THE LEARNING & INNOVATION CENTER
AT LAGUARDIA COMMUNITY COLLEGE

WHERE TECHNOLOGY AND EDUCATION CREATE OPPORTUNITY
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- Part-Time Afternoon
- Part-Time Evening
- Part-Time Saturday
- Test Preparation
- English and Citizenship Classes
- CUNY Language Immersion Program (CLIP)
- CUNY Citizenship Now! Application Assistance

### High School Equivalency
- Which High School Equivalency Program is Right for You?
- High School Equivalency in English
- Equivalencia del Bachillerato (H.S. Equivalency) en Español
- Adult Basic Education for Deaf Adults
- High School Equivalency for Deaf Adults
- Adult Basic Skills/Bridge to College and Careers Program

### Pre-College Programs
- CUNY Start
- College-Level Examination Program (CLEP)

### College Courses for Non-Credit
- College Foreign Languages
- College Art
- College Music
- College Liberal Arts
- College Performing Arts

### Programs for Deaf Adults
- Intensive Study in American Sign Language
- Dual Access Courses
- Continuing Education Classes for Deaf Adults
  - Individual Instruction for Deaf Adults
  - Driver (Learner’s Permit) Education for Deaf Adults

### Youth Programs
- Intern & Earn
- Justice Community Program
- Summer Youth Employment Program
- High School Equivalency
- CUNY Fatherhood Academy

### Veterans Resource Center

### Small Business Services
- Small Business & Entrepreneur Services
- ACE Business & Community Network

### ACE Financial Support Services
- Career Success Scholarship
- Tuition Assistance Vouchers
- Individual Training Grants
- Hope Scholarship Credit
- Students Over 65

### Support for Immigrant and International Students

### How to get to LaGuardia Campus

### How to Register

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To inquire about disability services:

If you are Deaf or Hard-of-Hearing, please contact Sasha Ponappa at (347) 396-0077 or (718) 482-5324 or email LPonappa@lagcc.cuny.edu to discuss your individual needs. Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four weeks in advance of class start date to help ensure that reasonable accommodation requests can be processed in a timely manner.

For any other student accommodations, please contact the Office for Students with Disabilities at (718) 482-5279 or OSD@lagcc.cuny.edu, or visit Room M-102.

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

The Division of Adult and Continuing Education (ACE) at LaGuardia Community College opens doors to opportunity. Whether you want to earn a high school equivalency diploma, go to college, get job training, begin or advance in a career, or grow your business, we can help you get on the path to achieving your goals.

The Learning & Innovation Center at LaGuardia Community College
All of the work we do in ACE comes together in The Learning & Innovation Center. It’s a meeting ground for businesses, students and the community to learn, work, create and grow, with opportunity for collaboration, mentoring and networking. To find out more see page 6.

Career Skills & Workforce Training
Our innovative training programs, taught by experts in the field, give you the knowledge, skills and hands-on experience you need to enter into high demand industries, including healthcare, technology, finance, construction and more. To find a program that matches your needs and interests see pages 8-22.

Connect to College
Through our rigorous and high quality High School Equivalency, Pre-College and English as a Second Language programs and courses, ACE equips you with the knowledge, skills and support you need to achieve your educational goals and move forward in life. To figure out where to begin see pages 23-35.

Career Coach at LaGuardia
Career Coach is an online resource that matches your strengths and interests with various industries and career paths. You can view up-to-date labor and career information as well as associated education and training programs at LaGuardia. To create an account and get started see page 7.

Small Business & Entrepreneur Services
If you run a business or are just starting out, LaGuardia’s Small Business & Entrepreneur Services has the resources and support you need to grow your company and be successful. To find out how we can help see pages 36-37.

ACE Business & Community Network
By engaging in strategic partnerships with small, medium and large businesses and organizations to promote workforce development, we are building the future workforce in New York City. To be a part of transforming NYC see page 37.

Look through our catalog or visit our web site at www.laguardia.edu/ce. There are so many opportunities to make your dreams come true. We hope you join us.

Mark C. Healy
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 programs to customized short-term training.

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THE LEARNING & INNOVATION CENTER

AT LAGUARDIA COMMUNITY COLLEGE

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

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

**Businesses**

Employers, advance your employee skill set. Tap into a diverse talent pool.

Small businesses and startups, find the resources and support you need to grow your business.

**Talent**

We offer a direct pipeline of employees with hands-on experience to fill workforce needs.

Through internships and fellowships, we create a valuable opportunity for students while giving businesses exclusive access to top, up and coming professionals.

**Community**

Community Gather for workshops, networking events, meetups, hackathons and other events that promote collaboration.

To request a tour please contact The Learning & Innovation Center Coordinator Lanaia DuBose at (718) 482-5465.

To learn more about this collaborative ecosystem of technology, education, workforce and business visit laguardia.edu/innovation.
As part of The Learning & Innovation Center at LaGuardia Community College, the NYDesigns Project Fellowship was launched in November 2018 to offer LaGuardia Business & Technology students a learning and work experience with a resident company in the Division of Adult and Continuing Education’s NYDesigns, a business incubator.

Armin Minassian, a Business Administration major, is one of the program’s first fellows, serving as a junior consultant at NYDesigns’ Move38, a game company.

“LaGuardia has helped me to have a clear projection of my career and educational paths,” says Armin. “I got a chance to apply my studies to a real job situation by doing a fellowship. Most important of all, I feel like I’m part of a community.”

Armin’s dream is to graduate from LaGuardia with a 4.0 GPA, transfer to Columbia University and one day become a successful business owner. Feeling hopeful, he says, “I am in the process of achieving my goals and, so far, everything is going well. Better than I was expecting.”

Internship Opportunities
Internship opportunities at NYDesigns for LaGuardia TechHire - OpenCode students are also offered through The Learning & Innovation Center. For more information on this program visit laguardia.edu/techhire-opencode.

To learn more about The Learning & Innovation Center at LaGuardia Community College see page 6.

The NYDesigns Project Fellowship is funded by the LaGuardia Community College Foundation.

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

Information Technology

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.

INFORMATION SESSION
Saturday, March 2, 2019 (1 session/2 hours)
11:00 am A05CYB000A FREE

- An Information Security professional will explain how our Information Security Program can help you start a career in Cybersecurity
- Learn about the CompTIA Security+ certification and how the Information Security Program provides hands-on practice to pass the exam
- Hear from industry experts about skills and certifications needed by Information Security Analysts

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

Security Fundamentals

Learn how to secure a network and deter hackers by exploring security fundamentals, networks and organizational security. You will receive practical lab instruction to 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. Payment plan available.

Sat Mar 30 - Jun 8 (9 sessions/45 hours)
9:00 am - 2:30 pm $1010 A05CMP115A

Systems Administration

Fundamentals of Network Technology

Review how a computer functions, including hardware, software (operating systems), storage devices, installation and configuration. Learn about new technologies and building blocks of basic networking. Prerequisite: Successful passing of a screening exam.

Tues & Wed Apr 2 - May 1 (10 sessions/30 hours)
6:00 pm - 9:00 pm $890 A05NET001A

Network Support Specialist Certificate

Gain essential skills to prepare for entry level network administration positions. Through hands-on activities, you will learn about the features and functions of networking components as well as how to install, configure and troubleshoot basic networking hardware. You will also prepare for the CompTIA Network+ industry certification. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. (Cost of textbook and exam voucher are included in course fee.)

Prerequisite: Successful completion of Fundamentals of Network Technology; if not offered this quarter, this course will be offered in a future quarter.

Tues & Wed May 7 - Jun 25 (15 sessions/45 hours)
6:00 pm - 9:00 pm $1010 A05CMP113A

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 optional 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 will earn a LaGuardia certificate of completion and 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. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244.

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 (https://www.laguardia.edu/cstexam).

Sat Apr 6 - May 4 (4 sessions/20 hours)
9:00 am - 2:30 pm $235 A05CMP100A

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.

Sat May 11 - Jun 8 (4 sessions/20 hours)
9:00 am - 2:30 pm $360 A05CMP101A

CST, Part 2: Software

Learn Windows Tools as well as operating systems architecture (Windows Vista, Windows 7, 8 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.

Sat Jun 15 - Jul 13 (4 sessions/20 hours)
9:00 am - 2:30 pm $360 A05CMP102A

LaGuardia TechHire - OpenCode

Become a Network Professional and earn the CompTIA Network+ Certification

Get training in network administration to give you a competitive edge in the tech industry. Our Network Technology track covers fundamentals as well as network administration skills. The training includes business communication and employment readiness workshops. Passing a screening exam to determine class readiness is required for enrollment. Prerequisite: CompTIA A+ certification or equivalent knowledge.

Courses:
- Fundamentals of Network Technology
- Network Support Specialist Certificate

Full scholarships are available for eligible applicants.

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

Certificate Program in Microsoft Office Applications

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. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244.

**Take 4 and save $122**

Register for the four Microsoft Office Applications courses within two quarters and SAVE $122. *Cannot be combined with any other discount.*

**Microsoft Excel for Windows**

Learn the basic functions of Microsoft Excel for Windows, including the creation of spreadsheets, shortcut menus, sorting, Autosum and Autofill commands, cut/copy/paste, tables, charts, linking workbooks, the "if" statement and printing. Please bring a USB flash drive to class. Prerequisite: Computers and Internet Basics or equivalent experience.

