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Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
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To inquire about disability services:

If you are Deaf or Hard-of-Hearing, please contact Pacts Cartagna at (917) 832-1202 (video phone/voice) 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, or visit Room M-102.
Welcome to LaGuardia Community College

Dear Students,

Welcome to Adult and Continuing Education (ACE) at LaGuardia Community College. Our programs can take you where you want to go in life: earn a high school equivalency diploma; prepare to excel in college; train for a promising career in technology, healthcare or another high demand field; and find meaningful and sustainable employment.

LaGuardia students challenge expectations, studying to make a better life for themselves and their families. They push boundaries—working around job schedules and family responsibilities, adapting to a new language and environment—to reach their educational and professional goals. And they dare to do more than what is expected of them.

LaGuardia nurtures that drive, that spirit, that commitment by providing high quality education and job training that meet all your needs. It’s a place where you can gain an education, advance your career and see your potential opening up before you.

Join LaGuardia on a journey to lifelong learning. I look forward to seeing you on our campus.

Dr. Gail O. Mellow
President

LaGuardia Community College

Division of Adult and Continuing Education

Judy E. Schulman, Vice President

Shannon Bryant, Associate Dean
Francesca Fiore, Assistant Dean
Andrea Green, Assistant Dean

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Claudia Baldonero, Director, Youth Workforce Development Initiatives
Laura Bartovics, Director, Grants and Research Administration
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Amy Dalisimer, Executive Director, Pre-College Academic Programming
Paisley Demby, Business Services Director, 10,000 Small Businesses
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Chandana Mahadeswaraswamy, Associate Director, Career and Professional Programs
Linda Mellon, Executive Director, Business Services
Emad Nasser, Director, Student Central Intake
Elizabeth Perdomo, Director, Small Business Transportation Resource Center
Lakshmi Ponappa, Director, Program for Deaf Adults
Maritza Pritsos, Director, Adult Basic Skills
Thomas Rivera, Associate Director, Transportation Programs
Stephanie Royal, Executive Director, Workforce Partnerships
George Schreiner, Director, ACE Enrollment Management Services
Michele Stewart, Director, Grant Sponsored Workforce Development Initiatives
Hannah Weinstock, Executive Director, Workforce Development
Julianne Willis, Acting Director, CUNY Start and MATH Start

Professional Training

We equip our students—including immigrants, the underserved and underemployed—with the skills and experience they need to enter into high demand industries, including healthcare, technology, advanced industrial and manufacturing, and many more. These high quality programs are taught by experts in the field and are customized to fill the in-demand skill needs of New York City’s largest and fastest growing sectors.

ESL and College Preparation

We have the largest English as a Second Language (ESL) program in New York City, with an established reputation for successfully helping thousands of students every year since 1971.

Our pioneering programs prepare thousands of students to earn a high school equivalency diploma, get into college, and get on the path to a vibrant career and brighter future.

Business Services

Our business services are boosting the local economy by growing businesses, creating jobs and helping entrepreneurs successfully launch their companies. Over the last fifteen years, LaGuardia has provided hands-on education and specialized technical assistance to more than 22,000 small businesses that have secured over half a billion dollars in contracts. We also partner with employers to close the skills gap and create talent pipelines that match our students to businesses and organizations.

Look through our catalog or visit our web site at www.laguardia.edu/ce and consider all the possibilities to help you move forward in your education and career.

Join us and discover what you, our community and New York City can become!

Jane E. Schulman
Vice President
Division of Adult and Continuing Education
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 certification programs to customized short-term training.
Information Technology

Computer Service Technician Certificate Program

Get the skills you need to start a career as a Computer Service Technician (CST). This 4–course, hands–on training program will teach you how to repair and network computers as well as Windows Operating System. Topics include hardware, software, network systems and new technologies. In addition, you may take a fifth course to learn how to build your own computer and prepare for the CompTIA A+ certification test. Upon successful completion of the Computer Service Technician Certificate Program, you can earn up to 4 college credits towards an AAS Degree in Computer Technology, Computer Operations: Network Administration and Security, or Programming and Systems at LaGuardia Community College.

LaGuardia is a CompTIA Authorized Academy Partner. For more information call (718) 482–7244, ND

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Upward Bound and Veterans Resource Center. Contact (718) 482–5386 or vets@lagcc.cuny.edu.

Introduction to Computer Technology

Learn the fundamentals of how a computer functions: hardware, software (including operating systems) and storage devices. This course is a prerequisite for CST Part 1. Hardware. You may skip this course by passing an equivalency exam. Link to screening test: laguardia.edu/capp/computer-repair-test.) ND

Instructor: Louis Marchione, Certificate in Computer Programming, New York University, has over 35 years of experience in the computer technology field and has taught in LaGuardia’s Career and Professional Programs since 1997.

Fall 2018
Sat (4 sessions/20 hours)
9:00 am – 2:30 pm $235 A05CMPI00A

CST, Part 1: Hardware

Study computer hardware (interfaces, Form factors, Standards) through a combination of lecture, demonstration, and hands–on experience. Learn the proper use of tools by disassembling a PC, installing component parts and practicing troubleshooting techniques. Upon completing this course, you should be able to select appropriate computer equipment to build different types of task–related computers. Prerequisite: Introduction to Computer Technology or passing equivalency exam. ND

Instructor: Andrew Jouan, AAS in Network Administration, LaGuardia Community College/CUNY, has over 35 years of experience in the technical support field.

Fall 2018
Sat (4 sessions/20 hours)
9:00 am – 2:30 pm $360 A05CMPI01A

CST, Part 2: Software

Learn Windows Tools as well as operating systems architecture (Windows Vista, Windows 7, 8.1 and 10) and how to install, activate and configure operating systems. You will also perform software diagnostics and install, configure and troubleshoot several components, such as CD/DVD ROMS, network cards and sound cards. Prerequisite: Successful completion of CST, Part 1. ND

Instructor: Andrew Jouan, AAS in Network Administration, LaGuardia Community College/CUNY, has over 35 years of experience in the technical support field.

Fall 2018
Sat (4 sessions/20 hours)
9:00 am – 2:30 pm $360 A05CMPI02A

CST, Part 3: Networking

Explore how computers interact with other computers, servers, hubs and switches, and learn Internet protocols. You will also plan and implement home– and small–office networks with Internet access via physical and wireless networking. Prerequisite: Successful completion of CST, Part 2. ND

Instructor: Andrew Jouan, AAS in Network Administration, LaGuardia Community College/CUNY, has over 35 years of experience in the technical support field.

Sat Jan 6 – Jan 27 (4 sessions/20 hours)
9:00 am – 2:30 pm $360 A05CMPI03A

CST, Part 4: New Technologies

Get a working knowledge of security best practices. Learn about anti–virus software, remote assistance and remote desktop connections; wireless access point and router setup and configuration; and connecting newer devices to a network, such as iPods, iPads and Android smart phones. Prerequisite: Successful completion of CST, Part 3. ND

Instructor: Andrew Jouan, AAS in Network Administration, LaGuardia Community College/CUNY, has over 35 years of experience in the technical support field.

Sat Feb 3 – Feb 24 (4 sessions/20 hours)
9:00 am – 2:30 pm $360 A05CMPI04A

CST Part 5: Build Your Own Computer and Prepare for CompTIA A+ Certification

Put your practical and theoretical training to use by designing and building your own PC. You will also prepare for the A+ certification exam by reviewing and taking full–length practice exams. Prerequisite: Successful completion of CST, Part 4. ND

Instructor: Andrew Jouan, AAS in Network Administration, LaGuardia Community College/CUNY, has over 35 years of experience in the technical support field.

Sat Mar 3 – Mar 24 (4 sessions/20 hours)
9:00 am – 2:30 pm $360 A05CMPI12A

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
Information Security Program

Open the door to a career in the high demand field of information technology. Get hands-on training and prepare for industry recognized certifications. ND

Security Fundamentals

Learn how to secure a network and deter hackers by exploring security fundamentals, networks and organizational security. You will acquire the basic skills needed to implement and maintain confidentiality, integrity and availability as applied to computers and networks. You’ll also prepare for the CompTIA Security+ certification exam. (Cost of textbook and lab included in course fee.) LaGuardia is a National CyberWatch Center member. Prerequisite: Successful completion of the Computer Service Technician Certificate Program, CompTIA A+ or Network+ certification, or passing of a screening test. ND

Sat Feb 24 - May 5 (9 sessions/45 hours)
9:00 am - 2:30 pm $950 A05CMPI15A

Certificate Program in Microsoft Office Applications

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5386 or vets@lagcc.cuny.edu. These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

Microsoft Office is the most common software application used in business today. Successfully complete Word, Excel, Access 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 in Microsoft Office Applications, you can earn up to 3 college credits towards an Accounting, Business Administration, or Travel, Tourism, and Hospitality Management Degree at LaGuardia Community College. For more information call (718) 482-7244.

**Instructor:** Lawan Tyson, BA in English Literature, University of Pittsburgh, has taught in LaGuardia’s Career and Professional Programs since 1999.

- **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: Introduction to Personal Computers or equivalent experience.
  - Sat Jan 13 - Mar 3 (8 sessions/24 hours)
  - 9:00 am - 12:00 pm $245 A05OSK003B
  - Tues & Thurs Feb 20 - Mar 15 (8 sessions/24 hours)
  - 6:00 pm - 9:00 pm $245 A05OSK003A

- **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: Introduction to Personal Computers or equivalent experience.
  - Mon & Wed Feb 14 – Mar 14 (8 sessions/24 hours)
  - 6:00 pm - 9:00 pm $245 A05OSK002A

- **Microsoft Access Intensive**
  - Explore the basic and advanced function of Access, the most popular database used in the business world today. Topics include database design and creation, tables, queries, reports and creating relational databases. Please bring a USB flash drive to class.
  - Spring 2018
  - (6 sessions/18 hours)
  - $185 A05OSK004A

- **Microsoft PowerPoint Presentations for Windows**
  - Learn how to incorporate Microsoft Word and Microsoft Excel for Windows into a powerful PowerPoint presentation. Topics include planning, designing, creating and editing presentations. Please bring a USB flash drive to class. Prerequisite: Introduction to Personal Computers or equivalent experience.
  - Tues & Thurs Feb 6 – Feb 15 (4 sessions/12 hours)
  - 6:00 pm - 9:00 pm $123 A05OSK005A

- **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: Introduction to Personal Computers or equivalent experience.
  - Mon & Wed Feb 14 – Mar 14 (8 sessions/24 hours)
  - 6:00 pm - 9:00 pm $245 A05OSK002A

- **Microsoft Access Intensive**
  - Explore the basic and advanced function of Access, the most popular database used in the business world today. Topics include database design and creation, tables, queries, reports and creating relational databases. Please bring a USB flash drive to class.
  - Spring 2018
  - (6 sessions/18 hours)
  - $185 A05OSK004A

**Take 4 and save $122**

Register for four Microsoft Office Applications courses in the same semester and SAVE $122.

*Cannot be combined with any other discount.*
Administrative Assistant Certificate Program

Want to work in an office environment? Are you organized and detail oriented? Become an Administrative Assistant!

In this 8-course certificate program you will learn the essential computer and communication skills needed to be successful in an office setting. Required Courses: Power Keyboarding, Efficient Email Management, Business Writing, Building Reports in Excel, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access Intensive. (You may take individual courses without intending to complete the certificate program.) For more information call (718) 482-7244.

Building Reports in Excel
Learn the basics of creating financial reports in Excel. This course will teach you how to transform financial data into attractive and easy-to-read reports. The final project will be to create a simple budget using Excel. Please bring a USB flash drive to class. Prerequisite: Microsoft Excel for Windows or equivalent experience. ND

- Mon & Wed Jan 9 - Feb 1 (8 sessions/24 hours)
  6:00 pm - 9:00 pm $265 A05BUS016A

Efficient Email Management
Increase productivity and save time by effectively managing your email account with Gmail. Learn how to create and organize messages into folders; sort by categories; set flags; and manage calendars and contacts. Please bring a USB flash drive to class. Prerequisite: Certificate Program in Microsoft Office Applications or equivalent experience. ND

- Mon & Wed Jan 19 - Mar 28 (4 sessions/12 hours)
  6:00 pm - 9:00 pm $149 A05PRF006A

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

- Spring 2018
  Mon & Wed (8 sessions/24 hours)
  6:00 pm - 9:00 pm $265 A05BUS017A

Mastering Excel
Microsoft Excel is used in countless professional settings. Increase your job marketability and efficiency with advanced Excel skills. Courses include Advanced Functions in Excel, Analyzing Data with Excel, and Building Reports in Excel. ND

- Analyzing Data with Excel
  Analyze and summarize large sets of data without complex formulas using Microsoft Excel. Discover how to use simple tools and commands to organize data into a layout that is easy to understand. Prerequisite: Microsoft Excel for Windows or equivalent experience. ND

  Instructor: Lawan Tyson, BA in English Literature, University of Pittsburgh, has taught in LaGuardia's Career and Professional Programs since 1999.

  Sat Mar 10 - Apr 7 (4 sessions/12 hours)
  9:00 am - 12:00 pm $149 A05PRF001A

- Advanced Functions in Excel
  Discover how to effectively consolidate and import data, and master conditional formatting. Learn how to use scenarios and PivotTables; FV- and PMT-functions; and Vlookup to quickly perform multiple analyses. Prerequisite: Microsoft Excel for Windows or equivalent experience. ND

  Instructor: Lawan Tyson, BA in English Literature, University of Pittsburgh, has taught in LaGuardia's Career and Professional Programs since 1999.

  Tues & Thurs Mar 20 - Mar 29 (4 sessions/12 hours)
  6:00 pm - 9:00 pm $149 A05AFE001A

Business Communications
Strengthen your professional impact by sharpening your computer and communication skills. Take any of these courses to work more effectively in an office or professional setting. For more information call (718) 482-7244. ND

- NEW! Advanced Business Writing Skills
  Take your administrative career to the next level with expertly written emails, letters, short reports and proposals. This intensive course provides real world writing exercises to help you hone your business communication skills and advance your professional reach. Prerequisites: Business Writing Skills or intermediate writing and basic computer skills. ND

  Mon & Wed Jan 29 - Feb 28 (8 sessions/24 hours)
  6:00 pm - 9:00 pm $360 A05BUS018A

- Powerful Presentations: Impress, Convince, Deliver
  Maximize the impact of your message using Microsoft PowerPoint. Learn how to customize slides and speak with confidence to make your presentations more professional and compelling. You will focus on organizing your ideas, building communication skills, and developing a delivery technique for any audience. Prerequisite: Microsoft PowerPoint for Windows or equivalent experience. ND

  Instructor: Denise Maison, MS in Human Resources Management, St. Joseph's College, has worked in the field of Human Resources since 2008.

