DIVISION OF ADULT AND CONTINUING EDUCATION

FALL 2020 CATALOG

LEARN WITH US

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

REBUILDING NYC
Career Coach at LaGuardia

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

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

If you are Deaf or Hard-of-Hearing, please contact Program for Deaf Adults at (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu 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.

The Division of Adult and Continuing Education will offer Fall 2020 courses and programs via distance learning, including new courses that have been designed specifically for online instruction. In addition, a few programs that involve hands-on instruction and training may take place on campus this fall in a safe environment, strictly following City and State guidelines. Though we are not on campus physically, all of our offices and programs can be reached by email or phone.

We are here to support you in advancing and accomplishing your goals as well as in seeking out new education and career opportunities amidst these ever changing times.

REBUILDING NYC
Kenneth Adams has been appointed by the CUNY Board of Trustees as President of LaGuardia Community College, beginning August 17, 2020.

Dear LaGuardia Students and Community,

I am so pleased and eager to begin my tenure as President of LaGuardia Community College. Though these are incredibly challenging and uncertain times, LaGuardia is well positioned to help rebuild New York City through our excellent academic and professional programs that educate, train and advance the skills of our community and the city’s workforce.

Now, more than ever, our collaborations with businesses, employers and community based organizations will play a crucial role in creating opportunities for professional and personal growth for our students as we emerge from a pandemic that has dramatically changed the economic and social landscape.

I look forward to working with all LaGuardia students, faculty and staff as well as the community beyond our walls to move us forward in creating new and sustainable pathways into the future.

Kenneth Adams
President

Dear Community,

I hope that you and your families remain healthy and safe during this challenging time. The Division of Adult and Continuing Education continues to offer courses and programs via distance learning, including new courses that have been designed specifically for online instruction. In addition, a few programs that involve hands-on instruction and training will take place on campus this fall in a safe environment, strictly following City and State guidelines. We want to ensure that you are able to advance and accomplish your goals with the least amount of disruption as possible. We’re also here to support you as you seek out new education and career opportunities amidst these ever changing times. Though we are not on campus physically, all of our offices and programs can be reached by email or phone.

As the largest continuing education division among all the CUNY campuses and one of the most comprehensive in the country, we offer a wide range of programs that serve thousands of New Yorkers of diverse cultures, ages, ethnicities, and educational and economic backgrounds.

Through our rigorous and high quality English as a Second Language, High School Equivalency and Pre-College programs and courses, we equip you with the knowledge and support you need to achieve your educational goals and move forward in life.

Our innovative, professional training programs, taught by experts in the field, give you the skills and hands-on experience you need to enter into high demand industries, including healthcare, technology, finance, construction and more.

If you run a business or are just starting out, LaGuardia’s Small Business & Entrepreneur Services has the resources and assistance you need to grow your company and be successful. We also partner with employers to promote industry informed workforce development.

Look through our catalog or visit our web site at www.laguardia.edu/ce to explore all the opportunities we offer. We can help you navigate through uncertain times onto a path to success.

Shahir Erfan
Interim Vice President
Division of Adult and Continuing Education
Get on the Path to a Successful Career!

Career Coach
AT LAGUARDIA

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

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

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

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

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

Get education and training with Continuing Education.
- Transition to a LaGuardia degree program.
- Begin and advance your professional career.
- We can help you get on the path to success.

For more information call (718) 482-5355.
Learn English at The English Language Center

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

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

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

- Apichart (Anthony) Boonsaner

See page 29.
To learn more visit laguardia.edu/telc or email english@lagcc.cuny.edu
Begin or Advance Your Career in the Booming Information Technology Industry

- Get basic training
- Prepare for industry certifications
- Learn how to protect against cyber attacks
- Learn how to code for web development
- Explore digital marketing and project management

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

See pages 10 – 12. To learn more visit laguardia.edu/careers or call (718) 482-7244.

Take Online Courses – Study from Home!

Receive the education and training you need from the comfort and convenience of your home.

- Remote Work Fundamentals (Online) see page 9
- Data Analytics 1: SQL, Python and Tableau (Online) see page 12
- Data Analytics 2: Machine Learning and Modeling (Online) see page 12
- Supply Chain and Logistics Management (Online) see page 17
- Psychological Trauma in EMS Patients (PTEP) (Online) see page 18
- 12 Lead ECGs in Clinical Decision Making (Online) see page 20
- NYC REMAC Exam Preparation (Online) see page 20
TRAINING THAT GETS YOU THE JOB!

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

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

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**You can**

- Receive LaGuardia certification in **Digital Marketing** - page 10
- Prepare for industry certification as a **Pharmacy Technician** - page 14
- Receive LaGuardia certification in **Microsoft Office Applications** *(Word, Excel, PowerPoint and Outlook)* - page 9
- Prepare for industry certification and receive LaGuardia certification in **Network Technology** - page 11
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- Prepare for industry certification as an **Emergency Medical Technician** - page 20
- Prepare for industry certification as a **Certified Dietary Manager** - page 14
- Prepare for industry certification as a **Pharmacy Technician** - page 14
- Prepare for industry certification as a **Paramedic** - page 20

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

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

Certificate Program in Microsoft Office Applications

Microsoft Office is the most common software used in business today. Successfully complete Word, Excel, Outlook and Power-Point 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, you will be eligible to take the certification exam in a specific Microsoft Office application. You can also 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.

Business Skills Entrepreneurship Workshop Series

Give your professional career a boost by mastering essential business skills and learning how to stay connected in a remote work world. You will focus on networking, problem solving, leadership, time/stress management and conflict resolution. These workshops will help you facilitate team connections and increase your organization’s output and productivity. ND

Influential Presentations: Impact the Outcome

Learn how to craft a powerful message that will captivate and convince. You will focus on structuring your ideas, communicating effectively, and tailoring your presentation for any audience. ND

Sat Oct 10 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05PRF002A

Conflict Management

Explore strategies to help prevent and de-escalate conflict in the workplace. Discover how to take a proactive approach in recognizing and solving toxic workplace conditions. ND

Sat Oct 17 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05PRF012A

Take 4 and save $20!
Register for four Business Skills Enhancement Workshop Series courses and SAVE $20.* Cannot be combined with any other discount. Excludes Leadership Exploration and Development.

The Art of Networking

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

Sat Oct 3 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05PRF010A

Leadership Exploration and Development

Develop essential leadership skills and discover how to empower others to work collaboratively towards the organization’s vision. Topics include fostering trust, interpersonal and intrapersonal communication, and leadership challenges. ND

Mon & Wed Oct 26 – Nov 4 (4 sessions/8 hours)
6:00 pm – 8:00 pm $215 A05PRF011A

NEW! Remote Work Fundamentals

Managers and employee alike, get the essential knowledge and skills you need to succeed in a remote work world and ensure productivity and effectiveness in this onlineinteractive course. Topics include principles and challenges of remote workers, conflict resolution, effective collaboration, communication and expectations. ND

Mon & Wed Nov 9 – Nov 18 (4 sessions/8 hours)
6:00 pm – 8:00 pm $215 A05PRF014A
Administrative Assistant Certificate Program

Administrative Assistants work in almost every business sector, performing clerical and administrative tasks to support diverse organizations. Build a professional network, develop practical skills, and learn the ins and outs of an industry. In this 6-course program, you will learn essential computer and communication skills needed to succeed in office settings and virtually. Upon successful completion of the program, you will earn a LaGuardia certificate of completion.

Required courses include Business Writing Skills, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook Essentials, and Time and Stress Management. (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. ND

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: Basic computer knowledge. ND

Sat Oct 17 – Dec 12 (8 sessions/24 hours)
9:00 am – 12:00 pm $285 A05OSK003A

Microsoft Outlook Essentials
Learn all you need to know about navigating the Outlook environment, the most common email server used in business today. Topics include maintaining your calendar and inbox; scheduling meetings; assigning tasks; creating folders; and tracking, sharing and assigning Outlook items. Please bring a USB flash drive to class. Prerequisite: Basic computer knowledge. ND

Tues & Thurs Nov 3 – Nov 12 (2 sessions/4 hours)
6:00 pm – 9:00 pm $215 A05OSK011A

Information Technology

Digital Project Management
Merge the worlds of project management and digital landscaping by using the Internet and web technologies to deliver anything from websites to mobile apps, videos to games, social media campaigns to search engine optimization (SEO) and rich media advertising. Courses address the art and science of initiating, planning, executing, managing and implementing online projects. Build professional relationships and navigate challenges on the job more efficiently. All courses include developing effective communication, team building, time management and critical thinking skills. ND

Mon & Wed Nov 2 – Dec 2 (10 sessions/30 hours)
6:00 pm – 9:00 pm $889 A05PMP001A

Digital Marketing
Enhance your personal or business landscape by learning digital marketing tactics to effectively reach and engage a larger consumer audience. Target your ideal market by optimizing SEOs and using platforms like Facebook, Instagram and Twitter. Help your business unlock its unlimited potential in the digital world. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Mon & Wed Nov 2 – Dec 2 (10 sessions/30 hours)
6:00 pm – 9:00 pm $889 A05MKT001A

NEW! Project Management
Discover how to plan, lead and deliver projects digitally. Learn core skills in this interactive course in to balance multiple projects within any industry and stay ahead of a competitive market. Topics include critical functions of a project manager; defining project scope, goals and objectives; estimating project work; and creating schedules. Upon successful completion of this course, you will receive a LaGuardia certificate of completion. (Cost of textbook included in course fee). ND

Tues & Thurs Nov 3 – Dec 3 (10 sessions/30 hours)
6:00 pm – 9:00 pm $830 A05PMPO01A

Time and Stress Management: Find Your Balance
Build a foundation of good practices that increases productivity and decreases stress. Topics include recognizing signs of stress and stress management as well as tips for prioritizing, organizing and maximizing your time. ND

Sat Oct 24 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05PRF013A

Sam Thomas
From tech training to internship to employment
After graduating from LaGuardia TechHire - OpenCode, Sam Thomas immediately began his job search. Submitting applications weekly, completing coding challenges, and doing phone and technical interviews, he wasn’t able to land a position. He did, however, hear about internship opportunities through the program staff. He interviewed at BotFactory, a desktop PCB prototyping company that was housed in LaGuardia’s NYDesigns business incubator, and began an intense internship in which he learned Python and became familiar with a large pre-existing codebase and new frameworks. “The knowledge I learned and habits I acquired from the Software Guild [TechHire - OpenCode program partner] were incredibly applicable,” says Sam. “Object oriented programming, MVC architecture, MySOL and ORM are a few of the topics I learned in the bootcamp that allowed me to excel in the internship.”

