



# EMPOWERING BUSINESS OWNERS

Professional certificates

Vocational training

Business services

College courses

High School Equivalency

ESL and more

## Meet LaGuardia Business Services Directors



### Assuanta Howard

Education Services Director,  
*10,000 Small Businesses*

An Adult Basic Education and ESL instructor, leader in continuing and corporate education, accomplished author, and owner of a publishing company, Assuanta Howard, who holds a MS in Adult Education and Human Resource Development, has more than 20 years of experience to impart to scholars in Goldman Sachs *10,000 Small Businesses* at LaGuardia, an initiative that helps small businesses grow and create jobs. As Education Services Director since 2010, Ms. Howard makes sure that the program maximizes opportunities for learning and business growth. Helping develop the national curriculum for the Early Stage program of *10,000 Small Businesses* was particularly rewarding, she notes.

"I love what I do and really enjoy working with the *10,000 Small Businesses* team. Their dedication to the small businesses we serve is phenomenal," says Ms. Howard. "My experience working in the Division of Adult and Continuing Education at LaGuardia has been instrumental to my growth as a professional and as a person."



### Linda Mellon

Executive Director,  
LaGuardia Business Services

Linda Mellon began at LaGuardia in 2009 as Executive Associate to the Vice President of Adult and Continuing Education. Ms Mellon, who holds an MBA, helped spearhead operations of the Goldman Sachs *10,000 Small Businesses* initiative at LaGuardia, which became the pilot for the national expansion of the program. Quickly transitioning into the role of Director of Strategic Initiatives, working on special projects for the division, Ms. Mellon eventually moved into her current role of Executive Director of Business Services, where she oversees the Small Business Development Center, Procurement Technical Assistance Center and Small Business Transportation Resource Center.

With her vast experience—she has also worked as Director of the non-profit Friends of FOKAL and as Chief of Staff at the Intrepid Museum Foundation—Ms. Mellon is a tremendous asset to LaGuardia's Business Services. "Because of the support we provide to businesses in the community, they are able to flourish and prosper, leading to the economic development of New York and Queens in particular," she says.



### Natalia Argüello

Director, NYDesigns

Natalia Argüello knows what it takes to run a successful business. She ran a thriving design studio for several years before returning to school for an MFA in Design and Technology from Parsons The New School for Design. In 2003, she came on board to NYDesigns, a business incubator at LaGuardia for design and technology companies. As a founding member, Ms. Argüello played an integral role in the development and growth of the program, which provides space, business support services and a prototype lab for its resident clients. "NYDesigns is the only place in the city where entrepreneurs in the creative and tech industries can build their business and build their products under the same roof," she says.

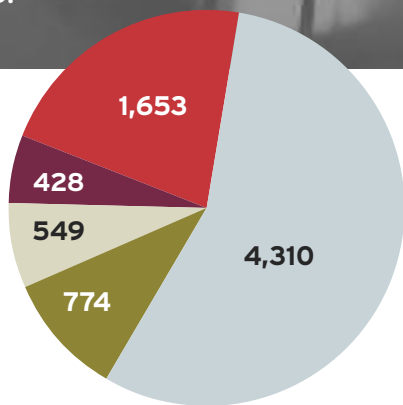
Ms. Argüello points out that NYDesigns has had an important role in advancing not just entrepreneurship, but also relevant industry policy research and advocacy, sustainability training and workforce development in the community. She is proud of the success of many NYDesigns clients and of the team she has built and lead for the past six years as director. "NYDesigns is a self-sufficient program that has served almost 9,000 entrepreneurs and created over 1,650 jobs," she says.

For more information on *LaGuardia Business Services* see page 38.

- LaGuardia's Business Services Programs have helped more than 18,800 small businesses grow and created over 7,700 jobs in little more than a decade.
- Goldman Sachs launched *10,000 Small Businesses* at LaGuardia Community College. The program has helped small business owners gain greater access to education, capital and business support services.
- The LaGuardia Small Business Development Center (SBDC) provides expert management and technical assistance to start-up and existing businesses.
- NYDesigns, an incubator for design entrepreneurs, has helped create over 1,650 jobs.
- LaGuardia's Procurement Technical Assistance Center (PTAC) helps businesses market their goods and services to the largest purchaser of goods and services—our government.
- The Small Business Transportation Resource Center (SBTRC) helps small businesses prepare to compete and negotiate transportation-related contracts.
- The Small Business Assistance Program (SBAP) helps small businesses secure affordable health insurance.

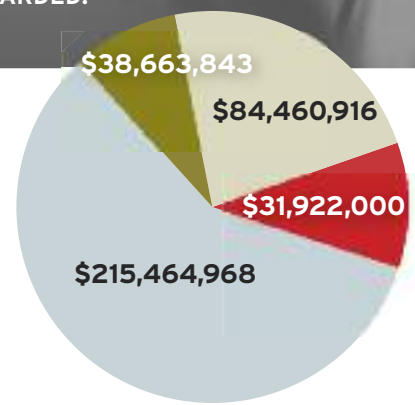
**JOBS CREATED:  
7,714**

- 10K Small Businesses (since 2010)
- SBDC (since 2001)
- NYDesigns (since 2004)
- PTAC (since 1999)
- SBTRC (since 2008)



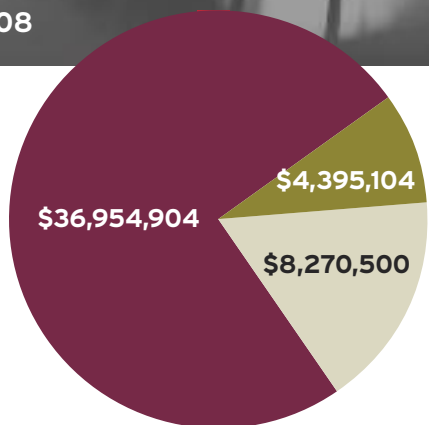
**CONTRACTS AWARDED:  
\$370,511,727**

- 10K Small Businesses (since 2010)
- NYDesigns (since 2004)
- PTAC (since 1999)
- SBTRC (since 2008)



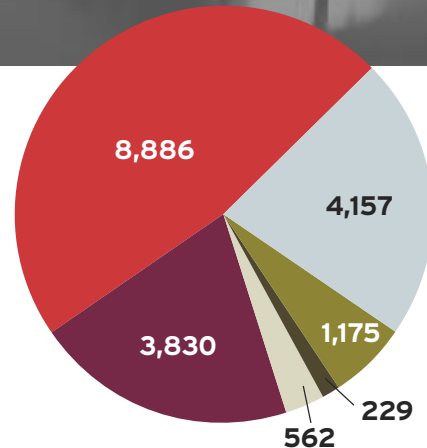
**TOTAL LOAN AMOUNTS:  
\$49,620,508**

- 10K Small Businesses (since 2010)
- SBDC (since 2001)
- SBTRC (since 2008)



**BUSINESSES SERVED:  
18,839**

- 10K Small Businesses (since 2010)
- SBDC (since 2001)
- NYDesigns (since 2004)
- PTAC (since 1999)
- SBTRC (since 2008)
- SBAP (since 2013)







<b>Get a Promotion or New Career</b>		<b>7</b>		
Training that gets you the job - Start a NEW Career		7		
<b>Computer Skills</b>				
Fundamental Computer Skills		8		
Certificate Program in Microsoft Office Applications		8		
Administrative Assistant Certificate Program		9		
Online Classes		9		
Computadoras en Español		10		
Professional Office Skills		11		
Job Search Skills		11		
<b>Information Technology</b>		<b>12</b>		
Computer Service Technician Certificate Program		12		
<b>NEW!</b> Web Development Fundamentals		13		
<b>NEW!</b> Security+ (S+) Certification Preparation		13		
Network+ (N+) Certification Preparation		13		
Online Classes		14		
<b>Accounting, Bookkeeping and Tax Preparation</b>		<b>15</b>		
Computerized Bookkeeping for QuickBooks Certificate Program		15		
Advanced QuickBooks		16		
College Certificate Program in Accounting		16		
Online Classes		16		
Tax Return Preparer Certificate		17		
IRS Enrolled Agents Preparation Program		17		
Notary Public Test Preparation		17		
<b>Construction and Building Management</b>		<b>18</b>		
Safety Dynamics Construction Courses		18		
Cursos de Construcción en Español (Construction Courses in Spanish)		19		
Construction Management Certificate Program		20		
Solar Plus Pro		21		
Refrigeration Machine Operator License Preparation		21		
<b>Healthcare - Clinical</b>				<b>22</b>
Certified Clinical Medical Assistant (CCMA)				22
Emergency Healthcare Programs / EMT & Paramedic				23
LPN to RN Transition Course				24
Radiologic Technology				24
NYC Welcome Back Center				24
<b>Healthcare - Related</b>				
Physical Therapist Assistant (PTA) Certification Exam Review Seminar				24
Medical Administrative Assistant Certificate Program				24
Healthcare Interpreter Certificate Program, Level 1				25
Online Classes				25
Pharmacy Technician Certification Preparation				25
Certified Personal Trainer				26
Dietary Manager Program				26
Medical Billing Certificate Program				27
Credentialed Alcohol and Substance Abuse Counselor (CASAC)				27
<b>Education</b>				
College and Career Pathways Institute				28
Child Abuse Identification and Reporting				28
School Violence Prevention				28
Certificación en el Cuidado de Niños (Certification in Childcare - offered in Spanish only)				28
<b>ASL-English Interpretation Program</b>				<b>29</b>
<b>Which Training Program is Right for You?</b>				<b>30</b>
<b>NEW! Driver Education for the Public</b>				<b>31</b>
<b>NEW! Commercial Driver License Education</b>				<b>32</b>
<b>Taxi &amp; For Hire Vehicle Driver Institute</b>				<b>33</b>

**Have You Served in the Military ? 35**

Become a Certified Technician in the Network Cabling Industry	36
Veteran Services	36
Veterans Upward Bound Program	36

**Start/Build Your Business 39**

Which Business Service is Right for You?	38
Procurement Technical Assistance Center (PTAC)	40
10,000 Small Businesses	42
TLC Certified Base and Vehicle Owner Point Reduction Program	42
Online Classes	42

**Learn English 43**

Versant English Test	43
CUNY Citizenship Now! Application Assistance	43
Day Intensive Program	44
Evening English Program	44
Saturday English Program	44
Specialized Workshops	45
CUNY Immigrant Education Initiative-Inmigrantes de Nueva York	46

**Get Your H.S. Equivalency Diploma 47**

Which High School Equivalency Program is Right for You?	48
High School Equivalency in English	49
Equivalencia del Bachillerato (High School Equivalency) en Español	49
Adult Basic Education for Deaf Adults	50
High School Equivalency for Deaf Adults	50

**Prepare for College 51**

College-Level Examination Program (CLEP)	51
College Preparation Courses	52
College Preparation Workshops	52
CUNY Start	53
CUNY Language Immersion Program (CLIP)	53
LaGuardia Community College	54

**Are You 16-24? Take the Next Step 55****Take College Courses 56**

College Foreign Languages	56
College Arts	58
College Music	59
College Liberal Arts	60

**Learn American Sign Language 61**

Intensive Study in American Sign Language	62
Dual Access Courses	63

**Continuing Education Classes for Deaf Adults 64**

Driver (Learner's Permit) Education for Deaf Adults	64
Individual Instruction for Deaf Adults	64

**ACE Financial Support Services**

Tuition Assistance Voucher Info	65
Students Over 65	65
Individual Training Grants	65
Hope Scholarship Credit	65
Helena Rubinstein Scholarship	65

**Registration 66**

Directions to the LaGuardia campus	66
How to Register	66
-Online	67
-By phone	67
-By fax	67
-In person	67

**To inquire about disability services:**

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

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

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





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

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

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

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

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

Sincerely,

Dr. Gail O. Mellow  
President



Left to right, Dr. Ann Feibel, Associate Dean/Academic Affairs, LaGuardia; Shannon Bryant, Associate Dean/Continuing Education, LaGuardia; Dr. Jane MacKillop, Associate Dean/Continuing Education, LaGuardia; Jane Schulman, Vice President/Continuing Education, LaGuardia; Francesca Fiore, Assistant Dean/Continuing Education, LaGuardia; Dr. Miriam Deitsch, Distinguished Professor, State University of New York; Reine Sarmiento, former Assistant Dean/Student Affairs, LaGuardia; and Paul Schulman, President and COO of US Commercial Operations, Brookfield Office Properties.

### Vice President of LaGuardia's Division of Adult and Continuing Education Wins National Award

Jane E. Schulman, Vice President of the Division of Adult and Continuing Education at LaGuardia, has been given the National Leadership Award by the National Council for Continuing Education & Training (NCCET). The award is presented to an individual who has contributed to the field of community services programming, continuing professional education, workforce and economic development, or learning technologies, and has demonstrated support for NCCET.

LaGuardia's Division of Adult and Continuing Education serves over 25,000 adults, youth and businesses yearly in a wide variety of workforce development, pre-college and business programs, courses and services.

At the college for over 30 years, Ms. Schulman has greatly contributed to making LaGuardia a city, state and national model in the field of adult and continuing education. She has secured grant funding of more than \$35 million, and created and promoted numerous entrepreneurial programs that are responsive to the needs of individuals, businesses and the community.

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

- Christine Alvarez, Director, Pre-Hospital Care Programs
- Natalia Arguello, Director, NYDesigns
- John Een, Acting Director, The English Language Center
- Claudia Baldonado, Director, Youth Workforce Development Initiatives
- Linda Barlow, Acting Director, Taxi & FHV Institute
- Deema Bayrakdar, Director, CUNY Start
- Vicki Bello, Director, Veterans Upward Bound Program
- Marian Blaber, Executive Director, Language Acquisition Programs
- Amy Dalsimer, Executive Director, Pre-College Academic Programing
- Wynne Ferdinand, Director of College and Career Pathways
- Rosa Figueroa, Director, Small Business Development Center
- Hillary Gardner, Director, Center for Immigrant Education and Training
- Adjoa Gzifa, Director, Workforce Education Center
- Edgard Hernandez, Director, Procurement Technical Assistance Center
- Robert Hills, Acting Director, Program for Deaf Adults
- Assuanta Howard, Education Director, 10,000 Small Businesses
- John J. Hunt, Executive Director, Adult Community Learning Programs
- Kimberly Kendall, Executive Director, Career Programs
- John Lagamijis, Director, ACE Information Technology
- Beth Lord, Director, ACE Employment Services/Career Development Center
- Chandana Mahadeswaraswamy, Associate Director, Career and Professional Programs
- Linda Mellon, Executive Director, Business Services
- Elizabeth Perdomo, Director, Small Business Transportation Resource Center
- Maritza Pritsos, Director, Adult Basic Skills
- Michele Stewart, Director, Career Ladders in Allied Health
- Michele Valdez, Executive Director, Workforce Development

### Catalog Production

- Judi Flamenbaum, Coordinator of Marketing & Communications
- Natalia Arguello, Director of NYDesigns
- Edward L. Hollins, College Graphic Designer
- Liesel Fores-Iza, Communications Director
- Keith Arias, Administrative Assistant, Career and Professional Programs
- Lia Molero, Administrative Associate to Assistant Dean
- Tony Camilli, Web Developer
- David Turcotte, ACE Photographer

# Get a Promotion or New Career

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

Get the training that gets YOU the



## **In 1 month**

*you can*

- Get a license as a taxi driver- page 33

## **In 3 months**

*you can become certified as a*

- Tax Preparer - page 17
- Emergency Medical Technician (EMT) - page 23
- Pharmacy Technician - page 25

## **In 4 months**

*you can become*

- Certified in Microsoft Office applications (Word, Excel, PowerPoint and Access) - page 8, 9
- Certified in QuickBooks - page 15

## **In 6 months**

*you can become*

- A Computer Service Technician - page 12
- Certified as a Construction Manager - page 20

## **In 10 months**

*you can become*

- Credentialed as a CASAC Trainee - page 27

## **In 12 months**

*you can become*

- Certified as a Paramedic - page 23

## **WHY ENROLL IN A CERTIFICATE PROGRAM?**

- A certificate indicates that you've attained a high level of proficiency and professional training in a particular field. It's a credential that demonstrates you're able to meet the demands of the industry.
- Earning a certificate is an excellent alternative to pursuing a degree. You demonstrate your dedication to a field and add a valuable credential to your resume within 2 weeks to 9 months, depending upon the certificate chosen.
- Most of our affordable certificate courses run evenings and weekends, so you can enrich your life without altering your lifestyle.
- A certificate paid in full costs less than certificate courses purchased individually.





# Get a Promotion

## Learn More,

## Computer Skills

Learn everyday skills or advance in your career!

Fundamental Computer Skills .....	8
Certificate Program in Microsoft Office Applications .....	8, 9
Administrative Assistant Certificate Program .....	9
Online Classes.....	9
Computadoras en Español.....	10
Professional Office Skills.....	11

### Fundamental Computer Skills

*New to computers?*

Learn the basic computer skills necessary for your personal and professional life.

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

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

### Computers and Internet Basics

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

Mon & Wed May 11 – May 20 (4 sessions/12 hours)  
6:00 pm – 9:00 pm \$125 [A05CMP001A](#)

### Power Keyboarding

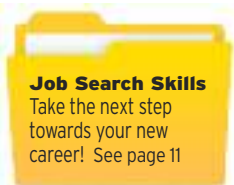
Become more efficient at work by improving your typing speed and accuracy. Learn a touch-keyboarding method on the computer that will help you type 30 words per minute with a maximum of three errors.

