Welcome to Cayuga Community College!

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

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

Whether you are looking to start a career, enhance your professional skills, learn a new hobby, or meet new people, we can help you reach your goals. You are welcome to contact our office at (315) 294-8841 to speak to a friendly and helpful staff member who will answer your questions or help you register for classes. Also, visit us at www.cayuga-cc.edu/communityed for additional information regarding our classes and programs. Enjoy browsing our catalog and we hope to see you this fall!

Carla M. DeShaw

Executive Dean
<table>
<thead>
<tr>
<th>Page Range</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32-36</td>
<td>ADVANCED MANUFACTURING</td>
<td></td>
</tr>
<tr>
<td>33-34</td>
<td>Mechanical Technology</td>
<td></td>
</tr>
<tr>
<td>33-34</td>
<td>Plastics Technology</td>
<td></td>
</tr>
<tr>
<td>18-29</td>
<td>CAREER TRAINING</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Academic Preparation</td>
<td></td>
</tr>
<tr>
<td>19-23</td>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>6, 23-24</td>
<td>Computer Training</td>
<td>(iPad®, iPhone®, Microsoft Excel® and Word®)</td>
</tr>
<tr>
<td>24</td>
<td>Human Resources</td>
<td></td>
</tr>
<tr>
<td>25-26</td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>New Media Marketing</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>SAT Prep</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Security Guard Training</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Technology Skills</td>
<td></td>
</tr>
<tr>
<td>28-29</td>
<td>Training and Education</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CORPORATE TRAINING</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>ENGLISH AS A SECOND LANGUAGE</td>
<td></td>
</tr>
<tr>
<td>30-31</td>
<td>HEALTHCARE</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Medical Coding Specialist</td>
<td></td>
</tr>
<tr>
<td>4-16</td>
<td>LEISURE LEARNING</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Alzheimer’s Awareness</td>
<td></td>
</tr>
<tr>
<td>5-6</td>
<td>Arts</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Cayuga Community College’s Cultural Speaker Series</td>
<td></td>
</tr>
<tr>
<td>6, 23-24</td>
<td>Computer</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Dance</td>
<td></td>
</tr>
<tr>
<td>7-8</td>
<td>Fitness</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Ed2Go</td>
<td></td>
</tr>
<tr>
<td>8-11</td>
<td>General</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Languages</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>YEA! (Young Entrepreneurs Academy)</td>
<td></td>
</tr>
<tr>
<td>12-15</td>
<td>Wellness</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>UNIVERSITY CENTER</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>REGISTRATION INFORMATION</td>
<td></td>
</tr>
</tbody>
</table>
COMING THIS FALL TO CAYUGA COMMUNITY COLLEGE

Local students could start their very own business before finishing high school thanks to an amazing opportunity coming this fall to Cayuga Community College.

The YOUNG ENTREPRENEURS ACADEMY (YEA!), a prestigious national program offering opportunities for students to develop and launch their own business, will start this fall at Cayuga’s Auburn Campus. Students 11 through 18 years of age residing in the Cayuga area may apply for admission to the program. Students will meet once a week for three hours in the 8-month program which begins in October. The YEA! application deadline is September 15th. Prospective enrollees must interview before being admitted to the program.

Courses will be taught by Cayuga’s talented faculty, and will guide students through starting their own business or nonprofit agency. Through the Academy, middle and high school students generate business ideas, conduct market research, write business plans, pitch to a panel of investors, and launch their own companies, transforming them into confident entrepreneurs.

YEA! encourages students to pursue their passions and to develop their business and leadership skills, and offers them the chance to learn from experienced members of the business community. Since the Academy began in 2004, YEA! has a proven track record of success with more than 6,000 student enterprises successfully launched, and still being operated today!

For more information or to apply, go to www.yeausa.org or contact Program Manager Pam Heleen at Pamela.Heleen@cayuga-cc.edu.
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 carla.deshaw@cayuga-cc.edu or (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 all painting experience levels and includes discussion of acrylic painting materials, techniques, as well as provides studio time. 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 day of class. Taught by Bonnie Beckeman.

5 hours $89
10/16-10/23 T 5:30-8pm Auburn

TRAVEL PHOTOGRAPHY

Whether you are getting ready for your trip of a lifetime or you want to improve your photography skills, this course is for you! During this one evening, three-hour course, we’ll discuss: how to tell a story with your images, the three major components of a great photo-light, composition and moment, which lens to use for the best perspective and composition, exposure basics, what equipment to bring, and how to pack. Taught by Bruce Walter.

3 hours $49
12/5 T 5:30-8:30pm Auburn

SPIRIT PAINTING

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

2.5 hours $39
9/27 Th 5:30-8pm Auburn

MELT AND POUR SOAP

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

1.5 hours $30
12/5 W 7-8:30pm Auburn

LET’S PAINT!

In this fun one-night class you will receive all the materials to paint a fall scenery (10/16 class) or a sunset reflection on a lake (11/8). Light refreshments will be served. Taught by Bonnie Beckeman.

2.5 hours $35
10/16 T 6-8:30pm Auburn
11/8 Th 6-8:30pm 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.

5 hours $99
11/6-11/13 T 5:30-8pm Auburn

HOW TO USE YOUR DIGITAL SLR CAMERA

Learn to use your digital camera to its full potential by understanding its basic functions and advanced capabilities. This class will cover aperture, shutter speed, depth of field, focal planes, lens lengths, film speeds, white balance, and framing techniques. We will also discuss strategies for making successful portrait, landscape, still life, and documentary photographs as well as 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.

5 hours $75
10/16-10/23 T 5:30-8pm Auburn

CALL 315.294.8841 TO REGISTER
THE ART OF MAKING DREAM CATCHERS

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

3 hours $45
9/17-10/22 M 6-8pm Auburn
No class on 10/8.
10/30-12/4 T 9-11am Auburn
No class on 11/10.

THE ART OF MAKING MEDICINE BAGS

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

3 hours $45
9/18 T 5:30-8:30pm Auburn

WATERCOLOR PAINTING

This class is designed for all painting experience levels and includes discussion of watercolor painting materials, techniques, as well as provides studio time. You will create a landscape and floral painting throughout the course of the class. A $25 material fee is due to the instructor the first night of class. Taught by Bonnie Beckeman.

10 hours $89
9/17-10/22 M 6-8pm Auburn
No class on 10/8.
10/30-12/4 T 9-11am Auburn
No class on 11/10.

INTRO TO IPAD® BASICS

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 and use basic functions like Calendar, Camera, Contacts, and Mail. We will venture into Safari as well as learn to “surf” the Internet! Come learn to use this device that you’ve heard so much about! Taught by Margie Creamer.

4.5 hours $39
10/2-10/16 T 6:30-8pm Auburn

BEYOND IPAD® & IPHONE® BASICS

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

4.5 hours $39
10/30-11/13 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, you will be able to use the computer for basic purposes of preparing word documents, viewing information on the Internet, sending/receiving emails, using a basic spreadsheet, and preparing a PowerPoint® presentation. There will be a $5 book fee payable to instructor on first night of class. Taught by Kathy O’Neill.

