



CONTINUING EDUCATION  
FALL 2016 CATALOG

# FORGE YOUR FUTURE



PROFESSIONAL CERTIFICATES • VOCATIONAL TRAINING • HIGH SCHOOL EQUIVALENCY  
COLLEGE COURSES • BUSINESS SERVICES • ESL





<b>Professional Programs</b>	<b>6</b>		
<b>Information Technology</b>	<b>6</b>		
Computer Service Technician Certificate Program	6		
<b>Computer Skills</b>	<b>7</b>		
Fundamental Computer Skills	7		
Certificate Program in Microsoft Office Applications	7		
Administrative Assistant Certificate Program	7		
Strengthen Your Professional Impact	8		
Online Classes	9		
<b>Accounting, Bookkeeping and Tax Preparation</b>	<b>10</b>		
Computerized Bookkeeping for QuickBooks Certificate Program	10		
Tax Return Preparer Certificate	10		
IRS Enrolled Agent Preparation Program	10		
Notary Public Test Preparation	10		
<b>Healthcare - Clinical</b>	<b>11</b>		
Certified Clinical Medical Assistant (CCMA)	11		
Emergency Healthcare Programs / EMT & Paramedic	12		
Radiologic Technology	12		
NYC Welcome Back Center	12		
<b>Healthcare - Related</b>			<b>13</b>
Pharmacy Technician Certification Preparation			13
Dietary Manager Program			13
Healthcare Interpreter Certificate Program, Level 1			14
Central Service Technician			14
<b>Education</b>			<b>15</b>
Child Abuse Identification and Reporting			15
School Violence Prevention			15
Certificación en el Cuidado de Niños			15
(Certification in Childcare - offered in Spanish only)			
Medical Billing			15
<b>ASL-English Interpretation Program</b>			<b>16</b>
<b>Construction and Building Management</b>			<b>17</b>
Safety Dynamics Construction Courses			17
Cursos de Construcción en Español			18
Construction Management Certificate Program			18
Refrigeration Machine Operator License Preparation			19
Refrigerating System Operating Engineers Certificate			
for Qualification Renewal			19
<b>NEW!</b> Advanced Industrial & Manufacturing Programs (AIMP)			19
Green Jobs Training Program			19
<b>Transportation Institute</b>			<b>20</b>
Driver Education for the Public - Learn to drive at LaGuardia			20
Commercial Driver License Education			20
Taxi & For Hire Vehicle Driver Institute			21

**English as a Second Language 23**

Full-Time Classes	23
Part-Time Morning Classes	23
Part-Time Afternoon Classes	23
Part-Time Evening Classes	23
Part-Time Saturday Classes	24
Versant English Test	24
New York City Immigrant Parents - Learn English at LaGuardia	24
Padres Inmigrantes de Nueva York - Aprenda inglés en LaGuardia	24
CUNY Citizenship Now! Application Assistance	24
CUNY Language Immersion Program (CLIP)	24

**High School Equivalency 25**

High School Equivalency in English	25
Equivalencia del Bachillerato (H.S. Equivalency) en Español	25
Which High School Equivalency Program is Right for You?	27
Adult Basic Education for Deaf Adults	28
High School Equivalency for Deaf Adults	28

**Pre-College Programs/College Courses for Non-Credit 29**

College and Career Pathways Institute	29
<b>Pre-College Programs 29</b>	
Bridge to College and Careers Program (PCAP)	29
College-Level Examination Program (CLEP)	29
College Preparation Workshops	30

**College Courses for Non-Credit 30**

College Foreign Languages	30
College Art	32
College Music	33
College Liberal Arts	33

**Programs for Deaf Adults 34**

Adult Basic Education for Deaf Adults	34
High School Equivalency for Deaf Adults	34

**Continuing Education Classes for Deaf Adults 35**

Driver (Learner's Permit) Education for Deaf Adults	35
Individual Instruction for Deaf Adults	36

**Intensive Study in American Sign Language 35**

Dual Access Courses	35
---------------------	----

**ASL-English Interpretation Program 37****Youth Programs 38**

Summer Youth Employment Program	38
Justice Community Program	38
Young Adult Internship Program (YAIP)	38
High School Equivalency	38
CUNY Fatherhood Academy	39

**Veterans Resource Center 39**

Veterans Upward Bound Program	39
-------------------------------	----

**Small Business Services 40****ACE Financial Support Services 41**

Helena Rubinstein Scholarship	41
Tuition Assistance Voucher	41
Individual Training Grants	41
Hope Scholarship Credit	41
Students Over 65	41

**Directions/ How to Register 42**

- Online	43
- By phone	43
- By fax	43
- In person	43

**To inquire about disability services:**

Please contact **Pacts Cartagna** at (917) 832-1202 (video phone/voice) to discuss your individual needs or if you are Deaf or Hard-of-Hearing.

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.





Dear Students,

Welcome to Adult and Continuing Education (ACE) at LaGuardia Community College.

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

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

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

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

  
Dr. Gail O. Mellow  
President



**The Division of Adult and Continuing Education (ACE)** at LaGuardia Community College is the largest continuing education division among all the CUNY campuses and is one of the most comprehensive in the country. ACE serves annually over 32,500 students of diverse cultures, ages, and educational and economic backgrounds. We offer a wide variety of non-credit academic, professional training, and business programs for adults and youth in New York City.

#### New Courses

This fall learn how to use Autodesk prototyping software and create 3D models in our fabrication lab with Advanced Manufacturing: 3D

Digital Prototyping, Autodesk Fusion 360 part of our new Advanced Industrial & Manufacturing Programs. Prepare for a career in legal interpreting with our new Legal Interpreter Certificate Program. Or try any one of our new online courses, offered in a number of subjects.

#### College Preparation

Preparing you to earn your high school equivalency diploma, getting you into college and putting you on the path to a vibrant career and brighter future is what ACE does best. Choose from our various High School Equivalency (HSE), English as a Second Language (ESL) or Pre-College programs to get started.

#### Professional Training

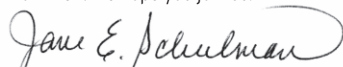
ACE offers many professional certificate and license preparation programs and courses, from health-care, bookkeeping/accounting, IT/computer training, and ASL-English interpretation to construction/building management, transportation and more. These high quality programs, taught by experts in the field, are affordable and run evenings and weekends, so you can enrich your life or advance your career without changing your lifestyle.

#### Business Services

If you run a small business, LaGuardia Business Services has everything your company needs to grow and be successful. Our specialized programs provide business advisement and support services, government procurement assistance, education and customized training, access to capital and more to help entrepreneurs and small businesses grow and meet the needs of the rapidly changing business community as well as contribute to the local economy.

We also partner with employers large and small to match our qualified students and alumni with your businesses and organizations throughout New York City.

People in our community are improving their lives and future prospects every day with assistance from ACE. We hope you join us!

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

## LaGuardia Community College

**Dr. Gail O. Mellow, President**

### Division of Adult and Continuing Education

**Jane E. Schulman, Vice President**

Shannon Bryant, Associate Dean

Francesca Fiore, Assistant Dean

#### Directors

Christine Alvarez, Director, Pre-Hospital Care Programs

Claudia Baldonado, Director, Youth Workforce Development Initiatives

Laura Bartovics, Director, Grants and Research Administration

Tristan Bel, Director, NYDesigns

Vicki Bello, Director, Veterans Upward Bound Program

Marian Blaber, Executive Director, Language Acquisition Programs

Amy Dalsimer, Executive Director, Pre-College Academic Programming

Paisley Demby, Business Services Director, *10,000 Small Businesses*

Thomas Dieter, Director, CUNY Start

Rosa Figueroa, Director, Small Business Development Center

John Garcia, Director, Community Health Worker and Older Adult Programs

Hillary Gardner, Director, Center for Immigrant Education and Training & NYC Welcome Back Center

Adjoa Gzifa, Director, Workforce Education Center

Edgard Hernandez, Director, Procurement Technical Assistance Center

Janelle Greco, Manager, Pre-College Academic Programming

Robert Hills, Director, ASL-English Interpretation Program

Assunta Howard, Educational Services Director, *10,000 Small Businesses*

John J. Hunt, Executive Director, Adult Community Learning Programs

Elizabeth Iannotti, Director, The English Language Center

Kimberly Kendall, Executive Director, Career Programs

John Lagamjis, Director, ACE Information Technology

Beth Lord, Director, ACE Employment Services/Career Development Center

Chandana Mahadeswaraswamy, Associate Director, Career and Professional Programs

Linda Mellon, Executive Director, Business Services

Elizabeth Perdomo, Director, Small Business Transportation Resource Center

Lakshmi Ponappa, Acting Director, Program for Deaf Adults

Maritza Pritsos, Director, Adult Basic Skills

Thomas Rivera, Associate Director, Transportation Programs

George Schreiner, Director, ACE Enrollment Management Services

Michele Stewart, Director of Grant Sponsored Workforce Development Initiatives

Michele Valdez, Executive Director, Workforce Development

#### Catalog Production

Lanaia DuBose, Catalog Production Manager

Edward L. Hollins, College Graphic Designer & Photographer

Liesl Fores-Iza, Communications Director

Donald Webster, Communications Manager - ACE, Institutional Advancement

Keith Arias, Administrative Assistant, Career and Professional Programs

Lia Molero, Administrative Associate to VP and Deans

Tony Camilli, Web Developer

Bruce Kurzius, Coordinator of Administrative Services





***Training that gets you the JOB!***

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

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

***In 1 month  
you can***

- Get a license as a **Taxi Driver** or **Black Car Driver** - page 21
- Take an online course in **Word, Excel, Power Point** or **Access** - page 9

***In 3 months  
you can become***

- Certified as an **Income Tax Preparer** - page 10
- Certified as an **Emergency Medical Technician (EMT)** - page 12
- Certified as a **Pharmacy Technician** - page 14



***In 4 months  
you can become***

- Certified in **QuickBooks** - page 10
- Certified in **Microsoft Office Applications** (Word, Excel, Power Point and Access) - page 7

***In 6 months  
you can become***

- a **Computer Service Technician** - page 6
- Certified as a **Construction Manager** - page 18

***In 12 months  
you can become***

- Certified as a **Paramedic** - page 12

# Professional Programs

## Information Technology

### Computer Service Technician Certificate Program

Get the skills you need to start a career as a Computer Service Technician (CST). This 4-course, hands-on training program will teach you how to repair and network computers as well as Windows Operating System. Topics include hardware, software, network systems and new technologies. In addition, you may take a fifth course to learn how to build your own computer and prepare for the CompTIA A+ certification test. For more information call (718) 482-7244.

#### 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](http://www.lagcc.cuny.edu/capp/computer-repair-test)

*Instructor: Louis Marchione, Certificate in Computer Programming, New York University, has over 35 years of experience in the computer technology field and has taught in LaGuardia's Career and Professional Programs since 1997.*

**Sat Sep 24 - Oct 15 (4 sessions/20 hours)**

**9:00 am - 2:30 pm \$235 A05CMP100A**

#### 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.

**Sat Oct 22 - Nov 12 (4 sessions/20 hours)**

**9:00 am - 2:30 pm \$360 A05CMP101A**

#### CST, Part 2: Software

Learn Windows Tools as well as operating systems architecture (Windows XP, Windows Vista and Windows 7) and how to install, activate and configure operating systems. You will also perform software diagnostics and install, configure and troubleshoot several components, such as CD/DVD ROMS, network cards and sound cards. Prerequisite: Successful completion of CST, Part 1.

**Sat Nov 19 - Dec 17 (4 sessions/20 hours)**

**9:00 am - 2:30 pm \$360 A05CMP102A**

#### CST, Part 3: Networking

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

**WINTER 2017**

**Sat Jan 7 - Jan 28 (4 sessions/20 hours)**

**9:00 am - 2:30 pm \$360 A05CMP103A**

#### CST, Part 4: New Technologies

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

**WINTER 2017**

**Sat Feb 11 - Mar 4 (4 sessions/20 hours)**

**9:00 am - 2:30 pm \$360 A05CMP104A**

#### CST Part 5: Build Your Own Computer and Prepare for CompTIA A+ Certification

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

**WINTER 2017**

**Sat Mar 18 - Apr 8 (4 sessions/20 hours)**

**9:00 am - 2:30 pm \$360 A05CMP112A**

## INFORMATION SESSION

**Become a Computer Service Technician**

**Saturday, August 27 at 11:00 am**

**A05CMP000A**

- Hear about working as a CST from our experienced instructors
- Explore job opportunities in the field

For more information or to register email [aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu).

**FREE!**

You've got questions. **We've got answers.**

## Computer Skills

### Fundamental Computer Skills

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

*Instructor: Lawan Tyson, BS in English Literature, University of Pittsburgh, has taught in LaGuardia's Career and Professional Programs since 1999.*

### Computers and Internet Basics

Gain confidence in the use of today's technology with this hands-on course. You will learn about the functions of computer equipment as well as how to explore the Internet. You'll also discover ways to use Windows operating system to organize files and folders and how to set up an email account.

**Mon & Wed Sep 26 - Oct 5 (4 sessions/12 hours)**  
**6:00 pm - 9:00 pm \$125 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 17 - Nov 9 (8 sessions/24 hours)**  
**6:00 pm - 9:00 pm \$245 A05OSK001A**

## Administrative Assistant Certificate Program

Want to work in an office environment? Are you organized and detail oriented? Become an Administrative Assistant! In this 7-course certificate program you will learn the essential computer and communication skills needed to be successful in an office setting.

Required Courses: Power Keyboarding, Write Effective Email, Building Reports in Excel, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access Intensive. (You may take individual courses without intending to complete the certificate program.) For more information call (718) 482-7244. ND.

### 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 Office Applications. (You may take individual courses without intending to complete the Certificate Program.) For more information call (718) 482-7244.

*Instructor: Lawan Tyson, BS in English Literature, University of Pittsburgh, has taught in LaGuardia's Career and Professional Programs since 1999.*

#### Microsoft Excel for Windows

Learn the basic and advanced functions of Microsoft Excel for Windows, including the creation of spreadsheets, shortcut menus, sorting, Autosum and Autofill commands, cut/copy/paste, charts, linking workbooks, the "if" statement and printing. Prerequisite: Introduction to Personal Computers or equivalent experience.

