
WINTER 2018

CAYUGA COMMUNITY COLLEGE
Community Education and Workforce Development
State University of New York
www.cayuga-cc.edu

CAREER DEVELOPMENT, ADULT LITERACY, CORPORATE TRAINING AND LEISURE LEARNING
Welcome to Cayuga Community College!

The Office of Community Education and Workforce Development offers career training programs, leisure learning opportunities, college prep courses, youth programs, 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](http://www.cayuga-cc.edu/communityed) for additional information regarding our classes and programs. Enjoy browsing our catalog and we hope to see you this spring!

Carla M. DeShaw

Executive Dean

CAYUGA COMMUNITY COLLEGE
State University of New York
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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
- And Other Customized Programs

Contact Carla DeShaw for a free consultation on your training needs at (315) 294-8841 or carla.deshaw@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—Bachelor 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.
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 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  $89
4/16-5/21  M 6-7:30pm 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
4/10, 4/17  T 5:30-8:30pm Auburn

CREATE A T-SHIRT LAP QUILT

This series of (10) once a week classes takes you from a pile of t-shirts to an eco-friendly lap quilt! Stephanie’s hands-on approach makes beginning quilters comfortable with turning your own t-shirts into a finished handmade gift for yourself or loved one.

Stephanie will cover how to make a t-shirt 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! Materials list will be emailed prior to class start date. Taught by Stephanie McCall, Master Quilter.

20 hours  $100
2/6-4/24  T 6-8pm Auburn
No classes on 2/27, 4/2.

NEW! TIE WALL HANGING

This series of (6) once a week classes takes you from a pile of ties to a memory wallhanging! Stephanie’s hands-on approach makes beginning quilters comfortable with turning ties into a whimsical gift for yourself or loved one. Measuring 12” by 35”. Stephanie will cover how to disassemble ties, cutting and fusing, cutting backgrounds, and binding an art quilt. You’ll piece this project with your sewing machine, learn how to baste, use some “origami” quilt skills, do some echo quilting, make a label, 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 ones at this interactive quilt project class. Materials list will be emailed prior to class start date. Taught by Stephanie McCall, Master Quilter.

7.5 hours  $60
5/1-6/5  T 6-7:15pm Auburn

NEW! WINTERBERRY WALL HANGING

Quick and intricate (but only to the beholder!) Make this 25” square wallhanging, with sleeve, showcasing your skills in hand applique and trapunto! “Fake” trapunto is done by machine. Basic quilt making skills are required to take this class. Master Quilter, Stephanie McCall, will share her techniques and tips to make this a fun winter project! Stephanie has won numerous awards in her original designs and hand work, most recently winning 1st place at the NYS Fair for her Hand Quilting and Applique. Bring a friend or come to meet new ones at this interactive project class. Materials list will be emailed prior to class start date. Taught by Stephanie McCall, Master Quilter.

10 hours  $50
2/5-3/12  M 6-8pm Auburn
No class on 2/26.

NEW! CREATE YOUR OWN MOSAIC WOODEN TRAYS

In three classes you will learn about mosaics and complete two wooden trays. The painting of the trays are composed by you as well as layout of the stones, glass and mini tiles on the trays. All materials provided including the two wooden trays. A $35 materials fee is due the first night of class to the instructor. Taught by Bonnie Beckeman.

4.5 hours  $49
4/17-5/1  T 5:30-7pm Auburn

CALL 315.294.8841 TO REGISTER
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
3/20, 3/27 T 5:30-8:30pm 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 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 $89
2/26-4/9 M 6-7:30pm Auburn
No class on 4/2.
4/16-5/21 M 9:30-11am 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
2/7 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 day of class. Taught by Beverly Owen, Reiki Master/Shaman Visionary/Spirit Artist.

2.5 hours $39
2/5 M 5:30-8pm Auburn
2/6 T 11am-1:30pm 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 storytelling 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 day of the class. Taught by Reverend Beverly Owen, Creative Instructor of Spiritual Art.

2.5 hours $40
2/8 Th 5:30-8pm Auburn
2/12 M 11am-1:30pm Auburn

THE ART OF MAKING MEDICINE BAGS

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

2.5 hours $40
3/14 W 11am-1:30pm Auburn
3/14 W 5:30-8pm Auburn

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.

7.5 hours $129 for couples/$69 for single dancer
2/13-3/13 T 7-8:30pm Auburn

BELLY DANCE BASICS WITH HADIA!

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

6 hours $79
2/7-3/14 W 7-8pm Auburn
4/11-5/16 W 7-8pm Auburn

SWING DANCING — BASIC

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

4.5 hours $79 for couples
4/17-5/1 T 7-8:30pm Auburn
FITNESS

BALLET BARRE FITNESS 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 Zamniak.