Sat Apr 27 - Jun 22 (8 sessions/24 hours)
9:00 am - 12:00 pm $245 A05OSK003B

**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. Prerequisite: Computers and Internet Basics or equivalent experience.

Tues & Thurs May 7 - May 30 (8 sessions/24 hours)
6:00 pm - 9:00 pm $245 A05OSK004A

**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: Computers and Internet Basics or equivalent experience.

Tues & Thurs Jun 4 - Jun 27 (8 sessions/24 hours)
6:00 pm - 9:00 pm $245 A05OSK002A

**Advanced Excel Certificate**

Microsoft Excel is used in countless professional settings. Increase your job marketability and efficiency with advanced Excel skills. Courses include Microsoft Excel for Windows, Advanced Functions in Excel, Analyzing Data with Excel, and Building Reports in Excel. Upon completion of all 4 courses, you will earn a LaGuardia certificate of completion. Courses may be taken individually. Certificate program courses not offered this quarter will be offered in a future quarter. ND

**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

Tues & Thurs Apr 2 - Apr 25 (8 sessions/24 hours)
6:00 pm - 9:00 pm $265 A05OSK016A

**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. Prerequisite: Computers and Internet Basics or equivalent experience.

Tues & Thurs May 7 - May 30 (8 sessions/24 hours)
6:00 pm - 9:00 pm $245 A05OSK004A

**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: Computers and Internet Basics or equivalent experience.

Tues & Thurs Jun 4 - Jun 27 (8 sessions/24 hours)
6:00 pm - 9:00 pm $245 A05OSK002A

**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 program, you will learn the essential computer and communication skills needed to succeed in an office setting. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. Required Courses: Power Keyboarding, Efficient Email Management, Business Writing Skills, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access Intensive, and Building Reports in Excel. (You may take individual courses without intending to complete the certificate program.) Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244. ND

**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 Jun 10 – Jun 19 (4 sessions/12 hours)
6:00 pm - 9:00 pm $149 A05PRF006A

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

LinkedIn Workshop
Discover how LinkedIn can help you stand out to employers. Topics include how to create an account and navigate the site, important keywords, selling points, and do's and don'ts. Prerequisite: Basic computer skills and an email address. ND
Sat May 18 (1 session/2 hours)
10:00 am – 12:00 pm $35 A05BUS019A

Advanced Business Writing Skills
Take your administrative career to the next level with expertly written emails, letters, and 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 Apr 1 – Apr 24 (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
Mon & Wed May 6 – Jun 3 (8 sessions/24 hours)
6:00 pm – 9:00 pm $360 A05PRF002A

Impressive Resume Workshop
Become more competitive in the job market by learning the dos and don'ts of resume writing and cover letters. You will create your own resume or build upon your current one through in-class exercises and one-on-one critique from the instructor. Please bring a USB flash drive to class. Prerequisite: Microsoft Word for Windows. ND
Sat May 4 – May 11 (2 sessions/10 hours)
9:00 am – 2:00 pm $125 A05JOB002A

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 Jun 10 – Jun 19 (4 sessions/12 hours)
6:00 pm – 9:00 pm $149 A05PRF006A

Computers and Internet Basics
Gain confidence in the use of today's technology with this hands-on course. You will learn about the functions of computer equipment as well as how to explore the Internet. You'll also discover ways to use Windows operating system to organize files and folders and how to set up an email account. Please bring a USB flash drive to class. ND
Sat Apr 6 – May 4 (4 sessions/12 hours)
9:00 am – 12:00 pm $135 A05CMP001A7

Impressive Resume Workshop
Become more competitive in the job market by learning the dos and don'ts of resume writing and cover letters. You will create your own resume or build upon your current one through in-class exercises and one-on-one critique from the instructor. Please bring a USB flash drive to class. Prerequisite: Microsoft Word for Windows. ND
Sat May 4 – May 11 (2 sessions/10 hours)
9:00 am – 2:00 pm $125 A05JOB002A

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 Jun 10 – Jun 19 (4 sessions/12 hours)
6:00 pm – 9:00 pm $149 A05PRF006A

Register Today to reach your education or career goals!
Accounting, Bookkeeping and Tax Preparation

Computerized Bookkeeping for QuickBooks Certificate Program

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

Discover how to unleash the power of QuickBooks while mastering basic accounting concepts. Get hands-on practice by creating and working with fictional companies. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. Bilingual instructor (Spanish/English). Receive 63 hours of practical instruction: Part 1 (27 hours), Part 2 (18 hours), and Part 3 (18 hours). Certificate program courses not offered this quarter will be offered in a future quarter. ND

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 financial reports for service companies. ND

Tues & Thurs Apr 9 – May 7 (9 sessions/27 hours)
6:00 pm – 9:00 pm $430 A050SK006A
Sat Jun 1 – Jul 13 (6 sessions/27 hours)
9:00 am – 2:00 pm $430 A050SK006B

Bookkeeping with QuickBooks, Part 2
Gain hands-on experience setting up an inventory system. Create payments and reports for merchandising businesses and learn how to compute the depreciation formula for, and determine the book value of, a company’s fixed assets. With instructor supervision, generate financial reports. Prerequisite: Successful completion of Bookkeeping with QuickBooks, Part 1. ND

Tues & Thurs May 14 – May 30 (6 sessions/18 hours)
6:00 pm – 9:00 pm $300 A050SK007A

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

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

Sat Apr 27 – Jun 29 (9 sessions/27 hours)
2:30 pm – 5:30 pm $450 A05BUS014A

Bookkeeping with QuickBooks, Part 3
Fine-tune your analytical accounting skills in situations that simulate business transactions for service and/or merchandising companies. You will focus on bank reconciliations, electronic bill payments, and aging reports. Prerequisite: Successful completion of Bookkeeping with QuickBooks, Parts 1 and 2. ND

Sat Apr 27 – May 18 (4 sessions/18 hours)
9:00 am – 2:00 pm $300 A050SK008B
Tues & Thurs Jun 4 – Jun 20 (6 sessions/18 hours)
6:00 pm – 9:00 pm $300 A050SK008A

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

Mon Apr 22 (1 session/3 hours)
6:30 pm – 9:30 pm $99 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 should be able to complete basic individual NY State and federal forms and will earn a LaGuardia certificate of completion. Designed for students new to tax preparation, 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 should be able to complete individual taxes for yourself or someone else. ND.

Preparación de Impuestos
Aprenda como preparar formularios básicos personales o para sus clientes, incluyendo créditos de impuestos, deducciones y consecuencias de impuestos. Familiarícese con el formulario 1040, NYS IT 201 y el formulario de devoluciones de salarios. Al final del curso, recibirá un certificado de finalización de LaGuardia. Para más información sobre este curso llame al (718) 482-7244, ND=No hay descuento.

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.

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.

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.

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.

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.

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 in which IRS offices you can represent clients.

This 3-course 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 the program’s Parts 1 and 2, and 2 hours of ethics CE credits for Part 3. The maximum number of credit hours allowed is 12. This program is approved by the Internal Revenue Service. You may take courses individually and can purchase books individually or for all 3 courses at https://www.gleim.com/enrolled-agent-review/courses/test-bank-questions/. Program courses not offered this quarter will be offered in a future quarter. ND.

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. Upon completion of this course, you will receive a LaGuardia certificate of completion. Prerequisite: Successful completion of Tax Return Preparer Certificate Program or passing of an online screening test. (Link to screening test: http://www.laguardia.edu/tax-preparer-test/) ND.

Information Session
Saturday, March 30, 2019 (1 session/2 hours)
6:00 pm A05TAX001A FREE
- Learn the difference between Tax Preparers and IRS Enrolled Agents from an industry expert.
- Find out how our IRS Enrolled Agent Preparation Program prepares you for the 3-part IRS Special Enrollment Examination (SEE)
- Explore career and small business opportunities in the tax industry in the New York area

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

Certified Clinical Medical Assistant (CCMA)

The CCMA is an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). In order to take the national certification exam for Clinical Medical Assistant, you must successfully pass all five courses in this program: Medical Terminology, American Heart Association CPR for Healthcare Providers with First Aid, EKG Technician, Phlebotomy, and CCMA Procedures. You may take the courses in any order, or you may take them individually. Prerequisites for CCMA Program: Passing of TABE Reading Exam and Interview. Prerequisite for National Health career Association (NHA) certifications: High school diploma or equivalency. Program courses not offered this quarter will be offered in a future quarter. 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 on the written exam is required to be exempt, and EKG and Phlebotomy also require successfully passing a practical skills competency exam. There is a fee of $59 per competency exam. Evidence of current American Heart Association (AHA) certification in Basic Cardiac Life Support and First Aid will exempt you from the AHA CPR for Healthcare Providers with First Aid course. For more information call (718) 482-5768.