3 hours $35
9/24 M 5:30-8:30pm Auburn

For Microsoft®, Excel®, Word®, and Microsoft® Essentials classes, see page 23-24.
DANCE

BALLROOM DANCING: BASIC
Be a hit on the dance floor at your next social event! Discover new opportunities for fun and exercise as you develop your skill in social Ballroom Dancing. Features most popular dances including: Foxtrot, Cha, Waltz, Swing, and Rumba. Also great for weddings. No partner necessary. Taught by Walt Medicis Associates.
7.5 hours $129 for couples/$69 for single dancer 9/25-10/23 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 $70 9/19-10/24 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 11/6-11/20 T 7-8:30pm Auburn

FITNESS

BALLET BARRE EXERCISE CLASS
Combining barre exercises with traditional ballet moves, this mind and body disciplined class is great for a warm-up and/or as a full body toning experience. No experience needed! Taught by Kathy Zarniak.
6 hours $70 9/25-10/30 T 6-7pm Auburn

FOUNDATIONS OF HATHA YOGA
This course focuses on building skillful technique in the core practices of hatha yoga—asaana, and pranayama. You will 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.
8.75 hours $79 9/11-10/23 T 6-7:15pm Auburn 10/30-12/11 T 6-7:15pm Auburn

INTRODUCTION TO TAI CHI CHUAN
The principles of body mechanics are appropriate to the soft and slow unhurried Tai Chi movements; they help to relieve tense muscles and lubricate joints that promote automatic body alignment and a solid center of gravity. The mental concentration, deep breathing, relaxing, sinking and pressing, generates a marvelous inner energy flow throughout the system, resulting in the movements of Tai Chi Chuan. This is the best of exercises for physical fitness and overall psychological fitness. It does not require any 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 10/3-12/12 W 6-7:30pm Auburn No class on 11/21.

CALL 315.294.8841 TO REGISTER
JUDO
This course is designed to provide instruction at all levels of Kodokan Judo. You will be taught at your 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 you 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.
58 hours $150
8/28-12/6 TTh 7-9pm Auburn
No class on 11/22.

SELF-DEFENSE
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 ages 12 and up and in good health. Taught by black belts.
9 hours $69
9/24-11/5 M 7-8:30pm Auburn
No class on 10/8.

ANIMAL COMMUNICATION
Have you ever wondered what your animal is thinking or feeling? What do they want, and why do they behave that way? Animal communication is a skill that rewards practice, patience, and an open mind. Learn how animals may take on our physical and emotional issues in the form of misbehavior and illness, and how to quiet your mind to receive important information from your pet. Taught by Animal Communicator, Janet Ridgeway, of Syracuse.
6 hours $125
10/16-10/30 T 6-8pm Auburn

BASIC HANDGUN SAFETY COURSE
A Basic Handgun Safety Course is required for first time pistol license applicants in Cayuga, Onondaga, and Cortland Counties. This class outlines nomenclature of revolver and auto loading pistol and general safety rules. Proper loading, unloading, and handling as well as instructor demonstration is provided. Weapon function and cleaning is also discussed. How to properly give and receive a firearm is explained and demonstrated. Ammunition nomenclature, function, and types are explained. Safety in the home is discussed with high lights on proper storage and weapons with children. This course explains NYS Penal Law article 35 and ends with a home plan. How to complete the handgun application is not part of the class. Taught by John Drapikowski.
4 hours $35
9/17 M 5:30-9:30pm Auburn
10/16 T 5:30-9:30pm Auburn
11/14 W 5:30-9:30pm Auburn
12/10 M 5:30-9:30pm Auburn

CALL 315.294.8841 TO REGISTER
CLASSICS @THE CARRIAGE HOUSE

In its fifth year, "Classics at the Carriage House" will give students an overview of classic and influential Hollywood Cinema from the late 1940s to the 1960s. This year, the film series will feature classic American films and International Cinema, with numerous genres featured, including Film Noir, comedies, prison dramas, suspense/horror, and of course, Alfred Hitchcock classics. This year’s course runs from September to May and will have classes once a month. The course will feature Humphrey Bogart’s Film Noir classic, The Maltese Falcon in September, the horror / suspense classic The Innocents in October, the timely prison drama Riot In Cell Block 11 in November, and Marilyn Monroe’s Some Like It Hot in December. After winter break, the course resumes with the British dark comedy The Lady Killers in February, followed by Akira Kurosawa’s Japanese police drama Stray Dog in March, then Alfred Hitchcock’s The Lodger in April, and his 1955 classic North by Northwest in May for the last screening of the season. The course will be curated by Michael Reif, a teacher of Film and Literature at Ithaca High School, a CollegeNow! Instructor through Tompkins Cortland Community College, and an Upward Bound summer instructor through Cornell University. He is a published writer on film, whose recent work includes essays in the books Terrifying Texts, Divine Horror, Silence of The Lambs, and The Laughing Dead. He also reviews current cinema for Science Fiction Film & Television and Film & History and has published essays on education and media on the Popular Culture Association website. Students of the course will receive emailed written notes and analysis by Michael Reif prior to each viewing, along with curated reviews and insights from some of the best minds in film criticism. This class will be taught at The Carriage House, 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 (except on federal holidays when the class will meet on the second Monday of the month). The class is held at 7 pm, with an introductory lecture by Michael Reif.

24 hours $40 for full course
9/10-5/6/19 M 7pm
The Carriage House, Auburn
No class on 1/9/19.

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 wines at each session. The class will discuss the micro-climates in California and Chile. How do the soil and weather conditions affect the wine? We will overview German wines regions and wine styles as well as talk about Argentina and finding the value while enjoying beautifully bold wines. Bordeaux-What makes Bordeaux so special? New York State wines will be highlighted as well as many other regions and topics will be covered. Dinner will be provided each evening and food will be carefully curatet to complement the wines. Must be 21 or older. Bring photo ID the first night of class. Taught by Carmela Barbagallo.

12 hours $249
11/7-12/5 W 6-9pm Auburn
No class on 11/21.

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, which can then be handed down to future generations. Taught by Charles Laun.

8 hours $75
10/16-11/13 T 6-8pm Auburn
No class on 11/6.

CALL 315.294.8841 TO REGISTER

Be sure to check out our NEW Cultural Speaker Series on page 16.
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 process 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-years-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.

NEW! INVESTING FOR MILLENNIALS

As employer pensions become less available, the burden to prepare and save for retirement is placed on the individual. This class will cover the basics of investing while focusing on Roth IRA’s and modern investment platforms. Younger investors have the benefit of time on their side; we will discuss how to get started and the advantages of compounding interest. All course materials will be provided. Instructor: Timothy Carr, Pinnacle Investments.

