



BOOST YOUR **HEALTHCARE** CAREER





Meet our Healthcare Employer Partners

SeniorCare Emergency Medical Services

SeniorCare Emergency Medical Services (EMS) is a state-of-the-art ambulance service working with New York's geriatric population. Looking for EMTs and Paramedics who are eager to learn and team oriented, Human Resources Supervisor Monique



SENIORCARE
EMERGENCY MEDICAL SERVICES

Delmadge says SeniorCare EMS is very satisfied with its collaboration with

the college. "We have had a fantastic experience working with LaGuardia!" says Ms. Delmadge. "Their students are well-prepared and are on the cutting edge of EMS." Noting that LaGuardia has been meeting the overall needs of SeniorCare for more than seven years, she adds, "We are happy to partner with such a quality organization. ... We look forward to mutual growth."

“We have had a fantastic experience working with LaGuardia!”

Mount Sinai Hospital

LaGuardia has partnered with renowned Mount Sinai Hospital on a Medical Office Assistant Certificate Program that teaches students proper patient interaction, how to process medical claims, and general office procedures. Training takes place at LaGuardia



and Mount Sinai in New York, and qualified graduates are then referred to the hospital for available medical office assistant positions. Explaining the nature of the partnership as recruitment, Ken Romaniello, Senior Manager, Talent Acquisition and Retention, says he looks

to LaGuardia for motivated and trustworthy job candidates who are knowledgeable about Mount Sinai. He adds that he looks forward to a continued partnership with the college.

“We look for motivated and trustworthy job candidates.”



TransCare

Based out of Brooklyn, TransCare provides a full range of medical transportation services in New York, Pennsylvania and Maryland. Recruiting from LaGuardia's EMT and Paramedic Programs for ten years, Director of Human Resources Dawn Rose says TransCare's partnership with the college has been very rewarding. "We look for



a desire to provide the best patient care possible as well as a commit-

ment to safety, teamwork and customer service," explains Ms. Rose. "We have had many successful hires from LaGuardia."

“We have had many successful hires from LaGuardia.”

Weill Cornell Medical College

LaGuardia's collaboration on a Medical Billing Certificate Program with the distinguished Weill Cornell Medical College in New York has led to a productive program that trains students in healthcare finance and prepares them to work in leading healthcare facilities.

"Our ideal candidate has experience in the business side of



healthcare, technical and analytic skills, and an enthusiasm to work at a world class organization like Weill Cornell," says Ann Adenbaum, Senior Director, Physician Organization Revenue Cycle. "The opportunity to collaborate with LaGuardia creates a pipeline for us of

students who want to be employed in healthcare with experience."

Noting that program graduates who have been hired by Weill Cornell so far are "dedicated, well educated and enthusiastic," Ms. Adenbaum adds, "I like to think this collaboration is the beginning of a revenue cycle academy for future employees."

“The opportunity to collaborate with LaGuardia creates a pipeline for us of students who want to be employed in healthcare with experience.”



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To inquire about disability services:

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

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

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





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

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

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

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

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

Sincerely,

Dr. Gail O. Mellow
President



The healthcare industry in New York City is a high demand and multifaceted field. LaGuardia's Division of Adult and Continuing Education (ACE) offers superior quality, cutting edge training in myriad healthcare specialties as well as opportunities to learn and work at some of the city's top facilities.

We offer the following training programs:

- | | |
|--------------------------------------|--------------------------|
| EMT | Pharmacy Technician |
| Paramedic | Dietary Manager |
| LPN to RN | Community Health Worker |
| Certified Clinical Medical Assistant | Medical Office Assistant |
| Radiologic Technology | Medical Billing |
| Central Service Technician | Medical Coding |
| Healthcare Interpreter | |

We partner with the following healthcare organizations:

Mount Sinai Hospital • Weill Cornell Medical College • SeniorCare EMS • TransCare EMS and many others!

ACE also offers professional certificate programs and courses in areas such as bookkeeping/accounting, computer training and ASL-English interpretation. This summer we have new construction management courses to choose from (see page 25).

Small business owners, we provide business education and counseling as well as government contract procurement assistance to help your company grow. In addition, we provide studio space rental and support services for design and technology companies (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. Non-native English speakers, choose from our numerous specialized ESL programs.

Look through our catalog to learn about exciting opportunities in healthcare and many other fields to help you 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

Dr. Gail O. Mellow, President

Division of Adult and Continuing Education

Jane E. Schulman, Vice President

Jane MacKillop, Associate Dean

Shannon Bryant, Associate Dean

Francesca Fiore, Assistant Dean

Directors

Christine Alvarez, Director, Pre-Hospital Care Programs

Natalia Arguello, Director, NYDesigns

Claudia Baldonado, Director, Youth Workforce Development Initiatives

Deema Bayrakdar, Director, CUNY Start

Vicki Bello, Director, Veterans Upward Bound Program

Marian Blaber, Executive Director, Language Acquisition Programs

Amy Dalsimer, Executive Director, Pre-College Academic Programming

Paisley Demby, Business Services Director, *10,000 Small Businesses*

Rosa Figueroa, Director, Small Business Development Center

Hillary Gardner, Director, Center for Immigrant Education and Training

Adjoa Gzifa, Director, Workforce Education Center

Edgard Hernandez, Director, Procurement Technical Assistance Center

Robert Hills, Acting Director, Program for Deaf Adults

Assuanta Howard, Education Director, *10,000 Small Businesses*

John J. Hunt, Executive Director, Adult Community Learning Programs

Kimberly Kendall, Executive Director, Career Programs

John Lagamjis, Director, ACE Information Technology

Beth Lord, Director, ACE Employment Services/Career Development Center

Chandana Mahadeswaraswamy, Associate Director, Career and Professional Programs

Linda Mellon, Executive Director, Business Services

Elizabeth Perdomo, Director, Small Business Transportation Resource Center

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Tony Camilli, Web Developer

Which Healthcare Career is Right for YOU?

Are you a healthcare professional or interested in becoming one?

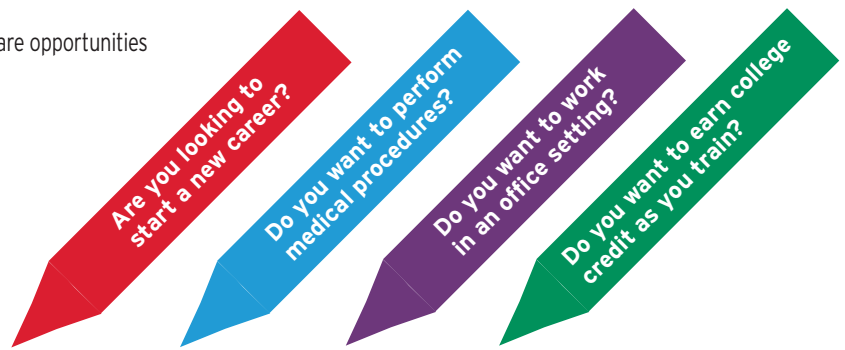
LaGuardia's Division of Adult and Continuing Education offers topnotch educational training programs in an array of high-demand healthcare areas to help you begin or advance your career.

Learn from the best! We partner with healthcare industry employers to design our courses, and our instructors are experienced professionals working in the field.

Do you want to work hands-on with patients? Do you prefer an office setting? We have many programs to choose from. Some even offer college credit that is linked directly to a LaGuardia degree program.

Read through the following pages to learn about the many healthcare opportunities available at LaGuardia!

Meet our Employer Partners - see page 2



Certified Clinical Medical Assistant (CCMA)	✓	✓		
Medical Office Assistant	✓		✓	
Medical Billing Specialist	✓		✓	✓
Medical Coder	✓		✓	
EMT	✓	✓		
Pharmacy Technician	✓		✓	
Healthcare Interpreter	✓		✓	
Community Healthcare Worker	✓		✓	✓
Dietary Manager				✓
Mammography/ Radiological Technology		✓		
LPN to RN Transition		✓		✓
Paramedic		✓		✓

Get a Promotion

Learn More,

Healthcare - Clinical

Certified Clinical Medical Assistant (CCMA)

The CCMA is an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG).

In order to take the national certification exam for Clinical Medical Assistant, you must successfully pass all five courses in this program. You may take the courses in any order, or you may take them individually.

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



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

Medical Terminology

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

FALL 2015

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

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

Phlebotomy

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

FALL 2015

Mon, Wed, Fri + 3 Sundays Nov 16 - Jan 29
(31 sessions/124 hours)
10:00 am - 2:30 pm \$963 A11HLT002B

Mon, Wed, Fri + 3 Saturdays Nov 16 - Jan 29
(31 sessions/124 hours)
6:00 pm - 10:00 pm \$963 A11HLT002A

American Heart Association CPR for Healthcare Providers with First Aid

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

FALL 2015

Mon, Tues & Thurs Sep 28 - Oct 1
(3 sessions/12 hours)
10:00 am - 2:30 pm \$160 A11CPR001B

EKG Technician

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

FALL 2015

Mon, Wed, Fri + 3 Sundays Oct 5 - Nov 9
(21 sessions/84 hours)
10:00 am - 2:30 pm \$785 A11HLT001B

Mon, Wed, Fri + 3 Saturdays Oct 5 - Nov 9
(21 sessions/84 hours)
6:00 pm - 10:00 pm \$785 A11HLT001A

CCMA Procedures

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

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

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

WINTER 2016

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

Mon, Wed, Fri + 1 Saturday Feb 1 - Mar 2
(14 sessions/56 hours)
6:00 pm - 10:00 pm \$554 A11HLT004A

or New Career Earn 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. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

Emergency Medical Technician (EMT) Basic

Prepare yourself with the knowledge and skills needed to render patient care on an emergency ambulance. When you successfully complete the course, you will take your NYS Department of Health Certification Exam for EMT Basic. This course is necessary to advance to the one year program of paramedic education.

To receive an application to become an Emergency Medical Technician and arrange for your pretest and interview, call (718) 482-5768 or visit Room C339.

