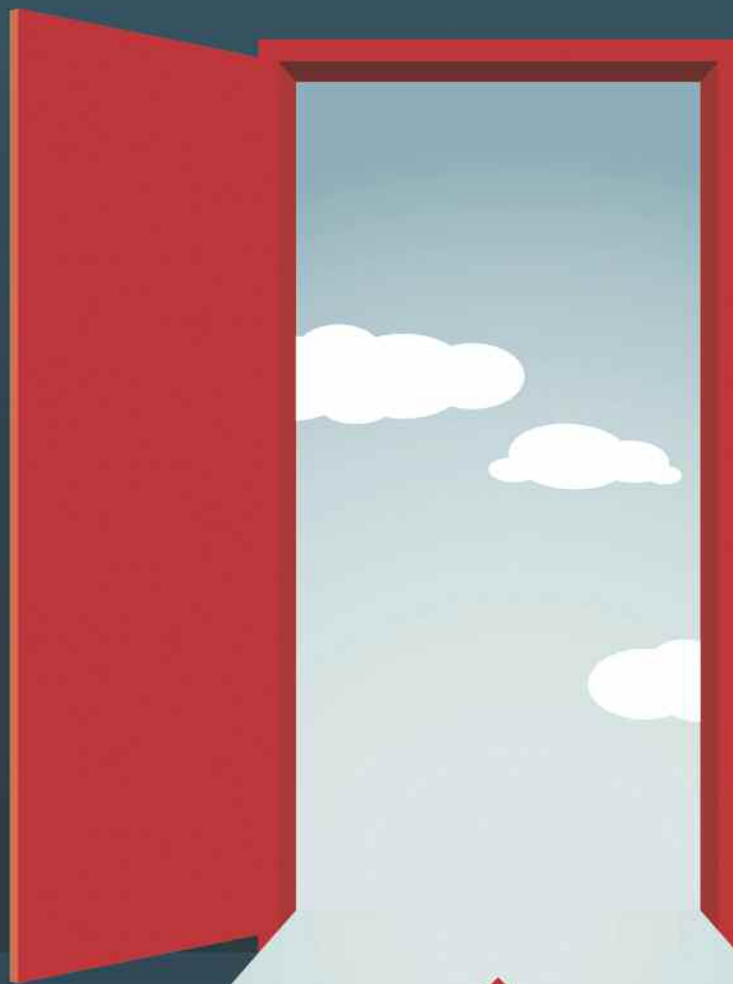




# OPEN DOORS GO TO **COLLEGE**



High School Equivalency

ESL

College courses

Vocational training

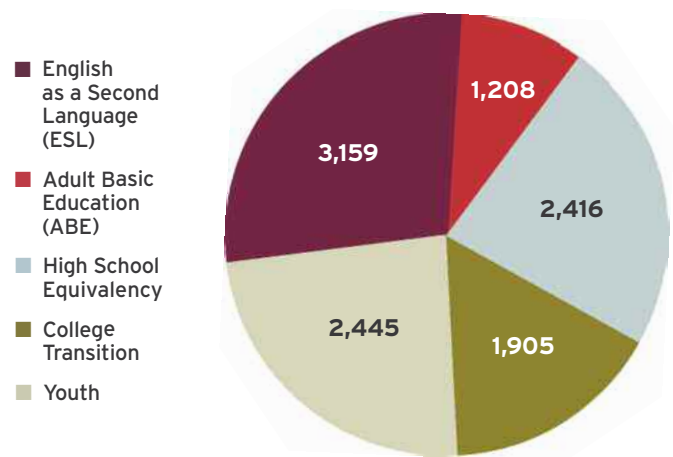
Professional certificates

Business Services

LaGuardia's pre-college programs serve community residents in English as a Second Language, literacy, math, high school equivalency and college transition programs. Serving a population often forgotten, LaGuardia has shown extraordinary success in designing effective programs that educate and prepare students for training, employment and college.

- LaGuardia's Pre-College Programs in the Division of Adult and Continuing Education served 11,133 adults and young adults in 2014-15.
- More than 2,000 youth had paid employment through the Summer Youth Employment Program.
- Over 2,500 international students improved their English through the English Language Center.
- Over 200 out-of-school and disconnected youth prepared for employment through job internships.
- 60% of CUNY Language Immersion Program students, who enter the program at the lowest ESL levels, transition into the college after one year.
- 20% of incoming students at LaGuardia (freshmen and transfers) have come through our Adult and Continuing Education Programs.

**ENROLLMENT: 11,133**



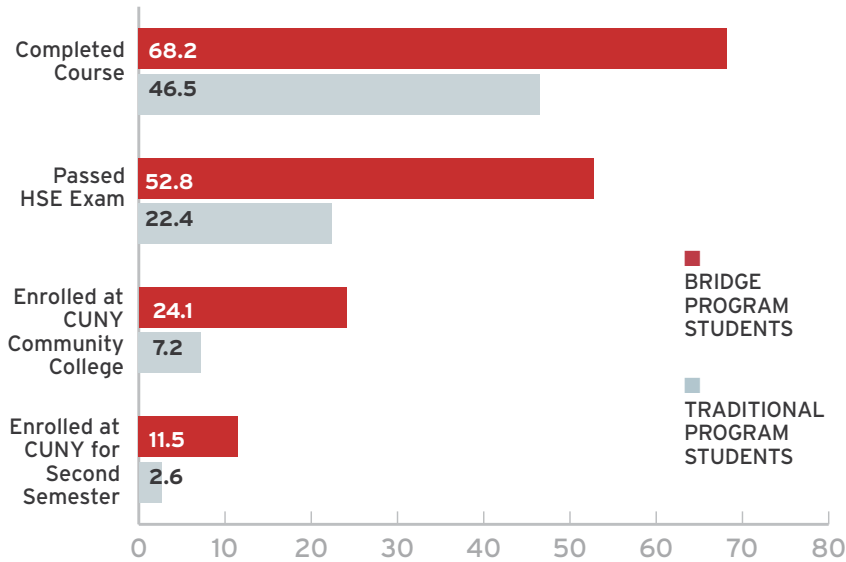
**EMPOWERING IMMIGRANT COMMUNITIES THROUGH TARGETED EDUCATIONAL PROGRAMS**

**Center for Immigrant Education and Training (CIET)**

- CIET has served over 8,870 adults in English language classes since 2001.
- 4,895 non-native English speaking adults have become more involved in their community as a result of taking ESL/Civics classes.
- 97% of participants in CIET English language classes report gains in follow-up outcomes, such as obtaining or retaining employment and entering post-secondary education and training.
- The NYC Welcome Back Center has provided comprehensive services to help over 900 internationally trained healthcare professionals rebuild their healthcare careers in New York State since 2011.

## GETTING BETTER RESULTS FOR ADULTS IN HIGH SCHOOL EQUIVALENCY (HSE) PROGRAMS

12-MONTH IMPACTS OF BRIDGE PROGRAM IN COMPARISON TO TRADITIONAL PROGRAMS\*

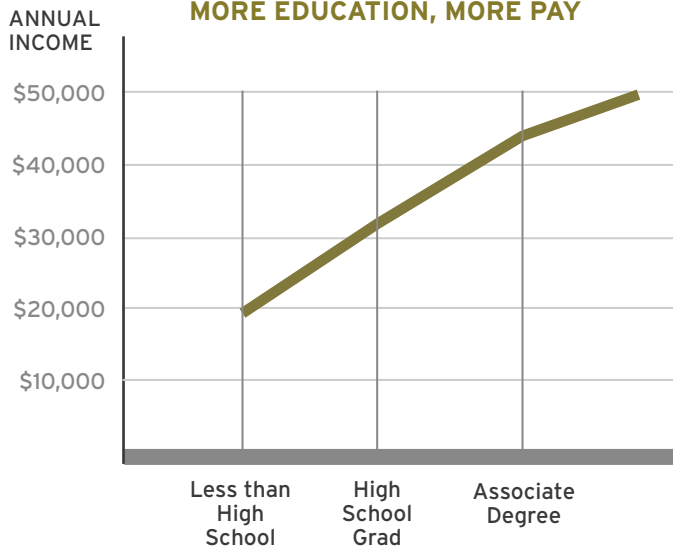


Students in the **Bridge Program**, which contextualizes its curriculum around student career and college aspirations, were more than twice as likely to pass the HSE exam and three times as likely to enroll in college than students in traditional HSE programs.

\* SOURCES: MDRC calculations using HSE Bridge participation data, New York State HSE Status Reports, CUNY MIS data, and HSE test administration data.

## ECONOMIC IMPACT OF PRE-COLLEGE ACADEMIC PROGRAMS

MORE EDUCATION, MORE PAY



- According to the U.S. Census, getting a high school equivalency credential increases lifetime earnings by \$331,000.
- Getting an Associate Degree increases lifetime earnings by more than \$400,000.
- By getting a HSE diploma and an Associate Degree, adults can double their annual earning potential.



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## To inquire about disability services:

Please contact **Serena Bowles at (718) 730-7501** to discuss your individual needs.

If you are Deaf or Hard-of-Hearing please contact **Pacts Cartagna (917) 832-1202** (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.







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

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

LaGuardia students challenge expectations, studying to make a better life for themselves and their families. They push boundaries—working around job schedules and family responsibilities, adapting to a new language and environment—to reach their educational and professional goals. And they dare to do more than what is expected of them. LaGuardia nurtures that drive, that spirit, that commitment by providing high quality education and job training that meet all your needs. It's a place where you can gain an education, advance your career and see your potential opening up before you.

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

Sincerely,

Dr. Gail O. Mellow  
President



Preparing you to earn your high school equivalency diploma, getting you into college and putting you on the path to a vibrant career and brighter future is what the Division of Adult and Continuing Education (ACE) at LaGuardia Community College does best. Our expertise and innovation in High School Equivalency (HSE), English as a Second Language (ESL) and Pre-College instruction is proven.

Our contextualized Bridge to College and Careers Program—a national model—allows you to prepare for the HSE exam while exploring college majors and studying within the fields of business, healthcare or science. Non-native speakers, you can learn the English skills you need to be successful in college at The English Language Center. And our Pre-College programs, such as CUNY Start and the

CUNY Language Immersion Program, provide you with rigorous academic preparation as well as guidance in the admissions and financial aid processes.

ACE offer various programs in HSE, ESL and Pre-College to meet whatever needs you may have. Our objective is to help you reach your educational goals and reap all the benefits that a college education brings. Read about Ivan Aucapina, one of our HSE program graduates and a Peter Jennings Scholarship Laurel Award winner, who has taken ownership of his education and is on the road to a college degree and starting a business (see page 8).

Look through our catalog to learn about exciting opportunities in education as well as professional development and job training. Small businesses, we have many services available to you too. We hope you join us!

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

The mission of LaGuardia's Division of Adult and Continuing Education is to serve as a force for social and economic advancement in the community and city. We are committed to responding to the educational, business, workforce and career-related needs of the many diverse communities of the New York City metropolitan area by offering the highest quality programs and services.

**LaGuardia Community College**

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

**Division of Adult and Continuing Education**

**Jane E. Schulman, Vice President**

Jane MacKillop, Associate Dean

Shannon Bryant, Associate Dean

Francesca Fiore, Assistant Dean

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Claudia Baldonado, Director, Youth Workforce Development Initiatives

Tristan Bel, Acting Director, NYDesigns

Vicki Bello, Director, Veterans Upward Bound Program

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Amy Dalsimer, Executive Director, Pre-College Academic Programming

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

Thomas Dieter, Acting Director, CUNY Start

Rosa Figueroa, Director, Small Business Development Center

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

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

Adjoa Gzifa, Director, Workforce Education Center

John Harris, Director, Green Training Programs

Edgard Hernandez, Director, Procurement Technical Assistance Center

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Robert Hills, Acting Director, Program for Deaf Adults

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

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John Lagamjis, Director, ACE Information Technology

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

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George Schreiner, Director, ACE Enrollment Management Services

Michele Stewart, Director of Grant Sponsored Workforce Development Initiatives

Michele Valdez, Executive Director, Workforce Development

**Catalog Production**

Judi Flamenbaum, Coordinator of Marketing & Communications

Edward L. Hollins, College Graphic Designer & Photographer

Liesl Fores-Iza, Communications Director

Keith Arias, Administrative Assistant, Career and Professional Programs

Lia Molero, Administrative Associate to VP and Deans

Tony Camilli, Web Developer

Bruce Kurzius, Coordinator of Administrative Services

# Earn your High School Equivalency diploma!

## About the TASC

The High School Equivalency (HSE) test for New York State is called the Test Assessing Secondary Completion (TASC), [www.tasctest.com](http://www.tasctest.com).

- The TASC includes five sections:



1. Language Arts - Reading
2. Language Arts - Writing (includes grammar and essay writing)
3. Mathematics (includes sections with and without a calculator)
4. Science (calculators are permitted)
5. Social Studies

- The TASC takes about 9 hours to complete. It is offered at LaGuardia Community College on Friday evening and all day Saturday.
- The TASC is free for New York State residents and is available in English or Spanish.

## How to Apply for the TASC

- New York State website for all information and forms: [www.acces.nysed.gov/hse/](http://www.acces.nysed.gov/hse/)
- Any New York State resident who is 19 or older and does not have a high school diploma may take the TASC. Seventeen and 18-year-olds must fill out required forms with attachments.
- Print out and complete **Attachment A** found on the website.
- Attachment A must be submitted to a testing center with a **copy of New York State proof of residence**.
- Submitting an application does not guarantee a seat. If you would like a response, include a self-addressed, stamped envelope with the application.
- Test locations and dates are posted on the website.
- Testing accommodations are available. Visit <http://www.tasctest.com/special-needs-accommodations.html>

## How to Prepare for the TASC

- LaGuardia Community College offers free Adult Basic Skills and High School Equivalency classes on weekdays, during the day and evening. You can apply for the waiting list at [www.hselaguardia.org](http://www.hselaguardia.org) or call (718) 482-5385.
- Low-cost classes are also available without a waiting list on weekdays, during the day and evening, and on Saturdays. To register see our catalog at <http://www.lagcc.cuny.edu/ace/> or call (718) 482-5385.

## Information for Re-Testers

- If you fail one or more of the test sections, those sections may be retaken after 60 days. The TASC can be taken up to 3 times within one year.
- Passing scores from previous GED ® tests will count. Take the TASC only for the sections that you failed.
- Transcripts can be requested from NYSED at [www.acces.nysed.gov/hse/](http://www.acces.nysed.gov/hse/)

*Like us on Facebook ABS–Adult Basic Skills*



Ivan Aucapina (third from right), who received a Peter Jennings Scholarship Laurel Award from CUNY, attended the ceremony with his family as well as staff from LaGuardia's Adult Basic Skills department.

## Ivan Aucapina

### *DREAMing about his future*

Ivan Aucapina has a plan for his future. Coming back to school after eight years, his main objective was to earn his high school equivalency diploma. After two years of study and preparation at LaGuardia, he passed the high school equivalency exam and is now attending the college as a Fine Arts major. With the Peter Jennings Scholarship Laurel Award\* from CUNY and the national DREAM Scholarship\*\* he is on his way to reaching his next goal of owning a construction and home design company.

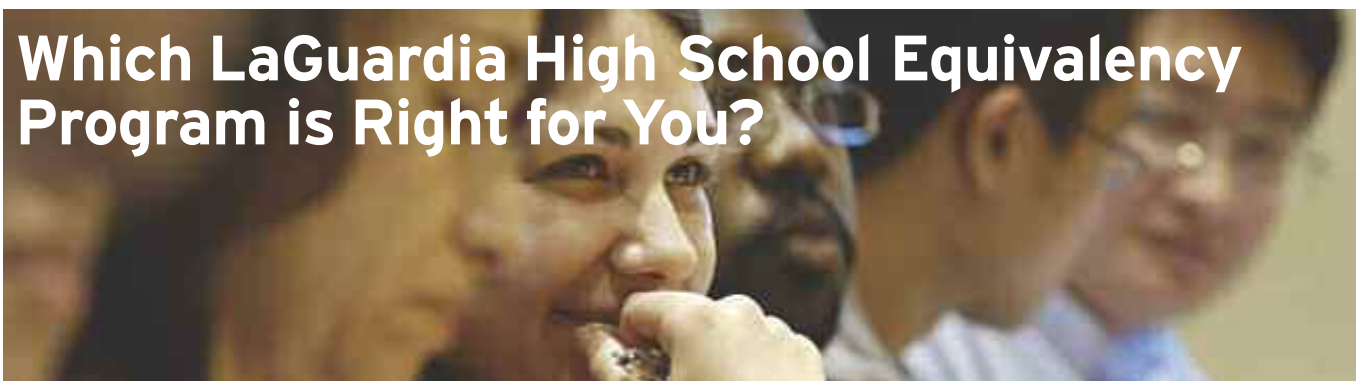
"I have experience in this field as a construction worker. Now I want to be on the other side, designing and creating the blueprints," says Ivan. His aspirations involve others as well. With ongoing support from his family, and a desire to provide a good example for his nine-year-old son, he explains he will continue to focus on school work and balance his work schedule accordingly.

