DIVISION OF CONTINUING EDUCATION
SPRING 2023

LEARN WITH US

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

"Don't go through life,
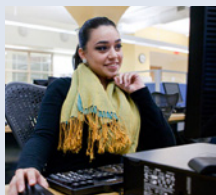grow through life."

-- Eric Butterworth

GROW YOUR OPPORTUNITIES

www.laguardia.edu/ce • (718) 482-7244

LaGUARDIA COMMUNITY COLLEGE

Continuing Education

Career Coach at LaGuardia

Career Skills & Workforce Training

Connect to College

Course and program schedules may change due to unexpected circumstances. For the most up-to-date schedules please visit laguardia.edu/acereg.

To inquire about disability services:

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

For any other student accommodations, please contact the Office of Accessibility at (718) 482-5279 or OSD@lagcc.cuny.edu.

Small Business & Entrepreneur Services

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

More Information

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

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

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

Thank you for helping to keep our campus safe.

Grow Your Opportunities

Start or Advance Your Career !

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

Visit laguardia.edu/careercoach or Room C-258

Follow LaGuardia Continuing Education on social media!

Continuing Education at LaGuardia

continuing.ed_lagcc

WELCOME
TO LAGUARDIA COMMUNITY COLLEGE

Dear LaGuardia Students and Community,

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

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

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

Kenneth Adams
President

Dear Members of our Community,

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

Within LaGuardia's Continuing Education, you can learn English, earn a high school equivalency diploma, prepare for college, get job training to start or advance in a career, or grow your business. Everything you need to succeed is here. We offer expert instructors, a supportive environment, a diverse student body, affordable programs, assistance in transitioning to a degree program at LaGuardia, and credit for prior learning for eligible students (**see page 25**). We also offer partial and full scholarships for many of our programs. We are "one college" and we will do what it takes to help you reach your goals.

Don't wait! Start the new year and your future now. LaGuardia is here to support you every step of the way. Look through our catalog or visit our web site at **www.laguardia.edu/ce** to explore all the opportunities we offer. We hope you join us!

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

CONTINUING EDUCATION SCHOLARSHIPS

Get Help with Tuition and Reach your Goals!

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

The following programs and courses currently have scholarships available:

- High School Equivalency
- The English Language Center
- Accounting with QuickBooks, Part 1
- Certified Clinical Medical Assistant
- Certified Medical Administrative Assistant
- Community Healthcare Worker
- Computer and Network Service Technician
- Cybersecurity Specialist
- Data Analytics and Data Science Program
- Electrical 1 Training Program
- Emergency Medical Technician (EMT)
- Medical Coding
- Mental Health Peer Specialist
- Pharmacy Technician

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

Nicholas Ortiz
Electrical 1 Training Program

For more information on scholarship opportunities contact the programs hyperlinked above or visit **www.laguardia.edu/acescholarship/**.

Get on the Path to a Successful Career!

Career Coach
AT LAGUARDIA

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

- View up-to-date information on employment, wages, job postings and associated education and training– including programs at LaGuardia–in the tristate area.

- Use **Resume Builder** to create your own resume.

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

Career Services

LaGuardia's Career Services offices provide non-credit and credit students with career guidance and opportunities:

- labor market information and research
- experiential learning opportunities
- career readiness information and workshops
- pipeline for employment, internship, and industry expertise opportunities (including career panels, advisory councils, curriculum input, letters of support)
- expansion of Credit for Prior learning opportunities
- utilization and expansion of stackable credentials between Continuing Education and degree programs

Career Development Center
(non-credit students and Continuing Education alumni)
(718) 482-5355
careerdevelopmentcenter@lagcc.cuny.edu

Center for Career & Professional Development
(degree students)
(718) 482-5235
career@lagcc.cuny.edu

Career & Technical Education Assistance (CTEA) Center
(degree and non-credit students)
(718) 482-6031
cteacenter@lagcc.cuny.edu

Learn English
at The English Language Center

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

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

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

- Apichart (Anthony) Boonsaner

See page 21.
To learn more visit laguardia.edu/telc or email english@lagcc.cuny.edu
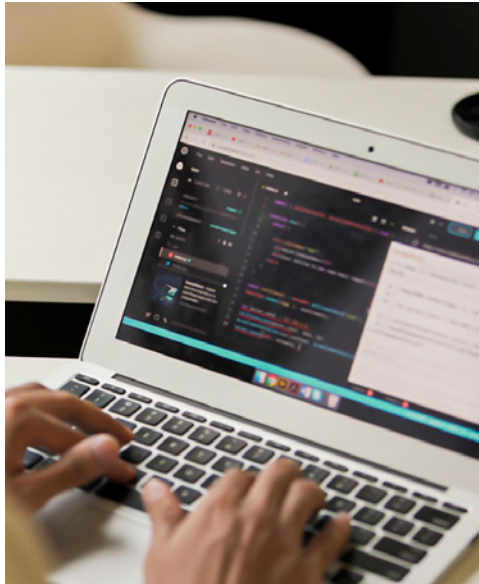
Start a career in a High Demand Healthcare Field.

Get training and get started!

Check out these industry certificate preparation programs (see pages 16-17):

- Certified Medical Administrative Assistant
- Central Service Technician
- Medical Coding
- Pharmacy Technician

Register Today!

Call (718) 482-7244 • E-Mail acereg@lagcc.cuny.edu
Visit **www.laguardia.edu/acereg**

Begin or Advance Your Career in the Booming
Information Technology Industry

- Get basic training
- Prepare for industry certifications
- Train to become a help desk technician
- Learn how to protect against cyber attacks
- Delve into data analytics
- Explore digital project management

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

To learn more about our high quality, low cost programs see pages 11 - 12, visit laguardia.edu/careers or call (718) 482-7244.

