LEARN WITH US

- Get career skills & job training
- Learn English
- Obtain your high school equivalency
- Earn professional certificates
- Take college courses
- Explore business services

CONNECT TO COLLEGE
THIS WINTER
If you are Deaf or Hard-of-Hearing, please contact Sasha Ponappa at (347) 396-0077 or (718) 482-5324 or email LPonappa@lagcc.cuny.edu to discuss your individual needs. Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four weeks in advance of class start date to help ensure that reasonable accommodation requests can be processed in a timely manner.

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

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Small Business & Entrepreneur Services

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

LIC² Business & Community Networks

Building the future workforce in New York City through strategic partnerships with small, medium and large businesses and organizations to promote workforce development.

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Dear Students,

Welcome to Adult and Continuing Education at LaGuardia Community College.

Whatever your goals are, we can help you reach them through our ecosystem of courses, programs and services that bring together students, businesses, employers and the community to learn, work and collaborate.

You can earn a high school equivalency diploma; prepare for college; train for a professional career in technology, healthcare or another high demand field; and find meaningful and sustainable employment.

Opportunities abound at LaGuardia, not just for an excellent education, but for a promising career and a brighter future. Join us and begin your journey to lifelong learning. I look forward to seeing you.

Dr. Paul Arcario
Interim President

The Learning & Innovation Center at LaGuardia Community College brings together students, businesses and the community to learn, work, create and grow, with opportunity for collaboration, mentoring and networking.

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

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

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

Look through our catalog or visit our web site at www.laguardia.edu/ce to explore all the opportunities we offer. Let us guide you on the path to success.

Shahir Erfan
Interim Vice President
Division of Adult and Continuing Education
THE LEARNING & INNOVATION CENTER

AT LAGUARDIA COMMUNITY COLLEGE

The Learning & Innovation Center at LaGuardia Community College is a meeting ground for businesses, students and the community to learn, work, create and grow, with opportunity for collaboration, mentoring and networking.

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

**Businesses**

Employers, advance your employee skill set. Tap into a diverse talent pool.

Small businesses and startups, find the resources and support you need to grow your business.

**Talent**

We offer a direct pipeline of employees with hands-on experience to fill workforce needs.

Through internships and fellowships, we create a valuable opportunity for students while giving businesses exclusive access to top, up and coming professionals.

**Community**

Gather for workshops, networking events, meetups, hackathons and other events that promote collaboration.

To request a tour please contact

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

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

WHERE TECHNOLOGY AND EDUCATION CREATE OPPORTUNITY
The Career Development Center and Employment Services offer assistance to students and program participants within The Learning & Innovation Center at LaGuardia Community College with their academic and employment needs.

- Academic Advisement
- Career Counseling and Assessment
- Employment Related Services, including job placement and internship assistance
- Career Coach, an online resource

Explore employer demands, projected job growth and wage information through real time labor market information to help you discover which career pathways are your best options.

There are many career paths to choose from. Get started in The Learning & Innovation Center. Let the Career Development Center and Employment Services guide you.

**GET A JOB. START A CAREER.**

Visit: [laguardia.edu/employment-services](http://laguardia.edu/employment-services)  
Call: (718) 482-6031  
Email: jaweinstein@lagcc.cuny.edu  
In person: 29-10 Thomson Avenue, Room C-258, Long Island City, NY 11101  
Monday - Friday, 9:00 a.m. - 5:00 p.m.
Get on the Path to a Successful Career!

Career Coach

AT LAGUARDIA

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

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

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

For assistance with Career Coach, visit Career Development Center and Employment Services in Room C-258.

Visit us at laguardia.edu/ce and consider all the possibilities to help you move forward in your education and career!

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

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

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

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

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

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

For more information contact **Carolyn Nobles** at (718) 730-7333 or ctodd@lagcc.cuny.edu
TRAINING THAT GETS YOU THE JOB!

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

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

In 3 MONTHS

you can

• Prepare for industry certification and receive LaGuardia certification as a Network Support Specialist - page 10
• Become a Tax Return Preparer - Page 12

In 4 MONTHS

you can

• Receive LaGuardia certification in Microsoft Office Applications (Word, Excel, PowerPoint and Access) - page 11
• Receive LaGuardia certification in QuickBooks - page 12
• Prepare for industry certification as an Emergency Medical Technician - page 14
• Prepare for industry certification as a Central Service Technician - page 18

In 6 MONTHS

you can

• Prepare for industry certification as a Certified Medical Administrative Assistant - page 16

In 12 MONTHS

you can

• Prepare for industry certification as a Certified Dietary Manager - page 17
• Receive LaGuardia certification in Construction Management - page 23
Career Skills and Workforce Training

Information Technology

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

Start or Advance Your Career!

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 IT Support Specialist Certificate Program, CompTIA A+ or Network+ certification, or passing of a screening test (https://www.laguardia.edu/CE/Pages/Forms/network-plus-screening-test/). ND

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<th>Security Fundamentals</th>
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Sat Feb 22 – Apr 25 (9 sessions/45 hours) 9:00 am – 2:00 pm $1010 A05CMP115A

Systems Administration

Fundamentals of Network Technology
Review how a computer functions, including hardware, software (operating systems), storage devices, installation and configuration. Learn about new technologies and building blocks of basic networking. Prerequisite: Successful passing of a screening exam (https://www.laguardia.edu/CE/Pages/Forms/network-plus-screening-test/). ND

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Sat Feb 8 – Mar 14 (6 sessions/30 hours) 9:00 am – 2:00 pm $890 A05NET001A

Network Support Specialist
Gain essential skills to prepare for entry level network administration positions. Through hands-on activities, you will learn about the features and functions of networking components as well as how to install, configure and troubleshoot basic networking hardware. You will also prepare for the CompTIA Network+ industry certification. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. (Cost of textbook and exam voucher are included in course fee.) Prerequisite: Successful completion of Fundamentals of Network Technology; if not offered this quarter, this course will be offered in a future quarter. ND

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<th>Network Support Specialist</th>
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</table>
Sat Mar 28 – Jun 6 (9 sessions/45 hours) 9:00 am – 2:00 pm $1010 A05CMP113A

When David Henao started in LaGuardia’s Computer Service Technician Program (now called IT Support Specialist Certificate Program), his goal was to upgrade his skills and advance in his IT career. Prior to starting the program, David was promoted—with a pay raise—from his position as a computer technician at a hospital in New Jersey, to that of technical trainer, teaching staff and new employees about computer safety and cybersecurity. Armed with this confidence, he applied himself in class and focused on networking with IT professionals and educators.

Having successfully completed the program, David is encouraged and plans to enroll in LaGuardia’s Computer Operations: Network Administration and Security Certificate Program.

“LaGuardia gave me the technical knowledge and soft skills I needed to go above and beyond what is expected of me,” says David. In the future, he hopes to continue his IT education to become either a Network Engineer or Cybersecurity Analyst or both!

