TAKE CARE OF YOUR CAREER
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### To inquire about disability services:

If you are Deaf or Hard-of-Hearing, please contact Pacts Cartagna at (917) 832-1202 (video phone/voice) to discuss your individual needs. Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four weeks in advance of class start date to help ensure that reasonable accommodation requests can be processed in a timely manner.

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

Welcome to Adult and Continuing Education (ACE) at LaGuardia Community College.

Our programs can take you where you want to go in life: earn a high school equivalency diploma; prepare to excel in college; train for a promising career in technology, healthcare or another high demand field; and find meaningful and sustainable employment.

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

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

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

Dr. Gail O. Mellow
President

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Dr. Gail O. Mellow
President

The Division of Adult and Continuing Education (ACE) at LaGuardia Community College is the largest continuing education division among all the CUNY campuses and is one of the most comprehensive in the country.

We believe in the transformative power of education and create innovative programs that serve over 30,000 New Yorkers of diverse cultures, ages, ethnicities, and educational and economic backgrounds.

New Courses
This fall, we are offering a variety of new courses that can help you advance professionally or personally:
- Computadoras y Conceptos Básicos del Internet (Computers and Internet Basics, offered in Spanish), page 6
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Professional Training
We equip our students—with immigrants, the underserved and underemployed—with the skills and experience they need to enter into high demand industries, including healthcare, technology, advanced industrial and manufacturing, and many more. These high quality programs are taught by experts in the field and are customized to fill the in-demand skill needs of New York City’s largest and fastest growing sectors.

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

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

Business Services
Our business services are boosting the local economy by growing businesses, creating jobs and helping entrepreneurs successfully launch their companies. Over the last 15 years, LaGuardia has provided hands-on education and specialized technical assistance to more than 22,000 small businesses that have secured over half a billion dollars in contracts. We also partner with employers to close the skills gap and create talent pipelines that match our students to businesses and organizations.

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

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

Jane E. Schulman
Vice President
Division of Adult and Continuing Education

LaGuardia Community College
Dr. Gail O. Mellow, President
Division of Adult and Continuing Education
Jane E. Schulman, Vice President
Shannon Bryant, Associate Dean
Francesca Fiore, Assistant Dean
Andrea Green, Assistant Dean

Directors
Christine Alvarez, Director, Pre-Hospital Care Programs
Claudia Baldonero, Director, Youth Workforce Development Initiatives
Laura Bartovics, Director, Grants and Research Administration
Tristan Bel, Director, NYDesigns
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David Daza, Director, Veterans Workforce Initiatives
Paisley Densby, Business Services Director, 10,000 Small Businesses
Lana DuBose, Confidential Executive Officer, Office of the Vice President
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Adajo Gifza, Director, Workforce Education Center
Edgard Hernandez, Director, Procurement Technical Assistance Center
Janelle Greco, Manager, Pre-College Academic Programming
Robert Hills, Director, ASL-English Interpretation Program
Assuantha Howard, Educational Services Director, 10,000 Small Businesses
John J. Hunt, Executive Director, Adult Community Learning Programs
Elizabeth Iannotti, Director, The English Language Center
Kimberly Kendall, Executive Director, Career Programs
John Lagamijhs, Director, ACE Information Technology
Beth Lord, Director, ACE Employment Services/Career Development Center
Chandana Mahadeswaraswamy, Associate Director, Career and Professional Programs
Linda Mellon, Executive Director, Business Services

Emad Nasser, Director, Student Central Intake
Elizabeth Perdomo, Director, Small Business Transportation Resource Center
Lakshmi Ponappa, Director, Program for Deaf Adults
Maritza Pritos, Director, Adult Basic Skills
Karen V. Saca, Executive Director, Finance and Budget
George Schreiner, Director, ACE Enrollment Management Services
Michele Stewart, Director, Grant Sponsored Workforce Development Initiatives
Michele Valdez, Director, Technology Training Initiatives
Hannah Weinstock, Executive Director, Workforce Development
Julianne Willis, Director, CUNY Start and MATH Start
Vacant, Executive Director, Pre-College Academic Programming

Catalog Production
Duane Heaven, Catalog Production Manager
Edward Hollins, Graphic Designer/Photographer, Institutional Advancement
Liesl Fores-Iza, Communications Director
Edward Hollins, Graphic Designer/Photographer, Institutional Advancement
Donald Webster, Communications Manager - ACE, Institutional Advancement
Tony Camilli, Web Developer
Bruce Kuzius, Coordinator of Administrative Services
George Schreiner, Catalog Production
Training that gets you the JOB!

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

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

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Professional Programs

Fundamental Computer Skills

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

Computers and Internet Basics

Gain confidence in the use of today’s technology with this hands-on course. You will learn about the functions of computer equipment as well as how to explore the Internet. You’ll also discover ways to use Windows operating system to organize files and folders and how to set up an email account. Please bring a USB flash drive to class. ND

Sat Sep 15 – Oct 6 (4 sessions/12 hours)
9:00 am - 12:00 pm $125 A05CMP001A

NEW! Computadoras y Conceptos Básicos del Internet

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

Sat Nov 10 – Dec 8 (4 sessions/12 hours)
9:00 am - 12:00 pm $125 A05CMP002A

Certificate Program in Microsoft Office Applications

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

Microsoft Excel for Windows

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

Tues & Thurs Oct 2 – Oct 25 (8 sessions/24 hours)
6:00 pm - 9:00 pm $245 A05OSK003A

Sat Oct 13 - Dec 8 (8 sessions/24 hours)
9:00 am - 12:00 pm $245 A05OSK003B

Microsoft Access Intensive

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

Sat Oct 13 – Nov 17 (6 sessions/18 hours)
12:30 pm - 3:30 pm $185 A05OSK004A

Advanced Excel Certificate

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

Advanced Functions in Excel

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

Sat Oct 13 – Nov 17 (6 sessions/18 hours)
12:30 pm - 3:30 pm $185 A05OSK004A

Building Reports in Excel

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

Tues & Thurs Nov 6 – Dec 4 (8 sessions/24 hours)
6:00 pm - 9:00 pm $265 A05OSK016A

Administrative Assistant Certificate Program

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

In this 8-course program, you will learn the essential computer and communication skills needed to succeed in an office setting. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. Courses may be taken individually. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244. ND

Required Courses: Power Keyboarding, Efficient Email Management, Business Writing Skills, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access Intensive, and Building Reports in Excel. (You may take individual courses without intending to complete the certificate program.) Certificate program courses not offered this quarter will be offered in a future quarter.

Business Writing Skills

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

Mon & Wed Sep 10 – Oct 3 (8 sessions/24 hours)
6:00 pm – 9:00 pm $265 A05BUS017A

Advanced Functions in Excel

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

Sat Oct 13 – Nov 17 (6 sessions/18 hours)
12:30 pm - 3:30 pm $185 A05OSK004A

Building Reports in Excel

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

Tues & Thurs Nov 6 – Dec 4 (8 sessions/24 hours)
6:00 pm - 9:00 pm $265 A05OSK016A

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

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

LinkedIn Workshop

Discover how LinkedIn can help you stand out to employers. Topics include how to create an account and navigate the site, important keywords, selling points, and dos and don'ts. Prerequisite: Basic computer skills and an email address. ND

Sat Oct 20 (1 session/2 hours)
10:00 am - 12:00 pm $35 A05BUS019A

Advanced Business Writing Skills

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

Mon & Wed Oct 15 - Nov 7 (8 sessions/24 hours)
6:00 pm - 9:00 pm $360 A05BUS018A

 Powerful Presentations: Impress, Convince, Deliver

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

Mon & Wed Nov 12 - Dec 10 (8 sessions/24 hours)
6:00 pm - 9:00 pm $245 A05PRF002A

Impressive Resume Workshop

Become more competitive in the job market by learning the dos and don'ts of resume writing and cover letters. You will create your own resume or build upon your current one through in class exercises and one-on-one critique from the instructor. Please bring a USB flash drive to class.

Prerequisite: Microsoft Word for Windows. ND

Sat Oct 6 - Oct 13 (2 sessions/10 hours)
9:00 am - 2:00 pm $125 A05JOB002A

Information Technology

Computer Service Technician Certificate Program

Get the skills you need to start a career as a Computer Service Technician (CST). This 4 course, hands-on training program will teach you how to repair and network computers as well as Windows Operating System. Topics include hardware, software, network systems and new technologies. In addition, you may take a fifth optional course to learn how to build your own computer and prepare for the CompTIA A+ certification test. Upon successful completion of the Computer Service Technician Certificate Program, you will earn a LaGuardia certificate of completion and can earn up to 4 college credits towards an AAS Degree in Computer Technology, Computer Operations: Network Administration and Security, or Programming and Systems at LaGuardia Community College. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244. ND

Information Session

Saturday, August 25, 2018 (1 session/2 hours)
11:00 am A05CST000A FREE

• An industry expert will explain how our CST Certificate Program can help you start a career in Information Technology
• Find out how the CST Certificate Program prepares you for CompTIA A+ certification
• Discover how to earn up to 4 college credits towards an AAS Degree at LaGuardia Community College with the CST Certificate Program

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

CST, Part 1: Hardware

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

Instructor: Andrew Jouan, AAS in Network Administration, LaGuardia Community College/CUNY, has 14 years of experience in the technical support field.

