

# DIVISION OF ADULT AND CONTINUING EDUCATION

FALL 2022 CATALOG

## LEARN WITH US

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



“I know the price of success: dedication, hard work, and an unrelenting devotion to the things you want to see happen.”

-- Frank Lloyd Wright

## EMPOWERING OUR STUDENTS: **INVEST IN YOURSELF**



Continuing  
Education

[www.laguardia.edu/ce](http://www.laguardia.edu/ce) • (718) 482-7244

## Career Services



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## Career Skills & Workforce Training

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## Connect to College

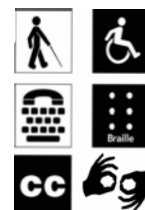
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Course and program schedules may change due to unexpected circumstances. For the most up-to-date schedules please visit [laguardia.edu/acereg](http://laguardia.edu/acereg).

## To inquire about disability services:

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

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



## Small Business & Entrepreneur Services

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



Small Business & Entrepreneur Services

34



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

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

Students who have received a booster should also upload that documentation to Cleared4. Students who are not yet eligible for a booster should get one when eligible and upload that documentation to Cleared4.

Thank you for helping to keep our campus safe.

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

### Start or Advance Your Career!



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

Visit [laguardia.edu/careercoach](https://laguardia.edu/careercoach) or Room C-258

## Empowering Our Students: Invest in Yourself



Continuing  
Education

# WELCOME TO LAGUARDIA COMMUNITY COLLEGE



Dear LaGuardia Students and Community,

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

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

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

Kenneth Adams  
President



Dear Members of our Community,

New York City has come a long way in the past year, but there's still more to be done to get our economy and workforce back on track. Begin or continue your own journey towards achieving professional and educational success at LaGuardia Community College. Since LaGuardia first opened in 1971, our mission has been to create educational access and opportunity for all city residents. We are the college of opportunity, the college of hope, and the college of dreams.

Within LaGuardia's Continuing Education, you can learn English, earn a high school equivalency diploma, prepare for college, get job training to start or advance in a career, or grow your business. Everything you need to succeed is here. We offer expert instructors, a supportive environment, a diverse student body, affordable programs, and assistance in transitioning to a degree program at LaGuardia. We also offer partial and full scholarships for many of our programs. We are "one college" and we will do what it takes to help you reach your goals.

Invest in your future this fall by starting on a new path. LaGuardia is here to support you every step of the way. Look through our catalog or visit our web site at [www.laguardia.edu/ce](http://www.laguardia.edu/ce) to explore all the opportunities we offer. We hope you join us!

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



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

## Career Coach AT LAGUARDIA

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

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



Create an account and get started today!  
Visit [laguardia.edu/careercoach](http://laguardia.edu/careercoach)

## CAREER DEVELOPMENT CENTER

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

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



**We can help you get on the path to success.**

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

**For more information call (718) 482-5355.**

## CONTINUING EDUCATION SCHOLARSHIPS

### *Get Help with Tuition and Reach your Goals!*

The Division of **Adult and Continuing Education (ACE)** offers scholarships to its qualifying students who may be facing financial hardship that disrupts studies and training.

#### **The following programs currently have scholarships available:**

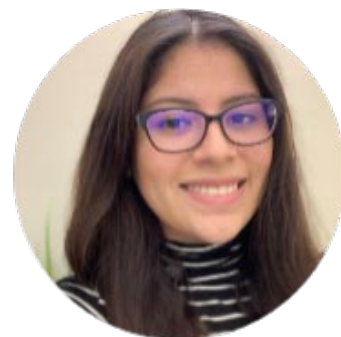
- Accounting with QuickBooks
- Central Service Technician
- Certified Clinical Medical Assistant
- Certified Medical Administrative Assistant
- Computer and Network Service Technician
- Cyber Security Specialist
- Data Analytics and Data Science Program
- Electrical 1 Training Program
- Emergency Medical Technician (EMT)
- High School Equivalency
- Medical Coding•Medical Interpreter
- Mental Health Peer Specialist
- Paramedic
- Pharmacy Technician
- Predictive Analytics: Machine Learning (Advanced)
- Plumbing 1
- The English Language Center



“

I want to thank LaGuardia from the bottom of my heart for having given me the opportunity to receive this scholarship and keep learning this beautiful language.

**Mary Estela**  
The English Language Center  
Spring 2021 ACE Scholarship  
Recipient



For more information on scholarship opportunities contact the programs hyperlinked above or visit <https://www.laguardia.edu/acescholarship/>.

Please note that scholarship amounts vary depending on funder.

# Learn English

## at The English Language Center

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

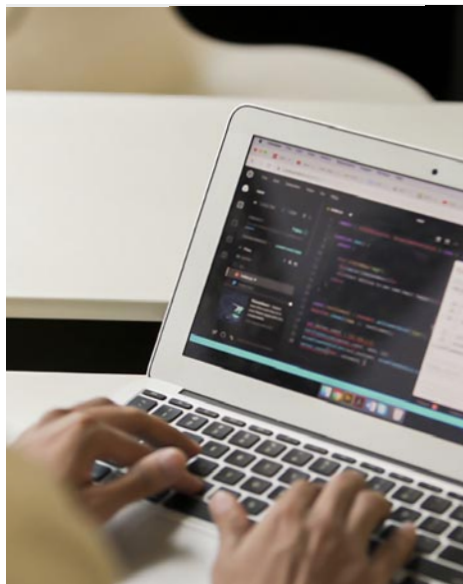
- Study with experienced instructors in a supportive environment.
- Make friends with classmates from all over the world.
- Join us for affordable, convenient and innovative English classes.

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

- Apichart (Anthony) Boonsaner

**See page 23.**

To learn more visit  
[laguardia.edu/telc](http://laguardia.edu/telc)  
or email [english@lagcc.cuny.edu](mailto:english@lagcc.cuny.edu)



## Start a career in a High Demand Healthcare Field.

**Get training and get started!**

**Check out these industry certificate preparation programs (see pages 17-19):**

- Certified Medical Administrative Assistant
- Central Service Technician
- Medical Coding
- Medical Interpreter Certificate Program
- Pharmacy Technician

**Register Today**

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

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

## Begin or Advance Your Career in the Booming Information Technology Industry

- Get basic training
- Prepare for industry certifications
- Learn how to protect against cyber attacks
- Learn how to code for web development
- Delve into data analytics and more

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

To learn more about our high quality, low cost programs see pages 10 - 12, visit [laguardia.edu/careers](http://laguardia.edu/careers) or call (718) 482-7244.

### Start or Advance Your Career!

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

Visit [laguardia.edu/careercoach](http://laguardia.edu/careercoach) or Room C-258

\*Emsi

### Start or Advance Your Career!

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

Visit [laguardia.edu/careercoach](http://laguardia.edu/careercoach) or Room C-258

