



# CONTINUING EDUCATION WINTER 2015 CATALOG

WE DID IT  
**YOU  
CAN  
TOO**



Professional certificates

Vocational training

Business services

College courses

High School Equivalency

ESL and more

# Meet graduates of Career and Professional Programs!



**Judith Koonce**

*Investing in her future*

Judith Koonce was working as a temporary secretary when she got a tip from a deputy facilities director that the Refrigeration Machine Operator License was a “meal ticket” to a promising career path. She took the advice and began researching programs, leading her to LaGuardia.

“I had no mechanical experience and was scared to take the course...Because of the license, I was able to quit my part time job and my salary doubled.”

Enrolling in the Refrigeration Machine Operator License Preparation Program, Judith set her sights high,

aspiring to become a leader in a field dominated by men. Finishing the course in July 2011 and passing the license exam in October of that same year, she was hired by Temco Services, a growing company in the facility management industry, to become a building manager. She currently works in a public school in the Bronx and oversees all building maintenance and housekeeping responsibilities and staff.

“I had no mechanical experience and was scared to take the course,” Judith says. But after receiving her license, she was able to quit her part time job and doubled her salary in her new position. “This course is an investment in your future.”



**Byron Rivas**

*Moving forward*

When Byron Rivas started at LaGuardia in the high school equivalency program, he didn't know that he would eventually graduate with a college degree. Earning his high school equivalency diploma in 2005, he returned to the Division of Adult and Continuing Education, completing the Computer Service Technician Certificate Program, and is now about to graduate from LaGuardia with an Associates Degree in Programming and Systems.

“One of the main things I learned at LaGuardia is that if we set a goal, such as finishing school, we can do it. In my professional life, it has given me the boost I needed to achieve greater things.”

Currently the manager in a repair shop, where he fixes computers and cell phones, Byron hopes

to obtain a Bachelors Degree and perhaps even a Masters Degree in Computer Science. “One of the main things I learned at LaGuardia is that if we set a goal, such as finishing school, we can do it,” says Byron. “In my professional life, it has given me the boost I needed to achieve greater things.”



## Evelyn Maldonado

### Reinventing herself

Evelyn Maldonado had recently retired and wanted a change of pace. But she wasn't looking to slow down. Instead, she decided to begin a new career. "I wanted to do something completely different from what I had been doing for many years,"

says the former executive assistant. She chose the field of medical interpreting and enrolled

in LaGuardia's Spanish/English Healthcare Interpreting, Level I course.

"I would like to further enhance my verbal skills, especially in my native language, and to help others along in their journey of life."

Having completed the class, Evelyn has applied to two medical facilities, and in the meantime she is volunteering as a healthcare interpreter. "Taking this course proved to be a positive experience. I was equipped to explore a field I never anticipated going into," she says.

Adding that it is has been very stimulating to learn something new and meet people from different walks of life, she adds, "You are never too old to embark on a new career."

“It is very stimulating to learn something new and meet people from different walks of life. ... You are never too old to embark on a new career.”

**Career and Professional Programs** provide preparation for certificates and licenses through a wide range of programs and courses on computer skills, networking and repair; software applications and web design; accounting, bookkeeping and tax preparation; construction and building management; and healthcare. We also offer a variety of courses taught exclusively in Spanish. Programs range from one month to one year in duration.

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For more information call (718) 482-7244 or email [aceprofessional@lagcc.cuny.edu](mailto:aceprofessional@lagcc.cuny.edu)





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

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

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

more than what is expected of them by society and even themselves.

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

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

Sincerely,

Dr. Gail O. Mellow  
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). You'll find training and education programs on days and at times to fit your needs.

This winter take advantage of our many new courses that can help you get a great job or advance in your career:

- Mammography Certification Preparation
- PV Plus, a training program that prepares you for a career in the growing solar photovoltaic (PV) industry
- New courses within our Medical Administrative Assistant Certificate Program, Computer Service Technician training, and Professional Office Skills and QuickBooks programs

ACE also offers professional certificate programs and courses in various areas, including healthcare, ASL-English interpretation, bookkeeping and accounting, computer training, construction/building management and more. (Find out about free training programs on page 32.) Small business owners, we provide business education as well as business counseling and government contract procurement assistance to help your company grow. In addition, we provide studio space rental and support services for design and technology companies (see page 38).

Returning students, veterans and Deaf students, we will help you achieve your educational goals through our high school equivalency or college prep classes and workshops. (Find out about free high school equivalency programs on page 48.) Non-native English speakers, choose from our numerous specialized ESL programs. And for our Spanish-speaking community, take computer, childcare certification preparation or cosmetology classes taught entirely in Spanish.

Look through our catalog to learn 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

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Jane MacKillop, Associate Dean  
Shannon Bryant, Associate Dean  
Francesca Fiore, Assistant Dean

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Maritza Pritsos, Director, Adult Basic Skills  
Michele Stewart, Director, Career Ladders in Allied Health  
Michele Valdez, Executive Director, Workforce Development

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# Get a Promotion or New Career

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# Get a Promotion

## Learn More,

### 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 BS in English Literature, University of Pittsburgh, has taught in LaGuardia's Career and Professional Programs since 1999.*

#### Introduction to Computers, Windows and the Internet

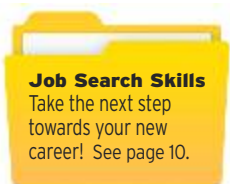
Explore the personal computer, Windows and the Internet, and gain confidence in the use of today's technology. (This course is a prerequisite for all Windows applications courses).

Mon & Wed Jan 26 - Feb 2 (3 sessions/9 hours)  
6:00 pm - 9:00 pm \$93 A05CMP001A

#### Power Keyboarding

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

Mon & Wed Feb 9 - Mar 9 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$245 A05OSK001A



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)



### Certificate Program in Microsoft Office Applications



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

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



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

#### 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 Mar 3 - Mar 26 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$245 A05OSK002A

#### Microsoft Excel for Windows

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

Sat Feb 7 - Mar 28 (8 sessions/24 hours)  
9:30 am - 12:30 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.

Sat Feb 28 - Mar 21 (4 sessions/12 hours)  
1:00 pm - 4:00 pm \$123 A05OSK005A

#### Microsoft Access Intensive

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

**SPRING 2015**  
Mon & Wed Apr 20 - May 6 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$185 A05OSK004A

#### 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



# or New Career

## Earn More!

### 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:**

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Power Keyboarding	8
Microsoft Word	8
Microsoft Excel	8
Microsoft PowerPoint	8
Microsoft Access Intensive	8
Building Reports in Excel	9
Write Effective Email	10



#### 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

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

**SPRING 2015**

Tues & Thurs May 5 - May 21 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$265 A05OSK016A

#### Business Writing Skills

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

Mon & Wed Mar 30 - Apr 22 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$265 A05OSK017A



*This course helped me so much. I've learned all the basics.*

Microsoft Excel, Summer 2014

### Web Page Design

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

#### Introduction to Adobe Photoshop

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

Mon & Wed Feb 23 - Mar 9 (5 sessions/15 hours)  
6:00 pm - 9:00 pm \$225 A05CMP114A

#### Build Your Own Web Site

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

Mon & Wed Mar 16 - Apr 1 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$270 A05WEB001A

**LEARN** Microsoft Office, Photoshop, Creating Web Pages and many more classes online...

Need to upgrade your MS Office skills for work?

Want to master a new computer software program?

**Get started!**  
Visit [www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)

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






## Professional Office Skills

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

### Analyzing Data with Pivot Tables

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

Tues & Thurs Mar 31 - Apr 2 (2 sessions/6 hours)  
6:00 pm - 9:00 pm \$129 A05PRF001A

### Creating Effective Presentations with Microsoft PowerPoint

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

**SPRING 2015**

Sat Apr 11- Apr 18 (2 sessions/6 hours)  
9:30 am - 12:30 pm \$129 A05PRF002A

### 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

Mon & Wed Mar 9 - Mar 11 (2 sessions/6 hours)  
6:00 pm - 9:00 pm \$129 A05WRT003A

### NEW! Manage your Inbox with Microsoft Outlook

Take control of your email by effectively managing your inbox. Learn how to create and organize messages into folders; sort by categories; set flags; and manage calendars and contacts. Prerequisite: Certificate Program in Microsoft Office Applications or equivalent experience.

Tues & Thurs Feb 17 - Feb 19 (2 sessions/6 hours)  
6:00 pm - 9:00 pm \$129 A05PRF006A

### NEW! Data Management with Microsoft Access

Learn advanced Access features to create complex queries, forms and reports that analyze data more efficiently. Prerequisite: Microsoft Access Intensive or equivalent experience.

**SPRING 2015**

Sat Apr 11 - Apr 18 (2 sessions/6 hours)  
1:00 pm - 4:00 pm \$129 A05PRF007A

## Job Search Skills

*Take the next step toward a new career!*

### Creating an Efficient Job Search Plan

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

Sat Mar 7 (1 session/2 hours)  
10:00 am - 12:00 pm \$25 A05JOB001A

### Impressive Resumes: *Pass the 30-Second Test*

Thirty seconds is all employers take to scan your resume and decide whether you will progress to the next hiring stage.

Review effective resumes, including format, structure and purpose, and pass the 30-second test!

Sat Mar 14 (1 session/2 hours)  
10:00 am - 12:00 pm \$25 A05JOB002A

### Make Connections: *Effective Networking*

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

Sat Mar 21 (1 session/2 hours)  
10:00 am - 12:00 pm \$25 A05JOB003A

### Nail that Interview: *Tips and Techniques*

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

Sat Mar 28 (1 session/2 hours)  
10:00 am - 12:00 pm \$25 A05JOB004A



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

# Training that gets YOU the

Learn new skills in high-growth fields

- and do it in 12 months or less.



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

## Start a **NEW** career this **WINTER**

### In 1 month

you can

- Get a license as a taxi driver - page 33

### In 3 months

you can become certified as a

- Tax Preparer - page 18
- Pharmacy Technician - page 25
- Emergency Medical Technician (EMT) - page 27

### In 4 months

you can become

- Certified in Microsoft Office applications (Word, Excel, PowerPoint and Access) - page 8
- Certified in QuickBooks - page 16

### In 6 months

you can become

- A Computer Service Technician - page 12
- Certified as a Construction Manager - page 20

### In 10 months

you can become

- Credentialed as a CASAC Trainee - page 23

### In 12 months

you can become

- Certified as a Paramedic - page 27



### Statistics on certificate programs from a recent study show:

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

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



## Computer Service Technician Certificate Program

Get the skills you need to start a career as a Computer Service Technician (CST).

This 4-course, hands-on training program will teach you how to repair and network computers as well as Windows Operating System.

Topics include hardware, software, network systems and new technologies. In addition, you may take a fifth course to learn how to build your own computer and prepare for the CompTIA A+ certification test. ND

### Introduction to Computer Technology

Learn the fundamentals of how a computer functions: hardware, software (including operating systems) and storage devices.

This course is a prerequisite for CST Part 1: Hardware. You may skip this course by passing an equivalency exam at [www.lagcc.cuny.edu/capp/computer-repair-test](http://www.lagcc.cuny.edu/capp/computer-repair-test).