  Spring 2018
  (8 sessions/24 hours)
  $245 A05PRF002A

LaGuardia Community College’s Displaced Homemakers Program offers:

- Certificate in Microsoft Office Applications
- Development of a career path and counseling
- Job search strategies, readiness, referrals and placement
- Life skills and personal development workshops

For more information call (718) 482-5161 or email msampson@lagcc.cuny.edu.

Program sponsored by grant funding.
Accounting, Bookkeeping and Tax Preparation

Computerized Bookkeeping for QuickBooks Certificate Program

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

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. Bilingual instructor (Spanish/English). Receive 63 hours of practical instruction: Part 1 (27 hrs), Part 2 (18 hrs), and Part 3 (18 hrs). ND

Instructor: Luis Alvarado, BS in Economics and BS in Accounting, National University of La Libertad, and AA degree in Computers for Business, Hostos Community College/CUNY, has taught at LaGuardia since 2002.

Bookkeeping 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 payroll and financial reports for service companies. ND

Tues & Thurs Jan 9 – Feb 6 (9 sessions/27 hours)
6:00 pm – 9:00 pm $410 A05OSK006A
Sat Feb 3 – Mar 10 (6 sessions/27 hours)
9:00 am – 2:00 pm $410 A05OSK006B

Advanced QuickBooks
The following courses are open to graduates of the Computerized Bookkeeping for QuickBooks Certificate Program or students with equivalent experience.

Payroll with QuickBooks
Learn the basic procedures, calculations and terminology needed to process payroll for a small business through practical computer exercises. Prerequisite: Computerized Bookkeeping for QuickBooks Certificate Program or equivalent experience. ND

Instructor: Luis Alvarado, BS in Economics and BS in Accounting, National University of La Libertad, and AA degree in Computers for Business, Hostos Community College/CUNY, has taught at LaGuardia since 2002.

Spring 2018
Sat (9 sessions/27 hours)
2:30 pm – 5:30 pm $415 A05BUS014A

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

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

Instructor: Mildred DellaPina, Licensed NYS Notary Public, has 18 years of experience as a notary public and has taught at LaGuardia since 2011.

Wed Feb 21 (1 session/3 hours)
6:30 pm – 9:30 pm $91 A05BUS001A

Tax Return Preparer Certificate Program
Earn extra money by becoming a registered tax preparer or learn to prepare taxes for personal use. Upon completion of this course, you will be able to complete basic individual NY State and federal forms. Designed for students new to tax preparation. This program is approved by the Internal Revenue Service. For more information call (718) 482-7244. ND

Tax Return Preparer
Learn how to prepare basic individual forms, including tax credits, deductions and tax consequences. Become familiar with the 1040 series, NYS IT 201, and wage income forms. Upon completion of this course you will be able to complete individual taxes for yourself or someone else. ND

Spring 2018
Sat (7 sessions/45 hours)
9:00 am – 4:30 pm $635 A05BUS002A

Advanced Tax Return Preparer Certificate Program
Do you have experience completing basic tax forms? Take your knowledge to the next level by practicing with complex tax forms, including small business and multi-state returns. You will also brush up on your tax skills by reviewing changes to the tax code. For more information call (718) 482-7244.

Advanced Tax Return Preparer
Bring your tax skills to the next level with the ability to prepare more complex tax returns. Analyze rental income, K-1 income, self-employment income, and capital gains and losses. Learn how to calculate loss carryovers, depreciation expense, home office deduction and more. You will also review the most recent changes to the tax code. Prerequisite: Successful completion of Tax Return Preparer Certificate Program or equivalent. ND

Spring 2018
A05BUS015A

Visit www.laguardia.edu/ce and consider all the possibilities to help you move forward in your education and career.
Advanced Tax Professional Workshops

IRS Enrolled Agents and Tax Preparers, earn the Continuing Education (CE) credit hours you need to keep your status current with these Internal Revenue Service (IRS) approved courses. In order to receive CE credits for courses, you must provide your Preparer Tax Identification Number. ND

Instructor: Ernie Vineyard, BBA Accounting and Internal Auditing, Pace University, has been a tax professional since 1995. He is an IRS Enrolled Agent (EA), Accredited Business Accountant (ABA), Registered Tax Return Preparer (RTRP), Accredited Tax Preparer (ATP) and Accredited Tax Advisor (ATA).

Ethics in Tax Preparation
Discuss professional conduct in connection with tax return preparation. You will receive an IRS approved certificate of completion. Approved by the Internal Revenue Service for 2 Continuing Education (CE) credit hours. ND

Spring 2018
(1 session/2 hours)
$80 A05TAX001A

Federal Tax Law
Learn about federal tax laws used for reporting on various types of return forms. Approved by the Internal Revenue Service for 4 Continuing Education (CE) credit hours. ND

Spring 2018
(1 session/4 hours)
$150 A05TAX002A

Federal Tax Law Update
Stay up to date with current federal tax laws. Approved by the Internal Revenue Service for 2 Continuing Education (CE) credit hours. ND

Spring 2018
(1 session/2 hours)
$80 A05TAX003A

IRS Enrolled Agent Preparation Program

An Enrolled Agent represents taxpayers before the Internal Revenue Service (IRS). Enrolled Agent status is the highest credential awarded by the IRS, and you must either pass the three-part IRS Special Enrollment Examination (SEE) as well as a background check, or have experience as an IRS employee. Once you become an Enrolled Agent, you have unlimited practice rights and are unrestricted in which taxpayers you can represent, what types of tax matters you can handle, and which IRS offices you can represent clients.

This program prepares you for the 3-part IRS SEE, which includes 1) Individuals, 2) Corporations and Partnerships, and 3) Representation, Practice and Procedures. You will also review exam questions and test-taking strategies. Tax return preparers may earn up to 5 hours of federal tax Continuing Education (CE) credits for each of Parts 1 and 2, and 2 hours of ethics CE credits for Part 3. The maximum amount of credit hours allowed is 12. This program is approved by the Internal Revenue Service. ND

Instructor: Ernie Vineyard, BBA Accounting and Internal Auditing, Pace University, has been a tax professional since 1995. He is an IRS Enrolled Agent (EA), Accredited Business Accountant (ABA), Registered Tax Return Preparer (RTRP), Accredited Tax Preparer (ATP) and Accredited Tax Advisor (ATA).

IRS Enrolled Agent, Part 1: Individuals
Review taxes for individuals, and qualifications and procedures for client representation in depth. Topics include tax regulations as well as estate and gift taxes. Prerequisite: Successful completion of Tax Return Preparer Certificate Program or passing of an online screening test. (Link to screening test: wwww.lagcc.cuny.edu/capp/TaxPreparerTest/) ND

Summer 2018
Sat (4 sessions/30 hours)
9:00 am – 4:30 pm $420 A05IRS001A

IRS Enrolled Agent, Part 2: Corporations and Partnerships
Examine corporation (both C Corp and S Corp) and partnership taxes in depth. Topics include tax regulations as well as trust and exempt organization taxes. Prerequisite: Successful completion of IRS Enrolled Agent, Part 1: Individuals. ND

Summer 2018
Sat (6 sessions/42 hours)
9:00 am – 4:30 pm $590 A05IRS002A

IRS Enrolled Agent, Part 3: Representation, Practice and Procedures
You will focus on representation before the IRS; income tax preparers and penalties; representation; collection procedures; examination of returns; and the appeals process. Prerequisite: Successful completion of IRS Enrolled Agent, Part 2: Corporations and Partnerships. ND

Summer 2018
Sat (4 sessions/30 hours)
9:00 am – 4:30 pm $420 A05IRS003A

IRS Enrolled Agent Special Enrollment Exam (SEE) Prep
Prepare for the 3 part Special Enrollment Exam (SEE) with an in-depth review that includes practice exercises, multiple choice questions and study tips. You will also receive information on how to obtain your Personal Tax Identification Number (PTIN), how to schedule an exam, and scoring. Prerequisite: Completion of IRS Enrolled Agent Preparation Program or equivalent experience. ND

Summer 2018
(5 sessions/15 hours)
$220 A05IRS004A

Visit www.laguardia.edu/ce and consider all the possibilities to help you move forward in your education and career.
Healthcare-Clinical

LaGuardia offers an array of opportunities for those seeking a career in healthcare. Become an EMT, Paramedic, Spanish/English Healthcare Interpreter, Certified Clinical Medical Assistant, Pharmacy Technician or Dietary Manager. Find out about these courses and more. ND

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

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. You may take the courses in any order, or you may take them individually. 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. A grade of 80% or greater is required to be exempt, and Phlebotomy also requires a practical skills competency exam in blood drawing. There is a fee of $99 per competency exam. Evidence of current American Heart Association certification in Basic Cardiac Life Support (BLS) certification. You will receive two AHA textbooks as well as two AHA certifications: BLS for Healthcare Providers and Heartsaver First Aid, CPR and AED. ND

Phlebotomy

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

Spring 2018

Mon, Wed, Fri + 3 Saturdays May 5 – Mar 23 (9 sessions/36 hours)
10:00 am – 2:30 pm $520 A11PH003B
Mon, Wed, Fri + 3 Saturdays May 5 – Mar 23 (9 sessions/36 hours)
6:00 pm – 10:00 pm $520 A11PH003A

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 as well as two AHA certifications: BLS for Healthcare Providers and Heartsaver First Aid, CPR and AED. ND

Tues, Wed, & Fri Mar 27 – Mar 30
(3 sessions/12 hours) 10:00 am – 2:30 pm
$160 A11CPR001B

Tues, Wed, & Fri Mar 27 – Mar 30
(3 sessions/12 hours) 6:00 pm – 10:00 pm
$160 A11CPR001A

EKG Technician

Become a certified EKG technician. Explore the anatomy and physiology of the heart, modern EKG techniques, and physiology of the heart, disease states, and commonly used medications. You will learn how to prep patients; take vital signs; set up an EKG machine; and perform electrocardiograms. Successful completion allows you to take the national EKG Technician certification exam. ND

Spring 2018

Mon, Wed, Fri + 3 Sundays Apr 2 – May 6
(21 sessions/84 hours)
10:00 am – 2:30 pm $785 A11HLT001B
Mon, Wed, Fri + 3 Saturdays Apr 2 – May 5
(21 sessions/84 hours)
6:00 pm – 10:00 pm $785 A11HLT001A

Summer 2018

Mon, Wed, Fri + 3 Sundays Jul 16 – Aug 10
(14 sessions/56 hours)
10:00 am – 2:30 pm $554 A11HLT004B
Mon, Wed, Fri + 3 Saturdays Jul 16 – Aug 10
(14 sessions/56 hours)
6:00 pm – 10:00 pm $554 A11HLT004A

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 5 – May 23 (9 sessions/36 hours)
10:00 am – 2:30 pm $305 A11HLT003B
Mon, Wed, Fri Mar 5 – May 23 (9 sessions/36 hours)
6:00 pm – 10:00 pm $305 A11HLT003A

Phlebotomy

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

Spring 2018

Mon, Wed, Fri + 3 Sundays May 7 – Jul 11
(31 sessions/124 hours)
10:00 am – 2:30 pm $963 A11HLT002B
Mon, Wed, Fri + 3 Saturdays May 7 – Jul 11
(31 sessions/124 hours)
6:00 pm – 10:00 pm $963 A11HLT002A

Certified Clinical Medical Assistant

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 29 – Feb 28
(14 sessions/56 hours)
10:00 am – 2:30 pm $554 A11HLT004B
Mon, Wed, Fri + 1 Saturday Jan 29 – Feb 28
(14 sessions/56 hours)
6:00 pm – 10:00 pm $554 A11HLT004A

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 doctors, nurses and mental health professionals 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.

Program sponsored by grant funding.
Emergency Healthcare Programs

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.

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 receive an application to become an Emergency Medical Technician and arrange for your pretest and interview, call (718) 482-5768 or visit Room C-339. ND

Paramedic Original

EMTs, are you ready to take your career to the next level? We will prepare you with the technical skills, medical knowledge, and clinical abilities necessary for you to excel as a NYS/NYC certified paramedic. We are the only NYC paramedic program with a 100% pass rate on the NYS Certification Exam for twelve years! Clinical rotation opportunities are available in Queens, Manhattan, Bronx and Brooklyn.

Only LaGuardia offers you the choice of a college degree or certificate program. You must have 6 months or 200 hours of patient care experience on an ambulance to qualify for admission. The program includes 600 hours of clinical rotations. The course fee for members of a NY State registered ambulance service is $7,300. For others, the fee is $8,800. To request an application or to learn more about the Paramedic Program call (718) 482-5768. ND

Radiologic Technology

Increase your knowledge, acquire specialized skills, and earn Continuing Education Credits to give you an edge in the field of radiologic technology. You must currently be in your senior year of or have completed a Radiology Technology degree program. For more information call (718) 482-7244.

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 consists of lecture and lab work, and leads to 17 Continuing Education Credits (CECs) required to maintain licensure. ND

Instructor: Lorena Maldonado, MD from St. Louis University, Philippines, RT (R) (MR) (M) (ARRT), is certified by the American Registry of Radiologic Technologies (ARRT) for Mammography and Magnetic Resonance Imaging (MRI) and Diagnostic Radiography. She has worked in the medical field for over 15 years and has been an instructor since 2007. She has taught at LaGuardia Community College since 2011.

Tues & Thurs Jan 30 – Feb 15 (6 sessions/18 hours)
6:00 pm – 9:00 pm $789 A05RAD001A

Computed Tomography (CT Scan)

Learn the principles and concepts of Computed Tomography (CT Scan), which cover patient care, imaging procedures and physics to competently conduct CT Scans. You will also prepare for The American Registry of Radiologic Technologists (ARRT) CT Scan certification exam. This course is approved for 34.25 Continuing Education Credits (CECs) by the American Society of Radiologic Technologists (ASRT). ND

Instructor: Richard Gordon, BA in Business Management and Economics, Empire State College, AAS in Radiologic Technology and Medical Imaging, Nassau Community College, is a New York State licensed and nationally registered Computed Tomography (CT) Technologist working in the field since 2003.

