



CONTINUING EDUCATION  
SPRING 2016 CATALOG

# EARN A PROFESSIONAL **CERTIFICATE**

## **GROW** YOUR **CAREER**















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




# Advance Your Career Goals with a

***Do you want to begin or move forward in a career but don't have a lot of time or money?***

LaGuardia Community College's Division of Adult and Continuing Education (ACE) offers a vast array of high quality, short term and affordable professional certificate programs in most major industries to help you reach your goals.

Read through our catalog and explore a multitude of options to get going on your career path. Choose the professional certificate program that works best for you!

KEY	
<ul style="list-style-type: none"> <li> Industry certification preparation</li> <li> College credit available</li> <li> Industry Continuing Education Credits (CEUs) available</li> <li> Program collaborates with industry partners/employers</li> <li> Hands-on training</li> <li> Free training</li> </ul>	<ul style="list-style-type: none"> <li> LaGuardia Certificate of Completion</li> <li> Eligible for Veteran Tuition Assistance</li> <li> Discount offered</li> <li> Courses can be taken separately without intending to complete program</li> <li> Bilingual instruction</li> <li> Course offered in Spanish</li> </ul>

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Accounting, Bookkeeper, Auditing Clerk	<b>Accounting, Bookkeeping and Tax Preparation</b> Computerized Bookkeeping for QuickBooks Certificate Program		13
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# Professional Certificate!

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Physical Therapy Assistant	Physical Therapy Assistant (PTA) Certification Exam Review Seminar	★	21
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Emergency Medical Technician	Emergency Medical Technician (EMT) Basic (Basic)	★ ●	18
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Project Manager, Construction Manager	Construction Management Certificate Program	★ ● ●	26
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**To inquire about disability services:**

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

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

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







Dear Students,

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

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

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

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

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

Sincerely,

Dr. Gail O. Mellow  
President

## LaGuardia Community College

Dr. Gail O. Mellow, President

### Division of Adult and Continuing Education

Jane E. Schulman, Vice President

Shannon Bryant, Associate Dean

Francesca Fiore, Assistant Dean

Lanaia DuBose, Confidential Executive Officer

### Directors

Christine Alvarez, Director, Pre-Hospital Care Programs

Claudia Baldonado, Director, Youth Workforce Development Initiatives

Tristan Bel, Director, NYDesigns

Vicki Bello, Director, Veterans Upward Bound Program

Marian Blaber, Executive Director, Language Acquisition Programs

Amy Dalsimer, Executive Director, Pre-College Academic Programming

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

Thomas Dieter, Acting Director, CUNY Start

Rosa Figueroa, Director, Small Business Development Center

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

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

Adjoa Gzifa, Director, Workforce Education Center

John Harris, Director, Green Training Programs

Edgard Hernandez, Director, Procurement Technical Assistance Center

Janelle Greco, Manager, Pre-College Academic Programming

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

Elizabeth Iannottii, Director, The English Language Center

Kimberly Kendall, Executive Director, Career Programs

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

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Linda Mellon, Executive Director, Business Services

Elizabeth Perdomo, Director, Small Business Transportation Resource Center

Maritza Pritsos, Director, Adult Basic Skills

Thomas Rivera, Associate Director, Transportation Programs

George Schreiner, Director, ACE Enrollment Management Services

Michele Stewart, Director of Grant Sponsored Workforce Development Initiatives

Michele Valdez, Executive Director, Workforce Development

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Tony Camilli, Web Developer

Bruce Kurzius, Coordinator of Administrative Services

## Earn a Professional Certificate at LaGuardia



Consider this:

- With a professional certificate, you can earn 20% or more than just with a high school diploma. \*
- 20% of certificate holders go on to get a two-year degree, with an additional 13% ultimately earning a bachelor degree.\*
- A certificate indicates that you've attained a high level of proficiency and professional training in a particular field.
- Earning a certificate demonstrates your dedication to a field and adds a valuable credential to your resume within weeks to months, depending upon the certificate you choose.
- Many of LaGuardia's Division of Adult and Continuing Education (ACE) certificate courses run evenings and weekends, so you can enrich your life without changing your lifestyle.
- Our certificate programs are affordable, and a certificate program paid in full costs less than paying for certificate courses individually.
- ACE provides employment services to its certificate program graduates, including resume building and job search skills as well as referrals to job opportunities.
- ACE offers professional certificate programs and courses in various areas, including bookkeeping and accounting, IT and computer training, healthcare, construction/building management, ASL-English interpretation, and more.

Read through our catalog and explore a multitude of options to get going on your career and education. Small businesses, we have many services available to you too. We hope you join us!

Jane E. Schulman

Vice President  
Division of Adult and Continuing Education

\*\*"Certificates: Gateway to Gainful Employment and College Degrees," Georgetown University, Center on Education and the Workforce, June 2012.



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

# Get a Promotion

## Information Technology

### Computer Service Technician Certificate Program

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



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



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

#### Introduction to Computer Technology

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

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

FALL 2016 Sat (4 sessions/20 hours) 9:00 am - 2:30 pm \$235 A05CMP100A

#### CST, Part 1: Hardware

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

FALL 2016  
Sat (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP101A

#### CST, Part 2: Software

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

FALL 2016  
Sat (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP102A

#### CST, Part 3: Networking

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

WINTER 2017  
Sat (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP103A

#### CST, Part 4: New Technologies

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

WINTER 2017  
Sat (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP104A

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

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

Sat Mar 19 - Apr 16 (4 sessions/20 hours)  
9:00 am - 2:30 pm \$360 A05CMP112A



Using technology in Career and Professional Programs (CAPP) CourseSites delivers course content, enhances classroom teaching and allows 24-hour access to course materials.



# or New Career

## INFORMATION SESSION

### Meet Experts in Networking and Cyber Security

Saturday, April 2 11:00 am

- Meet our instructors, experienced professionals
- Explore the exciting fields of cyber security and networking

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

**FREE!** A05CYB000A

## Cyber Analyst Certificate Program

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

### Network Specialist Certificate

Gain essential skills to prepare for entry level network administration positions. Through hands on activities, you will learn about the features and functions of networking components as well as how to install, configure and troubleshoot basic networking hardware. You will also prepare for the CompTIA Network+ industry certification. (Cost of textbook not included in course fee.) Prerequisite: Successful completion of the Computer Service Technician Certificate Program, CompTIA A+ certification or passing a screening test.

Sat Apr 30 - Jun 25 (8 sessions/42 hours)  
9:00 am - 2:45 pm \$840 A05CMP113A

### Cyber Security Specialist Certificate

Join a rapidly growing industry and build on your knowledge and professional experience with security fundamentals, networks and organizational security. You will acquire the specific skills needed to implement basic security services on any type of computer network. You'll also prepare for the CompTIA Security+ certification exam. (Cost of textbook not included in course fee.) Prerequisite: Successful completion of the Computer Service Technician Certificate Program, CompTIA A+ certification or passing a screening test.

## open code Web Development Training Program



**More than 20,000 new web developers will be needed by 2022. Are You ready?**

Become a front-end web developer and start a career in this high demand technology field. *open code* is a 5-course web development training program that will teach you how to create web sites using programming languages such as HTML, CSS, JavaScript and PHP. Each course builds on knowledge acquired in the previous course. Take all five to gain a competitive edge in the job market! ND

For more information call (718) 482-5364.

### Web Development Fundamentals

Learn how to use HTML5 and CSS coding languages to create web sites. Explore basic web design concepts and work with commonly used software tools to create sites that function well on multiple devices. For a final course project, you will create your own web site. Prerequisites: Basic computer knowledge and keyboarding skills.

Tues & Thurs Mar 24 - May 31 (20 sessions/60 hours)  
6:00 pm - 9:00 pm \$350 A05WEB001A

### Web Development 2: Creating Interactive Web Sites with JavaScript

Discover how to create a dynamic web site using JavaScript, one of today's leading web development languages. You will gain an understanding of how to add interactivity, special effects and enhanced functionality to web sites and develop your own web site using these skills. Prerequisite: Knowledge of HTML and CSS.

Mon & Wed Apr 13 - Jun 22 (20 sessions/60 hours)  
6:00 pm - 9:00 pm \$500 A05WEB002A



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

Nicholas (Nick) Riedinger started out in the IT field 12 years ago as a computer support specialist in an organization. He even started his own company with a partner, providing computer support for small/medium businesses. But after working closely with a cyber security team and taking the lead on various issues, such as malware infections and phishing incidents, he was hired by that team as an Information Security Analyst.

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

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

# Computer Skills

## Fundamental Computer Skills

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

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

### Computers and Internet Basics

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

Sat Apr 9 - Apr 30 (4 sessions/12 hours)  
9:00 am - 12:00 pm \$125 A05CMP001A

### Power Keyboarding

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

Sat May 7 - Jul 9 (8 sessions/24 hours)  
9:00 am - 12:00 pm \$245 A05OSK001A



*This course has helped me to improve my typing speed, which has enabled me to complete work faster and more efficiently.*

Power Keyboarding Student  
Winter 2015



## Certificate Program in Microsoft Office Applications

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

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



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

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

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

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

\*Cannot be combined with any other discount.



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

### 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.

Mon & Wed May 2 - May 25 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$245 A05OSK002A

### Microsoft Excel for Windows

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

Tues & Thurs Apr 5 - Apr 28 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$245 A05OSK003A

Sat Apr 30 - Jun 25 (8 sessions/24 hours)  
12:30 pm - 3:30 pm \$245 A05OSK003B

### 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.

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



*In a very competitive workforce, being knowledgeable in Microsoft Access has given me a better chance for an entry level position in the administrative field.*

Spring 2015

### 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.

Tues & Thurs Jun 7 - Jun 16 (4 sessions/12 hours)  
6:00 pm - 9:00 pm \$123 A05OSK005A

## Administrative Assistant Certificate Program

Want to work in an office environment? Are you organized and detail oriented? Become an Administrative Assistant! In this 7-course certificate program you will learn the essential computer and communication skills needed to be successful in an office setting. Required Courses: Power Keyboarding, Business Writing Skills, Building Reports in Excel, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access Intensive (You may take individual courses without intending to complete the certificate program). For more information call (718) 482-7244. ND

### Business Writing Skills

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

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

### Building Reports in Excel

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

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

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



## Strengthen your Professional Impact

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

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

### Powerful Presentations: Impress, Convince, Deliver

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

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

### Efficient Email Management

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

Mon & Wed Jun 6 - Jun 15 (4 sessions/12 hours)  
6:00 pm - 9:00 pm \$279 A05PRF006A

## Job Search Skills

### Creating an Efficient Job Search Plan

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

Sat Jun 4 (1 session/2 hours)  
10:00 am – 12:00 pm \$25 A05JOB001A

### Impressive Resumes: Pass the 30-Second Test

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

Sat Jun 4 (1 session/2 hours)  
12:30 pm – 2:30 pm \$25 A05JOB002A

### Make Connections: Effective Networking

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

*Instructor: Carolyn Todd-Nobles,*

Sat Jun 11 (1 session/2 hours)  
10:00 am – 12:00 pm \$25 A05JOB003A

### Nail that Interview: Tips and Techniques

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

Sat Jun 11 (1 session/2 hours)  
12:30 pm – 2:30 pm \$25 A05JOB004A



### Carolyn Todd-Nobles

*Counseling students for a career or college*

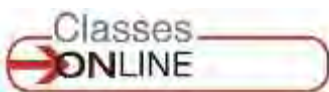
Carolyn Todd-Nobles began career counseling college students when she was pursuing her Master of Social Work degree. She went on to work as a counselor in the College Opportunity to Prepare for Employment (COPE) Program at John Jay College of Criminal Justice/CUNY, helping

students who were receiving public assistance to stay in college. Today, Ms. Todd-Nobles is the Senior Academic Advisor in LaGuardia's Career Development Center (CDC), helping Division of Adult and Continuing Education (ACE) students navigate the college application process. She also teaches career readiness programs that cover resumes, job search plans, networking and interview skills, and supports ACE programs that have career counseling needs.

