LEARN. GROW. ADVANCE.
Division of Adult & Continuing Education @ LaGuardia Community College

Table of Contents

Professional Programs 6

Information Technology 6
Computer Service Technician Certificate Program

Computer Skills 6
Fundamental Computer Skills
Certificate Program in Microsoft Office Applications
Mastering Excel
NEW! Advanced Functions in Excel
Administrative Assistant Certificate Program
Strengthen your Professional Impact
Computer Literacy

Accounting, Bookkeeping and Tax Preparation 9
IRS Enrolled Agent Preparation Program
Computerized Bookkeeping for QuickBooks Certificate Program
Advanced QuickBooks
Tax Return Preparer Certificate
Notary Public

Healthcare - Clinical 10
Certified Clinical Medical Assistant (CCMA)
Medical Terminology
Medical Billing
Emergency Healthcare Programs / EMT & Paramedic
Radiologic Technology
Welcome Back Center

Healthcare - Related 13
Pharmacy Technician Certification Preparation
Diary Manager Program
Healthcare Interpreter Certificate Program, Level 1
Healthcare Interpreter Certificate Program, Level 2
Healthcare Terminology
NEW! Spanish for Healthcare Professionals
Legal Interpreter Certificate Program
Central Service Technician Certificate Program

Education 15
Child Abuse Identification and Reporting
School Violence Prevention
Certificación en el Cuidado de Niños
(Certification in Childcare - offered in Spanish only)
Dignity for All Students Act (DASA)

ASL-English Interpretation Program 16

Construction and Building Management 17
Safety Dynamics Construction Courses
Cursos de Construcción en Español
Construction Management Certificate Program
Refrigeration Machine Operator License Preparation
Advanced Industrial & Manufacturing Programs

Transportation Institute 21
Driver Education for the Public - Learn to drive at LaGuardia
Commercial Driver License Education

Taxi & For Hire Vehicle Driver Institute 22

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg/
English as a Second Language

- Full-Time Classes
- Part-Time Morning
- Part-Time Afternoon
- Part-Time Evening
- Part-Time Saturday
- Learn English and prepare for the U.S. Citizenship Exam
- Aprenda inglés y prepárese para el examen de naturalización
- CUNY Language Immersion Program (CLIP)
- Versant English Test
- CUNY Citizenship Now! Application Assistance

High School Equivalency

- Which High School Equivalency Program is Right for You?
- High School Equivalency In English
- Equivalencia del Bachillerato (H.S. Equivalency) en Español
- Adult Basic Education for Deaf Adults
- High School Equivalency for Deaf Adults

Pre-College Programs

- CUNY Start
- College and Career Pathways Institute
- Bridge to College and Careers Program (PCAP)
- College-Level Examination Program (CLEP)
- College Preparation

College Courses for Non-Credit

- College Foreign Languages
- College Art
- College Music
- College Liberal Arts

Programs for Deaf Adults

- Adult Basic Education for Deaf Adults
- High School Equivalency for Deaf Adults

Continuing Education Classes for Deaf Adults

- Individual Instruction for Deaf Adults

Learn American Sign Language

- Intensive Study in American Sign Language

ASL-English Interpretation Program

Youth Programs

- Summer Youth Employment Program
- Young Adult Internship Program (YAIP)
- Justice Community Program
- High School Equivalency
- CUNY Fatherhood Academy

Veterans Resource Center

- Veterans Upward Bound Program

Small Business Services

ACE Financial Support Services

- Helena Rubinstein Scholarship
- Tuition Assistance Voucher
- Individual Training Grants
- Hope Scholarship Credit
- Students Over 65

Directions to the LaGuardia campus

How to Register

- Online
- By phone
- By fax
- In person

To inquire about disability services:

Please contact Pacts Cartagna at (917) 832-1202 (video phone/voice) to discuss your individual needs or if you are Deaf or Hard-of-Hearing.

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.
Welcome to LaGuardia Community College

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 to excel in college; train for a promising career in technology, healthcare or another high demand field; 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.

LaGuardia nurtures that drive, that spirit, that commitment by providing high quality education and job training 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.

Dr. Gail O. Mellow
President

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. ACE serves annually over 32,500 students of diverse cultures, ages, and educational and economic backgrounds. We offer a wide variety of non-credit academic, professional training, and business programs and services for adults and youth in New York City.

New Courses
This spring we are offering Spanish for Healthcare Professionals (page 14) to serve the crucial need for competent bilingual healthcare staff in New York City and to give you a competitive edge in the job market. You can also enroll in Advanced Functions in Excel (page 7) to take your computer skills to the next level in a software program that is used throughout many industries.

ESL and College Preparation
Effectively teaching English language skills; preparing you to earn your high school equivalency diploma; getting you into college; and putting you on the path to a vibrant career and brighter future is what ACE does best. Choose from our various English as a Second Language (ESL); High School Equivalency (HSE) or Pre-College programs to get started.

Professional Training
ACE offers many professional certificate and license preparation programs and courses in areas from healthcare, bookkeeping/accounting, IT/computer training, and ASL-English interpretation to construction/building management, industrial and manufacturing, transportation and more. These high quality programs, taught by experts in the field, are affordable and run evenings and weekends, so you can enrich your life or advance your career without changing your lifestyle.

Business Services
If you run a small business, LaGuardia Business Services has everything your company needs to grow and be successful. Our specialized programs provide business advisement and support services, government procurement assistance, education and customized training, access to capital and more to help entrepreneurs and small businesses grow and meet the needs of the rapidly changing business community as well as contribute to the local economy.

ACE also partners with employers large and small to match our qualified students and alumni with your businesses and organizations throughout New York City.

People in our community are improving their lives and future prospects every day with assistance from ACE. We hope you join us!

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

LaGuardia Community College
Dr. Gail O. Mellow, President
Division of Adult and Continuing Education
Jane E. Schulman, Vice President
Shannon Bryant, Associate Dean
Francesca Fiore, Assistant Dean
Andrea Green, Assistant Dean

Directors
Christine Alvarez, Director, Pre-Hospital Care Programs
Claudia Baldoneido, Director, Youth Workforce Development Initiatives
Laura Bartovics, Director, Grants and Research Administration
Tristan Bel, Director, NYDesigns
Vicki Bello, Director, Veterans Upward Bound Program
Marian Blaber, Executive Director, Language Acquisition Programs
Amy Dalsimer, Executive Director, Pre-College Academic Programming
Paisley Demby, Business Services Director, 10,000 Small Businesses
Thomas Dieter, Director, CUNY Start
Rosa Figueroa, Director, Small Business Development Center
John Garcia, Director, Community Health Worker and Older Adult Programs
Hillary Gardner, Director, Center for Immigration Education and Training and NYC Welcome Back Center
Adjoa Gizla, Director, Workforce Education Center
Edgard Hernandez, Director, Procurement Technical Assistance Center
Janelle Greco, Manager, Pre-College Academic Programming
Robert Hills, Director, ASL-English Interpretation Program
Assuanta Howard, Educational Services Director, 10,000 Small Businesses
John J. Hunt, Executive Director, Adult Community Learning Programs
Elizabeth Iannotti, Director, The English Language Center
Kimberly Kendall, Executive Director, Career Programs
John Lagamis, Director, ACE Information Technology
Beth Lord, Director, ACE Employment Services/Career Development Center
Chandana Mahadeswaraswamy, Associate Director, Career and Professional Programs
Linda Mellon, Executive Director, Business Services
Elizabeth Perdomo, Director, Small Business Transportation Resource Center
Lakshmi Ponappa, Director, Program for Deaf Adults
Maritza Pritos, Director, Adult Basic Skills
Thomas Rivera, Associate Director, Transportation Programs
Stephanie Royal, Executive Director, Workforce Partnerships
George Schreiner, Director, ACE Enrollment Management Services
Michele Stewart, Director of Grant Sponsored Workforce Development Initiatives

Catalog Production
Lanaia DuBose, Catalog Production Manager
Edward Hollins, Graphic Designer/Photographer, Institutional Advancement
Liesel Fores-Iza, Communications Director
Donald Webster, Communications Manager - ACE, Institutional Advancement
Keith Arias, Administrative Assistant, Career and Professional Programs
Lia Molero, Administrative Associate to VP and Deans
Tony Camilli, Web Developer
Bruce Kurziers, Coordinator of Administrative Services

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg/
Training that gets you the JOB!

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.

<table>
<thead>
<tr>
<th>In 1 month</th>
<th>you can</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Get a license as a Taxi Driver or Black Car Driver - page 23</td>
<td></td>
</tr>
<tr>
<td>• Take an online course in Word, Excel, Power Point or Access - page 8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In 3 months</th>
<th>you can become</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Certified as an Income Tax Preparer - page 9</td>
<td></td>
</tr>
<tr>
<td>• Certified as a Pharmacy Technician - page 13</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In 4 months</th>
<th>you can become</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Certified as an Emergency Medical Technician (EMT) - page 11</td>
<td></td>
</tr>
<tr>
<td>• Certified in QuickBooks - page 9</td>
<td></td>
</tr>
<tr>
<td>• Certified in Microsoft Office Applications (Word, Excel, Power Point and Access) - page 7</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In 6 months</th>
<th>you can become</th>
</tr>
</thead>
<tbody>
<tr>
<td>• a Computer Service Technician - page 6</td>
<td></td>
</tr>
<tr>
<td>• Certified as a Construction Manager - page 20</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In 12 months</th>
<th>you can become</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Certified as a Paramedic - page 11</td>
<td></td>
</tr>
</tbody>
</table>
Professional Programs

Information Technology

Computer Service Technician Certificate Program
Get the skills you need to start a career as a Computer Service Technician (CST). This 4-course hands-on training program will teach you how to repair and network computers as well as Windows Operating System. Topics include hardware, software, network systems and new technologies. In addition, you may take a fifth course to learn how to build your own computer and prepare for the CompTIA A+ certification test. 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 Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

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

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

Mon, Tues & Wed Apr 3 - Apr 18 (6 sessions/20 hours)
6:00 pm – 8:20 pm $235 A05CMP100A

CST, Part 1: Hardware
Study computer hardware (interfaces, Form factors, Standards) through a combination of lecture, demonstration, and hands-on experience. Learn the proper use of tools by disassembling a PC, installing component parts and practicing troubleshooting techniques. Upon completing this course, you should be able to select appropriate computer equipment to build different types of task-related computers. Prerequisite: Introduction to Computer Technology or passing equivalency exam.

Mon, Tues & Wed Apr 24 - May 9
(6 sessions/20 hours)
6:00 pm – 8:20 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.

Mon, Tues & Wed May 15 - May 31
(6 sessions/20 hours)
6:00 pm – 8:20 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.

Mon, Tues & Wed Jun 5 - Jun 20
(6 sessions/20 hours)
6:00 pm – 8:20 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 iPads, iPads and Android smart phones. Prerequisite: Successful completion of CST, Part 3.

Mon, Tues & Wed Jun 26 - Jul 12
(6 sessions/20 hours)
6:00 pm – 8:20 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.

Summer 2017
Mon, Tues & Wed Jul 17 - Aug 1 (6 sessions/20 hours)
6:00 pm – 8:20 pm $360 A05CMP112A

Computer Skills

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

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

Computers and Internet Basics
Gain confidence in the use of today’s technology with this hands-on course. You will learn about the functions of computer equipment as well as how to explore the Internet. You’ll also discover ways to use Windows operating system to organize files and folders and how to set up an email account. Please bring a USB flash drive to class.

Sat Apr 8 - May 6 (4 sessions/12 hours)
9:00 am - 12:00 pm $125 A05CMP001A

Power Keyboarding
Become more efficient at work by improving your typing speed and accuracy. Learn a touch keyboarding method on the computer that will help you type 30 words per minute with a maximum of three errors. Please bring a USB flash drive to class.