David Henao
LaGuardia takes students above and beyond

Phone: (718) 482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg
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.
Tues & Thurs Feb 4 – Feb 27 (8 sessions/24 hours)
6:00 pm – 9:00 pm $285 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.
Sat Mar 21 – May 16 (8 sessions/24 hours)
9:00 am – 12:00 pm $285 A05OSK002A

NEW! Business Skills Enhancement Workshop Series
Give your professional career a boost by mastering essential skills and gaining expertise in networking, problem solving, leadership, time/stress management and conflict resolution. These workshops will help you facilitate team connections and increase your organization's output and productivity. ND

Start or Advance Your Career!
Secrertaries and Administrative Assistants $31K - 50K*
Visit laguardia.edu/careercoach or Room C-259

Influential Presentations: Impact the Outcome
Learn how to craft a powerful message that will captivate and convince. You will focus on structuring your ideas, communicating effectively, and tailoring your presentation for any audience. ND
Sat Feb 29 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05PRF002A

Take 4 and save $122*
Register for the four Microsoft Office Applications courses within two quarters and SAVE $122.
*Cannot be combined with any other discount.

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

In this 6-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, Business Writing Skills, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access Intensive. (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.

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. ND
Sat Jan 25 – Feb 29 (6 sessions/24 hours)
9:00 am – 1:00 pm $245 A05OSK001A

Conflict Management
Explore strategies to help prevent and de-escalate conflict in the workplace. Discover how to take a proactive approach in recognizing and solving toxic workplace conditions. ND
Sat Mar 7 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05PRF012A

The Art of Networking
Discover how to build business relationships in this interactive workshop. Learn techniques and strategies to create and maintain a contact list, make a pitch and market yourself with confidence. ND
Sat Feb 22 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05PRF010A

Leadership Exploration and Development
Develop essential leadership skills and discover how to empower others to work collaboratively towards the organization's vision. Topics include fostering trust, interpersonal and intrapersonal communication, and leadership challenges. ND
Sat Mar 21 – Mar 28 (2 sessions/8 hours)
9:00 am – 1:00 pm $215 A05PRF011A

Time and Stress Management: Find Your Balance
Build a foundation of good practices that increases productivity and decreases stress. Topics include recognizing signs of stress and stress management as well as tips for prioritizing, organizing and maximizing your time. ND
Sat Mar 14 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05PRF013A

SAVE $122.
SAVE $20.
*Cannot be combined with any other discount.

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

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

Conflict Management:
Explore strategies to help prevent and de-escalate conflict in the workplace. Discover how to take a proactive approach in recognizing and solving toxic workplace conditions. ND
Sat Mar 7 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05PRF012A

Leadership Exploration and Development:
Develop essential leadership skills and discover how to empower others to work collaboratively towards the organization’s vision. Topics include fostering trust, interpersonal and intrapersonal communication, and leadership challenges. ND
Sat Mar 21 – Mar 28 (2 sessions/8 hours)
9:00 am – 1:00 pm $215 A05PRF011A

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

Computerized Bookkeeping for QuickBooks Certificate Program

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

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

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

Tues & Thurs Jan 14 – Feb 11 (9 sessions/27 hours) 6:00 pm – 9:00 pm $430 A05OSK006A
Sat Feb 15 – Mar 21 (6 sessions/27 hours) 9:00 am – 1:30 pm $430 A05OSK006B

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

Tues & Thurs Feb 18 – Mar 5 (6 sessions/18 hours) 6:00 pm – 9:00 pm $300 A05OSK007A
Sat Mar 28 – Apr 25 (4 sessions/18 hours) 9:00 am – 1:30 pm $300 A05OSK007B

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

Sat Jan 11 – Feb 1 (4 sessions/18 hours) 9:00 am – 1:30 pm $300 A05OSK008B
Tues & Thurs Mar 17 – Apr 2 (6 sessions/18 hours) 6:00 pm – 9:00 pm $300 A05OSK008A

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

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

Wed Feb 19 (1 session/3 hours) 6:30 pm – 9:30 pm $99 A05BUS001A

Tax Return Preparer Certificate Program

CAREER INSIDER SERIES

Become a Tax Professional (Tax Return Preparer, Advanced Tax Return Preparer, IRS Enrolled Agent and Advanced Tax Workshops)

Wednesday, March 25, 2020
(1 session/2 hours) 6:00 pm – 8:00 pm A05TAX000A FREE
• Learn the difference between Tax Preparers and IRS Enrolled Agents from an industry expert
• Find out how our IRS Enrolled Agent Preparation Program prepares you for the 3-part IRS Special Enrollment Examination (SEE)

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

LaGuardia TechHire – Open Code Web Development Program

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

Are you ready?
Get the skills you need to break into the field!
Learn HTML, CSS and basic JavaScript as well as more advanced skills to prepare you for the subsequent Udacity Front End Web Development Nanodegree Program. A free 60-hour vestibule training to determine program eligibility and fit is required for enrollment. Full scholarships are available for eligible applicants.

For more information call (718) 730-7616 or visit http://www.laguardia.edu/techhire-opencode/
Monday – Friday, February 2020 – November 2020 (15 sessions/90 hours) 9:30 am – 4:30 pm $525 A23WEB100A

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

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

Mon, Wed, Fri Mar 2 - Mar 20 (9 sessions/36 hours)
6:00 pm - 10:00 pm $305 A11HLLT003A

Mon, Wed, Fri Mar 2 - Mar 20 (9 sessions/36 hours)
10:00 am - 2:30 pm $305 A11HLLT003B

American Heart Association CPR for Healthcare Providers with First Aid

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

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

Mon, Wed, Fri Mar 23 - Mar 27 (3 sessions/12 hours)
10:00 am - 2:30 pm $160 A11CPR001B

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.

INFORMATION SESSION

Wed, February 26, 2020 (1 session/3 hours)
1 pm - 4 pm A11HLT000A or 6 pm - 9 pm A11HLT000B FREE

• Learn about LaGuardia’s Certified Clinical Medical Assistant (CCMA) Program and requirements to take national certification exams for EKG Technician, Phlebotomy and Clinical Medical Assistant
• Explore careers in the CCMA field
• Take the program screening exam (reading comprehension)

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

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.
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 Information Session

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

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

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, email EMTProgram@lagcc.cuny.edu or visit Room C339. ND

- Mon Jan 6 (1 session/3 hours) 1:00 pm - 4:00 pm $0 A11EMT000A
- Tue Jan 7 (1 session/3 hours) 1:00 pm - 4:00 pm $0 A11EMT000B
- Wed Jan 8 (1 session/3 hours) 1:00 pm - 4:00 pm $0 A11EMT000C
- Wed Jan 15 (1 session/3 hours) 6:00 pm - 9:00 pm $0 A11EMT000D
- Thurs Jan 16 (1 session/3 hours) 6:00 pm - 9:00 pm $0 A11EMT000E
- Wed Jan 22 (1 session/3 hours) 6:00 pm - 9:00 pm $0 A11EMT000F

New York City Welcome Back Center

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

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

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

Program sponsored by grant funding.
Healthcare-Related

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

Magnetic Resonance Imaging (MRI)
Magnetic Resonance Imaging (MRI) uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body. Learn basic principles of patient care and safety, equipment usage and methodology. Radiologic Technologists, take this course to earn 44.75 American Society of Radiologic Technologists (ASRT) approved Continuing Education Credits (CECs) and become more competitive in the job market. ND