6 hours $70
2/6-3/13 T 6-7pm Auburn

FOUNDATIONS OF HATHA YOGA

This course focuses on building skillful technique in the core practices of hatha yoga--asana and pranayama. Students develop confidence in alignment principles of all major categories of postures and gain a solid preparation for meditation. Perfect for first time students, returning students who have been away from their practice, and continuing students interested in refining their fundamentals. Taught by Lesley Kennedy of Down to Earth Yoga.

7.5 hours $69
2/6-3/13 T 6-7:15pm Auburn
4/10-5/15 T 6-7:15pm Auburn

NEW! INTRODUCTION TO SPINNING®

Spinning® indoor cycling provides a fun, non-impact, challenging cardiovascular workout for all fitness levels. Participation in the Spinning® program will enhance your strength and endurance, and improve your overall physical health. Appropriate for all levels of fitness. Liability waivers must be signed at the first class.

6 hours $65
2/1-3/15 Th 6-7pm Gazella Training, Fitness and Yoga
No class on 2/22.

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.

15 hours $89
2/7-4/18 W 6-7:30pm Auburn
No class on 4/4.

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
1/23-5/17 TTh 7-9pm Auburn
No classes on 2/22, 3/29, 4/3, 4/5.
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
2/12-3/5 M 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, nonviolent 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
4/9-5/14 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
4/10-4/24 T 6-8pm 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.)

This year’s course runs from February to May and will have classes once a month. The course will feature, starting 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, who is a teacher of Film and Media at Ithaca High School. He is also a 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 at The Carriage House Theater, 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 at 7pm, with an introductory lecture by Michael Reiff.

The schedule of screenings is as follows:

February 5: The Wages Of Fear (1953) (French) (Directed by Henri-Georges Clouzot)
March 5: Yojimbo (1961) (Japanese) (Directed by Akira Kurosawa)
April 2: Foreign Correspondent (1940) (Directed by Alfred Hitchcock)
May 7: Rebecca (1940) (Directed by Alfred Hitchcock)

13 Hours $25 for full course
2/5-5/7 M 7pm The Carriage House Theater
NEW! CREATING COMICS AND GRAPHIC NOVELS

Have you ever wanted to control the strength of a superhero, the power to create new planets or the ability to travel through time? You can do all that and more with the techniques of comic script writing. This class will help you understand the format of a comic script, how to pace the action on a page and how to describe each panel so an artist (who could also be you) can draw what you imagined in your mind. Instructor Joe Sarnicola is an award winning professional writer who has written and edited comic book stories and comic strip jokes. Taught by award winning, nationally syndicated writer Joe Sarnicola.

4 hours $49
2/5-2/26 M 6-7pm Auburn

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.

We will sample select wines from New York, Austria, California, Burgundy, Italy, Spain, Russia, Argentina, and Chile. Dinner will be provided each evening from a local restaurant and food will be carefully curated to complement the wines. Must be 21 or older. Bring photo ID the first night of class.

Taught by Carmela Barbagallo.

12 hours $249
4/11-5/2 W 6-9pm Auburn

GENEALOGY AND FAMILY HISTORY

Are you curious about where your ancestors came from? What they did for a living? When and how they came to America? With the resources available online, both paid subscription and free, it is now easier than ever to find the answers to these questions and more. This course will take you through the following: 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 then be handed down to future generations.

Taught by Charles Laun.

7.5 hours $59
2/6-3/13 T 6-7:15pm Auburn

INTRODUCTION TO SPIRITUAL ECOTOLOGY

Wild Apples by Henry David Thoreau will be the featured text throughout the class, and the responsibilities of people as part of the ecosystem community that has attained human consciousness will be discussed. The course will focus on the humanities approach. You will decide how to communicate your spiritual ecological understanding through independent out of class assignments. Taught by Charlie Greene, P.E.

7.5 hours $59
2/6-3/13 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
2/6, 2/13, 2/27, 3/13 T 7-8pm 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
2/13, 2/27, 3/13 T 8-9pm Auburn

THE WRITER’S TOOLBOX

Do you have a story in mind you’ve always wanted to write but didn’t know where to start it or how to end it? Or maybe it’s written but you want to polish it and even try to publish it. This class will teach you how to write or rewrite like a pro and how to develop characters and plots that will captivate your readers. Emphasis will be on craft from a fun perspective. Taught by award winning, nationally syndicated writer Joe Sarnicola.

4 hours $49
3/6-3/27 T 6-7pm Auburn

WRITE YOUR WEDDING VOWS

Recently engaged? Come to this class to script your wedding ceremony, write your vows, and customize the ceremony part of your wedding planning to reflect your personality and style! You leave the class with everything you need for your officiant/ceremony. Taught by C.L. Battaglia.