Sat Feb 10 – Apr 28 (11 sessions/33 hours)
9:00 am – 12:00 pm $1420 A05RAD002A

Magnetic Resonance Imaging (MRI)

Magnetic Resonance Imaging (MRI) uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body. Learn basic principles of patient care and safety, equipment usage and methodology. Radiologic Technologists, take this course to earn 44.75 American Society of Radiologic Technologists (ASRT) approved Continuing Education Credits (CECs) and become more competitive in the job market. ND

Instructors: Kameisha Gouldbourne, BS in Health Service Administration and AAS in Radiologic Technology and Medical Imaging, New York City College of Technology/ CUNY, is a certified Radiologic Technologist in Magnetic Resonance Imaging (MRI), Computed Tomography (CT) and Mammography working in the field since 2004. Lorena Maldonado, MD from St. Louis University, Philippines, RT (R) (MR) (M) (ARRT), is certified by the American Registry of Radiologic Technologies (ARRT) for Mammography and Magnetic Resonance Imaging (MRI) and Diagnostic Radiography. She has worked in the medical field for over 15 years and has been an instructor since 2007. She has taught at LaGuardia Community College since 2011.

Fall 2018

Sat (12 sessions/48 hours)
9:00 am – 12:00 pm $2069 A05MRI001A

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
Pharmacy Technician Certification Preparation

Develop the skills you need to work under a registered pharmacist and prepare for the Pharmacy Technician Certification Board (PTCB) exam. Offered in partnership with Condensed Curriculum International, Inc. Prerequisite: High school or equivalency diploma and passing of an online screening test. Link to screening test: www.laguardia.edu/phst/

Tues & Thurs Feb 20 – Apr 26 (20 sessions/70 hours)
6:00 pm – 9:30 pm $1015 A05HLM001A

Pharmacy Technician Certification Board (PTCB) Refresher

Review the skills needed to enter the pharmacy field and take the Pharmacy Technician Certification Board (PTCB) exam with this comprehensive 18-hour course. Topics include medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. You will also review dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing, and reimbursement. A review guide and test preparation questions will be included. Prerequisite: 70 Hour Pharmacy Technician Certification Preparation Course. ND

Instructor: Milan Topalov, PharmD in Pharmacy, St. John’s University, has ten years of experience as a NYS Registered Pharmacist working in a hospital setting and has been an instructor for medical personnel since 2010. He has taught at LaGuardia since 2012.

Wed Jan 10 – Feb 14 (6 sessions/18 hours)
6:00 pm – 9:00 pm $675 A05PHM001A

Dietary Manager Program

Are you interested in upgrading your skills in food service management?
Would you like to become a Food Service Supervisor?

Certified Dietary Managers are nationally recognized experts at managing dietary operations. The LaGuardia ACE Dietary Manager Program provides training for people already working in a healthcare food service facility to continue up the career ladder.

To qualify for the Dietary Manager Program, you must:
1. Have a high school diploma or equivalency certificate
2. Be currently working in a food service department
3. Have a registered dietitian who will act as your preceptor

The program is approved by the Association of Nutrition & Foodservice Professionals (ANFP) and is presented in three modules: fall, winter and spring. Each module runs for 10 weeks and includes 40 hours of lecture plus 50 hours of supervised fieldwork at the work site. Upon successful completion of the program, you are eligible to sit for the Certified Dietary Manager certification examination. You can also earn up to 8 college credits towards an AAS Degree in Foodservice Management at LaGuardia Community College.

Instructor: Patricia Harvey Slinger, is the Director of Clinical Nutrition and Patient Services at New York Methodist Hospital. She has taught at LaGuardia since 2002.

For more information call (718) 482-5481. ND

Certified Dietary Manager (CDM) Exam Prep

A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential makes you more marketable in the foodservice food field. Prepare for the exam by practicing exercises and reviewing questions and case studies in the areas of Nutrition, Food Safety and Sanitation, and Food Service Management. You will also explore the 5 pathways for eligibility to take the CDM exam; benefits of Association of Nutrition & Foodservice Professionals (ANFP) membership; and ways to maintain your credentials. Prerequisite: Completion of Dietary Manager Program or equivalent experience. Materials included in course fee. Exam cost and registration not included. ND

Sat Jan 20 – Feb 3 (3 sessions/15 hours)
9:00 am – 2:00 pm $210 A05DMG004A

Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle. ND

Sat Jan 13 – Mar 17 (10 sessions/42.5 hours)
9:30 am – 1:45 pm $385 A05DMG001B

Fall 2018
Tue (10 sessions/42.5 hours)
5:45 pm – 10:00 pm $385 A05DMG001A

Safety and Sanitation

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

Spring 2018
Sat Apr 7 – Jun 9 (10 sessions/42.5 hours)
9:30 am – 1:45 pm $385 A05DMG002B

Quantity Food Production and Management

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

Spring 2018
Sat Jun 16 – Aug 18 (10 sessions/42.5 hours)
9:30 am – 1:45 pm $385 A05DMG003B
Healthcare Interpreter Program, Level 1 Certificate

Are you bilingual? Learn the skills and basic vocabulary needed to start working in the high demand field of healthcare interpreting. Become a qualified healthcare interpreter by successfully completing the Level 1 course (45 hours) and passing the national Language Line Interpreter Skills Test (medical scenario). For more information call (718) 482-5481. ND

Spring 2018
Mon & Wed (8 sessions/24 hours)
6:00 pm – 9:00 pm $360 A05SHP001A

Healthcare Interpreter Program, Level 2 Certificate

Take your interpreting skills to the next level. Designed for healthcare interpreters currently working in the field, Level 2 certification consists of an advanced interpreter skills test and Healthcare Concepts and Terminology for Interpreters: Spanish/English. ND

Spanish/English Healthcare Interpreter: Skills Development

Build your interpreting skills through in-depth exercises, role play and sight translation tasks. Note taking, memory skills and discourse management are emphasized along with ethical decision making, responding to conflicts and more. You will also work on critiquing your own performance. This intensive course includes a lab that allows you to practice interpretation in a guided and structured setting in order to enhance fluency. Prerequisite: High school diploma or equivalency and passing of the Level 2 Spanish/English diagnostic exam. ND

Instructor: Aurora Ronquillo, BS in Community Health Education, Hunter College/CUNY, is a certified Healthcare Interpreter (Spanish–English) and has been working in the field since 2001.

Spanish/English Healthcare Interpreter Language

Pass this diagnostic exam before registering for Level 2 of the Healthcare Interpreter Program. Nonrefundable testing fee applies. ND

Sat Feb 3 (1 session/2 hours)
11:00 am - 1:00 pm $25 A05HC1000A

Sat Feb 10 (1 session/2 hours)
11:00 am - 1:00 pm $25 A05HC1000B

For more information or to register call (718) 482-5481. ND

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For English Language classes
call (718) 482-5360

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M-Building, Room M-143
Monday - Thursday 8:30 a.m. - 6:30 p.m.
Friday - Saturday, 8:30 a.m. - 3:30 p.m.

Healthcare Terminology

Spanish for Healthcare Professionals

Learn essential Spanish to enhance your effectiveness as a healthcare professional with little or no Spanish proficiency. Through exercises and role play, you will become familiar with the vocabulary, grammar and idiomatic expressions needed to communicate with Spanish-speaking patients. ND

Spring 2018
Mon - Thu (8 sessions/24 hours)
9:00 am – 1:30 pm $765 A05SHP000A

Spanish/English Healthcare Interpreting: Fundamentals Skills

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school diploma or equivalency and passing of a Spanish/English diagnostic exam. For more information or to register call (718) 482-5481. Payment plan available. ND

Instructor: Nor Bey, MS in Administrative Studies, Boston University, BA in Foreign Languages, University of Tolima, has been interpreting in hospital and legal settings since 2004. He has taught at LaGuardia since 2012.

Sat Mar 10 - May 19 (10 sessions/45 hours)
9:00 am - 1:30 pm $1010 A05HLT002A

Healthcare Concepts and Terminology for Interpreters: Spanish/English

Strengthen your medical terminology through this advanced, intensive course that focuses on healthcare service areas and body systems. Learn techniques for researching and managing new medical vocabulary. Prerequisite: Healthcare Interpreter Program, Level 1 Certificate or equivalent work experience. Cost of textbook included in course fee. ND

Sat Jan 20 - Mar 24 (10 sessions/40 hours)
9:00 am - 1:00 pm $765 A05HLT004A
Central Service Technician Certificate Program

The Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing medical devices and equipment needed for patient care, especially during surgery. This 3-course program focuses on requirements of the International Association of Healthcare Central Service Material Management (IAHC-SMM) and prepares you to sit for the Certified Registered Central Service Technician certification exam. Successful completion of all 3 courses allows you to take the CST certification exam and earns you a certificate of completion from LaGuardia. (Cost of textbook not included in course fee.)

Instructor: William Lamont Holiday, MS in Healthcare Administration, Iona College, is a certified International Association Healthcare Central Service Materials Management (IAHC-SMM) Instructor and is currently the director of sterile processing at a hospital center in Brooklyn. He has been in the Central Service Technician field for 30 plus years and has been teaching the Central Service Technician Program since 2000.

Medical Terminology and the Human Body

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

Sat Feb 17 – Mar 24 (6 sessions/27 hours)
9:00 am – 1:30 pm $409 A05STL001B

Tues & Thurs Feb 27 – Mar 27 (9 sessions/27 hours)
6:15 pm – 9:15 pm $409 A05STL001A

Cleaning and Decontaminating Surgical Instruments

Examine simple and complex surgical instruments. Discuss the use of cleaning agents and tools, and study methods to clean, decontaminate, assemble and disassemble instruments. You will also review low/high temperature sterilization as well as various packaging techniques. This course includes 20 hours of lab instruction. (Cost of textbook not included in course fee.) Prerequisite: Medical Terminology and the Human Body.

Spring 2018

Tues & Thurs Apr 3 – May 1 (9 sessions/27 hours)
6:15 pm – 9:15 pm $409 A05STL002A

Sat Apr 7 – May 12 (6 sessions/27 hours)
9:00 am – 1:30 pm $409 A05STL002B

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 20 hours of lab practice related to decontamination, preparation packaging, and sterilization concepts and techniques. (Cost of textbook not included in course fee.) Prerequisite: Cleaning and Decontaminating Surgical Instruments.

Spring 2018

Tues & Thurs May 8 – Jun 5 (9 sessions/27 hours)
6:15 pm – 9:15 pm $409 A05STL003A

Sat May 19 – Jun 30 (6 sessions/27 hours)
9:00 am – 1:30 pm $409 A05STL003B

Stephanie Hodgkinson

LaGuardia gives students the right tools for a successful career

Stephanie Hodgkinson was looking for a profession that had good earning potential and room for career growth. She began LaGuardia’s Central Service Technician Certificate Program, and within five months she completed the program and started an internship at a local hospital. Pointing out that the program emphasized the Central Service department’s critical role of keeping a hospital well-stocked in sterile instruments, Stephanie says she plans to obtain additional certifications in the future in order to move up to a managerial position and “lead a dedicated team in being a reliable department the hospital can count on.” She notes that program teachers and staff acknowledged her dedication and went above and beyond to help her achieve her goals.

Visit www.laguardia.edu/ce and consider all the possibilities to help you move forward in your education and career.
NEW! Medical Coding Certificate Program

Overview of U.S. Healthcare, Insurance and Billing

Gain an understanding of the United States healthcare system and develop critical thinking skills essential to work in the field. Through reading and writing activities, you will learn about insurance systems, care delivery models, HIPPA, and the current Affordable Care Act as well as their impact on the healthcare sector. You'll also examine billing premiums, deductibles, copays, coinsurances, out of pocket expenses, processing claims and reimbursement. You may skip this course by passing an online screening test. ND

Tue (6:00pm-9:30pm) & Sat (9:00am-3:00pm)
Jan 13 – Feb 13 (10 sessions/45 hours)
$525 A05HLT007A

Medical Coding Certificate Program

Begin a career in healthcare information management by completing this program. Learn about the 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 (CPT-AMA) codes to medical procedures. The fee for all 3 core courses (Anatomy, Physiology and Medical Terminology, ICD/10-CM and CPT/AMA) is $1,995. Upon completion of the training program, you will earn a LaGuardia certificate of completion. American Academy of Professional Coders (AAPC) books and membership are included in course tuition. Prerequisite: Overview of Healthcare, Insurance and Billing course or passing of online screening test. Payment Plan Available. ND

Tue (6:00pm-9:30pm) & Sat (9:00am-3:00pm)
Feb 20 – Jun 2 (27 sessions/120 hours)
$1,995 A05MDC001A

Certified Professional Coder (CPC) Exam Prep

Prepare for the Certified Professional Coder (CPC) exam by practicing exercises and reviewing exam questions in order to strengthen your exam readiness. Prerequisite: Completion of Medical Coding Certificate Program or equivalent experience. Cost of book included in course fee. ND

Sat Jun 9 (1 session/6 hours)
9:00 am – 3:00 pm $125 A05COD004A

INFORMATION SESSION

Saturday, December 9 (1 session/2 hours)
11 am A05COD000A

For more information or to register email aceprofessional@lagcc.cuny.edu. FREE!
You’ve got questions. We’ve got answers.

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Monday - Thursday 8:30 a.m. - 6:30 p.m.
Friday - Saturday, 8:30 a.m. - 3:30 p.m.
**Certificación en el Cuidado de Niños**

Preparese para obtener la certificación en el cuidado de niños. Usted aprenderá cómo desarrollar y aprehender los niños de 2 meses a 12 años de edad, y también de regulaciones relacionadas del estado de Nueva York. Al final del curso, recibirá un certificado de finalización de LaGuardia.

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

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

**Instructor:** Daisy Payamps, Ha sido profesora de educación en la primera infancia por 10 años, dueña/maqueta asistente de niños preescolar por 19 años.

Sat Feb 3 – Feb 24 (4 sessions/30 hours)
9:00 am – 5:00 pm $500 A05ELE002A

**Childcare Certification**

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

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

Approved as a New York State training organization through New York Works for Children. For more information call (718) 482-5481. ND

**Specific Dates:**
- Sat Mar 3 – Mar 24 (4 sessions/30 hours) 9:00 am – 5:00 pm $500 A05ELE002A

**Legal Interpreter Certificate Program**

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

**Specific Dates:**
- Sat Jan 27 (1 session/2 hours) 11:00 am - 1:00 pm $25 A05LGL000A
- Sat Feb 3 (1 session/2 hours) 11:00 am - 1:00 pm $25 A05LGL000B
- Sat Mar 10 – May 19 (10 sessions/45 hours) 9:00 am - 1:30 pm $1010 A05LGL001A

**Dignity for All Students Act (DASA)**

Take the New York State Education Department (NYSED) required course for anyone applying for an administrative or supervisory, classroom teaching, or school service certificate or license. Examine social patterns of harassment and bullying in a school environment, and discuss discrimination prevention and intervention. (Applicants must also complete the Child Abuse Identification and Reporting training separately.) For more information call (718) 482-5481.

