



CONTINUING EDUCATION
SPRING 2014 CATALOG



I DID IT
YOU
CAN
TOO

Professional certificates

Vocational training

Business services

College courses

High School Equivalency

ESL and more



Jason Spencer and son, Ali'Itoa (5 years old), at his High-A-Level Caribbean restaurant in Brooklyn.

“The Veterans Upward Bound Program pointed me in the right direction and provided very good mentoring.”

Meet **Jason Spencer**

From serving in Iraq to serving up home cooking

Jason Spencer admits he had a hard time transitioning from military to civilian life. But he got the support and guidance he needed from the Veterans Upward Bound (VUB) Program at LaGuardia. The sergeant/squad leader served five years in the U.S. Army Infantry, which included two tours in Iraq. He previously served at New York's Ground Zero during 9/11 as a member of the National Guard.

Returning to civilian life in 2010, he was ready for a new challenge: earning a college degree. “The VUB Program pointed me in the right direction and provided very good mentoring,” says Jason, who came to the program in 2012. Today, he is close to graduating from LaGuardia with an Associates Degree in Business Administration. He also runs his own restaurant in Brooklyn called High-A-Level Caribbean. Next on the menu for the full time student and business owner: earning a bachelors degree.

See page 31 for more information about the Veterans Upward Bound Program at LaGuardia.

Training that gets YOU the



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Turn Anxiety into Achievement with our Test Prep courses

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Testing Center

You can take the following exams at LaGuardia:

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

Testing Facilities

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

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

Have you learned something through an Adult & Continuing Education (ACE) program at LaGuardia Community College that changed your life?



Your gift today to The LaGuardia Community College Foundation can help students who may not be able to cover the cost of tuition to find success.

Visit www.laguardia.edu/acegive to give online or call The Foundation at (718) 482-5010.

Funds raised through this initiative will provide direct support for LaGuardia Community College ACE students.

Gift of Education

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Lee la página 13 para una lista de clases en Español.
See page 13 for a list of our course offerings in Spanish.



Division of Adult and Continuing Education Assistant Dean Francesca Fiore accepts catalog award from LERN President William Draves.

ACE Catalog Wins Award for Excellence

LaGuardia's Fall 2013 Division of Adult and Continuing Education (ACE) catalog won an award for excellence from the Learning Resources Network (LERN), an international association in lifelong learning. The winning entry was selected from more than 100 nominations. Criteria used to select the winner were innovation in the field of lifelong learning as well as originality, replicability and measurable outcomes.

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See page 62:

- Financial assistance to help pay for your education
- Disability services



Dear Students,

At LaGuardia Community College we believe a better world starts by getting curious, by asking: What if?

Our students challenge expectations, coming together to study at LaGuardia 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.

Our faculty and staff dare to do more by creating innovative and exciting ways to explore new ideas, teach new skills and pioneer programs that truly serve students and make our community stronger. LaGuardia has a national reputation for being an institution of educational excellence; we have received numerous awards for outstanding academic and continuing education programs. We partner with prestigious organizations such as the Gates Foundation, MetLife Foundation and Goldman Sachs to further our initiatives.

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

Dr. Gail O. Mellow
President



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

Technology is ever important in today's world. This spring, upgrade your skills with our many new online courses, which include Introduction to Java Programming, Creating Mobile Apps with HTML5, Using Social Media in Business, and Achieving Top Search Engine Positions. For Spanish speakers, we have courses in Microsoft Word, Excel and PowerPoint as well as Basic

Computer and Internet Skills, taught in Spanish (see page 12). Take your career to the next level or begin a new one with our new Project Management Applications, PMP Certification Preparation or Explore a Career as an Administrative Medical Assistant, also provided online for your convenience.

ACE offers numerous professional certificate programs and courses in varied fields, including health, bookkeeping and accounting, computer training and much more. Small business owners, we provide business education and support services to help your company grow and create jobs to improve the local economy (see page 34).

ACE will help you achieve your educational goals through our high school equivalency or college prep classes and workshops. Non-native English speakers, choose from our many specialized ESL programs. If you're ready for college, try our new CATW Preparation for English Learners course to help you pass the CUNY writing exam (see page 41).

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

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

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

- Tony Allicino, Director, Program for Deaf Adults
- Christine Alvarez, Director, Pre-Hospital Care Programs
- Natalia Arguello, Director, NYDesigns
- Victoria Badalamenti, Director, The English Language Center
- Claudia Baldonado, Director, Youth Workforce Development Initiatives
- Marian Blaber, Executive Director, CUNY Language Immersion Program
- Amy Dalsimer, Executive Director, Professional Development Institute
- Rosa Figueroa, Director, Small Business Development Center
- Adjoa Gzifa, Director, Workforce Education Center
- Edgard Hernandez, Director, Procurement Technical Assistance Center
- Assuanta Howard, Director, 10,000 Small Business Program
- John Hunt, Director, Center for Immigrant Education and Training
- Kimberly Kendall, Executive Director, Career Programs
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- Linda Mellon, Executive Director, Business Services
- Elizabeth Perdomo, Director, Small Business Transportation Resource Center
- Cris Stewart, Executive Director, ACE Enrollment Management
- Michele Stewart, Director, Career Ladders in Allied Health
- Michele Valdez, Acting Executive Director, Workforce Development
- Andrew Vollo, Director, Taxi & FHV Institute

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- Natalia Arguello, Director of NY Designs
- Edward L. Hollins, College Graphic Designer
- Liesl Fores, Communications Director
- Bruce Kurzius, Coordinator of Administrative Services
- Keith Arias, Administrative Assistant, Career and Professional Programs
- Lia Molero, Administrative Associate to Assistant Dean
- Tony Camilli, Web Developer
- David Turcotte, ACE Photographer

Get a Promotion or New Career



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Get a Promotion



Computer Training

Fundamental Computer Skills

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

Introduction to Computers, Windows and the Internet

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

Instructor: Lawan Tyson

Sat Mar 29 - Apr 12 (3 sessions/9 hours)
9:00 am - 12:00 pm \$93 A05CMP001B

Power Keyboarding

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

Tues & Thurs Apr 8 - May 1 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK001A



Register Online
www.laguardia.edu/acereg/



Certificate Program in Microsoft Office Applications

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

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

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

Take 4 and save \$122*

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

*Cannot be combined with any other discount

Microsoft Word for Windows

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

Instructor: Lawan Tyson

Mon & Wed Mar 17 - Apr 9 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK002B

Tues & Thurs May 27 - Jun 19 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK002A

Microsoft Excel for Windows

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

Instructor: Lawan Tyson

Tues & Thurs Mar 18 - Apr 10 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK003B

Mon & Wed Apr 28 - May 21 (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.

Instructor: Lawan Tyson

Tues & Thurs Apr 22 - May 8 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$185 A05OSK004A

Microsoft PowerPoint Presentations for Windows

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

Instructor: Lawan Tyson

Tues & Thurs May 13 - May 22 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$123 A05OSK005A

“Ms. Lawan Tyson is an excellent instructor. She has patience and is organized and able to take care of each and every student.”

Student, Microsoft Excel
Fall 2013

or New Career!



Administrative Assistant Certificate Program

Want to work in an office environment? Are you organized and detail oriented? Become an Administrative Assistant! In this 7-course certificate program you will learn the essential computer and communication skills needed to be successful in an office setting. (You may take individual courses without intending to complete the certificate program.)

For more information call (718) 482 7244. ND

Required Courses:

- Power Keyboarding (see page 8)
- Write Effective Email (see below)
- Building Reports in Excel (see below)
- Microsoft Word, (see page 8)
- Microsoft Excel (see page 8)
- Microsoft PowerPoint (see page 8)
- Microsoft Access Intensive. (see page 8)



Building Reports in Excel

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

Sat Apr 5 - May 17 (6 sessions/24 hours)
9:00 am - 1:00 pm \$265 A05OSK016A

Write Effective Email

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

Tues & Thurs May 6 - May 29 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$265 A05WRT003A

Advanced Microsoft Office Certificate Program

Take your Microsoft Office skills to the next level. These 5 advanced workshops provide additional skills and give you an edge at the workplace. Courses may be taken individually. Prerequisite for all courses: Certificate Program in Microsoft Office Applications. ND

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

Advanced Microsoft PowerPoint Workshop

Learn how to create customized slides using various schemes and backgrounds. You will also design new layout slide masters and templates.

Instructor: Lawan Tyson

Sat Mar 29 - Apr 12 (3 sessions/9 hours)
1:00 pm - 4:00 pm \$95 A05OSK205A

Advanced Microsoft Word Workshop

Learn how to enhance your documents with special features; create mail merge documents; and share documents. You will also build indices, table of contents, figures and authorities.

Instructor: Lawan Tyson

Sat Apr 26 - May 10 (3 sessions/9 hours)
9:00 am - 12:00 pm \$95 A05OSK202A

Advanced Microsoft Excel Workshop

Explore ways to apply advanced formatting to your spreadsheets and learn to create pivot tables and pivot charts.

Instructor: Lawan Tyson

Sat Apr 26 - May 10 (3 sessions/9 hours)
12:30 pm - 3:30 pm \$95 A05OSK203A

Advanced Microsoft Outlook Workshop

Discover how to manage messages, contacts, calendars and tasks using various Outlook techniques.

Mon & Wed Jun 16 - Jun 23 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$95 A05OSK209A

Advanced Microsoft Access Workshop

Create advanced queries, forms and reports.

Mon & Wed Jun 2 - Jun 9 (3 sessions/9 hours)
6:00 am - 9:00 pm \$95 A05OSK204A

A+ Computer Service Technician Certificate

Get the skills you need to start a career as a Computer Service Technician (CST). **This 6-course, hands-on training program will teach you to repair computers and prepare you for the A+ Essentials (exam code 220-701) and A+ Practical Application (exam code 220-702) industry exams.** Topics include hardware, network systems, software, new technologies, and building your own computer. **For more information call (718) 482-7244.** ND



Introduction to Computer Technology

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

Instructor: *Louis Marchione, Certificate in Computer Programming, New York University, worked in the computer and technology field for 35 years, and has taught at LaGuardia for 17 years with Career and Professional Programs (CAPP).*

FALL 2014
\$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 2014
\$449 A05CMP101A

CST, Part 2: Networking

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

Tues & Thurs Mar 18 - Apr 10 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP102B

CST, Part 3: Software

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

Tues & Thurs Apr 22 - May 15 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP103C

CST, Part 4: New Technologies

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

Tues & Thurs May 20 - Jun 12 (8 sessions/26 hours)
6:00 pm - 9:15 pm \$475 A05CMP104A

CST, Part 5: Build Your Own Computer

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

Sat Apr 26 - May 17 (4 sessions/26 hours)
8:30 am - 3:00 pm \$370 A05CMP112A

Tues & Thurs (6:00 pm - 9:00 pm) & Sat
(9:00 am - 1:00 pm) Jun 17 - Jun 28
(6 sessions/20 hours) \$370 A05CMP112B

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

Discover Computer Science/Online

See page 14 or visit www.ed2go.com/lagcc

Introduction to Networking/Online

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

\$135 A05NET801

Introduction to SQL/Online

Learn the key concepts of Structured Query Language (SQL). Gain a working knowledge of the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. ND

\$201 A05NET802

Introduction to PC Trouble Shooting/Online

Don't spend your hard-earned cash on expensive PC repairs! Learn the steps to diagnosis typical hardware and operating system problems and gain the skills you need to solve them. ND

\$201 A05NET803

NEW! Introduction to Java Programming/Online

Learn the basics of program design and go on to write your own programs, integrating input and output. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. ND

\$135 A05NET804

NEW! Creating Mobile Apps w/HTML5/ Online

Explore scripting with JavaScript and techniques such as jQuery. Discover how to use Web Application Programming Interfaces (Web APIs) to combine different web services to create mobile mashups. ND

\$135 A05NET805

Certificate Preparation in CompTIA Security/Network/Online

See page 14 or visit www.ed2go.com/lagcc

Basic A+ Certification/Online

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

\$201 A05CMP817



Intermediate A+ Certification/Online

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

\$201 A05CMP818

Advanced A+ Certification/Online

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

\$201 A05CMP819

CompTIA Security+ Certification Prep/Online

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

\$201 A05CMP837

CompTIA Network+ Certification Prep/Online

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

\$201 A05CMP820

Web Page Design/Online

Learn how to create professional-looking web pages.

