



Dive into your future!

- Professional certificates
- Vocational training
- Business services
- College courses
- GED
- ESL and more

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

— Saudia
Greenhouse Eco-Cleaning
Brooklyn, New York



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

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

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



Welcome to Summer 2012

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Dear Students,

This year, LaGuardia Community College celebrates 40 years of opening the doors of higher education to all, and we proudly carry forward that legacy today.

Our students push the boundaries of what is possible in their lives by making the decision to come to school. They work around job schedules and family responsibilities to make a better future for themselves and their families.

Our faculty and staff dare to do more by using the classroom as a place to explore new ideas, teach new skills and pioneer programs to make our community and country stronger.

LaGuardia has received numerous awards for its outstanding academic programs and holds a national reputation for being an institution of educational excellence.

Every individual student success story began with the courage to ask, "What if?" Join LaGuardia on a journey to life-long learning. I look forward to seeing you on our campus.

Dr. Gail O. Mellow
President



Your future begins this summer! LaGuardia Community College's Division of Adult and Continuing Education offers courses, programs and services to help get you on the path to success.

Boost your career by taking individual courses or enrolling in a certificate program in our new Institute for Non-Profit Professionals. Choose from three tracks to hone your skills: Arts Administration, Career Planning for Workforce Development Professionals, and Non-Profit Management.

We offer certificate or license programs in other areas, such as health, computers, bookkeeping and accounting, construction trades and much more. You can also select from 20 new online courses on varying subjects.

Reach your educational goals through our GED or college prep classes and workshops. Non-native English speakers, choose from our many specialized ESL programs. And small business owners, we provide business education and support services to help your company grow and create jobs to improve the local economy.

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

Jane E. Schulman
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

Sandra M. Watson, Dean
Jane MacKillop, Associate Dean

Senior Administrators and Directors

- Tony Allicino, Director, Program for Deaf Adults
- Christine Alvarez, Director, Pre-Hospital Care Programs
- Natalia Arguello, Director, NY Designs
- Victoria Badalamenti, Director, The English Language Center
- Claudia Baldonado, Director, Employment Services Center
- Marian Blaber, Senior Administrator/ Director, CUNY Language Immersion & College PREP
- Samuel E. Farrell, II, Director, Center for Community Education
- Judith Gazzola, Director, Career Development Center
- John Garcia, Director, Encore College
- Adjoa Gzifa, Director, Workforce Education Center
- Edgard Hernandez, Director, Procurement Technical Assistance Center
- John Hunt, Director, Center for Immigrant Education and Training
- Kimberly Kendall, Executive Director, Tuition Based Programs
- John Lagamjris, Director, ACE Information Technology
- Linda Mellon, Executive Director of Business Services
- Shannon Rzasz, Director, Workforce1 Healthcare Career Center
- Cris Stewart, Director, ACE Enrollment Management Services
- Michele Stewart, Director, Career Ladders in Allied Health
- Andrew Vollo, Director, Taxi & FHV Institute

Catalog Production

- Judi Flamenbaum, Coordinator of Marketing & Communications
- Natalia Arguello, Director of NY Designs
- Edward L. Hollins, College Graphic Designer
- Liesl Fores, Communications Director
- Bruce Kurzius, Coordinator of Administrative Services
- Madeline Oquendo, Assistant to Associate Dean
- Tony Camilli, Web Developer
- David Turcotte, ACE Photographer

YOU in a NEW Career!

Learn new skills in high-growth fields

- and do it in 12 months or less.

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

In 1 month you can

- Take an online course in Word, Excel, Power Point or Access - page 9
- Get a license as a taxi driver - page 21

In 2 months you can become

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

In 2 months Licensed Practical Nurses (LPNs) can complete

- LPN to RN transition course and earn 12 credits towards their Nursing degree - page 36

In 3 months you can become

- Certified as an Income Tax Preparer - page 14
- Certified in Import/Export - page 18
- Certified as an Emergency Medical Technician (EMT) - page 38
- Certified as a Pharmacy Technician - page 36

In 4 months you can become

- Certified in QuickBooks - page 12
- Certified in Accounting - page 13

In 6 months you can become

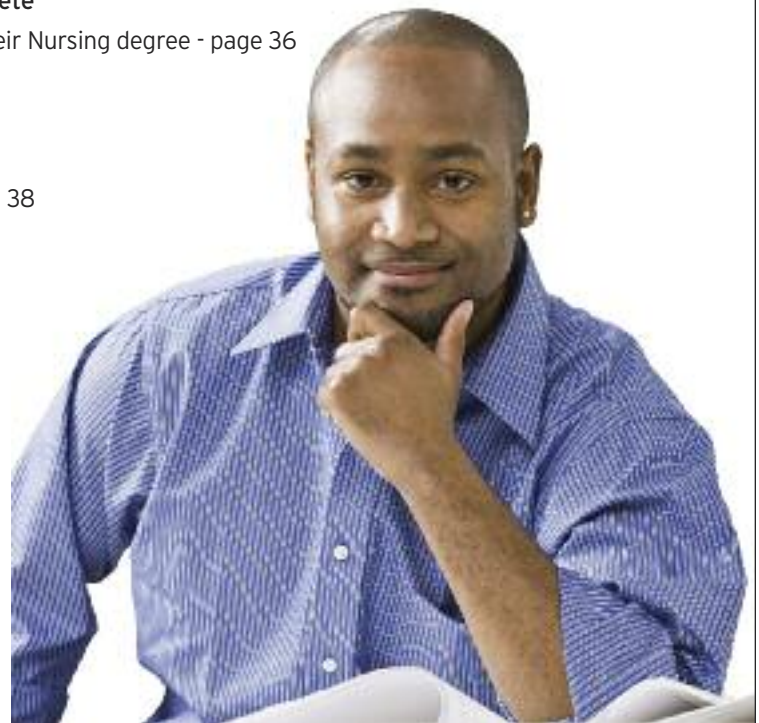
- An A+ Computer Service Technician - page 11
- Certified as a Construction Manager - page 29

In 10 months you can become

- Certified as a CASAC Trainee - page 26

In 12 months you can become

- Certified as a Paramedic - page 38



Computers, Business, Certificates & Licenses

YOU in a NEW Career!

Computers

Business Office Skills Certificate
 Job Search Online
 All Online Courses/Registration
 Microsoft Office Applications
 Social Media
 Microsoft Office Applications Online
 A+ Computer Service Technician Certificate
 Certificate Prep in ComTIA Security/Network Online
NEW! Front-End Web Development

Bookkeeping & Accounting

Computerized Bookkeeping & Accounting Certificate
 Advanced QuickBooks Certificate Program
 Bookkeeping Online
 College Certificate Program in Accounting

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Business

10,000 Small Businesses
 Small Business Transportation Resource Center
 Tax Preparer
 Advanced Tax Return Preparer
 Notary Public
 Small Business Development Center
 Business Online
 Small Business Assistance
 Home to Work Center for Displaced Homemakers
 Import/Export Certificate
 Procurement Technical Assistance Center (PTAC)
 Taxi & For Hire Vehicle Institute

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Computers, Business, Certificates & Licenses

Computers

Start Here, Start Now!



Certificate Program in Business Office Skills

Become more effective in the workplace. In this 3 course certificate program you will learn essential computer and communication skills to be successful in a professional environment. (You may take individual courses without intending to complete the certificate program.)

Advisement: Certificate in Business Office Skills

Learn about certificate requirements, opportunities for further study, and career path information in this required 30 minute advisement session. If you cannot attend this scheduled advisement session, call (718) 482 5125 to schedule an individual appointment.

Sat Jul 7 (1 session/0.50 hours)
10:00 am - 10:30 am \$25 A05COM000A

Introduction to Computers, Windows and the Internet

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

Instructor: Lawan Tyson

Mon & Wed Jul 11 - Jul 18 (3 sessions/9.0 hours)
6:00 pm - 9:00 pm \$93 A05CMP001A

Sat Aug 4 - Aug 18 (3 sessions/9 hours) 9:30 am
12:30 pm \$93 A05CMP001B

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.

Instructor: Lawan Tyson

Mon & Wed Jul 23 - Aug 15 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK001A

Effective E-mails

Discover proven formats and techniques for writing clear and concise emails. Practice writing meaningful subject lines and content within a 300 word guideline. Learn e mail best practices including etiquette.

Instructor: Josh Gordesky

Mon & Wed Sep 10 - Oct 3 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05WRT003A



Give the gift of education!

LaGuardia Community College
Division of Adult & Continuing Education

Gift Certificate

Give your friends and family a gift they will never forget!

To _____

From _____

Amount \$ _____

Course _____

Course Code _____



CONTINUING EDUCATION
Pursuing Learning

Please Note: Gift certificates can be purchased with cash, and/or credit/debit cards; no personal checks.

For more information and assistance in purchasing certificates please call (718) 482-5130.



Register Online
www.laguardia.edu/acereg/

Online Courses - Convenient and Accessible 24 Hours a Day!

Instructor-facilitated courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Classes run for 8 weeks (12 lessons).

How to Get Started

Visit www.ed2go.com/lagcc to see what's available.

You'll find syllabi, software requirements, instructor bios and student reviews. Try a free demo to see if online learning is right for you!!

When you're ready

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

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

Start Dates

A new section of every online course will take place:

Spring C - June 20 - August 10 **\$129**

Summer A - July 18 - September 7 **\$129**

Summer B - August 15 - October 5 **\$129**

*Basic A+ Certification, Intermediate A+ Certification, Advanced A+ Certification are \$195

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-5125.

ND = No Discount Available

*If you wish to pay in person visit

LaGuardia Community College
30-20 Thomson Avenue, Room B-114
Long Island City, NY.

Microsoft Office Applications 9

Introduction to Microsoft Word 2007
Introduction to Microsoft Word 2010
Intermediate Microsoft Word 2007
NEW! Intermediate Microsoft Word 2010
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Intermediate Microsoft Excel 2007
NEW! Intermediate Microsoft Excel 2010
Advanced Microsoft Excel 2007
Introduction to Powerpoint 2007
NEW! Introduction to Powerpoint 2010
Introduction to Microsoft Project 2007
Introduction to Microsoft Project 2010
Introduction to Microsoft Access 2007
NEW! Introduction to Microsoft Access 2010

Certificate Preparation in CompTIA Security/Network* 11

Basic A+ Certification
Intermediate A+ Certification
Advanced A+ Certification
CompTIA Security+ Certification Prep
CompTIA Network+ Certification Prep

Bookkeeping 13

Accounting Fundamentals
Accounting Fundamentals II
QuickBooks 2010 for Contractors
Performing Payroll in QuickBooks 2010
NEW! Introduction to Peachtree Accounting 2012
Introduction to Quickbooks 2011

Business 16

Marketing Your Business on the Internet
Start and Operate Your Own Home-Based Business
Wow, What a Great Event
Get Paid to Travel
Effective Business Writing
Managing Customer Service
NEW! Introduction to Business Analysis
NEW! Start a Pet Sitting Business
NEW! Creating a Successful Business Plan
NEW! Achieving success with Difficult People

Health 39

Human Anatomy and Physiology
Human Anatomy and Physiology II
Spanish for Medical Professionals
Medical Terminology: Word Association Approach
NEW! Medical Math

Web Page Design 62

Creating Web Pages
Introduction to Dreamweaver CS5
NEW! Designing Effective Websites
NEW! Advanced Web Pages

Photography & Graphic Design Online 63

Discover Digital Photography
Secrets of Better Photography
NEW! Photographing Nature with Your Digital Camera
Introduction to Photoshop CS5
Photoshop CS5 for the Digital Photographer
Photoshop CS5 for the Digital Photographer II
NEW! Photoshop Elements 10 for the Digital Photographer

The Art of Writing 64

A to Z Grant Writing
Beginning Writer's Workshop
Writeriffic: Creativity Training for Writers
Writeriffic 2: Advanced Creativity Training for Writers
Writing for Children
Write Your Own Life Story
NEW! Beginner's Guide to Getting Published
NEW! Writing and Selling Self-Help Books

Foreign Languages Online 55

Beginning Conversational French
Instant Italian
Speed Spanish

Test Prep 50

SAT/ACT preparation - Part 1 50
SAT/ACT preparation - Part 2 50
NEW! LSAT Preparation - Part 1 60
NEW! LSAT Preparation - Part 2 60
GMAT preparation 60
NEW! Ready MATH 46

Non-Profit 26

Introduction to Non-profit Management
NEW! Achieving success with Difficult People
NEW! Creating a Successful Business Plan
Web 2.0: Blogs, Wikis, and Podcasts

Computer skills for your professional development



Certificate Program in Microsoft Office Applications

Microsoft Office is the most common software application used in business today. Attend a required 30 minute advisement session and successfully complete Word, Excel, Access and PowerPoint courses to earn a LaGuardia Certificate in Microsoft Applications. (You may take individual courses without intending to complete the Certificate Program).+ **For more information call (718) 482-5125.**

Advisement: Certificate Program in MS Office Applications

Learn about certificate requirements and opportunities for further study in this required 30 minute advisement session. If you cannot attend this scheduled advisement session, call (718) 482-5125 to schedule an individual appointment.

Sat Jul 7 (1 session/0.5 hours)
11:00 am - 11:30 am \$25 A05OSK000A

Microsoft Word for Windows

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

Instructor: Lawan Tyson

Tues & Thurs Jul 24 - Aug 14 (7 sessions/24 hours)
6:00 pm - 9:30 pm \$245 A05OSK002A

Microsoft Excel for Windows

Learn the basic and advanced functions of Microsoft Excel for Windows, including the creation of spread sheets, 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.

Mon & Wed Jul 23 - Aug 15 (7 sessions/24 hours)
6:00 pm - 9:00 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.

Instructor: Lawan Tyson

Tues & Thurs Aug 21 - Aug 30 (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.

Instructor: Lawan Tyson

Tues & Thurs Nov 26 - Dec 12 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$185 A05OSK004A



Register Online
www.laguardia.edu/acereg/

Create your own blog, wiki, and audio and video podcast

Web 2.0: Blogs, Wikis, and Podcasts/Online

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

\$129 A05CMP848



To enroll visit
<http://www.ed2go.com/lagcc/>

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>.

ent. Learn on campus, at home, or anywhere!



Microsoft Office Applications Online To enroll visit <http://www.ed2go.com/lagcc/>

Introduction to Microsoft Excel 2007/Online

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

\$129 A05OSK821

Intermediate Microsoft Word 2007/Online

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

\$129 A05OSK829

NEW! Intermediate Microsoft Excel 2010/Online

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

\$129 A05OSK838

Introduction to Microsoft Excel 2010/Online

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

\$129 A05OSK833

Introduction to PowerPoint 2007/Online

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

\$129 A05OSK830

NEW! Intermediate Microsoft Word 2010/Online

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

\$129 A05OSK839

Intermediate Microsoft Excel 2007/Online

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

\$129 A05OSK822

Introduction to Microsoft Project 2007/Online

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

\$129 A05OSK823

NEW! Introduction to Microsoft Access 2010/Online

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

\$129 A05OSK837

Advanced Microsoft Excel 2007/Online

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

\$129 A05OSK828

Introduction to Microsoft Project 2010/Online

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

\$129 A05OSK834

NEW! Introduction to Microsoft PowerPoint 2010/Online

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

\$129 A05OSK836

Introduction to Microsoft Word 2007/Online

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

\$129 A05OSK824

Introduction to Microsoft Access 2007/Online

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

\$129 A05OSK835A

Introduction to Microsoft Word 2010/Online

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

\$129 A05OSK832

Register Online
www.laguardia.edu/acereg/

Gain a marketable skill!



A+ Computer Service Technician Certificate



“I want to thank my instructor for all the knowledge and material given, which helped me tremendously. I couldn't have passed the CompTia A+ Essential Exam without him.”
-Veronica Taylor



Get the skills you need to start a career as a Computer Service Technician (CST). This 6-course, hands-on training program will teach you how to repair computers and prepare you for the A+ Essentials (exam code 220-701) and A+ Practical Application (exam code 220-702) industry exams. Topics include an introduction, hardware, software, network systems, new technologies, and building your own computer. You are required to attend an advisement session before beginning the program.

For more information call (718) 482-5125.

Advisement: Computer Service Technician (CST)

Learn about career opportunities, industry exams, and certificate requirements in this 30 minute advisement session. If you cannot attend the scheduled advisement session, arrange for an individual appointment by calling (718) 482-5125 or e-mailing ACEProfessional@lagcc.cuny.edu.

Sat Sep 15 (1 session/.50 hours)
10:00 am - 10:30 am \$25 A05CMP000A

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.

Instructor: Louis Marchione

Tues & Thurs Sep 18 - Oct 4 (6 sessions/21.0 hours)
6:00 pm - 9:30 pm \$215 A05CMP100A

CST, Part 1: Hardware

Study computer hardware through a combination of lecture, demonstration, and hands-on experience. Learn the proper use of tools by disassembling a PC, installing parts, and practicing troubleshooting techniques. Upon completing this course, you should be able to select appropriate computer equipment to build a desktop computer. Prerequisite: Introduction to Computer Technology or passing of equivalency exam.

Instructor: Robert Monegro

Tues & Thurs Oct 11 - Nov 1 (7 sessions/24.0 hours)
6:00 pm - 9:30 pm \$429 A05CMP101A

CST, Part 2: Software

Learn how to install, configure, initiate, and upgrade operating systems, such as Windows 7; application software, such as MS Office Suite; and subsystems software, including Anti-Virus. Explore how to use utility software and system tools to troubleshoot common software errors.

Prerequisite: CST, Part 1: Hardware.

