

DIVISION OF CONTINUING EDUCATION

FALL 2024

LEARN WITH US

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



"If opportunity doesn't
knock, build a door."

-- Milton Berle

Open the Door to OPPORTUNITIES

www.laguardia.edu/ce • (718) 482-7244



Continuing
Education

Get on the Path to a Successful Career

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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) 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 of Accessibility at (718) 482-5279 or OSD@lagcc.cuny.edu.



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Start or Advance Your Career !



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Visit laguardia.edu/careercoach or Room C-258



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Follow LaGuardia Continuing Education on social media!



Continuing Education at LaGuardia

continuing.ed_lagcc

WELCOME

TO LAGUARDIA COMMUNITY COLLEGE



Dear LaGuardia Students and Community,

Open the door to your future at LaGuardia Community College. We offer rigorous and competitive academic and professional programs that help you achieve your education and career goals. We provide support services to ensure you are successful in your studies and training. We work closely with industry partners to get you the job experience and position you prepared for.

We are your resource in the community for new opportunities and your partner for lifelong learning. The LaGuardia Community College Foundation is also proud to support Continuing Education students through scholarships that help finance their studies. We hope you join us!

Kenneth Adams
President



Dear Members of our Community,

Begin or continue your 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 27](#)). 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.

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.

Scholarships may be available in the following areas:

- High School Equivalency
- English as a Second Language
- Workforce Training
- Professional Certificate Training



“ 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 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

Prepare 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 22

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 certification preparation programs (see pages 13-19):

- Certified Clinical Medical Assistant
- Emergency Medical Technician (EMT)
- Paramedic
- Certified Medical Administrative Assistant
- Medical Interpreter
- Pharmacy Technician
- Central Service Technician
- Healthcare Finance and Operations
- Community Health Worker
- Mental Health Peer Specialist

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 10-11, visit laguardia.edu/careers or call (718) 482-7244.

Start or Advance Your Career !



Information Security Analysts | \$115,588K - 200,861K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Start or Advance Your Career !



Computer Network Support Specialist | \$70,419K - 117,308K*

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	In 4 MONTHS	In 6 MONTHS	In 12 MONTHS
			
<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as an Administrative Assistant - page 10 • Receive LaGuardia certification in QuickBooks - page 12 • Receive LaGuardia certification as a Tax Preparer - page 12 • Prepare for industry certification as a Certified Medical Administrative Assistant - page 16 • Prepare for industry certification as a Medical Interpreter - page 17 • Receive LaGuardia certification as a Community Health Worker - page 18 • Receive LaGuardia certification in Childcare Certification - page 18 	<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as a Computer and Network Service Technician - page 10 • Prepare for industry certification as an Emergency Medical Technician - page 15 • Get training to become a Film Production Grip - page 21 	<p>you can</p> <ul style="list-style-type: none"> • Prepare for industry certification as a Certified Clinical Medical Assistant * - page 13 • Prepare for industry certification as a Central Service Technician - page 16 • Prepare for industry certification as a Pharmacy Technician - page 17 • Receive LaGuardia certification in Healthcare Finance and Operations - page 17 • Prepare for industry certification as a Mental Health Peer Specialist - page 19 	<p>you can</p> <ul style="list-style-type: none"> • Receive LaGuardia Certification in Data Analytics - page 11 • Prepare for industry certification as a Paramedic - page 15 • Prepare for industry certification as a Refrigeration Machine Operator - page 21

* Earn college credit for successful completion of these programs.



Career Skills

Start or Advance Your Career !



Secretaries and
Administrative
Assistants

\$ 47,638K - 81,021*

Visit laguardia.edu/careercoach or Room C-258

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 - HYBRID

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. Upon successful completion of the course, you will earn a LaGuardia certificate of completion. LaGuardia is a recognized NCCB Approved Career Training Provider. (Cost of textbook and exam included in course fee.) For more information call (718) 482-7244. ND

Sep 18 - Nov 27 (20 sessions/60 hours) Mon, Wed 6:00 PM - 9:00 PM
\$780 CADA100F24.T05.01.00

Information Technology

Start or Advance Your Career !



Computer Network
Support Specialist

\$ 71,906K -
122,200K*

Visit laguardia.edu/careercoach or Room C-258

Computer and Network Service Technician

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

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

CAREER INSIDER SERIES WEBINAR

Tech Connect (IT/Cybersecurity) - ONLINE FREE

Join us for an interactive mini workshop. Explore a career in IT and Cybersecurity by learning the basics of the industry. Partial or full scholarships available for qualifying students.

Nov 21 Thurs (1 session/2 hours) 6:00 PM - 8:00 PM
INF0004F24.T05.01.00

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

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 cybersecurity specialists who protect businesses, government agencies and general consumers. The rise in cyber attacks calls for trained cybersecurity 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

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. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. You may also qualify for an internship or job placement assistance. Prerequisite: Computer and Network Service Technician Certificate Program or equivalent experience in the IT industry. (Cost of textbook, virtual lab and exam voucher included in course fee.) Payment plan available. ND

Oct 15 - Feb 15 (45 sessions/160 hours)

Tues & Thurs (6:00 pm - 9:00 pm) - Online Sat (9:00 am - 2:00 pm) - In Person
\$2,600 CYBE101F24.T05.01.00

Start or Advance Your Career !