Due to the pandemic, most of the internship was completed remotely, but Sam was able to carry out his responsibilities successfully and was offered a position at BotFactory. “Throughout the internship and now working there, I’ve been able to use what I learned through TechHire - OpenCode to solve real world problems and expand my skillset greatly,” Sam says.

For more information on LaGuardia TechHire – OpenCode visit http://www.laguardia.edu/techhire-opencode/.
Cybersecurity and Privacy Management

Play a crucial role in protecting our national security. The rise in cyber attacks is surpassing current defenses and demands better trained cybersecurity professionals. Join thousands of experts who protect businesses, government agencies and general consumers. Build professional relationships and navigate cyber challenges more efficiently. All courses include developing effective communication, team building, time management and critical thinking skills. ND

SOC Analyst (Cybersecurity)
Gain in-depth understanding about this high demand profession. Learn how to detect different types of cyber-attacks; identify threats and vulnerabilities; maintain data and monitor security access; and analyze and respond to hardware/software weaknesses through our virtual lab. Upon successful completion of this course, you can take the CompTIA Security+ exam and will earn a LaGuardia certificate of completion. (Cost of lab and textbook included in course fee.) Prerequisite: Successful completion of the IT Support Specialist Certificate Program, CompTIA A+ or Network+ certification, or passing of a screening exam (http://www.laguardia.edu/SOC-Analyst-Screening-Test/). Payment plan available. ND

Intro to Python
Become familiar with one of the most popular programming languages in this hands-on course. Learn the basic datatypes, structures, syntax and constructs of Python programming language. Topics include introduction to Python concepts, data manipulation, writing user defined functions, web reconn, port scanning, packet sniffing, performing forensic and malware analysis. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. (Cost of textbook not included in course fee.) ND

Start or Advance Your Career!
Information Security Analysts | $ 89K - 156K*
Visit laguardia.edu/careercoach or Room C-258

CAREER INSIDER
SERIES
ONLINE WEBINAR
Protect Your Privacy (Cybersecurity Mini Workshop)
Thursday, October 15 (1 session/2 hours)
6:00 pm - 8:00 pm A05TIA000A FREE
• Join us for an interactive mini workshop to get tips on how to protect valuable information on your devices.

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

Systems Administration
Leap into the dynamic and high demand career of Network Technology. Get hands-on training and prepare for industry recognized certifications. To help you build professional relationships and navigate challenges on the job more efficiently, you will discuss effective communication, team building, time management and critical thinking skills. ND

IT Support Specialist Certificate Program
Begin a career in the lucrative, fast growing and high demand IT field and prepare for the industry standard CompTIA A+ certification. This 2–course program includes IT Fundamentals (ITF+) and IT Support Specialist - CompTIA A+ Certification Preparation. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. Certificate program courses not offered this quarter will be offered in a future quarter. ND

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

Sat Oct 24 – Nov 14 (4 sessions/20 hours)
9:00 am – 2:00 pm $400 A05TIA001A

IT Support Specialist Comp TIA A+ Certification Preparation
Jumpstart your tech career! Get training in entry level technical support and IT operational roles while you prepare for the industry CompTIA A+ certification exam. You will learn to install, configure and maintain PCs, mobile devices and software for end users; explore basics of networking and security forensics; properly and safely diagnose, resolve and document common hardware and software issues; and discuss basics of scripting, virtualization, desktop imaging and deployment. General topics include hardware and network troubleshooting, operating systems, operational procedures, security, virtualization and cloud computing, and software troubleshooting. (Cost of textbook, virtual lab and exam voucher included in course fee.) Prerequisite: IT Fundamentals (ITF+) or passing of an equivalency exam (https://www.laguardia.edu/ITTest/). Payment plan available. ND

Sat Dec 5 – July 10 (24 sessions/120 hours)
9:00 am – 2:00 pm $1850 A05TIA002A

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

Data Analytics 1: SQL, Python and Tableau (Online)
The ability to gather, prepare, analyze and display data from structured and unstructured sources is one of the most sought after skills in the information technology marketplace, with demand spanning across sectors that include healthcare, finance, retail, real estate and even gaming. Learn to query data using SQL; perform data cleaning and transformations in Python; use key statistical methods to analyze data in Python; and visualize and present data with Tableau. You will complete multiple applied projects throughout the course, including a capstone project in your area of interest. Prerequisite: Basic Excel proficiency. Payment plan available.

Mon, Tues, Wed & Thu Oct 1 – Feb 24 (65 sessions/195 hours)
6:00 pm – 9:00 pm  $2495 A23ANA001A

Data Analytics 2: Machine Learning and Modeling (Online)
Take your data analysis skills to the next level. This course is designed for professionals in the data analytics and data science fields who would like to brush up on their use of SQL, Python and Tableau, and take a deeper dive into machine learning and modeling. Explore using machine learning to train various types of models to make predictions on large datasets. You will complete multiple applied projects throughout the course, including a capstone project in your area of interest. Prerequisite: Data Analytics 1 or passing of an entrance exam that requires some knowledge of R and Python. Payment plan available.

Mon, Tues, Wed & Thu Oct 1 – Mar 3 (69 sessions/205 hours)
6:00 pm – 9:00 pm  $2495 A23ANA001B

Cybersecurity and Privacy Management

Fabianna Rodríguez-Mercado

Using her tech training to support COVID-19 contact tracing efforts

Fabianna Rodríguez-Mercado came to New York with a degree in Business and Marketing Administration from Pontific Catholic University of Puerto Rico. After living here for three years, she decided to enroll in LaGuardia’s Security Fundamentals course to acquire training in the IT industry. Her goals were to earn the CompTIA Security+ certification and get a tech job with a Fortune 500 company in New York.

Balancing a full-time internship in IT Operations at Legal Services NYC while attending class on Saturday and studying for the certification exam proved to be quite challenging. But the support Fabianna received in the program—in particular, insights about the job market and how to prepare for IT certifications—helped guide her. “My questions were welcomed and answered. The support of my instructor and classmates gave me the confidence to pursue my goals and dreams,” says Fabianna.

With the training and preparation she received at LaGuardia, she was hired by Accenture as an IT analyst six months after beginning the course. Among her responsibilities is the important role of supporting a response team for a COVID-19 Contact Tracing Program. She’s also working on a project to improve data security across the company.

Fabianna wants to grow as an IT professional and is planning to pursue a Master Degree in Enterprise Risk Management. “In five years, I see myself leading a team that improves security and business continuity in Accenture,” she says.
Accounting, Bookkeeping and Tax Preparation

Accounting with QuickBooks Certificate Program

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

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

Tues & Thurs Sep 29 – Nov 3 (10 sessions/30 hours)
6:00 pm – 9:00 pm $550 A05BKP001A

Sat Oct 17 – Nov 21 (6 sessions/30 hours)
9:00 am – 2:00 pm $550 A05BKP001B

Advanced QuickBooks for Accounting (Part 2)
Gain hands-on experience setting up an inventory system. Create payments and reports for merchandising businesses, including computing the depreciation formula and determining the book value of a company's fixed assets. Learn about bank reconciliation and transaction reports; tracking inventory; recording loans using the loan manager; adjustments and handling bounced checks; and reports customization. Prerequisite: Successful completion of Accounting with QuickBooks. ND

Tues & Thurs Nov 17 – Dec 22 (10 sessions/30 hours)
6:00 pm – 9:00 pm $550 A05BKP002A

Sat Dec 5 – Jan 3 (6 sessions/30 hours)
9:00 am – 2:00 pm $550 A05BKP002B

Tax Return Preparer Certificate Program

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

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

Sat Sep 26 – Dec 19 (12 sessions/60 hours)
9:00 am – 2:00 pm $680 A05BUS002A

Tues & Thurs Oct 13 – Dec 22 (20 sessions/60 hours)
6:00 pm – 9:00 pm $680 A05BUS002B

Notary Public

Notary Public Test Preparation
Learn about the responsibilities of being a Notary Public and how you can obtain a Notary License. For more information about this course call (718) 482-7244. ND

Wed Oct 14 (1 session/3 hours)
6:30 pm – 9:30 pm $99 A05BUS001A
Healthcare-Related

Pharmacy Technician

Pharmacy Technician Certification Preparation

Start or Advance Your Career!

Pharmacy Technician

31K - 45K*

Visit laguardia.edu/careercoach or Room C-258

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

Tues & Thurs Oct 20 - Feb 11 (30 sessions/90 hours)
6:00 pm - 9:00 pm $1195 A05HLT001A

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 CBDM CDM Credentialing 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 CBDM CDM Credentialing 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 CBDM CDM Credentialing Exam. You can also earn up to 8 college credits towards an AAS Degree in Nutrition and Culinary 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

To print out the application visit www.laguardia.edu/cdmapp.