“Achieving my educational goals is really important to me and will impact my life because it would open doors with better opportunities for me and my family...If I can set a path and break the stereotypes about DREAMers and prove that we came to this country looking for better opportunities, better jobs and a better life, it would make a big impact, not just for us but for the society that we live in.”

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

\*\*TheDream.US is a new multimillion dollar National Scholarship Fund for DREAMers, created to help immigrant youth who've received Deferred Action for Childhood Arrivals (DACA) achieve their American Dream through the completion of a college education.





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

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

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

(F) = Free (\$) = Tuition

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Did You Know?

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

# Get Your High School

## High School Equivalency In English

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

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

### Winter 2016:

Saturday	December 12	10:00 AM	\$25	Room E-242
Tuesday	December 15	6:00 PM	\$25	Room E-242
Thursday	December 17	10:00 AM	\$25	Room E-242

### Placement Exam:

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

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

### Payment:

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

If paying by money order, leave blank until completion of the placement exam process. Books for all high school equivalency and pre-high school equivalency courses and scientific calculator must be purchased separately.

### Discounts:

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

For more information call (718) 482-5385, go to Room C-400 or visit [www.acces.nysed.gov/hse/](http://www.acces.nysed.gov/hse/)



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu).



### Using technology in Adult Basic Skills and High School Equivalency classes

Work in computer labs using Microsoft Word and PowerPoint for class assignments. Use various software that can help you with typing, literacy and math.

## Pre-High School Equivalency in English

Wed & Fri Jan 6 - Mar 23 (22 sessions/66 hours)  
9:00 am - 12:00 pm \$285 [A02HSE004A](#)

Mon & Wed Jan 6-Mar 28 (22 sessions/66 hours)  
6 pm- 9 pm \$285 [A044HSE004B](#)

## High School Equivalency in English

Wed & Fri Jan 6 - Mar 23 (22 sessions/66 hours)  
10:00 am - 1:00 pm \$285 [A04HSE001A](#)

Mon & Wed Jan 6 - Mar 28 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 [A04HSE001B](#)

Tues & Thurs Jan 7 - Mar 22 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 [A04HSE001D](#)

Sat Jan 9 - Mar 19 (10 sessions/65 hours)  
9:00 am - 4:00 pm \$285 [A04HSE001C](#)

## High School Equivalency Math Only

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

Tue Jan 19 - Mar 8 (8 sessions/32 hours)  
10:00 am - 2:00 pm \$137 [A04HSE005A](#)

# Equivalency Diploma

## Equivalencia del Bachillerato en Español

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

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

### Invierno 2016:

Lunes	14 Diciembre	6:00 PM	\$25	Salon E-242
Jueves	17 Diciembre	6:00 PM	\$25	Salon E-242
Sábado	19 Diciembre	10:00 AM	\$25	Salon E-242

### Sesión de exámenes de registro:

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

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

### Pago:

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

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

### Descuentos:

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

Para más información llame al (718) 482-5385, venga a la oficina C-400 o visite <http://www.acces.nysed.gov/hse/>

## Pre-Equivalencia del Bachillerato en Español

Lunes & Miércoles Jan 6 - Mar 28 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE003A

## Equivalencia del Bachillerato en Español

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

Martes & Jueves Jan 7 - Mar 22 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE002A

Sabados Jan 9 - Mar 19 (10 sessions/65 hours)  
9 am - 4 pm \$285 A04HSE002B

## Adult Basic Education for Deaf Adults

### TABE Reading & Writing and/or Math Placement Exam

Call (917) 832-1138 VP for an appointment. You must take a TABE reading and writing and/or math pre placement test to register for our English and Math Literacy or High School Equivalency (formerly GED) courses. ND

Mon, Tues, Wed & Thurs Jan 4 - Mar 31 (1 session/4 hours)  
\$15 A16TAB000A

Mon, Tues, Wed & Thurs Jan 4 - Mar 31 (1 session/4 hours)  
\$15 A16TAB000B

### Beginning ASL and English for Deaf Adults

#### SPRING 2016

Mon & Wed Apr 18 - Jun 20 (18 sessions/45 hours)  
5:45 pm - 8:30 pm \$429 A16RDW001A

### Beginning Basic Education Level 1 for Deaf Adults

#### SPRING 2016

Tues & Thurs Apr 12 - Jun 23 (22 sessions/44 hours)  
5:45 pm - 7:55 pm \$429 A16RDW003A

### Beginning Basic Education Level 2 for Deaf Adults

#### SPRING 2016

Mon & Wed Apr 11 - Jun 27 (22 sessions/44 hours)  
5:45 pm - 7:55 pm \$429 A16RDW004A

## High School Equivalency for Deaf Adults

### High School Equivalency Placement Exam

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

Mon, Tues, Wed & Thurs Jan 4 - Mar 31 (3 sessions/15 hours)  
\$45 A16HSE000A

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

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

#### Registration deadline: January 5

Tues & Thurs Jan 12 - Mar 24 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16HSE001A

#### SPRING 2016

Tues & Thurs Apr 12 - Jun 23 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16HSE001A


 News

## Program for Deaf Adults Wins Grant to Establish Alternate High School Diploma Program

LaGuardia's Program for Deaf Adults has been awarded a grant through the CUNY Workforce Development Initiative to establish a pilot program that offers Deaf students an alternate way to earn a high school diploma. Known as the National External Diploma Program (NEDP), participants will create a portfolio of work demonstrating 70 competencies in reading, computation, writing, problem solving and "speaking," as evidenced in real-life simulation tasks, such as developing budgets, writing answers to questions, and making oral presentations. Those whose portfolios are found to be satisfactory will be granted a high school diploma from Long Beach High School in New York.

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

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

#### SPRING 2016

Tues & Thurs Apr 12 - Jun 23 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16HSE002A

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

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

#### Registration deadline: January 4

Mon & Wed Jan 11 - Mar 30 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16MAT014A

#### SPRING 2016

Mon & Wed Apr 11 - Jun 27 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16MAT014A

### High School Equivalency Math for Deaf Adults

Advance your math skills as you focus on the following areas of High School Equivalency (formerly G.E.D.) Mathematics: probability, ratio and proportion, percents, measurements, graphs and tables, basics of algebra, geometry, special topics in algebra and geometry, and word problems. ND

#### SPRING 2016

Mon & Wed Apr 11 - Jun 27 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16MAT015A



#### Using technology in Adult Basic Education and High School Equivalency classes for Deaf Adults

Compose essays in the computer lab.  
Learn basic word processing skills and simple research via Internet searches.  
ELMO document cameras project materials for classroom discussions.

## Basic Skills Dual Access Classes

All courses are ND=no discount available.

### Elementary Algebra (Dual Access)

Advance your math skills in preparation for the High School Equivalency (formerly G.E.D.) exam and/or college entry. Learn how to apply graphing, systems of linear equations, functional concepts, rules of exponents, factoring, polynomial algebra, rational expressions, complex fractions, radical expressions and the quadratic formula. This course is offered jointly with the college's Mathematics Department. For more information contact Pacts Cartagna at pcarlson@lagcc.cuny.edu. Prerequisite: Introduction to Algebra (A16MAT095) or eligibility as determined by math placement test.

*Instructor: Roy Siskind*

Mon, Wed & Thurs Mar 7 - Jun 20 (48 sessions/72 hours)  
4:35 pm - 6:45 pm \$199 A16MAT096A

### Basic Skills in Reading (Dual Access)

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

*Instructor: Sue Livingston*

Mon, Tues, Wed, Thurs (9:15 am - 10:15 am) & Fri (10:30 am - 11:30 am) Mar 7 - Jun 20  
(60 sessions/60 hours) \$535 A16RDG005A

### Basic Skills in Writing (Dual Access)

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

*Instructor: Sue Livingston*

Mon, Tues, Thurs (10:30 am - 12:45 pm) & Fri (11:45 am - 12:45 pm) Mar 7 - Jun 20  
(48 sessions/84 hours) \$535 A16WRT005A





Students from “Proyecta 100,000” studying at The English Language Center (TELC) at LaGuardia enjoyed a field trip to the Brooklyn Bridge Park this past summer. Proyecta 100,000 is a program sponsored by the Mexican Department of External Affairs that hopes to eventually send 100,000 language learners to different institutions throughout the United States on full government scholarships to improve their English skills through intensive study. In turn, the country aims to receive 50,000 US students in Mexico by 2018.

Participants took classes at TELC from Monday to Thursday, then spent Fridays or Saturdays on field trips to iconic New York City sites, including Grand Central Station, Bryant Park and the New York Public Library, Frida Kahlo Exhibit at the New York Botanical Garden, and Ellis Island. They even went kayaking in Cold Spring, NY.

# Learn English

**The English Language Center**

Connect with us!



TheEnglishLanguageCenterLaGuardia



@LaGuardia\_ESL



TELCatLaGuardia



telclaguardia



## Learn English at LaGuardia

Prepare for college, graduate school, or a better job. Teachers at The English Language Center (TELC) have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening, and speaking. Our diversity is our strength.

Payment for courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover).

Registration may close at any time, so please register early.

Phone: (718) 482 - 5360 Web: [www.laguardia.edu/TELC](http://www.laguardia.edu/TELC)

Address: 29-10 Thomson Avenue, Room C-354, Long Island City, NY 11101

### Day Intensive Program

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

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

#### Winter 2016 Registration:

Tuesday, January 5 and Wednesday, January 6  
11:00 am - 3:00 pm, Room C-354

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

### Morning Day Intensive Program

Mon - Fri Jan 14 - Mar 21 (45 sessions/155.75 hours)  
8:45 am - 12:45 pm \$1565 AF021000

### Afternoon Day Intensive Program

Mon - Thurs Jan 25 - Mar 23 (34 sessions/153 hours)  
1:30 pm - 6:30 pm \$1375 AF021001



### Julia Ramirez

*Taking on the challenges of learning a new language*

Julia Ramirez began her journey of learning English at LaGuardia in 2001. A native of Ecuador, she came to the

US with a Bachelor Degree in Office Administration and hoped to continue in this field but knew she must first learn the language well. After much hard work that focused on listening, speaking, reading and writing in English, Julia enrolled in LaGuardia as a credit student and graduated in 2012 with an AAS Degree.

“My experience at LaGuardia Community College has given me a chance to sharpen my skills in my field of choice.”

Today, she is a member of the administrative support staff at the New York City Health and Hospital Corporation, Lincoln Medical Center and is always looking to advance her career. “My experience at

LaGuardia Community College has given me a chance to sharpen my skills in my field of choice,” says Julia. She explains that though she works continuously on improving her English skills, she now has confidence and is prepared to learn new things and contribute to the overall success of any institution. “English language learning requires that you make mistakes,” says Julia. “Do not be afraid of the English language or of making errors.”

### Evening English Program

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

#### Winter 2016 Registration:

Monday, January 4 through Wednesday, January 13  
4:00 pm - 7:00 pm, Room C-354

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

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

Mon - Thurs Jan 20 - Mar 16 (32 sessions/80 hours)  
6:50 pm - 9:20 pm \$655 AF021006

### Evening English Program–2 Nights–Listening, Speaking and Grammar

Mon & Wed Jan 20 - Mar 16 (16 sessions/40 hours)  
6:50 pm - 9:20 pm \$345 AF021003

### Evening English Program–2 Nights–Reading, Writing and Grammar

Tues & Thurs Jan 21 - Mar 15 (16 sessions/40 hours)  
6:50 pm - 9:20 pm \$345 AF021004

### Saturday English Program

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

#### Winter 2016 Registration:

Saturday, January 9 and Saturday, January 16  
10:00 am to 1:00 pm, Room C-354

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

### Saturday English Program

Sat Jan 23 - Mar 19 (8 sessions/40 hours)  
9:00 am - 2:00 pm \$345 AF021005

## Specialized Workshops

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

### Winter 2016 Registration:

Tuesday, January 5 and Wednesday, January 6 11:00 am – 3:00 pm, Room C-354

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

### Writing Workshop

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

Mon & Wed Jan 25 – Mar 23 (17 sessions/38.25 hours)

1:30 pm – 3:45 pm \$345 AF02110C

### Listening/Speaking Workshop

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

Tues & Thurs Jan 26 – Mar 22 (17 sessions/38.25 hours)

4:15 pm – 6:30 pm \$345 AF021150C

### TOEFL Preparation Workshop

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

Mon & Wed Jan 25 – Mar 23 (17 sessions/38.25 hours)

4:15 pm – 6:30 pm \$345 AF021400C

### Vocabulary through Reading Workshop

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

Tues & Thurs Jan 26 – Mar 22 (17 sessions/38.25 hours)

1:30 pm – 3:45 pm \$345 AF021240C



### Sergio A. Salamanca

*Doctoral student learned English at LaGuardia*

Sergio Salamanca was an accomplished student when he came to the US from Colombia in 2010 looking to pursue graduate studies in the area of biomedical science. But he knew that his first challenge would be to

learn English. "First, you must forget your own language to learn how to speak a new one," explains Sergio. "Second, all what I learned about grammatical structure in my own language was defied, and new structures needed to be created in order to write proper English."

**“I didn’t just learn to read and write at LaGuardia,” he says. “I also learned to think and analyze content, and the most important it is that I learned to understand.”**

He succeeded and went on to earn a Master Degree in Biomedical Sciences and get accepted at Stony Brook University as a PhD student in the Molecular Genetics and Microbiology Program. "I didn't just learn to read and write at LaGuardia," he says. "I also learned to think and analyze content, and the most important thing is that I learned to understand."

With hopes of earning his doctoral degree and working in a research and development department within a start-up biotech company, Sergio notes of TELC, "You don't just have teachers, you have friends and guides. They are extremely helpful, and most importantly they seem to care about your well-being and future."

### CATW Preparation Workshop

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

Wed & Fri Jan 15 – Mar 16 (17 sessions/29.75 hours)

11:00 am – 12:45 pm \$345 AF021401C

### Grammar for Communication Workshop

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

Mon & Wed Jan 25 – Mar 23 (17 sessions/38.25 hours)

4:15 pm – 6:30 pm \$345 AF021212C

## New York City Immigrant Parents

Help your children succeed in school.  
Prepare for your family's future!

### Learn English at LaGuardia Community College

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

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

### Apply now!

LaGuardia Community College  
29-10 Thomson Avenue, Room C-239 East

Visit <http://www.lagcc.cuny.edu/ciet>

Call (718) 482-5460

## Padres Inmigrantes de Nueva York

Ayuden a sus hijos en la escuela.  
¡Prepárense para su futuro!

### Aprenda inglés en LaGuardia Community College

- Estudiar en cursos especialmente para padres con niños en las escuelas públicas de la ciudad de Nueva York
- Conseguir información sobre el sistema escolar para ayudar a sus niños en los estudios
- Clases para mejorar su nivel básico de inglés
- Clases de computadora incluidas
- Horarios de día y de noche

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

### ¡Inscríbese ahora!

LaGuardia Community College  
29-10 Thomson Avenue, Sala C239 East

Visitar <http://www.lagcc.cuny.edu/ciet>

Llamar (718) 482-5460

## How well do you speak English?

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

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

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

- vocabulary
- pronunciation
- fluency
- listening comprehension

### Winter 2016 Test Dates:

Sat Jan 16 (1 session/2 hours)  
10:00 am – 12:00 pm \$39 A05VST001A

Sat Feb 20 (1 session/2 hours)  
10:00 am – 12:00 pm \$39 A05VST002A

For more information  
call (718) 482-5300.