**“It is exciting to watch students start off in an ACE program, complete it and continue their journey, whether it’s going on with their education, getting a job or finding better employment.”**

Ms. Todd-Nobles values the diversity in ACE's student body, noting, "ACE has given me the opportunity to work with various populations: youth, adults, immigrants, employed, unemployed and underem-

ployed. It is exciting to watch students start off in an ACE program, complete it and continue their journey, whether it's going on with their education, getting a job or finding better employment."



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

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

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

#### Accounting Fundamentals

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

Student Review:

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



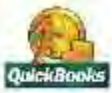
For more information or assistance with registration:

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





# Accounting, Bookkeeping and Tax Preparation



## Computerized Bookkeeping for QuickBooks Certificate Program

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



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

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



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

### Bookkeeping with QuickBooks, Part 1

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

Tues & Thurs Apr 12 - May 10 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$410 A05OSK006A

Sat Jun 4 - Jul 16 (6 sessions/27 hours)  
9:00 am - 2:00 pm \$410 A05OSK006B

### Bookkeeping with QuickBooks, Part 2

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

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

Tues & Thurs May 17 - Jun 2 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$300 A05OSK007A

**SUMMER 2016**  
Sat Jul 23 - Aug 13 (4 sessions/18 hours)  
9:00 am - 2:00 pm \$300 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.

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

Tues & Thurs Jun 7 - Jun 23 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$300 A05OSK008A

**SUMMER 2016**  
Sat Aug 20 - Sep 17 (4 sessions/18 hours)  
9:00 am - 2:00 pm \$300 A05OSK008C

## Advanced QuickBooks

The following courses are open to graduates of the Computerized Bookkeeping for QuickBooks Certificate Program or students with equivalent experience.

### 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. ND

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

Saturdays April 16 - Jun 18 (9 sessions/27 hours)  
2:30 pm - 5:30 pm \$415 A05BUS014A



### Elsa Echavez

*QuickBooks Certificate Program graduate ready for success*

Earning a BS Degree in Commerce in the Philippines, and now having completed LaGuardia's Computerized Bookkeeping for QuickBooks Certificate Program, Elsa

Echavez feels confident that she will have a successful career in the field of accounting/bookkeeping. "I will be able to use and share the knowledge I learned from LaGuardia to become an efficient and effective employee," says Elsa.

Hoping to continue her studies, she notes, "It was an amazing experience to study at LaGuardia. The tuition is not expensive, and you have the tools and equipment needed to learn the program. Most of all, the instructor is 100% knowledgeable. He explains things very well and lets the students interact during the discussion. He helps us understand confusing topics."

“It was an amazing experience to study at LaGuardia. The tuition is not expensive, and you have the tools and equipment needed to learn the program. Most of all, the instructor is 100% knowledgeable. He explains things very well and lets the students interact during the discussion. He helps us understand confusing topics.”



# LEARN ONLINE

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

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

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

Tuition starts at just \$135.

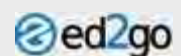
You can complete your course in 6 weeks!

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

For more information or assistance with registration:

(718) 482-5481

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







## Tax Return Preparer Certificate

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

### Tax Return Preparer

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

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

## Carlos Bustamante

*LaGuardia and 10,000 Small Businesses alumnus helping students reach their goals*

Who could be better suited to teach LaGuardia's Tax Return Preparer Certificate Program than the founder and owner of a tax services company who happens to be a LaGuardia and Goldman Sachs *10,000 Small Businesses* graduate? Successful entrepreneur Carlos Bustamante is the founder of E-Z Tax Services of New York, Inc.—his first company—as well as E-Z Tax and Business Group, Smart Marketing Group, and Carlos & Sons Food Ventures. He is also a licensed realtor, licensed insurance agent and loan officer. "Helping students understand material that they once viewed as difficult," is what Mr. Bustamante finds most rewarding about teaching in the program. "It is an extremely gratifying experience because of the diversity of the students as well as the support that LaGuardia offers to the instructors," he says.

**Helping students understand material that they once viewed as difficult is what Mr. Bustamante finds most rewarding about teaching in the program.**

## IRS Enrolled Agent Preparation Program

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

*This program prepares you for the 3-part IRS SEE, which includes 1) Individuals, 2) Corporations and Partnerships, and 3) Representation, Practice and Procedures.*

### IRS Enrolled Agent, Part 1: Individuals

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

SUMMER 2016  
Sat \$420 A05IRS001A

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

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

SUMMER 2016  
Sat \$420 A05IRS002A

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

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

SUMMER 2016  
Sat \$590 A05IRS003A

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

## Test Preparation



### Notary Public Test Preparation

*Instructor: Mildred DellaPina, Licensed NYS Notary Public, has taught the Notary Public course since 2011 in Career and Professional Programs (CAPP). She has 16 years of experience as a notary public. ND*

Mon Apr 25 (1 session/3 hours)  
6:30 pm – 9:30 pm \$91 A05BUS001A

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

# 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/>

## 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. Prerequisite: Language in Use.

**Instructor: Dr. Eileen Forestal**

Wed Mar 30 - Jun 22 (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: Christopher Tester**

Thurs Mar 31 - Jun 23 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$1045 A16INT104A



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

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

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

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

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



## Philip Wilson

*A small sign leads to a big career change*

A mundane event while in college sparked Philip Wilson's interest in American Sign Language (ASL). Little did he know that years later, it would become his career and passion.

Sitting in a crowded cafeteria, Philip watched two young women signing to each other. "All at once, the TVs lost power and there was a dead silence, but the two women just kept signing. They were oblivious to the hearing people's situation. And I thought, 'That's beautiful,'" he explains.

Though he became very interested in ASL at that point, it wouldn't be until eight years later that he took his first ASL class. After becoming fluent, on the recommendation of friends in the Deaf community and his own whim, he applied to LaGuardia's ASL-English Interpretation Program (AEIP) and was accepted. Continuing in his job as an events manager, he became more and more attracted to the idea of interpreting as a career. "Every class increased the thrill of active interpreting," says Philip.

**"Often I can tell LaGuardia interpreters when I meet them. There's a certain niche they fit into, as they seem to know the importance of prioritizing their connections to the Deaf community that gave them the language in the first place. I feel privileged to be a graduate of the program and among that few."**

Having graduated from the program in June 2011, Philip is now an educational interpreter in a program for Deaf students in a Bronx public high school. He credits the education and training he received in AEIP with giving him the building blocks he needed to pass the written portion of the national certification exam, obtain his current position and have confidence interpreting in various settings. "It's a great program," he asserts.

## 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: Onudeah "Oni" Nicolarakis**

Mon Apr 4 - Jun 20 (10 sessions/25 hours)  
5:45 pm - 8:15 pm \$495 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.

**Instructor: Laurie Nash**

Tue Mar 29 - Jun 21 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$1045 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: Jennifer Ward Shultz**

Mar 31 - Jun 23 (5 sessions/10 hours)  
\$665 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: Onudeah "Oni" Nicolarakis**

Mon Apr 4 - Jun 20 (10 sessions/5 hours)  
8:15 pm - 8:45 pm \$239 A16INT552A

# Healthcare - Clinical

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

## Certified Clinical Medical Assistant (CCMA)

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

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

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



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

### Phlebotomy

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

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

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

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

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

Sun(9:00 am - 6:00 pm) & Wed (6:00 pm - 10:00 pm)  
Mar 27 - Mar 30 (3 sessions/12 hours)  
\$160 [A11CPR001A](#)

Tues, Wed & Thurs Mar 29 - Mar 31 (3 sessions/12 hours)  
10:00 am - 2:30 pm \$160 [A11CPR001B](#)

### EKG Technician

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

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

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

### CCMA Procedures

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

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

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

### Medical Terminology

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

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

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





## Emergency Healthcare Programs

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

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



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

### Emergency Medical Technician (EMT) Basic

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT Basic. This course is necessary to advance to the one year program of paramedic education. To receive an application to become an Emergency Medical Technician and arrange for your pretest and interview, call (718) 482-5768 or visit Room C339.

Mon, Tues & Thurs Jun 6 - Aug 18 (65 sessions/205 hours)

9:30 am - 4:30 pm \$1095 A11EMT001E

### Paramedic Original

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

FALL 2016

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

(200 sessions) 6:00 pm - 10:00 pm \$7300 A11PMD001A

100%

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

### Supporting Adults through Vocational EMT Training (S.A.V.E. EMT Program)

The S.A.V.E. EMT Program is designed for educationally and economically disadvantaged adult students. It combines vocational Emergency Medical Technician (EMT) coursework with basic skills instruction, allowing students to master EMT training materials while developing and reinforcing solid study strategies as well as academic skills.

For more information call (718) 482-5768 or visit Room C-339.



### Christina Guran

*EMT training program a saving grace*

Christina Guran's goal when she began the S.A.V.E. EMT Program at LaGuardia in April 2015 was "to see if I was still capable of accomplishing something." Though she already had a bachelor degree, she wasn't working at the time and had never pictured herself as an Emergency Medical Technician (EMT). But she did have aspirations of going back to school to become a nurse. "The program offerings, with the grant and all of the extra help, was a good place to start, and I needed to start somewhere," says Christina.

She went on to become Salutatorian of her class and garnered honors for technical skills and perfect attendance. Christina is currently employed as an EMT at SeniorCare Emergency Medical Services in New York and will begin coursework towards a BS in Nursing Degree this fall.

**“The program found me at a defining moment in my life. It restored my self-esteem, confidence and belief in myself that I could do something better with my life.”**

“The S.A.V.E. EMT Program completely molded me to fit in my current position. We were prepped technically for our jobs, and the career counseling gave us guidance with resumes and interviewing skills,” explains Christina. “The program found me at a defining moment in my life. It restored my self-esteem, confidence and belief in myself that I could do something better with my life.”



## Radiologic Technology

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

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



### Magnetic Resonance Imaging (MRI)

Magnetic Resonance Imaging (MRI) uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body. Learn basic principles of patient care and safety, equipment usage and methodology. Radiologic Technologists, take this course to earn American

Society of Radiological Technologists (ASRT) approved Continuing Education Credits (CECs) and become more competitive in the job market.

**FALL 2016**

Sat (12 sessions/48 hours)

9:00 am - 1:00 pm \$2069 A05MRI001A



### Mammography Certification Preparation

Radiologic Technologists, become more competitive in the job market by earning an additional certification needed to perform mammograms.

The 18-hour course consists of lecture and lab work and leads to 18 Continuing Education

Credits (CECs)\* required to maintain licensure. \*ASRT approved.

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

**WINTER 2017**

(6 sessions/18 hours)

6:00 pm - 9:00 pm \$789 A05RAD001A



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

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

We serve the following professions:

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

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

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

Rosenie Leveille Malette  
NCLEX-RN Preparation Course, 2014

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

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

### Computer Literacy

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

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

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

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

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

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

### Green Jobs Training Program

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

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

## Healthcare - Related

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



### Leticia Moreno Leal

*Certificate program offers brighter future*

Leticia Moreno Leal was working as wait staff but wanted a better job with more opportunity. Last year, she applied to LaGuardia's Medical Billing Certificate Program, which collaborates with Weill Cornell Medical College to provide students with on-site training and job interviews. Not only did Leticia successfully complete the program, she also earned college credit and obtained a position as a medical billing specialist within Weill Cornell, where she could apply the skills and knowledge she acquired in the program.