Sat Oct 20 - Nov 10 (4 sessions/20 hours)
9:00 am - 2:30 pm $360 A05CMP101A

CST, Part 2: Software

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

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

Sat Sep 22 - Oct 13 (4 sessions/20 hours)
9:00 am - 2:30 pm $235 A05CMP100A

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

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

Security Fundamentals

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

Sat Sep 8 – Nov 3 (9 sessions/45 hours)
9:00 am – 2:30 pm $1010 A05CMP115A

OpenCode Web Development Training Program

Become a front-end web developer and start a career in this high demand technology field. Open Code is a 5-course web development training program that will teach you how to create web sites using programming languages such as HTML, CSS, JavaScript and PHP. Each course builds on knowledge acquired in the previous course. Take all five to gain a competitive edge in the job market! ND

Web Development Fundamentals

Learn how to use HTML5 and CSS coding languages to create web sites. Explore basic web design concepts and work with commonly used software tools to create sites that function well on multiple devices. For a final course project, you will create your own web site. Prerequisites: Basic computer knowledge and keyboarding skills.

Sat Sep 29 - Dec 29 (12 sessions/60 hours)
9:30 am – 3:30 pm $350 A05WEB001A

Web Development 2: Creating Interactive Web Sites with JavaScript

Discover how to create a dynamic web site using JavaScript, one of today’s leading web development languages. You will gain an understanding of how to add interactivity, special effects and enhanced functionality to web sites and develop your own web site using these skills. Prerequisite: Knowledge of HTML and CSS.

Tues & Thurs Oct 2 - Dec 13 (20 sessions/60 hours)
6:00 pm – 9:00 pm $500 A05WEB001B

INFORMATION SESSION

Saturday, August 18, 2018 (1 session/2 hours)
11:00 am A05CYB000A FREE

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

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

LaGuardia TechHire – OpenCode Web Development Program

More than 20,000 new web developers will be needed by 2020.
Are you ready?

Get the skills you need to break into the field!

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

Monday - Friday, September 10 - September 28, 2018 (15 sessions/90 hours)
9:30 am – 4:30 pm $525 A23WEB100A

LaGuardia Community College’s Displaced Homemakers Program offers:

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

For more information call (718) 482-5161 or email msampson@lagcc.cuny.edu.
Program sponsored by grant funding.
Accounting, Bookkeeping and Tax Preparation

Computerized Bookkeeping for QuickBooks Certificate Program

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

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

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

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

INFORMATION
SESSION
Thursday, August 16, 2018 (1 session/2 hours).
6:00 pm A05QBK000A FREE
• Find out how our hands-on QuickBooks Certificate Program can help you master basic accounting functions and advance your career
• Learn about our advanced courses, such as Payroll
• An accounting professional will discuss career pathways in Accounting

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

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

Tues & Thurs Sep 25 - Oct 23 (9 sessions/27 hours)
6:00 pm - 9:00 pm $410 A05OSK006A

Sat Oct 6 - Nov 10 (6 sessions/27 hours)
9:00 am - 2:00 pm $410 A05OSK006B

Bookkeeping with QuickBooks, Part 2

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

Tues & Thurs Oct 30 - Nov 15 (6 sessions/18 hours)
6:00 pm - 9:00 pm $300 A05OSK007A

Sat Nov 17 - Dec 15 (4 sessions/18 hours)
9:00 am - 2:00 pm $300 A05OSK007B

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

Tues & Thurs Nov 27 - Dec 13 (6 sessions/18 hours)
6:00 pm - 9:00 pm $300 A05OSK008A

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 6 - Dec 8 (9 sessions/27 hours)
2:30 pm - 5:30 pm $415 A05BUS014A

Notary Public

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

Notary Public Test Preparation

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

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

Mon Oct 15 (1 session/3 hours)
6:30 pm - 9:30 pm $91 A05BUS001A

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

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

INFORMATION SESSION

Wednesday, August 22, 2018 (1 session/2 hours)
6:00 pm    A05TAX000A FREE

• Learn the difference between Tax Preparers and IRS Enrolled Agents from an industry expert.
• Find out how our IRS Enrolled Agent Preparation Program prepares you for the 3-part IRS Special Enrollment Examination (SEE).
• Explore career and small business opportunities in the tax industry in the New York area.

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

Advanced Tax Professional Workshops

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

Ethics in Tax Preparation

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

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

Sat Dec 8 (1 session/2 hours)
9:00 am - 11:00 am $80 A05TAX001A

Federal Tax Law

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

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

Sat Dec 15 (1 session/4 hours)
9:00 am - 1:00 pm $150 A05TAX002A

Federal Tax Update

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

Sat Dec 8 (1 session/2 hours)
11:30 am - 1:30 pm $80 A05TAX003A

Preparación de Impuestos

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

Sat Oct 6 - Nov 10 (6 sessions/45 hours)
9:00 am - 5:00 pm $635 A05BUS020A

Federal Tax Law Update

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

Sat Dec 8 (1 session/2 hours)
11:30 am - 1:30 pm $80 A05TAX003A

IRS Enrolled Agent Preparation Program

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

This 3-course program prepares you for the 3-part IRS SEE, which includes 1) Individuals, 2) Corporations and Partnerships, and 3) Representation, Practice and Procedures. You will also review exam questions and test-taking strategies. Tax return preparers may earn up to 5 hours of federal tax Continuing Education (CE) credits for each of the program’s Parts 1 and 2, and 2 hours of ethics CE credits for Part 3. The maximum number of credit hours allowed is 12. This program is approved by the Internal Revenue Service. You may take courses individually and can purchase books individually or for all 3 courses at https://www.gleim.com/enrolled-agent-review/courses/test-bank-questions/. Program courses not offered this quarter will be offered in a future quarter.

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

IRS Enrolled Agent, Part 3: Representation, Practice and Procedures

You will focus on representation before the IRS; income tax preparers and penalties; representation; collection procedures; examination of returns; and the appeals process. Upon completion of this course, you will receive a LaGuardia certificate of completion. ND

Sat Nov 3 – Dec 1 (4 sessions/30 hours)
9:00 am – 5:00 pm $420 A05IRS003A

Advanced Tax Return Preparer Certificate Program

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

Advanced Tax Return Preparer

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

Sat Sep 22 – Oct 27 (6 sessions/30 hours)
9:00 am – 2:00 pm $435 A05BUS015A

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

Division of Adult & Continuing Education © LaGuardia Community College
Certified Clinical Medical Assistant (CCMA)

The CCMA is an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). In order to take the national certification exam for Clinical Medical Assistant, you must successfully pass all five courses in this program: Medical Terminology, American Heart Association CPR for Healthcare Providers with First Aid, EKG Technician, Phlebotomy, and CCMA Procedures. You may take the courses in any order or you may take them individually. Prerequisites for CCMA Program: Passing of TABE Reading Exam and interview. Prerequisite for National Healthcare Association (NHA) certifications: High school diploma or equivalency. Program courses not offered this quarter will be offered in a future quarter.

For those who have evidence of previous training, you may take competency exams for Medical Terminology, EKG Technician or Phlebotomy courses to receive exemption from that part of the CCMA Program. A grade of 80% or greater on the written exam is required to be exempt, and EKG and Phlebotomy also require successfully passing a practical skills competency exam. There is a fee of $99 per competency exam. Evidence of current American Heart Association (AHA) certification in Basic Cardiac Life Support and First Aid will exempt you from the AHA CPR for Healthcare Providers with First Aid course. For more information call (718) 482-5768.

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.

Mon, Wed, Fri + 3 Saturdays Nov 12 – Jan 25
(31 sessions/124 hours) 6:00 pm – 10:00 pm $963
A11HLT002A

Mon, Wed, Fri + 3 Sundays Nov 12 – Jan 25
(31 sessions/124 hours) 10:00 am – 2:30 pm $963
A11HLT002B

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.

Sun(9:00 am–6:00 pm) & Wed (6:00 pm–10:00 pm)
Sep 23 – Sep 26 (3 sessions/12 hours)
6:00 pm – 10:00 pm $160 A11CPR001A

Tues, Wed, & Fri Sep 25 – Sep 28
(3 sessions/12 hours) 10:00 am – 2:30 pm $160
A11CPR001B

Earn $40,000 as an Account Specialist

FREE Medical Billing Training at LaGuardia

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

For details, visit laguardia.edu/medicalbilling

Enroll Now!
Program sponsored by grant funding.
Emergency Healthcare Programs

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

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

Emergency Medical Technician (EMT) Basic
Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT–Basic. This course is necessary to advance to the one year program of paramedic education. To receive an application to become an Emergency Medical Technician and arrange for your pretest and interview, call (718) 482-7244 or visit Room C–339. ND

Mon, Tues & Wed + 2 Sundays Sep 17 – Feb 21 (66 sessions/208 hours)
6:00 pm – 9:30 pm $1095 A11EMT001A

Mon & Wed Sep 12 – Jan 17 (66 sessions/208 hours)
9:00 am – 4:00 pm $1095 A11EMT001B

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

You must complete 600 hours of clinical rotations (sites are available in Queens, Manhattan, Bronx and Brooklyn) and you may choose between two tracks: associate degree or certificate program. We offer a $1,500 tuition credit to members of NYS certified Advanced Life Support (ALS) ambulance agencies. Professional or 911 EMT experience is recommended but not required. To request an application or to learn more about the Paramedic Program call (718) 482-7244. ND

Mon, Tues, & Thurs (6:30pm–10:30pm) & Sat (9:00am–4:00pm) Sep 4 – Aug 15 (200 sessions/800 hours)
6:30 pm – 10:30 pm $9500 A11PMD001A

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

Magnetic Resonance Imaging (MRI)
Magnetic Resonance Imaging (MRI) uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body. Learn basic principles of patient care and safety, equipment usage and methodology. Radiologic Technologists, take this course to earn 44/75 American Society of Radiologic Technologists (ASRT) approved Continuing Education Credits (CECs) and become more competitive in the job market. ND

Instructor: Kamisha Gouldbourne, BS in Health Service Administration and AAS in Radiologic Technology and Medical Imaging, New York City College of Technology/CUNY, is a certified Radiologic Technologist in Magnetic Resonance Imaging (MRI), Computed Tomography (CT) and Mammography working in the field since 2004.