Tues & Thurs Feb 17 - Mar 5 (6 sessions/20 hours)

6:00 pm - 9:20 pm \$235 A05CMP100A



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

### CST, Part 1: Hardware

Study computer hardware (Interfaces, Form factors, Standards) through a combination of lecture, demonstration, and hands-on experience. Learn the proper

use of tools by disassembling a PC, installing component parts and practicing troubleshooting techniques. Upon completing this course, you should be able to select appropriate computer equipment to build different types of task-related computers. Prerequisite: Introduction to Computer Technology or passing equivalency exam.

Tues & Thurs Mar 10 - Mar 26 (6 sessions/20 hours)

6:00 pm - 9:20 pm \$360 A05CMP101A

### CST, Part 2: Software

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

SPRING 2015

Tues & Thurs Apr 7 - Apr 23 (6 sessions/20 hours)

6:00 pm - 9:20 pm \$360 A05CMP102A

### CST, Part 3: Networking

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

SPRING 2015

Tues & Thurs Apr 28 - May 14 (6 sessions/20 hours)

6:00 pm - 9:20 pm \$360 A05CMP103A

### CST, Part 4: New Technologies

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

SPRING 2015

Tues & Thurs May 26 - Jun 11 (6 sessions/20 hours)

6:00 pm - 9:20 pm \$360 A05CMP104A

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

Put your practical and theoretical training to use by designing and building your own PC. You will also prepare for the A+ certification exam by reviewing and taking full-length practice exams.

Prerequisite: Successful completion of CST, Part 4.

SPRING 2015

Tues & Thurs Jun 16 - Jul 2 (6 sessions/20 hours)

6:00 pm - 9:20 pm \$360 A05CMP112A

Yeah, if you could tell me whether it's my username or my password that's incorrect,



that would be great.

## NEW! Advanced Computer Service Technician

### NEW! Network + (N+) Certification Preparation

Review the fundamentals of computer networking and prepare for the Comp TIA Network + certification exam in this hands-on training course. You will learn about the features and functions of networking components as well as how to install, configure and troubleshoot basic networking hardware. You'll also work on networking protocols and services. (Cost of textbook is not included in course fee.) Prerequisite: Computer Service Technician Certificate Program or equivalent experience. ND

Mon & Wed Feb 2 - Mar 23 (14 sessions/42 hours)

6:00 pm - 9:00 pm \$840 A05CMP113A

### You've got questions.

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

### We've got answers.

January 13 at 6:00 p.m.



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

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- Construction and Sustainable Building
- Design and Composition
- Healthcare and Medical
- Language and Arts
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[SYounusKhan@lagcc.cuny.edu](mailto:SYounusKhan@lagcc.cuny.edu)

*Course fees start at just \$135.*





## Computadoras en Español

ND (No hay descuento para estos cursos)

### 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*

Sat Feb 7 - Feb 21 (3 sessions/9 hours)  
10:00am - 1:00 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

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

Sat Feb 28 - Mar 7 (2 sessions/6 hours)  
10:00am - 1:00 pm \$66 A05OSK907A

## 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 relacionadas del estado de Nueva York. ND=no hay descuento.

*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*

#### Temas:

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

*Childcare Certification - Become certified in childcare. You will study how children develop and learn from ages 2 months to 12 years, and discuss relevant New York State regulations. ND=no discount. This course is offered in Spanish only.*



Sat Feb 7 - Feb 28 (4 sessions/30 hours)  
9:00 am - 5:00 pm \$500 A05ELE001A

Sat Mar 7 - Mar 28 (4 sessions/30 hours)  
9:00 am - 5:00 pm \$500 A05ELE001B

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

### Emailing Simplificado

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

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

Sat Mar 14 (1 session/4 hours)  
10:00 am - 2:00 pm \$45 A05OSK908A

### Conéctate con Amigos

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

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

Sat Mar 21 (1 session/4 hours)  
10:00 am - 2:00 pm \$45 A05OSK909A

### ¡4 Formas de Registrarse!

**Por computadora:**  
www.laguardia.edu/acereg/

**Por teléfono:** (718) 482-7244

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

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

### Crea una Biblioteca Digital

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

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

Sat Mar 28 (1 session/4 hours)  
10:00 am - 2:00 pm \$45 A05OSK910A





## Charito Cisneros

*Una experta de la belleza*

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

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

### El arte de estilizar el cabello

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

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

#### SPRING 2015

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

### Principios básicos para la aplicación de maquillaje

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

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

Mon & Wed Mar 2 - Mar 18 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$200 A05COS003A

### Principios esenciales del cuidado de las uñas

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

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

Mon & Wed Feb 2- Feb 23 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$200 A05COS002A

## Ofrecemos muchos cursos en español:

### Computadoras en Español .....página 14

- Aprende el Internet
- Aprende Conceptos Básicos de Computación
- Emailing Simplificado
- Conéctate con Amigos
- Crea una Biblioteca Digital

### Certificación en el Cuidado de Niños.....página 14

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- iEl arte de estilizar el cabello
- iPrincipios básicos para la aplicación de maquillaje
- iPrincipios esenciales del cuidado de las uñas

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

# Accounting, Bookkeeping and Tax Preparation

## Computerized Bookkeeping for QuickBooks Certificate Program

Entering the field of accounting or looking to manage bookkeeping for your small business? Discover how to unleash the power of QuickBooks while mastering basic accounting concepts. **Get hands-on practice by creating and working with fictional companies.** Bilingual instructor (Spanish/English).



Receive 63 hours of practical instruction: Part 1 (27 hrs), Part 2 (18 hrs), and Part 3 (18 hrs). ND

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



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

### Bookkeeping with QuickBooks, Part 1

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

Tues & Thurs Jan 27 - Feb 26 (9 sessions/27 hours)  
6:00 pm - 9:00 pm \$410 A05OSK006B

Sat Feb 21 - Mar 28 (6 sessions/27 hours)  
9:00 am - 2:00 pm \$410 A05OSK006A

### Bookkeeping with QuickBooks, Part 2

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

Tues & Thurs Mar 3 - Mar 19 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$300 A05OSK007B

Sat Apr 11 - May 2 (4 sessions/18 hours)  
9:00 am - 2:00 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 Jan 10 - Jan 31 (4 sessions/18 hours)  
9:00 am - 2:00 pm \$300 A05OSK008A

Tues & Thurs Mar 24 - Apr 9 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$300 A05OSK008B

#### SPRING 2015

Sat May 9 - Jun 6 (4 sessions/18 hours)  
9:00 am - 2:00 pm \$300 A05OSK008A



*This course has helped me keep track of my work expenses.*

*I am my own boss, and this course helped me gain new skills.*

*I expect to open my own business. This course has given me the confidence to do it.*

Bookkeeping with QuickBooks, Part 3, Summer 2014

## Advanced QuickBooks

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

**Instructor: Luis Alvarado**,

### 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

Sat Feb 14 - Mar 21 (6 sessions/27 hours)  
9:00 am - 2:00 pm \$385 A05BUS014A

### Cost Accounting

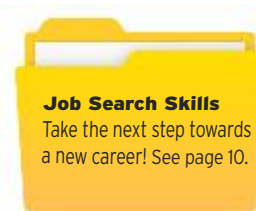
Cost accounting helps you create better estimates, forecasts and pricing structures. Using Excel and QuickBooks, you'll gain control over your small business finances by learning how to better manage and report material, labor, direct and indirect costs. Prerequisite: Computerized Bookkeeping for QuickBooks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

#### SPRING 2015

(6 sessions/27 hours)  
\$415 A05BUS016A



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)



## NEW! Customizing QuickBooks

Use QuickBooks effectively to best serve your business needs. Create customized reports and charts; apply filtering tools to obtain specific data; and export reports to Microsoft Excel. Prerequisite: Computerized Bookkeeping for QuickBooks Certificate Program or equivalent experience. (ND)

Instructor: Luis Alvarado

SPRING 2015

Tues & Thurs Apr 21 - Apr 28 (3 sessions/9 hours)  
6:00 pm - 9:00 pm \$265 A05OSK016A



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

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

### Get started!

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(718) 482-5330  
SYounusKhan@lagcc.cuny.edu



## 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 3-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 Jan 5 - Feb 26  
(19 sessions/85.5 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 Jan 5 - Feb 26 (13 sessions/58.5 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 Jan 5 - Feb 26 (12 sessions/54 hours)  
5:45 pm - 10:15 pm \$339 A05BTA201A



## Tax Return Preparer Certificate

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

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



### Tax Return Preparer

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

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

**SPRING 2015**

Sat May 9 - Jun 27 (7 sessions/45.5 hours)  
9:30 am - 4:30 pm \$635 A05BUS002A

### You've got questions.

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

### We've got answers.

**April 4 at 11 a.m.**

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



ATTEND AN INFORMATION SESSION

## IRS Enrolled Agent Preparation Program

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

*Instructor: Jacqueline Campbell*

Spring 2015



*This is the best platform for preparing to take the IRS Enrolled Agent Exam.*

*The teacher helped us prepare for real life situations.*

Summer 2014

## Notary Public Test Preparation



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

Wed Feb 25 (1 session/3 hours)  
6:30 pm - 9:30 pm \$91 A05BUS001A

For more information call (718) 482-7244.

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

### New York notaries:

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

**DID YOU KNOW?**



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

# Construction and Building Management

## Safety Dynamics Construction Courses

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

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



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

For more information call (718) 482-7244.

### 4 Hour Flagging (NYSDOT)

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

#### CLASS MEETS IN GREENPOINT, BROOKLYN

Mon Feb 23 (1 session/4 hours)  
4:30 pm - 9:00 pm \$150 A05OSH301A

### 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 take place in Greenpoint, Brooklyn.

#### CLASSES MEET IN GREENPOINT, BROOKLYN

Mon Jan 12 (1 session/4 hours)  
4:30 pm - 9:00 pm \$150 A05OSH300A

Mon Feb 16 (1 session/4 hours)  
4:30 pm - 9:00 pm \$150 A05OSH300B

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

Mon Mar 23 (1 session/4 hours)  
4:30 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 take place in Greenpoint, Brooklyn.

#### CLASSES MEET IN GREENPOINT, BROOKLYN

Thurs & Fri Jan 15 - Jan 30 (6 sessions/30 hours)  
4:30 pm - 10:00 pm \$650 A05OSH303A

Thurs & Fri Mar 12 - Mar 27 (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. Classes take place in Greenpoint, Brooklyn.

#### CLASS MEETS IN GREENPOINT, BROOKLYN

Tues & Wed Mar 3 - Mar 25 (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 take place in Greenpoint, Brooklyn.