**Tues & Thurs Oct 4 - Oct 27 (8 sessions/24 hours)**  
**6:00 pm - 9:00 pm \$245 A05OSK003B**

**Sat Oct 22 - Dec 17 (8 sessions/24 hours)**  
**12:30 pm - 3:30 pm \$245 A05OSK003A**

#### 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.

**Mon & Wed Nov 14 - Nov 23 (4 sessions/12 hours)**  
**6:00 pm - 9:00 pm \$123 A05OSK005A**

#### Microsoft Access Intensive

Explore the basic and advanced function 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.

**Tues & Thurs Nov 15 - Dec 6 (6 sessions/12 hours)**  
**6:00 pm - 9:00 pm \$185 A05OSK004A**

#### Microsoft Word for Windows

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

**Sat Oct 1 - Nov 19 (8 sessions/24 hours)**  
**9:00 am - 12:00 pm \$245 A05OSK002A**

**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 discount.

### Business Writing Skills

Through real world scenarios and writing exercises, practice using clear and concise language in letters, memos and short reports. You will also learn to use appropriate tone, style and structure found in common business communication.

**Mon & Wed Nov 14 - Dec 7 (8 sessions/24 hours)**  
**6:00 pm - 9:00 pm \$265 A05BUS017A**

### Building Reports in Excel

**WINTER 2017**  
**A05OSK016A**

## Strengthen Your Professional Impact

Sharpen your computer skills and work more effectively in an office or professional setting.  
For more information call (718) 482-7244. ND

*Instructor: Lawan Tyson, BS in English Literature, University of Pittsburgh, has taught in LaGuardia's Career and Professional Programs since 1999.*

### Data Analysis Simplified

Analyze and summarize large sets of data without complex formulas using Microsoft Excel. Discover how to transform data into attractive and easy-to-read reports by formatting, modifying and performing summary techniques. Prerequisite: Microsoft Excel for Windows or equivalent experience.

**Tues & Thurs Nov 1 – Nov 10 (4 sessions/12 hours)**  
**6:00 pm – 9:00 pm \$279 A05PRF001A**

### Efficient Email Management

Increase productivity and save time by effectively managing your email account with Microsoft Outlook. Learn how to create and organize messages into folders; sort by categories; set flags; and manage calendars and contacts. Prerequisite: Certificate Program in Microsoft Office Applications or equivalent experience.

**Tues & Thurs Dec 13 – Dec 22 (4 sessions/12 hours)**  
**6:00 pm – 9:00 pm \$279 A05PRF006A**

### Powerful Presentations: Impress, Convince, Deliver

Maximize the impact of your message with professional presentations using Microsoft PowerPoint. Learn to create customized slides that feature various design schemes and backgrounds to make your presentations more compelling. Prerequisite: Microsoft PowerPoint for Windows or equivalent experience.

**Mon & Wed Dec 5 – Dec 14 (4 sessions/12 hours)**  
**6:00 pm – 9:00 pm \$279 A05PRF002A**

**Take 3 and save \$100\***

Register for all three courses in the same semester and **SAVE \$100\***

*\*Cannot be combined with any other discount.*

### 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) 482-5171  
or email [vjarvis@lagcc.cuny.edu](mailto:vjarvis@lagcc.cuny.edu).

Program sponsored by grant funding.

*Expand your bilingual skills to become a legal interpreter!*

## NEW! Legal Interpreter Certificate Program

Learn the skills to deliver accurate interpretation in legal settings. You will study techniques and explore the U.S. legal system as well as moral and professional responsibilities for legal interpreting through role play and group discussion. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. Prerequisites: High school diploma or equivalency and passing of English and native language proficiency tests; communication and soft skills screening. ND

- Training program with employer partner
- Site visits and job shadowing
- Opportunity for job interview

#### Test/Screen Dates (FREE):

Saturday, September 17  
Saturday September 24  
11:00 am – 1:00 pm

**Sat Oct 8 – Dec 17 (10 sessions/45 hours)**  
**9:00 am – 1:30 pm \$1010 A05LGL001A**

For more information or to register contact (718) 482-5481 or [acereg@lagcc.cuny.edu](mailto:acereg@lagcc.cuny.edu).

### Did You Know?

Employment of interpreters and translators is projected to grow 29% from 2014 to 2024, much faster than the average for all occupations.\*

\*U.S. Bureau of Labor Statistics





# LEARN ONLINE

## Anytime, Anywhere... Just a Click Away

You'll find more than 100 courses listed in these categories, with syllabi, software requirements, instructor bios and student reviews.

- Accounting
- Business
- College Readiness
- Construction and Sustainable Building
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Computer Applications
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Tuition starts at just \$135.

You can complete your course in 6 weeks!

To register visit [www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)

For more information or assistance with registration:

(718) 482-5481

[acereg@lagcc.cuny.edu](mailto:acereg@lagcc.cuny.edu)



# Accounting, Bookkeeping and Tax Preparation



## 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

**Instructor:** Luis Alvarado, BS in Economics, and BS in Accounting, National University of La Libertad, and AA degree in Computers for Business, Hostos Community College, CUNY. He has taught in LaGuardia's Career and Professional Programs (CAPP) since 2002.

### Bookkeeping with QuickBooks, Part 1

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

**Sat Oct 1 – Dec 10 (6 sessions/27 hours)**  
9:00 am – 2:00 pm \$410 A050SK006B

**Tues & Thurs Oct 4 – Nov 1 (9 sessions/27 hours)**  
6:00 pm – 9:00 pm \$410 A050SK006A

### 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 8 – Nov 29 (6 sessions/18 hours)**  
6:00 pm – 9:00 pm \$300 A050SK007A

**Sat Nov 12 – Dec 10 (4 sessions/18 hours)**  
9:00 am – 2:00 pm \$300 A050SK007B

### 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 6 – Dec 22 (6 sessions/18 hours)**  
6:00 pm – 9:00 pm \$300 A050SK008A

#### WINTER 2017

**Sat Jan 7 – Jan 28 (4 sessions/18 hours)**  
9:00 am – 2:00 pm \$300 A050SK008B



### QuickBooks, Payroll, Accounting Fundamentals and many more classes online...

Need to learn QuickBooks or accounting skills but don't have the time to come to class?

#### Accounting Fundamentals

**Instructor:** Charlene Messier has 12 years of experience in business and 27 years of teaching experience.

**Get started!** Visit [www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)

For more information or assistance with registration:  
[aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu) Call: (718) 482-5481



## Tax Return Preparer Certificate

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

### 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.

**Mon & Wed Sep 26 – Nov 16 (15 sessions/ 45 hours)**  
6:00 pm – 9:00 pm \$635 A05BUS002A

## IRS Enrolled Agent Preparation Program

An Enrolled Agent represents taxpayers before the Internal Revenue Service (IRS). Enrolled Agent status is the highest credential awarded by the IRS, and you must either pass the three-part IRS Special Enrollment Examination (SEE) as well as a background check, or have experience as an IRS employee. Once you become an Enrolled Agent, you have unlimited practice rights and are unrestricted in which taxpayers you can represent, what types of tax matters you can handle, and which IRS offices you can represent clients.

This program prepares you for the 3-part IRS SEE, which includes 1) Individuals, 2) Corporations and Partnerships, and 3) Representation, Practice and Procedures. You will also review exam questions and test-taking strategies. ND

### IRS Enrolled Agent, Part 3: Representation, Practice and Procedures

You will focus on representation before the IRS; income tax preparers and penalties; representation; collection procedures; examination of returns; and the appeals process. Prerequisite: Successful completion of IRS Enrolled Agent, Part 2: Corporations and Partnerships.

**Sat Sep 24 – Nov 5 (7 sessions/42 hours)**  
9:30 am – 4:00 pm \$590 A05IRS003A

## Notary Public

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

### Notary Public Test Preparation

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

**Instructor:** Mildred DellaPina, Licensed NYS Notary Public, has 15 years of experience as a notary public and has taught in LaGuardia's Career and Professional Programs since 2011

**Mon Oct 17 (1 session/3 hours)**  
6:30 pm – 9:30 pm \$91 A05BUS001A

# Healthcare - Clinical

LaGuardia offers an array of 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

## Certified Clinical Medical Assistant (CCMA)

The CCMA is an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). In order to take the national certification exam for Clinical Medical Assistant, you must successfully pass all five courses in this program. 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.

### 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 14 – Jan 27**  
(31 sessions/124 hours)  
10:00 am – 2:30 pm \$963 A11HLT002B

**Mon, Wed, Fri + 3 Saturdays Nov 14 – Jan 27**  
(31 sessions/124 hours)  
6:00 pm – 10:00 pm \$963 A11HLT002A

### American Heart Association CPR for Healthcare Providers with First Aid

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

**Sun (9:00 am–6:00 pm) & Wed (6:00 pm–10:00 pm)**  
**Sep 25 – Sep 28 (3 sessions/12 hours)**  
**\$160 A11CPR001A**

**Mon, Tues & Fri Sep 26 – Sep 30 (3 sessions/12 hours)**  
**10:00 am – 2:30 pm \$160 A11CPR001B**

### 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 Oct 3 – Nov 7**  
(21 sessions/84 hours)  
10:00 am – 2:30 pm \$785 A11HLT001B

**Mon, Wed, Fri + 3 Saturdays Oct 3 – Nov 7**  
(21 sessions/84 hours)  
6:00 pm – 10:00 pm \$785 A11HLT001A

### 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 2017

**Mon, Wed, Fri + 1 Sunday Jan 30 – Mar 1**  
(14 sessions/56 hours)  
10:00 am – 2:30 pm \$554 A11HLT004B

**Mon, Wed, Fri + 1 Saturday Jan 30 – Mar 1**  
(14 sessions/56 hours)  
6:00 pm – 10:00 pm \$554 A11HLT004A

### 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 2 – Sep 23 (9 sessions/36 hours)**  
10:00 am – 2:30 pm \$305 A11HLT003B

**Mon, Wed, Fri Sep 2 – Sep 23 (9 sessions/36 hours)**  
6:00 pm – 10:00 pm \$305 A11HLT003A

100%

LaGuardia's CCMA program has had a 100% pass rate on the national CCMA certification exams (National Healthcareer Association: EKG Technician, Phlebotomist, and CCMA) for the past four years!



## 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.



### Emergency Medical Technician (EMT) Basic

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT-Basic. This course is necessary to advance to the one year program of paramedic education. To receive an application to become an Emergency Medical Technician and arrange for your pretest and interview, call (718) 482-5768 or visit Room C-339.

**Mon, Tues & Thurs Sep 12 – Feb 16 (65 sessions/205 hours)**

**6:00 pm – 9:30 pm \$1095 A11EMT001A**

**Mon & Wed Sep 14 – Jan 19 (65 sessions/205 hours)**

**9:30 am – 4:30 pm \$1095 A11EMT001B**

### 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.

**Tues, Wed & Thurs (6pm–10pm) and Saturdays (9am–4pm) Sep 6 – Aug 17**

**6:00 pm – 10:00 pm \$7300 A11PMD001A**

**100%**

LaGuardia is the only NYC paramedic program with a 100% pass rate on the NYS Certification Exam for more than twelve years!

## Radiologic Technology

Increase your knowledge, acquire specialized skills, and earn Continuing Education Credits to give you an edge in the field of radiologic technology. For more information call (718) 482-7244. ND

### Magnetic Resonance Imaging (MRI)

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

**Sat Sep 24 – Dec 17 (12 sessions/48 hours)**

**9:00 am – 1:00 pm \$2069 A05MRI001A**



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

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

**We serve the following professions:**

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

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

*The program gave me the knowledge, and the teachers put it at my level in order to help me learn English and to help me understand the coursework. There was a lot of support, including a social worker, useful nursing textbooks, online resources, weekly tutoring sessions, a computer class, and simulation NCLEX questions every Thursday to help me practice and develop efficient study and test taking strategies.*

Rosenie Leveille Malette  
NCLEX-RN Preparation Course, 2014

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

Program sponsored by grant funding.

# Healthcare - Related

LaGuardia offers an array of 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 available.

## INFORMATION SESSION

### Become a Pharmacy Technician

- Meet the instructor, a registered pharmacist.
- Learn about the field.

For more information or to register  
call (718) 482-7244 or  
email [aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu).

**FREE!**

You've got questions. **We've got answers.**

## Pharmacy Technician

For more information call (718) 482-7244.

### Become a Pharmacy Technician

**Tue Sep 13 (1 session/2 hours)**

**6:00 pm – 8:00 pm \$0 A05PHM000A**

### 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 equivalency diploma and passing of an online screening test. (Link to screening test: [www.lagcc.cuny.edu/capp/pharmacy-technician-test/](http://www.lagcc.cuny.edu/capp/pharmacy-technician-test/)) ND

**Tues & Thurs Oct 4 – Dec 13 (20 sessions/70 hours)**

**6:00 pm – 9:30 pm \$1015 A05HLT001A**

## Dietary Manager Program

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

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

To qualify for the Dietary Manager 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

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

## Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle.

*Instructor: Patricia Harvey Slinger is the Director of Clinical Nutrition and Patient Services at New York Methodist Hospital. She has taught in LaGuardia's Career and Professional Programs since 2002.*

**Tue Sep 13 – Nov 15 (10 sessions/42.5 hours)**

**5:45 pm – 10:00 pm \$385 A05DMG001A**

## Safety and Sanitation

**Winter 2017**

**A05DMG002A**

## Quantity Food Production and Management

**Spring 2017**

**A05DMG003A**

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

### Intro to Spanish/English Healthcare Screening

**Sat Sep 17 (1 session/2 hours)**

**11:00 am – 1:00 pm \$0 A05HLT000A**

**Sat Sep 24 (1 session/2 hours)**

**11:00 am – 1:00 pm \$0 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 diploma or equivalency and passing of a Spanish/English diagnostic exam. For more information or to register call (718) 482-7244. Payment plan available. ND

**Sat Oct 8 – Dec 17 (10 sessions/45 hours)**

**9:00 am – 1:30 pm \$1010 A05HLT002A**

## Central Service Technician Certificate Program

The Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing medical devices and equipment needed for patient care, especially during surgery. This 3-course program focuses on requirements of the International Association of Healthcare Central Service Materiel Management (IAHCMM) and prepares you to sit for the Certified Registered Central Service Technician certification exam. Successful completion of all 3 courses allows you to take the CST certification exam and earns you a certificate of completion from LaGuardia. (You may take the courses in any order, or you may take just one course. Cost of textbook not included in the course fee.) ND

### INFORMATION SESSION

***Launch Your Healthcare Career  
As a Central Service Technician***

**Thursday, August 25 at 6:00 pm**

**A05STL000A**

- Learn about this essential area of healthcare and how to succeed in it
- Meet our instructor, a 30-year veteran in the field of sterilization

For more information or to register email [aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu).  
**FREE!**

You've got questions. **We've got answers.**

### Medical Terminology and the Human Body

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

**Tues & Thurs Sep 20 – Oct 18 (9 sessions/27 hours)**

**6:15 pm – 9:15 pm \$409 A05STL001A**

### Cleaning and Decontaminating Surgical Instruments

Examine simple and complex surgical instruments. Discuss the use of cleaning agents and tools, and study methods to clean, decontaminate, assemble and disassemble instruments. You will also review low/high temperature sterilization as well as various packaging techniques. This course includes 20 hours of lab instruction. (Cost of textbook not included in course fee.)

