



Your path to a **brighter** future



Professional certificates

Vocational training

Business services

College courses

G.E.D.

ESL and more

We're matchmakers!

The **Workforce1 Healthcare Career Center** at *LaGuardia Community College* attracts, prepares and connects qualified candidates to job opportunities in New York City. We use recruitment expertise, industry knowledge and professional services to match your skills with the right organizations to create solid employment prospects in the healthcare sector.

Find entry-level and mid-level clinical positions in hospitals, long-term care, acute care and ambulatory clinical settings, *at no cost*.



Employment Services

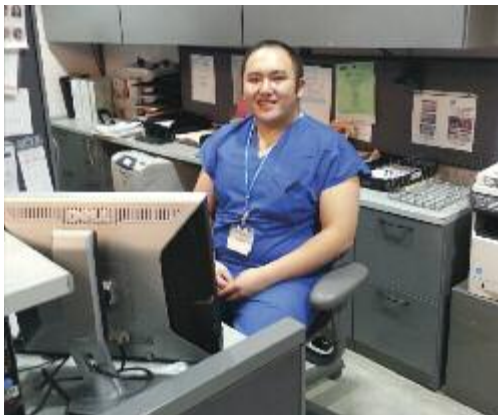
- Employment Opportunities
- Career Coaching & Advancement
- Intensive Assessment & Screening
- Welcome Back Center for Foreign-trained Professionals
- Training

Top Employment Opportunities

- Registered Nurse - R.N.
- Licensed Practical Nurse - L.P.N.
- Certified Nursing Assistant - C.N.A.
- Medical Assistant - M.A.
- Paramedic
- Emergency Medical Technician - E.M.T.
- Direct Care Worker

For more information about the Workforce1 Healthcare Career Center, see page 20

See how this healthcare professional got the job he wanted with help from the Workforce1 Healthcare Career Center!



Jonathan Wong, a Licensed Practical Nurse, was a newlywed and in search of greater work-life balance. While he enjoyed his job and got satisfaction from the impact he was making in his patients' lives, he was unhappy working the night shift. He wanted to devote more time to his family. In January 2012, Jonathan came to the Workforce1 Healthcare Career Center and met with a career advisor. He received a work readiness assessment, individual career advisement and resume revision. Jonathan then met with an account manager to do a pre-employment screening and was referred to the New York Ear and Eye Infirmary for an LPN position.

Three days after the referral, Jonathan had an interview with the facility and two weeks later was offered the position. Jonathan is now a full time employee with a schedule that allows him to continue practicing the profession he loves while being able to spend quality time with his family.

YOU in a NEW Career!

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

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

In 1 month you can

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

In 2 months you can become

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

In 2 months Licensed Practical Nurses (LPNs) can complete the

LPN to RN transition course and earn 12 credits towards their nursing degree - page 22

In 3 months you can become

Certified as an Income Tax Preparer - page 8
Certified as an Emergency Medical Technician (EMT) - page 21
Certified as a Pharmacy Technician - page 23

In 4 months you can become

Certified in QuickBooks - page 8

In 6 months you can become

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

In 10 months you can become

Certified as a CASAC Trainee - page 20

In 12 months you can become

Certified as a Paramedic - page 21



Important statistics on certificate programs from a recent study show:

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

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

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Dear Students,
LaGuardia Community College carries forward a 40-year legacy of opening the doors of higher education to all.

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

Our faculty and staff dare to do more by creating innovative and exciting ways to explore new ideas, teach new skills and pioneer programs that truly serve students and make our community stronger. LaGuardia has received numerous awards for its outstanding academic programs and holds a national reputation for being an institution of educational excellence.

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

Dr. Gail O. Mellow
President



Take the path to a brighter future this spring at LaGuardia Community College's Division of Adult and Continuing Education (ACE). We offer courses, programs and services to help you reach your goals and get on the road to success.

Healthcare interpreters, take your knowledge to the next level with our new Level 2 Skills Development for Healthcare Interpreters course. For those planning to take the Refrigeration Machine Operator Exam, our new test prep class will help you prepare. And for businesses looking to advance their marketing efforts, we're offering two new social media and mobile technology courses.

ACE offers many other professional certificate programs and courses in varied fields, including health, bookkeeping and accounting, construction trades and much more. You can also select from dozens of online business and computer courses that will give you a competitive edge at the workplace. Small business owners, we provide business education and support services to help your company grow and create jobs to improve the local economy.

ACE will help you achieve your educational goals through our G.E.D. or college prep classes and workshops. Non-native English speakers, choose from our many specialized ESL programs.

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

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

LaGuardia Community College Mission

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

LaGuardia Community College

Dr. Gail O. Mellow, President

Division of Adult and Continuing Education

Jane E. Schulman, Vice President

Jane MacKillop, Associate Dean

Senior Administrators and Directors

- Tony Allicino, Director, Program for Deaf Adults
- Christine Alvarez, Director, Pre-Hospital Care Programs
- Natalia Arguello, Director, NY Designs
- Victoria Badalamenti, Director, The English Language Center
- Claudia Baldonado, Executive Director Youth Workforce Development Initiatives
- Marian Blaber, Senior Administrator/ Director, CUNY Language Immersion & College PREP
- Amy Dalsimer, Director of Pre-college Academic Programs/ Adult Learning Center
- Samuel E. Farrell, II, Director, Center for Community Education
- Rosa Figueroa, Director, Small Business Development Center
- Adjoa Gzifa, Director, Workforce Education Center
- Edgard Hernandez, Director, Procurement Technical Assistance Center
- John Hunt, Director, Center for Immigrant Education and Training
- Kimberly Kendall, Executive Director, Tuition Based Programs
- John Lagamjis, Director, ACE Information Technology
- Beth Lord, Director, ACE Employment Services
- Linda Mellon, Executive Director of Business Services
- Elizabeth Perdomo, Director, Small Business Transportation Resource Center
- Jacqueline Pineda-Vega, Director, Career & Professional Programs
- Shannon Rzasa, Director, Workforce1 Healthcare Career Center
- Cris Stewart, Director, ACE Enrollment Management Services
- Michele Stewart, Director, Career Ladders in Allied Health
- Michele Valdez, Director, CUNY Career PATH
- Andrew Vollo, Director, Taxi & FHV Institute

Catalog Production

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



Take the Leap!

Get a Promotion or New Career!

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Get a Promotion Accounting, Bookkeeping

These courses are eligible for Veterans Tuition Assistance.

Tax Return Preparer Certificate Program

Earn extra money by becoming a registered tax preparer or learn to prepare taxes for your own personal use. 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 and wage income forms.
Instructor: Jacqui Hansen

Sat May 4 - Jun 1 (5 sessions/33 hours)
9:30 am - 4:00 pm \$395 A05BUS002A

“The course allowed me to comprehend why tax planning is so important. Overall, I have a better understanding of how to file my own taxes.”

-Student, Tax Preparer, Fall '12

Advanced Tax Return Preparer Certificate Program

Do you have experience completing basic tax forms? Take your knowledge to the next level by practicing with complex tax forms, including small business and multi state returns. You will also brush up on your tax skills by reviewing changes to the tax code. For more information call (718) 482 7244.

Advanced Tax Return Preparer

Upgrade your tax skills by mastering more complex tax returns. Gain practice in determining taxes for sales and rental income, home office, conversions, rollovers and distributions. Learn the trick to multi state tax returns and review the most recent changes to the tax code. Prerequisite: Successful completion of Tax Return Preparer Certificate Program or passing a screening test. For more information call (718) 482 7244.
Instructor: Jacqui Hansen

Sat Jul 20 Aug 17 (5 sessions/32.5 hours)
9:30 am - 4:00 pm \$435 A05BUS015A

Bookkeeping/Online

Accounting Fundamentals/Online

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

\$129 A05BUS802

Accounting Fundamentals II/Online

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

\$129 A05BUS803

Introduction to Peachtree Accounting 2012/Online

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

\$129 A05BUS817

Introduction to QuickBooks 2011/Online

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

\$129 A05BUS813

QuickBooks 2010 for Contractors/Online

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

\$129 A05BUS811

Computerized Bookkeeping for Quickbooks Certificate Program

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

Bookkeeping with QuickBooks, Part 1

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

Fri Apr 5 - May 3 (5 sessions/30 hours)
2:00 pm - 9:00 pm \$385 A05OSK006A

Tues & Thurs Apr 23 - May 21 (10 sessions/30 hours)
6:00 pm - 9:00 pm \$385 A05OSK006B

Sat May 18 - Jun 22 (6 sessions/30 hours)
9:00 am - 2:00 pm \$385 A05OSK006C

Bookkeeping with QuickBooks, Part 2

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

Fri May 11 - May 25 (5 sessions/18 hours)
2:00 pm - 9:00 pm \$275 A05OSK007A

Tues & Thurs May 28 - Jun 13 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$275 A05OSK007B

Sat Jun 29 - Jul 20 (4 sessions/18 hours)
9:00 am - 2:00 pm \$275 A05OSK007C

Bookkeeping with QuickBooks, Part 3

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

Fri Jun 1 - Jun 15 (3 sessions/18 hours)
2:00 pm - 9:00 pm \$275 A05OSK008A

Tues & Thurs Jun 18 - Jul 9 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$275 A05OSK008B

Sat Jul 27 - Aug 17 (4 sessions/18 hours)
9:00 am - 2:00 pm \$275 A05OSK008C

or New Career! and Tax Preparation

Call (718)482-7244 or email acereg@lagcc.cuny.edu.

Advanced QuickBooks Certificate Program

Take your QuickBooks knowledge to the next level by earning additional certificates in advanced topics. The following course is open to graduates of the Computerized Bookkeeping for QuickBooks Certificate Program or students with equivalent experience.

Payroll with Quickbooks

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

Instructor: Luis Alvarado

Sat Jun 8 - Aug 3 (9 sessions/27 hours)
2:30 pm - 5:30 pm \$385 A05BUS014A

“This course improved my skills on a level that I didn't expect.”

-Student, Quickbooks Part 1, Su'12

Notary Public Test Preparation

Learn about the responsibilities of being a Notary Public and how you can obtain a Notary License. For more information call (718) 482-7244. ND
Instructor: Mildred DellaPina

Mon Apr 15 (1 session/3 hours)
6:30 pm - 9:30 pm \$79 A05BUS001A



College Certificate Program in Accounting

Step up your accounting credentials or get started in a new career with LaGuardia Community College's new Certificate in Accounting! This 3-course series will give you the edge you need to get ahead in the accounting profession. In order to qualify for this program, you must have a bachelor's or associate's degree, or be exempt from the CUNY ACT tests. Experience in accounting may qualify as an exemption. Principles of Accounting I is the first course in this series. The other 2 courses may be taken at the same time or after Principles of Accounting I in any order. For more information call (718) 482-7244.

Principles of Accounting I

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

Mon & Wed Mar 4 - Jun 12 (28 sessions)
5:45 pm - 9:05 pm \$339 A05BTA111A

Sat Mar 9 - Jun 8 (14 sessions/84 hours)
9:15 am - 4:25 pm \$339 A05BTA111B

Principles of Accounting II

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

Tues & Thurs Mar 5 - Jun 13 (28 sessions)
5:45 pm - 7:55 pm \$339 A05BTA112A

Intermediate Accounting 1

This course is designed to give an overview of the foundations of accounting theory, the problems of current practice and its relationship to accounting theory as expressed in the Accounting Principles Board's Opinions and the Financial Accounting Standards Board's Statements. The course includes a review of the accounting cycle and a detailed exploration of the reporting process, namely, the Statement of Financial Position, the Statement of Income, the Statement of Retained Earnings and the Statement of Cash Flow.

Mon & Wed Mar 4 - Jun 13 (30 sessions/60 hours)
5:45 pm - 7:45 pm \$339 A05BTA150A

Certificate Program in Business Office Skills

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

Introduction to Computers, Windows and the Internet

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

Instructor: Lawan Tyson

Sat Apr 20 - May 4 (3 sessions/9 hours)
2:00 pm - 5:00 pm \$93 A05CMP001A

Tues & Thurs Apr 23 - Apr 30 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$93 A05CMP001B

“Ms. Lawan's class was very good. It was a real confidence builder. I look forward to taking future classes with this instructor.”

-Student, Intro to Computers, Su'12

Power Keyboarding

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

Instructor: Lawan Tyson

Mon & Wed May 20 - Jun 17 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK001A

Learn Online!
Visit www.ed2go.com/lagcc

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

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

Computer Training

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



A+ Computer Service Technician Certificate

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

Introduction to Computer Technology

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

Instructor: *Louis Marchione*

Mon, Wed, Fri Mar 11 - Mar 22 (6 sessions/21 hours)
6:00 pm - 9:00 pm \$225 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.

Tue & Fri Mar 12 - Mar 29 (6 sessions/27 hours)
5:30 pm - 10:00 pm \$449 A05CMP101A

CST, Part 2: Networking

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

Tue & Fri Apr 2 - Apr 9 (6 sessions/27 hours)
5:30 pm - 10:00 pm \$449 A05CMP102A

CST, Part 3: Software

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

Tue & Fri Apr 23 - May 10 (6 sessions/27 hours)
5:30 pm - 10:00 pm \$449 A05CMP103A

CST, Part 4: New Technologies

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

Tue & Fri, May 14 - Jun 4 (6 sessions/27 hours)
5:30 pm - 10:00 pm \$449 A05CMP104A

CST, Part 5: Build Your Own Computer

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

Tue & Fri Jun 7 - Jun 25 (6 sessions/27 hours)
5:30 pm - 10:00 pm \$345 A05CMP105A

Certificate Preparation in CompTIA Security+/Network/Online

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

Basic A+ Certification/Online

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

Intermediate A+ Certification/Online

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

\$195 A05CMP818

Advanced A+ Certification/Online

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

\$195 A05CMP819

CompTIA Security+ Certification Prep/Online

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

\$195 A05CMP837

CompTIA Network+ Certification Prep/Online

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

\$195 A05CMP820

Learn Online!
Visit www.ed2go.com/lagcc

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

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

Certificate Program in Microsoft Office Applications

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



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

Microsoft Word for Windows

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

Instructor: Lawan Tyson

Sat May 4 - Jun 8 (6 sessions/24 hours)
9:00 am - 1:00 pm \$245 A05OSK002A

Tue & Thur May 7 - May 28 (7 sessions/24 hours)
6:00 pm - 9:30 pm \$245 A05OSK002B

Tues & Thurs Jun 4 - Jun 25 (7 sessions/24 hours)
6:00 pm - 9:30 pm \$245 A05OSK002C

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 May 11 - Jun 22 (7 sessions/24.5 hours)
1:30 pm - 5:00 pm \$245 A05OSK003A

Mon & Wed May 13 - Jun 10 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK003B

Microsoft PowerPoint Presentations for Windows

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

Instructor: Lawan Tyson

Sat Jun 15 - Jun 29 (3 sessions/12 hours)
9:00 am - 1:00 pm \$123 A05OSK005A

Microsoft Access Intensive

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

Instructor: Lawan Tyson

Mon & Wed Apr 22 - May 8 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$185 A05OSK004A

“I thought I was too old for school, but when I arrived to class, I noticed there were students of all ages. Ms. Lawan Tyson is a terrific teacher. There were many students who had trouble with the English language, but Ms. Tyson made everybody feel equal and was very enthusiastic about teaching. She motivated us to learn. At the end of the period, we all gave her a standing ovation.”