**Specific Dates:**
- Sat Jan 27 (1 session/2.5 hours) 9:30 am - 12:00 pm $80 A05CRD011A
- Sat Mar 3 (1 session/2.5 hours) 9:30 am - 12:00 pm $80 A05CRD011B

**School Violence Prevention**

Take the New York State Education Department (NYSED) required course for anyone applying for an administrative or supervisory, classroom teaching, or school service certificate or license. Examine social patterns of harassment, bullying, discrimination, marginalization and microaggressions in order to create a positive educational environment for all students. For more information call (718) 483-5481.

**Specific Dates:**
- Sat Jan 20 (1 session/6 hours) 9:00 am – 3:30 pm $105 A05EDU001A
- Sat Mar 10 (1 session/6 hours) 9:00 am – 3:30 pm $105 A05EDU001B
ASL–English Interpretation Program

The American Sign Language (ASL)–English Interpretation Program is a rigorous 2-year academic curriculum that incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). You can earn a BA degree or Professional Certificate in ASL–English Interpretation. This is a highly selective program. Applications are accepted once a year in the spring, before the academic year begins in September.

The Pre-Interpreting Program is for individuals who are preparing to enter the ASL–English Interpretation Program. You must be a current ASL student who interacts regularly in the Deaf community and has studied ASL for at least 2 years. This mini-program includes Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities. For more information visit http://laguardia.edu/aepi/

Advanced American Sign Language II
Advanced ASL II is offered to reinforce your continuing development in becoming a fully fluent ASL user. Activities include hands-on experience in expressing narratives in ASL, and engaging in dialogue with various members within multi-cultural Deaf communities. This course also covers more advanced rules of ASL linguistics, cultural rules associated with language use, and information about the Deaf community and its history. Prerequisites: Advanced ASL I or permission of instructor.

Thurs Feb 22 – April 26 (10 sessions/25 hours)
6:00 pm – 8:30 pm $459 A16INT002

Interpreting II
This class will provide you with an introduction to theories of interpreting and translation. Through readings, class discussion, journal writing and hands-on translation practice, you will explore and apply these theories to your own translated works in both target languages: American Sign Language and English. Through readings and source materials that are multi-culturally generated, you will explore and investigate how culture, power relations and context can influence translations. Pre-requisites: Interpreting I.

Tue Jan 2 – Mar 20 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT010

Language in Use
In this course you will discuss a variety of language issues, both at the individual and societal levels. At the individual level, you will explore the ways language affects interactions between people–women and men, members of different racial and ethnic groups, people of differing social or economic status. At the societal level, you’ll focus on the growth and spread of languages, multilingualism, language planning, and English as a world language. Pre-requisite: Introduction to the Field of Interpreting.

Thurs Jan 4 – Mar 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT013

Interpreting in Educational Settings
Explore the ramifications of interpreting in the educational setting in order to address service provision for mainstream students who are Deaf and Hard-of-Hearing. Topics include: history and laws that affect educational interpreting, cognitive and linguistic development (both first and second language acquisition), language in education, roles and skills of educational specialist, and the impact of classroom variables on accessibility and interpretability. Students will have opportunity to analyze a variety of real classroom environments. Guest speakers, with expertise in K-12 settings as interpreters and service coordinators, will also be included. Sessions: 12 (3 hours each) Pre-requisites: Interpreting IV, Ethics and Decision Making for Interpreters, or permission of instructor.

Thur Jan 4 – Mar 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT016

Interpreting V
This hands-on course provides further in-depth study and practice of ASL–English interpretation through the understanding and use of the simultaneous mode of interpreting. You will focus on both individual and team interpreting. You will compare transliteration and interpretation and practice transliteration. You will review the business of interpretation and the settings in which interpreters work, as they prepare to begin working in the field. Deaf individuals will be invited to class to participate as the “audience” for interpreting practice. And you will continue to do self-analysis and hone your skills and independent learning techniques. Pre-requisite: Interpreting IV and Ethics and Decision-Making Co-requisite: Interpreting V Internship

Wed Jan 3 – Mar 21 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT019

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 8 – Mar 26 (10 sessions/20 hours)
6:00 pm – 8:00 pm $675 A16INT400A

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 8 – Mar 26 (10 sessions/10 hours)
6:00 pm – 9:00 pm $239 A16INT551

Visit www.laguardia.edu/ce and consider all the possibilities to help you move forward in your education or career.
LaGuardia Community College is partnering with Safety Dynamics, a full service safety, health and environmental consulting firm, to offer the following construction-related courses. Safety Dynamics training curricula is approved by OSHA, the NY State Department of Transportation and many New York City agencies, including the Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection. You must register at least 2 business days before these courses begin. All classes take place in Greenpoint, Brooklyn. For more information please call (718) 482-7244. ND

**4 Hour Flagging (NYSDOT)**
Earn the essential flagging certificate by taking this NY State Department of Transportation approved course. You will focus on construction site and roadway safety, and the appropriate role of flagmen. ND

- **Wed Jan 10** (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH301A
- **Wed Feb 7** (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH301B
- **Wed Mar 7** (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH301C

**4 Hour Scaffold User (NYCDOB)**
Get the required training and certificate 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

- **Tue Jan 16** (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH300A
- **Mon Mar 5** (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH300B

**30 Hour Concrete Safety Manager (NYCDOB)**
A registered Concrete Safety Manager is required on major building construction projects that involve the placement of 2,000 cubic yards or more of concrete. Take the first step towards obtaining your license as a registered Concrete Safety Manager by enrolling in this New York City Department of Buildings approved course. You will focus on all building codes as they pertain to concrete safety. ND

- **Thurs & Fri Jan 11 – Jan 26** (6 sessions/30 hours)
  5:00 pm – 10:30 pm $650 A05OSH303A
- **Thurs & Fri Mar 15 – Mar 30** (6 sessions/30 hours)
  5:00 pm – 10:30 pm $650 A05OSH303B

**40 Hour Site Safety Manager (NYCDOB)**
Earn the Site Safety Manager certificate, 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 become 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 16 – Jan 31**
  (8 sessions/40 hours) 5:00 pm – 10:30 pm $700 A05OSH302A
- **Mon, Tues & Wed Mar 5 – Mar 20**
  (8 sessions/40 hours) 5:00 pm – 10:30 pm $700 A05OSH302B

**10 Hour OSHA Construction Training**
Study the Occupational Safety & Health Administration’s (OSHA) code of federal regulations for construction in order to work on any construction site. Basic awareness training on the recognition, avoidance, abatement and prevention of workplace hazards will be covered. This certification is also a requirement to become a New York City on-site supervisor. Upon successful completion, you will receive your OSHA certification and card.

- **Thurs & Fri Jan 18 – Jan 19** (2 sessions/10 hours)
  5:00 pm – 10:30 pm $150 A05OSH304A
- **Mon & Tues Feb 5 – Feb 6** (2 sessions/10 hours)
  5:00 pm – 10:30 pm $150 A05OSH304B
- **Thurs & Fri Mar 8 – Mar 9** (2 sessions/10 hours)
  5:00 pm – 10:30 pm $150 A05OSH304C

**30 Hour OSHA Construction Training**
Learn the Occupational Safety & Health Administration’s (OSHA) code of federal regulations for construction by taking this course, a requirement to work on any construction site. Topics include fall protection, excavations, scaffolding, concrete and masonry, OSHA inspection procedures and more.

- **Thurs & Fri Feb 8 – Feb 23** (6 sessions/30 hours)
  5:00 pm – 10:30 pm $600 A05OSH305A
- **Thurs & Fri Mar 15 – Mar 30** (6 sessions/30 hours)
  5:00 pm – 10:30 pm $600 A05OSH305B
7 Hour Construction Site Fire Safety Manager (FDNY)

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. This course is required for the application, recertification and accreditation of the Construction Site Fire Safety Manager certificate, 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.

- Thurs & Fri Jan 11 – Jan 12 (2 sessions/7 hours)
  5:00 pm  – 9:00 pm  $300 A05OSH308A

- Thurs & Fri Mar 1 – Mar 2 (2 sessions/7 hours)
  5:00 pm  – 9:00 pm  $300 A05OSH308B

8 Hour Concrete Safety Manager Refresher (NYCDOB)

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

- Mon & Tues Feb 26 – Feb 27 (2 sessions/8 hours)
  5:00 pm  – 9:30 pm  $300 A05OSH306A

8 Hour Site Safety Coordinator (NYCDOB)

Take this shortened version of the 40 Hour Site Safety Coordinator course in order to apply for New York City Department of Buildings (NYCDOB) Site Safety Coordinator or Construction Superintendent licenses. Discuss the hazards of working in a New York City construction environment as well as specific methods and work practices that are necessary on an urban construction site. Upon successful completion, you will receive 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.

- Thurs & Fri Jan 25 – Jan 26 (2 sessions/8 hours)
  5:00 pm  – 9:30 pm  $390 A05SFT001A

- Wed & Thurs Feb 21 – Feb 22 (2 sessions/8 hours)
  5:00 pm  – 9:30 pm  $390 A05SFT001B

- Mon & Tues Mar 26 – Mar 27 (2 sessions/8 hours)
  5:00 pm  – 9:30 pm  $390 A05SFT001C

7 Hour Site Safety Manager Refresher (NYCDOB)

Remain up to date with your New York City Department of Buildings (NYCDOB) Site Safety Manager, Site Safety Coordinator or Construction Superintendent status with this refresher course for the 40 Hour Site Safety Manager, 8 Hour Site Safety Manager and 8 Hour Site Safety Coordinator courses. You will review the hazards of working in a New York City construction environment as well as the specific methods and work practices that are necessary on an urban construction site. Prerequisite: NYC Department of Buildings Site Safety Manager or Site Safety Coordinator Certificate.

- Thurs & Fri Jan 25 – Jan 26 (2 sessions/7 hours)
  5:00 pm  – 9:30 pm  $200 A05OSH310A

- Wed & Thurs Feb 21 – Feb 22 (2 sessions/7 hours)
  5:00 pm  – 9:30 pm  $200 A05OSH310B

- Mon & Tues Mar 26 – Mar 27 (2 sessions/7 hours)
  5:00 pm  – 9:30 pm  $200 A05OSH310C

16 Hour Rigging Worker (NYCDOB)

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

- Sat Jan 13 – Jan 20 (2 sessions/16 hours)
  8:00 am  – 5:00 pm  $995 A05RIG002A

- Sat Feb 10 – Feb 17 (2 sessions/16 hours)
  8:00 am – 5:00 pm  $995 A05RIG002B

- Sat Mar 3 – Mar 10 (2 sessions/16 hours)
  8:00 am  – 5:00 pm  $995 A05RIG002C

16 Hour Suspended Scaffold User (NYCDOB)

Take the New York City Department of Buildings (NYCDOB) required course for all workers using suspended scaffolding on construction sites. Learn how to visually inspect suspended scaffold equipment; identify basic scaffold components; and execute safe assembly and disassembly of the equipment. You will also study NYCDOB code requirements, and the safe and proper use of a suspended scaffold. You must register 2 business days before the course begins.

- Sat Jan 13 – Jan 20 (2 sessions/16 hours)
  8:00 am  – 5:00 pm  $995 A05SFCF001A

- Sat Mar 3 – Mar 10 (2 sessions/16 hours)
  8:00 am  – 5:00 pm  $995 A05SFCF001B

32 Hour Supported Scaffold Supervisor (NYCDOB)

Get the New York City Department of Buildings (NYCDOB) required training and certificate to work on installing and removing scaffolds. 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. Course includes the proper use of scaffolding, fall protection, and collapse as common hazards. Upon completion, you will receive a photo ID card from Safety Dynamics, valid for 4 years.

- Mon & Tues Feb 5 – Feb 20 (6 sessions/32 hours)
  5:00 pm  – 10:30 pm  $745 A05SFCF005A

2 Hour Exam Prep for Fire Guard for Torch Operations (F6O) (FDNY)

Prepare for the F60 exam to earn the Fire Department of New York (FDNY) certificate for Fire Guard for Torch Operations. Topics include hot work operations; emergency notification; fire protection; storage and usage permits as they relate to the responsibilities of a fire guard; FDNY Chapter 14; and fire safety during construction, alteration and demolition. Upon successful completion of all requirements, you will receive a certificate of completion from Safety Dynamics.

- Wed Jan 24 (1 session/2 hours)
  5:00 pm  – 7:00 pm  $85 A05GRD001A

- Wed Feb 7 (1 session/2 hours)
  5:00 pm  – 7:00 pm  $85 A05GRD001B

- Mon Mar 12 (1 session/2 hours)
  5:00 pm  – 7:00 pm  $85 A05GRD001C

NEW! 10 godzinne szkolenie OSHA dla budowniczych (polski)


10 Hour OSHA Construction Training (Polish)

Study the Occupational Safety & Health Administration's (OSHA) code of federal regulations for construction in order to work on any construction site. Basic awareness training on the recognition, avoidance, abatement and prevention of workplace hazards will be covered. This certification is also a requirement to become a New York City construction supervisor. Upon successful completion, you will receive your OSHA certification and card.

