INVEST IN YOUR FUTURE
# Table of Contents

## Professional Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>6</td>
</tr>
<tr>
<td>Computer Services Technician Certificate Program</td>
<td>6</td>
</tr>
<tr>
<td>Information Security Program</td>
<td>6</td>
</tr>
<tr>
<td>LaGuardia TechHire-Open Code</td>
<td>6</td>
</tr>
<tr>
<td>Computer Skills</td>
<td>7</td>
</tr>
<tr>
<td>Certificate Program in Microsoft Office Applications</td>
<td>7</td>
</tr>
<tr>
<td>Fundamental Computer Skills</td>
<td>7</td>
</tr>
<tr>
<td>Administrative Assistant Certificate Program</td>
<td>7</td>
</tr>
<tr>
<td>Business Communication</td>
<td>8</td>
</tr>
<tr>
<td>Advanced Excel Certificate</td>
<td>8</td>
</tr>
<tr>
<td>Displaced Homemakers Program</td>
<td>8</td>
</tr>
<tr>
<td>Accounting, Bookkeeping and Tax Preparation</td>
<td>9</td>
</tr>
<tr>
<td>Computerized Bookkeeping for QuickBooks Certificate Program</td>
<td>9</td>
</tr>
<tr>
<td>Notary Public</td>
<td>9</td>
</tr>
<tr>
<td>Healthcare - Clinical</td>
<td>10</td>
</tr>
<tr>
<td>Certified Clinical Medical Assistant (CCMA)</td>
<td>10</td>
</tr>
<tr>
<td>Advanced Radiologic Technology</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Healthcare Programs / EMT &amp; Paramedic</td>
<td>11</td>
</tr>
<tr>
<td>NYC Welcome Back Center</td>
<td>11</td>
</tr>
<tr>
<td>Bilingual Medical Assistant Training for English Language Learners</td>
<td>11</td>
</tr>
<tr>
<td>Healthcare - Related</td>
<td>12</td>
</tr>
<tr>
<td>Medical Billing Training</td>
<td>12</td>
</tr>
<tr>
<td>Medical Coding Certificate Program Information Session</td>
<td>12</td>
</tr>
<tr>
<td>Medical Coding</td>
<td>12</td>
</tr>
<tr>
<td>Patient Coordinator Program Information Session</td>
<td>12</td>
</tr>
<tr>
<td>Certified Dietary Manager Program</td>
<td>13</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>13</td>
</tr>
<tr>
<td>Healthcare Interpreter Certificate Program, Level 1</td>
<td>14</td>
</tr>
<tr>
<td>Central Service Technician Certificate Program</td>
<td>14</td>
</tr>
<tr>
<td>Education Workshops</td>
<td>15</td>
</tr>
<tr>
<td>Child Abuse Identification and Reporting</td>
<td>15</td>
</tr>
<tr>
<td>School Violence Prevention</td>
<td>15</td>
</tr>
<tr>
<td>Dignity for All Students Act (DASA)</td>
<td>15</td>
</tr>
<tr>
<td>Education Courses</td>
<td>15</td>
</tr>
<tr>
<td>Certificación en el Cuidado de Niños</td>
<td>15</td>
</tr>
<tr>
<td>(Certification in Childcare - offered in Spanish)</td>
<td>15</td>
</tr>
<tr>
<td>Legal</td>
<td>16</td>
</tr>
<tr>
<td>Legal Interpreter Certificate Program</td>
<td>16</td>
</tr>
<tr>
<td>Legal Interpreter Information Session</td>
<td>16</td>
</tr>
<tr>
<td>Security Guard Training Program</td>
<td>16</td>
</tr>
<tr>
<td>Construction and Building Management Program</td>
<td>18</td>
</tr>
<tr>
<td>Construction Safety Courses</td>
<td>18</td>
</tr>
<tr>
<td>10 godzinnie szkolenie OSHA dla budownictwa (Polish)</td>
<td>19</td>
</tr>
<tr>
<td>Construction Skills, Safety and Sustainability Training Program</td>
<td>19</td>
</tr>
<tr>
<td>Cursos de Construcción en Español</td>
<td>20</td>
</tr>
<tr>
<td>Construction Management Certificate Program</td>
<td>20</td>
</tr>
<tr>
<td>Building Operations Information Session</td>
<td>20</td>
</tr>
<tr>
<td>Education Workshops</td>
<td>15</td>
</tr>
<tr>
<td>Child Abuse Identification and Reporting</td>
<td>15</td>
</tr>
<tr>
<td>School Violence Prevention</td>
<td>15</td>
</tr>
<tr>
<td>Dignity for All Students Act (DASA)</td>
<td>15</td>
</tr>
<tr>
<td>Education Courses</td>
<td>15</td>
</tr>
<tr>
<td>Certificación en el Cuidado de Niños</td>
<td>15</td>
</tr>
<tr>
<td>(Certification in Childcare - offered in Spanish)</td>
<td>15</td>
</tr>
<tr>
<td>Legal</td>
<td>16</td>
</tr>
<tr>
<td>Legal Interpreter Certificate Program</td>
<td>16</td>
</tr>
<tr>
<td>Legal Interpreter Information Session</td>
<td>16</td>
</tr>
<tr>
<td>Security Guard Training Program</td>
<td>16</td>
</tr>
<tr>
<td>Construction and Building Management Program</td>
<td>18</td>
</tr>
<tr>
<td>Construction Safety Courses</td>
<td>18</td>
</tr>
<tr>
<td>10 godzinnie szkolenie OSHA dla budownictwa (Polish)</td>
<td>19</td>
</tr>
<tr>
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<tr>
<td>Building Operations Information Session</td>
<td>20</td>
</tr>
</tbody>
</table>

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Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
If you are Deaf or Hard-of-Hearing, please contact Pacts Cartagna at (917) 832-1202 (video phone/voice) to discuss your individual needs. Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four weeks in advance of class start date to help ensure that reasonable accommodation requests can be processed in a timely manner.

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

To inquire about disability services:
Welcome to Adult and Continuing Education (ACE) at LaGuardia Community College.

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

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

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

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

Mark C. Healy, Vice President
Division of Adult and Continuing Education

The Division of Adult and Continuing Education (ACE) at LaGuardia Community College opens doors to opportunity. Whether you want to earn a high school equivalency diploma, go to college, get job training, begin or advance in a career, or grow your business, we can help you get on the path to achieving your goals.

ACE is the largest continuing education division among all the CUNY campuses and is one of the most comprehensive in the country, with a wide range of programs that serve over 30,000 New Yorkers of diverse cultures, ages, ethnicities, and educational and economic backgrounds.

Professional Training
Our innovative training programs, taught by experts in the field, give you the knowledge and skills you need to enter into high demand industries, including healthcare, technology, finance, construction and more.

ESL and College Preparation
Since 1971, we have helped thousands of students learn English. Our many English as a Second Language (ESL) programs prepare you for college, a career and life in New York City.

Our pioneering pre-college programs are models for schools across the country, and they can help you move forward in your life. Earn a high school equivalency diploma, enroll in college or a professional training program, and step into a brighter future.

Business Services
If you want to start or grow your business, ACE is the place to be. Our hands-on education and training programs as well as the specialized technical assistance and support services we provide have assisted more than 22,000 small businesses, which in turn have created thousands of jobs and secured over half a billion dollars in contracts over the last 15 years. We also partner with employers to close the skills gap and create talent pipelines that match our students to businesses and organizations.

Look through our catalog or visit our web site at www.laguardia.edu/ce. There are so many opportunities to make your dreams come true. We hope you join us.

Mark C. Healy
Vice President
Division of Adult and Continuing Education
## 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.