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

Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle. ND

Tue Oct 20 - Dec 22 (10 sessions/42.5 hours)
5:45 pm - 10:00 pm $425 A05DMG001A

Certified Dietary Manager (CDM) Exam Prep

A Certified Dietary Manager, Certified Food Protection Professional (CFPP) credential makes you more marketable in the foodservice field. Prepare for the exam by practicing exercises and reviewing questions and case studies in the areas of Nutrition, Food Safety and Sanitation, and Food Service Management. You will also explore the 5 pathways for eligibility to take the CDM exam; benefits of Association of Nutrition & Foodservice Professionals (ANFP) membership; and ways to maintain your credentials. Prerequisite: Completion of Dietary Manager Program or equivalent experience. Materials included in course fee. Exam cost and registration not included. ND

Sat Oct 7 - Oct 21 (3 sessions/15 hours)
9:00 am - 2:00 pm $210 A05DMG004A

CAREER INSIDER

ONLINE WEBINAR

Patient Ecosystem Case Study Mini Workshop

Thursday, September 17 (1 session/2 hours)
6:00 pm - 8:00 pm A05PCD000A FREE

Join us for our interactive mini workshop to discuss how various healthcare departments contribute to a patient’s well-being.

To register or for more information call (718) 482-7244 or visit http://www.laguardia.edu/careerinsider/
Central Service Technician Certificate Program

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

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 Oct 6 - Nov 5 (10 sessions/30 hours)
6:15 pm - 9:15 pm $451 A05STL001A
Sat Oct 10 - Nov 14 (6 sessions/30 hours)
9:00 am - 2:00 pm $451 A05STL001B

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

Tues & Thurs Nov 17 - Dec 22 (10 sessions/30 hours)
6:15 pm - 9:15 pm $451 A05STL002A
Sat Dec 5 - Jan 30 (6 sessions/30 hours)
9:00 am - 2:00 pm $451 A05STL002B

Discover Wellness: A Healthy Balance

Health and wellness coaching has become a booming sector, recognized for its innovative best practices in engaging clients in the whole body and mind continuum. If you are seeking a career in healthcare, social services or human resources, or wish to become a consultant, this certificate course will help you explore the dramatic shift taking place in healthcare that uses holistic and integrative therapies to treat the mind and body. Discover how to elicit client behavior changes and work collaboratively to guide each individual on a journey to a healthier life. ND

Health and Wellness Coach Certificate
Learn how to evaluate clients’ current health status, such as strengths and weaknesses, in order to guide them on a path to a more balanced life. Topics include diet and exercise, building supportive relationships, work/life balance, spirituality and more. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Tue Oct 6 – Nov 24 (15 sessions/45 hours)
6:15 pm – 9:15 pm $650 A05HWC001A

CAREER INSIDER SERIES
ONLINE WEBINAR

Meditation Mini Workshop
Wednesday, September 2 (1 session/2 hours)
6:00 pm – 8:00 pm A05HMC000A FREE
• Join us for an interactive mini workshop.
• Take a moment to relax, breathe and generate awareness of your surroundings. Explore key techniques to balance your everyday life.

To register or for more information call (718) 482-7244 or visit http://www.laguardia.edu/careerinsider/
### Construction Project Management

**Learn how to manage all operations of a construction business and advance your career in this high demand field.**

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

**Principles of Contract Administration**

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

**Risk and Quality Management**

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

**Permits, Approvals and Zoning**

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

### Construction Management Certificate Program

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

#### 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

**Construction Materials and Methods**

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

#### Introduction to AutoCAD

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

#### AUTOCAD Mini Workshop

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Mon Nov 2 - Dec 26</td>
<td>6:00 pm - 9:00 pm</td>
<td>$757 A05CNS005A</td>
<td>Construction Materials and Methods</td>
<td>Room C-258</td>
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</tbody>
</table>

#### CAREER INSIDER SERIES ONLINE WEBINAR

**Basic Concepts of Drawings and Plans Mini Workshop**

- **Thursday, September 3** (1 session/2 hours)
  - 6:00 pm - 8:00 pm A05CNS000A FREE
- **Wed Sep 30 - Dec 16** (12 sessions/36 hours)
  - 6:00 pm - 9:00 pm $610 A05CNS001A

**AutoCAD Mini Workshop**

- **Thursday, September 10** (1 session/2 hours)
  - 6:00 pm - 8:00 pm A05CAD000A FREE
- **Sat Nov 14 - Jan 23** (8 sessions/28 hours)
  - 9:00 am - 12:30 pm $519 A05CMP010A

Visit laguardia.edu/careercoach or Room C-258
Advanced Industrial, Manufacturing and Transportation Programs

Industrial Design: Dream and Create

Join the revolution in digital technology and take a behind the scenes look at how objects in our environment are made. From homes to offices to public settings, industrial designers develop concepts and manufacture products. Whether working in a corporation or acting as an entrepreneur, you will be able to create products, systems and environments that help to innovate and improve everyday objects and situations. ND

**Fusion 360 – 3D Modeling**
Realize your creative vision through quick and easy exploration of design ideas with Fusion 360. Learn how to use the interface, create sketches, and use construction features, including professional 3D modeling (CAD) and tooling (CAM) software. You will also design a 3” x 3” maximum piece to be 3D printed in our FabLab. No prior knowledge of any 3D modeling or CAD software is required. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Sat Oct 17 – Nov 21 (6 sessions/21 hours)
9:00 am – 12:30 pm $995 A05DES001A

**CNC Workshop**
(smaller furniture making)

Enter our FabLab and dare to create. Learn how to program a CNC router, cut out and assemble your own design, and make a custom ottoman piece (FabLab and materials included in course fee.) ND

Wed Nov 4 – Nov 25 (4 sessions/12 hours)
6:00 pm – 9:00 pm $680 A05DES003A

**Laser Cutting Workshop**
(LED acrylic sign)

Enter our FabLab and express your creative vision. Learn basic Adobe illustrator interface, laser cutting and microelectronics. You will make your own LED sign. (FabLab and materials included in course fee.) ND

Mon Nov 2 – Nov 23 (4 sessions/12 hours)
6:00 pm – 9:00 pm $680 A05DES002A

**Logistics**

NEW! Supply Chain and Logistics Management (Online)

Build a career in the supply chain and logistics field. This comprehensive hands-on training covers the application of supply chain management as well as the soft and technical skills required to become a leader in operations. You will focus on techniques for forecasting, inventory and people management, and operations planning while developing the analytical and soft skills needed to become a first-line supervisor of an operation.

Wed Nov 4 – Nov 25 (4 sessions/12 hours)
6:00 pm – 9:00 pm $680 A05DES003A

**AutoDesk Fusion 360 Mini Workshop**

Thursday, September 24 (1 session/2 hours)
6:00 pm – 8:00 pm A05DES000A FREE

• Join us for a mini workshop to discuss how to use the Fusion 360 interface.

To register or for more information call (718) 482-7244 or visit http://www.laguardia.edu/careerinsider/
Healthcare professionals working in and out of hospitals who treat patients in an emergency setting can demonstrate their preparation with American Heart Association (AHA) credentials, such as Basic Life Support (Health Care Provider CPR), Advanced Cardiovascular Life Support (ACLS) and Pediatric Advanced Life Support (PALS) certification. Earn or maintain these credentials with LaGuardia’s professional and comprehensive training courses. You can also earn AHA instructor certification in your area of expertise (BCLS, ACLS and/or PALS).

**AHA Advanced Cardiovascular Life Support (ACLS) Refresher – Recertification Course**

Refresh your skills and knowledge in ACLS with this expert review in order to obtain your AHA ACLS recertification. Successful completion requires passing of AHA written and skills evaluations. (Cost of eBook not included in course fee.) Prerequisite: Current AHA ACLS Provider Card, or expired within the past 30 days; current AHA BLS Provider Card. ND

Sun Nov 29 (session/8 hours)
8:30 am – 5:30 pm $225 A11ACL002A

**AHA Advanced Cardiovascular Life Support (ACLS) Instructor Certification Course**

Are you ready to move from ACLS Provider to ACLS Instructor? Learn methods of teaching, organizing, conducting scenario-based skills practice, and coordinating ACLS Provider Courses in compliance with AHA guidelines. Completion of the ACLS Instructor Essentials Online course component is required and is not included in tuition. You must also be monitored as a student teacher within six months of course completion; this service is offered free of charge at LaGuardia. Upon successful completion of this course, you will receive a 2-year AHA ACLS Instructor Certification. (Cost of textbook included in course fee.) Prerequisite: Current AHA ACLS Provider Card. ND

Sun Nov 15 – Nov 22 (sessions/16 hours)
8:30 am – 5:30 pm $425 A11ACL003A

**AHA Pediatric Advanced Life Support (PALS) Refresher – Recertification Course**

Refresh your skills and knowledge in PALS with this expert review in order to obtain your AHA PALS recertification. Successful completion requires passing of AHA written and skills evaluations. (Cost of eBook not included in course fee.) Prerequisite: Current AHA PALS Provider Card, or expired within the past 30 days; current AHA BLS Provider Card. ND

Sun Dec 20 (1 session/8 hours)
8:30 am – 5:30 pm $225 A11PAL002A

**AHA Pediatric Advanced Life Support (PALS) Instructor Certification Course**

Are you ready to move from PALS Provider to PALS Instructor? Learn methods of teaching, organizing, conducting scenario-based skills practice, and coordinating PALS Provider Courses in compliance with AHA guidelines. Completion of the PALS Instructor Essentials Online course component is required and is not included in tuition. You must also be monitored as a student teacher within six months of course completion; this service is offered free of charge at LaGuardia. Upon successful completion of this course, you will receive a 2-year AHA PALS Instructor Certification. (Cost of textbook included in course fee.) Prerequisite: Current AHA PALS Provider Card. ND

Sun Dec 6 – Dec 13 (2 sessions/16 hours)
8:30 am – 5:30 pm $450 A11PAL003A

**NAEMT Training Courses**

LaGuardia Community College is an authorized training center for the following National Association of Emergency Medical Technicians (NAEMT) courses: Advanced Medical Life Support (AMLS); Prehospital Trauma Life Support (PHTLS); Psychological Trauma in EMS Patients (PTEP).

