



CONTINUING EDUCATION SUMMER 2014 CATALOG



I DID IT
YOU
CAN
TOO

- Professional certificates
- Vocational training
- Business services
- College courses
- High School Equivalency
- ESL and more



Meet **Tatiana Green**

LaGuardia helps turn a negative into a positive

Tatiana Green came to LaGuardia's Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program in September 2012 as a recovering addict. Seeking to help others with a struggle she knew intimately, she dove into her studies and also landed an internship with Samaritan Village, a city-wide human services organization, where her mission became crystal clear. "My life purpose is to use the effects that drugs and alcohol had on my life as a force to inspire others to positively transform their lives as dramatically as I have through recovery," says Tatiana, who was hired full time just six weeks after beginning the internship.

Having completed the program and currently enrolled at LaGuardia as a Human Services: Mental Health major, which she earned 8 college credits towards in the CASAC program, Tatiana has thought carefully about her future plans. She says she is "driven" to earn a Master's Degree in Addiction Studies as well as to start a recovery coaching/hypnosis business. She is also in the process of opening a non-profit organization in the name of a dear childhood friend who passed away from a drug overdose. "The Natalie Foundation will provide sober housing throughout the New York State area, with a mission to empower recovering women to live their dreams and become self-sufficient," she explains.

"Experiencing trauma and being caught in the grips of addiction has ironically turned out to be my biggest asset in making a difference for others who have experienced any type of hardship. As an individual in recovery, it is truly a miracle how my life has blossomed and my career is taking off," says Tatiana. "The most important thing I learned at LaGuardia is to maintain my well-being and health through a balanced life. ... I am a person who never wants to stop learning and growing, and being a student at LaGuardia definitely made that possible!"

“The most important thing I learned at LaGuardia is to maintain my well-being and health through a balanced life ... I am a person who never wants to stop learning and growing, and being a student at LaGuardia definitely made that possible!”

See page 24 for more information about the Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

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Testing Center

You can take the following exams at LaGuardia:

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- 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

Gift of Education

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.



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Join us this summer as a Visiting or Non-Degree student!

Summer session is
June 19 through August 7, 2014

See page 57 for more information.



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.

Have you been thinking about starting a new career? This summer explore your options with our new and convenient online courses that introduce the fields of medical writing, sales, project management and working in a dental office, or learn about careers as a physical therapy aide, optical assistant or paralegal (see page 17).

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

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

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

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

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

LaGuardia Community College

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

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Christine Alvarez, Director, Pre-Hospital Care Programs
Natalia Arguello, Director, NYDesigns
Victoria Badalamenti, Director, The English Language Center
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Deema Bayrakdar, Director, CUNY Start Program
Marian Blaber, Executive Director, CUNY Language Immersion Program
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Wynne Ferdinand, Director, College and Career Pathways Institute
Rosa Figueroa, Director, Small Business Development Center
Hillary Gardner, Acting Director, CIET
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Edgard Hernandez, Director, Procurement Technical Assistance Center
Assuanta Howard, Director, 10,000 Small Businesses Program
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John Lagamjis, Director, ACE Information Technology
Beth Lord, Director, ACE Employment Services/Career Development Center
Chandana Mahadeswaraswamy, Associate Director, Career and Professional Programs
Linda Mellon, Executive Director, Business Services
Elizabeth Perdomo, Director, Small Business Transportation Resource Center
Karen V. Saca, Executive Director, Finance and Budget
Cris Stewart, Executive Director, ACE Enrollment Management
Michele Stewart, Director, Career Ladders in Allied Health
Michele Valdez, Executive Director, Workforce Development
Andrew Vollo, Director, Taxi & FHV Institute

Catalog Production

Judi Flamenbaum, Coordinator of Marketing & Communications
Natalia Arguello, Director of NYDesigns
Edward L. Hollins, College Graphic Designer
Liesl Fores-Iza, 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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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

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

Introduction to Computers, Windows and the Internet

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

Mon & Wed Jul 7 - Jul 14 (3 sessions/9 hours)
6:00 pm - 9:00 pm \$93 A05CMP001A

“I am not afraid of the computer anymore. I can do it myself now, and I won't need my kids' help.”

Introduction to Computers, Windows and the Internet Student, Winter 2014

Power Keyboarding

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

Mon & Wed Jul 16 - Aug 11 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK001A



Register Online
www.laguardia.edu/acereg/

Get a Promotion



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 has taught in LaGuardia's Career & Professional Programs since 1999.



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

Take 4 and save \$122*

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

*Cannot be combined with any other discount

Microsoft Word for Windows

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

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

Tues & Thurs Jul 15 - Aug 7 (8 sessions/24 hours)
6:00 pm - 9:00 pm \$245 A05OSK002A

“After 17 years of taking care of my home, this course has been very valuable in starting my search for employment.”

Dora Torres
Microsoft Word for Windows Student
Winter 2014

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.

Mon & Wed Jul 16 - Aug 6 (7 sessions/24 hours)
6:00 pm - 9:30 pm \$245 A05OSK003A

Microsoft PowerPoint Presentations for Windows

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

Tues & Thurs Aug 12 - Aug 21 (4 sessions/12 hours)
6:00 pm - 9:00 pm \$123 A05OSK005A

“I am now able to do my own presentations for my profession as a travel agent.”

Microsoft PowerPoint Student
Winter 2014

Microsoft Access Intensive

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

FALL 2014
\$185 A05OSK004A

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)	Microsoft Excel (see page 8)
Write Effective Email (see below)	Microsoft PowerPoint (see page 8)
Building Reports in Excel (see below)	Microsoft Access Intensive (see page 8)
Microsoft Word (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. ND

FALL 2014

Sat Oct 7 – Oct 30 (8 sessions/24 hours)
6:00 pm – 9:00 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. ND

FALL 2014

Tues & Thurs Sep 9 – Oct 2 (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 has taught in LaGuardia's Career & Professional Programs since 1999.

Advanced Microsoft Access Workshop

Discover methods to create advanced queries, forms and reports.

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

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 Excel Workshop

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

Sat Jul 12 – Jul 26 (3 sessions/9 hours)
12:30 pm – 3:30 pm \$95 A05OSK203A

Mon & Wed Aug 18 – Aug 25 (3 sessions/9 hours)
6:00 pm – 9:00 pm \$95 A05OSK203A

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.

FALL 2014

\$95 A05OSK202A

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.

FALL 2014

\$95 A05OSK205A

Computer Service Technician Certificate Program



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

Coming this Fall!

The Computer Service Technician Certificate Program is being updated and redesigned.



- Get computer repair hands-on training
- Prepare for the A+ Essentials and the A+ Practical Application industry exams
- Start working as a Computer Service Technician

For more information contact
aceprofessional@lagcc.cuny.edu



Discover Computer Science/Online

To enroll see page 11 or visit <http://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 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



Creating Mobile Apps w/HTML5/Online

Explore scripting with Java Script 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



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

\$135 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

\$135 A05NET803



Register Online
www.laguardia.edu/acereg/

Take a class that fits into YOUR schedule!

Learn/Online

Professional and Personal Growth
Convenient and Accessible
24 Hours a Day - Anytime, Anywhere!



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.

How does it work?

- Courses begin monthly.
- Courses run for 6 weeks and include 12 lessons total, with 2 lessons being released each week. You are then given 2 weeks to complete the final exam.
- 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 summer:

Section A Start Date 7/16/14 End Date 9/5/14
Section B Start Date 8/20/14 End Date 10/10/14

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
syounuskh@lagcc.cuny.edu
(718) 482-7244 or (718) 482-5330

Please note continuing education courses are non-credit bearing.

* If you wish 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).

New to online courses?

Click on View Demo and try the first class for FREE.

Visit www.ed2go.com/lagcc

You'll find many 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
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing



Computadoras en Español

ND (No hay descuento para estos cursos)

Instructor: Lesley Figueroa, BS in International Marketing from Baruch College. She is a certified New York City public school teacher, specializing in computer literacy and life skills related to technology. She has been teaching in LaGuardia's Career & Professional Programs for several years.

i4 Formas de Registrarse!

