Center for Career and Community Education


FALL-WINTER 2016-17

Cayuga Community College
Community Education and Workforce Development

www.cayuga-cc.edu

Career Development, Adult Literacy, Corporate Training and Leisure Learning
Welcome to Cayuga Community College!

The Office of Community Education and Workforce Development offers career training programs, leisure learning opportunities, college prep courses, youth programs, and customized corporate training.

We are pleased to present to the community our newly revised noncredit and credit offerings in Mechanical and Plastics Technology. Over the past year, faculty and staff have been working with local manufacturers to align college programs with current workforce needs. Our new Advanced Manufacturing Institute will give students the opportunity to gain hands-on experience preparing them for success in the workplace.

Cayuga Community College is focused on developing adult career pathways offering students multiple opportunities from entry-level, noncredit courses to mid-skill level certificate and degree programs. Our programs are aligned with demand occupations in the Central New York region focusing on our local employers' needs. I encourage you to explore all the programs Cayuga Community College has to offer to help each student make the transition from student to employee.

Currently, the Cayuga Community College website www.cayuga-cc.edu/community is designed to be your main source for information. You may also contact (315) 294-8841 to speak to a friendly and helpful staff member who will answer your questions or help you register.

Whether you are looking to start a career, enhance your professional skills, learn a new hobby, or meet new people, we can help you reach your goals. Enjoy browsing our catalog and we hope to see you this fall!

Carla M. DeShaw

Executive Dean
Community Education and Workforce Development
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LEISURE LEARNING

Fun, enriching courses in the arts, dance, languages, music, wellness, and more.
ARTS

ADOBE PHOTOSHOP®
Do you have photos on your digital camera that you wish you could edit and print? This class covers cropping, color, brightness, contrast, and printing of photos using Photoshop®. You will also learn about advanced techniques like cosmetic touch-ups, image compositing, filters, selections, and layers. Basic Windows® skills are necessary. Bring a flash drive or SD card with your photos and a hard drive or flash drive for saving your edited images. Taught by Bruce Walter.

6 hours  $99
11/1, 11/8 T 5:30-8:30pm Auburn

NEW! DRAMATIC WATERCOLOR CLASS
This class is designed for beginner through advanced painters. Watercolor materials and dramatic techniques with watercolor paints will be discussed. Topic selection and painting watercolors is key. Participants will create a landscape and floral painting throughout the course of the class. A $20 material fee will be due to the instructor the first night of class. Taught by Bonnie Beckeman.

12 hours  $79
9/20-10/25 T 6-8pm Auburn
11/2-12/14 W 6-8pm Auburn
No class 11/23 due to Thanksgiving break.

INTRODUCTION TO QUILTING
Come and learn the basics of quilting! You will learn how to cut safely, measure, set up your sewing machine, assemble the top and layer, identify kinds of batting, and select fabrics. By the end of the course, you will learn how to make a set of placemats. Students will bring their sewing machine starting the second class. Students will receive a supply list the first night of class to purchase individual materials. Taught by Christine Kinsella.

10 hours  $59
9/20-10/18 T 6-8pm Auburn

MELT AND POUR SOAP
Come and learn a fun, easy craft—melt and pour soap making! Literally, you melt the soap base, color, scent and pour into a mold, cool down and you have your own personal bars of luxury soap! Instructor will bring a pound of glycerin soap base per person, offer a wide selection of fun molds, colors and scents (including many essential oils) and let you enjoy being your creative self! You will leave with soaps of your own design and instructions on making more! Have fun making and giving special gifts you made yourself! Taught by Keith Bertrand.

2 hours  $30
10/6 Th 6-8pm Auburn

NEW! OIL PAINTING CLASS
This class is designed for beginner through advanced painters. Oil painting materials and dramatic techniques with oil paints will be discussed. Topic selection and oil paintings is key. Participants will create a landscape and floral painting throughout the course of the class. A $20 material fee will be due to the instructor the first night of class. Taught by Bonnie Beckeman.

12 hours  $79
9/20-10/25 T 6-8pm Auburn
11/2-12/14 W 6-8pm Auburn

NEW! SPIRIT PAINTING
This is a fun and inspirational class for beginners, novice, and advanced. No artistic talent needed. The instructor opens you to your inner spirit, through a meditation journey to create a masterpiece, whether you feel you are talented or not. Open your mind and heart, and be amazed at what your inner spirit can do. Supply fee of $10 due to instructor first night of class. Taught by Beverly Owen, Reiki Master/Shaman Visionary/Spirit Artist.

2 hours  $39
10/6 Th 6-8pm Auburn

CALL 315.294.8841 TO REGISTER
THE ART OF MAKING DREAM CATCHERS

Throughout all of history, almost every culture and person has placed important significance on the true meaning of their dreams. Today, our dreams are just as powerful a force in many peoples’ lives as they were back with all of our ancestors. The Native American tradition of dream catchers has been passed down through the generations; from parent to child, grandparent to grandchild, or from one person to another. In this class, you will learn the art/skill of making dream catchers, and a storytelling of the spiritual value. What you will take away from this class is a beautiful art piece filled with special meaning for you, and the Native American Spiritual History of Dream Catchers. $8 materials fee payable to the instructor the night of the class. Taught by Reverend Beverly Owen, Creative Instructor of Spiritual Art.

3 hours $40
10/13 Th 6-9pm Auburn

THE ART OF MAKING MEDICINE BAGS

A "medicine bag" was an important part of the equipment used by Shamans, and Native American medicine men and women. It was a special container for various items used to carry medicine, or symbols, of animal spirits used for treating sickness and disease. What you will take away from this class is a beautiful art piece filled with special meanings for you, and the Spiritual History of Medicine Bags. A supply fee of $5 is due to the instructor the first night of class. Taught by Reverend Beverly Owen, Creative Instructor of Spiritual Art.

3 hours $40
10/27 Th 6-9pm Auburn

DANCE

BALLROOM DANCING: BASIC

Be a hit on the dance floor at your next social event! Discover new opportunities for fun and exercise as you develop your skill in social Ballroom Dancing. Features most popular dances including: Foxtrot, Cha, Waltz, Swing, and Rumba. Also great for weddings. No partner necessary. Taught by Walt Medicis Associates.

9 hours $129 for couples/$69 for single dancer
9/20-10/25 Th 7-8:30pm Auburn
BEGINNER TAP

No experience necessary! Shuffle off to Buffalo in this basic tap class, as we work up routines to music. Learn shuffle ball changes, flap steps, time steps, and more. This course promises fun exercise for men and women. You must bring your tap shoes. Kathy Zamniak instructs.

6 hours $70
10/4-11/8 T 7-8pm Auburn

BELLY DANCE BASICS WITH HADIA!

Learn Middle Eastern belly dance movements, techniques, muscle isolations, combinations, and presentations. We will cover the music, history, terminology, and culture of the dance. Gain strength, balance, flexibility, stamina, and coordination as we learn body awareness and basic movements, organize dancing patterns into complete routines, learn to improvise, and use mini-combos for any form of belly dance. Loose clothing is necessary, with dance shoes or bare feet, and no street shoes. Hip scarves or full skirts are optional and helpful. Men and women are welcome in this fun class for both beginners and dancers who desire a review of basic belly dance movements. Taught by Hadia Al Hayat (Micki Bailey).

6 hours $79
9/26-10/31 M 7-8pm Auburn
11/7-12/12 M 7-8pm Auburn

SWING DANCING—BASIC

Big Band, Rock, Oldies, Country, Pop – no matter what your favorite type of music, you can dance the Swing to it! You’ll learn basic steps, turns, partnering and styling for the most popular form of Swing – East Coast. Single and triple rhythms will be taught. Partners are recommended, although not required. Taught by Walt Medicis Dance Enterprise.

4.5 hours $79 for couples
11/1-11/15 T 7-8:30pm Auburn

FITNESS

FOUNDATIONS OF YOGA I

Learn the basic principles and practices of Hatha Yoga, and set your course for further study. You will develop a clear foundation for practice, with an emphasis on proper alignment and body awareness, basic breath training, and Yoga meditation. An introduction to Yoga philosophy grounds this course. Recommended for beginners. Loose clothing and yoga mat are needed. No experience necessary. All activities can be modified to suit individual needs. Taught by Lesley Kennedy of Down to Earth Yoga.

7.5 hours $89
9/27-11/1 T 6-7:15pm Auburn

FOUNDATIONS OF YOGA II

Building on Yoga I, we develop greater strength and endurance, while exploring practical uses of Hatha Yoga approaching everyday life. Taught by Lesley Kennedy of Down to Earth Yoga.

7.5 hours $89
11/8-12/13 T 6-7:15pm Auburn

INTRODUCTION TO TAI CHI CHUAN

The principles of body mechanics are appropriate to the soft and slow unhurried Tai Chi movements; they help to relieve tense muscles and lubricate joints that promote automatic body alignment and a solid center of gravity. The mental concentration, deep breathing, relaxing, sinking and pressing, generates a marvelous inner energy flow throughout the system, resulting in the movements of Tai Chi Chuan. This is the best of exercises for physical fitness and overall psychological fitness. It does not require any equip-

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ment or a large space. Male or female, old or young, weak or strong, you will defi-
nitely receive great benefits by regularly and faithfully practicing Tai Chi Chuan,
whether for your physical health, mental well-being, for the art of self-defense, or
even just for the joy of life. This ancient series of fluid movements can lend bal-
ance, flexibility, coordination, calm, and focus to life, work, and sports. Ages 16
and over are welcome. Taught by Carol Mancuso.
10 hours $89
9/29-11/17 Th 6-7:15pm Auburn

JAZZERCIZE

Dance to the music, with no experience! Look good, feel great, enjoy more vitality
and have fun as you tone away stress and boost your energy in this tune-filled
firming and conditioning course! Please bring mat or blanket for floor work. Kathy
Zamniak instructs.
6 hours $70
10/4-11/8 T 6-7pm Auburn

JUDO

This course is designed to provide instruc-
tion at all levels of Kodokan Judo. Students
will be taught at their individual level and
pace. Beginning students will learn the
basics of Olympic Judo, self-defense, and
the classical “Kata” forms for self-improve-
ment. The beauty of Judo is in its universal
nature and unlimited variety. Students may
concentrate in one area or pursue several
areas of interest. Advanced students will
have the opportunity to test their skills and
develop or refine new skills. This course can
help you achieve your black belt, enhance
career skills, and improve fitness. The confi-
dence, self-discipline, fitness, perseverance,
and respect learned on the Judo mat can
carry over into daily life and help students
succeed in many endeavors. Students must
be at least 10 years old. Parental permission
is needed for students 18 and under. You
may enroll at any time during the semester,
but tuition is not discounted. Taught by
Cayuga instructor Peter Petrosino, 6th Dan,
and Louis Palomeque, 4th Dan.
58 hours $150
9/6-12/15 TT 7-9pm Auburn
No classes 11/24 due to Thanksgiving break.

SELF DEFENSE FOR WOMEN

Gain experience in the tactics of self-
defense, using the principles of the
ancient art of Judo. Known as the “Gentle
Way” or “Flexible Way,” Judo is an excellent
example of how to overcome a stronger
opponent using balance, timing, flexibility,
and proper biomechanics. The tech-
niques are practical and easily learned.
They can be practiced at home and
honored to a high level. The awareness and
confidence gained through your accom-
plishments can be life changing and per-
haps even life-saving. Outlines and notes
will be provided at each lesson. Wear a
sweat suit or loose comfortable clothing.
For women age 12 and older in good
health. Taught by Cayuga instructor Peter
Petrosino, 6th Degree Black Belt.
7.5 hours $49
9/14-10/12 W 7-8:30pm Auburn
10/26-11/30 W 7-8:30pm Auburn
No class 11/24 due to Thanksgiving break.