- Mon & Tues Jan 29 – Jan 30 (2 sessions/10 hours)
  5:00 pm  – 10:30 pm  $150 A05OSH309A

- Mon & Tues Feb 19 – Feb 20 (2 sessions/10 hours)
  5:00 pm  – 10:30 pm  $150 A05OSH309B

- Wed & Thurs Mar 21 – Mar 22 (2 sessions/10 hours)
  5:00 pm  – 10:30 pm  $150 A05OSH309C
Cursos de Construcción en Español
Construction Courses in Spanish

Para información sobre estos cursos llame al (718) 482-7244, ND

OSHA Certificación en 10 Horas para la Seguridad y Salud en la Industria de la Construcción

Adquirir la Certificación en 10 Horas para la Seguridad y Salud en la Industria de la Construcción, requerido para todos los trabajadores de la construcción. Recibirá experiencia práctica con equipo y procedimientos de seguridad, y discutirá prácticas para identificar y evitar los peligros en el área de construcción. Los derechos y reglas del Departamento de Labor de los EE.UU. también serán analizados. Al completar con éxito, recibirá su certificación de OSHA y la tarjeta. El curso se ofrece en español en Greenpoint, Brooklyn, ND

Mon & Tues Jan 22 – Jan 23 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05CSH918A

Mon & Tues Feb 12 – Feb 13 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05CSH918B

Mon & Tues Mar 19 – Mar 20 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05CSH918C

OSHA 10-Hour Construction Industry Safety and Health Certification

Earn the 10-Hour Construction Industry Safety and Health Certification, which is required of all construction workers. You'll receive hands-on experience with safety equipment and procedures, and discuss best practices to identify and avoid hazards on construction sites. US Department of Labor rules and worker rights will also be reviewed. Upon successful completion, you will receive your OSHA certification and card. This course is offered in Spanish and takes place in Greenpoint, Brooklyn, ND

Mon & Tues Jan 22 – Jan 23 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05CSH918A

Mon & Tues Feb 12 – Feb 13 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05CSH918B

Mon & Tues Mar 19 – Mar 20 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05CSH918C

Course de Andamio Suspendido de 16 Horas (NYCDOB)

Obtenga el entrenamiento requerido por el Departamento de Edificios de la Ciudad de Nueva York (NYCDOB) para trabajar en andamios suspendidos. Aprenderá cómo visualmente inspeccionar equipo del andamio suspendido, identificar los componentes básicos del andamio, y llevar a cabo montaje y desmontaje seguro de los equipos. También estudiará los requisitos y reglas del NYCDOB. El curso se ofrece en español en Greenpoint, Brooklyn, ND

Sat Feb 10 – Feb 17 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05CSF003A

Curso de Andamio Soportado de 4 Horas (NYCDOB)

Obtenga el entrenamiento requerido por El Departamento de Edificios de la Ciudad de Nueva York (NYCDOB) para trabajar en andamios soportados de cualquier altura. Los temas incluyen como levantar y cargar un andamio, como prevenir caídas y peligros eléctricos. Aprenderá acerca de las regulaciones del capítulo 33 sobre construcciones, seguridad de escaleras, como usar un arnés y mucho más. El curso se ofrece en español en Greenpoint, Brooklyn, ND

Wed Jan 17 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002A

Tue Mar 6 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002B

4 Hour Supported Scaffold User (NYCDOB)

Get the required training and certificate to work on supported scaffolding of any height by taking this New York City Department of Buildings (NYCDOB) approved course. Topics include how to properly erect and lead scaffolds, fall prevention and electrical hazards, Chapter 33 building regulations, ladder safety, how to properly wear a full body harness and more. This course is offered in Spanish and takes place in Greenpoint, Brooklyn, ND

Wed Jan 17 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002A

Tue Mar 6 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002B

Construction Management Certificate Program

Advance your career in the construction industry by becoming a construction manager. This 5-course certificate program provides you with the skills you need to successfully manage a construction team and site. Courses may be taken individually. Prerequisite: OSHA 10 Hour card. For more information call (718) 482-7244 or email acereg@lagcc.cuny.edu. ND

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veterans Upward Bound and Veterans Resource Center.

Contact (718) 482-5386 or vets@lagcc.cuny.edu.

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. ND

Instructor: Gerald Sanmarco, BS in Finance, Seton Hall University, is a third-generation construction professional and has 16 years of experience in the field. He has taught in LaGuardia's Career and Professional Programs since 2011.

Mon Jan 22 – Mar 19 (7 sessions/21 hours)
6:00 pm – 9:00 pm $356 A05CNS003A

Introduction to AutoCAD

If you are a professional in the field or a student interested in architecture and engineering, this course is for you. Using AutoCAD 2014, you will learn basic and intermediate concepts, and shortcuts to speedier drawings. Learn to plot and create readable technical drawings from actual sketches. Prerequisite: Familiarity with computers and Windows 7. ND

Sat Feb 3 – Mar 24 (8 sessions/28 hours)
1:00 pm – 4:30 pm $519 A05CMP005A

Project Management for the Construction Industry

Spring 2018
Mon Apr 2 – May 14 (7 sessions/21 hours)
6:00 pm – 9:00 pm $359 A05CNS004A

Construction Materials and Methods

Spring 2018
Wed Apr 4 – May 23 (8 sessions/24 hours)
6:00 pm – 9:00 pm $395 A05CNS005A

Construction Drawings and Plans

Fall 2018
Wed (12 sessions/36 hours)
6:00 pm – 9:00 pm $576 A05CNS001A

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
Refrigeration Machine Operator License Preparation

In conjunction with the National Association of Power Engineers (NAPE), Chapter 44, we offer the Licensed Refrigeration Machine Operator program for members of NAPE. Passing this course prepares you for the written and practical exam for the license issued by the New York City Fire Department. All participants must be members of NAPE. If you are not, you may join when you register. Certificates are awarded upon successful completion of the course. For more information call (718) 482-7244.

Refrigeration Machine Operator License Preparation Course

This 200-hour course is approved by the NYC Fire Department as a requirement for licensing for refrigeration and air conditioning machine operators, meeting the requirements of both class training and shop work. The course will cover maintenance and repair of compression and absorption refrigeration systems, and the safety precautions that should be observed in operating, maintaining and repairing refrigeration machinery. You will visit modern refrigeration facilities that manufacture and maintain equipment. This class includes training for EPA certification as a “Universal Technician.” NAPE membership fees and cost of books are included in course tuition. ND

Fall 2018

Tues & Thurs (67 sessions/200 hours)
6:00 pm – 9:00 pm $2600 A05BUS009A

Refrigerating System Operating Engineers Certificate of Qualification Renewal

Building Operation, Maintenance and Recordkeeping

Refrigerating System Operating Engineers, you must renew any Certificate of Qualification you hold every 3 years. Take Building Operation Maintenance and Recordkeeping, which is approved by the Fire Department of New York, to fulfill the continuing education requirement needed for the Certificate of Qualification renewal. (This course is offered in conjunction with the National Association of Power Engineers (NAPE), Chapter 44.) ND

Wed Jan 24 – Jan 31 (2 sessions/7 hours)
6:00 pm – 9:30 pm $200 A05BMR001A

Wed Jan 21 – Mar 28 (2 sessions/7 hours)
6:00 pm – 9:30 pm $200 A05BMR001B

Advanced Industrial & Manufacturing Programs

Enhance your skills in the industrial and manufacturing sectors by learning the software needed to gain employment or advance in the workplace. These training programs are informed by industry experts and employer partners.

Learn 3D design software and start your journey in the exciting field of 3D Digital Prototyping by taking a four–week Solidworks Bootcamp class. You will have the opportunity to print 3D model creations in a 5,000 square foot fabrication lab.

Continue your training with a variety of 3D Design software classes. Create 3D models with Autodesk Fusion 360 software, a perfect choice for hobbyists, small businesses and start-ups. Complete the Autodesk Inventor Professional software course to work with larger companies that specialize in manufacturing parts. Or study Solidworks software to prepare for the Certified Solidworks Associate (CSWA) exam, a popular choice among Industrial Design professionals. For more information call (718) 482-5333 or email kwalsh@lagcc.cuny.edu.

Principles of Supervision

Explore how management and employees relate to one another in the industrial workplace and get tips on how to form productive employment relationships. You will focus on the supervisor’s tasks and challenges within your specific industry to improve your communication, leadership and organizational skills. Course highlights include employer site visits, industry guest speakers, and an employer panel event covering how to advance in the workplace.

Tues Jan 30 – Apr 10
(11 sessions/33 hours). 5:30 pm – 8:30 pm $1200 A17AIM002

Autodesk Inventor Professional User Certification Prep – 3D Industrial Design

Advance your 3D industrial design career by preparing for the nationally recognized Autodesk Inventor® User Certification exam. Learn the digital design skills necessary to begin working in industrial design and explore how to create 2D and 3D models of industrial and mechanical parts utilizing Autodesk Inventor Professional software. You will also study Autodesk Inventor’s advanced part and assembly design features. Tuition includes a one–year AutoDesk Inventor Professional educational software license. Certification exam fee is not included. This course is intended for students with basic knowledge of 2D modeling. Prerequisite: Introduction to AutoCAD A05CMP105A or equivalent experience as demonstrated by an entrance exam. (Payment plans available to qualifying students.)

Tues & Thurs Jan 30 – Mar 29
(18 sessions/72 hours)
6:00 pm – 10:00 pm $1379 A17AIM001

Visit www.laguardia.edu/ce and consider all the possibilities to help you move forward in your education and career.
Zora Barnwell

Cutting edge technology instruction at LaGuardia

Zora Barnwell is a high school graduate of New York Harbor School, one of New York City's Career and Technical Education (CTE) schools, where she studied Marine Systems Technology. This past summer, she completed the Autodesk Fusion 360 course in order to learn the basics of 3D digital prototyping, a step towards her future goal of launching a career in a design related field. “I have learned a lot in a short amount of time,” says Zora. “I’m also grateful for all the useful materials I got from class, including my manual.” Zora had such a good experience at LaGuardia that she decided to enroll in the Industrial Design degree program and began her studies this past fall. In addition to her college classes, she hopes to take LaGuardia’s new Solidworks Associate Certification – 3D Mechanical Design course to become skilled in this industry standard software and be more competitive in the job market.

Autodesk Fusion 360 User Certification Prep – 3D Digital Prototyping

Increase your 3D design career opportunities by preparing for the Autodesk Fusion 360 User Certification exam. You will learn the basics of 2D drawing and 3D modeling using the new Autodesk Fusion 360 prototyping software. You’ll also explore Fusion’s advanced features, such as cloud based group collaboration and Computer Aided Machining (CAM) to create and print 3D models. Tuition includes a one-year Autodesk Fusion 360 educational software license. Certification exam fee is not included. This course is intended for students with basic knowledge of 2D modeling software. Prerequisite: Introduction to AutoCAD A05CMP105A or equivalent experience as demonstrated by an entrance exam. (Payment plans available to qualifying students.)

NEW! Solidworks Bootcamp

Explore the Industrial Design process by learning Solidworks software, an industry standard for creating 3D digital designs. You will practice using 3D printers in LaGuardia’s NYDesigns Fabrication Lab. Course fees include a one-month subscription to the NYDesigns Fabrication Lab ($300 value). Solidworks educational license is not included.

Tues & Thurs Jan 9 – Feb 8 (8 sessions/24 hours)
6:00 pm – 9:00 pm $450 A17AIM003

Mon & Wed Jan 29 – Apr 2 (18 sessions/72 hours)
6:00 pm – 10:00 pm $1119 A17AIM000

NEW! Solidworks Associate Certification – 3D Mechanical Design

Launch or advance your design career by earning a Certified Solidworks Associate (CSWA) credential and become skilled in this industry leading software. Use Solidworks 2D and 3D mechanical design automation software to make drawings and build models of parts and assemblies. Tuition includes a one-year Solidworks educational software license and one certification exam fee. This course is intended for students with basic knowledge of 2D modeling. Prerequisite: Introduction to AutoCAD A05CMP105A or equivalent experience as demonstrated by an entrance exam. (Payment plans available to qualifying students.)

Tue & Thur Feb 13 – Apr 17 (18 sessions/72 hours)
6:00 pm – 10:00 pm $1389 A17AIM004
Taxi & For Hire Vehicle Driver Institute

We are the Taxi & For Hire Vehicle Driver Institute at LaGuardia Community College, an approved New York City Taxi & Limousine Commission (TLC) vendor that provides taxi and FHV training. We have over 30 years of experience serving the needs of professional drivers. We pride ourselves on our experienced staff, professional instruction, and commitment to facilitating lifelong learning. Register now! Visit www.laguardia.edu/acereg/. For more information contact (718) 482-5336 or CUNYTaxi@lagcc.cuny.edu. All classes are ND.

TLC Driver License Applicants

The need for taxi and For Hire Vehicle (FHV) drivers is expected to grow 14% annually through 2022, according to the New York State Department of Labor. Start your career in this high-demand field in just a few weeks. The TLC Driver License will allow you to drive the following approved TLC vehicles: yellow taxi, green taxi, and all For Hire Vehicle options including livery car service, black car, and luxury limousine. ND

24 Hour TLC Driver License Education Course

Acquire the basic knowledge you need to successfully, professionally and safely carry out the responsibilities of a TLC driver. This course satisfies TLC requirements for authorized training (TLC Rule §80.04(j)). Student manual is included in tuition. The New York City 5 Borough Street Atlas is sold separately at the LaGuardia Bookstore. ND

Day and Evening Classes (3 sessions/24 hours)
$175 A17TLC000

Curso de 24 Horas para la Licencia de Conducir del TLC

Adquirir conocimiento básico necesario para poder realizar las responsabilidades profesionales de un chofer del TLC. Este curso satisface los requisitos del TLC para ser chofer (TLC Regla §80.04(j)). El manual de estudios está incluido en la matrícula. El Atlas de los 5 Condados de New York City se vende separadamente y se puede comprar en la librería de LaGuardia Community College. ND

Day and Evening Classes (3 sessions/24 hours)
$125 A17TLC000

NEW! 24小时驾驶员培训课程

通过培训，可获取成为成功、专业、安全履行TLC驾驶员职责的基本知识，该课程可满足TLC要求的授权培训（TLC规章 第 80.04(j) 条）。学费包含学生手册的费用。纽约市五个市镇的街道地图册在拉瓜迪亚学院（LaGuardia Community College）书店单独出售。ND

24 Hour TLC Driver License Education Course

Acquire the basic knowledge you need to successfully, professionally and safely carry out the responsibilities of a TLC driver. This course satisfies TLC requirements for authorized training (TLC Rule §80.04(j)). Student manual is included in tuition. The New York City 5 Borough Street Atlas is sold separately at the LaGuardia Bookstore. ND

Day and Evening Classes (3 sessions/24 hours)
9:00 am - 6:00 pm $125 A17TLC000

TLC Driver License Examination

This official TLC exam measures drivers’ knowledge of rules and regulations, geography and map reading. A passing score satisfies the TLC licensing requirement (TLC Rule §80.04(j)).

Day and Evening Classes (1 session/3 hours)
$75 A17TST000

Examen Final para Licencia de Conducir del TLC

Este examen oficial del TLC mide el conocimiento de las regulaciones del TLC, la geografía de Nueva York y la comprensión de leer mapas. El pasar este examen satisface el requisito del TLC para obtener una licencia de conducir del TLC (TLC Regla §80.04(j)).