Sat May 13 - Jul 8 (8 sessions/24 hours)
9:00 am - 12:00 pm $245 A05SK001A

INFORMATION SESSION

Computer Service Technician

• Hear about working as a CST from our experienced instructors
• Explore job opportunities in the field

Wednesday, March 15 at 6 pm    A05CMP000A

For more information or to register email aceprofessional@lagcc.cuny.edu, FREE!
Certificate Program in Microsoft Office Applications

Microsoft Office is the most common software application used in business today. Successfully complete Word, Excel, and 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.

**Instructor: Lawan Tyson, BA 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 Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5386 or 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. **Please bring a USB flash drive to class.**
*Prerequisite: Introduction to Personal Computers or equivalent experience.*

**Summer 2017**
(8 sessions/24 hours)
6:00 pm – 9:00 pm $245 A05OSK003A

**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. **Please bring a USB flash drive to class.**
*Prerequisite: Introduction to Personal Computers or equivalent experience.*

**Tues & Thurs Apr 4 – Apr 27 (8 sessions/24 hours)**
6:00 pm – 9:00 pm $245 A05OSK002B

Sat Apr 29 – Jun 24 (8 sessions/24 hours)
12:30 pm – 3:30 pm $245 A05OSK002A

**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. **Please bring a USB flash drive to class.**
*Prerequisite: Introduction to Personal Computers or equivalent experience.*

**Summer 2017**
(4 sessions/12 hours)
6:00 pm – 9:00 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. **Please bring a USB flash drive to class.**

**Mon & Wed Apr 10 – Apr 26 (6 sessions/18 hours)**
6:00 pm – 9:00 pm $185 A05OSK004A

**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. **Please bring a USB flash drive to class.**
*Prerequisite: Microsoft Excel for Windows or equivalent experience.*

**Mon & Wed Jun 5 – Jun 28 (8 sessions/24 hours)**
6:00 pm – 9:00 pm $265 A05BUS016A

**Mastering Excel**
Microsoft Excel is used in countless professional settings. Increase your job marketability and efficiency with advanced Excel skills. **NEW!**

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

Discover how to effectively consolidate and import data, and master conditional formatting. Learn how to use scenarios and PivotTables; FV- and PMT-functions; and Vlookup to quickly perform multiple analyses. **Prerequisite:** Microsoft Excel for Windows or equivalent experience.

**Tues & Thurs Jun 20 – Jun 29 (4 sessions/12 hours)**
6:00 pm – 9:00 pm $149 A05AFE001A

**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. **Please bring a USB flash drive to class.**

**Mon & Wed Jun 5 – Jun 28 (8 sessions/24 hours)**
6:00 pm – 9:00 pm $265 A05BUS016A

**Administrative Assistant Certificate Program**

Want to work in an office environment? Are you organized and detail oriented? Become an Administrative Assistant! In this 8–course certificate program you will learn the essential computer and communication skills needed to be successful in an office setting. Required Courses: Power Keyboarding, Efficient Email Management, Business Writing, Building Reports in Excel, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access Intensive. (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.**

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

**Tues & Thurs May 2 – May 25 (8 sessions/24 hours)**
6:00 pm – 9:00 pm $265 A05BUS017A

**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. **Please bring a USB flash drive to class.**
*Prerequisite: Microsoft Excel for Windows or equivalent experience.*

**Mon & Wed Jun 5 – Jun 28 (8 sessions/24 hours)**
6:00 pm – 9:00 pm $265 A05BUS016A
**Strengthen Your Professional Impact**

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

---

**Powerful Presentations: Impress, Convince, Deliver**

Maximize the impact of your message using Microsoft PowerPoint. Learn how to customize slides and speak with confidence to make your presentations more professional and compelling. You will focus on organizing your ideas, building communication skills, and developing a delivery technique to use with any audience. Prerequisite: Microsoft PowerPoint for Windows or equivalent experience.

Mon & Wed May 1 - May 24 (8 sessions/24 hours)  
6:00 pm - 9:00 pm $245 A05PRF002A

---

**Efficient Email Management**

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

Tues & Thurs Jun 6 - Jun 15 (4 sessions/12 hours)  
6:00 pm - 9:00 pm $149 A05PRF006A

---

**Business Writing Skills**

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

Tues & Thurs May 2 - May 25 (8 sessions/24 hours)  
6:00 pm - 9:00 pm $265 A05BUS017A

---

**IRS Enrolled Agent Preparation Program**

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

This program prepares you for the 3-part IRS SEE, which includes:

1) Individuals  
2) Corporations and Partnerships  
3) Representation, Practice and Procedures

You will also review exam questions and test-taking strategies. For more information and upcoming schedules call (718) 482-7244. ND

---

**Computer Literacy**

LaGuardia Community College's Displaced Homemakers Program 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) 482-5161 or email msampson@lagcc.cuny.edu.

Program sponsored by grant funding.
Accounting, Bookkeeping and Tax Preparation

Computerized Bookkeeping for QuickBooks Certificate Program

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

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

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

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

Bookkeeping with QuickBooks, Part 1

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

Sat Jun 3 – Jul 8 (6 sessions/27 hours)
9:00 am – 2:00 pm $410 A05OSK006B

Bookkeeping with QuickBooks, Part 2

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

Sat Mar 25 – Apr 22 (4 sessions/18 hours)
9:00 am – 2:00 pm $300 A05OSK007B

Tues & Thurs May 9 – May 25 (6 sessions/18 hours)
6:00 pm – 9:00 pm $300 A05OSK007A

Summer 2017
Sat Jul 15 – Aug 5 (4 sessions/18 hours)
9:00 am – 2:00 pm $300 A05OSK007B

Advanced QuickBooks

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

Payroll with QuickBooks

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

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

Fall 2017
(9 sessions/27 hours)
6:00 pm – 9:00 pm $415 A05BUS014A

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 Apr 29 – May 20 (4 sessions/18 hours)
9:00 am – 2:00 pm $300 A05OSK008B

Tues & Thurs Jun 6 – Jun 22 (6 sessions/18 hours)
6:00 pm – 9:00 pm $300 A05OSK008C

Summer 2017
Aug 12 – Sep 9 (4 sessions/18 hours)
9:00 am – 2:00 pm $300 A05OSK008B

Tax Return Preparer Certificate Program

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.

Spring 2017
Sat May 6 – Jun 24 (7 sessions/45 hours)
9:00 am – 4:30 pm $635 A05BUS002A

Notary Public

For more information about the course below call (718) 482-7244.

Notary Public Test Preparation

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

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

Mon Apr 24 (1 session/3 hours)
6:30 pm – 9:30 pm $91 A05BUS001A
Healthcare - Clinical

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.

Certified Clinical Medical Assistant (CCMA)

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

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

Phlebotomy

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

Mon, Wed, Fri + 3 Sundays May 8 – Jul 12 (31 sessions/124 hours)
10:00 am – 2:30 pm $963 A11HLT002B

Mon, Wed, Fri + 3 Saturdays May 8 – Jul 12 (31 sessions/124 hours)
6:00 pm – 10:00 pm $963 A11HLT002A

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5386 or vets@lagcc.cuny.edu.
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.

Sun (9:00 am – 6:00 pm) & Wed (6:00 pm – 10:00 pm) Mar 26 – Mar 29 (3 sessions/12 hours)
9:00 am – 6:00 pm $160 A11ICPR001A

Tues, Wed, & Fri Mar 28 – Mar 31 (3 sessions/12 hours)
10:00 am – 2:30 pm $160 A11ICPR001B

Fall 2017
Sun (9:00 am – 6:00 pm) & Wed (6:00 pm – 10:00 pm) Sep 24 – Sep 27
(3 sessions/12 hours) $160 A11ICPR001A

Mon, Tues & Fri Sep 25 – Sep 29 (3 sessions/12 hours)
10:00 am – 2:30 am $160 A11ICPR001B

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

Mon, Wed, Fri + 3 Sundays Apr 3 – May 7 (21 sessions/84 hours)
10:00 am – 2:30 pm $785 A11HLET001B

Mon, Wed, Fri + 3 Saturdays Apr 3 – May 6 (21 sessions/84 hours)
6:00 pm – 10:00 pm $785 A11HLET001A

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.

Summer 2017
Mon, Wed, Fri + 1 Sunday Jul 17 – Aug 11 (14 sessions/56 hours)
10:00 am – 2:30 pm $554 A11HLT004B

Mon, Wed, Fri + 1 Saturday Jul 17 – Aug 11 (14 sessions/56 hours)
6:00 pm – 10:00 pm $554 A11HLT004A

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

Mon, Wed, Fri Mar 6 – Mar 24 (9 sessions/36 hours)
10:00 am – 2:30 pm $305 A11HLET003B

Mon, Wed, Fri Mar 6 – Mar 24 (9 sessions/36 hours)
6:00 pm – 10:00 pm $305 A11HLET003A

Fall 2017
Mon, Wed, Fri Sep 1 – Sep 22 (9 sessions/36 hours)
6:00 pm – 10:00 pm $305 A11HLET003A

Earn $40,000 as an Account Specialist

FREE Medical Billing Training at LaGuardia
• Six-month certificate program
• Top employer partner
• College credit available

For details, visit www.laguardia.edu/medicalbilling

Enroll Now!
Program sponsored by grant funding.
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 Upward Bound and Veterans Resource Center. 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, Tues & Thurs June 5 – Aug 17
(65 sessions/205 hours)
9:30 am - 4:30 pm $1095 A11EMT001E

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 $7300. For others, the fee is $8,800. To request an application or to learn more about the Paramedic Program call (718) 482–5768.

Fall 2017
Tues, Wed & Thurs (6pm-10pm) and Saturdays (9am-4pm) Sep 5 – Aug 16 (200 sessions/800 hours)
6:00 pm – 10:00 pm $7300 A11PMD001A

Radiologic Technology

Increase your knowledge, acquire specialized skills, and earn Continuing Education Credits to give you an edge in the field of radiologic technology. For more information call (718) 482-7244, ND

Magnetic Resonance Imaging (MRI)

Magnetic Resonance Imaging (MRI) uses a magnetic field and radio waves to create detailed images of the organs and tissues within your body. Learn basic principles of patient care and safety, equipment usage and methodology. Radiologic Technologists, take this course to earn American Society of Radiological Technologists (ASRT) approved Continuing Education Credits (CECs) and become more competitive in the job market. Approved by the American Society of Radiologic Technologists (ASRT) for 44.75 Continuing Education credits.

Fall 2017
Sat (12 sessions/48 hours)
9:00 am – 1:00 pm $2069 A05MRI001A

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. Approved by the American Society of Radiologic Technologists (ASRT) for 17 Continuing Education credits.

Instructor: Lorena Maldonado, MD from St. Louis University, Philippines, RT (R) (MR) (M) (ARRT), is certified by the American Registry of Radiologic Technologies (ARRT) for Mammography and Magnetic Resonance Imaging (MRI) and Diagnostic Radiography. She has worked in the medical field for over 15 years and has been an instructor since 2007. She has taught at LaGuardia Community College since 2011.

Winter 2018
Tues & Thurs (6 sessions/18 hours)
6:00 pm – 9:00 pm $789 A05RAD001A

Computed Tomography (CT Scan)

Learn the principles and concepts of Computed Tomography (CT Scan), which cover patient care, imaging procedures and physics to competently conduct CT Scans. You will also prepare for The American Registry of Radiologic Technologists (ARRT) CT Scan certification exam. Approved by the American Society of Radiologic Technologists (ASRT) for 34.25 Continuing Education credits."

Winter 2018
Sat (11 sessions/33 hours)
9:00 am – 12:00 pm $1420 A05RAD002A

New York City is one of the most diverse cities in the United States, 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, located within the Center for Immigrant Education and Training at LaGuardia Community College, helps internationally trained doctors, nurses and mental health professionals explore alternative careers in healthcare while guiding them on the path towards licensure in their original career. We also provide referrals to appropriate English language programs, licensing test preparation courses and job placement services, and offer professional advisement counseling free of charge.

We serve the following professions:
• Physicians
• Registered Nurses, Licensed Practical Nurses and Vocational Nurses
• Psychologists
• Social Workers

Internationally trained nurses can apply to our National Council Licensure Examination for Registered Nurses (NCLEX-RN) Preparation Course for English Language Learners; visit www.laguardia.edu/nycwbc.

