



SPRING 2020

Leisure. Career. Online.



Community Education
and Workforce Development

www.cayuga-cc.edu

CAREER DEVELOPMENT, ADULT LITERACY, CORPORATE TRAINING AND LEISURE LEARNING



Welcome to Cayuga Community College's Office of Community Education and Workforce Development! Thank you for taking the time to review all of our new and returning leisure learning and professional development opportunities for this spring. A few highlights from this catalog include:

- The popular Cultural Speaker Series
- The Plumbing Apprenticeship Program coming to CCC
- Professional development classes with everything from the Safe Food Handler Certificate to the Certificate in Leadership Development
- University Center offerings to earn bachelor and master degrees at the CCC campus
- Customized corporate training classes and programs for businesses and organizations

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. We hope you enjoy the catalog and look forward to seeing you this spring!

Cayuga Community College

Community Education and Workforce Development

197 Franklin Street
Auburn, NY 13021

(315) 294-8841





CONTENT

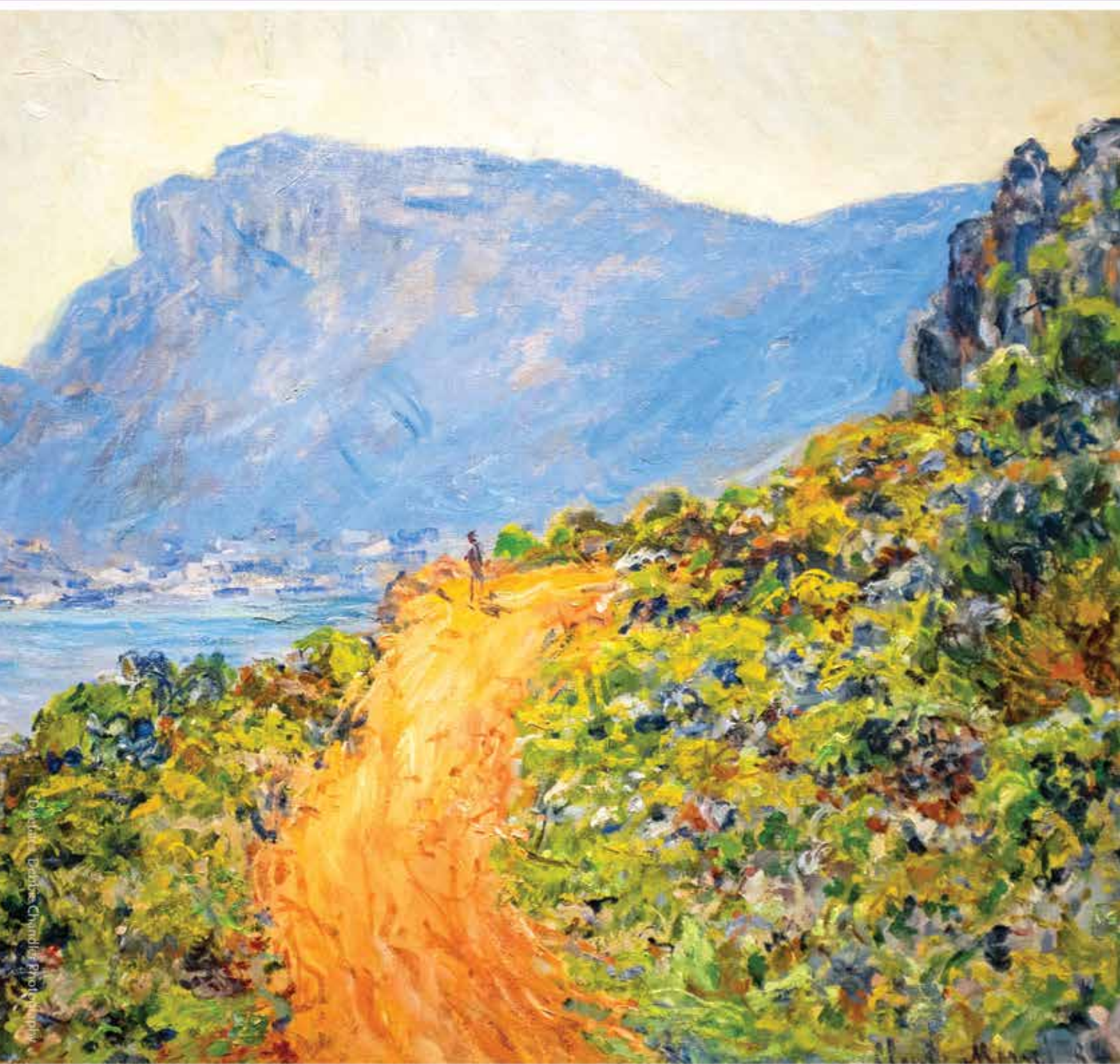
31-33 ADVANCED MANUFACTURING

2-16 LEISURE LEARNING

- 15 Alzheimer's Awareness
- 3-6 Arts
- 16 Cayuga Community College's Cultural Speaker Series
- 9 College for Kids and Teens
- 6 Computer
- 6-7 Dance
- 39 Ed2Go
- 12, 36 English as a Second Language
- 7-8 Fitness
- 8-12 General
- 12 Language
- 13 Music
- 13-15 Wellness

18-30 PROFESSIONAL DEVELOPMENT

- 19 Academic Preparation SAT Prep
- 19-21 Business
- 22-23 Computer Training
- 23 Education
- 23 Food Safety
- 23 Healthcare Training
- 25-26 Legal Studies
- 26-28 Management
- 30 Plumbing Apprenticeship
- 28 Security Guard Training
- 29 Technology Skills
- 37 YEA! (YOUNG ENTREPRENEURS ACADEMY)
- 38 CORPORATE TRAINING
- 35 UNIVERSITY CENTER
- 41 REGISTRATION INFORMATION



© 2014 The Trustees of the University of the South Pacific

LEISURE LEARNING

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

ARTS

ADVANCED LANDSCAPE PHOTOGRAPHY

Join professional photographer Chris Murray and learn how to improve your landscape photography skills. We will cover how to handle difficult exposure situations, including the use of layer masks, luminosity masks, and HDR. We will discuss combining images for focus stacking and creating panoramas. You will also learn the fundamentals of nighttime photography. There will be a brief overview of the principles of exposure. This course is designed for students with a digital SLR or mirrorless camera (not point-and-shoot) who know the basics of camera operation, exposure, and composition. Please bring your camera and manual to class. Chris's work can be viewed at www.chrismurrayphotography.com.