Mon & Wed Jun 1 – Jun 24 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$245 [A05OSK001A](#)



*This course helped me complete typing tasks in a much faster and efficient manner.*

Power Keyboarding, Fall 2014



## Certificate Program in Microsoft Office Applications

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

Successfully complete Word, Excel, Access and PowerPoint courses to earn a LaGuardia Certificate in Microsoft Office Applications. (You may take individual courses without intending to complete the Certificate Program.)

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

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



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office.

### Microsoft Word for Windows

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

Tues & Thurs Mar 3 – Mar 26 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$245 [A05OSK002A](#)

**SUMMER 2015**  
Mon & Wed Jul 6 – Jul 29 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$245 [A05OSK002A](#)

Sat Jul 11 – Aug 29 (8 sessions/24 hours)  
9:30 am – 12:30 pm \$245 [A05OSK002B](#)

### Microsoft Excel for Windows

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

Tues & Thurs Apr 7 – Apr 30 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$245 [A05OSK003A](#)

Sat Apr 25 – Jun 20 (8 sessions/24 hours)  
9:30 am – 12:30 pm \$245 [A05OSK003B](#)

**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.



# or New Career

## Earn More!



### Microsoft Access Intensive

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

Mon & Wed Apr 20 – May 6 (6 sessions/18 hours)  
6:00 pm – 9:00 pm \$185 **A05OSK004A**



*This course will help me in the future. I want to open my own business, and Access can help.*

Microsoft Access Intensive, Fall 2014

### Microsoft PowerPoint Presentations for Windows

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

Tues & Thurs Jun 23 – Jul 2 (4 sessions/12 hours)  
6:00 pm – 9:00 pm \$123 **A05OSK005A**

## Administrative Assistant Certificate Program

Want to work in an office environment? Are you organized and detail oriented? Become an Administrative Assistant! In this 7-course certificate program you will learn the essential computer and communication skills needed to be successful in an office setting. (You may take individual courses without intending to complete the certificate program.) For more information call (718) 482-7244. ND

#### Required Courses:

Power Keyboarding - page 8	Microsoft Word - page 8	Microsoft PowerPoint - page 9
Business Writing Skills - page 9	Microsoft Excel - page 8	Microsoft Access Intensive - page 9
Building Reports in Excel - page 9		

#### Business Writing Skills

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

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

Mon & Wed Mar 30 – Apr 22 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$265 **A05OSK017A**

Tues & Thurs Jun 2 – Jun 25 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$265 **A05BUS017A**

#### Building Reports in Excel

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

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

Tues & Thurs May 5 – May 21 (8 sessions/24 hours)  
6:00 pm – 9:00 pm \$265 **A05OSK016A**



### Microsoft Office, Photoshop, Creating Web Pages and many more classes online...

Need to upgrade your MS Office skills for work?  
Want to master a new computer software program?

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

#### Creating Web Pages

*Instructor: Alan Simpson is a seasoned veteran of the computer industry and an award-winning author, with over 100 published books and online courses that cover virtually all aspects of the computer industry.*

Student Review: “This course was very easy to follow. Web design never made sense to me; my older kids would try showing me some steps, but I could not grasp it. The teacher made sense of it all!”



For more information or assistance with registration: [www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)  
(718) 482-5330  
[SYounusKhan@lagcc.cuny.edu](mailto:SYounusKhan@lagcc.cuny.edu)



## Computadoras en Español

ND (No hay descuento para estos cursos)

*Instructor: Lesley Figueroa, BS in International Marketing, Baruch College/CUNY, is a certified New York City public school teacher, specializing in computer literacy and life skills related to technology. She has taught in LaGuardia's Career and Professional Programs since 2012.*



### Aprende Conceptos Básicos de Computación

Aprende las habilidades básicas de computación, incluyendo cómo usar métodos abreviados del teclado y las unidades USB; como abrir y guardar archivos; y vocabulario técnico. Descubre como integrar el Internet con paquetes de software. El curso se ofrece en español, pero el programa que se usa es en inglés. ND

*Learn Computer Basics - Learn basic computer skills, including how to use keyboard shortcuts and USB drives; how to open and save files; and technical vocabulary. Discover how to integrate the Internet with software packages. This course is offered in Spanish using English software programs. ND*

Mon & Wed Apr 20 – Apr 27 (3 sessions/9 hours)  
6:00 pm – 9:00 pm \$96 **A05OSK906A**

### 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*

Mon & Wed May 4 – May 6 (2 sessions/6 hours)  
6:00 pm – 9:00 pm \$66 **A05OSK907A**

### Emailing Simplificado

Aprende a crear mensajes de correo electrónico (email) y el uso del Internet. Obtenga una cuenta de email y consejos sobre cómo utilizar el servicio de correo electrónico. Prerrequisito: Aprende Conceptos Básicos de Computación o experiencia equivalente. ND

*Emailing Made Simple - Learn how to create emails and use the Internet. You will create an email account and get tips on how to use email service. Prerequisite: Aprende Conceptos Básicos de Computación (Computer Basics) or equivalent experience. ND*

Mon May 11 (1 session/4 hours)  
6:00 pm – 9:00 pm \$45 **A05OSK908A**

### Conéctate con Amigos

Manténgate en contacto con amigos, familiares y conocidos aprendiendo los conceptos básicos de las redes sociales y el correo electrónico. Obtenga una comprensión de como compartir e interactuar apropiadamente con otros “en línea.” Prerrequisito: Aprende Conceptos Básicos de Computación o experiencia equivalente. ND

*Connect with Friends - Stay in touch with friends, family and old acquaintances by learning the basics of social media and email. Acquire an understanding of sharing and interacting appropriately with others online. Prerequisite: Aprende Conceptos Básicos de Computación (Computer Basics) or equivalent experience. ND*

Wed May 13 (1 session/4 hours)  
6:00 pm – 9:00 pm \$45 **A05OSK909A**

### i4 Formas de Registrarse!

**Por computadora:**  
www.laguardia.edu/acereg/

**Por teléfono:** (718) 482-7244

**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

### Crea una Biblioteca Digital

Descubre cómo acceder a los archivos en el Internet desde tu computadora, smartphone (teléfono inteligente) o tableta. Usando un servicio de almacenamiento en línea, aprende a crear y compartir documentos con amigos, familiares y colegas. Prerrequisito: Aprende Conceptos Básicos de Computación o experiencia equivalente. ND

*Create a Digital Library - Discover how to access files on the Internet from your computer, smartphone or tablet. Using an online storage service, learn how to create and share documents with friends, families and colleagues. Prerequisite: Aprende Conceptos Básicos de Computación (Computer Basics) or equivalent experience. ND*

Mon May 18 (1 session/4 hours)  
6:00 pm – 9:00 pm \$45 **A05OSK910A**



## Professional Office Skills Workshop Series

This computer workshop series provides essential tools to help you work effectively in an office setting. ND

### Analyzing Data with Pivot Tables

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

Tues & Thurs Mar 31 – Apr 2 (2 sessions/6 hours)  
6:00 pm – 9:00 pm \$129 [A05PRF001A](#)

#### SUMMER 2015

Sat Jul 11 – Jul 18 (2 sessions/6 hours)  
1:00 pm – 4:00 pm \$129 [A95PRF001A](#)

### Data Management with Microsoft Access

Learn advanced Access features to create complex queries, forms and reports that analyze data more efficiently. Prerequisite: Microsoft Access Intensive or equivalent experience.

Sat Apr 11 – Apr 18 (2 sessions/6 hours)  
1:00 pm – 4:00 pm \$129 [A05PRF007A](#)

### Creating Effective Presentations with Microsoft PowerPoint

Maximize the visual impact of your data and present it more compellingly with customized slides that feature various design schemes and backgrounds. Prerequisite: Microsoft PowerPoint for Windows or equivalent experience.

Sat Apr 11 – Apr 18 (2 sessions/6 hours)  
9:30 am – 12:30 pm \$129 [A05PRF002A](#)



## Job Search Skills

### Creating an Efficient Job Search Plan

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

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

Wed Jun 3 (1 session/2 hours)  
6:00 pm – 8:00 pm \$25 [A05JOB001A](#)

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

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

Wed Jun 10 (1 session/2 hours)  
6:00 am – 8:00 pm \$25 [A05JOB002A](#)

### Make Connections: Effective Networking

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

Wed Jun 17 (1 session/2 hours)  
6:00 pm – 8:00 pm \$25 [A05JOB003A](#)



*The teacher gave detailed answers to your questions.*

Make Connections:  
Effective Networking, Fall 2014

### Nail That Interview: Tips and Techniques

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

Wed Jun 24 (1 session/2 hours)  
6:00 pm – 8:00 pm \$25 [A05JOB004A](#)



*I wish there were more class sessions. The teacher was awesome and open to helping us!*

Nail That Interview:  
Tips and Techniques, Fall 2014



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

# Information Technology

*Begin an exciting career in the ever-growing industry of Information Technology!*

Computer Service Technician Certificate Program .....12  
**NEW!** Web Development Fundamentals .....13  
**NEW!** Security+ (S+) Certification Preparation .....13  
 Network+ (N+) Certification Preparation .....13

## Computer Service Technician Certificate Program

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

This 4-course, hands-on training program will teach you how to repair and network computers as well as Windows Operating System.

Topics include hardware, software, network systems and new technologies. In addition, you may take a fifth course to learn how to build your own computer and prepare for the CompTIA A+ certification test. ND

### Introduction to Computer Technology

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

**FALL 2015**

(4 sessions/20 hours) \$239 **A05CMP100A**



*I'm looking to change my career, and this course has given me a new path in life.*

Introduction to Computer Technology  
Fall 2014



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

### CST, Part 1: Hardware

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

**FALL 2015**

(6 sessions/20 hours) \$360 **A05CMP101A**

### CST, Part 2: Software

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

**FALL 2015**

(6 sessions/20 hours) \$360 **A05CMP102A**

### CST, Part 3: Networking

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

**FALL 2015**

(6 sessions/20 hours) \$360 **A05CMP103A**

### CST, Part 4: New Technologies

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

**FALL 2015**

(6 sessions/20 hours) \$360 **A05CMP104A**



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

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

**FALL 2015**

(6 sessions/20 hours) \$360 **A05CMP112A**





## Web Development

### NEW! Web Development Fundamentals

Learn how to use HTML5 and CSS coding languages to create web sites. Explore basic web design concepts and work with commonly used software tools to create sites that function well on multiple devices. For a final course project, you will create your own web site. Prerequisites: Basic computer knowledge and keyboarding skills. For more information call (718) 482-7244.

Tues & Thurs Mar 17- May 19 (20 sessions/ 60 Hours)  
 6:00 pm- 9:00pm \$350  
 (20 Sessions/ 60 hours) \$350 [A05WEB001A](#)



### NEW! Security+ (S+) Certification Preparation

*Prepare for the CompTIA Security+ certification (Exam SYO 401).*

Build on your knowledge and professional experience with security fundamentals, networks and organizational security as you acquire the specific skills needed to implement basic security services on any type of computer network. (Cost of textbook is not included in the course fee.) Prerequisite: At least 2 years on the job networking experience recommended; CompTIA Network+ certification is also recommended. ND For more information call (718) 482-7244.

Mon & Wed Apr 20 - Jun 10 (15 sessions/45 hours)  
 6:00 pm - 9:00 pm \$950 [A05CMP115A](#)



### Network+ (N+) Certification Preparation

*Review the fundamentals of computer networking and prepare for the Comp TIA Network+ certification exam in this hands-on training course.*

You will learn about the features and functions of networking components as well as how to install, configure and troubleshoot basic networking hardware. You'll also work on networking protocols and services. (Cost of textbook is not included in course fee.) Prerequisite: Computer Service Technician Certificate Program or equivalent experience. ND For more information call (718) 482-7244.

FALL 2015  
 Mon & Tues (14 sessions/42 hours)  
 6:00 pm - 9:00 pm \$840 [A05CMP113A](#)



# LEARN ONLINE

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

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

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

You can complete your course in 6 weeks!

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

For more information or assistance with registration:

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

(718) 482-5330

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



# Accounting, Bookkeeping and Tax Preparation

## Computerized Bookkeeping for QuickBooks Certificate Program



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

Discover how to unleash the power of QuickBooks while mastering basic accounting concepts.

Get hands-on practice by creating and working with fictional companies. Bilingual instructor (Spanish/English).

Receive 63 hours of practical instruction: Part 1 (27 hrs), Part 2 (18 hrs), and Part 3 (18 hrs). ND

Luis Alvarado and Farhan Gadit are instructors for the Computerized Bookkeeping for QuickBooks Certificate Program.

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

**Farhan Gadit**, BBA in Accounting, Baruch College/CUNY, is a senior accountant with four years of experience in the field. He has created and conducted courses and seminars in one-on-one and group settings, and has taught at LaGuardia Community College as an adjunct professor since 2014.



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

### Bookkeeping with QuickBooks, Part 1

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

Tues & Thurs May 5 – Jun 2 (9 sessions/27 hours)  
6:00 pm – 9:00 pm \$410 **A05OSK006A**

Sat Jun 13 – Jul 25 (6 sessions/27 hours)  
9:00 am – 2:00 pm \$410 **A05OSK006B**

### Bookkeeping with QuickBooks, Part 2

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

Sat Apr 11 – May 2 (4 sessions/18 hours)  
9:00 am – 2:00 pm \$300 **A05OSK007A**

Tues & Thurs Jun 9 – Jun 25 (6 sessions/18 hours)  
6:00 pm – 9:00 pm \$300 **A05OSK007A**

**SUMMER 2015**  
Sat Aug 1 – Aug 22 (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.

Tues & Thurs Mar 24 – Apr 9 (6 sessions/18 hours)  
6:00 pm – 9:00 pm \$300 **A05OSK008A**

Sat May 9 – Jun 6 (4 sessions/18 hours)  
9:00 am – 2:00 pm \$300 **A05OSK008A**

**SUMMER 2015**  
Tues & Thurs Jul 7 – Aug 18 (6 sessions/18 hours)  
6:00 pm – 9:00 pm \$300 **A05OSK008A**

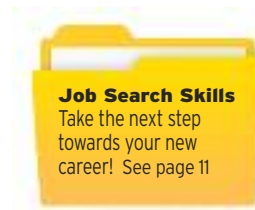
Sat Aug 29 – Sep 26 (4 sessions/18 hours)  
9:00 am – 2:00 pm \$300 **A05OSK008B**



*I don't have great English skills, but the instructor makes me feel comfortable during class because he's bilingual.*

*I will be pursuing an MBA next year. This course is a perfect transition into the business world.*

Bookkeeping with QuickBooks, Part 2  
Fall 2014



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

## Advanced QuickBooks

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

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

### Cost Accounting Basics

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.

Sat Apr 11 – May 16 (6 sessions/27 hours)  
9:00 am – 2:00 pm \$415 A05BUS016A

### Customizing QuickBooks

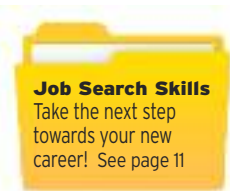
Use QuickBooks effectively to best serve your business needs. Create customized reports and charts; apply filtering tools to obtain specific data; and export reports to Microsoft Excel. Prerequisite: Computerized Bookkeeping for QuickBooks Certificate Program or equivalent experience.

Tues & Thurs Apr 21 – Apr 28 (3 sessions/9 hours)  
6:00 pm – 9:00 pm \$135 A05OSK018A

### 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.

FALL 2015  
Sat (6 sessions/27 hours)  
\$415 A05BUS014A



## 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 Mar 4 – Jun 14 (36 sessions/78 hours)  
5:45 pm – 7:55 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 Mar 4 – Jun 14 (24 sessions/52 hours)  
5:45 pm – 7:55 pm \$339 A05BTA112A

### Intermediate Accounting 1

Mon & Wed Mar 4 – Jun 14 (24 sessions/52 hours)  
5:45 pm – 7:55 pm \$339 A05BTA201A



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

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

#### Get started!

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



#### Accounting Fundamentals

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

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

For more information or assistance with registration:

[www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)  
(718) 482-5330  
SYounusKhan@lagcc.cuny.edu





## Tax Return Preparer Certificate



**Earn extra money by becoming a registered tax preparer or learn to prepare taxes for personal use.**

Upon completion of this course, you will be able to complete basic individual NY State and federal forms. Designed for students new to tax preparation.

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

### Tax Return Preparer

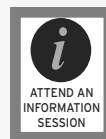
Learn how to prepare basic individual forms, including tax credits, deductions and tax consequences. Become familiar with the 1040 series, NYS IT 201, and wage income forms. Upon completion of this course you will be able to complete individual taxes for yourself or someone else.