EKG Technician

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

Mon, Wed, Fri + 3 Saturdays Apr 1 – May 4
(21 sessions/84 hours) 6:00 pm – 10:00 pm
$785 A11HLT001A

Mon, Wed, Fri + 3 Sundays Apr 1 – May 5
(21 sessions/84 hours) 10:00 am – 2:30 pm
$785 A11HLT001B

Phlebotomy

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

Mon, Wed, Fri + 3 Saturdays May 13 – Jul 15
(31 sessions/124 hours) 6:00 pm – 10:00 pm
$963 A11HLT002A

Mon, Wed, Fri + 3 Sundays May 13 – Jul 15
(31 sessions/124 hours) 10:00 am – 2:30 pm
$963 A11HLT002B

Emergency Healthcare Programs

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

Jun 3 – Aug 15 (66 sessions/208 hours)
9:00 am – 4:00 pm $1310 A11EMT001E

NAEMT Training Courses

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

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

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

Prehospital Trauma Life Support (PHTLS)

Certified/licensed emergency healthcare providers, learn a unique approach to assist multisystem trauma patients in order to improve trauma care and decrease mortality. This internationally established course teaches a critical thinking technique that differs from traditional practices. Integration of trauma pathophysiology and kinematics with practical skills labs and scenarios for special patient populations will reinforce your trauma skill set. NAEMT certification and CAPCE credit are awarded upon successful completion of the course and passing of the written examination. ND

Sun Mar 31 – April 7 (2 sessions/16 hours)
8:30 am – 5:30 pm $188 A11TLS001A

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.

We serve the following professions:
- Physicians
- Registered Nurses, Licensed Practical Nurses and Vocational Nurses
- Psychologists
- Social Workers

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

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

Prehospital Trauma Life Support (PHTLS)

Certified/licensed emergency healthcare providers, learn a unique approach to assist multisystem trauma patients in order to improve trauma care and decrease mortality. This internationally established course teaches a critical thinking technique that differs from traditional practices. Integration of trauma pathophysiology and kinematics with practical skills labs and scenarios for special patient populations will reinforce your trauma skill set. NAEMT certification and CAPCE credit are awarded upon successful completion of the course and passing of the written examination. ND

Sun Mar 31 – April 7 (2 sessions/16 hours)
8:30 am – 5:30 pm $188 A11TLS001A
Medical Coding Certificate Program

**INFORMATION SESSION**
Thursday, June 27, 2019 (1 session/2 hours)
11:00 am A05MDC000A FREE

- Find out how our Medical Coding Certificate Program prepares you for the Certified Professional Coder (CPC®) exam
- An industry expert will explain how to advance your career in medical administration by becoming certified as a Medical Coder
- Discover how the Medical Coding Certificate Program will help you master the ICD-10-CM and CPT-AMA codes that you need to be successful in the field

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

This program sponsored by grant funding.

Certified Medical Administrative Assistant

**INFORMATION SESSION**
Thursday, March 21, 2019 (1 session/2 hours)
6:00 pm A05PAT000A FREE

- Learn about the high demand for qualified Certified Medical Administrative Assistants within medical administration
- A healthcare professional will explain how our Certified Medical Administrative Assistant Program can help you start a career in healthcare
- Find out the skills required to be successful in front-end and back-end medical administration roles

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

This program sponsored by grant funding.

**Bilingual Medical Assistant Training for English Language Learners**

**Begin a career in this high demand healthcare field.**

- Healthcare specific English as a Second Language (ESL) classes
- Phlebotomy, Clinical Medical Assistant, and EKG Certifications
- Training in the skills employers seek
- Paid internship at $15/hour for 100 hours at an employer partner site
- 16 hours/week on evenings and weekends for one year
- No cost to students; books and lab materials included

**Apply Now!** [laguardia.edu/Medical_Assistant_ESOL_Form]

This program sponsored by grant funding.
Advanced 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. ND

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. Topics include history of pharmacy practice; law and ethics; basic math skills; medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. You will also study dosage calculations and conversions, IV flow rates, drug compounding, dispensing of prescriptions, inventory control and billing, and reimbursement. This course includes practical lab instruction and supplies. (Cost of textbook included in course fee.) Prerequisite: High school diploma or equivalency and passing of an online screening test (link to screening test: www.laguardia.edu/phtst/). Payment plan available. ND

Certified Dietary Manager (CDM) Program
Are you interested in upgrading your skills in foodservice management?
Would you like to become a Foodservice Supervisor?
Certified Dietary Managers are nationally recognized experts at managing dietary operations.

To qualify for the Certified Dietary Manager (CDM) Program, you must:
1. Have a high school diploma or equivalency certificate
2. Be currently working in a healthcare foodservice department (preferred but not required)
3. Have a registered dietitian or CDM act as your preceptor (if planning to take the ANFP CDM exam*)
4. Submit your completed application for review 3 weeks before the first day of class

The program is approved by the Association of Nutrition & Foodservice Professionals (ANFP) and is presented in three modules: Medical Nutrition and Therapy, Safety and Sanitation, and Quantity Food Production and Management. Each module runs for 10 weeks and includes about 40 hours of lecture plus 50 hours of supervised fieldwork at a work site if you are planning to take the ANFP CDM exam.*

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

Quantity Food Production and Management
Learn techniques used in quantity food production and management of foodservice operations. ND

Tues & Thurs Apr 2 – Jul 2 (27 sessions/81 hours)
6:00 pm – 9:30 pm $1195 A05HLT001A
Healthcare Interpreter Certificate Program, Level 1

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 completing the Level 1 course, Spanish/English Healthcare Interpreting: Fundamental Skills (45 hours), and passing the national Language Line Interpreter Skills Test. Upon successful completion of the course, you will receive a LaGuardia certificate of completion; upon passing the Language Line test, you will receive a Certificate of Competence in Language Interpreting English-Spanish from Language Line Academy. For more information call (718) 482-7244. 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.

Information Session

Saturday, June 22, 2019 (1 session/2 hours)
10:00 am A05HLT000Z FREE

• Discover how to use your language skills to start a career in healthcare interpreting
• Find out how our Healthcare Interpreter Program can help you prepare for the national Language Line Interpreter Skills Test
• A professional Healthcare Interpreter will explain our program requirements

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

Walter D. Rojas
Short-term training. Long-term career.

Walter D. Rojas wanted to start a career as a healthcare interpreter. But first, he needed education and training in the field. He enrolled in the Healthcare Interpreter Certificate Program, and two months after completing the 3-month program, he began working in a hospital as a Spanish/English healthcare interpreter. Reflecting on his time at LaGuardia, Walter says, “Everything I learned was important and led me to where I am in my professional career. I love what I do!”

Central Service Technician Certificate Program

The Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing medical devices and equipment needed for patient care, especially during surgery. This 3-course program (comprised Principles of Central Service Technician; Cleaning and Decontaminating Surgical Instruments; and Quality Control, Inventory, Equipment and Human Relations) focuses on requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSMM) and prepares you to take the Certified Registered Central Service Technician certification exam. Successful completion of all 3 courses allows you to sit for the CST certification exam and earns you a certificate of completion from LaGuardia. (Courses must be taken in order. Cost of textbook not included in course fee.) Certificate program courses not offered this quarter will be offered in a future quarter. ND

Quality Control, Inventory, Equipment and Human Relations

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

Tues & Thurs Apr 23 – May 23 (10 sessions/30 hours)
6:15 pm - 9:15 pm $451 A05STL003A

Sat May 18 – Jun 29 (6 sessions/30 hours)
9:00 am – 2:00 pm $451 A05STL003B.
If you wish to be employed by the NYC Department of Education, you must complete the following New York State mandated trainings—Child Abuse Identification and Reporting, School Violence Prevention, and Dignity for All Students Act (DASA)—and register to create a TEACH account at http://www.highered.nysed.gov/tcert/teach/. Your completion of each training will be reported electronically to the New York State Education Department (NYSED) within 21 business days of the workshop date. If you need assistance logging into your TEACH account, you can contact technical support at (518) 486-6041 or teachhelp@nysed.gov.

School Violence Prevention
Take this New York State Education Department (NYSED) required course for candidates for a classroom teaching service, school service, or administrative and supervisory service certificate or license. Examine social patterns of harassment and bullying in a school environment, and discuss discrimination prevention and intervention. For more information call (718) 482-7244.

Sat Apr 6 (1 session/2.5 hours)
9:30 am – 12:00 pm $80 A05CRD010A

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

Dignity for All Students Act (DASA)
Take this New York State Education Department (NYSED) required course for candidates for a classroom teaching service, school service, or administrative and supervisory service certificate or license. Learn about the social patterns of harassment, bullying, discrimination, marginalization and microaggressions in order to create a positive educational environment for all students. For more information call (718) 482-7244.

Sat Apr 6 (1 session/6 hours)
9:00 am – 3:30 pm $105 A05EDU001A

Sat Jun 8 (1 session/6 hours)
9:00 am – 3:30 pm $105 A05EDU001B

Take 3 and save $15*
Register for three Education Workshops in the same semester and SAVE $15. *Cannot be combined with any other discount.

Child Abuse Identification and Reporting
Physicians, physician assistants, nurses, social workers, counselors, teachers and any adults working with children under 18 years of age are required by New York State law to report suspected child abuse and neglect. Learn how to identify symptoms of child abuse and neglect and what the required procedures are for reporting abuse. For more information call (718) 482-7244.

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

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

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

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

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

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

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

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

Sat Apr 27 – May 18 (4 sessions/30 hours)
9:00 am – 5:00 pm $500 A05ELE001A
Security Guard Training Program

Get the required training to become a security guard with these New York State Division of Criminal Justice (DCJS) approved courses. Take these additional courses offered at LaGuardia to upgrade your skills and become more competitive in the security guard field: 10 Hour OSHA Construction Training, 2 Hour Exam Prep for Fire Guard for Torch Operations (F60), School Violence Prevention, Microsoft Word and Excel for Windows, and Business Writing Skills. For more information call (718) 482-7244 or DCJS at (518) 457-2667.

