



CONTINUING EDUCATION
FALL 2013 CATALOG

Take the Train to Success

Professional certificates

Vocational training

Business services

College courses

G.E.D. (High School Equivalency)

ESL and more



Complete your G.E.D. before it's too late!

- As of **January 1, 2014**, the new Test Assessing Secondary Completion (TASC) will replace the G.E.D. in New York State
- If you have passed some but not all the G.E.D. tests, your scores will not be valid after December 31, 2013
- Earn your G.E.D. at LaGuardia!

See pages 42-44 for more information



scan to see G.E.D. testing information

Did You Know?

LaGuardia is an Official G.E.D./ High School Equivalency Testing Center

Training that gets you the job!

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Testing Center

You can take the following exams at LaGuardia:

- G.E.D./High School Equivalency
- New York City Taxi Operators (Hack) License
- English (Versant English Speaking Test)
- College-Level Examination Program (CLEP)
- Educational Interpreter Performance Assessment (EIPA)

Testing Facilities

We offer proctoring for individuals taking exams from colleges, universities and testing boards.

For more information call (718) 482-5120
or e-mail acereg@lagcc.cuny.edu

Turn **Anxiety** into Achievement with our Test Prep courses

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Gift of Education

Have you learned something through an Adult & Continuing Education (ACE) program at LaGuardia Community College that changed your life?



Your gift today to The LaGuardia Community College Foundation can help students who may not be able to cover the cost of tuition to find success.

Visit www.laguardia.edu/acegive to give online or call The Foundation at 718-482-5010.

Funds raised through this initiative will provide direct support for LaGuardia Community College ACE students.

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Dear Students,
At LaGuardia Community College we believe a better world starts by getting curious, by asking: What if?

Our students challenge expectations, coming together to study at LaGuardia to make a better life for themselves and their families. They push boundaries—working around job schedules and family responsibilities, adapting to a new language and environment—to reach their educational and professional goals.

Our faculty and staff dare to do more by creating innovative and exciting ways to explore new ideas, teach new skills and pioneer programs that truly serve students and make our community stronger. LaGuardia has a national reputation for being an institution of educational excellence; we have received numerous awards for outstanding academic and continuing education programs. We partner with prestigious organizations such as the Gates Foundation, MetLife Foundation and Goldman Sachs to further our initiatives.

Join LaGuardia on a journey to life-long learning. I look forward to seeing you on our campus.

Gail O. Mellow
Dr. Gail O. Mellow
President



No matter what your age, you can start a new career. Take the Train to Success! The Division of Adult and Continuing Education (ACE) at LaGuardia Community College offers courses, programs and services to help you reach your goals and get on the path to success.

This fall, advance your career in the construction industry by taking our new courses that are approved by city, state and national agencies (see page 16). Take your Microsoft Office skills to the next level by enrolling in our new Advanced Microsoft Office Certificate Program or taking individual courses (see page 11).

We offer numerous professional certificate programs and courses in varied fields, including health, bookkeeping and accounting, computer training and much more. You can also select from dozens of online business and computer courses that will give you a competitive edge in the workplace. Small business owners, we provide business education and support services to help your company grow and create jobs to improve the local economy (see page 32).

ACE will help you achieve your educational goals through our high school equivalency or college prep classes and workshops. Non-native English speakers, choose from our various specialized ESL programs.

Take a look through our catalog to find out about the many exciting opportunities for you to grow in your profession and education. We hope you join us.

Jane E. Schulman

Jane E. Schulman
Vice President
Division of Adult and Continuing Education

LaGuardia Community College Mission

LaGuardia Community College's mission is to educate and graduate one of the most diverse student populations in the country to become critical thinkers and socially responsible citizens who help to shape a rapidly evolving society.

LaGuardia Community College

Dr. Gail O. Mellow, President

Division of Adult and Continuing Education

Jane E. Schulman, Vice President

Jane MacKillop, Associate Dean
Shannon Bryant, Associate Dean
Francesca Fiore, Assistant Dean

Senior Administrators and Directors

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Christine Alvarez, Director, Pre-Hospital Care Programs
Natalia Arguello, Director, NY Designs
Victoria Badalamenti, Director, The English Language Center
Claudia Baldonado, Executive Director Youth Workforce Development Initiatives
Marian Blaber, Senior Administrator/ Director, CUNY Language Immersion & College PREP
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Edgard Hernandez, Director, Procurement Technical Assistance Center
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Kimberly Kendall, Executive Director, Tuition Based Programs
John Lagamjjs, Director, ACE Information Technology
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Linda Mellon, Executive Director, Business Services
Elizabeth Perdomo, Director, Small Business Transportation Resource Center
Cris Stewart, Director, ACE Enrollment Management Services
Michele Stewart, Director, Career Ladders in Allied Health
Michele Valdez, Director, CUNY Career PATH
Andrew Vollo, Director, Taxi & FHV Institute

Catalog Production

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Natalia Arguello, Director of NY Designs
Edward L. Hollins, College Graphic Designer
Liesl Fores, Communications Director
Bruce Kurzus, Coordinator of Administrative Services
Keith Arias, Administrative Assistant Career and Professional Programs
Lia Molero, Administrative Associate to Dean
Tony Camilli, Web Developer
David Turcotte, ACE Photographer

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Get a Promotion

Accounting, Bookkeeping

Tax Return Preparer Certificate Program

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

This course is eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

Tax Return Preparer

Learn how to prepare basic individual forms, including tax credits, deductions and tax consequences. Become familiar with the 1040 series, NYS IT 201, and wage income forms. Upon completion of this course you will be able to complete individual taxes for yourself or someone else.

Instructor: *Jacqueline Campbell, MB.B.A. Accounting; Hofstra University, has six years experience in the tax field and has taught with Career and Professional Programs (CAPP) since October 2012.*

Sat Oct 5 - Nov 16 (7 sessions/52.5 hours)
9:30 am - 4:30 pm \$635 A05BUS002A

“I can start helping my family and relatives with their taxes!”

Student, Spring 2013

Computerized Bookkeeping for QuickBooks Certificate Program

Entering the field of accounting or looking to manage bookkeeping for your small business? Discover how to unleash the power of QuickBooks while mastering basic accounting concepts. Get hands-on practice by creating and working with fictional companies. Bilingual instructor (Spanish/English). Receive 63 hours of practical instruction: Part 1 (27 hrs), Part 2 (18 hrs), and Part 3 (18 hrs). ND For more information call (718) 482-7244.

Instructor: *Luis Alvarado, MB.S. in Economics; B.S. in Accounting; National University of La Libertad and A.A. degree in Computers for Business; Hostos Community College CUNY, an instructor for Bookkeeping with QuickBooks, Payroll and Cost Accounting, with Career and Professional Programs (CAPP) since 2002.*

These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

Bookkeeping with QuickBooks, Part 1

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

Sat Sep 28 - Nov 2 (6 sessions/27 hours)
9:00 am - 2:00 pm \$410 A05OSK006A

Tues & Thurs Oct 1 - Oct 29 (9 sessions/27 hours)
6:00 pm - 9:00 pm \$410 A05OSK006B

Bookkeeping with QuickBooks, Part 2

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

Tues & Thurs Nov 5 - Nov 21 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK007B

Sat Nov 16 - Dec 14 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK007A



Bookkeeping with QuickBooks, Part 3

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

Tues & Thurs Dec 3 - Dec 19 (6 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK008B

Sat Jan 11 - Feb 1 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK008A

“I’m studying accounting because it will help me a lot in my career.”

Milagros Lopez, Student
Bookkeeping with QuickBooks, Part 1
Spring 2013



Notary Public Test Preparation

For more information about the courses below, please call (718) 482-7244. Learn about the responsibilities of being a Notary Public and how you can obtain a Notary License. ND

Mildred DellaPina, Licensed NYS Notary Public, has taught the Notary Public course since 2011 in Career and Professional Programs (CAPP). She has 15 years of experience as a notary public.

Mon Oct 21 (1 session/3 hours)
6:30 pm - 9:30 pm \$91 A05BUS001A

or New Career! and Tax Preparation

Bookkeeping/Online

Accounting Fundamentals/Online

Increase your financial awareness and accountability, and gain a marketable skill. Learn the basics of double entry bookkeeping and how to analyze and record financial transactions and prepare various financial reports at the end of a fiscal period. Note: You must have Acrobat Reader and access to a calculator or adding machine. (non credit) ND

\$135 A05BUS802

Accounting Fundamentals II/Online

Build on the knowledge of the Accounting Fundamentals course for a solid understanding of corporate accounting practices. Analyze transactions and gain practical experience working with dividends, planned assets, depreciation, accrued revenue and expenses, retained earnings and stockholders' equity. ND

\$135 A05BUS803

Introduction to Peachtree Accounting 2012/Online

Handle accounting tasks quickly and easily with Peachtree Accounting 2012. Use this software to set up accounts for vendors, customers, and inventory items. Master the simple steps for creating invoices, collecting payments, paying bills, and printing checks. Find out how to make journal entries, create trial balances and generate financial reports. ND

\$135 A05BUS817

Introduction to QuickBooks 2010/Online

Start using QuickBooks 2010 and gain control over all financial aspects of your business! Learn how to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. ND

\$135 A05BUS810

Introduction to QuickBooks 2011/Online

Use the power of QuickBooks 2011 software to take control of your business finances! Learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile a checking account. Focus on how to track your accounts payable and receivable, manage your assets, control inventory, and create estimates and reports. ND

\$135 A05BUS813

Performing Payroll in QuickBooks 2010/Online

Learn to use QuickBooks 2010 to create paychecks, pay tax liabilities, and produce impressive payroll reports. ND

\$135 A05OSK831

Performing Payroll in QuickBooks 2011/Online

This course will teach you time-saving techniques that will make performing payroll easy. Learn how to access IRS information, set up entries for new employees, create checks, pay liabilities, enter employee time, and track job cost data. Discover how to create forms and reports you need to file, such as W2s and Federal forms 940 & 941. ND

\$135 A05BUS814

Learn Online! Visit www.ed2go.com/lagcc

To Register Click Enroll Now, select a start date and follow instructions to pay on line.

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-7244. All online courses are ND (no discount)

Business Office Skills/Online

Managing Customer Service/Online

Discover creative methods for attracting and hiring top notch reps and bringing out the best in your team to improve your business' customer service. Lead by example by anticipating the needs of your employees as well as customers, and learn how to effectively measure performance. ND

\$135 A05BUS818

Computer Skills in the Workplace/Online

Learn the fundamental computer skills you need to succeed in today's workplace. Discover practical applications for email, word processors, spreadsheets and databases.

\$135 A05BUS820

Keys to Effective Communication/ Online

At a loss for the right words? Learn to build rapport, trust, warmth and respect through conversation. Become more confident, create a great first impression, get along with others, and expand your network of personal and professional relationships. ND

\$135 A05BUS821

Effective Business Writing/Online

Better writers get better jobs! Discover the secrets to developing powerful written documents that captivate your readers with their clarity and persuasion. ND

\$135 A05WRT811

Certificate Program in Business Office Skills

Become more effective in the workplace. In this 2-course certificate program, you will learn essential computer skills to be successful in a professional environment. (You may take individual courses without intending to complete the certificate program). For more information call (718) 482-7244.

Instructor: *Lawan Tyson, Management Support Specialist, has taught the Certificate Program in Microsoft Office and Business Office Certificate at Career & Professional Programs (CAPP) since 1999.*

Introduction to Computers, Windows and the Internet

Explore the personal computer, Windows and the Internet, and gain confidence in the use of today's technology. (This course is a prerequisite for all Windows applications courses).

Sat Sep 21 - Oct 5 (3 sessions/9 hours)
2:00 pm - 5:00 pm \$93 A05CMP001A

Power Keyboarding

Become more efficient at work by improving your typing speed and accuracy. Learn a touch-keyboarding method on the computer that will help you type 30 words per minute with a maximum of three errors.

Mon & Wed Oct 16 - Nov 11 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK001A

“I took Ms. Tyson's classes for the Microsoft certification and now Business Office Skills. I am looking forward to taking her advanced Microsoft courses soon. She is a great teacher filled with enthusiasm.”

Student, Power Keyboarding, Spring 2013

Computer Training

These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

A+ Computer Service Technician Certificate

Get the skills you need to start a career as a Computer Service Technician (CST). This 6-course, hands-on training program will teach you to repair computers and prepare you for the A+ Essentials (exam code 220 701) and A+ Practical Application (exam code 220 702) industry exams. Topics include hardware, network systems, software, new technologies, and building your own computer. For more information call (718) 482-7244. ND

OPEN HOUSE Saturday, September 14

11am-1pm Room M-143
Call (718) 482-7244 or (718) 482-5481
or email:
ACEProfessional@lagcc.cuny.edu

Introduction to Computer Technology

Learn the fundamentals of how a computer functions: hardware, software (including operating systems) and storage devices. This course is a prerequisite for CST Part 1: Hardware. You may skip this course by passing an equivalency exam at www.lagcc.cuny.edu/capp/ computer repair test.

Sat Oct 19 - Nov 9 (4 sessions/20 hours)
8:30 am - 2:00 pm \$235 A05CMP100A

Mon, Wed, Fri Oct 21 - Nov 1 (6 sessions/20 hours)
6:00 pm - 9:20 pm \$235 A05CMP100B

CST, Part 1: Hardware

Study computer hardware (Interfaces, form factors, Standards) through a combination of lecture, demonstration, and hands-on experience. Learn the proper use of tools by disassembling a PC, installing component parts and practicing troubleshooting techniques. Upon completing this course, you should be able to select appropriate computer equipment to build different types of task related computers. Prerequisite: Introduction to Computer Technology or passing equivalency exam.

Mon, Wed, Fri Nov 11 - Nov 27 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP101B

Sat Nov 23 - Dec 21 (4 sessions/26 hours)
8:30 am - 3:30 pm \$475 A05CMP101A

CST, Part 2: Networking

Explore how computers interact with peripheral devices, and learn how to install and activate various devices. You will also plan and implement home and small office networks with Internet access via physical and wireless networking. Prerequisite: Successful completion of Computer Service Technician, Part 1.

Mon, Wed, Fri Dec 2 - Dec 18 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP102B

WINTER 2014

Sat Jan 11 - Feb 1 (4 sessions/26 hours)
8:30 am - 3:30 pm \$475 A05CMP102A

CST, Part 3: Software

Learn operating systems architecture (Windows XP, Windows Vista, Windows 7) as well as preparation and installation; software configuration; computer virus prevention and detection programs; and memory management tools and techniques. In addition, you will learn to perform software diagnostics, and install and troubleshoot multimedia components such as CD ROMs and sound cards. Prerequisite: Successful completion of Computer Service Technician, Part 2.

WINTER 2014

Mon, Wed, Fri Jan 6 - Jan 24 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP103B

Sat Feb 15 - Mar 9 (4 sessions/26 hours)
8:30 am - 3:30 pm \$475 A05CMP103A

CST, Part 4: New Technologies

Get a working knowledge of security best practices, mobile devices, troubleshooting and more while covering all of the A+ exam topics. Prerequisite: Successful completion of Computer Service Technician, Part 3.

WINTER 2014

Mon, Wed, Fri Feb 3 - Feb 24 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP104B

Sat Mar 22 - Jun 4 (4 sessions/26 hours)
8:30 am - 3:30 pm \$475 A05CMP104A

CST, Part 5: Build Your Own Computer

Put your practical and theoretical training into use by designing and building your own PC. You will also prepare for the A+ certification exam by reviewing and taking full length practice exams. Prerequisite: Successful completion of Computer Service Technician, Part 4.

WINTER 2014

Mon, Wed, Fri Mar 3 - Mar 19 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$370 A05CMP112B

SPRING 2014

Sat Apr 26 - May 17 (4 sessions/26 hours)
8:30 am - 3:30 pm \$370 A05CMP112A

“This course has helped improve my computer knowledge and will improve my opportunities in the future.”

Student, CST Part3: Software
Winter 2013

Certificate Preparation in CompTIA Security/Network/Online



Learn Online!

Visit www.ed2go.com/lagcc

To Register

Click Enroll Now, select a start date and follow instructions to pay online.

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-7244.

All online courses are ND (no discount)



Basic A+ Certification/Online

Learn the hardware common to virtually every personal computer. Find out how things work, how to configure, and how to troubleshoot in real-world environments. This class gives you the foundation for the rest of your A+ Certification studies and helps you become an excellent PC hardware technician. ND

\$201 A05CMP817



Intermediate A+ Certification/Online

This course will focus on the details of the command line interface (MS DOS) and the graphical interface (Windows 3.x and Windows 9.x) tested by the A+ Certification exam. Topics include partitioning and formatting hard drives, installation, and troubleshooting issues with Plug and Play. Having a secondary PC running MS DOS 5.x to 6.22 and a few MS DOS applications installed is recommended. ND

\$201 A05CMP818



Advanced A+ Certification/Online

Study the hardware and learn the software necessary to install, configure and troubleshoot the hardware through an extensive set of technologies. This course completes the training for the A+ Certification exam in Computer Repair. ND

\$201 A05CMP819



CompTIA Security+ Certification Prep/Online

Learn everything you need to know to achieve your Security+ Certificate, the entry-level certificate needed for this well paying, in demand field. ND

\$201 A05CMP837



CompTIA Network+ Certification Prep/Online

Learn what you need to pass the CompTIA Network+ certification exam with help from this course. ND

\$201 A05CMP820

Certificate Program in Microsoft Office Applications

Microsoft Office is the most common software application used in business today. Successfully complete Word, Excel, Access and PowerPoint courses to earn a LaGuardia certificate in Microsoft Applications. (You may take individual courses without intending to complete the Certificate Program.) For more information call (718) 482-7244. ND

Instructor Lawan Tyson, Management Support Specialist, has taught the Certificate Program in Microsoft Office and Business Office Certificate at Career & Professional Programs (CAPP) since 1999.

These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

Microsoft Word for Windows

Learn the basics of Microsoft Word for Windows, including the tool bar, AutoCorrect feature, cut/copy/paste, tab sets, grammar checker, printing, headers, footers and page numbers. Prerequisite: Introduction to Personal Computers or equivalent experience.

Tues & Thurs Sep 17 - Oct 8 (7 sessions/24 hours)
6:00 pm - 9:30 pm \$245 A05OSK002B

Sat Oct 121 - Nov 16 (6 sessions/24 hours)
9:00 am - 1:00 pm \$245 A05OSK002A

“The thought of using Excel used to scare me, but now I feel extremely confident using it.”

Evelyn Rodriguez, Student
Excel, Spring 2013

Microsoft Excel for Windows

Learn basic and advanced functions of Microsoft Excel, including creation of spreadsheets, shortcut menus, sorting, autosum, autofill, cut/copy/paste, charts, linking workbooks, and more. Prerequisite: Introduction to Personal Computers or equivalent experience.

Sat Oct 12 - Nov 23 (7 sessions/24 hours)
1:30 pm - 5:00 pm \$245 A05OSK003A

Tues & Thur Oct 15 - Nov 7 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK003B

Take 4 and save \$122*

Register for four Microsoft Office Applications courses in the same semester and **SAVE \$122***

*Cannot be combined with any other discounts

Microsoft PowerPoint Presentations for Windows

Learn how to incorporate Microsoft Word and Microsoft Excel for Windows into a powerful PowerPoint presentation. Topics include planning, designing, creating and editing presentations. Prerequisite: Introduction to Personal Computers or equivalent experience.

Sat Aug 24 - Sep 7 (3 sessions/12 hours)
9:00 am - 1:00 pm \$123 A05OSK005A

Sat Nov 23 - Dec 14 (3 sessions/12 hours)
6:00pm - 9:00 pm \$123 A05OSK005B

Sat Dec 7 - Dec 21 (3 sessions/12 hours)
9:00 am - 1:00 pm \$123 A05OSK005A

Microsoft Access Intensive

Explore basic and advanced functions of Access, the most popular database used in the business world today. Topics include database design and creation, tables, queries, reports and creating relational databases.

Tue, Thur Dec 3 - Dec 19 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$185 A05OSK004A

“You can tell Lawan loves teaching. This course was awesome!”

Claudia Luna, Student
Access Intensive, Spring 2013

Introduction to Networking/Online

Introduction to Networking explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. Upon completion of the course, you will be capable of performing basic computer networking tasks, such as DSL connectivity or configuring connections to an Internet Service Provider. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career

\$135 A05NET801

To enroll in this online course visit <http://www.ed2go.com/lagcc>. For more information see page 14.

NEW!

Advanced Microsoft Office Certificate Program

Take your Microsoft Office skills to the next level. These 5 advanced workshops provide additional skills and give you an edge at the workplace. Courses may be taken individually. Prerequisite for all courses: Certificate Program in Microsoft Office Applications. ND (no discount). For more information call (718) 482-7244.

These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

NEW! Advanced Microsoft PowerPoint Workshop

Create customized slides using various schemes and backgrounds. Design new layout slide masters and templates.

Instructor: Lawan Tyson

Fri Sept 20 - Oct 4 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$95 A05OSK205A

NEW! Advanced Microsoft Outlook Workshop

Manage messages, contacts, calendars and tasks using various Outlook techniques.

Instructor: Lawan Tyson

Fri Oct 11 - Oct 25 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$95 A05OSK209A

NEW! Advanced Microsoft Word Workshop

Enhance your documents with special features; use Mail Merge and share documents. Build indices, table of contents, figures and authorities.

Instructor: Lawan Tyson

Fri Nov 1 - Nov 15 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$95 A05OSK202A

NEW! Advanced Microsoft Excel Workshop

Explore ways to apply advanced formatting to your spreadsheets and learn to create pivot tables and pivot charts. *Instructor: Lawan Tyson*

Fri Nov 22 - Dec 13 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$95 A05OSK203A

NEW! Advanced Microsoft Access Workshop

Create advanced queries, forms and reports. *Instructor: Lawan Tyson*

WINTER 2014
Fri Jan 3 - Jan 17 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$95 A05OSK204A

Computadoras en Español

ND (No hay descuento para estos cursos).