Por computadora:

www.laguardia.edu/acereg/

Por teléfono:

(718) 482-7244

Por fax:

(718) 609-2074

Se puede pagar con MasterCard/Visa/Discover/American Express

En persona:

Oficina M-143

lunes - jueves 8:30am - 6:30pm

viernes 8:30am - 3:30pm

sábado 8:30am - 12:30pm

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. ND

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.

Mon & Wed Jun 9-Jun 23 (5 sessions/15 hours)

6:00 pm - 9:00 pm \$175 A05OSK902A

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. ND

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. ND

Mon & Wed Jul 14 - Jul 21 (3 sessions/9 hours)

6:00 pm - 9:00 pm \$96 A05OSK906A

Aprende el Internet

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

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

Mon & Wed Jul 28 - Jul 30 (2 sessions/6 hours)

6:00 pm - 9:00 pm \$96 A05OSK907A

Aprende Microsoft Word y PowerPoint

Crea 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. ND

Learn Microsoft Word and PowerPoint - 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. ND

Mon & Wed Aug 4 - Aug 18 (5 sessions/15 hours)

6:00 pm - 9:00 pm \$96 A05OSK009A



Register Online
www.laguardia.edu/acereg/



“Las clases nos ayuda mucho para cuidar a nuestros hijos y para atender otros niños fuera de la casa.”

Mary Nunez, Student
Winter 2014

“Esta capacitación me ayudará a lograr mis metas, incluyendo tener mi propio negocio de proveedora de guardería infantil.”

Elsa Vuezada, Student
Winter 2014

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.

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

Para mas información llama a (718) 482-7244. ND=no hay descuento.

Temas:

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

FALL 2014

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

Childcare Certification - Become certified in childcare. You will study how children develop and learn from ages 2 months to 12 years, and discuss relevant New York State regulations. Upon completion, you will receive a certification of 30 hours in health and safety required by New York to work with minors. ND=no discount. This course is offered in Spanish only. For more information call (718) 482-7244.

Ofrecemos muchos cursos en español:

Computadoras en Español página 12

- Aprende 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 21

- 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 44

Equivalencia del Bachillerato en Españolpágina 47

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



Certificate Preparation in CompTIA Security/Network/Online

To enroll see page 11 or visit <http://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



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



NEW! CompTIA Security+ and Certification Prep, Part 2/Online

Review key terminology and concepts needed to ace the CompTIA's challenging SY0-301 exam. Use helpful study tools, including crossword puzzles, games and practice questions to aid your learning. ND

\$135 A05CMP838



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.

To enroll see page 11 or visit <http://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



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



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 produces professional results. Walk through the process of creating your own WordPress site and blog from start to finish. ND

\$135 A05CMP863



NEW! Creating WordPress Web Sites, Part 2/ Online

Build a web site or blog using WordPress.org, one of the world's most popular web page publishers. ND

\$135 A05CMP868



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



Microsoft Office Applications/Online

To enroll see page 11 or visit <http://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 A050SK832

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 A050SK837

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 A050SK839

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 A050SK833

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 A050SK834

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 A050SK838

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 A050SK836

Introduction to Microsoft Access 2007/Online

Learn how Microsoft's powerful database can help you manage, store, search, analyze, and display important business, personal, or scientific data. You'll gain practical experience with tables, relationships, custom data entry forms, queries, mailing labels, macros, and more. ND

\$135 A050SK835



Business Office Skills/Online

To enroll see page 11 or visit <http://www.ed2go.com/lagcc>



NEW! Project Management Fundamentals/Online

Become an indispensable member of your team by mastering the essentials of project management. You will learn to plan, implement, control and close any type of project. ND

\$135 A05BUS833

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

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

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

Job Search/Online

To enroll see page 11 or visit <http://www.ed2go.com/lagcc>



Resume Writing Workshop/Online

Create an effective resume, or improve the one you already have.

Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self assessment series so you will have extensive knowledge about the product you are marketing - YOU! ND

\$135 A03CRD801

NEW! Explore a Career/Online

To enroll see page 11 or visit <http://www.ed2go.com/lagcc>

Take a short online course that will introduce you to a career in a growing field and explain the skills and training you need to be successful. By the time you're done, you'll know if it's the right choice for you. All courses are No Discount (ND).

NEW! Become a Physical Therapy Aide/Online

Learn how to communicate effectively with other healthcare professionals and patients. Explore medical documentation that physical therapists use, and the principles of ethics and law that affect the PT aide. ND

\$135 A05HLT808

NEW! Explore a Career in Medical Writing/Online

Explore the types of medical writing and learn how to write effectively on topics for healthcare providers, patients or regulatory organizations such as the U.S. Food and Drug Administration. Get tips on how to break into and succeed in this industry. ND

\$135 A05HLT809

NEW! Explore a Career in a Dental Office/Online

Explore the many jobs in the dental field, including dentist, dental hygienist, clinical dental assistant, administrative dental assistant, office manager and dental lab technician. You'll master basic dental terminology and anatomy; learn how to create a patient chart; and identify privacy rules that are crucial to proper dental office management. ND

\$135 A05HLT807

NEW! Explore a Career as a Paralegal/Online

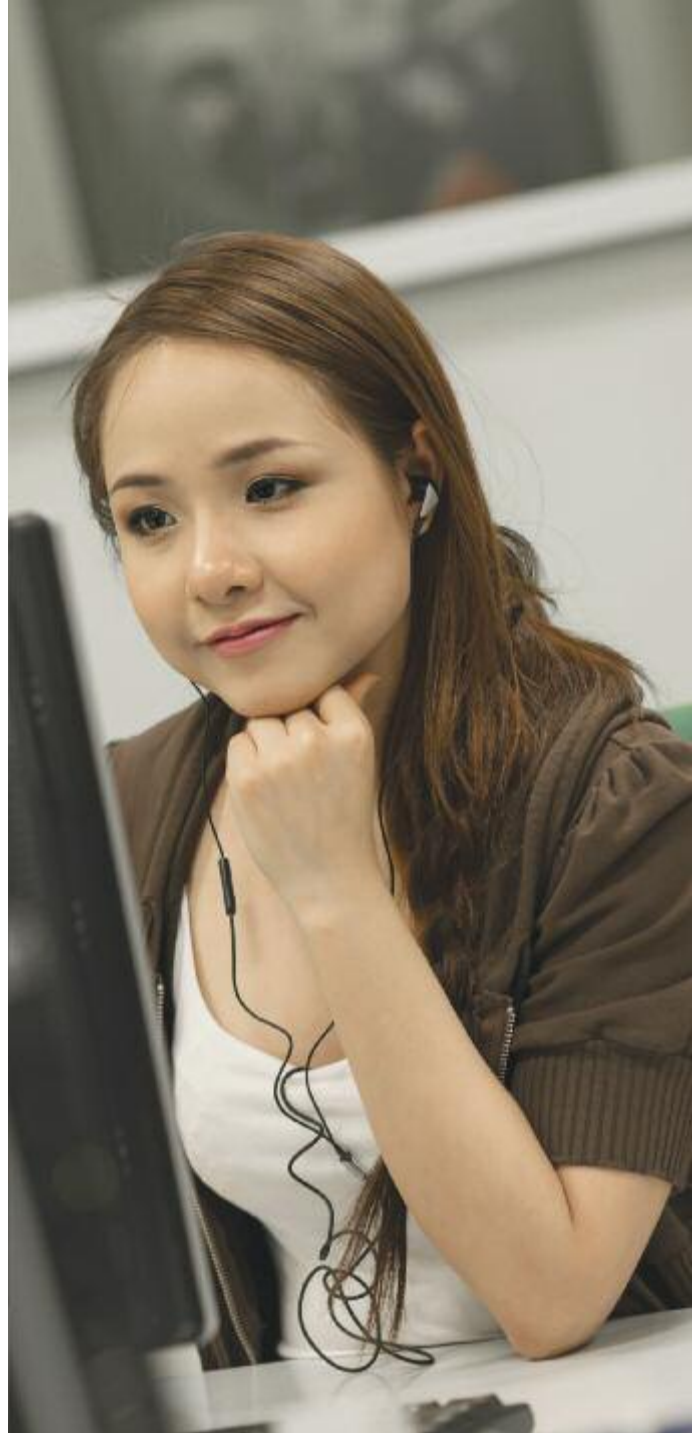
Study the basics in legal terminology, contract law and the tort system. Learn how to perform legal analysis; conduct interviews and investigations; write legal briefs; and prepare for appeals. Finally, get tips on further training, internships and job-hunting. ND