**Tues & Thurs Nov 1 – Dec 1 (9 sessions/27 hours)**

**6:15 pm – 9:15 pm \$409 A05STL002A**

### Quality Assurance and Human Relations

Learn how to safely use numerous cleaning agents and tools as well as methods to clean, decontaminate, assemble and disassemble surgical instruments throughout 20 hours of lab instruction. (Cost of textbook not included in course fee.)

**Tues & Thurs Dec 6 – Jan 10 (9 sessions/27 hours)**

**6:15 pm – 9:15 pm \$409 A05STL003A**



## Education

### 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. For more information call (718) 482-5481. ND

**Sat Nov 5 (1 session/2.5 hours)**

**1:00 pm – 3:30 pm \$80 A05CRD010A**

### School Violence Prevention

Examine social patterns of harassment and bullying in a school environment, and discuss discrimination prevention and intervention. This course fulfills the 6 hours of specific training required by the Dignity for All Students Act (DASA) for anyone applying for an administrative, school service or classroom teaching certificate or license. (Applicants must also complete the Child Abuse Identification and Reporting training separately.) For more information call (718) 482-5481. ND

**Sat Nov 5 (1 session/2.5 hours)**

**9:30 am – 12:00 pm \$80 A05CRD011A**

### Certificación en el Cuidado de Niños

Para información sobre este curso llame al (718) 482-7244.

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

Temas:

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

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

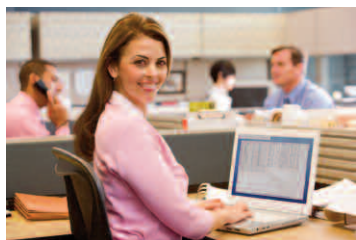
#### Childcare Certification

*Become certified in childcare. You will study how children develop and learn from ages 2 months to 12 years, and discuss relevant New York State regulations. Upon completion, you will receive a LaGuardia certificate of completion. ND=no discount. This course is offered in Spanish only.*

*Instructor: Daisy Payamps ha sido profesora de educación en la primera infancia por 12 años, dueña/administradora de una guardería infantil por 10 años y maestra asistente de niños preescolar por 16 años.*

**Sat Oct 8 – Oct 29 (4 sessions/30 hours)**

**9:00 am – 5:00 pm \$500 A05ELE001A**



## Earn \$40,000 as an Account Specialist

### FREE Medical Billing Training at LaGuardia Community College

- Six-month certificate program
- Top employer partner
- College credit available

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

**Enroll Now!**

Program sponsored by grant funding



## 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 who are 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/>

### 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 Sep 28 - Dec 14 (10 sessions/25 hours)**  
**9:00 pm - 8:30 pm \$459 A16INT001A**

### 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.

**Tue Sep 27 - Dec 13 (12 sessions/36 hours)**  
**5:45 pm - 8:45 pm \$1045 A16INT100A**

### 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, Colonos, 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.

**Wed Sep 21 - Dec 21 (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

**Thurs Sep 22 - Dec 15 (12 sessions/36 hours)**  
**5:45 pm - 8:45 pm \$1045 A16INT106A**

### 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.

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

### Interpreting IV Internship (50 hours)

You will observe certified interpreters in various interpreting settings. You will spend a minimum of 25 of these hours in an ongoing field placement and the remaining hours in various settings. You'll focus on pre-identified aspects of interpretation at each session and afterwards will discuss your observations and questions with the professional interpreters. And you will also consider settings in which interpreters work with a view towards your own career choices. Co-requisite: Interpreting IV.

**Mon Sep 19 - Dec 19 (10 sessions/50 hours)**  
**5:45 pm - 8:45 pm \$465 A16INT202A**

### Interpreting Lab

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

**Mon Sep 19 - Dec 19 (10 sessions/25 hours)**  
**5:45 pm - 8:45 pm \$495 A16INT400A**

### 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.

**Mon Sep 19 - Dec 19 (10 sessions/5 hours)**  
**5:45 pm - 8:45 pm \$239 A16INT550A**

# Construction and Building Management

## 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, the NY State Department of Transportation and many New York City agencies, including the Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection. **You must register at least 2 business days before these courses begin.** All classes take place in Greenpoint, Brooklyn. For more information please call (718) 482-7244. ND

### 4 Hour Flagging (NYSDOT)

Earn the essential flagging certificate 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 Sep 12 (1 session/4.5 hours)**  
5:00 pm – 9:30 pm \$150 A050SH301A

**Tue Oct 11 (1 session/4.5 hours)**  
5:00 pm – 9:30 pm \$150 A050SH301B

**Tue Nov 15 (1 session/4.5 hours)**  
5:00 pm – 9:30 pm \$150 A050SH301C

**Mon Dec 12 (1 session/4.5 hours)**  
5:00 pm – 9:30 pm \$150 A050SH301D

### 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 Sep 19 (1 session/4.5 hours)**  
5:00 pm – 9:30 pm \$150 A050SH300A

**Mon Oct 3 (1 session/4.5 hours)**  
5:00 pm – 9:30 pm \$150 A050SH300B

**Mon Oct 17 (1 session/4.5 hours)**  
5:00 pm – 9:30 pm \$150 A050SH300C

**Mon Nov 7 (1 session/4.5 hours)**  
5:00 pm – 9:30 pm \$150 A050SH300D

**Mon Dec 5 (1 session/4.5 hours)**  
5:00 pm – 9:30 pm \$150 A050SH300E

### 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.

**Wed, Thurs & Fri Sep 21 – Sep 30 (6 sessions/30 hours)**  
5:00 pm – 10:30 pm \$650 A050SH303A

**Tues – Fri Oct 4 – Oct 12 (6 sessions/30 hours)**  
5:00 pm – 10:30 pm \$650 A050SH303B

**Mon – Thurs Nov 14 – Nov 22 (6 sessions/30 hours)**  
5:00 pm – 10:30 pm \$650 A050SH303C

**Mon, Tues & Wed Dec 12 – Dec 21 (6 sessions/30 hours)**  
5:00 pm – 10:30 pm \$650 A050SH303D

### 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.

**Mon – Fri Sep 6 – Sep 15 (8 sessions/40 hours)**  
5:00 pm – 10:30 pm \$700 A050SH302A

**Tues – Fri Nov 1 – Nov 11 (8 sessions/40 hours)**  
5:00 pm – 10:30 pm \$700 A050SH302B

### 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 (5:00 pm–10:00 pm) & Sat (8:00 am–3:00 pm)**  
**Sep 16 – Sep 17 (2 sessions/10 hours)**  
\$150 A050SH304A

**Thurs & Fri Oct 13 – Oct 14 (2 sessions/10 hours)**  
5:00 pm – 10:30 pm \$150 A050SH304B

**Wed & Thurs Nov 16 – Nov 17 (2 sessions/10 hours)**  
5:00 pm – 10:30 pm \$150 A050SH304C

**Tues & Wed Dec 6 – Dec 7 (2 sessions/10 hours)**  
5:00 pm – 10:30 pm \$150 A050SH304D

### 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.

**Mon, Tues & Wed Oct 17 – Oct 26 (6 sessions/30 hours)**  
5:00 pm – 10:30 pm \$600 A050SH305A

**Thurs & Fri Dec 1 – Dec 16 (6 sessions/30 hours)**  
5:00 pm – 10:30 pm \$600 A050SH305B

### 8 Hour Concrete Safety Manager Refresher (NYCDOB)

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

**Thurs & Fri Oct 20 – Oct 21 (2 sessions/8 hours)**  
5:00 pm – 9:30 pm \$300 A050SH306A

**Sat Dec 10 (1 session/8 hours)**  
8:00 am – 5:00 pm \$300 A050SH306B

### 7 Hour Construction Site Fire Safety Manager (FDNY)

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

**Mon & Tues Sep 19 – Sep 20 (2 sessions/7 hours)**  
5:00 pm – 9:00 pm \$300 A050SH308A

**Mon & Tues Nov 28 – Nov 29 (2 sessions/7 hours)**  
5:00 pm – 9:00 pm \$300 A050SH308B



**16 Hour Suspended Scaffold (NYCDOB)**

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

**Sat Sep 3 – Sep 10 (2 sessions/16 hours)**  
**8:00 am – 5:00 pm \$819 A05SCF001A**

**Sat Oct 1 – Oct 8 (2 sessions/16 hours)**  
**8:00 am – 5:00 pm \$819 A05SCF001B**

**Sat Nov 5 – Nov 12 (2 sessions/16 hours)**  
**8:00 am – 5:00 pm \$819 A05SCF001C**

**Sat Dec 3 – Dec 10 (2 sessions/16 hours)**  
**8:00 am – 5:00 pm \$819 A05SCF001D**

**8 Hour Site Safety Manager (NYCDOB)**

Take the required New York City Department of Buildings (NYCDOB) approved course to acquire NYCDOB licenses for Site Safety Manager, Site Safety Coordinator and

Construction Site Superintendent. You will learn necessary methods and work practices in the construction of major buildings that are either 10 or more stories; 125 feet or more in height; or 100,000 square feet in lot coverage, regardless of height or as designated by the Commissioner of Buildings. Prerequisite: Must be a registered architect, licensed engineer OR have 5 years of construction supervision/safety experience, including 3 years supervising major building sites.

**Thurs & Fri Oct 27 – Oct 28 (2 sessions/8 hours)**  
**5:00 pm – 9:30 pm \$300 A05OSH307A**

**Sat Dec 3 (1 session/8 hours)**  
**8:00 am – 5:00 pm A05OSH307B**

**Cursos de Construcción en Español****Construction Courses in Spanish**

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

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

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

El curso se ofrece en español en Greenpoint, Brooklyn.

**OSHA 10-Hour Construction Industry Safety and Health Certification**

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

**Fri (5:00 pm–10:00 pm) & Sat (8:00 am–3:00 pm)**  
**Sep 16 – Sep 17 (2 sessions/10 hours)**  
**\$150 A05CNS918A**

**Thurs & Fri Oct 13 – Oct 14 (2 sessions/10 hours)**  
**5:00 pm – 10:30 pm \$150 A05CNS918B**

**Fri (5:00 pm–10:00 pm) & Sat (8:00 am–3:00 pm)**  
**Nov 11 – Nov 12 (2 sessions/10 hours)**  
**\$150 A05CNS918C**

**Tues & Wed Dec 6 – Dec 7 (2 sessions/10 hours)**  
**5:00 pm – 10:30 pm \$150 A05CNS918D**

**Construction Management Certificate Program**

Advance your career in the construction industry by becoming a construction manager. This 5-course certificate program provides you with the skills you need to successfully manage a construction team and site. Courses may be taken individually. Prerequisite: OSHA 10-Hour card. For more information call (718) 482-7244 or email [Acceprofessional@lagcc.cuny.edu](mailto:Acceprofessional@lagcc.cuny.edu). ND

**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. ND

*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 since 2003 at Career and Professional Programs (CAPP).*

**Wed Sep 14 – Nov 30 (12 sessions/36 hours)**  
**6:00 pm – 9:00 pm \$576 A05CNS001A**

**Construction Cost Estimating**

**WINTER 2017**  
**A05CNS003A**

**Project Management**

**WINTER 2017**  
**A05CNS004A**

**Introduction to AutoCAD**

**WINTER 2017**  
**A05CMP105A**

**Construction Materials and Methods**

**WINTER 2017**  
**A05CNS005A**

**Refrigeration Machine Operator License Preparation**

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.

**INFORMATION SESSION****Refrigeration Machine Operator**

**Tuesday, August 30 at 6 pm A05LIC000A**  
**Thursday, September 15 at 6 pm A05LIC000B**

For more information or to register call (718) 482-7244 or email [acceprofessional@lagcc.cuny.edu](mailto:acceprofessional@lagcc.cuny.edu).

**Refrigeration Machine Operator License Preparation Course**

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 4 – Jun 1 (67 sessions/200 hours)**  
**6:00 pm – 9:00 pm \$2600 A05BUS009A**

## Refrigerating System Operating Engineers Certificate of Qualification Renewal

### Building Operation Maintenance and Recordkeeping

Refrigerating System Operating Engineers, you must renew any Certificate of Qualification you hold every 3 years. Take Building Operation Maintenance and Recordkeeping, which is approved by the NYC Fire Department, to fulfill the continuing education requirement needed for the Certificate of Qualification renewal. (This course is offered in conjunction with the National Association of Power Engineers (NAPE), Chapter 44.) ND

**Wed Sep 21 – Sep 28 (2 sessions/7 hours)**  
**6:00 pm – 9:30 pm \$200 A05BMR001A**

**Wed Oct 19 – Oct 26 (2 sessions/7 hours)**  
**6:00 pm – 9:30 pm \$200 A05BMR001B**

**Wed Nov 16 – Nov 23 (2 sessions/7 hours)**  
**6:00 pm – 9:30 pm \$200 A05BMR001C**

**Wed Dec 14 – Dec 21 (2 sessions/7 hours)**  
**6:00 pm – 9:30 pm \$200 A05BMR001D**

## Green Jobs Training Program

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

For more information or to register call (718) 663-8407 or visit [www.greenworkforcenyc.org](http://www.greenworkforcenyc.org).



