



CONTINUING EDUCATION WINTER 2014 CATALOG

I DID IT
**YOU
CAN
TOO**



Professional certificates

Vocational training

Business services

College courses

High School Equivalency

ESL and more



Meet Nakeda Bruington

Taking her life in her own hands

Nakeda Bruington had resolved not to become a victim. Having witnessed many shootings in her Bronx neighborhood and seeing how Emergency Medical Technicians (EMT) responded with competence and professionalism to save lives, she decided she wanted to be on that side of the scenario. Discovering that CUNY CareerPATH, a healthcare training program funded by the U.S. Department of Labor, would pay for her tuition, Nakeda began her EMT studies at LaGuardia in the spring of 2012.

“I wanted to prove to myself that whatever I set my mind to I can achieve,” she says. She accomplished that objective and proved it to her teachers as well, garnishing the program’s award for “Most Determined.”

Nakeda is now working as an EMT for SeniorCare Emergency Medical Services in New York and hopes to one day become a paramedic. “The support that I’ve received is truly one of a kind,” she says of her experience at LaGuardia. “I’ve been surrounded by people who stand in your corner and support you 100 percent. Friends and teachers motivated me to continue to achieve my goal.”

“I’ve been surrounded by people who stand in your corner and support you 100 percent. Friends and teachers motivated me to continue to achieve my goal.”

EMT Training at LaGuardia Community College

LaGuardia’s Emergency Medical Technician (EMT) Program trains individuals in basic pre-hospital emergency care. New York State certification is achieved through meeting attendance, GPA, skills and clinical requirements, and passing of a final exam administered by the NY State Department of Health, Bureau of Emergency Medical Services. Opportunities to qualify for free EMT training are offered. For more information call (718) 482-5768.

Training that gets you the job!

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Testing Center

You can take the following exams at LaGuardia:

- High School Equivalency (*formerly G.E.D.*)
- New York City Taxi Operators (Hack) License
- English (Versant English Speaking Test)
- College-Level Examination Program (CLEP)
- Educational Interpreter Performance Assessment (EIPA)

Testing Facilities

We offer proctoring for individuals taking exams from colleges, universities and testing boards.

For more information call (718) 482-5120
or e-mail acereg@lagcc.cuny.edu

Turn Anxiety into Achievement with our Test Prep courses

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Gift of Education

Have you learned something through an Adult & Continuing Education (ACE) program at LaGuardia Community College that changed your life?

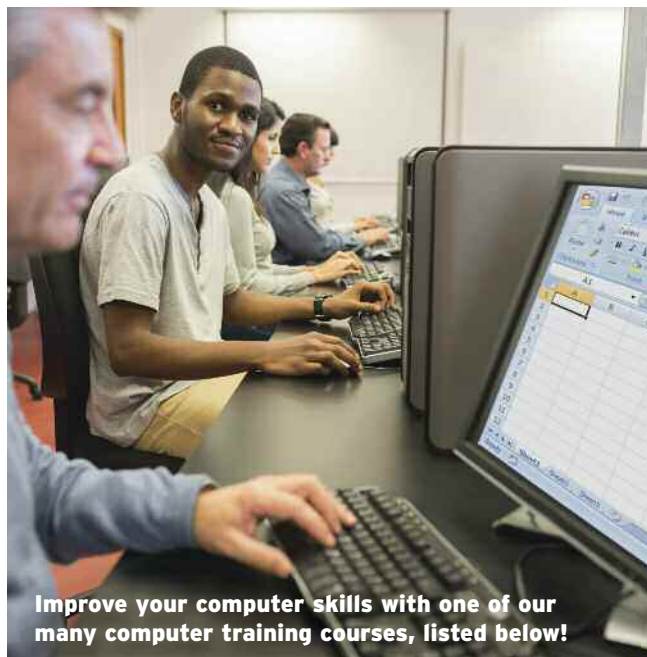


Your gift today to The LaGuardia Community College Foundation can help students who may not be able to cover the cost of tuition to find success.

Visit www.laguardia.edu/acegive to give online or call The Foundation at 718-482-5010.

Funds raised through this initiative will provide direct support for LaGuardia Community College ACE students.

Welcome to Winter 2014



Improve your computer skills with one of our many computer training courses, listed below!

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**We've won!**

LaGuardia's Division of Adult and Continuing Education has won the 2013 LERN Award for Best Brochure.

Learning Resources Network (LERN) is an international association of lifelong learning programming.



Dear Students,

At LaGuardia Community College we believe a better world starts by getting curious, by asking: What if?

Our students challenge expectations, coming together to study at LaGuardia 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.

Our faculty and staff dare to do more by creating innovative and exciting ways to explore new ideas, teach new skills and pioneer programs that truly serve students and make our community stronger. LaGuardia has a national reputation for being an institution of educational excellence; we have received numerous awards for outstanding academic and continuing education programs. We partner with prestigious organizations such as the Gates Foundation, MetLife Foundation and Goldman Sachs to further our initiatives.

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

Dr. Gail O. Mellow
President



People in our community are improving their lives and future prospects every day with assistance from LaGuardia's Division of Adult and Continuing Education (ACE). True to our mission, we offer the highest quality courses, programs and services to help you reach your goals and get on the path to success.

This fall, upgrade your professional skills with one of our many new online courses that range from accounting and healthcare to computers and web design. Expand your knowledge with new college courses being offered to the public that cover liberal arts and new media technology (see pages 56 and 58).

We offer numerous other professional certificate programs and courses in varied fields, including construction management, tax preparation and much more. You can also select from dozens of online business and personal development courses that will give you a competitive edge at the workplace or help you write better or learn a foreign language. Small business owners, we provide business education and support services to help your company grow and create jobs to improve the local economy (see page 34).

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

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

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

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

LaGuardia Community College

Dr. Gail O. Mellow, President

Division of Adult and Continuing Education

Jane E. Schulman, Vice President

Jane MacKillop, Associate Dean
Shannon Bryant, Associate Dean
Francesca Fiore, Assistant Dean

Directors

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Christine Alvarez, Director, Pre-Hospital Care Programs
Natalia Arguello, Director, NYDesigns
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Marian Blaber, Executive Director, CUNY Language Immersion Program
Amy Dalsimer, Executive Director, Professional Development Institute
Rosa Figueroa, Director, Small Business Development Center
Adjoa Gzifa, Director, Workforce Education Center
Edgard Hernandez, Director, Procurement Technical Assistance Center
Assuanta Howard, Director, 10,000 Small Business Program
John Hunt, Director, Center for Immigrant Education and Training
Kimberly Kendall, Executive Director, Career Programs
John Lagamjis, Director, ACE Information Technology
Beth Lord, Director, ACE Employment Services/Career Development Center
Chandana Mahadeswaraswamy, Acting Associate Director Career and Professional Programs
Linda Mellon, Executive Director, Business Services
Elizabeth Perdomo, Director, Small Business Transportation Resource Center
Cris Stewart, Executive Director, ACE Enrollment Management
Michele Stewart, Director, Career Ladders in Allied Health
Michele Valdez, Acting Executive Director, Workforce Development
Andrew Vollo, Director, Taxi & FHV Institute

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Get a Promotion

Computer Training

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.

Introduction to Computers, Windows and the Internet

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

Mon & Wed Jan 22 - Jan 29 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$93 A05CMP001A

Sat Mar 29 - Apr 12 (3 sessions/9 hours)
9:00 am - 12:00 pm \$93 A05CMP001B

Power Keyboarding

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

Mon & Wed Feb 5 - Mar 5 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK001A

“ I took Ms. Tyson's classes for the Microsoft certification and now Business Office Skills. I am looking forward to taking her advanced Microsoft courses soon. She is a great teacher filled with enthusiasm. ”

Student from Power Keyboarding, Spring 2013

Certificate Program in Microsoft Office Applications

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

Microsoft Office is the most common software application used in business today. Successfully complete Word, Excel, Access and PowerPoint courses to earn a LaGuardia certificate in Microsoft Applications.

(You may take individual courses without intending to complete the Certificate Program.)

For more information call (718) 482 7244. ND

Instructor: Lawan Tyson, Management Support Specialist, has taught the Certificate Program in Microsoft Office and Business Office Certificate at LaGuardia since 1999.



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 Computers, Windows and the Internet, or equivalent experience.

Tues & Thurs Feb 11 - Mar 6 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK002A

Mon & Wed Mar 17 - Apr 9 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK002B

“ [Because of this class] I am more than ready for challenging office work. ”

Student from Microsoft Word, Summer 2013

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 Computers, Windows and the Internet, or equivalent experience.

Sat Feb 22 - Mar 15 (4 sessions/12 hours)
1:00 pm - 4:00 pm \$123 A05OSK005A

“ This course has taught me skills I never knew, in the easiest and fastest ways. ”

Student from Microsoft Excel, Winter 2013

Take 4 and save \$122*

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

*Cannot be combined with any other discount

Microsoft 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 Computers, Windows and the Internet, or equivalent experience.

Sat Feb 1 - Mar 22 (8 sessions/24 hours)
9:30 am - 12:30 pm \$245 A05OSK003A

Tues & Thurs Mar 18 - Apr 10 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK003B

SPRING 2014

Mon & Wed Apr 28 - May 21 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK003A

Microsoft Access Intensive

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

SPRING 2014

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

or New Career!



Lawan Tyson

The student becomes the master

Lawan Tyson began at LaGuardia by taking an Excel course in 1998. She must have been doing something right, because the following year, her teacher asked her to assist with the Microsoft Office courses. Later that same year, after accepting another position, the teacher recommended Ms. Tyson to replace him as the instructor for all the courses in the Microsoft Office Certificate Program. Since then, Ms. Tyson has been the instructor for the division's Microsoft Office courses as well as other computer courses. And that's just her night job. Ms Tyson is a Management Support Specialist within the Operations Department of the Smithsonian Institution, National Museum of the American Indian in New York. Having been with

the Smithsonian Institution since 1983 and even won a federal employee Unsung Hero Award, Ms Tyson, who plans and manages work assignments, says she "uses Microsoft Office programs extensively throughout my work."

"The most rewarding aspect of teaching in ACE is the confidence I see in the students who successfully pass my courses," says Mr. Tyson. "I wish to be an integral part of a student's professional growth."

“The most rewarding aspect of teaching in ACE is the confidence I see in the students who successfully pass my course.”

Advanced Microsoft Office Certificate Program

Take your Microsoft Office skills to the next level. These 5 advanced workshops provide additional skills and give you an edge at the workplace. Courses may be taken individually. Prerequisite for all courses: Certificate Program in Microsoft Office Applications. ND

Instructor: Lawan Tyson, Management Support Specialist, has taught the Certificate Program in Microsoft Office and Business Office Certificate at LaGuardia since 1999.

Advanced Microsoft Outlook Workshop

Discover how to manage messages, contacts, calendars and tasks using various Outlook techniques.

Sat Feb 1 - Feb 15 (3 sessions/9 hours)
1:00 pm - 4:00 pm \$95 A05OSK209A

Advanced Microsoft PowerPoint Workshop

Learn how to create customized slides using various schemes and backgrounds. You will also design new layout slide masters and templates.

Sat Mar 29 - Apr 12 (3 sessions/9 hours)
1:00 pm - 4:00 pm \$95 A05OSK205A

Advanced Microsoft Access Workshop

Create advanced queries, forms and reports.

Instructor: Lawan Tyson

Fri Jan 3 - Jan 17 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$95 A05OSK204A

Advanced Microsoft Word Workshop

Learn how to enhance your documents with special features; create mail merge documents; and share documents. You will also build indices, table of contents, figures and authorities.

SPRING 2014
Sat Apr 26 - May 10 (3 sessions/9 hours)
9:00 am - 12:00 pm \$95 A05OSK202A

Advanced Microsoft Excel Workshop

Explore ways to apply advanced formatting to your spreadsheets and learn to create pivot tables and pivot charts.

SPRING 2014
Sat Apr 26 - May 10 (3 sessions/9 hours)
12:30 pm - 3:30 pm \$95 A05OSK203A

NEW!

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. ND

Required Courses:

- Power Keyboarding
- Write Effective Email
- Building Reports in Excel
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Access Intensive

*See page 8 for the Microsoft Office course listings

(You may take individual courses without intending to complete the certificate program.)

For more information call (718) 482-7244.

Write Effective Email

Email is an important form of communication in the workplace. Learn to be more effective through best email practices, including etiquette, formatting and grammar. You'll compose and review email on the computer to help sharpen your email skills.

Tues & Thurs Mar 11 - Apr 3 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$265 A05WRT003A

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.

SPRING 2014
Sat Apr 5 - May 17 (6 sessions/24 hours)
9:00 am - 1:00 pm A05OSK016A

A+ Computer Service Technician Certificate



Would you like to learn more about the A+ Computer Service Technician Certificate program?

Join us at an Information Session

- Tuesday, December 17, 2013 at 6:00 pm
- Tuesday, January 7, 2014 at 6:00 pm

For information or to RSVP, call (718) 482-5481.



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

Get the skills you need to start a career as a Computer Service Technician (CST).

This 6-course, hands-on training program will teach you to repair computers and prepare you for the A+ Essentials (exam code 220-701) and A+ Practical Application (exam code 220-702) industry exams. For more information call (718) 482-7244.

Topics include:

- hardware
- network systems
- software
- new technologies
- building your own computer

Introduction to Computer Technology

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

Instructor: *Louis Marchione, Certificate in Computer Programming, New York University; worked in the computer and technology field for 35 years, and has taught at LaGuardia for 17 years with Career and Professional Programs (CAPP).*

Tues & Thurs Jan 21 - Feb 6 (6 sessions/20 hours)
6:00 pm - 9:20 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.