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

Sat Sep 5 – Dec 8 (12 sessions/48 hours)
9:00 am – 1:00 pm $2069 A05MRI001A

REGISTER TODAY to reach your education or career goals!

Online:
laguardia.edu/acereg

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

In person:
M-Building, Room M-143
Monday - Thursday 8:30 a.m. – 6:30 p.m. Friday - Saturday, 8:30 a.m. – 3:30 p.m.
Healthcare-Related

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

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

We serve the following professions:

• Physicians
• Registered Nurses, Licensed Practical Nurses and Vocational Nurses
• Psychologists
• Social Workers

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

For more information contact (718) 730-7530 or nycwbc@lagcc.cuny.edu.

Program sponsored by grant funding.

Medical Coding Certificate Program

Medical Coding

Prepare to take the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) Certification Exam with this intensive training. You will learn about the current U.S. healthcare system as well as the anatomy and physiology needed to assign International Classification of Diseases 10 Clinical Modification (ICD-10-CM) codes and Current Procedural Terminology of the American Medical Association (CPT AMA) codes to medical procedures. Modules within the course must be taken in sequential order, and passing of each module is necessary to move on to the next module. Upon successful completion of the entire course, you will earn a LaGuardia certificate of completion. All books, membership fees and the CPC certification exam voucher are included in course tuition. Exam fee not included. Payment plan available. ND

Tues (6:00 pm – 9:30 pm) & Sat (9:00 am – 3:00 pm)
Sep 18 – Feb 19 (38 sessions/165 hours)
$2500 A05MDC001A

Patient Coordinator Program

Patient Coordinator

Develop the skills you need to become a patient coordinator. Get a competitive edge in this high demand medical administration field by focusing on essential topics that include professional etiquette, customer service and patient satisfaction, health information technology, documentation, confidentiality, Microsoft Word and Excel, and others. Prerequisite: Computers and Internet Basics course or equivalent experience. Payment plan available. For more information call (718) 482-7244. ND

Tues & Thurs Sep 11 – Feb 7 (40 sessions/120 hours)
6:00 pm – 9:00 pm $1595 A05PAT001A

Bilingual Medical Assistant Training for English Language Learners

Begin a career in this high demand healthcare field.

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

Apply Now!
https://www.laguardia.edu/Medical_Assistant_ESOL_Form/

Xuanmei Zhang

LaGuardia meets students’ needs

Xuanmei Zhang was looking to improve her English and begin a career in healthcare. Luckily, she found LaGuardia’s Bilingual Medical Assistant Training Program, which addressed both of these areas. In addition, the program was free and allowed her to capitalize on her Chinese language skills to improve her chances of finding employment.

It was a perfect fit.

Explaining it was a challenge to attend class, study and work full time, Xuanmei points out that not having to worry about paying tuition was a great relief. “The only thing I needed to do was put my effort to try and meet my goals,” she says. And besides preparing students for national certifications to become medical assistants, the program also provides internship opportunities, which, for Xuanmei, led to full time employment at Charles B. Wang Community Health Center in Flushing, New York.

Xuanmei’s success in the Bilingual Medical Assistant Training Program has encouraged her to continue her education. She is now taking pre-nursing courses as a degree student at LaGuardia. “Through this program, I successfully changed my career, and I am so happy for that,” she says.
Certified Dietary Manager (CDM) Program

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

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

The program is approved by the Association of Nutrition & Foodservice Professionals (ANFP) and is presented in three modules: Medical Nutrition and Therapy, Safety and Sanitation, and Quantity Food Production and Management. Each module runs for 10 weeks and includes about 40 hours of lecture plus 50 hours of supervised fieldwork at a work site if you are planning to take the ANFP CDM exam.* You will prepare for and take the ServSafe National Restaurant Association's exam for Food Protection Manager Certification during the Safety and Sanitation module. Successful completion of the CDM Program with fieldwork is one of the requirements to sit for the ANFP CDM exam. You can also earn up to 8 college credits towards an AAS Degree in Foodservice Management at LaGuardia Community College. Program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244. ND

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

Medical Nutrition and Therapy
Explore nutrition management throughout the human life cycle. ND

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

Tue Sep 11 - Nov 13 (10 sessions/42.5 hours)
5:45 pm - 10:00 pm $385 A05DMG001A

Healthcare Interpreter Certificate Program, Level 1

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

NEW! ServSafe Manager Certification Workshop
Prepare for and take the ServSafe National Restaurant Association exam for Food Protection Manager Certification. This workshop is for those currently working as foodservice managers and supervisory staff in restaurants, childcare facilities, school cafeterias, nursing homes and other foodservice organizations. You must purchase the ServSafe Manager Book, 7th Edition for the first day of class (https://www.servsafe.com/access/SS/Catalog/ProductDetail/ESX7). ND

Men & Wed Oct 1 – Oct 10 (4 sessions/12 hours)
6:00 pm - 9:00 pm $150 A05DMG005A

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

Sat Sep 8 (1 session/2 hours)
1:00 pm - 1:00 pm $25 A05HLT000A

Sat Sep 15 (1 session/2 hours)
1:00 pm - 1:00 pm $25 A05HLT000B
**Healthcare Interpreter Certificate Program, Level 1**

**Spanish/English Healthcare 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 Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school diploma or equivalency and passing of a Spanish/English diagnostic exam. For more information or to register call (718) 482-7244. Payment plan available. ND

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

Sat Oct 6 - Dec 15 (10 sessions/45 hours)
9:00 am - 1:30 pm $1010 A05HLT002A

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**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 (Principles of Central Service Technician; Cleaning and Decontaminating Surgical Instruments; and Quality Control, Inventory, Equipment and Human Relations) focuses on requirements of the International Association of Healthcare Central Service Material Management (IAHCSMM) and prepares you to take the Certified Registered Central Service Technician certification exam. Successful completion of all 3 courses allows you to sit for the CST certification exam and earns you a certificate of completion from LaGuardia. (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

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

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**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 11 - Oct 11 (10 sessions/30 hours)
6:15 pm - 9:15 pm $451 A05STL000A

Sat Sep 22 - Oct 27 (6 sessions/30 hours)
9:00 am - 2:00 pm $451 A05STL001B

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**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

Oct 16 - Nov 15 (10 sessions/30 hours)
6:15 pm - 9:15 pm $451 A05STL002A

Sat Nov 3 - Dec 15 (6 sessions/30 hours)
9:00 am - 1:30 pm $451 A05STL002B

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**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 Nov 27 - Jan 8 (10 sessions/30 hours)
6:15 pm - 9:15 pm $451 A05STL003A

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**Lizette Dimitriadis**

LaGuardia prepares students for success

Lizette Dimitriadis enrolled in the Healthcare Interpreter Certificate Program to learn fundamentals of the field and begin working. In her view, she made the right decision to come to LaGuardia. “My experience included a very good professor and methods of study, such as role play and projects, that prepared us to go into the workforce as medical interpreters,” explains Lizette. She notes the program’s focus on medical terminology, which she says has been a factor in her job success.

“Overall, LaGuardia offered an excellent healthcare interpreter program.”

Employed as a healthcare interpreter at Northwell Health (Southside Hospital) in Bay Shore, New York, since 2016, Lizette has worked in every department of the hospital and earned special recognition as “Most Compassionate” in the Department of Hospice and Palliative Care.

With the education and training she received from LaGuardia coupled with her work experience, Lizette now feels confident enough to go back to school to become a Certified Medical Interpreter.
If you wish to be employed by the NYC Department of Education, you must complete the following New York State mandated trainings—Child Abuse Identification and Reporting, School Violence Prevention, and Dignity for All Students Act (DASA)—and register to create a TEACH account at [http://www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/).

Your completion of each training will be reported electronically to the New York State Education Department (NYSED) within 21 business days of the workshop date.

If you need assistance logging into your TEACH account, you can contact technical support at (518) 486-6041 or teachhelp@nysed.gov.

Instructor: William Piedrahita, MA in Educational Leadership, Montclair State University, MA in Learning Disabilities, Fairly Dickinson University, has worked for the New York City Board of Education since 2011 and has taught at LaGuardia since 2015. Registration deadline.

### Child Abuse Identification and Reporting

Physicians, physician assistants, nurses, social workers, counselors, teachers and any adults working with children under 18 years of age are required by New York State law to report suspected child abuse and neglect. Learn how to identify symptoms of child abuse and neglect and what the required procedures are for reporting abuse.

For more information call (718) 482-7244.

- **Sat Sep 22 (1 session/2.5 hours)**
  - 1:00 pm – 3:30 pm $80 A05CRD010A

- **Sat Nov 10 (1 session/2.5 hours)**
  - 1:00 pm – 3:30 pm $80 A05CRD010B

### School Violence Prevention

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

- **Sat Sep 22 (1 session/2.5 hours)**
  - 9:30 am – 12:00 pm $80 A05CRD011A

- **Sat Nov 10 (1 session/2.5 hours)**
  - 9:30 am – 12:00 pm $80 A05CRD011B

### Dignity for All Students Act (DASA)

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

- **Sat Sep 29 (1 session/6 hours)**
  - 9:00 am – 3:30 pm $105 A05EDU001A

- **Sat Nov 17 (1 session/6 hours)**
  - 9:00 am – 3:30 pm $105 A05EDU001B

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**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 relacionadas del estado de Nueva York. Al final del curso, recibirá un certificado de finalización de LaGuardia.

**Temas:**
- Introducción a la Salud y Seguridad
- Protección y Prevención: 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

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

**Instructor:** Daisy Payamps, Ha sido profesora de educación en la prima infancia por 10 años, dueña/administradora de una guardería infantil por 11 años y maestra asistente de niños preescolar por 19 años.

