

DIVISION OF ADULT AND CONTINUING EDUCATION

WINTER 2022 CATALOG

LEARN WITH US

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



“Education is the most powerful weapon which you can use to change the world.”

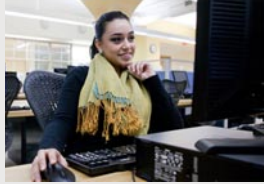
-- Nelson Mandela

YOUR COMMUNITY PARTNER IN
COLLEGE PREPARATION



Continuing
Education

Career Services



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Career Skills & Workforce Training

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

Small Business & Entrepreneur Services

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



Small Business & Entrepreneur Services

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

Start or Advance Your Career!



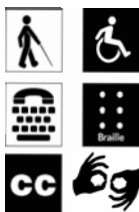
Labor Market Information noted throughout the catalog indicates the most common career options for the given training programs. Salary ranges represent the 25th - 75th percentile, according to Economic Modeling, LLC (Emsi) or Burning Glass Technologies.

Visit laguardia.edu/careercoach or Room C-258

To inquire about disability services:

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

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



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

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

Thank you for helping to keep our campus safe.

Your Community Partner in College Preparation



Continuing Education

WELCOME TO LAGUARDIA COMMUNITY COLLEGE



Dear LaGuardia Students and Community,

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

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

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

Kenneth Adams
President



Dear Members of our Community,

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

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

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

Start off the new year by taking a step towards your future. Look through our catalog or visit our web site at www.laguardia.edu/ce to explore all the opportunities we offer. We hope you join us!

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

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

Career Coach AT LAGUARDIA

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

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



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

CAREER DEVELOPMENT CENTER

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

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



We can help you get on the path to success.

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

For more information call (718) 482-5355.

Learn English


at The English Language Center

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

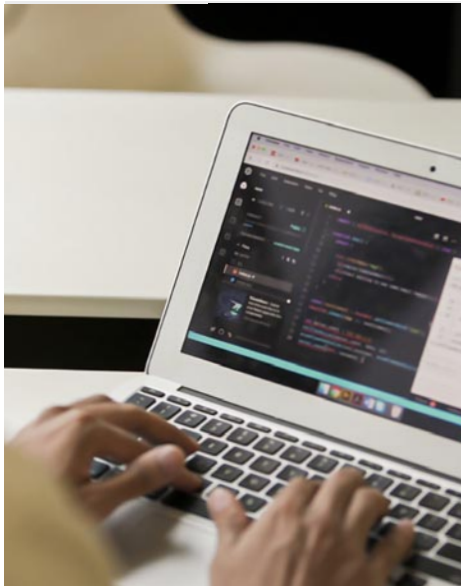
- Study with experienced instructors in a supportive environment.
- Make friends with classmates from all over the world.
- Join us for affordable, convenient and innovative English classes.

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

- Apichart (Anthony) Boonsaner



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



Begin a career in a high demand field.

Get training and get started!

Check out these industry certificate preparation programs:

- Medical Coding - page 16
- Certified Medical Administrative Assistant - page 16
- Refrigeration Machine Operator - page 24

Register Today

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

Visit www.laguardia.edu/acereg

Begin or Advance Your Career in the Booming Information Technology Industry

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

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

See pages 9 - 12.

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

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach or Room C-258

*Emsi

TRAINING THAT GETS YOU THE JOB!

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

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

In 3 MONTHS	In 4 MONTHS	In 6 MONTHS	In 12 MONTHS
			
<p>you can</p> <ul style="list-style-type: none"> • Receive LaGuardia certification in Digital Marketing - page 12 • Receive LaGuardia certification in QuickBooks - page 13 • Receive OSHA certification to begin a career in the Electrical field - visit laguardia.edu/electrical • Receive OSHA certification to begin a career in the Plumbing field - visit laguardia.edu/plumbing 	<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 as an Emergency Medical Technician - page 15 	<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as an IT Support Specialist - page 11 • Receive LaGuardia certification in Medical Billing - page 16 • Prepare for industry certification as a Certified Medical Administrative Assistant - page 16 • Prepare for industry certification as a Pharmacy Technician - page 18 • Prepare for industry certification as a Central Service Technician - page 19 	<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as a Paramedic - page 15 • Prepare for industry certification as a Certified Dietary Manager - page 18

Career Skills

Certificate Program in Microsoft Office Applications



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

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

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 1 – Feb 24 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$285 MOFF102W22.T05.01.00**

Microsoft Word for Windows

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

Prerequisite: Basic computer knowledge. ND

**Tues & Thurs Mar 8 – Mar 31 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$285 MOFF101W22.T05.01.00**

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach or Room C-258

Take 4 and save \$40*

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

Business Skills and Entrepreneurship Series

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

Fundamentals of Human Resources

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

**Tues & Thurs Feb 8 – Mar 10 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$570 BUSK104W22.T05.01.00**

Fundamentals of Management

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

**Tues & Thurs Feb 1 – Feb 24 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$400 FMGT100W22.T05.01.00**

Remote Work Fundamentals

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

**Sat Jan 29 – Feb 5 (2 sessions/8 hours)
9:30 am – 1:30 pm \$215 BUSK103W22.T05.01.00**

Information Technology

Become a Cybersecurity Professional

JOB TITLES: • Cyber Security Analyst
• Security Administrator

Industry Certifications



CAREER INSIDER SERIES

ONLINE WEBINAR

Tech Connect FREE

Sat, Jan 8 (1 session/2 hours)
11:00 am - 1:00 pm INFO004W22.T05.01.00

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

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

Cybersecurity and Privacy Management

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

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

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

Sat Mar 26 - Jun 18 (12 sessions/60 hours)
9:00 am - 2:00 pm \$1450 CYBE102W22.T05.01.00

Cloud Computing Security

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

Tues & Thurs Jan 25 - Mar 15 (15 sessions/45 hours)
6:00 pm - 9:00 pm \$999 CLOC101W22.T05.01.00

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

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

Sat Jan 22 - Mar 19 (8 sessions/40 hours)
9:00 am - 2:00 pm \$630 CYBE101W22.T05.01.00



Magdalena Krzyzanowski

Tech training leads to new career during pandemic

Magdalena Krzyzanowski began in the LaGuardia Tech Hire - OpenCode program in the height of the COVID-19 pandemic. With the goal of becoming a web developer, Magdalena studied in the software engineering track and completed the program in five months. Despite the uncertainties of studying and pursuing employment during the pandemic, she landed a job as a junior developer for Shopify, working on e-commerce sites. She is also involved in a *pro bono* web development project with a mutual aid group based in Baltimore, MD.

"I got to meet a lot of people who were also looking to develop their skill set and had the opportunity to experience an invaluable course in how to prepare for a professional career in the tech/design industry," says Magdalena. "I had a pretty great experience with the program."

