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, customized corporate training, and University Center programs.

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. We also offer bachelor and master degree programs on the Cayuga Community College campus through our University Center partners. 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.

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. You are welcome to contact our office at (315) 294-8841 to speak to a friendly and helpful staff member who will answer your questions or help you register for classes. Also, visit us at www.cayuga-cc.edu/communityed for additional information regarding our classes and programs. Enjoy browsing our catalog and we hope to see you this fall!

Carla M. DeShaw

Executive Dean
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Cayuga's Corporate Training Center
Building Skills, Building Business

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.deshay@cayuga-cc.edu.
Cayuga’s University Center

To meet the needs of busy working adults, Cayuga Community College partners with private and SUNY colleges that enable convenient, local access to accredited bachelor’s and master’s degree programs.

Cayuga Community College’s partners include:
• Excelsior College
• Keuka College—Bachelors of Science Degree in Nursing beginning spring 2018
• SUNY Empire State College
• The Greater Rochester Collaborative: a unique partnership between SUNY College at Brockport and Nazareth College of Rochester.
   —Master of Social Work 36 credit hour advanced standing program beginning January 2019
   —Master of Social Work 60 credit hour program beginning fall 2019

To learn more about the University Center programs, please contact the Office of Community Education and Workforce Development at (315) 294-8841.
CAREER

Enhance your skills and support your career goals.
ACADEMIC PREPARATION

SAT PREP FOR EXAM


16 hours $159
10/3-11/28 T 6-8pm Auburn
No class 10/31.

BUSINESS

NEW! CAYUGA COUNTY: CITIZEN EDUCATION

Cayuga County presents an information session about OpenGov to provide citizens with an educational resource to better understand The County’s finances. OpenGov Smart Government Cloud is the world’s first integrated cloud platform for budgeting, reporting, and open data. This session will discuss how OpenGov transforms complex financial and performance data into actionable outcomes while conveying the data in an easy to understand and useful manner.

1 hour Free
10/19 Th 7-8pm Auburn

CERTIFICATE IN DATA ANALYSIS

Data Analysis is quickly becoming one of the most sought-after skills in the workplace.

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. The certificate consists of three one-month courses (Introduction to Data Analysis, Intermediate Data Analysis, and Advanced Data Analysis). Courses may be taken individually or sign up for the certificate and pay just $495 ($90 savings). Taught by John Rutledge, Mary Dereshiwsy, and Jeff Kritzer. 4.8 CEUs/ILUs.

48 hours $495
9/5-12/1 Online

INTERMEDIATE DATA ANALYSIS

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you’ll learn how to work with ratings, graphs and user-friendly reports of statistical results.

16 hours $195
10/2-10/27 Online

INTRODUCTION TO DATA ANALYSIS

This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

Visit www.cayuga-cc.edu/communityed for full course description. Taught by John Rutledge. 1.6 CEUs/ILUs.

16 hours $195
9/5-9/29 Online

CALL 315.294.8841 TO REGISTER
ADVANCED DATA ANALYSIS

After taking this advanced course in Data Analysis, you will be able 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. Visit www.cayuga-cc.edu/communityed for full course description. Taught by Jeff Kritzer. 1.6 CEUs/ILUs.

16 hours  $195
11/6-12/1  Online

CYBER SECURITY FOR MANAGERS

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism.

At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information. Taught by Stan Waddell. 1.6 CEUs/ILUs.

16 hours  $195
10/2-10/27  Online

IDENTITY THEFT

Identity theft continues to grow. Now more than 50 percent of identity theft occurs in the workplace. Learn to addresses both private and workplace concerns. You will receive information about the basic, common sense steps necessary to protect your identity and assets. Then develop comprehensive expertise in how to deter data theft, detect fraud, and minimize the impact of any damage inflicted. Taught by George Vroustouris. 1.6 CEUs/ILUs.

16 hours  $195
10/2-10/27  Online
NEW! INTRODUCTION TO SPIRITUAL ECOLOGY

This course will discuss the responsibilities of people as part of the ecosystem community that has attained human consciousness. The course will focus on the humanities approach. Students will decide how to communicate their spiritual ecological understanding through independent out of class assignments. The class will use Cayuga Community College’s Nature Trail. Taught by Charlie Greene, P.E.

7.5 hours $59
9/19-10/24 T 6-7:15pm Auburn

INVESTING BASICS

We will discuss the principles of stocks, bonds and markets while exploring the relationship between risk & returns. Learn to set your own investment goals and understand how to realistically plan for retirement. This class will also explain the various account types along with their tax implications. All course materials will be provided. Instructor: Timothy Carr, Pinna- cle Investments.

6 Hours $49
10/4-10/18 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
9/5-9/29 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. Taught by LaSania Hamilton. 1.6 CEUs/ILUs.

16 hours $245
11/6-12/1 Online

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. Piombo will offer the book for sale 15 minutes before class.

3.5 hours $65
10/26 Th 9am-12:30pm Auburn
11/15 W 6-9:30pm Auburn
THE BASICS OF BOOKKEEPING
How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you’re an entrepreneur, (or maybe you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand, and know how to record every penny that comes into your business and every penny that goes out of your business. The Basics of Bookkeeping will show you how to keep track of the numbers and why! Visit www.cayuga-cc.edu/community for full course description. Taught by Sharon deFonteny. 1.6 CEUs/ILUs.
16 hours $195
10/2-10/27 Online

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, and techniques proven strategies for successfully managing employees and for complying with state and federal workplace laws. Taught by Lupe McElroy. 1.6 CEUs/ILUs.
16 hours $195
9/5-9/29 M 5:30-8:30pm Auburn

CAREER PREPARATION
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. Taught by Kassia Dellabough, PhD. 1.6 CEUs/ILUs.
16 hours $195
10/2-10/27 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 MS Power-Point, 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. Taught by Betsy Flanagan. 1.6 CEUs/ILUs.
16 hours $195
9/5-9/29 M 5:30-8:30pm Auburn

COMPUTER ABC’S
This course is designed to impart a basic level appreciation program for the common user. Learn the basic purposes of preparing word documents, viewing information on the Internet, sending/receiving emails, using a basic spreadsheet, and preparing 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
9/25 M 5:30-8:30pm Auburn

CALL 315.294.8841 TO REGISTER
MICROSOFT® OFFICE® 2016 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® 2016 will be discussed. Taught by Kathy O’Neill.

10 hours $99
10/10-10/24 TTh 6-8pm Auburn

MICROSOFT® EXCEL® 2016-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® 2016 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
10/11, 10/16 WM 5:30-8:30pm Auburn
11/28, 11/30 TTh 5:30-8:30pm Auburn
10/27, 11/3 F 1-4pm Auburn

MICROSOFT® EXCEL® 2016-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, inserting graphic objects, and creating 3D workbooks. Prior to taking this course, you should either have taken Microsoft® Excel® 2016-Level 1 or have equivalent knowledge. Textbook included. Taught by Kathy O’Neill.

