



***Take a  
smart  
step  
forward***

Professional certificates

Vocational training

Business services

College courses

GED

ESL and more

# Coming Soon! The **NEW** **G.E.D.**

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

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

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

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

***LaGuardia Community College has G.E.D. classes for all ages at convenient times. Sign up for a class today. (see page 39)***

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

For more information:

***[www.finishtheGED.com](http://www.finishtheGED.com) -or- [www.laguardia.edu/ace/](http://www.laguardia.edu/ace/)***

or come to

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

# YOU in a NEW Career!

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

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

## In 1 month you can

- Take an online course in Word, Excel, Power Point or Access - page 13
- Get a license as a taxi driver - page 26

## In 2 months you can become

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

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

- LPN to RN transition course and earn 12 credits towards their nursing degree - page 23

## In 3 months you can become

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

## In 4 months you can become

- Certified in QuickBooks - page 8

## In 6 months you can become

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

## In 10 months you can become

- Certified as a CASAC Trainee - page 20

## In 12 months you can become

- Certified as a Paramedic - page 21



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

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

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

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- Accounting and Finance/Online
- Business/Online
- College Readiness/Online
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- Construction and Sustainable Building/Online
- Design and Composition/Online
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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



Make a smart choice this winter by taking a class at LaGuardia Community College's Division of Adult and Continuing Education (ACE). We offer courses, programs and services to help you reach your goals and get on the path to success.

Sharpen your computer skills with our Microsoft Office Applications and Business Office Skills certificate programs. Spanish speakers, try one or all four of our new beginner computer courses presented in Spanish (see page 12). ACE offers many other certificate programs in varied fields, including health, bookkeeping and accounting, construction trades and

much more. You can also select from dozens of online business and computer courses that will give you a competitive edge at the workplace.

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

- Tony Allicino, Director, Program for Deaf Adults
- Christine Alvarez, Director, Pre-Hospital Care Programs
- Natalia Arguello, Director, NY Designs
- Victoria Badalamenti, Director, The English Language Center
- Claudia Baldonado, Executive Director Youth Workforce Development Initiatives
- Marian Blaber, Senior Administrator/ Director, CUNY Language Immersion & College PREP
- Amy Dalsimer, Director of Pre-college Academic Programs/ Adult Learning Center
- Samuel E. Farrell, II, Director, Center for Community Education
- Rosa Figueroa, Director, Small Business Development Center
- Adjoa Gzifa, Director, Workforce Education Center
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- Cris Stewart, Director, ACE Enrollment Management Services
- Michele Stewart, Director, Career Ladders in Allied Health
- Michele Valdez, Director, CUNY Career PATH
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- Liesl Fores, Communications Director
- Bruce Kurzius, Coordinator of Administrative Services
- Lia Molero, Administrative Associate to Dean
- Tony Camilli, Web Developer
- David Turcotte, ACE Photographer

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# Get a Promotion Accounting, Bookkeeping

## Advanced Tax Return Preparer Certificate Program

Earn extra money by becoming a registered tax preparer

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.

### Advanced Tax Return Preparer

Upgrade your tax skills by mastering more complex tax returns. Gain practice in determining taxes for sales and rental income, home office, conversions, rollovers and distributions. Learn the trick to multi-state tax returns and review the most recent changes to the tax code. Prerequisite: Successful completion of Tax Return Preparer Certificate Program or passing a screening test. For more information call (718) 482-5125.  
*Instructor: Jacklyn Hansen*

Sat Jan 26 - Feb 23 (5 sessions/32.5 hours)  
9:30 am - 4:00 pm \$435 A05BUS015A



## Bookkeeping/Online

### Accounting Fundamentals/Online

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

\$129 A05BUS802

### Accounting Fundamentals II/Online

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

\$129 A05BUS803

### Introduction to Peachtree Accounting 2012/Online

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

\$129 A05BUS817

### Introduction to QuickBooks 2011/Online

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

\$129 A05BUS813

### QuickBooks 2010 for Contractors/Online

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

\$129 A05BUS811

## Certificate Program in Computerized Bookkeeping for QuickBooks

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).

### 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*

Tues & Thurs Jan 29 - Feb 28 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$385 A05OSK006A

Sat Feb 2 - Mar 9 (6 sessions/27 hours)  
9:00 am - 2:00 pm \$385 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*

Tues & Thurs Mar 5 - Mar 21 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$275 A05OSK007A

Sat Mar 16 - Apr 6 (4 sessions/18 hours)  
9:00 am - 2:00 pm \$275 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*

Tues & Thurs Mar 26 - Apr 11 (6 sessions/18.0 hours)  
6:00 pm - 9:00 pm \$275 A05OSK008A

Sat Apr 13 - May 4 (4 sessions/18 hours)  
9:00 am - 2:00 pm \$275 A05OSK008B



Convenient - Accessible 24 Hours a Day!  
To enroll visit [www.ed2go.com/lagcc/](http://www.ed2go.com/lagcc/)



# or New Career!

## g and Tax Preparation

### Certificate Program in Advanced QuickBooks

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.

#### 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 Apr 8 - Jun 10 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$385 A05BUS016A

#### 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 Feb 2 - Mar 30 (9 sessions/27 hours)  
2:30 pm - 5:30 pm \$385 A05BUS014A

### Become a Notary Public

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

*Instructor: Mildred DellaPina*

Spring 2013

Monday April 15, 2013 ( 1 session/3 hours)  
6:30-9:30pm \$79 A05BUS001A

### Business Office Skills/Online

#### 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

#### 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

### Certificate Program in Business Office Skills

#### 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 Jan 19 - Feb 2 (3 sessions/9 hours)  
2:00 pm - 5:00 pm \$93 A05CMP001A

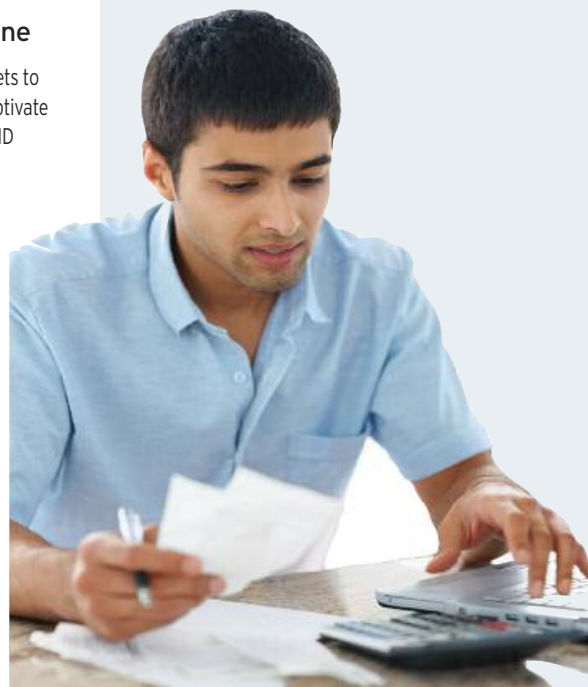
Tues & Thurs Jan 31 - Feb 7 (3 sessions/9 hours)  
6:00 pm - 9:00 pm \$93 A05CMP001B

#### 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*

Mon & Wed Feb 11 - Mar 11 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$245 A05OSK001A



## Computer Training



### A+ Computer Service Technician Certificate Preparation

Get the skills you need to start a career as a Computer Service Technician (CST). This 5-course, hands-on training program will teach you how to repair computers and prepare you for the A+ Essentials (exam code 220-701) and A+ Practical Application (exam code 220-702) industry exams. Topics include hardware, network systems, software, new technologies, and building your own computer. For more information call (718) 482-5125.

### Introduction to Computer Technology Intense Review-13 hours

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. You may skip this course by passing an equivalency exam at [www.lagcc.cuny.edu/capp/computer-repair-test](http://www.lagcc.cuny.edu/capp/computer-repair-test)

**Instructor: Louis Marchione**

Saturday, Jan 5 (8:30am-3pm),  
Tuesday, Jan 8 (6:00pm-9:00pm)  
Thursday, Jan 10 (6:00pm-9:00pm)  
(3 sessions/13 hours)  
\$175 A05CMP099A

### 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.

**Instructor: Ashley Pineda** (Instructor is bilingual)

Sat Jan 5 - Feb 2 (7 sessions/24.0 hours) 8:30am- 3pm  
\$449 A05CMP101A

### CST, Part 2: Networking

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

**Instructor: Ashley Pineda** (Instructor is bilingual)

Sat Feb 16 - Mar 9 (4 sessions/26 hours)  
8:30 am - 3:00 pm \$449 A05CMP102A

### CST, Part 3: Software

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

**Instructor: Ashley Pineda** (Instructor is bilingual)

Sat Mar 23 - Apr 20 (4 sessions/26 hours)  
8:30 am - 3:00 pm \$449 A05CMP103A

### CST, Part 4: New Technologies

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

**Instructor: Ashley Pineda** (Instructor is bilingual)

Sat May 11 - Jun 8 (4 sessions/26 hours)  
8:30 am - 3:00 pm \$449 A05CMP104A

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

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

**Instructor: Ashley Pineda** (Instructor is bilingual)

Sat Jun 29 - Jul 20 (4 sessions/26 hours)  
8:30 am - 3:00 pm \$345 A05CMP112A

## Certificate Preparation in CompTIA A+/ Network/ Security/Online

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

### CompTIA A+ Certification Prep/ Online

#### 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 Network+ Certification Prep/Online

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

\$195 A05CMP820

### 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



## 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.

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

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

\*Cannot be combined with any other discounts

### Microsoft Word for Windows

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

**Instructor: Lawan Tyson**

Sat Feb 16 - Mar 23 (6 sessions/24 hours)

9:00 am - 1:00 pm \$245 A05OSK002A

Tues & Thurs Feb 26 - Mar 19 (7 sessions/24.5 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.

