

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 personal development classes, among others. 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 through our Workforce1 Career Center and other initiatives.

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. The Center also offers free GED programs that prepare students to enter the college or a specific career track. 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.

LaGuardia is an open GED testing center; visit <http://www.gedalc.org>.

CAREER AND PROFESSIONAL PROGRAMS (CAPP)

Career and Professional Programs offers practical and technical training as well as preparation for licenses and certificates in a wide range of courses and programs, including computer networking and repair, software applications, import/export, construction management and much more. Online courses are also available. Instructors are experienced professionals working in their fields. For more information visit <http://ace.laguardia.edu/CAPP> or call (718) 482-5125.

CAREER DEVELOPMENT CENTER (CDC)

The Career Development Center is a comprehensive adult career and employment counseling center. We provide career assessment; career counseling and planning; training or education referral; and job search skills and job placement for diverse populations, such as welfare recipients, employees of the NYC Human Resources Administration, recipients of Section 8 housing vouchers, low-income employees, and dislocated workers. Working closely with businesses throughout the city, the CDC prepares clients to find employment, to retain successfully those positions, and to move up the career ladder. For more information visit <http://ace.laguardia.edu/cdcweb> or call (718) 482-5355.

CAREER LADDERS IN ALLIED HEALTH (CLAH)

The programs of Career Ladders in Allied Health create and strengthen opportunities and systems for community members and incumbent workers to enter or advance in the allied health professions. Current programs include Bridge to Allied Health Careers, Disability Studies Certificate Program, New York State Licensed Practical Nurse to Registered Nurse Transition Course, and Metropolitan Jewish Certified Nurse Aide to Licensed Practical Nurse Program. For more information call (718) 482-5097.

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 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. Our 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.

CLINICAL OFFICE TECHNICIAN (COT)

Get certified as a Phlebotomist and EKG Technician, and learn medical terminology to become a Clinical Office Technician. The Clinical Office Technician assists the physician with many clinical areas of the medical practice, including taking vital signs, preparing patients for procedures, performing phlebotomy (blood drawing), and electrocardiography (EKG). Upon passing the program's three courses, you will earn the Clinical Office Technician Certificate from LaGuardia. For more information visit <http://ace.laguardia.edu/cot> or call (718) 482-5768.

COLLEGE FOR CHILDREN (CFC)

College for Children offers academic, cultural and creative expression classes for children in pre-school through elementary school grades. Mommy and Me classes for infants, toddlers, and pre-schoolers are available. Courses for children in Grades 1 through 5 focus on phonics, reading, writing and math, and help students prepare for the New York State English Language Arts and Mathematics tests. Children can also study art, dance, martial arts, cooking, foreign languages, architecture or theater. All classes take place on Saturdays during fall, winter, and spring. Our six-week summer program offers a choice between weekday or Saturday classes. For more information visit <http://ace.laguardia.edu/c4c> or call (718) 482-5334.

COLLEGE PREP

The College Prep workshops provide information and advice to prospective students about how a college education can help them meet their personal and professional goals. Topics covered 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 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. The program integrates learning and work, family participation, and general health issues and referrals. Emphasis is on academic and vocational training, career development, and preparation for entry into the labor market. This program is an alliance between LaGuardia Community College, Bronx Community College, and Medgar Evers College. For more information visit <http://ace.laguardia.edu/catch> or call (718) 482-5128.

CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

The CUNY Language Immersion Program (CLIP) is an intensive English as a Second Language (ESL) program for CUNY students who need to improve their academic English language skills. Classes meet five hours a day, five days a week, in day or evening sessions. Students who have been accepted to any CUNY college can spend up to one year in this program. For more information visit <http://ace.laguardia.edu/clip> or call (718) 482-5966.

DIETARY MANAGER PROGRAM

The Dietary Manager Program is a certificate-based program that focuses on improving skills already acquired on the job and preparing graduates for possible advancement to the position of Food Service Supervisor. Students must be employed in the food-service department of a hospital or nursing home to participate in this program and must be sponsored by a Registered Dietitian. For more information visit <http://ace.laguardia.edu/dfmprogram> or call (718) 482-5740.

EMPLOYMENT & 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 in the fields in which they have studied. 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. There are also opportunities for on-campus employment for students. For more information visit <http://www.lagcc.cuny.edu/careerinfo> or call (718) 482-5235.

