



CONTINUING EDUCATION
SUMMER 2016 CATALOG

THE **SKY** IS THE **LIMIT**



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



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To inquire about disability services:

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

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

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





Dear Students,

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

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

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

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

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

Sincerely,

Dr. Gail O. Mellow
President



The Division of Adult and Continuing Education (ACE) at LaGuardia Community College is the largest continuing education division among all the CUNY campuses and is one of the most comprehensive in the country. ACE serves annually over 32,500 students of diverse cultures, ages, and educational and economic backgrounds. We offer a wide variety of non-credit academic, professional training, and business programs for adults and youth in New York City.

College Preparation

Preparing you to earn your high school equivalency diploma, getting you into college and putting you on the path to a vibrant career and

brighter future is what ACE does best. Choose from our various High School Equivalency (HSE), English as a Second Language (ESL) or Pre-College programs to get started.

Professional Training

ACE offers many professional certificate and license preparation programs and courses, from health-care, bookkeeping/accounting, IT/computer training, and ASL-English interpretation to construction/building management, transportation and more. These high quality programs, taught by experts in the field, are affordable and run evenings and weekends, so you can enrich your life or advance your career without changing your lifestyle.

Business Services

If you run a small business, LaGuardia Business Services has everything your company needs to grow and be successful. Our specialized programs provide business advisement and support services, government procurement assistance, education and customized training, access to capital and more to help entrepreneurs and small businesses grow and meet the needs of the rapidly changing business community as well as contribute to the local economy.

We also partner with employers large and small to match our qualified students and alumni with your businesses and organizations throughout New York City.

People in our community are improving their lives and future prospects every day with assistance from ACE. We hope you join us!

Jane E. Schulman
Vice President

Division of Adult and Continuing Education

LaGuardia Community College

Dr. Gail O. Mellow, President

Division of Adult and Continuing Education

Jane E. Schulman, Vice President

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Francesca Fiore, Assistant Dean

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Training that gets you the JOB!

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

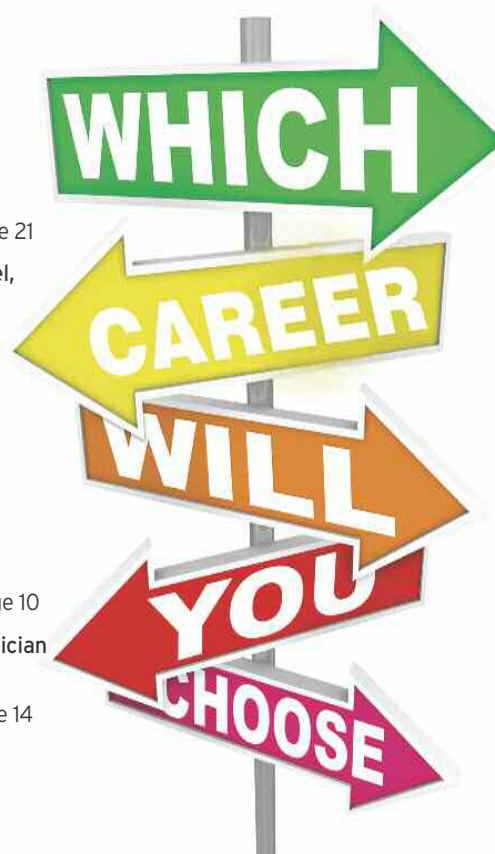
You can choose from intensive certification programs to customized short-term training, online or on site.

**In 1 month
you can**

- Get a license as a **Taxi Driver** - page 21
- Take an online course in **Word, Excel, Power Point or Access** - page 9

**In 3 months
you can become**

- Certified as an **Income Tax Preparer** - page 10
- Certified as an **Emergency Medical Technician (EMT)** - page 12
- Certified as a **Pharmacy Technician** - page 14



**In 4 months
you can become**

- Certified in **QuickBooks** - page 10
- Certified in **Microsoft Office Applications (Word, Excel, Power Point and Access)** - page 7

**In 6 months
you can become**

- **Computer Service Technician** - page 6
- Certified as a **Construction Manager** - page 18

**In 12 months
you can become**

- Certified as a **Paramedic** - page 12

Professional Programs

Information Technology

Computer Service Technician Certificate Program

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



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

Introduction to Computer Technology

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

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

FALL 2016

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

CST, Part 1: Hardware

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

FALL 2016

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

CST, Part 2: Software

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

FALL 2016

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

CST, Part 3: Networking

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

WINTER 2017

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

CST, Part 4: New Technologies

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

WINTER 2017

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

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

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

WINTER 2017

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



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

Cyber Analyst Program

Open the door to a career in the high demand field of information technology. Get hands-on training and prepare for industry recognized certifications.

Cyber Security Specialist Certificate

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

Sat Jul 9 - Sep 10 (9 sessions/45 hours)
9:00 am - 2:30 pm \$950 A05CMP115A

Network Specialist Certificate

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

FALL 2016
(8 sessions/42 hours)
\$840 A05CMP113A

Computer Skills

Fundamental Computer Skills

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

Computers and Internet Basics

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

Mon & Wed Jul 11 - Jul 20 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$125 A05CMP001A

Power Keyboarding

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

Mon & Wed Jul 25 - Aug 17 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK001A

Certificate Program in Microsoft Office Applications

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

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

Microsoft Excel for Windows

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

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

Microsoft Word for Windows

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

Tues & Thurs Aug 2 - Aug 25 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK002A

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.

Mon & Wed Aug 22 - Aug 31 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$123 A05OSK005A

Microsoft Access Intensive

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

FALL 2016
Sat (6 sessions/18 hours)
\$185 A05OSK004A

Administrative Assistant Certificate Program

Want to work in an office environment? Are you organized and detail oriented?

Become an Administrative Assistant! In this 7-course certificate program you will learn the essential computer and communication skills needed to be successful in an office setting.

Required Courses: Power Keyboarding, Write Effective Email, Building Reports in Excel, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access Intensive. (You may take individual courses without intending to complete the certificate program.) For more information call (718) 482-7244. ND

Business Writing Skills

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

FALL 2016
(8 sessions/24 hours)
\$265 A05BUS017A

Building Reports in Excel

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

WINTER 2017
(8 sessions/24 hours)
\$265 A05OSK016A

Strengthen Your Professional Impact

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

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

Data Analysis Simplified

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

FALL 2016
(4 sessions/12 hours)
\$279 A05PRF001A

Efficient Email Management

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

FALL 2016
(4 sessions/12 hours)
\$279 A05PRF006A

Powerful Presentations: Impress, Convince, Deliver

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

FALL 2016
(4 sessions/12 hours)
\$129 A05PRF002A

Computer Literacy

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

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

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

Program sponsored by grant funding.



LEARN ONLINE

Any Time, Anywhere... Just a Click Away

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

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

Tuition starts at just \$135.

You can complete your course in 6 weeks!

To register visit www.ed2go.com/lagcc

For more information or assistance with registration:

(718) 482-5481

acprofessional@lagcc.cuny.edu



Accounting, Bookkeeping and Tax Preparation



Computerized Bookkeeping for QuickBooks Certificate Program

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

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

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

Bookkeeping with QuickBooks, Part 1

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

Tues & Thurs Jul 5 - Jul 28 (9 sessions/27 hours)
6:00 pm - 9:00 pm \$410 A05OSK006A

Bookkeeping with QuickBooks, Part 2

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

Sat Jul 23 - Aug 13 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK007C

Tues & Thurs Aug 9 - Aug 25 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK007A

Bookkeeping with QuickBooks, Part 3

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

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

Tues & Thurs Aug 30 - Sep 15 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK008A

Advanced QuickBooks

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

Payroll with QuickBooks

Learn the basic procedures, calculations and terminology needed to process payroll for a small business through practical computer exercises. Prerequisite: Computerized Bookkeeping for QuickBooks Certificate Program or equivalent experience.