NEW! MAKING HARD CIDER

Hard cider is becoming more and more popular with new cideries opening in the US every year. Sparkling hard cider is a great alternative to beer or ale with the advantage of being naturally gluten-free. It is also easy to make at home. The class will make a 6-gallon batch of hard cider as a group. Class size will be between 5 and 10 people. In two class sessions the group will start a batch of cider and two weeks later bottle it. The bottles of cider should be ready to sample in 2-3 weeks. Age limit 21 or older. Supply fee is $12 and payable to instructor first night of class. Bring your own non-screw top bottles to the second class. Taught by Charles Laun.

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.

NEW! PRACTICAL AND DECORATIVE ROPE WORK

From a better way to tie your shoes to how to make both decorative items such as: key fobs, bracelets, and lanyards, as well as practical knots including: bowline, sheet bend, constrictor knot, clove hitch, diamond knot, and more. Splicing will also be discussed. Taught by Jack Quinlan.
SPIRITUAL ECOLOGY

You may register for one, multiple sessions or the whole series. September 26: Ecological Restoration as Public Spiritual Practice. October 3: Spiritual ecology as understood by Australian Aborigine, Buddhist, Christian, Indigenous American, Jewish, and Muslim people. October 10: Introduction to Henry Thoreau’s essay Wild Apples: “Not only the Indian, but many indigenous insects, birds, and quadrupeds, welcomed the apple-tree to these shores.” October 17: The discussion of Wild Apples. October 24: Opposition to spiritual ecology by the prevailing system. Taught by Charlie Greene, P.E.

1.5 hours $10 per session

Dates above W 6:30-8pm Auburn

NEW! THE STORY OF YOUR LIFE

Would you like to make a permanent record of the important moments in your life or the life of your family? Whether it’s in a private journal, a series of short stories or just captions for pictures in a scrapbook, you will gain all the tools you need in this short course. Instructor Joe Sarnicola is an award winning, professional writer.

4 hours $49

9/11-10/2 T 6-7pm Auburn

NEW! WINE 101

Are you a budding wine enthusiast that wants to start with the basics? Curious about how to pair wine with food? This class is for the wine novice. We will try wines from all over the world with one goal in mind: discover the wines that YOU enjoy drinking. Each course of wine will be paired with delicious food. The outcomes of this class is to become familiar with your own tastes in wine as well as learn to decipher a wine list at a restaurant. This class would also be perfect for individuals working in the service industry that want to be more confident in their role within the hospitality business. Must be 21 or older. Bring photo ID the first night of class. Taught by Carmela Barbagallo

12 hours $249

9/17-10/15 M 6-9pm Auburn

No class on 10/8.

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 38 for additional information.

12 hours monthly $65/month

Classes start monthly

M 6-9pm Auburn

EVERYDAY SPANISH

Learn phrases and vocabulary to help you get through your day-to-day life in Spanish. In this class we will learn to introduce ourselves, express likes and dislikes, and master other useful expressions that will allow you to interact with other Spanish speakers in everyday situations. Textbook included. Taught by Santiago Buigues.

12 hours $89

10/2-11/6 T 6-8pm Auburn

CALL 315.294.8841 TO REGISTER
MUSIC

BECOME A PROFESSIONAL DJ

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

4 hours $69
10/9-10/30 T 6-7pm Auburn

FUN WITH THE GUITAR

Have you always thought about learning how to play the guitar “someday”? Well, that day is here. By learning a few simple chords and a partial scale or two you’ll have the ability to play along with hundreds of folk, rock, and country songs. No previous musical knowledge necessary; just bring that guitar. Instructor Joe Saricola has more than 10 years’ teaching experience.

4 hours $49
10/9-10/30 T 6-7pm Auburn

PLAYING THE 5-STRING BANJO: INTRO

America’s only native instrument, the banjo, continues to enjoy a well-deserved popularity for over 200 years. From Broadway and the honky-tonks of Nashville, to rural Appalachia, college dorms, and concert stages across the country, the banjo seems to be everywhere. This course will ride the wave of the 5-string banjo’s popularity introducing the instrument to beginners and refining skills for more advanced intermediate players. Topics will include: how to read TABLATURE (an easy way of writing music for fretted instruments), learning chords, reading fretboard diagrams, understanding chord symbols, and how to play back-up accompaniment. Different right and left hand techniques will be examined including: rolls, hammer-ons, pull-offs, slides and pinches, as well as breaks, intros, and tags. Repertoire will be developed from bluegrass, old-timey, and folk sources using both 2-finger and 3-finger styles of playing. Different tunings will be presented along with the use of electronic tuners. General information will cover capos for key changes, finger picks, string selection, and replacement. All music will be provided with audio links available. Taught by Richard Sheridan.

9 hours $89
9/25-10/30 T 7-8:30pm Auburn

WELLNESS

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.

7 hours $79
9/11-10/23 T 4:30-5:30pm Auburn

NEW! CREATING HAPPINESS WITHIN II: LIFE MAP

Taking the materials and lessons from CHW, we map out personal plans, goals and objectives which are individualized to you and apply lessons to daily challenges. Self-reflection and personal planners are used to manage real-world application. Taught by C.L. Battaglia. Pre-requisite: Creating Happiness Within.

7 hours $79
10/30-12/11 T 4:30-5:30pm Auburn
INTRODUCTION TO MINDFULNESS PRACTICE AND REFLECTION

The ancient practice of mindfulness has become popular in recent years because of how effective it is in helping practitioners manage stress, sad moods, PTSD, SAD (seasonal affective disorder), and emotions when encountering challenging day-to-day situations. In this workshop, you will practice several mindfulness techniques you can apply every day to increase stress tolerance. Then, you will reflect on your experiences through writing. The goal of the workshop is to identify mindfulness strategies that personally work for you. Instructor Katie Stout is a long-time yoga and mindfulness practitioner and has taught writing for over 10 years, and co-instructor Andrew Hatalla, D.C. practices Qigong and Tai Chi regularly and is excited to share simple techniques from Eastern medicine with the class.

2.5 hours $25
10/23 T 5:30-8pm Auburn

INTRO TO SHAMANIC DRUMMING/JOURNEYING: CONNECTING WITH ANIMAL ALLIES

Shamans believe that all things in the Universe have spirit and life. The rocks, the earth, the sky, the waters, the plants, and the animals. The purpose of this class is to help you 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.

3 hours $29
11/7 W 5:30-8:30pm Auburn

LIFE BALANCE: INTEGRATING BODY, MIND & SPIRIT FOR HEALTH & 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. You 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 CL Battaglia.

8 hours $89
9/19-11/7 W 6-7pm Auburn

LIGHTNING STRIKES CREATIVITY

Never get stuck again. Change the way you use your brain! Evaluate and reset your goals using a combination of facilitated Thunderbolt Thinking and Imagineering-style activities, group and individual exercises that stimulate creative thinking, generate ideas, and enhance creativity. You can re-develop or jump-start ideas, philosophies, visions or rethink goals and objectives using creative methods useful for personal or professional projects. This applies to everyone from artists to work teams. Taught by CL Battaglia.

