Division of Adult and Continuing Education

The Division of Adult and Continuing Education (ACE) at LaGuardia Community College is the largest continuing education division among all the CUNY campuses and is one of the most comprehensive in the country.

We believe in the transformative power of education and create innovative programs that serve over 30,000 New Yorkers of diverse cultures, ages, ethnicities, and educational and economic backgrounds.

We equip our students—including immigrants, the underserved and underemployed—with skills and experience they need to enter into high demand industries, including healthcare, technology, advanced industrial and manufacturing, and many more. These high quality programs are taught by experts in the field and are custom fit to fill the in-demand skill needs of New York City’s largest and fastest growing sectors.

We have the largest English as a Second Language (ESL) program in New York City, with an established reputation for successfully helping thousands of students every year since 1971.

Our pioneering programs prepare thousands of students to earn a high school equivalency diploma, get into college, and get on the path to a vibrant career and brighter future.

Our business services are boosting the local economy by growing businesses, creating jobs and helping entrepreneurs successfully launch their companies. Over the last fifteen years, LaGuardia has provided hands-on education and specialized technical assistance to more than 22,000 small businesses that have secured over half-a-billion dollars in contracts. We also partner with employers to close the skills gap and create talent pipelines that match our students to businesses and organizations.

For more information visit www.laguardia.edu/ce/.

ACE Advisement Center

The ACE Advisement Center offers support services to help all ACE students seeking enrollment in college studies at LaGuardia Community College to transition smoothly and seamlessly. Services include assistance with applying to LaGuardia, scheduling of placement testing, and registration; referrals to special programs, such as First Year Institute, CUNY Start, ASAP and College Discovery; financial aid and scholarship workshops; and individual and group counseling and academic advisement. Advisement on how to expedite earning college credits through ACE certificate programs, the Credit for Prior Learning (CPL) process, and College Level Examination Program (CLEP) is also provided. For more information call (718) 482-5355 or email aceadvisement@lagcc.cuny.edu.

ACE Career Development and Employment Services

ACE Career Development and Employment Services offers career counseling, advisement, and job readiness and placement services for non-credit students, particularly those graduating from ACE training programs; develops new employer partnerships; and conducts labor market research in support of new program development. For more information call (718) 482-5355 or email careerdevelopmentcenter@lagcc.cuny.edu.
Adult Basic Skills (ABS)
The Adult Basic Skills Department prepares adult continuing education students to earn a high school equivalency diploma and achieve their college and career pathways goals. ABS offers free and low-cost classroom instruction (reading, writing and math skills) to adults over 19 years of age in both English and Spanish; for adult basic education (ABE) and high school equivalency (HSE) preparation. Students also receive advisement services on career and college pathways planning, applying to CUNY, financial aid for college, and registering for the Test Assessing Secondary Completion (TASC) examination. Classes are offered in the mornings, evenings or Saturdays. ABS is an official New York State HSE TASC Testing Center. For more information call (718) 482-5335 or email adultbasicskills@lagcc.cuny.edu.

Advanced Industrial & Manufacturing Programs
LaGuardia’s Advanced Industrial and Manufacturing Programs are informed by industry experts, employer partners and national certifying organizations to provide in-demand skills and industry credentials needed to move forward in the industrial and manufacturing subsectors in New York City. For more information call (718) 482-5333.

ASL-English Interpretation Program (AEIP)
The American Sign Language (ASL)-English Interpretation Program is a rigorous academic program that prepares students who are fluent in ASL to become ASL-English interpreters (BA degree or Professional Certificate), with special preparation for interpretation in educational settings. For more information call (718) 482-5313 Voice or (917) 832-1207 VP, or email AEIP@lagcc.cuny.edu.

Career and Professional Programs (CAPP)
Career and Professional Programs prepare students for a wide variety of careers, with over 20 certificate and license training courses in areas such as healthcare, bookkeeping and accounting, computer training, construction management and more. Working professionals can upgrade their skills in order to advance in their career. Programs range from one month to one year in duration. Instructors are experienced professionals working in their fields. For more information call (718) 482-5481 or email ACEProfessional@lagcc.cuny.edu.

Center for Contract Training (CCT)
The Center for Contract Training provides customized learning and development services for corporations, public sector agencies and nonprofit organizations. Our expert staff assesses, designs, develops, delivers and evaluates customized training initiatives that support the growth of an organization’s employee skill base. For more information call (718) 482-5330 or email snival@lagcc.cuny.edu.