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.

Rosenie Leveille Malette
NCLEX-RN Preparation Course, 2014
For more information contact (718) 730-7530 or nycwbc@lagcc.cuny.edu.

Program sponsored by grant funding.
Pharmacy Technician Certification Board (PTCB) Refresher

Review the skills needed to enter the pharmacy field and take the Pharmacy Technician Certification Board (PTCB) exam with this comprehensive 18-hour course. Topics include medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. You will also review dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing, and reimbursement. A review guide and test preparation questions will be included. Cost of textbook included in course fee. Prerequisite: 70 Hour Pharmacy Technician Certification Preparation Course.

Fall 2017
(6 sessions/18 hours)
6:00 pm – 9:00 pm $675 A05PHM001A

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 Manager Program provides training for people already working in a healthcare food service facility to continue up the career ladder.

To qualify for the Dietary Manager Program, you must:
1. Have a high school diploma or equivalency certificate
2. Be currently working in a food service department
3. Have a registered dietitian who will act as your preceptor

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

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.

Safety and Sanitation

Study and apply safety and sanitation procedures in food production. This program is approved by the Association of Nutrition & Foodservice Professionals (ANFP).

Winter 2018
Tue (10 sessions/42.5 hours)
5:45 pm – 10:00 pm $385 A05DMG002A

Quantity Food Production and Management

Learn techniques used in quantity food production and management of food service operations. This program is approved by the Association of Nutrition & Foodservice Professionals (ANFP).

Tue Apr 4 – Jun 6 (10 sessions/42.5 hours)
5:45 pm – 10:00 pm $385 A05DMG003A

Medical Nutrition and Therapy

Explore nutrition management throughout the human life cycle. This program is approved by the Association of Nutrition & Foodservice Professionals (ANFP).

Fall 2017
Tue (10 sessions/42.5 hours)
5:45 pm – 10:00 pm $385 A05DMG001A
Healthcare Interpreter Program, Level 1 Certificate

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) 482-5481.

Level 1 Spanish/English Healthcare Interpreter Language Screening

Pass this diagnostic exam before registering for Level 1 of the Healthcare Interpreter Program.

Instructor: Nor Bey, 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 (1 session/2 hours)
11:00 am – 1:00 pm A05HLT000A

Spanish/English Healthcare Interpreting: Fundamental Skills

Learn basic interpreter skills, such as building a personal glossary, and practice medical interpretation through role play. You will also prepare for the national Language Line Interpreter Skills Test. Language Line test fee and books are included in course tuition. Prerequisite: High school diploma or equivalency and passing of a Spanish/English diagnostic exam. Cost of textbook and test fee included in course fee. For more information or to register call (718) 482-5481. Payment plan available. ND

Instructor: Nor Bey, 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.

Fall 2017
Sat (10 sessions/45 hours)
9:00 am – 1:30 pm $1010 A05HLT002A

Healthcare Interpreter Program, Level 2 Certificate

Take your interpreting skills to the next level. Designed for healthcare interpreters currently working in the field, Level 2 certification consists of an advanced interpreter skills test and Healthcare Concepts and Terminology for Interpreters: Spanish/English. ND

Level 2 Spanish/English Healthcare Interpreter Language Screening

Pass this diagnostic exam before registering for Level 2 of the Healthcare Interpreter Program.

Sat Mar 4 (1 session/2 hours)
11:00 am – 1:00 pm A05HCI000A
Sat Mar 11 (1 session/2 hours)
11:00 am – 1:00 pm A05HCI000B

Healthcare Concepts and Terminology for Interpreters: Spanish/English

Strengthen your medical terminology through this advanced, intensive course that focuses on healthcare service areas and body systems. Learn techniques for researching and managing new medical vocabulary. Prerequisite: Healthcare Interpreter Program, Level 1 Certificate or equivalent work experience. Cost of textbook included in course fee.

Fall 2017
Sat (10 sessions/40 hours)
9:00 am – 1:00 pm $765 A05HLT004A

Spanish/English Healthcare Interpreting: Skills Development

Build your interpreting skills through in-depth exercises, role play and sight translation tasks. Note taking, memory skills and discourse management are emphasized along with ethical decision-making, responding to conflicts and more. You will also work on critiquing your own performance. This intensive course includes a lab that allows you to practice interpretation in a guided and structured setting in order to enhance fluency. Prerequisite: High school diploma or equivalency and passing of the Level 2 Spanish/English diagnostic exam.

Sat Apr 8 – Jun 24 (10 sessions/45 hours)
9:00 am – 1:30 pm $825 A05HLT005A

Legal Interpreter Certificate Program

Learn the skills required to deliver accurate interpretation in legal settings. You will study techniques and explore the U.S. legal system as well as moral and professional responsibilities for legal interpreting through role play and group discussion. Upon successful completion of this course, you will earn a LaGuardia certificate of completion. Prerequisite: High school diploma or equivalency and passing of English and native language proficiency tests.

Fall 2017
Sat (10 sessions/45 hours)
9:00 am – 1:30 pm $1010 A05LGL001A

Legal Interpreter Screening

Fall 2017
Sat (1 session/2 hours)
11:00 am – 1:00 pm $0 A05LGL000A

Did You Know?

Employment of interpreters and translators is projected to grow 29% from 2014 to 2024, much faster than the average for all occupations.*

*U.S. Bureau of Labor Statistics
Central Service Technician Certificate Program

The Central Service Technician (CST), or Central Sterile Technician, is responsible for decontaminating, sterilizing, assembling, storing and distributing medical devices and equipment needed for patient care, especially during surgery. This 3-course program focuses on requirements of the International Association of Healthcare Central Service Material Management (IAHCSMM) and prepares you to sit for the Certified Registered Central Service Technician certification exam. Successful completion of all 3 courses allows you to take the CST certification exam and earns you a certificate of completion from LaGuardia. (You may take the courses in any order, or you may take just one course. Cost of textbook not included in the course fee.) ND

Medical Terminology and the Human Body

Explore the role of the Central Service department and function of Central Service Technicians. You will learn basic medical terminology, microbiology, anatomy and physiology. You’ll also discuss infection control practices, standard precaution, CDC recommendations, OSHA regulations, principles of asepsis and environmental concerns. (Cost of textbook not included in course fee.)

Fall 2017
Tues & Thurs (9 sessions/27 hours)
6:15 pm – 9:15 pm $409 A05STL001A

Cleaning and Decontaminating Surgical Instruments

Examine simple and complex surgical instruments. Discuss the use of cleaning agents and tools, and study methods to clean, decontaminate, assemble and disassemble instruments. You will also review low/high temperature sterilization as well as various packaging techniques. This course includes 20 hours of lab instruction. (Cost of textbook not included in course fee.)

Tues & Thurs Apr 4 – May 2 (9 sessions/27 hours)
6:15 pm – 9:15 pm $409 A05STL002A

Quality Control, Inventory, Equipment and Human Relations

Learn how quality control can improve a hospital’s Central Service department, focusing on decontamination, instrument assembly and sterilization. You will also discuss the importance of supply inventory and equipment management. In addition, you will study the critical role of human relations and communication when working with and serving various customers throughout the hospital. Note: There will be 20 hours of lab practice related to decontamination, preparation packaging, and sterilization concepts and techniques. (Textbook not included in course fee.)

Tues & Thurs May 9 – Jun 6 (9 sessions/27 hours)
6:15 pm – 9:15 pm $409 A05STL003A

Education

Child Abuse Identification and Reporting

Physicians, physician assistants, nurses, social workers, counselors, teachers and any adults working with children under 18 years of age are required by New York State law to report suspected child abuse and neglect. Learn how to identify symptoms of child abuse and neglect and what the required procedures are for reporting abuse. The NYS Certificate of Completion will be issued to those who attend the complete session. For more information call (718) 482-5481. ND

Sat Jun 3 (1 session/2.5 hours)
1:00 pm – 3:30 pm $80 A05CRD010A

School Violence Prevention

Take the New York State Education Department (NYSED) required course for anyone applying for an administrative or supervisory, classroom teaching, or school service certificate or license. Examine social patterns of harassment and bullying in a school environment, and discuss discrimination prevention and intervention. (Applicants must also complete the Child Abuse Identification and Reporting training separately.) For more information call (718) 482-5481. ND

Sat Jun 3 (1 session/2.5 hours)
9:30 am – 12:00 pm $80 A05CRD011A

Dignity for All Students Act (DASA)

Take the New York State Education Department (NYSED) required course for anyone applying for an administrative or supervisory, classroom teaching, or school service certificate or license. Learn about the social patterns of harassment, bullying, discrimination, marginalization and micro-aggressions in order to create a positive educational environment for all students. For more information call (718) 483-5481. ND

Sat May 20 (1 session/6 hours)
9:00 am – 3:30 pm $105 A05EDU001A

Certificación en el Cuidado de Niños


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

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

Sat Apr 29 – May 20 (4 sessions/30 hours)
9:00 am – 5:00 pm $500 A05ELE001A
ASL–English Interpretation Program

The American Sign Language (ASL)–English Interpretation Program is a rigorous 2-year academic curriculum that incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). You can earn a BA degree or Professional Certificate in ASL–English Interpretation. This is a highly selective program. Applications are accepted once a year in the spring, before the academic year begins in September. The Pre-Interpreting Program is for individuals who are preparing to enter the ASL–English Interpretation Program. You must be a serious ASL student who interacts regularly in the Deaf community and has studied ASL for at least 2 years. This mini-program includes Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities. For more information visit http://laguardia.edu/aep/

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

Pre-requisite: Language in Use.

Wed Mar 29 – Jun 21 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT105A

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

Pre-requisites: Interpreting II and Language in Use.
Co-requisite: Interpreting III Internship.

Thurs Mar 30 – Jun 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT104A

Interpreting IV
This hands-on course will provide in-depth study and practice of ASL–English interpretation through the understanding and use of the consecutive mode of interpreting and transitioning to the simultaneous mode. You will build skills and knowledge through continued study and practice of text analysis, visualization, process management skills, and tools for self–analysis and peer feedback.

Pre-requisite: Interpreting III & ASL Discourse

Tue Mar 28 – Jun 20 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT110A

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 interpreting 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.

Wed Mar 29 – Jun 21 (10 sessions/25 hours)
5:45 pm – 8:15 pm $675 A16INT400A

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

Mar 28 – Jun 20 (12 sessions/36 hours)
5:45 pm – 8:45 pm $775 A16INT203A

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

Thurs Mar 30 – Jun 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm $695 A16INT918A

DeafBlindness and the Role of K-12 Interveners
Explore the emerging field of intervention for DeafBlind individuals and learn strategies that will enhance your practice. You will focus on how DeafBlind students access information and how interveners facilitate that process as part of the educational team (teacher and related service providers). You’ll also discuss the critical aspect of building trusting relationships with students in order to provide successful intervention, ultimately leading to learning and positive self-image. This course is part of a series of modules developed by the National Center on Deaf-Blindness and is a hybrid (in-class/online) class.

Thurs April 20 – June 15 (9 sessions/18 hours)
6:00 pm – 8:00 pm $445 A16INT929A
Construction and Building Management

Construction Safety Courses

LaGuardia Community College is partnering with Safety Dynamics, a full service safety, health and environmental consulting firm, to offer the following construction-related courses. Safety Dynamics training curricula is approved by OSHA, the NY State Department of Transportation and many New York City agencies, including the Department of Buildings, Metropolitan Transportation Authority, Housing Authority, School Construction Authority and Department of Environmental Protection. You must register at least 2 business days before these courses begin. All classes take place in Greenpoint, Brooklyn. For more information please call (718) 482-7244. ND

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

Wed Apr 5 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05OSH301A
Mon May 1 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05OSH301B
Thurs Jun 8 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05OSH301C

4 Hour Scaffold User (NYCDOB)
Get the required training and certificate to work on supported scaffolding of any height by taking this New York City 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.