6 hours $69
10/4-11/8 Th 5-6pm Auburn

NEW! NATIVE AMERICAN HEALING TOOLS

Many healing practices and spiritual ceremonies that are being practiced today by healing practitioners and metaphysical groups have been adopted from traditions that originated from various Native American tribes. In this class you will learn about several different tools, how they work, and you will create a talking stick to take home that can truly be very useful in family communication. All supplies included in the cost of the class. Taught by Reverend Beverly Owen Reiki Master, Teacher, Practitioner, Shaman Visionary, Intuitive.

3 hours $39
12/10 M 5:30-8:30pm Auburn

PARENTING AT-RISK YOUTH

For parents and foster parents: you can become better informed about what impacts the behavior of youth at-risk or with special needs 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 anxiety, stress, poverty, trauma, or PTSD. Explore how using techniques combining safety, structure, and peaceful strategies can help youth manage their emotional reactions. Taught by CL Battaglia.

6 hours $69
10/2-11/6 T 6:30-7:30pm Auburn

CALL 315.294.8841 TO REGISTER
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 for $14.95. Taught by Reverend Beverly Owen, Reiki Master/Teacher/Practitioner/Shaman Visionary since 2005.

10 hours $175
9/25-10/4 TTh 5:30-8pm Auburn

REIKI LEVEL II: WATERING THE SAPLING

This level includes: learning and use of the three symbols, more alternative healing and scanning techniques, meditation, the four agreements, animal and spirit guides, your second attunement, and Reiki II certification. Workbook necessary by first night of class: *The Four Agreements* by Don Miguel Ruiz. Extra books available from instructor at $12.95. Prerequisite: Reiki Level I certification. Taught by Reverend Beverly Owen, Reiki Master/Teacher/Practitioner/Shaman Visionary since 2005.

10 hours $275
11/27-12/6 TTh 5:30-8pm Auburn

REIKI MASTER LEVEL: BECOMING THE OAK

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. Prerequisite: Reiki Level II certification. 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 $400
11/26-12/6 MTh 5:30-8pm Auburn

SENSORY STRESS RELIEF

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 CL Battaglia.

6 hours $69
9/19-10/24 W 5-6pm 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 CL Battaglia.

7 hours $79
9/10-10/29 M 5:30-6:30pm Auburn
No class on 10/8.

ADVANCED SPIRIT FITNESS

This 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.
6 hours $69
10/29-12/10 M 6:30-7:30pm Auburn
No class on 10/8.

STUDENTS WITH ASD FOR PARENTS

For parents of children who have been diagnosed with ASD (Autism Spectrum Disorder)—a neurological disorder on the autism spectrum. Find out how to work effectively with your child, to create the most positive learning environment in and outside of school for your child. Then, take away strategies for working effectively with your child’s teachers. The course is geared for parents and teachers, but it is also relevant for anyone else interested in understanding this important issue. Taught by Julie Coates. 1.6 CEUs/ILLs.
16 hours $145
Call 315.294.8841 for Dates

THE HISTORY MYSTERY AND PRACTICAL USE OF CRYSTALS

In this class you will learn some of the scientific study of crystals, the Metaphysical properties, and wellness alternative that employs stones and crystals, and other practical applications for everyday use. A very informative and interesting class! Taught by Reiki Master/Teacher/Practitioner Reverend Beverly Owen.
2.5 hours $39
11/5 M 5:30-8pm Auburn

TRAUMA-INFORMED CARE AND EDUCATION

Children who have experienced early trauma or neglect often have symptoms that are misinterpreted. The ways adults understand and respond to these youths 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 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 CL Battaglia. Battaglia is a recognized expert on TI and presents professional development for school districts, the National Math Foundation and the American Federation of Teachers. Her work has been internationally published on this topic.
6 hours $69
10/2-11/6 T 5:30-6:30pm 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. Ages 8-17.
6 hours $69
9/19-10/24 W 4-5pm Auburn

WORDPOWER

Using your own creativity and collaborative strategies, learn to craft your writing to have powerful effects and fine tune your own thinking. Using journals and written exercises, as well as narrative and persuasive techniques, we will explore your own passions and help you find your own power. Taught by CL Battaglia.
6 hours $69
10/4-11/8 Th 4-5pm Auburn

ALZHEIMER’S AWARENESS

BASICS OF ALZHEIMER’S DISEASE AND DEMENTIA

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
12/5 W 5:30-6:30pm Auburn

DEMENTIA CONVERSATIONS

This program is designed to meet the needs of the following audiences: People noticing changes in seniors they are close to who have not received a dementia-related diagnosis, care partners of those in the early stage of dementia, other family members who do not see themselves as caregivers, long-distance caregivers, and hands-on caregivers of people in the middle to late stages of dementia. Presented by The Alzheimer’s Association, Central New York Chapter.
1 hour Free
11/26 M 5:30-6:30pm 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
11/26 M 5:30-6:30pm Auburn

CALL 315.294.8841 TO REGISTER
Cayuga Community College's Cultural Speaker Series

CAYUGA COMMUNITY COLLEGE is excited to offer a NEW monthly series that celebrates the unique culture and history of Cayuga County and Central New York.

Attendees may register for the series for $60 or register for individual presentations at $5 each for the October 15, November 12, February 25 and March 25 dates. Light refreshments will be provided and partial proceeds will be donated to local organizations.

The September 17 and April 15 presentations are $25 each. The cost of these presentations includes beer samplings and appetizers on September 17 and wine samplings and appetizers on April 15.

To register, please call the Office of Community Education and Workforce Development at (315) 294 8841 or visit www.cayuga.cc.edu/communityed.

SEPTEMBER 17 • 4-5:30PM
The Cayuga County Brewers’ Spotlight
In the past five years multiple local breweries have opened in Cayuga County. Hear from the owners of local breweries how they each began their journey into the craft brewing industry and why they chose Cayuga County as the site of their business. Beer tastings from the local breweries will be available as well as appetizers by Scratch Farmhouse Catering.

OCTOBER 15 • 4-5PM
Uncovering the Durants: A Gilded Age Melodrama with Sheila Myers
The Durant family is synonymous with Adirondack Great Camps. Cayuga Community College’s Associate Professor Sheila Myers shares her discoveries about this fascinating family, and their fall from grace in the eyes of high society due to revenge, greed and blinding passions. Sheila’s third book in the Durant trilogy, The Night is Done, was awarded the Best Book of Fiction for 2017 by the Adirondack Center for Writers. Sheila will be selling her books at the presentation and all net proceeds will be donated to Seymour Library.

NOVEMBER 12 • 4-5PM
Central New York Veterans History Project
Joe Messineo and Richard Calagiovanni, interviewer/videographer, will discuss their experiences of interviewing and documenting the stories of 60 World War II and Vietnam veterans from Central and Upstate New York as part of the Library of Congress’ Veterans History Project. Joe and Richard will conclude their presentation with a video that highlights a sampling of the veterans’ interviews.

