YOUR PATH TO CAREER SUCCESS
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.
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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 9-27.

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 28-40.

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 41-42.

LIC* 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 42.

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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<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
CAREER DEVELOPMENT CENTER AND EMPLOYMENT SERVICES

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.

Get education and training in The Learning & Innovation Center
Transition to a LaGuardia degree program.
Begin and advance your professional career.

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.

Enroll in LaGuardia’s Certified Clinical Medical Assistant Program
- Complete Phlebotomy, EKG and Medical Assistant training
- Pass National Healthcare Association (NHA) Certification Exam
- Work as a Certified Clinical Medical Assistant
- Enroll in LaGuardia’s Practical Nursing Program, pass state exam and become a Licensed Practical Nurse
- Further advance your education and become a Registered Nurse by studying in LaGuardia’s Registered Nurse Program and passing the NCLEX-RN exam
- Go even further and earn your Bachelor of Science in Nursing (BSN)

Enroll in LaGuardia’s Computer Service Technician Certificate Program
- Pass the CompTIA A+ Certification Exam
- Work as a Computer Service Technician
- Use the 4 Credits earned from the Computer Service Technician Certificate Program to pursue an Associate Degree in Computer Technology, Network Administration and Information Security, or Programming and Systems at LaGuardia
- Become an IT Support Specialist, Desktop Support Technician Tier 2 or even a Systems Administrator
- Further advance your education and become a Network Engineer or Network Security Analyst

GET A JOB. START A CAREER.

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

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.

Carolyn Nobles
Assistant Director, Career Development Center

Helping students find the right path

Carolyn Nobles came to LaGuardia as a Career Counselor in The Learning & Innovation Center’s Career Development Center (CDC), preparing students to become career ready and find employment. With a Bachelor and Master Degree in Social Work, she then worked as a CDC Senior Academic Advisor, guiding non-credit students through the process of enrolling in a degree program at LaGuardia. She is now CDC’s Assistant Director and oversees the team that provides career counseling to students enrolled in LaGuardia’s non-credit academic and training programs.

Explaining that her team offers students career assessments and labor market information to help them find a field in which they would be successful, Carolyn notes that it is rewarding to empower students. She enjoys educating them on the opportunities that are out there, particularly through career panels that her office presents.

“It’s exciting to watch students start off in a non-credit program, complete it and continue their career journey, whether that is continuing their education, getting a job or finding better employment,” says Carolyn.

To learn more about the Career Development Center and Employment Services see page 6.
A COLLEGE DEGREE GIVES YOU....

- Better career options
- New opportunities to advance in a profession
- Access to a higher salary range

Working specifically with students from non-credit academic and workforce training programs within The Learning & Innovation Center at LaGuardia Community College (LIC²), the Advisement Center can help you transition into a degree program at LaGuardia.

We can also prepare you to enter a training program at the college.

- **Assistance** with the college application, placement testing scheduling, and registration
- **Referrals** to special programs (First Year Institute, CUNY Start, ASAP and College Discovery) as well as job training options
- Admission, financial aid and scholarship **workshops**
- **Academic advisement**, including earning college credits through LaGuardia’s certificate programs, Credit for Prior Learning (CPL), and College Level Examination Program (CLEP)
- **Career counseling and assessment**; career panels and presentations

**MORE Choices Opportunities**

Earn **MORE** money.  
Get **MORE** with a college degree.

For more information contact Carolyn Nobles at (718) 730-7333 or ctodd@lagcc.cuny.edu
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**

**you can**
- Prepare for industry certification and receive LaGuardia certification as a Network Support Specialist - page 11
- Become a Tax Return Preparer - Page 14

**In 4 MONTHS**

**you can**
- Receive LaGuardia certification in Microsoft Office Applications (Word, Excel, PowerPoint and Access) - page 12
- Receive LaGuardia certification in QuickBooks - page 13
- Prepare for industry certification as an Emergency Medical Technician - page 16
- Prepare for industry certification as a Central Service Technician - page 20

**In 6 MONTHS**

**you can**
- Prepare for industry certification as a IT Support Specialist (formerly Computer Service Technician) - page 10
- Prepare for industry certification as a Certified Medical Administrative Assistant - page 15
- Prepare for industry certification in Medical Coding - page 18

**In 12 MONTHS**

**you can**
- Prepare for industry certification as a Paramedic - page 16
- Prepare for industry certification as a Certified Dietary Manager - page 19
- Receive LaGuardia certification in Construction Management - page 25
Information Technology

IT Support Specialist Certificate Program
(formerly Computer Service Technician Certificate Program)

**INFORMATION SESSION**
Saturday, August 24, 2019
10:00 am A05CST000A FREE

- An industry expert will explain how our IT Support Specialist Certificate Program can help you start a career in Information Technology
- Find out how the IT Support Specialist Program prepares you for CompTIA A+ certification

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

**Information Security Program**
Open the door to a career in the high demand field of information technology. Get hands on training and prepare for industry recognized certifications. Program courses not offered this quarter will be offered in a future quarter. ND

**INFORMATION SESSION**
Saturday, August 24, 2019
9:00 am - 2:00 pm $1010 A05CMP115A
Sat Sep 28 - Nov 23 (9 sessions/45 hours)
Payment plan available. ND

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

**NEW! Cybersecurity Analyst (CySA+) Preparation**
Bolster your cybersecurity credentials with additional defensive skills to deter threats and vulnerabilities, and prepare for the CompTIA CySA+ exam. Topics include configuring and using threat detection tools; securing and protecting applications and systems; and performing threat analysis and interpreting results to identify risks to an organization. (Cost of textbook and virtual lab included course fee.) Prerequisites: Security Fundamentals or equivalent experience. Recommended: 3-4 years of experience working in the IT industry. ND

**INFORMATION SESSION**
Saturday, August 24, 2019
9:00 am - 2:00 pm $1850 A05TIA002A
Sat Oct 26 - May 2 (24 sessions/120 hours)
Payment plan available. ND

- Learn how to secure a network and deter hackers by exploring security fundamentals, networks and organizational security. You will receive practical lab instruction to acquire the basic skills needed to implement and maintain confidentiality, integrity and availability as applied to computers and networks. You’ll also prepare for the CompTIA Security+ certification exam. (Cost of textbook and lab included in course fee.)
- LaGuardia is a National CyberWatch Center member. Prerequisite: Successful completion of the IT Support Specialist Certificate Program, CompTIA A+ or Network+ certification, or passing of a screening test (https://www.laguardia.edu/CE/pages/career-skills-and-training/information-security-program/)
**Explore Careers in Information Technology**

**INFORMATION SESSION**
Saturday, September 7, 2019
3:00 pm – 4:30 pm A05ITP000A FREE

- Explore careers in information technology and get tips on how to be successful
- Meet IT industry experts in the fields of security and network administration
- Learn about the requirements and certifications needed to work in this high demand industry

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

Sat Sep 7 - Oct 5 (5 sessions/30 hours)
9:00 am - 3:30 pm A05NET001A

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**Network Security 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.) Prerequisites: Successful completion of Fundamentals of Network Technology; if not offered this quarter, this course will be offered in a future quarter. ND

Sat Oct 19 - Dec 21 (9 sessions/45 hours)
9:00 am - 2:00 pm A05CMP113A

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**LaGuardia TechHire - Open Code Web Development Program**

More than 20,000 new web developers will be needed by 2020.

**Are you ready?**

Get the skills you need to break into the field!

Learn HTML, CSS and basic JavaScript as well as more advanced skills to prepare you for entry into an accelerated web development training program. Completion of a free 60-hour vestibule training to determine program eligibility and fit is required for enrollment. Full scholarships are available for eligible applicants.

For information:
Web: http://www.laguardia.edu/techhire-opencode/
Phone number: (718) 730-7616

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**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.
Computer Skills

Certificate Program in Microsoft Office Applications

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Resource Center. Contact (718) 482-5238 or dsa@lagcc.cuny.edu.

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

Microsoft Excel for Windows

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

Mon & Wed Oct 21 - Nov 13 (8 sessions/24 hours)
6:00 pm - 9:00 pm $285 A05OSK003A
Sat Oct 5 - Dec 7 (8 sessions/24 hours)
9:00 am - 12:00 pm $285 A05OSK003B

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 Dec 2 - Dec 11 (4 sessions/12 hours)
6:00 pm - 9:00 pm $215 A05OSK005A

Microsoft Access Intensive

Explore the basic and advanced function of Access, the most popular database used in the business world today. Topics include database design and creation, tables, queries, reports and creating relational databases. Please bring a USB flash drive to class. Prerequisite: Computers and Internet Basics or equivalent experience.