Tue Apr 11 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05OSH300A
Thurs May 4 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05OSH300B
Thurs Jun 1 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05OSH300C

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 New York City Department of Buildings approved course. You will focus on all building codes as they pertain to concrete safety.

Mon – Fri May 17 – May 24 (6 sessions/30 hours)
5:00 pm – 10:30 pm $650 A05OSH303A

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 New York City Department of Buildings approved course. This class also sets you on the path to become a licensed Site Safety Manager. Topics include NYC building codes, current federal and state regulatory standards, and applicable local laws to ensure compliance and safe work practices in construction.

Mon, Tues & Wed May 1 – May 16 (8 sessions/40 hours)
5:00 pm – 10:30 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.

Wed & Thurs Apr 12 – Apr 13 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05OSH304A
Thurs & Fri May 11 – May 12 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05OSH304B
Mon & Tues Jun 5 – Jun 6 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05OSH304C

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

Mon & Tues Apr 3 – Apr 4 (2 sessions/8 hours)
5:00 pm – 9:30 pm $300 A05OSH306A
Mon & Tues Jun 5 – Jun 6 (2 sessions/8 hours)
5:00 pm – 9:30 pm $300 A05OSH306B

7 Hour Construction Site Fire Safety Manager (FDNY)
Learn the roles and responsibilities listed in the Fire Department of New York (FDNY) 5–56 guidelines to acquire the Certificate of Fitness for Construction Site Fire Safety Manager. This course is required for the application, recertification and accreditation of the Construction Site Fire Safety Manager certificate, as mandated by FDNY rules S 113 – 04 (b)(2) and S 113–10. Topics include proper use of fire protection devices, hot work operations, safeguarding roofing operations and first responder practices.

Thurs & Fri May 4 – May 5 (2 sessions/8 hours)
5:00 pm – 9:00 pm $300 A05OSH308A

8 Hour Site Safety Coordinator (NYCDOB)
Take this shortened version of the 40 Hour Site Safety Coordinator course in order to apply for New York City Department of Buildings (NYCDOB) Site Safety Coordinator or Construction Superintendent licenses. Discuss the hazards of working in a New York City construction environment as well as specific methods and work practices that are necessary on an urban construction site. Upon successful completion, you will receive a certificate of completion from Safety Dynamics. Prerequisite: In order to be eligible to apply for the NYCDOB Site Safety Coordinator license, you must be a registered architect, licensed engineer, or have 5 years of construction supervision/safety experience, including 3 years supervising major buildings.

Thurs & Fri Apr 6 – Apr 7 (2 sessions/8 hours)
5:00 pm – 10:30 pm $390 A05SFT001A
Thurs & Fri Jun 22 – Jun 23 (2 sessions/8 hours)
5:00 pm – 10:30 pm $390 A05SFT001B
16 Hour Rigging Worker (NYCDOB)
Obtain the training required by the New York City Department of Buildings (NYCDOB) for all individuals who are not employed by a licensed rigger who will perform rigging or signaling work in conjunction with hoisting or lowering of articles on the outside of buildings with hoisting equipment. Topics include an overview of OSHA and NYCDOB codes and procedures. Upon completion, you will receive a photo ID card from Safety Dynamics, valid for 4 years.

Sat Apr 1 – Apr 8 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05RIG002A
Sat Apr 29 – May 6 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05RIG002B
Sat Jun 3 – Jun 10 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05RIG002C

16 Hour Suspended Scaffold User (NYCDOB)
Take the New York City Department of Buildings (NYCDOB) required course for all workers using suspended scaffolding on construction sites. Learn how to visually inspect suspended scaffold equipment; identify basic scaffold components; and execute safe assembly and disassembly of the equipment. You will also study NYCDOB code requirements, and the safe and proper use of a suspended scaffold.

Sat Apr 29 – May 6 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05SCF001A

32 Hour Supported Scaffold Supervisor (NYCDOB)
Get the New York City Department of Buildings (NYCDOB) required training and certificate to work on installing and removing scaffolds. This course trains experienced construction workers on the safe and proper installation, removal and modifications of scaffolding over 40 feet. Focus is on the use of scaffolding as an important part of worker safety and the dangers of falls, electrocution and collapse as common hazards. Upon completion, you will receive a photo ID card from Safety Dynamics, valid for 4 years.

Mon, Tues & Wed Apr 17 – Apr 26
(6 sessions/32 hours) 5:00 pm – 10:30 pm $745 A05SCF005A
Mon, Tues & Wed Jun 19 – Jun 28
(6 sessions/32 hours) 5:00 pm – 10:30 pm $745 A05SCF005B

16 Hour Suspended Scaffold User (NYCDOB)
Take the New York City Department of Buildings (NYCDOB) required course for all workers using suspended scaffolding on construction sites. Learn how to visually inspect suspended scaffold equipment; identify basic scaffold components; and execute safe assembly and disassembly of the equipment. You will also study NYCDOB code requirements, and the safe and proper use of a suspended scaffold.

Sat Apr 1 – Apr 8 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05SCF001A
Sat Apr 29 – May 6 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05SCF002A
Sat Jun 3 – Jun 10 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05SCF002B

2 Hour Exam Prep for Fire Guard for Torch Operations (FDNY)
Prepare for the F60 exam to earn the Fire Department of New York (FDNY) certificate for Fire Guard for Torch Operations. Topics include hot work operations; emergency notification; fire protection; storage and usage permits as they relate to the responsibilities of a fire guard; FDNY Chapter 14; and fire safety during construction, alteration and demolition. Upon successful completion of all requirements, you will receive a certificate of completion from Safety Dynamics.

Mon Apr 10 (1 session/2 hours)
5:00 pm – 7:00 pm $85 A05GRD0001A
Thurs May 11 (1 session/2 hours)
5:00 pm – 7:00 pm $85 A05GRD0001B
Wed Jun 7 (1 session/2 hours)
5:00 pm – 7:00 pm $85 A05GRD0001C

Curso 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.

Wed & Thurs Apr 12 – Apr 13 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05CNS918A
Mon & Tues May 15 – May 16 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05CNS918B
Mon & Tues Jun 12 – Jun 13 (2 sessions/10 hours)
5:00 pm – 10:30 pm $150 A05CNS918C

Curso de Andamio Suspendido de 16 Horas (NYCDOB)
Obtenga el entrenamiento requerido por el Departamento de Edificios de la Ciudad de Nueva York (NYCDOB) para trabajar en andamios suspendidos. Aprenderá cómo visualmente inspeccionar equipo del andamio suspendido, identificar los componentes básicos del andamio, y llevar a cabo montaje y desmontaje seguro de los equipos. También estudiará los requisitos y egiars del NYCDOB.

16 Hour Suspended Scaffold User (NYCDOB)
Take the New York City Department of Buildings (NYCDOB) required course for all workers using suspended scaffolding on construction sites. Learn how to visually inspect suspended scaffold equipment; identify basic scaffold components; and execute safe assembly and disassembly of the equipment. You will also study NYCDOB code requirements, and the safe and proper use of a suspended scaffold.

Sab Apr 1 – Apr 8 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05SCF002A
Sab Jun 3 – Jun 10 (2 sessions/16 hours)
8:00 am – 5:00 pm $595 A05SCF002B

Curso de Andamio Soportado de 4 Horas (NYCDOB)
Obtenga el entrenamiento requerido por el Departamento de Edificios de la Ciudad de Nueva York (NYCDOB) para trabajar en andamios suspendidos de cualquier altura. Los temas incluyen levantar y cargar un andamio, como prevenir caídas y peligros eléctricos. Aprenderá acerca de las regulaciones del capítulo 33 sobre construcciones, seguridad de escaleras, como usar un arnés y mucho más.

4 Hour Supported Scaffold User (NYCDOB)
Get the required training and certificate to work on supported scaffolding of any height by taking this New York City Department of Buildings (NYCDOB) 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.

Tue Apr 11 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002A
Fri May 5 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002B
Thurs Jun 1 (1 session/4 hours)
5:00 pm – 9:30 pm $150 A05SCF002C
Construction Management Certificate Program

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

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. 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.

Winter 2018
(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 27 – May 8 (7 sessions/21 hours)
6:00 pm – 9:00 pm $359 A05CNS004A

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

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

Sat Apr 1 – May 20 (8 sessions/28 hours)
1:00 pm – 4:30 pm $519 A05CMP105A

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. ND

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

Wed Apr 5 – May 24 (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. ND

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

Fall 2017
(12 sessions/36 hours)
6:00 pm – 9:00 pm $576 A05CNS001A

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5386 or vets@lagcc.cuny.edu.
Advanced Industrial & Manufacturing Programs

Enhance your skills in the industrial and manufacturing sectors to gain employment or advance in the workplace. These training programs are informed by industry experts and employer partners. For more information contact (718) 482-5333 or email kwalsh@lagcc.cuny.edu.

Advanced Manufacturing: 3D Digital Prototyping, Autodesk Fusion 360
Learn the basics of 3D modeling using Autodesk prototyping software and obtain a certificate in 3D Digital Prototyping with Autodesk Fusion 360. You will work in a fabrication lab to create 3D models with 3D printing materials provided. For students with basic knowledge of 3D modeling/AutoCAD software. (Payment plans and tuition assistance available to qualifying students.)

A17AIM000

Advanced Manufacturing: 3D Digital Prototyping, Autodesk Inventor
Advance your design career by becoming a certified Autodesk Inventor® software user. Learn the skills necessary to enter the workforce and/or earn additional levels of industry certifications by successfully completing this course and passing the user certification exam. (Payment plans and tuition assistance available to qualifying students.)

A17AIM001

Principles of Supervision
Explore how management and employees relate to one another in the workplace. Gain an understanding of the basic elements in employee relations and study crucial topics for productive employment relationships. You will focus on the supervisor’s tasks and challenges as well as how employment relationships have been defined in the field and how society regards them.

A17AIM002

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. Certificates are awarded upon successful completion of the course. For more information call (718) 482-7244.

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.” NAPE membership fees and cost of books are included in course tuition.

Fall 2017
Tues & Thurs (67 sessions/200 hours)
6:00 pm – 9:00 pm $2600 A05BUS009A

Refrigerating System Operating Engineers Certificate of Qualification Renewal
Building Operation, Maintenance and Recordkeeping
Refrigerating System Operating Engineers, you must renew any Certificate of Qualification you hold every 3 years. Take Building Operation Maintenance and Recordkeeping, which is approved by the NYC Fire Department, to fulfill the continuing education requirement needed for the Certificate of Qualification renewal. (This course is offered in conjunction with the National Association of Power Engineers (NAPE), Chapter 44.)

Wed May 24 – May 31 (2 sessions/7 hours)
6:00 pm – 9:30 pm $200 A05BMR001A
Transportation Institute

We are the Transportation Institute at LaGuardia Community College, an approved New York State training provider for the transportation industry. Our basic driver education and advanced commercial driver training programs offer experienced staff, professional instruction and opportunities for lifelong learning. Register now! Visit www.laguardia.edu/acereg/.

For more information call (718) 482-5335. All classes are ND.

Driver Education for the Public

A driver license opens up many opportunities, both personal and professional. Gain the skills and experience you need to get your New York State Department of Motor Vehicles (NYS DMV) driver license. ND

Learner Permit Test Preparation

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

Day and Evening Classes (1 session/2 hours) $49 A17LER000

Pre-Licensing 5 Hour Course

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

Day and Evening Classes (1 session/5 hours) $59 A17PRE000

Driving Lessons & Road Test

Get behind the wheel and learn the skills you need to pass the NYS DMV road test. The package includes five or ten 45-minute driving lessons with a NYS DMV certified instructor in a new vehicle; road test appointment; a car for the road test; road test evaluation; and the $40 NYS DMV fee. Pick-up service from LaGuardia Community College can be arranged at your convenience. There is a 24-hour cancellation/rescheduling policy. If you miss, cancel or change your scheduled session with less than 24 hours’ notice, the lesson will be forfeited. Prerequisite: Must present a valid NYS DMV learner permit at the time of lessons.