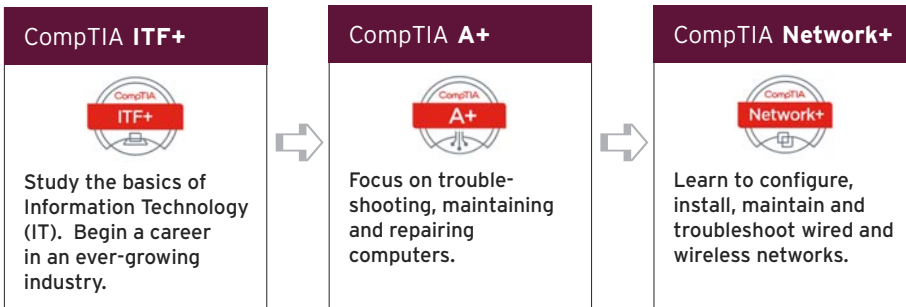
Note: The LaGuardia TechHire - OpenCode program ended in 2020, but opportunities are available for employers and organizations to hire program alumni for internships or part-time or full-time positions.

For more information visit www.laguardia.edu/ce/techhire-opencode.

Become an IT Help Desk Technician

- JOB TITLES:**
- IT Support Specialist
 - IT Support Technician
 - Help or Service Desk Technician

3 Steps - 3 Certifications



IT Support Specialist Certificate Program

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

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach or Room C-258

*Emsi

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

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

Sat Jan 22 - Feb 19 (4 sessions/20 hours)
9:00 am - 2:00 pm \$450 CTIA101W22.T05.01.00

Sat Mar 5 - Mar 26 (4 sessions/20 hours)
9:00 am - 2:00 pm \$450 CTIA101W22.T05.02.00

GIVE THE GIFT OF EDUCATION

Continuing Education
LaGuardia Community College

Gift Certificate

To _____

From _____

Amount \$ _____

Course _____

Course Code _____



Please note: Gift certificates can be purchased with cash, and/or credit/debit cards; no personal checks.
For more information and assistance with purchasing a certificate call (718) 482-7244.

CAREER INSIDER SERIES

ONLINE WEBINAR

Tech Connect **FREE**

Sat, Jan 8 (1 session/2 hours)
11:00 am - 1:00 pm INF0004W22.T05.01.00

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

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

CAREER INSIDER

S E R I E S

DIGITAL MARKETING MINI WORKSHOP FREE

**Thurs Jan 13 (1 session/2 hours)
6:00 pm – 8:00 pm DMKT000W22.T05.01.00**

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

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

Digital Project Management

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

Digital Marketing

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

**Sat Feb 19 – Mar 26 (6 sessions/30 hours)
9:00 am – 2:00 pm \$889 DMKT100W22.T05.01.00**

Project Management

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

**Tues & Thurs Jan 25 – Feb 24 (10 sessions/30 hours)
6:00 pm – 9:00 pm \$830 BUSK101W22.T05.01.00**

Data Analytics and Data Science Program

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

Start or Advance Your Career!



Data Analytics | \$97K - 176K*

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

INFORMATION SESSION ONLINE

DATA ANALYTICS FREE

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

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

Python for Data Analytics (Intermediate)

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

**Tues & Thurs Nov 16 – Jan 25
(20 sessions/60 hours) 6:00 pm – 9:00 pm
\$830 DATA201W22.T23.01.00**

Data, Databases and SQL (Intermediate)

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

**Tues & Thurs Feb 1 – Mar 10 (12 sessions/36 hours)
6:00 pm – 9:00 pm \$490 DATA202W22.T23.01.00**

Data Visualization with Tableau (Intermediate)

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

**Mon & Wed Jan 31 – Mar 14 (12 sessions/36 hours)
6:00 pm – 9:00 pm \$490 DATA203W22.T23.01.00**

Predictive Analytics: Machine Learning (Advanced)

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

**Mon & Wed Mar 21 – Jun 7 (20 sessions/60 hours)
6:00 pm – 9:00 pm \$830 DATA301W22.T23.01.00**

Accounting, Bookkeeping and Tax Preparation

Accounting with QuickBooks Certificate Program

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

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

Start or Advance Your Career!



Bookkeeping,
Accounting and
Auditing Clerks

\$ 39K - 65K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

CAREER INSIDER

SERIES

ONLINE WEBINAR

QuickBooks FREE

Wed, Jan 26 (1 session/2 hours)

6:00 pm – 8:00 pm QUBK000W22.T05.01.00

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

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

Accounting with QuickBooks (Part 1)

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

Sat Feb 19 – Mar 26 (6 sessions/30 hours)

9:00 am – 2:00 pm \$550 QUBK101W22.T05.01.00

Tues & Thurs Feb 15 – Mar 17 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$550 QUBK101W22.T05.02.00

Advanced QuickBooks for Accounting (Part 2)

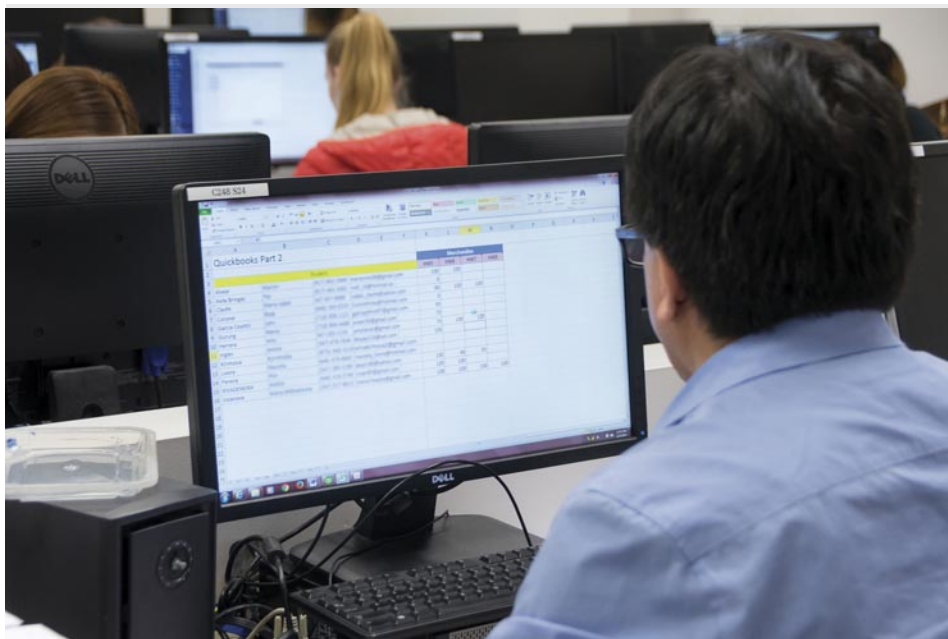
Gain hands-on experience setting up an inventory system. Create payments and reports for merchandising businesses, including computing the depreciation formula and determining the book value of a company's fixed assets. Learn about bank reconciliation and transaction reports; tracking inventory; recording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

Sat Apr 23 – May 28 (6 sessions/30 hours)

9:00 am – 2:00 pm \$550 QUBK102W22.T05.01.00

Tues & Thurs Apr 5 – May 5 (10 sessions/30 hours)

6:00 pm – 9:00 pm \$550 QUBK102W22.T05.02.00



REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

Healthcare-Clinical

NAEMT Training Courses

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

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

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

Psychological Trauma Prevention for EMS Patients (PTEP)

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

Sun Mar 6 (1 session/8 hours)
8:30 am – 5:30 pm \$94 PTEP101W22.T11.01.00




Certified Clinical Medical Assistant (CCMA)

The CCMA is an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). In order to take the national certification exam for Clinical Medical Assistant, you must successfully pass all five courses in this program: Medical Terminology, American Heart Association CPR for Healthcare Providers with First Aid, EKG Technician, Phlebotomy, and CCMA Procedures. You may take the courses in any order, or you may take them individually. Attendance at an orientation session and passing of online reading exam and interview are required prior to registration for the EKG Technician and Phlebotomy courses, which are recommended prior to beginning the 5-course CCMA series. Prerequisite for National Healthcareer Association (NHA) certifications: High school diploma or equivalency. Program courses not offered this quarter will be offered in a future quarter. To apply, complete the application form at <https://laguardia.edu/ccmaapply>. ND

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

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

Start or Advance Your Career!