FEBRUARY 25 • 4-5PM
The Scoundrel of the County—Henry Wyatt and the Summer of 1846
Two local murder trials dominated the attention of Cayuga County residents in the summer of 1846, and the trials were closely followed throughout the United States. This presentation focuses on the lesser known of the two defendants, Henry Wyatt. Wyatt’s defense was led by William Seward, and his story seems more like an adventure and horror story than a real life account. Dr. Linda Frank is an Assistant Professor of History at Cayuga Community College, and she has been researching Henry Wyatt and his exploits for several years.

MARCH 25 • 4-5PM
Celia Murdock—A Story of Hard Work, Aspiration, Success, and Near Oblivion
The farming hamlet of Venice Center was known as Murdock’s Corner’s in the mid-nineteenth century. That hamlet produced one of the most notable local artists practicing in upstate New York, Celia Murdock. The first American woman to have her work exhibited in the Paris Salon, Miss Murdock painted actively and professionally from mid-century to her death in 1882. Her paintings were shown in Paris, in Chicago, in Boston, and in Auburn. But where are her works of art now? Dr. Linda Van Buskirk and Marilyn Post will discuss the findings from their research on the life of this extraordinary woman.

APRIL 15 • 4-5:30PM
The Cayuga County Winery Roundtable
Cayuga County offers a variety of fantastic wineries throughout the county. Learn the stories behind our Cayuga County wineries from the owners and sample selections from their collections. Appetizers will be provided by Scratch Farmhouse Catering.
WANTED

New Ideas, New Instructors

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

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

Learn More!

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

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

Enroll Now!  www.ed2go.com/cayuga
CAREER

Enhance your skills and support your career goals.
ACADEMIC PREPARATION

SAT PREP FOR EXAM

Does your high school student need help preparing for the fall SAT exams? This intensive course, based on the latest SAT version, helps students assess their strengths and weaknesses in the verbal and math sections, and practice efficient answer strategies for sentence completion, reading comprehension, and math reasoning. Student must bring textbook new edition: Official SAT Study Guide (2018 Edition) by College Board (ISBN: 9781457309281), $29.00 at College Barnes & Noble Bookstore; call 315-294-8690 or available at any online bookstore.

16 hours $159
9/25-11/13 T 6-8pm Auburn
9/27-11/15 Th 6-8pm Fulton

BUSINESS

BECOME A PROFESSIONAL DJ

Learn the fundamental techniques of being a live disc jockey. 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.

3 hours $69
11/14 W 6-9pm Auburn

CERTIFICATE IN CUSTOMER SERVICE

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else. 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). Taught by Nanette Sanders-Cobb and Fred Bayley. 3.2 CEUs/ILUs.

32 hours $245
9/4-10/26 Online

EXTRAORDINARY CUSTOMER SERVICE

Transform your customer service into something extraordinary. As a result, more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service 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
10/1-10/26 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
9/4-11/30 Online

INTRODUCTION TO 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. 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. Taught by John Rutledge. 1.6 CEUs/ILUs.

16 hours $195
9/4-9/28 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
10/1-10/26 Online

199 Franklin Street • Suite 204 • Auburn, NY 13021
http://www.cayugacounty.us/Community/Employment-and-Training
315.253.1590

CALL 315.294.8841 TO REGISTER
ADVANCED DATA ANALYSIS

After taking this advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. 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
11/5-11/30 Online

CERTIFICATE IN WORKPLACE COMMUNICATION

Good communication in the workplace is more important than ever and critical to your career advancement and success. Come get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning. Take back a workable conflict management model, along with successful and practical conflict management strategies. Then, work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. The certificate consists of three one-month courses (Conflict Management, Negotiation: Get What You Want, and Using Personality Profiles for Better Work Experience). Courses may be taken individually or sign up for the certificate and pay just $595 ($140 savings). Taught by Sally Klauss. 5.6 CEUs/ILUs.

56 hours $595
9/4-11/30 Online

CONFlict MANAGEMENT

A recent study conducted by the American Management Association (AMA) revealed that the average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. This study also identified that out of twenty-five management skills, conflict management was the only one positively correlated to higher earnings and promotion. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace. Taught by Sally Klauss. 2.4 CEUs/ILUs.

24 hours $245
9/4-9/28 Online

NEGOTIATION: GET WHAT YOU WANT

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will ensure you get more of what’s essential. Having the skills to help others get what they want will improve relationships and increase your odds of success in the future. Work with a pro to learn how to plan, implement, and win in the bargaining process. Save time, grow your business network, and gain confidence when dealing with even the shrewdest of deal-makers. Invest in these skills now and reap a lifetime of rewards. 1.6 CEUs/ILUs.

16 hours $195
10/1-10/26 Online

USING PERSONALITY PROFILES FOR BETTER WORK PERFORMANCE

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don’t share your same style. Course fee includes your own DISC Behavioral Personality Profile assessment and review. Taught by Sally Klauss. 1.6 CEUs/ILUs.

16 hours $195
10/1-10/26 Online

FOUNDATIONS OF SUPPLY CHAIN MANAGEMENT

Supply Chain Management is on the radar for C-Level executives as both a competitive threat and opportunity. Do you have a strategy for your supply chain? Is it aligned? Do you know and understand the decisions and tradeoffs you have to make? If you answered no to any of these questions, you need to attend this program. Upon completion of this course you will not only understand the above, you will have a completed plan created for your own supply chain. Taught by Chuck Nemer. 1.6 CEUs/ILUs.

16 hours $245
10/1-10/26 Online

IDENTITY THEFT

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

16 hours $195
10/1-10/26 Online

CALl 315.294.8841 TO REGISTER
LEGAL OFFICE ADMINISTRATION

This course seeks to enable students to acquire the necessary knowledge and skills needed toward the goal of becoming an exceptional legal practitioner in an administrative capacity. It is a bridge course designed to provide students with the tools to develop a thorough understanding of legal office procedures including: database management, the preparation of legal documentation including: research, legal accounting methods, legal analysis, communications, and ethics. At the conclusion of the course, you will be able to improve communication methods, improve the productivity within the legal office by obtaining effective tools that promote a smoother operation. You will also get a better understanding of the importance of competency, confidentiality, and the administration of ethics in a legal office environment. Taught by LaSania Hamilton. 1.6 CEUs/ILUs.

12 hours $75
9/25-10/30  T  6-8pm  Auburn

PRODUCTIVITY & TIME MANAGEMENT CERTIFICATE

Maximizing productivity and the use of time is the primary way to increase profitability and organizational success for a growing number of people and their organizations. Successful businesses and work organizations are moving from counting hours sitting in a chair to outcomes and results. Boost your productivity by managing your time better. Discover the Top Ten most effective time management techniques to increase your work outcomes without spending more time. Take home new 21st century techniques and strategies. Then, find out about the exciting Productivity eTools that are available now, and utilize technology to boost your productivity. Finally, get the latest best information on documenting your own productivity and managing the productivity of others. This certificate consists of three one-month classes (New 21st Century Strategies for Productivity and Time Management, Productivity eTools: Be Organized and Get Stuff Done, and Managing Productivity). Courses may be taken individually or sign up together and pay just $595 ($90 savings). Taught by Jennifer Selke and William A. Draves. 4.8 CEUs/ILUs.