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

**Advanced Medical Life Support (AMLS)**

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

Sun Nov 1 – Nov 8 (sessions/16 hours)
8:30 am – 5:30 pm $198 A11MLS001A

**Prehospital Trauma Life Support (PHTLS)**

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

Sun Oct 18 – Oct 25 (sessions/16 hours)
8:30 am – 5:30 pm $188 A11TLS001A

**Psychological Trauma Prevention for EMS Patients (PTEP) (Online)**

Prehospital care providers are in an extraordinary position to prevent psychological trauma in the patients they serve. Learn four highly effective principles to assist traumatized patients and practice these in scenarios and simulations. How to address trauma symptoms in EMS workers will also be discussed. NAEMT certification and CAPCE credit are awarded upon successful completion of the course and passing of the written examination. ND

Sun Sep 20 (session/8 hours)
8:30 am – 5:30 pm $94 A11TP001A
Certified Clinical Medical Assistant CCMA Courses

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: Attendance at an information session, and passing of online reading exam and interview. Prerequisite for National Healthcareer Association (NHA) certifications: High school diploma or equivalency. Program courses not offered this quarter will be offered in a future quarter. To apply, complete the application form. ND

For those who have evidence of previous training, you may take competency exams for Medical Terminology, EKG Technician or Phlebotomy courses to receive exemption from that part of the CCMA Program. For further details email ccma@lagcc.cuny.edu or call (718) 482-5768 and your call will be returned.

Course schedules are available at https://www.laguardia.edu/ce/pages/career-skills-and-training/certified-clinical-medical-assistant/.

Certified Clinical Medical Assistant CCMA Courses

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<thead>
<tr>
<th>SESSION</th>
<th>IN SESSION ON LINE</th>
<th><a href="http://WWW.LAGUARDIA.EDU/CCMAAPPLY">WWW.LAGUARDIA.EDU/CCMAAPPLY</a></th>
<th>MONDAY - THURSDAY 8:30 A.M. - 6:30 P.M.</th>
<th>FRIDAY - SATURDAY, 8:30 A.M. - 3:30 P.M.</th>
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<tbody>
<tr>
<td>Medical Terminology (Online)</td>
<td>Develop a basic working knowledge of the language of healthcare to serve as a basis for your individual career growth by using an applied approach. Learn basic medical terms and how they are used in documenting and reporting patient care procedures.</td>
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<tr>
<td>Mon, Wed, Fri Sep 9 – Sep 28 (9 sessions/36 hours)</td>
<td>6:00 pm – 10:00 pm</td>
<td>$305 A11HLT003A</td>
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<tr>
<td>Mon, Wed, Fri Sep 9 – Sep 28 (9 sessions/36 hours)</td>
<td>6:00 am – 10:00 pm</td>
<td>$305 A11HLT003B</td>
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American Heart Association CPR for Healthcare Providers with First Aid

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

| Tues, Thurs & Fri Sep 29 – Oct 2 (3 sessions/12 hours) | 6:00 pm – 10:00 pm | $160 A11CPR001A | |
| Tues, Thurs & Fri Sep 29 – Oct 2 (3 sessions/12 hours) | 6:00 am – 2:30 pm | $160 A11CPR001B | |

EKG Technician (Hybrid Online/On Campus)

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

| Mon, Wed, Fri + 3 Saturdays Oct 5 – Nov 9 (21 sessions/84 hours) | 6:00 pm – 10:00 pm | $785 A11HLT001A | |
| Mon, Wed, Fri + 3 Sundays Oct 5 – Nov 9 (21 sessions/84 hours) | 10:00 am – 2:30 pm | $785 A11HLT001B | |

Phlebotomy (Hybrid Online/On Campus)

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

| Mon, Wed, Fri + 3 Saturdays Nov 16 – Jan 29 (31 sessions/124 hours) | 6:00 pm – 10:00 pm | $963 A11HLT002A | |
| Mon, Wed, Fri + 3 Sundays Nov 16 – Jan 29 (31 sessions/124 hours) | 10:00 am – 2:30 pm | $963 A11HLT002B |
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.

Emergency Medical Technician (EMT) Basic Information Session

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

Wed Sep 2 (1 session/3 hours)
6:00 pm – 9:00 pm A11EMT000A

For our application form visit us at https://www.laguardia.edu/emtapply

12 Lead ECGs in Clinical Decision Making (Online)

Enter a dynamic, highly interactive course that reinforces existing knowledge while strengthening (or introducing) electrical vectors, axis, fascicular and bundle branch blocks, the acute coronary syndromes, chamber enlargement and the tachycardias. Using case studies and guided practice, you will develop new concepts and be challenged to review and question routine practice or protocols while maintaining the safety and well-being of the patient. For Advanced Life Support providers. Prerequisite: Ability to read ECG rhythm strips. Electronic device with minimum 8-inch screen needed.

Mon, Wed, Fri Oct 5 – Oct 23 (8 sessions/16 hours)
6:00 pm – 8:00 pm $245 A11ECG001A

Emergency Medical Technician (EMT) Basic

(Online/On Campus)

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT – Basic. This course is necessary to advance to the one-year program of paramedic education.

To apply, complete the application form and email emtprogram@lagcc.cuny.edu to arrange for your pretest and interview. ND

Mon & Wed + 4 Saturdays Sep 8 – Jan 20
(66 sessions/208 hours) 9:00 am – 4:00 pm
$1310 A11EMT001A

Mon, Tues, Wed & 3 Sundays Sep 8 – Jan 20
(66 sessions/208 hours) 6:00 pm – 9:30 pm
$1310 A11EMT001B

Paramedic Original

(Online/On Campus)

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) paramedic certiﬁcations. Prepare for the NYC REMAC paramedic certiﬁcation exam with this comprehensive course, offered exclusively at LaGuardia. You will review all NYC REMAC protocols; practice test-taking strategies; and work with charts, memory aids and hundreds of practice questions to help ensure your success on exam day, ND

Sun Sep 13 (1 session/7 hours)
9:00 am – 5:00 pm $64 A11REP001A

Thurs Oct 15 (1 session/7 hours)
9:00 am – 5:00 pm $64 A11REP001B

Sat Nov 14 (1 session/7 hours)
9:00 am – 5:00 pm $64 A11REP001C

Sun Dec 6 (1 session/7 hours)
9:00 am – 5:00 pm $64 A11REP001D

Infection Control

Infection Control and Barrier Precautions

Take this New York State Department of Health and New York State Education Department required course for health and dental professionals. Learn how blood borne pathogens can be transmitted in the work environment; apply current scientiﬁcally accepted infection prevention and control principles as appropriate for the speciﬁc work environment; minimize opportunity for transmission of pathogens; and become familiar with the laws governing best practices. For more information call (718) 482-7244.

Sat Oct 24 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05INF001A

Sat Nov 21 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05INF001B
Healthcare-Related

**Certified Medical Administrative Assistant**

**Start or Advance Your Career!**

$39K - 41K*

Visit laguardia.edu/careercoach or Room C-258

Prepare to take the National Healthcare Association’s (NHA) Certified Medical Administrative Assistant exam. Get a competitive edge in this high demand medical administration field by focusing on essential topics that include health information technology, documentation, confidentiality, professional etiquette, customer service and patient satisfaction, and Microsoft Word and Excel. This program is approved by the National Healthcare Association. Prerequisite: High school diploma or equivalency. (Cost of textbook included in course fee.) Payment plan available. For more information call (718) 482-7244. ND

Mon & Wed Oct 19 – Mar 22 (40 sessions/120 hours)
6:00 pm – 9:00 pm $1595 A05PAT001A

**Medical Coding Certificate Program**

**Start or Advance Your Career!**

$42K - 56K*

Visit laguardia.edu/careercoach or Room C-258

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 (ICD-10-CM) codes and Current Procedural Terminology of the American Medical Association (CPT AMA) codes to medical procedures. Upon successful completion of the course, you will earn a LaGuardia certificate of completion. (Cost of books included in course fee. Exam fee not included.) Prerequisite: passing of an online screening test. http://www.laguardia.edu/CE/Pages/Forms/Medical-Coding-screening/. Payment plan available. ND

Tue & Thur Oct 6 – Apr 29 (55 sessions/165 hours)
6:00 pm – 9:00 pm $2500 A05MDC001A

**Medical Interpreter Certificate Program**

**Start or Advance Your Career!**

$33K - 50K*

Visit laguardia.edu/careercoach or Room C-258

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

Spanish–English Medical Interpreter Language Screening

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

Sat Sep 12 (1 session/2 hours)
11:00 am – 1:00 pm $25 A05HLT000A

Spanish–English Medical Interpreting: Fundamental Skills

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

Sat Oct 10 – Dec 12 (9 sessions/45 hours)
9:00 am – 2:00 pm $1125 A05HLT002A

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**CAREER INSIDER SERIES ONLINE WEBINAR**

**Patient Communication Mini Workshop (CMAA)**

Wednesday, September 16 (1 session/2 hours)
6:00 pm – 8:00 pm A05PAT000A FREE

- Join us for our interactive mini workshop to discuss effective communication skills needed by healthcare providers to better engage and assist patients.