Day and Evening Classes (1 session/3 hours)
$75 A17TST000

NEW! TLC驾驶证考试

TLC的官方考试检验驾驶员对规章条例的掌握程度，地理位置和阅读地图。合格的考试分数可满足TLC颁发驾驶证的要求（TLC 规章条例第80.04(j)条）。ND

TLC Driver License Examination

This official TLC exam measures drivers’ knowledge of rules and regulations, geography and map reading. A passing score satisfies the TLC licensing requirement (TLC Rule §80.04(j)).

Day and Evening Classes (1 session/3 hours)
$75 A17TST000

New & Current TLC Drivers

Obtain a new TLC license or maintain your current license by taking TLC mandated classes with the Taxi & For Hire Vehicle Driver Institute, an approved TLC vendor with over 30 years of experience serving the taxi and FHV industry. ND

Defensive Driving Course (DDC)

Take the New York State Department of Motor Vehicles (NYS DMV) Certified Defensive Driving Course and reduce 4 violation points from your NYS DMV driver license. You’ll also lower your car insurance premium by 10% by completing this 6-hour course. This class satisfies all Taxi & Limousine Commission (TLC) Defensive Driving requirements for all TLC license types. NYS DMV certification, books and materials are included in tuition. ND

Day and Evening Classes (1 session/6 hours)
$45 A17DDV000

Wheelchair Accessible Vehicle Training

Current TLC drivers and TLC driver applicants, you are required to successfully complete a Wheelchair Accessible Vehicle (WAV) training course as part of the TLC licensing or renewal process. The 3-hour training covers the Americans with Disabilities Act (ADA) requirements; assisting wheelchair riders into and out of vehicles, including the proper use of ramps; assisting with passenger lap and shoulder belts; and safely storing wheelchairs in vehicles. ND

Day and Evening Classes (1 session/3 hours)
$75 A17WAV000

TLC License Renewal

Before your TLC license expires, you are required to complete this 5-hour course, which includes an update of rule changes; review of driver responsibilities and duties; discussion of driver/passenger relations; and awareness of serving passengers with disabilities. ND

Day and Evening Classes (1 session/5 hours)
$75 A17RWN000

Portable Electronic Device (PED) and Distracted Driving

Discover the dangers of driving while distracted (DWD) and understand the ramifications of being issued a violation by the TLC or other law enforcement agency. TLC drivers must show proof that they are required to take this class, either by presenting a TLC letter or disposition. ND

Day and Evening Classes (1 session/1 hour)
$40 A17PED000

Driver Point Reduction

Analyze your driver violation history in order to understand your pattern of behavior. Explore productive ways to deal with conflict, personal anger and aggression by better understanding and communicating with passengers. You will also learn proper protocol for interacting with police officers and the court system. Finally, you’ll receive a copy of New York City and TLC traffic codes. Completion of this course eliminates 3 points from your TLC driver license and can be taken once every 5 years for point reduction. ND

Day and Evening Classes (1 session/4 hours)
$75 A17RFV000

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
English as a Second Language

Learn English at LaGuardia! Prepare for college, graduate school or a better job. Teachers at The English Language Center (TELC) have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening and speaking.

Payment for courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa or Discover). Registration may close at any time, so please register early. Phone: (718) 482-5360
Web: www.laguardia.edu/TELC. Address: 29-10 Thomson Avenue, Room C-354, Long Island City, NY 11101

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

Winter 2018 Registration:
Wednesday, January 3 and Thursday, January 4
11:00am–3:00pm, Room C-354
A non-refundable $100 registration fee is included in the tuition.

Morning Intensive Program
Mon – Fri Jan 17 – Mar 23 (45 sessions/154 hours)
8:45 am – 12:45 pm $1575 AF021000

Afternoon Intensive Program
Mon – Thurs Jan 24 – Mar 28 (34 sessions/113 hours)
1:30 pm – 6:30 pm $1385 AF021001

Part-Time Classes
Part-Time Afternoon
These classes are designed for students who want to focus on a specific English skill.

Winter 2018 Registration:
Wednesday, January 3 and Thursday, January 4
11:00am–3:00pm, Room C-354
A non-refundable $25 registration fee is included in the tuition.

Writing
Express your ideas in writing more clearly to prepare for college or career advancement. Class assignments will cover organization, grammar and vocabulary—the keys to effective written communication. Offered at beginning, intermediate or advanced level.

Mon & Wed Jan 24 – Mar 28 (17 sessions/38.25 hours)
1:30 pm – 3:45 pm $385 AF02110C

Listening and Speaking
Achieve success in college or at work by becoming a more fluent speaker of English and a more informed listener. Class discussions and individual presentations will help improve your pronunciation, vocabulary and grammar. Listening activities will help prepare you for many real-life situations, from using the telephone to attending college lectures. Offered at beginning, intermediate or advanced level.

Tues & Thurs Jan 25 – Mar 27
(17 sessions/38.25 hours) 4:15 pm – 6:30 pm
$355 AF021150C

Vocabulary through Reading
Expand your vocabulary and improve your reading skills for academic study or career advancement. You will discover many new words and idioms in context, and learn strategies for becoming a faster and more efficient reader. Offered at beginning, intermediate or advanced level.

Mon & Wed Jan 24 – Mar 28 (17 sessions/38.25 hours)
4:15 pm – 6:30 pm. $355 AF021240C

Grammar for Communication
Improve your English grammar through games, role play, discussions and in-class writing activities using current computer technology in the TELC Media Center. Express yourself with greater accuracy, fluency and confidence in both speaking and writing.

Tues & Thurs Jan 25 – Mar 27
(17 sessions/38.25 hours) 1:30 pm – 3:45 pm
$355 AF021121C

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

Winter 2018 Registration:
Monday to Thursday, January 8 to January 11
4:00pm – 7:00pm, Room C-354
A non-refundable $50 registration fee (4 nights) or $25 registration fee (2 nights) is included in the tuition.

Listening, Speaking, Reading, Writing and Grammar
Mon – Thurs Jan 22 – Mar 21 (32 sessions/80 hours)
6:50 pm – 9:20 pm $665 AF021006

Listening, Speaking and Grammar
Mon & Wed Jan 22 – Mar 21 (16 sessions/40 hours)
6:50 pm – 9:20 pm $355 AF021003

Reading, Writing and Grammar
Tues & Thurs Jan 23 – Mar 15 (16 sessions/40 hours)
6:50 pm – 9:20 pm $355 AF021004

Pronunciation
Improve your pronunciation of American English and increase your confidence in speaking. You will study vowel and consonant sounds, and learn stress patterns and intonation rules to communicate clearly.

Tues & Thurs Jan 23 – Mar 15 (16 sessions/40 hours)
6:50 pm – 9:20 pm $355 AF021140

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
Part-Time Saturday
Improve your listening, speaking, reading, writing and grammar skills by using authentic language and materials that will help you function in your daily life, prepare for college or get a better job.

Winter 2018 Registration:
Saturday, January 13 and Saturday, January 20
10:00 am – 1:00 pm, Room C-354
A non-refundable $25 registration fee is included in the tuition.

Listening, Speaking, Reading, Writing and Grammar
Sat Jan 27 – Mar 17 (8 sessions/40 hours)
9:00 am – 2:30 pm $355 AF021005

Test Preparation
Prepare for the TOEFL or the CUNY Assessment Test in Writing (CATW). Improve your language skills and learn test taking strategies to obtain higher scores on these college entry exams.

Winter 2018 Registration:
Monday to Thursday, January 8 to January 11
4:00 pm – 7:00 pm, Room C-354
Saturday, January 13 and Saturday, January 20
10:00 am – 1:00 pm, Room C-354
A non-refundable $25 registration fee is included in the tuition.

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.

Mon & Wed Jan 22 – Mar 21 (16 sessions/40 hours)
6:50 pm – 9:20 pm $355 AF021400A

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

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

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

For more information:
Visit: laguardia.edu/ciet
Call: (718) 482-5460
In Person: LaGuardia Community College
Center for Immigrant Education and Training (CIET)
29-10 Thomson Avenue, Room C-239 LIC, NY 11101
Monday-Thursday, 10:30 a.m.-6:30 p.m.

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 a 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
En persona: LaGuardia Community College
Center for Immigrant Education and Training (CIET)
29-10 Thomson Avenue, Room C-239 LIC, NY 11101
Lunes-Jueves, 10:30 a.m.-6:30 p.m.

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

This material is based upon work supported by the U.S. Department of Homeland Security Grant Award Number, 2016-CS-010-000016. Disclaimer: The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U.S. Department of Homeland Security.
If you have been accepted to a CUNY college, you may qualify for the CUNY Language Immersion Program (CLIP).

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

You can also get help applying for financial aid.

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

Get the English skills you need to succeed in college!

Versant English Speaking Test

How well do you speak English?
Is it good enough for college?
For a better job? For a training course?

The Versant English Test is a fast and accurate way to measure how well you use everyday English in a school or work environment. In less than 20 minutes you can take the test on a computer and get a printed and detailed score report on how to improve your English speaking skills in the following areas:

- vocabulary
- fluency
- pronunciation
- listening comprehension

After the test a LaGuardia counselor can review your results and discuss with you classes, majors, training programs and job opportunities based on your score. Take the Versant English Test and start planning your future!

Sat Jan 13 (1 session/2 hours)
10:00 am – 12:00 pm $39 A05VST001A

Sat Feb 17 (1 session/2 hours)
10:00 am – 12:00 pm $39 A05VST002A

CUNY Citizenship Now!

Application Assistance

CUNY Citizenship Now! assists permanent residents with their 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

A $680 filing fee (check or money order) is required by the U.S. Citizenship and Immigration Services.

For more information or to register call (212) 568-4679.
Which LaGuardia High School Equivalency Program is Right for You?

☐ I want to start the high school equivalency program in English during the daytime, evening, or on Saturday. ($)
  
  Call: (718) 482-5385
  Email: HSELaGuardia@lagcc.cuny.edu
  Visit: laguardia.edu/hse

☐ I am an adult (19 or older) seeking a free high school equivalency program in English. I might also be interested in going to college or starting a new career in health, science or business. (F)
  
  Call: (718) 482-5385
  Email: HSELaGuardia@lagcc.cuny.edu
  Visit: laguardia.edu/hse or laguardia.edu/bridge

☐ I am an out-of-school youth between the ages of 17 and 20 and want to earn my high school equivalency diploma. (F)
  
  Workforce Education Center Room C-314
  Contact: Winifred Miller
  Call: (718) 482-5340
  Email: wfrancis@lagcc.cuny.edu

☐ I have already taken classes and just want to take the high school equivalency exam. (F)
  
  Visit: laguardia.edu/hse

☐ Quiero tomar clases de equivalencia del bachillerato en Español por la noche o los sábados. ($)
  
  Call: (718) 482-5385
  Email: HSELaGuardia@lagcc.cuny.edu
  Visit: laguardia.edu/hse

☐ I am a Veteran and want to earn my high school equivalency diploma. (F)
  
  Veterans Upward Bound Program - Room C-371
  Call: (718) 482-5386
  Email: vets@lagcc.cuny.edu or ddaza@lagcc.cuny.edu
  Visit: laguardia.edu/veterans

☐ I am Deaf or Hard-of-Hearing and want to earn my high school equivalency diploma. ($)
  
  Program for Deaf Adults - Room C-203
  Contact: Pacts Cartagna
  Call: (917) 832-1202 VP/voice
  Email: pcarlson@lagcc.cuny.edu
  Visit: laguardia.edu/hsedeafadult

☐ I have already attended LaGuardia classes and earned my high school equivalency diploma. How do I continue my education at LaGuardia Community College? (F)
  
  ACE Advisement
  Contact: Edith Diaz
  Call: (718) 482-5355
  Email: ACEAdvisement@lagcc.cuny.edu

☐ I am a father between the ages of 18 – 28 and want to earn my high school equivalency diploma. (F)
  
  CUNY Fatherhood Academy - Room C-225
  Contact: David Speal
  Call: (718) 730-7336
  Email: dspeal@lagcc.cuny.edu

Did You Know?

LaGuardia Community College is an official High School Equivalency Testing Center. For more information call (718) 482-6168.
High School Equivalency

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

High School Equivalency in English

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

To apply, you must attend one of the placement exam dates below.

Winter 2018:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday November 28</td>
<td>6:00 PM</td>
<td>Room C-400</td>
<td>$25</td>
</tr>
<tr>
<td>Saturday December 02</td>
<td>10:00 AM</td>
<td>Room C-400</td>
<td>$25</td>
</tr>
<tr>
<td>Wednesday December 06</td>
<td>10:00 AM</td>
<td>Room C-400</td>
<td>$25</td>
</tr>
</tbody>
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Placement Exam:
• 35 minute reading exam
• 20 minute math survey
• Writing sample

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

Payment:
• Course fee can be paid by credit/debit card or money order.
• Placement test fee of $25 can be paid online at www.laguardia.edu/acereg/ or by money order.

If paying by money order, leave blank until completion of the placement exam process.

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)
• 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, go to Room C-400

Pre–High School Equivalency in English

Wed & Fri Jan 10 – Apr 6 (25 sessions/100 hours)
9:00 am – 1:00 pm $285 A04HSE004A

High School Equivalency in English

Mon & Wed Jan 3 – Apr 9 (25 sessions/100 hours)
10:00 am – 2:00 pm $285 A04HSE009A

Sat Jan 6 – Apr 7 (13 sessions/97.5 hours)
9:00 am – 5:00 pm $285 A04HSE001C

Mon, Wed & Thurs Jan 11 – Apr 4
33 sessions/99 hours 6:00 pm – 9:00 pm $285 A04HSE001B

High School Equivalency Math Only

If a low math test score is all that is holding you back from getting your High School Equivalency Diploma, this math refresher course is for you. Through extensive practice, you will learn algebra, geometry, number conversions, and interpretation of data and graphs. Develop the skills you need to pass the High School Equivalency Exam.

Tue Jan 23 – Mar 27 (10 sessions/40 hours)
9:00 am – 1:00 pm $137 A04HSE005A

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 de 19 años de edad o más.

Para aplicar tiene que asistir a una de estas fechas de exámenes de registro.