\$135 A05BUS831

NEW! Become an Optical Assistant/Online

Discover why this is one of today's most popular and fascinating career opportunities. Explore becoming an optical assistant in private practice, healthcare clinics, the military, teaching facilities and in retail sales. You will also develop personal and professional skills needed to work at a front desk, in a back office or in an optical dispensary and lab. Lastly, find out how to become certified and licensed, identifying you as an expert and opening up more career options. ND

\$135 A05HLT806



Accounting, Bookkeeping and Tax Preparation

Computerized Bookkeeping for QuickBooks Certificate Program



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

Entering the field of accounting or looking to manage bookkeeping for your small business? Discover how to unleash the power of QuickBooks while mastering basic accounting concepts. Get hands-on practice by creating and working with fictional companies. Bilingual instructor (Spanish/English). Receive 63 hours of practical instruction: Part 1 (27 hrs), Part 2 (18 hrs), and Part 3 (18 hrs). For more information call (718) 482-7244. ND

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

Bookkeeping with QuickBooks, Part 1

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

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

Tues & Thurs Jul 8 - Aug 5 (9 sessions/27 hours)
6:00 pm - 9:00 pm \$410 A05OSK006A

Bookkeeping with QuickBooks, Part 2

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

Sat Jul 19 - Aug 9 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK007B

Tues & Thurs Aug 7 - Aug 26 (4 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK007A

Bookkeeping with QuickBooks, Part 3

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

Sat Aug 16 - Sep 13 (4 sessions/18 hours)
9:00 am - 2:00 pm \$300 A05OSK008B

FALL 2014
Tues & Thurs Sep 9 - Sep 25 (4 sessions/18 hours)
6:00 pm - 9:00 pm \$300 A05OSK008A

“The instructor explained the principles of accounting in a simple and clear way.”

Student, Bookkeeping with QuickBooks, Part 2, Winter 2014

“This course has expanded my knowledge and allowed me to better my work and take control of my business.”

Daysi Gomez, Student
Bookkeeping with QuickBooks, Part 3
Winter 2014

Learn to manage your small business finances with these Advanced QuickBooks courses!

Advanced QuickBooks

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

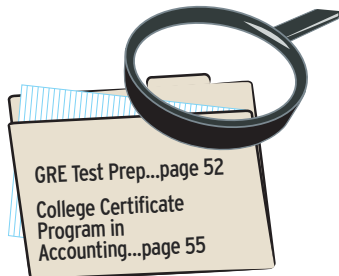
Instructor: Luis Alvarado, BS in Economics, BS in Accounting, National University of La Libertad, and AA degree in Computers for Business, Hostos Community College, CUNY. He has taught in LaGuardia's Career and Professional Programs (CAPP) since 2002.

Payroll with QuickBooks

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

FALL 2014

Sat Sep 27 - Nov 22 (9 sessions/27 hours)
2:30 pm - 5:30 pm \$415 A05BUS014A



Cost Accounting

Cost accounting helps you create better estimates, forecasts and pricing structures. Using Excel and QuickBooks, you'll gain control over your small business finances by learning how to better manage and report material, labor, direct and indirect costs. Prerequisite: Computerized Bookkeeping for QuickBooks Certificate Program or equivalent experience. ND

WINTER 2015

\$415 A05BUS016A

Bookkeeping/Online

To enroll see page 11 or visit <http://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. 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 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



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

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

Tax Return Preparer

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

FALL 2014

Sat Oct 4 - Nov 15 (7 sessions/45.5 hours)

9:30 am - 4:30 pm \$635 A05BUS002A



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

Instructor: Jacqueline Campbell, BBA from Hofstra University, has six years experience in the tax field and has taught in LaGuardia's Career and Professional Programs since October 2012.

Individuals and Representation, Practice and Procedures

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

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.

Sat Aug 23 - Oct 25 (9 sessions/58.5 hours)

9:30 am - 4:30 pm \$819 A05BUS111A

Notary Public Test Preparation

For more information about the course below, 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.

FALL 2014

\$91 A05BUS001A



Register Online
www.laguardia.edu/acereg/

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.

CLASSES MEET IN GREENPOINT, BROOKLYN

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

Mon Aug 25 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH301B

4 Hour Scaffolding (NYCDOB)

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

CLASSES MEET IN GREENPOINT, BROOKLYN

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

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

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

Mon Aug 18 (1 session/4 hours)
4:00 pm - 9:00 pm \$150 A05OSH300D

30 Hour Concrete Safety Manager (NYCDOB)

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

CLASSES MEET IN GREENPOINT, BROOKLYN

Thurs & Fri Jul 10 - Jul 25 (6 sessions/30 hours)
4:30 pm - 10:00 pm \$650 A05OSH303A

Thurs & Fri Aug 1 - Aug 15 (6 sessions/30 hours)
4:30 pm - 10:00 pm \$650 A05OSH303B

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.

CLASS MEETS IN GREENPOINT, BROOKLYN

Tues & Wed Jul 1 - Jul 23 (8 sessions/40 hours)
4:30 pm - 10:00 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.

CLASSES MEET IN GREENPOINT, BROOKLYN

Fri (4:30 pm-9:30 pm) & Sat (8:00 am-3:00 pm)
Jul 25 - Jul 26 (2 sessions/10 hours)
\$150 A05OSH304B

Fri (4:30 pm-9:30 pm) & Sat (8:00 am-3:00 pm)
Aug 22 - Aug 23 (2 sessions/10 hours)
\$150 A05OSH304B

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.

CLASS MEETS IN GREENPOINT, BROOKLYN

Tues & Wed Aug 5 - Aug 13 (6 sessions/30 hours)
4:30 pm - 9:30 pm \$600 A05OSH305A

 Register Online
www.laguardia.edu/acereg/

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. El curso se ofrece en español en Greenpoint, Brooklyn. ND

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

CLASSES MEET IN GREENPOINT, BROOKLYN


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

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

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 aceprofessional@lagcc.cuny.edu. ND

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

Construction Drawings and Plans

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

Instructor: Paul Averbauch, BS in Arts & Design, Massachusetts Institute of Technology; Masters of Architecture, University of Pennsylvania, has taught Basics of Construction Drawings and Plans Part 1 since 2003 at Career and Professional Programs (CAPP).

FALL 2014

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

Introduction to AutoCAD

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

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

FALL 2014

\$519 A05CMP105A

Construction Cost Estimating

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

Instructor: Gerald Sanmarco, BS in Finance, Seton Hall University, is a third-generation construction professional and has 15 years of experience in the field.

WINTER 2015

\$395 A05CNS003A

Project Management for the Construction Industry

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

Instructor: Gerald Sanmarco, BS in Finance, Seton Hall University, is a third-generation construction professional and has 15 years of experience in the field.

WINTER 2015

\$395 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, MS in Leadership, has been an instructor in the Construction Management Certificate Program since 2002 and with Career and Professional Programs (CAPP) since 2003.

SPRING 2015

\$395 A05CNS005A

Refrigeration Machine Operator License Preparation



In conjunction with the National Association of Power Engineers (NAPE), Chapter 44, we offer the Licensed Refrigeration Machine Operator program for members of NAPE. Passing this course prepares you for the written and practical exam for the license issued by the New

York City Fire Department. All participants must be members of NAPE. If you are not, you may join when you register. In addition to tuition, annual dues for members taking the Licensed Refrigeration Machine Operator course are \$144, with an initiation fee of \$56. Certificates are awarded upon successful completion of the course. For more information call (718) 482-7244.

Refrigeration Machine Operator License Preparation Course

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

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

Fall 2014 Free Information Sessions

Sat Aug 2 11:00 am 1:00 pm

Tue Sep 9 6:00 pm 8:00 pm

Call (718) 482- 7244 or

email aceprofessional@lagcc.cuny.edu



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

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

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

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

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.

FALL 2014
\$320 A05HUA107A

Manufacturing Processes

Explore general concepts in manufacturing. You will focus on different materials, tools and fabrication processes, with emphasis on the lathe and drilling, milling and grinding machines. Other topics include welding materials, techniques and symbols as well as programming of Computerized Numerical Control (CNC) machines, complemented with robotic programming for flexible manufacturing of components. Prerequisite: College Construction and Design Orientation.