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

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**CAREER INSIDER SERIES ONLINE WEBINAR**

**Healthcare Administration (CMAA, Medical Coding and Med Interpreter).**

Tuesday, September 1 (1 session/2 hours)
6:00 pm – 8:00 pm A05HTA000A FREE

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

To register or for more information call (718) 482-7244 or visit http://www.laguardia.edu/careerinsider/
Judith Reinhart
Smooth transition to distance learning for intensive medical billing program

Seeking to launch a career in healthcare, Judith Reinhart applied to the Medical Billing Specialist Certificate Program at LaGuardia. The program was demanding and required that she balance schoolwork with family responsibilities. But she was encouraged by instructors and staff, who motivated students to learn the content while focusing on job search skills. "We had excellent help refining our interview skills and with preparing our resumes," says Judith.

This supportive environment became even more crucial with the onset of COVID-19. In order to complete their training, students had to quickly move to a distance learning format. "It was impressive how seamless this transition seemed to be," Judith notes. She was able to express her gratitude and satisfaction with the program as a speaker at the virtual graduation. With future goals of moving into a managerial healthcare position and continuing her studies in the field, she adds, "I would welcome any opportunity to further pursue my education at LaGuardia."

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

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

We serve the following:
• Registered Nurses, Licensed Practical Nurses and Vocational Nurses

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

Education Workshops

If you wish to be employed by the NYC Department of Education, you must complete the following New York State mandated trainings—Child Abuse Identification and Reporting, School Violence Prevention, and Dignity for All Students Act (DASA)—and register to create a TEACH account at http://www.highered.nysed.gov/tcert/teach/. Your completion of each training will be reported electronically to the New York State Education Department (NYSED) within 21 business days of the workshop date. If you need assistance logging into your TEACH account, you can contact technical support at (518) 486–6041 or teachhelp@nysed.gov. For more information call (718) 482–7244.

Take 4 and save $20

Register for four Education Workshops in the same semester and SAVE $20. *Cannot be combined with any other discount. No other discount applies.

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. ND

- Sat Oct 3 (1 session/2.5 hours)
  9:30 am – 12:00 pm $80 A05CRD011A

- Sat Nov 7 (1 session/2.5 hours)
  9:30 am – 12:00 pm $80 A05CRD011B

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. ND

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

- Sat Nov 7 (1 session/2.5 hours)
  1:00 pm – 3:30 pm $80 A05CRD010B

Dignity for All Students Act (DASA)

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

- Sat Sept 19 (1 session/6 hours)
  9:00 am – 3:30 pm $105 A05EDU001A

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

- Sat Nov 14 (1 session/6 hours)
  9:00 am – 3:30 pm $105 A05EDU001C

Needs for Children with Autism

Take this New York State Education Department (NYSED) required course for candidates for a classroom special education teaching service or administrative and supervisory service certificate or license. Learn about the etiology of Autism Spectrum Disorder (ASD), common presenting characteristics, behavioral challenges, positive interventions, and support strategies and services. For more information call (718) 482–7244. ND

- Sat Oct 24 (1 session/3 hours)
  9:00 am – 12:00 pm $80 A05EDU002A

- Sat Nov 21 (1 session/3 hours)
  9:00 am – 12:00 pm $80 A05EDU002B

Infection Control and Barrier Precautions

Take this New York State Department of Health and New York State Education Department required course for health and dental professionals. Learn how blood borne pathogens can be transmitted in the work environment; apply current scientifically accepted infection prevention and control principles as appropriate for the specific work environment; minimize opportunity for transmission of pathogens; and become familiar with the laws governing best practices. For more information call (718) 482–7244. ND

- Sat Oct 24 (1 session/4 hours)
  9:00 am – 1:00 pm $95 A05INF001A

- Sat Nov 21 (1 session/4 hours)
  9:00 am – 1:00 pm $95 A05INF001B

CAREER INSIDER

ONLINE WEBINAR

Know the Signs (Intro to Child Abuse Mini Workshop)

Sat Sept 12 (1 session/2 hours)
11:00 am – 1:00 pm A05EDU000A FREE

* Join us for an interactive mini workshop to discuss how to identify symptoms of child abuse and neglect.

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

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

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

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

Sat Oct 10 – Nov 14 (6 sessions/30 hours)
9:00 am – 2:00 pm $500 A05ELE001A

*Bilingual*

Childcare Certification (Bengali)

শিশুনাবাদকারী হওয়ার জন্য প্রশিক্ষণ এবং ব্যাবস্থাপনা গ্রহণরত হওয়ার জন্য প্রশিক্ষণ এবং ব্যাবস্থাপনায় প্ররূপতার সঠিকতা। আপনি এই প্রশিক্ষণের দুই বছরের সময়ে থেকে হয়। বহু বছরের পথে শিশুরা বোধ করে যে উচ্চ ও জানানী করে নেই বিষয়ে শিক্ষালাভ এবং এ সম্পর্কে নিউ ইয়র্ক স্টেটের বিভিন্ন নিয়মে আলোচনা করবেন। পরিশেষে আপনি লাগুয়ার্ডিয়া থেকে প্রশিক্ষণ সমাপ্তির সাফিকেট লাভ করবেন।

বিষয়বস্তু বিষয়ে অন্তর্ভুক্ত রয়েছে:

- শারীরিক ও নিরাপত্তা শিশুর সূচনাকরণ (দুই পুরুষ ও মহিলাও)
- শিশুবাল্য পরিবারের সূচনা (পুরুষ ১ এবং পুরুষ ২)
- সুরক্ষা ও প্রতিষ্ঠান : শিশু নির্দিষ্ট ও দূর্বিবাহ, আকর্ষণ ও শিশু মৃত্যু সিনড্রোম (সুইত্রলেডেস) ও সেরেন (কালুহি) দীর্ঘ টিমে লাগুয়ার্ডিয়া
- শারীরিক প্রতিষ্ঠাতা ও সাপ্তাহিক গ্রহণ
- শিশু বোধ ও হতার জন্য শারীরিক, বোধকর্ম, সুরক্ষিত ও কথা অনুষ্ঠান শিশুর অনুমোদন
- নিউ ইয়র্ক ওয়ার্কস ফর চিল্ড্রেন এর মাধ্যমে নিউ ইয়র্ক স্টেট প্রশিক্ষণ সহায়তা অনুমোদন লাভ করেন

আয়ো তথ্যকের জন্য কল করুন
(৭১৮) ৪৮২-৭২৪৪.

Sat Nov 7 – Dec 19 (6 sessions/30 hours)
9:00 am – 2:00 pm $500 A05ELE003A
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-interpretating courses for individuals who are preparing to enter AEIP include Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities. For more information visit http://laguardia.edu/aeip/.

Introduction to the Field of Interpreting

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

Tue Sep 15 – Dec 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT100A

Interpreting I

Practice the skills and process tasks needed for interpretation and translation. You will focus on intralingual language exercises in ASL and English, including memory enhancement, message equivalence and paraphrasing. You 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.

no class 11/11
Wed Sep 16 – Dec 23 (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 interational competencies and explore effective team interpreting strategies, with several “live” interpreting practice opportunities. Prerequisite: Interpreting III & ASL Discourse.

no class 11/26
Thurs Sep 17 – Dec 17 (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 will explore issues, make recommendations, and discuss consequences of each decision. Prerequisites: Interpreting III and ASL Discourse.

Tue Sep 15 – Dec 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A15INT107A

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 interpreting at each session and have opportunities to discuss your observations and questions with the professional interpreters. Internship seminar sessions and online peer support discussion provide an arena for analyzing and evaluating interpreting strategies; examining theoretical and practical issues in interpretation; and working through ethical considerations.

runs 9/14, 10/5, 11/2, and 12/7
Mon Sep 14 – Dec 21 (4 sessions/10 hours)
5:45 pm – 8:45 pm $575 A16INT201A

Interpreting Lab

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

no class 9/28 & 10/12
Mon Sep 14 – Dec 21 (10 sessions/20 hours)
6:45 pm – 8:45 pm $239 A16INT550A

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.

no class 9/28 & 10/12
Mon Sep 14 – Dec 21 (10 sessions/20 hours)
6:45 pm – 8:45 pm $239 A16INT550A

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

Monday - Thursday 8:30 a.m. – 6:30 p.m.
Friday - Saturday 8:30 a.m. – 3:30 p.m.
Construction and Building Management

Construction Safety Courses

LaGuardia Community College is partnering with Safety Dynamics, a full service safety, health and environmental consulting firm, to offer general construction safety courses as well as Local Law 196 of 2017 mandated training for workers and supervisors. Safety Dynamics training curricula are approved by organizations that include OSHA, NY State Department of Transportation (NYSDOT), Fire Department of New York (FDNY), and New York City Department of Buildings (NYCDOB) and Department of Environmental Protection (NYCDEP). SST Local Law 196 courses include NYCDOB Training, OSHA Training, FDNY Training, EPA Training and National Safety Council Courses.

You must register at least 2 business days before these courses begin. All classes will be conducted via distance learning but may move to in-person instruction at Greenpoint, Brooklyn. For more information please call (718) 482-7244.

4 Hour Flagging (NYSDOT)

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

Thurs Sept 24 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301A

Thurs Nov 12 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH301B

4 Hour Scaffold User (NYCDOB)

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

Sat Sept 19 (1 session/4 hours)
8:00 am - 12:30 pm $150 A05OSH300A

Wed Oct 7 (1 session/4 hours)
5:00 pm - 9:30 pm $150 A05OSH300B

Sat Nov 7 (1 session/4 hours)
8:00 am - 12:30 pm $150 A05OSH300C

Wed Dec 9 (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 or 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 you will receive a certificate of completion issued by Safety Dynamics. Prerequisite: You must have 5 years of construction supervising experience in concrete operations.