- **Sat Sep 8 - Sep 29 (4 sessions/30 hours)**
  - 9:00 am - 5:00 pm $500 A05ELE001A
## Security Guard Training Program

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

### 8 Hour Pre-Assignment Training

Earn a New York State Division of Criminal Justice Services (DCJS) issued certificate by taking this general overview of the duties and responsibilities of a security guard. Topics include the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. You must pass an in-class examination to complete this course and earn the DCJS certificate. Students will be eligible for a 100% refund if a written request is received prior to the start of instruction. ND

- **Sat Sep 15** (1 session/8 hours)
  - 9:00 am – 5:30 pm $125 A05SGT001A
- **Sat Oct 27** (1 session/8 hours)
  - 9:00 am – 5:30 pm $125 A05SGT001B

### 16 Hour On-the-Job Training

Get the training required within the first 90 days of employment as a security guard. Study the duties and responsibilities of a security guard, with an in-depth analysis of the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, an incident command system and terrorism. You must pass an in-class examination to complete this course and earn a Division of Criminal Justice Services (DCJS) issued certificate. Students will be eligible for a 50% refund if a written request is received prior to the second day of instruction or a 100% refund if a written request is received prior to the start of instruction. Prerequisites: 8 Hour Pre-Assignment Training, ND

- **Fri & Sat Sep 21 - Sep 22** (2 sessions/16 hours)
  - 9:00 am – 5:30 pm $205 A05SGT002A
  - 9:00 am – 5:30 pm $205 A05SGT002B
- **Fri & Sat Nov 2 - Nov 3** (2 sessions/16 hours)
  - 9:00 am – 5:30 pm $205 A05SGT003A
  - 9:00 am – 5:30 pm $205 A05SGT003B

### 8 Hour Annual In Service Course

Obtain your required annual security guard training. Receive updated and enhanced information on the duties and responsibilities of a security guard by reviewing the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. This course must be completed within 12 months of the completion of the 16 Hour On-the-Job Training course and annually thereafter. Upon successful completion of the course, you will receive a Division of Criminal Justice Services (DCJS) issued certificate. Students will be eligible for a 100% refund if a written request is received prior to the start of instruction. ND

- **Sat Sep 29** (1 session/8 hours)
  - 9:00 am – 5:30 pm $125 A05SGT003A
- **Sat Nov 17** (1 session/8 hours)
  - 9:00 am – 5:30 pm $125 A05SGT003B

### Legal

**Legal Interpreter Certificate Program**

Learn the skills required to deliver accurate interpretation in legal settings. You will study techniques and explore the U.S. legal system as well as moral and professional responsibilities for legal interpreting through role play and group discussion. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. Cost of textbooks included in course fee. Prerequisite: High school diploma or equivalency and passing of English and native language proficiency tests. ND

*Marilia Vinson, is a New York and New Jersey Court Approved Interpreter and Instructor. She has worked as a freelance interpreter for the United Nations and Brazilian Permanent Mission to the UN, and has taught Court Interpreting Preparation courses and Simultaneous Interpretation courses since 2010.*

- **Sat Oct 6 - Dec 15** (10 sessions/45 hours)
  - 9:00 am - 1:30 pm $1010 A05LGL001A

### Legal Interpreter Screening

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

- **Sat Sep 8** (1 session/2 hours)
  - 11:00 am - 1:00 pm $25 A05LGL000A
- **Sat Sep 15** (1 session/2 hours)
  - 11:00 am - 1:00 pm $25 A05LGL000B
ASL–English Interpretation Program

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

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

Advanced American Sign Language I

In Advanced ASL, you will dig deep into the realm of ASL. Advanced ASL is an intensive hands-on course that will foster your development in ASL skills. You will use the multimedia lab to reinforce your process of expressing ASL in various registers, such as narration, formal presentation and casual conversation. This course also covers basic ASL linguistics, cultural rules, and the Deaf community and its history.

Tue Oct 2 - Dec 11 (10 sessions/20 hours)
6:15 pm - 8:15 pm $459 A16INT001A

Introduction to the Field of Interpreting

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

Tue Sep 25 - Dec 11 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT002A

Interpreting I

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

Mon Sep 24 - Dec 17 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT101A

Interpreting IV

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

Thurs Sep 27 - Dec 20 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT106A

Ethics and Decision Making for Interpreters

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

Wed Sep 26 - Dec 19 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT107A

Internship I

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

Mon Oct 1 - Dec 10 (4 sessions/10 hours)
6:00 pm - 8:30 pm $575 A16INT202A

Interpreting Lab

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

Wed Oct 3 - Dec 12 (10 sessions/10 hours)
5:45 pm - 6:45 pm $675 A16INT400A

Service Learning I

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

Wed Oct 3 - Dec 12 (10 sessions/20 hours)
6:45 pm - 8:45 pm $239 A16INT550A
Construction and Building Management

Construction Safety Courses

LaGuardia Community College is partnering with Safety Dynamics, a full service safety, health and environmental consulting firm, to offer the following construction related courses. Safety Dynamics training curricula is approved by OSHA, the NY State Department of Transportation and many New York City agencies, including the Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection.

YOU MUST REGISTER AT LEAST 2 BUSINESS DAYS BEFORE THESE COURSES BEGIN. ALL CLASSES TAKE PLACE IN GREENPOINT, BROOKLYN.

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

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

Wed Sep 12 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301A

Wed Oct 3 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301B

Wed Nov 7 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301C

Sat Dec 15 (1 session/4 hours)
8:00 am - 12:30 pm $150 A05OSH301D

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

Mon Sep 10 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH300A

Mon Oct 1 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH300B

Mon Nov 5 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH300C

Thurs Dec 6 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH300D

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

Thurs & Fri Sep 13 - Sep 28 (6 sessions/30 hours)
5:00 pm - 10:30 pm $650 A05OSH303A

Thurs & Fri Nov 1 - Nov 16 (6 sessions/30 hours)
5:00 pm - 10:30 pm $650 A05OSH303B

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

Mon, Tues & Wed Sep 10 - Sep 25
(8 sessions/40 hours) 5:00 pm - 10:30 pm $700 A05OSH302A

Mon, Tues & Wed Nov 5 - Nov 20
(8 sessions/40 hours) 5:00 pm - 10:30 pm $700 A05OSH302B

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

Thurs & Fri Sep 6 - Sep 7 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH304A

Mon & Tues Oct 1 - Oct 2 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH304B

Thurs & Fri Nov 1 - Nov 2 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH304C

Mon & Tues Dec 3 - Dec 4 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH304D

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

Thurs & Fri Oct 4 - Oct 19 (6 sessions/30 hours)
5:00 pm - 10:30 pm $600 A05OSH305A

Wed, Thurs & Fri Dec 5 - Dec 14 (6 sessions/30 hours)
5:00 pm - 10:30 pm $600 A05OSH305B

7 Hour Construction Site Fire Safety Manager (FDNY)
Learn the roles and responsibilities listed in the Fire Department of New York (FDNY) § 56 guidelines to acquire the Certificate of Fitness for Construction Site Fire Safety Manager issued by the FDNY. This course is required for the application, recertification and accreditation of the Construction Site Fire Safety Manager certificate issued by the New York City Department of Buildings, as mandated by FDNY rules S 113-04 (b)(2) and S 113-10. Topics include proper use of fire protection devices, hot work operations, safeguarding roofing operations and first responder practices. Upon successful completion of the course, you will earn a certificate of completion issued by Safety Dynamics. ND

Thurs & Fri Sep 13 - Sep 14 (2 sessions/7 hours)
5:00 pm - 9:30 pm $300 A05OSH308A

Sat Nov 17 (1 session/7 hours)
8:00 am - 5:00 pm $300 A05OSH308B

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

Wed & Thurs Dec 12 - Dec 13 (2 sessions/8 hours)
5:00 pm - 9:30 pm $300 A05OSH306A

Wed & Thurs Oct 17 - Oct 18 (2 sessions/8 hours)
5:00 pm - 9:30 pm $300 A05OSH306B
Construction Safety Courses

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

Wed & Thurs Sep 26 - Sep 27 (2 sessions/8 hours)
5:00 pm - 9:30 pm $200 A05OSH310A

Wed & Thurs Oct 24 - Oct 25 (2 sessions/8 hours)
5:00 pm - 9:30 pm $200 A05OSH310B

Wed & Thurs Nov 28 - Nov 29 (2 sessions/8 hours)
5:00 pm - 9:30 pm $200 A05OSH310C

Sat Dec 15 (1 session/8 hours)
8:00 am - 5:00 pm $200 A05OSH310D

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

Wed & Thurs Sep 26 - Sep 27 (2 sessions/8 hours)
5:00 pm - 9:30 pm $390 A05SFT001A

Wed & Thurs Oct 24 - Oct 25 (2 sessions/8 hours)
5:00 pm - 9:30 pm $390 A05SFT001B

Wed & Thurs Nov 28 - Nov 29 (2 sessions/8 hours)
5:00 pm - 9:30 pm $390 A05SFT001C

Sat Dec 15 (1 session/8 hours)
9:00 am - 5:00 pm $390 A05SFT001D

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

Sat Sep 8 - Sep 15 (2 sessions/16 hours)
8:00 am - 5:00 pm $595 A05RIG002A

Sat Oct 6 - Oct 13 (2 sessions/16 hours)
8:00 am - 5:00 pm $595 A05RIG002B

Sat Nov 3 - Nov 10 (2 sessions/16 hours)
8:00 am - 5:00 pm $595 A05RIG002C

Sat Dec 1 - Dec 8 (2 sessions/16 hours)
8:00 am - 5:00 pm $595 A05RIG002D

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

Sat Sep 8 - Sep 15 (2 sessions/16 hours)
8:00 am - 5:00 pm $595 A05SCF001A

Sat Nov 3 - Nov 10 (2 sessions/16 hours)
8:00 am - 5:00 pm $595 A05SCF001B

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

Mon & Tues Oct 8 - Oct 23 (6 sessions/32 hours)
5:00 pm - 10:30 pm $745 A05SCF005A