Tues & Thurs Feb 11 - Mar 6 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP101A

CST, Part 2: Networking

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

Sat Jan 11 - Feb 1 (4 sessions/26 hours)
8:30 am - 3:30 pm \$475 A05CMP102A

Tues & Thurs Mar 18 - Apr 10 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP102B

CST, Part 3: Software

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

Sat Feb 15 - Mar 8 (4 sessions/26 hours)
8:30 am - 3:30 pm \$475 A05CMP103A

SPRING 2014

Tues & Thurs Apr 22 - May 15 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP103C

CST, Part 4: New Technologies

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

Sat Mar 22 - Apr 12 (4 sessions/26 hours)
8:30 am - 3:30 pm \$475 A05CMP104A

SPRING 2014

Tues & Thurs May 20 - Jun 12 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP104A

CST, Part 5: Build Your Own Computer

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

SPRING 2014

Sat Apr 26 - May 17 (4 sessions/26 hours)
8:30 am - 3:30 pm \$475 A05CMP112A

Tues & Thurs (6:00 pm - 9:00 pm) &
Sat (9:00 am - 1:00 pm) Jun 17 - Jun 28
(6 sessions/20 hours) \$370 A05CMP112B

Business Office Skills/Online

See page 14 for information or visit www.ed2go.com/lagcc

Computer Skills for the Workplace/Online

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

\$135 A05BUS820

Keys to Effective Communication/Online

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

\$135 A05BUS821

Effective Business Writing/Online

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

\$135 A05WRT811

For information about all online courses, see page 14 or visit www.ed2go.com/lagcc

Certificate Preparation in CompTIA Security+ Network/Online



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

Basic A+ Certification/Online

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

\$201 A05CMP817

Intermediate A+ Certification/Online

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

\$201 A05CMP818

Advanced A+ Certification/Online

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

\$201 A05CMP819

CompTIA Security+ Certification Prep/Online

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

\$201 A05CMP837

CompTIA Network+ Certification Prep/Online

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

\$201 A05CMP820

Discover Computer Science/Online

Introduction to Networking/Online

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

\$135 A05NET801

Introduction to SQL/Online

Learn the key concepts of Structured Query Language (SQL). Gain a working knowledge of the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. ND

\$201 A05NET802

Introduction to PC Trouble Shooting/Online

Don't spend your hard-earned cash on expensive PC repairs! Learn the steps to diagnosis typical hardware and operating system problems and gain the skills you need to solve them. ND

\$201 A05NET803

Web Page Design/Online

Web Page Design/Online

Learn how to create professional-looking web pages. For more information about the courses below, call (718) 482-7244. ND

Creating Web Pages/Online

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

\$135 A05CMP805

Advanced Web Pages/Online

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

\$135 A05CMP862

Designing Effective Web Sites/Online

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

\$135 A05CMP859

Introduction to Dreamweaver CS6/Online

Learn how to use Dreamweaver's intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. By the end of the course, you'll have successfully built a website and know how to use Dreamweaver's built-in FTP tools to upload to the server of your choice. ND

\$135 A05CMP864

Creating WordPress Websites/Online

WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results. Walk through the process of creating your own WordPress site and blog from start to finish. ND

\$135 A05CMP863

Computadoras en Español

Para más información llame al (718) 482-7244. ND

Computadoras en Español



¡4 Formas de Registrarse!

Por computadora:
www.laguardia.edu/acereg/

Por fax:
(718) 609-2074
Se puede pagar con MasterCard/
Visa/Discover/American Express

En persona:
Oficina M-143
lunes - jueves 8:30am - 6:30pm
viernes 8:30am - 3:30pm
sábado 8:30am - 12:30pm

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Tome los 3 cursos de computadoras en el mismo semestre y reciba un descuento de \$74*. No se puede combinar con otros descuentos.

Take 3 and save \$74.00
Register and take all 3 computer courses in the same semester and SAVE \$74.00**

**Cannot be combined with any other discount*

Aprende el Internet

Aprende el vocabulario y los procesos necesarios para encontrar información en el Internet y comunicarse apropiadamente con gente en todas partes del mundo. El curso se ofrece en español, pero el programa que se usa es en inglés. ND

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

Instructor: Lesley Figueroa

Tues & Thurs Jan 21 - Feb 4 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$175 A05OSK907A

Aprende Microsoft Word y PowerPoint

Crea documentos originales utilizando los programas claves de Microsoft Office Word y PowerPoint. Aprende como hacer cartas, memorandos, informes y folletos.

Diseña presentaciones de diapositivas con textos, gráficos, y efectos de sonido y video. El curso se ofrece en español pero el programa que se usa es en inglés. ND

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

Instructor: Lesley Figueroa

Tues & Thurs Feb 11 - Feb 25 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$175 A05OSK009A

Aprende Microsoft Excel

Aprende como iniciar una hoja de cálculo, el formato de celdas, crear fórmulas sencillas y gráficas, y definir el área de impresión. El curso se ofrece en español pero el programa que se usa es en inglés. ND

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

Instructor: Lesley Figueroa

Tues & Thurs Mar 11 - Mar 25 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$175 A05OSK902A

Instructor: Lesley Figueroa, B.S. in International Marketing from Baruch College. She is a certified New York City public school teacher, specializing in computer literacy and life skills related to technology. She has been teaching in LaGuardia's Division of Adult & Continuing Education for the past several years.

¡NUEVO! 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 la certificación de 30 horas de salud y seguridad requerido por Nueva York para trabajar con niños.

Temas:

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

Para mas informacion llame al (718) 482-7244.

No hay descuento.

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 certification of 30 hours in health and safety required by New York to work with minors. This course is offered in Spanish only. For more information call (718) 482-7244. ND

Sat Feb 1 - Feb 22 (4 sessions/30 hours)
9:00 am - 5:00 pm \$500 A05ELE001A

Sat Mar 8 - Mar 29 (4 sessions/30 hours)
9:00 am - 5:00 pm \$500 A05ELE001B



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.

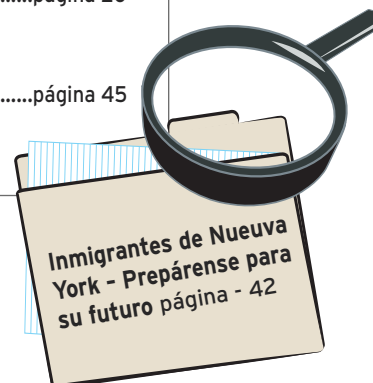
Ms. Payamps has worked with a large number of childcare givers over the years, and encourages them to join associations that will keep them up to date on research, and to pursue teacher and related certifications. She also invites Early Childhood specialists and Universal Pre-Kindergarten program owners 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.”

GOING BEYOND

Ofrecemos muchos cursos en español:

- Computadoras en Español página 12
Aprende el Internet
Aprende Microsoft Word y PowerPoint
Aprende Microsoft Excel
- Certificación en el Cuidado de Niñospágina 13
- Construcción en Español.....página 20
OSHA Certificación en 10 Horas para la Seguridad y Salud en la Industria de la Construcción
- Equivalencia del Bachillerato en Españolpágina 45
Pre-Equivalencia del Bachillerato en Español
Equivalencia del Bachillerato en Español



Go online for professional and personal growth!

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Anytime, Anywhere!**



Online Courses

Our instructor-led online continuing education courses are informative, fun, highly interactive and convenient. Choose from a wide variety of topics ranging from computer programming and web design to languages and writing.

How does it work?

- Courses begin monthly
- Courses run for 6 weeks and include 12 lessons total, with 2 lessons being released each week
- You are then given 2 weeks to complete the final exam

Complete the lessons on your own time

Most lessons can be completed in about 2 hours

Each lesson will include a discussion area through which you can communicate with the instructor

Lessons may also include quizzes, hands-on assignments, supplementary links, and more

*You will receive a certificate from LaGuardia Community College upon successful completion**

Get Started!

Visit www.ed2go.com/lagcc

New to Online Courses?

Click on **View Demo** and try the first class for **FREE**

To Register

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

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

Start Dates

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

WINTER A: January 15, 2014
WINTER B: February 19, 2014
WINTER C: March 19, 2014

*Please note: continuing education courses are non-credit bearing

**If you wish to pay in person, visit

LaGuardia Community College, 31-10 Thomson Avenue,
Room M-143, Long Island City, NY

For more information: Sameera Younus-Khan (718) 482 - 5330

All Online Courses are ND

Visit www.ed2go.com/lagcc

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

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



Microsoft Office Applications/Online

See page 14 for information or visit www.ed2go.com/lagcc

Introduction to Microsoft Word 2007/Online

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

\$135 A050SK824

Introduction to Microsoft Word 2010/Online

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

\$135 A050SK832

Introduction to Microsoft Excel 2010/Online

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

\$135 A050SK833

Introduction to Microsoft PowerPoint 2010/Online

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

\$135 A050SK836

Introduction to Microsoft Access 2007/Online

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

\$135 A050SK835



Introduction to Microsoft Access 2010/Online

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

\$135 A050SK837

Introduction to Microsoft Project 2010/Online

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

\$135 A050SK834

Intermediate Microsoft Word 2007/Online

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

\$135 A050SK829

Intermediate Microsoft Word 2010/Online

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

\$135 A050SK839

Intermediate Microsoft Excel 2007/Online

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

\$135 A050SK822

Intermediate Microsoft Excel 2010/Online

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

\$135 A050SK838

Advanced Microsoft Excel 2007/Online

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

\$135 A050SK828

Accounting, Bookkeeping and Tax Preparation



Tax Return Preparer Certificate

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

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.

Tax Return Preparer

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

Instructor: Jacqui Hansen

SPRING 2014

Sat May 10 - Jun 28 (7 sessions/45.5 hours)
9:30 am - 4:30 pm \$635 A05BUS002A

IRS Enrolled Agents 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) and 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 before. For more information call (718) 482-7244.

Individuals and Representation, Practice and Procedures

Become an Enrolled Agent and represent taxpayers before the IRS. You will prepare for Part 1 and Part 3 of the IRS Special Enrollment Examination (SEE) by reviewing taxes for individuals and client representation qualifications and procedures in depth. Topics include tax regulations as well as estate and gift taxes.

Instructor: Jacqui Hansen

SPRING 2014

Sat May 17 - Jun 28 (6 sessions/39 hours)
9:30 am - 4:30 pm \$546 A05BUS110A

SUMMER 2014

Sat Jul 12 - Aug 16 (6 sessions/39 hours)
9:30 am - 4:30 pm \$546 A05BUS110A

Corporations and Partnerships

Prepare for Part 2 of the IRS Special Enrollment Examination (SEE). You will review corporations (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 Individuals and Representation, Practice and Procedures courses.

Instructor: Jacqui Hansen

SUMMER 2014

Sat Aug 23 - Oct 25 (9 sessions/58.5 hours)
9:30 am - 4:30 pm \$819 A05BUS111A

Bookkeeping/Online

See page 14 for information or visit www.ed2go.com/lagcc

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

Accounting Fundamentals I/Online

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

\$135 A05BUS802

Accounting Fundamentals II/Online

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

\$135 A05BUS803

Introduction to Peachtree Accounting 2012/Online

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

\$135 A05BUS817

Introduction to QuickBooks 2013/Online

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software program. ND

\$135 A05BUS826

Performing Payroll in QuickBooks 2013/Online

Using the Payroll feature in QuickBooks 2013, you can master efficient techniques for creating paychecks, paying tax liabilities, and generating impressive reports quickly and easily. You'll also review all aspects of how to set up and maintain payroll information for your employees in QuickBooks. ND

\$135 A05BUS824



NOTARY PUBLIC
STATE OF NEW YORK

Notary Public Test Preparation

Learn about the responsibilities of a notary public and how you can obtain a Notary license. For more information about the courses below, please call (718) 482-7244. ND

Instructor: Mildred DellaPina, Licensed NYS Notary Public, has taught the Notary Public course since 2011 at LaGuardia. She has 15 years of experience as a notary public.

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

Computerized Bookkeeping for QuickBooks Certificate Program

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

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

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

Bookkeeping with QuickBooks, Part 1

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

Tues & Thurs Jan 28 - Feb 25 (9 sessions/27 hours)
6:00 pm - 9:00 pm \$410 A05OSK006A

Sat Feb 8 - Mar 15 (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.

Tues & Thurs Mar 4 - Mar 20 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK007A

Sat Mar 22 - Apr 12 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK007B

Bookkeeping with QuickBooks, Part 3

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

Sat Jan 11 - Feb 1 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK008A

SPRING 2014

Sat Apr 26 - May 17 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK008A

Learn to manage your small business finances with these advanced QuickBooks courses!

Advanced QuickBooks

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

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

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.

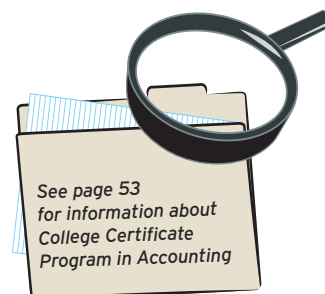
Sat Feb 8 - Mar 15 (6 sessions/27 hours)
9:00 am - 2:00 pm \$415 A05BUS014A

Cost Accounting

Cost accounting helps you create better estimates, forecasts and pricing structures. Using Excel and QuickBooks, you'll gain control over your small business finances by learning how to better manage and report material, labor, direct and indirect costs. Prerequisite: Computerized Bookkeeping for QuickBooks Certificate Program or equivalent experience.

SPRING 2014

Sat Apr 26 - Jun 28 (9 sessions/27 hours)
2:30 pm - 5:30 pm \$415 A05BUS016A



See page 53
for information about
College Certificate
Program in Accounting

Construction & Building Management

Safety Dynamics Construction Courses

LaGuardia Community College is partnering with Safety Dynamics, a full-service safety, health and environmental consulting firm, to offer the following construction-related courses. Safety Dynamics training curricula is approved by OSHA, the NY State Department of Transportation and many New York City agencies, including the Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection.

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

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

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 Jan 27 (1 session/4 hours)
4:30 pm - 8:30 pm \$150 A050SH301A
- Mon Feb 24 (1 session/4 hours)
4:30 pm - 8:30 pm \$150 A050SH301B
- Mon Mar 24 (1 session/4 hours)
4:30 pm - 8:30 pm \$150 A050SH301C

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 Jan 6 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A050SH300A
- Mon Jan 20 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A050SH300B
- Mon Feb 3 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A050SH300C
- Mon Feb 17 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A050SH300D
- Mon Mar 3 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A050SH300E
- Mon Mar 17 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A050SH300F



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 buildings codes as they pertain to concrete safety. Click on the following link for licensing requirements for Concrete Safety Manager: www.nyc.gov/html/dob/downloads/pdf/CSM_guide.pdf

You must register 2 business days before the course begins.