GENERAL

ACTIVE PARENTING 4TH EDITION

Make parenting easier! Designed for
parents of children ages 3 to 12, Active
Parenting Now helps teach parents how
to raise responsible, cooperative chil-
dren who are prepared to meet the
challenges of the teen years. You will
learn parenting skills that will help
develop cooperation, responsibility and
self-esteem in your children. You will
also learn positive, nonviolent discipline
techniques so you can avoid power
struggles. This new edition has added
content including: bullying, school suc-
cess and drug prevention. There is a
material fee of $20 due to instructor the
first night of class. Taught by Katherine
Duckett, MS, CPP, who has been a pre-
vention educator for Confidential Help
for Alcohol and Drugs, Inc. for twenty
five years.
12 hours $10
10/5-11/9 W 5:30-7:30pm Auburn

CALL 315.294.8841 TO REGISTER
ANIMAL COMMUNICATION

Have you ever wondered what your animal is thinking or feeling? What do they want, and why do they behave that way? Animal communication is a skill that rewards practice, patience, and an open mind. Learn how animals may take on our physical and emotional issues in the form of misbehavior and illness, and how to quiet your mind to receive important information from your pet. Taught by animal communicator Janet Ridgeway of Syracuse.

6 hours  $125
10/4-10/18  T  6-8pm Auburn

CLASSIC HOLLYWOOD CINEMA AT "MOVIES AT THE MACK" SEASON IV

In its third year, the Auburn Film Seminar / Movies at the Mack will give students an overview of classic and influential Hollywood Cinema from the late 1930s to the early 1960s. A few international films will be featured from the same time period. This year’s course runs from September to May and will be broken into four sections. The first section will cover the early works of Stanley Kubrick, including Paths of Glory and Dr. Strangelove. Then, students will learn about major international filmmakers from the 1940s and 1950s, including Henri-Georges Clouzot (Les Diaboliques) and Akira Kurosawa (Throne of Blood). In the spring semester, we will consider major Hollywood actresses, like Rita Hayworth (The Lady From Shanghai) and Marilyn Monroe (The Seven Year Itch). Finally, we will cover four decades of Alfred Hitchcock, with early works like The 39 Steps, to later films like Strangers on a Train. In total, the class covers 16 films. The course will be taught and curated by Michael Reiff, a teacher of Film and Media, along with staff members at the Cayuga Museum of History and Art. This class will be taught at Theater Mack, located behind the Cayuga Museum.

52 Hours  $50 for full course
9/7-5/17  W  Auburn

NEW! DEFENSIVE DRIVING

The Empire Safety Council Accident Prevention Course-New York DMV Approved 6 Hour Program. Each student receives a workbook, updated NYS DMV Driver’s Manual and temporary course completion certificate in this classroom course about crash avoidance techniques. Graduates qualify for a reduction of up to four points from their driving records for violations received during the 18 months prior to completion of this course. Students passing this course also become eligible for a minimum insurance reduction of 10% for three years in the base rate of liability, personal injury protection (no-fault) and collision premiums. All principal vehicle operators are eligible including, all drivers, regardless of violation accident record; senior citizens and motorcycle drivers. There is no formal testing. This program is recognized by all New York State Insurance companies. $15 for certification and workbook payable to instructor 15 minutes before class.

6 hours  $45
11/5  SAT 10am-4pm Auburn

DRIED AND DEHYDRATED CULINARY HERBS, SPICES, RUBS, AND BLENDS

There are over 300 herbs, spices, and blends! Learn to cook and bake with herbs and spices as well how to use rubs and blends. Taught by Maureen Doyle.

4 hours  $40
10/4-10/25  T  7-8pm Auburn

GENEALOGY AND FAMILY HISTORY

Are you curious about where your ancestors came from? What they did for a living? When and how they came to America? With the resources available online, both paid subscription and free, it is now easier than ever to find the answers to these questions and more. This course will take you through: recording what you already know, interviewing relatives; using census records, birth, marriage and death records to work backwards from there, and finding immigration and citizenship records. You will also learn tips for how to make the leap from American research to European records and dealing with old handwriting and foreign languages. You will find out how to record your research with genealogy databases and how to document different types of evidence. Finally, you will explore ways to turn the collection of names, dates and places into a story that you can share with your family, and which can be handed down and added to by future generations. Taught by Charles Laun.

8 hours  $59
11/14-12/5  M  7-9pm Auburn

CALL 315.294.8841 TO REGISTER
NEW! EMPTY NEST MOM’S WHAT NOW?

Have the children left the nest? Come for a ladies night out! Chat with others to gain resources in order to revisit your passion, re-engage your community, or reconnect with a project. Led by Rebecca Mindek.

2.5 hours $19
10/19 W 6-8:30pm Auburn

HOGWARTS FOR ADULTS: THE LEAKY CAULDRON CLUB

Why should the kids have all the fun? Come explore the world of Harry Potter! Enjoy the chance to express your creativity while exercising your brain with discussions on how myths form our lives, what is in a name and the nature of good and evil. We will work with topics in Wand Craft, Herbology, Astronomy, Rune Casting, Mythology and Linguistics. A materials fee of $25 is payable to the instructor the first night of class. Taught by Linda Nestor.

15 hours $99
9/27-10/25 T 6-9pm Auburn

INTRODUCTION TO WINE MAKING

Would you like to be able to stock your own wine cellar at grape juice prices? Make your favorite variety of wine just the way you like it, from sweet to extra dry? Making really good wine is easier than you might think. If you start with the right juice, yeast, and a few other ingredients over the course of about 4 to 6 weeks Mother Nature does most of the work. This course will take the class through the process of making one 6 gallon batch of wine from a kit. Complete kits are available for many popular wine varieties. It is the easiest way to get started. You will also learn how to do the same thing starting from local juice, as well as learn about the equipment and supplies, where you can get them, and how to improvise. At the end of the class, you will be able to take bottles home. Students must be at least 21 year old to enroll in the class. Bring photo ID first night of class. A supply fee of $30 per student is due the first night of class payable to the instructor. Taught by Charles Laun.

4 hours $49
11/8, 11/15, 11/29, 12/13 T 6-7pm Auburn

NATURALLY FERMENTED FOODS

This course is an introduction to pickling and natural lacto-fermented vegetables. This ancient method of food preservation retains all the nutrition since the vegetables are not cooked. Fermented vegetables are actually more nutritional than the raw versions with the addition of beneficial bacteria like those found in yogurt. Many of these foods are good sources of B vitamins which are important for vegetarians. In this course, we will go through the steps in making fermented sauerkraut and dill pickles. The same methods introduced here can be used with many other foods including green beans, green tomatoes, garlic and beets. A $5 supply fee is due the first night of class payable to the instructor. Taught by Charles Laun.

3 hours $45
11/15, 11/29 & 12/13 T 7-8pm Auburn
WRITE YOUR WEDDING

A class for engaged couples. Determine your personal preferences, customize your ceremony, design your vows and leave the class with a customized ceremony to your specific preferences! This course includes an e-book. Taught by CL Battaglia.
8 hours $150 (per couple)
10/4-11/8 T 5:30-6:50pm Auburn

WRITING FOR PUBLICATION OR FUN!

This course is for writers who have a story or article planned or written. Whether you want to prepare it for publication, learn how to write an effective query letter, or how to find markets for your work, this class is for you! Taught by award winning, nationally syndicated writer, Joe Sarnicola.
4 hours $49
10/4-10/25 T 7-8pm Auburn

CONVERSATIONAL ITALIAN I

The romance language of Italian can be yours! Designed for beginners, this course will focus on basic grammar and vocabulary to develop conversational skills for everyday life. The course includes an introduction to the people, customs, and institutions of contemporary Italy. Textbook included. Taught by Patrizia Lafler.
12 hours $89
9/19-10/24 M 6-8pm Auburn

SPRECHEN SIE DEUTSCH? (DO YOU SPEAK GERMAN?) LEVEL I

Have you always wanted to speak German? It is the default language of Europe! This introduction to German language is designed to develop basic conversational skills for travel and work situations. You will learn vocabulary, sentence structure, and how to ask and answer basic questions. You may also address specific topics for your travel plans or level of conversational skill. Taught by Wendy Annunziata.
12 hours $89
9/27-11/1 T 6:30-8:30pm Auburn

HABLAMOS ESPANOL 1 (LET'S SPEAK SPANISH 1)

This class will be an introduction to the Spanish language which will be formatted to help students learn to speak and become fluent in basic Spanish. We will review pronunciation, greetings, introductions, questions and answers, and useful phrases. This will appeal to those who would like to learn Spanish for both business and conversation. Taught by Wendy Annunziata.
12 hours $89
9/22-10/27 Th 6-8pm Auburn

HABLAMOS ESPANOL 2 (LET'S SPEAK SPANISH 2)

This class is designed for those who already have some basic Spanish language skills or for those who would like to continue and become more fluent after taking our first Spanish I class. Taught by Wendy Annunziata.
12 hours $89
11/3-12/15 Th 6-8pm Auburn
No class 11/24 due to Thanksgiving break.

CALL 315.294.8841 TO REGISTER
SPRECHEN SIE DEUTSCH? (DO YOU SPEAK GERMAN?) LEVEL II

Designed for students who have either attended German I or already have some basic conversational skills. The course will expand vocabulary, grammar, and communication skills to use in typical situations, especially for tourists. Taught by Wendy Annunziata.

12 hours $89
11/8-12/13 T 6:30-8:30pm Auburn

BECOME A PROFESSIONAL DJ

Learn the fundamental techniques of being a live disc jockey. From lighting to proper audio setups in various rooms, this course will outline the technical equipment requirements and techniques used to get you to the next step. Beat matching and reading an audience can make or break your night, learn industry tips and tricks. More than pushing play, this course is hands-on and puts you behind the turntables. Taught by Rocko Dorsey of RD Entertainment, one of the leading Entertainment companies in Central New York.

4 hours $69
10/12 W 6-10pm Auburn

BEGINNER GUITAR 1

Learn all you need to know to begin playing guitar applicable to any style of music! Tuning, popular chords, strumming/rhythm patterns, theory, how to read chord frames, tablature, scales, all presented in an easy to understand method. You’ll even learn to play a few songs! You’ll have a strong understanding of the fundamentals needed to begin playing guitar by the end of this course. Plus you get written lesson material, jam along tracks, and video lessons to keep forever! Both acoustic and electric players welcome but electric players should bring their own small, practice amp. All students should bring a guitar, tuner, thumb drive, and a notebook. Ages 12 years and up please. Taught by Berklee College of Music Certified guitarist, Jeff Wiggins. You can see student referrals at www.thewayofguitar.com.

6 hours $95
10/5-10/26 W 7-8:30pm Auburn

BEGINNER GUITAR 2

Take the basics to the next level and add more excitement to your playing. Learn how chords are constructed and gain a better understanding of music theory. Learn and use the popular minor pentatonic scale up and down the neck, play more complex rhythms and much more. You’ll also get written lesson material, jam along tracks, and video lessons to keep forever! This course is a great addition to those who have completed The Beginning Guitar Course 1, or intermediate players looking for a firmer understanding of their previous learned skills. Both acoustic and electric players welcome but electric players should bring their own small, practice amp. All students should bring a guitar, tuner, thumb drive, and a notebook. Ages 12 years and up please. Taught by Berklee College of Music Certified guitarist, Jeff Wiggins. You can see student referrals at www.thewayofguitar.com.