Instructor: Robert Monegro

Tues & Thurs Nov 8 - Dec 4 (7 sessions/24 hours)
6:00 pm - 9:30 pm \$429 A05CMP102A

CST, Part 3: Networking

Explore the connections between the computer and peripheral devices, such as printers, cameras, and other computers. You will learn to create and troubleshoot local area networks (LAN) and wireless network communications. Prerequisite: CST, Part 2: Software.

Instructor: Robert Monegro

Tues & Thurs Dec 11 - Jan 10 (7 sessions/24 hours)
6:00 pm - 9:30 pm \$429 A05CMP103A

CST, Part 4: New Technologies

Study new innovations in computer technology and the implementation of various products, including smartphone applications. Upon completing this course you should be able to advise clients on acquisition, installation, and configuration of the most current computer technology.

Prerequisite: CST, Part 3: Networking.

Instructor: Robert Monegro

Tues & Thurs Jan 17 - Feb 7 (7 sessions/24 hours)
6:00 pm - 9:30 pm \$429 A05CMP104A

CST, Part 5: Build Your Own Computer

Put your practical and theoretical training to use in this intensive, all-day workshop. Design and build your own PC in a supervised environment. Prepare for the A+ certification exam by taking and reviewing full-length practice exams. You are responsible for purchasing your own hardware and software, which costs approximately \$350. Prerequisite: CST, Part 4: New Technologies.

Instructor: Robert Monegro

Tues & Thurs Feb 19 - Mar 7 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$329 A05CMP112A

To enroll visit <http://www.ed2go.com/lagcc/>

Prepare for the CompTIA Network+ Certification Exam at home or anywhere!



Certificate Preparation in CompTIA Security/Network Online

For more information about the courses below, please call (718) 482-5125.



Basic A+ Certification/Online

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

\$195 A05CMP817



Intermediate A+ Certification/Online

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

\$195 A05CMP818



Advanced A+ Certification/Online

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

\$195 A05CMP819



CompTIA Security+ Certification Prep/Online

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

\$195 A05CMP837



CompTIA Network+ Certification Prep/Online

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

\$195 A05CMP820



Business

Attention, Contractors and Small Business Owners!

Explore contracting and consulting opportunities with the Kosciuszko Bridge Replacement Project, Tappan Zee Hudson River Crossing Project and other public works and transportation initiatives.

Small, minority and woman-owned businesses are encouraged to participate.

Contact the
Small Business Transportation Resource Center
at LaGuardia Community College at (718-482-5941)
or eperdomo@lagcc.cuny.edu



Discover How to Unleash the Power of QuickBooks!

Bookkeeping and Accounting



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 64.5 hours of practical instruction: Advisement, Part 1 (27 hrs), Part 2 (18 hrs), Part 3 (18 hrs) and Career Workshop.

Advisement: Computerized Bookkeeping for QuickBooks

Learn about career opportunities and certificate requirements in this 30-minute advisement session. If you cannot attend the scheduled advisement session, arrange for an individual appointment by calling (718) 482-5125 or e-mailing ACEProfessional@lagcc.cuny.edu.

Sat Jun 23 (1 session/.5 hours)
11:00 am - 11:30 am \$25 A05BKP000A

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, doing payroll, and preparing financial reports for service companies.

Instructor: Luis Alvarado

Mon & Wed Jul 9 - Aug 6 (9 sessions/27 hours)
6:00 pm - 9:00 pm \$366 A05OSK006A

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

Instructor: Luis Alvarado

Mon & Wed Aug 13 - Aug 29 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$249 A05OSK007A

Bookkeeping with QuickBooks, Part 3

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

Instructor: Luis Alvarado

Mon & Wed Sep 5 - Sep 24 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$249 A05OSK008A

NEW! Career Workshop: Bookkeeping with QuickBooks

Maximize your new credentials to land a job or take your career to the next level. Get suggestions on how to update your resume and job search on the Internet. Explore relevant jobs as well as industry exams and further studies, and receive interview and networking tips. This required workshop gives you resources to leverage your certificate training in the professional world. If you cannot attend this scheduled workshop, call (718) 482-5125 to complete the workshop online.

Wed Sep 26 (1 session/1 hours)
6:00 pm - 9:00 pm \$0 A05WRK001A



Advanced QuickBooks Certificate Program

Take your QuickBooks knowledge to the next level by earning additional certificates in advanced topics. This course is open to graduates of the Computerized Bookkeeping for QuickBooks Certificate Program or students with equivalent experience who pass a screening test.

Payroll with QuickBooks

Become a payroll professional or update your skills by earning a Certificate in Payroll with QuickBooks. Learn the basic procedures, calculations and terminology needed to process payroll for a small business through practical computer exercises. Prerequisite: Computerized Bookkeeping for QuickBooks Certificate Program or screening test.

Instructor: Luis Alvarado

Tues & Thurs Jul 10 - Aug 7 (9 sessions/27 hours)
6:00 pm - 9:00 pm \$366 A05BUS014A

**New course coming Fall 2012:
Cost Accounting**



Bookkeeping Online

To enroll visit

<http://www.ed2go.com/lagcc/>

Accounting Fundamentals/Online

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

\$129 A05BUS802

Accounting Fundamentals II/Online

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

\$129 A05BUS803

Performing Payroll in QuickBooks 2011 / Online

Whether you're new to QuickBooks or want to expand your skills, this course will teach you time-saving techniques that will make performing payroll easy. Learn how to access IRS information, set up entries for new employees, create checks, pay liabilities, enter employee time, and track job cost data. You'll also discover how to create forms and reports you need to file, such as W-2s and Federal forms 940 and 941. ND

\$129 A05BUS813

Introduction to QuickBooks 2011/Online

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

\$129 A05BUS813

QuickBooks 2010 for Contractors/Online

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

\$129 A05BUS811

Introduction to Peachtree Accounting 2012/Online

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

\$129 A05BUS817



College Certificate Program in Accounting



Step up your accounting credentials or get started in a new career with LaGuardia Community College's new Certificate in Accounting!

This 4-course series will give you the edge you need to get ahead in the accounting profession. In order to qualify for this program, you must have a bachelor's or associate's degree, or be exempt from the CUNY ACT tests. Experience in accounting may qualify as an exemption. You will also be required to attend a 30 minute advisement session before beginning the program. Principles of Accounting I is the first course in this series. The other 3 courses may be taken at the same time or after Principles of Accounting I in any order. **For more information call (718) 482-5125**

Advisement: Certificate Program in Accounting

Learn about certificate requirements and receive important logistical information, such as teacher and room information, in this required 30 minute advisement session. If you cannot attend this scheduled advisement session, call (718) 482-5125 to schedule an individual appointment.

Sat Jun 23 (1 session/.50 hours)
10:00 am - 10:30 am \$25 A05BTA000A

Principles of Accounting I

Learn the basics of accounting: recording and summarizing transactions; adjusting and closing procedures; and preparing financial statements and reports. You'll also explore valuation and payroll accounting, and much more.

Mon, Wed & Thurs Jun 25 - Aug 13
(24 sessions/84 hours)
5:45 pm - 10:15 pm \$315 A05BTA111A

Principles of Accounting II

Take an in-depth look at partnerships and corporations, with a focus on stock transactions, long-term liabilities and retained earnings. Cash flow and financial state-ment analysis as well as other related topics will also be covered.

Mon & Wed Jun 25 - Aug 13 (24 sessions/84 hours)
5:45 pm - 10:15 pm \$315 A05BTA112A

Individual Income Tax Procedures

Learn the basic concepts of individual income taxation and the mechanics of federal individual income tax return preparation. Special topics include allowable deductions, and personal exemptions and dependents, among others. You will complete a federal income tax return practice set.

Tues & Thurs Sep 4 - Dec 13 (12 sessions/84 hours)
8:05 pm - 9:35 pm \$315 A05BTA150A

Accounting Applications

Get hands-on microcomputer experience in the processing of accounting data, working with spreadsheets (Excel), databases (Access), and dedicated accounting software (Quickbooks). You'll also explore the design of accounting systems, computer-related management decisions, and strategic controls considerations.

Mon & Wed Jun 25 - Aug 13 (24 sessions/84 hours)
5:45 pm - 9:05 pm \$315 A05BTA130A



Register Online
www.laguardia.edu/acereg/

Earn Extra Money!

Become a Registered Tax Preparer



Tax Return Preparer Certificate Program

Earn extra money by becoming a registered tax preparer or learn to prepare taxes for your own personal use. Upon completion of this 2-course, 66-hour certificate program, you will be able to complete basic individual NY State and federal forms. Designed for students new to tax preparation. Advisement is required before beginning this certificate program. **For more information call (718) 482-5125.**

Advisement: Tax Return Preparer

Learn about LaGuardia's certificate requirements, the IRS Competency exam, and career path information in this required 30 minute advisement session. If you cannot attend this scheduled advisement session, call (718) 482-5125 to schedule an individual appointment.

Sat Sep 15 (1 session/.50 hours)
10:00 am - 10:30 am \$25 A05BUS000A

Sat Oct 13 (1 session/0.5 hours)
10:00 am - 10:30 am \$25 A05BUS000B

Tax Return Preparer, Part 1

Learn how to prepare basic individual forms, including tax credits, deductions and tax consequences. Become familiar with the 1040 series and wage income forms.
Instructor: Cesar Castope

Sat Oct 20 - Nov 17 (5 sessions/30 hours)
9:30 am - 4:00 pm \$375 A05BUS002A

Tax Return Preparer, Part 2

Explore taxation for different types of income (investment, retirement, rental and small business) and learn how to prepare these more complex tax returns, including capital gains tax.

Fri (6:00 pm-9:00 pm) & Sat (9:30 am-4:00 pm)
Dec 1 - Jan 12 (7 sessions/36 hours) \$375 A05BUS003A

For more information about the courses below, please call (718) 482-5125.

NEW Advanced Tax Return Preparer Certificate Program

Do you have experience completing basic tax forms? Take your knowledge to the next level by practicing with complex tax forms, including small business and multi-state returns. You will also brush up on your tax skills by reviewing changes to the tax code. Advisement is required before beginning this 30-hour certificate program. For more information call (718) 482-5125.



Advanced Tax Return Preparer

Upgrade your tax skills by mastering more complex tax returns. Gain practice in determining taxes for sales and rental income, home office, conversions, rollovers and distributions. Learn the trick to multi-state tax returns and review the most recent changes to the tax code. Prerequisite: Successful completion of Tax Return Preparer Certificate Program or passing a screening test and advisement. For more information call (718) 482-5125.

Tues & Thurs Oct 23 - Nov 29 (10 sessions/30 hours)
6:00 pm - 9:00 pm \$415 A05BUS015A

Become a Notary Public

Find out about the responsibilities of being a Notary Public and how you can obtain a Notary License.

Instructor: Mildred DellaPina

Mon Aug 13 (1 session/3 hours)
6:30 pm - 9:30 pm \$75
A05BUS001A



Register Online
www.laguardia.edu/acereg/

**GENERAL ASSEMBLY + NYDESIGNS AT
LAGUARDIA COMMUNITY COLLEGE PRESENT**

FRONT-END WEB DEVELOPMENT

General Assembly's intensive ten-week Front-End Web Development Program will enable you to become a talented designer, freelancer, entrepreneur, and creative professional. This accelerated curriculum will provide you the core front-end web development skills in HTML, CSS, and jQuery necessary to transform your ideas into concrete web designs. ND

Jun 11 - Aug 15 (No class on July 2 and 4) 10 weeks/60 hours
6:00pm to 9:00 pm \$3,000 A14MKT005A
Visit generalassemb.ly/lga-webdev to apply.



LaGuardia Community College

The **LaGuardia Small Business Development Center** provides one-to-one business advisement, access to capital, business plan development, preparation of loan packages and much more! Services are provided in English, Spanish and Chinese.

Date	Time & Location	Name of Event
May 19	9:00AM - 1:00PM LaGuardia Community College 31-10 Thomson Avenue, Long Island City, NY	World Trade Week Event
May 24	6:00 - 8:00PM Chinese Flushing Library- Room A & B 417 Main Street, Flushing, NY	Choosing the Right Legal Structure for Your Business
Jun 5	5:30 - 7:30PM LaGuardia Community College 29-10 Thomson Avenue - Room C416	Financial Education for Business Owners, Part 1
Jun 7	5:30 - 7:30PM LaGuardia Community College 29-10 Thomson Avenue - Room C416	Financial Education for Business Owners, Part 2
Jun 7	5:30 - 7:30PM LaGuardia Community College 31-10 Thomson Avenue - Suite E500	Small Business Roundtable
Jun 12	5:30 - 7:30PM LaGuardia Community College 29-10 Thomson Avenue - Room C416	Financial Education for Business Owners, Part 3
Jun 14	5:30 - 7:30PM LaGuardia Community College 29-10 Thomson Avenue - Room C416	Financial Education for Business Owners, Part 4
Aug 9	2:00 - 5PM LaGuardia Community College 31-10 Thomson Avenue - Suite E242	SBA/Veterans Business Forum



The NYS SBDC is partially funded by the US Small Business Administration (SBA). The support provided through such funding does not constitute an express or implied endorsement of any co-sponsor's or participants' opinions, products or services.



30-20 Thomson Avenue - 3400 - Long Island City, NY 11106
Tel: 718-482-5200 - Fax: 718-609-2081 - E-mail: sbdc@lagcc.cuny.edu





To enroll visit <http://www.ed2go.com/lagcc/>

Business Online



Get Paid to Travel/Online

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

\$129 A05CRD800



Wow, What a Great Event!/Online

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

\$129 A05PEN809



Start and Operate Your Own Home-Based Business/Online

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

\$129 A05BUS800



Marketing Your Business on the Internet/Online

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

\$129 A05BUS809



Effective Business Writing/Online

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

\$129 A05WRT811



NEW! Achieving Success with Difficult People/Online

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

\$129 A05BUS815



NEW! Creating a Successful Business Plan/Online

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

\$129 A05BUS819



NEW! Introduction to Business Analysis/Online

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

\$129 A05BUS812



NEW! Start a Pet Sitting Business/Online

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

\$129 A05BUS816



NEW! Managing Customer Service/Online

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

\$129 A05BUS818



Register Online
www.laguardia.edu/acereg/

LAGUARDIA HELPS YOU RUN YOUR BUSINESS

START your business

Get assistance with your **business plan**
Small Business Development Center • 718.482.5303

BUILD your skills

Get help finding the right business course
Career and Professional Programs • 718.482.5125

Develop customized training for your staff
Center for Corporate Education • 718.482.5330

GROW your business



Grow your company and drive economic progress
10,000 Small Businesses Program • 718.730.7400

Get help preparing and applying for a loan
Small Business Development Center • 718.482.5303

Market your products to the government
Procurement Technical Assistance Center • 718.482.5289

Sell to transportation agencies such as the MTA
Small Business Transportation Resource Center • 718.482.5941

Become certified as a Minority Owned Business
Procurement Technical Assistance Center • 718.482.5289

Grow your design business
NYDesigns • 718.663.8404

Not sure where to start? Email: business_services@lagcc.edu

Are you separated, divorced or had some other significant loss of household income?
Do you need job training and/or employment assistance?

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

To be eligible for this free program you must be a:

- displaced homemaker* • New York State resident
- U.S. citizen, with a valid work permit, or a qualified TANF non-citizen

*The term "displaced homemaker" means an individual who:

- has worked in the home, providing unpaid household services for family members;
- is not gainfully employed;
- has had, or would have difficulty in securing employment; and
- has been dependent on the income of another family member but is no longer supported by such income, or has been dependent on federal assistance but is no longer eligible for such assistance, or is supported as the parent of minor children by government assistance or spousal support.



Classes are ongoing.

**Home to Work Center for
Displaced Homemakers**



For more information: Visit **Room C-314** Call **(718) 482-5340** Email msampson@lagcc.cuny.edu

Start Your Own Import/Export Business!

The practical, hands-on guidance needed to make your idea a reality.

Import/Export Certificate Program

Program Highlights

- **Build** a business plan specific for your import/export business
- **Identify** logistics of shipping your products across international borders
- **Practice** pitching your business venture to financial backers

Are you an entrepreneur looking to start your own import/export company? Get the practical, hands-on guidance you need to make your import/export idea a reality. Learn the legal aspects of international trade, documentation requirements, international logistics, and trade financing while creating a business plan. This certificate program consists of Advisement, Import/Export Market, International Logistics, and Trade Financing.

Advisement: Import/Export Business Certificate

Learn about import/export business opportunities and certificate requirements in this 30-minute advisement session. If you cannot attend the scheduled advisement session, arrange for an individual appointment by calling (718) 482-5125 or e-mailing ACEProfessional@lagcc.cuny.edu

Wed May 23 (1 session/.50 hours)
6:00 pm - 6:30 pm \$25 A05IEB000A

Import/Export Market

Explore how to identify products, partners and markets for your import/export business. Learn how world trade organizations and agreements will impact your business. Conduct market research to create the first part of your business plan.
Instructor: Shirley Leung

Mon & Wed May 30 - June 13 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$415 A05IEB009A

International Logistics

Review the documents and regulations governing the import and export of products from the U.S. Explore the activities involved in customhouse brokerage and freight forwarding. Identify logistics of shipping your own products across international borders and discuss pricing.
Instructor: Joe Delmonaco

Mon & Wed Jun 18 - Jul 2 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$415 A05IEB010A

Trade Financing

Build financial models to analyze the risk involved in your business venture. Learn about UCP600 and other documents required to obtain a letter of credit from a bank. Practice pitching your business venture to financial backers.
Instructor: William Laraquet

Sat Jun 9 - Jul 23 (3 sessions/15 hours)
9:00 am - 3:00 pm \$415 A05IEB008A

“Going into business in New York City is a bit daunting. Attending the Import/Export Certificate program has helped a lot!”

-Armando Ricarte



WORLD TRADE WEEK 12
NEW YORK CITY | 21-25 MAY 2012

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 postsecondary education in a program leading to a degree, certificate or other recognized educational credential.