*Instructor: Jacqueline Campbell, Bachelor of Business Administration, Hofstra University, has six years experience in the tax field and has taught in LaGuardia's Career and Professional Programs since 2012.*

Sat May 9 - Jun 27 (7 sessions/45.5 hours)  
9:30 am - 4:30 pm \$635 **A05BUS002A**

### You've got questions. We've got answers.

- Our instructor, a seasoned tax professional, will share work experiences and how to advance your career in the field
- Learn about the role of the tax preparer throughout the year
- Explore exciting career options



**Saturday, April 4 at 11:00 am**

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

Free **A05TAX000A**



*This course has been a great stepping stone for advancement in the tax field.*

Tax Return Preparer, Fall 2014

## IRS Enrolled Agent Preparation Program

An Enrolled Agent represents taxpayers before the Internal Revenue Service (IRS). Enrolled Agent status is the highest credential awarded by the IRS, and you must either pass the three-part IRS Special Enrollment Examination (SEE) as well as a background check, or have experience as an IRS employee. Once you become an Enrolled Agent, you have unlimited practice rights and are unrestricted in which taxpayers you can represent, what types of tax matters you can handle, and which IRS offices you can represent clients. This program prepares you for the 3-part IRS SEE, which includes 1) Individuals, 2) Corporations and Partnerships, and 3) Representation, Practice and Procedures. You will also review exam questions and test-taking strategies. ND

*Instructor: Jacqueline Campbell, Bachelor of Business Administration, Hofstra University, has six years experience in the tax field and has taught in LaGuardia's Career and Professional Programs since 2012.*

### NEW! IRS Enrolled Agent, Part 1: Individuals

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

#### SUMMER 2015

Sat Jul 18 - Aug 15 (5 sessions/30 hours)  
9:30 am - 4:00 pm \$420 **A05IRS001A**

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

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

#### FALL 2015

Sat Sep 12 - Oct 10 (5 sessions/30 hours)  
9:30 am - 4:00 pm \$420 **A05IRS002A**

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

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

#### FALL 2015

Sat Oct 31 - Dec 19 (7 sessions/42 hours)  
9:30 am - 4:00 pm \$590 **A05IRS003A**

## Notary Public Test Preparation



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

Mon Apr 27 (1 session/3 hours)  
6:30 pm - 9:30 pm \$91 **A05BUS001A**

For more information call (718) 482-7244.

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

### New York notaries:

- administer oaths and affirmations (including oaths of office)
- take affidavits and depositions
- receive and certify acknowledgments or proof of deeds, mortgages and powers of attorney and other instruments in writing
- can witness the opening of a safe deposit box
- ....and more

**DID YOU KNOW?**

# Construction and 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. ND

For more information call (718) 482-7244.

**YOU MUST REGISTER AT LEAST 2 BUSINESS DAYS BEFORE THESE COURSES BEGIN. ALL 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.

Mon Apr 27 (1 session/4 hours)  
4:30 pm – 9:00 pm \$150 [A050SH301A](#)

Mon May 25 (1 session/4 hours)  
4:30 pm – 9:00 pm \$150 [A050SH301B](#)

Mon Jun 29 (1 session/4 hours)  
4:30 pm – 9:00 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.

Mon Apr 6 (1 session/4 hours)  
4:30 pm – 9:00 pm \$150 [A050SH300A](#)

Mon Apr 20 (1 session/4 hours)  
4:30 pm – 9:00 pm \$150 [A050SH300B](#)

Mon May 4 (1 session/4 hours)  
4:30 pm – 9:00 pm \$150 [A050SH300C](#)

Mon May 18 (1 session/4 hours)  
4:30 pm – 9:00 pm \$150 [A050SH300D](#)

Mon Jun 8 (1 session/4 hours)  
4:30 pm – 9:00 pm \$150 [A050SH300E](#)

Mon Jun 22 (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 building codes as they pertain to concrete safety.

Thurs & Fri May 7 – May 22 (6 sessions/30 hours)  
4:30 pm – 10:00 pm \$650 [A050SH302A](#)

Thurs & Fri Jun 11 – Jun 26 (6 sessions/30 hours)  
4:30 pm – 10:00 pm \$650 [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.

Fri (4:30 pm 9:30 pm) & Sat (8:00 am 3:00 pm)  
Apr 24 - Apr 25 (2 sessions/10 hours)  
\$150 [A050SH304A](#)

Fri (4:30 pm 9:30 pm) & Sat (8:00 am 3:00 pm)  
May 28 - May 29 (2 sessions/10 hours)  
\$150 [A050SH304B](#)

Fri (4:30 pm-9:30 pm) & Sat (8:00 am-3:00 pm)  
Jun 26 – Jun 27 (2 sessions/10 hours)  
\$150 [A050SH304C](#)

### 30 Hour OSHA Construction Training

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

Tues, Wed & Thurs Apr 2 – Apr 16 (6 sessions/30 hours)  
4:30 pm – 10:00 pm \$600 [A050SH305A](#)

Tues, Wed & Thurs Jun 9 – Jun 18 (6 sessions/30 hours)  
4:30 pm – 10:00 pm \$600 [A050SH305B](#)

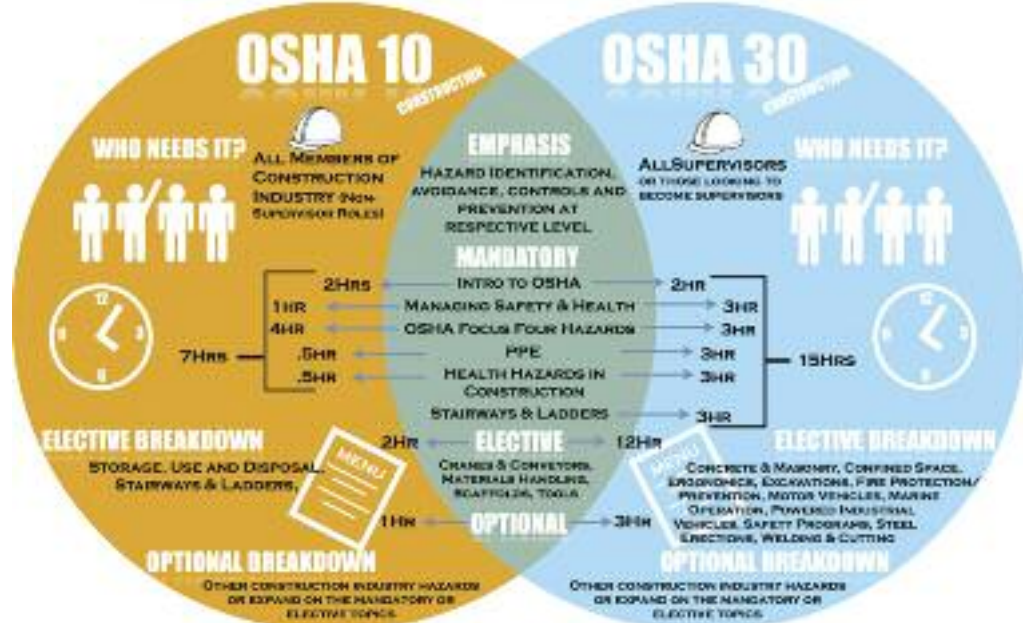
### NEW! 8 Hour Concrete Safety Manager Refresher (NYCDOB)

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

Sat Apr 25 (1 session/8 hours)  
8:00 am – 5:00 pm \$300 [A050SH306A](#)

Sat Jun 27 (1 session/8 hours)  
8:00 am – 5:00 pm \$300 [A050SH306B](#)

## WHAT IS THE DIFFERENCE BETWEEN THE OSHA 10 CONSTRUCTION AND THE OSHA 30 CONSTRUCTION?



### NEW! 8 Hour Site Safety Manager (NYCDOB)

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

Sat Apr 11 (1 session/8 hours)  
 8:00 am – 5:00 pm \$300 [A05OSH307A](#)

Sat Jun 13 (1 session/8 hours)  
 8:00 am – 5:00 pm \$300 [A05OSH307B](#)

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

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

Sat May 9 (1 session/8 hours)  
 8:00 am – 4:00 pm \$300 [A05OSH308A](#)

## Cursos de Construcción en Español

### Construction Courses in Spanish

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

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

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

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

#### CLASS MEETS IN GREENPOINT, BROOKLYN

Fri (4:30 pm–9:30 pm) & Sat (8:00 am–3:00 pm)  
 Apr 10 – Apr 11 (2 sessions/10 hours) \$150 [A05CNS918A](#)

Fri (4:30 pm–9:30 pm) & Sat (8:00 am–3:00 pm)  
 May 8 – May 9 (2 sessions/10 hours) \$150 [A05CNS918B](#)

Fri (4:30 pm–9:30 pm) & Sat (8:00 am–3:00 pm)  
 Jun 12 – Jun 13 (2 sessions/10 hours) \$150 [A05CNS918C](#)

Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)





## Feliberto Feliz

### LaGuardia stepping stone to environmental protection internship

Starting out as an ESL student in CUNY, Feliberto Feliberto quickly mastered the language and applied to Hostos Community College's Civil Engineering Dual Degree Program, a joint program with City College of New York/CUNY. He plowed through the program in five semesters while simultaneously attending LaGuardia's Construction Management Certificate Program for a year of that time. Along the way, he participated in several extracurricular activities at Hostos and held various positions in Student Government.

Feliberto is also a member of Phi Theta Kappa, the international honor society of two-year colleges, and is a student member of American Society of Civil Engineers (ASCE). He won a Carlos Beltran Scholarship and has volunteered with Habitat for Humanity in Coney Island, helping to repair homes destroyed by Superstorm Sandy. However, he credits LaGuardia's Construction Management Certificate Program as being one of his most important decisions as a Civil Engineering student because it allowed him to obtain a yearlong internship with the New York City Department of Environmental Protection (DEP). "I obtained the internship due to the knowledge I acquired at LaGuardia," says Feliberto. "It also helped me to obtain better grades in my Engineering courses."

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

## Construction Management Certificate

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

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



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

### Introduction to AutoCAD

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

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

Sat Mar 21 - May 16 (8 sessions/28 hours)  
1:00 pm - 4:30 pm \$519 [A05CMP105A](#)

### Project Management for the Construction Industry

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

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

Mon Mar 30 - May 11 (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**, MS in Leadership, Mercy College, BA in Education, St. John's University, has taught in LaGuardia's Career and Professional Programs since 2002.

Wed Apr 1 - May 20 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$395 [A05CNS005A](#)



*I work in the construction industry. This course has helped me greatly because it shows how to read drawings.*

Construction Drawings and Plans, Fall 2014

### 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.

**Instructor: Paul Averbach**, Master of Architecture, University of Pennsylvania, has taught in LaGuardia's Career and Professional Programs since 2003.

FALL 2015  
Wed (12 sessions/36 hours)  
6:00 pm - 9:00 pm \$576 [A05CNS001A](#)

### Construction Cost Estimating

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

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

WINTER 2016  
(7 sessions/21 hours)  
6:00 pm - 9:00 pm \$365 [A05CNS003A](#)



# Solar(+)Pro



Solar Plus Pro is an integrated technical training program that prepares individuals with a sales, electrical or construction background for a career in the growing solar photovoltaic (PV) industry.

The program comprises three consecutive courses. The first two introductory courses provide a solid foundation in PV installation and design fundamentals to prepare you for a career in the PV industry. For the third course, you may choose one of two specialty tracks – PV Installation or PV Communications that equip you with the knowledge and technical skills necessary to pursue more advanced positions in PV installation or sales.

Tuition: \$920, covers all three courses, includes 50% tuition assistance from New York State Energy Research and Development Authority. (Regular price: \$1840). No other discounts apply.

For specific class dates and more information, please visit [www.solarpluspro.org](http://www.solarpluspro.org) or call (718) 663-8484.

## PV Fundamentals

Get an overview of photovoltaic design and installation of both grid-tied and off-grid systems. You will become familiar with the various tools and practices utilized in installation, including inverters, wiring of crystal panels, and thin-film sheets. You'll also review system costs, state and federal incentives, and employment opportunities in the PV industry. ND

Apr 1 - Jun 30 (36 hours)

[A14CRD004A](#)

## PV Installation

Study the basics of hands on installation of a photovoltaic array. Instructors will guide you through state codes and introduce you to the National Electric Code. You will learn about the process of installation after the completion of a sale through instruction in building specifications, preparing an installation plan and the local permitting process. The class will also provide an introduction to worksite safety. ND

Apr 1 - Jun 30 (20 hours)

[A14CRD005A](#)

## Math and Electricity for Photovoltaics

Gain an understanding of the basic mathematical, electrical and construction skills needed to work in the PV industry. Explore concepts in electrical theory and physical characteristics, such as Ohm's Law and Watt's Law. Additionally, you will become acquainted with tools and practices of the PV trade, including the proper use of hand tools, schematic drawings and the National Electric Code. ND

Apr 1 - Jun 30 (36 hours)

[A14CRD003A](#)

## PV Communications

Learn how to move a photovoltaic project from early sales research to analyzing the performance of a newly installed project. You will focus on a combination of sales, corporate marketing and communications practices used by experts in the field, both locally and nationally. In addition, an extensive review of New York City bid, permit and consumer contracting documents will be examined. ND

Apr 1 - Jun 30 (20 hours)

[A14CRD006A](#)

**Exclusive training:** The PV Sales track is unique to LaGuardia's program, preparing students to apply for sales positions at solar installation companies and to sit for the North American Board of Certified Energy Practitioners (NABCEP) Technical Sales Certification exam.

**Competitive edge:** The PV Sales track's integrated curriculum, taught by industry experts, contextualizes training objectives in deep market understanding, consumer outreach and customer service. Program participants enter the field with more knowledge and experience than their counterparts, who require employer-supervised, on-the-job training.

**Complete package:** PV courses usually must be purchased individually and at varying locations. Solar Plus Pro gives students a chance to learn PV installation or PV sales all in one place.

## Refrigeration Machine Operator License Preparation

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

For more information call (718) 482-7244.

Fall 2015

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

**Instructor: Anthony Porta**, certified New York City refrigeration engineer and EPA technician, has 23 years of experience in the field and has taught in LaGuardia's Career and Professional Programs since 2008.



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

## Healthcare - Clinical

*Are you a healthcare professional or interested in becoming one? LaGuardia offers topnotch educational training programs in an array of high-demand healthcare careers. ND*

Certified Clinical Medical Assistant (CCMA) .....	22
Emergency Healthcare Programs / EMT & Paramedic .....	23
LPN to RN Transition Course .....	24
Radiologic Technology.....	24
NYC Welcome Back Center .....	24

### Certified Clinical Medical Assistant (CCMA)

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.



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

#### Phlebotomy

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

Mon, Wed, Fri + 3 Sundays May 11 – Jul 15  
(31 sessions/124 hours)  
10:00 am – 2:30 pm \$963 **A11HLT002B**

Mon, Wed, Fri + 3 Saturdays May 11 – Jul 15  
(31 sessions/124 hours)  
6:00 pm – 10:00 pm \$963 **A11HLT002A**

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

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

Mon, Tues & Thurs Mar 23 – Mar 26 (3 sessions/12 hours)  
10:00 am – 2:30 pm \$160 **A11CPR001B**

#### EKG Technician

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

Mon, Wed, Fri + 3 Sundays Mar 30 – May 3  
(21 sessions/84 hours)  
10:00 am – 2:30 pm \$785 **A11HLT001B**

Mon, Wed, Fri + 3 Saturdays Mar 30 – May 2  
(21 sessions/84 hours)  
6:00 pm – 10:00 pm \$785 **A11HLT001A**



#### CCMA Procedures

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

Summer 2015  
Mon, Wed, Fri + 1 Saturday Jul 20 - Aug 14  
(14 sessions/56 hours)  
6:00 pm - 10:00 pm \$554 **A11HLT004A**

Mon, Wed, Fri + 1 Sunday Jul 20 – Aug 14  
(14 sessions/56 hours)  
10:00 am – 2:30 pm \$554 **A11HLT004B**

#### Medical Terminology

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

FALL 2015  
Mon, Wed, Fri Sep 2 – Sep 23 (9 sessions/36 hours)  
10:00 am – 2:30 pm \$305 **A11HLT003B**

Mon, Wed, Fri Sep 2 – Sep 23 (9 sessions/36 hours)  
6:00 pm – 10:00 pm \$305 **A11HLT003A**



# Emergency Healthcare Programs

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



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

## Emergency Medical Technician (EMT) Basic

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

Mon, Tues & Thurs Jun 8 – Aug 20 (65 sessions/205 hours)  
9:30 am – 4:30 pm \$1095 A11EMT001E

## Paramedic Original

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

Clinical rotation opportunities are available in Queens, Manhattan, Bronx and Brooklyn. Only LaGuardia offers you the choice of a college degree or certificate program.

You must have 6 months or 200 hours of patient care experience on an ambulance to qualify for admission. The program includes 600 hours of clinical rotations. The course fee for members of a NY State registered ambulance service is \$7,300. For others, the fee is \$8,800.

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

### FALL 2015

Mon-Thurs (6pm-10pm) & Alternating Saturdays  
(9-4) Sep 2 – Aug 18 (200 sessions)  
6:00 pm – 10:00 pm \$7300 A11PMD001A

## Monique Ellis

Helena Rubenstein Continuing Education  
Scholarship Winner

### *Moving forward and helping others*

Monique Ellis is determined to make her adulthood better than her childhood was. She describes her birth as “not in a hospital bed, but on the floor of my mother’s room in Jamaica, West Indies.” Her mother, who had her at the age of 17, sent her to live with her father’s family in the United States at the age of five. Monique was placed in the care of her grandmother and other distant relatives, but her father was absent. She grew up lonely and angry and attributes her depression to failing to complete her college studies after attending for three years. This all changed when she went to visit her mother in Jamaica at the age of 23. She expressed her feelings of anger and abandonment to her, and came to fully understand the situation when her mother told her she only sent her away because she thought she’d have a better life in the US.