See page 14 or visit www.ed2go.com/lagcc

Creating Web Pages/Online

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

\$135 A05CMP805

Advanced Web Pages/Online

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

\$135 A05CMP862



Designing Effective Web Sites/Online

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

\$135 A05CMP859

NEW! Achieving Top Search Engine Positions/Online

Learn proven, step-by-step Search Engine Optimization strategies that you can implement immediately to achieve the highest position with major search engines. ND

\$135 A05CMP803

Creating WordPress Websites/Online

WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results. Walk through the process of creating your own WordPress site and blog from start to finish. ND

\$135 A05CMP863

Introduction to Dreamweaver CS6/Online

Learn how to use Dreamweaver's intuitive tool set to structure text, and investigate the myriad formatting options CSS provides. By the end of the course, you'll have successfully built a website and know how to use Dreamweaver's built-in FTP tools to upload to the server of your choice. ND

\$135 A05CMP864

Computadoras en Español

ND (No hay descuento para estos cursos)

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

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sábado 8:30am - 12:30pm

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Nuevo Aprende Conceptos Básicos de Computación

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

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

Instructor: Lesley Figueroa

Mon & Wed Apr 28 - May 5 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$96 A05OSK906A

Nuevo Aprende Conceptos Básicos del Internet

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

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

Instructor: Lesley Figueroa

Mon & Wed May 12 - May 14 (2 sessions/6 hours)
6:00 pm - 9:00 pm \$66 A05OSK907A

Aprende Microsoft Excel

Aprende como iniciar una hoja de cálculo, el formato de celdas, crear fórmulas sencillas y gráficas, y definir el área de impresión. El curso se ofrece en español pero el programa que se usa es en inglés.

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

Tues & Thurs Mar 11 - Mar 25 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$175 A05OSK902A

Mon & Wed Jun 9 - Jun 23 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$175 A05OSK902A

Profesora Lesley Figueroa

"Aprende:" Cursos de computación en español

Lesley Figueroa tiene mucha experiencia trabajando con computadoras. También tiene un buen entendimiento de la comunidad inmigrante hispana en Nueva York. Este perspectiva le hace ideal para ser profesora de los cursos "Aprende" de computación (Microsoft Word, Excel, PowerPoint y del Internet), ofrecidos en español en LaGuardia Community College.

Como profesora de inglés como segunda lengua (ESL) y de computadoras y también maestra de niños y adultos en las escuelas públicas de Nueva York, ella se daba cuenta de la importancia de la tecnología y como se quedaban atrás los que no tenían ese conocimiento.

Trabajando en LaGuardia en el departamento de "Career and Professional Programs" (Programas Profesionales y de Carreras) notaba que los alumnos buscaban cursos prácticos de computación, muchos de ellos de habla hispana. La Profesora Figueroa dice que los cursos Aprende son perfectos para adquirir habilidades básicas de computación. Aun más, porque se ofrecen en español.

“Lo más gratificante de ser profesora de estos cursos es ser un ejemplo para mi comunidad. También ayudar a mis alumnos lograr un mejor futuro.”

Aprende Microsoft Word y PowerPoint

Creas documentos originales utilizando los programas claves de Microsoft Office Word y PowerPoint. Aprende como hacer cartas, memorandos, informes y folletos. Diseña presentaciones de diapositivas con textos, gráficos, y efectos de sonido y video. El curso se ofrece en español pero el programa que se usa es en inglés.

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

Instructor: Lesley Figueroa

Mon & Wed May 19 - Jun 4 (5 sessions/15 hours)
6:00 pm - 9:00 pm \$175 A05OSK009A



Certificación en el Cuidado de Niños

Preparese para obtener la certificación en el cuidado de niños. Usted aprenderá como desarrollan y aprenden los niños de 2 meses a 12 años de edad, y también de regulaciones relacionados del estado de Nueva York. Al final del curso, recibirá la certificación de 30 horas de salud y seguridad requerido por Nueva York para trabajar con niños. ND (No hay descuento para este curso.)

Temas:

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

Become certified in childcare. You will study how children develop and learn from ages 2 months to 12 years, and discuss relevant New York State regulations. Upon completion, you will receive a certification of 30 hours in health and safety required by New York to work with minors.

This course is offered in Spanish only.

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

Instructor: Daisy Payamps

Sat Mar 8 - Mar 29 (4 sessions/30 hours)
9:00 am - 5:00 pm \$500 A05ELE001B

Sat Apr 26 - May 17 (4 sessions/30 hours)
9:00 am - 5:00 pm \$500 A05ELE001A



Nora Garcia

Futura Proveedora de Guardería Infantil

Nora Garcia, una ingeniera industrial que vino de Colombia en 2009, es voluntaria en el Consulado Colombiano en Nueva York. Pero su sueño es tener su propia guardería infantil. Estudió en el curso de Certificación en el Cuidado de Niños este pasado Octubre y espera lograr su meta. Mientras tanto, dice que su experiencia en LaGuardia fue muy positivo. "Fue enriquecedora, un entrenamiento de calidad," dice ella. De la profesora, Nora dice, "Es profesional, clara, paciente, dedicada, puntual y creativa. Y sus respuestas son claras."

“Fue enriquecedora, un entrenamiento de calidad.”

Ofrecemos muchos cursos en español:

Computadoras en Español..... página 12

- Aprende Conceptos Básicos el Internet
- Aprende Microsoft Word y PowerPoint
- Aprende Microsoft Excel
- Aprende Conceptos Básicos de Computación

Certificación en el Cuidado de Niñospágina 13

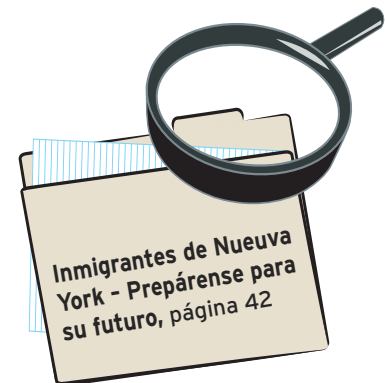
Construcción en Español.....página 19

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

Inmigrantes de Nueva York - Prepárense para su futuro.....página 42

Equivalencia del Bachillerato en Españolpágina 45

- Pre-Equivalencia del Bachillerato en Español
- Equivalencia del Bachillerato en Español





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Our instructor-led online continuing education courses are informative, fun, highly interactive and convenient. Choose from a wide variety of topics, ranging from computer programming and web design to languages and writing.

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- Complete the lessons on your own time; you do not have to be logged in when lessons are released.
- Most lessons can be completed in about 2 hours.
- Each lesson will include a discussion area through which you can communicate with the instructor.

Lessons may also include quizzes, hands-on assignments, supplementary links and more. You will receive a certificate from LaGuardia Community College upon successful completion.*

Get Started!

Visit www.ed2go.com/lagcc

To Register

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

On the date your course starts return to www.ed2go.com/lagcc and click on **My Classroom**.

Start Dates

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

Section A:	Start Date: 4/16/14	End Date: 6/6/14
Section B:	Start Date: 5/21/14	End Date: 7/11/14
Section C:	Start Date: 6/18/14	End Date: 8/8/14

* Please note: continuing education courses are non-credit bearing.

For more information or for assistance with registration:

Sameera Younus-Khan

LaGuardia Community College Center for Contract Training
31-10 Thomson Avenue, Room M-143
Long Island City, NY 11101
syounuskhan@lagcc.cuny.edu
(718) 482-7244 or (718) 482-5330*

** To pay in person, visit

LaGuardia Community College
31-10 Thomson Avenue, Room M-143
Long Island City, NY

All Online Courses are ND (No Discount).

Visit www.ed2go.com/lagcc

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

- [Accounting and Finance](#)
- [Business](#)
- [College Readiness](#)
- [Computer Applications](#)
- [Construction and Sustainable Building](#)
- [Design and Composition](#)
- [Healthcare and Medical](#)
- [Language and Arts](#)
- [Law and Legal](#)
- [Personal Development](#)
- [Teaching and Education](#)
- [Technology](#)
- [Writing and Publishing](#)



Microsoft Office Applications/Online

See page 14 or visit www.ed2go.com/lagcc

Introduction to Microsoft Word 2010/Online

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

\$135 A05OSK832



Introduction to Microsoft Excel 2010/Online

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

\$135 A05OSK833

Introduction to Microsoft PowerPoint 2010/Online

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

\$135 A05OSK836

Introduction to Microsoft Access 2010/Online

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

\$135 A05OSK837

Introduction to Microsoft Project 2010/Online

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

\$135 A05OSK834

Intermediate Microsoft Word 2010/Online

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

\$135 A05OSK839

Intermediate Microsoft Excel 2010/Online

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

\$135 A05OSK838

Advanced Microsoft Word 2003/Online

Make Word work for you! Learn how to build time-saving macros, customize your toolbars, create shortcut keys, form letters and mailing labels, perform queries, make your own templates, and use the style gallery. ND

\$129 A05OSK811



Business Office Skills/Online

See page 14 or visit www.ed2go.com/lagcc

Managing Customer Service/Online

Discover creative methods to attract and hire top-notch reps, to bring out the best in your team, and to improve your business' customer service. Lead by example by anticipating the needs of your employees and customers, and learn how to effectively measure performance. ND

\$135 A05BUS818

Computer Skills for the Workplace/Online

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

\$135 A05BUS820

Keys to Effective Communication/Online

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

\$135 A05BUS821

Effective Business Writing/Online

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

\$135 A05WRT811

See page 38 for more Business online courses

Accounting, Bookkeeping and Tax Preparation

Computerized Bookkeeping for QuickBooks Certificate Program

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

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

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

Bookkeeping with QuickBooks, Part 1

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

Instructor: Luis Alvarado

Tues & Thurs Apr 22 - May 20 (9 sessions/27 hours)
6:00 pm - 9:00 pm \$410 A05OSK006A

Sat May 31 - Jul 12 (6 sessions/27 hours)
9:00 am - 2:00 pm \$410 A05OSK006B

Bookkeeping with QuickBooks, Part 2

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

Instructor: Luis Alvarado

Tues & Thurs May 22 - Jun 10 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK007A

SUMMER 2014

Sat Jul 19 - Aug 9 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK007A

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

Bookkeeping with QuickBooks, Part 3

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

Instructor: Luis Alvarado

Sat Apr 26 - May 17 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK008A

Tues & Thurs Jun 12 - Jul 1 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK008B

SUMMER 2014

Sat Aug 16 - Sep 13 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK008A

“I'm studying accounting and I know that this course will help me a lot in my career.”

Student, QuickBooks, Part 1
Spring 2013

Learn to manage your small business finances with this Advanced QuickBooks course!



Advanced QuickBooks

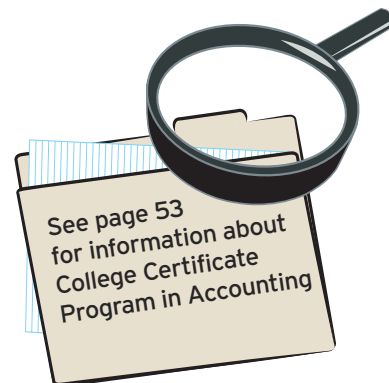
The following course is open to graduates of the Computerized Bookkeeping for QuickBooks Certificate Program or students with equivalent experience.

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

Cost Accounting

Cost accounting helps you create better estimates, forecasts and pricing structures. Using Excel and QuickBooks, you'll gain control over your small business finances by learning how to better manage and report material, labor, direct and indirect costs.

Sat Apr 26 - Jun 28 (9 sessions/27 hours)
2:30 pm - 5:30 pm \$415 A05BUS016A



Register Online
www.laguardia.edu/acereg/

Bookkeeping/Online

See page 14 or visit www.ed2go.com/lagcc

Accounting Fundamentals/Online

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

\$135 A05BUS802

Accounting Fundamentals II/Online

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

\$135 A05BUS803

Introduction to Peachtree Accounting 2012/Online

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

\$135 A05BUS817

Introduction to QuickBooks 2013/Online

Learn how to quickly and efficiently gain control over the financial aspects of your small business with this powerful accounting software program. ND

\$135 A05BUS826

Performing Payroll in QuickBooks 2013/Online

Using the Payroll feature in QuickBooks 2013, you can master efficient techniques for creating paychecks, paying tax liabilities, and generating impressive reports quickly and easily. You'll also review all aspects of how to set up and maintain payroll information for your employees in QuickBooks. ND

\$135 A05BUS824

QuickBooks 2013 for Contractors/Online

Learn to use the Premier Contractor edition of QuickBooks 2013 to run your business more efficiently by creating customized, professional-looking contract estimates and perform time tracking. You'll also learn the different methods you can use to bill your clients. ND

\$135 A05BUS825

Tax Return Preparer Certificate

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

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

Tax Return Preparer

MAKE
EXTRA
\$\$\$

Learn how to prepare basic individual forms, including tax credits, deductions and tax consequences. Become familiar with the 1040 series, NYS IT 201, and wage income forms. Upon completion

of this course you will be able to complete individual taxes for yourself or someone else.

Instructor: Jacqui Hansen

Sat May 10 - Jun 28 (7 sessions/45.5 hours)
9:30 am - 4:30 pm \$635 A05BUS002A

“This course offers a lot of practice, making me more experienced to do tax preparation work.”