Sat Jan 11 - Mar 28 (12 sessions/48 hours)
9:00 am - 1:00 pm $2197 A05MRI001A

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

Tues & Wed Jan 7 - Jan 22 (6 sessions/18 hours)
6:00 pm - 9:00 pm $858 A05RAD001A

NEW! Infection Control
Infection Control and Barrier Precautions
Take this New York State Department of Health and New York State Education Department required course for health and dental professionals. Learn how blood borne pathogens can be transmitted in the work environment; apply current scientifically accepted infection prevention and control principles as appropriate for the specific work environment; minimize opportunity for transmission of pathogens; and become familiar with the laws governing best practices. ND

Sat Feb 8 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05INF001A

Sat Mar 7 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05INF001B

Bilingual Medical Assistant Training for English Language Learners

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

For more information, contact Claudio Gaete:
CALL: (718) 730-7478
EMAIL: cgaete@lagcc.cuny.edu
IN PERSON:
Center for Immigrant Education and Training
29-10 Thomson Avenue Room C-239
Long Island City, NY 11101

NEW!
Infection Control
Infection Control and Barrier Precautions
Take this New York State Department of Health and New York State Education Department required course for health and dental professionals. Learn how blood borne pathogens can be transmitted in the work environment; apply current scientifically accepted infection prevention and control principles as appropriate for the specific work environment; minimize opportunity for transmission of pathogens; and become familiar with the laws governing best practices. ND

Sat Feb 8 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05INF001A

Sat Mar 7 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05INF001B

Medical Assistants
$39K - 41K*
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• Top employer partner
• College credit available
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Medical Administration

Start a career in a field that provides job stability and opportunities for advancement. Medical administrators provide administrative, finance and information management support to hospitals and clinics. ND

Medical Coding Certificate Program

Start or Advance Your Career!

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. Upon successful completion of the entire course, you will earn a LaGuardia certificate of completion. Exam fee not included.

Prerequisite: passing of an online screening test (https://www.laguardia.edu/CE/Pages/Forms/MedicalCoding/screening/). Payment plan available. ND

Tues & Thurs Mar 24 – Sep 29 (55 sessions/165 hours)
6:00 pm – 9:00 pm $2500 A05MDC001A

Certified Medical Administrative Assistant

Start or Advance Your Career!

Certified Medical Administrative Assistant

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

Tues & Thurs Mar 10 – Jul 23 (40 sessions/120 hours)
6:00 pm – 9:00 pm $1599 A05PAT001A

Spanish–English Medical Interpreter Language Screening

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

Sat Jan 25 (1 session/2 hours)
11:00 am – 1:00 pm $25 A05HTA000A

Sat Feb 15 (1 session/2 hours)
11:00 am – 1:00 pm $25 A05HTA000B

Spanish–English Medical Interpreting: Fundamental Skills

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

Sat Mar 14 – May 16 (9 sessions/45 hours)
9:00 am – 2:00 pm $1125 A05HTA002A

Medical Interpreter Certificate Program

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

Spanish–English Medical Interpretation:
Fundamental Skills

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

Sat Mar 14 – May 16 (9 sessions/45 hours)
9:00 am – 2:00 pm $1125 A05HTA002A
Pharmacy Technician

Pharmacy Technician Certification Preparation

Start or Advance Your Career!

Pharmacy Technician | $31K - 45K*

Visit laguardia.edu/careercoach or Room C-258

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

Tues & Thurs Feb 20 – May 21 (27 sessions/81 hours)
6:00 pm – 9:00 pm $1195 A05HLM001A

Certified Dietary Manager (CDM) Program

Start or Advance Your Career!

Certified Dietary Manager | $40K - 78K*

Visit laguardia.edu/careercoach or Room C-258

Are you interested in upgrading your skills in foodservice management?

Would you like to become a Foodservice Supervisor?

Certified Dietary Managers are nationally recognized experts at managing dietary operations.

To qualify for the Certified Dietary Manager (CDM) Program, you must:

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

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

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

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

Tues Jan 28 – Mar 31 (10 sessions/42.5 hours)
5:45 pm – 10:00 pm $425 A05DMM003A
Central Service Technician Certificate Program

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

Principles of Central Service Technician

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

Tuesday and Thursday February 11 – March 12 (10 sessions/30 hours)
9:15 pm – 9:30 pm $451 A05STL001

Saturday February 22 – March 28 (6 sessions/30 hours)
9:00 am – 2:00 pm $451 A05STL0001B

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

Tuesday and Thursday March 24 – April 23 (10 sessions/30 hours)
9:15 pm – 9:15 pm $451 A05STL002

Quality Control, Inventory, Equipment and Human Relations

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

Tuesday and Thursday April 27 – May 27 (10 sessions/30 hours)
9:15 pm – 9:15 pm $451 A05STL0003B

Health and Wellness Coach Certificate

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

Tuesday March 3 – April 7 (6 sessions/18 hours)
6:15 pm – 9:15 pm $350 A05HWC001

Holistic Integrative Health Certificate

Explore alternative methods to health and healing. Topics include holistic stress management, health and the human spirit, energy healing, elements of meditation, healing environments, Chinese and Ayurvedic medicine, humor and health, music therapy and sound healing, nutrition, therapeutic massage and bodywork, and healing effects of physical activity. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Monday March 2 – April 6 (6 sessions/18 hours)
6:15 pm – 9:15 pm $350 A05HWC002

Motivational Interviewing Certificate

Discover how to use communication and listening skills to motivate your clients to change unhealthy behaviors. Topics include expressing empathy; supporting self-efficacy; and managing client resistance. You will also learn how to read body language and tone of voice; ask open-ended questions; and use affirmations and reflections. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Thursday March 5 – April 9 (6 sessions/18 hours)
6:15 pm – 9:15 pm $350 A05HWC004A

NEW! Discover Wellness: A Healthy Balance

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

Health and Wellness Coach Certificate

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

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Thursday March 5 – April 9 (6 sessions/18 hours)
6:15 pm – 9:15 pm $350 A05HWC004A

Holistic Integrative Mental Health Certificate

Learn how to apply holistic and integrative therapies to treat the mind, body and spirit of individuals with mental health conditions. You will discuss combining alternative and complementary methods with medications and psychotherapy to address the physical, psychological and spiritual needs of individuals with various mental health disorders. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. ND

Wednesday March 4 – April 8 (6 sessions/18 hours)
6:15 pm – 9:15 pm $350 A05HWC003

To register or for more information call (718) 482-7244 or visit http://www.laguardia.edu/cappanosessions/
Introduction to Health & Safety

Protect and Prevent: Child Abuse and Maltreatment, Creating a Safe Environment

Creating a Healthy Environment (Parts I & II)

If you wish to be employed by the NYC Department of Education, you must complete the following New York State support at (518) 486-6041 or teachhelp@nysed.gov.

Take 4 and save $20
Register for four Education Workshops in the same semester and SAVE $20. *Cannot be combined with any other discount. No other discount applies.