FALL 2016
(9 sessions/27 hours)
6:00 pm - 9:00 pm \$415 A05BUS014A

Tax Return Preparer Certificate

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

Tax Return Preparer

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

FALL 2016
(45 hours)
\$635 A05BUS002A



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

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

Get started! Visit www.ed2go.com/lagcc

Student Review:

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

Accounting Fundamentals

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

For more information or assistance with registration:

aceprofessional@lagcc.cuny.edu
(718) 482-5481



IRS Enrolled Agent Preparation Program

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

This program prepares you for the 3-part IRS SEE, which includes 1) Individuals, 2) Corporations and Partnerships, and 3) Representation, Practice and Procedures. You will also review exam questions and test-taking strategies.

IRS Enrolled Agent, Part 1: Individuals

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

Sat Jul 9 - Aug 6 (5 sessions/30 hours)
9:30 am - 4:00 pm \$420 A05IRS001A

IRS Enrolled Agent, Part 2: Corporations and Partnerships

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

Sat Aug 13 - Sep 17 (5 sessions/30 hours)
9:30 am - 4:00 pm \$420 A05IRS002A

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

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

FALL 2016
Sat Sep 24 - Oct 22 (7 sessions/42 hours)
9:30 am - 4:00 pm \$590 A05IRS003A

Healthcare - Clinical

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

Certified Clinical Medical Assistant

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

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

Phlebotomy

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

FALL 2016
Mon, Wed, Fri + 3 Sundays Nov 14 - Jan 27
(31 sessions/124 hours)
10:00 am - 2:30 pm \$963 A11HLT002B

Mon, Wed, Fri + 3 Saturdays Nov 14 - Jan 27
(31 sessions/124 hours)
6:00 pm - 10:00 pm \$963 A11HLT002A

American Heart Association CPR for Healthcare Providers with First Aid

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

FALL 2016
Mon, Wed, Fri Sep 26 - Sep 30 (3 sessions/12 hours)
10:00 am - 2:30 pm \$160 A11CPR001B

Sun (9:00 am - 6:00 pm) & Wed (6:00 pm - 10:00 pm)
Sep 25 - Sep 28 (3 sessions/12 hours)
6:00 pm - 10:00 pm \$160 A11CPR001A

EKG Technician

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

FALL 2016
Mon, Wed, Fri + 3 Sundays Oct 3 - Nov 7
(21 sessions/84 hours)
10:00 am - 2:30 pm \$785 A11HLT001B

Mon, Wed, Fri + 3 Saturdays Oct 3 - Nov 7
(21 sessions/84 hours)
6:00 pm - 10:00 pm \$785 A11HLT001A

CCMA Procedures

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

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

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

WINTER 2017

Mon, Wed, Fri + 1 Saturday Jan 30 - Mar 1
(14 sessions/56 hours)
10:00 am - 2:30 pm \$554 A11HLT004B

Mon, Wed, Fri + 1 Saturday Jan 30 - Mar 1
(14 sessions/56 hours)
6:00 pm - 10:00 pm \$554 A11HLT004A

Medical Terminology

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

FALL 2016

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

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

Emergency Healthcare Programs

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



Emergency Medical Technician (EMT) Basic

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

Mon, Tues & Thurs Jun 6 - Aug 18 (65 sessions/205 hours)
9:30 am - 4:30 pm \$1095 A11EMT001E

Paramedic Original

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

FALL 2016

Tues, Wed & Thurs (6pm 10pm) and Saturdays (9am 4pm)
Sep 6 - Aug 17 (200 sessions)
6:00 pm - 10:00 pm \$7300 A11PMD001A

100%

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

Radiologic Technology

Increase your knowledge, acquire specialized skills, and earn Continuing Education Credits to give you an edge in the field of radiologic technology. For more information call (718) 482-7244.

Magnetic Resonance Imaging (MRI)

Magnetic Resonance Imaging (MRI) uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body. Learn basic principles of patient care and safety, equipment usage and methodology. Radiologic Technologists, take this course to earn American Society of Radiological Technologists (ASRT) approved Continuing Education Credits (CECs) and become more competitive in the job market.

FALL 2016

Sat Sep 24 - Dec 17 (12 sessions/48 hours)

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

Mammography Certification Preparation

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

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

WINTER 2017

Tues & Thurs (6 sessions/18 hours)

\$789 A05RAD001A



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

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

We serve the following professions:

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

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

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

Rosenie Leveille Malette
NCLEX-RN Preparation Course, 2014

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

Program sponsored by grant funding.



Maribel Baez

Advancing her career in the U.S. with help from LaGuardia

Maribel Baez came to the U.S. from the Dominican Republic in 2008 with a nursing degree. She passed the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-LPN) and was able to work in her profession here, but when it came to advancing her career, she found the NCLEX-Registered Nurse (RN) much more difficult, failing the test three times. Then a friend told her about the New York City Welcome Back Center at LaGuardia, which guides internationally trained healthcare professionals through the New York State licensing process and provides referrals to education programs and job placement services.

Maribel was referred to LaGuardia's NCLEX-RN Preparation Course for English Language Learners (ELLs) and began in the fall of 2014. She notes that though she had to sacrifice time with family and friends while she studied and worked full time, it was well worth her efforts.

"With the help of my team of instructors, which included an ESOL instructor, nursing faculty and an educational case manager, I achieved my goal," explains Maribel. She passed the NCLEX-RN in September 2015 and now works as an RN in a school as well as a pediatric home care nurse. In the future, she says she'd like to earn a MS in Nursing Degree with a Family Nurse Practitioner specialty.

"I am well rewarded with my salary today, and I feel accomplished and recognized as a professional," Maribel says.

Healthcare - Related

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

Pharmacy Technician

For more information call (718) 482-7244.

Pharmacy Technician Certification Preparation

Develop the skills you need to work under a registered pharmacist and prepare for the Pharmacy Technician Certification Board (PTCB) exam. Offered in partnership with Condensed Curriculum International, Inc. Prerequisite: High school or equivalency diploma and passing of an online screening test. (Link to screening test: www.lagcc.cuny.edu/capp/pharmacy-technician-test/) ND

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

FALL 2016

Tues & Thurs Oct 4 - Dec 13 (20 sessions/70 hours)
6:00 pm - 9:30 pm \$1015 A05HLT001A

INFORMATION SESSION

Become a Pharmacy Technician

Tuesday, September 13, 6:00 pm

A05PHM000A

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

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

Dietary Manager Program

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

Certified Dietary Managers are nationally recognized experts at managing dietary operations. The LaGuardia ACE Dietary Manager Program provides training for people already working in a healthcare food service facility to continue up the career ladder.

To qualify for the Dietary Manager Program, you must:

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

The program is presented in three modules: fall, winter and spring. Each module runs for 10 weeks and includes 40 hours of lecture plus 50 hours of supervised fieldwork at the work site. Upon successful completion of the program, you are eligible to sit for the certification examination. For more information call (718) 482-7244.

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

Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle.

FALL 2016

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

Quantity Food Production and Management

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

SPRING 2017

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

Safety and Sanitation

Study and apply safety and sanitation procedures in food production.