Mon & Tues Dec 3 - Dec 18 (6 sessions/32 hours)
5:00 pm - 10:30 pm $745 A05SCF005B

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

Mon Sep 24 (1 session/2 hours)
5:00 pm - 7:00 pm $85 A05GRD001A

Wed Oct 10 (1 session/2 hours)
5:00 pm - 7:00 pm $85 A05GRD001B

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

Wed Dec 5 (1 session/2 hours)
5:00 pm - 7:00 pm $85 A05GRD001D

10 godzinne szkolenie Fire Guard for Torch Operations (polski)
Zapoznaj się z kodeksem federalnych przepisów dotyczących budowy wyznaczonych przez Administrację Bezpieczeństwa i Higieny Pracy (OSHA). Znajomie kodeksa pozwala pracować na wszystkich placach budowy. Kurs zapewnia podstawowe szkolenie w zakresie świadomości, uznawania, unikania, ograniczania i zapobiegania zagrożeń w miejscu pracy. Ten certyfikat jest również wymogiem aby zostać kierownikiem budowy w stanie Nowy Jork. Po pomyślnym zakończeniu otrzymasz certyfikat OSHA i kartę ukończenia kursu. ND

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

Mon & Tues Sep 17 - Sep 18 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309A

Mon & Tues Oct 22 - Oct 23 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309B

Thurs & Fri Nov 8 - Nov 9 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309C

Mon & Tues Dec 17 - Dec 18 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309D

10 godzinne szkolenie OSHA dla budownictwa (polski)
Zapoznaj się z kodeksem federalnych przepisów dotyczących budowy wyznaczonych przez Administrację Bezpieczeństwa i Higieny Pracy (OSHA). Znajomie kodeksa pozwala pracować na wszystkich placach budowy. Kurs zapewnia podstawowe szkolenie w zakresie świadomości, uznawania, unikania, ograniczania i zapobiegania zagrożeń w miejscu pracy. Ten certyfikat jest również wymogiem aby zostać kierownikiem budowy w stanie Nowy Jork. Po pomyślnym zakończeniu otrzymasz certyfikat OSHA i kartę ukończenia kursu. ND

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

Mon & Tues Sep 17 - Sep 18 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309A

Mon & Tues Oct 22 - Oct 23 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309B

Thurs & Fri Nov 8 - Nov 9 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309C

Mon & Tues Dec 17 - Dec 18 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309D
**Construction Courses in Spanish**

Para información sobre estos cursos llame al (718) 482-7244. ND
El curso se ofrece en español en Greenpoint, Brooklyn.

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

Adquirir la Certificación en 10 Horas para la Seguridad y Salud en la Industria de la Construcción, requerido para todos los trabajadores de la construcción. Recibirá experiencia práctica con equipo y procedimientos de seguridad, y discutirá prácticas para identificar y evitar los peligros en el área de construcción. Los derechos y reglas del Departamento de Labor de los EE.UU. también serán analizados.

Al completar con éxito, recibirá su certificación de OSHA y la tarjeta. El curso se ofrece en español en Greenpoint, Brooklyn. ND

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**Curso de Andamio Suspendido de 16 Horas (NYCDOB)**

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

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

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**Curso de Andamio Soportado de 4 Horas (NYCDOB)**

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

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**Cursos de Construcción en Español / Construction and Maintenance Courses**

**Construction and Maintenance Courses**

**Electrical 1**

Begin a career in the electrical field with this hands-on training course. You will learn construction safety; construction math; 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 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. For more information call (718) 482-5231.

To be held at Queens Vocational Tech High School, 37-02 47th Avenue, Long Island City, NY.

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<tbody>
<tr>
<td>4:30 pm - 9:30 pm</td>
<td>3 sessions/18 hours</td>
<td>Mon, Wed &amp; Thurs Sep 24 - Dec 15 (36 sessions/186 hours)</td>
<td>4:30 pm - 9:30 pm + 3 Saturdays (9:00 am - 5:00 pm)</td>
<td>$1884 A23ELE001A</td>
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</tbody>
</table>

**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. For more information call (718) 482-5231.

To be held at Queens Vocational Tech High School, 37-02 47th Avenue, Long Island City, NY.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Cost</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30 pm - 9:30 pm</td>
<td>6 sessions/36 hours</td>
<td>Mon, Wed, &amp; Thurs Sep 13 - Dec 20 (42 sessions/216 hours)</td>
<td>4:30 pm - 9:30 pm + 3 Saturdays (9:00 am - 5:00 pm)</td>
<td>$2239 A23PLG001A</td>
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</tbody>
</table>
Construction Management Certificate Program

Advance your career in the construction industry by becoming a construction manager. This 5 course program (comprising Construction Cost Estimating, Introduction to AutoCAD, Project Management for the Construction Industry, Construction Materials and Methods, and Construction Drawings and Plans) provides you with the skills you need to successfully manage a construction team and site. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. (Courses may be taken individually.) Prerequisite: OSHA 10 Hour card. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482 7244 or email Aceprofessional@lagcc.cuny.edu. ND

Introduction to AutoCAD

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

Instructor: Araceli Isidoro, BA and BS in Architecture from City College of New York/CUNY, has worked with the NYC School Construction Authority for the past seven years. She has taught in LaGuardia’s Career and Professional Programs since 2007.

Sat Sep 8 – Oct 27 (8 sessions/28 hours)
1:00 pm – 4:30 pm $519 A05CPI05A

NEW! Intermediate AutoCAD

Expand your fundamental skills and build upon familiar concepts through this hands-on course using AutoCAD 2016. You will learn how to create a floor plan by using blocks; hatching; and working with text, attributes, polylines and different workspaces. Prerequisite: Introduction to AutoCAD or equivalent experience. (Elective) ND

Instructor: Araceli Isidoro, BA and BS in Architecture from City College of New York/CUNY, has worked with the NYC School Construction Authority for the past seven years. She has taught in LaGuardia’s Career and Professional Programs since 2007.

Sat Nov 3 – Dec 15 (6 sessions/21 hours)
1:00 pm – 4:30 pm $450 A05CAD002A

Refrigeration Machine Operator License Preparation Course

A 200 hour course approved by the Fire Department of New York (FDNY) as a requirement for licensing Refrigeration Machine Operators in the New York area.

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

Refrigeration Machine Operator License Preparation Course

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

Tues & Thurs Oct 11 - Jun 18 (67 sessions/200 hours)
6:00 pm - 9:00 pm $2600 A05BUS009A

Construction Management Certificate Program

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

Instructor: Paul Averbach, Master of Architecture, University of Pennsylvania, has taught at LaGuardia since 2003

Wed Sep 12 – Nov 28 (12 sessions/36 hours)
6:00 pm – 9:00 pm $576 A05CNS001A

Construction Skills, Safety and Sustainability Training Program

Get the skills and certifications you need to work in the high growth construction industry.

• OSHA 30 Hour Training
• Flagging
• Scaffolding
• Sustainability Basics
• Introduction to Carpentry, Electrical and Plumbing (hands-on instruction)
• Green Construction Practices and more

Apply Now!
(https://www.laguardia.edu/cst/)
For more information, contact Vanessa Pagan:
CALL: (718) 730-7360
EMAIL: vpagan@lagcc.cuny.edu

*This program is supported by the New York State Department of Labor and includes grant-funded training and full scholarships for eligible applicants for tuition courses.

INFO SESSION

Wednesday, August 29, 2018
6:00 pm A05CNS000A FREE

• An industry expert will explain how our Construction Management Certificate Program can help you advance your career in the construction industry
• Find out the technical skills and certifications needed to become a construction manager

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

Division of Adult & Continuing Education @ LaGuardia Community College

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

Building Operation, Maintenance and Recordkeeping (BOMR)

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

Mon & Wed Sep 24 – Sep 26 (2 sessions/7 hours)
6:00 pm – 9:30 pm $200 A05BMR001A

Sat Nov 17 (1 session/7 hours)
9:00 am – 5:00 pm $200 A05BMR001B

NEW! Sprinkler and Standpipe Systems

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

Mon & Wed Sep 24 – Sep 26 (2 sessions/7 hours)
6:00 pm – 9:30 pm $200 A05BMR001A

Sat Nov 17 (1 session/7 hours)
9:00 am – 5:00 pm $200 A05BMR001B

NEW! Low Pressure Boiler Burner Certification Preparation

Learn practices, procedures and codes for how to safely operate and maintain low pressure boilers. This course will prepare you for the Low PSI Oil Burner Operator Exam (P-99). ND

Tues & Thurs Sep 25 – Oct 23 (9 sessions/36 hours)
6:00 pm – 9:00 pm $545 A05FMT002A

Tues & Thurs Sep 25 – Oct 23 (9 sessions/36 hours)
6:00 pm – 9:00 pm $545 A05FMT002A

English as a Second Language

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

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

Full–Time Classes

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

Fall 2018 Registration:
Tuesday, September 11 and Wednesday, September 12
11:00 am – 3:00 pm, C-354

A non-refundable $100 registration fee is included in the tuition.

Morning Intensive Program

Mon – Fri Sep 24 – Dec 5 (49 sessions/168 hours)
8:45 am – 12:45 pm $1705 AF021000

Afternoon Intensive Program

Mon – Thurs Oct 1 – Dec 12 (40 sessions/180 hours)
1:30 pm – 6:30 pm $1505 AF021001

Part–Time Afternoon

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

Fall 2018 Registration:
Tuesday, September 11 and Wednesday, September 12
11:00 am – 3:00 pm, C-354

A non-refundable $25 registration fee is included in the tuition.