6 hours $69
10/18, 10/23 WM 5:30-8:30pm Auburn
12/5, 12/7 TTh 5:30-8:30pm Auburn
11/10, 11/17 F 1-4pm Auburn

MICROSOFT® EXCEL® 2016-LEVEL 3

In this course you will continue your learning of the more advanced features 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® 2016-Level 1 & 2 or have equivalent knowledge. Textbook included. Taught by Kathy O’Neill.

6 hours $69
10/30, 11/1 MW 5:30-8:30pm Auburn
12/12, 12/14 TTh 5:30-8:30pm Auburn
12/1, 12/8 F 1-4pm Auburn

MICROSOFT® WORD® 2016-LEVEL 1

Learn to create, edit, and print documents using Microsoft® Word® 2016. Major topics include: composing and editing basic documents, formatting text and paragraphs, adding tables, inserting graphic objects, controlling page appearance, and proofing.

CALL 315.294.8841 TO REGISTER
documents. Prerequisite: Microsoft® Windows® course or equivalent experience. Textbook included. Taught by Kathy O’Neill.

6 hours  $69
9/19, 9/21  TTh  5:30-8:30pm Auburn
9/29, 10/6  F  1-4pm Auburn
11/6, 11/8  MW  5:30-8:30pm Auburn

MICROSOFT® WORD® 2016-LEVEL 2

This course continues from Microsoft® Word® 2016-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® 2016-Level 1 or have equivalent knowledge. Textbook included. Taught by Kathy O’Neill.

6 hours  $69
10/3, 10/5  TTh  5:30-8:30pm Auburn
10/13, 10/20  F  1-4pm Auburn
11/13, 11/15  MW  5:30-8:30pm Auburn

MANAGEMENT

COLLABORATIVE MANAGEMENT

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization. Taught by Joyce Oddison. 1.6 CEUs/ILUs.

16 hours  $245
10/2-10/27  Online

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. The certificate consists of three one-month courses (Introduction to Six Sigma Green Belt, Intermediate Six Sigma Green Belt, and Advanced Six Sigma Green Belt). Courses may be taken individually or sign up for the certificate and pay just $495 ($90 savings). Taught by Scott Follett. 4.8 CEUs/ILUs.

48 hours  $495
9/5-12/1  Online

CALL 315.294.8841 TO REGISTER
INTRODUCTION TO SIX SIGMA GREEN BELT

This first course in the certification program explains the basic terms and proven Six Sigma problem-solving methods, team building tools, and descriptive statistics that are the basis for the statistical tools that contribute to the success of improvement projects and to the overall success of your organization. Topics covered include Lean Principles, Failure Mode Effects Analysis, Team Tools, Project Charters, and Basic Statistical Tools. The instructor uses the “flipped” classroom technique and expects participants to go beyond the classroom and use the internet and other resources to learn the material. Taught by Scott Follett. 1.6 CEUs/ILUs.

16 hours $195
9/5-9/29 Online

INTERMEDIATE SIX SIGMA GREEN BELT

Participants will learn process analysis, data collection and analysis, probability and valid statistical conclusions, and hypothesis testing. Visit www.cayuga-cc.edu/communityed for full course description. Taught by Scott Follett. 1.6 CEUs/ILUs.

16 hours $195
10/2-10/27 Online

ADVANCED SIX SIGMA GREEN BELT

The final course in the Six Sigma Green Belt program is the Advanced Six Sigma Greenbelt course which teaches participants to improve and control processes. Topics included in this course include hypothesis testing, design of experiments, and statistical process control. Upon successful completion of this course, participants will be awarded certification as a Six Sigma Green Belt. Visit www.cayuga-cc.edu/communityed for full course description. Taught by Scott Follett. 1.6 CEUs/ILUs.

16 hours $195
11/6-12/1 Online

SUPERVISORY AND 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. Taught by Sally Klauss. 3.2 CEUs/ILUs.

32 hours $395
9/5-10/27 Online

WORKPLACE CONFLICT SOLUTIONS CERTIFICATE

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. You will take home techniques relevant for any organization or group context, but can also be easily adapted to work at an individual level. Visit www.cayuga-cc.edu/communityed for full course description. The certificate consists of three one-month courses (Female Bullying in the Workplace, Dealing with Difficult People in the Workplace, and Creative Problem Solving). Courses may be taken individually or sign up for the certificate and pay just $495 ($140 savings). Taught by Dr. Kate Webster, Dr. Lisa M.S. Barrow, and Cathy Niven. 4.8 CEUs/ILUs.

48 hours $495
9/5-10/27 Online

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. Taught by Dr. Kate Webster. 1.6 CEUs/ILUs.

16 hours $245
9/5-9/29 Online

CALL 315.294.8841 TO REGISTER
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. Taught by Dr. Lisa M.S. Barrow. 1.6 CEUs/ILUs.

16 hours $195
9/5-9/29 Online

CREATIVE PROBLEM SOLVING

In today’s business environment, employers 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. Taught by Cathy Niven. 1.6 CEUs/ILUs.

16 hours $195
10/2-10/27 Online

NEW MEDIA MARKETING

Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big take-aways from studying with top notch professionals. Your instructors not only work with these tools every day, but speak at national conferences and train others. Your teachers have tips you have not discovered yet. Learn more about Google Analytics, Google apps for business, and Google+. Acquire new tips and techniques. Just one new tip can mean greater productivity, effectiveness and even profitability for your work. The certificate consists of three one-month courses (Google Analytics, Google Apps for Business, and Google +). Courses may be taken individually or sign up for the certificate and pay just: $495 ($90 savings). Taught by Dan Belhassen, Susan Hurrell, and Dr. Jennifer H. Selike. 4.8 CEUs/ILUs.

