



*Go for  
the Goal!*

- Professional certificates
- Vocational training
- Business services
- College courses
- GED
- ESL and more



Participants of the Green Jobs Training Program get hands-on experience at the Queens Botanical Garden.

## Go Green! Green Jobs Training Program

### Aisha Smith

*Green Jobs Training Program graduate*

Aisha Smith was out of work for a year already, only getting one-week positions with a temp agency, here and there. By coincidence—or perhaps not—she was at her local Councilman's Office seeking assistance with the flooding problem in her neighborhood when she came across a flyer for the Green Jobs Training Program.

"I've always been interested in this topic, and when green jobs came about, I wanted to be part of it," says Aisha. When she realized that she could actually get training in the field, she saw her opportunity.

The Green Jobs Training Program at LaGuardia introduces participants to the principles of sustainability and provides the necessary skills to work for companies that have or want to develop a green focus. There are three individual sections: Sustainable Landscape Design and Maintenance, Green Cleaning and Housekeeping, and Waste Management. The program also helps student develop job readiness skills, prepares them to apply for green jobs, and connects them with employers and companies that have or want to create a green focus. The program has been running for less than a year and has graduated 142 students, with more than 60% getting a job in the green jobs sector.

“Not only did the program help me find a job, it also put me in a better position to contribute to a healthy environment.”

Soon after completing the Green Cleaning and Housekeeping module in February of this year, Aisha got a full time job with Tri-State Biodiesel, LLC earning \$16 an hour. Tri-State Biodiesel converts used cooking oil from restaurants to biodiesel, a carbon neutral alternative to petroleum diesel.

While her job is mostly administrative, she says the Green Jobs Training Program has been invaluable in helping her understand the whole area of sustainability. "The most important thing I

learned is my impact on the environment, that one person could have such an impact," she says. "Not only did the program help me find a job, it also put me in a better position to contribute to a healthy environment."

Aisha hopes to stay with Tri-State Biodiesel as they expand their business to other parts of the country. "I'd like to grow with this company," she notes.

The Green Jobs Training Program is a collaboration between Queens Botanical Garden and LaGuardia Community College with support from the Port Authority of NY & NJ.

**For more information on the Green Jobs Training Program see page 29.**

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Dear Students,

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

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

Our faculty and staff dare to do more by creating innovative and exciting ways to explore new ideas, teach new skills and pioneer programs that truly serve students and make our community stronger.

LaGuardia has received numerous awards for its outstanding academic programs and holds a national reputation for being an institution of educational excellence.

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

Dr. Gail O. Mellow  
President



Get into the game this fall! LaGuardia Community College's Division of Adult and Continuing Education (ACE) offers courses, programs and services to help you reach your goals and get on the path to success.

A recent study by Georgetown University shows that professional certificates can help you earn more money in your career (see page 6). ACE offers numerous certificate programs in varied fields, including non-profit management, arts administration, career planning for workforce development, health, computers, bookkeeping and accounting, construction trades and much more. You can also select from dozens of online business courses that will give you a competitive edge at the workplace.

ACE will help you achieve your educational goals through our GED or college prep classes and workshops. Non-native English speakers, choose from our many specialized ESL programs. And small business owners, we provide business education and support services to help your company grow and create jobs to improve the local economy.

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

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

**LaGuardia Community College Mission**

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

**LaGuardia Community College**

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

**Division of Adult and Continuing Education**

**Jane E. Schulman, Vice President**

Sandra M. Watson, Dean  
Jane MacKillop, Associate Dean

**Senior Administrators and Directors**

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  - Christine Alvarez, Director, Pre-Hospital Care Programs
  - Natalia Arguello, Director, NY Designs
  - Victoria Badalamenti, Director, The English Language Center
  - Claudia Baldonado, Director, Employment Services Center
  - Marian Blaber, Senior Administrator/ Director, CUNY Language Immersion & College PREP
  - Samuel E. Farrell, II, Director, Center for Community Education
  - Judith Gazzola, Director, Career Development Center
  - John Garcia, Director, Encore College
  - Adjoa Gzifa, Director, Workforce Education Center
  - Edgard Hernandez, Director, Procurement Technical Assistance Center
  - John Hunt, Director, Center for Immigrant Education and Training
  - Kimberly Kendall, Executive Director, Tuition Based Programs
  - John Lagamjis, Director, ACE Information Technology
  - Linda Mellon, Executive Director of Business Services
  - Jacqueline Pineda-Vega, Director, Career & Professional Programs
  - Shannon Rzasa, Director, Workforce1 Healthcare Career Center
  - Cris Stewart, Director, ACE Enrollment Management Services
  - Michele Stewart, Director, Career Ladders in Allied Health
  - Andrew Vollo, Director, Taxi & FHV Institute
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  - Natalia Arguello, Director of NY Designs
  - Edward L. Hollins, College Graphic Designer
  - Liesl Fores, Communications Director
  - Bruce Kurzius, Coordinator of Administrative Services
  - Madeline Oquendo, Assistant to Associate Dean
  - Tony Camilli, Web Developer
  - David Turcotte, ACE Photographer



## Computers, Business, Certificates & Licenses

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# YOU in a NEW Career!

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

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

## **In 1 month you can**

- Take an online course in Word, Excel, Power Point or Access - page 10
- Get a license as a taxi driver - page 23

## **In 2 months you can become**

- Certified in ALL Microsoft Office Applications (Word, Excel, Power Point and Access) - page 9

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

- LPN to RN transition course and earn 12 credits towards their nursing degree - page 38

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

- Certified as an Income Tax Preparer - page 15
- Certified in Import/Export - page 19
- Certified as an Emergency Medical Technician (EMT) - page 40
- Certified as a Pharmacy Technician - page 38

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

- Certified in QuickBooks - page 13
- Certified in Accounting - page 14

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

- An A+ Computer Service Technician - page 11
- Certified as a Construction Manager - page 31

## **In 10 months you can become**

- Certified as a CASAC Trainee - page 40

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

- Certified as a Paramedic - page 40



## **Important statistics on certificate programs from a recent study show:**

- Certificate programs have grown because they are affordable, usually take less than a year to complete and often yield high returns.
- Certificates have become a stepping stone to college degrees. Twenty percent of certificate holders go on to get two-year degrees, and an additional 13 percent ultimately get a bachelor's degree.
- On average, workers with certificates earn 20% more than workers with only high school diplomas.
- The highest earners amongst certificate holders are those who are working in the field in which they received their certificate and in high-demand occupations.
- Certificates provide higher economic payoff for those with less educational preparation. Students who enroll in certificate programs and have lower standardized test scores receive similar wages as workers with some college.

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

# Computers, Business, Certificates & Licenses

## Computers

*Start Here, Start Now!*



### Certificate Program in Business Office Skills



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

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND  
\$20 A05COM000A

#### Introduction to Computers, Windows and the Internet

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

Sat Sep 22 - Oct 6 (3 sessions/9 hours)  
2:00 pm - 5:00 pm \$93 A05CMP001A

Tues & Thurs Oct 2 - Oct 9 (3 sessions/9 hours)  
6:00 pm - 9:00 pm \$93 A05CMP001B

#### Power Keyboarding

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

*Instructor: Lawan Tyson*

Tues & Thurs Oct 16 - Nov 8 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$245 A05OSK001A

 **EDUCATION** Convenient and Accessible 24 Hours a Day!

To enroll visit <http://www.ed2go.com/lagcc/>

### Business Office Skills Online

#### NEW! Computer Skills in the Workplace/Online

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

\$129 A05BUS820

#### NEW! Keys to Effective Communication/Online

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

\$129 A05BUS821

#### Managing Customer Service/Online

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

\$129 A05BUS818

#### Effective Business Writing/Online

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

\$129 A05WRT811

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



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

**EDUCATION** *Go online for professional and personal growth*

**Online Courses - Convenient and Accessible 24 Hours a Day!**

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

**How to Get Started**



Visit [www.ed2go.com/lagcc](http://www.ed2go.com/lagcc) to see what's available.

You'll find syllabi, software requirements, instructor bios and student reviews. Try a free demo to see if online learning is right for you!!

**When you're ready**

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

When your course starts, return to [www.ed2go.com/lagcc](http://www.ed2go.com/lagcc) and click on My Classroom.

**Start Dates**

A new section of every online course will take place:

<b>SUMMER B</b>	<b>Aug 15 - Oct 5</b>	<b>\$129</b>
<b>FALL A</b>	<b>Sept 19 - Nov 9</b>	<b>\$129</b>
<b>FALL B</b>	<b>Oct 17 - Dec 7</b>	<b>\$129</b>
<b>FALL C</b>	<b>Nov 14 - Jan 4</b>	<b>\$129</b>
<b>FALL D</b>	<b>Dec 12 - Feb 1</b>	<b>\$129</b>

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

For questions on courses or enrollment process email [ACEProfessional@lagcc.cuny.edu](mailto:ACEProfessional@lagcc.cuny.edu) or call (718) 482-5125. All online courses are ND

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

**Business Office Skills 7**

**NEW!** Computer Skills in the Workplace/Online  
**NEW!** Keys to Effective Communication/Online  
 Managing Customer Service  
 Effective Business Writing

**Microsoft Office Applications 10**

Introduction to Microsoft Word 2007  
 Introduction to Microsoft Word 2010  
 Intermediate Microsoft Word 2007  
 Intermediate Microsoft Word 2010  
 Introduction to Microsoft Excel 2007  
 Introduction to Microsoft Excel 2010  
 Intermediate Microsoft Excel 2007  
 Intermediate Microsoft Excel 2010  
 Advanced Microsoft Excel 2007  
 Introduction to Powerpoint 2007  
 Introduction to Powerpoint 2010  
 Introduction to Microsoft Project 2007  
 Introduction to Microsoft Project 2010  
 Introduction to Microsoft Access 2007  
 Introduction to Microsoft Access 2010

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Basic A+ Certification  
 Intermediate A+ Certification  
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 CompTIA Security+ Certification Prep  
 CompTIA Network+ Certification Prep

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 Accounting Fundamentals II  
 QuickBooks 2010 for Contractors  
 Introduction to Quickbooks 2011  
 Introduction to Peachtree Accounting 2012

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Marketing Your Business on the Internet  
 Start and Operate Your Own Home-Based Business  
 Wow, What a Great Event  
 Get Paid to Travel  
 Effective Business Writing  
 Managing Customer Service  
 Introduction to Business Analysis  
 Start a Pet Sitting Business  
 Creating a Successful Business Plan  
 Achieving success with Difficult People  
**NEW!** Small Business Marketing on a Shoe String  
**NEW!** Introduction to Interior Design

**Non-Profit 28**

Introduction to Non-profit Management  
 Achieving success with Difficult People  
 Creating a Successful Business Plan  
 Web 2.0: Blogs, Wikis, and Podcasts

**Health 41**

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

**Web Page Design 12**

Creating Web Pages  
 Introduction to Dreamweaver CS5  
 Designing Effective Websites  
 Advanced Web Pages

**Photography Online 68**

Discover Digital Photography  
 Secrets of Better Photography  
 Photographing Nature with Your Digital Camera  
 Introduction to Photoshop CS5  
 Photoshop CS5 for the Digital Photographer  
 Photoshop CS5 for the Digital Photographer II  
 Photoshop Elements 10 for the Digital Photographer

**The Art of Writing 68**

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 Beginning Writer's Workshop  
 Writeriffic: Creativity Training for Writers  
 Writeriffic 2: Advanced Creativity Training for Writers  
 Writing for Children  
 Write Your Own Life Story  
 Beginner's Guide to Getting Published  
 Writing and Selling Self-Help Books

**Foreign Languages Online 61**

Beginning Conversational French  
 Instant Italian  
 Speed Spanish

**Test Prep - Youth 50**

SAT/ACT preparation - Part 1  
 SAT/ACT preparation - Part 2  
 Ready MATH

**Test Prep 64**

LSAT Preparation - Part 1  
 LSAT Preparation - Part 2  
 GMAT preparation





# Computer skills for your professional development



## 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 Applications. You may take individual courses without intending to complete the Certificate Program. **For more information call (718) 482-5125.**

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND  
\$20 A05OSK000A

### 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. (see page 7)

**Instructor: Lawan Tyson**

Sat Oct 13 - Nov 17 (6 sessions/24 hours)  
9:00 am - 1:00 pm \$245 A05OSK002A

Tues & Thurs Nov 13 - Dec 11 (7 sessions/24 hours)  
6:00 pm - 9:30 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. (see page 7)

Sat Oct 13 - Dec 1 (7 sessions/24 hours)  
1:30 pm - 5:00 pm \$245 A05OSK003A

Mon & Wed Oct 22 - Nov 14 (8 sessions/24.0 hours)  
6:00 pm - 9:00 pm \$245 A05OSK003B

### Microsoft PowerPoint Presentations for Windows

Learn how to incorporate Microsoft Word and Microsoft Excel for Windows into a powerful PowerPoint presentation. Topics include planning, designing, creating and editing presentations. Prerequisite: Introduction to Personal Computers or equivalent experience. (see page 7)

**Instructor: Lawan Tyson**

Sat Sep 22 - Oct 6 (3 sessions/12 hours)  
9:00 am - 1:00 pm \$123 A05OSK005A

### Microsoft Access Intensive

Explore the basic and advanced function of Access, the most popular database used in the business world today. Topics include database design and creation, tables, queries, reports and creating relational databases. (see page 7)

**Instructor: Lawan Tyson**

Mon & Wed Nov 26 - Dec 12 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$185 A05OSK004A

### Advanced Microsoft Office

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

**Instructor: Lawan Tyson**

Mon & Wed Sep 24 - Oct 10 (5 sessions/15 hours)  
6:00 pm - 9:00 pm \$156 A05OSK100A



### Create your own blog, wiki, and audio and video podcast

#### Web 2.0: Blogs, Wikis, and Podcasts/Online

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

\$129 A05CMP848



**To enroll visit**  
<http://www.ed2go.com/lagcc/>

### 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>.

**EDUCATION Convenient and Accessible 24 Hours a Day!**

**Microsoft Office Applications Online To enroll visit <http://www.ed2go.com/lagcc/>**

**Introduction to Microsoft Word 2007/Online**

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

\$129 A050SK824

**Introduction to Microsoft Word 2010/Online**

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

\$129 A050SK832

**Intermediate Microsoft Word 2007/Online**

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

\$129 A050SK829

**Intermediate Microsoft Word 2010/Online**

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

\$129 A050SK839

**Introduction to Microsoft Excel 2007/Online**

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

\$129 A050SK821A

**Introduction to Microsoft Excel 2010/Online**

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

\$129 A050SK833

**Intermediate Microsoft Excel 2007/Online**

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

\$129 A050SK822

**Intermediate Microsoft Excel 2010/Online**

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

\$129 A050SK838

**Advanced Microsoft Excel 2007/Online**

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

\$129 A050SK828

**Introduction to PowerPoint 2007/Online**

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

\$129 A050SK830

**Introduction to Microsoft PowerPoint 2010/Online**

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

\$129 A050SK836

**Introduction to Microsoft Project 2007/Online**

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

\$129 A050SK823

**Introduction to Microsoft Project 2010/Online**

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

\$129 A050SK834

**Introduction to Microsoft Access 2007/Online**

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

\$129 A050SK835

**Introduction to Microsoft Access 2010/Online**

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

\$129 A050SK837



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



## A+ Computer Service Technician Certificate

This 6-course, hands-on training program will teach you how to repair computers and prepare you for the A+ Essentials (exam code 220-701) and A+ Practical Application (exam code 220-702) industry exams. Topics include an introduction, hardware, software, network systems, new technologies, and building your own computer.

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND \$20 A05CMP000A

### 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/).

Tues & Thurs Sep 18 - Oct 4 (6 sessions/21 hours)  
6:00 pm - 9:30 pm \$215 A05CMP100A

### CST, Part 1: Hardware

Study computer hardware through a combination of lecture, demonstration, and hands-on experience. Learn the proper use of tools by disassembling a PC, installing parts, and practicing troubleshooting techniques. Upon completing this course, you should be able to select appropriate computer equipment to build a desktop computer. Prerequisite: Introduction to Computer Technology or passing of equivalency exam.

Tues & Thurs Oct 11 - Nov 1 (7 sessions/24.0 hours)  
6:00 pm - 9:30 pm \$429 A05CMP101A

### CST, Part 2: Software

Learn how to install, configure, initiate, and upgrade operating systems, such as Windows 7; application software, such as MS Office Suite; and subsystems software, including Anti-Virus. Explore how to use utility software and system tools to troubleshoot common software errors. Prerequisite: CST, Part 1: Hardware.

Tues & Thurs Nov 8 - Dec 4 (7 sessions/24 hours)  
6:00 pm - 9:30 pm \$429 A05CMP102A

### CST, Part 3: Networking

Explore the connections between the computer and peripheral devices, such as printers, cameras, and other computers. You will learn to create and troubleshoot local area networks (LAN) and wireless network communications. Prerequisite: CST, Part 2: Software.

Tues & Thurs Dec 11 - Jan 10 (7 sessions/24 hours)  
6:00 pm - 9:30 pm \$429 A05CMP103A

### CST, Part 4: New Technologies

Study new innovations in computer technology and the implementation of various products, including smartphone applications. Upon completing this course you should be able to advise clients on acquisition, installation, and configuration of the most current computer technology. Prerequisite: CST, Part 3: Networking.

Tues & Thurs Jan 17 - Feb 7 (7 sessions/24 hours)  
6:00 pm - 9:30 pm \$429 A05CMP104A

### CST, Part 5: Build Your Own Computer

Put your practical and theoretical training to use in this intensive, all-day workshop. Design and build your own PC in a supervised environment. Prepare for the A+ certification exam by taking and reviewing full-length practice exams. You are responsible for purchasing your own hardware and software, which costs approximately \$350. Prerequisite: CST, Part 4: New Technologies.

Tues & Thurs Feb 19 - Mar 7 (6 sessions/18 hours)  
6:00 pm - 9:30 pm \$329 A05CMP112A



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

**EDUCATION** Convenient and Accessible 24 Hours a Day!

**Prepare for the CompTIA Network+ Certification Exam at home or anywhere!**



## Certificate Preparation in CompTIA Security/Network Online

To enroll visit <http://www.ed2go.com/lagcc/>

For more information about the courses below, please call (718) 482-5125.



### Basic A+ Certification/Online

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

\$195 A05CMP817



### Intermediate A+ Certification/Online

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

\$195 A05CMP818



### Advanced A+ Certification/Online

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

\$195 A05CMP819



### CompTIA Security+ Certification Prep/Online

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

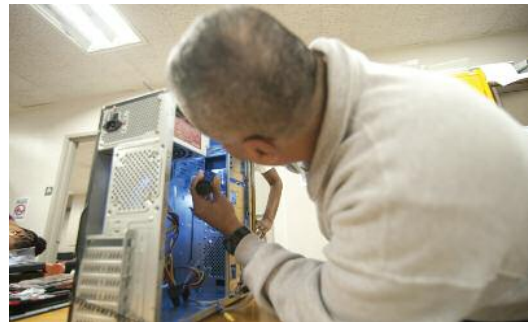
\$195 A05CMP837



### CompTIA Network+ Certification Prep/Online

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

\$195 A05CMP820



## Web Page Design Online To enroll visit <http://www.ed2go.com/lagcc/>

Learn how to create professional looking web pages. For more information about the courses below, call (718) 482 5125.