Teresa Pollard,
Microsoft Student, Sp/Su'12

Take 4 and save \$122*

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

*Cannot be combined with any other discounts

Introduction to Networking/ Online

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

\$129 A05NET801

Computer Skills in the Workplace/Online

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

\$129 A05BUS820

Advanced Microsoft Office

Take your Microsoft Office skills to the next level. Learn how to create a professional newsletter in Word, pivot tables in Excel, and queries with simple and complex calculated fields in Access. You'll also practice inserting SmartArt graphics into a PowerPoint presentation.

Instructor: Lawan Tyson

Mon & Wed May 6 - May 20 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$156 A05OSK100A

This catalog is available online at <http://www.lagcc.cuny.edu/ace/>

Computadoras en Español

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

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En persona:
Oficina B-114
lunes - jueves 9am - 7pm
viernes 9am - 4pm
sábado 9am - 1pm

Muévete a la Tecnología-Internet

La alfabetización digital es la fundamental que le permite navegar y acceder a información. La mayoría de los contenidos y el vocabulario relacionado con el Internet se encuentra en Inglés, y para muchos, esto se presenta como el primer reto. Este curso va a enriquecer a las necesidades prácticas de la vida diaria para la universidad el aprendizaje, un requisito de trabajo, o simplemente para el entretenimiento. Esté al tanto de todos los aspectos de la comunidad en línea y ser usuarios responsables de Internet para demostrar la actitud positiva y el protocolo adecuado para nuestras comunidades. Este curso es en español pero el programa que se usa es en ingles.

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

Instructor: Lesley Figueroa

Mon & Wed Jun 3 - Jun 12 (5 sessions/15 hours
6:00 pm - 9 pm \$149 A05CMP907A

Muévete a la Tecnología-Microsoft Word

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

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

Instructor: Lesley Figueroa

Mon & Wed Jun 14 - Jun 19 (3 sessions/9 hours
6:00 pm - 9 pm \$149 A050SK009A

Muévete a la Tecnología-Excel

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

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

Instructor: Lesley Figueroa

Mon & Wed Jun 21 - Jun 24 (3 sessions/9 hours
6:00 pm - 9 pm \$95 A050SK902A

Introducción al Programa PowerPoint

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

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

Instructor: Lesley Figueroa

Mon & Wed Jun 26- Jul 1 (3 sessions/9 hours
6:00 pm - 9 pm \$95 A050SK901A

Microsoft Office Applications/Online

Get Started!

Visit www.ed2go.com/lagcc

To Register

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

Start Dates

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

Section A Apr 17 - Jun 7

Section B May 15 - Jul 5

Section C Jun 19 - Aug 9

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

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

All online courses are ND

*If you wish to pay in person visit LaGuardia Community College 30-20 Thomson Avenue, Room B-114 Long Island City, NY.

Introduction to Microsoft Excel 2007/ Online

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

\$129 A050SK821

Introduction to Microsoft Excel 2010/ Online

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

\$129 A050SK833A

Intermediate Microsoft Excel 2007/ Online

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

\$129 A050SK822

Advanced Microsoft Excel 2007/ Online

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

\$129 A050SK828A

Introduction to Microsoft Word 2007/ Online

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

\$129 A050SK824

Introduction to Microsoft Word 2010/ Online

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

\$129 A050SK832

Intermediate Microsoft Word 2007/Online

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

\$129 A050SK829

Introduction to PowerPoint 2007/ Online

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

\$129 A050SK830

Introduction to Microsoft Project 2007/ Online

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

\$129 A050SK823

Introduction to Microsoft Project 2010/ Online

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

\$129 A050SK834

Introduction to Microsoft Access 2007/ Online

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

\$129 A050SK835

Intermediate Microsoft Excel 2010/Online

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

\$129 A050SK838

Intermediate Microsoft Word 2010/ Online

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

\$129 A050SK839

Introduction to Microsoft Access 2010/Online

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

\$129 A050CMP837

Introduction to Microsoft PowerPoint 2010/Online

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

\$129 A050SK836

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

Social Media

New! Social Media and Mobile Technology for Business

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

Instructor: Sayyid Tirmizi

Wed May 15 - Jul 24 (10 sessions/20 hours)
6:30 pm - 8:30 pm \$375 A05SMT001A

New! Writing for Social Media in Business

Review writing basics and explore how to write for social media to develop your business.

Instructor: Mim Solberg

Wed Mar 20 - May 8 (8 sessions/16 hours)
6:30 pm - 8:30 pm \$300 A05SMT002A



Web 2.0: Blogs, Wikis, and Podcasts/ Online

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

\$129 A05CMP848



Web Page Design/Online

Advanced Web Pages/Online

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

\$129 A05CMP862

Creating Web Pages/Online

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

\$129 A05CMP805

Designing Effective Web Sites/Online

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

\$129 A05CMP859

Introduction to Dreamweaver CS4/ Online

Learn to design, create and maintain professional-quality web sites. No experience necessary. ND

\$129 A05CMP857

Introduction to Dreamweaver CS5/ Online

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

\$129 A05CMP857

Learn Online!
Visit www.ed2go.com/lagcc

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

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

Photography and Graphic Design/Online

Discover Digital Photography/Online

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

\$129 A05CMP838

Photoshop CS5 for the Digital Photographer/Online

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

\$129 A05CMP855

Photoshop CS5 for the Digital Photographer II/Online

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

\$129 A05CMP856

Secrets of Better Photography/Online

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

\$129 A05CMP858

Photographing Nature with Your Digital Camera/Online

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

\$129 A05CMP861

Photoshop Elements 10 for the Digital Photographer/Online

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

\$129 A05CMP860

Construction & Building Management

Construction Trades

Get the basic skills you need to do your own home repairs or start a new career. Earn a Certificate of Completion from LaGuardia Community College. Payment plans are available. For more information call (718) 482 7244.



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

Carpentry 1

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

Tues & Thurs Apr 2 - Jun 6 (20 sessions/60 hours)
6:00 pm - 9:00 pm \$895 A05CNS100A

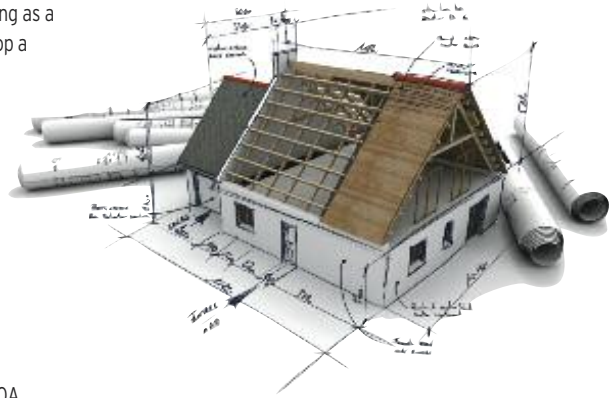
College Construction and Design

Gain basic skills in construction and design by taking college courses as a noncredit student. You'll learn through theory and hands-on practice in our 8,000 square foot design studio and prototype lab. Courses can be taken individually, but you must attend the mandatory orientation session before starting a class. Books and materials are not included in course fee. For more information call (718) 482 7244.

Technical Drawing

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

Thurs Mar 7 - Jun 13
(12 sessions/39 hours)
1:00 pm - 4:25 pm \$315 A05HUA190A



Form and Structure

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

Thurs Mar 7 - Jun 13 (12 sessions/39 hours)
1:00 pm - 4:25 pm \$315 A05HUA107A

Three Dimensional Design

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

Sat Mar 9 - Jun 13 (12 sessions/39 hours)
9:15 am - 12:45 pm A05HUA106A



Register Online
www.laguardia.edu/acereg/



Construction Management Certificate Program

This Certificate Program in Construction Management is relevant for individuals who own small construction firms, architects and engineers, surveyors, estimators, contractors, subcontractors, suppliers, installers, and those who want to enter or service the field. In order to receive the certificate, you must pass each required course with a minimum C average. **(You may take individual courses without intending to complete the Certificate Program.)** For more information call (718) 482-7244.

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

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 as of July 18, 2008. You'll receive hands-on experience with safety equipment and procedures and discuss best practices to identify and avoid hazards on the construction site. US Department of Labor rules and worker rights will also be reviewed. Upon successful completion, you will receive your OSHA certification and card. (Tuition does not include \$5 OSHA card fee). ND
Instructor: John Biaridi

Mon - Thur Apr 1 - Apr 4 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$209 A05CNS011A

Basics of Construction Drawings and Plans, Part 1

Learn to accurately read and understand construction drawings (blueprints), a required skill in the construction industry. Part 1 emphasizes architectural, structural and landscape drawings for residential, institutional and commercial buildings. Topics include: plans, sections, elevations, schedules, details, specifications, symbols and abbreviations.
Instructor: Paul Averbach

Wed Apr 10 - Jun 5 (9 sessions/27 hours)
6:00 pm - 9:00 pm \$309 A05CNS001A

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.
Instructor: Frank Adamo

Thurs Apr 25 - Jun 13 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$309 A05CNS005A

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.
Instructor: Kay Brown

Mon Apr 29 - Jun 17 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$309 A05CNS004A

Summer 2013 Scheduling for Construction

“The course opened up a whole new world for me in my ability to understand my own work!”

-Student, Basics of Construction Drawing and Plans, Part 1, Fall '12

Construction/Online

The following online course complements LaGuardia's Construction Program.

QuickBooks 2010 for Contractors/ Online

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

\$129 A05BUS811

Learn Online!
Visit www.ed2go.com/lagcc

See page 53



Register Online
www.laguardia.edu/acereg/

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

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

License Preparation: Refrigeration Machine Operator

In conjunction with the National Association of Power Engineers (NAPE), Chapter 44, we offer the Licensed Refrigeration Machine Operator program for members of NAPE. Passing this course prepares you for the written and practical exam for the license issued by the New York City Fire Department. All participants must be members of NAPE. If you are not, you may join when you register. In addition to tuition, annual dues for members taking the Licensed Refrigeration Machine Operator course are \$144, with an initiation fee of \$56. Certificates are awarded upon successful completion of the course. ND

Program starts Fall 2013

For more information, visit www.laguardia.edu/capp or call (718) 482-7244

New! Licensed Refrigeration Machine Operator Exam Intense Review

Prepare for the Fire Department of NY written exam for Refrigeration Machine Operator. Topics include start up and recovery of reciprocating and centrifugal units, system components and functions, and all math computations and troubleshooting. Prerequisite: Refrigeration Machine Operator course.

Instructor: Stephen Carbone

Sat Apr 29 - Jun 29 (10 sessions/20 hours)
9:00 am - 11:00 am \$600 A05BUS109A

GPRO: Green Professional Building Skills Training



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

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

GPRO: Fundamentals + Electrical Systems

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

Sat Apr 1 - Jun 30 (3 sessions/10 hours)
\$470 A14CNS011A

GPRO: Fundamentals + Operations & Maintenance

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

Sat Apr 1 - Jun 30 (3 sessions/12 hours)
\$525 A14CNS010A

GPRO: Fundamentals + Construction Management

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

Sat Apr 1 - Jun 30 (3 sessions/10 hours)
\$470 A14CNS008A

GPRO: Fundamentals + Plumbing

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

Sat Apr 1 - Jun 30 (3 sessions/10 hours)
\$470 A14CNS012A

Sustainable Building Courses/Online

For complete course descriptions visit www.NYDesigns.org. Click on "Courses" in the main menu. To register call (718) 663-8404. All Sustainable Design courses are ND=no discount.

Energy Efficient Design for Architects/Online

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

24 Hour Access Apr 1 - Jun 30 (57 hours)
\$1515 A14CRD811A

Fundamentals of Sustainable Buildings and High Performance Systems Design/Online

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

24 Hour Access Apr 1 - Jun 30 (35 hours)
\$1615 A14CRD812A

Green Building Technical Professional/Online

Are you an engineer, architect or builder interested in learning a more in-depth approach to green building? Get the tools you need to plan and navigate a green project. Topics include an introduction to green building, environmental quality, resource efficiency advantages, sustainable preventative maintenance, and advanced green technologies. (This is a 6-month, instructor-supported online course. Average completion time is 40 hours. There is no set start date.)

24 Hour Access Apr 1 - Jun 30 (40 hours)
\$545 A14CRD807A

Intro to Building Energy Efficiency/Online

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

24 Hour Access Apr 1 - Jun 30 (30 hours)
\$515 A14CRD805A

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

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

24 Hour Access Apr 1 - Jun 30 (8 hours)
\$385 A14CRD810A

LEED Green Associate/Online

For professionals who want green building expertise in non-technical fields of practice, the Green Building Certification Institute (GBCI) has created the LEED Green Associate credential, which attests to a demonstrated knowledge of green design, construction, and operations. The LEED Green Associate credential also serves as the first step in pursuing a LEED AP specialization. This course will help you:

- Identify key components of the LEED Rating Systems
- Discuss the LEED Certification process for both buildings and homes
- Describe the intents and associated concepts of each LEED credit category
- Describe successful LEED strategies
- Prepare for the LEED Green Associate examination

(This is a 2-month, self-paced online course. Average completion time is 8 hours. There is no set start date.)

24 Hour Access Apr 1 - Jun 30 (8 hours)
\$385 A14CRD809A

Solar Hot Water Heating/Online

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

24 Hour Access Apr 1 - Jun 30 (60 hours)
\$1015 A14CRD806A



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Pass it on to a friend!**

Health

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



Certified Clinical Medical Assistant

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

Become certified as a Phlebotomist and EKG Technician, and learn CPR and medical terminology to become a Certified Clinical Medical Assistant (CCMA). The CCMA is an important member of a medical team and assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG).

Upon successfully passing all four courses in this program, in any order, you will be prepared to take the national certification exam for Clinical Medical Assistant.

(Courses may also be taken individually.) For more information call (718) 482-5768.