8 Hour Pre-Assignment Training

Earn a New York State Division of Criminal Justice Services (DCJS) issued certificate by taking this general overview of the duties and responsibilities of a security guard. Topics include the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. You must attend all class sessions and pass an in-class examination to complete this course and earn the DCJS certificate. (Exceptions for emergency circumstances will be considered on a case-by-case basis.)

Students will be eligible for a 100% refund if a written request is received prior to the start of instruction. (Details are included in the back of the catalog and at www.laguardia.edu/ce.)

Sat Apr 13 (1 session/8 hours)
9:00 am – 5:30 pm $125 A05SGT001A

Tues & Thurs May 7 & May 9 (2 sessions/8 hours)
5:45 pm – 9:45 pm $125 A05SGT001B

16 Hour On-the-Job Training

Get the training required within the first 90 days of employment as a security guard. Study the duties and responsibilities of a security guard, with an in-depth analysis of the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, an incident command system and terrorism. You must attend all class sessions and pass an in-class examination to complete this course and earn a Division of Criminal Justice Services (DCJS) issued certificate. (Exceptions for emergency circumstances will be considered on a case-by-case basis.)

Students will be eligible for a 50% refund if a written request is received prior to the second day of instruction or a 100% refund if a written request is received prior to the start of instruction. (Details are included in the back of the catalog and at www.laguardia.edu/ce.) Prerequisites: 8 Hour Pre-Assignment Training.

Fri & Sat Apr 26 & Apr 27 (2 sessions/16 hours)
9:00 am – 5:30 pm $205 A05SGT002A

Mon, Tues, Wed & Thurs May 13 – May 16
(4 sessions/16 hours) 5:45 pm – 9:45 pm
$205 A05SGT002B

8 Hour Annual In-Service Course

Obtain your required annual security guard training. Receive updated and enhanced information on the duties and responsibilities of a security guard by reviewing the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct. This course must be completed within 12 months of the completion of the 16 Hour On-the-Job Training course and annually thereafter. You must attend all class session hours to receive a Division of Criminal Justice Services (DCJS) issued certificate. (Exceptions for emergency circumstances will be considered on a case-by-case basis.)

Students will be eligible for a 100% refund if a written request is received prior to the start of instruction. (Details are included in the back of the catalog and at www.laguardia.edu/ce.)

Sat May 4 (1 session/8 hours)
9:00 am – 5:30 pm $125 A05SGT003A

Tues & Thurs Jun 4 & Jun 6 (2 sessions/8 hours)
5:45 pm – 9:45 pm $125 A05SGT003B

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
**ASL–English Interpretation Program**

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

Pre-Interpreting courses for individuals who are preparing to enter AEIP include Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities. For more information visit http://laguardia.edu/aeip/.

**ASL Discourse**

Discuss the meaning of discourse and recognize features used in ASL, such as registers, discourse/rhetorical genres, spatial mapping, prosody, discourse structures, rhetorical analysis, involvement and interaction strategies, coherence and cohesion, and framing. Learn how to incorporate these features to enhance your ASL fluency as an interpreter. You will also study and compare diverse discourse styles within the Deaf community and features of discourse in English. Prerequisite: Language in Use.

**Thurs Apr 4 – Jun 27 (12 sessions/36 hours)**

5:45 pm – 8:45 pm $1150 A16INT105A

**Interpreting III**

Study in depth and practice ASL–English interpretation through consecutive interpreting. Further develop skills such as text analysis, message equivalence, complex cognitive strategies and identification of "functionally meaningful units" (chunks). You will deepen your understanding of familiar interpreting process models while being exposed to additional ones. You will also explore process management skills and enhance your guided self-analysis practice.

**Tue Apr 2 – Jun 25 (12 sessions/36 hours)**

5:45 pm – 8:45 pm $1150 A16INT104A

**Internship III**

Continue to apply and refine techniques acquired in Internship II. Through supervised field placements, you will actively interpret alongside professional interpreting mentors. Your site supervisor will evaluate your workplace skills, interpreting potential and performance. Internship seminar sessions and online peer support discussion provide an arena for analyzing and evaluating interpreting strategies; examining theoretical and practical issues in interpretation; working through ethical considerations; and incorporating learning into your own work.

**Wed Apr 3 – Jun 26 (12 sessions/50 hours)**

5:45 pm – 8:45 pm $775 A16INT203A

**Interpreting in Educational Settings**

Explore the implications of an interpreted education for Deaf students and compare with education through direct instruction in a K–12 setting. Topics include history and laws that affect educational interpreting; cognitive and linguistic development (both first and second language acquisition); language in education; specialized roles and skills of a K–12 interpreter; and the impact of classroom variables on accessibility and interpretability. You will analyze a range of classroom environments and interpret a variety of academic subjects. Guest speakers with expertise as K–12 consumers, interpreters and service coordinators will also be included. Prerequisites: Interpreting IV, Ethics and Decision Making for Interpreters, or permission of instructor.

**Thurs Apr 4 – Jun 27 (12 sessions/36 hours)**

5:45 pm – 8:45 pm $1150 A16INT108A

**Interpreting VI**

Interpreting VI is the capstone class in the ASL–English Interpretation Program. You will refine your interpreting work based on your study and practice of interpreting theories and techniques as well as skill sets honed in the program. You will also assess your interpreting work in relation to recognized interpreting competencies and create an ongoing professional development plan. Upon successful completion of this course, you will have created an e-Portfolio and demonstrated the ability to work at the entry–level in the field of ASL–English interpreting. Prerequisites: Interpreting V and Ethics and Decision Making for Interpreters.

**Wed Apr 3 – Jun 26 (12 sessions/36 hours)**

5:45 pm – 8:45 pm $1150 A16INT110A

**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 Apr 1 – Jun 17 (10 sessions/20 hours)**

6:45 pm – 8:45 pm $239 A16INT552A

**Service Learning III**

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

**Mon Apr 1 – Jun 17 (10 sessions/20 hours)**

6:45 pm – 8:45 pm $239 A16INT552A

**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.
Construction and Building Management

Construction Safety Courses

LaGuardia Community College is partnering with Safety Dynamics, a full service safety, health and environmental consulting firm, to offer 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 issued by Safety Dynamics by taking this NY State Department of Transportation approved course. You will focus on construction site and roadway safety, and the appropriate role of flagmen. ND

- Wed Apr 3 (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH301A
- Thurs May 2 (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH301B
- Wed Jun 5 (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH301C

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

- Fri Apr 5 (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH300A
- Mon May 6 (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH300B
- Thurs Jun 6 (1 session/4 hours)
  5:00 pm – 9:30 pm $150 A05OSH300C

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

- Thurs & Fri May 2 – May 17 (6 sessions/30 hours)
  5:00 pm – 10:30 pm $590 A05OSH303A

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

- Mon, Tues & Wed Apr 30 – May 15
  (8 sessions/40 hours) 5:00 pm – 10:30 pm $650 A05OSH302A

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

- Thurs & Fri May 9 – May 10 (2 sessions/7 hours)
  5:00 pm – 9:30 pm $185 A05OSH308A

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

- Mon & Tues Apr 22 – Apr 23 (2 sessions/8 hours)
  5:00 pm – 9:30 pm $185 A05OSH306A
- Mon & Tues Jun 24 – Jun 25 (2 sessions/8 hours)
  5:00 pm – 9:30 pm $185 A05OSH306B

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. ND

- Mon & Tues Apr 1 – Apr 2 (2 sessions/10 hours)
  5:00 pm – 10:30 pm $150 A05OSH304A
- Tues & Wed Apr 30 – May 1 (2 sessions/10 hours)
  5:00 pm – 10:30 pm $150 A05OSH304B
- Mon & Tues Jun 3 – Jun 4 (2 sessions/10 hours)
  5:00 pm – 10:30 pm $150 A05OSH304C
- Fri (5:00 pm – 10:30 pm) & Sat (8:00 am – 2:00 pm)
  Jun 28 – Jun 29 (2 sessions/10 hours)
  5:00 pm – 10:30 pm $150 A05OSH304D

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

- Wed & Thurs Apr 3 – Apr 18 (6 sessions/30 hours)
  5:00 pm – 10:30 pm $550 A05OSH305A
- Mon, Tues & Wed May 13 – May 22
  (6 sessions/30 hours) 5:00 pm – 10:30 pm
  $550 A05OSH305B
- Thurs & Fri Jun 6 – Jun 21 (6 sessions/30 hours)
  5:00 pm – 10:30 pm $550 A05OSH305C

3 Hour OSHA Construction Site Traffic Control Training
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 Traffic Control Manager issued by the FDNY. This course is required for the application, recertification and accreditation of the Construction Site Traffic Control Manager certificate issued by the New York City Department of Buildings, as mandated by FDNY rules S-113-04 (bk)(2) and S-113-10. Topics include proper use of traffic control devices, hot work operations, safeguarding roofing operations and first responder practices. Upon successful completion of the course, you will earn a certificate of completion issued by Safety Dynamics. ND

- Thurs & Fri May 9 – May 10 (2 sessions/7 hours)
  5:00 pm – 9:30 pm $185 A05OSH308A

ACE Employment Services
GET A JOB. START A CAREER.
ACE students, receive career counseling and job readiness and placement services.