\*Emsi



# TRAINING THAT GETS YOU THE JOB!

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

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

In <b>3</b> MONTHS	In <b>4</b> MONTHS	In <b>6</b> MONTHS	In <b>12</b> MONTHS
			
<p><b>you can</b></p> <ul style="list-style-type: none"> <li>• Prepare for industry certification as an <b>Administrative Assistant</b> - Page 10</li> <li>• Receive LaGuardia certification in <b>QuickBooks</b> - page 13</li> <li>• Become an <b>Income Tax Preparer</b> - page 13</li> <li>• Prepare for industry certification in <b>Medical Interpreting</b> - page 18</li> <li>• Receive OSHA certification to begin a career in the <b>Electrical</b> or <b>Plumbing</b> fields - page 22</li> </ul>	<p><b>you can</b></p> <ul style="list-style-type: none"> <li>• Receive LaGuardia certification as a <b>Certified Medical Administrative Assistant (CMAA)</b> - page 10</li> <li>• Prepare for industry certification as a <b>Computer and Network Service Technician</b> - page 12</li> <li>• Prepare for industry certification as an <b>Emergency Medical Technician</b> - page 16</li> </ul>	<p><b>you can</b></p> <ul style="list-style-type: none"> <li>• Prepare for industry certification in <b>Medical Coding</b> - page 17</li> <li>• Prepare for industry certification as a <b>Pharmacy Technician</b> - page 18</li> <li>• Prepare for industry certification as a <b>Central Service Technician</b> - page 19</li> </ul>	<p><b>you can</b></p> <ul style="list-style-type: none"> <li>• Receive LaGuardia Certification in <b>Data Analytics</b> - Page 12</li> <li>• Prepare for industry certification as a <b>Paramedic</b> - page 16</li> <li>• Receive LaGuardia certification in <b>Construction Management</b> - page 21</li> </ul>

# Career Skills

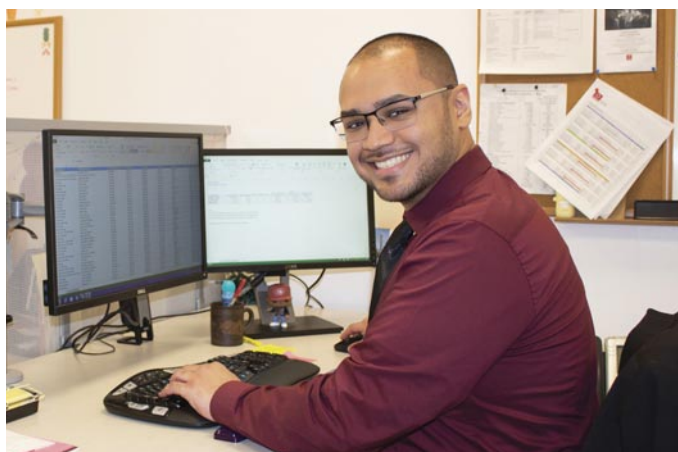
## Administrative Assistant Certificate Program

Administrative Assistants work in almost every business sector, performing clerical and administrative tasks to support diverse organizations. Build a professional network, develop practical skills, and learn the ins and outs of an industry. Focus on essential computer and communication skills needed to succeed in an office setting and virtually. Upon successful completion of the course, you may take the Certified Administrative Assistant (CAA) exam through the National Career Certification Board (NCCB) and will earn a LaGuardia certificate of completion. Additional stand-alone courses are offered but do not lead to a certificate. ND

### Certified Administrative Assistant

Prepare to take the Certified Administrative Assistant (CAA) exam through the National Career Certification Board (NCCB). Get a competitive edge in this high demand field by focusing on essential topics that include Microsoft Word, Excel and Outlook; communication skills; business writing; record management; human resources; and business operations. LaGuardia is a recognized NCCB Approved Career Training Provider. Upon successful completion of the course, you will earn a LaGuardia certificate of completion (Cost of textbook and exam included in course fee.) For more information call (718) 482-7244. ND

**Mon & Wed Oct 17 - Dec 21 (20 sessions/60 hours)**  
**6:00 pm - 9:00 pm \$780 CADA100F22.T05.01.00**



## Information Technology

### Web Development Program

**Learn to code!** Explore the basics of building web pages using HTML and CSS and attain the fundamental knowledge needed to begin learning more complex programming languages like Javascript. For more information call (718) 482-7244 or email [workforce-tech-training@lagcc.cuny.edu](mailto:workforce-tech-training@lagcc.cuny.edu).

#### Introduction to Programming (Beginner)

Explore the software development field and practice introductory programming concepts. You will learn how to set up the computer environment (e.g., installing browsers, coding editors and using online tools) and gain the skills needed to build apps in Javascript. You'll also discuss how to write instructions to control the behavior of a computer within a console application. ND

**Tues & Thurs Oct 11 - Nov 1 (7 sessions/21 hours)**  
**6:00 pm - 9:00 pm \$390 WEBD101F22.T23.01.00**

#### Web Development Foundations: HTML and CSS (Beginner)

Acquire the skills that a web software development professional needs to build a web browser based Graphical User Interface (GUI). You will learn how to use HTML5 and CSS coding languages to create elegant, reusable and scalable code. Other topics include exploring pre built CSS libraries and implementing simple media queries that allow web pages to function across multiple devices. ND

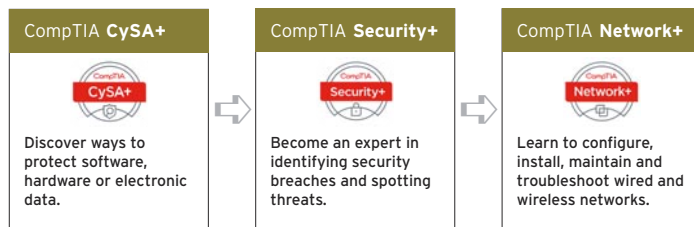
**Tues & Thurs Nov 10 - Dec 18 (7 sessions/21 hours)**  
**6:00 pm - 9:00 pm \$390 WEBD102F22.T23.01.00**

## Become a Cybersecurity Professional

**JOB TITLES:**

- Cyber Security Analyst
- Security Administrator

### Industry Certifications



## Cybersecurity and Privacy Management

Are you naturally curious and like to find solutions to problems? Are you detailed oriented? Do you like working and learning in an ever changing industry? Do you like working collaboratively with other people?

Help defend our communities and country by joining thousands of cyber security specialists who protect businesses, government agencies and general consumers. The rise in cyber attacks calls for trained cyber security specialists who plan and carry out security measures to protect an organization's computer networks and systems, safeguarding critical information. Prepare for the industry certification in this growing field. ND

### Cyber Security Specialist



Begin a career in this evolving field. Topics include cybersecurity fundamentals, systems and network security, vulnerability assessment, and security operations. Get hands-on training in a virtual lab and prepare for the industry recognized CompTIA S+ exam. This course is appropriate for IT professionals who want continued career progression or novice learners. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. Recommended: Computer and Network Service Technician Certificate Program or equivalent experience. (Cost of textbook and virtual lab included in course fee.) Payment plan available. ND

**Tues & Thurs (6:00 pm - 9:00 pm) & Sat (9:00 am - 1:00 pm) Oct 11 - Feb 5**  
**(45 sessions/160 hours) \$2240 CYBE101F22.T05.01.00**

### Cloud Computing Security

Join a booming field of cybersecurity experts and gain skills needed to select, monitor, analyze and protect cloud resources. Upon successful completion of this course, you can take the Comp TIA Cloud+ exam and will earn a LaGuardia certificate of completion. (Cost of eTextbook included in course fee.) ND.

Prerequisite: Passing of a screening exam

([www.laguardia.edu/Cloud-Computing-Screening-Test/](http://www.laguardia.edu/Cloud-Computing-Screening-Test/)).

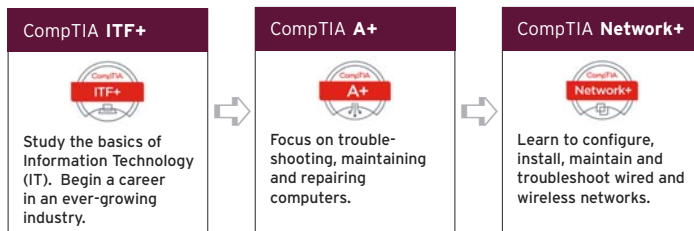
**Sat Oct 15 - Dec 17 (15 sessions/45 hours)**  
**9:00 am - 2:00 pm \$999 CLOC101F22.T05.01.00**

## Become an IT Help Desk Technician

**JOB TITLES:**

- IT Support Specialist
- IT Support Technician
- Help or Service Desk Technician

### 3 Steps - 3 Certifications



## Computer and Network Service Technician Certificate Program

Do you work well under pressure? Do you like helping people solve problems? Are you able to manage multiple priorities?