6 hours \$95
4/14-4/21 T 6-9pm Auburn

NEW! ART OF THE SKETCHBOOK (DIARY)

Develop personal narratives, sketch ideas, plan projects, record ideas or capture your day as you experiment freely with your choice of mediums. Please bring your sketchbook and choice of medium (pens, pencils, acrylic or watercolor). Taught by Steven Cerio, illustrator and collage artist.

6 hours \$69
2/11-2/25 T 6-8pm Auburn

NEW! CHARACTER DESIGN

Learn the art of character design for comics, graphic novels, children's books, illustration, holiday cards, emails, and games.

You will develop your skills in the areas of drawing with ink, brush, watercolor, collage, and beyond. Please bring your sketchbook and choice of medium (pens, pencils, acrylic or watercolor). Taught by Steven Cerio, illustrator and collage artist.

6 hours \$69
4/23-5/7 Th 6-8pm Auburn

NEW! COLLAGE AND CUTOUTS

Hand-done experimental techniques using paper, drawings, paintings, and photographs. This class provides you with tools to develop your own intuitive approach and explore the medium. Think and act freely without rules or constraints using painting, drawing and glue on paper. The instructor advises you individually on your work, class begins with a short history of collage art. Develop your own unique style and create works of art using imagery you bring or create during class. Please bring your scissors and favorite items from home. Additional supplies will be provided in class. Taught by Steven Cerio, illustrator and collage artist.

6 hours \$79
4/21-5/5 T 6-8pm Auburn

CREATING PHOTO BOOK SEQUENCING

You will use photographs to create visual and inspire written narratives. This class will explore the variety of methods to connect images. We will be discussing visual communication and visual literacy as well. You will take home a short photo book at the conclusion of the class with your personal photos. Taught by Dan Boardman.

6 hours \$69
4/28-5/5 T 6-9pm Auburn

NEW! CREATIVE EXPRESSIONS-MONET

A creative study of Impressionist artist Claude Monet and his masterpiece, *Water Lilies*. You will paint your own Monet-style painting guided by Jennifer, while learning about the life and legacy of Claude Monet through engaging stories and PowerPoint presentations. This course is composed of three classes; designed for individuals with a basic understanding of painting techniques. Supplies and refreshments are included. Taught by Jennifer Stermer.

4.5 hours \$79
3/9-3/23 M 6-7:30pm Auburn



CALL 315.294.8841 TO REGISTER

NEW! CREATIVE EXPRESSIONS- VINCENT VAN GOGH

A creative study of Post-impressionist artist Vincent Van Gogh and his masterpieces (*Starry Night*-first offering and *Wheat Field with Cypresses*-second offering). You are invited to participate in painting your own Van Gogh-style painting guided by Jennifer, while learning about the life and legacy of Van Gogh through engaging stories and PowerPoint presentations. This course is composed of three classes; designed for individuals with a basic understanding of painting techniques. Supplies and refreshments are included. Taught by Jennifer Stermer.

4.5 hours \$79
2/10-2/24 M 6-7:30pm Auburn
4/20-5/4 M 6-7:30pm Auburn

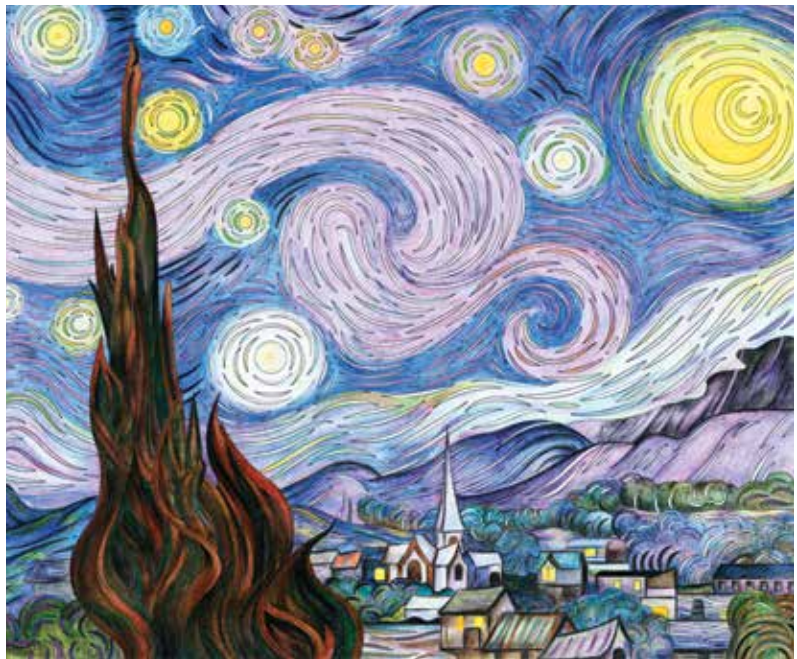
NEW! EVENING WITH AN ARTIST

Surviving the Art World. One local artist's story told with an art-filled slideshow with fun and informative tales collected from a 33 year career including a dozen years working as a gallery artist, illustrator and musician in NYC. Learn by example how to present your work professionally, deal with clients and plan for a career. A Q and A finishes out your night with Auburn Artist Steven Cerio.

1.5 hours \$5
2/4 T 6-7:30pm 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.

6 hours \$95
3/19-3/26 Th 5:30-8:30pm Auburn

NEW! INTRODUCTION TO LIGHTROOM®

Adobe Lightroom® has become the photo editing software of choice for many photographers, professional and amateur alike. It is much more intuitive and easier to learn than Photoshop, yet has enough editing capabilities to suit most photographer's needs. In this introductory course landscape photographer Chris Murray will show you how to use the basic essential tools for editing and enhancing your photographs. Learn about Camera RAW, adjusting exposure, cropping, making spot adjustments to your images, and much more. Chris will take you through his proven workflow for processing images and getting them ready for sale and publication. You will then have the opportunity to work through your own images. Please

bring several of your own images on a thumb drive. Chris's work can be viewed at www.chrismurrayphotography.com.