48 hours $495
9/5-12/1 Online

GOOGLE ANALYTICS

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You’ll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising, and find out how to get more conversions and sales from your website visitors. A must for anyone serious about leveraging more success from their website. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours $195
9/5-9/29 Online

GOOGLE APPS FOR BUSINESS

Google has variety of web-based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations, and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn how to run online meetings and webinars. Learn the ins and outs of all the tools Google has to offer. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours $195
9/5-9/29 Online

CALL 315.294.8841 TO REGISTER
help you become more productive and improve your work communication skills. You will learn time-saving tips and strategies to get more done in your work and personal life. Taught by Dr. Jennifer H. Selke. 1.6 CEUs/ILUs.
16 hours  $195
10/2-10/27    Online

GOOGLE+
Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use this popular and emerging social media platform to raise your online profile, and connect with current and potential new contacts. You’ll learn the advantages of using Google+, how it can help your organization to engage existing users, and grow your base and techniques for using the platform to create relationships, and expand your reach and knowledge in particular subject matter areas. 1.6 CEUs/ILUs.
16 hours  $195
10/2-10/27    Online

INBOUND MARKETING CERTIFICATE
Inbound marketing is a way to help potential customers find you through 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. The certificate consists of three one-month courses (Introduction to Inbound Marketing, Content Marketing, and Advanced Inbound Marketing). Courses may be taken individually or sign up for the certificate and pay just $495 ($90 savings). Taught by Michael Weiss, Dan Belhassen, and Susan Hurrell. 4.8 CEUs/ILUs.
48 hours  $495
9/5-12/1    Online

INTRODUCTION TO INBOUND MARKETING
In this course, you will 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. Your instructor is a director of marketing for an international association and writes and speaks on the topic. Visit www.cayuga-cc.edu/communityed for full course description. Taught by Michael Weiss. 1.6 CEUs/ILUs.
16 hours  $195
10/2-10/27    Online

CONTENT MARKETING
You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it? Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it. Visit www.cayuga-cc.edu/communityed for full course description. Taught by Michael Weiss. 1.6 CEUs/ILUs.
16 hours  $195
11/6-12/1    Online

ADVANCED INBOUND MARKETING
Get under the hood of inbound marketing and learn how to monitor, measure and manage the integrated results of your inbound marketing activities at a more advanced level. We’ll focus on the data that actually matters and how it is influenced by visitor/user engagement. Visit www.cayuga-cc.edu/communityed for full course description. Taught by Susan Hurrell and Dan Belhassen. 1.6 CEUs/ILUs.
16 hours  $195
11/6-12/1    Online
## SECURITY GUARD

### 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.

8 hours $79
10/4, 10/5 WTh 6-10pm Auburn
11/29, 11/30 WTh 6-10pm Auburn

## SOCIAL MEDIA FOR BUSINESS

### 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. 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.

You will get a firm foundation in Twitter, LinkedIn, and Facebook platforms. Come away with both an understanding of these social networks and practical how-to techniques to integrate social networks into your organization or business. Your instructors are outstanding practitioners who also speak, write, and train others on social networks. The certificate consists of three one-month courses (Twitter, Facebook for Business, and LinkedIn). Courses may be taken individually or sign up for the certificate and pay just $495 ($140 savings). Taught by Dr. Jennifer H. Selke and Nicole Siscaretti. 1.6 CEUs/ILUs.

48 hours $495
9/5-12/1 Online

### TWITTER

Twitter is a hot social media platform these days—and everyone seems to be using it. Learn the best way to take advantage of the unique opportunities Twitter offers—and discover the best ways to create relationships and network with your key constituents. You will find out the best—and easiest—techniques for successful interactions in the Twitterverse.

Taught by Suzanne Kart. 1.6 CEUs/ILUs.

16 hours $195
9/5-9/29 Online

### FACEBOOK FOR BUSINESS

Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform. It includes the most current updates Facebook has made to Pages. Taught by Dr. Jennifer H. Selke and Nicole Siscaretti. 1.6 CEUs/ILUs.

16 hours $245
10/2-10/27 Online

### LINKEDIN FOR BUSINESS

LinkedIn is the most popular business social network and the website for professionals to network, build business relationships, and provide or receive referrals. Most people rarely get beyond setting up a profile and therefore miss out on all the advanced features that have come to make LinkedIn so popular. Learn how to set up your personal profile so that it gets noticed by others. Discover how LinkedIn can be used to generate leads, recruit new employees, and find new jobs. This class will cover all the intricacies of LinkedIn to help you create, customize, and optimize your presence on LinkedIn. Taught by Dr. Jennifer H. Selke. 1.6 CEUs/ILUs.

16 hours $195
11/6-12/1 Online
NEW! CERTIFICATE IN DESIGNING WEBINARS

Finally, you can acquire the best professional development in webinar design, presentations, planning, and marketing. Webinars are a popular format for delivering information. They can be very successful for your organization if you have good webinar presentations and good management and marketing. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences. Then acquire the webinar planning skills involved in budgeting, pricing, and marketing webinar meetings. You will be learning from two of the foremost authorities on webinars. Visit www.cayuga-cc.edu/communityed for full course description. The certificate consists of two one-month courses (Designing Successful Webinars and Managing & Marketing Webinars). Courses may be taken individually or sign up for the certificate and pay just $345 ($45 savings). Taught by William Draves. 3.2 CEUs/ILUs.

16 hours $195
10/2-10/27 Online

NEW! WORDPRESS CERTIFICATE

WordPress is the most popular content management system (CMS) for website and blog design. During the first week you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then find out how to build a simple WordPress website or blog. Topics include introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimization (SEO) techniques that improve your website ranking, and much more.

After successfully completing the WordPress Certificate, you will know how to build a WordPress website or blog. Customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress. This certificate consists of three classes: Website Setup, WordPress Fundamentals, and Advanced WordPress. Taught by Andy Helmi. 4.5 CEUs.

45 hours $495
9/5-11/3 Online

Managing & Marketing Webinars

Boost your success with webinars by getting the most advanced and latest information on managing and marketing webinars. Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails, and how to generate more leads and inquiries. Visit www.cayuga-cc.edu/communityed for full course description. Taught by William Draves. 1.6 CEUs/ILUs.

16 hours $195
11/6-12/1 Online

TRAINING & EDUCATION

CERTIFICATE IN BLENDED INSTRUCTION

Hybrid, or blended, courses have been found to be superior in student learning to both the traditional classroom and totally online courses. All face-to-face courses should and will be blended. Blended gives students a better learning experience. It gives you as teacher the ability to make better use of your valuable time.

With the certificate in blended instruction, you will find out the keys to developing a hybrid or blended course. Take away the essentials of creating an online classroom experience and online options for enhancing your in-person class meetings. Then explore the concept and practice of The Flipped Classroom and how to maximize your teacher time to maximize student learning. The certificate consists of three one-month courses (Advanced Teaching Online, Developing Hybrid Courses, and The Flipped Classroom). Courses may be taken individually or sign up for the certificate and pay just $495 ($90 savings). Taught by Dr. John D. Meyer, Kassia Dellabough, PhD., and William Draves. 4.8 CEUs/ILUs.

48 hours $495
9/5-12/1 Online

OPTIONAL, Become a Certified Blended Instructor (CBI). Just $204 extra. Teach, or have taught, a blended class twice. It can be the same course. Submit a two-page report on your experience, get your online classroom critiqued, and have some of your students evaluate the class. The $699 fee includes all 3 courses, online classroom critique, two page report, student evaluations; plus your designation and award.