To register call  
(718)-482-7244  
or go to Room M-143.

Register online  
[www.laguardia.edu/acreg](http://www.laguardia.edu/acreg)

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!



## CUNY Citizenship Now! Application Assistance

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

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

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

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

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

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

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

# Choose your path to college!



Many of our programs can lead you there.

(F) = Free (\$\$) = Tuition

Start Here	Basic Literacy Classes	High School Equivalency (HSE) Classes	CUNY Start College Transition Program
<p><i>I want to start the high school equivalency program in English during the daytime, evening, or on Saturday. (\$)</i></p> <p><b>ADULT BASIC SKILLS PROGRAM</b> - Page 10</p>	✓	→ ✓	→ ✓
<p><i>I am an adult (19 or older) seeking a free high school equivalency program in English. I might also be interested in going to college or starting a new career in health, science or business. (F)</i></p> <p><b>BRIDGE TO COLLEGE &amp; CAREERS PROGRAM</b> - Page 20</p>		→ ✓	→ ✓
<p><i>I am an out-of-school youth between the ages of 17- and 20 and want to earn my high school equivalency diploma. (F)</i></p> <p><b>PATHWAYS TO GRADUATION PROGRAM</b> - Page 27</p>		→ ✓	→ ✓
<p><i>I am a Veteran and want to earn my high school equivalency diploma. (F)</i></p> <p><b>VETERANS UPWARD BOUND PROGRAM</b> - Page 29</p>		→ ✓	→ ✓
<p><i>I am a father who wants to earn my high school equivalency diploma. (F)</i></p> <p><b>CUNY FATHERHOOD ACADEMY</b> - Page 26</p>		→ ✓	→ ✓
<p><i>Quiero tomar clases de equivalencia del bachillerato en Español por la noche o los sábados. (\$)</i></p> <p><b>ADULT BASIC SKILLS PROGRAM - SPANISH</b> - Page 11</p>	✓	→ ✓	→ ✓ CUNY Language Immersion Program (CLIP) College Transition Program
<p><i>I am Deaf or Hard-of-Hearing and want to earn my high school equivalency diploma. (\$)</i></p> <p><b>PROGRAM FOR DEAF ADULTS</b> - Page 11</p>	✓	→ ✓ Also National External Diploma Program (NEDP)	Support services for Deaf degree student



# College-Level Examination Program (CLEP)

A Credit-by-Examination Program

*Earn college credit for what you already know!*



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

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

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

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

*Save time and money, and graduate sooner!*

## CLEP tests offered at LaGuardia

### History & Social Sciences

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

### Composition & Literature

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

### Science & Mathematics

- Biology
- Calculus
- Chemistry
- College Algebra
- College Mathematics
- Natural Sciences
- Precalculus

### Business

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

### World Languages

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

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

**CALL  
EMAIL**

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

**VISIT  
REGISTER**

**<http://ace.laguardia.edu/clep/>  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)**



## College Prep Courses

### Practice for the CUNY ACT Reading and CAT Writing Tests and see what college is all about!

#### 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 Jan 19 – Feb 25 (12 sessions/30 hours)  
6:00 pm – 8:30 pm \$135 A22PRP006A

#### Bridge to College Math

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

Mon & Wed Jan 20 – Mar 2 (12 sessions/30 hours)  
6:00 pm – 8:30 pm \$135 A22PRP007A



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



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

## College Prep Workshops

#### CATW Preparation Workshop

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

Wed & Fri Jan 15 – Mar 16 (17 sessions/29.75 hours)  
11:00 am – 12:45 pm \$345 AF021401C

#### 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 Jan 20 (1 session/2 hours)  
6:00 pm – 8:00 pm \$0 A22PRP001A

#### Grammar for Communication Workshop

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

Mon & Wed Jan 25 – Mar 23 (17 sessions/38.25 hours)  
4:15 pm – 6:30 pm \$345 AF021121C

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

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

Wed Jan 27 (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 Feb 3 (1 session/2 hours)  
6:00 pm – 8:00 pm \$29 A22PRP004A

#### How to Select a CUNY College and Complete the CUNY Application

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

Wed Feb 10 (1 session/2 hours)  
6:00 pm – 8:00 pm \$0 A22PRP003A



#### Using technology in College Prep

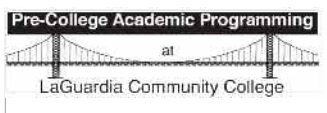
College Prep classes and workshops are held in Smart classrooms, where you will visit CUNY websites to access information about the CUNY Assessment Test as well as practice reading and writing materials.

## Bridge to College and Careers Program

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

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

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



### Janelle Greco

*Program Manager, Pre-College Academic Programming*

Janelle Greco has traveled a winding road to get to her current position as the new program manager for LaGuardia's Pre-College Academic Programming (PCAP) department.

With a Master Degree in English, she has taught

as an adjunct professor but has also worked as a studio assistant at a landscape architecture firm, and has even coached volleyball. But it was her job as a grant writer and eventually as Director of Training for The Doe Fund in New York—a nonprofit organization that serves the homeless, recent parolees and low-income individuals and families through transitional work, housing, education and other programs—that set her on a path to working in adult education.

**PCAP provides a bridge for students who are struggling to pass the TASC exam and are trying to take that next step towards college.**

"I've seen the effects that a lack of higher education can have on someone who is looking for employment or looking to advance professionally," says Ms. Greco. "PCAP works hard to and succeeds at addressing this problem by providing a bridge for students who need their high school equivalency diploma or are struggling to pass the TASC exam and are trying to take that next step towards college."

Looking ahead to a productive and rewarding tenure at PCAP, Ms. Greco notes, "It's been amazing to meet and work alongside such passionate, intelligent people who are truly committed to making a student's experience here the best it could possibly be. I'm so honored to have been asked to join the team!"



New York Times columnist and author Theresa Brown visited LaGuardia to speak to students in the Bridge to College and Careers Program about going back to school and changing careers as an adult as well as working in the field of healthcare.

Ms. Brown also reviewed students' summaries and analyses of excerpts from her books, which were displayed on poster paper in the room, and autographed their copies of her books, *The Shift: One Nurse, Twelve Hours, Four Patients' Lives* and *Critical Care: A New Nurse Faces Death, Life, and Everything in Between*.

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



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

Spend up to one year in this low-cost program to improve your reading, writing, speaking and listening skills in English. You can also get help applying for financial aid.

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



### Using technology in CUNY Language Immersion Program (CLIP)

Learn how to use technology to improve your English and explore content for university studies. Classes are held in computer labs or Smart classrooms, so you have daily access to technology.

Create an e-portfolio—an electronic record of your work—to showcase your writing, videos and digital stories.

Write and revise essays and create slide shows for classroom presentations using Microsoft Word and PowerPoint.

Do research on the Internet and visit websites like Newsela to improve your reading skills and Quizlet to increase your vocabulary.

## CUNYSTART

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

### Why enroll in CUNY Start?

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

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

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

### When are classes? March 2016 - August 2016

**Full-time option:** Reading/Writing AND Math  
25 hours a week, Monday-Friday

9:15 am - 2:45 pm  
11:45 am - 5:15 pm  
1:00 pm - 6:30 pm

**Part-time option:** Reading/Writing OR Math  
12 hours a week, Monday-Thursday

10:30 am - 1:30 pm (part-time Math only)  
2:00 pm - 5:00 pm  
2:30 pm - 5:30 pm (part-time Math only)  
6:00 pm - 9:00 pm


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

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

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

-Cristina Ionita Cracana

**APPLY NOW**




LaGuardia  
Community College

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

# PUSH BOUNDARIES

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



## Reserve a space today!



- LaGuardia Community College offers a variety of facilities that accommodate groups of 10 to 1,000.
- Spaces available for your organization's meetings and conferences range from smart conference rooms and state-of-the-art classrooms to a beautiful outdoor courtyard.
- All spaces are handicapped accessible and come with a choice of optional amenities, including catering, paid parking and audiovisual services.
- Our rental fees are competitively priced to meet almost every budget.



For more information contact Karen McKeon  
at (718) 482-5053 or [Karenmc@lagcc.cuny.edu](mailto:Karenmc@lagcc.cuny.edu)





# Take College Courses

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# Take College Courses

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 482-5120. Registration deadline: December 19.

## College Foreign Languages

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

### Elementary French I

Mon - Thurs Jan 4 - Feb 25 (24 sessions/48 hours)  
10:30 am - 12:45 pm \$320 A02ELF101A

### Elementary French II

This is a continuation of Elementary French I.

Mon - Thurs Jan 4 - Feb 25 (24 sessions/48 hours)  
10:30 am - 12:45 pm \$320 A02ELF102A

### Elementary Italian I

Mon - Thurs Jan 4 - Feb 25 (24 sessions/48 hours)  
10:30 am - 12:45 pm \$320 A02ELI101A

### Elementary Japanese I

Mon, Tues & Wed Jan 4 - Feb 25 (24 sessions/48 hours)  
10:30 am - 12:45 pm \$320 A02ELJ101A

### Elementary Japanese II

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

Mon - Thurs Jan 4 - Feb 25 (24 sessions/48 hours)  
10:30 am - 12:45 pm \$320 A02ELJ102A

### Elementary Spanish I

Mon, Wed, Thurs, Fri Jan 4 - Feb 25  
(24 sessions/48 hours)  
9:15 am - 11:30 am \$320 A02ELS101A

Mon, Wed, Thurs, Fri Jan 4 - Feb 25  
(24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELS101B

Mon, Tues, Wed & Thurs Jan 4 - Feb 25  
(24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELS101C

### Elementary Spanish II

This is a continuation of Elementary Spanish I.

Mon - Thurs Jan 4 - Feb 25 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELS102A

Mon, Tues, Wed & Thurs Jan 4 - Feb 2  
(24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELS102B

**NOTE:** Saturday modern language classes will be offered from 10:30 am - 2 pm beginning March 5 and ending June 18. These 48-hour classes will be offered in Arabic I and II; French I and II; Italian I; Japanese I and II; Korean I; Portuguese II; and Spanish I, II and Fluent Speakers.



## College Art

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

### Beginning Drawing

You will be introduced to drawing through basic examination of the visual fundamentals of line, texture, value, space, and form. You'll also explore problems in descriptive drawing. There will be individual and group critiques. Sketchbooks are required.

Mon & Wed Jan 4 - Feb 24 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUA103A

Tues & Thurs Jan 5 - Feb 25 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$320 A02HUA103B

### 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.

Tues & Thurs Jan 5 - Feb 25 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUA110A

### 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 multicultural 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.

Fri Jan 8 - Feb 19 (12 sessions/36 hours)  
9:15 am - 5:35 pm \$320 A02HUN195A



### Introduction to Art

This course is designed to develop the student's 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.

Tues & Thurs Jan 5 - Feb 25 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$320 A02HUA101A

Mon Jan 4 - Feb 22 (12 sessions/36 hours)  
9:15 am - 5:35 pm \$320 A02HUA101B

### 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.

Tues & Thurs Jan 5 - Feb 25 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUA180A

## Beginning Sculpture

Create your own figurative and abstract sculpture, working in plaster and clay from a live model. Learn the basic concepts and working techniques of sculpture to develop your own individual designs. Enhance your creativity and craftsmanship while developing an understanding and appreciation of form in space. Additional cost of material is approximately \$60. A list of required materials will be given to you in class.

Mon Jan 4 – Feb 22 (12 sessions/36 hours)  
9:15 am – 5:35 pm \$320 [A02HUA120A](#)

## Beginning Photography

Discover photography by exploring the 35mm camera, lighting exposure, processing, and printing. You will also examine the creative use of photography techniques as they relate to individual expression. Special projects and a final portfolio are required. You must bring your own 35mm camera with a single lens reflex (SLR)/interchangeable 50mm lens.

Mon & Wed Jan 4 – Feb 24 (12 sessions/48 hours)  
9:15 am – 2:00 pm \$320 [A02HUA130A](#)

Tues & Thurs Jan 5 – Feb 25 (12 sessions/48 hours)  
5:30 pm – 10:30 pm \$320 [A02HUA130B](#)

## Introduction to Design

This course is an introduction to the fundamentals of design through an investigation of visual elements such as line, shape and composition. Students will develop designs in two dimensional form. The design principles will be discussed and illustrated as they relate to a number of visual arts forms.

Mon & Wed Jan 4 – Feb 24 (12 sessions/36 hours)  
1:00 pm – 4:25 pm \$320 [A02HUA104A](#)

## College Music

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

### 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, Fri Jan 4 – Feb 24 (18 sessions/36 hours)  
9:15 am – 11:30 am \$320 [A02HUM101A](#)

Tues & Thurs Jan 5 – Feb 25 (12 sessions/36 hours)  
6:00 pm – 9:35 pm \$320 [A02HUM101B](#)

### Piano I

Learn to play simple melodies and accompanying techniques for folk songs and a variety of stylistic eras as well as how to sight read at the keyboard. No previous experience needed.

Tues & Thurs Jan 5 – Feb 25 (12 sessions/24 hours)  
6:00 pm – 8:15 pm \$320 [A02HUM180A](#)

### Piano II

In this intermediate class you will build on the basics learned in Piano I: reading music and keyboard technique. You will build and play melodies in major and minor scales through an in-depth understanding of intervals and chords. Prerequisite: Piano I or equivalent experience.

Tues & Thurs Jan 5 – Feb 25 (12 sessions/24 hours)  
10:30 am – 12:45 pm \$320 [A02HUM181A](#)

### Voice I

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

Mon, Wed, Fri Jan 4 – Feb 24 (18 sessions/36 hours)  
10:00 am – 12:15 pm \$320 [A02HUM155A](#)

### Voice II

Mon, Wed, Fri Jan 4 – Feb 24 (18 sessions/36 hours)  
10:00 am – 12:15 pm \$320 [A02HUM156A](#)

## 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, Fri Jan 4 – Feb 24 (18 sessions/36 hours)  
3:30 pm – 5:45pm \$320 [A02HUM170A](#)



## American Music

American music is an exploration of the various musical developments in the United States. Through listening, reading, and discussion, students will investigate folk music, entertainment and commercial music, art music and other musical traditions of the United States. The Broadway musical and the current musical scene will also be studied.

Mon & Wed Jan 4 – Feb 24 (12 sessions/36 hours)  
11:45 am – 3:15 pm \$320 [A02HUM210A](#)

## College Liberal Arts

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

### Critical Thinking

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

Mon, Wed & Thurs Jan 4 - Feb 25 (18 sessions/36 hours)  
11:45 am – 2:00 pm \$320 [A02HUP102B](#)

Tues & Thurs Jan 5 - Feb 25 (12 sessions/36 hours)  
5:45 pm – 9:05 pm \$320 [A02HUP102A](#)

## Are you 16-24? Take the Next Step!

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

### Young Adult Internship Program

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

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

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

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

After completing your internship you'll be able to:

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

Recent YAIP internship sites:

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

And more!

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



### CUNY Fatherhood Academy

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

Create a brighter future for you and your family!

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

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

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





## High School Equivalency

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

Start building your future!

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

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

## Justice Community Program

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

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

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

LaGuardia's Justice Community Program can help you:

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

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



## Summer Youth Employment Program

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

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



"I learned how to write a resume; about interviews and the questions they ask; and about team work," said Thuraiyaa Jarrett, a 17-year-old high school student from Queens who worked this summer in the office of the Vice President of Adult and Continuing Education at LaGuardia, of the workshops she attended. "I also learned more about computer programs, like Excel. I liked working in an office environment. SYEP gives you a chance to see where you want to be in life."

“SYEP gives you a chance to see where you want to be in life.”

## Summer Youth Employment Program

Gain work experience and earn money during summer break!

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

Recent SYEP internship sites:

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

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

### State Senator Visits SYEP



New York State Senator Leroy Comrie (D-Hollis) paid a visit to SYEP staff and participants at LaGuardia this summer to talk about the importance of community service. Those in the youngest age group have the option to participate in a paid service learning project instead of taking a traditional job, allowing them to explore a field—such as community service, civic engagement, environmental sustainability, disaster preparation, hunger and nutrition, or technology—and implement what they learn in a meaningful way.