"Everyone at LaGuardia has been very supportive," says Leticia. "They trained us in the areas where we needed help in order to move into a professional environment. My supervisor and directors are very pleased with my work."

Leticia plans to continue her education at LaGuardia by applying the nine college credits she received through the program towards an AS Degree in Business Administration: Healthcare Management. She hopes to eventually transfer to a 4-year college to earn a bachelor degree and continue working her way up the healthcare career ladder.

“Everyone at LaGuardia has been very supportive. They trained us in the areas where we needed help in order to move into a professional environment.”

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

**FREE medical billing training at LaGuardia Community College**

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



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

**Registration begins January 2016  
Enroll Now!**

## Medical Administration

Start a career in a field that provides job stability and opportunities for advancement. Medical administrators provide administrative, finance and information management support to hospitals and clinics. ND

### Medical Coder Certificate

FALL 2016  
A05COD001A

### ICD-10-CM Coding Guidelines

FALL 2016  
A05COD002A

### Medical Office Assistant Certificate

FALL 2016  
A05MOA001A

## INFORMATION SESSION

### Become a Pharmacy Technician

**Tuesday May 3 6:00 pm**

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

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

**FREE!** A05PHM000A

## Pharmacy Technician Certification Preparation

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

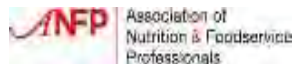
Offered in partnership with Condensed Curriculum International, Inc. Prerequisite: High school or equivalency diploma and passing of an online screening test. (Link to screening test: [www.lagcc.cuny.edu/capp/pharmacy-technician-test/](http://www.lagcc.cuny.edu/capp/pharmacy-technician-test/)) ND

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

Tues & Thurs May 24 - Jul 28 (20 sessions/70 hours)  
6:00 pm - 9:30 pm \$1015 A05HLT001A



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



### Dietary Manager Program

Are you interested in upgrading your skills in food service management? Would you like to become a Food Service Supervisor? Certified Dietary Managers are nationally recognized experts at managing dietary operations. The LaGuardia ACE Dietary Managers Program provides training for people already working in a healthcare food service 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. For more information call (718) 482-7244. ND

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



*After attending the Dietary Manger Program, I can run a whole dietary department without stress, because the program gave me all the tools I needed.*

Cloude Etienne, Winter 2015

### Quantity Food Production and Management

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

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

### Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle.

**FALL 2016**  
Tue Sep 13 - Nov 15 (10 sessions/42.5 hours)  
5:45 pm - 10:00 pm \$385 A05DMG001A

### Safety and Sanitation

Study and apply safety and sanitation procedures in food production.

**Winter 2017**  
Tue (10 sessions/42.5 hours)  
5:45 pm - 10:00 pm \$385 A05DMG002A

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

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

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

For more information call (718) 482-5481.

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



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



Human Anatomy and Physiology  
Spanish for Medical Professionals  
Medical Terminology: A Word Association Approach

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

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

Human Anatomy and Physiology

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

Student Review:

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

## Healthcare Interpreter Certificate Program, Level 1

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

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

### Intro to Spanish/English Healthcare Screening

*Instructor: Nor Bey*

FALL 2016

A05HLT000A

### Spanish/English Healthcare Interpreting, Level 1

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

*Instructor: Nor Bey*

FALL 2016

A05HLT002A



### Nor Bey

*Sharing his experiences and struggles with students*

English was not Nor Bey's first language, yet the native of Colombia mastered the language and became a Certified Medical Interpreter (CMI)-Spanish. With a MS Degree in Administrative Studies, BA Degree in Foreign Languages, and over ten years of experience working in hospitals and interpreting agencies in Boston and

New York City, Mr. Bey wants to share his knowledge with students.

He is currently the coordinator for the Language Access Program at Metropolitan Hospital in New York and teaches Spanish/English Healthcare Interpreting, Level 1, at LaGuardia.

“**Having struggled with English in the past, now being recognized as a CMI is a very significant professional accomplishment. Best of all, it's telling my students, 'If I did it, you can do it too.'**”

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

## Central Service Technician

This 3-course program focuses on requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSMM) and prepares you to sit for the Certified Registered Central Service Technician certification exam. Successful completion of all three courses allows you to take the CST certification exam. ND

### Introduction to Central Service and Sterile Processing

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

FALL 2016

Tues & Thurs (9 sessions/27 hours)

6:00 pm - 9:00 pm \$409 A05STL001A

### Surgical Instruments, Sterilization and Sterile Packing

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

Tues & Thurs Apr 5 - May 3 (9 sessions/27 hours)

6:00 pm - 9:00 pm \$409 A05STL002A

### Cleaning and Decontaminating Surgical Instruments

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

Tues & Thurs May 10 - Jun 7 (9 sessions/27 hours)

6:00 pm - 9:00 pm \$409 A05STL003A

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

## Get your students on the path to success!



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

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

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

CCPI works with:

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

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

## Child Abuse Identification and Reporting



Physicians, physician assistants, nurses, social workers, counselors, teachers and any adults working with children under 18 years of age are required by New York State law to report suspected child abuse and neglect. Learn how to identify symptoms of child abuse and neglect and what the required procedures are for reporting abuse. The NYS Certificate of Completion will be issued to those who attend the complete session. For more information call 718-482-5481. ND

Sat Jun 25 (1 session/2.5 hours)  
1:00 pm – 3:30 pm \$80 A05CRD010A

## School Violence Prevention



Examine social patterns of harassment and bullying in a school environment, and discuss discrimination

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

Sat Jun 25 (1 session/2.5 hours)  
9:30 am – 12:00 pm \$80 A05CRD010A

## Certificación en el Cuidado de Niños

Para mas información sobre este curso llame al (718) 482-7244. For more information about the courses below, please call (718) 482-7244. ND=no hay descuento.

### Certificación en el Cuidado de Niños

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

Temas:

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

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

**Instructor:** Daisy Payamps

Sat Apr 30 – May 21 (4 sessions/30 hours)  
9:00 am – 5:00 pm \$500 A05ELE001A



## Daisy Payamps

*Helping childcare givers become professionals*

Daisy Payamps has been in the childcare field her entire career and wants to share her knowledge and resources with others. With experience as a Child Development Associate (CDA) trainer,

Professional Development Specialist, owner/ administrator of a Family Childcare Program for over eight years, preschool teacher assistant with the New York State Education Department for more than 16 years, and member of the Board of Head Start for six years, she has a lot to offer. Her Childcare Certification course starts those interested in becoming credentialed as childcare givers on the path to a professional career.

Topics include creating a safe environment, physical and cognitive child development from infancy to adolescence, New York State regulations and much more. "The skills acquired in this course benefit providers, educators, children and families in the community," says Ms. Payamps.

Ms. Payamps has worked with a large number of childcare givers over the years, and encourages them to join associations that will keep them up to date on research, and to pursue teacher and related certifications. She also invites Early Childhood specialists and Universal Pre-Kindergarten program owners to speak in her classes, emphasizing the value of formal education and training, as well as career possibilities. "The first years of life are the most important in all human beings," she says.

“ **The skills acquired in this course benefit providers, educators, children and families in the community.** ”

# Construction & Building Management

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

## Safety Dynamics Construction Courses

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

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

### 4 Hour Flagging (NYSDOT)

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Mon Apr 25 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 [A05OSH301A](#)

Mon May 9 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 [A05OSH301B](#)

Mon Jun 13 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 [A05OSH301C](#)

### 4 Hour Scaffolding (NYCDOB)

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Mon Apr 4 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 [A05OSH300A](#)

Mon Apr 18 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 [A05OSH300B](#)

Mon May 2 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 [A05OSH300C](#)

Mon May 16 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 [A05OSH300D](#)

Mon Jun 6 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 [A05OSH300E](#)

Mon Jun 20 (1 session/4 hours)  
5:00 pm - 9:30 pm \$150 [A05OSH300F](#)

### 30 Hour Concrete Safety Manager (NYCDOB)

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Thurs & Fri Apr 7 - Apr 22 (6 sessions/30 hours)  
5:00 pm - 10:30 pm \$650 [A05OSH303A](#)

Thurs & Fri May 5 - May 20 (6 sessions/30 hours)  
5:00 pm - 10:30 pm \$650 [A05OSH303B](#)

Thurs & Fri Jun 2 - Jun 17 (6 sessions/30 hours)  
5:00 pm - 10:30 pm \$650 [A05OSH303C](#)

### 40 Hour Site Safety Manager (NYCDOB)

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

CLASS MEETS IN GREENPOINT, BROOKLYN

Mon, Tues & Wed May 3 - May 18 (8 sessions/40 hours)  
5:00 pm - 10:30 pm \$700 [A05OSH302A](#)

### 10 Hour OSHA Construction Training

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am-3:00 pm)  
Apr 22 - Apr 23 (2 sessions/10 hours)  
\$150 [A05OSH304A](#)

Wed & Thurs May 25 - May 26 (2 sessions/10 hours)  
5:00 pm - 10:30 pm \$150 [A05OSH304B](#)

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am-3:00 pm)  
Jun 24 - Jun 25 (2 sessions/10 hours)  
\$150 [A05OSH304C](#)

### 30 Hour OSHA Construction Training

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Mon, Tues & Wed Apr 4 - Apr 13 (6 sessions/30 hours)  
5:00 pm - 10:30 pm \$600 [A05OSH305A](#)

Mon, Tues & Wed Jun 6 - Jun 15 (6 sessions/30 hours)  
5:00 pm - 10:30 pm \$600 [A05OSH305B](#)





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

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Sat Apr 9 - (1 session/8 hours)  
8:00 am - 5:00 pm \$300 A050SH306A

Sat Jun 11 (1 session/8 hours)  
8:00 am - 5:00 pm \$300 A050SH306B

### 8 Hour Site Safety Manager (NYCDOB)

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Sat Apr 23 (1 session/8 hours)  
8:00 am - 5:00 pm \$300 A050SH307A

Sat Jun 25 (1 session/8 hours)  
8:00 am - 5:00 pm \$300 A050SH307B

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

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Sat Mar 26 (1 session/7 hours)  
8:00 am - 5:00 pm \$300 A050SH308B

Mon & Tues May 23 - May 24 (2 sessions/7 hours)  
5:00 pm - 9:00 pm \$300 A050SH308A

### NEW! 16 Hour Suspended Scaffold (NYCDOB)

Take the New York City Department of Buildings (NYCDOB) required course for all workers using suspended scaffolding on construction sites. Learn how to visually inspect suspended scaffold equipment; identify basic scaffold components; and execute safe assembly and disassembly of the equipment. You will also study NYCDOB code requirements, and the safe and proper use of a suspended scaffold. You must register 2 business days before the course begins.

CLASSES MEET IN GREENPOINT, BROOKLYN

Sat May 7 - May 14 (2 sessions/16 hours)  
8:00 am - 5:00 pm \$819 A05SCF001A

### Curso de Construcción en Español

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

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

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

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm)  
Apr 8 - Apr 9 (2 sessions/10 hours)  
\$150 A05CNS918A

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm)  
May 13 - May 14 (2 sessions/10 hours)  
\$150 A05CNS918B

Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm)  
Jun 10 - Jun 11 (2 sessions/10 hours)  
\$150 A05CNS918C



## Feliberto Feliz

*Construction Management Certificate Program stepping stone to civil engineering career*

Starting out as an ESL student in CUNY, Feliberto Feliz quickly mastered the language and applied to Hostos Community College's Civil Engineering Dual Degree Program, a joint program with City College of New York/CUNY. He plowed through the program in five semesters while simultaneously attending LaGuardia's Construction Management Certificate Program for a year of that time. Along the way, he participated in several extracurricular activities at Hostos and held various positions in Student Government. He is also a member of Phi Theta Kappa, the international honor society of two-year colleges, and is a student member of American Society of Civil Engineers (ASCE).