6 hours $95
11/2-11/30 W 7-8:30pm Auburn
No class 11/23 due to Thanksgiving break.

INTRO TO SINGING: SINGING FROM THE HEART!

This beginner’s course will open students to their inner singing voice! Students will learn vocal warm-ups, breath support, pitch control, expanding your range, improvisation and lyric writing. Learn to perform with confidence! Taught by Sean Muldoon. Sean has performed and toured with Stone Soul Foundation as well as other groups in his twenty years of experience.

6 hours $85
10/4-11/8 T 6-7pm Auburn

CALL 315.294.8841 TO REGISTER
JUST ONCE PIANO

Some music teachers may not want you to know this, but you don’t need years of weekly lessons to learn piano. In just a few hours, you can learn enough secrets of the trade to give yourself years of musical enjoyment. How do we do it? While regular piano teachers teach note reading, piano professionals use chords. And you can learn all the chords you’ll need to play any song in this one session. Any song. Any style. Any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop.

Total beginners can download a free pamphlet on reading the treble clef on our website—justonceclasses.com. Click on classes to access this information. Fee includes a workbook and practice CD. Taught by Anthony Morano.

3 hours $59
10/17 M 6:30-9:30pm Auburn

WANTED

New Ideas, New Instructors

The Center for Career and Community Education is expanding our course offerings.

If you have a special skill or talent, and would like to submit a course for consideration, please call Emily Cameron at (315) 294-8527 or send an email to emily.cameron@cayuga-cc.edu.
WELLNESS

JOURNAL TO EXPLORE YOURSELF

Through guided journaling, music, meditation, writing, and creative thinking exercises, you explore: creative dilemmas, self-improvement, etc. Popular with musicians, poets, writers, and artists of all ages/abilities! Taught by CL Battaglia.

6 hours $69
11/2-12/14 W 5-6pm Auburn
No class 11/23 due to Thanksgiving break.

SPIRIT FITNESS MEDITATIONS I

A gentle series of guided meditation sessions interspersed with an introduction of different concepts, private reflection, goal setting, and focus on physical or emotional health and wellness. This course includes chakra energy exercises, energy exercises, energy work, geared to address personal issues and move toward peace and healing. Spirit fitness is an academic approach to learning meditation, deep breathing, cross-cultural comparisons, strategies, exercise, and more. Taught by CL Battaglia.

7 hours $69
10/3-11/21 M 5:30-6:30pm Auburn
No class on 10/31.

SPIRIT FITNESS MEDITATIONS II

Spirit Fitness Meditations II builds on and expands the spirit fitness learning to strengthen strategies and deepen meditation. Pre-requisite: Spirit Fitness Meditations I. Taught by CL Battaglia.

7 hours $69
10/3-11/21 M 6:30-7:30pm Auburn
No class on 10/31.

THE GRIEF RECOVERY METHOD®

In this course, you will learn how to complete your relationship with the pain, isolation and loneliness caused by a significant emotional loss including death, divorce, health, faith, pet lose, moving, job/financial loss and much more. This course has helped many people move beyond loss and towards recovery. Incomplete recovery from grief can have a lifelong negative effect on the capacity for happiness. Based on a proven program, The Grief Recovery Handbook (included in class fee) offers grievers the specific actions needed to move beyond loss. Taught by Amy Dolan.

16 hours $160
9/28-11/16 W 6:30-8:30pm Auburn

UNDERSTANDING THE FOUR AGREEMENTS OF LIFE

This self empowering class is inspired by the book The Four Agreements, by Don Miguel Ruiz. “We cannot change what we do not understand.” We start with the Mastery of Awareness. The in-depth study of this book's contents gives you the tools to master their use, and incorporating the map of these four agreements can improve your life, on all levels. The required book The Four Agreements by Don Miguel Ruiz can be purchased at the first class for $13.99. Taught by Reverend Beverly Owen—Master Instructor/Holistic Wellness & Spiritual Psychology since 2006.

10 hours $59
10/4-10/25 T 6-8:30 Auburn

WHEN CHILDREN GRIEVE—FOR PARENTS AND GUARDIANS OF GRIEVING CHILDREN

In this course you will learn how to apply The Grief Recovery Method®, to help recover from losses. The Grief Recovery Method® has over 35 years of history helping people through grief and loss. This course is for adults to help children who are dealing with death, divorce, pet loss, moving and other losses. The course fee includes the book When Children Grieve, written by John W. James and Russell Friedman (authors of The Grief Recovery Handbook).

12 hours $120
10/17-11/21 M 6:30-8:30pm Auburn
COURSES FOR PARENTS

Classes to support families learning and growing together.
DEMENTIA CARE

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume. Pamela Atwood, Hebrew Health Care, Instructor. 3.2 CEUs/ILUs.

32 hours  $495
9/6-10/28  Online

DEMENTIA FOR FAMILY CARE GIVERS

Designed for family caregivers dealing with Alzheimer’s disease, vascular dementia, Lewy body dementia or other conditions which cause significant memory problems. In addition to basic information about dementia, this 4-week course will cover essential elements to address throughout the illness, common health complications, and tips from professional care providers who deliver person-centered care. Use of materials and internet will facilitate learning and maximize competence in care-giving beyond the end of the course. Your instructor is an authority on dementia. Pamela K. Atwood, MA, CDP, QDCP, CLL, Instructor. 1.6 CEUs/ILUs.

16 hours  $149
9/6-9/30  Online

NEW! EMPTY NEST MOM’S WHAT NOW?

Have the children left the nest? Come for a ladies night out! Chat with others to gain resources in order to revisit your passion, re-engage your community, or reconnect with a project. Led by Rebecca Mindek.

2.5 hours  $19
10/19  W  6-8:30pm Auburn

FOR PARENTS OF BOYS

Boys learn differently than girls, get worse grades than girls, and face certain challenges in school. Find out how you can help your son succeed more in school. Discover why males do 30% less school work than females, fidget more, like new and hard challenges, and more.

Then take home nine tips for helping your boy learn and succeed more in school. You’ll also find out something new about how you learn. Anyone interested is welcome to attend. eBook included. William A. Draves, Instructor. 1.6 CEUs/ILUs.

16 hours  $95
9/6-9/30  Online

GENDER IN THE CLASSROOM

Help your son or daughter learn more, and succeed more, in school. Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the 5 learning habits girls get in school that hurts them in the workplace. Discover how males and females learn differently. Take away tips for helping your daughter and/or son learn more, and tips to help him and/or her succeed more in school. You’ll also discover something new about how you learn too! Get info not available anywhere else. Julie Coates and William A. Draves, Instructors. 1.6 CEUs/ILUs.

16 hours  $145
10/3-10/28  Online

LEWY BODY DEMENTIA

Sometimes referred to as the “crossroads of Alzheimer’s and Parkinson’s disease” Lewy body dementia is now the second-most common cause of dementia. People who have LBD struggle to find good care because their symptoms are challenging, characterized by great fluctuations in alertness and complex behaviors. This course will help families and professionals understand the clinical indicators to seek appropriate diagnosis (and why that is important); common behavioral manifestations, strategies to manage them, and resources to support the patient and family. Pamela K. Atwood, MA, CDP, QDCP, CLL, Instructor. 1.6 CEUs/ILUs.

16 hours  $145
9/6-9/30  Online

PEACE PLACE FOR KIDS

Some kids need to learn to gain self-control of emotions, fears, and anxieties, calm themselves or redirect energy. As a former teacher, through work with a national children’s charity, as an ordained minister, and therapeutic-level foster/adoptive parent, Cara Battaglia developed methods that helped children strengthen...
their spirits, soothe their souls, recognize when emotions are spiraling out of control, and calm body, mind and spirit.

6 hours $69  
10/3-11/7 M 4:30-5:30pm Auburn  
No class on 10/31.

STUDENTS WITH ASD (AUTISM SPECTRUM DISORDER)

For parents of children who have been diagnosed with ASD (Autism Spectrum Disorder)—a neurological disorder on the autism spectrum. Find out how to work effectively with your child, to create the most positive learning environment in and outside of school for your child. Then, take away strategies for working effectively with your child's teachers. The course is geared for parents and teachers, but it is also relevant for anyone else interested in understanding this important issue. Julie Coates, Instructor. 1.6 CEUs/ILUs.

16 hours $145  
10/3-10/28 Online

SUCCESS WITH AGING PARENTS

Know more about taking care of your loved one. Geared towards family and friends of an elderly person, including spouses/significant others, parent-child, elder-other relative, friends, even long-distance caregivers. You will get essential information that caregivers or care partners need to know as you care for an older adult. Learn how to prepare for changes in personal relationships when taking on caregiving roles. Improve your understanding of resources and the long-term care services and supports available. Come away with a developed confidence in techniques in assisting others with a variety of needs. This course will also be useful for healthcare students and emerging professionals. Pamela K. Atwood, MA, CDP, QDCP, PLL, Instructor. 1.6 CEUs/ILUs.

16 hours $149  
9/6-9/30 Online

THE GRIEF RECOVERY METHOD®

In this course, you will learn how to complete your relationship with the pain, isolation and loneliness caused by a significant emotional loss including death, divorce, health, faith, pet lose, moving, job/financial loss and much more. This course has helped many people move beyond loss and towards recovery. Incomplete recovery from grief can have a lifelong negative effect on the capacity for happiness. Based on a proven program, The Grief Recovery Handbook (included in class fee) offers griever the specific actions needed to move beyond loss. Taught by Amy Dolan.

16 hours $160  
9/28-11/16 W 6:30-8:30pm Auburn

WHEN CHILDREN GRIEVE—FOR PARENTS AND GUARDIANS OF GRIEVING CHILDREN

In this course, you will learn how to apply The Grief Recovery Method® to help recover from losses. The Grief Recovery Method® has over 35 years of history helping people through grief and loss. This course is for adults to help children who are dealing with death, divorce, pet loss, moving and other losses. The course fee includes the book When Children Grieve, written by John W. James and Russell Friedman (authors of The Grief Recovery Handbook).