Enhanced EKG Technician

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

Mon, Wed, Fri Mar 4 - May 6 (28 sessions/112 hours)
6:00 pm - 10:00 pm \$980 A11HLT001A

Enhanced Phlebotomy

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

Mon, Wed, Fri May 20 - Aug 12 (35 sessions/140 hours)
6:00 pm - 10:00 pm \$1200 A11HLT002B

Medical Terminology

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

Fall 2013

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

Mon, Wed, Fri (9 sessions/36 hours)
10:00 am - 12:30 pm \$305 A11HLT003B

American Heart Association CPR for Healthcare Providers with First Aid

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

Fall 2013

Mon & Wed (3 sessions/12 hours)
6:00 pm - 10:00 pm \$125 A11CPR001A

Mon & Wed (3 sessions/12 hours)
10:00 am - 2:30 pm \$125 A11CPR001B



Register Online
www.laguardia.edu/acereg/

What our job seekers had to say:

"As a new LPN, I wasn't getting too many employment calls as a result of sending out my resume. That changed dramatically after visiting the Workforce1 Healthcare Career Center. A counselor helped me revise my resume, and the staff played a major role in my obtaining employment. I want to thank them for assisting me in this tough economic time."

Jerlenny Perez, LPN, Montifiore Medical Center, Bronx

"I'm very happy with the excellent work you've done on my resume. I now have hope of a possible job."

Nathaniel Nneke, Workforce1 Healthcare Career Center job seeker

LaGuardia Community College
30-20 Thomson Avenue
B Atrium (Room BA22)
Long Island City, NY 11101





We're matchmakers!
Workforce1 Healthcare Career Center connects healthcare job seekers with quality job opportunities.

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

Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

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

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

The one-year program, offered at LaGuardia Community College, in two course modules (you can start with Part A or Part B), fulfills the New York State Office of Alcoholism and Substance Abuse Services addiction counselor certificate requirement for 350 educational hours.

Upon successful completion, you are eligible to become a CASAC-trainee, allowing you to work in the field.

You will also be eligible to earn up to 8 college credits towards a Mental Health & Human Services Degree at LaGuardia.



The training in **Part A**, offered in Fall 2013, focuses on medical, physical and pharmacological aspects of addiction. You will examine the role the counselor plays in multi-disciplinary treatment, which includes family and community education and prevention as well as 12-step and other mutual aid groups.

In **Part B** you will study and apply different approaches to assessment, evaluation and case management. Focus is on relapse prevention, family systems, and vocational counseling and their role in the addiction recovery process.

"This course will help my career by giving me a better understanding of people and their culture, religion and way of thinking."

-Student, CASAC Part B, Winter '12

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

For more information call: 347-391-4976 email: virginia@cprrservices.com

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. 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.

Instructor: Patricia Slinger Harvey

Tue Apr 16 - Jun 18 (10 sessions/41.5 hours)
5:45 pm - 10:00 pm \$365 A05DMG001A

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



Emergency Healthcare Programs

Lives often depend on the prompt response and expert care of emergency medical technicians (EMTs) and paramedics. Accidents, heart attacks, childbirth and trauma all require immediate medical intervention. Throughout New York City, 24/7, EMTs and paramedics respond to emergencies, treating and then transporting the sick or injured.

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

Emergency Medical Technician (EMT) Basic

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT-Basic. This is a 4-month course and is necessary to advance to the one year program of paramedic education. To receive an application to become an Emergency Medical Technician and arrange for your pretest and interview, call (718) 482-5768 or visit Room C-339.

Mon, Tues & Thurs Jun 10 - Aug 15 (65 sessions/205 hours)
9:30 am - 4:30 pm \$1095 A11EMT001C

Paramedic Original

EMTs, are you ready to take your career to the next level? We will prepare you with the technical skills, medical knowledge, and clinical abilities necessary for you to excel as a NYS/NYC certified paramedic. We are the only NYC paramedic program with a 100% pass rate on the NYS Certification Exam for twelve years! Clinical rotation opportunities are available in Queens, Manhattan, Bronx and Brooklyn. Only LaGuardia offers you the choice of a college degree or certificate program. You must have 6 months or 200 hours of patient care experience on an ambulance to qualify for admission. The program includes 600 hours of clinical rotations. The course fee for members of a NY State registered ambulance service is \$7,300. For others, the fee is \$8,800. To request an application or to learn more about the Paramedic Program call (718) 482-5768.

Mon-Thurs (6pm-10pm) & Alternating Saturdays (9-4)
Sep 3 - Aug 14 (200 sessions)
6:00 pm - 10:00 pm \$7300 A11PMD001A



Health/Online



Learn Online!
Visit www.ed2go.com/lagcc
See page 53



Spanish for Medical Professionals/ Online

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

\$129 A05CRD801



Medical Terminology: A Word Association Approach/ Online

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

\$129 A05HLT801



Human Anatomy and Physiology/ Online

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

\$129 A05HLT800



Human Anatomy and Physiology II/ Online

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

\$129 A05HLT802



Medical Math/Online

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

\$129 A05HLT803

Healthcare Interpreter Certificate Program

Healthcare Interpreter Certificate Program, Level 1

Earn your Level 1 Certificate by successfully completing the Level 1 course (45 hours) and passing the national Language Line Interpreter Skills Test (medical scenario).



Spanish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school or G.E.D. diploma and passing of a Spanish/English diagnostic exam. For more information or to register, call (718) 482-7244. Payment plan available. ND= no discount available.

Instructor: Charles Mosquera

Sat Mar 2 - Apr 27 (9 sessions/45 hours)
9:00 am - 2:00 pm \$1010 A05HLT002A

Polish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school or G.E.D. diploma and passing of a Polish/English diagnostic exam. For more information or to register, call (718) 482-7244. ND=no discount available. Payment plan available.

Instructor: Agata Baczyk

Sat Mar 2 - Apr 27 (9 sessions/45 hours)
9:00 am - 2:00 pm \$1010 A05HLT003A

Healthcare Interpreter Certificate Program, Level 2

Take your interpreting skills to the next level. Designed for healthcare interpreters currently working in the field, Level 2 certification consists of an advanced interpreter skills test and three courses:

Course 1: Healthcare Concepts and Terminology for Interpreters (40 hours);
Course 2: Skills Development for Healthcare Interpreters, Part 1 (40 hours); and
Course 3: Skills Development for Healthcare Interpreters Part 2, Part 2 (40 hours)

Healthcare Concepts and Terminology for Interpreters

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

Instructor: Celia Ortiz

Sat Mar 2 - May 4 (10 sessions/40 hours)
9:00 am - 1:00 pm \$765 A05HLT004A

New! Skills Development for Healthcare Interpreters, Part 1

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

Instructor: Aurora Ronquillo

Tues & Thurs May 14 - Aug 22 (14 sessions/40 hours)
6:00 pm - 9:00 pm \$765 A05HLT005A

For more information about this program call (718) 482-7244.

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

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

Call Michele Stewart at (718) 482-5238 for more information about this course.

Wed Mar 13 - Jun 5 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$665 A20CRD001A

What students say they like best about the LPN to RN Transition Course:

"The course helped me re-assert myself and prepare for the next course ahead."

"I have a clearer understanding of my role as an LPN and a greater respect for the RN."

"The course has helped me to be more self-confident and I perform better on the job."

"I now have effective conflict resolution strategies."

"It helped me become a better critical thinker."

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



Personal Trainer Certification

Attend morning lecture at LaGuardia Community College and afternoon practical training at an offsite health club. Learn bio-mechanics, exercise physiology, fitness testing, equipment usage, and health assessment. In order to earn the World Instructor Training Schools (W.I.T.S.) nationally recognized certificate, you must complete the Personal Trainer Certification course, pass the W.I.T.S. national exam, obtain your CPR/AED certification, and complete a 30-hour internship at a local gym. This course is offered in partnership with W.I.T.S. CPR/AED certification and textbook are not included. To order required textbook, call (888) 330-9487.

Prerequisite: High school diploma or G.E.D. For more information call (718) 482-7244. ND

Sat Apr 20 - Jun 1 (6 sessions/42 hours)
9:00 am - 4:00 pm \$790 A05CRD013A

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

Health Workshops

Call Michele Stewart at (718) 482-5238 for more information about these workshops.

Introduction to Infection Control

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

Sat Apr 13 (1 session/2 hours)
10:00 am - 12:00 pm \$80 A20CRD002A

Child Abuse Identification and Reporting

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

TBA Apr 13 (1 session/2.5 hours)
1:00 pm - 3:30 pm \$80 A20CRD010A

Physical Therapy Assistant (PTA) Certification Exam Review Seminar

Ace the National Physical Therapy Assistant (PTA) Exam by taking this 2-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 Scorebuilders, a leader in PT & PTA exam review.

Sat & Sun Apr 13 - Apr 14 (2 sessions/16 hours)
8:00 am - 4:00 pm \$165 A20PRP001A

Pharmacy Technician Certification Preparation

Develop the skills you need to work under a registered pharmacist and prepare for the Pharmacy Technician Certification Board (PTCB) exam. Offered in partnership with Condensed Curriculum International, Inc. Prerequisite: High school or GED diploma and passing of a screening test. For more information call (718)-482-7244 ND.

Tues & Thurs Apr 16 - Jun 20 (20 sessions/70 hours)
6:00 pm - 9:30 pm \$1015 A05HLT001A

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



Register Online
www.laguardia.edu/acereg/

ASL-English Interpretation Program

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

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

ASL Discourse

Gain an understanding of discourse by recognizing features of discourse used in ASL such as register, spatial mapping, rhetorical analysis, involvement and interaction strategies, coherence and cohesion, and enhancing your own use of ASL through incorporation of those features. Discourse features in English will be discussed and compared with those of ASL. Multicultural discourse styles will be sampled, and you will analyze how knowledge of discourse affects your work as an interpreter. Pre-requisite: Language in Use.

Instructor: Eileen Forestal

Wed Apr 3 - Jun 19 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT105A

Interpreting III

This hands-on course will provide in-depth study and practice of ASL-English interpretation through the understanding and use of the consecutive mode of interpreting. You will further develop requisite skills, such as text analysis, mind-mapping/visualization, multi-tasking strategies, prediction and anticipation, and identification of "functionally meaningful units" (chunks). You will deepen your understanding of three models of interpreting: Cokely, Colonomos and Gish. And you will be exposed to process management skills and enhance your use of tools for self-analysis and peer feedback. Pre-requisites: Interpreting II and Language in Use.

Co-requisite: Interpreting III Internship

Instructor: Debbie Olsen

Thurs Apr 4 - Jun 20 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT104A



Interpreting in Educational Settings - Mentoring

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

TBA Apr 2 - Jun 18 (4 sessions/4 hours)
\$325 A16INT500A

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 Apr 8 - Jun 17 (10 sessions/20.5 hours)
5:45 pm - 8:15 pm \$475 A16INT400A

Interpreting VI

Interpreting VI is the capstone class in the ASL Interpreting program sequence. This course gives you opportunities to refine your skills and abilities in transacting meaning across the ASL-English continuum. When you complete this course you will have demonstrated the ability to work at the entry-level in the field of ASL Interpreting. Prerequisites: Interpreting V and Ethics and Decision-making.

Tue Apr 9 - Jun 25 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$799 A16INT110A

Interpreting VI Internship

Internship seminar sessions will provide an arena for discussing your experiences in terms of analyzing and evaluating interpreting strategies; examining theoretical and practical issues in interpretation; grappling with ethical considerations; and incorporating learning into your own work. The supervisor from your ongoing field placement will complete an evaluation form regarding workplace skills, interpreting potential, and performance.

Instructor: Cathy Markland

TBA Apr 3 - Jun 25 (5 sessions/10 hours)
\$599 A16INT203A

Service Learning III

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 II.

Instructor: David Rivera

Mon Apr 8 - Jun 17 (10 sessions/5 hours)
8:15 pm - 8:45 pm \$239 A16INT552A

ASL Professional Development

For questions or to schedule an appointment for an assessment or placement test, contact Erlisa Koci at (917)832-1138 Voice/VP or ekoci@lagcc.cuny.edu. ND

ASL Studies for Professionals

Learn how to build and strengthen your American Sign Language foundations. This two-day workshop is for teachers, interpreters, social workers, therapists, and health care and service providers who have a minimum of two years of ASL studies. Topics will include phonology, morphology, syntax, semantics and language in use.

Instructor: Carole Lazorisak

Sat & Sun Apr 20 - Apr 21 (2 sessions/8 hours)
1:00 pm - 5:00 pm \$319 A16ASL021A

Preparation for ASLTA Provisional Certificate - 2 hours

Prepare for the American Sign Language Teaching Association (ASLTA) Provisional Certificate through mentoring in a one-to-one or small-group setting. Receive guidance and support from an ASLTA certified instructor in assessing your teaching experience and gathering the information and materials required to prepare your ASLTA application. Prerequisite: Minimum of two years ASL teaching experience.

Instructor: Carole Lazorisak

TBA Apr 2 - Jun 22 (1 session/2 hours)
\$305 A16PDV014A

Preparation for ASLTA Provisional Certificate - 4 hours

TBA Apr 2 - Jun 22 (1 session/4 hours)
\$565 A16PDV015A

Helena Rubinstein Continuing Education Scholarship Winner!



Oni Wilson

An interpreter in the making

Oni Wilson is on her way to becoming a trilingual interpreter for three languages: English, Spanish and American Sign Language (ASL). A student in LaGuardia's ASL- English Interpretation Program (AEIP), she explains her short-term goals are "to continue to develop and hone the skills I've learned here at LaGuardia and to strive to be a good example of what this program is about: continuous growth in the practice and keeping heart and connection with the Deaf community."

Graduating from SUNY's Stony Brook University with a BA in Psychology, Oni works at the Lexington School for the Deaf in Queens as part of the Hispanic Resource Team, which provides the large percentage of Hispanic parents that are not fluent in English with Spanish-English interpreting services. This sparked her interest in the area of ASL and ASL-English interpreting, and she applied to AEIP.

“This scholarship has allowed me to continue my studies without worries of how I would be able to pay for school.”

Having been accepted into the rigorous program in the fall of 2011, her first year of studies was covered by a federal grant that AEIP had in place. However, her second year was not covered,

and she was unsure if she could continue in the program. After learning about the Helena Rubinstein Continuing Education Scholarship, offered through CUNY and the college, she applied and was awarded the scholarship.

"I am so honored to have been one of a handful of CUNY students to receive this scholarship," says Oni. "This scholarship has allowed me to continue my studies without worries of how I would be able to pay for school. I have also been able to attend professional development courses along with my regular course load that I would not have been able to do otherwise."

For more information on the Helena Rubinstein Continuing Education Scholarship visit <http://www.cuny.edu/academics/conted/rubinsteinscholarship.html>.