**Instructor: Lawan Tyson**

Sat Feb 2 - Mar 16 (7 sessions/24.5 hours)

1:30 pm - 5:00 pm \$245 A05OSK003A

Mon & Wed Mar 18 - Apr 10 (8 sessions/24 hours)

6:00 pm - 9:00 pm \$245 A05OSK003B

### Microsoft PowerPoint Presentations for Windows

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

**Instructor: Lawan Tyson**

Sat Mar 30 - Apr 13 (3 sessions/12 hours)

9:00 am - 1:00 pm \$123 A05OSK005A

### Microsoft Access Intensive

Spring 2013

Mon & Wed Apr 22-May 8 (6 session/18 hours)

6:00 pm - 9:00 pm \$185 A05OSK004A

### Introduction to Networking/Online

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

\$129 A05NET801



Convenient - Accessible 24 Hours a Day!

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



Register Online

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

# Computadoras en Español

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

Take 4 and save \$74.00\*  
Register and take for all four Muevete computer courses in the same semester and SAVE \$74.00\*

\*Cannot be combined with any other discounts



## ¡4 Formas de Registrarse!

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

**Por teléfono:**  
(718) 482-7244  
Se puede pagar con  
MasterCard/Visa/Discover/American Express

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

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

## **NEW** Muévete a la Tecnología - Internet

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

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

**Instructor: Lesley Figueroa**

Mon & Wed Jan 7 - Jan 23 (5 sessions/15 hours)  
6:00 pm - 9:00 pm \$149 A05CMP907A

## **NEW** Muévete a la Tecnología - Excel

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

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

**Instructor: Lesley Figueroa**

Mon & Wed Feb 6 - Feb 11 (2 sessions/6 hours)  
6:00 pm - 9:00 pm \$95 A05OSK902A

## **NEW** Introducción al Programa PowerPoint

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

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

**Instructor: Lesley Figueroa**

Mon & Wed Mar 4 - Mar 11 (3 sessions/9 hours)  
6:00 pm - 9:00 pm \$95 A05OSK901A

## **NEW** Muévete a la Tecnología - Microsoft Word

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

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

**Instructor: Lesley Figueroa**

Mon & Wed Jan 28 - Feb 4 (3 sessions/9 hours)  
6:00 pm - 9:00 pm \$149 A05OSK009A

## Microsoft Office Applications/Online

### 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

### Introduction to Microsoft Excel 2007/Online

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

\$129 A050SK821

### Introduction to Microsoft Excel 2010/Online

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

\$129 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



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**Introduction to Microsoft 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 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

 **EDUCATION**  
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## Social Media/Online

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

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

\$129 A05CMP848



## Web Page Design/Online

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



### Designing Effective Web Sites/Online

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

\$129 A05CMP859

### Introduction to Dreamweaver 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

### Advanced Web Pages/Online

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

\$129 A05CMP862

### Creating Web Pages/Online

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

\$129 A05CMP805

## Construction & Building Management



### Construction Management Certificate Program

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. In order to receive the certificate, you must pass each required course with a minimum C average. (You may take individual courses without intending to complete the Certificate Program.) For more information call (718) 482-5125.



### 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  
*Instructor: John Biaridi*

Mon & Wed Feb 4 - Feb 13 (4 sessions/12 hours)  
6:00 pm - 9:00 pm \$209 A05CNS011A



### 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

Wed Jan 30 - Mar 20 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$309 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 \$250 for students in the construction program.  
*Instructor: Araceli Isodoro*

Sat Feb 2 - Mar 16 (7 sessions/28 hours)  
9:15 am - 1:15 pm \$450 A05CMP105A

### Construction Cost Estimating

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

Mon Jan 28 - Mar 18 (7 sessions/21 hours)  
6:00 pm - 9:00 pm \$309 A05CNS003A

### Offered in SPRING 2013

- OSHA 10-Hour Construction Industry Safety and Health Certification
- Basics of Construction Drawings and Plans, Part 1
- Construction Materials and Methods
- Project Management for the Construction



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## GPRO: Green Professional Building Skills Training

### Construction/Online

The following online courses complement 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



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 + 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 Jan 1 - Mar 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 Jan 1 - Mar 31 (3 sessions/10 hours)  
\$465 A14CNS012A

#### 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 Jan 1 - Mar 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 Jan 1 - Mar 31 (3 sessions/12 hours)  
\$520 A14CNS010A

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### Licensed Refrigeration Machine Operator

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

**Program starts Fall 2013**

- 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!*

**For more information, visit  
[www.laguardia.edu/capp](http://www.laguardia.edu/capp)  
or call (718) 482-7244**

## Sustainable Building Courses/Online

For complete course descriptions visit [www.NYDesigns.org](http://www.NYDesigns.org). Click on "Courses" in the main menu.

To register call (718) 663-8404.  
All Sustainable Design courses are ND=no discount.

### Energy Efficient Design for Architects/Online

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

24 Hour Access Jan 1 - Mar 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 Jan 1 - Mar 31 (35 hours)  
\$1610 A14CRD812A

### Green Building Technical Professional/Online

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

24 Hour Access Jan 1 - Mar 31 (40 hours)  
\$540 A14CRD807A

### Intro to Building Energy Efficiency/Online

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

24 Hour Access Jan 1 - Mar 31 (30 hours)  
\$510 A14CRD805A

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

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

24 Hour Access Jan 1 - Mar 31 (8 hours)  
\$380 A14CRD810A

### LEED Green Associate/Online

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

- Identify key components of the LEED Rating Systems
- Discuss the LEED Certification process for both buildings and homes
- Describe the intents and associated concepts of each LEED credit category
- Describe successful LEED strategies 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 Jan 1 - Mar 31 (8 hours)  
\$380 A14CRD809A

### Solar Hot Water Heating/Online

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

24 Hour Access Jan 1 - Mar 31 (60 hours)  
\$1010 A14CRD806A



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## 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 Jan 2 - Mar 27 (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.

**Instructor: Oswaldo Carrero**

Mon, Wed, Fri Jan 28 - Feb 15 (9 sessions/36 hours)  
6:00 pm - 10:00 pm \$305 A11HLT003A

### Enhanced EKG Technician

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

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

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

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

Mon & Wed Feb 20 - Feb 27 (3 sessions/12 hours)  
6:00 pm - 10:00 pm \$125 A11CPR001A



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## 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 submit your educational hours and obtain your CASAC-T (CASAC-Trainee) credential.

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

**Info Session Wed Jan 23**  
To RSVP email [ACEProfessional@lagcc.cuny.edu](mailto:ACEProfessional@lagcc.cuny.edu).

### CASAC Counselor, Part B

Study and apply different approaches to assessment, evaluation, and case management. Focus on relapse prevention, family systems, and vocational counseling and their role in the addiction recovery process. ND=no discount available

Wed (6:00pm-9:30pm) & Sat (9:00am-5:00pm)  
Feb 27 - July 3 (34 sessions/183 hours)  
\$2265 A05CAS002A



## Dietary Manager Program

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 field-work at the work site. Upon successful completion of the program, you are eligible to sit for the certification examination.

*Instructor: Patricia Slinger Harvey*

Tue Jan 8 - Mar 19 (10 sessions/40 hours)  
5:45 pm - 10:00 pm \$365 A05DMG001A



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



## 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 Feb 5 - Jun 20 (65 sessions/205 hours)  
6:00 pm - 9:30 pm \$1095 A11EMT001B

### Paramedic Original

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

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



### Kirt Bowen

*Certified Instructor Coordinator, Paramedic Program  
LaGuardia EMT and Paramedic Programs Graduate*

Kirt Bowen, EMT-P, PA has been appointed the new Certified Instructor Coordinator for LaGuardia Paramedic course, Class of 2012-2013. A LaGuardia EMT and Paramedic graduate, Mr. Bowen earned academic honors as well as the Outstanding Academic and Clinical Achievement Award while at the college. He has been working as a Paramedic with North Shore Long Island Jewish Healthcare System since 2005, providing 9-1-1 advanced life support services as well as neonatal intensive care unit (NICU) and pediatric intensive care unit (PICU) transports. He has also been teaching EMT, Paramedic and other healthcare-related courses since 2001.