# Have you served in the military?

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

**LaGuardia's Veteran Services Office can help you!**

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



## Academic/College Prep & Training: *Free for qualifying veterans*

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

Winter 2016  
January 4 - February 11

Spring 2016  
April 18 - May 26

Summer 2016  
July 5 - August 11

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

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

Phone: (718) 482-5386  
Email: [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu)  
Web site: [www.lagcc.cuny.edu/veterans](http://www.lagcc.cuny.edu/veterans)



LaGuardia.Veterans



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



@LaGuardia Vets

## Education

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

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



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

- Site-Based Program Design and Staff Training
- Best Practices Workshops:
  - More than College Knowledge
  - Embedded Advisement
  - Designing Integrated Training Programs
  - Thinking Like a Scientist
  - Building a Better Bridge to College and Work: Models that Work for High School Equivalency Students
  - Designing Sector-Focused Basic Skills Instruction
  - Developing Career Pathways Programs for Low-Skilled Adults
- Teacher and Curriculum Development Coaching

- Demonstration Classes (Visit one of our classrooms to see our work in action!)

#### CCPI works with:

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

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

## Certificación en el Cuidado de Niños



Preparese para obtener la certificación en el cuidado de niños. Usted aprenderá como desarrollan y aprenden los niños de 2 meses a 12 años de edad, y también de regulaciones relacionados del estado de Nueva York. Al final del curso, recibirá un certificado de finalización de LaGuardia. Temas: \* Introducción a la Salud y Seguridad \* Crear un Ambiente Seguro \* Crear un Ambiente Saludable (Partes I y II) \* Proteger y Prevenir: Abuso y Maltrato Infantil, Síndrome de Muerte Súbita del Lactante (SIDS) y Síndrome del Bebé Sacudido \* Preparación y Respuesta ante la Emergencia \* Introducción del Desarrollo Físico, Cognitivo, Creativo y Comunicativo del Niño.

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

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

**Instructora: Daisy Payamps** ha sido profesora de educación en la primera infancia por 10 años, dueña/administradora de una guardería infantil por 8 años y maestra asistente de niños preescolar por 16 años.

Sat Feb 6 – Feb 27 (4 sessions/30 hours)  
9:00 am – 5:00 pm \$500 A05ELE001A

Sat Mar 5 – Apr 2 (4 sessions/30 hours)  
9:00 am – 5:00 pm \$500 A05ELE001B

## Child Abuse Identification and Reporting

*Physicians, physician assistants, nurses, social workers, counselors, teachers and any adults working with children under 18 years of age are required by New York State law to report suspected child abuse and neglect.*

Learn how to identify symptoms of child abuse and neglect and what the required procedures are for reporting abuse. The NYS Certificate of Completion will be issued to those who attend the complete session. For more information call (718) 482-5481. ND

Sat Mar 12 (1 session/2.5 hours)  
1:00 pm – 3:30 pm \$80 A05CRD010A

## School Violence Prevention

*Examine social patterns of harassment and bullying in a school environment, and discuss discrimination prevention and intervention.*

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

Sat Mar 12 (1 session/2.5 hours)  
9:30 am – 12:00 pm \$80 A05CRD010A

## ASL-English Interpretation Program

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

### Advanced American Sign Language II

Advanced ASL II is offered to reinforce your continuing development in becoming a fully fluent ASL user. Activities include hands-on experience in expressing narratives in ASL, and engaging in dialogue with various members within multi-cultural Deaf communities. This course also covers more advanced rules of ASL linguistics, cultural rules associated with language use, and information about the Deaf community and its history. Prerequisites: Advanced ASL I or permission of instructor.

Wed Jan 20 - Mar 23 (10 sessions/25 hours)  
6:00 pm - 8:30 pm \$439 A16INT002A

### Interpreting II

This class will provide you with an introduction to theories of interpreting and translation. Through readings, class discussion, journal writing and hands-on translation practice, you will explore and apply these theories to your own translated works in both target languages: American Sign Language and English. Through readings and source materials that are multi-culturally generated, you will explore and investigate how culture, power relations and context can influence translations. Pre-requisites: Interpreting I.

**Instructor: Mary Darragh MacLean**

Tue Jan 5 - Mar 22 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$1045 A16INT102A

### Interpreting in Educational Settings

Explore the ramifications of interpreting in the educational setting in order to address service provision for mainstream students who are Deaf and Hard of Hearing. Topics include: history and laws that affect educational interpreting, cognitive and linguistic development (both first and second language acquisition), language in education, roles and skills of educational specialist, and the impact of classroom variables on accessibility and interpretability. Students will have opportunity to analyze a variety of real classroom environments. Guest speakers, with expertise in K-12 settings as interpreters and service coordinators, will also be included. Sessions: 12 (3 hours each) Pre-requisites: Interpreting IV, Ethics and Decision Making for Interpreters, or permission of instructor.

**Instructor: Ummi Modeste**

Tue Jan 5 - Mar 22 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$1045 A16INT108A

### Interpreting Lab

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

**Instructor: David Rivera**

Mon Jan 4 - Mar 21 (9 sessions/22.5 hours)  
6:00 pm - 8:30 pm \$475 A16INT400A

### Interpreting V

This hands-on course provides further in-depth study and practice of ASL-English interpretation through the understanding and use of the simultaneous mode of interpreting. You will focus on both individual and team interpreting. You will compare transliteration and interpretation and practice transliteration. You will review the business of interpretation and the settings in which interpreters work, as they prepare to begin working in the field. Deaf individuals will be invited to class to participate as the "audience" for interpreting practice. And you will continue to do self-analysis and hone your skills and independent learning techniques. Pre-requisite: Interpreting IV and Ethics and Decision Making Co-requisite: Interpreting V Internship.

**Instructor: Christopher Tester**

Thurs Jan 7 - Mar 24 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$1045 A16INT109A

### Language in Use

In this course you will discuss a variety of language issues, both at the individual and societal levels. At the individual level, you will explore the ways language affects interactions between people—women and men, members of different racial and ethnic groups, people of differing social or economic status. At the societal level, you'll focus on the growth and spread of languages, multilingualism, language planning, and English as a world language. Pre-requisite: Introduction to the Field of Interpreting.

**Instructor: Dr. Christine Monikowski**

Thurs Jan 7 - Mar 24 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$1045 A16INT103A

### Service Learning II

Gain additional field experience by providing service in community-based organizations that require the use of American Sign Language (ASL). You will have new opportunities to acquire knowledge and develop skills while being of assistance to the Deaf Community. Seminar sessions foster reflective, critical and creative thinking in relation to your field experience. Prerequisites: Service Learning I and Introduction to the Field of Interpreting.

**Instructor: David Rivera**

Mon Jan 4 - Mar 21 (4 sessions/10 hours)  
5:45 pm - 8:15 pm \$239 A16INT551A



#### Using technology in the ASL-English Interpretation Program (AEIP)

Create and use an ePortfolio, an electronic record of your work, as part of your resume.

Hybrid course technology (distance learning) brings into the classroom ASL-English experts from outside the area. Face-to-face sessions are run using LaGuardia's virtual classroom technology.

CourseSites is an online course creation and facilitation service used for lectures, discussion groups (in ASL and written English), uploading video and written projects, and tracking grades.

Our fully digital, custom designed multimedia interpreting/language lab allows you to watch and record yourself as you practice signing.



# Learn American Sign Language

Learn American Sign Language



## Vice Chancellor Joins Deaf Program Students at Disability Pride Parade

Joined by students and staff from LaGuardia's Program for Deaf adults, CUNY Vice Chancellor of Student Affairs Frank Sanchez (far left) attended the Disability Pride Parade in Manhattan on July 12, 2015. The parade was part of a month-long celebration, sponsored by ADA25NYC (a consortium of New York City agencies as well as disabilities, community based and other organizations), honoring the 25th anniversary of the Americans with Disabilities Act (ADA) being signed into law.

Program for Deaf Adults' continuing education programs are the largest and most comprehensive in the New York City area. Our courses, taught in ASL, will help you improve your academic, language and/or life enrichment skills. For more information, including course descriptions, visit <http://ace.laguardia.edu/pda>. For the most current listing of all courses and schedules, visit <http://www.lagcc.cuny.edu/ace>. For questions or to schedule an appointment for an assessment or placement test, contact Jenna Gorman at (718) 482-5353 Voice or (917) 832-1138 VP, or [jgorman@lagcc.cuny.edu](mailto:jgorman@lagcc.cuny.edu). All courses are ND.

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. Using the Master ASL Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge. Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or equivalency diploma required. If you have already started your sign language education, you are required to

be pre-screened for appropriate level placement. To schedule an appointment contact Jenna Gorman at [jgorman@lagcc.cuny.edu](mailto:jgorman@lagcc.cuny.edu) or (718) 482-5353 Voice or (917) 832-1138 VP.

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened. For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B 234, at (718) 482-5640.

This program is not designed to train students as interpreters for the Deaf. For more information on our ASL English Interpretation Program visit <http://www.laguardia.edu/aeip>.

### Introduction to American Sign Language Workshop

Interested in learning American Sign Language? Find out how to become a fluent communicator or make a career from your ASL skills by attending our FREE introductory workshop. If you are registering for an ASL class in Program for Deaf Adults for the first time, it is strongly recommended that you attend this workshop, which introduces our teaching philosophy of ASL and Deaf Culture. You must register for this workshop; visit <http://www.laguardia.edu/ace/registration.aspx>.

Wed Mar 2 (1 session/1.5 hours)  
5:45 pm - 7:15 pm **A16ASL000A**

### Intensive Study in ASL Screening

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

Mon, Tues, Wed & Thurs Jan 4 - Mar 31 (1 session/1 hours)  
\$55 **A16ASL010A**

### Intensive Study in American Sign Language - Level 1

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

Registration deadline: January 2  
Sat Jan 9 - Apr 2 (22 sessions/46 hours)  
9:00 am - 1:00 pm **\$359 A16ASL011A**

Registration deadline: January 2  
Sat Jan 9 - Apr 2 (22 sessions/46 hours)  
1:00 pm - 5:00 pm **\$359 A16ASL011B**

Registration deadline: January 4  
Mon & Wed Jan 11 - Mar 30 (34 sessions/46 hours)  
5:45 pm - 7:55 pm **\$359 A16ASL011C**

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

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

Registration deadline: January 2  
Sat Jan 9 - Apr 2 (22 sessions/46 hours)  
9:00 am - 1:00 pm **\$359 A16ASL012A**

Registration deadline: January 2  
Sat Jan 9 - Apr 2 (22 sessions/46 hours)  
1:00 pm - 5:00 pm **\$359 A16ASL012B**

Registration deadline: January 4  
Mon & Wed Jan 11 - Mar 30 (34 sessions/46 hours)  
5:45 pm - 7:55 pm **\$359 A16ASL012C**

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

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

**Registration deadline: January 2**  
Sat Jan 9 – Apr 2 (22 sessions/46 hours)  
9:00 am – 1:00 pm \$359 A16ASL013A

**Registration deadline: January 2**  
Sat Jan 9 – Apr 2 (22 sessions/46 hours)  
1:00 pm – 5:00 pm \$359 A16ASL013B

**Registration deadline: January 5**  
Tues & Thurs Jan 12 – Mar 31 (34 sessions/46 hours)  
5:45 pm – 7:55 pm \$359 A16ASL013C

### Intensive Study in American Sign Language - Level 4

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

**Registration deadline: January 2**  
Sat Jan 9 – Apr 2 (22 sessions/46 hours)  
9:00 am – 1:00 pm \$359 A16ASL014A

**Registration deadline: January 2**  
Sat Jan 9 – Apr 2 (22 sessions/46 hours)  
1:00 pm – 5:00 pm \$359 A16ASL014B

**Registration deadline: January 5**  
Tues & Thurs Jan 12 – Mar 31 (34 sessions/46 hours)  
5:45 pm – 7:55 pm \$359 A16ASL014C

## Dual Access Courses

### Dual Access: ASL Fingerspelling, Numbers and Glossing – Level 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. Prerequisite: Intensive Study in ASL – Level 3 or pre-screening.

Tues & Thurs Jan 5 – Feb 25 (24 sessions/24 hours)  
5:45 pm – 7:55 am \$119 A16ASL018A

### Dual Access: ASL Fingerspelling, Numbers and Glossing – Level 2

Build on the foundations of ASL Fingerspelling, Numbers and Glossing – Level 1. You will focus on the further development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signs. Prerequisite: ASL Fingerspelling, Numbers and Glossing – Level 1 and Intensive Study in ASL – Level 4.

Tues & Thurs Jan 5 – Feb 25 (24 sessions/36 hours)  
5:45 pm – 9:05 pm \$229 A16ASL019A

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

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

Mon & Wed (5:45 pm – 9:05 pm) &  
Tues (5:45 pm – 7:55 pm) Jan 4 – Feb 24  
(18 sessions/48 hours)  
\$359 A16ASL026A

### 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 Mar 8 – Jun 16 (36 sessions/48 hours)  
3:25 pm – 5:35 pm \$359 A16ASL015A

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

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

Mon (6:00 pm–7:30 pm) & Wed (6:00 pm–8:45 pm)  
Mar 7 – Jun 15 (36 sessions/48 hours)  
\$359 A16ASL016A

### Dual Access: Intensive Study in American Sign Language – Level 4

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

Mon (7:30 pm–9:00 pm) & Wed (6:25 pm–9:00 pm)  
Mar 7 – Jun 15 (36 sessions/48 hours)  
\$359 A16ASL017A



#### Using technology in American Sign Language classes

Create presentations using PowerPoint or Google Slides to accompany your signed presentations. CourseSites is used in some courses to facilitate discussions outside of class. Google Drive or Dropbox is used in some courses to share class materials.



## Continuing Education Classes for Deaf Adults

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

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

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



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

#### SPRING 2016

Tue May 10 - Jun 28 (8 sessions/21 hours)  
4:35 pm - 7:15 pm \$269 A16DRV001A

### Individual Instruction for Deaf Adults

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

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

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

### Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Jan 4 - Mar 31 (1 session/2 hours)  
\$149 A16PDV001A

### Individual Instruction - 12 Hours

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

Mon, Tues, Wed & Thurs Jan 4 - Mar 31 (6 sessions/12 hours)  
\$959 A16PDV002A

### Individual Instruction - 24 Hours

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

Mon, Tues, Wed & Thurs Jan 4 - Mar 31 (12 sessions/24 hours)  
\$1859 A16PDV003A

# Training that gets you the



**Learn new skills in high-growth fields**

*- and do it in 12 months or less.*

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

## **In 1 month** *you can*

- Get a license as a taxi driver - page 58
- Take an online course in **Word, Excel, Power Point** or **Access** - page 40

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

- Certified as an **Income Tax Preparer** - page 42
- Certified as an **Emergency Medical Technician (EMT)** - page 45
- Certified as a **Pharmacy Technician** - page 50

## *you can complete*

- The **LPN to RN transition course** and earn 12 credits towards your nursing degree - page 46



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

- Certified in **QuickBooks** - page 42
- Certified in **Microsoft Office Applications (Word, Excel, Power Point and Access)** - page 39

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

- **Computer Service Technician** - page 36
- Certified as a **Construction Manager** - page 54

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

- Certified as a **Paramedic** - page 45

### **Statistics on certificate programs from a recent study show:**

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

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



#### **Using technology in Career and Professional Programs (CAPP)**

CourseSites delivers course content, enhances classroom teaching and allows 24-hour access to course materials.



# Get a Promotion

## Information Technology

### Computer Service Technician Certificate Program



Get the skills you need to start a career as a Computer Service Technician (CST). This 4 course, hands on training program will teach you how to repair and network computers as well as Windows Operating System.

Topics include: hardware, software, network systems new technologies.

In addition, you may take a fifth course to learn how to build your own computer and prepare for the CompTIA A+ certification test. For more information call (718) 482-7244. ND



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or vets@lagcc.cuny.edu.