Which Training Program is Right for You?

Find out more about these free Training Programs

• Computer Literacy

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

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

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

• Green Jobs Training Program

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

To register call (718) 663-8407 or visit <http://www.greenworkforcenyc.org>

• Certified Nursing Assistant to Licensed Practical Nurse

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

For more information call (718) 482-5097, email: clah@lagcc.cuny.edu or visit http://www.lagcc.cuny.edu/ACE/Programs/Health_Career_Ladders/Health_Career_Ladder_Programs.aspx

• Home Health Aide Training Program for English Language Learners

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

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

• NCLEX-PN Preparation Course for Internationally Trained Nurses

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

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



Taxi & For Hire Vehicle Driver Institute

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

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

All Taxi & For Hire Vehicle Driver Institute classes are ND.

For more information email CUNYTAXI@lagcc.cuny.edu or visit <http://ace.laguardia.edu/taxi>.

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

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

Sat Apr 6	A17DD0004A
Sat Apr 27	A17DD0004B
Sat May 11	A17DD0005A
Sat May 18	A17DD0005B
Sat Jun 1	A17DD0006A
Sat Jun 15	A17DD0006B

Defensive Driving for Taxi and FHV Drivers

All TLC pre-applicants must complete a 6-hour New York, State DMV certified defensive driving course within six months of filing a TLC application to drive any taxi. Satisfies the requirement for TLC Rule #202a10 and #2-11d. 1 session/6 hours 9:30am-4:00pm \$40

Sat Apr 6	A17DDV004A
Thurs Apr 11	A17DDV004B
Mon Apr 22	A17DDV004C
Sat Apr 27	A17DDV004D
Tue Apr 30	A17DDV004E
Thurs May 6	A17DDV005A
Sat May 11	A17DDV005B
Sat May 18	A17DDV005C
Thurs May 23	A17DDV005D
Sat Jun 1	A17DDV006A
Mon Jun 10	A17DDV006B
Sat Jun 15	A17DDV006C
Wed Jun 19	A17DDV006D
Thurs Jun 27	A17DDV006E

EZ License - 24 Hour Class

This class is offered to drivers with more knowledge of NYC. It is 24 hours of instruction over three (3) days and covers the following topics: · map-reading skills · geography · driver/passenger relations · preparation for the TLC exam Every day except Friday 9:00am-6:00pm (3 sessions/24hours) \$145 plus the cost of one TLC exam)

May 1 - May 31	A1724H005A
Jun 1 - Jun 30	A1724H006A

The Official 80 Hour Class

The Official 80 Hour Class This ten (10) day training course will increase your chances of passing the taxi exam and increase your knowledge of NYC. This course also offers as many extra classes as you need to help you pass the TLC Exam at no additional charge and covers additional material not offered in the 24 hour course, including comprehensive instruction on TLC rules and procedures, map-reading skills, geography, driver/passenger relations, free TLC taxi prep test, TLC Exam and state-of-the-art classroom technology. You can start any time, any day. Classes are ongoing. Monday through Friday 9:00 am - 6:00 pm (10 sessions/80hours) \$325 (includes books, unlimited classes and TLC Exam)

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

Mon - Sat Apr 1 - Apr 30	A1780H004A
Mon - Sat May 1 - May 31	A1780H005A
Mon - Sat Jun 1 - Jun 30	A1780H006A

TLC Taxi Prep Test

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

Thurs Apr 4	A17PRP004A
Thurs Apr 18	A17PRP004B
Thurs May 2	A17PRP005A
Thurs May 16	A17PRP005B
Thurs May 30	A17PRP005C
Thurs Jun 13	A17PRP006A
Thurs Jun 27	A17PRP006B

TLC English Proficiency and Written Exam

LaGuardia Community College is an official on-site TLC Exam Center. You must call in advance for the exam schedule and confirmation number at (718) 482-5336. 1 session/5 hours 9:00am-3:00pm \$25 Every Friday

Fri Apr 5	A17TST004A
Fri Apr 12	A17TST004B
Fri Apr 19	A17TST004C
Fri Apr 26	A17TST004D
Fri May 3	A17TST005A
Fri May 10	A17TST005B
Fri May 17	A17TST005C
Fri May 24	A17TST005D
Fri Jun 7	A17TST006A
Fri Jun 14	A17TST006B
Fri Jun 21	A17TST006C
Fri Jun 28	A17TST006D



Taxi 4-Hour Continuing Education Workshop

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

1 session/4 hours either 10:00am-2:00pm - 1:30pm-5:35 or 6:00pm-10:00pm \$20

Mon Apr 1	A17RNW004A
Thurs Apr 4	A17RNW004B
Mon Apr 8	A17RNW004C
Wed Apr 10	A17RNW004D
Sat Apr 13	A17RNW004E
Thurs Apr 18	A17RNW004G
Wed Apr 24	A17RNW004H
Sat Apr 27	A17RNW004I
Wed May 1	A17RNW005A
Mon May 6	A17RNW005B
Thurs May 9	A17RNW005C
Tue May 14	A17RNW005E
Thurs May 16	A17RNW005F
Mon May 20	A17RNW005G
Wed May 22	A17RNW005H
Wed May 29	A17RNW005I
Sat Jun 1	A17RNW006A
Tue Jun 4	A17RNW006B
Thurs Jun 6	A17RNW006C
Tue Jun 11	A17RNW006D
Sat Jun 15	A17RNW006E
Mon Jun 17	A17RNW006F
Wed Jun 19	A17RNW006G
Mon Jun 24	A17RNW006H
Thurs Jun 27	A17RNW006I

English for Taxi Drivers

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

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

Thurs Apr 4	A17TEP004A
Thurs Apr 18	A17TEP004B
Thurs May 2	A17TEP005A
Thurs May 16	A17TEP005B
Thurs May 30	A17TEP005C
Thurs Jun 13	A17TEP006A
Thurs Jun 27	A17TEP006B

Manhattan Geography

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

1 session/8 hours \$49

Fri Apr 26	A17GMANO4B
Fri May 11	A17GMANO5A
Fri May 24	A17GMANO5B
Fri Jun 7	A17GMANO6A
Fri Jun 21	A17GMANO6B

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

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

1 session/8 hours \$49

Mon Apr 1	A17GBRQ04A
Mon Apr 15	A17GBRQ04B
Mon Apr 29	A17GBRQ04C
Mon May 13	A17GBRQ05A
Tue May 28	A17GBRQ05B
Mon Jun 10	A17GBRQ06A
Mon Jun 24	A17GBRQ06B

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

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

1 session/8 hours \$49

Tue Apr 2	A17GBXS04A
Tue Apr 16	A17GBXS04B
Tue Apr 30	A17GBXS04C
Tue May 14	A17GBXS05A
Wed May 29	A17GBXS05B
Tue Jun 11	A17GBXS06A
Tue Jun 25	A17GBXS06B

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

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

1 session/8 hours \$49

Wed Apr 3	A17NYC04A
Wed Apr 17	A17NYC04B
Wed May 1	A17NYC05A
Wed May 15	A17NYC05B
Wed Jun 12	A17NYC06B
Wed Jun 26	A17NYC06C

Portable Electronic Devices and Driving While Distracted

Discover the dangers of driving while distracted (DWD) and understand the ramifications of being issued a violation by the Taxi and Limousine Commission (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.

Thurs Apr 4	A17PED004A
Sat Apr 13	A17PED004B
Wed Apr 24	A17PED004C
Sat Apr 27	A17PED004D
Wed May 1	A17PED005A
Thurs May 16	A17PED005C
Wed May 22	A17PED005D
Tue Jun 11	A17PED006B
Mon Jun 17	A17PED006C
Mon Jun 24	A17PED006D

Voluntary TLC Two-Point Reduction Course for Taxi Drivers

Analyze your driver violation history in order to understand your pattern of behavior. You will explore productive ways to deal with conflict as well as personal anger and aggression by better understanding and communicating with passengers. You will also learn proper protocol for dealing with police officers and the court system. In addition, you will review New York City and Taxi and Limousine (TLC) traffic codes. Upon completion of this 8-hour, 2-session class, you will have two TLC points deducted from your taxi driver's license.

Mon Apr 22 - Apr 29 (2 sessions/8 hours)
12:00 pm - 4:00 pm \$75 A17REF004A

Mon Jun 16 - Jun 24 (2 sessions/8 hours)
12:00 pm - 4:00 pm \$75 A17REF006A



Start/Build Your Business

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<i>10,000 Small Businesses</i>	31
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Business & Business/Online	34

Are you a new or emerging small business?

LaGuardia has many services to help you!

Which Business Service is Right For You?

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: <http://www.nyssbdc.org/centers/centers.aspx?centid=24>

Call: (718) 482-5303

Email: sbdc@lagcc.cuny.edu



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

10,000 Small Businesses (10KSB) is a five-year initiative, developed by Goldman Sachs, to help small businesses across the U.S. grow and create jobs through greater access to business education, support services and capital.

Website: <http://laguardia.edu/10ksb/>

Call: (718) 730-7400

Email: 10KSB@lagcc.cuny.edu



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

Procurement Technical Assistance Center (PTAC) provides assistance to all entrepreneurs, especially small, veteran, minority and women business owners.

Website: <http://laguardia.edu/ptac>

Call: (718) 482-5289

Email: ptac@lagcc.cuny.edu



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

Career and Professional Programs (CAPP) offer 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

Do you want to obtain transportation-related contracts?

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

Website: <http://osdbu.dot.gov/regional/northeast.cfm>

Call: (718) 482-5941

Email: eperdomo@lagcc.cuny.edu



Do you need assistance with recruiting and screening job candidates for your healthcare organization?

NYC Business Solutions Healthcare can help you save time and money by finding and cultivating the right talent. NYC Business Solutions Healthcare recruits and screen jobseekers from a citywide pool of thousands of candidates, referring only the most qualified. We'll coordinate with you to advertise your open positions and schedule interviews. We also provide free interview space.

Website: <http://www.nyc.gov/business>

Call: (718) 730-7500

Email: healthcare@nycbusiness-solutions.com



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

NYDesigns, a business incubator, helps emerging and established designers grow their firms by offering 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



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

— Saudia
Greenhouse Eco-Cleaning
Brooklyn, New York



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

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

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





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

LaGuardia's PTAC Helps Small Company Win Government Contracts

In 2009, during the middle of the economic recession, RoseMarie Felisarta was trying to gear up a new business. Starting off with a few contacts at some manufacturing companies, she created Activ Systems Inc., a provider of industrial, IT and green supplies. It was a one-woman show that Ms. Felisarta ran out of her home office in Long Island.



Since then Ms. Felisarta has beat the odds, and Activ Systems has blossomed. She now has a team of three others who assist her in supplying more than 30,000 products to numerous government and corporate clients, large and small. She holds contracts and subcontracts with Metropolitan Transportation Authority (MTA) and School Construction Authority, among other government agencies, totaling over \$2 million. And she has just received a \$150,000 contract with FEMA as part of the agency's Hurricane Sandy recovery efforts. Ms. Felisarta notes that LaGuardia Community College's Procurement Technical Assistance Center (PTAC) has been an important tool in helping her business grow these past three years.

After learning about PTAC, which helps small businesses in the New York City area—in particular, minority, women and veteran-owned businesses—market their goods and services to city, state and federal government agencies, she contacted the Center and was on her way to promising prospects.

“PTAC has been instrumental in helping us grow by giving us specific objectives and telling us where, how and who to contact. This has saved us time and money and has gotten results.”

Besides sending Ms. Felisarta government contract bids that match her business and certification background on a daily basis and advising her on them, a major factor in Activ System's recent upturn

has been her corporate capability statement, a sort of resume for businesses that government agencies often request of vendors. After working with PTAC to create a polished and professional statement, Ms. Felisarta began using it to reach out to government agencies as well as manufacturers, which has led to more contracts for her business.

“PTAC has been instrumental in helping us grow by giving us specific objectives and telling us where, how and who to contact. This has saved us time and money and has gotten results,” said Ms. Felisarta.

Spring 2013 PTAC Events		
Date	Event	Location
February		
Thursday, February 21 12:00 PM to 3:00 PM	Doing Business with the Government, sponsored by Ronkonkoma Chamber of Commerce	Shenanigans Restaurant 228 Hawkins Avenue Ronkonkoma, NY 11779
March		
TBA	Packaging Requirements: Mil Spec. 129 & Mil Spec.130	*LaGuardia Community College
April		
Thursday, April 11 5:30 PM to 8:30 PM	Building Blocks sponsored by Skanska - Opening Ceremony	*LaGuardia Community College
Tuesday, April 23 6:00 PM to 9:00 PM	Building Blocks sponsored by Skanska - TBA	*LaGuardia Community College
Thursday, April 25 6:00 PM to 9:00 PM	Building Blocks sponsored by Skanska - Leadership in Energy & Environmental Design	*LaGuardia Community College
TBA	How to use Wide Area Work Flow (WAWF)	*LaGuardia Community College
TBA	Federal Government Vendor Registration: Understanding SAM	*LaGuardia Community College
May		
Tuesday, May 7 6 PM to 9 PM	Building Blocks sponsored by Skanska - Doing Work with Government Agencies	*LaGuardia Community College
Thursday, May 9 6 PM to 9 PM	Building Blocks sponsored by Skanska - Business Development / Marketing	*LaGuardia Community College
Tuesday, May 14 6 PM to 9 PM	Building Blocks sponsored by Skanska - The Contract, Part I	*LaGuardia Community College
Thursday, May 16 6 PM to 9 PM	Building Blocks, sponsored by Skanska - The Contract, Part II (PLA Agreements)	*LaGuardia Community College
Tuesday, May 21 6 PM to 9 PM	Building Blocks sponsored by Skanska - Safety & Injury Free Work Environment	*LaGuardia Community College
Thursday, May 23 6 PM to 9 PM	Building Blocks sponsored by Skanska - Scheduling	*LaGuardia Community College
Tuesday, May 28 6 PM to 9 PM	Building Blocks sponsored by Skanska - Field Management & Techniques	*LaGuardia Community College
Thursday, May 30 6 PM to 9 PM	Building Blocks sponsored by Skanska - Human Resource Management	*LaGuardia Community College
June		
Tuesday, June 4 6 PM to 9 PM	Building Blocks sponsored by Skanska - Construction Accounting, Part I (Sales & Use Tax)	*LaGuardia Community College
Thursday, June 6 6 PM to 9 PM	Building Blocks sponsored by Skanska - Construction Accounting, Part II (Financial Reporting)	*LaGuardia Community College
Friday, June 7 8 AM to 1 PM	11th Annual Queens Small Business & Procurement Expo	Con Edison Learning Center 43-82 Vernon Blvd Long Island City, NY 11101
Tuesday, June 11 6 PM to 9 PM	Building Blocks sponsored by Skanska - TBA	*LaGuardia Community College
Thursday, June 13 6 PM to 9 PM	Building Blocks sponsored by Skanska - Doing Work with Skanska / Prequal, Bid Op, GRdBm	* LaGuardia Community College

* LaGuardia Community College
31-10 Thomson Avenue, Room E500
Long Island City, NY 11101

For more information contact (718) 482-5306 or PTAC@lagcc.cuny.edu

Please note: Events subject to change.