12 hours $120  
10/17-11/21 M 6:30-8:30pm Auburn

CALL 315.294.8841 TO REGISTER
ADVANCED MANUFACTURING

Prepare yourself for a career in the high-tech manufacturing field.
**MANUFACTURING**

**1 YEAR PROGRAMS**

**ADVANCED MANUFACTURING**

Students develop expertise using manufacturing materials, processes, production tools, and equipment. The program can be completed in one year, and students can apply Advanced Manufacturing certificate credits towards the Mechanical Technology A.A.S. Degree.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>ENGR 103</td>
<td>Manufacturing Materials &amp; Processes</td>
</tr>
<tr>
<td>MMT 101</td>
<td>Machine Tools I</td>
</tr>
<tr>
<td>ENGR 126</td>
<td>Computer Aided Design</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>ENGR 207</td>
<td>Quality Assurance</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>SECOND SEMESTER</strong></td>
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<tr>
<td>ENGR 228</td>
<td>Solid Modeling</td>
</tr>
<tr>
<td>MMT 102</td>
<td>Machine Tools II</td>
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<tr>
<td>MMT 208</td>
<td>Advanced CAD/CAM</td>
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<td><strong>TOTAL CREDIT HOURS</strong></td>
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</tbody>
</table>

**FOR MANUFACTURING COURSES**

*Can be satisfied by an MMT, ENGR, or ELEC course

**MATH 112, 115 or 116 will not fulfill requirements**

**PLASTICS MANUFACTURING**

Plastics and polymer manufacturing constitute the 5th largest manufacturing sector in the United States. Students learn about the plastics industry, and the equipment, materials, and processes commonly used in manufacturing.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 102 or higher**</td>
<td>Intermediate Algebra</td>
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<tr>
<td>ENGR 103</td>
<td>Manufacturing Processes and Materials</td>
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<td>Machine Tools I</td>
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<tr>
<td>MMT 141</td>
<td>Fundamentals of Plastics Technology</td>
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<td>Fluid Systems Design</td>
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<td>ENGL 101</td>
<td>Freshman English I</td>
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<tr>
<td>MMT 241</td>
<td>Plastics Technology: Injection Molding</td>
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<tr>
<td>OR MMT 242</td>
<td>Plastics Technology: Blow Molding</td>
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<tr>
<td>MMT 245</td>
<td>Plastics Technology: Capstone</td>
</tr>
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<td>ENGR 207</td>
<td>Quality Assurance</td>
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<td><strong>TOTAL CREDIT HOURS</strong></td>
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</table>

**FOR MECHANICAL AND PLASTICS TECHNOLOGY**

* Complete four courses in one concentration area to fulfill degree requirements

**MATH 112, 115 or 116 will not fulfill requirements**

<table>
<thead>
<tr>
<th><strong>MECHANICAL TECHNOLOGY A.A.S.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
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<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>MATH 102</td>
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<td><strong>SECOND SEMESTER</strong></td>
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<td>OR ENGL 270</td>
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<td><strong>THIRD SEMESTER</strong></td>
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<td>PHYS 103</td>
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<td>ENGR 207</td>
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<tr>
<td>Behavioral/Social Science Elective</td>
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<td>Technical Concentration Elective*</td>
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<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td>Technical Concentration Elective*</td>
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<tr>
<td>ART 103, 112 or 113 Art Elective</td>
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<tr>
<td>Health or P.E.</td>
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<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
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U.S. Department of Labor

This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.
COMPUTER AIDED DESIGN (CAD)*

This concentration prepares students to work as CAD technicians, CAD designers and mechanical designers.

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>MMT 208</td>
<td>4</td>
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<tr>
<td>ELEC 209</td>
<td>3</td>
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</table>

FACILITIES DESIGN*

This concentration prepares students to work as CAD designers in an architectural or engineering consulting firm, as building mechanical system designers, and facilities designers.

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>ENGR 125</td>
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<td>ENGR 220</td>
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<td>ENGR 221</td>
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<tr>
<td>ENGR 130</td>
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</tr>
<tr>
<td>BUS 260</td>
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MECHATRONICS*

This concentration prepares students to work as electro-mechanical technicians and automation technicians.

<table>
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<th>Course</th>
<th>Credit Hours</th>
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<tbody>
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<td>MMT 208</td>
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<td>ENGR 230</td>
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PRECISION MACHINING*

This concentration prepares students to work as mechanical technicians, CNC machinists, and CNC programmers.

<table>
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<td>ELEC 209</td>
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<td>ENGR 230</td>
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* Complete four courses to fulfill concentration
*** Required for the concentration

MECHANICAL TECHNOLOGY A.A.S. OPTION: PLASTICS TECHNOLOGY

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THIRD SEMESTER

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<td>ENGR 230</td>
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FOURTH SEMESTER

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<tr>
<td>ELEC</td>
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<tr>
<td>MMT 245</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
</tr>
</tbody>
</table>

TOTAL CREDIT HOURS 63
CALL 315.294.8841 TO REGISTER

CAYUGA COMMUNITY COLLEGE’S State of the Art Advanced Manufacturing Institute is NOW OPEN!

Check out our new career training programs in Advanced Manufacturing with 95% job placement opportunities!

Manufacturing accounts for 462,000 jobs in New York State. Local Employers Need YOU!

Welcome to the SUNY TEAM Center!
Your Resource Center for Training and Education in Advanced Manufacturing.

MEET WITH A CAREER COACH TODAY
As we work with employers to identify their needs, we share this information with you to help you select a training program that matches the jobs in our region. From unemployment to employment, we will guide you as you reach your goal.

Emily Cameron, Assistant Director, (315) 294-8527, emily.cameron@cayuga-cc.edu

Let your career coach help you get to where you want to go—back to work!
Your “fast track” back to work with free training available for eligible candidates - TAA-eligible, laid-off or dislocated workers-specializing in these high-demand career areas.

- Explore training programs in Plastics Technology, Electrical Technology, Mechanical Technology, and Advanced Manufacturing.
- Emerge into a new career that fosters your skills and interests.
- Begin your job search- receive tips to get back into the workplace and learn how to promote yourself to prospective employers.

CALL 315.294.8841 TO REGISTER
CAREER

Enhance your skills and support your career goals.
ACADEMIC PREPARATION

MASTERING ESSAY TESTS

From grade school through college and grad school, advancement relies on essay tests but rarely are you taught how to interpret the questions and formulate a response. Learn to evaluate essay test questions and write a response to any essay test! From school exams to college entry, you can learn to interpret the question, organize and craft a quick, efficient response for standardized tests. Your grade 8 through adult. Taught by a Composition professor who scores standardized tests for grade 5 through college.

7 hours $79
9/14-10/26 W 5-6pm Auburn

SAT PREP FOR EXAM

Does your high school student need help preparing for the fall SAT exams? This intensive course, based on the latest SAT version, helps students assess their strengths and weaknesses in the verbal and math sections, and practice efficient answer strategies for sentence completion, reading comprehension, and math reasoning. Student must bring textbook new edition: Official SAT Study Guide (2016 Edition) by College Board (ISBN: 9781457304309). This new edition corresponds to testing from March 2016 forward. $25.00 at College Barnes & Noble Bookstore; call 315-294-8690 or available at any online bookstore.

16 hours $159
10/11-11/29 T 6-8pm Auburn

BUSINESS

BECOME A PROFESSIONAL DJ

Learn the fundamental techniques of being a live disc jockey. From lighting to proper audio setups in various rooms, this course will outline the technical equipment requirements and techniques used to get you to the next step. Beat matching and reading an audience can make or break your night, learn industry tips and tricks. More than pushing play, this course is hands on and puts you behind the turntables. Taught by Rocko Dorsey of RD Entertainment, one of the leading Entertainment companies in Central New York.

4 hours $69
10/12 W 6-10pm Auburn

BUSINESS RESEARCH CERTIFICATE

Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision making for your work organization. Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. For business professionals, entrepreneurs, and anyone who needs specific information about a business; or who is in business and needs specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. This course will give you the specific knowledge you need to succeed in your research quest. Three one-month courses (Introduction to Business Research, Business Statistics, and Qualitative Business Research.) The class dates for the entire program are September 6-December 2, 2016. Only available as a Certificate. Taught by Mary Dereshiwsky and Constance Yates, instructors. 4.8 CEUs/ILUs.

48 hours $495

BUSINESS STATISTICS

Visit www.cayuga-cc.edu/communityed for class description.
10/3-10/28 Online

QUALITATIVE BUSINESS RESEARCH

Visit www.cayuga-cc.edu/communityed for class description.
11/7-12/2 Online

CERTIFICATE IN DATA ANALYSIS

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

Begin with getting a basic understanding of how to analyze data in a business setting. Then, learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally, you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned. Three one-month courses (Introduction to Data Analysis, Intermedi-
ate Data Analysis, and Advanced Data Analysis). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. John Rutledge, Mary Dereshiwsky, and Jeff Kritzer, Instructors. 4.8 CEUs/ILUs.

INTRODUCTION TO DATA ANALYSIS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

INTERMEDIATE DATA ANALYSIS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

ADVANCED DATA ANALYSIS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

CERTIFICATE IN EFFECTIVE SURVEYS
Help your organization design successful surveys to improve business and workplace effectiveness. Surveys are an increasingly common and important way to understand your audience’s wants and needs. First, find out how to design a survey and analyze the results. Then, learn how to segment your audience by demographics and behavior, finding your seven primary audience segments and why they are the most important people to survey. Finally, take away advanced information on how to access various web-based data sites, use Excel to sort data and utilize available web-based templates, and acquire skills to present your survey results employing advanced presentation tools and techniques. Three one-month courses (Using Surveys to Improve Business and Work Productivity, High Response Surveys, and Advanced Survey Research). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Jeff Kritzer and William A. Draves, Instructors. 4.8 CEUs/ILUs.

USING SURVEYS TO IMPROVE BUSINESS AND WORK PRODUCTIVITY
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online
HIGH RESPONSE SURVEYS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

ADVANCED SURVEY RESEARCH
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

CERTIFICATE IN OFFICE OPERATIONS
Efficient office operations can mean the difference between success and not-so-much, between being in the black and being in the red. Moving from you and your employees working harder to working smarter, the strategies and benchmarks of office operations increase the productivity of every person in your organization. Three one-month courses (Office Operations, Cyber Security for Managers, and Embracing Sustainability in the Workplace). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Greg Marsello, Stan Waddell, and Thom Lowther, Instructors. 4.8 CEUs/ILUs.

OFFICE OPERATIONS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

CYBER SECURITY FOR MANAGERS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

EMBRACING SUSTAINABILITY IN THE WORKPLACE
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

ENTREPRENEURSHIP CERTIFICATE
Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then, learn how to create a business plan, including assessing business feasibility and prepare the management and financial plans. In addition, take home a step by step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand.

At the end of this course series, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them; develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business. Three one-month courses (Entrepreneur Boot Camp, The Business Plan, and Entrepreneurial Marketing). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Conrad Brian Law, Mary Beth Izard, and Kathy Nadlman, Instructors. 4.8 CEUs/ILUs.
ENTREPRENEUR BOOT CAMP
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

THE BUSINESS PLAN
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

ENTREPRENEURIAL MARKETING
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

ENTREPRENEURSHIP FINANCE CERTIFICATE
Finance is a key to entrepreneurial success. The lack of financial knowledge about business and business start-ups is one of the leading causes of failure for entrepreneurial ventures.

As an entrepreneur, you have limited time, and you certainly have limited resources. So knowing where to put your valuable time, and your limited resources, is critical to the success of your new venture.

You will start by gaining a deeper knowledge of the financial concepts and accounting processes used in most businesses. You will learn practical techniques that will increase your effectiveness and entrepreneurial success. And you will get an understanding of the seven steps in the accounting cycle and how to use financial information in decision making. You will come away with the knowledge to analyze resource allocation and evaluate financial performance.

Then, discover the keys to managing cash. Cash is arguably the most important factor in new business success. Dun & Bradstreet (D&B) reports 90% of all small business failures are due to poor cash flow. As an entrepreneur, you will find out how to maximize cash flow, learn the importance of cash and find out your role in cash flow success.

Finally, you will explore potential debt and equity sources of funds to help support your entrepreneurial work and create a financially successful venture. Find out where business start-up money comes from, and ways to get it.

After successfully completing the Entrepreneurial Finance Certificate, you will have exponentially increased your knowledge about entrepreneurial finance, and how to maximize the chances of success and minimize the risks for your new venture. Three one-month courses (Accounting and Finance for Non-Financial Managers, Cash is King, and Funding Your Business). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Sharon deFonteny and Jodie Trana, Instructors. 4.8 CEUs/ILUs.

ACCOUNTING AND FINANCE FOR NON-FINANCIAL MANAGERS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

CASH IS KING
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

FUNDING YOUR BUSINESS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

INTRODUCTION TO 3-D PRINTING
3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for (and when is traditional manufacturing still the better choice)? In this course, you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general. Taught by Joan Horvath and Rich Cameron. 1.6 CEUs/ILUs.