<table>
<thead>
<tr>
<th>In 3 months</th>
<th>In 4 months</th>
<th>In 6 months</th>
<th>In 12 months</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>• Become a Tax Return Preparer - visit laguardia.edu/ce</td>
<td>• Receive LaGuardia certification in Microsoft Office Applications (Word, Excel, PowerPoint and Access) - page 7</td>
<td>• Prepare for industry certification as an Emergency Medical Technician - page 11</td>
<td>• Prepare for industry certification as a Paramedic - visit laguardia.edu/paramedic-original/</td>
</tr>
<tr>
<td>• Receive LaGuardia certification in QuickBooks - page 9</td>
<td>• Prepare for industry certification as a Central Service Technician - page 14</td>
<td>• Become a Patient Coordinator - page 12</td>
<td>• Prepare for industry certification in Medical Coding - page 12</td>
</tr>
<tr>
<td>• Prepare for industry certification as a Computer Service Technician - page 6</td>
<td></td>
<td>• Prepare for industry certification as a Dietary Manager - page 13</td>
<td>• Prepare for industry certification as a Dietary Manager - page 13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Receive LaGuardia certification in Construction Management - page 20</td>
</tr>
</tbody>
</table>
Professional Programs

Information Technology

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

CST, Part 3: Networking
Explore how computers interact with other computers, servers, hubs and switches, and learn Internet protocols. You will also plan and implement home and small office networks with Internet access via physical and wireless networking. Prerequisite: Successful completion of CST, Part 2. ND

Sat Jan 5 - Jan 26 (4 sessions/20 hours)
9:00 am - 2:30 pm $360 A05CMP103A

CST, Part 4: New Technologies
Get a working knowledge of security best practices. Learn about anti virus software, remote assistance and remote desktop connections; wireless access point and router setup and configuration; and connecting newer devices to a network, such as iPods, iPads and Android smart phones. Prerequisite: Successful completion of CST, Part 3. ND

Sat Feb 2 - Feb 23 (4 sessions/20 hours)
9:00 am - 2:30 pm $360 A05CMP104A

CST Part 5: Build Your Own Computer and Prepare for CompTIA A+ Certification
Put your practical and theoretical training to use by designing and building your own PC. You will also prepare for the A+ certification exam by reviewing and taking full length practice exams. Exam voucher will be provided upon completion of course. Prerequisite: Successful completion of CST, Part 4. ND

Sat Mar 2 - Mar 23 (4 sessions/20 hours)
9:00 am - 2:30 pm $360 A05CMP112A

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

Information Session
Saturday, March 2, 2019 (1 session/2 hours)
11:00 am A05CYB000A FREE

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

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

Instructor: Nicholas Riedinger, MS Degree in Integrated Digital Media, Polytechnic University (Polytechnic Institute of New York University), has worked in the IT field for 15 years and in cyber security for more than six years. He has been teaching at LaGuardia since 2016.

Sat Mar 30 - Jun 8 (9 sessions/45 hours)
9:00 am - 2:30 pm $1010 A05CMP115A

LaGuardia TechHire-Open Code

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

Mon - Fri Feb 25 - Mar 4 (15 sessions/90 hours)
9:30 am - 4:30 pm $525 A05WEB100A

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

Certificate Program in Microsoft Office Applications

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

Tues & Thurs Feb 19 - Mar 14 (8 sessions/24 hours)
6:00 pm - 9:00 pm $245 A05OSK003A

Microsoft Word for Windows
Learn the basics of Microsoft Word for Windows, including the tool bar, AutoCorrect feature, cut/copy/paste, tab sets, grammar checker, printing, headers, footers and page numbers. Please bring a USB flash drive to class. Prerequisite: Computers and Internet Basics or equivalent experience.

Sat Jan 12 - Mar 2 (8 sessions/24 hours)
9:00 am - 12:00 pm $245 A05OSK002A

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

Sat Mar 16 - Apr 6 (4 sessions/12 hours)
9:00 am - 12:00 pm $123 A05OSK005A

Fundamental Computer Skills

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

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

Tues & Thurs Jan 15 - Feb 7 (8 sessions/24 hours)
6:00 pm - 9:00 pm $245 A05OSK001A

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

Tues & Thurs Jan 15 - Feb 7 (8 sessions/24 hours)
6:00 pm - 9:00 pm $245 A05OSK001A

Business Writing Skills

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

Mon & Wed Feb 6 - Mar 6 (8 sessions/24 hours)
6:00 pm - 9:00 pm $265 A05BUS017A

Administrative Assistant Certificate Program

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

In this 8-course program, you will learn the essential computer and communication skills needed to succeed in an office setting. Upon successful completion of the program, you will earn a LaGuardia certificate of completion. Required Courses: Power Keyboarding, Efficient Email Management, Business Writing Skills, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access Intensive, and Building Reports in Excel. (You may take individual courses without intending to complete the certificate program.) Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244.

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

Business Communication

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

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

Sat Feb 23 (1 session/2 hours)
10:00 am - 12:00 pm $35 A05BUS019A

Impressive Resume Workshop
Become more competitive in the job market by learning the dos and don’ts of resume writing and cover letters. You will create your own resume or build upon your current one through in class exercises and one on one critique from the instructor. Please bring a USB flash drive to class. Prerequisite: Microsoft Word for Windows. ND

Sat Feb 9 - Feb 16 (2 sessions/10 hours)
9:00 am - 2:00 pm $125 A05JOB002A

Efficient Email Management
Increase productivity and save time by effectively managing your email account with Gmail. Learn how to create and organize messages into folders, sort by categories, set flags, and manage calendars and contacts. Please bring a USB flash drive to class. Prerequisite: Certificate Program in Microsoft Office Applications or equivalent experience. ND

Mon & Wed Jan 23 - Feb 4 (4 sessions/12 hours)
6:30 pm - 9:00 pm $149 A05PRF006A

Advanced Excel Certificate

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

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

Tues & Thurs Mar 19 - Mar 28 (4 sessions/12 hours)
6:00 pm - 9:00 pm $149 A05PRF001A

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

Mon & Wed Mar 11 - Mar 20 (4 sessions/12 hours)
6:00 pm - 9:00 pm $149 A05PRF001A

LaGuardia Community College's Displaced Homemakers Program offers:

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

For more information call (718) 482-5161 or email msampson@lagcc.cuny.edu.

Program sponsored by grant funding.
Computerized Bookkeeping for QuickBooks Certificate Program

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

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

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

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

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

Tues & Thurs Jan 15 - Feb 14 (9 sessions/27 hours)
6:00 pm - 9:00 pm $410 A05OSK006A
Sat Feb 9 - Mar 16 (6 sessions/27 hours)
9:00 am - 2:00 pm $410 A05OSK006B

Bookkeeping with QuickBooks, Part 2
Gain hands on experience setting up an inventory system. Create payments and reports for merchandising businesses and learn how to compute the depreciation formula for, and determine the book value of, a company’s fixed assets. With instructor supervision, generate financial reports. Prerequisite: Successful completion of Bookkeeping with QuickBooks, Part 1. ND

Tues & Thurs Feb 19 - Mar 7 (6 sessions/18 hours)
6:00 pm - 9:00 pm $300 A05OSK007A
Sat Mar 23 - Apr 13 (4 sessions/18 hours)
9:00 am - 2:00 pm $300 A05OSK007B

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

Tues & Thurs Mar 12 - Mar 28 (6 sessions/18 hours)
6:00 pm - 9:00 pm $300 A05OSK008A
Sat Jan 5 - Jan 26 (4 sessions/18 hours)
9:00 am - 2:00 pm $300 A05OSK008B

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

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

Wed Feb 20 (1 session/3 hours)
6:30 pm - 9:30 pm $99 A05BUS001A

REGISTER TODAY to reach your education or career goals!

