THE LEARNING & INNOVATION CENTER
AT LAGUARDIA COMMUNITY COLLEGE

Career Coach at LaGuardia

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

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.

Career Skills & Workforce Training

Computer Skills
- Fundamental Computer Skills
- Certificate Program in Microsoft Office Applications
- Advanced Excel Certificate
- Administrative Assistant Certificate Program

Information Technology
- Information Security Program
- Systems Administration
- Computer Services Technician Certificate Program

Accounting, Bookkeeping and Tax Preparation
- Computerized Bookkeeping for QuickBooks Certificate Program
- Advanced Tax Professional Workshops
- IRS Enrolled Agent Preparation Program
- Advanced Tax Return Preparer Certificate Program

Healthcare - Clinical
- Certified Clinical Medical Assistant (CCMA)
- Emergency Healthcare Programs / EMT & Paramedic
- Bilingual Medical Assistant Training for English Language Learners

Healthcare - Related
- Medical Coding Certificate Program
- Medical Billing Training
- Certified Medical Administrative Assistant
- NYC Welcome Back Center
- Pharmacy Technician
- Certified Dietary Manager (CDM) Program
- Healthcare Interpreter Certificate Program, Level 1
- Central Service Technician Certificate Program

Education Workshops
- School Violence Prevention
- Child Abuse Identification and Reporting
- Dignity for All Students Act (DASA)
- ASL-English Interpretation Program

Construction and Building Management
- Construction Safety Courses
- Cursos de Construcción en Español
- Construction Business Management Certificate Program
- Refrigeration Machine Operator License Preparation
- Construction Management Certificate Program
- Electrical I & Plumbing 1
### Connect to College

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### Small Business & Entrepreneur Services

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

### LIC² Business & Community Networks

Building the future workforce in New York City through strategic partnerships with small, medium and large businesses and organizations to promote workforce development.

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Dear Students,

Welcome to Adult and Continuing Education 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 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. To find out more see page 5.

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 9-22.

Connect to College
Through our rigorous and high quality High School Equivalency, Pre-College and English as a Second Language programs and courses, we equip 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.

LIC² Business & Community Networks
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
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.

<table>
<thead>
<tr>
<th>Businesses</th>
<th>Talent</th>
<th>Community</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
<td>Gather for workshops, networking events, meetups, hackathons and other events that promote collaboration.</td>
</tr>
</tbody>
</table>

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.

WHERE TECHNOLOGY AND EDUCATION CREATE OPPORTUNITY
The Career Development Center and Employment Services offer assistance to students and program participants within The Learning & Innovation Center at LaGuardia Community College with their academic and employment needs.

- Academic Advisement
- Career Counseling and Assessment
- Employment Related Services, including job placement and internship assistance
- Career Coach, an online resource

Explore employer demands, projected job growth and wage information through real time labor market information to help you discover which career pathways are your best options.

There are many career paths to choose from. Get started in The Learning & Innovation Center. Let the Career Development Center and Employment Services guide you.

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.
Get on the Path to a Successful Career!

Career Coach
AT LAGUARDIA

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

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

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

For assistance with Career Coach, visit Career Development Center and Employment Services in Room C-258.

Jason Weinstein
Assistant Director, Workforce Partnerships & Employment Services

Sharing career lessons

Jason Weinstein hit his professional stride when he started working as a recruiter in the healthcare industry. After several promotions and a change of employers, his career path led to his current role at LaGuardia as Assistant Director of Workforce Partnerships & Employment Services in The Learning & Innovation Center’s (LIC²) Career Development Center. In this capacity, Jason manages the team that provides job readiness services and employment assistance to non-credit students. He also works as part of a larger team that uses labor market information to develop industry/employer partnerships for LIC² training programs and the broader college.

"The most rewarding thing about this work is being able to play a part in our students' professional and personal growth as well as their career advancement," says Jason. He also notes that working with employers helps to bridge the gap between student and industry needs.

Currently working towards a Master Degree in Higher Education Administration, Jason explains that he uses his own experiences in his career journey to help the students he advises. "I learned how important networking, professionalism and communication is. I enjoy sharing these lessons with our students," he says, adding that his team helps set them on a career pathway that allows them to provide for themselves and their families.

To learn more about the Career Development Center and Employment Services see page 6.
TRAINING THAT GETS YOU THE JOB!

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

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

**In 3 MONTHS**

- Prepare for industry certification and receive LaGuardia certification as a Network Support Specialist - page 11
- Become a Tax Return Preparer - Page 13

**In 4 MONTHS**

- Receive LaGuardia certification in Microsoft Office Applications (Word, Excel, PowerPoint and Access) - page 9
- Receive LaGuardia certification in QuickBooks - page 12
- Prepare for industry certification as an Emergency Medical Technician - page 15
- Prepare for industry certification as a Central Service Technician - page 18

**In 6 MONTHS**

- Prepare for industry certification as a Computer Service Technician - page 11
- Prepare for industry certification as a Certified Medical Administrative Assistant - page 16
- Prepare for industry certification in Medical Coding - page 16

**In 12 MONTHS**

- Prepare for industry certification as a Paramedic - page 15
- Prepare for industry certification as a Certified Dietary Manager - page 17
- Receive LaGuardia certification in Construction Management - page 22
Career Skills and Workforce Training

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.