16 hours $195
9/6-9/30 Online
INTRODUCTION TO MAKER TECH: THE NEW SHOP CLASS

Arduino. 3D printing. Wearable tech. Your students or your kids may be talking about these things, but what is all this stuff, and how can you keep up and try to get ahead of them? This class will survey the core technologies found in makerspaces and give you a start in understanding what you will need to learn to create awesome technology projects. You will also learn how to find and sort through the many free resources online. Taught by Joan Horvath and Rich Cameron. 1.6 CEUs/ILUs. 16 hours $245 10/3-10/28 Online

INVESTING 101

Learn the basics of investing while focusing on long-term retirement plans. Topics covered will include: stocks, bonds, mutual funds, IRA’s, 401K’s, annuities & tax benefits. Students will be encouraged to suggest lesson plans based on information they would like to learn in addition to the topics listed above. A guest speaker will enhance your learning experience while adding their own perspectives and insights. At the conclusion of this course, you will have the knowledge required to understand basic investing while being aware of all the risks and rewards. All course materials will be provided by the instructors at no additional cost. Taught by Patrick Cuddy and Timothy Carr, Pinnacle Investments. 8 hours $49 11/7-11/28 M 6-8pm Auburn

KEYS TO SUCCESSFUL EVENT MANAGEMENT

Learn to plan, budget and market a successful event, whether small or large, and explore the differences between types of events. Whether the event is a large community event, fundraiser or social event, solid planning and management will make it a success, and allow you to focus on enjoying the event as much as your attendees! CL Battaglia has 30 years of event management experience. 12 hours $129 10/5-11/9 W 6-8pm Auburn

LAW FOR NON-LAWYERS

You can improve your value to your organization and serve your organization better by recognizing some of the legal issues that work organizations face on a regular basis. For non-lawyers in a variety of work environments, you will find out what you should know, and when to consult a lawyer.

After completing this course, you will better understand legal issues in the workplace, know when your organization needs to consult a lawyer, and have the knowledge to better serve your organization and work with lawyers. Taught by Melissa Meyer. 1.6 CEUs/ILUs. 16 hours $195 9/6-9/30 Online

LEGAL OFFICE ADMINISTRATION

This course seeks to enable students to acquire the necessary knowledge and skills needed toward the goal of becoming an exceptional legal practitioner in an administrative capacity. It is a bridge course designed to provide students with the tools to develop a thorough understanding of legal office procedures including database management, the preparation of legal documentation including research, legal accounting methods, legal analysis, communications and ethics. At the conclusion of the course, you will be able to improve communication methods, improve the productivity within the legal office by obtaining effective tools that promote a smoother operation. You will also get a better understanding of the importance of competency, confidentiality and the administration of ethics in a legal office environment.

Instruction will be given through a blend of lectures, discussions, presentations, class exercises and quizzes. Students shall be expected to complete each assignment in order to receive the legal office administration certificate. Taught by LaSania Hamilton. 1.6 CEUs/ILUs. 16 hours $245 11/7-12/2 Online

CALL 315.294.8841 TO REGISTER
NOTARY PUBLIC WORKSHOP

This course provides a comprehensive view of the notary public office and preparation for the New York State test. Students are required to purchase the new reference guide and textbook, Notary Public Handbook: A Guide for New York ($40). Instructor Alfred E. Piombino will offer the book for sale 15 minutes before class.

3.5 hours  $65
10/26  W  9am-12:30pm  Auburn
12/1  Th  6:30-9:30pm  Auburn

PROGRAMS & PROFITS FOR ENTREPRENEURS

Create an analysis of your industry and identify ways to expand your market and profits. An ideal option for a small sole proprietor or new entrepreneur. Learn ways to increase profits, create an analysis of your services and develop ideas for improving profitability, expansion, focus and marketing through analysis, industry trends, comparisons, and idea brainstorming. Requires laptop/tablet with Internet access. Taught by CL Battaglia.

7 hours  $79
10/4-11/15  T  7-8pm  Auburn

YOUR WORKPLACE, YOUR EMPLOYEES & THE LAW

Designed for non-lawyers, this course will provide business owners, managers, supervisors, and HR professionals with a roadmap for effectively handling complicated employee-related issues that affect today’s legal-prone work environment. Each class contains guidelines, step-by-step compliance instructions, and practical leadership skills, methods, techniques, and proven strategies for successfully managing employees and for complying with state and federal workplace laws. Lupe McElroy, Instructor. 1.6 CEUs/ILUs.

16 hours  $195
10/3-10/28  Online

Learn More!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

• Expert Instructor
• 24-Hour Access
• Online Discussion Areas
• 6 Weeks of Instruction
• Course Sessions Begin Monthly

Enroll Now!
www.ed2go.com/cayuga

CALL 315.294.8841 TO REGISTER
BUSINESS COMMUNICATION

CERTIFICATE IN BUSINESS WRITING

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill.

Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then, improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings.

Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success. Three one-month courses (Business Writing, Effective Copywriting, and Writing News and Press Releases). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Dionne Felix, Katie Lynch, and William A. Draves, Instructors. 4.8 CEUs/ILUs.

BUSINESS WRITING

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

EFFECTIVE COPYWRITING

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

WRITING NEWS AND PRESS RELEASES

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

CERTIFICATE IN CUSTOMER SERVICE

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else. Two one-month courses (Keys to Customer Service and Extraordinary Customer Service). Sign up for both and pay just $245 for entire program. The class dates for the entire program are September 6-October 28, 2016. Nanette Sanders-Cobb and Fred Bayley, Instructors. 3.2 CEUs/ILUs.

KEYS TO CUSTOMER SERVICE

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $145
9/6-9/30 Online

CALL 315.294.8841 TO REGISTER
EXTRAORDINARY
CUSTOMER SERVICE

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $145
10/3-10/28 Online

NEW! CERTIFICATE IN
SELF-PUBLISHING FOR BUSINESS

A publication or book can help you expand your business in a way no form of advertising can. Whether you are with a small or large organization this practical certificate is designed to help entrepreneurs, businesses, and organizations self-publish non-fiction to promote and enhance your core business goals such as customer retention and building your brand. Get unique insights into finding your niche and developing customer oriented information that build customer relationships. Find out about self-publishing print publications and books. Then, discover how to go about creating, formatting and publishing an eBook. Finally, acquire the keys to marketing your print hard copy publication, book or eBook. Most importantly, you will create a marketing plan so you can map out your marketing steps, all the steps, from start to finish. Three one-month courses (Growing Your Business with Self-Publishing, Self-Publishing eBooks, and Marketing Business Publications). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Doyle Darvis and Tim Street, Instructors. 4.8 CEUs/ILUs.

GROWING YOUR BUSINESS
WITH SELF-PUBLISHING

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

SELF-PUBLISHING EBOOKS

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

NEW! MARKETING BUSINESS
PUBLICATIONS

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

CERTIFICATE IN WORKPLACE
COMMUNICATION

Good communication in the workplace is more important than ever and critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then, work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. Three one-month courses (Conflict Management, Negotiation: Get What You Want, and Using Personality Profiles for Better Work Performance). Sign up for all three and pay just $595 for entire program. The class dates for the entire program are September 6-December 2, 2016. Sally Klauss and Layne Harpine, Instructors. 5.6 CEUs/ILUs.
FEMALE BULLYING IN THE WORKPLACE

Recently we have seen an upsurge of individuals claiming bullying in the workplace. The phenomenon of females being bullied by other females has been discussed in recent years in the media but little has been done to combat or try to deal with the problem. Both females and males need to understand about relational aggression in the workplace. This course is designed to not only help you understand this growing issue but to also help you to not become a victim of workplace bullying. Dr. Lisa Barrow, Instructor. 1.6 CEUs/ILUs.

16 hours $195
9/6-9/30 Online

INFOGRAPHICS

After taking this course in “infographics,” students will be exposed to a powerful, concise way to present information. The course begins with a history of Infographics and the types of infographics used in business, education, and industry. Students will be exposed to Pinterest and other web-based sources of infographics. The course proceeds to an exposure to various user-friendly infographic creation websites. Students will learn the basics of designing infographics and be able to make their own simple infographic. Jeff Kritzer, Instructor. 1.6 CEUs/ILUs.

16 hours $195
11/7-12/2 Online

INTERMEDIATE VIDEO GAME DESIGN

Worldwide, video game sales including consoles, online and mobile games are projected to reach $111 billion this year. Mobile games are the fastest-growing segment of the market as more and more people play casual games. By 2019, Price Warehouse predicts social and casual game sales will exceed traditional game sales. In this intermediate introductory course, you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games. Jean Haefner, Instructor. 1.6 CEUs/ILUs.

16 hours $245
10/3-10/28 Online
CAREER SKILLS

CAREER PREPARATION

Geared for professionals at every stage, this course provides resources and support to re-assess your career trajectory, develop the tools you need to launch yourself into a promotion, a new job, or a whole new field. We will start with the basics—career assessments: Who are you? What are you interested in? What are you good at? and Where do you want to go? Then, we will work on some research skills to find those opportunities or create them yourself. Lastly, each participant will craft the tools to take them to the next step—resumes, cover letters and other ways to reach out and cultivate your next career launch.

Participants will be able to customize their work to suit their unique direction and needs.

This Career Preparation class is designed for people who are wanting to clarify their career options within a specific field or explore possibilities for a career change. The goal of the class is to help participants learn more about careers that match their interests and become more confident about career planning and strategic career moves. Kassia Dellabough, PhD, Instructor. 1.6 CEUs/ILUs.

16 hours $195
10/3-10/28 Online

MASTERING COMPUTER SKILLS FOR THE WORKPLACE

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in Microsoft (MS) PowerPoint®, documents in MS Word, email and calendars in MS Outlook®, and spreadsheets in MS Excel®. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of MS Office change over time. Master the most common uses so that you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave class with a set of skills that are a workplace requirement in today’s fast-paced ever-changing environment and will enable your future career success. Betsy Flanagan, Instructor. 1.6 CEUs/ILUs.

16 hours $195
9/6-9/30 Online
NEW! WEB DESIGN

Online users say a website’s design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today’s market of highly saturated digital competition.

Discover the basics of web design using HTML and CSS. No prior knowledge of HTML or web design is required. Throughout the course, you will get the info you need to plan and design effective web pages. Come away knowing how to implement web pages by writing HTML and CSS code. And discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics, and images. Tonya D. Wright, Instructor. 1.6 CEUs/ILUs.

16 hours $245
9/6-9/30 Online

COACHING

NYSED—FIRST AID FOR COACHES

In this certification course, participants will learn to recognize, evaluate, and prioritize first aid needs and apply appropriate aid in emergencies. Topics covered are: the role of the coach, administrative procedures in athletics, injury prevention, injury recognition, types of injuries, medical emergencies, emotional stress of an athlete preparing for EMS arrival, emergency care plans, and taping techniques among many other topics. This course meets NYS coaching requirements. Students must attend full 12-hour course to attain attendance for certification. Course certification is valid for 3 years.

12 hours $99
10/11-10/27 TTh 6-8pm Auburn

NYSED—CPR/AED FOR COACHES

This NYS approved course will train coaches in both adult CPR and AED or Automated External Defibrillator. Course will include the following topics: checking the victim, cardiopulmonary resuscitation, breathing, emergency calls, using a mask and how to appropriately administer CPR and AED, including how to deal with special circumstances such as obstructed airways and neck and spine injuries and surviving sudden cardiac arrest. This certification is valid for 2 years.

4 hours $49
11/1-11/3 TTh 6-8pm Auburn
COMPUTER

IPAD® AND IPHONE BASICS

Bring your iPad® or iPhone ready to go! For owners new and old at any level of experience. Everyone can learn something new. This course is designed for discovery and fun. You will learn how to use apps, surf the Internet, and use basic functions like calendar, camera, contacts, and mail. We will venture into Safari as you learn to “surf” the Internet! Come learn to use this device that you’ve heard so much about! Taught by Margie Creamer.

