

# Campus and Community Programs

## **Division of Adult and Continuing Education**

The Division of Adult and Continuing Education offers a wide variety of non-credit educational, business and professional programs for adults, families and the community in New York City. Individuals can choose from literacy and GED services; academic courses; English as a Second Language classes; college preparation; programs for deaf adults and more. Our programs are free or reasonably priced, providing educational and professional opportunities for everyone.

In addition, the Division's comprehensive business and financial services are boosting the local economy by strengthening existing businesses and helping new entrepreneurs to successfully launch their companies.

The Division also fosters career and workforce development in the area by providing extensive employment services, vocational training and career and professional programs to all residents.

Visit us at <http://ace.laguardia.edu>.

### **Adult Learning Center (ALC)**

The Adult Learning Center offers classes for adults that range from beginning reading and basic education through High School Equivalency (GED) preparation. In addition, beginning to advanced levels of ESL and one low level Spanish Literacy class are available. Most classes are free. All classes require placement testing before candidates are accepted into the program. For more information visit <http://ace.laguardia.edu/alc> or call (718) 482-5380.

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

Career and Professional Programs provide professional and personal development courses in a wide variety of fields, including networking, computer repair, software applications, import/export, construction management and more. Online courses are also available. For more information visit <http://ace.laguardia.edu/CAPP> or call (718) 482-5125.

### **Career Development Center (CDC)**

The Career Development Center (CDC) is a comprehensive career counseling center that offers career assessment, counseling and planning; vocational training or education referrals; and job search skills for adults changing careers, the underemployed and others. For more information visit <http://ace.laguardia.edu/cdcweb> or call (718) 482-5355.

### **Career Ladders in Allied Health (CLAH)**

Career Ladders in Allied Health creates and strengthens opportunities and systems through which community members and incumbent workers can enter or advance in the allied health professions. Career Ladders in Allied Health currently houses the following programs: Bridge to Allied Health Careers, a pre-college training program; Bridge to Patient Care Technician (BPCT), which furthers training and responsibility for Certified Nurse Aides, and helps prepare them for the national certification exam; Disability Studies Certificate, which provides direct care workers serving developmentally and physically disabled adults and children with a deeper understanding of the challenges and issues affecting the clients with whom they work, and a set of skills for responding effectively to improve the quality of their care; New York State LPN to RN Articulation Model/Transition Course, which facilitates the transition from the role of Practical Nurse to that of a

student preparing for the role of Registered Nurse; and CNA to LPN Programs, for eligible, working Certified Nurse Aides or Nurse Technician to enter and successfully complete LaGuardia's Practical Nursing certificate program and become a Licensed Practical Nurse in their respective hospital. Other healthcare-related courses are also offered through CLAH. For more information visit <http://www.lagcc.cuny.edu/ace/clah.aspx> or call (718) 482-5097.

### **Center for Community Education/CUNY Catch**

CUNY Catch is a transitional program, serving adolescents who are incarcerated and preparing for release to their home communities, as well as those who have already been released. This program, which is an alliance between LaGuardia Community College, Bronx Community College, and Medgar Evers College, provides outreach and career counseling at Rikers Island, and post-release aftercare at three CUNY campuses. Along with the integration of learning and work, family participation, and general health issues and referrals, the program's emphasis is on academic and vocational training, career development, and preparation for entry into the labor market. For more information visit <http://ace.laguardia.edu/catch> or call (718) 482-5128.

### **Center for Corporate Education (CCE)**

The Center for Corporate Education develops customized educational programs and delivers training and consultative services to corporations, government agencies and not-for-profit organizations. Programs are designed to increase staff productivity and improve communication and management skills among executives, entry-level employees and entrepreneurs alike. For more information visit <http://ace.laguardia.edu/cce> or call (718) 482-5330.

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

The Center for Immigrant Education and Training offers free and low-cost English classes in the context of specific careers 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 life-long learners and independent, contributing citizens of New York. For more information visit <http://ace.laguardia.edu/ciet> or call (718) 482-5460.

### **College for Children**

College for Children offers academic, cultural and creative expression classes for children in pre-school through elementary school grades. Courses focus on early literacy and math development, as well as phonics, reading, writing, English as a Second Language (ESL), math, social studies and science classes for children in Grades 1 through 5, and help students prepare for the New York State tests in these areas. Children can also study art, martial arts, cooking, foreign languages, architecture, music or theater. Mommy and Me classes for infants, toddlers, and pre-schoolers are also offered. For more information visit <http://ace.laguardia.edu/c4c> or call (718) 482-5334.

### **College Prep**

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

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

The CUNY English 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 visit <http://ace.laguardia.edu/clip> or call (718) 482-5966.