48 hours $595
9/4-11/30  Online

NEW 21ST CENTURY STRATEGIES FOR PRODUCTIVITY AND TIME MANAGEMENT

Time is even more valuable in this century than in the last. How effective you manage your time and productivity can affect your business and personal life in so many ways. You’ll get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Whether you are managing your own time, or others’ time, come away with proven tips to put into practice on Monday morning. Taught by William A. Draves. 1.6 CEUs/ILUs.

16 hours $195
9/4-9/28  Online

NOTARY PUBLIC WORKSHOP

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

3.5 hours $65
10/17  W  9am-12:30pm  Auburn

PROBLEM SOLVING AND ROOT CAUSE ANALYSIS MADE SIMPLE

This class will discuss proven and simple techniques in problem solving in the workplace and at home. You will learn to identify What, How, and Why events happen and tips to prevent them from happening again. In this hands-on class approach, everyday examples and case studies will be discussed. Taught by Dan Elias.

12 hours $75
9/25-10/30  T  6-8pm  Auburn

CALL 315.294.8841 TO REGISTER
PRODUCTIVITY ETOOLS:  
BE ORGANIZED AND GET STUFF DONE

Find out the top 40 favorite applications and eTools of productive workers. Get the latest tools, sites, iPhone® and iPad® applications to turbo-charge your work and simplify your life. Then, discover how to select the right tools for your needs, evaluate your productivity system, and develop a framework that gets things done. Learn about different new productivity tools each week, while also blending an evaluation of your own productivity needs. After completing this course, you will work more efficiently and uncover more time in your day. Taught by Jennifer Selke. 1.6 CEUs/ILUs.

16 hours $245
10/1-10/26 Online

MANAGING PRODUCTIVITY

Whether you are measuring and documenting your own productivity or managing the productivity of others, acquire the four new management systems and procedures to maximize productivity in your work organization. Move your skill set from the last century’s system of managing time to this century’s managing of productivity. With a growing number of people in the workforce working remotely, only these four new management systems allow you to successfully manage both office or on-site workers and those working from a distance, including home. After completing this course, you will have a new set of management skills to manage both your own productivity and that of others in the new work environment of this century. Taught by William A. Draves. 1.6 CEUs/ILUs.

16 hours $245
11/4-11/30 Online

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. This course shows you how to create a chart of accounts that meet your needs. All of the money you spend, and all of the money you earn, have a place to go. How do you record them? What are debits and credits? What do the numbers mean? How do I label accounts? Even if you outsource your bookkeeping needs, you should still have a basic understanding of what happens with the money earned and the money spent. No one should be blind to his or her finances! In this course you will learn where the numbers go, and why! You will learn the bookkeeping terminology as well as what it means to keep track of the numbers. Taught by Sharon deFonteny. 1.6 CEUs/ILUs.

16 hours $195
10/1-10/26 Online

COMPUTER

COMPUTER ABC’S

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

3 hours $35
9/24 M 5:30-8:30pm Auburn

MICROSOFT® OFFICE® 2016 ESSENTIALS

This introductory course will teach you how to use Microsoft® Excel®, Access®, and Word® in the office setting. Merging documents, creating spreadsheets, and other commonly used applications within Microsoft® Office® 2016 will be discussed. Taught by Kathy O’Neill.

10 hours $109
10/18-11/1 TTh 6-8pm Auburn

MICROSOFT® EXCEL® 2016-LEVEL 1

This beginner’s course introduces you to spreadsheets generally used for organizing, manipulating, 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 work-sheets, using formulas and functions to perform calculations, formatting and modifying worksheets, searching for and replacing data, printing workbook contents, and managing large workbooks.
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MICROSOFT® WORD® 2016-LEVEL 1</td>
<td>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.</td>
<td>$69</td>
<td>10/1, 10/3 MW 5:30-8:30pm, 11/8, 11/15 Th 5:30-8:30pm</td>
<td>Auburn</td>
<td></td>
</tr>
<tr>
<td>MICROSOFT® EXCEL® 2016-LEVEL 2</td>
<td>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. Bring a flash drive to class if you would like to save the exercises. Taught by Kathy O'Neill.</td>
<td>$69</td>
<td>9/25, 9/27 TTH 5:30-8:30pm, 11/5, 11/7 MW 5:30-8:30pm</td>
<td>Auburn</td>
<td></td>
</tr>
<tr>
<td>MICROSOFT® WORD® 2016-LEVEL 2</td>
<td>This course continues from Microsoft® Word® 2016-Level I. You 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.</td>
<td>$69</td>
<td>10/2, 10/4 TTH 5:30-8:30pm, 11/12, 11/14 MW 5:30-8:30pm</td>
<td>Auburn</td>
<td></td>
</tr>
<tr>
<td>MICROSOFT® EXCEL® 2016-LEVEL 3</td>
<td>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 &amp; 2 courses or have acquired on your own. Prior to taking this course, you should either have taken Microsoft® Excel® 2016-Level 1 &amp; 2 or have equivalent knowledge. Textbook included. Taught by Kathy O'Neill.</td>
<td>$69</td>
<td>10/22, 10/24 MW 5:30-8:30pm, 12/4, 12/6 TTH 5:30-8:30pm</td>
<td>Auburn</td>
<td></td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES**

**APPLYING LEAN SIGMA PRACTICES TO HR FUNCTIONS**

Develop the mindset of Lean Operational Excellence, an advanced problem solving approach that facilitates continuous improvement within the organization through the identification and elimination of waste. Lean principles can also be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating, and managing performance. Find out about Lean concepts, tools, and methods with which you can benchmark and assess problems, and lead continuous improvement efforts to resolve them. After taking this course, you will have an expanded capacity to facilitate small groups and teams using Lean Process Improvement principles and methodologies to create change within your organization. Taught by Sally Schmall, SPHR. 1.6 CEUs/ILUs.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>$245</td>
<td>10/1-10/26 Online</td>
<td>1.6 CEUs/ILUs.</td>
<td></td>
</tr>
</tbody>
</table>

**STRATEGIC PROJECT MANAGEMENT SKILLS FOR HUMAN RESOURCE PROFESSIONALS**

Project management skills and processes are critical tools in meeting the organization’s strategic talent and management objectives. Successful human resource professionals need to develop and demonstrate skills in leadership, organization, planning, and understanding of the essential aspects of project management. This course is designed to broaden your understanding of project management principles, develop skills needed to successfully facilitate projects as well as develop an understanding of potential risks that often prevent successful project implementation. Taught by Sally Schmall, SPHR. 1.6 CEUs/ILUs.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>$245</td>
<td>10/1-10/26 Online</td>
<td>1.6 CEUs/ILUs.</td>
<td></td>
</tr>
</tbody>
</table>

For iPAD® classes, see page 6.
NEW! SIX SIGMA BLACK BELT CERTIFICATE

Lean and Six Sigma is changing the way organizations operate. Leading the change are Six Sigma Black Belts. LERN’s Black Belt training builds on the Green Belt certification and teaches candidates advanced problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Black Belts serve their organizations as a trained specialist able to lead Six Sigma projects in their organizations. Participants are required to complete a project and to demonstrate ability to use the tools taught in the course. The instructor works closely with the class to not only teach the material, but to guide and mentor candidates as they work projects. This course is no cake walk. The certificate consists of three one-month courses (Introduction to Six Sigma Black Belt, Intermediate Six Sigma Black Belt, and Advanced Six Sigma Black Belt). Courses may be taken individually or sign up for the certificate and pay just $495 ($90 savings). Taught by Scott Follett. 4.8 CEUs/ILUs.