Fundamental Computer Skills

New to computers? Learn the basic computer skills necessary for both your personal and professional life. For more information call (718) 482-7244. ND

Power Keyboarding

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

Sat Jul 13 - Aug 17 (6 sessions/24 hours)
9:00 am - 1:00 pm $245 A05OSK001A

Computadoras y Conceptos Básicos del Internet

Obtenga la confianza en el uso de la tecnología actual con este curso práctico. Aprenderá sobre las funciones de la computadora y cómo explorar el Internet. También descubrirá maneras de usar el sistema de Windows para organizar archivos y configurar una cuenta de correo electrónico. Por favor traiga una memoria USB a la clase. ND

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 Jul 13 - Aug 3 (4 sessions/12 hours)
9:00 am - 12:00 pm $135 A05CMP002A

Microsoft PowerPoint Presentations for Windows

Learn how to incorporate Microsoft Word and Microsoft Excel for Windows into a powerful PowerPoint presentation. Topics include planning, designing, creating and editing presentations. Please bring a USB flash drive to class. Prerequisite: Computers and Internet Basics or equivalent experience.

Mon & Wed Jul 10 - Jul 22 (4 sessions/12 hours)
6:00 pm - 9:00 pm $123 A05OSK005A

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

Advanced Functions in Excel

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

Tues & Thurs Aug 6 - Aug 15 (4 sessions/12 hours)
6:00 pm - 9:00 pm $149 A05SAFE001A

Analyzing Data with Excel

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

Tues & Thurs Aug 20 - Aug 29 (4 sessions/12 hours)
6:00 pm - 9:00 pm $149 A05PRF001A

Certificate Program in Microsoft Office Applications / Microsoft PowerPoint Presentations for Windows / Advanced Excel Certificate

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

Business Writing Skills

Through real world scenarios and writing exercises, practice using clear, concise and grammatically correct language in emails, memos and letters. You will also learn to use appropriate tone, style and structure found in common business communications. Prerequisite: Microsoft Word for Windows or basic computer skills and online grammar screening (https://www.laguardia.edu/CE/Pages/Forms/Business-Writing-Skills-Course-Assessment/)ND

Mon & Wed Jul 29 - Aug 21 (8 sessions/24 hours)
6:00 pm - 9:00 pm $360 A05BUS017A
Information Security Program

**Information Session**
Saturday, August 24, 2019
12:30 pm 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/

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Systems Administration

**Start or Advance Your Career!**

- **Computer Network Support Specialist**
  - $ 63K - 110K
  - Visit laguardia.edu/careercoach or Room C-258

**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. ND

Prerequisite: Successful passing of a screening exam (https://www.laguardia.edu/CE/Pages/Forms/network-plus-screening-test/).

Tues & Thurs Jul 16 - Aug 15 (10 sessions/30 hours)
6:00 pm - 9:00 pm $890 A05NET001A

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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. ND

Tues & Thurs Aug 22 - Oct 10 (15 sessions/45 hours)
6:00 pm - 9:00 pm $1010 A05CMP113A

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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 the AAS 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. ND

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**CST, Part 3: Networking**

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

Sat Jul 20 - Aug 10 (4 sessions/20 hours)
9:00 am - 2:30 pm $360 A05CMP103A

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**CST, Part 4: New Technologies**

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

Sat Aug 17 - Sep 14 (4 sessions/20 hours)
9:00 am - 2:30 pm $360 A05CMP104A
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

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

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 Jul 9 - Aug 6 (9 sessions/27 hours)
6:00 pm - 9:00 pm $430 A0505K006A

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

Sat Jul 20 - Aug 10 (4 sessions/18 hours)
9:00 am - 1:30 pm $300 A0505K007B
Tues & Thurs Aug 13 - Aug 29 (6 sessions/18 hours)
6:00 pm - 9:00 pm $300 A0505K007A

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 Aug 17 - Sep 14 (4 sessions/18 hours)
9:00 am - 1:30 pm $300 A0505K008B
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

Tue Aug 20 (1 session/2 hours)
6:00 pm - 8:00 pm $80 A05TAX001A

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

Tues & Thurs Aug 27 - 29 (2 sessions/4 hours)
6:00 am - 8:00 pm $160 A05TAX002A

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

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

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

Start or Advance Your Career!
Tax Preparers $ 31K - 79K*

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

Thurs Aug 22 (1 session/2 hours)
6:00 pm - 8:00 pm $80 A05TAX003A

Start or Advance Your Career!
Tax Preparers $ 31K - 79K*

IRS Enrolled Agent Part 2: Corporations and Partnerships
Examine corporation (both C Corp and S Corp) and partnership taxes in depth. Topics include tax regulations as well as trust and exempt organization taxes. 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”. ND
http://www.laguardia.edu/tax-preparer-test/

Sat Jul 13 - Aug 24 (7 sessions/42 hours)
9:00 am - 3:30 pm $590 A05IRS002A

IRS Enrolled Agent Part 2: Corporations and Partnerships
Examine corporation (both C Corp and S Corp) and partnership taxes in depth. Topics include tax regulations as well as trust and exempt organization taxes. 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”. ND
http://www.laguardia.edu/tax-preparer-test/

Sat Jul 13 - Aug 24 (7 sessions/42 hours)
9:00 am - 3:30 pm $590 A05IRS002A

Start or Advance Your Career!
Tax Examiners and Collectors, and Revenue Agents $ 56K - 94K*

IRS Enrolled Agent Preparation Program
Start or Advance Your Career!
IRS Enrolled Agent Part 2: Corporations and Partnerships
Start or Advance Your Career!
IRS Enrolled Agent Part 2: Corporations and Partnerships