PTAC Client Revolutionizes Fire Hydrant Design

Who better than a New York City firefighter could reinvent the conventional fire hydrant to make it safer and more efficient? That's what George Sigelakis asked himself more than 18 years ago, after responding to a fire and learning--to his dismay--that there was no water available from the designated hydrant.



LaGuardia Community College
Procurement Technical Assistance
Center (PTAC)

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

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

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

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

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

After encountering this dangerous situation over and over, usually due to lack of sufficient water pressure, Mr. Sigelakis set about finding a solution to this serious problem. In 2009, he founded Sigelock Systems, LLC, a company that produces a 100% American-made modernized fire hydrant. The design of the Spartan, as it's called, protects the hydrant's water supply from unauthorized use as well as contamination, including from terrorist threat.

"It's the first significant new hydrant design in more than a century," says Mr. Sigelakis, pointing out that the protection system helps save water, energy, money and, most importantly, lives.

Noting that the Spartan addresses many important issues at once--conservation, security, reliability, utilizing American resources--Mr. Sigelakis believes that his hydrant is an ideal product for relevant local, state and federal government entities.



George Sigelakis demonstrates his Spartan fire hydrant.

“PTAC informs us of trade shows, where we can network with the right people. And they've been very helpful in guiding us through the process of getting all of the necessary paperwork in order. They have a thorough working knowledge of the marketplace and have been very motivated and eager to help us in any way they can.”

"We came to LaGuardia's Procurement Technical Assistant Center (PTAC) seeking help in getting our message heard by the right people in the government marketplace," says Mr. Sigelakis.

Currently, the Spartan is being used in Long Beach, NY and several other towns across the country. "The Spartan will help to create a smarter, safer and greener infrastructure for our children's future," says Mr. Sigelakis. He adds, "We are extremely pleased and excited to be working with PTAC on this."

For more information on LaGuardia's PTAC, call (718) 482-5306 or visit www.laguardia.edu/ptac.

Veterans...

In **recognition and appreciation** of your service to our country LaGuardia is pleased to offer you the following New York State Training programs.

Call (718) 482-7244, or e-mail: acereg@lagcc.cuny.edu for more information.

Use the NY State Division of Veteran Affairs' education benefits calculator to determine the amount of financial aid available to you for full or part-time study: http://veterans.ny.gov/gi_bill_calculator/type_of_service.html

Certificate/License Programs

Accounting

Accounting (College Level) - 336 Hours
Computerized Bookkeeping - 60 Hours
QuickBooks - 42 Hours

Business

Custom Broker License Preparation - 54 Hours
Import/Export
Income Tax Preparation - 65 Hours
Taxi Driver - 80 Hours

Health

Certified Clinical Medical Assistant - 240 hours
Credential Alcohol & Substance Abuse Counselor (CASAC) - 350 Hours
Emergency Medical Technician- 172 Hours
Food Service/Dietary Manager - 120
Healthcare Interpreter - 45 Hours
LPN to RN Transition - 36 Hours (not certificate/license prep)
Paramedic - 800 Hours
Professional Pharmacy Technician - 50 Hours

ASL - English Interpretation Program - 639 Hours

Computers

Microsoft Office Applications -78 Hours
Computer Service Technician - 114 Hours

Construction

Carpentry - 100 Hours
Construction Management -168 Hours
Plumbing - 100 Hours
Home Inspection License Preparation -140 Hours
Refrigeration Machine Operator - 200 Hour

Test Prep Courses

GED

GED Preparation- 66 Hours

College Prep

Bridge to College Reading/Writing - 30 Hours
Bridge to College Math - 30 Hours

Graduate School Admissions

GRE Preparation - 54 Hours



Do you want to earn money driving a cab? Do you need to renew your TLC license?

LaGuardia's Taxi & For Hire Vehicle Driver Institute We serve the needs of New York City's professional drivers!

Prepare for the Taxi and Limousine Commission (TLC) Written Exam to obtain your license with our Defensive Driving, Official 80 Hour, EZ License 24-hour class, and Taxi Prep Test or English for Taxi Drivers classes. Take the TLC Written Exam at LaGuardia. To maintain your license, take our 4-hour continuing education workshop.

All Taxi & For Hire Vehicle Driver Institute classes are ND=no discount.

Email: CUNYTAXI@lagcc.cuny.edu

Call: (718) 482-5335

Visit: <http://ace.laguardia.edu/taxi>

Defensive Driving Auto Insurance & Point Reduction Course - Open to the Public

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

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

Sat Jul 7 A17DDO007A
Sat Jul 21 A17DDO007B
Sat Aug A17DDO008A
Sat Aug A17DDO008B

Defensive Driving for Taxi and FHV Drivers

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

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

Sat Jul 7 A17DDV007A
Mon Jul 16 A17DDV007B
Sat Jul 21 A17DDV007C
Thurs Jul 26 A17DDV007D
Mon Jul 30 A17DDV007E
Tue Aug 7 A17DDV008A
Sat Aug 11 A17DDV008B
Sat Aug 18 A17DDV008C
Thurs Aug 23 A17DDV008D
Tue Aug 28 A17DDV008E

EZ License - 24 Hour Class

This class is offered to drivers with more knowledge of NYC. It is 24 hours of instruction over three (3) days and covers the following topics:

- map-reading skills
- geography
- driver/passenger relations
- preparation for the TLC exam

Every day except Friday 9:00am-6:00pm
(3 sessions/24hours) \$145 plus the cost of one TLC exam)

TBA Jul 1 - Jul 31 (3 sessions/24 hours)
9:00 am - 6:00 pm \$145 A1724H007A

Mon - Thurs Aug 1 - Aug 31 (3 sessions/24 hours)
9:00 am - 6:00 pm \$145 A1724H008A

The Official 80 Hour Class

The Official 80 Hour Class This ten (10) day training course will increase your chances of passing the taxi exam and increase your knowledge of NYC. This course also offers as many extra classes as you need to help you pass the TLC Exam at no additional charge and covers additional material not offered in the 24 hour course, including:

- comprehensive instruction on TLC rules and procedures
- map-reading skills
- geography
- driver/passenger relations
- free TLC taxi prep test
- TLC exam · state-of-the-art classroom technology.

You can start any time, any day. Classes are ongoing.
Monday through Friday 9:00 am - 6:00 pm
(10 sessions/80hours) \$325
(includes books, unlimited classes and TLC exam)

Mon - Fri Jul 1 - Jul 31 (10 sessions/80 hours)
9:00 am - 6:00 pm \$325 A1780H007A

Mon - Fri Aug 1 - Aug 31 (10 sessions/80 hours)
9:00 am - 6:00 pm \$325 A1780H008A

TLC Taxi Prep Test

The NYC Taxi and FHV Driver Institute is an official testing center for the TLC Exam. Benefit from our 25 years of experience in preparing drivers with this prep test course. Prep tests are graded and reviewed to give you an indication of whether or not you are ready to pass the TLC exam. 1 session/5 hours 1:00pm-6:00pm \$20 Every other Thursday

Thurs Jul 12 (1 session/5 hours)
1:00 pm - 6:00 pm \$20 A17PRP007A

Thurs Jul 26 (1 session/5 hours)
1:00 pm - 6:00 pm \$20 A17PRP007B

Thurs Aug 9 (1 session/5 hours)
1:00 pm - 6:00 pm \$20 A17PRP008A

Thurs Aug 23 (1 session/5 hours)
1:00 pm - 6:00 pm \$20 A17PRP008B



Register Online
www.laguardia.edu/acereg/

TLC English Proficiency and Written Exam

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

1 session/5 hours 9:00am-3:00pm \$25 Every Friday

Jul 13	A17TST007A
Jul 20	A17TST007B
Jul 27	A17TST007C
Aug 3	A17TST008A
Aug 10	A17TST008B
Aug 17	A17TST008C
Aug 24	A17TST008D
Aug 31	A17TST008E



Taxi 4-Hour Continuing Education Workshop

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

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

Mon Jul 2	6:00 pm - 10:00 pm	A17RNW007A
Mon Jul 9	1:30 pm - 5:30 pm	A17RNW007B
Wed Jul 11	6:00 pm - 10:00 pm	A17RNW007C
Sat Jul 14	10:00 am - 2:00 pm	A17RNW007D
Wed Jul 18	9:00 am - 1:00 pm	A17RNW007E
Thurs Jul 19	6:00 pm - 10:00 pm	A17RNW007F
Tue Jul 24	9:00 am - 1:00 pm	A17RNW007G
Thurs Jul 26	1:30 pm - 5:30 pm	A17RNW007H
Sat Jul 28	10:00 am - 2:00 pm	A17RNW007I
Wed Aug 1	6:00 pm - 10:00 pm	A17RNW008A
Sat Aug 4	10:00 am - 2:00 pm	A17RNW008B
Wed Aug 8	1:30 pm - 5:30 pm	A17RNW008C
Mon Aug 13	6:00 pm - 10:00 pm	A17RNW008D
Wed Aug 15	9:00 am - 1:00 pm	A17RNW008E
Sat Aug 18	10:00 am - 2:00 pm	A17RNW008F
Tue Aug 21	6:00 pm - 10:00 pm	A17RNW008G
Mon Aug 27	6:00 pm - 10:00 pm	A17RNW008H
Thurs Aug 30	1:30 pm - 5:30 pm	A17RNW008I

English for Taxi Drivers

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

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

Jul 12	A17TEP007A
Jul 26	A17TEP007B
Aug 9	A17TEP008A
Aug 23	A17TEP008B

Manhattan Geography

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

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

Mon Jul 9	A17GMAN07A
Fri Jul 20	A17GMAN07B
Fri Aug 3	A17GMAN08A
Fri Aug 17	A17GMAN08B
Fri Aug 31	A17GMAN08C

Outer Boroughs Geography - Part I - Emphasis on Brooklyn & Queens

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

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

Tue Jul 10	A17GBRQ07A
Mon Jul 23	A17GBRQ07B
Mon Aug 6	A17GBRQ08A
Mon Aug 20	A17GBRQ08B

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

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

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

Wed Jul 11	A17GBXS07A
Tue Jul 24	A17GBXS07B
Tue Aug 7	A17GBXS08A
Tue Aug 21	A17GBXS08B



Register Online
www.laguardia.edu/acereg/



NEW! Institute for Non-Profit Professionals

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Career Planning for Workforce Development Professionals Certificate Program	25
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NEW! Institute for Non

**Advance or make a change in your non-profit career.
Become more influential as a board member or volunteer.**

LaGuardia Community College's Institute for Non-Profit Professionals offers courses to help you develop industry wide skills that will give you an edge and help you succeed.

The Institute for Non-Profit Professionals offers certificate programs in Arts Administration, Career Planning for Workforce Development Professionals, and Non-Profit Management. (See page 23). These individual tracks can help you hone skills specific to your area of interest.

You'll learn how to write effective grant proposals; manage budgets; market specifically for your organization; and network in the field to produce better outcomes. For more information call (718) 482-5125.

All courses can be taken individually without intending to complete a certificate.

SUMMER 2012

Grant Writing & Fund Development

Receive hands on experience in researching, identifying, cultivating and soliciting institutional, foundation, corporate and public grants. You will write a draft proposal to be reviewed by a mock grants panel of New York City non profit professionals with grant review expertise. You'll also engage in role playing to better understand how to solicit donors for organizational support.

Mon Jul 9 - Aug 27 (8 sessions/20 hours)
6:30 pm - 9:00 pm \$199 A05ART002A

Tue Oct 16 - Dec 11 (10 sessions/20 hours)
6:30 pm - 8:30 pm \$199 A05ART002A

Developing Your Audience

Explore marketing and outreach strategies, from grassroots community building to high profile marketing campaigns. You'll learn about press releases and press kits, public relations and the role of the publicist, working with media, pitching corporations to secure sponsorships, and audience surveys. You will also complete a marketing plan.

Wed Jul 11 - Aug 29 (8 sessions/20 hours)
6:30 pm - 9:00 pm \$199 A05ART004A

Introduction to Career Planning

Practice active listening skills and other important communication techniques necessary for effective career planning. Review career theories, learn intake interview techniques and practice what you've learned through role play and small group activities. You will also be asked to apply these skills at your workplace and talk about results in class. This is a required course and a prerequisite for all other program courses.

Thurs Jul 12 - Jul 26 (3 sessions/14 hours)
12:00 pm - 4:30 pm \$195 A03CRD009A

Thurs Oct 18, 25, Nov 1 (3 sessions/14 hours)
12:00 pm - 4:30 pm \$195 A03CRD009A

FALL 2012

Financial Success

Master the financial strategies and skills needed by non profit arts professionals. Topics include accounting principles, procedures and internal control; forecasting accurate budgets; auditing and reporting requirements; handling cash flow; and planning for future financial needs. Become familiar with related technology software, including QuickBooks and Raiser's Edge.

Mon Oct 15 - Dec 10 (10 sessions/20 hours)
6:30 pm - 8:30 pm \$199 A05ART005A

Arts Administration Overview

Learn the basics of art administration. Topics include board and leadership governance structures, incorporation, development of mission, and defining your target audience. Guest speakers from the arts and culture fields will offer insights on effective arts structures and management.

Wed Oct 17 - Dec 12 (10 sessions/20 hours)
6:30 pm - 8:30 pm \$199 A05ART001A

Career Planning Model

Explore the Career Planning Model, a process that takes clients from self exploration to career decision making. Career path choices may include finding suitable employment, starting a vocational training program or going back to school for a GED or college degree. This is a required course.

Thurs Mar 7, 14, 21 (3 sessions/14 hours)
12:00 pm - 4:30 pm \$195 A03CRD008A

Non-Profit Management - Overview

Learn the basics of non-profit management. Topics include board and leadership governance structures, incorporation, development of mission, and defining your target audience. Guest speakers from the non-profit fields will offer insights on effective arts structures and management.

Wed Oct 17 - Dec 12 (10 sessions/20 hours)
6:30 pm - 8:30 pm \$199 A05WRK001A

Using Career Resources in Workforce Development

Learn how to administer and interpret assessment tools used by workforce development professionals, and how to apply them to specific client needs. You will also explore web sites that provide information on occupations and potential employers and help find employment. This is a required course.

Thurs Nov 8, 15, 29 (3 sessions/14 hours)
12:00 pm - 4:30 pm \$195 A03CRD005A

Diversity and Inclusion Competence in the Workplace

Discuss the importance of diversity and inclusion in the workplace. You'll review ethics in a multicultural context, consider your clients' perspective and engage in awareness exercises. Discover best practices from guest speakers. This is an elective course.

Thurs April 4, 11, 18 (3 sessions/14 hours)
12:00 pm - 4:30 pm \$195 A03CRD010A

-Profit Professionals

Meet the Instructors
Ask Questions and Get Answers!
June 19 6:00 p.m. - 8:00 p.m.
RSVP (718) 482-5125

Non-Profit Management Certificate Program

Master the most current and practical strategies to become an effective manager for a non-profit field. Develop the skills you need to grow a non-profit while networking with other professionals in the field.

Courses can be taken in any order or individually without intending to complete the certificate.

Advisement: Non-Profit Certificate Program

Learn about certificate requirements and career information in this 30 minute advisement session. If you cannot attend the scheduled advisement session, arrange for an individual appointment by calling (718) 482-5125 or e-mailing ACEProfessional@lagcc.cuny.edu.

Sat June 23 (1 session/0.5 hours) 1:00 pm - 1:30 pm
\$25 A05NPT000A

Sat Sep 29 (1 session/0.5 hours) 1:00 pm - 1:30 pm
\$25 A05NPT000A

Certificate program includes:

(5 courses + choice of 1 elective course)

- Advisement
- Non-Profit Management Overview
- Grant Writing & Fund Development
- Developing Your Audience
- Financial Success

Plus (Choose one of these electives)

- Arts Administration - Overview
- Using Career Resources in Workforce Development
- Career Planning Model
- Diversity and Inclusion Competence in the Workplace

Arts Administration Certificate Program

Develop the administrative skills necessary to help you become a leader in the professional arts world. Gain industry exposure through case studies and instructors who are accomplished professionals working with New York City's most innovative and established arts and culture organizations.

Courses can be taken in any order or individually without intending to complete the certificate.

Advisement: Arts Administration Certificate Program

Learn about certificate requirements and career information in this 30 minute advisement session. If you cannot attend the scheduled advisement session, arrange for an individual appointment by calling (718) 482-5125 or e-mailing ACEProfessional@lagcc.cuny.edu.

Sat June 23 (1 session/0.5 hours)
12:00 pm - 12:30 pm \$25 A05ART000A

Sat Sep 29 (1 session/0.5 hours)
12:00 pm - 12:30 pm \$25 A05ART000A

Certificate program includes:

(5 courses + choice of 1 elective course)

- Advisement
- Arts Administration Overview
- Grant Writing & Fund Development
- Developing Your Audience
- Financial Success

Plus (Choose one of these electives)

- Non-Profit Management Overview
- Using Career Resources in Workforce Development
- Career Planning Model
- Diversity and Inclusion Competence in the Workplace

Career Planning for Workforce Development Professionals Certificate Program

The Career Planning for Workforce Development Professionals Certificate Program is comprised of five courses (three required courses and two electives). You will build upon your career planning and assessment skills to help your program and clients achieve their goals.

Courses can be taken in any order or individually without intending to complete the certificate.