Online:
laguardia.edu/acereg

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

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

**Certified Clinical Medical Assistant (CCMA)**

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

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

**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

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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Locations</th>
<th>Course Time</th>
<th>Cost</th>
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<tbody>
<tr>
<td>A11CPR001A</td>
<td>CPR for Healthcare</td>
<td>Mon, Wed, Fri</td>
<td>Mar 4 - Mar 22</td>
<td>6:00 pm - 10:00 pm</td>
<td>$305 A11HLO03A</td>
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<tr>
<td>A05RAD001A</td>
<td>Anatomy and Physiology</td>
<td>Sat Feb 2 - Apr 13</td>
<td>6:00 pm - 9:00 pm</td>
<td>$789 A05RAD000A</td>
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**Medical Terminology**

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

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<tr>
<td>A11HLO04A</td>
<td>Medical Terminology</td>
<td>Mon, Wed, Fri</td>
<td>Apr 1 - Apr 25</td>
<td>6:00 pm - 10:00 pm</td>
<td>$554 A11HLO04A</td>
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<td>Mon, Wed, Fri</td>
<td>Apr 1 - Apr 25</td>
<td>10:00 am - 2:30 pm</td>
<td>$554 A11HLO04B</td>
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**CCMA Procedures**

Learn Clinical Medical Assistant procedures and patient care involving positioning, assessment, history taking, triage, patient education and handling of special patient situations. Become familiar with office basics such as billing and coding, scheduling, filing and office reception. Successful completion of this course as well as the other four courses in this series allows you to take the national Clinical Medical Assistant certification exam. ND

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
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<th>Cost</th>
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<td>6:00 pm - 10:00 pm</td>
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<td>10:00 am - 2:30 pm</td>
<td>$554 A11HLO03B</td>
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**Advanced Radiologic Technology**

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

**Mammography Certification Preparation**

Radiologic Technologists, become more competitive in the job market by earning an additional certification needed to perform mammograms. This 18 hour American Society of Radiologic Technologists (ASRT) approved course prepares you for the American Registry of Radiologic Technologists (ARRT) Mammography Exam and consists of lecture and lab work, leading to 17 Continuing Education Credits (CECs) required to maintain your Registered Technologist certification. ND

**Computed Tomography (CT Scan)**

Learn the principles and concepts of Computed Tomography (CT Scan), which cover patient care, imaging procedures and physics to competently conduct CT Scans. You will also prepare for The American Registry of Radiologic Technologists (ARRT) CT Scan certification exam. This course is approved for 34.25 Continuing Education Credits (CECs) by the American Society of Radiologic Technologists (ASRT). ND

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<td>9:00 am - 12:00 pm</td>
<td>$1420 A05RAD002A</td>
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Emergency Healthcare Programs

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

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

Emergency Medical Technician (EMT) Basic

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT Basic. This course is necessary to advance to the one year program of paramedic education. To receive an application to become an Emergency Medical Technician and arrange for your pretest and interview, call (718) 482 5768 or visit Room C339. ND

Mon & Wed + 2 Saturdays Jan 28 - May 15
(66 sessions/208 hours) 9:00 am - 4:00 pm
$1310 A11EMT001C

Monday, Tuesday and Wednesday + 1 Saturday and 5 Sundays Feb 11 - Jun 19 (66 sessions/208 hours) 6:00 pm - 9:30 pm $1310 A11EMT001D

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.

Psychological Trauma Prevention for EMS Patients (PTEP)

Prehospital care providers are in an extraordinary position to prevent psychological trauma in the patients they serve. Learn 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 Jan 27 (1 session/8 hours) 8:30 am - 5:30 pm $94 A11PTP001

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

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

We serve the following professions:

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

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

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

Program sponsored by grant funding.

Bilingual Medical Assistant Training for English Language Learners

Begin a career in this high demand healthcare field.

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

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

**INFORMATION SESSION**
Saturday, January 19, 2019 (1 session/2 hours)
11:00 am A05MDC000A FREE

- Find out how our Medical Coding Certificate Program prepares you for the Certified Professional Coder (CPC®) exam
- An industry expert will explain how to advance your career in medical administration by becoming certified as a Medical Coder
- Discover how the Medical Coding Certificate Program will help you master the ICD-10-CM and CPT-AMA codes that you need to be successful in the field

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

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

Tues & Thur Feb 5 - Aug 20 (55 sessions/165 hours)
6:00 pm - 9:00 pm $2500 A05MDC001A

Certified Professional Coder (CPC) Exam Prep
Prepare for the Certified Professional Coder (CPC) exam by practicing exercises and reviewing exam questions in order to strengthen your exam readiness. Prerequisite: Completion of Medical Coding Certificate Program or equivalent experience. Cost of book included in course fee. ND

Sat Feb 23 (1 session/6 hours)
9:00 am - 3:30 pm $125 A05COD004A

**FREE Medical Billing Training at LaGuardia**
- Six-month certificate program
- Top employer partner
- College Credit available
- Scholarship based program

For details, visit [laguardia.edu/medicalbilling](http://laguardia.edu/medicalbilling)

Enroll Now!
Program sponsored by grant funding.

Patient Coordinator Program

**INFORMATION SESSION**
Tuesday, March 5, 2019 (1 session/2 hours)
6:00 pm A05PAT000A FREE

- Learn about the high demand for qualified Patient Coordinators within medical administration
- A healthcare professional will explain how our Patient Coordinator Program can help you start a career in healthcare
- Find out the skills required to be successful in front-end and back-end medical administration roles

To register or for more information call (718) 482-7244 or visit [https://www.laguardia.edu/Medical_assistant_ESOL_Form/](https://www.laguardia.edu/Medical_assistant_ESOL_Form/)

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Program sponsored by grant funding.

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6:00 pm A05PAT000A FREE

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To register or for more information call (718) 482-7244 or visit [https://www.laguardia.edu/Medical_assistant_ESOL_Form/](https://www.laguardia.edu/Medical_assistant_ESOL_Form/)
Certified Dietary Manager (CDM) Program

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

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

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

Safety and Sanitation
Study and apply safety and sanitation procedures in food production. Prepare for and take the ServSafe National Restaurant Association's exam for Food Protection Manager Certification. ND

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

Tues Jan 15 - Mar 26 (10 sessions/42.5 hours)
5:45 pm - 10:00 pm $385 A05DMG002A

ServSafe Manager Certification Workshop
Prepare for and take the ServSafe National Restaurant Association exam for Food Protection Manager Certification. This workshop is for those currently working as foodservice managers and supervisory staff in restaurants, childcare facilities, school cafeterias, nursing homes and other foodservice organizations. You must purchase the ServSafe CourseBook, 7th Edition for the first day of class (https://www.servsafe.com/access/ss/catalog/product-detail/cd7). ND

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

Mon & Wed Mar 4 - Mar 13 (4 sessions/12 hours)
6:00 pm - 9:00 pm $185 A05DMG005A

Pharmacy Technician

INFORMATION SESSION
Tuesday, January 29, 2019 (1 session/2 hours)
6:00 pm A05PHM000A FREE

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

To register or for more information call (718) 482-7244 or visit http://www.laguardia.edu/cappinfosessions/
Healthcare Interpreter Certificate Program, Level 1

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

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

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

Sat Feb 9 (1 session/2 hours)
11:00 am - 1:00 pm $25 A05HLT000A
Sat Feb 16 (1 session/2 hours)
11:00 am - 1:00 pm $25 A05HLT000B

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

Sat Mar 9 - May 18 (10 sessions/45 hours)
9:00 am - 1:30 pm $1010 A05HLT002A

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 comprises 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 work in the high demand field of healthcare interpreting.