Start or Advance Your Career!
Tax Preparers $ 31K - 79K*

IRS Enrolled Agent Preparation Program
Start or Advance Your Career!
IRS Enrolled Agent Part 2: Corporations and Partnerships
Start or Advance Your Career!
IRS Enrolled Agent Part 2: Corporations and Partnerships

Start or Advance Your Career!
Tax Preparers $ 31K - 79K*

IRS Enrolled Agent Preparation Program
Start or Advance Your Career!
IRS Enrolled Agent Part 2: Corporations and Partnerships
Start or Advance Your Career!
IRS Enrolled Agent Part 2: Corporations and Partnerships

Start or Advance Your Career!
Tax Preparers $ 31K - 79K*

IRS Enrolled Agent Preparation Program
Start or Advance Your Career!
IRS Enrolled Agent Part 2: Corporations and Partnerships
Start or Advance Your Career!
IRS Enrolled Agent Part 2: Corporations and Partnerships

Start or Advance Your Career!
Tax Preparers $ 31K - 79K*
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 Healthcareer 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 $99 per competency exam. Evidence of fully passing a practical skills competency exam. There are exceptions to this requirement. EKG and Phlebotomy also require successful completion of the national certification exam. Students who have successfully passed a national certification exam in EKG and Phlebotomy are exempt for the corresponding CCMA program course. For example, students who are already certified in Phlebotomy may take CCMA Phlebotomy course for free. A grade of 80% or greater on the written exam is required to be exempt. ND

To register or for more information call (718) 482-7244 or visit https://www.laguardia.edu/uploadedFiles/CE/Content/Career_Skills_and_Training/Healthcare/CP-Certified_Clinical_Medical_Assistant/Application-Form.pdf

Maribel Coronel Alvarez

It all started in The Learning & Innovation Center at LaGuardia Community College

Having immigrated to the United States from Ecuador, Maribel realized she must first learn English and enrolled in English as a Second Language classes within The Learning & Innovation Center at LaGuardia Community College. She then transitioned into the Certified Clinical Medical Assistant (CCMA) Program and found support from instructor Oswaldo Carrero, “who would always encourage not only me but all his students to set our goals high, to be courageous, and to be persistent all the times,” she says.

From there, Maribel earned an associate degree from LaGuardia, graduating with honors as a member of the Phi Theta Kappa International Honor Society. This year, she graduated from CUNY’s Hunter College and landed the job with NewYork-Presbyterian about a month later.

Though Maribel faced challenges along her educational journey, including juggling her responsibilities as a parent with a 3-hour-a-day round trip commute to LaGuardia and study time, she worked hard, remained steadfast and succeeded in the end. Maribel credits the CCMA Program in particular with giving her the hands-on experience, skills and confidence she needed to push forward and make the decision to pursue a career as a medical laboratory scientist. She notes that now she wants to develop herself “as a good professional.”

Taking advantage of all the resources that LaGuardia and The Learning & Innovation Center have to offer, from ESL to workforce training to credit courses as well as daycare and Pre-K for students with children, Maribel says, “I used them all and found extraordinary people working there. They understand that life is not about how much you keep for yourself, but how much you are willing to pass to others.”

Maribel Coronel Alvarez came to LaGuardia in 2012 with the objectives of learning English and getting training in order to begin working in the healthcare field. Today, with a BS Degree in Medical Laboratory Sciences and a new position in the Microbiology Department at NewYork-Presbyterian/ Columbia University Medical Center, she has surpassed those goals and is ready to launch a promising career.
Emergency Healthcare Programs

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

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

Paramedic Original

EMTs, are you ready to take your career to the next level? We will prepare you with the technical skills, expert knowledge and clinical experience necessary to excel as a New York State/New York City certified paramedic. LaGuardia students have excellent pass rates on the NYS Paramedic and NYC Regional Emergency Medical Advisory Committee (REMAC) exams. This is a comprehensive education and training program that includes lectures provided by: external experts; certifications in American Heart Association Basic Cardiac Life Support (BCLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS); and National Association of Emergency Medical Technicians (NAEMT) Prehospital Trauma Life Support (PHTLS) and Psychological Trauma Prevention for EMS Patients (PTEP) certification courses.

You must complete 600 hours of clinical rotations (sites are available in Queens, Manhattan, Bronx and Brooklyn) and you may choose between two tracks: associate degree or certificate program. We offer a $1,500 tuition credit to members of NYS-certified Advanced Life Support (ALS) ambulance agencies. Professional or 911 EMT experience is recommended but not required.

To request an application or to learn more about the program screening exams, visit laguardia.edu/careercoach or Room C-258.

Start or Advance Your Career!

EMT and Paramedic $31K - 53K*

Visit laguardia.edu/careercoach or Room C-258

The first NYC Paramedic program offering a FLEX schedule. You choose your lecture sessions.