Student, Fall 2013



IRS Enrolled Agents Preparation Program

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

Individuals and Representation, Practice and Procedures

Become an Enrolled Agent and represent taxpayers before the IRS. You will prepare for Part 1 and Part 3 of the IRS Special Enrollment Examination (SEE) by reviewing taxes for individuals and qualifications and procedures for client representation in depth. Topics include tax regulations as well as estate and gift taxes. Prerequisite: Successful completion of Tax Return Preparer Certificate Program or passing of a screening test.

Instructor: Jacqui Hansen

Sat May 17 - Jun 28 (6 sessions/39 hours)
9:30 am - 4:30 pm \$546 A05BUS110A

SUMMER 2014

Sat Jul 12 - Aug 16 (6 sessions/39 hours)
9:30 am - 4:30 pm \$546 A05BUS110A

Corporations and Partnerships

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

Instructor: Jacqui Hansen

SUMMER 2014

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

Notary Public Test Preparation

For more information about the courses below, please call (718) 482-7244



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

Instructor: Mildred DellaPina, Licensed NYS Notary Public, has taught the Notary Public course since 2011 at LaGuardia. She has 15 years of experience as a notary public.

Mon Apr 28 (1 session/3 hours)
6:30 pm - 9:30 pm \$91 A05BUS001A

Construction & Building Management

Safety Dynamics Construction Courses

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

You must register at least 2 business days before these courses begin.

All classes take place in Greenpoint, Brooklyn. For more information please call (718) 482-7244. ND

4 Hour Flagging (NYSDOT)

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

All classes take place in Greenpoint, Brooklyn

Mon Mar 24 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH301A

Mon Apr 28 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH301A

Mon May 26 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH301B

Mon Jun 30 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH301C

4 Hour Scaffolding (NYCDOB)

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

All classes take place in Greenpoint, Brooklyn

Mon Apr 7 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH300A

Mon Apr 21 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH300B

Mon May 5 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH300C

Mon May 19 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH300D

Mon Jun 9 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH300E

Mon Jun 23 (1 session/4 hours)
4:30 pm - 9:00 pm \$150 A05OSH300F



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 buildings codes as they pertain to concrete safety. You must register 2 business days before the course begins.

All classes take place in Greenpoint, Brooklyn

Thurs & Fri Apr 3 - Apr 18 (6 sessions/30 hours)
4:30 pm - 9:30 pm \$650 A05OSH303A

Thurs & Fri May 1 - May 16 (6 sessions/30 hours)
4:30 pm - 9:30 pm \$650 A05OSH303B

Thurs & Fri Jun 5 - Jun 20 (6 sessions/30 hours)
4:30 pm - 9:30 pm \$650 A05OSH303C

40 Hour Site Safety Manager (NYCDOB)

Earn the Site Safety Manager certificate, essential for working in any level of the construction industry, by taking this NYC Department of Buildings approved course. This class also sets you on the path to become a licensed Site Safety Manager. Topics include NYC building codes, current federal and state regulatory standards, and applicable local laws to ensure compliance and safe work practices in construction. You must register 2 business days before the course begins.

All classes take place in Greenpoint, Brooklyn

Tues & Wed May 6 - May 28 (8 sessions/40 hours)
4:30 pm - 9:00 pm \$700 A05OSH302A

10 Hour OSHA Construction Training

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

All classes take place in Greenpoint, Brooklyn

Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm)
Apr 25 - Apr 26 (2 sessions/10 hours) \$150
A05OSH304A

Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm)
May 23 - May 24 (2 sessions/10 hours) \$150
A05OSH304B

Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm)
Jun 27 - Jun 28 (2 sessions/10 hours) \$150
A05OSH304C

30 Hour OSHA Construction Training

Learn the Occupational Safety & Health Administration's (OSHA) code of federal regulations for construction by taking this course, a requirement to work on any construction site. Topics include fall protection, excavations, scaffolding, concrete and masonry, OSHA inspection procedures and more. You must register 2 business days before the course begins.

All classes take place in Greenpoint, Brooklyn

Tues & Wed Apr 1 - Apr 16 (6 sessions/30 hours)
4:30 pm - 9:30 pm \$600 A05OSH305A

Tues & Wed Jun 2 - Jun 18 (6 sessions/30 hours)
4:30 pm - 9:30 pm \$600 A05OSH305B

Cursos de Construcción en Español

Construction Courses in Spanish

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.

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



All classes take place in Greenpoint, Brooklyn

Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm)
Apr 11 - Apr 12 (2 sessions/10 hours) \$150 A05CNS918A

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

Fri (4:30 pm-9:00 pm) & Sat (8:00 am-3:00 pm)
Jun 13 - Jun 14 (2 sessions/10 hours) \$150 A05CNS918C

Construction Management Certificate Program

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

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. ND

Instructor: Araceli Isidoro, B.A. in Architecture, and B.S. Architecture, City College CUNY, has been teaching with Career and Professional Programs (CAPP) since 2007. She has nine years of experience in the field.

Sat Mar 22 - May 17 (8 sessions/28 hours)
1:00 pm - 4:30 pm \$519 A05CMP105A

Project Management for the Construction Industry

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

Mon Mar 31 - May 19 (7 sessions/21 hours)
6:00 pm - 9:00 pm \$359 A05CNS004A

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, M.S. in Leadership, has been an instructor in the Construction Management Certificate Program since 2002 and with Career and Professional Programs (CAPP) since 2003.

Wed Apr 2 - May 21 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$395 A05CNS005A

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

FALL 2014
Wed Sep 17 - Dec 3 (12 sessions/36 hours)
6:00 pm - 9:00 pm \$576 A05CNS001A

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

WINTER 2015
A05CNS003A

“This course will help me sharpen my skills as a carpenter and give me knowledge to keep learning about the business of construction.”

Student, Construction Drawing and Plans
Fall 2013

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



Register Online
www.laguardia.edu/acereg/

Construction/Online

See page 14 or visit www.ed2go.com/lagcc

The following online courses complement LaGuardia's Construction Program.

QuickBooks 2013 for Contractors/Online

Learn to use the Premier Contractor edition of QuickBooks 2013 to run your business more efficiently by creating customized, professional-looking contract estimates and perform time tracking. You'll also learn the different methods you can use to bill your clients. ND

\$135 A05BUS826

NEW! PMP Certification Preparation 1/Online

Prepare for the Project Management Institute's (PMI®) prestigious Project Management Professional (PMP®) certification exam. Topics include precedence diagramming, estimating and scope management. This course is a useful for those looking for project management experience or aspiring to obtain a PMI® credential. ND

\$201 A05CNS802

College Construction and Design

Gain basic skills in construction and design by taking college courses as a noncredit student. You'll learn through theory and hands-on practice in our 8,000 square foot design studio and prototype lab. Courses can be taken individually, but you must attend the mandatory orientation session before starting a class. Books and materials are not included in course fee.

Three-Dimensional Design

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

Sat Mar 1 - Jun 4 (12 sessions/39 hours)
9:15 am - 12:45 pm \$320 A05HUA106A

Form and Structure

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

Thurs Mar 6 - Jun 4 (12 sessions/36 hours)
1:00 pm - 4:00 pm \$320 A05HUA107A

Technical Drawing

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

FALL 2014
\$320 A05HUA190A



License Preparation: Refrigeration Machine Operator

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.

Instructor: *Stephen Carbone, NYC DOE Custodian Engineer, has taught Licensed Refrigeration Machine Operator at LaGuardia since 2009.*

Licensed Refrigeration Machine Operator Exam Intense Review

Prepare for the Fire Department of NY written exam for Refrigeration Machine Operator. Topics include start up and recovery of reciprocating and centrifugal units, system components and functions, and all math computations and troubleshooting. Prerequisite: Refrigeration Machine Operator course.

Sat Apr 5 - Jun 21 (10 sessions/20 hours)
9:00 am - 11:00 am \$600 A05BUS109A

Refrigeration Machine Operator License Preparation

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

FALL 2014
Sat Sep 13 - May 30 (37 sessions/200 hours)
9:00 am - 2:30 pm \$2400 A05BUS009B

Tues & Thurs Oct 7 - Jun 9 (67 sessions/200 hours)
6:00 pm - 9:00 pm \$2400 A05BUS009A

“I will get my refrigeration machine operator license, which is very important in obtaining a job as an engineer. I also improved my overall knowledge of operating a machine room.”

Student, Fall 2012

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

Health

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

Certified Clinical Medical Assistant (CCMA)

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

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

Phlebotomy

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

Mon, Wed, Fri + 3 Sundays May 5 - Jul 9
(31 sessions/124 hours)
10:00 am - 2:30 pm \$963 A11HLT002B

Mon, Wed, Fri + 3 Saturdays May 5 - Jul 9
(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 for Healthcare Providers Certification.

Mon, Wed, Fri Mar 24 - Mar 28 (3 sessions/12 hours)
6:00 pm - 10:00 pm \$125 A11CPR001A

EKG Technician

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

Mon, Wed, Fri + 3 Sundays Mar 31 - May 4
(21 sessions/84 hours)
10:00 am - 2:30 pm \$785 A11HLT001B

Mon, Wed, Fri + 3 Saturdays Mar 31 - May 3
(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 14 - Aug 15
(14 sessions/56 hours)
10:00 am - 2:30 pm \$554 A11HLT004B

Mon, Wed, Fri + 1 Saturday Jul 14 - Aug 15
(14 sessions/56 hours)
6:00 pm - 10:00 pm \$554 A11HLT004A

Medical Terminology

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

FALL 2014
Mon, Wed, Fri (9 sessions/36 hours)
10:00 am - 2:30 pm \$305 A11HLT003B

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

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

Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

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

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

Upon successful completion of both courses, you will be eligible to submit your educational hours and obtain your CASAC T (CASAC Trainee) credential; you will also be eligible to earn up to 8 college credits towards your Human Services Mental Health major at LaGuardia. For more information call (718) 482-5481. ND

CASAC Counselor, Section 1 and 2

Learn about the medical, physical and pharmacological aspects of addiction. Examine the role the CASAC plays in multi-disciplinary treatment, which includes family and community education and prevention as well as 12-step and other mutual aid groups.

FALL 2014

Wed (6:00pm-9:30pm) & Sat (9:00am-5:00pm)
\$2265 A05CAS001A

CASAC Counselor, Section 3 and 4

Study and apply different approaches to assessment, evaluation, and case management. Focus on relapse prevention, family systems, and vocational counseling, and their role in the addiction recovery process.

WINTER 2015

Wed (6:00pm-9:30pm) & Sat (9:00am-5:00pm)
\$2265 A05CAS002A

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

Health/Online

See page 14 or visit www.ed2go.com/lagcc

Spanish for Medical Professionals/ Online

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

\$135 A05CRD801

Medical Terminology: A Word Association Approach/Online

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

\$135 A05HLT801

Human Anatomy and Physiology/ Online

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

\$135 A05HLT800

Human Anatomy and Physiology II/Online

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

\$135 A05HLT802

Explore a Career in Medical Coding/ Online

Take your first step toward a lucrative career as a medical coder! In this course, you'll learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure. ND

\$135 A05HLT804

NEW! Explore a Career as an Administrative Medical Assistant/ Online

Master effective patient scheduling and learn how to create, maintain and file medical charts. ND

\$135 A05HLT805

“The teacher’s approach is helpful and dynamic. I love that you have the opportunity to learn new things and pass that on to other people who are struggling with substance abuse. This was a beautiful experience, and the most important thing is carrying the message.”

Tatiana Green, CASAC Graduate
Spring 2013

Dietary Manager Program

Are you interested in upgrading your skills in food service management?

Would you like to become a Food Service Supervisor?

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

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

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

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

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

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

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

“This course will help with my career goals in many ways. I am now in a position to get better benefits and am educated on many things having to do with nutrition.”

Student, Fall 2013



Emergency Healthcare Programs

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

Emergency Medical Technician (EMT) Basic

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

To receive an application to become an Emergency Medical Technician and arrange for your pretest and interview, call (718) 482-5768 or visit Room C-339.

Mon, Tues & Thurs Jun 9 - Aug 21 (65 sessions/205 hours)
9:30 am - 4:30 pm \$1095 A11EMT001C

EMT Refresher

Mon, Tues (6:00pm-9:30pm) & Sat (9:00am-4:00pm)
May 24 - Jun 19 (21 sessions/63 hours)
6:00 pm - 9:30 pm \$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.

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

Paramedic Refresher

This course meets the recertification requirements for both New York State Department of Health and National Registry of EMTs and follows the latest National Highway Traffic Safety Administration's (NHTSA) EMT-Paramedic National Standard Curriculum. The opportunity to update BCLS certification is also included.

Sun Mar 9 - Jun 19 (25 sessions/75 hours)
9:00 am - 4:00 pm \$755 A11PMD002A

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



LaGuardia Community College Wins Award for Innovative EMT Training Program



Christine Alvarez, Director of LaGuardia's Prehospital Care Programs (left) and Amy Dalsimer, Director of LaGuardia's Pre-College Academic Programming accept the CEANY Award for the S.A.V.E. EMT Program.