**Earn 3 college credits upon completion of the Computer Service Technician Certificate Program!**

#### Introduction to Computer Technology

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

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

#### FALL 2016

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

#### CST, Part 1: Hardware

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

#### FALL 2016

Sat (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP101A

#### CST, Part 2: Software

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

#### FALL 2016

Sat (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP102A

#### CST, Part 3: Networking

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

#### FALL 2016

Sat (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP103A

#### CST, Part 4: New Technologies

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

#### FALL 2016

Sat (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP104A

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

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

#### FALL 2016

Sat (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP112A

# or a New Career

## Meet an Expert in Cyber Security

### INFORMATION SESSION

Thursday, December 17 6:00 pm

- Meet our instructor, an experienced cyber security professional
- Explore the exciting fields of cyber security and networking

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

**FREE!** A05CYB000A



**Nicholas Riedinger**  
*Information Security Analyst teaches what he loves*

Nicholas (Nick) Riedinger started out in the IT field 12 years ago as a computer support specialist in an organization. He even started his own company with a partner, providing computer support for small/medium businesses.

But after working closely with a cyber security team and taking the lead on various issues, such as malware infections and phishing incidents, he was hired by that team as an Information Security Analyst.

“I’ve been in this position for a little over three and a half years, and I love coming to work!” says Mr. Riedinger. Now, as an instructor in LaGuardia’s Cyber Analyst Certificate Program, he’s passing along his knowledge and passion to students interested in a career in cyber security. With a Master of Science Degree in Integrated Digital Media and numerous industry certifications, Mr. Riedinger says he values being able to help solve complex problems for colleagues and co-workers.

“Unlike many traditional college programs, instructors in Division of Adult and Continuing Education programs at LaGuardia are professionals who work in their field of expertise,” notes Mr. Riedinger. “This allows students to not only get a theoretically sound education, but a hands-on one as well.”

*Help fight cyber crime. Become a cyber analyst!*

*Job opportunities are available in healthcare, financial services, insurance industries, government and educational systems.*

## Cyber Analyst Certificate Program

Gain the knowledge and technical skills required to become a Cyber Analyst. This 2-part, hands-on certificate program will also prepare you for industry certification exams CompTIA Network+ and CompTIA Security+.

**Cyber attacks threaten the security of organizations and expose sensitive information. As these crimes increase in frequency, sophistication and scope of industries, IT experts in cyber security are needed more than ever.**

**If you are interested in computer networking and repair and want to play a vital role in protecting organizations from breaches in cyber security, begin an exciting career as a cyber analyst.**

### Cyber Analyst, Part 1: Networking

Review the fundamentals of computer networking and prepare for the CompTIA Network+ certification exam in this hands-on training course. You will learn about the features and functions of networking components as well as how to install, configure and troubleshoot basic networking hardware. You’ll also work on networking protocols and services. (Cost of textbook not included in course fee.) Prerequisite: Successful completion of the Computer Service Technician Certificate Program, CompTIA A+ certification or knowledge of operating systems and hardware.

SPRING 2016

### Cyber Analyst, Part 2: Security

Build on your knowledge and professional experience with security fundamentals, networks and organizational security as you acquire the specific skills needed to implement basic security services on any type of computer network. You will also prepare for the CompTIA Security+ certification exam. (Cost of textbook not included in course fee.) Prerequisite: Successful completion of Cyber Analyst, Part 1: Networking, CompTIA Network+ certification or knowledge of basic networking concepts.

Tues & Thurs Jan 12 - Mar 24 (22 sessions/45 hours)

6:00 pm - 8:00 pm \$950 A05CMP115A

DID YOU KNOW?

This field is projected to grow 37% by 2022\*, much faster than the average for all occupations.

\*US Department of Labor, Bureau of Labor Statistics

## Computer Skills



### Strengthen your Professional Impact!

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

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

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

Register for these three Professional Office Skills courses in the same semester and **SAVE \$100\***

\*Cannot be combined with any other discount.

#### Data Analysis Simplified

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

Tues & Thurs Feb 9 - Feb 18 (4 sessions/12 hours)  
6:00 pm - 9:00 pm \$279 A05PRF001A

#### Powerful Presentations: Impress, Convince, Deliver

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

Mon & Wed Mar 28 - Apr 6 (4 sessions/12 hours)  
6:00 pm - 9:00 pm \$279 A05PRF002A

#### Efficient Email Management

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

Mon & Wed Mar 14 - Mar 23 (4 sessions/12 hours)  
6:00 pm - 9:00 pm \$279 A05PRF006A

## Fundamental Computer Skills

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

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

#### Computers and Internet Basics

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

Mon & Wed Jan 25 - Feb 3 (4 sessions/12 hours)  
6:00 pm - 9:00 pm \$125 A05CMP001A

#### Power Keyboarding



Become more efficient at work by improving your typing speed and accuracy. Learn a touch keyboarding method on the computer that will

help you type 30 words per minute with a maximum of three errors.

Mon & Wed Feb 8 - Mar 7 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$245 A05OSK001A

## Certificate Program in Microsoft Office Applications



*Microsoft Office is the most common software application used in business today.*

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

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



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

### Microsoft Word for Windows

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

Tues & Thurs Feb 23 – Mar 17 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$245 A05OSK003A

### Microsoft Excel for Windows

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

Sat Feb 6 – Apr 2 (8 sessions/24 hours)  
9:30 am – 12:30 pm \$245 A05OSK003A

**Take 4 and save \$122\***

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

\*Cannot be combined with any other discount.

### Microsoft PowerPoint Presentations for Windows

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

Sat Feb 27 – Mar 19 (4 sessions/12 hours)  
1:00 pm – 4:00 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.

SPRING 2016  
Mon & Wed Apr 11 – Apr 27 (6 sessions/18 hours)  
6:00 pm – 9:00 pm \$185 A05OSK004A



**Earn 3 college credits upon completion of the Microsoft Office Certificate Program!**

## Administrative Assistant Certificate Program

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

**Required Courses:** Power Keyboarding, Write Effective Email, Building Reports in Excel, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access Intensive.

(You may take individual courses without intending to complete the certificate program.) For more information call (718) 482-7244. ND

### Business Writing Skills

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

**Instructor:** Glenn Zuraw, BS in Spanish and International Business, Pennsylvania State University, has over a decade of experience in the business sector and has taught courses related to ESL, business and corporate communications. He is a Certified Healthcare Interpreter and is an associate director at a Queens hospital.

Tues & Thurs Mar 22 – Apr 14 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$265 A05BUS017A

### Building Reports in Excel

Learn the basics of creating financial reports in Excel. This course will teach you how to transform financial data into attractive and easy-to-read reports. The final project will be to create a simple budget using Excel. Prerequisite: Microsoft Excel for Windows or equivalent experience. ND

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

SPRING 2016  
Tues & Thurs May 3 – May 26 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$265 A05OSK016A



A photograph of a modern cafe with brick walls and large windows. Several people are seated at wooden tables, working on laptops. A man in the foreground is looking at his laptop. A woman in the background is also working. The atmosphere is bright and professional.

# LEARN ONLINE

## Any Time, Anywhere ... Just a Click Away

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

- Accounting
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- Computer Applications
- Personal Development
- Teaching and Education
- Technology
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Tuition starts at just \$135.

You can complete your course in 6 weeks!

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

For more information or assistance with registration:

(718) 482-5481

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



## Job Search Skills

*Instructor: Carolyn Todd Nobles, Masters Degree in Social Work, Adelphi University, has five years of experience in social services in the areas of job training, professional development, career coaching and life skills assistance. She has worked in a variety of settings, including hospitals and academic institutions as well as one-on-one counseling.*

### Creating an Efficient Job Search Plan

Discover the key steps in a successful job search. You will review tools and strategies to help you find employment in today's challenging economy.

Sat Mar 5 (1 session/2 hours)  
10:00 am - 12:00 pm \$25 A05JOB001A

### Impressive Resumes: Pass the 30 Second Test

Thirty seconds is all employers take to scan your resume and decide whether you will progress to the next hiring stage. Review effective resumes, including format, structure and purpose, and pass the 30 second test!

Sat Mar 5 (1 session/2 hours)  
12:30 pm - 2:30 pm \$25 A05JOB002A

### Make Connections: Effective Networking

It's all about the people you know! Making connections is an important part of the job search process. Explore different types of successful networking strategies.

Sat Mar 12 (1 session/2 hours)  
10:00 am - 12:00 pm \$25 A05JOB003A

### Nail that Interview: Tips and Techniques

Sharpen your skills and maximize your chance of giving a great job interview. Discuss successful strategies and proper preparation, including common interview questions and follow up tips.

Sat Mar 12 (1 session/2 hours)  
12:30 pm - 2:30 pm \$25 A05JOB004A

More than 20,000 new web developers  
will be needed by 2022.

Are  
you  
ready?



**open code**

Web Development Training at LaGuardia Community College

**Info Session: Tuesday, February 16**

Register Now! Call (718) 482-5364

Learn HTML, CSS and JavaScript to jumpstart your career as a web developer.

More advanced classes to come.  
For more information visit [Laguardia.edu/opencode](http://Laguardia.edu/opencode).

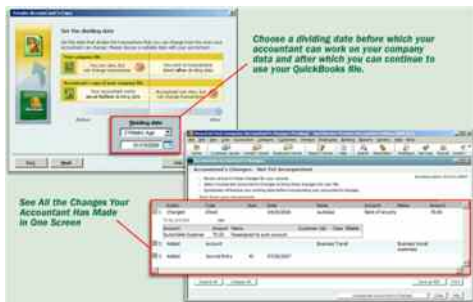
# Accounting, Bookkeeping and Tax Preparation

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



## Computerized Bookkeeping for QuickBooks Certificate Program

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



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



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

### Bookkeeping with QuickBooks, Part 1

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

Tues & Thurs Jan 26 - Feb 23 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$410 A05OSK006A

Sat Feb 13 - Mar 19 (6 sessions/27 Hours)  
9:00 am - 2:00pm \$410 A05OSK006B

### Bookkeeping with QuickBooks, Part 2

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

Tues & Thurs Mar 1 - Mar 17 (6 sessions/18 Hours)  
6:00 pm - 9:00 pm \$300 A05OSK007A

Sat Apr 2 - Apr 23 (4 sessions/18 Hours)  
9:00 am - 2:00pm \$300 A05OSK007B

### 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.

Sat Jan 16 - Feb 6 (4 sessions/18 Hours)  
9:00 am - 2:00pm \$300 A05OSK008B

Tues & Thurs Mar 22 - Apr 7 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$300 A05OSK008A

#### SPRING 2016

Sat Apr 30 - May 21 (4 sessions/18 Hours)  
9:00 am - 2:00pm \$300 A05OSK008B

MAKE EXTRA

**\$\$\$** *Become a registered tax preparer or learn to prepare taxes for personal use.*

## Tax Return Preparer Certificate

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



### Tax Return Preparer

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

#### SPRING 2016

Sat May 7 - Jun 25 (7 sessions/45 hours)  
9:30 am - 4:30 pm \$635 A05BUS002A

*An Enrolled Agent represents taxpayers before the Internal Revenue Service (IRS). Enrolled Agent status is the highest credential awarded by the IRS.*



## IRS Enrolled Agent Preparation Program

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

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

### IRS Enrolled Agent, Part 1: Individuals

Review taxes for individuals, and qualifications and procedures for client representation in depth. Topics include tax regulations as well as estate and gift taxes. Prerequisite: Successful completion of Tax Return Preparer Certificate Program or passing of an online screening test. (Link to screening test: [www.lagcc.cuny.edu/capp/Tax-Preparer-Test/](http://www.lagcc.cuny.edu/capp/Tax-Preparer-Test/))

SUMMER 2016

### IRS Enrolled Agent, Part 2: Corporations and Partnerships

Examine corporation (both C Corp and S Corp) and partnership taxes in depth. Topics include tax regulations as well as trust and exempt organization taxes. Prerequisite: Successful completion of IRS Enrolled Agent, Part 1: Individuals.

SUMMER 2016

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

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

SUMMER 2016

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



## Notary Public Test Preparation

For more information about the course below call (718) 482-7244.

### Notary Public Test Preparation

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

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

Wed Feb 24 (1 session/3 hours)  
6:30 pm – 9:30 pm \$91 A05BUS001A



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

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

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

### Accounting Fundamentals

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

For more information or assistance with registration:

[aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu)  
(718) 482-5481

Student Review:

*I loved the class and learned a lot. I would highly recommend it to others, and I intend to follow up with the second accounting course. Kudos to ed2go. It's a great place for learning online.*





# Healthcare - Clinical

## Certified Clinical Medical Assistant (CCMA)

*The Certified Clinical Medical Assistant is an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG).*

In order to take the national certification exam for Clinical Medical Assistant, you must successfully pass all five courses in this program. You may take the courses in any order, or you may take them individually.

For those who have evidence of previous training, you may take competency exams for Medical Terminology, EKG Technician or Phlebotomy courses to receive exemption from that part of the CCMA Program. A grade of 80% or greater is required to be exempt, and Phlebotomy also requires a practical skills competency exam in blood drawing. There is a fee of \$99 per competency exam. Evidence of current American Heart Association certification in Basic Cardiac Life Support and First Aid will exempt you from the AHA CPR for Healthcare Providers with First Aid course. For more information call (718) 482-5768.



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu).

### Phlebotomy

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

#### SPRING 2016

Mon, Wed, Fri + 3 Saturdays May 9 - Jul 13  
(31 sessions/124 hours)  
6:00 pm - 10:00 pm \$963 A11HLT002A

#### SPRING 2016

Mon, Wed, Fri + 3 Sundays May 9 - Jul 13  
(31 sessions/124 hours)  
10:00 am - 2:30 pm \$963 A11HLT002B

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

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

Sun (9:00 am - 6:00 pm) & Mon (6:00 pm - 10:00 pm)  
Mar 27 - Mar 28 (3 sessions/12 hours)  
6:00 pm - 10:00 pm \$160 A11CPR001A

Tues, Wed & Thurs Mar 29 - Mar 31 (3 sessions/12 hours)  
6:00 pm - 10:00 pm \$125 A11CPR001B

### EKG Technician

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

#### SPRING 2016

Mon, Wed, Fri + 3 Saturdays Apr 4 - May 7  
(21 sessions/84 hours)  
6:00 pm - 10:00 pm \$785 A11HLT001A

#### SPRING 2016

Mon, Wed, Fri + 3 Sundays Apr 4 - May 8  
(21 sessions/84 hours)  
10:00 am - 2:30 pm \$785 A11HLT001B



### CCMA Procedures

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

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

Mon, Wed, Fri + 1 Saturday Feb 1 - Mar 2  
(14 sessions/56 hours)  
6:00 pm - 10:00 pm \$554 A11HLT004A

#### SUMMER 2016

Mon, Wed, Fri + 1 Saturday Jul 18 - Aug 12  
(14 sessions/56 hours)  
6:00 pm - 10:00 pm \$554 A11HLT004A

#### SUMMER 2016

Mon, Wed, Fri + 1 Sunday Jul 18 - Aug 12  
(14 sessions/56 hours)  
10:00 am - 2:30 pm \$554 A11HLT004B

### Medical Terminology

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

Mon, Wed, Fri Mar 7 - Mar 25 (9 sessions/36 hours)  
10:00 am - 2:30 pm \$305 A11HLT003B


Mon, Wed, Fri Mar 7 - Mar 25 (9 sessions/36 hours)  
6:00 pm - 10:00 pm \$305 A11HLT003A



## Emergency Healthcare Programs

*Lives often depend on the prompt response and expert care of emergency medical technicians (EMTs) and paramedics.*

Accidents, heart attacks, childbirth and trauma all require immediate medical intervention. Throughout New York City, 24/7, EMTs and paramedics respond to emergencies, treating and then transporting the sick or injured.

 These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu).

### Emergency Medical Technician (EMT) Basic

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

Mon & Wed Jan 25 - May 19 (65 sessions/205 hours)  
9:30 am - 4:30 pm \$1095 A11EMT001C

Mon, Tues & Wed Feb 16 - Jun 16 (65 sessions/205 hours)  
6:00 pm - 9:30 pm \$1095 A11EMT001D

### Paramedic Original

EMTs, are you ready to take your career to the next level? We will prepare you with the technical skills, medical knowledge, and clinical abilities necessary for you to excel as a NYS/NYC certified paramedic. We are the only NYC paramedic program with a 100% pass rate on the NYS Certification Exam for twelve years! Clinical rotation opportunities are available in Queens, Manhattan, Bronx and Brooklyn. Only LaGuardia offers you the choice of a college degree or certificate program. You must have 6 months or 200 hours of patient care experience on an ambulance to qualify for admission. The program includes 600 hours of clinical rotations. The course fee for members of a NY State registered ambulance service is \$7,300. For others, the fee is \$8,800.