### Taivon Edwards

*LaGuardia's new 3D digital prototyping course and fabrication lab draw architecture, engineering and other technical students*

Taivon Edwards is an Architectural Technology major at CUNY's New York City College of Technology. But—like many of his classmates who are studying architecture, engineering, IT and other related fields—he came to LaGuardia to get a better understanding of 3D modeling, a cutting edge and high demand skill in industrial, manufacturing and numerous other sectors.

As a student in LaGuardia's new Advanced Manufacturing: 3D Digital Prototyping, Autodesk Fusion 360 course, Taivon, who came to the U.S. from Jamaica in 2008, learned the basics of 3D modeling using Autodesk prototyping software and obtained a Level 1 Certificate in 3D Digital Prototyping. As part of the course, he also had the opportunity to work in LaGuardia's fabrication lab to create 3D models. "My experience at LaGuardia has been great," says Taivon. "The teachers are very hands on and were always ready to assist when I had any difficulties."

Currently a drafter at Architectural Grille in Brooklyn, Taivon hopes to become an architect and interior designer and says LaGuardia has helped him along this path.

## NEW! Advanced Industrial & Manufacturing Programs (AIMP)

Enhance your skills in the industrial and manufacturing sectors to gain employment or advance in the workplace. These training programs are informed by industry experts and employer partners. For more information contact (718) 482-5333 or email [kwalsch@lagcc.cuny.edu](mailto:kwalsch@lagcc.cuny.edu).

*Instructor: Steve Widom is the senior solutions engineer and CTO for Widom Associates, an Autodesk® Consulting Value Added Reseller based in Northport, New York. He has used Autodesk software since 1984 in the fabrication, manufacturing and architectural fields as a trainer, consultant and application expert. He has over 40 years of teaching/consulting experience.*

### Manufacturing Training

#### Advanced Manufacturing: 3D Digital Prototyping, Autodesk Fusion 360

Learn the basics of 3D modeling using Autodesk prototyping software and obtain a Level 1 Certificate in 3D Digital Prototyping with Autodesk Fusion 360. You will work in a fabrication lab to create 3D models with 3D printing materials provided. For students with basic knowledge of 3D modeling/AutoCAD software. (Payment plans and tuition assistance available to qualifying students.)

**September – December 2016**  
**Dates TBA**  
**\$1100 A17AIM000**

#### Advanced Manufacturing: 3D Digital Prototyping, Autodesk Inventor Professional

Advance your design career by becoming a certified Autodesk Inventor® software user. Learn the skills necessary to enter the workforce and/or earn additional levels of industry certifications by successfully completing this course and passing the Autodesk Inventor® user certification exam. (Payment plans and tuition assistance available to qualifying students.)

**WINTER 2017**  
**January – June 2017**  
**Day and Evening Classes**  
**A17AIM001**

# Transportation Institute

We are the Transportation Institute at LaGuardia Community College, an approved New York State training provider for the transportation industry. Our basic driver education and advanced commercial driver training programs offer experienced staff, professional instruction and opportunities for lifelong learning. For more information call (718) 482-5335. All classes are ND. Register now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

## Driver Education for the Public

A driver license opens up many opportunities, both personal and professional. Gain the skills and experience you need to get your New York State Department of Motor Vehicles (NYS DMV) driver license. ND

### Learner Permit Test Preparation

Receive a detailed overview of the driver licensing process in New York State; complete your learner permit application; and prepare for the written test. You will review the driver manual and take practice tests.

**Day and Evening Classes (1 session/2 hours)**  
**\$49 A17LER000**

### Pre-Licensing 5 Hour Course

Take the 5-hour pre-licensing course, required by the NYS DMV to obtain your driver license. This interactive class will provide information that is essential when you are on the road. Receive a Pre-Licensing Course Certificate (MV-278), which is valid for one year. Prerequisite: 16 years of age or older.

**Day and Evening Classes (1 session/5 hours)**  
**\$59 A17PRE000**

### Driving Lessons & Road Test

Get behind the wheel and learn the skills you need to pass the NYS DMV road test. The package includes five or ten 45-minute driving lessons with a NYS DMV certified instructor in a new vehicle; road test appointment; a car for the road test; road test evaluation; and the \$40 NYS DMV fee. Pick-up service from LaGuardia Community College can be arranged at your convenience. There is a 24-hour cancellation/rescheduling policy. If you miss, cancel or change your scheduled session with less than 24 hours notice, the lesson will be forfeited. Prerequisite: Must present a valid NYS DMV learner permit at the time of lessons.

**Day and Evening Classes (5 sessions)**  
**\$379 A17DLP001A**

**Day and Evening Classes (10 sessions)**  
**\$579 A17DLP002A**

### Defensive Driving Course (DDC)

Take the New York State Department of Motor Vehicles (NYS DMV) Certified Defensive Driving Course and reduce 4 violation points from your NYS DMV driver license. You'll also lower your car insurance premium by 10% by completing this 6-hour course. This class satisfies all Taxi & Limousine Commission (TLC) Defensive Driving requirements for all TLC license types. NYS DMV certification, books and materials are included in tuition.

**Day and Evening Classes (1 session/6 hours)**  
**\$40 A17DDV000**

## Commercial Driver License Education

Start your career in the transportation industry by acquiring a New York State Department of Motor Vehicles (NYS DMV) Commercial Driver License (CDL). ND

### Commercial Driver Permit Training: Class A & Class B

Start your commercial driving career for CDL Class A or Class B by first obtaining a Commercial Driver Permit. Upon completion of this course, you will be able to take the NYS DMV driver permit test for CDL Class A (tractor trailers) or CDL Class B (buses and light trucks). Topics include general knowledge, air breaks and combinations, all covered on the test. Prerequisites: 18 years of age or older, valid NYS DMV driver license (Class D) and other DMV required documents.

**Day and Evening Classes (1 session/2 hours)**  
**\$39 A17CDL000**

### Commercial Driver License Training: Class C

Get the necessary training to obtain your CDL Class C license, an entry level commercial license that allows you to operate commuter vans or small buses. This license can only be acquired via a written test, unlike a CDL Class B or A license, which requires a Commercial Driver Permit and road test. Upon completion of this course, you will be able to take the NYC DMV driver general knowledge test to obtain a CDL Class C license. Prerequisites: 18 years of age or older, valid NYS DMV driver license (Class D) and other DMV required documents.

**Day and Evening Classes (1 session/4 hours)**  
**\$69 A17CDC000**

### Commercial Driver License Class B (Buses and Light Trucks) Driving Lessons and Road Test

Once you have obtained your Commercial Driver Permit, take this course to obtain your CDL Class B license with training behind the wheel of a passenger bus. You will learn to operate a bus safely and efficiently in real life traffic. Offered in a 10 or 20 hour package, sessions include driving lessons, pre-trip vehicle inspection, and vehicle control air brake usage. Also included is the road test appointment; a passenger bus for the road test; and road test evaluation. You are responsible for all NYS DMV fees. Prerequisite: 18 years of age or older and valid NYS DMV Class B driver permit. Note: If you cannot afford this training, LaGuardia can assist you in obtaining a free training voucher through the New York City Workforce1 Career Center.

**Day and Evening Classes (10 sessions)**  
**\$1679 A17CDB001A**

**Day and Evening Classes (20 sessions)**  
**\$2000 A17CDB002A**

### Commercial Driver License Class A (Tractor Trailers) Driving Lessons and Road Test

Once you have obtained your Commercial Driver Permit, take this course to obtain your CDL Class A license with training behind the wheel of a tractor trailer. You will learn to operate a truck safely and efficiently in real life traffic. Offered in a 10 or 20 hour package, sessions include driving lessons, pre-trip vehicle inspection, and vehicle control air brake usage. Also included is the road test appointment; a tractor trailer for the road test; and road test evaluation. You are responsible for all NYS DMV fees. Prerequisite: 18 years of age or older and valid NYS DMV Class A driver permit. Note: If you cannot afford this training, LaGuardia can assist you in obtaining a free training voucher through the New York City Workforce1 Career Center.

**Day and Evening Classes (10 sessions)**  
**\$1769 A17CDA001A**

**Day and Evening Classes (20 sessions)**  
**\$2000 A17CDA002A**



# Taxi & For Hire Vehicle Driver Institute

We are the Taxi & For Hire Vehicle Driver Institute at LaGuardia Community College, an approved New York City Taxi & Limousine Commission (TLC) vendor that provides taxi and FHV training. We have over 30 years of experience serving the needs of professional drivers. We pride ourselves on our experienced staff, professional instruction, and commitment to facilitating lifelong learning. Register now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/). For more information contact (718) 482-5336 or [CUNYTAXI@lagcc.cuny.edu](mailto:CUNYTAXI@lagcc.cuny.edu). All classes are ND.

## FHV Driver Applicants

The need for For Hire Vehicle (FHV) drivers is expected to grow 14% annually through 2022, according to the New York State Department of Labor. Start your career in this high-demand field in just a few weeks. ND

### For Hire Vehicle (FHV) Driver Education Course

Acquire the basic knowledge you need to successfully, professionally and safely carry out the responsibilities of a TLC For Hire Vehicle (FHV) driver. This course satisfies TLC requirements for authorized taxi training (TLC Rule #55.04j2). Student manual is included in tuition.

**Day and Evening Classes (3 sessions/24 hours)**  
**\$175 A17FHV000**

### For Hire Vehicle (FHV) Driver Examination

This official TLC exam measures FHV drivers' knowledge of rules and regulations, geography and map reading. A passing score satisfies the TLC licensing requirement (TLC Rule #55.04j).

**Day and Evening Classes (1 session/3 hours)**  
**\$75 A17TSF000**

### Vehículos de Alquiler (VDA) Curso de Educación Vial

Adquirir conocimiento básico necesario para poder profesionalmente realizar las responsabilidades de un chofer de VDA. Este curso satisface los requisitos del TLC para ser chofer de VDA (TLC Regla #55.04j2). El manual de estudios está incluido en la matrícula.

**Day and Evening Classes (3 sessions/24 hours)**  
**\$175 A17SFV000**

### Vehículos de Alquiler (VDA) Examen de Conducir

Este examen oficial del TLC mide el conocimiento de las regulaciones de VDA, la geografía de Nueva York y comprensión de leer mapas. El pasar este examen satisface el requisito del TLC para obtener una licencia de VDA (TLC Regla #55.04j). ND

**Day and Evening Classes (1 session/3 hours)**  
**\$75 A17STS000**

## New & Current TLC Drivers

Obtain a new TLC license or maintain your current license by taking TLC mandated classes with the Taxi & For Hire Vehicle Driver Institute, an approved TLC vendor with over 30 years of experience serving the taxi & FHV industry. ND.

### Defensive Driving Course (DDC)

Take the New York State Department of Motor Vehicles (NYS DMV) Certified Defensive Driving Course and reduce 4 violation points from your NYS DMV driver license. You'll also lower your car insurance premium by 10% by completing this 6-hour course. This class satisfies all Taxi & Limousine Commission (TLC) Defensive Driving requirements for all TLC license types. NYS DMV certification, books and materials are included in tuition.

**Day and Evening Classes (1 session/6 hours)**  
**\$40 A17DDV000**

### Wheelchair Accessible Vehicle Training

Current TLC drivers and TLC driver applicants, you are required to successfully complete a Wheelchair Accessible Vehicle (WAV) training course as part of the TLC licensing or renewal process. The 3-hour training covers the Americans with Disabilities Act (ADA) requirements; assisting wheelchair riders into and out of vehicles, including the proper use of ramps; assisting with passenger lap and shoulder belts; and safely storing wheelchairs in vehicles.

**Day and Evening Classes (1 session/3 hours)**  
**\$75 A17WAV000**

### TLC License Renewal

Before your TLC license expires, you are required to complete this 5-hour course, which includes an update of rule changes; review of driver responsibilities and duties; discussion of driver/passenger relations; and awareness of serving passengers with disabilities.

**Day and Evening Classes (1 session/5 hours)**  
**\$75 A17RNW000**

### Portable Electronic Device (PED) and Distracted Driving

Discover the dangers of driving while distracted (DWD) and understand the ramifications of being issued a violation by the TLC or other law enforcement agency. TLC drivers must show proof that they are required to take this class, either by presenting a TLC letter or disposition.

**Day and Evening Classes (1 session/1 hours)**  
**\$40 A17PED000**

### Driver Point Reduction

Analyze your driver violation history in order to understand your pattern of behavior. Explore productive ways to deal with conflict, personal anger and aggression by better understanding and communicating with passengers. You will also learn proper protocol for interacting with police officers and the court system. Finally, you'll receive a copy of New York City and TLC traffic codes. Completion of this course eliminates 3 points from your TLC driver license and can be taken once every 5 years for point reduction.

**Day and Evening Classes (1 session/4 hours)**  
**\$75 A17RFV000**

### Renovación de la Licencia del TLC

Antes de la expiración de su licencia del TLC, está requerido a completar esta clase de 5 horas cual incluye actualización de cambios de reglas; reseña de los deberes y las responsabilidades del chofer; discusión sobre la relación entre chofer y pasajeros; y cuidado de servir pasajeros con incapacidades.

**Day and Evening Classes (1 session/5 hours)**  
**\$75 A17SRN000**

### Did You Know?

The need for For Hire Vehicle (FHV) drivers is expected to grow 14% annually through 2022, according to the New York State Department of Labor.



## Taxi Driver Applicants

Looking for an iconic New York City career? Get your medallion taxi driver license at the Taxi & For Hire Vehicle Driver Institute at LaGuardia Community College, an approved TLC vendor that has been serving the needs of New York City's professional drivers for over 30 years. ND

### Entrenamiento para Vehículo Accesible en Silla de Ruedas

Chofers con licencia del TLC están requeridos a completar una clase de vehículo accesible en silla de ruedas (WAV) como parte del proceso de la renovación de licencia del TLC. También se requieren nuevos solicitantes de licencia del TLC a tomar el curso. La clase de 3 horas incluye requisitos del Acto de Americanos con Incapacidades (ADA); como ayudar a pasajeros a entrar y salir del vehículo, y el uso apropiado de rampas; como asistir con los cinturones de regazo y hombro; y como asegurar las sillas de ruedas en el vehículo.