Information Security Analysts
\$112,941K - 200,489K*

Visit laguardia.edu/careercoach or Room C-258

Data Analytics and Data Science Program

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. In addition, individual intermediate and advanced level courses will be offered throughout the year covering in-demand topics. These include TensorFlow Certificate Prep, Power BI, and more. Certificate program courses not offered this quarter will be offered in a future quarter. For more information call (718) 482-5449 or email kharro@lagcc.cuny.edu.

Data Analytics Foundations (Beginner)

Acquire the skills that a data analytics professional needs to gather, prepare, analyze and display data from structured and unstructured sources. Become familiar with Python, SQL and Tableau, and learn about the industries and professions that use data analytics. ND

Sep 16 - Oct 30 (12 sessions/36 hours)
Mon & Wed 6:00 PM - 9:00 PM
\$490 DATA101F24.T23.01.00

Data Science: Predictive Analytics (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

Oct 1 - Dec 19 (20 sessions/60 hours)
Tues & Thurs 6:00 PM - 9:00 PM
\$830 DATA301F24.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

Oct 1 - Dec 19 (20 sessions/60 hours)
Tues & Thurs 6:00 pm 9:00 pm
\$830 DATA201.F24.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

Nov 4 - Dec 11 (12 sessions/36 hours)
Mon & Wed 6:00 PM - 9:00 PM
\$490 DATA203F24.T23.01.00

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.

Nov 5 - Dec 17 (12 sessions/36 hours)
Tues & Thurs 6:00 PM - 9:00 PM
\$490 DATA202F24.T23.01.00

Accounting, Bookkeeping and Tax Preparation

Accounting with QuickBooks Certificate Program

Explore accounting principles with QuickBooks by creating a fictional company. You will customize the chart of accounts and practice invoicing, accounts payable and receivable, utility payments, and financial reporting for service companies. You'll also set up an inventory system, handle payments, and compute depreciation. Other topics include bank reconciliation, transaction reports, inventory tracking, loan management, adjustments, bounced checks, and report customization. Upon successful completion of the course, you will earn a LaGuardia certificate of completion. You will need off campus access to a computer with Windows operating system. Payment plan available. ND

Sep 17 - Nov 26 (20 sessions/60 hours) - Hybrid
Tues & Thurs 6:00 PM - 9:00 PM \$1,100 QUBK100F24.T05.01.00

Sep 7 - Dec 14 (12 sessions/60 hours) - In Person
Sat 9:00 AM - 2:00 PM \$1,100 QUBK100F24.T05.02.00

Start or Advance Your Career !



**Bookkeeping,
Accounting, and
Auditing Clerks**

**\$ 47,380K -
71,568K***

Visit laguardia.edu/careercoach or Room C-258

CAREER INSIDER SERIES WEBINAR

QuickBooks FREE

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

Dec 10 Tues (1 session/2 hours) 6:00 PM - 8:00 PM
QUBK000F24.T05.01.00

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

Tax 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 will be able to complete basic individual NY State and federal forms. This program is designed for students new to tax preparation.

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 and will earn a LaGuardia certificate of completion. No software required. (Cost of textbook included in course fee.) ND

Sep 14 - Dec 14 (12 sessions/60 hours) Sat 9:00 AM - 2:00 PM
\$715 TAXP100F24.T05.01.00

Oct 2 - Dec 11 (20 sessions/60 hours) Mon & Wed 6:00 PM - 9:00 PM
\$715 TAXP100F24.T05.02.00



REGISTER TODAY

**to reach your education
or career goals!**

Monday - Thursday
8:30 a.m. - 6:30 p.m.

Friday - Saturday
8:30 a.m. - 3:30 p.m.



Online:
laguardia.edu/acereg



By phone:
(718) 482-7244

Healthcare-Clinical



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

Start or Advance Your Career !



Medical Assistants

\$ 40,158K - 53,131K*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Certified Clinical Medical Assistant (CCMA)

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

ORIENTATION & PRESCREENING SESSION **FREE** Certified Clinical Medical Assistant

Learn about LaGuardia's Certified Clinical Medical Assistant programs.
Explore job opportunities in the medical assisting field.

Sep 19 Thurs (1 session/3 hours) 1:00 PM - 4:00 PM
CCMA000F24.T11.01.00

Sep 23 Mon (1 session/3 hours) 6:15 PM - 9:15 PM
CCMA000F24.T11.02.00

Nov 6 Wed (1 session/3 hours) 1:00 PM - 4:00 PM
CCMA000F24.T11.03.00

Nov 12 Tues (1 session/3 hours) 6:15 PM - 9:15 PM
CCMA000F24.T11.04.00

[CLICK HERE](#) to register for an Orientation Session

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

Sep 4 - Sep 23 (9 sessions/ 36 hours)
Mon, Wed, Fri 10:00 AM - 2:30 PM
\$405 CCMA101F24.T11.01.00
(12 clock hours/average class hours per week)