### Creating Web Pages/Online

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

\$129 A05CMP805



### Designing Effective Web Sites/Online

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

\$129 A05CMP859



### Advanced Web Pages/Online

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

\$129 A05CMP862



### Introduction to Dreamweaver CS5/Online

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

\$129 A05CMP857

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

# Discover How to Unleash the Power of QuickBooks!



## Bookkeeping and Accounting



### 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).

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND  
\$20 A05BK000A

#### Bookkeeping with QuickBooks, Part 1

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

**Instructor: Luis Alvarado**

Sat Sep 29 - Nov 3 (6 sessions/27 hours)  
9:00 am - 2:00 pm \$366 A05OSK006A

Tues & Thurs Oct 18 - Nov 15 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$366 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

**Instructor: Luis Alvarado**

Sat Nov 17 - Dec 15 (4 sessions/18 hours)  
9:00 am - 2:00 pm \$249 A05OSK007A

Tues & Thurs Nov 27 - Dec 13 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$249 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.

**Instructor: Luis Alvarado**

Mon & Wed Sep 5 - Sep 24 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$249 A05OSK008A

Sat Jan 5 - Jan 26 (4 sessions/18 hours)  
9:00 am - 2:00 pm \$249 A05OSK008A

Tues & Thurs Jan 8 - Jan 24 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$249 A05OSK008B



### Advanced QuickBooks Certificate Program

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

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND  
\$20 A05BUS000Z

#### Payroll Certificate

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

**Instructor: Luis Alvarado**

Sat Oct 13 - Dec 15 (9 sessions/27 hours)  
2:30 pm - 5:30 pm \$366 A05BUS014A

#### NEW! Cost Accounting

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

**Instructor: Luis Alvarado**

Mon Oct 15 - Dec 17 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$366 A05BUS016A



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



## Bookkeeping Online

To enroll visit  
<http://www.ed2go.com/lagcc/>

### Accounting Fundamentals/Online

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

\$129 A05BUS802

### Accounting Fundamentals II/Online

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

\$129 A05BUS803

### Introduction to QuickBooks 2011/Online

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

\$129 A05BUS813

### QuickBooks 2010 for Contractors/Online

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

\$129 A05BUS811

### Introduction to Peachtree Accounting 2012/Online

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

\$129 A05BUS817



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



## College Certificate Program in Accounting

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



This 4-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 3 courses may be taken at the same time or after Principles of Accounting I in any order. **For more information call (718) 482-5125**

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND  
 \$20 A05BTA000A

### 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.

Sat Sep 15 - Dec 8 (14 sessions/84 hours)  
 9:15 am - 4:25 pm \$315 A05BTA111A

Mon & Wed Sep 10 - Dec 12 (28 sessions/89 hours)  
 5:45 pm - 9:05 pm \$315 A05BTA111B

### Principles of Accounting II

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

Tues & Thurs Sep 11 - Dec 20 (28 sessions/89 hours)  
 5:45 pm - 7:55 pm \$315 A05BTA112A

### Individual Income Tax Procedures

Learn the basic concepts of individual income taxation and the mechanics of federal individual income tax return preparation. Special topics include allowable deductions, and personal exemptions and dependents, among others. You will complete a federal income tax return practice set.

Tues & Thurs Sep 11 - Dec 11 (24 sessions/36 hours)  
 8:05 pm - 9:35 pm \$315 A05BTA150A

### Accounting Applications

Get hands on microcomputer experience in the processing of accounting data, working with spreadsheets (Excel), databases (Access), and dedicated accounting software (Quickbooks). You'll also explore the design of accounting systems, computer related management decisions, and strategic controls considerations.

Tues & Thurs Sep 11 - Dec 11 (24 sessions/36 hours)  
 6:00 pm - 7:30 pm \$315 A05BTA130A



# Business

*Earn extra money*

**Become a Registered Tax Preparer**



## Tax Return Preparer Certificate Program

**Earn extra money by becoming a registered tax preparer** or learn to prepare taxes for your own personal use. Upon completion of this 2 course, 66 hour certificate program, 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) 482-5125.**

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND  
\$20 A05BUS000A

### Tax Return Preparer, Part 1

Learn how to prepare basic individual forms, including tax credits, deductions and tax consequences. Become familiar with the 1040 series and wage income forms.

Sat Oct 20 - Nov 17 (5 sessions/30 hours)  
9:30 am - 4:00 pm \$375 A05BUS002A

### Tax Return Preparer, Part 2

Explore taxation for different types of income (investment, retirement, rental and small business) and learn how to prepare these more complex tax returns, including capital gains tax.

Fri (6:00 pm - 9:00 pm) & Sat (9:30 am - 4:00 pm)  
Dec 1 - Jan 12 (7 sessions/36 hours)  
\$375 A05BUS003A



## Advanced Tax Return Preparer Certificate Program

Do you have experience completing basic tax forms? Take your knowledge to the next level by practicing with complex tax forms, including small business and multi-state returns. You will also brush up on your tax skills by reviewing changes to the tax code. **For more information call (718) 482 5125.**

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND  
\$20 A05BUS015Z

### Advanced Tax Return Preparer

Upgrade your tax skills by mastering more complex tax returns. Gain practice in determining taxes for sales and rental income, home office, conversions, rollovers and distributions. Learn the trick to multi state tax returns and review the most recent changes to the tax code. Prerequisite: Successful completion of Tax Return Preparer Certificate Program.

Tue and Thur Oct 23 - Nov 29 (10 sessions/30 hours)  
6:00pm - 9:00pm \$415 A05BUS015A

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

# GENERAL ASSEMBLY + NYDESIGNS AT LAGUARDIA COMMUNITY COLLEGE PRESENT

# FRONT-END WEB DEVELOPMENT

General Assembly's intensive ten-week Front-End Web Development Program will enable you to become a talented designer, freelancer, entrepreneur, and creative professional. This accelerated curriculum will provide you the core front-end web development skills in HTML, CSS, and jQuery necessary to transform your ideas into concrete web designs. ND

Tues & Thurs September 11 - Nov 15 (10 weeks/60 hours)  
6:00pm to 9:00pm \$3,000 A14MKT005A  
Visit [generalassemb.ly/lga-webdev](http://generalassemb.ly/lga-webdev) to apply.

## INFO SESSION

Come learn more about the program and job opportunities for web developers in New York.

August 21, 2012 • 6:00 pm to 8:00 pm  
RSVP at 718.663.8404  
Limited seating available



## Earn extra money!



## Become a Notary Public

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

Mon Oct 22 (1 session/3 hours)  
6:30 pm - 9:30 pm \$75 A05BUS001A

## Give the gift of education!

Please note: Gift certificates can be purchased with cash, and/or credit/debit cards; no personal checks.

For more information and assistance in purchasing certificates call (718) 482-5130.

LaGuardia Community College  
Division of Adult & Continuing Education

## Gift Certificate

Give your friends and family a gift they will never forget!

To \_\_\_\_\_

From \_\_\_\_\_

Amount \$ \_\_\_\_\_

Course \_\_\_\_\_

Course Code \_\_\_\_\_





# Entrepreneurs

## Financial Management for the Business Owner

Business owners, take charge of your finances! Learn basic accounting skills and discover how different software tools can help you keep track of your company's finances to improve your business.

Sat Sep 15 - Oct 6 (4 sessions/8 hours)  
10:00 am - 12:00 pm \$70 A15BUS008A

## Web Marketing for Your Business

Leverage your business' online presence with technologies that enhance your marketing and communication strategies. Topics include email marketing, website management, IT security, blogging, and search engine optimization. Aspiring business owners welcome.

Thurs Sep 13 - Oct 4 (4 sessions/8 hours)  
5:30 pm - 7:30 pm \$70 A15BUS009A

 **EDUCATION** Convenient and Accessible 24 Hours a Day!

To enroll visit <http://www.ed2go.com/lagcc/>

## Business Online

### Get Paid to Travel/Online

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

\$129 A05CRD800

### Wow, What a Great Event!/Online

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

\$129 A05PEN809

### Start and Operate Your Own Home Based Business/Online

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

\$129 A05BUS800

### Marketing Your Business on the Internet/ Online

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

\$129 A05BUS809

### Achieving Success with Difficult People/Online

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

\$129 A05BUS815

### Creating a Successful Business Plan/Online

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

\$129 A05BUS819

### Introduction to Business Analysis/Online

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

\$129 A05BUS812

### Start a Pet Sitting Business/Online

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

\$129 A05BUS816

### Small Business Marketing on a Shoestring/Online

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

\$129 A05BUS822

### Introduction to Interior Design/Online

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

\$129 A05BUS823

## LAGUARDIA HELPS YOU RUN YOUR BUSINESS

### START your business

Get assistance with your **business plan**  
Small Business Development Center • 718.482.5303

### BUILD your skills

Get help finding the right business course  
Career and Professional Programs • 718.482.5125

Develop customized training for your staff  
Center for Corporate Education • 718.482.5330

### GROW your business



Grow your company and drive economic progress  
*10,000 Small Businesses Program* • 718.730.7400

Get help preparing and applying for a loan  
Small Business Development Center • 718.482.5303

Market your products to the government  
Procurement Technical Assistance Center • 718.482.5289

Sell to transportation agencies such as the MTA  
Small Business Transportation Resource Center • 718.482.5941

Become certified as a Minority Owned Business  
Procurement Technical Assistance Center • 718.482.5289

Grow your design business  
NYDesigns • 718.663.8404

Not sure where to start? Email: [business\\_services@lagcc.edu](mailto:business_services@lagcc.edu)

Are you separated, divorced or had some other significant loss of household income?  
Do you need job training and/or employment assistance?

### 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

To be eligible for this free program you must be a:

- displaced homemaker\* • New York State resident
- U.S. citizen, with a valid work permit, or a qualified TANF non-citizen

\*The term "displaced homemaker" means an individual who:

- has worked in the home, providing unpaid household services for family members;
- is not gainfully employed;
- has had, or would have difficulty in securing employment; and
- has been dependent on the income of another family member but is no longer supported by such income, or has been dependent on federal assistance but is no longer eligible for such assistance, or is supported as the parent of minor children by government assistance or spousal support.



**Classes are ongoing.**

**Home to Work Center for  
Displaced Homemakers**



For more information: Visit **Room C-314** Call **(718) 482-5340** Email [msampson@lagcc.cuny.edu](mailto:msampson@lagcc.cuny.edu)

# Start Your Own Import/Export Business!

The practical, hands-on guidance needed to make your idea a reality.



## Import/Export Certificate Program



### Program Highlights

- **Build** a business plan specific for your import/export business
- **Identify** logistics of shipping your products across international borders
- **Practice** pitching your business venture to financial backers

Are you an entrepreneur looking to start your own import/export company? Get the practical, hands on guidance you need to make your import/export idea a reality. Learn the legal aspects of international trade, documentation requirements, international logistics, and trade financing while creating a business plan. This certificate program consists of Import/ Export Market, International Logistics, and Trade Financing.

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND  
\$20 A05IEB000A

### Import / Export Market

Explore how to identify products, partners and markets for your import/export business. Learn how world trade organizations and agreements will impact your business. Conduct market research to create the first part of your business plan.

Sat Oct 13 - Oct 27 (3 sessions/15 hours)  
9:00 am - 3:00 pm \$415 A05IEB009A

### Trade Financing

Build financial models to analyze the risk involved in your business venture. Learn about UCP600 and other documents required to obtain a letter of credit from a bank. Practice pitching your business venture to financial backers.

Sat Dec 1 - Dec 15  
(3 sessions/15 hours)  
9:00 am - 3:00 pm \$415 A05IEB008A

### International Logistics

Review the documents and regulations governing the import and export of products from the U.S. Explore the activities involved in customhouse brokerage and freight forwarding. Identify logistics of shipping your own products across international borders and discuss pricing.

Sat Nov 3 - Nov 17 (3 sessions/15 hours)  
9:00 am - 3:00 pm \$415 A05IEB010A



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

## Get an education. Get a tax break. Hope Scholarship Credit

Since January 1, 1998, taxpayers have been eligible to claim a non-refundable credit against federal income taxes for EACH student in the taxpayer's family enrolled at least half time in one of the first two years of postsecondary education in a program leading to a degree, certificate or other recognized educational credential.



**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

Fall 2012 PTAC Workshops 9AM-12PM		
Date	Event	Location
<b>September</b>		
Wednesday, September 12	Doing business with New York City Department of Education	31-10 Thomson Avenue Long Island City, NY
Wednesday, September 19	How to do business with New York City Department of Citywide Administrative Services	31-10 Thomson Avenue Long Island City, NY
Wednesday, September 26	New York City Department of Environmental Protection Agency procurement opportunities	31-10 Thomson Avenue Long Island City, NY
<b>October</b>		
Wednesday, October 3	New York State Government Opportunities, by New York State Office of General Services	Nassau County
Wednesday, October 17	Becoming M/WBE certified with Nassau County and Doing business with Nassau County	Nassau County
Wednesday, October 31	Federal opportunities with Federal Aviation Administration	Nassau County
<b>November</b>		
Wednesday, November 28	Doing business with GSA Public Building Services	Suffolk County
<b>December</b>		
Wednesday, December 5	Capacity building, by Skanska & Tishman Construction	Suffolk County
Wednesday, December 12	How to do business with U.S. Department of Homeland Security & FEMA	Suffolk County

**All workshops include breakfast, networking and Q&A.**

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

Please note: Workshops and locations are subject to change

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

— Saudia  
Greenhouse Eco-Cleaning  
Brooklyn, New York



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

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

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



# Veterans...

In **recognition and appreciation** of your service to our country LaGuardia is pleased to offer you the following New York State Training programs.

**Call (718) 482-7244, or e-mail: [acereg@lagcc.cuny.edu](mailto:acereg@lagcc.cuny.edu) for more information.**

Use the NY State Division of Veteran Affairs' education benefits calculator to determine the amount of financial aid available to you for full or part-time study: [http://veterans.ny.gov/gi\\_bill\\_calculator/type\\_of\\_service.html](http://veterans.ny.gov/gi_bill_calculator/type_of_service.html)

## Certificate/License Programs

### Accounting

Accounting (College Level) - 336 Hours  
Computerized Bookkeeping - 60 Hours  
QuickBooks - 42 Hours

### Business

Custom Broker License Preparation - 54 Hours  
Import/Export  
Income Tax Preparation - 65 Hours  
Taxi Driver - 80 Hours

### Health

Certified Clinical Medical Assistant - 240 hours  
Credential Alcohol & Substance Abuse Counselor (CASAC) - 350 Hours  
Emergency Medical Technician- 172 Hours  
Food Service/Dietary Manager - 120  
Healthcare Interpreter - 45 Hours  
LPN to RN Transition - 36 Hours (not certificate/license prep)  
Paramedic - 800 Hours  
Professional Pharmacy Technician - 50 Hours

ASL - English Interpretation Program - 639 Hours

### Computers

Microsoft Office Applications - 78 Hours  
Computer Service Technician - 114 Hours

### Construction

Carpentry - 100 Hours  
Construction Management - 168 Hours  
Plumbing - 100 Hours  
Home Inspection License Preparation - 140 Hours  
Refrigeration Machine Operator - 200 Hour

## Test Prep Courses

### GED

GED Preparation - 66 Hours

### College Prep

Bridge to College Reading/Writing - 30 Hours  
Bridge to College Math - 30 Hours

### Graduate School Admissions

GRE Preparation - 54 Hours

### Veterans Upward Bound

Program - 504 hours



*Do you want to earn money driving a cab? Do you need to renew your TLC license?*

## **LaGuardia's Taxi & For Hire Vehicle Driver Institute** We serve the needs of New York City's professional drivers!

Prepare for the Taxi and Limousine Commission (TLC) Written Exam to obtain your license with our Defensive Driving, Official 80 Hour, EZ License 24-hour class, and Taxi Prep Test or English for Taxi Drivers classes. Take the TLC Written Exam at LaGuardia. To maintain your license, take our 4-hour continuing education workshop.

All Taxi & For Hire Vehicle Driver Institute classes are ND=no discount.

**Email:** [CUNYTAXI@lagcc.cuny.edu](mailto:CUNYTAXI@lagcc.cuny.edu)

**Call:** (718) 482-5335

**Visit:** <http://ace.laguardia.edu/taxi>

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

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

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

Sat Sep 15	A17DDO009A
Sat Sep 22	A17DDO009B
Sat Sep 29	A17DDO009C
Sat Oct 13	A17DDO010A
Sat Oct 27	A17DDO010B
Sat Nov 10	A17DDO011A
Sat Nov 17	A17DDO011B
Sat Dec 8	A17DDO012A
Sat Dec 22	A17DDO012B

### **Defensive Driving for Taxi and FHV Drivers**

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

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

Wed Sep 5	A17DDV009A
Sat Sep 15	A17DDV009B
Sat Sep 22	A17DDV009C
Wed Sep 26	A17DDV009D
Sat Sep 29	A17DDV009E
Thurs Oct 4	A17DDV010A
Sat Oct 13	A17DDV010B
Tue Oct 16	A17DDV010C
Mon Oct 22	A17DDV010D
Sat Oct 27	A17DDV010E
Mon Nov 5	A17DDV011A
Sat Nov 10	A17DDV011B
Sat Nov 17	A17DDV011C
Wed Nov 21	A17DDV011D
Thurs Nov 29	A17DDV011E
Tue Dec 4	A17DDV012A
Sat Dec 8	A17DDV012B
Thurs Dec 13	A17DDV012C
Sat Dec 22	A17DDV012D
Thurs Dec 27	A17DDV012E

### **EZ License - 24 Hour Class**

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

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

Mon	Sat Sep 1 - Sep 30	A1724H009A
Mon	Sat Oct 1 - Oct 31	A1724H010A
Mon	Sat Nov 1 - Nov 30	A1724H011A
Mon	Sat Dec 1 - Dec 31	A1724H012A

### **The Official 80 Hour Class**

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

You can start any time, any day. Classes are ongoing.

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

Mon - Sat	Sep 1 - Sep 30	A1780H009A
Mon - Sat	Oct 1 - Oct 30	A1780H010A
Mon - Sat	Nov 1 - Nov 30	A1780H011A
Mon - Sat	Dec 1 - Dec 31	A1780H012A

“It was a great experience to be in this course. We learned so much about New York City. The teacher was teaching geography in a really great way.”

-EZ License – 24 Hour Class student

“This course was awesome! Mr. Klee is the best teacher. If I pass the TLC exam, I know it's because of him.”