48 hours $495
9/4-11/30 Online

NEW! INTRODUCTION TO SIX SIGMA BLACK BELT

This challenging Introduction to Six Sigma Black Belt course teaches critical people and management skills required for Six Sigma practitioners. This first course in the certificate program explains enterprise deployment, process, and team management. Six Sigma Black Belts are not only expected to have a thorough knowledge of the statistical tools used in the DMAIC process, but also have the ability to lead teams to successful completion of improvement projects within their organizations. Topics covered include: integration of Lean and Six Sigma into organizations, linking projects to organizational goals, process management overview, metrics, types of teams, motivation, team stages, and other soft skills Black Belts use. The instructor uses the “flipped” classroom technique and expects participants to go beyond the classroom and use the Internet and other resources to learn the material. Taught by Scott Follett. 1.6 CEUs/ILUs.

16 hours $195
9/4-9/28 Online

NEW! INTERMEDIATE SIX SIGMA BLACK BELT

In this course Black Belt candidates will identify their projects. The course will focus on the Define, Measure, and Analyze part of the DMAIC process. In the Define stage, Black Belts identify customer needs and expectations. Then, topics such as project selection, project charters, project management, and project reporting are covered in the Define stage. In the Measure stage, the class reviews Lean concepts, Lean tools, understanding of data, measurement systems, and analysis of the measurement data. The course will introduce statistical analysis and review probability distributions taught in the Green Belt course. The course will utilize tools included with Excel® software. Taught by Scott Follett. 1.6 CEUs/ILUs.

16 hours $195
10/1-10/26 Online

NEW! ADVANCED SIX SIGMA BLACK BELT

In this final course in the Six Sigma Black Belt program candidates will focus on the improve and control stages of DMAIC. Topics include: hypothesis testing, regression analysis, design of experiments, hypothesis testing, non-parametric analysis, and statistical process control. Participants will have to apply the concepts learned in the Introduction and Intermediate Six Sigma Belt courses as well as the material covered in the Green Belt course. The instructor will share many handouts, spreadsheets, and web links that have tools participants will use while completing Six Sigma projects. Taught by Scott Follett. 1.6 CEUs/ILUs.

16 hours $195
11/5-11/30 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 on their 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. 16 hours $195 9/4-9/28 Online

INTERMEDIATE SIX SIGMA GREEN BELT

To be successful, organizations must manage by fact. As such, organizations depend on the measurement and analysis of performance to make key decisions that affect the organization. This course builds on the ideas and skills learned in the Introduction to Six Sigma Green Belt course that organizations use, specifically their Six Sigma teams, to improve. In this second course in the certification program, participants will learn process analysis, data collection and analysis, probability and valid statistical conclusions, and hypothesis testing. Many participants find this course to be the most challenging of the certification courses. Taught by Scott Follett. 1.6 CEUs/ILUs. 16 hours $195 10/1-10/26 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 included in this course include: hypothesis testing, design of experiments, and statistical process control. The instructor will share many handouts, spreadsheets, and web links that have tools participants will use while completing Six Sigma projects. Upon successful completion of this course, participants will be awarded certification as a Six Sigma Green Belt. Taught by Scott Follett. 1.6 CEUs/ILUs. 16 hours $195 11/5-11/30 Online

SUPERVISORY AND LEADERSHIP CERTIFICATE

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor’s role and responsibilities and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Taught by Sally Klauss. 3.2 CEUs/ILUs. 32 hours $395 9/4-10/26 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
9/4-11/30 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 a SEO expert and can answer your toughest questions as well. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours $195
10/1-10/26 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
11/5-11/30 Online

SECURITY GUARD

SECURITY GUARD TRAINING: 8-HOUR PRE-ASSIGNMENT

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

8 hours $79
10/17, 10/18 WTh 6-10pm Auburn

CALL 315.294.8841 TO REGISTER
WORDPRESS CERTIFICATE

WordPress is the most popular content management system (CMS) for website and blog design. During the first week you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then, find out how to build a simple WordPress website or blog. Topics include: introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more.

Finally, acquire advanced knowledge about WordPress options and features. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimization (SEO) techniques that improve your website ranking, and much more. After successfully completing the WordPress Certificate you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress. This certificate includes three courses: Website Setup, WordPress Fundamentals, and Advanced WordPress and must be taken as a certificate. Taught by Andy Helmi. 4.8 CEUs/ILUs.

32 hours $345
10/1-11/30 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
11/5-11/30 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
10/1-10/26 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 Instruction). 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
9/4-11/30 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
9/4-9/28 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. 1.6 CEUs/ILUs.

16 hours $195
10/1-10/26 Online

FOSTERING ONLINE INSTRUCTION

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. You will come away with advanced, practical, how-to tips from one of the foremost authorities on fostering online discussion. And you will see how your instructor models great interaction and engagement in the online environment. Taught by Mary Dereshiwsky. 1.6 CEUs/ILUs.

16 hours $195
11/5-11/30 Online

CERTIFICATE IN TEACHING ADULTS

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of How to Teach Adults, the best-selling book on the subject. The ebook version is included in the course. Taught by William A. Draves and Kassia Dellabough. 3.2 CEUs/ILUs.

32 hours $295
9/4-10/26 Online

CALL 315.294.8841 TO REGISTER
HEALTH OCCUPATIONS

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

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

3 hours $30
11/8 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
8/27-12/13 Online
11/1 Th 4-7pm Auburn

MEDICAL CODING SPECIALIST

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
9/10-12/21 Online
2/4-5/17 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>Intermediate Algebra 3</td>
</tr>
<tr>
<td>ENGR 103 Manufacturing Processes and Materials</td>
<td>3</td>
</tr>
<tr>
<td>MMT 101 Machine Tools I</td>
<td>3</td>
</tr>
<tr>
<td>MMT 141 Fundamentals of Plastics Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 230 Fluid Systems Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 101 Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>MMT 241 Plastics Technology: Injection Molding</td>
<td>3</td>
</tr>
<tr>
<td>OR MMT 242 Plastics Technology: Blow Molding</td>
<td>4</td>
</tr>
<tr>
<td>MMT 245 Plastics Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 207 Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td>31</td>
</tr>
</tbody>
</table>

FOR MANUFACTURING COURSES

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

**MATH 112, 115, 116, or 121 will not fulfill requirements

MECHANICAL TECHNOLOGY A.A.S.