4.5 hours $39
10/4-10/18 T 6:30-8pm Auburn

BEYOND IPAD® AND
IPHONE BASICS

Go beyond the basics with your iPad® or iPhone! This course is a continuation of How to Use your iPad® and iPhone. You will learn how to use the App Store and how to discover and use apps which are specific to your interest. Explore iBooks, iTunes, Maps, and finally the Apps store. Learn more of Safari and its advanced features and techniques. Bring your own charged device to class. Taught by Margie Creamer.

4.5 hours $39
11/1-11/15 T 5:30-7pm Auburn

MICROSOFT® OFFICE®
2013 ESSENTIALS FOR
ADMINISTRATIVE PROFESSIONALS

This introductory course will teach students how to use Microsoft® Excel®, Access®, and Word® in the office setting. Merging documents, creating spreadsheets, and other commonly used applications within Microsoft® Office® 2013 will be discussed. Taught by Kathy O’Neill.

6 hours $69
10/4, 10/6 TTh 5:30-8:30pm Auburn
11/30, 12/2 WF 1-4pm Auburn

COMPUTER ABC’S

This course is designed to impart a basic level appreciation program for the common user. After completing this course, the student is able to use the computer for basic purposes of preparing word documents, view information on the Internet, send/receive emails, use a basic spreadsheet, and prepare a PowerPoint® presentation. There will be a $5 book fee payable to instructor on first night of class. Taught by Kathy O’Neill.

3 hours $35
9/27 T 5:30-8:30pm Auburn

MICROSOFT® EXCEL® 2013- LEVEL 1

This beginner’s course introduces you to spreadsheets generally used for organizing, manipulating, and sharing data and budgeting. You will begin by navigating the Excel® 2013 environment. Hands-on activities will focus on performing basic tasks associated with creating and saving worksheets, using formulas and functions to perform calculations, formatting and modifying worksheets, searching for and replacing data, printing workbook contents, and managing large workbooks. Prerequisite: Microsoft® Windows® course or equivalent experience. Textbook included. Taught by Kathy O’Neill.

6 hours $69
10/13, 10/18 TTh 5:30-8:30pm Auburn
12/7, 12/9 WF 1-4pm Auburn

MICROSOFT® EXCEL® 2013-LEVEL 2

This course builds upon the foundational knowledge you gained in our Level 1 course or have acquired on your own. Topics covered include: more financial, logical, and database functions, along with creating advanced worksheets, advanced charting, PivotTables and PivotCharts, recording and executing macros, inserting graphic objects, and creating 3-D workbooks. Prior to taking this course, you should either have taken Microsoft® Excel® 2013-Level 1 or have equivalent knowledge. Textbook included. Taught by Kathy O’Neill.

6 hours $69
10/13, 10/18 TTh 5:30-8:30pm Auburn
12/7, 12/9 WF 1-4pm Auburn
MICROSOFT® EXCEL® 2013-LEVEL 3

In this course, you will continue your learning of the more advanced feature of Excel®, including automation common tasks, auditing workbooks to avoid errors, using Excel® data in other applications, creating macros, analyzing and presenting data, working with multiple workbooks, and exporting Excel® data. This course builds upon the knowledge you gained in our Level 1 & 2 courses or have acquired on your own. Prior to taking this course, you should either have taken Microsoft® Excel® 2013-Level 1 or have equivalent knowledge. Textbook included. Taught by Kathy O’Neill.

6 hours $69
11/15, 11/17 TTh 5:30-8:30pm Auburn

MICROSOFT® WORD® 2013-LEVEL 2

This course continues from Microsoft® Word® 2013 Level I. Students will learn to manage lists, customize tables and charts, customize formatting, modify pictures, create customized graphic elements, control text flow, create mail merges, and macros. This course will focus on creating and modifying complex documents. Prior to taking this course, you should either have taken Microsoft® Word® 2013-Level 1 or have equivalent knowledge. Textbook included. Taught by Kathy O’Neill.

6 hours $69
11/29, 12/1 TTh 5:30-8:30pm Auburn

BUSINESS COACHING CERTIFICATE

Mentoring and coaching have come to be used more frequently in organizations to improve leadership competencies and provide employee support. It has benefits for the employer and employee. Develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding.

Building on Coaching and Mentoring in the Workplace Course I, C/M II take a further in-depth look at variables involved in employee support. Additionally, in this course you will develop skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Critical analysis and improvement of your programs alongside group dynamics and innovative strategies will also be examined in terms of coaching and mentoring programs. This course offers the much-awaited toolkit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding. Two one-month courses (Mentoring and Coaching in the Workplace, Level 1 and Mentoring and Coaching in the Workplace, Level 2). Only available as a Certificate. Sherri Restauri Carson, COI, Instructor. 3.2 CEUs/ILUs.

32 hours $395
Mentoring and Coaching in the Workplace, Level 1 9/6-9/30 Online
Mentoring and Coaching in the Workplace, Level 2 11/7-12/2 Online

CALL 315.294.8841 TO REGISTER
CHANGE MANAGEMENT SKILLS FOR HUMAN RESOURCE PROFESSIONALS

Strategically applying/utilizing the various disciplines within human resources in order to cause organizational change and add value is often referred to as “change management.” HR professionals are increasingly being asked to develop the personal skills and attitudes for implementing change as well as a technical understanding of how to apply the tools for change. In this class, participants will learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change. This class is beneficial to human resources professionals within organizations or those seeking to enter the field of Human Resource Strategy Consulting. Sally Schmall, SPHR, Instructor. 1.6 CEUs/ILUs.

16 hours $245
10/3-10/28 Online

ONBOARDING NEW EMPLOYEES

Ensure a smooth transition from best candidate to star employee. Onboarding is the process of socializing new employees into the organization. Onboarding of employees begins well before traditional new-hire orientation and has long reaching implications. At the conclusion of the class you will have constructed an Onboarding program for use in your own organization. Anita Orozco, Instructor. 1.6 CEUs/ILUs.

16 hours $195
9/6-9/30 Online

LEADERSHIP

CERTIFICATE IN LEADERSHIP DEVELOPMENT (FOR GEN Y)

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Then, learn the unspoken secrets that leaders know and the strategies they employ/exhibit to influence others. Leadership skills are acquired and learned. You can become a leader if you know the do’s and don’ts; what to say, what not to say; what to do, what not to do. At the end of completing the three-course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear. Three one-month courses (Leadership Principles, Developing Your Leadership Skills, and Developing Your Professional Career). Sign up for all three and pay just $395. The class dates for the entire program are September 6-December 2, 2016. Constance Yates, William A. Draves, and Tawanda McLaurin, Instructors. 4.8 CEUs/ILUs.

16 hours $145
10/3-10/28 Online

DEVELOPING YOUR LEADERSHIP SKILLS

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $145
10/3-10/28 Online

DEVELOPING YOUR PROFESSIONAL CAREER

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $145
11/7-12/2 Online

EXECUTIVE LEADERSHIP CERTIFICATE

Leadership today demands increasingly more sophisticated skills. Executives today need to know traditional leadership principles and standard practices. At the same time, our economy is moving swiftly out of the industrial age into the new economy of the Internet, knowledge and innovation. So, executive leaders today require a new perspective on the external environment, as well as new tools to lead one’s internal organizational structure and way of doing business.

This unique certificate addresses both these sets of skills.

Begin with information not available anywhere else about how the marketplace and business is changing. Take away a new perspective about how to position your organization for success, and what new leadership skills executives need in the 21st century.

Then, review cases of real leaders in business, education, and government who experienced initial success but ultimately failed because of their own actions. Find out the leading fatal leadership errors, and acquire practical recommendations to help you minimize these errors...
help you perform your leadership role to an optimal level of efficiency.

Finally, you will get information about leadership styles, traits, and values. Find out how leaders behave and speak differently from others in the organization in order to be effective and supportive. Discover why empowering leaders are more successful than others.

After successfully completing the Executive Leadership Certificate, you will have new information about leadership today, a new perspective on the external environment and workplace, and an understanding of the leadership skills needed to position your organization, and your career as a leader, for success. Three one-month courses (Leadership Principles, Executive Leadership in the 21st Century, and How to Avoid Fatal Leadership Errors). Sign up for all three and pay just $695 for entire program. The class dates for the entire program are September 6-December 2, 2016. Constance Yates, William A. Draves, Henry Findlay, Instructors. 4.8 CEUs/ILUs.

EXECUTIVE LEADERSHIP IN THE 21ST CENTURY
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $395
10/3-10/28 Online

HOW TO AVOID FATAL LEADERSHIP ERRORS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $295
11/7-12/2 Online

LEED GREEN WORKPLACE

LEED AP+ BUILDING DESIGN AND CONSTRUCTION
This study group covers the concepts and strategies of the LEED for Building Design + Construction Rating Systems and is intended for design, construction and real estate professionals, building owners, and anyone who wants to develop their knowledge in this area.

The course will prepare students to earn the LEED for Building Design + Construc-
To be successful in this course and on the exam, the instructor recommend you view all the presentations, thoroughly read and understand all the readings, successfully pass each of the unit’s quizzes and engage in the discussion forums with your fellow students and the instructor. Kelly Gearhart, LEED AP B+C, LEED AP O+M, Instructor. 3.2 CEUs/ILUs.

32 hours $795
9/6-10/28 Online

LEED V4 ACCREDITED PROFESSIONAL FOR EXISTING BUILDINGS: OPERATIONS + MAINTENANCE EXAM PREP & STUDY GROUP

This study group covers the concepts and strategies of the LEED for Existing Buildings Operations & Maintenance Rating System and is intended for design, construction and real estate professionals, building owners, and anyone who wants to develop their knowledge in this area.

The course will prepare students to earn the LEED for Existing Buildings Operations & Maintenance Accredited Professional (LEED AP O+M) credential from the Green Building Certification Institute. This exam tests the knowledge and skills necessary to participate in the operation and maintenance of existing buildings that implement sustainable practices and reduce the environmental impact of a building over its functional life cycle. Please note that experience on a LEED project is an eligibility requirement to sit for this exam.

Students examine case studies of LEED for Existing Buildings Operations & Maintenance certified building projects, concepts of integrated design, third-party verification and the LEED administration process. Kelly Gearhart, LEED AP B+C, LEED AP O+M, Instructor. 3.2 CEUs/ILUs.

32 hours $795
9/6-10/28 Online

CERTIFICATE IN NONPROFIT ADMINISTRATION

Nonprofits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in Nonprofit Administration. You will come away with the latest, best information from instructors who train people in nonprofits. Two one-month courses (Revenue Generation for Nonprofits and Program Evaluation for Nonprofit Professionals) Sign up for both and pay just $595 for entire program. The class dates for the entire program are September 6-December 2, 2016. Fred Bayley and Myia Welsh, Instructors. 4.8 CEUs/ILUs.

REVENUE GENERATION FOR NONPROFITS

Visit www.cayuga-cc.edu/communityed for class description.
32 hours $495
9/6-10/28 Online

PROGRAM EVALUATION FOR NONPROFIT PROFESSIONALS

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $245
11/7-12/2 Online

CERTIFICATE IN PROJECT MANAGEMENT

Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Then, acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide.