Section A: Mondays and Tuesdays, 6:30 pm - 10:30 pm
Section B: Thursdays, 10:00 am - 6:00 pm
Skills (Both Sections): Thursdays, 6:30 pm - 10:30 pm, Some Saturdays, 9:00 am - 4:00 pm

Dates for Paramedic screenings:
June 12, June 17, June 26, July 1, July 10, July 15, July 24, July 29 - all 12PM – 6PM

Fall 2019
Mon, Tues, & Thurs (6:30 pm - 10:30 pm) & Saturdays (9:00am - 4:00 pm) Sep 3 – Aug 20
(200 sessions/1400 hours) $9500 A11PMD000A
Thurs (10-6), Saturdays (9:00 am - 4:00 pm) & Thurs (6:30 pm - 10:30 pm) Sep 3 – Aug 20
(200 sessions/1400 hours). $9500 A11PMD001B

Emergency Medical Technician (EMT)

INFORMATION SESSION

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

Tuesday, August 13, 2019 (1 session/3 hours)
Wednesday, August 14, 2019 (1 session/3 hours)
Monday, August 19, 2019 (1 session/3 hours)

Each one-time session begins at 6:00 pm
A11EMT0000A FREE

Monday, August 19, 2019 (1 session/3 hours)
Tuesday, August 20, 2019 (1 session/3 hours)
Monday, August 26, 2019 (1 session/3 hours)
Tuesday-one time session begins at 1:00 pm
A11EMT0000A FREE

To register or for more information call (718) 482-5768 or visit https://www.laguardia.edu/uploadedFiles/CE/Content/Career_Skills_and_Training/Healthcare/EMT-Original/EMT-application-accessible.pdf

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 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 evenings and weekends for one year
- No cost to students; books and lab materials included

Start or Advance Your Career!

Medical Assistants $31K - 41K*

Visit laguardia.edu/careercoach or Room C-258

For more information, contact Claudio Gaete:
CALL: (718) 730-7478
EMAIL: cgaete@lagcc.cuny.edu

IN PERSON: Center for Immigrant Education and Training
29-10 Thomson Avenue Room C239
Long Island City, NY 11101

Apply Now! (laguardia.edu/Medical_Assistant_ESOL_Form)
Healthcare-Related

Medical Coding Certificate Program

**INFORMATION SESSION**

Tuesday, August 27, 2019
6:00 pm 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/

Certified Medical Administrative Assistant

**INFORMATION SESSION**

Thursday, August 29, 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/

Earn $40,000 as an Account Specialist

FREE Medical Billing Training at LaGuardia

- Six-month certificate program
- Top employer partner
- College credit available
- Scholarship based program

For details, visit laguardia.edu/medicalbilling

Enroll Now!
Program sponsored by grant funding.
Certified Dietary Manager (CDM) Program

INFORMATION SESSION
Tuesday, August 20, 2019
6:00 pm A05DMG000A FREE

- A Registered Dietitian will explain how our Certified Dietary Manager (CDM) Program prepares current foodservice employees to become foodservice supervisors
- Find out about the advantages of becoming a Certified Dietary Manager (CDM) through our program
- Discover how you can earn up to 8 college credits towards an AAS Degree at LaGuardia Community College with the Certified Dietary Manager (CDM) Program

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

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

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

Program sponsored by grant funding.

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.

Pharmacy Technician

INFORMATION SESSION
Thursday, August 22, 2019
6:00 pm A05PHM000A FREE

- A Registered Pharmacist will explain how our Pharmacy Technician Program prepares you for a career in the field
- Discover how our program prepares you for the Pharmacy Technician Certification Board (PTCB) Exam
- Find out the skills and prerequisites needed to work as a Pharmacy Technician in a wide variety of settings

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

Level 1 Spanish/English Healthcare Interpreter Language Screening

Pass this diagnostic exam before registering for Level 1 of the Healthcare Interpreter Program. Nonrefundable testing fee applies. ND

Start or Advance Your Career!

Medical Interpreters | $ 33K - 50K*

Visit laguardia.edu/careercoach or Room C258

Visit laguardia.edu/careercoach or Room C258

Central Service Technician Certificate Program

INFORMATION SESSION

Saturday, August 17, 2019
11:00 am A05STL000A FREE

Tuesday, August 27, 2019
6:30 pm A05STL000B FREE

• An industry expert will explain how the Central Service Technician Certificate Program can help you begin a career in this high demand field of medical equipment sterilization

• Find out how our program prepares you for the nationally required IAHCSMM Certified Registered Central Service Technician certification

• Explore healthcare career opportunities for certified Central Service Technicians

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

Medical Interpreters

33K - 50K*

*Burning Glass
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 Jul 20 (1 session/2.5 hours)
9:00 am - 3:30 pm $105 A05EDU001A
Sat Aug 24 (1 session/6 hours)
9:00 am - 3:30 pm $105 A05EDU001B

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 Jul 20 (1 session/2.5 hours)
1:00 pm - 3:30 pm $80 A05CRD010A
Sat Aug 17 (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 Jul 27 (1 session/6 hours)
9:00 am - 3:30 pm $105 A05EDU001A
Sat Aug 24 (1 session/6 hours)
9:00 am - 3:30 pm $105 A05EDU001B

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/.

Preparation for the National Interpreter Certification (NIC) Performance Exam
In this 12 hour seminar, you will review the National Interpreter Certification (NIC) exams; be introduced to test taking strategies for performance based tests; be provided with individual feedback on interpretations based on tasks identified by the Registry of Interpreters for the Deaf (RID); and guided in developing self analysis skills of interpreting work in order to practice independently and prepare for the NIC performance exam.

Mon & Wed Jul 8 - Jul 17 (4 sessions/12 hours)
4:30 pm - 7:30 pm $335 A16INT600A

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

Tues & Thurs Jul 9 - Aug 8 (10 sessions/30 hours)
5:45 pm - 8:45 pm $485 A16INT003A

Start or Advance Your Career!
Fulfill NY State and NY State Education Department requirements!
Visit laguardia.edu/careercoach or Room C-258

SAVE $15* for 3 workshops
Register 3 workshops in the same semester and SAVE $15.
*Cannot be combined with any other discount.
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.