¡4 Formas de Registrarse!

Por computadora:
www.laguardia.edu/acereg/

Por fax:
(718) 609-2074
Se puede pagar con MasterCard/
Visa/Discover/American Express

Por teléfono:
(718) 482-7244
Se puede pagar con MasterCard/
Visa/Discover/American Express

En persona:
Oficina M-143
lunes - jueves 8:30am - 6:30pm
viernes 8:30am - 3:30pm
sábado 8:30am - 12:30pm

Tome los 4 cursos de Muévete a la Tecnología en el mismo semestre y reciba un descuento de \$74*. No se puede combinar con otros descuentos.

Take 4 and save \$74.00
Register and take for all four Muevete computer courses
in the same semester and SAVE \$74.00**

**Cannot be combined with any other discounts*

“Me encantó la clase. Además, me siento más segura al usar la computadora.”

Student, Winter 2013

Muévete a la Tecnología - Internet

Este curso va a enriquecer a las necesidades prácticas de la vida diaria para la universidad el aprendizaje, un requisito de trabajo, o simplemente para el entretenimiento. Está al tanto de todos los aspectos de la comunidad en línea y ser usuarios responsables del Internet para demostrar la actitud positiva y el protocolo adecuado para nuestras comunidades. Este curso es en español pero el programa que se usa es en inglés. ND

The majority of content related to the Internet is in English, and for those who are non native speakers, this poses the first challenge. Learn the vocabulary and practices necessary to find information on the Internet and communicate appropriately with other users across the globe. This course is offered in Spanish using English software programs. ND

Mon & Wed Oct 7 - Oct 23 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$172 A05OSK907A

Muévete a la Tecnología - Microsoft Word

Cree documentos originales utilizando el programa clave de Microsoft Word. Aprenda una aplicación de procesador de textos para realizar tareas tales como cartas, memorandos, informes, etc., a partir de una página en blanco y la combinación de elementos de diseño tales como columnas, imágenes prediseñadas, tablas y arte de Word. Este curso es en español pero el programa que se usa es en inglés. ND

Learn the basics of Microsoft Word, including how to start a new document, and create letters and memos. You will also practice formatting, creating simple tables and printing. This course is offered in Spanish using English software programs. ND

Mon & Wed Oct 28 - Nov 6 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$149 A05OSK009A

Muévete a la Tecnología - Excel

Mantenga un registro iniciando una hoja de cálculo, el formato de celdas, crear fórmulas sencillas y gráficas. Aplicar la función general de Microsoft Excel como preparación para imprimir y definir el área de impresión. Este curso es en español pero el programa que se usa es en inglés. ND

Learn Microsoft Excel, including how to start a new spreadsheet, use an active spreadsheet and active cells, and add and delete columns and rows. You will also practice formatting cells, creating simple formulas and graphs, and printing. This course is offered in Spanish using English software programs. ND

Mon & Wed Nov 11 - Nov 18 (3 sessions/6 hours)
6:00 pm - 9:00 pm \$110 A05OSK902A

Introducción al Programa PowerPoint

Organice una presentación, insertar nuevas diapositivas y se prepara para imprimir. Diseño de una presentación de diapositivas con elementos gráficos de Microsoft PowerPoint, textos, gráficos, efectos de sonido y video en su presentación. Este curso es en español pero el programa que se usa es en inglés. ND

Create impressive slide presentations with Microsoft PowerPoint. You will learn how to start a new presentation; insert slides; incorporate text, charts, sound effects and video; and print. This course is offered in Spanish using English software programs. ND

Mon & Wed Nov 20 - Dec 4 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$149 A05OSK901A



NUEVO! Estudie para ser proveedor de guardería infantil!

Become a professional day care provider!

See page 33

Microsoft Office Applications/Online

Get Started!

Visit www.ed2go.com/lagcc

To Register

Click Enroll Now, select a start date and follow instructions to pay online.*

Start Dates

A new section of every online course will take place on the following dates for summer:

FALL A Sep 18 - Nov 8

FALL B Oct 16 - Dec 6

FALL C Nov 13 - Jan 3, 2014

FALL D Dec 11 - Jan 31, 2014

On the date your course starts return to www.ed2go.com/lagcc and click on My Classroom.

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-7244.

All online courses are ND (no discount)

*If you wish to pay in person, visit

LaGuardia Community College, 31-10 Thomson Avenue, Room M-143, Long Island City, NY

Introduction to Microsoft Word 2007/Online

Create and modify documents in Word, Microsoft's premier word processing program. Learn how to add, move through and edit text, change the size or appearance of text and more. ND

\$135 A050SK824

Introduction to Microsoft Word 2010/Online

Create and modify documents in Word 2010, the world's most popular word processing program. With the help of step by step instructions and hands-on activities, you'll quickly master every basic feature of Word and how to use this program confidently at home or on the job. ND

\$135 A050SK832

Introduction to Microsoft Excel 2007/Online

Learn Excel terminology, how to create a worksheet, and use the function wizard to calculate statistics. Set up fully formatted worksheets quickly and efficiently. ND

\$135 A050SK821

Introduction to Microsoft Excel 2010/Online

Do you work with numbers? Then you need to master Microsoft Excel 2010. Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll learn the key to writing powerful formulas, using functions, and sorting and analyzing data. ND

\$135 A050SK833

Introduction to PowerPoint 2007/Online

Create impressive slide presentations using formatted text, images, video, audio, animation, charts and hyperlinks. Learn how to save your presentations so you can share them with others over the Internet or on CDs. ND

\$135 A050SK830

Introduction to Microsoft PowerPoint 2010/Online

Create impressive slide presentations with formatted text, images, video, audio, animation, charts, and hyperlinks. Learn how to save your presentations to share them with others over the Internet or on a CD. ND

\$135 A050SK836

Introduction to Microsoft Access 2007/Online

Learn how Microsoft's powerful database can help you manage, store, search, analyze, and display important business, personal, or scientific data. You'll gain practical experience with tables, relationships, custom data entry forms, queries, mailing labels, macros, and more. ND

\$135 A050SK835

Introduction to Microsoft Access 2010/Online

Whether you're a novice or experienced database user, you can take control of your data with these hands on lessons. Learn to build and customize tables, and discover how to use forms to simplify data entry, create reports, and design queries. By course end, you'll know how to construct an effective database for any information you need to store, document, and manage at home or on the job. ND

\$135 A050SK837

Introduction to Microsoft Project 2007/Online

Discover how to effectively plan, implement, and control projects using Microsoft Project 2007. You'll convert lists and schedules into an integrated plan with the help of Microsoft Project. ND

\$135 A050SK823

Introduction to Microsoft Project 2010/Online

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010. Learn how to think through and organize your project's details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. ND

\$135 A050SK834

Intermediate Microsoft Word 2007/Online

Explore Microsoft Word's more advanced features, which can make writing easier, faster and more fun. You'll discover how to create an index, a list of figures and tables of contents; do desktop publishing; perform a mail merge; and use timesaving macros. ND

\$135 A050SK829

Intermediate Microsoft Word 2010/Online

Use Microsoft Word 2010 to save time and tap into your creativity by learning advanced features that can make writing easier, faster and more fun. Learn how to create an index, make a list of figures, build a table of contents, do desktop publishing, perform a mail merge, and use other timesaving shortcuts. ND

\$135 A050SK839

Intermediate Microsoft Excel 2003/Online

Have you been using Excel to its fullest potential? Learn advanced graphing techniques and how to use functions to get Excel to perform complex math, make decisions, and look up values in a table. ND

\$135 A050SK813

Intermediate Microsoft Excel 2007/Online

Have you been using Excel to its fullest potential? Learn advanced graphing techniques and how to use functions to get Excel to perform complex math, make decisions, and look up values in a table. ND

\$135 A050SK822

Intermediate Microsoft Excel 2010/Online

Take your Excel skills to the next level! In these hands on lessons, you'll master charting, PivotTables, Slicers, Sparklines, and other advanced features of Microsoft Excel 2010. You'll also learn how to harness the power of Excel's data analysis and filtering tools to create macros that eliminate repetitive tasks. Add VLOOKUP, INDEX & MATCH, and other time saving functions to your repertoire. ND

\$135 A050SK838

Advanced Microsoft Excel 2007/Online

Learn how to use scenarios and PivotTables to quickly perform multiple what if analyses. Improve your ability to consolidate and import data. Master the art of conditional formatting. ND

\$135 A050SK828

Learn Online

Go online for professional and personal growth

Convenient and Accessible 24 hours a Day

Anytime, Anywhere!

Get Started!

Visit www.ed2go.com/lagcc

To Register

Click Enroll Now, select a start date and follow instructions to pay online.*

Start Dates

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FALL B Oct 16 - Dec 6

FALL C Nov 13 - Jan 3, 2014

FALL D Dec 11 - Jan 31, 2014

The date your course starts return to www.ed2go.com/lagcc and click on My Classroom.

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-7244.

All online courses are ND (no discount)

*If you wish to pay in person visit

LaGuardia Community College, 31-10 Thomson Avenue, Room M-143, Long Island City, NY



Job Search/Online

Twelve Steps to a Successful Job Search/Online

This motivational course will increase your confidence, help you feel great about yourself, and provide you with the foundation you need to get the job you want in any economy. ND

\$135 A03CRD802

Resume Writing Workshop/Online

Create an effective resume, or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self assessment series so you will have extensive knowledge about the product you are marketing YOU! ND

\$135 A03CRD801



Web 2.0: Blogs, Wikis, and Podcasts/Online

Learn how to create your own blog, wiki, and audio and video podcast and how to promote visits to these sites. Through hands on activities in each lesson, you'll practice working with free Web 2.0 tools, such as Blogger, Wikispaces, and YouTube. You'll also explore opportunities to use these tools for personal, business, educational and political projects. ND.

\$135 A05CMP848

Social Media and Mobile Technology for Business

Explore the tools of social media and mobile technology for marketing and networking, and learn how to optimize them for business development.

Instructor: Sayyid Tirmizi, Ph.D. in History; Center for History and Culture (New Delhi, India), M.B.A in Information Technology; University of Ljubljana, has been an instructor at the collegiate level since 2007 and has worked at the Queens Public Library since 2011 teaching social media skills.

Wed Oct 16 - Dec 18 (10 sessions/20 hours)
6:30 pm - 8:30 pm \$375 A05SMT001A

Web Page Design/Online

Creating Web Pages/Online

In this 6-week, online workshop, learn how to create sensational web sites and about time saving authoring programs, selecting a web hosting service, and uploading your web site. Knowledge of HTML is not necessary to take this course. ND

\$135 A05CMP805

Advanced Web Pages/Online

Take your web design skills to the next level! Get the advanced tools you need to work as a freelance web designer, join a web development team, or build web sites for your organization. Learn how to present content with HTML; define styles with CSS, creating pages that work in both full sized media and mobile devices; build forms that collect information; and embed video. You'll also explore web page design principles and cost effective ways to set up your sites. ND

\$135 A05CMP862

Designing Effective Web Sites/Online

Though nowadays creating a web site has become quite easy, building a site that effectively connects with your audience remains the challenge. Master the basics of web design and employ these principles to develop a site that attracts and engages visitors. All levels welcome. ND

\$135 A05CMP859

Introduction to Dreamweaver CS5/Online

Discover how to design professional quality web sites. In these step by step lessons, you'll learn how to plan and build a web site from the ground up using Adobe Dreamweaver CS5. ND.

\$135 A05CMP857



Photography/Online

Secrets of Better Photography/Online

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs, covering areas such as exposure and lighting. You'll also explore strategies for taking all types of photos, including portraiture, landscape, macro and still life. ND

\$135 A05CMP858

Discover Digital Photography/Online

Learn the basics of digital photography for commercial and personal applications: equipment, software, the digital darkroom, printing, and Internet and e mail use. ND

\$135 A05CMP838

Photographing Nature with Your Digital Camera/Online

Jump into the world of nature photography! Discover how to take beautiful outdoor photos of everything from landscapes to flowers, trees, animals and more. You'll learn about digital camera equipment as well as telephoto and macro photography and have the opportunity to share your work with your online classmates. ND

\$135 A05CMP861

Photoshop CS5 for the Digital Photographer/Online

Adobe's Photoshop CS5 is a powerful software program that provides support and specialized editing tools for digital photographers and graphic artists. You'll focus on how to select and use the techniques most helpful to professionals in the field. ND

\$135 A05CMP855

Photoshop CS5 for the Digital Photographer II/Online

Master advanced image-editing skills, including building collages, doing detailed editing, and restoring old photos. For those already familiar with cropping, printing, color adjustments and the use of selection tools, this course will help you take your photo editing skills to the next level. ND

\$135 A05CMP856

Photoshop Elements 10 for the Digital Photographer/Online

Get the tools you need to achieve high quality results and make your images spectacular. Learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Internet, and organize your images so you can keep track of them easily. This award winning software is designed for camera enthusiasts with no photo editing experience, though students looking to upgrade their skills are also welcome. ND

\$135 A05CMP860

Writing Online

No matter what your profession, you should consider the possibility of earning a little extra money through writing.

A to Z Grant Writing/Online

Learn to raise funds and discover how and where to find potential funders who are a good match for your organization. Discover how to network and develop true partnerships with a variety of funders and organize a successful grant writing campaign. ND

\$135 A05WRT803

Beginning Writer's Workshop/Online

If you are a creative thinker, you can learn to write creatively. This in-depth writing experience will give you a taste of the writing life, improve your writing skills, and give you new ways to stretch your creative muscles. ND

\$135 A05WRT804

Write Your Own Life Story/Online

Have you ever thought about writing your life story, a story only you can tell? This course walks you step by step through the process of writing your life story and finding a lucrative market for your personal history. ND

\$135 A05WRT801

Writeriffic - Creativity Training for Writers/Online

How can we transform our visions into the written word? In this high energy course you will learn tricks from the published writer's toolbox, Writeriffic, that will unleash the imaginative, inventive bolts of genius that are inside everyone. ND

\$135 A05WRT800

Writeriffic 2: How to Make More Money From Your Writing

Learn advanced methods to create and write like the professionals. whether you're launching a career or seeking personal satisfaction through writing. In Writeriffic 2, you'll learn to be the writer you've always wanted to be. Prerequisite: Completion of Writeriffic: Creativity Training for Writers. ND

\$135 A05WRT810

Writing for Children/Online

Discover how to touch the hearts of children by creating books for them. In this highly interactive, hands-on course, you'll begin work on your first fiction or nonfiction manuscript, explore the changing world of children's literature, and gain a better understanding of today's market. ND

\$135 A05WRT806

Beginner's Guide to Getting Published/Online

Discover essential tips for getting published! This course, taught by a published author, will teach you to format manuscripts, write irresistible query letters, choose potential publishers and more. ND

\$135 A05WRT813

Writing and Selling Self Help Books/Online

Explore the competitive world of publishing and learn how to catch the attention of agents and publishers. This course, taught by a New York Times bestselling author, will teach you how to build a polished proposal package and create a finely crafted writing sample. You'll also discover how to use the powerful technique of story telling to kindle your readers' interest and illustrate your book's message. ND

\$135 A05WRT812

Visit www.ed2go.com/lagcc

You'll find other courses listed under these categories with syllabi, software requirements, instructor bios and student reviews:

- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Construction and Sustainable Building
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Construction & Building Management

NEW! Safety Dynamics Construction Courses

LaGuardia Community College is partnering with Safety Dynamics, a full-service safety, health and environmental consulting firm, to offer the following construction related courses. Safety Dynamics training curricula is approved by OSHA, NY State Department of Transportation and many New York City agencies, including Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection. ND (no discount). For more information call (718) 482-7244.

You must register at least 2 business days before these courses begin. All of these classes take place in Greenpoint, Brooklyn.

NEW! 4-Hour Flagging (NYSDOT)

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

Mon Oct 28 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH301A

Mon Nov 25 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH301B

Mon Dec 30 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH301C

NEW! 4-Hour Scaffolding (NYCDOB)



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

Mon Oct 7 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH300A

Mon Oct 21 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH300B

Mon Nov 4 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH300C

Mon Nov 18 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH300D

Mon Dec 9 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH300E

Mon Dec 23 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH300F

NEW! 30-Hour Concrete Safety Manager (NYCDOB)

A registered Concrete Safety Manager is required on major building construction projects that involve the placement of 2,000 cubic yards or more of concrete. Take the first step towards obtaining your license as a registered Concrete Safety Manager by enrolling in this NYC Department of Buildings approved course. You will focus on all building codes as they pertain to concrete safety.

Thurs & Fri Oct 3 - Oct 18 (6 sessions/30 hours)
4:00 pm - 9:00 pm \$650 A05OSH303A

NEW! 40-Hour Site Safety Manager (NYCDOB)

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

Tues & Wed Oct 1 - Oct 30 (10 sessions/40 hours)
4:00 pm - 9:00 pm \$700 A05OSH302A

NEW! 10-Hour OSHA Construction Training

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

Fri & Sat Oct 25 - Oct 26 (2 sessions/10 hours)
4:00 pm - 9:00 pm \$150 A05OSH304A

Fri & Sat Nov 22 - Nov 23 (2 sessions/10 hours)
4:00 pm - 9:00 pm \$150 A05OSH304B

Fri & Sat Dec 27 - Dec 28 (2 sessions/10 hours)
4:00 pm - 9:00 pm \$150 A05OSH304C

NEW! 30-Hour OSHA Construction Training

Learn the Occupational Safety & Health Administration's (OSHA) code of federal regulations for construction by taking this course, a requirement to work on any construction site. Topics include fall protection, excavations, scaffolding, concrete and masonry, OSHA inspection procedures and more.

Tues & Wed Nov 5 - Nov 20 (6 sessions/30 hours)
4:00 pm - 9:00 pm \$600 A05OSH305A

Tues & Wed Dec 3 - Dec 18 (6 sessions/30 hours)
4:00 pm - 9:00 pm \$600 A05OSH305B

Construction/Online

The following online course complements LaGuardia's Construction Program.

QuickBooks 2010 for Contractors/Online

Learn to use QuickBooks 2010 in your contracting business to handle accounting tasks quickly, generate powerful reports, and maximize your efficiency. ND

\$135 A05BUS811

To enroll in this course visit <http://www.ed2go.com/lagcc>
For more information see page 14.



Construction Management Certificate Program

Advance your career in the construction industry by becoming a construction manager. This 5-course certificate program will provide you with the skills you need to successfully manage a construction team and site. Courses may be taken individually. Prerequisite: OSHA 10 Hour card. ND (no discount). For more information call (718) 482-7244 or email ace-professional@lagcc.cuny.edu. **These courses are eligible for Veterans Tuition Assistance.** Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

Construction Drawings and Plans

Learn to accurately read and understand construction drawings (blueprints), a required skill in the construction industry. You will focus on architectural, structural and landscape drawings for residential, institutional and commercial buildings. Topics include plans, sections, elevations, schedules, details, specifications, symbols and abbreviations.

Instructor: Paul Averbach, B.S. in Arts & Design, Massachusetts Institute of Technology; Masters of Architecture, University of Pennsylvania, has taught Basics of Construction Drawings and Plans Part 1 since 2003 at Career and Professional Programs (CAPP).

Wed Sep 18 - Dec 4 (12 sessions/36 hours)
6:00 pm - 9:00 pm \$356 A05CNS001A

“This course will help me attain my goal of becoming a project manager at the company I work for.”

Student, Introduction to AutoCAD on PC
Spring 2013

Introduction to AutoCAD on the PC

If you are a professional in the field or a student interested in architecture and engineering, this course is for you. Using AutoCAD LT 2007, you will learn basic and intermediate concepts, shortcuts to speedier drawings, plot, and how to create readable technical drawings from actual sketches. You will receive a series of handouts that parallel the curriculum of the course. Prerequisite: Familiarity with Windows. Tuition for this course is \$250 for students in the construction program.

Instructor: Araceli Isidoro, B.A. in Architecture; and B.S. Architecture; City College CUNY, has been teaching with Career and Professional Programs (CAPP) since 2007. She has nine years of experience in the field.

Sat Nov 23 - Jan 18 (7 sessions/28 hours)
9:15 am - 1:15 pm \$518 A05CMP105A

Construction Cost Estimating

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

Instructor: Gerald Sanmarco, B.S. in Finance; Seton Hall University, is a third-generation construction professional and has 15 years of experience in the field.

Mon Jan 27 - Mar 14 (7 sessions/21 hours)
6:00 pm - 9:00 pm \$356 A05CNS003A

Coming Winter 2014:

Construction Cost Estimating

Coming Spring 2014:

Construction Materials and Methods

Project Management for the Construction Industry

Cursos de Construcción en Español/ Construction Courses in Spanish

Para mas información llame al (718) 482-7244 o venga a la oficina M-143.

For more information about the courses below call (718) 482-7244 or visit Room M-143.

OSHA Certificación en 10 Horas para la Seguridad y Salud en la Industria de la Construcción

Adquirir la Certificación en 10 Horas para la Seguridad y Salud en la Industria de la Construcción, requerido para todos los trabajadores de la construcción. Recibirá experiencia práctica con equipo y procedimientos de seguridad, y discutirá prácticas para identificar y evitar los peligros en el área de construcción. Los derechos y reglas del Departamento de Labor de los EE.UU. también serán analizados. Al completar con éxito, recibirá su certificación de OSHA y la tarjeta. (Matrícula no incluye cuota de \$5 para la tarjeta OSHA.)