Start or Advance Your Career !

Information Security Analysts | $ 103K - 180K*

Visit laguardia.edu/careercoach or Room C-258   *Emsi

Start or Advance Your Career !

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

Visit laguardia.edu/careercoach or Room C-258   *Emsi

TRAINING THAT GETS YOU THE JOB!

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

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

In **3** MONTHS

you can

- Prepare for industry certification as an **Administrative Assistant** - page 10

- Receive LaGuardia certification in **QuickBooks** - page 13

- Receive LaGuardia certification as a **Tax Return Preparer** - Page 13

- Prepare for industry certification as an **Emergency Medical Technician** - page 15

In **4** MONTHS
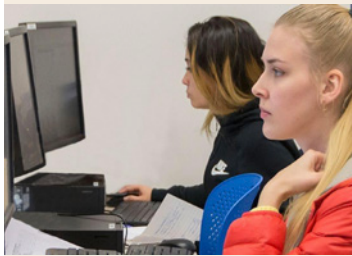
you can

- Prepare for industry certification as a **Computer and Network Service Technician** – page 11

- Prepare for industry certification as a **Certified Medical Administrative Assitant (CMAA)** - page 16

In **6** MONTHS

you can

- Prepare for industry certification as a **Certified Clinical Medical Assistant** * - page 14

- Prepare for industry certification in **Medical Coding** * - page 16

- Prepare for industry certification as a **Pharmacy Technician** - page 17

- Prepare for industry certification as a **Central Service Technician** - page 17

- Prepare for industry certification as a **Mental Health Peer Specialist** - page 19

In **12** MONTHS

you can

- Receive LaGuardia Cerification in **Data Analytics** – Page 12

- Prepare for industry certification as a **Paramedic** - page 15

- Receive LaGuardia certification in **Construction Management** - page 20

* Earn college credit for successful completion of these programs.

Career Skills

Administrative Assistant Certificate Program

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

Certified Administrative Assistant

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

Mon & Wed May 1 - Jul 19 (20 sessions/60 hours)
6:00 pm - 9:00 pm $780 CADA100S23.T05.01.00
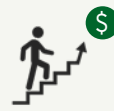
REGISTER TODAY
to reach your education or career goals!

🖱 **Online:**
laguardia.edu/acereg

📱 **By phone:**
(718) 482-7244

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

GIVE THE GIFT OF EDUCATION
Continuing Education
LaGuardia Community College

Gift Certificate

To _____

From _____

Amount $ _____

Course _____

Course Code _____

LaGUARDIA COMMUNITY COLLEGE Continuing Education

Please note: Gift certificates can be purchased with cash, and/or credit/debit cards; no personal checks.
For more information and assistance with purchasing a certificate call (718) 482-7244.

Information Technology

Become a Cybersecurity Professional

JOB TITLES:
- Cyber Security Analyst
- Security Administrator

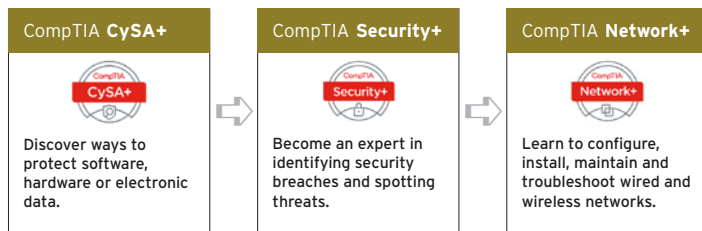### Industry Certifications

CompTIA **CySA+**	CompTIA **Security+**	CompTIA **Network+**
Discover ways to protect software, hardware or electronic data.	Become an expert in identifying security breaches and spotting threats.	Learn to configure, install, maintain and troubleshoot wired and wireless networks.

Cybersecurity and Privacy Management

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

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

Cybersecurity Specialist - HYBRID   Scholarships Available

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

Tues & Thurs (6:00 pm - 9:00 pm) & Sat (9:00 am - 2:00 pm) Apr 11 - Aug 5 (45 sessions/160 hours) $2240 CYBE101S23.T05.01.00

Cloud Computing Security

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

Sat Apr 15 - Jun 17 (9 sessions/45 hours) 9:00 am - 2:00 pm $999 CLOC101S23.T05.01.00

CAREER INSIDER
SERIES
ONLINE WEBINAR
Tech Connect FREE

Tue Mar 7 (1 session/2 hours) 11:00 am - 1:00 pm FREE INFO0004W23.T05.01.00

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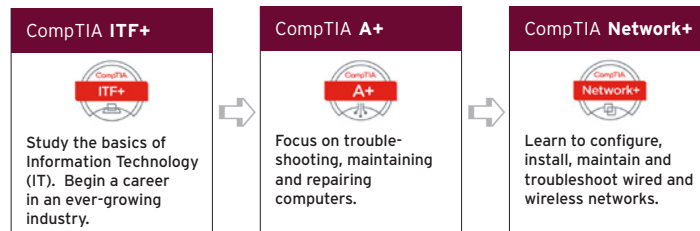- *Explore industry basics and career paths.*

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

Become an IT Help Desk Technician

JOB TITLES:
- IT Support Specialist
- IT Support Technician
- Help or Service Desk Technician

3 Steps - 3 Certifications

CompTIA **ITF+**	CompTIA **A+**	CompTIA **Network+**
Study the basics of Information Technology (IT). Begin a career in an ever-growing industry.	Focus on trouble-shooting, maintaining and repairing computers.	Learn to configure, install, maintain and troubleshoot wired and wireless networks.