School Violence Prevention

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

Sat Jan 25 (1 session/2.5 hours)
9:30 am – 12:00 pm $80 A05CRD001A
Sat Feb 29 (1 session/2.5 hours)
9:30 am – 12:00 pm $80 A05CRD001B
Sat Mar 21 (1 session/2.5 hours)
9:30 am – 12:00 pm $80 A05CRD001C

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, ND

Sat Jan 25 (1 session/2.5 hours)
1:00 pm – 3:30 pm $80 A05CRD001A
Sat Feb 29 (1 session/2.5 hours)
1:00 pm – 3:30 pm $80 A05CRD001B
Sat Mar 21 (1 session/2.5 hours)
1:00 pm – 3:30 pm $80 A05CRD001C

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, ND

Sat Feb 1 (1 session/6 hours)
9:00 am – 3:30 pm $105 A05EDU001A
Sat Mar 7 (1 session/6 hours)
9:00 am – 3:30 pm $105 A05EDU001B
Sat Mar 28 (1 session/6 hours)
9:00 am – 3:30 pm $105 A05EDU001C

NEW! Needs for Children with Autism

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

Sat Feb 8 (1 session/3 hours)
9:00 am – 12:00 pm $80 A05EDU002A
Sat Mar 14 (1 session/3 hours)
9:00 am – 12:00 pm $80 A05EDU002B

NEW! Infection Control

Infection Control and Barrier Precautions

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

Sat Feb 8 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05INF001A
Sat Mar 7 (1 session/4 hours)
9:00 am – 1:00 pm $95 A05INF001B

Certificación en el Cuidado de Niños

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

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

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

Sat Feb 1 – Feb 22 (4 sessions/30 hours)
9:00 am – 5:00 pm $500 A05ELE001A

Childcare Certification

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

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

Approved as a New York State training organization through New York Works for Children. For more information call (718) 482-7244, ND

Sat Mar 7 – Mar 28 (4 sessions/30 hours)
9:00 am – 5:00 pm $500 A05ELE002A

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

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

Tues Jan 7 – Mar 24 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT102A

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

Wed Jan 8 – Mar 11 (10 sessions/25 hours)
6:00 pm – 8:30 pm $459 A16INT001A

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 9 – Mar 26 (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.

Tues Jan 7 – Mar 24 (4 sessions/10 hours)
6:00 pm – 8:30 pm $575 A16INT202A

Interpreting in Educational Settings
Explore the implications of an interpreted education for Deaf students and compare with education through direct instruction in a K–12 setting. Topics include history and laws that affect educational interpreting; cognitive and linguistic development (both first and second language acquisition); language in education; specialized roles and skills of a K–12 interpreter; and the impact of classroom variables on accessibility and interpretability. You will analyze a range of classroom environments and interpret a variety of academic subjects. Guest speakers with expertise as K–12 consumers, interpreters and service coordinators will also be included. Prerequisites: Interpreting IV, Ethics and Decision Making for Interpreters. Co-requisite: Interpreting V Internship.

Thurs Jan 9 – Mar 26 (12 sessions/36 hours)
5:45 pm – 8:45 pm $695 A16INT108A

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.

Weds Jan 8 – Mar 25 (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.

Mons Jan 6 – Mar 23 (10 sessions/20 hours)
6:45 pm – 8:45 pm $675 A16INT400A

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

Mons Jan 6 – Mar 23 (10 sessions/10 hours)
5:45 pm – 6:45 pm $239 A16INT351A

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Construction and Building Management

Construction Safety Courses

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

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

- Thurs Jan 16 (1 session/4 hours) 5:00 pm – 9:30 pm $150 A05OSH301A
- Thurs Feb 6 (1 session/4 hours) 5:00 pm – 9:30 pm $150 A05OSH301B
- Thurs Mar 12 (1 session/4 hours) 5:00 pm – 9:30 pm $150 A05OSH301C

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

- Sat Jan 11 (1 session/4 hours) 8:00 am – 12:30 pm $150 A05OSH300A
- Wed Feb 5 (1 session/4 hours) 5:00 pm – 9:30 pm $150 A05OSH300B
- Sat Mar 7 (1 session/4 hours) 8:00 am – 12:30 pm $150 A05OSH300C

30 Hour Concrete Safety Manager (NYCDOB)
A registered Concrete Safety Manager is required on many 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

- Tues & Wed Jan 7 – Jan 22 (6 sessions/30 hours) 5:00 pm – 10:30 pm $590 A05OSH303A
- Tues & Wed Mar 3 – Mar 18 (6 sessions/30 hours) 5:00 pm – 10:30 pm $590 A05OSH303B

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

- Thurs & Fri Jan 9 – Jan 10 (2 sessions/10 hours) 5:00 pm – 10:30 pm $260 A05SST003A
- Thurs & Fri Feb 6 – Feb 7 (2 sessions/10 hours) 5:00 pm – 10:30 pm $260 A05SST003B
- Thurs & Fri Mar 5 – Mar 6 (2 sessions/10 hours) 5:00 pm – 10:30 pm $260 A05SST003C

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

- Mon, Tues & Wed Jan 6 – Jan 21 (8 sessions/40 hours) 5:00 pm – 10:30 pm $700 A05OSH302A
- Mon, Tues & Wed Mar 2 – Mar 17 (8 sessions/40 hours) 5:00 pm – 10:30 pm $700 A05OSH302B

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

- Tues & Wed Feb 4 – Feb 19 (6 sessions/30 hours) 5:00 pm – 10:30 pm $550 A05OSH305A

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

- Thurs (5:00 pm–10:30 pm), Fri (5:00 pm–10:30 pm) Jan 9 – Jan 18 (5 sessions/32 hours) $700 A05SST002A
- Thurs (5:00 pm–10:30 pm), Fri (5:00 pm–10:30 pm) Mar 5 – Mar 14 (5 sessions/32 hours) $700 A05SST002B

Visit laguardia.edu/careercoach or Room C-258
Construction Safety Courses

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

Thurs & Fri Jan 23 – Jan 24 (2 sessions/7 hours)
9:30 am – 6:30 pm $260 A05SFT001A

Thurs & Fri Mar 19 – Mar 20 (2 sessions/7 hours)
9:30 am – 6:30 pm $260 A05SFT001B

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 approved by NYCDOB and issued by Safety Dynamics. Prerequisite: 30 Hour Concrete Safety Manager course within the past year. ND

Sat Feb 15 (1 session/8 hours)
8:00 am – 5:00 pm $230 A05SOSH306A

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

Sat Jan 18 (1 session/8 hours)
8:00 am – 5:00 pm $260 A05SOSH310A

Thurs & Fri Feb 13 – Feb 14 (2 sessions/8 hours)
5:00 pm – 9:30 pm $260 A05SOSH310B

Sat Mar 14 (1 session/8 hours)
8:00 am – 5:00 pm $260 A05SOSH310C

8 Hour Site Safety Coordinator (NYCDOB)
Take this shortened version of the 40 Hour Site Safety Coordinator course in order to apply for New York City Department of Buildings (NYCDOB) Site Safety Coordinator or Construction Superintendent licenses. Discuss the hazards of working in a New York City construction environment as well as specific methods and work practices that are necessary on an urban construction site. Upon successful completion, you will earn a certificate of completion from Safety Dynamics. Prerequisite: In order to be eligible to apply for the NYCDOB Site Safety Coordinator license, you must be a registered architect, licensed engineer, or have 5 years of construction supervision/safety experience, including 3 years supervising major buildings. ND