**“I obtained the internship due to the knowledge I acquired at LaGuardia. It also helped me to obtain better grades in my Engineering courses.”**

Feliberto credits LaGuardia's Construction Management Certificate Program as being one of his most important decisions as a Civil Engineering student because it allowed him to obtain a yearlong internship with the New York City Department of Environmental Protection (DEP). "I obtained the internship due to the knowledge I acquired at LaGuardia," says Feliberto. "It also helped me to obtain better grades in my Engineering courses."

Feliberto is pursuing a Bachelor of Engineering in Civil Engineering (B.E./CE) Degree at City College and hopes to continue his education with a Masters Degree in Construction Management and a PhD in Urban Design.

## Construction Management Certificate Program

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



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

### Introduction to AutoCAD

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

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

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

### Project Management for the Construction Industry

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

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

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

### Construction Materials and Methods

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

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

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

### Construction Drawings and Plans

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

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

FALL 2016  
Wed Sep 14 - Nov 30 (12 sessions/36 hours)  
6:00 pm - 9:00 pm \$576 A05CNS001A

### Construction Cost Estimating

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

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

WINTER 2017  
Mon (7 sessions/21 hours)  
6:00 pm - 9:00 pm \$356 A05CNS003A



*I have vast experience in the construction field. However, this course helped me to understand new materials and techniques.*

Spring 2015



## Construction Management

### Construction Scheduling Basics

Discover methods and tools to develop and implement construction schedules with the Critical Path Method (CPM). Learn the crucial role of scheduling to efficiently manage job resources and control costs. ND

Mon & Wed Jun 1 - Jun 8 (3 sessions/9 hours)  
6:00 pm - 9:00 pm \$189 A05CNS012A

## Construction Technology

### Construction Scheduling with Microsoft Project

Apply the Critical Path Method (CPM) to schedule a simulated construction project using Microsoft Office Project. Prerequisite: Construction Scheduling Basics or equivalent experience. ND

Mon & Wed Jun 13 - Jun 20 (3 sessions/9 hours)  
6:00 pm - 9:00 pm \$189 A05CNS013A

*This 200-hour course is approved by the NYC Fire Department as a requirement for licensing for refrigeration machine operators, meeting the requirements of both class training and shop work.*

### Refrigeration Machine Operator License Preparation

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

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



### Refrigeration Machine Operator License Preparation Course

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

FALL 2016

Tues & Thurs (67 sessions/200 hours)  
6:00 pm - 9:00 pm \$2600 A05BUS009A



# Learn to drive



We are the Transportation Institute at LaGuardia Community College, an approved New York State training provider for the transportation industry. Our basic driver education and advanced commercial driver training programs offer experienced staff, professional instruction and opportunities for lifelong learning.

Register now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/). For more information call (718) 482-5335. All classes are ND.

## Driver Education for the Public

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

### Learner Permit Test Preparation

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

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

### Pre-Licensing 5 Hour Course

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

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

### Driving Lessons & Road Test

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

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

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

### Defensive Driving Course (DDC)

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

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



**Using technology in Driver Education for the Public courses**  
You will practice driving skills using computer simulators.

# at LaGuardia!

## Commercial Driver License Education

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

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

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

Day and Evening Classes (1 session/2 hours)

\$39 [A17CDL000](#)



### NEW! Commercial Driver License Training: Class C

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

Day and Evening Classes (1 session/4 hours)

\$69 [A17CDC000](#)

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

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

Day and Evening Classes (10 sessions)

\$1679 [A17CDB001A](#)

Day and Evening Classes (20 sessions)

\$2000 [A17CDB002A](#)

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

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

Day and Evening Classes (10 sessions)

\$1769 [A17CDA001A](#)

Day and Evening Classes (20 sessions)

\$2000 [A17CDA002A](#)

DID YOU  
KNOW?

#### Tractor Trailer Truck Drivers (CDL Class A)

- Demand in the New York area is expected to grow by 7.5% annually\*
- Entry salary for heavy and tractor trailer truck drivers ranges from \$27,740 to \$44,030\*
- Transportation companies attract drivers with benefits such as insurance, retirement plans, paid vacations and safety bonuses

#### Bus and Commercial Drivers (CDL Class B)

- Demand for bus drivers in the New York area is expected to grow 23.8% annually\*
- Entry salary of \$26,290, with benefits\*
- Get a job as a driver with the MTA, Department of Sanitation or other city agencies

\*New York State Department of Labor

# Taxi & For Hire Vehicle Driver Institute

We are the Taxi & For Hire Vehicle Driver Institute at LaGuardia Community College, an approved New York City Taxi & Limousine Commission (TLC) vendor that provides taxi and FHV training. We have over 30 years of experience serving the needs of professional drivers. We pride ourselves on our experienced staff, professional instruction, and commitment to facilitating lifelong learning. Register now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/). For more information contact (718) 482-5335 or [CUNYTAXI@lagcc.cuny.edu](mailto:CUNYTAXI@lagcc.cuny.edu). All classes are ND.

## FHV Driver Applicants

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

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

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

Day and Evening Classes (3 sessions/24 hours)  
9:00 am - 6:00 pm \$175 [A17FHV000](#)

### For Hire Vehicle (FHV) Driver Examination

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

Day and Evening Classes (1 session/3 hours)  
\$75 [A17TSF000](#)

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

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

Day and Evening Classes (3 sessions/24 hours)  
9:00 am - 6:00 pm \$175 [A17SFV000](#)

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

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

Day and Evening Classes (1 session/3 hours)  
\$75 [A17STS000](#)

## New & Current TLC Drivers

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

### Defensive Driving Course (DDC)

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

Day and Evening Classes (1 session/6 hours)  
\$40 [A17DDV000](#)

### Wheelchair Accessible Vehicle Training

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

Day and Evening Classes (1 session/3 hours)  
\$75 [A17WAV000](#)

**Note: New FHV Driver and Medallion Taxi Driver applicants must complete the Defensive Driving Course and Wheelchair Accessible Vehicle Training Course.**

### TLC License Renewal

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

Day and Evening Classes (1 session/5 hours)  
\$75 [A17RNW000](#)

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

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

Day and Evening Classes (1 session/1 hours)  
\$40 [A17PED000](#)

### Driver Point Reduction

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

Day and Evening Classes (1 session/4 hours)  
\$75 [A17RFV000](#)



#### Using technology in Taxi & For Hire Vehicle Driver Institute

Smart classrooms allow the display of Google Maps, with enhanced features such as Google Earth, street view, satellite imagery, real time traffic and vehicle navigation.

Learn the latest technology used in the industry, such as e-hail and GPS navigation smartphone application.

Class topics include "The Safe Use of a GPS with Voice Search" and "How to Use LARS," the Taxi & Limousine Commission's web portal for license applications, renewals and summonses.



## **NUEVO!** Renovación de la Licencia del TLC

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

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

## **NUEVO!** Entrenamiento para Vehículo Accesible en Silla de Ruedas

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

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

## **NUEVO!** Clase de Dispositivo Electrónico Portátil

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

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

## **Taxi Driver Applicants**

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

### **Medallion Taxi Driver Education Course**

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

Day and Evening Classes (3 sessions/24 hours)  
9:00 am – 6:00 pm \$175 A17MED000

### **Medallion Taxi Driver Examination**

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

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



# Are you a new or emerging small business?

## LaGuardia has many services to help your business grow!

Are you a new or emerging small business?

### **Do you need help preparing loan packages?**

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

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



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

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

Website: <http://laguardia.edu/10ksb/>  
 Call: (718) 730-7400  
 Email: [10KSB@lagcc.cuny.edu](mailto:10KSB@lagcc.cuny.edu)



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

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

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



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

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

Website: <http://laguardia.edu/capp>  
 Call: (718) 482-7244  
 Email: [aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu)

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

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

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



### **Do you want custom training for your employees?**

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

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

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

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

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



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

An In-Person Assistor/Navigator at LaGuardia, made available thanks to support from the Community Service Society, helps small businesses and individuals navigate the new law, and provides health reform information in group presentations and one-on-one consultations on insurance options, costs, tax credits, penalties and more.

Call: (718) 482-5493  
 Email: [business\\_services@lagcc.cuny.edu](mailto:business_services@lagcc.cuny.edu)



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

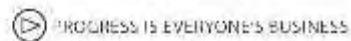
Saudia  
Greenhouse Eco-Cleaning  
Brooklyn, New York



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

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

Learn more at [www.LaGuardia.edu/10ksb](http://www.LaGuardia.edu/10ksb) or 718.730.7400



# Start/Build Your Business



### 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 PTAC Helps Staffing Company Break into Government Contracting



*Nexus Staffing President  
Finny Varghese*

Nexus Staffing is a one-stop workforce solutions partner to small and mid-size companies seeking professional temporary and permanent employees for fast growth. The firm came to LaGuardia's Procurement Technical Assistance Center (PTAC) in the fall of 2009 when its president, Finny Varghese, was looking for new opportunities in the government sector but didn't know how to get started.

PTAC advisors explained the government contracting process and helped Mr. Varghese apply for certifications, such as the Disadvantaged Business Enterprise (DBE) certification and the Minority Business Enterprise (MBE) certification, which later proved to be helpful in securing over \$1 million in New York State contracts. PTAC staff also informed Mr. Varghese of the various tools and services at LaGuardia that were available to his company, including the Goldman Sachs *10,000 Small Businesses* education program. They assisted him with the application process for the program, and today Nexus Staffing is an alumnus.

**The guidance and resources that PTAC has offered have proven to be immensely valuable, says Mr. Varghese. Nexus Staffing has grown over 24 times (2400%) in revenue since 2009, and he attributes that success to the counsel he received from PTAC.**

## Healthcare Consultant Company Notes LaGuardia PTAC's Expertise



*Precision Healthcare Consultants CEO Vanessa Best accepts a U.S. Department of Defense Certificate of Appreciation from Colonel Ronald T. Stephens, Commander of Womack Army Medical Center, Fort Bragg, NC.*

Vanessa Best, CEO of Precision Healthcare Consultants, which provides expertise in coding and compliance audits and revenue cycle management as well as credentialing and marketing services, came to LaGuardia's Procurement Technical Assistance Center (PTAC) looking for a high growth strategy that would help her sell to the government and take her business to the next level. PTAC did not disappoint!

"The proficient, qualified staff at PTAC has become an invaluable resource that has accelerated our growth at Precision," says Ms. Best. "They have guided us in navigating the governmental procurement process, from capability statement development, to Minority and Woman-Owned Business Enterprise (MBWE) and 8A Certification, to reviewing our responses to Requests for Proposals. They've also provided us with one-on-one mentoring and created a customized plan to help us tackle government contracting."

Since becoming a PTAC client in May 2014, Precision has had many successes, including:

- securing and completing a contract with the US Department of Labor/Employee Benefits Security Administration
- being invited by New York Governor Cuomo to present on a panel at the 2015 New York State MWBE Forum in Albany
- teaming with another MWBE on a New York State hospital contract
- completing a contract with one of the largest hospitals in the Department of Defense and receiving a Certificate of Appreciation

As an alumna of the Goldman Sachs *10,000 Small Businesses* education program at LaGuardia, Ms. Best asserts, **"There are great things happening at LaGuardia to help businesses scale. The services received from PTAC have helped propel our growth. We are on track to see our revenue increase by 50% by end of Quarter 1 2016."**

## NYDesigns Kicks Off 10th Anniversary Celebration

NYDesigns, an incubator, co-working and fabrication space for design and hardware tech startups located at LaGuardia, kicked off *NYDesigns IO+*, a yearlong series of events celebrating the 10-year anniversary of the launch of NYDesigns' incubator and fabrication lab, in December 2015.