Sep 4 - Sep 23 (9 sessions/ 36 hours)
Mon, Wed, Fri 6:00 PM - 10:00 PM
\$405 CCMA101F24.T11.02.00
(12 clock hours/average class hours per week)

American Heart Association (AHA) CPR for Healthcare Providers with First Aid (On Campus)

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. Required for CCMA students who are not already CPR certified. ND

Sep 24 - Sep 30 (3 sessions/12 hours)
Tues, Fri, Mon 1:00 PM - 5:00 PM
\$160 ACPR101F24.T11.01.00
(12 clock hours/average class hours per week)

Sep 24 - Sep 30 (3 sessions/12 hours)
Tues, Fri, Mon 6:00 PM - 10:00 PM
\$160 ACPR101F24.T11.02.00
(12 clock hours/average class hours per week)

Sep 28 - Sep 30 (2 sessions/ 12 hours)
Sat (9:00 AM - 6:00 PM) & Mon (6:00 PM -10:00 PM)
\$160 ACPR101F24.T11.03.00
(12 clock hours/average class hours per week)

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

Oct 4 - Nov 8 (21 sessions/84 hours) Mon, Wed, Fri + 3 Sat 10:00 AM - 2:30 PM
\$885 CCMA102F24.T11.01.00
(14 clock hours/average class hours per week)

Oct 4 - Nov 8 (21 sessions/84 hours) Mon, Wed, Fri + 3 Sun 6:00 PM - 10:00 PM
\$885 CCMA102F24.T11.02.00
(14 clock hours/average class hours per week)

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

Nov 18 - Jan 25 (28 sessions/112 hours) Mon, Wed, Fri + 3 Sat 10:00 AM - 2:30 PM
\$1,300 CCMA103F24.T11.01.00
(14 clock hours/average class hours per week)

Nov 18 - Jan 26 (28 sessions/ 112 hours) Mon, Wed, Fri + 3 Sun 6:00 PM - 10:00 PM
\$1,300 CCMA103F24.T11.02.00
(14 clock hours/average class hours per week)



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

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

We serve the following:

- Registered Nurses
- Licensed Practical Nurses
- 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.



Naika Desrameaux

Taking a chance to achieve a dream

Naika Desrameaux made the difficult decision to leave her home country of Haiti to seek a safer environment and new opportunities. Leaving behind her family and a career as a nurse, she arrived in the U.S. in 2022 and stayed with her uncle

in Queens. After his unexpected passing and other challenges that included a hospitalization for abdominal surgery, Naika learned about NYC Welcome Back Center at LaGuardia and the National Council Licensure Examination for Registered Nurses (NCLEX-RN) Preparation Course for English Language Learners. Though she had been working as a babysitter and taking an English class, her Bachelor Degree in Nursing with a specialization in infectious disease as well as a health management diploma made her a good fit for the program, which helps internationally trained nurses improve their English skills while preparing for the NCLEX-RN to become re-licensed in New York State.

Despite her professional experience, Naika had a difficult time adjusting to her studies in the beginning. She was recovering from surgery, coping with grief, feeling homesick, and getting used to being a student again in a new country with a new language.

"Fortunately, the NCLEX-RN Preparation Program at LaGuardia is a full package," says Naika, explaining that she received support from program staff to help with

her studies and manage stress. "They not only prepared me to pass the Board Exam but also to enter the health`care system in United States."

After completing the program, Naika passed the NCLEX-RN on the first try. She received further support from NYC Welcome Back Center staff, who helped her in the job search and application process. Additionally, she received coaching from LaGuardia's Career and Technical Education

Assistance (CTEA) Center. Two years after arriving in the U.S., Naika is working as Registered Nurse for one of the best institutions in New York State.

"The NCLEX-RN Preparation Course and the NYC Welcome Back Center have changed my life forever. They have given me the opportunity to achieve my goal," says Naika. "The exam was easy for me because I have been well prepared. All the resources they provided were helpful. The program managers are experienced and masters at what they do. I recommend to every foreign nurse this program. If I can do it, you can do it too."

“The NCLEX-RN Preparation Course and the NYC Welcome Back Center have changed my life forever.”

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.

Start or Advance Your Career !



Emergency Medical Technician
Paramedic

\$ 43,521 - \$60,923*
\$ 62,982 - \$81,688*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

ORIENTATION & PRESCREENING

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).
- Please check below to see if session is in person or virtual.

Sep 17 Tues (1 session/3 hours) - Online
6:15 PM - 9:15 PM EMTB000F24.T11.01.00

Sep 25 Wed (1 session/3 hours) - In Person
6:15 PM - 9:15 PM EMTB000F24.T11.02.00

Oct 1 Tues (1 session/3 hours) - Online
6:15 PM - 9:15 PM EMTB000F24.T11.03.00

Oct 9 Wed (1 session/3 hours) - In Person
6:15 PM - 9:15 PM EMTB000F24.T11.04.00

Oct 12 Sat (1 session/3 hours) - Online
9:00 AM - 12:00 PM EMTB000F24.T11.05.00

[CLICK HERE](#) to register for an Orientation Session

ORIENTATION & PRESCREENING (IN PERSON) Paramedic Program **FREE**

- Certified EMTs are invited to learn about LaGuardia's Paramedic Program and requirements for NY State Department of Health Paramedic Certification.
- Explore broader career and educational opportunities in the healthcare field for advanced level EMS providers.
- Take program screening exams (reading, EMT knowledge, and math).