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 Jul 17 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301A

Wed Aug 7 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301B

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

Thurs Jul 11 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH300A

Thurs Aug 8 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH300B

30 Hour Concrete Safety Manager (NYCDOB)
A registered Concrete Safety Manager is required on major building construction projects that involve the placement of 2,000 cubic yards or more of concrete. Take the first step towards obtaining your license as a registered Concrete Safety Manager by enrolling in this New York City Department of Buildings approved course. You will focus on all building codes as they pertain to concrete safety 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 Jul 11 - Jul 26 (6 sessions/30 hours)
5:00 pm - 10:30 pm $950 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 - Thurs Jul 9 - Jul 25 (8 sessions/40 hours)
5:00 pm - 10:30 pm $650 A05OSH302A

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

Mon, Tues & Wed Jul 8 - Jul 17 (6 sessions/30 hours)
5:00 pm - 10:30 pm $550 A05OSH305A

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 133 04 (b) (2) and § S 133 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 Jul 18 - Jul 19 (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

Wed & Thurs Aug 14 - Aug 15 (2 sessions/8 hours)
5:00 pm - 9:30 pm $185 A05OSH306A

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

Sat Jul 27 (1 session/8 hours)
8:00 am - 5:00 pm $290 A05SFT001A

Wed & Thurs Aug 21 - Aug 22 (2 sessions/8 hours)
5:00 pm - 9:30 pm $290 A05SFT001B

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

Sat Jul 27 (1 session/8 hours)
8:00 am - 5:00 pm $360 A05SFT001A

Wed & Thurs Aug 21 - Aug 22 (2 sessions/8 hours)
5:00 pm - 9:30 pm $360 A05SFT001B

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 Aug 10 - Aug 17 (2 sessions/16 hours)
8:00 am - 5:00 pm $450 A05RIG002A

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

Sat Aug 10 - Aug 17 (2 sessions/16 hours)
8:00 am - 5:00 pm $540 A05SFC001A

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

Mon & Tues Aug 5 - Aug 20 (6 sessions/32 hours)
5:00 pm - 10:30 pm $575 A05SFC005A

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

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

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

Mon & Tues Aug 26 - Aug 27 (2 sessions/8 hours)
5:00 pm - 9:30 pm $185 A05SFT001A

Lead Renovator (EPA)
Certified Renovators, learn how to comply with the Environmental Protection Agency (EPA) Renovation, Repair and Painting Rule and the U.S. Department of Housing and Urban Development (HUD) Lead Safe Housing Rule, and how to perform lead safe work practices safely and effectively. This EPA model course meets all requirements in 40 CFR 745 (EPA regulations on residential property renovation) and is for renovators, remodelers, painters, maintenance personnel and any other workers removing or modifying painted surfaces. Upon completion, you will receive a certificate from Safety Dynamics, valid for 5 years.

Sat Jul 13 (1 session/8 hours)
8:00 am - 5:30 pm $165 A05RRP001A

Cursos de Construcción en Español
Construction Courses in Spanish
Para información sobre estos cursos llame al (718) 482-7244. ND

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

Fri Aug 9 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05SFC002A
Construction Business Management Certificate Program

INFORMATION SESSION
Wednesday, August 28, 2019
6:00 pm A05PRJ000A FREE

- Explore a career in construction management from a business perspective
- An industry expert will explain how our Construction Business Management Certificate Program can help you succeed in the field, and what skills and certifications are required

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

Refrigeration Machine Operator License Preparation

INFORMATION SESSION
Tuesday, August 13, 2019
6:00 pm - 8:00 pm $0 A05BLD000A FREE

- Explore careers opportunities for Refrigeration Machine Operators in the New York area as well as additional qualifications to help boost your credentials
- Learn about required NYC Fire Department and U.S. Environment Protection Agency (EPA) certifications and how our Refrigeration Machine Operator License Preparation program prepares you for these written and practical exams
- Meet industry experts from the National Association of Power Engineers (NAPE)

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

Construction Management Certificate Program

INFORMATION SESSION
Wednesday, August 28, 2019
6:00 pm A05CNS000A FREE

- An industry expert will explain how our Construction Business Management Certificate Program can help you succeed in the field, and what skills and certifications are required
- Find out the technical skills and certifications needed to become a construction manager

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

Electrical 1 & Plumbing 1

INFORMATION SESSIONS
Wednesdays, July 10 - August 28 (8 one-time sessions/2.5 hours)
4:30 pm – 7:00 pm A23EPL000A FREE

- Learn about our Electrical 1 and Plumbing 1 training programs and how they can help you begin or advance a career in these fields
- Find out about industry certifications earned after successful completion of these programs
- Hear about possible scholarship opportunities for Electrical 1

For more information call (718) 482-5231
To register visit https://www.laguardia.edu/ept/.
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)

Summer 2019 Registration
Monday, June 24 and Thursday, June 27
TIME: 11:00 a.m. - 3:00 p.m. • C354

Morning Intensive Program
Mon, Tues, Wed & Thurs Jul 1 - Aug 26
(32 sessions/144 hours) 9:00 am - 2:00 pm
$1475 AF021000

Teen English Academy
Are you a teenager, 13 to 16, who needs to practice English this summer? Learn writing, reading, listening and speaking in this intensive course. Practice using high school content to develop your critical thinking skills and explore famous New York City sites with your classmates through weekly educational field trips.

