

# CAMPUS AND COMMUNITY PROGRAMS

## Division of Adult and Continuing Education

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

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

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

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

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

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

to close the skills gap and create talent pipelines that match our students to businesses and organizations.

For more information visit [www.laguardia.edu/ce/](http://www.laguardia.edu/ce/).

### ACE Advisement Center

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

### ACE Career Development and Employment Services

ACE Career Development and Employment Services offers career counseling, advisement, and job readiness and placement services for non-credit students, particularly those graduating from ACE training programs; develops new employer partnerships; and conducts labor market research in support of new program development. For more information call (718) 482-5355 or email [careerdevelopmentcenter@lagcc.cuny.edu](mailto:careerdevelopmentcenter@lagcc.cuny.edu).

### **Adult Basic Skills (ABS)**

The Adult Basic Skills Department prepares adult continuing education students to earn a high school equivalency diploma and achieve their college and career goals. ABS offers free and low-cost classroom instruction (reading, writing and math skills) to adults over 19 years of age in both English and Spanish for adult basic education (ABE) and high school equivalency (HSE) preparation. Students also receive advisement services on career and college pathways planning, applying to CUNY, financial aid for college, and registering for the Test Assessing Secondary Completion (TASC) examination. Classes are offered in the mornings, evenings or Saturdays. ABS is an official New York State HSE TASC Testing Center. For more information call (718) 482-5385 or email [adultbasicskills@lagcc.cuny.edu](mailto:adultbasicskills@lagcc.cuny.edu).

### **Advanced Industrial & Manufacturing Programs**

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

### **ASL-English Interpretation Program (AEIP)**

The American Sign Language (ASL)-English Interpretation Program (AEIP) is a Bachelor's level program offered in collaboration with senior institution SUNY/Empire State College. AEIP is a rigorous two-year academic program that prepares selected individuals who are fluent in ASL to become ASL-English interpreters, with a special focus on interpreting in educational settings. AEIP incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). A professional certificate track is also offered. Applications are accepted once a year in the spring. For more information call (718) 482-5313 Voice or (917) 832-1207 VP, or email [AEIP@lagcc.cuny.edu](mailto:AEIP@lagcc.cuny.edu).

### **Career and Professional Programs (CAPP)**

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

### **Center for Contract Training (CCT)**

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

### **Center for Immigrant Education and Training (CIET)**

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

### **College and Career Pathways Institute (CCPI)**

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

### **CUNY English Language Immersion Program at LaGuardia (CLIP)**

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

### **CUNY Fatherhood Academy**

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

### **CUNY Start/MATH Start**

CUNY Start is an intensive 18-week academic program that provides remedial instruction in academic reading, writing and math for college-bound high school and equivalency graduates. MATH Start, an intensive 8-week program, offers instruction for students who need to increase their math proficiency in particular before starting credit classes. The programs allow students to save financial aid for credit courses and offer advisement on college and career planning. For more information call (718) 482-5137 or email [cunystart@lagcc.cuny.edu](mailto:cunystart@lagcc.cuny.edu).

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

The Emergency Medical Technician and Paramedic Programs train individuals in Pre-Hospital Emergency Care. New York State certification depends upon satisfactory attendance, successful completion of course exams, and passing of a final exam administered by the New York State Department of Health, Bureau of Emergency Medical Services. The Certified Clinical Medical Assistant (CCMA) Program trains students to become an important member of the medical team who assists the physician with procedures such as taking vital signs, preparing patients for medical procedures, and performing phlebotomy (blood drawing) and electrocardiography (EKG). In order to take the CCMA national certification exam, students must successfully pass all five courses in the program. (Some exemptions are possible.) For more information call (718) 482-5768.

### **The English Language Center (TELC)**

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

### **Goldman Sachs 10,000 Small Businesses**

*10,000 Small Businesses* is an initiative developed by Goldman Sachs to help small businesses across the U.S. grow and create jobs through greater access to business education, support services and capital. LaGuardia Community College is the initiative's first community college partner. For more information visit [www.lagcc.cuny.edu/10ksb/](http://www.lagcc.cuny.edu/10ksb/) or email [10KSB@lagcc.cuny.edu](mailto:10KSB@lagcc.cuny.edu).

### **NYC Welcome Back Center**

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

### **NYDesigns**

NYDesigns, a business incubator, helps designers and hardware tech firms grow by providing low cost studio space, business counseling, manufacturing advice and a 5,000 square foot prototyping facility, all under one roof. For more information visit [www.nydesigns.org](http://www.nydesigns.org) or call (718) 663-8404.