LaGuardia Community College's Supporting Adults through Vocational EMT Training (S.A.V.E. EMT Program) won the Continuing Education Association of New York's (CEANY) 2013 Exemplary Non Credit Program Development Award. CEANY bestows the annual awards in recognition of outstanding contributions made by continuing education professionals as well as exemplary programs, students and educational partners across an array of domains.

The S.A.V.E. EMT Program prepares non-traditional adult students to become certified emergency medical technicians (EMTs). The program entails team-taught classes that include an EMT faculty member and an adult educator with expertise in teaching developing adult learners; contextualized basic skills instruction that allows students to deepen their mastery of EMT training materials while reinforcing academic skills in math and literacy; and job-readiness counseling and resources for family and economic support.

For more information call (718) 482-5768.

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 Apr 8 (1 session/2 hours)

6:00 pm - 8:00 pm Free A05HLT000B

Spanish/English Healthcare Interpreting, Level 1

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

Tues & Thurs May 6 - Jun 24 (15 sessions/45 hours)

6:00 pm - 9:00 pm \$1010 A05HLT002A

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

Health Workshops

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

Child Abuse Identification and Reporting

Sat May 3 (1 session/2.5 hours)

1:00 pm - 3:30 pm \$80 A20CRD010A

Introduction to Infection Control

Sat May 3 (1 session/2.5 hours)

10:00 am - 12:30 pm \$80 A20CRD002A

Physical Therapy Assistant (PTA) Certification Exam Review Seminar

Sat & Sun May 3 - May 4 (2 sessions/16 hours)

9:00 am - 5:00 pm \$265 A20PRP001A

LPN to RN Transition Course

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

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.

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

Wed Mar 19 - Jun 18 (12 sessions/36 hours)

5:45 pm - 8:45 pm \$665 A20CRD001A

Certified Nurse Aide

The Certified Nurse Aide training program provides instruction in basic nursing theory and the technical skills necessary to provide patient care. The 150-hour course consists of 100 hours of classroom instruction, followed by a 35-hour clinical practicum in a local long-term care facility, and 15 hours of preparation for the state examination. Course content includes basic patient care, infection control, nutrition and vital signs. Upon completion of the program, you will take the NYS Certified Nurse Aide Exam.

For more information call Francine Tompkins at (718) 482-5971. ND

Tues & Thurs Apr 1 - Jun 26 (30 sessions/150 hours)

9:00 am - 2:00 pm \$1860 A20CNA001C

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 a screening test. ND

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

Instructor: Milan Topalov

Tues & Thurs Apr 22 - Jun 26 (20 sessions/70 hours)

6:00 pm - 9:30 pm

\$1015 A05HLT001A

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

Milan Topalov, Pharmacy Technician Instructor

The right dose of knowledge and a personal touch

After graduating cum laude from St. John's University with a BS Degree in Chemistry, Milan Topalov worked briefly for a private beverage company as a flavor chemist/supplier compliance technician. But the position didn't allow for much personal interaction, and Topalov wanted to make a difference in people's lives. He decided to go into the field of pharmacy, where he could combine his love of science with his desire to help others. He returned to St. John's University to pursue a degree in Pharmacy and obtain his license to practice as a pharmacist in New York. Working in various retail pharmacies for some time, he eventually found his niche in hospital pharmacy.

“LaGuardia provides an ideal setting to teach the pharmacy technician course. It's large enough to give a first class educational experience and small enough that I can give students a little more of a personal touch and assistance.”

Currently employed at NewYork-Presbyterian/Columbia University Medical Center in Manhattan, where his role as pharmacist includes providing discharge counseling to congestive heart failure patients, he says, “Many patients have expressed to me that I made a caring difference to them when I took the time to discuss their medication with them.”

Mr. Topalov notes that giving students the opportunity to improve their career aspects by entering the rewarding field of healthcare means a lot to him.

NEW!

180
hours of
instruction
only
\$2,525

Are you:

- Proficient in computer office skills, including Microsoft Excel?
- Good with numbers?
- Interested in accounting and finance?
- Interested or currently working in the growing field of healthcare?

Get training in Healthcare Financial Management

Courses:

- Key Concepts in Healthcare
- Data and Analysis for Business and Healthcare
- Introduction to Medical Billing
- Introduction to Accounting and Revenue Cycle Management
- Fundamentals of Customer Service and Communication

In addition:

- Learn about the healthcare system
- Gain technical and financial skills to work in a medical office setting
- Receive job search assistance and get connected with potential employers

In this 5-month certificate program you can earn up to nine college credits!

To attend an information session call (718) 482-5481 or email aceprofessional@lagcc.cuny.edu

Certificate Program in Fitness

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

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

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

For more information call (718) 482-7244.

Personal Trainer Certification

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

Sat May 10 - Jun 21 (6 sessions/42 hours)
9:00 am - 4:00 pm \$790 A05CRD013A



The New York City Welcome Back Center assists internationally trained medical professionals in becoming re-credentialed in New York State to meet the city's demand for a culturally and linguistically diverse workforce in the high growth healthcare field. The center also offers career counseling and referrals to support services, such as ESL classes and training programs. For more information call (718) 730-7530 or visit cwbc@lagcc.cuny.edu

Tsering Yankeyi

Foreign-trained nurse practicing in New York, thanks to LaGuardia



Tsering Yankeyi, an ethnic Tibetan who came to the U.S. from India, was a nurse in her native country. She arrived here five years ago and has been working part-time as a type of home health aide. Eager to use her professional training, last year Tsering enrolled in the NCLEX- Licensed Practical Nurse (LPN) preparation course for English language learners through the NYC Welcome Back Center at LaGuardia

"During those nine months you taught us not just theory or nursing, but you showed us confidence, guided us with positive attitude, and you showed us a whole new world which I always dreamed for," says Tsering. "It's my promise that one day I will be a better nurse, better human being, who can help [with] any health needs regardless age, race and gender."

Tsering passed the NCLEX-PN exam in June, obtained her NY State nursing license and then passed the NCLEX-RN exam. She is now working as a full-time Registered Nurse at a nursing home in Coney Island, Brooklyn.

CHALLENGING EXPECTATIONS



Register Online
www.laguardia.edu/acereg/

ASL-English Interpretation Program

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

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

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

Screening

May 1 - Sep 30 (1 session/2 hours)
\$35 A16INT000A

Application Fee

May 1 - Sep 30 (1 session/1 hours)
\$50 A16INT000B

Graduation

Thurs Jun 26 (1 session/2 hours)
6:30 pm - 8:30 pm \$250 A16INT000D

ASL Discourse

Gain an understanding of discourse by recognizing features of discourse used in ASL such as register, spatial mapping, rhetorical analysis, involvement and interaction strategies, coherence and cohesion, and enhancing your own use of ASL through incorporation of those features. Discourse features in English will be discussed and compared with those of ASL. Multicultural discourse styles will be sampled, and you will analyze how knowledge of discourse affects your work as an interpreter. Pre-requisite: Language in Use.

Instructor: Dr. Eileen Forestal

Wed Mar 26 - Jun 18 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT105A

Interpreting III

This hands-on course will provide in-depth study and practice of ASL-English interpretation through the understanding and use of the consecutive mode of interpreting. You will further develop requisite skills, such as text analysis, mind-mapping/visualization, multi-tasking strategies, prediction and anticipation, and identification of "functionally meaningful units" (chunks). You will deepen your understanding of three models of interpreting: Cokely, Colonomos and Gish. And you will be exposed to process management skills and enhance your use of tools for self-analysis and peer feedback. Pre-requisites: Interpreting II and Language in Use Co-requisite: Interpreting III Internship

Instructor: Debbie Olsen

Thurs Mar 27 - Jun 19 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT104A

Interpreting in Educational Settings - Mentoring

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

Instructor: Ummi Modeste, MEd., BA and MA Deaf Education, teaches high school ASL, specializes interpreting in educational, religious and performing arts settings, graduate of the ASL-English Interpretation Program at LaGuardia.

Mon Mar 26 - Jun 24 (4 sessions/4 hours)
\$325 A16INT500A

Interpreting Lab

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

Instructor: David Rivera, ASLTA, MA, ASL instructor since 1997, BA ASL Studies, MA Deaf Education, ASLTA certified, national presenter on ASL Classifiers, featured in ASL books and DVD publications.

Mon Mar 31 - Jun 16 (10 sessions/20.5 hours)
5:45 pm - 8:15 pm \$475 A16INT400A

Interpreting VI

Interpreting VI is the capstone class in the ASL Interpreting program sequence. This course gives you opportunities to refine your skills and abilities in transacting meaning across the ASL-English continuum. When you complete this course you will have demonstrated the ability to work at the entry-level in the field of ASL Interpreting. Prerequisites: Interpreting V and Ethics and Decision-making.

Instructor: Laurie Nash

Tue Apr 1 - Jun 24 (12 sessions/36 hours)
5:45 pm - 8:45 pm \$1045 A16INT110A

Interpreting VI Internship

Internship seminar sessions will provide an arena for discussing your experiences in terms of analyzing and evaluating interpreting strategies; examining theoretical and practical issues in interpretation; grappling with ethical considerations; and incorporating learning into your own work. The supervisor from your ongoing field placement will complete an evaluation form regarding workplace skills, interpreting potential, and performance.

Instructor: Cathy Markland, CI, CT, CSC, MS Teaching Interpreting, RID certified interpreter since 1986, interpreter educator since 1993, presents nationally on interpreting process models.

Mar 26 - Jun 24 (5 sessions/10 hours)
\$665 A16INT203A

Service Learning III

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

Instructor: David Rivera, ASLTA, MA, ASL instructor since 1997, BA ASL Studies, MA Deaf Education, ASLTA certified, national presenter on ASL Classifiers, featured in ASL books and DVD publications.

Mon Mar 31 - Jun 16 (10 sessions/5 hours)
8:15 pm - 8:45 pm \$239 A16INT552A

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

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

Spring into a NEW career!

In 1 month you can

- Get a license as a taxi driver - page 29
- Take an online course in Word, Excel, Power Point or Access - page 15

In 4 months you can become

- Certified in QuickBooks - page 16
- Certified in Microsoft Office Applications (Word, Excel, Power Point and Access) - page 8

In 3 months you can become certified as a

- Tax Preparer - page 17
- Emergency Medical Technician (EMT) - page 23
- Pharmacy Technician - page 24

In 12 months you can become

- Certified as a Paramedic - page 23

In 6 months you can become

- An A+ Computer Service Technician - page 10
- Certified as a Construction Manager - page 19

you can complete

- The LPN to RN transition course and earn 12 credits towards your nursing degree - page 24

In 10 months you can become

- Credentialed as a CASAC Trainee - page 22



Statistics on certificate programs from a recent study show:

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

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

Which Training Program is Right for You?

Find out more about these **FREE** training programs

• Computer Literacy

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

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

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

• Green Jobs Training Program

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

To register call (718) 663-8407, or visit www.greenworkforcenyc.org

• NCLEX-PN Preparation Course for Internationally Trained Nurses

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

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

• Home Health Aide Training Program for English Language Learners

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

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

• Career Ladders for Veterans - Telecommunications Training Program

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

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

Job placement assistance is available.

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

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

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

For more information call (718) 482-5768.

Taxi & For Hire Vehicle Driver Institute

30 Years of Experience Serving All the Needs of Professional Drivers

and the most affordable tuition in New York City

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

For more information email CUNYTAXI@lagcc.cuny.edu

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

Driver Applicants

Acquire your Taxi & Limousine Commission (TLC) license:

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

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

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

Initial Training for NYC Medallion Cabs

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

Every day except Friday 9:00am - 6:00pm

(3 sessions/24 hours)

\$145 plus the cost of one TLC Exam

Official 80-Hour Training

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

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

Monday through Friday 9:00 am - 6:00 pm

(10 sessions/80 hours) \$325 (includes books, unlimited classes and 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

English for Taxi Drivers

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

1 session/4 hours 9:00am - 1:00pm

\$29 every other Thursday

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

563

563 cab drivers got their licenses through our program between July 1 and September 30, 2013

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



Register Online
www.laguardia.edu/acereg/



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

For more information email CUNYTAXI@lagcc.cuny.edu

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

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

Current Drivers

Courses for Taxi & Limousine Commission (TLC) Drivers:

Taxi 4-Hour Continuing Education Workshop

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

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

Portable Electronic Devices and Driving While Distracted

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

(1 session/2 hours) \$35

Voluntary TLC Two Point Reduction Course for Taxi Drivers

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

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

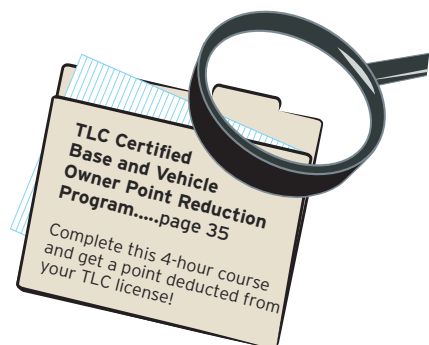
(1 session /8 hours) \$75

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

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

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

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



VETERANS

Begin a New Life

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

Join the Veterans community at LaGuardia

Veterans Upward Bound Program

Class Dates:

March 17 - April 24

May 19 - June 26

July 21 - August 28

2:00 to 5:30 p.m.