-Official 80 Hour Class student

### TLC Taxi Prep Test

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

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

Thurs Sep 6	A17PRP009A
Thurs Oct 4	A17PRP010A
Thurs Oct 18	A17PRP010B
Thurs Nov 1	A17PRP011A
Thurs Nov 15	A17PRP011B
Thurs Dec	A17PRP012A
Thurs Dec 27	A17PRP012B

### TLC English Proficiency and Written Exam

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

1 session/6 hours 9:00am 3:00pm \$25 Every Friday

Fri Sep 14	A17TST009A
Fri Sep 21	A17TST009B
Fri Sep 28	A17TST009C
Fri Oct 5	A17TST010A
Fri Oct 19	A17TST010B
Fri Oct 26	A17TST010C
Fri Nov 9	A17TST011B
Fri Dec 7	A17TST012A
Fri Sep 14	A17TST012B
Fri Dec 21	A17TST012C

### Taxi 4-Hour Continuing Education Workshop

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

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

Sat Sep 1	10:00 am - 2:00 pm	A17RNW009A
Wed Sep 5	6:00 pm - 10:00 pm	A17RNW009B
Sat Sep 8	10:00 am - 2:00 pm	A17RNW009C
Wed Sep 12	6:00 pm - 10:00 pm	A17RNW009D
Mon Sep 17	1:30 pm - 5:30 pm	A17RNW009E
Thurs Sep 20	1:30 pm - 5:30 pm	A17RNW009G
Sat Sep 22	10:00 am - 2:00 pm	A17RNW009H

Mon Sep 24	9:00 am - 1:00 pm	A17RNW009I
Thurs Sep 27	6:00 pm - 10:00 pm	A17RNW009J
Tue Oct 2	9:00 am - 1:00 pm	A17RNW010A
Wed Oct 3	6:00 pm - 10:00 pm	A17RNW010B
Sat Oct 6	10:00 am - 2:00 pm	A17RNW010C
Thurs Oct 11	6:00 pm - 10:00 pm	A17RNW010D
Mon Oct 15	6:00 pm - 10:00 pm	A17RNW010E
Wed Oct 17	9:00 am - 1:00 pm	A17RNW010F
Sat Oct 20	10:00 am - 2:00 pm	A17RNW010G
Tue Oct 23	1:30 pm - 5:30 pm	A17RNW010H
Mon Oct 29	1:30 pm - 5:30 pm	A17RNW010I
Thurs Nov 1	6:00 pm - 10:00 pm	A17RNW011A
Tue Nov 6	1:30 pm - 5:30 pm	A17RNW011B
Wed Nov 7	6:00 pm - 10:00 pm	A17RNW011C
Sat Nov 10	10:00 am - 2:00 pm	A17RNW011D
Tue Nov 13	6:00 pm - 10:00 pm	A17RNW011E
Sat Nov 17	10:00 am - 2:00 pm	A17RNW011F
Wed Nov 21	9:00 am - 1:00 pm	A17RNW011G
Mon Nov 26	1:30 pm - 5:30 pm	A17RNW011H
Thurs Nov 29	9:00 am - 1:00 pm	A17RNW011I
Mon Dec 3	1:30 pm - 5:30 pm	A17RNW012A
Thurs Dec 6	6:00 pm - 10:00 pm	A17RNW012B
Sat Dec 8	10:00 am - 2:00 pm	A17RNW012C
Tue Dec 11	6:00 pm - 10:00 pm	A17RNW012D
Sat Dec 15	10:00 am - 2:00 pm	A17RNW012E
Wed Dec 19	1:30 pm - 5:30 pm	A17RNW012F
Sat Dec 22	10:00 am - 2:00 pm	A17RNW012G
Sat Dec 29	10:00 am - 2:00 pm	A17RNW012H

### 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 9:00 am 1:00 pm \$29 Every other Thursday

Thurs Sep 6	A17TEP009A
Thurs Sep 20	A17TEP009B
Thurs Oct 4	A17TEP010A
Thurs Oct 18	A17TEP010B
Thurs Nov 1	A17TEP011A
Thurs Nov 15	A17TEP011B
Thurs Dec 13	A17TEP012A
Thurs Dec 27	A17TEP012

### Manhattan Geography

1 session/8 hours \$49

Fri Sep 14	9:00 am - 6:00 pm	A17GMAN09A
Mon Oct 15	9:00 am - 6:00 pm	A17GMAN10A
Fri Oct 26	9:00 am - 6:00 pm	A17GMAN10B
Fri Nov 9	9:00 am - 6:00 pm	A17GMAN11A
Tue Nov 26	9:00 am - 6:00 pm	A17GMAN11B
Fri Dec 7	9:00 am - 6:00 pm	A17GMAN12A

### Outer Boroughs Geography, Part I Emphasis on Brooklyn & Queens

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

1 session/8 hours \$49

Tue Sep 4	9:00 am - 6:00 pm	A17GBRQ09A
Mon Sep 17	9:00 am - 6:00 pm	A17GBRQ09B
Mon Oct 1	9:00 am - 6:00 pm	A17GBRQ10A
Tue Oct 16	9:00 am - 6:00 pm	A17GBRQ10B
Mon Oct 29	9:00 am - 6:00 pm	A17GBRQ10C
Mon Nov 12	9:00 am - 6:00 pm	A17GBRQ11A
Tue Nov 27	9:00 am - 6:00 pm	A17GBRQ11B
Mon Dec 10	9:00 am - 6:00 pm	A17GBRQ12A
Wed Dec 26	9:00 am - 6:00 pm	A17GBRQ12B

### Outer Boroughs Geography, Part II Emphasis on Bronx & Staten Island

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

1 session/8 hours \$49

Wed Sep 5	9:00 am - 6:00 pm \$49	A17GBXS09A
Tue Sep 18 (1 session/8 hours)	9:00 am - 6:00 pm \$49	A17GBXS09B
Tue Oct 2 (1 session/8 hours)	9:00 am - 6:00 pm \$49	A17GBXS10A
Wed Oct 17 (1 session/8 hours)	9:00 am - 6:00 pm \$49	A17GBXS10B
Tue Nov 13 (1 session/8 hours)	9:00 am - 6:00 pm \$49	A17GBXS11A
Wed Nov 28 (1 session/8 hours)	9:00 am - 6:00 pm \$49	A17GBXS11B
Tue Dec 11 (1 session/8 hours)	9:00 am - 6:00 pm \$49	A17GBXS12A





## **Advance or make a change in your non-profit career.**

*Become more influential as a board member or volunteer.*

**The Institute for Non-Profit Professionals offers courses to help you develop industry wide skills that will give you an edge and help you succeed.**

You'll learn how to write effective grant proposals; manage budgets; market specifically for your organization; and network in the field to produce better outcomes.

## **Institute for Non-Profit Professionals**

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# Institute for Non-Profit Professionals

The Institute for Non-Profit Professionals offers certificate programs in Arts Administration, Career Planning for Workforce Development Professionals, and Non-Profit Management. These individual tracks can help you hone skills specific to your area of interest. For more information call (718) 482-5125.

**All courses can be taken individually without intending to complete a certificate.**

## Grant Writing & Fund Development

Receive hands on experience in researching, identifying, cultivating and soliciting institutional, foundation, corporate and public grants. You will write a draft proposal to be reviewed by a mock grants panel of New York City non profit professionals with grant review expertise. You'll also engage in role playing to better understand how to solicit donors for organizational support.

**Instructor: Melissa Sandor**

Wed Oct 17 - Dec 19 (10 sessions/20 hours)  
6:30 pm - 8:30 pm \$199 A05ART002A

### Donna Maria deCrefft Perkins

*Artist discovers business sense at LaGuardia*

Donna Maria deCrefft Perkins is a teaching artist in the New York City public school system. Taking the Grant Writing and Fund Development course, she explains, has given her a solid foundation in this area.

"The grant writing course was very thorough, and Melissa Sandor was an excellent, supportive teacher. Class discussions were stimulating and informative, and Ms. Sandor gave us invaluable opportunities to meet professionals in the field and present our material to mock grant panels," says Donna. "I feel she taught us the basic and most important elements of grant writing."

“The grant writing course was very thorough, and Melissa Sandor was an excellent, supportive teacher.”

What does Donna plan to do with her new knowledge and skills? "I would like to have more autonomy as a teaching artist, be able to fund and start arts programs in underserved areas, and generate my own public and private projects," she says. "I hope the program will continue so that I can earn my certificate in Arts Administration."

## Diversity and Inclusion Competence in the Workplace

Discuss the importance of diversity and inclusion in the workplace. You'll review ethics in a multicultural context, consider your clients' perspective and engage in awareness exercises. Discover best practices from guest speakers. This is an elective course.

**Instructor: Ken Jockers**

Thurs Oct 18- Nov 8 (4 sessions/12 hours)  
6 pm - 9 pm \$195 A05CRD014A

## Financial Success

Master the financial strategies and skills needed by non profit arts professionals. Topics include accounting principles, procedures and internal control; forecasting accurate budgets; auditing and reporting requirements; handling cash flow; and planning for future financial needs. Become familiar with related technology software, including QuickBooks and Raiser's Edge.

Mon Oct 15 - Dec 17 (10 sessions/20 hours)  
6:30 pm - 8:30 pm \$199 A05ART005A

## Non-Profit Management - Overview

Learn the basics of non-profit management. Topics include board and leadership governance structures, incorporation, development of mission, and defining your target audience. Guest speakers from the non-profit fields will offer insights on effective arts structures and management.

Tues Oct 16 - Dec 18 (10 sessions/20 hours)  
6:30 pm - 8:30 pm \$199 A05WRK001A

## Arts Administration Overview

Learn the basics of art administration. Topics include board and leadership governance structures, incorporation, development of mission, and defining your target audience. Guest speakers from the arts and culture fields will offer insights on effective arts structures and management.

**Instructor: Steven Hitt**

Tues Oct 16 - Dec 18 (10 sessions/20 hours)  
6:30 pm - 8:30 pm \$199 A05ART001A

## Using Career Resources in Workforce Development

Learn how to administer and interpret assessment tools used by workforce development professionals, and how to apply them to specific client needs. You will also explore web sites that provide information on occupations and potential employers and help find employment. This is a required course.

Thurs Nov 8, 15, 29 (3 sessions/14 hours)  
12:00 pm - 4:30 pm \$195 A03CRD005A

## Introduction to Career Planning

Practice active listening skills and other important communication techniques necessary for effective career planning. Review career theories, learn intake interview techniques and practice what you've learned through role play and small group activities. You will also be asked to apply these skills at your workplace and talk about results in class. This is a required course and a prerequisite for all other program courses.

Thurs Oct 18, 25, Nov 1 (3 sessions/14 hours)  
12:00 pm - 4:30 pm \$195 A03CRD009A

## Career Planning Model

**Coming Spring 2013**

Thurs Mar 7, 14, 21 (3 sessions/14 hours)  
12:00 pm - 4:30 pm \$195 A03CRD008A

## Developing Your Audience

**Coming Spring 2013**

Wed Jul 11 - Aug 29 (8 sessions/20 hours)  
6:30 pm - 9:00 pm \$199 A05ART004A

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



 **Non-Profit Management Certificate Program\***

Master the most current and practical strategies to become an effective manager for a non-profit field. Develop the skills you need to grow a non-profit while networking with other professionals in the field.

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND

\$20 AO5NPT000A

Courses can be taken in any order or individually without intending to complete the certificate.

**Certificate program includes:**

4 courses

- Non-Profit Management Overview
- Grant Writing & Fund Development
- Developing Your Audience
- Financial Success

*Plus, choose one of the these electives*

- Arts Administration - Overview
- Using Career Resources in Workforce Development
- Career Planning Model
- Diversity and Inclusion Competence in the Workplace

For more information call (718) 482-5125

 **Arts Administration Certificate Program\***

Develop the administrative skills necessary to help you become a leader in the professional arts world. Gain industry exposure through case studies and instructors who are accomplished professionals working with New York City's most innovative and established arts and culture organizations.

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND

\$20 AO5ART000A

Courses can be taken in any order or individually without intending to complete the certificate.

**Certificate program includes:**

4 courses

- Arts Administration Overview
- Grant Writing & Fund Development
- Developing Your Audience
- Financial Success

*Plus, choose one of these electives*

- Non-Profit Management Overview
- Using Career Resources in Workforce Development
- Career Planning Model
- Diversity and Inclusion Competence in the Workplace

For more information call (718) 482-5125

 **Career Planning for Workforce Development Professionals Certificate Program**

The Career Planning for Workforce Development Professionals Certificate Program is comprised of five courses (three required courses and two electives). You will build upon your career planning and assessment skills to help your program and clients achieve their goals.

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND

\$20 AO3CRD0000A

Courses can be taken in any order or individually without intending to complete the certificate.

**Certificate program includes:**

3 courses

- Introduction to Career Planning
- Using Career Resources in Workforce Development
- Career Planning Model

*Plus, choose two of the following electives)*

- Diversity and Inclusion Competence in the Workplace
- Grant Writing & Fund Development
- Financial Success
- Non-Profit Management Overview

For more information call (718) 482-5355

\*Please note: If you are enrolled in the Non-Profit Management Certificate Program and wish to also earn an Arts Administration Certificate, or vice versa, you need to take two (2) additional courses (that you have not previously taken) in conjunction with the current certificate program.



## 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. Offered in partnership with Community Partnership Referrals and Resources (CPRR), this program fulfills the New York State Office of Alcoholism and Substance Abuse Services (OASAS) addiction counselor certificate requirements for 350 hours of specific topics for credentialing or re-credentialing. Upon successful completion of both courses, you will be eligible to apply for OASAS' CASAC-Trainee (CASAC-T) program. ND

**Upcoming Info Session: Wed Aug 15, 6:00 pm. To attend you must RSVP to (718) 482-5125.**

### CASAC Counselor, Part A

Wed (6:00pm - 9:30pm) & Sat (9:00am - 5:00pm) Sep 15 - Feb 13 (34 sessions/183 hours)  
\$2265 A05CAS001A

See page 40 for complete course description and more information.



**Convenient and Accessible 24 Hours a Day!** To enroll visit <http://www.ed2go.com/lagcc/>

## Non Profit Management Courses Online

The following online courses complement the Certificate for Non-Profit Management.

### Introduction to Nonprofit Management/Online

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

\$129 A05BUS808

### Achieving Success with Difficult People/Online

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

\$129 A05BUS815

### Creating a Successful Business Plan/Online

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

\$129 A05BUS819

### Introduction to Business Analysis/Online

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

\$129 A05BUS812



### Web 2.0: Blogs, Wikis, and Podcasts/ Online

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

\$129 A05CMP848

### Managing Customer Service/Online

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

\$129 A05BUS818

# FREE TRAINING FOR > GREEN JOBS

COMPLETE THE GREEN JOBS TRAINING PROGRAM AND GET READY TO APPLY FOR GREEN JOBS

The Green Jobs Training Program introduces participants to the principles of sustainability and provides the necessary skills to work for companies that have or want to develop a green focus.

THIS IS YOUR CHANCE to get the skills you need to apply for a job in:

- Sustainable Landscape Design & Maintenance
- Green Cleaning & Housekeeping
- Waste Management

### Requirements

Participants must:

- Be unemployed or underemployed; career changers are encouraged to apply.
- Be able to attend classes regularly and on time
- Be 18 years old or older at the time of application
- Have a high school diploma or GED
- Speak English

*The Green Jobs Training program is a collaboration between Queens Botanical Garden and LaGuardia Community College with support from the Port Authority of NY & NJ.*



### Why Green Jobs?

As energy becomes more expensive and codes and standards become stricter, companies nationwide are working hard to become more sustainable.

For companies, this effort involves creating positions and jobs that didn't exist 5 or 10 years ago.

The growth of green jobs is only getting started; in the future, more companies will add even more jobs.

Green jobs require workers to use their skills in new ways and learn new skills. **This is a huge opportunity for professional growth.**

THE PORT AUTHORITY OF NY & NJ



CONTINUING EDUCATION  
People, Changing



FOR MORE INFO  
CALL TODAY  
718.663.8420

[www.greenworkforcenyc.org](http://www.greenworkforcenyc.org)

## Construction & Buildings

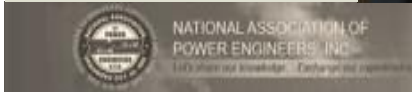
Green Jobs Training	29
Licensed Refrigeration Machine Operator	30
Carpentry	30
Construction Management Certificate	31
College Construction and Design	32
Sustainable Building Courses Online	33
Green Professional Building Skills Training (GPRO)	34

# Move forward in your career!

## Become a Licensed Refrigeration Machine Operator

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

- Course content is certified and approved by NYC Fire Department for the National Association of Power Engineers (NAPE)
- Meets required 200 hours of class and field work required by the NYC Bureau of Fire Prevention
- Provides training for EPA certification as a "Universal Technician"
- The course is open to members of NAPE. Non-members must join at time of enrollment



Eligible for Veterans Tuition Assistance!

### License Preparation: Refrigeration Machine Operator

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND \$20 A05BUS009Z

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. A Certificate of Completion is awarded upon successful completion of the course.

**Instructor: Steven Carbone**

Tues & Thurs Oct 9 - Jun 27 (67 sessions/200 hours)  
6:00 pm - 9:00 pm \$2265 A05BUS009A  
(Payment plan available)

## Construction & Buildings

### Carpentry 1

Obtain hands on training in a carpentry lab. Topics include construction math, basic blueprint reading, and proper use of hand and power tools. Demolition and rebuilding of a 12' x 12' structure is a course highlight. Materials included. Prerequisite: You must have OSHA-10 Hour Construction Industry Safety and Health Certification (see page 31).

Tues & Thurs Oct 2 - Dec 13 (20 sessions/60 hours)  
6:00 pm - 9:00 pm \$895 A05CNS100A  
(Payment plan available)



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

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



# Certificate Program in Construction Management

This 8-course Certificate Program in Construction Management is relevant for individuals who own small construction firms, architects and engineers, surveyors, estimators, contractors, subcontractors, suppliers, installers, and those who want to enter or service the field.

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND

\$20 A05CNS000A

You may take individual courses without intending to complete the Certificate Program. **For more information call (718) 482-5125.**

## OSHA 10-Hour Construction Industry Safety and Health Certification

Earn the 10 Hour Construction Industry Safety and Health Certification, which is required of all construction workers as of July 18, 2008. You'll receive hands on experience with safety equipment and procedures and discuss best practices to identify and avoid hazards on the construction site. US Department of Labor rules and worker rights will also be reviewed. Upon successful completion, you will receive your OSHA certification and card. (Tuition does not include \$5 OSHA card fee). ND

Mon, Tues, Wed & Thurs Sep 24 - Sep 27  
(4 sessions/12 hours)  
6:00 pm - 9:00 pm \$179 A05CNS011A

Sat Oct 20 - Oct 27 (2 sessions/12 hours)  
9:00 am - 4:00 pm \$179 A05CNS011B

## Basics of Construction Drawings and Plans, Part 1

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

Wed Oct 10 - Dec 12 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$295 A05CNS001A

## Basics of Construction Drawings and Plans, Part 2

This course is for those who want to read and understand mechanical (HVAC), electrical, plumbing, and fire protection drawings for residential, institutional and commercial buildings. Topics include plans, sections, elevations, schedules, details, diagrams, specifications, symbols and abbreviations. Contractors, subcontractors, tradespeople, installers, craftsmen, suppliers, fabricators, cost estimators and all other people related to construction industry will benefit from this course. Prerequisite: Basic Principles of Construction - Drawings and Plans, Part 1

Mon Oct 15 - Dec 10 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$295 A05CNS002A

## Introduction to AutoCAD on the PC, Part 1

If you are a professional in the field or a student interested in architecture and engineering, this course is for you. Using AutoCAD LT 2007, you will learn basic and intermediate concepts, shortcuts to speedier drawings, plot, and how to create readable technical drawings from actual sketches. You will receive a free text that parallels the curriculum of the course. Prerequisite: Familiarity with Windows. Tuition for this course is \$239 for students in the construction program.