Earn the 10 Hour Construction Industry Safety and Health Certification, which is required of all construction workers. You'll receive hands on experience with safety equipment and procedures, and discuss best practices to identify and avoid hazards on the construction site. US Department of Labor rules and worker rights will also be reviewed. Upon successful completion, you will receive your OSHA certification and card. (Tuition does not include \$5 OSHA card fee). This course is offered in Spanish

Tues, Wed & Thurs Sep 10 - Sep 12 (3 sessions/12 hours)
6:00 pm - 10:00 pm \$220 A05CNS918A

Carpintería

Obtener entrenamiento práctico en un laboratorio de carpintería. Los temas incluyen matemáticas de construcción, lectura de planos, y el uso apropiado de las herramientas manuales y eléctricas. Demolición y reconstrucción de una estructura de 12 por 12 pies es un punto culminante del curso. Materiales están incluidos. Requisito: Tener OSHA Certificación en 10 Horas para la Seguridad y Salud en la Industria de la Construcción.

Obtain hands on training in a carpentry lab. Topics include construction math, basic blueprint reading, and proper use of hand and power tools. Demolition and rebuilding of a 12' x 12' structure is a course highlight. Materials included. Prerequisite: You must have OSHA 10 Hour Construction Industry Safety and Health Certification. This course is offered in Spanish.

Instructor: Jose Santiago

Tues, Wed & Thurs Sep 17 - Nov 20 (29 sessions/87 hours)
6:00 pm - 9:00 pm \$1200 A05CNS917A

Preparación para la Licencia de Operador de Máquinas de Refrigeración

Se ofrece en conjunto con la Asociación Nacional de Ingenieros de Potencia (NAPE), Capítulo 44, este curso de 200 horas es aprobado por el Departamento de Bomberos de Nueva York, y cumple los requisitos de formación de clase y trabajo de taller, tanto para la licencia del operador de maquinas de refrigeración. Se prepara para el examen escrito y practico de la licencia y recibirá capacitación para la certificación EPA como "Técnico Universal." Al final del curso, recibirá un certificado de finalización. (Todos los participantes de este curso tienen que ser miembros del NAPE. Si usted no es un miembro, tendrá que subscribirse con NAPE cuando se registre para el curso.)

Offered in conjunction with the National Association of Power Engineers (NAPE), Chapter 44, this 200 hour course is approved by the NYC Fire Department, meeting requirements of both class training and shop work for refrigeration machine operator licensing. Prepare for the written and practical licensing exam and receive training for EPA certification as a "Universal Technician." At the end of the course, you will receive a certificate of completion. (Non NAPE members must enroll when registering for the course.) This course is offered in Spanish.

Instructor: Hugo Ortiz

Mon & Wed Oct 21 - Jul 9 (67 sessions/201 hours)
6:00 pm - 9:00 pm \$2400 A05BUS909A

Get licensed by the NYC Fire Department to operate large scale refrigeration (HVAC/R) equipment

This courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

Refrigeration Machine Operator License Program



In conjunction with the National Association of Power Engineers (NAPE), Chapter 44, we offer the Licensed Refrigeration Machine Operator program for members of NAPE. Passing this course prepares you for the written and practical exam for the license issued by the New York City Fire Department. **All participants must be members of NAPE. If you are not, you may join when you register.**

In addition to tuition, annual dues for members taking the Licensed Refrigeration Machine Operator course are \$144, with an initiation fee of \$56. Certificates are awarded upon successful completion of the course.

For more information call (718) 482 7244.

Instructor: Steven Carbone, *Stephen Carbone, NYC DOE Custodian Engineer, has taught License Refrigeration at Career and Professional Programs (CAPP) since 2009.*

Refrigeration Machine Operator License Preparation

This 200-hour course is approved by the NYC Fire Department as a requirement for licensing for refrigeration machine operators, meeting the requirements of both class training and shop work. The course will cover maintenance and repair of compression and absorption refrigeration systems, and the safety precautions that should be observed in operating, maintaining and repairing refrigeration machinery. You will visit modern refrigeration facilities that manufacture and maintain equipment. This class includes training for EPA certification as a "Universal Technician."

Tues & Thurs Oct 8 - Jun 12 (67 sessions/200 hours)
6:00 pm - 9:00 pm \$2400 A05BUS009A



“This course furthered my knowledge in the subject and helped me to better understand the components of the refrigeration system.”

Student,
Fall 2013

College Construction and Design



Gain basic skills in construction and design by taking college courses as a non-credit student. You'll learn through theory and hands-on practice in our 8,000 square foot design studio and prototype lab. Courses can be taken individually, but you **must attend the mandatory orientation session before starting a class.** Books and materials are not included in course fee.

For more information (718) 482-7244

Technical Drawing

Explore the major areas of drafting, beginning with the concept of technical drawing as a communicative tool. You will develop a proficiency in multi view projection and pictorial drawing by learning the proper use of basic drafting equipment. (This course meets the needs of both art and pre engineering students.) Prerequisite: College Construction and Design Orientation.

Thurs Sep 12 - Dec 16 (12 sessions/39 hours)
1:00 pm - 4:25 pm \$320 A05HUA190A

Form and Structure

Discover through observation the structural logic found in nature and how it relates to man made objects. Class projects will be creative interpretations in both two and three dimensions and will include an introduction to drawing and model building techniques. You will practice drawing methods based on perspective and proportion so that what you see can be drawn and interpreted accurately. The relationship between concept, structure, form and its function will be also explored. Prerequisite: College Construction and Design Orientation.

Wed Sep 11 - Dec 16 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A05HUA107A

Three Dimensional Design

Develop individual designs based on formal elements such as line, shape, mass and volume. You will practice techniques in construction and carving, and develop models in plaster, wood, cardboard and metal. Prerequisite: College Construction and Design Orientation.

Tue Sep 10 - Dec 16 (12 sessions/39 hours)
1:00 pm - 4:25 pm \$320 A05HUA106A

Health

LaGuardia offers many opportunities for those seeking a career in healthcare. Become an EMT, Paramedic, Spanish/English Healthcare Interpreter, Certified Clinical Medical Assistant, Pharmacy Technician or Dietary Manager. Find out about these courses and more. (ND: no discount)

Certified Clinical Medical Assistant

These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

The CCMA is an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). In order to take the national certification exam for Clinical Medical Assistant, you must successfully **pass all five courses in this program**. You may take the courses in any order, or you may take them individually. For those who have evidence of previous training, you may take competency exams for Medical Terminology, EKG Technician or Phlebotomy courses to receive exemption from that part of the CCMA Program. A grade of 80% or greater is required to be exempt, and Phlebotomy also requires a practical skills competency exam in blood drawing. There is a fee of \$99 per competency exam. Evidence of current American Heart Association certification in Basic Cardiac Life Support and First Aid will exempt you from the AHA CPR for Healthcare Providers with First Aid course.

For more information call (718) 482-5768.

Enhanced 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.

Mon, Wed, Fri + 3 Sundays Nov 11 - Jan 24
(31 sessions/124 hours)
10:00 am - 2:30 pm \$963 A11HLT002B

Mon, Wed, Fri + 3 Saturdays Nov 11 - Jan 24
(31 sessions/124 hours)
6:00 pm - 10:00 pm \$963 A11HLT002A

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.

Mon, Wed, Fri Sep 4 - Sep 23 (9 sessions/36 hours)
10:00 am - 2:30 pm \$305 A11HLT003B

Mon, Wed, Fri Sep 4 - Sep 23 (9 sessions/36 hours)
6:00 pm - 10:00 pm \$305 A11HLT003A



American Heart Association CPR for Healthcare Providers with First Aid

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

Wed, Thurs & Fri Sep 25 - Sep 27 (3 sessions/12 hours)
6:00 pm - 10:00 pm \$125 A11CPR001A

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.

Mon, Wed, Fri + 3 Sundays Sep 30 - Nov 4
(21 sessions/84 hours)
10:00 am - 2:30 pm \$785 A11HLT001B

Mon, Wed, Fri + 3 Saturdays Sep 30 - Nov 4
(21 sessions/84 hours)
6:00 pm - 10:00 pm \$785 A11HLT001A

NEW! CCMA Procedures

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

Winter 2014

Mon, Wed, Fri + 1 Sunday Jan 27 - Feb 26
(14 sessions/56 hours)
10:00 am - 2:30 pm \$554 A11HLT004B

Mon, Wed, Fri + 1 Saturday Jan 27 - Feb 26
(14 sessions/56 hours)
6:00 pm - 10:00 pm \$554 A11HLT004A



Register Online
www.laguardia.edu/acereg/

Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

Offered in partnership with Community Partnerships Referrals and Resources (CPRR)

Become a Credentialed Alcohol and Substance Abuse Counselor (CASAC) and help make a difference in people's lives.

This program fulfills the New York State Office of Alcoholism and Substance Abuse Services (OASAS) Addiction Counselor certificate requirements for 350 hours of specific topics for credentialing or re-credentialing. Upon successful completion of both courses, you will be eligible to submit your educational hours and obtain your CASAC T (CASAC Trainee) credential; you will also be eligible to earn up to 8 college credits towards your Human Services: Mental Health major at LaGuardia. ND (no discount)

For more information contact Virginia Peters at (347) 391-4976 or Virginia@cprrservices.com.

INFORMATION SESSION

Wed Aug 14, 6:00 pm -or- Wed Aug 28, 6:00 pm

31-10 Thomson Ave, Room M-143

Please RSVP to

aceprofessional@lagcc.cuny.edu or call (718) 482-7244 or (718) 482-5481

CASAC Counselor, Part A

Learn about the medical, physical and pharmacological aspects of addiction. Examine the role the CASAC plays in multi disciplinary treatment, which includes family and community education and prevention as well as 12 step and other mutual aid groups.

Wed (6:00pm - 9:30pm) & Sat (9:00am - 5:00pm) Sep 7 - Jan 22, 2014
(34 sessions/183 hours) \$2265 A05CAS001A

CASAC Counselor, Part B

Study and apply different approaches to assessment, evaluation, and case management. Focus on relapse prevention, family systems, and vocational counseling and their role in the addiction recovery process.

Wed (6:00pm-9:30pm) & Sat (9:00am-5:00pm) Feb 5 - Jun 14, 2014
(32 sessions/167 hours) \$2265 A05CAS002A



Thomas John, Director of Queens Treatment Alternatives to Street Crime (TASC) speaking to the 2013 CASAC graduating class.

“I had a great semester. Natasha was one of the best professors I ever had. My class was one of a kind. They contributed their own experiences ... It gave me a taste of what I'm getting into.”

Nafeeza Hussein, CASAC Graduate, Winter 2013

Health/Online

Spanish for Medical Professionals/Online

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. ND

\$135 A05CRD801

Medical Terminology: A Word Association Approach/ Online

Prepare for a career in the Health Services industry by learning medical terminology through a unique approach. Use graphics, online interaction and unusual facts to help memorize hard to learn medical terminology. ND

\$135 A05HLT801

Human Anatomy and Physiology/ Online

Learn about the structure and function of the human body and how the organ systems work together. You'll also explore genetics, physical disorders, and recent advances in medicine. (non credit) ND

\$135 A05HLT800

Human Anatomy and Physiology II/Online

Gain a more advanced understanding of the structure and function of the human body. Learn about the four main types of tissues, general and special senses, cellular metabolism, and the importance of chemicals called acids, bases, and salts. (non credit) ND.

\$135 A05HLT802

Medical Math/Online

Learn to perform medical calculations with ease in an engaging environment. These practical and fun lessons will help you develop the medical math skills you need to do anything from calculating dosages for oral, parenteral, and intravenous medications to using scientific formulas. You'll also learn basic statistics with applications to the medical field. ND

\$135 A05HLT803

Learn Online! Visit www.ed2go.com/lagcc

To Register
Click Enroll Now, select a start date and follow instructions to pay online.

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-7244.
All online courses are ND



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.

These programs are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

Emergency Medical Technician (EMT) Basic

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

To receive an application to become an Emergency Medical Technician and arrange for your pre test and interview, call (718) 482-5768 or visit Room C-339.

Mon, Tues & Wed Sep 9 - Feb 20 (65 sessions/205 hours)
6:00 pm - 9:30 pm \$1095 A11EMT001A

What students are saying about our instructors:

Senior Instructor Frank Nuqui

“Very good instructor! Lots of useful, pertinent knowledge. Very dedicated and always willing to help. He never gave up on the students, and was always encouraging us.”

“A great instructor, but more importantly a great role model and a life-long friend.”

Lab Instructor Jackie Michelle Martinez

“Perfect mix of in-your-face attitude, knowledge, and personality. Jackie drilled us over and over on our skills and acronyms. I will never forget the things I learned from her.”

“Jackie’s pure heart and dedication made her an outstanding instructor. I’m very fortunate to have worked with her. She made me a more confident student and I am grateful.”

Paramedic Original

EMTs, are you ready to take your career to the next level? We will prepare you with the technical skills, medical knowledge, and clinical abilities necessary for you to excel as a NYS/NYC certified paramedic. **We are the only NYC paramedic program with a 100% pass rate on the NYS Certification Exam for twelve years!** Clinical rotation opportunities are available in Queens, Manhattan, Bronx and Brooklyn.

Only LaGuardia offers you the choice of a college degree or certificate program. You must have 6 months or 200 hours of patient care experience on an ambulance to qualify for admission. The program includes 600 hours of clinical rotations. The course fee for members of a NY State registered ambulance service is \$7,300. For others, the fee is \$8,800.

To request an application or to learn more about the Paramedic Program call (718) 482-5768.

Mon Thurs (6pm - 10pm) & Alternating Saturdays
(9 - 4) Sep 3 - Aug 21 (200 sessions)
6:00 pm - 10:00 pm \$7300 A11PMD001A



Paramedic Class XVI, graduating August 2012

Dietary Manager Program

Are you interested in upgrading your skills in food service management? Would you like to become a Food Service Supervisor

This program is eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

Certified Dietary Managers are nationally recognized experts at managing dietary operations. The LaGuardia ACE Dietary Managers Program provides training for people already working in a healthcare foodservice facility to continue up the career ladder.

The program is presented in three modules: fall, winter and spring. Each module runs for 10 weeks and includes 40 hours of lecture plus 50 hours of supervised fieldwork at the work site. Upon successful completion of the program, you are eligible to sit for the certification examination. ND

Instructor: Patricia Harvey-Slinger, Director of Clinical Nutrition and Patient Services at Methodist Hospital, has taught the Dietary Manager course at Career and Professional Programs (CAPP) since 2002.

Tue Sep 10 - Nov 12 (10 sessions/41.5 hours)
5:45 pm - 10:00 pm \$385 A05DMG001A

To qualify for the Dietary Managers Evening Program, you must:

1. Have a high school diploma or equivalency certificate
2. Be currently working in a food service department
3. Have a registered dietitian who will act as your preceptor

For more information call (718) 482-7244

Healthcare Interpreter Certificate Program

Healthcare Interpreter Certificate Program, Level 1

Are you bilingual? Learn the skills and basic vocabulary needed to start working in the high demand field of healthcare interpreting. Become a qualified healthcare interpreter by successfully completing the Level 1 course (45 hours) and passing the national Language Line Interpreter Skills Test (Medical Scenario).

This course is eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

For more information about these courses call (718) 482 7244.
Payment plan available. ND (no discount).

Intro to Spanish/English Healthcare Screening

Sat Sep 21 (1 session/2 hours)
11:00 am - 1:00 pm FREE! A05HLT000A

Sat Sep 28 (1 session/2 hours)
11:00 am - 1:00 pm FREE! A05HLT000B

Spanish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school or G.E.D. diploma and passing of a Spanish/English diagnostic exam.

Instructor: *Norbey Hernandez, M.S. in Administrative Studies; Boston University, B.A. in Foreign Languages; University of Tolima, has seven years of interpreting experience in hospital and legal settings.*

Sat Oct 12 - Dec 14 (9 sessions/45 hours)
9:00 am - 2:00 pm \$1010 A05HLT002A

Intro to Polish/English Healthcare Screening

Sat Sep 21 (1 session/2 hours)
11:00 am - 1:00 pm FREE! A05HLT000C

Sat Sep 28 (1 session/2 hours)
11:00 am - 1:00 pm FREE! A05HLT000D

Polish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school or G.E.D. diploma and passing of a Polish/English diagnostic exam.

Instructor: *Agata Baczyk, B.A. in Russian; Queens College CUNY, has taught Healthcare Interpreter Polish/English since 2010 in Career and Professional Programs (CAPP) and has been an interpreter for seven years.*

Sat Oct 12 - Dec 14 (9 sessions/45 hours)
9:00 am - 2:00 pm \$1010 A05HLT003A



Polish/English Healthcare Interpreter students in class.

Healthcare Interpreter Certificate Program, Level 2

Take your interpreting skills to the next level. Designed for healthcare interpreters currently working in the field, Level 2 certification consists of an advanced interpreter skills test and three courses: Healthcare Concepts and Terminology for Interpreters (40 hours); Skills Development for Healthcare Interpreters, Part 1 (40 hours); and Skills Development for Healthcare Interpreters, Part 2 (40 hours). ND

For more information call (718) 482 7244.

Healthcare Concepts and Terminology for Interpreters

Strengthen your medical terminology through this advanced, intensive course that focuses on healthcare service areas and body systems. Learn techniques for researching and managing new medical vocabulary. This is the first of three courses required for Level 2 certification. Prerequisite: Passing score on Language Line Interpreter Skills Test or equivalent work experience.

Instructor: *Cecilia Ortiz, Ph.D. in Human Anatomy and Physiology; University of Cuenca, has been a college instructor six years in the Human Sciences Department at LaGuardia.*

Sat Sep 14 - Nov 16 (10 sessions/40 hours)
9:00 am - 1:00 pm \$765 A05HLT004A

WINTER 2014

Sat Jan 11 - Mar 15 (10 sessions/40 hours)
9:00 am - 1:00 pm \$765 A05HLT004A

Skills Development for Healthcare Interpreters, Part 1

Using vocabulary learned in Healthcare Concepts and Terminology for Interpreters, build your interpreting skills through exercises, role play and sight translation tasks. Note taking, memory skills and discourse management are emphasized along with ethical decision making, responding to conflicts and more. You will also work on critiquing your own performance. Offered to Spanish/ English healthcare interpreters. Prerequisite/Corequisite: Healthcare Concepts and Terminology for Interpreters.

Instructor: *Aurora Ronquillo, B.S. in Community Health Education; Hunter College CUNY, has been an instructor in the CUNY system since 2009 and has worked in the interpreting field since 2001.*

Sat Dec 7 - Mar 1 (10 sessions/40 hours)
9:00 am - 1:00 pm \$785 A05HLT005A

“This course helped me to improve my listening, memory and interpreting skills.”

Student, Healthcare Spanish/English
Spring 2013

LPN to RN Transition Course



For more information call Michele Stewart at (718) 482-5238

In response to the shortage of professional nurses in the area, the New York State LPN to RN Transition course creates a pathway to encourage Licensed Practical Nurses to advance in their careers. This course will facilitate your transition

from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. It will validate your prior learning and update your knowledge, focusing on critical thinking and problem solving skills. Upon successful completion of this course, you will be eligible to earn a minimum of 12 credits in a participating Associate Degree Nursing program. ND

Wed Sep 18 - Dec 11 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$665 A20CRD001A

This course is eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

Certified Nurse Aide



For more information call Francine Tompkins at (718) 482-5971

The Certified Nurse Aide training program provides instruction in basic nursing theory and the technical skills necessary to provide patient care.

The 150-hour course consists of 100 hours of classroom instruction, followed by a 35-hour clinical practicum in a local long-term care facility, and 15 hours of preparation for the state examination. Course content includes basic patient care, infection control, nutrition and vital signs.

Upon completion of the program, you will take the NYS Certified Nurse Aide Exam. ND (no discount)

Oct 7 - Dec 12 (36 sessions/150 hours)
\$1860 A10HLT001A

Pharmacy Technician Certification Preparation



Develop the skills you need to work under a registered pharmacist and prepare for the Pharmacy Technician Certification Board (PTCB) exam.

Offered in partnership with Condensed Curriculum International, Inc. Prerequisite: High school or GED diploma and passing of a screening test.

For more information call (718) 482 7244. ND (no discount)

Tues & Thurs Oct 1 - Dec 10 (20 sessions/70 hours)
6:00 pm - 9:30 pm \$1015 A05HLT001A

This program is eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

“My career goal is to become a pharmacy technician. This course really helped me. It was informative and the professor is a pharmacist himself!”

Student, Spring 2013

Become a Personal Trainer and start a career in a field with growth potential!

Certificate Programs in Fitness

For more information about the courses below, please call (718) 482-7244.

Personal Trainer Certification

Become a Personal Trainer and start a career in a field with growth potential. Attend morning lecture at LaGuardia Community College and afternoon practical training at an offsite health club. Learn bio mechanics, exercise physiology, fitness testing, equipment usage, and health assessment. In order to earn the World Instructor Training Schools (W.I.T.S.) nationally recognized certificate, you must complete the Personal Trainer Certification course, pass the W.I.T.S. national exam, obtain your CPR/AED certification, and complete a 30-hour internship at a local gym. This course is offered in partnership with W.I.T.S. CPR/AED certification and textbook are not included. To order required textbook, call (888) 330 9487. Prerequisite: High school diploma or G.E.D. For more information call (718) 482 7244. ND (no discount)

Sat Oct 19 - Nov 23 (6 sessions/42 hours)
9:00 am - 4:00 pm \$790 A05CRD013A



Health Workshops

For more information about these workshops call (718) 482-5097

Child Abuse Identification and Reporting

Physicians, physician assistants, nurses, social workers, counselors, teachers and any adults working with children under 18 years of age are required by New York State law to report suspected child abuse and neglect. Learn how to identify symptoms of child abuse and neglect and what the required procedures are for reporting abuse. The NYS Certificate of Completion will be issued to those who attend the complete session.

