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. ACE serves over 32,500 students annually of diverse cultures, ages, ethnicities, and educational and economic backgrounds.

ACE offers a wide variety of non-credit academic, vocational, professional and business programs for adults and youth in New York City. Individuals can choose from literacy and high school equivalency programs; English as a Second Language classes; college preparation; programs for Deaf adults and more. ACE also fosters career and workforce development by providing vocational training, employment services, and career and professional programs.

In addition, ACE’s extensive business services are boosting the local economy by supporting existing businesses in growing and creating jobs and by helping new entrepreneurs successfully launch their companies.

For more information visit www.lagcc.cuny.edu/ace/.

Adult Basic Skills

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

ASL - English Interpretation Program (AEIP)

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

Career and Professional Programs (CAPP)

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

Career Development Center (CDC) and ACE Employment Services

The Career Development Center is a comprehensive career counseling center that offers career assessment, counseling and plan-
admissions procedures and requirements; financial aid and scholarship information; and improving academic skills for college-level

The Center for Contract Training (CCT)
The Center for Contract Training develops customized educational programs in a variety of fields for businesses, non-profit and community and other organizations. Programs range from ESL classes for Post-Doctoral Fellows at Memorial Sloan Kettering Cancer Center to credit-bearing security courses for Transportation Security Administration agents at Kennedy and LaGuardia Airports. CCT also coordinates online courses for the division. For more information call (718) 482-5330 or email SYounus Khan@lagcc.cuny.edu.

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 lifelong learners and independent, contributing citizens of New York. For more information visit www.laguardia.edu/ciet/default.html or call (718) 482-5460.

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

College Prep
College Prep workshops provide information and advice to prospective students on how a college education can help them meet their personal and professional goals. Topics include choosing the appropriate educational path that leads to a chosen career; admissions procedures and requirements; financial aid and scholarship information; and improving academic skills for college-level coursework. For more information visit ace.laguardia.edu/collegeprep/ or 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 24 who are unemployed or underemployed to earn a high school equivalency diploma while focusing on academic and personal success; prepare for college; get work experience through a part-time job or an internship; explore careers; and learn about important topics such as parenthood, health and financial literacy. For more information call (718) 730-7336 or email dspeal@lagcc.cuny.edu.

CUNY 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 visit ace.laguardia.edu/clip/ or call (718) 482-5966.

CUNY Start
CUNY Start is an intensive 18-week academic program that provides remedial instruction in academic reading, writing and math for college-bound high school and equivalency graduates. The program allows students to save financial aid for credit courses and offers advisement on college and career planning. For more information visit www.lagcc.cuny.edu/ACE/CUNYSTART.aspx, call (718) 482-5137 or email cunystart@lagcc.cuny.edu.

Emergency Medical Technician (EMT)/Paramedic/Certified Clinical Medical Assistant (CCMA) 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. 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 visit www.lagcc.cuny.edu/ace/emt.aspx or 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 visit ace.laguardia.edu/esl/ or call (718) 482-5360.

Goldman Sachs 10,000 Small Businesses
10,000 Small Businesses is a five-year initiative, developed by Goldman Sachs, to help 10,000 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.laguardia.edu/pcap/ or email 10KSB@lagcc.cuny.edu.

Green Jobs Training Program
The Green Jobs Training Program is a free program that trains unemployed and underemployed New Yorkers for careers in Waste Management, Building Operations & Maintenance, and Green Cleaning & Housekeeping. The program helps participants develop job readiness skills, prepares them to apply for green jobs, and connects them with employers and companies that have or want to develop a green focus. For more information call (718) 663-8407 or email greenjobs@nydesigns.org.

New York City Welcome Back Center
The New York City 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 career counseling and referrals to support services, such as healthcare-specific ESL classes and training programs in alternative healthcare careers. For more information visit www.laguardia.edu/nycwbc/ or email nycwbc@lagcc.cuny.edu.

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

Pre-College Academic Programming
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. “Contextualized” instruction in business, health or science helps students build their basic academic skills in order to prepare for post-secondary education, training or a career in one of those three areas. 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. The current S.A.V.E. EMT Program, designed for educationally and economically disadvantaged adult students, combines vocational Emergency Medical Technician (EMT) coursework with basic skills instruction. For more information visit www.laguardia.edu/pcap/, call (718) 482-5385 or email PCAP@lagcc.cuny.edu.

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

Program for Deaf Adults (PDA)
Program for Deaf Adults is the largest, most comprehensive postsecondary 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 High School Equivalency Preparation, Adult Basic Education, Driver’s Education, Computer Skills, American Sign Language and more. For more information visit www.lagcc.cuny.edu/pda/, call (718) 482-5324 Voice or (917) 832-1202 VP or email pda@lagcc.cuny.edu.

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

Small Business Transportation Resource Center (SBTRC)
The US Department of Transportation’s (DOT) Northeast Small Business Transportation Resource Center, located at LaGuardia Community College, helps new and emerging businesses obtain transportation-related contracts. Assistance is available through training and advising on marketing to the DOT, Disadvantaged Business Enterprise certification, short-term lending and bonding assistance. For more information call (718) 482-5941 or email cperdomo@lagcc.cuny.edu.

Taxi and FHV Driver Institute
The Taxi and For Hire Vehicle 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 Com-
mission (TLC). The Institute offers programs that include driver applicant initial training, continuing 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) 482-5336.

Veteran Services Office
The Veteran Services Office offers veterans free evening high school equivalency and college prep courses; computer classes; tutoring; assistance in applying for GI Bill benefits and with other financial aid; and other support services. For more information visit www.laguardia.edu/veterans/ or call (718) 482-5386.

Workforce Education Center (WEC)
The Workforce Education Center provides free vocational skills training; high school equivalency preparation for teens; youth internship and community programs; and academic enhancement services to low income youth and adults. Programs include Summer Youth Employment Program, Young Adult Internship Program, Justice Community Program and Home to Work Center for Displaced Homemakers. Emphasis is placed on empowering students to develop computer literacy and transferable job skills in order to compete in an increasingly technological society. For more information call (718) 482-5340.

Division of Academic Affairs

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

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

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

HIGH SCHOOLS

30Q258 – Energy Tech High School, Long Island City, Queens

Energy Tech is an Early College Initiative and Career and Technical Education school focused on building a skilled workforce for the fast-growing energy industry. The school opened in the fall of 2013 and is being developed in partnership with the City University of New York, LaGuardia Community College, National Grid, and Con 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,