6 hours \$90
3/24-3/31 T 6-9pm Auburn

LET'S MAKE LIP BALM

No need to buy lip balm when you can learn to make your very own! In this one night class you will make homemade lip balm to take with you. Customize lip balm containers with holiday decorations or Washi Tape. Great to enjoy for yourself or give as a holiday gift! Taught by Christie Hamilton.

1.5 hours \$20
3/18 W 6-7:30pm Auburn

LET'S PAINT!

In this fun one-night class you will paint spring scenes and receive all the materials to complete two pieces of work. Light refreshments will be served. Taught by Bonnie Beckeman.

2.5 hours \$39
3/31 T 6-8:30pm Auburn
4/28 T 6-8:30pm Auburn



Created by Bonnie Beckeman

NEW! LETTERING DESIGN

Learn the basics of drawing your own decorative lettering for cards, diaries, books and for framing. Please bring your sketchbook. Taught by Steven Cerio, illustrator and collage artist.

6 hours \$69
3/10-3/24 T 6-8pm Auburn

NEW! MAKE YOUR OWN STAMPED COASTERS

Use fun and creative stamp designs to make your own custom coaster set. Coasters, stamps, and materials will be provided. Taught by Christie Hamilton.

2.5 hours \$29
6/9 T 6-8:30pm Auburn

NEW! MAKING MASKS

Design, paint, draw, cut out or build your own masks using your choice of media. Create whimsical or abstract masks from cardboard and paper. Please bring your own paper and cardboard, additional supplies will be provided. Taught by Steven Cerio, illustrator and collage artist.

6 hours \$79
5/12-5/26 T 6-8pm Auburn

MELT AND POUR SOAP

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

1.5 hours \$30
2/5 W 7-8:30pm Auburn

PAINT YOUR WORLD

Acrylic, watercolor, or poured paint, your choice! You will paint sunsets, flowers, landscapes, and other items that are of interest to you. You will learn techniques, brush strokes, studies of materials, and color mixing. Famous painters will be discussed and why their work resonates with us. In addition, lots of time for painting! Have you wanted to explore your creativity or improve your skills, now is your chance. Taught by Bonnie Beckeman.

Supply fee of \$30 due to instructor day of class.

10 hours \$89
2/11-3/10 T 9-11am Auburn
2/12-3/11 W 6-8pm Auburn
3/24-5/5 T 9-11am Auburn
No class 4/7 & 4/14.
3/25-5/6 W 6-8pm Auburn
No class 4/8 & 4/15.

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 on day of class. Taught by Beverly Owen, Reiki Master/Shaman Visionary/Spirit Artist.

2 hours \$39
4/15 W 1-3pm Auburn
4/15 W 5:30-7:30pm Auburn

THE ART OF MAKING DREAM CATCHERS

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

2.5 hours	\$45		
5/6	W	1-3:30pm	Auburn
5/6	W	5:30-8pm	Auburn

THE ART OF MAKING MEDICINE BAGS

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

2.5 hours	\$45		
3/4	W	1-3:30pm	Auburn
3/4	W	5:30-8pm	Auburn

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		
3/2	M	5:30-8:30pm	Auburn

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. 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! Taught by Margie Creamer.

4.5 hours	\$39		
2/4-2/18	T	6:30-8pm	Auburn
3/24-4/14	T	6:30-8pm	Auburn
No class 4/7			

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®. Explore iBooks, iTunes, Maps, and the Apps store. Learn more of Safari and its advanced features and techniques. Taught by Margie Creamer.

4.5 hours	\$39		
3/3-3/17	T	6:30-8pm	Auburn
4/21-5/5	T	6:30-8pm	Auburn

DANCE

BALLROOM DANCING: BASIC

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

7.5 hours	\$129 for couples		
	\$69 for single dancer		
1/28-2/25	T	7-8:30pm	Auburn

BASIC BEGINNER TAP

No tap experience necessary! This class will take you from basic shuffles, shuffle ball changes, to shuffling off to Buffalo in no time! Tap Shoes are required. Taught by Kathy Zamniak.

5 hours	\$60		
2/10-3/9	M	7-8pm	Auburn

LINE DANCING

No partner or experience needed! Join other dancers in this comprehensive class that teaches you the basics of line dancing and beyond. Each week you will learn new steps and then practice them in beginner friendly line dances set to all different styles of music. As you progress through the course, you will gain confidence in your dance abilities, practice agility and balance, and learn some fun dances! This class is open to all skill levels. Taught by Mary Pasqua Waldron.

6 hours	\$69		
3/23-5/4	M	7-8pm	Auburn
No class 4/6.			
5/18-6/29	M	7-8pm	Auburn
No class 5/25.			

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
 \$45 for single dancer
 3/3-3/17 T 7-8:30pm Auburn

FITNESS

FOUNDATIONS OF HATHA YOGA

This 8-week course focuses on building skillful technique in the core practices of hatha yoga—*asana* 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.

10 hours \$89
 2/25-4/21 T 6-7:15pm Auburn
 No class 4/7.

GENTLE STRETCHING & TONING CLASS

No experience necessary. Tones your arms, legs, stomach, and disciplines the coordination and stamina for firming your mind and body. Please bring a Yoga mat for floor work. Taught by Kathy Zamniak.

5 hours \$60
 2/10-3/9 M 6-7pm 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. 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.

13.5 hours \$79
 2/5-4/1 W 6-7:30pm Auburn

JUDO FOR KIDS/TEENS

You will learn one of the most dynamic martial arts in the world. Throwing, falling, and mat work or wrestling are some of the techniques included in judo instruction. You will transition from beginner level techniques, to advanced ones based on your own learning ability. Learning martial arts is a physical endeavor, involving all muscle groups to help develop your physical fitness. But our emphasis goes far beyond just learning physical moves and martial arts techniques. We use martial arts as a mechanism to develop positive character and life-improvement skills in our students. Our emphasis is on the personal-development aspects of martial arts, such as increasing self-confidence, improving focus and concentration, developing self-discipline, and optimizing physical fitness. A Gi (uniform) is required and can be purchased from instructor in class. A parent or guardian must stay for the class, seating area's will be available. Taught by Albert Hughes.

26 hours \$75
 1/23-5/7 Th 5-7pm Auburn
 No class 2/20, 4/2, 4/9.

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.

56 hours \$150
 1/21-5/7 TTh 7-9pm Auburn
 No class 2/20, 4/2, 4/7, 4/9.

