymous donor. "The scholarship has helped me to continue my studies and be able to endure these times of pandemic and quarantine, dedicating all my efforts to the study of English in a more active way," he explains.

Luis invites those wishing to improve their English in order to achieve their dreams to study at TELC. "It is an excellent teaching and learning space, open to all cultures and ready to help us at all times," he says.

TOEFL Preparation

Prepare for the TOEFL exam. Improve your language skills and learn test taking strategies to obtain a higher score on this college entry exam.

Winter 2021 Registration

Evening Class Registration and Payment Deadline:
January 11

Saturday Class Registration and Payment Deadline:
January 14

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.

Sat Jan 23 - Mar 13 (8 sessions/40 hours)
9:00 am - 2:30 pm \$365 AF021400B

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.

Tues & Thurs Jan 21 - Mar 16 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$365 AF021400A



Free English and Citizenship Classes

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

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

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

For more information:

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

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

Clases de Inglés y Ciudadanía Gratis

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

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

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

Para más información:

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

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

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



Get the English skills you need to succeed in college!

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

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

You can also get help applying for financial aid.

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

High School Equivalency

These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

High School Equivalency In English

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

Winter 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.

(Email hselaguardia@lagcc.cuny.edu for future placement exam dates.)

Placement Exam:

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

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

Payment:

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

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

Discounts:

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

For more information call (718) 482-5385

High School Equivalency Placement Test

Nov 2 - Dec 18 (1 session/4 hours)
\$25 A04TST001A

High School Equivalency in English

Wed & Sat Jan 20 - Apr 28 (13 sessions/97.5 hours)
\$325 A04HSE001C

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.

Invierno 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 envíe un correo electrónico a hselaguardia@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/débito
- El costo del registro de \$25 se puede pagar "online" (www.laguardia.edu/acereg/)

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

Descuentos:

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

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

High School Equivalency Placement Test

Nov 2 - Dec 18 (1 session/4 hours)
\$25 A04TST002A

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach or Room C-258

Equivalencia del Bachillerato en Español

Lunes, Miércoles & Jueves 28 de Enero - 15 de Abril
(33 sessions/99 hours) 6:00 pm - 9:00 pm
\$325 A04HSE002A

Miércoles y Sábado 13 de Enero - 21 de Abril
(13 sessions/97.5 hours) Miércoles: 6:00 pm - 8:30 pm
& Sábado 10:00 am - 2:00 pm \$325 A04HSE002B

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

For English Language classes
call (718) 482-5360

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

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, science 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

Are you between the ages of 17 and 20 and out of school? Earn your high school equivalency diploma and move forward in your life. (F)

Pathways to Graduation

Call: (718) 482-5340
 Visit: laguardia.edu/ptg



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

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



Deaf or Hard-of-Hearing individuals, earn a high school equivalency diploma to get a job, increase your income potential, and get into to college. (\$)

Program for Deaf Adults

Call: (917) 832-1207 (VP) or (718) 482-5324 (V)
 Email: pda@lagcc.cuny.edu
 Visit: laguardia.edu/hsedefadult

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

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

(F) = Free (\$) = Tuition

Did You Know?

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

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

High School Equivalency Preparation



The Bridge to College and Careers Program at LaGuardia Community College helps adults and out-of-school youth prepare for the high school equivalency exam (TASC) while exploring topics in healthcare, science 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 Science Program
- Bridge to Tech 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 MATHStart?

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

To be eligible for MathStart, you must

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for **Winter 2021 classes**
- Have remedial needs based on the CUNY proficiency index score
- RSVP to attend a CUNY Start info session and complete the online application
- Be interviewed by a CUNY Start staff person
- Students with ESL placements are NOT eligible for CUNY Start

Classes run January 4 – February 25, 2021

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

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



Take College Courses

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

The deadline to register for College Courses is December 22, 2020.