**Day and Evening Classes (1 session/3 hours)**  
**\$75 A17SWV000**

### Clase de Dispositivo Electrónico Portátil

Descubre los peligros de manejar distraído entendiéndole las ramificaciones de ser emitido una violación por el TLC e otras agencias de la ley. Chofers del TLC deben mostrar prueba con una carta o disposición del TLC para poder asistir a esta clase.

**Day and Evening Classes (1 session/1 hours)**  
**\$40 A17SPE000**

### Medallion Taxi Driver Education Course

Acquire the basic knowledge you need to successfully, professionally and safely carry out the responsibilities of a TLC medallion driver. This course satisfies TLC requirements for authorized taxi training (TLC Rule#54.04k2). Student manual is included in tuition. ND

**Day and Evening Classes (3 sessions/24 hours)**  
**\$175 A17MED000**

### Medallion Taxi Driver Examination

The official Taxi & Limousine Commission (TLC) exam measures taxi drivers' knowledge of rules and regulations, geography and map reading. A passing score satisfies the TLC licensing requirement (TLC Rule #54-04g).

**Day and Evening Classes (1 session/3 hours)**  
**\$75 A17TST000**

# English as a Second Language

Learn English at LaGuardia! Prepare for college, graduate school, or a better job. Teachers at The English Language Center (TELC) have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening, and speaking. Our diversity is our strength. Payment for courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early. Phone: (718) 482-5360  
Web: [www.laguardia.edu/TELC](http://www.laguardia.edu/TELC) Address: 29-10 Thomson Avenue, Room C-354, Long Island City, NY 11101

## Full-Time Classes

Learn English for college, graduate school, or professional advancement in this academic program. Improve your reading, writing, listening, speaking, grammar, and pronunciation skills.

(Authorized under Federal law to enroll non-immigrant alien students)

Fall 2016 Registration:

Wednesday, September 7 and Thursday, September 8  
11:00 am - 3:00 pm, Room C354

The non-refundable \$100 registration fee is included in the tuition.

### Morning Intensive Program

**Mon - Fri Sep 20 - Dec 5 (49 sessions/169.75 hours)**  
**8:45 am - 12:45 pm \$1695 AF021000**

### Afternoon Intensive Program

**Mon - Thurs Sep 28 - Dec 14 (40 sessions/180 hours)**  
**1:30 pm - 6:30 pm \$1495 AF021001**

## Part-Time Morning

### CATW Preparation

Develop strategies to help you succeed in the CUNY Assessment Test in Writing (CATW), a requirement for admission to LaGuardia or another CUNY college. You will learn how the exam is structured and practice writing the essay, which is based on a short reading passage. This course is designed for English as a Second Language (ESL) learners.

**Wed & Fri Sep 21 - Nov 30 (19 sessions/33.25 hours)**  
**11:00 am - 12:45 pm \$340 AF021401C**

## Part-Time Afternoon

TELC's specialized workshops are designed for students who want to focus on a specific English skill.

Fall 2016 Registration:

Wednesday, September 7 and Thursday, September 8  
11:00 am - 3:00 pm, Room C 354

The non-refundable \$25 registration fee is included in the tuition.

### Writing

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

**Mon & Wed Sep 28 - Dec 14 (20 sessions/45 hours)**  
**1:30 pm - 3:45 pm \$375 AF021100C**

### Listening and Speaking

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

**Tues & Thurs Sep 29 - Dec 13 (20 sessions/45 hours)**  
**4:15 pm - 6:30 pm \$375 AF021150C**

### Vocabulary through Reading

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

**Tues & Thurs Sep 29 - Dec 13 (20 sessions/45 hours)**  
**1:30 pm - 3:45 pm \$375 AF021240C**

### Grammar for Communication

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

**Mon & Wed Sep 28 - Dec 14 (20 sessions/45 hours)**  
**4:15 pm - 6:30 pm \$375 AF021121C**

## Part-Time Evening

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

Fall 2016 Registration:

Monday, September 19 thru Thursday, September 29  
4:00 pm - 7:00 pm, Room C354

The non-refundable \$50 registration fee (4 nights) or \$25 registration fee (2 nights) is included in the tuition.

### 4 Nights: Listening, Speaking, Reading, Writing, and Grammar

**Mon - Thurs Oct 4 - Dec 14 (40 sessions/90 hours)**  
**6:50 pm - 9:05 pm \$715 AF021006**

### 2 Nights: Listening, Speaking and Grammar

**Mon & Wed Oct 5 - Dec 14 (20 sessions/45 hours)**  
**6:50 pm - 9:05 pm \$375 AF021003**

### TOEFL Preparation - Focus on Listening and Speaking

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

**Mon & Wed Oct 5 - Dec 14 (20 sessions/45 hours)**  
**6:50 pm - 9:05 pm \$375 AF021004C**

### 2 Nights: Reading, Writing and Grammar

**Tues & Thurs Oct 4 - Dec 13 (20 sessions/45 hours)**  
**6:50 pm - 9:05 pm \$375 AF021004**

### Grammar for Communication

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

**Tues & Thurs Oct 4 - Dec 13 (20 sessions/45 hours)**  
**6:50 pm - 9:05 pm \$375 AF021121**



## Part-Time Saturday

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

Fall 2016 Registration:

Saturday, September 24 and Saturday, October 1  
10:00 am - 1:00 pm, Room C 354

The non-refundable \$25 registration fee is included in the tuition.

### Listening, Speaking, Reading, Writing, and Grammar

Sat Oct 8 - Dec 10 (9 sessions/45 hours)  
9:00 am - 2:00 pm \$375 AF021005

## New York City Immigrant Parents

Help your children succeed in school.

### Learn English at LaGuardia Community College

- Day and evening ESL classes for parents of children in NYC public schools
- Basic English speaking, listening, reading and writing skills as well as computer skills
- Learn to navigate the NYC public school system

All services and referrals are free  
Dare to Dream - Atrévete a Soñar

### Apply now!

LaGuardia Community College  
29-10 Thomson Ave., Room C-239 East  
Mon - Thurs, 10:30 am - 6:30 pm

Visit <http://www.lagcc.cuny.edu/ciet>  
Call (718) 482-5460

Program sponsored by grant funding.

## Padres Inmigrantes de Nueva York

Ayuden a sus hijos en la escuela.

### Aprendan inglés en LaGuardia Community College

- Clases de día y de noche para padres con niños en las escuelas públicas de la ciudad de Nueva York
- Clases de inglés (ESL) básico para hablar, escuchar, leer y escribir, así como clases de computación
- Aprenda cómo funciona el sistema escolar de la ciudad de Nueva York

Todos los cursos y servicios son gratis  
Dare to Dream - Atrévete a Soñar

### ¡Inscríbese ahora!

LaGuardia Community College  
29-10 Thomson Ave., Oficina C-239 East  
lunes - jueves, 10:30 am - 6:30 pm

Visitar <http://www.lagcc.cuny.edu/ciet>  
Llamar (718) 482-5460

Programa patrocinado por el estado de Nueva York.

## 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, and 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 17 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST009A

Sat Oct 15 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST010A

Sat Nov 12 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST011A

Sat Dec 17 (2 sessions/1 hours)  
10:00 am - 12:00 pm \$39 A05VST012A



## 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.

For more information or to register call  
(212) 568-4679.

## Get the English skills you need to succeed in college!

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

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

You can also get help applying for financial aid.

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

# High School Equivalency

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

## High School Equivalency In English

Prepare to take the new high school equivalency exam (Test Assessing High School Completion or TASC) and start building your future! You will focus on reading, writing and mathematics, and participate in career planning workshops presented by academic counselors. You'll also receive advisement on opportunities in certificate and college credit programs. The course is open to those 19 years of age or older.

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

### Fall 2016:

Wednesday	August 31	6:00 PM	Room E-242	\$25
Thursday	September 8	10:00 AM	Room E-242	\$25
Saturday	September 10	10:00 AM	Room E-242	\$25

### Placement Exam:

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

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

### Payment:

- Course fee can be paid by credit/debit card or money order.
- Placement test fee of \$25 can be paid online at [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/) or by money order.

If paying by money order, leave blank until completion of the placement exam process.

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

### Discounts:

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

For more information call (718) 482-5385, go to Room C400 or visit [http://www.acces.nysed.gov/ged/nys\\_map/counties.html](http://www.acces.nysed.gov/ged/nys_map/counties.html)

## Pre-High School Equivalency in English

Wed & Fri Sep 21 - Dec 7 (22 sessions/66 hours)  
9:00 am - 12:00 pm \$285 A04HSE004A

## High School Equivalency in English

Mon & Wed Sep 19 - Dec 5 (22 sessions/66 hours)  
10:00 am - 1:00 pm \$285 A04HSE001E

Mon & Wed Sep 19 - Dec 5 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE001B

Tues & Thurs Sep 20 - Dec 6 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE001D

Wed & Fri Sep 21 - Dec 7 (22 sessions/66 hours)  
10:00 am - 1:00 pm \$285 A04HSE001A

Sat Sep 24 - Dec 3 (10 sessions/65 hours)  
9:00 am - 4:00 pm \$285 A04HSE001C

## High School Equivalency Math Only

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

Tue Oct 11 - Nov 29 (8 sessions/32 hours)  
10:00 am - 2:00 pm \$137 A04HSE005A

## Equivalencia del Bachillerato en Español

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

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

### Otoño 2016:

Martes	23 de agosto	6:00 PM	Salón E-242	\$25
Jueves	23 de junio	10:00 AM	Salón E-242	\$25
Sábado	29 de agosto	6:00 PM	Salón E-242	\$25

### 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) 482-5385 para hablar con un consejero.

### Pago:

- El curso se puede pagar con tarjeta de crédito/débito o giro postal
- El costo del registro de \$25 se puede pagar "online" ([www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/) o con giro postal)

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

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

### Descuentos:

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

Para más información llame al (718) 482-5385, venga a la oficina C-400 o visite [http://www.acces.nysed.gov/ged/nys\\_map/counties.html](http://www.acces.nysed.gov/ged/nys_map/counties.html)

## Pre-Equivalencia del Bachillerato en Español

Lunes & Miércoles Sep 12 - Nov 28 (12 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE003A

## Equivalencia del Bachillerato en Español

Lunes & Miércoles Sep 12 - 28 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE002C

Martes & Jueves Sep 13 - Nov 29 (12 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE002A

Sab Sep 17 - Nov 19 (10 sessions/65 hours)  
9:00 am - 4:00 pm \$285 A04HSE002B

Sab Sep 17 - Nov 19 (10 sessions/65 hours)  
9:00 am - 4:00 pm \$285 A04HSE002D



Pictured with Maurice Fulton (far right) at the Peter Jennings Scholarship Laurel Award ceremony in June 2016 at the CUNY Graduate Center, left to right, Leslee Oppenheim, CUNY Director of Language and Literacy Programs; Kayce Freed Jennings (widow of Peter Jennings), President of the Peter Jennings Foundation; and Suri Duitch, CUNY Dean for Continuing Education and Workforce Development.

## Maurice Fulton

*Basic Skills student earns high school equivalency diploma and begins college in less than a year!*

Maurice Fulton had been out of school for ten years when he came to LaGuardia's Adult Basic Skills program in January 2015 with the goal of earning his high school equivalency diploma. Starting in the lowest level basic skills class, Maurice did so well that he was able to skip the next level, and within three months he was taking the high school equivalency preparation course, the highest level in the Adult Basic Skills program. Another three months, and Maurice qualified to take the high school

equivalency test. He passed on the first try and had his high school equivalency diploma in hand by June 2015. He wasted no time in enrolling in credit classes at LaGuardia for the Fall 2015 semester.

"I knew that I couldn't become successful if I kept practicing the same bad habits," says Maurice of staying up late to watch TV or play video games. "With time and hard work, I got used to it."

Having finished his first college semester with a 3.15 GPA, the Media Technology major continues to work hard in his studies and also gives back to the program that helped put him on the right path.

"Maurice has been kind enough to speak at our semester program orientations. He shares his goals and advice on how students can achieve what he has achieved in such a short time," says Angelo Ditta, Maurice's high school equivalency preparation course instructor, who recommended him this year for CUNY's Peter Jennings Scholarship Laurel Award.\* Maurice won the scholarship award and will use the \$1,000 towards his college education.

With plans to become a graphic designer and possibly start his own company, Maurice is thankful for the support he has received at LaGuardia. "I'm so glad I decided to go back to school and feel even more blessed to have great teachers who really care about my education," he says.

---

\*The Peter Jennings Scholarship Laurel Award is given annually to up to 10 students who have earned their high school equivalency certificate from a CUNY adult literacy/high school equivalency program and who plan to continue their education at a CUNY college. Students must be nominated by a teacher or staff member and provide a personal essay describing their journey to college. Winners each receive a \$1,000 scholarship towards their CUNY college education.

PHOTO CREDIT: Susan Farley for CUNY



# Which LaGuardia High School Equivalency Program is Right for You?

LaGuardia Community College offers many programs to serve the needs of students who have not finished high school, including out-of-school youth, adults, Veterans, and the Deaf and Hearing Impaired.