CLASSES MEET IN GREENPOINT, BROOKLYN

- Thurs & Fri Jan 2 - Jan 17 (6 sessions/30 hours)
4:30 pm - 9:30 pm \$650 A050SH303A
- Thurs & Fri Feb 6 - Feb 21 (6 sessions/30 hours)
4:30 pm - 9:30 pm \$650 A050SH303B
- Thurs & Fri Mar 6 - Mar 21 (6 sessions/30 hours)
4:30 pm - 9:30 pm \$650 A050SH303C

40 Hour Site Safety Manager (NYCDOB)

Earn the Site Safety Manager certificate, essential for working at 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.

CLASSES MEET IN GREENPOINT, BROOKLYN

- Tues & Wed Jan 7 - Jan 29 (8 sessions/40 hours)
4:30 pm - 9:30 pm \$700 A050SH302A
- Tues & Wed Mar 4 - Mar 26 (8 sessions/40 hours)
4:30 pm - 9:30 pm \$700 A050SH302B

10 Hour OSHA Construction Training

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

You must register 2 business days before the course begins.

CLASSES MEET IN GREENPOINT, BROOKLYN

- Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm)
Jan 24 - Jan 25 (2 sessions/10 hours)
\$150 A050SH304A
- Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm)
Feb 28 - Mar 1 (2 sessions/10 hours)
\$150 A050SH304B

Construction Management Certificate Program

Nancy Polo

LaGuardia Construction Management Certificate Program as a stepping stone for an engineering career

Nancy Polo arrived from Colombia in 2008 with a degree in civil engineering and the experience of having owned a construction company. While taking English classes in the College's English Language Center, she learned of LaGuardia's Construction Management Certificate Program and enrolled, with the hope of reestablishing herself in the field. Nancy recently completed the 8-course program and aspires to obtain her civil engineering license in the US. She has also started a home improvement/ construction company here.

"Through the courses that I took at LaGuardia, I learned about handling construction work, the kinds of materials used in the United States, and what codes I have to follow," Nancy says. "Today, I'm happy because I have my own small business. LaGuardia organized this program to help people like me, by providing excellent teachers and low tuition for each course. I feel well prepared and [able] to sustain my family."

“LaGuardia organized this program to help people like me, by providing excellent teachers and low tuition for each course.”

DARE TO DO MORE

Advance your career in the construction industry by becoming a construction manager. This 5-course certificate program will provide 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 Acprofessional@lagcc.cuny.edu.

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.

Instructor: Gerald Sanmarco, B.S. in Finance, Seton Hall University, is a third-generation construction professional and has 15 years of experience in the field.

Mon Jan 27 - Mar 17 (7 sessions/21 hours)
6:00 pm - 9:00 pm \$356 A05CNS003A

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, B.A. in Architecture, and B.S. Architecture, City College CUNY, has been teaching with Career and Professional Programs (CAPP) since 2007. She has nine years of experience in the field.

Sat Mar 22 - May 17 (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

Mon Mar 31 - May 19 (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.

Instructor: Frank Adamo, M.S. in Leadership, has been an instructor in the Construction Management Certificate Program since 2002 and with Career and Professional Programs (CAPP) since 2003.

SPRING 2014

Wed Apr 2 - May 21 (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.

COMING, FALL 2014!

A05CNS001A

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

Construction/Online

See page 14 for information or visit www.ed2go.com/lagcc

The following online course complements LaGuardia's Construction Management Program.

QuickBooks 2013 for Contractors/ Online

Learn to use the Premier Contractor edition of QuickBooks 2013 to run your business more efficiently by creating customized, professional-looking contract estimates and perform time tracking. You'll also learn the different methods you can use to bill your clients. ND

\$135 A05BUS825



Cursos de Construcción en Español Construction Courses in Spanish

Para mas información llame al (718) 482-7244 o venga a la oficina M-143.
For more information about the courses below call (718) 482-7244 or visit Room M-143.

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 EEUU también serán analizados. Al completar con éxito, recibirá su certificación de OSHA y la tarjeta. ND

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 the construction site. US Department of Labor rules and worker rights will also be reviewed. Upon successful completion, you will receive your OSHA certification and card. This course is offered in Spanish. ND



CLASSES MEET IN GREENPOINT, BROOKLYN

Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm) Jan 10 - Jan 11 (2 sessions/10 hours)
\$150 A05CNS918A

Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm) Feb 7 - Feb 8 (2 sessions/10 hours)
\$150 A05CNS918B

Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm) Mar 14 - Mar 15 (2 sessions/10 hours)
\$150 A05CNS918C

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

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

Refrigeration Machine Operator License Program



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, the annual union 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.

Instructor: Stephen Carbone, NYC DOE Custodian Engineer, has taught License Refrigeration at LaGuardia since 2009.

COMING, FALL 2014!

Refrigeration Machine Operator License Preparation

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."

A05BUS009A



Health

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

Certified Clinical Medical Assistant (CCMA)

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

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

You may take the courses in any order, or you may take them individually. For those who have evidence of previous training, you may take competency exams for Medical Terminology, EKG Technician or Phlebotomy courses to receive exemption from that part of the CCMA Program. A grade of 80% or greater is required to be exempt, and Phlebotomy also requires a practical skills competency exam in blood drawing. There is a fee of \$99 per competency exam.

Evidence of current American Heart Association certification in Basic Cardiac Life Support and First Aid will exempt you from the AHA CPR for Healthcare Providers with First Aid course.

For more information call (718) 482-5768.

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 Jan 27 - Feb 26
(14 sessions/56 hours)
10:00 am - 2:30 pm \$554 A11HLT004B

Mon, Wed, Fri + 1 Saturday Jan 27 - Feb 26
(14 sessions/56 hours)
6:00 pm - 10:00 pm \$554 A11HLT004A

Medical Terminology

Develop a 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 3 - Mar 21 (9 sessions/36 hours)
10:00 am - 2:30 pm \$305 A11HLT003B

Mon, Wed, Fri Mar 3 - Mar 21 (9 sessions/36 hours)
6:00 pm - 10:00 pm \$305 A11HLT003A

American Heart Association CPR for Healthcare Providers with First Aid

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

Mon, Wed, Fri Mar 24 - Mar 28 (3 sessions/12 hours)
6:00 pm - 10:00 pm \$125 A11CPR001A

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 Mar 31 - May 4
(21 sessions/84 hours)
10:00 am - 2:30 pm \$785 A11HLT001B

Mon, Wed, Fri + 3 Saturdays Mar 31 - May 3
(21 sessions/84 hours)
6:00 pm - 10:00 pm \$785 A11HLT001A

Phlebotomy

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

SPRING 2014

Mon, Wed, Fri + 3 Sundays May 5 - Jul 9
(31 sessions/124 hours)
10:00 am - 2:30 pm \$963 A11HLT002B

Mon, Wed, Fri + 3 Saturdays May 5 - Jul 9
(31 sessions/124 hours)
6:00 pm - 10:00 pm \$963 A11HLT002A

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

Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

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

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

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

Become a Credentialed Alcohol and Substance Abuse Counselor (CASAC) and help make a difference in people's lives. Offered in partnership with Community Partnership Referrals and Resources (CPRR), this program fulfills the New York State Office of Alcoholism and Substance Abuse Services (OASAS) Addiction Counselor certificate requirements for 350 hours of specific topics for credentialing or re-credentialing. Upon successful completion of both courses, you will be eligible to submit your educational hours and obtain your CASAC T (CASAC Trainee) credential; you will also be eligible to earn up to 8 college credits towards your Human Services Mental Health major at LaGuardia. For more information call (718) 482-5481.

CASAC Counselor, Part B

Study and apply different approaches to assessment, evaluation, and case management. Focus on relapse prevention, family systems, and vocational counseling, and their role in the addiction recovery process. ND

Wed (6:00pm-9:30pm) & Sat (9:00am-5:00pm)
Feb 5 - Jun 28 (32 sessions/167 hours)
\$2265 A05CAS002A

CASAC Counselor, Part A

Learn about the medical, physical and pharmacological aspects of addiction. Examine the role the CASAC plays in multi-disciplinary treatment, which includes family and community education and prevention as well as 12-step and other mutual aid groups. ND

FALL 2014
Wed (6:00pm-9:30pm) & Sat (9:00am-5:00pm)
\$2265 A05CAS001A



Would you like to learn more about this program?

Join us at an Information Session

- Saturday, December 14, 2013 at 11:00 am
- Saturday, January 11, 2014 at 11:00 am
- Wednesday, January 22, 2014 at 6:00 pm

For more information or to RSVP, Please call (718) 482-5481



“I enjoyed going through the CASAC program. It had great teachers and it was a very good experience. It's helping me fulfill my purpose in life, and to do what I'm supposed to be doing.”

Annalise Baumgardt, CASAC Graduate, Winter 2013

Health/Online

See page 14 for information or visit www.ed2go.com/lagcc

Spanish for Medical Professionals/ Online

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

\$135 A05CRD801

Medical Terminology: A Word Association Approach/Online

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

\$135 A05HLT801

Human Anatomy and Physiology I/ Online

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

\$135 A05HLT800

Human Anatomy and Physiology II/Online

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

\$135 A05HLT802

Medical Math/Online

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

\$135 A05HLT803

Explore a Career in Medical Coding/Online

Take your first step toward a lucrative career as a medical coder! In this course, you'll learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. ND

\$135 A05HLT804



Emergency Healthcare Programs

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

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

Emergency Medical Technician (EMT) Basic

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

Mon, Tues & Wed Feb 24 - Jun 19 (65 sessions/205 hours)
6:00 pm - 9:30 pm \$1095 A11EMT001B

Paramedic Original

EMTs, are you ready to take your career to the next level? We will prepare you with the technical skills, medical knowledge, and clinical abilities necessary for you to excel as a NYS/NYC certified paramedic. We are the only NYC paramedic program with a 100% pass rate on the NYS Certification Exam for twelve years! Clinical rotation opportunities are available in Queens, Manhattan, Bronx and Brooklyn.

Only LaGuardia offers you the choice of a college degree or certificate program. You must have 6 months or 200 hours of patient care experience on an ambulance to qualify for admission. The program includes 600 hours of clinical rotations.

The course fee for members of a NY State registered ambulance service is \$7,300. For others, the fee is \$8,800. To request an application or to learn more about the Paramedic Program call (718) 482-5768.

FALL 2014
Mon-Thurs (6pm-10pm) & Alternating Saturdays (9-4) Sep 2 - Aug 20
(200 sessions) 6:00 pm - 10:00 pm A11PMD001A



Meghan Williams

Expertise through knowledge and experience

Meghan Williams, Coordinator for LaGuardia's Paramedic Program, became interested in the field of emergency medical services when she was 13 and paramedics were called to her house to tend to her grandfather, who had passed out. She was comforted and encouraged by "their professionalism, respect and strength. They took charge of a scary and out of control situation." Directly after high school, Ms. Williams volunteered at a local fire department and became an Emergency Medical Technician (EMT), kicking off an active and distinguished career.

Ms. Williams holds a Bachelor's Degree in Psychology from St. Joseph's College in Long Island and her Paramedic certificate from Stony Brook University. She served a year as a lieutenant in her local fire department; was an Infectious Control Officer and Health Director for the Town of Islip, Long Island Recreation Department; has earned a dozen related instructor credentials; and is a NY State-certified Police and Paramedic Instructor as well as a National Paramedic Instructor. Before coming to LaGuardia in April 2012, Ms. Williams worked at the Suffolk County Police Academy, teaching police officers to become certified EMTs.

"The field of EMT/Paramedic is not getting smaller; it is growing, expanding and becoming more established from [its inception] 50 years ago," says Ms. Williams. "LaGuardia Community College was a pioneer in the field of EMT/Paramedic education, awarding associates degrees in 1986 in a field that only had certificate programs.

"At LaGuardia, a high standard of teaching is evident and essential, but attention to each student, to make sure that they succeed, is recognized as just as important," she goes on to say. "We get to know each student, meet their families and help to refer them to other resources if they are struggling outside of class. We have the ability to make a lasting impact on many students, and they inspire us as educators. We hear from our graduates on a regular basis, and I am thrilled to hear how their lives have changed. It gives me a great sense of accomplishment to know we can make a difference. That's what we do as Paramedics."

“At LaGuardia, a high standard of teaching is evident and essential, but attention to each student, to make sure that they succeed, is recognized as just as important,”

JOB OUTLOOK

Employment of dietitians and nutritionists is expected to increase 20 percent from 2010 to 2020, faster than the average for all occupations.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition

Dietary Manager Program

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

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

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.

Instructor: Patricia Harvey Slinger, Director of Clinical Nutrition and Patient Services at Methodist Hospital, has taught the Dietary Manager course at LaGuardia since 2002.

Tue Jan 7 - Mar 11 (10 sessions/42.5 hours)
5:45 pm - 10:00 pm \$385 A05DMG001A

For more information call (718) 482-7244

Healthcare Interpreter Certificate Program

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

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. ND

Intro to Spanish/English Healthcare Screening

Sat Feb 8 (1 session/2 hours)
11:00 am - 1:00 pm \$0 A05HLT000A

SPRING 2014
Tue Apr 8 (1 session/2 hours)
6:00 pm - 8:00 pm \$0 A05HLT000A

Sat Feb 15 (1 session/2 hours)
11:00 am - 1:00 pm \$0 A05HLT000B

Thurs Apr 10 (1 session/2 hours)
6:00 pm - 8:00 pm \$0 A05HLT000B

Spanish/English Healthcare Interpreting, Level 1

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

Instructor: Norbey Hernandez, M.S. in Administrative Studies, Boston University, B.A. in Foreign Languages, University of Tolima, has seven years of interpreting experience in hospital and legal settings.