Mr. Bowen's previous experience includes working on a helicopter medevac team that used a winch system to rescue injured oil workers from derricks out in the ocean. Other experience includes EMS positions at Transcare and Brentwood Volunteer Ambulance in New York as well as sites overseas.

Having received a Bachelor's Degree in Physician Assistant Studies in 2011, Mr. Bowen is currently pursuing a Masters Degree in Emergency and Disaster Management.

# Healthcare Interpreter Certificate Program

Health



## Level 1

Are you bilingual? Learn the skills and basic vocabulary needed to start working in the high demand field of healthcare interpreting. Become a qualified healthcare interpreter by successfully completing the Level 1 course (45 hours) and passing the national Language Line Interpreter Skills Test (medical scenario). For more information call (718) 482-5125.

### Spanish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school or G.E.D. diploma and passing of a Spanish/English diagnostic exam. For more information or to register, call (718) 482-5125. Payment plan available. ND= no discount available.

### Spanish/English Language Diagnostic Exam

**Instructor: Aurora Ronquillo**

Sat Feb 2 (1 session/2 hours)  
11:00 am - 1:00 pm Free A05HLT000A

Sat Feb 16 (1 session/2 hours)  
11:00 am - 1:00 pm Free A05HLT000B

Sat Mar 2 - Apr 27 (9 sessions/40 hours)  
9:00 am - 2:00 pm \$1010 A05HLT002A

### Polish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school or G.E.D. diploma and passing of a Polish/English diagnostic exam. For more information or to register, call (718) 482-5125. ND=no discount available. Payment plan available.

### Polish/English Language Diagnostic Exam

**Instructor: Agata Baczyk**

Sat Feb 2 (1 session/2 hours)  
11:00 am - 1:00 pm Free A05HLT000C

Sat Feb 16 (1 session/2 hours)  
11:00 am - 1:00 pm Free A05HLT000D

Sat Mar 2 - Apr 27 (9 sessions/40 hours)  
9:00 am - 2:00 pm \$995 A05HLT003A

## 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: Cecilia Ortiz**

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



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

## LPN to RN Transition Course

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

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

Tues & Thurs Jan 8 - Feb 14 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$665 A20CRD001A

## 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 G.E.D. diploma and passing of a screening test. For more information call (718)-482-5125. ND=no discount available.

Tues & Thurs Jan 15 - Mar 26 (20 sessions/70 hours)  
6:00 pm - 9:30 pm \$1015 A05HLT001A



## 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)

### Next course starts in Spring 2013

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

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

## ASL-English Interpretation Program

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

### Advanced American Sign Language II

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

Wed Jan 9 - Mar 20 (10 sessions/25 hours)  
6:00 pm - 8:30 pm \$439 A16INT002A

### Interpreting II

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

Pre-requisites: Interpreting I.  
**Instructor: Mary Darragh MacLean**

Tue Jan 8 - Apr 2 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$795 A16INT102A



### Interpreting V

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

Thurs Jan 3 - Mar 21 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$795 A16INT109A

### 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 Jan 7 - Mar 18 (9 sessions/22.5 hours)  
6:00 pm - 8:30 pm \$475 A16INT400A

### Language in Use

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

Thurs Jan 3 - Mar 21 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$795 A16INT103A





## Interpreting in Educational Settings

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

**Instructor:** Rhea Modeste

Tue Jan 8 - Apr 2 (12 sessions/36 hours)

5:45 pm - 8:45 pm \$795 A16INT108A

## Service Learning II

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

**Instructor:** David Rivera

Jan 7 - Mar 18 (4 sessions/10 hours)

\$199 A16INT551A



**Philip Wilson**

*A small sign leads to a big career change*

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

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

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

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

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



## Taxi & For Hire Vehicle Driver Institute

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

### Register Now!

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

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

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

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

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

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

Sat Jan 12	A17DD0001A
Sat Jan 26	A17DD0001B
Sat Feb 2	A17DD0002A
Sat Feb 16	A17DD0002B
Sat Mar 2	A17DD0003A
Sat Mar 16	A17DD0003B

## Defensive Driving for Taxi and FHV Drivers

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

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

Mon Jan 7	A17DDV001A
Sat Jan 12	A17DDV001B
Thurs Jan 17	A17DDV001C
Thurs Jan 26	A17DDV001D
Sat Feb 2	A17DDV002A
Thurs Feb 7	A17DDV002B
Sat Feb 16	A17DDV002C
Wed Feb 20	A17DDV002D
Mon Feb 25	A17DDV002E
Sat Mar 2	A17DDV003A
Mon Mar 11	A17DDV003B
Sat Mar 16	A17DDV003C
Wed Mar 20	A17DDV003D
Tue Mar 26	A17DDV003E

“I took the Defensive Driving course with instructor Jeff Walsh. I was privileged to have such a fine instructor!”

-Howard Moskowitz, Defensive Driving for Taxi and FHV Drivers student

## 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.

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

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

## The Official 80 Hour Class

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

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

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

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

## TLC Taxi Prep Test

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

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

Jan 10	A17PRP001A
Jan 24	A17PRP001B
Feb 7	A17PRP002A
Feb 21	A17PRP002B
Mar 7	A17PRP003A
Mar 21	A17PRP003B



## TLC English Proficiency and Written Exam

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

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

Jan 11	A17TST001A
Jan 18	A17TST001B
Feb 1	A17TST002A
Feb 8	A17TST002B
Mar 1	A17TST003A
Mar 8	A17TST003B
Mar 15	A17TST003C
Mar 22	A17TST003D
Mar 29	A17TST003E

## 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 \$20

Wed Jan 2	6:00 pm - 10:00 pm	A17RNW001A
Thurs Jan 3	9:00 am - 1:00 pm	A17RNW001B
Tue Jan 8	1:30 pm - 5:30 pm	A17RNW001C
Sat Jan 12	10:00 am - 2:00 pm	A17RNW001D
Mon Jan 14	6:00 pm - 10:00 pm	A17RNW001E
Sat Jan 19	10:00 am - 2:00 pm	A17RNW001F
Wed Jan 23	6:00 pm - 10:00 pm	A17RNW001G
Thurs Jan 24	9:00 am - 1:00 pm	A17RNW001H
Tue Jan 29	6:00 pm - 10:00 pm	A17RNW001I
Sat Feb 2	10:00 am - 2:00 pm	A17RNW002A
Tue Feb 5	6:00 pm - 10:00 pm	A17RNW002B
Sat Feb 9	10:00 am - 2:00 pm	A17RNW002C
Mon Feb 11	1:30 pm - 5:30 pm	A17RNW002D
Thurs Feb 14	6:00 pm - 10:00 pm	A17RNW002E
Wed Feb 20	9:00 am - 1:00 pm	A17RNW002F
Sat Feb 23	10:00 am - 2:00 pm	A17RNW002G
Mon Feb 25	6:00 pm - 10:00 pm	A17RNW002H
Thurs Feb 28	1:30 pm - 5:30 pm	A17RNW002I
Mon Mar 4	9:00 am - 1:00 pm	A17RNW003A
Wed Mar 6	6:00 pm - 10:00 pm	A17RNW003B
Sat Mar 9	10:00 am - 2:00 pm	A17RNW003C
Tue Mar 12	1:30 pm - 5:30 pm	A17RNW003D
Thurs Mar 14	6:00 pm - 10:00 pm	A17RNW003E
Tue Mar 19	9:00 am - 1:00 pm	A17RNW003F
Thurs Mar 21	6:00 pm - 10:00 pm	A17RNW003G
Sat Mar 23	10:00 am - 2:00 pm	A17RNW003H
Wed Mar 27	1:30 pm - 5:30 pm	A17RNW003I

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

Jan 10	A17TEP001A
Jan 24	A17TEP001B
Feb 7	A17TEP002A
Feb 21	A17TEP002B
Mar 7	A17TEP003A
Mar 21	A17TEP003B

## Manhattan Geography

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

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

Tue Jan 8	A17GMAN01A
Fri Jan 18	A17GMAN01B
Fri Feb 1	A17GMAN02A
Tue Feb 19	A17GMAN02B
Fri Mar 1	A17GMAN03A
Fri Mar 15	A17GMAN03B
Fri Mar 29	A17GMAN03C

## 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 9:00am - 6:00pm \$49

Wed Jan 9	A17GBRQ01A
Tue Jan 22	A17GBRQ01B
Mon Feb 4	A17GBRQ02A
Wed Feb 20	A17GBRQ02B
Mon Mar 4	A17GBRQ03A
Mon Mar 18	A17GBRQ03B

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

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

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

Fri Jan 11	A17GBXS01A
Wed Jan 23	A17GBXS01B
Tue Feb 5	A17GBXS02A
Fri Feb 22	A17GBXS02B
Tue Mar 5	A17GBXS03A
Tue Mar 19	A17GBXS03B

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

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

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

Fri Jan 25	A17NYCO1A
Wed Feb 6	A17NYCO2A
Wed Mar 6	A17NYCO3A
Wed Mar 20	A17NYCO3B



# Which Training Program is Right for You?

## Find out more about these free Training Programs

### • Computer Literacy

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

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

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

### • Green Jobs Training Program: Professional Green Cleaning

Acquire the necessary skills to maintain a high indoor environmental quality to protect the health of building occupants through proper and environmentally sustainable cleaning practices.