6 hours $69
2/12-3/19 M 6-7pm Auburn

CALL 315.294.8841 TO REGISTER
ENGLISH AS A SECOND LANGUAGE

Could you or someone you know benefit from English as a Second Language classes? Cayuga Community College offers open, year-round registration for adults of all levels. Whether you are a beginner or advanced English learner, you will benefit from this course. Please see page 40 for additional information.

12 hours monthly $65/month
Classes start monthly
M 6-9pm Auburn

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
3/28 W 6-10pm Auburn

NEW! PLAYING THE UKULELE

Tune in to the ukulele and discover the joy of making your own music. Not a toy but a legitimate musical instrument, the uke is easy to learn and loads of fun to play. The course will show you how to play chords, understand their symbols and diagrams, and explore the theory of chord progression. A simplified way of writing music called tablature will be introduced. You’ll learn to accompany familiar songs in different keys and rhythms, play melodies, and find various ways to strum using a pick or just your fingers. Although the focus will be on soprano, concert and tenor ukes, the larger baritone will not be neglected. Online audio will be available for all songs. Instructor Dick Sheridan is the author of numerous ukulele books and is the leader of the long-running traditional jazz band, the Soda Ash Six. Now’s the time to become a ukulele player. Be the life of the party! A world of enjoyment is at your finger tips. Taught by Dick Sheridan.

9 hours $89
4/10-5/15 T 7-8:30pm Auburn

NEW! PLAYING THE 5-STRING BANJO: PHASE TWO

This course will be a continuation of the fall term and will also be open to new intermediate students. Bluegrass, old-timey, and folk repertoire will be expanded with more advanced material including up-the-neck songs. New tunings and chords will be introduced, as well as use of the capo for key changes. Focus will be on improving basic techniques, developing new ones, and refining accompaniment styles. Frailing (also known as clawhammer) will be presented along with further development of 3-finger, 2-finger, and up-picking styles. Online examples of all songs will be made available. All material will be provided. Taught by Dick Sheridan.

9 hours $89
4/12-5/17 Th 7-8:30pm Auburn

Be sure to check out our Business and Computer Classes!

PAGE: 21
Investing Basics
Investing for Millennials

PAGES 22-24
Intro to iPad®
Beyond iPad® and iPhone® Basics
Introduction to iPad® Pages
Microsoft Excel® Levels 1, 2, & 3
Microsoft Word® Levels 1 & 2
WELLNESS

NEW! CREATING HAPPINESS WITHIN: REGAIN YOUR PERSONAL POWER

When life’s tragedy, trauma or just bad luck have sucked the joy out of you, how do you regain your equilibrium and move on? How can you choose to find happiness? How do you process what has happened so you can move on? Explore the obstacles and the path to happiness. Taught by C.L. Battaglia.

6 hours $59
3/6-4/17 T 4:30-5:30pm Auburn
No class on 4/3.

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 to wisdom of these spiritual teachers. Journeying is a deep meditative exploration which 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.

7.5 hours $59
3/5-3/19 M 5:30-8pm Auburn

LIFE BALANCE: INTEGRATING BODY, MIND & SPIRIT FOR HEALTH AND HAPPINESS

By focusing on self-improvement, health, mental clarity and spiritual practices, you will learn to improve your life for health, well-being and peace of mind. Students will create a simple individualized plan for a lifelong practice that promotes wellness and balance and helps you to carve out time for what is important and necessary to make your life better and you happier. Taught by C.L. Battaglia.

8 hours $89
3/14-5/9 W 6:30-7:30pm Auburn
No class on 4/4.

NEW! MEDITATION, CONTEMPLATION AND SPIRITUAL GROWTH

The course will include: discussion of various ways to connect with the life force that dwells within each of us and tap into its energy to improve our health, reduce our stress and enrich our spiritual development, whatever personal faith journey we may be traveling on. The ultimate goal is to find peace within ourselves which we can then share with those around us. Each class will include at least one 10-minute session of meditation or contemplation. Instructor Joe Sarnicola is a professional writer and a certified meditation leader.

4 hours $49
4/10-5/1 T 6-7pm Auburn

CALL 315.294.8841 TO REGISTER
PARENTING AT RISK YOUTH

For parents and foster parents: you can become better informed about what impacts the behavior of youth at risk and how to help those who have been traumatized, victimized or have experienced instability to find some balance and feel safe. You will explore trauma, informed care, and develop your own methods and structures to help youth heal from poverty, abuse, trauma, and PTSD. Explore how using techniques combining safety, structure and peaceful strategies can help youth manage their emotional reactions. Taught by C.L. Battaglia.

6 hours $69
3/6-4/17 T 5:30 -6:30pm Auburn
No class on 4/3.