Mon & Wed Sep 16 - Oct 9 (8 sessions/24 hours)
6:00 pm - 9:00 pm $285 A05OSK002A

Career Skills

Start or Advance Your Career!

Secretaries and Administrative Assistants $ 31K - 50K

Visit laguardia.edu/careercoach or Room C258

Powerful Presentations: Impress, Convince, Deliver

Maximize the impact of your message and learn how to speak with confidence to make your presentations more professional and compelling. You will focus on organizing your ideas, building communication skills, and developing a delivery technique for any audience. ND

Sat Oct 5 - Nov 9 (6 sessions/24 hours)
9:00 am - 1:00 pm $360 A05PRF002A

NEW! Grammar for Business Communication

Review essential grammar required to communicate effectively in a professional setting. Topics include word usage, punctuation, syntax and proofreading basics. ND

Mon & Wed Sep 16 - Oct 9 (8 sessions/24 hours)
6:00 pm - 9:00 pm $360 A05PRF009A

NEW! The Art of Networking

Discover how to build business relationships in this interactive workshop. Learn techniques and strategies to create and maintain a contact list, make a pitch and market yourself with confidence. ND

Mon & Wed Oct 21 - Nov 13 (8 sessions/24 hours)
6:00 pm - 9:00 pm $365 A05PRF010A

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-SkillsCourse-Assessment/). ND

Tues & Thurs Nov 5 - Dec 3 (8 sessions/24 hours)
6:00 pm - 9:00 pm $360 A05BUS017

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

Phone: (718) 482-7244 • E-Mail: acereg@lagc.ccuny.edu • www.laguardia.edu/acereg
Accounting, Bookkeeping and Tax Preparation

Computerized Bookkeeping for QuickBooks Certificate Program

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veterans Resource Center. Contact (718) 482-7244 or ddaza@lagcc.cuny.edu.

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

Bookkeeping with QuickBooks, Part 1
Explore the fundamental principles of accounting using QuickBooks software. Create a fictional company and modify the chart of accounts to suit your individual needs. Practice reporting accounts payable and receivable, invoicing customers, paying utilities and preparing financial reports for service companies. ND

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

Tues & Thurs Oct 1 - Oct 29 (9 sessions/27 hours)
6:00 pm - 9:00 pm $430 A05OSK006A
Sat Oct 5 - Nov 9 (6 sessions/27 hours)
9:00 am - 1:30 pm $430 A05OSK006B

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

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

Tues & Thurs Nov 5 - Nov 21 (6 sessions/18 hours)
6:00 pm - 9:00 pm $300 A05OSK007A
Sat Nov 16 - Dec 14 (4 sessions/18 hours)
9:00 am - 1:30 pm $300 A05OSK007B

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

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

Tues & Thurs Sep 10 - Sep 26 (6 sessions/18 hours)
6:00 pm - 9:00 pm $300 A05OSK008A
Tues & Thurs Nov 26 - Dec 17 (6 sessions/18 hours)
6:00 pm - 9:00 pm $300 A05OSK008B

Advanced QuickBooks

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

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

Sat Sep 28 - Nov 23 (9 sessions/27 hours)
2:00 pm - 5:00 pm $450 A05BUS014A

NEW! Accounting with Microsoft Excel
Discover effective ways to apply basic accounting skills in Excel. Improve your understanding of calculations, formulas and functions; create PivotTables to generate balance sheets; and analyze financial statements to organize, consolidate and import fiscal data. You will also dive into more complex features such as VLOOKUP, what if analysis and conditional formatting to generate reports. Prerequisite: Microsoft Excel for Windows or equivalent experience. ND

Tues & Thurs Oct 8 - Oct 31 (8 sessions/24 hours)
6:00 pm - 9:00 pm $365 A05OSK019A

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

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

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

Mon Oct 14 (1 session/3 hours)
6:30 pm - 9:30 pm $99 A05BUS001A
Tax Return Preparer Certificate Program

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

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 http://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 Professional Workshops

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

Ethics in Tax Preparation

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

Federal Tax Law Update

Stay up to date with current federal tax laws. Approved by the Internal Revenue Service for 2 Continuing Education (CE) credit hours. ND
Healthcare-Clinical

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 dbaza@lagcc.cuny.edu.

NAEMT Training Courses

LaGuardia Community College is an authorized training center for the following National Association of Emergency Medical Technicians (NAEMT) courses: Advanced Medical Life Support (AMLS), Prehospital Trauma Life Support (PHTLS) and Psychological Trauma in EMS Patients (PTEP). Commission on Accreditation for Prehospital Continuing Education (CAPCE) credit is awarded upon successful completion of these courses. ND

Psychological Trauma Prevention for EMS Patients (PTEP)

Prehospital care providers are in an extraordinary position to prevent psychological trauma in the patients they serve. Learn how to address trauma symptoms in EMS workers will also be discussed. NAEMT certification and CAPCE credit are awarded upon successful completion of the course and passing of the written examination. ND

Sun Sep 22 (1 session/8 hours)
8:30 am - 5:30 pm $94 A11PTP001A

Prehospital Trauma Life Support (PHTLS)

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

Sun Oct 20 - Oct 27 (2 sessions/16 hours)
8:30 am - 5:30 pm $188 A11TLS001A

Advanced Medical Life Support (AMLS)

Certified/licensed healthcare providers, enhance your knowledge and skills in the systematic emergency assessment and management of adult patients in medical crisis. Classes include interactive case based lectures and hands on practical lab stations with realistic scenarios related to the lectures (cardiovascular, respiratory and neurological disorders; shock, altered mental status and toxicology; endocrine, abdominal and environmental emergencies; and infectious disease and hazardous materials exposure). NAEMT certification and CAPCE credit are awarded upon successful completion of the course and passing of the written examinations. ND

Sun Nov 10 & Nov 24 (2 sessions/16 hours)
8:30 am - 5:30 pm $198 A11MLS001A

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 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 current American Heart Association (AHA) certification in Basic Cardiac Life Support and First Aid will exempt you from the AHA CPR for Healthcare Providers with First Aid course. For more information call (718) 482-5768. ND

INFORMATION SESSION

Wed., October 30, 2019 (1 session/3 hours)
6 p.m. - 9 p.m. A11HLT000A or 1 p.m. - 4 p.m. A11HLT000B FREE
• Learn about LaGuardia's Certified Clinical Medical Assistant (CCMA) Program and requirements to take national certification exams for EKG Technician, Phlebotomy and Clinical Medical Assistant
• Explore careers in the CCMA field
• Take the program screening exam (reading comprehension)

To register or for more information call (718) 482-5768 or visit https://www.laguardia.edu/ccmapply

Start or Advance Your Career!

Medical Terminology

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

Mon, Wed, Fri Sep 4 - Sep 23 (9 sessions/36 hours)
6:00 pm - 10:00 pm $305 A11HLT003B

Mon, Wed, Fri Sep 4 - Sep 23 (9 sessions/36 hours)
10:00 am - 2:30 pm $305 A11HLT003A

American Heart Association CPR for Healthcare Providers with First Aid

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

Mon, Wed, Fri Sep 23 - Sep 27 (3 sessions/12 hours)
6:00 pm - 10:00 pm $160 A11CPR001A

Toes, Thurs & Fri Sep 24 - Sep 27 (3 sessions/12 hours)
10:00 am - 2:30 pm $160 A11CPR001B

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

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

Mon, Wed, Fri + 3 Saturdays Sep 30 - Nov 4 (21 sessions/84 hours) 6:00 pm - 10:00 pm $785 A11HLT001A

Mon, Wed, Fri + 3 Sundays Sep 30 - Nov 4 (21 sessions/84 hours) 10:00 am - 2:30 pm $785 A11HLT001B

Phlebotomy

Start or Advance Your Career!

Visit laguardia.edu/careercoach or Room C-258

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

Mon & Wed + 4 Saturdays Sep 9 - Dec 19 (66 sessions/208 hours) 9:00 am - 4:00 pm $1310 A11EMT001B

Mon, Tues, & Wed (6:00 pm - 9:30 pm) & 3 Sundays (9:00 am - 4:00 pm) Sep 16 - Feb 20 (66 sessions/208 hours) $1310 A11EMT001B

Paramedic Original

Start or Advance Your Career!

Visit laguardia.edu/careercoach or Room C-258

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 expert physicians; 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.