#### CLASSES MEET IN GREENPOINT, BROOKLYN

Fri (4:30 pm-9:30 pm) & Sat (8:00 am-3:00 pm)  
Jan 23 - Jan 24 (2 sessions/10 hours)  
\$150 A05OSH304A

Fri (4:30 pm-9:30 pm) & Sat (8:00 am-3:00 pm)  
Feb 27 - Feb 28 (2 sessions/10 hours)  
\$150 A05OSH304B

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

### 30 Hour OSHA Construction Training

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

#### CLASS MEETS IN GREENPOINT, BROOKLYN

Tues & Wed Feb 10 - Feb 25 (6 sessions/30 hours)  
4:30 pm - 10:00 pm \$600 A05OSH304A

## Cursos de Construcción en Español

### Construction Courses in Spanish

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

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

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

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

#### CLASS MEETS IN GREENPOINT, BROOKLYN

Fri (4:30 pm-9:30 pm) & Sat (8:00 am-3:00 pm)  
Feb 13 - Feb 14 (2 sessions/10 hours)  
\$150 A05CNS918A

## Construction Management Certificate

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

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



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

### 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

Sat Mar 21 - May 16 (8 sessions/28 hours)  
1:00 pm - 4:30 pm \$519 A05CMP105A

### Construction Cost Estimating

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

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

Mon Jan 26 - Mar 16 (7 sessions/21 hours)  
6:00 pm - 9:00 pm \$356 A05CNS003A

### Project Management for the Construction Industry

Learn the basic concepts of project management. Discover how to analyze specific tasks, plan strategies for getting them done, and monitor work to insure completion according to plan using the Critical Path Method (CPM) technique of construction scheduling. ND  
Instructor: Gerald Sanmarco, BS in Finance, Seton Hall University, is a third-generation construction professional and has 16 years of experience in the field. He has taught in LaGuardia's Career and Professional Programs since 2011.

Mon Mar 30 - May 11 (7 sessions/21 hours)  
6:00 pm - 9:00 pm \$359 A05CNS004A

### Construction Materials and Methods

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

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

**SPRING 2015**  
Wed Apr 1 - May 20 (8 sessions/24 hours)  
6:00 pm - 9:00 pm \$395 A05CNS005A

### Construction Drawings and Plans

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

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

**FALL 2015**  
Wed (12 sessions/36 hours)  
6:00 pm - 9:00 pm \$576 A05CNS001A



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)



## Refrigeration Machine Operator License Preparation

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

For more information call (718) 482-7244.



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

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

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

Coming Fall 2015

## NEW! Green Energy

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

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

Tuition: \$900 (covers all three courses). Regular price: \$1800 (50% tuition assistance from New York State Energy Research and Development Authority). No other discounts apply.

For more information, please visit <http://www.nydesigns.org/pv-plus> or call (718) 663-8403.

### NEW! Math and Electricity for Photovoltaics

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

Jan 2 - Mar 31 (36 hours)  
A14CRD003A

### NEW! PV Fundamentals

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

Jan 2 - Mar 31 (40 hours)  
A14CRD004A

### NEW! PV Installation

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

Jan 2 - Mar 31 (20 hours)  
A14CRD005A

### NEW! PV Communications

Learn how to move a photovoltaic project from early sales research to analyzing the performance of a newly installed project. You will focus on a combination of sales, corporate marketing and communications practices used by experts in the field, both locally and nationally. In addition, an extensive review of New York City bid, permit and consumer-contracting documents will be examined. ND

Jan 2 - Mar 31 (20 hours)  
A14CRD006A



# Health

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

## Certified Clinical Medical Assistant

### Certified Clinical Medical Assistant (CCMA)

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

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

For more information call (718) 482-5768.



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

#### Medical Terminology

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

Mon, Wed, Fri Mar 2 - Mar 20 (9 sessions/36 hours)  
6:00 pm - 10:00 pm \$305 A11HLT003A

Mon, Wed, Fri Mar 2 - Mar 20 (9 sessions/36 hours)  
10:00 am - 2:30 pm \$305 A11HLT003B

#### American Heart Association CPR for Healthcare Providers with First Aid

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

Mon, Tues & Thurs Mar 23 - Mar 26 (3 sessions/12 hours)  
10:00 am - 2:30 pm \$160 A11CPR001B

#### EKG Technician

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

Mon, Wed, Fri + 3 Saturdays Mar 30 - May 2 (21 sessions/84 hours)  
6:00 pm - 10:00 pm \$785 A11HLT001A

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

#### Phlebotomy

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

##### Spring 2015

Mon, Wed, Fri + 3 Sundays May 4 - Jul 8 (31 sessions/124 hours)  
10:00 am - 2:30 pm \$963 A11HLT002B

Mon, Wed, Fri + 3 Saturdays May 4 - Jul 8 (31 sessions/124 hours)  
6:00 pm - 10:00 pm \$963 A11HLT002A

#### CCMA Procedures

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

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

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

##### Summer 2015

Mon, Wed, Fri + 1 Saturday Jul 13 - Aug 7 (14 sessions/56 hours)  
6:00 pm - 10:00 pm \$554 A11HLT004A

Mon, Wed, Fri + 1 Sunday Jul 13 - Aug 7 (14 sessions/56 hours)  
10:00 am - 2:30 pm \$554 A11HLT004B



For more information click on QR code

## Healthcare Interpreter Certificate Program, Level 1

### Are you bilingual?

Learn the skills and basic vocabulary needed to start working in the high demand field of healthcare interpreting.

Become a qualified healthcare interpreter by successfully completing the Level 1 course (45 hours) and passing the national Language Line Interpreter Skills Test (medical scenario).

For more information call (718) 482-7244.



*I have been interpreting in the healthcare setting for 30 years. The detail in this course -- the skills, the role play, scope of practice -- is great.*

*This course has helped me reinvent myself.*

Spring 2014

### Intro to Spanish/English Healthcare Screening

Sat Feb 7 (1 session/2 hours)  
11:00 am - 1:00 pm \$0 A05HLT000A

Sat Feb 14 (1 session/2 hours)  
11:00 am - 1:00 pm \$0 A05HLT000B

### Spanish-English Healthcare Interpreting, Level 1

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

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

Sat Mar 7 - May 16 (10 sessions/45 hours)  
9:00 am - 1:30 pm \$1010 A05HLT002A

## Credentialed Alcohol and Substance Abuse Counselor (CASAC) Education Program

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

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

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

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

### You've got questions.

- Meet our instructor, an expert in the field, who will share personal experiences as a CASAC

### We've got answers.

**January 14 at 6:00 p.m.**

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



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

### CASAC Counselor, Part B (Sections III and IV)

Wed (6:00pm-9:30pm) & Sat (9:00am-5:00pm)  
Feb 18 - Jun 13 (32 sessions/167 hours)  
\$2265 A05CAS002A

## Medical Administrative Assistant Certificate Program

### Are you interested in the medical field

(but prefer to work in a non-direct care role)?



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

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

*Prerequisites: High school diploma or equivalency; Power Keyboarding, Microsoft Word for Windows and Microsoft Excel for Windows courses.*

(To opt out of the computer courses, you must pass a screening test.) You must attend an advisement session before registering for the program.



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

#### NEW! Communication and Customer Service Skills

Master the fundamentals of customer service and improve your reading, writing and critical thinking skills in order to communicate effectively in a medical office setting.

Tues & Thurs Jan 20 - Feb 10 (7 sessions/21 hours)  
6:00 pm - 9:00 pm \$280 A05HLT008A

#### NEW! Medical Office Procedures

Practice and perfect basic medical office procedures, such as reception service, appointment scheduling and recordkeeping.

Tues & Thurs Mar 31 - Apr 7 (5 sessions/15 hours)  
6:00 pm - 9:00 pm \$210 A05HLT009A

Spring 2015

Overview of the U.S. Healthcare System  
Basic Medical Terminology

#### NEW! Electronic Health Records

Learn to enter and maintain medical and financial records as well as how to process insurance claims and forms.

Tues & Thurs Feb 17 - Mar 26 (12 sessions/36 hours)  
6:00 pm - 9:00 pm \$500 A05HLT010A



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

#### Get started!

Visit  
[www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)

For more information or assistance with registration:

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



## Become a Pharmacy Technician



### You've got questions.

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

### We've got answers.



ATTEND AN  
INFORMATION  
SESSION

January 20 at 6:00 p.m.

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

## Pharmacy Technician Certification Preparation

*Develop the skills you need to work under a registered pharmacist and prepare for the Pharmacy Technician Certification Board (PTCB) exam. Offered in partnership with Condensed Curriculum International, Inc.*

Prerequisite: High school or equivalency diploma and passing of an online screening test.

(Link to screening test:

[www.lagcc.cuny.edu/capp/pharmacy-technician-test/](http://www.lagcc.cuny.edu/capp/pharmacy-technician-test/)) ND

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

Tues & Thurs Feb 24 - Apr 30 (20 sessions/70 hours)  
6:00 pm - 9:30 pm \$1015 A05HLT001A



**Milan Topalov,**  
Pharmacy Technician Instructor

*The right dose of knowledge and a personal touch*

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

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

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

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



*I learned everything I expected to and more. The teaching method provided an easy way to remember information.*

Tony Goris,  
Spring 2014



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)



## 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.



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

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

### Personal Trainer Certification

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

Sat Feb 21 - Mar 28 (6 sessions/42 hours)  
9:00 am - 4:00 pm \$790 A05CRD013A

### FREE WEBINAR

#### Personal Training as a SUPER Career!

February 11 at 4:00 p.m. EST

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

TO REGISTER:  
Click on QR code  
or follow the link <http://bit.ly/1qGmA9J>



## Health Courses

### LPN to RN Transition Course

Responding to the shortage of professional nurses in the area, the New York State LPN to RN Transition course creates a pathway to encourage Licensed Practical Nurses to advance in their careers. This course will facilitate your transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. It will validate your prior learning and update your knowledge, focusing on critical thinking and problem solving skills. Upon successful completion of this course, you will be eligible to earn a minimum of 12 credits in a participating Associate Degree Nursing program. ND

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

Tue Mar 17 - Jun 9 (13 sessions/39 hours)  
5:45 pm - 8:45 pm \$665 A20CRD001A

### NEW! Central Service Technician

A Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing the medical devices and equipment needed in patient care, especially during surgery. You will focus on requirements of the International Association of Healthcare Central Service Materiel Management (IAHCSMM) to prepare for the Certified Registered Central Service Technician certification exam

Tues & Thurs Mar 24 - Jun 25  
6:00 pm - 9:00 pm \$2500 A20PRP002A

### NEW! NeuroMuscular Taping: Introduction, Applications and Specializations

Explore the innovative NeuroMuscular Taping (NMT) Concept and its methodology, application and treatment protocols. Through international case studies, discussions and hands-on training, you will discover how to improve patients' overall treatment results and help promote their quality of life. (This course is designed for rehabilitation and nursing students and professionals.)

Tue Jan 6 (1 session/3 hours)  
6:00 pm - 9:00 pm A20PRP003A

### NEW! Mammography Certification Preparation

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

\*Pending ASRT approval.

Tues & Thurs Jan 13 - Jan 29 (6 sessions/18 hours)  
6:00 pm - 9:00 pm \$575 A20RAD001A

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

## Dietary Manager Program

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

Certified Dietary Managers are nationally recognized experts  
at managing dietary operations.

The LaGuardia ACE Dietary Managers Program provides training for people already working in a healthcare food service facility to continue up the career ladder.

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

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

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

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

### NEW! Safety and Sanitation

Study and apply safety and sanitation procedures in food production.