Advisement: Workforce Development Professionals

Learn about certificate requirements and career information in this 30 minute advisement session. If you cannot attend the scheduled advisement session, arrange for an individual appointment by calling (718) 482-5125 or e-mailing ACEProfessional@lagcc.cuny.edu

Sat June 23 (1 session/0.5 hours)
12:00 pm - 12:30 pm or 6:00pm - 9:00pm
\$25 A05CRD000A

Sat Sept 29 (1 session/0.5 hours)
12:00 pm - 12:30 pm or 6:00pm - 9:00pm
\$25 A05CRD000A

Certificate program includes:

(4 courses + choice of 2 elective courses)

- Advisement
- Introduction to Career Planning
- Using Career Resources in Workforce Development
- Career Planning Model

Plus (choose two of the following electives)

- Diversity and Inclusion Competence in the Workplace
- Grant Writing & Fund Development
- Financial Success
- Non-Profit Management Overview

See page 22 for Summer and Fall 2012 course descriptions.



Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

Become a Credentialed Alcohol and Substance Abuse Counselor (CASAC) and help make a difference in people's lives. Offered in partnership with Community Partnership Referrals and Resources (CPRR), this program fulfills the New York State Office of Alcoholism and Substance Abuse Services (OASAS) addiction counselor certificate requirements for 350 hours of specific topics for credentialing or re credentialing. Upon successful completion of advisement and both courses, you will earn a certificate for eligibility to apply for OASAS' CASAC Trainee (CASAC T) program. ND

Summer 2012 Info Session

Wed Aug 15 6:30pm.

To RSVP call (718) 482-5125.

Advisement: CASAC

Learn about certification requirements, the CASAC credentialing process, and career path information in this required 30 minute advisement session. If you cannot attend this scheduled advisement session, call (718) 482 5125 to schedule an individual appointment.

Sat Sep 15 (1 session/0.50 hours)
11:00 am - 11:30 am \$25 A05CAS000A

CASAC Counselor, Part A

Learn about the medical, physical and pharmacological aspects of addiction. Examine the role the CASAC plays in multi disciplinary treatment, which includes family and community education and prevention as well as 12 step and other mutual aid groups. ND=no discount available

Wed (6:00pm - 9:30pm) & Sat (9:00am - 5:00pm) Sep 19 - Feb 13 (34 sessions/183 hours)
\$2265 A05CAS001A



To enroll visit <http://www.ed2go.com/lagcc/>

Non-Profit Management Courses/Online



Introduction to Nonprofit Management/Online

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

\$129 A05BUS808



NEW! Achieving Success with Difficult People/Online

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

\$129 A05BUS815



NEW! Creating a Successful Business Plan/Online

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

\$129 A05BUS819



Web 2.0: Blogs, Wikis, and Podcasts/Online

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

\$129 A05CMP848



NEW! Introduction to Business Analysis/Online

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

\$129 A05BUS812



NEW! Managing Customer Service/Online

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

\$129 A05BUS818



Construction & Buildings

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Move forward in your career!

Become a Licensed Refrigeration Machine Operator

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

- Course content is certified and approved by NYC Fire Department for the National Association of Power Engineers (NAPE)
- Meets required 200 hours of class and field work required by the NYC Bureau of Fire Prevention
- Provides training for EPA certification as a "Universal Technician"
- The course is open to members of NAPE. Non-members must join at time of enrollment



License Preparation: Refrigeration Machine Operator

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.

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." **Instructor: Steven Carbone**

Fall 2012
Tues & Thurs Oct 9 - Jun 27 (67 sessions/200 hours)
6:00 pm - 9:00 pm \$2265 A05BUS009A

Eligible for Veterans Tuition Assistance!

Carpentry I

Obtain hands-on training in a carpentry lab. Topics include construction math; basic blueprint reading; proper use of hand and power tools; and wall, door and window framing. Demolition and rebuilding of a 12' x 12' structure is a course highlight. Receive OSHA 10-hour certification as well as industry certification from the Home Builders Institute (HBI) upon passing the HBI exam. Materials included.

Tue & Thurs Oct 2 - Dec 13 (33 sessions/100 hours)
6:00 pm - 9:00 pm \$1415 A05CNS100A



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

Work Force Investment Act (WIA) vouchers may be available for individuals who are unemployed, dislocated, disabled, youth (14 - 21 meeting certain requirements) or displaced workers. For more information: <http://www.workforcenewyork.org/>

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

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

Vouchers are also accepted through the **GI Bill and the Department of Veterans Affairs**. For more information: <http://www.va.gov/>

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

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



Certificate Program in Construction Management

This 8-course Certificate Program in Construction Management is relevant for individuals who own small construction firms, architects and engineers, surveyors, estimators, contractors, subcontractors, suppliers, installers, and those who want to enter or service the field. In order to receive the certificate, you must attend a 30 minute advisement session and pass each required course with a minimum C average. (You may take individual courses without intending to complete the Certificate Program.) For more information call (718) 482-5125.

Advisement: Certificate Program in Construction Management

Learn about certificate requirements, opportunities for further study, and career path information in this required 30 minute advisement session. If you cannot attend this scheduled advisement session, call (718) 482-5125 to schedule an individual appointment.

Sat Jul 14 (1 session/.50 hours)
11:00 am - 11:30 am \$25 A05CNS000A

Coming Fall 2012:
Revamped Certificate Management Program!

OSHA 10-Hour Construction Industry Safety and Health Certification

This course will enable you to earn the OSHA-required "10-hour Construction Industry, Safety and Health" Certification, which is required of all construction workers as of July 18, 2008. Upon successful completion, you will receive your OSHA certification and card. This course includes hands-on practical experience with safety equipment and procedures as well as best practices to identify and avoid hazards on the construction site and US Department of Labor rules and worker rights. ND

Instructor: Norburth Drummond

Tues & Thurs Jul 17 - Jul 26 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$179 A05CNS011A

Scheduling for Construction

Discover how to use the Critical Path Method (CPM) to create construction schedules. Work collaboratively in class to schedule a simulated construction project in Microsoft Office Project. Prerequisite: Construction Cost Estimating and Project Management or equivalent experience in the field. Prerequisite: Construction Cost Estimating and Project Management or equivalent experience in the field.

Instructor: Thomas Long

Mon Jul 16 - Aug 13 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$215 A05CNS009A

Do you work in construction or design?

College Construction and Design Courses

Increase your skills through theory and hands-on practice in our 8,000 square foot design studio and prototype lab.

NOTE: Courses can be taken individually, but you must attend the mandatory orientation session before starting a class. Books and materials are not included in course fee.

Orientation

**Saturday Aug 25
12:00 pm-12:30pm**

(1 session/ 0.5 hours)
A05HUA000A

**Call (718) 482-5125
for more information.**

Coming September 2012!

Technical Drawing
\$315 A05HUA190A

Form and Structure
\$315 A05HUA107A

Manufacturing Processes
\$315 A05MAE107A

Model Making I
\$315 A05HUA207A

Three-Dimensional Design
\$315 A05HUA106A

Intro to Woodworking
\$315 A05HUA116A

Take these college courses as a non-credit student.

Construction Trades

Carpentry 1 \$1415 A05CNS100A See Page 28



Sustainable Building Courses Online

Convenient **24 Hour Access** July 1 - August 31

For complete course descriptions and to register: **Visit www.NYDesigns.org**
 Click on "services" in the main menu and then click "Courses."

All Sustainable Design courses are ND=no discount.

Intro to Building Energy Efficiency/Online

Gain the knowledge and skills you need to run an energy-efficient and safe building. Topics include building science, building shell, heating and cooling, energy usage, and energy auditing. (This is a 6-month instructor-supported online course. Average completion time is 30 hours. There is no set start date.)

24 Hour Access Jul 1 - Aug 31 (30 hours)
 \$510 A14CRD805A

Solar Hot Water Heating/Online

For current or future employees in the solar hot water industry, explore the basics of installing code-allation guidelines, safety issues, maintenance, and legal considerations of solar hot water heating systems. (This is an 12-month, instructor-supported online course. Average completion time is 60 hours.)

24 Hour Access Jul 1 - Aug 31 (60 hours)
 \$1010 A14CRD806A

Green Building Technical Professional/Online

Are you an engineer, architect or builder interested in learning a more in-depth approach to green building? Get the tools you need to plan and navigate a green project. Topics include an introduction to green building, environmental quality, resource efficiency advantages, sustainable preventative maintenance, and advanced green technologies. (This is a 6 no set start date.)

24 Hour Access Jul 1 - Aug 31 (40 hours)
 \$540 A14CRD807A

LEED Green Associate/Online

For professionals who want green building expertise in non-s created the LEED Green Associate credential, which attests to a demonstrated knowledge of green design, construction, and operations. The LEED Green Associate credential also serves as the first step in pursuing a LEED AP specialization. This course will help you: o Identify key components of the LEED Rating Systems o Discuss the LEED Certification process for both buildings and homes o Describe the intents and

associated concepts of each LEED credit category o Describe successful LEED strategies o Prepare for the LEED Green Associate examination (This is a 2-month, self-paced online course. Average completion time is 8 hours. There is no set start date.)

24 Hour Access Jul 1 - Aug 31 (8 hours)
 \$380 A14CRD809A

LEED AP Building Design and Construction (BD+C)/Online

Prepare for the LEED AP Building Design and Construction (BD+C) exam (which replaces the LEED AP for New Construction exam track). For professionals participating in the design and construction phases of high-performance, healthy, durable, affordable, and environmentally sound commercial, institutional, and high-rise residential buildings. (This is a 2-month, self-paced online course. Average completion time is 8 hours. There is no set start date.)

24 Hour Access Jul 1 - Aug 31 (8 hours)
 \$380 A14CRD810A

Energy Efficient Design for Architects/Online

For architects, contractors, building owners and consulting engineers, understand, apply and comply with the ANSI/ASHRAE/IESNA Standard 90.1-2004, the minimum energy efficiency standard in the U.S. for all non-residential buildings and all residential buildings exceeding three stories. This course is a US Green Building Council-approved Education Provider Program and offers a foundation for those wishing to move on to the LEED Rating Systems. This series is comprised of the following three courses: Energy-Efficient Design - Fundamentals of Standard 90.1, Advanced Energy Design Guide for Small Retail Buildings, and Advanced Energy Design Guide for Small Office Buildings. The latter two courses are a thorough study of the design concepts, strategies and recommendations suited for the energy requirements of small retail buildings and small office buildings, respectively. (This is a 12-month, self-paced online course. Average completion time is 57 hours. There is no set start date.)

24 Hour Access Jul 1 - Aug 31 (57 hours)
 \$1510 A14CRD811A

Fundamentals of Sustainable Buildings and High Performance Systems Design/Online

For architects, technicians, engineers and recent engineering graduates working in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR), receive an introduction to green design practices, environmental benefits and new green building ideas. You'll also review the impact some architectural decisions have and how these decisions affect sustainable and green project goals. Topics include: - Basics of Sustainable Design - Commissioning - LEED Guidance - Integrated Design - Indoor Environmental Quality - Energy Conservation - Plumbing and Fire Protection Systems - Building Controls (This is a 12-month, self-paced online course. Average completion time is 35 hours. There is no set start date.)

24 Hour Access Jul 1 - Aug 31 (35 hours)
 \$1610 A14CRD812A



**Please recycle this catalog!
 Pass it on to a friend!**

 **Certificate Program in Green Professional Building Skills Training (GPRO)**

GPRO: Green Professional Building Skills Training is a series of courses and certificate exams developed by the U.S. Green Building Council to teach the people who build, renovate, and maintain buildings the principles of sustainability combined with trade-specific green construction knowledge. The program involves a combination of a 4-hour course in **Fundamentals of Building Green** followed by 6-8 class hours in your field (construction management, operations & maintenance, electrical, or plumbing). You will then take an exam, which, if you pass, will make you a GPRO Certificate Holder. This certificate will demonstrate your understanding of green building as it applies to your trade and will enhance your ability to compete for and participate in green jobs. All fees include materials for both courses and exam fees.

For more information, specific course dates, and to register call (718) 663-8404.

GPRO: Fundamentals + Electrical Systems

Electricians and workers in the electrical industry: learn about sustainable construction practices through topics such as Sustainability in Electrical Systems, Lighting, Heating & Cooling, Distributed and Renewable Energy Generation, Assuring Building Performance, and Job Management. ND

Sat Jul 1 - Aug 31 (3 sessions/10 hours) \$465 A14CNS011A

GPRO: Fundamentals + Operations & Maintenance

Building superintendents and managers, stationary and operating engineers, and professionals who work on-site in building operations and maintenance: explore topics such as the Building Envelope, Water Use, Heating & Cooling, Lighting, Indoor Air Quality, Dealing with Waste, and Commissioning & Energy Audits. ND

Sat Jul 1 - Aug 31 (3 sessions/12 hours) \$520 A14CNS010A

GPRO: Fundamentals + Construction Management

Construction manager or general contractor site superintendents, project managers, facilities managers, project architects, professional engineers, commissioning agents and those with construction experience: explore topics such as Sustainability Planning in the Design Phase, Training Your Trades on Project Goals & Requirements, Commissioning & Close-Out, and Measurement & Verification. ND

Sat Jul 1 - Aug 31 (3 sessions/10 hours) \$465 A14CNS008A

GPRO: Fundamentals + Plumbing

Plumbers and workers in the plumbing industry: learn about sustainable construction practices through topics such as Sustainability in Plumbing Systems, End-Use Water Reduction, Alternative Technologies, Energy Savings, and Managing Green Projects. ND

Sat Jul 1 - Aug 31 (3 sessions/10 hours) \$465 A14CNS012A



If you wish to inquire about disability services please contact Cristobal Stewart at (718) 482-5120 to discuss your individual needs.

If you are Deaf or hard of hearing please contact Paul Carlson (866) 553-3609 (Video Phone)

Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four weeks in advance of class start date to ensure that reasonable accommodation requests can be processed in a timely manner.

FREE TRAINING FOR > GREEN JOBS

COMPLETE THE GREEN JOBS TRAINING PROGRAM AND GET READY TO APPLY FOR GREEN JOBS

The Green Jobs Training Program introduces participants to the principles of sustainability and provides the necessary skills to work for companies that have or want to develop a green focus.

THIS IS YOUR CHANCE to get the skills you need to apply for a job in:

- Sustainable Landscape Design & Maintenance
- Green Cleaning & Housekeeping
- Waste Management

Requirements

Participants must:

- Be unemployed or underemployed; career changers are encouraged to apply
- Be able to attend classes regularly and on time
- Be 18 years old or older at the time of application
- Have a high school diploma or GED
- Speak English

The Green Jobs Training program is a collaboration between Queens Botanical Garden and LaGuardia Community College with support from the Port Authority of NY & NJ.



Why Green Jobs?

As energy becomes more expensive and codes and standards become stricter, companies nationwide are working hard to become more sustainable.

For companies, this effort involves creating positions and jobs that didn't exist 5 or 10 years ago.

The growth of green jobs is only getting started; in the future, more companies will add even more jobs.

Green jobs require workers to use their skills in new ways and learn new skills. This is a huge opportunity for professional growth.

FOR MORE INFO
CALL TODAY
718.563.8420



ADULT & CONTINUING EDUCATION
HIGH EMPLOYER



THE PORT AUTHORITY OF NY & NJ



“ I would like to thank LaGuardia in helping me with my job training, resume writing and interview preparation. I updated my resume with my new skills in Waste Management, along with my OSHA safety and health certification, and now I have a job. Without this program, I would have been lost. ”

-George Sideris

Are you 24 or over and looking for a career in the healthcare field?

Community Health Worker Certificate Program



Who is a Community Health Worker?

Community Health Workers (CHWs) are public health professionals who help bridge gaps between different populations and healthcare or social service systems by providing outreach, basic health education, referrals and follow-up service, case management, advocacy and home visiting services.

Requirements

- At least 24 years of age
- Unemployed
- High School Diploma or GED
- Bilingual (preferred)
- Ability to read and write in English (must pass screening test)
- Good physical health
- Eligible to work in the U.S.
- No criminal record
- Drug test clearance
- Not currently a college student

To schedule an assessment test and interview

Call (718) 730-7569

Schedule:

September 2012 - February 2013

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information, including any information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

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The skills you need for immediate entry into the healthcare field!

Health

LaGuardia offers an array of opportunities for those seeking a career in healthcare. Become a Spanish/English Healthcare Interpreter, EMT, Paramedic, Certified Clinical Medical Assistant, Pharmacy Technician, or Dietary Manager. Find out about these courses and more.



Certified Clinical Medical Assistant

Become certified as a Phlebotomist and EKG Technician, and learn CPR and medical terminology to become a Certified Clinical Medical Assistant (CCMA). The CCMA is an important member of a medical team and assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). Upon successfully passing all four courses in this program, in any order, you will be prepared to take the national certification exam for Clinical Medical Assistant. (Courses may also be taken individually.) **For more information call (718) 482-5768.**

Enhanced Phlebotomy

Become a certified phlebotomist. Learn about the anatomy and physiology of the venous system as well as phlebotomy practices. Develop your skills in a variety of blood collection techniques, employing universal precautions: vacuum collection; dermal punctures; micro hematocrit collections; and using syringes and butterfly needles. You will also learn to perform office procedures such as urinalysis, spirometry, blood typing, rapid strep tests and more. Successful completion allows you to sit for the national phlebotomy technician exam. ND.

Mon, Wed, Fri Aug 6 - Oct 3 (24 sessions/96 hours)
10:00 am - 2:30 pm \$900 A11HLT002B

Medical Terminology

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

Mon, Wed, Fri Aug 6 - Aug 24 (8 sessions/32 hours)
6:00 pm - 10:00 pm \$305 A11HLT003A

Enhanced EKG Technician

Become a certified EKG technician. Explore the anatomy and physiology of the heart, cardiovascular diseases, modern electrocardiography (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 and medical history; set up an EKG machine; and perform electro-cardiograms. Successful completion allows you to sit for the national EKG Technician certification exam. ND.