[CLICK HERE](#) to register for an Orientation Session

Aug 1 Thurs (1 session/4 hours)
4:00 PM - 8:00 PM PMED000U24.T11.02.00

Aug 13 Tue (1 session/4 hours)
6:30 PM - 10:30 PM PMED000U24.T11.03.00

Aug 24 Sat (1 session/4 hours)
9:30 AM - 1:30 PM PMED000U24.T11.04.00

Aug 28 Wed (1 session/4 hours)
3:00 PM - 7:00 PM PMED000U24.T11.05.00

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 (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.

Sep 3 - Aug 21 (200 sessions/800 hours)
Tues & Thur (8:00 AM - 5:00 PM)
One Sat per month (9:00 AM - 4:00 PM)
\$10,900 PMED100F24.T11.01.00
(17 clock hours/average class hours per week)

Sep 3 - Aug 21 (200 sessions/800 hours)
Tues (8:00 AM - 5:00 PM),
Tues & Thur (6:00 PM - 10:00 PM)
One Sun per month 9:00 AM - 4:00 PM
\$10,900 PMED100F24.T11.02.00
(17 clock hours/average class hours per week)

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, register for Orientation and Prescreening: Emergency Medical Technician (EMT) Basic, which includes a pretest and interview. For more information email emtprogram@lagcc.cuny.edu.

Sep 4 - Jan 16 (66 sessions/208 hours)
Mon (9:30 AM - 4:30 PM), Wed (1:00 PM - 5:00 PM)
+ 3 Sun (9:30 am - 4:30 pm)
\$1,310 EMTB100F24.T11.01.00
(12 clock hours/average class hours per week)

Oct 19 - Mar 20 (66 sessions/ 208 hours)
Wed (6:00 PM - 9:30 PM) & Sat (9:30 AM - 4:30 PM)
\$1,310 EMTB100F24.T11.02.00
(12 clock hours/average class hours per week)



Healthcare-Related

CAREER INSIDER SERIES WEBINAR

Professions in Healthcare (Pharmacy Technician and Central Service Technician) **FREE**

If a career in healthcare is your goal, but you have limited time and funds, consider these options: Pharmacy Technician or Central Service Technician (CST). Learn everything you need to know about these booming fields and how you can make the greatest impact.

Nov 14 Thurs (1 session/2 hours)
6:00 PM - 8:00 PM INFO003F24.T05.01.00

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

CAREER INSIDER SERIES WEBINAR

Healthcare Administration (Medical Coding & Certified Medical Administrative Assistant) **FREE**

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

Dec 9 Mon (1 session/2 hours)
6:00 PM - 8:00 PM INFO017F24.T05.01.00

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

Start or Advance Your Career !



Medical Equipment
Preparers

\$ 43,517 - \$60,052*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Start or Advance Your Career !



Medical Secretaries

\$ 39,248 - \$53,229*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Central Service Technician Certificate Program - *HYBRID*

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 program covers the areas of Principles of Central Service Technician; Cleaning and Decontaminating Surgical Instruments; and Quality Control, Inventory, Equipment and Human Relations. You will focus on the requirements of the Healthcare Sterile Processing Association (HSPA) and prepare to take the Certified Registered Central Service Technician certification exam. Successful completion allows you to sit for the CST certification exam and earns you a certificate of completion from LaGuardia. Please note that you will need to find a facility and complete a 400-hour internship in order to earn your full Central Service Technician industry certification. (Cost of textbook and exam voucher included in course fee). Payment plan available. ND

Oct 8 - Feb 25 (34 sessions/100 hours)
Tues & Thurs 6:00 PM - 9:00 PM \$1,500 CSTC100F24.T05.01.00

Oct 26 - Apr 12 (20 sessions/100 hours)
Sat 9:00 AM - 2:00 PM \$1,500 CSTC100F24.T05.02.00

Certified Medical Administrative Assistant (CMAA)

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

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. You may also qualify for an internship or job placement assistance. Prerequisite: High school diploma or equivalency. This course is approved by the National Healthcare Association. (Cost of textbook and exam voucher included in course fee.) Payment plan available. ND

Sep 16 - Dec 19 (40 sessions/ 120 hours)
Mon, Tues, Thurs 6:00 PM - 9:00 PM \$1,595 CMAA100F24.T05.01.00

Pharmacy Technician Certification Preparation - HYBRID

Start or Advance Your Career !



Pharmacy Technicians

\$ 38,033 - \$51,264*

Visit laguardia.edu/careercoach or Room C-258

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

Oct 7 - Mar 19 (40 sessions/120 hours)

Mon, Wed 6:00 PM - 9:00 PM \$1,600 PHMT100F24.T05.01.00



Jayce Stevens

On the path to a healthcare career, with help from the ACE Scholarship

Jayce Stevens enrolled in LaGuardia's Pharmacy Technician Certification Preparation course to gain as much knowledge, skills and experience as possible in order to launch a career as a Pharmacy Technician. Grateful for

the LaGuardia Foundation ACE Scholarship he received to help pay for the program, he studied hard to master the course content and recently passed the certification exam. Jayce plans to continue his studies and training in the pharmacy field.