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

FALL 2015

Mon, Tues & Wed Sep 8 - Feb 18 (65 sessions/205 hours)
6:00 pm - 9:30 pm \$1095 A11EMT001A

Mon & Wed Sep 16 - Jan 21 (65 sessions/205 hours)
9:30 am - 4:30 pm \$1095 A11EMT001B

EMT Refresher

Mon, Tues (6:00 pm-9:30 pm) & Sun (9-4) Jun 15 - Aug 20
(21 sessions/63 hours) \$495 A11EMT002A

Paramedic Original

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

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

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

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

FALL 2015

Mon-Thurs (6pm-10pm) & Alternating Saturdays (9-4) Sep 8 - Aug 18
(200 sessions) 6:00 pm - 10:00 pm A11PMD001A



Scan for more information.

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

The S.A.V.E. EMT Program is designed for educationally and economically disadvantaged adult students. It combines vocational Emergency Medical Technician (EMT) coursework with basic skills instruction, allowing you to master EMT training materials while developing and reinforcing solid study strategies as well as academic skills. For more information call (718) 482-5768.

Simone G. Sills

Helping students study successfully



Simone G. Sills, a 10-year veteran teacher of high school science in New York City and Atlanta, joined LaGuardia's S.A.V.E. EMT Program last year as the basic skills instructor. Team-teaching with the EMT instructor, Ms. Sills uses the EMT coursework as a basis to help students with their academic and study skills.

Ms. Sills, who is currently in the public health graduate program at Icahn School of Medicine at Mount Sinai in New York, says she understands students' frustrations with studying, especially scientific information. "Science touches every part of our lives, yet so many students think it's too hard or out of reach for them," she points out. "I love science, and I love facilitating learning opportunities for students." Noting her students' dedication to the S.A.V.E. EMT Program, she says, "No matter what their background is or the obstacles they might have, they are focused on achieving their goal."

“I love science, and I love facilitating learning opportunities for students.”

Luis Pizarro

Meeting challenges and finding family

Becoming an Emergency Medical Technician (EMT) was a personal challenge for Luis Pizarro. Competing against many others for one of the limited spots in the S.A.V.E. EMT Program, Luis was accepted and has been working hard since. "The constant examinations and being held to the 'LaGuardia standard' was very difficult and grueling at

“The great thing about this program is that it has opened many doors for career advancement.”

times," says Luis, but he persevered. Then, the serious illness of his grandfather, who raised him, caused him to question whether he could continue. "What started to give me strength was the fact that I knew he was proud of the challenge I accepted when LaGuardia offered me a seat in

class," he explains. And though his grandfather's death—on the day before Luis was to take the NY State certification examination for EMT-Basic—was a devastating blow, he passed the exam.

Currently working as an EMT at SeniorCare Emergency Medical Services in New York City, Luis is looking to the future. "The great thing about this program is that it has opened many doors for career advancement," he notes, pointing out his goals to become a member of the Fire Department of New York (FDNY) and a nationally certified EMT. And of his time at LaGuardia, he says, "I've made friends for life, and we finished as a family, led by our instructor, Frank Nuqui."

DID YOU KNOW?

Emergency Medical Technician (EMT):

- 15,674 employed in our area
- expected to increase 8%
- 851 estimated job openings
- \$19.07/hr Median Earnings

Career Coach

Radiologic Technology



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

Mammography Certification Preparation

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

For more information call (718) 482-7244.

*Pending ASRT approval.

Tues & Thurs Jul 21 - Aug 6 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$789 A05RAD001A

LPN to RN Transition Course

Responding to the shortage of professional nurses in the area, the New York State LPN to RN Transition course creates a pathway to encourage Licensed Practical Nurses to advance in their careers.

This course will facilitate your transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. It will validate your prior learning and update your knowledge, focusing on critical thinking and problem solving skills.

Upon successful completion of this course, you will be eligible to earn a minimum of 12 credits in a participating Associate Degree Nursing program. ND

For more information call (718) 482-5481.

FALL 2015

Tue (13 sessions/39 hours)
5:45 pm - 8:45 pm \$665 A05LPN001A



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

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

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

- Physicians
- Nurses
- Psychologists
- Social Workers

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

Rosnie Leveille Malette
Graduate, National Council Licensure Examination (NCLEX)
Preparation Course, 2014

This course includes all of the skills that are important for an RN in US.

HuiFang Sun
Graduate, National Council Licensure Examination (NCLEX)
Preparation Course, 2014

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



Scan for more information.

Healthcare - Related

Physical Therapy Assistant (PTA) Certification Exam Review Seminar

Ace the National Physical Therapy Assistant (PTA) Exam by taking this 1 day workshop.

Review recent exam questions, trends, study tools and resources; participate in sample activities in eight distinct areas of clinical practice; identify your strengths and weaknesses; and develop effective remedial strategies.

This workshop is conducted by Therapy Ed, a leader in PT & PTA exam review. ND

For more information call (718) 482-5481.

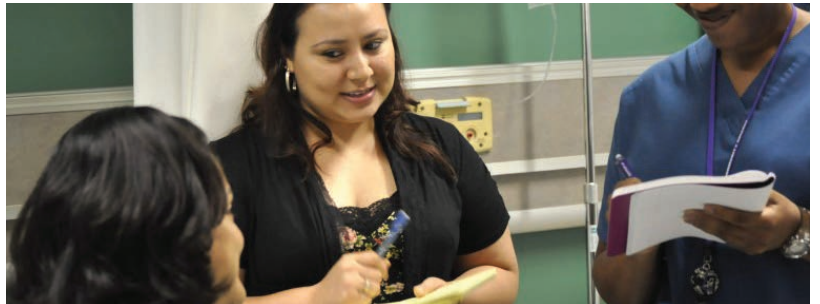
FALL 2015

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.



Intro to Spanish/English Healthcare Screening

Tue Jun 16 (1 session/2 hours)
6:00 pm - 8:00 pm \$0 A05HLT000A

Thurs Jun 18 (1 session/2 hours)
6:00 pm - 8:00 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 diploma or equivalency and passing of a Spanish/English diagnostic exam.

For more information or to register, call (718) 482-7244. Payment plan available. ND

Instructor: *Norbey Hernandez, MS in Administrative Studies, Boston University, BA in Foreign Languages, University of Tolima, has seven years of interpreting experience in hospital and legal settings. He has taught in LaGuardia's Career and Professional Programs since 2012.*

Tues & Thurs Jul 7 - Aug 25 (15 sessions/45 hours)
6:00 pm - 9:00 pm \$1010 A05HLT002A

Community Health Worker (CHW) Training Program

Community Health Workers (CHWs) are public health professionals who provide outreach, basic health education, referrals and follow-up services to bridge gaps between the public and healthcare or social service systems.

CHW Training Program topics include:

- Providing preventative health and wellness education
- Helping clients work towards personal and family wellness
- Offering health and social service guidance
- Teaching individuals how to navigate the healthcare and health insurance systems
- Resume and job search skills

For more information contact
(718) 482-5449 or
sgamez@lagcc.cuny.edu.



Kelly Vizcarra

Healthcare training program offers college and career options

Kelly Vizcarra came to the US from Peru with 30 transferable college credits and work experience in tourism. Needing to learn English and become accustomed to life in New York City, she didn't know where to pick up on her education. After learning about the Community Health Worker (CHW) Training Program at LaGuardia, she enrolled, believing it would lead her to college. It did, and Kelly graduated this past spring from LaGuardia as a business administration major.

“I think the CHW Training Program is very helpful for people who want to help their community.”

Besides a pathway into college, what the CHW Training Program has also provided is a meaningful career. Working in a non-profit organization as an In-Person Assistor (IPA)/Navigator while attending school, she helps individuals and families enroll in health insurance under the Affordable Care Act. She also volunteers at LaGuardia's Single Stop, assisting students with enrolling in health insurance. With a goal of one day running a public program, Kelly plans to pursue a bachelor degree and eventually a master degree in either business administration or public health and notes that the CHW Training Program gave her an important foundation in the field of healthcare in the US.



Christopher Joseph, LMSW/MPH

Helping students inform their communities

Christopher Joseph understands the importance of access to health information and benefits. Raised outside of Detroit by his aunt and uncle in a working class family, diabetes, effects of stroke, and dementia were family health issues he grew up dealing with. These were accompanied by the financial insecurity and stress that his family struggled with.

Holding a dual Masters Degree in Public Health and Social Work from the University of Michigan, Mr. Joseph is currently Program Manager of Health Leads' Brooklyn-based program in Woodhull Medical Center, overseeing a team of 30 undergraduate student advocates who are interested in health careers and help connect families to community-based resources and public benefits.

LaGuardia's Community Health Worker (CHW) Training Program, for which Mr. Joseph teaches Community/Population Health, is a "great marriage for my professional experience and personal interests," he says.

Explaining that CHW Training Program students come from very different backgrounds and walks of life, Mr. Joseph notes, "They share the common desire to improve the health and well-being of the communities in which they live. ... These characteristics are unmatched by few others with which I have had the pleasure to work."

Learn about the field of Medical Administration



Tuesday September 29, 2015 6:00 p.m.

31-10 Thomson Avenue, Room E-500
Long Island City, NY 11101

Register today! <http://www.laguardia.edu/medicaladmin>

Meet employers from LaGuardia Community College's programs!



LaGuardia's collaboration on a Medical Billing Certificate Program with the distinguished **Weill Cornell Medical College** in New York has led to a productive program that trains students in healthcare finance and prepares them to work in leading healthcare facilities.



LaGuardia has partnered with renowned **Mount Sinai Hospital** on a Medical Office Assistant Certificate Program that teaches students proper patient interaction, how to process medical claims, and general office procedures. Training takes place at LaGuardia and Mount Sinai in New York, and qualified graduates are then referred to the hospital for available medical office assistant positions.

Medical Administration Certificate Programs

Beginning October 2015

Are you interested in helping people?

Use your customer service skills to break into the field of medical administration with the **Medical Office Assistant Certificate**.

5-month evening program,
123 hours, \$1660
(payment plans available)

Are you interested in accounting and finance?

Leverage your attention to detail to begin a career in healthcare finance with the **Medical Billing Certificate**.

6-month evening program,
141 hours, \$1,970
(payment plans available)

Are you looking to work in a fast-paced and challenging environment?

Use your problems solving skills to begin a career in healthcare information management with a **Medical Coding Certificate**.