*I Make:\_\_\_\_\_* celebrated the creativity of makers in the neighborhood—from the arts, design, tech, film and TV, food, and fashion—through open studios, presentations, and a digital exhibition crowdsourced from the audience.

*NYDesigns IO+* aims to build a community of makers in hardware tech and design, while fostering meaningful exchange around the art of making. Upcoming *NYDesigns IO+* events include the opening of the upgraded NYDesigns FabLab in early 2016.

Since its inception, NYDesigns has served over 9,000 clients, 82 of them incubator residents, and has assisted clients in acquiring over \$23.6 million in contracts and over \$17.7 million in equity capital.



(Top to bottom) NYDesigns Director Tristan Bel presented speakers Jessica Singleton, Chief Digital Officer for the City of New York, and Despina Papadopoulos, design strategist, systems thinker and educator, at *I Make:\_\_\_\_\_*, the kick-off event for NYDesigns IO+.





LaGuardia Community College  
**Taxi & FHV Driver Institute**

**Base and Vehicle Owner Point Reduction (BOV)**

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

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

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

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

Learn about TLC rules and compliance to avoid suspension/revocation of your license.

\$75. No required tests.

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**For more information call (718) 482-5336.**

31-10 Thomson Avenue, Room M-143  
Long Island City, NY 11101

*Taxi and FHV Driver Institute has been training Taxi & Limousine Commission (TLC) drivers since 1984.*



**Starting Your Business, QuickBooks, Social Media Marketing and many more classes online...**

Need help growing your business but don't have the time to come to class?

**Get started!**

Visit [www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)



For more information or assistance with registration:

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

**Business Writing**

*Instructor: Ann Linquist has a breadth of writing experience that ranges from novels to newsletters, articles to ad copy, and poetry to proposals, allowing her to address the writing needs of each student.*

**Student Review:** *This is the best writing class I have ever taken! Writing is not second nature, but you have given me valuable information to get me well on my way.*



## Training that gets you the JOB!

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

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

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

- Get a license as a taxi driver - page 30
- Take an online course in Word, Excel, Power Point or Access - page 14

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

- Certified as an Income Tax Preparer - page 15
- Certified as an Emergency Medical Technician (EMT) - page 18
- Certified as a Pharmacy Technician - page 20



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

- Certified in QuickBooks - page 13
- Certified in Microsoft Office Applications (Word, Excel, Power Point and Access) - page 10

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

- Computer Service Technician - page 8
- Certified as a Construction Manager - page 26

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

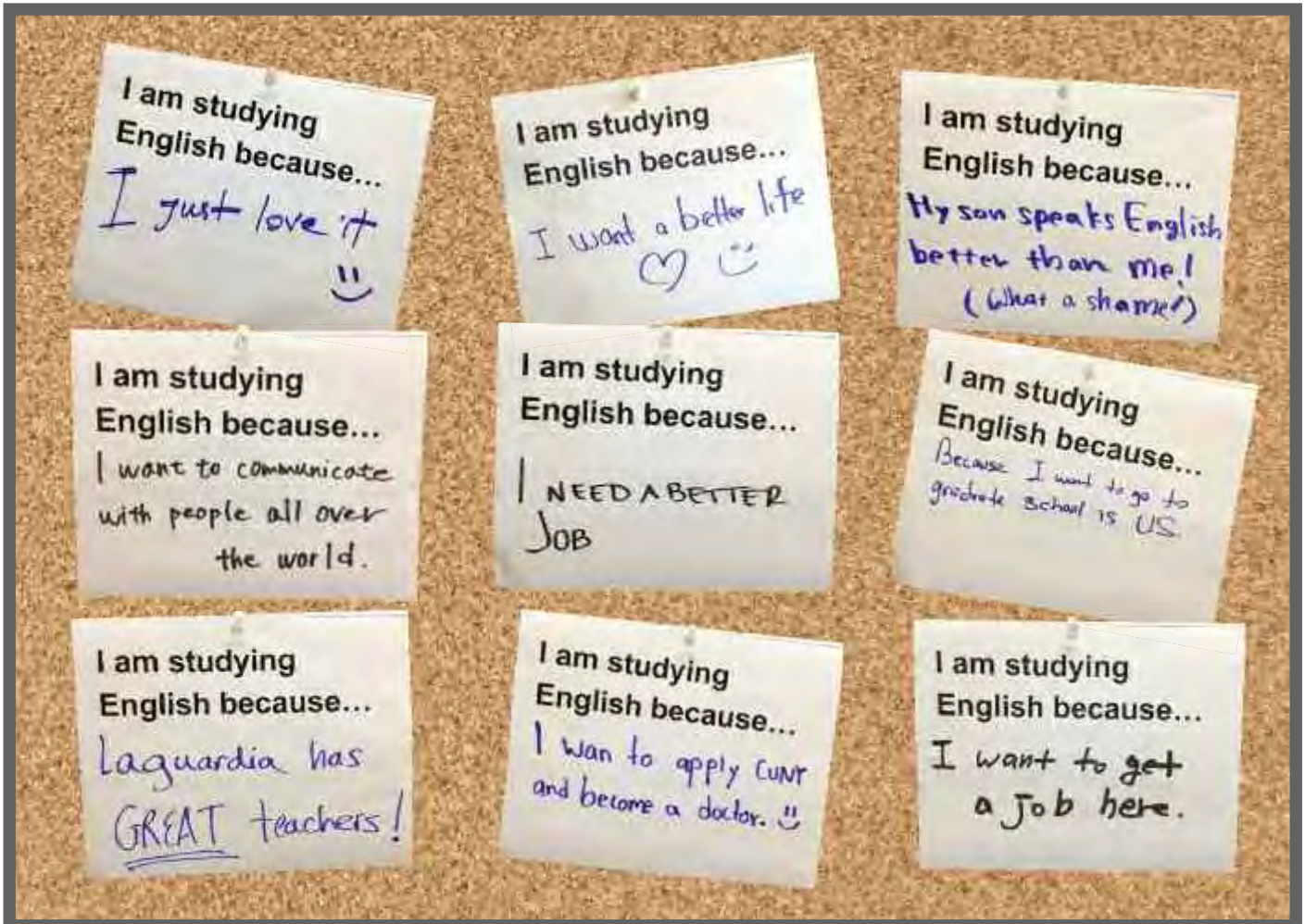
- Certified as a Paramedic - page 18



Using technology in Career and Professional Programs (CAPP)

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

# Why Learn English?



Connect with us!

**The English Language Center**



TheEnglishLanguageCenterLaGuardia



TELCatLaGuardia



@LaGuardia\_ESL



telclaguardia



## Learn English

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

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

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

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

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

### Day Intensive Program

Learn English for college, graduate school, or professional advancement in this academic preparation program. Improve your reading, writing, listening, speaking, grammar, and pronunciation skills. (Authorized under Federal law to enroll non-immigrant alien students)

#### Spring 2016 Registration:

Tuesday, March 22 and Wednesday, March 23  
11:00 am - 3:00 pm, Room C-354

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

#### Morning Day Intensive Program

Mon - Fri Apr 4 - Jun 10 (49 sessions/168 hours)  
8:45 am - 12:45 pm \$1695 AF021000

#### Afternoon Day Intensive Program

Mon - Thurs Apr 13 - Jun 22 (40 sessions/180 hours)  
1:30 pm - 6:30 pm \$1495 AF021001

### Evening English Program

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

#### Spring 2016 Registration:

Monday, March 21 through Thursday, March 31  
4:00 pm - 7:00 pm, Room C-354

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

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

Mon - Thurs Apr 11 - Jun 20 (40 sessions/90 hours)  
6:50 pm - 9:05 pm \$715 AF021006

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

Mon & Wed Apr 11 - Jun 20 (20 sessions/45 hours)  
6:50 pm - 9:05 pm \$375 AF021003

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

Tues & Thurs Apr 12 - Jun 16 (20 sessions/45 hours)  
6:50 pm - 9:05 pm \$375 AF021004

### Saturday English Program

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

#### Spring 2016 Registration:

Saturday, March 26 & Saturday, April 2  
10:00 am - 1:00 pm, Room C354

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

Sat Apr 16 - Jun 18 (9 sessions/45 hours)  
9:00 am - 2:00 pm \$375 AF021005



#### Using technology in The English Language Center (TELC)

All instructors use authentic, web-based content as the main course content or text supplement (as opposed to textbooks).

Many instructors use blogs to deliver content and encourage use of PowerPoint for final presentation projects.

Creative use of mobile technology bridges the classroom and the real world (e.g., field trip hashtags for posting on Instagram/Twitter/Facebook; interactive maps).

A dedicated multi-media lab allows you to practice listening, speaking and pronunciation skills.



## Specialized Workshops

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

### Spring 2016 Registration:

Tuesday, March 22 and Wednesday, March 23  
11:00 am - 3:00 pm, Room C-354

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

### Writing Workshop

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

Mon & Wed Apr 13 - Jun 22 (20 sessions/45 hours)  
1:30 pm - 3:45 pm \$375 AF021110C

### Listening/Speaking Workshop

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

Tues & Thurs Apr 14 - Jun 21 (20 sessions/45 hours)  
4:15 pm - 6:30 pm \$375 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 13 - Jun 22 (20 sessions/45 hours)  
4:15 pm - 6:30 pm \$375 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 14 - Jun 21 (20 sessions/45 hours)  
1:30 pm - 3:45 pm \$375 AF021240C



### CATW Preparation Workshop

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

Wed & Fri Apr 6 - Jun 3 (18 sessions/31.75 hours)  
11:00 am - 12:45 pm \$375 AF021401C

### Grammar for Communication Workshop

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

Mon & Wed Apr 13 - Jun 22 (20 sessions/45 hours)  
4:15 pm - 6:30 pm \$375 AF021121C



## New York City Immigrant Parents

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

### Learn English at LaGuardia Community College

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

All services and referrals are free

Dare to Dream - Atrévete a Soñar

### Apply now!

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

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

Call (718) 482-5460

## Padres Inmigrantes de Nueva York

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

### Aprenda inglés en LaGuardia Community College

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

Todos los cursos y servicios son gratis

Dare to Dream - Atrévete a Soñar

### ¡Inscríbese ahora!

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

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

Llamar (718) 482-5460

## How well do you speak English?

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

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

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

- vocabulary
- pronunciation
- fluency
- listening comprehension

### SPRING 2016 Test Dates:

Sat Mar 19 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST003A

Sat Apr 16 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST004A

Sat May 14 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST005A

For more information  
call (718) 482-5300.

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

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

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



## CUNY Citizenship Now! Application Assistance

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

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

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

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

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

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

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

# Choose your path to college!



(F) = Free (\$) = Tuition

Many of our programs can lead you there.