FALL 2014
\$320 A05MAE107A

Model Making I

Discover how an idea is developed from a sketch to a fully realized prototype model. Learn fabrication strategies for overcoming material limitations and exploiting material strengths. Industry standard software, such as Photoshop and Adobe Illustrator, will also be introduced. Prerequisite: College Construction and Design Orientation.

FALL 2014
\$320 A05HUA207A

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.

FALL 2014
\$320 A05HUA106A



Construction/Online

To enroll see page 11 or visit <http://www.ed2go.com/lagcc>

The following online courses complement LaGuardia's Construction Program.



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



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

Health

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

Certified Clinical Medical Assistant (CCMA)



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

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



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

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.

Instructor: Carrero

FALL 2014
Mon, Wed, Fri Sep 3 - Sep 22 (9 sessions/36 hours)
10:00 am - 2:30 pm \$305 A11HLT003B

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

American Heart Association CPR for Healthcare Providers with First Aid

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

FALL 2014
Tues, Wed, Fri Sep 23 - Sep 26 (3 sessions/12 hours)
6:00 pm - 10:00 pm \$160 A11CPR001A

EKG Technician

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

FALL 2014
Mon, Wed, Fri + 3 Sundays Sep 29 - Nov 3 (21 sessions/84 hours)
10:00 am - 2:30 am \$785 A11HLT001B

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

Phlebotomy

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

FALL 2014
Mon, Wed, Fri + 3 Sundays Nov 10 - Jan 23 (31 sessions/124 hours)
10:00 am - 2:30 pm \$963 A11HLT002B

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

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.



CASAC Counselor, Part Parts I and II

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. ND

FALL 2014

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

CASAC Counselor, Part Parts III and IV

WINTER 2015

Wed (6:00 pm – 9:30 pm) & Sat (9:00 am–5:00 pm)
\$2265 A05CAS001B



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

Health/Online

To enroll see page 11 or visit <http://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

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

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

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 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 as an Administrative Medical Assistant/Online

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

\$135 A05HLT805

Emergency Healthcare Programs



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

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

Emergency Medical Technician (EMT) Basic

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

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

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



Paramedic Original

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

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

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

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

FALL 2014

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



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.

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

Instructor: Milan Topalov, Pharm.D in Pharmacy, cum laude, St. John's University, has been a NYS Registered Pharmacist working in a hospital setting for over seven years, and an instructor for medical personnel since 2010. He has taught at LaGuardia since 2012.

FALL 2014

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



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

Career Ladders in Allied Health

FALL 2014

Central Service Technician

Central Sterile Technicians or CSTs are responsible for decontaminating, cleaning, assembling, sterilizing, storing and distributing the medical devices and equipments needed in patient care, especially during surgery. The Central Service Technician (CST) program is designed based on requirements of The International Association of Healthcare Central Service Materiel Management's (IAHCSMM) CST Certification Exam. The CST vocational training follows IAHCSMM's CST training requirements to develop solid study strategies and academic skills that will assist students to pass the CST certification exam.

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 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.

Child Abuse Identification and Reporting

Any adult working with children less than 18 years of age is required by New York State law to report suspected child abuse and neglect. Learn how to identify symptoms of child abuse and neglect and what the required procedures are for reporting abuse. The NYS Certificate of Completion will be issued to all those who attend the complete session and pass the evaluation.

LPN to RN Transition Course



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

Designed for Licensed Practical Nurses, the LPN to RN Transition Course begins a pathway to facilitate the advancement of LPNs to RN. The course validates your prior learning, updates your knowledge and begins to prepare you for the role of registered nurse student and professional nurse. Upon completion of this course and other pre-requisites you will be eligible to earn 12-15 credits in a participating Associate Degree Nursing program.

Personal Care Aide to Home Health Aide

This 35-hour training is designed for Personal Care Aides to upgrade their skills and certification to Home Health Aide. After successful completion of course activities and evaluations, students will be entered into the NYS Department of Health Home Care Registry and earn a home health aide certification.

For more information about these courses:

718.482-5097

clah@lagcc.cuny.edu



Register Online
www.laguardia.edu/acereg/

NEW!

Preparación para la Certificación en Protección de Alimentos

Prepárese para la certificación otorgada por la ciudad de Nueva York en Protección de Alimentos, administrado por el Departamento de Salud e Higiene Mental de la ciudad de Nueva York.

En este curso de 15 horas, usted aprenderá las prácticas y los procedimientos de manipulación segura y de protección de alimentos establecidas por el Código de Salud de la ciudad de Nueva York. El certificado de protección de alimentos es requerido por el Código de Salud para los supervisores de los establecimientos de servicios de alimentos y establecimientos de elaboración de alimentos destinados a la venta. Para más información llame a (718) 482-7244. ND

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

This course is offered in Spanish only.

Sat Jul 12 - Jul 26 (3 sessions/15 hours)
9:00 am - 2:30 am \$165 A05FDPO01A



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 for a career move or for your own knowledge, get all the information you need to become a Certified Personal Trainer. This course is offered in partnership with World Instructor Training Schools (W.I.T.S.), an approved Continuing Education Unit provider for the Board of Certification for Athletic Trainers (BOC), American Occupational Therapy Association (AOTA), National Certification Board for

Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, and International Association of Continuing Education and Training (IACET).

For more information 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

FALL 2014
(6 sessions/42 hours)
\$790 A05CRD013A

Dietary Manager Program

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

Would you like to become a Food Service Supervisor?



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

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

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

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

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

FALL 2014
(10 sessions/42.5 hours)
\$385 A05DMG001A

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/>

Cathy M. Markland

Established freelance interpreter settles down at LaGuardia



“It is so great to educate the interpreting students. I truly enjoy seeing them learn and then having the chance to work with them in the field that we share.”

Cathy M. Markland has been an adjunct teacher in LaGuardia's American Sign Language-English Interpretation Program (AEIP) for 15 years. She was pleased to accept the position after more than 20 years of successful freelancing as an ASL-English interpreter in legal, medical and religious fields as well as the theater, and in cities that included Washington, DC and New York City.

Graduating from Gallaudet University from the Sign Communication Department and later earning an MS Degree in the Teaching Interpreter Program at McDaniel College, she has had a rich career not just interpreting, but teaching interpreters as well, presenting workshops and seminars within the New York tri-state area on relevant topics.

One significant accomplishment, which happens often, says Ms. Markland, is to be invited to do another job with the same people at the same location. “This tells me that I have interpreted correctly and that the people involved trust me,” she notes. Discussing what is rewarding about teaching at LaGuardia, she says, “It is so great to educate the interpreting students. I truly enjoy seeing them learn and then having the chance to work with them in the field that we share.” Ms. Markland also described the staff in both AEIP and the college's Program for Deaf Adults as “exemplary” and “supportive.”

Sociology of American Deaf Communities

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

Mon & Wed Jul 9 - Aug 11 (10 sessions/30 hours)
5:45 pm - 8:45 pm \$465 A16INT003A

Deaf Education in Bilingual Communities

Explore the fundamentals of general, special and bilingual education and how they are infused into Deaf education. Become familiar with current trends, issues and research in Deaf education, including historic and current objectives, techniques and results. Cultural, historical, philosophical, psychological, linguistic and social aspects of the Deaf community will also be addressed from an educational perspective.

Instructor: Onudeah "Oni" Nicolarkis

Tues & Thurs Jul 8 - Aug 7 (10 sessions/25 hours)
5:45 pm - 8:15 pm \$695 A16INT918

Let's Talk! Issues in Interpreted Interactions

Explore real life interpreting situations and examine barriers to effective service provision. You will identify issues, with a focus on interpersonal, linguistic and interpretation skills as well as beliefs about interpretation. Bring personal experiences to class and be prepared to role play potential resolutions.