Invierno 2018:

Lunes, Miercoles & Jueves Jan 4 – Mar 28
33 sessions/99 hours 6:00 pm – 9:00 pm $285 A04HSE003A

Pre–Equivalencia del Bachillerato en Español

Lunes, Miercoles & Jueves Jan 4 – Mar 28
33 sessions/99 hours 6:00 pm – 9:00 pm $285 A04HSE002A

Pre–Equivalencia del Bachillerato en Español

Lunes, Miercoles & Jueves Jan 4 – Mar 28
33 sessions/99 hours 6:00 pm – 9:00 pm $285 A04HSE002B

Sesión de exámenes de registro:
• Examen en comprensión de lectura de 35 minutos
• Examen de matemáticas de 20 minutos
• Breve examen de escritura

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

Pago:
• El curso se puede pagar con tarjeta de crédito/débito o giro postal
• El costo del registro de $25 se puede pagar “online” (www.laguardia.edu/acereg/ o con giro postal)

Por favor deje el giro postal en blanco hasta el día de matrícula.

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

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

Para más información llame al (718) 482-5385, venga a la oficina C-400

Pre–Equivalencia del Bachillerato en Español

Lunes, Miercoles & Jueves Jan 4 – Mar 28
33 sessions/99 hours 6:00 pm – 9:00 pm $285 A04HSE002B

Sábado Jan 6 – Mar 31 (13 sessions/97.5 hours)
9:00 am – 5:00 pm $285 A04HSE002D

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
**Bridge to College and Careers Program**

_Earn your high school equivalency diploma while you prepare for college and a career!_

- Develop your reading, writing and math skills with course work that focuses on healthcare, business or science
- Explore majors in these three areas
- Discover opportunities to transition to college, a certification program or employment
- Receive one-on-one career counseling
- Get college admissions and financial aid counseling

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

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**Eslin Lopez**

_LaGuardia provides path from high school equivalency to college_

Eslin Lopez had a goal to earn her high school equivalency diploma, and she came to LaGuardia’s Bridge to College and Careers Program to make that happen. Juggling school work and parenting responsibilities was a challenge, but she stuck with it and her hard work finally paid off. “It took me couple of tries to earn it, but the feeling of relief when I finally achieved the diploma was worth it,” says Eslin. She entered the CUNY Start program and then transitioned into college studies as a Veterinary Technology major at LaGuardia. Once she earns her associate degree, Eslin plans to continue her education with a bachelor degree and hopes to one day work in the veterinary field. “I’m happy I made the choice to rely on LaGuardia to help me achieve my goals. It has been a positive and helpful experience,” she says.

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**Adult Basic Education for Deaf Adults**

**TABE Reading & Writing and/or Math Placement Exam**

Call (917) 832-1202 VP for an appointment. You must take a TABE reading and writing and/or math pre placement test to register for our English and Math Literacy or High School Equivalency (formerly GED) courses.

- **Mon, Tues, Wed & Thurs Jan 2 – Mar 29**
  - (1 session/4 hours) $15 A16TAB000A
- **Mon, Tues, Wed & Thurs Jan 2 – Mar 29**
  - (1 session/4 hours) $15 A16TAB000B

**Beginning ASL and English for Deaf Adults**

- **Spring 2018**
  - Mon & Wed Apr 23 – Jun 25 (18 sessions/45 hours)
  - 5:45 pm – 8:30 pm $429 A16RDW001A

**Beginning Basic Education Level 1 for Deaf Adults**

- **Spring 2018**
  - Tues & Thurs Apr 17 – Jun 28 (22 sessions/44 hours)
  - 5:45 pm – 7:55 pm $429 A16RDW003A

**Beginning Basic Education Level 2 for Deaf Adults**

- **Spring 2018**
  - Mon & Wed Apr 9 – Jun 25 (22 sessions/44 hours)
  - 5:45 pm – 7:55 pm $429 A16RDW004A

**Basic Skills in Reading (Dual Access)**

Gear up your skills in preparation for college entry. You will read a combination of narrative and expository prose, summarize your readings, and answer comprehension questions about the content read. This course is offered through the college’s Academic Affairs Division. Please contact Kim Lucas, Academic Counselor, for an appointment at (718) 482-5311 TTY, (917) 832-1203 Voice/VP, or email KMLUC@lagcc.cuny.edu. Prerequisite: High school or equivalency diploma.

- **Registration Deadline:** February 23, 2018
  - Mon – Fri Mar 2 – Jun 12 (60 sessions/60 hours)
  - 9:15 am – 10:15 am $535 A16RDG005A

**Basic Skills in Writing (Dual Access)**

Gear up your skills in preparation for college entry. You will write 10 essays, most based on course readings. X-Word grammar will be taught and applied to all essays. This course is offered through the college’s Academic Affairs Division. Please contact Kim Lucas, Academic Counselor, for an appointment at (917) 832-1203 Voice/VP, or email KMLUC@lagcc.cuny.edu. Prerequisite: High school or equivalency diploma.

- **Registration Deadline:** February 23, 2018
  - Mon, Tues, Thurs (10:30am – 12:45pm) & Fri (10:30am – 11:30am) Mar 2 – Jun 12
  - (48 sessions/84 hours) $535 A16WRT005A

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**REGISTER TODAY**

to reach your education or career goals!

**Online:**

[laguardia.edu/acereg](http://laguardia.edu/acereg)

**By phone:**

(718) 482-7244

For English Language classes call (718) 482-5360

**In person:**

_M-Building, Room M-143_

Monday - Thursday 8:30 a.m. - 6:30 p.m.
Friday - Saturday, 8:30 a.m. – 3:30 p.m.
High School Equivalency for Deaf Adults

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

High School Equivalency Placement Exam
To reserve a seat for the placement test, contact Pacts Cartagna at (971) 832-1202 VP/Voice or pcarlson@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Jan 2 – Mar 29
(3 sessions/15 hours)
$45 A16HSE000A

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

Registration Deadline: January 2, 2018
Tues & Thurs Jan 9 – Mar 29 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16HSE001A

Spring 2018
Tues & Thurs Apr 17 – Jun 28 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16HSE002A

High School Equivalency Reading/Writing for Deaf Adults
Advance your reading and writing skills in the context of subject areas covered by the High School Equivalency (formerly GED) exam (social studies, science, language arts, reading and writing). This course is for students at the 7th grade reading level. ND

Spring 2018
Tues & Thurs Apr 17 – Jun 28 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16HSE002A

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

Registration Deadline: January 2, 2018
Mon & Wed Jan 8 – Apr 2 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT014A

Spring 2018
Mon & Wed Apr 9 – Jun 25 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT014A

High School Equivalency Math for Deaf Adults
Advance your math skills as you focus on the following areas of High School Equivalency (formerly GED) Mathematics: probability, ratio and proportion, percents, measurements, graphs and tables, basics of algebra, geometry, special topics in algebra and geometry, and word problems. ND

Spring 2018
Mon & Wed Apr 9 – Jun 25 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT015A

Elementary Algebra (Dual Access)
Advance your math skills in preparation for the High School Equivalency (formerly G.E.D.) exam and/or college entry. Learn how to apply graphing, systems of linear equations, functional concepts, rules of exponents, factoring, polynomial algebra, rational expressions, complex fractions, radical expressions and the quadratic formula. This course is offered jointly with the college’s Mathematics Department. For more information contact Pacts Cartagna at pcarlson@lagcc.cuny.edu. Prerequisite: Introduction to Algebra (A16MAT095) or eligibility as determined by math placement test.

Registration Deadline: February 23, 2018
Mon, Wed & Thurs Mar 2 – Jun 11
(48 sessions/72 hours) 4:35 pm – 6:45 pm
$535 A16MAT096A

Pre-College Programs
College Preparation Workshops

What do you want to be? Discover your Career Options
The presenter will link your current or future major with a career, using a questionnaire called the Student Directed Survey. You will also be introduced to the Career Zone website to learn about salary information, job prospects, and educational credentials needed for your potential career.

Wed Feb 14 (1 session/2 hours)
6:00 pm - 8:00 pm $29 A22PRP004A

How to Select a CUNY College and Complete the CUNY Application
Receive step-by-step instructions on how to complete the CUNY application, including a description of what documents to submit with the application.

Wed Jan 31 (1 session/2 hours)
6:00 pm - 8:00 pm FREE A22PRP003A

Getting Money through FAFSA: Making a College Degree Affordable
Does the idea of paying for college seem overwhelming? Discover the step-by-step process to apply for financial aid, from completing the FAFSA application to what documents you need. Learn financial aid terms, and explore different programs and scholarships that can help pay for your college degree in this interactive workshop.

Wed Feb 21 (1 session/2 hours)
6:00 pm - 8:00 pm FREE A22PRP002A

How to Complete the Common Application with a Review of the Essay
Understand step-by-step instructions to complete the Common Application, including a description of what documents to submit with the application. Special attention will be given to the essay question that must be completed with the application.

Wed Feb 7 (1 session/2 hours)
6:00 pm - 8:00 pm FREE A22PRP001A
College & Career Pathways Institute

College and Career Pathways Institute (CCPI) at LaGuardia Community College/CUNY pilots new and innovative program models, using evidence-based contextualized instructional strategies, to help adult educators prepare students to become college and career ready.

CCPI offers the following professional development services through a blended on-site-online approach:

- Site-Based Program Design and Staff Training
- Best Practices Workshops:
  - More than College Knowledge
  - Embedded Advisement
  - Designing Integrated Training Programs
  - Thinking Like a Scientist
  - Building a Better Bridge to College and Work: Models that Work for High School Equivalency Students
  - Designing Sector-Focused Basic Skills Instruction
  - Developing Career Pathways Programs for Low-Skilled Adults
- Teacher and Curriculum Development Coaching
- Demonstration Classes (Visit one of our classrooms to see our work in action!)

To learn more contact us at ccpi@lagcc.cuny.edu or (718) 349-4015.

CUNY Start

is an intensive 18-week academic program that will help you pass the CUNY placement exams and succeed in your college studies. Part and full-time classes are offered in reading, writing and math.

Why enroll in CUNY Start?

- Improve your reading, writing, and math skills and prepare for college
- Two opportunities to retake CUNY placement exams
- Low cost: $75 per semester, including books and materials
- Save financial aid and spend less time in remedial classes

To be eligible for CUNY Start, you must

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Fall 2018 classes
- Take the CUNY placement exams and still need to pass two or more exams
- RSVP to attend a CUNY Start info session and complete the online application
- Be interviewed by a CUNY Start staff person
- Students with ESL placements are NOT eligible for CUNY Start

Classes run March 1, 2018 - June 20, 2018
(718) 482-5137 cunystart@lagcc.cuny.edu

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

College-Level Examination Program (CLEP)

A Credit-by- Examination Program

Earn college credit for what you already know!

Earn between 3 and 12 credits per test

Each CLEP test costs $115*
(A 3-credit course at a CUNY Community College costs $380)

Tests offered every Thursday at 6:00 pm
in Room C-333

Save time and money, and graduate sooner!

*Before arrival visit http://clep.collegeboard.org/ and register for your chosen CLEP exam. Each exam cost $80. Registering provides you with a payment receipt and a Ticket ID, which you must bring to the test. You will register separately at LaGuardia and pay a $35 operational fee. One form of government-issued identification will be acceptable for CLEP test-takers. The primary identification must be valid and current, must bear test-takers’ full name in English language characters, and must contain a photograph and a signature.

CALL (718) 482-7244
EMAIL clep@lagcc.cuny.edu
VISIT laguardia.edu/clep/
REGISTER laguardia.edu/acereg/
**College Courses for Non-Credit**

Alternate days and times for college classes are sometimes available for Continuing Education students. The deadline to register for college courses is Friday, Dec 22.

For more information call (718) 482-7244.

### College Foreign Languages

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

**Elementary Modern Chinese I**
- Mon - Thurs Jan 2 – Feb 22 (24 sessions/48 hours)
- 1:00 pm - 3:15 pm $320 A02ELC101A

**Elementary French II**
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 10:30 am - 12:45 pm $320 A02ELF102A

**Elementary Italian I**
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 10:30 am - 12:45 pm $320 A02ELI101A

**Elementary Italian II**
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 1:00 pm - 3:15 pm $320 A02ELI102A

**Elementary Japanese I**
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 10:30 am - 12:45 pm $320 A02ELJ101A

**Elementary Japanese II**
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 10:30 am - 12:45 pm $320 A02ELJ102A

**Elementary Spanish I**
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 9:15 am - 11:30 am $320 A02ELS101A
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 1:00 pm - 3:15 pm $320 A02ELS101B
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 5:45 pm - 7:55 pm $320 A02ELS101C

**Elementary Spanish II**
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 1:00 pm - 3:15 pm $320 A02ELS102A
- Mon - Thurs Jan 2 - Feb 22 (24 sessions/48 hours)
- 5:45 pm - 7:55 pm $320 A02ELS102B

**NOTE:** Saturday College Foreign Languages classes will run from March 3 - June 9, 2018. These 48-hour courses will be offered in Arabic 2, French 1 & 2, Japanese 1 & 2, Korean 1, Spanish 1 & 2 and Spanish for Heritage Speakers, and Portuguese I.

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

- Mon Jan 8 - Feb 19 (6 sessions/36 hours)
  - 9:15 am - 5:35 pm $320 A02HUA120A

**College Art**

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

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

- Tues & Thurs Jan 2 - Feb 22 (12 sessions/36 hours)
  - 9:15 am - 12:45 pm $320 A02HUA110A
- Mon Jan 8 - Feb 19 (6 sessions/36 hours)
  - 9:15 am - 5:35 pm $320 A02HUA110B

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

- Tues & Thurs Jan 2 - Feb 22 (12 sessions/36 hours)
  - 9:15 am - 12:45 pm $320 A02HUA131A
  - 5:45 pm - 10:15 pm $320 A02HUA131B

**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 A02HUA131A
College Music

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

Introduction to Music

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

Tues & Thurs Jan 2 – Feb 22 (12 sessions/36 hours)
6:00 pm – 9:35 pm $320 A02HUM101C

Mon, Wed, Fri Jan 3 – Feb 23 (18 sessions/36 hours)
9:15 am – 11:30 am $320 A02HUM101A

College Liberal Arts

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

Public Speaking

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

Tues & Thurs Jan 2 – Feb 22 (12 sessions/36 hours)
6:00 pm – 9:35 pm $320 A02HUC106B

Introduction to Philosophy

Tues & Thurs Jan 2 – Feb 22 (12 sessions/36 hours)
5:45 pm – 9:05 pm $320 A02HUP101C

Critical Thinking

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

Mon, Wed & Thurs Jan 3 – Feb 22
18 sessions/36 hours 11:45 am – 2:00 pm
$320 A02HUP102A

Mon, Wed & Thurs Jan 3 – Feb 22
(18 sessions/36 hours) 2:15 pm – 4:45 pm
$320 A02HUP102B

Tues & Thurs Jan 2 – Feb 22 (12 sessions/36 hours)
5:45 pm – 9:05 pm $320 A02HUP102C

REGISTER TODAY

to reach your education or career goals!