WINTER 2017

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

Healthcare Interpreter Certificate Program, Level 1

Are you bilingual? Learn the skills and basic vocabulary needed to start working in the high demand field of healthcare interpreting. Become a qualified healthcare interpreter by successfully completing the Level 1 course (45 hours) and passing the national Language Line Interpreter Skills Test (medical scenario). For more information call (718) 482-7244.

Instructor: Nor Bey, MS in Administrative Studies, Boston exam. University, BA in Foreign Languages, University of Tolima, is coordinator for the Language Access Program at Metropolitan Hospital in New York. He has seven years of interpreting experience in hospital and legal settings, and has taught in LaGuardia's Career and Professional Programs since 2012.

Intro to Spanish/English Healthcare Screening

FALL 2016

Sat Sep 17 (1 session/2 hours)

11:00 am - 1:00 pm Free A05HLT000A

Sat Sep 24 (1 session/2 hours)

11:00 am - 1:00 pm Free A05HLT000B

Spanish/English Healthcare Interpreting, Level 1

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

FALL 2016

Sat Oct 8 - Dec 17 (10 sessions/45 hours)

9:00 am - 1:30 pm \$1010 A05HLT002A

Central Service Technician Certificate Program

The Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing medical devices and equipment needed for patient care, especially during surgery. This 3-course program focuses on requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSMM) and prepares you to sit for the Certified Registered Central Service Technician certification exam. Successful completion of all 3 courses allows you to take the CST certification exam and earns you a certificate of completion from LaGuardia. (You may take the courses in any order, or you may take just one course. Cost of textbook not included in the course fee.)

Medical Terminology and the Human Body

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

Instructor: William Lamont Holliday

FALL 2016

Tues & Thurs (9 sessions/27 hours)

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

Cleaning and Decontaminating Surgical Instruments

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

Instructor: William Lamont Holliday

FALL 2016

Tues & Thurs (9 sessions/27 hours)

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

Quality Assurance and Human Relations

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

Instructor: William Lamont Holliday

FALL 2016

Tues & Thurs (9 sessions/27 hours)

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



Earn \$40,000 as an Account Specialist

FREE medical billing training at LaGuardia Community College

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

For details, visit www.laguardia.edu/medicalbilling

Enroll Now!

Program sponsored by grant funding



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/>

Education

Child Abuse Identification and Reporting

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

FALL 2016

Sat (1 session/2.5 hours)

1:00 pm - 3:30 pm \$80 A05CRD010A

School Violence Prevention

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

FALL 2016

Sat (1 session/2.5 hours)

9:30 am - 12:00 pm \$80 A05CRD011A

Sociology of American Deaf Communities

In this course, you will explore the most common definitions of culture; the difference between culture and community; language acquisition; and the relationship of language to culture. You will learn basic cultural concepts, including language, identity, values, norms, rules of social interaction, and traditions, within various Deaf and Hard of Hearing communities. You will apply those concepts towards understanding their effect on the individual, and will explore the current linguistic, political, social, philosophical and future directions within Deaf and Hard-of-Hearing communities.

Prerequisite: Competency Screening

Instructor: John Collins

Mon & Wed Jul 11 - Aug 10 (10 sessions/30 hours)

5:45 pm - 8:45 pm \$485 A16INT003A

Certificación en el Cuidado de Niños

Preparese para obtener la certificación en el cuidado de niños. Usted aprenderá como desarrollan y aprenden los niños de 2 meses a 12 años de edad, y también de regulaciones relacionados del estado de Nueva York. Al final del curso, recibirá un certificado de finalización de LaGuardia. Para mas información sobre este curso llame al (718) 482-7244. ND=no hay descuento.

Temas:

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

Childcare Certification

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

Instructor: Daisy Payamps ha sido profesora de educación en la primera infancia por 12 años, dueña/administradora de una guardería infantil por 10 años y maestra asistente de niños preescolar por 16 años.

FALL 2016

Sat (4 sessions/30 hours)

9:00 am - 5:00 pm \$500 A05ELE001A

Construction and Building Management

Safety Dynamics Construction Courses

LaGuardia Community College is partnering with Safety Dynamics, a full service safety, health and environmental consulting firm, to offer the following construction-related courses. Safety Dynamics training curricula is approved by OSHA, the NY State Department of Transportation and many New York City agencies, including the Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection. **You must register at least 2 business days before these courses begin. All classes take place in Greenpoint, Brooklyn. For more information please call (718) 482-7244. ND**

4 Hour Flagging (NYSDOT)

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

**Mon Jul 11 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH301A**

**Mon Aug 15 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH301B**

4 Hour Scaffolding (NYCDOB)

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

**Mon Jul 18 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH300A**

**Mon Aug 8 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH300B**

**Mon Aug 22 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH300C**

30 Hour Concrete Safety Manager (NYCDOB)

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

**Thurs & Fri Jul 7 - Jul 22 (6 sessions/30 hours)
5:00 pm - 10:30 pm \$650 A050SH303A**

**Thurs & Fri Aug 4 - Aug 19 (6 sessions/30 hours)
5:00 pm - 10:30 pm \$650 A050SH303B**

40 Hour Site Safety Manager (NYCDOB)

Earn the Site Safety Manager certificate, essential for working in any level of the construction industry, by taking this NYC Department of Buildings approved course. This class also sets you on the path to become a licensed

Site Safety Manager. Topics include NYC building codes, current federal and state regulatory standards, and applicable local laws to ensure compliance and safe work practices in construction.

**Mon, Tues & Wed Jul 5 - Jul 20 (8 sessions/40 hours)
5:00 pm - 10:30 pm \$700 A050SH302A**

10 Hour OSHA Construction Training

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

**Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm)
Jun 24 - 25 (2 sessions/10 hours) \$150 A050SH304C**

**Thurs & Fri Jul 28 - 29 (2 sessions/10 hours)
5:00 pm - 10:30 pm \$150 A050SH304A**

**Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm)
Aug 26 - 27 (2 sessions/10 hours) \$150 A050SH304B**

30 Hour OSHA Construction Training

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

**Mon, Tues & Wed Aug 8 - Aug 17 (6 sessions/30 hours)
5:00 pm - 10:30 pm \$600 A050SH305A**

8 Hour Concrete Safety Manager Refresher (NYCDOB)

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

**Sat Jul 23 (1 session/8 hours)
8:00 am - 5:00 pm \$300 A050SH306A**

8 Hour Site Safety Manager (NYCDOB)

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

**Sat Aug 27 (1 session/8 hours)
8:00 am - 5:00 pm \$300 A050SH307A**

7 Hour Construction Site Fire Safety Manager (FDNY)

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

**Mon & Tues Jul 25 - Jul 26 (2 sessions/7 hours)
5:00 pm - 9:00 pm \$300 A050SH308A**

16 Hour Suspended Scaffold (NYCDOB)

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

**Sat Jul 9 - Jul 16 (2 sessions/16 hours)
8:00 am - 5:00 pm \$819 A05SCF001A**

Cursos de Construcción en Español

Construction Courses in Spanish

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

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

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

OSHA 10 Hour Construction Industry Safety and Health Certification

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

**Thurs & Fri Jul 28 - Jul 29 (2 sessions/10 hours)
5:00 pm - 10:30 pm \$150 A05CNS918A**

**Fri (5:00 pm - 10:00 pm) & Sat (8:00 am - 3:00 pm)
Aug 26 - Aug 27 (2 sessions/10 hours)
\$150 A05CNS918B**

Green Jobs Training Program

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

For more information or to register call (718) 663-8407 or visit www.greenworkforcenyc.org.

Program sponsored by grant funding.