“I decided not to waste any more time or throw away any more opportunities,” says Monique. She became an Emergency Medical Technician (EMT), enrolled in LaGuardia’s Paramedic Program, and then applied for and was granted the CUNY/Helena Rubenstein Continuing Education Scholarship for

“I decided not to waste any more time or throw away any more opportunities.”

Career Advancement to help pay for her studies. She graduated from the program last August and today works as a paramedic in a Brooklyn-based medical transportation company. She has 20 credits to go before

earning her bachelors degree and from there plans to pursue a nursing degree. “Working as a paramedic, I can make a difference in someone’s life, including being able to help a young mother delivering her child on the floor in New York City,” she says.



New York City is home to people who come from all over the world, and the demand for internationally trained healthcare professionals who are culturally and linguistically diverse and competent is high.

The New York City Welcome Back Center will guide you through the New York State licensing process so that you can work in your healthcare profession again. The center can also help you explore alternative careers in healthcare to pursue while you are on the path towards licensure, making referrals to appropriate English language, licensing test preparation, professional advisement, and job placement services.

The New York City Welcome Back Center offers licensure guidance for the following professions:

- Physicians
- Nurses
- Psychologists
- Social Workers

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

### LPN to RN Transition Course

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

For more information call (718) 482-5481.

Tue Apr 7 – Jun 30 (13 sessions/39 hours)  
5:45 pm – 8:45 pm \$665 A05CRD001A

### Radiologic Technology

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

For more information call (718) 482-7244.

### Mammography Certification Preparation

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

Tues & Thurs May 5 – May 21 (6 sessions/18 hours)  
6:00 pm – 9:00 pm \$575 A20RAD001A

## Healthcare - Related

LaGuardia offers an array of healthcare-related educational training programs, from Healthcare Interpreter to Credentialed Alcohol and Substance Abuse Counselor (CASAC) and many more. ND

Physical Therapist Assistant (PTA) Certification Exam Review Seminar .....	24
Medical Administrative Assistant Certificate Program .....	24
Healthcare Interpreter Certificate Program, Level 1.....	25
Online Classes .....	25
Pharmacy Technician Certification Preparation .....	25
Certified Personal Trainer .....	26
Dietary Manager Program .....	26
Medical Billing Certificate Program.....	27
Credentialed Alcohol and Substance Abuse Counselor (CASAC) .....	27

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

Ace the National Physical Therapist Assistant (PTA) Exam by taking this 2-day seminar. Review recent exam questions, trends, study tools and resources; participate in sample activities in eight distinct areas of clinical practice; identify your strengths and weaknesses; and develop effective remedial strategies. This workshop is conducted by Scorebuilders, a leader in PT & PTA exam review. ND

Sat & Sun May 16 – May 17 (2 sessions/14 hours)  
8:30 am – 4:30 pm \$299 A20PRP001A

### Medical Administrative Assistant Certificate Program

**Are you interested in the medical field (but prefer to work in a non-direct care role)?**

Prepare for an entry level position as a medical assistant in a physician's office, clinic or other healthcare setting.

This 5-course program will teach you about proper patient interaction, processing medical insurance claims and general office procedures. Prerequisites: High school diploma or equivalency; Power Keyboarding, Microsoft Word for Windows and Microsoft Excel for Windows courses. (To opt out of the computer courses, you must pass a screening test.) You must attend an advisement session before registering for the program. ND

For more information call (718) 482-7244

FALL 2015



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



## Healthcare Interpreter Certificate Program, Level 1

### Are you bilingual?

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

### Intro to Spanish/English Healthcare Screening

FALL 2015

(1 session/2 hours)

11:00 am – 1:00 pm \$0 A05HLT000A

### Spanish-English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school 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, MS in Administrative Studies, Boston University, BA in Foreign Languages, University of Tolima, has seven years of interpreting experience in hospital and legal settings. He has taught in LaGuardia's Career and Professional Programs since 2012.*

FALL 2015

Sat (10 sessions/45 hours)

9:00 am – 1:30 pm \$1010 A05HLT002A

## Become a Pharmacy Technician



### You've got questions. We've got answers.

- Learn about the field from our instructor, a licensed pharmacist with seven years of experience
- Find out about the PTCB exam and how to earn your pharmacy technician license
- Explore exciting career options

Tuesday, April 28 at 6:00 pm



For more information or to register call (718) 482-7244 or email ACEprofessional@lagcc.cuny.edu

Free A05PHM000A

## Pharmacy Technician Certification Preparation

Develop the skills you need to work under a registered pharmacist and prepare for the Pharmacy Technician Certification Board (PTCB) exam. Offered in partnership with Condensed Curriculum International, Inc.

Prerequisite: High school or equivalency diploma and passing of an online screening test.

(Link to screening test: [www.lagcc.cuny.edu/capp/pharmacy-technician-test/](http://www.lagcc.cuny.edu/capp/pharmacy-technician-test/)) ND

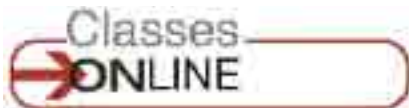
Tues & Thurs May 26 – Jul 30 (20 sessions/70 hours)  
6:00 pm – 9:30 pm \$1015 A05HLT001A

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



*This course has helped me understand how fast-paced the real world is, and how practicing and studying is the only way to master a profession.*

Pharmacy Technician Certification Preparation  
Fall 2014



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

Human Anatomy and Physiology

Spanish for Medical Professionals

Medical Terminology:  
A Word Association Approach

### Get started!

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

Human Anatomy and Physiology

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

Student Review: “I enjoyed reading the questions and responses from the teacher and students. The answers were very clear and not too technical.”



For more information or assistance with registration:

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

(718) 482-5330

SYounusKhan@lagcc.cuny.edu



## Certified Personal Trainer

Join a profession that Fortune Magazine and ABCNews.com call one of the hottest jobs in the U.S.!

Whether a career move or for your own knowledge, get all the information you need to become a Certified Personal Trainer.



This course is offered in partnership with World Instructor Training Schools (W.I.T.S.), an approved Continuing Education Unit provider for the Board of Certification for Athletic Trainers (BOC), American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, and International Association of Continuing Education and Training (IACET).

For more information call (718) 482-7244.

### Personal Trainer Certification

Learn biomechanics, exercise physiology, fitness testing, equipment usage and health assessment to become a Certified Personal Trainer. The 60-hour course includes 15 hours of lecture, 15 hours of hands-on practical training and a 30-hour internship at a local gym. In order to earn the World Instructor Training Schools (W.I.T.S.) nationally recognized certificate, you must complete the course, pass the W.I.T.S. national exam and obtain your CPR/AED certification. The cost of the textbook and CPR/AED certification are not included in the course fee. Call (888) 330-9487 to order required textbook. Prerequisite: High school or equivalency diploma. ND

Sat May 9 – Jun 20 (6 sessions/42 hours)

9:00 am – 4:00 pm \$790 A05CRD013A

### FREE WEBINAR

#### Personal Training as a SUPER Career!

Wednesday, April 1 at 4pm

- Learn about this exciting field and what the course has to offer from a W.I.T.S. instructor
- Ask questions and participate in a live chat from any location



TO REGISTER:

Scan QR code or follow the link:

<https://attendee.gotowebinar.com/register/8789729410752393474>



This program is approved by the Association of Nutrition & Foodservice Professionals (ANFP).

## Dietary Manager Program

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

Certified Dietary Managers are nationally recognized experts at managing dietary operations.

The LaGuardia ACE Dietary Managers Program provides training for people already working in a healthcare food service facility to continue up the career ladder.

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

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

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

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

### Quantity Food Production and Management

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

Tue Apr 14 – Jun 16 (10 sessions/42.5 hours)

5:45 pm – 10:00 pm \$385 A05DMG003A

### Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle.

FALL 2015

Tue Sep 15 – Nov 17 (10 sessions/42.5 hours)

5:45 pm – 10:00 pm \$385 A05DMG001A

### Safety and Sanitation

Study and apply safety and sanitation procedures in food production.

WINTER 2016

(10 sessions/42.5 hours)

5:45 pm – 10:00 pm \$385 A05DMG002A



*This course will help me move my career to the next level.*

*The firm but relaxed environment helped me stay calm and think about how I can do what I am being taught to the best of my ability.*

Fall 2014

## Medical Billing Certificate Program

Take your administrative skills to the next level and begin a successful career in the high-demand field of healthcare finance. You will learn about the healthcare system in the United States, and gain technical and financial skills to work in a healthcare setting. ND For more information call (718) 482-7244

### Overview of the US Healthcare System

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

Tues & Thurs Apr 14 - May 14 (10 sessions/30 hours)  
6:00 pm - 9:00 pm \$420 **A05HLT006A**



*These classes were a great way to start in this field without being too overwhelmed. I learned a lot.*

Overview of the US Healthcare System, Fall 2014

### Introduction to Healthcare Accounting

Become familiar with accounting, financial and revenue cycle management concepts and techniques within the context of the healthcare industry. You will gain experience in general accounting practices, financial modeling, financial statement analysis and revenue cycle management as it relates to medical insurance billing.

Tues & Thurs May 19 - Jun 23 (11 sessions/34 hours)  
6:00 pm - 9:00 pm \$475 **A05HFM103A**

### Healthcare Billing Data Analysis

Explore key concepts and tools in data analysis. Using Microsoft Excel, you will analyze large data sets with VLOOK UP and other formulas; sort and filter data; analyze trends; identify and correct data discrepancies; and create reports. You'll also work on case studies to gain practical experience. Prerequisite: Microsoft Excel.

**SUMMER 2015**  
Tues & Thurs Jul 7 - Aug 6 (11 sessions/34 hours)  
6:00 pm - 9:00 pm \$475 **A05HFM102A**

### You've got questions. We've got answers.

- Meet our instructor, an expert in the field, who will share personal experiences.

**Tuesday, March 24** at 6:00 pm  
or **Thursday, March 26** at 6:00 pm



For more information or to register call (718) 482-7244 or email ACEprofessional@lagcc.cuny.edu  
**Free** A05MED000A (Thursday)  
A05MED000B (Tuesday)

### NEW! Medical Billing

Learn basic medical billing processes, including general insurance procedures; patient, billing/collections; account aging; posting payments and adjustments to patient accounts; and government medical coverage plans. An introduction to CPT and ICD coding is also covered. Prerequisite: Proficiency in computer skills.

**SUMMER 2015**  
Tues & Thurs Aug 11 - Sep 29 (15 sessions/47 hours)  
6:00 pm - 9:00 pm \$655 **A05HLT011A**

## Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

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

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. ND

### CASAC Counselor, Part A (Sections I and II)

Learn about the medical, physical and pharmacological aspects of addiction, and examine the role the CASAC plays in multidisciplinary treatments. You will explore diagnostic criteria, 12 step and mutual aid groups, and toxicology testing and screening.

**FALL 2015**  
Wed (6:00pm 9:30pm) & Sat (9:00am 5:00pm) (34 sessions/183 hours)  
\$2265 **A05CAS001A**

### CASAC Counselor, Part B (Sections III and IV)

Study and apply different approaches to assessment, evaluation and case management. You will focus on counseling special populations and cultural competence. You'll also explore theories of human development and their relationship to substance abuse, health wellness and communicable diseases.

**WINTER 2016**  
Wed (6:00pm 9:30pm) & Sat (9:00am 5:00pm) (32 sessions/167 hours)  
\$2265 **A05CAS002A**



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



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

# Education

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

## Get your students on the path to success!



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

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

- Teacher and Curriculum Development Coaching
- Demonstration Classes (Visit one of our classrooms to see our work in action!)

### CCPI works with:

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

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

## Child Abuse Identification and Reporting

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

Sat Mar 14 (1 session/2.5 hours)  
1:00 pm – 3:30 pm \$80 [A05CRD010A](#)

Sat May 2 (1 session/2.5 hours)  
1:00 pm – 3:30 pm \$80 [A05CRD010A](#)

## School Violence Prevention

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

Sat Mar 14 (1 session/2.5 hours)  
9:30 am – 12:00 pm \$80 [A05CRD011A](#)

Sat May 2 (1 session/2.5 hours)  
9:30 am – 12:00 pm \$80 [A05CRD011A](#)

## Certificación en el Cuidado de Niños

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

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

### 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



Sat Apr 25 – May 16 (4 sessions/30 hours)  
9:00 am – 5:00 pm \$500 [A05ELE001A](#)

Sat Jun 6 – Jun 27 (4 sessions/30 hours)  
9:00 am – 5:00 pm \$500 [A05ELE001B](#)

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

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



# ASL-English Interpretation Program

The American Sign Language (ASL)-English Interpretation Program is a rigorous 2-year academic curriculum that incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). You can earn a BA degree or Professional Certificate in ASL-English Interpretation. This is a highly selective program. Applications are accepted once a year in the spring, before the academic year begins in September.

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

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

## Interpreting VI

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

Tue Mar 31 – Jun 23 (12 sessions/36 hours)  
5:45 pm – 8:45 pm \$1045 [A16INT110A](#)

## Interpreting VI Internship

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

Mar 31 – Jun 23 (5 sessions/10 hours)  
\$665 [A16INT203A](#)

## ASL Discourse

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

Wed Apr 1 – Jun 24 (12 sessions/36 hours)  
5:45 pm – 8:45 pm \$1045 [A16INT105A](#)

## Graduation

Fri Jun 26 (1 session/2 hours)  
6:30 pm – 8:30 pm \$250 [A16INT000D](#)

## Interpreting III

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

Thurs Apr 2 – Jun 25 (12 sessions/36 hours)  
5:45 pm – 8:45 pm \$1045 [A16INT104A](#)

## Interpreting Lab

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

Mon Apr 13 – Jun 22 (9 sessions/22.5 hours)  
6:00 pm – 8:30 pm \$475 [A16INT400A](#)

## Service Learning III

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

Mon Apr 13 – Jun 22 (10 sessions/5 hours)  
8:15 pm – 8:45 pm \$239 [A16INT552A](#)



**Colleen Montana**  
*Helena Rubinstein Continuing Education Scholarship Winner*

## Native ASL speaker learns there are more ways than one to interpret

Perhaps it was because she has overcome Multiple Sclerosis to maintain the full use of her hands. Or maybe it was her eloquent submission essay on teaching her young son how to run in the rain and learning a valuable lesson herself about taking chances. But, in the end, Colleen Montana is grateful for the CUNY/Helena Rubinstein Continuing Education Scholarship for Career Advancement she was awarded, which has allowed her to pursue her studies in LaGuardia's American Sign Language-English Interpretation Program (AEIP).

Colleen, a child of Deaf parents, never wanted to be an ASL interpreter. Though her first language was ASL, as an adult, she steered away from this as a career choice. She eventually enrolled in a community college and was inspired by one of her teachers to become an ASL interpreter. She earned an Associates Degree in ASL-English Interpretation and was then accepted into AEIP. She hopes to complete the program—which will give her a Bachelors Degree in ASL-English Interpretation through a collaboration with Empire State College/SUNY—and go on to receive her National Interpreter Certification, focusing on Broadway and theater interpreting.

It's been a winding road, but despite health issues, a busy schedule—besides being a mom, she is a full-time staff interpreter for a school for the Deaf in Long Island—and the challenges of a rigorous academic program, she has succeeded thus far in achieving her goals. "It's been a humbling experience," says Colleen. "Working with many other proficient signers, I see that there are many ways to do things. It's not just one way or my way. We work together so I see other perspectives."

# 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) 482-5171 or email [vjarvis@lagcc.cuny.edu](mailto:vjarvis@lagcc.cuny.edu)

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

Become an emergency medical technician (EMT) and learn to save lives. Besides training, certification preparation and disaster preparedness, you'll also receive academic support, tutoring and review sessions, and job search and placement assistance.

For more information call (718) 482-5768.

## 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 Registered Nurse (RN) and get the English language skills you need to pass the NCLEX-RN exam.

For more information or to register for an orientation call (718) 730-7530 (Monday through Thursday 10:30 AM to 6:00 PM) or visit [www.laguardia.edu/nycwbc](http://www.laguardia.edu/nycwbc)

## Green Jobs Training Program

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

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

## Career Ladders for Veterans - Telecommunications Training Program

Become a Certified Technician in the network cabling industry. This program offers 3 courses leading to 3 entry level certifications:

- Telecommunication Technologies
- Network Cabling Specialist - Fiber
- Network Cabling - Copper-Based Systems

Job placement assistance is available.

For more information call (718) 482-5171 or (718) 482-5340 or email [vjarvis@lagcc.cuny.edu](mailto:vjarvis@lagcc.cuny.edu)

# NEW! Driver Education for the Public

A driver license opens up many opportunities, both personal and professional.

Gain the skills and experience you need to get your New York State Department of Motor Vehicles (NYS DMV) driver license. ND

For more information call (718) 482-7244.



## Rajendra Harry

Teaching New Yorkers to drive

Rajendra Harry is the owner and operator of Ena's Driving School, provider of instruction in LaGuardia's new Driver Education for the Public and Commercial Driver License Education courses. A former US Marine who taught peers to drive, Mr. Harry decided to start the company with his family upon returning from active duty. "At the time, there was no low-cost leader in the industry that was providing comprehensive high-quality education with the most modern teaching techniques," he says. Eleven years later, his Queens space consists of a 20-person indoor classroom and another 20-person outdoor classroom; numerous computer simulators; storage space; and a garage. "The facilities are very modern and comfortable, making it a relaxing atmosphere for students," says Mr. Harry.