Center for Immigrant Education and Training (CIET)
The Center for Immigrant Education and Training offers free, contextualized English as a Second Language (ESL) and job training programs, along with career counseling and case management services to low-income immigrant adults. Its goal is to support students in becoming lifelong learners and independent, contributing citizens of New York City. For more information call (718) 482-5460.

College and Career Pathways Institute (CCPI)
The College and Career Pathways Institute creates new and innovative program models, using evidence-based contextualized instructional strategies to help adult educators prepare students to become college and career ready. For more information visit www.lagcc.cuny.edu/ACE/Programs/CCPI/Home/, call (718) 482-5387 or email CCPI@lagcc.cuny.edu.

College Prep
College Prep workshops provide information and advice to prospective students on how a college education can help them meet their personal and professional goals. Topics include choosing the appropriate educational path that leads to a chosen career; admissions procedures and requirements; financial aid and scholarship information; and improving academic skills for college-level coursework. For more information call (718) 482-5966.

CUNY English Language Immersion Program at LaGuardia (CLIP)
The CUNY Language Immersion Program provides intensive English as a Second Language (ESL) studies—25 hours per week for up to one year—to students who have been accepted to LaGuardia or other CUNY colleges and have chosen to defer their enrollment in order to concentrate on improving their English language skills. The instructional format includes classwork, research projects, a range of computer applications, orientation to college, and out-of-class assignments. The curriculum reflects a holistic approach to language development that integrates listening, speaking, reading and writing, in the context of academic preparation. For more information call (718) 482-5966.

CUNY Fatherhood Academy
The CUNY Fatherhood Academy is a free program that helps young fathers between the ages of 18 and 30 who are unemployed or underemployed to earn a high school equivalency diploma while focusing on academic and personal success; prepare for college; get work experience through a part-time job or an internship; explore careers; and learn about important topics such as parenthood, health and financial literacy. For more information call (718) 730-7336 or email dspeal@lagcc.cuny.edu.

CUNY Start
CUNY Start is an intensive 18-week academic program that provides remedial instruction in academic reading, writing and math for college-bound high school and equivalency graduates. MATH Start, an intensive 8-week program, offers instruction for students who need to increase their math proficiency in particular before starting credit classes. The program allows students to save finan-
licensing test preparation courses and job placement services, and provides referrals to appropriate English language programs, as they work towards licensure in their field. The center also provides referrals to appropriate English language programs, licensing test preparation courses, and job placement services, and offers professional advisement counseling free of charge. For more information email nycwbc@lagcc.cuny.edu.

Emergency Medical Technician (EMT)/Paramedic/Certified Clinical Medical Assistant Programs (CCMA)

The Emergency Medical Technician and Paramedic Programs train individuals in Basic Pre-Hospital Emergency Care. New York State certification depends upon satisfactory attendance, successful completion of course exams, and passing of a final exam administered by the New York State Department of Health, Bureau of Emergency Medical Services. The Certified Clinical Medical Assistant (CCMA) Program trains students to become 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 CCMA national certification exam, students must successfully pass all five courses in the program. (Some exemptions are possible.) For more information call (718) 482-5768.

The English Language Center (TELC)

The English Language Center offers non-credit English as a Second Language (ESL) programs on a full-time or part-time basis, as well as specialized workshops for skill development and test preparation. Beginning, intermediate, and advanced level courses are available to recent immigrants, international students or visitors and others in need of ESL instruction. Students can also practice their English skills using the latest technology in the TELC Media Center. TELC issues I-20s to qualified students. Students who complete the intensive programs are eligible to enter CUNY without taking the TOEFL. For more information call (718) 482-5360.

Goldman Sachs 10,000 Small Businesses

10,000 Small Businesses is an 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. LaGuardia Community College is the initiative’s first community college partner. For more information visit www.lagcc.cuny.edu/10ksb/ or email 10KSB@lagcc.cuny.edu.

NYC Welcome Back Center

The NYC Welcome Back Center provides comprehensive services to help internationally trained healthcare professionals rebuild their healthcare careers through guidance in the process of becoming licensed in New York in their specialty or another healthcare area as they work towards licensure in their field. The center also provides referrals to appropriate English language programs, licensing test preparation courses and job placement services, and offers professional advisement counseling free of charge. For more information email nycwbc@lagcc.cuny.edu.