Tues & Wed Sep 15 - Sep 30 (6 sessions/30 hours)
5:00 pm - 10:30 pm $590 A05OSH303A

Tues & Wed Nov 3 - Nov 18 (6 sessions/30 hours)
5:00 pm - 10:30 pm $590 A05OSH303B

30 Hour OSHA Construction Training

Learn the Occupational Safety and 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.

Tues & Wed Oct 6 - Oct 21 (6 sessions/30 hours)
5:00 pm - 10:30 pm $550 A05OSH305A

Tues & Wed Dec 1 - Dec 23 (6 sessions/30 hours)
5:00 pm - 10:30 pm $550 A05OSH305B

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.

Mon, Tues & Wed Sep 14 - Sep 29 (8 sessions/40 hours)
5:00 pm - 10:30 pm $700 A05OSH302A

Mon, Tues & Wed Nov 2 - Nov 17 (8 sessions/40 hours)
5:00 pm - 10:30 pm $700 A05OSH302A

10 Hour Site Safety Training (NYCDOB)

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

Thurs & Fri Sep 17 - Sept 18 (2 sessions/10 hours)
5:00 pm - 10:30 pm $260 A05SST003A

Thurs & Fri Oct 8 - Oct 9 (2 sessions/10 hours)
5:00 pm - 10:30 pm $260 A05SST003B

Thurs & Fri Nov 5 - Nov 6 (2 sessions/10 hours)
5:00 pm - 10:30 pm $260 A05SST003C

Thurs & Fri Dec 10 - Dec 11 (2 sessions/10 hours)
5:00 pm - 10:30 pm $260 A05SST003D

8 Hour Concrete Safety Manager Refresher (NYCDOB)

Get the required training to renew your New York City Department of Buildings (NYCDOB) Concrete Safety Manager license. You will review safe job practices on major building construction projects that involve the placement of 2,000 cubic yards or more of concrete. Topics include NYCDOB Code 3300, local laws and bulletins; and OSHA 1926, subparts C, E, X, O, 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.

Sat Oct 17 (1 session/8 hours)
8:00 am - 5:00 pm $230 A05OSH306A

Sat Dec 19 (1 session/8 hours)
8:00 am - 5:00 pm $230 A05OSH306B
Construction Safety Courses

7 Hour Construction Site Fire Safety Manager (FDNY)
Learn the roles and responsibilities listed in the Fire Department of New York (FDNY) S-56 guidelines to acquire the Certificate of Fitness for Construction Site Fire Safety Manager issued by the FDNY. This course is required for the application, recertification and accreditation of the Construction Site Fire Safety Manager certificate issued by the New York City Department of Buildings, as mandated by FDNY rules S 113-04 (b)(2) and S 113-10. Topics include proper use of fire protection devices, hot work operations, safeguarding roof 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 Sept 10 - Sept 11 (2 sessions/7 hours)
5:00 pm - 9:30 pm $230 A05OSH308A
Thurs & Fri Nov 19 - Nov 20 (2 sessions/7 hours)
5:00 pm - 9:30 pm $230 A05OSH308B

16 Hour Suspended Scaffold User (NYCDOB)
Take the New York City Department of Buildings (NYCDOB) required course for all workers using suspended scaffolding on construction sites. Learn how to visually inspect suspended scaffold equipment; identify basic scaffold components; and execute safe assembly and disassembly of the equipment. You will also study NYCDOB code requirements, and the safe and proper use of a suspended scaffold. Upon successful completion of the course, you will earn a certificate of completion approved by NYCDOB and issued by Safety Dynamics. ND
Sat Oct 17 - Oct 24 (2 sessions/16 hours)
8:00 am - 5:00 pm $410 A05SCF001A

8 Hour Site Safety Coordinator (NYCDOB)
Take this shortened version of the 40 Hour Site Safety Coordinator course in order to apply for New York City Department of Buildings (NYCDOB) Site Safety Coordinator or Construction Superintendent licenses. Discuss the hazards of working in a New York City construction environment as well as specific methods and work practices that are necessary on an urban construction site. Upon successful completion, you will earn a certificate of completion from Safety Dynamics. Prerequisite: In order to be eligible to apply for the NYCDOB Site Safety Coordinator license, you must be a registered architect, licensed engineer, or have 5 years of construction supervision/safety experience, including 3 years supervising major buildings. ND
Sat Sept 26 (1 session/8 hours)
8:00 am - 5:00 pm $260 A05SFT001C
Oct 17 - Oct 18 (2 sessions/8 hours)
Thur (5:00 pm - 9:30 pm), Fri (5:00 pm - 8:30 pm) $260 A05SFT001B

32 Hour Supported Scaffolding (NYCDOB)
Get the required training to work on installing and removing scaffolding 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 5 - Oct 20 (6 sessions/32 hours)
5:00 pm - 10:30 pm $575 A05SFT005A
Mon & Tues Dec 7 - Dec 22 (6 sessions/32 hours)
5:00 pm - 10:30 pm $575 A05SFT005B

32 Hour Site Safety Supervisor (NYCDOB)
Get the required training needed to work in New York City for supervisors, competent persons, construction superintendents, site safety coordinators, site safety managers and concrete safety managers. Topics include 8 Hour Fall Prevention, 2 Hour Drug and Alcohol Awareness, 4 Hour Supported Scaffolding User, 8 Hour Site Safety Supervisor Refresher (Chapter 33), 2 Hour Pre-Task Meeting, 2 Hour Site Safety Plan (SSP), 2 Hour Tool Box Talks, 2 Hour General Electives (First Aid and CPR) and 2 Hour Specialized Electives (Flagging Responsibilities). Upon successful completion of this New York City Department of Buildings (NYCDOB) approved course, you will earn a certificate of completion and an identification card from Safety Dynamics. This course is an awareness level training only and does not provide any other qualification or authorization outside of the Site Safety Training certification and identification card. Prerequisite: Current 30 Hour OSHA card. ND
Sep 17 - Sep 26 (5 sessions/32 hours)
Thur & Fri 5:00 pm-10:30 pm, (2nd Fri 5pm-11:30pm) Sat 8:00 am-5:00 pm $700 A05SST002A
Wed, Thur & Fri Oct 7 - Oct 16 (5 sessions/32 hours)
5:00 pm-10:30 pm, (2nd Wed 5:00pm-11:30pm) $700 A05SST002B
Nov 5 - Nov 14 (5 sessions/32 hours)
Thur & Fri 5:00 pm-10:30 pm (2nd Fri 5pm-11:30pm), Sat 8:00 am-5:00 pm $700 A05SST002C
Wed, Thur & Fri Dec 9 - Dec 18 (5 sessions/32 hours)
5:00 pm-10:30 pm $700 A05SST002D
Refrigeration Machine Operator License Preparation

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 20 – Jun 22 (67 sessions/200 hours)
6:00 pm – 9:00 pm $2600 A05BLD000A FREE

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

Construction and Maintenance Courses

Electrical 1

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

Mon, Wed & Thurs Oct 29 – Feb 11 (37 sessions/185 hours)
4:30 pm – 7:00 pm A23ELP000A

Plumbing 1

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

Mon, Wed & Thurs Oct 26 – Feb 11 (39 sessions/195 hours)
4:30 pm – 7:00 pm A23PLG000A

Information Session

Building Operations and Refrigeration

Tuesday, September 22 (1 session/2 hours)
6:00 pm – 8:00 pm A05BLD000A FREE

Find out about the requirements and skills needed to break into or advance in the field of building operations.
Get tips on hot careers in refrigeration and building maintenance from our industry experts.
A representative from our training partner National Association of Power Engineers (NAPE) will explain how to effectively use your network to find employment.

To register or for more information call (718) 482-7244 or visit http://www.laguardia.edu/careerinsider/
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 online with a debit/credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach

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 2020 Registration
Registration Deadline, September 11, 2020 at 7:00p.m.
http://www.laguardia.edu/telc/

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 2020 Registration
Registration Deadline, September 24, 2020 at 7:00p.m.  http://www.laguardia.edu/telc/

Morning Intensive Program

Mon – Fri Sep 23 – Dec 7 (49 sessions/168 hours)
8:45 am – 12:45 pm $1735 AF021000

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 2020 Registration
Registration Deadline, October 3, 2020 at 7:00p.m.
http://www.laguardia.edu/telc/

Listening, Speaking, Reading, and Writing

Mon – Thurs Oct 7 – Dec 14 (36 sessions/90 hours)
6:30 pm – 9:20 pm $745 AF021006

Listening and Speaking

Mon & Wed Oct 7 – Dec 14 (18 sessions/45 hours)
6:50 pm – 9:20 pm $395 AF021003

Reading and Writing

Tues & Thurs Oct 8 – Dec 10 (18 sessions/45 hours)
6:50 pm – 9:20 pm $395 AF021004

TOEFL Preparation

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

Tues & Thurs Oct 8 – Dec 10 (18 sessions/45 hours)
6:50 pm – 9:20 pm $395 AF021400A

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

Sat Oct 10 – Dec 12 (9 sessions/45 hours)
9:00 am – 2:30 pm $395 AF021400B
Free English and Citizenship Classes
Learn English and prepare for the U.S. Citizenship Exam at LaGuardia Community College

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

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

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

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

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.

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

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

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

Get the English skills you need to succeed in college!