Mon, Wed, Fri + 3 Sundays Nov 11 - Jan 22 (31 sessions/124 hours) 6:00 pm - 10:00 pm $963 A11HLT002A

Mon, Wed, Fri + 3 Sundays Nov 11 - Jan 22 (31 sessions/124 hours) 10:00 am - 2:30 pm $963 A11HLT002B

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 ddaza@lagcc.cuny.edu.

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

Emergency Medical Technician (EMT) Basic

Start or Advance Your Career!

Visit laguardia.edu/careercoach or Room C-258

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT Basic. This course is necessary to advance to the one year program of paramedic education. To receive an application to become an Emergency Medical Technician and arrange for your pretest and interview, call (718) 482-5768, email EMTProgram@lagcc.cuny.edu or visit Room C39. ND

Mon & Wed + 4 Saturdays Sep 9 - Dec 19 (66 sessions/208 hours) 9:00 am - 4:00 pm $1310 A11EMT001A

Mon, Tues, & Wed (6:00 pm - 9:30 pm) & 3 Saturdays (9:00 am - 4:00 pm) Sep 16 - Feb 20 (66 sessions/208 hours) $1310 A11EMT001B

Paramedic

Start or Advance Your Career!

Visit laguardia.edu/careercoach or Room C-258

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 expert physicians; 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.

Mon, Wed, Fri + 3 Sundays Nov 11 - Jan 22 (31 sessions/124 hours) 6:00 pm - 10:00 pm $963 A11HLT002A

Mon, Wed, Fri + 3 Sundays Nov 11 - Jan 22 (31 sessions/124 hours) 10:00 am - 2:30 pm $963 A11HLT002B
NEW! NYC REMAC Exam Preparation

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

Sun Sep 8 (1 session/7 hours)
9:00 am - 5:00 pm $64 A11REP001A

Sun Nov 3 (1 session/7 hours)
9:00 am - 5:00 pm $64 A11REP001B

Sun Dec 1 (1 session/7 hours)
9:00 am - 5:00 pm $64 A11REP001C

Healthcare-Related

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

The New York City Welcome Back Center, located within the Center for Immigrant Education and Training at LaGuardia Community College, helps internationally trained 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.

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.

Bilingual Medical Assistant Training for English Language Learners

Begin a career in this high demand healthcare field.

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

Medical Assistants $39K - 41K*

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 C-239
Long Island City, NY 11101

Apply Now!
(laguardia.edu/Medical_Assistant_ESOL_Form)
Medical Coding Certificate Program

Medical Coding
Prepare to take the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) Certification Exam with this intensive training. You will learn about the current U.S. healthcare system as well as the anatomy and physiology needed to assign International Classification of Diseases 10 Clinical Modification (ICD-10 CM) codes and Current Procedural Terminology of the American Medical Association (CPT AMA) codes to medical procedures. Modules within the course must be taken in sequential order, and passing of each module is necessary to move on to the next module. Upon successful completion of the entire course, you will earn a LaGuardia certificate of completion. (Cost of books, membership fees and CPC certification exam voucher included in course fee.) Prerequisite: Previous healthcare experience or passing of an online screening test (https://www.laguardia.edu/CE/Pages/Forms/Medical-Coding-screening/). Payment plan available. ND

Tues & Thurs Oct 1 - Apr 23 (55 sessions/165 hours) 6:00 pm - 9:00 pm $2500 A05MD001A

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

Earn $40,000 as an Account Specialist
FREE Medical Billing Training at LaGuardia

Certified Medical Administrative Assistant

INFORMATION SESSION
Tuesday, August 27, 2019 6:00 pm A05PATO001A 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/

INFORMATION SESSION
Thursday, August 29, 2019 6:00 pm A05PATO001A 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/

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: Medical Secretaries 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.

Start or Advance Your Career!

Medical Secretaries $31K - 45K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi
Pharmacy Technician Certification Preparation

**Start or Advance Your Career!**

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<th>Pharmacy Technician</th>
<th>$ 31K - 45K</th>
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Visit laguardia.edu/careercoach or Room C-258

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

Tues & Thurs Sep 12 - Dec 17 (27 sessions/81 hours)
6:00 pm - 9:00 pm $1195 A05HLT001A

Medical Interpreter Certificate Program

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

Spanish/English Medical Interpreter Language Screening

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

Sat Sep 14 (1 session/2 hours)
11:00 am - 1:00 pm $25 A05HLT000A

Spanish/English Medical Interpreting: Fundamental Skills

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

Sat Oct 12 - Dec 14 (9 sessions/45 hours)
9:00 am - 2:00 pm $1125 A05HLT002A

Certified Dietary Manager (CDM) Program

Are you interested in upgrading your skills in foodservice management?

Would you like to become a Foodservice Supervisor?

Certified Dietary Managers are nationally recognized experts at managing dietary operations. To qualify for the Certified Dietary Manager (CDM) Program, you must:

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

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

You will prepare for and take the ServSafe National Restaurant Association’s exam for Food Protection Manager Certification during the Safety and Sanitation module. Successful completion of the CDM Program with fieldwork is one of the requirements to sit for the ANFP CDM exam. You can also earn up to 8 college credits towards an AAS Degree in Foodservice Management at LaGuardia Community College. Program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244. ND

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

**Medical Nutrition and Therapy**

Explore nutrition management throughout the human life cycle. ND

Tue Sep 17 - Nov 19 (10 sessions/42.5 hours)
5:45 pm - 10:00 pm $425 A05DMG001A

**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 supervisors for the Certified Dietary Manager (CDM) Program
- 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/

**Fundamental Skills**

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

Sat Oct 12 - Dec 14 (9 sessions/45 hours)
9:00 am - 2:00 pm $1125 A05HLT002A

**Language Screening**

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

Sat Sep 14 (1 session/2 hours)
11:00 am - 1:00 pm $25 A05HLT000A

**Medical Interpreter Certificate Program**

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

**Spanish/English Medical Interpreter Language Screening**

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

Sat Sep 14 (1 session/2 hours)
11:00 am - 1:00 pm $25 A05HLT000A
Central Service Technician Certificate Program

The Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing medical devices and equipment needed for patient care, especially during surgery. This 3 course program (comprised Principles of Central Service Technician; Cleaning and Decontaminating Surgical Instruments; and Quality Control, Inventory, Equipment and Human Relations) focuses on requirements of the International Association of Healthcare Central Service Material Management (IAHCSMM) and prepares you to take the Certified Registered Central Service Technician certification exam. Successful completion of all 3 courses allows you to sit for the CST certification exam and earns you a certificate of completion from LaGuardia. You are responsible for locating a facility to complete a 400 hour internship as part of the CRCST certification process. (Courses must be taken in order. Cost of textbook not included in course fee.) Prerequisite: Principles of Central Service Technician. ND

Principles of Central Service Technician

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

Tues & Thurs Sep 10 - Oct 10 (10 sessions/30 hours) 6:15 pm - 9:15 pm $451 A05STL001A
Sat Sep 21 - Oct 26 (6 sessions/30 hours) 9:00 am - 2:00 pm $451 A05STL001B

Cleaning and Decontaminating Surgical Instruments

Examine simple and complex surgical instruments. Discuss the use of cleaning agents and tools, and study methods to clean, decontaminate, assemble and disassemble instruments. You will also review low/high temperature sterilization as well as various packaging techniques. This course includes practical lab instruction and supplies. (Cost of textbook not included in course fee.) Prerequisite: Principles of Central Service Technician. ND

Tues & Thurs Oct 22 - Nov 21 (10 sessions/30 hours) 6:15 pm - 9:15 pm $451 A05STL002A
Sat Nov 09 - Dec 21 (6 sessions/30 hours) 9:00 am - 2:00 pm $451 A05STL002B

Quality Control, Inventory, Equipment and Human Relations

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

Tues & Thurs Dec 3 - Jan 16 (10 sessions/30 hours) 6:15 pm - 9:15 pm $451 A05STL003A

Chandana Mahadeswaraswamy
Director, Career and Professional Programs

Education and training lead to professional careers

Having worked with adult learners for over 17 years, Chandana Mahadeswaraswamy began to see a pattern. These students often enrolled in English classes or training programs in order to get a good job and make a better life for themselves. This common goal eventually got her interested in workforce development.