To register call (718) 663-8420 or visit <http://www.greenworkforcenyc.org>

### • Certified Nursing Assistant to Licensed Practical Nurse

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

For more information call (718) 482-5097, email: [clah@lagcc.cuny.edu](mailto:clah@lagcc.cuny.edu) or visit [http://www.lagcc.cuny.edu/ACE/Programs/Health\\_Career\\_Ladders/Health\\_Career\\_Ladder\\_Programs.aspx](http://www.lagcc.cuny.edu/ACE/Programs/Health_Career_Ladders/Health_Career_Ladder_Programs.aspx)

### • Home Health Aide Training Program for English Language Learners

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

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

### • NCLEX-PN Preparation Course for Internationally Trained Nurses

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

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



# Start/Build Your Business

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# Are you a new or emerging small business?

## LaGuardia has many services to help you!

### Do you need help preparing loan packages?

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

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

Call: (718) 482-5303

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



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

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

Website: <http://www.nydesigns.org>

Call: (718) 663-8404

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



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

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

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

Call: (718) 482-5289

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



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

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

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

Call: (718) 730-7400

Email: [10KSB@lagcc.cuny.edu](mailto:10KSB@lagcc.cuny.edu)



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

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

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

Call: (718) 482-5941

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



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

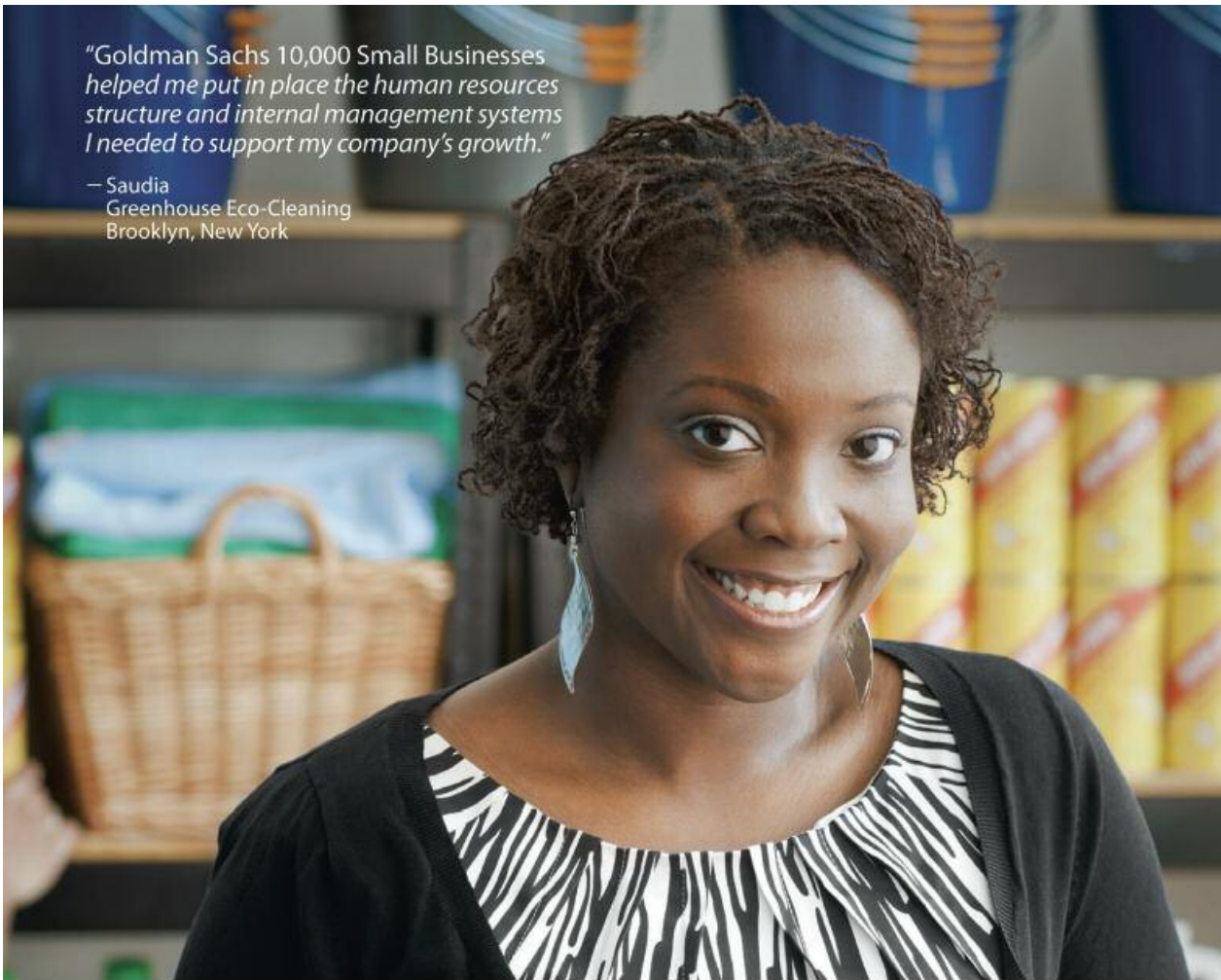
**Career and Professional Programs (CAPP)** offer computer and accounting courses, industry certifications and licenses and workshops on using social media to network and market your business.

Call: (718) 482-5125

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

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

— Saudia  
Greenhouse Eco-Cleaning  
Brooklyn, New York



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

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

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





# Analog Digital International Gets Help from PTAC and Wins Big

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



Ayres D’Cunha is CEO and President of Analog Digital International, Inc., an independently owned Minority Business Enterprise/Disadvantaged Business Enterprise (MBE/DBE) that has served the video industry for over 17 years. A participant of Goldman Sachs 10,000 Small Businesses at LaGuardia, Mr. D’Cunha learned about the college’s Procurement Technical Assistance

Center (PTAC) and made an appointment to get assistance with applying for government contracts and certifications.

With help from PTAC Director Edgard Hernandez and Counselor George Llanos, Mr. D’Cunha crafted a thorough and professional “capabilities statement” that reflected the company’s services and certifications. About a month later, Mr. D’Cunha submitted the

“I can’t stress enough how valuable programs like PTAC are to small businesses.”

document with other relevant information to the University at Buffalo, NY and won an \$87,230 bid for video equipment.

“These gentlemen at PTAC were more than generous with their time, support and patience throughout the process of

completing our statement,” says Mr. D’Cunha. “I can’t stress enough how valuable programs like PTAC are to small businesses. I look forward to working with them to pursue contracts and certifications as a great way to continue to expand my business in the near future.”



# Start/Build Your Business!

## Business/Online

### 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

### 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

### Introduction to Business Analysis/Online

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

\$129 A05BUS812

### Introduction to Interior Design/Online

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

\$129 A05BUS823

### Introduction to Nonprofit Management/Online

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

\$129 A05BUS808



### Marketing Your Business on the Internet/ Online

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

\$129 A05BUS809

### Small Business Marketing on a Shoestring/Online

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

\$129 A05BUS822

### Start 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

### 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

### 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

 **EDUCATION**  
Convenient - Accessible 24 Hours a Day!  
To enroll visit [www.ed2go.com/lagcc/](http://www.ed2go.com/lagcc/)



## 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

Winter 2013

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

Sat Feb 16 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST002A



“ Pearson’s Versant English Placement Test is being used worldwide by academic institutions, corporations and government agencies to assess students’ and employees’ English proficiency. Using questions that reflect real life situations, such as phone conversations, discussions and meetings, the test accurately evaluates English speaking and listening skills of non-native English speakers to determine whether they have the necessary English language skills to interact and carry out appropriate tasks effectively. ”

-Mario Souza, Continuing Education Teacher for CUNY Language Immersion Program



# Learn English

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# Learn English

## English as a Second Language

Learn English at LaGuardia! Prepare for college, graduate school or a better job. English as a Second Language (ESL) Teachers at the English Language Center (TELC) have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening, speaking, field trips and Internet research. We also offer courses that teach you English through art, business, pop culture, blogs and wikis, and dance. Do you have questions about immigration, life in the United States, your future plans? Our staff can help. Come study with us and make TELC your home away from home! You will have access to LaGuardia Community College's computer labs, library, gym and swimming pool. Payment for all ESL courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.

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

## Day Intensive

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

Receive free tutoring in conversation at our Language Clinic. Classes meet U.S. Government requirements for the issuance of I-20s. Winter 2013 Registration: Wednesday, January 2 and Thursday January 3, 11:00 am - 3:00 pm, Room C-354. The non-refundable \$50 registration fee is included in the tuition.