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
High School Equivalency

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

Fall 2020
Registration will be conducted remotely.
Complete the registration form online at www.laguardia.edu/hsetuitionform. You will be contacted with date and time of the online registration. (Call (718) 482–5385 for future placement exam dates.)

Placement Exams:
- 35 minute reading exam
- 20 minute math survey
- Writing sample

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

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

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 & provide current budget letter)
- 65 years of age and older – 30% discount
- If you have taken the high school equivalency course in the last 6 months and need to retake it – 30% discount

For more information call (718) 482–5385.

High School Equivalency in English

Wed & Fri Sep 23 – Dec 18 (25 sessions/100 hours)
10:00 am – 2:00 pm $325 A04HSE001A

Sat Sep 19 – Dec 19 (13 sessions/97.5 hours)
9:00 am – 5:00 pm $325 A04HSE0001C

Equivalencia del Bachillerato en Español

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

Otoño 2020
El registro se realizará de forma remota.
Complét el formulario de registro en línea/"online" www.laguardia.edu/hsetuitionform. Será contactado con la fecha y hora del registro en línea/"online"
(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.

Pago:
- El curso puede pagar con tarjeta de crédito o débito.
- El costo del curso de $25 puede pagar "online" www.laguardia.edu/acereg/

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

Descuentos:
- Estudiantes que reciben ayuda del gobierno - descuento de 50% (tendrán que mostrar su tarjeta de ayuda del gobierno y carta de presupuesto actual)
- 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.
**Adult Basic Education for Deaf Adults**

**Start or Advance Your Career!**

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

Visit laguardia.edu/careercoach or Room C-258

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

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

Mon, Tues, Wed & Thurs Sep 12 - Dec 20
(1 session/4 hours) 9:00 am - 5:00 pm
$15 A16TAB000A

Mon, Tues, Wed & Thurs Sep 12 - Dec 20
(1 session/4 hours) 9:00 am - 5:00 pm
$15 A16TAB000B

**Beginning ASL and English for Deaf Adults**

Mon & Wed Oct 19 - Dec 16 (18 sessions/45 hours)
5:45 pm - 8:30 pm $429 A16RDW001A

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

Tues & Thurs Oct 13 - Dec 17 (22 sessions/33 hours)
5:45 pm - 7:55 pm $429 A16RDW003A

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

Mon & Wed Oct 12 - Dec 16 (22 sessions/44 hours)
5:45 pm - 7:55 pm $429 A16RDW004A

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**High School Equivalency for Deaf Adults**

Call (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu to gather information and take a reading pre-placement test. If you qualify, you must then take the five High School Equivalency (formerly GED) predictor tests. If you've taken the GED exam before, please bring your old scores.

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**High School Equivalency Placement Exam**

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

Mon, Tues, Wed & Thurs Sep 12 - Dec 20
(3 sessions/15 hours) 9:00 am - 5:00 pm
$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 Oct 13 - Dec 17 (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 Oct 12 - Dec 17 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT014A

**High School Equivalency Math for Deaf Adults**

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

Mon & Wed Oct 12 - Dec 16 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT015A

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**High School Equivalency for Deaf Adults**

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

Tues & Thurs Oct 13 - Dec 17 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16HSE002A

**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 Oct 13 - Dec 17 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16HSE001A

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**High School Equivalency for Deaf Adults**

Call (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu to gather information and take a reading pre-placement test. If you qualify, you must then take the five High School Equivalency (formerly GED) predictor tests. If you've taken the GED exam before, please bring your old scores.

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**High School Equivalency Placement Exam**

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

Mon, Tues, Wed & Thurs Sep 12 - Dec 20
(3 sessions/15 hours) 9:00 am - 5:00 pm
$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 Oct 13 - Dec 17 (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 Oct 12 - Dec 17 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT014A

**High School Equivalency Math for Deaf Adults**

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

Mon & Wed Oct 12 - Dec 16 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT015A
The Bridge to College and Careers Program at LaGuardia Community College helps adults and out-of-school youth prepare for the high school equivalency exam (TASC) while exploring topics in healthcare, science or business.

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

- Bridge to Health Program
- Bridge to Science Program
- Bridge to Tech Program

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

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

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

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

CUNY Start is an intensive and affordable program that helps you prepare for college-level coursework and meet CUNY’s proficiency milestones before starting credit courses. Part-time and full-time classes are offered in writing and math.

Why enroll in CUNY Start & MATH Start?

- Improve your math skills and prepare for college
- Two opportunities to meet CUNY’s proficiency milestones
- Low cost: $75 per semester, including books and materials
- Save financial aid and spend less time in remedial classes

To be eligible for CUNY Start, you must

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Fall 2020 classes
- Have remedial needs based on the CUNY proficiency index score
- 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 16, 2020 - February 17, 2021

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

To attend an info session visit laguardia.edu/cunystart and sign up.
College Courses for Non-Credit

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

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

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 & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
11:45 am – 2:00 pm $320 A02ELA101A

Elementary Arabic II
Tues & Thurs Sep 17 – Dec 17 (24 sessions/48 hours)
11:45 am – 2:00 pm $320 A02ELA102A

Elementary Modern Chinese I
Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELC101A

Elementary Modern Chinese II
Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
3:25 pm – 5:35 pm $320 A02ELC102A

Modern Chinese Literature
Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
11:45 am – 2:00 pm $320 A02ELC201A

Elementary French I
Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
9:15 am – 11:30 am $320 A02ELF101A
Thurs Sep 17 – Dec 17 (24 sessions/48 hours)
5:45 pm – 7:55 pm $320 A02ELF101B
Sat Sep 12 – Dec 19 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELF101C

Elementary French II
Thurs Sep 17 – Dec 17 (12 sessions/48 hours)
9:15 am – 11:30 am $320 A02ELF102A

Elementary Italian I
Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
11:45 am – 12:45 pm $320 A02ELI101A
Mon & Wed Sep 14 – Dec 16 (24 sessions/48 hours)
9:15 am – 10:15 am $320 A02ELI101B
Sat Sep 12 – Dec 19 (12 sessions/36 hours)
10:30 am – 2:00 pm $320 A02ELI101C

Elementary Italian II
Mon & Wed Sep 14 – Dec 16 (24 sessions/48 hours)
10:30 am – 12:45 pm $320 A02ELI102A
Sat Sep 12 – Dec 19 (12 sessions/36 hours)
10:30 am – 2:00 pm $320 A02ELI102B

Elementary Japanese I
Mon & Wed Sep 14 – Dec 16 (24 sessions/48 hours)
10:30 am – 12:45 pm $320 A02ELJ101A
Wed Sep 12 – Dec 16 (12 sessions/36 hours)
11:45 am – 2:00 pm $320 A02ELJ101B
Sat Sep 12 – Dec 19 (12 sessions/36 hours)
10:30 am – 2:00 pm $320 A02ELJ101C

Elementary Japanese II
Mon & Wed Sep 14 – Dec 16 (24 sessions/48 hours)
10:30 am – 12:45 pm $320 A02ELJ102A
Wed Sep 12 – Dec 16 (12 sessions/36 hours)
11:45 am – 2:00 pm $320 A02ELJ102B
Sat Sep 12 – Dec 19 (12 sessions/36 hours)
10:30 am – 2:00 pm $320 A02ELJ102C

Elementary Korean I
Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
11:45 am – 12:45 pm $320 A02ELK101A
Mon & Wed Sep 14 – Dec 16 (24 sessions/48 hours)
11:45 am – 2:00 pm $320 A02ELK101B
Sat Sep 12 – Dec 19 (12 sessions/36 hours)
10:30 am – 2:00 pm $320 A02ELK101C

Elementary Korean II
Mon Sep 14 – Dec 14 (12 sessions/36 hours)
11:45 am – 2:00 pm $320 A02ELK102A
Mon & Wed Sep 14 – Dec 16 (24 sessions/48 hours)
6:35 pm – 7:55 pm $320 A02ELK102B
Sat Sep 12 – Dec 19 (12 sessions/36 hours)
10:30 am – 2:00 pm $320 A02ELK102C

Elementary Spanish I
Mon & Wed Sep 14 – Dec 16 (24 sessions/48 hours)
10:30 am – 12:45 pm $320 A02ELS101A
Mon & Wed Sep 14 – Dec 16 (24 sessions/48 hours)
6:35 pm – 7:55 pm $320 A02ELS101B
Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
10:30 am – 12:45 pm $320 A02ELS101C
Sat Sep 12 – Dec 19 (12 sessions/36 hours)
10:30 am – 2:00 pm $320 A02ELS101D

Elementary Spanish II
Mon & Wed Sep 14 – Dec 16 (24 sessions/48 hours)
10:30 am – 12:45 pm $320 A02ELS102A
Mon & Fri Sep 14 – Dec 18 (24 sessions/48 hours)
2:15 pm – 4:25 pm $320 A02ELS102B
Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
6:35 pm – 7:55 pm $320 A02ELS102C
Sat Sep 12 – Dec 19 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELS102D
College Art

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

Art in New York: A Museum/Gallery Seminar

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

Mon Sep 14 – Dec 14 (12 sessions/48 hours)
2:15 pm – 5:35 pm $320 A02HUA101A
Fri Sep 17 – Dec 17 (12 sessions/48 hours)
9:15 am – 12:45 pm $320 A02HUA101B

Introduction to Art

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

Mon Sep 14 – Dec 14 (12 sessions/48 hours)
2:15 pm – 5:35 pm $320 A02HUA101A
Tue Sep 15 – Dec 15 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02HUA101B
Thurs Sep 17 – Dec 17 (12 sessions/48 hours)
9:15 am – 11:30 am $320 A02HUA101C
Fri Sep 18 – Dec 18 (12 sessions/48 hours)
9:15 am – 11:30 am $320 A02HUA101D

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 14 – Dec 16 (12 sessions/36 hours)
9:15 am – 11:30 am $320 A02HUM101A
Fri Sep 18 – Dec 18 (12 sessions/36 hours)
2:15 pm – 5:35 pm $320 A02HUM101B
Mon & Wed Sep 14 – Dec 16 (12 sessions/36 hours)
8:05 pm – 9:35 pm $320 A02HUM101C

Voice I

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

Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
10:30 am – 12:00 pm $320 A02HUM155A
Tues & Thurs Sep 15 – Dec 17 (24 sessions/48 hours)
5:15 pm – 6:45 pm $320 A02HUM155B

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.