Sat Mar 8 - May 17 (10 sessions/45 hours)
9:00 am - 1:30 pm \$1010 A05HLT002A

SPRING 2014
Tues & Thurs May 6 - Jun 24 (15 sessions/45 hours)
6:00 pm - 9:00 pm \$1010 A05HLT002A

Intro to Polish/English Healthcare Screening

Sat Feb 8 (1 session/2 hours)
11:00 am - 1:00 pm \$0 A05HLT000C

Sat Feb 15 (1 session/2 hours)
11:00 am - 1:00 pm \$0 A05HLT000D

Polish/English Healthcare Interpreting, Level 1

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

Instructor: Agata Baczyk, B.A. in Russian, Queens College, CUNY, has taught Healthcare Interpreter Polish/English since 2010 in Career and Professional Programs (CAPP), and has been an interpreter for seven years.

Sat Mar 8 - May 10 (9 sessions/45 hours)
9:00 am - 2:30 pm \$1010 A05HLT003A

Healthcare Interpreter Certificate Program, Level 2

Take your interpreting skills to the next level. Designed for healthcare interpreters currently working in the field, Level 2 certification consists of an advanced interpreter skills test and three courses: Healthcare Concepts and Terminology for Interpreters (40 hours); Skills Development for Healthcare Interpreters, Part 1 (40 hours); and Skills Development for Healthcare Interpreters, Part 2 (40 hours). ND

Skills Development for Healthcare Interpreters, Part 1

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

Instructor: Aurora Ronquillo, B.S. in Community Health Education, Hunter College, CUNY, has been an instructor in the CUNY system since 2009 and has worked in the interpreting field since 2001.

Sat Jan 25 - May 3 (14 sessions/42 hours)
9:00 am - 12:00 pm \$765 A05HLT005A



FALL 2014

Healthcare Concepts and Terminology for Interpreters

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

Instructor: Cecilia Ortiz, Ph.D. in Medicine, University of Cuenca, has been a college instructor for six years in the Human Sciences Department at LaGuardia.

JOB OUTLOOK

As the country's international population increases, the field of medical interpreting is expanding greatly, with an expected growth of 22% between 2008 and 2018, according to the U.S. Bureau of Labor and Statistics. This represents more than 11,000 new Medical Interpreter positions.

<http://healthcareers.about.com/od/healthcareerprofiles/p/MedInterpreters.htm>

LPN to RN Transition Course

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

Course Schedule:
January 7 - February 13, 2014
Tuesday and Thursday, 5:45 - 8:45PM
Course Code: A20CRD001B
Course Tuition: \$665 (ND)

Certified Nurse Aide

Course Schedule:
February 4 - April 30, 2014
Day and evening classes
Course Code: A20CNA001C
Course Tuition: \$1860 (ND)

Physical Therapist Assistant (PTA) Certification Exam 2-day Review Seminar

Course Schedule:
Saturday, May 3 and Sunday May 4, 2014, 9AM - 5PM
Course Code: A20PRP001A
Course Tuition: \$265 (\$220 early bird tuition for registrations before March 14, 2014)

For more information for these 3 courses call (718) 482-5097



Would you like to learn more about this program?

Join us at an Information Session

Thursday, January 9, 2014 at 6:00 pm

For more information or to RSVP call (718) 482-5481

Pharmacy Technician Certification Preparation

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

Prepare for the Pharmacy Technician Certification Board (PTCB) exam.

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

Milan Topalov, Pharm.D in Pharmacy, cum laude, St. John's University, has been a NYS Registered Pharmacist working in a hospital setting for over seven years, and an instructor for medical personnel since 2010. He has taught at LaGuardia since 2012.

Tues & Thurs Feb 4 - Apr 10 (20 sessions/70 hours)
6:00 pm - 9:30 pm \$1015 A05HLT001A

“This course provided me with the knowledge, confidence and full preparation to begin a career as a pharmacy technician. I am very satisfied with this course and enthused to begin a new career.”

-Student, Fall'2012

JOB OUTLOOK

Employment of pharmacy technicians is expected to increase by 32 percent from 2010 to 2020, much faster than the average for all occupations.

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition

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

Certificate Programs in Fitness

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

Personal Trainer Certification

Attend morning lecture at LaGuardia Community College and afternoon practical training at an offsite health club. Learn bio mechanics, exercise physiology, fitness testing, equipment usage, and health assessment. In order to earn the World Instructor Training Schools (WITS) nationally recognized certificate, you must complete the Personal Trainer Certification course, pass the WITS national exam, obtain your CPR/AED certification, and complete a 30-hour internship at a local gym.

This course is offered in partnership with WITS CPR/AED certification and textbook are not included. To order required textbook, call (888) 330-9487. Prerequisite: High school diploma or GED. For more information call (718) 482-7244. ND

Sat Feb 15 Mar 22 (6 sessions/42 hours)
9:00 am - 4:00 pm \$790 A05CRD013A



This is a 60-hour program comprised of 15 hours of lecture, 15 hours of hands-on practical training and a 30-hour internship that networks many graduates right into a job.

Employers like 24 Hour Fitness, LA Fitness and Gold's Gym are just a few of the club groups that seek out our graduates.

Health Workshops

For more information about these workshops call (718) 482-5097

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.

Sat Nov 2 (1 session/2.5 hours)
1:00 pm - 3:30 pm \$80 A20CRD010A

Introduction to Infection Control

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

Sat Nov 2 (1 session/2.5 hours)
10:00 am - 12:30 pm \$80 A20CRD002A

ASL-English Interpretation Program

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

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 preparing to enter the ASL English Interpretation Program. You must be a serious ASL student who interacts regularly in the Deaf community and has studied ASL for at least 2 years. This mini program includes Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities. For more information visit <http://laguardia.edu/aeip/>

Advanced American Sign Language II

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

Wed Jan 8 - Mar 19 (10 sessions/25 hours)
6:00 pm - 8:30 pm \$439 A16INT002A

Interpreting II

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

Instructor: Mary Darragh MacLean, CSC, CI, MS, RID certified interpreter since 1984, interpreter educator since 1992, presents nationally on Deaf and Hearing team interpreting

Tue Jan 7 - Mar 25 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT102A

Interpreting in Educational Settings - Mentoring

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

Instructor: Ummi Modeste, MEd., BA and MA Deaf Education, teaches high school ASL, specializes interpreting in educational, religious and performing arts settings, graduate of the ASL-English Interpretation Program at LaGuardia.

Tue Jan 7 - Mar 25 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT108A

Interpreting Lab

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

Instructor: David Rivera, ASLTA, MA, ASL instructor since 1997, BA ASL Studies, MA Deaf Education, ASLTA certified, national presenter on ASL Classifiers, featured in ASL books and DVD publications.

Mon Jan 6 - Mar 24 (9 sessions/22.5 hours)
6:00 pm - 8:30 pm \$475 A16INT400A

Interpreting V

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

Instructor: Cathy Markland, CI, CT, CSC, MS Teaching Interpreting, RID certified interpreter since 1986, interpreter educator since 1993, presents nationally on interpreting process models.

Thurs Jan 2 - Mar 20 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT109A

Language in Use

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

Instructor: Dr. Christine Monikowski, Ph.D. Educational Linguistics, CSC, ASLTA Professional, has been teaching at the National Technical Institute for the Deaf/Rochester Institute of Technology (NTID/RIT) for the past 20 years. Presents locally and nationally on interpreting and interpreter education and has published numerous articles and chapters on these topics.

Thurs Jan 2 - Mar 20 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT103A

Service Learning II

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

Instructor: David Rivera, ASLTA, MA, ASL instructor since 1997, BA ASL Studies, MA Deaf Education, ASLTA certified, national presenter on ASL Classifiers, featured in ASL books and DVD publications.

Mon Jan 6 - Mar 24 (4 sessions/10 hours)
5:45 pm - 8:15 pm \$239 A16INT551A



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

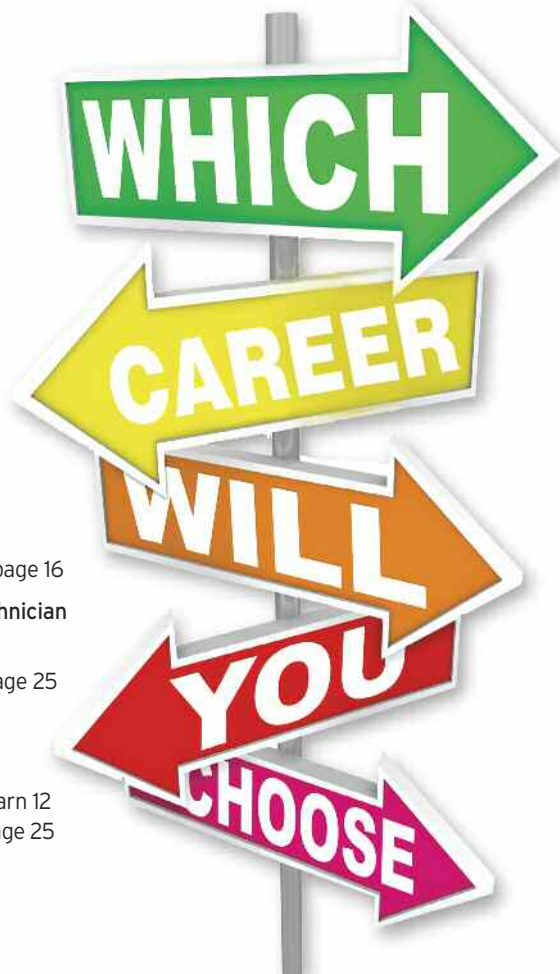
- Get a license as a taxi driver - page 29
- Take an online course in Word, Excel, Power Point or Access - page 15

In 3 months you can become

- Certified as an Income Tax Preparer - page 16
- Certified as an Emergency Medical Technician (EMT) - page 23
- Certified as a Pharmacy Technician - page 25

you can complete

- The LPN to RN transition course and earn 12 credits towards your nursing degree - page 25



In 4 months you can become

- Certified in QuickBooks - page 17
- Certified in Microsoft Office Applications (Word, Excel, Power Point and Access) - page 8

In 6 months you can become

- An A+ Computer Service Technician - page 10
- Certified as a Construction Manager - page 19

In 10 months you can become

- Credentialed as a CASAC Trainee - page 22

In 12 months you can become

- Certified as a Paramedic - page 23

Statistics on certificate programs from a recent study show:

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

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

Which Training Program is Right for You?

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

• Computer Literacy

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

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

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

• Green Jobs Training Program

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

To register call (718) 663-8407, or visit www.greenworkforcenyc.org

• Certified Nursing Assistant to Licensed Practical Nurse

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

For more information call (718) 482-5097, email clah@lagcc.cuny.edu, or visit www.lagcc.cuny.edu/ace/clah.aspx

• Home Health Aide Training Program for English Language Learners

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

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

• NCLEX-PN Preparation Course for Internationally Trained Nurses

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

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

LaGuardia Receives Grant for Disaster Relief Training Programs!

LaGuardia Community College has received \$3.1 million from the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training (TAACCT) grant program to fund two disaster relief-related programs: EMT and paramedic training and Green Training in sustainable waste management/ housekeeping and building operations and maintenance. TAACCT funding is awarded for the development and expansion of innovative training programs in partnership with local employers. LaGuardia applied for the grant as part of a consortium consisting of seven community colleges in

New Jersey, New York, Connecticut and Massachusetts committed to creating a highly skilled and resilient workforce.

Regarding the TAACCT funding, which was also awarded to CUNY's Kingsborough Community College, NY Senator Charles Schumer noted, "Training our young people today for the jobs of tomorrow will pave the path to keeping New York City at the top of the heap for generations to come. These grants are a game-changer ... because the funds will now provide much-needed career training programs for our New York City students."



Taxi & For Hire Vehicle Driver Institute

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

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

For more information email CUNYTAXI@lagcc.cuny.edu or visit <http://ace.laguardia.edu/taxi>. All Taxi & For Hire Vehicle Driver Institute classes are ND.



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

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

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

Jan 11	A17DD0001A
Jan 25	A17DD0001B
Feb 1	A17DD0002A
Feb 15	A17DD0002B
Mar 1	A17DD0003A
Mar 29	A17DD0003B

Defensive Driving for Taxi and FHV Drivers

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

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

Mon	Jan 6	A17DDV001A
Sat	Jan 11	A17DDV001B
Thurs	Jan 16	A17DDV001C
Sat	Jan 25	A17DDV001D
Sat	Feb 1	A17DDV002A
Thurs	Feb 6	A17DDV002B
Sat	Feb 15	A17DDV002C
Mon	Feb 24	A17DDV002D
Sat	Mar 1	A17DDV003A
Mon	Mar 10	A17DDV003B
Wed	Mar 19	A17DDV003C
Sat	Mar 29	A17DDV003D

EZ License - 24 Hour Class

This class is offered to drivers with more knowledge of NYC. It is 24 hours of instruction over three (3) days and covers map-reading skills, geography, driver/passenger relations and preparation for the TLC exam.

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

Jan 1 - Jan 31	A1724H001A
Feb 1 - Feb 28	A1724H002A
Mar 1 - Mar 31	A1724H003A

The Official 80 Hour Class

The Official 80 Hour Class This ten (10) day training course will increase your chances of passing the taxi exam and increase your knowledge of NYC. This course also offers as many extra classes as you need to help you pass the TLC Exam at no additional charge and covers additional material not offered in the 24 hour course, including comprehensive instruction on TLC rules and procedures, map-reading skills, geography, driver/passenger relations, free TLC taxi prep test, TLC Exam and state-of-the-art classroom technology.

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

Monday through Friday - You can start any time, any day. Classes are ongoing.

9:00 am - 6:00 pm (10 sessions/80hours) \$325 (includes books, unlimited classes and TLC Exam)

Jan 1 - Jan 31	A1780H001A
Feb 1 - Feb 28	A1780H002A
Mar 1 - Mar 31	A1780H003A

TLC Taxi Prep Test

The NYC Taxi and FHV Driver Institute is an official testing center for the TLC Exam. Benefit from our 25 years of experience in preparing drivers with this prep test course. Prep tests are graded and reviewed to give you an indication of whether or not you are ready to pass the TLC exam.