Tue Jan 27 - Mar 31 (10 sessions/42.5 hours)  
5:45 pm - 10:00 pm \$385 A05DMG002A

### NEW! Quantity Food Production and Management

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

**SPRING 2015**  
Tue Apr 14 - Jun 16 (10 sessions/42.5 hours)  
5:45 pm - 10:00 pm \$385 A05DMG003A

### NEW! Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle.

**FALL 2015**  
Tue Sep 15 - Nov 17 (10 sessions/42.5 hours)  
5:45 pm - 10:00 pm \$385 A05DMG001A

## Emergency Healthcare Programs



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



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



### Emergency Medical Technician (EMT) Basic

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

Mon & Wed Jan 26 - May 21 (65 sessions/205 hours)  
9:30 am - 4:30 pm \$1095 A11EMT001C

Mon, Tues & Wed Feb 23 - Jun 18 (65 sessions/205 hours)  
6:00 pm - 9:30 pm \$1095 A11EMT001D

### Paramedic Original

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

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

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

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

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

## Meet graduates of our National Council Licensure Examination (NCLEX) Preparation Course for Internationally Trained Nurses

Starting the course in September 2013, by summer 2014 all of these professionals had passed the NCLEX and most have been hired to work as Registered Nurses in various New York City public schools. Many have applied to CUNY to continue their studies in nursing.

To register for the NCLEX preparation course, run under the New York City Welcome Back Center, apply online at <http://www.laguardia.edu/nycwbc/>

**They did it. You can too!**



Left to right, Rosenie Leveille Malette, Joseph Giana Salomon, Beata Pieciukiewicz, Alba Costa, Magdala Lataillac, Lhakpa Dolma, Nordine Presendieu Mondesir, Shradha Subba, and Bella Azucena Nahui Salcedo.

### What they had to say about the course...

#### Alba Costa

Country of origin: Brazil

**Future goal:** To find work as an RN and then earn a Bachelors Degree in Nursing

"I did more than pass the exam. The course helped me become used to thinking as an RN in the US."

#### Dolma Lhakpa

Country of origin: Tibet

**Future goal:** To earn a Bachelors Degree in Nursing

"This program helped to make me confident and successful in my career as a nurse in the US."

#### Magdala Lataillac

Country of origin: Haiti

**Future goal:** To earn an Associates Degree in Nursing, then continue on to earn to a Bachelors and Masters Degree in Nursing

"At the Welcome Back Center everybody is special, and no one is considered better than others. Students with low grades were encouraged to give more of themselves by studying harder. Students with good grades were encouraged to keep up the good work."

#### Bella Nahui

Country of origin: Peru

**Future goal:** To earn a Masters Degree in Nursing

"Even after passing the exam, the Welcome Back Center is still supporting us."

#### Rosenie Leveille Malette

Country of origin: Haiti

**Future goal:** To earn a Bachelors Degree in Nursing; wants to work as a midwife

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

#### HuiFang Sun

Country of origin: Taiwan

**Future goal:** To earn a Bachelors Degree in Nursing

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



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

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

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

- Physicians
- Nurses
- Psychologists
- Social Workers

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

### Yelena Kafarskaya

Country of origin: Tajikistan

**Future goal:** To earn a Bachelors Degree in Nursing and then a Masters Degree in Nursing in order to work as a Nurse Educator

"My dream came true. I became an RN, and this program was a part of that! I hope it will continue helping immigrants to achieve their goals."

### Beata Pieciukiewicz

Country of origin: Poland

**Future goal:** To improve her English and professional development

"They teach using a full range of education techniques. They treat us individually and recognize our needs. All the teachers are very professional and passionate about their job."

### Nordine Presendieu Mondesir

Country of origin: Haiti

**Future goal:** To earn a Bachelors Degree in Nursing and continue on to earn a Masters Degree in Nursing to become a nurse practitioner

"I met very interesting classmates. We were a very motivated group and supported each other. And our teachers were present for us at any time to support us academically and psychologically."

### Joseph Giana Salomon

Country of origin: Haiti

**Future goal:** To earn a Bachelors Degree in Nursing; wants to work as an intravenous therapy nurse

"It was a great experience. The teachers and the program were excellent."

### Shradha Subba

Country of origin: Nepal

**Future goal:** To earn a Bachelors Degree in Nursing

"The Welcome Back Center not only helped me prepare well for the exam, they even helped me follow up with the Commission on Graduates of Foreign Nursing Schools, which is vital for the whole licensing process. In addition, they guided me during my job search. They helped me continue my occupation as a nurse and pursue my passion of serving others."

## Health Workshops

### Child Abuse Identification and Reporting

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

For more information call (718) 482-5097.

Sat Mar 14 (1 session/2.5 hours)  
2:00 pm - 4:30 pm \$80 A20CRD010A

### NEW! School Violence Prevention

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

Contact: Michele Stewart or Alix Camacho at (718) 482-5097

Sat Mar 14 (1 session/4 hours)  
9:00 am - 1:00 pm \$80 A20CRD011A



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)



## NEW! Professional Development for Teachers



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

**Get your students on the path to success!**

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

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

CCPI works with:

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

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



CCPI trainers have provided professional development services in 11 states and presented at many national conferences.

# 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.



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

## Advanced American Sign Language I

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

Wed Jan 21 - Mar 25 (10 sessions/25 hours)  
6:00 pm - 8:30 pm \$439 A16INT001A

## Interpreting II

This class will provide you with an introduction to theories of interpreting and translation. Through readings, class discussion, journal writing and hands-on translation practice, you will explore and apply these theories to your own translated works in both target languages: American Sign Language and English. Through readings and source materials that are multi-culturally generated, you will explore and investigate how culture, power relations and context can influence translations. Pre-requisites: Interpreting I.  
*Instructor: Mary Darragh MacLean*

Tue Jan 6 - Mar 24 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$1045 A16INT102A

## Interpreting in Educational Settings

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

*Instructor: Ummi Modeste*

Tue Jan 6 - Mar 24 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$1045 A16INT108A

## Interpreting Lab

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

*Instructor: David Rivera*

Mon Jan 5 - Mar 23 (10 sessions/20.5 hours)  
5:45 pm - 8:15 pm \$475 A16INT400A

## Language in Use

In this course you will discuss a variety of language issues, both at the individual and societal levels. At the individual level, you will explore the ways language affects interactions between people—women and men, members of different racial and ethnic groups, people of differing social or economic status. At the societal level, you'll focus on the growth and spread of languages, multilingualism, language planning, and English as a world language. Pre-requisite: Introduction to the Field of Interpreting.

*Instructor: Dr. Christine Monikowski*

Thurs Jan 8 - Mar 26 (12 sessions/36 hours)  
5:45 pm - 8:45 pm \$1045 A16INT103A

## Service Learning II

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

*Instructor: David Rivera*

Mon Jan 5 - Mar 23 (4 sessions/10 hours)  
5:45 pm - 8:15 pm \$239 A16INT551A



To visit our Facebook page, click on QR code

# Which Training Program is Right for You?

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

## • Computer Literacy

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

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

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

## • 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 Registered Nurse (RN) and get the English language skills you need to pass the NCLEX-RN exam.

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

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

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

For more information call (718) 482-5768.

## • Green Jobs Training Program

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

For more information or to register call (718) 663-8407 or visit [www.greenworkforcenyc.org](http://www.greenworkforcenyc.org)

## • Home Health Aide Training Program for English Language Learners

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

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

## • Career Ladders for Veterans - Telecommunications Training Program

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

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

Job placement assistance is available.

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

# Taxi & For Hire Vehicle Driver Institute

**30 Years of Experience Serving All the Needs of Professional Drivers**

(and the most affordable tuition in New York City)

**Register Now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/) or call (718) 482 5335.**

For more information email [CUNYTAXI@lagcc.cuny.edu](mailto: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)

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



#### **NEW! Wheelchair Accessible Vehicle Training**

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

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



**Register Now! Visit [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/) or call (718) 482-5335.**

For more information email [CUNYTAXI@lagcc.cuny.edu](mailto: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

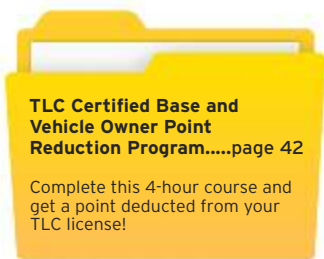
Before your first year probationary taxi driver's license expires, you are required to attend and complete a four hour course that includes an update of rule changes, a review of driver responsibilities and duties, driver passenger relations and awareness of serving passengers with disabilities. (This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

#### NEW! Wheelchair Accessible Vehicle Training

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

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



Register Online  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

# Veterans - Begin a New Life!

## Visit us in Room C-371



First Row (left to right): Everett Jones, Older Vera, Garry Israel, Ruth Caicedo  
Second Row (left to right): David Daza, Vicki Bello, Cyndi Amaya, Kevin Chimilio, Keisha Frederick, Martin Smith, Steven Allen McPherson  
Third Row (left to right): Joe Bello, Rodney Martinez, Bryan Vigoya, Juan Colon, Johan Castillo, Matthew Wycoff

### Meet our staff

Vicki Bello, Veterans Upward Bound (VUB) Program Director and Navy Veteran

Everett Jones, Program Assistant

Older Vera, Math Instructor

Cyndi Amaya, Language Arts Instructor

Garry Israel, Math Tutor

David Daza, Veteran Peer Mentor and Marine Veteran

Keisha Frederick, Veteran Peer Mentor, VUB Alumni and Army Veteran

Martin Smith, VUB Alumni and Army Veteran

Steven Allen McPherson, VUB Alumni and Navy Veteran

Rodney Martinez, VA Work-Study Student, VUB Alumni and Army Veteran

Bryan Vigoya, VA Work-Study Student, VUB Alumni and Marine Veteran

Juan Colon, VA Work-Study Student and Marine Veteran

Johan Castillo, VA Work-Study Student, VUB Alumni and Marine Veteran

Kevin Chimilio, VA Work-Study Student and Marine Veteran

Ruth Caicedo, VA Work-Study Student and Navy Veteran

Matthew Wycoff, VA Work-Study Student, VUB Alumni and Marine Veteran

Joe Bello, Volunteer and Navy Veteran

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

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



LaGuardia.Veterans



[www.youtube.com/nycvrc](http://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 lead to 3 entry level certifications:

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



**FREE for qualifying veterans!**

#### Job placement assistance available!

Call (718) 482-5386 or email [vets@lagcc.cuny.edu](mailto:vets@lagcc.cuny.edu)



LaGuardia Veterans



[www.youtube.com/nycvrc](http://www.youtube.com/nycvrc)



@LaGuardia Vets

## Have you served in the military?

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

### LaGuardia's Veteran Services Office can help you!

#### Services:

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

#### Academic/College Prep & Training: Free for qualifying veterans

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

**Get into college. Get job training. Get started!**





# Veterans Upward Bound Program Goes to the Theater



From left to right: Herman Ayala (student), Walter Anderson (playwright) and Michael Parva (Director).



VUB students and staff gathered outside the Acorn Theater before the performance.  
 Back row, left to right: Samuel Nales, Michael Carson, Steven Peachy, Jerome Chapman, Herman Ayala, Kevin Chimilio, Isaac Williams III, Bryan Vigoya, Matthew Wycoff, David Daza and Martin Smith  
 Front row, left to right: Audra Damon-Dawson, Cyndi Amaya, Vicki Bello, Jun Li and Everett Jones

**Veterans Upward Bound** (VUB) students attended an Off Broadway production of *Almost Home*, a play set in the 1960s about a young Marine returning home to the Bronx who struggles with his hopes for the future, his parents' dreams for him, and a corrupt police captain with his own plans. After the show, the play's director, playwright and actors met with the students for a lively discussion.