Computer and Network Service Technician Certificate Program   Scholarships Available

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

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

Computer and Network Service Technician - HYBRID

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

Tues & Thurs (6:00 pm - 9:00 pm) & Sat (9:00 am - 2:00 pm) Apr 11 - Aug 5 (45 sessions/160 hours) $2280 CTIA102S23.T05.01.00

Data Analytics and Data Science Program

Scholarships Available

The ability to gather, prepare, analyze and display data is one of the most sought-after skill sets in the information technology marketplace, with demand spanning across sectors that include healthcare, finance, retail, real estate and even gaming. This program offers beginner, intermediate and advanced level data analytics courses, which may be taken individually or as part of a series. Earn a LaGuardia certificate in Data Analytics by completing Data Analytics Foundations; Python for Data Analytics; Data, Databases and SQL; and Data Visualization with Tableau. You can also earn a LaGuardia certificate in Advanced Data Analytics by completing Data Science: Predictive Analytics. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-7244 or email workforcetechtraining@lagcc.cuny.edu.

Data, Databases and SQL (Intermediate)

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

Tues & Thurs Apr 18 - May 25 (12 sessions/60 hours) 6:00 pm - 9:00 pm $490 DATA202.S23.T23.01.00

Python for Data Analytics (Intermediate)

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

Tues & Thurs Jun 6 - Aug 8 (20 sessions/60 hours) 6:00 pm - 9:00 pm $830 DATA201.S23.T23.01.00

Data Visualization with Tableau (Intermediate)

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

Tues & Thurs Aug 22 - Sep 28 (12 sessions/36 hours) 6:00 pm - 9:00 pm $490 DATA203.U23.T23.01.00

Predictive Analytics: Machine Learning (Advanced)

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

Mon & Wed Apr 3 - Jun 7 (20 sessions/60 hours) 6:00 pm - 9:00 pm $830 DATA301S23.T23.01.00

Mon & Wed Oct 16 - Dec 20 (20 sessions/60 hours) 6:00 pm - 9:00 pm $830 DATA301.U23.T23.01.00

REGISTER TODAY

to reach your education or career goals!

Online: laguardia.edu/acereg

By phone: (718) 482-7244

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

Follow LaGuardia Continuing Education on social media!

Continuing Education at LaGuardia

continuing.ed_lagcc

Accounting, Bookkeeping and Tax Preparation

Accounting with QuickBooks Certificate Program

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

Discover how to unleash the power of QuickBooks while mastering basic accounting concepts. Get hands-on practice by creating and working with fictional companies. In this two-course program, receive 60 hours of practical instruction: Accounting with QuickBooks (Part 1) (30 hours) and Advanced QuickBooks for Accounting (Part 2) (30 hours). Upon successful completion of the program, you will earn a LaGuardia certificate of completion. 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

CAREER INSIDER
SERIES
ONLINE WEBINAR via Zoom
QuickBooks FREE

Thurs Mar 16 (1 session/2 hours)
6:00 pm - 8:00 pm QUBK000S23.T05.01.00

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

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

Scholarships Available

Accounting with QuickBooks (Part 1)

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

Sat May 6 - Jun 17 (6 sessions/30 hours)
9:00 am - 2:00 pm $550 QUBK101S23T05.01.00

Advanced QuickBooks for Accounting (Part 2)

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

Sat Apr 15 - May 20 (6 sessions/30 hours)
9:00 am - 2:00 pm $550 QUBK102S23.T05.01.00

Tues & Thurs Apr 18 - May 18 (10 sessions/30 hours)
6:00 pm - 9:00 pm $550 QUBK102S23.T05.02.00

Payroll with QuickBooks

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

Sat Jul 8 - Sep 16 (10 sessions/30 hours)
2:30 pm - 5:30 pm $550 QUBK103U23.T05.01.00

Tax Return Preparer Certificate Program

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

Tax Return Preparer

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

Mon & Wed Jun 5 - Aug 16 (20 sessions/60 hours)
6:00 pm - 9:00 pm $715 TAXP100S23.T05.01.00

CAREER INSIDER
SERIES
ONLINE WEBINAR
Tax Mini Workshop: Reading Your W-2 FREE

Mon May 15 (1 session/2 hours)
6:00 pm - 8:00 pm INF0001S23.T05.01.00

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

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

Healthcare-Clinical

Certified Clinical Medical Assistant (CCMA) ♡$ Scholarships Available

The CCMA is an essential member of the medical care team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG).

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

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

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

Wed, Fri & Mon Apr 12 – Apr 17 (3 sessions/12 hours) 1:00 pm – 5:00 pm $160 ACPR101S23.T11.01.00

Wed, Fri & Mon Apr 12 – Apr 17 (3 sessions/12 hours) 6:00 pm – 10:00 pm $160 ACPR101S23.T11.02.00

EKG Technician

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

Mon, Wed, Fri + 3 Saturdays Apr 24 – May 27 (21 sessions/84 hours) 10:00 am – 2:30 pm $885 CCMA102S23.T11.01.00

Mon, Wed, Fri + 3 Sundays Apr 24 – May 28 (21 sessions/84 hours) 6:00 pm – 10:00 pm $885 CCMA102S23.T11.02.00

Phlebotomy

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

Mon, Wed, Fri + 3 Saturdays Jun 5 – Jul 22 (16 sessions/64 hours) 10:00 am – 2:30 pm $1300 CCMA103S23.T11.01.00

Mon, Wed, Fri + 3 Sundays Jun 5 – Jul 23 (16 sessions/64 hours) 6:00 pm – 10:00 pm $1300 CCMA103S23.T11.02.00

CCMA Procedures

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

Mon, Wed, Fri + 1 Saturday Jul 31 – Aug 26 (16 sessions/64 hours) 10:00 am – 2:30 pm $654 CCMA104U23.T11.01.00

Mon, Wed, Fri + 1 Sunday Jul 31 – Aug 27 (16 sessions/64 hours) 6:00 pm – 10:00 pm $654 CCMA104U23.T11.02.00