 **Medical Assistants** | \$ 33K - 46K*

Visit laguardia.edu/careercoach or Room C-258

*Emgs

ORIENTATION SESSION ONLINE

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA) FREE

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

Thurs Feb 24 (1 session/3 hours)
1:00 pm – 4:00 pm CCMA000W22.T11.01.00

Fri Feb 25 (1 session/3 hours)
6:15 pm – 9:15 pm CCMA000W22.T11.02.00

Wed Mar 2 (1 session/3 hours)
6:15 pm – 9:15 pm CCMA000W22.T11.03.00

Fri Mar 4 (1 session/3 hours)
1:00 pm – 4:00 pm CCMA000W22.T11.04.00

Thurs Mar 24 (1 session/3 hours)
6:15 pm – 9:15 pm CCMA000W22.T11.05.00

Fri Mar 25 (1 session/3 hours)
1:00 pm – 4:00 pm CCMA000W22.T11.06.00

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

Medical Terminology

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 7 – Mar 25
10:00 am – 2:30 pm \$405 CCMA101W22.T11.01.00

Mon, Wed, Fri Mar 7 – Mar 25
6:00 pm – 10:00 pm \$405 CCMA101W22.T11.02.00

American Heart Association CPR for Healthcare Providers with First Aid

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

Mon, Tues & Thurs Mar 28 – Mar 31
(3 sessions/12 hours) 1:00 pm – 5:00 pm
\$160 ACPR101W22.T11.01.00

Mon, Tues & Thurs Mar 28 – Mar 31
(3 sessions/12 hours) 6:00 pm – 10:00 pm
\$160 ACPR101W22.T11.02.00


CCMA Procedures

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

Mon, Wed, Fri + 1 Sunday Jan 26 – Mar 2
10:00 am – 2:30 pm \$654 CCMA104W22.T11.01.00

Mon, Wed, Fri + 1 Saturday Jan 26 – Mar 2
6:00 pm – 10:00 pm \$654 CCMA104W22.T11.02.00

Emergency Healthcare Programs

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

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

Start or Advance Your Career!



EMT

\$32K - 40K*

Visit laguardia.edu/careercoach or Room C-258

*Emt1

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

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

Tue Jan 4 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000W22.T11.01.00

Wed Jan 19 (1 session/3 hours)
1:00 pm – 4:00 pm EMTB000W22.T11.04.00

Thurs Jan 6 (1 session/3 hours)
6:15 pm – 9:15 pm EMTB000W22.T11.02.00

Mon Jan 24 (1 session/3 hours)
6:15 pm – 9:15 pm EMTB000W22.T11.05.00

Thurs Jan 13 (1 session/3 hours)
6:15 pm – 9:15 pm EMTB000W22.T11.03.00

Sat Jan 29 (1 session/3 hours)
10:00 am – 1:00 pm EMTB000W22.T11.06.00

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

Emergency Medical Technician (EMT) Basic

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

Mon, Tues, Wed & 3 Saturdays Feb 2 – Jun 15
6:30 pm – 9:30 pm \$1310 EMTB100W22.T11.02.00

INFORMATION SESSION ONLINE

PARAMEDIC ORIGINAL **FREE**

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

Thurs Mar 17 (1 session/4 hours)
12:00 pm – 4:00 pm PMED000W22.T11.06.00

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 10 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REMA101W22.T11.01.00

Thurs Mar 24 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REMA101W22.T11.03.00

Thurs Feb 17 (1 session/7 hours)
9:00 am – 5:00 pm \$64 REMA101W22.T11.02.00

Mammography Certification Preparation

Radiologic Technologists, become more competitive in the job market by earning an additional certification needed to perform mammograms. This 18-hour American Society of Radiologic Technologists (ASRT) approved course prepares you for the American Registry of Radiologic Technologists (ARRT) Mammography Exam and consists of lecture and lab work, leading to 17 Continuing Education Credits (CECs) required to maintain your Registered Technologist certification. ND

Wed Jan 12 - Feb 9 (5 sessions/18 hours)
1:00PM - 5:00PM \$789

Earn a Paycheck While Studying to Become an EMT

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

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

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

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

Click Here

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



Healthcare-Related



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

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

We serve the following:

- Registered Nurses, Licensed Practical Nurses and Vocational Nurses

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

Medical Billing and Reimbursement Specialist Certificate Program

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

Mon & Wed Feb 23 – Sep 12 (55 sessions/165 hours)
6:00 pm – 9:00 pm \$2500 MEDB100W22.T05.01.00

Medical Coding Certificate Program

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. You can also earn up to 9 college credits towards an AS Degree in Business Administration: Healthcare Management at LaGuardia Community College. (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 21 – Oct 17 (55 sessions/165 hours)
6:00 pm – 9:00 pm \$2500 MEDC100W22.T05.01.00

Certified Medical Administrative Assistant

CAREER INSIDER SERIES

ONLINE WEBINAR via Zoom

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

Wed Jan 19 (1 session/2 hours)
6:00 pm – 8:00 pm INFO008W22.T05.01.00

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

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

Start or Advance Your Career!

Medical Secretaries | \$36K - 54K*

Visit laguardia.edu/careercoach or Room C-258

*Burning Glass

Certified Medical Administrative Assistant

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

Mon & Wed Jan 5 – May 25 (40 sessions/120 hours)
6:00 pm – 9:00 pm \$1595 CMAA100W22.T05.01.00

REGISTER TODAY
to reach your education or career goals!

Online:
laguardia.edu/acereg

By phone:
(718) 482-7244

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

Mental Health Peer Specialist Training Program



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

TRAINING PROVIDES:

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

DATES:

Training: January 3 - March 31, 2022;

Internship: approx. April - June;

Job Placement Assistance: approx. July - August

TIME:

Training:

M/W: 10am-2pm, T/TH: 10am-4pm, F: 10am-12pm

PLACE:

Hybrid (in-person classes are at LaGuardia)

Full scholarships are available for eligible applicants.

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



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CAREER INSIDER
S E R I E S
ONLINE WEBINAR

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

Thurs Feb 17 (1 session/2 hours)
6:00 pm – 8:00 pm INFO003W22.T05.01.00

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

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

Pharmacy Technician

For more information call (718) 482-7244.

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

Start or Advance Your Career!



Pharmacy Technician

\$ 31K - 48K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

discuss effective communication, team building, time management and critical thinking skills. This course includes practical lab instruction and supplies. (Cost of textbook included in course fee.) LaGuardia is a recognized PTCB Training Program provider. Prerequisite: High school diploma or equivalency and passing of an online screening test (www.laguardia.edu/phtst/). Payment plan available. ND

Mon & Wed Mar 23 – Aug 15 (40 sessions/120 hours)
6:00 pm – 9:00 pm \$1400 PHMT100W22.T05.01.00

Certified Dietary Manager Program

For more information call (718) 482-7244.

