



CONTINUING EDUCATION
FALL 2014 CATALOG

WE DID IT
**YOU
CAN
TOO**

Professional certificates

Vocational training

Business services

College courses

High School Equivalency

ESL and more

Bridge to College and Careers Program

Students Earn their High School Equivalency Diploma

Sixty-two graduates of LaGuardia's Bridge to College and Careers Program celebrated the achievement of earning their high school equivalency diploma at a graduation ceremony last spring.

New York City Councilman Daniel Dromm (District 25), Chair for the Committee on Education, gave the keynote address. "Congratulations to the Bridge to College and Careers Class of 2014 graduates!" said Councilman Dromm. "This is a brilliant program that helps students not only to get their GED but also gives them a foundation for college and beyond. The students I met with were highly motivated and were thrilled to have achieved their initial goal of getting a GED. I am proud to have participated in their event."

Of the 62 recent graduates, 10 are enrolled in a degree program at LaGuardia and 18 applied for the Fall 2014 semester; two are participating in a Community Health Worker training program at Make The Road New York; one is in LaGuardia's Green Jobs Training Program; and two have gotten a raise at their job.

At the ceremony Modupe Marks was given the distinction of Alumni Honoree for her accomplishments. (Read about her to the right)

Congratulations to all the graduates!



Robert Morales

After dropping out of high school in the 11th grade, Robert Morales quickly returned to school a few months later and completed the Bridge to Science program, earning his high school equivalency diploma in the fall of 2012. But because of his financial situation and the fact that he needed to work, he had to take off three semesters before finally enrolling in college. This past spring he finished his first semester as a Commercial

Photography major. With hopes of continuing his education and training at a technical institute once he earns his Associates Degree, Robert is determined. "I'm focusing on my homework as well as class quizzes and essays," he says. "I want to graduate on time with a 3.0-4.0 GPA. I will do it."

“The Bridge Program truly did bridge the gap between getting a high school equivalency diploma and going to college. The teachers helped me develop my writing and math skills, and because of them I received my diploma and was prepared for college.”



Modupe Marks

"If someone came to me three years ago and predicted that I would be graduating from LaGuardia Community College as an honor student and would be accepted by every four-year college that I applied to, with a scholarship, including New York University, Hofstra, Hunter, and Adelphi, I would have laughed my head off," says Modupe Marks, a 2012 Bridge to Health graduate. "I had just lost my business and was moving from

one dead end job to another. ... I was 41 years old and left school over 20 years before. Finally, I decided there was nothing wrong in trying for the GED."

The Nigerian immigrant, a Psychology major at LaGuardia who also just completed a nursing assistant certificate program, graduated this summer with an AA Degree and plans to transfer to New York University, where she wants to study neuroscience. She has been on the Dean's List every semester, is a member of the Phi Theta Kappa Honor Society, founded the college's African Roots Society club, works with the LaGuardia and Wagner Archives on the Friends of Koch project that will be featured in *The New York Times*, and works on campus as an office assistant and tutor. She has even re-started her hairdressing and fashion designing business.

"I still have a long way to go with my education and have no plans of stopping any time soon," Marks says. "Now I know that I can do anything that I set my heart on because I had a good foundation through the Bridge Program."

“Now I know that I can do anything that I set my heart on because I had a good foundation through the Bridge Program.”

- Meet our Graduates!



Chimey Palmo

Chimey Palmo came to the U.S. as a refugee from Nepal four years ago. Now a permanent resident, she works full-time as a nanny to support her family back in her home country and attends LaGuardia part-time as an Occupational Therapy Assistant major. Completing the Bridge to Science program and earning her high school equivalency diploma in the spring of 2013, Chimey recently finished her second semester at the college,

using tools and resources from the Bridge Program to help her decide what her career goals were.

"I would never be back to school without the awesome help of the Bridge Program team. The research we did in the course is helping me today with my college classes," says Chimey, adding that she also got assistance from the staff on the admissions and financial aid processes. "I was nervous and confused about going back to school after nine years and in a whole new place far from my family. The program has helped me overcome those fears and made me feel cared for. Starting the Bridge Program was one of the best parts of my life, and I am very happy I am a part of the LaGuardia family."

“Starting the Bridge Program was one of the best parts of my life, and I am very happy I am a part of the LaGuardia family.”



Vinod Dowlani

"Do you know what it's like to hear the word 'no' over and over again when applying to jobs? I do. For many years I was working dead end jobs, not getting anywhere. I kept hearing 'no' because I did not have my high school diploma," says Vinod Dowlani, a native of India. "This was the main reason I restarted my education: to have a better future."

Currently enrolled at LaGuardia as a Business Administration major, the 2013 Bridge to Business graduate, who is working and attending school full time, noted that the writing and math skills he developed in the program have been very useful in his college studies. After earning his Associates Degree, Vinod plans to obtain a Bachelors Degree in Business Administration and hopes to one day run his own company.

“In the Bridge Program I learned about essay writing. In college, I’m still using those basics. When I would be at work, I couldn’t wait for it to be evening so I could get to class and learn.”

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 coursework 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.





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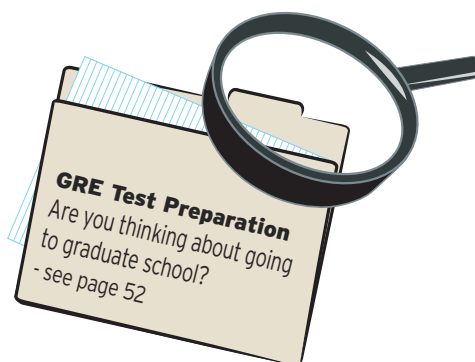
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Dear Students,
Welcome to Adult and Continuing Education (ACE) at LaGuardia Community College.

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

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

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

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

Sincerely,

Dr. Gail O. Mellow



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

This fall take advantage of the many new courses that can help you find employment and advance in your career. Our Job Search Skills courses can assist you with your resume and job search plan and give you valuable tips on interviewing and effective networking (see page 11). If you work in an office setting, our Professional Office Skills courses will provide the knowledge and practice you need to effectively apply tools in Microsoft Office applications (see page 11).

Our new Medical Administrative Assistant Certificate Program can get you started in a meaningful career in healthcare administration (see page 24). And for our Spanish-speaking community, we are offering new computer and professional courses taught entirely in Spanish (see pages 14 & 15).

ACE also offers professional certificate programs and courses in many areas, including health, ASL-English interpretation, bookkeeping and accounting, computer training, construction/building management and more. Small business owners, we provide business education and support services to help your company grow and create jobs to improve the local economy (see page 36).

Returning students, veterans and Deaf students, we will help you achieve your educational goals through our high school equivalency or college prep classes and workshops. Non-native English speakers, choose from our various specialized ESL programs.

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

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

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

LaGuardia Community College

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Training that gets YOU the

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.

Start a **NEW** career this

In 1 month you can

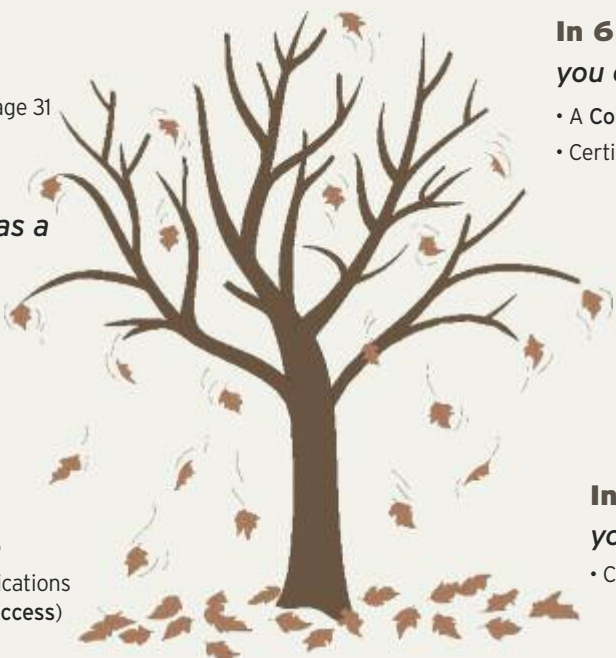
- Get a license as a taxi driver - page 31

In 3 months you can become certified as a

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- Pharmacy Technician - page 26

In 4 months you can become

- Certified in QuickBooks - page 16
- Certified in Microsoft Office Applications (Word, Excel, Power Point and Access) - page 9



In 6 months you can become

- A Computer Service Technician - page 12
- Certified as a Construction Manager - page 30

In 10 months you can become

- Credentialed as a CASAC Trainee - page 23

In 12 months you can become

- Certified as a Paramedic - page 26

Statistics on certificate programs from a recent study show:

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

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

Get a Promotion or New Career!

Computer Training

Fundamental Computer Skills

New to computers? Learn the basic computer skills necessary for both your personal and professional life.

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

Introduction to Computers, Windows and the Internet

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

Mon & Wed Sep 8 – Sep 15 (3 sessions/9 hours)
6:00 pm – 9:00 pm \$93 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 Sep 22 – Oct 20 (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 Applications. (You may take individual courses without intending to complete the Certificate Program.) For more information call (718) 482-7244. ND

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



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

Take 4 and save \$122*

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

*Cannot be combined with any other discount

Microsoft 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.

Mon & Wed Oct 27 – Nov 19 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$245 A05OSK002A

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.

Sat Oct 4 – Nov 22 (8 sessions/24 hours)
9:00 am – 12:00 pm \$245 A05OSK003A

Tues & Thurs Nov 4 – Dec 2 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$245 A05OSK003B

Microsoft PowerPoint Presentations for Windows

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

Sat Oct 18 – Nov 1 (4 sessions/12 hours)
12:30 pm – 3:30 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.

Mon & Wed Dec 1 – Dec 17 (6 sessions/18 hours)
6:00 pm – 9:00 pm \$185 A05OSK004A

WHAT OUR STUDENTS ARE SAYING!

This course will help me improve my business. I'll use this every week to organize payments.

Miguel Dumaguala, Winter 2014
Microsoft Excel Student

Register Online
www.laguardia.edu/acereg/



Nayeli Hernandez

Aspiring nurse learns valuable computer skills in certificate program

In January 2012 Nayeli Hernandez enrolled in the Microsoft Office Applications Certificate Program to gain some computer skills. "It helped me to develop my knowledge," says Ms. Hernandez. "I am now confident and understand more about how to operate the computer programs." In fact, she is now the assistant teacher for the certificate program. "I work very closely with the instructor and students... That's what gives me satisfaction," she says, adding that she has received accolades from her supervisor and the students for her role in helping conduct classes.

Currently studying to become a Medical Administrative Assistant and planning to continue her education in the nursing field, Ms. Hernandez notes that her experience as a student and teacher in the certificate program has given her the opportunity to grow professionally and has helped her become more competitive in the job market. "The most important thing I have learned at LaGuardia is everything can be accomplished with patience and dedication," she says.

“The most important thing I have learned at LaGuardia is everything can be accomplished with patience and dedication.”

Administrative Assistant Certificate Program

Want to work in an office environment?

Are you organized and detail oriented? Become an Administrative Assistant!

In this 7-course certificate program you will learn the essential computer and communication skills needed to be successful in an office setting. (You may take individual courses without intending to complete the certificate program.) For more information call (718) 482-7244. ND

Required Courses:

- Power Keyboarding (see page 9)
- Business Writing Skills (see below)
- Building Reports in Excel (see below)
- Microsoft Word (see page 9)
- Microsoft Excel (see page 9)
- Microsoft PowerPoint (see page 9)
- Microsoft Access Intensive (see page 9)

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.

Tues & Thurs Oct 7 – Oct 30 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$265 A05OSK016A

NEW! 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.

Mon & Wed Oct 27 – Nov 19 (8 sessions/24 hours)
6:00 pm – 9:00 pm \$265 A05BUS017A



The certificate from this program will surely help me get a position as an Administrative Assistant.

Sharon Pentony, Winter 2014
Building Reports in Excel

NEW! Web Page Design

Gain web design skills for your small business or personal development. ND

NEW! Introduction to Adobe Photoshop

Learn how to use one of the most popular image-editing software programs around. Whether you're trying to get into the field of digital photography editing or looking to add a professional touch to your personal snapshots, this course will provide tips on how to get the most out of Adobe Photoshop.

Tues & Thurs Sep 23 – Oct 7 (5 sessions/15 hours)
6:00 pm – 9:00 pm \$225 A05CMP114A

NEW! Build Your Own Web Site

Create a web site with no programming by using WordPress, a simple yet powerful online tool that is free. In this hands-on course, you will learn how to build and customize a basic web site for your business or personal use with professional results.

Tues & Thurs Oct 14 – Oct 30 (6 sessions/18 hours)
6:00 pm – 9:00 pm \$270 A05WEB001A

Get ahead in your career from the comfort of your home.

Computer Software Courses Online



Get started! Visit www.ed2go.com/lagcc
Microsoft Office, Photoshop, Creating Webpages
and much more...



Register Online
www.laguardia.edu/acereg/

NEW! Professional Office Skills

The Professional Office Skills workshop series provides essential tools to help you work effectively in an office setting. ND



Write Effective Email

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

Mon & Wed Oct 6 – Oct 8 (2 sessions/6 hours)
6:00 pm – 9:00 pm \$129 A05WRT003A

NEW! Math for the Workplace: Basic Refresher

Overcome your fear of math and gain confidence to work with on-the-job math calculations. Get tips and techniques for working with percentages, ratios, decimals and proportions, and review practical business math skills.