ORIENTATION
S E S S I O N ONLINE

CERTIFIED CLINICAL MEDICAL ASSISTANT (CCMA) FREE

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

Wed Apr 12 (1 session/3 hours) 1:00 pm – 4:00 pm CCMA000S23.T11.01.00

Tue Apr 18 (1 session/3 hours) 6:15 pm – 9:15 pm CCMA000S23.T11.02.00

Tue May 16 (1 session/3 hours) 6:15 pm – 9:15 pm CCMA000S23.T11.03.00

Thurs May 25 (1 session/3 hours) 1:00 pm – 4:00 pm CCMA000S23.T11.04.00

CLICK HERE to register for an Orientation Session

Emergency Healthcare Programs

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

ORIENTATION & PRESCREENING ONLINE

Emergency Medical Technician (EMT)   FREE

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

Tue Apr 18 (1 session/3 hours)
6:15 pm - 9:15 pm EMTB000S23.T11.01.00

Thurs Apr 20 (1 session/3 hours)
1:00 pm - 4:00 pm EMTB000S23.T11.02.00

Sat May 6 (1 session/3 hours)
10:00 am - 1:00 pm EMTB000S23.T11.03.00

Wed May 10 (1 session/3 hours)
6:15 pm - 9:15 pm EMTB000S23.T11.04.00

Wed May 17 (1 session/3 hours)
10:00 am - 1:00 pm EMTB000S23.T11.05.00

Wed May 24 (1 session/3 hours)
1:00 pm - 4:00 pm EMTB000S23.T11.06.00

Thurs Jun 1 (1 session/3 hours)
1:00 pm - 4:00 pm EMTB000S23.T11.07.00

Fri Jun 9 (1 session/3 hours)
10:00 am - 1:00 pm EMTB000S23.T11.08.00

CLICK HERE to register for an Orientation Session

ORIENTATION & PRESCREENING ONLINE

Paramedic Original   FREE

• Learn about the many benefits and certifications provided through LaGuardia's Paramedic Program

• Explore AAS Degree and financing options for paramedic training

• Take the program pre-screening exam (advance materials can be provided)

Tue Apr 18 (1 session/4 hours)
6:15 pm - 10:15 pm PMED000S23.T11.01.00

Mon May 8 (1 session/4 hours)
1:00 pm - 5:00 pm PMED000S23.T11.02.00

Wed Jun 7 (1 session/4 hours)
1:00 pm - 5:00 pm PMED000S23.T11.03.00

Wed Jun 21 (1 session/4 hours)
1:00 pm - 5:00 pm PMED000S23.T11.04.00

CLICK HERE to register for an Orientation Session

Scholarships Available

Emergency Medical Technician (EMT) Basic

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

Mon, Wed, Thurs (9:30 am - 4:30 pm) and 2 Saturdays (9:30 am - 4:30 pm)
Jun 14 - Aug 23 (66 sessions/208 hours)
$1310 EMTB100S23.T11.01.00

Paramedic Original

EMTs, are you ready to take your career to the next level? We will prepare you with the technical skills, expert knowledge and clinical experience necessary to excel as a New York State/New York City certified paramedic. LaGuardia students have excellent pass rates on the NYS Paramedic and NYC Regional Emergency Medical Advisory Committee (REMAC) exams. The program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP). This is a comprehensive education and training program that includes lectures provided by expert physicians; certification courses in American Heart Association Basic Cardiac Life Support (BCLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support

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(PALS); and National Association of Emergency Medical Technicians (NAEMT) Prehospital Trauma Life Support (PHTLS) and Psychological Trauma Prevention for

EMS Patients (PTEP) certification courses. You must complete 600 hours of clinical rotations (sites are available in Queens, Manhattan, Bronx and Brooklyn) and you may choose between two tracks: associate degree or certificate program. We offer a $1,500 tuition credit to members of NYS certified Advanced Life Support (ALS) ambulance agencies. Professional or 911 EMT experience is recommended but not required. To learn more about the Paramedic Program email paramedicprogram@lagcc.cuny.edu.

To apply, complete the **application** form. Course starts September 2023. ND

Flex Schedule: Different Days/Times Available – Contact program for details
Sep 7 - Aug 15 (200 sessions/800 hours)
$10,500 PMED100F23.T11.01.00

Healthcare-Related

Scholarships Available

Medical Coding Certificate Program

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

Medical Coding - HYBRID

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

Mon, Tues & Thurs Apr 3 - Aug 31
(62 sessions/185 hours) 6:00 pm - 9:00 pm
$2500 MEDC100S23.T05.01.00

Certified Medical Administrative Assistant

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

CAREER INSIDER
SERIES

ONLINE WEBINAR via Zoom
Healthcare Administration
(Certified Medical Administrative Assistant, Medical Coding and Medical Interpreter) FREE

Mon Mar 13 (1 session/2 hours)
**6:00 pm - 8:00 pm INFO008W23.T05.02.00**

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

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

Certified Medical Administrative Assistant - HYBRID

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

Mon, Tues & Thurs Apr 10 - Jul 18
(40 sessions/120 hours) 6:00 pm - 9:00 pm
$1595 CMAA100S23.T05.01.00
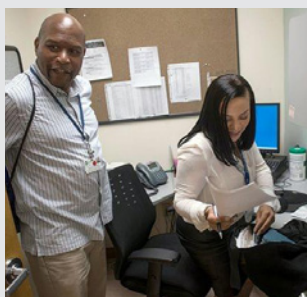
Community Health Worker
Certificate Training Program

Community Health Workers (CHWs) connect community members with healthcare organizations, services and information to help them live healthier lives.