## Morning Day Intensive

Mon - Fri Jan 14 - Mar 20 (45 sessions/155.75 hours)  
8:45 am - 12:45 pm \$1495 AF021000

## Afternoon Day Intensive

Mon - Thurs Jan 22 - Mar 25 (34 sessions/153 hours)  
1:30 pm - 6:30 pm \$1295 AF021001

## Evening English Program

Are you planning to enroll in a college or university? 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. Winter 2013 Registration starts Thursday, January 3, 4:00 pm - 7:00 pm, Room C-354. The non-refundable \$50 registration fee (4 nights) or \$25 registration fee (2 nights and Saturday) is included in the tuition.

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

Mon - Thurs Jan 16 - Mar 18 (32 sessions/80 hours)  
6:50 pm - 9:20 pm \$615 AF021006

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

Mon & Wed Jan 16 - Mar 18 (16 sessions/40 hours)  
6:50 pm - 9:20 pm \$325 AF021003

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

Tues & Thurs Jan 17 - Mar 14 (16 sessions/40 hours)  
6:50 pm - 9:20 pm \$325 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. Winter 2013 Registration starts Thursday, January 3, 4:00 pm - 7:00 pm and Saturday, January 5, 10:00 am - 1:00 pm, Room C-354.

Sat Jan 19 - Mar 9 (8 sessions/40 hours)  
9:00 am - 2:00 pm \$325 AF021005



**Chorong Yoon (Rosie) and Dhakkyung Hur (Bella)** indulge in cannolis at the San Gennaro Festival in Manhattan's Little Italy. To introduce them to the wonders of New York City, TELC challenges new students to a "Famous Foods of New York" contest. Students try typical New York treats including pretzels, cheese cake, pizza, pastrami sandwiches and, of course, cannolis! Winners get a prize and their food photo on the TELC Facebook page.

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



### Catherine M. McHugh

*Worldly teacher shares her knowledge with ESL students*

Catherine M. McHugh has been an ESL Adjunct Lecturer at the English Language Center (TELC) since 2001. Her interest in foreign languages and cultures was sparked by her experience growing up with French-Canadian relatives, which led her to study French literature in New York and Paris, and receive certification to teach

“It is extremely gratifying to help students get into college, obtain better jobs, advance in their careers or just feel more confident in their daily lives.”

French in the NYC public schools. Continuing her travels and studies, she also became proficient in Spanish and Portuguese, having several poems about her travels published in literary journals. With an MA Degree in Teaching English to Speakers of Other Languages (TESOL) from Hunter College, Ms. McHugh has found an ideal professional setting for her interests in the ever-diverse TELC. “Teaching has been so rewarding,” says M. McHugh.

## Specialized Workshops Saturdays

TELC's specialized workshops are designed for students who want to focus on a specific English skill. Winter 2013 placement testing and registration for Saturday Specialized Workshops are on Saturday, January 5, 10:00 am - 1:00 pm, Room C-354.

### Public Speaking & Communication Skills

This course is designed to help advanced ESL students to develop confidence in speaking in public and to improve their communication skills in general. You will learn how to prepare and deliver short speeches and practice techniques to speak more effectively in school, at work, and in social situations. You will also work on pronunciation, intonation, and stress patterns in English.

Sat Jan 19 - Mar 9 (8 sessions/40 hours)  
9:00 am - 2:00 pm \$325 AF021220

### 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 Jan 19 - Mar 9 (8 sessions/40 hours)  
9:00 am - 2:00 pm \$325 AF021120

## Specialized Workshops - Afternoon

TELC's specialized workshops are designed for students who want to focus on a specific English skill. Winter 2013 Registration is on Wednesday, January 2 and Thursday, January 3, 11:00 am - 3:00 pm, Room C-354.

### Writing Workshop

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

Mon & Wed Jan 23 - Mar 25 (17 sessions/38.25 hours)  
1:30 pm - 3:45 pm \$325 AF021100C

### Listening/Speaking Workshop

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

Tues & Thurs Jan 22 - Mar 21 (17 sessions/38.25 hours)  
4:15 pm - 6:30 pm \$325 AF021150C

### TOEFL Preparation Workshop

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

Mon & Wed Jan 23 - Mar 25 (17 sessions/38.25 hours)  
4:15 pm - 6:30 pm \$325 AF021400C

### Vocabulary through Reading Workshop

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

Tues & Thurs Jan 22 - Mar 21 (17 sessions/38.25 hours)  
1:30 pm - 3:45 pm \$325 AF021240C

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

facebook

TELC is on  
YouTube

twitter



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

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

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

(\$) = Tuition (F) = Free

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

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

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

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

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

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

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

**Veteran Upward Bound Program:**  
 Room C-371 or visit our website:  
<http://www.laguardia.edu/veterans/>  
 Contact: Edith Segovia  
 Call: (718) 482-5386  
 Email: [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu) or [esegovia@lagcc.cuny.edu](mailto:esegovia@lagcc.cuny.edu)

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

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

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

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

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

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

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

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

**CUNY Catch**

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

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

How do I continue my education at LaGuardia?

**ACE Advisement:**

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



**Coming Soon!**  
**The NEW**

**G.E.D.**

*See inside cover for important information*

# Get a G.E.D.

## High School Equivalency Diploma

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# Get a G.E.D.

## G.E.D. In English

Prepare to take the G.E.D./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.

### Winter 2013

Wed Jan 9	6 pm in E-242/\$15
Thurs Jan 10	6 pm in E-242/\$15
Sat Jan 12	10 am in E-500/\$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 G.E.D. exam before, you may be exempt from admissions testing. Bring your G.E.D. test scores to the registration to find out. The course fee includes a scientific calculator.

Books for all G.E.D. and Pre-G.E.D. 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 by money order, please leave blank until completion of the registration process. Students receiving public assistance receive a 50% discount; they must show a benefit card. Those 65 years of age and older receive a 30% discount.

**If you have taken the G.E.D. course within the last 6 months and need to retake it, we offer a 30% discount!**

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

## Pre-G.E.D. in English

Wed & Fri Jan 23 - Apr 5 (22 sessions/66 hours)  
10:00 am - 1:00 pm \$262 A04GED004A

## G.E.D. in English

Wed & Fri Jan 23 - Apr 5 (22 sessions/66 hours)  
10:00 am - 1:00 PM \$262 A04GED001A

Mon & Wed Jan 23 - Apr 10 (22 sessions/66 hours)  
6:00 pm - 9:00 pm A04GED001B

Tue & Thurs Jan 22 - April 4 (22 sessions/66 hours)  
6:00 pm - 9:00 pm A04GED001D

Sat Jan 26 - April 6 (10 sessions/6.5 hours)  
9:00 am - 4:00 pm A04GED001C

## G.E.D. En Español

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

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

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

### Invierno 2013

Sabado 12 Enero	10 am, E-242/\$15
Lunes 14 Enero	6 pm, E-242/\$15
Martes 15 Enero	6 pm, 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. El precio del curso incluye la compra requiere de una calculadora científica.

Los textos para todos los cursos de G.E.D. y Pre-G.E.D. 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-G.E.D. en Español

Lunes & Miércoles Jan 23 - Apr 10 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$262 A04GED003A

## G.E.D. en Español

Martes & Jueves Jan 22 - Apr 4 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$262 A04GED002A

Sáb Jan 26 - Apr 6 (10 sessions/6.5 hours)  
9:00 am - 4:00 pm \$262 A04GED002B

## Did You Know?

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



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

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

### G.E.D. Predictor Exam for Deaf Adults

To reserve a seat for the placement test, contact Catherine Daviton-Burland (917) 832-1138 Voice/VP or [katb@lagcc.cuny.edu](mailto:katb@lagcc.cuny.edu) . ND

Mon, Tues, Wed & Thurs Jan 2 - Mar 28  
(3 sessions/15 hours)  
\$45 A16GED000A

### Elementary Algebra (Dual Access) for Deaf Adults

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

**Instructor: Roy Siskind**

Mon, Wed & Thurs Mar 4 - Jun 5 (48 sessions/72 hours)  
4:35 pm - 6:45 pm \$195 A16MAT096A

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

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

Tues & Thurs Jan 3 - Mar 21 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$229 A16GED002B

Spring 2013

Tues & Thurs Apr 2 - Jun 20 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$229 A16GED002A

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

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

Tues & Thurs Jan 3 - Mar 21 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$229 A16GED001B

Spring 2013

Tues & Thurs Apr 2 - Jun 20 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$229 A16GED001A

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

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

Wed Jan 2 - Mar 20 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$145 A16MAT012B

Spring 2013

Wed Apr 3 - Jun 19 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$145 A16MAT012A

### G.E.D. Math for Deaf Adults

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

Wed Jan 2 - Mar 20 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$145 A16MAT013B

Spring 2013

Wed Apr 3 - Jun 19 (11 sessions/33 hours)  
5:45 pm - 9:05 pm \$145 A16MAT013A



Earn college credit for what you already know

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 the LaGuardia test center registration fee.