After the performance.  
 Front row, left to right: Joe Lisi (Actor and Marine Veteran), Samuel Nales, Vicki Bello, David Daza, Bryan Vigoya, Michael Carson, Cyndi Amaya, Audra Damon-Dawson, Garry Israel and Kevin Chimilio  
 Back row, left to right: Martin Smith, Herman Ayala, Jerome Chapman, Isaac Williams



Brenda Pressley (actress) and Walter Anderson (playwright, in blue plaid shirt) talking to students Kevin Chimilio, David Daza and Matthew Wycoff.



# Are you a new or emerging small business?

## LaGuardia has many services to help your business grow!

Which Business Service is Right for You?

### **Do you need help preparing loan packages?**

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

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



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

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

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

### **Do you want to obtain transportation-related contracts?**

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

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



### **Do you need to understand the Affordable Care Act?**

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

Call: (718) 482-5493  
 Email: [business\\_services@lagcc.cuny.edu](mailto:business_services@lagcc.cuny.edu)



# STARTING A SMALL BUSINESS

## Start/Build Your Business

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**LaGuardia Community College Procurement Technical Assistance Center (PTAC)**

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

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

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

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

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

**LaGuardia PTAC Lays Groundwork for Multi-Million Dollar Security Contract Expected in 2017**



*A.J. Caro, CEO of Arrow Security, describes his company's government contracting experience.*

As part of its commitment to educating the business community on current and future government contracting opportunities, LaGuardia Community College's Procurement Technical Assistance Center (PTAC) held a conference this summer to help New York State security companies prepare to apply for a multi-million dollar security contract that will be issued in 2017 by the New York State Office of General Services (OGS).

The conference, which took place at the headquarters of event co-sponsor Arrow Security in Smithtown, New York, explored this exciting opportunity through discussions on the importance of insurance and cyber security, Minority/Women Business Enterprise (MWBE) certification, available resources, and teaming arrangements.

Speakers included A.J. Caro, President of Arrow Security; a representative from Empire State Development; George Gavaris, President of Central Insurance Agency; David Elcock, Chief Business Development Officer of Lynx Technology Partners, Inc.; and Edgard Hernandez, PTAC Director. Over 20 pre-screened security companies were in attendance and were encouraged to network with each other in order to better handle larger contracts.

*If you are a business owner who would like more information on how to work with the government, please contact LaGuardia PTAC at (718) 482-5306 or ptac@lagcc.cuny.edu.*

## LaGuardia PTAC Connects Service-Disabled Veteran-Owned Businesses with Federal Contracting Opportunities



*George Gavaris, owner of Central Insurance Agency, speaks to the security companies about the importance of having insurance.*

LaGuardia Community College's Procurement Technical Assistance Center (PTAC) is committed to helping the Veteran business community access government contracting opportunities. To this end, LaGuardia PTAC hosted a learning and networking event this summer that brought to the table the General Services Administration (GSA)—the main purchaser of goods and services for the Federal government—and eight local Service-Disabled Veteran-Owned businesses to discuss an upcoming "indefinite delivery/indefinite quantity" construction contract.

At the event, the GSA Contracting Officers described what construction services they were looking for and noted their interest in learning more about the capabilities of Service-Disabled Veteran-Owned construction firms in fulfilling this type of contract, which is used when the precise dollar amount needed in services cannot be predetermined. The pre-screened companies presented their individual business, explaining how they could meet the needs of any GSA construction project. The GSA Contracting Officers had the opportunity to ask questions.

The purpose of the event was accomplished in that it allowed the Service-Disabled Veteran-Owned construction companies to learn more about upcoming government contracts available to them and the needs of the GSA as well as to explore partnership opportunities with other Service-Disabled Veteran-Owned firms. In turn, the GSA was able to meet Service-Disabled Veteran vendors to bring into their business pipeline. It was a win-win situation.

*If you are a business owner who would like more information on how to work with the government, please contact LaGuardia PTAC at (718) 482-5306 or [ptac@lagcc.cuny.edu](mailto:ptac@lagcc.cuny.edu).*





"Goldman Sachs 10,000 Small Businesses helped me put in place the human resources structure and internal management systems I needed to support my company's growth."  
— Saudia, Entrepreneurship Center, 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](http://www.LaGuardia.edu/10ksb) or 718.730.7400



LaGuardia Community College  
**NYC Taxi & FHV Driver Institute**

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

Attention: For-Hire Vehicle Owners and Base Corporate Officers, Partner or Owners  
In Reference to TLC's Base and Vehicle Owner Rule 59B-35

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

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

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

\$75. No required tests.

**For more information call (718) 482-5336.**

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

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



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For more information or assistance with registration:

[www.ed2go.com/lagcc](http://www.ed2go.com/lagcc)  
(718) 482-5330  
[SYounusKhan@lagcc.cuny.edu](mailto:SYounusKhan@lagcc.cuny.edu)



**Web Page Design**  
Gain web design skills for your small business or personal development. See page 9.



Listen to what students from around the world say about our program!

Visit <http://esl.lagcc.cuny.edu/>

## Learn English

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# Learn English at LaGuardia

Prepare for college, graduate school or a better job!

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

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

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

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

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

## Day Intensive Program

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

### Winter 2015 Registration:

Monday, January 5 and Tuesday, January 6, 11:00 am to 3:00 pm, Room C-354

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

### Morning Day Intensive Program

Mon - Fri Jan 13 - Mar 20 (46 sessions/157.5 hours)  
8:45 am - 12:45 pm \$1495 AF021000

### Afternoon Day Intensive Program

Mon - Thurs Jan 21 - Mar 24 (34 sessions/153 hours)  
1:30 pm - 6:30 pm \$1295 AF021001

## Evening English Program

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

### Winter 2015 Registration:

Monday, January 5 - Thursday, January 8, 4:00 pm to 7:00 pm, Room C-354

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

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

Mon - Thurs Jan 21 - Mar 19 (32 sessions/80 hours)  
6:50 pm - 9:20 pm \$635 AF021006

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

Mon & Wed Jan 21 - Mar 18 (16 sessions/40 hours)  
6:50 pm - 9:20 pm \$335 AF021003

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

Tues & Thurs Jan 22 - Mar 19 (16 sessions/40 hours)  
6:50 pm - 9:20 pm \$335 AF021004

## Saturday English Program

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

### Winter 2015 Registration:

Saturday, January 3 and Saturday, January 10, 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 Jan 17 - Mar 7 (8 sessions/40 hours)  
9:00 am - 2:00 pm \$335 AF021005

31

31 TELC students enrolled in associates degree programs in fall 2014.

Connect with us!



TheEnglishLanguageCenterLaGuardia



@LaGuardia\_ESL



TELCatLaGuardia



## Victoria Badalamenti

Director of The English Language Center

This past fall the time came for Victoria Badalamenti, Director of LaGuardia's English Language Center for 23 years, to say goodbye to beloved co-workers, students and friends as she embarked on a new chapter: retirement.

Ms. Badalamenti worked in the field of English as a Second Language (ESL) for 43 years as an instructor (U.S., Europe, Mexico); teacher trainer (U.S., China, Chile–Fulbright scholarship, and the Czech Republic); textbook author (four editions of *Grammar Dimensions: Form, Meaning and Use: Book 1*); workshop presenter (most recently at Continuing Education Association of New York and Columbia University); and administrative director. With a

BA in Classical Literature from Brooklyn College and a Masters Degree in Teaching English as a Second Language from the School for International Training in Brattleboro, VT, she started in the Division of Adult and Continuing Education in 1986 as TELC's program coordinator and was appointed director in 1991.

Her passion for traveling has taken her from Mumbai to Bali, London to St. Petersburg, and Australia and New Zealand, allowing her to always relate well to TELC's very diverse student population. In her retirement, she hopes to spend more time doing the things she loves: cooking, tennis, bicycling and simply finding more "balance" in her life.

"I feel quite proud in helping make TELC the leading English language center that it is. There is no joy greater than seeing students leave our doors to go on to realize their dreams," says Ms. Badalamenti. "The teachers, staff and administrators of TELC are a fantastic team, and I am honored to have worked with such an incredible group of dedicated individuals."

### Congratulations and good luck, Victoria!

*The English Language Center will be in the very capable hands of John Een, Associate Director, and Elizabeth Iannotti, Assistant Director, until the position of Director has been officially filled.*

“I feel quite proud in helping make TELC the leading English language center that it is. There is no joy greater than seeing students leave our doors to go on to realize their dreams.”

## Specialized Workshops

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

### Winter 2015 Registration:

Monday, January 5 and Tuesday, January 6,  
11:00 am to 3:00 pm,  
Room C-354

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

### Writing Workshop

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

Mon & Wed Jan 21 - Mar 23 (17 sessions/38.25 hours)  
1:30 pm - 3:45 pm \$335 AF021110C

### Listening/Speaking Workshop

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

Tues & Thurs Jan 22 - Mar 24 (17 sessions/38.25 hours)  
4:15 pm - 6:30 pm \$335 AF021150C

### TOEFL Preparation Workshop

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

Mon & Wed Jan 21 - Mar 23 (17 sessions/38.25 hours)  
4:15 pm - 6:30 pm \$335 AF021400C

### Vocabulary through Reading Workshop

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

Tues & Thurs Jan 22 - Mar 24 (17 sessions/38.25 hours)  
1:30 pm - 3:45 pm \$335 AF021240C

### CATW Preparation Workshop

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

Wed & Fri Jan 14 - Mar 13 (18 sessions/31.5 hours)  
11:00 am - 12:45 pm \$335 AF021401C

### NEW! Grammar for Communication

Improve your English grammar through games, role play, discussions, in-class writing activities and current computer technology at the TELC Media Center. Express yourself with greater accuracy, fluency and confidence in both speaking and writing.

Mon & Wed Jan 21 - Mar 23 (17 sessions/38.25 hours)  
4:15 pm - 6:30 pm \$335 AF021121C





## New York City Immigrants - Prepare for Your Future!

CUNY Immigrant Education Initiative at LaGuardia Community College

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

**All services and referrals are free**

You must be between 18 and 31 years of age

**Dare to Dream ~ Atrévete a Soñar**

**Apply Now!**

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

Visit [http://tiny.cc/laguardia\\_cunyei](http://tiny.cc/laguardia_cunyei)  
Call (718) 482-6168



## Inmigrantes de Nueva York - Prepárense para su futuro

CUNY Immigrant Education Initiative en LaGuardia Community College

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

**Todos los cursos y servicios son gratis**

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

**Dare to Dream ~ Atrévete a Soñar**

**¡Inscríbese ahora!**

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

Visitar [http://tiny.cc/laguardia\\_cunyei](http://tiny.cc/laguardia_cunyei)  
Llamar (718) 482-6168

## How well do you speak English?

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



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

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

- vocabulary
- pronunciation
- fluency
- listening comprehension

### Winter 2015 Test Dates:

Sat Jan 17 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST001A

Sat Feb 21 (1 session/2 hours)  
10:00 am - 12:00 pm \$39 A05VST002A

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

Register online  
[www.laguardia.edu/acreg](http://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.**



Juana Almengo (holding a book) accepted the award with her three children and LaGuardia staff at her side.