Sat Jan 18 (1 session/8 hours)
8:00 am – 5:00 pm $260 A05SFT001A

Thurs & Fri Feb 13 – Feb 14 (2 sessions/8 hours)
5:00 pm – 9:30 pm $260 A05SFT001B

Sat Mar 14 (1 session/8 hours)
8:00 am – 5:00 pm $260 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. ND

Mon – Thurs Feb 24 – Feb 27 (4 sessions/16 hours)
5:00 pm – 9:30 pm $410 A05RIG002A

Mon – Thurs Mar 23 – Mar 26 (4 sessions/16 hours)
5:00 pm – 9:30 pm $410 A05RIG002B

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

Mon – Thurs Feb 24 – Feb 27 (4 sessions/16 hours)
5:00 pm – 9:30 pm $410 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 scaffold over 40 feet. Focus is on the use of scaffolding as an important part of worker safety and the dangers of falls, electrocution and collapse as common hazards. Upon successful completion of the course, you will receive a photo ID card and certificate issued by Safety Dynamics, valid for 4 years. ND

Mon & Tues Feb 3 – Feb 18 (8 sessions/32 hours)
5:00 pm – 10:30 pm $575 A05SFC005A
Construction Management Certificate Program

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

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

### Start or Advance Your Career!

![Construction Managers]

$71K - $119K

Visit laguardia.edu/careercoach or Room C-258

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### Construction Business Management Certificate Program

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

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

### Start or Advance Your Career!

![Construction Managers]

$71K - $119K

Visit laguardia.edu/careercoach or Room C-258

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#### Principles of Contract Administration

Examine contract delivery and procurement methods as well as types of contracts and payment terms. You will become familiar with commonalities and differences in standard forms and required contract administrative activities in each phase of a project. Prerequisite: OSHA 30 Hour card. ND

**Mon Mar 23 – May 4 (7 sessions/21 hours)**

6:00 pm – 9:00 pm $420 A05PRJ001A

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#### Project Scheduling and Cost Estimating

Discover how to develop and implement Critical Path Method (CPM) construction schedules to efficiently manage job resources. Prepare hard cost budgets using production based estimating in order to properly track and control costs throughout a project. Prerequisite: OSHA 30 Hour card. ND

**Wed Mar 25 – May 6 (7 sessions/21 hours)**

6:00 pm – 9:00 pm $420 A05PRJ004A
Construction and Maintenance Courses

**INFORMATION SESSION**

Wednesdays, January 15 – March 4, 2020
(8 one-time sessions/2.5 hours)
4:30 pm - 7:00 pm  FREE

Learn about our Electrical 1 and Plumbing 1 training programs and how they can help you begin or advance a career in these fields

- Find out about industry certifications earned after successful completion of these programs
- You must attend an information session to begin the application process

For more information call (718) 482-5231
To register visit: https://www.laguardia.edu/ept/

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**Electrical 1 & Plumbing 1 Information Sessions**

- Wed Jan 15 (1 session/2.5 hours)
  4:30 pm - 7:00 pm  A23ELP000A FREE
- Wed Jan 22 (1 session/2.5 hours)
  4:30 pm - 7:00 pm  A23ELP000B FREE
- Wed Jan 29 (1 session/2.5 hours)
  4:30 pm - 7:00 pm  A23ELP000C FREE
- Wed Feb 5 (1 session/2.5 hours)
  4:30 pm - 7:00 pm  A23ELP000D FREE
- Wed Feb 19 (1 session/2.5 hours)
  4:30 pm - 7:00 pm  A23ELP000E FREE
- Wed Feb 26 (1 session/2.5 hours)
  4:30 pm - 7:00 pm  A23ELP000F FREE
- Wed Mar 4 (1 session/2.5 hours)
  4:30 pm - 7:00 pm  A23ELP000G FREE

**Building Operations**

**CAREER INSIDER SERIES**

Building Operations and Refrigeration
Wednesday, January 22, 2020
(1 session/2 hours) 6:00 pm - 8:00 pm  A05BLD000A FREE

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

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

**Start or Advance Your Career!**

- **Electricians Helpers**
  $38K - 59K*
  Visit laguardia.edu/careercoach or Room C-258

- **Pipelayers, Plumbers, Pipefitters, and Steamfitters Helpers**
  $33K - 55K*
  Visit laguardia.edu/careercoach or Room C-258

**Start or Advance Your Career!**

- **Operating Engineers and Other Construction Equipment Operators**
  $33K - 50K*
  Visit laguardia.edu/careercoach or Room C-258

**Sprinkler and Standpipe Systems**

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

- Tues & Thurs Mar 31 – Apr 21 (7 sessions/21 hours)
  6:00 pm - 9:00 pm  $395 A05FMT001A

**Low Pressure Boiler–Burner Certification Preparation**

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

- Tues & Thurs Feb 20 – Mar 31 (12 sessions/36 hours)
  6:00 pm - 9:00 pm  $675 A05FMT002A
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: lagaardia.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: lagaardia.edu/ciet
Llame: (718) 482-5460
En persona: LaGuardia Community College, Center for Immigrant Education and Training (CIET), 29-10 Thomson Avenue, Room C-239. LIC, NY 11101, Lunes-Jueves, 10:30 a.m.-6:30 p.m.

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

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

English Pronunciation for Beginners
Improve your listening, speaking and pronunciation skills through in and out of class activities, online videos and mobile apps. A test will be given at the beginning and end of the course to measure your progress. ND

Tues, Weds, Thurs & Fri Jan 21 - Feb 26 (21 sessions/42 hours) 3:00 pm - 5:00 pm $320 A22ESL101A

Get the English skills you need to succeed in college!
If you have been accepted to a CUNY college, you may qualify for the CUNY Language Immersion Program (CLIP)

Spend up to one year in this low-cost program to improve your reading, writing, speaking and listening skills in English.
You can also get help applying for financial aid.
For more information call (718) 482-5966 or e-mail clip@lagcc.cuny.edu
Learn English at LaGuardia! Prepare for college, graduate school or a better job. Teachers at The English Language Center (TELC) have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening and speaking. Payment for courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa or Discover). Registration may close at any time, so please register early.

Phone: (718) 482-5360 Web: www.laguardia.edu/TELC

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

Winter 2020 Registration:
Thursday, January 2 & Friday, January 3
11:00 am – 3:00 pm • C354

Morning Intensive Program
Mon - Fri Jan 13 – Mar 18 (45 sessions/154 hours)
8:45 am - 12:45 pm $1585 AF021000

Afternoon Intensive Program
Mon - Thurs Jan 22 - Mar 25 (34 sessions/153 hours)
1:30 pm - 6:30 pm $1405 AF021001

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

Winter 2020 Registration:
Thursday, January 2 & Friday, January 3
11:00 am – 3:00 pm • C354

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

Mon & Wed Jan 22 - Mar 25 (17 sessions/38.25 hours)
1:30 pm–3:45 pm $360 AF021110C

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 22 - Mar 25 (17 sessions/38.25 hours)
4:15 pm – 6:30 pm $360 AF021240C

Address: 29–10 Thomson Avenue, Room C–354,

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 23–Mar 24 (17 sessions/38.25 hours) 1:30 pm – 3:45 pm $360 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 23–Mar 24 (17 sessions/38.25 hours) 4:15 pm – 6:30 pm $360 AF021150C

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

Winter 2020 Registration:
Monday, January 6 - Thursday, January 9
4:00 pm – 7:00 pm • C354

Listening, Speaking, 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.