Starting out as an adjunct instructor while attending graduate school to earn a Master of Education in Reading and Language, Chandana taught academic writing to native and non-native English speakers. She then moved on to YWCA Princeton as the English as a Second Language (ESL) Program Director. She came to LaGuardia as the Program Manager for the Center for Immigrant Education and Training and after three years segued into her current role as Director of Career and Professional Programs (CAPP). Operating within The Learning & Innovation Center at LaGuardia Community College, CAPP prepares students for a wide variety of careers, with over 20 certificate and license training courses in areas including tech training, healthcare, bookkeeping and accounting, construction management and more.

“CAPP provides an opportunity for our students to achieve economic stability by acquiring skills that are sought by employers,” explains Chandana. “We create programs that have an immediate impact on the local community and businesses.”
Education

Education Workshops

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

**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 Oct 5** (1 session/2.5 hours)
  - 1:00 pm - 3:30 pm $80 A05CRD010A
- **Sat Nov 9** (1 session/2.5 hours)
  - 1:00 pm - 3:30 pm $80 A05CRD010B
- **Sat Dec 7** (1 session/2.5 hours)
  - 1:00 pm - 3:30 pm $80 A05CRD010C

**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 Oct 5** (1 session/2.5 hours)
  - 9:30 am - 12:00 pm $80 A05CRD011A
- **Sat Nov 9** (1 session/2.5 hours)
  - 9:30 am - 12:00 pm $80 A05CRD011B
- **Sat Dec 7** (1 session/2.5 hours)
  - 9:30 am - 12:00 pm $80 A05CRD011C

**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 Oct 12** (1 session/6 hours)
  - 9:00 am - 3:30 pm $105 A05EDU001A
- **Sat Nov 16** (1 session/6 hours)
  - 9:00 am - 3:30 pm $105 A05EDU001B
- **Sat Dec 14** (1 session/6 hours)
  - 9:00 am - 3:30 pm $105 A05EDU001C

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**Certificación en el Cuidado de Niños (offered in Spanish)**

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

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

Aprobado como una organización de instrucción del estado de Nueva York por New York Works for Children.

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

- **Sat Sep 7 - Sep 28** (4 sessions/30 hours)
  - 9:00 am - 5:00 pm $500 A05ELE001A

**Childcare Certification**

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

- Introduction to Health & Safety
- Creating a Safe Environment
- Creating a Healthy Environment (Parts I & II)
- Protect and Prevent: Child Abuse and Maltreatment, Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome
- Emergency Preparation and Response
- Introduction to Physical, Cognitive, Creative and Communicative Child Development. Approved as a New York State training organization through New York Works for Children. For more information call (718) 482-7244. ND=No hay descuento.

- **Sat Nov 2 - Nov 23** (4 sessions/30 hours)
  - 9:00 am - 5:00 pm $500 A05ELE002A

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

The ASL-English Interpretation Program (AEIP) is a Bachelor’s level program offered in collaboration with senior institution SUNY/Empire State College. AEIP is a rigorous two year academic program that prepares selected individuals who are fluent in ASL to become ASL English interpreters, with a special focus on interpreting in educational settings. AEIP incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). AEIP incorporates 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/.

Introduction to the Field of Interpreting

Explore the field of American Sign Language (ASL) English interpretation by studying the role, function and skills required of an interpreter. You will also examine issues of intersectionality affecting interpreters; current trends in research and advancement in the field; and work settings. Prerequisite: Competency screening and acceptance into AEIP.

Tue Sep 17 - Dec 10 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT100A

Interpreting I

Practice the skills and process tasks needed for interpretation and translation. You will focus on intralingual language exercises in ASL and English, including memory enhancement, message equivalence and paraphrasing. You’ll also study process models and Demand Control Schema (DCS) framework and apply them to your interpretations. Guided self analysis techniques will allow you to check your progress. Prerequisites: Competency screening and acceptance into AEIP.

Wed Sep 18 - Dec 11 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT101A

Interpreting IV

Build on your understanding and use of consecutive interpreting and explore simultaneous interpreting to further enhance your ASL English interpretation. You will strengthen your skills through continued study and practice of text analysis, message equivalence, complex cognitive strategies, process management skills and guided self analysis. You’ll also develop interactional competencies and explore effective team interpreting strategies, with several “live” interpreting practice opportunities. Prerequisite: Interpreting III & ASL Discourse.

Thurs Sep 19 - Dec 16 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT106A

Ethics and Decision Making for Interpreters

Examine personal ethics and values that influence the decision making process in interpreting, from cultural and socio-political perspectives to moral considerations and ethical systems. You will also discuss power relationships between the interpreter and the Deaf community and consider the impact of your role as a facilitator of communication. Using case studies, you’ll explore issues, make recommendations, and discuss consequences of each decision. Prerequisites: Interpreting III and ASL Discourse.

Tue Sep 17 - Dec 10 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT107A

Internship I

Recognize techniques that make for effective interpreting that you have learned in the program by observing professional interpreters in the field. You will focus on pre identified aspects of interpretation at each session and have opportunities to discuss your observations and questions with the professional interpreters. Internship seminar sessions and online peer support discussion provide an arena for analyzing and evaluating interpreting strategies; examining theoretical and practical issues in interpretation; and working through ethical considerations.

Mon Sep 16 - Dec 16 (4 sessions/10 hours)
5:45 pm - 8:45 pm $575 A16INT201A

Interpreting Lab

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

Mon Sep 16 - Dec 16 (10 sessions/10 hours)
5:45 pm - 6:45 pm $675 A16INT400A

Service Learning I

Through field experience, you will actively provide service in community based organizations that require the use of American Sign Language (ASL). In this course you are offered a reciprocal opportunity to acquire knowledge and develop skills, while being of assistance to the Deaf Community. Seminar sessions foster reflective, critical and creative thinking in relation to your field experience.

Mon Sep 16 - Dec 16 (10 sessions/20 hours)
6:45 pm - 8:45 pm $239 A16INT550A

REGISTER TODAY to reach your education or career goals!

For English Language classes call (718) 482-5360

By phone: (718) 482-7244

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.

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

Construction Safety Courses

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

4 Hour Flagging (NYSDOT)
Earn the essential flagging certificate issued by Safety Dynamics by taking this NY State Department of Transportation approved course. You will focus on construction site and roadway safety, and the appropriate role of flagmen.
Fri Sep 13 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301A
Wed Oct 2 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301B
Thurs Nov 7 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301C
Tue Dec 3 (1 session/4 hours)
8:00 am - 12:30 pm $150 A05OSH301D

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, how to prevent accidents, chapter 33 building regulations, ladder safety, how to properly wear a full body harness and more. ND
Sat Sep 7 (1 session/4 hours)
8:00 am - 12:30 pm $150 A05OSH300A
Sat Oct 5 (1 session/4 hours)
8:00 am - 12:30 pm $150 A05OSH300B
Sat Nov 2 (1 session/4 hours)
8:00 am - 12:30 pm $150 A05OSH300C
Sat Dec 7 (1 session/4 hours)
8:00 am - 12:30 pm $150 A05OSH300D

8 Hour Lead Awareness
Take this mandatory course for workers who will disturb lead containing materials. Topics include the history and uses of lead; health effects associated with lead exposure; means and methods of controlling exposures; and OSHA regulations.
Sat Oct 19 (1 session/8 hours)
8:00 am - 5:00 pm $230 A05OSH311A

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 926, 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 Oct 16 - Oct 17 (2 sessions/8 hours)
5:00 pm - 9:30 pm $230 A05OSH306A
Wed & Thurs Dec 11 - Dec 12 (2 sessions/8 hours)
5:00 pm - 9:30 pm $230 A05OSH306B

30 Hour OSHA Construction Training
Learn the Occupational Safety & Health Administration’s (OSHA) code of federal regulations for construction by taking this course, a requirement to work on any construction site. Topics include fall protection, excavations, scaffolding, concrete and masonry, OSHA inspection procedures and more. Upon successful completion of the course, you will earn an OSHA issued card, and a certificate of completion approved by OSHA and issued by Safety Dynamics. ND
Wed & Thurs Oct 2 - Oct 17 (6 sessions/30 hours)
5:00 pm - 10:30 pm $550 A05OSH305A
Thurs & Fri Oct 31 - Nov 15 (6 sessions/30 hours)
5:00 pm - 10:30 pm $550 A05OSH305B
Wed & Thurs Dec 4 - Dec 19 (6 sessions/30 hours)
5:00 pm - 10:30 pm $550 A05OSH305C