7-month evening program,
171 hours, \$2,229
(payment plans available)
prepare for national *Certified Professional Coder (CPC)* exam

Local hospital partners provide technical training, site-visits and guarantee job interviews for successful graduates.

DID YOU KNOW?

Medical Administration:

- Entry level salaries start at \$35,000
- Jobs are projected to grow by to grow 22% through 2022*
- Entry level jobs require only a high school diploma or equivalency

**US Bureau of Labor Statistics*

Become a 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/](http://www.lagcc.cuny.edu/capp/pharmacy%20technician%20test/))

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

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.

FALL 2015

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



Kelly Thompson

Looking to the future, with certificate in hand

Kelly Thompson began the Pharmacy Technician Certification Preparation course this past fall, passed the Pharmacy Technician Certification Board (PTCB) exam and is working as a certified pharmacy technician at a Rite Aid Pharmacy. "Besides the necessary information needed to pass the PTCB exam, the most important

thing I learned from this course was that there is more to the job than counting out pills," says Kelly. "There are many opportunities out there." With plans to attend college to become a pharmacist and one day even earn a Doctorate in Pharmacy, LaGuardia

“Besides the necessary information needed to pass the PTCB exam, the most important thing I learned from this course was that there is more to the job than counting out pills.”

has set Kelly on the path to success. "I was able to juggle work while attending this class. It's a great sacrifice for a great future," she says.



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

Human Anatomy and Physiology

Spanish for Medical Professionals

Medical Terminology:
A Word Association Approach

Get started!

Visit www.ed2go.com/lagcc



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

Human Anatomy and Physiology

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

Student Review:

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



Medical Billing Certificate Program

Take your administrative skills to the next level and begin a successful career in the high demand field of healthcare finance.

You will learn about the healthcare system in the United States, and gain technical and financial skills to work in a healthcare setting. Total cost for certificate is \$1,970. ND

For more information call (718) 482-5481.

Overview of the US Healthcare System

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

FALL 2015

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

Taking these classes was a great way to start in this field without being too overwhelmed. I learned a lot.

Fall 2014

Introduction to Healthcare Accounting

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

FALL 2015

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

Healthcare Billing Data Analysis

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

FALL 2015

Tues & Thurs (11 sessions/34 hours)
6:00 pm - 9:00 pm \$420 A05HFM102A

I now know better how to analyze data and how to describe, analyze and write a story.

Winter 2015

Medical Billing

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

FALL 2015

Tues & Thurs (15 sessions/47 hours)
6:00 pm - 9:00 pm \$655 A05HLT011A

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

Dietary Manager Program



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

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

To qualify for the Dietary Manager Program, you must:

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

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

For more information call (718) 482-7244.

Instructor: *Patricia Harvey Slinger, Director of Clinical Nutrition and Patient Services at Methodist Hospital, has taught the Dietary Manager course at Career and Professional Programs (CAPP) since 2002.*

Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle.

FALL 2015

Tue Sep 15 - Nov 17 (10 sessions/42.5 hours)
5:45 pm - 10:00 pm \$385 A05DMG001A

Quantity Food Production and Management

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

SPRING 2016

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

Safety and Sanitation

Study and apply safety and sanitation procedures in food production.

WINTER 2016

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

Education

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

Get your students on the path to success!



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

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

- Demonstration Classes (Visit one of our classrooms to see our work in action!)

CCPI works with:

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

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



Scan for more information

Child Abuse Identification and Reporting

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

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

Instructor: David Turcotte

Sat Aug 8 (1 session/2.5 hours)
1:00 pm - 3:30 pm \$80 A05CRD010A

School Violence Prevention

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

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

Instructor: David Turcotte

Sat Aug 8 (1 session/2.5 hours)
9:30 am - 12:00 pm \$80 A05CRD011A

Certificación en el Cuidado de Niños

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

Certificación en el Cuidado de Niños

Prepárese para obtener la certificación en el cuidado de niños. Usted aprenderá como desarrollan y aprenden los niños de 2 meses a 12 años de edad, y también de regulaciones relacionados del estado de Nueva York. Al final del curso, recibirá un certificado de finalización de LaGuardia. 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 ND=no hay descuento.

Childcare Certification

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

This course is offered in Spanish only.

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

FALL 2015
Sat (4 sessions/30 hours)
9:00 am - 5:00 pm \$500 A05ELE001A

La instructora explica bien y es facil de entender.

Me he sentido muy satisfecha con este curso que ha llenado mis expectativas y ha abierto nuevos caminos para trabajar en lo que me gusta.

Es un curso de gran ayuda para tener mayor conocimiento del tema en cuidado de niños. Se apega mucho con las regulaciones actuales, forma, manera y organizacion.

2015 Invierno

Computer Skills

Fundamental Computer Skills

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

Computers and Internet Basics

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

Mon & Wed Jul 13 - Jul 22 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$125 A05CMP001A

Power Keyboarding



Become more efficient at work by improving your typing speed and

accuracy. Learn a touch keyboarding method on the computer that will help you type 30 words per minute with a maximum of three errors.

Mon & Wed Jul 27 - Aug 19 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK001A

Instructor: Lawan Tyson, Management Support Specialist, has taught the Certificate Program in Microsoft Office Applications and Business Office Certificate at LaGuardia since 1999.

Strengthen your Professional Impact

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

Data Analysis Simplified

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

Tues & Thurs Aug 4 - Aug 13 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$279 A05PRF001A

Certificate Program in Microsoft Office Applications

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



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

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

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 PowerPoint Presentations for Windows

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

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

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 Jul 6 - Jul 29 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK002A

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

Microsoft Excel for Windows

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

Tues & Thurs Jul 7 - Jul 30 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK003A

Microsoft Access Intensive

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

FALL 2015

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

The professor encourages everyone to do better and is very helpful in making the material understandable.

Winter 2015

Efficient Email Management

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

Mon & Wed Aug 10 - Aug 19 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$279 A05PRF006A

Powerful Presentations: Impress, Convince, Deliver

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

Tues & Thurs Aug 18 - Aug 27 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$279 A05PRF002A

Information Technology

Computer Service Technician Certificate Program

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



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



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/computerrepairtest.

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

FALL 2015
\$235 A05CMP100A

CST, Part 1: Hardware

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

FALL 2015
\$360 A05CMP101A

CST, Part 2: Software

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

FALL 2015
\$360 A05CMP102A

CST, Part 3: Networking

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

FALL 2015
\$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 2016
\$360 A05CMP104A

As an immigrant in the US, it's hard but not impossible to be a professional. This course is the beginning of my aspiration to become a Computer Service Technician professional.

CST, Part 4: New Technologies
Fall 2014

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 2016
6:00 pm - 9:30 pm \$360 A05CMP112A

Web Development



Web Development Fundamentals

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

For more information call (718) 482-5364.

Tues & Thurs Jul 7 - Sep 8 (20 sessions/60 hours)
6:00 pm - 9:00 pm \$350 A05WEB001A

LEARN ONLINE

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

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

You can complete your course in 6 weeks!

To register visit www.ed2go.com/lagcc



For more information or assistance with registration:

www.ed2go.com/lagcc

(718) 482-5330

SYounusKhan@lagcc.cuny.edu



Scan for more information.



Accounting, Bookkeeping and Tax Preparation



Computerized Bookkeeping for QuickBooks Certificate Program

Entering the field of accounting or looking to manage bookkeeping for your small business? Discover how to unleash the power of QuickBooks while mastering basic accounting concepts. Get hands-on practice by creating and working with fictional companies. Bilingual instructor (Spanish/English). Receive 63 hours of practical instruction: Part 1 (27 hrs), Part 2 (18 hrs), and Part 3 (18 hrs). For more information call (718) 482-7244. 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. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

Bookkeeping with QuickBooks, Part 1

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

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

FALL 2015

Tues & Thurs Oct 1 - Oct 29 (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 Jun 9 - Jun 25 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK007A

Sat Aug 1 - Aug 22 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK007B

Bookkeeping with QuickBooks, Part 3

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

Tues & Thurs Jul 7 - Jul 23 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK008A

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

Advanced QuickBooks

The following courses are open to graduates of the Computerized Bookkeeping for QuickBooks Certificate Program or students with equivalent experience. For more information call (718) 482-7244.

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

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

Tues & Thurs Jul 28 - Aug 25 (9 sessions/27 hours)
6:00 pm - 9:00 pm \$415 A05BUS014A

The professor helped me enhance my skills to get a better job.

This course has improved my knowledge in the accounting field.

Winter 2015



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

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

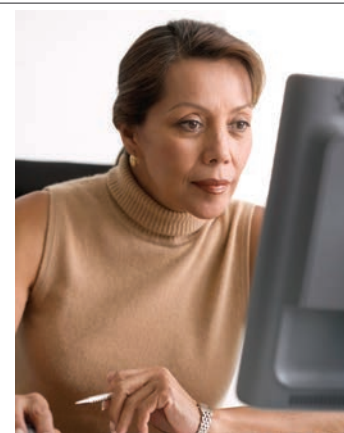
Get started!

Visit www.ed2go.com/lagcc

Accounting Fundamentals

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

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



For more information or assistance with registration:

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



Tax Return Preparer Certificate Program

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

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

FALL 2015

Mon & Wed Sep 28 - Nov 18 (15 sessions/45.5 hours)
6:00 pm - 9:00 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.

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

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

IRS Enrolled Agent, Part 1: Individuals

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

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

IRS Enrolled Agent, Part 2: Corporations and Partnerships

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

FALL 2015
Sat Sep 12 - Oct 10 (5 sessions/30 hours)
9:30 am - 4:00 pm \$420 A05IRS002A

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

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

FALL 2015
Sat Oct 31 - Dec 19 (7 sessions/42 hours)
9:30 am - 4:00 pm \$590 A05IRS003A

Notary Public Test Preparation



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

Fall 2015
Wed (1 session/3 hours)
6:30 pm - 9:30 pm \$91 A05BUS001A

For more information call (718) 482-7244.

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

DID YOU KNOW?

New York notaries:

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

Construction & Building Management

Construction Management Certificate Program

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

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



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

Construction Drawings and Plans

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

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

FALL 2015

Wed Sep 16 - Dec 2 (12 sessions/36 hours)
6:00 pm - 9:00 pm \$576 A05CNS001A

Construction Materials and Methods

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

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

WINTER 2016

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



Introduction to AutoCAD

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

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

SPRING 2016

Sat (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 2016

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

I have gained more knowledge about the construction field. This course has opened doors.