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



# Prepare for College

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# Prepare for College

Prepare for College

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



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

## Bridge to College Reading and Writing

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

Tues & Thurs Jan 22 - Mar 5  
(12 sessions/30 hours)  
6:00 pm - 8:30 pm \$135 A22PRP006A

## Bridge to College Math

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

Mon & Wed Jan 23 - Mar 6  
(12 sessions/30 hours)  
6:00 pm - 8:30 pm \$135 A22PRP007A

## College Prep Workshops

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

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

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

### How to Apply for FAFSA and How to Obtain Scholarships

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

Wed Feb 13 (1 session/2 hours)  
6:00 pm - 8:00 pm Free A22PRP002A

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

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

Wed Jan 30 (1 session/2 hours)  
6:00 pm - 8:00 pm \$29 A22PRP004A

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

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

Wed Jan 23 (1 session/2 hours)  
6:00 pm - 8:00 pm Free A22PRP003A



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

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

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

Sat Feb 2 - Feb 9 (2 sessions/6 hours)  
10:00 am - 1:00 pm \$45 A22WRT002A

## Introduction to Liberal Arts

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

Mon & Wed Jan 23 - Mar 6 (12 sessions/30 hours)  
6:00 pm - 8:30 pm \$135 A22PRP012A

## 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

# CUNY START

## What is CUNY Start?

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

## Why enroll in CUNY Start?

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

## To be eligible for CUNY Start, you must

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

## INFO SESSIONS

To attend one of the following information sessions, send an e-mail to [cunystart@lagcc.cuny.edu](mailto:cunystart@lagcc.cuny.edu)

All Info Sessions are at LaGuardia

<b>November &amp; December:</b> 10am - 12pm 11/15 11/29 12/6 12/13 Room E-502	<b>January:</b> 1/10: 10am-12pm 1/17: 10am-12 pm & 6pm-8pm 1/24: 6pm-8pm 1/31: 10am-12 pm & 6pm-8pm	<b>February:</b> 2/7: 10am-12pm & 6pm-8pm 2/14: 10am-12pm 2/21: 10am-12pm & 6pm-8pm
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## Classes run from March 4 - August, 6 2013

### Full-time option:

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

### Part-time option:

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

For more information visit:

[www.lagcc.cuny.edu/ACE/CUNYSTART.aspx](http://www.lagcc.cuny.edu/ACE/CUNYSTART.aspx)

or call: (718) 482-5137

**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/>.

**Make an investment in your future by going to college!**



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



### Test Prep/Online

#### GMAT Prep/Online

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

\$129 A05GRE804

#### LSAT Preparation - Part 1/Online

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

\$129 A05PRP802

#### LSAT Preparation - Part 2/Online

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

\$129 A05PRP803



 **EDUCATION**  
 Convenient - Accessible 24 Hours a Day!  
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# Learn American Sign Language

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# Learn American Sign Language!

Learn American Sign Language

## 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 Kat Daviton-Burland at (917) 832-1138 Voice/VP or [katb@lagcc.cuny.edu](mailto:katb@lagcc.cuny.edu). All courses are ND=no discount available.

## Adult Basic Education for Deaf Adults

### TABE Reading & Writing and/or Math Placement Exam for Deaf Adults

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

Mon - Thurs Jan 2 - Mar 28 (1 session/4 hours)  
\$15 A16TAB000A

Mon - Thurs Jan 2 - Mar 28 (1 session/4 hours)  
\$15 A16TAB000B

### Beginning Basic Education Level 1 for Deaf Adults

Spring 2013

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

### Beginning Basic Education Level 2 for Deaf Adults

Spring 2013

Mon & Wed Apr 1 - Jun 24 (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) Mar 4 - Jun 5 (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) Mar 4 - Jun 5 (48 sessions/84 hours)  
\$529 A16WRT005A

## Elementary Algebra (Dual Access)

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

*Instructor: Roy Siskind*

Mon, Wed & Thurs Mar 4 - Jun 5 (48 sessions/72 hours)  
4:35 pm - 6:45 pm \$195 A16MAT096A

## 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 Jan 2 - Mar 28 (1 session/2 hours)  
\$145 A16PDV001A

### Individual Instruction - 12 Hours

You will receive 6 two-hour sessions of one-to-one instruction.

Mon, Tues, Wed & Thurs Jan 2 - Mar 28 (6 sessions/12 hours)  
\$955 A16PDV002A

### Individual Instruction - 24 Hours

You will receive 12 two-hour sessions of one-to-one instruction.

Mon, Tues, Wed & Thurs Jan 2 - Mar 28 (12 sessions/24 hours)  
\$1855 A16PDV003A



AEIP graduating class of 2012

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





## 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 G.E.D. 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 Kat Daviton-Burland at [katb@lagcc.cuny.edu](mailto:katb@lagcc.cuny.edu) or (917) 832-1138. If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened. For more information about ASL classes for credit contact Carole Lazarisak, Education and Language Acquisition Department, Room B-234, at (917) 832-1204 or [CaroleL@lagcc.cuny.edu](mailto:CaroleL@lagcc.cuny.edu).

This certificate program is not designed to train students as interpreters for the Deaf.

For more information on our ASL-English Interpretation Program visit <http://www.laguardia.edu/aeip>.

### 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 Jan 16 (1 session/1.5 hours)  
5:45 pm - 7:15 pm Free A16ASL000A

Wed Feb 20 (1 session/1.5 hours)  
5:45 pm - 7:15 pm Free A16ASL000B

#### Spring 2013

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

### Intensive Study in ASL - Screening

All continuing education students are required to be assessed through an intensive 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 [katb@lagcc.cuny.edu](mailto:katb@lagcc.cuny.edu) for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Jan 2 - Mar 28 (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.

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.

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 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 Feb 9 - Jun 1 (26 sessions/46 hours)  
11:00 am - 2:30 pm \$335 A16ASL014C



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

## 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**

Tues & Thurs Jan 3 - Feb 14 (24 sessions/24 hours)  
4:35 pm - 6:45 pm \$115 A16ASL018A

Tue Mar 5 - Jun 4 (24 sessions/24 hours)  
5:45 pm - 7:55 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 Mar 5 - Jun 4 (24 sessions/36 hours)  
5:35 pm - 8:55 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 & Thurs Mar 5 - Jun 4 (36 sessions/48 hours)  
3:25 pm - 5:35 pm \$335 A16ASL015A

Sat Mar 9 - Jun 1 (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 (6:00 pm-7:30 pm) & Wed (6:00 pm-8:45 pm)  
Mar 4 - Jun 5 (36 sessions/48 hours)  
\$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 (7:30 pm-9:00 pm) & Wed (6:25 pm-9:00 pm)  
Mar 4 - Jun 5 (36 sessions/48 hours)  
\$335 A16ASL017A