Prepare for entry level roles in the field of computer repair and networking. Computer Network Support Specialists, also known as IT Support or Help Desk Technicians, play a critical role in maintaining business computer operations and meeting the tech support needs of organizations. They analyze and troubleshoot computer network problems and may assist computer users through phone, email or in person visits. This program also prepares you for the industry recognized CompTIA A+ certification exam. For more information call (718) 482-7244. ND

### Computer and Network Service Technician



**Jumpstart your tech career!** Get training in entry level computer and network support roles while you prepare for the industry recognized CompTIA A+ certification. You will learn to install, configure and maintain PCs, mobile devices and software for end users; explore basics of networking and security forensics; properly and safely diagnose, resolve and document common hardware and software issues; and discuss basics of scripting, virtualization, desktop imaging and deployment. General topics include hardware and network troubleshooting, operating systems, operational procedures, security, virtualization and cloud computing, and software troubleshooting. (Cost of textbook, virtual lab and exam voucher included in course fee.) Upon successful completion of this course, you can take the CompTIA A+ exam and will earn a LaGuardia certificate of completion. Prerequisite: High school diploma or equivalency. Payment plan available. ND

**Tues & Thurs (6:00 pm - 9:00 pm) & Sat (9:00 am - 1:00 pm) Oct 11 - Feb 5**  
**(45 sessions/160 hours) \$2280 CTIA102F22.T05.01.00**

## CAREER INSIDER SERIES

### ONLINE WEBINAR

**Tech Connect FREE**

**Sat Sep 10 (1 session/2 hours) 11:00 am - 1:00 pm**  
**FREE INFO004F22.T05.01.00**

- Join us for an interactive mini workshop about LaGuardia's tech training programs
- Explore industry basics and career paths.

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

# Data Analytics and Data Science Program



**Scholarships** Available

## Start or Advance Your Career!



**Data Analytics**

\$ 97K - 176K\*

Visit [laguardia.edu/careercoach](http://laguardia.edu/careercoach) or Room C-258

\*Emsi

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

## Data Analytics Foundations (Beginner)

Acquire the skills that a data analytics professional needs to gather, prepare, analyze and display data from structured and unstructured sources. Become familiar with Python, SQL and Tableau, and learn about the industries and professions that use data analytics. ND

**Tues & Thurs Sep 27 - Nov 3 (12 sessions/36 hours)**  
**6:00 pm - 9:00 pm \$490 DATA101F22.T23.01.00**

## Python for Data Analytics (Intermediate)

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

**Tues & Thurs Nov 10 - Jan 19 (20 sessions/60 hours)**  
**6:00 pm - 9:00 pm \$830 DATA201F22.T23.01.00**

## Data, Databases and SQL (Intermediate)

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

**Tues & Thurs Aug 16 - Sep 22 (12 sessions/36 hours)**  
**6:00 pm - 9:00 pm \$490 DATA202U22.T23.01.00**

**Tues & Thurs Jan 31 - Mar 9 (12 sessions/36 hours)**  
**6:00 pm - 9:00 pm \$490 DATA202W23.T23.01.00**

## Data Visualization with Tableau (Intermediate)

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

**Mon & Wed Aug 15 - Sep 26 (12 sessions/36 hours)**  
**6:00 pm - 9:00 pm \$490 DATA203U22.T23.01.00**

**Mon & Wed Feb 1 - Mar 20 (12 sessions/36 hours)**  
**6:00 pm - 9:00 pm \$490 DATA203W23.T23.01.00**

## Predictive Analytics: Machine Learning (Advanced)

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

**Mon & Wed Oct 12 - Dec 19**  
**(20 sessions/60 hours) 6:00 pm - 9:00 pm**  
**\$830 DATA301F22.T23.01.00**

**REGISTER TODAY**  
to reach your education  
or career goals!



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



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

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





# Accounting, Bookkeeping and Tax Preparation



Scholarships Available

Start or Advance Your Career!



Bookkeeping,  
Accounting and  
Auditing Clerks

\$ 39K - 65K\*

Visit [laguardia.edu/careercoach](http://laguardia.edu/careercoach) or Room C-258

\*Ensl

## Accounting with QuickBooks Certificate Program

### CAREER INSIDER SERIES ONLINE WEBINAR

QuickBooks FREE

Thur Sept 8 (1 session/2 hours)

6:00 pm - 8:00 pm QUBK000F22.T05.01.00

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

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

### Advanced QuickBooks

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

#### Payroll with QuickBooks

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

Sat Oct 8 - Dec 17 (10 sessions/30 hours)

2:30 pm - 5:30 pm \$550 QUBK103F22.T05.01.00

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

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

#### Accounting with QuickBooks (Part 1)

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

Sat Oct 1 - Nov 5 (6 sessions/30 hours)

9:00 am - 2:00 pm \$550 QUBK101F22.T05.01.00

Tues & Thurs Oct 4 - Nov 3 (10 sessions/30 hours)

6:00 pm - 9:00 pm \$550 QUBK101F22.T05.02.00

Sat Feb 25 - Apr 1 (6 sessions/30 hours)

9:00 am - 2:00 pm \$550 QUBK101W23.T05.01.00

Tues & Thurs Feb 28 - Mar 30 (10 sessions/30 hours)

6:00 pm - 9:00 pm \$550 QUBK101W23.T05.02.00

#### Advanced QuickBooks for Accounting (Part 2)

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

Tues & Thurs Nov 15 - Dec 20 (10 sessions/30 hours)

6:00 pm - 9:00 pm \$550 QUBK102F22.T05.02.00

Sat Dec 3 - Jan 21 (6 sessions/30 hours)

9:00 am - 2:00 pm \$550 QUBK102F22.T05.01.00

Sat Apr 15 - May 20 (6 sessions/30 hours)

9:00 am - 2:00 pm \$550 QUBK102W23.T05.01.00

Tues & Thurs Apr 18 - May 23 (10 sessions/30 hours)

6:00 pm - 9:00 pm \$550 QUBK102S23.T05.02.00

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

### CAREER INSIDER SERIES ONLINE WEBINAR

Tax Mini Workshop: Reading Your W-2 FREE

Wed Sep 7 (1 session/2 hours)

6:00 pm - 8:00 pm FREE INFO001F22.T05.01.00

- Join us for an interactive mini workshop to discuss how to read and understand your W-2 form.

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

### Tax Return Preparer

Explore the role and responsibilities of a professional tax preparer. Learn how to prepare basic individual forms, including tax credits, deductions, and tax consequences. You will become familiar with the 1040 series, NYS IT 201, and wage income forms. Upon completion of this course you should be able to complete individual taxes for yourself or someone else. No software required. (Cost of textbook included in course fee.) ND

Mon & Wed Oct 17 - Dec 21 (20 sessions/60 hours)

6:00 pm - 9:00 pm \$715 TAXP100F22.T05.01.00

Sat Sep 24 - Dec 17 (12 sessions/60 hours)

9:00 am - 2:00 pm \$715 TAXP100F22.T05.02.00

# Healthcare-Clinical



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

## NEW YORK CITY THE Welcome Back Center

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

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

### We serve the following:

- Registered Nurses
- Licensed Practical Nurses
- Vocational Nurses

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

## Certified Clinical Medical Assistant (CCMA)



Scholarships Available

The CCMA is an essential member of the medical care 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).