REIKI LEVEL I: PLANTING THE SEED

This course training is based on traditional and contemporary Usui Reiki Lineage methods, the chakra system, principles of Reiki, and hand positions. The class includes: personal training with handouts, the history and theory of Reiki, Reiki attunement, clinic time to receive hands-on treatment for yourself and others, and Reiki I certification. Workbook necessary by first night of class: (The Original Reiki Handbook of Dr. Mikao Usui) by Dr. Mikao Usui and Frank Arjava Petter extras available from instructor @$14.95. Taught by Reverend Beverly Owen, Reiki Master/Teacher/Practitioner/Shaman Visionary since 2005.

10 hours $275
4/16-4/25 MW 5:30-8pm Auburn

NEW! REIKI MASTER LEVEL: BECOMING THE OAK

Prerequisite: Reiki Level II certification. Reverend Beverly Owen teaches on the premise that we are all Masters in the making, and only need to give ourselves permission to become what is already contained in our soul. The third degree initiation increases the student’s capacity to channel the Universal Energy. The basics that you learn in this course include the following: understanding the use of Usui Master Symbol, (which allows you to work on a spiritual level and helps you to contact your own inner truth). Two Master symbols—meaning, purpose, drawing, and usage. Contracting the Hui Yin (pronounced Who Yin)—what it is, plus how and when to use it. Kidney breathing—what it is, plus how and when to do it. Fire Dragon energy—what it is, plus how and when to use it. The techniques to perform Reiki attunements for Reiki I & II, and the ignition for Reiki Master. Taught by Reverend Beverly Owen, Reiki Master/Teacher/Practitioner/Shaman Visionary/Intuitive.

10 hours $500
5/1-5/10 TTh 5:30-8pm Auburn

NEW! SENSORY STIMULATION FOR ANXIETY

Using the senses to combat anxiety in adults and children. Sound, smell, touch, taste, and vision are powerful anti-stress tools. Using essential oils, and sound but including other senses as well, we explore the effects of different sensory stimulation on reducing anxiety and stress. Taught by C.L. Battaglia.

6 hours $69
4/9-5/14 M 5:30-6:30pm 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™, geared to address personal issues and move toward peace and healing. Taught by C.L. Battaglia.

7 hours $69
3/26-5/14 M 6:30-7:30pm Auburn
No class on 4/2.

CALL 315.294.8841 TO REGISTER
ADVANCED SPIRIT FITNESS

This course builds on and expands the Spirit Fitness learning to strengthen strategies and deepen meditation while investigating cross-cultural and philosophical connections. Prerequisite: Spirit Fitness I or II. Taught by CL Battaglia.

7 hours $69
3/26-5/14 M 7:30-8:30pm Auburn
No class on 4/2.

THE HISTORY MYSTERY AND PRACTICAL USE OF CRYSTALS

In this class, you will be introduced to 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 Reiki Master/Teacher/Practitioner Reverend Beverly Owen.

2.5 hours $39
3/27 T 5:30-8pm Auburn

TRAUMA-INFORMED CARE & EDUCATION

Children who have experienced early trauma or neglect often have symptoms that are misinterpreted. The ways adults understand and respond to these youth can change their behavioral and learning responses. Whether you are a parent, foster parent, teacher, administrator, or social worker, you can become better informed about what impacts the behavior of youth at risk. You will explore trauma-informed care, and develop your own methods and structures to help youth heal from poverty, abuse, trauma, and PTSD. Explore how using techniques combining safety, structure and peaceful strategies can help youth manage their emotional reactions. Presented by the Executive Director of the National Math Foundation.

6 hours $69
4/9-5/14 M 4:30-5:30pm Auburn

UNDERSTANDING THE FOUR AGREEMENTS OF LIFE

This self-empowering class is inspired by the book *The Four Agreements*, by Don Miguel Ruiz. “We cannot change what we do not understand.” We start with the Mastery of Awareness. The in-depth study of this book’s contents gives you the tools to master their use, and incorporating the map of these four agreements can improve your life, on all levels. The required book, *The Four Agreements* by Don Miguel Ruiz can be purchased at the first class for $12.99. Taught by Reverend Beverly Owen—Master Instructor/Holistic Wellness & Spiritual Psychology since 2006.

10 hours $59
2/19-3/12 M 11am-1:30pm Auburn

USING THE FORCE WITHIN FOR KIDS

Great way to get those young Jedi fans to understand how to use the force within and the wisdom of Star Wars 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
4/9-5/14 M 4:30-5:30pm Auburn

ALZHEIMER’S AWARENESS

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
3/14 W 5-6pm Auburn

EFFECTIVE COMMUNICATION STRATEGIES

This program explores how communication takes place when someone has Alzheimer’s, learn to decode the verbal and behavioral messages delivered by someone with dementia, and identify strategies to help you connect and communicate at each stage of the disease. Presented by The Alzheimer’s Association, Central New York Chapter.