Are you interested in upgrading your skills in foodservice management?

Would you like to become a Foodservice Supervisor?

Start or Advance Your Career!



Certified Dietary Manager

\$ 36K - 54K*

Visit laguardia.edu/careercoach or Room C-258

*Burning Glass

Certified Dietary Manager (CDM)

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

Tues & Thurs Jan 4 – May 19
(40 sessions/120 hours) 6:00 pm – 9:00 pm
\$1620 CDMPI00W22.T05.01.00

Quantity Food Production and Management

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

Tue Jan 4 - March 8 (10 sessions/42.5 hours)
5:45 pm – 10:00 pm \$425 CDMGI03W22.T05.01.00

CAREER INSIDER
S E R I E S
ONLINE WEBINAR

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

Thurs Feb 17 (1 session/2 hours)
6:00 pm – 8:00 pm INFO003W22.T05.01.00

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

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

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

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

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

The course is approved by the Association of Nutrition & Foodservice Professionals (ANFP) and covers medical nutrition and therapy, safety and sanitation, and quantity food production and management. You will also prepare for and take the ServSafe National Restaurant Association's exam for Food Protection Manager. You must complete the course as well as 150 hours of supervised fieldwork at a work site in order to take the CBDM CDM Credentialing Exam.* You can also earn up to 8 college credits towards an AAS Degree in Nutrition and Culinary Management at LaGuardia Community College.

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

**You may take the course without completing fieldwork or taking the CBDM CDM Credentialing Exam. In this case, upon completion of coursework, you could seek employment as a Dietary Manager but not as a Certified Dietary Manager.

Medical Interpreter Certificate Program

CAREER INSIDER

SERIES

ONLINE WEBINAR

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

**Wed Jan 19 (1 session/2 hours)
6:00 pm – 8:00 pm INFO008W22.T05.01.00**

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

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

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

Spanish–English Medical Interpreter Language Screening

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

**Sat Feb 19 (1 session/2 hours)
11:00 am – 1:00 pm \$25 MEDI099W22.T05.01.00**

**Sat Mar 12 (1 session/2 hours)
11:00 am – 1:00 pm \$25 MEDI099W22.T05.02.00**

Central Service Technician Certificate Program

CAREER INSIDER

SERIES

ONLINE WEBINAR

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

**Thurs Feb 17 (1 session/2 hours)
6:00 pm – 8:00 pm INFO003W22.T05.01.00**

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

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

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

Start or Advance Your Career!



Central Service
Technician

\$44K - 59K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Quality Control, Inventory, Equipment and Human Relations

Learn how quality control can improve a hospital's Central Service department, focusing on decontamination, instrument assembly and sterilization. You will also discuss the importance of supply inventory and equipment management. In addition, you will study the critical role of human relations and communication when working with and serving various customers throughout the hospital.

Note: There will be practical lab instruction and supplies provided related to decontamination, preparation packaging, and sterilization concepts and techniques. (Cost of textbook not included in course fee.) Prerequisite: Cleaning and Decontaminating Surgical Instruments. ND

**Tues & Thurs Feb 8 – Mar 10 (10 sessions/30 hours)
6:15 pm – 9:15 pm \$451 CSTC103W22.T05.01.00**

**Sat Feb 26 – Apr 2 (6 sessions/30 hours)
9:00 am – 2:00 pm \$451 CSTC103W22.T05.02.00**

Education

Education Workshops

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

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

Take 4 and save \$20*

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

Start or Advance Your Career!

Fulfill NY State and NY State Education Department requirements!

Visit laguardia.edu/careercoach or Room C-258

Child Abuse Identification and Reporting

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

Sat Feb 19 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 EDUC103W22.T05.01.00

Sat Mar 19 (1 session/2.5 hours)
1:00 pm – 3:30 pm \$80 EDUC103W22.T05.02.00

Needs for Children with Autism

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

Sat Feb 5 (1 session/3 hours)
9:00 am – 12:00 pm \$80 EDUC102W22.T05.01.00

Sat Mar 5 (1 session/3 hours)
9:00 am – 12:00 pm \$80 EDUC102W22.T05.02.00

Dignity for All Students Act (DASA)

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

Sat Feb 26 (1 session/6 hours)
9:00 am – 3:30 pm \$105 EDUC101W22.T05.01.00

Sat Mar 26 (1 session/6 hours)
9:00 am – 3:30 pm \$105 EDUC101W22.T05.02.00

School Violence Prevention

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

Sat Feb 19 (1 session/2.5 hours)
9:30 am – 12:00 pm \$80 EDUC104W22.T05.01.00

Sat Mar 19 (1 session/2.5 hours)
9:30 am – 12:00 pm \$80 EDUC104W22.T05.02.00

Education Courses

Childcare Certification

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

Topics include:

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

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

Sat Jan 29 – Mar 12 (6 sessions/30 hours)
9:00 am – 2:00 pm \$500 CHCE100W22.T05.01.00

Certificación en el Cuidado de Niños

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

Temas:

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

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

Sat Feb 19 – Mar 26 (6 sessions/30 hours)
9:00 am – 2:00 pm \$500 CHCS100W22.T05.01.00

ASL–English Interpretation Program

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

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 4 – Mar 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$695 AEIP125W21.T16.01.00

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 4 – Mar 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP102W21.T16.01.00

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 6 – Mar 24 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP105W21.T16.01.00

Interpreting Lab

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

Mon Jan 3 – Mar 21 (10 sessions/20 hours)
5:45 pm – 6:45 pm \$675 AEIP402W21.T16.01.00

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 5 – Mar 23 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$675 INTE102W21.T16.01.00

Start or Advance Your Career!



Interpreters and Translators

\$ 53K - 101K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

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 6 – Mar 24 (12 sessions/36 hours)
5:45 pm – 8:45 pm \$1150 AEIP123W21.T16.01.00

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 3 – Mar 21 (10 sessions/10 hours)
6:45 pm – 8:45 pm \$239 AEIP202W21.T16.01.00

Tutoring

Fri Jan 14 – Mar 18 (10 sessions/20 hours)
5:00 pm – 7:00 pm \$170 AEIP399S21.T16.01.00

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

Construction and Building Management

Construction Safety Courses

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

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

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

- SST Local Law 196 courses include:
- NYCDOB Training
- OSHA Training
- FDNY Training
- EPA Training
- National Safety Council Courses

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach or Room C-258

4 Hour Flagging (NYSDOT) IN PERSON

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

Tue Jan 25 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS111W22.T05.01.00

Tue Feb 22 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS111W22.T05.02.00

Tue Mar 22 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS111W22.T05.03.00

4 Hour Scaffold User (NYCDOB) IN PERSON

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

Mon Jan 24 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS118W22.T05.01.00

Mon Feb 21 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS118W22.T05.02.00

Mon Mar 21 (1 session/4 hours)
5:00 pm – 9:30 pm \$145 CONS118W22.T05.03.00

30 Hour Concrete Safety Manager (NYCDOB) IN PERSON

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

Wed & Thurs Jan 12 – Jan 27 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS121W22.T05.01.00