PILATES

Are you plagued by lower back pain? Do you wake up sore and tired? Do you have issues with flexibility? Did you know that Joseph Pilates founded this revolutionary fitness program to address those exact concerns? Come join us in building core strength and flexibility to fight back in the epic journey of overall wellness. Open to all levels but no previous experience needed. Dress in comfortable clothing. Please bring a yoga mat and a small towel for your personal use. Taught by Mary Waldron.

6 hours \$69
 2/12-3/18 W 6-7pm Auburn
 4/1-5/13 W 6-7pm Auburn
 No class 4/8.

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
 3/2-4/13 M 7-8:30pm Auburn
 No class 4/6.

GENERAL

CLASSICS AT THE CARRIAGE HOUSE

Now in its seventh spring semester, the "Classics at the Carriage House" ongoing film series will give you a distinctive overview of influential Hollywood Cinema from the 1940s to the 1960s, and a few International Cinema classics as well. This year, the film series will feature numerous genres, including early International thrillers, and of course, Alfred Hitchcock classics.

This spring's course runs from February to May and will have classes once a month. The course will feature the French thriller *Le Corbeau (The Raven)* by master director Henri Clouzot, followed by the trailblazing Japanese yakuza thriller *A Colt Is My Passport* from Takashi Nomura. Finally, we'll end the semester with two Alfred Hitchcock thrillers, his original *The Man Who Knew Too Much* in April and then *Dial M For Murder* in May for the last screening of the season. The course will be taught and curated by Michael Reiff, 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* among others. He also reviews current cinema for *Film & History* and *Science Fiction Film And Television* 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 Reiff prior to each viewing, along with curated reviews and insights from some of the best minds in film criticism. This class will be taught at the Carriage House Theater, which is located behind the Cayuga Museum of History and Art in Auburn, NY. The theater address is 203 Genesee Street in Auburn, NY. Introductory lecture by Michael Reiff.

12.5 Hours \$22 for full course.

Monthly, the first Monday of each month beginning in February, 2/3-5/4 at 7:30pm.

The full schedule of screenings is as follows:

February 3: *Le Corbeau (The Raven)* (1943) (French) (Directed by Henri-Georges Clouzot)

March 2: *A Colt Is My Passport* (1967) (Japanese) (Directed by Takashi Nomura)

April 6: *The Man Who Knew Too Much* (1934) (Directed by Alfred Hitchcock)

May 4: *Dial M For Murder* (1954) (Directed by Alfred Hitchcock)

CREATING CONFIDENCE IN WOMEN

During this empowering workshop, you will build confidence by identifying and combating self-imposed labels as a result of reframing self-dialogue. You will create the opportunity for habit-forming through the reframed self-talk. Taught by Julie-Jo Stanton.

1.5 hours \$29

4/14 T 5-6:30pm Auburn



CAYUGA
COLLEGE FOR KIDS AND TEENS
JULY 6-JULY 24, 2020
Weekly Classes!
Ages 8-14



FOR MORE INFORMATION:
www.cayuga-cc.edu/kidsandteens
 or call (315) 294-8841

CALL 315.294.8841 TO REGISTER

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. Scratch Farmhouse Catering will be on-site to provide food pairings for each course. A 4-5 course dinner will accompany wine flights allowing us to explore the relationship between gastronomy and wine. You will be able to identify your ideal pairings. This spring, we will listen to guest speakers from the Finger Lakes Wine Region and taste wines from around the globe, including: Rosés from around the world, aromatic white wines, sparkling wines, a horizontal tasting of Barolo, a vertical tasting of Chianti, an in-depth look at Cabernet from rock star producers in California, locally crafted dessert wines as well as additional wine styles. Must be 21 or older. Bring photo ID the first night of class. Taught by Carmela Barbagallo.

12 hours \$249
3/5-3/26 Th 6-9pm Auburn

GENEALOGY AND FAMILY HISTORY

Are you curious about where your ancestors came from? 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. Also, you will explore ways to turn the collection of names, dates, and places into a story that you can share with your family. Taught by Charles Laun.

8 hours \$59
2/6-3/5 Th 6-8pm Auburn
No class 2/20.

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.

4 hours \$39
2/4-3/10 T 6-7pm Auburn
No class 2/18 & 3/3.

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. Students must be at least 21-years-old to enroll in the class. 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.

2 hours \$29
3/12-3/26 Th 6-7pm Auburn
No class 3/19.



NATURALLY FERMENTED FOODS

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

3 hours \$45
2/11-3/10 T 7-8pm Auburn
No class 2/18 & 3/3.

NEW YORK SAFE BOATING COURSE

New York State law requires all operators of personal watercraft and youth under age 18 who operate a boat without direct adult supervision, to learn boating safety and apply to the Office of Parks Recreation and Historic Preservation for a certificate. The course is for anyone age 10 or older. Books are provided by NYS. Students must attend both classes and must pass the test to get the safety certificate. Students 18 years of age and older will be required to pay a \$10 fee to NYS for issuance of a permanent boating safety certificate. Please note the recent regulations regarding requirements to operate a personal watercraft. Taught by Heather Olson.

8 hours \$39
2/17 M 9-5pm Auburn

NEW YORK STATE CITIZEN PREPAREDNESS TRAINING PROGRAM

The FREE NY Citizen Preparedness Training Program teaches residents to have the tools and resources to prepare for any type of disaster, respond accordingly and recover as quickly as possible to pre-disaster conditions. Training is led by the New York National Guard, working with experts from the Division of Homeland Security and Emergency Services' Office of Emergency Management and Office of Fire Prevention and Control. The 1.5 hour long training course will provide an introduction to responding to a natural or man-made disaster. Participants will be advised on how to properly prepare for any disaster, including developing a family emergency plan, stocking up on emergency supplies, identifying and reporting suspicious activities. New to the program, instruction on what to do when faced with an Active Shooter/Active Violence situation. The training will help New Yorkers be the most trained and best prepared citizens in the country. Please register in advance for this program.

1.5 hours FREE
2/28 F 1-2:30pm Auburn
4/23 Th 5:30-7pm Auburn
6/10 W 4-5:30pm Auburn

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. A book as well as the rope needed for the class are included in the cost of the course. Taught by Jack Quinlan.