Start/Build Your Business!

Business

Call 718-482-7244 for more information

New! Social Media and Mobile Technology for Business

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

Instructor: Sayyid Tirmizi

Wed May 15 - Jul 24 (10 sessions/20 hours)
6:30 pm - 8:30 pm \$375 A05SMT001A

New! Writing for Social Media in Business

Review writing basics and explore how to write for social media to develop your business.

Instructor: Mim Solberg

Wed Mar 20 - May 8 (8 sessions/16 hours)
6:30 pm - 8:30 pm \$300 A05SMT002A



Learn Online!
Visit www.ed2go.com/lagcc
See page 53



Achieving Success with Difficult People/Online

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

\$129 A05BUS815



Creating a Successful Business Plan/Online

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

\$129 A05BUS819



Computer Skills in the Workplace/Online

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

\$129 A05BUS820



Effective Business Writing/Online

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

\$129 A05WRT811



Get Paid to Travel/Online

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

\$129 A05CRD800



Keys to Effective Communication/Online

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

\$129 A05BUS821



Introduction to Business Analysis/Online

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

\$129 A05BUS812



Introduction to Interior Design/Online

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

\$129 A05BUS823



Introduction to Nonprofit Management/Online

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

\$129 A05BUS808



Managing Customer Service/Online

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

\$129 A05BUS818



Web 2.0: Blogs, Wikis, and Podcasts/Online

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

\$129 A05CMP848



Marketing Your Business on the Internet/Online

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

\$129 A05BUS809



Small Business Marketing on a Shoestring/Online

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

\$129 A05BUS822



Start and Operate Your Own Home-Based Business/Online

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

\$129 A05BUS800



Start a Pet Sitting Business/Online

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

\$129 A05BUS816A



Wow, What a Great Event!/Online

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

\$129 A05PEN809



Learn English

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Learn English



Neil Applebaum

Longtime ESL instructor values diversity in TELC

Neil Applebaum has been an ESL Adjunct Lecturer at LaGuardia's English Language Center (TELC) since 1997. He holds an M.Ed. Degree from Bank Street College of Education and has also taught ESL for Columbia University.

In 2006, with select faculty of the American Language Program at Columbia University, Mr. Applebaum developed and appeared in a series of English language instructional programs for Japanese Public Television, NHK.

“Teaching ESL at TELC is a rewarding and challenging experience which gives me the opportunity to work with students from all walks of life, and from all corners of the world.”

Learn English at LaGuardia!

Prepare for college, graduate school or a better job.

English as a Second Language (ESL) Teachers at **The English Language Center (TELC)** have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening, speaking, field trips and Internet research. We also offer courses that teach you English through art, business, pop culture, blogs and wikis, and dance. Do you have questions about immigration, life in the United States, your future plans? Our staff can help. Come study with us and make TELC your home away from home! You will have access to LaGuardia Community College's computer labs, library, gym and swimming pool.

Payment for all ESL courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.

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

Day Intensive

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

Spring 2013

Registration: Wednesday, March 27 and Thursday March 28, 11:00 am - 3:00 pm, Room C-354. The non-refundable \$50 registration fee is included in the tuition.

Morning Day Intensive

Mon - Fri Apr 8 - Jun 14 (49 sessions/170 hours)
8:45 am - 12:45 pm \$1625 AF021000

Afternoon Day Intensive

Mon - Thurs Apr 15 - Jun 24 (40 sessions/180 hours)
1:30 pm - 6:30 pm \$1440 AF021001

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



Evening English Program

Are you planning to enroll in a college or university? Do you need to improve your English skills to advance in your professional career? If so, take this 6-level English program. You will improve your listening, speaking, reading, writing and grammar and acquire valuable college study skills.

Spring 2013 Registration starts Thursday, March 28, 4:00 pm - 7:00 pm, Room C-354. The non-refundable \$50 registration fee (4 nights) or \$25 registration fee (2 nights and Saturday) is included in the tuition.

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

Mon - Thurs Apr 10 - Jun 19 (40 sessions/90 hours)
6:50 pm - 9:05 pm \$665 AF021006

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

Mon & Wed Apr 10 - Jun 19 (20 sessions/45 hours)
6:50 pm - 9:05 pm \$355 AF021003

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

Tues & Thurs Apr 11 - Jun 18 (20 sessions/45 hours)
6:50 pm - 9:05 pm \$355 AF021004

Saturday English Program

Improve your listening, speaking, and grammar skills by using authentic language and materials that will help you function in your daily life.

Spring 2013 Registration starts Thursday, March 28, 4:00 pm - 7:00 pm and Saturday, March 30, 10:00 am - 1:00 pm, Room C-354.

Saturday English Program

Sat Apr 20 - Jun 22 (9 sessions/45 hours)
9:00 am - 2:00 pm \$355 AF021005



Specialized Workshops - Afternoon

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

Spring 2013 Registration is on Wednesday, March 27 and Thursday, March 28, 11:00 am - 3:00 pm, Room C-354.

Writing Workshop

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

Mon & Wed Apr 15 - Jun 24 (20 sessions/45 hours)
1:30 pm - 3:45 pm \$355 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 Apr 16 - Jun 20 (20 sessions/45 hours)
4:15 pm - 6:30 pm \$355 AF021150C

TOEFL Preparation Workshop

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

Mon & Wed Apr 15 - Jun 24 (20 sessions/45 hours)
4:15 pm - 6:30 pm \$355 AF021400C

Vocabulary through Reading Workshop

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

Tues & Thurs Apr 16 - Jun 20 (20 sessions/45 hours)
1:30 pm - 3:45 pm \$355 AF021240C

This catalog is available online at
<http://www.lagcc.cuny.edu/ace/>



Shahir Erfan

New LaGuardia Vice President learned English at the college

Shahir Erfan, a former LaGuardia student, has been named the new Vice President of Administration for the college. Mr. Erfan started out taking ESL classes at LaGuardia. A native of Afghanistan, he also earned 60 credits in Liberal Arts and Science here before going on to receive a BS in Electrical Engineering from NY Institute of Technology as well as an MBA from Baruch College.

“I strongly believe in LaGuardia’s mission that aims to transform the lives of our students and our community.”

Prior to joining LaGuardia’s Division of Administration in 2002, he worked for ten years in campus planning and facilities at CUNY’s City College of New York. Through hard work and dedication, he made his way up the career ladder at LaGuardia and for the past four years has been functioning as the Executive Director of Facilities Management and Planning at the college.

“LaGuardia Community College has played an important role in my career,” says Mr. Erfan. “I strongly believe in LaGuardia’s mission that aims to transform the lives of our students and our community. My focus, as the Vice President of Administration, will be to serve and support students, faculty and staff.”

Congratulations, Shahir!

How well do you speak English?

Versant English Test

Is it good enough for college?

For a better job?

For a training course?

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

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

- vocabulary
- pronunciation
- fluency
- listening comprehension

Test Dates: March 16, April 20, May 18

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

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



Have you started but not finished the G.E.D test?
You risk having to start over!

Coming Soon!
The NEW 

Current Version of G.E.D. Test to Expire at End of 2013

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

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

LaGuardia Community College has G.E.D. classes for all ages at convenient times. Sign up for a class today. (see page 40)

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

For more information:

www.finishtheGED.com -or- www.laguardia.edu/ace/

or come to

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

Get a G.E.D.

High School Equivalency Diploma

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

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

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

(\$) = Tuition (F) = Free

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

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

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

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

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

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

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

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

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

Visit our website <http://www.lagcc.cuny.edu/pcap>
 To sign up for an Information Session go to:
<http://www.info.gedalc.org/sign-up-for-class-today/>
 Call: (718) 482-5385
 Email: pcap@lagcc.cuny.edu

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

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

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

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

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

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

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

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

How do I continue my education at LaGuardia?

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

Get a G.E.D.

G.E.D. In English

Prepare to take the GED/high school equivalency exam and start building your future!

You will focus on reading, writing and mathematics, and participate in career planning workshops, presented by academic counselors. You'll also receive advisement on opportunities in certification and college credit programs. The course is open to those 19 years of age or older.

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

Spring 2013

Thursday April 4	6 pm, Room E-242/\$20
Saturday April 6	10 am, Room E-242/\$20
Monday April 8	6 pm, Room E-242/\$20

During the registration process, you will take a 35 minute reading exam, a 20 minute math survey, and provide a writing sample. In order to enroll in the course, you must pass all three sections. If you've taken the GED exam before, you may be exempt from admissions testing. Bring your GED test scores to the registration to find out. The course fee includes a scientific calculator.

Books for all GED and Pre-GED courses must be purchased separately. The course fee can be paid by credit/debit card or money order; the testing fee of \$20 is paid by money order only. When paying by money order, please leave blank until completion of the registration process. Students receiving public assistance receive a 50% discount; they must show a benefit card. Those 65 years of age and older receive a 30% discount.

If you have taken the GED course within the last 6 months and need to retake it, we offer a 30% discount!

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

Pre-G.E.D. in English

Wed & Fri Apr 17 - Jun 28 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02GED004A

G.E.D. in English

Wed & Fri Apr 17 - Jun 28 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02GED001A

Mon & Wed Apr 15 - Jul 1 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02GED001B

Sat Apr 20 - Jun 29 (10 sessions/65 hours)
9:00 am - 4:00 pm \$262 A02GED001C

Tues & Thurs Apr 16 - Jun 27 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02GED001D

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

G.E.D. En Español

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

Estudiará lectura, escritura y matemáticas y participará en talleres sobre las carreras, presentados por consejeros académicos. También habrá asesoría sobre programas de certificación profesional y de universidad.

Este curso se ofrece a estudiantes que tienen 19 años de edad o más. Para aplicar tiene que asistir a una de estas fechas de matrícula.

Primavera 2013

Miércoles 10 Abril	6pm, Room E-242/\$20
Jueves 11 Abril	6pm, Room E-242/\$20
Sábado 13 Abril	10am, Room E-242/\$20

Durante la sesión de matrícula, tendrá que tomar un examen en comprensión de lectura de 35 minutos, un examen de matemáticas de 20 minutos, y un breve examen de escritura. Tiene que pasar los tres exámenes para poder matricularse en el curso.

Si ha tomado el Examen de Equivalencia del Bachillerato en el pasado, dependiendo de sus calificaciones, tal vez 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 matrícula. El precio del curso incluye la compra requiere de una calculadora científica.

Los textos para todos los cursos de GED y Pre-GED se tienen que pagar separadamente. El curso se puede pagar con tarjeta de crédito/débito o giro postal. El costo de registración de \$20 debe ser pagado con giro postal solamente. Por favor deje el giro postal en blanco hasta el día de matrícula. Estudiantes que reciben ayuda del gobierno obtendrán un descuento de 50%; para ello tendrán que mostrar su tarjeta de ayuda del gobierno. Los que tienen 65 años de edad o más también recibirán un descuento de 30%.

Si usted tomó el curso en los últimos seis meses y necesita tomarlo nuevamente, le ofrecemos un descuento de 30%.

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

Pre-G.E.D. en Español

Lunes & Miércoles Apr 15 - Jul 1 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02GED003A

G.E.D. en Español

Martes & Jueves Apr 16 - Jun 27 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02GED002A

Sáb Apr 20 - Jun 29 (10 sessions/65 hours)
9:00 am - 4:00 pm \$262 A02GED002B

Did You Know?

LaGuardia is an Official G.E.D. Testing Center

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

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

G.E.D. Predictor Exam

To reserve a seat for the placement test, contact Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Apr 2 - Jun 20
(3 sessions/15 hours)
\$45 A16GED000A

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

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

Tues & Thurs Apr 2 - Jun 20 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16GED002A

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

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

Tues & Thurs Apr 2 - Jun 20 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16GED001A

Pre-G.E.D. Math for Deaf Adults

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

Wed Apr 3 - Jun 19 (11 sessions/33 hours)
5:45 pm - 9:05 pm \$149 A16MAT012A

G.E.D. Math for Deaf Adults

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

Wed Apr 3 - Jun 19 (11 sessions/33 hours)
5:45 pm - 9:05 pm \$149 A16MAT013A

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 GED courses.

Mon, Tues, Wed & Thurs Apr 2 - Jun 20 (1 session/4 hours)
\$15 A16TAB000A

Mon - Thurs Apr 2 - Jun 20 (1 session/4 hours)
\$15 A16TAB000B

Beginning Basic Education Level 1 for Deaf Adults

Tues & Thurs Apr 2 - Jun 20 (22 sessions/44 hours)
5:45 pm - 7:55 pm \$429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults

Mon & Wed Apr 1 - Jun 24 (22 sessions/44 hours)
5:45 pm - 7:55 pm \$429 A16RDW004A



Register Online
www.laguardia.edu/acereg/



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

College-Level Examination Program (CLEP®)

A Credit-by-Examination Program

The tests are:

- available in **34** college-level introductory subjects
- administered in **state-of-the-art** LaGuardia computer labs
- **offered every Wednesday** in Room C-248 from 6:00 p.m. - 8 p.m.
- \$115 per test

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

To register: www.laguardia.edu/acereg/

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

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

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

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



Find out more:

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



Prepare for College

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Prepare for College

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

Prepare for College

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



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

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

College Prep Courses

Bridge to College Reading and Writing

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

Tues & Thurs Apr 16 - May 23 (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 Apr 15 - May 22 (12 sessions/30 hours)
6:00 pm - 8:30 pm \$135 A22PRP007A

College Prep Workshops

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

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

Wed May 8 (1 session/2 hours)
6:00 pm - 8:00 pm Free A22PRP001A

How to Apply for FAFSA and How to Obtain Scholarships

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

Wed May 15 (1 session/2 hours)
6:00 pm - 8:00 pm Free A22PRP002A

What do you want to be? Discover your Career Options

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

Wed Apr 24 (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 Apr 17 (1 session/2 hours)
6:00 pm - 8:00 pm Free A22PRP003A

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

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

Sat Apr 20 - Apr 27 (2 sessions/6 hours)
10:00 am - 1:00 pm \$45 A22WRT002A

Introduction to Liberal Arts

Through reading, writing and discussion, you will explore fundamental questions about life that develop critical thinking skills to help you succeed in college.