- **Build academic skills** while you prepare to enter or advance in the workplace as a CHW.

- We also offer a track for **English Language Learners** that provides healthcare related English language instruction in addition to regular program material.

- Receive extensive career development services

- Earn up to 9 credits towards a degree in Human Services at LaGuardia

- Upon program completion earn a certificate of completion from LaGuardia

Full scholarships are available for eligible applicants.

Classes start in March!

MORE INFORMATION
To apply contact Barbara Hart at bhart@lagcc.cuny.edu or (718) 730-7708.

Pharmacy Technician

 Scholarships Available

Pharmacy Technician Certification Preparation

Develop the skills you need to work under a registered pharmacist. Prepare for the Pharmacy Technician Certification Exam (PTCE) and become a Certified Pharmacy Technician (CPhT). Topics include history of pharmacy practice, law and ethics, basic math skills, medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. You will also study dosage calculations and conversions, IV flow rates, drug compounding, dispensing of prescriptions, inventory control and billing, and reimbursement. To help you build professional relationships and navigate challenges on the job more efficiently, you will discuss effective communication, team building, time management and critical thinking skills. This course includes practical lab instruction and supplies. (Cost of textbook included in course fee.) LaGuardia is a recognized PTCB Training Program provider. Prerequisite: High school diploma or equivalency and passing of an online screening test. Payment plan available. ND

Tues & Thurs Apr 4 - Aug 22
(40 sessions/120 hours) 6:00 pm - 9:00 pm
$1400 PHMT100S23.T05.01.00

Central Service Technician Certificate Program

 Scholarships Available

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

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.

Sat Apr 1 - May 13 (6 sessions/30 hours)
9:00 am - 2:00 pm $451 CSTC101S23.T05.01.00

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

Sat Apr 15 - May 20 (6 sessions/30 hours)
9:00 am - 2:00 pm $451 CSTC102S23.T05.02.00

Sat Jun 3 - Jul 15 (6 sessions/30 hours)
9:00 am - 2:00 pm $451 CSTC102S23.T05.03.00

Quality Control, Inventory, Equipment and Human Relations - HYBRID

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

Tues & Thurs May 16 - Jun 20 (10 sessions/30 hours)
6:00 pm - 9:00 pm $451 CSTC103S23.T05.01.00

Sat Jun 3 - Jul 15 (6 sessions/30 hours)
9:00 am - 2:00 pm $451 CSTC103S23.T05.02.00

Education

Certificación en el Cuidado de Niños - HYBRID

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

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

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

Sat Jul 15 - Aug 19 (6 sessions/30 hours)
9:00 am - 2:00 pm $500 CHCS100U23.T05.01.00

Childcare Certification - HYBRID

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

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

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

Sat Jul 8 - Aug 12 (6 sessions/30 hours)
9:00 am - 2:00 pm $500 CHCE100U23.T05.01.00

Mental Health Peer Specialist Training Program

Gregory Woythaler

Using his own mental health experiences to serve others

With a Bachelor Degree in Speech Pathology from Queens College and a loving family, including his wife and two-year-old daughter, Gregory Woythaler was in a good place in his life. But he had a desire to use his personal experiences to serve the needs of others. So he applied to LaGuardia's Mental Health Peer Specialist Training Program, a workforce initiative that teaches students how to use their own lived experience with mental health challenges and/or trauma to become peer support workers in the human services sector. Gregory flourished in the program and mastered the internship interview process with guidance and encouragement from staff as well as classmates. With additional program support that included NY State certification preparation, employment readiness training and placement assistance, Gregory was able to turn his internship at the Institute for Community Living (ICL) into a job as a Care Coordinator at ICL.

"My goal is to thrive in this position and make sure my family is happy," says Gregory.

> " The program, the courses, the director, and the professors all had a lasting impact on my self-improvement.
>
> -Gregory Woythaler

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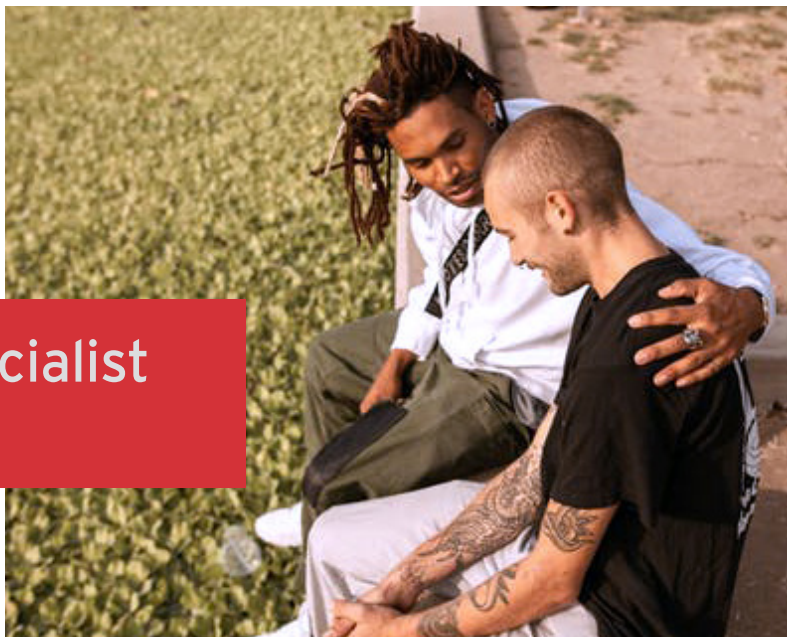
Use your own **lived experience** with mental health challenges and or trauma to become a **peer support worker** in the human services sector. Work in a variety of settings.