Construction Management Certificate Program

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

Construction Drawings and Plans

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

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

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

Introduction to AutoCAD

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

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

**SPRING 2017
Sat (8 sessions/28 hours)
1:00 pm - 4:30 pm \$519 A05CMP105A**

Project Management for the Construction Industry

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

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

**WINTER 2017
Mon (7 sessions/21 hours)
6:00 pm - 9:00 pm \$359 A05CNS004A**

Construction Cost Estimating

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

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

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

Construction Materials and Methods

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

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

**SPRING 2017
Wed (8 sessions/24 hours)
6:00 pm - 9:00 pm \$395 A05CNS005A**



Refrigeration Machine Operator License Preparation

In conjunction with the National Association of Power Engineers (NAPE), Chapter 44, we offer the Licensed Refrigeration Machine Operator program for members of NAPE. Passing this course prepares you for the written and practical exam for the license issued by the New York City Fire Department. All participants must be members of NAPE. If you are not, you may join when you register. In addition to tuition, annual dues for members taking the Licensed Refrigeration Machine Operator course are \$144, with an initiation fee of \$56. Certificates are awarded upon successful completion of the course. For more information call (718) 482-7244.

Refrigeration Machine Operator License Preparation Course

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

FALL 2016

**Tues & Thurs Oct 4 - Jun 1 (67 sessions/200 hours)
6:00 pm - 9:00 pm \$2600 A05BUS009A**

INFORMATION SESSION

Refrigeration Machine Operator

Tuesday, August 30 at 6 pm A05LIC000A
Thursday, September 15 at 6 pm A05LIC000B

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

NEW Building Operation Maintenance and Recordkeeping

Refrigerating System Operating Engineers, you must renew any Certificate of Qualification you hold every 3 years. Take Building Operation Maintenance and Recordkeeping, which is approved by the NYC Fire Department, to fulfill the continuing education requirement needed for the Certificate of Qualification renewal. (This course is offered in conjunction with the National Association of Power Engineers (NAPE), Chapter 44.) ND

**Wed Jul 20 - Jul 27 (2 sessions/7 hours)
6:00 pm - 9:30 pm \$200 A05BMR001A**

**Wed Aug 24 - Aug 31 (2 sessions/7 hours)
6:00 pm - 9:30 pm \$200 A05BMR001B**

Transportation Institute

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

Visit www.laguardia.edu/acereg/.

For more information call (718) 482-5335. All classes are ND

Driver Education for the Public

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

Learner Permit Test Preparation

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

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

Pre-Licensing 5 Hour Course

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

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

Driving Lessons & Road Test

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

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

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

Defensive Driving Course (DDC)

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

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

Commercial Driver License Education

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

Commercial Driver Permit Training: Class A & Class B

Start your commercial driving career for CDL Class A or Class B by first obtaining a Commercial Driver Permit. Upon completion of this course, you will be able to take the NYS DMV driver permit test for CDL Class A (tractor trailers) or CDL Class B (buses and light trucks). Topics

include general knowledge, air breaks and combinations, all covered on the test. Prerequisites: 18 years of age or older, valid NYS DMV driver license (Class D) and other DMV required documents.

**Day and Evening Classes (1 session/2 hours)
\$39 A17CDL000**

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

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

Day and Evening Classes (10 sessions)
\$1769 A17CDA001A

Day and Evening Classes (20 sessions)
\$2000 A17CDA002A

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

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

Day and Evening Classes (10 sessions)
\$1679 A17CDB001A

Day and Evening Classes (20 sessions)
\$2000 A17CDB002A

Commercial Driver License Training: Class C

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

Day and Evening Classes (1 session/4 hours)
\$69 A17CDC000

Taxi & For Hire Vehicle Driver Institute

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

FHV Driver Applicants

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

For Hire Vehicle (FHV) Driver Education Course

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

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

For Hire Vehicle (FHV) Driver Examination

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

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

Vehículos de Alquiler (VDA) Curso de Educación Vial

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

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

Vehículos de Alquiler (VDA) Examen de Conducir

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

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

Defensive Driving Course (DDC)

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

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

New & Current TLC Drivers

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

Wheelchair Accessible Vehicle Training

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

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

TLC License Renewal

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

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

Portable Electronic Device (PED) and Distracted Driving

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

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

Driver Point Reduction

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

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

Renovación de la Licencia del TLC

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

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

Entrenamiento para Vehículo Accesible en Silla de Ruedas

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

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

Clase de Dispositivo Electrónico Portátil

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

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



Taxi Driver Applicants

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

Medallion Taxi Driver Education Course

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

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

Medallion Taxi Driver Examination

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

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

Taxi & FHV Driver Institute

Base and Vehicle Owner Point Reduction (BOV)

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

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

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

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

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

\$75. No required tests.

For more information call (718) 482-5336.
31-10 Thomson Avenue, Room M-143
Long Island City, NY 11101

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



English as a Second Language

New York City Immigrant Parents

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

Learn English at LaGuardia Community College

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

All services and referrals are free
Dare to Dream - Atrévete a Soñar

Apply now!

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

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

Call (718) 482-5460

Program sponsored by grant funding.

Padres Inmigrantes de Nueva York

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

Aprenda inglés en LaGuardia Community College

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

Todos los cursos y servicios son gratis
Dare to Dream - Atrévete a Soñar

¡Inscríbese ahora!

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

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

Llamar (718) 482-5460

Este programa es financiado por becas.

How well do you speak English?

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

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

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

- vocabulary
- pronunciation
- fluency
- listening comprehension

SUMMER 2016 Test Dates:

Sat Jun 11 (1 session/2 hours)
10:00 am – 12:00 pm \$39 A05VST006A

Sat Jul 16 (1 session/2 hours)
10:00 am – 12:00 pm \$39 A05VST007A

Sat Aug 20 (1 session/2 hours)
10:00 am – 12:00 pm \$39 A05VST008A

For more information
call (718) 482-5300.

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

Register online
www.laguardia.edu/acreg

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



CUNY Citizenship Now! Application Assistance

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

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

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

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

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

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

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

English as a Second Language

Learn English at LaGuardia! Prepare for college, graduate school, or a better job. Teachers at The English Language Center (TELC) have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening, and speaking. Our diversity is our strength. Payment for courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.

Phone: (718) 482-5360 Web: www.laguardia.edu/TELC Address: 29-10 Thomson Avenue, Room C354, Long Island City, NY 11101



English as a Second Language

Day Intensive Program

Learn English for college, graduate school, or professional advancement in this academic preparation program. Improve your reading, writing, listening, speaking, grammar, and pronunciation skills.

(Authorized under Federal law to enroll non-immigrant alien students)

Summer 2016 Registration:

Monday, June 20 and Tuesday, June 21
11:00 am - 3:00 pm, Room C-354

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

Morning Day Intensive Program

Mon - Thurs Jul 5 - Aug 25 (31 sessions/139.5 hours)
9:00 am - 2:00 pm \$1365 AF021000

Evening English Program

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

Summer 2016 Registration:

Monday, June 20 through Thursday, June 30
4:00 pm - 7:00 pm, Room C-354

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

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

Mon - Thurs Jul 11 - Sep 1 (32 sessions/80 hours)
6:50 pm - 9:20 pm \$655 AF021006

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

Mon & Wed Jul 11 - Aug 31 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$345 AF021003

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

Tues & Thurs Jul 12 - Sep 1 (16 sessions/40 hours)
6:50 pm - 9:20 pm \$345 AF021004

Saturday English Program

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

Summer 2016 Registration:

Saturday, June 25 and Saturday, July 2
10:00 am - 1:00 pm, Room C-354

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

Sat Jul 9 - Aug 27 (8 sessions/40 hours)
9:00 am - 2:00 pm \$345 AF021005

Specialized Workshops Test Preparation

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

Summer 2016 Registration:

Monday, June 20 and Tuesday, June 21
11:00 am - 3:00 pm, Room C-354

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

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 Jul 6 - Aug 24 (15 sessions/33.75 hours)
11:45 am - 2:00 pm \$335 AF021400C

CATW Preparation Workshop

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

Mon & Wed Jul 6 - Aug 24 (15 sessions/33.75 hours)
11:45 am - 2:00 pm \$335 AF021401C

Get the English skills you need to succeed in college!