To take the national certification exam for Clinical Medical Assistant, you must successfully pass all five courses in this program: Medical Terminology, American Heart Association CPR for Healthcare Providers with First Aid, EKG Technician, Phlebotomy, and CCMA Procedures. You may take the courses in any order, or you may take them individually, except CCMA Procedures. To register for CCMA Procedures you must first successfully complete either EKG Technician or Phlebotomy. LaGuardia's CCMA Program currently has a 98% pass rate for students taking the National Healthcareer Association (NHA) CCMA exam.

Attendance at an orientation session and passing an online reading exam are required before registration for EKG Technician and Phlebotomy and are recommended before beginning the 5 course CCMA series. A high school diploma or equivalency is a prerequisite for NHA certifications and often a requirement for jobs in the field. Program courses not offered this quarter will be offered in a future quarter. To apply, complete the application form at <https://laguardia.edu/ccmaapply>. Full and partial tuition scholarships are available for eligible students, and a separate application process is required. Contact [CCMA@lagcc.cuny.edu](mailto:CCMA@lagcc.cuny.edu) for more information. ND

### ORIENTATION SESSION ONLINE

#### CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA) **FREE**

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

#### Thurs Sep 22 (1 session/3 hours)

1:00 pm 4:00 pm **FREE CCMA000F22.T11.01.00**

#### Mon Sep 26 (1 session/3 hours)

6:15 pm 9:15 pm **FREE CCMA000F22.T11.02.00**

#### Wed Nov 2 (1 session/3 hours)

1:00 pm 4:00 pm **FREE CCMA000F22.T11.03.00**

#### Wed Nov 9 (1 session/3 hours)

6:15 am 9:15 am **FREE CCMA000F22.T11.04.00**

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

### Medical Terminology

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

All Instruction will take place on campus and in person. All LaGuardia Continuing Education students attending classes on campus for Fall 2022 must submit documentation of full COVID 19 vaccination before the first day of in person instruction. Click here for step by step instructions on how to begin the verification process. For more information on the COVID 19 vaccination and future announcements, please visit [Click Here](#).

**Mon, Wed, Fri Sep 7 - Sep 26 (9 sessions/36 hours)**  
10:00 am - 2:30 pm **\$405 CCMA101F22.T11.01.00**

**Mon, Wed, Fri Sep 7 - Sep 26 (9 sessions/36 hours)**  
6:00 pm - 10:00 pm **\$405 CCMA101F22.T11.02.00**

## Certified Clinical Medical Assistant (CCMA)

### 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 28 - Oct 3 (3 sessions/12 hours)**  
**1:00 pm - 5:00 pm \$160 ACPR101F22.T11.01.00**

**Mon, Wed, Fri Sep 28 - Oct 3 (3 sessions/12 hours)**  
**6:00 pm - 10:00 pm \$160 ACPR101F22.T11.02.00**

### 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 Oct 7 - Nov 11**  
**(21 sessions/84 hours) 10:00 am - 2:30 pm**  
**\$885 CCMA102F22.T11.01.00**

**Mon, Wed, Fri + 3 Sundays Oct 7 - Nov 11**  
**(21 sessions/84 hours) 6:00 pm - 10:00 pm**  
**\$885 CCMA102F22.T11.02.00**

### Phlebotomy

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

**Mon, Wed, Fri + 3 Saturdays Nov 21 - Jan 27**  
**(28 sessions/112 hours) 10:00 am - 2:30 pm**  
**\$1300 CCMA103F22.T11.01.00**

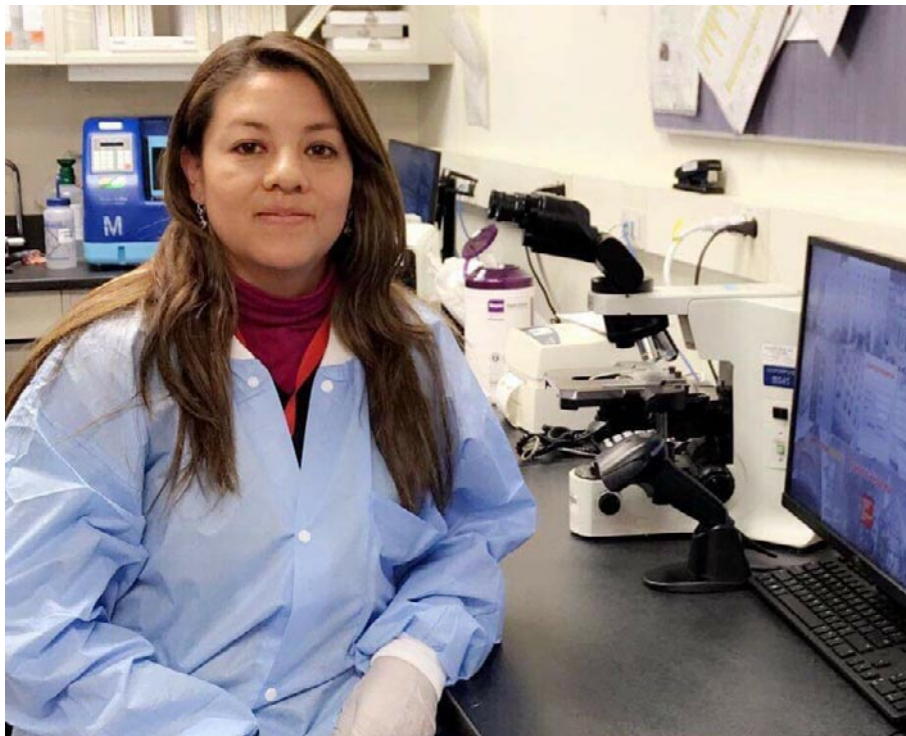
**Mon, Wed, Fri + 3 Sundays Nov 21 - Jan 27**  
**(28 sessions/112 hours) 6:00 pm - 10:00 pm**  
**\$1300 CCMA103F22.T11.02.00**

### CCMA Procedures

Learn Clinical Medical Assistant procedures for patient care. This course involves positioning, assessment, history taking, triage, patient education, and handling of special patient situations. Become familiar with office basics such as billing and coding, scheduling, filing, and office reception. You must successfully complete either EKG Technician or Phlebotomy to take this course. Successful completion of CCMA Procedures and the other four courses in this series allows you to take the national Clinical Medical Assistant certification exam. ND

**Mon, Wed, Fri + 1 Saturday Feb 6 - Mar 13**  
**(16 sessions/64 hours) 10:00 am - 2:30 pm**  
**\$654 CCMA104W23.T11.01.00**

**Mon, Wed, Fri + 1 Sunday Feb 6 - Mar 13**  
**(16 sessions/64 hours) 6:00 pm - 10:00 pm**  
**\$654 CCMA104W23.T11.02.00**



## Emergency Healthcare Programs



Scholarships Available



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

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

**Start or Advance Your Career!**


EMT

\$32K - 40K\*

[Visit laguardia.edu/careercoach](http://visit.laguardia.edu/careercoach) or Room C-258

\*Emsi

### ORIENTATION & PRESCREENING

#### Emergency Medical Technician (EMT) **FREE**

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

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

**Thurs Dec 15 (1 session/3 hours)**
**1:00 pm 4:00 pm FREE EMTB000F22.T11.01.00**
**Tue Jan 3 (1 session/3 hours)**
**1:00 pm 4:00 pm FREE EMTB000W23.T11.01.00**
**Thurs Jan 5 (1 session/3 hours)**
**6:15 pm 9:15 pm FREE EMTB000W23.T11.02.00**
**Mon Jan 9 (1 session/3 hours)**
**6:15 pm 9:15 pm FREE EMTB000W23.T11.03.00**
**Wed Jan 11 (1 session/3 hours)**
**10:00 am 1:00 pm FREE EMTB000W23.T11.04.00**
**Thurs Jan 12 (1 session/3 hours)**
**6:15 pm 9:15 pm FREE EMTB000W23.T11.05.00**
**Wed Jan 18 (1 session/3 hours)**
**1:00 pm 4:00 pm FREE EMTB000W23.T11.06.00**