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 56 guidelines (S 113.04 (b)2) and S 113.10. Topics include proper use of fire protection devices, hot work operations, safeguarding roofing operations and first responder practices. Upon successful completion of the course, you will earn a certificate of completion issued by Safety Dynamics. ND
Sat Sep 14 (1 session/7 hours)
8:00 am - 5:00 pm $230 A05OSH308A
Sat Nov 16 (1 session/7 hours)
8:00 am - 5:00 pm $230 A05OSH308B

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 Sep 14 (1 session/8 hours)
8:00 am - 5:00 pm $260 A055SH310A

Sat Oct 12 (1 session/8 hours)
8:00 am - 5:00 pm $260 A055SH310B

Sat Nov 9 (1 session/8 hours)
8:00 am - 5:00 pm $260 A055SH310C

Sat Dec 14 (1 session/8 hours)
8:00 am - 5:00 pm $260 A055SH310D

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: Must be a registered architect, licensed engineer, or have 5 years of construction supervision/safety experience, including 3 years supervising major buildings. ND

Sat Sep 14 (1 session/8 hours)
8:00 am - 5:00 pm $260 A055FT001A

Sat Oct 12 (1 session/8 hours)
8:00 am - 5:00 pm $260 A055FT001B

Sat Nov 9 (1 session/8 hours)
8:00 am - 5:00 pm $260 A055FT001C

Sat Dec 14 (1 session/8 hours)
8:00 am - 5:00 pm $260 A055FT001D

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 Sep 21 - Sep 28 (2 sessions/16 hours)
8:00 am - 5:00 am $450 A055RIG002A

Sat Nov 23 - Nov 30 (2 sessions/16 hours)
8:00 am - 5:00 pm $450 A055RIG002B

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 Oct 19 - Oct 26 (2 sessions/16 hours)
8:00 am - 5:00 pm $410 A055SCF001A

32 Hour Supported Scaffold User (NYCDOB)
Get the required training to work in 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 Oct 7 - Oct 22 (6 sessions/32 hours)
5:00 pm - 10:30 pm $757 A055SCF005A

Mon & Tues Dec 2 - Dec 17 (6 sessions/32 hours)
5:00 pm - 10:30 pm $757 A055SCF005B

NEW! 10 Hour Site Safety Training (NYCDOB)
Get the required training needed to work in New York City for workers with safety responsibilities in the construction industry. Topics include 8 Hour Fall Prevention and 2 Hour Drug and Alcohol Awareness. Upon successful completion of this New York City Department of Buildings (NYCDOB) approved course, you will earn a certificate of completion and an identification card from Safety Dynamics. This course is an awareness level training only and does not provide any other qualification or authorization outside of the Site Safety Training certification and identification card. ND

Thurs & Fri Sep 5 - Sep 6 (2 sessions/10 hours)
5:00 pm - 10:30 pm $260 A055ST003A

Thurs & Fri Oct 3 - Oct 4 (2 sessions/10 hours)
5:00 pm - 10:30 pm $260 A055ST003B

Tues & Fri Oct 31 - Nov 1 (2 sessions/10 hours)
5:00 pm - 10:30 pm $260 A055ST003C

Thurs & Fri Dec 5 - Dec 6 (2 sessions/10 hours)
5:00 pm - 10:30 pm $260 A055ST003D

NEW! 32 Hour Site Safety Supervisor (NYCDOB)
Get the required training needed to work in New York City for supervisors, competent persons, construction superintendents, site safety coordinators, site safety managers and concrete safety managers. Topics include 8 Hour Fall Prevention, 2 Hour Drug and Alcohol Awareness, 4 Hour Supported Scaffold User, 8 Hour Site Safety Manager Refresher (Chapter 33), 2 Hour Pre-Task Meeting, 2 Hour Site Safety Plan (SSP), 2 Hour Tool Box Talks, 2 Hour General Electives (First Aid and CPR) and 2 Hour Specialized Electives (Flagging Responsibilities). Upon successful completion of this New York City Department of Buildings (NYCDOB) approved course, you will earn a certificate of completion and an identification card from Safety Dynamics. This course is an awareness level training only and does not provide any other qualification or authorization outside of the Site Safety Training certification and identification card. Prerequisite: Current 30 Hour OSHA card. ND

Thurs (5:00 pm - 10:30 pm), Fri (5:00 pm - 11:30 pm)
& Sat (8:00 am - 5:00 pm)
Sep 5 - Sep 14 (5 sessions/32 hours)
$700 A055ST002A

Thurs (5:00 pm - 10:30 pm), Fri (5:00 pm - 11:30 pm)
& Sat (8:00 am - 5:00 pm)
Oct 3 - Oct 12 (5 sessions/32 hours)
$700 A055ST002B

Thurs (5:00 pm - 10:30 pm), Fri (5:00 pm - 11:30 pm)
& Sat (8:00 am - 5:00 pm)
Oct 31 - Nov 9 (5 sessions/32 hours)
$700 A055ST002C

Thurs (5:00 pm - 10:30 pm), Fri (5:00 pm - 11:30 pm)
& Sat (8:00 am - 5:00 pm)
Dec 5 - Dec 14 (5 sessions/32 hours)
$700 A055ST002D
NEW! 40 Hour Site Safety Training (NYCDOB)

Get the required training needed to work in New York City for supervisors or workers with some safety responsibility in the construction industry. Topics include 30 Hour OSHA Construction Training, 8 Hour Fall Prevention and 2 Hour Drug and Alcohol Awareness (latter two trainings approved by the New York City Department of Building (NYCDOB)). Upon successful completion of this course, you will earn a certificate of completion and an identification card from Safety Dynamics. This course is an awareness level training only and does not provide any other qualification or authorization outside of the Site Safety Training certification and identification card. ND

Wed, Thurs & Fri Sep 5 - Oct 17 (8 sessions/40 hours)
5:00 pm - 10:30 pm $800 A05SST001A

Wed, Thurs & Fri Oct 3 - Nov 15 (8 sessions/40 hours)
5:00 pm - 10:30 pm $800 A05SST001B

Wed, Thurs & Fri Oct 31 - Dec 19 (8 sessions/40 hours)
5:00 pm - 10:30 pm $800 A05SST001C

Construction Management Certificate Program

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

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

Start or Advance Your Career!

Construction Managers
$ 71K - 119K*

Visit laguardia.edu/careercoach or Room C258

Construction Drawings and Plans

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

Wed Sep 11 - Nov 27 (12 sessions/36 hours)
6:00 pm - 9:00 pm $610 A05CNS001A

Construction Materials and Methods

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

Mon Sep 30 - Nov 25 (8 sessions/24 hours)
6:00 pm - 9:00 pm $575 A05CNS005A

Construction Technology

Introduction to AutoCAD

If you are a professional in the field or a student interested in architecture and engineering, this course is for you. Using AutoCAD 2016 or higher, you will learn basic and intermediate concepts, and shortcuts to speedier drawings. Learn to plot and create readable technical drawings from actual sketches. Prerequisite: Familiarity with computers and Windows 7. ND

Sat Sep 14 - Nov 2 (8 sessions/28 hours)
9:00 am - 12:30 pm $519 A05CMP105A

Intermediate AutoCAD

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

Sat Nov 9 - Dec 21 (6 sessions/21 hours)
9:00 am - 12:30 pm $450 A05CAD002A

Information Session

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

An industry expert will explain how our Construction Management Certificate Program can help you advance your career in the construction industry.

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/

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
NEW! Construction Business Management Certificate Program

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

### Principles of Contract Administration
Examine contract delivery and procurement methods as well as types of contracts and payment terms. You will become familiar with commonalities and differences in standard forms and required contract administrative activities in each phase of a project. ND

#### Mon & Wed Sep 23 - Oct 7 (7 sessions/21 hours)
6:00 pm - 9:00 pm $420 A05PRJ001A

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

#### Mon Oct 21 - Dec 2 (7 sessions/21 hours)
6:00 pm - 9:00 pm $420 A05PRJ002A

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

#### Wed Oct 23 - Dec 4 (7 sessions/21 hours)
6:00 pm - 9:00 pm $420 A05PRJ003A

### Construction and Maintenance Courses

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

#### Mon, Wed & Thurs Sep 16 - Dec 19
(36 sessions/108 hours) 3:45 pm - 6:30 pm $1884 A23ELE001A

#### Electrical 2
Advance your career in the electrical field with this hands on training course. You will learn about fundamental concepts; theory and application on motors; alternating current; electric lighting; cable trays; grounding and bonding; pull and junction boxes; and conduit bending. You'll also be introduced to conductor installations, terminations and splices, circuit breakers, fuses and control systems. The course uses the industry recognized National Center for Construction Education & Research (NCCER) Electrical Level 2 curriculum. Prerequisite: Successful completion of Electrical 1 or equivalent education and experience. Cost of books and materials included in course fee. Payment plan available. To be held at Queens Technical High School, 37-02 47th Avenue, Long Island City, NY. For more information call (718) 482-5231.