Classroom: C-374

Academic/College Prep & Assistance:

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

Other Services:

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

***FREE for
qualifying
veterans!***

Contact us

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

Email: vets@lagcc.cuny.edu

Visit us www.lagcc.cuny.edu/veterans



LaGuardia.Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

Veterans - Begin a New Career!



Become a Certified Technician in the Network Cabling Industry

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

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



FREE for qualifying veterans!

Job Placement Assistance Available!

**RSVP call (718) 482-5386
or email vets@lagcc.cuny.edu**



LaGuardia Veterans



www.youtube.com/nycvrc



@LaGuardia Vets

Veterans - you can receive tuition assistance for these courses!

Course	Page
Computer Training	
Certificate Program in Microsoft Office Applications	8
A+ Computer Service Technician Certificate	10
Accounting, Bookkeeping and Tax Preparation	
Computerized Bookkeeping for QuickBooks Certificate Program	16
Tax Return Preparer Certificate	17
Construction	
Construction Management Certificate Program	19
License Preparation: Refrigeration Machine Operator	20
Health	
Certified Clinical Medical Assistant	21
Credentialed Alcohol and Substance Abuse Counselor (CASAC)	22
Dietary Manager Program	22
Emergency Medical Technician (EMT)	23
Paramedic Original	23
Healthcare Interpreter	24
LPN to RN Transition	24
Pharmacy Technician Certification Preparation	24
ASL-English Interpretation Program	26
Taxi Driver 80 Hour Class	29
Test Prep	
High School Equivalency	45
College Prep Courses	
Bridge to College Reading/Writing	48
Bridge to College Math	48

DID YOU KNOW?

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

for Veterans

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

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

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

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

For more information on CLEP tests, see page 47.

"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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Start/Build Your Business

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TLC Certified Base and Vehicle Owner Point Reduction Program	35
Affordable Care Act	35
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Are you a new or emerging small business?

LaGuardia has many services to help your business grow!

Which Business Service is Right For You?

Do you need help preparing loan packages?

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

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



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

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

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



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

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

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



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

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

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

Do you want to obtain transportation-related contracts?

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

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



Do you want custom training for your employees?

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

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

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

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

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



Do you need to understand the Affordable Care Act?

The **Small Business Assistance Program** (SBAP), an initiative of the Community Service Society, helps small businesses 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



We served **500** small businesses from 7/1-9/30/13



LaGuardia Community College
NYC Taxi & FHV Driver Institute

TLC Certified Base and Vehicle Owner Point Reduction Program

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

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

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

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

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

\$75. No required tests.

For more information call (718) 482-5336

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

NYC Taxi and FHV Driver Institute has been training TLC drivers since 1984.



Affordable Care Act

Learn how tax credits or penalties might apply to your business

The **Small Business Assistance Program (SBAP)**, an initiative of the Community Service Society, is a network of organizations across New York State that helps small businesses obtain affordable health insurance and navigate health reform.

We provide information through group presentations and one-on-one consultations on insurance options, costs, tax credits, enrollment, dispute resolution and more.

Serving Queens, Nassau and Suffolk Counties

SBAP Open Houses

Tuesdays at 9:30 a.m.
 in Room B-A02

February 25 **May** 20, 27

March 4, 18, 25 **June** 10, 24

April 15, 22, 29 **July** 15, 22, 29

Contact: Janice Kavanagh, SBAP Coordinator
Email: jkavanagh@lagcc.cuny.edu Phone: (718) 482 5493





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

Profits Rise for Yeast Company with Help from PTAC



Robert Chory and Thomas Siegenthaler of Valente Yeast Company.

Through PTAC, Valente was able to successfully register with the right agencies and four months later had new contracts with New York City and Nassau County totaling over \$27,000.

Valente Yeast Company, a food ingredient supplier located in Maspeth, Queens, is a family-owned business that was founded in 1909. With a diverse product line of over 2,000 ingredients required by chefs, bakers, caterers and special dietary meal manufacturers, and a score of 95% on its 2012 audit for food safety*, Valente is a regional leader in food ingredient sourcing, safety and distribution.

Learning about the Procurement Technical Assistance Center (PTAC) at LaGuardia Community College through enrollment in the Goldman Sachs 10,000 Small Businesses program at the college, Valente President Robert Chory and his partner, Thomas Siegenthaler, set a goal to expand the company's business to local, state and federal governments. In September 2013, Valente food ingredients specialist Eric Rosenblatt came to PTAC for assistance.

PTAC Director Edgard Hernandez and Procurement Counselors Lauren Linakis and Danillo Djuretic helped Mr. Rosenblatt register with government agencies and complete the necessary documentation to become an authorized supplier. They explained the protocol for doing business with the government and readily answered questions. Through PTAC, Valente was able to successfully register with the right agencies and four months later had new contracts with New York City and Nassau County totaling over \$27,000.

Valente has been successful in delivering on government bids through great purchasing power and efficient warehouse and shipping systems. The company also acknowledges PTAC's role in this new venture and is confident that its business with the government will continue to grow with continued support from PTAC.

*Valente Yeast Company is Third Party Audited for Food Safety and retains full traceability on all products sold.

LaGuardia Business Services Launches Annual Matchmaker

LaGuardia Business Services, including the Procurement Technical Assistance Center, hosted its first annual Government and Small Business Matchmaker on December 4, 2013. The event was sponsored by Con Edison, and the theme, "Real Opportunities for Small Business," focused on connecting small businesses, government agencies and prime contractors. Over 200 small businesses met with 25 agencies and prime contractors to learn about business opportunities and to market their companies. With many new partnerships and contracts in the making, the day was a great success.

For more information about the suite of services that LaGuardia Business Services provides visit <http://www.lagcc.cuny.edu/businesses/home/>.



Donna Pope, Director of the Office of Contract Opportunity at the New York City Department of Design and Construction (DDC), meets with a small business owner about doing business with DDC.



Benjamin Hunt of LaGuardia Business Services led a workshop for small businesses on becoming certified as a Disadvantaged Business Enterprise (DBE). The workshop, one of three offered at the Business Matchmaker, discussed DBE eligibility and the application process.



Paisley Demby, Business Services Director of Goldman Sachs 10,000 Small Businesses at LaGuardia, speaks with a small business owner about the 10,000 Small Businesses program, which helps small businesses grow and create jobs.

Business/Online See page 14 or visit www.ed2go.com/lagcc

Introduction to Nonprofit Management/Online

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

\$135 A05BUS808

Creating a Successful Business Plan/Online

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

\$135 A05BUS819

Introduction to Business Analysis/Online

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

\$135 A05BUS812

Start and Operate Your Own Home-Based Business/Online

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

\$135 A05BUS800

Marketing Your Business on the Internet/Online

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

\$135 A05BUS809

Small Business Marketing on a Shoestring/Online

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

\$135 A05BUS822



Achieving Success with Difficult People/Online

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

\$135 A05BUS815

Start a Pet Sitting Business/Online

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

\$135 A05BUS816

Web 2.0: Blogs, Wikis, and Podcasts/Online

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

\$135 A05CMP848

Get Paid to Travel/Online

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

\$135 A05CRD800

Introduction to Interior Design/Online

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

\$135 A05BUS823

Wow, What a Great Event!/Online

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

\$135 A05PEN809

NEW! Project Management Applications/Online

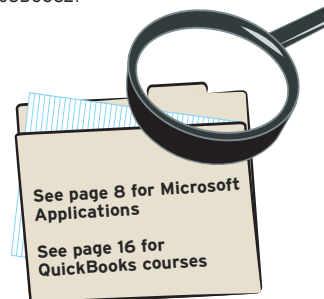
Learn from an experienced Project Management Professional powerful tools, techniques and tricks of the trade to help ensure project success. ND

\$135 A05BUS829

NEW! Using Social Media in Business/Online

Social media offers a powerful way to reach new customers and grow your business through increased leads and sales. Discover how you can build a social media team and automate your social media activities without creating another full-time responsibility. ND

\$135 A05BUS827





Learn English

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Learn English at LaGuardia

Prepare for college, graduate school or a better job.

Teachers at The English Language Center (TELC) have the knowledge, skills and experience to provide you with meaningful daily language practice through reading, writing, listening, speaking, field trips and Internet research. We also offer courses that teach you English through art, business, pop culture, blogs and wikis, and dance. Do you have questions about immigration, life in the United States, your future plans? Our staff can help.

Come study with us and make TELC your home away from home! You will have access to LaGuardia Community College's computer labs, library, gym and swimming pool. Payment for all ESL courses can be made with cash, money order, debit or credit card (American Express, MasterCard, Visa, or Discover).

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

Day Intensive Program

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

Spring 2014 Registration:

Wednesday, March 26 and Thursday, March 27
11:00 am - 3:00 pm, Room C-354

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

Morning Day Intensive Program

Mon - Fri Apr 7 - Jun 13 (49 sessions/166.25 hours)
8:45 am - 12:45 pm \$1625 AF021000

Afternoon Day Intensive Program

Mon - Thurs Apr 16 - Jun 25 (40 sessions/180 hours)
1:30 pm - 6:30 pm \$1440 AF021001

Evening English Program

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

Spring 2014 Registration:

Thursday, April 3 to Wednesday, April 9
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 Apr 16 - Jun 25 (40 sessions/90 hours)
6:50 pm - 9:05 pm \$665 AF021006

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

Mon & Wed Apr 16 - Jun 25 (20 sessions/45 hours)
6:50 pm - 9:05 pm \$355 AF021003

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

Tues & Thurs Apr 17 - Jun 24 (20 sessions/45 hours)
6:50 pm - 9:05 pm \$355 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.

Spring 2014 Registration:

Saturday, March 29 to Saturday, April 5.
Monday to Thursday 4:00pm to 7:00pm.
Saturdays 10:00am to 1:00pm. Room C-354

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

Saturday English Program

Sat Apr 12 - Jun 14 (9 sessions/45 hours)
9:00 am - 2:00 pm \$355 AF021005

Sylvia Gonzalez

ESL teacher looks at students' educational and emotional needs

Sylvia Gonzalez wants to know why her students wish to learn English. "I help students learn best by first understanding where they're coming from and what their attitude is towards learning language and culture," says the 33-year teaching veteran. "By asking, 'Why are they in this process of learning? What do they need it for? What will they do with it?'"

“I help students learn best by first understanding where they're coming from and what their attitude is towards learning language and culture.”

Being born in Ecuador and raised both there and in the United States, Ms. Gonzalez has a good understanding of the challenges her students face. "I see an opportunity to help them with their process of learning. For me that's important—I am a second language learner, and I know the process: the cognitive (mental) and affective (emotional)."

She offers them this piece of advice: "Have a positive attitude towards learning language. Be open to this new experience, not only the language but also the culture. The place where you are right now and the experiences you have here will help you learn."

CATW Preparation for English Learners

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

Wed & Fri Apr 9 - Jun 6 (18 sessions/31.5 hours)
11:00 am - 12:45 pm \$355 AF021401B

“The CATW Preparation for English Learners course at TELC really helped me a lot. I learned to read the prompts better and how to organize the essay. Right after the class ended, I took the CATW and passed. I am now a student in Automotive Engineering at Bronx Community College.”

TELC Upper Level Student



Specialized Workshops

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

Spring 2014 Registration:

Wednesday, March 26 and Thursday, March 27
11:00 am - 3:00 pm, Room C-354

Writing Workshop

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

Mon & Wed Apr 16 - Jun 25 (20 sessions/45 hours)
1:30 pm - 3:45 pm \$355 AF02110C

Listening/Speaking Workshop

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

Tues & Thurs Apr 17 - Jun 24 (20 sessions/45 hours)
4:15 pm - 6:30 pm \$355 AF021150C

TOEFL Preparation Workshop

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

Mon & Wed Apr 16 - Jun 25 (20 sessions/45 hours)
4:15 pm - 6:30 pm \$355 AF021400C

Vocabulary through Reading Workshop

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

Tues & Thurs Apr 17 - Jun 24 (20 sessions/45 hours)
1:30 pm - 3:45 pm \$355 AF021240C

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 ~ Atrevete a Soñar

Apply Now!

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

Visit http://tiny.cc/laguardia_cunyie
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 ~ Atrevete a Soñar

¡Inscríbese ahora!