CALL 315.294.8841 TO REGISTER
ADVANCED TEACHING ONLINE

Find out how to take classroom presentations, discussion and quizzes and put them online. Discover the wealth of online tools and activities to complement and enhance your classroom teaching and their learning. See an animation, drop-and-drop exercise, and other online tools. Learn how to convert your in-person presentations into online presentations. Your instructor’s bestselling book, Advanced Teaching Online, now in its Fourth Edition, is included. Taught by William Draves and Mary Dereshiwsky. 1.6 CEUs/ILUs.

16 hours $195
9/5-9/29 Online

DEVELOPING HYBRID COURSES

Use the strength of the face-to-face engagement and the power of the Internet to deliver great content, reach broader audiences and support different learning styles. The hybrid or blended classroom encourages students to learn at their own pace while also building on the unique exchanges that can happen in both the face-to-face class and online. Taught by Kassia Dellabough. 1.6 CEUs/ILUs.

16 hours $195
10/2-10/27 Online

THE FLIPPED CLASSROOM

The flipped classroom concept changes routine, boring education, into a vibrant exchange of ideas and group learning that makes for a fascinating and memorable experience. In this course we will explore what defines a flipped classroom, why it is important; the advantages, how to implement, and some examples of how others have benefited from this process. Taught by Dr. John Meyer. 1.6 CEUs/ILUs.

16 hours $195
11/6-12/1 Online

CERTIFICATE IN LEARNING STYLES

New research and information is coming out frequently now about how your learners - and you - learn. Here’s what we know. In the last century, you taught everyone equally by teaching them the same. But we know we each learn differently. So in this century, you teach everyone equally by teaching them differently. In this Certificate in Learning Styles, you get the most advanced information about the three most important and most prevalent characteristics you experience with your participants: generation, gender, and the autism spectrum.

Your instructors are some of the foremost authorities in the world on these subjects. They write, and speak around North America, on learning styles. The certificate consists of three one-month courses (Students with ASD, Gender in the Classroom, and Generational Learning Styles). Courses may be taken individually or sign up for the certificate and pay just $395 ($40 savings). Taught by Kassia Dellabough, Julie Coates, and William Draves. 4.8 CEUs/ILUs.

48 hours $395
10/2-12/1 Online

STUDENTS WITH ASD

Today, every school and every workplace in North America has students and workers who have been diagnosed with ASD (Autism Spectrum Disorder)—a neurological difference on the autism spectrum. It is important for every teacher and trainer to understand how to recognize behaviors that may indicate ASD. In this course, you take away strategies for working effectively with ASD students. The course is geared for K-12 teachers, counselors, and faculty in higher education, but is also relevant for trainers in the workplace. Taught by Julie Coates. 1.6 CEUs/ILUs.

16 hours $145
10/2-10/27 Online

GENDER IN THE CLASSROOM

Your female students learn differently than your male students. Discover how girls and women learn. Take away 10 top tips for helping females learn more, and the 5 tips to help them succeed more. Then discover how boys and men learn. Take away 10 top tips for helping males learn more, and the 5 tips to help males succeed more in the classroom. Get info about research not available anywhere else. Taught by Julie Coates and William Draves. 1.6 CEUs/ILUs.

16 hours $145
10/2-10/27 Online
Generational Learning Styles

Explore fascinating information on the brain and how each generation responds to their unique “cohort experience.” You will acquire the skills and information needed to help people in various generations, including a special emphasis to help you facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning AND your teaching. Come away with our top 20 generational techniques for helping your students learn more. Taught by Kassia Dellabough, MS, GCDF. 1.6 CEUs/ILUs.

16 hours  $145
11/6-12/1  Online

New!

Quilting & Sewing Basics & Beyond for the Classroom

This workshop will focus on the NYS Home and Career Skills Curriculum Standards CM 1.1, 1.2, 1.3, 1.4, 3.1, 3.4, and 3.5. You will learn updated techniques and receive the hands-on training of working on a quilting project that you can teach your students in the classroom. You will walk away with an informational manual including extensive handouts to take back to the classroom. In addition, you will have access to the quilting forum upon completion of the course for future reference and to post questions. Taught by Stephanie McCall, Master Quilter.

18 hours  $499
8/28-8/30  MTW  9am-4pm  Auburn

Social Media and Online Tools for K12 Teachers

Facebook, Twitter, YouTube, it seems everyone, including your students, talk about ways the Internet lets them stay in touch and see what others are doing. Since many of your students are already there, have you been curious if any of these tools might keep them engaged in your class? GoogleDocs, Adobe ConnectNow, iGoogle, Flicker, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover tips to use a variety of social media and online tools to help your students. You will also spend some time discussing ways to overcome resistance you might encounter in using these programs. For any teacher interested in social media, from beginners to advanced social networkers. Taught by Dan Torrez. 1.6 CEUs/ILUs.

16 hours  $145
11/6-12/1  Online

Visit us at www.cayuga-cc.edu/communityed for full course details and program offerings.
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
10/12 Th 3-5:15pm Auburn

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
11/9 Th 4-7pm Auburn
8/28-12/8 Online

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 diagnoses and procedural services codes. They may also audit and 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 information related to the different types of insurance coverage. Codes learned include ICD-10-CM, CPT, HCPCS level II. Students will review HIPAA privacy regulations and issues related to electronic medical records. Overall 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, billing and claim forms, electronics claims processings, working with insurance companies, handling reimbursements, and records management. Students will receive a certificate of completion and will be qualified to work as a medical coding specialist. Taught by Emoy Goodridge, M.Ed., B.S., CPC, COC, CPMA, CRC, CPC-I, CBCS, CEHRS, AAPC Fellow. 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 and hold a high school diploma or its equivalent.

Additional Requirements: Up-to-date physical and immunizations.

180 hours $2445
9/11-12/22 Online
1/29-5/18 Online

CALL 315.294.8841 TO REGISTER
ADVANCED MANUFACTURING

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

Course Credit Hours

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<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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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Freshman English I</td>
</tr>
<tr>
<td>MMT 241</td>
<td>Plastics Technology: Injection Molding</td>
</tr>
<tr>
<td>OR MMT 242</td>
<td>Plastics Technology: Blow Molding</td>
</tr>
<tr>
<td>MMT 245</td>
<td>Plastics Technology: Capstone</td>
</tr>
<tr>
<td>ENGR 207</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>Technical Elective*</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>

| **Total Credit Hours** | **32** |

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.