Mon, Wed, Fri Sep 10 - Nov 9 (24 sessions/96 hours)
6:00 pm - 10:00 pm \$900 A11HLT001A

American Heart Association CPR for Healthcare Providers with First Aid

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

Mon, Tues, Wed & Thurs Aug 27 - Aug 30 (4 sessions/16 hours)
6:00 pm - 10:00 pm \$125 A11CPR001A



Register Online
www.laguardia.edu/acereg/

SHAPE UP YOUR CAREER

Are you interested in a challenging, secure and financially rewarding career? Do you like to work out?

Personal Trainer Certification

Join a fast-growing profession:

- full and part-time careers
- flexible hours
- supplemental income
- entrepreneurship
- personal fulfillment.

Course includes:

- Morning lectures at LaGuardia
- Practical training at gym in the afternoon
- 30 hour internship



This course is offered in Partnership with World Instructor Training Schools (W.I.T.S.).

Personal Trainer Certification

Become a Personal Trainer and start a career in a field with growth potential. Attend morning lecture at LaGuardia Community College and afternoon practical training at the Club H Fitness in Manhattan. Learn bio-mechanics, exercise physiology, fitness testing, equipment usage, and health assessment. In order to earn the nationally recognized certificate you must complete the Personal Trainer Certification course, pass the national exam, obtain your Adult CPR/AED certification, and complete a 30-hour internship at a local gym. This course is offered in Partnership with World Instructor Training Schools (W.I.T.S.). CPR/AED certification and textbook are not included. To order the required book, call (888) 330-9487. Prerequisite: High school diploma or GED. ND

Sat Jul 21 - Aug 25 (6 sessions/36 hours)
9:00 am - 4:00 pm \$790 A05CRD013A



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!

Earn your Level 1 Certificate 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) 482-5125.**

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 nationally recognized Language Line Interpreter Skills Test. Test fees and books are included in course tuition. Prerequisite: High school or GED diploma and passing of a Spanish/English screening test (one day). For more information or to register for a screening test, call (718) 482-5125. ND=no discount available. Payment plan available.

There will be two screening tests prior to the course:

Saturday, September 8, 2012 at 11am A05HLT000A and Saturday September 22, 2012 at 11am A05HLT000B.

Instructor: Aurora Ronquillo

Sat Oct 6 - Dec 8 (9 sessions/45 hours)
9:00 am - 2:00 pm \$965 A05HLT002A

Polish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the nationally recognized Language Line Interpreter Skills Test. Test fees and books are included in course tuition. Prerequisite: High school or GED diploma and passing of a Polish/English screening test (one day). For more information or to register for a screening test, call (718) 482-5125. ND=no discount available. Payment plan available.

There will be two screening tests prior to the course:

Saturday, September 8, 2012 at 11am A05HLT000C and Saturday, September 22, 2012 at 11am A05HLT000D.

Instructor: Agata Baczyk

Sat Oct 6 - Dec 8 (9 sessions/45 hours)
9:00 am - 2:00 pm \$965 A05HLT003A

DARING TO DO MORE

Cynthia Minuet

Learning how to Become a Professional

Cynthia Minuet has the advantage of being able to practice her profession while furthering her training and studies. Having completed the Spanish/English Healthcare Interpreting, Level 1 certification course, she is now working as a medical interpreter for a translation services agency and is currently enrolled in the Level 2 course. She also volunteers at a Queens hospital. Cynthia's ultimate goal is to become a Qualified Healthcare Interpreter with board certification. "My teacher's knowledge, wisdom and patience have really helped me to become a professional," she says.



Pharmacy Technician Certification Preparation

Develop the skills you need to work under a registered pharmacist and prepare for the Pharmacy Technician Certification Board (PTCB) exam. Offered in partnership with Condensed Curriculum International, Inc. Prerequisite: High school or GED diploma and passing of a screening test. For more information call (718)-482-5125. ND=no discount available.

Tues & Thurs Sep 25 - Dec 13 (23 sessions/70 hours)
6:00 pm - 9:00 pm \$1015 A05HLT001A

Earn College Credits!

LPN to RN Transition Course

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

Responding to the shortage of professional nurses in the area, the New York State LPN to RN Transition course creates a pathway to encourage Licensed Practical Nurses to advance in their careers. This course will facilitate your transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. It will validate your prior learning and update your knowledge, focusing on critical thinking and problem solving skills. Upon successful completion of this course, you will be eligible to earn a minimum of 12 credits in a participating Associate Degree Nursing program. ND

Tues & Thurs Jun 12 - Jul 19 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$649 A20CRD001A



Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

Become a Credentialed Alcohol and Substance Abuse Counselor (CASAC) and help make a difference in people's lives. Offered in partnership with Community Partnership Referrals and Resources (CPRR), this program fulfills the New York State Office of Alcoholism and Substance Abuse Services (OASAS) addiction counselor certificate requirements for 350 hours of specific topics for credentialing or re-credentialing. Upon successful completion of advisement and both courses, you will earn a certificate for eligibility to apply for OASAS' CASAC-Trainee (CASAC-T) program. ND

Summer 2012 Info Session - Wed Aug 15 6:30pm. To RSVP call (718) 482-5125.

For more information and complete course descriptions see page 26.



The NY State & Civil Service Employee Association (CSEA) Partnership for Education provides tuition assistance up to \$880 per course for CSEA-represented NY State employees to update job skills, start a new career or improve basic skills.

For more information visit www.nyscseapartnership.org.
If you are approved for a voucher contact bkurzius@lagcc.cuny.edu or (718) 482-5124.

NYS Mandated Training



Introduction to Infection Control

New York State law requires all licensed healthcare professionals to receive training in infection control and barrier precautions every four years. If you are a licensed healthcare worker, this 2.5-hour NYS

Education Department-approved course will satisfy your licensure requirement and increase your knowledge of new drug resistant pathogens and occupational risks. You will also explore new strategies for infection prevention and control. This course is offered for practicing MDs, physician assistants, dentists, dental hygienists, RNs, LPNs, optometrists and podiatrists as well as funeral directors.

Saturday Jul 28 10:00 am- 12:30 pm
A20CRD002A \$75



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 full two-hour session.

Jul 28 1:00 pm - 3:00pm
A20CRD010B \$75



New York Needs Healthcare Professionals!

- Are you an internationally trained healthcare professional?
- Do you want to get back into the healthcare field?

The New York City Welcome Back Center for Healthcare Professionals at LaGuardia Community College can guide you in the process of becoming licensed in New York in your specialty or another healthcare area as you work towards licensure in your field.

We offer licensure guidance for the following professions:

- Physicians
- Nurses, Licensed Practical Nurses
- Dentists
- Psychologists
- Lab Technicians and Technologists
- Occupational Therapists and Vocational Registered Nurses
- Pharmacists
- Social Workers



Nelson Gil

Physician from the Dominican Republic

"Through the services I received from the NYC Welcome Back Center I improved my English, and I am much more confident in speaking with others, especially on the phone."

The center also offers career counseling; referrals to support services, such as ESL classes and training programs; job placement through our Workforce1 Healthcare Career Center, once you have appropriate credentials, and more.

For more information email NYCWBC@lagcc.cuny.edu.

Visit us on the Web at <http://www.laguardia.edu/nycwbc/>



Opportunities for Ageless Learners

Students Over 65

Rediscover the joys of learning at LaGuardia Community College!

Receive a 30% discount
(all courses except those noted ND).



Register Online
www.laguardia.edu/acereg/



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 is a 4-month course and 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 Jun 12 - Aug 16 (56 sessions/172 hours)
9:30 am - 4:30 pm \$995 A1IEMT001C

EMT Refresher

Mon, Tues & Alternating Fridays (9-4) Jul 2 - Aug 16 (21 sessions/63 hours)
6:30 pm - 10:00 pm \$495 A1IEMT002A

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

Mon-Thurs (6pm-10pm) & Alternating Saturdays (9-4)
Sep 4 - Aug 15 (200 sessions)
6:00 pm - 10:00 pm \$7300 A11PMD001A



Register Online
www.laguardia.edu/acereg/

Convenient 24 hour access

Try a free demo to see if online learning is right for you!



Health Courses **Online** To enroll visit <http://www.ed2go.com/lagcc/>

Spanish for Medical Professionals/Online

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

\$129 A05CRD801

Medical Terminology: A Word Association Approach/Online

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

\$129 A05HLT801

Human Anatomy and Physiology/Online

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

\$129 A05HLT800

Human Anatomy and Physiology II/Online

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


\$129 A05HLT802




NEW! Medical Math/Online

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

\$129 A05HLT803

LaGuardia Community College
30-20 Thomson Avenue
II Atrium (Room BA222)
Long Island City, NY 11101



Workforce1 Healthcare Career Center offers job placement services, training assistance, and career advisement in the healthcare field.

For more information or to schedule an appointment:
Email HealthCareerCenter@lagcc.cuny.edu
Call 718.730.7500

FREE COLLEGE CLASSES & SERVICES FOR VETERANS

LaGuardia Community College

Interested In Earning A College Degree?
Looking To Advance In A Career?
Need To Increase Your Income?

- Apply for GI benefits, College enrollment & other financial aid
- Prepare for college placement tests in reading, writing and math
- Develop an electronic portfolio
- Use your military experience to select a career or college major

Summer Cycle:

- July 9 - August 16, 2012

Class Schedule:

6:00 pm - 9:30 pm / Mon - Th



**WE CAN HELP YOU EARN
YOUR GED CERTIFICATE TOO!**

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EMAIL: vets@lagcc.cuny.edu

Veteran Services Office
31-10 Thomson Avenue, Room C-371
Long Island City, NY 11101



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Learn English at LaGuardia!

Prepare for college or graduate school, and for a better job.

English as a Second Language

English as a Second Language (ESL) Teachers at the English Language Center (TELC) have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening, speaking, field trips and Internet research. We also offer courses that teach you English through art, business, pop culture, blogs and wikis, and dance.

Do you have questions about immigration, life in the United States, your future plans? Our staff can help. Come study with us and make TELC your home away from home! You will have access to LaGuardia Community College's computer labs, library, gym and swimming pool.

Payment for all ESL courses can only be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early. For more information, call (718) 482-5360, visit The English Language Center office at 29-10 Thomson Avenue in Room C354, or visit our web site at esl.lagcc.cuny.edu.

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

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YouTube

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Day Intensive Program

Learn English for college, graduate school, and professional advancement in this academic preparation program. Improve your English reading, writing, listening, speaking, grammar and pronunciation skills. At the intermediate and advanced levels, choose an elective such as Business English, Dance, Pronunciation, Vocabulary and more! Classes meet U.S. Government requirements for the issuance of I-20s. Summer 2012 Registration: Tuesday, June 26, and Wednesday, June 27, 11:00 am - 3:00 pm, Room C-354. The non-refundable \$50 registration fee is included in the tuition.

Morning Day Intensive

Mon - Thurs Jul 9 - Aug 30 (32 sessions/144 hours)
9:00 am - 2:00 pm \$1250 AF021000

Evening English Program

Are you planning to enroll in a college or university? Do you need to improve your English skills to advance in your professional career? If so, take this 6 level English program. You will improve your listening, speaking, reading, writing and grammar skills and acquire valuable college study skills. Summer 2012 Registration starts Thursday June 28, 4:00 pm - 6:00 pm, Room C-354. The non-refundable \$50 registration fee (4 nights) or \$25 registration fee (2 nights and Saturday) is included in the tuition.

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

Mon - Thurs Jul 16 - Aug 28 (26 sessions/78 hours)
6:00 pm - 9:00 pm \$595 AF021006

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

Mon & Wed Jul 16 - Aug 27 (13 sessions/39 hours)
6:00 pm - 9:00 pm \$315 AF021003

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

Tues & Thurs Jul 17 - Aug 28 (13 sessions/39 hours)
6:00 pm - 9:00 pm \$315 AF021004

Saturday English Program

Improve your listening, speaking, and grammar skills by using authentic language and materials that will help you function in your daily life. Summer 2012 Registration starts Thursday, June 28, 4:00 pm - 6:00 pm and Saturday, July 7, 10:00 am - 1:00 pm, Room C-354.

Sat Jul 14 - Aug 25 (7 sessions/36 hours)
9:00 am - 2:10 pm \$315 AF021005

Specialized Workshops - Afternoon

TELC's specialized workshops are designed for students who want to focus on a specific English skill. Summer 2012 Registration is on Tuesday, June 26 and Wednesday, June 27, 11:00 am - 3:00 pm, Room C-354.

TOEFL Preparation Workshop

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

Mon & Wed Jul 9 - Aug 29 (16 sessions/36 hours)
11:45 am - 2:00 pm \$315 AF021400C

“Today, I finally received my acceptance from LaGuardia Community College. Thanks to my wonderful teachers at TELC, I will be starting in September!”

-Atsuko Mabuchi, Level 7/8 student

James S. Kunen

Corporate Executive Finds Meaning in Life Teaching English

After being laid off from Time Warner Inc. in 2008, where he was a director of corporate communications for the media empire, James S. Kunen found himself looking for yet another career—one that would be personally rewarding. This materialized in the job offer from LaGuardia's Center for Immigrant Education and Training for the position of ESL instructor, following volunteer work teaching English at non-profit organizations in New York City.

“I am overwhelmed by the intelligence, courage and tenacity of students who work long hours at exhausting jobs and come to LaGuardia to study each night. It's a privilege to stand in a classroom with them.”

Mr. Kunen is an award-winning journalist and has worked as a criminal defense lawyer and magazine editor. He is the author of five books, the most recent being *Diary of a Company Man: Losing a Job, Finding a Life* (Lyons Press, February 2012), which chronicles the path that led him from his days as a radical in the 1960s to LaGuardia, where he teaches students seeking their chance at the American Dream by first learning how to speak English. He has also written numerous articles that have appeared in publications such as *The New Yorker*, *The New York Times Magazine*, *GQ*, *Esquire*, *The Atlantic*, *New York* and others.



NEW! Research Skills for College Success

Are you going to college soon? Help ensure your success by developing essential research skills. Working on an individual project, you will learn how to use library resources, organize a research paper, and make in-text citations in the correct Modern Language Association (MLA) style. You will also have an opportunity to share your research in an oral presentation.

Mon & Wed Jul 9 - Aug 29 (16 sessions/36 hours)
11:45 am - 2:00 pm \$315 AF021330C

“One challenge that I had when I first started college was citing sources correctly in my research papers. Taking a class about how to do research and cite the information correctly would have been really helpful.”

-Mari-Dominiqu Djedjro, LaGuardia undergraduate
(former TELC student)

Specialized Workshops - Saturdays

TELC's specialized workshops are designed for students who want to focus on a specific English skill. Summer 2012 placement test and registration for Saturday Specialized Workshops are on Saturday, July 7, 10:00 am - 1:00 pm, Room C-354.

Grammar and Writing Workshop

Improve your overall writing skills, explore common problem areas of English grammar, and learn to identify and correct your own mistakes.

Sat Jul 14 - Aug 25 (7 sessions/36 hours)
9:00 am - 2:10 pm \$315 AF021120

Public Speaking & Communication Skills

This course is designed to help advanced ESL students to develop confidence in speaking in public and to improve their communication skills in general. You will learn how to prepare and deliver short speeches and practice techniques to speak more effectively in school, at work, and in social situations. You will also work on pronunciation, intonation, and stress patterns in English.

Sat Jul 14 - Aug 25 (7 sessions/36 hours)
9:00 am - 2:10 pm \$315 AF021220

See how TELC can help you!

Transitioning/Applying to College

TELC provides free college preparation workshops and college counseling services. Get help with exploring careers, choosing a college, completing online applications, and understanding required admissions documents, including transcripts, translations and exams (TOEFL, CUNY CAT Basic Skills Test).

Technology to Enhance Learning

Every TELC classroom has an Internet connection, so lessons are practical and relevant. Classes often take place in our computer labs or our Media Center, a state-of-the-art digital lab where you can practice your English skills using the latest technology.

Housing at City College Towers

As a TELC student, you qualify to live in CUNY student residence, the Towers at City College of NY. For information about the location, rates and schedule visit <http://www.ccnytowers.com/>. If you choose to apply to the Towers, you must e-mail the TELC International Student Advisor (alphonsy@lagcc.cuny.edu) for a letter certifying that you are a student and for assistance in completing the application form.



How well do you speak English? Versant English Test

**Is it good enough for college?
For a better job?
For a training course?**

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

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

- vocabulary
- fluency
- pronunciation
- listening comprehension

Test Dates

June 16, July 14, August 18

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

For more information call (718) 482-7244 or go to Room B-114.

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



Coming Soon! The NEW



Starting in 2014, the GED exam will change!

- The new test will assess high school equivalency as well as career and college readiness.
- It will be computer-based and available in English and Spanish.

IMPORTANT NOTE:

Test scores on the current GED will expire when the new test is released in 2014. This means that if you have passed some but not all the GED tests, your scores will not be valid after 2013.

NEXT STEPS

LaGuardia has GED classes for all ages at convenient times. *Sign up for a class today!*

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

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

GED In English

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

Summer 2012

Mon, June 11 at 6PM in E-242/\$15
 Tues, June 12 at 6PM in E-242/\$15
 Thurs, June 14 at 6PM in E-242/\$15
 Sat, June 16 at 10AM in E-242/\$15

During the registration process, you will take a 35 minute reading exam, a 20 minute math survey, and provide a writing sample. In order to enroll in the course, you must pass all three sections. If you've taken the GED exam before, you may be exempt from admissions testing. Bring your GED test scores to the registration to find out. Books for all GED and Pre-GED courses must be purchased separately. The course fee can be paid by credit card, check or money order; the testing fee can be paid by check or money order. If paying by check or money order, please leave blank until completion of the registration process. Students receiving public assistance (PA) receive a 50% discount; they must show a benefit card. Those 65 years of age and older may receive a 30% discount. If you need to retake the GED course, we offer a 30% discount!