"My goal is to become a lead technician and provide my future patients with the utmost care and respect," says Jayce.

Earn \$40,000 as an Account Specialist

FREE Healthcare Finance and Operations Training Program

- Six-month certificate program
- Interview with industry partner
- College credit available

For details, visit laguardia.edu/medicalbilling

Start or Advance Your Career !



Medical Records and Health Information Technicians

\$ 52,758 - \$110,391*

Visit laguardia.edu/careercoach or Room C-258



Click here to find out more!

Program sponsored by grant funding.



Maki Kikuchi

LaGuardia offers training in viable careers

Maki Kikuchi lost her service industry business during the pandemic and was looking for a new career that would be more sustainable during crises and recessions. She enrolled in LaGuardia's Healthcare Finance and Operations

Training Program (formerly Medical Billing Specialist Certificate Program) and is now working as a Medical Billing Coordinator. She completed her probationary period in just three months and even got a bonus after six months on the job. Despite the challenges of working full-time and overcoming a language barrier during the program, Maki has been successful in her pursuit of a healthcare career, thanks to LaGuardia.

Medical Interpreter Certificate Program

Are you bilingual in English and Spanish?

Work in a high demand and flexible field while helping others understand vital medical information.

Spanish/English Medical Interpreter Language Screening - ONLINE

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

Sep 7 Sat (1 session/2 hours)

10:00 AM - 12:00 PM \$25 MED1099F24.T05.01.00

Start or Advance Your Career !



Interpreters and Translators

\$ 49,109 - \$107,754*

Visit laguardia.edu/careercoach or Room C-258

Spanish/English Medical Interpreter: 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 Certification Commission for Healthcare Interpreters (CCHI) Certified Healthcare Interpreter exam and the National Board of Certification for Medical Interpreters (NBCMI) Certified Medical Interpreter exam. Prerequisite: High school diploma or equivalency and passing of a Spanish/English diagnostic exam. (Cost of text book included in course fee.) Payment plan available. ND

Oct 19 - Dec 21 (9 sessions/45 hours)

Sat 9:00 AM - 2:00 PM \$1,125 MED1100F24.T05.01.00

Community Health Worker Certificate Training Program



- Receive extensive career development services
- Earn up to 9 credits towards a degree in Human Services or Public & Community Health at LaGuardia
- Upon program completion earn a certificate of completion from LaGuardia

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.

Full scholarships are available for eligible applicants.

CLICK HERE FOR MORE INFORMATION

Contact LAG.CHWTraining@lagcc.cuny.edu or (718) 730-7708

Education

Childcare Certification

Begin a rewarding career in a fun and energetic field with many job opportunities. Get the training you need to work in childcare and also learn about relevant New York State regulations.

Certificación en el Cuidado de Niños - HYBRIDO

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

El curso se ofrece en español.

Oct 5 - Nov 9 (6 sesiones/30 horas)
Sábado 9:00 AM - 2:00 PM
\$500 CHCS100F24.T05.01.00

Childcare Certification

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

Topics include:

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

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

This course is offered in Spanish.

NY State Mandated Training

If you wish to be employed by the NYC Department of Education, you must complete the following New York State mandated trainings-Child Abuse Identification and Reporting, School Violence Prevention, and Dignity for All Students Act (DASA)-and register to create a TEACH account at <http://www.highered.nysed.gov/tcert/teach/>. Your completion of each training will be reported electronically to the New York State Education Department (NYSED) within 21 business days of the workshop date. If you need assistance logging into your TEACH account, you can contact technical support at (518) 474-3901 ext 3 or teachhelp@nysed.gov. For more information call (718) 482-7244. Help is available from 9:00 AM to 4:00 PM.

Dignity for All Students Act - DASA

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

Sep 14 - Sep 14 (1 session/6 hours)
Sat 9:00 AM - 3:30 PM \$105 EDUC101F24.T05.01.00

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
- Professional development & internship seminars with group support
- Employment readiness training
- Employment placement assistance
- Stipend for participation and completion of entire program, including internship

SCHEDULE:

Upcoming trainings in September 2024 and January 2025.

Program is delivered via online and in-person instruction. In-person classes take place at LaGuardia Community College.

Cost of tuition is \$1,295. 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**

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling 1.6 million dollars. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the U.S. Government.

Construction, Building Management and Sustainability

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 and Maintenance Courses

Start or Advance Your Career !



Helpers - Electricians
Helpers - Pipelayers, Plumbers,
Pipefitters, and Steamfitters

\$ 44,797 - \$63,872*
\$ 34,199 - \$44,157*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Electrical 1

Begin a career in the electrical field with this hands-on training course. You will learn about construction safety, construction math, and electrical theory and drawings. You will also study introductions to electrical circuits, National Electrical Code, device boxes, hand bending, raceways and fittings, conductors and cables, electrical test equipment and more. The course includes OSHA 30 hour certification and 10-hour Site Safety Training certification and uses the industry recognized National Center for Construction Education & Research (NCCER) Construction Core and Electrical Level 1 curricula. Tuition includes cost of books and materials. Payment plan available.