NYDesigns

NYDesigns, a business incubator, helps emerging and established designers and tech firms grow their companies by offering low cost studio space, business and sustainability training, business counseling, and a cutting-edge prototype lab—all under one roof. For more information visit www.nydesigns.org or call (718) 663-8404.

Pre-College Academic Programming (PCAP)

The Pre-College Academic Programming Department runs two innovative program models that prepare students for the high school equivalency exam, college/postsecondary studies or vocational training programs. The Bridge to College and Careers Program focuses on helping students prepare for careers and college readiness. PCAP’s NYBEST Programs (based on Washington State’s Integrated Basic Education and Skills Training [I-BEST] initiative) focus on math and literacy skills in the context of vocational training. PCAP is also involved in or leading other cross-college initiatives that include Back on Track Project (First in the World grant), Pre-College STEM Career Pathways Initiative, and Financial Health Early Alert Initiative, all seeking to assist and transition high school equivalency or nontraditional students into degree programs at the college. For more information call (718) 482-5385 or email PCAP@lagcc.cuny.edu.

Procurement Technical Assistance Center (PTAC)

The Procurement Technical Assistance Center helps New York City businesses—in particular, small, minority and women business owners—market their goods and services to government agencies. For more information or call (718) 482-5306.

Program for Deaf Adults (PDA)

Program for Deaf Adults at LaGuardia Community College is one of the country’s largest and most comprehensive programs for Deaf and Deaf-related postsecondary educational and support services. Students pursuing an Associate Degree are supported by academic, personal and job development counseling; registration assistance, classroom interpreters, tutors and note takers; testing accommodation; and special sections of Basic Skills Reading and Writing taught in American Sign Language. Courses offered under Continuing Education include High School Equivalency Preparation, Adult Basic Education, Driver Education, Computer Skills, American Sign Language and more. PDA also offers a Bachelor’s level ASL-English Interpretation Program. For more information call (718) 482-5324. Voice or (917) 832-1202 VP or email pda@lagcc.cuny.edu.

Small Business Development Center (SBDC)

The LaGuardia Small Business Development Center provides free, one-on-one professional counseling for existing and start-up businesses in English, Spanish and Chinese. Areas of advising include how to start a business; legal requirements; business and financial planning; marketing; business expansion; assistance with franchises; international trade and more. For more information visit www.nyssbdc.org/centers/centers.aspx?centid=24, call (718) 482-5303 or email sbdc@lagcc.cuny.edu.
Small Business Transportation Resource Center (SBTRC)
The U.S. Department of Transportation’s (DOT) Small Business Transportation Resource Center—Northeast Region, located at LaGuardia Community College, helps new and emerging businesses obtain transportation-related contracts. SBTRC provides training and advising on marketing to the DOT, Disadvantaged Business Enterprise certification, short-term lending and bonding assistance. For more information call (718) 482-5941 or email eperdomo@lagcc.cuny.edu.

Taxi & FHV Driver Institute
The Taxi & For Hire Vehicle Driver Institute is an approved New York City Taxi & Limousine Commission (TLC) vendor that provides taxi and FHV training. With over 30 years of experience serving the needs of professional drivers, the Institute prides itself on its experienced staff, professional instruction, and commitment to facilitating lifelong learning. For more information call (718) 482-5335 or email CUNYTAXI@lagcc.cuny.edu.

TechIMPACT
TechIMPACT is an accelerated training in web development, software development and networking administration to help young adults launch careers in high growth, high demand technology jobs. The program is free to eligible individuals, aged 17-29, and delivered in partnership with General Assembly and other industry partners. For more information call (718) 482-5449 or email lagcctechimpact@gmail.com.

Transportation Institute
The Transportation Institute is an approved New York State training provider for the transportation industry. Basic driver education and advanced commercial driver training programs offer experienced staff, professional instruction and opportunities for lifelong learning. For more information call (718) 482-5336 or email CUNYTAXI@lagcc.cuny.edu.

Veterans Upward Bound (VUB) Program
The Veterans Upward Bound Program offers veterans free evening high school equivalency and college prep courses; computer classes; tutoring; assistance in applying for GI Bill benefits and with other financial aid; and other support services. Services are also offered through the college’s Veterans Resource Center. For more information call (718) 482-5386.