Sat Nov 2 (1 session/2.5 hours)
1:00 pm - 3:30 pm \$80 A20CRD010A

Introduction to Infection Control

New York State law requires all licensed healthcare professionals to receive training in infection control and barrier precautions every four years. If you are a licensed healthcare worker, this 2.5 hour NYS Education Department approved course will satisfy your licensure requirement and increase your knowledge of new drug-resistant pathogens and occupational risks. You will also explore new strategies for infection prevention and control. This course is offered to all healthcare workers and students.

Sat Nov 2 (1 session/2.5 hours)
10:00 am - 12:30 pm \$80 A20CRD002A

ASL-English Interpretation Program

The American Sign Language (ASL) English Interpretation Program is a rigorous 2 year academic curriculum that incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). You can earn a BA degree or Professional Certificate in ASL English Interpretation. This is a highly selective program. Applications are accepted once a year in the spring, before the academic year begins in September. The Pre-Interpreting Program is for individuals preparing to enter the ASL English Interpretation Program. You must be a serious ASL student who interacts regularly in the Deaf community and has studied ASL for at least 2 years. This mini program includes: Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities. For more information visit <http://laguardia.edu/aeip/>

This program is eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

Advanced American Sign Language I

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

Wed Oct 2 - Dec 11 (10 sessions/25 hours)
6:00 pm - 8:30 pm \$439 A16INT001A

Ethics and Decision Making for Interpreters

This course will provide an exploration of the personal ethics and values that influence the decision making process. You will explore decision making in interpreting from cultural and socio political perspectives. You will also examine moral considerations and ethical systems; address power relationships between the non deaf interpreter and the Deaf community; and incorporate your impact in functioning as facilitators of communication. You'll use case studies to explore issues, make recommendations, and discuss the consequences of each decision. Prerequisites: Interpreting III and ASL Discourse.

Instructor: Lynnette Taylor, CSC, BFA, nationally certified interpreter since 1978, interpreter educator since 1998, national presenter on ethical decision making for interpreters, instructed in Julliard's Interpreting Theater Institute.

Thurs Sep 19 - Dec 12 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT107A

Interpreting I

This course will provide you with practice of requisite skills and process tasks needed for interpretation. Focus will primarily be on intralingual language exercises including shadowing, prediction and anticipation, memory enhancement, text analysis for goal and main points, and paraphrasing. You will be exposed to process models and descriptions - CIT, Colonosmos, Isham, Selekovitch, etc. - and will begin to apply them to observed interpretations. Exercises will be conducted in both English and American Sign Language. Prerequisites: competency screening and acceptance into the Program.

Instructor: Debbie Olsen, CI, CT, MA, nationally certified interpreter, BS ASL-English Interpretation, MA Linguistics. Former Director/Trainer Manhattan VRS Center - Sorenson Communications. Interpreting I, Interpreting VI Internship.

Thurs Sep 19 - Dec 12 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT101A

Interpreting IV

This hands on course will provide in depth study and practice of ASL English interpretation through the understanding and use of the consecutive mode of interpreting and transitioning to the simultaneous mode. You will build skills and knowledge through continued study and practice of text analysis, visualization, process management skills, and tools for self analysis and peer feedback. Pre requisite: Interpreting III & ASL Discourse

Instructor: Mary Darragh MacLean, CSC, CI, MS, RID certified interpreter since 1984, interpreter educator since 1992, presents nationally on Deaf and Hearing team interpreting. Interpreting IV.

Tue Sep 24 - Dec 10 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT106A

Interpreting Lab

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

Instructor: David Rivera, ASLTA, MA, ASL instructor since 1997, BA ASL Studies, MA Deaf Education, ASLTA certified, national presenter on ASL Classifiers, featured in ASL books and DVD publications. Lab, Service Learning.

Mon Sep 23 - Dec 16 (10 sessions/20.5 hours)
5:45 pm - 8:15 pm \$475 A16INT400A

Introduction to the Field of Interpreting

This course is an introduction to the field of American Sign Language English Interpretation. In addition to topics concerning the role, function, and skills required of an interpreter, you will be exposed to cross cultural issues affecting interpreters; examine current trends in research and the advancement of the field; and explore the various arenas in which interpreters work. Pre requisite: competency screening and acceptance into the program.

Instructor: Candace Broecker Penn, CI, CT, CSC, OCl:C, BA Theater and Education, MA Deafness Rehabilitation, nationally certified interpreter for over 35 years, co-founder and instructor for the Julliard Interpreting Theater Institute. Introduction to the Field of Interpreting.

Tue Sep 24 - Dec 10 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT100A

Service Learning I

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

Instructor: David Rivera, ASLTA, MA, ASL instructor since 1997, BA ASL Studies, MA Deaf Education, ASLTA certified, national presenter on ASL Classifiers, featured in ASL books and DVD publications. Lab, Service Learning.

Mon Sep 23 - Dec 16 (10 sessions/5 hours)
8:15 pm - 8:45 pm \$239 A16INT550A

“I find ASL-English Interpreting Program students are highly motivated and exceptionally scholarly. They are also a tight-knit group that supports one another and encourages each others' growth, which is inspiring to me as their instructor. If someone has to be absent, one of the other students makes sure that the missing classmate receives all of the information and materials from that class. It's always a pleasure to work with them and they help me grow as an instructor.”

Rhea Ummi Modeste

149

Since 1997 when the program began 149 people have graduated as ASL interpreters.

YOU in a NEW Career!

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

You can choose from intensive certification programs to customized short-term training, online or on site.

In 1 month you can

Get a license as a taxi driver - page 27
Take an online course in Word, Excel, Power Point or Access - page 13

In 3 months you can become

Certified as an Income Tax Preparer - page 8
Certified as an Emergency Medical Technician (EMT) - page 21
Certified as a Pharmacy Technician - page 23
LPN to RN transition course and earn 12 credits towards their nursing degree - page 23

In 4 months you can become

Certified in QuickBooks - page 8
Certified in ALL Microsoft Office Applications
(Word, Excel, Power Point and Access) - page 11

In 6 months you can become

An A+ Computer Service Technician - page 10
Certified as a Construction Manager - page 16

In 10 months you can become

Credentialed as a CASAC Trainee - page 20

In 12 months you can become

Certified as a Paramedic - page 21



Important statistics on certificate programs from a recent study show:

- Certificate programs are **affordable**, usually take less than a year to complete and often yield high returns.
- Certificates are a stepping stone to college degrees. **Twenty percent** of certificate holders go on to get two-year degrees, and an additional **13 percent** ultimately get a bachelor's degree.
- On average, workers with certificates **earn 20% more** than workers with only high school diplomas.
- Certificates provide **higher economic payoff** for those with less educational preparation.

Source: *Certificates: Gateway to Gainful Employment and College Degrees*, a study conducted by the Georgetown University Center on Education

Which Training Program is Right for You?

Find out more about these **FREE** Training Programs

• Computer Literacy

LaGuardia Community College's Home to Work Center for Displaced Homemakers offers:

- Computer and vocational training
- Personal development and economic self-sufficiency workshops
- Career counseling
- Job readiness workshops
- Job search and placement assistance

For more information call (718) 482-5340 or (718) 482-5161, or email msampson@lagcc.cuny.edu

• Green Jobs Training Program

The Green Jobs Training Program introduces you to the principles of sustainability and prepares you for a career in Waste Management or Green Cleaning & Housekeeping.

To register call (718) 663-8407 or visit www.greenworkforcenyc.org

• Certified Nursing Assistant to Licensed Practical Nurse

This program is for eligible, working Certified Nurse Aides or Nurse Technicians to enter and successfully complete LaGuardia's Practical Nursing certificate program and become a Licensed Practical Nurse in your respective hospital.

For more information call (718) 482-5097, email: clah@lagcc.cuny.edu or visit: <http://www.lagcc.cuny.edu/ace/clah.aspx>

• Home Health Aide Training Program for English Language Learners

The Center for Immigrant Education and Training (CIET) offers ongoing, free "ESOL Bridge to Home Health Aide Certification" training programs for English-language learners wishing to improve their workplace English skills and become certified as home health aides (HHAs).

For more information and to fill out a pre-application, call (718) 482-5460.

• NCLEX-PN Preparation Course for Internationally Trained Nurses

Do you have a nursing degree from another country? Take a step towards becoming a nurse in New York. Study to become a Licensed Practical Nurse (LPN) and get the English language skills you need to pass the NCLEX-PN exam.

For more information or to register for an orientation call (718) 482-5460 (Monday - Thursday 10:30 AM - 6:00 PM) or visit www.laguardia.edu/nycwbc/

• EMT and Community Health Worker Training

CUNY CareerPATH can jumpstart your career in healthcare and prepare you to enter the workforce. We offer training in two growing fields:

- Emergency Medical Technician - get your EMT certification and be on your way to providing emergency patient care
- Community Health Worker - get trained to educate your community on health and wellness, to help them gain access to needed medical services

To attend an information session, please call 718-730-7569.



Taxi & For Hire Vehicle Driver Institute

Do you want to earn money driving a cab? Do you need to renew your TLC license? Come to LaGuardia's Taxi & For Hire Vehicle Driver Institute, where we serve the needs of New York City's professional drivers! Prepare for the Taxi and Limousine Commission (TLC) Written Exam to obtain your license with our Defensive Driving, Official 80 Hour, EZ License 24 hour class, Taxi Prep Test or English for Taxi Drivers classes. Take the TLC Written Exam at LaGuardia. To maintain your license, take our 4-hour continuing education workshop. Register Now!

Visit www.laguardia.edu/acereg/or call (718) 482-5335.

For more information email CUNYTAXI@lagcc.cuny.edu or visit <http://ace.laguardia.edu/taxi>. All Taxi & For Hire Vehicle Driver Institute classes are ND (no discount).



Jeff Walsh

Taxi Teacher Helps Students Navigate New Opportunities

Jeff Walsh graduated college as a theater major, and got into teaching later in life when asked to coach a Little League team. As Jeff coached, he witnessed how the kids took chances and learned in the process; he says the "courage that the young players displayed convinced me that I wanted to be a teacher." Jeff enjoyed teaching so much that he went on to earn both a master's degree and a doctorate in Education.

In 1997 Jeff applied for a position as an instructor in LaGuardia's Taxi program, and has been with the program ever since. Jeff notes that 90% of taxi drivers are immigrants, and says that the Taxi program is "very important." He contends that "the program is proof that people can still come to this great country and find opportunities to better themselves and provide for their families."

Besides teaching Taxi classes, Jeff has taught in the performing arts for over 20 years. He also runs a puppet theater with his wife, performing shows for libraries, hospitals and nursing homes.

“The most rewarding thing about the Taxi Program is the students. They are a wonderfully diverse population, hungry for knowledge and courageous enough to start a new life in a new land.”

GOING BEYOND

Defensive Driving Auto Insurance & Point Reduction Course

Open to the Public

Reduce your car insurance premium by 10% by completing this 6-hour course! In addition, you can receive up to 4 violation points deducted off your New York State driver's license. ND

Sat 9:30 am - 4:00 pm (1 session/6 hours) \$40

Sep 7	A17DD0009A
Sep 21	A17DD0009B
Oct 19	A17DD0010A
Oct 26	A17DD0010B
Nov 9	A17DD0011A
Nov 23	A17DD0011B
Dec 7	A17DD0012A
Dec 21	A17DD0012B

Defensive Driving for Taxi and FHV Drivers

All TLC pre applicants must complete a 6 hour New York, State DMV certified defensive driving course within six months of filing a TLC application to drive any taxi. Satisfies the requirement for TLC Rule #202a10 and #2 11d.

9:30 am - 4:00 pm (1 session/6 hours) \$40

Wed Sep 7	A17DDV009A
Mon Sep 16	A17DDV009B
Sat Sep 21	A17DDV009C
Thu Sep 26	A17DDV009D
Tue Oct 1	A17DDV010A
Mon Oct 7	A17DDV010B
Sat Oct 26	A17DDV010C
Tue Oct 29	A17DDV010D
Wed Oct 30	A17DDV010E
Sat Nov 9	A17DDV011A
Wed Nov 13	A17DDV011B
Sat Nov 23	A17DDV011C
Tue Nov 26	A17DDV011D
Sat Dec 7	A17DDV012A
Sat Dec 14	A17DDV012B
Thu Dec 19	A17DDV012C
Thu Dec 26	A17DDV012D

EZ License - 24-Hour Class

This class is offered to drivers with more knowledge of NYC. It is 24 hours of instruction over three (3) days and covers map-reading skills, geography, driver/passenger relations and preparation for the TLC exam.

Mon - Sat 9am - 6pm (3 sessions/24 hours)
\$145 plus the cost of one TLC exam

Sep 1 - Sep 30	A1724H009A
Oct 1 - Oct 31	A1724H010A
Nov 1 - Nov 30	A1724H011A
Dec 1 - Dec 31	A1724H012A

The Official 80-Hour Class

This ten (10) day training course will increase your chances of passing the taxi exam and increase your knowledge of NYC. This course also offers as many extra classes as you need to help you pass the TLC Exam at no additional charge and covers additional material not offered in the 24 hour course, including comprehensive instruction on TLC rules and procedures, map reading skills, geography, driver/passenger relations, free TLC taxi prep test, TLC Exam and state of the art classroom technology. You can start any time, any day. Classes are ongoing.

Mon - Fri 9:00 am - 6:00 pm (10 sessions/80 hours)
\$325 (includes books, unlimited classes and TLC Exam)

Sep 1 - Sep	A1780H009A
Oct 1 - Oct 31	A1780H010A
Nov 1 - Nov 30	A1780H011A
Dec 1 - Dec 31	A1780H012A

TLC Taxi Prep Test

The NYC Taxi and FHV Driver Institute is an official testing center for the TLC Exam. Benefit from our 25 years of experience in preparing drivers with this prep test course. Prep tests are graded and reviewed to give you an indication of whether or not you are ready to pass the TLC exam.

1:00pm - 6:00pm Every other Thursday
(1 session/5 hours) \$20

Sep 5	A17PRP009A
Sep 19	A17PRP009B
Oct 3	A17PRP010A
Oct 17	A17PRP010B
Nov 14	A17PRP011A
Nov 27	A17PRP011B
Dec 12	A17PRP012A



Taxi 4-Hour Continuing Education Workshop

Before your first year probationary taxi driver's license expires, you are required to attend and complete a four hour course that includes an update of rule changes, a review of driver responsibilities and duties, driver passenger relations and awareness of serving passengers with disabilities. (This workshop satisfies TLC Rule # 2 11a)

Either 9:00 am - 1:00 pm, or 10:00 am - 2:00 pm, or 1:30 pm - 5:30 pm, or 6:00 pm - 10:00 pm
(1 session/4 hours) \$20

Wed Sep 4	10:00 am - 2:00 pm	A17RNW009A
Sat Sep 7	6:00 pm - 10:00 pm	A17RNW009B
Tue Sep 10	10:00 am - 2:00 pm	A17RNW009C
Sat Sep 14	6:00 pm - 10:00 pm	A17RNW009D
Wed Sep 18	1:30 pm - 5:30 pm	A17RNW009E
Tue Sep 24	1:30 pm - 5:30 pm	A17RNW009G
Sat Sep 28	10:00 am - 2:00 pm	A17RNW009H
Mon Sep 30	9:00 am - 1:00 pm	A17RNW009I
Thurs Oct 3	9:00 am - 1:00 pm	A17RNW010A
Sat Oct 5	6:00 pm - 10:00 pm	A17RNW010B
Thurs Oct 10	10:00 am - 2:00 pm	A17RNW010C
Tue Oct 15	6:00 pm - 10:00 pm	A17RNW010D
Thurs Oct 17	6:00 pm - 10:00 pm	A17RNW010E
Wed Oct 23	9:00 am - 1:00 pm	A17RNW010F
Sat Oct 26	10:00 am - 2:00 pm	A17RNW010G
Mon Oct 28	1:30 pm - 5:30 pm	A17RNW010H
Mon Nov 4	6:00 pm - 10:00 pm	A17RNW011A
Wed Nov 6	1:30 pm - 5:30 pm	A17RNW011B
Tue Nov 12	6:00 pm - 10:00 pm	A17RNW011C
Thurs Nov 14	10:00 am - 2:00 pm	A17RNW011D
Sat Nov 16	6:00 pm - 10:00 pm	A17RNW011E
Tue Nov 19	10:00 am - 2:00 pm	A17RNW011F
Thurs Nov 21	9:00 am - 1:00 pm	A17RNW011G
Sat Nov 23	1:30 pm - 5:30 pm	A17RNW011H
Thurs Nov 27	9:00 am - 1:00 pm	A17RNW011I
Mon Dec 2	1:30 pm - 5:30 pm	A17RNW012A
Thurs Dec 5	6:00 pm - 10:00 pm	A17RNW012B
Mon Dec 9	10:00 am - 2:00 pm	A17RNW012C
Thurs Dec 12	6:00 pm - 10:00 pm	A17RNW012D
Sat Dec 14	10:00 am - 2:00 pm	A17RNW012E
Tue Dec 17	1:30 pm - 5:30 pm	A17RNW012F
Sat Dec 21	10:00 am - 2:00 pm	A17RNW012G
Mon Dec 30	10:00 am - 2:00 pm	A17RNW012H

NEW! TLC Certified Base and Vehicle Owner Point Reduction Program

See page 33

Complete this 4-hour course and get a point deducted from your TLC license!

TLC English Proficiency and Written Exam

LaGuardia Community College is an official on site TLC Exam Center. You must call in advance for the exam schedule and confirmation number at (718) 482-5336.

Fri 9:00 am - 3:00 pm
(1 session/6 hours) \$25

Sep 13	A17TST009A
Sep 20	A17TST009B
Sep 27	A17TST009C
Oct 11	A17TST010B
Oct 25	A17TST010C
Nov 1	A17TST011A
Nov 8	A17TST011B
Dec 6	A17TST012A
Dec 13	A17TST012B
Dec 20	A17TST012C

English for Taxi Drivers

Learn the necessary language skills to pass the English portion of the TLC Exam. You will focus on listening and reading comprehension as well as writing, with an emphasis on spelling New York City geographical locations. You will also have opportunities to practice multiple choice tests in a structure that is similar to the official TLC English Taxi Exam.

9:00 am - 1:00 pm Every other Thursday
(1 session/4 hours) \$29

Sep 5	A17TEP009A
Sep 19	A17TEP009B
Oct 3	A17TEP010A
Oct 17	A17TEP010B
Nov 14	A17TEP011A
Nov 27	A17TEP011B
Dec 12	A17TEP012A

Manhattan Geography

Receive an intensive review of the geography of Manhattan, from north to south, east to west.

9:00 am - 6:00 pm (1 session/8 hours) \$49

Fri Sep 13	A17GMAN09A
Fri Sep 27	A17GMAN09B
Mon Oct 11	A17GMAN10A
Fri Oct 25	A17GMAN10B
Fri Nov 8	A17GMAN11A
Tue Nov 22	A17GMAN11B
Fri Dec 6	A17GMAN12A
Fri Dec 20	A17GMAN12B

Outer Boroughs Geography Part I - Emphasis on Brooklyn & Queens

Study the geography of the 4 outer boroughs, with an emphasis on Brooklyn and Queens. Explore major thoroughfares and water crossings that connect to Manhattan, and learn how to use a five borough indexed atlas to reinforce map reading skills for the TLC Exam. Discover similarities and differences of the outer boroughs to help give you a better understanding of these areas.

9:00 am - 6:00 pm (1 session/8 hours) \$49

Tue Sep 3	A17GBRQ09A
Mon Sep 16	A17GBRQ09B
Mon Sep 30	A17GBRQ09C
Tue Oct 15	A17GBRQ10A
Mon Oct 28	A17GBRQ10B
Tue Nov 12	A17GBRQ11A
Mon Nov 25	A17GBRQ11B
Mon Dec 9	A17GBRQ12A
Mon Dec 23	A17GBRQ12B

Outer Boroughs Geography Part II - Emphasis on Bronx & Staten Island

Study the geography of the 4 outer boroughs, with an emphasis on the Bronx and Staten Island. Explore major thoroughfares and water crossings that connect to Manhattan, and learn how to use a five borough indexed atlas to reinforce map reading skills for the TLC Exam. Discover similarities and differences of the outer boroughs to help give you a better understanding of these areas.

9:00 am - 6:00 pm (1 session/8 hours) \$49

Wed Sep 4	A17GBXS09A
Tue Sep 17	A17GBXS09B
Tue Oct 1	A17GBXS10A
Wed Oct 16	A17GBXS10B
Tue Oct 29	A17GBXS10C
Wed Nov 13	A17GBXS11A
Tue Nov 26	A17GBXS11B
Tue Dec 10	A17GBXS12A
Thurs Dec 26	A17GBXS12C

NYC's Places of Interest and How to Make More Money as a Taxi Driver

Learn about New York City landmarks, places of interest, and locations discussed on TLC Exam. Also discover how to maximize your earning potential by reviewing topics such as traffic patterns, holidays, alternate routes and more.

9:00 am - 6:00 pm (1 session/8 hours) \$49

Fri Sep 6	A17NYC09A
Wed Sep 18	A17NYC09B
Wed Oct 2	A17NYC10A
Fri Oct 18	A17NYC10B
Wed Oct 30	A17NYC10C
Fri Nov 15	A17NYC11A
Wed Dec 11	A17NYC12A
Fri Dec 27	A17NYC12B



Veterans...

Get a college degree and open the door to your future!