Mr. Harry, who is a graduate of Goldman Sachs 10,000 Small Businesses at LaGuardia, plans to open additional locations with more advanced equipment. "It was the open business discussions that made it clear what I want and what I need to do to acquire my future goals," he says of the program.

## NEW! Learner Permit Test Preparation

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

Sat Apr 11 (1 session/2 hours)  
10:00 am - 12:00 pm \$49 [A05LER001A](#)

Mon Apr 13 (1 session/2 hours)  
6:00 pm - 8:00 pm \$49 [A05LER001B](#)

Sat May 9 (1 session/2 hours)  
10:00 am - 12:00 pm \$49 [A05LER001C](#)

Mon May 11 (1 session/2 hours)  
6:00 pm - 8:00 pm \$49 [A05LER001D](#)

Mon Jun 8 (1 session/2 hours)  
10:00 am - 12:00 pm \$49 [A05LER001E](#)

Sat Jun 13 (1 session/2 hours)  
10:00 am - 12:00 pm \$49 [A05LER001F](#)

## NEW! Pre-Licensing 5 Hour Course

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

Sat Apr 18 (1 session/5 hours)  
10:00 am - 3:00 pm \$59 [A05PRE001A](#)

Mon Apr 20 (1 session/5 hours)  
4:00 pm - 9:00 pm \$59 [A05PRE001B](#)

Sat May 16 (1 session/2 hours)  
10:00 am - 3:00 pm \$59 [A05PRE001C](#)

Mon May 18 (1 session/5 hours)  
4:00 pm - 9:00 pm \$59 [A05PRE001D](#)

Sat Jun 13 (1 session/5 hours)  
10:00 am - 3:00 pm \$59 [A05PRE001E](#)

Sat Jun 20 (1 session/5 hours)  
10:00 am - 3:00 pm \$59 [A05PRE001F](#)

## NEW! Driving Lessons & Road Test

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

(5 sessions/5 hours)  
\$379 [A05DLP001A](#)

(10 sessions/10 hours)  
\$529 [A05DLP002A](#)

## 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. All Taxi & Limousine Commission pre applicants must complete a NYS DMV certified defensive driving course within six months of filing a TLC application to drive any taxi.

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



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

## NEW! Commercial Driver License Education

Begin a successful career in commercial transportation. Acquire your New York State Department of Motor Vehicles (NYS DMV) Commercial Driver License (CDL). ND

For more information call (718) 482-7244.

### NEW! Commercial Driver License Training: Class A & Class B

Get proper training to obtain your Commercial Driver License (CDL). Upon completion of this course, you will be able to take the NYS DMV driver permit tests for both CDL Class A (tractors trailers) and CDL Class B (buses and commercial vehicles). Topics include general knowledge, air brakes and combinations, all covered on the test. Prerequisite: 18 years of age or older, valid NYS DMV driver license (Class D) and Social Security card.

Wed Apr 15 (1 session/4 hours)  
5:00 pm - 9:00 pm \$69 [A05CDL001A](#)

Sat May 16 (1 session/4 hours)  
5:00 pm - 9:00 pm \$69 [A05CDL001B](#)

Wed Jun 17 (1 session/4 hours)  
5:00 pm - 9:00 pm \$69 [A05CDL001C](#)

### NEW! Commercial Driver License Class A (Tractor Trailer) Driving Lessons and Road Test

Prepare for the CDL Class A road test behind the wheel of a tractor trailer. You will learn to operate a truck safely and efficiently in real life traffic. Offered in a 5 or 10-hour package, sessions include driving lessons; pre-trip vehicle inspection (engine/cab inspection and external inspection); proper driving procedures; and vehicle control air brake usage. Also included is the road test appointment; a tractor trailer for the road test; and road test evaluation. You are responsible for all NYS DMV fees. Prerequisite: 18 years of age or older and valid NYS DMV Class A driver permit.

(5 sessions/5 hours)  
\$1129 [A05CDA001A](#)

(10 sessions/10 hours)  
\$1859 [A05CDA002A](#)

### NEW! Commercial Driver License Class B (Buses and Commercial Vehicles) Training with Passenger Endorsement

Prepare for the CDL Class B road test behind the wheel of a passenger bus. You will learn to operate a bus safely and efficiently in real life traffic. Offered in a 5 or 10-hour package, sessions include driving lessons; pre-trip vehicle inspection (engine/driver area inspection and external inspection); proper driving procedures; and vehicle control air brake usage. Also included is the road test appointment; a passenger bus for the road test; and road test evaluation. You are responsible for all NYS DMV fees. Prerequisite: 18 years of age or older and valid NYS DMV Class B driver permit.

(5 sessions/5 hours)  
\$1029 [A05CDB001A](#)

(10 sessions/10 hours)  
\$1679 [A05CDB002A](#)

 Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)



# Taxi & For Hire Vehicle Driver Institute

**30 Years of Experience Serving All the Needs of Professional Drivers**

(and the most affordable tuition in New York City)

**Register Now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/) or call (718) 482 5335.**

For more information email [CUNYTAXI@lagcc.cuny.edu](mailto:CUNYTAXI@lagcc.cuny.edu)

All Taxi & FHV Driver Institute classes are ND

## Driver Applicants

### Acquire your Taxi & Limousine Commission (TLC) license:

#### 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. All TLC pre applicants must complete a New York, State DMV certified defensive driving course within six months of filing a TLC application to drive any taxi.

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

#### Initial Training for NYC Medallion Cabs

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 9:00am - 6:00pm  
(3 sessions/24hours)

\$145 plus the cost of one TLC Exam

#### Official 80-Hour Training

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

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

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

#### Taxi & Limousine Commission (TLC) Testing

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

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

#### TLC Taxi Prep Test

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

1 session/5 hours 1:00pm - 6:00pm  
\$20 every other Thursday

#### English for Taxi Drivers

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

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

**We work closely with the TLC in the conception, design and implementation of these courses.**

#### Wheelchair Accessible Vehicle Training

Medallion drivers, as of June 1, 2014 you are required to successfully complete a Wheelchair Accessible Vehicle Training course as part of your new driver training. The three-hour training covers the Americans with Disabilities Act (ADA) requirements; assisting wheelchair riders into and out of vehicles, including the proper use of ramps; assisting with passenger lap and shoulder belts; and securing wheelchairs onto vehicles.

(1 session/ 3 hours) \$75  
Wednesdays 6:00-9:00pm  
Saturday 10:00am -1:00pm



**Register Now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/) or call (718) 482-5335.**

For more information email [CUNYTAXI@lagcc.cuny.edu](mailto:CUNYTAXI@lagcc.cuny.edu)

All Taxi & FHV Driver Institute classes are ND=no discount.

## Current Drivers

### Courses for Taxi & Limousine Commission (TLC) Drivers:

#### Taxi 4-Hour Continuing Education Workshop

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

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

#### Portable Electronic Devices and Driving While Distracted

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

(1 session/2 hours) \$35

#### Voluntary TLC Two Point Reduction Course for Taxi Drivers

Analyze your driver violation history in order to understand your pattern of behavior. You will explore productive ways to deal with conflict as well as personal anger and aggression by better understanding and communicating with passengers. You will also learn proper protocol for dealing with police officers and the court system. In addition, you will review New York City and TLC traffic codes.

Upon completion of this 8 hour, 2 session class, you will have two TLC points deducted from your taxi driver's license.

(1 session /8 hours) \$75

#### Wheelchair Accessible Vehicle Training

Medallion drivers, you are required to successfully complete a Wheelchair Accessible Vehicle Training course as part of your TLC License renewal process. The three-hour training covers the Americans with Disabilities Act (ADA) requirements; assisting wheelchair riders into and out of vehicles, including the proper use of ramps; assisting with passenger lap and shoulder belts; and securing wheelchairs onto vehicles.

(1 session/ 3 hours) \$75  
Wednesdays 6:00-9:00pm  
Saturday 10:00am -1:00pm

### Courses for Taxi, FHV, Uber and Outer Borough (green) Drivers to earn more money:

**Manhattan Geography** - intensive geography of Manhattan, from north to south, east to west. (8-Hours, \$49)

**Outer Boroughs Geography** - includes map reading skills. (8-Hours, \$49)

**Manhattan Landmarks** - increase your income with more knowledge of New York City. (8-Hours, \$49)



We work closely with the TLC in the conception, design and implementation of these courses.

**TLC Certified Base and Vehicle Owner Point Reduction Program.....page 42**

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



# Have you served in the military? Visit us in Room C-371



## Meet our staff

Vicki Bello, Veterans Upward Bound (VUB) Program Director and Navy Veteran  
Everett Jones, Program Assistant  
Keisha Frederick, Veteran Peer Mentor and Army Veteran  
David Daza, Veteran Peer Mentor and Marine Veteran  
Older Vera, Math Instructor  
Garry Israel, Math Tutor  
Cyndi Amaya-Daza, Language Arts Instructor  
Raquel Coy, Language Arts Tutor

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

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



LaGuardia.Veterans



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



@LaGuardia Vets

## Begin a New Career!



### Become a Certified Technician in the Network Cabling Industry

Program consists of 3 courses (150 hours) which lead to 3 entry level certifications:

- Telecommunications Technologies
- Network Cabling Specialist - Fiber
- Network Cabling - Copper-Based Systems



**FREE for qualifying veterans!**

**Job placement assistance available.**

Call (718) 482-5386  
or email [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu)



LaGuardia Veterans



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



@LaGuardia Vets

## Have you served in the military?

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

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

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

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

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

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



Have you served in the military?





Left to right, Kevin Chimilio (VA work study intern), Brian Vigoya (VA work study intern) and Issac Williams (VUB student) helped distribute Thanksgiving food boxes, which were donated by a local church in Brooklyn to our student veterans this past fall.



VUB students and staff pose with actors Ben Stiller and Christine Taylor at Studio 54 in Manhattan at a November 10, 2014 event sponsored by Arts in the Armed Forces, an organization that bridges the cultural gap between the United States Armed Forces and the performing arts communities by producing theatrical and musical performances for mixed military and civilian audiences.

Back row, left to right: Marcos Rocano, Kevin Chimilio, Brian Vigoya, Rodney Martinez, Rebecca Summers, Vicki Bello, David Daza and Cyndi Amaya-Daza. Front row, left to right: Joe Bello, Christine Taylor, Ben Stiller, Keisha Frederick and E.J. Reyna.

## ***In their own words ...***

### **Emmanuel Ramos**

I was older than the average recruit when I joined the United States Army on December, 21, 1998, and I was very proud. My grandfather served in the military during the Korean War, and I always admired him for his service. He told me stories about Korea, its people, and his travels throughout Asia. Later in life, I developed an interest in history and cultures that I now share with my children. I joined the military for patriotic reasons, the ability to advance my career goals, and to provide my family with added security. I was married with two young children, so I settled for the reserve component of the Army.

While in the military I was trained as a Combat Medic and later a Surgical Technologist. This training has served my family and me well for over 20 years. The Army was a catalyst to my civilian career as a Surgical Technologist and has offered a great deal of moral training that reinforced what I learned as a child.

The United States Army has been a great challenge, and it has also been a great resource.

### **Frank J. Casillas, III**

My ambition was always to join the service, especially after the 9/11 terrorist attacks. So, on October 11, 2007, at the age of 20, I swore in as a United States Army Infantryman, and I shipped out the same day in support of "Operation Iraqi Freedom" with the agenda and motivation to serve the country honorably.

On June 6, 2008, I deployed to Mosul, Iraq as part of a combined multi-national contingent to calm the violence and corruption plaguing the newly-founded Iraqi government. We replaced a battalion of the 1st Marine Expeditionary Force in one of the most volatile areas since the invasion in 2003. On September 1, 2009 we redeployed to the US with a wealth of experience and myself, with a Specialist rank and the hardened poise of a combat infantryman.

Three months after my return, I volunteered to go to Afghanistan, which was becoming a dire situation for the troops on ground. I was given Sergeant Stripes, and on April 1, 2011 we deployed to Konduz, Afghanistan. By far, my Afghanistan deployment was the hardest, most demanding time of my life. After this, my mental health was spent, and it took me some time to even realize that I had suffered a mental injury that would ultimately lead to my medical separation from the service. Because of Posttraumatic Stress Disorder, I was to medically retire.

Enlisting in the Army Infantry was the most rewarding and sacrificial experience I've ever had. I've become a proud veteran, after all is said and done, and internally the pride I carry can never be thwarted or taken away from me.

***These Veteran Upward Bound (VUB) students have come to LaGuardia to further their education, seek resources and begin a new chapter in their lives.***

# Are you a new or emerging small business?

LaGuardia has many services to help your business grow!

## Do you need help preparing loan packages?

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

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



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

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

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



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

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

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



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

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

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

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

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

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



## Do you want custom training for your employees?

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

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

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

**NYDesigns**, a business incubator, helps emerging and established designers 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](mailto:fjohn@lagcc.cuny.edu)



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

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

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



## Nadira El Khang

### *LaGuardia Graduate Runs Successful Design Business from Campus*

Nadira El Khang enrolled at LaGuardia in 2010 to learn English and pursue a secondary degree in accounting. But the college graduate from Morocco also saw an opportunity to grow her business. After working hard and tapping into various resources at the school, today she holds an Associates Degree in Accounting and is the proud owner of NADIRABAG.

During her college studies here, Nadira created an online store on Etsy.com, a virtual marketplace for handcrafted products, to showcase her handmade leather bags. In 2012, she entered the Capital One Entrepreneurship Program, a free business training for LaGuardia students who want to grow or start a profitable business. The program is a partnership between Capital One Bank and NYDesigns, a business incubator at the college for design and technology companies. Nadira gained valuable business knowledge in the program and won its top competition prize for her final presentation.

“NYDesigns has been so helpful with everything, especially with the marketing, which is so important for running a business in the U.S.”

As a requirement for her accounting major, Nadira also completed an internship in LaGuardia's Small Business Development Center (SBDC), where subsequently she was referred to FEG's Women's Enterprise Action Loan Fund (WEALF) and granted an interest-free loan of \$5,000.

Upon graduating from LaGuardia this past June, Nadira took the SBDC director's advice and applied to NYDesigns. Her application was approved, and she moved her workspace from home into her own private studio in the incubator. Here Ms. El Khang has found a forum where she can share with and learn from a community of 20+ design and technology business owners. She also benefits from business counseling and other professional, pro-bono services provided to NYDesigns clients.

“NYDesigns has been so helpful with everything, especially with the marketing, which is so important for running a business in the US,” says Nadira. “My expenses have increased, but so has my revenue—by about 30%. And now I have a place of business where I can meet with clients, for them to pick up their orders or to show them my products in person.”

# Start/Build Your Business

Which Business Service is Right for You?	38
Procurement Technical Assistance Center (PTAC)	40
10,000 Small Businesses	42
TLC Certified Base and Vehicle Owner Point Reduction Program	42
Online Classes	42



### LaGuardia Community College Procurement Technical Assistance Center (PTAC)

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

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

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

**Mailing Address:**

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

**Location:**

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

## PTAC Assists M&C Venture Group with its Government Contracting Needs

M & C Venture Group, LLC. is a boutique-sized general contracting firm that specializes in providing mission-critical, construction-related services to government agencies as well as commercial businesses with government contracts. Since incorporating in September 2012 and becoming a LaGuardia PTAC client in December 2012, the company has completed various emergency response contracts throughout the Northeast and Southeast regions of the US. This service disabled veteran-owned business has grown tremendously within the industry due to technical expertise, a disciplined approach, and the consistent ability to complete projects on time and within budget. To date, their contracts total over \$ 2.5 million. The company credits LaGuardia PTAC with much of its growth, especially since receiving guidance on filing for the New York State Service Disabled Veteran Owned Business certification, making it one of only 21 certified companies in the state. And through its veterans hiring initiative, it now provides employment opportunities for 10 veterans and service disabled veterans.

**“We strongly believe that our growth has been fueled by our ability to receive, understand and implement the sound developmental advice that we have gotten from the seasoned professional staff at LaGuardia PTAC,”** says Managing Partner Osbert Orduna. Currently participating in the Goldman Sachs *10,000 Small Businesses* program at LaGuardia, Mr. Orduna adds, **“Because of PTAC’s assistance, we have captured over \$1.2 million in government contracts.”**



## LaGuardia PTAC Helps Senator Gillibrand Push for a Stronger WOSB Program

On August 11, 2014, the LaGuardia Procurement Technical Assistance Center (PTAC) joined US Senator Kirsten Gillibrand, Congresswoman Grace Meng, NY State Senator Toby Stavisky and Assemblymember Nily Rozic at a press conference that urged the US Senate to expand government contracting opportunities for women-owned small businesses (WOSB) and strengthen the women-owned small business federal program through passing of the Women's Small Business Procurement Parity Act.

Since its founding in 1999, LaGuardia PTAC has helped women-owned business clients win 1,503 government contracts, which totals over \$52 million.