Visit: laguardia.edu/employment-services
Call: (718) 482-6031
Email: jaweinstein@lagcc.cuny.edu
In person:
29-10 Thomson Avenue, Room C-258
Long Island City, NY 11101
Monday – Friday, 9:00 a.m. – 5:00 p.m.
Construction Safety Courses

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

Wed & Thurs Apr 24 – Apr 25 (2 sessions/8 hours)
5:00 pm – 9:30 pm $290 A05SFT001A

Sat May 11 (1 session/8 hours)
8:00 am – 5:00 pm $290 A05SFT001B

Sat Jun 15 (1 session/8 hours)
8:00 am – 5:00 pm $290 A05SFT001C

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

Wed & Thurs Apr 24 – Apr 25 (2 sessions/8 hours)
5:00 pm – 9:30 pm $360 A05SFT001A

Sat May 11 (1 session/8 hours)
8:00 am – 5:00 pm $360 A05SFT001B

Sat Jun 15 (1 session/8 hours)
8:00 am – 5:00 pm $360 A05SFT001C

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

Sat Apr 6 – Apr 13 (2 sessions/16 hours)
8:00 am – 5:00 pm $450 A05RIG002A

Sat Jun 1 – Jun 8 (2 sessions/16 hours)
8:00 am – 5:00 pm $450 A05RIG002B

16 Hour Suspended Scaffold User (NYCDOB)
Take the New York City Department of Buildings (NYCDOB) required course for all workers using suspended scaffolding on construction sites. Learn how to visually inspect suspended scaffold equipment; identify basic scaffold components; and execute safe assembly and disassembly of the equipment. You will also study NYCDOB code requirements, and the safe and proper use of a suspended scaffold. Upon successful completion of the course, you will earn a certificate of completion approved by NYCDOB and issued by Safety Dynamics. You must register 2 business days before the course begins. All classes take place in Greenpoint, Brooklyn. ND

Sat Apr 6 – Apr 13 (2 sessions/16 hours)
8:00 am – 5:00 pm $540 A05SCF001A

Sat Jun 1 – Jun 8 (2 sessions/16 hours)
8:00 am – 5:00 pm $540 A05SCF001B

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

Mon & Tues Apr 1 – Apr 16 (6 sessions/32 hours)
5:00 pm – 10:30 pm $575 A05SCF005A

Mon & Tues Jun 3 – Jun 18 (6 sessions/32 hours)
5:00 pm – 10:30 pm $575 A05SCF005B

Courses 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

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

OSHA 10-Hour Construction Industry Safety and Health Certification

Mon & Tues Apr 8 – Apr 9 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05SCS918A

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. Luego de acabar el curso y sus requisitos, recibirá un certificado de finalización aprobado por NYCDOB y expedido por Safety Dynamics. El curso se ofrece en español en Greenpoint, Brooklyn. ND

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 load scaffolds, fall prevention and electrical hazards, Chapter 33 building regulations, ladder safety, how to properly wear a full body harness and more. Upon successful completion of the course, you will earn a certificate of completion approved by NYCDOB and issued by Safety Dynamics. This course is offered in Spanish and takes place in Greenpoint, Brooklyn. ND

4 Hour Supported Scaffold User (NYCDOB)

Thurs Apr 4 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002A

Fri May 3 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002B

Fri Jun 7 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002C
Construction Industry

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

Sat Apr 27 - Jun 29 (9 sessions/36 hours) 9:00 am - 1:00 pm $610 A05CNS001A

Construction Materials and Methods
Find out about operations and materials presently being used in the construction industry. Emphasis is placed on understanding common practices, materials and nomenclature; interpretation of construction documents and plans; and equipment and methods used in construction. Topics include wood and metal stud framing, heavy timber construction, structural steel, interior and exterior finishes, and plumbing. This course is geared towards general contractors, sub contractors, builders or home improvement specialists, project architects and material suppliers. ND

Wed Apr 3 - May 22 (8 sessions/24 hours) 6:00 pm - 9:00 pm $410 A05CNS005A

Project Management for the Construction Industry
Learn the basic concepts of project management. Discover how to analyze specific tasks, plan strategies for getting them done, and monitor work to ensure completion according to plan using the Critical Path Method (CPM) technique of construction scheduling. ND

Mon Apr 1 - May 13 (7 sessions/21 hours) 6:00 pm - 9:00 pm $339 A05CNS004A

Building Operations
Sprinkler and Standpipe Systems
Receive basic training in sprinkler and standpipe system, including equipment, maintenance, inspection and related testing required for New York City buildings and structures. This course will also prepare you to take the Fire Department of New York (FDNY) Certificate of Fitness exams for S11 through S15. ND

Tues & Thurs May 2 - May 23 (7 sessions/21 hours) 6:00 pm - 9:00 pm $395 A05FMT001A

Low Pressure Boiler-Burner Certification Preparation
Learn practices, procedures and codes for how to safely operate and maintain low pressure boilers. This course will prepare you for the Low PSI Oil Burner Operator Exam (P-99). Cost of textbook not included in course fee. You may purchase the required textbook at http://www.atplearning.com/product/1434/low-pressure-boilers-5th-edition#.ND

Tues & Thurs Apr 2 - Apr 30 (9 sessions/36 hours) 6:00 pm - 9:00 pm $675 A05FMT002A

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

Sat Apr 6 - May 18 (6 sessions/21 hours) 9:00 am - 12:30 pm $519 A05CAD002A

Advanced AutoCAD
Convert 3D AutoCAD drawings into finished, photorealistic renderings. Using AutoCAD’s lighting, materials and rendering tools, you will learn how to place lights, add and adjust materials and textures, and control the surrounding model environment to produce attractive images. ND

Sat Jun 15 - Jul 27 (6 sessions/21 hours) 9:00 am - 12:30 pm $450 A05CAD003A

Construction and Maintenance Courses
Electrical 1
Begin a career in the electrical field with this hands-on training course. You will learn about construction safety, construction math, and electrical theory and drawings. You will also study introductions to electrical circuits, National Electrical Code, device boxes, hand bending, raceways and fittings, conduits and cables, electrical test equipment, and more. The course includes OSHA 30 hour certification and uses the industry recognized National Center for Construction Education & Research (NCCER) Core and Electrical Level 1 curricula. Tuition includes cost of books and materials. Payment plan available. To be held at Queens Technical High School, 37-02 47th Avenue, Long Island City, NY. For more information call (718) 482-5231. ND

Mon, Wed & Thurs Apr 1 - Jun 27 (37 sessions/185 hours) 4:30 pm - 9:30 pm $1884 A23ELE001A

Plumbing 1
Begin a career in the plumbing field with this hands-on training course. You will learn about construction safety; construction math; plumbing drawings; plastic, copper, cast-iron, and carbon steel pipe and fittings; plumbing fixtures; water distribution systems; and drain, waste and vent systems. The course includes OSHA 30 hour certification and uses the industry recognized National Center for Construction Education & Research (NCCER) Construction Core and Plumbing Level 1 curricula. Tuition includes cost of books and materials. Payment plan available. To be held at Queens Technical High School, 37-02 47th Avenue, Long Island City, NY. For more information call (718) 482-5231. ND

Mon, Wed & Thurs Mar 18 - Jun 27 (43 sessions/215 hours) 4:30 pm - 9:30 pm $2239 A23PLG001A

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
Connect to College

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)

Spring 2019 Registration:
A non-refundable $100 registration fee included in the tuition.
Wednesday March 27 and Thursday, March 28
11:00 am - 3:00 pm, C-354

Morning Intensive Program
Mon - Fri Apr 8 - Jun 19 (49 sessions/168 hours)
8:45 am - 12:45 pm $1705 AF021000

Afternoon Intensive Program
Mon - Thurs Apr 16 - Jun 26 (40 sessions/160 hours)
1:30 pm - 6:30 pm $1505 AF021001

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

Spring 2019 Registration:
A non-refundable $25 registration fee included in the tuition.
Wednesday March 27 and Thursday, March 28
11:00 am - 3:00 pm, C-354

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 Apr 17 - Jun 26 (40 sessions/45 hours)
1:30 pm - 3:45 pm $385 AF021100C

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 Apr 17 - Jun 26 (40 sessions/45 hours)
4:15 pm - 6:30 pm $385 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 Apr 16 - Jun 25 (20 sessions/45 hours)
1:30 pm - 3:45 pm $385 AF021112C

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 Apr 16 - Jun 25 (20 sessions/45 hours)
4:15 pm - 6:30 pm $385 AF021150C

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.

Spring 2019 Registration:
A non-refundable $50 registration fee (4 nights) or $25 registration fee (2 nights) included in the tuition.
Monday, March 25 - Thursday, March 28
4:00 pm - 7:00 pm, C-354

Listening, Speaking, Reading and Writing
Mon - Thurs Apr 8 - Jun 18 (40 sessions/90 hours)
6:50 pm - 9:05 pm $725 AF0211006

Listening and Speaking
Mon & Wed Apr 8 - Jun 17 (20 sessions/45 hours)
6:50 pm - 9:05 pm $385 AF021003

Reading and Writing
Tues & Thurs Apr 9 - Jun 18 (20 sessions/45 hours)
6:50 pm - 9:05 pm $385 AF021004

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

Spring 2019 Registration:
A non-refundable $25 registration fee included in the tuition.
Saturday, March 30 and Saturday, April 6
10:00 am - 1:00 pm, Room C-354

Listening, Speaking, Reading and Writing
Sat Apr 13 - Jun 15 (9 sessions/45 hours)
9:00 am - 2:30 pm $385 AF021005

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

Spring 2019 Registration:
A non-refundable $25 registration fee included in the tuition.
Monday, March 25 - Thursday, March 28
4:00 pm - 7:00 pm, Room C-354
Saturday, March 30 and Saturday, April 6
10:00 am - 1:00 pm, Room C-354

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

Mon & Wed Apr 8 - Jun 17 (20 sessions/45 hours)
6:50 pm - 9:05 pm $385 AF021400A

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

Sat Apr 13 - Jun 15 (9 sessions/45 hours)
9:00 am - 2:30 pm $385 AF021400B
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

CUNY Citizenship Now! assists permanent residents with their U.S. citizenship applications.
cuny.edu/about/resources/citizenship.html

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

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

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

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.