Instructor: Stephanie Feyne

Mon Jun 9 - Jun 23 (3 sessions/6 hours)
5:45 pm - 7:45 pm \$85 A16INT919

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

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

Start a NEW Career



this

In 1 month

you can

- Get a license as a taxi driver - page 31
- Take an online course in Word, Excel, Power Point or Access - page 15

In 3 months

you can become certified as a

- Tax Preparer - page 19
- Emergency Medical Technician (EMT) - page 25
- Pharmacy Technician - page 26

you can complete

- The LPN to RN transition course and earn 12 credits towards your nursing degree - page 26



In 12 months

you can become

- Certified as a Paramedic - page 25

In 4 months

you can become

- Certified in QuickBooks - page 18
- Certified in Microsoft Office Applications (Word, Excel, Power Point and Access) - page 8

In 6 months

you can become

- Certified as a Computer Service Technician - page 10
- Certified as a Construction Manager - page 21

In 10 months

you can become

- Credentialed as a CASAC Trainee - page 24

Statistics on certificate programs from a Georgetown University 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, 2012

Which Training Program is Right for You?

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

Which Training Program is Right for You?

• 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

(with the most affordable tuition in New York City!)

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

For more information email CUNYTAXI@lagcc.cuny.edu

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

Driver Applicants

Acquire your Taxi & Limousine Commission (TLC) license:

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

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

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

Initial Training for NYC Medallion Cabs

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


Every day except Friday 9:00am - 6:00pm
(3 sessions/24hours)

\$145 plus the cost of one TLC Exam

Official 80-Hour Training

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

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

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

Taxi & Limousine Commission (TLC) Testing

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

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

TLC Taxi Prep Test

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

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

English for Taxi Drivers

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

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

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



Register 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.



Current Drivers

Courses for Taxi & Limousine Commission (TLC) Drivers:

Taxi 4-Hour Continuing Education Workshop

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

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

Portable Electronic Devices and Driving While Distracted

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

(1 session/2 hours) \$35

Voluntary TLC Two Point Reduction Course for Taxi Drivers

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

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

(1 session /8 hours) \$75

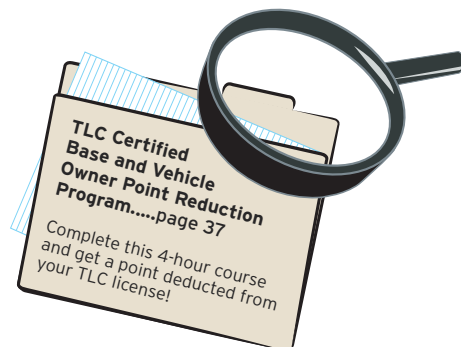
Courses for Taxi, FHV, Uber and Outer Borough (green) Drivers to earn more money:

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

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

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

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



VETERANS



Begin a New Life

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

Join the Veterans community at LaGuardia

Veterans Upward Bound Program

Class Dates:

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
- 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
- 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/hycvrc



@LaGuardia Vets

Veterans - you can receive tuition assistance for these courses!

Computer Training	Page
Certificate Program in Microsoft Office Applications	8
Computer Service Technician Certificate	10
Accounting, Bookkeeping and Tax Preparation	
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Tax Return Preparer Certificate Program	19
Construction	
Construction Management Certificate Program	21
License Preparation: Refrigeration Machine Operator	22
Health	
Certified Clinical Medical Assistant	23
Credentialed Alcohol and Substance Abuse Counselor (CASAC)	24
Emergency Medical Technician (EMT)	25
Paramedic Original	25
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Pharmacy Technician Certification Preparation	26
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Taxi Driver 80 Hour Class	31
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High School Equivalency	47
College Prep Courses	
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DID YOU KNOW?

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

for Veterans

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

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

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

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

For more information on CLEP tests, see page 49.



Start/Build Your Business

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Are you a new or emerging small business?

LaGuardia has many services to help your business grow!

Do you need help preparing loan packages?

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

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



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

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

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



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

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

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



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

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

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

Do you want to obtain transportation-related contracts?

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

Website: <http://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





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.



"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



 PROGRESS IS EVERYONE'S BUSINESS



Please recycle this catalog!
 Pass it on to a friend!



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

LaGuardia PTAC Helps Major Construction Company with CUNY Project

Skanska, a world leading project development and construction group, is the managing prime contractor for CUNY's Advanced Science Research Center (ASRC), a \$350 million building with 300,000 square feet dedicated to innovative applied science, scheduled to open this year. Focusing on nanoscience, photonics, structural biology, neuroscience and environmental science, ASRC will provide space for state-of-the-art research and development laboratories as well as supporting spaces.



A rendering of the CUNY Advanced Science Research Center (ASRC)

With such an immense and multifaceted project underway, Skanska needed assistance in identifying qualified prime contractors in the construction and technical industries to fulfill subcontracting work on the ASRC. LaGuardia Community College Procurement Technical Assistance Center (PTAC),

led by Edgard Hernandez, helped the company find qualified small, minority-owned, women-owned, and disadvantaged small businesses with whom to do business.

Skanska diversity representatives met with PTAC in 2011 to develop a strategy that would help Skanska reach a targeted group of contractors interested in providing proposals for the mechanical, electrical

As a result of PTAC's online outreach campaign, fourteen PTAC small business clients were awarded multiple contracts totaling more than \$14 million.

and plumbing trades. PTAC's procurement counselor George Llanos reached out to the center's small business clients and partners, asking them to complete an online form that was created specifically for this project.

Over 200 small businesses responded. PTAC organized the businesses' information and provided Skanska with a list of contractors, their union affiliation, approximate revenues and references. Skanska was then able to refer these candidates to other prime contractors bidding on each area of work. As a result of PTAC's online outreach campaign, fourteen PTAC small business clients were awarded multiple contracts totaling more than \$14 million.

PTAC Helps Video Production Company Visualize Future in Government Contracting



The Plowshares team includes Lorne Lieb, Alex McAdams and Andres Lopez-Ovejero

“PTAC’s guidance has been invaluable in our successful awards, totaling \$105,734 in government contracts.”

Plowshares Media, LLC is a full-service High Definition video production company that creates “broadcast quality but budget-conscious media” exclusively for the public, government and non-profit sectors. The small business met with LaGuardia Community College Procurement Technical Assistance Center (PTAC) about two years ago to get help in obtaining government contracts.

PTAC assisted Plowshares with their capability statement, a key marketing tool for the government, and set up a profile for them on PTAC’s Bid Match system. Sending related government contracting opportunities from across the country directly into Plowshares’ email inbox, the Bid Match system was instrumental in allowing the company to identify approximately 20 proposal requests that they responded to each year. It also helped them identify opportunities with the US Agency for International Development (USAID) and the National Park Service at the Department of Interior, which they were eventually awarded.

Recently, PTAC helped Plowshares successfully apply for the Historically Underutilized Business Zones (HUBZone) certification, which assists small businesses in urban and rural communities in gaining preferential access to federal procurement opportunities, and is now working with them on their application for the General Services Administration (GSA) schedule. “PTAC’s guidance has been invaluable in our successful awards, totaling \$105,734 in government contracts,” said Founder and President Lorne Lieb, an award-winning producer of documentaries for outlets such as PBS and History Channel.



Business/Online

To enroll see page 11 or visit <http://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

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

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

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

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

NEW! Introduction to Google Analytics/Online

Use Google Analytics to make the most of your web site's online traffic. You will be able to determine which content is most appealing; where your visitors come from; what devices they use; how long they stay; which links they click; and where they go when they leave your site. ND

\$135 A05BUS830

NEW! Effective Selling/Online

Lay the groundwork for repeat business and future success. Gain an understanding of human nature and get the knowledge, planning skills and communication techniques you need to help your sales grow exponentially. ND

\$135 A05BUS832

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

Using Social Media in Business/ Online

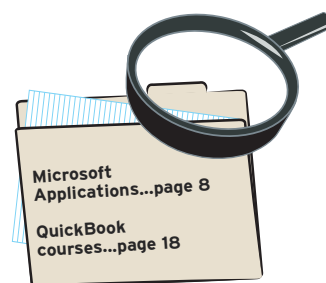
Social media offers a powerful way to reach new customers and grow your business through increased leads and sales. Discover how you can build a social media team and automate your social media activities without creating another full-time responsibility. ND

\$135 A05BUS827

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





International Cultural Fair
at The English Language Center

Learn English

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Learn English at LaGuardia

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

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

Registration may close at any time, so please register early. For more information, call (718) 482-5360 or visit TELC at 29-10 Thomson Avenue in Room C-354.