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

FALL 2016  
Tues, Wed & Thurs (6pm - 10pm) and Saturdays (9am - 4pm)  
Sep 6 - Aug 17 (200 sessions)  
6:00 pm - 10:00 pm \$7300 A11PMD001A

### Donald Faeth

*30-year EMS veteran on staff in LaGuardia's EMT Program*



Donald Faeth is a seasoned Emergency Medical Services (EMS) professional, with over 30 years of experience in the field. Starting out as a volunteer Emergency Medical Technician (EMT) at the University at Buffalo/SUNY, Mr. Faeth was hired in 1987 by the New York City EMS (now

“The staff and resources available at LaGuardia provide a great learning environment and opportunities that would be difficult to acquire elsewhere.”

Fire Department of New York/FDNY) and earned his Paramedic certification. In the three decades that he has been working as a Paramedic in New York City, he has also been elected Chair of the NY State Emergency Medical Services Council and is on the FDNY Search and Rescue Team as well as the federal Urban Search and Rescue Team.

In 2013, Mr. Faeth came to LaGuardia as a Paramedic Lab Skills instructor and has progressed to the position of Certified Instructor Coordinator for the EMT Program. “EMS has been my profession for 31 years. Teaching EMS was the next step,” explains Mr. Faeth. Noting that he embraces the challenge of teaching students with very diverse backgrounds and circumstances, he says, “The staff and resources available at LaGuardia provide a great learning environment and opportunities that would be difficult to acquire elsewhere.”

100%

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

## LPN to RN Transition Pathway

FREE!

### SCREENING SESSION

- Review the steps to get into the LPN to RN Transition Pathway program.
- Get insight into this pathway from a LaGuardia professor.

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

## LPN to RN Transition Course

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

For more information contact [aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu)

### SPRING 2016

Tues & Thurs Apr 5 - May 17 (13 sessions/39 hours)  
5:45 pm - 8:45 pm \$665 A05LPN001A

## Radiologic Technology

*Increase your knowledge, acquire specialized skills, and earn Continuing Education Credits to give you an edge in the field of radiologic technology.*

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



### Mammography Certification Preparation

Radiologic Technologists, become more competitive in the job market by earning an additional certification needed to perform mammograms. The 18-hour course consists of lecture and lab work and leads to 18 Continuing Education Credits (CECs)\* required to maintain licensure. This activity is approved for credit by the ASRT.

**Instructor: Lorena Maldonado, MD** from St. Louis University, Philippines, RT (R) (MR) (M) (ARRT), is certified by the American Registry of Radiologic Technologies (ARRT) for Mammography and Magnetic Resonance Imaging (MRI) and Diagnostic Radiography. She has worked in the medical field for over 15 years and has been an instructor since 2007. She has taught at LaGuardia Community College since 2011.

Tues & Thurs Feb 23- Mar 18(6 sessions/18 hours)  
6:00 pm - 9:00 pm \$789 A05RAD001A



### Magnetic Resonance Imaging (MRI)

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

FALL 2016

## Classes ONLINE

Need to upgrade your skills but don't have time to come to class?

Human Anatomy and Physiology

Spanish for Medical Professionals

Medical Terminology: A Word Association Approach

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

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

### Human Anatomy and Physiology

**Instructor: Holly Trimble**, Masters Degree in Pediatric Physical Therapy, teaches college-level anatomy and physiology, and is the author of the eBook College Success Now!



### Student Review:

*I enjoyed reading the questions and responses from the teacher and students. The answers were very clear and not too technical.*

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

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

We serve the following professions:

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

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

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



Beata (right) with colleagues.

## Beata Pieciukiewicz

*Nurse from Poland achieves licensure in New York, grateful to LaGuardia*

Beata Pieciukiewicz worked most of her professional life as an anesthetics nurse in an Operating Room and Intensive Care Unit. She came to the US four years ago without knowing any English at all, but her dream was to be a nurse here as well. "I wanted to work in my profession, doing things that I love and know the best. I gave myself five years to learn English and achieve my goal," says Beata.

“I achieved my goal... Now I work as a school nurse, but this wouldn't have happened without the program and my family. Thank you for everything!”

Working as a home health aide, she took English classes and studied on her own. Then, a friend told her about the New York City Welcome Back Center and the NCLEX-RN Preparation Course for English Language Learners (ELLs), and that's when things took off.

Having to begin with LaGuardia's Bridge to Healthcare Careers program in order to build her English skills, Beata was finally accepted into the NCLEX-RN Preparation Course for ELLs. She points out that the instructors were not only knowledgeable but supportive in every way. "They transferred their knowledge and essential medical information to us in a simple and understandable way, but being very professional at the same time. They all have done everything they could have to make this experience the best! One that turned into the biggest accomplishment of our lives," say Beata.

"I achieved my goal," she notes. "Now I work as a school nurse, but this wouldn't have happened without the program and my family. Thank you for everything!"

## FREE NCLEX-RN Preparation Course for Internationally Trained Nurses

Study the English language and nursing skills needed to pass the NCLEX-RN exam and become re-licensed in New York State.

### Requirements:

- Be an English language learner
- Be a New York City resident and eligible to work in the US
- Have a nursing degree from your home country
- Have high-intermediate level of spoken English
- Be available to study a minimum of 16 hours per week in the evenings for 8 months
- Submit re-credentialing applications to CGFNS and NYSED

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

Click on "Become a Member" to pre-apply

For questions email [NYCWBC@lagcc.cuny.edu](mailto:NYCWBC@lagcc.cuny.edu)

*There is a huge difference in my life before the Welcome Back Center and after. I got the tools to be prepared to take the NCLEX-RN and improved my life.*

-America Diaz, NCELEX-RN Preparation Course for English Language Learners, Class of 2014



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



### FREE medical billing training at LaGuardia Community College

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

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

**Registration begins January 2016  
Enroll Now!**



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

### Computer Literacy

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

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

For more information call (718) 482-5171 or email [vjarvis@lagcc.cuny.edu](mailto:vjarvis@lagcc.cuny.edu).

### NCLEX-RN Preparation Course for Internationally Trained Nurses

Do you have a nursing degree from another country? Take a step towards becoming a nurse in New York. Study with the New York City Welcome Back Center and get the English language skills you need to pass the National Council Licensure Examination for Registered Nurses.

For more information or to register for an orientation call (718) 730-7530 (Monday through Thursday 10:30 AM to 6:30 PM) or visit [www.laguardia.edu/nycwbc](http://www.laguardia.edu/nycwbc).

### Green Jobs Training Program

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

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

# Healthcare - Related



## INFORMATION SESSION

*Discover your career path: Medical Administration*

**A05MOA000A**

**Tuesday, January 26 6:00 pm**

Learn about medical coding and medical office assistance from top employers.

You've got questions.

**We've got answers.**

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

## Medical Administration

Start a career in a field that provides job stability and opportunities for advancement. Medical administrators provide administrative, finance and information management support to hospitals and clinics. According to the US Bureau of Labor Statistics, medical administrative jobs are projected to grow by 22% through 2022. Entry level salaries start at \$35,000 and require only a high school diploma or equivalency. ND

**Note: Overview of the US Healthcare System is a prerequisite for Medical Office Assistant and Medical Coder Certificate**

### Overview of the US Healthcare System

Gain an understanding of the United States healthcare system and develop critical thinking skills essential to work in the field. Through reading and writing activities, you will learn about insurance systems, care delivery models, HIPPA and the current Affordable Care Act as well as their impact on the healthcare sector.

Tues & Thurs Feb 2 - Mar 3 (10 sessions/30 hours)  
6:00 pm - 9:00 pm \$420 **A05HLT006A**

### Medical Office Assistant Certificate

Use your customer service skills to break into the field of medical administration. Learn the processes and terminology needed to work in a fast-paced hospital or medical office. Connect with a local hospital through site visits. Prerequisites: High school diploma or equivalency; Overview of the US Healthcare System, Power Keyboarding, Microsoft Word and Microsoft Excel courses.

Tues & Thurs Mar 8 - Jun 18 (31 sessions/93 hours)  
6:00 pm - 9:00 pm \$1240 **A05MOA001A**

### Medical Coder Certificate

Use your problem solving skills to begin a career in healthcare information management by preparing for the national Certified Professional Coder (CPC) exam.\* Learn the anatomy and pharmacology needed to assign International Classification of Diseases 9 Clinical Modification (ICD 9 CM) codes and Current Procedural Terminology 4 (CPT 4) codes to medical procedures. Connect with a local hospital through site visits (Cost of textbooks and exam fee not included.) Prerequisites: High school diploma or equivalency; Overview of the US Healthcare System and Microsoft Excel for Windows courses. \*Important note: Certified Professional Coder (CPC) certification exams will continue testing on ICD-9-CM until ICD-10-CM system is officially implemented.

Mon, Tues & Thurs Mar 8 - Jun 23  
(47 sessions /141 hours)  
6:00 pm - 9:00 pm \$2229 **A05COD001A**

### Learn the new national coding guidelines

#### ICD-10-CM Coding Guidelines

Study coding conventions and guidelines unique to ICD-10-CM in order to prepare for the transition from ICD-9-CM. Prerequisite: Certified Professional Coder (CPC) credential or equivalent.

Tues & Thurs Feb 2 - Feb 23 (7 sessions/21 hours)  
6:00 pm - 9:00 pm \$289 **A05COD002A**

**DID YOU KNOW?**

Medical administrative jobs are projected to grow by 22% through 2022. Entry level salaries start at \$35,000 and require only a high school diploma or equivalency.

*US Bureau of Labor Statistics*

## INFORMATION SESSION

### Become a Pharmacy Technician

Tuesday, January 19 6:00 pm

- Meet our instructor, an experienced pharmacist working in a premier hospital.
- Learn more about the field and options available with certification.

You've got questions.

**We've got answers.**

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

**FREE!** A05PHM000A

## Pharmacy Technician Certification Preparation

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



Offered in partnership with Condensed Curriculum International, Inc. Prerequisite: High school or equivalency diploma and passing of an online screening test. (Link to screening test: <http://www.lagcc.cuny.edu/capp/pharmacy-technician-test/>) ND

**Instructor:** Milan Topalov, PharmD in Pharmacy, St. John's University, has eight years of experience as a NYS Registered Pharmacist working in a hospital setting and has been an instructor for medical personnel since 2010. He has taught in LaGuardia's Career and Professional programs since 2012.

Tues & Thurs Feb 23 - Apr 28 (20 sessions/70 hours)  
6:00 pm - 9:30 pm \$1015 A05HLT001A

## Ace the National Physical Therapist Assistant (PTA) Exam by taking this 1-day seminar.

### Physical Therapy Assistant (PTA) Certification Exam Review Seminar

Ace the National Physical Therapist Assistant (PTA) Exam by taking this 1-day seminar. Review recent exam questions, trends, study tools and resources; participate in sample activities in eight distinct areas of clinical practice; identify your strengths and weaknesses; and develop effective remedial strategies. This workshop is conducted by TherapyEd, a leader in PT & PTA exam review. ND For more information call (718) 482-5481.

**SPRING 2016**

Sat Jun 4 (1 session/7 hours)  
8:30 am - 4:30 pm \$260 A05PTA001A

## Would you like to become a Food Service Supervisor?



## Dietary Manager Program

Are you interested in upgrading your skills in food service management? Would you like to become a Food Service Supervisor? Certified Dietary Managers are nationally recognized experts at managing dietary operations. The LaGuardia ACE Dietary Managers Program provides training for people already working in a healthcare foodservice facility to continue up the career ladder. *Approved by the ANFP*

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

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

The program is presented in three modules: fall, winter and spring. Each module runs for 10 weeks and includes 40 hours of lecture plus 50 hours of supervised fieldwork at the work site. Upon successful completion of the program, you are eligible to sit for the certification examination. For more information call (718) 482-7244. ND

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

## Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle.

**FALL 2016**

Tue (10 sessions/42.5 hours)  
5:45 pm - 10:00 pm \$385 A05DMG001A

## Safety and Sanitation

Study and apply safety and sanitation procedures in food production.

Tue Jan 26 - Mar 29 (10 sessions/42.5 hours)  
5:45 pm - 10:00 pm \$385 A05DMG002A

## Quantity Food Production and Management

Learn techniques used in quantity food production and management of food service operations.

**SPRING 2016**

Tue Apr 12 - Jun 14 (10 sessions/42.5 hours)  
5:45 pm - 10:00 pm \$385 A05DMG003A

## Healthcare Interpreter Certificate Program, Level 1

*Are you bilingual? Learn the skills and basic vocabulary needed to start working in the high demand field of healthcare interpreting.*



Become a qualified healthcare interpreter by successfully completing the Level 1 course (45 hours) and passing the national Language Line Interpreter Skills Test (medical scenario). For more information call (718) 482-7244.

**Instructor:** *Nor Bey, MS in Administrative Studies, Boston University, BA in Foreign Languages, University of Tolima, is coordinator for the Language Access Program at Metropolitan Hospital in New York. He has seven years of interpreting experience in hospital and legal settings, and has taught in LaGuardia's Career and Professional Programs since 2012.*

### Intro to Spanish/English Healthcare Screening

Sat Feb 6 (1 session/2 hours)  
11:00 am - 1:00 pm \$0 A05HLT000A

Sat Feb 13 (1 session/2 hours)  
11:00 am - 1:00 pm \$0 A05HLT000B

### Spanish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school diploma or equivalency and passing of a Spanish/English diagnostic exam. For more information or to register call (718) 482 7244. Payment plan available. ND

Sat Mar 12 - May 21 (10 sessions/45 hours)  
9:00 am - 1:30 pm \$1010 A05HLT002A

## INFORMATION SESSION

### What is a Central Service Technician

**Tuesday, February 2 6:00 pm**

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

You've got questions.

**We've got answers.**

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

**FREE!** A05STL000A

## Central Service Technician



The Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing medical devices and equipment needed for patient care, especially during surgery. This 3-course program focuses on requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSSM) and prepares you to sit for the Certified Registered Central Service Technician certification exam. Successful completion of all three courses allows you to take the CST certification exam. ND

**Instructor:** *William Holliday, MS in Healthcare Administration, Iona College, is a certified International Association of Healthcare Central Service Materiel Management (IAHCSSM) Instructor and is the director of sterile processing at a hospital center in Brooklyn. He has been in the Central Service Technician field for 30 years and has been teaching the Central Service Technician program since 2000.*

### Introduction to Central Service and Sterile Processing

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

Tues & Thurs Mar 1 - Mar 29 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$409 A05STL001A

### Surgical Instruments, Sterilization and Sterile Packing

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

Tues & Thurs Apr 5 - May 3 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$409 A05STL002A

### Cleaning and Decontaminating Surgical Instruments

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

**SPRING 2016**  
Tues & Thurs May 10 - Jun 7 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$409 A05STL003A

*The Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing medical devices and equipment needed for patient care, especially during surgery.*



# Construction & Building Management

*LaGuardia Community College is partnering with Safety Dynamics, a full service safety, health and environmental consulting firm, to offer the following construction related courses.*

## Safety Dynamics Construction Courses

Safety Dynamics, LLC has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET).

Safety Dynamics training curricula is approved by OSHA, the NY State Department of Transportation and many New York City agencies, including the Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection.

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

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

### 4 Hour Flagging (NYSDOT)

Earn the essential flagging certificate by taking this NY State Department of Transportation approved course. You will focus on construction site and roadway safety, and the appropriate role of flagmen. You must register 2 business days before the course begins.

Sat Jan 9 (1 session/4 hours)  
8:30 am - 12:30 pm \$150 A05OSH301A

Mon Feb 15 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 A05OSH301B

Mon Mar 14 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 A05OSH301C

### 4 Hour Scaffolding (NYCDOB)

Get the required training and certificate to work on supported scaffolding of any height by taking this NYC Department of Buildings approved course. Topics include how to properly erect and load scaffolds, fall prevention and electrical hazards, Chapter 33 building regulations, ladder safety, how to properly wear a full body harness and more. You must register 2 business days before the course begins.