10 hours \$69
4/23-5/21 Th 6-8pm Auburn

STREAMBANK AND LAKESHORE REHABILITATION

As with any problem resolution, the ecosystem collapse represented by streambank and lakeshore instability, the relationship of this watershed epidemic to surrounding natural and human influences must be analyzed. A firm grasp of the functions of the watershed and its riparian ecosystem is necessary prior to implementing rehabilitation. History of the millennia-long practice of streambank and lakeshore restoration, a review of watershed ecosystem influences likely effecting slope and shore collapse, and methods of rehabilitation will be discussed and illustrated. Taught by Charlie Greene, a registered professional forest engineer and an accredited organic land care professional, with a master of water resource systems civil engineering from Cornell.

24 hours \$149
2/12-4/1 W 6-9pm Auburn

SUPPORTING HERO MAINTENANCE

Emergency Responders see things most people never have to see and do things most people never have to do. The effects of the stressful events we respond to are cumulative and can sneak up on us and affect our work and personal life. This class talks openly about PTSD and suicide, real issues that we don't like to talk about. It's time that we take care of our brothers and sisters as well as we do for people we respond to help. Sometimes we don't know the true toll of an event until years later. This class is geared to all firefighters, officers, and families. Taught by Meridian Fire Training Services, LLC.

3 hours \$60
4/15 W 6-9pm Auburn

THE 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			
1/27	M	5:30-9:30pm	Auburn	
3/24	T	5:30-9:30pm	Auburn	
5/13	W	5:30-9:30pm	Auburn	

NEW! THE IMPROBABLE HISTORY OF COMICS—NATIONALLY AND LOCALLY

With comics dominating the movies (*Avengers, Joker*), TV (AMC's *The Walking Dead*, CW's *Flash*, HBO's *Watchmen*) and licensed merchandising (Batman, Spider-Man) it's easy to assume comics have always been embraced. In reality, comics have suffered through an on-again off-again romance with pop culture. Join Graphic Novel Historian, Ed Catto, to explore the astounding and improbable history of comics. As an added feature of this course, focused spotlights will include evolution of the Comics Code & the book-burning bonfires that led to it (there was one in Auburn!), ground-breaking comic shops of CNY that changed the retail landscape and the world-class comics creators of the Finger Lakes.

4 hours	\$59			
5/7-5/28	Th	6-7pm	Auburn	



THE SKILLS OF ORGANIZATION, PLANNING, AND GOAL MANAGEMENT

We've all had that experience, it is December (or August if you are following a school calendar) and you are standing in front of a rack of planners. You have now spent far too long trying to figure out which one to get because this time you are determined to be more organized. However, none of them seem to work. If only you could pull bits and pieces of them together to make the perfect one. Well, now you can. In this workshop, we'll discuss the difference between time management and goal management while building the perfect organizational tool for YOU. Taught by Stephen Mc Sweeney.

3 hours	\$59			
4/29-5/6	W	6:30-8pm	Auburn	

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 and sound confident discussing wine. Each course of wine will be paired with light food pairings. Goals of this class

include: becoming familiar with your own tastes in wine, learning to decipher a wine list at a restaurant, assisting others in understanding their wine tastes (especially applicable to restaurant servers). This class would be helpful to individuals working in the service industry that want to be more confident in their hospitality role. Students must be at least 21-years-old to enroll in the class. Bring photo ID the first night of class. Taught by Carmela Barbagallo.

6 hours	\$169			
3/5-3/26	Th	4-5:30pm	Auburn	



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 36 for additional information.

12 hours monthly	\$65/month			
Monthly	M	5-8pm	Auburn	

MUSIC

BEGINNING SONGWRITING WITH JANE ZELL

Love music, play an instrument, sing and want to write your own songs? This is the class for you. We review the basics of a song and then embark on adventures in the craft of songwriting. Prompts and support material are provided as well as encouragement and opportunities to share your creations. Class supports new to intermediate songwriters. Taught by Jane Zell.

8 hours \$89
2/18-3/10 T 6-8pm 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 Sarnicola has more than 10 years' teaching experience.

4 hours \$49
3/3-3/24 T 6-7pm Auburn

INTRODUCTION TO PLAYING THE 5-STRING BANJO

America's only native instrument, the banjo, continues to enjoy a well-deserved popularity for over 200 years. 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. Taught by Dick Sheridan.

9 hours \$89
4/14-5/19 T 7-8:30pm Auburn

JAZZ ENSEMBLE (NON-CREDIT)

The course explores the repertoire for the jazz ensemble, which includes: swing, bebop, hard bop, cool, avant-garde, and fusion jazz styles. The jazz ensemble is for any level of improviser; however, an audition is required for placement. Students must purchase sheet music as needed. *If you would like to register for the credit bearing option, the tuition is \$606 plus fees and you must register through the Registrar's Office for Music 115.

39 hours \$99
1/23-5/7 Th 6-9pm Auburn
No class 2/20, 4/2, 4/9.

THE ART OF BEING 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.

3 hours \$69
4/22 W 6-9pm Auburn

WELLNESS

NEW! ACUPUNCTURE AND AYURVEDA FOR A+ HEALTH

No matter your state of health, the principles of Chinese and Indian medicine can be used to complement your existing routines. The principles discussed in this class go back thousands of years and are still widely used by people in those countries. This class will not only provide an overview of Chinese and Indian medicine, but you will be able to walk away with different techniques that you can use to harmonize the different biological processes occurring within the human body. Taught by Adrienne Peltz.

2 hours \$10
5/5 T 7-9pm Auburn

NEW! A LOOK AT ALTERNATIVE FORMS OF HEALTHCARE

The current American view of healthcare is based primarily on physical and chemical modeling of the human body. Research is showing validity of theories by Albert Einstein as well as other cultures (Chinese and Indian) that other factors also affect health, such as electrical waves and emotions. You will not only leave the class with a different perspective on healthcare but also topics that can be explored further at your leisure, such as, Applied Kinesiology, Emotional Freedom Technique, and Epigenetics. Taught by Adrienne Peltz.