Sat Oct 18 – Oct 25 (2 sessions/6 hours)
10:00 am – 1:00 pm \$129 A05PRF005

NEW! Creating Effective Presentations with Microsoft PowerPoint

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

Sat Nov 8 – Nov 15 (2 sessions/6 hours)
12:30 pm – 3:30 pm \$129 A05PRF002A

NEW! Understanding Financial Statements

Develop a practical understanding of financial statements. You will learn how to read and analyze balance sheets, income statements, statements of retained earnings and cash flow statements. Prerequisite: Microsoft Excel for Windows or equivalent experience.

Sat Nov 8 – Nov 15 (2 sessions/6 hours)
10:00 am – 1:00 pm \$129 A05PRF004A

NEW! Analyzing Data with Pivot Tables

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

Sat Dec 6 – Dec 13 (2 sessions/6 hours)
10:00 am – 1:00 pm \$129 A05PRF001A

NEW! Presenting Data in Microsoft Excel: Charts and Graphs

Learn to apply elements and formats to create informative and easy-to-understand charts and graphs. Prerequisite: Microsoft Excel for Windows or equivalent experience.

Sat Dec 6 – Dec 13 (2 sessions/6 hours)
1:30 pm – 4:30 pm \$129 A05PRF003A

NEW! Job Search Skills Workshops

Take the next steps toward your new career!

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

Instructor: Tavi Sookhoo, Master's Degree in Social Work, Columbia University, has four years of experience in the fields of education and workforce development, helping individuals find work, access education or enroll in training. She also provides career coaching and development.

NEW! Creating an Efficient Job Search Plan

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

Sat Nov 1 (1 session/2 hours)
10:00 am – 12:00 pm \$25 A05JOB001A

NEW! Impressive Resumes: Pass the 30-Second Test

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

Sat Nov 8 (1 session/2 hours)
10:00 am – 12:00 pm \$25 A05JOB002A

NEW! Make Connections: Effective Networking

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

Sat Nov 15 (1 session/2 hours)
10:00 am – 12:00 pm \$25 A05JOB003A

NEW! Nail that Interview: Tips and Techniques

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

Sat Nov 22 (1 session/2 hours)
10:00 am – 12:00 pm \$25 A05JOB004A

Computer Service Technician Certificate Program



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

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

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 35 years of experience in the computer technology field and has taught in LaGuardia's Career and Professional Programs since 1997.

Sat Sep 27 – Oct 18 (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.

Sat Oct 25 – Nov 15 (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.

Sat Nov 22 – Dec 20 (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 2015
Sat Jan 10 – Jan 31 (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 2015
Sat Feb 7 – Feb 28 (4 sessions/20 hours)
9:00 am – 2:30 pm \$360 A05CMP104A

Optional Course - not needed for certificate

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

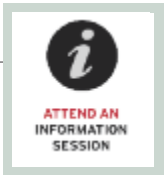
Put your practical and theoretical training to use by designing and building your own PC. You will also prepare for the A+ certification exam by reviewing and taking full-length practice exams. Prerequisite: Successful completion of CST, Part 4.

WINTER 2015
Sat Mar 7 – Mar 28 (4 sessions/20 hours)
9:00 am – 2:30 pm \$360 A05CMP112A



The CST Program has given me the opportunity to succeed and earn extra money to support myself.

Student, Winter 2014



**Computer Service Technician (CST)
Certification Program**

September 13 11:00AM

- Learn about working as a CST from our experienced instructors who are experts in the field
- Find out about job opportunities

For more information or to register call (718) 482-7244
or email ACEprofessional@lagcc.cuny.edu
Free A05CST000A

Louis Marchione

Experienced and skilled instructor passes on his knowledge



“The most rewarding thing about teaching is conveying my knowledge and experience to the student aspiring to be a computer technician.”

“I started my career working with IBM main frame computers,” says Louis Marchione, a computer programming major who studied at CUNY’s New York City College of Technology and Queens College as well as New York University. “I went on to Memorex storage devices and then Personal Computers, from the time the PC came into the business world.” Who better than this veteran to teach students how to become computer technicians?

A computer instructor at LaGuardia since 1996, Mr. Marchione currently teaches Introduction to Computer Technology and the Computer Service Technician Certificate Program, which, he explains, “teaches students the complete workings of a PC as well as the Windows Operating System and other computer/network related topics.” In his most recent position as a Network Administrator for the State of New York Mortgage Agency, he was responsible for setting up a computer network and individual workstations for 250 employees. This included establishing file and print servers; implementing security procedures; providing Internet access for the entire agency; and working with mobile devices and the network.

“The most rewarding thing about teaching is conveying my knowledge and experience to the student aspiring to be a computer technician,” Mr. Marchione says.

Andrew Jouan

New computer instructor has much to share with students



“I enjoy watching students improve over time and really put an effort into their work.”

Though Andrew Jouan is new to teaching at LaGuardia, he is no novice when it comes to computer technology. “I have had an interest in computers since I was a young,” says Mr. Jouan. “I would take things apart and try to understand how the different components would work together.”

An instructor in the college’s Computer Service Technician Certificate Program since last year, Mr. Jouan has been working in the IT field for the last ten years. Starting out as a junior level technician, he is now a senior level systems analyst and administrator in an IT support company, with the responsibility of training and supervising new entry level technicians and interns.

“I enjoy watching students improve over time and really put an effort into their work,” he says.



Computadoras en Español

ND (No hay descuento para estos cursos)

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

Aprende el Internet

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

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

Sat Oct 18 – Oct 25 (2 sessions/6 hours)
12:00 pm – 3:00 pm \$66 A05OSK907A

Aprende Conceptos Básicos de Computación

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

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

Sat Sep 20 – Oct 4 (3 sessions/9 hours)
12:00 pm – 3:00 pm \$96 A05OSK906A

¡NUEVO! Emailing Simplificado

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

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

Sat Nov 15 (1 session/4 hours)
12:00 pm – 4:00 pm \$45 A05OSK910A

¡NUEVO! Conéctate con Amigos

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

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

Sat Nov 1 (1 session/4 hours)
12:00 pm – 4:00 pm \$45 A05OSK908A

¡4 Formas de Registrarse!

Por computadora:
www.laguardia.edu/acereg/

Por teléfono: (718) 482-7244

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

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

¡NUEVO! Crea una Biblioteca Digital

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

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

Sat Nov 8 (1 session/4 hours)
12:00 pm – 4:00 pm \$45 A05OSK909A

Certificación en el Cuidado de Niños

Preparese para obtener la certificación en el cuidado de niños. Usted aprenderá como desarrollan y aprenden los niños de 2 meses a 12 años de edad, y también de regulaciones relacionados del estado de Nueva York. Al final del curso, recibirá la certificación de 30 horas de salud y seguridad requerido por Nueva York para trabajar con niños.

Temas:

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

Become Certified in Childcare - You will study how children develop and learn from ages 2 months to 12 years, and discuss relevant New York State regulations. Upon completion, you will receive a certification of 30 hours in health and safety required by New York to work with minors. This course is offered in Spanish only. ND

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

Sat Oct 4 – Oct 25 (4 sessions/30 hours)
9:00 am – 5:00 pm \$500 A05ELE001A

Sat Nov 1 – Nov 22 (4 sessions/30 hours)
9:00 am – 5:00 pm \$500 A05ELE001B



¡NUEVO! Salud y Belleza



Charito Cisneros

Una experta de la belleza

Charito Cisneros tiene 35 años de experiencia como cosmetóloga y es Fundadora y Presidenta de la Cámara de Comercio de Cosmetología y Belleza en Nueva York. Ella es una líder de la comunidad Hispánica y directora de su propio programa de televisión, "Abriendo Brechas Internacional." Ha presentado en varios programas de televisión como en Telemundo, Univisión, en la radio "La Mega" y últimamente fue reconocida con uno de los galardones más altos en el área de los negocios, "SBA Champion of the Year" Programa Certificado.

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

¡NUEVO! El arte de estilizar el cabello

Desarrolla las habilidades necesarias para estilizar el cabello antes de utilizar las tijeras. Aprende los principios básicos para lograr un estilo de cabello atractivo. Aprenderás distintas técnicas usando las tijeras, máquinas rasuradoras y tijeras de entresacado del cabello. También conocerás distintas formas de estilizar el cabello para eventos especiales. Puedes comprar el paquete de materiales del instructor por \$25.

The Art of Hair Styling - Pick up skills before you pick up the scissors and get the basics on what makes an attractive hairstyle. You will learn different techniques using scissors, clippers and thinning shears as well as how to stylize hair for special events. You may purchase a materials package through the instructor for \$25.

Mon & Wed Oct 6 - Oct 27 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$200 A05COS001A

¡NUEVO! Principios básicos para la aplicación de maquillaje

Desarrolla tu creatividad con técnicas de maquillaje y mejora tu apariencia. Ya sea para lucirte todos los días o para ocasiones especiales, aprende a usar el maquillaje de la manera apropiada de acuerdo a la ocasión. Conoce además acerca de la ciencia de las medidas del rostro y la preparación de la piel con respecto al uso de productos. Puedes comprar el paquete de materiales del instructor por \$25.

Fundamentals of Applying Makeup - Develop your creativity with makeup techniques and improve the way you look. Whether it's for everyday use or special occasions, learn how to apply makeup for appropriate settings. You will also explore the science of face measurements and skin preparation for product use using products. You may purchase a materials package through the instructor for \$25.

Mon & Wed Dec 1 - Dec 17 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$200 A05COS003A

¡NUEVO! Principios esenciales del cuidado de las uñas

Aprende las habilidades básicas de un técnico de cuidado de las uñas, incluyendo mantenimiento y cómo hacer que las uñas luzcan de lo mejor. En este taller, aprenderás sobre uñas artificiales, manicura básica y la reparación de las uñas. Puedes comprar el paquete de materiales del instructor por \$25.

Essentials of Nail Care - Acquire the basic skills of a nail technician, including maintenance and how to make nails look their best. You will learn about artificial nails, simple manicuring and nail repair. You may purchase a materials package through the instructor for \$25.

Mon & Wed Nov 3 - Nov 19 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$200 A05COS002A

Ofrecemos muchos cursos en español:

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- Aprende Conceptos Básicos de Computación
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- ¡NUEVO! Conéctate con Amigos
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- Pre-Equivalencia del Bachillerato en Español
- Equivalencia del Bachillerato en Español

Accounting, Bookkeeping and Tax Preparation

Computerized Bookkeeping for QuickBooks Certificate Program

WHAT OUR STUDENTS ARE SAYING

This course is very helpful for beginners in bookkeeping. You can tell the instructor is a professional in this field.

Student, Spring 2014
Bookkeeping - QuickBooks Part 1

The teacher is outstanding. He commanded the material and explains it in a clear and concise way.

Student, Winter 2014
Bookkeeping - QuickBooks Part 2

This course is helping me build a foundation for further advancement in my career as an accounts payable clerk.

Student, Winter 2014
Bookkeeping - QuickBooks Part 2


This is very useful for every business, small or large.

Student, Winter 2014
Bookkeeping - QuickBooks Part 3



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 since 2002.

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



Bookkeeping with QuickBooks, Part 1

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

Sat Sep 27 – Nov 1 (6 sessions/27 hours)
9:00 am – 2:00 pm \$410 A05OSK006B

Tues & Thurs Oct 2 – Oct 30 (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

Tues & Thurs Aug 7 – Aug 26 (6 sessions/18 hours)
6:00 pm – 9:00 pm \$300 A05OSK007A

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

Sat Nov 22 – Dec 20 (4 sessions/18 hours)
9:00 am – 2:00 pm \$300 A05OSK007B

Bookkeeping with QuickBooks, Part 3

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

Tues & Thurs Sep 9 – Sep 25 (6 sessions/18 hours)
6:00 pm – 9:00 pm \$300 A05OSK008A

Tues & Thurs Dec 2 – Dec 18 (6 sessions/18 hours)
6:00 pm – 9:00 pm \$300 A05OSK008B

WINTER 2015

Sat Jan 10 – Jan 31 (4 sessions/18 hours)
9:00 am – 2:00 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.

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

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. ND

Mon Sep 29 – Dec 1 (8 sessions/27 hours)
6:00 pm – 9:00 pm \$415 A05BUS014A



Convenient, Affordable, Effective
Accounting Courses Online



Get started! Visit www.ed2go.com/lagcc
QuickBooks, Payroll, Accounting Fundamentals
and much more...

College Certificate Program in Accounting

Step up your accounting credentials or get started in a new career with LaGuardia Community College's Certificate in Accounting! This 4-course series will give you the edge you need to get ahead in the accounting profession. In order to qualify for this program, you must have a bachelor's or associate's degree, or be exempt from the CUNY ACT tests. Experience in accounting may qualify as an exemption. Principles of Accounting I is the first course in this series. The other 3 courses may be taken at the same time or after Principles of Accounting I in any order. For more information call (718) 482-7244.