1 hour Free
4/25 W 5-6pm Auburn

LIVING WITH ALZHEIMER’S FOR PEOPLE WITH YOUNGER ONSET

The diagnosis of Alzheimer’s disease is life-changing and leads to many questions. What will this mean for me and my family? How do I plan for the future? Where can I get the help I need? Living with Alzheimer’s for People with Younger Onset is an interactive program where you will have a chance to hear from others who have been where you are. We will discuss what you need to know, what you need to plan and what you can do to navigate this chapter of your life. These programs will cover information for people with a diagnosis of Alzheimer’s disease.

1.5 hours Free
2/13 T 4:30-6pm Auburn
WANTED

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The Office of Community Education and Workforce Development is expanding our course offerings.

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CALL 315.294.8841 TO REGISTER
CAREER

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

16 hours $159
2/27-4/24 T 6-8pm Auburn Campus
No class on 4/3.
2/28-4/25 W 6-8pm Fulton Campus
No class on 4/4.
3/5-4/30 M 6-8pm Auburn
No class on 4/23.
3/5-4/30 M 6-8pm Mynderse
No class on 4/2.
3/1-4/19 Th 6-8pm Moravia HS

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
3/28 W 6-10pm Auburn

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else. The certificate consists of two one-month courses, Keys to Customer Service and Extraordinary Customer Service. Courses may be taken individually or sign up for the certificate and pay just $245 ($45 savings). Nanette Sanders-Cobb and Fred Bayley, instructors. 3.2 CEUs/ILUs.

32 hours $245
2/5-3/30 Online
4/2-6/1 Online

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous. Taught by Nanette Sanders-Cobb. 1.6 CEUs/ILUs.

16 hours $145
2/5-3/2 Online
4/2-4/27 Online

CALL 315.294.8841 TO REGISTER
from the ordinary to the extraordinary. You’ll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success. Taught by Fred Bayley. 1.6 CEUs/ILUs. 16 hours $145 3/5-3/30 Online 5/7-6/1 Online

CERTIFICATE IN DATA ANALYSIS

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally, you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision making is concerned. 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 Dereshiwsky, and Jeff Kritzer. 4.8 CEUs/ILUs. 48 hours $495 2/5-4/27 Online 4/2-6/29 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 2/5-3/2 Online 4/2-4/27 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. Taught by Mary Dereshiwsky. 1.6 CEUs/ILUs.

16 hours $195
3/5-3/30 Online
5/7-6/1 Online

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. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home based or a large company, this class will take you to the next level where important decision-making is concerned. Taught by Jeff Kritzer. 1.6 CEUs/ILUs.

16 hours $195
4/2-4/27 Online
6/4-6/29 Online

INVESTING BASICS
We will discuss the principles of stocks, bonds and markets while exploring the relationship between risk & expected 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, including ROTH & Traditional IRAs, 401(k)s and 529 College Savings Plans. All course materials will be provided. Instructor: Timothy Carr, Pinnacle Investments.

6 hours $49
3/7-3/21 W 6-8pm Auburn

CALL 315.294.8841 TO REGISTER
NOTARY PUBLIC WORKSHOP

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

3.5 hours $65
3/15 Th 9am-12:30pm 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/communityed for full course description. Taught by Sharon deFonteny. 1.6 CEUs/ILUs.

16 hours $195
3/5-3/30 Online

INTRO TO IPAD®

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

4.5 hours $39
3/6-3/20 T 6:30-8pm Auburn

BEYOND IPAD® AND IPHONE® BASICS

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

3 hours $35
2/28 W 5:30-8:30pm Auburn

Make your iPad® or iPhone® your new appendage!! Bring your own charged device to class. Taught by Margie Creamer.

4.5 hours $39
3/6-3/20 T 6:30-8pm Auburn

NEW! INTRODUCTION TO IPAD® PAGES (WORD PROCESSING ON YOUR IPAD®)

Learn this easy word processing tool right on your iPad®! A variety of items will be covered including: use of templates, formatting, tables, photo usage, sharing, and much more.

4.5 hours $39
4/10-4/24 T 6:30-8pm Auburn

COMPUTER ABC’S

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

3 hours $35
2/28 W 5:30-8:30pm Auburn
LEARN TO TYPE
(OR JUST TYPE FASTER!)

This introductory keyboarding course is for anyone who is just learning to type correctly or for the more experienced typist who would like to improve his/her speed. Whether you are a student, professional, or an avid social media user then this is for you! Touch typing and other typing techniques will be covered. After a few classes, you will be amazed at how your new keyboarding skills make your life easier. Come join us this spring and help to improve your typing abilities. Taught by Annette Casper.