## Juana Almengo

*Peter Jennings Scholarship Laurel Award Winner 2014*

*The Peter Jennings Scholarship Laurel Award is given annually to up to 10 students who have earned their high school equivalency certificate from a CUNY adult literacy/high school equivalency program and who plan to continue their education at a CUNY college. Students must be nominated by a teacher or staff member and provide a personal essay describing their journey to college. Winners each receive a \$1,000 scholarship towards their CUNY college education.*

Juana Almengo had a happy childhood. Growing up in the Dominican Republic with her nine brothers and sisters, she played in her backyard, helped out on the family farm, and enjoyed going to school. But by the time she was 23, she was ready for a change. Leaving her family and friends behind, she came to the US and started working as a babysitter in New York. She eventually got married and had three children of her own.

“I have always wanted to work in law because there is still so much injustice, and there are so many people who need help.”

It was through her involvement in her

children's schooling that she began thinking about her own education and revisited her childhood dream of becoming a lawyer.

Starting at LaGuardia's Division of Adult and Continuing Education taking English as a Second Language classes, Juana quickly moved on to high school equivalency preparation. Working hard to improve her reading, writing and math skills, she eventually earned her high school equivalency diploma. This was a particularly challenging goal, considering that during her studies, her marriage failed and she became the sole supporter and caregiver of her family. However, she persevered.

“Every class discussion, every debate, every inquiry into a scientific concept was joined by Juana,” says her teacher, Charles Perkins. “Her writing acquired more clarity and development, she spoke English with increasing confidence, and her classmates seemed to pay close attention whenever she made a point.”

Upon receiving the high school equivalency diploma, Juana signed up for CUNY Start, an intensive academic program, and passed the CUNY placement exams. She is currently enrolled at LaGuardia and plans to study criminal justice. “I have always wanted to work in law because there is still so much injustice, and there are so many people who need help,” Juana says.

# 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 has replaced the test formerly known as the G.E.D. exam. **If you have already passed some but not all of the G.E.D. tests, your scores may be counted until 2016.**


(F) = Free (\$) = Tuition

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


Call: (718) 482-5385  
 Email: [adultbasicskills@lagcc.cuny.edu](mailto:adultbasicskills@lagcc.cuny.edu)  
 Visit: [www.hselaguardia.org](http://www.hselaguardia.org)

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


Call: (718) 482-5385  
 Email: [adultbasicskills@lagcc.cuny.edu](mailto:adultbasicskills@lagcc.cuny.edu)  
 Visit: [www.hselaguardia.org](http://www.hselaguardia.org)

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

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

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

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

 **I am an out-of-school youth between the ages of 17-1/2 and 20 and want to earn my high school equivalency diploma. (F)**

Workforce Education Center  
 Room C-314  
 Contact: Winifred Miller  
 Call: (718) 482-5340  
 Email: [wfrancis@lagcc.cuny.edu](mailto: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](http://laguardia.edu/pda/cep/Adult_Basic_Education_and_GED.aspx)  
 Contact: Elizabeth Milana  
 Call: (917) 832-1138 VP or (718) 482-5353 voice  
 Email: [emilana@lagcc.cuny.edu](mailto:emilana@lagcc.cuny.edu)

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

New York State Education Department  
 Visit: [www.acces.nysed.gov/ged/nys\\_map/counties.html](http://www.acces.nysed.gov/ged/nys_map/counties.html)  
 for info on open test centers and the TASC.

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

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

### Winter 2015

Monday	January 5	6:00 PM	\$20	E-111
Friday	January 9	10:00 AM	\$20	E-111
Saturday	January 10	10:00 AM	\$20	E-111

### Placement Exam:

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

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

### Payment:

- Course fee can be paid by credit/debit card or money order.
- Placement test fee of \$20 can be paid online at [www.laguardia.edu/acereg/](http://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](http://www.acces.nysed.gov/ged/nys_map/counties.html) or our web site [http://laguardia.edu/ACE/GED\\_Test\\_Preparation.aspx](http://laguardia.edu/ACE/GED_Test_Preparation.aspx).

## Pre-High School Equivalency in English

Wed & Fri Jan 21 - Apr 3 (22 sessions/66 hours)  
10:00 am - 1:00 pm \$262 A04HSE004A

## High School Equivalency in English

Wed & Fri Jan 21 - Apr 3 (22 sessions/66 hours)  
10:00 am - 1:00 pm \$262 A02HSE001A

Mon & Wed Jan 21 - Apr 8 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$262 A02HSE001B

Tues & Thurs Jan 22 - Apr 9 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$262 A02HSE001D

Sat Jan 24 - Mar 28 (10 sessions/65 hours)  
9:00 am - 4:00 pm \$262 A02HSE001C

Tue Jan 27 - Mar 17 (8 sessions/32 hours)  
10:00 am - 2:00 pm \$262 A02HSE005A

## Equivalencia del Bachillerato en Español

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

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

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

### Invierno 2015

Lunes	12 Enero	6PM	\$20	E-111
Viernes	16 Enero	10AM	\$20	E-111
Sábado	17 Enero	10AM	\$20	E-111

### Sesión de exámenes de registro:

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

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

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

### Pago:

- El curso se puede pagar con tarjeta de crédito/débito o giro postal
- El costo del registro de \$20 se puede pagar "online" ([www.laguardia.edu/acereg/](http://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](http://www.acces.nysed.gov/ged/nys_map/counties.html) o [http://laguardia.edu/ACE/GED\\_Test\\_Preparation.aspx](http://laguardia.edu/ACE/GED_Test_Preparation.aspx)

## Pre-Equivalencia del Bachillerato en Español

Mon & Wed Jan 21 - Apr 8 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$262 A02HSE003A


## Equivalencia del Bachillerato en Español

Mon & Wed Jan 21 - Apr 8 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$262 A02HSE002C

Tues & Thurs Jan 22 - Apr 9 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$262 A02HSE002A

Tues & Thurs Jan 22 - Apr 9 (22 sessions/66 hours)  
6:00 pm - 9:00 pm \$262 A02HSE002D

Sat Jan 24 - Mar 28 (10 sessions/65 hours)  
9:00 am - 4:00 pm \$262 A02HSE002B

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



## Adult Basic Education for Deaf Adults

### TABE Reading & Writing and/or Math Placement Exam

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

Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (1 session/4 hours)  
\$15 A16TAB000A

Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (1 session/4 hours)  
\$15 A16TAB000B

### Beginning ASL and English for Deaf Adults

SPRING 2015

Mon & Wed Apr 20 - Jun 29 (18 sessions/45 hours) 5:45 pm - 8:30 pm \$429 A16RDW001A

### Beginning Basic Education Level 1 for Deaf Adults

SPRING 2015

Tues & Thurs Apr 7 - Jun 25 (22 sessions/44 hours) 5:45 pm - 7:55 pm \$429 A16RDW003A

### Beginning Basic Education Level 2 for Deaf Adults

SPRING 2015

Mon & Wed Apr 6 - Jun 29 (22 sessions/44 hours) 5:45 pm - 7:55 pm \$429 A16RDW004A

## Classes For Deaf Adults

### Elementary Algebra (Dual Access)

Advance your math skills in preparation for the High School Equivalency (formerly G.E.D.) exam and/or college entry. Learn how to apply graphing, systems of linear equations, functional concepts, rules of exponents, factoring, polynomial algebra, rational expressions, complex fractions, radical expressions and the quadratic formula. This course is offered jointly with the college's Mathematics Department. For more information contact Pacts Cartagna at pcarlson@lagcc.cuny.edu. Prerequisite: Introduction to Algebra (A16MAT095) or eligibility as determined by math placement test. Instructor: Roy Siskind

Mon, Wed & Thurs Mar 4 - Jun 11 (48 sessions/72 hours)  
4:35 pm - 6:45 pm \$199 A16MAT096A

### Basic Skills in Reading (Dual Access)

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

Mon, Tues, Wed, Thurs (9:15 am - 10:15 am) & Thurs (3:25 pm - 4:25 pm)  
Mar 4 - Jun 11 (60 sessions/60 hours) \$535 A16RDG005A

### Basic Skills in Writing (Dual Access)

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

Mon, Tues, Thurs (10:30 am - 12:45 pm) & Tues (4:35 pm - 5:35 pm)  
Mar 5 - Jun 11 (48 sessions/84 hours) \$535 A16WRT005A

## High School Equivalency for Deaf Adults

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

### High School Equivalency Placement Exam

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

Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (3 sessions/15 hours)  
\$45 A16HSE000A

### Pre-High School Equivalency Reading/Writing for Deaf Adults

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

Tues & Thurs Jan 6 - Mar 31 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16HSE001A

SPRING 2015

Tues & Thurs Apr 7 - Jun 25 (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

SPRING 2015

Tues & Thurs Apr 7 - Jun 25 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16HSE002A

### Pre-High School Equivalency Math for Deaf Adults

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

Mon & Wed Jan 5 - Apr 1 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16MAT014A

SPRING 2015

Mon & Wed Apr 6 - Jun 29 (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

SPRING 2015

Mon & Wed Apr 6 - Jun 29 (22 sessions/66 hours)  
5:45 pm - 9:05 pm \$235 A16MAT015A



### Maritza Pritsos, Director of Adult Basic Skills

*Empowering adults with education*

"A better educated adult is an investment that benefits the individual, his/her family, the economy and society overall," asserts Maritza Pritsos, the new Director of Adult Basic Skills at LaGuardia. In fact, assisting adults in moving forward through education is her passion.

With a Masters Degree in Counselor Education, 35 years of experience teaching and directing programs in adult literacy as well as workforce development and vocational training, and two awards including the Literacy Recognition Award (from Literacy Assistance Center in New York) and Excellence in Supervision Award (from BEGIN Managed Programs), Ms. Pritsos' leadership in the field is clear.

One of the immediate challenges that her office has been working on diligently is preparing students for the new and very rigorous high school equivalency exam called the Test Assessing Secondary Completion (TASC). But helping them succeed is worth the effort, notes Ms. Pritsos. "It is such a wonderful feeling to see the big smile on our students' faces when they walk into our office with a diploma in hand," she says.

“It is such a wonderful feeling to see the big smile on our students' faces when they walk into our office with a diploma in hand.”

#### Bridge to College and Careers Program

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

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

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



### Sihame Bazi

*LaGuardia gave her flexibility*

When Sihame Bazi started out in fall 2011 in LaGuardia's Bridge to Health program to prepare for the High School Equivalency exam, her plan was to earn her equivalency diploma, then enroll in college to become a nutritionist. The native Moroccan passed the exam on her second try, but when she realized how

“I improved my reading skills while I was in the Bridge Program. I also benefited from their advice, moral support and help with admissions to LaGuardia.”

long a Dietetic Technician major would take her, she decided to switch to Business Administration. She is set to graduate this semester, and along the way she's garnered a spot on the dean's list and membership in Phi Theta Kappa, the international honor society for two year colleges. She is also a member of the Accelerated Study in Associate Programs (ASAP). While Sihame hopes to receive an undergraduate and graduate degree in accounting as well as a CPA license, her interest in the field of health remains. The wife and mother of a young child is also completing an internship at Queens Hospital Center to support volunteer services.