Finally, learn the ten Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes. Three one-month
Fall/Winter 2016-17
CALL 315.294.8841 TO REGISTER

INTRODUCTION TO PROJECT MANAGEMENT
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

PROJECT MANAGEMENT PROCESSES
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

PROJECT MANAGEMENT KNOWLEDGE AREAS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

NEW! CHANGE IN THE WORKPLACE
Most people do not like change even when they know that change is inevitable and will happen with or without their consent. A recent Gallup study found that nearly 70% of the American workforce is disengaged from their jobs. They perceive changes in careers to be too difficult to accomplish or they are too old, not skilled enough and may lack the funds to change their skill set.

The good news is that those who are willing to embrace change are much more likely to thrive under new conditions. Take home strategies on how to deal with changes in your work environment and even how to introduce changes to your workplace culture. Brenton Rolle, Instructor. 1.6 CEUs/ILUs.
16 hours $195
10/3-10/28 Online

NEW! DEALING WITH DIFFICULT PEOPLE IN THE WORKPLACE
Dealing with difficult personalities and broaching challenging subjects is a workplace necessity and takes skill, tact, and confidence. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. Kate Webster, Instructor. 1.6 CEUs/ILUs.
16 hours $245
9/6-9/30 Online

LEAN SIX SIGMA
Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No prerequisites required! Scott Follett, Instructor. 1.6 CEUs/ILUs.
16 hours $245
11/7-12/2 Online

MANAGEMENT CERTIFICATE
Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then, learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work,

CALL 315.294.8841 TO REGISTER
what incentives they respond to, and what messages they value. Three one-month courses (Management Boot Camp, New 21st Century Strategies for Productivity and Time Management, and Managing Generations in the Workplace). Sign up for all three and pay just $595 for entire program. The class dates for the entire program are September 6-December 2, 2016. Sally Klauss, William A. Draves, Kassia Dellabough, Instructors. 4.8 CEUs/ILUs.

**MANAGEMENT BOOT CAMP**

Visit www.cayuga-cc.edu/communityed for class description.

- 16 hours $295
- 9/6-9/30 Online

**NEW! 21ST CENTURY STRATEGIES FOR PRODUCTIVITY AND TIME MANAGEMENT**

Visit www.cayuga-cc.edu/communityed for class description.

- 16 hours $195
- 10/3-10/28 Online

**MANAGING GENERATIONS IN THE WORKPLACE**

Visit www.cayuga-cc.edu/communityed for class description.

- 16 hours $175
- 11/7-12/2 Online

**NEW! SIX SIGMA GREEN BELT CERTIFICATE**

Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN’s Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects. Three one-month courses (New! Introduction to Six Sigma Green Belt, New! Intermediate Six Sigma Green Belt, and New! Advanced Six Sigma Green Belt). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Scott Follett, Instructor. 4.8 CEUs/ILUs.

**NEW! INTRODUCTION TO SIX SIGMA GREEN BELT**

Visit www.cayuga-cc.edu/communityed for class description.

- 16 hours $195
- 9/6-9/30 Online

**NEW! INTERMEDIATE SIX SIGMA GREEN BELT**

Visit www.cayuga-cc.edu/communityed for class description.

- 16 hours $195
- 10/3-10/28 Online

**NEW! ADVANCED SIX SIGMA GREEN BELT**

Visit www.cayuga-cc.edu/communityed for class description.

- 16 hours $195
- 11/7-12/2

**SUPERVISORY & LEADERSHIP CERTIFICATE**

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers.

Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor’s role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Sally Klauss, Instructor. 3.2 CEUs/ILUs.

- 32 hours $395
- 9/6-10/28 Online

CALL 315.294.8841 TO REGISTER
NEW MEDIA MARKETING

DIGITAL MARKETING CERTIFICATE

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your website traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, no eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Three one-month courses (Improving Email Promotions, Boosting Your Website Traffic, and Online Advertising). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Dan Belhassen and Susan Hurrell, Instructors. 4.8 CEUs/ILUs.

IMPROVING EMAIL PROMOTIONS

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

BOOSTING YOUR WEBSITE TRAFFIC

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

ONLINE ADVERTISING

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

INBOUND MARKETING CERTIFICATE

Inbound marketing is a way to help potential customers find you through an organic search. It is a process of using your website in a way that attracts visitors naturally through search engines, the blogosphere, and social media. Inbound marketing is more effective than outbound marketing, where you push sales messages to your potential customers. Inbound marketing is the future of the way we market in the 21st century. Discover how to attract customers to your site, what kind of content to share with them, how to use landing pages and forms to collect names and email address, and how to implement lead-nurturing campaigns that result in sales. Three one-month courses (Introduction to Inbound Marketing, Content Marketing, and Advanced Inbound Marketing). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Brendan Marsello, Michael Weiss, Dan Belhassen, and Susan Hurrell, Instructors. 4.8 CEUs/ILUs.

INTRODUCTION TO INBOUND MARKETING

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

CONTENT MARKETING

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
10/3-10/28 Online

ADVANCED INBOUND MARKETING

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
11/7-12/2 Online

MOBILE MARKETING CERTIFICATE

The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. Learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications.

Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Three one-month courses (Introduction to Mobile Marketing, Creating Cell Phone Apps for your Business, and Advanced Mobile Marketing). Sign up for all three and pay just $595 for entire program. The class dates for the entire program are September 6-December 2, 2016. Simon Salt, Dan Belhassen, and Susan Hurrell, Instructors. 4.8 CEUs/ILUs.

INTRODUCTION TO MOBILE MARKETING

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $195
9/6-9/30 Online

CREATING CELL PHONE APPS FOR YOUR BUSINESS

Visit www.cayuga-cc.edu/communityed for class description.
16 hours $245
10/3-10/28 Online

CALL 315.294.8841 TO REGISTER
ADVANCED MOBILE MARKETING
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $245
11/7-12/2 Online

VIDEO MARKETING CERTIFICATE
Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion ‘trigger’ that plain text cannot do. Two one-month courses (Video Marketing and YouTube for Business). Sign up for both and pay just $395 for entire program. The class dates for the entire program are September 6-October 28, 2016. Rob Lee, Instructor. 3.2 CEUs/ILUs.

VIDEO MARKETING
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $245
9/6-9/30 Online

YOUTUBE FOR BUSINESS
Visit www.cayuga-cc.edu/communityed for class description.
16 hours $245
10/3-10/28 Online

PROFESSIONAL DEVELOPMENT: CREATIVE PROBLEM SOLVING
In today’s business environment, employees expect employees to have a solid set of interpersonal skills. The ability to solve problems quickly and effectively is a critical interpersonal skill well worth developing. Using the problem solving model in this course will enable you to be more successful. Interpersonal and business relationships fail because of poor problem solving. Find out how to recognize problems and deal with them more appropriately. You will take home techniques relevant for any organization or group context, but can also be easily adapted to work at an individual level. Cathy Niven, Instructor. 1.6 CEUs/ILUs.

POWERFUL PRESENTATIONS & EFFECTIVE SPEAKING TECHNIQUES
Nearly every job or business has an element of speaking, presentations, or sales. This course will allow you to master all three and accelerate your success in every aspect of your career. Learn everything from voice and speech basics like proper breathing, diction and enunciation, all the way to specific presentation templates and techniques that will allow you to deliver your presentations with ease and confidence. From the boardroom, to the classroom, to speaking to thousands of people, there are several critical factors that every speaker must master. You will learn how to effectively deliver a presentation to one person across the table, in front of a small group in a boardroom, from on-stage for a large audience, and host tele-seminars or webinars online. Bridget Brady, Instructor. 1.6 CEUs/ILUs.

WORKPLACE ETHICS & ETIQUETTE
For entrepreneurs, managers or anyone in the workplace, understanding workplace ethics and etiquette is critical to individual and organizational success. Discover new information about the related but different concepts of business ethics and etiquette. Learn the how-to’s of making ethical business decisions. Then, find out the 5 secrets of how to interact properly in business and social settings to improve your communication and networking skills. Cathy Proffitt Boys, Instructor. 1.6 CEUs/ILUs.
16 hours $145
9/6-9/30 Online

SECURITY GUARD TRAINING: 8-HOUR PRE-ASSIGNMENT
The 8-Hour Pre-Assignment course for security guards will teach you the role of a security guard; legal powers and limitations; how to handle emergencies, communications and public relations, access control; and ethics and conduct. All security guards are required to complete an 8-Hour Pre-Assignment Training Course prior to applying to the New York State Department of State for a Security Guard Department Registration card. This course is approved by the New York State Division of Criminal Justice Services (DCJS). You must attend 100% of the course and pass an examination to receive your certification of completion. Students will be entitled to a 100% refund any time prior to the start of instruction. If a course is divided between two 4-hour days, student will be entitled to a 50% refund if the student cancels before start of second 4-hour block. Brian Clancy instructs.

A DCJS approved security guard training school cannot assess any non-refundable registration fees, cancellation fees, or deposits.

Please contact Carla DeShaw regarding complaints at carla.deshaw@cayuga-cc.edu or 593-9400 or students may contact the NYS Division of Criminal Justice Services at (518) 457-2667.
8 hours $79
10/11, 10/12 TW 6-10pm Auburn

CALL 315.294.8841 TO REGISTER
SOCIAL MEDIA FOR BUSINESS

INSTAGRAM FOR BUSINESS
With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore Do’s and Don'ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An Android or iOS device is needed to take full advantage of the exercises in this class. Nicole Siscaretti, Instructor. 1.6 CEUs/ILUs.

Visit www.cayuga-cc.edu/communityed for class description.

16 hours $195
9/6-9/30 Online

TWITTER
Visit www.cayuga-cc.edu/communityed for class description.

16 hours $195
9/6-9/30 Online

FACEBOOK FOR BUSINESS
Visit www.cayuga-cc.edu/communityed for class description.

16 hours $245
10/3-10/28 Online

LINKEDIN FOR BUSINESS
Visit www.cayuga-cc.edu/communityed for class description.

16 hours $195
11/7-12/2 Online

MANAGING SOCIAL MEDIA PLATFORMS CERTIFICATE
Different social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organization. Get a skill set for working and managing different social media platforms. Find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

Come away with both an understanding of these social networks and practical how-to techniques to integrate social networks into your organization or business. Three one-month courses (Twitter, Facebook for Business, and Linkedin for Business). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Katie Morin, Nicole Siscaretti, and Jennifer Selke, Instructors. 4.8 CEUs/ILUs.

Twitter, Facebook for Business, and Integrating Social Media in Your Organization). Sign up for all three and pay just $495 for entire program. The class dates for the entire program are September 6-December 2, 2016. Nicole Siscaretti, Kathryn Will, and Jennifer Selke, Instructors. 4.8 CEUs/ILUs.

INTRODUCTION TO SOCIAL MEDIA
Visit www.cayuga-cc.edu/communityed for class description.

16 hours $195
9/6-9/30 Online

MARKETING USING SOCIAL MEDIA
Visit www.cayuga-cc.edu/communityed for class description.

16 hours $195
10/3-10/38 Online

INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION
Visit www.cayuga-cc.edu/communityed for class description.

16 hours $195
11/7-12/2 Online

SOCIAL MEDIA FOR BUSINESS CERTIFICATE
Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, Linkedin, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then, find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. Three one-month courses (Introduction to Social Media, Marketing Using Social

CALL 315.294.8841 TO REGISTER
Cayuga Community College has a proven record of providing customized training programs to meet ever-changing and unique needs of employers in our community. Use the expertise of our instructors to help keep your business competitive and productive.