Writing

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

Mon & Wed Oct 1 – Dec 12 (20 sessions/45 hours)
1:30 pm – 3:45 pm $385 AF021110C

Listening and Speaking

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

Mon & Wed Oct 1 – Dec 12 (20 sessions/45 hours)
1:30 pm – 3:45 pm $385 AF02110C

Vocabulary through Reading

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

Mon & Wed Oct 1 – Dec 12 (20 sessions/45 hours)
1:30 pm – 3:45 pm $385 AF021240C

Grammar for Communication

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

Tues & Thurs Oct 2 – Dec 11 (20 sessions/45 hours)
1:30 pm – 3:45 pm $385 AF021121C

Part–Time Evening

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

Fall 2018 Registration:
Monday, September 17 – Thursday, September 20
4:00 pm – 7:00 pm, C-354

A non-refundable $50 registration fee (4 nights) or $25 registration fee (2 nights) is included in the tuition.

Listening, Speaking, Reading, Writing and Grammar

Mon – Thurs Oct 1 – Dec 12 (40 sessions/90 hours)
6:50 pm – 9:05 pm $725 AF021006

Listening, Speaking and Grammar

Mon & Wed Oct 1 – Dec 12 (20 sessions/45 hours)
6:50 pm – 9:05 pm $385 AF021003

Reading, Writing and Grammar

Tues & Thurs Oct 2 – Dec 11 (20 sessions/45 hours)
6:50 pm – 9:05 pm $385 AF021004

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

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.

Fall 2018 Registration:
Saturday, September 22 and Saturday, September 29
10:00 am - 1:00 pm, C-354
A non-refundable $25 registration fee is included in the tuition.

Listening, Speaking, Reading, Writing and Grammar
Sat Oct 6 - Dec 8 (9 sessions/45 hours)
9:00 am - 2:30 pm $385 AF021005

Test Preparation

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

Fall 2018 Registration:
A non-refundable $25 registration fee is included in the tuition.

Monday, September 17 - Thursday, September 20
4:00 pm - 7:00 pm, C-354
Saturday, September 22 and Saturday, September 29
10:00 am - 1:00 pm, C-354

TOEFL Preparation - Focus on Reading and Writing

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

Mon & Wed Oct 1 - Dec 12 (20 sessions/45 hours)
6:50 pm - 9:05 pm $385 AF021400A

Free English and Citizenship Classes

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

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

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

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

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

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
Llame: (718) 482-5460
En persona: LaGuardia Community College
Center for Immigrant Education and Training (CIET)
29-10 Thomson Avenue, Room C-239 LIC, NY 11101
Lunes-Jueves, 10:30 a.m.-6:30 p.m.

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

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

Application Assistance

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

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

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

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

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

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

Get the English skills you need to succeed in college!

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

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

You can also get help applying for financial aid.

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

REGISTER TODAY to reach your education or career goals!

Online:
laguardia.edu/acereg

By phone:
(718) 482-7244

For English Language classes call (718) 482-5360

In person:
M-Building, Room M-143
Monday - Thursday 8:30 a.m. - 6:30 p.m.
Friday - Saturday, 8:30 a.m. - 3:30 p.m.
Which LaGuardia High School Equivalency Program is Right for You?

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

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

- I am an out-of-school youth between the ages of 17 and 20 and want to earn my high school equivalency diploma. (F)

  Workforce Education Center Room C-314  
  Contact: Winifred Miller  
  Call: (718) 482-5340  
  Email: wfrancis@lagcc.cuny.edu

- I have already taken classes and just want to take the high school equivalency exam. (F)

  Visit: laguardia.edu/hse

- Quiero tomar clases de equivalencia del bachillerato en Español por la noche o los sábados. ($)

  Call: (718) 482-5385  
  Email: HSELaGuardia@lagcc.cuny.edu  
  Visit: laguardia.edu/hse

- I am Deaf or Hard-of-Hearing and want to earn my high school equivalency diploma. ($)

  Program for Deaf Adults - Room C-203  
  Contact: Pacts Cartagna  
  Call: (917) 832-1202 VP/voice  
  Email: pcarlson@lagcc.cuny.edu  
  Visit: laguardia.edu/hsedeafadult

- I have already attended LaGuardia classes and earned my high school equivalency diploma. How do I continue my education at LaGuardia Community College? (F)

  ACE Advisement  
  Contact: Edith Diaz  
  Call: (718) 482-5355  
  Email: ACEAdvisement@lagcc.cuny.edu

- I am a father between the ages of 18 - 30 and want to earn my high school equivalency diploma. (F)

  CUNY Fatherhood Academy - Room C-225  
  Contact: David Speal  
  Call: (718) 730-7336  
  Email: dspeal@lagcc.cuny.edu

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

High School Equivalency In English

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

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

Fall 2018

Monday August 27 10:00 AM Room C400 $25
Thursday August 30 6:00 PM Room C400 $25
Saturday September 1 10:00 AM Room C400 $25

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

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

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

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

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

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

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

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

High School Equivalency in English

Mon & Wed Sep 24 - Dec 19 (25 sessions/100 hours)
10:00 am - 2:00 pm $285 A04HSE001A

Mon, Tues & Thurs Sep 24 - Dec 11
33 sessions/99 hours) 6:00 pm - 9:00 pm $285 A04HSE001B

Sat Sep 15 - Dec 15 (13 sessions/97.5 hours)
9:00 am - 5:00 pm $285 A04HSE001C

High School Equivalency Math Only

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

Wed Oct 10 - Dec 12 (10 sessions/40 hours)
9:00 am - 1:00 pm $137 A04HSE005A

Equivalencia del Bachillerato en Español

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

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

Otoño 2018

Sábado 25 de agosto 10:00 AM Salón C400 $25
Martes 28 de agosto 6:00 PM Salón C400 $25
Miércoles 5 de septiembre 6:00 PM Salón C400 $25

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

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

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

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

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

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

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

Para más información llame al (718) 482-5385 or visite a la oficina C400.

Pre Equivalencia del Bachillerato en Español

Lunes,Martes & Jueves Sep 24 - Dec 11
(33 sessions/99 hours) 6:00 pm - 9:00 pm $285 A04HSE003A

Equivalencia del Bachillerato en Español

Lunes,Martes & Jueves Sep 24 - Dec 11
(33 sessions/99 hours) 6:00 pm - 9:00 pm $285 A04HSE002A

Sábado Sep 8 - Dec 8 (13 sessions/97.5 hours)
9:00 am - 5:00 pm $285 A04HSE002B

Sábado Sep 8 - Dec 8 (13 sessions/97.5 hours)
9:00 am - 5:00 pm $285 A04HSE002C

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
Adult Basic Education for Deaf Adults

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

Mon, Tue, Wed & Thurs Sep 4 – Dec 27
(1 session/1 hours). $15 A16TAB000A

Mon, Tue, Wed & Thurs Sep 4 – Dec 27
(1 session/1 hours). $15 A16TAB000B

Beginning ASL and English for Deaf Adults
Mon & Wed Oct 15 – Dec 12 (18 sessions/45 hours)
5:45 pm - 8:30 pm $429 A16RDW001A

Beginning Basic Education Level 1 for Deaf Adults
Tues & Thurs Sep 25 – Dec 11 (22 sessions/44 hours)
5:45 pm - 7:55 pm $429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults
Mon & Wed Sep 24 – Dec 12 (22 sessions/44 hours)
5:45 pm - 7:55 pm $429 A16RDW004A

High School Equivalency for Deaf Adults

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

High School Equivalency Placement Exam
To reserve a seat for the placement test, contact Pacts Cartagna at (917) 832-1202 VP/Voice or pcarlson@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Sep 4 – Dec 27
(3 sessions/15 hours). $45 A16HSE000A

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

Tues & Thurs Sep 25 – Dec 11 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16HSE001A

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

Mon & Wed Sep 24 – Dec 12 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT014A

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

Mon & Wed Sep 24 – Dec 12 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16HSE002A

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

Mon & Wed Sep 24 – Dec 12 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT015A

Bridge to College and Careers Program

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

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

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

Denise Sparkes
LaGuardia keeping her on track

Denise Sparkes came to LaGuardia to prepare for the high school equivalency exam and continue her education. “So far, so good,” she says. Denise completed the Bridge to College and Careers Program, earned her high school equivalency diploma, and is now enrolled at LaGuardia as a Criminal Justice major. She hopes to find her place in this field and begin a rewarding career.

“It has been an awesome experience here at LaGuardia. I have met people who I hope will be lifelong friends, and I have access to a myriad of services and assistance,” says Denise. “Thank you!”
Pre-College Programs

College & Career Pathways Institute

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

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

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

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

CUNY START

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

Why enroll in CUNY Start?

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

To be eligible for CUNY Start, you must

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

Classes run September 12, 2018 - February 18, 2019
(718) 482-5137 cunystart@lagcc.cuny.edu

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

College-Level Examination Program (CLEP)

A Credit-by-Examination Program

Earn college credit for what you already know!

Earn between 3 and 12 credits per test
Each CLEP test costs $122*
(A 3-credit course at a CUNY Community College costs $380)

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

Save time and money, and graduate sooner!

*Before arrival visit http://clep.collegeboard.org/ and register for your chosen CLEP exam. Each exam cost $87. Registering provides you with a payment receipt and a Ticket ID, which you must bring to the test. You will register separately at LaGuardia and pay a $35 operational fee. One form of government-issued identification will be acceptable for CLEP test-takers. The primary identification must be valid and current, must bear test-takers’ full name in English language characters, and must contain a photograph and a signature.