2 hours \$10
5/12 T 7-9pm Auburn

NEW! A JOURNEY IN UNDERSTANDING YOURSELF AND OTHERS: INTRO TO THE ENNEAGRAM

The Enneagram can be a powerful tool for gaining greater self-awareness, leveraging the strengths and identifying the blind spots of your personality style, as well as understanding and improving relationships with family, friends and co-workers. This Enneagram Personality Styles workshop, designed for those unfamiliar with, or new to, this personality awareness system, will provide an overview of the Enneagram with its nine distinct personality types. You will learn what the Enneagram is, how its wisdom can be applied to your everyday and how to identify your type, and explore it further. After the first class, you will complete the Enneagram and the second class will be used to answer questions and overview the test. Taught by Lisa Stevenson R.N., Certified Life Coach Practitioner/Enneagram Consultant.

4 hours \$20
3/19-3/26 Th 6:30-8:30pm Auburn

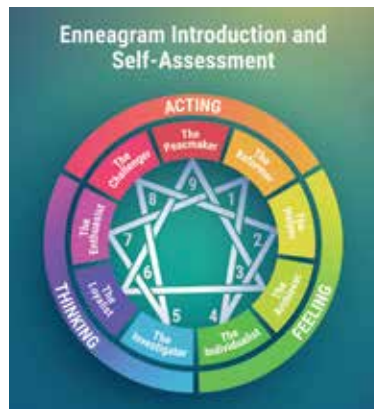
NEW! AN INTRODUCTION TO ART AS A THERAPY

This course is designed for people who have an interest in art therapy. During class, you are invited to participate in group discussions and individual projects. Art therapy is a growing field that helps children and adults connect with their emotions in a healthy way, improve self-confidence, relieve anxiety and depression, and cope with physical and emotional trauma. This course is designed to expose you to these benefits and introduce them to art as a therapy. Taught by Jennifer Stermer.

4.5 hours \$99
3/10-3/24 T 6-7:30pm Auburn

NEW! ANIMAL REIKI

Animal Reiki is founded upon traditional Japanese Reiki techniques and philosophy. It contains mindfulness meditation



practiced “with” our animals, rather than an energy therapy done “to” them. Animal Reiki is taught as a state of mind with flexible physical forms. Touch is used only when animals seek it out, and then only as a compassionate support. Practitioners learn to listen to animals and become receptive to their spiritual wisdom and healing gifts. Participants must be Level Reiki II or above. Taught by Reverend Beverly Owen—Shaman Visionary/Shamanic Journey Works since 2005.

7.5 hours \$150
3/11-3/25 W 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 to connect to wisdom of these spiritual teachers. Journeying is a deep meditative exploration which can help with personal and spiritual growth. It is also a tool that can be used for healing, obtaining information, and working through psychological issues. Inspired by the book *Animal Speak* by Ted Andrews. Bring a journal to write in. Taught by Reverend Beverly Owen—Shaman Visionary/Shamanic Journey Works since 2005.

2.5 hours \$25
2/6 Th 1-3:30pm Auburn
2/6 Th 5:30-8pm Auburn

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. The handbook is necessary by first night of class: *The Original Reiki Handbook of Dr. Mikao Usui* by Dr. Mikao Usui and Frank Arjava Petter. Copies will be available from instructor for \$14.95 on the first night of class. Taught by Reverend Beverly Owen, Reiki Master/Teacher/Practitioner/Shaman Visionary since 2005.

10 hours \$175
3/5-3/26 Th 5:30-8pm Auburn

SELF EMPOWERMENT NOW!

Have you too long felt powerless over your personal, spiritual, and/or emotional life? Over-stressed? Depression draining your energy? Feel lost in purpose? This class is for you! Come recapture your right to your Personal Power, and transform your life! Inspired by the books, *The Four Agreements*, *The Voice of Knowledge*, and *The Mastery of Love* by Don Miguel Ruiz. Taught by Reverend Beverly Owen. Reiki Master/Teacher/Practitioner/Shaman Visionary/Intuitive.

6 hours \$49
2/5-2/19 W 5:30-7:30pm Auburn

NEW! SELF-HYPNOSIS 101 WORKSHOP

“Sometimes it’s the smallest decisions that can change your life forever!” –Kerri Russell. Come & learn more on how to get your mind to do what you want it to do, which can be life changing! Imagine the benefits of stress relief, emotional balance, self-motivation, building more confidence, and changing limiting behavior. Imagine eliminating negativity, worry, breaking bad habits, and blocking resistance! This 3-hour

course will first clear up all the myths & misconceptions about hypnosis. Then, we'll have fun with a few exercises for 'hypnotic-ability' and experience what hypnosis is actually like. And finally, we'll practice so you can re-experience self-hypnosis at home whenever you have 2-3 minutes, to achieve a feeling of relaxation as you give yourself positive suggestions! Taught by Sally Doran from Resolve with Hypnosis.

3 hours \$59
 2/27 Th 5:30-8:30pm Auburn
 4/30 Th 5:30-8:30pm Auburn

NEW! SIMPLE ABUNDANCE

Would you like more joy in your life? Based on the best-selling book *Simple Abundance* by Sarah Ban Breathach, this series of classes will show you how to organically create more joy in your life by following these six principles starting with gratitude, simplicity, order, harmony, beauty, and leading to joy. Each week focuses on a different principle. This class is specifically designed for women. Taught by Jody Brown.

6 hours \$75
 2/4-3/10 T 7-8pm Auburn
 3/24-5/5 T 7-8pm Auburn
 No class 4/7.

UNDERSTANDING THE FOUR AGREEMENTS OF LIFE

This self-empowering class is inspired by the book *The Four Agreements*, by Don Miguel Ruiz. "We cannot change what we

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

6 hours \$59
 4/16-4/30 Th 5:30-7:30pm Auburn



DEMENCIA CONVERSATIONS

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

1 hour Free
 5/4 M 5-6pm Auburn

EFFECTIVE COMMUNICATION STRATEGIES

Individuals living with dementia often experience changes in behavior that can be confusing to friends and family. For caregivers, learning to decode messages through attitude, tone of voice, facial expressions and body language can help both parties to connect and communicate in meaningful ways. Effective Communication Strategies explores how communication takes place when someone has Alzheimer's disease. This interactive presentation explains the communication changes that take place throughout the course of the disease, offers tips on decoding the verbal and behavioral messages delivered by someone with dementia and respond in ways that are helpful to the person, and how to identify strategies to connect and communicate at each stage of the disease. Presented by The Alzheimer's Association, Central New York Chapter.