Mon Jan 11 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 A05OSH300A

Mon Jan 25 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 A05OSH300B

Mon Feb 8 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 A05OSH300C

Mon Feb 22 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 A05OSH300D

Mon Mar 7 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 A05OSH300E

Mon Mar 21 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 A05OSH300F

### 30 Hour Concrete Safety Manager (NYCDOB)

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

Thurs & Fri Jan 14 - Jan 29 (6 sessions/30 hours)  
5:00 pm - 10:30 pm \$650 A05OSH303A

Thurs & Fri Feb 4 - Feb 19 (6 sessions/30 hours)  
5:00 pm - 10:30 pm \$650 A05OSH303B

Thurs & Fri Mar 10 - Mar 25 (6 sessions/30 hours)  
5:00 pm - 10:30 pm \$650 A05OSH303C

### 40 Hour Site Safety Manager (NYCDOB)

Earn the Site Safety Manager certificate, essential for working in any level of the construction industry, by taking this NYC Department of Buildings approved course. This class also sets you on the path to become a licensed Site Safety Manager. Topics include NYC building codes, current federal and state regulatory standards, and applicable local laws to ensure compliance and safe work practices in construction. You must register 2 business days before the course begins.

Mon, Tues & Wed Jan 11 - Jan 27 (8 sessions/40 hours)  
5:00 pm - 10:30 pm \$700 A05OSH302A

Mon, Tues & Wed Mar 7 - Mar 22 (8 sessions/40 hours)  
5:00 pm - 10:30 pm \$700 A05OSH302B

### 10 Hour OSHA Construction Training

Study the Occupational Safety & Health Administration's (OSHA) code of federal regulations for construction in order to work on any construction site. Basic awareness training on the recognition, avoidance, abatement and prevention of workplace hazards will be covered. This certification is also a requirement to become a New York City on site supervisor. Upon successful completion, you will receive your OSHA certification and card. You must register 2 business days before the course begins.

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm)  
Jan 29 - Jan 30 (2 sessions/10 hours)  
\$150 A05OSH304A

Thurs & Fri Feb 25 - Feb 26 (2 sessions/10 hours)  
4:30 pm - 10:00 pm \$150 A05OSH304B

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm)  
Mar 25 - Mar 26 (2 sessions/10 hours)  
\$150 A05OSH304C

### 30 Hour OSHA Construction Training

Learn the Occupational Safety & Health Administration's (OSHA) code of federal regulations for construction by taking this course, a requirement to work on any construction site. Topics include fall protection, excavations, scaffolding, concrete and masonry, OSHA inspection procedures and more. You must register 2 business days before the course begins.

Mon, Tues & Wed Feb 8 - Feb 17 (6 sessions/30 hours)  
5:00 pm - 10:00 pm \$600 A05OSH305A

### 8 Hour Site Safety Manager (NYCDOB)

Take the required New York City Department of Buildings (NYCDOB) approved course to acquire NYCDOB licenses for Site Safety Manager, Site Safety Coordinator and Construction Site Superintendent. You will learn necessary methods and work practices in the construction of major buildings that are either 10 or more stories; 125 feet or more in height; or 100,000 square feet in lot coverage, regardless of height or as designated by the Commissioner of Buildings. Prerequisite: Must be a registered architect, licensed engineer OR have 5 years of construction supervision/safety experience, including 3 years supervising major building sites. You must register 2 business days before the course begins.

Sat Feb 13 (1 session/8 hours)  
8:00 am - 5:00 pm \$300 A05OSH307A

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

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

Sat Feb 6 (1 session/8 hours)  
8:00 am - 5:00 pm \$300 A05OSH306A

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

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

Sat Jan 30 (1 session/7 hours)  
8:00 am - 5:00 pm \$300 A05OSH308A

Sat Mar 26 (1 session/7 hours)  
8:00 am - 5:00 pm \$300 A05OSH308B



## Cursos de Construcción en Español Construction Courses in Spanish

Para información sobre estos cursos llame al (718) 482-7244. ND

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

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

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

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm) Jan 22 - Jan 23 (2 sessions/10 hours)  
\$150 A05CNS918A

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm) Feb 12 - Feb 13 (2 sessions/10 hours)  
\$150 A05CNS918B

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm) Mar 18 - Mar 19 (2 sessions/10 hours)  
\$150 A05CNS918C



Advance your career in the construction industry by becoming a construction manager

## Construction Management Certificate Program

Advance your career in the construction industry by becoming a construction manager. This 5-course certificate program provides you with the skills you need to successfully manage a construction team and site. Courses may be taken individually. Prerequisite: OSHA 10 Hour card.

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



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu).



### Introduction to AutoCAD

If you are a professional in the field or a student interested in architecture and engineering, this course is for you. Using AutoCAD 2014, you will learn basic and intermediate concepts, and shortcuts to speedier drawings. Learn to plot and create readable technical drawings from actual sketches. Prerequisite: Familiarity with computers and Windows 7. ND

**Instructor: Araceli Isidoro**, BA and BS in Architecture from City College of New York/CUNY, has worked with the NYC School Construction Authority for the past seven years. She has taught in LaGuardia's Career and Professional Programs since 2007.

SPRING 2016

Sat Apr 2 - May 21 (8 sessions/28 hours)  
1:00 pm - 4:30 pm \$519 A05CMP105A

### Project Management for the Construction Industry

Learn the basic concepts of project management. Discover how to analyze specific tasks, plan strategies for getting them done, and monitor work to insure completion according to plan using the Critical Path Method (CPM) technique of construction scheduling. ND

**Instructor: Gerald Sanmarco**, BS in Finance, Seton Hall University, is a third generation construction professional and has 16 years of experience in the field. He has taught in LaGuardia's Career and Professional Programs since 2011.

Mon Mar 28 - May 9 (7 sessions/21 hours)  
6:00 pm - 9:00 pm \$359 A05CNS004A

### Construction Materials and Methods

Find out about operations and materials presently being used in the construction industry. Emphasis is placed on understanding common practices, materials and nomenclature; interpretation of construction documents and plans; and equipment and methods used in construction. Topics include wood and metal stud framing, heavy timber construction, structural steel, interior and exterior finishes roofing and more. This course is geared towards general contractors, sub contractors, builders or home improvement specialists, project architects and material suppliers. ND

**Instructor: Frank Adamo**, MS in Leadership, Mercy College, BA in Education, St. John's University, has taught in LaGuardia's Career and Professional Programs since 2002.

SPRING 2016

Wed Apr 6 - May 25 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$395 A05CNS005A

### Construction Drawings and Plans

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

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

FALL 2016

Wed (12 sessions/36 hours)  
6:00 pm - 9:00 pm \$576 A05CNS001A

### Construction Cost Estimating

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

**Instructor: Gerald Sanmarco**, BS in Finance, Seton Hall University, is a third generation construction professional and has 16 years of experience in the field. He has taught in LaGuardia's Career and Professional Programs since 2011.

Mon Jan 25 - Mar 14 (7 sessions/21 hours)  
6:00 pm - 9:00 pm \$356 A05CNS003A

## Construction Management Additional Courses

### Construction Scheduling Basics

Discover methods and tools to develop and implement construction schedules with the Critical Path Method (CPM). Learn the crucial role of scheduling to efficiently manage job resources and control costs. ND

SPRING 2016

### Construction Technology

#### Construction Scheduling with Microsoft Project

Apply the Critical Path Method (CPM) to schedule a simulated construction project using Microsoft Office Project. Prerequisite: Computer Applications in Construction and Construction Scheduling Basics or equivalent experience. ND

SPRING 2016

*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.*

## Refrigeration Machine Operator License Preparation

*In conjunction with the National Association of Power Engineers (NAPE), Chapter 44, we offer the Licensed Refrigeration Machine Operator program for members of NAPE. Passing this course prepares you for the written and practical exam for the license issued by the New York City Fire Department. All participants must be members of NAPE. If you are not, you may join when you register. In addition to tuition, annual dues for members taking the Licensed Refrigeration Machine Operator course are \$144, with an initiation fee of \$56. Certificates are awarded upon successful completion of the course.*

For more information call (718) 482-7244.



This course is eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu).

## Refrigeration Machine Operator License Preparation Course

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

### FALL 2016

Tues & Thurs (67 sessions/200 hours)

6:00 pm – 9:00 pm \$2600 A05BUS009A



# Transportation Programs

Register now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/) or call (718) 482-5335.

## Learn to drive

### Driver Education for the Public

For more information call (718) 482-5335.



*A driver license opens up many opportunities, both personal and professional.*

*Gain the skills and experience you need to get your New York State Department of Motor Vehicles (NYS DMV) driver license. ND*

Driver Education for the Public

#### Learner Permit Test Preparation

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

Mon Jan 25 (1 session/2 hours)  
6:00 pm - 8:00 pm \$49 A17LER001A

Sat Feb 6 (1 session/2 hours)  
10:00 am - 12:00 pm \$49 A17LER001B

Mon Feb 22 (1 session/2 hours)  
6:00 pm - 8:00 pm \$49 A17LER001C

Mon Mar 7 (1 session/2 hours)  
6:00 pm - 8:00 pm \$49 A17LER001D

Sat Mar 19 (1 session/2 hours)  
10:00 am - 12:00 pm \$49 A17LER001E

Mon Mar 21 (1 session/2 hours)  
6:00 pm - 8:00 pm \$49 A17LER001F

#### Pre-Licensing 5 Hour Course

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

Sat Jan 9 (1 session/5 hours)  
10:00 am - 3:00 pm \$59 A17PRE001A

Mon Jan 11 (1 session/5 hours)  
4:00 pm - 9:00 pm \$59 A17PRE001B

Sat Jan 30 (1 session/5 hours)  
10:00 am - 3:00 pm \$59 A17PRE001C

Mon Feb 1 (1 session/5 hours)  
4:00 pm - 9:00 pm \$59 A17PRE001D

Sat Feb 27 (1 session/5 hours)  
10:00 am - 3:00 pm \$59 A17PRE001E

Mon Feb 29 (1 session/5 hours)  
4:00 pm - 9:00 pm \$59 A17PRE001F

Sat Mar 12 (1 session/5 hours)  
10:00 am - 3:00 pm \$59 A05PRE001G

Mon Mar 14 (1 session/5 hours)  
4:00 pm - 9:00 pm \$59 A17PRE001H

#### Driving Lessons & Road Test

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

Jan 1 - Mar 31 (5 sessions)  
\$379 A17DLP001A

Jan 1 - Mar 31 (10 sessions)  
\$579 A17DLP002A



Using technology in Driver Education for the Public courses  
You will practice driving skills using computer simulators.

# at LaGuardia!

## Commercial Driver License Education

For more information call (718) 482-5335.

*Begin a successful career in commercial transportation. Acquire your New York State Department of Motor Vehicles (NYS DMV) Commercial Driver License (CDL). ND*



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

Get proper training to obtain your Commercial Driver License (CDL). Upon completion of this course, you will be able to take the NYS DMV driver permit tests for both CDL Class A (tractors trailers) and CDL Class B (buses and commercial vehicles). Topics include general knowledge, air brakes and combinations, all covered on the test. Prerequisite: 18 years of age or older, valid NYS DMV driver license (Class D) and Social Security card.

Wed Jan 6 (1 session/4 hours)  
5:00 pm - 9:00 pm \$69 [A17CDL001A](#)

Sat Jan 16 (1 session/4 hours)  
10:00 am - 2:00 pm \$69 [A05CDL001B](#)

Wed Jan 27 (1 session/4 hours)  
5:00 pm - 9:00 pm \$69 [A17CDL001C](#)

Sat Feb 6 (1 session/4 hours)  
10:00 am - 2:00 pm \$69 [A17CDL001D](#)

Wed Feb 24 (1 session/4 hours)  
4:00 pm - 9:00 pm \$69 [A17CDL001E](#)

Sat Mar 5 (1 session/4 hours)  
10:00 am - 2:00 pm \$69 [A17CDL001F](#)

Wed Mar 9 (1 session/4 hours)  
5:00 pm - 9:00 pm \$69 [A05CDL001G](#)

Sat Mar 19 (1 session/4 hours)  
10:00 am - 2:00 pm \$69 [A17CDL001H](#)

Wed Mar 23 (1 session/4 hours)  
5:00 pm - 9:00 pm \$69 [A17CDL001I](#)



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

Prepare for the CDL Class A road test behind the wheel of a tractor trailer. You will learn to operate a truck safely and efficiently in real life traffic. Offered in a 5 or 10-hour package, sessions include driving lessons; pre trip vehicle inspection (engine/cab inspection and external inspection); proper driving procedures; and vehicle control air brake usage. Also included is the road test appointment; a tractor trailer for the road test; and road test evaluation. You are responsible for all NYS DMV fees. Prerequisite: 18 years of age or older and valid NYS DMV Class A driver permit.

Dec 1 - Mar 31 (10 sessions)  
\$1859 [A05CDA002A](#)

Jan 1 - Mar 31 (5 sessions)  
\$1129 [A17CDA001A](#)



### Commercial Driver License Class B (Buses and Commercial Vehicles) Training with Passenger Endorsement

Prepare for the CDL Class B road test behind the wheel of a passenger bus. You will learn to operate a bus safely and efficiently in real life traffic. Offered in a 5 or 10-hour package, sessions include driving lessons; pre trip vehicle inspection (engine/driver area inspection and external inspection); proper driving procedures; and vehicle control air brake usage. Also included is the road test appointment; a passenger bus for the road test; and road test evaluation. You are responsible for all NYS DMV fees. Prerequisite: 18 years of age or older and valid NYS DMV Class B driver permit.

Jan 1 - Mar 31 (5 sessions)  
\$1029 [A17CDB001A](#)

Jan 1 - Mar 31 (10 sessions)  
\$1679 [A17CDB002A](#)

## DID YOU KNOW?

#### Tractor Trailer Truck Drivers (CDL Class A)

- Demand in the New York area is expected to grow by 7.5% annually\*
- Entry salary for heavy and tractor trailer truck drivers ranges from \$27,740 to \$44,030\*
- Transportation companies attract drivers with benefits such as insurance, retirement plans, paid vacations and safety bonuses

#### Bus and Commercial Drivers (CDL Class B)

- Demand for bus drivers in the New York area is expected to grow 23.8% annually\*
- Entry salary of \$26,2900, with benefits\*
- Get a job as a driver with the MTA, Department of Sanitation or other city agencies

\*New York State Department of Labor

## Taxi & For Hire Vehicle Driver Institute

We have over 30 years of experience serving all the needs of professional drivers (and the most affordable tuition in New York City). Register now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/) or call (718) 482-5335. For more information email [CUNYTAXI@lagcc.cuny.edu](mailto:CUNYTAXI@lagcc.cuny.edu). All Taxi & FHV Driver Institute classes are ND.

### Driver Applicants

The need for taxi drivers and for hire vehicles is expected to grow 12% annually, according to the New York State Department of Labor. Start your career in this high demand field in just a few weeks. ND

#### For Hire Vehicle (FHV) Driver Examination

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

Day and Evening Classes (1 session/5 hours)  
\$75 [A17TSF000](#)

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

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

Day and Evening Classes (3 sessions/24 hours)  
9:00 am - 6:00 pm \$175 [A17FHV000](#)

#### Medallion Taxi Driver Education Course

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

Day and Evening Classes (3 sessions/24 hours)  
9:00 am - 6:00 pm \$175 [A17MED000](#)

### Driver Point Reduction

Analyze your driver violation history in order to understand your pattern of behavior. Explore productive ways to deal with conflict, personal anger and aggression by better understanding and communicating with passengers. You will also learn proper protocol for interacting with police officers and the court system. Finally, you'll receive a copy of New York City and TLC traffic codes. Completion of this course eliminates 2 points from your TLC medallion taxi driver license and can be taken once every 5 years for point reduction.

(1 session/4 hours)  
\$75 [A17RFV000](#)

#### Medallion Taxi Driver Examination

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

Fri (1 session/5 hours)  
\$75 [A17TST000](#)

#### Wheelchair Accessible Vehicle Training (new drivers)

Medallion drivers, as of June 1, 2014 you are required to successfully complete a Wheelchair Accessible Vehicle Training course as part of your new driver training. The 3-hour training covers the Americans with Disabilities Act (ADA) requirements; assisting wheelchair riders into and out of vehicles, including the proper use of ramps; assisting with passenger lap and shoulder belts; and securing wheelchairs onto vehicles.