My future goal is to break into the construction management field. This course gave me a better understanding of construction business management.

Winter 2015

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, B.S. in Finance, Seton Hall University, is a third generation construction professional and has 15 years of experience in the field.

SPRING 2016

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



Take these additional courses to enhance your skills in the construction industry.

NEW! Construction Management

Construction Scheduling Basics

Discover methods and tools to develop and implement construction schedules with the Critical Path Method (CPM). Learn the crucial role of scheduling to efficiently manage job resources and control costs. ND

Mon Jul 13 - Jul 27 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$189 A05CNS012A

NEW! Construction Technology

Computer Applications in Construction

Increase your productivity in the construction industry by improving your computer skills. Learn how to manage projects, prepare estimates and generate proposals using Microsoft Word and Excel. ND

Tues & Thurs Jul 7 - Jul 30 (8 sessions/24 hours)
6:00 pm - 8:00 pm \$289 A05CNS014A

Construction Scheduling with Microsoft Project

Apply the Critical Path Method (CPM) to schedule a simulated construction project using Microsoft Office Project. Prerequisite: Computer Applications in Construction and Construction Scheduling Basics or equivalent experience. ND

Mon Aug 3 - Aug 17 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$189 A05CNS013A

Safety Dynamics Construction Courses

LaGuardia Community College is partnering with Safety Dynamics, a full-service safety, health and environmental consulting firm, to offer the following construction-related courses. Safety Dynamics training curricula is approved by OSHA, the NY State Department of Transportation and many New York City agencies, including the Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection.

You must register at least 2 business days before these courses begin. All classes take place in Greenpoint, Brooklyn.

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

4 Hour Flagging (NYSDOT)

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

Mon Jul 27 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH301A

Mon Aug 24 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH301B

4 Hour Scaffolding (NYCDOB)

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

Mon Jul 6 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH300A

Mon Jul 20 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH300B

Mon Aug 3 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH300C

Mon Aug 17 (1 session/4 hours)
5:00 pm - 9:30 pm \$150 A050SH300D

30 Hour Concrete Safety Manager (NYCDOB)

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

Thurs & Fri Jul 9 - Jul 24 (6 sessions/30 hours)
5:00 pm - 10:30 pm \$650 A050SH303A

Thurs & Fri Aug 6 - Aug 21 (6 sessions/30 hours)
5:00 pm - 10:30 pm \$650 A050SH303B

40 Hour Site Safety Manager (NYCDOB)

Earn the Site Safety Manager certificate, essential for working in any level of the construction industry, by taking this NYC Department of Buildings approved course. This class also sets you on the path to become a licensed Site Safety Manager. Topics include NYC building codes, current federal and state regulatory standards, and applicable local laws to ensure compliance and safe work practices in construction.

Mon, Tues & Wed Jul 7 - Jul 22 (8 sessions/40 hours)
5:00 pm - 10:30 pm \$700 A050SH302A

10 Hour OSHA Construction Training

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

Fri (5:00 pm 10:00 pm) & Sat (8:00 am-3:00 pm)
Jul 24 - Jul 25 (2 sessions/10 hours)
\$150 A050SH304A

Fri (5:00 pm-10:00 pm) & Sat (8:00 am-3:00 pm)
Aug 21 - Aug 22 (2 sessions/10 hours)
\$150 A050SH304B

30 Hour OSHA Construction Training

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

Tues, Wed & Thurs Aug 4 - Aug 13 (6 sessions/30 hours)
5:00 pm - 10:30 pm \$600 A050SH305A

8 Hour Concrete Safety Manager Refresher (NYCDOB)

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

Sat Aug 22 (1 session/8 hours)
8:00 am - 5:00 pm \$300 A050SH306A

7 Hour Construction Site Fire Safety Manager (FDNY)

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

Sat Jul 11 (1 session/8 hours)
8:00 am - 4:00 pm \$300 A050SH308A

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

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

El curso se ofrece en español en Greenpoint, Brooklyn.

Fri (5:00 pm 10:00 pm) & Sat (8:00 am 3:00 pm)
Jul 10 - Jul 11 (2 sessions/10 hours) \$150 A05CNS918A

Fri (5:00 pm 10:00 pm) & Sat (8:00 am 3:00 pm)
Aug 7 - Aug 8 (2 sessions/10 hours) \$150 A05CNS918B

Solar Plus Pro



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

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

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

For more information visit www.solarpluspro.org or call (718) 663-8484.

Math and Electricity for Photovoltaics

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

Day and Evening Classes Jul 20 – Aug 1
(10 sessions/36 hours) A14CRD003A

PV Fundamentals

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

Day and Evening Classes Aug 3 – Aug 17
(10 sessions/40 hours) A14CRD004A

PV Installation

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

Day and Evening Classes Aug 24 – Sep 5
(6 sessions/20 hours) A14CRD005A

Refrigeration Machine Operator License Preparation

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

- 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



Thursday, September 10th at 6:00 pm
Tuesday, September 15th at 6:00 pm

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

Free Thursday A05LIC000A
Tuesday A05LIC000B

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

For more information call (718) 482-7244.

Fall 2015

Tues & Thurs Oct 13 - Jun 23 (67 sessions/200 hours)
6:00 pm - 9:00 pm \$2400 A05BUS009A

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.

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/>

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.

Tues & Thurs Jul 9 - Aug 11 (6 sessions/12 hours)
4:30 pm - 6:30 pm \$315 A16INT600A

Sociology of American Deaf Communities

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

Mon & Wed Jul 8- Aug 10 (10 sessions/30 hours)
5:45 pm- 8:45 pm \$465 A16INT003A



Graduation July 2014

Which Training Program is Right for YOU?

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



Computer Literacy

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

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

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

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

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

For more information call (718) 482-5768.

NCLEX-RN Preparation Course for Internationally Trained Nurses

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

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

Green Jobs Training Program

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

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

Career Ladders for Veterans - Telecommunications Training Program

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

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

Job placement assistance is available.

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

Learn to drive

LaGuardia is partnering with **Ena's Driving School**, founded by Rajendra Harry, a longtime driving teacher and veteran of the US Marine Corps. Ena's Driving School instructors are trained to teach public and commercial driving using the most modern techniques and equipment, including computer simulators. The company has been teaching New Yorkers to drive for over 10 years!

Driver Education for the Public

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

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



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

Reduce your car insurance by 10% by completing this **6-hour course!** In addition, you can receive up to 4 violation points deducted off your New York State driver's license. NYS DMV certification, books and materials are included in tuition. ND

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

Learner Permit Test Preparation

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

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

Mon Jul 13 (1 session/2 hours)
6:00 pm - 8:00 pm \$49 A05LER001B

Sat Jul 18 (1 session/2 hours)
10:00 am - 12:00 pm \$49 A05LER001C

Mon Jul 20 (1 session/2 hours)
6:00 pm - 8:00 pm \$49 A05LER001D

Sat Aug 1 (1 session/2 hours)
10:00 am - 12:00 pm \$49 A05LER001E

Mon Aug 3 (1 session/2 hours)
6:00 pm - 8:00 pm \$49 A05LER001F

Mon Aug 10 (1 session/2 hours)
6:00 pm - 8:00 pm \$49 A05LER001G

Pre-Licensing 5 Hour Course

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

Sat Jul 11 (1 session/5 hours)
10:00 am - 3:00 pm \$59 A05PRE001A

Mon Jul 13 (1 session/5 hours)
4:00 pm - 9:00 pm \$59 A05PRE001B

Sat Jul 18 (1 session/5 hours)
10:00 am - 3:00 pm \$59 A05PRE001C

Mon Jul 20 (1 session/5 hours)
4:00 pm - 9:00 pm \$59 A05PRE001D

Sat Aug 1 (1 session/5 hours)
10:00 am - 3:00 pm \$59 A05PRE001E

Mon Aug 3 (1 session/5 hours)
4:00 pm - 9:00 pm \$59 A05PRE001F

Driving Lessons & Road Test

Get behind the wheel and learn the skills you need to pass the NYS DMV road test. The package includes five or ten 45 minute driving lessons with a NYS DMV certified instructor in a new vehicle; road test appointment; a car for the road test; road test evaluation; and the \$40 NYS DMV fee.

Pick up service from LaGuardia Community College can be arranged at your convenience. There is a 24 hour cancellation/rescheduling policy. If you miss, cancel or change your scheduled session with less than 24 hours notice, the lesson will be forfeited. Prerequisite: Must present a valid NYS DMV learner permit at the time of lessons.

Jul 1 - Jul 31 (5 sessions)
\$379 A05DLP001A

Jul 1 - Jul 31 (10 sessions)
\$529 A05DLP002A

Aug 1 - Aug 31 (5 sessions)
\$379 A05DLP001B

Aug 1 - Aug 31 (10 sessions)
\$529 A05DLP002B

at LaGuardia!

Commercial Driver License Education

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

Commercial Driver License Training: Class A & Class B

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

Wed Jul 15 (1 session/4 hours)
5:00 pm - 9:00 pm \$69 A05CDL001A

Sat Jul 18 (1 session/4 hours)
10:00 am - 2:00 pm \$69 A05CDL001B

Sat Aug 1 (1 session/4 hours)
10:00 am - 2:00 pm \$69 A05CDL001C

Wed Aug 5 (1 session/4 hours)
5:00 pm - 9:00 pm \$69 A05CDL001D

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

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

Jul 1 - Jul 31 (5 sessions)
\$1129 A05CDA001A

Jul 1 - Jul 31 (10 sessions)
\$1859 A05CDA002A

Aug 1 - Aug 31 (5 sessions)
\$1129 A05CDA001B

Aug 1 - Aug 31 (10 sessions)
\$1859 A05CDA002B

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

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

Jul 1 - Jul 31 (5 sessions)
\$1029 A05CDB001A

Jul 1 - Jul 31 (10 sessions)
\$1679 A05CDB002A

Aug 1 - Aug 31 (5 sessions)
\$1029 A05CDB001B

Aug 1 - Aug 31 (10 sessions)
\$1679 A05CDB002B

DID YOU KNOW?