Mon & Wed Apr 15 - May 22 (12 sessions/30 hours)
6:00 pm - 8:30 pm \$135 A22PRP012A



Register Online
www.laguardia.edu/acereg/

CUNY Language Immersion Program (CLIP)

Crysney Valencia, a native of Colombia, is the LaGuardia winner of the 2012 Charles Braver CUNY Scholarship for outstanding writing in the CUNY Language Immersion Program (CLIP). Crysney has received \$500 for her undergraduate studies at the college.



Left to right, David Housel, CLIP Associate Director; Mimi Blaber, CLIP Director; Crysney Valencia, Braver Scholarship Winner; Jane Schulman, ACE Vice President; and Jane MacKillop, ACE Associate Dean.

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

CUNY Language Immersion Program

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

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

Spend up to one year in this low-cost program to improve your reading, writing, speaking and listening skills in English. Classes meet 25 hours per week, and you can choose day or evening sessions.

For more information

Call: (718) 482-5966
 E-mail: clip@lagcc.cuny.edu
 Visit: Room C-233

Read an excerpt from Crysney's winning essay about how reading books in class on influential historical figures, such as *Narrative of the Life of Frederick Douglass, An American Slave*, has inspired her and helped shape her future goals.

Before I had dreams, now I have purposes and goals. My dreams were far while now my goals are close. These books have led me to reflect on barriers that I have to overcome to achieve my aims in life. ... I have only to work and study hard to become a successful woman in this country. ...

Reading Frederick Douglass' biography I realized there was in the world a worse kind of slavery which was imposed by our thoughts, conformism and fears and I was part of it. I thought coming to America, learning a new language and becoming a great professional were big challenges very difficult to achieve. Now, I think these are my goals and I cannot live in fear of making my own way. ... Therefore, I am working everyday to learn English, so I can go to college and reach a little more of my freedom. ...

Reading these wonderful books has been a great experience for my life. I have learned as the world and this society has evolved. I have known the story of thousands of people, who with their limitations, determination, and bravery have transformed their lives and those of others. They faced challenges unimaginable and have impacted the lives of an entire nation. They have taught us that life itself is very difficult, but we are responsible for removing the obstacles that we will find on our way.

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

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

For more information and to find out if you qualify please contact our front office at (718) 482-5921 or visit <http://www.lagcc.cuny.edu/asap/qualifications/>.

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



Make an investment in your future by going to college!

CUNY START

What is CUNYStart?

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

Why enroll in CUNYStart?

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

To be eligible for CUNYStart, you must

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

INFO SESSIONS

To attend one of the following information sessions, send an e-mail to cunystart@lagcc.cuny.edu

All Info Sessions are at LaGuardia, Room E222

2/14: 10am-12pm
2/21: 10am-12pm & 6pm-8pm

Classes run from March 4 - August, 6 2013

Full-time option:

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

Part-time option:

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

For more information visit: www.lagcc.cuny.edu/ACE/CUNYSTART.aspx
or call: (718) 482-5137

Classes for Deaf Adults

Elementary Algebra (Dual Access)

Advance your math skills in preparation for the GED 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 Erlisa Koci at Ekoci@lagcc.cuny.edu. Prerequisite: Introduction to Algebra (A16MAT095) or eligibility as determined by math placement test.

Instructor: Roy Siskind

Mon, Wed & Thurs Mar 4 - Jun 13 (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 (917) 832-1203 Voice/VP, or email: KIMLUC@lagcc.cuny.edu. Prerequisite: High school or G.E.D. diploma.

Instructor: Sue Livingston

Mon, Tues, Wed, Thurs (9:15 am - 10:15 am) & Thurs (3:25 pm - 4:25 pm)
Mar 4 - Jun 12 (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 G.E.D. diploma.

Instructor: Sue Livingston

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

This catalog is available online at
<http://www.lagcc.cuny.edu/ace/>



Samuel E. Farrell, II

Helping the underserved for 40 years

Samuel Farrell has had many roles and worn many hats during his 40 years in LaGuardia's Division of Adult and Continuing Education (ACE). But there is one thing all of his positions have in common: they have all helped the community's most underserved.

Beginning at LaGuardia in January 1972, the second semester the college was running, Mr. Farrell started teaching college prep and GED classes to returning combat Vietnam veterans. With a Bachelors Degree in Psychology from Long Island University (Brooklyn Campus) and a strong background in math, he later taught math at the Branch Queens House of Detention in ACE's first efforts with the correctional system and in 1975 was made director of the division's Veterans Upward Bound (VUB) program, a position he held for more than 20 years.

"I learned from my teaching experiences that I loved working with people - especially the marginalized, those closer to ground," says Mr. Farrell, who also holds an MS Degree in Developmental Reading.

In the mid-1990s, Mr. Farrell began working with at-risk and incarcerated youth, eventually becoming director of ACE's Center for Community Education/CUNY Catch, which provides this population with GED and college preparation, in 2002. He still holds this position as well as the directorship of ACE's Veteran Services Office.

Looking back on the past 40 years, Mr. Farrell recalls many rewarding moments, such as the time he ran into a former VUB student who had helped during a medical emergency in class and learned that the Vietnam veteran was now an engineer.

One of Mr. Farrell's proudest moments, he explains, was when the New York City Council awarded LaGuardia a \$1.5 million grant for 2007-2009 for veterans programs, a recognition of his years of work to maintain a veteran-friendly environment at LaGuardia for New York City's veterans community.

In addition to helping the people who need it the most, Mr. Farrell points out that the programs he has worked with are so important because they fulfill LaGuardia's original mission to provide non-traditional students access to higher education.

LaGuardia is still the same place of opportunity and learning that it was 40 years ago, thanks to people like Samuel Farrell. Thank you, Sam! We wish you the best in your retirement!

“I learned from my teaching experiences that I loved working with people – especially the marginalized, those closer to ground.”

FREE COLLEGE CLASSES & SERVICES FOR VETERANS
 LaGuardia Community College
 Interested In Earning A College Degree?
 Looking To Advance In A Career?
 Need To Increase Your Income?

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

CALL: (718) 482-5386
 (718) 482-5231

WEBSITE: www.lagcc.cuny.edu/veterans
FACEBOOK: LaGuardia Veterans
EMAIL: vets@lagcc.cuny.edu

LaGuardia's Veteran Upward Bound Program Can Help You!

Today, LaGuardia's **Veteran Upward Bound Program**
 Tomorrow, any CUNY college.
Visit Us Now!

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



Test Prep/Online

GMAT Prep/Online

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

\$129 A05GRE804

LSAT Preparation - Part 1/Online

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

\$129 A05PRP802

LSAT Preparation - Part 2/Online

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

\$129 A05PRP803

SAT/ACT Prep, Part 1/Online

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

\$129 A05PRP800

SAT/ACT Prep, Part 2/Online

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

\$129 A05PRP801

Prepare for the GED Test

A05GED800 \$129.00

Prepare for the GED Language Arts, Writing Test

A05GED801 \$129.00

Prepare for the GED Math Test

A05GED802 \$129

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

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

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



Learn American Sign Language

Intensive Study in American Sign Language 50

Dual Access Courses 51

Continuing Education Classes for Deaf Adults 52

Individual Instruction 52

Learn American Sign Language!

Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. Using the Master ASL Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge. Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or GED diploma required. Upon completion and passing of Intensive Study in ASL 1 - 4 and Fingerspelling 1 & 2 courses, within two years you can earn a Certificate in Conversational American Sign Language. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement.

To schedule an appointment contact Erlisa Koci at ekoci@lagcc.cuny.edu or (917)832-1138. If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened.

For more information about ASL classes for credit contact Carole Lazorisak, Education and Language Acquisition Department, Room B-234, at (917) 832-1204 or CaroleL@lagcc.cuny.edu. This certificate program is not designed to train students as interpreters for the Deaf. For more information on our ASL-English Interpretation Program visit <http://www.laguardia.edu/aeip>. ND

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 May 15 (1 session/1.5 hours)
5:45 pm - 7:15 pm A16ASL000A

Wed Jun 5 (1 session/1.5 hours)
5:45 pm - 7:15 pm \$0 A16ASL000B

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) 832-1138 Voice/VP or e-mail ekoci@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Apr 2 - Jun 22 (1 session/1 hour)
\$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.

Summer 2013
Mon & Wed (5:45 pm - 8:00 pm) & Tues
(5:45 pm - 7:00 pm) Jun 24 - Aug 14
(24 sessions/46 hours)
\$359 A16ASL011A

Intensive Study in American Sign Language - Level 2

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

Summer 2013
Mon & Wed (5:45 pm - 8:00 pm) & Tues
(5:45 pm - 7:00 pm) Jun 24 - Aug 14
(24 sessions/46 hours)
\$359 A16ASL012A

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.

Summer 2013
Tues & Thurs (5:45 pm - 8:00 pm) & Wed
(5:45 pm - 7:00 pm) Jun 25 - Aug 20
(24 sessions/46 hours)
\$359 A16ASL013A

Intensive Study in American Sign Language - Level 4

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

Summer 2013
Tues & Thurs (5:45 pm - 8:00 pm) & Wed
(5:45 pm - 7:00 pm) Jun 25 - Aug 20
(24 sessions/46 hours)
\$359 A16ASL014A



For information on the
ASL-English Interpretation
Program
go to page 24



Kat Daviton-Burland

Providing educational opportunities to Deaf adults

Kat Daviton-Burland was working as a chemical analyst for six years when she decided she wanted a career change. Switching to the field of social work while earning a BSW in Clinical Social Work and MSW in Group Work, ultimately becoming a NY state-certified social worker (LMSW), she segued into working with the Deaf community. Ms. Daviton-Burland, who is Deaf, came to LaGuardia as the career counselor for the Program for Deaf Adults (PDA) in 1991. She then became the program coordinator and in 1996 was appointed PDA's assistant director.

"I believe in ensuring that higher educational opportunities are accessible to individuals who are Deaf, Hard-of-Hearing and Deaf/Blind," says Ms. Daviton-Burland, who notes that PDA's American Sign Language (ASL) program serves as a feeder to both LaGuardia's AA Degree in Deaf Studies and PDA's ASL-English Interpretation Programs.

With her assistance, PDA has also worked on groundbreaking distance learning classes that, through the use of technology, allow Deaf students in remote areas of the country to receive top notch academic instruction. And since PDA is one of the largest and most comprehensive post-secondary education and support programs for Deaf and Hard-of-Hearing students in the country, with an excellent reputation for providing high quality services, the program frequently has international visitors who come to learn from Ms. Daviton-Burland and her staff, headed up by PDA director Tony Allicino. These include educational institutions from Norway, Japan and Denmark.

“I believe in ensuring that higher educational opportunities are accessible to individuals who are Deaf, Hard-of-Hearing and Deaf/Blind.”

"PDA's Continuing Education Program for Deaf adults has been a one of a kind in the Northeast and beyond, offering a variety of classes taught by teachers fluent in ASL," says Ms. Daviton-Burland. "Geographically, there are no other classes offered to Deaf adults at this caliber."

Dual Access Courses

Dual Access: Fingerspelling, Numbers and Glossing 1

Explore the fundamentals of ASL fingerspelling, numbers and glossing. You will focus on the development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signals. Offered jointly with the Education and Language Acquisition Department. Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Tue Mar 5 - Jun 11 (24 sessions/24 hours)
5:45 pm - 7:55 pm \$119 A16ASL018B

Dual Access: Fingerspelling, Numbers and Glossing 2

Build on the foundations of ASL fingerspelling, numbering and glossing in Level 1. You will focus on the further development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signs. Offered jointly with the Education and Language Acquisition Department. Prerequisite: ASL Fingerspelling 1 & Intensive Study in ASL Level 2.

Tue Mar 5 - Jun 11 (24 sessions/36 hours)
5:35 pm - 8:55 pm \$229 A16ASL019A

Dual Access: Intensive Study in American Sign Language - Level 2

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

Tues & Thurs Mar 5 - Jun 11 (36 sessions/48 hours)
3:25 pm - 5:35 pm \$339 A16ASL015A

Sat Mar 9 - Jun 8 (24 sessions/48 hours)
10:30 am - 3:15 pm \$339 A16ASL015B

Dual Access: Intensive Study in American Sign Language - Level 3

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

Mon (6:00 pm-7:30 pm) & Wed (6:00 pm-8:45 pm)
Mar 4 - Jun 12 (36 sessions/48 hours)
\$339 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 4 - Jun 12 (36 sessions/48 hours)
\$339 A16ASL017A

Continuing Education Classes for Deaf Adults

For questions or to schedule an appointment for an assessment or placement test, contact Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu .ND

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

Tue Apr 9 - May 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

Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Apr 2 - Jun 22 (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 Apr 2 - Jun 22 (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 Apr 2 - Jun 22 (12 sessions/24 hours)
\$1859 A16PDV003A



Learn Online

 *Go online for professional and personal growth*

Online Courses

Convenient and Accessible 24 Hours a Day Anytime, Anywhere!

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

Get Started!

Visit www.ed2go.com/lagcc

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

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

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



To Register

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

Start Dates

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

SPRING A	Apr 17 - Jun 7	\$129
SPRING B	May 15- Jul 5	\$129
SPRING C	Jun 19 - Aug 9	\$129

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

For questions on courses or enrollment process email ACEProfessional@lagcc.cuny.edu or call (718) 482-7144.
All online courses are ND.

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

*If you wish to pay in person visit LaGuardia Community College 30-20 Thomson Avenue, Room B-114 Long Island City, NY.



Express Yourself!

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Express Yourself!

Other days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 482-5130 or (718) 482-5124.

College Foreign Languages

These College Foreign Language classes are open to the public on a non-credit basis at a special fee of \$315 or \$320 per course. Elementary courses are for beginners, and all classes are designed to develop listening, speaking, reading and writing skills through work in the classroom and language laboratory. Books and/or materials must be purchased for most classes. Decisions on class size are made early so register in advance.

Elementary Arabic I

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

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELA101A

Mon - Thurs Mar 4 - Jun 13 (48 sessions/48 hours)
10:30 am - 11:30 am \$320 A02ELA101B

Modern Chinese I

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

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELC101A

Mon - Thurs Mar 5 - Jun 13 (48 sessions/48 hours)
2:15 pm - 3:15 pm \$320 A02ELC101B

Elementary French I

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

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELF101B

Mon - Thurs Mar 4 - Jun 13 (48 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELF101C

Mon & Wed Mar 4 - Jun 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELF101D

Elementary Italian I

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

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELI101B

Tues & Thurs Mar 5 - Jun 13 (24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELI101C

Elementary Japanese I

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

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELJ101B

Mon & Thurs Mar 4 - Jun 13 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELJ101C

Tues & Thurs Mar 5 - Jun 13 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELJ101D

Elementary Korean I

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. The Korean script han'gul will be used from the onset.