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

Quality Control, Inventory, Equipment and Human Relations
Learn how quality control can improve a hospital’s Central Service department, focusing on decontamination, instrument assembly and sterilization. You will also discuss the importance of supply inventory and equipment management. In addition, you will study the critical role of human relations and communication when working with and serving various customers throughout the hospital. Note: There will be 20 hours of lab practice related to decontamination, preparation packaging, and sterilization concepts and techniques. (Cost of textbook not included in course fee.) Prerequisite: Cleaning and Decontaminating Surgical Instruments. ND

Sat Jan 5 - Feb 23 (6 sessions/30 hours)
9:00 am - 2:00 pm $451 A05STL003A

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 Feb 5 - Mar 12 (10 sessions/30 hours)
6:15 pm - 9:15 pm $451 A05STL001A

Sat Feb 16 - Mar 23 (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 Mar 19 - Apr 18 (10 sessions/30 hours)
6:15 pm - 9:15 pm $451 A05STL002A

Sat Mar 30 - May 11 (6 sessions/30 hours)
9:00 am - 2:00 pm $451 A05STL002B
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.

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

Child Abuse Identification and Reporting
Physicians, physician assistants, nurses, social workers, counselors, teachers and any adults working with children under 18 years of age are required by New York State law to report suspected child abuse and neglect. Learn how to identify symptoms of child abuse and neglect and what the required procedures are for reporting abuse. For more information call (718) 482-7244.

Sat Jan 26 (1 session/2.5 hours)
9:30 am - 12:00 pm $80 A05CRD011A
Sat Mar 9 (1 session/2.5 hours)
9:30 am - 12:00 pm $80 A05CRD011B

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

Sat Feb 2 (1 session/6 hours)
9:00 am - 3:30 pm $105 A05EDU001A
Sat Mar 16 (1 session/6 hours)
9:00 am - 3:30 pm $105 A05EDU001B

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

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

Approved as a New York State training organization through New York Works for Children. For more information call (718) 482-5481. ND

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

Sat Jan 26 - Feb 16 (4 sessions/30 hours)
9:00 am - 5:00 pm $500 A05ELE001A
**Legal**

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

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

- Sat Feb 9 (1 session/2 hours)
  - 11:00 am - 1:00 pm $25 A05LGL000A
- Sat Feb 16 (1 session/2 hours)
  - 11:00 am - 1:00 pm $25 A05LGL000B

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

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

- Sat Mar 9 - May 18 (10 sessions/45 hours)
  - 9:00 am - 1:30 pm $1125 A05LGL001A

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**Security Guard Training Program**
Get the required training to become a security guard with these New York State Division of Criminal Justice (DCJS) approved courses. Take these additional courses offered at LaGuardia to upgrade your skills and become more competitive in the security guard field: 10 Hour OSHA Construction Training, 2 Hour Exam Prep for Fire Guard for Torch Operations (F60), School Violence Prevention, Microsoft Word and Excel for Windows, and Business Writing Skills. For more information call (718) 482 7244 or DCJS at (518) 457-2667. ND

**8 Hour Pre-Assignment Training**
Earn a New York State Division of Criminal Justice Services (DCJS) issued certificate by taking this general overview of the duties and responsibilities of a security guard. Topics include the role of a security guard, legal powers and limitations, emergency situations, communications, and public relations, access control, ethics, and conduct. You must attend all class sessions and pass an in class examination to complete this course and earn the DCJS certificate. (Exceptions for emergency circumstances will be considered on a case by case basis.) Students will be eligible for a 100% refund if a written request is received prior to the start of instruction. (Details are included in the back of the catalog and at www.laguardia.edu/ce.) ND

- Sat Jan 26 (1 session/8 hours)
  - 9:00 am - 5:30 pm $125 A05SGT001A
- Sat Mar 2 (1 session/8 hours)
  - 9:00 am - 5:30 pm $125 A05SGT001B

**16 Hour On-the-Job Training**
Get the training required within the first 90 days of employment as a security guard. Study the duties and responsibilities of a security guard, with an in depth analysis of the role of a security guard, legal powers and limitations, emergency situations, communications, and public relations, access control, ethics, and conduct, an incident command system and terrorism. You must attend all class sessions and pass an in class examination to complete this course and earn a Division of Criminal Justice Services (DCJS) issued certificate. (Exceptions for emergency circumstances will be considered on a case by case basis.) Students will be eligible for a 50% refund if a written request is received prior to the second day of instruction or a 100% refund if a written request is received prior to the start of instruction. (Details are included in the back of the catalog and at www.laguardia.edu/ce.) Prerequisites: 8-Hour Pre Assignment Training. ND

- Fri & Sat Feb 1 - Feb 2 (2 sessions/16 hours)
  - 9:00 am - 5:30 pm $205 A05SGT002A
  - 9:00 am - 5:30 pm $205 A05SGT002B

**8 Hour Annual In-Service Training**
Obtain your required annual security guard training. Receive updated and enhanced information on the duties and responsibilities of a security guard by reviewing the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct. This course must be completed within 12 months of the completion of the 16 Hour On the Job Training course and annually thereafter. You must attend all class session hours to receive a Division of Criminal Justice Services (DCJS) issued certificate. (Exceptions for emergency circumstances will be considered on a case by case basis.) Students will be eligible for a 100% refund if a written request is received prior to the start of instruction. (Details are included in the back of the catalog and at www.laguardia.edu/ce.) ND

- Sat Feb 9 (1 session/8 hours)
  - 9:00 am - 5:30 pm $125 A05SGT003A
- Sat Mar 16 (1 session/8 hours)
  - 9:00 am - 5:30 pm $125 A05SGT003B
ASL–English Interpretation Program

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

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

Interpreting II
Build on your study and practice of interpretation and translation theories by further exploring and applying these theories to your own ASL to English and English to ASL translations. You will continue to work on text analysis, message equivalence and guided self analysis techniques. You’ll also explore interactional competencies and investigate how culture, power dynamics and context can influence translations. Prerequisite: Interpreting I.

Tue Jan 8 - Mar 26 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT102A

Language in Use
Investigate language issues at the individual and societal level, and gain a greater understanding of how these issues impact your work as an ASL English interpreter. At the individual level, examine ways language constructs and reflects our identities (gender, race, socio economic status) and affects our interactions. At the societal level, analyze the growth, loss and spread of languages; multilingualism; language planning; and English as a world language. You will also study first language acquisition and the effect of language deprivation. Prerequisite: Introduction to the Field of Interpreting.

Thurs Jan 3 - Mar 21 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT103A

Internship II
Apply techniques that you have learned in Internship I and the program through authentic ASL English interpreting experience. Under the supervision of an instructor, you will interpret in various facilitated settings with your peers and with invited deaf consumers. Preparation and post event feedback are included.

Tue Jan 8 - Mar 26 (4 sessions/10 hours)
6:00 pm - 8:30 pm $575 A16INT202A

Interpreting V
Use the consecutive simultaneous interpretation continuum to advance your in depth study and practice of ASL English interpretation. Explore meaning based models and their practical and technical application in order to create effective (meaning based) interpretations. You will also continue to sharpen your skills in text analysis, message equivalence, complex cognitive strategies, process management, guided self analysis and independent learning techniques. Individual and team interpreting as well as transliteration versus interpretation and “live” interpreting practice are all emphasized. Prerequisites: Interpreting IV and Ethics and Decision Making for Interpreters. Co requisite: Interpreting V Internship.

Wed Jan 9 - Mar 27 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1150 A16INT109A

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

Mon Jan 7 - Mar 25 (10 sessions/25 hours)
6:15 pm - 8:45 pm $675 A16INT400A

Service Learning II
Gain additional field experience by providing service in community based organizations that require the use of American Sign Language (ASL). You will have new opportunities 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. Prerequisites: Service Learning I and Introduction to the Field of Interpreting.

Mon Jan 7 - Mar 25 (10 sessions/5 hours)
5:45 pm - 6:15 pm $239 A16INT551A

Deaf Education in Bilingual Communities
Explore the fundamentals of general, special and bilingual education and how they are infused into Deaf education. Study current trends, issues and research in Deaf education, including historic and current objectives, techniques and results. You will also examine cultural, historical, philosophical, psychological, linguistic and social aspects of the Deaf community from an educational perspective. In addition, you will be challenged to reconceptualize Deaf education and general education taking into consideration perceptions of your own cultural dimensions.