Tractor-trailer truck drivers (CDL Class A):

- demand in the New York area is expected to grow by 7.5% annually*
- entry salary for heavy and tractor-trailer truck drivers ranges from \$27,740 to \$44,030*
- transportation companies attract drivers with benefits such as insurance, retirement plans, paid vacations and safety bonuses.

Bus and Commercial Drivers (CDL Class B):

- demand for bus drivers in the New York area is expected to grow 23.8% annually*
- entry salary of \$26,2900 with benefits*
- get a job as a driver with the MTA, Department of Sanitation, or other city agencies.

*NYS DOL

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.

Driver Applicants

Acquire your Taxi & Limousine Commission (TLC) license!

Defensive Driving for TLC Drivers

Take the New York State Department of Motor Vehicles (DMV) certified Defensive Driving course, which meets TLC Defensive Driving requirements for all license types (TLC Rule # 54-04K1). NYS DMV certification, books and materials are included in tuition.

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

Medallion Taxi Driver Education Course

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

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

For Hire Vehicle (FHV) Driver Education Course

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

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

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

Wheelchair Accessible Vehicle Training

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

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

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

For more information email CUNYTAXI@lagcc.cuny.edu All Taxi & FHV Driver Institute classes are ND

Current Drivers

Courses for Taxi & Limousine Commission (TLC) Drivers:

Medallion Taxi Driver License Renewal

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

Monday-Thursday and Saturday (1 session/5 hours) \$75
Either: 9:00am - 2:00pm, 10:00am - 3:00pm,
1:30pm - 6:30pm or 6:00pm - 11:00pm

Portable Electronic Devices and Driving While Distracted

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

(1 session/2 hours) \$35

Voluntary TLC Two Point Reduction-Course for Taxi Drivers

Analyze your driver violation history in order to understand your pattern of behavior. You will explore productive ways to deal with conflict as well as personal anger and aggression by better understanding and communicating with passengers. You will also learn proper protocol for dealing with police officers and the court system. In addition, you will review New York City and TLC traffic codes. Upon completion of this 8 hour, 2 session class, you will have two TLC points deducted from your taxi driver's license.

(1 session /8 hours) \$75

Wheelchair Accessible Vehicle Training

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

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

Base and Vehicle Owner Point Reduction (BOV)...page 40

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

Have you served in the military?

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

Visit us in Room C-371

LaGuardia's Veteran Services Office can help you!

Our services and programs are listed on page 34



Get into college. Get job training. Get started!

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



LaGuardia Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

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

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

LaGuardia's Veteran Services Office

Room C-371 • (718) 482-5386 • vets@lagcc.cuny.edu

Services:

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

Academic/College Prep & Training:

Free for qualifying veterans

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

Begin a New Career!

Become a Certified Technician in the Network Cabling Industry



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

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

**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

Meet our Veterans Upward Bound students

Audra Damon-Dawson

Finding strength and support in Veterans Upward Bound Program

Audra Damon-Dawson served in the US Military for 30 years, including four years of active duty as a Marine, two years in the Marine Corp Reserve and 24 years in the Army Reserve. Her roles ranged in areas from Supplies to Personnel Administration to Operations Security (OPSEC). The decorated veteran, who has earned more than ten medals among other honors, notes that since her military service always took precedence over school, she never completed a college degree. Wishing to further her education and refresh her computer skills, Audra entered LaGuardia's Veterans Upward Bound (VUB) Program last year, starting with an Introduction to Computer Software course. With a goal to one day become a veterans career counselor, Audra says, "The support of VUB staff and classmates makes you want to keep pushing beyond life's obstacles."

Jennypher Hidalgo

Veterans Upward Bound Program keeping her on track

Jennypher Hidalgo served in the US Marine Corp for four years as a supply clerk. Upon completing her service, she began taking classes in LaGuardia's Veterans Upward Bound (VUB) Program. Noting that the transition from military life to school has been smooth, she says the VUB Program has kept her on track to meet her goals of continuing her education and securing a stable job.

Start/Build Your Business

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Are you a new or emerging small business?

LaGuardia has many services to help your business grow!

Do you need help preparing loan packages?

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

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



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

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

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



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

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

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



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

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

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

Do you want to obtain transportation-related contracts?

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

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



Do you want custom training for your employees?

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

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

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

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

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



Do you need to understand the Affordable Care Act?

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

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

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

— Saudia
Greenhouse Eco-Cleaning
Brooklyn, New York



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

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

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



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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 Helps Woman Owned Business Become Certified and Sell to Government Agencies

Entrepreneur Nancy Mantell has used her ad agency expertise to develop several small businesses since 1987. Her first business venture was a marketing company that specialized in product development, marketing and advertising programs for various food companies. Her award winning marketing allowed her to raise and educate her children as a single mother.

Once Ms. Mantell's kids were grown, she decided to venture out and do what she really loved: study consumer trends and develop timely products. MarketShare, LLC was born and so was a complete line of eco-friendly products. From personal care to cleaning and protective products, she developed all green products that were proudly made in the USA.

In April 2014, Ms. Mantell attended a LaGuardia PTAC presentation on becoming government contracting ready and Minority and Woman-Owned Business Enterprise (MWBE) certification. It was there that she learned about becoming a New York State certified WBE. She also found out about the many government contracting opportunities available.



The paperwork was frustrating and seemed endless. Ms. Mantell contacted Lauren Linakis, the procurement counselor at PTAC, and scheduled a meeting shortly before throwing in the towel. Ms. Linakis explained the steps to apply for the New York State WBE certification and what potential contracting opportunities were available, providing professional support and patience.

MarketShare, LLC is now a New York State and City certified WBE, and Ms. Mantell is on the road to success. She is a vendor for the City University of New York and New York State Office for Persons with Developmental Disabilities and has one of her products pending as a New York State Preferred Service.

LaGuardia PTAC Client Awarded GSA Schedule 70

In 2013, QED National, a provider of IT consulting, solutions and staffing services, met with LaGuardia PTAC for assistance in getting put on GSA Schedule 70 for IT Consulting Services. QED National is a privately held New York State and City certified Woman-Owned Business Enterprise (WBE) established in 1993 by founder and president Colleen Molter, an award-winning technology manager and entrepreneur.

GSA Schedule 70 provides direct access to products, services and solutions from more than 5,000 certified industry partners. PTAC staff, led by Director Edgard Hernandez, provided expert guidance and was continually accessible to answer questions throughout QED's application process, including a review of the proposal in its entirety prior to final submission to GSA.



“PTAC’s guidance has been invaluable in the successful achievement of our GSA Schedule 70...We look forward to continued growth as we expand our offerings.”

The company was awarded the schedule and now can identify additional opportunities with local municipalities as well as the Federal government. This has helped lead QED National to contract awards from such agencies as NYC Human Resources Administration. In 2014, QED National conducted \$1.4 million in business through the GSA Schedule.

Representatives from QED National attend many workshops and expos hosted by PTAC. Over the years, the PTAC team has introduced the company to a number of key attendees for potential prime and sub-contracting opportunities. Recently, PTAC assisted QED National in applying for a modification to their GSA Schedule 70, which will add select data center and cyber security products.

“PTAC’s guidance has been invaluable in the successful achievement of our GSA Schedule 70,” said Ms. Molter. “We look forward to continued growth as we expand our offerings, addressing our customers’ needs for data center, IT management consulting, risk management and information security solutions.”



LaGuardia Community College
Taxi & FHV Driver Institute

Base and Vehicle Owner Point Reduction (BOV)

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

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



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

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

Get started!

Visit

www.ed2go.com/lagcc

For more information or assistance with registration:

www.ed2go.com/lagcc

(718) 482-5330

SYounusKhan@lagcc.cuny.edu



Business Writing

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

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





Learn English

We are The English Language Center

Connect with us!



TheEnglishLanguageCenterLaGuardia



@LaGuardia_ESL



TELCatLaGuardia

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.

Day Intensive Program

Learn English for college, graduate school or professional advancement in this academic preparation program.

Improve your English reading, writing, listening, speaking, grammar and pronunciation skills. At the intermediate and advanced levels, choose an elective such as Film, Dance, Pronunciation, Vocabulary and more! Classes meet U.S. Government requirements for the issuance of I-20s.

Summer 2015 Registration:

Monday, June 22 and Tuesday, June 23
11:00 am - 3:00 pm, Room C-354

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

Morning Day Intensive Program

Mon - Thurs Jul 7 - Aug 27 (31 sessions/139.5 hours)
9:00 am - 2:00 pm \$1295 AF021000

Evening English Program

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

Summer 2015 Registration:

Monday, June 22 through Thursday, June 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 Jul 6 - Aug 20 (28 sessions/70 hours)
6:30 pm - 9:00 pm \$635 AF021006

Evening English Program - 2 Nights Listening, Speaking and Grammar

Mon & Wed Jul 6 - Aug 19 (14 sessions/35 hours)
6:30 pm - 9:00 pm \$335 AF021003

Evening English Program - 2 Nights Reading, Writing and Grammar

Tues & Thurs Jul 7 - Aug 20 (14 sessions/35 hours)
6:30 pm - 9:00 pm \$335 AF021004

Saturday English Program

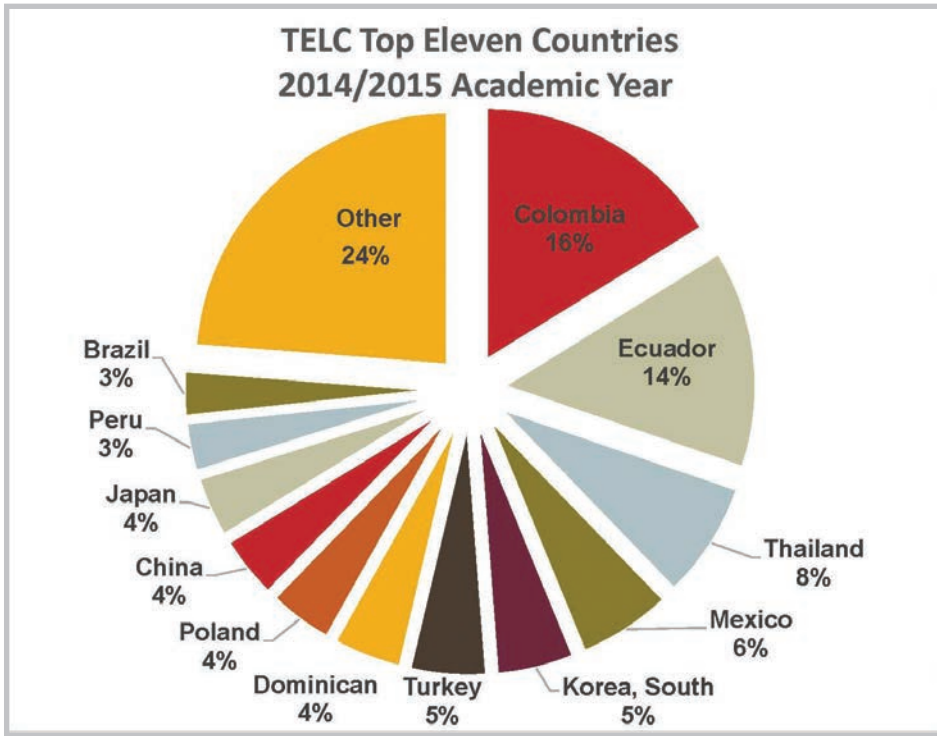
Improve your listening, speaking, reading, writing and grammar skills by using authentic language and materials that will help you function in your daily life, prepare for college or get a better job.