Every other Thursday 1:00 pm - 6:00 pm
(1 session/5 hours) \$20

Jan 2	A17PRP001A
Jan 16	A17PRP001B
Jan 30	A17PRP001C
Feb 13	A17PRP002A
Feb 27	A17PRP002B
Mar 13	A17PRP003A
Mar 27	A17PRP003B





Taxi 4 Hour Continuing Education Workshop

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

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

Thurs	Jan 2	A17RNW001A
Mon	Jan 6	A17RNW001B
Sat	Jan 11	A17RNW001C
Mon	Jan 13	A17RNW001D
Sat	Jan 18	A17RNW001E
Wed	Jan 22	A17RNW001F
Thurs	Jan 23	A17RNW001G
Mon	Jan 27	A17RNW001H
Sat	Feb 1	A17RNW002A
Tue	Feb 4	A17RNW002B
Thurs	Feb 6	A17RNW002C
Mon	Feb 10	A17RNW002D
Thurs	Feb 13	A17RNW002E
Wed	Feb 19	A17RNW002F
Sat	Feb 22	A17RNW002G
Mon	Feb 24	A17RNW002H
Thurs	Feb 27	A17RNW002I
Wed	Mar 5	A17RNW003A
Sat	Mar 8	A17RNW003B
Tue	Mar 11	A17RNW003C
Thurs	Mar 13	A17RNW003D
Tue	Mar 18	A17RNW003E
Thurs	Mar 20	A17RNW003F
Sat	Mar 22	A17RNW003G
Wed	Mar 26	A17RNW003H

TLC English Proficiency and Written Exam

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

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

Jan 10	A17TST001A
Jan 17	A17TST001B
Jan 31	A17TST001C
Feb 7	A17TST002A
Feb 28	A17TST002B
Mar 7	A17TST003A
Mar 14	A17TST003B
Mar 21	A17TST003C
Mar 28	A17TST003D

English for Taxi Drivers

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

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

Jan 2	A17TEP001A
Jan 16	A17TEP001B
Jan 30	A17TEP001C
Feb 13	A17TEP002A
Feb 27	A17TEP002B
Mar 13	A17TEP003A
Mar 27	A17TEP003B

Manhattan Geography

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

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

Fri	Jan 10	A17GMAN01A
Mon	Jan 27	A17GMAN01B
Fri	Feb 7	A17GMAN02A
Mon	Feb 24	A17GMAN02B
Fri	Mar 7	A17GMAN03A
Fri	Mar 21	A17GMAN03B

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

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

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

Mon	Jan 13	A17GBRQ01A
Tue	Jan 28	A17GBRQ01B
Mon	Feb 10	A17GBRQ02A
Tue	Feb 25	A17GBRQ02B
Mon	Mar 10	A17GBRQ03A
Mon	Mar 24	A17GBRQ03B

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

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

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

Tue	Jan 14	A17GBXS01A
Wed	Jan 29	A17GBXS01B
Tue	Feb 11	A17GBXS02A
Wed	Feb 26	A17GBXS02B
Tue	Mar 11	A17GBXS03A
Tue	Mar 25	A17GBXS03B

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

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

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

Wed	Jan 15	A17NYC01A
Fri	Jan 31	A17NYC01B
Fri	Feb 14	A17NYC02A
Fri	Feb 28	A17NYC02B
Wed	Mar 12	A17NYC03A
Wed	Mar 26	A17NYC03B



Veterans...

Get a college degree and open the door to your future!

Join the Veterans' community at LaGuardia

Veterans Upward Bound Program

Academic/College Prep & Assistance:

- Assessment of academic skills
- Refresher courses in math, writing, reading and computer skills (college placement test prep)
- Tutoring and mentoring
- Individualized academic advising
- College admissions forms
- Financial aid applications and researching scholarships

Other Services:

- Career counseling and planning
- Help with GI Bill applications
- Referrals to community agencies serving veterans

All services are free for qualifying veterans!

Phone: (718) 482-5386 or 5231

Email: vets@lagcc.cuny.edu

Visit us: www.lagcc.cuny.edu/veterans

Veterans - Transition to College

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Leo Antony

U.S. Marine Corps

Engineer in the making

Leo Antony served in the Marine Corps for five years, where he worked as an airframe mechanic. This past September he started in the Veterans Upward Bound Program to brush up on his academic skills in order to prepare for college. He hopes to enroll at LaGuardia this year as a mechanical engineering major. "I'm still working on being a good student," says Leo. "The Veterans Upward Bound Program gave me guidance on how to get enrolled in classes and prepared me for school work."

“The Veterans Upward Bound Program gave me guidance on how to get enrolled in classes and prepared me for school work.”



Gladys Perez

New York Army National Guard

Planning for college

Gladys Perez served as a combat medic during her 23 years in the New York Army National Guard, with two years of active duty during Operation Iraqi Freedom. In March 2012, after being absent from the classroom for over 30 years, she started in the Veterans Upward Bound Program in order to improve her writing and math skills, with the aim of enrolling in college. Gladys hopes to begin her studies at LaGuardia this spring. "The Veterans Upward Bound Program looks out for our education and provides tutoring to help us more," she says. "We are privileged to have this program."

“The Veterans Upward Bound Program looks out for our education and provides tutoring to help us more.”

CHALLENGING EXPECTATIONS

Veterans - you can receive tuition assistance for these courses!

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Construction Management Certificate Program	19
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DID YOU KNOW?

College-Level Examination Program (CLEP) A Credit-by-Examination Program **for Veterans**

The College-Level Examination Program (CLEP) lets you earn college credit for what you already know by earning qualifying scores on any of 33 introductory-level college subject examinations.

Depending on your GI Bill benefits election, you may be able to claim full reimbursement for CLEP exams and exam administration fees.

To find out more about CLEP for Veterans visit http://media.collegeboard.com/digitalServices/pdf/clep/clep_for_veterans_flyer.pdf

To find out about your GI Bill benefits visit the U.S. Department of Veterans Affairs/Benefits at <http://benefits.va.gov/benefits/>

For more information on CLEP tests, see page 48.

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

— Saudia
Greenhouse Eco-Cleaning
Brooklyn, New York



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

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

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



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Start/Build Your Business

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Are you a new or emerging small business?

LaGuardia has many services to help your business grow!

Do you need help preparing loan packages?

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

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



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

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

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



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

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

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



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

Career and Professional Programs (CAPP) 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

Do you want to obtain transportation-related contracts?

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

Website: <http://osdbu.dot.gov/regional/northeast.cfm>
 Call: (718) 482-5941
 Email: eperdomo@lagcc.cuny.edu



Do you 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

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

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



Do you need to understand the Affordable Care Act?

The **Small Business Assistance Program (SBAP)**, an initiative of the Community Service Society, helps small businesses 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



Affordable Care Act

Learn how tax credits or penalties might apply to your business

The **Small Business Assistance Program (SBAP)**, an initiative of the Community Service Society, is a network of organizations across New York State that helps small businesses obtain affordable health insurance and navigate health reform.

We provide information through group presentations and one-on-one consultations on insurance options, costs, tax credits, enrollment, dispute resolution and more.

Serving Queens, Nassau and Suffolk Counties

Attend an Open House in Room B305 at 9:30 a.m.

Monday	11/18/2013	Tuesday	2/4/2014
Wednesday	11/27/2013	Tuesday	2/18/2014
Monday	12/9/2013	Tuesday	2/25/2014
Wednesday	12/18/2013	Tuesday	3/4/2014
Tuesday	1/7/2014	Tuesday	3/18/2014
Tuesday	1/21/2014	Tuesday	3/25/2014
Tuesday	1/28/2014		



Contact: Janice Kavanagh, SBAP Coordinator
 Email: jkavanagh@lagcc.cuny.edu Phone: (718) 482 5493

A satisfied client of Small Business Assistance Program at LaGuardia



Neil Levin

Neil Levin has owned and operated businesses for over 40 years in diverse industries, such as insurance, video games and web design. He is co-founder of herematch, a free real-time business networking app, and Weblines Designs, Inc., a web design company. Though a small business owner, Mr. Levin has managed to offer his employees health insurance coverage through the private market. By attending a Small Business Assistance Program* (SBAP) workshop at LaGuardia Community College and meeting with the coordinator, he learned that he is eligible for the tax credit, which is retroactive, under the Affordable Care Act. Mr. Levin is now a regular client of LaGuardia's Business Services, which provide assistance and resources to help small businesses grow (see page 34).

*The Small Business Assistance Program is funded by the Community Service Society of New York.



LaGuardia Community College
NYC Taxi & FHV Driver Institute

TLC Certified Base and Vehicle Owner Point Reduction Program

Attention: For-Hire Vehicle Owners and Base Corporate Officers, Partner 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.

For more information call (718) 482-5336

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

NYC Taxi and FHV Driver Institute has been training TLC drivers since 1984.



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

Meet with Federal, New York State and New York City agency representatives and Prime Contractors to explore immediate contracting opportunities.

**Con Edison Learning Center
43-82 Vernon Blvd • Long Island City, NY 11101
Wednesday, December 4, 2013
7:00 am - 2:00 pm
Cost - \$50**

For information: call (718) 482-5306 or email LaGCCBS@lagcc.cuny.edu



CONTINUING EDUCATION
People. Changing.



PTAC to the Rescue

Arrow Security is a Long Island based firm that offers a range of security services to clients in 13 states. In business for over 25 years, Arrow has grown into one of the nation's leading security firms; in 2009, *Inc. Magazine* ranked it among the fastest growing companies in the United States. Its prestigious list of clients includes Marriott Hotels, Dowling College and ADT Security Services. Under the leadership of CEO AJ Caro, the Arrow team includes former law enforcement officials highly recognized in the field, such as former Suffolk County Police Commissioner Richard Dormer and former Undersecretary of the Federal Emergency Management Agency (FEMA) Michael DeWayne Brown.

In August 2013, thanks to the assistance of PTAC, Arrow Security was awarded a \$120,000 government contract to provide security services for the Salem Maritime National Historic Site in Salem, Massachusetts.

As the company grew, they recognized that the federal government always has a need for security services, and decided to pursue a government contract. They hired a consultant to guide them through the process of getting on the General Services Administration (GSA) Schedule, which offers small businesses contract opportunities to sell to the government. A company on the GSA Schedule has a two-year window to gain a contract with the government. With the help of a consultant, Arrow succeeded in getting on the GSA Schedule but a year later had still failed to secure a federal contract.

Peter Curcio, Arrow Security's Chief of Operations, was familiar with the services offered by the Procurement Technical Assistance Center (PTAC) at LaGuardia Community College because he had worked with the Center in 2011 to win a GSA contract for an affiliated company. So in July 2013, faced with a looming GSA deadline, Mr. Curcio reached out to PTAC once again. PTAC Director Edgard Hernandez and Procurement Counselor George Llanos immediately began to help steer the company towards a government award.

Among other things, PTAC assisted them in creating an enhanced corporate capability statement that highlighted the company's qualifications and years of experience. And in order to provide them with bidding opportunities on a daily basis, a PTAC database profile of Arrow was created.

In August 2013, thanks to the assistance of PTAC, Arrow Security was awarded a \$120,000 government contract to provide security services for the Salem Maritime National Historic Site in Salem, Massachusetts.



Business/Online

All online courses are ND See page 14 for information or visit www.ed2go.com/lagcc



Introduction to Nonprofit Management/ Online

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

\$135 A05BUS808

Creating a Successful Business Plan/Online

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

\$135 A05BUS819

Introduction to Business Analysis/Online

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

\$135 A05BUS812

Start and Operate Your Own Home-Based Business/Online

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

\$135 A05BUS800

Marketing Your Business on the Internet/ Online

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

\$135 A05BUS809

Small Business Marketing on a Shoestring/Online

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

\$135 A05BUS822

Managing Customer Service/Online

Discover creative methods to attract and hire top-notch reps, to bring out the best in your team, and to improve your business' customer service. Lead by example by anticipating the needs of your employees and customers, and learn how to effectively measure performance. ND

\$135 A05BUS818

Achieving Success with Difficult People/Online

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

\$135 A05BUS815

Introduction to Interior Design/Online

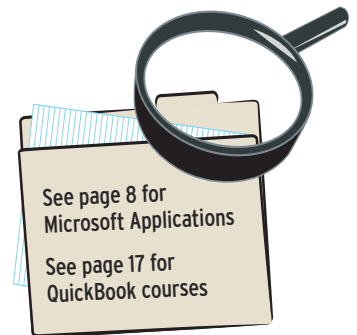
Start creating beautiful residential interiors for yourself and others. Discover how to transform plain living spaces into beautiful and functional rooms. You'll delve into color theory, interior design styles and trends, spatial arrangements, floor plans, "green" design and other basics while getting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

\$135 A05BUS823

Wow, What a Great Event!/Online

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

\$135 A05PEN809





Learn English

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Learn English

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



TELC is on



Learn English at LaGuardia

Prepare for college, graduate school or a better job.

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

Payment for all ESL courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early. For more information, call (718) 482-5360 or visit TELC at 29-10 Thomson Avenue in Room C-354. TELC is on Facebook, YouTube and Twitter. Visit us online to learn more: <http://esl.lagcc.cuny.edu>.

Day Intensive

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

Winter 2014 Registration:

Thursday, January 2 and Friday January 3, 11:00 am - 3:00 pm, Room C-354. The non-refundable \$50 registration fee is included in the tuition.

Morning Day Intensive

Mon - Fri Jan 13 - Mar 19 (45 sessions/155.75 hours)
8:45 am - 12:45 pm \$1495 AF021000

Afternoon Day Intensive

Mon - Thurs Jan 22 - Mar 26 (34 sessions/153 hours)
1:30 pm - 6:30 pm \$1295 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? If so, take this 6-level English program. You will improve your listening, speaking, reading, writing and grammar and acquire valuable college study skills.