GED in English

Mon & Wed Jul 9 - Sep 10 (18 sessions/72 hours)
 5:30 am - 9:30 pm \$267 A04GED001B

Sat Jul 14 - Sep 15 (09 sessions/72 hours)
 9:00 am - 5:30 pm \$267 A04GED001C

Tues & Thurs Jul 10 - Sep 06 (18 sessions/72 hours)
 6:00 pm - 9:00 pm \$267 A04GED001D

Tues & Thurs Jul 10 - Sep 06 (18 sessions/72 hours) - Math Only
 6:00 pm - 9:00 pm \$267 A04GED005A

Wed & Fri July 14 - Sep 7 (18 sessions/72 hours)
 9:30 am - 1:30 pm \$267 A04GED001A

NEW! GED Math Only

Is your math test score holding you back from getting your GED? Gain confidence in your math skills, learn new concepts and acquire important competencies to help you pass the GED exam.

Tues & Thurs Jul 10 - Sep 20 (20 sessions/60 hours)
 6:00 pm - 9:00 pm \$252 A04GED005A

GED en Español

Prepárese para tomar el Examen de Equivalencia del Bachillerato y empiece a planear su futuro. Estudiará lectura, escritura y matemáticas y participará en talleres sobre las carreras, presentados por consejeros académicos. También habrá asesoría sobre programas de certificación profesional y de universidad. Este curso se ofrece a estudiantes que tienen 19 años de edad o más. Para aplicar tiene que asistir a una de estas fechas de matrícula.

Verano 2012

Lunes, 18 Junio 6PM E-242/\$15
 Jueves, 21 Junio 6PM E-242/\$15
 Sabado, 23 Junio 10AM E-242/\$15

Durante la sesión de matrícula, tendrá que tomar un examen en comprensión de lectura de 35 minutos, un examen de matemáticas de 20 minutos, y un breve examen de escritura. Tiene que pasar los tres exámenes para poder matricularse en el curso. Si ha tomado el Examen de Equivalencia del Bachillerato en el pasado, dependiendo de sus calificaciones, tal vez puede 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 matrícula. Los textos para todos los cursos de GED y Pre-GED se tienen que pagar separadamente. El curso se puede pagar con cheque, giro postal o tarjeta de crédito. Los exámenes se pagan con cheque o giro postal. Por favor deje el cheque o giro postal en blanco hasta el día de matrícula. Estudiantes que reciben ayuda del gobierno recibirán un descuento de 50%; tendrán que mostrar su tarjeta de ayuda del gobierno. Los que tienen 65 años de edad o mas también recibirán un descuento de 30%. Si usted necesita tomar de nuevo el curso de GED en Español, le ofrecemos un descuento de 30%.

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

GED en Español

Tues & Thurs Jul 10 - Sep 06 (18 sessions/72 hours)
 6:00 pm - 9:00 pm \$267 A04GED002A

Sat Jul 14 - Sep 29 (9 sessions/72 hours)
 9:00 am - 5:30 pm \$267 A04GED002B



NEW! ReadyMATH/Online

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

\$549 A05PRP804A



To enroll visit <http://www.ed2go.com/lagcc/>



GED Bridge to College for Deaf Adults

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

GED Predictor Exam

To reserve a seat for the placement test, call Paul Carlson at (718) 482-5353 TTY, (866) 553-3609 Voice/VP or email PCarlson@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Jul 2 - Aug 30
(3 sessions/15 hours) \$15 A16GED000A

GED Bridge to College for Deaf Adults

For Deaf and Hard of Hearing adults who are able to read and write in English at the seventh grade level, and solve basic arithmetic functions and word problems. Advance your reading and writing skills in the context of the subject areas covered by the GED exam (social studies, science, language arts, reading and writing). You will also focus on the following areas of GED Mathematics: probability, ratio and proportion, percents, measurements, graphs and tables, basics of algebra, geometry, special topics in algebra and geometry, and word problems. ND

Fall 2011

Mon, Wed, Thurs (6:55 pm -9:05 pm) & Tues
(5:45 pm -9:05 pm) Sep 10 -Dec 13 (36 sessions/108 hours) \$169 A16GED001A

Introduction to Algebra (Dual Access)

Improve your basic math skills in preparation for the GED 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 Paul Carlson at PCarlson@lagcc.cuny.edu.


Instructor: Roy Siskind

Mon, Wed & Thurs Sep 6 - Dec 12 (48 sessions/72 hours)
4:35 pm - 6:45 pm \$149 A16MAT095A



Register Online
www.laguardia.edu/acereg/

Youth Programs




**Out of school?
Between the ages of 17 and 21?**

**Want to earn a GED
and move forward in your life?**

LaGuardia Community College's
GED-Plus Program
can help you prepare
for the GED exam.

Requirement: Pre-entry testing takes place
Tuesday - Thursday at 10 a.m. sharp.
Walk-ins welcome!

Call (718) 482-5340 for information today.
Workforce Education Center
Room C-314 • Long Island City, New York 11101




LaGuardia Community College
Justice Community Program

- Are you between the ages of 16 and 24 and living in the St. Albans, Hollis or Jamaica, Queens area?
- Have you had involvement with the justice system in the last 12 months?

The Justice Community Program can help you:

- **Learn leadership skills** through community projects
- **Earn a GED** and prepare for college
- **Gain job skills/experience** and explore careers

You can also receive incentives, like MetroCards and cash.

Call (718) 482-5128 for an appointment.

All program activities take place in St. Albans.
Tiberian Baptist Church
111-27 Farmers Blvd. St. Albans, NY 11412

Don't miss this opportunity to reach your potential!

Turn your life around
Become a leader in your community!



LaGuardia Community College

CUNY Fatherhood Academy

Take this opportunity to create a brighter future for you and your family!



- Are you a father between the ages of 18 and 24?
- Do you want to move forward in your life?
- Are you unemployed or underemployed?

The CUNY Fatherhood Academy is a **free 5-month, 3 day a week program** that can help you:

- **Earn a GED** 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



Recruiting NOW

For more information contact David
(718) 730-7336 or
dspeal@lagcc.cuny.edu.



Funding is provided by the New York State Office of Community Development

LaGuardia Community College
29-10 Thomson Avenue Room C-404
Long Island City, NY 11101



Young Adult Internship Program (YAIP)

A 14-week internship program for NYC young adults (16-24) not working or in school

Are you looking for a job opportunity?

YAIP will provide you with work experience and training in your field of interest!

Earn up to \$2,500 in 14 weeks!

You could gain permanent employment with a good job evaluation.

As a YAIP intern you will receive:

- 3 weeks of orientation prior to the internship
- 11 weeks of paid internship (20 work hours and 5 workshop hours per week at \$7.25/ hour)
- Job counseling
- Work readiness training leading to the National Work Readiness Credential

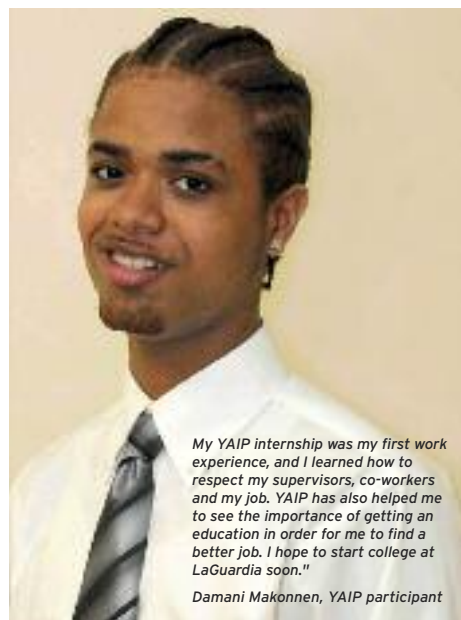
After completing your internship you'll be able to:

- Prepare for college admission
- Enter an occupational skills training program
- Earn a GED Diploma
- Connect with other job and educational opportunities

Info Sessions: Monday-Friday at 10 am, Room C-344

Ongoing recruitment.

For more information or to schedule an appointment
call: *Sindy Rivera* (718) 609-2131



My YAIP internship was my first work experience, and I learned how to respect my supervisors, co-workers and my job. YAIP has also helped me to see the importance of getting an education in order for me to find a better job. I hope to start college at LaGuardia soon."

Damani Makonnen, YAIP participant



LaGuardia Community College/ Workforce Education Center
29-10 Thomson Avenue · Room C-344 · Long Island City, NY 11101



www.facebook.com/Workforce Education Center



Are you between the ages of 14 and 24?

Earn money and gain work experience this summer!

Check out the
Summer Youth Employment Program



- Work up to 25 hours a week for 7 weeks
- Earn \$7.25 per hour
- Gain valuable work experience
- Explore careers
- Receive financial literacy training
- Interact with your peers

Apply online at
<http://application.nycsyep.com>.

Select
 Research Foundation/LaGuardia
 Community College as the work site provider

For more information call (718) 609-2132



LaGuardia Community College
Workforce Education Center
 Room C-314 • Phone: (718) 609-2132
 Email: Syep@lagcc.cuny.edu



To enroll visit <http://www.ed2go.com/lagcc/>



SAT/ACT Prep, Part 1/Online

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

\$129 A09PRP800



SAT/ACT Prep, Part 2/Online

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

\$129 A09PRP801

The CUNY Career PATH



at LaGuardia Community College

Are you over 24 and looking to start or continue on your PATH to a college degree?

Do you need help finding your way along your career PATH?

CUNY Career PATH can help!

We offer:

- Assistance with the college admissions process
- Career and academic advisement to help you decide the right program of study for you
- Resume and interview skills workshops
- Referrals to academic and career support services throughout LaGuardia

Requirements:

- High school diploma or GED
- Unemployed
- Legally authorized to work in U.S.
- Not currently enrolled in college

**For more information or to schedule an appointment
call (718) 730-7569**

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information, including any information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

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College courses open to the public

College Studio Art

College Studio Art classes are open to the public on a non-credit basis at a special fee of \$315 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.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02HUA103A

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$315 A02HUA103B

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$315 A02HUA103C

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.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
9:15 am - 12:45 pm \$315 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 & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
9:15 am - 12:45 pm \$315 A02HUA120A

Beginning Painting

Take an introduction to painting techniques in relation to landscaped, still life and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques. 12 sessions/36 hours \$315

Mon & Wed Jun 25 - Aug 13
9:15 am - 12:45 pm A02HUA110B

Tues & Thurs Jun 26 - Aug 14
2:15 pm - 5:35 pm A02HUA110A

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. 12 sessions/36 hours \$315

Mon & Wed Jun 25 - Aug 13
5:35 pm - 10:00 pm A02HUA130B

Tues & Thurs Jun 26 - Aug 14
9:15 am - 2:00 pm A02HUA130A

Intermediate Photography

An intermediate course in photographic instruction, darkroom technique, and aesthetics. Students will be exposed to classic examples of photojournalism, and instructed in appropriate techniques in each area. Students will begin to build a portfolio in a chosen area. Each person will be expected to have a camera.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:30 pm - 10:00 pm \$315 A02HUA230A

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.

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02HUA131A

Studio Lighting I

This course introduces students to studio photography. Professional equipment, including the 4 x 5 view camera, 35mm camera, and studio tungsten lighting, will be used. Basic studio lighting techniques will be addressed in "table top" (still life) situations. Most assignments will be in black & white; students' ability to produce commercial-quality black-&-white negatives and prints will be emphasized. Students must have a 35mm camera and should expect to pay for additional materials for this course.

Mon & Wed Jun 25 - Aug 14 (12 sessions/36 hours)
5:30 pm - 10:00 pm \$315 A02HUA145A

Art in New York: A Museum/Gallery Seminar

Through first-hand experience using the museums, galleries, critics, and collectors of New York City, students will examine the form and content of a multi-cultural range of painting, drawing, outsider art, craft, and sculpture. Museum and gallery visits, as well as a visit to a working artist's studio, will comprise major portions of this course. The class will discuss and write about the exhibits to explore the nature of art criticism.

Thurs Jun 28 - Aug 9 (6 sessions/36 hours)
9:15 am - 4:25 pm \$315 A02HUN195A

Fri Jun 29 - Aug 10 (6 sessions/36 hours)
9:15 am - 4:25 pm \$315 A05HUN195B

Art History: Prehistoric through Gothic

This survey of art from pre-history to the late Middle Ages builds visual understanding through close study of individual works of art in various media, including painting, sculpture and architecture. Connections between art works and their cultural contexts are emphasized, as are the cross-cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas. Museum visits are required.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$315 A02HUA165A



Register Online
www.laguardia.edu/acereg/

Art History: Renaissance through Modern

This survey of art from the Renaissance to the present builds visual understanding through close study of individual works of art in various media, including painting, sculpture, architecture, and photography. Connections between art works and their cultural contexts are emphasized, as are the cross-cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas. Museum visits are required.

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$315 A02HUA166A

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. Museum visits are required.

Sat Jun 30 - Aug 11 (6 sessions/36 hours)
9:15 am - 5:30 pm \$315 A02HUA101A

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02HUA101B

Introduction to Computer Art

This course provides an introduction to all phases of computer graphics applications, including draft and paint modes, fills, textures, brushes, graphic tools and color blending through exercises in drawing, painting, graphic design, illustration and advertising techniques. Electronic publishing and software design will also be presented through field trips and videotapes. Students will have hands-on experience with microcomputers utilizing graphics, draw and paint software programs. No previous experience with computers or graphics is necessary.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02HUA125A

Acting 1

This course examines the theoretical perspectives and the practical demands of acting as an art form. Readings in theory are supplemented by student presentations of short scenes and possible seminar visits to New York theatres.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
9:15 am - 12:45 pm \$315 A02HUT110A

College Studio Music

College Studio Music classes are open to the public on a non-credit basis at a special fee of \$315 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.

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$315 A02HUM180A

Voice I

Discover the music most suitable for your individual voice or singing style. Class work includes basic music reading, vocal exercises, stage conduct and vocal styles. Emphasis is on the development of the voice for solo performance. There will be both individual and group vocal work in class, including daily solo stage performance. Use of recording and TV taping for development of style and stage professionalism is included.

Mon, Wed, Fri Jun 25 - Aug 13 (18 sessions/36 hours)
10:30 am - 12:45 pm \$315 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.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$315 A02HUM170A

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:30 pm - 9:05 pm \$315 A02HUM170B

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 & Thurs Jun 25 - Aug 13 (18 sessions/36 hours)
9:15 am - 11:30 am \$315 A02HUM181A

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$315 A02HUM181B

Voice II

Based on foundations and experience in Voice I, emphasis is on individual vocal and professional development in performance. Class work includes advanced vocal exercises, stage conduct and style, daily solo performance, use of recording techniques, stage and TV taping. Experience involves preparation of resumes and professional programs in various styles of vocal music. Actual working experience will include techniques and adaptations required in TV, recording, opera, clubs, orchestras, and combos. Business aspects of the vocal music profession will be investigated, including: agents, publicity, managers and contracts. Public performance on campus is required. Opportunities for auditions in New York City for professional and semi-professional engagements are provided.

Mon, Wed, Fri Jun 25 - Aug 13 (12 sessions/36 hours)
10:30 am - 12:45 pm \$315 A02HUM156A

Guitar II

This course is a continuation of Guitar I Guitar techniques, including: strumming, slurring, guitar picking and exercises to facilitate more advanced left hand with right hand coordination will be continued. Further study in music theory, chord analysis and the essentials of various styles (classical, pop, and jazz) will also be included. Guitars will be provided for student use. Prerequisite: Guitar I

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$315 A02HUM171A

Introduction to Music

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

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$315 A02HUM101A

Learn a Language at LaGuardia!

Communicate better with family members • Prepare for a vacation • Meet other language learners and share experiences

College Foreign Language

These College Foreign Language classes are open to the public on a non-credit basis at a special fee of \$315 per course. They are designed to develop listening, speaking, reading and writing skills through work in the classroom and the 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.

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELA101A

Modern Chinese I

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

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELC101A

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.

Mon, Tues, Wed & Thurs Jun 26 - Aug 14
(24 sessions/48 hours)
10:30 am - 12:45 pm \$315 A02ELF101A

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELF101A

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.

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELI101A

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.

Mon, Tues, Wed & Thurs Jun 25 - Aug 14
24 sessions/48 hours
9:15 am - 11:30 am \$315 A02ELJ101A

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELJ101A

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.

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELK101A

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.

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELZ101A

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.

Mon - Thurs Jun 25 - Aug 14 (24 sessions/48 hours)
9:15 am - 11:30 am \$315 A02ELS101A

Mon - Thurs Jun 25 - Aug 14 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$315 A02ELS101B

Mon, Tues, Wed & Thurs Jun 26 - Aug 14
(24 sessions/48 hours)
5:45 pm - 7:55 pm \$315 A02ELS101C

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELS101A

Elementary Spanish II

This is a continuation of Elementary Spanish I.

Mon, Tues, Wed & Thurs Jun 25 - Aug 14
(24 sessions/48 hours)
1:00 pm - 3:15 pm \$315 A02ELS102A

Mon, Tues, Wed & Thurs Jun 25 - Aug 14
(24 sessions/48 hours)
5:45 pm - 7:55 pm \$315 A02ELS102B

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELS102A

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.