## Continuing Education for Deaf Adults

### 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**

Jan 2 - Mar 28 (1 session/2 hours)  
\$300 A16PDV014A

### Preparation for ASLTA Provisional Certificate - 4 hours

**Instructor: Carole Lazorisak**

Jan 2 - Mar 28 (1 session/4 hours)  
\$560 A16PDV015A





# Learn Online

Online Courses

52

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

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

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

## Online Courses

### Convenient and Accessible 24 Hours a Day Anytime, Anywhere!

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

## Get Started!

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

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

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

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



## To Register

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

### Start Dates

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

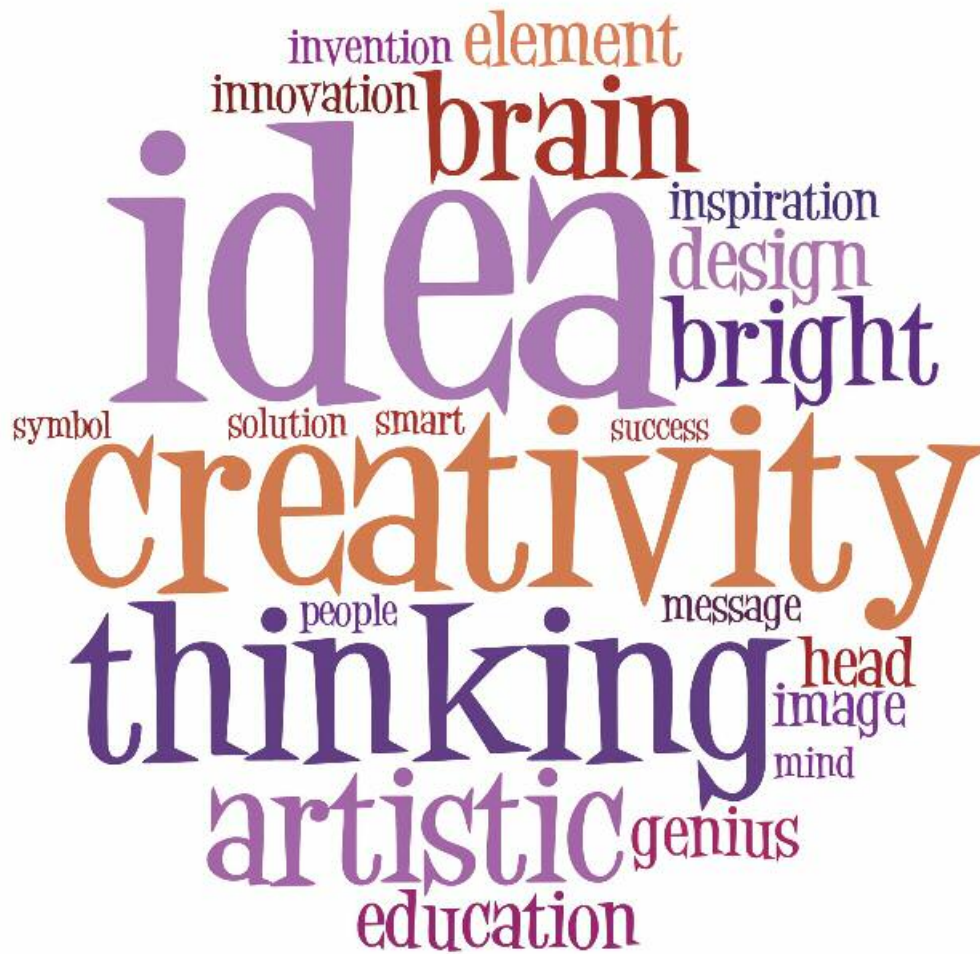
WINTER A	Jan 16 - Mar 8	\$129
WINTER B	Feb 20 - Apr 12	\$129
WINTER C	Mar 20 - May 10	\$129

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

\*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.



## Express Yourself!

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# Express Yourself!

## College Foreign Languages

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

### Elementary Arabic I

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

### Elementary Modern Chinese I

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

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

### 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, Wed & Thurs Jan 2 - Feb 21  
(24 sessions/48 hours)  
10:30 am - 12:45 pm \$315 A02ELF101A

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

### Elementary Italian I

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

Mon, Tues, Wed & Thurs Jan 2 - Feb 21  
(24 sessions/48 hours)  
10:30 am - 12:45 pm \$315 A02ELI101A

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

### Elementary Japanese I

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

Mon, Tues, Wed & Thurs Jan 2 - Feb 21  
(24 sessions/48 hours)  
10:30 am - 12:45 pm \$315 A02ELJ101A

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



### Elementary Spanish I

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

Mon, Wed, Thurs, Fri Jan 2 - Feb 22 (24 sessions/48 hours)  
9:15 am - 11:30 am \$315 A02ELS101A

Mon, Wed, Thurs, Fri Jan 2 - Feb 22 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$315 A02ELS101B

Mon, Tues, Wed & Thurs Jan 2 - Feb 21  
(24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02ELS101C

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

### Elementary Arabic II

This is a continuation of Elementary Arabic I.

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

### Elementary Chinese II

This is a continuation of Elementary Modern Chinese I.

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

### Elementary French II

This is a continuation of Elementary French I.

Mon, Tues, Wed & Thurs Jan 2 - Feb 21  
(24 sessions/48 hours)  
8:00 am - 10:15 am \$315 A02ELF102A

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

### Elementary Italian II

This is a continuation of Elementary Italian I.

Mon, Tues, Wed & Thurs Jan 3 - Feb 21  
(24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02ELI102A

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

### Elementary Korean I

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

### Elementary Portuguese I

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

### Portuguese for Spanish Speakers I

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

## Elementary Japanese II

This course is a continuation of Elementary Japanese I.

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

## Elementary Korean II

This course is a continuation of Elementary Korean I.

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

## Elementary Portuguese II

This course is a continuation of Elementary Portuguese I.

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

## Elementary Spanish II

This is a continuation of Elementary Spanish I.

Mon, Tues, Wed & Thurs Jan 2 - Feb 21  
(24 sessions/48 hours)  
1:00 pm - 3:15 pm \$315 A02ELS102A

Mon, Tues, Wed & Thurs Jan 2 - Feb 21  
(24 sessions/48 hours)  
5:45 pm - 7:55 pm \$315 A02ELS102B

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

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

## Spanish for Fluent Speakers

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

Mon, Tues, Wed & Thurs Jan 2 - Feb 21  
(24 sessions/48 hours)  
1:00 pm - 3:15 pm \$315 A02ELS105A

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

## Latin American Literature I

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

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

### 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; and Bookkeeping, Accounting and computer applications courses. Teachers must have a master's degree.

Please send your ideas and/or resume to Dr. Jane MacKillop, Associate Dean, at [jmackillop@lagcc.cuny.edu](mailto:jmackillop@lagcc.cuny.edu).



## College Liberal Arts

### Introduction to Philosophy

Mon & Wed Jan 2 - Feb 20 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUP101A

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUP101B

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUP101C

### 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 Jan 2 - Feb 20 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUC106A

Mon & Wed Jan 2 - Feb 20 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUC106B

Mon & Wed Jan 2 - Feb 20 (12 sessions/36 hours)  
6:00 pm - 9:00 pm \$315 A02HUC106C

Wed & Fri Jan 2 - Feb 22 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUC106D

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUC106E

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
6:00 pm - 9:35 pm \$315 A02HUC106F

### Topics in Astronomy

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

Tues & Thurs Jan 3 - Feb 21 (24 sessions/48 hours)  
10:30 am - 3:15 pm \$315 A02SCP140A



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

## College Performing Arts

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

### Acting I

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

Mon & Wed Jan 2 - Feb 20 (12 sessions/36 hours)  
6:00 pm - 9:35 pm \$315 A02HUT110B

### Creating Dances

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

Mon & Wed Jan 2 - Feb 20 (12 sessions/24 hours)  
3:25 pm - 5:35 pm \$315 A02HUD105A



## Photography and Graphic Design/Online

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

### 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

### 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 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



# 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.

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

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

Fri Jan 4 - Feb 22 (12 sessions/36 hours)  
9:15 am - 5:30 pm \$315 A02HUN195A

## Introduction to Art

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

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUA101A

Mon (9:15 am-12:45 pm & 2:15 pm-5:35 pm)  
Jan 7 - Feb 18 (12 sessions/36 hours)  
\$315 A02HUA101B

## Beginning Drawing

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

Mon & Wed Jan 2 - Feb 20 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA103A

Mon & Wed Jan 2 - Feb 20 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUA103B

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
2:15 pm - 5:35 pm \$315 A02HUA103C

## Intermediate Drawing

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

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
2:15 pm - 5:35 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.

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$315 A02HUA180A

## Beginning Painting

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

Wed (9:15 am-12:45 pm & 2:15 pm-5:35 pm)  
Jan 2 - Feb 20 (12 sessions/36 hours)  
\$315 A02HUA110B



## Beginning Photography

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

Tues & Thurs Jan 3 - Feb 21 (12 sessions/48 hours)  
5:30 pm - 10:00 pm \$315 A02HUA130B

## Intermediate Photography

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

Mon & Wed Jan 2 - Feb 20 (12 sessions/48 hours)  
5:45 pm - 10:15 pm \$315 A02HUA230A

## Beginning Sculpture

Create your own figurative and abstract sculpture, working in plaster and clay from a live model. Learn the basic concepts and working techniques of sculpture to develop your own individual designs. Enhance your creativity and craftsmanship while developing an understanding and appreciation of form in space. Additional cost of material is approximately \$60. A list of required materials given to you in class.

Mon (9:15 am-12:45 pm & 2:15 pm-5:35 pm)  
Jan 7 - Feb 20 (12 sessions/36 hours)  
\$315 A02HUA120A

## Studio Lighting I

This course introduces students to studio photography. Professional equipment, including the 4 x 5 view camera, 35mm camera, and studio tungsten lighting, will be used. Basic studio lighting techniques will be addressed in "table top" (still life) situations. Most assignments will be in black & white; students' ability to produce commercial-quality black-&-white negatives and prints will be emphasized. Students must have a 35mm camera and should expect to pay for additional materials for this course.