"I improved my reading skills while I was in the Bridge Program. I also benefited from their advice, moral support and help with admissions to LaGuardia," says Sihame. "To succeed, I had to be patient, keep my goals in mind even when things were hard, and do my best."

### Turn Anxiety into Achievement with our Test Prep courses

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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 at 6:00 p.m. in Room C-333**

***Save time and money, and graduate sooner!***

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

Before arrival visit <http://clep.collegeboard.org/> and register for your chosen CLEP exam. Each exam cost \$80. Registering provides you with a payment receipt and a Ticket ID, which you must bring to the test. You will register separately at LaGuardia and pay a \$35 operational fee. **Effective July 1, 2014, one form of government-issued identification will be acceptable for CLEP test-takers. The primary identification must be valid and current, must bear the test-takers' full name in English language characters, and must contain a photograph and a signature.**

CALL  
 EMAIL

(718) 482-7244  
[clep@lagcc.cuny.edu](mailto:clep@lagcc.cuny.edu)

VISIT  
 REGISTER

<http://ace.laguardia.edu/clep/>  
[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

# Prepare for College

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# Prepare for College

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



**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 and CAT Writing Tests.**

### 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 Jan 20 - Mar 3  
(12 sessions/30 hours)  
6:00 pm - 8:30 pm \$135 A22PRP

#### 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 Jan 21 - Mar 4  
(12 sessions/30 hours)  
6:00 pm - 8:30 pm \$135 A22PRP007A



These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia's Veteran Services Office. Contact (718) 482-5386 or [vets@lagcc.cuny.edu](mailto:vets@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 Feb 4 (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 Feb 18 (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 Jan 28 (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 Jan 21 (1 session/2 hours)  
6:00 pm - 8:00 pm FREE A22PRP003A

#### CATW Review and Practice Exam/*Online*

Discover how to succeed on the CUNY Assessment Test in Writing (CATW) with this instructor-led online workshop. At the end of the course, your 90-minute practice exam will be scored based on five categories: Critical Response to the Writing Task and Text; Development of Writer's Ideas; Structure of the Response; Language Use: Sentences and Word Choice; and Language Use: Grammar, Usage, Mechanics. Detailed feedback will be provided for each category.

\$45 A22WRT002A

#### Testing Center

You can take the following exams at LaGuardia:

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

#### Testing Facilities

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

**For more information call (718) 482-5120 or email [acereg@lagcc.cuny.edu](mailto:acereg@lagcc.cuny.edu)**



# CUNY START

## What is CUNYStart?

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

## Why enroll in CUNYStart?

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

## To be eligible for CUNYStart, you must

- Apply to CUNY, be accepted to LaGuardia, and be eligible to register for Winter 2015 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

We will be having information sessions in December on the following dates and times, all in room MB-08:

Monday	Dec 1	3-5pm
Friday	Dec 5	3-5pm
Monday	Dec 8	3-5pm
Friday	Dec 12	3-5pm
Monday	Dec 15	3-5pm
Monday	Dec 22	3-5pm

For more information visit

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

## Enzo Morello

*Working hard, moving forward*

Enzo Morello is no stranger to hard work. Preparing for his college studies in Spring 2014 with CUNY Start, by June he had passed the placement tests and enrolled in LaGuardia as a Criminal Justice major through Accelerated Study in Associate Programs (ASAP).



"I studied extra hard and stayed after school for tutoring most days to pass the exams," says Enzo, who commuted from the Bronx early each morning. In addition to school, he serves in the U.S. Army Reserves and is a Youth Leader in his church, where he also plays the drums and is a sound technician for church services.

“My experiences at LaGuardia have been great. There have been highs and lows, but we all must find a way to balance ourselves and keep moving forward.”

Hoping to graduate from LaGuardia with honors and transfer to John Jay College to earn a Bachelors Degree in Criminal Justice and eventually a masters degree, Enzo notes, "My experiences at LaGuardia have been great. There have been highs and lows, but we all must find a way to balance ourselves and keep moving forward."



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

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



## Get the English skills you need to succeed in college!

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

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

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

# PUSH BOUNDARIES

APPLY NOW

CUNY

[www.laguardia.edu](http://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](mailto:Karenmc@lagcc.cuny.edu)

# Are you 16-24? Take the Next Step!



## High School Equivalency

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

Start building your future!

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

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



## Justice Community Program

Are you between the ages of 16 and 24? Do you live in Jamaica, Hollis or St. Albans, Queens? Are you currently on probation or have you had involvement with the justice system in the last 12 months?

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

LaGuardia's Justice Community Program can help you:

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

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



## Young Adult Internship Program

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

Earn up to \$2,800 in 14 weeks!  
You could also gain permanent employment!

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

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

After completing your internship you'll be able to:

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

Recent YAIP internship sites:

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

And more!

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

Are You 16-24? Take the Next Step!





# Take College Courses

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# Take College Courses

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 730-7501.

## College Foreign Languages

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

### Elementary French I

Tues, Wed & Thurs Jan 5 - Feb 27 (24 sessions/42 hours)  
10:30 am - 12:45 pm \$320 A02ELF101B

### Elementary French II

This is a continuation of Elementary French I.

Mon - Thurs Jan 5 - Feb 26 (26 sessions/48 hours)  
8:00 am - 10:15 am \$320 A02ELF102A

Tues & Thurs Jan 5 - Feb 27 (12 sessions/42 hours)  
8:00 am - 10:15 am \$320 A02ELF102B

### Elementary Italian I

Mon - Thurs Jan 5 - Feb 26 (24 sessions/48 hours)  
10:30 am - 12:45 pm \$320 A02ELI101A

### Elementary Japanese I

Mon - Thurs Jan 5 - Feb 26 (24 sessions/48 hours)  
10:30 am - 12:45 pm \$320 A02ELJ101A

### Elementary Spanish I

Mon, Wed, Thurs, Fri Jan 5 - Feb 26  
(24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELS101B

Mon - Thurs Jan 5 - Feb 26 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELS101A

### Elementary Spanish II

This is a continuation of Elementary Spanish I.

Mon - Thurs Jan 5 - Feb 26 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELS102B

Thurs Jan 5 - Feb 26 (24 sessions/48 hours)  
5:45 pm - 7:55 pm \$320 A02ELS102A

### 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 - Thurs Jan 5 - Feb 26 (24 sessions/48 hours)  
1:00 pm - 3:15 pm \$320 A02ELS105A

*Every language class will have a Saturday section from 10:30 am - 2 pm in spring beginning Saturday, March 7 and ending Saturday, June 6. For more information or to register call (718) 730-7501.*

## College Arts

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

### Introduction to Art

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

Tues & Thurs Jan 5 - Feb 27 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 A02HUA101A

### Beginning Drawing

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

Mon & Wed Jan 5 - Feb 26 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUA103A

### Beginning Painting

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

Tues & Thurs Jan 6 - Feb 26 (12 sessions/36 hours)  
9:15 pm - 12:45 pm \$320 A02HUA110A

### Beginning Photography

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

Mon & Wed Jan 5 - Feb 25 (12 sessions/48 hours)  
9:15 am - 2:00 pm \$320 A02HUA130A

Tues & Thurs Jan 6 - Feb 26 (12 sessions/48 hours)  
5:30 pm - 10:30 pm \$320 A02HUA130B



### Introduction to Design

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

Mon & Wed Jan 5 - Feb 25 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$320 A02HUA104A

*There will be many additional sections of these classes with spring dates of March 4 - June 5 for weekday classes and March 7 - June 6 for Saturday classes. For more information or to register call (718) 730-7501.*

## College Music

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



### Introduction to Music

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

Mon & Wed Jan 5 - Feb 25 (12 sessions/36 hours)  
6:00 pm - 9:35 pm \$320 A02HUM101A

### Piano I

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

Tues & Thurs Jan 6 - Feb 26 (12 sessions/36 hours)  
6:00 pm - 9:30 pm \$320 A02HUM180A

### Piano II

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

Tues & Thurs Jan 5 - Feb 27 (24 sessions/36 hours)  
6:00 pm - 9:30 pm \$320 A02HUM181A

### Voice I

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

Mon, Wed, Fri Jan 5 - Feb 25 (18 sessions/36 hours)  
10:30 am - 12:45 pm \$320 A02HUM155A

### Voice II

Mon, Wed, Fri Jan 5 - Feb 25 (18 sessions/36 hours)  
10:30 am - 12:45 pm \$320 A02HUM156A

### Guitar I

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

Mon, Wed, Fri Jan 5 - Feb 25 (18 sessions/36 hours)  
11:45 am - 2:00 pm \$320 A02HUM170A

### Guitar II

Mon & Wed Jan 5 - Feb 27 (12 sessions/36 hours)  
1:00 pm - 4:25 pm \$320 A02HUM171A

### Music for Children

This course is designed to allow education students to explore the range of music fundamentals and techniques as they relate to rhythm, pitch and vocal expressiveness. Students will be introduced to basic skills of percussion, the recorder, singing and reading music. They will continually grow in this ability to listen to, respond to and create music with understanding, skill and sensitivity; and to present lessons to children that allow them to have those experiences as well.

Tues & Thurs Jan 6 - Feb 26 (12 sessions/36 hours)  
9:15 am - 12:45 pm \$320 A02HUM104A

*There will be many additional sections of these classes with spring dates of March 4 -June 5 for weekday classes and March 7 -June 6 for Saturday classes. For more information or to register call (718) 730-7501.*

## College Liberal Arts

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

### Public Speaking



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

Tues & Thurs Jan 6 - Feb 26 (12 sessions/36 hours)  
6:00 pm - 9:35 pm \$320 A02HUC106A

Mon & Wed Jan 6 - Feb 26 (12 sessions/36 hours)  
6:00 pm - 9:35 pm \$320 A02HUC106B

### Introduction to Philosophy

Mon & Wed Jan 5 - Feb 25 (12 sessions/36 hours)  
5:45 pm - 9:45 pm \$320 A02HUPI01A

### Critical Thinking

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

Tues & Thurs Jan 5 - Feb 27 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 A02HUPI02A