## Emergency Medical Technician (EMT) Basic

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

**Mon, Tues, & Wed (6:00 pm - 9:30 pm) + 4 Saturdays (9:30 am - 4:30 pm)**
**Sep 7 - Jan 23 (66 sessions/208 hours) \$1310 EMTB100F22.T11.01.00**
**Mon, Tues, & Wed (6:00 pm - 9:30 pm) + 4 Saturdays (9:30 am - 4:30 pm)**
**Feb 1 - Jun 12 (66 sessions/208 hours) \$1310 EMTB100W23.T11.02.00**

## Earn a Paycheck While Studying to Become an EMT

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

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

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

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



Click [HERE](#) for more information or email [emtprogram@lagcc.cuny.edu](mailto:emtprogram@lagcc.cuny.edu) for more information

## Paramedic Original



Scholarships Available

### ORIENTATION & PRESCREENING

#### Paramedic Original **FREE**

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

**Thurs Mar 16 (1 session/4 hours)**
**1:00 pm - 5:00 pm PMED000W23.T11.01.00**

Click [HERE](#) to register.

For more information call (718) 482-5768

### 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. The program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP). This is a comprehensive education and training program that includes lectures provided by expert physicians; certification courses in American Heart Association Basic Cardiac Life Support (BCLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS); and National Association of Emergency Medical Technicians (NAEMT) Prehospital Trauma Life Support (PHTLS) and

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

To learn more about the Paramedic Program email [paramedicprogram@lagcc.cuny.edu](mailto:paramedicprogram@lagcc.cuny.edu). To apply, complete the application form. Course starts September 2022. ND

**Flex Schedule: Different Days/Times Available - Contact program for details**
**Sep 8 - Aug 16 (200 sessions/800 hours) \$10,500 PMED100F22.T11.01.00**



# Healthcare-Related



Scholarships Available

## Medical Coding Certificate Program

Become a Certified Medical Coding Specialist and start a career in this high demand occupation. Medical coders translate patient care into current procedural terminology (CPT) codes. Their primary responsibility is to ensure that the medical services provided are accurately coded for billing and other purposes. This intensive course provides training and preparation for industry certification. For more information call (718) 482-7244. ND

### Medical Coding

Enter the high demand field of medical coding. This comprehensive training will prepare you to take the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) Certification Exam. Topics include the current U.S. healthcare system; an overview of revenue cycle management; and the anatomy and physiology needed to assign International Classification of Diseases 10 Clinical Modification (ICD 10 CM) codes and Current Procedural Terminology of the American Medical Association (CPTAMA) codes to medical procedures. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. You can also earn up to 9 college credits towards an AS Degree in Business Administration: Healthcare Management at LaGuardia Community College. (Cost of books included in course fee. Exam fee not included.) Prerequisite: High school diploma or equivalency. Payment plan available. ND

**Mon, Tues & Thurs Sep 19 - Feb 23**  
**(62 sessions/185 hours) 6:00 pm - 9:00 pm**  
**\$2500 MEDC100F22.T05.01.00**

## Certified Medical Administrative Assistant



Scholarships Available

Begin a career in the healthcare field as a Certified Medical Administrative Assistant. Medical Administrative Assistants play a critical role in keeping healthcare offices running smoothly and are an important part of the patient experience. They perform tasks such as answering calls, scheduling appointments, greeting patients and updating electronic medical records. Medical Administrative Assistants can find employment in various healthcare facilities, including hospitals; outpatient care centers; and offices of physicians, dentists and other health practitioners. For more information call (718) 482-7244. ND

### CAREER INSIDER S E R I E S ONLINE WEBINAR

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

**Tue Aug 16 (1 session/2 hours)**  
**6:00 pm - 8:00 pm FREE INFO008U22.T05.01.00**

- *Begin a career in one of the fastest growing healthcare fields in the U.S.*
- *Meet with our industry experts and find out how you can provide crucial office and patient support*

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

## Certified Medical Administrative Assistant

Launch your healthcare career with training that prepares you for entry level medical administrative positions. You will learn basic medical terminology, documentation, confidentiality, professional etiquette, customer service and patient satisfaction, and Microsoft Word and Excel. You'll also prepare to take the National Healthcare Association's (NHA) Certified Medical Administrative Assistant exam. Upon completion of this course, you will earn a LaGuardia certificate of completion and can earn up to 6 college credits towards an AS Degree in Business Administration: Healthcare Management at LaGuardia Community College. This course is approved by the National Healthcare Association. Prerequisite: High school diploma or equivalency. (Cost of textbook included in course fee.) Payment plan available. ND

**Mon, Tues & Thurs Sep 12 - Dec 15**  
**(40 sessions/120 hours) 6:00 pm - 9:00 pm**  
**\$1595 CMAA100F22.T05.01.00**



## Pharmacy Technician

For more information call (718) 482-7244.



Scholarships Available

### CAREER INSIDER

#### SERIES

#### ONLINE WEBINAR

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

**Wed Aug 17 (1 session/2 hours)**

**6:00 pm - 8:00 pm INFO003U22.T05.01.00**

**Tue Jan 10 (1 session/2 hours)**

**6:00 pm - 8:00 pm INFO003W23.T05.01.00**

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

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

### Pharmacy Technician Certification Preparation

Develop the skills you need to work under a registered pharmacist. Prepare for the Pharmacy Technician Certification Exam (PTCE) and become a Certified Pharmacy Technician (CPhT). Topics include history of pharmacy practice, law and ethics, basic math skills, medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. You will also study dosage calculations and conversions, IV flow rates, drug compounding, dispensing of prescriptions, inventory control and billing, and reimbursement. To help you build professional relationships and navigate challenges on the job more efficiently, you will discuss effective communication, team building, time management and critical

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

**Mon & Wed Sep 12 - Feb 15 (40 sessions/120 hours)**

**6:00 pm - 9:00 pm \$1400 PHMT100F22.T05.01.00**

**Tues & Thurs Feb 7 - Jun 22 (40 sessions/120 hours)**

**6:00 pm - 9:00 pm \$1400 PHMT100W23.T05.01.00**

## Medical Interpreter Certificate Program



Scholarships Available

### CAREER INSIDER

#### SERIES

#### ONLINE WEBINAR

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

**Tue Aug 16 (1 session/2 hours)**

**6:00 pm - 8:00 pm INFO008U22.T05.01.00**

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

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

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

### Spanish English Medical 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 eTextbook 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 1 - Dec 3 (9 sessions/45 hours)**

**9:00 am - 2:00 pm \$1125 MED1100F22.T05.01.00**

## CAREER INSIDER

### SERIES

#### ONLINE WEBINAR

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

**Wed Aug 17 (1 session/2 hours)**

**6:00 pm - 8:00 pm INFO003U22.T05.01.00**

**Tue Jan 10 (1 session/2 hours)**

**6:00 pm - 8:00 pm INFO003W23.T05.01.00**

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

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

## 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 13 - Oct 13 (10 sessions/30 hours)**

**6:00 pm - 9:00 pm \$451 CSTC101F22.T05.01.00**

**Sat Sep 17 - Oct 22 (6 sessions/30 hours)**

**9:00 am - 2:00 pm \$451 CSTC101F22.T05.02.00**

**Tues & Thurs Feb 7 - Mar 9 (10 sessions/30 hours)**

**6:00 pm - 9:00 pm \$451 CSTC101W23.T05.01.00**

**Sat Feb 18 - Mar 25 (6 sessions/30 hours)**

**9:00 am - 2:00 pm \$451 CSTC101W23.T05.02.00**

## 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 Healthcare Sterile Processing Association (HSPA) and prepares you to take the Certified Registered Central Service Technician (CRCST) certification exam. All courses include developing effective communication, team building, time management and critical thinking skills. Successful completion of all 3 courses allows you to sit for the CST certification exam and earns you a certificate of completion from LaGuardia. You are responsible for locating a facility to complete a 400 hour internship as part of the CRCST certification process. (Courses must be taken in order. Cost of textbook not included in course fee.) Certificate program courses not offered this quarter will be offered in a future quarter. ND