Wed & Thurs Mar 9 – Mar 24 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS121W22.T05.02.00

10 Hour Site Safety Training (NYCDOB) ONLINE

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

Mon & Tues Jan 3 – Jan 4 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$290 CONS117W22.T05.01.00

Mon & Tues Feb 7 – Feb 8 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$290 CONS117W22.T05.02.00

Mon & Tues Mar 7 – Mar 8 (2 sessions/10 hours)
5:00 pm – 10:30 pm \$290 CONS117W22.T05.03.00

40 Hour Site Safety Manager (NYCDOB) ONLINE

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

Mon, Tues & Wed Jan 3 – Jan 19
(8 sessions/40 hours) 5:00 pm – 10:30 pm
\$750 CONS102W22.T05.01.00

Mon, Tues & Wed Feb 7 – Feb 23
(8 sessions/40 hours) 5:00 pm – 10:30 pm
\$750 CONS102W22.T05.02.00

Mon, Tues & Wed Mar 7 – Mar 23
(8 sessions/40 hours) 5:00 pm – 10:30 pm
\$750 CONS102W22.T05.03.00

30 Hour OSHA Construction Training ONLINE

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

Wed & Thurs Jan 12 – Jan 27 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS101W22.T05.01.00

Wed & Thurs Feb 2 – Feb 17 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS101W22.T05.02.00

Wed & Thurs Mar 16 – Mar 31 (6 sessions/30 hours)
5:00 pm – 10:30 pm \$575 CONS101W22.T05.03.00

Construction Safety Courses

7 Hour Construction Site Fire Safety Manager (FDNY) ONLINE

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

Mon & Tues Jan 24 – Jan 25 (2 sessions/8 hours)
5:00 pm – 9:00 pm \$230 CONS120W22.T05.01.00

Wed & Thurs Feb 2 – Feb 3 (2 sessions/8 hours)
5:00 pm – 9:00 pm \$230 CONS120W22.T05.02.00

Mon & Tues Mar 28 – Mar 29 (2 sessions/8 hours)
5:00 pm – 9:00 pm \$230 CONS120W22.T05.03.00

8 Hour Concrete Safety Manager Refresher (NYCDOB) IN PERSON

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

Wed & Thurs Jan 12 – Jan 13 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$230 CONS112W22.T05.01.00

8 Hour Site Safety Manager (NYCDOB) ONLINE

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

Tues & Wed Jan 11 – Jan 12 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$290 CONS110W22.T05.01.00

Tues & Wed Feb 15 – Feb 16 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$290 CONS110W22.T05.02.00

8 Hour Site Safety Coordinator (NYCDOB) IN PERSON

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

Tues & Wed Jan 11 – Jan 12 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$290 CONS116W22.T05.01.00

16 Hour Suspended Scaffold User (NYCDOB) IN PERSON

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

Wed & Thurs Feb 16 – Feb 24 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$405 CONS115W22.T05.01.00

Wed & Thurs Mar 16 – Mar 24 (4 sessions/16 hours)
5:00 pm – 9:30 pm \$405 CONS115W22.T05.02.00

32 Hour Supported Scaffold Supervisor (NYCDOB) IN PERSON

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

Mon & Tues Jan 10 – Jan 25 (6 sessions/32 hours)
5:00 pm – 10:30 pm \$520 CONS125W22.T05.01.00

32 Hour Rigging Supervisor IN PERSON

Mon, Tues, Wed & Thurs Feb 7 – Feb 14
(6 sessions/32 hours) 5:00 pm – 10:30 pm
\$520 CONS124W22.T05.01.00

8 Hour Supported Scaffold Refresher Course (NYCDOB) IN PERSON

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

Mon & Tues Jan 10 – Jan 11 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$230 CONS108W22.T05.01.00

Mon & Tues Mar 7 – Mar 8 (2 sessions/8 hours)
5:00 pm – 10:30 pm \$230 CONS108W22.T05.02.00

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

CAREER INSIDER

SERIES ONLINE WEBINAR

Basics of Construction Drawings and Plans

Mon Jan 10 (1 session/2 hours) FREE
6:00 pm – 8:00 pm INFO0012W22.T05.01.00

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

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



Nicholas Ortiz

ACE Scholarship brightens his future in solar & electrical industries

Returning to school after a long absence and during a pandemic had its challenges but Nicholas Ortiz stayed the course, and now he's a solar installation technician. Looking to learn about the electrical field and gain the skills and certifications needed to work in that sector, Nicholas enrolled in LaGuardia's Electrical I Training Program. With help from the ACE Scholarship, which paid for 80% of the tuition, he was able to focus on his studies. In addition to the training, he also received resume assistance, interview preparation, employment consultations, and attended a hiring event that resulted in his current job in the solar energy industry.

Hoping to one day become a union electrician, Nicholas says, "I definitely left with way more knowledge than when I started. The program gave me the opportunity to break into a new field of work."

For more information on the Electrical I Training program please visit: laguardia.edu/electrical

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

Construction Management Certificate Program

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

Construction Drawings and Plans

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

Mon & Wed Jan 24 – Mar 7 (12 sessions/36 hours)
6:00 pm – 9:00 pm \$610 CNMC101W22.T05.01.00

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 Mar 21 – Apr 11 (7 sessions/21 hours)
6:00 pm – 9:00 pm \$356 CNMC104W22.T05.01.00

Refrigeration Machine Operator License Preparation

Prepare for the written and practical portions of the Fire Department of New York's (FDNY) Examination for Certificate of Qualification for Refrigeration Operating Engineer. Approved by the FDNY, successful completion of this course allows you to sit for the exam. For more information call (718) 482-7244. ND

CAREER INSIDER

SERIES ONLINE WEBINAR via Zoom

Building Operations and Refrigeration

Wed Feb 16 (1 session/2 hours) FREE
6:00 pm – 8:00 pm INFO013W22.T05.01.00

- Find out about the requirements and skills needed to break into or advance in the field of building operations.
- Get tips on hot careers in refrigeration and building maintenance from our industry experts.

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

Refrigeration Machine Operator License Preparation Course

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

Mon & Wed Mar 14 – Nov 14 (67 sessions/200 hours)
6:00 pm – 9:00 pm \$2600 REFR100W22.T05.01.00

Construction Project Management

Learn how to manage all operations of a construction business and advance your career in this high demand field. The 5-course program includes Principles of Contract Administration; Risk and Quality Management; Permits, Approvals and Zoning; Project Scheduling and Cost Estimating; and CAPSTONE: Contract Proposal Writing for Construction. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. (Courses may be taken individually.) Recommended: OSHA 30 Hour card. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244 or email aceprofessional@lagcc.cuny.edu. 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 8 – Mar 1 (7 sessions/21 hours)
6:00 pm – 9:00 pm \$420 CPRJ101W22.T05.01.00

English as a Second Language

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

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach

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

Full-Time Classes

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

Registration and Payment Deadline: December 29

Intensive English Program

Mon - Fri Jan 13 - Mar 16 (41 sessions/160 hours)
8:30 am - 1:00 pm \$1695 TELC100W22.T12.01.00