Sep 10 - Dec 12 (39 sessions/195 hours)

Tue, Wed & Thurs 4:30 PM - 9:30 PM \$2,229 ELEC101F24.T23.01.00

Plumbing 1

Begin a career in the plumbing field with this hands-on training course. You will learn about construction safety; construction math; plumbing drawings; plastic, copper, cast-iron, and carbon steel pipe and fittings; plumbing fixtures; water distribution systems; and drain, waste and vent systems. The course includes OSHA 30 hour certification and 10-hour Site Safety Training certification and uses the industry recognized National Center for Construction Education & Research (NCCER) Construction Core and Plumbing Level 1 curricula. Tuition includes cost of books and materials. Payment plan available.

Sep 10 - Dec 19 (43 sessions/215 hours)

Tue, Wed & Thurs 4:30 PM - 9:30 PM \$2,496 PLUM101F24.T23.01.00

HVACR 1

Prepare for a career as a skilled heating, ventilation, air conditioning and refrigeration (HVACR) mechanic and installer. You will learn how to safely install, maintain and troubleshoot HVACR systems. This hands-on course follows the industry recognized National Center of Construction Education & Research (NCCER) curriculum and covers NCCER's Construction Core and HVAC Level 1 certifications. The program also provides 30-Hour OSHA and 10-Hour Site Safety training as well as preparation for EPA Section 608 Technician Certification, Certificate of Fitness F-60 (Fire Guard for Torch Operations) and Certificate of Fitness G-60 (Torch Use of Flammable Gas). ND

Sep 16 - Dec 18 (52 sessions/260 hours)

Mon, Tue, Wed, Thurs 5:00 PM - 10:00 PM \$2,858 HVAC101F24.T23.01.00

Refrigeration Machine Operator

Start or Advance Your Career !



Construction Managers
Refrigeration Mechanics
& Installers

\$ 54,220 - \$153,193*
\$ 50,564 - \$88,103*

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Prepare for the written and practical portions of the Fire Department of New York's (FDNY) Examination for Certificate of Qualification for Refrigeration Operating Engineer. Approved by the FDNY, successful completion of this course allows you to sit for the exam. For more information call (718) 482 7244. ND

Refrigeration Machine Operator License Preparation

The Fire Department of New York (FDNY) has approved this 200-hour course, which meets the requirements of both class training and shop work needed for refrigeration machine operator licensing. Course completion also allows you to sit for the FDNY's Examination for Certificate of Qualification for Refrigeration Operating Engineer. Topics include maintenance and repair of compression and absorption refrigeration systems as well as safety precautions for operating, maintaining and repairing refrigeration machinery. You will visit modern refrigeration facilities that manufacture and maintain equipment. You'll also prepare for and take the U.S. Environmental Protection Agency (EPA) certification exam for "Universal Technician," another requirement to sit for the FDNY's Examination for Certificate of Qualification for Refrigeration Operating Engineer. Cost of books included in course fee. Payment plan available. ND

Dec 9 - Aug 25 (67 sessions/200 hours)

Mon & Wed 6:00 PM - 9:00 PM \$2,600 REFR100F24.T05.01.00

Film Production Grip Training Program



Interested in working within the motion picture and television industry?

Get the training you need to become a Grip and begin a career in this growing and well-paid field! No experience necessary.

This is a no-cost training program for eligible applicants.

To learn more visit
www.laguardia.edu/film-production

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. Please register early. Registration will close when classes reach capacity. We reserve the right to close registration or change classes at any time.



Scholarships Available

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

Intensive English Program (In Person)

Improve your English for college or the workplace. You will take four classes (academic writing, reading, listening/speaking, and an elective) and study in one of 10 levels based on your proficiency. This program meets the requirements for international students on F-1 visas. If you have any questions, you can email english@lagcc.cuny.edu or leave a voice message at (718) 482-5360

Registration and Payment Deadline: September 15 (F1 Students) | September 22 (General)

Oct 7 - Dec 9 (41 sessions/160 hours)
Mon - Fri 9:00 AM - 1:30 PM
\$1,710 TELC100F24.T12.01.00



Evening Classes

Registration and Payment Deadline: September 24

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

Oct 9 - Dec 9 (32 sessions/80 hours)
Mon - Thurs 6:30 PM - 9:00 PM
\$720 TELC300F24.T12.01.00

Listening and Speaking (In Person)

Oct 9 - Dec 9 (16 sessions/40 hours)
Mon & Wed 6:30 PM - 9:00 PM
\$370 TELC310F24.T12.01.00

Reading and Writing (In Person)

Oct 10 - Dec 5 (16 sessions/40 hours)
Tues & Thurs 6:30 PM - 9:00 PM
\$370 TELC320F24.T12.01.00

Listening, Speaking, Reading and Writing (Online)

Oct 10 - Dec 5 (16 sessions/40 hours)
Tues & Thurs 6:30 PM - 9:00 PM
\$370 TELC600F24.T12.01.00

Start or Advance Your Career !