The press conference was held at Data Conversion Laboratory, a woman-owned small business in Queens. Standing with the elected officials and LaGuardia Executive Director of Business Services Linda Mellon was PTAC client Yolanda Sullivan, President of Sullivan-Hernandez Agency, Inc. A multi-generation, full service insurance risk and human capital firm headquartered in Queens, the agency is a certified Woman and Minority Business Enterprise and has learned much about government contracts and pursuing contracting opportunities from LaGuardia PTAC.

Since its founding in 1999, LaGuardia PTAC has helped over 200 women-owned businesses understand government contracting, market their goods and services to the government, and get certified as women-owned small businesses. It has also helped women-owned business clients win 1,503 government contracts, which totals over \$52 million.

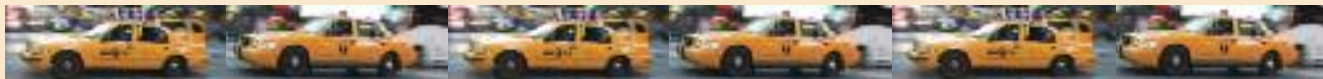
On December 4, 2014, US Senators Gillibrand, Jeanne Shaheen and Maria Cantwell announced that the Women's Small Business Procurement Parity Act would be included in the FY2015 National Defense Authorization Act. On December 19, 2014, President Obama signed the National Defense Authorization Act into law, which will ultimately strengthen the women-owned small business program.



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

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

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



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 Taxi & Limousine Commission drivers since 1984.*



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

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

**Get started!**

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

**Business Writing**

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

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



For more information or assistance with registration:  
[www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)  
(718) 482-5330  
[SYounusKhan@lagcc.cuny.edu](mailto:SYounusKhan@lagcc.cuny.edu)



## How well do you speak English?

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

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

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

- vocabulary
- pronunciation
- fluency
- listening comprehension

### Spring 2015 Test Dates:

Sat Mar 21 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST003A

Sat Apr 18 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST004A

Sat May 16 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 **A05VST005A**

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

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

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



## CUNY Citizenship Now! Application Assistance

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

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

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

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

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

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

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

# Learn English

Versant English Test	43
CUNY Citizenship Now! Application Assistance	43
Day Intensive Program	44
Evening English Program	44
Saturday English Program	44
Specialized Workshops	45
CUNY Immigrant Education Initiative-Inmigrantes de Nueva York	46

Connect with us!



facebook.com/EnglishCenteratLaGuardia



@LaGuardia\_ESC



TELECOMUNICACIONES

# 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>

*My dedication to my studies and the great foundation that I obtained at LaGuardia and TELC have helped me to advance in my professional career.*

## Richard Morales

*TELC gave him the foundation for success*

Richard Morales began studying at The English Language Center (TELC) in fall 2003 in a beginner level. Within two years he had completed all 10 levels and enrolled in LaGuardia to pursue an Associates Degree in Business Administration. Graduating in spring 2009, he enrolled in Baruch College/CUNY and in 2011 graduated with a Bachelors Degree in Finance and Investment and a minor in Macroeconomics.

During his final semester at Baruch, Bank of America hired Richard as a relationship banker, and in 2013 he moved to Citibank to work as a consultant for one of its Wealth Management divisions. After six months of hard work and dedication, he was promoted to the position of Junior Analyst for the New York Financial Center office, covering business for Citigold International and Citi Private clients.

## Day Intensive Program

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 Film, Dance, Pronunciation, Vocabulary and more! Classes meet U.S. Government requirements for the issuance of I-20s.

### Spring 2015 Registration:

Wednesday, March 25 and Thursday, March 26  
11:00 am – 3:00 pm, Room C-354

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

### Morning Day Intensive Program

Mon – Fri Apr 6 – Jun 12 (49 sessions/168 hours)  
8:45 am – 12:45 pm \$1625 AF021000

### Afternoon Day Intensive Program

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

### Spring 2015 Registration:

Monday, March 30 through Thursday, April 2  
4:00 pm – 7:00 pm, Room C-354

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

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

Mon – Thurs Apr 13 – Jun 22 (40 sessions/90 hours)  
6:50 pm – 9:05 pm \$695 AF021006

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

Mon & Wed Apr 13 – Jun 22 (20 sessions/45 hours)  
6:50 pm – 9:05 pm \$365 AF021003

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

Tues & Thurs Apr 14 – Jun 18 (20 sessions/45 hours)  
6:50 pm – 9:05 pm \$365 AF021004

## Saturday English Program

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

### Spring 2015 Registration:

Saturday, March 28 and Saturday, April 4  
10:00 am to 1:00 pm, Room C-354

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

### Saturday English Program

Sat Apr 11 – Jun 13 (9 sessions/45 hours)  
9:00 am – 2:00 pm \$365 AF021005





## Proyecto 100,000

In November 2014, 24 students and teachers from various Mexican universities enjoyed a once-in-a-lifetime experience at LaGuardia's English Language Center (TELC). They were among the first group of participants in "Proyecto 100,000," a program sponsored by Mexico's Department of Education that will eventually send 100,000 language learners to the United States on full government scholarships to improve their English skills through intensive study.

While at TELC, the 24 participants took daily classes in "Contemporary Culture," "Writing and Grammar," "Reading and Vocabulary" and "Listening and Speaking." They also had opportunities to practice their English outside the classroom on weekly teacher-guided field trips to every corner of New York City. Echoing the sentiments of many, one participant commented at the end of the month-long experience, "Thanks for all. I will remember you with a big smile."

### Here's what other participants had to say:

*The school is fantastic, and the teachers use different teaching materials to complement the class. The teachers are very professional.*

*Thank you for all. It's an amazing team, and for me this is the best experience. And I know that I have friends here in New York.*

*It was an amazing experience. Thank you so much!*

## Specialized Workshops

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

### Spring 2015 Registration:

Wednesday, March 25 and Thursday, March 26  
11:00 am - 3:00 pm, Room C-354

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

### Writing Workshop

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

Mon & Wed Apr 15 – Jun 24 (20 sessions/45 hours)  
1:30 pm – 3:45 pm \$365 AF02110C

### Listening/Speaking Workshop

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

Tues & Thurs Apr 16 – Jun 23 (20 sessions/45 hours)  
4:15 pm – 6:30 pm \$365 AF021150C

### TOEFL Preparation Workshop

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

Mon & Wed Apr 15 – Jun 24 (20 sessions/45 hours)  
4:15 pm – 6:30 pm \$365 AF021400C

### Vocabulary through Reading Workshop

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

Tues & Thurs Apr 16 – Jun 23 (20 sessions/45 hours)  
1:30 pm – 3:45 pm \$365 AF021240C

### CATW Preparation Workshop

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

Wed & Fri Apr 8 – Jun 5 (18 sessions/31.5 hours)  
11:00 am – 12:45 pm \$365 AF021401C

### Grammar for Communication Workshop

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

Mon & Wed Apr 15 – Jun 24 (20 sessions/45 hours)  
4:15 pm – 6:30 pm \$365 AF021121C



### Hector Chabla

*He has big dreams*

Hector Chabla is a 2014-2015 recipient of the prestigious Dream Scholarship, a new multimillion dollar National Scholarship Fund created to help immigrant youth achieve their American Dream through the completion of a college education. He plans to use the scholarship to enroll in

LaGuardia and pursue a career as a music recording technician. "My passion for music was born when I was a child. My grandfather taught me how to play the drums in my home country, Ecuador," says Hector. "I know a career in the music industry will not be easy, but I'm willing to go through the challenges that will arise in order to achieve my goal."

“After all of the experiences that I have been through, I learned that if you don't have a good education or career, you can't find a better job with less risk.”

After dropping out of high school to work in construction, Hector was injured on the job when a beam fell on him and broke his foot, lower back, neck and shoulder. Because of the accident and numerous surgeries afterward, it was difficult for him to work and pay tuition, so he enrolled in free High School Equivalency in Spanish classes through LaGuardia's Adult Basic Skills department. After passing the high school equivalency exam in fall 2013, Hector applied to LaGuardia and is currently completing English language classes through the CUNY Language Immersion Program.

"After all of the experiences that I have been through, I learned that if you don't have a good education or career, you can't find a better job with less risk," he says.



### Alejandro Jimenez

*LaGuardia helping him achieve the American Dream*

Alejandro Jimenez came to the United States from Colombia in September 2013. That November, he began classes in the CUNY Immigrant Education Initiative, launched at LaGuardia's Center for Immigrant Education and Training that fall to provide

free English as a Second Language (ESL) and high school equivalency classes to qualifying immigrant adults. In little over a year after starting ESL classes, Alejandro is on the path to an Associates Degree in Liberal Arts and ultimately a Bachelors Degree in Accounting.

“My goal since I started at LaGuardia was to get my associates degree and transfer into a four-year college... I am on my way.”

After attending the free ESL classes, Alejandro applied to LaGuardia in the spring 2014 and did so well on the CUNY Assessment Test (CAT) - Writing placement exam that he was able to begin college courses in fall 2014. He is currently in his second semester at the college. "My goal since I started at LaGuardia was to get my associates degree and transfer into a four-year college, such as Baruch. I am on my way," says Alejandro. "I feel the college is interested in helping out students and bringing in resources if they're needed."

## 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

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\\_cunyei](http://tiny.cc/laguardia_cunyei)  
Call (718) 482-6168

## 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 de la Escuela Secundaria 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 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\\_cunyei](http://tiny.cc/laguardia_cunyei)  
Llamar (718) 482-6168

## **High School Equivalency classes and test all in one place, on a college campus!**

*This is the year to get your high school equivalency diploma!*



### **What You Should Know About the TASC**

#### **What is the Test Assessing Secondary Completion (TASC)?**

The TASC exam replaces the old G.E.D. exam.

#### **What does it test?**

It tests the same subjects as the old G.E.D. test, Math, Writing, Reading, Science and Social Studies.

#### **Can I use my old scores if I passed some of the G.E.D. tests?**

Yes, you can combine scores from previously taken G.E.D. tests with the TASC.

#### **Do I have to take the test on a computer?**

No, you can take the test online or on paper.

#### **Is the test available in English and Spanish?**

Yes, you can take classes that prepare you for the English or Spanish versions of the test.

#### **Will the classes help me enroll at LaGuardia?**

Yes, we'll help you to apply for one of our 60 majors.

#### **Can I practice taking the test?**

Yes, we give practice tests to see if you are ready.



# Get Your High School Equivalency Diploma

Which High School Equivalency Program is Right for You?	48
High School Equivalency in English	49
Equivalencia del Bachillerato (High School Equivalency) en Español	49
Adult Basic Education for Deaf Adults	50
High School Equivalency for Deaf Adults	50

# 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:** As of January 1, 2014, New York State is offering a new high school equivalency test called the Test Assessing Secondary Completion (TASC), which has replaced the test formerly known as the 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. (\$)**

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

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

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

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

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

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

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

**I am an out-of-school youth between the ages of 17-1/2 and 20 and want to earn my high school equivalency diploma. (F)**

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

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

Program for Deaf Adults  
 Room C-203  
 Visit: [http://laguardia.edu/pda/cep/Adult\\_Basic\\_Education\\_and\\_GED.aspx](http://laguardia.edu/pda/cep/Adult_Basic_Education_and_GED.aspx)  
 Contact: Liz Milana  
 Call: (917) 832-1138 VP or (718) 482-5353 voice  
 Email: [emilana@lagcc.cuny.edu](mailto:emilana@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](http://www.acces.nysed.gov/ged/nys_map/counties.html)  
 for info on open test centers and the TASC.

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

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

## Did You Know?

LaGuardia Community College is an official High School Equivalency Testing Center



# Get Your High School Equivalency Diploma

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

## High School Equivalency In English

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

### Spring 2015

Tuesday	April 14	6:00 PM	\$25	E-242
Thursday	April 16	10:00 AM	\$25	E-242
Saturday	April 18	10:00 AM	\$25	E-242

### Placement Exam:

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

In order to enroll in the high school equivalency course, you must pass all three sections of the placement exam. If you've taken the high school equivalency (formerly G.E.D.) exam before, you may be exempt from placement testing. Bring your scores to the placement exam to find out or call (718) 482-8385 to speak to an advisor.

### Payment:

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

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

### Discounts:

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

For more information call (718) 482-8385, go to Room C-400 or visit [http://www.acces.nysed.gov/ged/nys\\_map/counties.html](http://www.acces.nysed.gov/ged/nys_map/counties.html) or our web site [http://laguardia.edu/ACE/GED\\_Test\\_Preparation.aspx](http://laguardia.edu/ACE/GED_Test_Preparation.aspx).

## Pre-High School Equivalency in English

Wed & Fri Apr 22 - Jul 8 (22 sessions/66 hours)  
10:00 am - 1:00 pm \$285 A02HSE004A

## High School Equivalency in English

Wed & Fri Apr 22 - Jul 8 (22 sessions/66 hours)  
10:00 am - 1:00 pm \$285 [A02HSE001A](#)

Mon & Wed Apr 20 - Jul 6 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 [A02HSE001B](#)

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

## High School Equivalency Math Only

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

Tue May 12 - Jun 30 (8 sessions/33 hours)  
10:00 am - 2:00 pm \$137 [A02HSE005A](#)

## Equivalencia del Bachillerato en Español

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

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

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

### Primavera 2015

Martes	7 Abril	6PM	\$25	E-242
Jueves	9 Abril	10AM	\$25	E-242
Sábado	11 Abril	10AM	\$25	E-242

### Sesión de exámenes de registro:

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

Tiene que pasar los tres exámenes de registro para poder matricularse en el curso. Si ha tomado el Examen de Equivalencia del Bachillerato en el pasado, dependiendo de sus calificaciones, tal vez podría ser excusado de los exámenes de matrícula.

Para averiguar, traiga una copia de sus calificaciones del Examen de Equivalencia del Bachillerato a la sesión de exámenes de registro o llame al (718) 482-8385 para hablar con un consejero.

### Pago:

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

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

### Descuentos:

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

Para más información llame al (718) 482-8385, venga a la oficina M-400 o visite [http://www.acces.nysed.gov/ged/nys\\_map/counties.html](http://www.acces.nysed.gov/ged/nys_map/counties.html) o [http://laguardia.edu/ACE/GED\\_Test\\_Preparation.aspx](http://laguardia.edu/ACE/GED_Test_Preparation.aspx)

## Pre-Equivalencia del Bachillerato en Español

Lunes & Miercoles Apr 22 - Jul 8 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 A02HSE003A

## Equivalencia del Bachillerato en Español

Martes & Jueves Apr 21 - Jul 2 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 [A02HSE002A](#)

Sab May 2 - Jul 11 (10 sessions/65 hours)  
9:00 am - 4:00 pm \$285 [A02HSE002B](#)

Lunes & Miercoles Apr 20 - Jul 6 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$285 [A02HSE002C](#)



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office.



## Adult Basic Education for Deaf Adults

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

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

Mon, Tues, Wed & Thurs Apr 1 – Jun 30 (1 session/4 hours)  
\$15 [A16TAB000A](#)

Mon, Tues, Wed & Thurs Apr 1 – Jun 30 (1 session/4 hours)  
\$15 [A16TAB000B](#)

### Beginning ASL and English for Deaf Adults

Mon & Wed Apr 20 - Jun 29 (18 sessions/45 hours)  
5:45 pm - 8:30 pm \$429 [A16RDW001A](#)

### Beginning Basic Education Level 1 for Deaf Adults

Tues & Thurs Apr 7 - Jun 25 (22 sessions/44 hours)  
5:45 pm - 7:55 pm \$429 [A16RDW003A](#)

### Beginning Basic Education Level 2 for Deaf Adults

Mon & Wed Apr 6 - Jun 29 (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.

### High School Equivalency Placement Exam

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

Mon - Thurs Apr 1 - Jun 30 (3 sessions/15 hours)  
\$45 [A16HSE000A](#)

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

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

Tues & Thurs Apr 7 – Jun 25 (22 sessions/66 hours)  
5:45 pm – 9:05 pm \$235 [A16HSE001A](#)

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

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

Tues & Thurs Apr 7 – Jun 25 (22 sessions/66 hours)  
5:45 pm – 9:05 pm \$235 [A16HSE002A](#)

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

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

Mon & Wed Apr 6 – Jun 29 (22 sessions/66 hours)  
5:45 pm – 9:05 pm \$235 [A16MAT014A](#)

### High School Equivalency Math for Deaf Adults

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

Mon & Wed Apr 6 – Jun 29 (22 sessions/66 hours)  
5:45 pm – 9:05 pm \$235 [A16MAT015A](#)



# 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 at 6:00 p.m. in Room C-333**

***Save time and money, and graduate sooner!***

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

Before arrival visit <http://clep.collegeboard.org/> and register for your chosen CLEP exam. Each exam cost \$80. Registering provides you with a payment receipt and a Ticket ID, which you must bring to the test. You will register separately at LaGuardia and pay a \$35 operational fee. Effective July 1, 2014, one form of government-issued identification will be acceptable for CLEP test-takers. The primary identification must be valid and current, must bear test-takers' full name in English language characters, and must contain a photograph and a signature.