Part-Time Evening

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

Registration and Payment Deadline: January 4

Listening, Speaking, Reading, and Writing

Mon - Thurs Jan 19 - Mar 17 (32 sessions/80 hours)
6:50 pm - 9:20 pm \$685 TELC300W22.T12.01.00

Listening and Speaking

Mon & Wed Jan 19 - Mar 16 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$365 TELC310W22.T12.01.00

Reading and Writing

Tues & Thurs Jan 20 - Mar 17 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$365 TELC320W22.T12.01.00

Listening, Speaking, Reading, and Writing

Tues & Thurs Jan 20 - Mar 17 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$365 TELC600W22.T12.01.00

TOEFL Preparation - Focus on Listening and Speaking

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

Tues & Thurs Jan 20 - Mar 17 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$365 TELC510W22.T12.01.00

Part-Time Saturday

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

Registration and Payment Deadline: January 7

Listening, Speaking, Reading, and Writing

Sat Jan 22 - Mar 19 (8 sessions/40 hours)
9:00 am - 2:30 pm \$365 TELC400W22.T12.01.00

TOEFL Preparation - Focus on Reading and Writing

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

Sat Jan 22 - Mar 19 (8 sessions/40 hours)
9:00 am - 2:30 pm \$365 TELC520W22.T12.01.00



Luis Alava

Improving his English helps the economy

Like many non-native English speakers in the U.S., Luis Alava faced the challenge of trying to reach his professional goals without the advantage of having fluency in the language in which he needed to conduct business. In addition, the pandemic and unemployment made things even more difficult. Despite these obstacles, Luis worked hard to start his first company. He also applied for and received an ACE Scholarship, which paid for 80% of his course tuition at The English Language Center. "Thanks to this scholarship I will be able to continue improving my level of English. This will allow me to have better communication with clients, suppliers and employees, which will allow me to grow my company and will result in the generation of more jobs," says Luis. "We all have dreams to fulfill, but the most important thing is to start them, and little by little, they will come true."



Free English and Citizenship Classes

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

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

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

For more information:

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

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

Clases de Inglés y Ciudadanía Gratis

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

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

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

Para más información:

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

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

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Get the English skills you need to succeed in college!



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

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

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

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

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

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

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

Para obtener más información, llama al (718) 482-5966 o envía un correo electrónico a clip@lagcc.cuny.edu

Which High School Equivalency Program is Right for Me?



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

Start building your future today!

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



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

Adult Basic Skills – High School Equivalency in English

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

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

Adult Basic Skills – Equivalencia del Bachillerato en Español

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



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

CUNY Fatherhood Academy

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

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

Career Development Center

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



(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

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

High School Equivalency In English

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

Winter 2022

Registration will be conducted remotely.

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

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

Placement Exam:

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

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

Payment:

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

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

Discounts:

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

For more information call (718) 482-5385.

High School Equivalency Placement Exam in English (for Spring 2022)

Tues Jan 25 – Apr 5 (1 session/3 hours)
6:00 pm – 9:00 pm \$25 HSEE099W22.T04.01.00

High School Equivalency in English

Wed (6:00pm-9:00pm) & Sat (10:00am-2:00pm)
Jan 5 – Apr 13 (28 sessions/97 hours)
\$325 HSEE111W22.T04.01.00

Equivalencia del Bachillerato en Español

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

Invierno 2022

El registro se realizó de forma remota.

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

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

Sesión de exámenes de registro:

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

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

Pago:

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

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

Descuentos:

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

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

High School Exámen en Español (para la primavera 2022)

Martes Jan 25 – Apr 5 (1 session/3 hours)
6:00 pm – 9:00 pm \$25 HSES099W22.T04.01.00

Start or Advance Your Career!



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

Visit laguardia.edu/careercoach or Room C-258

Equivalencia del Bachillerato en Español

Lunes, Martes & Jueves Jan 18 – Apr 5
(33 sessions/99 hours) 6:00 pm – 9:00 pm
\$325 HSES111W22.T04.01.00

Miercoles (6:00 pm-9:00 pm) y Sabado (10:00 am-2:00 pm) Jan 5 – Apr 13
(28 sessions/97 hours) \$325 HSES111W22.T04.02.00

Lunes, Martes & Jueves Jan 18 – Apr 5
(33 sessions/99 hours) 6:00 pm – 9:00 pm
\$325 HSES111W22.T04.03.00

REGISTER TODAY
to reach your education
or career goals!



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

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

Peter Jennings Scholarship Continuation Award 2021 Recipients



Vanessa Parris

Vanessa Parris started in LaGuardia's Adult Basic Skills program in September 2017 and spent the next year and a half studying and preparing for the high school equivalency exam. A wife, mother and newly arrived immigrant, Vanessa balanced her full-time job with studies and responsibilities at home, all while learning English and adjusting to a new country.

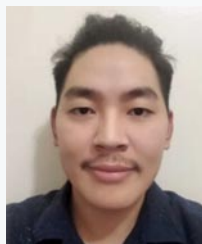
“Believe in yourself and keep aiming higher.”

Though she struggled, she credits program staff as well as her family with motivating her to succeed. She earned her high school equivalency diploma and is currently studying Health Sciences at LaGuardia.

“Don't let difficulty and failures get in your way,” Vanessa told fellow award recipients. “Continue your education and be persistent. Seek help when needed from your professors and peers. Also, believe in yourself and keep aiming higher.”

The Peter Jennings Scholarship Continuation Award 2021 was presented to former Peter Jennings Scholarship Laurel Award* recipients who continue to pursue a college degree.

* The Peter Jennings Scholarship Laurel Award is given annually to up to 10 students who have earned their high school equivalency certificate from a CUNY adult literacy/high school equivalency program and who plan to continue their education at a CUNY college. Students must be nominated by a teacher or staff member and provide a personal essay describing their journey to college. Winners each receive scholarship funding towards their CUNY college education.



Tenzin Choklang

Tenzin Choklang spent the first 12 years of his life in India, where his family fled when their home country of Tibet was invaded by China. When Tenzin was four, his father had the opportunity to come to United States, but he'd struggle for eight years before his family could join him. Coming

of age in New York City, Tenzin strayed from his educational path in his teenage years but eventually found his way to LaGuardia's Adult Basic Skills program. Though he failed the high school equivalency exam twice, he found encouragement and support in program staff and his family. He finally earned his high school equivalency diploma, graduated from LaGuardia with an AS degree and is currently studying Computer Science at City College of New York.

“I consider the HSE program a game changer.”

“I consider the HSE program a game changer, as it has changed not only my educational status but also the direction of my entire life,” says Tenzin.

High School Equivalency Preparation



The Adult Basic Skills Program will help you develop your knowledge and skills in math, reading, writing, social studies and science to assist you in passing the 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 program call (718) 482-5385 or visit laguardia.edu/abs

MATHSTART

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

Why enroll in MATH Start?