EMT/PARAMEDIC PROGRAM

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 the city, 24/7, EMTs and paramedics respond to emergencies, treat and then transport the sick or injured. EMT-Basic is a four-month course and is required in order to advance to paramedic training. Students can choose from a paramedic certificate program or a Paramedic/AAS Degree program. For more information visit <http://ace.laguardia.edu/nas/NAS2f.htm> or call (718) 482-5327.

THE ENGLISH LANGUAGE CENTER (TELC)

The English Language Center offers non-credit English as a Second Language (ESL) programs as well as specialized workshops for skill development and test preparation on a full-time or part-time basis during day, evening and weekend hours. Beginning, intermediate and advanced level courses are available to recent immigrants, international students or visitors, and others in need of ESL instruction. The Center issues I-20s to qualified students. For more information visit <http://ace.laguardia.edu/esl> or call (718) 482-5360.

HEALTH & HEALING

The Center for Complementary & Alternative Health and Healing offers an array of unique courses and workshops on the many complementary and alternative health and healing practices available today. They will plant the seeds of change in your life. All classes are taught by distinguished teachers and healing practitioners. For more information call (718) 482-5026.

INTERPRETER EDUCATION PROJECTS (IEP)

The Office of 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.

LAGUARDIA 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, Korean and three dialects of 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://www.nyssbdc.org/centers/centers.cfm?centid=95> or call (718) 482-5303.

NY DESIGNS

NY Designs is a business center whose mission is to grow design firms. Its focus is on businesses in the field of architecture and interior design; fashion, jewelry and craft design; lighting, industrial and furniture design; and graphic and product design. Also offered are business courses and counseling, studio space rental, and a pay-as-you-go prototype workshop to help companies grow and succeed. For more information visit <http://ace.laguardia.edu/lgincubator> or call (718) 663-8403.

PERSONAL DEVELOPMENT

The Personal Development program offers opportunities for enrichment with courses in the visual arts, home and crafts, music, theater, wellness and more. Classes are held in evenings and Saturdays and are available to the general population and the college community. For more information visit (718) 482-5377.

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)

The 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 and personal/job development counseling, registration assistance, classroom interpreters, and tutors. Courses offered under Continuing Education include GED, Regents Preparation, Adult Basic Education, Intensive Study for Foreign Deaf Students, American Sign Language, college preparation, computer courses, Mommy and Me 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.

TAXI AND FHV DRIVER INSTITUTE

The mission of the Taxi and For Hire Vehicle Driver Institute is to increase the professionalism of drivers of Taxicabs and For Hire Vehicles licensed by the New York City Taxi and Limousine Commission. We offer programs that include driver-applicant initial training, continuing professional education, courses for those who violate Commission regulations, and Department of Motor Vehicle point reduction classes. We also provide information concerning all aspects of professional driving, from acquiring to maintaining a license. We work closely with the Taxi and Limousine Commission 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 school, junior and high school students that help strengthen reading, writing and math skills, and prepare them for NY State ELA and Mathematics exams, Regents and the SAT. In the Arts Zone, teens choose from courses in art and design, architecture, cartooning, painting, acoustic guitar, electronic keyboards, cooking and more. Our popular college prep workshops cover everything you need to know to apply to college—including how to get financial aid. For more information visit <http://ace.laguardia.edu/TNA> or call (718) 482-5334.

VETERAN SERVICES OFFICE

Are you a military veteran? A member of the National Guard or Reserve? Are you a family dependent? Do you want a better job? Are you thinking of going back to school? The Veteran Services Office offers to all veterans free evening GED and college prep courses, as well as career and financial counseling, assistance with benefits, tutoring and other support services. For more information call (718) 482-5386.

WORKFORCE EDUCATION CENTER (WEC)

The Workforce Education Center provides comprehensive, high quality, free or low cost, short and long-term occupational skills training; high school equivalency preparation; 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 CAREER CENTER

LaGuardia Workforce1 Career Center is a partnership of agencies and organizations working together to provide a full array of free job training, recruitment, and placement services. The Center has teamed with employers of all sizes in the five boroughs who are committed to hiring local residents. Thousands of New Yorkers have already used Workforce1 to start new careers. Come in for an orientation to learn more about the services available. For more information visit <http://ace.laguardia.edu/workforce1> or call (718) 609-2130.

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, tutor-

ing 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.

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.