Winter 2014 Registration:

Thursday, January 2 to Thursday, January 9, 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 Jan 15 - Mar 19 (32 sessions/80 hours)
6:50 pm - 9:20 pm \$615 AF021006

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

Mon & Wed Jan 15 - Mar 19 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$325 AF021003

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

Tues & Thurs Jan 16 - Mar 13 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$325 AF021004

Saturday English Program

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

Winter 2014 Registration:

Thursday, January 2 to Thursday, January 9, 4:00 pm-7:00 pm or Saturday, January 4 and Saturday, January 11, 10:00 am-1:00 pm. Room C-354. The non-refundable \$25 registration fee is included in the tuition.

Saturday English Program

Sat Jan 18 - Mar 8 (8 sessions/40 hours)
9:00 am - 2:00 pm \$325 AF021005





Enes Malik Akdemir

Successful student gives back at the English Language Center

Enes Malik Akdemir came to New York from Turkey and studied at the English Language Center (TELC) for several semesters before enrolling at LaGuardia as a business major. After graduation he plans to pursue a bachelor's degree in aviation management. Enes was recently inducted into the President's Society, an elite group of students who serve as ambassadors for LaGuardia under the direction of the college's president. He is also a student representative for LaGuardia's Political Arena Club.

Enes volunteers at TELC's Language Clinic, assisting students with English conversation and writing. He believes it's important to give back to the community that helped him so much.

CHALLENGING EXPECTATIONS

Specialized Workshops - Afternoon

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

Winter 2014 Registration:

Thursday, January 2 and Friday, January 3, 11:00 am - 3:00 pm, Room C-354.

Writing Workshop

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

Mon & Wed Jan 22 - Mar 26 (17 sessions/38.25 hours)
1:30 pm - 3:45 pm \$325 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 Jan 23 - Mar 25 (17 sessions/38.25 hours)
4:15 pm - 6:30 pm \$325 AF021150C

TOEFL Preparation Workshop

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

Mon & Wed Jan 22 - Mar 26 (17 sessions/38.25 hours)
4:15 pm - 6:30 pm \$325 AF021400C

Vocabulary through Reading Workshop

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

Tues & Thurs Jan 23 - Mar 25 (17 sessions/38.25 hours)
1:30 pm - 3:45 pm \$325 AF021240C

Operating since 1971, the English Language Center has served more than a quarter of a million students from over 70 countries. It is the largest ESL program in New York City.

NEW!

**New York City Immigrants -
Prepare for Your Future!**

**CUNY Immigrant Education Initiative
at LaGuardia Community College**

- Learn high-intermediate English speaking, listening, reading and writing skills
- Prepare for the High School Equivalency Exam in Spanish
- Get legal advice about immigration, green cards and U.S. citizenship
- Receive educational and career advisement
- Apply to a CUNY college
- Enter job training programs

All services and referrals are free

ESL and High School Equivalency classes are held evenings
You must be between 18 and 31 years of age

Dare to Dream ~ Atrévete a Soñar

Apply Now!

LaGuardia Community College
29-10 Thomson Avenue, Room C-400

Visit http://tiny.cc/laguardia_cunyie
Call (718) 482-6168

¡NUEVO!

**Inmigrantes de Nueva York -
Prepárense para su futuro**

CUNY Immigrant Education Initiative en LaGuardia Community College

- Estudiar en cursos de inglés al nivel alto-intermedio
- Estudiar en cursos de la Equivalencia del Bachillerato en español
- Conseguir información sobre las leyes de inmigración
- Aprender como aplicar a la Universidad de la Ciudad de NY (CUNY)
- Conseguir información sobre cursos de capacitación de trabajo

Todos los cursos y servicios son gratis

Los cursos de inglés (ESL) y de la Equivalencia del Bachillerato tienen lugar por la tarde. Los estudiantes deben tener entre 18 y 31 años de edad.

Dare to Dream ~ Atrévete a Soñar

¡Inscríbese ahora

LaGuardia Community College
29-10 Thomson Avenue, Sala C-400

Visitar http://tiny.cc/laguardia_cunyie

Llamar (718) 482-6168

**How well do you speak
English?**

Versant English Test

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



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

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

- vocabulary
- pronunciation
- fluency
- listening comprehension

Winter 2014 Test Dates:

Sat Jan 11 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST001A

Sat Feb 22 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST002A

For more information call
(718) 482-5966 or go to
Room M-143

Register online
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.

To register or for more information, call (212) 568-4679.



Get Your High School Equivalency Diploma

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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: Beginning January 1, 2014, New York State will offer a new high school equivalency test called the Test Assessing Secondary Completion (TASC), which will replace the test formerly known as the G.E.D. exam. *If you have already passed some but not all of the G.E.D. tests your scores may be counted until 2016.*

(F) = Free (\$) = Tuition

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

Visit: www.lagcc.cuny.edu/ACE/GED_Test_Preparation.aspx
 Call: (718) 482-7244/718-482-5101
 Email: acereg@lagcc.cuny.edu

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

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

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)

Visit www.info.gedalc.org/
 Call: (718) 482-5385
 Email: mailto:pcap@lagcc.cuny.edu

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

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

I am an out-of-school youth between the ages of 17 and 21 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

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

Program for Deaf Adults
 Room C-203
 Visit: www.lagcc.cuny.edu/ace/pda.aspx
 Contact: Erlisa Koci
 Call: (917) 832-1138 VP
 Email: ekoci@lagcc.cuny.edu

CUNY Catch
 Room C-314
 Visit: www.ace.laguardia.edu/catch/
 Contact: Guadalupe De La Cruz
 Call: (718) 482-5128
 Email: gcruz@lagcc.cuny.edu

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/ged/nys_map/counties.html
 for info on open test centers and the TASC.

I am a father between the ages 18-24. I would like to get my high school diploma and learn how to be a better father to my child. I might also want to start a career or enter college. (F)

Contact: David Speal
 Phone: (718) 730-7336
 Email: dspeal@lagcc.cuny.edu

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: ediaz@lagcc.cuny.edu

Did You Know?

LaGuardia is an Official High School Equivalency Testing Center

Get Your High School Equivalency Diploma

These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email 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.

Winter 2014:

Monday	January 6	6PM	E-242	\$20
Wednesday	January 8	6PM	E-111	\$20
Saturday	January 11	10AM	E-242	\$20

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) 482-7244 to speak to an advisor.

Payment:

- Course fee can be paid by credit/debit card or money order
- Placement test fee of \$20 can be paid online at 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) 482-7244, go to Room M-143 or visit http://www.acces.nysed.gov/ged/nys_map/counties.html or our web site http://laguardia.edu/ACE/GED_Test_Preparation.aspx.

Pre-High School Equivalency in English

Wed & Fri Jan 22 - Apr 9 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02HSE004A

High School Equivalency in English

Mon & Wed Jan 22 - Apr 14 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE001B

Wed & Fri Jan 22 - Apr 9 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02HSE001A

Tues & Thurs Jan 21 - Apr 3 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE001D

Sat Jan 25 - Apr 5 (10 sessions/65 hours)
9:00 am - 4:00 pm \$262 A02HSE001C

Math Only

Tues Feb 18 - Apr 8
(8sessions/32 hours)
10:00 am - 2:00 pm
\$137 A02HSQ005A

Equivalencia del Bachillerato en Español

Prepárese para tomar el nuevo Examen de Equivalencia del Bachillerato (Test Assessing High School Completion/TASC) y empiece a planear su futuro.

Estudiará lectura, escritura y matemáticas y participará en talleres sobre las carreras, presentados por consejeros académicos. También habrá asesoría sobre programas de certificación profesional y de universidad. Este curso se ofrece a estudiantes que tienen 19 años de edad o más.

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

Invierno 2014:

Sábado	11 Enero	10AM	E-111	\$20
Lunes	13 Enero	6PM	E-242	\$20
Miércoles	15 Enero	6PM	E-501	\$20

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) 482-7244 para hablar con un consejero.

Pago:

- El curso se puede pagar con tarjeta de crédito/débito o giro postal (precio incluye el pago de una calculadora científica)
- El costo del registro de \$20 se puede pagar "online" (www.laguardia.edu/acereg/) o con giro postal

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

Descuentos:

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

Para más información llame al (718) 482-5380, venga a la oficina E-249 o visite http://www.acces.nysed.gov/ged/nys_map/counties.html o http://laguardia.edu/ACE/GED_Test_Preparation.aspx

Pre-Equivalencia del Bachillerato en Español

Mon & Wed Jan 22 - Apr 14 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSQ003A

Equivalencia del Bachillerato en Español

Tues & Thurs Jan 21 - Apr 3 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE002A

Wed & Fri Jan 22 - Apr 9 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02HSE002E

Mon & Wed Jan 22 - Apr 14 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE002C

Sat Jan 25 - Apr 5 (10 sessions/65 hours)
9:00 am - 4:00 pm \$262 A02HSE002B

Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

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

Mon, Tues, Wed & Thurs Jan 2 - Jun 30 (1 session/4 hours)
\$15 A16TAB000A

Beginning ASL and English for Deaf Adults

SPRING 2014

Mon & Wed Apr 7 - Jun 9 (18 sessions/45 hours)
5:45 pm - 8:30 pm \$429 A16RDW001A

Beginning Basic Education Level 1 for Deaf Adults

SPRING 2014

Tues & Thurs Apr 1 - Jun 19 (22 sessions/44 hours)
5:45 pm - 7:55 pm \$429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults

SPRING 2014

Mon & Wed Mar 31 - Jun 23 (22 sessions/44 hours)
5:45 pm - 7:55 pm \$429 A16RDW004A

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 G.E.D.) predictor tests. If you've taken the G.E.D. exam before, please bring your old scores.

Elementary Algebra (Dual Access)

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

Instructor: Roy Siskind, MA, Deaf Education; BA, Secondary Education and BS, Mathematics, NY State Teacher Certification, taught GED and Pre-GED Mathematics for Deaf Adults at Program for Deaf Adults since January 1993.

Mon, Wed & Thurs Mar 3 - Jun 4 (48 sessions/72 hours)
4:35 pm - 6:45 pm \$199 A16MAT096A

Pre-High School Equivalency Reading/Writing for Deaf Adults

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

Tues & Thurs Jan 2 - Mar 25 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16GED002A

SPRING 2014

Tues & Thurs Apr 1 - Jun 19 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16GED002B



High School Equivalency Reading/Writing for Deaf Adults

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

Tues & Thurs Jan 2 - Mar 25 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16GED001A

SPRING 2014

Tues & Thurs Apr 1 - Jun 19 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16GED001B

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, percentages, introduction to probability, measurements, and word problems. ND

Instructor: Yakov Shifrin, BA in Accounting, has tutored and provided academic peer instruction to Deaf students in accounting, math, business management and marketing at LaGuardia Community College since 1997. He has been teaching High School Equivalency Math for Deaf Adults and Pre-High School Equivalency Math for Deaf Adults at the college since summer 2013.

Wed Jan 8 - Mar 26 (11 sessions/33 hours)
5:45 pm - 9:05 pm \$149 A16MAT012A

SPRING 2014

Wed Apr 2 - Jun 18 (11 sessions/33 hours)
5:45 pm - 9:05 pm \$149 A16MAT012B

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, percentages, measurements, graphs and tables, basics of algebra, geometry, special topics in algebra and geometry, and word problems. ND

Instructor: Yakov Shifrin, BA in Accounting, has tutored and provided academic peer instruction to Deaf students in accounting, math, business management and marketing at LaGuardia Community College since 1997. He has been teaching High School Equivalency Math for Deaf Adults and Pre-High School Equivalency Math for Deaf Adults at the college since summer 2013.

Wed Jan 8 - Mar 26 (11 sessions/33 hours)
5:45 pm - 9:05 pm \$149 A16MAT013A

SPRING 2014

Wed Apr 2 - Jun 18 (11 sessions/33 hours)
5:45 pm - 9:05 pm \$149 A16MAT013B



Paola Dalmonech

LaGuardia graduate receives award as outstanding intern in Language Immersion Program

Paola Dalmonech (right) and Mari Briggs, Continuing Education Teacher in CLIP and Paola's mentor.

In 2008, I came to New York City from Italy and began studying at LaGuardia Community College. After earning my Associate's Degree, I transferred to Hunter College and received my Bachelor's Degree in English Language Arts with a minor in Spanish in December 2011. Still eager to learn, I pursued a Master's Degree in Teaching English to Speakers of Other Languages (TESOL) and did my graduate internship in the CUNY Language Immersion Program (CLIP) at LaGuardia. This journey back to LaGuardia felt long and exhausting at times and required a lot of patience, determination, and motivation.

But my internship experience in CLIP was incredibly rewarding. I felt that I was successful in creating a safe, welcoming, and supportive classroom environment; establishing positive rapport with students; and practicing multiple modes of instruction to accommodate different learning styles and needs. I also learned that being a reflective teacher—one who evaluates her work and progress—is essential to becoming an effective teacher. As Lucius A. Seneca said, "Men learn while they teach." That notion definitely captures my internship experience in CLIP.

WHAT IF?

CUNY Language Immersion Program at LaGuardia

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

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

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

Classes meet 25 hours per week, and you can choose day or evening sessions.

For more information

Call: (718) 482-5966

E-mail: clip@lagcc.cuny.edu

Visit: Room C-223

Prepare for College

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Francesca Fiore

Assistant Dean of Workforce Development

Francesca Fiore joined LaGuardia's Division of Adult and Continuing Education (ACE) in May 2013 after an 8-year stint at FECS, a large not-for-profit health and human services agency, where she provided fiscal and operational leadership for complex workforce development and healthcare initiatives. A CUNY

alumni, she received a BA in Economics and Political Science and an MA in Economics, both from Hunter College, and she holds a Masters Degree in Public Administration from New York University. "I have always been interested in programs that empower individuals to reach their full potential," says Dean Fiore. "ACE's programs and services are critical to making education and meaningful work accessible to the community."

“ACE’s programs and services are critical to making education and meaningful work accessible to the community.”

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*

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)

Tests offered every Wednesday, Room C-333, 6:00 p.m.

Save time and money, and graduate sooner!