Mon, Tues, Wed & Thurs Jun 25 - Aug 14
(24 sessions/48 hours)
1:00 pm - 3:15 pm \$315 A02ELS105A

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELS105A

Polish Literature

This course will familiarize students with Polish literature through selected readings from the earliest times to the present. Both the class and readings for the class will be in Polish. Prerequisite: Placement Exam

Fall

Sat Sep 15 - Dec 15 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELP201A



Register Online
www.laguardia.edu/acereg/



Foreign Languages Online

Beginning Conversational French/Online

Learn French for both leisure and business and gain the cultural insights you need to improve your language skills, all with a click of your mouse! ND

\$129 A05PEN908

Instant Italian/Online

Learn the Italian you need to speak in a variety of settings and situations and to enrich your next trip to Italy! ND

\$129 A05PEN904

Spanish for Medical Professionals/Online

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

\$129 A05CRD801

Speed Spanish/Online

Discover six easy techniques to put Spanish words together into sentences. You'll see words, hear them pronounced properly, and have plenty of opportunities to practice speaking. With these effective methods, you'll be engaging in conversational Spanish in no time. ¡Qué bueno! ND

\$129 A05PEN805A

College Liberal Arts

Public Speaking

This course is designed to provide the student with a critical understanding of, and increased skill in, formal public speaking. In addition to examining oral rhetoric theory, students learn and practice skills in topic selection, research, organization, delivery and criticism of speeches.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$315 A02HUC106A

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$315 A02HUC106B

Intro to Philosophy

This course introduces students to the process of philosophical reflection. Utilizing the concept of freedom extensively, it seeks to develop the student's ability to analyze concepts and to explore life experience in a structured and coherent fashion. Students are encouraged to develop their perceptions by critically examining their own beliefs, attitudes, and assumptions in light of the philosophical analyses they encounter.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02HUP101A

Ethics and Moral Issues

This course investigates the nature of morality and its place in human experience. Among the questions posed and discussed are: Is morality simply relative to specific cultures? What are criteria for right and wrong? What is moral agency? Does love have a place in the moral life? Students are encouraged to explore how morality functions in their own lives.

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02HUP104A

Internet Research Strategies

In this course, students will develop an understanding of Internet concepts and terminology. They will acquire strategies for effectively searching Internet resources, including the Invisible Web. In addition to formulating search strategies, analyzing their results, and modifying searches appropriately, students will learn to evaluate critically the electronic resources found.

Tue Jun 26 - Aug 14 (6 sessions/12 hours)
6:00 pm - 8:00 pm \$315 A02LRC103A

Topics in Astronomy

This course surveys modern astronomy with special emphasis on recent developments in space and astrophysics. Among the topics to be covered will be planetary astronomy and geology, the moon, the possibility of life on other worlds, energy production in stars, stellar evolution, pulsars, quasars, "black holes" and cosmology. Laboratory periods will include field trips to planetariums and observatories in the N.Y.C. area. Students should expect field trip expenses of about \$20.00.

Mon - Thurs Jun 25 - Aug 14 (24 sessions/48 hours)
2:15 pm - 4:25 pm \$315 A02SCP140A

Internet Game Design

This course deals with the technology, science, and art involved in the creation of computer games. The focus of the course will be hands-on development of web based computer games. Students will study a variety of software technologies relevant to online game design, including: programming languages, scripting languages, operating systems, file systems, networks, simulation engines and multimedia design systems.

Tues & Thurs Jun 26 - Aug 14 (12 sessions/48 hours)
5:45 pm - 10:15 pm \$315 A02HUW169A

College Social Science

Cultural Anthropology

This course examines the similarities and differences found in the various types of human cultures and societies. It acquaints students with the basic concepts that help explain differences and similarities. The role of culture and language in determining human behavior is examined as is the interrelationship of aspects of behavior (economics, politics, family, and religion) in different types of societies. Patterns of cultural change will also be discussed.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02SSA101A

General Psychology

This course is an introduction to some of the major fields and theories in the science of psychology, covering a range of topics such as biological foundations, learning, cognition, emotion, perception, theories of personality, psychological disorders and their treatment and the research methods of psychology.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02SSY101A

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02SSY101B

Afro-American History

This is an introduction to some of the basic issues in the black American's struggle against slavery and racist oppression in the United States. Special attention is given to the following: the methods that blacks have used in their attempts to bring about social change; important persons and institutions from the African beginning to the present; and the contributions blacks have made to American society.

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$315 A02SSH231A

Prepare for college. Get Started NOW!

Need practice for the CUNY ACT Reading and CATW Writing Tests?

Get help by taking these classes:

Bridge to College Reading and Writing

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

Tues & Thurs Jul 10 - Aug 16
(12 sessions/30 hours)
6:00 pm - 8:30 pm \$125 A22PRP006A

Bridge to College Math

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

Mon & Wed Jul 9 - Aug 15
(12 sessions/30 hours)
6:00 pm - 8:30 pm \$125 A22PRP007A



College Prep classes are for students who plan to enter a CUNY college. They will help improve your academic skills and prepare you to take the CUNY ACT Reading and CATW Writing Tests.

Workshops

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

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

Wed Aug 1 (1 session/2 hours)
6:00 pm - 8:00 pm \$0 A22PRP001A

How to Apply for FAFSA and How to Obtain Scholarships

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

Wed Jul 18 (1 session/2 hours)
6:00 pm - 8:00 pm \$0 A22PRP002A

What do you want to be? Discover your Career Options

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

Wed Jul 11 (1 session/2 hours)
6:00 pm - 8:00 pm \$25 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 Jul 25 (1 session/2 hours)
6:00 pm - 8:00 pm \$0 A22PRP003A

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

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

Sat Jul 14 - Jul 21 (2 sessions/6 hours)
10:00 am - 1:00 pm \$40 A22WRT002A

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

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

If you have been accepted to a CUNY college, you may qualify for the CUNY English 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. Classes meet 25 hours per week, and you can choose day or evening sessions.

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

CUNY Language Immersion Program

LaGuardia Community College / City University of New York / 29-10 Thomson Avenue
Room C-223 / Long Island City, NY 11101

CUNY START

at LaGuardia Community College

What is CUNY Start?

CUNY START is an intensive 18-week academic program that will help you pass the CUNY placement exams and succeed in your college studies.

Part and full time classes are offered in reading, writing and math.

Deema Bayrakdar, Coordinator/Student Adviser

Michele James, Student Adviser

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

Why enroll in CUNY Start?

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

To be eligible for CUNY Start, you must

- Apply to CUNY and be accepted to LaGuardia
- Take the CUNY placement exams but still need to pass one or more
- RSVP to attend a CUNY Start info session
- Complete an application and be interviewed by a CUNY Start staff person

To attend an info session, send an e-mail to cunystart@lagcc.cuny.edu

All Info Sessions are at LaGuardia

July 11, 10 am	July 18, 6 pm	July 25, 10 am	Aug 1, 6 pm
Aug 8, 10 am	Aug 15, 6 pm	Aug 22, 10 am	Aug 29, 6 pm

When are classes?

Sept. 2012 - Feb. 2013

Full-time option:

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

Part-time option:

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

Make an investment in your future by going to college!

Accelerated Study in Associate Programs (ASAP) at LaGuardia Community College can help you make the move into college and earn your degree in three years or less.

ASAP offers:

- efficient class schedules
- comprehensive advisement and career development services
- financial incentives, such as tuition waivers for financial aid-eligible students, free use of textbooks, and monthly Metrocards

Come to an information session:

- May 23 and 30
- June 6, 13, 20 and 27
- July 4, 11, 18 and 25
- August 1, 8 and 15

All sessions take place in Room MB-08 at 2:00 p.m. and 3:30 p.m.

For more information and to find out if you qualify visit <http://www.lagcc.cuny.edu/asap/qualifications/>.

Let ASAP be your **first step** towards earning a **college degree** and getting **your dream job!**



“ASAP at LaGuardia allowed me to continue my education at no cost. As a student, I felt this was one of the greatest opportunities I would be offered in life and if I didn't take advantage of it, it wouldn't come to me again.”

– Christina Rodriguez

40th Anniversary Spotlight:

Four decades of Adult and Continuing Education at LaGuardia

When LaGuardia Community College opened its doors in 1971, it was destined to be a pioneering institution. From its name, which broke from the tradition of using that of the Borough, to the unconventional manner in which faculty and staff were brought together to create and test curricula and programs, the college was setting out on a unique path.

One example of this unusual thinking was the inclusion of adult and continuing education as an integral part of the college, allowing LaGuardia to truly serve the local community. Programs were developed to target special populations including immigrants, those without a high school diploma, Deaf adults, and other underserved populations and individuals wanting to improve their lives by pursuing job training or professional interests.

Today, the Division of Adult and Continuing Education (ACE) serves 34,000 students a year in the areas of academic, professional/career and business development. It includes the largest programs for non-English speaking and Deaf adults in the New York City area. The Division has been recognized with numerous awards and grants for its exceptional work in helping people move forward and change their lives. In the past four years, three ACE ESL teachers have been recognized by the *New York Times*: two as ESOL Teachers of the Year Award and one honorably mentioned. In the past year, the Division secured over \$12 million in grant funding in order to build or further develop much needed programs and services. It collaborates with partners such as the MetLife Foundation on groundbreaking contextualized GED programs; with the New York City Department of Small Business on its Workforce1 Healthcare Career Center, which provides training and job placement; and with Goldman Sachs as part of the national *10,000 Small Businesses* initiative that helps small businesses grow and create jobs. Many ACE students continue on to the college. In fact, 25% of LaGuardia's new credit students for 2010-11 came from ACE, many of them from the Division's pre-college programs.



The Division of Adult and Continuing Education is proud to share in LaGuardia's legacy of providing education to all and being a bridge to those seeking a better way of life, a more promising future, and an opportunity to make their dreams come true.



Workshop: What is the College-Level Examination Program (CLEP)?

The College-Level Examination Program (CLEP) allows you to take a test in a subject you already know. If you pass the test, you will earn college credits. Save time and money and earn your college degree more quickly!

This workshop will give you general information about the test, the type and format of questions, and how to obtain study resources to prepare for the test independently. This workshop will not review material for specific CLEP tests.

Mon, Aug 6 6:30 pm - 8:00 pm \$25 A22PRP011A

Earn college credit for what you already know and
Save TIME and MONEY in college!

College-Level Examination Program (CLEP®)

A Credit-by-Examination Program

You can earn 3 - 12 college credits toward a college degree for each CLEP® test, depending on subject and college or university's policy.

To register: www.laguardia.edu/acereg/

Find out more: **CALL** 718.482.7244, **EMAIL** clep@lagcc.cuny.edu, or **VISIT** www.laguardia.edu/ace

Every Wednesday from 6 pm - 8 pm
\$115 per test

You need to bring **two forms of personal identification** in order to be admitted (e.g., driver's license or passport).

Active duty military personnel, you can take CLEP tests for free!*

Veterans, you may be eligible for test fee reimbursement from the Department of Veteran Affairs. Visit <http://www.gibill.va.gov/pamphlets/testing.htm>.

*Active duty military personnel are required to pay LaGuardia test center registration fee.



GRE Test Prep

Are you thinking about going to graduate school? Take the first step by preparing for the Graduate Records Exam (GRE) General Test, offered on computer year round. This 3-part series will cover the Quantitative Reasoning, Verbal Reasoning and Analytic Writing sections of the exam. You must purchase Cracking the GRE with DVD, which includes 4 computer-adaptive at-home practice exams. **For more information call (718) 482-5125.**

GRE Prep: Verbal Reasoning

Learn proven test-taking strategies for analogies, antonym, sentence completion and reading comprehension questions covered on the GRE General Test. Gain practice through in-class drills and at-home computerized practice exams.

Tue Jul 10 - Aug 14 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$289 A05GRE002A

GRE Prep: Analytic Writing

Prepare for the Analytic Writing portion of the GRE General Test. Discover how to improve your scores on both the issue and argument essays. Gain practice through writing exercises and at-home computer practice exams.

Thurs Jul 12 - Aug 16 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$289 A05GRE003A

GRE Prep - Quantitative Reasoning (Math)

Review arithmetic, algebra and geometry concepts covered on the GRE General Test. Learn proven test-taking strategies and gain practice through in-class drills and at-home practice exams.

Mon Jul 9 - Aug 13 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$289 A05GRE001A



To enroll visit
<http://www.ed2go.com/lagcc/>

GMAT Prep Online

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

\$129 A05GRE804A

NEW LSAT Preparation Part 1/ Online

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

\$129 A05PRP802A

NEW LSAT Preparation Part 2/ Online

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

\$129 A05PRP803A

Photo by LaGuardia Community College Photography student Yvonnebyl Park

**WE CHALLENGE
EXPECTATIONS AND
DARE TO DO
MORE.**

LaGuardia
Community College

www.laguardia.edu
31-10 Thompson Avenue, Long Island City, NY 11101
718-482-5000

**GENERAL ASSEMBLY + NYDESIGNS AT
LAGUARDIA COMMUNITY COLLEGE PRESENT**

FRONT-END WEB DEVELOPMENT

General Assembly's intensive ten-week Front-End Web Development Program will enable you to become a talented designer, freelancer, entrepreneur, and creative professional. This accelerated curriculum will provide you the core front-end web development skills in HTML, CSS, and jQuery necessary to transform your ideas into concrete web designs. ND

Jun 11 - Aug 15 (No class on July 2 and 4) 10 weeks/60 hours
6:00pm to 9:00 pm \$3,000 A14MKTO05A
Visit generalassembly.ly/lga-webdev to apply.



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Photography and Graphic Design Online	63
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Writing Online	64

Earn a professional certificate in this dynamic field!



Arts Administration Certificate Program

Develop the administrative skills necessary to help you become a leader in the professional arts world. Gain industry exposure through case studies and instructors who are accomplished professionals working with New York City's most innovative and established arts and culture organizations. **For more information and complete course descriptions see page 23.**



Web Page Design Online To enroll visit <http://www.ed2go.com/lagcc/>

Learn how to create professional looking web pages

For more information about the courses below call (718) 482-5125.

Creating Web Pages/Online

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

\$129 A05CMP805A

Introduction to Dreamweaver CS5/Online

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

\$129 A05CMP857A

NEW! Advanced Web Pages/Online

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

\$129 A05CMP862A

NEW! Designing Effective Web Sites/Online

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

\$129 A05CMP859A



Register Online
www.laguardia.edu/acereg/

Photography & Graphic Design Online **To enroll visit <http://www.ed2go.com/lagcc/>**

Discover Digital Photography/Online

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

\$129 A05CMP838A

Introduction to Photoshop CS5/Online

Are you a photographer or graphic artist? Do you want to alter your old family photos for albums or scrapbooks? Learn Adobe Photoshop, one of the best graphics programs around. This hands-on, project-oriented course is filled with detailed, easy-to-follow instructions that teach you how to edit photos and create original images and basic paintings. ND

\$129 A05CMP854A

Photoshop CS5 for the Digital Photographer/Online

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

\$129 A05CMP855A

Photoshop CS5 for the Digital Photographer II/Online

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

\$129 A05CMP856A

Secrets of Better Photography/Online

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

\$129 A05CMP858A

NEW! Photographing Nature with Your Digital Camera/Online

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

\$129 A05CMP861A

NEW! Photoshop Elements 10 for the Digital Photographer/Online

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

\$129 A05CMP860A

College Studio Music

College Studio Music classes are open to the public on a non-credit basis at a special fee of \$315 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.

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$315 A02HUM180A

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 work in class, including daily solo stage performance. Use of recording and TV taping for development of style and stage professionalism is included.

Mon, Wed, Fri Jun 25 - Aug 13 (18 sessions/36 hours)
10:30 am - 12:45 pm \$315 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.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$315 A02HUM170A

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:30 pm - 9:05 pm \$315 A02HUM170B

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 & Thurs Jun 25 - Aug 13 (18 sessions/36 hours)
9:15 am - 11:30 am \$315 A02HUM181A

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$315 A02HUM181B

Voice II

Mon, Wed, Fri Jun 25 - Aug 13 (12 sessions/36 hours)
10:30 am - 12:45 pm \$315 A02HUM156A

Guitar II

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$315 A02HUM171A

Introduction to Music

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$315 A02HUM101A

College Studio Art

College Studio Art classes are open to the public on a non-credit basis at a special fee of \$315 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.

Mon & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02HUA103A

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$315 A02HUA103B

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$315 A02HUA103C

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. 12 sessions/36 hours \$315

Mon & Wed Jun 25 - Aug 13
5:35 pm - 10:00 pm A02HUA130B

Tues & Thurs Jun 26 - Aug 14
9:15 am - 2:00 pm A02HUA130A

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.

Tues & Thurs Jun 26 - Aug 14 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$315 A02HUA131A

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 & Wed Jun 25 - Aug 13 (12 sessions/36 hours)
9:15 am - 12:45 pm \$315 A02HUA120A

The Art of Writing Online

To enroll visit <http://www.ed2go.com/lagcc/>

No matter what your profession, you should consider the possibility of earning a little extra money through writing. For more information about the courses below call (718) 482-5125.

A to Z Grant Writing/Online

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

\$129 A05WRT803A

Beginning Writer's Workshop/Online

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

\$129 A05WRT804A

Writeriffic - Creativity Training for Writers/Online

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

\$129 A05WRT800A

Writeriffic 2: Advanced Creativity Training for Writers/Online

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

\$129 A05WRT810A

Writing for Children/Online

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

\$129 A05WRT806A

Write Your Own Life Story/Online

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

\$129 A05WRT801A

NEW! Beginner's Guide to Getting Published/Online


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

\$129 A05WRT813A

NEW! Writing and Selling Self-Help Books/Online

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

\$129 A05WRT812A

 Register Online
www.laguardia.edu/acereg/



Program for Deaf Adults

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Program for Deaf Adults

The Program for Deaf Adults is the largest, most comprehensive post secondary program for Deaf and Hard of Hearing students in the New York City area. For programs and course descriptions, and additional information visit <http://www.laguardia.edu/pda>, or call (718) 482-5353 TTY, (866) 553-3609 Voice/VP or email PCarlson@lagcc.cuny.edu. To schedule an appointment for a placement test, call (718) 482-5353 TTY, (866) 553-3609 Voice/VP or email PCarlson@lagcc.cuny.edu. ND=no discount available. Please note that class schedules published in the catalog are subject to change. You can visit <http://www.lagcc.cuny.edu/ace/> for a current listing of all courses and schedules.