Summer 2015 Registration:

Saturday, June 20 and Saturday, June 27
10:00 am to 1:00 pm, Room C-354

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

Sat Jul 11 - Aug 22 (7 sessions/35 hours)
9:00 am - 2:00 pm \$335 AF021005



Specialized Workshops

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

Summer 2015 Registration:

Monday, June 22 and Tuesday, June 23
11:00 am - 3:00 pm, Room C-354

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

TOEFL Preparation Workshop

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

Mon & Wed Jul 8 - Aug 26 (15 sessions/33.75 hours)
11:45 am - 2:00 pm \$335 AF021400C

CATW Preparation Workshop

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

Mon & Wed Jul 8 - Aug 26 (15 sessions/33.75 hours)
11:45 am - 2:00 pm \$335 AF021401C

Connect with us!



TheEnglishLanguageCenterLaGuardia



@LaGuardia_ESL



TELCatLaGuardia

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

For more information call (718) 482-5300.

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

Register online www.laguardia.edu/acreg

Summer 2015 Test Dates:

Sat June 13 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST003A

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

Sat August 15 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST005A

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



CUNY Citizenship Now! Application Assistance

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

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

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

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

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

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

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



Antonia Da Rosa

High hopes for the future

Antonia Da Rosa came to the United States from Argentina in 1999. A stay-at-home mom for many years, she recently decided to return to school to earn a high school equivalency diploma. She entered LaGuardia’s High School Equivalency Program in Spanish last summer and has achieved her goal, following in the footsteps of her daughter, who also attended

“My experience at LaGuardia helped open up new horizons. I’m full of hope.”

the program and received her high school equivalency diploma in 2011.

Currently taking ESL classes at her local library, Antonia wants

to continue her education and plans to apply to a degree program in LaGuardia. She notes that one day she would like to own her own business. “My experience at LaGuardia helped open up new horizons. I’m full of hope,” she says.

High school equivalency classes and test all in one place, on a college campus!

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

Get Your High School Equivalency Diploma

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Earn your High School Equivalency Diploma!

About the TASC

The High School Equivalency test for New York State is called the Test Assessing Secondary Completion (TASC), www.tasctest.com.

- The TASC includes five sections:



1. Language Arts - Reading
2. Language Arts - Writing (includes grammar and essay writing)
3. Mathematics (includes sections with and without a calculator)
4. Science (calculators are permitted)
5. Social Studies

- The TASC takes about 9 hours to complete. It is offered at LaGuardia Community College on Friday evening and all day Saturday.
- The TASC is free for New York State residents and is available in English or Spanish.

How to Apply for the TASC

- Any New York State resident who is 19 or older and does not have a high school diploma may take the TASC. Seventeen and 18-year-olds must fill out required attachments found at <http://www.acces.nysed.gov/ged/forms>.
- Print out and complete **Attachment A** from the New York State Education Department (NYSED) website, <http://www.acces.nysed.gov/ged/forms>.
- Attachment A must be submitted to a testing center with a **copy of New York State proof of residence**.
- Submitting an application does not guarantee a seat. If you would like a response, include a self-addressed, stamped envelope with the application.
- Test locations and dates are posted on the NYSED website, http://www.acces.nysed.gov/ged/nys_map/counties.html.
- Testing accommodations are available. Visit www.tasctest.com/accomodations-fordisabilities-for-takers.

How to Prepare for the TASC

- LaGuardia Community College offers free Adult Basic Skills and High School Equivalency classes on weekdays, during the day and evening. You can apply for the waiting list at www.hselaguardia.org or call (718) 482-5385.
- Low-cost classes are also available without a waiting list on weekdays, during the day and evening, and on Saturdays. To register see our catalog at <http://www.lagcc.cuny.edu/ace/> or call (718) 482-5385.

Information for Re-Testers

- If you fail one or more of the test sections, those sections may be retaken after 60 days. The TASC can be taken up to 3 times within one year.
- Passing scores from previous GED ® tests will count until December 31, 2015. Take the TASC only for the sections that you failed.
- Transcripts can be requested from NYSED at www.acces.nysed.gov/ged.

Like us on Facebook: ABS-Adult Basic Skills

Which LaGuardia High School Equivalency Program is Right for You?

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

IMPORTANT NOTE: New York State is offering a new high school equivalency test called the *Test Assessing Secondary Completion (TASC)*, which has replaced the test formerly known as the *GED*. exam. **If you have already passed some but not all of the GED tests, your scores may be counted until 2016.**

(F) = Free (\$) = Tuition

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

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

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

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

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

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

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

Veterans Upward Bound Program
 Room C-371
 Visit: www.laguardia.edu/veterans/
 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 20 and want to earn my high school equivalency diploma. (F)

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

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

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

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: ACEAdvisement@lagcc.cuny.edu

Did You Know?

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

Get Your High School Equivalency Diploma



These courses are eligible for Veterans Tuition Assistance. 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.

Summer 2015:

Saturday	June 20	10:00 am	\$25	Room E-242
Thursday	June 25	10:00 am	\$25	Room E-242
Monday	June 29	6:00 pm	\$25	Room E-242

Placement Exam:

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

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

Payment:

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

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

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

Discounts:

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

For more information call (718) 482 5385, go to Room C-400 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

Mon, Wed & Thurs Jul 20 - Sep 9 (22 sessions/66 hours)
10:00 am - 1:00 pm \$285 A04HSE004A

High School Equivalency in English

Sat Jul 18 - Sep 19 (10 sessions/65 hours)
9:00 am - 4:00 pm \$285 A04HSE001C

Mon, Wed & Thurs Jul 20 - Sep 9 (22 sessions/66 hours)
11:00 am - 2:00 pm \$285 A04HSE001A

Mon, Tues & Thurs Jul 20 - Sep 8 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$285 A04HSE001B

High School Equivalency Math Only

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

Fri Jul 24 - Sep 11 (8 sessions/32 hours)
10:00 am - 2:00 pm \$137 A04HSE005A

Equivalencia del Bachillerato en Español

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

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

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

Verano 2015:

Jueves	25 Junio	6:00 pm	\$25	Salon E-242
Sábado	27 Junio	10:00 am	\$25	Salon E-242
Martes	30 Junio	6:00 pm	\$25	Salon E-242

Sesión de exámenes de registro:

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

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

Para averiguar, traiga una copia de sus calificaciones del Examen de Equivalencia del Bachillerato a la sesión de exámenes de registro o llame al (718) 482-5385 para hablar con un consejero.

Pago:

- El curso se puede pagar con tarjeta de crédito/débito o giro postal
- El costo del registro de \$25 ser 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 5385, venga a la oficina C 400 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 & Thurs Jul 20 - Sep 9 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$285 A04HSE003A

Equivalencia del Bachillerato en Español

Sat Jul 18 - Sep 19 (10 sessions/65 hours)
9:00 am - 4:00 pm \$285 A04HSE002B

Mon, Wed & Thurs Jul 20 - Sep 9 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$285 A04HSE002C

Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam

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

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

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

Beginning ASL and English for Deaf Adults

FALL 2015
Mon & Wed Sep 28 - Dec 2 (18 sessions/45 hours)
5:45 pm - 8:30 pm \$429 A16RDW001A

Beginning Basic Education Level 1 for Deaf Adults

FALL 2015
Tues & Thurs Sep 15 - Dec 3 (22 sessions/44 hours)
5:45 pm - 7:55 pm \$429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults

FALL 2015
Mon & Wed Sep 21 - Dec 14 (22 sessions/44 hours)
5:45 pm - 7:55 pm \$429 A16RDW004A



High School Equivalency for Deaf Adults

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

High School Equivalency Placement Exam

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

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

Pre-High School Equivalency Reading/Writing for Deaf Adults

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

Mon, Tues & Wed Jul 6 Aug 26 (24 sessions/66 hours)
4:35 pm - 7:35 pm \$235 A16HSE001A

FALL 2015
Tues & Thurs Sep 15 - Dec 3 (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

FALL 2015
Tues & Thurs Sep 15 - Dec 3 (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, Tues & Wed Jul 6 Aug 26 (24 sessions/66 hours)
1:15 pm - 4:15 pm \$235 A16MAT014A

FALL 2015
Mon & Wed Sep 21 - Dec 14 (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

FALL 2015
Mon & Wed Sep 21 - Dec 14 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16MAT015A



College-Level Examination Program (CLEP)

A Credit-by-Examination Program

Earn college credit for what you already know!

Earn between 3 and 12 credits per test

Each CLEP test costs \$115*



CLEP tests offered at LaGuardia

History & Social Sciences

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

Composition & Literature

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

Business

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

Science & Mathematics

Biology
 Calculus
 Chemistry
 College Algebra
 College Mathematics
 Natural Sciences
 Precalculus

World Languages

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

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

Save time and money, and graduate sooner!

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

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



Scan for more information

CALL
EMAIL

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

VISIT
REGISTER

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

CUNYSTART

What is CUNY Start?