Course Credit Hours

<table>
<thead>
<tr>
<th>First Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MATH 102 or higher**</td>
<td>Intermediate Algebra</td>
</tr>
<tr>
<td>ENGR 103</td>
<td>Manufacturing Processes and Materials</td>
</tr>
<tr>
<td>MMT 101</td>
<td>Machine Tools I</td>
</tr>
<tr>
<td>MMT 141</td>
<td>Fundamentals of Plastics Technology</td>
</tr>
<tr>
<td>ENGR 230</td>
<td>Fluid Systems Design</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
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<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Total Credit Hours** | **32** |

For Manufacturing Courses

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

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

For Mechanical and Plastics Technology

* The courses listed in concentrations that follow must be used to fulfill degree requirements

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

*** Recommended elective: GIS 111 or GIS 205

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>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 230</td>
<td>Fluid Systems Design 3</td>
</tr>
<tr>
<td>MMT 220</td>
<td>Machine Design*** 4</td>
</tr>
<tr>
<td>ENGR 125</td>
<td>Building Information Modeling 4</td>
</tr>
<tr>
<td>MMT 208</td>
<td>Advanced CAD/CAM 4</td>
</tr>
<tr>
<td>Math 106</td>
<td>Precalculus or</td>
</tr>
<tr>
<td>Math 108</td>
<td>Calculus I 3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 103</td>
<td>Manufacturing Processes and Materials 3</td>
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<tr>
<td>ENGR 230</td>
<td>Fluid Systems Design 3</td>
</tr>
<tr>
<td>Math 106</td>
<td>Precalculus or</td>
</tr>
<tr>
<td>Math 108</td>
<td>Calculus I 3</td>
</tr>
</tbody>
</table>

**Mandatory Courses:** MMT 220, ENGR 230, Math 106 or Math 108

**Required Courses:** ELEC 101, ELEC 209, MMT 208, ENGR 230, Math 106 or Math 108, BUS 260

**Electives:** ENGR 228, ENGR 207, BUS 260, Math 106 or Math 108

**Total Credit Hours:** 63

THIRD SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 101</td>
<td>Elements of General Chemistry or CHEM 103 4</td>
</tr>
<tr>
<td>ENGR 230</td>
<td>Fluid Systems Design 3</td>
</tr>
<tr>
<td>MMT 221</td>
<td>Tool &amp; Die Design 4</td>
</tr>
<tr>
<td>ENGR 230</td>
<td>Fluid Systems Design 3</td>
</tr>
<tr>
<td>MMT 242</td>
<td>Plastics Technology: Blow Molding 4</td>
</tr>
<tr>
<td>Health or P.E.</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 16

FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 203</td>
<td>Applied Statics &amp; Strength of Materials 3</td>
</tr>
<tr>
<td>ELEC 101</td>
<td>Electronics Elective 3</td>
</tr>
<tr>
<td>ELEC 209</td>
<td>Programmable Logic Controllers 3</td>
</tr>
<tr>
<td>MMT 245</td>
<td>Plastics Tech Capstone 3</td>
</tr>
<tr>
<td>ART 103, 112 or 113</td>
<td>Art Elective 3</td>
</tr>
<tr>
<td>Behavioral /Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 15

**Total Credit Hours:** 63
3D PRINTING FOR EDUCATORS
There has been a lot of excitement about the use of 3D printers in education, but educators can have trouble both getting started with the technology and figuring out what to do with it. This two-class certificate covers both aspects, starting with how the technology works and then moving on to how to use it effectively. If participants already have 3D printers, the instructors will customize the class as much as possible so participants can follow along on the hardware they have. If a participant does not yet have access to a 3D printer, the instructors can help with helping participants define criteria to make decisions about appropriate hardware to buy. Visit www.cayuga-cc.edu/communityed for full course description.

The certificate consists of two one-month courses (Introduction to 3D Printing and 3D Printed Science and Math: Visualizations and Experiments). Courses may be taken individually or sign up for the certificate and pay just $345 ($45 savings).

Taught by Joan Horvath and Rich Cameron. 3.2 CEUs/ILUs.
32 hours $345
9/5-10/27 Online

INTRODUCTION TO 3D PRINTING
3D printing has been hailed as a solution to all manufacturing problems. 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. Visit www.cayuga-cc.edu/communityed for full course description. Taught by Joan Horvath and Rich Cameron. 1.6 CEUs/ILUs.
16 hours $195
9/5-9/29 Online

3D PRINTED SCIENCE AND MATH: VISUALIZATIONS AND EXPERIMENTS
A 3D printer can be used to teach science and math in two ways: when a teacher creates an accurate 3D model of a concept for students to handle, or to design a “starter set” model that students can then alter and use as the basis for explorations. Visit www.cayuga-cc.edu/communityed for full course description. Taught by Joan Horvath and Rich Cameron. 1.6 CEUs/ILUs.
16 hours $195
10/2-10/27 Online

INTRODUCTION TO CODING
After taking this course, you will be introduced to the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. Students will learn the basics of HTML, CSS, and Java Script in this course, as well as the practical uses for each. Taught by Jeff Kritzer. 1.6 CEUs/ILUs.
16 hours $195
9/5-9/29 Online
PRODUCT PROTOTYPEING ON A BUDGET CERTIFICATE

Creating a prototype of a product used to be a very expensive proposition. Now, however, with the availability of consumer-level 3D printers and relatively easy-to-program custom electronics controlled by processors like the Arduino, it is possible to prototype many types of products yourself. This certificate consists of two classes; either one can be taken first. Taken together, these two classes will give you the skills to get started with these two aspects of low-cost prototyping, and give you an idea of what is possible and where to learn even more skills going forward. Visit www.cayuga-cc.edu/communityed for full course description. The certificate consists of two one-month courses (Introduction to 3D Printing and Prototyping with Make Electronics). Courses may be taken individually or sign up for the certificate and pay just $395 ($45 savings). Taught by Joan Horvath and Rich Cameron. 3.2 CEUs/ILUs.

INTRODUCTION TO 3D 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
9/5-9/29 Online

PROTOTYPING WITH MAKER ELECTRONICS

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
11/6-12/1 Online

Visit us at www.cayuga-cc.edu/communityed for full course details and program offerings.
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

cayuga-cc.edu
1-866-598-8883
Online Fulton Auburn
LEISURE LEARNING

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

ACRYLIC PAINTING CLASS

This class is designed for beginner through advanced painters and provides a combination of instruction and studio time. Acrylic painting materials and dramatic techniques will be discussed. You will create a landscape and floral painting throughout the course of the class. A $25 material fee will be due to the instructor the first night of class. Taught by Bonnie Beckeman.

9 hours $79
10/30-12/4 M 5:30-7pm Auburn

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
11/7-11/14 T 5:30-8:30pm Auburn

NEW! BIRD HOUSE MASTERPIECES

Join us in a one day bird house painting class. Decorate a beautiful bird house for your outdoor friends or to give as a gift. Sample designs will be available. A $10 material fee will be due to the instructor the night of class. Taught by Bonnie Beckeman.