Day Intensive Program

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

Summer 2014 Registration:

Wednesday, June 18 and Thursday, June 19, 11:00 am 3:00 pm, Room C 354.

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

Morning Day Intensive Program

Mon – Thurs Jun 30 – Aug 21 (32 sessions/144 hours)
9:00 am – 2:00 pm \$1295 AF021000

Evening English Program

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

Summer 2014 Registration:

Thursday, June 26 and Monday, June 30 to Wednesday, July 2 4:00 pm - 7:00 pm or Saturday, June 28, 10:00 am to 1:00 pm Room C 354.

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

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

Mon - Thurs Jul 9 - Aug 21 (26 sessions/78 hours)
6:00 pm - 9:00 pm \$615 AF021006

Evening English Program - 2 Nights Listening, Speaking and Grammar

Mon & Wed Jul 9 - Aug 20 (13 sessions/39 hours)
6:00 pm - 9:00 pm \$325 AF021003

Evening English Program - 2 Nights Reading, Writing and Grammar

Tues & Thurs Jul 10 - Aug 21 (13 sessions/39 hours)
6:00 pm - 9:00 pm \$325 AF021004

Saturday English Program

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

Summer 2014 Registration:

Thursday, June 26
Monday, June 30 to Wednesday, July 2
4:00 pm - 7:00pm
Room C 354

Saturday, June 28
Saturday, July 5
10:00 am to 1:00 pm
Room C 354

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

Saturday English Program

Sat Jul 12 – Aug 23 (7 sessions/36 hours)
9:00 am – 2:10 pm \$325 AF021005



Laurie Shaylor's DSL (Dance as a Second Language) elective class performed at TELC's International Cultural Fair



Specialized Workshops

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

Summer 2014 Registration:

Wednesday, June 18 and Thursday, June 19,
11:00 am – 3:00 pm, Room C 354.

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 Jun 30 – Aug 20 (16 sessions/36 hours)
11:45 am – 2:00 pm \$325 AF021400C

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.

Mon & Wed Jun 30 – Aug 20 (16 sessions/36 hours)
11:45 am – 2:00 pm \$325 AF021401C

The English Language Center hosted its first International Cultural Fair this past spring, where students from 76 nations gathered to learn about the culture and customs of their classmates' homelands through music, dance, food and more. Countries showcased included Bangladesh, Bolivia, Brazil, China, Colombia, Ecuador, Egypt, Korea, Mauritania, Mexico, Myanmar, Russia, Taiwan and Venezuela. The program included performances of a traditional Chinese dance, a Colombian salsa, and the Dance as a Second Language elective class.



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

TELC is on



New York City Immigrants – Prepare for Your Future!

CUNY Immigrant Education Initiative at LaGuardia Community College

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

All services and referrals are free

You must be between 18 and 31 years of age

Dare to Dream ~ Atrévete a Soñar

Apply Now!

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

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

Inmigrantes de Nueva York – Prepárense para su futuro

CUNY Immigrant Education Initiative en LaGuardia Community College

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

Todos los cursos y servicios son gratis

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

Dare to Dream ~ Atrévete a Soñar

¡Inscríbese ahora!

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

Visitar http://tiny.cc/laguardia_cunyiei
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

Summer 2014 Test Dates:

Sat Jun 14 (1 session/1 hours)
10:00 am - 12:00 pm \$39 A05VST006A

Sat Jul 19 (1 session/1 hours)
10:00 am - 12:00 pm \$39 A05VST007A

Sat Aug 16 (1 session/1 hours)
10:00 am - 12:00 pm \$39 A05VST008A

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: As of January 1, 2014, New York State is offering 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 day, evening, or on Saturday. (\$)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Did You Know?

LaGuardia Community College is an official High School Equivalency Testing Center

Get Your High School Equivalency Diploma

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

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

High School Equivalency In English

Prepare to take the new high school equivalency exam (Test Assessing High School Completion or TASC) and start building your future!

You will focus on reading, writing and mathematics, and participate in career planning workshops presented by academic counselors. You'll also receive advisement on opportunities in certificate and college credit programs. The course is open to those 19 years of age or older.

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

Summer 2014:

Tuesday	June 17	6:00 PM	Room E-242	\$20
Wednesday	June 18	6:00 PM	Room E-111	\$20
Saturday	June 21	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 Jul 9 - Aug 30 (16 sessions/60 hours)
10:00 am - 1:45 pm \$262 A02HSE004A

High School Equivalency in English

Wed & Fri Jul 9 - Sep 10 (19 sessions/66.5 hours)
10:00 am - 1:30 pm \$262 A02HSE001A

Sat Jul 12 - Sep 20 (10 sessions/65 hours)
9:00 am - 4:00 pm \$262 A02HSE001C

High School Equivalency Math Only

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

Tue Jul 15 - Sep 2 (8 sessions/32 hours)
10:00 am - 2:00 pm \$137 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.

Verano 2014:

Lunes	23 Junio	6PM	E-242	\$20
Miércoles	25 Junio	6PM	E-111	\$20
Sábado	28 Junio	10AM	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 Jul 7 - Sep 10 (16 sessions/60 hours)
6:00 pm - 9:45 pm \$262 A02HSE003A

Equivalencia del Bachillerato en Español

Mon & Wed Jul 7 - Sep 10 (19 sessions/66.5 hours)
6:00 pm - 9:30 pm \$262 A02HSE002C

Tues & Thurs Jul 8 - Sep 9 (19 sessions/66.5 hours)
6:00 pm - 9:30 pm \$262 A02HSE002A

Tues & Thurs Jul 8 - Sep 9 (19 sessions/66.5 hours)
6:00 pm - 9:30 pm \$262 A02HSE002D

Sat Jul 12 - Sep 20 (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, Tues, Wed & Thurs Jul 1 - Aug 28 (1 session/4 hours)
\$15 A16TAB000A

Mon, Tues, Wed & Thurs Jul 1 - Aug 28 (1 session/4 hours)
\$15 A16TAB000B

Beginning ASL and English for Deaf Adults

FALL 2014

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

Beginning Basic Education Level 1 for Deaf Adults

FALL 2014

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

Beginning Basic Education Level 2 for Deaf Adults

FALL 2014

Mon & Wed Sep 15 - Dec 10 (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 Pacts Cartagna at (917) 832-1202 Voice/VP or pcartlson@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Jul 1 - Aug 28 (3 sessions/15 hours)
\$45 A16HSE000A

Pre High School Equivalency Reading/Writing for Deaf Adults

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

Mon, Tues & Wed Jul 7 - Aug 27 (24 sessions/66 hours)
4:35 pm - 7:20 pm \$235 A16HSE001A

FALL 2014

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

High School Equivalency Reading/Writing for Deaf Adults

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

FALL 2014

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

Pre-High School Equivalency Math for Deaf Adults

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

Mon, Tues & Wed Jul 7 - Aug 27 (24 sessions/66 hours)
1:15 pm - 4:00 pm \$235 A16MAT014A

FALL 2014

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

High School Equivalency Math for Deaf Adults

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

FALL 2014

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

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College-Level Examination Program (CLEP)

A Credit-by-Examination Program

Earn college credit for what you already know!

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

CLEP tests offered at LaGuardia

History & Social Sciences

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

Composition & Literature

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

Science & Mathematics

Biology
Calculus
Chemistry
College Algebra
College Mathematics
Natural Sciences
Precalculus

Business

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

World Languages

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

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

Save time and money, and graduate sooner!

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

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

Prepare for College

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

College Prep Courses

Bridge to College Reading and Writing

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

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


Bridge to College Math

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

Mon & Wed Jul 7 – Aug 13 (12 sessions/30 hours)
6:00 pm – 8:30 pm \$135 A22PRP007A



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

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

College Prep Workshops

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

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

Wed Jul 16 (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 Jul 30 (1 session/2 hours)
6:00 pm - 8:00 pm FREE A22PRP002A

What do you want to be? Discover your Career Options

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

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



Register Online
www.laguardia.edu/acereg/



Amy Dalsimer, Executive Director of Pre-College Academic Programs at LaGuardia Community College, has won the 2014 Literacy Recognition Award from the Literacy Assistance Center in New York. The annual award honors literacy practitioners for outstanding contributions to students, their program or the New York City literacy community.