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

Why enroll in CUNY Start?

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

To be eligible for CUNYStart, you must

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

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

When are classes?

September 2015 - February 2016

Full-time option:
Reading/Writing AND Math

25 hours a week, Monday-Friday
9:15 am - 2:45 pm
11:45 am - 5:15 pm
1:00 pm - 6:30 pm

Part-time option:
Reading/Writing OR Math

12 hours a week, Monday-Thursday
2:00 pm - 5:00 pm
6:00 pm - 9:00 pm

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

Prepare for College

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Prepare for College

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 Jul 7 – Aug 13 (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 Jul 6 – Aug 12 (12 sessions/30 hours)
6:00 pm – 8:30 pm \$135 [A22PRP007A](#)

College Prep Workshops

What do you want to be? Discover your Career Options

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

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

How to Select a CUNY College and Complete the CUNY Application

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

Wed Jul 22 (1 session/2 hours)
6:00 pm - 8:00 pm \$0 [A22PRP003A](#)

Getting Money through FAFSA: Making a College Degree Affordable

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

Wed Jul 15 (1 session/2 hours)
6:00 pm - 8:00 pm \$0 [A22PRP002A](#)

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

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

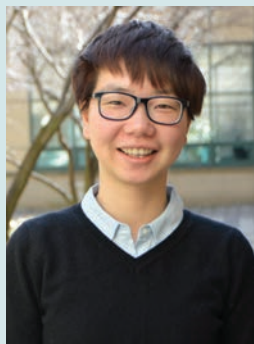
Wed Aug 5 (1 session/2 hours)
6:00 pm - 8:00 pm \$0 [A22PRP001A](#)

Get the English skills you need to succeed in college!

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

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

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



Yanyan Zhang

A success story: In her own words

I remember coming to LaGuardia Community College as an immigrant, taking the college entrance exams, and learning that I had to study in the CUNY Language Immersion Program (CLIP) before I could start credit courses. In CLIP, I met fantastic teachers who taught me English through practicing grammar, reading the *New York Times*, and doing writing reflections. They encouraged me to speak in English as much as possible and helped me to become familiar with New York's

parks and museums. At first, I really struggled with English and my homework took a long time every day, but I kept practicing my reading and writing. Little by little, I became more confident and my English got better. Now I am part of the Accelerated Study in Associate Programs (ASAP) and Phi Theta Kappa (international honor society of two-year colleges) and will graduate with my associate degree in June 2015. My next step is to transfer to Baruch College to get my Bachelor Degree in International Business.

*“In CLIP, I met fantastic teachers who taught me English through practicing grammar, reading the *New York Times*, and doing writing reflections. They encouraged me to speak in English as much as possible and helped me to become familiar with New York’s parks and museums.”*



Sandra Chevalier

Mother and daughter tackling challenges of school together

Sandra Chevalier wanted something better. The mother of five children, who was a high school dropout raised in foster and group homes, wished for more than another job at a fast food place. That's when she decided to come to LaGuardia's Bridge to College and Careers Program in 2014. Entering the Bridge to Health program, she says staff "introduced me to a world of potential I never knew even existed for someone like me. They told me I could go to college and have guided me every step of the way."

“Believe in your potential and never let the life you live stop you from getting the life you dream of.”

Less than a year later, Sandra has earned her high school equivalency diploma and is in her second semester at LaGuardia as a Veterinary Technology major. Pointing out that in the beginning of the Bridge Program she had trouble with time management, completing assignments and studying, she notes that she now has a 3.5 GPA. She also mentors students in the Bridge Program and LaGuardia's College Discovery Program. Her future goal is to earn her associate in applied science degree and work in a zoo. "Believe in your potential and never let the life you live stop you from getting the life you dream of," says Sandra.

One of Sandra's joys is attending LaGuardia with her daughter, Mariah Diaz, a psychology major. Mariah was very active in high school, participating in glee club and serving as leader in her graduation project, Donation is Key, in which classmates planned a campaign to collect uniforms and other clothing to help students and families in their community. Mariah has channeled that enthusiasm and energy into her college studies, working full time while striving for A's in all her courses. "It's very exciting!" she says. Hoping to earn her associate degree and then enroll in Hunter College to study psychology, she plans to one day become a psychology professor. Noting that she and her mother are in this journey together, Mariah says, "Together, we are tackling the challenges of going to school, paying bills and caring for my younger siblings, one of whom has special needs."

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.



Scan for more information.

Testing Center

You can take the following exams at LaGuardia:

For more information call:

- | | | | |
|---|----------------|---|----------------|
| • High School Equivalency (formerly GED) | (718) 482-6168 | • English (Versant English Speaking Test) | (718) 482-5300 |
| • New York City Taxi Operators (Hack) License | (718) 482-5335 | • College-Level Examination Program (CLEP) | (718) 482-7244 |
| | | • Educational Interpreter Performance Assessment (EIPA) | (718) 482-5324 |

APPLY NOW

www.laguardia.edu

PUSH BOUNDARIES

718-482-5000 31-10 Thomson Avenue
Long Island City, NY 11101



Reserve a space today!

- LaGuardia Community College offers a variety of facilities that accommodate groups of 10 to 1,000.
- Spaces available for your organization's meetings and conferences range from smart conference rooms and state-of-the-art classrooms to a beautiful outdoor courtyard.
- All spaces are handicapped accessible and come with a choice of optional amenities, including catering, paid parking and audiovisual services.
- Our rental fees are competitively priced to meet almost every budget.

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

Are You 16-24? Take the Next Step!

Young Adult Internship Program

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

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

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

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

After completing your internship you'll be able to:

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

Recent YAIP internship sites:

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

And more!

Contact: Sindy Rivera (718) 609-2131
srivera@lagcc.cuny.edu

CUNY Fatherhood Academy

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

Create a brighter future for you and your family!

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

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

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



Rawle Searles

Taking full advantage of opportunities to succeed

Rawle Searles had just quit his job due to unsafe working conditions in 2010 when he heard from a friend about the Young Adult Internship Program (YAIP) at LaGuardia. Needing help in finding another job but also wishing to build his resume and enroll in college, YAIP was a perfect fit.

Today, Rawle has two jobs and is a full time college student at LaGuardia. His YAIP internship at Marshalls Department Store became a permanent position, and he received assistance from YAIP staff with the college application and financial aid processes. YAIP also connected Rawle with CUNY Start, an intensive pre-college academic program, and even stepped in to help him obtain another internship with the New York Department of Transportation when his mother lost her job. The Business Administration major has a 3.68 GPA and made the Dean's List in 2014. He has even received an invitation to join Phi Theta Kappa, the international honor society of two-year colleges.

As an ambassador for YAIP, Rawle shares information about the program with friends, and in 2014 he represented the Young Men's Initiative—the New York City umbrella agency under which YAIP runs—speaking at a forum in City Hall. With hopes to one day open his own business in the health and fitness field, he says, "YAIP at LaGuardia connected us with opportunities and helped me become more self-sufficient. I learned how to take full advantage of the resources that are there for us."

“YAIP at LaGuardia connected us with opportunities and helped me become more self-sufficient.”



James Bell

Making education and family priorities

James Bell entered the CUNY Fatherhood Academy (CFA) in March 2013 with the goal of finishing the program and enrolling in college. Having completed CFA as well as CUNY Start, an intensive pre-college academic program, he is on track as a Human Services: Mental Health major at LaGuardia. "Getting back into school after two years off was very intense, but it led me to where I am now," says James, who makes sure to spend

quality time with his daughter, a main principle taught in CFA. Giving back, he also tutors and mentors other CFA students. "I want to help, teach and mentor others," James says. "CFA opened my eyes to things I never knew I had access to. I've been doing good ever since."

“CFA opened my eyes to things I never knew I had access to. I've been doing good ever since.”



Summer Youth Employment Program

Are you 14-24 years old?
Gain work experience and earn money during summer break!

Depending on your age:

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

Recent SYEP internship sites:

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

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

High School Equivalency

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

Start building your future!

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

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

Justice Community Program

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

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

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

LaGuardia's Justice Community Program can help you:

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

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



Take College Courses

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

Take College Courses

Alternate days and times for college classes are often available for Continuing Education students. For more information call Valerie Seignious at (718) 482-7244 or (718) 482-5120.

College Foreign Languages

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

Elementary Arabic I

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELA101A

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELA101A

Elementary Arabic II

This is a continuation of Elementary Arabic I.

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
3:25 pm - 5:35 pm \$320 A02ELA102A

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELA102A

Elementary Modern Chinese I

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

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELC101A

Elementary French I

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELF101A

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELF101A

Elementary French II

This is a continuation of Elementary French I.

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELF102A

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELF102A

Elementary Italian I

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
9:15 am - 11:30 pm \$320 A02ELI101A

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELI101A

Elementary Italian II

This is a continuation of Elementary Italian I.

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELI102A

Elementary Japanese I

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELJ101A

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELJ101A

Elementary Japanese II

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

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
11:45 am - 2:00 pm \$320 A02ELJ102A

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELJ102A

Elementary Korean I

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELM101A

Elementary Korean II

This is a continuation of Elementary Korean I.

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELM102A



Elementary Portuguese I

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELZ101A

Elementary Spanish I

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS101A

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELS101A

Elementary Spanish II

This is a continuation of Elementary Spanish I.

Mon - Thurs Jun 18 - Aug 6 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS102A

Fall 2015

Sept 12 - Dec 12 (12 Sessions/48 Hours)
10:30 am - 2:00 pm A02ELS102A

College Arts

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

Introduction to Art

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

Mon & Wed Jun 22 – Aug 5 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 [A02HUA101B](#)

Sat Jun 20 – Aug 1 (6 sessions/36 hours)
9:15 am – 5:30 pm \$320 [A02HUA101A](#)

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.

Tues & Thurs Jun 18 – Aug 6 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 [A02HUA103A](#)

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.