Mon, Tues, Wed (10:00 am - 2:30 pm) & Thurs (10:00 am - 4:00 pm) Jul 8 - Aug 8
(20 sessions/90 hours) $845 AF021007

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.

Summer 2019 Registration
Monday, June 24 and Thursday, June 27
TIME: 4:00 p.m. - 7:00 p.m. • C354

Listening, Speaking, Reading, and Writing
Mon, Tues, Wed & Thur Jul 8 - Aug 29
(32 sessions/80 hours) 6:50 pm - 9:20 pm
$675 AF021006

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.

Summer 2019 Registration
Monday, June 24 and Thursday, June 27
TIME: 4:00 p.m. - 7:00 p.m.  • C354
June 22 and June 29
TIME: 10:00 a.m. - 1:00 p.m.  • C354

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

Mon & Wed Jul 8 - Aug 28 (16 sessions/40 hours) 6:50 pm - 9:20 pm $360 AF021400A

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

Sat Jul 6 - Aug 24 (8 sessions/40 hours) 9:00 am - 2:30 pm $360 AF021400B

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.

Summer 2019 Registration
Monday, June 24 and Thursday, June 27
TIME: 10:00 a.m. - 1:00 p.m. • C354

Listening, Speaking, Reading, and Writing
Sat Jul 6 • Aug 24 (8 sessions/40 hours) 9:00 am - 2:30 pm $360 AF021005

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
Free English and Citizenship Classes
Learn English and prepare for the U.S. Citizenship Exam at LaGuardia Community College

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

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

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

Become a U.S. Citizen

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

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For more information or to register call (212) 568-4679.
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 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

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

- 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

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Resource Center. Contact (718) 482-5291 or ddbaz@lagcc.cuny.edu.

High School Equivalency In English

Prepare to take the new high school equivalency exam (Test Assessing High School Completion or TASC) and start building your future! You will focus on reading, writing and mathematics, and participate in career planning workshops presented by academic counselors.

You’ll also receive advisement on opportunities in certificate and college credit programs. The course is open to those 19 years of age or older.

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

**Summer 2019**
- **Wednesday, June 12** 10:00 AM Room C400 $25
- **Tuesday, June 18** 6:00 PM Room C400 $25
- **Saturday, June 22** 10:00 AM Room C400 $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.
- Course fee can be paid by credit/debit card or 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 and provide a budget letter)
- 65 years of age and older - 30% discount
- If you have taken the high school equivalency course in the last 6 months and need to retake it - 30% discount

For more information call (718) 482-5385 or visit Room C400.

**High School Equivalency Math Only**

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

**Hex Jul 3 - Sep 4 (10 sessions/40 hours)**
9:30 am - 1:30 pm $137 A04HSE005A

**Equivalencia del Bachillerato en Español**

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

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

**Verano 2019**
- **Lunes 10 de junio** 6:00 PM Salón C 400 $25
- **Jueves 13 de junio** 6:00 PM Salón C 400 $25
- **Sábado 15 de junio** 10:00 AM Salón C 400 $25

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

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

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

**Start or Advance Your Career!**

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

Visit laguardia.edu/careercoach or Room C258

For more information call (718) 482-5385. These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Resource Center. Contact (718) 482-5291 or ddbaz@lagcc.cuny.edu.

**High School Equivalency in English**

Mon, Tues & Wed Jul 8 – Sep 3 (25 sessions/100 hours) 10:00 am - 2:00 pm $325 A04HSE001A

Mon, Tues, Wed & Thurs Jul 8 – Sep 2 (33 sessions/99 hours) 6:00 pm - 9:00 pm $325 A04HSE001B
Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(1 session/4 hours) $15 A16TAB000A

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(1 session/4 hours) $15 A16TAB000B

High School Equivalency for Deaf Adults

Visit Room C203 to gather information and take a reading pre-placement test. If you qualify, you must then take the five High School Equivalency (former GED) predictor tests. If you've taken the GED exam before, please bring your scores.

High School Equivalency Placement Exam

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(3 sessions/15 hours) $45 A16HSE000A

Pre-High School Equivalency Reading/Writing for Deaf Adults

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

Tues & Thurs Jun 18 - Sep 3 (22 sessions/66 hours)
4:35 pm - 7:35 pm $235 A16HSE001A

Pre-High School Equivalency Math for Deaf Adults

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

Mon & Wed Jun 17 - Aug 28 (22 sessions/66 hours)
1:15 pm - 4:15 pm $235 A16MAT014A
Pre-College Programs

**MATHSTART**

is an intensive 8-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 MATHStart?**

- Improve your 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 July 1, 2019 – August 22, 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)**

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/

**High School Equivalency Preparation**

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

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

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

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

- Bridge to Health Program
- Bridge to Science Program
- Bridge to Business Program

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

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

**High School Equivalency / MATH Start / College-Level Examination Program (CLEP)**

High School Equivalency / MATH Start / College-Level Examination Program (CLEP)
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 - Thurs Jun 17 - Aug 6 (24 sessions/48 hours)
- 1:00 pm - 3:15 pm $320 A02ELA101A