### 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 Nov 1 - Dec 6 (10 sessions/30 hours)**

**6:00 pm - 9:00 pm \$451 CSTC102F22.T05.01.00**

**Sat Nov 5 - Dec 17 (6 sessions/30 hours)**

**9:00 am - 2:00 pm \$451 CSTC102F22.T05.02.00**

**Tues & Thurs Mar 28 - Apr 27 (10 sessions/30 hours)**

**6:00 pm - 9:00 pm \$451 CSTC102W23.T05.01.00**

**Sat Apr 15 - May 20 (6 sessions/30 hours)**

**9:00 am - 2:00 pm \$451 CSTC102S23.T05.02.00**

### 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 20 - Jan 26 (10 sessions/30 hours)**

**6:00 pm - 9:00 pm \$451 CSTC103F22.T05.01.00**

**Sat Jan 7 - Feb 11 (6 sessions/30 hours)**

**9:00 am - 2:00 pm \$451 CSTC103S22.T05.02.00**

**Tues & Thurs May 16 - Jun 15 (10 sessions/30 hours)**

**6:00 pm - 9:00 pm \$451 CSTC103W23.T05.01.00**

**Sat Jun 3 - Jul 15 (10 sessions/30 hours)**

**9:00 am - 2:00 pm \$451 CSTC103S23.T05.02.00**

## Education

### Certificación en el Cuidado de Niños

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

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

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

**Sat Jan 28 - Mar 4 (6 sessions/30 hours)**

**9:00 am - 2:00 pm \$500 CHCS100W23.T05.01.00**

### Childcare Certification

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

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

For more information call (718) 482 7244. ND

**Sat Mar 4 - Apr 8 (6 sessions/30 hours)**

**9:00 am - 2:00 pm \$500 CHCE100W23.T05.01.00**

## Mental Health Peer Specialist Training Program



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

### TRAINING PROVIDES:

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

### DATES:

**Training:** January 2 - March 31, 2023

**Internship:** April 1 - June 30, 2023

**Job Placement Assistance:** July 1 - August 31, 2023

### TIME:

**Training:** M-TH 10am-2pm, F: 10am-12pm

### PLACE:

**Hybrid** (in-person classes are at LaGuardia)

**Full scholarships are available for eligible applicants.**



For more information including eligibility requirements please contact [MHPeerSpecialist@lagcc.cuny.edu](mailto:MHPeerSpecialist@lagcc.cuny.edu).

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling 1.6 million dollars. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the U.S. Government.





**REGISTER TODAY**  
to reach your education  
or career goals!

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

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

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

# Construction and Building Management

## Construction Management Program

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

### Construction Drawings and Plans

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

**Wed Jan 25 - Apr 12 (12 sessions/36 hours)**  
**6:00 pm - 9:00 pm \$610 CNMC101W23.T05.01.00**

### Construction Cost Estimating

Learn the basic skills required for preparing an accurate construction cost estimate, the key to a construction company's survival. This course is intended for small construction firm owners and those who want to break into the field as well as architects and engineers who need to prepare cost estimates. Prerequisite: Construction Drawings and Plans or equivalent experience. ND

**Mon Oct 31 - Dec 12 (7 sessions/21 hours)**  
**6:00 pm - 9:00 pm \$519 CNMC104F22.T05.01.00**

### 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 Jan 23 - Mar 27 (7 sessions/21 hours)**  
**6:00 pm - 9:00 pm \$519 CNMC102W23.T05.01.00**

### Project Management for the Construction Industry

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

**Wed Oct 26 - Dec 7 (7 sessions/21 hours)**  
**6:00 pm - 9:00 pm \$519 CNMC103F22.T05.01.00**

## Construction Safety Courses

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

### Safety Dynamics training curricula are approved by:

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

### SST Local Law 196 courses include:

- NYCDOB Training
- OSHA Training
- FDNY Training
- EPA Training
- National Safety Council Courses



**Click here to view the list of current classes and to register.**

You must register at least 2 business days before these courses begin. All in-person classes take place in Greenpoint, Brooklyn.

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

## Construction and Maintenance Courses



**Scholarships Available**

### 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 curricula. Tuition includes cost of books and materials. Payment plan available. Hybrid program with didactic training online and hands-on training to be held at Queens Technical High School, 37-02 47th Avenue, Long Island City, NY. For more information email [ACElectricalplumbing@lagcc.cuny.edu](mailto:ACElectricalplumbing@lagcc.cuny.edu).

**Mon, Wed & Thurs Sep 7 - Dec 8**  
**(37 sessions/185 hours) 4:30 pm - 9:30 pm**  
**\$2229 ELEC101F22.T23.01.00**

### Plumbing 1

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

**Mon, Wed & Thurs Sep 7 - Dec 21**  
**(39 sessions/195 hours) 4:30 pm - 9:30 pm**  
**\$2496 PLUM101F22.T23.01.00**

### Start or Advance Your Career!



Electricians Helpers	\$ 38K - 59K*
Plumbers Helpers	\$ 32K - 47K*

Visit [laguardia.edu/careercoach](http://laguardia.edu/careercoach) or Room C-258

\*Burning Glass



**Electrical 1 and Plumbing 1 are approved and accredited NCCER training courses.**

# 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 or debit/credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.



**Scholarships Available**

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

## Full-Time Classes

Learn English for college, graduate school, or professional advancement in this academic program. Improve your reading, writing, listening, speaking, grammar, and pronunciation skills.

(Authorized under Federal law to enroll non immigrant alien students)

**Registration and Payment Deadline: September 18**

### Intensive English Program

**Mon - Fri Oct 3 - Dec 5 (41 sessions/160 hours)**  
**8:30 am - 1:00 pm \$1695 TELC100F22.T12.01.00**

## Part-Time Evening

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

**Registration and Payment Deadline: September 26**

### Listening, Speaking, Reading, and Writing

**Mon, Tues, Wed & Thurs Oct 12 - Dec 15**  
**(36 sessions/90 hours) 6:50 pm - 9:20 pm**  
**\$770 TELC300F22.T12.01.00**

### Listening and Speaking

**Mon & Wed Oct 12 - Dec 14 (18 sessions/45 hours)**  
**6:50 pm - 9:20 pm \$410 TELC310F22.T12.01.00**

### Reading and Writing

**Tues & Thurs Oct 13 - Dec 15 (18 sessions/45 hours)**  
**6:50 pm - 9:20 pm \$410 TELC320F22.T12.01.00**

### Listening, Speaking, Reading, and Writing

All instruction will be conducted online

**Tues & Thurs Oct 13 - Dec 15 (18 sessions/45 hours)**  
**6:50 pm - 9:20 pm \$410 TELC600F22.T12.01.00**

## Start or Advance Your Career!



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

Visit [laguardia.edu/careercoach](http://laguardia.edu/careercoach)

## Part-Time Saturday

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

**Registration and Payment Deadline: September 29**

### Listening, Speaking, Reading, and Writing

**Sat Oct 15 - Dec 17 (9 sessions/45 hours)**  
**9:00 am - 2:30 pm \$410 TELC400F22.T12.01.00**

### TOEFL Preparation - Focus on Reading and Writing

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

**Sat Oct 15 - Dec 17 (9 sessions/45 hours)**  
**9:00 am - 2:30 pm \$410 TELC520F22.T12.01.00**



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**or career goals!**



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



**By phone:**  
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**Friday - Saturday, 8:30 a.m. - 3:30 p.m.**



## Free English and Citizenship Classes

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

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

**Apply Now!** Sign up online at

<http://tinyurl.com/LaGuardiaCitizenship>

For more information:

Visit: [laguardia.edu/ciet](http://laguardia.edu/ciet)

Call: (718) 482-5460

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

## Clases de Inglés y Ciudadanía Gratis

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

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

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

Para más información:

Visite: [laguardia.edu/ciet](http://laguardia.edu/ciet)

Llame: (718) 482-5460

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

This material is based upon work supported by the U.S. Department of Homeland Security Grant Award Number, 2016-CS-010-000016. Disclaimer: The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U.S. Department of Homeland Security.