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

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 482-7244. **(Last day to register for College Courses is September 1, 2018)**

### College Foreign Languages

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

#### Elementary Arabic I
- **Tues, Wed & Thurs** Sep 12 – Dec 19 (36 sessions/48 hours) 3:25 pm – 5:35 pm $320 A02ELA101A
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELA101B

#### Elementary Arabic II
- **Mon, Wed & Thurs** Sep 12 – Dec 19 (36 sessions/48 hours) 10:30 am – 12:45 pm $320 A02ELA102A

#### Elementary Modern Chinese I
- **Tues & Thurs** Sep 13 – Dec 18 (24 sessions/48 hours) 1:00 pm – 3:15 pm $320 A02ELC101B

#### Elementary Modern Chinese II
- **Wed & Thurs** Sep 12 – Dec 19 (24 sessions/48 hours) 1:00 pm – 3:15 pm $320 A02ELC102A

#### Elementary French I
- **Mon, Wed & Thurs** Sep 12 – Dec 19 (36 sessions/48 hours) 9:15 am – 11:30 am $320 A02ELF101A
- **Tues, Wed & Thurs** Sep 12 – Dec 19 (36 sessions/48 hours) 1:00 pm – 3:15 pm $320 A02ELF101B
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELF101C

#### Elementary French II
- **Mon, Wed & Thurs** Sep 12 – Dec 19 (48 sessions/48 hours) 11:45 am – 12:45 pm $320 A02ELF102A
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELF102B

#### Elementary Italian I
- **Mon & Tues** Sep 17 – Dec 18 (24 sessions/48 hours) 3:25 pm – 5:35 pm $320 A02ELI101A
- **Tues & Thurs** Sep 13 – Dec 18 (24 sessions/48 hours) 3:25 pm – 5:35 pm $320 A02ELI101B
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELI101C

#### Elementary Italian II
- **Mon, Tues, Thurs & Fri** Sep 13 – Dec 18 (48 sessions/48 hours) 10:30 am – 11:30 am $320 A02ELI102A
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELI102B

#### Elementary Japanese I
- **Mon & Thurs** Sep 13 – Dec 17 (24 sessions/48 hours) 1:00 pm – 3:15 pm $320 A02ELJ101A
- **Mon & Thurs** Sep 13 – Dec 17 (24 sessions/48 hours) 9:15 am – 11:30 am $320 A02ELJ101B
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELJ101C
- **Tues & Thurs** Sep 13 – Dec 18 (24 sessions/48 hours) 5:45 pm – 7:55 pm $320 A02ELJ101D

#### Elementary Japanese II
- **Tues & Thurs** Sep 13 – Dec 18 (24 sessions/48 hours) 1:00 pm – 3:15 pm $320 A02ELJ102A
- **Mon & Thurs** Sep 13 – Dec 18 (24 sessions/48 hours) 9:15 am – 11:30 am $320 A02ELJ102B
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELJ102C

#### Elementary Korean I
- **Mon & Wed & Thurs** Sep 12 – Dec 19 (48 sessions/48 hours) 11:45 am – 2:00 pm $320 A02ELK101A
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELK101B

#### Elementary Korean II
- **Tues & Thurs** Sep 13 – Dec 15 (24 sessions/48 hours) 11:45 am – 2:00 pm $320 A02ELK102A

#### Elementary Spanish I
- **Mon, Tues, Wed & Thurs** Sep 12 – Dec 19 (48 sessions/48 hours) 8:00 am – 9:00 am $320 A02ELS101A
- **Mon, Tues, Wed & Thurs** Sep 12 – Dec 19 (48 sessions/48 hours) 9:15 am – 10:15 am $320 A02ELS101B
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELS101C

#### Elementary Spanish II
- **Mon, Tues, Wed & Thurs** Sep 12 – Dec 19 (48 sessions/48 hours) 9:15 am – 10:15 am $320 A02ELS102A
- **Mon, Tues, Wed & Thurs** Sep 12 – Dec 19 (48 sessions/48 hours) 1:00 pm – 2:00 pm $320 A02ELS102B
- **Tues & Thurs** Sep 13 – Dec 18 (24 sessions/48 hours) 5:45 pm – 7:55 pm $320 A02ELS102C
- **Sat Sep 15 – Dec 15** (12 sessions/48 hours) 10:30 am – 2:00 pm $320 A02ELS102D

For more information call (718) 482-7244.
College Courses for Non-Credit

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 482-7244. (Last day to register for College Courses is September 1, 2018)

College Art

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

Beginning Drawing

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

- Tue Sep 18 - Dec 18 (12 sessions/36 hours)
  9:15 am - 12:45 pm $320 A02HUA103A
- Sat Sep 15 - Dec 15 (12 sessions/36 hours)
  9:15 am - 12:45 pm $320 A02HUA103B

Beginning Painting

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

- Mon Sep 17 - Dec 17 (12 sessions/36 hours)
  2:15 pm - 5:35 pm $320 A02HUA110A
- Wed Sep 12 - Dec 19 (12 sessions/36 hours)
  9:15 am - 12:45 pm $320 A02HUA110B

Introduction to Art

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

- Tues & Thurs Sep 13 - Dec 18 (24 sessions/36 hours)
  8:00 am - 10:15 am $320 A02HUA101A
- Mon Sep 17 - Dec 17 (12 sessions/36 hours)
  2:15 pm - 5:35 pm $320 A02HUA101B

Beginning Photography

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

- Fri Sep 14 - Dec 14 (12 sessions/48 hours)
  9:15 am - 2:00 pm $320 A02HUA130A
- Thurs Sep 13 - Dec 13 (12 sessions/48 hours)
  9:15 am - 2:00 pm $320 A02HUA130B
- Sat Sep 15 - Dec 15 (12 sessions/48 hours)
  9:15 am - 2:00 pm $320 A02HUA130C

Digital Photography I

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

- Tue Sep 18 - Dec 18 (12 sessions/48 hours)
  10:00 am - 5:35 pm $320 A02HUA131A

College Music

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

Introduction to Music

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

- Mon & Wed Sep 12 - Dec 19 (36 sessions/48 hours)
  10:00 am - 11:30 am $320 A02HUM101A
- Fri Sep 14 - Dec 14 (12 sessions/36 hours)
  2:15 pm - 5:35 pm $320 A02HUM101B

Piano I

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

- Fri Sep 14 - Dec 14 (24 sessions/48 hours)
  10:00 am - 12:00 pm $320 A02HUM180A

Voice I

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

- Mon & Wed Sep 12 - Dec 19 (24 sessions/36 hours)
  10:00 am - 11:30 am $320 A02HUM155A

Voice II

- Tues & Thurs Sep 13 - Dec 18 (24 sessions/36 hours)
  10:00 am - 11:30 am $320 A02HUM156A

Guitar I

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

- Wed Sep 12 - Dec 19 (24 sessions/36 hours)
  10:00 am - 11:30 am $320 A02HUM170A
College Liberal Arts classes are open to the public on a non-credit basis at a special fee of $320 per course.

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

Mon & Fri Sep 14 – Dec 14 (24 sessions/48 hours) 9:15 am – 11:30 am $320 A02HUC106B

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

Tues & Thurs Sep 12 – Dec 18 (24 sessions/48 hours) 2:15 pm – 4:25 pm $320 A02HUP101A

Mon, Wed & Thurs Sep 12 – Dec 19 (24 sessions/48 hours) 10:30 am – 11:30 am $320 A02HUP101B

Sat Sep 15 – Dec 15 (12 sessions/36 hours) 1:00 pm – 4:25 pm $320 A02HUP101C

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

Tues & Thurs Sep 13 – Dec 18 (24 sessions/48 hours) 2:15 pm – 4:25 pm $320 A02HUP102A

Sat Sep 15 – Dec 15 (12 sessions/36 hours) 1:00 pm – 4:25 pm $320 A02HUP102C

Programs for Deaf Adults

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

If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu. ND

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

Registration Deadline: August 15
Wed Aug 22 (1 session/1.5 hours) 5:45 pm – 7:15 pm FREE A16ASL000A

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

Registration Deadline: August 28
Mon, Tues, Wed & Thurs Sep 4 – Dec 27 (1 session/1 hour) 8:00 am – 5:00 pm $55 A16ASL010A

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

Registration Deadline: September 15
Sat Sep 22 – Dec 15 (22 sessions/46 hours) 9:00 am – 1:00 pm $359 A16ASL011A

Registration Deadline: September 17
Mon & Wed Sep 24 – Dec 19 (34 sessions/46 hours) 5:45 pm – 7:55 pm $359 A16ASL011B

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

Registration Deadline: September 15
Sat Sep 22 – Dec 15 (22 sessions/46 hours) 9:00 am – 1:00 pm $359 A16ASL012A

Registration Deadline: September 17
Mon & Wed Sep 24 – Dec 19 (34 sessions/46 hours) 5:45 pm – 7:55 pm $359 A16ASL012B

Screening
Dual Access Courses

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

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

Registration Deadline: September 5
Mon & Wed Sep 12 – Dec 12 (18 sessions/48 hours)
11:45 am – 2:00 pm $359 A16ASL026A

Registration Deadline: September 6
Tues & Thurs Sep 13 – Dec 11 (18 sessions/48 hours)
9:15 am – 11:30 am $359 A16ASL026B

Registration Deadline: September 6
Tues & Thurs Sep 13 – Dec 11 (18 sessions/48 hours)
3:25 pm – 5:35 pm $359 A16ASL026C

Registration Deadline: September 6
Tues & Thurs Sep 13 – Dec 11 (18 sessions/48 hours)
6:00 pm – 9:05 pm $359 A16ASL026D