2 hours $29
9/20 W 11:30am-1:30pm Auburn
9/25 M 7:15-9:15pm Auburn

DRAMATIC WATERCOLOR CLASS

This class is designed for beginner through advanced painters and provides a combination of instruction and studio time. Watercolor materials and dramatic techniques with watercolor paints will be discussed. Participants will create a landscape and floral painting throughout the course of the class. A $25 material fee will be due to the instructor the first night of class. Taught by Bonnie Beckeman.

9 hours $79
9/11-10/23 M 5:30-7pm Auburn
10/24-11/28 T 9:30-11am Auburn

DYNAMIC DRAWING

Exploring pencil drawing and learning drawing with dark and light pencils, experiencing different types of paper, ink drawing, and colored pencil. Several pieces will be taken from sketch to completion. A $20 material fee will be due to the instructor the first day of class. Taught by Bonnie Beckeman.

9 hours $79
9/13-10/18 W 9:30-11am Auburn

HOW TO USE YOUR DIGITAL SLR CAMERA

Learn to use your digital camera to its full potential by understanding its basic functions and advanced capabilities. This class will cover aperture, shutter speed, depth of field, focal planes, lens lengths, film speeds, white balance, and framing techniques. We will also discuss strategies for making successful portrait, landscape, still life, and documentary photographs, and look at examples from historic and contemporary photographers for inspiration. Bring your camera (and its manual) to class with you so you can become familiar with its functions and start making quality photographs of your own. Taught by Bruce Walter.

6 hours $75
10/17-10/24 T 5:30-8:30pm Auburn

NEW! BEGINNING QUILTING I

This class takes an introductory and hands-on approach to beginning quilting from start to finish. If you’ve never sewn before, or very little, this is the class for you! We’ll cover fabric coordination, patterns, fussy cutting, 1/4” seams, and cutting pieces out, piecing, basting, quilting, binding, labels, and more. Handouts and expert tips make it easy to follow along. At the end of class, you will have finished your own small wall hanging. You’ll need a working sewing machine, a basic sewing kit, and supplies to make the wall hanging. Full supply list will be provided. Taught by Stephanie McCall, Master Quilter.

12 hours $60
9/18-10/30 M 6-8pm Auburn
No class on 10/9.

CALL 315.294.8841 TO REGISTER
NEW! MEMORY LAP QUILT
This series of once-a-week classes takes you from a wardrobe of a loved one’s clothes (or your own!) to an eco-friendly and usable lap quilt! Stephanie’s hands-on approach makes creating your one of a kind keepsake a treasure for years to come! We’ll cover making a quilt pattern, cutting and fusing all types of fabrics, cutting and sewing borders and binding pieces, batting, machine and hand quilting techniques, labels, and much more. Handouts and expert tips make it easy to follow along. Come to have fun with a friend or come to meet new people! Additional supply list will be provided. Completion of Beginning Quilting I or equivalent experience is recommended. Taught by Stephanie McCall, Master Quilter.
12 hours $80
11/7-12/12 T 6-8pm Auburn

NEW! T-SHIRT LAP QUILT
This series of once a week classes takes you from a pile of t-shirts to an eco-friendly lap quilt! Stephanie’s hands-on approach makes any skill level of quilter comfortable with turning their own t-shirts into a finished handmade gift for yourself or loved one. We’ll cover how to make a quilt pattern, cutting and fusing t-shirts, cutting sashing, borders and binding pieces out, piecing with your sewing machine, basting, quilting, binding, labels, and much more. Handouts and expert tips make it easy to follow along. Come to have fun with a friend or come to meet new people! Additional supply list will be provided. Taught by Stephanie McCall, Master Quilter.
12 hours $80
9/19-10/24 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.
1.5 hours $30
11/15 W 7-8:30pm Auburn

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.
2.5 hours $39
9/19 T 5:30-8pm Auburn

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 story-
telling of the spiritual value. What you will take away from this class is a beautiful art piece filled with a 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.

**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.

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<th>Duration</th>
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<tr>
<td>4.5 hours</td>
<td>$79 for couples</td>
<td>11/7-11/21 T 7-8:30pm</td>
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**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 equipment or a large space. Male or female, old or young, weak or strong, you will definitely 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 balance, flexibility, coordination, calm, and focus to life, work, and sports. Ages 16 and over are welcome. Taught by Carol Mancuso.

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<tr>
<td>12.5 hours</td>
<td>$89</td>
<td>9/14-11/16 Th 6-7:15pm</td>
<td>Auburn</td>
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**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.

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<tr>
<td>2.5 hours</td>
<td>$40</td>
<td>10/24 T 5:30-8pm</td>
<td>Auburn</td>
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**FITNESS**

**BALLET BARRE EXERCISE CLASS**
Combining barre exercises with traditional ballet moves, this mind and body disciplined class is great for a warm-up and/or as a full body toning experience. No experience needed! Taught by Kathy Zamnia.

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<td>9/19-10/24 T 6-7pm</td>
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**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.

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<td>7.5 hours</td>
<td>$69</td>
<td>9/19-10/24 T 6-7:15pm</td>
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**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.

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<tr>
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<td>Auburn</td>
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<td></td>
<td>$59 for single dancer</td>
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**CALL 315.294.8841 TO REGISTER**
JUDO

This course is designed to provide instruction 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-improvement. 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 confidence, 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 several black belts.

60 hours $150
8/29-12/7 TTh 7-9pm Auburn
No class 11/23.

JUDO “THE GENTLE WAY” METHODS OF 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 techniques are practical and easily learned. They can be practiced at home and honed to a high level. The awareness and confidence gained through your accomplishments can be life-changing and perhaps 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 black belts.

6 hours $49
10/18-11/8 W 7-8:30pm Auburn

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 children 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, non-violent discipline techniques so you can avoid power struggles. This new edition has added content including: bullying, school success 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 prevention educator for Confidential Help for Alcohol and Drugs, Inc. for twenty five years.

12 hours $10
10/16-11/20 M 6:30-8:30pm Auburn

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
9/19-10/3 T 6-8pm Auburn
NEW! CAYUGA COUNTY: CITIZEN EDUCATION

Cayuga County presents an information session about OpenGov to provide citizens with an educational resource to better understand the County's finances. OpenGov Smart Government Cloud is the world’s first integrated cloud platform for budgeting, reporting, and open data. This session will discuss how OpenGov transforms complex financial and performance data into actionable outcomes while conveying the data in an easy to understand and useful manner.

1 hour Free
10/19 Th 7-8pm Auburn

CLASSICS @THE CARRIAGE HOUSE

In its fourth year, the Auburn Film Seminar—now “Classics @ The Carriage House”—will give students an overview of classic and influential Hollywood Cinema from the late 1930s to the early 1960s. This year, the film series will feature classic American films, international cinema, and an early-animated classic. (And the course is still taught in the same location! But Theater Mack is now The Carriage House Theater.)