Thurs Jan 3 - Mar 21 (12 sessions/36 hours)
5:45 pm - 8:45 pm A16INT918A
Construction Safety Courses

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

4 Hour Flagging (NYSDOT)
Earn the essential flagging certificate issued by Safety Dynamics by taking this NY State Department of Transportation approved course. You will focus on construction site operations. ND

* 5:00 pm - 9:30 pm $150 A05OSH301A
* Mon, Tues & Wed Jan 15 - Jan 30 (8 sessions/40 hours) 5:00 pm - 10:30 pm $700 A05OSH302A

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

* Wed Jan 1 (4 session/4 hours)
  5:00 pm - 9:30 pm $150 A05OSH300A
* Wed Feb 6 (4 session/4 hours)
  5:00 pm - 9:30 pm $150 A05OSH300B
* Wed Mar 6 (4 session/4 hours)
  5:00 pm - 9:30 pm $150 A05OSH300C

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

* Thurs & Fri Jan 10 - Jan 25 (6 sessions/30 hours) 5:00 pm - 10:30 pm $650 A05OSH303A
* Thurs & Fri Mar 7 - Mar 22 (6 sessions/30 hours) 5:00 pm - 10:30 pm $650 A05OSH303B

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

* Mon, Tues & Wed Jan 15 - Jan 30 (8 sessions/40 hours) 5:00 pm - 10:30 pm $700 A05OSH302A
* Mon, Tues & Wed Mar 4 - Mar 20 (8 sessions/40 hours) 5:00 pm - 10:30 pm $700 A05OSH302B

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

* Thurs & Fri Jan 10 - Jan 11 (2 sessions/10 hours) 5:00 pm - 10:30 pm $300 A05OSH304A
* Thurs & Fri Jan 24 - Jan 25 (2 sessions/10 hours) 5:00 pm - 10:30 pm $300 A05OSH304B
* Thurs & Fri Feb 7 - Feb 8 (2 sessions/10 hours) 5:00 pm - 10:30 pm $300 A05OSH304C

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

* Thurs & Fri Feb 7 - Feb 22 (6 sessions/30 hours) 5:00 pm - 10:30 pm $600 A05OSH305A

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

* Mon & Tues Jan 14 - Jan 15 (2 sessions/7 hours) 5:00 pm - 9:30 pm $300 A05OSH308A
* Mon & Tues Mar 4 - Mar 5 (2 sessions/7 hours) 5:00 pm - 9:30 pm $300 A05OSH308B

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

* Mon & Tues Feb 25 - Feb 26 (2 sessions/8 hours) 5:00 pm - 9:30 pm $300 A05OSH306A
Construction Safety Courses

8 Hour Site Safety Manager (NYCDOB)

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

Sat Jan 26 (1 session/8 hours)
8:00 am - 5:00 pm $200 A05SFT001A

Sat Feb 23 (1 session/8 hours)
8:00 am - 5:00 pm $200 A05SFT001B

Mon & Tues Mar 25 - Mar 26 (2 sessions/8 hours)
5:00 pm - 9:30 pm $200 A05SFT001C

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 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.

Sat Jan 26 (1 session/8 hours)
8:00 am - 5:00 pm $390 A05SFT001A

Sat Feb 23 (1 session/8 hours)
8:00 am - 5:00 pm $390 A05SFT001B

Mon & Tues Mar 25 - Mar 26 (2 sessions/8 hours)
5:00 pm - 9:30 pm $390 A05SFT001C

16 Hour Rigging Worker (NYCDOB)

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

Sat Feb 9 - Feb 16 (2 sessions/16 hours)
8:00 am - 5:00 pm $595 A05RIG002A

16 Hour Suspended Scaffold User (NYCDOB)

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

Sat Feb 9 - Feb 16 (2 sessions/16 hours)
8:00 am - 5:00 pm $595 A05SCF001A

32 Hour Supported Scaffold Supervisor (NYCDOB)

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

Mon & Tues Feb 4 - Feb 19 (6 sessions/32 hours)
5:00 pm - 10:30 pm $745 A05SCF005A

10 Hour OSHA Construction Training (Polish)

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

Sat Feb 9 - Feb 16 (2 sessions/16 hours)
8:00 am - 5:00 pm $595 A05RIG002A

10 Hour OSHA Construction Training (Polish)

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

Thurs & Fri Jan 17 - Jan 18 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309A

Mon & Tues Feb 18 - Feb 19 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309B

Thurs & Fri Mar 14 - Mar 15 (2 sessions/10 hours)
5:00 pm - 10:30 pm $150 A05OSH309C

Construction Skills, Safety and Sustainability Training Program

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

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

Apply Now! (www.laguardia.edu/cst/)

For more information, contact Vanessa Pagan:
CALL: (718) 730-7360
EMAIL: vpagan@lagcc.cuny.edu

*This program is supported by the New York State Department of Labor and includes grant-funded training and full scholarships for eligible applicants for tuition courses.
Cursos de Construcción en Español
Construction Courses in Spanish

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

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

OSHA 10 Hour Construction Industry Safety and Health Certification
Earn the 10-Hour Construction Industry Safety and Health Certification, which is required of all construction workers. You’ll receive hands-on experience with safety equipment and procedures, and discuss best practices to identify and avoid hazards on construction sites. US Department of Labor rules and worker rights will also be reviewed. Upon successful completion, you will receive your OSHA certification and card. ND

Mon & Tues Jan 21 - Jan 22 (2 sessions/10 hours) 5:00 pm - 10:30 pm $150 A05CNN918A
Mon & Tues Feb 11 - Feb 12 (2 sessions/10 hours) 5:00 pm - 10:30 pm $150 A05CNN918B
Mon & Tues Mar 11 - Mar 12 (2 sessions/10 hours) 5:00 pm - 10:30 pm $150 A05CNN918C

Curso de Andamio Soportado de 4 Horas (NYCDOB)
Obtenga el entrenamiento requerido por El Departamento de Edificios de la Ciudad de Nueva York (NYCDOB) para trabajar en andamios soportados de cualquier altura. Los temas incluyen como levantar y cargar un andamio, como prevenir caídas y peligros eléctricos. Aprenderá acerca de las regulaciones del capítulo 33 sobre construcciones, seguridad de escaleras, como usar un arnés y mucho más. Luego de acabar el curso y sus requisitos, recibirá un certificado de finalización aprobado por NYCDOB y expedido por Safety Dynamics.

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

Mon Jan 14 (1 session/4 hours) 5:00 pm - 9:30 pm $150 A05SCF002A
Tue Feb 5 (1 session/4 hours) 5:00 pm - 9:30 pm $150 A05SCF002B
Wed Mar 13 (1 session/4 hours) 5:00 pm - 9:30 pm $150 A05SCF002C

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 10 Hour card. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482 7244 or email Aceprofessional@lagcc.cuny.edu. ND

Construction Cost Estimating
Learn the basic skills required for preparing an accurate construction cost estimate, the key to a construction company’s survival. This course is intended for small construction firm owners and those who want to break into the field as well as architects and engineers who need to prepare cost estimates. ND

Instructor: Gerald Sanmarco, BS in Finance, Seton Hall University, is a third generation construction professional who has 19 years of experience in the field. He has taught at LaGuardia since 2011.