Online:
laguardia.edu/acereg

By phone:
(718) 482-7244

For English Language classes call (718) 482-5360

In person:
M-Building, Room M-143

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

Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These 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. Using the Master ASL Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge. Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the 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 contact Pacts Cartagna at (917) 832-1202 Voice or pcartson@lagcc.cuny.edu. ND

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened. For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B-234, at (718) 482-5640.

This program is not designed to train students as interpreters for the Deaf. For more information on our ASL-English Interpretation Program visit http://www.laguardia.edu/aep.

Introduction to American Sign Language Workshop

Interested in learning American Sign Language? Find out how to become a fluent communicator or make a career from your ASL skills by attending our FREE introductory workshop. If you are registering for an ASL class in Program for Deaf Adults for the first time, it is strongly recommended that you attend this workshop, which introduces our teaching philosophy of ASL and Deaf Culture.

Wed Mar 7
5:45 pm - 7:15 pm FREE A16ASLO000A

Screening

Intensive Study in ASL

All continuing education students are required to be assessed through an intensive screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes.

Call (917) 832-1202 Voice/VP or email pcartson@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs
January 2 - March 29
(1 session/1 hour)
$55 A16ASL010A

Intensive Study in American Sign Language – Level 1

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

Registration Deadline: December 30, 2017
Sat Jan 6 – Mar 24 (22 sessions/46 hours)
9:00 am – 1:00 pm $359 A16ASL011A

Registration Deadline: December 27, 2017
Mon & Wed Jan 3 – Apr 4 (34 sessions/46 hours)
5:45 pm – 7:55 pm $359 A16ASL011B

Visit www.laguardia.edu/ce and consider all the possibilities to help you move forward in your education and career.
Intensive Study in American Sign Language – Level 2

Building on the foundations of ASL Level 1, you will focus on American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use and Deaf cultural values. Prerequisite: Intensive Study in ASL Level 1 or pre-screening. ND

Registration Deadline: December 27, 2017
Mon & Wed Jan 3 - Apr 4 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL012B

Registration Deadline: December 30, 2017
Sat Jan 6 - Mar 24 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL012A

Intensive Study in American Sign Language – Level 3

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

Registration Deadline: December 30, 2017
Sat Jan 6 - Mar 24 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL013A

Registration Deadline: January 2, 2018
Tues & Thurs Jan 9 - Mar 29 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL013B

Intensive Study in American Sign Language – Level 4

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

Registration Deadline: December 30, 2017
Sat Jan 6 - Mar 24 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL014A

Registration Deadline: January 2, 2018
Tues & Thurs Jan 9 - Mar 29 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL014B

Dual Access Courses

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

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

Registration Deadline: December 27, 2017
Tues & Thursday (5:45 PM - 9:05 PM), Wed (5:45 PM - 7:55 PM) Jan 2 - Feb 22
(36 sessions/48 hours) $359 A16ASL026A

Registration Deadline: December 27, 2017
Mon & Wed Jan 9
(6:00 pm - 9:05 pm)
Tues (5:45 pm - 7:55 pm) Jan 2 - Feb 22
(36 sessions/48 hours) $359 A16ASL026B

Registration Deadline: December 26, 2017
Mon & Wed Jan 9
(5:45 pm - 7:55 pm)
Tues (6:00 pm - 8:30 pm) Jan 2 - Feb 22
(36 sessions/48 hours) $359 A16ASL026C

Registration Deadline: December 27, 2017
Mon & Wed Jan 9
(5:45 pm - 7:55 pm)
Tues (6:00 pm - 8:30 pm) Jan 2 - Feb 22
(36 sessions/48 hours) $359 A16ASL026D

Registration Deadline: December 27, 2017
Mon & Wed Jan 9
(5:45 pm - 7:55 pm)
Tues (6:00 pm - 8:30 pm) Jan 2 - Feb 22
(36 sessions/48 hours) $359 A16ASL026E

Dual Access: Intensive Study in American Sign Language – Level 2

Building on the foundations of ASL Level 1, you will focus on American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use and Deaf cultural values. Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Registration Deadline: February 26, 2018
Mon & Wed Jan 30 - Apr 4 (36 sessions/48 hours)
5:45 pm - 7:55 pm $359 A16ASL016A

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

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

Registration Deadline: February 26, 2018
Mon & Wed Jan 30 - Apr 4 (36 sessions/48 hours)
5:45 pm - 7:55 pm $359 A16ASL016B

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.

Registration Deadline: February 26, 2018
Mon & Wed Jan 30 - Apr 4 (36 sessions/48 hours)
5:45 pm - 7:55 pm $359 A16ASL016C
## Continuing Education Classes for Deaf Adults

### Driver (Learner’s Permit) Education for Deaf Adults

Do you wish to pass the Department of Motor Vehicles written examination? Take this course to help you study for a learner’s permit. The instructor will make arrangements for you to take the examination with an ASL interpreter. You must be 17 or older and must possess a social security card. ND

**Spring 2018**  
**Tue May 8 – Jun 26 (8 sessions/21 hours)**  
**4:35 pm – 7:15 pm $269 A16DRV001A**

### Individual Instruction for Deaf Adults

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

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

For questions or to schedule an appointment for an assessment or placement test contact Pacts Cartagna at (917) 832-1202 VP/Voice or pcarlson@lagcc.cuny.edu.

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### Individual Instruction – 2 Hours

You will receive 2 hours of diagnostic assessment. ND

**Mon, Tues, Wed & Thurs Jan 2 – Mar 29**  
**1 session/2 hours $149 A16PDV001A**

### Individual Instruction – 12 Hours

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

**Mon, Tues, Wed & Thurs Jan 2 – Mar 29**  
**6 sessions/12 hours $959 A16PDV002A**

### Individual Instruction – 24 Hours

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

**Mon, Tues, Wed & Thurs Jan 2 – Mar 29**  
**12 sessions/24 hours $1859 A16PDV003A**

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### Adult and Continuing Education Registration Form

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**Check which category describes you best (optional)**

- [ ] Black non-Hispanic
- [ ] White non-Hispanic
- [ ] Hispanic
- [ ] Asian-Pacific Islander
- [ ] American Indian/Native Alaskan
- [ ] Other

**How did you hear about us?**

- [ ] ACE website
- [ ] ACE catalog
- [ ] Family, friend or neighbor
- [ ] Internet search
- [ ] Other

**LaGuardia Community College/CUNY**

31-10 Thomson Ave, Room M-143  
Long Island City, NY 11101  
(718) 482-7244

You can register online at laguardia.edu/acereg.
Youth Programs

LaGuardia Community College offers a variety of programs to New York City youth, ages 14 - 28, to help them gain work experience, prepare for college or a high school equivalency diploma, get involved in the community, become a better family provider and much more.

Programs sponsored by grant funding.

Young Adult Internship Program

Are you between the ages of 16 and 24 and out of school?
Are you looking for a job opportunity?
Earn up to $3,800 in 14 weeks!
You could also gain permanent employment!
LaGuardia’s Young Adult Internship Program (YAIP) provides:
• 3 weeks of orientation
• 11 weeks of paid internship experience
• Job counseling
After completing your internship you’ll be able to:
• Prepare for college admission
• Enter an occupational skills training program
• Enroll/Re-enroll in college
• Connect with other job and educational opportunities

Recent YAIP internship sites:
-Intrepid Sea, Air & Space Museum
-Millennium Professional Consultants
-NYC Department of Parks & Recreation
-Queens District Attorney’s Office
-Wildlife Conservation Society - Bronx Zoo
-Queens Educational Opportunity Center (EOC)
And more!
Contact: Sindy Rivera (718) 609-2131
srivera@lagcc.cuny.edu

Justice Community Program

Are you between the ages of 16 and 24?
Do you live in Jamaica, Hollis or St. Albans, Queens?
Are you currently on probation or have you had involvement with the justice system in the last 12 months?
Turn your life around. Become a leader in your community!
LaGuardia’s Justice Community Program can help you:
• Learn leadership skills through community service projects
• Gain job skills/experience and explore careers
• Receive referrals to vocational training, internships, employment and college
• Earn incentives, like MetroCards and cash
Contact: Nakita Vanstory (718) 725-3324
nvanstory@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.

Gain work experience and earn money during summer break:
• Depending on your age, work up to 20 OR 25 hours a week for 6 weeks
• Earn $8.75 per hour
• Gain valuable work experience
• Explore careers
• Receive financial literacy training
• Interact with your peers

Recent SYEP internship sites:
-Intrepid Sea, Air & Space Museum
-Coalition of Hispanic Family Services
-Queens District Attorney’s Office
-Cambridge Business Institute
-Grant Company CPA

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

High School Equivalency

Are you between the ages of 17 and 20 and out of school?
Do you want to move forward in your life?
Start building your future!
LaGuardia’s Pathways to Graduation Program can help you prepare for the High School Equivalency exam.

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

Are you a father between the ages of 18 and 28? 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

Have you served in the military?

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

LaGuardia’s Veterans Resource Center can help you!

- Career counseling and planning
- GI Bill applications
- College admissions forms
- Financial aid applications and researching college scholarships
- Referrals to community agencies
- Current information on benefits, services and events

Academic/College Prep: Free for qualifying veterans

- Assessment of academic skills
- Veterans Upward Bound Program - refresher courses in math, reading and writing (college placement test prep); Spanish classes
- Basic computer classes
- Tutoring in math and writing
- Peer mentoring
- Individualized academic advising

LaGuardia Community College
29-10 Thomson Avenue, Room C-371
Long Island City, NY 11101

Phone: (718) 482-5386
Email: vets@lagcc.cuny.edu
Web site: laguardia.edu/veterans
Do you need help preparing loan packages?
Contact the Small Business Development Center (SBDC) for free, one-on-one professional advisement in English, Spanish, Chinese and Korean on legal requirements, business and financial planning (including creating projections), marketing, business expansion, assistance with franchises, international trade and more.

Website: nyssbdc.org/centers/centers.aspx?centid=24
Call: (718) 482-5303
Email: sbdc@lagcc.cuny.edu

Do you want to expand your small business but need intensive training to move to the next level?
10,000 Small Businesses (10KSB) is an initiative developed by Goldman Sachs to help small businesses across the U.S. grow and create jobs through greater access to business education, support services and capital.

Website: laguardia.edu/10ksb/
Call: (718) 730-7400
Email: 10KSB@lagcc.cuny.edu

Do you want to market your goods and services to governmental agencies?
Procurement Technical Assistance Center (PTAC) provides assistance to all entrepreneurs, especially Small, Veteran, Minority and Women business owners.

Website: laguardia.edu/ptac
Call: (718) 482-5289
Email: ptac@lagcc.cuny.edu

Do you want to improve your skills to help build your business?
Career and Professional Programs (CAPP) offers computer and accounting courses, as well as preparation for industry certifications and licenses.

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

Do you want to obtain transportation-related contracts?
The Northeast Small Business Transportation Resource Center (SBTRC) of the US Department of Transportation (DOT) provides assistance through training and advising on marketing to the DOT, Disadvantaged Business Enterprise certification, short-term lending and bonding assistance.

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

Do you want custom training for your employees?
The Center for Contract Training develops customized educational programs for businesses, non-profits, and community and other organizations. Programs range from ESL classes to credit-bearing college courses.

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

Are you a designer or tech company looking for studio space or business and sustainability training?
NYDesigns, a business incubator, helps emerging and established designers and tech firms grow by providing low cost studio space, business and sustainability training and business counseling, all under one roof.

Website: nydesigns.org
Call: (718) 663-8400
Email: info@nydesigns.org
Grants, Scholarships and Opportunities
ACE Financial Support Services

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

The CUNY/Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.

For more information visit cuny.edu/academics/conted/rubinsteinsscholarship.html.

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

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

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

Vouchers are also accepted through the GI Bill and the Department of Veterans Affairs.

For more information: va.gov

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

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

Individual Training Grants
Advance your Career Through Occupational Training

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

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

Since January 1, 1998, taxpayers have been 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.

Students Over 65
Rediscover the joys of learning at LaGuardia!
Receive a 30% discount
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.illc.org/areas-of-expertise

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

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

Refugees

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

SAFETY

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

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

VICTIMS OF HARASSMENT OR INTIMIDATION

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

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

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

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

Karen A. Williams, Ed.D.
Deputy to the Vice President, Office of the Vice President for Student Affairs
31-10 Thomson Avenue, Room C317
Long Island City, NY 11101
Phone: (718) 349-4018
Fax: (718) 609-2031
Email: kwilliams@lagcc.cuny.edu

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

Online: laguardia.edu/acereg

By phone: (718) 482-7244
For English Language classes call (718) 482-5360

In person: M-Building, Room M-143
Monday through Thursday 8:30 am - 6:30 pm
Friday 8:30 am - 3:30 pm
Saturday 8:30 am - 3:30 pm

Payment
Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.

Payment can be made online, by phone, and in person in M-143 (see hours above) or the Bursar’s Office in C-110 (see hours below).

For most classes you may pay by check, major credit cards (MasterCard/Visa/Discover/American Express), money order or cash. Cash payments MUST be made in the Bursar’s Office.

Bursar’s Office (C Building, Room C-110)
Monday & Thursday 9:00 am - 7:00 pm
Tuesday & Wednesday 9:00 am - 5:00 pm
Friday 9:00 am - 4:30 pm

The English Language Center, Taxi Program, EMT Program and CLEP Test do not take personal checks for payment.

Discounts
The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia undergraduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to 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 in person 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.

Classroom Assignments
Classroom assignments are available in M-143 on the first day of class.

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 and may require the card holder payer to appear in person with a legal photo ID and payment card. Cash, check, or money orders are refunded by check and will be mailed out.

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

(*Does not apply to The English Language Center courses)

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

Payment Plans
For information call (718) 482-7244.

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

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

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

Updates
Occasionally information changes and the most up to date schedule can be found on the web (laguardia.edu/acereg).

How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map at left 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 A’l 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 and L buildings, and near the parking lot on 29th Street by the C Building.
Stephanie Hodgkinson wanted training in a professional and meaningful career. LaGuardia put her on the right path. Read her story on page 15.

LEARNED new skills in the Central Service Technician Certificate Program

INTERNING at a local hospital

PLANNING to earn further certifications in order to advance in the field

To learn more about LaGuardia’s Central Service Technician Certificate Program as well as our other healthcare programs see pages 11 – 16.