Get the English skills you need to succeed in college!

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

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

You can also get help applying for financial aid.

For more information call (718) 482-5966 or e-mail clip@lagcc.cuny.edu
Which LaGuardia High School Equivalency Program is Right for You?

Did You Know?

LaGuardia Community College is an official High School Equivalency Testing Center. For more information on taking the TASC call (718) 482-5385.

- 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 Deaf or Hard-of-Hearing and want to earn my high school equivalency diploma. ($)  
  Program for Deaf Adults - Room C-203  
  Contact: Sasha Ponappa  
  Call: (718) 396-0077 or (718) 482-5324  
  Email: LPonappa@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 - 30 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

(F) = Free  ($)= Tuition
High School Equivalency

Prepare to take the 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 advising 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.

Spring 2019
Saturday, March 9 10:00 AM Room C-400 $25
Thursday, March 14 6:00 PM Room C-400 $25
Monday, March 18 10:00 AM Room C-400 $25
Call (718) 482-5385 for future placement exam dates.

Placement Exam:
• 35 minute reading exam
• 20 minute math survey
• Writing sample

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

Payment:
• Course fee can be paid by credit/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 or visit Room C-400.

High School Equivalency Placement Test
Sat Mar 9 (1 session/4 hours) 10:00 am – 2:00 pm $25 A04TST001A
Thurs Mar 14 (1 session/4 hours) 6:00 pm – 10:00 pm $25 A04TST001B
Mon Mar 18 (1 session/4 hours) 10:00 am – 2:00 pm $25 A04TST001C

High School Equivalency in English

Mon & Wed Apr 8 – Jul 1 (25 sessions/100 hours) 10:00 am – 2:00 pm $285 A04HSE001A
Mon, Wed & Thurs Apr 10 – Jun 26 (33 sessions/99 hours) 6:00 pm – 9:00 pm $285 A04HSE001B
Sat Apr 6 – Jun 29 (13 sessions/97.5 hours) 9:00 am – 5:00 pm $285 A04HSE001C

High School Equivalency in English

Mon & Wed Apr 17 – Jun 19 (10 sessions/40 hours) 9:30 am – 1:30 pm $137 A04HSE005A

Electronic Equivalencia del Bachillerato en Español

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

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

Primavera 2019
Lunes 11 de marzo 6:00 PM Salón C-400 $25
Martes 12 de marzo 6:00 PM Salón C-400 $25
Sábado 16 de marzo 10:00 AM Salón C-400 $25

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

Sesión de exámenes de registro:
• Examen en comprensión de lectura de 35 minutos
• Examen de matemáticas de 20 minutos
• 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.

Discounts:
• Estudiantes que reciben ayuda del gobierno – descuento de 50% (tendrán que mostrar su tarjeta de ayuda del gobierno)
• Alumnos 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 o visite a la oficina C-400.

Prueba de Evaluación
Lunes Mar 8 (1 session/4 hours) 6:00 pm – 10:00 pm $25 A04TST001D
Martes Mar 12 (1 session/4 hours) 6:00 pm – 10:00 pm $25 A04TST001E
Sábado Mar 16 (1 session/4 hours) 10:00 am – 2:00 pm $25 A04TST001F

Equivalencia del Bachillerato en Español

Lunes, Miercoles & Jueves Apr 4 – Jun 20 (33 sessions/99 hours) 6:00 pm – 9:00 pm $285 A04HSE002A
Sábado Apr 6 – Jul 6 (13 sessions/97.5 hours) 9:00 am – 5:00 pm $285 A04HSE002B
Sábado Apr 6 – Jul 6 (13 sessions/97.5 hours) 9:00 am – 5:00 pm $285 A04HSE002C
Lunes, Miercoles & Jueves Apr 4 – Jun 20 (33 sessions/99 hours) 6:00 pm – 9:00 pm $285 A04HSE002D
Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam
Call (347) 396-0077 or (718) 482-5324 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. ND

Mon, Tues, Wed & Thurs Apr 1 – Jun 27
1 session (4 hours) $15 A16TAB000A

Mon, Tues, Wed & Thurs Apr 1 – Jun 27
(1 session/4 hours). $15 A16TAB000B

Beginning ASL and English for Deaf Adults
Registration deadline: April 15, 2019
Mon & Wed Apr 22 – Jun 24 (18 sessions/45 hours)
5:45 pm – 8:30 pm $429 A16RDW001A

Beginning Basic Education Level 1 for Deaf Adults
Registration deadline: April 9, 2019
Tues & Thurs Apr 16 – Jun 27 (22 sessions/44 hours)
5:45 pm – 7:55 pm $429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults
Registration deadline: April 1, 2019
Mon & Wed Apr 8 – Jun 24 (22 sessions/44 hours)
5:45 pm – 7:55 pm $429 A16RDW004A

High School Equivalency for Deaf Adults

High School Equivalency Placement Exam
To reserve a seat for the placement test, contact Sasha Ponappa at (347) 396-0077 or (718) 482-5324 or email LPonappa@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Apr 1 – Jun 27
(3 sessions/15 hours) $45 A16HSE000A

Pre–High School Equivalency Reading/Writing for Deaf Adults

Pre–High School Equivalency Math for Deaf Adults

High School Equivalency Math for Deaf Adults

Pre–High School Equivalency Reading/Writing for Deaf Adults

High School Equivalency Reading/Writing for Deaf Adults

High School Equivalency Math for Deaf Adults

High School Equivalency Math for Deaf Adults

Registration deadline: April 1, 2019
Mon & Wed Apr 8 – Jun 24 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT014A

Registration deadline: April 1, 2019
Mon & Wed Apr 8 – Jun 24 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT015A

Registration deadline: April 1, 2019
Mon & Wed Apr 8 – Jun 24 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT015A
Pre-College Programs

### High School Equivalency

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

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

### 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

**Classes run March 6, 2019 - August 8, 2019**

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

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

### College-Level Examination Program (CLEP)

**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 $122*

(A 3-credit course at a CUNY Community College can cost over $400)

Please visit laguardia.edu/clep for testing dates and times

**Save time and money, and graduate sooner!**

*Before arrival visit http://clep.collegeboard.org/ and register for your chosen CLEP exam. Each exam cost $87. 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. 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 Arabic I
Mon, Tues & Wed Mar 4 – Jun 11
(36 sessions/48 hours) 9:15 am – 11:30 am $320 A02ELA101A

Elementary Arabic II
Sat Mar 2 – Jun 8 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELA102A

Modern Arabic Literature
This course will familiarize students with the literary production of authors from the Arabic-speaking world. Reading and analysis of representative works of different styles, genres and literary periods will be selected every semester. This course is taught in Arabic. Prerequisite: Exemption Exam; Pre- or Corequisite: CSE099, ENG098, ESL097.

Tues (10:45 am – 12:45 pm)
& Thurs (10:30 am – 12:45 pm) Mar 5 – Jun 11
(24 sessions/48 hours). $320 A02ELA201A

Elementary Modern Chinese I
Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELC101A

Elementary Modern Chinese II
Wed & Thurs Mar 6 – Jun 6 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELC102A

Intermediate Chinese

Classical Chinese Literature
This course is an introduction to classical Chinese literature. It aims at strengthening students’ ability to read and comprehend original texts written in wén yán wén, classical written Chinese. Furthermore, it enables students to have direct, zero-distance contact with genuine Chinese culture and ideology. This course is taught in Chinese. Prerequisite: Placement Exam.

Mon & Wed Mar 4 – Jun 10 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELC203A

Elementary French I
Tues, Wed & Thurs Mar 5 – Jun 11
(36 sessions/48 hours) 11:45 am – 2:00 pm $320 A02ELFI01A

Mon, Tues & Wed Mar 4 – Jun 11
(36 sessions/48 hours) 11:00 am – 3:15 pm $320 A02ELFI01B

Sat Mar 2 – Jun 8 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELFI01C

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
5:45 pm – 7:55 pm $320 A02ELFI01D

Elementary French II
Mon, Tues & Wed Mar 4 – Jun 11
(36 sessions/48 hours) 10:30 am – 12:45 pm $320 A02ELFI02A

Sat Mar 2 – Jun 8 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELFI02B

Mon & Wed Mar 4 – Jun 10 (24 sessions/48 hours)
5:45 pm – 7:55 pm $320 A02ELFI02C

Elementary Italian I
Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
3:25 pm – 5:35 pm $320 A02ELLI01A

Mon & Thurs Mar 4 – Jun 10 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELLI01B

Mon & Wed Mar 4 – Jun 10 (24 sessions/48 hours)
5:45 pm – 7:55 pm $320 A02ELLI01C

Elementary Italian II
Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
3:25 pm – 5:35 pm $320 A02ELLI02A

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
11:45 am – 2:00 pm $320 A02ELLI02B

Elementary Japanese I
Mon & Thurs Mar 4 – Jun 10 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELJ101A

Mon & Thurs Mar 4 – Jun 10 (24 sessions/48 hours)
9:15 am – 11:30 am $320 A02ELJ101B

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
5:45 pm – 7:55 pm $320 A02ELJ101C

Sat Mar 2 – Jun 8 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELJ101D

Elementary Japanese II
Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELJ102A

Sat Mar 2 – Jun 8 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELJ102B

Intermediate Japanese I
This course is designed to further develop functional language proficiency and increase the ability to communicate accurately in Japanese within a socio-cultural context. The four communicative skills of listening, speaking, reading and writing are emphasized, with particular attention paid to sentence and paragraph structure, grammatical features, and oral and written fluency. The Kanji writing system will be introduced and reinforced. Taught in Japanese. Prerequisite: Elementary Japanese II or Exemption Exam.