Join the Veterans community at LaGuardia

Veterans Upward Bound Program

Academic/College Prep & Assistance:

- Assessment of academic skills
- Refresher courses in math, writing, reading and computer skills (college placement test prep)
- Tutoring and mentoring
- Individualized academic advising
- College admissions forms
- Financial aid applications and researching scholarships

Other Services:

- Career counseling and planning
- Help with GI Bill applications
- Referrals to community agencies serving veterans

All services are free for qualifying veterans!

Phone: (718) 482-5386 or 5231

Email: vets@lagcc.cuny.edu

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

Veterans - Transition to College

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Keisha Frederick

Veteran...Student...Mentor

Keisha Frederick, a seven-year United States Army veteran, started with the Veterans Upward Bound Program in 2009. The former Automated Logistics Specialist applied to LaGuardia in 2011 as an undergraduate and is currently pursuing a degree in Education.

“My journey at LaGuardia has been a successful and smooth one due to the VUB program. The program continues to help me be active among the veteran students.”

In fall 2012, she was named President of the Veterans Club. One day, Keisha aspires to open her own daycare center. She attributes her success at LaGuardia to her background in the armed forces. “The military gave me the discipline I needed to be a part of today’s society,”

she says. “My journey at LaGuardia has been a successful and smooth one due to the VUB program. The program continues to help me stay active among the veteran students.”

Keisha is currently working with the Veterans Upward Bound Program as a mentor.

DARING TO DO MORE

“Because of the Veterans Upward Bound Program, I was able to pick up my education from where I left off 25 years ago. This program gave me a second chance in life and helped me get into LaGuardia Community College.”

-Martin Smith

“LaGuardia is a bridge for veterans seeking to enhance their future. Veterans often get lost in the transition to civilian life. The Upward Bound Program becomes the navigational tool that helps point them in the right direction.”

-Garry Corneau

Veterans - you can receive tuition assistance for these courses!

Accounting, Bookkeeping and Tax Preparation

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DID YOU KNOW?

College-Level Examination Program (CLEP) A Credit-by-Examination Program for Veterans

The College-Level Examination Program (CLEP) lets you earn college credit for what you already know by earning qualifying scores on any of 33 introductory-level college subject examinations.

Depending on your GI Bill benefits election, you may be able to claim full reimbursement for CLEP exams and exam administration fees.

To find out more about CLEP for Veterans visit
http://media.collegeboard.com/digitalServices/pdf/clep/clep_for_veterans_flyer.pdf

To find out about your GI Bill benefits visit the U.S. Department of Veterans Affairs/Benefits at
<http://benefits.va.gov/benefits/>

For more information on CLEP tests, see page 45.

"Goldman Sachs 10,000 Small Businesses helped me put in place the human resources structure and internal management systems I needed to support my company's growth."

— Saudia
Greenhouse Eco-Cleaning
Brooklyn, New York



Goldman Sachs is committed to helping *10,000 Small Businesses* create jobs and drive economic growth.

Goldman Sachs is helping small business owners like Saudia to grow their companies. Through the *10,000 Small Businesses* initiative, we're providing business skills and capital to entrepreneurs across the country. Since participating in the program, Saudia has acquired a solid foundation of management skills and added new positions within her company. Now her small business is driving economic progress in her community.

Learn more at www.LaGuardia.edu/10ksb or 718.730.7400



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Are you a new or emerging small business?

LaGuardia has many services to help your business grow!

Do you need help preparing loan packages?

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

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



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

10,000 Small Businesses (10KSB) is a five-year 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: <http://laguardia.edu/10ksb/>
Call: (718) 730-7400
Email: 10KSB@lagcc.cuny.edu



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

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

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



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

Career and Professional Programs (CAPP) offers computer and accounting courses, industry certifications and licenses and workshops on using social media to network and market your business.

Website: <http://laguardia.edu/capp>
Call: (718) 482-7244
Email: acprofessional@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: <http://osdbu.dot.gov/regional/northeast.cfm>
Call: (718) 482-5941
Email: eperdomo@lagcc.cuny.edu



Do you want custom training for your employees?

The **Center for Contract Training** develops customized educational programs for businesses, non-profits, and community and other organizations. Programs range from ESL classes to credit-bearing college courses.

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

Are you a designer looking for studio space or business and sustainability training?

NYDesigns, a business incubator, helps emerging and established designers grow their firms by providing low cost studio space, business and sustainability training and business counseling, all under one roof.

Website: <http://www.nydesigns.org>
Call: (718) 663-8404
Email: fjohn@lagcc.cuny.edu



Do you need to understand the Affordable Care Act?

The **Small Business Assistance Program** (SBAP), an initiative of the Community Service Society, helps small businesses navigate the new law, and provides health reform information in group presentations and one-on-one consultations on insurance options, costs, tax credits, penalties and more.

Call: (718) 482-5493
Email: business_services@lagcc.cuny.edu





NEW!

LaGuardia Community College

NYC Taxi & FHV Driver Institute

TLC Certified Base and Vehicle Owner Point Reduction Program

Attention: For-Hire Vehicle Owners and Base Corporate Officers, Partner or Owners

In Reference to TLC's Base and Vehicle Owner Rule 59B-35

Complete this 4-hour course and get a point deducted from your TLC license!

Develop a better understanding of FHV Base and Vehicle owner's roles and responsibilities as transportation partners with the TLC.

This program is also designed to teach compliance with TLC Rules that could result in possible suspension/revocation of your license.

\$75. No required tests.

For more information call (718) 482-5336.

NYC Taxi and FHV Driver Institute has been training TLC drivers since 1984

NEW!

Learn more about the

AFFORDABLE CARE ACT

Learn how tax credits or penalties might apply to your business

Attend an Open House in Room B305

Tuesdays	7/30/13
	8/6/13
	8/13/13
	8/27/13
	9/10/13
Wednesday	9/18/13
Monday	9/30/13
Tuesdays	10/8/13
	10/15/13
	10/29/13



RSVP or for more information:
business_services@lagcc.cuny.edu
OR
(718) 482-5493

The **Small Business Assistance Program (SBAP)**, an initiative of the Community Service Society, is a network of organizations across New York State that helps small businesses obtain affordable health insurance and navigate health reform. We provide information through group presentations and one-on-one consultations on insurance options, costs, tax credits, enrollment, dispute resolution and more.



Serving Queens, Nassau and Suffolk Counties

Contact: Danilo Djuretic, SBAP Coordinator
30-20 Thomson Avenue, Room B309
Long Island City, NY 11101



NUEVO! Proveedor de Guadería Infantil

For more information about the courses below, please call (718) 482-7244

Estudie para ser proveedor de guadería infantil. Usted aprendera como desarrollan y aprenden los niños de 2 meses a 12 años de edad, y también de regulaciones del estado de Nueva York relacionados. Al final del curso, recibirá la certificación de 30 horas de salud y seguridad requerido por Nueva York para trabajar con niños.

Become a professional day care provider. You will study how children develop and learn from ages 2 months to 12 years, and discuss relevant New York State regulations. Upon completion, you will receive a certification of 30 hours in health and safety required by New York to work with minors.

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 Subita del Lactante (SIDS) y Síndrome del Bebe Sacudido
- Preparación y Respuesta ante la Emergencia
- Introducción del Desarrollo Físico, Cognitivo, Creativo y Comunicativo del Niño

Topics:

- 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

ND (no hay descuento)

ND (no discount) This course is offered in Spanish only.

Sat Sep 14 - Oct 5 (4 sessions/30 hours)
9:00 am - 5:00 pm \$500 A05ELE001A

Sat Oct 12 - Nov 9 (4 sessions/30 hours)
9:00 am - 5:00 pm \$500 A05ELE001B

Sat Nov 16 - Dec 14 (4 sessions/30 hours)
9:00 am - 5:00 pm \$500 A05ELE001C



LaGuardia Community College Procurement Technical Assistance Center (PTAC)

Our mission is to assist businesses in marketing their goods and services to the Federal, State, and local governments. We strive to simplify the steps necessary to successfully sell to the government. The center offers procurement technical assistance and training workshops to meet the needs of any size business, including Minority Owned Small Business, Service Disabled Veteran Owned Small Business/Veteran Owned Small Business (SDVOSB/VOSB) and Women Owned Small Businesses throughout the Queens region.

The following procurement technical assistance is offered to businesses in the region:

- One-on-one business counseling
- Training in government contracting
- Review of bids, GSA schedules and contracts
- Procurement regulations assistance
- Research and analysis of goods or services
- Access to bid opportunities via our database
- Events, networking sessions, expos and match makers for businesses to meet with government buyers/ACCO/contracting officers
- Assistance with marketing to government agencies
- Assistance to Minority/Women Owned Businesses in obtaining federal, New York City and State M/WBE certifications
- Small Business Innovation Research assistance

Mailing Address:

31-10 Thomson Avenue, B309
Long Island City, NY 11101

Location:

30-20 Thomson Avenue, B309
Long Island City, NY 11101

11th Annual Queens Small Business and Procurement Expo – An Appealing Destination!

The 11th Annual Queens Small Business and Procurement Expo took place on June 7th, hosted by the LaGuardia Community College Procurement Technical Assistance Center (PTAC). The Expo gave small business owners the opportunity to network with representatives of government agencies, prime contractors and other small businesses, and was especially important for businesses wanting to sell goods and services to the government, or to become sub-contractors to companies already holding government contracts.

This year, PTAC was honored with a proclamation from NYC Council Member and Small Business Committee Chair, Ms. Diana Reyna and NYC Council Member Jimmy Van Bramer. The award was in recognition of PTAC's dedication and commitment to the growth and development of small businesses

The Expo gave small business owners the opportunity to network with representatives of government agencies, prime contractors and other small businesses...

which are the foundation of our economy and of job creation. Three PTAC clients were also honored by the Council Members for recent success in gaining government contracts.

The Expo offered workshops on topics important to small businesses (such as the Affordable Healthcare

Act and understanding project labor agreements), which were well-attended and offered advice from experienced leaders in the field. All levels of government were represented at the event, along with private industry; exhibitors included FEMA, the NYC Police Department, the US Postal Service and Skanska. There were 58 exhibitors and over 300 attendees at the event.

Next year's date is already confirmed: June 6th, 2014.

The 11th Annual Queens Small Business and Procurement Expo



(Left to right) George Llanos, Diana Reyna, Edgard Hernandez

JFD Sales and PTAC...a winning combination!

Juan "Joe" Corchado, emigrated to Queens from the island of Puerto Rico in the late 60's. He went to work in the office furniture business, loved it, and has been in the industry ever since. In 1997, Joe and co-founder Doris Benitez established JFD Sales. In 2000, Joe created JFD Sales Corporation, and nine years later established a subsidiary, JFD Sales Consulting Services.

In 2008, Joe attended a networking event and learned about the Procurement and Technical Assistance Center (PTAC) at LaGuardia Community College. Thanks to PTAC, Joe gained an understanding of his market. PTAC helped Joe become a Minority Business Enterprise (MBE) with NY City and NY State, showed Joe how to offer his goods and services to federal, state, and local governments, and introduced him to agencies that would eventually become his clients, such as the Department of Education, the Internal Revenue Service, the United States Department of Agriculture, and the Dormitory Authority of the State of New York. According to Joe, with "City, State and Federal entities being the markets JFD services, we've come to recognize the importance of partnering with PTAC, since they have advance notice of upcoming projects that may require products and or services we provide." PTAC has also helped Joe network with prime contractors, such as SKANSKA and Tishman.

Thanks to PTAC, Joe gained an understanding of his market.

Today, JFD Sales employs more than a dozen office furniture and space consulting professionals in their 3,000-square foot headquarters and showroom in Long Island City. JFD also maintains satellite offices in New Jersey and Long Island, as well as four warehouses in the Tri-state Area. The business has gone from annual sales of \$168K in its first year of operation, to upwards of \$10 million.

JFD Sales was recently presented with a citation for their achievements by Diana Reyna, NYC Council Member and Small Business Committee Chair, during the 11th Annual Queens Small Business and Procurement Expo, hosted by PTAC (see photo, below). Joe continues to express his strong Hispanic heritage through voice and action for Minority Business Enterprises; by contributing his time, energy and funds, he supports organizations that stand for the enhancement of minority communities and businesses.



Joe Corchado, President of JFD Sales (second from right, above) received a citation for his company's achievements at the 11th Annual Queens Small Business and Procurement Expo.

Left to right, above:

George LLanos, Procurement Counselor, PTAC, Paul J. Skretkiewicz, Administrator, Purchasing-Supplier Diversity, Con Edison, Michael Jones-Bey, Director, Supplier Diversity, Con Edison, Patrick Mullare, Owner, Patson Corp., Linda Mellon, Executive Director, Business Services, LaGuardia Community College, Diana Reyna, NYC Councilwoman, Chair, Small Business Committee, Osbert Orduna, Managing Partner, M & C Venture Group, LLC, Marco Orduna, Partner, M & C Venture Group, LLC, Joe Corchado, President, JFD Sales, Edgard Hernandez, Director, PTAC

Business/Online

All online courses are ND (no discount)



Learn Online!
Visit www.ed2go.com/lagcc

To Register

Click Enroll Now, select a start date and follow instructions to pay online.

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-7244.



Introduction to Nonprofit Management/ Online

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. Learn from a seasoned veteran how to create a plan of action to be successful while mastering the core knowledge necessary to become an effective leader.

\$135 A05BUS808



Creating a Successful Business Plan/Online

Success in business begins with a plan. By committing your idea to paper, you identify strengths and weaknesses. Business plans are not just for financing purposes; they are working documents to guide your business. For new and established small business owners, this course will start you down the path to success.

\$135 A05BUS819



Introduction to Business Analysis/ Online

Learn powerful quantitative methods to help you make better, more informed and more effective business decisions. Discover how these practical techniques can assist you in establishing a career in business.

\$135 A05BUS812



Start and Operate Your Own Home Based Business/Online

Learn how to be your own boss and enjoy the endless benefits of working at home. Learn to develop the entrepreneurial qualities, motivation, discipline, and creativity that you need to succeed.

\$135 A05BUS800



Marketing Your Business on the Internet/Online

Find out how to affordably market your business on the Internet from an e-commerce expert. In this practical, hands-on course you'll learn secrets about the types of businesses that thrive on the Internet, and discover proven methods to establish an online presence and build a brand identity.

\$135 A05BUS809



Small Business Marketing on a Shoestring/Online

Learn how to use the same marketing tricks the big companies employ without spending big money. Create a customized marketing plan, attract your target audiences, entice customers, and keep buyers coming back for more.

\$135 A05BUS822



Managing Customer Service/Online

Discover creative methods for attracting and hiring top-notch reps and bringing out the best in your team to improve your business customer service. Lead by example by anticipating the needs of your employees as well as customers and learn how to effectively measure performance.

\$135 A05BUS818



Achieving Success with Difficult People/Online

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Find out how to understand yourself better, solve "people" problems, and improve your relationships as well as your personal and professional productivity.

\$135 A05BUS815



Start a Pet Sitting Business/Online

Turn your passion for animals into a profitable career and master the essentials of starting a pet sitting business. Beginning with dog and cat care, you will learn about nutrition, exercise, first aid, and identification of common diseases. You'll also discover how to handle home visits to impress potential clients and explore the finances behind a start up as well as business plans and low cost marketing.

\$135 A05BUS816



Web 2.0: Blogs, Wikis, and Podcasts/ Online

Learn to create your own blog, wiki, and audio and video podcast and how to promote visits to these sites. Through hands-on activities in each lesson, you'll practice working with free Web 2.0 tools, such as Blogger, Wikispaces, and YouTube. You'll also explore opportunities to use these tools for personal, business, educational and political projects. ND.

\$135 A05CMP848



Get Paid to Travel/Online

Up for making money, globe trotting, and having fun at the same time? Become a professional tour director. Discover full and part time career opportunities and look for prospective employers.

\$135 A05CRD800



Introduction to Interior Design/Online

Start creating beautiful residential interiors for yourself and others. Discover how to transform plain living spaces into beautiful and functional rooms. Delve into color theory, interior design styles and trends, spatial arrangements, floor plans, "green" design and other basics while getting hands on practice. Explore a range of interior design careers and get insider tips for entering this exciting field.

\$135 A05BUS823



Wow, What a Great Event!/Online

Create and coordinate successful special events by selecting the right suppliers for food, decorations, and entertainment. Learn invaluable tips, tools, techniques, and procedures while staying within your budgetary constraints!

\$135 A05PEN809



Athaide de Moraes

It's never too late to learn!

Athaide de Moraes is living proof of the adage “You’re never too old to learn something new.” After serving in the navy for 30 years in his native Brazil, Athaide earned a degree in maritime law, then embarked on what became a 23-year career teaching the subject. Athaide eventually retired and moved to the US, where his wife and two daughters already lived. Then, in 2005 Athaide – not one to sit idly at home – decided to learn English and enrolled in The English Language Center (TELC) at LaGuardia.

Now, at the age of 85, Athaide is eager to start another career, this time volunteering as an Airport Ambassador, an opportunity to meet and greet people from all over the world. Athaide feels confident that he can get to this next juncture by improving his English studying at TELC. Athaide says TELC teachers give him all their attention and do their best to help him learn, and declares that studying at LaGuardia “has been an unforgettable experience.” He observes that LaGuardia brings people together from all around the globe to learn together, and adds “everyone here has the same goal: to prepare for their future.”

“Studying at LaGuardia has been an unforgettable experience.”

GOING BEYOND

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Learn English

Visit us online to learn more: <http://esl.lagcc.cuny.edu>

facebook

TELCC is on

YouTube

twitter

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, speaking, field trips and Internet research. We also offer courses that teach you English through art, business, pop culture, blogs and wikis, and dance. Do you have questions about immigration, life in the United States, your future plans? Our staff can help. Come study with us and make TELC your home away from home!

You will have access to LaGuardia Community College's computer labs, library, gym and swimming pool. Payment for all ESL courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.

For more information, call (718) 482 5360 or visit TELC at 29-10 Thomson Avenue in Room C 354. TELC is on Facebook, YouTube and Twitter. Visit us online to learn more: <http://esl.lagcc.cuny.edu>.

Day Intensive

Learn English for college, graduate school or professional advancement in this academic preparation program. Improve your English reading, writing, listening, speaking, grammar and pronunciation skills. At the intermediate and advanced levels, choose an elective such as Business English, Dance, Pronunciation, Vocabulary and more! Receive free tutoring in conversation at our Language Clinic. Classes meet U.S. Government requirements for the issuance of I 20s.

Fall 2013 Registration:

Tuesday, September 10 and Wednesday September 11, 11:00 am - 3:00 pm, Room C 354. The non refundable \$50 registration fee is included in the tuition.

Morning Day Intensive

Mon - Fri Sep 23 - Dec 4 (49 sessions/169.75 hours)
8:45 am - 12:45 pm \$1625 AF021000

Afternoon Day Intensive

Mon - Thurs Sep 30 - Dec 11 (40 sessions/180 hours)
1:30 pm - 6:30 pm \$1440 AF021001

Evening English Program

Are you planning to enroll in a college or university program? Do you need to improve your English skills to advance your professional career? If so, take this 6-level English program. You will improve your listening, speaking, reading, writing and grammar and acquire valuable college study skills. Fall 2013 registration starts Thursday, September 19, to Thursday, September 26, 4:00 pm - 7:00 pm, Room C 354. The non-refundable \$50 registration fee (4 nights) or \$25 registration fee (2 nights) is included in the tuition.

Evening English Program - 4 Nights - Listening, Speaking, Reading, Writing, and Grammar

Mon - Thurs Oct 2 - Dec 16 (40 sessions/90 hours)
6:50 pm - 9:05 pm \$665 AF021006

Evening English Program - 2 Nights - Listening, Speaking and Grammar

Mon & Wed Oct 2 - Dec 16 (20 sessions/45 hours)
6:50 pm - 9:05 pm \$355 AF021003

Evening English Program - 2 Nights - Reading, Writing and Grammar

Tues & Thurs Oct 3 - Dec 12 (20 sessions/45 hours)
6:50 pm - 9:05 pm \$355 AF021004

Saturday English Program

Improve your listening, speaking, reading, writing and grammar skills by using authentic language and materials that will help you function in your daily life, prepare for college or get a better job. Fall 2013 Registration: Saturday, September 28 to Saturday, October 5, 10:00am - 1:00pm, Room C 354. The non-refundable \$25 registration fee is included in the tuition.

Saturday English Program

Sat Oct 12 - Dec 14 (9 sessions/45 hours)
9:00 am - 2:00 pm \$355 AF021005



Language Clinic Coordinator Margaret Culhane (right) and LaGuardia student assistant Ako Mabuchi (left) welcome The English Language Centers students to the start of Spring 2013 in the Language Clinic.

Volunteers from all over campus come to the Language Clinic each Tuesday and Thursday to visit with TELC students about current topics so they can practice their English language skills.



Jacinto Guapinaula

New scholarships opening doors of opportunity

Jacinto Guapinaula never completed high school in his home country. He came to the U. S. from Ecuador seeking better educational and professional opportunities, but with a family to support, he was not able to pay for school. While working as a waiter, he attempted to learn English on his own by trying to read through newspapers to grasp what he could.

When he heard about scholarships for English as a Second Language (ESL) classes and skills training being offered at LaGuardia through a partnership with the Ecuadorian Consulate, Secretaría Nacional del Migrante (SENAMI), he knew it was his chance.

"Thanks to the assistance from SENAMI I could begin my studies," says Jacinto, who is currently enrolled in the college's English Language Center (TELC). "Learning English opens new doors and new job opportunities. TELC is a great program. I learned a lot, and the teachers are well trained. I plan to continue my studies after my scholarship ends."

Jacinto hopes to eventually take the high school equivalency exam and enroll in the college soon thereafter. "I want to have a degree in this country. I want to have a career that will let me help others," he says.