Tues & Thurs Jan 23 – Mar 17 (16 sessions/40 hours)
6:50 pm – 9:20 pm $360 AF021400A

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.

Tues & Thurs Jan 23 – Mar 17 (16 sessions/40 hours)
6:50 pm – 9:20 pm $360 AF021003

Reading and Writing
Tues & Thurs Jan 23 – Mar 17 (16 sessions/40 hours)
6:50 pm – 9:20 pm $360 AF021004

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 Feb 1 – Mar 21 (8 sessions/40 hours)
9:00 am – 10:00 pm $360 AF021400B

Address: 29–10 Thomson Avenue, Room C–354,
Which High School Equivalency Program is Right for Me?

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

Start building your future today!

The Learning & Information Center at LaGuardia Community College (LIC²) offers many high school equivalency preparation programs, courses and services. Choose a program that fits your needs.

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

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

Bridge to College and Careers Program, Room C-400
Call: (718) 482-5385
Email: HSELaGuardia@lagcc.cuny.edu
Visit: laguardia.edu/hse or laguardia.edu/bridge

Explore careers in health, science or business while you study in a high school equivalency program. (F)

Are you between the ages of 17 and 20 and out of school? Earn your high school equivalency diploma and move forward in your life. (F)

Pathways to Graduation, Room C-314
Contact: Winifred Miller
Call: (718) 482-5340
Email: wfrancis@lagcc.cuny.edu
Visit: laguardia.edu/ptg

If you've already attended LIC² classes and earned your high school equivalency diploma, find out how you can apply to LaGuardia and earn a college degree. (F)

Advisement Center, Room C-225
Contact: Edith Diaz
Call: (718) 482-5355
Email: ACEAdvisement@lagcc.cuny.edu
Visit: laguardia.edu/aceadvise

Deaf or Hard-of-Hearing individuals, earn a high school equivalency diploma to get a job, increase your income potential, and get into to college. ($)

Program for Deaf Adults, Room C-203
Call: (917) 832-1207 (VP) or (718) 482-5324 (V)
Email: pda@lagcc.cuny.edu
Visit: laguardia.edu/hsedeafadult

If you've already attended LIC² classes and earned your high school equivalency diploma, find out how you can apply to LaGuardia and earn a college degree. (F)

Deaf or Hard-of-Hearing individuals, earn a high school equivalency diploma to get a job, increase your income potential, and get into to college. ($)

Program for Deaf Adults, Room C-203
Call: (917) 832-1207 (VP) or (718) 482-5324 (V)
Email: pda@lagcc.cuny.edu
Visit: laguardia.edu/hsedeafadult

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

Adult Basic Skills – Equivalencia del Bachillerato en Español, Oficina C-400
Llame: (718) 482-5385
Email: HSELaGuardia@lagcc.cuny.edu
Visite: laguardia.edu/hse

Deaf or Hard-of-Hearing individuals, earn a high school equivalency diploma to get a job, increase your income potential, and get into to college. ($)

Program for Deaf Adults, Room C-203
Call: (917) 832-1207 (VP) or (718) 482-5324 (V)
Email: pda@lagcc.cuny.edu
Visit: laguardia.edu/hsedeafadult

If you've already attended LIC² classes and earned your high school equivalency diploma, find out how you can apply to LaGuardia and earn a college degree. (F)

Advisement Center, Room C-225
Contact: Edith Diaz
Call: (718) 482-5355
Email: ACEAdvisement@lagcc.cuny.edu
Visit: laguardia.edu/aceadvise

Did You Know?

LaGuardia is an official NY State Education Department testing center for the high school equivalency examination, called the Test Assessing Secondary Completion (TASC), which has replaced the GED. If you take high school equivalency preparation classes at LaGuardia, once you are ready to take the TASC, we will assist you in registering for the free exam at our testing center. If you wish to take the exam without taking classes, you may apply directly. For more information call (718) 482-5385 or visit laguardia.edu/hse. (F)
High School Equivalency

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.

High School Equivalency In English

Prepare to take the new high school equivalency exam (Test Assessing High School Completion or TASC) and start building your future! You will focus on reading, writing and mathematics, and participate in career planning workshops presented by academic counselors. You’ll also receive advisement on opportunities in certificate and college credit programs.

The course is open to those 19 years of age or older. To apply, you must attend one of the placement exam dates below.

High School Equivalency In English

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Wed &amp; Fri Jan 3</td>
<td>10:00 am – 2:00 pm</td>
<td>Room C-400</td>
<td>$325 A04HSE001A</td>
</tr>
<tr>
<td>Sat Jan 4 – Mar 28</td>
<td>9:00 am – 5:00 pm</td>
<td>Room C-400</td>
<td>$325 A04HSE001C</td>
</tr>
</tbody>
</table>

High School Equivalency Math Only

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Wed Jan 29 – Apr 1</td>
<td>9:30 am – 1:30 pm</td>
<td>Room C-400</td>
<td>$137 A04HSE005A</td>
</tr>
</tbody>
</table>

Equivalencia del Bachillerato en Español

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

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

Invierno 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martes 10:00 am</td>
<td>Salón C-400</td>
<td>$25</td>
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<tr>
<td>Jueves 6:00 pm</td>
<td>Salón C-400</td>
<td>$25</td>
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<tr>
<td>Sábado, 23 Noviembre</td>
<td>10:00 am</td>
<td>Salón C-400</td>
<td>$25</td>
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<tr>
<td>Sábado, 7 Diciembre</td>
<td>10:00 am</td>
<td>Salón C-400</td>
<td>$25</td>
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<tr>
<td>Sábado, 14 Diciembre</td>
<td>10:00 am</td>
<td>Salón C-400</td>
<td>$25</td>
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</tbody>
</table>

(Para futuras 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

Equivalencia del Bachillerato en Español

Lunes, Martes & Jueves Jan 6 – Mar 24
(33 sessions/99 hours) 6:00 pm – 9:00 pm
$325 A04HSE002A

Sabado Jan 4 – Mar 28 (13 sessions/97.5 hours)
9:00 am – 5:00 pm $325 A04HSE002B

Sabado Jan 4 – Mar 28 (13 sessions/97.5 hours)
9:00 am – 5:00 pm $325 A04HSE002C

Lunes, Miercoles & Jueves Jan 6 – Mar 26
(33 sessions/99 hours) 6:00 pm – 9:00 pm
$325 A04HSE002D

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

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

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

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

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

Para más información llame al (718) 482–5385 o visite a la oficina C-400.

Equivalencia del Bachillerato en Español

Start or Advance Your Career!