Start Here	Basic Literacy Classes	High School Equivalency (HSE) Classes	CUNY Start College Transition Program
<p><i>I want to start the high school equivalency program in English during the daytime, evening, or on Saturday. (\$)</i></p> <p><b>ADULT BASIC SKILLS PROGRAM</b> - Page 46</p>		→	→
<p><i>I am an adult (19 or older) seeking a free high school equivalency program in English. I might also be interested in going to college or starting a new career in health, science or business. (F)</i></p> <p><b>BRIDGE TO COLLEGE &amp; CAREERS PROGRAM</b> - Page 51</p>			→
<p><i>I am an out-of-school youth between the ages of 17- and 20 and want to earn my high school equivalency diploma. (F)</i></p> <p><b>PATHWAYS TO GRADUATION PROGRAM</b> - Page 56</p>			→
<p><i>I am a Veteran and want to earn my high school equivalency diploma. (F)</i></p> <p><b>VETERANS UPWARD BOUND PROGRAM</b> - Page 49</p>			→
<p><i>I am a father who wants to earn my high school equivalency diploma. (F)</i></p> <p><b>CUNY FATHERHOOD ACADEMY</b> - Page 55</p>			→
<p><i>Quiero tomar clases de equivalencia del bachillerato en Español por la noche o los sábados. (\$)</i></p> <p><b>ADULT BASIC SKILLS PROGRAM - SPANISH</b> - Page 46</p>		→	→
<p><i>I am Deaf or Hard-of-Hearing and want to earn my high school equivalency diploma. (\$)</i></p> <p><b>PROGRAM FOR DEAF ADULTS</b> - Page 48</p>		→	→

Also National External Diploma Program (NEDP)

Support services for Deaf degree students

# Earn your High School Equivalency diploma!

## About the TASC

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

- The TASC includes five sections:



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

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

## How to Apply for the TASC

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

## How to Prepare for the TASC

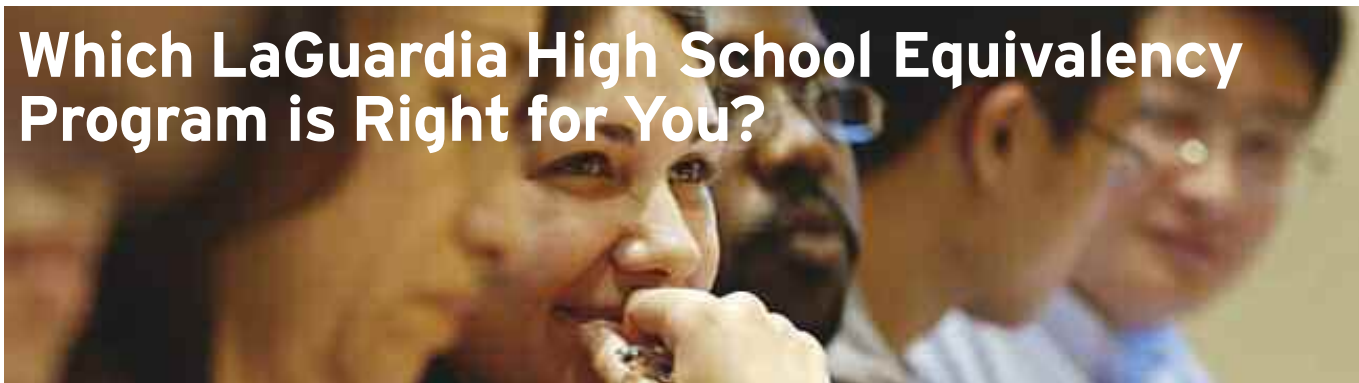
- LaGuardia Community College offers free Adult Basic Skills and High School Equivalency classes on weekdays, during the day and evening. You can apply for the waiting list at [www.hselaguardia.org](http://www.hselaguardia.org) or call (718) 482-5385.
- Low-cost classes are also available without a waiting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

## Information for Re-Testers

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

*Like us on Facebook: ABS–Adult Basic Skills*





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

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

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

(F) = Free (\$) = Tuition

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Did You Know?

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

# Get Your High School

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

## High School Equivalency In English

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

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

### Spring 2016:

Tuesday	March 29	10:00 AM	Room E 242	\$25
Thursday	March 31	6:00 PM	Room E 242	\$25
Saturday	April 2	10:00 AM	Room E 242	\$25

### Placement Exam:

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

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

### Payment:

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

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

### Discounts:

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

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

## Pre High School Equivalency in English

Wed & Fri Apr 6 - Jun 17 (22 sessions/66 hours)  
9:00 am - 12:00 pm \$285 A04HSE004A

## High School Equivalency in English

Sat Apr 2 - Jun 11 (10 sessions/65 hours)  
9:00 am - 4:00 pm \$285 A04HSE001C

Tues & Thurs Apr 5 - Jun 16 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE001D

Wed & Fri Apr 6 - Jun 17 (22 sessions/66 hours)  
10:00 am - 1:00 pm \$285 A04HSE001A

Mon & Wed Apr 6 - Jun 22 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE001B

## High School Equivalency Math Only

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

Tue Apr 19 - Jun 7 (8 sessions/32 hours)  
10:00 am - 2:00 pm \$137 A04HSE005A

## Equivalencia del Bachillerato en Español

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

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

### Primavera 2016:

Sábado	Marzo 19	10:00 AM	Salon E 242	\$25
Martes	Marzo 22	6:00 PM	Salon E 242	\$25
Jueves	Marzo 24	6:00 PM	Salon E 242	\$25

### Sesión de exámenes de registro:

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

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

### Pago:

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

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

### Descuentos:

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

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

## Pre-Equivalencia del Bachillerato en Español

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

## Equivalencia del Bachillerato en Español

Sab Apr 2 - Jun 11 (22 sessions/65 hours)  
9:00 am - 4:00 pm \$285 A04HSE002B

Martes & Jueves Apr 5 - Jun 16 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A04HSE002A

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

# Equivalency Diploma



## Adult Basic Education for Deaf Adults

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

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

Mon - Thurs Apr 1 - Jun 30 (1 session/4 hours)  
\$15 A16TAB000A

Mon - Thurs Apr 1 - Jun 30 (1 session/4 hours)  
\$15 A16TAB000B

### Beginning ASL and English for Deaf Adults

Registration deadline: April 11  
Mon & Wed Apr 25 - Jun 27 (18 sessions/45 hours)  
5:45 pm - 8:30 pm \$429 A16RDW001A

### Beginning Basic Education Level 1 for Deaf Adults

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

### Beginning Basic Education Level 2 for Deaf Adults

Registration deadline: April 4  
Mon & Wed Apr 11 - Jun 27 (22 sessions/44 hours)  
5:45 pm - 7:55 pm \$429 A16RDW004A



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

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

## High School Equivalency for Deaf Adults

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

### High School Equivalency Placement Exam

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

Mon, Tues, Wed & Thurs Apr 1 – Jun 30 (3 sessions/15 hours)  
\$45 [A16HSE000A](#)

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

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

#### Registration deadline: April 5

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

#### SUMMER 2016

Mon, Tues & Wed Jul 5 – Aug 29 (24 sessions/66 hours)  
4:35 pm – 7:35 pm \$235 [A16HSE001A](#)

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

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

#### Registration Deadline: April 5

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



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

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

#### Registration deadline: April 4

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

#### SUMMER 2016

Mon, Tues & Wed Jul 5 – Aug 29 (24 sessions/66 hours)  
1:15 pm – 4:15 pm \$235 [A16MAT014A](#)

### High School Equivalency Math for Deaf Adults

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

#### Registration Deadline: April 4

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



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

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



# Have you served in the military?

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

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

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



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

**Spring 2016**  
April 18 - May 26

**Summer 2016**  
July 5 - August 11

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

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

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

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



LaGuardia.Veterans



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



@LaGuardia Vets



# College-Level Examination Program (CLEP)

A Credit-by-Examination Program

*Earn college credit for what you already know!*



## Earn between 3 and 12 credits per test

Each CLEP test costs \$115\*

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

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

*Save time and money, and graduate sooner!*

### CLEP tests offered at LaGuardia

#### History & Social Sciences

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

#### Composition & Literature

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

#### Science & Mathematics

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

#### Business

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

#### World Languages

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

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

**CALL  
EMAIL**

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

**VISIT  
REGISTER**

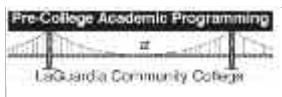
**<http://ace.laguardia.edu/clep/>  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)**

## Bridge to College and Careers Program

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

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

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



### Jamie Vega

*Staying on the college and career track, with help from LaGuardia*

In the span of two years, Jamie Vega has earned her high school equivalency diploma in the Bridge to College and Careers Program; is only two semesters away from an Associate Degree in Criminal Justice at LaGuardia; and is poised to begin studies for a Bachelor Degree at John Jay College of Criminal Justice, with her eye on a career in law.

"I faced many challenges when I was in the Bridge Program. I was balancing working, motherly duties and many other obstacles which all took a toll on my grades. I learned how to advocate for myself, speak to my professors, manage my time, and put my school first," says Jamie.

**“ I am so lucky to have the support system that I have at LaGuardia. Between my Accelerated Study in Associate Programs (ASAP) advisor and my Bridge Program advisor, I have had continued support so I don’t fail. Most of my professors have helped me realize my potential and what I can do if I push harder. These experiences have helped me become a better person and show my daughter that anything is possible as long as you don’t give up. ”**

## 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 CUNY Start?

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

### When are classes? **March 3- August 2, 2016**

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

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

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

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

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

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



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

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

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

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

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

You can also get help applying for financial aid.

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



### Dariel Arrechaga

*Award winning Cuban actor sees education as key to success in U.S.*

Dariel Arrechaga is the star of the critically acclaimed 2012 Cuban film, *Una Noche*, which depicts the economic hardships in Cuba. Upon coming to the New York to attend the Tribeca Film Festival, where he won the award for Best Actor, he was offered assistance by people in the movie industry to stay in the U.S.

"I decided to stay and explore my opportunities," says Dariel. "The first thing I did was submit the paperwork to live here legally, then I prepared for the GED test." Once he had his high school equivalency diploma in hand, Dariel applied to LaGuardia. However, his low writing score on the college entrance exams led to a referral to the CUNY Language Immersion Program (CLIP).

"The program is well structured, and the teachers really help the students with grammar, reading, writing, and content," explains Dariel. "When I finished CLIP in less than one year, I passed all of the CUNY tests with really good scores."

Dariel is now a Liberal Arts/Math and Science major in LaGuardia's Accelerated Study in Associate Programs (ASAP). "With a degree in math and science, I could become an engineer, a high school teacher or an environmental scientist," he says. "Though I do not know what the future will hold for me, I am excited about the possibilities when I finish college."

**“The program is well structured, and the teachers really help the students with grammar, reading, writing, and content. When I finished CLIP in less than one year, I passed all of the CUNY tests with really good scores.”**

## 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 5 – May 12 (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 4 – May 11 (12 sessions/30 hours)  
6:00 pm – 8:30 pm \$135 [A22PRP007A](#)

## College Prep Workshops

### What do you want to be? Discover your Career Options

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

Wed Apr 27 (1 session/2 hours)  
6:00 pm – 8:00 pm \$29 [A22PRP004A](#)

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

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

Wed May 11 (1 session/2 hours)  
6:00 pm – 8:00 pm Free [A22PRP002A](#)

### 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 20 (1 session/2 hours)  
6:00 pm – 8:00 pm \$0 [A22PRP003A](#)

### 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 4 (1 session/2 hours)  
6:00 pm – 8:00 pm Free [A22PRP001A](#)



**DARE TO DO MORE**

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

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

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

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

**LaGuardia**  
Community College

718-730-7500  
www.laguardia.edu/dare

CU NY



## Reserve a space today!



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



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

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

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



## Rachel Chambers

*YAIP helps launch student's success*

When teenager Rachel Chambers left her native Jamaica to join her mother in New York in the fall of 2013, she didn't know that LaGuardia would become such a big part of her life. At the time, Rachel's mom was a student at LaGuardia and wanted to engage her daughter in a positive way. On the recommendation of a friend who worked at the college, Rachel's mother referred her to LaGuardia's Young Adult Internship Program (YAIP), a 14-week internship program for New York City young adults (16-24) not working and not in school, and she was selected for the program.

As part of YAIP, Rachel interned at the Queens District Attorney's Office (QDA) and received many accolades from her supervisors. Encouraged, she applied and was accepted at LaGuardia as a Liberal Arts major, focusing on Humanities and Social Sciences. With the help of the YAIP staff, Rachel was connected to many resources at the college and was able to defer working during her first year so she could focus fully on school.