The course will feature Orson Welles’ Film Noir classic Touch of Evil in September, comedy classic Roman Holiday in October and early Science Fiction and cult film fan favorite, The Invasion of the Body Snatchers in November. We will be watching Disney’s 1940s visionary classic Fantasia in December. After Winter Session, the class resumes in February with Henri-Georges Clouzot’s The Wages of Fear, and continues with Akira Kurosawa’s classic samurai adventure Yojimbo. April and May will feature the 1940 films of Alfred Hitchcock—Foreign Correspondent first, and then his all-time classic Rebecca for the final screening of the year.

The course will be taught and curated by Michael Reiff, a teacher of Film and Media at Ithaca High School, and CollegeNow Instructor through Tompkins Cortland Community College. He is a published writer on film, whose recent work includes essays in the books Divine Horror, Silence of The Lambs, The Laughing Dead, and he reviews current cinema for Science Fiction Film & Television and Film & History. Students of the course will receive emailed written notes and analysis by Reiff prior to each viewing, along with curated reviews and insights from some of the best minds in film criticism. This class will be taught at Theater Mack, which is located behind the Cayuga Museum. The theater address is 203 Genesee Street in Auburn, NY. This class meets once a month, on the first Monday of each month. The class is held at 7pm, with an introductory lecture by Michael Reiff.

25 hours $45 for full course
9/11- 5/7 M 7pm Theater Mack, Auburn

No classes in January 2018.

EXPLORING WINE

Join us for four evenings of wine discovery. Learn the fundamentals of wine, wine grape varieties, and terroir as we taste and evaluate several premium and super-premium wines at each session, including rare and cellared (aged) selections. We will sample select wines from Finger Lakes New York, Oregon, California, Washington State, France, Italy, Spain, Portugal, Germany, Australia, New Zealand and Chile. Dinner will be provided each evening from a local restaurant. Must be 21 or older. Bring photo ID the first night of class. Taught by TJ Leone, local wine store owner.

12 hours $249
10/5-10/26 Th 6-9pm 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, viewing information on the Internet, sending/receiving emails, using a basic spreadsheet, and preparing 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
9/25 M 5:30-8:30pm Auburn

EMPTY NEST, WHAT’S NEXT?

When our lives go from busy to boring, sometimes we need to find out who we are again and “re-calculate”. Come gain resources in order to revisit your talents, re-evaluate your education, re-engage in your community, or reconnect with a project you started years ago. Facilitated by Rebecca Mindek.

2.5 hours $19
9/20 W 6-8:30pm Auburn

CALL 315.294.8841 TO REGISTER
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? 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.

10 hours $79
11/7-12/5 T 7-9pm Auburn

INTRODUCTION TO MINDFULNESS PRACTICE AND REFLECTION

The ancient practice of mindfulness has become popular in recent years because of how effective it is in helping practitioners manage stress, sad moods, PTSD, SAD (seasonal affective disorder) and emotions when encountering challenging day-to-day situations. In this workshop, participants will practice several mindfulness techniques they can apply to everyday situations to increase stress tolerance. Then, they will reflect on their experiences through writing. The goal of the workshop is to identify mindfulness strategies that personally work for each individual participant. Instructor Katie Stout is a long-time yoga and mindfulness practitioner and has taught writing for 10 years.

2.5 hours $25
9/18 M 6-8:30pm Auburn
11/16 Th 6-8:30pm Auburn

INTRODUCTION TO SPIRITUAL ECOLOGY

This course will discuss the responsibilities of people as part of the ecosystem community that has attained human consciousness. The course will focus on the humanities approach. Students will decide how to communicate their spiritual ecological understanding through independent out of class assignments. The class will use Cayuga Community College’s Nature Trail. Taught by Charlie Greene, P.E.

7.5 hours $59
9/19-10/24 T 6-7:15pm 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
10/26, 11/2, 11/16, 11/30 Th 7-8pm Auburn

CALL 315.294.8841 TO REGISTER
INVESTING BASICS

We will discuss the principles of stocks, bonds and markets while exploring the relationship between risk & returns. Learn to set your own investment goals and understand how to realistically plan for retirement. This class will also explain the various account types along with their tax implications. All course materials will be provided. Instructor: Timothy Carr, Pinnacle Investments.

6 Hours $49
10/4-10/18 W 6-8pm Auburn

IPAD® & IPHONE BASICS

Bring your charged iPad® or iPhone ready to go! Any level of experience is welcomed, 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 well as learn to "surf" the Internet! Taught by Margie Creamer.

4.5 hours $39
9/12-9/26 T 6:30-8pm Auburn
10/31-11/14 T 6:30-8pm Auburn

BEYOND IPAD® & 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 then 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
10/10-10/24 T 6:30-8pm Auburn
11/28-12/12 T 6:30-8pm Auburn

New Ideas, New Instructors

The Office of Community Education and Workforce Development 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.
NEW! JOURNALING FOR HEALTH

Have you heard about journaling, but didn’t really know what it was? Did you know journaling can help you reduce stress, overcome anxiety, and even stimulate your creativity? Journaling is much more than a diary or a laundry list, and you don’t need any writing experience or ability. If you can think you can journal and you can succeed. Instructor, Joe Sarnicola will teach the easy but powerful basics of journaling and start you on a path toward better health, a better self-image and a better life. Please bring a journal or notebook to class.

4 hours $49
10/3-10/24 T 6:30-7:30pm 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
11/2, 11/16, 11/30 Th 8-9pm Auburn

NEW! THE WOMEN IN WINE

Are you a wine enthusiast? Are you curious about how women are impacting the world of winemaking both locally and globally? Learn about how women are playing a more prominent role in the world of winemaking as winemakers, business managers, sales representatives, restaurant managers, and more! The class will include the opportunity to taste wines from around the world. Guest speakers will include female winemakers, restaurant managers, and business leaders who are taking the industry by storm. Considering a career in the field? One session will focus on the various ways wine enthusiasts can turn their passion into a career. A special guest from the National Organization, Women for Wine Sense will discuss ways to continue your wine education in your local community.

Taught by Carmela Barbagallo.

10 hours $199
11/1-12/6 W 6-8pm Auburn
No class 11/22.
LANGUAGE

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 conversation 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
9/18-10/30 M 6-8pm Auburn
No class 10/9.

MUSIC

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
10/11 W 6-10pm Auburn

INTRO TO SHAMANIC DRUMMING/JOURNEYING: CONNECTING WITH ANIMAL ALLIES

Shamans believe that all things in the Universe have spirit and life. The rocks, the earth, the sky, the waters, the plants, and the animals. The purpose of this class is to help you to connect with the wisdom of these spiritual teachers. Journeying is a deep meditative exploration that can help with personal and spiritual growth. It is also a tool that can be used for healing, obtaining information, and working through psychological issues. Inspired by the book Animal Speak, by Ted Andrews. Bring a journal to write in. Taught by Reverend Beverly Owen—Shaman Visionary/Shamanic Journey Works since 2005.