## Get the English skills you need to succeed in college!



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

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

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

**For more information call (718) 482-5966 or e-mail [clip@lagcc.cuny.edu](mailto:clip@lagcc.cuny.edu)**

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

¿Tienes interés en matricularte en la universidad?

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

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

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



# High School Equivalency



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



Scholarships Available

## High School Equivalency In English

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

### Fall 2022

Registration will be conducted in-person.

Complete the registration form online at [www.laguardia.edu/hsetuitionform](http://www.laguardia.edu/hsetuitionform). You will be contacted with date and time of the registration.

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

### Placement Exam:

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

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

### Payment:

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

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

### Discounts:

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

Scholarships may be available.

For more information call (718) 482-5385.

## High School Equivalency Placement Test

Tue Oct 4 - Dec 13 (1 session/3 hours)

6:00 pm - 9:00 pm \$25 HSEE099U22.T04.01.00

## High School Equivalency in English

Wed (6:00pm - 9:00pm) & Sat (10:00am - 2:00pm)

Sep 7 - Dec 14 (28 sessions/97 hours)

\$355 HSEE111F22.T04.01.00

## Equivalencia del Bachillerato en Español

Prepárese para tomar el examen de equivalencia del bachillerato (GED®) y empiece a planear su futuro. Estudiará lectura, escritura y matemáticas y participará en talleres sobre las carreras, presentados por consejeros académicos. También habrá asesoría sobre programas de certificación profesional y de universidad. Este curso se ofrece a estudiantes que tienen 19 años de edad o más. Para aplicar tiene que tomar exámenes de registro.

### Ototo 2022

El registro se realizará de forma en persona.

Complete el formulario de registro en línea/"online" [www.laguardia.edu/hsetuitionform](http://www.laguardia.edu/hsetuitionform). Será contactado con la fecha y hora del registro.

(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 (GED o TASC) en el pasado, dependiendo de sus calificaciones, tal vez podría ser excusado de los exámenes de matrícula. Para averiguar, traiga una copia de sus calificaciones del examen de equivalencia del bachillerato a la sesión de exámenes de registro o llame al (718) 482-5385 para hablar con un consejero.

### Pago:

- El curso se puede pagar con tarjeta de crédito/débito
- El costo del registro de \$25 se puede pagar "online" [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

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

### Descuentos:

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

Becas podrían estar disponibles.

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

## Exámen de Registro en Español

Martes Oct 4 - Dec 13 (1 session/3 hours)

6:00 pm - 9:00 pm \$25 HSES099U22.T04.01.00

## Start or Advance Your Career!



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

Visit [laguardia.edu/careercoach](http://laguardia.edu/careercoach) or Room C-258

## Equivalencia del Bachillerato en Español

Lunes, Martes & Jueves Sep 19 - Dec 6

(33 sessions/99 hours) 6:00 pm - 9:00 pm

\$355 HSES111F22.T04.01.00

Miercoles (6:00 pm - 9:00 pm) y Sabado

(10:00 am - 2:00 pm) Sep 7 - Dec 14

(28 sessions/97 hours) \$355 HSES111F22.T04.02.00

Lunes, Martes & Jueves Sep 19 - Dec 6

(33 sessions/99 hours) 6:00 pm - 9:00 pm

\$355 HSES111F22.T04.03.00

Miercoles (6:00 pm - 9:00 pm) y Sabado

(10:00 am - 2:00 pm) Sep 7 - Dec 14

(28 sessions/97 hours) \$355 HSES111F22.T04.04.00

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or career goals!



Online:

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



By phone:

(718) 482-7244

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

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

# Which High School Equivalency (GED) Program is Right for Me?



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

**Start building your future today!**

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



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

## Adult Basic Skills – High School Equivalency in English

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

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

## Adult Basic Skills – Equivalencia del Bachillerato en Español

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



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

## CUNY Fatherhood Academy

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

Are you between the ages of 17 ½ and 21 and out of school? Earn your high school equivalency diploma and move forward in your life. (F)

## Pathways to Graduation, Room C-314

Contact: Winifred Miller  
Call: (718) 482 – 5340  
Email: [wfrancis@lagcc.cuny.edu](mailto:wfrancis@lagcc.cuny.edu)  
Visit [laguardia.edu/ptg](http://laguardia.edu/ptg)



Focus on building academic skills needed to earn your high school equivalency diploma. (F)

## Adult Basic Skills – Building Skills

Call: (718) 482 – 5385  
Email: [hsetuition@lagcc.cuny.edu](mailto:hsetuition@lagcc.cuny.edu)  
Visit: [laguardia.edu/hse](http://laguardia.edu/hse)

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

## Career Development Center

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

(F) = Free (\$) = Tuition

## Did You Know?

LaGuardia is an official NY State Education Department testing center for the high school General Educational Development (GED®) exam. If you take equivalency preparation classes at LaGuardia, once you are ready to take the GED, we will assist you in registering for the free exam at our

testing center. If you wish to take the exam without taking classes, you may apply directly. For more information call (718) 482-5385 or visit [laguardia.edu/hse](http://laguardia.edu/hse). (F)



## Building Skills and 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 General Educational Development (GED®) exam.

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

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

To learn more about our program  
call (718) 482-5385 or visit [laguardia.edu/abs](http://laguardia.edu/abs)





# CUNYSTART

CUNY Start is an affordable and intensive 18-week academic program that provides preparation in academic reading/writing, math and college success advisement, giving students the opportunity to reduce or eliminate their developmental skills requirements in one semester.

## Why enroll in CUNY Start?

- Improve your English and math skills, and prepare for college
- Up to two opportunities to fulfill your developmental needs
- Low cost: \$75 course fee including materials
- Save financial aid and spend less time in developmental courses

## To be eligible for CUNY Start, you must:

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

**Classes run September 12, 2022 - February 7, 2023**

(718) 482-5137 [cunystart@lagcc.cuny.edu](mailto:cunystart@lagcc.cuny.edu)

**To attend an info session visit [laguardia.edu/cunystart](https://laguardia.edu/cunystart) and sign up.**



## Justine Figueroa

### *Building confidence with CUNYStart*

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

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

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

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

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





Earn **College Credit** for what you've learned!



LaGuardia Community College  
**Credits for Success**

Did you know that you can **earn credit for college level learning** you've gained outside the traditional college classroom?

LaGuardia Community College's **Credits for Success** initiative offers college credit eligibility for:

- military training and occupations
- standardized exams (including CLEP exams)
- industry credentials
- portfolio assessment

Turn knowledge, skills and credentials into college credit and earn a degree in less time.