Tues & Thurs Mar 4 – Jun 11 (24 sessions/48 hours)
5:45 pm – 7:55 pm $320 A02ELJ103A

Elementary Korean I
Mon & Wed Mar 4 – Jun 10 (24 sessions/48 hours)
11:45 am – 2:00 pm $320 A02ELKI01A

Sat Mar 2 – Jun 8 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELKI01B

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
5:45 pm – 7:55 pm $320 A02ELKI01C

Elementary Korean II
Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
11:45 am – 2:00 pm $320 A02ELKI02A

Intermediate Korean I
The purpose of the course is to help students build functional language proficiency and increase their ability to communicate in Korean with confidence and ease. This course is taught mostly in Korean.

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
11:45 am – 2:00 pm $320 A02ELKI03A

Elementary Russian I
Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
4:35 pm – 6:45 pm $320 A02ELRI01A
College Courses for Non-Credit

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

Elementary Spanish I
Mon, Wed, Thurs, Fri Mar 4 – Jun 10
(48 sessions/48 hours) 10:30 am – 11:30 am $320 A02ELS101A

Tues, Wed, Thurs & Fri Mar 5 – Jun 11
(48 sessions/48 hours) 2:15 pm – 3:15 pm $320 A02ELS101B

Mon, Tues & Weds Mar 4 – Jun 11
(48 sessions/48 hours) 8:00 am – 9:00 am $320 A02ELS101C

Mon, Tues, Wed & Thurs Mar 4 – Jun 11
(48 sessions/48 hours) 9:15 am – 10:15 am $320 A02ELS101D

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
5:45 pm – 7:45 pm $320 A02ELS101E

Sat Mar 2 – Jun 8 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELS101F

Elementary Spanish II
Mon, Tues, Weds & Thurs Mar 4 – Jun 11
(48 sessions/48 hours) 9:15 am – 10:15 am $320 A02ELS102A

Mon, Tues, Wed & Thurs Mar 4 – Jun 11
(48 sessions/48 hours) 11:45 am – 12:45 pm $320 A02ELS102B

Mon, Tues, Wed & Thurs Mar 4 – Jun 11
(48 sessions/48 hours) 1:00 pm – 2:00 pm $320 A02ELS102C

Mon & Wed Mar 4 – Jun 10 (48 sessions/48 hours)
5:45 pm – 7:45 pm $320 A02ELS102D

Sat Mar 2 – Jun 8 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELS102E

Beginning Painting
Take an introduction to painting techniques in relation to the visual fundamentals of line, texture, value, and form. There will be individual and group critiques.

Wed Mar 6 – Jun 5 (12 sessions/36 hours)
9:15 am – 12:45 pm $320 A02HUA110A

Tue Mar 5 – Jun 11 (12 sessions/36 hours)
5:45 pm – 9:05 pm $320 A02HUA110B

Introduction to Art
This course is designed to introduce students to the fundamental and technical nature of visual art. You will examine the form and content of a multicultural range of painting, drawing, outsider art, and sculpture. Relevant readings will be discussed in relation to specific works of Art. The function of basic compositional elements will be examined.

Fri Mar 1 – Jun 7 (12 sessions/36 hours)
1:00 pm – 4:25 pm $320 A02HUA101A

Mon Mar 4 – Jun 10 (12 sessions/36 hours)
1:00 pm – 4:25 pm $320 A02HUA101B

Tues & Thurs Mar 5 – Jun 11 (24 sessions/36 hours)
7:30 am – 9:00 am $320 A02HUA101C

Wed Mar 6 – Jun 5 (12 sessions/36 hours)
10:30 am – 2:00 pm $320 A02HUA101D

Sat Mar 2 – Jun 8 (12 sessions/36 hours)
9:15 am – 12:45 pm $320 A02HUA101E

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

Tue Mar 5 – Jun 11 (12 sessions/48 hours)
8:00 am – 12:45 pm $320 A02HUA130A

Sat Mar 2 – Jun 8 (12 sessions/48 hours)
9:15 am – 2:00 pm $320 A02HUA130B

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

Wed Mar 6 – Jun 5 (12 sessions/36 hours)
5:45 pm – 10:15 pm $320 A02HUA131A

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

Tue Mar 5 – Jun 11 (12 sessions/36 hours)
1:00 pm – 4:25 pm $320 A02HUN195A

Sat Mar 2 – Jun 8 (12 sessions/36 hours)
9:15 am – 12:45 pm $320 A02HUN195

non-credit basis at a special fee of $320 per course.
8:00 am – 10:15 am $320 A02HUM101A

Introduction to Woodworking
This course covers the safe and proper use of power and hand woodworking tools. Procedures for sharpening, maintenance, and adjustment of tools are stressed. Rough wood stock is milled and basic practice on making proper wood joints is provided. Several projects will be required to be fabricated to show the student’s understanding of measurement, joint utilization, aesthetics and safety procedures.

Thurs Mar 7 – Jun 6 (12 sessions/36 hours)
9:15 am – 12:45 pm $320 A02HUA116A

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

Beginning Drawing
You will be introduced to drawing through basic examination of the visual fundamentals of line, texture, value, space, and form. You will also explore problems in descriptive drawing. There will be individual and group critiques. Sketchbooks are required.

Thurs Mar 7 – Jun 6 (12 sessions/36 hours)
9:15 am – 12:45 pm $320 A02HUA103A

Thurs Mar 7 – Jun 6 (12 sessions/36 hours)
5:45 pm – 9:05 pm $320 A02HUA103B
College Courses for Non-Credit

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

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

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

Mon & Wed Mar 4 – Jun 10 (24 sessions/48 hours)
8:00 am – 11:15 am $320 A02HUM101A

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
10:00 am – 11:30 am $320 A02HUM155A

Voice I
Discover the music most suitable for your individual voice or singing style. Class work includes basic music reading, vocal exercises, stage conduct and vocal styles. Emphasis is on the development of the voice for solo performance. There will be both individual and group vocal work in class, including daily solo stage performance. Use of recording and TV taping for development of style and stage professionalism is included.

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
10:00 am – 11:30 am $320 A02HUM156A

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
11:45 am – 1:15 pm $320 A02HUM170A

Guitar I
Learn the fundamentals of acoustic guitar technique: strumming/picking technique, correct fingerings, and tuning the guitar. Explore the rudiments of music (types of notes, note values, time signatures, chord structure and scales) and learn to read and perform simple guitar melodies/chords. You do not need previous guitar instruction. Guitars will be provided.

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
11:45 am – 1:45 pm $320 A02HUM180A

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

Mon & Wed Mar 4 – Jun 10 (24 sessions/48 hours)
8:00 am – 10:15 am $320 A02HUM101A

Tues & Thurs Mar 5 – Jun 11 (24 sessions/48 hours)
6:00 pm – 7:30 pm $320 A02HUM110A

Sat Mar 2 – Jun 8 (12 sessions/36 hours)
9:15 am – 12:45 pm $320 A02HUM101C

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

Mon & Wed Mar 4 – Jun 10 (12 sessions/24 hours)
9:15 am – 11:45 am $320 A02HUM180A

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 speak with impact in front of an audience. You will learn how to control fear of speaking, and, using the six keys to unlock an audience, you will practice giving impromptu and prepared speeches for your classmates.

Mon, Wed, Fri Mar 4 – Jun 10 (36 sessions/36 hours)
11:00 am – 12:30 pm $320 A02HUC106A

Mon, Wed & Thurs Mar 4 – Jun 10 (36 sessions/36 hours)
10:30 am – 11:30 am $320 A02HUC106A

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

Theatrical Dance
Become familiar with ballet, modern jazz and selected ethnic dance through dance history and class performance. Learn basic techniques of each of these dance forms, including barre exercises, center practice and combinations across the floor. Basic theory of body positions and movements will also be explored. Leotard and tights or loose fitting athletic wear is recommended. You will be required to attend and pay admission for one live dance performance. Studio practice time (one hour) is recommended. This will be unsupervised practice time, and you are not required to pay tuition for this hour.

Wed Mar 6 – Jun 5 (12 sessions/24 hours)
3:25 pm – 5:35 pm $320 A02HUD101

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

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

Mon & Wed Mar 4 – Jun 10 (12 sessions/24 hours)
1:00 pm – 3:15 pm $320 A02HUP101B
Intensive Study in 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.