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

Visit laguardia.edu/careercoach or Room C-258

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

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

Mon, Tues, Wed & Thurs Jan 6 – Mar 31
(3 sessions/15 hours) $45 A16HSE000A

**Beginning ASL and English for Deaf Adults**
Mon & Wed Jan 13 – Mar 23 (18 sessions/45 hours)
5:45 pm – 8:30 pm $429 A16RDW0001A

**Beginning Basic Education Level 1 for Deaf Adults**
Tues & Thurs Jan 14 – Mar 26 (22 sessions/44 hours)
5:45 pm – 7:55 pm $429 A16RDW003A

**Beginning Basic Education Level 2 for Deaf Adults**
Mon & Wed Jan 13 – Apr 6 (22 sessions/44 hours)
5:45 pm – 7:55 pm $429 A16RDW004A

**High School Equivalency for Deaf Adults**

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

Mon & Wed Jan 13 – Apr 6 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT014A

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

Mon & Wed Jan 13 – Apr 6 (22 sessions/66 hours)
No Classes 1/20, 2/12, 2/17
5:45 pm – 9:05 pm $235 A16MAT015A

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

Mon, Tues, Wed & Thurs Jan 6 – Mar 31
(1 session/4 hours) $15 A16TAB000A

Mon, Tues, Wed & Thurs Jan 6 – Mar 31
(1 session/4 hours) $15 A16TAB000B

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

Tues & Thurs Jan 14 – Mar 26 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16HSE000A

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

Tues & Thurs Jan 14 – Mar 26 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16HSE002A

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

Mon, Tues, Wed & Thurs Jan 6 – Mar 31
(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

Mon & Wed Jan 13 – Apr 6 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT014A

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

Mon & Wed Jan 13 – Apr 6 (22 sessions/66 hours)
No Classes 1/20, 2/12, 2/17
5:45 pm – 9:05 pm $235 A16MAT015A

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

Mon, Tues, Wed & Thurs Jan 6 – Mar 31
(1 session/4 hours) $15 A16TAB000A

Mon, Tues, Wed & Thurs Jan 6 – Mar 31
(1 session/4 hours) $15 A16TAB000B

**Beginning ASL and English for Deaf Adults**
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**Beginning Basic Education Level 2 for Deaf Adults**
Mon & Wed Jan 13 – Apr 6 (22 sessions/44 hours)
5:45 pm – 7:55 pm $429 A16RDW004A
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

**High School Equivalency Preparation**

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

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

**MATHSTART**

is an intensive 8-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 MATHStart?**

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

**Classes run January 7 – February 26, 2020**

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

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

**College-Level Examination Program (CLEP)**

A Credit-by-Examination Program

**Earn college credit for what you already know!**

Earn between 3 and 12 credits per test

Each CLEP test costs $122*

(A 3-credit course at a CUNY Community College can cost over $400)

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

**Save time and money, and graduate sooner!**

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

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

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

The deadline to register for College Courses is December 27, 2019.

## College Foreign Languages

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Times</th>
<th>Fee</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Modern Chinese I</td>
<td>Mon, Tues, Wed &amp; Thurs Jan 6 – Feb 26</td>
<td>1:00 pm – 3:15 pm</td>
<td>$320</td>
<td>A02ELC101A</td>
</tr>
<tr>
<td>Elementary Italian I</td>
<td>Mon, Tues, Wed &amp; Thurs Jan 6 – Feb 26</td>
<td>10:30 am – 12:45 pm</td>
<td>$320</td>
<td>A02ELI101A</td>
</tr>
<tr>
<td>Elementary Italian II</td>
<td>Mon, Tues, Wed &amp; Thurs Jan 6 – Feb 26</td>
<td>1:00 pm – 3:15 pm</td>
<td>$320</td>
<td>A02ELI102A</td>
</tr>
<tr>
<td>Elementary Japanese I</td>
<td>Mon, Tues, Wed &amp; Thurs Jan 6 – Feb 26</td>
<td>10:30 am – 12:45 pm</td>
<td>$320</td>
<td>A02ELJ101A</td>
</tr>
<tr>
<td>Elementary Japanese II</td>
<td>Mon, Tues, Wed &amp; Thurs Jan 6 – Feb 26</td>
<td>5:45 pm – 7:55 pm</td>
<td>$320</td>
<td>A02ELJ102A</td>
</tr>
<tr>
<td>Elementary Spanish I</td>
<td>Mon, Tues, Wed &amp; Thurs Jan 6 – Feb 26</td>
<td>9:15 am – 11:30 am</td>
<td>$320</td>
<td>A02ELS101A</td>
</tr>
<tr>
<td>Elementary Spanish II</td>
<td>Mon, Tues, Wed &amp; Thurs Jan 6 – Feb 26</td>
<td>1:00 pm – 3:15 pm</td>
<td>$320</td>
<td>A02ELS102A</td>
</tr>
<tr>
<td>Elementary Spanish II</td>
<td>Mon, Tues, Wed &amp; Thurs Jan 6 – Feb 26</td>
<td>5:45 pm – 7:55 pm</td>
<td>$320</td>
<td>A02ELS102B</td>
</tr>
<tr>
<td>Beginning Sculpture</td>
<td>Mon, Jan 6 – Feb 24 (6 sessions/36 hours)</td>
<td>9:15 am–12:45pm; 2:15pm–5:35pm</td>
<td>$320</td>
<td>A02HUA120B</td>
</tr>
<tr>
<td>Digital Photography I</td>
<td>Mon &amp; Wed Jan 6 – Feb 26 (12 sessions/48 hours)</td>
<td>5:45pm – 10:15pm</td>
<td>$320</td>
<td>A02HUA131A</td>
</tr>
<tr>
<td>Introduction to Art</td>
<td>Mon, Jan 6 – Feb 24 (6 sessions/36 hours)</td>
<td>9:15 am–12:45pm; 2:15pm–5:35pm</td>
<td>$320</td>
<td>A02HUA101A</td>
</tr>
</tbody>
</table>

## 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.

<table>
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<tr>
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<td>Mon &amp; Wed Jan 6 – Feb 26 (12 sessions/48 hours)</td>
<td>9:15 am–2:00pm</td>
<td>$320</td>
<td>A02HUA130A</td>
</tr>
<tr>
<td>Introduction to Art</td>
<td>Mon &amp; Wed Jan 6 – Feb 26 (12 sessions/48 hours)</td>
<td>5:45 pm–10:15pm</td>
<td>$320</td>
<td>A02HUA130B</td>
</tr>
<tr>
<td>Introduction to Art</td>
<td>Sat, Jan 11 – Feb 22 (6 sessions/36 hours)</td>
<td>9:15 am–12:45pm; 2:15pm–5:35pm</td>
<td>$320</td>
<td>A02HUA101B</td>
</tr>
</tbody>
</table>
College Courses for Non-Credit

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

The deadline to register for College Courses is December 27, 2019.