During her studies, Rachel has maintained a GPA above 3.9 and has made the Dean's List every semester. She's been involved in the college community, joining Phi Theta Kappa (PTK) Honor Society, the President's Advisory Council and Alpha Sigma Pi Leadership Society. She has sought to make a difference in her life and in the lives of others, helping as a Student Advisor and volunteering at the Hospital for Special Surgery in New York. Most recently, Rachel was selected to be a poster student for President Obama's Heads Up America campaign, a movement to provide tuition-free community college education, and has been featured in the public service announcements and poster ads.

In fall 2015, Rachel was nominated and accepted into the prestigious Kaplan Leadership Scholars Program, which helps minority community college students transfer to universities with a full scholarship. She is set to graduate this spring—at the age of 18!—with an associate degree and will have her choice of numerous outstanding four-year colleges to attend.



Rachel Chambers spoke alongside Second Lady of the United States, Dr. Jill Biden (center), and LaGuardia President Gail O. Mellow at LaGuardia in November 2015 as part of the "Heads Up America" campaign, which advocates tuition-free community college education.

"It feels good to have so many people believe in me and support my dreams way beyond what I would have dreamed of for myself," says Rachel. Rachel's mother, now a proud LaGuardia graduate, thanks YAIP for helping her daughter navigate the college-going process with such ease.

## Young Adult Internship Program (YAIP)

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

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

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

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

After completing your internship you'll be able to:

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

Recent YAIP internship sites:

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

And more!

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



## CUNY Fatherhood Academy Helps Young Dads and their Families Get Ahead

In a December 14, 2015 *Metro* New York cover story, Kaeran Reyes-Little talked about the challenges of being a teenage dad and how the CUNY Fatherhood Academy helped him and his seven-year-old son. By completing the program, which covers academic, work, personal and parenting topics, Kaeran improved his outlook and his prospects. He is now enrolled full-time at LaGuardia, working towards an Associate Degree in Philosophy. "I realized I can give [my son] a better life and make sure he's okay by also taking care of myself."

The CUNY Fatherhood Academy, which launched in 2013 under then-Mayor Bloomberg's Young Men's Initiative, was recently granted \$2.1 million by Mayor de Blasio's administration, allowing the program to expand beyond LaGuardia to CUNY's Hostos Community College in the Bronx and Kingsborough Community College in Brooklyn.

“ I realized I can give [my son] a better life and make sure he's okay by also taking care of myself. ”

## CUNY Fatherhood Academy

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

Create a brighter future for you and your family!

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

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

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







## High School Equivalency

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

Start building your future!

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

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

## Justice Community Program

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

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

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

LaGuardia's Justice Community Program can help you:

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

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

## Summer Youth Employment Program

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

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

Gain work experience and earn money during summer break!

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

Recent SYEP internship sites:

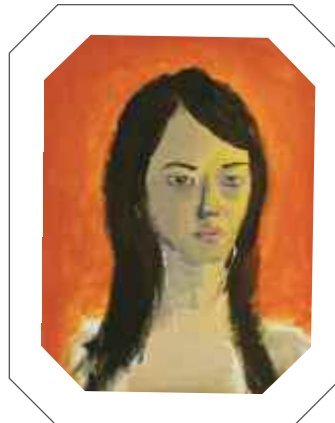
*Cambridge Business Institute*  
*Coalition of Hispanic Family Services*  
*Coler-Goldwater Specialty Hospital*  
*Grant Company CPA*  
*Bank of America*  
*Greater Jamaica Development Corporation*  
*Intrepid Sea, Air & Space Museum*  
*JP Morgan Chase*

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





# Take College Courses



# Take College Courses

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 730-7501.

## College Foreign Languages

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

### Elementary Arabic I

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 [A02ELA101B](#)

Mon - Thurs Mar 7 - Jun 20 (48 sessions/48 hours)  
1:00 pm - 2:00 pm \$320 [A02ELA101A](#)

### Elementary Arabic II

This is a continuation of Elementary Arabic I.

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 [A02ELA102B](#)

Mon, Tues & Thurs Mar 8 - Jun 20 (36 sessions/48 hours)  
Tues 2:15 pm - 4:25 pm  
Mon & Thurs 2:15 pm - 3:15 pm  
\$320 [A02ELA102A](#)

### Intermediate Arabic 1

The course is mostly taught in Arabic.

Tues & Thurs Mar 8 - Jun 16 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 [A02ELA103A](#)

### 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 11 - Jun 17 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 [A02ELV201A](#)

### Elementary Modern Chinese I

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

Tues & Thurs Mar 8 - Jun 16 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 [A02ELC101A](#)

### Elementary Modern Chinese II

This is a continuation of Elementary Modern Chinese I.

Wed & Thurs Mar 9 - Jun 16 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 [A02ELC102A](#)

### Elementary French I

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 [A02ELF101C](#)

Tues & Thurs Mar 8 - Jun 16 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 [A02ELF101A](#)

Wed & Thurs Mar 9 - Jun 16 (24 sessions/48 hours)  
9:15 am - 11:30 am \$320 [A02ELF101B](#)

### Elementary French II

This is a continuation of Elementary French I.

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 [A02ELF102C](#)

Tues, Wed & Thurs Mar 8 - Jun 16 (36 sessions/48 hours)  
Tues s 9:15 am - 11:30 am

Wed & Thurs 9:15 am - 10:15 am  
\$320 [A02ELF102B](#)

Tues & Wed Mar 8 - Jun 15 (24 sessions/48 hours)  
11:45 am - 2:00 pm \$320 [A02ELF102A](#)

### Elementary Italian I

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 [A02ELI101A](#)

### Elementary Italian II

This is a continuation of Elementary Italian I.

Tues & Thurs Mar 8 - Jun 16 (24 sessions/48 hours)  
11:45 am - 2:00 pm \$320 [A02ELI102B](#)

Tues - Fri Mar 8 - Jun 17 (48 sessions/48 hours)  
1:00 pm - 2:00 pm \$320 [A02ELI102C](#)

Tues & Thurs Mar 8 - Jun 16 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 [A02ELI102A](#)

### Elementary Japanese I

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 [A02ELJ101C](#)

Mon & Thurs Mar 7 - Jun 20 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 [A02ELJ101A](#)

Tues & Thurs Mar 8 - Jun 16 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 [A02ELJ101B](#)

### Elementary Japanese II

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

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 [A02ELJ102C](#)

Mon & Thurs Mar 7 - Jun 20 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 [A02ELJ102A](#)

Tues & Thurs Mar 8 - Jun 16 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 [A02ELJ102B](#)

### Elementary Korean 1

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

Tues & Thurs Mar 7 - Jun 16 (24 sessions/48 hours)  
6:00 pm - 7:30 pm \$320 [A02ELK101B](#)

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 [A02ELK101A](#)

### Elementary Korean 2

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

Mon & Wed Mar 7 - Jun 15 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 [A02ELK102A](#)

### Elementary Russian 1

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

Mon - Thurs Mar 6 Jun 20 (48 sessions/48 hours)  
11:45 pm 12:45 pm \$320 [A02ELR101A](#)

## Elementary Spanish I

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

Mon, Wed, Thurs, Fri Mar 7 - Jun 16  
(48 sessions/48 hours) 10:30 am - 11:30 am  
\$320 [A02ELSI01A](#)

Mon, Wed, Thurs, Fri Mar 7 - Jun 16  
(48 sessions/48 hours) 1:00 pm - 2:00 pm  
\$320 [A02ELSI01B](#)

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 [A02ELSI01C](#)

Tues & Thurs Mar 8 - Jun 16 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 [A02ELSI01D](#)

## Elementary Spanish II

This is a continuation of Elementary Spanish I.

Mon, Wed, Thurs, Fri Mar 7 - Jun 16  
(48 sessions/48 hours)  
9:15 am - 10:15 am \$320 [A02ELSI02A](#)

Mon - Thurs Mar 7 - Jun 16 (48 sessions/48 hours)  
11:45 am - 12:45 pm \$320 [A02ELSI02B](#)

Mon - Thurs Mar 7 - Jun 16 (48 sessions/48 hours)  
1:00 pm - 2:00 pm \$320

## College Art

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

### Beginning Drawing

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

Tue Mar 8 - Jun 14 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 [A02HUA103A](#)

### 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 7 - Jun 20 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$320 [A02HUA101A](#)

Fri Mar 11 - Jun 11 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 [A02HUA110B](#)

### 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 7 - Jun 20 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 [A02HUA101A](#)

Thurs Mar 10 - Jun 16 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 [A02HUA101B](#)

### 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 7 - Jun 20 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 [A02HUA120A](#)

### Beginning Photography

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

Sat Mar 5 - Jun 18 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$320 [A02HUA130B](#)

Thurs Mar 10 - Jun 16 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$320 [A02HUA130A](#)

### Digital Photography I

This course is designed to introduce students to the hardware and software utilized in capturing digital images. It will include use of digital camera, analog cameras, scanners and the loading of images from the Internet. Students will be introduced to software such as Adobe Photoshop and QuarkXpress, and they will explore their interface with the Macintosh and Windows operating systems. A portfolio presented in "soft" media form will be created.

Wed Mar 9 - Jun 15 (12 sessions/36 hours)  
10:30 am - 2:00 pm \$320 [A02HUA131A](#)

### 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.

Thurs Mar 10 - Jun 16 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 [A02HUA125A](#)

## College Music

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

### Introduction to Music

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

Tues & Thurs Mar 8 - Jun 16 (24 sessions/36 hours)  
11:45 am - 1:15 pm \$320 A02HUM101A

Tues & Thurs Mar 8 - Jun 16 (24 sessions/36 hours)  
6:00 pm - 7:30 pm \$315 A02HUM101C

### 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 Mar 7 - Jun 13 (12 sessions/24hours)  
6:00 pm - 8:05 pm \$320 A02HUM180A

### Piano II

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

Fri Mar 11 - Jun 17 (12 sessions/48 hours)  
11:45 am - 2:00 pm \$320 A02HUM181A

### Voice I

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

Tues & Thurs Mar 8 - Jun 16 (24 sessions/36 hours)  
10:00 am - 11:30 am \$320 A02HUM155A

### Guitar I

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

Wed Mar 9 - Jun 15 (12 sessions/24 hours)  
10:00 am - 11:30 am \$320 A02HUM170A

### Guitar II

Tues & Thurs Mar 8 - Jun 16 (12 sessions/36 hours)  
10:00 am - 11:30 am \$320 A02HUM171A

## College Liberal Arts

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

### Public Speaking

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

Mon & Wed Mar 7 - Jun 15 (24 sessions/36 hours)  
6:00 pm - 7:30 pm \$320 A02HUC106A

Sat Mar 5 - Jun 18 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUC106B

### Critical Thinking

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

Mon, Tues & Thurs Mar 7 - Jun 16 (36 sessions/48 hours)  
3:25 pm - 4:25 pm \$320 A02HUP102A

### 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 11 - Jun 17 (12 sessions/48 hours)  
9:15 am - 12:45 pm \$320 A02ELV201A



## LaGuardia's Program for Deaf Adults provides support services to Deaf and Hard of Hearing matriculated students earning an associate degree at the college.

Services include academic advisement, special sections of Basic Skills Reading and Writing taught in American Sign Language, interpreters, captionists, tutors, note takers, and testing accommodations.



### Kimberly Lucas

*Advocate for Deaf and Hard of Hearing Students*

Kimberly Lucas is the Academic Advisor and Coordinator of Accommodation Services for Deaf and Hard of Hearing (D/HH) students at LaGuardia. Being deaf herself, she believes strongly in providing the same opportunities for success to all students. "Growing up there was (and still is) a lack of diverse Deaf professionals who were able to guide a person like me in pursuing higher education," says Ms. Lucas. "I am sensitive to students' needs and want to support the individual student's goals. I also have a passion for increasing the number of D/HH people of various marginalized identities entering higher education."