TRAINING PROVIDES:

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

DATES:

Training: May 10 – July 31, 2023
Internship: approx. August – October
Job Placement Assistance:
        approx. November – December

TIME:
Training: M-Th 10am - 1:30pm, F 10am - 12pm

PLACE:
Hybrid (in-person classes are at LaGuardia)

Full scholarships are available for eligible applicants

For more information including eligibility requirements please contact MHPeerSpecialist@lagcc.cuny.edu or visit www.laguardia.edu/mental-health/.

Continuing Education
LaGUARDIA COMMUNITY COLLEGE

Construction and Building Management

Construction Safety Courses

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

Safety Dynamics training curricula are approved by:

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

SST Local Law 196 courses include:

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

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

You must register at least 2 business days before these courses begin. All in-person classes take place in Greenpoint, Brooklyn. **For more information please call (718) 482-7244. ND**

Construction Management Program

Scholarships Available

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

Introduction to AutoCAD

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

Sat Apr 22 - Jun 17 (8 sessions/28 hours)
9:00 am - 12:30 pm $519 ACAD101S23.T05.01.00

Construction Cost Estimating

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

Wed Apr 5 - May 17 (7 sessions/21 hours)
6:00 pm - 9:00 pm $519 CNMC104S23.T05.01.00

CAREER INSIDER
SERIES
ONLINE WEBINAR
Basics of Construction Blueprint Reading FREE
Wed Mar 8 (1 session/2 hours)
6:00 pm - 8:00 pm INF0012S23.T05.01.00

Join us for an interactive mini workshop to discuss how to accurately read and understand construction drawings.

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

Follow LaGuardia Continuing Education on social media!

f **Continuing Education at LaGuardia**

⊙ **continuing.ed_lagcc**

English as a Second Language

Learn English at LaGuardia! Prepare for college, graduate school, or a better job. Teachers at The English Language Center (TELC) have the knowledge, skills, and experience to provide you with meaningful daily language practice through reading, writing, listening, and speaking. Payment for courses can be made with cash, money order, or debit/credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.

Scholarships Available

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

Full-Time Classes

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

Registration and Payment Deadline: March 29

Intensive English Program (In-Person)

**Mon - Fri Apr 13 - Jun 12 (41 sessions/160 hours)
8:30 am - 1:00 pm $1695 TELC100S23.T12.01.00**

Part-Time Evening

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

Registration and Payment Deadline: March 28

Listening, Speaking, Reading, and Writing (In Person)

**Mon, Tues, Wed & Thurs Apr 12 - Jun 7
(32 sessions/80 hours) 6:50 pm - 9:20 pm
$685 TELC300S23.T12.01.00**

Listening and Speaking (In Person)

**Mon & Wed Apr 12 - Jun 7 (16 sessions/40 hours)
6:50 pm - 9:20 pm $365 TELC310S23.T12.01.00**

Reading and Writing (In Person)

**Tues & Thurs Apr 13 - Jun 6 (16 sessions/40 hours)
6:50 pm - 9:20 pm $365 TELC320S23.T12.01.00**

Listening, Speaking, Reading, and Writing (Online)

**Tues & Thurs Apr 13 - Jun 6 (16 sessions/40 hours)
6:50 pm - 9:20 pm $365 TELC600S23.T12.01.00**

Part-Time Saturday

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

Registration and Payment Deadline: March 31

Listening, Speaking, Reading, and Writing (In-Person)

**Sat Apr 15 - Jun 10 (8 sessions/40 hours)
9:00 am - 2:30 pm $365 TELC400S23.T12.01.00**

TOEFL Preparation - Focus on Reading and Writing

**Sat Apr 15 - Jun 10 (8 sessions/40 hours)
9:00 am - 2:30 pm $365 TELC520S23.T12.01.00**

REGISTER TODAY
to reach your education or career goals!

Online:
laguardia.edu/acereg

By phone:
(718) 482-7244

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

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

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

Start building your future today!

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

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

Adult Basic Skills – High School Equivalency in English

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

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

Adult Basic Skills – Equivalencia del Bachillerato en Español

Llame: (718) 482-5385
Email: hsetuition@lagcc.cuny.edu
Visite: laguardia.edu/hse-espanol

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

CUNY Fatherhood Academy

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

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

Pathways to Graduation, Room C-314

Contact: Winifred Francis-Miller
Call: (718) 482 – 5340
Email: wfrancis@lagcc.cuny.edu
Visit: laguardia.edu/ptg

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

Adult Basic Skills – Building Skills

Call: (718) 482 – 5385
Email: hselaguardia@lagcc.cuny.edu
Visit: laguardia.edu/abs

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

Career Development Center

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

(F) = Free ($) = Tuition

Did You Know?

LaGuardia is an official NY State Education Department testing center for the high school General Educational Development (GED®) exam. If you take equivalency preparation classes at LaGuardia, once you are ready to take the GED, we will assist you in registering for the free exam at our testing center. If you wish to take the exam without taking classes, you may apply directly. **For more information call (718) 482-5385 or visit laguardia.edu/hse.** (F)

High School Equivalency

Scholarships Available

High School Equivalency In English

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

Spring 2023
Registration will be conducted in-person.

Complete the registration form online at **www.laguardia.edu/hsetuitionform**. You will be contacted with date and time of the in person registration.

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

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

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

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

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

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

Scholarships may be available.
For more information call (718) 482-5385.

High School Equivalency Placement Test

Tue Jun 13 - Aug 15 (1 session/3 hours)
6:00 pm - 9:00 pm $25 HSEE099S23.T04.01.00

High School Equivalency in English

Wed (6:00pm-9:00pm) & Sat (10:00am-2:00pm)
Apr 26 - Aug 2 (28 sessions/97 hours)
$355 HSEE111S23.T04.01.00

Equivalencia del Bachillerato en Español

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

Primavera 2023
El registro se realizá de forma en persona.