Day and Evening Classes (1 session/3 hours)  
\$75 [A17WAV000](#)

#### Defensive Driving for TLC Drivers

Take the New York State Department of Motor Vehicles (DMV) Certified Defensive Driving course, which meets TLC Defensive Driving requirements for all license types (TLC Rule #54-04K1). NYS DMV certification, books and materials are included in tuition.

Day and Evening Classes Jan 1 (1 session/6 hours)  
\$40 [A17DDV000](#)

### Current Drivers

Maintain your license by taking renewal and TLC mandated classes in a program with more than 30 years of experience. ND

#### Wheelchair Accessible Vehicle Training (current drivers)

Medallion drivers, you are required to successfully complete a Wheelchair Accessible Vehicle Training course as part of your TLC license renewal process. The 3-hour training covers the Americans with Disabilities Act (ADA) requirements; assisting wheelchair riders into and out of vehicles, including the proper use of ramps; assisting with passenger lap and shoulder belts; and securing wheelchairs onto vehicles.

Day and Evening Classes (1 session/3 hours)  
\$75 [A17WAV000](#)

#### TLC License Renewal

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

Day and Evening Classes (1 session/5 hours)  
\$75 [A05RNW000A](#)

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

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

(1 session/1 hours)  
\$40 [A17PED000](#)



#### Using technology in Taxi & For Hire Vehicle Driver Institute

Smart classrooms allow the display of Google Maps, with enhanced features such as Google Earth, street view, satellite imagery, real time traffic and vehicle navigation.

Learn the latest technology used in the industry, such as e-hail and GPS navigation smartphone application.

Class topics include "The Safe Use of a GPS with Voice Search" and "How to Use LARS," the Taxi & Limousine Commission's web portal for license applications, renewals and summonses.

"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](http://www.LaGuardia.edu/10ksb) or 718.730.7400



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# Start/Build Your Business

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### 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

## PTAC Helps Small HVACR Company Compete with Big Corporations

It's not easy for a minority owned small business to keep up with large corporations, but with the right help it can be done. Double "D" Repairs has become a much more lucrative business over the past four years, thanks to guidance from LaGuardia's Procurement Technical Assistance Center (PTAC).

Eddy Charles, owner of Double "D" Repairs, an HVACR and mechanical insulation company in Queens, learned about PTAC attending outreach programs for small businesses. Becoming a client in 2011, PTAC staff helped Mr. Charles acquire the New York State Minority Business Enterprise Certification (MBE), streamlining the entire application process. It has also assisted with his re-certification application, and Mr. Charles is now on track to locate even more procurement opportunities.

Because of the capacity building that PTAC has provided, including exposure to agencies such as Metro-North and the MTA, Double "D" Repairs has bid on opportunities for over \$400,000.

Because of the capacity building that PTAC has provided, including exposure to agencies such as Metro-North and the MTA, Double "D" Repairs has bid on opportunities for over \$400,000.



*Pamela Newman, owner of ISS Action, holds her Small Business Utilization Safety Award, which her company was awarded in 2011 by US Department of Transportation.*

## PTAC Helps Security Company Obtain Major Government Contracts

ISS Action, a woman-owned small business led by Pamela Newman, is a security services firm that employs 200 women and men and is licensed and bonded in eight states. Ms. Newman established the company in 1999 and operated the small business at John F. Kennedy Airport, providing security services to different airlines.

After 9/11, however, the business of airport security changed dramatically, and ISS Action began to pursue additional avenues, understanding that business diversification would be critical to survival. ISS Action's journey into government contracting began in 2005, and by 2006 the company was awarded five New York State contracts.

Eventually, ISS Action began to research Federal government contracting and reached out to LaGuardia's Procurement Technical Assistance Center (PTAC) in 2009 to learn more about opportunities available. After much active participation on Ms. Newman's part, and guidance from PTAC, in 2010 the company was awarded a large security contract for the NYC Department of Transportation's Brooklyn Bridge Rehabilitation from construction company Skanska. And in 2011, ISS Action was honored with the US Department of Transportation Small Business Utilization Safety Award for its security services on the Brooklyn Bridge project.

*With help from PTAC, ISS Action has been awarded, including option years, \$41 million in government contracts since 2009.*

ISS Action, a Disadvantaged Business Enterprise, was able to achieve Federal 8 (a) status, which helps small, disadvantaged businesses compete in the marketplace, and in December 2011 was awarded the Security and Protective Contract for a NASA location in Mississippi. In November 2013, the company was awarded the prestigious United States Merchant Marine Academy Federal contract for armed guards. And in August 2015, the company was awarded by the Port Authority of New York & New Jersey the armed PATH Train contract, which utilizes ISS Action armed guards in both New York and New Jersey.

With help from PTAC, ISS Action has been awarded, including option years, \$41 million in government contracts since 2009.

# Are you a new or emerging small business?

## LaGuardia has many services to help your business grow!

### **Do you need help preparing loan packages?**

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

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



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

**10,000 Small Businesses (10KSB)** is a five-year initiative developed by Goldman Sachs, to help small businesses across the U.S. grow and create jobs through greater access to business education, support services and capital.

Website: <http://laguardia.edu/10ksb/>  
 Call: (718) 730-7400  
 Email: [10KSB@lagcc.cuny.edu](mailto:10KSB@lagcc.cuny.edu)



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

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

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



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

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

Website: <http://laguardia.edu/capp>  
 Call: (718) 482-7244  
 Email: [aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu)

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

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

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



### **Do you want custom training for your employees?**

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

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

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

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

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



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

An In-Person Assistor/Navigator at LaGuardia, made available thanks to support from the Community Service Society, helps small businesses and individuals navigate the new law, and provides health reform information in group presentations and one-on-one consultations on insurance options, costs, tax credits, penalties and more.

Call: (718) 482-5493  
 Email: [business\\_services@lagcc.cuny.edu](mailto:business_services@lagcc.cuny.edu)



## Small Business Transportation Resource Center

The US Department of Transportation's (DOT) Northeast Small Business Transportation Resource Center (SBTRC), located at LaGuardia Community College, helps new and emerging businesses obtain transportation-related contracts. Assistance is available through training and advising on marketing to the DOT, Disadvantaged Business Enterprise certification, short-term lending and bonding assistance.

### SBTRC Helps Concrete Cutting Company Secure Major Bridge Contract through Bonding Education Program

Bernadette Hogan has a vision for her company, JP Hogan Coring and Sawing, and that is to be the #1 concrete cutting company in New York. So, after picking up the pieces of the business that her father founded decades ago and that Hurricane Sandy nearly destroyed in 2012, Ms. Hogan set out to gain a share of the concrete cutting market in the New York, New Jersey and Connecticut tri-state area.

"We'd never been asked for bonding, but the subject came up over and over again at workshops and events we'd go to," recalls Ms. Hogan, referring to bonding capacity that is often required of contractors on public projects in order to ensure that the projects get completed by the contractor. In today's construction environment, a contractor's ability to obtain a surety bond has a significant effect on that contractor's ability to acquire work.

In October 2014, Ms. Hogan was referred to the Small Business Transportation Resource Center (SBTRC) at LaGuardia Community College and enrolled her company in SBTRC's Bonding Education Program (BEP).

The BEP is a partnership between the US Department of Transportation, Surety and Fidelity Association of America (SFAA) and LaGuardia to bring contractor development education to firms seeking bonding capacity to better their chances of participating in federally funded transportation projects. The 9-week program was hosted by SBTRC and the joint venture of Skanska Kiewit Ecco (SKE) for the Kosciuszko Bridge Replacement Project. Contractors in the program were prepared to qualify for bonding in order to participate in this project.

By the end of the BEP in December 2014, JP Hogan, a NY Disadvantaged Business Enterprise (DBE), was approved for bonding capacity up to \$1 million.

JP Hogan understood that in order to grow and move up in the industry, it would need to adjust the way it operated the business. The BEP, with workshops led by LaGuardia staff and industry experts in accounting, legal, estimating and project management, among other topics, accelerated the company's decision to align with construction professionals while holding on to a team of loyal workers that had so carefully been put together over the course of two decades.

"We listened to the experts, examined what we had and what we needed to improve on," said Kathleen Makowski, VP for Administration and Finance at JP Hogan. "The day after the workshops, we would measure our strengths and weaknesses and organize the knowledge we had acquired to make our case for bonding capacity presentable and strong."

The effort paid off. By the end of the BEP in December 2014, JP Hogan, a NY Disadvantaged Business Enterprise (DBE), was approved for bonding capacity up to \$1 million. The company's portfolio includes some of the region's mega infrastructure projects: the New NY Bridge Project, Kosciuszko Bridge Replacement Project, Brooklyn Battery Tunnel and the Second Avenue Subway projects, among many others.





LaGuardia Community College  
**Taxi & FHV Driver Institute**

**Base and Vehicle Owner Point Reduction (BOV)**

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

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

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

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

Learn about TLC rules and compliance to avoid suspension/revocation of your license.

\$75. No required tests.

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**For more information call (718) 482-5336.**

31-10 Thomson Avenue, Room M-143  
Long Island City, NY 11101

*Taxi and FHV Driver Institute has been training Taxi & Limousine Commission (TLC) drivers since 1984.*



**Starting Your Business, QuickBooks, Social Media Marketing and many more classes online...**

Need help growing your business but don't have the time to come to class?

**Get started!**

Visit  
[www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)

For more information or assistance with registration:

[aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu)  
(718) 482-5481



**Business Writing**

*Instructor: Ann Linquist has a breadth of writing experience that ranges from novels to newsletters, articles to ad copy, and poetry to proposals, allowing her to address the writing needs of each student.*

**Student Review:** *This is the best writing class I have ever taken! Writing is not second nature, but you have given me valuable information to get me well on my way.*

# Grants Scholarships and opportunities



## ACE Financial Support Services

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

**The CUNY/Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement** can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.

For more information visit  
<http://www.cuny.edu/academics/conted/rubinsteinscholarship.html>.

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

**Find out if you qualify!**

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

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

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

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

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

### Individual Training Grants

*Advance Your Career through Occupational Training*

Individual Training Grants (ITGs) allow you to receive specialized training to find a new job or advance in your career at a very low cost. For more information visit the **Queens Workforce1 Career Center** at 168-25 Jamaica Ave., 2nd Floor, Jamaica, NY 11432, (718) 557-6755.

### Get an education. Get a tax break. Hope Scholarship Credit

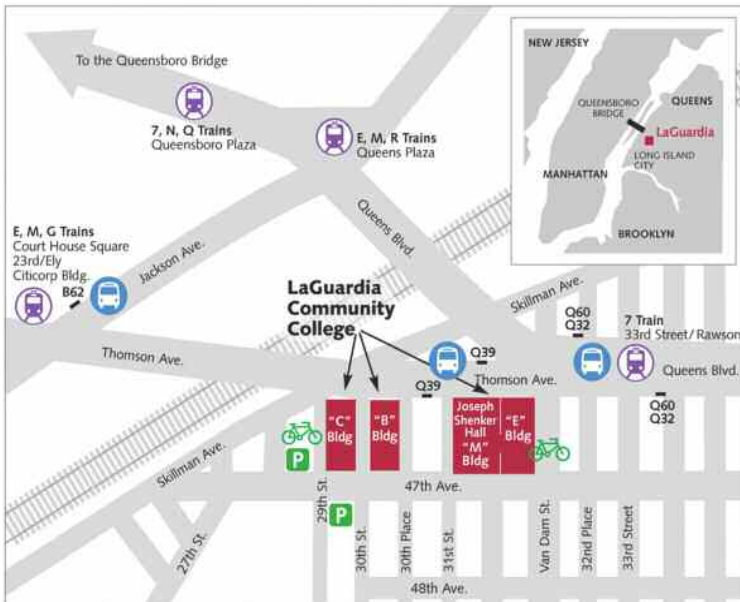
Since January 1, 1998, taxpayers have been eligible to claim a non-refundable credit against federal income taxes for EACH student in the taxpayer's family enrolled at least half time in one of the first two years of post secondary education in a program leading to a degree, certificate or other recognized educational credential.

### Students Over 65

*Rediscover the joys of learning at LaGuardia!*

**Receive a 30% discount**

For more information call (718) 482-5124.



## How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map to left to locate specific buildings.

### By Car:

From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and from Manhattan, take the 59th Street bridge to Queens Blvd.

### By Subway:

7 train	33rd Street station
N, Q trains	At Queensboro Plaza station, transfer to #7
E, M trains	Queens Plaza or 23rd-Ely/Court Square station
R train	Queens Plaza station
G train	23rd-Ely/Court Square station

### By Bus:

Q60, Q32	Queens Boulevard and Skillman Avenue
Q39	Thomson and Van Dam Street
B62	Thomson and Jackson Avenue

### Bike Parking:

Racks are available on Van Dam Street, in front of the E and L buildings, and near the parking lot on 29th Street by the C Building.

## How to Register

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

By phone: (718) 482-7244

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

By fax: (718) 609-2074

In person: M-Building, Room M-143

Monday through Thursday	8:30 am - 6:30 pm
Friday	8:30 am - 3:30 pm
Saturday	8:30 am - 12:30 pm

### Payment

Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.

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

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

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

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

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

### Discounts

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

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

### Delinquent Payments

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

### Classroom Assignments

Classroom assignments are available in Rm M-143 on the first day of class.. The English Language Center posts its classroom assignments outside C-354.

## Refund Policy

### For courses under \$299

100% (-\$20 per course) if written request received 3 business days prior to 1st day of class  
50% (-\$20 per course) if written request received prior to second week of classes

### For courses \$299 and above or more than 50 hours of instruction

100% (-\$20 per course) if written request received 3 business days prior to 1st day of class  
75% (-\$20 per course) if written request received prior to completion of 10% of class hours  
50% (-\$20 per course) if written request received prior to completion of 20% of class hours

\$20 will be deducted from refunds as shown above up to a limit of \$40.

Allow 4-6 weeks to receive refunds for payment made by check or cash.

Allow 2 billing cycles for credit charges to reflect refund on monthly statements.

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

## Financial Assistance

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

## Payment Plans

For information call (718) 482-7244.

## Materials

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

## College Policies

### Equal Opportunity and Affirmative Action

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

## Course Cancellations

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

## Updates

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

# 4 EASY WAYS TO REGISTER!

Online:



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

By phone:



**(718) 482-7244**

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

By fax:



**(718) 609-2074**

In person:



**M-Building, Room M-143**

Monday through Thursday  
8:30 am - 6:30 pm

Fridays 8:30 am - 3:30 pm

Saturday 8:30 am - 12:30 pm



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

## Adult and Continuing Education Registration Form

LAST NAME FIRST NAME MALE/FEMALE

STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH HOME PHONE BUSINESS PHONE

EMAIL SOCIAL SECURITY (optional)

Check which category describes  
you best (optional)

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

How did you hear about us?

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

COURSE CODE	SEC	COURSE TITLE	COST

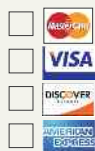
### LaGuardia Community College/CUNY

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

Fall Winter Spring Summer

(Check one)

Check/Money Order



ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE



LaGuardia Community College / CUNY

DIVISION OF ADULT AND  
CONTINUING EDUCATION

31-10 Thomson Avenue  
Long Island City, NY 11101



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Permit #972



**CONTINUING  
EDUCATION**  
*People, Changing*



**RETURNED** to school after 8 years to earn his high school equivalency diploma

**PASSED** the exam and is now attending LaGuardia as a Fine Arts major

**WON** the Peter Jennings Scholarship Laurel Award from CUNY and national DREAM Scholarship

**WORKING** towards his next goal of owning a construction and home design company

**TO LEARN MORE ABOUT LAGUARDIA'S HIGH SCHOOL EQUIVALENCY AND OTHER PRE-COLLEGE PROGRAMS SEE PAGES 7-21.**

**IVAN AUCAPINA**

Ivan is setting an example for his son and immigrant students, with help from LaGuardia. Read his story on page 8.