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

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

You can also get help applying for financial aid.

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



High School Equivalency



Which LaGuardia High School Equivalency Program is Right for You?

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

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

(F) = Free (\$) = Tuition

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

Call: (718) 482-5385
 Email: HSELaGuardia@lagcc.cuny.edu
 Visit: www.hselaguardia.org

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

Call: (718) 482-5385
 Email: HSELaGuardia@lagcc.cuny.edu
 Visit: www.hselaguardia.org

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

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

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

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

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

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

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

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

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

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

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

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

Did You Know?

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

High School Equivalency

High School Equivalency In English

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

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

Summer 2016:

Monday, June 13	6:00 PM	Room E-242	\$25
Thursday, June 16	10:00 AM	Room E-242	\$25
Saturday, June 18	10:00 AM	Room E-242	\$25

Placement Exam:

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

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

Payment:

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

If paying by money order, leave blank until completion of the placement exam process.

Books for all high school equivalency and pre-high school equivalency courses and scientific calculator must be purchased separately.

Discounts:

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

For more information call (718) 482-5385, go to Room C400 or visit

http://www.acces.nysed.gov/ged/nys_map/counties.html

Pre-High School Equivalency in English

Mon, Wed & Thurs Jul 13 - Aug 31

(22 sessions/66 hours)

9:00 am - 12:00 pm \$285 A04HSE004A

High School Equivalency in English

Sat Jul 9 - Sep 10 (9 sessions/65.25 hours)

9:00 am - 4:45 pm \$285 A04HSE001C

Mon, Wed & Thurs Jul 13 - Aug 31

(22 sessions/66 hours)

10:00 am - 1:00 pm \$285 A04HSE001A

Mon, Tues & Thurs Jul 14 - Sep 1

(22 sessions/66 hours)

6:00 pm - 9:00 pm \$285 A04HSE001B

High School Equivalency Math Only

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

Tue Jul 19 - Sep 6 (8 sessions/32 hours)

10:00 am - 2:00 pm \$137 A04HSE005A

Equivalencia del Bachillerato en Español

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

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

Verano 2016:

Lunes, 20 de junio	6:00 PM	Salón E-242	\$25
Jueves, 23 de junio	6:00 PM	Salón E-242	\$25
Sábado, 25 de junio	10:00 AM	Salón E-242	\$25

Sesión de exámenes de registro:

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

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

Pago:

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

Por favor deje el giro postal en blanco hasta el día de matrícula.

Los textos para todos los cursos de Equivalencia del Bachillerato y Pre-Equivalencia del Bachillerato y una calculadora científica se tienen que pagar separadamente.

Descuentos:

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

Para más información llame al (718) 482-5385, venga a la oficina C-400 o visite

http://www.acces.nysed.gov/ged/nys_map/counties.html

Pre-Equivalencia del Bachillerato en Español

Mon, Wed & Thurs Jul 13 - Aug 31

(22 sessions/66 hours)

6:00 pm - 9:00 pm \$285 A04HSE003A

Equivalencia del Bachillerato en Español

Sat Jul 9 - Sep 10 (9 sessions/65.25 hours)

9:00 am - 4:45 pm \$285 A04HSE002B

Mon, Wed & Thurs Jul 13 - Aug 31

(22 sessions/66 hours)

6:00 pm - 9:00 pm \$285 A04HSE002A

Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(1 session/4 hours) \$15 A16TAB000A

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(1 session/4 hours) \$15 A16TAB000B

High School Equivalency for Deaf Adults

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

High School Equivalency Placement Exam

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(3 sessions/15 hours) \$45 A16HSE000A

Pre-High School Equivalency Reading/Writing for Deaf Adults

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

Mon, Tues & Wed Jul 11 - Aug 31
(24 sessions/66 hours)
4:35 pm - 7:35 pm \$235 A16HSE001A

Pre-High School Equivalency Math for Deaf Adults

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

Mon, Tues & Wed Jul 11 - Aug 31
(24 sessions/66 hours)
1:15 pm - 4:15 pm \$235 A16MAT014A





Pre-College Programs/ College Courses for Non-Credit



Get your students on the path to success!

The College and Career Pathways Institute

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

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

- Site-Based Program Design and Staff Training
- Best Practices Workshops:
 - More than College Knowledge
 - Embedded Advisement
 - Designing Integrated Training Programs
 - Thinking Like a Scientist
 - Building a Better Bridge to College and Work: Models that Work for High School Equivalency Students
 - Designing Sector-Focused Basic Skills Instruction
 - Developing Career Pathways Programs for Low-Skilled Adults
- Teacher and Curriculum Development Coaching
- Demonstration Classes (Visit one of our classrooms to see our work in action!)

CCPI works with:

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

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

Pre-College Programs

College Preparation Workshops

What do you want to be? Discover your Career Options

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

Wed Jul 20 (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 Jul 27 (1 session/2 hours)
6:00 pm - 8:00 pm Free A22PRP003A

Getting Money through FAFSA: Making a College Degree Affordable

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

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

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

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

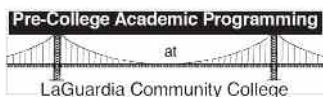
Wed Aug 3 (1 session/2 hours)
6:00 pm - 8:00 pm \$Free A22PRP001A

Bridge to College and Careers Program

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

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

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



Taleena Claborn

She's come a long way

When Taleena Claborn started in LaGuardia's Bridge to College and Careers Program in September 2014, her goal was to earn her high school equivalency diploma, but she had a hard time adjusting to being back in the classroom. Things like getting to class on time and committing to studying were challenges she had to overcome. However, through hard work and help from her teachers, Taleena passed the Test Assessing Secondary Completion (TASC) that December, earning her high school equivalency diploma, and began taking college courses at LaGuardia in March 2015. She has since been awarded a certificate by the Bridge Program for obtaining a 3.0 or higher GPA in her college studies and will be taking an honors course next semester. She was even chosen to attend a lobby day in Albany with LaGuardia's President Mellow to advocate for funding for the Bridge Program.

"My experience at LaGuardia has been great," says Taleena, pointing out that she has had support from Bridge Program staff, the LaGuardia Foundation – which awarded her a scholarship – and her advisor, who helps her with homework as well as career exploration. "I love that there are so many services to take advantage of on campus."

With plans to earn her Associate Degree in Human Services from LaGuardia and then transfer to Hunter College for Bachelor and Master Degrees in Social Work, Taleena says she'd eventually like to open her own social work agency. "I am glad that I chose LaGuardia as my stepping stone to further my education!" she says.



College-Level Examination Program (CLEP)

A Credit-by-Examination Program

Earn college credit for what you already know!



Earn between 3 and 12 credits per test

Each CLEP test costs \$115*

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

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

Save time and money, and graduate sooner!

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

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

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

College Courses for Non-Credit

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 782-5120.