Ms. Dalsimer has been a trailblazer in contextualized and integrated instruction in the New York area for 20 years. The Bridge to College and Careers Program, which focuses high school equivalency preparation on careers and college readiness, as well as the SAVE-EMT Program, which combines basic skills instruction with technical training, are two examples of innovative programs that she has pioneered and that have been very successful in helping students achieve their educational and professional goals. Ms. Dalsimer has also been tireless in her efforts to provide training on this kind of instruction for other institutions and literacy professionals nationwide through her creation of and work in the College and Careers Pathways Institute.

Congratulations, Amy!

CUNY START

What is CUNYStart?

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

Why enroll in CUNYStart?

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

To be eligible for CUNYStart, you must

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

CUNY Start at LaGuardia will begin recruitment for Fall 2014 in June!

Class schedules:

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

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

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

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

For more information, visit <http://www.lagcc.cuny.edu/ACE/CUNYSTART.aspx>



Thomas Dieter

Teaching students to read, write and succeed in college

“I strive to equip my students with the skills they’ll need to thrive in college.”

Thomas Dieter is the Lead Reading and Writing Instructor for CUNY Start, an intensive 18-week college prep course. With a BA in English and Philosophy and an MA in Rhetoric and Writing, he is well prepared to help students reach their full academic potential. Believing that education changes lives, he says, “My classes are not just about passing the CAT-Writing and CAT-Reading exams. I strive to equip my students with the skills they’ll need to thrive in college.” The former Peace Corp Volunteer notes, “I am always so impressed by my students’ achievements each semester. On average, between 70 and 85 percent of my students pass their reading and writing exams by the end of the course. I am so grateful that I am able to play a supporting role in their development.”



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.

Call: (718) 482-5966

E-mail: clip@lagcc.cuny.edu

Visit: Room C-223

Test Preparation

GRE Test Prep

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

For more information call (718) 482-7244.

GRE Prep: Verbal Reasoning

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

Mon & Wed Jul 14 - Jul 30 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$289 A05GRE002A

GRE Prep: Quantitative Reasoning (Math)

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

Tues & Thurs Jul 15 - Jul 31 (6 sessions/18 hours)
6:00 pm - 9:00 pm \$289 A05GRE001A



Test Preparation/Online

To enroll see page 11 or visit <http://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



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

PUSH BOUNDARIES

APPLY NOW

CUNY

www.laguardia.edu

31-10 Thomson Avenue
Long Island City, NY 11101

718-482-5000



DARE TO DO MORE



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

Students 16-24 - Take the Next Step!



Young Adult Internship Program

16 to 24-year-olds
Internship/stipend
National Work Readiness Credential

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



High School Equivalency

17 to 20-year-olds (out of school)

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



Justice Community Program

Court involved 16 to 24-year-olds
St. Albans/Hollis/Jamaica
Leadership/job skills

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

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.

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, Wed & Thurs Jun 19 - Aug 7 (18 sessions/90 hours)
5:45 pm - 10:15 pm \$339 A05BTA111A

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 Jun 23 - Aug 7 (12 sessions/54 hours)
5:45 pm - 10:15 pm \$339 A05BTA112A

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 Jun 23 - Aug 7 (12 sessions/54 hours)
5:45 pm - 10:15 pm \$339 A05BTA201A

See page 52 for GRE Test Prep courses

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Take College Courses

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

College Foreign Languages

Elementary courses are for beginners, and all classes are designed to develop listening, speaking, reading and writing skills through work in the classroom and language laboratory. Decisions on class size are made early, so register in advance.

Elementary Arabic I

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELA101A

FALL 2014

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

Elementary Arabic II

This is a continuation of Elementary Arabic I.

FALL 2014

Sat Sep 6 - Dec 13 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELA102A

Elementary Modern Chinese I

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

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELC101A

FALL 2014

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

Elementary French I

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
10:30 am - 12:45 pm \$320 A02ELF101A

FALL 2014

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

Elementary Italian I

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELI101A

FALL 2014

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

Elementary Italian II

This is a continuation of Elementary Italian I

FALL 2014

Sat Sep 6 - Dec 13 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELI102A

Elementary Japanese I

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELJ101A

FALL 2014

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

Elementary Japanese II

This is a continuation of Elementary Japanese I

FALL 2014

Sat Sep 6 - Dec 13 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELJ102A

Elementary Korean I

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

FALL 2014

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

Elementary Korean II

This is a continuation of Elementary Elementary Korean I

FALL 2014

Sat Sep 6 - Dec 13 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELK102A

Polish Literature

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

FALL 2014

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

Elementary Portuguese I

FALL 2014

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

Elementary courses are for beginners, and all classes are designed to develop listening, speaking, reading and writing skills through work in the classroom and language laboratory. Decisions on class size are made early, so register in advance.

Elementary Spanish I

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
9:15 am - 11:30 am \$320 A02ELSI01A

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELSI01B

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELSI01C

FALL 2014

Sat Sep 6 - Dec 13 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELSI01D

Elementary Spanish II

This is a continuation of Elementary Spanish I.

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELSI02A

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
5:45 pm - 7:55 pm \$320 A02ELSI02B

FALL 2014

Sat Sep 6 - Dec 13 (12 sessions/42 hours)
10:30 am - 2:00 pm \$320 A02ELSI02B

Spanish for Fluent Speakers

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

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/48 hours)
1:00 pm - 3:15 pm \$320 A02ELSI05A

FALL 2014

Sat Sep 6 - Dec 13 (12 sessions/42 hours)
10:30 am - 2:00 pm \$315 A02ELSI05C



Foreign Languages/Online

To enroll see page 11 or visit <http://www.ed2go.com/lagcc>



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



Speed Spanish II/Online

Course Description: 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

Non-Degree Students - Earn College Credit!

Whether you want to advance your career, gain college credit, or simply learn a new skill, LaGuardia Community College is the place to grow.



Credits you earn are transferable to degree programs at LaGuardia or other colleges.

Join us this summer as a Visiting or Non-Degree student! Summer session is June 19 through August 7, 2014.

To learn more, visit:
<http://laguardia.edu/Admissions/Non-Degree-Applications/>

Apply from May 5 through June 5, 2014.



LaGuardia Community College
31-10 Thomson Avenue
Long Island City, NY 11101
www.laguardia.edu

College Studio Art

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



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.

Thurs Jun 19 - Aug 7 (6 sessions/36 hours)
9:15 am - 4:25 pm \$320 A02HUN195B

Sat Jun 21 - Aug 2 (6 sessions/36 hours)
9:15 am - 4:25 pm \$320 A02HUN195A

Beginning Drawing

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

Tues & Thurs Jun 19 - Aug 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA103A

Mon & Wed Jun 23 - Aug 6 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA103B

Beginning Painting

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

Tues & Thurs Jun 19 - Aug 7 (12 sessions/36 hours)
2:15 pm - 5:35 pm \$320 A02HUA110A

Mon & Wed Jun 23 - Aug 6 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA110B

Beginning Sculpture

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

Mon & Wed Jun 23 - Aug 6 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02HUA120A

Beginning Photography

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

Mon & Wed Jun 23 - Aug 6 (12 sessions/48 hours)
5:35 pm - 10:00 pm \$320 A02HUA130A

Digital Photography I

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

Tues & Thurs Jun 19 - Aug 7 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA131B

Mon & Wed Jun 23 - Aug 6 (12 sessions/48 hours)
9:15 am - 2:00 pm \$320 A02HUA131A

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 & Wed Jun 23 - Aug 6 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUA125A



Please recycle this catalog!
Pass it on to a friend!