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELK101A

Tues & Thurs Mar 5 - Jun 13 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELK101B

Elementary Portuguese I

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

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELZ101A

Mon, Tues, Wed & Thurs Mar 4 - Jun 13
(48 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELZ101B

Elementary Portuguese for Spanish Speakers I

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELZ107A

Elementary Spanish I

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

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELS101D

Mon, Tues, Wed & Thurs Mar 4 - Jun 13
(48 sessions/48 hours)
8:00 am - 9:00 am \$320 A02ELS101E

Mon, Tues, Wed & Thurs Mar 4 - Jun 13
(48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELS101F

Mon, Wed, Thurs, Fri Mar 4 - Jun 13 (48 sessions/48 hours)
10:30 am - 11:30 am \$320 A02ELS101G

Mon, Tues, Wed & Thurs Mar 4 - Jun 13
(48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELS101H

Mon & Wed Mar 4 - Jun 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS101I

Tues & Thurs Mar 5 - Jun 13 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS101J

Elementary Arabic II

This is a continuation of Elementary Arabic I.

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELA102A

Mon - Thurs Mar 4 - Jun 13 (48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELA102B

Elementary Chinese II

This is a continuation of Elementary Chinese I.

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELC102A

Elementary French II

This is a continuation of Elementary French I.

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELF102B

Mon, Wed, Thurs, Fri Mar 4 - Jun 13 (48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELF102C

Elementary Italian II

This is a continuation of Elementary Italian I.

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELI102B

Tues & Thurs Mar 5 - Jun 13 (24 sessions/48 hours)
11:45 am - 2:00 pm \$320 A02ELI102C

Elementary Japanese II

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

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELJ102A

Mon & Thurs Mar 4 - Jun 13 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELJ102B

Tues & Thurs Mar 5 - Jun 13 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELJ102C

Elementary Korean II

This is a continuation of Elementary Korean I

Sat Mar 9-Jun 8 (12 sessions/42 hours)
10:30 am-2:00 pm \$315 A02ELK102A

Elementary Portuguese II

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELZ102A

Elementary Spanish II

This is a continuation of Elementary Spanish I.

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELS102C

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
2:30 pm - 6:00 pm \$315 A02ELS102D

Mon, Wed, Thurs, Fri Mar 4 - Jun 13 (48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELS102E

Mon, Tues, Wed & Thurs Mar 4 - Jun 13
(48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELS102F

Mon, Tues, Wed & Thurs Mar 4 - Jun 13
(48 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELS102G

Mon & Wed Mar 4 - Jun 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS102H

Spanish for Fluent Speakers

This course is designed to enable the native speaker of Spanish to master the intricacies of Spanish accentuation and spelling, to expand his/her vocabulary and to allow him/her to conduct a basic grammatical analysis of the sentence.

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELS105B

Mon, Wed, Thurs, Fri Mar 4 - Jun 13 (48 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELS105C

Latin American Literature I

This course deals with an introduction to Latin American literature and its relationship to the dynamics of social change. The course also traces the influence of European, North American, African, and pre-Columbian elements on Latin American literary movements. Topics include pre-Columbian literatures, colonization and exploration, the wars of independence, and abolition. This course is conducted in Spanish. Prerequisite: Placement exam.

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELS200A

Mon Mar 4 - Jun 10 (12 sessions/42 hours)
5:45 pm - 9:05 pm \$320 A02ELS200B

Latin American Literature II

This course is a continuation of Latin American Literature I. The second term deals with urbanization, social consciousness, alienation, black awareness and the new revolutions. Prerequisite: Placement Exam.

Wed Mar 6 - Jun 12 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02ELS201A

Latin American Civilizations

This course deals with an in-depth study of the peoples and cultural institutions of Latin America through the examination of selected topics such as caudillismo, machismo, mestizaje, honor, slavery and aboriginal traditions as reflected in different forms of literary and artistic expression. Students will learn to comment critically on Latin American civilization and to make significant comparisons with their own backgrounds and experiences. Prerequisite: Placement Exam.

Mon, Wed & Thurs Mar 4 - Jun 13 (36 sessions/36 hours)
10:30 am - 11:30 am \$320 A02ELS204A

Classic Chinese Literature

This course is an introduction to classical Chinese literature. It aims at strengthening students' ability to read and comprehend original texts written in wen yan wen, classical written Chinese. Furthermore, it enables students to have direct, zero-distance contact with genuine Chinese culture and ideology. This course is taught in Chinese. Prerequisite: Placement Exam.

Mon (3:25 pm-5:35 pm) and Wed (4:35 pm-5:35 pm)
Mar 4 - Jun 12 (24 sessions/36 hours)
\$320 A02ELC203A

Modern Chinese Literature

This course introduces students to modern Chinese literature and culture. Readings will be taken from various genres of literature, with an emphasis on modern Chinese literary expression. The course aims at strengthening the student's ability to read and discuss literature in Chinese. Special attention will be paid to the Chinese literary tradition and its relationship to Western literature. Prerequisite: Placement Exam.

Tues (1:00 pm - 3:15 pm) & Thurs (1:00 pm - 2:00 pm)
Mar 5 - Jun 13 (24 sessions/36 hours)
\$320 A02ELC201A

Polish Literature

This course will familiarize students with Polish literature through selected readings from the earliest times to the present. Prerequisite: Placement Exam.

Sat Mar 9 - Jun 8 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELP201A

Advanced Spanish Composition

This course is designed as an introduction to the study of fiction and stylistics in the Spanish language. Students learn to identify and utilize effective communicative strategies in written Spanish. They also build an adequate vocabulary for career or academic purposes. Weekly assignments will stress critical and composition skills. Prerequisite: Placement Exam.

Mon, Wed & Thurs Mar 4 - Jun 13 (36 sessions/36 hours)
1:00 pm - 2:00 pm \$320 A02ELS210A

Intermediate Japanese I

This course is designed to further develop functional language proficiency and increase the ability to communicate accurately in Japanese within a socio-cultural context. The four communicative skills of listening, speaking, reading and writing are emphasized, with particular attention paid to sentence and paragraph structure, grammatical features, and oral and written fluency. The Kanji writing system will be introduced and reinforced. Taught in Japanese. Prerequisite: Elementary Japanese II or Exemption Exam.

Tues & Thurs Mar 5 - Jun 13 (24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELJ103A

Intermediate Japanese II

This course is designed as a continuation of Intermediate Japanese I with greater emphasis on reading and writing. It also continues to familiarize students with literary Japanese. This course will be taught in Japanese. Prerequisite: Intermediate Japanese I or Exemption Exam.

Tues & Thurs Mar 5 - Jun 13 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELJ104A

Intensive Elementary Japanese I and II

This course is a combination of Elementary Japanese I and II.

Tues & Thurs Mar 5 - Jun 13 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELJ102C

Modern Japanese Literature

This course will familiarize students with modern Japanese literature through selected readings with an emphasis on expository style. Representative authors from the Meiji, Taisho, Showa and post-war literature will be selected. Readings are in Japanese. Prerequisite: Exemption Exam.

Mon Mar 4 - Jun 10 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02ELJ201A

Japanese Literature in Translation

This course is an introduction to Japanese literature in English translation. Selected classics of Japanese literature representative of the major genres from the early to the modern period will be read and discussed. Thematic and stylistic variety of various genres will be explored. Knowledge of the Japanese language is not required. Extensive reading in English is required.

Wed Mar 6 - Jun 12 (12 sessions/36 hours)
6:00 pm - 8:05 pm \$320 A02ELJ250A

Introduction to Hispanic Literature

This course is designed to introduce students to Hispanic-Spanish and Latin American- fiction, poetry, and drama through readings of representative authors from major periods, and to familiarize students with the basic tools and methodology of literary analysis. This course is taught in Spanish. Prerequisite: Exemption Exam

Tues (2:15 pm - 3:15 pm) & Thurs (2:15 pm - 4:25 pm)
Mar 5 - Jun 13 (24 sessions/36 hours)
\$320 A02ELS215A

Modern Arabic Literature

This course will familiarize students with the literary production of authors from the Arabic-speaking world. Reading and analysis of representative works of different styles, genres and literary periods will be selected every semester. This course is taught in Arabic. Prerequisite: Exemption Exam; Pre- or Corequisite: CSE099, ENG098, ESL097.

Thurs Mar 7 - Jun 13 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02ELA201A

French Literature from a Global Perspective

This course is an introduction to the literature and culture of French speaking countries through various forms of literary expression. Readings and discussions will emphasize the rich contributions of African, Caribbean and North American writers and artists, as well as responses to them from France and the United States. Prerequisite: Placement Exam.

Tues (2:15 pm - 4:25 pm) & Weds (2:15 pm - 3:15 pm)
Mar 5 - Jun 12 (24 sessions/36 hours)
\$320 A02ELF201A

Spanish Grammar and Usage

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

Tues, Wed & Thurs Mar 5 - Jun 13 (36 sessions/36 hours)
9:15 am - 10:15 am \$320 A02ELS209A

Contemporary Latin American Fiction in Translation

This course explores the thematic and stylistic variety of contemporary Latin American fiction in English translation. Students will explore the themes of dictatorship, struggle with nature, the plight of natives, mestizaje, social and political unrest and alienation through the analysis of representative stories, novellas and novels. Experimental and fantastic fiction will also be considered. Students will learn about the literary movements that influenced the writers in question. Prerequisite: ENC/ENG101.

Tues (2:15 pm - 3:15 pm) & Thurs (2:15 pm - 4:25 pm)
Mar 5 - Jun 13 (24 sessions/36 hours)
\$320 A02ELS250A

Modern Bengali Literature

This course will familiarize students with modern Bengali literature through selected readings from various genres. Representative authors from West Bengal and Bangladesh will be studied. This course is taught in Bengali. Prerequisite: Exemption Exam.

Fri Mar 8 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02ELV201A

Foreign Languages/ Online

Beginning Conversational French/ Online

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

\$129 A05PEN908

Instant Italian/Online

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

\$129 A05PEN904

Spanish for Medical Professionals/ Online

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

\$129 A05CRD801

Speed Spanish/Online

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

\$129 A05PEN805

College Liberal Arts

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

Public Speaking

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

Mon (4:35 pm-5:35 pm) and Wed (3:35 pm-5:35 pm)
Mar 4 - Jun 10 (24 sessions/36 hours)
\$320 A02HUC106A

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUC106B

Mon & Wed Mar 4 - June 12 (24 sessions/36 hours)
8:05pm-9:05pm \$320 A02HUC106C

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUC106D

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUC106E

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUC106F

Intro to Philosophy

Mon, Wed, Fri Mar 4 - Jun 12 (36 sessions/36 hours)
8:00 am - 9:00 am \$320 A02HUP101A

Mon, Wed, Fri Mar 4 - Jun 12 (36 sessions/36 hours)
9:15 am - 10:15 am \$320 A02HUP101B

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP101C

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
8:05 pm - 9:35 pm \$320 A02HUP101D

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUP101E

Topics in Astronomy

This course surveys modern astronomy with special emphasis on recent developments in space and astrophysics. Among the topics to be covered will be planetary astronomy and geology, the moon, the possibility of life on other worlds, energy production in stars, stellar evolution, pulsars, quasars, "black holes," and cosmology. Laboratory periods will include field trips to planetariums and observatories in the NYC area.

Mon Mar 4 - Jun 10 (24 sessions/36 hours)
2:15 pm - 4:25 pm \$320 A02SCP140A

Mon Mar 4 - Jun 10 (12 sessions/24 hours)
5:45 pm - 7:55 pm \$320 A02SCP140B

College Performing Arts

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

Acting I

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

Mon & Wed Mar 4 - Jun 12 (12 sessions/36 hours)
8:05 am - 9:35 pm \$320 A02HUT110A

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
9:00 am - 10:30 am \$320 A02HUT110B

Mon & Wed Mar 4 - Jun 12 (12 sessions/36 hours)
10:45 am - 12:15 pm \$320 A02HUT110C

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUT110D

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUT110E

College Studio Art

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

Introduction to Art

This course is designed to develop the students' ability "to see," while it examines the fundamental nature, meaning and humanistic value of art. Attention will be given to an examination of the creative process and to the role of the spectator as an active participant in the understanding of Art. Relevant readings will be discussed in relation to specific works of Art. The function of basic compositional elements will be examined.

Mon Mar 4 - Dec 10 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA101A

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
6:30 am - 8:00 am \$320 A02HUA101B

Tue Mar 5 - Jun 11 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA101C

Wed Mar 6 - Jun 11 (12 sessions/36 hours)
10:30 am - 2:00 pm \$320 A02HUA101D

Thurs Mar 7 - Jun 13 (12 sessions/36 hours)
2:15 pm - 5:35 pm \$320 A02HUA101E

Thurs Mar 7 - Jun 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA101F

Fri May 8 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA101G

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA101H



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 Mar 4 - Jun 10 (12 sessions/36 hours)
8:00 am - 11:30 pm \$320 A02HUA103A

Mon Mar 4 - Jun 10 (12 sessions/36 hours)
2:15 pm - 5:35 pm \$320 A02HUA103B

Tue Mar 5 - Jun 11 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103C

Tue Mar 5 - Jun 11 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA103D

Wed Mar 6 - Jun 12 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103E

Thurs Mar 7 - Jun 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA103F

Mon Mar 7 - Jun 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA103G

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103H

Intermediate Drawing

This course further explores the drawing techniques established in Beginning Drawing. Students will concentrate on drawing objects and spaces from life and from the imagination. Individual drawing assignments and the development of a final portfolio and sketchbook will be emphasized. Field trips are usually required. Instead of a textbook, students should expect to pay for art supplies for this course.

Thurs Mar 7 - Jun 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA203A

Life Drawing

This course is an introduction to drawing the human figure. Techniques in line and value and proportion will be developed. Textbook readings, studies in human anatomy and sketchbooks will be required.

Mon Mar 4 - Jun 10 (12 sessions/36 hours)
10:30 am - 11:30 am \$320 A02HUA180A

Wed Mar 6 - Jun 12 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA180B

Beginning Painting

Take an introduction to painting techniques in relation to landscaped, still life and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques.