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

To be eligible for MATH Start, you must:

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Winter 2022 classes
- Have developmental needs based on the CUNY proficiency index score
- RSVP to attend an info session and complete online application
- Be interviewed by a staff person

Classes run January 3, 2022 - February 16, 2022

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

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



Justine Figueroa

Building confidence with CUNYStart

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

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

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

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

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



Programs for Deaf Adults

Intensive Study in American Sign Language Program

Intensive Study in American Sign Language (ASL) 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

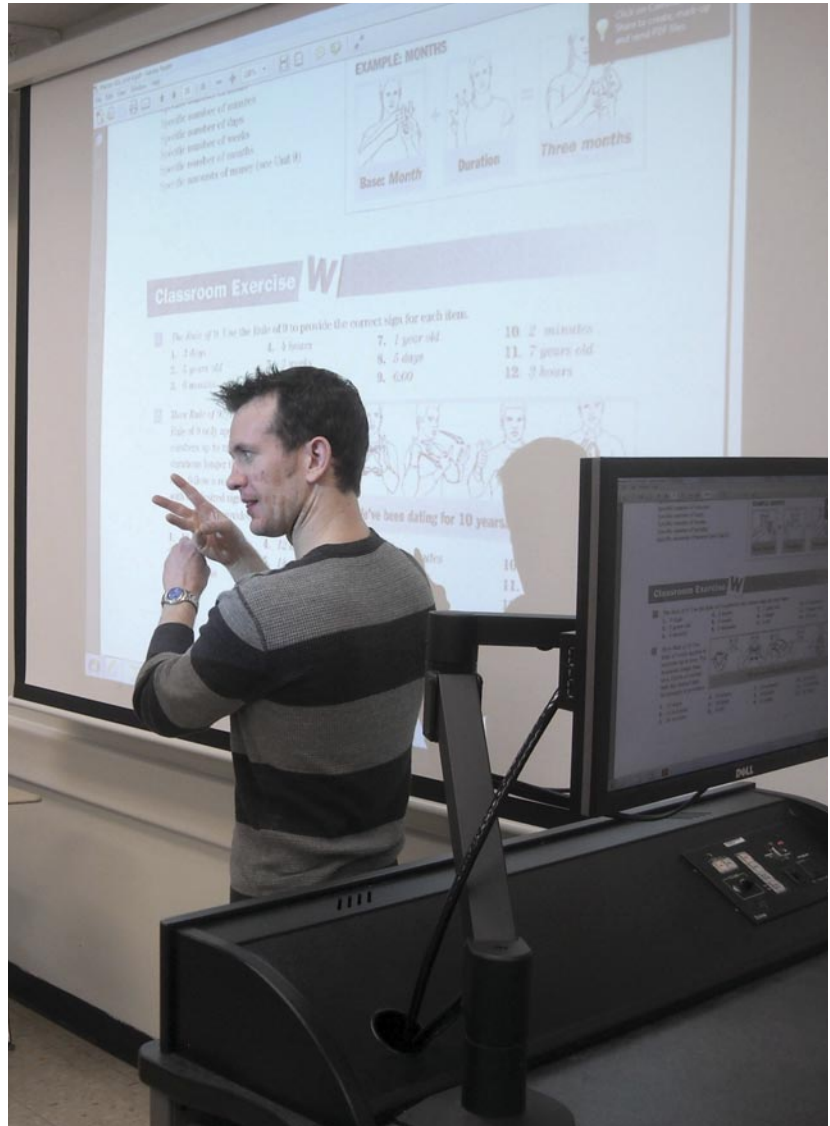
All Continuing Education students are required to be assessed through an intensive screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 Dual Access classes. Contact Program for Deaf Adults at (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu for an ASL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

Mon, Tues, Wed & Thurs Jan 3 – Mar 31
(1 session/1 hours) \$55 ASLI099W22.T16.01.00

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

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

Mon & Wed (5:45 pm – 9:05 pm) & Tues
(5:45 pm – 7:55 pm) Jan 3 – Feb 23
(18 sessions/48 hours) 5:45 pm – 9:05 pm
\$359 ASLD104W22.T11.01.00
no classes 1/17, 2/21



REGISTER TODAY
to reach your education
or career goals!

 **Online:**
laguardia.edu/acereg

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

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

College Courses for Non-Credit

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

The deadline to register for College Courses is December 17, 2021.

College Foreign Languages

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

Elementary French II

**Mon – Thurs Jan 3 – Feb 22 (24 sessions/48 hours)
1:00 pm – 3:15 pm \$320 ELFR102W22.T02.01.00**

College Art

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

Beginning Photography

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

**Tues & Thurs Jan 4 – Feb 22 (12 sessions/48 hours)
5:45 pm – 10:15 pm \$320 PHOT101W22.T02.01.00**

Digital Photography I

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

**Mon & Wed Jan 3 – Feb 21 (12 sessions/48 hours)
5:45 pm – 10:15 pm \$320 PHOT111W22.T02.01.00**

College Music

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

Introduction to Music

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

**Mon, Wed, Fri Jan 3 – Feb 21 (18 sessions/36 hours)
9:15 am – 11:30 am \$320 MUSI101W22.T02.01.00**

**Tues & Thurs Jan 4 – Feb 22 (12 sessions/36 hours)
6:00 pm – 9:35 pm \$320 MUSI101W22.T02.02.00**

**Mon & Wed Jan 3 – Feb 21 (12 sessions/36 hours)
6:00 pm – 9:35 pm \$320 MUSI101W22.T02.03.00**

Piano I

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

**Tues & Thurs Jan 4 – Feb 22 (12 sessions/36 hours)
9:15 am – 11:30 am \$320 PIAN101W22.T02.01.00**

Piano II

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

**Mon & Wed Jan 3 – Feb 21 (12 sessions/36 hours)
11:45 am – 2:00 pm \$320 PIAN102W22.T02.01.00**

College Liberal Arts

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

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 3 Feb 21 (12 sessions/36 hours)
1:00 pm 4:25 pm \$320 PHIL111W22.T02.01.00**

**Mon & Wed Jan 3 Feb 21 (12 sessions/36 hours)
2:15 pm 4:25 pm \$320 PHIL111W22.T02.02.00**

Introduction to Philosophy

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

**Thurs Jan 6 Feb 17 (6 sessions/36 hours)
1:00 pm 4:25 pm \$320 PHIL101W22.T02.01.00**

**Tues & Thurs Jan 4 Feb 22 (12 sessions/36 hours)
9:15 am 12:45 pm \$320 PHIL101W22.T02.02.00**

**Mon & Wed Jan 3 Feb 21 (12 sessions/36 hours)
5:45 pm 9:00 pm \$320 PHIL101W22.T02.03.00**

Public Speaking

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

**Mon Jan 3 – Feb 21 (12 sessions/36 hours)
6:00 pm – 9:35 pm \$320 PUBS101W22.T02.01.00**

**Wed & Fri Jan 5 – Feb 18 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 PUBS101W22.T02.02.00**

Youth Programs

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

Programs sponsored by grant funding.

CUNY Fatherhood Academy

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

Are you unemployed or underemployed?

Create a brighter future for you and your family!



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

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

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



Summer Youth Employment Program

The Summer Youth Employment Program (SYEP) provides thousands of New York City youth with paying jobs; valuable work experience; college and career exploration opportunities; and workforce readiness and financial literacy training every year during the summer break. Serving those ages 14 to 24, SYEP is the nation's largest summer job program for youth. It is sponsored by New York City's Department of Youth and Community Development (DYCD), with city and state funding, and has been running for over 40 years. Summer 2022 recruitment to begin in Spring 2022.

Gain work experience and earn money during summer break!

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

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

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

Have you served in the military?