CALL (718) 482-7244  
EMAIL [clep@lagcc.cuny.edu](mailto:clep@lagcc.cuny.edu)

VISIT  
REGISTER

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

# Prepare for College

College-Level Examination Program (CLEP)	51
College Preparation Courses	52
College Preparation Workshops	52
CUNY Start	53
CUNY Language Immersion Program (CLIP)	53
LaGuardia Community College	54

# Prepare for College

## College Prep Courses

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



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

#### Bridge to College Reading and Writing

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

Tues & Thurs Apr 7 – May 14 (12 sessions/30 hours)  
6:00 pm – 8:30 pm \$135 [A22PRP006A](#)

#### Bridge to College Math

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

Mon & Wed Apr 6 – May 13 (12 sessions/30 hours)  
6:00 pm – 8:30 pm \$135 [A22PRP007A](#)



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

## College Prep Workshops

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

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

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

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

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

Wed Apr 15 (1 session/2 hours)  
6:00 pm – 8:00 pm Free [A22PRP003A](#)

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

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

Wed Apr 22 (1 session/2 hours)  
6:00 pm – 8:00 pm Free [A22PRP002A](#)

### 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 Apr 29 (1 session/2 hours)  
6:00 pm – 8:00 pm Free [A22PRP001A](#)

### CATW Review and Practice Exam/**Online**

Discover how to succeed on the CUNY Assessment Test in Writing (CATW) with this instructor-led online workshop. At the end of the course, your 90-minute practice exam will be scored based on five categories: Critical Response to the Writing Task and Text; Development of Writer's Ideas; Structure of the Response; Language Use: Sentences and Word Choice; and Language Use: Grammar, Usage, Mechanics. Detailed feedback will be provided for each category.

\$45 [A22WRT002A](#)

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



# CUNYSTART

## What is CUNY Start?

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

## Why enroll in CUNY Start?

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

## To be eligible for CUNYStart, you must

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Spring 2015 classes
- Take the CUNY placement exams and still need to pass two or more exams
- RSVP to attend a CUNY Start info session and complete the online application
- Be interviewed by a CUNY Start staff person
- Students with ESL placements are NOT eligible for CUNY Start\*\*

To attend one of the following info sessions, go to [www.lagccstart.org](http://www.lagccstart.org) and sign up.

2/11, 2/13, 2/17, 2/19  
11am - 1pm Location: MB-08

2/5, 2/19  
6pm - 8pm Location: MB-08

## When are classes?

### March 2015 - July 2015

#### Full-time option:

Reading/Writing AND Math

25 hours a week, Monday-Friday

9:15 am - 2:45 pm

11:45 am - 5:15 pm

1:00 pm - 6:30 pm

#### Part-time option:

Reading/Writing OR Math

12 hours a week, Monday-Thursday

2:00 pm - 5:00 pm

6:00 pm - 9:00 pm

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

## David Hoy

### Getting a head start at LaGuardia

When David Hoy began the CUNY Start program last fall, his goal was to pass the CUNY math placement exam and to "gain a deeper understanding of a subject I have always struggled with," he says. David has accomplished both goals. He passed the math placement exam and learned some valuable lessons in the program. "I noticed that the lessons were slower-paced and that every math problem was being

“I noticed that the lessons were slower-paced and that every math problem was being thoroughly analyzed and explained.”

thoroughly analyzed and explained. The teacher encourages you to solve the problem until you fully understand it, which was a different way of learning for me," he explains.

He is now enrolled in LaGuardia as a Psychology major and hopes to continue his studies after graduation in order to become a psychologist. "LaGuardia has an array of activities and programs that makes it easier to transition into college," says David.



More than 80% of all students who enrolled in CUNY Start from spring 2012 through fall 2013 completed the program, bringing them closer to their goal of beginning college studies.

More than 60% of all students who completed the CUNY Start program for fall 2013 achieved full proficiency in reading, writing and math.



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

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

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

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

**APPLY NOW**



**LaGuardia**  
Community College

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

# PUSH BOUNDARIES

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




## Reserve a space today!



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



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

# Director of LaGuardia's Workforce Education Center Honored by NAACP



Adjoa Gzifa, surrounded by coworkers, accepts the NAACP's Lawrence R. Bailey, Sr., Esq. Distinguished Service Award.

**Adjoa Gzifa**, Director of the Workforce Education Center at LaGuardia Community College, has received the Lawrence R. Bailey, Sr., Esq. Distinguished Service Award from the National Association for the Advancement of Colored People (NAACP) Jamaica, Queens Branch. The award was given in honor of Gzifa's many years of humanitarian service provided to the Queens community.

“I know that the youth are our future, and I feel it is important to help guide them in the right direction.”

For the past 20 years, Adjoa Gzifa has been a teacher, youth program director, community activist and international philanthropist. The common thread in all these positions is her desire to serve communities, in particular, the

youth. “I believe there is good in everybody, and sometimes circumstances lead our young people to make mistakes. But they should not have to suffer the rest of their lives for making that mistake,” says Ms. Gzifa. “I know that the youth are our future, and I feel it is important to help guide them in the right direction.”

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

### High School Equivalency

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

Start building your future!

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

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

### Justice Community Program

Are you between the ages of 16 and 24? Do you live in Jamaica, Hollis or St. Albans, Queens? Are you currently on probation or have you had involvement with the justice system in the last 12 months?

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

LaGuardia's Justice Community Program can help you:

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

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

### Young Adult Internship Program

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

Earn up to \$2,800 in 14 weeks!  
You could also gain permanent employment!

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

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

After completing your internship you'll be able to:

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

Recent YAIP internship sites:

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

And more!

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



Additional  
classes start  
June 18

# Take College Courses

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call Valarie Seignious at (718)482- 7244.

## College Foreign Languages

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

### Elementary Arabic I

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
11:45 am - 2:00 pm \$320 A02ELA101A

Sat Mar 7 - Jun 14 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$320 A02ELA101B

### Elementary Arabic II

This is a continuation of Elementary Arabic I.

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
9:15 am - 11:30 am \$320 A02ELA102A

Sat Mar 7 - Jun 13 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$320 A02ELA102B

### Intermediate Arabic 1

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELA103A

### Modern Arabic Literature

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

Mon (4:35pm - 6:45pm) & Weds (4:35pm - 5:35pm)  
Mar 4 - Jun 10 (24 sessions/36 hours)  
\$320 A02ELA201A

### Bengali for Heritage Students

This course is designed to enable heritage speakers of Bengali to enhance their reading and writing competence through a review of grammar and usage, basic composition strategies and analysis of primary material in the language. This course is taught in Bengali.

Wed Mar 4 - Jun 10 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$320 A02ELV105A

### Modern Bengali Literature

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

Fri Mar 6 - Jun 12 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02ELV201A

### Elementary Modern Chinese I

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

Wed (1:00 pm - 3:15 pm) & Thurs (1:00 pm - 2:00 pm)  
Mar 4 - Jun 11 (24 sessions/48 hours)  
\$320 A02ELC101B

Tues (1:00 pm - 3:15 pm) & Thurs (2:15 pm - 3:15 pm)  
Mar 5 - Jun 11 (24 sessions/48 hours)  
\$320 A02ELC101A

### Modern Chinese for Heritage Students

This course is designed for Chinese heritage students who wish to enhance their communicative skills. Prerequisite: Exemption Exam

Wed Mar 4 - Jun 10 (12 sessions/48 hours)  
1:00 pm - 4:25 pm \$320 A02ELC105A

### Modern Chinese Literature

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

Tues (1:00 pm - 3:15 pm) & Thurs (1:00 pm - 2:00 pm)  
Mar 5 - Jun 11 (24 sessions/36 hours)  
2:15 pm - 3:45 pm \$320 A02ELC201A

### Classic Chinese Literature

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

Mon (3:25 pm - 5:35 pm) and Wed (4:35 pm - 5:35 pm)  
Mar 4 - Jun 10 (24 sessions/36 hours)  
\$320 A02ELC203A

### Elementary French I

Wed & Thurs Mar 4 - Jun 11 (24 sessions/48 hours)  
9:15 am - 11:30 am \$320 A02ELF101A

Sat Mar 7 - Jun 13 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 A02ELF101C

### Elementary French II

This is a continuation of Elementary French I.

Tues & Wed Mar 4 - Jun 10 (24 sessions/48 hours)  
11:45 am - 2:00 pm \$320 A02ELF102A

Sat Mar 7 - Jun 13 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 A02ELF102B

### French for Francophones

This course is designed to help heritage speakers of French to enhance their reading and writing competence of the target language in the formal and high level register. The course especially focuses on improving students' French grammar, usage, and their critical reading and writing strategies in French through project-based assignments. This course is mostly taught in French.

Tue Mar 10 - Jun 9 (12 sessions/36 hours)  
3:30 pm - 6:30 pm \$320 A02ELF105A

### French Literature from a Global Perspective

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

Thurs Mar 5 - Jun 11 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02ELF201A

### Elementary Hebrew 1

Mon - Thurs Mar 4 - Jun 11 (48 sessions/48 hours)  
9:15 am - 10:15 am \$320 A02ELH101A



**Elementary Italian I**

Mon - Thurs Mar 4 - Jun 11 (48 sessions/48 hours)  
8:00 am - 9:00 am \$320 A02ELI101C

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
9:15 am - 11:30 am \$320 A02ELI101A

Sat Mar 7 - Jun 13 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 A02ELI101B

**Elementary Italian II**

This is a continuation of Elementary Italian I.

Tues - Fri Mar 4 - Jun 12 (48 sessions/48 hours)  
1:00 pm - 2:00 pm \$320 A02ELI102C

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELI101B

**Elementary Japanese I**

Mon & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
9:15 am - 11:30 am \$320 A02ELJ101B

Mon & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELJ101A

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELJ101C

Sat Mar 7 - Jun 13 (12 sessions/48 hours)  
10:30 am - 2:00 pm \$320 A02ELJ101D

**Elementary Japanese II**

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

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELJ102B

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELJ102C

Sat Mar 7 - Jun 13 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$320 A02ELJ102A

**Intermediate Japanese I**

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

Mon & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELJ103A

**Intermediate Japanese II**

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

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
10:30 am - 12:45 pm \$320 A02ELJ104A

**Japanese Literature in Translation**

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

Wed Mar 4 - Jun 10 (18 sessions/36 hours)  
6:00 pm - 8:05 pm \$320 A02ELJ250A

**Elementary Korean I**

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

Mon & Wed Mar 4 - Jun 10 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELK101B

Sat Mar 7 - Jun 13 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$320 A02ELK101A

**Elementary Korean II**

Mon & Wed Mar 4 - Jun 10 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELK102A

**Intermediate Korean I**

The purpose of the course is to help students build functional language proficiency and increase their ability to communicate in Korean with confidence and ease. This course is taught mostly in Korean.

Mon & Wed Mar 4 - Jun 10 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A05ELK103A

**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 7 - Jun 13 (12 sessions/42 hours)  
11:45 am - 3:15 pm \$320 A02ELP201A

**Elementary Portuguese I**

Mon, Tues, Wed & Thurs Sep 5 - Dec 12  
(24 sessions/48 hours)  
11:45 am - 12:45 pm \$320 A02ELZ101A

**Elementary Portuguese II**

Sat Mar 7 - Jun 13 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$320 A02ELZ102A

**Elementary Russian I**

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. The Cyrillic alphabet will be introduced from the onset.

Wed & Thurs Mar 4 - Jun 11 (24 sessions/48 hours)  
4:35 pm - 6:45 pm \$320 A02ELR101A

**Elementary Spanish I**

Mon, Tues, Wed & Thurs Mar 4 - Jun 11  
(48 sessions/48 hours)  
8:00 am - 9:00 am \$320 A02ELS101C

Mon, Tues, Wed & Thurs Mar 4 - Jun 11  
(48 sessions/48 hours)  
9:15 am - 10:15 am \$320 A02ELS01D

Mon, Wed, Thurs, Fri Mar 4 - Jun 12  
(48 sessions/48 hours)  
10:30 am - 11:30 am \$320 A02ELS101A

Mon, Tues, Wed & Thurs Mar 4 - Jun 11  
(48 sessions/48 hours)  
1:00 pm - 2:00 pm \$320 A02ELS101E

Tues - Fri Mar 4 - Jun 12 (48 sessions/48 hours)  
2:15 pm - 3:15 pm \$320 A02ELS101B

Mon & Wed Mar 4 - Jun 10 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELS101G

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELS101F

Sat Mar 7 - Jun 13 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$320 A02ELS101H

**Elementary Spanish II**

This is a continuation of Elementary Spanish I.

Mon, Wed, Thurs, Fri Mar 4 - Jun 12  
(48 sessions/48 hours)  
9:15 am - 10:15 am \$320 A02ELS102A

Mon, Tues, Wed & Thurs Mar 4 - Jun 11  
(24 sessions/48 hours)  
1:00 pm - 2:00 pm \$320 A02ELS102B

Mon, Tues, Wed & Thurs Mar 4 - Jun 11  
(48 sessions/48 hours)  
11:45 am - 12:45 pm \$320 A02ELS102C

Mon & Wed Mar 4 - Jun 10 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELS102D

Sat Mar 7 - Jun 13 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$320 A02ELS102E

## Intermediate Spanish

This course is designed to further develop language skills. The relationship among speaking, reading and writing is emphasized. Prerequisite: Exemption Exam.

Mon - Thurs Mar 4 - Jun 11 (48 sessions/48 hours)  
1:00 pm - 2:00 pm \$320 A02ELS103A

## 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 & Wed Mar 4 - Jun 10 (24 sessions/48 hours)  
10:30 am - 12:45 pm \$320 A02ELS105E

Mon, Wed, Thurs, Fri Mar 4 - Jun 12  
(24 sessions/48 hours)  
11:45 am - 12:45 pm \$320 A02ELS105A

Wed Mar 4 - Jun 10 (12 sessions/42 hours)  
1:00 pm - 4:25 pm \$320 A02ELS105D

Tues & Thurs Mar 5 - Jun 11 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELS105C

Sat Mar 7 - Jun 13 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$315 A02ELS105B

## Advanced Spanish Composition

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

Mon, Wed & Thurs Mar 4 - Jun 11 (12 sessions/36 hours)  
1:00 pm - 2:00 pm \$320 A02ELS210A

## Latin American Civilizations

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

Wed Mar 4 - Jun 10 (36 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 A02ELS204A

## Contemporary Latin American Fiction in Translation

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

Mon (2:15pm - 3:15pm) & Thurs (2:15pm - 4:25pm)  
Mar 5 - Jun 11 (18 sessions/36 hours)  
\$320 A02ELS250A

Mon (5:45pm - 7:55pm) & Tues (5:45pm - 6:45pm)  
Mar 9 - Jun 9 (24 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 A02ELS250B

## Spanish Grammar and Usage

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

Mon (3:25pm - 4:25pm) & Tues (2:15pm - 4:25pm)  
Mar 9 - Jun 9 (24 sessions/36 hours)  
\$320 A02ELS209A

## Latin American Literature I

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

Mon Mar 9 - Jun 7 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 A02ELS200A

Additional  
classes start  
June 18

## College Arts

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

### Beginning Drawing

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

Wed Mar 4 - Jun 10 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUA103B

Sat Mar 7 - Jun 13 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUA103D

Tue Mar 10 - Jun 9 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 A02HUA103C

### 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.

Fri Mar 6 - Jun 12 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUA110C

Mon Mar 9 - Jun 8 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$320 A02HUA110B

### 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 Mar 6 - Jun 12 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$320 A02HUN195A

Sat Mar 7 - Jun 13 (12 sessions/36 hours)  
9:15 am - 12:45 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.

Fri Mar 6 - Jun 12 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUA101B

Sat Mar 7 - Jun 13 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUA101C

Tue Mar 10 - Jun 9 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 A02HUA101D

## Life Drawing

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

Mon Mar 9 – Jun 10 (12 sessions/36 hours)  
5:45 pm – 9:05 pm \$320 A02HUA180A

## Beginning Sculpture

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

Tue Mar 10 – Jun 9 (12 sessions/36 hours)  
9:15 am – 12:45 pm \$320 A02HUA120A

## Beginning Photography

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

Fri Mar 6 – Jun 12 (12 sessions/48 hours)  
9:15 am – 2:00 pm \$320 A02HUA130C

Tue Mar 10 – Jun 9 (12 sessions/48 hours)  
5:30 pm – 10:00 pm \$320 A02HUA130D

## 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.

Tue Mar 10 – Jun 9 (12 sessions/48 hours)  
5:30 pm – 10:00 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.

Wed Mar 4 – Jun 10 (12 sessions/36 hours)  
10:30 am – 2:00 pm \$320 A02HUA131A

Wed Mar 4 – Jun 10 (12 sessions/48 hours)  
5:30 pm – 10:00 pm \$320 A02HUA131B

## Art History: Prehistoric through Gothic

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

Thurs Mar 5 – Jun 11 (12 sessions/36 hours)  
4:35 pm – 7:55 pm \$320 A02HUA165A

## Art History: Renaissance through Modern

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

Mon (5:45 pm–6:45 pm) and Wed (5:45 pm–7:55 pm)  
Mar 4 – Jun 10 (24 sessions/36 hours)  
\$320 A02HUA166A

## Introduction to African Art

This course will explore various styles—primarily from Western Africa—including urban, rural and royal works of art. The main emphasis of the course will be the way these works of art have been and continue to be used in everyday activities and their importance in community life. Contact and cross influences with Islam, Europe and the Americas will be discussed. Two museum trips are required.

Wed Mar 4 – Jun 10 (12 sessions/36 hours)  
9:15 am – 12:45 pm \$320 A02HUA167A

## Introduction to Computer Art

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

Thurs Mar 5 – Jun 11 (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.