College Studio Music

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



Piano I

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

Mon, Tues & Thurs Jun 19 - Aug 7
(18 sessions/36 hours)
10:00 am - 12:15 pm \$320 A02HUM180A

Tues, Thurs Jun 19 - Aug 7
(12 sessions/36 hours)
6:00 pm - 9:35 pm \$320 A02HUM180B

Piano II

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

Mon, Tues & Thurs Jun 19 - Aug 7
(18 sessions/36 hours)
10:00 am - 12:15 pm \$320 A02HUM181A

Tues, Thurs Jun 19 - Aug 7
(12 sessions/36 hours)
6:00 pm - 9:35 pm \$320 A02HUM181B

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, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/36 hours)
11:00 am - 12:30 pm \$320 A02HUM170A

Mon, Tues, Wed & Thurs Jun 19 - Aug 7
(24 sessions/36 hours)
6:00 pm - 7:30 pm \$320 A02HUM170B

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, Tues & Thurs Jun 19 - Aug 7 (18 sessions/36 hours)
12:30 pm - 2:45 pm \$320 A02HUM210A

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, Tues & Thurs Jun 19 - Aug 7
(18 sessions/36 hours)
10:00 am - 12:15 pm \$320 A02HUM155A

College Liberal Arts

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

Introduction to Philosophy

Mon, Wed & Thurs Jun 19 - Aug 7
(18 sessions/36 hours)
9:15 am - 11:30 am \$320 A02HUP101A

Tues & Thurs Jun 19 - Aug 7 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUP101C

Mon & Wed Jun 23 - Aug 6 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUP101B

Ethics and Moral Issues

Tues & Thurs Jun 19 - Aug 7 (12 sessions/36 hours)
5:45 pm - 9:05 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.

Mon, Wed & Thurs Jun 19 - Aug 7 (18 sessions/36 hours)
12:30 pm - 2:45 pm \$320 A02HUP102B

Tues & Thurs Jun 19 - Aug 7 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02HUP102A

General Psychology

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

Tues & Thurs Jun 19 - Aug 7 (12 sessions/36 hours)
9:15 am - 12:45 pm \$320 A02SSY101B

Tues & Thurs Jun 19 - Aug 7 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02SSY101C

Mon & Wed Jun 23 - Aug 6 (12 sessions/36 hours)
5:45 pm - 9:05 pm \$320 A02SSY101A

Photography & Graphic Design/Online

To enroll see page 11 or visit <http://www.ed2go.com/lagcc>

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

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

To enroll see page 11 or visit <http://www.ed2go.com/lagcc>

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

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. ND

\$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

Creating WordPress Web Sites, Part 2/Online

Build a web site or blog using WordPress.org, one of the world's most popular web page publishers. ND

\$135 A05CMP868



No matter what your profession, you should consider the possibility of earning a little extra money through writing!



Learn American Sign Language

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Learn American Sign Language

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

For more information, including course descriptions, visit <http://ace.laguardia.edu/pda>. For the most current listing of all courses and schedules, visit <http://www.lagcc.cuny.edu/ace>. For questions or to schedule an appointment for an assessment or placement test, contact Pacts Cartagna at (917) 832-1202 Voice/VP or [pcarlson@lagcc.cuny.edu](mailto:pcartlson@lagcc.cuny.edu). All courses are ND (no discount).

Intensive Study in American Sign Language Program

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

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

Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or equivalency diploma required. 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 Pacts Cartagna at pcarlson@lagcc.cuny.edu or (917) 832-1202. ND

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened. For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B-234, at (718) 482-5640. This 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 Aug 6 (1 session/1.5 hours)
5:45 pm – 7:15 pm A16ASL000A

Intensive Study in ASL – Screening

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

Mon, Tues, Wed & Thurs Jul 1 – Aug 28 (1 session/1 hours)
\$55 A16ASL010A

Intensive Study in American Sign Language – Level 1

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

Tues (5:45 pm – 8:00 pm) & Thurs (5:45 pm – 9:15 pm) Jul 1 – Aug 21
(24 sessions/46 hours)
\$359 A16ASL011A

FALL 2014

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

Sat Sep 13 – Dec 20 (26 sessions/46 hours)
9:00 am – 12:30 pm \$359 A16ASL011A



Intensive Study in American Sign Language – Level 2

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

Tues (5:45 pm – 8:00 pm) & Thurs (5:45 pm – 9:15 pm)
Jul 1 – Aug 21 (24 sessions/46 hours)
\$359 A16ASL012A

FALL 2014

Tue Sep 9 – Dec 16 (28 sessions/46 hours)
5:45 pm – 9:00 pm \$359 A16ASL012B

Sat Sep 13 – Dec 20 (26 sessions/46 hours)
9:00 am – 12:30 pm \$359 A16ASL012A

Intensive Study in American Sign Language – Level 3

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

Mon (5:45 pm–8:00 pm) & Wed (5:45 pm–9:15 pm)
Jul 7 – Aug 27 (24 sessions/46 hours)
\$359 A16ASL013A

FALL 2014

Sat Sep 13 – Dec 20 (26 sessions/46 hours)
9:00 am – 12:30 pm \$359 A16ASL013A

Intensive Study in American Sign Language – Level 4

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

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

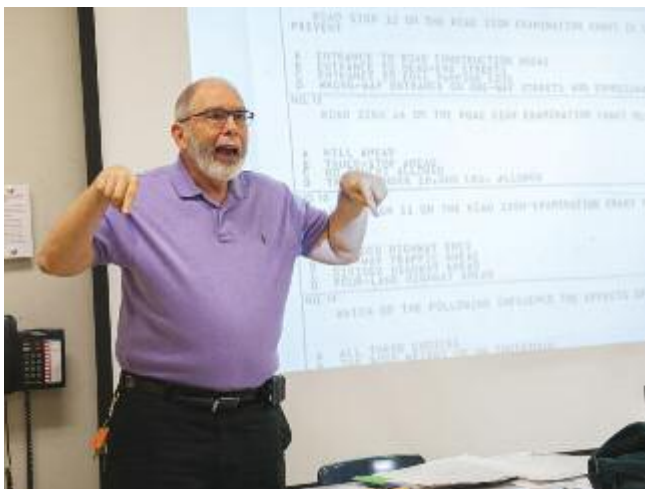
FALL 2014

Sat Sep 13 – Dec 20 (26 sessions/46 hours)
9:00 am – 12:30 pm \$359 A16ASL014A

Continuing Education Classes for Deaf Adults

This program is offered to Deaf students who wish to have an opportunity for vocational training and personal enrichment. Members of the signing community are welcomed. For questions or to schedule an appointment for an assessment or placement test, contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu. All courses are ND (no discount).

Driver (Learner's Permit) Education for Deaf Adults



Do you wish to pass the Department of Motor Vehicles written examination?

Take this course to help you study for a learner's permit. The instructor will make arrangements for you to take the examination with an ASL interpreter. You must be 17 or older and must possess a social security card. ND

Instructor: Joel Goldfarb

FALL 2014

Tue Oct 7 - Dec 2 (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 Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu.

Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Jul 1 - Aug 28 (1 session/2 hours)
\$149 A16PDV001A

Individual Instruction - 12 Hours

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 28
(6 sessions/12 hours)
\$959 A16PDV002A

Individual Instruction - 24 Hours

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

Mon, Tues, Wed & Thurs Jul 1 - Aug 28
(12 sessions/24 hours)
\$1859 A16PDV003A



ACE Support Services

To inquire about disability services:

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

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

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



For financial assistance to help pay for your education:

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

Find out if you qualify!

Work Force Investment Act (WIA) vouchers may be available for individuals who are unemployed, dislocated, disabled, youth (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>



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

with payment by MasterCard/
Visa/Discover/American Express.

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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Even the ink is vegetable-based!

Adult and Continuing Education Registration Form

LAST NAME FIRST NAME MALE/FEMALE

STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH HOME PHONE BUSINESS PHONE

EMAIL SOCIAL SECURITY (optional)

Check which category describes
you best (optional)

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

How did you hear about us?

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

COURSE CODE	SEC	COURSE TITLE	COST

LaGuardia Community College/CUNY

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

Fall Winter Spring Summer

(Check one)

- Check/Money Order

ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE

LaGuardia Community College / CUNY

DIVISION OF ADULT AND
CONTINUING EDUCATION

31-10 Thomson Avenue
Long Island City, NY 11101



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EDUCATION**
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CUNY IMMIGRANT
EDUCATION INITIATIVE
**DARE
TO DREAM**
**ATRÉVETE
A SOÑAR**

- High School Equivalency Prep (in Spanish)
- English as a Second Language
- Immigration/Legal Advisement

**ALL
SERVICES
ARE FREE!**

See page 44 for details.