Tues & Thurs Jun 18 – Aug 6 (12 sessions/36 hours)
2:15 pm – 5:35 pm \$320 [A02HUA110A](#)

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 & Wed Jun 22 – Aug 5 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 [A02HUA120A](#)



Beginning Photography

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

Mon & Wed Jun 22 – Aug 5 (12 sessions/48 hours)
5:35 pm – 10:00 pm \$320 [A02HUA130A](#)

Digital Photography I

This course is designed to introduce students to the hardware and software utilized in capturing digital images. It will include use of digital 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 & Wed Jun 22 – Aug 5 (12 sessions/36 hours)
9:15 am – 2:00 pm \$320 [A02HUA131A](#)

Tues & Thurs Jun 18 – Aug 6 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 [A02HUA131B](#)

College Music

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

Introduction to Music

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

Tues & Thurs Jun 18 – Aug 6 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 A02HUM101A

Tues, Wed & Thurs Jun 18 – Aug 6 (18 sessions/36 hours)
6:00 pm – 8:15 pm \$320 A02HUM101B

Piano I

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

Mon, Tues & Thurs Jun 18 – Aug 6 (18 sessions/36 hours)
10:00 am – 12:15 pm \$320 A02HUM180A

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 Jun 18 – Aug 6 (12 sessions/36 hours)
6:00 pm – 9:35 pm \$320 A02HUM181A

College Liberal Arts

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



Introduction to Philosophy

Tues & Thurs Jun 18 – Aug 6 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 A02HUP101B

Mon & Wed Jun 22 – Aug 5 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 A02HUP101A

Critical Thinking

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

Tues & Thurs Jun 18 – Aug 6 (12 sessions/36 hours)
9:15 am – 12:45 pm \$320 A02HUP102A

Mon & Wed Jun 22 – Aug 5 (12 sessions/36 hours)
5:45 pm – 9:05 pm \$320 A02HUP102B

General Psychology

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

Tues & Thurs Jun 18 – Aug 6 (12 sessions/36 hours)
1:00 pm – 4:25 pm \$320 A02SSY101A

Tues & Thurs Jun 18 – Aug 6 (12 sessions/36 hours)
6:00 pm – 9:05 pm \$320 A02SSY101B



Learn American Sign Language

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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 Liz Milana at (718) 482-5353 Voice or (917) 832-1138 VP, or emilana@lagcc.cuny.edu. All courses are ND (no discount).

Intensive Study in American Sign Language Program

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

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

Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or

equivalency diploma required. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Liz Milana at emilana@lagcc.cuny.edu or (718) 482 5353 Voice or (917) 832-1138 VP. ND

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened.

For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B234, 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/aiep>.

Introduction to American Sign Language Workshop

Interested in learning American Sign Language?

Find out how to become a fluent communicator or make a career from your ASL skills by attending our FREE introductory workshop. If you are registering for an ASL class in Program for Deaf Adults for the first time, it is strongly recommended that you attend this workshop, which introduces our teaching philosophy of ASL and Deaf Culture.

You must register for this workshop; visit <http://www.laguardia.edu/ace/registration.aspx>.

Wed Aug 5 (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, Tues, Wed & Thurs Jul 1 - Aug 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.

Mon (5:45 pm - 8:00 pm) & Wed (5:45 pm - 9:15 pm)
Jul 6 - Aug 26 (24 sessions/46 hours)
\$359 **A16ASL011A**

FALL 2015

Mon & Wed Sep 9 - Dec 14 (34 sessions/46 hours)
5:45 pm - 7:55 pm \$359 **A16ASL011B**

Sat Sep 12 - Dec 12 (22 sessions/46 hours)
9:00 am - 1:00 pm \$359 **A16ASL011A**

Intensive Study in American Sign Language - Level 2

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

Mon (5:45 pm - 8:00 pm) & Wed (5:45 pm - 9:15 pm)
Jul 6 - Aug 26 (24 sessions/46 hours)
\$359 **A16ASL012A**

FALL 2015

Mon & Wed Sep 9 - Dec 14 (34 sessions/46 hours)
5:45 pm - 7:55 pm \$359 **A16ASL012B**

Sat Sep 12 - Dec 12 (22 sessions/46 hours)
9:00 am - 1:00 pm \$359 **A16ASL012A**

Intensive Study in American Sign Language - Level 3

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

Tues (5:45 pm - 8:00 pm) & Thurs (5:45 pm - 9:15 pm)
Jul 7 - Aug 27 (24 sessions/46 hours)
\$359 **A16ASL013A**

FALL 2015

Tues & Thurs Sep 8 - Dec 3 (34 sessions/46 hours)
5:45 pm - 7:55 pm \$359 **A16ASL013B**

Sat Sep 12 - Dec 12 (22 sessions/46 hours)
9:00 am - 1:00 pm \$359 **A16ASL013A**



Leslie C. Berg

Life after retirement: Learning new languages!

When Leslie C. Berg retired after teaching in the New York City public school system for 30 years, she was ready to begin the next chapter in her life. "As a life-long learner, my goal is to simply learn about whatever makes me happy!" she says. To that end, Leslie began taking American Sign Language (ASL) classes in the division's Program for Deaf Adults.

As a late-deafened adult with bilateral cochlear implants, she notes that

LaGuardia's instructors and staff have been "nothing short of amazingly helpful, friendly and accommodating" and adds that she is very satisfied with their professionalism and teaching skills. Describing her ASL classes as well as college Spanish classes she's taking through ACE as her "recreational activities," Leslie says, "My future goals are to continue my current studies. It would be amazing to me to be somewhat fluent in another language!"

“LaGuardia’s instructors and staff have been nothing short of amazingly helpful, friendly and accommodating.”

Intensive Study in American Sign Language - Level 4

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

Tues (5:45 pm - 8:00 pm) & Thurs (5:45 pm - 9:15 pm)
Jul 7 - Aug 27 (24 sessions/46 hours)
\$359 A16ASL014A

FALL 2015

Tues & Thurs Sep 8 - Dec 3 (34 sessions/46 hours)
5:45 pm - 7:55 pm \$359 A16ASL014B

Sat Sep 12 - Dec 12 (22 sessions/46 hours)
9:00 am - 1:00 pm \$359 A16ASL014A

NEW! ASL Fingerspelling, Numbers and Glossing - Level 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. Prerequisite: Intensive Study in ASL Level 3 or pre-screening.

FALL 2015

Wed Sep 9 - Dec 9 (24 sessions/24 hours)
5:45 pm - 7:55 pm \$149 A16ASL027A

NEW! ASL Fingerspelling, Numbers and Glossing - Level 2

Build on the foundations of ASL Fingerspelling, Numbers and Glossing Level 1. You will focus on the further development of ASL parameters, including hand shapes, orientation, location, movement and non manual signs. Prerequisite: ASL Fingerspelling, Numbers and Glossing Level 1 and Intensive Study in ASL Level 4.

FALL 2015

Mon Sep 21 - Dec 14 (24 sessions/36 hours)
5:45 pm - 9:05 pm \$259 A16ASL028A

Basic Skills Dual Access Classes

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 pcartson@lagcc.cuny.edu.

Instructor: Roy Siskind

FALL 2015

Mon, Wed & Thurs Sep 9 - Dec 17 (48 sessions/72 hours)
4:35 pm - 6:45 pm \$199 A16MAT095A

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

FALL 2015

Mon, Tues, Wed, Thurs (9:15 am - 10:15 am) &
Tues (3:25 pm - 4:25 pm) Sep 8 - Dec 17
(60 sessions/60 hours)
\$535 A16RDG005

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

FALL 2015

Mon, Tues, Thurs (10:30 am - 12:45 pm) &
Tues (4:35 pm - 5:35 pm) Sep 8 - Dec 17
(48 sessions/84 hours)
\$535 A16WRT005A

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.

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.

FALL 2015

Tue Oct 20 - Dec 8 (8 sessions/21 hours)
4:35 pm - 7:15 pm \$269 A16DRV001A



Individual Instruction for Deaf Adults

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

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

For questions or to schedule an appointment for an assessment or placement test contact Liz Milana at (718) 482 5353 Voice or (917) 832 1138 VP or emilana@lagcc.cuny.edu.

Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.

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

Individual Instruction - 12 Hours

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

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

Individual Instruction - 24 Hours

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

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



Grants Scholarships and opportunities



ACE Financial Support Services

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

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

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

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

Find out if you qualify!

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

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

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

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

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

Individual Training Grants

Advance Your Career through Occupational Training

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

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

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

Students Over 65

Rediscover the joys of learning at LaGuardia!

Receive a 30% discount

For more information call (718) 482-5124.



How to Get Here

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

By Car:

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

By Subway:

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

By Bus:

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

Bike Parking:

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

How to Register

Online: www.laguardia.edu/acereg/

By phone: (718) 482-7244

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

By fax: (718) 609-2074

In person: M-Building, Room M-143

Monday through Thursday	8:30 am - 6:30 pm
Friday	8:30 am - 3:30 pm
Saturday	8:30 am - 12:30 pm

Payment

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

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

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

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

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

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

Discounts

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

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

Delinquent Payments

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

Classroom Assignments

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

Refund Policy

For courses under \$299

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

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

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

\$20 will be deducted from refunds as shown above up to a limit of \$40.

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

Financial Assistance

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

Payment Plans

For information call (718) 482-7244.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

Course Cancellations

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

Updates

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

4 EASY WAYS TO REGISTER!

Online:



www.laguardia.edu/acereg/

By phone:



(718) 482-7244

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

By fax:



(718) 609-2074

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

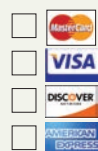
LaGuardia Community College/CUNY

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

LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

31-10 Thomson Avenue
Long Island City, NY 11101



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U.S. POSTAGE
PAID
FLUSHING, NY
Permit #972



**CONTINUING
EDUCATION**
People, Changing



COMPLETED the Community Health Worker (CHW) Training Program at LaGuardia

GRADUATED from LaGuardia with an associate degree as a business administration major

WORKS as an In-Person Assistor (IPA)/Navigator in a non-profit organization using Community Health Worker training

VOLUNTEERS at LaGuardia's Single Stop, helping students enroll in health insurance programs

PLANS to pursue her education in public health or business administration

KELLY VIZCARRA

With the foundation in healthcare received from LaGuardia, Kelly is on her way to a bright future! Read her story on page 13.

TO LEARN MORE ABOUT LAGUARDIA'S
HEALTHCARE PROGRAMS
SEE PAGES 8 - 17