1 hour Free
 4/14 T 5-6pm Auburn

UNDERSTANDING AND RESPONDING TO DEMENCIA-RELATED BEHAVIOR

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

1.5 hour Free
 3/3 T 5-6:30pm Auburn



CALL 315.294.8841 TO REGISTER

Cayuga Community College's Cultural Speaker Series

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



FEBRUARY 17 • 4-5PM • \$5

Harriet Tubman: Her Life And Her Legacy

When it comes to heroes, there is always an interest in learning more about that person as an individual and the legacy they created. While many know Harriet Tubman's role in the Underground Railroad, recent research has made her work in the Civil War and her contribution to the Women's Rights movement more widely known. Michael Reiff will discuss her work in the Underground Railroad and her involvement with the Union Army, plus provide a portrait of her life in Auburn. He'll also highlight her continuing legacy in today's world, including a discussion of the recent film devoted to her life. The presentation will also include contributions from Pauline Copes Johnson, a great-great-grandniece of Harriet Tubman. Ms. Johnson will discuss her relation to Harriet, Harriet's life before escaping, and her remarkable work risking her life guiding escaped slaves to freedom.

MARCH 9 • 4-5PM • \$5

Hometown Heroes: The History Of The Auburn Fire Department

Kathy De Joy-Genkos ['87 & '00] and Scott De Joy are siblings, who, together, wrote the book, *Hometown Heroes: The History of the Auburn Fire Department*. They will share photos, insight and facts about the history of the department. Topics will include: the beginning and evolution of fire companies, fire chiefs, fire alarms, animals in service and fires, as well as some firefighter notables and stories, what they call "hot spots". They will answer questions, share stories and encourage others to share and participate in the discussion. Copies of their book will be available for purchase following the presentation.



APRIL 20 • 4-5PM • \$5

"In-Laws And Outliers:" The Persistent Determination Of The Stanton Women



Elizabeth Cady Stanton

When Elizabeth Cady married Henry B. Stanton in 1840, she could not have imagined how profoundly her life was about to change. Born the privileged daughter of a politically and socially conservative former member of Congress, the twenty-three year old bride was quickly thrust into a family quite unlike her own.

Many of us are familiar with the radical work of Elizabeth Cady Stanton that began at the Seneca Falls Convention in 1848 and her demand for women's political rights, however, few are aware of how much her personal life and in-laws influenced and shaped Stanton's budding reformism.

As the nation commemorates the centennial of women's political rights in the United States in 2020, this presentation looks into the private lives of Elizabeth Cady Stanton and some of the lesser known women of her marital family who openly challenged the restrictions of their time. Presenter Dr. Linda Frank is an Assistant Professor of History at Cayuga Community College.

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

JOB SEEKERS & EMPLOYERS

- Job Search Assistance
- Employment Counseling
- Workshops
- Resource Room Services
- Computer Resources
- On-Site Job Recruitment
- Training Resources
- Business Services
- Business Incentives
- Employer Tax Credit Information
- On-The-Job Training
- Labor Market Information

PRIORITY SERVICE FOR VETERANS AND ELIGIBLE SPOUSES.

www.cayugacounty.us/1550/Cayuga-Works-Career-Center

www.facebook.com/cayugaworks

199 Franklin Street, Suite 204, Auburn, NY 13021 • (315) 253-1590



**Cayuga Works
Career Center**

A proud partner of the American Job Center network

CALL 315.294.8841 TO REGISTER



PROFESSIONAL DEVELOPMENT

Enhance your skills and support your career goals.

ACADEMIC PREPARATION

SAT PREP FOR THE TEST

Does your high school student need help preparing for the spring SAT exams? This intensive course, based on the latest SAT version, helps students assess their strengths and weaknesses in the verbal and math sections, and practice efficient answer strategies for sentence completion, reading comprehension, and math reasoning. Student must bring textbook new edition: Official SAT Study Guide (2020 Edition) by College Board (ISBN: 9781457312199). \$29.00 at College Barnes & Noble Bookstore; call 315-294-8690 or available at any online bookstore.

16 hours	\$159			
2/25-4/21	T	6-8pm	Auburn	
No class 4/7				
2/26-4/22	W	6-8pm	Fulton	
No class 4/8				
2/24-4/27	M	6-8pm		
No class 4/6 & 4/13 Mynderse Academy				



BUSINESS

BRAND BOOT CAMP FOR SMALL BUSINESS OWNERS

By the end of this 4-week course, you will understand what branding for small business is, how it lives and breathes within a brand building framework, and more importantly how a brand interacts with your customers so you can learn what you need to do to increase brand awareness and loyalty. Bring your own brand, or a practice one for plugging into the framework and asking questions. Taught by Kate Percevault.

8 hours	\$149			
3/9-3/30	M	6-8pm	Auburn	

CERTIFICATE IN DATA ANALYSIS

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then, learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally, you will find out how to perform inquiries that will be useful to your business or organization and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home-based or a large company, this certificate will take you to the next level where important decision-making is concerned. The certificate consists of three one-month courses (Introduction to

Data Analysis, Intermediate Data Analysis, and Advanced Data Analysis). Courses may be taken individually or sign up for the certificate and pay just \$495 (\$90 savings). Taught by John Rutledge, Mary Dereshiwsky, and Jeff Kritzer. 4.8 CEUs/ILUs.

48 hours	\$495		
2/3-5/1		Online	
4/6-6/26		Online	
6/1-8/28		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		
2/3-2/28		Online	
4/6-5/1		Online	
6/1-6/26		Online	

INTERMEDIATE DATA ANALYSIS

Many of your business decisions involve comparing groups for differences. For example, would men and women prefer different product features? In addition, you may look at relationships between variables. Does product recognition relate to subsequent product purchase? This Intermediate Data Analysis course will introduce you to the statistics behind these group differences and relationships. In addition, you'll learn how to work with ratings, graphs and user-friendly reports of statistical results. Taught by Mary Dereshiwsky. 1.6 CEUs/ILUs.

16 hours	\$195		
3/2-3/27		Online	
5/4-5/29		Online	
7/6-7/31		Online	

CALL 315.294.8841 TO REGISTER

ADVANCED DATA ANALYSIS

After taking this advanced course in Data Analysis, you will be able to perform inquiries that will be useful to your business or organization and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Take the guesswork out of important company decisions and make decisions based on statistically significant information. Whether your business is home-based or a large company, this class will take you to the next level where important decision-making is concerned. Taught by Jeff Kritzer. 1.6 CEUs/ILUs.