### **Opportunity Academy**

Opportunity Academy is a training program for construction office administration. Courses are developed and taught by industry experts, and students receive a paid internship as well as career guidance and support to help them with job interviews. For more information call (718) 730-7482 or email [Ldelatorre@lagcc.cuny.edu](mailto:Ldelatorre@lagcc.cuny.edu).

### **Pre-College Academic Programming (PCAP)**

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

### **Procurement Technical Assistance Center (PTAC)**

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

### **Program for Deaf Adults (PDA)**

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

### **Small Business Development Center (SBDC)**

The LaGuardia Small Business Development Center provides free, one-on-one professional counseling for existing and start-up businesses in English, Spanish and Chinese. Areas of advising include how to start a business; legal requirements; business and financial planning; marketing; business expansion; assistance with franchises; international trade and more. For more information visit [www.nyssbdc.org/centers/centers.aspx?centid=24](http://www.nyssbdc.org/centers/centers.aspx?centid=24), call (718) 482-5303 or email [sbdc@lagcc.cuny.edu](mailto:sbdc@lagcc.cuny.edu).

### **Small Business Transportation Resource Center (SBTRC)**

The U.S. Department of Transportation's (DOT) Small Business Transportation Resource Center – Northeast Region, located at LaGuardia Community College, helps new and emerging businesses obtain transportation-related contracts. SBTRC provides training and advising on marketing to the DOT and Disadvantaged Business Enterprise certification as well as short-term lending and bonding assistance. For more information call (718) 482-5941 or email [eperdomo@lagcc.cuny.edu](mailto:eperdomo@lagcc.cuny.edu).

### **LaGuardia TechHIRE - OpenCode**

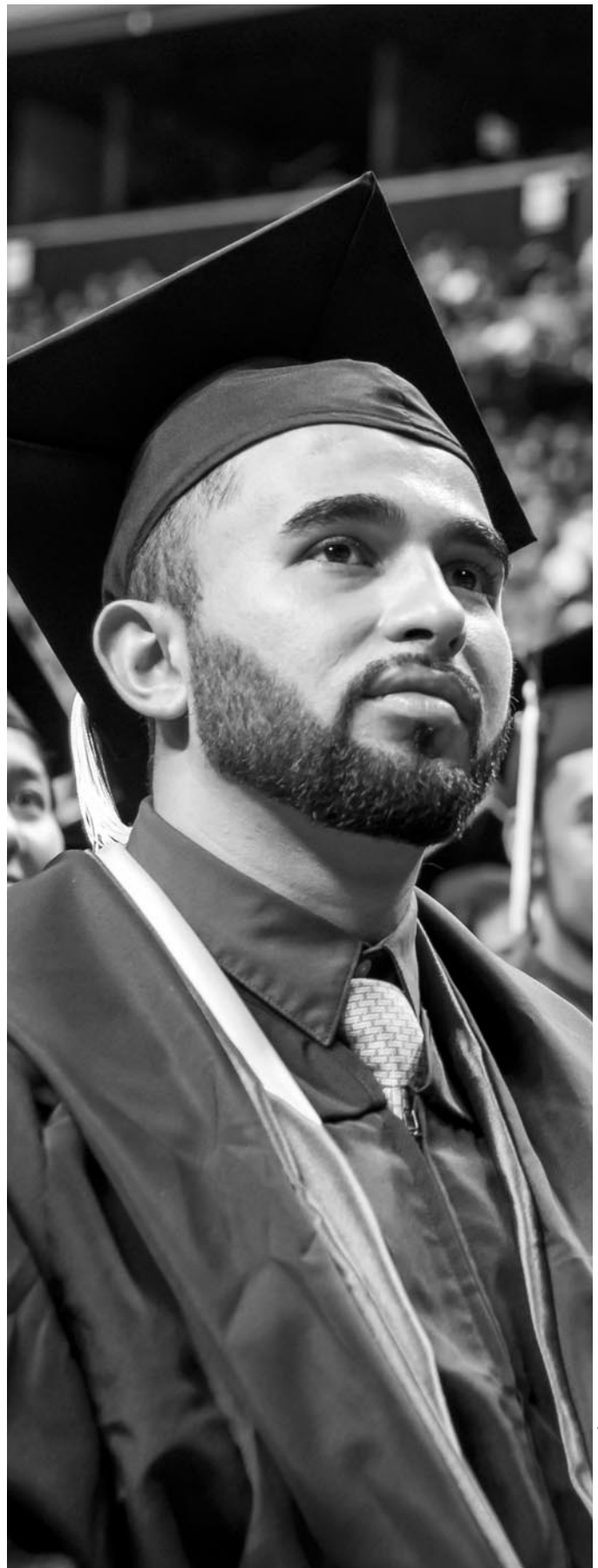
LaGuardia TechHIRE - OpenCode is an accelerated training in web development, software development and networking administration to help young adults launch careers in high growth, high demand technology jobs. This is a grant-funded program with scholarships available to eligible individuals, aged 17-29, and delivered in partnership with General Assembly and other industry partners. For more information call (718) 482-5449 or email [lagcctechimpact@gmail.com](mailto:lagcctechimpact@gmail.com).