**Elementary Modern Chinese I**
- Mon - Thurs Jun 17 - Aug 6 (24 sessions/48 hours)
- 1:00 pm - 3:15 pm $320 A02ELC101A

**Elementary French I**
- Mon - Thurs Jun 17 - Aug 6 (12 sessions/36 hours)
- 10:30 am - 12:45 pm $320 A02ELF101A

**Elementary Italian I**
- Mon - Thurs Jun 17 - Aug 6 (24 sessions/48 hours)
- 9:15 am - 11:30 am $320 A02ELI101A

**Elementary Japanese I**
- Mon - Thurs Jun 17 - Aug 6 (24 sessions/48 hours)
- 9:15 am - 11:30 am $320 A02ELJ101A

**Elementary Japanese II**
- Mon - Thurs Jun 17 - Aug 6 (24 sessions/48 hours)
- 11:45 am - 2:00 pm $320 A02ELJ102A

**Elementary Spanish I**
- Mon - Thurs Jun 17 - Aug 6 (24 sessions/48 hours)
- 9:15 am - 11:30 am $320 A02ELS101A

**Elementary Spanish II**
- Mon - Thurs Jun 17 - Aug 6 (24 sessions/48 hours)
- 1:00 pm - 3:15 pm $320 A02ELS102A

**Elementary Spanish II**
- Mon - Thurs Jun 17 - Aug 6 (24 sessions/48 hours)
- 5:45 pm - 7:55 pm $320 A02ELS102B

**College Art**

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

**Art in New York: A Museum/Gallery Seminar**
Through firsthand 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.
- Thur Jun 20 - Aug 1 (6 sessions/36 hours)
  - 9:15 am - 5:35 pm $320 A02HUN195A

**Beginning Photography**
Discover photography by exploring the 35mm camera, lighting exposure, processing, and printing. You will also examine the creative use of photography techniques as they relate to individual expression. Special projects and a final portfolio are required. You must bring your own 35mm camera with a single lens reflex (SLR)/interchangeable 50mm lens.
- Tues & Thurs Jun 18 - Aug 6 (12 sessions/48 hours)
  - 9:15 am - 2:00 pm $320 A02HUA130A
  - Mon & Wed Jun 17 - Aug 5 (12 sessions/36 hours)
  - 5:45 pm - 10:15 pm $320 A02HUA130B

**Digital Photography I**
This course is designed to introduce students to the hardware and software utilized in capturing digital images. It will include use of digital camera, analog cameras, scanners and the loading of images from the Internet. Students will be introduced to software such as Adobe Photoshop and QuarkXpress, and they will explore their interface with the Macintosh and Windows operating systems. A portfolio presented in "soft" media form will be created.
- Tues & Thurs Jun 18 - Aug 6 (12 sessions/48 hours)
  - 9:15 am - 2:00 pm $320 A02HUA131A

**Introduction to Art**
This course is designed to develop the students' ability "to see," while it examines the fundamental nature, meaning and humanistic value of art. Attention will be given to an examination of the creative process and to the role of the spectator as an active participant in the understanding of Art. Relevant readings will be discussed in relation to specific works of Art. The function of basic compositional elements will be examined.
- Mon & Wed Jun 17 - Aug 5 (12 sessions/36 hours)
  - 5:45 pm - 9:05 pm $320 A02HUA130A
  - Tues & Thurs Jun 18 - Aug 6 (12 sessions/36 hours)
  - 1:00 pm - 4:25 pm $320 A02HUA130B
  - Sat Jun 22 - Aug 3 (6 sessions/36 hours)
  - 9:15 am - 5:35 pm $320 A02HUA131C
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.

- Tues & Thurs Jun 18 - Aug 6 (12 sessions/36 hours) 1:00 pm - 4:25 pm $320 A02HUM101A
- Mon & Wed Jun 17 - Aug 5 (12 sessions/36 hours) 1:00 pm - 4:25 pm $320 A02HUM101B
- Mon & Wed Jun 17 - Aug 5 (12 sessions/36 hours) 6:00 pm - 9:15 pm $320 A02HUM101C

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.

- Mon, Tues & Thurs Jun 17 - Aug 6 (12 sessions/36 hours) 1:00 am - 12:30 pm $320 A02HUM170A

College Liberal Arts

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

Public Speaking

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

- Tues & Thurs Jun 18 - Aug 6 (12 sessions/36 hours) 6:00 pm - 9:35 pm $320 A02HUC106A
- Sat Jun 22 - Aug 3 (6 sessions/36 hours) 9:15 am - 4:25 pm $320 A02HUC106B
- Mon & Wed Jun 17 - Aug 5 (12 sessions/36 hours) 6:00 pm - 9:35 pm $320 A02HUC106C

Introduction to Philosophy

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

- Mon & Wed Jun 17 - Aug 5 (18 sessions/36 hours) 9:15 am - 12:45 pm $320 A02HUP101A
- Tues & Thurs Jun 18 - Aug 6 (12 sessions/36 hours) 1:00 pm - 4:25 pm $320 A02HUP101B

Critical Thinking

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

- Mon, Tues & Thurs Jun 17 - Aug 6 (6 sessions/36 hours) 9:30 am - 11:30 am $320 A02HUP102A
- Mon, Wed & Thurs Jun 17 - Aug 5 (18 sessions/36 hours) 11:45 am - 2:00 pm $320 A02HUP102B
- Tues & Thurs Jun 18 - Aug 6 (12 sessions/36 hours) 5:45 pm - 9:05 pm $320 A02HUP102C

REGISTER TODAY
to reach your education or career goals!