<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 Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 or higher**</td>
<td>Intermediate Algebra 3</td>
</tr>
<tr>
<td>ENGR 103 Manufacturing Processes and Materials</td>
<td>3</td>
</tr>
<tr>
<td>MMT 101 Machine Tools I</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 126 Computer Aided Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 102 Freshman English II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 270 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 114 Applied Mathematics for Technologists (or higher)**</td>
<td>3</td>
</tr>
<tr>
<td>MMT 102 Machine Tools II</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 228 Advanced CAD/CAM</td>
<td>4</td>
</tr>
<tr>
<td>Technical Concentration Elective*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td>31</td>
</tr>
<tr>
<td><strong>THIRD SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>PHYS 103 General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>MMT 221 Tool &amp; Die Design</td>
<td>4</td>
</tr>
<tr>
<td>Technical Concentration Elective*</td>
<td>3</td>
</tr>
<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>16</td>
</tr>
<tr>
<td><strong>FOURTH SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>ENGR 203 Applied Statics &amp; Strength of Materials</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 207 Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>Technical Concentration Elective*</td>
<td>4</td>
</tr>
<tr>
<td>ART 103, 112 or 113 Art Elective</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science elective***</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>17</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td>64</td>
</tr>
</tbody>
</table>
### 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>

### 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>

### 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 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>
</tbody>
</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</td>
<td>or 113 Art Elective 3</td>
</tr>
<tr>
<td>Behavioral</td>
<td>Social Science Elective 3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>16</td>
</tr>
<tr>
<td>TOTAL CREDIT HOURS</td>
<td>64</td>
</tr>
</tbody>
</table>

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

**MECHATRONICS**

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>

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Freshman English I 3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>or higher** 3 Intermediate Algebra</td>
</tr>
<tr>
<td>ENGR 103</td>
<td>Manufacturing Processes and Materials 3</td>
</tr>
<tr>
<td>MMT 101</td>
<td>Machine Tools I 3</td>
</tr>
<tr>
<td>MMT 141</td>
<td>Fundamentals of Plastics Technology 3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Freshman English II or ENGL 270 Technical Writing 3</td>
</tr>
<tr>
<td>MATH 114</td>
<td>Applied Mathematics for Technologists or MATH 104 or higher** 3</td>
</tr>
<tr>
<td>College Algebra &amp; Trigonometry 3</td>
<td></td>
</tr>
<tr>
<td>MMT 241</td>
<td>Plastics Technology: Injection Molding 4</td>
</tr>
<tr>
<td>ENGR 228</td>
<td>Solid Modeling 4</td>
</tr>
<tr>
<td>ENGR 207</td>
<td>Quality Assurance 3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>17</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 you already have 3D printers, the instructors will customize the class as much as possible so you can follow along on the hardware you have. If you do not yet have access to a 3D printer, the instructors can help with helping you define criteria to make decisions about appropriate hardware to buy. Visit www.cayuga-cc.edu/communityed for full course description. The certificate consists of two one-month courses (Introduction to 3D Printing and 3D Printed Science and Math: Visualizations and Experiments). Courses may be taken individually or sign up for the certificate and pay just $345 ($45 savings).

INTRODUCTION TO 3D PRINTING

3D printing has been hailed as a solution to all manufacturing problems. In this course you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. Visit www.cayuga-cc.edu/communityed for full course description. Taught by Joan Horvath and Rich Cameron. 1.6 CEUs/ILUs.

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. You will learn the basics of HTML, CSS, and Java Script in this course, as well as the practical uses for each. Taught by Jeff Kritzer. 1.6 CEUs/ILUs.

CALL 315.294.8841 TO REGISTER
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.
32 hours $395
9/4-11/30 Online

INTRODUCTION TO 3D PRINTING

3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for, and when is traditional manufacturing still the better choice? In this course you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general. Taught by Joan Horvath and Rich Cameron. 1.6 CEUs/ILUs.
16 hours $195
9/4-9/28 Online

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 $245
11/5-11/30 Online

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

School of Business
   Accounting
   Business Administration
   Event and Tourism Management

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

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 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
      Mechanical Technology

CALL 315.294.8841 TO REGISTER
ESL CLASSES ARE BEING SCHEDULED NOW!

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

Schedule and Fees:
- Beginner, Intermediate and Advanced Levels
- $65.00 per month
- 12 hours of instruction per month
- Monday evening classes
- 3 hours per class

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

Classes are held at:
Cayuga Community College • 197 Franklin Street • Auburn, NY 13021
(CCC is on the Auburn City Bus Route)
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 2019
• 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.
REGISTER EARLY

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

COURSE SUPPLIES AND MATERIALS

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

REFUND POLICY

Requests for refunds prior to the first class meeting will be granted. Due to the short-term nature of most credit-free programs, refunds will not be granted on or after the day of the first class meeting. The Executive Dean of Community Education and Workforce Development will review requests for refunds due to extenuating circumstances on a case-by-case basis. Classes cancelled by Cayuga Community College will result in a full refund by mail or by credit card. Please allow two weeks for processing. Refunds of payments made by check or cash will require student’s social security number. A DCJS approved security guard training school cannot assess any non-refundable registration fees, cancellation fees, or deposits. Please contact Carla DeShaw regarding complaints at Carla.DeShaw@cayuga-cc.edu or (315) 593-9400 or students may contact the NYS Division of Criminal Justice Services at (518) 457-2667.

CONFIRMATION AND CANCELLATIONS

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

CLASSROOM ASSIGNMENTS

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

OFFICE OF ACCESSIBILITY RESOURCES

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

PUBLICITY/DOCUMENTATION

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

HOW TO PROPOSE A CREDIT-FREE COURSE

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

Visit [www.cayuga-cc.edu/communityed](http://www.cayuga-cc.edu/communityed)

- Select: Leisure Learning/Credit-Free
- Select: Search Courses

2. **CALL (315) 294-8841**
Regular hours are
Monday-Thursday, 8:30am-7pm,
Friday, 8:30am-5pm
Summer hours are
Monday-Friday, 9am-4pm

- Register with your VISA,
  MasterCard, Discover Card

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

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

4. **IN PERSON**
Visit our office at Cayuga Community College, 197 Franklin St., Auburn, NY. Use entrance by the rotunda. Office is in R209.

Regular hours are Monday-Thursday, 8:30am-7pm, Friday, 8:30am-5pm. Summer hours are Monday-Friday, 9am-4pm. No cash payments please.

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

---

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please make check or money order payable to Cayuga Community College.

- [ ] Check
- [ ] Money Order

---

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please make check or money order payable to Cayuga Community College.

- [ ] Check
- [ ] Money Order
Topics For ALL Ages
A wide variety of programs to fit your whole family.

- Healthcare Training
- Computer Training
- Arts, Dance, Fitness
- General Interest
- Wellness
- Professional Development
- SAT Prep for the Test
- Alzheimer's Awareness
- Many More!