Mon Jan 28 - Mar 18 (7 sessions/21 hours) 6:00 pm - 9:00 pm $356 A05CNN003A

Building Operations

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, you will learn basic and intermediate concepts, and shortcuts to speedier drawings. Learn to plot and create readable technical drawings from actual sketches. Prerequisite: Familiarity with computers and Windows 7. ND

Sat Jan 26 - Mar 16 (8 sessions/28 hours) 9:00 am - 12:30 pm $519 A05CMP105A

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

Contact:
•   Gerald Sanmarco at GeraldSanmarco@lagcc.cuny.edu

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

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

Payment for courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa or Discover). Registration may close at any time, so please register early.

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

Full-Time Classes

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

Winter 2019 Registration:
A non-refundable $100 registration fee is included in the tuition.
Wednesday, January 2 and Thursday, January 3 11:00am - 3:00pm, C-354

Morning Intensive Program
Mon - Fri Jan 15 - Mar 22 (45 sessions/154 hours)
8:45 am - 12:45 pm $1575 AF021000

Afternoon Intensive Program
Mon - Thurs Jan 24 - Mar 28 (34 sessions/153 hours)
1:30 pm - 6:30 pm $1385 AF021001

Part-Time Afternoon

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

Winter 2019 Registration:
A non-refundable $25 registration fee is included in the tuition.
Wednesday, January 2 and Thursday, January 3 11:00am - 3:00pm, C-354

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

Mon & Wed Jan 28 - Mar 27
(17 sessions/38.25 hours) 1:30 pm - 3:45 pm $355 AF02110C

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.

Winter 2019 Registration:
A non-refundable $50 registration fee (4 nights) or $25 registration fee (2 nights) is included in the tuition.
Monday, January 7 - Thursday, January 10
4:00pm - 7:00pm, Room C-354

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

Mon & Wed Jan 28 - Mar 27
(17 sessions/38.25 hours) 4:15 pm - 6:30 pm $355 AF021240C

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

Tues & Thurs Jan 24 - Mar 28
(17 sessions/38.25 hours) 4:30 pm - 6:45 pm $355 AF021121C

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

Tues & Thurs Jan 24 - Mar 28
(17 sessions/38.25 hours) 1:30 pm - 3:45 pm $355 AF021121C

Listening, Speaking, Reading, Writing and Grammar
Mon - Thurs Jan 24 - Mar 28 (34 sessions/153 hours)
6:50 pm - 9:20 pm $665 AF021006

Listening, Speaking and Grammar
Mon & Wed Jan 23 - Mar 20 (16 sessions/40 hours)
6:50 pm - 9:20 pm $355 AF021003

Reading, Writing and Grammar
Tues & Thurs Jan 22 - Mar 21 (16 sessions/40 hours)
6:50 pm - 9:20 pm $355 AF021004

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.

Winter 2019 Registration:
A non refundable $25 registration fee is included in the tuition.
Saturday, January 12 and Saturday, January 19
4:00pm – 7:00pm, Room C-354

Listening, Speaking, Reading, Writing and Grammar
Sat Jan 26 - Mar 16 (8 sessions/40 hours)
9:00 am - 2:30 pm $355 AF021005

Test Preparation

Prepare for the TOEFL. Improve your language skills and learn test taking strategies to obtain higher scores on college entry.

Winter 2019 Registration:
A non-refundable $25 registration fee is included in the tuition.
Monday, January 7 - Thursday, January 10
4:00pm - 7:00pm, Room C-354
Saturday, January 12 and Saturday, January 19
10:00am - 1:00pm, Room C-354

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

Phone: (718)482-7244  E-Mail: acereg@lagcc.cuny.edu  www.laguardia.edu/acereg 21
English as a Second Language

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

Mon & Wed Jan 23 - Mar 20 (16 sessions/40 hours)
6:50 pm - 9:20 pm $355 AF021400A

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

Sat Jan 26 - Mar 16 (8 sessions/40 hours)
9:00 am - 2:30 pm $355 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
In Person: LaGuardia Community College Center for Immigrant Education and Training (CIET) 29-10 Thomson Avenue, Room C-239 LIC, NY 11101 Monday-Thursday, 10:30 a.m.-6:30 p.m.

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

Clases de Inglés y Ciudadanía Gratis
Aprenda inglés y prepárese para el examen de naturalización en LaGuardia Community College

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

Para inscribirse, visite: http://tinyurl.com/LaGuardiaCitizenship

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

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

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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

CUNY Citizenship Now! Application Assistance

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

cuny.edu/about/resources/citizenship.html

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

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

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

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

For more information or to register call (212) 568-4679.
Which LaGuardia High School Equivalency Program is Right for You?

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

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

- **I am an out-of-school youth between the ages of 17 and 20 and want to earn my high school equivalency diploma.** (F)
  
  Workforce Education Center Room C-314  
  Contact: Winifred Miller  
  Call: (718) 482-5340  
  Email: wfrancis@lagcc.cuny.edu

- **I have already taken classes and just want to take the high school equivalency exam.** (F)
  
  Visit: laguardia.edu/hse

- **Quiero tomar clases de equivalencia del bachillerato en Español por la noche o los sábados.** ($)  
  
  Call: (718) 482-5385  
  Email: HSELaGuardia@lagcc.cuny.edu  
  Visit: laguardia.edu/hse

- **I am Deaf or Hard-of-Hearing and want to earn my high school equivalency diploma.** ($)  
  
  Program for Deaf Adults - Room C-203  
  Contact: Pacts Cartagna  
  Call: (917) 832-1202 VP/voice  
  Email: pcarlson@lagcc.cuny.edu  
  Visit: laguardia.edu/hsedeafadult

- **I have already attended LaGuardia classes and earned my high school equivalency diploma. How do I continue my education at LaGuardia Community College?** (F)
  
  ACE Advisement  
  Contact: Edith Diaz  
  Call: (718) 482-5355  
  Email: ACEAdvisement@lagcc.cuny.edu

- **I am a father between the ages of 18 - 30 and want to earn my high school equivalency diploma.** (F)
  
  CUNY Fatherhood Academy - Room C-225  
  Contact: David Speal  
  Call: (718) 730-7336  
  Email: dspeal@lagcc.cuny.edu

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

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

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

Invierno 2019
Miércoles 28 de Noviembre 6:00 PM Salón C400 $25
Sábado 1 de Diciembre 10:00 AM Salón C400 $25
Martes 4 de Diciembre 6:00 PM Salón C400 $25
(Para futuro fechas de exámenes de registro llame al (718) 482-5385.)

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

Tiene que pasar los tres exámenes de registro para poder matrícularse 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.
Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

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

Mon, Tues, Wed & Thurs Jan 2 - Mar 28
(1 session/4 hours) $15 A16TAB000A

Mon, Tues, Wed & Thurs Jan 2 - Mar 28
(1 session/4 hours) $15 A16TAB000B

Basic Skills in Reading (Dual Access)

Gear up your skills in preparation for college entry. You will read a combination of narrative and expository prose, summarize your readings, and answer comprehension questions about the content read. This course is offered through the college’s Academic Affairs Division. Please contact Kim Lucas, Academic Counselor, for an appointment at (718) 482-5311 TTY, (917) 832-1203 Voice/VP, or email: KIMLUC@lagcc.cuny.edu. Prerequisite: High school or equivalency diploma.

Registration deadline: 2/22/2019
Mon Fri Mar 1 - Jun 11 (60 sessions/60 hours)
9:15 am - 10:15 am $535 A16RDG005A

Basic Skills in Writing (Dual Access)

Gear up your skills in preparation for college entry. You will write 10 essays, most based on course readings. X-Word grammar will be taught and applied to all essays. This course is offered through the college’s Academic Affairs Division. Please contact Kim Lucas, Academic Counselor, for an appointment at (917) 832-1203 Voice/VP, or email: KIMLUC@lagcc.cuny.edu. Prerequisite: High school or equivalency diploma.