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

Visitar http://tiny.cc/laguardia_cunyie
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

Spring 2014 Test Dates:

Sat Mar 22 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST003A

Sat Apr 19 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST004A

Sat May 17 (1 session/2 hours)
10:00 am - 12:00 pm \$39 A05VST005A

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

Register online
www.laguardia.edu/acreg

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



CUNY Citizenship Now! Application Assistance

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

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

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

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

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

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

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



Get Your High School Equivalency Diploma

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Which LaGuardia High School Equivalency Program is Right for You?

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

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

(F) = Free (\$) = Tuition

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

Visit: www.lagcc.cuny.edu/ACE/GED_Test_Preparation.aspx
 Call: (718) 482-7244/718-482-5101
 Email: acereg@lagcc.cuny.edu

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

Visítenos en el Internet: www.lagcc.cuny.edu/ace/ALC.aspx
 Llame: (718) 482-7244
 Email: acereg@lagcc.cuny.edu

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

Visit: www.info.gedalc.org/
 Call: (718) 482-5385
 Email: mailto:pcap@lagcc.cuny.edu

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

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

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

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

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

Program for Deaf Adults
 Room C-203
 Visit: www.lagcc.cuny.edu/ace/pda.aspx
 Contact: Erlisa Koci
 Call: (917) 832-1138 VP
 Email: ekoci@lagcc.cuny.edu

CUNY Catch
 Room C-314
 Visit: www.ace.laguardia.edu/catch/
 Contact: Guadalupe De La Cruz
 Call: (718) 482-5128
 Email: gacruz@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 am a father between the ages 18-24. I would like to get my high school diploma and learn how to be a better father to my child. I might also want to start a career or enter college. (F)

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

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

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

Did You Know?

LaGuardia is an official High School Equivalency Testing Center

Get Your High School Equivalency Diploma

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

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.

Spring 2014:

Thursday	March 27	6:00 PM	Room E-242	\$20
Friday	March 28	10:00 AM	Room E-242	\$20
Saturday	March 29	10:00 AM	Room E-242	\$20

Placement Exam:

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

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

Payment:

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

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

Discounts:

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

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

Pre-High School Equivalency in English

Wed & Fri Apr 16 - Jun 27 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02HSE004A

High School Equivalency in English

Mon & Wed Apr 14 - Jun 30 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE001B

Wed & Fri Apr 16 - Jun 27 (22 sessions/66 hours)
10:00 am - 1:00 pm \$262 A02HSE001A

Sat Apr 19 - Jun 21 (10 sessions/65 hours)
9:00 am - 4:00 pm \$262 A02HSE001C

Tue Apr 29 - Jun 17 (8 sessions/32 hours)
10:00 am - 2:00 pm \$262 A02HSE005A

Equivalencia del Bachillerato en Español

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

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

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

Primavera 2014:

Jueves	3 Abril	6:00 PM	Room E-242	\$20
Viernes	4 Abril	10:00 AM	Room E-242	\$20
Sábado	5 Abril	10:00 AM	Room E-242	\$20

Sesión de exámenes de registro:

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

Tiene que pasar los tres exámenes de registro para poder matricularse en el curso. Si ha tomado el Examen de Equivalencia del Bachillerato en el pasado, dependiendo de sus calificaciones, tal vez podría ser excusado de los exámenes de matrícula. Para averiguar, traiga una copia de sus calificaciones del Examen de Equivalencia del Bachillerato a la sesión de exámenes de registro o llame al (718) 482-7244 para hablar con un consejero.

Pago:

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

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

Descuentos:

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

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

Pre-Equivalencia del Bachillerato en Español

Mon & Wed Apr 14 - Jun 30 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE003A

Equivalencia del Bachillerato en Español

Martes & Jueves Apr 15 - Jun 26 (22 sessions/66 hours)
6:00 pm - 9:00 pm \$262 A02HSE002A

Sáb Apr 19 - Jun 21 (10 sessions/65 hours)
9:00 am - 4:00 pm \$262 A02HSE002B

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 courses.

Mon - Thurs Jan 2 - Jun 30 (1 session/4 hours)
\$15 A16TAB000A

Mon - Thurs Jan 2 - Jun 30 (1 session/4 hours)
\$15 A16TAB000B

Beginning ASL and English for Deaf Adults

Mon & Wed Apr 7 - Jun 9 (18 sessions/45 hours)
5:45 pm - 8:30 pm \$429 A16RDW001A

Beginning Basic Education Level 1 for Deaf Adults

Tues & Thurs Apr 1 - Jun 19 (22 sessions/44 hours)
5:45 pm - 7:55 pm \$429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults

Mon & Wed Mar 31 - Jun 23 (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 Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Jan 2 - Jun 30 (3 sessions/15 hours)
\$45 A16GED000A

Pre-High School Equivalency Reading/Writing for Deaf Adults

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

Tues & Thurs Apr 1 - Jun 19 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16GED002B

High School Equivalency Reading/Writing for Deaf Adults

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

Tues & Thurs Apr 1 - Jun 19 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16GED001B

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, percentages, introduction to probability, measurements, and word problems. ND

Mon & Wed Apr 2 - Jun 25 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16MAT012B

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, percentages, measurements, graphs and tables, basics of algebra, geometry, special topics in algebra and geometry, and word problems. ND

Mon & Wed Apr 2 - Jun 25 (22 sessions/66 hours)
5:45 pm - 9:05 pm \$235 A16MAT013B

Prepare for College

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College-Level Examination Program (CLEP)

A Credit-by-Examination Program

Earn college credit for what you already know!

Earn between 3 and 12 credits per test

Each CLEP test costs \$115*

CLEP tests offered at LaGuardia

History & Social Sciences

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

Composition & Literature

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

Science & Mathematics

Biology
Calculus
Chemistry
College Algebra
College Mathematics
Natural Sciences
Precalculus

Business

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

World Languages

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

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

Save time and money, and graduate sooner!

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

*Tests are offered every Wednesday in Room C-333 at 6:00 p.m. Before arrival visit <http://clep.collegeboard.org/> and register for your chosen CLEP exam. Each exam cost \$80. Registering provides you with a payment receipt and a Ticket ID, which you must bring to the test. You will register separately at LaGuardia and pay a \$35 operational fee. Please bring two forms of photo identification.

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

VISIT
REGISTER

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



Mario Souza

New Goals, New Fans

From professional soccer player to CUNY Language Immersion Program (CLIP) teacher, Brazilian born Mario Souza counts his LaGuardia students among his biggest fans.

“Though I am no longer in a giant stadium filled with screaming soccer fans, I am surrounded by inspiring students who motivate me to do my best to help them achieve their dreams!”

Like many other kids in Rio de Janeiro, I started playing soccer on the beach. At 13, I was invited to play for Vasco da Gama, a famous sports club in Rio de Janeiro, and I was living my dream of having a successful soccer career. But at 17 my dream was cut short when I tore my right knee and had to stop playing.

Even as a soccer player, I was an avid reader in both English and Portuguese and ultimately discovered my talent for teaching others. Inspired by popular magazines and American television shows, I decided to come to New York City to earn my teaching degree. Now working in CLIP, I have found my place among my immigrant students, helping them learn English and achieve their personal and professional goals. Though I am no longer in a giant stadium filled with screaming soccer fans, I am surrounded by inspiring students who motivate me to do my best to help them achieve their dreams!

English language learners, start your college studies with the best!

CUNY Language Immersion Program at LaGuardia

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

Get the English skills you need to succeed in college and receive help applying for financial aid.

Spend up to one year in this low-cost program to improve your reading, writing, speaking and listening skills in English. Classes meet 25 hours per week, and you can choose day or evening sessions.

For more information
 Call: (718) 482-5966
 E-mail: clip@lagcc.cuny.edu
 Visit: Room C-223

DARING TO DO MORE

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 Apr 15 - May 22 (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 Apr 14 - May 21 (12 sessions/30 hours)
 6:00 pm - 8:30 pm \$135 A22PRP007A

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

Register Online
www.laguardia.edu/acereg/

College Prep Workshops

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

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

Wed May 14 (1 session/2 hours)
6:00 pm - 8:00 pm **FREE** A22PRP001A

How to Apply for FAFSA and How to Obtain Scholarships

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

Wed May 7 (1 session/2 hours)
6:00 pm - 8:00 pm **FREE** A22PRP002

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 Apr 23 (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 Apr 16 (1 session/2 hours)
6:00 pm - 8:00 pm **FREE** A22PRP003A

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

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

Sat Apr 19 - Apr 26 (2 sessions/6 hours)
10:00 am - 1:00 pm \$45 A22WRT002A

CUNY START

What is CUNY Start?

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

Why enroll in CUNY Start?

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

To be eligible for CUNY Start, you must

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

INFO SESSIONS

To attend one of the following info sessions, go to www.lagccstart.org and sign up.

Winter info session dates (rooms to be announced):

February (Tuesdays & Thursdays)

Morning 11am-1pm 2/4, 2/6, 2/11, 2/13, 2/18, 2/20, 2/25, 2/27
Evening 6pm-8pm 2/4, 2/18, 2/25

Classes run March 3 - July 31 2014

Full-time option:

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

For more information visit

<http://www.lagcc.cuny.edu/ACE/CUNYSTART.aspx> or call (718) 482-5137

Jesus A. Benitez

Teaching his son the value of education by example

Jesus A. Benitez started at LaGuardia Community College in March 2013 in the CUNY Fatherhood Academy, a program that prepares young fathers for the high school equivalency exam, college and/or a career while providing information, referrals and support services on health and parenting issues. By the fall, after earning his high school equivalency diploma, he had enrolled in CUNY Start, an intensive 18-week college prep course. Today, he is a computer science major at LaGuardia.

"CUNY Start helped me so much," says Jesus, who, in turn, wants to assist other students in both programs he attended. "It inspired me to learn and improve myself ever more, so I can become a tutor." Now convinced that education is the key to success, Jesus helps his young son work on counting, shapes and pronouncing words. As for the future, this dad plans to get a PhD in Computer Science and teach computers to children.

“CUNY Start inspired me to learn and improve myself ever more.”

Test Preparation/Online See page 14 or visit www.ed2go.com/lagcc



SAT/ACT Prep, Part 1/Online

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

\$135 A05PRP800

SAT/ACT Prep, Part 2/Online

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

\$135 A05PRP801

GMAT Prep/Online

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

\$135 A05GRE804

LSAT Preparation - Part 1/Online

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

\$135 A05PRP802

LSAT Preparation - Part 2/Online

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

\$135 A05PRP803

ReadyMATH/Online

Do you need to improve your math skills quickly to graduate from high school, get your GED® certificate, or pass college placement exams? ReadyMATH assesses your specific needs and delivers a custom-tailored curriculum with practice exercises. Get the skills you need to handle everything from basic arithmetic to intermediate algebra. ND

\$549 A05PRP804

Prepare for the G.E.D. Test/Online

Improve your employment and career advancement opportunities by earning a G.E.D. diploma. Develop the reading and critical thinking skills you need to succeed in all five test areas (Writing Skills, Social Studies, Science, Literature and Math) and pass the G.E.D. test.

\$135 A05GED803

Prepare for the G.E.D. Math Test/Online

Master the skills required to successfully pass the G.E.D. Math Test. You will review math basics and begin building the foundation you need to solve the types of math problems commonly found on the test. You'll also cover fractions, decimals, percents, proportions, statistics, algebra and geometry, and practice with sample test questions.

\$135 A05GED802

Prepare for the G.E.D. Language Arts, Writing Test/Online

In preparation for this two-part exam, you will learn the basics in usage and mechanics of the English language and how to apply that knowledge to editing passages for the multiple choice portion of the test. You'll also review all the elements of the essay, including how the essay is scored, what types of topics you're likely to encounter, and how to edit your own writing.

\$135 A05GED801

GRE Preparation- Part 1 (Verbal and Analytical)/Online

Learn strategies for all the question types on the verbal reasoning and analytical writing sections of the GRE, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. ND

\$135 A05PRP805

GRE Preparation- Part 2 (Quantitative)/Online

Features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections. Learn how to tackle the GRE's unique new question formats. ND

\$135 A05PRP806



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EXPECTATIONS AND
DARE TO DO
MORE.**

www.laguardia.edu



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718-482-5000



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



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



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



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

Guadalupe De La Cruz
 Call: (718) 482-5128
 Email: gcruz@lagcc.cuny.edu



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

Students 16-24 - Take the Next Step!

Take College Courses



College Certificate Program in Accounting

Step up your accounting credentials or get started in a new career with LaGuardia Community College's Certificate in Accounting! This 4-course series will give you the edge you need to get ahead in the accounting profession.

In order to qualify for this program, you must have a bachelor's or associate's degree, or be exempt from the CUNY ACT tests. Experience in accounting may qualify as an exemption. Principles of Accounting I is the first course in this series. The other 3 courses may be taken at the same time or after Principles of Accounting I in any order. For more information call (718) 482-7244.