Principles of Accounting I

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

Sat Sep 6 - Dec 15 (18 sessions/90 hours)
5:45 pm - 9:05 pm \$339 A05BTA111A

Mon & Wed Sep 8 - Dec 15 (18 sessions/90 hours)
9:15 am - 4:25 pm \$339 A05BTA111B

Principles of Accounting II

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

Sat Sep 6 - Dec 15 (12 sessions/54 hours)
5:45 pm - 7:55 pm \$339 A05BTA112A

Mon & Wed Sep 8 - Dec 15 (12 sessions/54 hours)
9:15 am - 2:00 pm \$339 A05BTA112B

Intermediate Accounting I

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

Mon & Wed Sep 8 - Dec 15 (12 sessions/54 hours)
8:05 pm - 10:15 pm \$339 A05BTA201A



Register Online
www.laguardia.edu/acereg/



Tax Return Preparer Certificate IRS Enrolled Agent Preparation Program


Saturday, September 20 at 11:00AM

- Our instructor, a seasoned tax professional, will share work experiences and how to advance your career in the field
- Learn about the role of the tax preparer throughout the year and how to become an IRS Enrolled Agent

For more information or to register call (718) 482-7244 or email ACEprofessional@lagcc.cuny.edu
Free A05TAX000A

Tax Return Preparer Certificate

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

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

Tax Return Preparer

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

Instructor: Akleta Sopot, BA in Accounting, Queens College/CUNY, is a tax accountant with eight years of experience in the field.

Sat Oct 4 – Nov 15 (7 sessions/45.5 hours)
9:30 am – 4:30 pm \$635 A05BUS002A

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 before.

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

Individuals and Representation, Practice and Procedures

Become an Enrolled Agent and represent taxpayers before the IRS. You will prepare for Part 1 and Part 3 of the IRS Special Enrollment Examination (SEE) by reviewing taxes for individuals and 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/TaxPreparerTest/)

Sat Nov 1 – Dec 13 (6 sessions/39 hours)
9:30 am – 4:30 pm \$546 A05BUS110A

Corporations and Partnerships

Prepare for Part 2 of the IRS Special Enrollment Examination (SEE). You will review corporations (both C-Corp and S-Corp) and partnership taxes in depth. Topics include tax regulations as well as trust and exempt organization taxes. Prerequisite: Successful completion of Individuals and Representation, Practice and Procedures course.

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



Notary Public Test Preparation

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

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



Notary Public Test Preparation

This workshop covers rules, ethics, terminology and testing information.

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

Mon Oct 20 (1 session/3 hours)
6:30 pm – 9:30 pm \$91 A05BUS001A



Register Online
www.laguardia.edu/acereg/

Construction and Building Management

Safety Dynamics Construction Courses

LaGuardia Community College is partnering with Safety Dynamics, a full-service safety, health and environmental consulting firm, to offer the following construction related courses.

Safety Dynamics training curricula is approved by OSHA, the NY State Department of Transportation and many New York City agencies, including the Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection. ND

You must register at least 2 business days before these courses begin. All classes take place in Greenpoint, Brooklyn. For more information call (718) 482-7244.

4 Hour Flagging (NYSDOT)

Earn the essential flagging certificate by taking this NY State Department of Transportation approved course. You will focus on construction site and roadway safety, and the appropriate role of flagmen. You must register 2 business days before the course begins.

CLASSES MEET IN GREENPOINT, BROOKLYN
1 session/4 hours 4:00 pm - 9:00 pm \$150

Mon Sep 29 A05OSH301A
Mon Oct 27 A05OSH301B
Mon Nov 24 A05OSH301C
Mon Dec 29 A05OSH301D

4 Hour Scaffolding (NYCDOB)

Get the required training and certificate to work on supported scaffolding of any height by taking this NYC Department of Buildings approved course. Topics include how to properly erect and load scaffolds, fall prevention and electrical hazards, Chapter 33 building regulations, ladder safety, how to properly wear a full body harness and more. You must register 2 business days before the course begins.

CLASSES MEET IN GREENPOINT, BROOKLYN
1 session/4 hours 4:00 pm - 9:00 pm \$150

Mon Sep 8 A05OSH300A
Mon Sep 22 A05OSH300B
Mon Oct 6 A05OSH300C
Mon Oct 20 A05OSH300D
Mon Nov 3 A05OSH300E
Mon Nov 17 A05OSH300F
Mon Dec 8 A05OSH300G
Mon Dec 22 A05OSH300H

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. You must register 2 business days before the course begins.

CLASSES MEET IN GREENPOINT, BROOKLYN
6 sessions/30 hours 4:30 pm - 10:00 pm \$650

Thurs & Fri Sep 11 – Sep 26 A05OSH303A
Thurs & Fri Oct 9 – Oct 24 A05OSH303B
Thurs & Fri Nov 6 – Nov 21 A05OSH303C
Thurs & Fri Dec 11 – Dec 19 A05OSH303D

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. You must register 2 business days before the course begins.

CLASSES MEET IN GREENPOINT, BROOKLYN
8 sessions/40 hours 4:30 pm - 10:00 pm \$700

Tues & Wed Sep 2 – Sep 24 A05OSH302A
Tues & Wed Nov 4 – Nov 19 A05OSH302B

10 Hour OSHA Construction Training

Study the Occupational Safety & Health Administration's (OSHA) code of federal regulations for construction in order to work on any construction site. Basic awareness training on the recognition, avoidance, abatement and prevention of workplace hazards will be covered. This certification is also a requirement to become a New York City on-site supervisor. Upon successful completion, you will receive your OSHA certification and card. You must register 2 business days before the course begins.

CLASSES MEET IN GREENPOINT, BROOKLYN
2 sessions/10 hours
Fri 4:30 pm - 9:30 pm & Sat 8:00 am - 3:00 pm \$150

Fri Sep 26 & Sat Sep 27 A05OSH304A
Fri Oct 24 & Sat Oct 25 A05OSH304B
Fri Nov 21 & Sat Nov 22 A05OSH304C
Fri Dec 8 & Sat Dec 17 A05OSH304D

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. You must register 2 business days before the course begins.

CLASSES MEET IN GREENPOINT, BROOKLYN
6 sessions/30 hours 4:30 pm - 9:30 pm \$600

Tues & Wed Aug 5 – Aug 13 A05OSH305A
Mon, Tues & Wed Oct 6 – Oct 15 A05OSH305A
Mon, Tues & Wed Dec 8 – Dec 17 A05OSH305B

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.

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

CLASSES MEET IN GREENPOINT, BROOKLYN

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

Fri (4:30 pm - 9:30 pm) & Sat (8:00 am - 3:00 pm)
Sep 12 - Sep 13 (2 sessions/10 hours) \$150 A05CNS918A

Fri (4:30 pm - 9:30 pm) & Sat (8:00 am - 3:00 pm)
Oct 10 - Oct 11 (2 sessions/10 hours) \$150 A05CNS918B

Fri (4:30 pm - 9:30 pm) & Sat (8:00 am - 3:00 pm)
Nov 7 - Nov 8 (2 sessions/10 hours) \$150 A05CNS918C

Fri (4:30 pm - 9:30 pm) & Sat (8:00 am - 3:00 pm)
Dec 12 - Dec 13 (2 sessions/10 hours) \$150 A05CNS918D



Register Online
www.laguardia.edu/acereg/

Construction Management Certificate

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

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



These courses are eligible for Veterans Tuition Assistance. Call (718) 482-7244 or email acereg@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, Master of Architecture, University of Pennsylvania, has taught in LaGuardia's Career and Professional Programs since 2003.

Wed Sep 17 - Dec 3 (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.

WINTER 2015
(8 sessions/28 hours)
1:00 pm - 4:30 pm \$519 A05CMP105A

Construction Cost Estimating

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

Instructor: Gerald Sanmarco, 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 2015
(7 sessions/21 hours)
6:00 pm - 9:00 pm \$356 A05CNS003A

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.

SPRING 2015
(7 sessions/21 hours)
6:00 pm - 9:00 pm \$359 A05CNS004A

WHAT OUR STUDENTS ARE SAYING!

This is the best teacher I've ever had.

Matias Liases,
Student, Winter 2014
Project Management for
the Construction Industry

Construction Materials and Methods

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

Instructor: Frank Adamo, MS in Leadership, has taught in LaGuardia's Career and Professional Programs since 2002.

SPRING 2015
(8 sessions/24 hours)
6:00 pm - 9:00 pm \$395 A05CNS005A



ATTEND AN
INFORMATION
SESSION

Refrigeration Machine Operator License Preparation

Saturday, August 2 at 11:00 AM

Tuesday, September 9 at 6:00PM

- Learn about the required Fire Department of New York exam, National Association of Power Engineers (NAPE) membership and job opportunities from NAPE representatives and the course instructor, an experienced refrigeration machine operator and custodian engineer
- Hear about their experiences working in the field

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

Free A05LIC000A (August 2)


Free A05LIC000B (September 9)



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.

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

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."

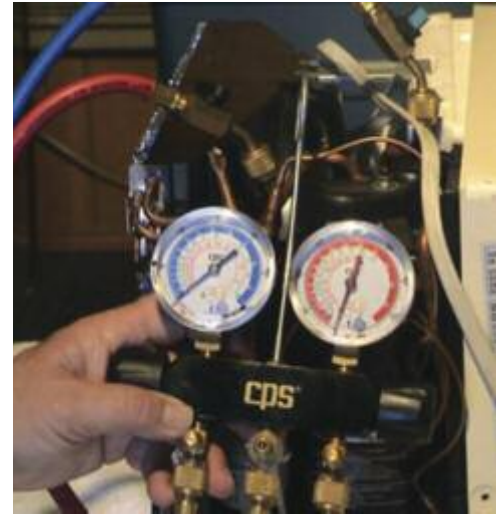
Instructor: Anthony Porta, certified New York City refrigeration engineer and EPA technician, has 23 years of experience in the field and has taught in LaGuardia's Career and Professional Programs since 2008.

Sat Sep 13 - May 30 (37 sessions/200 hours)

9:00 am - 2:30 pm \$2400 A05BUS009B

Tues & Thurs Oct 7 - Jun 23 (67 sessions/200 hours)

6:00 pm - 9:00 pm \$2400 A05BUS009A




Health

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

Certified Clinical Medical Assistant (CCMA)

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

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

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



Medical Terminology

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

Mon, Wed, Fri Sep 3 - Sep 22 (9 sessions/36 hours)
10:00 am - 2:30 pm \$305 A11HLT003B

Mon, Wed, Fri Sep 3 - Sep 22 (9 sessions/36 hours)
6:00 pm - 10:00 pm \$305 A11HLT003A

American Heart Association CPR for Healthcare Providers with First Aid

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

Tues, Wed, & Fri Sep 23 - Sep 26 (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.

Mon, Wed, Fri + 3 Saturdays Sep 29 - Nov 3 (21 sessions/84 hours)
6:00 pm - 10:00 pm \$785 A11HLT001A

Mon, Wed, Fri + 3 Sundays Sep 29 - Nov 3 (21 sessions/84 hours)
10:00 am - 2:30 am \$785 A11HLT001B

Phlebotomy

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

Mon, Wed, Fri + 3 Sundays Nov 10 - Jan 23
(31 sessions/124 hours)
10:00 am - 2:30 pm \$963 A11HLT002B

Mon, Wed, Fri + 3 Saturdays Nov 10 - Jan 23
(31 sessions/124 hours)
6:00 pm - 10:00 pm \$963 A11HLT002A

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.

WINTER 2015

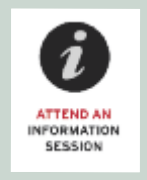
Mon, Wed, Fri + 1 Saturday Jan 26 - Feb 23 (14 sessions/56 hours)
6:00 pm - 10:00 pm \$554 A11HLT004A

Mon, Wed, Fri + 1 Sunday Jan 26 - Feb 23 (14 sessions/56 hours)
10:00 am - 2:30 pm \$554 A11HLT004B



For more information click on QR code

Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program



Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

Wednesday, August 20 at 6:00PM

- Meet our instructor, an expert in the field, who will share personal experiences as a CASAC
- Find out about course requirements and job opportunities

For more information or to register call (718) 482-7244 or email ACEprofessional@lagcc.cuny.edu
Free A05CAS000A

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

This program fulfills the New York State Office of Alcoholism and Substance Abuse Services (OASAS) Addiction Counselor certificate requirements for 350 hours of specific topics for credentialing or re-credentialing.

Upon successful completion of both courses, you will be eligible to submit your educational hours and obtain your CASAC T (CASAC Trainee) credential; you will also be eligible to earn up to 8 college credits towards your Human Services - Mental Health major at LaGuardia.

For more information call (718) 482-5481. ND



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

CASAC Counselor, Part A (Sections I and II)

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

Wed (6:00pm-9:30pm) & Sat (9:00am-5:00pm)

Sep 17 - Feb 4 (34 sessions/183 hours)

\$2265 A05CAS001A

CASAC Counselor, Part B (Sections III and IV)

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

WINTER 2015

Wed (6:00pm-9:30pm) & Sat (9:00am-5:00pm)

Feb 18 - Jun 13 (32 sessions/167 hours)

\$2265 A05CAS002A

CASAC Graduation, July 2013



NEW!

Medical Administrative Assistant Certificate Program



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

This 5-course program will teach you about proper patient interaction, processing medical insurance claims and general office procedures.

Prerequisites: High school diploma or equivalency; Power Keyboarding, Microsoft Word for Windows and Microsoft Excel for Windows courses. (To opt out of the computer courses, you must pass a screening test.) You must attend an advisement session before registering for the program.