Registration deadline: 2/22/2019
Mon Tues Thurs Jan 10 - Mar 28 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16HSE101A

High School Equivalency for Deaf Adults

Come to information and assessment sessions in Room C203. You will take a reading pre-placement test. If you qualify, you must then take the five High School Equivalency (formerly GED) predictor tests. If you’ve taken the GED exam before, please bring your old scores.

High School Equivalency Placement Exam

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

Mon, Tues, Wed & Thurs Jan 2 - Mar 28
(3 sessions/15 hours) $45 A16HSE000A

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

Registration deadline: 12/30/2018
Mon & Wed Jan 7 - Mar 27 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT014A

Elementary Algebra (Dual Access)

Advance your math skills in preparation for the High School Equivalency (formerly G.E.D.) exam and/or college entry. Learn how to apply graphing, systems of linear equations, functional concepts, rules of exponents, factoring, polynomial algebra, rational expressions, complex fractions, radical expressions and the quadratic formula. This course is offered jointly with the college’s Mathematics Department. For more information contact Pacts Cartagna at pcarlson@lagcc.cuny.edu. Prerequisite: Introduction to Algebra (A16MAT095) or eligibility as determined by math placement test.

Registration deadline: 2/25/2019
Mon, Wed & Thurs Mar 4 - Jun 10
(48 sessions/72 hours) 4:35 pm - 6:45 pm
$535 A16MAT096A

Regina Dorch
LaGuardia helps High School Equivalency students go to college

After losing her job of 20 years, Regina Dorch knew she would need a high school diploma to compete in the job market. She admits she was nervous on her first day of class in LaGuardia’s Adult Basic Skills program, but her teacher assured her she would do fine. “It took two years and three times taking the high school equivalency test. However, all the hard work and studying finally paid off,” says Regina. She earned her high school equivalency diploma and has taken her education a step further by enrolling at LaGuardia as a Business Administration major. “I never thought college was in my future,” she says. “But once I saw how much support I got, there was no way I was going to walk away with just my high school diploma.” Excited about her future in business, Regina reflects on her experience in the Adult Basic Skills program: “We all had different challenges, but the environment made everybody comfortable, and nobody felt as if they could not learn.”

LaGuardia helps High School Equivalency students go to college

After losing her job of 20 years, Regina Dorch knew she would need a high school diploma to compete in the job market. She admits she was nervous on her first day of class in LaGuardia’s Adult Basic Skills program, but her teacher assured her she would do fine. “It took two years and three times taking the high school equivalency test. However, all the hard work and studying finally paid off,” says Regina. She earned her high school equivalency diploma and has taken her education a step further by enrolling at LaGuardia as a Business Administration major. “I never thought college was in my future,” she says. “But once I saw how much support I got, there was no way I was going to walk away with just my high school diploma.” Excited about her future in business, Regina reflects on her experience in the Adult Basic Skills program: “We all had different challenges, but the environment made everybody comfortable, and nobody felt as if they could not learn.”

LaGuardia helps High School Equivalency students go to college
High School Equivalency / CUNY Start / College-Level Examination Program (CLEP)

Pre-College Programs

CUNYSTART

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

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

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

Call for next start date
(718) 482-5137  cunystart@lagcc.cuny.edu

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

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

Our classes help you develop academic skills in reading, writing, and math by studying content in one of three areas:
• Bridge to Health Program
• Bridge to Science Program
• Bridge to Business Program

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 attend an info session visit laguardia.edu/cunystart

College-Level Examination Program (CLEP)

Earn college credit for what you already know!

Earn between 3 and 12 credits per test
Each CLEP test costs $122*
(A 3-credit course at a CUNY Community College can cost over $400)

Please visit laguardia.edu/clep for testing dates and times

Save time and money, and graduate sooner!

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

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

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

College Foreign Languages

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

Elementary Modern Chinese I
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 1:00 pm - 3:15 pm $320 A02ELC101A

Elementary French I
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 10:30 am - 12:45 pm $320 A02ELF101A

Elementary French II
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 10:30 am - 12:45 pm $320 A02ELF102A

Elementary Italian I
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 10:30 am - 12:45 pm $320 A02ELI101A

Elementary Italian II
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 1:00 pm - 3:15 pm $320 A02ELI102A

Elementary Japanese I
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 10:30 am - 12:45 pm $320 A02ELJ101A

Elementary Japanese II
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 10:30 am - 12:45 pm $320 A02ELJ102A

Elementary Spanish I
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 1:00 pm - 3:15 pm $320 A02ELS101A

Elementary Spanish II
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 1:00 pm - 3:15 pm $320 A02ELS102A

Elementary Spanish III
Mon, Tues, Wed & Thurs Jan 2 - Feb 21 (24 sessions/48 hours) 5:45 pm - 7:55 pm $320 A02ELS102B

College Art

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

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

Tues & Thurs Jan 3 - Feb 21 (12 sessions/48 hours) 5:45 pm - 10:15 pm $320 A02HUA130B

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

Mon Jan 7 - Feb 18 (6 sessions/36 hours) 9:15 am - 5:35 pm $320 A02HUA120A

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

Mon & Wed Jan 2 - Feb 20 (12 sessions/48 hours) 5:45 pm - 10:15 pm $320 A02HUA131A

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

Mon Jan 7 - Feb 25 (6 sessions/36 hours) 9:15 am - 5:35 pm $320 A02HUA101B

Mon Jan 7 - Feb 25 (6 sessions/36 hours) 9:15 am - 5:35 pm $320 A02HUA101B

Sat Jan 5 - Feb 23 (6 sessions/36 hours) 9:15 am - 5:35 pm $320 A02HUA101C

Wed & Fri Jan 2 - Feb 22 (12 sessions/48 hours) 9:15 am - 12:45 pm $320 A02HUA101D
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, Fri Jan 3 - Feb 20 (18 sessions/36 hours) 9:15 am - 11:30 am $320 A02HUM101A
Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours) 1:00 pm - 4:25 pm $320 A02HUM101B
Mon & Wed Jan 3 - Feb 20 (12 sessions/36 hours) 6:00 pm - 9:35 pm $320 A02HUM101C

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

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

Mon & Wed Jan 2 - Feb 20 (12 sessions/36 hours) 1:00 pm - 4:25 pm $320 A02HUC106A
Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours) 9:15 am - 12:45 pm $320 A02HUC106B
Mon & Wed Jan 3 - Feb 20 (12 sessions/36 hours) 9:15 am - 12:45 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 Jan 3 - Feb 21 (12 sessions/36 hours) 1:00 pm - 4:25 pm $320 A02HUP101A
Mon & Wed Jan 2 - Feb 20 (12 sessions/36 hours) 9:15 am - 12:45 pm $320 A02HUP101B
Thurs Jan 3 - Feb 21 (12 sessions/36 hours) 1:00 pm - 4:25 pm $320 A02HUP101C

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

Mon, Wed & Thurs Jan 2 - Feb 21 (18 sessions/36 hours) 11:45 am - 2:00 pm $320 A02HUP102A
Mon, Tues & Thurs Jan 3 - Feb 21 (18 sessions/36 hours) 2:15 pm - 4:25 pm $320 A02HUP102B
Tues & Thurs Jan 3 - Feb 22 (12 sessions/36 hours) 5:45 pm - 9:05 pm $320 A02HUP102C
Programs for Deaf Adults

Intensive Study in American Sign Language Program

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

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

Introduction to American Sign Language Workshop

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

Registration deadline: February 27, 2019
Wed Mar 6 (1 session/1.5 hours)
5:45 pm – 7:15 pm Free A16ASL000A

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

Registration deadline: January 5, 2019
Sat Jan 12 – Mar 30 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL012A

Registration deadline: December 27, 2018
Mon & Wed Jan 2 – Apr 1 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL012B

Intensive Study in American Sign Language – Level 2

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

Registration deadline: January 5, 2019
Sat Jan 12 – Mar 30 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL012A