Sat Oct 20 - Dec 15  
(7 sessions/28 hours)  
9:15 am - 1:15 pm \$439 A05CMP105A

## 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.

Thurs Oct 18 - Dec 13 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$295 A05CNS005A

Coming in Winter 2013  
**Construction Cost Estimating**

Coming in Spring 2013  
**Project Management for the Construction Industry**

Coming in Summer 2013  
**Scheduling for Construction**

## Construction Online

### 24 Hour Access (12 sessions)

The following online course complements LaGuardia's Construction Program.

### QuickBooks 2010 for Contractors/Online

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

\$129 A05BUS811



## Do you work in construction or design?

Increase your skills through theory and hands-on practice in our 8,000 square foot design studio and prototype lab.

### College Construction and Design

Gain basic skills in construction and design by taking college courses as a noncredit student. Courses can be taken individually. Books and materials are not included in course fee.

#### Technical Drawing

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

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A05HUA190A

#### Form and Structure

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

Wed Sep 12 - Dec 12 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A05HUA107A



#### Three-Dimensional Design

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

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
1:00 pm - 4:25 pm A05HUA106A

### You may be eligible for tuition assistance or vouchers for many of our courses. Find out if you qualify!

**Work Force Investment Act (WIA)** vouchers may be available for individuals who are unemployed, dislocated, disabled, youth (14 - 21 meeting certain requirements) or displaced workers. For more information: <http://www.workforcenewyork.org/>

**New York State Educational Incentive Program (EIP)** may provide vouchers for qualified applicants who are registered child care providers. For more information: <http://www.earlychildhoodnyc.org/education/EIP.cfm>

**Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)** offers access to a full range of services that may be needed by persons with disabilities. For more information: [www.vesid.nysed.gov](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.



# Sustainable Building Courses Online

Convenient **24 Hour Access** July 1 - August 31

For complete course descriptions and to register: **Visit [www.NYDesigns.org](http://www.NYDesigns.org)**  
Click on "services" in the main menu and then click "Courses."

All Sustainable Design courses are ND=no discount.

## Intro to Building Energy Efficiency/Online

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

24 Hour Access Sep 1 - Dec 31 (30 hours)  
\$510 A14CRD805A

## Solar Hot Water Heating/Online

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

24 Hour Access Sep 1 - Dec 31 (60 hours)  
\$1010 A14CRD806A

## Green Building Technical Professional/Online

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

24 Hour Access Sep 1 - Dec 31 (40 hours)  
\$540 A14CRD807A

## LEED Green Associate/Online

For professionals who want green building expertise in non-technical fields of practice, the Green Building Certification Institute (GBCI) has created the LEED Green Associate credential, which attests to a demonstrated knowledge of green design, construction, and operations. The LEED Green Associate credential also serves as the first step in pursuing a LEED AP specialization. This course will help you: o Identify key components of the LEED Rating Systems o Discuss the LEED Certification process for both buildings and homes o Describe the intents and associated concepts of each LEED credit category o Describe successful LEED strategies o Prepare for the LEED Green Associate examination (This is a 2-month, self-paced online course. Average completion time is 8 hours. There is no set start date.)

24 Hour Access Sep 1 - Dec 31 (8 hours)  
\$380 A14CRD809A

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

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

24 Hour Access Sep 1 - Dec 31 (8 hours)  
\$380 A14CRD810A

## Energy Efficient Design for Architects/Online

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

24 Hour Access Sep 1 - Dec 31 (57 hours)  
\$1510 A14CRD811A

## Fundamentals of Sustainable Buildings and High Performance Systems Design/Online

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

24 Hour Access Sep 1 - Dec 31 (35 hours)  
\$1610 A14CRD812A



**Please recycle this catalog!  
Pass it on to a friend!**



## Certificate Program in Green Professional Building Skills Training (GPRO)

**GPRO: Green Professional Building Skills Training** is a series of courses and certificate exams developed by the U.S. Green Building Council to teach the people who build, renovate, and maintain buildings the principles of sustainability combined with trade-specific green construction knowledge.

The program involves a combination of a 4-hour course in **Fundamentals of Building Green** followed by 6-8 class hours in your field (construction management, operations & maintenance, electrical, or plumbing). You will then take an exam, which, if you pass, will make you a GPRO Certificate Holder. This certificate will demonstrate your understanding of green building as it applies to your trade and will enhance your ability to compete for and participate in green jobs. All fees include materials for both courses and exam fees.

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

### GPRO: Fundamentals + Electrical Systems

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

Sat Sep 1 - Dec 31 (3 sessions/10 hours)  
\$465 A14CNS011A

### GPRO: Fundamentals + Operations & Maintenance

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

Sat Sep 1 - Dec 31 (3 sessions/12 hours)  
\$520 A14CNS010A

### GPRO: Fundamentals + Construction Management

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

Sat Sep 1 - Dec 31 (3 sessions/10 hours)  
\$465 A14CNS008A

### GPRO: Fundamentals + Plumbing

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

Sat Sep 1 - Dec 31 (3 sessions/10 hours)  
\$465 A14CNS012A



If you wish to inquire about disability services please contact Cristobal Stewart at (718) 482-5120 to discuss your individual needs.

If you are Deaf or hard of hearing please contact Paul Carlson (866) 553-3609 (Video Phone).

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

**Are you interested in a challenging, secure and financially rewarding career?  
Do you like to work out?**

## Personal Trainer Certification

### Join a fast-growing profession:

#### Coursework includes:

- 15 hours of lecture in the morning
- 15 hours of practical training off-site in the afternoon
- W.I.T.S. National Exam

#### Requirements for W.I.T.S. Certification

- Passing of W.I.T.S. National Exam
- CPR/AED certification
- Completion of 30 hour internship (list of potential internship sites provided)



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

Sat Oct 13 - Nov 17 (6 sessions)  
9:00 am - 4:00 pm \$790 A05CRD013A



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

## Health

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# The skills you need for immediate entry into the healthcare field!

## Health

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



### Certified Clinical Medical Assistant

Become certified as a **Phlebotomist and EKG Technician**, and learn **CPR and medical terminology** to become a **Certified Clinical Medical Assistant (CCMA)**. The CCMA is an important member of a medical team and assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). Upon successfully passing all four courses in this program, in any order, you will be prepared to take the national certification exam for Clinical Medical Assistant. (Courses may also be taken individually.) **For more information call (718) 482-5768.**

#### Enhanced Phlebotomy

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

Mon, Wed, Fri Nov 19 - Jan 23 (35 sessions/140 hours)  
6:00 pm - 10:00 pm \$1200 A11HLT002A

Mon, Wed, Fri Aug 6 - Oct 3 (35 sessions/140 hours)  
10:00 am - 2:30 pm \$1200 A11HLT002B

#### Medical Terminology

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

Mon, Wed, Fri Aug 6 - Aug 24 (8 sessions/32 hours)  
6:00 pm - 10:00 pm \$305 A11HLT003A

Tues & Thurs Sep 4 - Oct 2 (9 sessions/36 hours)  
10:00 am - 2:30 pm \$305 A11HLT003B

#### Enhanced EKG Technician

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

Mon, Wed, Fri Sep 10 - Nov 12 (28 sessions/112 hours)  
6:00 pm - 10:00 pm \$980 A11HLT001A

Mon, Wed, Fri Oct 15 - Dec 19 (28 sessions/112 hours)  
10:00 am - 2:30 pm \$980 A11HLT001B

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

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

Mon, Tues & Wed Aug 27 - Aug 29 (3 sessions/12 hours)  
6:00 pm - 10:00 pm \$125 A11CPR001A

Tues & Thurs Oct 4 - Oct 11 (3 sessions/12 hours)  
10:00 am - 2:30 pm \$125 A11CPR001B

### **NEW!** Healthcare Workers: Upgrade your skills, improve job performance, strengthen your marketability and achieve career advancement!

Health Careers Enrichment and Advancement Project (HCEAP) offers training in the following areas:

- Healthcare documentation
- Workplace ethics
- Computer literacy
- Critical thinking for healthcare
- Intensive First Aid
- Resume writing, interview skills and job search strategies

You will receive an HCEAP certificate upon completion of 3 or more of these training courses.

Classes will run January through March 2013.

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

## Are you bilingual?

Learn the skills and basic vocabulary needed to start working in the high demand field of healthcare interpreting!



### Healthcare Interpreter Certificate Program

Earn your Level 1 Certificate by successfully completing the Level 1 course (45 hours) and passing the national Language Line Interpreter Skills Test (medical scenario). For more information call (718) 482-5125.

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND  
\$20 A05HLT000Z

#### 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 nationally recognized Language Line Interpreter Skills Test. Test fees and books are included in course tuition. Prerequisite: High school or GED diploma and passing of a Spanish/English screening test (one day). For more information or to register for a screening test, call (718) 482-5125. ND. Payment plan available.

There will be two screening tests prior to the course:

Sat Sep 8 (1 session/1 hours)  
11:00 am - 12:00 pm FREE A05HLT000A

Sat Sep 22 (1 session/1 hours)  
11:00 am - 12:00 am FREE A05HLT000B

*Instructor: Aurora Ronquillo*

Sat Oct 6 - Dec 8 (9 sessions/45 hours)  
9:00 am - 2:00 pm \$965 A05HLT002A

#### Polish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the nationally recognized Language Line Interpreter Skills Test. Test fees and books are included in course tuition. Prerequisite: High school or GED diploma and passing of a Polish/English screening test (one day). For more information or to register for a screening test, call (718) 482-5125. ND. Payment plan available.

There will be two screening tests prior to the course:

Sat Sep 8 (1 session/1 hours)  
11:00 am - 12:00 pm FREE A05HLT000C

Sat Sep 22 (1 session/1 hours)  
11:00 am - 12:00 am FREE A05HLT000D

*Instructor: Agata Baczyk*

Sat Oct 6 - Dec 8 (9 sessions/45 hours)  
9:00 am - 2:00 pm \$965 A05HLT003A



#### Healthcare Interpreter Certificate Program, Level 2

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

#### Healthcare Concepts and Terminology for Interpreters

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

*Instructor: Celia Ortiz*

Sat Sep 22 - Dec 1 (10 sessions/40 hours)  
9:00 am - 1:00 pm \$765 A05HLT004A



#### Opportunities for Ageless Learners

#### Students Over 65

Rediscover the joys of learning at LaGuardia Community College!

Receive a 30% discount  
(all courses except those noted ND).

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



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



## Pharmacy Technician Certification Preparation

Develop the skills you need to work under a registered pharmacist and prepare for the Pharmacy Technician Certification Board (PTCB) exam. Offered in partnership with Condensed Curriculum International, Inc. Prerequisite: High school or GED diploma and passing of a screening test. For more information call (718) 482-5125. ND=no discount available.

Tues & Thurs Oct 2 - Dec 13 (20 sessions/70 hours)  
6:00 pm - 9:30 pm \$1015 A05HLT001A

## Earn College Credits

### LPN to RN Transition Course

For more information call Michele Stewart at (718) 482-5238.

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

Tue Sep 18 - Dec 4 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$649 A20CRD001A

### Food Service/Dietary Manager

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



Certified Dietary Managers are nationally recognized experts at managing dietary operations. The LaGuardia ACE Dietary Managers Program provides training for people already working in a healthcare foodservice facility to continue up the career ladder. To qualify for the Dietary Managers Evening Program, you must:  
1. Have a high school diploma or equivalency certificate  
2. Be currently working in a food service department  
3. Have a registered dietitian who will act as your preceptor.  
The program is presented in three modules: fall, winter and spring. Each module runs for 10 weeks and includes 40 hours of lecture plus 50 hours of supervised fieldwork at the work site. Upon successful completion of the program, you are eligible to sit for the certification examination. *Instructor: Pat Harvey*

Tue Sep 11 - Nov 13 (10 sessions/40 hours)  
5:45 pm - 10:00 pm \$349 A05DMG001A



### New York Needs Healthcare Professionals!

- Are you an internationally trained physician, nurse or mental health professional?
- Do you want to return to the healthcare workforce?

The New York City Welcome Back Center for Immigrant Health Professionals at LaGuardia Community College can guide you in the process of becoming licensed in New York State in your specialty or another healthcare area as you work towards re-licensure in your field.

We offer re-licensure advisement for the following professions:

- Physicians
- Registered Nurses/Licensed Practical Nurses
- Psychologists
- Social Workers



#### Nelson Gil

*Physician from the Dominican Republic*

*"Through the services I received from the NYC Welcome Back Center I improved my English, and I am much more confident in speaking with others, especially on the phone."*

The center also offers career counseling; referrals to support services, such as ESL classes and training programs; job placement through our Workforce1 Healthcare Career Center, once you have appropriate credentials, and more.

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

Visit us at <http://www.laguardia.edu/nycwbc/>

# NYS Mandated Training



## Introduction to Infection Control

New York State law requires all licensed healthcare professionals to receive training in infection control and barrier precautions every four years. If you are a licensed healthcare worker, this 2.5-hour NYS Education Department-approved course will satisfy your licensure requirement and increase your knowledge of new drug resistant pathogens and occupational risks. You will also explore new strategies for infection prevention and control. This course is offered for practicing MDs, physician assistants, dentists, dental hygienists, RNs, LPNs, optometrists and podiatrists as well as funeral directors.

Sat Oct 27 10:00 am- 12:30 pm  
A20CRD002A \$75



## Child Abuse Identification and Reporting

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

Sat Oct 27 1:00 pm - 3:00pm  
A20CRD010B \$75

*Are you 24 or over and looking for a career in the healthcare field?*

## Community Health Worker Certificate Program



### Who is a Community Health Worker?

**Community Health Workers (CHWs)** are public health professionals who help bridge gaps between different populations and healthcare or social service systems by providing outreach, basic health education, referrals and follow-up service, case management, advocacy and home visiting services.

### Requirements

- At least 24 years of age
- Unemployed
- High School Diploma or GED
- Bilingual (preferred)
- Ability to read and write in English (must pass screening test)
- Good physical health
- Eligible to work in the U.S.
- No criminal record
- Drug test clearance
- Not currently a college student

**To schedule an assessment test and interview  
Call (718) 730-7569**

**Schedule:  
September 2012 - February 2013  
March - August 2013**

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information, including any information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

The NY State & Civil Service Employee Association (CSEA) Partnership for Education provides tuition assistance up to \$880 per course for CSEA-represented NY State employees to update job skills, start a new career or improve basic skills.

For more information visit [www.nyscseapartnership.org](http://www.nyscseapartnership.org).  
If you are approved for a voucher contact [bkurzius@lagcc.cuny.edu](mailto:bkurzius@lagcc.cuny.edu) or (718) 482-5124.



## 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. Offered in partnership with Community Partnership Referrals and Resources (CPRR), this program fulfills the New York State Office of Alcoholism and Substance Abuse Services (OASAS) addiction counselor certificate requirements for 350 hours of specific topics for credentialing or re-credentialing. Upon successful completion of both courses, you will be eligible to apply for OASAS' CASAC-Trainee (CASAC-T) program. ND

A certificate program fee of \$20 is due at the time of initial registration. After you have completed the program, we will keep your certificate on file for 10 years, and as an added bonus, you will be invited to attend a **Career Workshop** that teaches how to write a winning resume, use social media to broaden your network, create a job search strategy, and give a great interview. ND \$20 A05CAS000A

### Upcoming Info Session

**Wed Aug 15, 6:00 pm. To attend you must RSVP to (718) 482-5125.**



### CASAC Counselor, Part A

Learn about the medical, physical and pharmacological aspects of addiction. Examine the role the CASAC plays in multi-disciplinary treatment, which includes family and community education and prevention as well as 12-step and other mutual aid groups. ND=no discount available

Wed (6:00pm - 9:30pm) & Sat (9:00am - 5:00pm) Sep 15- Feb 13 (34 sessions/183 hours) \$2265 A05CAS001A (Payment plan available)



## 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.



### Emergency Medical Technician (EMT) Basic

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

Mon, Tues, Wed & Thurs Sep 11 - Jan 17 (56 sessions/178 hours)  
6:00 pm - 9:30 pm \$995 A1EMT001A

### 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. To request an application or to learn more about the paramedic program call (718) 482-5768.

Mon-Thurs (6:00 pm - 10:00 pm) & Alternating Saturdays (9-4) Sep 4 - Aug 15  
(200 sessions) 6:00 pm - 10:00 pm \$7300 A1PMD001A



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



Convenient 24 hour access

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



## Health Courses Online To enroll visit <http://www.ed2go.com/lagcc/>

### Spanish for Medical Professionals/Online

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

\$129 A05CRD801

### Medical Terminology: A Word Association Approach/Online

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

\$129 A05HLT801

### Human Anatomy and Physiology/Online

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

\$129 A05HLT800

### Human Anatomy and Physiology II/Online

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


\$129 A05HLT802




### Medical Math/Online

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

\$129 A05HLT803

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



Workforce1 Healthcare Career Center offers job placement services, training assistance, and career advisement in the healthcare field.

For more information or to schedule an appointment:  
**Email** [HealthCareerCenter@lagcc.cuny.edu](mailto:HealthCareerCenter@lagcc.cuny.edu)  
**Call** 718.730.7500

# FREE COLLEGE CLASSES & SERVICES FOR VETERANS

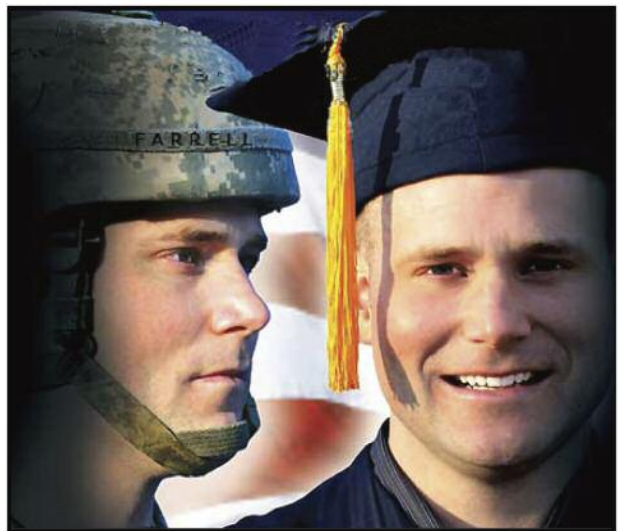
LaGuardia Community College

Interested In Earning A College Degree?  
Looking To Advance In A Career?  
Need To Increase Your Income?

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

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

**WEBSITE:** [www.lagcc.cuny.edu/veterans](http://www.lagcc.cuny.edu/veterans)  
**FACEBOOK:** LaGuardia Veterans  
**EMAIL:** [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu)



**LaGuardia's Veteran Upward Bound Program Can Help You!**

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

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



## English as a Second Language

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# Learn English at LaGuardia!

## Prepare for college, graduate school or a better job.

### English as a Second Language (ESL)

Teachers at the English Language Center (TELC) have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening, speaking, field trips and Internet research. We also offer courses that teach you English through art, business, pop culture, blogs and wikis, and dance.