Registration deadline: May 29, 2019
Wed Jun 5 (1 session/1.5 hours)
5:45 pm – 7:15 pm FREE A16ASL000A

Intensive Study in ASL – Screening

All continuing education students are required to be assessed through an intensive screening prior to registering for any of intensive Study in ASL Levels 2, 3 and 4 classes. Call (917) 832-1202 Voice/VP or email pcarlson@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Apr 1 – Jun 27
(1 session/1 hours) $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, grammar, semantics, language in use, and basic information on Deaf Culture. You will focus on developing language and communication skills. ND

Registration deadline: March 30, 2019
Sat Apr 6 – Jun 29 (22 sessions/46 hours)
9:00 am – 1:00 pm $359 A16ASL011A

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: March 30, 2019
Sat Apr 6 – Jun 29 (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: March 30, 2019
Sat Apr 6 – Jun 29 (22 sessions/46 hours)
9:00 am – 1:00 pm $359 A16ASL013A

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: March 30, 2019
Sat Apr 6 – Jun 29 (22 sessions/46 hours)
9:00 am – 1:00 pm $359 A16ASL014A

Intensive Study in American Sign Language – Dual Access Courses

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

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

Registration deadline: June 10, 2019
Mon & Wed (5:45 pm - 9:05 pm) & Tues (5:45 pm – 7:55 pm) Jun 17 - Aug 6 (18 sessions/48 hours)
$359 A16ASL026A
Continuing Education Classes for Deaf Adults

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 Sasha Ponappa at (347) 396-0077 or (718) 482-5324 or email L.Ponappa@lagcc.cuny.edu.

Individual Instruction – 2 Hours
You will receive 2 hours of diagnostic assessment. ND
Mon, Tues, Wed & Thurs Apr 1 – Jun 27
(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 Apr 1 – Jun 27
(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 Apr 1 – Jun 27
(12 sessions/24 hours) $1859 A16PDV003A

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

Registration deadline: April 30, 2019
Tue May 7 – Jun 25 (8 sessions/21 hours)
4:35 pm – 7:15 pm $269 A16DRV001A

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.
Youth Programs

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

Intern & Earn (formerly 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 $3,900 in 12 weeks!
You could also gain permanent employment!

Intern & Earn provides:
• 3 weeks of orientation
• 9 weeks of paid internship experience
• Job counseling
• Work readiness training

After completing your internship you’ll be able to:
• Prepare for college admission
• Enter an occupational skills training program
• Enroll in a high school equivalency prep program
• Connect with other job and educational opportunities

Recent Intern & Earn internship sites:
-Intrepid Sea, Air & Space Museum
-Queens District Attorney’s Office
-Wildlife Conservation Society - Bronx Zoo
-Queens Educational Opportunity Center (EOC)
- and more!

Contact: Sindy Rivera (718) 609-2131
sirivera@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
-Queens Department of Parks & Recreation
-Queens Educational Opportunity Center (EOC)
- and more!

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 30?
Are you unemployed or underemployed?
Create a brighter future for you and your family!

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

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

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

Have you served in the military?

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

LaGuardia’s Veterans Resource Center can help you!

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

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

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

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
# Small Business Services

Are you a new or emerging small business?

### Do you need help preparing loan packages?

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

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

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

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

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

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

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

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

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

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

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

### Do you want to obtain transportation-related contracts?

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

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

### Do you want custom training for your employees?

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

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

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

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

- **Website:** nydesigns.org
- **Call:** (718) 663-8400
- **Email:** info@nydesigns.org
Small Business & Entrepreneur Services

If you run a business or are just starting out, LaGuardia’s Small Business & Entrepreneur Services has the resources and support you need to grow your company and be successful.

Our hands-on education and training programs as well as our specialized technical assistance and support services provide you with business advisement and mentoring, government procurement assistance, access to capital and more.

We offer workshops and trainings to enrich your knowledge and extend your reach. We provide coworking space with endless opportunity for collaboration and networking. We can help you meet the needs of the rapidly changing business community.

We have assisted more than 22,000 small businesses in creating thousands of jobs and securing over half a billion dollars in contracts over the last 15 years.

Join the 22,000+ companies who have grown with us and contributed to the local economy. Help us to continue paving the way for new and forward thinking workforce solutions.

To learn more contact
The Learning & Innovation Center Coordinator Lanaia DuBose at (718) 482-5465.

ACE Business & Community Network

By engaging in strategic partnerships with small, medium and large businesses and organizations to promote workforce development, we are building the future workforce in New York City.

We are developing innovative programs within NYC’s largest and fastest growing sectors to provide cutting edge training for current employees while designing informed curricula that closes the workforce skills gap.

Through our contract training, we customize education and training programs to fit your needs and those of your employees.

We are creating a diverse talent pipeline to match our qualified students and alumni with the needs of businesses and organizations.
Visit us at laguardia.edu/ce and consider all the possibilities to help you move forward in your education and career!
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 Career Success Scholarship can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.
For more information visit https://cunysud.formstack.com/forms/winter_spring_2019
Contact: Serena Bowles (718) 730-7501 sbowles@lagcc.cuny.edu

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

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

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

Vouchers are also accepted through the GI Bill and the Department of Veterans Affairs.
For more information: va.gov
Vouchers may be available through your employer. Contact the Human Resources, Personnel or Training Departments at your place of employment to receive information on vouchers for tuition reimbursement.
You can also inquire about other opportunities for tuition assistance and vouchers at the NYS Department of Labor, NYC Human Resources Administration, Workforce1 Career Centers and other government assistance programs as well as with your union representative.

Individual Training Grants

Advance your Career through Occupational Training

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

Get an education. Get a tax break.

Hope Scholarship Credit

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

Students Over 65

Rediscover the joys of learning at LaGuardia!
Receive a 30% discount
For more information call (718) 482-5337.

Payment Plans

Payment plans are available for select tuition programs. For more information call (718) 482-7244.
Support for Immigrant and International Students at LaGuardia

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

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

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

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

LEGAL RESOURCES

Green Card Holders
CUNY Citizenship Now! provides free, high quality, and confidential immigration law services to help individuals and families on their path to U.S. citizenship. Our attorneys and paralegals offer one-on-one consultations to assess participants' eligibility for legal benefits and assist them in applying when qualified.
http://www1.cuny.edu/sites/citizenship-now/

Undocumented
New York Immigration Coalition: Provides list of authorized nonprofit immigration legal service organizations.
http://www.thenyic.org/legal-orgs

Immigrant Legal Resource Center: Offers immigration attorneys with expertise in family-based immigration, humanitarian relief, naturalization and citizenship, immigration enforcement, and removal defense.
https://www.ilrc.org/areas-of-expertise

Board of Immigration Appeals (BIA): Find attorneys who provide immigration services at low or no cost.
https://www.justice.gov/eoir/list-pro-bono-legal-service-providers-map

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

SAFETY

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

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

VICTIMS OF HARASSMENT OR INTIMIDATION

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

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

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

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

Karen A. Williams, Ed.D.
Deputy to the Vice President, Office of the Vice President for Student Affairs
31-10 Thomson Avenue, Room C317
Long Island City, NY 11101
Phone: (718) 349-4018
Fax: (718) 609-2031
Email: kawillliams@lagcc.cuny.edu
To reach Karen Williams 24/7 you can call her at (212) 537-6978
How to Get to LaGuardia Campus

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

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

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

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

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

LAGUARDIA COMMUNITY COLLEGE CAMPUS MAP

- Entrance
- Subway Station
- Public Parking
- Bus Stop
- LaGuardia Parking
- Citi Bike Station
- Bicycle Parking
- Queens Plaza
- Queensboro Plaza
- 33rd Street station
- N, W Trains
- 7 Train
- Queens Blvd
- Skillman Ave
- Thomson Ave
- Jackson Ave
- 33rd St
- 7 Train
- Citi Bike Station
- Joseph Sheenker Hall

How to Get Here

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
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 cancelled 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, 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 the children of undergraduates and to the children of faculty/staff. 50% tuition discount is offered to public assistance recipients. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.
To receive a tuition discount you must register 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 Rm 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 at laguardia.edu/acereg.
**3 Easy Ways to Register!**

**Online:**
[laguardia.edu/ce](http://laguardia.edu/ce)

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

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**Adult and Continuing Education Registration Form**

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<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MALE/FEMALE</th>
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<td>STREET ADDRESS</td>
<td>CITY</td>
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<td>HOME PHONE</td>
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<td>EMAIL</td>
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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?

- [ ] Through our website
- [ ] Received ACE catalog in the mail
- [ ] Through friend or neighbor
- [ ] Through newspaper
- [ ] Other

<table>
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<tr>
<th>COURSE CODE</th>
<th>SEC</th>
<th>COURSE TITLE</th>
<th>COST</th>
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**LaGuardia Community College/CUNY**
Room M-143
31-10 Thomson Ave
Long Island City, NY 11101
(718) 482-7244

Fall Winter Spring Summer

Account No

Exp Date

Name of card holder if different from registration

Signature

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This catalog is printed on paper that has gone through the Forest Stewardship Council’s (FSC) chain of custody certification. Even the ink is vegetable-based!
Armin Minassian wants to own his own business one day. He’s getting the knowledge and experience he needs to make that happen. Read his story on page 7.

**Armin Minassian**

**STUDYING** at LaGuardia as a Business Administration major

**WORKING** in a game company as part of LaGuardia’s NYDesigns Project Fellowship

**APPLYING** knowledge and work experience gained at LaGuardia towards his professional goals

**TO LEARN MORE** about opportunities for fellowships and internships within The Learning & Innovation Center at LaGuardia Community College see page 7.