You may also qualify for scholarships through **Credits for Success** to help fund your education at LaGuardia.

Take this opportunity to advance your education and future prospects!

To learn more visit [www.laguardia.edu/cpl](http://www.laguardia.edu/cpl) or email [CPL@lagcc.cuny.edu](mailto:CPL@lagcc.cuny.edu)

## College Courses for Non-Credit

Take college level courses as a non-credit student at LaGuardia!

LaGuardia's Continuing Education offers college courses on a non-credit basis at a special fee of \$320 per course.

- \* Learn a new language or how to play an instrument.
- \* Take up painting or explore philosophy.
- \* Find a class that suits your interest.

**College courses for non-credit are offered in the following areas:**

- **College Foreign Language** ([visit website](#))  
Take any College Foreign Languages course, including advanced level\* Spanish classes!  
\*Advanced level Spanish courses taught in Spanish.
- **College Art** ([visit website](#))
- **College Music** ([visit website](#))
- **College Liberal Arts** ([visit website](#))

### REGISTER BY SEPTEMBER 15, 2022

Decisions on class size are made early, so register in advance. Alternate days and times for college classes are sometimes available for Continuing Education students.

For more information call (718) 482-7244.

**Sign up for that class you always wanted to take!**





# Intensive Study in American Sign Language - Dual Access Courses

Intensive Study in American Sign Language (ASL) - Dual Access is designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. Classes are offered in conjunction with LaGuardia's Education and Language Acquisition Department. High school or equivalency diploma required.

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

## 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 13 - Dec 8 (18 sessions/48 hours)**  
3:25 pm - 5:35 pm \$359 ASLD101F22.T16.01.00

**Tues & Thurs Sep 13 - Dec 8 (18 sessions/48 hours)**  
9:15 pm - 11:30 pm \$359 ASLD101F22.T16.02.00

**Mon & Wed Sep 12 - Dec 7 (18 sessions/48 hours)**  
11:45 am - 2:00 pm \$359 ASLD101F22.T16.03.00

**Tues & Thurs Sep 13 - Dec 8 (18 sessions/48 hours)**  
5:45 pm - 7:55 pm \$359 ASLD101F22.T16.04.00

## 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 13 - Dec 8 (25 sessions/48 hours)**  
11:45 am - 2:00 pm \$359 ASLD102F22.T16.01.00

**Tues & Thurs Sep 13 - Dec 8 (25 sessions/48 hours)**  
3:25 pm - 5:25 pm \$359 ASLD102F22.T16.02.00

**Mon & Wed Sep 12 - Dec 7 (25 sessions/48 hours)**  
5:45 pm - 7:55 pm \$359 ASLD102F22.T16.03.00

## 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. ND

**Mon & Wed Sep 12 - Dec 7 (34 sessions/46 hours)**  
5:45 pm - 7:55 pm \$359 ASL103F22.T16.01.00

## Dual Access: Intensive Study in American Sign Language - Level 4

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

**Mon & Wed Sep 12 - Dec 7 (34 sessions/46 hours)**  
6:55 pm - 9:05 pm \$359 ASL104F22.T16.01.00

## 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'll 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 15 - Dec 8 (12 sessions/36 hours)**  
5:45 pm - 9:05 pm \$319 ASLD210F22.T16.01.00

## Youth Programs

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

Programs sponsored by grant funding.

### CUNY Fatherhood Academy

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

Are you unemployed or underemployed?

Create a brighter future for you and your family!



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

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



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

### Summer Youth Employment Program

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

Gain work experience and earn money during summer break!

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

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

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



### High School Equivalency

Are you between the ages of 17 1/2 and 21 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](mailto:wfrancis@lagcc.cuny.edu)

### Have you served in the military?

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

### LaGuardia's Veterans Resource Center can help you!



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

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

Visit us online:  
[www.lagcc.cuny.edu/veteranservices](http://www.lagcc.cuny.edu/veteranservices)



LaGuardia.Veterans



[www.youtube.com/nycvrc](http://www.youtube.com/nycvrc)



@LaGuardia Vets



## CENTER FOR CONTRACT TRAINING

AT LAGUARDIA COMMUNITY COLLEGE

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

**Customized Consultative Learning  
and Development Services for:**

- Corporations
- Public sector agencies
- Nonprofit organizations

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

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

**CLICK HERE TO FIND OUT MORE!**

Or contact [cce@lagcc.cuny.edu](mailto:cce@lagcc.cuny.edu)  
or (718) 482-5330.



# Small Business & Entrepreneur Services

## Are you a new or emerging small business?

### ***Do you need help preparing loan packages?***

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

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



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

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

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



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

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

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



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

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

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

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

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

Website: [laguardia.edu/sbtrc](http://laguardia.edu/sbtrc)  
 Call: (718) 482-5941  
 Email: [sbtrc@lagcc.cuny.edu](mailto:sbtrc@lagcc.cuny.edu)



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

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

Website: [laguardia.edu/cct](http://laguardia.edu/cct)  
 Call: (718) 482-5330  
 Email: [cce@lagcc.cuny.edu](mailto: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](http://nydesigns.org)  
 Call: (718) 663-8400  
 Email: [info@nydesigns.org](mailto:info@nydesigns.org)





# Grants, Scholarships and Opportunities

## Financial Support Services for Continuing Educations Students

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

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

#### TO APPLY CLICK HERE

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

Contact: Serena Bowles (718) 730-7501, [sbowles@lagcc.cuny.edu](mailto: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](http://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](http://access.nysed.gov/vr)

Vouchers are also accepted through the **GI Bill and the Department of Veterans Affairs**. For more information: [va.gov](http://va.gov)

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

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

### Payment Plans

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

### Continuing Education Scholarships

For information on Continuing Education Scholarships see page 6.

### 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](http://IRS.gov).

### Students Over 65

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





## Support for Immigrant and International Students at LaGuardia

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

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

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

### LEGAL RESOURCES

#### Green Card Holders

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

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

#### Undocumented

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

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

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

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

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

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

#### Refugees

##### New York State Emergency Hotline

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

### SAFETY

#### On Campus

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

#### Off Campus

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

### VICTIMS OF HARASSMENT OR INTIMIDATION

#### On Campus

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

#### Human Resources

Phone: (718) 482-5080

Email: TitleIX@lagcc.cuny.edu

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

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

#### Rhonda Mouton

Program Director, LaGuardia CARES

31-10 Thomson Avenue, Room C-107

Long Island City, NY 11101

Phone: 718-482-5129

Email: rmouton@lagcc.cuny.edu

## Become a U.S. Citizen

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

[cuny.edu/about/resources/citizenship.html](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





# How to Register

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

By phone: (718) 482-7244

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

## Payment

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

## Discounts

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

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

## Delinquent Payments

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

## Refund Policy

### For courses under \$299

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

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

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

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

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

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

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

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

## Financial Assistance

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

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

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

## Payment Plans

For information call (718) 482-7244.

## Materials

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

## College Policies

### Equal Opportunity and Affirmative Action

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

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

## Course Cancellations

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

## Updates

Course and program schedules may change due to unexpected circumstances.

For the most up-to-date schedules please visit [laguardia.edu/acereg](http://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

# *Advance your education or career goals and get help with costs!*

LaGuardia's Continuing Education offers **scholarships in ESL, GED and professional training programs**. Partial and full scholarships are available.

For more information see page 6 or visit  
[www.laguardia.edu/acescholarship](http://www.laguardia.edu/acescholarship).



“ The scholarship allowed me the opportunity to focus on school. I definitely left with way more knowledge than when I started. The program gave me the opportunity to break into a new field of work.

Nicholas Ortiz  
Electrical 1 Training Program