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

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

VISIT
 REGISTER

<http://ace.laguardia.edu/clep/>
www.laguardia.edu/acereg/

Prepare for College

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

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

College Prep Courses

Bridge to College Reading and Writing

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

Tues & Thurs Jan 21 - Feb 27 (12 sessions/30 hours)
6:00 pm - 8:30 pm \$135 A22PRP006A

Bridge to College Math

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

Mon & Wed Jan 22 - Mar 10 (12 sessions/30 hours)
6:00 pm - 8:30 pm \$135 A22PRP007A



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

College Prep Workshops

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

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

Wed Feb 5 (1 session/2 hours)
6:00 pm - 8:00 pm Free A22PRP001A

How to Apply for FAFSA and How to Obtain Scholarships

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

Wed Feb 19 (1 session/2 hours)
6:00 pm - 8:00 pm Free A22PRP002A

What do you want to be? Discover your Career Options

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

Wed Jan 29 (1 session/2 hours)
6:00 pm - 8:00 pm \$29 A22PRP004A

How to Select a CUNY College and Complete the CUNY Application

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

Wed Jan 22 (1 session/2 hours)
6:00 pm - 8:00 pm Free A22PRP003A

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

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

Sat Feb 8 - Feb 15 (2 sessions/6 hours)
10:00 am - 1:00 pm \$45 A22WRT002A

CUNY START

What is CUNYStart?

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

Why enroll in CUNYStart?

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

To be eligible for CUNYStart, you must

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

INFO SESSIONS

To attend one of the following info sessions, go to www.lagccstart.org and sign up.

Winter info session dates (rooms to be announced):

November & December (Thursdays)

Morning 11am-1pm
11/21, 12/5, 12/12, 12/19

Evening 6pm-8pm
12/5 & 12/19

January & February (Tuesdays & Thursdays)

Morning 11am-1pm
1/7, 1/9, 1/14, 1/16, 1/21, 1/23, 1/28, 1/30, 2/4, 2/6, 2/11, 2/13, 2/18, 2/20, 2/25, 2/27

Evening 6pm-8pm
1/7, 1/21, 2/4, 2/18, 2/25

Classes run March 3 -July 31 2014

Full-time option:

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

Part-time option:

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

For more information visit

<http://www.lagcc.cuny.edu/ACE/CUNYSTART.aspx> or call (718) 482-5137



Gjineta Sulaj

STARTing off on the right path

After learning that she had failed the CUNY Assessment Tests in Math and Writing, Gjineta Sulaj was advised to

take remedial courses. Instead, she decided to enroll in CUNYStart, an intensive 18-week academic program that prepares students to pass the CUNY placement exams and helps them succeed in college by providing instruction in reading, writing and math as well as other support services, such as college advisement. The program, which costs only \$75 including books, allows students to save time and financial aid for credit courses. Participating in the program in the spring of 2013, by June Gjineta had passed the placement exams and began her college studies as a Secondary Education major, with a concentration in English. She is currently working as a math tutor at CUNYStart and recently won a scholarship from Barnes & Noble College Bookstore in recognition of her efforts to achieve her educational goals.

Gjineta hopes to graduate from LaGuardia within two years and continue her studies in Education at Queens College.

"My excellent experience at LaGuardia began with my enrollment in CUNYStart. I received tremendous support and guidance from the teachers and staff," says Gjineta.

"The feeling of being helped and guided to the right path toward my studies from them was so amazing!"

GOING BEYOND

Classes for Deaf Adults

All courses are ND

Elementary Algebra (Dual Access)

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

Instructor: Roy Siskind

Mon, Wed & Thurs Mar 3 - Jun 4 (48 sessions/72 hours)
4:35 pm - 6:45 pm \$199 A16MAT096A

Basic Skills in Reading (Dual Access)

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

Instructor: Sue Livingston, PhD, Applied Linguistics, has taught Deaf students for over 35 years. Her research studies of language and literacy development in Deaf children, as well as interpreter effectiveness, have been published in American Annals of the Deaf, Sign Language Studies and The Journal of Postsecondary Education and Disability. She has also written two(2) books on teaching Deaf students to write.

Mon, Tues, Wed, Thurs (9:15 am - 10:15 am) & Thurs (3:25 pm - 4:25 pm) Mar 3 - Jun 4
(60 sessions/60 hours) \$535 A16RDG005A

Basic Skills in Writing (Dual Access)

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

Instructor: Sue Livingston

Mon, Tues, Thurs (10:30 am - 12:45 pm) & Thurs (4:35 pm - 5:35 pm) Mar 3 - Jun 4 (48 sessions/84 hours)
\$535 A16WRT005A

photo by LaGuardia Community College Commercial Photography student Dora Yordanova



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718-482-5000

**CU
NY**

Test Preparation/Online

See page 14 for information or visit www.ed2go.com/lagcc

SAT/ACT Prep, Part 1/Online

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

\$135 A05PRP800

SAT/ACT Prep, Part 2/Online

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

\$135 A05PRP801

GMAT Prep/Online

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

\$135 A05GRE804

LSAT Preparation - Part 1/Online

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

\$135 A05PRP802

LSAT Preparation - Part 2/Online

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

\$135 A05PRP803

GRE Preparation- Part 1 (Verbal and Analytical)/Online

Learn strategies for all the question types on the verbal reasoning and analytical writing sections of the GRE, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. ND

\$135 A05PRP805

GRE Preparation- Part 2 (Quantitative)/Online

Features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections. Learn how to tackle the GRE's unique new question formats. ND

\$135 A05PRP806

Are you 16-24? Take the Next Step!



CUNY Fatherhood Academy

18 to 24-year-old fathers
Parenting/health/financial literacy
High School Equivalency/college preparation
Career exploration/work experience

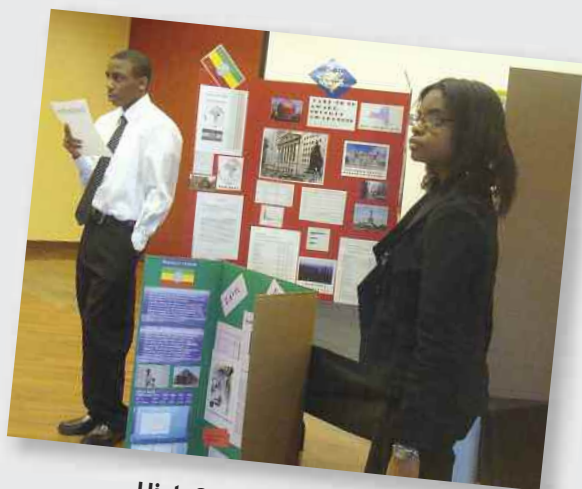
Contact: David Speal
Call: (718) 730-7336
Email: dspeal@lagcc.cuny.edu



Young Adult Internship Program

16 to 24-year-olds
Internship/stipend
National Work Readiness Credential

Contact: Sindy Rivera
Call: (718) 609-2131
Email: sirivera@lagcc.cuny.edu



High School Equivalency

17 to 21-year-olds (out of school)

Contact:
Winifred Francis-Miller
Call: (718) 482-5340
Email: wfrancis@lagcc.cuny.edu

Guadalupe De La Cruz
Call: (718) 482-5128
Email: gcruz@lagcc.cuny.edu



Justice Community Program

Court involved 16 to 24-year-olds
St. Albans/Hollis/Jamaica
Leadership/job skills

Contact: Nakita Vanstory
Call: (718) 725-3324
Email: nvanstory@lagcc.cuny.edu

Students 16-24 Take the Next Step!

College Certificate Program in Accounting



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

This 3-course series will give you the edge you need to get ahead in the accounting profession. In order to qualify for this program, you must have a bachelor's or associate's degree, or be exempt from the CUNY ACT tests. Experience in accounting may qualify as an exemption. Principles of Accounting I is the first course in this series. The other 2 courses may be taken at the same time or after Principles of Accounting I in any order.

For more information call (718) 482-7244.

Principles of Accounting I

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

Mon, Wed & Thurs Jan 6 - Feb 24
(24 sessions/86 hours)
5:45 pm - 10:15 pm \$339 A05BTA111A

Principles of Accounting II

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

Mon & Wed Jan 6 - Feb 24 (24 sessions/52 hours)
5:45 pm - 10:15 pm \$339 A05BTA112A
Tues & Thurs Jan 7 - Feb 25 (24 sessions/52 hours)
5:45 pm - 10:15 pm \$339 A05BTA112B

Intermediate Accounting I

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

Tues & Thurs Jan 7 - Feb 25 (24 sessions/52 hours)
5:45 pm - 10:15 pm \$339 A05BTA201A

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Take College Courses

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

All of the college classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

College Foreign Languages

Elementary language 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. Decisions on class size are made early so register in advance.

Arabic

Elementary Arabic I

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELA101A

Elementary Arabic II

This is a continuation of Elementary Arabic I.

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELA102A

Chinese

Elementary Modern Chinese I

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

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELC101A

French

Elementary French I

Mon, Tues, Wed & Thurs Jan 6 - Feb 26
(24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELF101A

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELF101B

Elementary French II

This is a continuation of Elementary French I.

Mon, Tues, Wed & Thurs Jan 6 - Feb 26
(24 sessions/48 hours)
8:00 am - 10:15 am \$320 A02ELF102A

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELF102B

Italian

Elementary Italian I

Mon, Tues, Wed & Thurs Jan 6 - Feb 26
(24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELI101A

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELC101B

Elementary Italian II

This is a continuation of Elementary Italian I.

Mon, Tues, Wed & Thurs Jan 6 - Feb 26
(24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELI102A

Japanese

Elementary Japanese I

Mon, Tues, Wed & Thurs Jan 6 - Feb 26
(24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELJ101A

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELJ101B

Elementary Japanese II

This is a continuation of Elementary Japanese I.

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELJ102A

Korean

Elementary Korean I

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

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELK101A

Polish

Polish Literature

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

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELP201A

Elementary language 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. Decisions on class size are made early so register in advance.

Portuguese

Elementary Portuguese I

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELZ101A

Elementary Portuguese II

This is a continuation of Elementary Portuguese I.

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELC101A

Spanish

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 Jan 3 - Feb 26 (24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELS101A

Mon, Wed, Thurs, Fri Jan 3 - Feb 26 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELS101B

Mon, Tues, Wed & Thurs Jan 6 - Feb 26
(24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS101C

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELS101D

Elementary Spanish II

This is a continuation of Elementary Spanish I.

Mon, Tues, Wed & Thurs Jan 6 - Jan 26
(24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELS102A

Mon, Tues, Wed & Thurs Jan 6 - Feb 26
(24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS102B

Sat Mar 1-June 7 (12 sessions/42 hours) 10:30 am-2 pm
\$320 A02ELS102C

Spanish for Fluent Speakers

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

Mon, Tues, Wed, & Thurs Jan 6 - Feb 26
(24 sessions/48 hours)
1 pm - 3:15 pm \$320 A02ELS105A

Sat Mar 1-June 7 (12 sessions/42 hours)
10:30 am-2 pm \$320 A02ELS105B



Foreign Languages/Online

See page 14 for information or visit www.ed2go.com/lagcc

Beginning Conversational French/Online

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

\$135 A05PEN908

Instant Italian/Online

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

\$135 A05PEN904

Speed Spanish/Online

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

\$135 A05PEN805

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

All of the college classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

College Liberal Arts



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.

Wed & Fri Jan 3 - Feb 26 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUC106A

Sat Jan 4 - Feb 22 (6 sessions/36 hours)
9:15 am - 4:25 pm \$320 A02HUC106B

Sun Jan 5 - Feb 23 (6 sessions/36 hours)
9:15 am - 4:25 pm \$320 A02HUC106E

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$320 A02HUC106D

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$320 A02HUC106C

Introduction to Philosophy

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUP101B

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUP101A

Ethics and Moral Issues

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUP104A

Critical Thinking

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

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUP102B

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUP102A

NEW! Internet Research Strategies

You will develop an understanding of Internet concepts and terminology and acquire strategies for effectively searching appropriate Internet resources to help you write undergraduate research papers

Tue Jan 7 - Feb 25 (12 sessions/24 hours)
6:00 pm - 8:00 pm \$211 A02LRC103A

NEW! Cultural Anthropology

Examine the similarities and differences found in the various types of human cultures and societies and the basic concepts that help explain differences and similarities. Patterns of cultural change will also be discussed.

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02SSA101A

General Psychology

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

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02SSY101B

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02SSY101A

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02SSY101C

College Studio Art

Art in New York: A Museum/Gallery Seminar

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

Fri Jan 3 - Feb 21 (6 sessions/36 hours)
9:15 am - 5:35 pm \$320 A02HUN195B

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.

Sat Jan 4 - Feb 22 (6 sessions/18 hours)
9:15 am - 12:45 pm \$320 A02HUA101A

Sat Jan 4 - Feb 22 (6 sessions/18 hours)
2:15 pm - 5:35 pm \$320 A02HUA101B

Beginning Drawing

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

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103A

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA103B

Intermediate Drawing

This course further explores the drawing techniques established in Beginning Drawing. Students will concentrate on drawing objects and spaces from life and from the imagination. Individual drawing assignments and the development of a final portfolio and sketchbook will be emphasized. Field trips are usually required. Instead of a textbook, students should expect to pay for art supplies for this course.

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
2:15 pm - 5:35 pm \$320 A02HUA203A

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

All of the college classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

Life Drawing

This course is an introduction to drawing the human figure. Techniques in line and value and proportion will be developed. Textbook readings, studies in human anatomy and sketchbooks will be required.

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA180A

Beginning Painting

Take an introduction to painting techniques in relation to landscaped, still life and abstract composition. Emphasis will be on color expression and color mixing. There will be individual and group critiques.