We provide training services in the following areas:
- Computer & Information Technology
- Sales & Customer Service
- Technical Skills
- Personal & Interpersonal Skills
- Management & Leadership Skills
- Diversity, Ethics & Compliance
- Business Process Improvement & Implementation
- Lean Office Improvement & Implementation
- English as a Second Language Training
- Pre-hire Programs
- On-Site Credit Programs
- Conference Services

Contact Carla DeShaw for a free consultation on your training needs at (315) 294-8841 or carla.deshaw@cayuga-cc.edu.
ESL CLASSES ARE BEING SCHEDULED NOW!

Interested students or employers who would like to set up classes for their employees are welcome to call the Instructor, Rebecca Mindek, at (315) 604-0842.

Schedule and Fees:
- Beginner, Intermediate and Advanced Levels
- $65.00 per month
- 12-16 hours of instruction per month
- Morning or Evening Classes
- Monday-Thursday (1-2 times per week)
- 2-3 hours per class (depending on evening or day classes)

Classes are held at:
Cayuga Community College • 197 Franklin Street • Auburn, NY 13021
(CCC is on the Auburn City Bus Route)

Instructor Rebecca Mindek
Rebecca has her Master's degree in Teaching English to Speakers of Other Languages (TESOL) from Columbia International University, South Carolina. She has 20 years ESL teaching experience of which 11 of them were teaching ESL overseas. Because she is not only a native English speaker, but also was a second language learner for 10 years in Eastern Europe, she is able to understand her students’ needs and effectively lead them through the challenging process of language acquisition as well as help them with cultural transition.
HEALTH OCCUPATIONS

Pursue a new career and choose a healthcare training program right for you.
CHILD ABUSE IDENTIFICATION AND REPORTING SEMINAR

You will learn the knowledge and skills necessary to effectively report child abuse or maltreatment/neglect to the NYS Child Abuse and Maltreatment Register; evaluate situations to determine whether there is reasonable cause to suspect child abuse or maltreatment; and identify the physical and behavioral indicators commonly associated with child abuse. Course is approved by New York State Education Department. Bring your professional license, permit (if applicable), and social security number Cheryl Foster, RNC, MSN, PNP, instructs. 2.25 hours $30 10/13 Th 3-5:15pm Auburn

EKG TECHNICIAN PROGRAM

This comprehensive EKG Technician program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. 50 hours $999 10/24-12/14 MW 6-9:30pm Auburn No class 11/23 due to Thanksgiving break.

INFECTION CONTROL AND BARRIER PRECAUTIONS

This course meets NYS Education and Public Health Law requirements to apply for licensure and registration in nursing and related-health professions. This program will assist health professionals in understanding how blood-borne pathogens may be transmitted in the work environment, applying accepted infection prevention and control principles to their work environment, and minimizing the opportunity for transmission of pathogens to patients and healthcare workers. Brenda Forrest, RN, MS, FNP, CNS, instructs. 3 hours $35 8/29-12/15 Online 12/8 Th 4-7pm Auburn

MEDICAL CODING SPECIALIST

Become a Medical Coder! This 180-hour career-training course, with an additional 20 hours of optional work experience, will prepare students to seek employment as a medical coding specialist. Medical coders are responsible for accurately assigning codes and service levels for medical procedures performed and supplies used to treat a patient, as well as properly identifying physicians’ diagnoses. They may also document frequency of diagnoses and utilization of particular services and procedures associated with those diagnoses, and may audit and re-file appeals of denied claims. Medical coders are employed in hospitals, medical offices, insurance agencies, clinics, and many other healthcare organizations. Students will learn medical terminology, anatomy and physiology, as well as the different types of insurance coverage in a health facility and the various ways of receiving payment. Codes learned include ICD-10-CM, CPT, HCPCS, ICD-9-CM, and ICD-10PCS. Students will review HIPAA privacy regulations and will be introduced to current software used by medical coding specialists. Topics include, but are not limited to: time management, resume building, study skills, medical terminology, anatomy and physiology, types of insurance plans, source documents and coding guidelines, coding procedures: CPT, coding diagnoses for ICD-10-CM, and ICD-9-CM, billing and claims forms, electronic claims processing, Coder Plus software, working with insurance companies, handling reimbursements, and records management. Students will receive a certificate completion and will be qualified to work as a Medical Coding Specialist. Taught by Emoy Goodridge, BS, CPC, COC, CPMA, CPC-I, CEHRS, CBCS. Goodridge is a Past President of the local CNY Syracuse AAPC Chapter, and affiliated with National Alliance of Medical Accreditation Services (NAMAS) and the National Health Career Association (NHA). Prerequisite: Students must be at least 18 years of age, hold a high school diploma or its equivalent. Additional Requirements: Up-to-date physical and immunizations. 180 hours $2445 9/7-12/31 Online
Why Cayuga?

Cayuga is Affordable: As a SUNY institution, Cayuga is one of the most affordable institutions in the country.

Cayuga’s Flexible Schedule meets your needs. Degrees and courses are available in Auburn, Fulton, and online, and staggered start dates enable students to take classes that fit their schedule.

Cayuga is Student Oriented: Faculty members help students learn business theories and applications by emphasizing active, collaborative student learning techniques.

Cayuga has Small Classes: A low 17:1 student-to-faculty ratio ensures individualized attention and an ideal learning environment.

Cayuga has Great Professors: Our faculty hold advanced degrees from universities across the country, and bring a wealth of experience from the business world to the classroom.

Cayuga Prepares Students for what’s next. Over 90% of graduates said Cayuga met their educational needs, and 99% would recommend Cayuga to others.
Small Classes. Great Professors.

School of Business
Accounting
Business Administration

School of Sciences, Technology, Engineering and Math (STEM)
Computer Science
Computer Hardware/Software Design
Computer Information Systems
Information Technology
Mechanical Technology
Mechanical Technology: Plastics Technology
Electrical Technology: Electronics
Geographic Information Systems
Liberal Arts & Sciences/Mathematics
Liberal Arts & Sciences/Math & Science

School of Media and the Arts (SOMA)
Humanities & Social Science
Studio Art & Design
Telecommunications: Audio-Radio Production
Telecommunications: Radio & TV Broadcasting
Telecommunications Technology

School of Health Sciences
Nursing
Health Science
Occupational Therapy

School of Social Sciences and Education
Criminal Justice: Corrections and Police
Early Childhood
Liberal Arts & Sciences/Childhood Education
Liberal Arts & Sciences/Adolescence Education
Liberal Arts & Sciences/Humanities/Social Sciences

CALL 315.294.8841 TO REGISTER
REGISTER EARLY

Many classes fill up quickly. Please register at least one week in advance so we can make class enrollment decisions. We accept registrations as long as room is available.

COURSE SUPPLIES AND MATERIALS

Additional fees for course materials, supplies, and textbooks may vary. Students should be prepared to pay additional fees the first class session as noted in course description. Please do not send us supply fees that are payable to the instructor.

REFUND POLICY

Requests for refunds prior to the first class meeting will be granted. Due to the short-term nature of most credit-free programs, refunds will not be granted on or after the day of the first class meeting. The Executive Dean of Community Education and Workforce Development will review requests for refunds due to extenuating circumstances on a case-by-case basis. Classes cancelled by Cayuga Community College will result in a full refund by mail or by credit card. Please allow two weeks for processing. Refunds of payments made by check or cash will require student’s social security number.

CONFIRMATION AND CANCELLATIONS

Please consider your registration confirmed unless you are notified otherwise. You will be notified if the course is full, cancelled, or if the starting date is changed. The college reserves the right to cancel a course when registration is less than the minimum required.

CLASSROOM ASSIGNMENTS

Classroom assignments are made prior to or on the start date of every course. This is done for your convenience and to ensure that the best classroom is utilized for each course. Look for posted signs when you enter.

OFFICE OF ACCESSIBILITY RESOURCES

Federal laws, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 protect qualified individuals with disabilities from discrimination on the basis of disability and guarantee equal opportunity for access to programs and services. Cayuga Community College complies with all applicable federal, state, and local laws and regulations regarding reasonable and appropriate services and accommodations for students with documented disabilities. Accommodations and services accessed through the Office of Accessibility Resources may include but are not limited to: interpreters, note takers, time extensions for tests, alternative test sites, technology to assist reading and writing, magnification devices, and physical accommodations, such as special classroom seating or architectural accessibility. Services and accommodations for all students with disabilities are coordinated through the Office of Accessibility Resources, located within the Center for Academic Success. In order for the College to provide appropriate and timely services and accommodations, students with disabilities must provide current and complete documentation as early as possible. Students with sponsoring agencies, such as Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), Aurora, or the Commission for the Blind and Visually Handicapped (CBVH), should contact the agency several weeks before the start of classes to make sure that all necessary paperwork is completed.

PUBLICITY/DOCUMENTATION

By registering for a credit-free course, you agree to have your photograph taken by the College and utilized for publicity purposes. If you do not want to grant permission to College to use your image, please contact the Office of Community Education and Workforce Development at (315) 294-8841 for guidelines.

HOW TO PROPOSE A CREDIT-FREE COURSE

Do you have a special skill or expertise? Interested in earning extra money? Teach a credit-free class at Cayuga Community College. The Office of Community Education and Workforce Development is always looking for new course ideas and instructors. If you are interested in submitting a course for consideration, please go to www.cayuga-cc.edu/communityed and click the How to Propose a Credit-Free Course link. Download the form, complete it, and return it by February 15 for summer, May 31 for fall or October 15 for winter/spring. If you have any additional questions, please contact Emily Cameron at (315) 294-8527 or emily.cameron@cayuga-cc.edu.

Office of Community Education & Workforce Development

QUESTIONS • Call Auburn campus (315) 294-8841 or Fulton campus (315) 593-9400 • www.cayuga-cc.edu
Like us on Facebook: Cayuga Community Education
Four Easy Ways to Register

1. ONLINE
The fastest and easiest way to register! Our user-friendly system you can register yourself for all classes. A confirmation e-mail is sent automatically upon registration.

Visit www.cayuga-cc.edu/communityed
- View all classes
- Register for classes

2. CALL (315) 294-8841
Regular hours are
Monday-Thursday, 8:30am-7pm,
Friday, 8:30am-5pm
Summer hours are
Monday-Friday, 9am-4pm
- Register with your VISA,
  MasterCard, Discover Card

3. BY MAIL
Mail your registration with a check or money order to:
Cayuga Community College
Office of Community Education and Workforce Development
197 Franklin Street
Auburn, NY 13021-3099

Please complete one form per person. Make checks payable to Cayuga Community College. (No cash payments please). Please do not send supply fees that are payable to the instructor. You will be enrolled as soon as we receive your registration and payment. There will be a $20 fee for checks returned for any reason. Refunds of payments made by check or cash will require student’s social security number.

4. IN PERSON
Visit our office at Cayuga Community College, 197 Franklin St., Auburn, NY. Use entrance by the rotunda. Office is in R209. Regular hours are Monday-Thursday, 8:30am-7pm, Friday, 8:30am-5pm. Summer hours are Monday-Friday, 9am-4pm. No cash payments please.

Purchase Order: Companies/organizations enrolling staff for training may complete registration forms and attach company memos or purchase orders for payment confirmation.

Mail registration form to:
Cayuga Community College
Office of Community Education and Workforce Development
197 Franklin Street • Auburn, NY 13021-3099

Name
Address
City State Zip
Phone (Evening) (Day)
Email
Date of Birth

Date| Course Title | Fee
---|-------------|-----

TOTAL

Please make check or money order payable to Cayuga Community College.
☐ Check ☐ Money Order

Mail registration form to:
Cayuga Community College
Office of Community Education and Workforce Development
197 Franklin Street • Auburn, NY 13021-3099

Name
Address
City State Zip
Phone (Evening) (Day)
Email
Date of Birth

Date| Course Title | Fee
---|-------------|-----

TOTAL

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