Tues & Thurs Jan 3 - Feb 21 (12 sessions/48 hours)  
5:45 pm - 10:15 pm \$315 A02HUA145A

## 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

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

Mon, Wed, Fri Jan 2 - Feb 15 (18 sessions/36 hours)  
9:15 am - 11:30 am \$315 A02HUM101A

Mon, Wed & Thurs Jan 2 - Feb 21 (18 sessions/36 hours)  
6:00 pm - 8:00 pm \$315 A02HUM101B

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUM101C

### Guitar I

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

Mon, Wed, Fri Jan 2 - Feb 22 (18 sessions/36 hours)  
1:00 pm - 3:15 pm \$315 A02HUM170A

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUM170B

Mon & Wed Jan 10 - Feb 20 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUM170C

### Guitar II

Mon, Wed, Fri Jan 2 - Feb 22 (18 sessions/36 hours)  
1:00 pm - 3:15 pm \$315 A02HUM171A

Mon & Wed Jan 2 - Feb 20 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$315 A02HUM171B

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$315 A02HUM171C

### 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 Jan 2 - Feb 22 (18 sessions/36 hours)  
10:30 am - 12:45 pm \$315 A02HUM180A

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
6:00 pm - 9:30 pm \$315 A02HUM180B

### Piano II

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

Mon, Wed, Fri Jan 2 - Feb 22 (18 sessions/36 hours)  
10:30 am - 12:45 pm \$315 A02HUM181A

Tues & Thurs Jan 3 - Feb 21 (12 sessions/36 hours)  
6:00 pm - 9:30 pm \$315 A02HUM181B

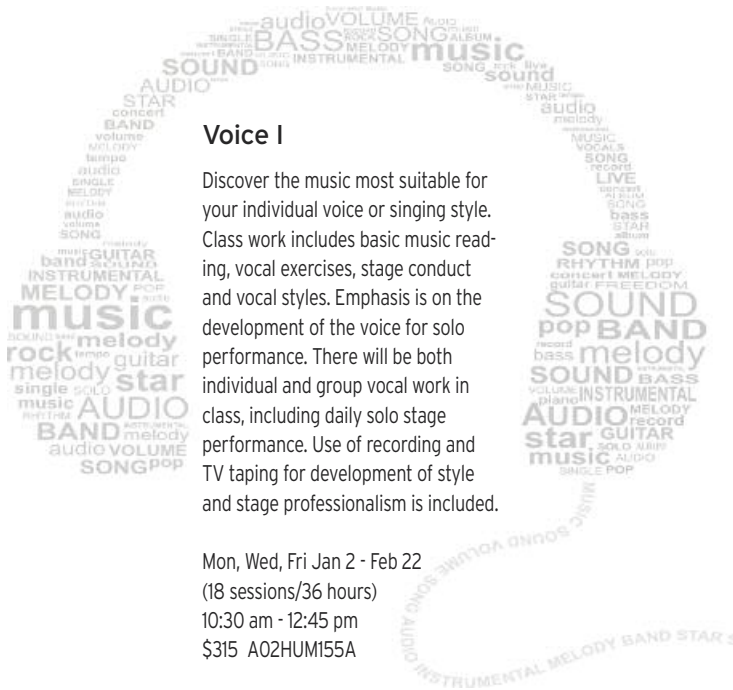
### Voice I

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

Mon, Wed, Fri Jan 2 - Feb 22  
(18 sessions/36 hours)  
10:30 am - 12:45 pm  
\$315 A02HUM155A

### Voice II

Mon, Wed, Fri Jan 2 - Feb 22 (18 sessions/36 hours)  
10:30 am - 12:45 pm \$315 A02HUM156A



## 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).



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## To inquire about disability services:

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

If you are Deaf or hard of hearing please contact **Kat Daviton-Burland** (866) 553-3609 (Video Phone).



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

## For financial assistance to help pay for your training:

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.

Get an education. Get a tax break.

### Hope Scholarship Credit

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

Do you need education or training to help you get a job, or advance in or change your career?

The **CUNY/Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement** can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.

For more information visit <http://www.cuny.edu/academics/conted/rubinsteinscholarship.html>.

# 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

# FREE COLLEGE CLASSES & SERVICES FOR VETERANS

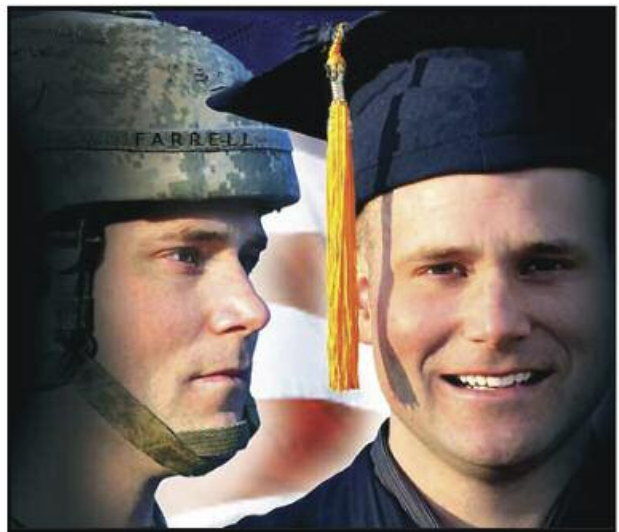
## LaGuardia Community College

**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, any CUNY college.  
**Visit Us Now!**

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

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## How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map above to locate specific buildings.

### By Car:

From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and from Manhattan, take the 59th Street bridge to Queens Blvd.

### By Subway:

- 7 train 33rd Street station
- N, Q trains At Queensboro Plaza station, transfer to #7
- E, M trains Queens Plaza or 23rd-Ely/Court Square station
- R train Queens Plaza station
- G train 23rd-Ely/Court Square station

### By Bus:

- Q60, Q32 Queens Boulevard and Skillman Avenue
- Q39 Thomson and Van Dam Street
- B62 Thomson and Jackson Avenue

### Bike Parking:

Racks are available on Van Dam Street, in front of the E and L buildings, and near the parking lot on 29th Street by the C building.

## How to Register

Online: [www.laguardia.edu/acereg/](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 8:30 am - 6:30 pm  
Fridays 8:30 am - 3:30 pm  
Saturday 8:30 am - 12:30 pm

### Payment

Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.

For most classes you may pay by check, major credit cards, money order, or cash.

Cash payments can be made at the Bursar's office (Main Building, MB55)

Monday & Thursday	9:00am - 7:00pm
Tuesday & Wednesday	9:00am - 5:00pm
Friday	9:00am - 4:30pm

The English Language Center, Taxi Program, the EMT Program and CLEP Test do not take personal checks for program payment.

### Discounts

The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia under-graduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to the children of under-graduates and to the children of faculty/staff. 50% tuition discount is offered to public assistance recipients. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.

To receive a tuition discount you need to register in person no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability. Call (718) 482-7244 for more information.

### Delinquent Payments

The College reserves the right to withhold the privileges of class attendance, use of facilities and services, and access to certificates of completion from students delinquent with payments.

### Classroom Assignments

Classroom assignments are posted outside the Registration Office, B114, B-Building, prior to the first day of class. The English Language Center posts its classroom assignments outside C354.

### Refund Policy

#### For courses under \$299

100% (-\$15 per course) if written request received 3 business days prior to 1st day of class

50% (-\$15 per course) if written request received prior to second week of classes

#### For courses \$299 and above or more than 50 hours of instruction

100% (-\$15 per course) if written request received 3 business days prior to 1st day of class

75% (-\$15 per course) if written request received prior to completion of 10% of class hours

50% (-\$15 per course) if written request received prior to completion of 20% of class hours

#### NO REFUND GRANTED AFTER THE REFUND PERIOD IS OVER

\$15 will be deducted from refunds as shown above up to a limit of \$30  
Allow 4-6 weeks to receive refunds for payment made by check or cash  
Allow 2 billing cycles for credit charges to reflect refund on monthly statements  
Members of the military needing to withdraw from class at short notice will be considered on a case-by-case basis.

### Financial Assistance

Many employers and/or unions provide tuition reimbursement or direct funding. Members of DC 37 or Local 1180 may apply for reimbursement on a per course basis. Call DC 37 at (212) 815-1663 or Local 1180 at (212) 966-5353 for details and courses.

### Payment Plans & Loans

Students may apply for installment plans and loans through Academic Management Services (1-800) 635-0120 or online through [www.tuitionpay.com](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  
8:30 am - 6:30 pm

Fridays 8:30 am - 3:30 pm

Saturday 8:30 am - 12:30 pm

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chain-of-custody certification.  
Even the ink is vegetable-based!

## Adult and Continuing Education Registration Form

LAST NAME	FIRST NAME	MALE/FEMALE		
STREET ADDRESS		CITY	STATE	ZIP
DATE OF BIRTH	HOME PHONE	BUSINESS PHONE		
EMAIL		SOCIAL SECURITY (optional)		

Check which category describes  
you best (optional)

- Black non-Hispanic  
 White non-Hispanic Hispanic  
 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 \_\_\_\_\_



Community College

**CONTINUING  
EDUCATION**  
*People, Changing*



## Learn how to use a computer

Enhance your professional skills and  
communicate with family and friends!  
LaGuardia offers beginner computer  
courses.

Internet  
Power Keyboarding  
Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Access

See pages 9 & 11

## Aprende a usar computadoras

¡Mejora tus habilidades profesionales  
y comunícate con tus amigos y familia!  
LaGuardia ofrece 4 cursos de  
computación en Español.

Muévete a la Tecnología - Internet  
Muévete a la Tecnología - Microsoft Word  
Muévete a la Tecnología - Microsoft Excel  
Muévete a la Tecnología - Microsoft PowerPoint

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