Mon Mar 4 - Jun 10 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA110A

Mon Mar 4 - June 12 (12 sessions/36 hours)
2:15pm-5:35pm \$320 A02HUA110 B

Tue Mar 5 - June 11 (12 sessions/36 hours)
9:15am-12:45pm \$320 A02HUA110C

Tue Mar 5 - Jun 11 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA110D

Wed Mar 6 - Jun 12 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA110E

Fri Mar 8 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA110F

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA110G

Intermediate Painting

This course is a continuation of the investigations of landscape and still life and their implicit abstract qualities. A special emphasis will be placed on the function of surface, color saturation, scale, and multiple relations in contemporary painting. Projects will include finished paintings and sketchbooks, Studio projects will be analyzed and evaluated.

Thurs Mar 7 - Jun 13 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA210A

Beginning Sculpture

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

Mon Mar 4 - Jun 10 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA120A

Mon Mar 4 - Jun 10 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA120B

Tue Mar 5 - Jun 11 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA120C

Wed Mar 6 - Jun 12 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA120D

Fri Mar 8 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA120E

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 Mar 4 - Jun 10 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA130A

Tue Mar 5 - Jun 11 (12 sessions/48 hours)
8:15 am - 1:00 pm \$320 A02HUA130B

Thurs Mar 5 - Jun 11 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA130C

Wed Mar 6 - Jun 12 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA130D

Thurs Mar 7 - Jun 13 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA130E

Fri Mar 8 - Jun 7 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA130F

Sat Mar 9 - Jun 8 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA130G

Intermediate Photography

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

Mon Mar 4 - Jun 10 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA230A

Tue Mar 5 - Jun 11 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA230B

Digital Photography I

This course is designed to introduce students to the hardware and software utilized in capturing digital images. It will include use of digital camera, analog cameras, scanners and the loading of images from the Internet. Students will be introduced to software such as Adobe Photoshop and QuarkXpress, and they will explore their interface with the Macintosh and Windows operating systems. A portfolio presented in "soft" media form will be created.

Wed Mar 6 - Jun 12 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA131A

Art History: Prehistoric through Gothic

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

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
10:30 am - 2:00 pm \$320 A02HUA165A

Art History: Renaissance through Modern

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

Mon (5:45 pm-6:45 pm) & Wed (5:45 pm-7:45 pm)
Mar 4 - Jun 12 (24 sessions/36 hours)
5:45 pm \$320 A02HUA166A

Introduction to African Art

This course will explore various styles-primarily from Western Africa-including urban, rural and royal works of art. The main emphasis of the course will be the way these works of art have been and continue to be used in everyday activities and their importance in community life. Contact and cross influences with Islam, Europe and the Americas will be discussed. Two museum trips are required.

Wed Mar 6 - Jun 12 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA167A

Thurs Mar 7 - Jun 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA167B

Introduction to Computer Art

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

Mon Mar 4 - Jun 10 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA125A

Thurs Mar 7 - Jun 13 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA125B

College Studio Music

College Studio 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 Mar 4 - Jun 12 (36 sessions/36 hours)
8:00 am - 9:00 am \$320 A02HUM101A

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
8:05 pm - 9:35 pm \$320 A02HUM101B

Mon, Wed, Fri Mar 4 - Jun 12 (36 sessions/36 hours)
1:00 pm - 2:00 pm \$320 A02HUM101C

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
8:00 am - 9:30 am \$320 A02HUM101D

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM101E

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUM101F

Piano I

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

Mon, Wed, Fri Mar 4 - Jun 12 (36 sessions/36 hours)
10:30 pm - 11:30 pm \$320 A02HUM180A

Mon, Wed, Fri Mar 4 - Jun 12 (36 sessions/36 hours)
1:00 pm - 2:00 pm \$320 A02HUM180B

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM180C

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM180D

Piano II

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

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM181A

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM181B



College Social Science

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



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 Mar 4 - Jun 12 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM170A

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM170B

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM170C

Guitar II

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
11:45 am - 1:15 pm \$320 A02HUM171A

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 Mar 4 - Jun 12 (24 sessions/36 hours)
12:30 pm - 2:00 pm \$320 A02HUM155A

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM155B

Voice II

Tues & Thurs Mar 5 - Jun 12 (24 sessions/36 hours)
3:30 pm - 5:00 pm \$320 A02HUM156A

General Psychology

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

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02SSY101A

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02SSY101B

Mon & Wed Mar 4 - Jun 12 (24 sessions/36 hours)
8:05 pm - 9:05 pm \$320 A02SSY101C

Tues & Thurs Mar 5 - Jun 13 (24 sessions/36 hours)
8:05 pm - 9:35 pm \$320 A02SSY101D

Tues & Thurs Mar 5 - Jun 14 (24 sessions/36 hours)
10:30 am - 11:30 am \$320 A02SSY101E

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02SSY101F

Sat Mar 9 - Jun 8 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02SSY101G

Foods

This course will investigate the didactic and experiential components of the scientific study of foods. Upon completion of the course, the student will have acquired a basic understanding of the scientific principles governing foods and the use of commercial food service equipment. Emphasis will be placed on the identification of qualitative aspects of foods and elementary food preparation techniques.

Tues & Thurs Mar 5 - Jun 13 (24 sessions/60 hours)
11:45 am - 3:15 pm \$320 A02SCD100A

Writing/Online

No matter what your profession, you should consider the possibility of earning a little extra money through writing. For more information about the courses below, please call (718) 482-7244.

A to Z Grant Writing/Online

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

\$129 A05WRT803

Beginning Writer's Workshop/Online

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

\$129 A05WRT804

Writeriffic - Creativity Training for Writers/Online

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

\$129 A05WRT800

Writeriffic 2: Advanced Creativity Training for Writers/Online

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

\$129 A05WRT810

Writing for Children/Online

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

\$129 A05WRT806

Write Your Own Life Story/Online

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

\$129 A05WRT801

Beginner's Guide to Getting Published/Online

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

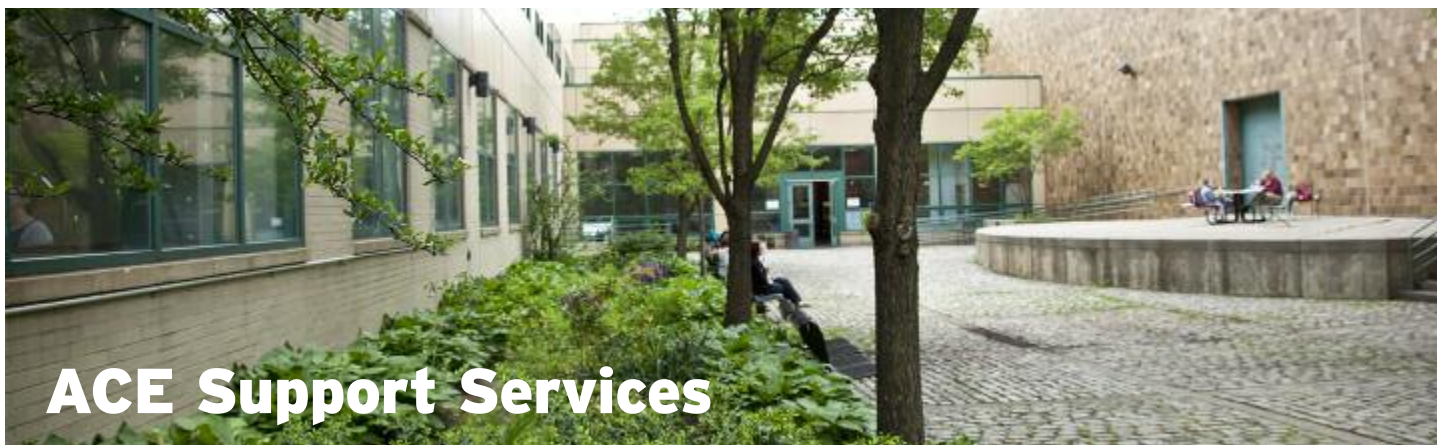
\$129 A05WRT813

Writing and Selling Self-Help Books/Online

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

\$129 A05WRT812





ACE Support Services

To inquire about disability services:

Please contact **Cristobal Stewart** at (718) 482-5120 to discuss your individual needs.

If you are Deaf or hard of hearing please contact **Kat Daviton-Burland (866) 553-3609** (Video Phone).



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

For financial assistance to help pay for your education:

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

Find out if you qualify!

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

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

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

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

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

You can also inquire about other opportunities for tuition assistance and vouchers at the NYS Department of Labor, NYC Human Resources Administration, Workforce1 Career Centers and other government assistance programs as well as with your union representative.

Students Over 65

Rediscover the joys of learning at LaGuardia!

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

Get an education. Get a tax break. Hope Scholarship Credit

Since January 1, 1998, taxpayers have been eligible to claim a non-refundable credit against federal income taxes for EACH student in the taxpayer's family enrolled at least half time in one of the first two years of postsecondary education in a program leading to a degree, certificate or other recognized educational credential.

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

The CUNY/Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.

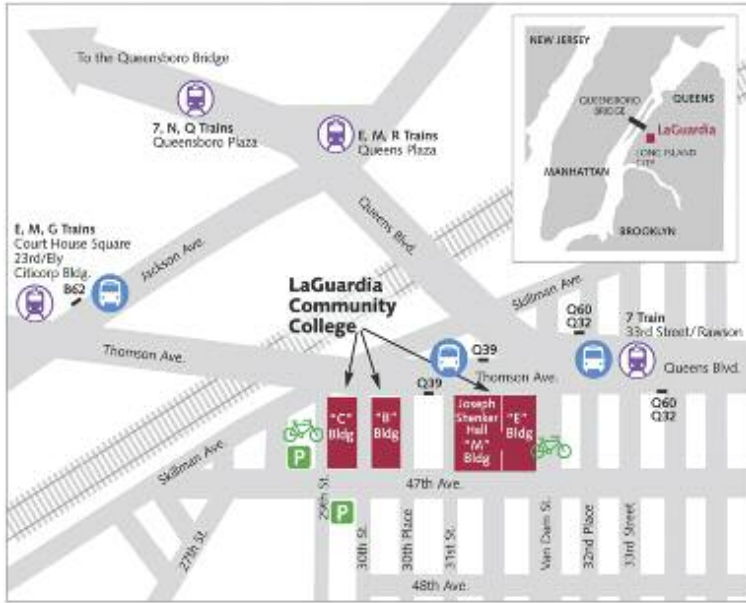
For more information visit
<http://www.cuny.edu/academics/conted/rubinsteinscholarship.html>.

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How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map above to locate specific buildings.

By Car:

From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and from Manhattan, take the 59th Street bridge to Queens Blvd.

By Subway:

7 train	33rd Street station
N, Q trains	At Queensboro Plaza station, transfer to #7
E, M trains	Queens Plaza or 23rd-Ely/Court Square station
R train	Queens Plaza station
G train	23rd-Ely/Court Square station

By Bus:

Q60, Q32	Queens Boulevard and Skillman Avenue
Q39	Thomson and Van Dam Street
B62	Thomson and Jackson Avenue

Bike Parking:

Racks are available on Van Dam Street, in front of the E and L buildings, and near the parking lot on 29th Street by the C building.

How to Register

Online: www.laguardia.edu/acereg/

By phone: (718) 482-7244 with payment by MasterCard/Visa/Discover/American Express.

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

By fax: (718) 609-2074 with payment by MasterCard/Visa/Discover/American Express.

In person: B-Building B-114
Monday through Thursday 8:30 am - 6:30 pm
Fridays 8:30 am - 3:30 pm
Saturday 8:30 am - 12:30 pm

Payment

Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.

For most classes you may pay by check, major credit cards, money order, or cash.

Cash payments can be made at the Bursar's office (Main Building, MB55)

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

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

Discounts

The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia under-graduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to the children of undergraduates and to the children of faculty/staff. 50% tuition discount is offered to public assistance recipients. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.

To receive a tuition discount you need to register in person no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability. Call (718) 482-7244 for more information.

Delinquent Payments

The College reserves the right to withhold the privileges of class attendance, use of facilities and services, and access to certificates of completion from students delinquent with payments.

Classroom Assignments

Classroom assignments are posted outside the Registration Office, B114, B-Building, prior to the first day of class. The English Language Center posts its classroom assignments outside C354.

Refund Policy

For courses under \$299

100% (-\$15 per course) if written request received 3 business days prior to 1st day of class
50% (-\$15 per course) if written request received prior to second week of classes

For courses \$299 and above or more than 50 hours of instruction

100% (-\$15 per course) if written request received 3 business days prior to 1st day of class
75% (-\$15 per course) if written request received prior to completion of 10% of class hours
50% (-\$15 per course) if written request received prior to completion of 20% of class hours

NO REFUND GRANTED AFTER THE REFUND PERIOD IS OVER

\$15 will be deducted from refunds as shown above up to a limit of \$30
Allow 4-6 weeks to receive refunds for payment made by check or cash
Allow 2 billing cycles for credit charges to reflect refund on monthly statements
Members of the military needing to withdraw from class at short notice will be considered on a case-by-case basis.

Financial Assistance

Many employers and/or unions provide tuition reimbursement or direct funding. Members of DC 37 or Local 1180 may apply for reimbursement on a per course basis. Call DC 37 at (212) 815-1663 or Local 1180 at (212) 966-5353 for details and courses.

Payment Plans & Loans

Students may apply for installment plans and loans through Academic Management Services (1-800) 635-0120 or online through www.tuitionpay.com.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

Course Cancellations

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

Updates

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

4 EASY WAYS TO REGISTER!

Online:



www.laguardia.edu/acereg/

By phone:



(718) 482-7244

with payment by MasterCard/
Visa/Discover/American Express.

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

By fax:



(718) 609-2074

with payment by MasterCard/
Visa/Discover/American Express.

In person:



B-Building B114

Monday through Thursday
8:30 am - 6:30 pm

Fridays 8:30 am - 3:30 pm

Saturday 8:30 am - 12:30 pm

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Adult and Continuing Education Registration Form

LAST NAME FIRST NAME MALE/FEMALE

STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH HOME PHONE BUSINESS PHONE

EMAIL SOCIAL SECURITY (optional)

Check which category describes
you best (optional)

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

How did you hear about us?

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

COURSE CODE	SEC	COURSE TITLE	COST

LaGuardia Community College/CUNY

Room B114
30-20 Thomson Ave
Long Island City, N.Y. 11101

(718) 482-7244

Fall Winter Spring Summer

(Check one)

- Check/Money Order

ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE

LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

31-10 Thomson Avenue
Long Island City, NY 11101



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Community College

**CONTINUING
EDUCATION**
People, Changing



LaGuardia Community College
30-20 Thomson Avenue
B Atrium (Room BA22)
Long Island City, NY 11101

WORKFORCE **1**
HEALTHCARE



We're matchmakers!

Workforce1 Healthcare Career Center connects healthcare job seekers with quality job opportunities.

For information or to schedule an appointment:

Email HealthCareerCenter@lagcc.cuny.edu

Call 718.730.7500