Scholarship Opportunities for Ecuadorian Students

Beginning in 2013, Ecuadorians nationals were granted funding by the Ecuadorian Consulate to attend continuing education classes at LaGuardia Community College. Currently, LaGuardia is serving over 100 students sponsored by this program. Of this number, seventy eight are enrolled in TELC's English as a Second Language programs.

For sponsorship requirements and eligibility, please contact the Ecuadorian Consulate at (718) 803-3086.

CHALLENGING EXPECTATIONS

Specialized Workshops - Afternoon

TELC's specialized workshops are designed for students who want to focus on a specific English skill. Fall 2013 Registration is on Tuesday, September 10 and Wednesday, September 11, 11:00 am - 3:00 pm, Room C 354.

Writing Workshop

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

Mon & Wed Sep 30 - Dec 11 (20 sessions/45 hours)

1:30 pm - 3:45 pm \$355 AF021110C

Listening/Speaking Workshop

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

Tues & Thurs Oct 1 - Dec 10 (20 sessions/45 hours)

4:15 pm - 6:30 pm \$355 AF021150C

TOEFL Preparation Workshop

Learn strategies for obtaining a higher score on the Internet based TOEFL and get hands on practice in our digital language lab. Different skills are emphasized each quarter, so you may take this workshop more than once.

Mon & Wed Sep 30 - Dec 11 (20 sessions/45 hours)

4:15 pm - 6:30 pm \$355 AF021400C

Vocabulary through Reading Workshop

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

Tues & Thurs Oct 1 - Dec 10 (20 sessions/45 hours)

1:30 pm - 3:45 pm \$355 AF021240C

Versant English Speaking Test

How well do you speak English? Is it good enough for college? For a better job? For a training course? The Versant English Test is a fast and accurate way to measure how well you use everyday English in a school or work environment. In less than 20 minutes you can take the test on a computer and get a printed and detailed score report on how to improve your English speaking skills in the following areas:

- vocabulary
- fluency
- pronunciation
- listening comprehension

After the test a LaGuardia counselor can review your results and discuss with you classes, majors, training programs and job opportunities based on your score.

Take the Versant English Test and start planning your future!

Sat Sep 21 (1 session/2 hours)

10:00 am - 12:00 pm \$39 A05VST009A

Sat Oct 19 (1 session/2 hours)

10:00 am - 12:00 pm \$39 A05VST010A

Sat Nov 16 (1 session/2 hours)

10:00 am - 12:00 pm \$39 A05VST011A

Sat Dec 14 (1 session/2 hours)

10:00 am - 12:00 pm \$39 A05VST012A



Rossana Zuniga

Learning English has made all the difference

Rossana Zuniga came to the U.S. from Peru in 2005 because she wanted a better future for her son. When she arrived, she realized there were opportunities here for her as well. In 2006, Rossana began ESL classes at the Adult Learning Center (ALC), in the Division of Adult and Continuing Education (ACE) at LaGuardia.

In 2007 Rossana started work as a College Assistant in the ALC, and over the years, held positions in the ACE College for Children program and in ACE Enrollment Management. During this time Rossana enrolled in The English Language Center (TELC) to continue to improve her English. Rossana eventually moved up to the position of Coordinator of the ALC Spanish and English High School Equivalency Program and G.E.D. testing center.

While working full-time, Rossana attended LaGuardia as a part-time student majoring in Business Administration. Rossana graduated last spring and is currently on her way to earning a bachelor's degree in Business Administration. "Being able to improve my English by going to school gave me the chance to succeed in this country," says Rossana, whose son is also attending college.

“I learned that LaGuardia's slogan, 'Dare to Do More,' is true. I can do more; it's possible!”



CUNY Citizenship Now! Application Assistance

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

<http://www.cuny.edu/about/resources/citizenship.html>

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

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

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

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

To register or for more information, call (212) 568-4679.

How well do you speak English?

Versant English Test

Is it good enough for college?

For a better job?

For a training course?

The Versant English Test is a fast and accurate way to measure how well you use everyday English in a school or work environment.

In less than 20 minutes you can take the test on a computer and **get a printed and detailed score report** on how to improve your English speaking skills in the following areas:

- vocabulary
- pronunciation
- fluency
- listening comprehension

Test Dates: September 21, October 19, November 16, December 14

For more information call (718) 482-7244 or go to Room M-143

After the test a LaGuardia counselor can review your results and talk with you about classes, majors, training programs and job opportunities based on your score. Take the Versant English Test and start planning your future!



PEARSON

G.E.D. Update!

Current version of G.E.D. test will expire at end of 2013!

Coming January 1, 2014: Test Assessing Secondary Completion (TASC)

The **NEW** High School Equivalency Exam

- Beginning on January 1, 2014, the new exam will assess career and college readiness as well as high school equivalency.
- The test will be available in English and Spanish.
- The current version of the exam, the 2002 Series G.E.D. Test, will expire at the end of 2013, **along with any incomplete test scores.**
- If you have passed some but not all the G.E.D. tests, **your scores will not be valid after December 31, 2013.**

Don't miss this opportunity to complete and pass the current G.E.D. test, opening doors to college, training, better jobs and a brighter future!

LaGuardia Community College has G.E.D. classes for all ages at convenient times. Sign up for a class today. (see page 43)

If you have already passed some tests, **take the remaining tests as soon possible at LaGuardia, a G.E.D. testing center.** Bring your transcript and make this your year to earn the G.E.D.!

For more information visit www.laguardia.edu/ace/ or come to:
LaGuardia Community College
31-10 Thomson Avenue, Room M-143
Long Island City, NY


Get a G.E.D.

High School Equivalency Diploma

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Which LaGuardia G.E.D. Program Is Right For You?

LaGuardia Community College offers many G.E.D. programs to serve the needs of different students, including out-of-school youths, adults, Veterans, and the Deaf and Hearing Impaired.

To figure out which G.E.D. program is right for you,  all the categories that apply to you:

(\$) = Tuition (F) = Free

☐ **I want to start the G.E.D. program in English during the daytime, evening, or on Saturday. (\$)**

Visit our website: <http://www.lagcc.cuny.edu/ace/ALC.aspx>
Call: (718) 482-7244
Email: alc@lagcc.cuny.edu

☐ **I am an adult (19 or older) seeking a free G.E.D. program in English. (F)**

Sign Up for an Information Session at
<http://www.info.gedalc.org/sign-up-for-class-today/>
Call: (718) 482-5380
Email: alc@lagcc.cuny.edu

☐ **I want to earn my G.E.D. and go to college or start a new career in Health or Business. (F)**

Visit our website <http://www.lagcc.cuny.edu/pcap>
To sign up for an Information Session go to:
<http://www.info.gedalc.org/sign-up-for-class-today/>

Call: (718) 482-5385
Email: pcap@lagcc.cuny.edu

☐ **I am an out-of-school youth between the ages of 17 and 20. (F)**

G.E.D. Plus at the Workforce Education Center
Room C-314
Contact: Winifred Miller
Call: (718) 482-5340
Email: wfrancis@lagcc.cuny.edu

CUNY Catch
Room C-232 or visit our website
<http://ace.laguardia.edu/catch/>
Contact: Guadalupe De La Cruz
Call: (718) 482-5128
Email: gcruz@lagcc.cuny.edu

☐ **Quiero tomar clases de G.E.D. en Español por la noche o los sábados. (\$)**

Visítenos en el Internet
<http://www.lagcc.cuny.edu/ace/ALC.aspx>
Llame: (718) 482-7244
Email: alc@lagcc.cuny.edu

☐ **I am a Veteran and want to earn my G.E.D. (F)**

Veteran Upward Bound Program
Room C-371 or visit our website
<http://www.laguardia.edu/veterans/>
Contact: Vicki Bello
Call: (718) 482-5386
Email: vets@lagcc.cuny.edu or vbello@lagcc.cuny.edu

☐ **I am Deaf or Hearing Impaired and want to earn my G.E.D. (\$)**

Program for Deaf Adults
Room C-203 or visit our website
<http://www.lagcc.cuny.edu/ace/pda.aspx>
Contact: Catherine Daviton-Burland
Call: (917) 832-1138 VP/Voice
Email: katb@lagcc.cuny.edu

☐ **I have already taken G.E.D. classes and just want to take the official G.E.D. exam. (F)**

Apply to take the official G.E.D. exam at LaGuardia's
G.E.D. Testing Center
Information and test application forms are available online
at <http://www.info.gedalc.org/ged-testing-information/>

☐ **I have already attended LaGuardia G.E.D. classes and earned my diploma. (F)**

How do I continue my education at LaGuardia?

ACE Advisement
Contact: Edith Diaz
Call: (718) 482-5355
Email: ediaz@lagcc.cuny.edu

Get a G.E.D.

These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

G.E.D. 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 certification and college credit programs. The course is open to those 19 years of age or older.

To apply, you must attend one of the placement exam dates below.

Fall 2013

Monday, September 9	6PM E 242	\$20
Wednesday, September 11	6PM E 242	\$20
Saturday, September 14	10AM E 242	\$20

Placement Exam:

- 35 minute reading exam
- 20 minute math survey
- Writing sample

In order to enroll in the G.E.D. course, you must pass all three sections. If you've taken the G.E.D. exam before, you may be exempt from placement testing. Bring your G.E.D. test scores to the placement exam to find out or call (718) 482-7244 to speak to an advisor.

Payment:

- Course fee can be paid by credit/debit card or money order
- Placement test fee of \$20 can be paid online at www.laguardia.edu/acereg/ (use code XYZ) or by money order.

When paying by money order, leave blank until completion of the placement exam process. Books for all G.E.D. and Pre G.E.D. courses and scientific calculator must be purchased separately.

Discounts:

- Public assistance recipients - 50% discount (you must show benefit card)
- 65 years of age and older - 30% discount
- If you have taken the G.E.D. course in the last 6 months and need to retake it - 30% discount

For more information call (718) 482-5380 or visit the Adult Learning Center, Room E 249.

Pre G.E.D. in English

Wed & Fri Sep 18 - Dec 4 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02GED004A

G.E.D. in English

Mon & Wed Sep 16 - Dec 4 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02GED001B

Tues & Thurs Sep 17 - Dec 3 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02GED001D

Wed & Fri Sep 18 - Dec 4 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02GED001A

Sat Sep 28 - Dec 7 (10 sessions/6.5 hours)
9:00 am - 4:00 am \$262 A02GED001C

Tue Oct 1 - Nov 26 (8 sessions/32 hours)
10:00 am - 2:00 pm \$262 A02GED005A

G.E.D. Math Only

If a low math score is all that is holding you back from getting your G.E.D., this math refresher course is for you. Brush up on math skills, learn new concepts, and acquire important competencies to help you pass the G.E.D. test.

Tue Jul 16 - Sep 3 (8 sessions/32 hours)
10:00am - 2:00pm \$137 A02GED005A

Alternate testing dates may be available, call 718 482-7244 for more information.

Fechas alternativas de los exámenes pueden estar disponibles. Para mas información llame al (718) 482-7244

G.E.D. En Español

Prepárese para tomar el Examen de Equivalencia del Bachillerato y empiece a planear su futuro.

Estudiará lectura, escritura y matemáticas y participará en talleres sobre las carreras, presentados por consejeros académicos. También habrá asesoría sobre programas de certificación profesional y de universidad. Este curso se ofrece a estudiantes que tienen 19 años de edad o más.

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

Otoño 2013

Lunes 19 Agosto	6PM E 111	\$20
Miércoles 21 Agosto	6PM E 111	\$20
Sábado 24 Agosto	10AM E 111	\$20

Sesión de exámenes de registro:

- Examen en comprensión de lectura de 35 minutos
- Examen de matemáticas de 20 minutos
- Breve examen de escritura

Tiene que pasar los tres exámenes de registro para poder matricularse en el curso. Si ha tomado el Examen de Equivalencia del Bachillerato en el pasado, dependiendo de sus calificaciones, tal vez podría ser excusado de los exámenes de matrícula. Para averiguar, traiga una copia de sus calificaciones del Examen de Equivalencia del Bachillerato a la sesión de exámenes de registro o llame al (718) 482 7244 para hablar con un consejero.

Pago:

- El curso se puede pagar con tarjeta de crédito/débito o giro postal
- El costo del registro de \$20 se puede pagar "online" (www.laguardia.edu/acereg/use el código XYZ) o con giro postal.

Por favor deje el giro postal en blanco hasta el día de matrícula. Los textos para todos los cursos de G.E.D. y Pre G.E.D. y una calculadora científica se tienen que pagar separadamente.

Descuentos:

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

Para mas información llame al (718) 482 5380 o venga a la oficina E 249.

Pre G.E.D. en Español

Mon & Wed Sep 16 - Dec 4 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02GED003A

G.E.D. en Español

Sat Sep 7 - Nov 9 (10 sessions/65 hours)
9:00 am - 4:00 pm \$262 A02GED002B

Mon, Tues & Thurs Sep 16 - Nov 7 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02GED002A

Did You Know?

LaGuardia is an Official G.E.D./ High School Equivalency Testing Center

Prepare for G.E.D./Online

Prepare for the G.E.D. Test/Online

Improve your employment and career advancement opportunities by earning a G.E.D. (high school equivalency diploma). Develop the reading and critical thinking skills you need to succeed in all five test areas (Writing Skills, Social Studies, Science, Literature and Math) and pass the G.E.D. test. ND (no discount)

\$135 A05GED800

Prepare for the G.E.D. Math Test/Online

Master the skills required to successfully pass the G.E.D. Math Test. You will review math basics and begin building the foundation you need to solve the types of math problems commonly found on the test. You'll also cover fractions, decimals, percents, proportions, statistics, algebra and geometry, and practice with sample test questions.

ND (no discount)

\$135 A05GED802

Prepare for the G.E.D. Language Arts, Writing Test/Online

In preparation for this two part exam, you will learn the basics in usage and mechanics of the English language and how to apply that knowledge to editing passages for the multiple choice portion of the test. You'll also review all the elements of the essay, including how the essay is scored, what types of topics you're likely to encounter, and how to edit your own writing. ND (no discount)

\$135 A05GED801

ReadyMATH/Online

Do you need to improve your math skills quickly to graduate from high school, get your G.E.D.® certificate, or pass college placement exams? ReadyMATH assesses your specific needs and delivers a custom tailored curriculum with practice exercises. Get the skills you need to handle everything from basic arithmetic to intermediate algebra.

ND (no discount)

\$549 A05PRP804

See page 14 for more information and how to register

Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

Call (917) 832-1138 VP for an appointment. You must take a TABE reading and writing and/or math pre placement test to register for our English and Math Literacy or G.E.D. courses.

Mon, Tues, Wed & Thurs Jun 24 - Dec 30 (1 session/4 hours)

\$15 A16TAB000A

Mon, Tues, Wed & Thurs Jun 24 - Dec 30 (1 session/4 hours)

\$15 A16TAB000B

Beginning Basic Education Level 1 for Deaf Adults

Tues & Thurs Sep 10 - Dec 17 (22 sessions/44 hours)

5:45 pm - 7:55 pm \$429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults

Mon & Wed Sep 9 - Dec 11 (22 sessions/44 hours)

5:45 pm - 7:55 pm \$429 A16RDW004A

G.E.D. Bridge to College for Deaf Adults

Come to information and assessment sessions in room C-203. You will take a reading pre placement test. If you qualify, you must then take the five G.E.D. predictor tests. If you've taken the G.E.D. exam before, please bring your old scores.

G.E.D. Predictor Placement Exam

To reserve a seat for the placement test, contact Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu. ND (no discount)

Mon, Tues, Wed & Thurs Jun 24 - Dec 30 (3 sessions/15 hours)

\$45 A16GED000A

Introduction to Algebra (Dual Access)

Improve your basic math skills in preparation for the G.E.D. exam or College Admission placement test. You will review and practice arithmetic, elementary algebra and basics of geometry as well as numeracy (estimation and unit analysis). Offered jointly with the college's Mathematics Department, this course is intended for students with little or no algebra background. Upon passing, you may advance to Elementary Algebra (A16MAT096), offered in the spring.

For more information contact

Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu.

Mon, Wed & Thurs Sep 9 - Dec 12 (48 sessions/72 hours)

4:35 pm - 6:45 pm \$199 A16MAT095A

Pre G.E.D. Reading/Writing for Deaf Adults

Improve your reading and writing skills in order to enter G.E.D. preparation classes. You will study G.E.D. subject content areas while focusing on reading comprehension and effective written communication. This course is for students with a 4th - 7th grade reading level. ND (no discount)

Tues & Fri Sep 10 - Dec 12 (22 sessions/66 hours)

4:00 pm - 7:20 pm \$235 A16GED002A

G.E.D. Reading/Writing for Deaf Adults

Advance your reading and writing skills in the context of subject areas covered by the G.E.D. exam (social studies, science, language arts, reading and writing). This course is for students at the 7th grade reading level. ND (no discount)

Mon & Thurs Sep 9 - Dec 12 (22 sessions/66 hours)

4:00 pm - 7:20 pm \$235 A16GED001A

Pre G.E.D. Math for Deaf Adults

Improve your math skills as you focus on the following areas of Pre G.E.D. Mathematics: decimals, fractions, percents, introduction to probability, measurements, and word problems. ND (no discount)

Wed Sep 11 - Dec 11 (11 sessions/33 hours)

5:45 pm - 9:05 pm \$149 A16MAT012A

G.E.D. Math for Deaf Adults

Advance your math skills as you focus on the following areas of G.E.D. Mathematics: probability, ratio and proportion, percents, measurements, graphs and tables, basics of algebra, geometry, special topics in algebra and geometry, and word problems. ND (no discount)

Wed Sep 11 - Dec 11 (11 sessions/33 hours)

5:45 pm - 9:05 pm \$149 A16MAT013A



College-Level Examination Program (CLEP)

A Credit-by-Examination Program

Earn college credit for what you already know!

Earn between 3 and 12 credits per test

Each CLEP test costs \$115*

CLEP tests offered at LaGuardia

History & Social Sciences

American Government
History of the United States I: Early Colonization to 1877
History of the United States II: 1865 to the Present
Human Growth and Development
Introduction to Educational Psychology
Introductory Psychology
Introductory Sociology
Principles of Macroeconomics
Principles of Microeconomics
Social Sciences and History
Western Civilization I: Ancient Near East to 1648
Western Civilization II: 1648 to the Present

Composition & Literature

American Literature
Analyzing and Interpreting Literature
College Composition
College Composition Modular
English Literature
Humanities

Science & Mathematics

Biology
Calculus
Chemistry
College Algebra
College Mathematics
Natural Sciences
Precalculus

Business

Financial Accounting
Information Systems and Computer Applications
Introductory Business Law
Principles of Management
Principles of Marketing

World Languages

French Language (Levels 1 and 2)
German Language (Levels 1 and 2)
Spanish Language (Levels 1 and 2)

Tests offered every Wednesday, Room C-333, 6:00 p.m.

Save time and money, and graduate sooner!

***A 3-credit course at a CUNY Community College costs \$380**

CALL
EMAIL

(718) 482-7244
clep@lagcc.cuny.edu

VISIT
REGISTER

<http://ace.laguardia.edu/clep/>
www.laguardia.edu/acereg/

Prepare for College

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Prepare for College

Call (718) 492 - 5966 for more information about these courses and workshops

Practice for the CUNY ACT Reading and CATW Writing Tests and see what college is all about



These College Prep classes will familiarize you with a college environment and college-level course work. They will also help improve your academic skills and prepare you to take the CUNY ACT Reading CATW Writing Tests.

These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@lagcc.cuny.edu.

College Prep Courses

Bridge to College Reading and Writing

Gain the academic skills you need to succeed in college. Exploring a variety of writing genres, you will engage in class discussions, give responses to the readings, and write short essays. Through these activities you'll develop your vocabulary and improve your reading comprehension.

Tues & Thurs Oct 15 - Nov 21 (12 sessions/30 hours)
6:00 pm - 8:30 pm \$135 A22PRP006A

Bridge to College Math

Gain the math skills you need to succeed in college through extensive practice. Discover strategies for solving math questions, focusing specifically on pre algebra, algebra, college algebra and coordinate geometry.

Mon & Wed Oct 16 - Nov 25 (12 sessions/30 hours)
6:00 pm - 8:30 pm \$135 A22PRP007A

College Prep Workshops

How to Complete the Common Application with a Review of the Essay

Understand step-by-step instructions to complete the Common Application, including a description of what documents to submit with the application. Special attention will be given to the essay question that must be completed with the application.

Wed Nov 13 (1 session/2 hours)
6:00 pm - 8:00 pm FREE! A22PRP001A

How to Apply for FAFSA and How to Obtain Scholarships

You will find out which documents are needed to apply for financial aid through FAFSA, and you will learn how to access the application via the internet. In addition, the presenter will provide parents with a handout listing a variety of scholarship websites available for families.

Wed Oct 30 (1 session/2 hours)
6:00 pm - 8:00 pm FREE! A22PRP002A

What do you want to be? Discover your Career Options

The presenter will link your current or future major with a career, using a questionnaire called the Student Directed Survey. You will also be introduced to the Career Zone website to learn about salary information, job prospects, and educational credentials needed for your potential career.

Wed Oct 23 (1 session/2 hours)
6:00 pm - 8:00 pm \$29 A22PRP004A

How to Select a CUNY College and Complete the CUNY Application

Receive step-by-step instructions on how to complete the CUNY application, including a description of what documents to submit with the application.

Wed Nov 6 (1 session/2 hours)
6:00 pm - 8:00 pm FREE! A22PRP003A

Do Your Best on the CUNY Assessment Test in Writing (CATW)

Learn step-by-step how to succeed on the CUNY Assessment Test in Writing. You will explore specific requirements of the reading and writing components of the exam as well as how the exam is scored. You will also review sample passages, discuss different approaches to writing a good response, and discover test taking strategies to help you achieve your best score.