6 hours $69
3/6-3/15 TTh 6-7:30pm 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
2/27-3/13 TTh 6-8pm 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
3/14, 3/19 WM 5:30-8:30pm Auburn
5/8, 5/10 TTh 5:30-8:30pm 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
3/26, 3/28 MW 5:30-8:30pm Auburn
5/15, 5/17 TTh 5:30-8:30pm Auburn

MICROSOFT® WORD® 2016-LEVEL 2
This course continues from Microsoft® Word® 2016-Level 1. 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
2/7, 2/12 WM 5:30-8:30pm Auburn
4/24, 4/26 TTh 5:30-8:30pm 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 documents. Prerequisite: Microsoft® Windows® course or equivalent experience. Textbook included. Taught by Kathy O’Neill.
6 hours $69
1/29, 1/31 MW 5:30-8:30pm Auburn
4/17, 4/19 TTH 5:30-8:30pm Auburn

MANAGEMENT
NEW! LEADING AND MANAGING VIRTUAL TEAMS CERTIFICATE
Almost every business in North America uses virtual teams. As the move to virtually teaming accelerates, gain the knowledge and skills to develop high performance virtual teams and contribute to their success. The Certificate is designed to benefit anyone who is a leader or member of a team that leverages virtual meeting and collaboration tools. If you are the formal leader of a virtual team, an informal leader or want to become one, you will learn how to lead a virtual team, leverage virtual meeting tools and help lead team to a higher level of performance. At the end of this three-course certificate, you will come away with an in-depth knowledge of what you can do to make a difference on the teams that you are part of. Take away actionable skills, tips and processes that you can apply with your virtual team. The certificate consists of three one-month courses (Introduction to Leading Virtual Teams, Leading and Mastering Virtual Meetings, and Creating High Performance Virtual Teams). Courses may be taken individually or sign up for the certificate and pay just $495 ($140 savings). Taught by Andy Stanhope and Liam Bayley. 4.8 CEUs/ILUs.
48 hours $495
2/5-4/27 Online

NEW! INTRODUCTION TO LEADING VIRTUAL TEAMS
This course is the foundation course of the 3-course certificate and defines the differences between a traditional team and one that is at least partially virtual. The role of the team leader is explored and you will learn the key knowledge and skills needed to excel at virtual team leadership, weather this is a fulltime or part time role. In the second half of the course, you are shown how to build a solid virtual team and then how to kick off a virtual team, setting it up for success. Taught by Andy Stanhope and Liam Bayley. 1.6 CEUs/ILUs.
16 hours $195
2/5-3/2 Online

NEW! LEADING AND MASTERING VIRTUAL MEETINGS
For anyone who leads virtual meetings or wants to become an empowered virtual meeting member, discover the keys to success in mastering virtual meetings. Get the knowledge and skills to create and lead positive and goal oriented virtual team meetings. You will also learn when not to use virtual meetings.
We will survey 5 common virtual teaming and collaboration tools and give you criteria for choosing one that works for your meeting purpose. You will have an opportunity to participate in virtual meetings to explore tools that interest you and refine your skills. The course also covers how to lead and manage difficult virtual meetings or difficult attendees and how to resolve conflict if it occurs. Come away with skills to enhance your participation and leadership in virtual meetings. Taught by Andy Stanhope. 1.6 CEUs/ILUs.

16 hours $245
3/5-3/30 Online

NEW! CREATING HIGH PERFORMANCE VIRTUAL TEAMS

Building on the foundation learned in Introduction to Leading Virtual Teams, this course covers the skills and processes needed to move an ordinary virtual team to a high performance virtual team. The skills include how to organize the team and then how to empower communication between team members while meeting the individual team member’s needs. You will also learn processes used by most high performing virtual teams. Finally, the course will cover the leaders’ role in developing highly engaged team members including how to build trust, commitment, respect and empowerment. Taught by Andy Stanhope. 1.6 CEUs/ILUs.

16 hours $195
4/2-4/27 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
2/5-4/27 Online
4/2-6/29 Online

INTRODUCTION TO SIX SIGMA GREEN BELT

This challenging Introduction to Six Sigma Green Belt course teaches critical skills required for Six Sigma practitioners. 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
2/5-3/2 Online
4/2-4/27 Online

CALL 315.294.8841 TO REGISTER
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
3/5-3/30 Online
5/7-6/1 Online

ADVANCED SIX SIGMA GREEN BELT
The final course in the Six Sigma Green Belt program is the Advanced Six Sigma Green Belt course which teaches participants to improve and control processes. Topics 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
4/2-4/27 Online
6/4-6/29 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
2/5-3/30 Online
4/2-5/25 Online

NEW MEDIA MARKETING
DIGITAL MARKETING CERTIFICATE
Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. The certificate consists of three one-month courses (Improving Email Promotions, Boosting Your Web Site Traffic, and Online Advertising). Courses may be taken individually or sign up for the certificate and pay just $495 ($90 savings). Taught by Dan Belhassen and Susan Hurrell. 4.8 CEUs/ILUs.