Day and Evening Classes (5 sessions) $379 A17DLP001A
Day and Evening Classes (10 sessions) $579 A17DLP002A

Defensive Driving Course (DDC)

Take the New York State Department of Motor Vehicles (NYS DMV) Certified Defensive Driving Course and reduce 4 violation points from your NYS DMV driver license. You’ll also lower your car insurance premium by 10% by completing this 6-hour course. This class satisfies all Taxi & Limousine Commission (TLC) Defensive Driving requirements for all TLC license types. NYS DMV certification, books and materials are included in tuition.

Day and Evening Classes (1 session/6 hours) $45 A17DDD000

Commercial Driver License Education

Start your career in the transportation industry by acquiring a New York State Department of Motor Vehicles (NYS DMV) Commercial Driver License (CDL). ND

Commercial Driver Permit Training: Class A & Class B

Start your commercial driving career for CDL Class A or Class B by first obtaining a Commercial Driver Permit. Upon completion of this course, you will be able to take the NYS DMV driver permit test for CDL Class A (tractor trailers) or CDL Class B (buses and light trucks). Topics include general knowledge, air breaks and combinations, all covered on the test. Prerequisites: 18 years of age or older, valid NYS DMV driver license (Class D) and other DMV required documents.

Day and Evening Classes (1 session/2 hours) $75 A17CDL000

Commercial Driver License Training: Class C

Get the necessary training to obtain your CDL Class C license, an entry level commercial license that allows you to operate commuter vans or small buses. This license can only be acquired via a written test, unlike a CDL Class B or A license, which requires a Commercial Driver Permit and road test. Upon completion of this course, you will be able to take the NYC DMV driver general knowledge test to obtain a CDL Class C license. Prerequisites: 18 years of age or older, valid NYS DMV driver license (Class D) and other DMV required documents.

Day and Evening Classes (1 session/5 hours) $69 A17CDC000

Commercial Driver License Training Class B (Buses and Light Trucks) Driving Lessons and Road Test

Once you have obtained your Commercial Driver Permit, take this course to obtain your CDL Class B license with training behind the wheel of a passenger bus. You will learn to operate a bus safely and efficiently in real-life traffic. Offered in a 15-hour package, sessions include driving lessons, pre-trip vehicle inspection, and vehicle control air brake usage. Also included is the road test appointment; a passenger bus for the road test; and road test evaluation. You are responsible for all NYS DMV fees. Prerequisite: 18 years of age or older and valid NYS DMV Class B driver permit. Note: If you cannot afford this training, LaGuardia can assist you in obtaining a free training voucher through the New York City Workforce1 Career Center.

Day and Evening Classes $2000 A17CBD000A

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

Once you have obtained your Commercial Driver Permit, take this course to obtain your CDL Class A license with training behind the wheel of a tractor trailer. You will learn to operate a truck safely and efficiently in real-life traffic. Offered in a 15-hour package, sessions include driving lessons, pre-trip vehicle inspection, and vehicle control air brake usage. Also included is the road test appointment; a tractor trailer for the road test; and road test evaluation. You are responsible for all NYS DMV fees. Prerequisite: 18 years of age or older and valid NYS DMV Class A driver permit. Note: If you cannot afford this training, LaGuardia can assist you in obtaining a free training voucher through the New York City Workforce1 Career Center.

Day and Evening Classes $2000 A17CBA000A
Taxi & For Hire Vehicle Driver Institute

We are the Taxi & For Hire Vehicle Driver Institute at LaGuardia Community College, an approved New York City Taxi & Limousine Commission (TLC) vendor that provides taxi and FHV training. We have over 30 years of experience serving the needs of professional drivers. We pride ourselves on our experienced staff, professional instruction, and commitment to facilitating lifelong learning. Register now! Visit www.laguardia.edu/acereg/. For more information contact (718) 482-5336 or CUNYTAXI@lagcc.cuny.edu. All classes are ND.

TLC Driver License Applicants

The need for taxi and For Hire Vehicle (FHV) drivers is expected to grow 14% annually through 2022, according to the New York State Department of Labor. Start your career in this high-demand field in just a few weeks. The TLC Driver License will allow you to drive the following approved TLC vehicles: yellow taxi, green taxi, and all For Hire Vehicle options including livery car service, black car, and luxury limousine. ND

TLC Driver License Education Course

Acquire the basic knowledge you need to successfully, professionally and safely carry out the responsibilities of a TLC driver. This course satisfies TLC requirements for authorized taxi training (TLC Rule #80.04j). Student manual is included in tuition. The New York City Street Atlas is sold separately at the LaGuardia Bookstore.

Day and Evening Classes (3 sessions/24 hours) $75 A17TLC000

TLC Driver License Examination

This official TLC exam measures drivers’ knowledge of rules and regulations, geography and map reading. A passing score satisfies the TLC licensing requirement (TLC Rule #80.04j). This course satisfies all Taxi & Limousine Commission (TLC) Defensive Driving requirements for all TLC license types. NYS DMV certification, books and materials are included in tuition.

Day and Evening Classes (1 session/3 hours) $75 A17TST000

Curso para Licencia de Conducir del TLC

Adquirir conocimiento básico necesario para poder realizar las responsabilidades profesionales de un chofer del TLC. Este curso satisface los requisitos del TLC para ser chofer (TLC Regla #80.04j). El manual de estudios está incluido en la matrícula. El Atlas de los 5 Condados de New York City se vende separadamente y se puede comprar en la librería de LaGuardia Community College.

Day and Evening Classes (3 sessions/24 hours) $75 A17TLC000

Examen Final para Licencia de Conducir del TLC

Este examen oficial del TLC mide el conocimiento de las regulaciones del TLC, la geografía de Nueva York y la comprensión de leer mapas. El pasar este examen satisface el requisito del TLC para obtener una licencia de conducir del TLC (TLC Regla #80.04j). ND

Day and Evening Classes (1 session/3 hours) $75 A17TST000

New & Current TLC Drivers

Obtain a new TLC license or maintain your current license by taking TLC mandated classes with the Taxi & For Hire Vehicle Driver Institute, an approved TLC vendor with over 30 years of experience serving the taxi and FHV industry. ND

Defensive Driving Course (DDC)

Take the New York State Department of Motor Vehicles (NYS DMV) Certified Defensive Driving Course and reduce 4 violation points from your NYS DMV driver license. You’ll also lower your car insurance premium by 10% by completing this 6-hour course. This class satisfies all Taxi & Limousine Commission (TLC) Defensive Driving requirements for all TLC license types. NYS DMV certification, books and materials are included in tuition.

Day and Evening Classes (1 session/6 hours) $45 A17DDV000

Wheelchair Accessible Vehicle Training

Current TLC drivers and TLC driver applicants, you are required to successfully complete a Wheelchair Accessible Vehicle (WAV) training course as part of the TLC licensing or renewal process. The 3-hour training covers the Americans with Disabilities Act (ADA) requirements; assisting wheelchair riders into and out of vehicles, including the proper use of ramps; assisting with passenger lap and shoulder belts; and safely storing wheelchairs in vehicles.

Day and Evening Classes (1 session/3 hours) $75 A17WAV000

TLC License Renewal

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

Day and Evening Classes (1 session/5 hours) $75 A17RNW000

Portable Electronic Device (PED) and Distracted Driving

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

Day and Evening Classes (1 session/1 hour) $40 A17PED000

Driver Point Reduction

Analyze your driver violation history in order to understand your pattern of behavior. Explore productive ways to deal with conflict, personal anger and aggression by better understanding and communicating with passengers. You will also learn proper protocol for interacting with police officers and the court system. Finally, you’ll receive a copy of New York City and TLC traffic codes. Completion of this course eliminates 3 points from your TLC driver license and can be taken once every 5 years for point reduction.

Day and Evening Classes (1 session/4 hours) $75 A17RFV000

Base and Vehicle Owner Point Reduction (BOV)

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

In Reference to TLC’s Base and Vehicle Owner Rule 598-35 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.

Did You Know?

The need for For Hire Vehicle (FHV) drivers is expected to grow 14% annually through 2022, according to the New York State Department of Labor.
English as a Second Language

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, and speaking. Payment for 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. Phone: (718) 482-5360  Web: www.laguardia.edu/TELC

Address: 29–10 Thomson Avenue, Room C–354, Long Island City, NY 11101

Full–Time Classes

Learn English for college, graduate school, or professional advancement in this academic program. Improve your reading, writing, listening, speaking, grammar, and pronunciation skills. (Authorized under Federal law to enroll non-immigrant alien students)

Spring 2017 Registration:

Monday, March 27 and Tuesday, March 28
11:00 am – 3:00 pm, Room C–354

The non-refundable $100 registration fee (full–time) or $25 registration fee (part–time) is included in the tuition.

Morning Intensive Program

Mon – Fri Apr 6 – Jun 16 (50 sessions/168 hours)
8:45 am – 12:45 pm $1695 AF021000

Afternoon Intensive Program

Mon – Thurs Apr 12 – Jun 21 (40 sessions/180 hours)
1:30 pm – 6:30 pm $1495 AF021001

Part–Time Morning

Spring 2017 Registration:

Monday, March 27 and Tuesday, March 28
11:00 am – 3:00 pm, Room C–354

CATW Preparation

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

Wed & Fri Apr 7 – Jun 9 (18 sessions/31.5 hours)
11:00 am – 12:45 pm $325 AF021401C

Part–Time Afternoon

These classes are designed for students who want to focus on a specific English skill.

Spring 2017 Registration:

Monday, March 27 and Tuesday, March 28
11:00 am – 3:00 pm, Room C–354

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

Writing

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

Mon & Wed Apr 12 – Jun 21 (20 sessions/45 hours)
1:30 pm – 3:45 pm $375 AF021100C

Listening and Speaking

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

Tues & Thurs Apr 13 – Jun 20 (20 sessions/45 hours)
4:15 pm – 6:30 pm $375 AF021150C

Vocabulary through Reading

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

Tues & Thurs Apr 13 – Jun 20 (20 sessions/45 hours)
1:30 pm – 3:45 pm $375 AF021240C

Grammar for Communication

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

Mon & Wed Apr 12 – Jun 21 (20 sessions/45 hours)
4:15 pm – 6:30 pm $375 AF021210C

Part–Time Evening

Are you planning to enroll in a college or university program? Do you need to improve your English skills to advance your professional career? You can choose to study for 4 nights for overall improvement or 2 nights to focus on specific skills.

Spring 2017 Registration:

Monday, March 27 through Thursday, April 6
4:00 pm – 7:00 pm, Room C–354

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

Reading, Writing and Grammar

Tues & Thurs Apr 13 – Jun 20 (20 sessions/45 hours)
6:50 pm – 9:05 pm $375 AF021004

Listening, Speaking, Reading, Writing, and Grammar

Mon – Thurs Apr 12 – Jun 21 (40 sessions/90 hours)
6:50 pm – 9:05 pm $715 AF021006

Listening, Speaking and Grammar

Mon & Wed Apr 12 – Jun 21 (20 sessions/45 hours)
6:50 pm – 9:05 pm $375 AF021003

TOEFL Preparation – Focus on Listening and Speaking

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 class more than once.

Mon & Wed Apr 12 – Jun 21 (20 sessions/45 hours)
6:50 pm – 9:05 pm $375 AF021400C

Grammar for Communication

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

Tues & Thurs Apr 13 – Jun 20 (20 sessions/45 hours)
6:50 pm – 9:05 pm $375 AF021121

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg/
Pronunciation
Improve your pronunciation of American English and increase your confidence in speaking. You will study vowel and consonant sounds, and learn stress patterns and intonation rules to communicate clearly.
Tues & Thurs Apr 13 – Jun 20 (20 sessions/45 hours) 6:50 pm – 9:05 pm $375 AF021140

Part-Time Saturday
Improve your listening, speaking, reading, writing and grammar skills by using authentic language and materials that will help you function in your daily life, prepare for college or get a better job.
Spring 2017 Registration: Saturday, April 1 and Saturday, April 8 10:00 am – 1:00 pm, Room C-354
The non-refundable $25 registration fee is included in the tuition.