Online: laguardia.edu/acereg

By phone: (718) 482-7244

For English Language classes call (718) 482-5360

In person: M-Building, Room M-143

Monday - Thursday 8:30 a.m. - 6:30 p.m.
Friday - Saturday, 8:30 a.m. - 3:30 p.m.
The Learning & Innovation Center

Where technology and education create opportunity

Like. Follow. Share.

laguardia.edu/ce

@innovatelic2

facebook.com/innovatelic2
Intensive Study in American Sign Language Program

**Intensive Study in American Sign Language - Level 1**
You will be introduced to the fundamentals of American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use, and basic information on Deaf Culture. You will focus on developing language and communication skills.

*Mon (5:45 pm - 8:00 pm) & Wed (5:45 pm - 9:15 pm)*
Jul 8 - Aug 28 (16 sessions/46 hours)
$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.

*Mon (5:45 pm - 8:00 pm) & Wed (5:45 pm - 9:15 pm)*
Jul 8 - Aug 28 (16 sessions/46 hours)
$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.

*Tues (5:45 pm - 8:00 pm) & Thur (5:45 pm - 9:15 pm)*
Jul 9 - Aug 29 (16 sessions/46 hours)
$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.

*Tue (5:45 pm - 8:00 pm) & Thur (5:45 pm - 9:15 pm)*
Jul 9 - Aug 29 (16 sessions/46 hours)
$359 A16ASL014A

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

*Mon, Tues, Wed & Thurs*
Jul 1 - Aug 31 (1 session/1 hours)
$55 A16ASL010A

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

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

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

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

**Individual Instruction - 2 Hours**
You will receive 2 hours of diagnostic assessment. ND

*Mon, Tues, Wed & Thurs Jul 1 - Aug 31 (1 session/2 hours) $149 A16PDV001A*

**Individual Instruction - 12 Hours**
You will receive 6 two hour sessions of one to one instruction. ND

*Mon, Tues, Wed & Thurs Jul 1 - Aug 31 (6 sessions/12 hours) $959 A16PDV002A*

**Individual Instruction - 24 Hours**
You will receive 12 two hour sessions of one to one instruction. ND

*Mon, Tues, Wed & Thurs Jul 1 - Aug 31 (12 sessions/24 hours) $1859 A16PDV003A*
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.

Programs sponsored by grant funding.

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 jobs and educational opportunities

Recent Intern & Earn internship sites:  
-Intrepid Sea, Air & Space Museum  
-Millennium Professional Consultants  
-NYC Department of Parks & Recreation  
-Queens District Attorney’s Office  
-Wildlife Conservation Society - Bronx Zoo  
-Queens Educational Opportunity Center (EOC)

And more!  
Contact: Sindy Rivera  
(718) 609-2131  
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 21, 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!  
• 16 - 21 year olds, work up to 25 hours a week for 6 weeks  
• Earn $15.00 per hour  
• Gain valuable work experience  
• Explore careers  
• Receive financial literacy training  
• Interact with your peers

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

Recent SYEP internship sites:  
-Intrepid Sea, Air & Space Museum  
-NYC Department of Parks & Recreation  
-Queens District Attorney’s Office  
-Wildlife Conservation Society - Bronx Zoo  
-Grant Company CPA

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

High School Equivalency

Are you between the ages of 17 and 20 and out of school?  
Do you want to move forward in your life?  

Start building your future!  
LaGuardia’s Pathways to Graduation Program can help you prepare for the High School Equivalency exam.

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

Are you a father between the ages of 18 and 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

CUNY Fatherhood Academy / Veterans Resource Center
Small Business & Entrepreneur Services
Are you a new or emerging small business?

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

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

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

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

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

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

Do you want to 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 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 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 25,000 small businesses in creating thousands of jobs and securing over half a billion dollars in contracts over the last 15 years.

Join the **25,000+ 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**.

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LIC² Business & Community Networks

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.

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To learn more contact
**The Learning & Innovation Center Coordinator Lanaia DuBose** at (718) 482-5465.
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
Financial Support Services for Continuing Education Students

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/EIPcfm

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.

Vouchers are also accepted through the GI Bill and the Department of Veterans Affairs. For more information: va.gov
Vouchers may be available through your employer. Contact the Human Resources, Personnel or Training Departments at your place of employment to receive information on vouchers for tuition reimbursement.

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

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

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 non-credit courses.
For more information call (718) 482-5337.
Support for Immigrant and International Students at LaGuardia

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

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

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

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

LEGAL RESOURCES

Green Card Holders

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

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

Undocumented

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

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

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

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

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

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

Refugees

New York State Emergency Hotline

Governor 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

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

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 through 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  Closed (Summer Hours)

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.

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.
**Easy Ways to Register!**

**Online:**
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
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**How to Register**

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**Online:**
laguardia.edu/ce

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**LaGuardia Community College/CUNY**
Room M-143
31-10 Thomson Ave
Long Island City, NY 11101
(718) 482-7244
Maribel Coronel Alvarez came to LaGuardia to learn English. She now has a Bachelor Degree and a new job at NewYork-Presbyterian/Columbia University Medical Center. And it all started in The Learning & Innovation Center at LaGuardia Community College. Read her story on page 14.

**STUDIED** English as a Second Language within The Learning & Innovation Center

**COMPLETED** the Certified Clinical Medical Assistant (CCMA) Program

**TRANSITIONED** to credit studies and received an Associate Degree at LaGuardia

**EARNED** a Bachelor Degree at Hunter College/CUNY

**LANDED** a position in the Microbiology Department at NewYork-Presbyterian/Columbia University Medical Center

TO LEARN MORE about our ESL programs see pages 23-24. For more information about our CCMA Program see page 14.