Workforce Education Center (WEC)
The Workforce Education Center provides free vocational skills training; high school equivalency preparation for teens; youth internship and community programs; and academic enhancement services to low income youth and adults. Programs include Summer Youth Employment Program, Young Adult Internship Program, Justice Community and Justice Plus Programs, New York State Displaced Homemakers Program, and C-Tech Program. For more information call (718) 482-5340.

Division of Academic Affairs

The Center for Teaching and Learning
The LaGuardia Center for Teaching and Learning offers faculty-led programs designed to advance innovative teaching and to enrich student learning. Founded in Fall 2001 as a center for professional collaboration, reflection, and exchange, the Center draws upon the expertise of the entire College to help better serve students. The principles of effective practice developed by the Center guide its work with faculty. From issues of interdisciplinary literacy to strategies for addressing the rich and growing diversity of our student community to the questions raised by new educational technologies, the Center helps the College face exciting educational challenges and opportunities.

LaGuardia and Wagner Archives, E238
The LaGuardia and Wagner Archives was established in 1982 to collect, preserve, and make available materials on the social and political history of twentieth-century New York City, with an emphasis on New York City government and the borough of Queens. This growing repository houses the personal papers of Mayors Fiorello H. LaGuardia, Robert F. Wagner, Abraham D. Beame, and Edward I. Koch; the records of the Council of the City of New York, the New York City Housing Authority, and the piano company Steinway & Sons, as well as a Queens History Collection. The Archives also maintains exhibitions on the history of New York City, mounted throughout the College.

The mission of the Archives is to serve as a research center for LaGuardia faculty and students in addition to scholars, journalists, and policy makers interested in the history of the city. The staff produces exhibitions and publications designed to reach people who rarely visit museums, libraries or archives. In these ways, the Archives reflects Fiorello H. LaGuardia’s own commitment to serving all the people of New York and his vision of a government responsive and accessible to the city eny.

HIGH SCHOOLS

30Q258 - Energy Tech High School, Long Island City, Queens
Energy Tech is an Early College Initiative and Career and Technical Education school focused on building a skilled workforce for the fast-growing energy industry. The school opened in the fall of 2013 and is being developed in partnership with the City University of New York, LaGuardia Community College, National Grid, and Con Edision. Our mission is to prepare students for the demands of college and work, and for a range of competitive careers in electrical and mechanical engineering in our local industry. In collaboration with local university and industry partners, Energy Tech provides students with the skills and understandings to earn a high school diploma, an associate’s degree, and technical certifications over the course of a six-year program. Ultimately,
our students will leave us as skilled candidates for jobs on a ladder of career growth in the field of energy, or competitive applicants for four-year colleges. We realize this vision through a thoughtfully designed curriculum, a backbone of College and Career Foundations coursework, and a collaborative approach to problem solving.

**Curriculum** at Energy Tech is planned in collaboration with university and industry partners, ensuring that what we teach is aligned with what our students will encounter in college and in the workplace. Knowing that we are preparing students for these experiences earlier than is typical, we provide multiple ways to access the content in the classroom: through technology, collaborative learning, visual representations, and also through daily small-group learning labs.

**College and Career Foundations** coursework develops understanding of and interest in the field of energy through college and workplace visits, guest speakers, problem solving, mentoring, and internships and apprenticeships. These courses and experiences help students identify career interests and develop the skills to be successful scholars, workers, and citizens.

A collaborative approach to problem solving is central to how students work in the classroom, and to how our greater school community functions. Our students are engaged in collaborative work in each class, meet daily in Advisory groups, and periodically voice ideas and concerns in Town Hall Meetings. Staff and partners, also, work in teams to design high-quality programs, to monitor progress, and to make revisions when necessary. Our approach maintains a high degree of accountability to one another and a strong sense of value, belonging, and ownership.

**The International High School**

The International High School, a multicultural alternative educational environment for recent arrivals, serves students with varying degrees of limited English proficiency. A collaborative project between the New York City Department of Education and LaGuardia Community College, this school offers a high school/college curriculum combining substantive study of all subject matter with intensive study and reinforcement of English.

The school’s instructional focus is on language development in the content areas, which reflects our belief that language skills are most effectively learned in context. High school courses are theme- and inquiry-based and instruction is project-driven and experiential.