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

Visit laguardia.edu/careercoach or Room C-258

*Emsi

Saturday Classes

Registration and Payment Deadline: October 3

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

Oct 19 - Dec 14 (8 sessions/40 hours)
Sat 9:00 AM - 2:30 PM
\$370 TELC400F24.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.

Follow LaGuardia Continuing Education on social media!



Continuing Education at LaGuardia

[continuing.ed_lagcc](https://www.instagram.com/continuing.ed_lagcc)



Free English and Citizenship Classes

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

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

Apply Now! Sign up online at

<http://tinyurl.com/LaGuardiaCitizenship>

For more information:

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

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

Clases de Inglés y Ciudadanía Gratis

Aprenda inglés y prepárese para el examen de naturalización en LaGuardia Community College

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

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

Para más información:

Visite: laguardia.edu/ciet
Llame: (718) 482-5460

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

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Get the English skills you need to succeed in college!



Do you want to enroll in college but are worried about your English skills?

If you have a high school diploma from any country or high school equivalency in the United States, you can apply to LaGuardia and enroll in the CUNY Language Immersion Program (CLIP).

- low-cost, intensive program (25 hours a week)
- focus on academic reading, writing, speaking and listening skills in English
- assistance transitioning to credit-bearing classes after studying in CLIP
- help applying for financial aid and scholarships
- career pathways workshops
- guidance from counselors and more

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

¡Consigue las habilidades en inglés que necesitas para tener éxito en la universidad!

¿Tienes interés en matricularte en la universidad?

¿Estás preocupado por tus habilidades en inglés? Si tienes un diploma de escuela secundaria de cualquier país o equivalencia de escuela secundaria en los Estados Unidos, puedes postularte a LaGuardia e inscribirte en el CUNY Language Immersion Program (CLIP).

- programa intensivo (25 horas a la semana) y de bajo costo
- enfoque en la lectura, escritura, expresión oral y comprensión auditiva en inglés
- asistencia para la transición a clases con créditos después de estudiar en CLIP
- asistencia con solicitud de ayuda financiera y becas
- acceso a talleres de trayectorias profesionales
- orientación de un consejero y más

Para obtener más información, llama al (718) 482-5966 o envía un correo electrónico a clip@lagcc.cuny.edu

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). (F)

Adult Basic Skills – High School Equivalency in English

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

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

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

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



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

Adult Basic Skills – Building Skills

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



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



Scholarships Available

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

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.

Fall 2024

Registration will be conducted in person.

Complete the registration form online at www.laguardia.edu/ce/hse-tuition-form.

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 placement testing. Bring your scores to the placement exam to find out or call (718) 482-5385 to speak to an advisor.

Payment:

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

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

Discounts:

- Public assistance recipients - 50% discount (you must show benefit card 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 Exam in English

During our intake session you will take a Placement Exam to determine your skill level in reading, math and writing. If you pass the three sections of the exam, you will be able to register for the High School Equivalency course.

Oct 15 - Dec 3 (1 session/3 hours)

Tues 5:00 PM - 8:00 PM \$25 HSEE099F24.T04.01.00

High School Equivalency in English

Sep 4 - Dec 14 (28 sessions/ 97 hours) - Hybrid

Wed (6:00 pm - 9:00 pm) - Online &

Sat (10:00 am - 2:00 pm) - In Person

\$355 HSEE111F24.T04.02.00

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.

Otoño 2024

El registro se realizará de forma en persona.

Complete el formulario de registro en línea/"online"

www.laguardia.edu/ce/hse-tuition-form. 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 separadamente.

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

High School Equivalency Placement Exam in Español

Oct 15 - Dic 3 (1 sesión/3 horas)

Martes 5:00 PM - 8:00 PM \$25 HSES099F24.T04.01.00

Equivalencia del Bachillerato en Español

Sep 4 - Dic 14 (28 sesiones/97 horas) - Híbrida

Miercoles 6:00 pm - 9:00 pm - En Línea y Sabado 10:00 am - 2:00 pm - Presencial
\$355 HSES111F24.T04.02.00

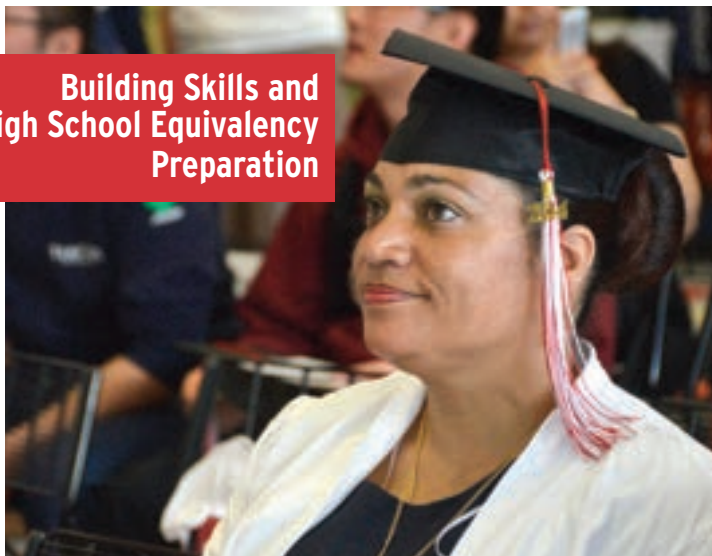
Sep 16 - Dic 3 (33 sesiones/99 horas) - Híbrida

Lunes, Martes, y Jueves 6 PM - 9 PM Lunes y Martes - En Línea y Jueves - Presencial
\$355 HSES111F24.T04.01.00

Sep 16 - Dic 3 (33 sesiones/99 horas) - En Línea

Lunes, Martes, y Jueves 6:00 PM - 9:00 PM \$355 HSES111F24.T04.03.00

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/ce/abs



Justine Figueroa

Building confidence with CUNY Start

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."