Sat Oct 19 - Oct 26 (2 sessions/6 hours)
10:00 am - 1:00 pm \$45 A22WRT002A

NEW! Academic Skills for College Preparation

Learn the skills and strategies you need to succeed in academic courses at two and four year colleges. Topics include reading, note taking and test taking skills. You will also focus on time and stress management techniques to cope with a rigorous and challenging environment.

Sat Oct 19 - Nov 9 (4 sessions/8 hours)
10:00 am - 12:00 pm \$69 A22PRP013A



Register Online
www.laguardia.edu/acereg/



Chisato Hirota

Japanese Fulbright Scholar from New York University selects the CUNY Language Immersion Program (CLIP) to complete her academic training

My perspective on teaching has changed since I taught during the CLIP Summer 2012 and Winter 2013 terms, and I am grateful that I was part of the teaching team. I participated in engaging classroom activities and I saw students progress as a result of their teacher's enthusiasm to make language learning more meaningful and purposeful. I rediscovered the essence of theme-based instruction and how much fun it can be. The teachers' dedication to help students improve their writing was very impressive, and

I would like to adopt this approach when I go back to Japan. I learned a lot about teaching students how to summarize and also how to organize paragraphs, and how to give appropriate feedback and encourage self-editing skills. I will be mentoring some student teachers when I go back to my school, and I am very excited about sharing my experiences and my new ideas with young teachers.

“My perspective on teaching has changed since I taught during the CLIP Summer 2012 and Winter 2013 terms, and I am grateful that I was part of the teaching team.”

CHALLENGING EXPECTATIONS



Congratulations to the recipients of the *Charles Braver CUNY Award*, honoring the academic achievements of students in the CUNY Language Immersion Program (CLIP).

1st Place winner **Kiara Sencion** (second from left) and 2nd Place winner **Yan Yan Zhang** (second from right), are pictured here with CLIP Director Mimi Blaber and Associate Director David Housel. Kiara's winning essay focused on the difficulty of identifying one single definitive aspect of her learning experience at LaGuardia. Kiara wrote that it would "be impossible to talk about the most important thing I learned in the program" because "this process could take me weeks." Yan Yan's composition detailed the rewards of working and studying hard; she declared in her essay that "...diligence is the mother of success."



English language learners, start your college studies with the best!

CUNY Language Immersion Program at LaGuardia

If you have been accepted to a CUNY college, you may qualify for the CUNY English Language Immersion Program (CLIP).

Get the English skills you need to succeed in college and receive help applying for financial aid.

Spend up to one year in this low-cost program to improve your reading, writing, speaking and listening skills in English.

Classes meet 25 hours per week, and you can choose day or evening sessions.

For more information
Call: (718) 482-5966
E-mail: clip@lagcc.cuny.edu
Visit: Room C-223

CUNY START

What is CUNYStart?

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

Why enroll in CUNYStart?

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

To be eligible for CUNYStart, you must

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Fall 2013 classes
- Take the CUNY placement exams and still need to pass one or more
- RSVP to attend a CUNY Start info session
- Complete an application and be interviewed by a CUNY Start staff person

INFO SESSIONS

To attend one of the following info sessions, go to **www.lagccstart.org** and sign up.

Fall info session dates (rooms to be announced):

July:

6/25, 7/2, 7/9, 7/16, 7/23, & 7/30
10:00 am - 12:00 pm

7/30:
6:00 pm - 8:00 pm

August:

8/1, 8/6, 8/8, 8/13, 8/15, 8/20, 8/22, 8/27, 8/29
10:00 am - 12:00 pm

8/6, 8/13, 8/20, 8/27
6:00 pm - 8:00 pm

September:

9/3, 9/5
10:00 am - 12:00 pm

9/3
6:00 pm - 8:00 pm

Classes run from September 2013-February 2014

Full-time option:

Reading/Writing AND Math
(25 hours a week, Monday-Friday)
• 9:15 am - 2:45 pm

Part-time option:

Reading/Writing OR Math
(12 hours a week, Monday-Thursday)
• 2:00 pm - 5:00 pm
• 6:00 pm - 9:00 pm

For more information visit:

<http://www.lagcc.cuny.edu/ACE/CUNYSTART.aspx> or call: (718) 482-5137



Cristina Ionita Cracana

*CUNYStart provides
a new beginning*

Cristina Ionita Cracana had a rude awakening during her college admissions process at LaGuardia Community College: she learned that she failed all four placement exams. But, instead of enrolling in remedial courses, she began CUNY Start, an intensive 18-week academic program that prepares individuals to pass the CUNY placement exams and helps them succeed in college by providing instruction in reading, writing and math, and other support services, including college advisement. The program costs only \$75 including books and allows students to save time and financial aid for their credit courses.

“The CUNY Start program helped me develop strong thinking and study skills. In class, we did a lot of group work, asked questions, explained answers and did presentations. I believe that all of these skills have helped me be successful in college.”

After completing the program in one semester and passing the four placement exams, Cristina set her sights on a nursing career. She was accepted into LaGuardia's Licensed Practical Nurse certificate program, made the Dean's List, and graduated last spring. This fall Cristina begins the college's LPN to RN Advanced Pathway program and plans to continue her education with a bachelor's degree in nursing.

WHAT IF?

Classes for Deaf Adults

All courses are ND (no discount available).

Basic Skills in Reading (Dual Access)

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

Prerequisite: High school or G.E.D. diploma.

Instructor: Sue Livingston

Mon, Tues, Wed, Thurs (9:15 am - 10:15 am) & Thurs (3:25 pm - 4:25 pm) Sep 9 - Dec 12
(60 sessions/60 hours) \$535 A16RDG005A

Basic Skills in Writing (Dual Access)

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

Instructor: Sue Livingston

Mon, Tues, Thurs (10:30 am - 12:45 pm) & Thurs (4:35 pm - 5:35 pm) Sep 9 - Dec 12
(48 sessions/84 hours) \$535 A16WRT005A

Photo by LaGuardia Community College Commercial Photography Student Dora Yordanova



WE CHALLENGE EXPECTATIONS AND DARE TO DO MORE.

www.laguardia.edu



31-10 Thomson Avenue, Long Island City, NY 11101
718-482-5000

CUNY



NEW! Legal Studies

NEW! Introduction to Paralegal Studies

Explore the U.S. legal system and the role of the paralegal. Topics include classifications and sources of law, the court system, activities of the paralegal, and legal and ethical restrictions on the paralegal. Upon completion of this course you will receive a certificate of attendance and assistance with transition to LaGuardia's Paralegal Studies AAS Degree Program. ND

Tues & Thurs Sep 17 - Dec 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$495 A05BTP101A.

Test Prep/Online

 **SAT/ACT Prep, Part 1/Online** - \$135 A09PRP800


 **SAT/ACT Prep, Part 2/Online** - \$135 A09PRP801

Deciding to attend college is one of the most important decisions you'll ever make, and your performance on college entrance exams will help determine your college choice. These online courses will prepare you to excel in all sections of these exams, helping you achieve your very best score! ND

 **GMAT Prep/Online**


Discover powerful test-taking techniques for improving your score on the Graduate Management Admission Test (GMAT). ND

\$135 A05GRE804

 **LSAT Preparation Part 1/Online**

Prepare for the Law School Admission Test (LSAT) and law school studies in Part 1 of this two-course series. Topics include law school entrance procedures, law school survival techniques, test taking techniques, analytical reasoning, and drafting diagrams. ND

\$135 A05PRP802

 **LSAT Preparation Part 2/Online**

Hone your knowledge and skills for the Law School Admission Test (LSAT) in Part 2 of this two-course series. Topics include reading comprehension, logical reasoning, techniques for quick elimination of incorrect answers, explanations of correct answers, and proven approaches for selecting correct answers. ND

\$135 A05PRP803

 **Learn Online!**
Visit www.ed2go.com/lagcc

To Register: Click Enroll Now, select a start date and follow instructions to pay online.

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-7244.

All online courses are ND

Are you 16-24? Take the Next Step!

Students 16-24 Take the Next Step!



CUNY Fatherhood Academy

18 to 24-year-old fathers
Parenting/health/financial literacy
High School Equivalency/college preparation
Career exploration/work experience

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

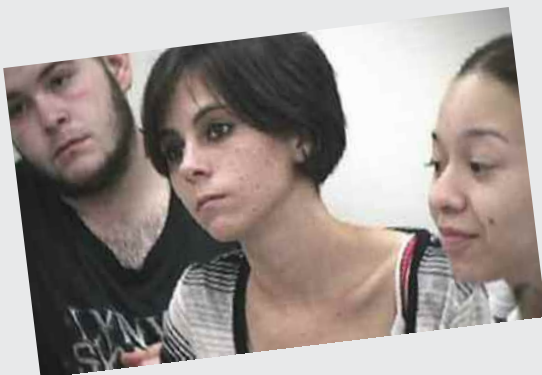


Young Adult Internship Program

16 to 24-year-olds
Internship/stipend
National Work Readiness Credential

Contact: Cindy Rivera
Call: (718) 609-2131
Email: sirivera@lagcc.cuny.edu

G.E.D. - Plus
17 to 20-year-olds (out of school)
High School Equivalency
Contact: Winifred Francis-Miller
Call: (718) 482-5340
Email: wfrancis@lagcc.cuny.edu



CUNY Catch

Academic/vocational training/High School Equivalency
Career development/workforce preparation

Contact: Guadalupe De La Cruz
Call: (718) 482-5128
Email: gcruz@lagcc.cuny.edu



Justice Community Program

Court involved 16 to 24-year-olds
St. Albans/Hollis/Jamaica
Leadership/job skills

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



Take College Courses

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Take College Courses

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 482-5124.

All of the College classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

College Foreign Languages

Elementary language courses are for beginners, and all classes are designed to develop listening, speaking, reading and writing skills through work in the classroom and language laboratory. Decisions on class size are made early so register in advance.

Elementary Arabic I

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELA101A

Mon, Tues, Wed & Fri Sep 9 - Dec 16 (48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELA101B

Elementary Modern Chinese I

The basic course in Modern Chinese (Mandarin) is designed to develop primary listening and speaking skills through work in the classroom and language laboratory. Students will learn the pronunciation, grammar and vocabulary of Chinese in the context of important aspects of the culture affecting the communication process. Students will be introduced to the romanized writing system (pinyin).

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELC101A

Elementary Modern Chinese II

This is a continuation of Elementary Modern Chinese I.

Mon, Tues, Wed & Thurs Sep 10 - Dec 12
(48 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELC102A

Modern Chinese for Heritage Students

This course is designed for Chinese heritage students who wish to enhance their communicative skills. Prerequisite: Exemption Exam

Wed Sep 11 - Dec 11 (12 sessions/48 hours)
1:00 pm - 5:35 pm \$320 A02ELC105A

Modern Chinese Literature

This course introduces students to modern Chinese literature and culture. Readings will be taken from various genres of literature, with an emphasis on modern Chinese literary expression. The course aims at strengthening the student's ability to read and discuss literature in Chinese. Special attention will be paid to the Chinese literary tradition and its relationship to Western literature. Prerequisite: Placement Exam.

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
2:15 pm - 3:45 pm \$320 A02ELC201A

Classic Chinese Literature

This course is an introduction to classical Chinese literature. It aims at strengthening students' ability to read and comprehend original texts written in wen yan wen, classical written Chinese. Furthermore, it enables students to have direct, zero distance contact with genuine Chinese culture and ideology. This course is taught in Chinese. Prerequisite: Placement Exam.

Mon (3:25 pm - 5:35 pm) and Wed (4:35 pm - 5:35 pm)
Sep 9 - Dec 16 (24 sessions/36 hours)
\$320 A02ELC203A

Elementary French I

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELF101A

Mon, Tues, Wed & Thurs Sep 9 - Dec 16
(48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELF101B

Mon - Thurs Sep 9 - Dec 16 (48 sessions/48 hours)
10:30 am - 11:30 am \$320 A02ELF101C

Mon & Wed Sep 9 - Dec 16 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELF101D

Elementary French II

This is a continuation of Elementary French I.

Mon, Tues, Wed & Thurs Sep 9 - Dec 16
(48 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELF102A

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELF102B

French Literature from a Global Perspective

This course is an introduction to the literature and culture of French speaking countries through various forms of literary expression. Readings and discussions will emphasize the rich contributions of African, Caribbean and North American writers and artists, as well as responses to them from France and the United States. Prerequisite: Placement Exam.

Thurs Sep 12 - Dec 12 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02ELF201A

Elementary Italian I

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELI101A

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELI101B

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELI101C

Elementary Italian II

This is a continuation of Elementary Italian I.

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
11:45 am - 2:00 pm \$320 A02ELI102A

Intermediate Italian

This course is designed to further develop functional language proficiency and increase the ability to communicate accurately in Italian within a socio cultural context. The four communicative skills of listening, speaking, reading and writing are emphasized with particular attention paid to sentence and paragraph structure, grammatical features, and oral and written fluency. This course is taught in Italian. Prerequisite: Elementary Italian II.

Mon & Wed Sep 9 - Dec 16 (24 sessions/48 hours)
3:25 pm - 5:35 pm \$320 A02ELI103A

Elementary language courses are for beginners, and all classes are designed to develop listening, speaking, reading and writing skills through work in the classroom and language laboratory. Decisions on class size are made early so register in advance.

Elementary Japanese I

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELJ101A

Mon & Thurs Sep 9 - Dec 16 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELJ101B

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELJ101C

Elementary Japanese II

This course is a continuation of Elementary Japanese I.
Pre or Corequisite: Elementary Japanese I.

Mon & Thurs Sep 9 - Dec 16 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELJ102B

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELJ102A

Intermediate Japanese I

This course is designed to further develop functional language proficiency and increase the ability to communicate accurately in Japanese within a socio cultural context. The four communicative skills of listening, speaking, reading and writing are emphasized, with particular attention paid to sentence and paragraph structure, grammatical features, and oral and written fluency. The Kanji writing system will be introduced and reinforced. Taught in Japanese. Prerequisite: Elementary Japanese II or Exemption Exam.

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELJ103A

Elementary Korean I

The Korean script han'gul will be used from the onset.

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELK101A

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELK101B



Polish Literature

This course will familiarize students with Polish literature through selected readings from the earliest times to the present. Prerequisite: Placement Exam.

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELP201A

Elementary Portuguese I

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory.

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELZ101A

Elementary Portuguese II

Mon - Thurs Sep 9 - Dec 16 (12 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELZ102A

Elementary Russian I

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. The Cyrillic alphabet will be introduced from the onset.

Mon, Tues, Wed & Thurs Sep 10 - Dec 12
(48 sessions/48 hours)
4:35 pm - 5:35 pm \$320 A02ELR101A

Elementary Spanish I

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELS101A

Mon, Tues, Wed & Thurs Sep 9 - Dec 16
(48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELS101C

Mon & Wed Sep 9 - Dec 16 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS101G

Mon, Tues, Wed & Thurs Sep 10 - Dec 12
(48 sessions/48 hours)
8:00 am - 9:00 am \$320 A02ELS101B

Tues - Fri Sep 10 - Dec 12 (48 sessions/48 hours)
10:30 am - 11:30 am \$320 A02ELS101D

Mon, Tues, Wed & Thurs Sep 10 - Dec 12
(48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELS101E

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
4:35 pm - 6:45 pm \$320 A02ELS101F

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 482-5124.

All of the College classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

Elementary language courses are for beginners, and all classes are designed to develop listening, speaking, reading and writing skills through work in the classroom and language laboratory. Decisions on class size are made early so register in advance.

Elementary Spanish II

This is a continuation of Elementary Spanish I.

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELS102A

Mon, Wed, Thurs, Fri Sep 9 - Dec 16
(48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELS102D

Mon, Tues, Wed & Thurs Sep 10 - Dec 12
(48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELS102C

Tues - Fri Sep 10 - Dec 12 (48 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELS102B

Tues & Thurs Sep 10 - Dec 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS102E

Spanish for Fluent Speakers

This course is designed to enable the native speaker of Spanish to master the intricacies of Spanish accentuation and spelling, to expand his/her vocabulary and to allow him/her to conduct a basic grammatical analysis of the sentence.

Sat Sep 7 - Dec 14 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELS105A

Mon, Wed, Thurs, Fri Sep 9 - Dec 16 (48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELS105B

Latin American Literature I

This course deals with an introduction to Latin American literature and its relationship to the dynamics of social change. The course also traces the influence of European, North American, African, and pre Columbian elements on Latin American literary movements. Topics include pre Columbian literatures, colonization and exploration, the wars of independence, and abolition. This course is conducted in Spanish. Prerequisite: Placement Exam.

Tues, Wed & Thurs Sep 10 - Dec 12 (36 sessions/36 hours)
11:45 am - 12:45 pm \$320 A02ELS200A

Latin American Literature II

This course is a continuation of Latin American Literature I. The second term deals with urbanization, social consciousness, alienation, black awareness and the new revolutions. Prerequisite: Placement Exam.

Mon Sep 9 - Dec 16 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02ELS201A

Latin American Civilizations

This course deals with an in depth study of the peoples and cultural institutions of Latin America through the examination of selected topics such as caudillismo, machismo, mestizaje, honor, slavery and aboriginal traditions as reflected in different forms of literary and artistic expression. Students will learn to comment critically on Latin American civilization and to make significant comparisons with their own backgrounds and experiences. Prerequisite: Placement Exam.

Mon, Wed & Thurs Sep 9 - Dec 16 (36 sessions/36 hours)
10:30 am - 11:30 am \$320 A02ELS204A

Advanced Spanish Composition

This course is designed as an introduction to the study of fiction and stylistics in the Spanish language. Students learn to identify and utilize effective communicative strategies in written Spanish. They also build an adequate vocabulary for career or academic purposes. Weekly assignments will stress critical and composition skills. Prerequisite: Placement Exam.

Wed Sep 11 - Dec 11 (36 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02ELS210A

Introduction to Hispanic Literature

This course is designed to introduce students to Hispanic Spanish and Latin American fiction, poetry, and drama through readings of representative authors from major periods, and to familiarize students with the basic tools and methodology of literary analysis. This course is taught in Spanish. Prerequisite: Exemption Exam

Tues, Wed & Thurs Sep 10 - Dec 12 (36 sessions/36 hours)
9:15 am - 10:15 am \$320 A02ELS215A

Contemporary Latin American Fiction in Translation

This course explores the thematic and stylistic variety of contemporary Latin American fiction in English translation. Students will explore the themes of dictatorship, struggle with nature, the plight of natives, mestizaje, social and political unrest and alienation through the analysis of representative stories, novellas and novels. Experimental and fantastic fiction will also be considered. Students will learn about the literary movements that influenced the writers in question. Prerequisite: ENC/ENG101.

Tues (2:15 pm - 3:15 pm) & Thurs (2:15 pm - 4:25 pm)
Sep 10 - Dec 12 (24 sessions/36 hours)
2:15 pm - 4:25 pm \$320 A02ELS250A

Foreign Languages/ Online

Beginning Conversational French/ Online

Learn French for both leisure and business and gain the cultural insights you need to improve your language skills, all with a click of your mouse! ND (no discount)

\$135 A05PEN908

Instant Italian/Online

Learn the Italian you need to speak in a variety of settings and situations and to enrich your next trip to Italy! ND (no discount)

\$135 A05PEN904

Speed Spanish/Online

Discover six easy techniques to put Spanish words together into sentences. You'll see words, hear them pronounced properly, and have plenty of opportunities to practice speaking. With these effective methods, you'll be engaging in conversational Spanish in no time. ¡Qué bueno! ND (no discount)

\$135 A05PEN805

College Liberal Arts

Public Speaking

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

Sun Sep 8 - Dec 15 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUC106C

Mon (1:00 pm - 3:15 pm) and Wed (1:00 pm - 2:00 pm)
Sep 9 - Dec 16 (24 sessions/36 hours)
\$320 A02HUC106A

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUC106B

Introduction to Philosophy

Sat Sep 7 - Dec 14 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUP101C

Mon & Wed Sep 9 - Dec 16 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP101A

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP101B

Ethics and Moral Issues

Mon & Wed Sep 9 - Dec 16 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP104A

Acting I

This course examines the theoretical perspectives and the practical demands of acting as an art form. Readings in theory are supplemented by student presentations of short scenes and possible seminar visits to New York theatres.

Tues & Thurs Sep 10 - Dec 12 (12 sessions/36 hours)
10:40 am - 12:15 pm \$320 A02HUT110B

Critical Thinking

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

Sat Sep 7 - Dec 14 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUP102D

Mon & Wed Sep 9 - Dec 16 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP102B

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP102C

Fri Sep 13 - Dec 13 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUP102A



College Studio Art

Introduction to Art

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

Sat Sep 7 - Dec 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA101D

Mon Sep 9 - Dec 16 (12 sessions/36 hours)
2:15 pm - 5:35 pm \$320 A02HUA101A

Tue Sep 10 - Dec 12 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA101C

Fri Sep 13 - Dec 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA101B

Beginning Drawing

You will be introduced to drawing through basic examination of the visual fundamentals of line, texture, value, space, and form. You'll also explore problems in descriptive drawing. There will be individual and group critiques. Sketchbooks are required.