2.5 hours $39
10/5 Th 5:30-8pm Auburn

LEARN GUITAR AND PLAY THE MUSIC YOU LOVE! [BEGINNER PT.1]

Learn all you need to know to start playing the music you love! You’ll be amazed at how much you can learn in a short period of time with an instructor that presents guitar in an easy to understand approach. Impress your family and friends and add fire and excitement to your life playing the world’s coolest instrument! Included you’ll get written lesson material, jam along audio tracks, and video lessons valued at hundreds of dollars! 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 $89
9/20-10/11 W 6:30-8pm Auburn

LEARN GUITAR AND PLAY THE MUSIC YOU LOVE! [BEGINNER PT. 2]

Take the basics to the next level and add even more excitement to your playing! Learn how chords are constructed to gain a better understanding of harmony in music. Learn and use the world famous minor pentatonic scale up and down the neck, 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 great supplement to any guitar method. 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 $89
10/18-11/8 W 6:30-8pm Auburn

CALL 315.294.8841 TO REGISTER
NEW! PLAYING THE 5-STRING BANJO

The course is designed for beginning and intermediate students. It will cover nomenclature of the banjo, standard tunings, basic rolls, chords, how to read tablature, and development of repertoire. Different playing styles will be explored including bluegrass, clawhammer (frailing), old-timey, and folk. Songs will progress from basic to advanced. Proper left and right hand positions will be discussed, along with use of finger picks, capos, and electronic tuners. Left-hand techniques will be taught for hammer-ons, pull-offs and slides. Taught by Dick Sheridan.

9 hours $89
9/21-10/26 Th 7-8:30pm Auburn

REIKI LEVEL II: WATERING THE SAPLING

This level includes, learning and use of the three symbols, more alternative healing and scanning techniques, meditations, the four agreements, animal and spirit guides, your second attunement, and Reiki II certification. Workbook required for first night of class: The Four Agreements by Don Miguel Ruiz. Copies available from instructor for $12.95.

Taught by Reverend Beverly Owen—Reiki Master/Teacher/Practitioner/Shaman/Visionary since 2005.

Prerequisite: Reiki Level I certification.

10 hours $275
10/16-10/25 MW 5:30-8pm Auburn

SPIRIT FITNESS I

Spirit Fitness Meditations: a gentle series of guided meditation sessions interspersed with private reflection, goal setting, and focus on physical or emotional health and wellness, chakra energy exercises, Inner Light TM, geared to address personal issues and move toward peace and healing. Taught by CL Battaglia.

6 hours $69
9/18-10/30 M 7-8pm Auburn
No class 10/9.

ADVANCED SPIRIT FITNESS

Advanced Spirit Fitness builds on and expands the Spirit Fitness learning to strengthen strategies and deepen meditation. Prerequisite: Spirit Fitness I. Taught by CL Battaglia.

6 hours $69
11/6-12/11 M 7-8pm Auburn

THE HISTORY MYSTERY AND PRACTICAL USE OF CRYSTALS

In this class Bev shares some of the scientific study of crystals, the metaphysical properties, and wellness alternative that employs stones and crystals, and other practical applications for everyday use. A very informative and interesting class! Taught by Reverend Beverly Owen—Reiki Master/Teacher/Practitioner.

6 hours $69
9/18-10/30 M 5-6pm Auburn
No class 10/9.

NEW! USING THE FORCE WITHIN FOR KIDS

Using the force within to release stress and relax! Activities built for stress relief, relaxation, beginner’s meditation, confidence and self-esteem! Taught by CL Battaglia.

6 hours $69
9/18-10/30 M 5-6pm Auburn
No class 10/9.
ALZHEIMERS AWARENESS

**BASICS OF ALZHEIMER’S DISEASE AND DEMENTIA**

If you or someone you know is affected by Alzheimer’s disease or dementia, it’s time to learn the facts. This program provides information on detection, causes, and risk factors, stages of the disease, treatment and much more. This interactive workshop features video clips of people with Alzheimer’s disease and their families sharing their stories. Presented by The Alzheimer’s Association, Central New York Chapter.

- **1 hour**
- **Free**
- **9/25 M 5:30-6:30pm Auburn**

**NEW! DEMENTIA CONVERSATIONS**

The Dementia Conversations program is designed to meet the needs of the following audiences: People noticing changes in seniors they are close to who have not received a dementia-related diagnosis, care partners of those in the early stage of dementia, other family members who do not see themselves as caregivers, long-distance caregivers, and hands-on caregivers of people in the middle to late stages of dementia. Presented by The Alzheimer’s Association, Central New York Chapter.

- **1 hour**
- **Free**
- **12/11 M 5:30-6:30pm Auburn**

**NEW! HEALTHY LIVING FOR YOUR BRAIN AND BODY**

For centuries, we’ve known that the health of the brain and the body are connected. But now, science is able to provide insights into how to make lifestyle choices that may help you keep your brain and body healthy as you age. Join us to learn about research in the areas of diet and nutrition, exercise, cognitive activity and social engagement, and use hands-on tools to help you incorporate these recommendations into a plan for healthy aging. Presented by The Alzheimer’s Association, Central New York Chapter.

- **1 hour**
- **Free**
- **10/18 W 5:30-6:30pm Auburn**

**UNDERSTANDING AND RESPONDING TO DEMENTIA RELATED BEHAVIOR**

During the middle stage of dementia, the person with the disease often starts to exhibit new behaviors that can be confusing for a caregiver. These behaviors are a form of communication, and are essential to understanding the needs of the person with dementia. Understanding and Responding to Dementia-Related Behavior assists caregivers to decipher behaviors and determine how best to respond, including how to identify common triggers for behaviors associated with dementia, explain the process for assessing and identifying challenging behaviors, and list strategies to address some common dementia-related behaviors. Presented by The Alzheimer’s Association, Central New York Chapter.

- **1.5 hours**
- **Free**
- **11/6 M 5:30-7pm Auburn**

Call 315.294.8841 to register
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)

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.

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

QUESTIONS? PLEASE CALL (315) 294-8841.
Cayuga Community College has been named a 2017 Military Friendly® BRONZE LEVEL award winner. We’re proud to support our veterans and proud of our students.
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. 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 (315) 593-9400 or students may contact the NYS Division of Criminal Justice Services at (518) 457-2667.

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 $30 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.

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

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☐ Check ☐ Money Order

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☐ Check ☐ Money Order
Meet Your Teacher Night

Wednesday, September 13, 2017  •  6-7:30pm  •  Student Lounge, Auburn Campus

Thinking about taking a Community Education class? Come and meet your teacher and learn more about their class offerings. Teachers for more than 20 classes will be present.