**IMPORTANT NOTE:** New York State is offering a high school equivalency test called the *Test Assessing Secondary Completion (TASC)*, which has replaced the test formerly known as the *GED exam*. **If you have already passed some but not all of the GED tests, your scores may be counted.**

(F) = Free (\$) = Tuition

☐ **I want to start the high school equivalency program in English during the daytime, evening, or on Saturday. (\$)**

Call: (718) 482-5385  
Email: [HSELaGuardia@lagcc.cuny.edu](mailto:HSELaGuardia@lagcc.cuny.edu)  
Visit: [www.hselaguardia.org](http://www.hselaguardia.org)

☐ **Quiero tomar clases de equivalencia del bachillerato en Español por la noche o los sábados. (\$)**

Call: (718) 482-5385  
Email: [HSELaGuardia@lagcc.cuny.edu](mailto:HSELaGuardia@lagcc.cuny.edu)  
Visit: [www.hselaguardia.org](http://www.hselaguardia.org)

☐ **I am an adult (19 or older) seeking a free high school equivalency program in English. I might also be interested in going to college or starting a new career in health, science or business. (F)**

Call: (718) 482-5385  
Email: [HSELaGuardia@lagcc.cuny.edu](mailto:HSELaGuardia@lagcc.cuny.edu)  
Apply: [admit.hselaguardia.org](mailto:admit.hselaguardia.org)  
Visit: [www.hselaguardia.org](http://www.hselaguardia.org) or [www.laguardia.edu/pcap](http://www.laguardia.edu/pcap)

☐ **I am a Veteran and want to earn my high school equivalency diploma. (F)**

Veterans Upward Bound Program  
Room C-371  
Contact: Vicki Bello  
Call: (718) 482-5386  
Email: [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu) or [vbello@lagcc.cuny.edu](mailto:vbello@lagcc.cuny.edu)  
Visit: [www.laguardia.edu/veterans/](http://www.laguardia.edu/veterans/)

☐ **I am an out-of-school youth between the ages of 17 and 20 and want to earn my high school equivalency diploma. (F)**

Workforce Education Center  
Room C-314  
Contact: Winifred Miller  
Call: (718) 482-5340  
Email: [wfrancis@lagcc.cuny.edu](mailto:wfrancis@lagcc.cuny.edu)

☐ **I am Deaf or Hard-of-Hearing and want to earn my high school equivalency diploma. (\$)**

Program for Deaf Adults  
Room C-203  
Contact: Jenna Gorman  
Call: (917) 832-1138 VP or (718) 482-5353 voice  
Email: [jgorman@lagcc.cuny.edu](mailto:jgorman@lagcc.cuny.edu)  
Visit: [http://laguardia.edu/pda/cep/Adult\\_Basic\\_Education\\_and\\_GED.aspx](http://laguardia.edu/pda/cep/Adult_Basic_Education_and_GED.aspx)

☐ **I have already taken classes and just want to take the high school equivalency exam. (F)**

New York State Education Department  
Visit: [www.acces.nysed.gov/hse/](http://www.acces.nysed.gov/hse/)  
for info on open test centers and the TASC.

☐ **I have already attended LaGuardia classes and earned my high school equivalency diploma. How do I continue my education at LaGuardia Community College? (F)**

ACE Advisement  
Contact: Edith Diaz  
Call: (718) 482-5355  
Email: [ACEAdvisement@lagcc.cuny.edu](mailto:ACEAdvisement@lagcc.cuny.edu)

## Did You Know?

LaGuardia Community College is an official High School Equivalency Testing Center.  
For more information call (718) 482-6168.

## Adult Basic Education for Deaf Adults

For registration deadlines, see page 34.

### 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 High School Equivalency (formerly GED) courses. ND

**Mon - Thurs Sep 1 - Dec 30 (1 session/4 hours)**  
**\$15 A16TAB000A**

**Mon - Thurs Sep 1 - Dec 30 (1 session/4 hours)**  
**\$15 A16TAB000B**

### Beginning ASL and English for Deaf Adults

**Mon & Wed Sep 26 - Dec 5 (18 sessions/45 hours)**  
**5:45 pm - 8:30 pm \$429 A16RDW001A**

### Beginning Basic Education Level 1 for Deaf Adults

**Tues & Thurs Sep 13 - Dec 6 (22 sessions/44 hours)**  
**5:45 pm - 7:55 pm \$429 A16RDW003A**

### Beginning Basic Education Level 2 for Deaf Adults

**Mon & Wed Sep 26 - Dec 19 (22 sessions/44 hours)**  
**5:45 pm - 7:55 pm \$429 A16RDW004A**

### Basic Skills in Reading (Dual Access)

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

**Mon - Fri Sep 8 - Dec 19 (60 sessions/60 hours)**  
**9:15 am - 10:15 am \$535 A16RDG005A**

### Basic Skills in Writing (Dual Access)

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

**Mon, Tues, Thurs (10:30am - 12:45pm) & Fri (10:30am - 11:30am) Sep 8 - Dec 19**  
**(48 sessions/84 hours)**  
**\$535 A16WRT005A**

## High School Equivalency 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 High School Equivalency (formerly GED) predictor tests. If you've taken the GED exam before, please bring your old scores. **For registration deadlines, see page 34.**

### High School Equivalency Placement Exam

To reserve a seat for the placement test, contact Jenna Gorman at (718) 482-5353 Voice or (917) 832-1138 VP or jgorman@lagcc.cuny.edu. ND

**Mon, Tues, Wed & Thurs Sep 1 - Dec 30**  
**\$45 A16HSE000A**

### Pre-High School Equivalency Reading/Writing for Deaf Adults

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

**Tues & Thurs Sep 13 - Dec 6 (22 sessions/66 hours)**  
**5:45 pm - 9:05 pm \$235 A16HSE001A**

### High School Equivalency Reading/Writing for Deaf Adults

Advance your reading and writing skills in the context of subject areas covered by the High School Equivalency (formerly G.E.D.) exam (social studies, science, language arts, reading and writing). This course is for students at the 7th grade reading level. ND

**Tues & Thurs Sep 13 - Dec 6 (22 sessions/66 hours)**  
**5:45 pm - 9:05 pm \$235 A16HSE002A**

### Pre-High School Equivalency Math for Deaf Adults

Improve your math skills as you focus on the following areas of Pre-High School Equivalency (formerly Pre-G.E.D.) Mathematics: decimals, fractions, percents, introduction to probability, measurements, and word problems. ND

**Mon & Wed Sep 26 - Dec 19 (22 sessions/66 hours)**  
**5:45 pm - 9:05 pm \$235 A16MAT014A**

### High School Equivalency Math for Deaf Adults

Advance your math skills as you focus on the following areas of High School Equivalency (formerly 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

**Mon & Wed Sep 26 - Dec 19 (22 sessions/66 hours)**  
**5:45 pm - 9:05 pm \$235 A16MAT015A**

### Introduction to Algebra (Dual Access)

Improve your basic math skills in preparation for the High School Equivalency (formerly 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 Pacts Cartagna at pcartlson@lagcc.cuny.edu.

**Registration Deadline: September 1, 2016**

**Mon, Wed & Thurs Sep 8 - Dec 19**  
**(48 sessions/72 hours)**  
**4:35 pm - 6:45 pm \$199 A16MAT095A**



**Get your students on  
the path to success!**

## The College and Career Pathways Institute

(CCPI) at LaGuardia Community College/CUNY pilots new and innovative program models, using evidence-based contextualized instructional strategies, to help adult educators prepare students to become college and career ready.

**CCPI offers the following professional development services through a blended on site-online approach:**

- Site-Based Program Design and Staff Training
- Best Practices Workshops:
  - More than College Knowledge
  - Embedded Advisement
  - Designing Integrated Training Programs
  - Thinking Like a Scientist
  - Building a Better Bridge to College and Work: Models that Work for High School Equivalency Students
  - Designing Sector-Focused Basic Skills Instruction
  - Developing Career Pathways Programs for Low-Skilled Adults
- Teacher and Curriculum Development Coaching
- Demonstration Classes (Visit one of our classrooms to see our work in action!)

**CCPI works with:**

- Community Based Organizations
- Colleges
- Adult Education Providers
- Workforce Training Organizations
- College Access & Success Organizations

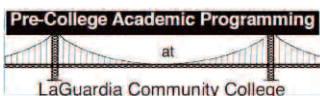
To learn more contact us at  
[ccpi@lagcc.cuny.edu](mailto:ccpi@lagcc.cuny.edu) or (718) 349-4015.

## Bridge to College and Careers Program

*Earn your high school equivalency diploma while you prepare for college and a career!*

- Develop your reading, writing and math skills with course work that focuses on healthcare, business or science
- Explore majors in these three areas
- Discover opportunities to transition to college, a certification program or employment
- Receive one-on-one career counseling
- Get college admissions and financial aid counseling

For more information call (718) 482-5385  
or email [pcap@lagcc.cuny.edu](mailto:pcap@lagcc.cuny.edu).



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

### Why enroll in CUNY Start?

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

### To be eligible for CUNY Start, you must

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for **Fall 2016 classes**
- Take the CUNY placement exams and still need to pass two or more exams
- RSVP to attend a CUNY Start info session and complete the online application
- Be interviewed by a CUNY Start staff person
- Students with ESL placements are NOT eligible for CUNY Start

**Classes run September 1, 2016 - February 9, 2017**

(718) 482-5137 [cunystart@lagcc.cuny.edu](mailto:cunystart@lagcc.cuny.edu)

To attend an info session visit [www.lagccstart.org](http://www.lagccstart.org) and sign up.



## College-Level Examination Program (CLEP)

A Credit-by-Examination Program

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

**Earn between 3 and 12 credits per test**

**Each CLEP test costs \$115\***

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

**Tests offered every Wednesday at 6:00 pm  
in Room C-333**

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

\*Before arrival visit <http://clep.collegeboard.org/> and register for your chosen CLEP exam. Each exam cost \$80. Registering provides you with a payment receipt and a Ticket ID, which you must bring to the test. You will register separately at LaGuardia and pay a \$35 operational fee. One form of government-issued identification will be acceptable for CLEP test-takers. The primary identification must be valid and current, must bear test-takers' full name in English language characters, and must contain a photograph and a signature.

**CALL  
EMAIL  
VISIT  
REGISTER**

**(718) 482-7244  
[clep@lagcc.cuny.edu](mailto:clep@lagcc.cuny.edu)  
<http://ace.laguardia.edu/clep/>  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)**



# Pre-College Programs/ College Courses for Non-Credit

## College Preparation Workshops

### 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 Nov 2 (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 30 (1 session/2 hours)**  
**6:00 pm – 8:00 pm FREE A22PRP003A**

### Getting Money through FAFSA: Making a College Degree Affordable

Does the idea of paying for college seem overwhelming? Discover the step-by-step process to apply for financial aid, from completing the FAFSA application to what documents you need. Learn financial aid terms, and explore different programs and scholarships that can help pay for your college degree in this interactive workshop.

**Wed Nov 16 (1 session/2 hours)**  
**6:00 pm – 8:00 pm FREE A22PRP002A**

### 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 9 (1 session/2 hours)**  
**6:00 pm – 8:00 pm FREE A22PRP001A**

## College Foreign Languages

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

### Elementary Arabic I

This course for beginners is designed to develop listening, speaking, reading, and writing skills through work in the classroom and the language laboratory.

**Mon – Thurs Sep 8 – Dec 19 (48 sessions/48 hours)**  
**10:30 am – 11:30 am \$320 A02ELA101A**

### Elementary Arabic II

This is a continuation of Elementary Arabic I.

**Sat Sep 10 – Dec 17 (12 sessions/48 hours)**  
**10:30 am – 2:00 pm \$320 A02ELA102A**

**Mon, Tues & Thurs Sep 8 – Dec 19**  
**(36 sessions/48 hours)**  
**2:15 pm – 4:25 pm \$320 A02ELA102B**

### Elementary Modern Chinese I

This 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).

**Tues & Thurs Sep 8 – Dec 15 (24 sessions/48 hours)**  
**1:00 pm – 3:15 pm \$320 A02ELC101A**

### Elementary Modern Chinese II

This is a continuation of Elementary Modern Chinese I.

**Wed & Thurs Sep 8 – Dec 15 (24 sessions/48 hours)**  
**1:00 pm – 3:15 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

**Mon – Thurs Sep 8 – Dec 15 (12 sessions/48 hours)**  
**1:00 pm – 3:15 pm \$320 A02ELC105A**

### Elementary French 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 10 – Dec 17 (12 sessions/48 hours)**  
**10:30 am – 2:00 pm \$320 A02ELF101A**

**Mon, Tues & Thurs Sep 8 – Dec 19**  
**(36 sessions/48 hours)**  
**9:15 am – 11:30 am \$320 A02ELF101C**

**Mon & Wed Sep 12 – Dec 19 (24 sessions/48 hours)**  
**5:45 pm – 7:55 pm \$320 A02ELF101B**

### Elementary French II

This is a continuation of Elementary French I.

**Tues & Thurs Sep 13 – Dec 15 (24 sessions/48 hours)**  
**5:45 pm – 7:55 pm \$320 A02ELF102B**

### Elementary Italian 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 10 – Dec 17 (12 sessions/48 hours)**  
**10:30 am – 2:00 pm \$320 A02ELI101A**

**Tues & Thurs Sep 8 – Dec 15 (24 sessions/48 hours)**  
**5:45 pm – 7:55 pm \$320 A02ELI101B**

### Elementary Italian II

This is a continuation of Elementary Italian I.

**Sat Sep 10 – Dec 17 (12 sessions/48 hours)**  
**10:30 am – 2:00 pm \$320 A02ELI102A**

**Tues & Thurs Sep 8 – Dec 15 (24 sessions/48 hours)**  
**5:45 pm – 7:55 pm \$320 A02ELI102B**



## Walkis Ynoa

*Making the move from ACE to college*

Walkis Ynoa arrived in the U.S. from the Dominican Republic in 2010 with plans of getting a college education. But her first step was learning a new language. "When I came to New York, I didn't speak any English," says Walkis. "Through the CUNY Language Immersion Program in the Division of Adult and Continuing Education (ACE), I learned English and was able to enroll and pursue my Associate Degree in Business Administration at LaGuardia."

Since earning her associate degree in 2014, Walkis has graduated from Baruch College with a Bachelor Degree in Accounting and Finance. "LaGuardia gave me a chance to get closer to my dreams and goals, and I am so grateful," says Walkis. "I want others looking for a similar opportunity to know about LaGuardia's many programs, including support services and scholarships, to help students get on track towards earning their college degrees."

# DARE TO DO MORE

**LaGuardia Community College**  
is a place where you can ask  
questions, push boundaries  
and demand more of  
yourself every day.

**YOUR CHOICE**  
We offer 52 majors and options

**AFFORDABLE**  
93% of our graduates have  
no student loan debt

**EASY TO GET TO**  
Conveniently located in Queens

**LaGuardia**  
Community College

**718-730-7500**  
[www.laguardia.edu/dare](http://www.laguardia.edu/dare)

Photo by LaGuardia CC Commercial Photography Program student, Gianni Sanchez

## Elementary Japanese 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 10 - Dec 17 (12 sessions/48 hours)**  
10:30 am - 2:00 pm \$320 A02ELJ101A

**Mon & Thurs Sep 8 - Dec 19 (24 sessions/48 hours)**  
1:00 pm - 3:15 pm \$320 A02ELJ101B

## Elementary Japanese II

This course is a continuation of Elementary Japanese I. Pre-or Corequisite: Elementary Japanese I.