Do you have questions about immigration, life in the United States, your future plans? Our staff can help. Come study with us and make TELC your home away from home! You will have access to LaGuardia Community College's computer labs, library, gym and swimming pool.

Payment for all ESL courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early. For more information, call (718) 482-5360, visit The English Language Center office at 29-10 Thomson Avenue in Room C354, or visit our web site at [esl.lagcc.cuny.edu](http://esl.lagcc.cuny.edu).

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

facebook

TELC is on

YouTube

twitter



#### Day Intensive

Learn English for college, graduate school or professional advancement in this academic preparation program. Improve your English reading, writing, listening, speaking, grammar and pronunciation skills. Choose a morning or afternoon schedule. At the intermediate and advanced levels, choose an elective such as Business English, Dance, Pronunciation, Vocabulary and more!

Receive free tutoring in conversation at our Language Clinic. Classes meet U.S. Government requirements for the issuance of I 20s.

##### Fall 2012 Registration:

Wednesday, September 5 and Thursday, September 6, 11:00 am-3:00 pm, Room C354. The non-refundable \$50 registration fee is included in the tuition.

#### Morning Day Intensive

Mon - Fri Sep 18 - Dec 3 (49 sessions/170 hours)  
8:45 am - 12:45 pm \$1625 AF021000

#### Afternoon Day Intensive

Mon - Thurs Oct 1 - Dec 12 (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? Do you need to improve your English skills to advance in your professional career? If so, take this 6-level English program. You will improve your listening, speaking, reading, writing and grammar and acquire valuable college study skills.

**Fall 2012 Registration** starts Thursday, September 13, 4:00 pm - 7:00 pm, Room C354. The non-refundable \$50 registration fee (4 nights) or \$25 registration fee (2 nights and Saturday) is included in the tuition.

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

Mon - Thurs Oct 10 - Dec 20 (40 sessions/90 hours)  
6:50 pm - 9:05 pm \$655 AF021006

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

Mon & Wed Oct 10 - Dec 19 (20 sessions/45 hours)  
6:50 pm - 9:05 pm \$345 AF021003

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

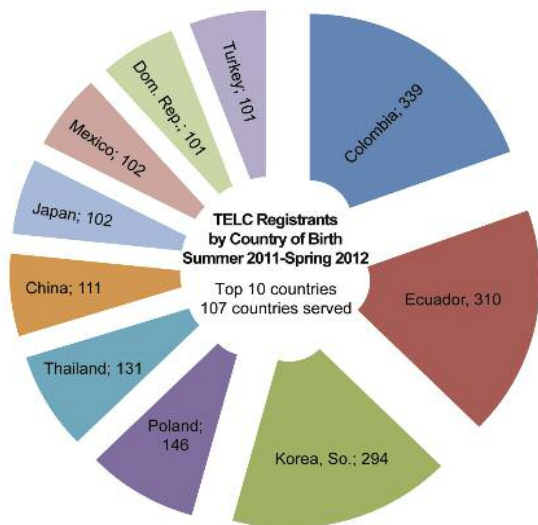
Tues & Thurs Oct 11 - Dec 20 (20 sessions/45 hours)  
6:50 pm - 9:05 pm \$345 AF021004

#### Saturday English Program

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

**Fall 2012 Registration** starts Thursday, September 13, 4:00 pm - 7:00 pm and Saturday, September 22, 10:00 am - 1:00 pm, Room C354.

Sat Oct 13 - Dec 15 (9 sessions/45 hours)  
9:00 am - 2:00 pm \$345 AF021005



# The English Language Center (TELC) Students Go to College... and Give Back



**Daniel Cano**

Daniel Cano studied less than two years at TELC before transitioning into the college as a Mental Health major. He made the Dean's List, will graduate this fall, and then will embark on the next leg of his educational journey at Hunter College, where he plans to earn a bachelor's degree in psychology. Daniel is currently doing an internship at a public center in Queens, teaching a seminar, titled *What is Happiness?*, based on "positive psychology." He says he'd like to present a short seminar on positive psychology for TELC students as well. Reflecting on his experience at LaGuardia, Daniel notes, "People are so obsessed with the results--with graduating--that they don't focus on the learning," which is the important part, he assures.



**Masumi Yamaguchi**

Masumi Yamaguchi had studied at TELC for two years before enrolling in the college. A dentistry student in her native Japan, she decided to return to her passion as a Fine Arts major at LaGuardia. Since then, she has made the Dean's List, and her sculpture won an art contest that the college held in honor of the 40th anniversary. Masumi attributes much of her success to TELC and particularly to her teacher, the late Linda Kunz. Using the same techniques that Professor Kunz implemented in class to teach English, Masumi helps beginning students learn Japanese as a tutor at LaGuardia. Masumi plans to transfer to a 4-year school and would like to develop her teaching skills to perhaps one day be a teacher herself. "Not only English, but meeting great classmates and teachers were my treasures in the ESL program," she says.



**Abdoul Cadri Simpara**

Abdoul Cadri Simpara went through a lot of work to find the right ESL program. A native of Mali, he began his English studies at Arizona State University, where he attended on a student visa the fall after graduating high school in his home country. Feeling dissatisfied with the program, he transferred to Howard University in Washington, DC a few months later, only to find that he still wasn't making any progress towards his goal of learning English so that he could get into an American college.

In the fall of 2011, one year after arriving in the U.S., Abdoul transferred to LaGuardia's English Language Center. Six months later, he passed the TOEFL exam and is now preparing to enter LaGuardia as a business major this fall.

"There are more teachers, more students and more classes at TELC. The first day is a writing test to make sure you're in the right place," says Abdoul. Actively involved in the program's weekly volunteer language clinics, he has also become a tutor for other TELC students. Asserting that he finally found the right place at TELC, he adds, "Teachers try to help you with any problems. It feels like family here."

## Specialized Workshops - Afternoon

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

**Fall 2012 Registration** is on Wednesday, September 5 and Thursday, September 6, 11:00 am - 3:00 pm, Room C354.

### 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 Oct 1 - Dec 12 (20 sessions/45 hours)  
1:30 pm - 3:45 pm \$345 AF02110C

### Listening/Speaking Workshop

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

Tues & Thurs Oct 2 - Dec 11 (20 sessions/45 hours)  
4:15 pm - 6:30 pm \$345 AF021150C

### TOEFL Preparation Workshop

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

Mon & Wed Oct 1 - Dec 12 (20 sessions/45 hours)  
4:15 pm - 6:30 pm \$345 AF021400C

### Vocabulary through Reading Workshop

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

Tues & Thurs Oct 2 - Dec 11 (20 sessions/45 hours)  
1:30 pm - 3:45 pm \$345 AF021240C

### Specialized Workshops - Saturdays

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

**Fall 2012 placement testing and registration** for Saturday Specialized Workshops are on Saturday, September 22, 10:00 am - 1:00 pm, Room C354.

### Grammar and Writing Workshop

Improve your overall writing skills, explore common problem areas of English grammar, and learn to identify and correct your own mistakes.

Sat Oct 13 - Dec 15 (9 sessions/45 hours)  
9:00 am - 2:00 pm \$345 AF021120

### Accent Correction Workshop

Become familiar with the pronunciation, stress and intonation patterns of Standard American English to be better understood and gain more confidence in your English speaking skills.

Sat Oct 13 - Dec 15 (9 sessions/45 hours)  
9:00 am - 2:00 pm \$345 AF021140

## How well do you speak English?

### Versant English Test

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

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

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

- vocabulary
- pronunciation
- fluency
- listening comprehension

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

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



### Test Dates

- Sat Sep 15 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST009A
- Sat Oct 20 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST010A
- Sat Nov 17 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST011A
- Sat Dec 15 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST012A



# Young Adult Internship Program (YAIP)

A 14-week internship program for NYC young adults (16-24) not working or in school

## Are you looking for a job opportunity?

YAIP will provide you with work experience and training in your field of interest!

### Earn up to \$2,500 in 14 weeks!

You could gain permanent employment with a good job evaluation.

#### As a YAIP intern you will receive:

- 3 weeks of orientation prior to the internship
- 11 weeks of paid internship (20 work hours and 5 workshop hours per week at \$725/hour)
- Job counseling
- Work readiness training leading to the National Work Readiness Credential

#### After completing your internship you'll be able to:

- Prepare for college admission
- Enter an occupational skills training program
- Earn a GED Diploma
- Connect with other job and educational opportunities



**Info Sessions: Monday-Friday at 10 am Room C-344**

Ongoing recruitment.

For more information or to schedule an appointment

**call: [Sindy Rivera \(718\) 609-2131](tel:7186092131)**

LaGuardia Community College/ Workforce Education Center  
29-10 Thomson Avenue · Room C-344 · Long Island City, NY 11101



## Youth Programs

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*Out of school?  
Between the ages of 17 and 21?*

**Want to earn a GED**  
*and move forward in your life?*

LaGuardia Community College's  
**GED-Plus Program**

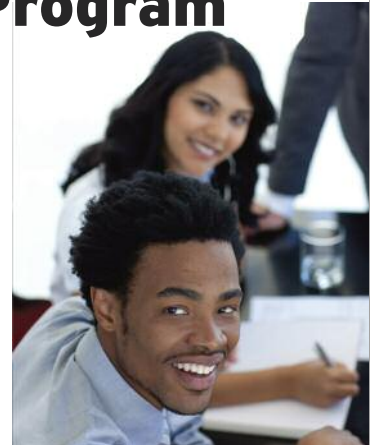
can help you prepare  
for the GED exam.

Requirement: Pre-entry testing takes place  
Tuesday - Thursday at 10 a.m. sharp.

**Walk-ins welcome!**

**Call (718) 482-5340 for information today.**

Workforce Education Center  
Room C-314 • Long Island City, New York 11101



LaGuardia Community College  
**Justice Community Program**

- Are you between the ages of 16 and 24 and living in the St. Albans, Hollis or Jamaica, Queens area?
- Have you had involvement with the justice system in the last 12 months?

**Justice Community Program can help you:**

- **Learn leadership skills** through community projects
- **Earn a GED** and prepare for college
- **Gain job skills/experience** and explore careers

You can also receive incentives, like MetroCards and cash.

**Call (718) 740-7500 for an appointment**

All program activities take place in Jamaica, NY at  
SUNY - Queens Educational Opportunity Center (QEOC)  
158-29 Archer Avenue, Jamaica, NY 11433



CONTINUING  
EDUCATION  
People's Choice

YAJP receives funding from NYC Department of Probation and Center for Economic Opportunity, through Mayor Bloomberg's Young Men's Initiative.



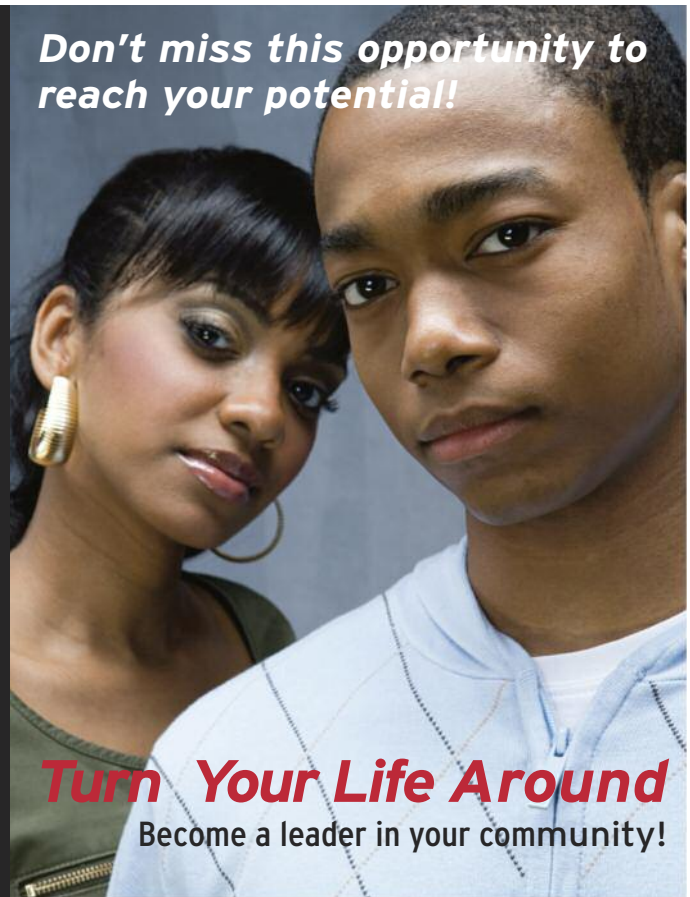
Young Men's Initiative

Center for Economic Opportunity

Department of Probation



*Don't miss this opportunity to reach your potential!*



**Turn Your Life Around**  
Become a leader in your community!



GOING BEYOND



**Guadalupe De La Cruz**

*By helping others, she found her calling*

Guadalupe De La Cruz has been working at LaGuardia for more than 20 years and started out as a recipient of services, herself. Participating in the Division of Adult and Continuing Education's (ACE) Family Institute office training program for unemployed women with children, Ms. De La Cruz soon found a job helping others obtain employment. As an employee of ACE's Project Enable, she worked with individuals who needed GED preparation, academic and English skills, and job training and placement. Discovering she had a knack for social service, she went on to earn her Associate's Degree in Human Services from LaGuardia.

For the past two decades, Ms. De La Cruz has been program associate for CUNY Catch--an offshoot of Project Enable--assisting formerly incarcerated youth seeking a GED or higher education as well as vocational training and career development. Among her responsibilities, she collaborates with the social worker at Rikers Island on program-related issues and assists with the support group for parents of CUNY Catch students. She always is sure to tell students and parents about all the programs ACE as well as the college offer.

"I have an opportunity to work with a very vulnerable population," says Ms. De La Cruz. "It's so rewarding to see students come from Rikers to enroll in the GED program, obtain their GED and enroll in college. It's a great accomplishment."

**CUNY Fatherhood Academy**

*Take this opportunity to create a brighter future for you and your family!*



- Are you a father between the ages of 18 and 24?
- Do you want to move forward in your life?
- Are you unemployed or underemployed?

The CUNY Fatherhood Academy is a **free 4-month, 3 day a week program** that can help you:

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



**Recruiting NOW**

For more information contact David  
**(718) 730-7336** or  
**dspeal@lagcc.cuny.edu.**

LaGuardia Community College  
29-10 Thomson Avenue Room C404  
Long Island City, NY 11101

**Open to those with or without a GED or high school diploma.**



Funding is provided by the Open Society Foundations, Campaign for Black Male Achievement



**NEW!**

LaGuardia Community College

# Youth Works



**Are you between the ages of 18 & 24?  
Are you looking for a career?**

**Find out how you can earn \$900 in 3 months  
AND get job training and placement!**

**LaGuardia Youth Works offers you:**

- **Occupational skills training: 8-12 weeks**
  - Emergency Medical Technician
  - Retail/Customer Service
  - Office Computer Skills
- **National Work Readiness Credential**
- Career counseling
- **Job Training and job placement with stipend of \$900**
- Special workshops on financial planning, educational advancement and new career opportunities

**Recruiting Now for Fall Classes**

Orientation Session  
September 5 at 10am in Room C-314

**For more information call Vanessa Jarvis  
(718) 482-5171 or (718) 609-2132**



To enroll visit <http://www.ed2go.com/lagcc/>

## Test Prep Online

**ReadyMATH/Online**

Do you need to improve your math skills quickly to graduate from high school, get your GED® certificate, or pass college placement exams?

ReadyMATH assesses your specific needs and delivers a custom tailored curriculum with practice exercises. Get the skills you need to handle everything from basic arithmetic to intermediate algebra. ND

\$549 A05PRP804

**SAT/ACT Prep, Part 1/Online**

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

\$129 A09PRP800

**SAT/ACT Prep, Part 2/Online**

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

\$129 A09PRP801

# Coming Soon! The NEW



## Starting in 2014, the GED exam will change!

- The new test will assess high school equivalency as well as career and college readiness.
- It will be computer-based and available in English and Spanish.

### IMPORTANT NOTE:

Test scores on the current GED will expire when the new test is released in 2014. This means that if you have passed some but not all the GED tests, your scores will not be valid after 2013.

### NEXT STEPS

LaGuardia has GED classes for all ages at convenient times. *Sign up for a class today!*

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

## GED

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Math Only	52
GED Bridge to College for Deaf Adults	54



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

## GED In English

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

### Fall 2012

Mon, Sept 10 at 6PM in E-242/\$15

Wed, Sept 12 at 6PM in E-242/\$15

Sat, Sept 15 at 10AM in E-242/\$15

During the registration process, you will take a 35 minute reading exam, a 20 minute math survey, and provide a writing sample. In order to enroll in the course, you must pass all three sections. If you've taken the GED exam before, you may be exempt from admissions testing. Bring your GED test scores to the registration to find out. Books for all GED and Pre-GED courses must be purchased separately. The course fee can be paid by credit/debit card or money order; the testing fee of \$15 is paid by money order only. When paying money order, please leave blank until completion of the registration process. Students receiving public assistance receive a 50% discount; they must show a benefit card. Those 65 years of age and older receive a 30% discount. If you have taken the GED course within the last 6 months and need to retake it, we offer a 30% discount!

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

## Pre-GED in English

Wed & Fri Sep 19 - Dec 5 (22 sessions/66 hours)

10:00 am - 1:00 pm \$252 A04GED004A

## GED in English

Wed & Fri Sep 19 - Dec 5 (22 sessions/66 hours)

10:00 am - 1:00 pm \$252 A04GED001A

Mon & Wed Sep 17 - Dec 3 (22 sessions/66 hours)

6:00 pm - 9:00 pm \$252 A04GED001B

Sat Oct 6 - Dec 15 (10 sessions/65 hours)

9:00 am - 4:00 pm \$252 A04GED001C

Tues & Thurs Sep 18 - Dec 6 (22 sessions/66 hours)

6:00 pm - 9:00 pm \$252 A04GED001D

## GED Math Only

Is your math test score holding you back from getting your GED? Gain confidence in your math skills, learn new concepts and acquire important competencies to help you pass the GED exam.

Tue Sep 18 - Dec 4 (11 sessions/33 hours)

10:00 am - 1:00 pm \$132 A04GED005A

## GED en Español

Prepárese para tomar el Examen de Equivalencia del Bachillerato y empiece a planear su futuro. Estudiará lectura, escritura y matemáticas y participará en talleres sobre las carreras, presentados por consejeros académicos. También habrá asesoría sobre programas de certificación profesional y de universidad. Este curso se ofrece a estudiantes que tienen 19 años de edad o más. Para aplicar tiene que asistir a una de estas fechas de matrícula.