Registration deadline: December 27, 2018
Mon & Wed Jan 2 – Apr 1 (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. ND

Registration deadline: January 5, 2019
Sat Jan 12 – Mar 30 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL013A

Registration deadline: December 28, 2018
Tues & Thurs Jan 3 - Mar 28 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL013B

Intensive Study in American Sign Language – Level 4

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

Registration deadline: January 5, 2019
Sat Jan 12 – Mar 30 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL014A

Registration deadline: December 28, 2018
Tues & Thurs Jan 3 - Mar 28 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL014B

Dual Access Courses

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

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

Registration deadline: December 27, 2018
Mon & Wed (5:45 pm - 9:05 pm) & Tues (5:45 pm - 7:55 pm) Jan 2 - Feb 20 (36 sessions/48 hours) 5:45 pm - 9:05 pm $359 A16ASL026A

Registration deadline: December 27, 2018
Tues & Thursday (5:45 PM - 9:05 PM), Wed (5:45 pm - 7:55 pm) Jan 2 - Feb 21 (36 sessions/48 hours) 5:45 pm - 9:05 pm $359 A16ASL026B

Registration deadline: February 26, 2019
Mon & Wed Mar 4 - Jun 10 (36 sessions/48 hours)
11:45 am - 2:00 pm $359 A16ASL026C

Registration deadline: February 26, 2019
Tues & Thurs Mar 5 - Jun 11 (36 sessions/48 hours) 9:15 am - 11:30 am $359 A16ASL026D

Registration deadline: February 26, 2019
Tues & Thurs Mar 5 - Jun 11 (36 sessions/48 hours) 3:25 pm - 5:35 pm $359 A16ASL026E

Registration deadline: February 26, 2019
Tues (6:00 pm - 7:30 pm) & Thurs (6:00 pm - 9:05 pm) Mar 5 - Jun 11 (36 sessions/48 hours) 6:00 pm - 9:05 pm $359 A16ASL026F

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.

Registration deadline: February 25, 2019
Mon & Wed (6:00 pm - 7:30 pm), Wed (8:05 pm - 9:05 pm) Mar 4 - Jun 10 (36 sessions/48 hours) 6:00 pm - 9:05 pm $359 A16ASL015A

Registration deadline: February 26, 2019
Tues & Thurs Mar 5 - Jun 11 (36 sessions/48 hours) 11:45 am - 2:00 pm $359 A16ASL015B

Registration deadline: February 26, 2019
Tues & Thurs Mar 5 - Jun 11 (36 sessions/48 hours) 3:25 pm - 5:35 pm $359 A16ASL015C

Division of Adult & Continuing Education @ LaGuardia Community College

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

Registration deadline: February 25, 2019
Mon (6:00 pm - 7:30 pm) & Wed (6:00 pm - 9:05 pm)
Mar 4 - Jun 10 (36 sessions/48 hours)
6:00 pm - 9:05 pm $359 A16ASL016A

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

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

Registration deadline: February 25, 2019
Mon (8:05 pm - 9:35 pm) & Wed (6:55 pm - 9:35 pm)
Mar 4 - Jun 10 (36 sessions/48 hours)
6:55 pm - 9:35 pm $359 A16ASL017A

Continuing Education Classes for Deaf Adults

Individual Instruction for Deaf Adults

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

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

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

Individual Instruction – 2 Hours
You will receive 2 hours of diagnostic assessment. ND
Mon, Tues, Wed & Thurs Jan 2 - Mar 28
(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 Jan 2 - Mar 28
(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 Jan 2 - Mar 28
(12 sessions/24 hours) $1859 A16PDV003A

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

Programs sponsored by grant funding.

**Intern & Earn (formerly Young Adult Internship Program)**

Are you between the ages of 16 and 24 and out of school? Are you looking for a job opportunity?

Earn up to $3,900 in 12 weeks! You could also gain permanent employment!

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

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

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

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

**Justice Community Program**

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

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

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

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

**Summer Youth Employment Program**

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

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

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

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

**High School Equivalency**

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

Start building your future!

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

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

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

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

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

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

CUNY Fatherhood Academy / Veterans Resource Center

Have you served in the military?

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

LaGuardia’s Veterans Resource Center can help you!

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

Contact Us

Phone:
(718) 482-5231

Email:
ddaza@lagcc.cuny.edu

Visit:
www.lagcc.cuny.edu/veterans

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

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

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

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

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

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

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

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

Website: laguardia.edu/sbtrc
Call: (718) 482-5941
Email: eperdomo@lagcc.cuny.edu

**Do you want to improve your skills to help build your business?**
Career and Professional Programs (CAPP) offers computer and accounting courses, as well as preparation for industry certifications and licenses.

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

**Do you want custom training for your employees?**
The Center for Contract Training develops customized educational programs for businesses, non-profits, and community and other organizations. Programs range from ESL classes to credit-bearing college courses.

Website: laguardia.edu/cct
Call: (718) 482-5330
Email: cce@lagcc.cuny.edu

Are you a hardware tech startup, designer, or maker looking for studio space or support?

NYDesigns, a business incubator, helps designers and hardware tech firms grow by providing low cost studio space, business counseling, manufacturing advice and a 5,000 square foot prototyping facility, all under one roof.

Website: nydesigns.org
Call: (718) 663-8400
Email: info@nydesigns.org
Grants, Scholarships and Opportunities
ACE Financial Support Services

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

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

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

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

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

Individual Training Grants
Advance your Career through Occupational Training

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

Get an education. Get a tax break.

Hope Scholarship Credit

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

Students Over 65

Rediscover the joys of learning at LaGuardia!
Receive a 30% discount
For more information call (718) 482-5337.
Support for Immigrant and International Students at LaGuardia

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

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

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

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

LEGAL RESOURCES

Green Card Holders

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

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

Undocumented

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

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

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

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

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

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

Refugees

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

SAFETY

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

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

VICTIMS OF HARASSMENT OR INTIMIDATION

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

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

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

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

Karen A. Williams, Ed.D.
Deputy to the Vice President, Office of the Vice President for Student Affairs
31-10 Thomson Avenue, Room C317
Long Island City, NY 11101
Phone: (718) 349-4018
Fax: (718) 609-2031
Email: kawillliams@lagcc.cuny.edu
To reach Karen Williams 24/7 you can call her at (212) 537-6978
How to Get to LaGuardia Campus

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

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

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

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

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

Online: laguardia.edu/acereg
By phone: (718) 482-7244
For English Language classes call (718) 482-5360
In person: M-Building, Room M-143
   Monday through Thursday 8:30 am - 6:30 pm
   Friday 8:30 am - 3:30 pm
   Saturday 8:30 am - 3:30 pm

Payment
Payment is required at time of registration. All unpaid registrations will be cancelled one week before the start of class.
Payment can be made online, by phone, and in person in M-143 (see hours above) OR the Bursar's Office in C-110 (see hours below).
For most classes you may pay by check, major credit cards (MasterCard/Visa/Discover/American Express), money order or cash. Cash payments MUST be made in the Bursar's Office.
Bursar's Office (C Building, Room C-110)
   Monday & Thursday 9:00 am - 7:00 pm
   Tuesday & Wednesday 9:00 am - 5:00 pm
   Friday 9:00 am - 4:30 pm

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

Discounts
The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia undergraduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to public assistance recipients. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.
To receive a tuition discount you must register in person no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability. Call (718) 482-7244 for more information.

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

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

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

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

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

(*Does not apply to The English Language Center courses)

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.
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Cem Köylüoğlu wanted a career in healthcare. LaGuardia put him on the fast track to achieving his goal. Read his story on page 12.

**ENROLLED** in the Medical Coding Certificate Program in February

**COMPLETED** the intensive program in June

**OBTAINED** employment as a billing compliance specialist by August

**TO LEARN MORE** about the Medical Coding Certificate Program see page 12.