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)**  
10:30 am - 2:00 pm \$320 A02ELJ102A

**Tues & Thurs Sep 8 - Dec 15 (24 sessions/48 hours)**  
1:00 pm - 3:15 pm \$320 A02ELJ102B

## Elementary Korean 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 Korean script han'gul will be used from the onset.

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)**  
9:15 am - 12:45 pm \$320 A02ELK101A

**Mon & Wed Sep 12 - Dec 19 (24 sessions/48 hours)**  
9:15 am - 11:30 am \$320 A02ELK101B

## Elementary Korean II

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)**  
9:15 am - 12:45 pm \$320 A02ELK102A

## 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 10 - Dec 17 (12 sessions/48 hours)**  
10:30 am - 2:00 pm \$320 A02ELZ101A

## Elementary Portuguese II

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)**  
10:30 am - 2:00 pm \$320 A02ELZ102A

## Elementary Spanish 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 10 - Dec 17 (12 sessions/48 hours)**  
10:30 am - 2:00 pm \$320 A02ELS101A

**Mon, Tues, Wed & Thurs Sep 8 - Dec 19 (48 sessions/48 hours)**  
1:00 pm - 2:00 pm \$320 A02ELS101B

**Mon, Tues, Wed & Thurs Sep 8 - Dec 19 (48 sessions/48 hours)**  
11:45 am - 12:45 pm \$320 A02ELS01C

**Mon, Tues, Wed & Thurs Sep 8 - Dec 19 (48 sessions/48 hours)**  
10:30 am - 11:30 pm \$320 A02ELS101D

## Elementary Spanish II

This is a continuation of Elementary Spanish I.

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)**  
10:30 am - 2:00 pm \$320 A02ELS102A

**Mon, Tues & Thurs Sep 8 - Dec 19 (36 sessions/48 hours)**  
1:00 pm - 2:00 pm \$320 A02ELS102B

## 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 10 - Dec 17 (12 sessions/48 hours)**  
10:30 am - 2:00 pm \$320 A02ELS105A

## Spanish Grammar and Usage

This course is designed as a descriptive study of the structure of the Spanish language, while offering writing practice through the analysis of lexical and morphological variations and differences in register in selected texts. Students will analyze Spanish syntax, increase their understanding of the structures of Spanish and develop stylistically correct prose. They will also be able to recognize dialectal variations, differences in register and linguistic calques. Taught in Spanish. Prerequisite: ENC/ENG101, ELS210.

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)**  
10:30 am - 2:00 pm \$320 A02ELS209A

## College Art

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

### 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.

**Thurs Sep 8 - Dec 15 (12 sessions/36 hours)**  
2:15 pm - 5:35 pm \$320 A02HUA103B

**Tue Sep 13 - Dec 13 (12 sessions/36 hours)**  
9:15 am - 12:45 pm \$320 A02HUA103A

## 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.

**Thurs Sep 8 - Dec 15 (12 sessions/36 hours)**  
9:15 am - 12:45 pm \$320 A02HUA101B

**Fri Sep 9 - Dec 16 (12 sessions/36 hours)**  
1:00 pm - 4:25 pm \$320 A02HUA101C

**Mon Sep 12 - Dec 19 (12 sessions/36 hours)**  
1:00 pm - 4:25 pm \$320 A02HUA101A

## 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.

**Thurs Sep 8 - Dec 15 (12 sessions/36 hours)**  
5:45 pm - 10:15 pm \$320 A02HUA180B

**Wed Sep 14 - Dec 14 (12 sessions/36 hours)**  
9:15 am - 12:45 pm \$320 A02HUA180A

## 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 12 - Dec 19 (12 sessions/36 hours)**  
9:15 am - 12:45 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)/interchangeable 50mm lens.

**Fri Sep 9 - Dec 16 (12 sessions/48 hours)**  
9:15 am - 2:00pm \$320 A02HUA130A

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)**  
9:15 am - 2:00 pm \$320 A02HUA130B



## 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.

**Tue Sep 13 – Dec 13 (12 sessions/48 hours)**  
**1:00 pm – 5:35 pm \$320 A02HUA131A**

## College Music

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

### 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.

**Wed & Fri Sep 9 – Dec 16 (24 sessions/24 hours)**  
**10:00 am – 11:00 am \$320 A02HUM180B**

### 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.

**Mon & Wed Sep 12 – Dec 14 (24 sessions/36 hours)**  
**6:15 pm – 7:15 pm \$320 A02HUM181B**

### 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.

**Wed & Fri Sep 9 – Dec 16 (24 sessions/36 hours)**  
**11:45 am – 1:15 pm \$320 A02HUM155A**

### Guitar I

Learn the fundamentals of acoustic guitar technique: strumming/picking technique, correct fingerings, and tuning the guitar. Explore the rudiments of music (types of notes, note values, time signatures, chord structure and scales) and learn to read and perform simple guitar melodies/chords. You do not need previous guitar instruction. Guitars will be provided.

**Tues & Thurs Sep 8 – Dec 15 (24 sessions/36 hours)**  
**11:45 am – 1:15 pm \$320 A02HUM170A**

### Guitar II

**Tues & Thurs Sep 8 – Dec 15 (24 sessions/36 hours)**  
**10:00 am – 11:30 am \$320 A02HUM171A**

## College Liberal Arts

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

### Public Speaking

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

**Mon, Tues & Thurs Sep 8 - Dec 19**  
**(36 sessions/36 hours)**  
**10:30 am - 11:30 am \$320 A02HUC106A**

### Introduction to Philosophy

**Mon, Tues & Thurs Sep 8 - Dec 19**  
**(36 sessions/36 hours)**  
**1:00 pm - 2:00 pm \$320 A02HUP101A**

### Critical Thinking

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

**Mon & Wed Sep 12 - Dec 19 (18 sessions/36 hours)**  
**11:45 am - 2:00 pm \$320 A02HUP102B**

### 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, Tues & Thurs Sep 8 - Dec 19**  
**(36 sessions/36 hours)**  
**10:30 am - 11:30 am \$320 A02SSY101A**

**Tues & Thurs Sep 8 - Dec 15**  
**(24 sessions/36 hours)**  
**10:30 am - 12:45 pm \$320 A02SSY101B**

# Programs for Deaf Adults

Program for Deaf Adults is the largest and most comprehensive post secondary program for Deaf and Hard-of-Hearing students in the New York City area. Our courses, taught in ASL, will help you improve your 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 Jenna Gorman at (718) 482-5353 Voice or (917) 832-1138 VP, or [jgorman@lagcc.cuny.edu](mailto:jgorman@lagcc.cuny.edu). All courses are ND (no discount).

## 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 High School Equivalency (formerly GED) courses. ND

**Mon – Thurs Sep 1 – Dec 30 (1 session/4 hours)**  
**\$15 A16TAB000A**

**Mon – Thurs Sep 1 – Dec 30 (1 session/4 hours)**  
**\$15 A16TAB000B**

### Beginning ASL and English for Deaf Adults

**Registration Deadline: September 19, 2016**

**Mon & Wed Sep 26 – Dec 5 (18 sessions/45 hours)**  
**5:45 pm – 8:30 pm \$429 A16RDW001A**

### Beginning Basic Education Level 1 for Deaf Adults

**Registration Deadline: September 6, 2016**

**Tues & Thurs Sep 13 – Dec 6 (22 sessions/44 hours)**  
**5:45 pm – 7:55 pm \$429 A16RDW003A**

### Beginning Basic Education Level 2 for Deaf Adults

**Registration Deadline: September 19, 2016**

**Mon & Wed Sep 26 – Dec 19 (22 sessions/44 hours)**  
**5:45 pm – 7:55 pm \$429 A16RDW004A**

## Basic Skills in Reading (Dual Access)

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

**Registration Deadline: September 1, 2016**

**Mon – Fri Sep 8 – Dec 19 (60 sessions/60 hours)**  
**9:15 am – 10:15 am \$535 A16RDG005A**

## Basic Skills in Writing (Dual Access)

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

**Registration Deadline: September 1, 2016**

**Mon, Tues, Thurs (10:30am – 12:45pm) & Fri (10:30am – 11:45am) Sep 8 – Dec 19**  
**(48 sessions/84 hours) \$535 A16WRT005A**

## High School Equivalency 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 High School Equivalency (formerly GED) predictor tests. If you've taken the GED exam before, please bring your old scores.

### High School Equivalency Placement Exam

To reserve a seat for the placement test, contact Jenna Gorman at (718) 482-5353 Voice or (917) 832-1138 VP or [jgorman@lagcc.cuny.edu](mailto:jgorman@lagcc.cuny.edu). ND

**Mon, Tues, Wed & Thurs (3 sessions/15 hours)**  
**Sep 1 – Dec 30 \$45 A16HSE000A**

## Pre-High School Equivalency Reading/Writing for Deaf Adults

Improve your reading and writing skills in order to enter High School Equivalency (formerly G.E.D.) preparation classes. You will study High School Equivalency subject content areas while focusing on reading comprehension and effective written communication. This course is for students with a 4th – 7th grade reading level. ND

**Registration Deadline: September 6, 2016**

**Tues & Thurs Sep 13 – Dec 6 (22 sessions/66 hours)**  
**5:45 pm – 9:05 pm \$235 A16HSE001A**

## High School Equivalency Reading/Writing for Deaf Adults

Advance your reading and writing skills in the context of subject areas covered by the High School Equivalency

(formerly G.E.D.) exam (social studies, science, language arts, reading and writing). This course is for students at the 7th grade reading level. ND

**Registration Deadline: September 6, 2016**

**Tues & Thurs Sep 13 – Dec 6 (22 sessions/66 hours)**  
**5:45 pm – 9:05 pm \$235 A16HSE002A**

## Pre-High School Equivalency Math for Deaf Adults

Improve your math skills as you focus on the following areas of Pre-High School Equivalency (formerly Pre-G.E.D.) Mathematics: decimals, fractions, percents, introduction to probability, measurements, and word problems. ND

**Registration Deadline: September 19, 2016**

**Mon & Wed Sep 26 – Dec 19 (22 sessions/66 hours)**  
**5:45 pm – 9:05 pm \$235 A16MAT014A**

## High School Equivalency Math for Deaf Adults

Advance your math skills as you focus on the following areas of High School Equivalency (formerly 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

**Registration Deadline: September 19, 2016**

**Mon & Wed Sep 26 – Dec 19 (22 sessions/66 hours)**  
**5:45 pm – 9:05 pm \$235 A16MAT015A**

## Introduction to Algebra (Dual Access)

Improve your basic math skills in preparation for the High School Equivalency (formerly 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 Pacts Cartagna at [pcarlson@lagcc.cuny.edu](mailto:pcarlson@lagcc.cuny.edu).

**Registration Deadline: September 1, 2016**

**Mon, Wed & Thurs Sep 8 – Dec 19**  
**(48 sessions/72 hours)**  
**4:35 pm – 6:45 pm \$199 A16MAT095A**

## Continuing Education for Deaf Adults

This program is offered to Deaf students who wish to have an opportunity for vocational training and personal enrichment. Members of the signing community are welcomed.

For questions or to schedule an appointment for an assessment or placement test, contact Jenna Gorman at (718) 482-5353 Voice or (917) 832-1138 VP or email [jgorman@lagcc.cuny.edu](mailto:jgorman@lagcc.cuny.edu).

### Driver (Learner's Permit) Education for Deaf Adults

Do you wish to pass the Department of Motor Vehicles written examination? Take this course to help you study for a learner's permit. The instructor will make arrangements for you to take the examination with an ASL interpreter. You must be 17 or older and must possess a social security card.

**Registration Deadline: October 11, 2016**

**Tue Oct 18 – Dec 6 (8 sessions/21 hours)**

**4:35 pm – 7:15 pm \$269 A16DRV001A**

### 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 equivalency diploma required. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Jenna Gorman at [jgorman@lagcc.cuny.edu](mailto:jgorman@lagcc.cuny.edu) or (718) 482-5353 Voice or (917) 832-1138 VP. 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 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/aiep>.

### 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 Dec 7 (1 session/1.5 hours)**

**5:45 pm – 7:15 pm FREE A16ASL000A**

### Intensive Study in ASL – Screening

All continuing education students are required to be assessed through an intensive screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes. Call (917) 832-1202 Voice/VP or email [pclarson@lagcc.cuny.edu](mailto:pclarson@lagcc.cuny.edu) for an ASL screening appointment. ND

**Mon, Tues, Wed & Thurs Sep 1 – Dec 30**

**(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.

**Registration Deadline: September 3, 2016**

**Sat Sep 10 – Dec 10 (22 sessions/46 hours)**

**9:00 am – 1:00 pm \$359 A16ASL011A**

**Registration Deadline: September 6, 2016**

**Mon & Wed Sep 12 – Dec 12 (34 sessions/46 hours)**

**5:45 pm – 7:55 pm \$359 A16ASL011B**

### Intensive Study in American Sign Language – Level 2

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

**Registration Deadline: September 3, 2016**

**Sat Sep 10 – Dec 10 (22 sessions/46 hours)**

**9:00 am – 1:00 pm \$359 A16ASL012A**

**Registration Deadline: September 6, 2016**

**Mon & Wed Sep 12 – Dec 19 (34 sessions/46 hours)**

**5:45 pm – 7:55 pm \$359 A16ASL012B**

### Intensive Study in American Sign Language – Level 3

Expand your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, semantic awareness, complex use of ASL grammar and syntax, use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 2 or pre-screening.

**Registration Deadline: September 3, 2016**

**Sat Sep 10 – Dec 10 (22 sessions/46 hours)**

**9:00 am – 1:00 pm \$359 A16ASL013A**

**Registration Deadline: September 6, 2016**

**Tues & Thurs Sep 13 – Dec 13 (34 sessions/46 hours)**

**5:45 pm – 7:55 pm \$359 A16ASL013B**

### Intensive Study in American Sign Language Level 4

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

**Registration Deadline: September 3, 2016**

**Sat Sep 10 – Dec 10 (22 sessions/46 hours)**

**9:00 am – 1:00 pm \$359 A16ASL014A**

**Registration Deadline: September 6, 2016**

**Tues & Thurs Sep 13 – Dec 13 (34 sessions/46 hours)**

**5:45 pm – 7:55 pm \$359 A16ASL014B**

## Dual Access Courses

### Dual Access: Introduction to Language

Study the nature, structure and history of language. You will focus on phonology; word and sentence structure; how language is acquired; how languages change through time; language in society; and writing systems.