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

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

Registration Deadline: September 5
Mon & Wed Sep 12 – Dec 12 (18 sessions/48 hours)
8:00 am – 10:00 am $359 A16ASL029A

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

Registration Deadline: September 5
Mon & Wed 6:00 PM – 7:30 PM, Wed 8:05 pm – 9:05 pm Sep 12 – Dec 12 (18 sessions/48 hours)
8:00 am – 5:00 pm $359 A16ASL016A

Dual Access: Intensive Study in American Sign Language – Level 4

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

Registration Deadline: September 5
Mon & Wed 8:05 PM – 9:05 PM, Wed 6:55 pm – 7:55 pm Sep 12 – Dec 12 (18 sessions/48 hours)
8:00 am – 5:00 pm $359 A16ASL017A

Dual Access: Sign Language Linguistics

Compare the fundamental linguistic structures of American Sign Language, English and other signed languages. You will examine the phonology, morphology, syntax, semantics and pragmatics of each of these languages. You’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. ND

Registration Deadline: September 6
Thurs Sep 13 – Dec 11 (12 sessions/36 hours)
5:45 pm – 9:05 pm $319 A16ASL029A
Continuing Education Classes for Deaf Adults

Driver (Learner's Permit) Education for Deaf Adults

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

Tue Oct 16 - Dec 4 (8 sessions/21 hours) 4:35 pm - 7:15 pm $269 A16DRV001A

Individual Instruction for Deaf Adults

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

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

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

Mon, Wed & Thurs Sep 4 - Dec 27 (1 session/2 hours) $149 A16PDV001A

Individual Instruction – 2 Hours

You will receive 2 hours of diagnostic assessment. ND

Mon, Wed & Thurs Sep 4 - Dec 27 (6 sessions/12 hours) $959 A16PDV002A

Individual Instruction – 12 Hours

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

Mon, Wed & Thurs Sep 4 - Dec 27 (12 sessions/24 hours) $1859 A16PDV003A

Individual Instruction – 24 Hours

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

Mon, Wed & Thurs Sep 4 - Dec 27 (12 sessions/24 hours) $1859 A16PDV003A

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
Visit us at laguardia.edu/ce and consider all the possibilities to help you move forward in your education and career!
**Youth Programs**

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

Programs sponsored by grant funding.

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**Young Adult Internship Program**

Are you between the ages of 16 and 24 and out of school? 
Are you looking for a job opportunity? 
Earn up to $3,900 in 12 weeks! 
You could also gain permanent employment!

LaGuardia’s Young Adult Internship Program (YAIP) provides:
- 3 weeks of orientation
- 9 weeks of paid internship experience
- Job counseling
- Work readiness training

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

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

And more!

Contact: Sindy Rivera  
(718) 609-2131  
sirivera@lagcc.cuny.edu

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**Summer Youth Employment Program**

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

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

**Recent SYEP internship sites:**
- Intrepid Sea, Air & Space Museum
- Coalition of Hispanic Family Services
- Coler-Goldwater Specialty Hospital
- Greater Jamaica Development Corporation
- Grant Company CPA
- Cambridge Business Institute

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

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**Justice Community Program**

Are you between the ages of 16 and 24? 
Do you live in Jamaica, Hollis or St. Albans, Queens? 
Are you currently on probation or have you had involvement with the justice system in the last 12 months? 

Turn your life around. Become a leader in your community!

LaGuardia’s Justice Community Program can help you:
- Learn leadership skills through community service projects
- Gain job skills/experience and explore careers
- Receive referrals to vocational training, internships, employment and college
- Earn incentives, like MetroCards and cash

Contact: Nakita Vanstory  
(718) 725-3324  
nvanstory@lagcc.cuny.edu

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**High School Equivalency**

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

Start building your future!

LaGuardia’s Pathways to Graduation Program can help you prepare for the High School Equivalency exam.

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

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CUNY Fatherhood Academy

Are you a father between the ages of 18 and 30?
Are you unemployed or underemployed?
Create a brighter future for you and your family!

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

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

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

Have you served in the military?

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

LaGuardia’s Veterans Resource Center can help you!

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

Contact Us

Phone:
(718) 482-5231

Email:
ddaza@lagcc.cuny.edu

Visit:
www.lagcc.cuny.edu/veterans
## Small Business Services

### Are you a new or emerging small business?

<table>
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<tr>
<th>Service</th>
<th>Description</th>
<th>Contact Information</th>
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| **Do you need help preparing loan packages?**                          | Contact the Small Business Development Center (SBDC) for free, one-on-one professional advisement in English, Spanish, Chinese and Korean on legal requirements, business and financial planning (including creating projections), marketing, business expansion, assistance with franchises, international trade and more. | Website: nyssbdc.org/centers/centers.aspx?centid=24  
Call: (718) 482-5303  
Email: sbdc@lagcc.cuny.edu |
| **Do you want to expand your small business but need intensive training to move to the next level?** | 10,000 Small Businesses (10KSB) is an initiative developed by Goldman Sachs to help small businesses across the U.S. grow and create jobs through greater access to business education, support services and capital. | Website: laguardia.edu/10ksb/  
Call: (718) 730-7400  
Email: 10KSB@lagcc.cuny.edu |
| **Do you want to market your goods and services to governmental agencies?** | Procurement Technical Assistance Center (PTAC) provides assistance to all entrepreneurs, especially Small, Veteran, Minority and Women business owners. | Website: laguardia.edu/ptac  
Call: (718) 482-5289  
Email: ptac@lagcc.cuny.edu |
| **Do you want to obtain transportation-related contracts?**            | The Northeast Small Business Transportation Resource Center (SBTRC) of the US Department of Transportation (DOT) provides assistance through training and advising on marketing to the DOT, Disadvantaged Business Enterprise certification, short-term lending and bonding assistance. | Website: laguardia.edu/sbtrc  
Call: (718) 482-5941  
Email: eperdomo@lagcc.cuny.edu |
| **Do you want custom training for your employees?**                    | The Center for Contract Training develops customized educational programs for businesses, non-profits, and community and other organizations. Programs range from ESL classes to credit-bearing college courses. | Website: laguardia.edu/cct  
Call: (718) 482-5330  
Email: cce@lagcc.cuny.edu |
| **Do you want to improve your skills to help build your business?**    | Career and Professional Programs (CAPP) offers computer and accounting courses, as well as preparation for industry certifications and licenses. | Website: laguardia.edu/capp  
Call: (718) 482-7244  
Email: aceprofessional@lagcc.cuny.edu |
| **Are you a hardware tech startup, designer, or maker looking for studio space or support?** | NYDesigns, a business incubator, helps designers and hardware tech firms grow by providing low cost studio space, business counseling, manufacturing advice and a 5,000 square foot prototyping facility, all under one roof. | Website: nydesigns.org  
Call: (718) 663-8400  
Email: info@nydesigns.org |
Grants, Scholarships and Opportunities
ACE Financial Support Services

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

The CUNY/Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement can assist with tuition and fees for continuing education programs in healthcare and other high demand fields. For more information visit cuny.edu/academics/conted/rubinstinscholarship.html.

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

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

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

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

Students Over 65

Rediscover the joys of learning at LaGuardia!
Receive a 30% discount
For more information call (718) 482-5337.
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 steadily continue to offer a welcoming environment for students of all backgrounds. LaGuardia Community College will take any steps available under the law to protect and support our undocumented students.

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

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

LEGAL RESOURCES

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

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

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

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

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

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

SAFETY

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

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

VICTIMS OF HARASSMENT OR INTIMIDATION

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

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

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

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

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

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

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

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

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

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

Bike Parking:
Racks are available on Van Dam Street, in front of the E and L buildings, and near the parking lot on 29th Street by the C Building.
## How to Register

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

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

For English Language classes call  (718) 482-5360

**In person:**  M-Building, Room M-143

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

### Payment

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

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

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

**Bursar’s Office - Summer Hours (C Building, Room C-110)**

- Monday & Thursday  9:00 am - 7:00 pm
- Tuesday & Wednesday  9:00 am - 5:00 pm
- Friday  9:00 am - 4:00 pm

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

### Discounts

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

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

### Delinquent Payments

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

### Classroom Assignments

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

### Refund Policy*

#### For courses under $299

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

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

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

$20 will be deducted from refunds as shown above up to a limit of $40. Allow 4-6 weeks to receive refunds for payment made by check or cash.

### Financial Assistance

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

### Payment Plans

For information call (718) 482-7244.

### Materials

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

### College Policies

**Equal Opportunity and Affirmative Action**

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

### Course Cancellations

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

### Updates

Occasionally information changes and the most up to date schedule can be found on the web ([laguardia.edu/acereg](http://laguardia.edu/acereg)).
# Adult and Continuing Education Registration Form

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Check which category describes you best (optional):
- [ ] Black non-Hispanic
- [ ] White non-Hispanic
- [ ] Hispanic
- [ ] Asian-Pacific Islander
- [ ] American Indian/Native Alaskan
- [ ] Other

How did you hear about us?
- [ ] Through our website
- [ ] Received ACE catalog in the mail
- [ ] Through friend or neighbor
- [ ] Through newspaper
- [ ] Other

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

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(Check one)
- [ ] Check/Money Order
- [ ] Credit Card
  - [ ] VISA
  - [ ] MASTERCARD
  - [ ] AMERICAN EXPRESS

ACCOUNT NO
EXP DATE
Name of card holder if different from registration
SIGNATURE

**LEARNED** the fundamentals through intensive study and practice

**GAINED** employment and experience, working in every department of the hospital

**GARNERED** special recognition for her work

**READY** to continue her education to advance in the field

**TO LEARN MORE** about the Healthcare Interpreter Certificate Program see pages 14-15.