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

NEW! Overview of the U.S. Healthcare System

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

Tues & Thurs Oct 7 - Nov 6 (10 sessions/30 hours)
6:00 pm - 9:00 pm \$420 A05HLT006A

NEW! Basic Medical Terminology

Learn common terms used in medical administrative offices. Review basic anatomy terms within the context of a Medical Administrative Assistant's work.

Tues & Thurs Nov 18 - Dec 11 (7 sessions/21 hours)
6:00 pm - 9:00 pm \$420 A05HLT007A

Winter 2015

NEW! Communication and Customer Service Skills

NEW! Medical Office Procedures

NEW! Electronic Health Records

NEW!



Start Your Healthcare Career as a **Certified Medical Billing Professional!**

LaGuardia Community College, in partnership with Weill Cornell Medical College, is offering a new Medical Billing Certificate Program!

Why Choose a Medical Billing Career?

- **Find a Job Fast:** Medical billing, auditing and coding specialists are needed now!
- **Be Part of a Growing Field:** Employment of health information technicians is projected to grow 22% through 2022, much faster than the average for all occupations, according to the Bureau of Labor Statistics.
- **Get Ahead of the Curve:** Start your career with the training and knowledge employers need.
- **Make Connections:** Weill Cornell is among the top-ranked medical research institutions in the country and is affiliated with NewYork-Presbyterian Hospital.

LaGuardia's Medical Billing Certificate Program

is a comprehensive five-month, four-course, 141-hour program that will provide you with the skills and knowledge you'll need to succeed in the high-demand field of healthcare finance. Along with the certificate, you will receive on-site training at Weill Cornell's facility and resources for job readiness.

Courses

- Concepts in Healthcare and Customer Service
- Healthcare Billing Data Analysis
- Introduction to Healthcare Accounting
- Medical Billing

If you are detail oriented and computer savvy, call us today at (718) 482-5481 or email aceprofessional@lagcc.cuny.edu



Glen R. Zuraw, Associate Director and Language Access Coordinator at Elmhurst Hospital in Queens, presented his workshop, "So Now What?" to Spanish/English Healthcare Interpreting, Level 1 students, explaining what opportunities exist and how to find employment as a freelancer in the field, once they complete the certificate course.

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: Norbey Hernandez, MS in Administrative Studies, Boston University, BA in Foreign Languages, University of Tolima, has seven years of interpreting experience in hospital and legal settings.

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

Intro to Spanish/English Healthcare Screening

Sat Sep 20 (1 session/2 hours)
11:00 am – 1:00 pm \$0 A05HLT000A

Sat Sep 27 (1 session/2 hours)
11:00 am – 1:00 pm \$0 A05HLT000B

Spanish/English Healthcare Interpreting, Level 1

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school or G.E.D./H.S.E. diploma and passing of a Spanish/English diagnostic exam. For more information or to register, call (718) 482-7244. Payment plan available. ND=no discount.

Sat Oct 11 – Dec 20 (10 sessions/45 hours)
9:00 am – 1:30 pm \$1010 A05HLT002A

Online Learning Anytime, Anywhere
Healthcare Professional Development Courses Online

Get started! Visit www.ed2go.com/lagcc
Spanish for Medical Professionals, Medical Terminology and much more...

Emergency Healthcare Programs



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



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

Emergency Medical Technician (EMT) Basic

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

Mon, Tues & Wed Sep 8 – Feb 19 (65 sessions/205 hours)
6:00 pm – 9:30 pm \$1095 A11EMT001A

Paramedic Original

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

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

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

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

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



Pharmacy Technician

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



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

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

Tues & Thurs Oct 7 - Dec 16 (20 sessions/70 hours)
6:00 pm - 9:30 pm \$1015 A05HLT001A



ATTEND AN
INFORMATION
SESSION

Pharmacy Technician Certification Preparation Tuesday, September 16 at 6:00PM

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

For more information or to register call (718) 482-7244 or email ACEprofessional@lagcc.cuny.edu
Free A05PHM000A

Preparación para la Certificación en Protección de Alimentos



Prepárese para la certificación otorgada por la ciudad de Nueva York en Protección de Alimentos, administrado por el Departamento de Salud e Higiene Mental de la ciudad de Nueva York. En este curso de 15 horas, usted aprenderá las prácticas y los procedimientos de manipulación segura y de protección de alimentos establecidas por el Código de Salud de la ciudad de Nueva York. El certificado de protección de alimentos es requerido por el Código de Salud para los supervisores de los establecimientos de servicios de alimentos y establecimientos de elaboración de alimentos destinados a la venta. ND

Food Protection Certificate Preparation - Prepare for the New York City Certification in Food Protection, administered by the NYC Department of Health and Mental Hygiene. In this 15 hour course, you will learn safe food handling and protection practices and procedures, as mandated by the NYC Health Code. The Food Protection certificate is required by the NYC Health Code for supervisors of food service establishments and non retail food processing establishments. ND

Sat Oct 11 - Oct 25 (3 sessions/15 hours)
9:00 am - 2:30 pm \$165 A05FDP001A

Certificate Program in Fitness



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

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

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

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

FREE WEBINAR

Personal Training as a SUPER Career!
Thursday, Sept. 4 at 4:00 p.m. EDT.

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

TO REGISTER:
Click on QR code
or follow the link <http://bit.ly/1cu7uou>



Personal Trainer Certification

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

Sat Oct 18 - Nov 22 (6 sessions/42 hours)
9:00 am - 4:00 pm \$790 A05CRD013A

Dietary Manager Program

Are you interested in upgrading your skills in food service management? Would you like to become a Food Service Supervisor? Certified Dietary Managers are nationally recognized experts at managing dietary operations. The LaGuardia ACE Dietary Managers Program provides training for people already working in a healthcare foodservice facility to continue up the career ladder.

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

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

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

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

Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle.

Tue Sep 16 - Nov 18 (10 sessions/42.5 hours)
5:45 pm - 10:00 pm \$385 A05DMG001A

Safety and Sanitation

Study and apply safety and sanitation procedures in food production.

WINTER 2015
Tue (10 sessions/42.5 hours)
5:45 pm - 10:00 pm \$385 A05DMG002A

Quantity Food Production and Management

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

SPRING 2015
Tue (10 sessions/42.5 hours)
5:45 pm - 10:00 pm \$385 A05DMG003A



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

Dietary Manager Program students had the fortune of meeting with two knowledgeable and experienced practitioners in the field!

Evelyn Conner, Certified Dietary Manager (CDM), Certified Food Protection Professionals (CFPP), and BS, is a Director of Food and Nutrition Services at Buena Vida Continuing Care & Rehabilitation Center in Brooklyn. Jeff Ossip is the Education Committee Chair of the Association of Nutrition & Foodservice Professionals (ANFP), the national organization that provides dietary manger certification. The pair shared words of wisdom about the industry and their professional experiences.



(Left to right) Evelyn Conner, Instructor Patricia Harvey Slinger and Jeff Ossip



Register Online
www.laguardia.edu/acereg/

ASL-English Interpretation Program

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

The Pre–Interpreting Program is for individuals who are preparing to enter the ASL–English Interpretation Program. You must be a serious ASL student who interacts regularly in the Deaf community and has studied ASL for at least 2 years. This mini–program includes: Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities.

For more information visit <http://laguardia.edu/aeip/>



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

Advanced American Sign Language I

In Advanced ASL, you will dig deep into the realm of ASL. Advanced ASL is an intensive hands-on course that will foster your development in ASL skills. You will use the multimedia lab to reinforce your process of expressing ASL in various registers, such as narration, formal presentation and casual conversation. The course also covers basic ASL linguistics, cultural rules, and the Deaf community and its history.

Wed Oct 1 - Dec 10 (10 sessions/25 hour)
6:00 pm - 8:30 pm \$439 A16INT001A

Ethics and Decision Making for Interpreters

This course will provide an exploration of the personal ethics and values that influence the decision-making process. You will explore decision-making in interpreting from cultural and socio-political perspectives. You will also examine moral considerations and ethical systems; address power relationships between the non-deaf interpreter and the Deaf community; and incorporate your impact in functioning as facilitators of communication. You'll use case studies to explore issues, make recommendations, and discuss the consequences of each decision. Prerequisites: Interpreting III and ASL Discourse. *Instructor: Lynnette Taylor*

Thurs Sep 18 - Dec 18 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT107A

Interpreting I

This course will provide you with practice of requisite skills and process tasks needed for interpretation. Focus will primarily be on intralingual language exercises including shadowing, prediction and anticipation, memory enhancement, text analysis for goal and main points, and paraphrasing. You will be exposed to process models and descriptions - CIT, Colonomos, Isham, Selekovitch, etc. - and will begin to apply them to observed interpretations. Exercises will be conducted in both English and American Sign Language. Prerequisites: competency screening and acceptance into the Program. *Instructor: Debbie Olsen*

Thurs Sep 18 - Dec 18 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT101A

Service Learning I

Through field experience, you will actively provide service in community-based organizations that require the use of American Sign Language (ASL). In this course you are offered a reciprocal opportunity to acquire knowledge and develop skills, while being of assistance to the Deaf Community. Seminar sessions foster reflective, critical and creative thinking in relation to your field experience. *Instructor: David Rivera*

Mon Sep 22 - Dec 8 (10 sessions/5 hours)
8:15 pm - 8:45 pm \$239 A16INT550A

Interpreting IV Internship (50 hours)

You will observe certified interpreters in various interpreting settings. You will spend a minimum of 25 of these hours in an ongoing field placement and the remaining hours in various settings. You'll focus on pre-identified aspects of interpretation at each session and afterwards will discuss your observations and questions with the professional interpreters. And you will also consider settings in which interpreters work with a view towards your own career choices. Co-requisite: Interpreting IV. *Instructor: Debbie Olsen*

Wed Sep 22 - Dec 18 (4 sessions/10 hours)
5:45 pm - 8:15 pm \$465 A16INT202A

Interpreting Lab

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

Mon Sep 22 - Dec 8 (9 sessions/22.5 hours)
6:00 pm - 8:30 pm \$475 A16INT400A

Interpreting IV

This hands-on course will provide in-depth study and practice of ASL. English interpretation through the understanding and use of the consecutive mode of interpreting and transitioning to the simultaneous mode. You will build skills and knowledge through continued study and practice of text analysis, visualization, process management skills, and tools for self-analysis and peer feedback. Pre-requisite: Interpreting III & ASL Discourse *Instructor: Mary Darragh MacLean*

Tue Sep 23 - Dec 9 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT106A

Introduction to the Field of Interpreting

This course is an introduction to the field of American Sign Language–English Interpretation. In addition to topics concerning the role, function, and skills required of an interpreter, you will be exposed to cross-cultural issues affecting interpreters; examine current trends in research and the advancement of the field; and explore the various arenas in which interpreters work. Pre-requisite: competency screening and acceptance into the program. *Instructor: Candace Broecker Penn*

Tue Sep 23 - Dec 9 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT100A

Preparation for the National Interpreter Certification (NIC) Performance Exam

In this 12 hour seminar, you will review the National Interpreter Certification (NIC) exams; be introduced to test taking strategies for performance based tests; be provided with individual feedback on interpretations based on tasks identified by the Registry of Interpreters for the Deaf (RID); and guided in developing self analysis skills of interpreting work in order to practice independently and prepare for the NIC performance exam.

Fri Oct 17 - Nov 21 (6 sessions/12 hours)
4:30 pm - 6:30 pm \$315 A16INT600A



To visit our Facebook page, click on QR code

Which Training Program is Right for You?

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

• Computer Literacy

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

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

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

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

Become an emergency medical technician (EMT). Go on to other healthcare careers, such as paramedic, nurse or even doctor. Besides training, certification preparation and disaster preparedness, you'll receive academic support, tutoring and review sessions, and job search and placement assistance.

For more information call (718) 482-5768.

• Green Jobs Training Program

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

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

• Home Health Aide Training Program for English Language Learners

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

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

• NCLEX-PN Preparation Course for Internationally Trained Nurses

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

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

• QuickBooks for English Learners

Are you...

- A non-native English speaker?
- Low income?
- Experienced in bookkeeping or accounting?

We can help you!

- Improve your English skills
- Get hands-on practice in QuickBooks software
- Create a resume and learn job search skills
- Receive job placement assistance

To pre-apply to this program complete an online form at www.lagcc.cuny.edu/ace/eslaccounting/

For more information call (718) 482-5330.

• Career Ladders for Veterans - Telecommunications Training Program

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

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

Job placement assistance is available.

For more information call (718)482-5386 or email vets@lagcc.cuny.edu

Taxi & For Hire Vehicle Driver Institute

30 Years of Experience Serving All the Needs of Professional Drivers

(and the most affordable tuition in New York City)

Register Now! Visit www.laguardia.edu/acereg/ or call (718) 482 5335.

For more information email CUNYTAXI@lagcc.cuny.edu

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

Driver Applicants

Acquire your Taxi & Limousine Commission (TLC) license:

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

Reduce your car insurance by 10% by completing this six hour course! In addition, you can receive up to 4 violation points deducted off your New York State driver's license. All TLC pre applicants must complete a New York, State DMV certified defensive driving course within six months of filing a TLC application to drive any taxi.