Wed Mar 4 – Jun 10 (12 sessions/36 hours)  
5:45 pm – 9:05 pm \$320 A02HUA104C

Sat Mar 7 – Jun 13 (12 sessions/36 hours)  
9:15 am – 12:45 pm \$320 A02HUA104D

Mon Mar 9 – Jun 8 (12 sessions/36 hours)  
9:15 am – 12:45 pm \$320 A02HUA104B

## Introduction to Woodworking

Learn the safe and proper use of hand and power woodworking tools. Procedures for sharpening, maintenance and adjustment of tools are stressed. You will also practice milling of rough wood stock and making proper wood joints. You'll be required to complete several projects to demonstrate your understanding of measurement, joint utilization, aesthetics and safety procedures. Prerequisite: College Construction and Design Orientation.

Thurs Mar 5 – Jun 11 (12 sessions/36 hours)  
9:15 am – 12:45 pm \$320 A02HUA116A

## College Music

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

### Piano I

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

Mon, Wed, Fri Mar 4 – Jun 12 (36 sessions/36 hours)  
10:30 am – 11:30 am \$320 A02HUM180B

Mon & Wed Mar 4 – Jun 10 (24 sessions/36 hours)  
6:00 pm – 7:30 pm \$320 A02HUM180C

Tues & Thurs Mar 5 – Jun 11 (24 sessions/36 hours)  
10:00 am – 11:30 am \$320 A02HUM180D

### Piano II

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

Mon, Wed, Fri Mar 4 – Jun 12 (36 sessions/36 hours)  
10:30 am – 11:30 am \$320 A02HUM181D

Mon & Wed Mar 4 – Jun 10 (24 sessions/36 hours)  
6:00 pm – 7:30 pm \$320 A02HUM181B

Tues & Thurs Mar 5 – Jun 11 (24 sessions/36 hours)  
10:00 am – 11:30 am \$320 A02HUM181C

**Voice I**

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

Mon & Wed Mar 4 – Jun 10 (24 sessions/36 hours)  
10:00 am – 11:30 pm \$320 A02HUM155B

Mon & Wed Mar 4 – Jun 10 (24 sessions/36 hours)  
1:00 pm – 2:30 pm \$320 A02HUM155C

**Voice II**

Mon & Wed March 4 - June 10  
(24 sessions/36hours)  
11:00 am - 12:30 pm \$320 A02HUM156B

**Guitar I**

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

Mon & Wed Mar 4 – Jun 10 (24 sessions/36 hours)  
6:00 pm – 7:30 pm \$320 A02HUM170B

Tues & Thurs Mar 5 – Jun 11 (24 sessions/36 hours)  
1:30 pm – 3:00 pm \$320 A02HUM170C

Mon Mar 9 – Jun 8 (12 sessions/24 hours)  
12:30 pm – 2:30 pm \$320 A02HUM170A

**Guitar II**

Tues & Thurs Mar 5 – Jun 11 (24 sessions/36 hours)  
11:45 am – 1:15 pm \$315 A02HUM171B

**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 Mar 4 – Jun 10 (24 sessions/36 hours)  
6:00 pm – 7:30 pm \$320 A02HUM210A

**College Liberal Arts**

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

**Introduction to Anthropology**

In this course, students will be introduced to the fields of anthropology—physical anthropology, archaeology, cultural anthropology, and anthropological topics in linguistics. The aim shall be to explore the origins and development of some of the world's hunter-gatherer, agricultural, peasant and industrial societies. Utilizing examples from both extinct and modern-day societies, the student will gain an appreciation of the wide diversity of human cultures.

Tues & Thurs Mar 5 – Jun 11 (24 sessions/36 hours)  
8:05 pm – 9:35 pm \$320 A02SSA100A

**Peoples and Cultures of the Caribbean**

This course will survey the evolution of cultures in the Caribbean from the original formation of Native American societies through the age of European conquest, colonization and cultural dominance, to the contemporary period of national independence, and the revival of previously marginalized, subordinated cultures. The focus will be on analyzing the unique Caribbean economic, family, stratification, political, and cultural systems formed out of the fusion of Native American, European, African and Asian peoples and cultures.

Tues & Thurs Mar 5 – Jun 11 (24 sessions/36 hours)  
10:30 am – 12:45 pm \$320 A02SSA120A

**Film and New York City**

This course analyzes the various cultural, historical, ethnic, class, and artistic dimensions of New York in feature films such as *Musketeers of Pig Alley*, *Hester Street* and *Do the Right Thing*, as well as in selected documentary and experimental films. The course also situates New York City within the corporate production and exhibition histories of American film. Particular attention is given to films produced in New York over the last two decades and the images of the city they project.

Wed Mar 4 – Jun 13 (12 sessions/48 hours)  
5:45 pm – 10:15 pm \$320 A02HUN196A

**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.

Mon, Wed & Thurs Mar 4 – Jun 11 (36 sessions/36 hours)  
10:30 am – 11:30 am \$320 A02HUC106C

Tues & Thurs Mar 5 – Jun 11 (24 sessions/36 hours)  
6:00 pm – 7:30 pm \$320 A02HUC106D

Sat Mar 7 – Jun 13 (12 sessions/36 hours)  
9:15 am – 12:45 pm \$320 A02HUC106E

**Introduction to Philosophy**

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

Sat Mar 7 – Jun 13 (12 sessions/36 hours)  
1:00 pm – 4:25 pm \$320 A02HUP101C

Tues & Thurs Jun 23 – Aug 6 (24 sessions/36 hours)  
6:00 pm – 7:30 pm \$320 A02HUP101D

**Ethics and Moral Issues**

Mon & Wed Mar 4 – Jun 10 (24 sessions/36 hours)  
6:00 pm – 7:30 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.

Tues & Thurs Mar 5 – Jun 11 (24 sessions/36 hours)  
6:00 pm – 7:30 pm \$320 A02HUP102C

Fri Mar 6 – Jun 12 (12 sessions/36 hours)  
9:15 am – 12:45 pm \$320 A02HUP102B

Sat Mar 7 – Jun 13 (12 sessions/36 hours)  
1:00 pm – 4:25 pm \$320 A02HUP102D

**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

Tues & Thurs Mar 5 – Jun 11 (12 sessions/36 hours)  
6:00 pm – 7:30 pm \$320 A02SSY101D

Fri Mar 6 – Jun 12 (12 sessions/36 hours)  
1:00 pm – 4:25 pm \$320 A02SSY101B

Sat Mar 7 – Jun 13 (12 sessions/36 hours)  
9:15 am – 12:45 pm \$320 A02SSY101E





# Learn American Sign Language

Intensive Study in American Sign Language	62
Dual Access Courses	63
<b>Continuing Education Classes for Deaf Adults</b>	<b>64</b>
Driver (Learner's Permit) Education for Deaf Adults	64
Individual Instruction for Deaf Adults	64

## Learn American Sign Language

Program for Deaf Adults' continuing education programs are the largest and most comprehensive in the New York City area. Our courses, taught in ASL, are designed for students who wish to improve their academic, language and/or life enrichment skills.

For more information, including course descriptions, visit <http://ace.laguardia.edu/pda>. For the most current listing of all courses and schedules, visit <http://www.lagcc.cuny.edu/ace>. For questions or to schedule an appointment for an assessment or placement test, contact Pacts Cartagna at (917) 832-1202 Voice/VP or [pcarlson@lagcc.cuny.edu](mailto:pcarlson@lagcc.cuny.edu).

### Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit.

Using the Master ASL! Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge.

Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or equivalency diploma required. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Liz Milana at [emilana@lagcc.cuny.edu](mailto:emilana@lagcc.cuny.edu) or (718) 482-5353 Voice or (917) 832-1138 VP. 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 program is not designed to train students as interpreters for the Deaf. For more information on our ASL-English Interpretation Program visit <http://www.laguardia.edu/aeip>.

#### Introduction to American Sign Language Workshop

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

Wed Jun 3 (1 session/1.5 hours)  
5:45 pm – 7:15 pm **A16ASL000A**

#### Intensive Study in ASL - Screening

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

Mon, Tues, Wed & Thurs Apr 1 – Jun 30 (1 session/1 hours)  
\$55 **A16ASL010A**

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

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

Mon & Wed Apr 6 – Jun 29 (34 sessions/46 hours)  
5:45 pm – 7:55 pm \$359 **A16ASL011B**

Sat Apr 11 – Jun 27 (22 sessions/46 hours)  
9:00 am – 1:00 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.

Mon & Wed Apr 6 – Jun 29 (34 sessions/46 hours)  
5:45 pm – 7:55 pm \$359 **A16ASL012B**

Sat Apr 11 – Jun 27 (22 sessions/46 hours)  
9:00 am – 1:00 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.

Tues & Thurs Apr 7 – Jun 25 (34 sessions/46 hours)  
5:45 pm – 7:55 pm \$359 **A16ASL013B**

Sat Apr 11 – Jun 27 (22 sessions/46 hours)  
9:00 am – 1:00 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.

Tues & Thurs Apr 7 – Jun 25 (34 sessions/46 hours)  
5:45 pm – 7:55 pm \$359 **A16ASL014B**

Sat Apr 11 – Jun 27 (22 sessions/46 hours)  
9:00 am – 1:00 pm \$359 **A16ASL014A**



## Dual Access Courses

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

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

Tues & Thurs Jun 18 – Aug 6 (24 sessions/48 hours)  
4:35 pm – 9:05 pm \$359 [A16ASL026A](#)

### 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 Jun 18 – Aug 6 (24 sessions/24 hours)  
5:45 pm – 7:55 pm \$119 [A16ASL018A](#)

### Dual Access: Fingerspelling, Numbers and Glossing 2

Build on the foundations of ASL Fingerspelling, Numbering and Glossing Level 1. You will focus on the further development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signs. Offered jointly with the Education and Language Acquisition Department. (Please note, Continuing Education students may not have access to Blackboard.) Prerequisite: ASL Fingerspelling 1 & Intensive Study in ASL Level 3.

Tues & Thurs Jun 18 – Aug 6 (24 sessions/36 hours)  
4:35 pm – 7:55 pm \$229 [A16ASL019A](#)

## 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 Liz Milana at (718) 482-5353 Voice or (917) 832-1138 VP or emilana@lagcc.cuny.edu. All courses are ND (no discount).



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

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

*Instructor: Joel Goldfarb*

Tue Apr 28 – Jun 16 (8 sessions/21 hours)  
4:35 pm – 7:15 pm \$269 **A16DRV001A**

### Individual Instruction for Deaf Adults



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

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

For questions or to schedule an appointment for an assessment or placement test contact Liz Milana at (718) 482-5353 Voice or (917) 832-1138 VP or emilana@lagcc.cuny.edu.

#### Individual Instruction – 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Apr 1 – Jun 30 (1 session/2 hours)  
\$149 **A16PDV001A**

#### Individual Instruction – 12 Hours

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

Mon, Tues, Wed & Thurs Apr 1 – Jun 30  
(6 sessions/12 hours)  
\$959 **A16PDV002A**

#### Individual Instruction – 24 Hours

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

Mon, Tues, Wed & Thurs Apr 1 – Jun 30  
(12 sessions/24 hours)  
\$1859 **A16PDV003A**



## Grants Scholarships and opportunities



# ACE Financial Support Services

**Do you need education or training to help you get a job, or advance in or change your career?**

**The CUNY/Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement** can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.

For more information visit  
<http://www.cuny.edu/academics/conted/rubinsteinscholarship.html>.

**You may be eligible for tuition assistance or vouchers for many of our courses.**

**Find out if you qualify!**

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

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

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

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

You can also inquire about other opportunities for tuition assistance and vouchers at the NYS Department of Labor, NYC Human Resources Administration, Workforce1 Career Centers and other government assistance programs as well as with your union representative.

## Individual Training Grants

*Advance Your Career through Occupational Training*

Individual Training Grants (ITGs) allow you to receive specialized training to find a new job or advance in your career at a very low cost. For more information visit the **Queens Workforce1 Career Center** at 168-25 Jamaica Ave., 2nd Floor, Jamaica, NY 11432, (718) 557-6755.

## Get an education. Get a tax break. Hope Scholarship Credit

Since January 1, 1998, taxpayers have been eligible to claim a non-refundable credit against federal income taxes for EACH student in the taxpayer's family enrolled at least half time in one of the first two years of post secondary education in a program leading to a degree, certificate or other recognized educational credential.

## Students Over 65

*Rediscover the joys of learning at LaGuardia!*

**Receive a 30% discount**

For more information call (718) 482-5124.



## How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map at left to locate specific buildings.

### By Car:

From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and from Manhattan, take the 59th Street bridge to Queens Blvd.

### By Subway:

- 7 train            33rd Street station
- N, Q trains      At Queensboro Plaza station, transfer to #7
- E, M trains      Queens Plaza or 23rd-Ely/Court Square station
- R train            Queens Plaza station
- G train            23rd-Ely/Court Square station

### By Bus:

- Q60, Q32        Queens Boulevard and Skillman Avenue
- Q39              Thomson and Van Dam Street
- B62              Thomson and Jackson Avenue

### Bike Parking:

Racks are available on Van Dam Street, in front of the E and L buildings, and near the parking lot on 29th Street by the C Building.

## How to Register

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

By phone: (718) 482-7244

For English Language classes call (718) 482-5360.

By fax: (718) 609-2074

In person: **M-Building, Room M-143**

Monday through Thursday 8:30 am - 6:30 pm  
 Friday 8:30 am - 3:30 pm  
 Saturday 8:30 am - 12:30 pm

### Payment

Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.

Payment can be made online, by phone, by fax, and in person in M-143 (see hours above) OR the Bursar's Office in C-110 (see hours below).

For most classes you may pay by check, major credit cards (MasterCard/Visa/Discover/American Express), money order or cash. Cash payments MUST be made in the Bursar's Office.

Bursar's Office (C Building, Room C-110)

Monday & Thursday 9:00am - 7:00pm  
 Tuesday & Wednesday 9:00am - 5:00pm  
 Friday 9:00am - 4:30pm

The English Language Center, Taxi Program, EMT Program and CLEP Test do not take personal checks for payment.

### Discounts

The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia under-graduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to the children of undergraduates and to the children of faculty/staff. 50% tuition discount is offered to public assistance recipients. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.

To receive a tuition discount you must register in person no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability. Call (718) 482-7244 for more information.

### Delinquent Payments

The College reserves the right to withhold the privileges of class attendance, use of facilities and services, and access to certificates of completion from students delinquent with payments.

### Classroom Assignments

Classroom assignments are 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

For information call (718) 482-7244.

## Materials

Tuition/registration fees do not include the cost of course materials to be used in classes/seminars except where indicated.

## College Policies

### Equal Opportunity and Affirmative Action

LaGuardia Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, genetic predisposition or carrier status, citizenship status, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

## Course Cancellations

100% refund for courses cancelled by the college. The college reserves the right to cancel or withdraw courses from the catalog and to change course curricula and scheduling. The college also reserves the right to withdraw and substitute instructors.

## Updates

Occasionally information changes and the most up to date schedule can be found on the web ([www.lagcc.cuny.edu/ace](http://www.lagcc.cuny.edu/ace)).

# 4 EASY WAYS TO REGISTER!

Online:



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

By phone:



**(718) 482-7244**

For English Language classes  
call (718) 482-5360.

By fax:



**(718) 609-2074**

In person:



**M-Building, Room M-143**

Monday through Thursday  
8:30 am - 6:30 pm

Fridays 8:30 am - 3:30 pm

Saturday 8:30 am - 12:30 pm

This catalog is printed on paper that has gone through the Forest Stewardship Council's (FSC) chain-of-custody certification. Even the ink is vegetable-based!

## Adult and Continuing Education Registration Form

LAST NAME	FIRST NAME	MALE/FEMALE
STREET ADDRESS		CITY STATE ZIP
DATE OF BIRTH	HOME PHONE	BUSINESS PHONE
EMAIL	SOCIAL SECURITY (optional)	

Check which category describes you best (optional)

- Black non-Hispanic  
 White non-Hispanic  
 Hispanic  
 Asian-Pacific Islander  
 American Indian/Native Alaskan  
 Other

How did you hear about us?

- Through our website  
 Received ACE catalog in the mail  
 Through friend or neighbor  
 Through newspaper  
 Other

COURSE CODE	SEC	COURSE TITLE	COST

### LaGuardia Community College/CUNY

Room M-143  
 31-10 Thomson Ave  
 Long Island City, NY 11101  
**(718) 482-7244**

Fall Winter Spring Summer

(Check one)

- Check/Money Order

ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE





Community College

**CONTINUING  
EDUCATION**  
People, Changing



## NADIRA EL KHANG **NADIRABAG**

- GREW HER COMPANY in the Capital One Entrepreneurship Program for LaGuardia students
- RECEIVED AN INTEREST-FREE LOAN with assistance from the LaGuardia Small Business Development Center
- RUNS A SUCCESSFUL BUSINESS at NYDesigns, the incubator for design and tech firms at LaGuardia

Read her story on page 39.

To learn more about these programs  
and other business services  
CALL 718.482.5329 or  
EMAIL [business\\_services@lagcc.cuny.edu](mailto:business_services@lagcc.cuny.edu).



**LAGUARDIA  
BUSINESS  
SERVICES**

EVERYTHING  
YOU NEED TO  
**GROW YOUR  
BUSINESS**