### **CUNY On Wheels**

The City University of New York's "CUNY On Wheels" project is a state-of-the art mobile classroom and information center. It brings college admissions and financial aid information as well as higher education and training services to the residents and community based organizations of the Rockaway Peninsula in Queens and other areas of New York City. It has also expanded its services to include the Rockaway Youth Legal Education Program (RYLEP), The CUNY Young Adult Program (CYAP), and outreach to workers in the Willets Point section of Queens. The 40-foot-long bus is equipped with high-tech telecommunications, high-speed Internet access, computer workstations, plasma screen monitors, and seating for up to 12 people for information sessions, workshops and seminars. For more information call (718) 482-5975.

### **Emergency Medical Technician (EMT)/Paramedic Programs**

The Emergency Medical Technician and Paramedic Programs train individuals in Basic Pre-Hospital Emergency Care. New York State certification depends upon satisfactory attendance, successful completion of course exams, and passing of a final exam administered by the New York State Department of Health, Bureau of Emergency Medical Services. For the new Medical Office Clinical Technician (MOCT) program, students take Electrocardiogram (EKG), Phlebotomy and Medical Terminology courses and sit for the National Healthcareer Association's EKG and Phlebotomy certification exams. Upon successful completion of the program and passing of the national exams, students become certified Medical Office Clinical Technicians. For more information visit <http://ace.laguardia.edu/nas/NAS2f.htm> or call (718) 482-5327.

### **Employment and Career Services Center (ECSC)**

The Employment and Career Services Center assists and prepares students, graduates and alumni of LaGuardia Community College in becoming competitive and successful job seekers and to provide graduates with employment in the fields in which they have been trained. The Center offers a variety of career related services, such as assistance with resumes, employment readiness workshops, on-campus recruitment efforts and targeted job fairs. For more information visit <http://www.lagcc.cuny.edu/careerinfo> or call (718) 482-5235.

### **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 visit <http://ace.laguardia.edu/esl> or call (718) 482-5360.

### **Interpreter Education Projects**

Interpreter Education Projects provides educational opportunities for individuals interested in a rigorous academic program that will prepare them to become ASL-English interpreters (BA degree or Professional Certificate), with special preparation for Interpreting in Educational Settings. For more information visit <http://ace.laguardia.edu/iep> or call (718) 482-5313.

### **NY Designs**

NY Designs helps emerging and established designers grow their firms by offering vibrant studio space, business and sustainability training, business counseling, a green materials library and a cutting-edge prototype lab—all under one roof. For more information visit <http://ace.laguardia.edu/lgincubator> or call (718) 663-8403.

### **Pre-College Academic Programming**

The Pre-College Academic Programming department offers courses that prepare students to enter college, earn a GED or start a career. For more information visit <http://www.laguardia.edu/pcap>.

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

The Procurement Technical Assistance Center helps Queens and other New York City firms—in particular, small, minority and women business owners—market their goods and services to governmental agencies. For more information visit <http://www.laguardia-ptac.org> or call (718) 482-5315.

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

Program for Deaf Adults is the largest, most comprehensive post-secondary program for Deaf and Hard-of-Hearing students in the New York City area. Students pursuing an Associate's 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 ASL. Courses offered under Continuing Education include GED, Adult Basic Education, Driver's Education, Computer Skills, American Sign Language, Mommy & Me Baby Fingers classes and more. For more information visit <http://ace.laguardia.edu/pda> or call (718) 482-5324 Voice, (718) 482-5325 TTY, or (718) 482-5353 TTY.

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

The LaGuardia Small Business Development Center provides entrepreneurs with 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 <http://laguardiasbdc.org> or call (718) 482-5303.

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

The Small Business Transportation Resource Center works with the Procurement Technical Assistance Center to help clients secure government contracts and expand their client base.

### **Taxi and FHV Driver Institute**

The Taxi and FHV Driver Institute's mission is to increase the professionalism of drivers of Taxicabs and For Hire Vehicles licensed by the New York City Taxi and Limousine Commission (TLC). The Institute does this by offering programs including driver-applicant initial training, continuing professional education, courses for those who violate Commission regulations, and Department of Motor Vehicle point reduction classes. It also provides information concerning all aspects of professional driving, from acquiring to maintaining a license. The Institute works closely with the TLC in the conception, design and implementation of these programs. For more information visit <http://ace.laguardia.edu/taxi> or call (718) 482-5335.

### **Teen Academy**

Teen Academy offers courses for middle, junior and high school students to help strengthen their reading, writing and math skills, and prepare them for the New York State area exams, Regents tests and SATs. It also offers career exploration and college prep workshops. Art, music and other creative expression classes are available as well. For more information visit <http://ace.laguardia.edu/TNA> or call (718) 482-5334.