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

Initial Training for NYC Medallion Cabs

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

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

Official 80-Hour Training

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

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



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

Taxi & Limousine Commission (TLC) Testing

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

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

TLC Taxi Prep Test

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

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

English for Taxi Drivers

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

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

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



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

For more information email CUNYTAXI@lagcc.cuny.edu

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

Current Drivers

Courses for Taxi & Limousine Commission (TLC) Drivers:

Taxi 4-Hour Continuing Education Workshop

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

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

Portable Electronic Devices and Driving While Distracted

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

(1 session/2 hours) \$35

Voluntary TLC Two Point Reduction Course for Taxi Drivers

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

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

(1 session /8 hours) \$75

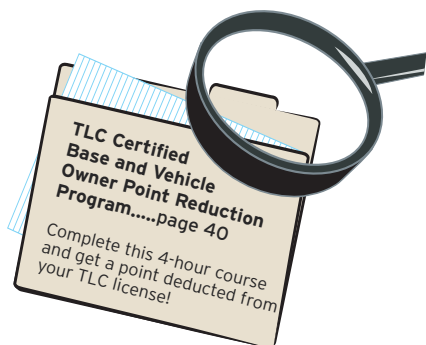
Courses for Taxi, FHV, Uber and Outer Borough (green) Drivers to earn more money:

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

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

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

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



Veterans - Begin a New Life!

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

Join the Veterans community at LaGuardia

Veterans Upward Bound Program

Fall Class Dates:

September 15 to October 23

November 10 to December 18

Academic/College Prep & Assistance:

- Assessment of academic skills
- Refresher courses in math, writing, reading and computer skills (college placement test prep)
- Tutoring and mentoring
- Individualized academic advising
- College admissions forms
- Spanish and science classes

Other Services: *FREE for qualifying veterans*

- Career counseling and planning
- Help with GI Bill applications
- Referrals to community agencies serving veterans
- Financial aid applications and researching scholarships
- Disability Benefits Counselor

Contact us

Phone: (718) 482-5386 or (718) 482-5231

Email: vets@lagcc.cuny.edu

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



LaGuardia.Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

Keisha Frederick **Fall 2013**



Keisha Frederick, a seven-year United States Army veteran, started with the Veterans Upward Bound Program in 2009. The former Automated Logistics Specialist applied to LaGuardia in 2011 as an undergraduate and is currently pursuing a degree in Education.

In fall 2012, she was named President of the Veterans Club. One day, Keisha aspires to open her own daycare center. She attributes her success at LaGuardia to her background in the armed forces. "The military gave me the discipline I needed to be a part of today's society," she says.

"My journey at LaGuardia has been a successful and smooth one due to the VUB program. The program continues to help me stay active among the veteran students."

Today! Owing her future!

Keisha earned her Associates Degree at LaGuardia and is now an Early Childhood Education major at Brooklyn College/CUNY.

Her dream to own a day care center is getting closer to becoming a reality. "LaGuardia opened doors for me to continue my education and allowed me to network with other veterans and students as well as faculty and staff," says Keisha.

“LaGuardia opened doors for me to continue my education.”

*Classes run from September 8 to November 17,
Monday & Wednesday 5:00 to 9:30 p.m.
and Saturday 9:30 to 4:30 p.m.*

Veterans - Begin a New Career!



Become a Certified Technician in the Network Cabling Industry

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

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



**FREE for
qualifying
veterans!**

Job placement assistance available!

Call (718) 482-5386
or email vets@lagcc.cuny.edu



LaGuardia Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

Veterans - you can receive tuition assistance for these courses!

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Bridge to College Math	50

DID YOU KNOW?

College-Level Examination Program (CLEP)
A Credit-by-Examination Program

for Veterans

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

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

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

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

For more information on CLEP tests, see page 49.

Week to Honor Veterans

May 5 - May 8, 2014

LaGuardia's annual "**Week to Honor Veterans**" is an opportunity to thank veterans, active duty military/reservists and their families for their service, dedication and sacrifice. Events include a kickoff luncheon, sponsored by the LaGuardia President's Office; an event for women veterans; a resource fair; and a closing ceremony. Organized by the **Division of Adult and Continuing Education's Veterans Upward Bound Program**, the celebration helps promote camaraderie and education amongst veterans in the community as well as awareness and understanding about veteran issues.

The Resource Fair is an opportunity for veterans to meet with representatives from organizations, agencies and non-profit groups that provide services to them and their families. Participating groups included Easter Seals, Services for the Underserved (SUS), Project Renewal, Mayor's Office of Veterans Affairs (MOVA), Brooklyn Vet Center, The Posse Foundation and Jericho Project.



Wellness Day for Women Veterans brings women veterans together to relax, eat, participate in arts and crafts, enjoy a massage, get information on women's health issues, network and simply have a good time. Attendees at the event received gifts bags with Mary Kay products.



Attendees enjoyed massages, provided by SelahBodyWorks Mobile Massage Solutions and courtesy of Project for Return and Opportunity in Veterans Education (Project PROVE), which assists student veterans in their transition from military service to college life and beyond.

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: acprofessional@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 looking for studio space or business and sustainability training?

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

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



Do you need to understand the Affordable Care Act?

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

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



Start/Build Your Business

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LaGuardia Community College Procurement Technical Assistance Center (PTAC)

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

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

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

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

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

PTAC Intern Learns the Value of Clear Communication, Teamwork and Customer Service!



Mariama Touré

When she started her internship at LaGuardia’s Procurement Technical Assistance Center (PTAC) last spring, Mariama Touré admits her communication skills needed improvement. “I was nervous to speak with my supervisor, answer the telephones and send emails,” she says. “But during my internship, I had a chance to strengthen those skills. I asked questions and considered all recommendations from my supervisor. Communication, I found out, is very important in the workplace, as important as education is to obtaining a job.”

“At PTAC, everyone worked as a team and helped each other by doing different jobs, all to better serve our clients.”

Another essential element, she realized, is teamwork. “It allows you to better understand your job and do your work efficiently,” she notes. “At PTAC, everyone worked as a team and helped each other by doing different jobs, all to better serve our clients.”

One last thing she discovered: PTAC is the place to go to learn about doing business with the government. “If you are a small business owner hoping to navigate the maze of government procurement, come to LaGuardia’s PTAC and our team will help get you started!” says Mariama.

Creating a Forum for Small Businesses

Local businesses participated in a seminar at LaGuardia Community College, hosted by Congressman Joseph Crowley, Empire State Development, New York City Hispanic Chamber of Commerce, Small Business Administration and the MTA, to discuss the role of state and federal elected officials in small businesses and economic development. Gail O. Mellow, President of LaGuardia Community College, gave opening remarks.



Congressman Joseph Crowley addresses seminar participants.



President Gail O. Mellow giving opening remarks.



(Right to left) Ricky Chan, CEO, R.J. Enterprises; Congressman Joseph Crowley; Gail O. Mellow, President of LaGuardia Community College; and Nick Lugo, President and CEO of the New York City Hispanic Chamber of Commerce.

For more information about LaGuardia Business Services
call (718) 482-5306 or
email LagccBS@laguardia.cuny.edu



LaGuardia Community College
NYC Taxi & FHV Driver Institute

**TLC Certified Base and Vehicle Owner
Point Reduction Program**

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

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

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

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

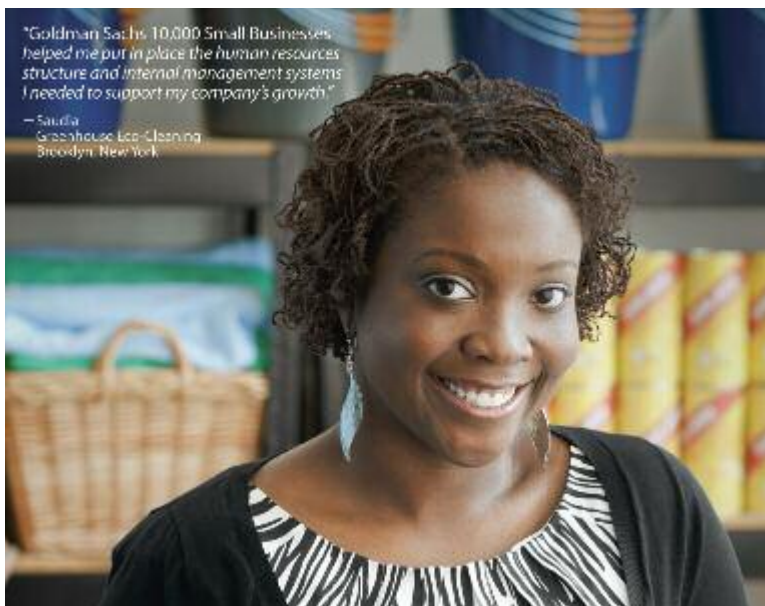
Learn about TLC rules and compliance to avoid suspension/revocation of your license.

\$75. No required tests.

For more information call (718) 482-5336

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

NYC Taxi and FHV Driver Institute has been training Taxi & Limousine Commission drivers since 1984.



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

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

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



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Get started! Visit www.ed2go.com/lagcc
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Gain web design skills for your
small business or personal
development - see page 10



Students celebrate after the first ever English Language Center (TELC) soccer tournament, where classmates from over 22 countries competed to be TELC World Cup champions!

Learn English

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Learn English at LaGuardia

Learn English at LaGuardia! Prepare for college, graduate school or a better job.

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

Do you have questions about immigration, life in the United States, your future plans? Our staff can help.

Come study with us and make TELC your home away from home! You will have access to LaGuardia Community College's computer labs, library, gym and swimming pool.

Payment for all ESL courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover). Registration may close at any time, so please register early.

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

Day Intensive Program

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

Fall 2014 Registration:

Tuesday, September 9 and Wednesday, September 10
11:00 am - 3:00 pm, Room C-354.

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

Morning Day Intensive Program

Mon - Fri Sep 22 - Dec 5 (49 sessions/169.75 hours)
8:45 am - 12:45 pm \$1625 AF021000

Afternoon Day Intensive Program

Mon - Thurs Sep 29 - Dec 11 (40 sessions/180 hours)
1:30 pm - 6:30 pm \$1440 AF021001

Evening English Program

Are you planning to enroll in a college or university program? Do you need to improve your English skills to advance your professional career? If so, take this 6-level English program. You will improve your listening, speaking, reading, writing and grammar and acquire valuable college study skills.

Fall 2014 Registration:

Monday, September 22 - Thursday, September 25
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 Oct 6 - Dec 17 (40 sessions/90 hours)
6:50 pm - 9:05 pm \$695 AF021006

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

Mon & Wed Oct 6 - Dec 17 (20 sessions/45 hours)
6:50 pm - 9:05 pm \$365 AF021003

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

Tues & Thurs Oct 7 - Dec 16 (20 sessions/45 hours)
6:50 pm - 9:05 pm \$365 AF021004

Saturday English Program

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

Fall 2014 Registration:

Saturday, September 27 and Saturday, October 4,
10:00 am to 1:00 pm. Room C-354.

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

Saturday English Program

Sat Oct 11 - Dec 13 (9 sessions/45 hours)
9:00 am - 2:00 pm \$365 AF021005

Connect with us!



TheEnglishLanguageCenterLaGuardia



@LaGuardia_ESL



TELCatLaGuardia



TELC students participate in the Language Clinic to practice their English conversation skills. Volunteers from the campus and beyond come each Tuesday and Thursday to chat with students in small groups about current topics.

Specialized Workshops

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

Fall 2014 Registration:

Tuesday, September 9 and Wednesday,
September 10, 11:00 am 3:00 pm, Room C-354.

Writing Workshop

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

Mon & Wed Sep 29 – Dec 10 (20 sessions/45 hours)
1:30 pm – 3:45 pm \$365 AF02110C

Listening/Speaking Workshop

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

Tues & Thurs Sep 30 – Dec 11 (20 sessions/45 hours)
4:15 pm – 6:30 pm \$365 AF021150C

TOEFL Preparation Workshop

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

Mon & Wed Sep 29 – Dec 10 (20 sessions/45 hours)
4:15 pm – 6:30 pm \$365 AF021400C

Vocabulary through Reading Workshop

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

Tues & Thurs Sep 30 – Dec 11 (20 sessions/45 hours)
1:30 pm – 3:45 pm \$365 AF021240C

CATW Preparation for English Learners

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

Wed & Fri Sep 24 – Nov 21 (18 sessions/31.5 hours)
11:00 am – 12:45 pm \$365 AF021401C



New York City Immigrants - Prepare for Your Future!

CUNY Immigrant Education Initiative at LaGuardia Community College

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

All services and referrals are free

You must be between 18 and 31 years of age

Dare to Dream ~ Atrévete a Soñar

Apply Now!

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

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



Inmigrantes de Nueva York - Prepárense para su futuro

CUNY Immigrant Education Initiative en LaGuardia Community College

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

Todos los cursos y servicios son gratis

Los estudiantes deben tener entre 18 y 31 años de edad.

Dare to Dream ~ Atrévete a Soñar

¡Inscríbese ahora!