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 Modern Chinese I

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 1:00 pm – 3:15 pm
\$320 A02ELC101A

Elementary French I

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 10:30 am – 12:45 pm
\$320 A02ELF101A

Elementary French II

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 10:30 am – 12:45 pm
\$320 A02ELF102A

Elementary Italian I

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 10:30 am – 12:45 pm
\$320 A02ELI101A

Elementary Italian II

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 1:00 pm – 3:15 pm
\$320 A02ELI102A

Elementary Japanese I

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 10:30 am – 12:45 pm
\$320 A02ELJ101A

Elementary Japanese II

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 10:30 am – 12:45 pm
\$320 A02ELJ102A

Elementary Korean I

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 10:30 am – 12:45 pm
\$320 A02ELK101A

Elementary Spanish I

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 9:15 am – 11:30 am
\$320 A02ELS101A

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 1:00 pm – 3:15 pm
\$320 A02ELS101B

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 5:45 pm – 7:55 pm
\$320 A02ELS101C

Elementary Spanish II

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 1:00 pm – 3:15 pm
\$320 A02ELS102A

Mon, Tues, Wed & Thurs Jan 4 – Feb 24
(24 sessions/48 hours) 5:45 pm – 7:55 pm
\$320 A02ELS102B

College Art

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

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 Jan 5 – Feb 23 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA110A

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)/inter-changeable 50mm lens.

Mon & Wed Jan 4 – Feb 24 (12 sessions/48 hours)
9:15 am – 2:00 pm \$320 A02HUA130A

Tues & Thurs Jan 5 – Feb 23 (12 sessions/48 hours)
5:45 pm – 10:15 pm \$320 A02HUA130B

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.

Mon & Wed Jan 4 – Feb 24 (12 sessions/48 hours)
5:45 pm – 10:15 pm \$320 A02HUA131A

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 Jan 5 – Feb 23 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA101A

Tues & Thurs Jan 5 – Feb 23 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 A02HUA101B

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.

**Tues & Thurs Jan 5 – Feb 23 (12 sessions/36 hours)
9:15 am – 11:30 am \$320 A02HUM101B**

**Tues & Thurs Jan 5 – Feb 23 (12 sessions/36 hours)
6:00 pm – 9:35 pm \$320 A02HUM101C**

**Mon & Wed Jan 4 – Feb 24 (12 sessions/36 hours)
6:00 pm – 9:35 pm \$320 A02HUM101D**

Piano I

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

**Mon & Wed Jan 4 – Feb 24 (12 sessions/36 hours)
9:15 am – 11:30 am \$320 A02HUM180A**

**Tues & Thurs Jan 5 – Feb 23 (12 sessions/36 hours)
9:15 am – 11:30 am \$320 A02HUM180B**

Piano II

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

**Mon & Wed Jan 4 – Mar 24 (12 sessions/36 hours)
11:45 am – 2:00 pm \$320 A02HUM181A**

College Liberal Arts

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

Public Speaking

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

**Tue Jan 5 – Feb 23 (6 sessions/36 hours)
6:00 pm – 9:35 pm \$320 A02HUC106A**

**Tues & Thurs Jan 5 – Feb 23 (12 sessions/36 hours)
6:00 pm – 9:35 pm \$320 A02HUC106B**

**Mon & Wed Jan 4 – Feb 23 (12 sessions/36 hours)
10:30 am – 12:45 pm \$320 A02HUC106C**

Introduction to Philosophy

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

**Mon & Wed Jan 4 – Feb 24 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUP101A**

**Tues & Thurs Jan 5 – Feb 23 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUP101B**

**Mon & Wed Jan 4 – Feb 24 (12 sessions/36 hours)
5:45 pm – 9:00 pm \$320 A02HUP101C**

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 Jan 4 – Feb 24 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 A02HUP102A**

**Tues & Thurs Jan 5 – Feb 23
(12 sessions/36 hours) 8:00 am – 10:15 am
\$320 A02HUP102C**



Programs for Deaf Adults

Intensive Study in American Sign Language Program

Intensive Study in American Sign Language - Dual Access Courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. Classes are offered in conjunction with LaGuardia's Education and Language Acquisition Department. High school or equivalency diploma required.

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

Intensive Study in ASL – Screening

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

Mon, Tues, Wed & Thurs Jan 4 – Mar 31
(1 session/1 hours) 9:00 am – 1:00 pm
\$55 A16ASL010A



Dual Access Courses

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

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

No Classes 1/18 , 2/1
Mon & Wed (5:45 pm – 9:05 pm) & Tues
(5:45 pm – 7:55 pm) Jan 4 – Feb 24
(18 sessions/48 hours) 5:45 pm – 9:05 pm
\$359 A16ASL026D

REGISTER TODAY
to reach your education
or career goals!