College Music

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

Introduction to Music

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

Tues & Thurs Jan 7 – Feb 25 (12 sessions/36 hours)
9:15 am – 12:45 pm $320 A02HUM101A

Mon, Wed, Fri Jan 6 – Feb 26 (24 sessions/36 hours)
9:15 am – 11:30 am $320 A02HUM101B

Tues & Thurs Jan 7 – Feb 25 (24 sessions/36 hours)
1:00 pm – 4:25 pm $320 A02HUM101C

Tues & Thurs Jan 7 – Feb 25 (24 sessions/36 hours)
6:00 pm – 9:35 pm $320 A02HUM101D

Mon & Wed Jan 6 – Feb 26 (24 sessions/36 hours)
6:00 pm – 9:35 pm $320 A02HUM101E

College Liberal Arts

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

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 7 – Feb 25 (12 sessions/36 hours)
1:00 pm – 4:25 pm $320 A02HUP101A

Mon & Wed Jan 6 – Feb 26 (12 sessions/36 hours)
9:15 am – 12:45 pm $320 A02HUP101B

Mon & Wed Jan 6 – Feb 26 (12 sessions/36 hours)
5:45 pm – 9:00 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 6 – Feb 26
(36 sessions/48 hours) 11:45 am – 2:00 pm
$320 A02HUP102A

Mon, Wed & Thurs Jan 6 – Feb 26
(36 sessions/48 hours) 2:15 pm – 4:45 pm
$320 A02HUP102B

Tues & Thurs Jan 6 – Feb 26
(12 sessions/36 hours) 1:00 pm – 4:25 pm
$320 A02HUP102C
Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education’s Intensive Study in American Sign Language (ASL) Program is a 5-course series focusing on communication with Deaf individuals. These courses, which include Intensive Study in American Sign Language – Levels 1-4 as well as Dual Access: Sign Language Linguistics, are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit.

Using the Master ASL Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge. Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with LaGuardia’s Education and Language Acquisition Department (Dual Access Courses). High school or equivalency diploma required.

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

Intensive Study in ASL – Screening

All continuing education students are required to be assessed through an intensive screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes. Contact Program for Deaf Adults at (917) 832-1207 (VP) or (718) 482-5324 (V) or email pda@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Jan 6 – Mar 31
(1 session/1 hour) $55 A16ASL010A

Intensive Study in American Sign Language – Level 1

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

Sat Jan 11 – Mar 28 (12 sessions/46 hours) 9:00 am – 1:00 pm $359 A16ASL011A

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

Mon & Wed Jan 13 – Apr 6 (22 sessions/46 hours) No Classes 1/20 , 2/12, 2/17 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

Tues & Thurs Jan 14 – Mar 26 (22 sessions/46 hours) 5:45 pm – 7:55 pm $359 A16ASL013B

Intensive Study in American Sign Language – Level 4

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

Sat Jan 11 – Mar 28 (12 sessions/46 hours) 9:00 am – 1:00 pm $359 A16ASL014A

Dual Access Courses

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

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

Mon & Wed (5:45 pm – 9:05 pm) & Tues (5:45 pm – 7:55 pm)
Jan 6 – Feb 26 (18 sessions/48 hours) 5:45 pm – 9:05 pm $359 A16ASL026D

Visit laguardia.edu/careercoach or Room C-258

For English Language classes call (718) 482-5360

Online:
laguardia.edu/acereg

By phone:
(718) 482-7244

In person:
M-Building, Room M-143

Monday - Thursday 8:30 a.m. – 6:30 p.m.
Friday - Saturday, 8:30 a.m. – 3:30 p.m.
Summer Youth Employment Program

The Summer Youth Employment Program (SYEP) provides thousands of New York City youth with paying jobs; valuable work experience; college and career exploration opportunities; and workforce readiness and financial literacy training every year during the summer break. Serving those ages 14 to 21, SYEP is the nation’s largest summer job program for youth. It is sponsored by New York City’s Department of Youth and Community Development (DYCD), with city and state funding, and has been running for over 40 years.

Gain work experience and earn money during summer break!
- 16 – 21 year olds, work up to 25 hours a week for 6 weeks
- Gain valuable work experience
- Earn $15.00 per hour
- Explore careers
- Receive financial literacy training
- Interact with your peers
* 14 – 15 year-olds participate in project-based activities.

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

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

Justice Community Program

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

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

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

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

High School Equivalency

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

Start building your future!

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

Contact:  Winifred Francis-Miller  
(718) 482-5340  
wfrancis@lagcc.cuny.edu
**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
- Enroll in a high school equivalency prep program
- Enter an occupational skills training 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)
- Marshalls
- The Floating Hospital
- NYC Department of Probation

And more!

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**Christina Wong**
Transitioning to college with help from Intern & Earn

Christina Wong wanted to get her life back on track. She admits that after graduating high school she “had not done much” and needed help enrolling in college or finding employment. She took the first step with LaGuardia’s Young Adult Internship Program (now called Intern & Earn). After completing the program and getting a job, she began LaGuardia’s Emergency Medical Technician (EMT) Program. However, dealing with emotional struggles and obstacles at home, she left the EMT Program, but she didn’t give up.

Christina is now enrolled at LaGuardia as a Travel, Tourism and Hospitality Management major. She works as a College Assistant, is involved in LaGuardia’s Civic Fellows Program, and was recently on the Dean’s List for outstanding academic achievement. She credits Intern & Earn staff with helping her to stay focused and prioritize her goals.

Christina hopes to graduate from LaGuardia, enroll in a four year college to earn a bachelor degree, and start a career in the hotel industry. “My experience has been stressful, humbling, yet rewarding. I have been pushing boundaries and demanding more of myself every day,” she says. “LaGuardia has helped me blossom and grow into the person I am today.”

“I have been pushing boundaries and demanding more of myself every day. LaGuardia has helped me blossom and grow into the person I am today.”

Christina Wong
Intern & Earn graduate
LaGuardia Travel, Tourism and Hospitality Management major
CUNY Fatherhood Academy

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

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

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

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

Have you served in the military?

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

LaGuardia’s Veterans Resource Center can help you!

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

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

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

CUNY Fatherhood Academy / Veterans Resource Center
Small Business & Entrepreneur Services
Are you a new or emerging small business?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Website: nydesigns.org
Call: (718) 663-8400
Email: info@nydesigns.org
Small Business & Entrepreneur Services

If you run a business or are just starting out, LaGuardia’s Small Business & Entrepreneur Services has the resources and support you need to grow your company and be successful.

Our hands-on education and training programs as well as our specialized technical assistance and support services provide you with business advisement and mentoring, government procurement assistance, access to capital and more.

We offer workshops and trainings to enrich your knowledge and extend your reach. We provide coworking space with endless opportunity for collaboration and networking. We can help you meet the needs of the rapidly changing business community.

We have assisted more than 25,000 small businesses in creating thousands of jobs and securing over half a billion dollars in contracts over the last 15 years.

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

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

Where technology and education create opportunity

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

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

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

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

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

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

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

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

Individual Training Grants
Advance your Career through Occupational Training

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

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

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

Students Over 65

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

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

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

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

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

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

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

VICTIMS OF HARASSMENT OR INTIMIDATION

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

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

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

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

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

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

Become a U.S. Citizen

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

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

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

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

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

Payment
Payment is required at time of registration.

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

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

Bursar’s Office (C Building, Room C-110)
          Monday & Thursday  9:00 am - 6:30 pm
          Tuesday & Wednesday 9:00 am - 3:30 pm
          Friday             9:00 am - 4:30 pm

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adult and Continuing Education Registration Form

Check which category describes you best (optional)

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

How did you hear about us?

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

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

You can register online at laguardia.edu/acereg.
Christina Wong overcame obstacles to enroll in college and succeed. Read her story on page 35.

**completed** Intern & Earn Program

**persevered** to become a college degree student

**earned** distinction in academic achievement

**involved** in LaGuardia’s civic engagement activities

To learn more about Intern & Earn and other Youth Programs see pages 34 - 35.