### Otoño 2012

Sabado, 8 Sept 10AM E-242/\$15

Martes, 11 Sept 6PM E-242/\$15

Jueves, 13 Sept 6PM E-242/\$15

Durante la sesión de matrícula, tendrá que tomar un examen en comprensión de lectura de 35 minutos, un examen de matemáticas de 20 minutos, y un breve examen de escritura. Tiene que pasar los tres exámenes para poder matricularse en el curso. Si ha tomado el Examen de Equivalencia del Bachillerato en el pasado, dependiendo de sus calificaciones, tal vez podría ser excusado de los exámenes de matrícula. Para averiguar, traiga una copia de sus calificaciones del Examen de Equivalencia del Bachillerato a la sesión de matrícula. Los textos para todos los cursos de GED y Pre-GED se tienen que pagar separadamente. El curso se puede pagar con tarjeta de crédito/débito o giro postal. El costo de registración de \$15 debe ser pagado con giro postal solamente. Por favor deje el giro postal en blanco hasta el día de matrícula. Estudiantes que reciben ayuda del gobierno obtendrán un descuento de 50%; para ello tendrán que mostrar su tarjeta de ayuda del gobierno. Los que tienen 65 años de edad o más también recibirán un descuento de 30%. Si usted tomó el curso en los últimos seis meses y necesita tomarlo nuevamente, le ofrecemos un descuento de 30%.

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

## Pre-GED en Español

Lunes & Miércoles Sep 17 - Dic 3 (22 sessions/66 hours)

6:00 pm - 9:00 pm \$252 A04GED003A

## GED en Español

Martes & Jueves Sep 18 - Dic 6 (22 sessions/66 hours)

6:00 pm - 9:00 pm \$252 A04GED002A

Sáb Oct 6 Dic 15 (10 sessions/65 hours)

9:00 am - 4:00 pm \$252 A04GED002B

Coming Soon!  
The NEW



Starting in 2014, the GED exam will change!

- The new test will assess high school equivalency as well as career and college readiness.
- It will be computer-based and available in English and Spanish.

# LaGuardia Basic Skills Students Win NYC Writing Contests and Nurture Passion for Writing

*Nelcy Ramirez and John Douglas are two students who prove it's never too late to go back to school.*



Nelcy with her caretaker



John and his wife

Shining examples of lifelong learning, Nelcy Ramirez and John Douglas have overcome adversity and become voracious learners as well as budding writers.

Nelcy immigrated to the U.S. from Colombia at the age of 10, having had no formal education. She enrolled in junior high school but spent much time in the hospital, where she had surgery to alleviate symptoms from her cerebral palsy. While she was able to learn to speak English, she never learned how to read or write. So at age 20, Nelcy decided to go back to school.

John, a native of Guyana, dropped out of school at the age of 9 without knowing how to read or write. He eventually became a professional boxer and even competed in the 1996 Olympics. After he moved to the U.S. in 1998, his wife, an author of children's books, directed him to LaGuardia Community College.

Both Nelcy and John found themselves in LaGuardia's New Readers course, an Adult Basic Education Level 1 class. Gradually they became proficient readers and writers, and after 4 and 5 years (respectively) of tireless dedication and hard work—and at the urging of their beloved teacher, Miriam Fisher—they submitted written pieces to two city-wide writing contests for literacy students—Selected Shorts: All Write!, through Symphony Space, and The Literacy Review, through the NYU Gallatin School of Individualized Study. John was a winner in both contests, and Nelcy was a winner of The Literacy Review program.

And they're not stopping there. Nelcy plans to continue her studies in college and hopes to find a way to write professionally as well. "That's my passion," she notes.

John says he's still learning but is becoming more confident every day. His future plans include taking the GED exam and continuing on to college. Another writer in the making, he asserts, "I want to be the best writer in the world!"

With their drive and the support they've received at LaGuardia, there's no telling what they'll accomplish next.

***Congratulations, Nelcy and John!***

## GED Bridge to College for Deaf Adults

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

### GED Predictor Exam

To reserve a seat for the placement test, contact Paul Carlson at (917) 832 1138 Voice/VP or PCarlson@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Sep 3 - Dec 31  
(3 sessions/15 hours) \$45 A16GED000A

### Introduction to Algebra (Dual Access)

Improve your basic math skills in preparation for the GED exam or College Admission placement test. You will review and practice arithmetic, elementary algebra and basics of geometry as well as numeracy (estimation and unit analysis). Offered jointly with the college's Mathematics Department, this course is intended for students with little or no algebra background. Upon passing, you may advance to Elementary Algebra (A16MAT096), offered in the spring. For more information contact Paul Carlson at PCarlson@lagcc.cuny.edu.

**Instructor: Roy Siskind**

Mon, Wed & Thurs Sep 10 - Dec 12 (48 sessions/72 hours)  
4:35 pm - 6:45 pm \$195 A16MAT095A

### NEW! Pre-GED Reading/Writing for Deaf Adults

Improve your reading and writing skills in order to enter GED preparation classes. You will study GED 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 Sep 13 - Dec 11 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$220 A16GED002A

Tues & Thurs Jan 3 - Mar 21 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$220 A16GED002B

### GED Reading/Writing for Deaf Adults

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

Mon & Wed Sep 12 - Dec 10 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$220 A16GED001A

Tues & Thurs Jan 3 - Mar 21 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$220 A16GED001B

### Pre-GED Math for Deaf Adults

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

Wed Sep 26 - Dec 12 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$135 A16MAT012A

Wed Jan 2 - Mar 20 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$135 A16MAT012B

### GED Math for Deaf Adults

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

Tue Sep 25 - Dec 11 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$135 A16MAT013A

Wed Jan 2 - Mar 20 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$135 A16MAT013B



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

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

### **College-Level Examination Program (CLEP®)**

A Credit-by-Examination Program

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

To register: [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

Find out more: **CALL** 718.482.7244, **EMAIL** [clep@lagcc.cuny.edu](mailto:clep@lagcc.cuny.edu), or **VISIT** [www.laguardia.edu/ace](http://www.laguardia.edu/ace)

**Every Wednesday from 6 pm - 8 pm**

**\$115 per test**

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

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

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

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



## **College**

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## College courses for the public

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

### College Studio Art

College Studio Art classes are open to the public on a non-credit basis at a special fee of \$315 per course.

#### Beginning Drawing

Sketchbooks are required.

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103G

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$315 A02HUA103E

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103B

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA103H

Wed Sep 12 - Dec 12 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA103K

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103C

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$315 A02HUA103D

Fri Sep 14 - Dec 7 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103A

Fri Sep 14 - Dec 7 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA103I

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103J

#### Intermediate Drawing

This course further explores the drawing techniques established in Beginning Drawing. Field trips are usually required. Instead of a textbook, students should expect to pay for art supplies for this course.

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA203A

#### Life Drawing

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

Wed Sep 12 - Dec 12 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA180A

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA180B

#### Beginning Sculpture

Additional cost of materials is approximately \$60.

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA120C

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA120E

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA120B

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA120A

Fri Sep 14 - Dec 7 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA120D

#### Beginning Painting

This course is an introduction to painting techniques.

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA110D

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$315 A02HUA110A

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA110C

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA110E

Wed Sep 12 - Dec 12 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA110B

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA110F

#### Intermediate Painting

This course is a continuation of the investigations of landscape and still life and their implicit abstract qualities.

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA210A

#### Beginning Photography

Bring your own 35mm camera with a single lens reflex (SLR)/interchangeable 50mm lens.

Mon Sep 10 - Dec 10 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA130E

Tue Sep 11 - Dec 11 (12 sessions/48 hours)  
8:15 am - 1:00 pm \$315 A02HUA130B

Tue Sep 11 - Dec 11 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA130F

Wed Sep 12 - Dec 12 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA130G

Thurs Sep 13 - Dec 13 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$315 A02HUA130C

Fri Sep 14 - Dec 7 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$315 A02HUA130A

Sat Sep 15 - Dec 8 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$315 A02HUA130D

#### Intermediate Photography

An intermediate course in photographic instruction, darkroom technique, and aesthetics. Students will begin to build a portfolio in a chosen area. Bring your own 35mm camera with a single lens reflex (SLR)/interchangeable 50mm lens.

Mon Sep 10 - Dec 10 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$315 A02HUA230A

Tue Sep 11 - Dec 10 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA230B

#### Digital Photography I

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

Mon Sep 10 - Dec 10 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA131B

Tue Sep 11 - Dec 11 (12 sessions/48 hours)  
1:00 pm - 5:30 pm \$315 A02HUA131A

#### Digital Photography II

This course is an extension of Digital Photography I, focusing primarily on the software and some hardware required for the output of digital images. Adobe Photoshop and QuarkXpress are the software that will be emphasized.

Mon Sep 10 - Dec 10 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$315 A02HUA231A



(718) 482-5124 for more information. For more detailed descriptions, please visit our website at [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

### Studio Lighting I

Students must have a 35mm camera and should expect to pay for additional materials for this course.

Wed Sep 12 - Dec 12 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$315 A02HUA145A

### Art in New York: A Museum/Gallery Seminar

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 Sep 14 - Dec 7 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUN195A

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUN195B

### 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. Museum visits are required.

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A05HUA165A

### Art History: Renaissance through Modern

Mon (5:45 pm - 6:45 pm) and Wed (5:45 pm - 7:55 pm)  
Sep 10 - Dec 12 (24 sessions/36 hours)  
5:45 pm - 7:55 pm \$315 A02HUA166A

### Introduction to Art

This course is designed to develop the students' ability to see and examine art.

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$315 A02HUA101A

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA101B

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA101C

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA101D

### Introduction to African Art

This course will explore various styles, primarily from Western Africa, including urban, rural and royal works of art. Two museum trips are required.

Wed Sep 12 - Dec 12 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA167B

### Introduction to Computer Art

This course provides an introduction to all phases of computer graphics applications, including draft and paint modes, fills, textures, brushes, graphic tools and color blending through exercises in drawing, painting, graphic design, illustration and advertising techniques. Electronic publishing and software design will also be presented through field trips and videotapes. No previous experience with computers or graphics is necessary.

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA125C

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA125B

Wed Sep 12 - Dec 12 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA125D

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA125E

Fri Sep 14 - Dec 7 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA125A

### Topics in Astronomy

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

Mon & Wed Sep 10 - Dec 12 (12 sessions/36 hours)  
2:15 pm - 4:25 pm \$315 A02SCPI40A

Tues & Thurs Sep 11 - Dec 13 (12 sessions/36 hours)  
5:45 pm - 7:55 pm \$315 A02SCPI40B

## College Studio Music

College Studio Music classes are open to the public on a non-credit basis at a special fee of \$315 per course.

### Introduction to Music

Tues & Thurs Sep 11 - Dec 11 (24 sessions/36 hours)  
8:00 am - 9:30 am \$315 A02HUM101A

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUM101B

### Creating Dances

Explore dance improvisation as an essential part of creating dances. Leotards and tights or loose fitting athletic wear is required (no jeans or tennis shoes). You are also required to attend two dance performances.

Wed Sep 12 - Dec 12 (12 sessions/24 hours)  
1:00 pm - 3:15 pm \$315 A02HUD105A

### Acting I

Mon & Wed Sep 10 - Dec 12 (24 sessions/36 hours)  
9:00 am - 10:30 am \$315 A02HUT110A

Mon & Wed Sep 10 - Dec 12 (24 sessions/36 hours)  
8:05 pm - 9:35 pm \$315 A02HUT110D

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
10:00 am - 11:30 am \$315 A02HUT110B

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
6:00 pm - 7:30 pm \$315 A02HUT110C

### 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 Sep 10 - Dec 7 (36 sessions/36 hours)  
1:00 pm - 2:00 pm \$315 A02HUM180A

Mon & Wed Sep 10 - Dec 12 (24 sessions/36 hours)  
6:00 pm - 7:30 pm \$315 A02HUM180C

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
10:00 am - 11:30 am \$315 A02HUM180B



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

**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.

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
10:00 am - 11:30 am \$315 A02HUM155A

**Guitar I**

Learn the fundamentals of acoustic guitar technique: strumming/picking technique, correct fingerings, and tuning the guitar. You do not need previous guitar instruction. Guitars will be provided.

Mon & Wed Sep 10 - Dec 12 (24 sessions/36 hours)  
11:45 am - 1:15 pm \$315 A02HUM170B

Mon & Wed Sep 10 - Dec 12 (24 sessions/36 hours)  
6:00 pm - 7:30 pm \$315 A02HUM170D

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
10:00 am - 11:30 am \$315 A02HUM170A

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
11:45 am - 1:15 pm \$315 A02HUM170C

**Piano II**

In this intermediate class you will build on the basics learned in Piano I: reading music and keyboard technique. Prerequisite: Piano I or equivalent experience.

Mon, Wed, Fri Sep 10 - Dec 12 (36 sessions/36 hours)  
10:30 am - 11:30 am \$315 A02HUM181A

Mon & Wed Sep 10 - Dec 15 (24 sessions/36 hours)  
6:00 pm - 7:30 pm \$315 A02HUM181C

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
10:00 am - 11:30 am \$315 A02HUM181B

**Guitar II**

Mon & Wed Sep 10 - Dec 12 (24 sessions/36 hours)  
11:45 am - 1:15 pm \$315 A02HUM171B

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
10:00 am - 11:30 am \$315 A02HUM171A

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
11:45 am - 1:15 pm \$315 A02HUM171C

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
6:00 pm - 7:30 pm \$315 A02HUM171D

**Percussion 1**

This course is designed to allow students opportunities to participate in the creation of percussion groups of various sizes. Students will study and perform music from various sources - published and/or original arrangements - which reflect a variety of percussion styles. Music fundamentals (rudimentary music theory) and techniques as applied to the different pitched or non-pitched percussion instruments will be studied. Students may participate with or without prior musical experience. Instruments will be available.

Mon & Wed Sept 10 - Dec 12 (24 sessions/36 hours)  
3:25pm-5:35pm, 4:35pm-5:35pm \$315 A02HUM190A

**Percussion II**

This course is designed as a continuation of HUM 190, Percussion I. It is intended to increase the students' knowledge and technical ability as percussionists on a variety of instruments. The students will study and perform music in varying styles intended to increase their proficiency in reading written music. In addition, they will enhance their playing and reading ability by studying gradually more advanced technical percussion exercises. (Percussion 1 (A02HUM190A) is required before percussion II)

Mon & Wed Sept 10 - Dec 12 (24 sessions/36 hours)  
3:25pm-5:35pm \$315 A02HUM191A

**Bruce Kurzius**

*Bringing together credit and non-credit students*

Bruce Kurzius believes in life-long learning. Starting off as an educator of children, he ventured into adult education as a GED tutor at LaGuardia's Adult Learning Center in 1978. He earned an MA in Higher and Adult Education from Teachers College at Columbia University and has made his career at the college's Division of Adult and Continuing Education (ACE). Working in ACE's Enrollment Management Services, he currently collaborates with the college's Education and Language Acquisition Department to enroll continuing education/non-credit students in college-level foreign language courses.

"The instructors of these classes have remarked to me that it is a joy to have ACE students in class," says Mr. Kurzius. "It is very rewarding to help students achieve their goals in life, and by bringing adult students in contact with younger students, the entire community is improved."

**Ideas and instructors wanted!**

Are you interested in teaching your favorite subject? Would you like to share a topic you are passionate about? We are always looking for new ideas for courses, workshops and even programs.

We're also looking for teachers in Adult Basic Education, ESL and GED classes; Bookkeeping, Accounting and computer applications courses. These courses require teachers with a masters' degree.

Please send your ideas and/or resume to Dr. Jane MacKillop, Associate Dean, at [jmackillop@lagcc.cuny.edu](mailto:jmackillop@lagcc.cuny.edu).

# Learn a Language at LaGuardia!

Communicate better with family members • Prepare for a vacation • Meet other language learners and share experiences

## College Foreign Language

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

### Elementary Arabic I

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
9:15 am - 11:30 am \$315 A02ELA101B

Sat Sep 15 - Dec 15 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$315 A02ELA101A

### Modern Chinese I

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

Sat Sep 15 - Dec 15 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$315 A02ELC101A

### Elementary French I

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

Mon, Tues, Thurs & Fri Sep 10 - Dec 20  
(48 sessions/48 hours)  
9:15 am - 10:15 am \$315 A02ELF101B

Mon & Wed Sep 10 - Dec 19 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02ELF101D

Mon - Thurs Sep 11 - Dec 20 (48 sessions/48 hours)  
10:30 am - 11:30 am \$315 A02ELF101C

Sat Sep 15 - Dec 15 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$315 A02ELF101A

### Elementary Italian I

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
9:15 am - 11:30 am \$315 A02ELI101B

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02ELI101C

Sat Sep 15 - Dec 15 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$315 A02ELI101A

### Elementary Japanese I

Mon & Thurs Sep 10 - Dec 20 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$315 A02ELJ101B

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02ELJ101C

Sat Sep 15 - Dec 15 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$315 A02ELJ101A

### 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.

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
3:25 pm - 5:35 pm \$315 A02ELK101B

Sat Sep 15 - Dec 15 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$315 A02ELK101A

### Elementary Portuguese I

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

Sat Sep 15 - Dec 15 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$315 A02ELZ101A

### Elementary Spanish I

Mon, Tues, Wed & Thurs Sep 10 - Dec 20 (48 sessions/48 hours)  
8:00 am - 9:00 am \$315 A02ELS101B

Mon, Tues, Wed & Thurs Sep 10 - Dec 20 (48 sessions/48 hours)  
9:15 am - 10:15 am \$315 A02ELS101C

Mon, Wed, Thurs, Fri Sep 10 - Dec 20 (48 sessions/48 hours)  
10:30 am - 11:30 am \$315 A02ELS101D

Mon, Tues, Wed & Thurs Sep 10 - Dec 20 (48 sessions/48 hours)  
1:00 pm - 2:00 pm \$315 A02ELS101E

Mon & Wed Sep 10 - Dec 19 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02ELS101G

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
4:35 pm - 6:45 pm \$315 A02ELS101F

Sat Sep 15 - Dec 15 (12 sessions/42 hours)  
10:30 am - 2:00 pm \$315 A02ELS101A

### Elementary Arabic II

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
11:45 am - 2:00 pm \$315 A02ELA102A

### Elementary Chinese II

This is a continuation of Elementary Chinese I.

Mon, Tues, Wed & Thurs Sep 11 - Dec 20 (48 sessions/48 hours)  
2:15 pm - 3:15 pm \$315 A02ELC102A

### Elementary French II

This is a continuation of Elementary French I.

Mon, Tues, Wed & Thurs Sep 11 - Dec 20 (48 sessions/48 hours)  
11:45 am - 12:45 pm \$315 A02ELF102A

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02ELF102B

### Elementary Italian II

This is a continuation of Elementary Italian I.

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
11:45 am - 2:00 pm \$315 A02ELI102A

### Elementary Japanese II

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

Mon & Thurs Sep 10 - Dec 20 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02ELJ102B

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$315 A02ELJ102A

### Elementary Korean II

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$315 A02ELK102A

### Elementary Portuguese II

Mon, Tues, Wed & Thurs Sep 10 - Dec 20 (48 sessions/48 hours)  
11:45 am - 12:45 pm \$315 A02ELZ102A

**Elementary Spanish II**

This is a continuation of Elementary Spanish I.

Mon, Tues, Wed & Fri Sep 10 - Dec 19 (48 sessions/48 hours) 11:45 am - 12:45 pm \$315 A02ELS102B

Mon, Wed, Thurs, Fri Sep 10 - Dec 20 (48 sessions/48 hours) 1:00 pm - 2:00 pm \$315 A02ELS102D

Mon, Tues, Wed & Thurs Sep 11 - Dec 20 (48 sessions/48 hours) 9:15 am - 10:15 am \$315 A02ELS102C

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours) 5:45 pm - 7:55 pm \$315 A02ELS102E

Sat Sep 15 - Dec 15 (12 sessions/42 hours) 10:30 am - 2:00 pm \$315 A02ELS102A

**Spanish for Fluent Speakers**

This course is designed to enable the native speakers of Spanish to master the intricacies of Spanish accentuation and spelling, to expand their vocabulary and to allow them to conduct a basic grammatical analysis of the sentence.