**Registration Deadline: September 1, 2016**

**Tues & Thurs Sep 8 – Dec 19 (24 sessions/36 hours)  
6:00 pm – 7:30 pm \$209 A16ELL01A**

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

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

**Registration Deadline: September 1, 2016**

**Mon & Wed Sep 8 – Dec 19 (36 sessions/48 hours)  
11:45 am – 2:00 pm \$359 A16ASL026A**

**Registration Deadline: September 1, 2016**

**Tues & Thurs Sep 8 – Dec 19 (36 sessions/48 hours)  
3:25 pm – 5:35 pm \$359 A16ASL026B**

### Dual Access: Intensive Study in American Sign Language – Level 2

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

**Registration Deadline: September 1, 2016**

**Tues & Thurs Sep 8 – Dec 19 (36 sessions/48 hours)  
11:45 am – 2:00 pm \$359 A16ASL015A**

**Registration Deadline: September 1, 2016**

**Tues & Thurs Sep 8 – Dec 19 (36 sessions/48 hours)  
3:25 pm – 5:35 pm \$359 A16ASL015B**

### Dual Access: Intensive Study in American Sign Language – Level 3

Expand your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, semantic awareness, complex use of ASL grammar and syntax, use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 2 or pre-screening.

**Registration Deadline: September 1, 2016**

**Mon (6:00 pm–7:30 pm) & Wed (6:00 pm–9:05 pm)  
Sep 8 – Dec 19 (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.

**Registration Deadline: September 1, 2016**

**Mon (8:05 pm–9:35 pm) & Wed (6:55 pm–9:35 pm)  
Sep 8 – Dec 19 (36 sessions/48 hours)  
\$359 A16ASL017A**

### Dual Access: Sign Language Linguistics

Compare the fundamental linguistic structures of American Sign Language, English and other signed languages. You will examine the phonology, morphology, syntax, semantics and pragmatics of each of these languages. You'll also use a descriptive framework to identify and analyze the linguistic features across both spoken and signed languages. Fluency in American Sign Language not required.

**Registration Deadline: September 1, 2016**

**Thurs Sep 8 – Dec 19 (13 sessions/43 hours)  
5:45 pm – 9:05 pm \$319 A16ASL029A**

### Continuing Education Classes for Deaf Adults

For questions or to schedule an appointment for an assessment or placement test, contact Jenna Gorman at (718) 482-5353 Voice or (917) 832-1138 VP or jgorman@lagcc.cuny.edu. All courses are ND (no discount).

## Individual Instruction for Deaf Adults

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

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

For questions or to schedule an appointment for an assessment or placement test contact Jenna Gorman at (718) 482-5353 Voice or (917) 832-1138 VP or jgorman@lagcc.cuny.edu.

### Individual Instruction – 2 Hours

You will receive 2 hours of diagnostic assessment.

**Mon, Tues, Wed & Thurs Sep 1 – Dec 30  
(1 session/2 hours)  
\$149 A16PDV001A**

### Individual Instruction – 12 Hours

You will receive 6 two-hour sessions of one-to-one instruction.

**Mon, Tues, Wed & Thurs Sep 1 – Dec 30  
(6 sessions/12 hours)  
\$959 A16PDV002A**

### Individual Instruction – 24 Hours

You will receive 12 two-hour sessions of one-to-one instruction.

**Mon, Tues, Wed & Thurs Sep 1 – Dec 30  
(12 sessions/24 hours)  
\$1859 A16PDV003A**



# 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 who are 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/>

## 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 Sep 28 - Dec 14 (10 sessions/25 hours)**  
**6:00 pm - 8:30 pm \$459 A16INT001A**

## 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.

**Thurs Sep 22 - Dec 15 (12 sessions/36 hours)**  
**5:45 pm - 8:45 pm \$1045 A16INT100A**

## 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, Colonomos, 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.

**Tue Sep 27 - Dec 13 (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

**Thurs Sep 22 - Dec 15 (12 sessions/36 hours)**  
**5:45 pm - 8:45 pm \$1045 A16INT106A**

## 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.

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

## Interpreting IV Internship (50 hours)

You will observe certified interpreters in various interpreting settings. You will spend a minimum of 25 of these hours in an ongoing field placement and the remaining hours in various settings. You'll focus on pre-identified aspects of interpretation at each session and afterwards will discuss your observations and questions with the professional interpreters. And you will also consider settings in which interpreters work with a view towards your own career choices. Co-requisite: Interpreting IV.

**Mon Sep 19 - Dec 19 (10 sessions/50 hours)**  
**5:45 pm - 8:45 pm \$465 A16INT202A**

## Interpreting Lab

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

**Mon Sep 19 - Dec 19 (10 sessions/25 hours)**  
**5:45 pm - 8:45 pm \$495 A16INT400A**

## 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.

**Mon Sep 19 - Dec 19 (10 sessions/5 hours)**  
**5:45 pm - 8:45 pm \$239 A16INT550A**



**Tomina J. Schwenke, PhD**

*Distinguished psychologist learned to love ASL–English interpreting at LaGuardia*

Tomina Schwenke is an accomplished woman. She is a licensed psychologist; nationally certified American Sign Language (ASL)–English interpreter; adjunct assistant professor at Emory School of Medicine in Atlanta; certified forensic evaluator for the State of Georgia; in private practice at Peachtree Psychological Associates in Atlanta; and has published and presented nationally on various mental health topics. She has also won awards for her research and service in the areas of psychiatry and deafness. As a graduate of LaGuardia's ASL–English Interpretation Program (AEIP), she credits the program with instilling in her a love of American Sign Language and Deaf culture. "[It] solidified my commitment to the field of interpreting," she says.

The AEIP class valedictorian in 2000 and recipient of the 2016 AEIP Dennis Brady Award, given to a graduate of the program who has contributed significantly to the Deaf and interpreting communities, Tomina returned to AEIP this year to share her knowledge and experience with current AEIP students by presenting a workshop on mental health interpreting. "My professors were the best of the best. They are leaders in the field," reflects Tomina of her own AEIP instructors. "LaGuardia provided excellent instruction; a caring, yet challenging, environment to thrive in; and access to resources and peers that worked collaboratively."

# Youth Programs

LaGuardia Community College offers a variety of programs to New York City youth, ages 14-24, to help them gain work experience, prepare for college or a high school equivalency diploma, get involved in the community, become a better family provider and much more.

Programs sponsored by grant funding.

## Summer Youth Employment Program

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

2015 was LaGuardia's 20th year as an SYEP contractor, placing 2,000 youth—its largest cohort to date—at over 260 employer sites throughout the five boroughs.

### Gain work experience and earn money during summer break!

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

### Recent SYEP internship sites:

<i>Cambridge Business Institute</i>	<i>Coalition of Hispanic Family Services</i>
<i>Coler-Goldwater Specialty Hospital</i>	<i>Grant Company CPA</i>
<i>Bank of America</i>	<i>Greater Jamaica Development Corporation</i>
<i>Intrepid Sea, Air &amp; Space Museum</i>	<i>JP Morgan Chase</i>

Contact: Winifred Miller (718) 482-5340  
[Wfrancis@lagcc.cuny.edu](mailto:Wfrancis@lagcc.cuny.edu)

## Young Adult Internship Program

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

Earn up to \$3,000 in 14 weeks!  
 You could also gain permanent employment!

LaGuardia's Young Adult Internship Program (YAIP) provides:

- 3 weeks of orientation
- 11 weeks of paid internship experience
- Job counseling
- Work readiness training

After completing your internship you'll be able to:

- Prepare for college admission
- Enter an occupational skills training program
- Enroll/Re-enroll in college
- Connect with other job and educational opportunities

### Recent YAIP internship sites:

*Intrepid Sea, Air & Space Museum*  
*Jewel Human Services*  
*Marshalls*  
*Millennium Professional Consultants*  
*NYC Department of Parks & Recreation*  
*NYC Department of Probation*  
*Queens District Attorney's Office*  
*Queens Educational Opportunity Center (EOC)*  
*Shapeways*  
*The Floating Hospital*  
*Wildlife Conservation Society - Bronx Zoo*

And more!

Contact: Sindy Rivera (718) 609-2131  
[sirivera@lagcc.cuny.edu](mailto:sirivera@lagcc.cuny.edu)

## Justice Community Program

Are you between the ages of 16 and 24?  
 Do you live in Jamaica, Hollis or St. Albans, Queens?

Are you currently on probation or have you had involvement with the justice system in the last 12 months?

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

LaGuardia's Justice Community Program can help you:

- Learn leadership skills through community service projects
- Gain job skills/experience and explore careers
- Receive referrals to vocational training, internships, employment and college
- Earn incentives, like MetroCards and cash

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

## High School Equivalency

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

**Start building your future!**

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

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

## CUNY Fatherhood Academy

Are you a father between the ages of 18 and 24?

Are you unemployed or underemployed?

Create a brighter future for you and your family!



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

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

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

## Have you served in the military?

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

**LaGuardia's Veterans Resource Center can help you!**



- Career counseling and planning
- GI Bill applications
- College admissions forms
- Financial aid applications and researching college scholarships
- Referrals to community agencies
- Current information on benefits, services and events

### Academic/College Prep: Free for qualifying veterans

- Assessment of academic skills
- Veterans Upward Bound Program - refresher courses in math, reading and writing (college placement test prep); Spanish classes
- Basic computer classes
- Tutoring in math and writing
- Peer mentoring
- Individualized academic advising

**Get into college. Get job training. Get started!**

LaGuardia Community College  
 29-10 Thomson Avenue, Room C-371  
 Long Island City, NY 11101

Phone: (718) 482-5386

Email: [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu)

Web site: [www.lagcc.cuny.edu/veterans](http://www.lagcc.cuny.edu/veterans)



LaGuardia.Veterans



[www.youtube.com/nycvrc](http://www.youtube.com/nycvrc)



@LaGuardia Vets

# 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](http://www.nyssbdc.org/centers/centers.aspx?centid=24)  
 Call: (718) 482-5303  
 Email: [sbdc@lagcc.cuny.edu](mailto: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](mailto: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](mailto: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: [aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu)

### ***Do you want to obtain transportation-related contracts?***

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

Website: <http://www.dot.gov/osdbu>  
 Call: (718) 482-5941  
 Email: [eperdomo@lagcc.cuny.edu](mailto: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](mailto:cce@lagcc.cuny.edu)

### ***Are you a designer or tech company looking for studio space or business and sustainability training?***

**NYDesigns**, a business incubator, helps emerging and established designers and tech firms grow 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](mailto:fjohn@lagcc.cuny.edu)



### ***Do you need to understand the Affordable Care Act?***

An In-Person Assistor/Navigator at LaGuardia, made available thanks to support from the Community Service Society, helps small businesses and individuals 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](mailto:business_services@lagcc.cuny.edu)



## Grants Scholarships and Opportunities



# ACE Financial Support Services

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

**The 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>.

**You may be eligible for tuition assistance or vouchers for many of our courses.**

**Find out if you qualify!**

**New York State Educational Incentive Program (EIP)** may provide vouchers for qualified applicants who are registered child care providers. For more information: <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](http://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.

## 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.

## Students Over 65

*Rediscover the joys of learning at LaGuardia!*  
**Receive a 30% discount**

For more information call (718) 482-5124.



## 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/](http://www.laguardia.edu/acereg/)

By phone: (718) 482-7244

For English Language classes call (718) 482-5360.

By fax: (718) 609-2074

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.

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

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

Bursar's Office (C Building, Room C-110)

Monday & Thursday	9:00am - 7:00pm
Tuesday & Wednesday	9:00am - 5:00pm
Friday	9:00am - 4:30pm

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

### Discounts

The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia 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 available in Rm M-143 on 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

For information call (718) 482-7244.

## Materials

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

## College Policies

### Equal Opportunity and Affirmative Action

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

## Course Cancellations

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

## Updates

Occasionally information changes and the most up to date schedule can be found on the web ([www.lagcc.cuny.edu/ace](http://www.lagcc.cuny.edu/ace)).

# 4 EASY WAYS TO REGISTER!

Online:



[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

By phone:



**(718) 482-7244**

For English Language classes  
call (718) 482-5360.

By fax:



**(718) 609-2006**

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

This catalog is printed on paper  
that has gone through the Forest  
Stewardship Council's (FSC)  
chain-of-custody certification.  
Even the ink is vegetable-based!

## Adult and Continuing Education Registration Form

LAST NAME	FIRST NAME	MALE/FEMALE
STREET ADDRESS		CITY STATE ZIP
DATE OF BIRTH	HOME PHONE	BUSINESS PHONE
EMAIL		SOCIAL SECURITY (optional)

Check which category describes  
you best (optional)

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

How did you hear about us?

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

COURSE CODE	SEC	COURSE TITLE	COST

### LaGuardia Community College/CUNY

Room M-143  
31-10 Thomson Ave  
Long Island City, NY 11101  
**(718) 482-7244**

Fall Winter Spring Summer  
☒ ☐ ☐ ☐

(Check one)

☐ Check/Money Order



ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE

LaGuardia Community College / CUNY

DIVISION OF ADULT AND  
CONTINUING EDUCATION

31-10 Thomson Avenue  
Long Island City, NY 11101



Non-Profit Org  
U.S. POSTAGE  
PAID  
FLUSHING, NY  
Permit #972



**CONTINUING  
EDUCATION**  
*People, Changing*



**LEARNED** the cutting edge skill of 3D modeling at  
LaGuardia

**CREATED** 3D models in LaGuardia's fabrication lab

**EARNED** a Level 1 Certificate in 3D Digital  
Prototyping

**APPLYING** skills he has acquired at LaGuardia  
toward his future career

**TO LEARN MORE** ABOUT LAGUARDIA'S NEW  
3D DIGITAL PROTOTYPING COURSES  
AND ADVANCED INDUSTRIAL & MANUFACTURING  
PROGRAMS SEE PAGE 19.



**TAIVON** EDWARDS

Taivon Edwards is an Architectural Technology major at CUNY's New York City College of Technology. To enhance his knowledge and skills, he came to LaGuardia for its new 3D Digital Prototyping, Autodesk Fusion 360 course. Read his story on page 19.