#### Mon, Wed & Thurs Oct 2 - Dec 18
(29 sessions/90 hours) 3:45 pm - 6:30 pm $1931 A23ELE002A

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

#### Mon, Wed & Thurs Sep 9 - Dec 19
(39 sessions/117 hours) 3:45 pm - 6:30 pm $2239 A23PLG001A
Refrigeration Machine Operator License Preparation

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

Refrigeration Machine Operator License Preparation Course

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

Tues & Thurs Oct 17 - Jun 23 (67 sessions/200 hours)
6:00 pm - 9:00 pm $2600 A05BUS009A

INFORMATION
SESSION

Tuesday, August 13, 2019
6:00 pm A05BLD000A FREE

Thursday, September 18, 2019
6:00 pm A05BLD000B 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/

Building Operations

Sprinkler and Standpipe Systems

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

Sat Sep 14 - Oct 19 (6 sessions/21 hours)
9:30 am - 1:00 pm $395 A05FMT001A

Tues & Thurs Sep 24 - Oct 15 (7 sessions/21 hours)
6:00 pm - 9:00 pm $395 A05FMT001B

Low Pressure Boiler Burner Certification Preparation

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

Tues & Thurs Nov 12 - Dec 12 (9 sessions/36 hours)
6:00 pm - 9:00 pm $675 A05FMT002A

Sat Oct 26 - Dec 21 (8 sessions/36 hours)
9:00 am - 1:30 pm $675 A05FMT002B
$2239 A23PLG001A
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:
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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

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NEW! English Pronunciation for Beginners
Improve your listening, speaking and pronunciation skills through in and out of class activities, online videos and mobile apps. A test will be given at the beginning and end of the course to measure your progress.
ND
Mon, Wed, & Fri Oct 7 - Nov 25 (21 sessions/42 hours)
3:00 pm - 5:00 pm $320 A22ESL101A

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

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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

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)

Fall 2019 Registration:
Wed, September 11 & Thurs, September 12, 2019
11:00 am - 3:00 pm • C354

Morning Intensive Program

Mon - Fri Sep 23 - Dec 9 (49 sessions/168 hours)
8:45 am - 12:45 pm $7171 AF021000

Afternoon Intensive Program

Mon - Thurs Oct 2 - Dec 18 (40 sessions/180 hours)
1:30 pm - 6:30 pm $1525 AF021001

Part-Time Afternoon

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

Fall 2019 Registration
Wed, September 11 & Thurs, September 12, 2019
11:00 am - 3:00 pm • C354

Writing

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

Mon & Wed Oct 2 - Dec 18 (20 sessions/45 hours)
1:30 pm - 3:45 pm $390 AF021100C

Vocabulary through Reading

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

Mon & Wed Oct 2 - Dec 18 (20 sessions/45 hours)
4:15 pm - 6:30 pm $390 AF021240C

Grammar for Communication

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

Tues & Thurs Oct 3 - Dec 17 (20 sessions/45 hours)
1:30 pm - 3:45 pm $390 AF021121C

Listening and Speaking

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

Tues & Thurs Oct 3 - Dec 17 (20 sessions/45 hours)
4:15 pm - 6:30 pm $390 AF021150C

Part-Time Evening

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

Fall 2019 Registration
Mon - Thurs, September 16 - 19
4:00 pm - 7:00 pm • C354

Listening, Speaking, Reading and Writing

Mon - Thurs Oct 2 - Dec 11 (36 sessions/90 hours)
6:50 pm - 9:20 pm $735 AF021006

Listening and Speaking

Mon & Wed Oct 2 - Dec 11 (18 sessions/45 hours)
6:50 pm - 9:20 pm $390 AF021003

Reading and Writing

Tues & Thurs Oct 3 - Dec 5 (18 sessions/45 hours)
6:50 pm - 9:20 pm $390 AF021004
<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Contact Details</th>
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</thead>
<tbody>
<tr>
<td>Daytime program</td>
<td>I want to start a high school equivalence program in English during the daytime, evening, or on Saturday. ($).</td>
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<tr>
<td>CALL: 718-482-5385 Email: <a href="mailto:HSELaGuardia@lagcc.cuny.edu">HSELaGuardia@lagcc.cuny.edu</a> Visit: laguardia.edu/hse</td>
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<td>Evening/Saturday program</td>
<td>I want to start a high school equivalence program in English during the daytime, evening, or on Saturday. ($).</td>
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<td>CALL: 718-482-5385 Email: <a href="mailto:HSELaGuardia@lagcc.cuny.edu">HSELaGuardia@lagcc.cuny.edu</a> Visit: laguardia.edu/hse</td>
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<tr>
<td>Out-of-school program</td>
<td>I am an out-of-school youth between the ages of 17 and 20 and want to earn my high school equivalency diploma. (F).</td>
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<tr>
<td>Workforce Education Center, Room C-314</td>
<td>Call: 718-482-5340 Email: <a href="mailto:wfrancis@lagcc.cuny.edu">wfrancis@lagcc.cuny.edu</a> Visit: laguardia.edu/ptg</td>
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<td>Adult program</td>
<td>I am an adult (19 or older) seeking a free high school equivalence program in English. I might also be interested in going to college or starting a career in health, science or business. (F).</td>
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<tr>
<td>CALL: 718-482-5385 Email: <a href="mailto:HSELaGuardia@lagcc.cuny.edu">HSELaGuardia@lagcc.cuny.edu</a> Visit: laguardia.edu/hse or laguardia.edu/bridge</td>
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<tr>
<td>Deaf or Hard-of-Hearing program</td>
<td>I am Deaf or Hard-of-Hearing and want to earn my high school equivalency diploma. ($).</td>
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<tr>
<td>Program for Deaf Adults - Room C-203</td>
<td>Call: (917) 832-1207 (VP) or (718) 482-5324 (V) Email: <a href="mailto:pda@lagcc.cuny.edu">pda@lagcc.cuny.edu</a> Visit: laguardia.edu/hsedeafadult</td>
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<tr>
<td>Continuation program</td>
<td>I have already attended LaGuardia classes and earned my high school equivalency diploma. How do I continue my education at LaGuardia Community College? (F).</td>
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<tr>
<td>ACE Advisement</td>
<td>ACE Advisement Contact: Edith Diaz Call: 718-482-5355 Email: <a href="mailto:ACEAdvisement@lagcc.cuny.edu">ACEAdvisement@lagcc.cuny.edu</a> Visit: laguardia.edu/aceadvise</td>
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<tr>
<td>Fatherhood program</td>
<td>I am a father between the ages of 18 – 30 and want to earn my high school equivalency diploma. (F).</td>
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<tr>
<td>CUNY Fatherhood Academy - Room C-225</td>
<td>Contact: David Speal Call: 718-730-7336 Email: <a href="mailto:dspeal@lagcc.cuny.edu">dspeal@lagcc.cuny.edu</a> Visit: laguardia.edu/cunyfatherhood</td>
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(F) = Free   ($) = Tuition

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.
High School Equivalency

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.

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.

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

Fall 2019
- Saturday, August 3 10:00 am Room C400 $25
- Monday, August 5 10:00 am Room C400 $25
- Thursday, August 8 6:00 pm Room C400 $25
(Call (718) 482-5385 for future placement exam dates.)

High School Equivalency in English
Mon & Wed Sep 18 - Dec 9 (25 sessions/100 hours)
10:00 am - 2:00 pm $325 A04HSE001A

Mon, Wed & Thurs Sep 19 - Dec 5
(33 sessions/99 hours) 6:00 pm - 9:00 pm
$325 A04HSE001B

Sat Sep 7 - Dec 7 (13 sessions/75 hours)
9:00 am - 5:00 pm $325 A04HSE001C

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.

Wed Oct 12 - Dec 4 (10 sessions/40 hours)
9:30 pm - 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.

Otoño 2019
- Martes 6 de agosto 6:00 PM Salón C400 $25
- Sábado 10 de agosto 10:00 AM Salón C400 $25
- Lunes 12 de agosto 6:00 PM Salón C400 $25

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

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

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

Para más información llame al (718) 482-5385 o visite la oficina C400.
Adult Basic Education for Deaf Adults

**Start or Advance Your Career!**

Adult Basic Education for Deaf Adults courses help you improve your academic and communication skills.