Tues - Fri Sep 11 - Dec 20 (48 sessions/48 hours) 1:00 pm - 2:00 pm \$315 A02ELS105B

Sat Sep 15 - Dec 15 (12 sessions/42 hours) 10:30 am - 2:00 pm \$315 A02ELS105A

**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.

Tues, Wed & Thurs Sep 11 - Dec 20 (36 sessions/36 hours) 11:45 am - 12:45 pm \$315 A02ELS200A

**Latin American Literature II**

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

Mon Sep 10 - Dec 17 (12 sessions/36 hours) 5:45 pm - 9:05 pm \$315 A02ELS201A

**Latin American Civilizations**

You will study 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. Prerequisite: Placement Exam.

Tues, Wed & Thurs Sep 11 - Dec 20 (36 sessions/36 hours) 10:30 am - 11:30 am \$315 A02ELS204A

**Classic Chinese Literature**

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

Mon & Wed Sep 10 - Dec 19 (24 sessions/36 hours) 4:35 pm - 6:05 pm \$315 A02ELC203A

**Modern Chinese Literature**

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

Tues & Thurs Sep 11 - Dec 20 (24 sessions/36 hours) 2:15 pm - 3:45 pm \$315 A02ELC201A

**Polish Literature**

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

Sat Sep 15 - Dec 15 (12 sessions/42 hours) 10:30 am - 2:00 pm \$315 A02ELP201A

**Intermediate Italian**

This course is designed to further develop functional language proficiency and increase the ability to communicate accurately in Italian within a socio-cultural context. This course is taught in Italian. Prerequisite: Elementary Italian II.

Mon & Wed Sep 10 - Dec 19 (24 sessions/48 hours) 3:25 pm - 5:35 pm \$315 A02ELI103A

**Intensive Spanish**

This course combines Elementary Spanish I and II.

Mon, Tues, Wed & Thurs Sep 10 - Dec 20 (48 sessions/96 hours) 1:00 pm - 3:15 pm \$315 A02ELS110A

**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.

Wed Sep 12 - Dec 19 (12 sessions/36 hours) 5:45 pm - 9:05 pm \$315 A02ELS101A

**Intermediate Japanese I**

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

Tues & Thurs Sep 11 - Dec 20 (24 sessions/48 hours) 10:30 am - 12:45 pm \$315 A02ELJ103A

**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 Sep 12 - Dec 19 (12 sessions/24 hours) 5:45 pm - 7:55 pm \$315 A02ELJ250A

**Introduction to Hispanic Literature**

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

Tues, Wed & Thurs Sep 11 - Dec 20 (36 sessions/36 hours) 9:15 am - 10:15 am \$315 A02ELS215A

## Modern Chinese for Heritage Students

This course is designed for Chinese heritage students who wish to enhance their communicative skills.  
Prerequisite: Exemption Exam

Wed Sep 12 - Dec 19 (12 sessions/48 hours)  
1:00 pm - 5:35 pm \$315 A02ELC105A



## Foreign Languages Online

### Beginning Conversational French/Online

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

\$129 A05PEN908

### Instant Italian/Online

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

\$129 A05PEN904

### Spanish for Medical Professionals/Online

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

\$129 A05CRD801

### Speed Spanish/Online

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

\$129 A05PEN805

## College Liberal Arts

College Liberal Arts classes are open to the public on a non-credit basis at a special fee of \$315 per course.

### Public Speaking

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

Mon & Wed Sep 10 - Dec 12 (24 sessions/36 hours)  
8:05 pm - 9:35 pm \$315 A02HUC106A

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUC106B

### Intro to Philosophy

Mon, Tues & Thurs Sep 10 - Dec 13 (36 sessions/36 hours)  
1:00 pm - 2:00 pm \$315 A02HUP101A

Mon, Wed, Fri Sep 10 - Dec 12 (36 sessions/36 hours)  
8:00 am - 9:00 am \$315 A02HUP101B

Fri Sep 14 - Dec 7 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUP101C

Mon & Wed Sep 10 - Dec 12 (24 sessions/36 hours)  
6:00 pm - 7:30 pm \$315 A02HUP101D

Tues & Thurs Sep 11 - Dec 13 (24 sessions/36 hours)  
6:00 pm - 7:30 pm \$315 A02HUP101E

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUP101F

### Topics in Astronomy

Mon & Wed Sep 10 - Dec 12 (24 sessions/48 hours)  
2:15 pm - 4:25 pm \$315 A02SCP140A

Tues & Thurs Sep 11 - Dec 13 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02SCP140B

## College Social Science

College Social Science classes are open to the public on a non-credit basis at a special fee of \$315 per course.

### 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.

Fri Sept 14-Dec (12 sessions/36 hours)  
1:00pm-4:25pm \$315 A02SSY101A

Fri Sept 14-Dec 7 (12 sessions/36 hours)  
8:00am-11:30am \$315 A02SSY101B

Tue, Thur Sept 11-Dec 13 (24 sessions/36 hours)  
6:00pm-7:30pm \$315 A02SSY101C

Mon, Wed Sept 10-Dec 12 (24 sessions/36 hours)  
6:00pm-7:30pm \$315 A02SSY101D

Sat Sept 15-Dec 8 (12 sessions/36 hours)  
9:15am-12:45pm \$315 A02SSY101E

### Foods

This course will investigate the didactic and experiential components of the scientific study of foods. Upon completion of the course, the student will have acquired a basic understanding of the scientific principles governing foods and the use of commercial food service equipment. Emphasis will be placed on the identification of qualitative aspects of foods and elementary food preparation techniques.

Mon & Tues Sep 10 - Dec 11 (12 sessions/36 hours)  
4:35 pm - 7:55 pm \$315 A02SCD100A

Mon - Thurs Sep 10 - Dec 13 (12 sessions/36 hours)  
1:00 pm - 4:35 pm \$315 A02SCD100B

Mon & Wed Sep 10 - Dec 12 (12 sessions/36 hours)  
4:35 pm - 7:55 pm \$315 A02SCD100C

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



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

## College Prep

### Prepare for college. Get Started NOW!

Need practice for the CUNY ACT Reading and CATW Writing Tests?

#### Get help by taking these classes:

##### Bridge to College Reading and Writing

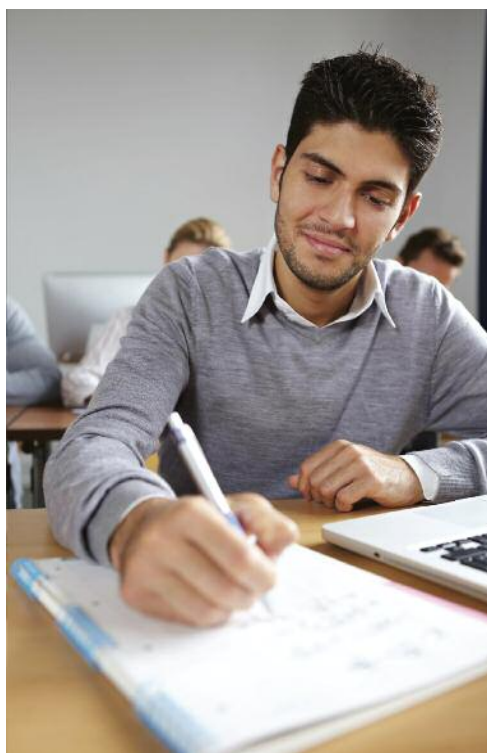
Gain the academic skills you need to succeed in college. Exploring a variety of writing genres, you will engage in class discussions, give responses to the readings, and write short essays. Through these activities you'll develop your vocabulary and improve your reading comprehension.

Tues & Thurs Oct 16 - Nov 27  
(12 sessions/30 hours) 6:00 pm - 8:30 pm  
\$125 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 Oct 15 - Nov 21  
(12 sessions/30 hours) 6:00 pm - 8:30 pm  
\$125 A22PRP007A



College Prep classes are for students who plan to enter a CUNY college. They will help improve your academic skills and prepare you to take the CUNY ACT Reading and CATW Writing Tests.

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

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

If you have been accepted to a CUNY college, you may qualify for the CUNY English Language Immersion Program (CLIP). Spend up to one year in this low-cost program to improve your reading, writing, speaking and listening skills in English. Classes meet 25 hours per week, and you can choose day or evening sessions.

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

##### CUNY Language Immersion Program

LaGuardia Community College / City University of New York / 29-10 Thomson Avenue  
Room C-223 / Long Island City, NY 11101

## Workshops

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

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

Wed Nov 14 (1 session/2 hours)  
6:00 pm - 8:00 pm Free A22PRP001A

### How to Apply for FAFSA and How to Obtain Scholarships

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

Wed Oct 24 (1 session/2 hours)  
6:00 pm - 8:00 pm Free A22PRP002A

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

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

Wed Oct 17 (1 session/2 hours)  
6:00 pm - 8:00 pm \$25 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 Nov 7 (1 session/2 hours)  
6:00 pm - 8:00 pm Free A22PRP003A

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

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

Sat Oct 20 - Oct 27 (2 sessions/6 hours)  
10:00 am - 1:00 pm \$40 A22WRT002A

# CUNY START

## at LaGuardia Community College

### 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.

Deema Bayrakdar, Coordinator/Student Adviser  
Michele James, Student Adviser  
(718) 482-5137 cunystart@lagcc.cuny.edu

### 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 CUNY Start, you must

- Apply to CUNY and be accepted to LaGuardia
- Take the CUNY placement exams but still need to pass one or more
- RSVP to attend a CUNY Start info session
- Complete an application and be interviewed by a CUNY Start staff person

To attend an info session, send an e-mail to  
[cunystart@lagcc.cuny.edu](mailto:cunystart@lagcc.cuny.edu)

All Info Sessions are at LaGuardia

July 11, 10 am	July 18, 6 pm	July 25, 10 am	Aug 1, 6 pm
Aug 8, 10 am	Aug 15, 6 pm	Aug 22, 10 am	Aug 29, 6 pm

### When are classes?

**Sept. 2012 - Feb. 2013**

#### Full-time option:

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

#### Part-time option:

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

## Make an investment in your future by going to college!

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

ASAP offers:

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

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

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

**ASAP**   
*Make it happen!*

## GRE Test Prep

Are you thinking about going to graduate school? Take the first step by preparing for the Graduate Records Exam (GRE) General Test, offered on computer year round. This 3 part series will cover the Quantitative Reasoning, Verbal Reasoning and Analytic Writing sections of the exam. You must purchase Cracking the GRE with DVD, which includes 4 computer adaptive at home practice exams. For more information call (718) 482-5125.

### GRE Prep: Verbal Reasoning

Learn proven test-taking strategies for analogies, antonym, sentence completion and reading comprehension questions covered on the GRE General Test. Gain practice through in-class drills and at-home computerized practice exams.

Sat Sep 15 - Oct 20 (6 sessions/18 hours)  
10:00 am - 1:00 pm \$289 A05GRE002A

### GRE Prep: Analytic Writing

Prepare for the Analytic Writing portion of the GRE General Test. Discover how to improve your scores on both the issue and argument essays. Gain practice through writing exercises and at-home computer practice exams.

Wed Sep 19 - Oct 24 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$289 A05GRE003A

### GRE Prep - Quantitative Reasoning (Math)

Review arithmetic, algebra and geometry concepts covered on the GRE General Test. Learn proven test-taking strategies and gain practice through in-class drills and at-home practice exams.

Sat Sep 15 - Oct 20 (6 sessions/18 hours)  
2:00 pm - 5:00 pm \$289 A05GRE001A



To enroll visit  
<http://www.ed2go.com/lagcc/>

### GMAT Prep/Online

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

\$129 A05GRE804

### LSAT Preparation - Part 1/Online

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

\$129 A05PRP802

### LSAT Preparation - Part 2/Online 24 Hour Access (12 sessions)

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

\$129 A05PRP803

Photo by LaGuardia Community College Photography student Youngkyu Park



**WE CHALLENGE  
EXPECTATIONS AND  
DARE TO DO  
MORE.**



**Community College**

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

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

**CU  
NY**



**GENERAL ASSEMBLY + NYDESIGNS AT  
LAGUARDIA COMMUNITY COLLEGE PRESENT**

# **FRONT-END WEB DEVELOPMENT**

General Assembly's intensive ten-week Front-End Web Development Program will enable you to become a talented designer, freelancer, entrepreneur, and creative professional. This accelerated curriculum will provide you the core front-end web development skills in HTML, CSS, and jQuery necessary to transform your ideas into concrete web designs. ND

Tues & Thurs September 11 - Nov 15 (10 weeks/60 hours)  
6:00pm to 9:00pm \$3,000 A14MKT005A  
Visit [generalassemb.ly/lga-webdev](http://generalassemb.ly/lga-webdev) to apply.

## **INFO SESSION**

Come learn more about the program and job opportunities for web developers in New York.

August 21, 2012 • 6:00 pm to 8:00 pm  
RSVP at 718.663.8404  
Limited seating available



## **The Arts**

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College Studio Art	67
Photography Online	68
Writing Online	68



## Arts Administration Certificate Program

### Earn a professional certificate in this dynamic field!

Develop the administrative skills necessary to help you become a leader in the professional arts world. Gain industry exposure through case studies and instructors who are accomplished professionals working with New York City's most innovative and established arts and culture organizations.

For more information and complete course descriptions see page 27



To enroll visit <http://www.ed2go.com/lagcc/>

### Learn how to create professional looking web pages

## Web Page Design Online

For more information about the courses below call (718) 482-5125.

### Creating Web Pages/Online

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

\$129 A05CMP805A

### Introduction to Dreamweaver CS5/Online

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

\$129 A05CMP857



### Jamie Clawson

#### Design entrepreneur finds success in LaGuardia's business incubator

In September 2011 Jamie Clawson, founder and owner of design companies Valentine Goods and KCKNG&SCRMNG, was struggling to keep his businesses afloat. He couldn't have imagined that less than a year later, "American Idol!" host Randy Jackson would be tweeting about his products, prompting a surge in sales that would catapult his business to success.

Jamie learned that the business incubator at LaGuardia where he had been making his design samples specialized in supporting design entrepreneurs. On the very day he came to pack up his supplies in the lab, NYDesigns offered him a trial spot in its business residency program.

NYDesigns helps emerging and established design firms flourish with attractive studio space, proven business and sustainability training, hands-on business counseling, a green materials library and a cutting-edge prototype lab, all under one roof. Understanding that small businesses are an integral part of New York City's economic landscape and that design is one of its most competitive sectors, NYDesigns responds to key issues at the intersection of creativity and entrepreneurship.

“Without NYDesigns, I wouldn't be here.”

Recognizing Jamie's talent and drive, NYDesigns set him up in one of the "starter" studios and introduced him to Ed Abel, NYDesigns' resident business adviser, who worked with him on business strategy and development.

Since then, Jamie's two brands—Valentine Goods, which offers leather iPad, iPhone and laptop cases, and KCKNG&SCRMNG, which features original acrylic jewelry—have soared in growth and visibility. Randy Jackson wore Jamie's "Yo" pin design several times during the show's spring 2012 season and created a buzz about Jamie's products on Twitter. As a result, the entrepreneur is currently filling more than 150 orders received on both of his web sites.

Jamie plans to expand his business into custom luxury leather accessories, including bags and wallets that will be prototyped and produced at NYDesigns. "Without NYDesigns, I wouldn't be here," says Jamie.

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

# College Studio Art

College Studio Art classes are open to the public on a non-credit basis at a special fee of \$315 per course.

## Intermediate Photography

Mon Sep 10 - Dec 10 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$315 A02HUA230A

Tue Sep 11 - Dec 10 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA230B

## Beginning Photography

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

Mon Sep 10 - Dec 10 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA130E

Tue Sep 11 - Dec 11 (12 sessions/48 hours)  
8:15 am - 1:00 pm \$315 A02HUA130B

Tue Sep 11 - Dec 11 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA130F

Wed Sep 12 - Dec 12 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA130G

Thurs Sep 13 - Dec 13 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$315 A02HUA130C

Sat Sep 15 - Dec 8 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$315 A02HUA130D

Tue Sep 11 - Dec 11 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA130F

Wed Sep 12 - Dec 12 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA130G

## Intermediate Drawing

This course further explores the drawing techniques established in Beginning Drawing. Field trips are usually required. Instead of a textbook, students should expect to pay for art supplies for this course.

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA203A

## Life Drawing

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

Wed Sep 12 - Dec 12 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA180A

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA180B

## Beginning Sculpture

Additional cost of materials is approximately \$60.

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA120C

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA120E

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA120B

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA120A

Fri Sep 14 - Dec 7 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA120D

## Beginning Painting

This course is an introduction to painting techniques.

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$315 A02HUA110A

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA110D

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA110E

Wed Sep 12 - Dec 12 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA110B

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA110F

## Beginning Drawing

Sketchbooks are required.

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103G

Mon Sep 10 - Dec 10 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$315 A02HUA103E

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103B

Tue Sep 11 - Dec 11 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA103H

Wed Sep 12 - Dec 12 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA103K

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103C

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$315 A02HUA103D

Fri Sep 14 - Dec 7 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103A

Fri Sep 14 - Dec 7 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA103I

Sat Sep 15 - Dec 8 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103J

## Art History: Prehistoric through Gothic

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.

Thurs Sep 13 - Dec 13 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A05HUA165A

## 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 9:15am-12:45pm Sept 12-Dec 12 \$315 A02HUA104A  
(12 sessions/36 hours)

Sat 1:00pm -4:25pm, Sept 15-Dec 8 \$315 A02HUA104B  
(12 sessions/36 hours)

## 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.

Tue Sep 11 - Dec 11 (12 sessions/48 hours)  
1:00 pm - 5:30 pm \$315 A02HUA131A

Mon Sep 10 - Dec 10 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA131B



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



To enroll visit <http://www.ed2go.com/lagcc/>

## Photography Online

### Discover Digital Photography/Online

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

\$129 A05CMP838

### Introduction to Photoshop CS5/Online

Are you a photographer or graphic artist? Do you want to alter your old family photos for albums or scrapbooks? Learn Adobe Photoshop, one of the best graphics programs around. This hands-on, project oriented course is filled with detailed, easy to follow instructions that teach you how to edit photos and create original images and basic paintings. ND

\$129 A05CMP854

### Photoshop CS5 for the Digital Photographer/Online

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

\$129 A05CMP855

### Photoshop CS5 for the Digital Photographer II/Online

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

\$129 A05CMP856

### Secrets of Better Photography/Online

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

\$129 A05CMP858

### Photographing Nature with Your Digital Camera/Online

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

\$129 A05CMP861

### Photoshop Elements 10 for the Digital Photographer/Online

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

\$129 A05CMP860

## The Art of Writing Online

No matter what your profession, you should consider the possibility of earning a little extra money through writing. For more information about the courses below call (718) 482-5125.