Teams of interdisciplinary teachers create curricula, schedule students and teachers, determine assessment procedures, and provide guidance and counseling service for students. These interdisciplinary teams have been a major factor contributing to our record of high student attendance and achievement.

The high school is officially recognized as an Early College Program by New York State Education Department. Our students have the option to earn both a high school diploma as well as an Associate’s Degree from LaGuardia as part of this five-year program. Our students take college courses with matriculated college students for both high school and college credit, thus increasing their access to curricular offerings.

The opportunity to attend high school on a college campus allows our students to see themselves as college students, which provides them with a level of maturity and a sense of purpose beyond what is typical of their peers.

**Middle College High School**

Middle College High School at LaGuardia Community College each year accepts 110 ninth and tenth graders from schools in Districts 24 and 30 in the western section of Queens. Our high school program provides intensive guidance, small classes, career exploration, and an interdisciplinary school setting. The resources and positive role models provided by the College complement the skills of the teachers, all of whom have New York City High School Licenses.

Middle College students may choose from college courses, aligned with CUNY Pathways that will receive both college and high school credit. All Middle College students are expected to graduate with a minimum of 24 college credits with some on the degree track. Middle College High School is an official Early College Program. Students have the ability to earn a High School diploma as well as an Associate’s degree from LaGuardia as part of this five-year program. The degree track allows students to attend a fifth year in order to earn college credits or an Associate degree.

Students at Middle College are members of the College community, and can use the full facilities of the College including the library, membership in college clubs, participation in intramural sports, and open recreation programs. Middle College also has a special program for hearing impaired students in Western Queens.

**Robert F. Wagner Jr. Institute for the Arts and Technology**

The Robert F. Wagner Jr. Institute for the Arts and Technology is the third high school program on the LaGuardia campus. Located one block from the College, students in grades 7 through 12 experience an interdisciplinary curriculum, small classes, and intensive guidance programs with a focus on the arts and technology.

The high school’s facilities include a complete video studio, editing facility, screening room, theatre space, an art gallery, three computer labs (IBM/Mac), photo darkrooms and complete science labs. The school has ongoing partnerships with The New Museum, P.S. 1, and Socrates Sculpture Park.

Students at the Institute for the Arts and Technology, as members of the College community, are eligible for college I.D. cards, may take College classes, and can use the full facilities of the College including the library and gymnasium.
School-College Collaboration

In addition to its on-campus high schools, the College works closely with the New York City Board of Education, high schools and community school districts in Queens and across New York City to prepare students for college admission and retention. Toward this end, the College provides a number of programs, which currently include:

- **College Now!** a CUNY initiative, enables juniors and seniors in 15 high schools to take college credit and non-credit-bearing courses, and ninth and tenth graders to participate in a range of activities, including specially designed high school elective courses co-taught by school and college faculty, at their home high schools. Special programs include linked writing and subject-area courses, and Saturday theatre seminars and performances. Students at Franklin K. Lane and Aviation high schools can also take pre-engineering courses through College Now! and, upon graduation, enter the new engineering program offered jointly at LaGuardia and CCNY. Students who have excelled in College Now! may be invited to take college Honors courses.

- **College Connection**, a LaGuardia-sponsored program, makes it possible for junior and senior high school students to take LaGuardia Community College courses on-campus.

- **The Liberty Partnership Program** is a high school retention and college preparation program operating within Grover Cleveland, Franklin K. Lane, and Newtown High Schools.

- **Project Upward Bound**, a U.S. Department of Education funded program, serves low-income students from Aviation, W.C. Bryant, International, Middle College, Newtown, and Robert F. Wagner high schools in Queens. The program prepares low income and first generation students for post-secondary education. In partnership with Vassar College, the Upward Bound program sends 40 students to Vassar each summer for a 6-week, academically challenging program of classes and extracurricular activities.

In addition to its efforts to facilitate the transition of students to post-secondary education and the workplace, LaGuardia is deeply concerned as well with promoting the professional development of teachers and counselors, increasing their knowledge of learning communities, and active, project-driven and interdisciplinary learning. Since 1992, the College has hosted high school faculties on Professional Development Days and worked intensively and continuously with K-12 teachers through the Queens School-to-Work Program, the Goals 2000 Cross-Queens Collaborative, and the Queens Urban Partnership. Also, in keeping with the College’s commitment to improving literacy skills, faculty from College Now! high schools receive training in Writing in the Disciplines.