English and Math Literacy Program for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

Call (866) 533-3609 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 GED courses.

Mon, Tues, Wed & Thurs Jul 2 - Aug 30
(1 session/4 hours) \$10 A16TAB000A

Beginning Basic Education Level 1 for Deaf Adults

Tues & Thurs Sep 18 - Dec 11 (22 sessions/45 hours)
5:45 pm - 7:55 pm \$429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults

Mon & Wed Sep 17 - Dec 12 (22 sessions/45 hours)
5:45 pm - 7:55 pm \$429 A16RDW004A

Intermediate Basic Education for Deaf Adults

Mon & Wed Sep 17 - Dec 12 (22 sessions/45 hours)
5:45 pm - 7:55 pm \$429 A16RDW005A

Basic Skills in Reading

Instructor: Sue Livingston

Mon, Tues, Wed, Thurs (9:15 am - 10:15 am) & Thurs (3:25 pm - 4:25 pm) Sep 6 - Dec 12
(60 sessions/60 hours) \$529 A16RDG005A

Basic Skills in Writing

Instructor: Sue Livingston

Mon, Tues, Thurs (10:30 am - 12:45 pm) & Thurs (4:35 pm - 5:35 pm) Sep 6 - Dec 12
(48 sessions/84 hours) \$529 A16WRT005A

GED Bridge to College for Deaf Adults

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

GED Predictor Exam

To reserve a seat for the placement test, call Paul Carlson at (718) 482-5353 TTY, (866) 553-3609 Voice/VP or email PCarlson@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Jul 2 - Aug 30
(3 sessions/15 hours) \$15 A16GED000A

GED Bridge to College for Deaf Adults

For Deaf and Hard of Hearing adults who are able to read and write in English at the seventh grade level, and solve basic arithmetic functions and word problems. Advance your reading and writing skills in the context of the subject areas covered by the GED exam (social studies, science, language arts, reading and writing). You will also focus on the following areas of GED Mathematics: probability, ratio and proportion, percents, measurements, graphs and tables, basics of algebra, geometry, special topics in algebra and geometry, and word problems. ND

Fall 2011

Mon, Wed, Thurs (6:55 pm -9:05 pm) & Tues (5:45 pm -9:05 pm) Sep 10 -Dec 13 (36 sessions/108 hours)
\$169 A16GED001A

Introduction to Algebra (Dual Access)

Improve your basic math skills in preparation for the GED 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 Paul Carlson at PCarlson@lagcc.cuny.edu.

Instructor: Roy Siskind

Mon, Wed & Thurs Sep 6 - Dec 12 (48 sessions/72 hours)
4:35 pm - 6:45 pm \$149 A16MAT095A

Individual Instruction

One-to-one instruction is provided to Deaf, Deaf-Blind, Hard-of-Hearing, and late deafened adults to assist them in all educational needs, such as Regent's Competency Exam Preparation; ASL for Deaf International Students; specific academic needs; and American Citizenship preparation. An interview and diagnostic assessment of needs and goals might be given. An individualized program with dates will be arranged upon full payment. ND

Individual Instruction - 2 Hours

Mon, Tues, Wed & Thurs Jul 2 - Aug 30
(1 session/2 hours) \$145 A16PDV001A

Individual Instruction - 24 Hours

Mon, Tues, Wed & Thurs Jul 2 - Aug 30
(12 sessions/24 hours) \$1855 A16PDV003A

Individual Instruction - 12 Hours

Mon, Tues, Wed & Thurs Jul 2 - Aug 30
(6 sessions/12 hours) \$955 A16PDV002A

Individual Instruction - 36 Hours

Mon, Tues, Wed & Thurs Jul 2 - Aug 30
(18 sessions/36 hours) \$2755 A16PDV004A



Register Online
www.laguardia.edu/acereg/

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.

Preparation for ASLTA Provisional Certificate

For individuals looking to advance in the American Sign Language teaching profession by working toward the American Sign Language Teaching Association (ALTA) certificate. Reflect on your teaching experience and begin to gather information and materials to prepare your teaching portfolio. Prepare and videotape teaching segments in the language lab. All students will receive a copy of the ALTA application package.

Instructor: Carole Lazorisak

Sat (2:00 pm-6:00 pm) & Sun (9:00 am-5:00 pm) Sep 22 - Sep 23 (2 sessions/12 hours)
\$315 A16PDV012A



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 GED diploma required.

Upon completion and passing of Intensive Study in ASL 1 - 4 and Fingerspelling 1 & 2 courses, within two years you can earn a Certificate in Conversational American Sign Language.

If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Paul Carlson at pcarlson@lagcc.cuny.edu or (866)553-3609. 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 Carole Lazorisak, Education and Language Acquisition Department, Room B-234, at (917) 832-1204 or CaroleL@lagcc.cuny.edu.

This certificate program is not designed to train students as interpreters for the Deaf. For more information on our ASL-English Interpretation Program visit <http://www.laguardia.edu/aeip>.

Introduction to American Sign Language Workshop

Interested in learning American Sign Language? Find out how to become a fluent communicator or make a career from your ASL skills by attending our FREE introductory workshop. If you are registering for an ASL class in Program for Deaf Adults for the first time, it is strongly recommended that you attend this workshop, which introduces our teaching philosophy of ASL and Deaf Culture. You are strongly encouraged to RSVP by visiting <http://www.laguardia.edu/ace/registration.aspx>.

Instructor: Paul Carlson

Wed Aug 8 (1 session/1.5 hours)
5:45 pm - 7:15 pm FREE A16ASL000A

Wed Dec 12 (1 session/1.5 hours)
5:45 pm - 7:15 pm FREE A16ASL000B

Intensive Study in ASL-Screening

All continuing education students are required to be assessed through an intensive 30-minute screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes. Call (866) 553-3609 Voice/VP or e-mail: PCarlson@lagcc.cuny.edu for an ASL screening appointment. ND

Instructor: Paul Carlson

Mon, Tues, Wed & Thurs Jul 2 - Aug 30
(1 session/.50 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.

Mon & Wed (5:45 pm - 8:00 pm) & Tues
(5:45 pm - 7:00 pm) Jun 25 - Aug 20
(24 sessions/48 hours) \$335 A16ASL011A

Thurs Sep 13 - Jan 10 (28 sessions/48 hours)
5:45 pm - 9:00 pm \$335 A16ASL011C

Sat Sep 15 - Jan 12 (26 sessions/48 hours)
9:15 am - 12:45 pm \$335 A16ASL011B



Register Online
www.laguardia.edu/acereg/

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.

Mon & Wed (5:45 pm - 8:00 pm) & Tues (5:45 pm - 7:00 pm) Jun 25 - Aug 20 (24 sessions/48 hours) \$335 A16ASL012A

Wed Sep 12 - Jan 9 (28 sessions/48 hours) 5:45 pm - 9:00 pm \$335 A16ASL012C

Sat Sep 15 - Jan 12 (26 sessions/48 hours) 9:00 am - 12:30 pm \$335 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.

Tues & Thurs (5:45 pm - 8:00 pm) & Wed (5:45 pm - 7:00 pm) Jun 26 - Aug 16 (24 sessions/48 hours) \$335 A16ASL013A

Sat Sep 15 - Jan 12 (26 sessions/48 hours) 10:00 am - 1:30 pm \$335 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.

Tues & Thurs (5:45 pm - 8:00 pm) & Wed (5:45 pm - 7:00 pm) Jun 26 - Aug 16 (24 sessions/48 hours) \$335 A16ASL014A

Sat Sep 15 - Jan 12 (26 sessions/48 hours) 11:00 am - 2:30 pm \$335 A16ASL014B

Dual Access Courses

Dual Access: Fingerspelling, Numbers and Glossing 1

Explore the fundamentals of ASL fingerspelling, numbers and glossing. You will focus on the development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signals. Offered jointly with the Education and Language Acquisition Department. Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Instructor: Carole Lazorisak

Tue Sep 11 - Dec 11 (24 sessions/24 hours) 5:45 pm - 7:55 pm \$115 A16ASL018A

Tues & Thurs Jan 3 - Feb 14 (24 sessions/24 hours) 4:35 pm - 6:45 pm \$115 A16ASL018B

Dual Access: Fingerspelling, Numbers and Glossing 2

Build on the foundations of ASL fingerspelling, numbering and glossing in Level 1. You will focus on the further development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signs. Offered jointly with the Education and Language Acquisition Department. Prerequisite: ASL Fingerspelling 1 & Intensive Study in ASL Level 2.

Instructor: Carole Lazorisak

Tue Sep 11 - Dec 11 (24 sessions/36 hours) 5:45 pm - 9:05 pm \$225 A16ASL019A

Tues & Thurs Jan 3 - Feb 14 (24 sessions/36 hours) 4:35 pm - 7:55 pm \$225 A16ASL019B

Dual Access: Intensive Study in American Sign Language - Level 2

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

Tues & Thurs Sep 6 - Dec 11 (36 sessions/48 hours) 3:25 pm - 5:35 pm \$335 A16ASL015A

Sat Sep 8 - Dec 8 (24 sessions/48 hours) 10:30 am - 3:15 pm \$335 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.

Mon (6:00 pm-7:30 pm) & Wed (6:00 pm-8:45 pm) Sep 10 - Dec 12 (36 sessions/48 hours) \$335 A16ASL016A

Dual Access: Intensive Study in American Sign Language - Level 4

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

Mon (7:30 pm-9:00 pm) & Wed (6:25 pm-9:00 pm) Sep 10 - Dec 12 (36 sessions/48 hours) \$335 A16ASL017A



Register Online
www.laguardia.edu/acereg/

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/>

Sociology of American Deaf Communities

In this course, you will explore the most common definitions of culture; the difference between culture and community; language acquisition; and the relationship of language to culture. You will learn basic cultural concepts, including language, identity, values, norms, rules of social interaction, and traditions, within various Deaf and Hard-of-Hearing communities. You will apply those concepts towards understanding their effect on the individual, and will explore the current linguistic, political, social, philosophical and future directions within Deaf and Hard-of-Hearing communities. Prerequisite: Competency Screening

Instructor: John Collins

Tues & Thurs Jul 10 - Aug 9 (10 sessions/30 hours)
5:45 pm - 8:45 pm \$465 A16INT003A

Preparation for the National Interpreter Certification (NIC) Performance Exam

In this 12-hour seminar, you will review the National Interpreter Certification (NIC) exams; be introduced to test-taking strategies for performance-based tests; be provided with individual feedback on interpretations based on tasks identified by the Registry of Interpreters for the Deaf (RID); and guided in developing self-analysis skills of interpreting work in order to practice independently and prepare for the NIC performance exam.

Instructor: Dorothy Corporan-Nieves

Mon & Wed Aug 6 - Aug 22 (6 sessions/12 hours)
6:00 pm - 8:00 pm \$315 A16INT600A

Using Reflective Learning Practices for Professional Development

Through reflective learning practices and the Demand Control Schema (Robyn Dean & Robert Pollard) discover how to achieve better outcomes in your work. Learn how to identify and structure dialogue about the interpreting event using the dialogic work analysis and gain practice and experience in case presenting.

Instructor: Debbie Olsen

Mon Jul 16 - Jul 30 (3 sessions/6 hours)
6:00 pm - 8:00 pm \$95 A16INT910A



NEW! Challenges in Interpreting from ASL to Spoken English

What should interpreters do with structures in ASL that are vastly different from those in English, such as constructed dialog, constructed action, repetition, and embedded cultural knowledge? What is the impact of your choices? Examine some of these challenges and explore effective options. You will also focus on transitions, tense continuity and classifier specificity.

Instructor: Stephanie Feyne

Fri Jun 1 - Jun 15 (3 sessions/6 hours)
5:00 pm - 7:00 pm \$85 A16INT909A

Screening

TBA Jun 1 - Jun 30 (1 session/2 hours)
\$35 A16INT000A



Register Online
www.laguardia.edu/acereg/

Go Online anywhere,
anytime, for professional
and personal growth!

**Online Courses
for Today's
In-Demand Fields.**

**Online Courses
Convenient and Accessible
24 Hours a Day!**



Instructor-facilitated courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. Classes run for 8 weeks (12 lessons).

How to Get Started

Visit www.ed2go.com/lagcc to see what's available.

You'll find syllabi, software requirements, instructor bios and student reviews. Try a free demo to see if online learning is right for you!!

When you're ready

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

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

Start Dates

A new section of every online course will take place:

Spring C - June 20 - August 10 **\$129**

Summer A - July 18 - September 7 **\$129**

Summer B - August 15 - October 5 **\$129**

*Basic A+ Certification, Intermediate A+ Certification, Advanced A+ Certification are \$195

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-5125.
ND = No Discount Available

*If you wish to pay in person visit

LaGuardia Community College
30-20 Thomson Avenue, Room B-114
Long Island City, NY.

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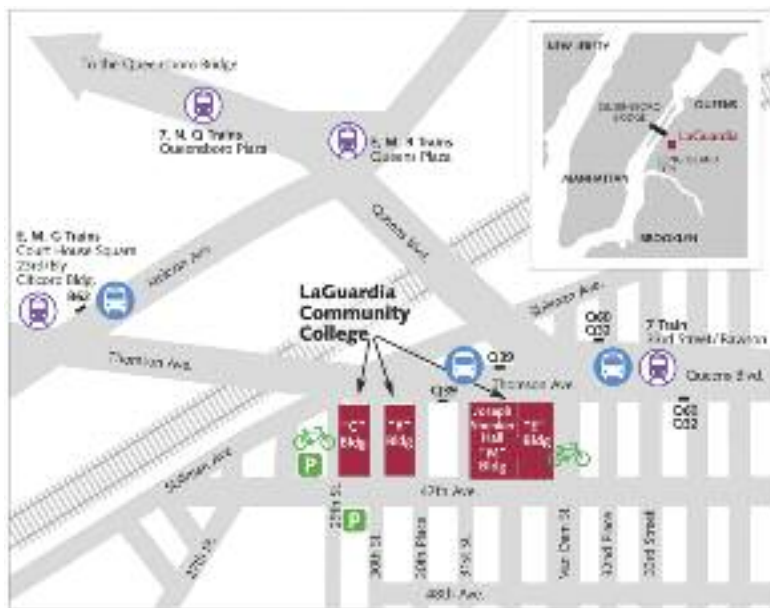
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How to Get Here:

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

By Car:

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

By Subway:

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

By Bus:

- Q60, Q32** Queens Boulevard and Skillman Avenue
- Q39** Thomson and Van Dam Street
- B62** Thomson and Jackson Avenue

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

How to Register

- Online: www.laguardia.edu/acereg/
- By phone: (718) 482-7244 with payment by MasterCard/Visa/Discover/American Express.
For English Language classes call (718) 482-5360.
- By fax: (718) 609-2074 with payment by MasterCard/Visa/Discover/American Express.
- In person: B-Building B-114
Monday through Thursday 9 am-7 pm; Fridays 9am-4pm
Saturday 9am-1 pm

Payment

Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.

For most classes you may pay by check, major credit cards, money order, or cash.

Cash payments can be made at the Bursar's office (Main Building, MB55)

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

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

Discounts

The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia under-graduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to the children of undergraduates and to the children of faculty/staff enrolling in College for Children and Teen Academy courses only. College for Children and Teen Academy also offer family discounts (20% off the third course for same student registering or 10% off each course for third and fourth child). 50% tuition discount is offered to public assistance recipients (except for College for Children and Teen Academy courses).

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

Delinquent Payments

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

Classroom Assignments

Classroom assignments are posted outside the Registration Office, B114, B-Building, prior to the first day of class. College for Children posts room assignments outside B114 and the English Language Center posts its classroom assignments outside C354.

Refund Policy

For courses under \$299

- 100% (-\$15 per course) if written request received 3 business days prior to 1st day of class
- 50% (-\$15 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% (-\$15 per course) if written request received 3 business days prior to 1st day of class
- 75% (-\$15 per course) if written request received prior to completion of 10% of class hours
- 50% (-\$15 per course) if written request received prior to completion of 20% of class hours

NO REFUND GRANTED AFTER THE REFUND PERIOD IS OVER

- \$15 will be deducted from refunds as shown above up to a limit of \$30
- Allow 4-6 weeks to receive refunds for payment made by check or cash
- Allow 2 billing cycles for credit charges to reflect refund on monthly statements
- Members of the military needing to withdraw from class at short notice will be considered on a case-by-case basis.

Financial Assistance

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

Payment Plans & Loans

Students may apply for installment plans and loans through Academic Management Services (1-800) 635-0120 or online through www.tuitionpay.com.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

Course Cancellations

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

Updates

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

4 EASY WAYS TO REGISTER!

Online:



www.laguardia.edu/acereg/

By phone:



(718) 482-7244

with payment by MasterCard/
Visa/Discover/American Express.

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

By fax:



(718) 609-2074

with payment by MasterCard/
Visa/Discover/American Express.

In person:



B-Building B114
Monday through Thursday
9 am - 7pm
Fridays 9am-4pm
Saturday 9am-1pm

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Adult and Continuing Education Registration Form

LAST NAME FIRST NAME MALE/FEMALE

STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH HOME PHONE BUSINESS PHONE

EMAIL SOCIAL SECURITY (optional)

Check which category describes
you best (optional)

- Black non-Hispanic
 White non-Hispanic 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

• Tuition fees include registration •

LaGuardia Community College/CUNY

Room B114
30-20 Thomson Ave
Long Island City, N.Y. 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

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Long Island City, NY 11101

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