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

LaGuardia's Veterans Resource Center can help you!



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

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

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



LaGuardia.Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

CENTER FOR CONTRACT TRAINING AT LAGUARDIA COMMUNITY COLLEGE

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

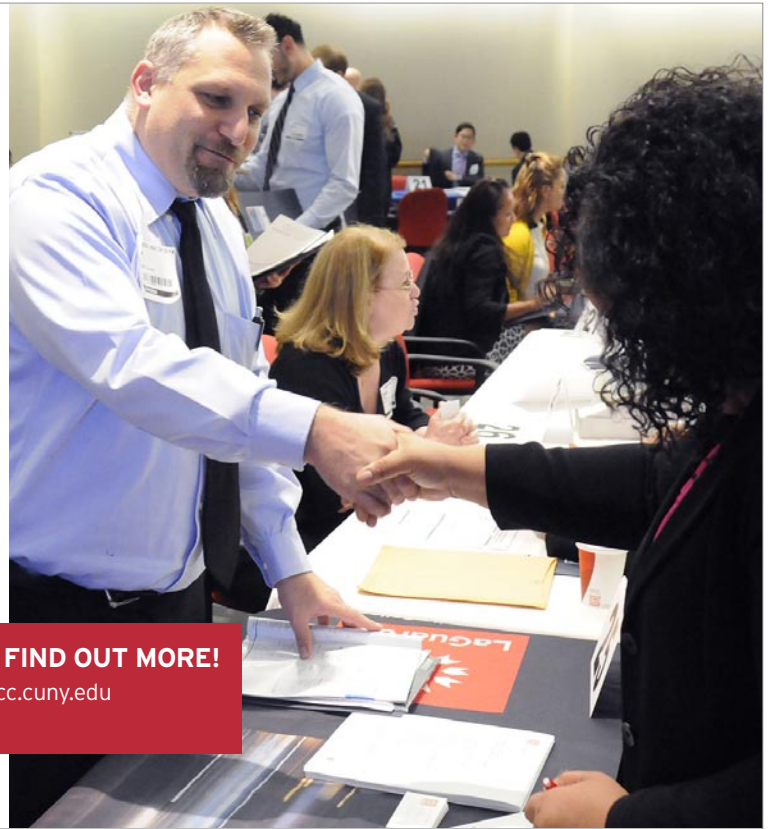
- Customized Consultative Learning and Development Services
- Corporations
- Public sector agencies
- Nonprofit organizations

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

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

CLICK HERE TO FIND OUT MORE!

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



Small Business & Entrepreneur Services

Are you a new or emerging small business?

Do you need help preparing loan packages?

Contact the **Small Business Development Center** (SBDC) for free, one-on-one professional advisement in English, Spanish, Chinese and Korean on legal requirements, business and financial planning (including creating projections), marketing, business expansion, assistance with franchises, international trade and more.

Website: nyssbdc.org/centers/centers.aspx?centid=24

Call: (718) 482-5303

Email: sbdc@lagcc.cuny.edu



Do you want to expand your small business but need intensive training to move to the next level?

10,000 Small Businesses (10KSB) is an initiative developed by Goldman Sachs to help small businesses across the U.S. grow and create jobs through greater access to business education, support services and capital.

Website: laguardia.edu/10ksb/

Call: (718) 730-7400

Email: 10KSB@lagcc.cuny.edu



Do you want to market your goods and services to governmental agencies?

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

Website: laguardia.edu/ptac

Call: (718) 482-5289

Email: ptac@lagcc.cuny.edu



Do you want to improve your skills to help build your business?

Career and Professional Programs (CAPP) offers computer and accounting courses, as well as preparation for industry certifications and licenses.

Website: laguardia.edu/capp

Call: (718) 482-7244

Email: aceprofessional@lagcc.cuny.edu

Do you want to obtain transportation-related contracts?

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

Website: laguardia.edu/sbtrc

Call: (718) 482-5941

Email: sbtrc@lagcc.cuny.edu



Do you want custom training for your employees?

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

Website: laguardia.edu/cct

Call: (718) 482-5330

Email: cce@lagcc.cuny.edu

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

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

Website: nydesigns.org

Call: (718) 663-8400

Email: info@nydesigns.org





Grants, Scholarships and Opportunities

Financial Support Services for Continuing Educations Students

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

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

Opening Date: Monday, October 22 @ 9:00 a.m.

TO APPLY CLICK HERE

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

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

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

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

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

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

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

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

Payment Plans

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

Individual Training Grants Advance your Career through Occupational Training

Individual Training Grants (ITGs) allow you to receive specialized training to find a new job or advance in your career at a very low cost. For more information visit the Queens Workforce1 Career Center at 168-25 Jamaica Ave., 2nd Floor, Jamaica, NY 11432, (718) 557-6755.

Get an education. Get a tax break. Hope Scholarship Credit

Taxpayers are eligible to claim a non-refundable credit against federal income taxes for EACH student in the taxpayer's family enrolled at least half time in one of the first two years of post secondary education in a program leading to a degree, certificate or other recognized educational credential. For more information visit IRS.gov.

Students Over 65

Rediscover the joy of learning at LaGuardia!
Receive a 30% discount for non-credit courses.
For more information call (718) 482-5337.



Support for Immigrant and International Students at LaGuardia

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

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

Should you or a family member have concerns about your immigration status or safety, we urge you to avail yourselves of the resources and services listed below. <http://www.laguardia.edu/immigrationhelp/>

LEGAL RESOURCES

Green Card Holders

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

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

Undocumented

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

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

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

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

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

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

Refugees

New York State Emergency Hotline

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

SAFETY

On Campus

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

Off Campus

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

VICTIMS OF HARASSMENT OR INTIMIDATION

On Campus

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

Ronald Edwards

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

Phone: (718) 482-5080

Email: rsedwards@lagcc.cuny.edu

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

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

Rhonda Mouton

Program Director, LaGuardia CARES

31-10 Thomson Avenue, Room C-107

Long Island City, NY 11101

Phone: 718-482-5129

Email: rmouton@lagcc.cuny.edu

Become a U.S. Citizen

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

cuny.edu/about/resources/citizenship.html

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

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

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



How to Register

Online: laguardia.edu/acereg

By phone: (718) 482-7244

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

Payment

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

Discounts

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

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

Delinquent Payments

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

Refund Policy

For courses under \$299

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

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

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

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

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

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

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

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

Financial Assistance

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

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

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

Payment Plans

For information call (718) 482-7244.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

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

Course Cancellations

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

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

Updates

Course and program schedules may change due to unexpected circumstances.

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

How to Get to LaGuardia Campus



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

By Car:

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

By Subway:

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

By Bus:

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

Bike Parking:

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

LaGuardia Address:

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

LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

31-10 Thomson Avenue
Long Island City, NY 11101



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



Continuing
Education



RETURNED to school after long absence
ENROLLED in Electrical 1 Training Program
RECEIVED ACE Scholarship and job search support
LANDED job in solar energy industry

To learn more about our Electrical 1 Training Program
visit www.laguardia.edu/electrical.

To learn more about our Construction and
Building Management programs see pages 23-24.



NICHOLAS ORTIZ

Nicholas Ortiz received an ACE Scholarship that allowed him to begin studies during the pandemic and launch a new career. Read his story on page 24.