Listening, Speaking, Reading, Writing, and Grammar
Sat Apr 22 – Jun 17 (9 sessions/45 hours) 9:00 am – 2:00 pm $375 AF021005

TOEFL Preparation – Focus on Listening and Speaking
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 class more than once.
Sat Apr 22 – Jun 17 (9 sessions/45 hours) 9:00 am – 2:00 pm $375 AF021400

Free English and Citizenship Classes!
Learn English and prepare for the U.S. Citizenship Exam at LaGuardia Community College
• Are you a Legal Permanent Resident (LPR) with a Green Card?
• Are you ready to naturalize and become a citizen?
• Do you want to practice English for the citizenship exam?
• Are you available to study at night from 6:30 p.m.-9:00 p.m.?

Apply Now!
Sign up online at http://tinyurl.com/LaGuardiaCitizenship

Clasas de Inglés y Ciudadanía Gratis!
Aprenda inglés y prepárese para el examen de naturalización en LaGuardia Community College
• ¿Reside legalmente en los Estados Unidos? ¿Tiene su tarjeta de residencia (Green Card)?
• ¿Está preparado para hacerse ciudadano?
• ¿Desea mejorar el inglés para obtener la ciudadanía?
• ¿Está disponible para estudiar de 6:30-9:00 p.m. de lunes a jueves?

Para inscribirse, visite: http://tinyurl.com/LaGuardiaCitizenship

For more information:
Visit: http://www.lagcc.cuny.edu/ciet
Call: (718) 482-5460
In Person: LaGuardia Community College Center for Immigrant Education and Training (CIET) 29-10 Thomson Avenue, Room C-239 Long Island City, NY 11101 Monday-Thursday, 10:30 a.m.-6:30 p.m.

Free ESOL classes • Free preparation for the citizenship exam • Free citizenship application assistance • Free books and materials • Free computer lab lessons • Free CUNY application assistance

This material is based upon work supported by the U.S. Department of Homeland Security Grant Award Number, 2016-CS-O10-00006. Disclaimer: The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U.S. Department of Homeland Security.
If you have been accepted to a CUNY college, you may qualify for the CUNY Language Immersion Program (CLIP).

Spend up to one year in this low-cost program to improve your reading, writing, speaking and listening skills in English.

You can also get help applying for financial aid.

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

Asma Shuaib says living in Palestine, she never imagined herself attending college and continuing her education. But this journey began when she started in LaGuardia's CUNY Language Immersion Program (CLIP). "My experience in CLIP was very positive, motivating, and inspiring. I not only improved my reading and writing skills in English but also learned meaningful and significant content through diverse themes," notes Asma. "Through encouragement and support, I performed at a higher, more creative level and began to recognize my skills and strengths."

Now a student in LaGuardia's Accelerated Study in Associate Program (ASAP), Asma is an Early Childhood Education major and will be graduating in June 2017. "I feel more confident about being able to overcome any obstacles and challenges and optimistic that I will be able to create the kind of future that I want for myself," says Asma, who was awarded a certificate as an outstanding CLIP student and was also nominated to attend the 12th Annual CUNY Women's Leadership Conference. "As a future educator, I want to be a positive role model and make a difference in young children's lives, regardless of their background or social circumstances."

CUNY Citizenship Now!
Application Assistance

CUNY Citizenship Now! assists permanent residents with their citizenship applications. http://www.cuny.edu/about/resources/citizenship.html

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

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

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

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

For more information or to register call (212) 568-4679.
Which LaGuardia High School Equivalency Program is Right for You?

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

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

(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: HSELaGuardia@lagcc.cuny.edu  
  Visit: www.hselaguardia.org

- **I am an adult (19 or older) seeking a free high school equivalency program in English. I might also be interested in going to college or starting a new career in health, science or business. (F)**
  
  Call: (718) 482-5385  
  Email: HSELaGuardia@lagcc.cuny.edu  
  Apply: admit.hselaguardia.org  
  Visit: www.hselaguardia.org or www.laguardia.edu/pcap

- **I am an out-of-school youth between the ages of 17 and 20 and want to earn my high school equivalency diploma. (F)**
  
  Workforce Education Center  
  Room C-314  
  Contact: Winifred Miller  
  Call: (718) 482-5340  
  Email: wfrancis@lagcc.cuny.edu

- **I 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/hse/ for info on open test centers and the TASC.

- **Quiero tomar clases de equivalencia del bachillerato en Español por la noche o los sábados. ($)**
  
  Call: (718) 482-5385  
  Email: HSELaGuardia@lagcc.cuny.edu  
  Visit: www.hselaguardia.org

- **I am a Veteran and want to earn my high school equivalency diploma. (F)**
  
  Veterans Upward Bound Program  
  Room C-371  
  Contact: Vicki Bello  
  Call: (718) 482-5386  
  Email: vets@lagcc.cuny.edu or vbello@lagcc.cuny.edu  
  Visit: www.laguardia.edu/veterans/

- **I am Deaf or Hard-of-Hearing and want to earn my high school equivalency diploma. ($)**
  
  Program for Deaf Adults  
  Room C-203  
  Contact: Pacts Cartagna  
  Call: (917) 832-1202 VP/voice  
  Email: pcarlson@lagcc.cuny.edu  
  Visit: http://laguardia.edu/pda/cep/Adult_Basic_Education_and_GED.aspx

- **I have already attended LaGuardia classes and earned my high school equivalency diploma. How do I continue my education at LaGuardia Community College? (F)**
  
  ACE Advisement  
  Contact: Edith Diaz  
  Call: (718) 482-5355  
  Email: ACEAdvisement@lagcc.cuny.edu

**Did You Know?**

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

Get Your High School Equivalency Diploma

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veterans Upward Bound and Veterans Resource Center. Contact (718) 482-5385 or vets@lagcc.cuny.edu.

Pre-high School Equivalency in English

Wed & Fri Apr 7 – Jun 21 (22 sessions/66 hours)
9:00 am – 12:00 pm $285 04HSE004A

High School Equivalency in English

Sat Apr 8 – Jun 17 (65 sessions/10 hours)
9:00 am – 4:00 pm $285 04HSE001C

Mon & Wed Apr 10 – Jun 26 (22 sessions/66 hours)
10:00 am – 1:00 pm $285 04HSE001A

Mon, Tues & Thurs Apr 10 – Jun 26 (33 sessions/99 hours)
6:00 pm – 9:00 pm $285 04HSE001B

High School Equivalency Math Only

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

Tue Apr 18 – Jun 6 (8 sessions/32 hours)
10:00 am – 2:00 pm $137 04HSE005A

Equivalencia del Bachillerato en Español

Preparése para tomar el nuevo Examen de Equivalencia del Bachillerato (Test Assessing High School Completion/ TASC) y empiece a planear su futuro. Estudiará lectura, escritura y matemáticas y participará en talleres sobre las carreras, presentados por consejeros académicos. También habrá asesoría sobre programas de certificación profesional y de universidad. Este curso se ofrece a estudiantes que tienen 19 años de edad o más.

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

Primavera 2017:
Lunes 6 de marzo 6:00 PM Salón C-400 $25
Jueves 9 de marzo 6:00 PM Salón C-400 $25
Sábado 11 de marzo 10:00 AM Salón C-400 $25

Sesión de exámenes de registro:
• Examen en comprensión de lectura de 35 minutos
• Examen de matemáticas de 20 minutos
• Breve examen de escritura

For more information call (718) 482-5385, go to Room C-400 or visit http://www.acces.nysed.gov/ged/nyss_map/counties.html

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg/
Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam
Call (917) 832-1202 VP/voice 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 GED) courses. ND

Mon, Tues, Wed & Thurs Apr 1 – Jun 30
(1 session/4 hours)
$15 A16TAB000A

Mon, Tues, Wed & Thurs Apr 1 – Jun 30
(1 session/4 hours)
$15 A16TAB000B

Beginning ASL and English for Deaf Adults
Registration Deadline: April 10
Mon & Wed Apr 17 – Jun 19 (18 sessions/45 hours)
5:45 pm – 8:30 pm $429 A16RDW001A

Beginning Basic Education Level 1 for Deaf Adults
Registration Deadline: April 4
Tues & Thurs Apr 11 – Jun 22 (22 sessions/44 hours)
5:45 pm – 7:55 pm $429 A16RDW003A

Beginning Basic Education Level 2 for Deaf Adults
Registration Deadline: April 3
Mon & Wed Apr 10 – Jun 26 (22 sessions/44 hours)
5:45 pm – 7:55 pm $429 A16RDW004A

High School Equivalency for Deaf Adults

High School Equivalency Placement Exam
To reserve a seat for the placement test, contact Pacts Cartagna at (718) 482-5353 Voice or (917) 832-1202 VP/voice or pcarlson@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Apr 1 – Jun 30
(3 sessions/15 hours)
$45 A16HSE000A

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

Registration Deadline: Apr 3
Mon & Wed Apr 10 – Jun 26 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT014A

High School Equivalency Reading/Writing for Deaf Adults
Advance your reading and writing skills in the context 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

Registration Deadline: Apr 3
Mon & Wed Apr 10 – Jun 26 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT015A

High School Equivalency Reading/Writing for Deaf Adults
Advance your reading and writing skills in the context 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

Registration Deadline: Apr 1
Tues & Thurs Apr 11 – Jun 22 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16HSE002A

High School Equivalency Placement Exam
To reserve a seat for the placement test, contact Pacts Cartagna at (718) 482-5353 Voice or (917) 832-1202 VP/voice or pcarlson@lagcc.cuny.edu. ND

Mon, Tues, Wed & Thurs Apr 1 – Jun 30
(3 sessions/15 hours)
$45 A16HSE000A

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

Registration Deadline: Apr 3
Mon & Wed Apr 10 – Jun 26 (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

Registration Deadline: Apr 3
Mon & Wed Apr 10 – Jun 26 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16MAT015A

Adult Basic Education for Deaf Adults / 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 GED) predictor tests. If you've taken the GED exam before, please bring your old scores.

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

Registration Deadline: Apr 4
Tues & Thurs Apr 11 – Jun 22 (22 sessions/66 hours)
5:45 pm – 9:05 pm $235 A16HSE002A
Peire Wilson
National award winner says LaGuardia believed in him

Peire Wilson has come a long way, figuratively and literally. After a string of college rejections, Peire jumped on a plane from Tampa, Florida and went to CUNY seeking college admission. LaGuardia was his first choice, and in Fall 2015 he was accepted into CUNY Start, an intensive 18-week academic program that prepares students to pass the CUNY placement exams and succeed in college. “Once I got into CUNY Start, my teacher, advisor and even classmates went above and beyond to ensure I understood the information and resources that were available to me,” says Peire. After completing the program, Peire began his degree studies through LaGuardia’s Accelerated Study in Associate Program (ASAP) and is now on track to graduate in June 2017 as a Paralegal Studies major.

During the past year, Peire has worked hard and garnered numerous honors. He was inducted into Phi Theta Kappa, the honor society for two-year college students, and made the Dean’s List. He was also selected as a student ambassador in LaGuardia’s prestigious President’s Society. And lastly, he was named a recipient of the inaugural merit-based Frederick Douglass Global Fellowship Award. Of only 10 students in the country awarded this scholarship, Peire was the only one from New York State, the only community college student, and the only student from a public institution. “It’s all to the credit of my institution and its belief in me and my success,” he says. From LaGuardia, Peire hopes to attend New York University and pursue a B.A. Degree in Music Business and ultimately receive a law degree from Columbia Law School.

College and Career Pathways Institute
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.

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!)

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

Get your students on the path to success!
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 course work that focuses on healthcare, business or science
- Explore majors in these three areas
- Discover opportunities to transition to college, a certification program or employment
- Receive one-on-one career counseling
- Get college admissions and financial aid counseling

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

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

Tests offered every Wednesday at 6:00 pm in Room C-333

Save time and money, and graduate sooner!