### **Training and Advancement Center (TAC)**

The Training and Advancement Center is currently comprised of the new Construction Program, which offers courses in Carpentry and other areas of the construction industry. For more information call (718) 609-2133.

### **Veteran Services Center**

The Veteran Services Office offers veterans free evening GED and college prep courses; computer classes; tutoring; assistance in applying for the Post 9/11 GI Bill and with the financial aid appli-

cation, and other support services. For more information visit <http://www.laguardia.edu/veterans> or call (718) 482-5386.

### **Willets Point Workforce Assistance Project**

The Willets Point Workforce Assistance Program offers free vocational training, job placement assistance, and education and immigration counseling services to workers in the Willets Point area of Queens. For more information call (718) 609-2140.

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

The Workforce Education Center provides free or low cost, short and long-term occupational skills training; high school equivalency preparation for teens, and youth internships; and academic enhancement services to low-income youth and adults. Emphasis is placed on empowering clients to develop computer literacy and transferable job skills in order to compete in an increasingly technological society. For more information visit <http://ace.laguardia.edu/wec> or call (718) 482-5340.

### **Workforce1 Healthcare Career Center**

The Workforce1 Healthcare Career Center provides a full range of career advisement, training and job placement services for the healthcare industry to new jobseekers and incumbent workers. For more information call (718) 609-2144.

## **Division of Academic Affairs**

### **Accelerated Study in Associate Programs M-311**

The LaGuardia Community College Accelerated Study in Associate Programs (ASAP) began fall 2007 and is sponsored by the Mayor's Office of New York City.

All ASAP students enroll in a full-time (12 credits minimum) day or evening block learning community offered in the following majors: Business Administration, Business Management, EMT/Paramedic, Liberal Arts, and Paralegal Studies.

ASAP students meet in one-to-one appointments with their personal Academic Advisor to receive academic and programmatic advisement, as well as referrals to resources on campus. The ASAP Job Developer assists students by providing career counseling, job placement, career related field trips and workshops such as resume development and interview preparation. The ASAP Job Developer works in close collaboration with the LaGuardia Career Services Office.

ASAP sponsors co-curricular, social enrichment activities, tutoring and academic enrichment workshops, such as Biology/Math Prep, Time Management, and Reading/Writing Skills, throughout the year to promote the academic development and success of its students.

### **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, E-238**

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**

### **The International High School**

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

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

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

high student attendance and achievement.

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

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

### **Middle College High School**

Middle College High School at LaGuardia Community College each year accepts 125 ninth and tenth graders from middle schools. The majority of students are from Districts 24 and 30 in the western section of Queens. Our high school program provides intensive guidance, small classes, career exploration, and an interdisciplinary school setting. The resources and positive role models provided by the College complement the skills of the teachers, all of whom have New York City High School Licenses.

Middle College students may choose from hundreds of college courses that can be taken for both college and high school credit. All students graduating from Middle College High School are guaranteed admission to LaGuardia Community College.

All Middle College students are expected to graduate with a minimum of 24 college credits with some on the degree track. The degree track is a 5 year program which allows students to attend LaGuardia Community College another year in order to earn an Associate degree.

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

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

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

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

Students at the Institute for the Arts and Technology, as members of the College community, are eligible for college I.D. cards, may

take College classes, and can use the full facilities of the College including the library and gymnasium.

### **School-College Collaboration**

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

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

- ▶ College Now! a CUNY initiative, enables juniors and seniors in 15 high schools to take college credit and non-credit-bearing courses, and ninth and tenth graders to participate in a range of activities, including specially designed high school elective courses co-taught by school and college faculty, at their home high schools. Special programs include linked writing and subject-area courses, and Saturday theatre seminars and performances. Students at Franklin K. Lane and Aviation high schools can also take pre-engineering courses through College Now! and, upon graduation, enter the new engineering program offered jointly at LaGuardia and CCNY. Students who have excelled in College Now! may be invited to take college Honors courses.
- ▶ College Connection, a LaGuardia-sponsored program, makes it possible for junior and senior high school students to take LaGuardia Community College courses on-campus.
- ▶ The Liberty Partnership Program is a high school retention and college preparation program operating within Grover Cleveland, Franklin K. Lane, and Newtown High Schools.
- ▶ Project Upward Bound, a U.S. Department of Education funded program, serves low-income students from Aviation, W.C. Bryant, International, Middle College, Newtown, and Robert F. Wagner high schools in Queens. The program prepares low income and first generation students for post-secondary education. In partnership with Vassar College, the Upward Bound program sends 40 students to Vassar each summer for a 6-week, academically challenging program of classes and extracurricular activities.

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