Visit laguardia.edu/careercoach or Room C-258

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

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

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

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

**Beginning ASL and English for Deaf Adults**

Mon & Wed Oct 21 - Dec 18 (18 sessions/45 hours)
5:45 pm - 8:30 pm $429 A16RDW001A

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

Tues & Thurs Sep 24 - Dec 19 (22 sessions/44 hours)
5:45 pm - 7:55 pm $429 A16RDW003A

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

Mon & Wed Sep 23 - Dec 16 (22 sessions/44 hours)
5:45 pm - 7:55 pm $429 A16RDW004A

High School Equivalency for Deaf Adults

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

**Start or Advance Your Career!**

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

Visit laguardia.edu/careercoach or Room C-258

**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 Aug 1 - Dec 1 (3 sessions/15 hours) $45 A16HSE000A

**High School Equivalency Reading/Writing for Deaf Adults**

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

Tues & Thurs Sep 24 - Dec 19 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16HSE002A

**Pre-High School Equivalency Math for Deaf Adults**

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

Mon & Wed Sep 23 - Dec 16 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT014A

**High School Equivalency Math for Deaf Adults**

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

Mon & Wed Sep 23 - Dec 16 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT015A

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.
High School Equivalency Preparation

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

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

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

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

CUNY Start

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

Why enroll in CUNYStart & 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

To be eligible for CUNY Start, you must

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Fall 2019 classes
- Take the CUNY placement exams and still need to pass two or more exams
- RSVP to attend a CUNY Start info session and complete the online application
- Be interviewed by a CUNY Start staff person
- Students with ESL placements are NOT eligible for CUNY Start

Classes run Sep 9 - February 7

(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/
### 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.

**The deadline to register for College Courses is August 29, 2019.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days/Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Introduction to Language</td>
<td>Tues &amp; Thurs Sep 10 - Dec 19</td>
<td>$320</td>
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<td>6:55 pm - 8:00 pm</td>
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<tr>
<td>Elementary Arabic I</td>
<td>Tues &amp; Thurs Sep 10 - Dec 19</td>
<td>$320</td>
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<td>Elementary Arabic II</td>
<td>Mon &amp; Wed Sep 11 - Dec 18</td>
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<td>Sat Sep 14 - Dec 14</td>
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<td>Elementary Modern Chinese I</td>
<td>Tues &amp; Thurs Sep 10 - Dec 19</td>
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#### 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 first hand experience using the museums, galleries, critics, and collectors of New York City, students will examine the form and content of a multicultural range of painting, drawing, outsider art, craft, and sculpture. Museum and gallery visits, as well as visits 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.

- **Fri Sep 13 - Dec 13** (12 sessions/36 hours)
  - 9:15 am - 12:45 pm
  - Fee: $320 A02HUN195A
- **Wed Sep 11 - Dec 18** (12 sessions/48 hours)
  - 2:15 pm - 5:30 pm
  - Fee: $320 A02HUN195B
College Courses for Non-Credit

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

The deadline to register for College Courses is August 29, 2019.

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

Mon Sep 16 - Dec 16 (12 sessions/36 hours)
2:15 pm - 5:35 pm $320 A02HUA103A

Fri Sep 13 - Dec 13 (12 sessions/36 hours)
1:00 pm - 4:45 pm $320 A02HUA103B

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

Mon Sep 16 - Dec 16 (12 sessions/36 hours)
2:15 pm - 5:35 pm $320 A02HUA110A

Tue Sep 11 - Dec 18 (12 sessions/36 hours)
9:15 am - 12:45 pm $320 A02HUA110B

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.

Fri Sep 13 - Dec 13 (12 sessions/36 hours)
9:15 am - 2:00 pm $320 A02HUA101A

Sat Sep 14 - Dec 14 (12 sessions/36 hours)
9:15 am - 2:00 pm $320 A02HUA101B

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

Tue Sep 10 - Dec 17 (12 sessions/36 hours)
2:15 pm - 5:35 pm $320 A02HUA120A

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.

Tue Sep 10 - Dec 17 (12 sessions/36 hours)
1:00 pm - 5:35 pm $320 A02HUA131A

Introduction to Art
This course is designed to develop the students' ability to "see," and by examining 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, Tue & Thurs Sep 10 - Dec 19 (36 sessions/36 hours)
2:15 pm - 3:15 am $320 A02HUA101A

Mon Sep 16 - Dec 16 (12 sessions/36 hours)
2:15 pm - 5:35 pm $320 A02HUA101B

Mon & Wed Sep 11 - Dec 18 (24 sessions/48 hours)
8:00 am - 9:00 am $320 A02HUM181A

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

Tues & Thurs Sep 10 - Dec 19 (24 sessions/24 hours)
12:15 pm - 1:15 pm $320 A02HUM180A

Fri Sep 13 - Dec 13 (12 sessions/48 hours)
10:00 am - 12:00 pm $320 A02HUM180B

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

Mon & Wed Sep 11 - Dec 18 (24 sessions/24 hours)
9:15 am - 10:15 am $320 A02HUM181B

Piano III
A continuation of HUM181, this course increases technical and reading capability. By the end of the course, you will be able to play appropriate pieces from both the classical and popular repertoire.

Mon & Wed Sep 11 - Dec 18 (24 sessions/24 hours)
8:00 am - 9:00 am $320 A02HUM182B

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

Tues & Thurs Sep 10 - Dec 19 (24 sessions/48 hours)
10:30 am - 12:00 pm $320 A02HUM155A

Tues & Thurs Sep 10 - Dec 19 (24 sessions/48 hours)
5:15 pm - 6:45 pm $320 A02HUM155B

Voice II
Tues & Thurs Sep 10 - Dec 19 (24 sessions/48 hours)
10:30 am - 12:00 pm $320 A02HUM156A

Tues & Thurs Sep 10 - Dec 19 (24 sessions/48 hours)
5:15 pm - 6:45 pm $320 A02HUM156B

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

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

Mon & Wed Sep 11 - Dec 18 (24 sessions/48 hours)
9:15 am - 11:30 am $320 A02HUM101A

Fri Sep 13 - Dec 13 (12 sessions/36 hours)
2:15 pm - 5:35 pm $320 A02HUM101B

Sat Sep 14 - Dec 14 (12 sessions/36 hours)
9:15 am - 12:45 pm $320 A02HUM101C
College Courses for Non-Credit

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

The deadline to register for College Courses is August 29, 2019.

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.

Wed Sep 11 - Dec 18 (12 sessions/36 hours) 9:15 am - 11:30 am $320 A02HUM170A
Tues & Thurs Sep 10 - Dec 19 (24 sessions/36 hours) 11:45 am - 1:15 pm $320 A02HUM170B

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.

Tues & Thurs Sep 10 - Dec 19 (24 sessions/48 hours) 1:00 pm - 3:15 pm $320 A02HUP101A
Mon & Wed Sep 11 - Dec 18 (24 sessions/48 hours) 9:15 am - 11:30 am $320 A02HUP101B

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.

Thurs Sep 12 - Dec 19 (12 sessions/36 hours) 3:25 pm - 5:35 pm $320 A02HUC106A
Fri Sep 13 - Dec 13 (12 sessions/36 hours) 10:30 am - 2:00 pm $320 A02HUC106B

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.

Tues & Thurs Sep 10 - Dec 19 (24 sessions/48 hours) 2:15 pm - 4:25 pm $320 A02HUP102A
Mon & Wed Sep 11 - Dec 18 (24 sessions/48 hours) 10:30 am - 12:45 pm $320 A02HUP102B
Mon & Wed Sep 11 - Dec 18 (24 sessions/48 hours) 1:00 pm - 3:15 pm $320 A02HUP102C
Start or Advance Your Career!

Study with Programs for Deaf Adults, one of the country's largest and most comprehensive programs for Deaf and Deaf-related postsecondary educational and support services.

Visit laguardia.edu/careercoach or Room C-258

Programs for Deaf Adults

Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education’s Intensive Study in American Sign Language (ASL) Program is a 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.