Complete el formulario de registro en línea/"online" **www.laguardia.edu/hsetuitionform**. Será contactado con la fecha y hora del registro en persona.

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

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

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

Pago:
• El curso se puede pagar con tarjeta de crédito/débito
• El costo del registro de $25 se puede pagar "online"
  (**www.laguardia.edu/acereg/**)

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

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

Becas podrian estar disponibles.
Para mas información llame al (718) 482-5385.

High School Exámen de Registro en Español

Martes Jun 13 - Aug 15 (1 session/3 hours)
6:00 pm - 9:00 pm $25 HSES099S23.T04.01.00

Equivalencia del Bachillerato en Español

Lunes,Martes & Jueves 6:00 pm - 9:00 pm
May 1 - Jul 24 (33 sessions/99 hours)
$355 HSES111S23.T04.01.00

Miercoles (6:00 pm-9:00 pm)
y Sabado (10:00 am-2:00 pm)
Apr 26 - Aug 2 (28 sessions/97 hours)
$355 HSES111S23.T04.02.00

Lunes,Martes & Jueves 6:00 pm - 9:00 pm
May 1 - Jul 24 (33 sessions/99 hours)
$355 HSES111S23.T04.03.00

Miercoles (6:00 pm-9:00 pm)
y Sabado (10:00 am-2:00 pm)
Apr 26 - Aug 2 (28 sessions/97 hours)
$355 HSES111S23.T04.04.00

Tenzin Choklang

GED to college begins with one step

Tenzin Choklang first came to LaGuardia to prepare for the GED exam. Today, he is in the process of applying to graduate school to continue his studies in computer science. It's been a long and challenging road, but he says, "My journey has been one great experience." Tenzin immigrated to the U.S. from India when he was 12 and dropped out of high school as a teenager. Realizing he needed to get back on an educational path, he started in LaGuardia's Adult Basic Skills program. After two attempts he finally passed the GED exam and enrolled in LaGuardia as a Computer Science major, maintaining his GPA above 3.5. He also picked up a Peter Jennings Scholarship Laurel Award, given annually to students who have earned their high school equivalency certificate from a CUNY adult literacy/high school equivalency program and who plan to continue their education at a CUNY college. Tenzin will be graduating soon from City College of New York with a Bachelor Degree in Computer Science and is ready for the next step.

"I never imagined getting this far in life, but somehow I did by taking one step at a time," says Tenzin.

Building Skills and High School Equivalency Preparation
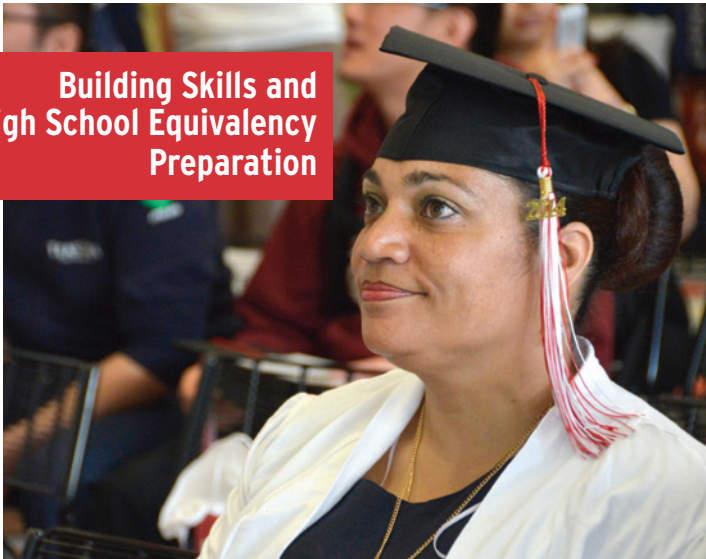
The Adult Basic Skills Program will help you develop your knowledge and skills in math, reading, writing, social studies and science to assist you in passing the General Educational Development (GED®) exam.

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

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

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

CUNY Start is an intensive 18-week program that prepares associate degree-seeking students by increasing their proficiency levels in English and math and preparing them for college-level coursework in a collaborative, student-centered environment.

Why enroll in CUNY Start?

- Improve your English and math skills, and prepare for college
- Two opportunities to gain proficiency
- Low cost: $75 course fee including materials
- Save financial aid and spend less time in developmental classes

To be eligible for CUNY Start, you must:

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Spring 2023 classes
- Have developmental needs based on the CUNY proficiency index score
- RSVP to attend an info session and complete online application
- Be interviewed by a staff person

Classes run March 8, 2023 – August 8, 2023

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

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

Justine Figueroa

Building confidence with CUNYStart

Justine Figueroa came to CUNY Start, an intensive college preparation program that focuses on reading, writing and math skills as well as success strategies, to get the confidence she needed before delving into her degree studies. "What really helped me was the support of the teachers and staff, and I knew that I wanted to implement that in my Human Services major," says Justine. "I made sure that I asked questions and followed up with advisors. When I left CUNY Start, I created a plan so that I basically had an idea of what I wanted to achieve for myself."

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

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

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

Earn College Credit for what you've learned!

LaGuardia Community College
Credits for Success

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

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

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

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

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

Take this opportunity to advance your education and future prospects!

To learn more visit **www.laguardia.edu/cpl** or email CPL@lagcc.cuny.edu

College Courses for Non-Credit

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

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

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

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

*   **College Modern Languages** (visit website)
    Take any College Modern Languages course, including advanced level* Spanish classes!
    *Advanced level Spanish courses taught in Spanish.

*   **College Art** (visit website)

*   **College Music** (visit website)

*   **College Liberal Arts** (visit website)

*   **Intensive Study in ASL - Level 1**

REGISTER BY FEBURARY 24, 2023

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

For more information call (718) 482-7244.