Sat Sep 7 - Dec 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103C

Mon Sep 9 - Dec 16 (12 sessions/36 hours)
2:15 pm - 5:35 pm \$320 A02HUA103B

Wed Sep 11 - Dec 11 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA103D

Fri Sep 13 - Dec 13 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103A

Intermediate Drawing

This course further explores the drawing techniques established in Beginning Drawing. Students will concentrate on drawing objects and spaces from life and from the imagination. Individual drawing assignments and the development of a final portfolio and sketchbook will be emphasized. Field trips are usually required. Instead of a textbook, students should expect to pay for art supplies for this course.

Thurs Sep 12 - Dec 12 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA203A

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 482-5124.

All of the College classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

Life Drawing

This course is an introduction to drawing the human figure. Techniques in line and value and proportion will be developed. Textbook readings, studies in human anatomy and sketchbooks will be required.

Wed Sep 11 - Dec 11 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA180A

Thurs Sep 12 - Dec 12 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA180B

Beginning Painting

Take an introduction to painting techniques in relation to landscaped, still life and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques.

Sat Sep 7 - Dec 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA110D

Mon Sep 9 - Dec 16 (12 sessions/36 hours)
2:15 pm - 5:35 pm \$320 A02HUA110A

Tue Sep 10 - Dec 10 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA110C

Wed Sep 11 - Dec 11 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA110B

Intermediate Painting

This course is a continuation of the investigations of landscape and still life and their implicit abstract qualities. A special emphasis will be placed on the function of surface, color saturation, scale, and multiple relations in contemporary painting. Projects will include finished paintings and sketchbooks. Studio projects will be analyzed and evaluated.

Thurs Sep 12 - Dec 12 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA210A

Beginning Sculpture

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

Mon Sep 9 - Dec 16 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA120C

Tue Sep 10 - Dec 10 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA120B

Thurs Sep 12 - Dec 12 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA120A

Beginning Photography

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

Sat Sep 7 - Dec 14 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA130B

Tue Sep 10 - Dec 10 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA130C

Wed Sep 11 - Dec 11 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA130D

Fri Sep 13 - Dec 13 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA130A

Intermediate Photography

An intermediate course in photographic instruction, darkroom technique, and aesthetics. Students will be exposed to classic examples of photojournalism, and instructed in appropriate techniques in each area. Students will begin to build a portfolio in a chosen area. Each person will be expected to have a camera.

Mon Sep 9 - Dec 16 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA230A

Tue Sep 10 - Dec 10 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA230B

Digital Photography I

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

Mon Sep 9 - Dec 16 (12 sessions/48 hours)
5:30 pm - 10:25 pm \$320 A02HUA131B

Tue Sep 10 - Dec 10 (12 sessions/48 hours)
1:00 pm - 5:30 pm \$320 A02HUA131A

Digital Photography II

This course is an extension of Digital Photography I, focusing primarily on the software and some hardware required for the output of digital images. Adobe Photoshop and QuarkXpress are the software that will be emphasized. Adobe Illustrator will also be introduced and some output devices such as inkjet and laser printers will be explored. Storage media such as the writable CD, DVD and the ZIP disk will serve as "working portfolios" from which the final portfolio of manipulated digital images will be printed.

Mon Sep 9 - Dec 16 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA231A

Art History: Prehistoric through Gothic

This survey of art from pre history to the late Middle Ages builds visual understanding through close study of individual works of art in various media, including painting, sculpture and architecture. Connections between art works and their cultural contexts are emphasized, as are the cross cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas. Museum visits are required.

Mon (5:45 pm - 6:45 pm) and Wed (5:45 pm - 7:55 pm)
Sep 9 - Dec 16 (24 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA165A

Thurs Sep 12 - Dec 12 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA165B

Art History: Renaissance through Modern

This survey of art from the Renaissance to the present builds visual understanding through close study of individual works of art in various media, including painting, sculpture, architecture and photography. Connections between art works and their cultural contexts are emphasized, as are the cross cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas.

Mon (1:00 pm - 3:15 pm) and Wed (1:00 - pm 2:00 pm)
Sep 9 - Dec 16 (24 sessions/36 hours)
\$320 A02HUA166A

Illustration

This course examines the interrelation of visual imagery and verbal themes. Students will develop individual portfolios as they solve illustration problems focused on the abstract, formal elements and representational imagery. Such media as watercolor, pen and ink and pastel will be explored. Class lectures and related readings will focus on the history of illustration.

Tue Sep 10 - Dec 10 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA185A

College Studio Music

Introduction to Music

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

Sat Sep 7 - Dec 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUM101F

Mon, Wed, Fri Sep 9 - Dec 16 (36 sessions/36 hours)
8:00 am - 9:00 am \$320 A02HUM101A

Tues & Thurs Sep 10 - Dec 12 (12 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM101B

Piano I

Learn to play simple melodies and accompanying techniques for folk songs and a variety of stylistic eras as well as how to sight read at the keyboard. No previous experience needed.

Mon & Wed Sep 9 - Dec 16 (36 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM180B

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM180A

Piano II

In this intermediate class you will build on the basics learned in Piano I: reading music and keyboard technique. You will build and play melodies in major and minor scales through an in depth understanding of intervals and chords. Prerequisite: Piano I or equivalent experience.

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM181A

Voice I

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

Mon & Wed Sep 9 - Dec 16 (24 sessions/36 hours)
1:00 pm - 2:30 pm \$320 A02HUM155A

Voice II

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM156A

Guitar I

Learn fundamentals of acoustic guitar technique: strumming/picking, correct fingerings, and tuning the guitar. Explore the rudiments of music (notes, note values, time signatures, chord structure, scales) and learn to read and perform simple guitar melodies/chords. You do not need previous guitar instruction. Guitars will be provided.

Mon & Wed Sep 9 - Dec 16 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM170A

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM170B

Guitar II

Tues & Thurs Sep 10 - Dec 12 (12 sessions/36 hours)
1:30 pm - 3:00 pm \$320 A02HUM171A

Percussion I

This course allows students to participate in the creation of percussion groups of various sizes. Students study and perform music from various sources, published and/or original arrangements, which reflect a variety of percussion styles. Music fundamentals (rudimentary music theory) and techniques as applied to the different pitched or non-pitched percussion instruments will be studied. No prior musical experience needed. Instruments will be available.

Mon (3:25 pm - 5:35 pm) and Wed (4:35 pm - 5:35 pm)
Sep 9 - Dec 16 (12 sessions/36 hours)
\$320 A02HUM190A

American Music

American music is an exploration of the various musical developments in the United States. Through listening, reading, and discussion, students will investigate folk music, entertainment and commercial music, art music and other musical traditions of the United States. The Broadway musical and the current musical scene will also be studied.

Mon & Wed Sep 9 - Dec 16 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM210A

Music for Children

This course is designed to allow Education students to explore music fundamentals and techniques as they relate to rhythm, pitch and vocal expressiveness. Students are introduced to basic skills of percussion, the recorder, singing and reading music. They will continually grow in their ability to listen to, respond to and create music with understanding, skill and sensitivity; and to present lessons to children that allow them to have those experiences as well.

Sat Sep 7 - Dec 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUM104D

Mon, Wed, Fri Sep 9 - Dec 16 (36 sessions/36 hours)
9:15 am - 10:15 am \$320 A02HUM104A

Mon & Wed Sep 9 - Dec 16 (24 sessions/36 hours)
8:05 pm - 9:35 pm \$320 A02HUM104B

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM104C



Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 482-5124.

The courses listed below are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

College Performing Arts

Acting I

This course examines the theoretical perspectives and the practical demands of acting as an art form. Readings in theory are supplemented by student presentations of short scenes and possible seminar visits to New York theatres.

Mon & Wed Sep 9 - Dec 16 (24 sessions/36 hours)
9:00 am - 10:30 am \$320 A02HUT110A

Tues & Thurs Sep 10 - Dec 12 (12 sessions/36 hours)
10:40 am - 12:15 pm \$320 A02HUT110B

College Social Science

General Psychology

This course is an introduction to some of the major fields and theories in the science of psychology, covering a range of topics such as biological foundations, learning, cognition, emotion, perception, theories of personality, psychological disorders and their treatment, and the research methods of psychology.

Mon & Wed Sep 9 - Dec 16 (24 sessions/36 hours)
8:05 pm - 9:35 pm \$320 A02SSY101A

Tues & Thurs Sep 10 - Dec 10 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02SSY101B

Fri Sep 13 - Dec 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02SSY101C

Sat Sep 7 - Dec 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02SSY101D

Personality

Theories, methods, and selected issues in the field of personality will be discussed in the context of achieving greater self awareness and insight into the behavior of others. Among the topics discussed are: psychoanalytic, behavioristic and phenomenological theories of personality types and traits, the achievement of self knowledge, psychological testing, and personality research methods.

Tues & Thurs Sep 10 - Dec 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02SSY200A

College Certificate Program in Accounting

Step up your accounting credentials or get started in a new career with LaGuardia Community College's new Certificate in Accounting! This 3-course series will give you the edge you need to get ahead in the accounting profession. In order to qualify for this program, you must have a bachelor's or associate's degree, or be exempt from the CUNY ACT tests. Experience in accounting may qualify as an exemption. Principles of Accounting I is the first course in this series. The other 2 courses may be taken at the same time or after Principles of Accounting I in any order. For more information call (718) 482-7244.

Principles of Accounting I

Learn the basics of accounting; recording and summarizing transactions; adjusting and closing procedures; and preparing financial statements and reports. You'll also explore valuation and payroll accounting, and much more.

Sat Sep 7 - Dec 16 (12 Sessions/86 Hours)
9:15 am - 4:25 pm \$339 A05BTA111A

Tues & Thurs Sep 10 - Dec 16 (24 Sessions/80 Hours)
5:45 pm - 9:05 pm \$339 A05BTA111B

Principles of Accounting II

Take an in-depth look at partnerships and corporations, with a focus on stock transactions, long-term liabilities and retained earnings. Cash flow and financial statement analysis as well as other related topics will also be covered.

Sat Sep 7 - Dec 16 (12 Sessions/56 Hours)
9:15 am - 2:00 pm \$339 A05BTA112A

Tues & Thurs Sep 10 - Dec 16 (24 Sessions/52 Hours)
5:45 pm - 7:55 pm \$339 A05BTA112B

Intermediate Accounting I

This course is designed to give an overview of the foundations of accounting theory, the problems of current practice and its relationship to accounting theory as expressed in the Accounting Principles Board's Opinions and the Financial Accounting Standards Board's Statements. The course includes a review of the accounting cycle and a detailed exploration of the reporting process, namely, the Statement of Financial Position, the Statement of Income, the Statement of Retained Earnings and the Statement of Cash Flow.

Mon & Wed Sep 9 - Dec 16 (24 Sessions/52 Hours)
8:05 pm - 10:15 pm \$339 A05BTA201A





2013 Graduates (left to right) Akofa Norman, Danilo Guevara, Lovejoy Fosu, Genie Vi Venenoso, Erika Zapata, and Madelyn Arias, who received a range of support services from the Program for Deaf Adults

Learn American Sign Language

Intensive Study in American Sign Language
Dual Access Courses

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Learn American Sign Language!

Program for Deaf Adults' continuing education programs are the largest and most comprehensive in the New York City area. Our courses, taught in ASL, are designed for students who wish to improve their academic, language and/or life enrichment skills. For more information, including course descriptions, visit <http://ace.laguardia.edu/pda>. For the most current listing of all courses and schedules, visit <http://www.lagcc.cuny.edu/ace>.

For questions or to schedule an appointment for an assessment or placement test, contact Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu. All courses are ND (no discount available)

Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. Using the Master ASL! Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge.

Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or G.E.D. diploma required. Upon completion and passing of Intensive Study in ASL 1 - 4 and Fingerspelling 1 & 2 courses, within two years you can earn a Certificate in Conversational American Sign Language. If you have already started your sign language education, you are required to be pre screened for appropriate level placement. To schedule an appointment contact Erlisa Koci at ekoci@lagcc.cuny.edu or (917)832-1138. ND

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened.

For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B-234, at (718) 482-5640.

This certificate program is not designed to train students as interpreters for the Deaf.

For more information on our ASL English Interpretation Program visit <http://www.laguardia.edu/aeip>.



Introduction to American Sign Language Workshop

Interested in learning American Sign Language? Find out how to become a fluent communicator or make a career from your ASL skills by attending our FREE introductory workshop. If you are registering for an ASL class in Program for Deaf Adults for the first time, it is strongly recommended that you attend this workshop, which introduces our teaching philosophy of ASL and Deaf Culture. You must register for this workshop; visit <http://www.laguardia.edu/ace/registration.aspx>.

Wed Sep 4 (1 session/1.5 hours)
5:45 pm - 7:15 pm A16ASL000B

Intensive Study in ASL Screening

Winter/Spring 2014

All continuing education students are required to be assessed through an intensive screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes. Call (917) 832-1138 Voice/VP or e mail ekoci@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Oct 7, 2013 - Feb 15, 2014
(1 session/1 hours) \$55 A16ASL010A

Intensive Study in American Sign Language - Level 1

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

Instructor: Cheryl Collier, MA, Deaf Education; BA, Deaf Studies; ASL specialist at New York School for the Deaf. Taught Deaf children at Maryland School for the Deaf for 8 years; and ASL at Frederick Community College for a year. Currently teaches Intensive Study in American Sign Language Level 3.

Thurs Sep 12 - Dec 19 (28 sessions/46 hours)
5:45 pm - 9:00 pm \$359 A16ASL011A

WINTER

Wed Feb 13 - Jun 5 (26 sessions/46 hours)
5:45 pm - 9:00 pm \$359 A16ASL011A

Intensive Study in American Sign Language - Level 2

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

Instructor: Cheryl Collier, MA, Deaf Education; BA, Deaf Studies; ASL specialist at New York School for the Deaf. Taught Deaf children at Maryland School for the Deaf for 8 years; and ASL at Frederick Community College for a year. Currently teaches Intensive Study in American Sign Language Level 3.

Wed Sep 11 - Dec 18 (28 sessions/46 hours)
5:45 pm - 9:00 pm \$359 A16ASL012A

Sat Sep 14 - Dec 14 (26 sessions/46 hours)
9:00 am - 12:30 pm \$359 A16ASL012B

Intensive Study in American Sign Language - Level 3

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

Sat Sep 14 - Dec 21 (26 sessions/46 hours)
10:00 am - 1:30 pm \$359 A16ASL013A

Intensive Study in American Sign Language - Level 4

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

Sat Sep 14 - Dec 21 (26 sessions/46 hours)
11:00 am - 2:30 pm \$359 A16ASL014A

Lovejoy Fosu

Overcoming Adversity to Pursue Educational Goals



The path to college was not easy for Lovejoy Fosu. The Bronx native was a high school sophomore when deteriorating health forced her to leave school. When she was well enough to resume her studies, Lovejoy learned that she was above the age limit to attend high school. But, determined to reach her academic goals and remain on the path to college, she decided to pursue a High School Equivalency Diploma. That was when Lovejoy discovered the G.E.D. Bridge to College for Deaf Adults, offered through the Program for Deaf Adults (PDA) at LaGuardia Community College. Lovejoy explains that the "PDA interpreters, faculty and staff served us in a very friendly and cooperative way."

Lovejoy obtained her G.E.D. and went on to study Human Services at LaGuardia. Then, in June 2013 she realized another of her goals when she graduated from LaGuardia with an associate's degree. Now her plan is to work in a field where she can apply her knowledge and personal experience to help other disabled young people overcome their own struggles with disabilities. Lovejoy proudly proclaims "Years ago, if someone had told me that I would achieve every step here at LaGuardia, I wouldn't have imagined it...But now, I am thinking about my future success." She adds, "If you wish to get a college education, then set your mind to it! You can do it!"

“LaGuardia was the right place for me to attend because PDA provided students with the necessary support services, such as interpreters and note-taking materials, every time we needed them.”

CHALLENGING EXPECTATIONS

Dual Access Courses

Dual Access: Fingerspelling, Numbers and Glossing 1

Explore the fundamentals of ASL fingerspelling, numbers and glossing. You will focus on the development of ASL parameters, including hand shapes, orientation, location, movement and non manual signals. Offered jointly with the Education and Language Acquisition Department. Prerequisite: Intensive Study in ASL Level 1 or pre screening.

Tue Sep 10 - Dec 10 (24 sessions/24 hours)
5:45 pm - 7:55 pm \$119 A16ASL018A

Dual Access: Fingerspelling, Numbers and Glossing 2

Build on the foundations of ASL fingerspelling, numbering and glossing in Level 1. You will focus on the further development of ASL parameters, including hand shapes, orientation, location, movement and non manual signs. Offered jointly with the Education and Language Acquisition Department. Prerequisite: ASL Fingerspelling 1 & Intensive Study in ASL Level 2.

Tue Sep 10 - Dec 10 (24 sessions/36 hours)
5:35 pm - 8:55 pm \$229 A16ASL019A

Dual Access: Intensive Study in American Sign Language - Level 2

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

Tues (3:25 pm - 6:45 pm) & Thurs (4:35 pm - 5:35 pm)
Sep 10 - Dec 12 (36 sessions/48 hours)
\$359 A16ASL015A

Dual Access: Intensive Study in American Sign Language - Level 3

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

Mon (6:00 pm - 7:30 pm) & Wed (6:00 pm - 8:45 pm)
Sep 9 - Dec 11 (36 sessions/48 hours)
\$359 A16ASL016A

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

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

Mon (7:30 pm - 9:00 pm) & Wed (6:25 pm - 9:00 pm)
Sep 9 - Dec 11 (36 sessions/48 hours)
\$359 A16ASL017A

Continuing Education Classes for Deaf Adults



Individual Instruction for Deaf Adults

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

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

For questions or to schedule an appointment for an assessment or placement test, contact Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu.
ND (no discount)

Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Sep 9 - Dec 20 (1 session/2 hours)
\$149 A16PDV001A

Individual Instruction - 12 Hours

You will receive 6 two-hour sessions of one-to-one instruction.

TBA Sep 9 - Dec 20 (6 sessions/12 hours)
\$959 A16PDV002A

Individual Instruction - 24 Hours

You will receive 12 two-hour sessions of one-to-one instruction.

TBA Sep 9 - Dec 20 (12 sessions/24 hours)
\$1859 A16PDV003A



For information on the
ASL-English Interpretation Program
see page 24



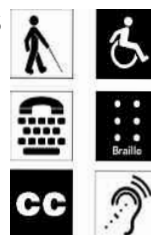
ACE Support Services

To inquire about disability services:

Please contact **Cristobal Stewart** at (718) 482-5120 to discuss your individual needs.

If you are Deaf or Hard of Hearing please contact **Kat Daviton-Burland** (866) 553-3609 (Video Phone).

Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four weeks in advance of class start date to ensure that reasonable accommodation requests can be processed in a timely manner.



For financial assistance to help pay for your education:

You may be eligible for tuition assistance or vouchers for many of our courses.

Find out if you qualify!

Work Force Investment Act (WIA) vouchers may be available for individuals who are unemployed, dislocated, disabled, youth (14 - 21 meeting certain requirements) or displaced workers. For more information: <http://www.workforcenewyork.org/>

New York State Educational Incentive Program (EIP) may provide vouchers for qualified applicants who are registered child care providers. For more information: <http://www.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: www.vesid.nysed.gov

Vouchers are also accepted through the **GI Bill and the Department of Veterans Affairs**. For more information: <http://www.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.

Students Over 65

Rediscover the joys of learning at LaGuardia!

Receive a 30% discount

For more information call (718) 482-5124

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

Since January 1, 1998, taxpayers have been 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.

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

The CUNY/Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.

For more information visit
<http://www.cuny.edu/academics/conted/rubinsteinscholarship.html>.

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How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map at left 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, Q trains	At Queensboro Plaza station, transfer to #7
E, M trains	Queens Plaza or 23rd-Ely/Court Square station
R train	Queens Plaza station
G train	23rd-Ely/Court Square station

By Bus:

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

Bike Parking:

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

How to Register

Online: www.laguardia.edu/acereg/

By phone: (718) 482-7244 with payment by MasterCard/Visa/Discover/American Express.

For English Language classes call (718) 482-5360.

By fax: (718) 609-2074 with payment by MasterCard/Visa/Discover/American Express.

In person: **M-Building, Room M-143**

Monday through Thursday	8:30 am - 6:30 pm
Friday	8:30 am - 3:30 pm
Saturday	8:30 am - 12:30 pm

Payment

Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.

For most classes you may pay by check, major credit cards, money order, or cash.

Cash payments can be made at the Bursar's office (C Building, Room C-110)

Monday & Thursday	9:00am - 7:00pm
Tuesday & Wednesday	9:00am - 5:00pm
Friday	9:00am - 4:30pm

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

Discounts

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

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

Delinquent Payments

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

Classroom Assignments

Classroom assignments are posted outside the Registration Office, M147, M-Building, prior to the first day of class. The English Language Center posts its classroom assignments outside C-354.

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.

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 & Loans

Students may apply for installment plans and loans through Academic Management Services (1-800) 635-0120 or online through www.tuitionpay.com.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

Course Cancellations

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

Updates

Occasionally information changes and the most up to date schedule can be found on the web (www.lagcc.cuny.edu/ace).

4 EASY WAYS TO REGISTER!

Online:



www.laguardia.edu/acereg/

By phone:



(718) 482-7244

with payment by MasterCard/
Visa/Discover/American Express.

For English Language classes
call (718) 482-5360.

By fax:



(718) 609-2074

with payment by MasterCard/
Visa/Discover/American Express.

In person:



M-Building, Room M-143

Monday through Thursday
8:30 am - 6:30 pm

Fridays 8:30 am - 3:30 pm

Saturday 8:30 am - 12:30 pm

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Adult and Continuing Education Registration Form

LAST NAME	FIRST NAME	MALE/FEMALE
STREET ADDRESS		CITY STATE ZIP
DATE OF BIRTH	HOME PHONE	BUSINESS PHONE
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