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA110A

Wed Jan 8 - Feb 26 (6 sessions/36 hours)
9:15 am - 5:35 pm \$320 A02HUA110B

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 Jan 6 - Feb 24 (6 sessions/36 hours)
9:15 am - 5:35 pm \$320 A02HUA120A

Beginning Photography

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

Mon & Wed Jan 6 - Feb 26 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA130A

Tues & Thurs Jan 7 - Feb 25 (12 sessions/48 hours)
5:30 pm - 10:30 pm \$320 A02HUA130B

Intermediate Photography

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

Mon & Wed Jan 6 - Feb 26 (12 sessions/48 hours)
5:45 pm - 10:15 pm \$320 A02HUA230A

Digital Photography I

This course is designed to introduce students to the hardware and software utilized in capturing digital images. It will include use of digital camera, analog cameras, scanners and the loading of images from the Internet. Students will be introduced to software such as Adobe Photoshop and QuarkXpress, and they will explore their interface with the Macintosh and Windows operating systems. A portfolio presented in "soft" media form will be created.

Mon & Wed Jan 6 - Feb 26 (12 sessions/48 hours)
5:30 pm - 10:00 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.

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA125A

Introduction to Design

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

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA104A

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA104B

College Studio Music

Introduction to Music

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

Mon, Wed & Thurs Jan 6 - Feb 26 (18 sessions/54 hours)
6:00 pm - 9:35 pm \$320 A02HUM101A

Piano I

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

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
6:00 pm - 9:30 pm \$320 A02HUM180B

Piano II

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

Mon, Wed, Fri Jan 3 - Feb 26 (18 sessions/36 hours)
11:45 am - 2:00 pm \$320 A02HUM181A

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
6:00 pm - 9:30 pm \$320 A02HUM181B

Piano III

A continuation of HUM181, this course increases technical and reading capability. By the end of the course, you will be able to play appropriate pieces from both the classical and popular repertoire.

Tues & Thurs Jan 7 - Feb 25 (12 sessions/36 hours)
6:00 pm - 9:30 pm \$320 A02HUM182A

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

All of the college courses listed below are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.



Voice I

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

Mon, Wed, Fri Jan 3 - Feb 26 (18 sessions/36 hours)
10:30 am - 12:45 pm \$320 A02HUM155A

Voice II

Mon, Wed, Fri Jan 3 - Feb 26 (18 sessions/36 hours)
10:30 am - 12:45 pm \$320 A02HUM156A

Guitar I

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

Mon, Wed, Fri Jan 3 - Feb 26 (18 sessions/36 hours)
11:45 am - 2:00 pm \$320 A02HUM170A

Guitar II

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUM171A

American Music

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

Mon, Wed, Fri Jan 3 - Feb 26 (18 sessions/36 hours)
11:45 am - 2:00 pm \$320 A02HUM210A

Music for Children

This course is designed to allow education students to explore the range of music fundamentals and techniques as they relate to rhythm, pitch and vocal expressiveness. Students will be introduced to basic skills of percussion, the recorder, singing and reading music. They will continually grow in this ability to listen to, respond to and create music with understanding, skill and sensitivity; and to present lessons to children that allow them to have those experiences as well.

Mon, Tues & Thurs Jan 6 - Feb 25 (18 sessions/36 hours)
6:00 pm - 8:00 pm \$320 A02HUM104A

College Performing Arts

Creating Dances

Explore dance improvisation as an essential part of creating dances. You will study the basic techniques and methods of choreography by experimenting with personal movement. The works of modern dance choreographers, including Martha Graham, Paul Taylor and Alvin Ailey, as well as other innovators in post-modern dance will be reviewed. Leotards and tights or loose fitting athletic wear is required (no jeans or tennis shoes). You are also required to attend two dance performances.

Mon & Wed Jan 6 - Feb 26 (12 sessions/24 hours)
3:25 pm - 5:35 pm \$320 A02HUD105A

New! New Media Technology

NEW! Web Animation

Learn to design effective web sites using multimedia elements and explore web animation and interactivity via database connectivity, graphics and scripting to develop rich media applications and sites. The lab portion will require the completion of a final project that demonstrates mastery of the material covered. You will develop and publish web content in order to prepare for a career in New Media.

Tues & Thurs Jan 7 - Feb 25 (12 sessions/48 hours)
5:45 pm - 10:15 pm \$320 A02HUW162A

NEW! Multimedia and Web Design

Explore various aesthetic and ergonomic issues from both the user and technical standpoints of Web design. You will be introduced to development tools to aid in the creation of multimedia applications. Topics include the human computer interface, site navigation, browser safe design, HTML, CSS, XML, layout control, templates, plug-ins and image manipulation.

Mon & Wed Jan 6 - Feb 26 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUW161A.

Photography/Online

See page 14 for information or visit www.ed2go.com/lagcc

Photoshop CS6 for Digital Photographers/Online

In this course, you'll master techniques to make the most of your digital images and add a professional polish to your work. Designed for those with no image-editing experience, this class will take you from novice to accomplished photo editor. ND

\$135 A05CMP865

Photoshop CS6 for Digital Photographers II/Online

If you know the basics of this powerful program, you're ready to master advanced techniques. This class is perfect for you if you want to learn how to add special effects and take your photo-editing skills to the next level. ND

\$135 A05CMP866

Photoshop Elements 10 for the Digital Photographer/Online

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

\$135 A05CMP860

Secrets of Better Photography/Online

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

\$135 A05CMP858

Discover Digital Photography/Online

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

\$135 A05CMP838

Writing/Online

No matter what your profession, you should consider the possibility of earning a little extra money through writing. See page 14 for information or visit www.ed2go.com/lagcc

A to Z Grant Writing/Online

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

\$135 A05WRT803

Beginning Writer's Workshop/Online

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

\$135 A05WRT804

Writeriffic - Creativity Training for Writers/Online

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

\$135 A05WRT800

Writing for Children/Online

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

\$135 A05WRT806

Beginner's Guide to Getting Published/Online

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

\$135 A05WRT813

How to Make Money Writing/Online

Learn to work faster and enhance your chance for success. Explore ghostwriting, collaboration, writing for the Web and new technologies. Understand copywriting, article and essay writing, as well as novel and nonfiction writing. Discover tips for finding publishers and agents.

\$135 A05WRT810

Effective Business Writing/Online

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

\$135 A05WRT811



ACE Support Services

To inquire about disability services:

Please contact **Cristobal Stewart** at (718) 482-5120 to discuss your individual needs.

If you are Deaf or Hard of Hearing please contact **Paul Carlson** (866) 553-3609 (Video Phone).

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



For financial assistance to help pay for your education:

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

Find out if you qualify!

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

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

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

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

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

You can also inquire about other opportunities for tuition assistance and vouchers at the NYS Department of Labor, NYC Human Resources Administration, Workforce1 Career Centers and other government assistance programs as well as with your union representative.

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.

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>.

Students Over 65

Rediscover the joys of learning at LaGuardia!

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Jose M. Christ

Thomas Samuels Scholarship Winner 2013

Jose M. Christ, a Hard-of-Hearing student from Argentina, is the winner of the 2013 Thomas Samuels Scholarship. The award, which was created in honor of a former beloved employee of LaGuardia's Program for Deaf Adults, assists Deaf and Hard-of-Hearing students who have a strong academic record with basic school expenses, such as tuition and books. Jose recently graduated from LaGuardia and is attending Queens College, where he is studying sociology. He hopes to one day become a special education teacher.

"The Thomas Samuels Scholarship is helping me with the costs of textbooks, allowing me to focus on the most important aspect of school - learning," says Jose. "I hope one day I will be able to help other students achieve their goals and dreams, and to give back to the community, which I think is what life is all about."

“The Thomas Samuels Scholarship is helping me with the costs of textbooks, allowing me to focus on the most important aspect of school – learning”

DARE TO DO MORE

Learn American Sign Language

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Learn American Sign Language!

Intensive Study in American Sign Language Program

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

Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or GED diploma required. Upon completion and passing of Intensive Study in ASL 1 - 4 and Fingerspelling 1 & 2 courses, within two years you can earn a Certificate in Conversational American Sign Language. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Erlisa Koci at ekoci@lagcc.cuny.edu or (917)832-1138. ND

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened.

For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B-234, at (718) 482-5640.

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



Introduction to American Sign Language Workshop

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

Instructor: Erlisa Koci, BA, Psychology. Tutored Deaf college students from 2010-2013 at LaGuardia Community College.

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

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.

Sat Feb 8 - May 31 (26 sessions/46 hours)
9:00 am - 12:30 pm \$359 A16ASL011B

Thurs Feb 13 - May 29 (28 sessions/46 hours)
5:45 pm - 9:00 pm \$359 A16ASL011A

Intensive Study in American Sign Language - Level 2

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

Sat Feb 8 - May 31 (26 sessions/46 hours)
9:00 am - 12:30 pm \$359 A16ASL012B

Tue Feb 11 - May 27 (28 sessions/46 hours)
5:45 pm - 9:00 pm \$359 A16ASL012A



Intensive Study in American Sign Language - Level 3

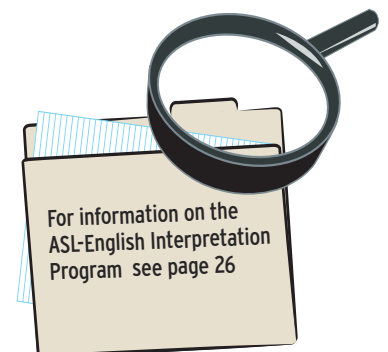
Expand your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, semantic awareness, complex use of ASL grammar and syntax, use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 2 or pre-screening.

Sat Feb 8 - May 31 (26 sessions/46 hours)
1:00 pm - 4:30 pm \$359 A16ASL013A

Intensive Study in American Sign Language - Level 4

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

Sat Feb 8 - May 31 (26 sessions/46 hours)
1:00 pm - 4:30 pm \$359 A16ASL014A



Dual Access Courses

Dual Access: Fingerspelling, Numbers and Glossing 1

Explore the fundamentals of ASL fingerspelling, numbers and glossing. You will focus on the development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signals. Offered jointly with the Education and Language Acquisition Department.

****Please note:** Continuing Education students may not have access to Blackboard.

Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Tues & Thurs Jan 7 - Feb 18 (24 sessions/24 hours)
4:35 pm - 6:45 pm \$119 A16ASL018A

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, language in use and basic information on Deaf culture. You will focus on developing language and communication skills.

Mon & Wed 5:45 pm - 9:05 pm
Tue 5:45 pm - 7:55 pm (lab- 6 sessions/12 hours)
Jan 6 - Feb 24 (2 sessions/36 hours)
\$359 A16ASL026A

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

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

SPRING 2014
Mon & Tues Mar 3 - Jun 3 (36 sessions/48 hours)
2:15 pm - 4:25 pm \$359 A16ASL015A

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

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

SPRING 2014
Mon (6:00 pm-7:30 pm) & Wed (6:00 pm-8:45 pm)
Mar 3 - Jun 4 (36 sessions/48 hours)
\$359 A16ASL016A

Dual Access: Intensive Study in American Sign Language - Level 4

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

SPRING 2014
Mon (7:30 pm-9:00 pm) & Wed (6:25 pm-9:00 pm)
Mar 3 - Jun 4 (36 sessions/48 hours)
\$359 A16ASL017A

Final examinations for Dual Access courses will be held between June 6-12 during normal class times, with exact dates to be determined

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 Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu. All courses are ND

Driver (Learner's Permit) Education for Deaf Adults

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



Instructor: Joel Goldfarb, MS, Deaf Education; BS, Psychology, is a retired New York State Certified teacher at "47", The ASL and English Secondary School. He has been teaching Drivers (Learner's Permit) Education for Deaf Adults since 1982.

SPRING 2014
Tue Apr 8 - May 27 (8 sessions/21 hours)
4:35 pm - 7:15 pm \$269 A16DRV001A

Individual Instruction for Deaf Adults

For Deaf, Deaf-Blind and Hard-of-Hearing adults, receive one-to-one instruction in all your educational and professional development needs, such as preparation for exams; ASL for Deaf International Students; specific academic, linguistic or career needs; and American Citizenship preparation. An interview and diagnostic assessment of needs and goals may be given. A customized program with dates will be arranged upon full payment for each segment (2-hour, 4-hour, 6-hour, 12-hour and 24-hour courses). Individualized instruction on specific topics for Hearing adults is also offered, including preparation for the ASLTA Provisional Certificate and ASL language development. ND

Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.
Mon, Tues, Wed & Thurs Jan 2 - 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 Jan 2 - 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 Jan 2 - Jun 30 (12 sessions/24 hours)
\$1859 A16PDV003A

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How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map 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/

By phone: (718) 482-7244 with payment by MasterCard/Visa/Discover/American Express.

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

By fax: (718) 609-2074 with payment by MasterCard/Visa/Discover/American Express.

In person: **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.

For most classes you may pay by check, major credit cards, money order, or cash.

Cash payments can be made at the Bursar's office (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, the EMT Program and CLEP Test do not take personal checks for program payment.

Discounts

The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia under-graduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to the children of undergraduates and to the children of faculty/staff. 50% tuition discount is offered to public assistance recipients. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.

To receive a tuition discount you 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 posted outside the Registration Office, M147, M-Building, prior to 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 & Loans

Students may apply for installment plans and loans through Academic Management Services (1-800) 635-0120 or online through www.tuitionpay.com.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

Course Cancellations

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

Updates

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

4 EASY WAYS TO REGISTER!

Online:



www.laguardia.edu/acereg/

By phone:



(718) 482-7244

with payment by MasterCard/
Visa/Discover/American Express.

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

By fax:



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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

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Adult and Continuing Education Registration Form

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

Check which category describes
you best (optional)

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

How did you hear about us?

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

COURSE CODE	SEC	COURSE TITLE	COST

LaGuardia Community College/CUNY

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

(718) 482-7244

Fall Winter Spring Summer

(Check one)

- Check/Money Order

ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE

LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

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Long Island City, NY 11101



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EDUCATION**
People, Changing



DO YOU
WANT TO
BEGIN
A NEW
CHAPTER
IN YOUR
LIFE?

Students over 50 are getting training and education in these areas at LaGuardia's Division of Adult and Continuing Education

- Bookkeeping/Accounting
- College Courses (non-credit basis)
- Computers
- High School Equivalency
- Healthcare
- Tax Preparation/Notary Public
- Taxi License

**START A NEW
AND
SATISFYING
CAREER**

For more information contact:
Bruce Kurzius at (718) 482-5124