**“PDA is the model not only for other CUNY campuses, but for community colleges across the country in providing effective services to accommodate D/HH students and helping them continue their education in bachelor as well as master degree programs,” says Ms. Lucas. “I truly enjoy having the opportunity to participate in their success. Our students go on to do amazing work!”**

As a graduate student at New York University, Ms. Lucas worked in LaGuardia's Program for Deaf Adults (PDA) as a Counselor Intern. Once she earned her MA Degree in Deafness Rehabilitation Counseling, she applied for a Counselor position and has spent the past 25 years helping D/HH students excel in college while advancing her own career. She is actively involved in Deaf education research and is a member of the National Association of the Deaf as well as board member of the National Black Deaf Advocates (NBDA), for which she served as Vice President/Chairman of the Board and President for the New York City chapter. She has garnered the Humanitarian Award from NBDA and a Lifetime Achievement Award from the National Action Network for her service and work in the Deaf community. Ms. Lucas was also the first Miss Black Deaf New York City as well as Miss Black Deaf America 1984, and she was the first (and only) African-American Miss Deaf New York State in 1985.

# Learn American Sign Language

# Learn American Sign Language

Program for Deaf Adults' continuing education programs are the largest and most comprehensive in the New York City area. Our courses, taught in ASL, will help you improve your academic, language and/or life enrichment skills. For more information, including course descriptions, visit <http://ace.laguardia.edu/pda>. For the most current listing of all courses and schedules, visit <http://www.lagcc.cuny.edu/ace>. For questions or to schedule an appointment for an assessment or placement test, contact Jenna Gorman at (718) 482-5353 Voice or (917) 832-1138 VP, or [jgorman@lagcc.cuny.edu](mailto:jgorman@lagcc.cuny.edu). All courses are ND (no discount).

## Intensive Study in American Sign Language Program

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

Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or equivalency diploma required. If you have already started your sign language educa-

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

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened. For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B234, at (718) 482-5640.

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

### Introduction to American Sign Language Workshop

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

Wed Jun 8 (1 session/1.5 hours)  
5:45 pm - 7:15 pm **A16ASL000A**

### Intensive Study in ASL Screening

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

Mon, Tues, Wed & Thurs Apr 1 - Jun 30 (1 session/1 hours)  
\$55 **A16ASL010A**

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

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

**Registration deadline: April 2**  
Sat Apr 9 - Jun 25 (22 sessions/46 hours)  
1:00 pm - 5:00 pm \$359 **A16ASL011B**

**Registration deadline: April 2**  
Sat Apr 9 - Jun 25 (22 sessions/46 hours)  
9:00 am - 1:00 pm \$359 **A16ASL011A**

**Registration deadline: March 28**  
Mon & Wed Apr 4 - Jun 27 (34 sessions/46 hours)  
5:45 pm - 7:55 pm \$359 **A16ASL011C**

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

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

**Registration deadline: April 2**  
Sat Apr 9 - Jun 25 (22 sessions/46 hours)  
9:00 am - 1:00 pm \$359 **A16ASL012A**

**Registration deadline: March 28**  
Mon & Wed Apr 4 - Jun 27 (34 sessions/46 hours)  
5:45 pm - 7:55 pm \$359 **A16ASL012C**

**Registration deadline: April 2**  
Sat Apr 9 - Jun 25 (22 sessions/46 hours)  
1:00 pm - 5:00 pm \$359 **A16ASL012B**



#### Using technology in American Sign Language classes

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



### 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 prescreening.

**Registration deadline: April 2**

Sat Apr 9 - Jun 25 (22 sessions/46 hours)  
9:00 am - 1:00 pm \$359 A16ASL013A

**Registration deadline: April 2**

Sat Apr 9 - Jun 25 (22 sessions/46 hours)  
1:00 pm - 5:00 pm \$359 A16ASL013B

**Registration deadline: March 29**

Tues & Thurs Apr 5 - Jun 23 (34 sessions/46 hours)  
5:45 pm - 7:55 pm \$359 A16ASL013C

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

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

**Registration deadline: April 2**

Sat Apr 9 - Jun 25 (22 sessions/46 hours)  
1:00 pm - 5:00 pm \$359 A16ASL014B

**Registration deadline: April 2**

Sat Apr 9 - Jun 25 (22 sessions/46 hours)  
9:00 am - 1:00 pm \$359 A16ASL014A

**Registration deadline: March 29**

Tues & Thurs Apr 5 - Jun 23 (34 sessions/46 hours)  
5:45 pm - 7:55 pm \$359 A16ASL014C

## Dual Access Courses

### Dual Access: ASL Fingerspelling, Numbers and Glossing – Level 1

Explore the fundamentals of ASL fingerspelling, numbers and glossing. You will focus on the development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signals. Prerequisite: Intensive Study in ASL – Level 3 or pre-screening.

**Registration deadline: June 21**

Tues & Thurs Jun 28 – Aug 11 (24 sessions/24 hours)  
5:45 pm - 7:55 pm \$119 A16ASL018A

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

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

**Registration deadline: June 21**

Tues & Thurs Jun 28 – Aug 11 (24 sessions/36 hours)  
5:45 pm - 9:05 pm \$229 A16ASL019A

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

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

**Registration deadline: June 20**

Mon & Wed (5:45 pm – 9:05 pm) & Tue  
(5:45 pm – 7:55 pm) Jun 27 – Aug 15  
(18 sessions/48 hours)  
\$359 A16ASL026A

# Continuing Education Classes for Deaf Adults

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

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

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

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

**Registration deadline: May 3**  
 Tue May 10 - Jun 28 (8 sessions/21 hours)  
 4:35 pm - 7:15 pm \$269 A16DRV001A



Driver Education class with instructor Joel Goldfarb (left).



## Individual Instruction for Deaf Adults

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

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

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

### Individual Instruction – 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Apr 1 – Jun 30 (1 session/2 hours)  
 \$149 A16PDV001A

### Individual Instruction – 12 Hours

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

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

### Individual Instruction – 24 Hours

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

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



# Grants Scholarships and opportunities



## ACE Financial Support Services

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

**The CUNY/Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement** can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.

For more information visit  
<http://www.cuny.edu/academics/conted/rubinsteinscholarship.html>.

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

**Find out if you qualify!**

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

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

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

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

You can also inquire about other opportunities for tuition assistance and vouchers at the NYS Department of Labor, NYC Human Resources Administration, Workforce1 Career Centers and other government assistance programs as well as with your union representative.

### Individual Training Grants

*Advance Your Career through Occupational Training*

Individual Training Grants (ITGs) allow you to receive specialized training to find a new job or advance in your career at a very low cost. For more information visit the **Queens Workforce1 Career Center** at 168-25 Jamaica Ave., 2nd Floor, Jamaica, NY 11432, (718) 557-6755.

### Get an education. Get a tax break. Hope Scholarship Credit

Since January 1, 1998, taxpayers have been eligible to claim a non-refundable credit against federal income taxes for EACH student in the taxpayer's family enrolled at least half time in one of the first two years of post secondary education in a program leading to a degree, certificate or other recognized educational credential.

### Students Over 65

*Rediscover the joys of learning at LaGuardia!*

**Receive a 30% discount**

For more information call (718) 482-5124.



## How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map at left to locate specific buildings.

### By Car:

From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and from Manhattan, take the 59th Street bridge to Queens Blvd.

### By Subway:

7 train	33rd Street station
N, Q trains	At Queensboro Plaza station, transfer to #7
E, M trains	Queens Plaza or 23rd-Ely/Court Square station
R train	Queens Plaza station
G train	23rd-Ely/Court Square station

### By Bus:

Q60, Q32	Queens Boulevard and Skillman Avenue
Q39	Thomson and Van Dam Street
B62	Thomson and Jackson Avenue

### Bike Parking:

Racks are available on Van Dam Street, in front of the E and L buildings, and near the parking lot on 29th Street by the C Building.

## How to Register

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

By phone: (718) 482-7244

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

By fax: (718) 609-2074

In person: **M-Building, Room M-143**  
 Monday through Thursday 8:30 am - 6:30 pm  
 Friday 8:30 am - 3:30 pm  
 Saturday 8:30 am - 12:30 pm

### Payment

Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.

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

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

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

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

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

### Discounts

The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia under-graduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to the children of undergraduates and to the children of faculty/staff. 50% tuition discount is offered to public assistance recipients. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.

To receive a tuition discount you must register in person no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability. Call (718) 482-7244 for more information.

### Delinquent Payments

The College reserves the right to withhold the privileges of class attendance, use of facilities and services, and access to certificates of completion from students delinquent with payments.

### Classroom Assignments

Classroom assignments are available in Rm M-143 on the first day of class.. The English Language Center posts its classroom assignments outside C-354.

### Refund Policy

#### For courses under \$299

100% (-\$20 per course) if written request received 3 business days prior to 1st day of class  
 50% (-\$20 per course) if written request received prior to second week of classes

#### For courses \$299 and above or more than 50 hours of instruction

100% (-\$20 per course) if written request received 3 business days prior to 1st day of class  
 75% (-\$20 per course) if written request received prior to completion of 10% of class hours  
 50% (-\$20 per course) if written request received prior to completion of 20% of class hours

\$20 will be deducted from refunds as shown above up to a limit of \$40. Allow 4-6 weeks to receive refunds for payment made by check or cash. Allow 2 billing cycles for credit charges to reflect refund on monthly statements. Members of the military needing to withdraw from class at short notice will be considered on a case-by-case basis.

### Financial Assistance

Many employers and/or unions provide tuition reimbursement or direct funding. Members of DC 37 or Local 1180 may apply for reimbursement on a per course basis. Call DC 37 at (212) 815-1663 or Local 1180 at (212) 966-5353 for details and courses.

### Payment Plans

For information call (718) 482-7244.

### Materials

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

### College Policies

#### Equal Opportunity and Affirmative Action

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

### Course Cancellations

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

### Updates

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

# 4 EASY WAYS TO REGISTER!

Online:



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

By phone:



**(718) 482-7244**

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

By fax:



**(718) 609-2006**

In person:



**M-Building, Room M-143**

Monday through Thursday  
8:30 am - 6:30 pm

Fridays 8:30 am - 3:30 pm

Saturday 8:30 am - 12:30 pm



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

## Adult and Continuing Education Registration Form

LAST NAME FIRST NAME MALE/FEMALE

STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH HOME PHONE BUSINESS PHONE

EMAIL SOCIAL SECURITY (optional)

Check which category describes  
you best (optional)

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

How did you hear about us?

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

COURSE CODE	SEC	COURSE TITLE	COST

### LaGuardia Community College/CUNY

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

Fall Winter Spring Summer

(Check one)

- Check/Money Order

ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE



Community College

**CONTINUING  
EDUCATION**  
*People. Changing.*



**ACQUIRED PROFESSIONAL SKILLS** in  
LaGuardia's Medical Billing Certificate  
Program

**HIRED BY PROGRAM PARTNER** Weill  
Cornell Medical College as a medical  
billing specialist

**ENROLLING IN COLLEGE** with 9 credits  
earned in the program

**PLANS TO MOVE UP** the healthcare  
career ladder

**TO LEARN MORE** ABOUT LAGUARDIA'S  
MEDICAL ADMINISTRATION CERTIFICATE  
PROGRAMS SEE PAGE 20.



**LETICIA** MORENO LEAL

Leticia Moreno Leal improved her career prospects with LaGuardia's Medical Billing Certificate Program. Now she plans to attend college with the credits she earned. Read her story on page 20.