College Foreign Languages

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

Elementary Arabic I

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

Mon - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELA101A

Elementary Arabic II

This is a continuation of Elementary Arabic I.

Mon - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
3:25 pm - 5:35 pm \$320 A02ELA102A

FALL 2016

Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELA102A

Elementary Modern Chinese I

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

Mon - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 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 - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELF101A

FALL 2016

Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELF101A

Elementary French II

This is a continuation of Elementary French I.

Mon - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELF102A

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 - Thurs Jun 20 - Aug 15 (24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELI101A**

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELI101A**

Elementary Italian II

This is a continuation of Elementary Italian I.

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELI102A**

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 - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELJ101A**

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELJ101A**

Elementary Japanese II

This course is a continuation of Elementary Japanese I. Pre or Co-requisite: Elementary Japanese I.

**Mon - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
11:45 am - 2:00 pm \$320 A02ELJ102A**

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELJ102A**

Elementary Korean I

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. The Korean script han'gul will be used from the onset.

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELK101A**

Elementary Korean II

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELK102A**

Elementary Portuguese I

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

**Mon - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELZ101A**

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELZ101A**

Elementary Portuguese II

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELZ102A**

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 - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELS101A**

**Mon - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELS101B**

**Mon - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
5:45 pm - 7:55 am \$320 A02ELS101C**

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELS101A**

Elementary Spanish II

This is a continuation of Elementary Spanish I.

**Mon - Thurs Jun 27 - Aug 15 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELS102A**

**Mon, Tues, Wed & Thurs Jun 27 - Aug 15
(24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS102B**

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.

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELS105A**

Spanish Grammar and Usage

This course is designed as a descriptive study of the structure of the Spanish language, while offering writing practice through the analysis of lexical and morphological variations and differences in register in selected texts. Students will analyze Spanish syntax, increase their understanding of the structures of Spanish and develop stylistically correct prose. They will also be able to recognize dialectal variations, differences in register and linguistic calques. Taught in Spanish. Prerequisite: ENC/ENG101, ELS210.

FALL 2016

**Sat Sep 10 - Dec 17 (12 sessions/48 hours)
10:30 am - 2:00 pm \$320 A02ELS209A**

College Art

College Art classes are open to the public on a non-credit basis at a special fee of \$320 per course.

Introduction to Art

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

**Mon, Wed, Fri Jun 27 - Aug 15 (18 sessions/36 hours)
9:15 am - 11:30 am \$320 A02HUA101A**

**Fri Jul 1 - Aug 12 (6 sessions/36 hours)
9:15 am - 5:35 pm \$320 A02HUA101B**

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.

**Wed Jun 29 - Aug 10 (6 sessions/36 hours)
9:15 am - 4:25 pm \$320 A02HUN195B**

**Thurs Jun 30 - Aug 11 (6 sessions/36 hours)
9:15 am - 4:25 pm \$320 A02HUN195A**

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 Jun 27 - Aug 15 (12 sessions/36 hours)
1:00 pm - 4:45 pm \$320 A02HUA103B

Beginning Photography

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

Mon & Wed Jun 27 - Aug 15 (12 sessions/36 hours)
5:45 pm - 10:15 pm \$320 A02HUA130B

Tues & Thurs Jun 28 - Aug 11 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA130A

Digital Photography I

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

Tues & Thurs Jun 28 - Aug 11 (12 sessions/48 hours)
9:15 am - 12:45 pm \$320 A02HUA131A

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 Jun 27 - Aug 15 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA120A

College Music

College Music classes are open to the public on a non-credit basis at a special fee of \$320 per course.

Introduction to Music

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

Mon & Wed Jun 20 - Aug 15 (12 sessions/36 hours)
6:00 pm - 8:05 pm \$320 A02HUM101B

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 Jun 27 - Aug 15 (24 sessions/48 hours)
6:00 pm - 8:15 pm \$320 A02HUM170A

College Liberal Arts

College Liberal Art classes are open to the public on a non-credit basis at a special fee of \$320 per course.

Public Speaking

In today's high-speed, competitive business and social world, your ability to express your ideas effectively to others face to face can determine the difference between success and failure. This course will teach you the skills you need to become a cutting edge communicator who is lively, vibrant and speaks with impact in front of an audience. You will learn how to control fear of speaking, and, using the six keys to unlock an audience, you will practice giving impromptu and prepared speeches for your classmates.

Mon & Wed Jun 27 - Aug 15 (12 sessions/36 hours)
10:30 am - 2:00 am \$320 A02HUC106A

Mon & Wed Jun 27 - Aug 15 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$320 A02HUC106B

Tues & Thurs Jun 28 - Aug 11 (12 sessions/36 hours)
6:00 pm - 9:35 pm \$320 A02HUC106C

Introduction to Philosophy

Tues & Thurs Jun 28 - Aug 11 (24 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUP101B

Critical Thinking

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

Tues & Thurs Jun 28 - Aug 11 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUP102A

General Psychology

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

Tues & Thurs Jun 28 - Aug 11 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02SSY101A

Tues & Thurs Jun 28 - Aug 11 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02SSY101B

Mon, Wed, Thurs June 30 - Aug 11
(18 sessions/36 hours)
1:00 pm - 3:15 pm \$320 A02SSY101C



Programs for Deaf Adults

Programs for Deaf Adults

Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(1 session/4 hours)
\$15 A16TAB000A

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(1 session/4 hours)
\$15 A16TAB000B

High School Equivalency for Deaf Adults

Come to information and assessment sessions in Room C203. You will take a reading pre placement test. If you qualify, you must then take the five High School Equivalency (formerly GED) predictor tests. If you've taken the GED exam before, please bring your old scores.

High School Equivalency Placement Exam

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(3 sessions/15 hours)
\$45 A16HSE000A

Pre-High School Equivalency Reading/Writing for Deaf Adults

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

Mon, Tues & Wed Jul 11 - Aug 31
(24 sessions/66 hours)
4:35 pm - 7:35 pm \$235 A16HSE001A

Pre-High School Equivalency Math for Deaf Adults

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

Mon, Tues & Wed Jul 11 - Aug 31
(24 sessions/66 hours)
1:15 pm - 4:15 pm \$235 A16MAT014A

Continuing Education Classes for Deaf Adults

For questions or to schedule an appointment for an assessment or placement test, contact Jenna Gorman at (718) 482-5353 Voice or (917) 832-1138 VP or jgorman@lagcc.cuny.edu. All courses are ND (no discount).

Individual Instruction for Deaf Adults

For Deaf, Deaf-Blind and Hard-of-Hearing adults, receive one-to-one instruction in all your educational and professional development needs, such as preparation for exams; ASL for Deaf International Students; specific academic, linguistic or career needs; and American Citizenship preparation.

An interview and diagnostic assessment of needs and goals may be given. A customized program with dates will be arranged upon full payment for each segment (2-hour, 4-hour, 6-hour, 12-hour and 24-hour courses). Individualized instruction on specific topics for Hearing adults is also offered, including preparation for the ASLTA Provisional Certificate and ASL language development. ND

Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(1 session/2 hours)
\$149 A16PDV001A

Individual Instruction - 12 Hours

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(6 sessions/12 hours)
\$959 A16PDV002A

Individual Instruction - 24 Hours

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(12 sessions/24 hours)
\$1859 A16PDV003A

Learn American Sign Language

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. Using the Master ASL! Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge.

Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or equivalency diploma required. If you have already started your sign language education,

you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Jenna Gorman at jgorman@lagcc.cuny.edu or (718) 482-5353 Voice or (917) 832-1138 VP. ND

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened. For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B-234, at (718) 482-5640.