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

Visitar http://tiny.cc/laguardia_cunyei
Llamar (718) 482-6168

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

Fall 2014 Test Dates:

Sat Sept 13 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST009A

Sat Oct 18 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST010A

Sat Nov 15 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST011A

Sat Dec 13 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST012A

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

Register online
www.laguardia.edu/acreg

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



CUNY Citizenship Now! Application Assistance

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

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

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

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

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

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

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



Get Your High School Equivalency Diploma

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Which LaGuardia High School Equivalency Program is **Right for You?**

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

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

(F) = Free (\$) = Tuition

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

Call: (718) 482-7244/718-482-5101
Email: acereg@lagcc.cuny.edu

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

Llame: (718) 482-7244
Email: acereg@lagcc.cuny.edu

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

Visit www.hselaguardia.org and www.laguardia.edu/pcap
Call: (718) 482-5385
Email: pcap@lagcc.cuny.edu
Register: www.hselaguardia.org

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

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

I am an out-of-school youth between the ages of 17 and 21 and want to earn my high school equivalency diploma. (F)

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

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

Program for Deaf Adults
Room C-203
Visit: http://laguardia.edu/pda/cep/Adult_Basic_Education_and_GED.aspx
Contact: Pacts Cartagna
Call: (917) 832-1202
Email: pcarlson@lagcc.cuny.edu

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

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

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

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

Did You Know?

LaGuardia Community College is an official High School Equivalency Testing Center

Get Your High School Equivalency Diploma

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

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.

Fall 2014:

Tuesday	September 16	6:00 PM	Room E-111
Thursday	September 18	6:00 PM	Room E-111
Saturday	September 20	10:00 AM	Room E-111

Placement Exam:

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

In order to enroll in the high school equivalency course, you must pass all three sections of the placement exam. If you've taken the high school equivalency (formerly G.E.D.) exam before, you may be exempt from placement testing. Bring your scores to the placement exam to find out or call (718) 482-7244 to speak to an advisor.

Payment:

- Course fee can be paid by credit/debit card or money order.
- Placement test fee of \$20 can be paid online at www.laguardia.edu/acereg/ or by money order.

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

Discounts:

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

For more information call (718) 482-7244, go to Room M-143 or visit http://www.acces.nysed.gov/ged/nys_map/counties.html or our web site http://laguardia.edu/ACE/GED_Test_Preparation.aspx.

Pre-High School Equivalency in English

Wed & Fri Sep 24 - Dec 10 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02HSE004A

High School Equivalency in English

Wed & Fri Sep 24 - Dec 10 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02HSE001A

Mon & Wed Sep 24 - Dec 15 (23 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE001B

Tues & Thurs Sep 25 - Dec 16 (23 sessions/69 hours)
6:00 pm - 9:00 pm \$262 A02HSE001D

Sat Oct 4 - Dec 6 (7 sessions/63 hours)
9:00 am - 4:00 pm \$262 A02HSE001C

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 Oct 7 - Dec 2 (8 sessions/32 hours)
10:00 am - 2:00 pm \$262 A02HSE005A

Equivalencia del Bachillerato en Español

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

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

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

Otoño 2014:

Tuesday	September 9	6:00 PM	Room E-111
Thursday	September 11	6:00 PM	Room E-111
Saturday	September 13	10:00 AM	Room E-111

Sesión de exámenes de registro:

- Examen en comprensión de lectura de 35 minutos
- Examen de matemáticas de 20 minutos
- Breve examen de escritura Tiene que pasar los tres exámenes de registro para poder matricularse en el curso. Si ha tomado el Examen de Equivalencia del Bachillerato en el pasado, dependiendo de sus calificaciones, tal vez podría ser excusado de los exámenes de matrícula.

Para averiguar, traiga una copia de sus calificaciones del Examen de Equivalencia del Bachillerato a la sesión de exámenes de registro o llame al (718) 482-7244 para hablar con un consejero.

Pago:

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

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

Descuentos:

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

Para mas información llame al (718) 482-5380, venga a la oficina M-143 o visite http://www.acces.nysed.gov/ged/nys_map/counties.html o http://laguardia.edu/ACE/GED_Test_Preparation.aspx

Pre-Equivalencia del Bachillerato en Español

Mon & Wed Sep 22 - Dec 8 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE003A

Equivalencia del Bachillerato en Español

Mon & Wed Sep 22 - Dec 8 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE002C

Tues & Thurs Sep 23 - Dec 11 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE002D

Sat Oct 4 - Dec 6 (8 sessions/65 hours)
9:00 am - 4:00 pm \$262 A02HSE002B



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

Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

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

Mon – Thurs Sep 1 – Dec 31 (1 session/4 hours)
\$15 A16TAB000A

Mon – Thurs Sep 1 – Dec 31 (1 session/4 hours)
\$15 A16TAB000B

Beginning ASL and English for Deaf Adults

Mon & Wed Sep 22 – Dec 3 (18 sessions/45 hours)
5:45 pm – 8:30 pm \$429 A16RDW001A

Beginning Basic Education Level 1 for Deaf Adults

Tues & Thurs Sep 16 – Dec 9 (22 sessions/44 hours)
5:45 pm – 7:55 pm \$429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults

Mon & Wed Sep 15 – Dec 10 (22 sessions/44 hours)
5:45 pm – 7:55 pm \$429 A16RDW004A

Classes For Deaf Adults

Basic Skills in Reading (Dual Access)

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

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

Basic Skills in Writing (Dual Access)

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

Mon, Tues, Thurs (10:30 am - 12:45 pm) &
Tues (4:35 pm - 5:35 pm) Sep 4 - Dec 15
(48 sessions/84 hours)
\$535 A16WRT005A

High School Equivalency for Deaf Adults

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

High School Equivalency Placement Exam

To reserve a seat for the placement test, contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu. ND

Mon – Thurs Sep 1 – Dec 31 (3 sessions/15 hours) \$45 A16HSE000A

Introduction to Algebra (Dual Access)

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

Instructor: Roy Siskind

Mon, Wed & Thurs Sep 4 – Dec 15 (48 sessions/72 hours)
4:35 pm – 6:45 pm \$199 A16MAT095A

Pre-High School Equivalency Reading/Writing for Deaf Adults

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

Tues & Thurs Sep 9 – Dec 2 (22 sessions/66 hours)
5:45 pm – 9:05 pm \$235 A16HSE001A

High School Equivalency Reading/Writing for Deaf Adults

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

Tues & Thurs Sep 9 – Dec 2 (22 sessions/66 hours)
5:45 pm – 9:05 pm \$235 A16HSE002A

Pre-High School Equivalency Math for Deaf Adults

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

Mon & Wed Sep 8 – Dec 3 (22 sessions/66 hours)
5:45 pm – 9:05 pm \$235 A16MAT014A

High School Equivalency Math for Deaf Adults

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

Mon & Wed Sep 8 – Dec 3 (22 sessions/66 hours)
5:45 pm – 9:05 pm \$235 A16MAT015A

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College-Level Examination Program (CLEP)

A Credit-by-Examination Program

Earn college credit for what you already know!

Earn between 3 and 12 credits per test
Each CLEP test costs \$115*

CLEP tests offered at LaGuardia

History & Social Sciences

American Government
History of the United States I: Early Colonization to 1877
History of the United States II: 1865 to the Present
Human Growth and Development
Introduction to Educational Psychology
Introductory Psychology
Introductory Sociology
Principles of Macroeconomics
Principles of Microeconomics
Social Sciences and History
Western Civilization I: Ancient Near East to 1648
Western Civilization II: 1648 to the Present

Composition & Literature

American Literature
Analyzing and Interpreting Literature
College Composition
College Composition Modular
English Literature
Humanities

Science & Mathematics

Biology
Calculus
Chemistry
College Algebra
College Mathematics
Natural Sciences
Precalculus

Business

Financial Accounting
Information Systems and Computer Applications
Introductory Business Law
Principles of Management
Principles of Marketing

World Languages

French Language (Levels 1 and 2)
German Language (Levels 1 and 2)
Spanish Language (Levels 1 and 2)

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

Save time and money, and graduate sooner!

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

*Tests are offered every Wednesday in Room C-333 at 6:00 p.m. Before arrival visit <http://clep.collegeboard.org/> and register for your chosen CLEP exam. Each exam cost \$80. Registering provides you with a payment receipt and a Ticket ID, which you must bring to the test. You will register separately at LaGuardia and pay a \$35 operational fee. Effective July 1, 2014, one form of government-issued identification will be acceptable for CLEP test-takers. The primary identification must be valid and current, must bear the 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
REGISTER

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

Prepare for College

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

College Prep Courses

Bridge to College Reading and Writing

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

Tues & Thurs Oct 14 – Nov 20 (12 sessions/30 hours)
6:00 pm – 8:30 pm \$135 A22PRP006A

Bridge to College Math

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

Mon & Wed Oct 15 – Nov 24 (12 sessions/30 hours)
6:00 pm – 8:30 pm \$135 A22PRP007A



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



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

College Prep Workshops

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

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

Wed Nov 12 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP001A

How to Apply for FAFSA and How to Obtain Scholarships

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

Wed Oct 29 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP002A

What do you want to be? Discover your Career Options

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

Wed Oct 22 (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 Nov 5 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP003A

Testing Center

You can take the following exams at LaGuardia:

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

Testing Facilities

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

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

CUNY START

What is CUNYStart?

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

Why enroll in CUNYStart?

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

To be eligible for CUNYStart, you must

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

Our Fall 2014 semester runs from September 2, 2014 - February 12, 2015

Class schedules:

Full-time in reading/writing and math, 25 hours/week

Monday - Friday
9:15 am - 2:45 pm
11:45 am - 5:15 pm
1:00 pm - 6:30 pm

Part-time in reading/writing or math, 12 hours/week

Monday - Thursday
2:00 pm - 5:00 pm
6:00 pm - 9:00 pm

For more information, visit

<http://www.lagcc.cuny.edu/ACE/CUNYSTART.aspx>



Yan He

Math all around

Yan He likes math. A lot. That's why she has based her career on studying and teaching the subject.

Ms. He taught math at other CUNY schools for a few years before coming to LaGuardia's CUNY

“The most rewarding thing about teaching in CUNY Start is seeing students who came in with many needs, worked very hard all semester and eventually passed all the subjects.”

Start program as the algebra instructor in 2013. But her intense interest in math began in the 10th grade, when her teacher asked her to be a tutor in the after school program. “I really enjoyed the feeling that

I was able to help my peers understand the topics that they had difficulties with,” says Ms. He. In fact, she had such a good experience that she decided that very year that she wanted to get into math education.

Going on to earn a Bachelors and Masters Degree in Math Education from New York University, she taught in the New York City public school system and for private tutoring centers before moving on to the college level.

“The most rewarding thing about teaching in CUNY Start is seeing students who came in with many needs, worked very hard all semester and eventually passed all the subjects,” says Ms. He. “Students gradually gain important academic and metacognitive skills, becoming more aware of their own knowledge and becoming more patient and willing to put in hard work to ensure their success.”



Shomari Wilson

On the fast track

Taking advantage of the CUNY Start program to help him pass the placement exams and begin his college studies, Shomari Wilson didn't realize that this decision would assist him in getting on the fast track

to earning his degree in Fine Arts. Just a year later, he has already completed two college semesters and is that much closer to realizing his dream of becoming a graphic novelist and video game designer.

Shomari enjoys giving back to the program that has helped him move forward on the path to his future.

“I am very busy with my coursework and my job,” says Shomari, who works in the CUNY Start office four days a week. “But it has been a great experience,” he adds, pointing out that he enjoys giving back to the program that has helped him move forward on the path to his future.



More than 80% of all students who enrolled in CUNY Start from Spring 2012 through Fall 2013 completed the program, bringing them closer to their goal of beginning college studies.

More than 60% of all students who completed the CUNY Start program for Fall 2013 achieved full proficiency in reading, writing and math.

Juan Cifuentes **Summer 2013**



Juan Cifuentes says he came to the U.S. from Colombia at the age of 17 to pursue academic and professional opportunities. In other words, he came to get a college degree and start a successful career. But he knew that this would only happen by first learning English. Starting in the CUNY Language Immersion Program (CLIP) at LaGuardia in September 2011, Juan excelled in his ESL classes; earned a "Surpassing Expectations" honor from the program for his hard work; passed the CUNY admissions exams; and began his college studies in one year.

But he also gained something else during his time in CLIP: "While I was preparing academically to start my college classes, I was learning from this multicultural community." This was one of the reasons he chose to continue his college education at LaGuardia. He notes, "I decided to study at LaGuardia because along with academic knowledge, I'm learning from different cultures and getting different viewpoints from this diverse college." Today, Juan is an Accounting major at the college and plans to become a Certified Public Accountant. "I want to participate in an organization where I can help my community and provide them different resources to overcome their obstacles," he says.

Today! Congratulations, Juan!

As a degree student at the college, Juan was honored by the Phi Theta Kappa (PTK) Honor Society for his outstanding scholarship, leadership and service to LaGuardia, which included tutoring immigrant students in English and advising them on college enrollment. He was selected to be part of PTK's 20-member All-New York First Academic Team and named a Coca-Cola Community College Academic Team Bronze Scholar, for which he was awarded \$1,000 from the Coca-Cola Foundation. He graduated with his Associates Degree this year.

“LaGuardia has inspired me to build my skills and to achieve my academic and career goals.”

Get the English skills you need to succeed in college!

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

Spend up to one year in this low-cost program to improve your reading, writing, speaking and listening skills in English. You can also get help applying for financial aid.

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

GRE Test Prep

Are you thinking about going to graduate school? Take the first step by preparing for the Graduate Records Exam (GRE) General Test, offered on computer year round. This 2-part series will cover the Quantitative Reasoning, Verbal Reasoning and Analytic Writing sections of the exam. You must purchase *Cracking the GRE with DVD*, which includes 4 computer-adaptive at-home practice exams.

For more information call (718) 482-7244.