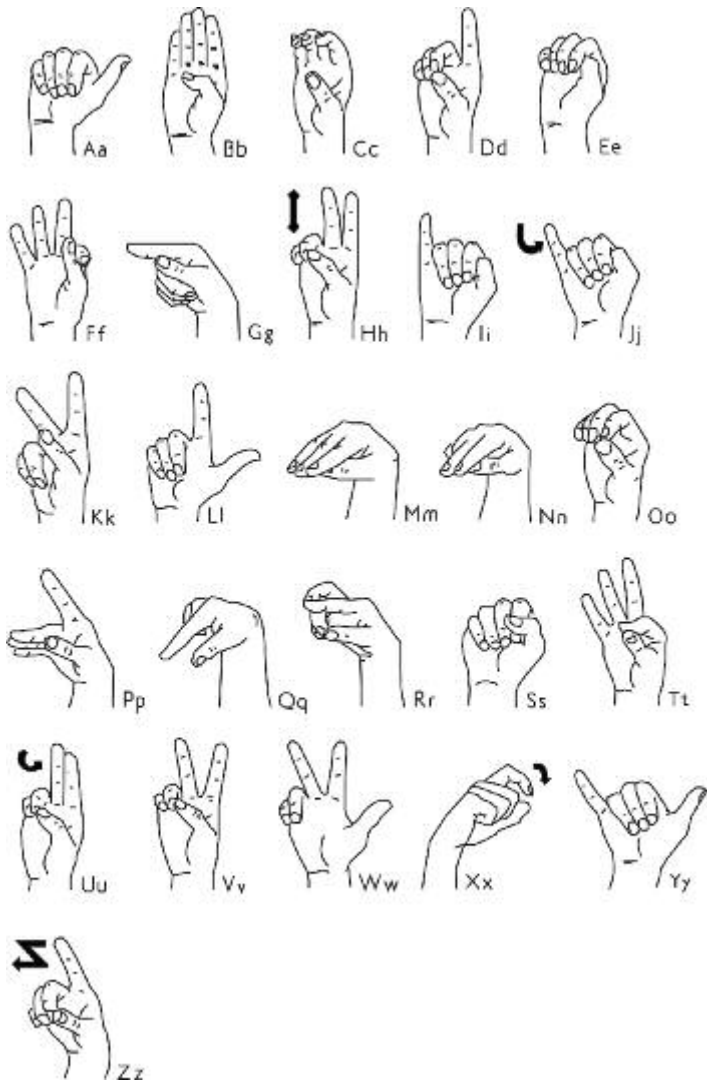
### General Psychology

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

Mon & Wed Jan 5 - Feb 25 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 A02SSY101A

Tues & Thurs Jan 6 - Feb 26 (12 sessions/36 hours)  
5:45 pm - 9:05 pm \$320 A02SSY101C

*There will be many additional sections of these classes with spring dates of March 4 -June 5 for weekday classes and March 7 -June 6 for Saturday classes. For more information or to register call (718) 730-7501.*



# 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 [pcartson@lagcc.cuny.edu](mailto:pcartson@lagcc.cuny.edu).

## Intensive Study in American Sign Language Program

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

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

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

If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be screened. For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B-234, at (718) 482-5640. This program is not designed to train students as interpreters for the Deaf. For more information on our ASL-English Interpretation Program visit <http://www.laguardia.edu/aeip>.

### 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 Mar 4 (1 session/1.5 hours)  
5:45 pm - 7:15 pm A16ASL000A

### Intensive Study in ASL - Screening

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

Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (1 session/1 hours)  
\$55 A16ASL010A



To visit our website, click on QR code

### 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.

Sat Jan 3 - Mar 28 (22 sessions/46 hours)  
9:00 am - 1:00 pm \$359 A16ASL011A

Mon & Wed Jan 5 - Apr 1 (34 sessions/46 hours)  
5:45 pm - 7:55 pm \$359 A16ASL011B

### 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.

Sat Jan 3 - Mar 28 (22 sessions/46 hours)  
9:00 am - 1:00 pm \$359 A16ASL012A

Mon & Wed Jan 5 - Apr 1 (34 sessions/46 hours)  
5:45 pm - 7:55 pm \$359 A16ASL012B

### Intensive Study in American Sign Language - Level 3

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

Sat Jan 3 - Mar 28 (22 sessions/46 hours)  
9:00 am - 1:00 pm \$359 A16ASL013A

Tues & Thurs Jan 6 - Mar 31 (34 sessions/46 hours)  
5:45 pm - 7:55 pm \$359 A16ASL013B

### Intensive Study in American Sign Language - Level 4

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

Sat Jan 3 - Mar 28 (22 sessions/46 hours)  
9:00 am - 1:00 pm \$359 A16ASL014A

Tues & Thurs Jan 6 - Mar 31 (34 sessions/46 hours)  
5:45 pm - 7:55 pm \$359 A16ASL014B



## Yakov Shifrin

*Deaf immigrant achieves success, with help from LaGuardia*

When people immigrate to a country, very often they must learn a new language. When Yakov Shifrin came to the United States from the Ukraine with his family in the 1990s, he had to learn two. Being Deaf, Russian Sign Language was his primary language, along with the spoken Russian language. But he realized

“My work and role are centered on paying it forward to the next generation and community.”

that in order to succeed in his adopted country, he would have to learn American Sign Language (ASL) as well as English.

Mr. Shifrin followed the successful lead of his twin sister, also Deaf, who was already living in the US and had attended LaGuardia's Program for Deaf Adults (PDA) and

subsequently earned her Associates Degree at the college. He points out that PDA was the only place in the New York tri-state area that offered to Deaf students the variety and intensive level of courses needed to learn the languages and earn a college degree. After completing ASL and English literacy classes, he went on to complete an Associates Degree in Accounting at LaGuardia, taking advantage of the many services provided to Deaf students, including interpreters. During this time he also worked in PDA as an Academic Peer Instructor for Deaf students in accounting and was a tutor in math and business.

Eventually receiving a BBA Degree in Accounting at Baruch College/CUNY, over the past 17 years Mr. Shifrin has advanced within PDA to the role of fiscal monitor and manager. For the last five years, he has also taught basic skills in ASL, English, math and computers to Deaf adults at New York City College of Technology and LaGuardia.

Noting that the LaGuardia provides opportunities for immigrants to start a new life—something he and his sister experienced firsthand—he asserts, “My work and role are centered on paying it forward to the next generation and community.”

## Dual Access Courses

### Dual Access: Fingerspelling, Numbers and Glossing 1

Explore the fundamentals of ASL fingerspelling, numbers and glossing. You will focus on the development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signals. Offered jointly with the Education and Language Acquisition Department. (Please note, Continuing Education students may not have access to Blackboard.) Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Tues & Thurs Jan 6 - Feb 26 (24 sessions/24 hours)  
4:35 pm - 6:45 pm \$119 A16ASL018A

### Dual Access: Fingerspelling, Numbers and Glossing 2

Build on the foundations of ASL Fingerspelling, Numbering and Glossing Level 1. You will focus on the further development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signs. Offered jointly with the Education and Language Acquisition Department. (Please note, Continuing Education students may not have access to Blackboard.) Prerequisite: ASL Fingersh <http://ekstg.laguardia.edu/WorkArea/edit.aspxpelling1> & Intensive Study in ASL Level 3. <http://ekstg.laguardia.edu/WorkArea/edit.aspx>

Tues & Thurs Jan 6 - Feb 26 (24 sessions/36 hours)  
4:35 pm - 7:55 pm \$229 A16ASL019A

### Dual Access: Intensive Study in American Sign Language - Level 1

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

Mon & Wed (5:45 pm - 9:05 pm) & Tues (5:45 pm - 7:55 pm) Jan 5 - Feb 25  
(18 sessions/48 hours)  
\$359 A16ASL026A

### Dual Access: Intensive Study in American Sign Language - Level 2

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

Tues & Thurs Mar 5 - Jun 11 (36 sessions/48 hours)  
3:25 pm - 5:35 pm \$359 A16ASL015A

### Dual Access: Intensive Study in American Sign Language - Level 3

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

Mon (6:00 pm-7:30 pm) & Wed (6:00 pm-8:45 pm) Mar 4 - Jun 10 (36 sessions/48 hours)  
\$359 A16ASL016A

### Dual Access: Intensive Study in American Sign Language - Level 4

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

Mon (7:30 pm-9:00 pm) & Wed (6:25 pm-9:00 pm) Mar 4 - Jun 10 (36 sessions/48 hours)  
\$359 A16ASL017A

## Continuing Education Classes for Deaf Adults

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



### Driver (Learner's Permit) Education for Deaf Adults

Do you wish to pass the Department of Motor Vehicles written examination? Take this course to help you study for a learner's permit. The instructor will make arrangements for you to take the examination with an ASL interpreter. You must be 17 or older and must possess a social security card.

*Instructor: Joel Goldfarb*

SPRING 2015  
 Tue Apr 7 - Jun 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 Jan 5 - Mar 31 (1 session/2 hours)  
 \$149 A16PDV001A



#### Individual Instruction - 12 Hours

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

Mon, Tues, Wed & Thurs Jan 5 - Mar 31  
 (6 sessions/12 hours)  
 \$959 A16PDV002A

#### Individual Instruction - 24 Hours

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

Mon, Tues, Wed & Thurs Jan 5 - Mar 31  
 (12 sessions/24 hours)  
 \$1859 A16PDV003A



# ACE Support Services

To inquire about disability services:

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

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

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



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!**

**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](http://www.vesid.nysed.gov)

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

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

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

## Individual Training Grants

*Advance Your Career through Occupational Training*

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

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

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

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

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

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

## Students Over 65

Rediscover the joys of learning at LaGuardia!

Receive a 30% discount

For more information call (718) 482-5124.





## How to Get Here

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

### By Car:

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

### By Subway:

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

### By Bus:

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

### Bike Parking:

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

## How to Register

Online: [www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

By phone: (718) 482-7244

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

By fax: (718) 609-2074

In person: **M-Building, Room M-143**

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

### Payment

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

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

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

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

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

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

### Discounts

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

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

### Delinquent Payments

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

### Classroom Assignments

Classroom assignments are posted outside the Registration Office, M147, M-Building, prior to the first day of class. The English Language Center posts its classroom assignments outside C-354.

### Refund Policy

#### For courses under \$299

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

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

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

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

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

### Financial Assistance

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

### Payment Plans

For information call (718) 482-7244.

### Materials

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

### College Policies

#### Equal Opportunity and Affirmative Action

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

### Course Cancellations

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

### Updates

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

# 4 EASY WAYS TO REGISTER!

Online:



[www.laguardia.edu/acereg/](http://www.laguardia.edu/acereg/)

By phone:



**(718) 482-7244**

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

By fax:



**(718) 609-2074**

In person:



**M-Building, Room M-143**

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

Fridays 8:30 am - 3:30 pm  
Saturday 8:30 am - 12:30 pm

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

## Adult and Continuing Education Registration Form

LAST NAME FIRST NAME MALE/FEMALE

STREET ADDRESS CITY STATE ZIP

DATE OF BIRTH HOME PHONE BUSINESS PHONE

EMAIL SOCIAL SECURITY (optional)

Check which category describes  
you best (optional)

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

How did you hear about us?

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

COURSE CODE	SEC	COURSE TITLE	COST

### LaGuardia Community College/CUNY

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

Fall Winter Spring Summer

(Check one)

- Check/Money Order

ACCOUNT NO

EXP DATE

Name of card holder if different from registration

SIGNATURE

LaGuardia Community College / CUNY

DIVISION OF ADULT AND  
CONTINUING EDUCATION

31-10 Thomson Avenue  
Long Island City, NY 11101



Non-Profit Org  
U.S. POSTAGE  
PAID  
FLUSHING, NY  
Permit #972



**CONTINUING  
EDUCATION**  
*People, Changing*



## OPPORTUNITIES FOR YOUNG ADULTS

### **HIGH SCHOOL EQUIVALENCY**

Earn your high school equivalency diploma and start building your future.

### **JUSTICE COMMUNITY PROGRAM**

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

### **YOUNG ADULT INTERNSHIP PROGRAM**

Earn up to \$2,800 in 14 weeks while you prepare for college, a training program or job opportunities.

## FOR MORE INFO

See page 56.

**ARE YOU 16 - 24?**  
**TAKE THE**  
**NEXT STEP!**