Tues & Thurs Sep 15 – Dec 17 (24 sessions/36 hours)
2:15 pm – 4:25 pm $320 A02HUM170A

College Liberal Arts

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

Public Speaking

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

Thurs Sep 17 – Dec 17 (12 sessions/36 hours)
7:30 am – 9:00 pm $320 A02HUC106A
Tue Sep 18 – Dec 18 (12 sessions/48 hours)
2:15 pm – 4:25 pm $320 A02HUC106B
Mon & Wed Sep 18 – Dec 18 (24 sessions/48 hours)
9:15 am – 11:30 pm $320 A02HUC106C

Introduction to Philosophy

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

Tues & Thurs Sep 14 – Dec 17 (24 sessions/36 hours)
9:15 am – 11:30 am $320 A02HUP101A
Fri Sep 18 – Dec 18 (12 sessions/36 hours)
9:15 am – 12:45 pm $320 A02HUP101B

Critical Thinking

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

Wed Sep 16 – Dec 16 (12 sessions/36 hours)
10:30 am – 12:45 pm $320 A02HUP102A
Tues & Thurs Sep 15 – Dec 17 (24 sessions/36 hours)
2:15 pm – 4:25 pm $320 A02HUP102B
Mon & Wed Sep 14 – Dec 14 (24 sessions/36 hours)
10:30 am – 12:45 pm $320 A02HUP102C
Program for Deaf Adults

Continuing Education 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 27 – Dec 15 (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 Program for Deaf Adults at (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu.

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

Mon, Tues, Wed & Thurs Sep 12 – Dec 20
(1 session/2 hours) $149 A16PDV001A

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

Mon, Tues, Wed & Thurs Sep 12 – Dec 20
(6 sessions/12 hours) $959 A16PDV002A

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

Mon, Tues, Wed & Thurs Sep 12 – Dec 20
(12 sessions/24 hours) $1859 A16PDV003A

Division of Adult & Continuing Education @ LaGuardia Community College

Continuing Education 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 27 – Dec 15 (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 Program for Deaf Adults at (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu.

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

Mon, Tues, Wed & Thurs Sep 12 – Dec 20
(1 session/2 hours) $149 A16PDV001A

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

Mon, Tues, Wed & Thurs Sep 12 – Dec 20
(6 sessions/12 hours) $959 A16PDV002A

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

Mon, Tues, Wed & Thurs Sep 12 – Dec 20
(12 sessions/24 hours) $1859 A16PDV003A
### Intensive Study in American Sign Language Program

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

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

### Intensive Study in ASL – Screening

All continuing education students are required to be assessed through an intensive screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes. Contact Program for Deaf Adults at (977) 832–1207 (VP) or (718) 482–5324 (V) or email pda@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Sep 12 – Dec 20
(1 session/1 hour) 9:00 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.

Sat Sep 26 – Dec 19 (22 sessions/46 hours)
9:00 am – 1:00 pm $359 A16ASL011A

Mon & Wed Oct 5 – Dec 16 (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.

Sat Sep 26 – Dec 19 (22 sessions/46 hours)
9:00 am – 1:00 pm $359 A16ASL012A

Mon & Wed Oct 5 – Dec 16 (34 sessions/46 hours)
5:45 pm – 7:55 pm $359 A16ASL012B

### Intensive Study in American Sign Language - Level 3

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

Sat Sep 26 – Dec 19 (22 sessions/46 hours)
9:00 am – 1:00 pm $359 A16ASL014A

### Dual Access Courses

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

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

Tues & Thurs Sep 15 – Dec 17 (18 sessions/48 hours)
3:25 pm – 5:35 pm $359 A16ASL026A

Tues & Thurs Sep 15 – Dec 17 (18 sessions/48 hours)
9:15 am – 11:30 am $359 A16ASL026B

Mon & Wed Sep 14 – Dec 16 (18 sessions/48 hours)
11:45 am – 2:00 pm $359 A16ASL026C

Tues & Thurs Sep 15 – Dec 17 (18 sessions/48 hours)
5:45 pm – 7:55 pm $359 A16ASL026D

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

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

Tues & Thurs Sep 15 – Dec 17 (18 sessions/48 hours)
11:45 am – 2:00 pm $359 A16ASL015A

Tues & Thurs Sep 15 – Dec 17 (18 sessions/48 hours)
3:25 pm – 5:35 pm $359 A16ASL015B

Mon & Wed Sep 14 – Dec 16 (18 sessions/48 hours)
5:45 pm – 7:55 pm $359 A16ASL016C

#### Dual Access: Intensive Study in American Sign Language – Level 3

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

Mon & Wed Sep 14 – Dec 16 (18 sessions/48 hours)
5:45 pm – 7:55 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.

Thurs Sep 17 – Dec 17 (18 sessions/36 hours)
5:45 pm – 9:05 pm $319 A16ASL029A
The Learning & Innovation Center at LaGuardia Community College is a meeting ground for businesses, students and the community to learn, work, create and grow, with opportunity for collaboration, mentoring and networking.

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

To request a tour please contact Erika Correa at (718) 482-5976

To learn more about this collaborative ecosystem of technology, education, workforce and business visit laguardia.edu/innovation.

WHERE TECHNOLOGY AND EDUCATION CREATE OPPORTUNITY
Youth Programs

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

Programs sponsored by grant funding.

CUNY Fatherhood Academy

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

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

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

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

High School Equivalency

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

Call: (718) 482-5340

Have you served in the military?

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

LaGuardia’s Veterans Resource Center can help you!

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

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

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

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
Small Business & Entrepreneur Services
Are you a new or emerging small business?

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

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

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

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

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

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

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

Do you want to 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

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
Grants, Scholarships and Opportunities
Financial Support Services for Continuing Educations Students

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

The Career Success Scholarship can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.

**Application opens: May 25, 2020  -  Deadline for submission: August 3, 2020**

For more information visit [https://cunysud.formstack.com/forms/winter_spring_2019](https://cunysud.formstack.com/forms/winter_spring_2019)

**Contact:** Serena Bowles (718) 730-7501 sbowles@lagcc.cuny.edu

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

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

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

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

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

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

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**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.

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**Get an education. Get a tax break.**

**Hope Scholarship Credit**

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

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**Students Over 65**

Rediscover the joy of learning at LaGuardia!

**Receive a 30% discount for non-credit courses.**

For more information call (718) 482-5337.

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**Payment Plans**

Payment plans are available for select tuition programs.

For more information call (718) 482-7244.
Support for Immigrant and International Students at LaGuardia

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

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

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

LEGAL RESOURCES

Green Card Holders

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

Undocumented

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

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

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

Refugees

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

LEGAL RESOURCES

SAFETY

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

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

VICTIMS OF HARASSMENT OR INTIMIDATION

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

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

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

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

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

To reach Karen Williams 24/7 you can call her at (212) 537-6978.

Become a U.S. Citizen

CUNY Citizenship Now! assists permanent residents with their U.S. citizenship applications.
http://www1.cuny.edu/sites/citizenship-now/

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

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

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

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

Online: laguardia.edu/acereg
By phone: (718) 482-7244
For English Language classes call (718) 482-5360
Monday through Thursday 8:30 am - 6:30 pm
Friday through Saturday 8:30 am - 3:30 pm

Payment
Payment is required at time of registration.
Payment can be made online or by phone (see hours above).
For most classes you may pay with major credit cards (MasterCard/Visa/American Express).
The English Language Center and EMT Program 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 no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability. Call (718) 482-7244 for more information.

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

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

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

$20 will be deducted from refunds as shown above up to a limit of $40.
Allow 4-6 weeks to receive refunds for payment made by check or cash.
Allow 2 billing cycles for credit charges to reflect refund on monthly statements.
Credit Card/Debit Card payments are refunded back to the original card used at time of purchase.

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

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

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

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

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

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

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

How to Get to LaGuardia Campus

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

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

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

By Bus:
Q60, Q32 Queens Boulevard and Skillman Avenue
Q39 Thomson and Van Dam Street
B62 Thomson and Jackson Avenue
Bike Parking:
Racks are available on Van Dam Street, in front of the E building, and near the parking lot on 29th Street by the C Building.

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

How to Register
Fabianna Rodríguez-Mercado delved into the IT field with a course in LaGuardia's Continuing Education. She now works for a Fortune 500 company and is using her training to help with COVID-19 contact tracing efforts.

Read her story on page 12.

**Fabianna Rodríguez-Mercado**

**ENROLLED** in LaGuardia’s Security Fundamentals course to acquire IT training

**EARNED** CompTIA Security+ certification

**LANDED** a position in Accenture as an IT analyst

**SUPPORTS** a response team for a COVID-19 Contact Tracing Program

To learn more about Cybersecurity and Privacy Management as well as our other tech programs see pages 10 - 12.

Fabiana Rodríguez-Mercado delved into the IT field with a course in LaGuardia's Continuing Education. She now works for a Fortune 500 company and is using her training to help with COVID-19 contact tracing efforts. Read her story on page 12.