GRE Prep: Verbal Reasoning

Learn proven test-taking strategies for analogies, antonym, sentence completion and reading comprehension questions covered on the GRE General Test. Gain practice through in-class drills and at-home computerized practice exams.

Tue Oct 7 – Nov 11 (6 sessions/18 hours)
6:00 pm – 9:00 pm \$289 A05GRE002A

GRE Prep – Quantitative Reasoning (Math)

Review arithmetic, algebra and geometry concepts covered on the GRE General Test. Learn proven test-taking strategies and gain practice through in-class drills and at-home practice exams.

Thurs Oct 9 – Nov 13 (6 sessions/18 hours)
6:00 pm – 9:00 pm \$289 A05GRE001A

Turn Anxiety into Achievement with our Test Prep courses

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For more information contact Karen McKeon
at (718) 482-5053 or Karenmc@lagcc.cuny.edu



Adjoa Gzifa

Director of Workforce Education Center

Educating and guiding our youth

For the past 20 years, Adjoa Gzifa has been a teacher, youth program director, community activist and international philanthropist. At LaGuardia, she has risen from the role of Adult Basic Education instructor for a program serving inmates at Rikers Island to director of the Summer Youth Employment

Ms. Gzifa was recently honored by the New York State Senate with the Woman of Distinction Award for her work with youth at LaGuardia as well as her service to the New York City community and abroad.

Program (SYEP) to, most recently, the Director of the Workforce Education Center, which provides training and education to underserved and disadvantaged adults and youth. In Queens, she served as leader

of Community Board 12 for many years and provides regular hours of community service through various local organizations. And in Ghana, Africa, she is the beloved co-founder of a school called Future Scholars of the World, where 600 young people are receiving an education, thanks to her vision and dedication.

The common thread in all these positions is her desire to serve communities, in particular, the youth. "I became interested in working with youth because I have seen too many of them destroyed by the penal system," says Ms. Gzifa, who holds a Masters Degree in Urban Planning from Queens College/CUNY. Citywide programs such as SYEP as well as the Young Adult Internship Program (YAIP), also run at LaGuardia and for which Ms. Gzifa was awarded a grant in 2011, give young people an opportunity to learn skills and develop good work habits, explains Ms. Gzifa. "They are designed to provide guidance and assistance to the youth to help them make informed and educated decisions about their future."

Are you 16-24?



High School Equivalency
 17 to 20-year-olds (out of school)
 Contact: Winifred Francis-Miller
 Call: (718) 482-5340
 Email: wfrancis@lagcc.cuny.edu

Take the Next Step!



Young Adult Internship Program
 16 to 24-year-olds
 Internship/stipend
 National Work Readiness Credential
 Contact: Sindy Rivera
 Call: (718) 609-2131
 Email: sirivera@lagcc.cuny.edu



Justice Community Program
 Court involved 16 to 24-year-olds
 St. Albans/Hollis/Jamaica
 Leadership/job skills
 Contact: Nakita Vanstory
 Call: (718) 725-3324
 Email: nvanstory@lagcc.cuny.edu



CUNY Fatherhood Academy
 18 to 24-year-old fathers
 Parenting/health/financial literacy
 High School Equivalency/
 college preparation
 Contact: David Speal
 Call: (718) 730-7336
 Email: dspeal@lagcc.cuny.edu

Are You 16-24? Take the Next Step!

The image shows the exterior of a brick building, likely a school or college. A sign on the building reads "La GUARDIA COMMUNITY COLLEGE CU NY". There are several people walking in front of the building. The building has large windows and a prominent entrance. The right side of the image is a dark green overlay containing text.

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Take College Courses

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

College Foreign Languages

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

Elementary Arabic I

Tues – Fri Sep 4 – Dec 12 (48 sessions/48 hours)
9:15 am – 10:15 am \$320 A02ELA101A

FALL 2014

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELA101B

Elementary Arabic II

This is a continuation of Elementary Arabic I.

FALL 2014

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$315 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, Tues, Wed & Thurs Jun 19 – Aug 7
(24 sessions/48 hours)
1:00 pm – 3:15 pm \$320 A02ELC101A

Tues, Wed & Thurs Sep 4 – Dec 11 (48 sessions/48 hours)
1:00 pm – 2:00 pm \$320 A02ELC101A

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELC101B

Elementary Modern Chinese II

This is a continuation of Elementary Modern Chinese I.

Tues, Wed & Thurs Sep 4 – Dec 11 (48 sessions/48 hours)
11:45 am – 12:45 pm \$320 A02ELC102A

Modern Chinese for Heritage Students

This course is designed for Chinese heritage students who wish to enhance their communicative skills.
Prerequisite: Exemption Exam

Wed Sep 10 – Dec 10 (12 sessions/48 hours)
1:00 pm – 5:35 pm \$320 A02ELC105A

Modern Chinese Literature

This course introduces students to modern Chinese literature and culture. Readings will be taken from various genres of literature, with an emphasis on modern Chinese literary expression. The course aims at strengthening the student's ability to read and discuss literature in Chinese. Special attention will be paid to the Chinese literary tradition and its relationship to Western literature.
Prerequisite: Placement Exam.

Tues & Thurs Sep 4 – Dec 11 (24 sessions/36 hours)
2:15 pm – 3:45 pm \$320 A02ELC201A

Classic Chinese Literature

This course is an introduction to classical Chinese literature. It aims at strengthening students' ability to read and comprehend original texts written in wen yan wen, classical written Chinese. Furthermore, it enables students to have direct, zero-distance contact with genuine Chinese culture and ideology. This course is taught in Chinese. Prerequisite: Placement Exam.

Mon & Wed Sep 8 – Dec 10 (24 sessions/36 hours)
2:15 pm – 3:45 pm \$320 A02ELC203A

Elementary French I

Mon, Tues, Wed & Thurs Sep 4 – Dec 15
(48 sessions/48 hours)
9:15 am – 10:15 am \$320 A02ELF101A

Wed & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
10:30 am – 12:45 pm \$320 A02ELF101C

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELF101B

Mon & Wed Sep 8 – Dec 15 (24 sessions/48 hours)
5:45 pm – 7:55 pm \$320 A02ELF101D

Elementary French II

This is a continuation of Elementary French I.

Tues & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
2:15 pm – 4:25 pm \$320 A02ELF102A

WINTER 2014

Tues & Thurs Mar 3 – Jun 11 (48 sessions/48 hours)
5:45 pm – 7:55 pm \$320 A02ELF102C

Elementary Hebrew I

Mon, Wed, Thurs, Fri Sep 4 – Dec 15
(48 sessions/48 hours)
9:15 am – 10:15 am \$320 A02ELH101A

Elementary Italian I

Tues & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
9:15 am – 11:30 am \$320 A02ELI101A

Mon, Tues, Thurs & Fri Sep 4 – Dec 15
(48 sessions/48 hours)
10:30 am – 11:30 am \$320 A02ELI101C

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELI101B

Elementary Italian II

This is a continuation of Elementary Italian I.

Tues & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
11:45 am – 2:00 pm \$320 A02ELI102B

Sat Sep 6 – Dec 13 (24 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELI102A

Elementary Japanese I

Mon & Thurs Sep 4 – Dec 15 (24 sessions/48 hours)
1:00 pm – 3:15 pm \$320 A02ELJ101A

Tues & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
5:45 pm – 7:55 pm \$320 A02ELJ101C

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELJ101B

Elementary Japanese II

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

Tues & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
1:00 pm – 3:15 pm \$320 A02ELJ102B

Mon & Thurs Sep 4 – Dec 15 (24 sessions/48 hours)
5:45 pm – 7:55 pm \$320 A02ELJ102C

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELJ102A

Intermediate Japanese I

This course is designed to further develop functional language proficiency and increase the ability to communicate accurately in Japanese within a socio-cultural context. The four communicative skills of listening, speaking, reading and writing are emphasized, with particular attention paid to sentence and paragraph structure, grammatical features, and oral and written fluency. The Kanji writing system will be introduced and reinforced. Taught in Japanese. Prerequisite: Elementary Japanese II or Exemption Exam.

Tues & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
10:30 am – 12:45 pm \$320 A02ELJ103A

Japanese Literature in Translation

This course is an introduction to Japanese literature in English translation. Selected classics of Japanese literature representative of the major genres from the early to the modern period will be read and discussed. Thematic and stylistic variety of various genres will be explored. Knowledge of the Japanese language is not required. Extensive reading in English is required.

Wed Sep 10 – Dec 10 (18 sessions/36 hours)
5:45 pm – 7:55 pm \$320 A02ELJ250A

Elementary Korean I

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

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELK101A

Elementary Korean II

Sat Sep 6 – Dec 13 (12 sessions/48 hours)
10:30 am – 2:00 pm \$320 A02ELK102B

Mon & Wed Sep 8 – Dec 15 (24 sessions/48 hours)
1:00 pm – 3:15 pm \$320 A02ELK102A

Polish Literature

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

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELP201A

Elementary Portuguese I

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELZ101A

Elementary Russian I

This course for beginners is designed to develop listening, speaking, reading and writing skills through work in the classroom and the language laboratory. The Cyrillic alphabet will be introduced from the onset.

Tues & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
2:15 pm – 4:25 pm \$320 A02ELR101A

Elementary Spanish I

Mon, Tues, Wed & Thurs Sep 4 – Dec 15
(48 sessions/48 hours)
8:00 am – 9:00 am \$320 A02ELS101A

Mon, Tues, Wed & Thurs Sep 4 – Dec 15
(48 sessions/48 hours)
9:15 am – 10:15 am \$320 A02ELS101B

Tues, Wed & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
10:30 am – 11:30 am \$320 A02ELS101C

Mon, Tues, Wed & Thurs Sep 4 – Dec 15
(48 sessions/48 hours)
1:00 pm – 2:00 pm \$320 A02ELS101E

Tues & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
4:35 pm – 6:45 pm \$320 A02ELS101F

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELS101D

Mon & Wed Sep 8 – Dec 15 (24 sessions/48 hours)
5:45 pm – 7:55 pm \$320 A02ELS101G

Elementary Spanish II

This is a continuation of Elementary Spanish I.

Mon, Tues, Wed & Thurs Sep 4 – Dec 15
(48 sessions/48 hours)
9:15 am – 10:15 am \$320 A02ELS102C

Tues, Wed & Thurs Sep 4 – Dec 11 (48 sessions/48 hours)
11:45 am – 12:45 pm \$320 A02ELS102A

Tues & Thurs Sep 4 – Dec 11 (24 sessions/48 hours)
5:45 pm – 7:55 pm \$320 A02ELS102B

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$320 A02ELS102B

Intermediate Spanish

This course is designed to further develop language skills. The relationship among speaking, reading and writing is emphasized. Prerequisite: Exemption Exam.

Tues (1:00 pm – 3:15 pm) & Thurs (1:00 pm – 2:00 pm)
Sep 4 – Dec 11 (24 sessions/48 hours)
\$320 A02ELS103A

Spanish for Fluent Speakers

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

Mon, Wed, Thurs, Fri Sep 4 – Dec 15
(24 sessions/48 hours)
1:00 pm – 2:00 pm \$320 A02ELS105A

Sat Sep 6 – Dec 13 (12 sessions/42 hours)
10:30 am – 2:00 pm \$315 A02ELS105B

Latin American Literature II

This course is a continuation of Latin American Literature I. The second term deals with urbanization, social consciousness, alienation, black awareness and the new revolutions. Prerequisite: Placement Exam.

Mon Sep 8 – Dec 15 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 A02ELS201A

Advanced Spanish Composition

This course is designed as an introduction to the study of fiction and stylistics in the Spanish language. Students learn to identify and utilize effective communicative strategies in written Spanish. They also build an adequate vocabulary for career or academic purposes. Weekly assignments will stress critical and composition skills. Prerequisite: Placement Exam.

Wed Sep 10 – Dec 10 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 A02ELS210A

Contemporary Latin American Fiction in Translation

This course explores the thematic and stylistic variety of contemporary Latin American fiction in English translation. Students will explore the themes of dictatorship, struggle with nature, the plight of natives, mestizaje, social and political unrest and alienation through the analysis of representative stories, novellas and novels. Experimental and fantastic fiction will also be considered. Students will learn about the literary movements that influenced the writers in question. Prerequisite: ENC/ENG101.

Mon & Thurs Sep 4 – Dec 15 (18 sessions/36 hours)
3:25 pm – 5:35 pm \$320 A02ELS250A

Latin American Civilizations

This course deals with an in-depth study of the peoples and cultural institutions of Latin America through the examination of selected topics such as caudillismo, machismo, mestizaje, honor, slavery and aboriginal traditions as reflected in different forms of literary and artistic expression. Students will learn to comment critically on Latin American civilization and to make significant comparisons with their own backgrounds and experiences. Prerequisite: Placement Exam.

Mon & Wed Sep 8 – Dec 15 (36 sessions/36 hours)
10:30 am – 11:30 am \$320 A02ELS204A

College Arts

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

Art in New York: A Museum/Gallery Seminar

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

Fri Sep 5 – Dec 12 (12 sessions/36 hours)
9:15 am – 12:45 pm \$315 A02HUN195A

Sat Sep 6 – Dec 13 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUN195B

Introduction to Art

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

Thurs Sep 4 – Dec 4 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA101A

Fri Sep 5 – Dec 5 (11 sessions/33 hours)
1:00 pm – 4:25 pm \$320 A02HUA101B

Sat Sep 6 – Dec 6 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA101E

Tue Sep 9 – Dec 2 (13 sessions/39 hours)
5:45 pm – 9:05 pm \$320 A02HUA101D

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.