48 hours $495
2/5-4/27 Online
4/2-6/29 Online

IMPROVING EMAIL PROMOTIONS
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours $195
2/5-3/2 Online
4/2-4/27 Online

BOOSTING YOUR WEB SITE TRAFFIC
Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours $195
3/5-3/30 Online
5/7-6/1 Online
ONLINE ADVERTISING

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours $195
4/2-4/27 Online
6/4-6/29 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
4/17, 4/18 TW 6-10pm Auburn

TECHNOLOGY SKILLS

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, Word-Press 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 includes three courses, Website Setup, WordPress Fundamentals, and Advanced WordPress and must be taken as a certificate. Taught by Andy Helmi. 4.5 CEUs.
45 hours $495
2/5-4/6 Online
4/2-6/8 Online

DESIGNING SUCCESSFUL WEBINARS

Webinars are a hot new meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. 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. Taught by William A. Draves. 1.6 CEUs/ILUs.
16 hours $195
3/5-3/30 Online
5/7-6/1 Online

MANAGING AND 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. Discover our unique needs assessment model, and take back our 5 secrets to creating high response surveys. Market research can be simple, no-cost and effective, lowering your risks. Then take home our webinar planning timeline with the ideal timeframe for planning and marketing webinars for maximum success. Taught by William A. Draves. 1.6 CEUs/ILUs.
16 hours $195
4/2-4/27 Online
6/4-6/29 Online

CERTIFICATE IN ONLINE TEACHING

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching. The certificate consists of three one-month courses (Advanced Teaching Online, Designing Online Instruction and Fostering Online Discussion). Courses may be taken individually or sign up for the certificate and pay just $495 ($90 savings). Taught by Dr. Rita-Marie Conrad, William A. Draves, and Dr. Mary Dereshiwsky. 4.8 CEUs/ILUs.
48 hours $495
2/5-4/27 Online
4/2-6/29 Online

ADVANCED TEACHING ONLINE

In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Plus, find out how self quizzes enhance learning. See an animation, drop-and-drop exercise, and dynamite welcome pages. Engage in online discussion with other teachers. An instructor’s book, Advanced Teaching Online, is included. Taught by William A. Draves and Mary Dereshiwsky. 1.6 CEUs/ILUs.
16 hours $195
2/5-3/2 Online
4/2-4/27 Online
DESIGNING ONLINE INSTRUCTION

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more.

Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines.

Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation.

<table>
<thead>
<tr>
<th>16 hours</th>
<th>$195</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/5-3/30</td>
<td>Online</td>
</tr>
<tr>
<td>5/7-6/1</td>
<td>Online</td>
</tr>
</tbody>
</table>

FOSTERING ONLINE DISCUSSION

Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of ‘continual engagement’ in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about everything from subject matter to delicate issues to grading. Taught by Mary Dereshiwsky. 1.6 CEUs/ILUs.

<table>
<thead>
<tr>
<th>16 hours</th>
<th>$195</th>
</tr>
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<tbody>
<tr>
<td>4/2-4/27</td>
<td>Online</td>
</tr>
<tr>
<td>6/4-6/29</td>
<td>Online</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>16 hours</th>
<th>$195</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/2-4/27</td>
<td>Online</td>
</tr>
<tr>
<td>6/4-6/29</td>
<td>Online</td>
</tr>
</tbody>
</table>
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 Registry; 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
3/22 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
1/22-5/17 Online
2/26 M 4-7pm Auburn
5/16 W 12-3pm Auburn

MEDICAL CODING SPECIALIST

Become a medical coder! This 180-hour career-training course 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 processing, 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 former President of the local CNY Syracuse AAPC Chapter, 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
2/5-5/25 Online

CALL 315.294.8841 TO REGISTER
ADVANCED MANUFACTURING

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>MATH 102 or higher**</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 103</td>
<td>3</td>
</tr>
<tr>
<td>MMT 101</td>
<td>3</td>
</tr>
<tr>
<td>MMT 141</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 230</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>OR MMT 242</td>
<td>4</td>
</tr>
<tr>
<td>MMT 102</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 228</td>
<td>4</td>
</tr>
<tr>
<td>Technical Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td><strong>32</strong></td>
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**Mechanical and Plastics Technology**