### **Veterans Upward Bound (VUB) Program**

LaGuardia Community College is dedicated to serving veterans of all eras and assisting them with the transition into their next phase of life. Veterans Workforce Initiatives facilitates enrollment of veterans into a variety of free and affordable training or pre-college programs while also offering case management and other support services. For more information call (718) 482-5231.

### **Workforce Education Center (WEC)**

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



KRISTIAN LARROTA / LA GUARDIA COMMUNITY COLLEGE

## Division of Academic Affairs

### The Center for Teaching and Learning

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

### LaGuardia and Wagner Archives, E238

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

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

## HIGH SCHOOLS

### Early College Initiative: Grades 9-14 Model

#### Energy Tech High School, Long Island City, Queens

Energy Tech is an Early College Initiative and Career and Technical Education school focused on building a skilled workforce for the fast-growing energy industry. The school opened in the fall of 2013 and is being developed in partnership with the City University of New York, LaGuardia Community College, National Grid, and Con Edison. Our mission is to prepare students for the demands of college and work, and for a range of competitive careers in electrical and mechanical engineering in our local industry. In collaboration with local university and industry partners, Energy Tech provides students with the skills

and understandings to earn a high school diploma, an associate's degree, and technical certifications over the course of a six-year program. Ultimately, our students will leave us as skilled candidates for jobs on a ladder of career growth in the field of energy, or competitive applicants for four-year colleges. We realize this vision through a thoughtfully designed curriculum, a backbone of College and Career Foundations coursework, and a collaborative approach to problem solving.

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

### The International High School

The International High School, a multicultural alternative educational environment for recent arrivals, serves students with varying degrees of limited English proficiency. A collaborative project between the New York City Department of Education and LaGuardia Community College, this school offers a high school/college curriculum combining substantive study of all subject matter with intensive study and reinforcement of English. The school's instructional focus is on language development in the content areas, which reflects our belief that language skills are most effectively learned in context. High school courses are theme and inquiry-based and instruction is project-driven and experiential. Teams of interdisciplinary teachers create curricula, schedule students and teachers, determine assessment procedures, and provide guidance and counseling service for students. These interdisciplinary teams have been a major factor contributing to our record of high student attendance and achievement. The high school is officially recognized as an Early College Program by New York State Education Department.

### Middle College High School

Middle College High School at LaGuardia Community College each year accepts 110 ninth and tenth graders from middle schools in Districts 24 and 30 in the western section of Queens. Our high school program provides intensive guidance, small classes, career exploration, and an interdisciplinary school setting for students who are considered high risk. The resources and positive role models provided by the College complement the skills of the teachers, all of whom have New York City High School Licenses. Middle College students may choose from college courses, aligned with CUNY Pathways that will receive both college and high school credit. It is a portfolio based school that focuses on writing and oral presentation skills. All Middle College students are expected to graduate with a minimum of 24 college credits with

many on the degree track. Middle College High School also has a highly regarded special program for hearing impaired students in Western Queens.

### School-College Collaboration

In addition to its on-campus high schools, the College works closely with the New York City Board of Education, high schools and community school districts in Queens and across New York City to prepare students for college admission and retention.

Toward this end, the College provides a number of programs, which currently include:

- ▶ College Now! a CUNY initiative, enables juniors and seniors in high school to take college credit courses. Aviation high schools can also take pre-engineering courses through College Now! and, upon graduation, enter the new engineering program offered jointly at LaGuardia and CCNY. Students who have excelled in College Now! may be invited to take college Honors courses.
- ▶ College Connection, a LaGuardia-sponsored program, makes it possible for junior and senior high school students to take LaGuardia Community College courses on-campus.
- ▶ The Liberty Partnership Program is a high school retention and college preparation program operating within Grover Cleveland, Franklin K. Lane, and Newtown High Schools.

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



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