Intermediate Accounting I

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

Mon & Wed Mar 3 - Jun 4 (24 sessions/52 hours)
5:45 pm - 7:55 pm \$339 A05BTA201A

Principles of Accounting I

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

Mon, Tues & Thurs Mar 3 - Jun 3 (12 sessions/86 hours)
5:45 pm - 7:55 pm \$339 A05BTA111A

Mon & Wed Mar 3 - Jun 3 (24 sessions/86 hours)
5:45 pm - 9:05 pm \$339 A05BTA111B

Principles of Accounting II

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

Mon & Wed Mar 3 - Jun 4 (24 sessions/52 hours)
5:45 pm - 7:55 pm \$339 A05BTA112A

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Take College Courses

Alternate days and times for college classes are sometimes available for Continuing Education students. **For more information call (718) 482-5124.** All of the college classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

College Foreign Languages

Elementary language 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. Decisions on class size are made early so register in advance.

Elementary Arabic I

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELA101A

Mon, Tues, Wed & Fri Mar 3 - Jun 11
(48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELA101B

Elementary Arabic II

This is a continuation of Elementary Arabic I.

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELA102A

Mon, Tues, Wed & Fri Mar 3 - Jun 6
(48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELA102B

Modern Arabic Literature

This course will familiarize students with the literary production of authors from the Arabic-speaking world. Reading and analysis of representative works of different styles, genres and literary periods will be selected every semester. This course is taught in Arabic. Prerequisite: Exemption Exam; Pre- or Corequisite: CSE099, ENG098, ESL097.

Thurs Mar 6 - Jun 12 (12 sessions/36 hours)
9:45 am - 12:45 pm \$320 A02ELA201A

Modern Arabic Literature

This course will familiarize students with the literary production of authors from the Arabic-speaking world. Reading and analysis of representative works of different styles, genres and literary periods will be selected every semester. This course is taught in Arabic. Prerequisite: Exemption Exam; Pre- or Corequisite: CSE099, ENG098, ESL097.

Thurs Mar 6 - Jun 12 (12 sessions/36 hours)
9:45 am - 12:45 pm \$320 A02ELA201A

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).

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELC101A

Mon - Thurs Mar 3 - Jun 12 (48 sessions/48 hours)
2:15 pm - 3:15 pm \$320 A02ELC101B

Elementary Modern Chinese II

This is a continuation of Elementary Modern Chinese I.

Mon, Tues, Wed & Thurs Mar 3 - Jun 1
(48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELC102A

Modern Chinese Literature

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

Tues (1:00 pm - 3:15 pm) & Thurs (1:00 pm - 2:00 pm)
Mar 4 - Jun 12 (24 sessions/36 hours)
\$320 A02ELC201A

Modern Chinese for Heritage Students

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

Wed Mar 5 - Jun 11 (12 sessions/48 hours)
1:00 pm - 5:35 pm \$320 A02ELC105A

Classic Chinese Literature

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

Mon (3:25 pm-5:35 pm) and Wed (4:35 pm-5:35 pm)
Mar 3 - Jun 11 (24 sessions/36 hours)
\$320 A02ELC203A

Elementary French I

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELF101B

Mon, Tues, Wed & Thurs Mar 3 - Jun 12
(48 sessions/48 hours)
10:30 am - 11:30 pm \$320 A02ELF101A

Elementary French II

This is a continuation of Elementary French I.

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELF102B

Mon, Tues, Wed & Fri Mar 3 - Jun 11
(48 sessions/48 hours)
11:45 am - 12:45 am \$320 A02ELF102C

Mon, Wed, Thurs, Fri Mar 3 - Jun 12
(48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELF102A

Elementary Hebrew I

Mon, Wed, Thurs & Fri Mar 3 - Jun 11
(48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02EL101A

Elementary language 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. Decisions on class size are made early so register in advance.

Elementary Italian I

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELI101B

Tues & Thurs Mar 4 - Jun 12
(24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELI101A

Wed & Fri, Mar 5 - Jun 11
(24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELI101C

Elementary Italian II

This is a continuation of Elementary Italian I.

Tues & Thurs Mar 4 - Jun 12 (24 sessions/48 hours)
11:45 am - 2:00 pm \$320 A02ELI102A

Elementary Japanese I

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELJ101B

Mon & Thurs Mar 3 - Jun 12 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELJ101A

Tues & Thurs Mar 4 - Jun 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELJ101C

Elementary Japanese II

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

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELJ102A

Mon & Thurs Mar 3 - Jun 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELJ102C

Tues & Thurs Mar 4 - Jun 12 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELJ102B

Intermediate Japanese I

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

Mon (1:00 pm -3:15 pm) & Thurs (1:00 pm - 2:00 pm)
Mar 3 - Jun 12 (24 sessions/36 hours)
\$320 A02ELJ103A

Modern Japanese Literature

This course will familiarize students with modern Japanese literature through selected readings with an emphasis on expository style. Representative authors from the Meiji, Taisho, Showa and post-war literature will be selected. Readings are in Japanese. Prerequisite: Exemption Exam.

Mar 5 - Jun 10 (24 sessions/36 hours)
Wed (11:45 am - 3:00 pm) & Fri (11:45 am - 12:45 pm)
\$320 A02ELJ201A

Japanese Literature in Translation

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

Wed Mar 5 - Jun 11 (12 sessions/24 hours)
6:00 pm - 8:05 pm \$320 A02ELJ250A

Polish Literature

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

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELP201A

Elementary Korean I

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

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELK101A

Mon & Wed Mar 3 - Jun 11 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELK101B

Elementary Korean II

Tues & Thurs Sep 7 - Dec 14 (24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELK102A

Elementary Portuguese I

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

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELZ101A

Mon, Tues, Wed & Thurs Mar 3 - Jun 12
(12 sessions/42 hours)
11:45 am - 12:45 pm \$320 A02ELZ101B

Elementary Portuguese II

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELZ102A

Elementary Russian I

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

Mon, Tues, Wed & Thurs Mar 3 - Jun 12
(48 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELR101A

Elementary language 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. Decisions on class size are made early so register in advance.

Elementary Spanish I

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELS101D

Mon, Tues, Wed & Thurs Mar 3 - Jun 12
(48 sessions/48 hours)
8:00 am - 9:00 am \$320 A02ELS101A

Mon, Tues, Wed & Thurs Mar 3 - Jun 12
(48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELS101B

Mon, Tues, Wed & Thurs Mar 3 - Jun 12
(48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELS101C

Mon & Wed Mar 3 - Jun 11 (24 sessions/48 hours)
5:45 pm - 7:45 pm \$320 A02ELS101E

Tues & Thurs Mar 4 - Jun 12 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS101F

Elementary Spanish II

This is a continuation of Elementary Spanish I.

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELS102C

Mon, Wed, Thurs, Fri Mar 3 - Jun 12
(48 sessions/48 hours)
9:15 am - 10:15 am \$320 A02ELS102A

Mon, Tues, Wed & Thurs Mar 3 - Jun 12
(48 sessions/48 hours)
11:45 am - 12:45 pm \$320 A02ELS102D

Mon, Tues, Wed & Thurs Mar 3 - Jun 12
(48 sessions/48 hours)
1:00 pm - 2:00 pm \$320 A02ELS102B

Mon & Wed Mar 3 - Jun 11 (24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELS102E

Intermediate Spanish

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

Mon, Tues, Wed & Thurs Mar 3 - Jun 12
(48 sessions/48 hours)
2:15 pm - 3:15 pm \$320 A02ELS103A

Spanish for Fluent Speakers

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

Sat Mar 1 - Jun 7 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELS105C

Mon, Wed, Thurs, Fri Mar 3 - Jun 12
(48 sessions/48 hours)
11:45 pm - 12:45 pm \$320 A02ELS105B

Mon, Tue, Wed & Thurs
Mar 3 - Jun 12 (48 sessions/48 hours)
8:am - 9:00 am \$320 A02ELS105A

Advanced Spanish Composition

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

Mon, Wed & Thurs Mar 3 - Jun 12 (36 sessions/36 hours)
1:00 pm - 2:00 pm \$320 A02ELS210A

Contemporary Latin American Fiction in Translation

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

Thurs Mar 6 - Jun 12 (24 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02ELS250A

Latin American Literature I

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

Mon Mar 3 - Jun 9 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02ELS200A

Foreign Languages/Online

See page 14 or visit www.ed2go.com/lagcc

Beginning Conversational French/Online

Learn French for both leisure and business and gain the cultural insights you need to improve your language skills, all with a click of your mouse! ND

\$135 A05PEN908

Instant Italian/Online

Learn the Italian you need to speak in a variety of settings and situations and to enrich your next trip to Italy! ND

\$135 A05PEN904

Speed Spanish/Online

Discover six easy techniques to put Spanish words together into sentences. You'll see words, hear them pronounced properly, and have plenty of opportunities to practice speaking. With these effective methods, you'll be engaging in conversational Spanish in no time. ¡Qué bueno! ND

\$135 A05PEN805

NEW! Speed Spanish II/Online

Discover an effective method to learn Spanish. See words in Spanish, hear them pronounced correctly, and practice your own pronunciation. Then, use tricks to help you put words together into sentences. ND

\$135 A05PEN909

College Liberal Arts

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

All of the college classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.



Public Speaking

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

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUC106D

Sun Mar 2 - Jun 8 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUC106C

Tues, Wed & Thurs Mar 4 - Jun 12 (36 sessions/36 hours)
8:00 am - 9:00 am \$320 A02HUC106A

Wed Mar 5 - Jun 11 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUC106B

Introduction to Philosophy

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUP101D

Mon Mar 3 - Jun 9 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA104A

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP101B

Tues (1:00 pm - 3:15 pm) & Thurs (1:00 pm - 2:00 pm)
Mar 4 - Jun 12 (24 sessions/36 hours) \$320 A02HUP101A

Tues & Thurs Mar 4 - Nov 21 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP101C

Ethics and Moral Issues

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP104A

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.

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUP102D

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
8:05 pm - 9:35 pm \$320 A02HUP102A

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUP102C

Fri Mar 7 - Jun 6 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUP102B

Cultural Anthropology

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

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
9:15 pm - 12:45 pm \$320 A02SSA101B

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

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02SSY101C

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02SSY101A

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02SSY101B

Eastern Philosophical Traditions

This course will introduce the student to Eastern philosophies through an historical and cultural perspective. Hinduism, Buddhism, Taoism, Confucianism, Jainism, Sikhism, Shintoism and Sufism will be among the topics covered in this course. Students will work through several texts and selected readings from primary sources for each philosophy in order to gain an understanding of the doctrines, values, metaphysics and epistemology of various Eastern philosophies.

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
8:05 pm - 9:35 pm \$320 A02HUP121A

Film and New York City

This course analyzes the various cultural, historical, ethnic, class, and artistic dimensions of New York in feature films such as *Musketeers of Pig Alley*, *Hester Street* and *Do the Right Thing*, as well as in selected documentary and experimental films. The course also situates New York City within the corporate production and exhibition histories of American film. Particular attention is given to films produced in New York over the last two decades and the images of the city they project.

Fri Mar 7 - Jun 6 (12 sessions/48 hours)
10:30 am - 3:15 pm \$320 A02HUN196A

College Studio Art

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

All of the college classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

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.

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA101B

Wed Mar 5 - Jun 11 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA101C

Fri Mar 7 - Jun 6 (12 sessions/36 hours)
9:15 am - 12:45 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.

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103C

Tue Mar 4 - Jun 10 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA103B

Fri Mar 7 - Jun 6 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103A

Intermediate Drawing

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

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA203A



Art in New York: A Museum/Gallery Seminar

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

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUN195B

Fri Mar 7 - Jun 6 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUN195A

Introduction to Art

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

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA101B

Wed Mar 5 - Jun 11 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA101C

Fri Mar 7 - Jun 6 (12 sessions/36 hours)
9:15 am - 12:45 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.

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103C

Tue Mar 4 - Jun 10 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA103B

Fri Mar 7 - Jun 6 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103A

Intermediate Drawing

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

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA203A

Life Drawing

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

Mon Mar 3 - Jun 9 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA180A

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 Mar 3 - Jun 9 (12 sessions/36 hours)
1:00 pm - 4:25 pm \$320 A02HUA120A

Tue Mar 4 - Jun 10 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA120B

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

All of the college classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.

Beginning Painting

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

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
9:15 pm - 12:45 pm \$320 A02HUA110C

Mon Mar 3 - Jun 9 (12 sessions/36 hours)
2:15 pm - 5:35 pm \$320 A02HUA110B

Tue Mar 4 - Jun 10 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA110D

Wed Mar 5 - Jun 11 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA110A

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)/inter-changeable 50mm lens.