**2 Year Programs with Concentrations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 or higher**</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 103</td>
<td>3</td>
</tr>
<tr>
<td>MMT 101</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 228</td>
<td>4</td>
</tr>
<tr>
<td>Technical Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>OR ENGL 270</td>
<td>3</td>
</tr>
<tr>
<td>OR MMT 242</td>
<td>4</td>
</tr>
<tr>
<td>MMT 102</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 228</td>
<td>4</td>
</tr>
<tr>
<td>Technical Concentration Elective*</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>PHYS 103</td>
<td>4</td>
</tr>
<tr>
<td>MMT 221</td>
<td>4</td>
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<td>Technical Concentration Elective*</td>
<td>3</td>
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<tr>
<td>Technical Concentration Elective*</td>
<td>4</td>
</tr>
<tr>
<td>Health or P.E.</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
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<tr>
<td><strong>FOURTH SEMESTER</strong></td>
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</tr>
<tr>
<td>ENGR 203</td>
<td>4</td>
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<tr>
<td>ENGR 207</td>
<td>3</td>
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<td>4</td>
</tr>
<tr>
<td>Technical Concentration Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science elective***</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td><strong>64</strong></td>
</tr>
</tbody>
</table>

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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

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

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

<table>
<thead>
<tr>
<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>

PRECISION MACHINING*

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMT 220</td>
<td>Machine Design*** 4</td>
</tr>
<tr>
<td>ELEC 101</td>
<td>Electrical Circuits 4</td>
</tr>
<tr>
<td>ELEC 209</td>
<td>Programmable Logic Controllers 3</td>
</tr>
<tr>
<td>MMT 208</td>
<td>Advanced CAD/CAM*** 4</td>
</tr>
<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>

* Complete four courses to fulfill concentration

** Required for the concentration

FACILITIES DESIGN*

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 230</td>
<td>Fluid Systems Design 3</td>
</tr>
<tr>
<td>ENGR 125</td>
<td>Building Information Modeling*** 4</td>
</tr>
<tr>
<td>ENGR 220</td>
<td>Construction Methods &amp; Materials 4</td>
</tr>
<tr>
<td>ENGR 221</td>
<td>Building Mechanical &amp; Electrical Systems 4</td>
</tr>
<tr>
<td>ENGR 130</td>
<td>Renewable Energy Systems 3</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Project Management 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>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 101</td>
<td>Electrical Circuits 4</td>
</tr>
<tr>
<td>ELEC 209</td>
<td>Programmable Logic Controllers 3</td>
</tr>
<tr>
<td>ELEC 220</td>
<td>Industrial Power &amp; Equipment 3</td>
</tr>
<tr>
<td>MMT 220</td>
<td>Machine Design*** 4</td>
</tr>
</tbody>
</table>

MECHATRONICS*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMT 208</td>
<td>Advanced CAD/CAM*** 4</td>
</tr>
<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>

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>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>
<tr>
<td>TOTAL</td>
<td>16</td>
</tr>
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</table>

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 4</td>
</tr>
<tr>
<td>ELEC</td>
<td>Electronics Elective 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>
<tr>
<td>TOTAL</td>
<td>16</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
<td>65</td>
</tr>
</tbody>
</table>
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.

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.

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 JavaScript in this course, as well as the practical uses for each. Taught by Jeff Kritzer. 1.6 CEUs/ILUs.
PRODUCT PROTOTYPING 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
  2/5-3/2 Online
  4/2-4/27 Online
  16 hours $195

- PROTOTYPING WITH MAKER ELECTRONICS
  This class will survey and give you a start in understanding what you will need to learn to create awesome electronics projects for your makerspace, home or classroom. The course will include electronics like those in the Arduino ecosystem of microprocessors such as sensors, LEDs and other components. We will also cover the sewable circuits that are the underpinning of interactive fashion garments. 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
  4/2-4/27 Online
  6/4-6/29 Online
  16 hours $245

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
- Event and Tourism Management

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

School of Media and the Arts (SOMA)
- Humanities and Social Sciences
- Studio Art and Design
- Audio Production
- Audio Production: Music Production
- Media Communications
- Media Production
- Telecommunications Technology

School of Health Sciences
- Nursing
- Health Sciences
- Occupational Therapy Assistant

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

Cayuga Community College
State University of New York
cayuga-cc.edu
1-866-598-8883
Online Fulton Auburn

CALL 315.294.8841 TO REGISTER
Could you or someone you know benefit from English As A Second Language (ESL) classes?

Cayuga Community College continues to offer open, year-round registration for adults of all levels. Whether you are a beginner or advanced English learner, you will benefit from this course.

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 hours of instruction per month
• Monday evening classes
• 3 hours per class

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

Instructor Rebecca Mindek

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

QUESTIONS? PLEASE CALL (315) 294-8841.
Cayuga Community College is honored to serve our Veterans.
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 for 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 $20 fee for checks returned for any reason. Refunds of payments made by check or cash will require student’s social security number.

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

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

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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
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Topics For ALL Ages

A wide variety of programs to fit your whole family.

- College for Kids and Teens Summer 2018
- Active Parenting Now
- And Many More!

- SAT Prep for the Test
- Alzheimer's Awareness