CUNY START

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 Fall 2024 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 September 9, 2024 - February 12, 2025

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

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

Earn **College Credit** for what you've learned!



LaGuardia Community College
Credits for Success
(Credit for Prior Learning)

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 qualify 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.
 - Take American Sign Language 1
- **College Art** ([visit website](#))
- **College Music** ([visit website](#))
- **College Liberal Arts** ([visit website](#))

REGISTER BY AUGUST 23, 2024

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.



SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

runs for six weeks from July through August
Ages 14-24
Earn NY State minimum wage

CAREER Ready Work, Learn & Grow (WLG)

runs from October through March
Ages 16-19

Opportunities for Work Experience, Leadership Development and Career Exploration

We've placed participants in the following industries: arts and recreation, retail, childcare, health, government agencies, education, legal services, pet care and more!

Visit www.laguardia.edu/syep Contact syep@lagcc.cuny.edu or (718) 482-5340





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 GED exam.

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

CUNY Fatherhood Academy

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

Create a brighter future for you and your family!



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

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



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

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

* GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Contact: **David Daza**
Phone: (718) 482-5231 Email: 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:

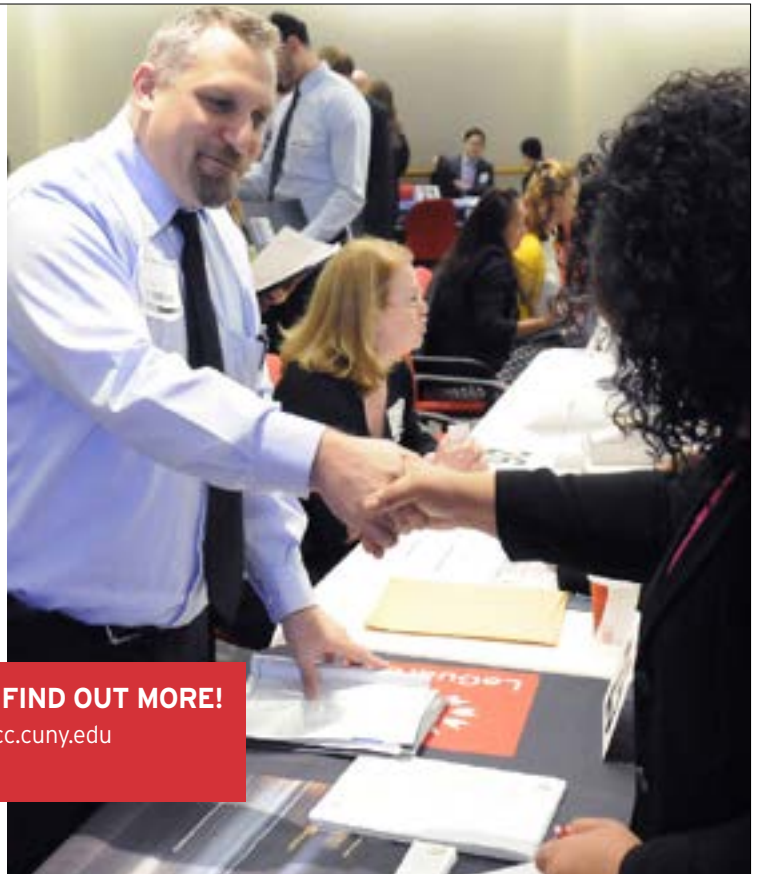
- Corporations
- Public sector agencies
- Nonprofit organizations

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 Accelerator (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



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.

For updates on the scholarship, please follow us on social media:

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.

Payment Plans

Payment plans are available for select tuition programs. For more information call (718) 482-7244.

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.



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.

<https://www.immigrationadvocates.org>

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 as well as tuition 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



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

LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

31-10 Thomson Avenue
Long Island City, NY 11101



Continuing
Education



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Permit #972



ENROLLED in LaGuardia's cost-free Healthcare Finance and Operations Training Program (formerly Medical Billing Specialist Certificate Program)

RECEIVED hands-on training and the opportunity to interview with an industry partner

HIRED as a Medical Billing Coordinator, earning a bonus after six months on the job

To learn more about the Healthcare Finance and Operations Training Program and other healthcare programs see pages 13 - 19.

MAKI KIKUCHI

Maki Kikuchi changed careers after losing her business due to the pandemic. She now has a secure position in the healthcare industry, thanks to the opportunity she received at LaGuardia.

Read her story on page 17.