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

Introduction to American Sign Language Workshop

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

Thurs Aug 15 (1 session/1.5 hours)
5:45 pm - 7:15 pm A16ASL000B

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 Deaf cultural values. Prerequisite: Intensive Study in ASL Level 1 or pre-screening. ND

Sat Sep 28 - Dec 21 (12 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL011A

Mon & Wed Sep 23 - Dec 16 (22 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL011B

Intensive Study in American Sign Language - Level 2

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

Sat Aug 1 - Dec 1 (12 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL012A

Mon & Wed Sep 23 - Dec 16 (22 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL012B

Intensive Study in American Sign Language - Level 3

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

Sat Aug 1 - Dec 1 (12 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL013A

Tues & Thurs Sep 24 - Dec 19 (22 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL013B

Intensive Study in American Sign Language - Level 4

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

Sat Aug 1 - Dec 1 (12 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL014A

Tues & Thurs Sep 24 - Dec 19 (22 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL014B

Dual Access Courses

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

You will be introduced to the fundamentals of American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use and Deaf cultural values. Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
3:25 pm - 5:35 pm $359 A16ASL026A

Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
9:15 am - 11:30 am $359 A16ASL026B

Mon & Wed Sep 11 - Dec 18 (18 sessions/48 hours)
11:45 am - 2:00 pm $359 A16ASL026C

Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
5:45 pm - 7:55 pm $359 A16ASL026D

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

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

Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
11:45 am - 2:00 pm $359 A16ASL015A

Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
3:25 pm - 5:35 pm $359 A16ASL015B

Mon & Wed Sep 11 - Dec 18 (18 sessions/48 hours)
5:45 pm - 7:55 pm $359 A16ASL015C
Dual Access: Intensive Study in American Sign Language - Level 1
You will be introduced to the fundamentals of American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics and language in use as well as basic information on Deaf Culture. You will focus on developing language and communication skills.

- Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
  3:25 pm - 5:35 pm $359 A16ASL026A
- Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
  9:15 am - 11:30 am $359 A16ASL026B
- Mon & Wed Sep 11 - Dec 18 (18 sessions/48 hours)
  11:45 am - 2:00 pm $359 A16ASL026C
- Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
  5:45 pm - 7:55 pm $359 A16ASL026D

Dual Access: Intensive Study in American Sign Language - Level 2
Building on the foundations of ASL Level 1, you will focus on American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use and Deaf cultural values. Prerequisite: Intensive Study in ASL Level 1 or pre screening.

- Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
  11:45 am - 2:00 pm $359 A16ASL026A
- Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
  5:45 pm - 7:55 pm $359 A16ASL026B
- Mon & Wed Sep 11 - Dec 18 (18 sessions/48 hours)
  11:45 am - 2:00 pm $359 A16ASL026C
- Tues & Thurs Sep 10 - Dec 19 (18 sessions/48 hours)
  5:45 pm - 7:55 pm $359 A16ASL026D

Dual Access: Intensive Study in American Sign Language - Level 3
Expand your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, semantic awareness, complex use of ASL grammar and syntax, use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 2 or pre screening.

- Mon & Wed Sep 11 - Dec 18 (18 sessions/48 hours)
  5:45 pm - 7:55 pm $359 A16ASL016A

Dual Access: Intensive Study in American Sign Language - Level 4
Further enhance your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, spatial visualization and mapping work; analysis of semantics; complex use of ASL grammar and syntax; use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 3 or pre screening.

- Mon & Wed Sep 11 - Dec 18 (18 sessions/48 hours)
  6:55 pm - 9:05 pm $359 A16ASL017A

Dual Access: Sign Language Linguistics
Compare the fundamental linguistic structures of American Sign Language, English and other signed languages. You will examine the phonology, morphology, syntax, semantics and pragmatics of each of these languages. You will also use a descriptive framework to identify and analyze the linguistic features across both spoken and signed languages. Fluency in American Sign Language not required.

- Thurs Sep 13 - Dec 11 (12 sessions/36 hours)
  5:45 pm - 7:55 pm $359 A16ASL015A
- Thurs Sep 10 - Dec 19 (12 sessions/36 hours)
  5:45 am - 9:05 am $359 A16ASL015B

Continuing Education Classes for Deaf Adults

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

- Tue Oct 22 - Dec 10 (4 sessions/21 hours)
  4:35 pm - 7:15 pm $269 A16DRV001A

Individual Instruction for Deaf Adults
For Deaf, Deaf Blind and Hard of Hearing adults, receive one to one instruction in all your educational and professional development needs, such as preparation for exams; ASL for Deaf International Students; specific academic, linguistic or career needs; and American Citizenship preparation. An interview and diagnostic assessment of needs and goals may be given. A customized program with dates will be arranged upon full payment for each segment (2 hour, 4 hour, 6 hour, 12 hour and 24 hour courses). Individualized instruction on specific topics for Hearing adults is also offered, including preparation for the ASLTA Provisional Certificate and ASL language development. ND For questions or to schedule an appointment for an assessment or placement test contact Program for Deaf Adults at (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 Aug 1 - Dec 1
  (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 Aug 1 - Dec 1
  (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 Aug 1 - Dec 1
  (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? How about earning up to $3,900 in 12 weeks? You could also gain permanent employment!

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

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

Recent Intern & Earn internship sites:
- Intrepid Sea, Air & Space Museum 
- 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

**Summer Youth Employment Program**

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 
- Jewel Human Services 
- Marshalls 
- Shapeways 
- The Floating Hospital 
- NYC Department of Probation

And more! 
Contact: Winifred Francis-Miller (718) 482-5340 wfrancis@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

**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
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 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 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 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 26,000+ companies who have grown with us and contributed to the local economy. Help us to continue paving the way for new and forward thinking workforce solutions.

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

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.
The Learning & Innovation Center

Where technology and education create opportunity

laguardia.edu/ce

@innovatelic2

facebook.com/innovatelic2

Like. Follow. Share.
Grants, Scholarships and Opportunities
Financial Support Services for Continuing Educations Students

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

The Career Success Scholarship can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.
For more information visit https://cunysud.formstack.com/forms/winter_spring_2019
Contact: Serena Bowles (718) 730-7501 sbowles@lagcc.cuny.edu

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

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

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

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

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

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

Individual Training Grants
Advance your Career through Occupational Training

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

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

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

Students Over 65

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

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

The City University of New York was founded on the principle of equal access and opportunity. LaGuardia's longstanding commitment to welcoming, protecting and supporting our students, regardless of immigration status, has not wavered since our founding. We remain committed to diversity, equity and inclusion and will steadfastly continue to offer a welcoming environment for students of all backgrounds. LaGuardia Community College will take any steps available under the law to protect and support our undocumented students. Should you or a family member have concerns about your immigration status or safety, we urge you to avail yourselves of the resources and services listed below.  
[http://www.laguardia.edu/immigrationhelp/](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/](http://www1.cuny.edu/sites/citizenship-now/)

**Undocumented**

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

**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](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](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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**Become a U.S. Citizen**

**CUNY Citizenship Now!** assists permanent residents with their U.S. citizenship applications.  
[cuny.edu/about/resources/citizenship.html](http://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

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • [www.laguardia.edu/acereg](http://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 - 6:30 pm
  Tuesday & Wednesday: 9:00 am - 3:30 pm
  Friday: 9:00 am - 4:30 pm

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

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

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

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

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

Refund Policy
For courses under $299
- 100% (-$20 per course) if written request received 3 business days prior to 1st day of class
- 50% (-$20 per course) if written request received prior to second week of classes

For courses $299 and above or more than 50 hours of instruction
- 100% (-$20 per course) if written request received 3 business days prior to 1st day of class
- 75% (-$20 per course) if written request received prior to completion of 10% of class hours
- 50% (-$20 per course) if written request received prior to completion of 20% of class hours

$20 will be deducted from refunds as shown above up to a limit of $40. Allow 4-6 weeks to receive refunds for payment made by check or cash. Allow 2 billing cycles for credit charges to reflect refund on monthly statements. Credit Card/Debit Card payments are refunded back to the original card used at time of purchase and may require the card holder payer to appear in person with a legal photo ID and payment card. Cash, check, or money orders are refunded by check and will be mailed out.

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

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

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

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

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

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

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

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

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

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

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

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

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

Adult and Continuing Education Registration Form

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<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MALE/FEMALE</th>
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<tr>
<td>STREET ADDRESS</td>
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<tr>
<td>DATE OF BIRTH</td>
<td>HOME PHONE</td>
<td>BUSINESS PHONE</td>
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</tbody>
</table>

Check which category describes you best (optional)

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

How did you hear about us?

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

LaGuardia Community College/CUNY
31-10 Thomson Ave, Room M-143
Long Island City, NY 11101
(718) 482-7244

You can register online at laguardia.edu/acereg.
Manparit Singh has pursued a cutting edge tech education at LaGuardia over the past 17 years that has helped him establish a successful IT career. Read his story on page 11.