This program is not designed to train students as interpreters for the Deaf. For more information on our ASL English Interpretation Program visit <http://www.laguardia.edu/aeip>.

Introduction to American Sign Language Workshop

Interested in learning American Sign Language? Find out how to become a fluent communicator or make a career from your ASL skills by attending our FREE introductory workshop. If you are registering for an ASL class in Program for Deaf Adults for the first time, it is strongly recommended that you attend this workshop, which introduces our teaching philosophy of ASL and Deaf Culture. You must register for this workshop; visit <http://www.laguardia.edu/ace/registration.aspx>.

Wed Aug 3 (1 session/1.5 hours)
5:45 pm - 7:15 pm FREE A16ASL000A

Intensive Study in ASL Screening

All continuing education students are required to be assessed through an intensive screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes. Call (917) 832-1202 Voice/VP or email pcarlson@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Jul 1 - Aug 31
(1 session/1 hour)
\$55 A16ASL010A

Intensive Study in American Sign Language - Level 1

You will be introduced to the fundamentals of American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use, and basic information on Deaf Culture. You will focus on developing language and communication skills.

Mon (5:45 pm - 8:00 pm) & Wed (5:45 pm - 9:15 pm)
Jul 11 - Aug 31 (24 sessions/46 hours)
\$359 A16ASL011A

Intensive Study in American Sign Language - Level 2

Building on the foundations of ASL Level 1, you will focus on American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use and Deaf cultural values. Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Mon (5:45 pm - 8:00 pm) & Wed (5:45 pm - 9:15 pm)
Jul 11 - Aug 31 (24 sessions/46 hours)
\$359 A16ASL012A

Intensive Study in American Sign Language - Level 3

Expand your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, semantic awareness, complex use of ASL grammar and syntax, use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 2 or pre-screening.

Tues (5:45 pm - 8:00 pm)
& Thurs (5:45 pm - 9:15 pm)
Jul 12 - Sep 1 (24 sessions/46 hours)
\$359 A16ASL013A

Intensive Study in American Sign Language - Level 4

Further enhance your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, spatial visualization and mapping work; analysis of semantics; complex use of ASL grammar and syntax; use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 3 or pre-screening.

Tues (5:45 pm - 8:00 pm)
& Thurs (5:45 pm - 9:15 pm)
Jul 12 - Sep 1 (24 sessions/46 hours)
\$359 A16ASL014A

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/>

Sociology of American Deaf Communities

In this course, you will explore the most common definitions of culture; the difference between culture and community; language acquisition; and the relationship of language to culture. You will learn basic cultural concepts, including language, identity, values, norms, rules of social interaction, and traditions, within various Deaf and Hard of Hearing communities. You will apply those concepts towards understanding their effect on the individual, and will explore the current linguistic, political, social, philosophical and future directions within Deaf and Hard-of-Hearing communities. Prerequisite: Competency Screening

Instructor: John Collins

Mon & Wed Jul 11 - Aug 10 (10 sessions/30 hours)
5:45 pm - 8:45 pm \$485 A16INT003A



Youth Programs

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

Programs sponsored by grant funding.

Summer Youth Employment Program

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

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

Gain work experience and earn money during summer break!

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

Recent SYEP internship sites:

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

Contact: Winifred Miller
(718) 482-5340
Wfrancis@lagcc.cuny.edu

Young Adult Internship Program (YAIP)

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

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

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

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

After completing your internship you'll be able to:

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

Recent YAIP internship sites:

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

And more!

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

Justice Community Program

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

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

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

LaGuardia's Justice Community Program can help you:

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

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



CUNY Fatherhood Academy

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

Create a brighter future for you and your family!

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

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

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

High School Equivalency

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

Start building your future!

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

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



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

Why enroll in CUNY Start?

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



To be eligible for CUNY Start, you must

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

Classes run September 1, 2016 - February 9, 2017

(718) 482-5137 cunystart@lagcc.cuny.edu

To attend an info session visit www.lagccstart.org and sign up.

Have you served in the military?

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

LaGuardia's Veterans Resource Center can help you!



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

Academic/College Prep: Free for qualifying veterans

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

Summer 2016
July 5 - August 11

Get into college. Get job training. Get started!

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

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



LaGuardia.Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

Are you a new or emerging small business?

LaGuardia has many services to help your business grow!

Do you need help preparing loan packages?

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

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



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

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

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



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

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

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



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

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

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

Do you want to obtain transportation-related contracts?

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

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



Do you want custom training for your employees?

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

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

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

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

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



Do you need to understand the Affordable Care Act?

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

Call: (718) 482-5493
 Email: business_services@lagcc.cuny.edu

Grants Scholarships and Opportunities



ACE Financial Support Services

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

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

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

You may be eligible for tuition assistance or vouchers for many of our courses.

Find out if you qualify!

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

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

Vouchers are also accepted through the **GI Bill and the Department of Veterans Affairs**. For more information: <http://www.va.gov/>

Vouchers may be available through your employer. Contact the Human Resources, Personnel or Training Departments at your place of employment to receive information on vouchers for tuition reimbursement.

You can also inquire about other opportunities for tuition assistance and vouchers at the NYS Department of Labor, NYC Human Resources Administration, Workforce1 Career Centers and other government assistance programs as well as with your union representative.

Individual Training Grants Advance Your Career through Occupational Training

Individual Training Grants (ITGs) allow you to receive specialized training to find a new job or advance in your career at a very low cost. For more information visit the Queens Workforce1 Career Center at 168-25 Jamaica Ave., 2nd Floor, Jamaica, NY 11432, (718) 557-6755.

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

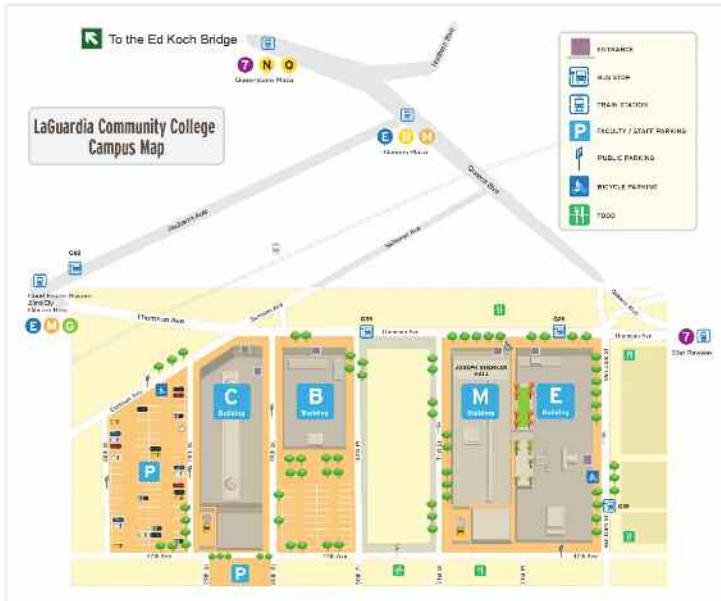
Since January 1, 1998, taxpayers have been eligible to claim a non-refundable credit against federal income taxes for EACH student in the taxpayer's family enrolled at least half time in one of the first two years of post secondary education in a program leading to a degree, certificate or other recognized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

Students Over 65

Rediscover the joys of learning at LaGuardia!

Receive a 30% discount

For more information call (718) 482-5124.



How to Get Here

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

By Car:

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

By Subway:

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

By Bus:

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

Bike Parking:

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

How to Register

Online: www.laguardia.edu/acereg/

By phone: (718) 482-7244

For English Language classes call (718) 482-5360.