Sat Mar 1 - Jun 7 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA130C

Mon Mar 3 - Jun 9 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA130A

Wed Mar 5 - Jun 11 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA130B

Intermediate Photography

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

Tue Mar 4 - Jun 10 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA230A

Digital Photography I

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

Wed Mar 5 - Jun 11 (12 sessions/48 hours)
5:30 pm - 10:00 pm \$320 A02HUA131A

Digital Photography II

This course is an extension of Digital Photography I, focusing primarily on the software and some hardware required for the output of digital images. Adobe Photoshop and QuarkXpress are the software that will be emphasized. Adobe Illustrator will also be introduced and some output devices such as inkjet and laser printers will be explored. Storage media such as the writable CD, DVD and the ZIP disk will serve as "working portfolios" from which the final portfolio of manipulated digital images will be printed.

Mon Mar 3 - Jun 9 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA231A

Art History: Prehistoric through Gothic

This survey of art from pre-history to the late Middle Ages builds visual understanding through close study of individual works of art in various media, including painting, sculpture and architecture. Connections between art works and their cultural contexts are emphasized, as are the cross-cultural exchanges which have enriched the diverse artistic traditions of Europe and the Americas. Museum visits are required.

Thurs Mar 6 - Jun 12 (12 sessions/36 hours)
4:35 pm - 7:55 pm \$320 A02HUA165A

Art History: Renaissance through Modern

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

Mon (5:45 pm-6:45 pm) and Wed (5:45 pm-7:55 pm)
Mar 3 - Jun 11 (24 sessions/36 hours) \$320 A02HUA166A

Introduction to African Art

This course will explore various styles-primarily from Western Africa-including urban, rural and royal works of art. The main emphasis of the course will be the way these works of art have been and continue to be used in everyday activities and their importance in community life. Contact and cross influences with Islam, Europe and the Americas will be discussed. Two museum trips are required.

Wed Mar 5 - Jun 11 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA167A

Introduction to Computer Art

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

Mon Mar 3 - Jun 9 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA125A

Thurs Mar 6 - Jun 12 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA125B

Introduction to Design

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

Wed Mar 5 - Jun 11 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA104B

College Studio Music

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

All of the college classes listed in this section are open to the public on a non-credit basis at a special fee of \$320 per course. Books and/or materials must be purchased for most classes.



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.

Sat Mar 1 - Jun 7 (24 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUM101C

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM101A

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 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 & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM180B

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
10:00 am - 11:30 am \$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 Mar 4 - Jun 12 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM181A

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM181B

Voice I

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

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
1:00 pm - 2:30 pm \$320 A02HUM155B

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
10:00 am - 11:30 am \$320 A02HUM155A

Guitar I

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

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM170B

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
11:45 am - 1:15 pm \$320 A02HUM170A

Guitar II

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
1:30 pm - 3:00 pm \$320 A02HUM171A

Percussion I

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

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
4:30 pm - 6:00 pm \$320 A02HUM190A

Percussion II

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

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
4:30 pm - 6:00 pm \$320 A02HUM191A

American Music

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

Mon & Wed Mar 3 - Jun 11 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM210A

Music for Children

This course is designed to allow education students to explore the range of music fundamentals and techniques as they relate to rhythm, pitch and vocal expressiveness. Students will be introduced to basic skills of percussion, the recorder, singing and reading music. They will continually grow in this ability to listen to, respond to and create music with understanding, skill and sensitivity; and to present lessons to children that allow them to have those experiences as well.

Sat Mar 1 - Jun 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUM104B

Tues & Thurs Mar 4 - Jun 12 (24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM104A

Photography/Online

See page 14 or visit www.ed2go.com/lagcc

Photoshop CS6 for Digital Photographers/Online

In this course, you'll master techniques to make the most of your digital images and add a professional polish to your work. Designed for those with no image-editing experience, this class will take you from novice to accomplished photo editor. ND

\$135 A05CMP865

Photoshop CS6 for Digital Photographers II/Online

If you know the basics of this powerful program, you're ready to master advanced techniques. This class is perfect for you if you want to learn how to add special effects and take your photo-editing skills to the next level. ND

\$135 A05CMP866

NEW! Photoshop Elements 11 for the Digital Photographer/Online

Improve the look of your images using Adobe Photoshop Elements 11. You will learn everything from quick fixes to detailed enhancements. ND

\$135 A05CMP867

Photoshop Elements 10 for the Digital Photographer/Online

Get the tools you need to achieve high-quality results and make your images spectacular. Learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for email and the Internet, and organize your images so you can keep track of them easily. This award-winning software is designed for camera enthusiasts with no photo-editing experience, though students looking to upgrade their skills are also welcome. ND

\$135 A05CMP860

Photographing Nature with Your Digital Camera/Online

Jump into the world of nature photography! Discover how to take beautiful outdoor photos of everything from landscapes to flowers, trees, animals and more. You'll learn about digital camera equipment as well as telephoto and macro photography and have the opportunity to share your work with your online classmates. ND

\$135 A05CMP861

Secrets of Better Photography/Online

Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs, covering areas such as exposure and lighting. You'll also explore strategies for taking all types of photos, including portraiture, landscape, macro and still life. ND

\$135 A05CMP858

Discover Digital Photography/Online

Learn the basics of digital photography for commercial and personal applications: equipment, software, the digital darkroom, printing, and Internet and e-mail use. ND

\$135 A05CMP838

Writing/Online

See page 14 or visit www.ed2go.com/lagcc

No matter what your profession, you should consider the possibility of earning a little extra money through writing.

A to Z Grant Writing/Online

Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Discover how to network and develop true partnerships with a variety of funders and organize a successful grant writing campaign. ND

\$135 A05WRT803

Beginning Writer's Workshop/Online

If you are a creative thinker, you can learn to write creatively. This in-depth writing experience will give you a taste of the writing life, improve your writing skills, and give you new ways to stretch your creative muscles. ND

\$135 A05WRT804

Write Your Own Life Story/Online

Have you ever thought about writing your life story, a story only you can tell? This course walks you step-by-step through the process of writing your life story and to find a lucrative market for your personal history. ND

\$135 A05WRT801

Writing for Children/Online

Discover how you can touch the hearts of children by creating books for them. In this highly interactive, hands-on course, you'll begin work on your first fiction or nonfiction manuscript, explore the changing world of children's literature, and gain a better understanding of today's market. ND

\$135 A05WRT806

Beginner's Guide to Getting Published/Online

Discover essential tips for getting published! This course, taught by a published author, will teach you how to format manuscripts, write irresistible query letters, choose potential publishers and more. ND

\$135 A05WRT813

How to Make Money Writing/Online

Learn to work faster and enhance your chance for success. Explore ghostwriting, collaboration, writing for the Web and new technologies. Understand copywriting, article and essay writing, as well as novel and nonfiction writing. Discover tips for finding publishers and agents.

\$135 A05WRT810

Effective Business Writing/Online

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

\$135 A05WRT811

Writeriffic: Creativity Training for Writers/Online

How can we transform our visions into the written word? In this high energy course you will learn tricks from the published writer's toolbox, Writeriffic, that will unleash the imaginative, inventive bolts of genius that are inside everyone. ND

\$135 A05WRT800



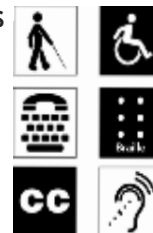
ACE Support Services

To inquire about disability services:

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

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

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



For financial assistance to help pay for your education:

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

Find out if you qualify!

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

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

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

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

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

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

Students Over 65

Rediscover the joys of learning at LaGuardia!

Receive a 30% discount

For more information call (718) 482-5124

Individual Training Grants

Advance Your Career through Occupational Training

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

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

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

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

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

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



Learn American Sign Language

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Continuing Education Classes for Deaf Adults 65

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Individual Instruction 65

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 Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu.

All courses are ND (no discount available).

Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals.

These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit.

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

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

Upon completion and passing of Intensive Study in ASL 1 - 4 and Fingerspelling 1 & 2 courses, within two years you can earn a Certificate in Conversational American Sign Language. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement.

To schedule an appointment contact Erlisa Koci at ekoci@lagcc.cuny.edu or (917)832-1138. ND

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened. For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B-234, at (718) 482-5640. This certificate program is not designed to train students as interpreters for the Deaf. For more information on our ASL-English Interpretation Program visit <http://www.laguardia.edu/aeip>.

Introduction to American Sign Language Workshop

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

Wed Jun 4 (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) 832-1138 Voice/VP or e-mail ekoci@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Jan 2 - Jun 30 (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.

SUMMER 2014
Tues (5:45 pm - 8:00 pm) & Thurs (5:45 pm - 9:15 pm)
Jul 1 - Aug 21 (24 sessions/46 hours) \$359 A16ASL011A

Intensive Study in American Sign Language - Level 2

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

SUMMER 2014
Tues (5:45 pm - 8:00 pm) & Thurs (5:45 pm - 9:15 pm)
Jul 1 - Aug 21 (24 sessions/46 hours) \$359 A16ASL012A

Intensive Study in American Sign Language - Level 3

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

SUMMER 2014
Mon (5:45 pm - 8:00 pm) & Wed (5:45 pm - 9:15 pm)
Jul 7 - Aug 27 (24 sessions/46 hours) \$359 A16ASL013A

Intensive Study in American Sign Language - Level 4

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

SUMMER 2014
Mon (5:45 pm - 8:00 pm) & Wed (5:45 pm - 9:15 pm)
Jul 7 - Aug 27
(24 session/46 hours) \$359 A16ASL014A

Dual Access Courses

Dual Access: Fingerspelling, Numbers and Glossing 1

Explore the fundamentals of ASL fingerspelling, numbers and glossing. You will focus on the development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signals. Offered jointly with the Education and Language Acquisition Department. (Please note, Continuing Education students may not have access to Blackboard.) Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Tues & Thurs Jun 19 - Jul 29 (22 sessions/24 hours)
5:45 pm - 7:55 pm \$119 A16ASL018A

Dual Access: Fingerspelling, Numbers and Glossing 2

Build on the foundations of ASL fingerspelling, numbering and glossing in Level 1. You will focus on the further development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signs. Offered jointly with the Education and Language Acquisition Department. (Please note, Continuing Education students may not have access to Blackboard.) Prerequisite: ASL Fingerspelling 1 & Intensive Study in ASL Level 3.

Tues & Thurs Jun 19 - Jul 29 (22 sessions/36 hours)
4:45 pm - 7:55 pm \$229 A16ASL019A

Dual Access: Intensive Study in American Sign Language - Level 1

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

Tues & Thurs Jun 19 - Jul 29 (22 sessions/48 hours)
4:35 pm - 9:05 pm \$359 A16ASL026A

Continuing Education Classes for Deaf Adults

For questions or to schedule an appointment for an assessment or placement test, contact Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu. All courses are ND (no discount available).

Driver (Learner's Permit) Education for Deaf Adults

Do you wish to pass the Department of Motor Vehicles written examination? Take this course to help you study for a learner's permit. The instructor will make arrangements for you to take the examination with an ASL interpreter. You must be 17 or older and must possess a social security card.

Instructor: Joel Goldfarb

Tue Apr 8 - May 27 (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 Erlisa Koci at (917) 832-1138 Voice/VP or ekoci@lagcc.cuny.edu.

Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Jan 2 - Jun 30 (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 Jan 2 - Jun 30 (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 Jan 2 - Jun 30 (12 sessions/24 hours)
\$1859 A16PDV003A



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 with payment by MasterCard/Visa/Discover/American Express.

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

By fax: (718) 609-2074 with payment by MasterCard/Visa/Discover/American Express.

In person: **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.

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

Cash payments can be made at the Bursar's office (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, the EMT Program and CLEP Test do not take personal checks for program payment.

Discounts

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

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

Delinquent Payments

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

Classroom Assignments

Classroom assignments are posted outside the Registration Office, M147, M-Building, prior to the first day of class. The English Language Center posts its classroom assignments outside C-354.

Refund Policy

For courses under \$299

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

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

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

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

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

Financial Assistance

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

Payment Plans & Loans

Students may apply for installment plans and loans through Academic Management Services (1-800) 635-0120 or online through www.tuitionpay.com.

Materials

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

College Policies

Equal Opportunity and Affirmative Action

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

Course Cancellations

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

Updates

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

4 EASY WAYS TO REGISTER!

Online:



www.laguardia.edu/acereg/

By phone:



(718) 482-7244

with payment by MasterCard/
Visa/Discover/American Express.

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

By fax:



(718) 609-2074

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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

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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



Non-Profit Org
U.S. POSTAGE
PAID
FLUSHING, NY
Permit #972



Community College

**CONTINUING
EDUCATION**
People, Changing



GET TRAINING IN
THE GROWING FIELD OF
**HEALTHCARE
FINANCIAL
MANAGEMENT**
EARN UP TO
9 COLLEGE CREDITS

This is a great opportunity
if you are proficient in
computer office skills and
good with numbers.

RECEIVE
JOB SEARCH
ASSISTANCE!

To attend an information session
call (718) 482-5481
or email
aceprofessional@lagcc.cuny.edu

See page 25 for details.