Sign up for that class you always wanted to take!

Youth Programs

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

Programs sponsored by grant funding.

CUNY Fatherhood Academy

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

**Create a brighter future for you and your family!**

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

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

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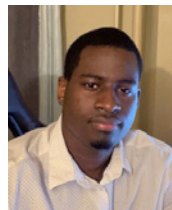
Sekou Traore

Becoming a role model for his son

When Sekou Traore came to LaGuardia's CUNY Fatherhood Academy (CFA), he had a very clear goal: to become a role model for his son. Struggling during the pandemic to balance parenthood with other responsibilities, he received much needed support through the program, which helps students prepare for college; get work experience through a part-time job or internship; explore careers; and learn about important topics such as parenthood, health and financial literacy.

After completing CFA, Sekou enrolled in the LaGuardia TechHire – OpenCode Program (no longer running) and was successful in creating his own mobile application, "5th Season Weather App," which has been published in Google Play Store. He is also a second-year student at LaGuardia, majoring in Programming and Software Development and is the recipient of a LaGuardia Foundation Scholarship. In addition, Sekou is a member of the National Society of Leadership and Success and was a LaGuardia Student Ambassador last Spring semester.

Sekou hopes to one day start his own tech company that provides multi-services to users in need. But more importantly, he wants his son to know that if his dad could become an expert programmer, then he, himself, can be anything he likes.

"The moment I joined LaGuardia, I felt my life was about to change," says Sekou. "I was surprised to know that there are resources and people available to help me through tough times and help me graduate."

High School Equivalency

Are you between the ages of 17 1/2 and 21 and out of school?

Do you want to move forward in your life?

Start building your future!

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

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

Summer Youth Employment Program

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

Gain work experience and earn money during summer break!

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

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

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

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

CENTER FOR CONTRACT TRAINING
AT LaGUARDIA COMMUNITY COLLEGE

Promote your organization's success by upskilling your employees!

Customized Consultative Learning and Development Services for:

- Corporations
- Public sector agencies
- Nonprofit organizations

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

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

CLICK HERE TO FIND OUT MORE!
Or contact cce@lagcc.cuny.edu
or (718) 482-5330.

Small Business & Entrepreneur Services
Are you a new or emerging small business?

Do you need help preparing loan packages?

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

Website: *nyssbdc.org*
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?

LaGuardia APEX Accelerators (LaGuardia APEX) provides assistance to all entrepreneurs, especially Small, Veteran, Minority and Women business owners.

Website: *laguardia.edu/ce/pages/business-services/apex-accelerators*
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, cybersecurity 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) 482-5289
Email: sbtrc@lagcc.cuny.edu

Do you want custom training for your employees?

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) 482-7244
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) 482-5289
Email: info@nydesigns.org

Grants, Scholarships and Opportunities

Financial Support Services for Continuing Educations Students

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

The Career Success Scholarship (formerly known as the Helena Rubinstein Scholarship) assists with tuition and fees for continuing education programs in healthcare and other high demand fields. **Dates for Fall 2023 are pending.**

TO APPLY CLICK HERE

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

For more information contact Serena Bowles at (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**

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

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

Continuing Education Scholarships

For information on Continuing Education Scholarships see page 5.

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 joy 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

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

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

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

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

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

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

Refugees

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

SAFETY

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

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

VICTIMS OF HARASSMENT OR INTIMIDATION

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

Human Resources
Phone: (718) 482-5080
Email: TitleIX@lagcc.cuny.edu

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

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

Rhonda Mouton
Program Director, LaGuardia CARES

31-10 Thomson Avenue, Room C-107
Long Island City, NY 11101
Phone: 718-482-5129
Email: rmouton@lagcc.cuny.edu

Become a U.S. Citizen

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

Events are open to anyone, not only CUNY students. Languages spoken: English, Spanish and Chinese.
Experienced lawyers and other immigration professionals will assist you in filling out forms if you meet all of the following naturalization requirements:

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

How to Register

Online: **laguardia.edu/acereg**
By phone: **(718) 482-7244**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Updates
Course and program schedules may change due to unexpected circumstances. For the most up-to-date schedules please visit **laguardia.edu/acereg**.

Student Conduct Code
Academic dishonesty and disciplinary misconduct is prohibited in the City University of New York and is punishable by penalties ranging from a grade of "F" on a given test, research paper or assignment, to an "F" in the course, or suspension or expulsion from the College. Academic dishonesty includes cheating, plagiarism, Internet plagiarism, obtaining unfair advantage, falsification of records and official documents, and misconduct on internships.

Because academic dishonesty violates everyone who depends on the integrity of the College, its degrees, certificates and courses, the College has the responsibility of making every effort to maintain the highest standard of academic integrity and conduct. All Adult and Continuing Education (ACE) students are bound by the same academic integrity and disciplinary rules of conduct explained in the **LaGuardia Community College Student Handbook**.

Grievances and decisions are handled by ACE's Vice President and Deans.

How to Get to LaGuardia Campus

LAGUARDIA COMMUNITY COLLEGE CAMPUS MAP

▼ Entrance
Ⓜ Subway Station
🅿 Public Parking
🚌 Bus Stop
🅿 LaGuardia Parking
🚲 Citi Bike Station
🚲 Bicycle Parking
🍴 Food

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

BEGAN in CUNY Fatherhood Academy

COMPLETED LaGuardia TechHire - OpenCode Program

CREATED his own mobile app

RECEIVED a LaGuardia Foundation Scholarship to pursue college studies

SERVED as a Student Embassador

To learn more about CUNY Fatherhood Academy see page 27.

SEKOU TRAORE

Sekou Traore's desire to become a role model for his son has led him to success in the tech field and in college. **Read his story on page 27.**