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

CALL (718) 482-7244
EMAIL clep@lagcc.cuny.edu
VISIT http://ace.laguardia.edu/clep/
REGISTER www.laguardia.edu/acereg/

Prepare for College
College Prep Workshops

What do you want to be? Discover your Career Options

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

Wed May 17 (1 session/2 hours)
6:00 pm – 8:00 pm $29 A22PRP004A

Getting Money through FAFSA: Making a College Degree Affordable

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

Wed May 3 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP002A

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

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

Wed May 10 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP001A

How to Select a CUNY College and Complete the CUNY Application

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

Wed Apr 26 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP003A

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 May 17 (1 session/2 hours)
6:00 pm – 8:00 pm $29 A22PRP004A

Getting Money through FAFSA: Making a College Degree Affordable

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

Wed May 3 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP002A

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

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

Wed May 10 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP001A

How to Select a CUNY College and Complete the CUNY Application

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

Wed Apr 26 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP003A

Prepare for College
College Prep Workshops

What do you want to be? Discover your Career Options

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

Wed May 17 (1 session/2 hours)
6:00 pm – 8:00 pm $29 A22PRP004A

Getting Money through FAFSA: Making a College Degree Affordable

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

Wed May 3 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP002A

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

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

Wed May 10 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP001A

How to Select a CUNY College and Complete the CUNY Application

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

Wed Apr 26 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP003A

Prepare for College
College Prep Workshops

What do you want to be? Discover your Career Options

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

Wed May 17 (1 session/2 hours)
6:00 pm – 8:00 pm $29 A22PRP004A

Getting Money through FAFSA: Making a College Degree Affordable

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

Wed May 3 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP002A

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

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

Wed May 10 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP001A

How to Select a CUNY College and Complete the CUNY Application

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

Wed Apr 26 (1 session/2 hours)
6:00 pm – 8:00 pm FREE A22PRP003A
College Courses for Non-Credit

Alternate days and times for college classes are sometimes available for Continuing Education students. For more information call (718) 482-7244.

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 in order to register in advance.

Elementary Arabic I
Sat Mar 11 – Jun 10 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELA101A

Elementary Modern Chinese I
Tues & Thurs Mar 7 – Jun 15 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELC101A

Elementary Modern Chinese II
Tues & Thurs Mar 7 – Jun 15 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELC102A

Elementary French I
Tues, Wed & Thurs Mar 8 – Jun 15
(24 sessions/48 hours)
9:15 am – 11:30 am $320 A02ELF101B
Sat Mar 11 – Jun 10 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELF101A

Elementary French II
Sat Mar 11 – Jun 10 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELF102A

Elementary Italian I
Tues & Thurs Mar 7 – Jun 15 (24 sessions/48 hours)
3:25 pm – 5:35 pm $320 A02ELI101B
Sat Mar 11 – Jun 10 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELI101A

Elementary Italian II
Tues & Thurs Mar 7 – Jun 15 (24 sessions/48 hours)
3:25 pm – 5:35 pm $320 A02ELI102A

Elementary Japanese I
Mon & Thurs Mar 6 – Jun 14 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELJ101B
Sat Mar 11 – Jun 10 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELJ101A

Elementary Japanese II
Tues & Thurs Mar 7 – Jun 15 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELJ102B
Sat Mar 11 – Jun 10 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELJ102A

Elementary Korean I
Sat Mar 11 – Jun 10 (12 sessions/48 hours)
9:15 am – 12:45 pm $320 A02ELK101A

Elementary Korean II
Mon & Wed Mar 6 – Jun 14 (24 sessions/48 hours)
1:00 pm – 3:15 pm $320 A02ELK102B

Elementary Spanish I
Mon, Wed, Thurs, Fri Mar 6 – Jun 15
(48 sessions/48 hours)
1:00 pm – 2:00 pm $320 A02ELS101B
Tues & Thurs Mar 7 – Jun 14 (24 sessions/48 hours)
5:45 pm – 7:55 pm $320 A02ELS101C
Sat Mar 11 – Jun 10 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELS101A

Elementary Spanish II
Mon, Tues, Wed & Thurs Mar 6 – Jun 15
(12 sessions/48 hours)
1:00 pm – 2:00 pm $320 A02ELS102B
Mon & Wed Mar 6 – Jun 14 (24 sessions/48 hours)
5:45 pm – 7:55 pm $320 A02ELS102C
Sat Mar 11 – Jun 10 (12 sessions/48 hours)
10:30 am – 2:00 pm $320 A02ELS102A

College Art

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

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.

Thurs Mar 9 – Jun 15 (12 sessions/36 hours)
1:00 pm – 4:25 pm $320 A02HUA103A

Thurs Mar 9 – Jun 15 (12 sessions/36 hours)
5:45 pm – 9:45 pm $320 A02HUA103B

Beginning Painting

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

Mon Mar 6 – Jun 12 (12 sessions/36 hours)
2:15 pm – 5:35 pm $320 A02HUA110B
Wed Mar 8 – Jun 12 (12 sessions/3 hours)
9:15 am – 12:45 pm $320 A02HUA110A

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.

Tue Mar 7 – Jun 13 (12 sessions/36 hours)
2:15 pm – 5:35 pm $320 A02HUA101A
Wed Mar 8 – Jun 14 (12 sessions/36 hours)
10:30 am – 2:00 pm $320 A02HUA101B
Thurs Mar 9 – Jun 15 (12 sessions/36 hours)
2:15 pm – 5:35 pm $320 A02HUA101C
Fri Mar 10 – Jun 9 (12 sessions/36 hours)
1:00 pm – 4:25 pm $320 A02HUA101D

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg/
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.

Tue Mar 7 - Jun 13 (12 sessions/48 hours)
8:00 am - 12:45 pm $320 A02HUA130A

Thurs Mar 9 - Jun 15 (12 sessions/48 hours)
9:15 am - 2:00 pm $320 A02HUA130B

Sat Mar 11 - Jun 10 (12 sessions/48 hours)
9:15 am - 2:15 pm $320 A02HUA130C

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.

Fri Mar 10 - Jun 9 (12 sessions/36 hours)
8:00 am - 11:30 am $320 A02HUM101A

Fri Mar 10 - Jun 9 (12 sessions/36 hours)
2:15 pm - 5:35 pm $320 A02HUM101B

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.

Tues & Thurs Mar 7 - Jun 15 (24 sessions/36 hours)
10:00 am - 11:30 am $320 A02HUM155A

Voice II
Tues & Thurs Mar 7 - Jun 15 (24 sessions/36 hours)
10:00 am - 11:30 am $320 A02HUM156A

College Music
College Music 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.

Mon, Wed & Thurs Mar 6 - Jun 14
(36 sessions/36 hours)
1:00 pm - 2:00 pm $320 A02HUC106B

Tues & Thurs Mar 7 - Jun 15 (24 sessions/36 hours)
2:15 pm - 4:25 pm $320 A02HUC106A

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

Mon, Wed, Fri Mar 6 - Jun 14 (36 sessions/36 hours)
10:30 am - 11:30 am $320 A02HUP101A

Mon, Tues & Thurs Mar 6 - Jun 15
(36 sessions/36 hours)
2:15 pm - 3:15 pm $320 A02HUP102B

Mar 6 - Jun 14 (24 sessions/36 hours)
6:00 pm - 7:30 pm $320 A02HUP102C

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

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.

Voice I
Tues & Thurs Mar 7 - Jun 15 (24 sessions/36 hours)
10:00 am - 11:30 am $320 A02HUM155A

Voice II
Tues & Thurs Mar 7 - Jun 15 (24 sessions/36 hours)
10:00 am - 11:30 am $320 A02HUM156A

College Courses for Non-Credit

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.

Mon, Wed & Thurs Mar 6 - Jun 14
(36 sessions/36 hours)
1:00 pm - 2:00 pm $320 A02HUC106B

Tues & Thurs Mar 7 - Jun 15 (24 sessions/36 hours)
2:15 pm - 4:25 pm $320 A02HUC106A

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

Mon, Wed, Fri Mar 6 - Jun 14 (36 sessions/36 hours)
10:30 am - 11:30 am $320 A02HUP101A

Mon, Tues & Thurs Mar 6 - Jun 15
(36 sessions/36 hours)
2:15 pm - 3:15 pm $320 A02HUP102B

Mar 6 - Jun 14 (24 sessions/36 hours)
6:00 pm - 7:30 pm $320 A02HUP102C

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.

Fri Mar 10 - Jun 9 (12 sessions/36 hours)
8:00 am - 11:30 am $320 A02HUM101A

Fri Mar 10 - Jun 9 (12 sessions/36 hours)
2:15 pm - 5:35 pm $320 A02HUM101B

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.

Tues & Thurs Mar 7 - Jun 15 (24 sessions/36 hours)
10:00 am - 11:30 am $320 A02HUM155A

Voice II
Tues & Thurs Mar 7 - Jun 15 (24 sessions/36 hours)
10:00 am - 11:30 am $320 A02HUM156A
## Program for Deaf Adults

### Adult Basic Education for Deaf Adults

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

Call (917) 832-1202 VP/voice 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 GED) courses. ND

- **Mon, Tues, Wed & Thurs Apr 1 – Jun 30**
  - (1 session/4 hours) $15 A16TAB000A
- **Mon, Tues, Wed & Thurs Apr 1 – Jun 30**
  - (1 session/4 hours) $15 A16TAB000B

### Beginning ASL and English for Deaf Adults

**Registration Deadline: Apr 10**

- **Mon & Wed Apr 17 – Jun 19** (18 sessions/45 hours)
  - 5:45 pm - 8:30 pm $429 A16RDW001A

### Beginning Basic Education Level 1 for Deaf Adults

**Registration Deadline: Apr 4**

- **Tues & Thurs Apr 11 – Jun 22** (22 sessions/66 hours)
  - 5:45 pm - 7:55 pm $429 A16RDW003A

### Beginning Basic Education Level 2 for Deaf Adults

**Registration Deadline: Apr 3**

- **Mon & Wed Apr 10 – Jun 26** (22 sessions/66 hours)
  - 5:45 pm - 7:55 pm $429 A16RDW004A

### High School Equivalency for Deaf Adults

**High School Equivalency Placement Exam**

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

- **Mon, Tues, Wed & Thurs Apr 1 – Jun 30**
  - (3 sessions/15 hours) $45 A16HSE000A

### Pre-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

**Registration Deadline: Apr 4**

- **Tues & Thurs Apr 11 – Jun 22** (22 sessions/66 hours)
  - 5:45 pm - 9:05 pm $235 A16HSE002A

### High School Equivalency Math for Deaf Adults

Advantage 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

**Registration Deadline: Apr 3**

- **Mon & Wed Apr 10 – Jun 26** (22 sessions/66 hours)
  - 5:45 pm - 9:05 pm $235 A16MAT015A

### 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

**Registration Deadline: Apr 3**

- **Mon & Wed Apr 10 – Jun 26** (22 sessions/66 hours)
  - 5:45 pm - 9:05 pm $235 A16MAT014A

### High School Equivalency Reading/Writing 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 GED) predictor tests. If you’ve taken the GED exam before, please bring your old scores.

**High School Equivalency Placement Exam**

- **Mon, Tues, Wed & Thurs Apr 1 – Jun 30**
  - (1 session/4 hours) $235 A16HSE001A
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 VP/voice 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.

**Tue May 9 – Jun 27 (8 sessions/21 hours)**
4:35 pm – 7:15 pm $269 A16DRV001A

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

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

For questions or to schedule an appointment for an assessment or placement test contact Jenna Gorman at (917) 832-1138 VP/voice or pcarlson@lagcc.cuny.edu.
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, will help you improve your academic, language and/or life enrichment skills. For more information, including course descriptions, visit [http://ace.laguardia.edu/pda](http://ace.laguardia.edu/pda). For the most current listing of all courses and schedules, visit [http://www.lagcc.cuny.edu/ace](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 VP/voice or pcarlson@lagcc.cuny.edu. All courses are ND (no discount).

### Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education’s Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit. Using the Master ASL Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises. You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge. Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or equivalency diploma required. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement. To schedule an appointment contact Pacts Cartagna at (917) 832-1202 VP/voice or pcarlson@lagcc.cuny.edu 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/airst](http://www.laguardia.edu/airst).

### 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](http://www.laguardia.edu/ace/registration.aspx).

**Wed Mar 8 (1 session/1.5 hours)**
5:45 pm – 7:15 pm FREE A16ASL000A

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Schedule</th>
<th>Registration Deadline</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Study in ASL - Screening</td>
<td>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 <a href="mailto:pcarlson@lagcc.cuny.edu">pcarlson@lagcc.cuny.edu</a> for an ASL screening appointment. ND.</td>
<td>Mon, Tues, Wed &amp; Thurs Apr 1 – Jun 30 (1 session/1 hours)</td>
<td>Mar 29</td>
<td>$55 A16ASL010A</td>
</tr>
<tr>
<td>Intensive Study in American Sign Language - Level 1</td>
<td>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.</td>
<td>Registration Deadline: Mar 29</td>
<td>Sat Apr 1 – Jun 24 (22 sessions/46 hours)</td>
<td>9:00 am – 1:00 pm $359 A16ASL011A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon &amp; Wed Apr 5 – Jun 28 (34 sessions/46 hours)</td>
<td>5:45 pm – 7:55 pm $359 A16ASL011B</td>
</tr>
<tr>
<td>Intensive Study in American Sign Language - Level 2</td>
<td>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.</td>
<td>Registration Deadline: Mar 29</td>
<td>Sat Apr 1 – Jun 24 (22 sessions/46 hours)</td>
<td>9:00 am – 1:00 pm $359 A16ASL012A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon &amp; Wed Apr 5 – Jun 28 (34 sessions/46 hours)</td>
<td>5:45 pm – 7:55 pm $359 A16ASL012B</td>
</tr>
<tr>
<td>Intensive Study in American Sign Language - Level 3</td>
<td>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.</td>
<td>Registration Deadline: Mar 29</td>
<td>Sat Apr 1 – Jun 24 (22 sessions/46 hours)</td>
<td>9:00 am – 1:00 pm $359 A16ASL013A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tues &amp; Thurs Apr 4 – Jun 22 (34 sessions/46 hours)</td>
<td>5:45 pm – 7:55 pm $359 A16ASL013B</td>
</tr>
<tr>
<td>Intensive Study in American Sign Language - Level 4</td>
<td>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.</td>
<td>Registration Deadline: Mar 29</td>
<td>Sat Apr 1 – Jun 24 (22 sessions/46 hours)</td>
<td>9:00 am – 1:00 pm $359 A16ASL014A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tues &amp; Thurs Apr 4 – Jun 22 (34 sessions/46 hours)</td>
<td>5:45 pm – 7:55 pm $359 A16ASL014B</td>
</tr>
</tbody>
</table>

### Dual Access Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Schedule</th>
<th>Registration Deadline</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Access: Intensive Study in American Sign Language - Level 1</td>
<td>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.</td>
<td>Registration Deadline: Jun 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon &amp; Wed (5:45 pm – 9:05 pm) &amp; Tues (5:45 pm – 7:55 pm) Jun 20 – Aug 9 (36 sessions/48 hours)</td>
<td>$359 A16ASL026A</td>
<td></td>
</tr>
</tbody>
</table>
ASL–English Interpretation Program

The American Sign Language (ASL)–English Interpretation Program is a rigorous 2–year academic curriculum that incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). You can earn a BA degree or Professional Certificate in ASL–English Interpretation. This is a highly selective program. Applications are accepted once a year in the spring, before the academic year begins in September. The Pre–Interpreting Program is for individuals who are preparing to enter the ASL–English Interpretation Program. You must be a serious ASL student who interacts regularly in the Deaf community and has studied ASL for at least 2 years. This mini–program includes Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities. For more information visit http://laguardia.edu/eip/

ASL Discourse

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

Pre–requisite: Language in Use.

Wed Mar 29 – Jun 21 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT105A

Interpreting III

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

Thurs Mar 30 – Jun 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT104A

Interpreting IV

This hands–on course will provide in–depth study and practice of ASL–English interpretation through the understanding and use of the consecutive mode of interpreting and transitioning to the simultaneous mode. You will build skills and knowledge through continued study and practice of text analysis, visualization, process management skills, and tools for self–analysis and peer feedback. Pre–requisite: Interpreting III & ASL Discourse

Tue Mar 28 – Jun 20 (12 sessions/36 hours)
5:45 pm – 8:45 pm $1150 A16INT110A

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.

Wed Mar 29 – Jun 21 (10 sessions/25 hours)
5:45 pm – 8:15 pm $675 A16INT400A

Interpreting VI Internship

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

Mar 28 – Jun 20 (12 sessions/36 hours)
5:45 pm – 8:45 pm $775 A16INT203A

Service Learning III

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

Mon Apr 10 – Jun 26 (10 sessions/5 hours)
8:15 pm – 8:45 pm $239 A16INT552A

Deaf Education in Bilingual Communities

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

Thurs Mar 30 – Jun 22 (12 sessions/36 hours)
5:45 pm – 8:45 pm $695 A16INT918A

DeafBlindness and the Role of K–12 Interveners

Explore the emerging field of intervention for DeafBlind individuals and learn strategies that will enhance your practice. You will focus on how DeafBlind students access information and how interveners facilitate that process as part of the educational team (teacher and related service providers). You’ll also discuss the critical aspect of building trusting relationships with students in order to provide successful intervention, ultimately leading to learning and positive self–image. This course is part of a series of modules developed by the National Center on Deaf-Blindness and is a hybrid (in class/online) class.

Thurs April 20 – June 15 (9 sessions/18 hours)
6:00 pm – 8:00 pm $445 A16INT929A
Walkis Ynoa

Making the move from ACE to college

Walkis Ynoa arrived in the U.S. from the Dominican Republic in 2010 with plans of getting a college education. But her first step was learning a new language. “When I came to New York, I didn’t speak any English,” says Walkis. “Through the CUNY Language Immersion Program in the Division of Adult and Continuing Education (ACE), I learned English and was able to enroll and pursue my Associate Degree in Business Administration at LaGuardia.” Since earning her associate degree in 2014, Walkis has graduated from Baruch College with a Bachelor Degree in Accounting and Finance. “LaGuardia gave me a chance to get closer to my dreams and goals, and I am so grateful,” says Walkis. “I want others looking for a similar opportunity to know about LaGuardia’s many programs, including support services and scholarships, to help students get on track towards earning their college degrees.”
Youth Programs

LaGuardia Community College offers a variety of programs to New York City youth, ages 14-25, to help them gain work experience, prepare for college or a high school equivalency diploma, get involved in the community, become a better family provider and much more.

Programs sponsored by grant funding.

Summer Youth Employment Program

The Summer Youth Employment Program (SYEP) provides thousands of New York City youth with paying jobs; valuable work experience; college and career exploration opportunities; and workforce readiness and financial literacy training every year during the summer break. Serving those ages 14 to 24, SYEP is the nation’s largest summer job program for youth. It is sponsored by New York City’s Department of Youth and Community Development (DYCD), with city and state funding, and has been running for over 40 years.

2015 was LaGuardia’s 20th year as an SYEP contractor, placing 2,000 youth—its largest cohort to date—at over 260 employer sites throughout the five boroughs.

Gain work experience and earn money during summer break!

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

Recent SYEP internship sites:

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

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

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 $3,000 in 14 weeks! You could also gain permanent employment!

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

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

After completing your internship you’ll be able to:

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

Recent YAIP internship sites:

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

Contact: Sindy Rivera  (718) 609-2131
sirivera@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

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
Have you served in the military?

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

LaGuardia’s Veterans Resource Center can help you!

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

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

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

CUNY Fatherhood Academy
Are you a father between the ages of 18 and 25?
Are you unemployed or underemployed?
Create a brighter future for you and your family!

Academic/College Prep: 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

Get into college. Get job training. Get started!

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

Phone:
(718) 482-5386

Email:
vets@lagcc.cuny.edu

Web site:
www.lagcc.cuny.edu/veterans
Are you a New or Emerging Small Business?  
**LaGuardia** has many services to help your business grow!

### Do you need help preparing loan packages?

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

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

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

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

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

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

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

- **Website:** [http://laguardia.edu/ptac](http://laguardia.edu/ptac)
- **Call:** (718) 482-5289
- **Email:** ptac@lagcc.cuny.edu

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

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

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

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

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

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

### Do you want custom training for your employees?

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

- **Website:** [http://laguardia.edu/cce](http://laguardia.edu/cce)
- **Call:** (718) 482-5330
- **Email:** cce@lagcc.cuny.edu

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

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

- **Website:** [http://www.nydesigns.org](http://www.nydesigns.org)
- **Call:** (718) 663-8400
- **Email:** info@nydesigns.org
ACE Financial Support Services

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

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

For more information visit http://www.cuny.edu/academics/conted/rubinstein.html.

You may be eligible for tuition assistance or vouchers for many of our courses. Find out if you qualify!

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

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

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

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

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

Individual Training Grants
Advance Your Career through Occupational Training

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

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

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

Students Over 65
Rediscover the joys of learning at LaGuardia! Receive a 30% discount

For more information call (718) 482-5124.
**How to 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 undergraduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff, 30% tuition discount is offered to the children of undergraduates and to the children of faculty/staff. 50% tuition discount is offered to public assistance recipients. Only one discount can be applied per course. Discounts and waivers apply to all courses except those designated ND.

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

**Delinquent Payments**

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

**Classroom Assignments**

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

**Refund Policy**

- **For courses under $299**
  
  100% (-$20 per course) if written request received 3 business days prior to 1st day of class  
  50% (-$20 per course) if written request received prior to second week of classes

- **For courses $299 and above or more than 50 hours of instruction**
  
  100% (-$20 per course) if written request received 3 business days prior to 1st day of class  
  75% (-$20 per course) if written request received prior to completion of 10% of class hours  
  50% (-$20 per course) if written request received prior to completion of 20% of class hours

$20 will be deducted from refunds as shown above up to a limit of $40. Allow 4-6 weeks to receive refunds for payment made by check or cash. Allow 2 billing cycles for credit charges to reflect refund on monthly statements.

**Financial Assistance**

Many employers and/or unions provide tuition reimbursement or direct funding. Members of the military needing to withdraw from class at short notice will be considered on a case-by-case basis.

**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)).

---

**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 east and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway east 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, W 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.
4 Easy Ways to Register!

Online:
www.laguardia.edu/acereg/

By phone:
(718) 482-7244
For English Language classes
call (718) 482-5360.

By fax:
(718) 609-2006

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

Adult and Continuing Education Registration Form

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MALE/FEMALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
<td>HOME PHONE</td>
<td>BUSINESS PHONE</td>
</tr>
<tr>
<td>EMAIL</td>
<td>SOCIAL SECURITY (optional)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SEC</th>
<th>COURSE TITLE</th>
<th>COST</th>
</tr>
</thead>
</table>

LaGuardia Community College/CUNY
Room M-143
31-10 Thomson Ave
Long Island City, NY 11101
(718) 482-7244

Fall | Winter | Spring | Summer
(Click one)

| ACCOUNT NO |
| EXP DATE |

Name of card holder if different from registration

| SIGNATURE |
Peire Wilson began in LaGuardia’s CUNY Start program to better prepare for college studies. One year later, he is on track to graduate with an associate degree and has garnered some academic honors along the way. Read his story on page 29.

COMPLETED the CUNY Start college prep program at LaGuardia

ENROLLED in LaGuardia’s Accelerated Study in Associate Program (ASAP)

ACHIEVED prestigious memberships and distinctions, including the Frederick Douglass Global Fellowship Award

GRADUATING from LaGuardia in June 2017

PLANNING to pursue a bachelor degree and then a law degree

TO LEARN MORE about LaGuardia’s CUNY Start see page 29.