### A to Z Grant Writing/Online

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

\$129 A05WRT803

### Beginning Writer's Workshop/Online

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

\$129 A05WRT804

### Writeriffic: Creativity Training for Writers/Online

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

\$129 A05WRT800

### Writeriffic 2: Advanced Creativity Training for Writers/Online

Learn advanced methods to create and write like the professionals whether you're launching a career or seeking personal satisfaction through writing. In Writeriffic 2, you'll learn to be the writer you've always wanted to be. Prerequisite: Completion of Writeriffic: Creativity Training for Writers. ND

\$129 A05WRT810

### Writing for Children/Online

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

\$129 A05WRT806

### Write Your Own Life Story/Online

Have you ever thought about writing your life story, a story only you can tell? This course walks you step-by-step through the process of writing your life story and to find a lucrative market for your personal history. ND

\$129 A05WRT801





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# Program for Deaf Adults

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 Paul Carlson at (917) 832-1138 Voice/VP or PCarlson@lagcc.cuny.edu. All courses are ND=no discount available.

## English and Math Literacy Program for Deaf Adults

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

Call (866) 533-3609 VP for an appointment. You must take a TABE reading and writing and/or math pre placement test to register for our English and Math Literacy or GED courses.

Mon, Tues, Wed & Thurs Sep 3 - Dec 31  
(1 session/4 hours) \$15 A16TAB000A

### Beginning Basic Education Level 1 for Deaf Adults

Tues & Thurs Sep 13 - Dec 11 (22 sessions/44 hours)  
5:45 pm - 7:55 pm \$429 A16RDW003A

### Beginning Basic Education Level 2 for Deaf Adults

Mon & Wed Sep 12 - Dec 10 (22 sessions/44 hours)  
5:45 pm - 7:55 pm \$429 A16RDW004A

### Basic Skills in Reading

*Instructor: Sue Livingston*

Mon, Tues, Wed, Thurs (9:15 am - 10:15 am) & Thurs (3:25 pm - 4:25 pm) Sep 10 - Dec 12  
(60 sessions/60 hours) \$529 A16RDG005A

### Basic Skills in Writing

*Instructor: Sue Livingston*

Mon, Tues, Thurs (10:30 am - 12:45 pm) & Thurs (4:35 pm - 5:35 pm) Sep 10 - Dec 12  
(48 sessions/84 hours) \$529 A16WRT005A

## GED Bridge to College for Deaf Adults

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

### GED Predictor Exam

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

Mon, Tues, Wed & Thurs Sep 3 - Dec 31  
(3 sessions/15 hours) \$45 A16GED000A

### Introduction to Algebra (Dual Access)

Improve your basic math skills in preparation for the GED exam or College Admission placement test. You will review and practice arithmetic, elementary algebra and basics of geometry as well as numeracy (estimation and unit analysis). Offered jointly with the college's Mathematics Department, this course is intended for students with little or no algebra background. Upon passing, you may advance to Elementary Algebra (A16MAT096), offered in the spring. For more information contact Paul Carlson at PCarlson@lagcc.cuny.edu. *Instructor: Roy Siskind*

Mon, Wed & Thurs Sep 10 - Dec 12 (48 sessions/72 hours)  
4:35 pm - 6:45 pm \$195 A16MAT095A

### NEW! Pre-GED Reading/Writing for Deaf Adults

Improve your reading and writing skills in order to enter GED preparation classes. You will study GED 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 Sep 13 - Dec 11 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$220 A16GED002A

Tues & Thurs Jan 3 - Mar 21 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$220 A16GED002B

### GED Reading/Writing for Deaf Adults

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

Mon & Wed Sep 12 - Dec 10 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$220 A16GED001A

Tues & Thurs Jan 3 - Mar 21 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$220 A16GED001B

### Pre-GED Math for Deaf Adults

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

Wed Sep 26 - Dec 12 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$135 A16MAT012A

Wed Jan 2 - Mar 20 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$135 A16MAT012B

### GED Math for Deaf Adults

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

Tue Sep 25 - Dec 11 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$135 A16MAT013A

Wed Jan 2 - Mar 20 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$135 A16MAT013B



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

## Individual Instruction

For Deaf, Deaf-Blind and Hard-of-Hearing adults, receive one-to-one instruction in all your educational and professional development needs, such as preparation for exams; ASL for Deaf International Students; specific academic, linguistic or career needs; and American Citizenship preparation. An interview and diagnostic assessment of needs and goals may be given. A customized program with dates will be arranged upon full payment for each segment (2-hour, 4-hour, 6-hour, 12-hour and 24-hour courses). Individualized instruction on specific topics for Hearing adults is also offered, including preparation for the ASLTA Provisional Certificate and ASL language development. ND

### Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Sep 3 - Dec 31 (1 session/2 hours)  
\$145 A16PDV001A

### Individual Instruction - 12 Hours

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

Sep 3 - Dec 31 (6 sessions/12 hours)  
\$955 A16PDV002A

### Individual Instruction - 24 Hours

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

Sep 3 - Dec 31 (12 sessions/24 hours)  
\$1855 A16PDV003A

### NEW! Preparation for ASLTA Provisional Certificate - 2 hours

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

*Instructor: Carole Lazorisak*

Sep 3 - Dec 31 (1 session/2 hours)  
\$300 A16PDV014A

### NEW! Preparation for ASLTA Provisional Certificate - 4 hours

Sep 3 - Dec 31 (1 session/4 hours)  
\$560 A16PDV015A

## Continuing Education 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.

### 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. This class is offered during the Fall quarter only.

*Instructor: Joel Goldfarb*

Tue Oct 16 - Dec 4 (7 sessions/21 hours)  
4:35 pm - 7:35 pm \$265 A16DRV001A

### ASL Studies for Professionals

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

*Instructor: Carole Lazorisak*

Sat & Sun Sep 22 - Sep 23 (2 sessions/8 hours)  
1:00 pm - 5:00 pm \$315 A16ASL021A



## Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. Using the Master ASL! Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge. Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or GED diploma required. Upon completion and passing of Intensive Study in ASL 1 - 4 and Fingerspelling 1 & 2 courses, within two years you can earn a Certificate in Conversational American Sign Language. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Paul Carlson at pcarlson@lagcc.cuny.edu or (866)553-3609. If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened. For more information about ASL classes for credit contact Carole Lazorisak, Education and Language Acquisition Department, Room B-234, at (917) 832-1204 or CaroleL@lagcc.cuny.edu. This certificate program is not designed to train students as interpreters for the Deaf. For more information on our ASL-English Interpretation Program visit <http://www.laguardia.edu/aiep>.

### 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 Aug 8 (1 session/1.5 hours)  
5:45 pm - 7:15 pm A16ASL000A

Wed Dec 12 (1 session/1.5 hours)  
5:45 pm - 7:15 pm A16ASL000B

Wed Jan 16 (1 session/1.5 hours)  
5:45 pm - 7:15 pm A16ASL000C

### Intensive Study in ASL Screening

All continuing education students are required to be assessed through an intensive 30 minute screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes. Call (917) 832 1138 Voice/VP or e-mail P Carlson@lagcc.cuny.edu for an ASL screening appointment. ND

**Instructor: Paul Carlson**

Mon, Tues, Wed & Thurs Sep 3 - Dec 31 (1 session/1 hours)  
\$55 A16ASL010A

### Intensive Study in American Sign Language Level 1

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

Wed Sep 12 - Jan 9 (28 sessions/46 hours)  
9:30 am - 12:45 pm \$335 A16ASL011B

Thurs Sep 13 - Jan 10 (28 sessions/46 hours)  
5:45 pm - 9:00 pm \$335 A16ASL011C

Sat Sep 15 - Jan 12 (26 sessions/46 hours)  
9:15 am - 12:45 pm \$335 A16ASL011D

Sat Feb 9 - Jun 1 (26 sessions/46 hours)  
9:15 am - 12:45 pm \$335 A16ASL011E

Wed Feb 13 - May 29 (28 sessions/46 hours)  
9:30 am - 12:45 pm \$335 A16ASL011F

Thurs Feb 14 - May 30 (28 sessions/46 hours)  
5:45 pm - 9:00 pm \$335 A16ASL011G

### 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.

Wed Sep 12 - Jan 9 (28 sessions/46 hours)  
1:00 pm - 4:15 pm \$335 A16ASL012B

Wed Sep 12 - Jan 9 (28 sessions/46 hours)  
5:45 pm - 9:00 pm \$335 A16ASL012C

Sat Sep 15 - Jan 12 (26 sessions/46 hours)  
9:00 am - 12:30 pm \$335 A16ASL012D

Sat Feb 9 - Jun 1 (26 sessions/46 hours)  
9:00 am - 12:30 pm \$335 A16ASL012E

Wed Feb 13 - May 29 (28 sessions/46 hours)  
1:00 pm - 4:15 pm \$335 A16ASL012F

Wed Feb 13 - May 29 (28 sessions/46 hours)  
5:45 pm - 9:00 pm \$335 A16ASL012G

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

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

Sat Sep 15 - Jan 12 (26 sessions/46 hours)  
10:00 am - 1:30 pm \$335 A16ASL013B

Sat Feb 9 - Jun 1 (26 sessions/46 hours)  
10:00 am - 1:30 pm \$335 A16ASL013C

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

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

Sat Sep 15 - Jan 12 (26 sessions/46 hours)  
11:00 am - 2:30 pm \$335 A16ASL014B

Sat Feb 9 - Jun 1 (26 sessions/46 hours)  
11:00 am - 2:30 pm \$335 A16ASL014C





## Dual Access Courses

### Dual Access: Fingerspelling, Numbers and Glossing 1

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

**Instructor: Carole Lazorisak**

Tue Sep 11 - Dec 11 (24 sessions/24 hours)  
6:55 pm - 9:05 pm \$115 A16ASL018A

Tues & Thurs Jan 3 - Feb 14 (24 sessions/24 hours)  
4:35 pm - 6:45 pm \$115 A16ASL018B

### Dual Access: Fingerspelling, Numbers and Glossing 2

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

**Instructor: Carole Lazorisak**

Tue Sep 11 - Dec 11 (24 sessions/36 hours)  
5:45 pm - 9:05 pm \$225 A16ASL019A

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

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

Tues (3:25 pm - 6:45 pm) & Thurs (4:35 pm - 5:35 pm)  
Sep 11 - Dec 11 (36 sessions/48 hours)  
\$335 A16ASL015A

Sat Sep 15 - Dec 8 (24 sessions/48 hours)  
10:30 am - 3:15 pm \$335 A16ASL015B

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

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

**Instructor: Carole Lazorisak**

Mon & Wed Sep 10 - Dec 12 (36 sessions/48 hours)  
5:45 pm - 7:55 pm \$335 A16ASL016A

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

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

**Instructor: Carole Lazorisak**

Mon & Wed Sep 10 - Dec 12 (36 sessions/48 hours)  
6:55 pm - 9:05 pm \$335 A16ASL017A



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

# ASL-English Interpretation Program

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

**For more information visit <http://laguardia.edu/aeip/>**

## Advanced American Sign Language I

In Advanced ASL, you will dig deep into the realm of ASL. Advanced ASL is an intensive hands on course that will foster your development in ASL skills. You will use the multimedia lab to reinforce your process of expressing ASL in various registers, such as narration, formal presentation and casual conversation. The course also covers basic ASL linguistics, cultural rules, and the Deaf community and its history.

Wed Oct 3 - Dec 12 (10 sessions/25 hours)  
6:00 pm - 8:30 pm \$439 A16INT001A

## Introduction to the Field of Interpreting

This course is an introduction to the field of American Sign Language English Interpretation. In addition to topics concerning the role, function, and skills required of an interpreter, you will be exposed to cross-cultural issues affecting interpreters; examine current trends in research and the advancement of the field; and explore the various arenas in which interpreters work. Pre requisite: competency screening and acceptance into the program.

**Instructor: Candace Broecker Penn**

Tue Oct 2 - Dec 18 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$795 A16INT100A

## Interpreting I

This course will provide you with practice of requisite skills and process tasks needed for interpretation. Focus will primarily be on intralingual language exercises including shadowing, prediction and anticipation, memory enhancement, text analysis for goal and main points, and paraphrasing. You will be exposed to process models and descriptions - CIT, Colonomos, Isham, Selekovitch, etc. - and will begin to apply them to observed interpretations. Exercises will be conducted in both English and American Sign Language. Prerequisites: competency screening and acceptance into the Program.

**Instructor: Debbie Olsen**

Thurs Sep 27 - Dec 20 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$795 A16INT101A

## Interpreting IV

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 and transitioning to the simultaneous mode. You will build skills and knowledge through continued study and practice of text analysis, visualization, process management skills, and tools for self-analysis and peer feedback. Pre requisite: Interpreting III & ASL Discourse  
**Instructor: Mary Darragh MacLean**

Tue Oct 2 - Dec 18 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$795 A16INT106A

## Interpreting IV Internship (50 hours)

You will observe certified interpreters in various interpreting settings. You will spend a minimum of 25 of these hours in an ongoing field placement and the remaining hours in various settings. You'll focus on pre-identified aspects of interpretation at each session and afterwards will discuss your observations and questions with the professional interpreters. And you will also consider settings in which interpreters work with a view towards your own career choices. Co requisite: Interpreting IV.

**Instructor: Debbie Olsen**

Wed Sep 1 - Dec 20 (4 sessions/10 hours)  
6:00 pm - 8:30 pm \$355 A16INT202A

## 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 Oct 1 - Dec 10 (10 sessions/25 hours)  
5:45 pm - 8:15 pm \$369 A16INT400A

## Ethics and Decision Making for Interpreters

This course will provide an exploration of the personal ethics and values that influence the decision-making process. You will explore decision-making in interpreting from cultural and socio-political perspectives. You will also examine moral considerations and ethical systems; address power relationships between the non deaf interpreter and the Deaf community; and incorporate your impact in functioning as facilitators of communication. You'll use case studies to explore issues, make recommendations, and discuss the consequences of each decision. Prerequisites: Interpreting III and ASL Discourse.

**Instructor: Lynnette Taylor**

Thurs Sep 27 - Dec 20 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$795 A16INT107A

## Service Learning I

Through field experience, you will actively provide service in communitybased organizations that require the use of American Sign Language (ASL). In this course you are offered a reciprocal opportunity 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.

**Instructor: David Rivera**

Mon Oct 1 - Dec 10 (10 sessions/5 hours)  
8:15 pm - 8:45 pm \$199 A16INT550A

## NEW! Deconstructing the ASL to English Process

Explore your pattern of strengths and challenges when interpreting from ASL to spoken English, and discover strategies for more confident and successful interpretations. You will be guided in assessing your process in a safe and supportive environment.

**Instructor: Amy Rubinger**

Fri Oct 12 - Oct 26 (3 sessions/6 hours)  
4:30 pm - 6:30 pm \$39 A16INT911A

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## How to Get Here:

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map to the 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 with payment by MasterCard/Visa/Discover/American Express.  
 For English Language classes call (718) 482-5360.

By fax: (718) 609-2074 with payment by MasterCard/Visa/Discover/American Express.

In person: B-Building B-114  
 Monday through Thursday 9 am-7 pm; Fridays 9am-4pm  
 Saturday 9am-1 pm

## Payment

Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.

For most classes you may pay by check, major credit cards, money order, or cash.

Cash payments can be made at the Bursar's office (Main Building, MB55)

Monday & Thursday	9:00am - 7:00pm
Tuesday & Wednesday	9:00am - 5:00pm
Friday	9:00am - 4:30pm

The English Language Center, Taxi Program, the EMT Program and CLEP Test do not take personal checks for program payment.

## Discounts

The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia under-graduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to the children of undergraduates and to the children of faculty/staff. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.

To receive a tuition discount you need to register in person no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability. Call (718) 482-7244 for more information.

## Delinquent Payments

The College reserves the right to withhold the privileges of class attendance, use of facilities and services, and access to certificates of completion from students delinquent with payments.

## Classroom Assignments

Classroom assignments are posted outside the Registration Office, B114, B-Building, prior to the first day of class. The English Language Center posts its classroom assignments outside C354.

## Refund Policy

### For courses under \$299

100% (-\$15 per course) if written request received 3 business days prior to 1st day of class  
 50% (-\$15 per course) if written request received prior to second week of classes

### For courses \$299 and above or more than 50 hours of instruction

100% (-\$15 per course) if written request received 3 business days prior to 1st day of class  
 75% (-\$15 per course) if written request received prior to completion of 10% of class hours  
 50% (-\$15 per course) if written request received prior to completion of 20% of class hours

### NO REFUND GRANTED AFTER THE REFUND PERIOD IS OVER

\$15 will be deducted from refunds as shown above up to a limit of \$30  
 Allow 4-6 weeks to receive refunds for payment made by check or cash  
 Allow 2 billing cycles for credit charges to reflect refund on monthly statements  
 Members of the military needing to withdraw from class at short notice will be considered on a case-by-case basis.

## Financial Assistance

Many employers and/or unions provide tuition reimbursement or direct funding. Members of DC 37 or Local 1180 may apply for reimbursement on a per course basis. Call DC 37 at (212) 815-1663 or Local 1180 at (212) 966-5353 for details and courses.

## Payment Plans & Loans

Students may apply for installment plans and loans through Academic Management Services (1-800) 635-0120 or online through [www.tuitionpay.com](http://www.tuitionpay.com).

## Materials

Tuition/registration fees do not include the cost of course materials to be used in classes/seminars except where indicated.

## College Policies

### Equal Opportunity and Affirmative Action

LaGuardia Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, genetic predisposition or carrier status, citizenship status, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

## Course Cancellations

100% refund for courses cancelled by the college. The college reserves the right to cancel or withdraw courses from the catalog and to change course curricula and scheduling. The college also reserves the right to withdraw and substitute instructors.

## Updates

Occasionally information changes and the most up to date schedule can be found on the web ([www.lagcc.cuny.edu/ace](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**

with payment by MasterCard/  
Visa/Discover/American Express.

For English Language classes  
call (718) 482-5360.

By fax:



**(718) 609-2074**

with payment by MasterCard/  
Visa/Discover/American Express.

In person:



**B-Building B114**  
Monday through Thursday  
9 am - 7pm  
Fridays 9am-4pm  
Saturday 9am-1pm

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## Adult and Continuing Education Registration Form

LAST NAME	FIRST NAME	MALE/FEMALE
STREET ADDRESS		CITY STATE ZIP
DATE OF BIRTH	HOME PHONE	BUSINESS PHONE
EMAIL	SOCIAL SECURITY (optional)	

Check which category describes you best (optional)

- Black non-Hispanic
- White non-Hispanic Hispanic
- Hispanic
- Asian-Pacific Islander
- American Indian/Native Alaskan
- Other

How did you hear about us?

- Through our website
- Received ACE catalog in the mail
- Through friend or neighbor
- Through newspaper
- Other

COURSE CODE	SEC	COURSE TITLE	COST

### LaGuardia Community College/CUNY

Room B114  
30-20 Thomson Ave  
Long Island City, N.Y. 11101  
**(718) 482-7244**

Fall Winter Spring Summer

(Check one)

- Check/Money Order
- 
- 
- 
- 

ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE

LaGuardia Community College / CUNY

DIVISION OF ADULT AND  
CONTINUING EDUCATION

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Long Island City, NY 11101



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