 **Online:**
laguardia.edu/acereg

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

For English Language classes
call (718) 482-5360

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



THE LEARNING & INNOVATION CENTER

AT LAGUARDIA COMMUNITY COLLEGE

The Learning & Innovation Center at LaGuardia Community College is a meeting ground for businesses, students and the community to learn, work, create and grow, with opportunity for collaboration, mentoring and networking.

We offer education and workforce training in high demand sectors; a diverse talent pool that can fill industry skills gaps; resources and support for small businesses and startups; a 5,000 square foot prototype lab for manufacturers and makers; and opportunities for industries and the community to gather for events that promote the sharing of ideas and collaboration.

To request a tour please contact Erika Correa at (718) 482-5976

To learn more about this collaborative ecosystem of technology, education, workforce and business visit laguardia.edu/innovation.

WHERE TECHNOLOGY AND EDUCATION CREATE OPPORTUNITY

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



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

Do you want to move forward in your life?

High School Equivalency

Start building your future!

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

Call: (718) 482-5340

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 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: eperdomo@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, October 26, 2020 @ 9:00 a.m.

Closing Date: Monday, December 14, 2020 @ 5:00 p.m.

CAS forms due: Monday, December 21, 2020

For more information visit: https://cunySUD.formstack.com/forms/css_spring_2021

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.thenyc.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

For English Language classes call (718) 482-5360

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

Payment

Payment is required at time of registration.

Payment can be made online or by phone (see hours above).

For most classes you may pay with major credit cards (MasterCard/Visa/American Express).

The English Language Center and EMT Program do not take personal checks for payment.

Discounts

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

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

Delinquent Payments

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

Refund Policy

For courses under \$299

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

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

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

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

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

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

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

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

Financial Assistance

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

Payment Plans

For information call (718) 482-7244.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

Course Cancellations

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

Updates

Occasionally information changes, and the most up to date schedule can be found at laguardia.edu/acereg.

How to Get to LaGuardia Campus



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

By Car:

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

By Subway:

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

By Bus:

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

Bike Parking:

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

LaGuardia Address:

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



Continuing
Education



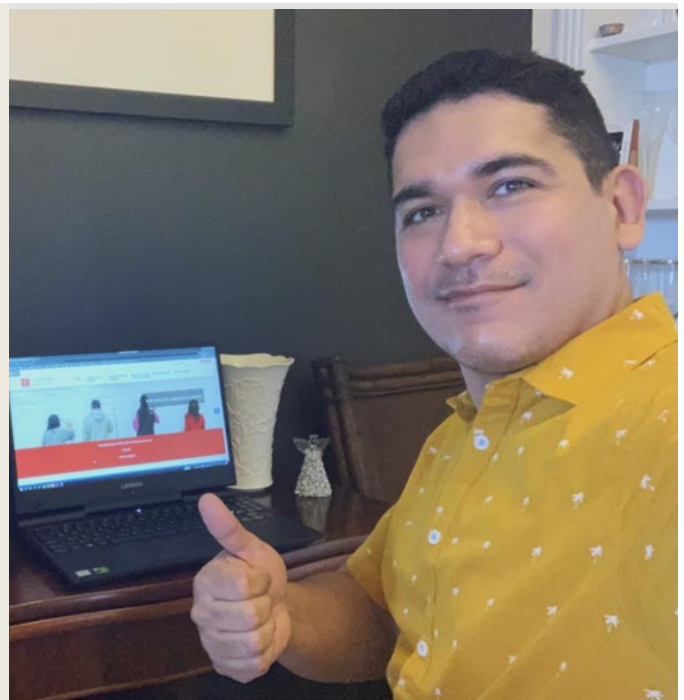
ENROLLED in The English Language Center (TELC)

ADVANCED his English skills through classwork,
study and practice

RECEIVED a TELC scholarship

WORKING towards English fluency to accomplish
his goals

To learn more about The English Language Center
as well as our other English as a Second Language
programs see pages 25 - 26.



LUIS GABRIEL FERRER

Luis Gabriel Ferrer came to the U.S. for better opportunities for himself and his family. But his lack of English skills was an obstacle to moving forward. The English Language Center is helping Luis achieve his dreams. **Read his story on page 25.**