Thurs Sep 4 – Dec 4 (12 sessions/36 hours)
2:15 pm – 5:35 pm \$320 A02HUA103A

Fri Sep 5 – Dec 5 (12 sessions/33 hours)
5:45 pm – 9:05 pm \$320 A02HUA103E

Sat Sep 6 – Dec 6 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA103D

Mon Sep 8 – Dec 1 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA103C

Mon Sep 8 – Dec 1 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 A02HUA103C

Life Drawing

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

Thurs Sep 4 – Dec 4 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 A02HUA180A

Beginning Painting

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

Sat Sep 6 – Dec 6 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA110C

Wed Sep 10 – Dec 3 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA110B

Beginning Sculpture

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

Mon Sep 8 – Dec 1 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 A02HUA120A

Beginning Photography

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

Fri Sep 5 – Dec 5 (11 sessions/44 hours)
9:15 am – 2:00 pm \$320 A02HUA130A

Sat Sep 6 – Dec 6 (12 sessions/48 hours)
9:15 am – 2:00 pm \$320 A02HUA130B

Mon Sep 8 – Dec 1 (12 sessions/48 hours)
5:30 pm – 10:00 pm \$320 A02HUA130C

Intermediate Photography

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

Tue Sep 9 – Dec 2 (12 sessions/48 hours)
5:30 pm – 10:00 pm \$320 A02HUA230A

Digital Photography I

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

Mon Sep 8 – Dec 1 (12 sessions/48 hours)
5:30 pm – 10:25 pm \$320 A02HUA131B

Art History: Renaissance through Modern

This survey of art from the Renaissance to the present builds visual understanding through close study of individual works of art in various media, including painting, sculpture, architecture and photography. Connections between art works and their cultural contexts are emphasized, as are the cross cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas.

Mon (1:00 pm–3:15 pm) and Wed (1:00 pm–2:00 pm)
Sep 8 – Dec 3 (24 sessions/72 hours)
\$320 A02HUA166A

Introduction to Design

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

Sat Sep 6 – Dec 6 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 A02HUA104B

Mon Sep 8 – Dec 15 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA104A

Introduction to Woodworking

Learn the safe and proper use of hand and power woodworking tools. Procedures for sharpening, maintenance and adjustment of tools are stressed. You will also practice milling of rough wood stock and making proper wood joints. You'll be required to complete several projects to demonstrate your understanding of measurement, joint utilization, aesthetics and safety procedures. Prerequisite: College Construction and Design Orientation.

Thurs Sep 4 – Dec 4 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUA116A

College Music

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

Piano I

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

Tues & Thurs Sep 4 - Dec 11 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM180A

Mon, Wed, Fri Sep 5 - Dec 15 (36 sessions/36 hours)
10:30 am - 11:30 am \$320 A02HUM180B

Piano II

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

Tues & Thurs Sep 4 - Dec 11 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM181A

Voice I

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

Tues & Thurs Sep 4 - Dec 11 (24 sessions/36 hours)
1:30 pm - 3:00 pm \$320 A02HUM155A

Mon & Wed Sep 8 - Dec 15 (24 sessions/36 hours)
1:00 pm - 2:30 pm \$320 A02HUM155B

Voice II

Mon & Wed Sep 8 - Dec 15 (24 sessions/36 hours)
11:00 am - 12:30 pm \$320 A02HUM156A



Guitar I

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

Tues & Thurs Sep 4 - Dec 11 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM170A

Mon & Wed Sep 8 - Dec 15 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM170B

Mon & Wed Sep 8 - Dec 15 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM170C

Guitar II

Tues & Thurs Sep 4 - Dec 11 (24 sessions/36 hours)
1:30 pm - 3:00 pm \$315 A02HUM171A

Percussion I

This course is designed to allow students opportunities to participate in the creation of percussion groups of various sizes. Students will study and perform music from various sources published and/or original arrangements which reflect a variety of percussion styles. Music fundamentals (rudimentary music theory) and techniques as applied to the different pitched or non pitched percussion instruments will be studied. Students may participate with or without prior musical experience. Instruments will be available.

Mon & Wed Sep 8 - Dec 15 (24 sessions/48 hours)
3:30 pm - 5:30 pm \$320 A02HUM190A

College Liberal Arts

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

Percussion II

This course is designed as a continuation of HUM 190, Percussion I. It is intended to increase the students' knowledge and technical ability as percussionists on a variety of instruments. The students will study and perform music in varying styles intended to increase their proficiency in reading written music. In addition, they will enhance their playing and reading ability by studying gradually more advanced technical percussion exercises.

Mon & Wed Sep 8 - Dec 15 (24 sessions/48 hours)
3:30 pm - 5:30 pm \$320 A02HUM191A

American Music

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

Tues & Thurs Sep 4 - Dec 11 (24 sessions/36 hours)
1:30 pm - 3:00 pm \$320 A02HUM210B

Mon & Wed Sep 8 - Dec 15 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM210A

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, Tues & Thurs Sep 4 - Dec 15 (36 sessions/36 hours)
10:30 am - 11:30 am \$320 A02HUC106A

Tues & Thurs Sep 4 - Dec 11 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUC106B

Sun Sep 7 - Dec 14 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUC106C

Introduction to Philosophy

Mon, Wed & Thurs Sep 4 - Dec 15 (36 sessions/36 hours)
10:30 am - 11:30 am \$320 A02HUP101A

Tues & Thurs Sep 4 - Dec 11 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP101B

Sat Sep 6 - Dec 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUP101C

Critical Thinking

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

Mon, Tues & Thurs Sep 4 - Dec 15 (36 sessions/36 hours)
1:00 pm - 2:00 pm \$320 A02HUP102A

Sat Sep 6 - Dec 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUP102C

Mon & Wed Sep 8 - Dec 15 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP102B

Cultural Anthropology

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

Fri Sep 5 - Dec 12 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02SSA101A

Sat Sep 6 - Dec 13 (12 sessions/36 hours)
9:15 pm - 12:45 pm \$320 A02SSA101C

General Psychology

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

Mon, Tues & Thurs Sep 4 - Dec 15 (36 sessions/36 hours)
9:15 am - 10:15 am \$320 A02SSY101A

Sat Sep 6 - Dec 13 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02SSY101C

Sat Sep 6 - Dec 13 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02SSY101D

Mon & Wed Sep 8 - Dec 15 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02SSY101B



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Learn American Sign Language

Program for Deaf Adults' continuing education programs are the largest and most comprehensive in the New York City area. Our courses, taught in ASL, are designed for students who wish to improve their academic, language and/or life enrichment skills.

For more information, including course descriptions, visit <http://ace.laguardia.edu/pda>. For the most current listing of all courses and schedules, visit <http://www.lagcc.cuny.edu/ace>. For questions or to schedule an appointment for an assessment or placement test, contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu.

Intensive Study in American Sign Language Program



The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit.

Using the Master ASL! Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge.

Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or equivalency diploma required. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Pacts Cartagna at pcarlson@lagcc.cuny.edu or (917) 832-1202. 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>.



To visit our website, click on QR code

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 Dec 10 (1 session/1.5 hours)
5:45 pm – 7:15 pm A16ASL000A

Intensive Study in ASL – Screening

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

Mon – Thurs Sep 1 – Dec 31 (1 session/1 hours)
\$55 A16ASL010A

Intensive Study in American Sign Language – Level 1

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

Thurs Sep 4 – Dec 18 (28 sessions/46 hours)
5:45 pm – 9:00 pm \$359 A16ASL011B

Sat Sep 13 – Dec 20 (26 sessions/46 hours)
9:00 am – 12:30 pm \$359 A16ASL011A

Intensive Study in American Sign Language – Level 2

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

Tue Sep 9 – Dec 16 (28 sessions/46 hours)
5:45 pm – 9:00 pm \$359 A16ASL012B

Sat Sep 13 – Dec 20 (26 sessions/46 hours)
9:00 am – 12:30 pm \$359 A16ASL012A

Intensive Study in American Sign Language – Level 3

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

Sat Sep 13 – Dec 20 (26 sessions/46 hours)
9:00 am – 12:30 pm \$359 A16ASL013A

Intensive Study in American Sign Language – Level 4

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

Sat Sep 13 – Dec 20 (26 sessions/46 hours)
9:00 am – 12:30 pm \$359 A16ASL014A

Dual Access Courses

Dual Access: Fingerspelling, Numbers and Glossing 1

Explore the fundamentals of ASL fingerspelling, numbers and glossing. You will focus on the development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signals. Offered jointly with the Education and Language Acquisition Department. (Please note, Continuing Education students may not have access to Blackboard.) Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

WINTER 2015
Tues & Thurs Jan 6 – Feb 26 (24 sessions/24 hours)
4:35 pm – 6:45 pm \$119 A16ASL018A

Dual Access: Intensive Study in American Sign Language – Level 1

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

WINTER 2015
Mon & Wed (5:45 pm – 9:05 pm) & Tues (5:45 pm – 7:55 pm) Jan 5 – Feb 25
(18 sessions/48 hours)
\$359 A16ASL026A

Dual Access: Intensive Study in American Sign Language – Level 2

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

Tues & Thurs Sep 4 – Dec 11 (36 sessions/48 hours)
3:25 pm – 5:35 pm \$359 A16ASL015A



Dual Access: Intensive Study in American Sign Language – Level 3

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

Mon (6:00 pm–7:30 pm) & Wed (6:00 pm–8:45 pm) Sep 8 – Dec 15
(36 sessions/48 hours)
\$359 A16ASL016A

Dual Access: Intensive Study in American Sign Language – Level 4

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

Mon (7:30 pm–9:00 pm) & Wed (6:25 pm–9:00 pm) Sep 8 – Dec 15
(36 sessions/48 hours)
\$359 A16ASL017A



Register Online
www.laguardia.edu/acereg/

Continuing Education Classes for Deaf Adults

This program is offered to Deaf students who wish to have an opportunity for vocational training and personal enrichment. Members of the signing community are welcomed. For questions or to schedule an appointment for an assessment or placement test, contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu. All courses are ND (no discount).

Driver (Learner's Permit) Education for Deaf Adults

Do you wish to pass the Department of Motor Vehicles written examination? Take this course to help you study for a learner's permit. The instructor will make arrangements for you to take the examination with an ASL interpreter. You must be 17 or older and must possess a social security card.

Instructor: Joel Goldfarb

Tue Oct 7 – Dec 2 (8 sessions/21 hours)
4:35 pm – 7:15 pm \$269 A16DRV001A



For more information, click on QR code



Individual Instruction for Deaf Adults

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

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

For questions or to schedule an appointment for an assessment or placement test contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu.

Individual Instruction – 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon – Thurs Sep 1 – Dec 31 (1 session/2 hours)
\$149 A16PDV001A

Individual Instruction – 12 Hours

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

Mon – Thurs Sep 1 – Dec 31 (6 sessions/12 hours)
\$959 A16PDV002A

Individual Instruction – 24 Hours

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

Mon – Thurs Sep 1 – Dec 31 (12 sessions/24 hours)
\$1859 A16PDV003A



ACE Support Services

To inquire about disability services:

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

If you are Deaf or Hard-of-Hearing please contact **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.



For financial assistance to help pay for your education:

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

Find out if you qualify!

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

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

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

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

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

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

Individual Training Grants

Advance Your Career through Occupational Training

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

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

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

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

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

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

Students Over 65

Rediscover the joys of learning at LaGuardia!

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 posted outside the Registration Office, M147, M-Building, prior to the first day of class. The English Language Center posts its classroom assignments outside C-354.

Refund Policy

For courses under \$299

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

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

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

\$20 will be deducted from refunds as shown above up to a limit of \$40.

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

Financial Assistance

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

Payment Plans

For information call (718) 482-7244.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

Course Cancellations

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

Updates

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

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) 609-2074

In person:



M-Building, Room M-143

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

Fridays 8:30 am - 3:30 pm
Saturday 8:30 am - 12:30 pm

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

Adult and Continuing Education Registration Form

LAST NAME FIRST NAME MALE/FEMALE

STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH HOME PHONE BUSINESS PHONE

EMAIL SOCIAL SECURITY (optional)

Check which category describes
you best (optional)

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

How did you hear about us?

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

COURSE CODE	SEC	COURSE TITLE	COST

LaGuardia Community College/CUNY

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

Fall Winter Spring Summer

(Check one)

- Check/Money Order

ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE



Community College

**CONTINUING
EDUCATION**
People, Changing



LAGUARDIA CAN HELP YOU **BEGIN A CAREER IN HEALTHCARE**



- Certified Clinical Medical Assistant (page 22)
- Emergency Medical Technician (EMT) (page 26)
- Healthcare Interpreter (page 25)
- Medical Administrative Assistant (page 24)
- Medical Billing Specialist (page 24)
- Paramedic (page 26)
- Pharmacy Technician (page 26)

FIND OUT MORE!

Speak to instructors and experts in the field.
Explore career options.

Tuesday, September 9
6:00 p.m.
E-Building, Poolside Café
31-10 Thomson Avenue
Long Island City, NY 11101

For more information contact (718) 482-5481 or
aceprofessional@lagcc.cuny.edu