By fax: (718) 609-2074

In person: **M-Building, Room M-143**
 Monday through Thursday 8:30 am - 6:30 pm
 Friday 8:30 am - 3:30 pm
 Saturday 8:30 am - 12:30 pm

Payment

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

Payment can be made online, by phone, by fax, and in person in M-143 (see hours above) OR the Bursar's Office in C-110 (see hours below).

For most classes you may pay by check, major credit cards (MasterCard/Visa/Discover/American Express), money order or cash. Cash payments MUST be made in the Bursar's Office.

Bursar's Office (C Building, Room C-110)

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

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

Discounts

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

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

Delinquent Payments

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

Classroom Assignments

Classroom assignments are available in Rm M-143 on the first day of class.. The English Language Center posts its classroom assignments outside C-354.

Refund Policy

For courses under \$299

100% (-\$20 per course) if written request received 3 business days prior to 1st day of class
 50% (-\$20 per course) if written request received prior to second week of classes

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

100% (-\$20 per course) if written request received 3 business days prior to 1st day of class
 75% (-\$20 per course) if written request received prior to completion of 10% of class hours
 50% (-\$20 per course) if written request received prior to completion of 20% of class hours

\$20 will be deducted from refunds as shown above up to a limit of \$40. Allow 4-6 weeks to receive refunds for payment made by check or cash. Allow 2 billing cycles for credit charges to reflect refund on monthly statements. Members of the military needing to withdraw from class at short notice will be considered on a case-by-case basis.

Financial Assistance

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

Payment Plans

For information call (718) 482-7244.

Materials

Tuition/registration fees do not include the cost of course materials to be used in classes/seminars except where indicated.

College Policies

Equal Opportunity and Affirmative Action

LaGuardia Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, genetic predisposition or carrier status, citizenship status, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Course Cancellations

100% refund for courses cancelled by the college. The college reserves the right to cancel or withdraw courses from the catalog and to change course curricula and scheduling. The college also reserves the right to withdraw and substitute instructors.

Updates

Occasionally information changes and the most up to date schedule can be found on the web (www.lagcc.cuny.edu/ace/).

4 EASY WAYS TO REGISTER!

Online:



www.laguardia.edu/acereg/

By phone:



(718) 482-7244

For English Language classes
call (718) 482-5360.

By fax:



(718) 609-2006

In person:



M-Building, Room M-143

Monday through Thursday
8:30 am - 6:30 pm

Fridays 8:30 am - 3:30 pm

Saturday 8:30 am - 12:30 pm



This catalog is printed on paper
that has gone through the Forest
Stewardship Council's (FSC)
chain-of-custody certification.
Even the ink is vegetable-based!

Adult and Continuing Education Registration Form

LAST NAME FIRST NAME MALE/FEMALE

STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH HOME PHONE BUSINESS PHONE

EMAIL SOCIAL SECURITY (optional)

Check which category describes
you best (optional)

- Black non-Hispanic
 White non-Hispanic
 Hispanic
 Asian-Pacific Islander
 American Indian/Native Alaskan
 Other

How did you hear about us?

- Through our website
 Received ACE catalog in the mail
 Through friend or neighbor
 Through newspaper
 Other

COURSE CODE	SEC	COURSE TITLE	COST

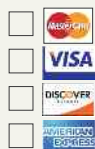
LaGuardia Community College/CUNY

Room M-143
31-10 Thomson Ave
Long Island City, NY 11101
(718) 482-7244

Fall Winter Spring Summer

(Check one)

Check/Money Order



ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE

LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

31-10 Thomson Avenue
Long Island City, NY 11101



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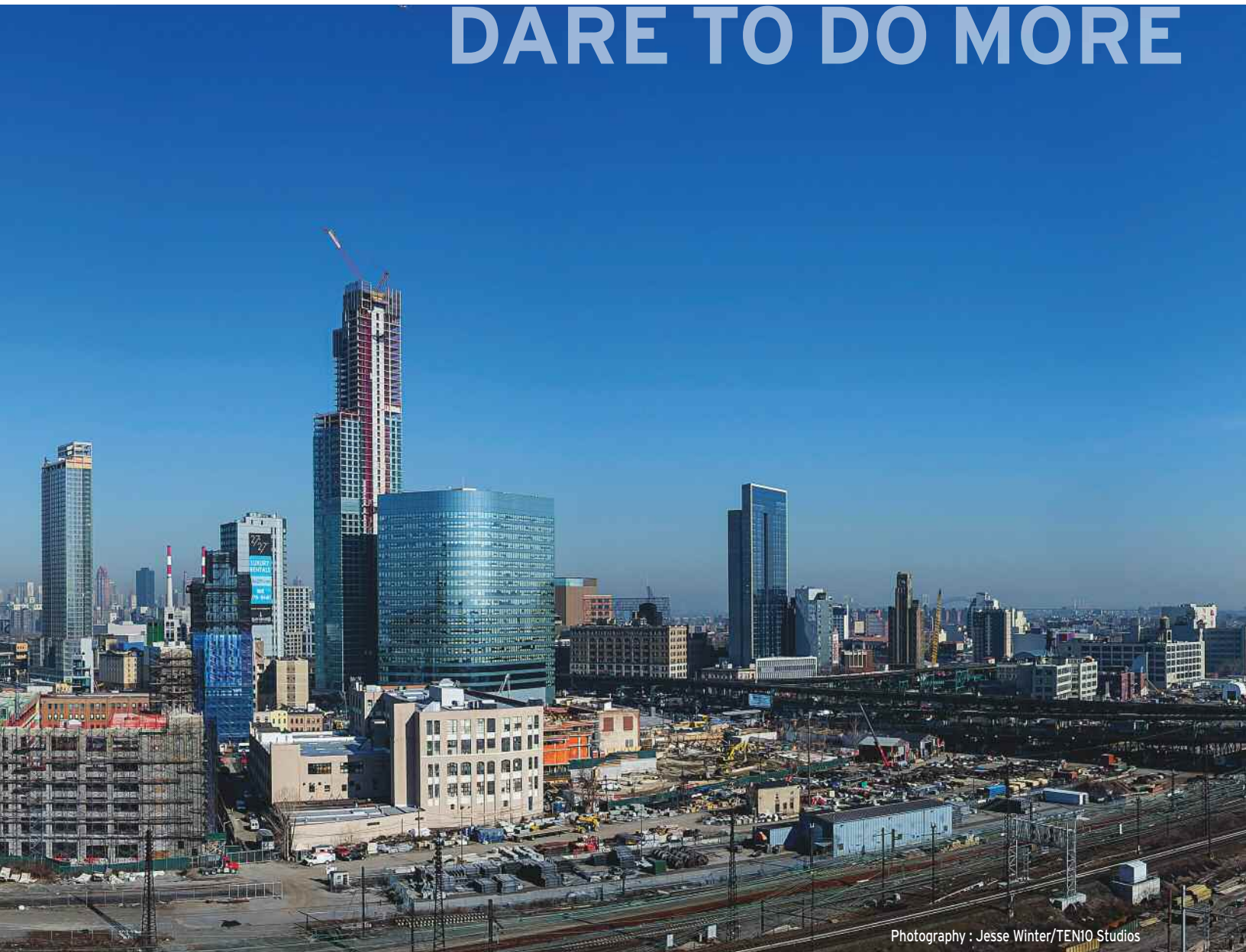


Community College

**CONTINUING
EDUCATION**
People, Changing



DARE TO DO MORE



Photography : Jesse Winter/TEN10 Studios