16 hours \$195
 4/6-5/1
 6/1-6/26
 8/3-8/28

Online
 Online
 Online

CREATING CONFIDENCE IN WOMEN

During this empowering workshop, you will build confidence by identifying and combating self-imposed labels as a result of reframing self-dialogue. You will create the opportunity for habit forming through the reframed self-talk. Taught by Julie-Jo Stanton.

1.5 hours \$29
 4/14 T 5-6:30pm Auburn

HOW TO WRITE AN EFFECTIVE PRESS RELEASE FOR SMALL BUSINESS OR NON-PROFIT ORGANIZATION

A well-written press release can generate free publicity while saving advertising dollars! Bring customers to your business or donors to your cause, increase traffic on your website and offer many other benefits. This 90-minute workshop will provide you with the basics you need to write your own press release with solid examples. Instructor Joe Sarnicola is a professional journalist who has written press releases for many small businesses and non-profit organizations, and he is a Certified SCORE mentor.

1.5 hours \$25
 3/31 T 6-7:30pm Auburn

NEW! INFORMATION MANAGEMENT AND STRATEGIES

This course presents management and strategic perspectives for aligning competitive strategy, core competencies, and information systems. We will explore topics, such as, Data Analytics, Predictive vs Adaptive methodologies, The Internet of Things (IoT) and Cybersecurity from a fundamental business perspective. This course is not designed from a technical

but rather a business strategy perspective. You will learn the importance of developing and implementing policies and plans around emerging technical trends, which effect business systems, administrative operations, business units, and individual employees. You will learn approaches to managing the information systems function in organizations, including examination of the dual challenges of effectively controlling the use of well-established information technologies, while experimenting with selected emerging technologies. Taught by Christopher Patch.

12 hours \$199
 2/10-3/16 M 6-8pm Auburn

NEW! INTRODUCTION TO SCRUM

This course will cover the foundation for understanding and building successful agile teams using the Scrum Framework. You will learn the concepts, principles and methods of the Scrum framework and then be able to execute your plans for incorporating Scrum practices and techniques into any organization. Taught by Christopher Patch.

12 hours \$159
 4/20-6/1 M 6-8pm Auburn
 No class 5/25.



LEADERSHIP LESSONS FOR FIRE AND RESCUE SERVICES

Timeless truths about leading the troops into battle. This motivating class prepares new officers and reminds current ones, of the challenges of leadership. Values and tactics taken from seasoned leaders, this course covers: motivation, liability, training, and tactics examples. All officers can benefit from this course. It's a great session to energize the leaders of our crews. Although this course is geared towards Emergency Services, it's a beneficial course for all individuals entering or in a leadership role. Taught by Meridian Fire Training Services, LLC.

3 hours \$60
 5/20 W 6-9pm Auburn

NOTARY PUBLIC WORKSHOP

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

3.5 hours \$65
 3/3 T 9am-12:30pm Auburn
 5/14 Th 9am-12:30pm Auburn

NEW! PLANNING FOR YOUR BUSINESS PLAN

Every business idea starts with an idea and passion, but the next step really should be a business plan to make it all come alive. By employing best practices and cutting-edge techniques, new businesses can waste less time, create more focus and get their business up and running faster. Entrepreneur Ed Catto pulls back the curtain with a real-world focus on what you need to make it happen... and what you definitely need to avoid so you don't drive your idea into a ditch! This

hands-on class teaches entrepreneurs what you need to know to plan and execute in the important early stages of a new business.

4 hours \$99
 5/5-5/26 T 6-7pm Auburn

ROCK YOUR RESUME!

Learn how to create a resume that will help you get the job! From choosing powerful words and structure, to finding a format that best reflects you, come learn how to best represent you as a prospective employee for your next career. Taught by Julie-Jo Stanton.

1.5 hours \$39
 3/23 M 5-6:30pm Auburn

THE BASICS OF BOOKKEEPING

How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you're an entrepreneur, (or maybe

you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. 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
 3/2-3/27 Online
 5/4-5/29 Online
 7/6-7/31 Online



COMPUTER

LEARN TO TYPE (OR JUST TYPE FASTER!)

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

6 hours \$49
5/6-5/27 **W** **6-7:30pm** **Auburn**

NEW! MICROSOFT® EXCEL® 2019-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® 2019 environment. Hands-on activities will focus on performing basic tasks associated with creating and saving worksheets, using formulas and functions to perform calculations, formatting and modifying worksheets, searching for and replacing data, printing workbook contents, and managing large workbooks. Prerequisite: Microsoft® Windows® course or equivalent experience. Textbook included. Taught by Kathy O'Neill.

6 hours \$69
3/3-3/5 **TTh** **5:30-8:30pm** **Auburn**
4/27-4/29 **MW** **5:30-8:30pm** **Auburn**



NEW! MICROSOFT® EXCEL® 2019-LEVEL 2

This course builds upon the foundational knowledge you gained in our Level 1 course or have acquired on your own. Topics covered include: more financial, logical, and database functions, along with creating advanced worksheets, advanced charting, PivotTables and PivotCharts, inserting graphic objects, and creating 3D workbooks. Prior to taking this course, you should either have taken Microsoft® Excel® 2019-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.

6 hours \$69
3/17-3/19 **TTh** **5:30-8:30pm** **Auburn**
5/4-5/6 **MW** **5:30-8:30pm** **Auburn**

NEW! MICROSOFT® EXCEL® 2019-LEVEL 3

In this course you will continue your learning of the more advanced features of Excel®, including automation common tasks, auditing workbooks to avoid errors, using Excel® data in other applications,

creating macros, analyzing and presenting data, working with multiple workbooks, and exporting Excel® data. This course builds upon the knowledge you gained in our Level 1 & 2 courses or have acquired on your own. Prior to taking this course, you should either have taken Microsoft® Excel® 2019-Level 1 & 2 or have equivalent knowledge. Textbook included. Taught by Kathy O'Neill.

6 hours \$69
3/26-3/31 **ThT** **5:30-8:30pm** **Auburn**
5/11-5/13 **MW** **5:30-8:30pm** **Auburn**

NEW! MICROSOFT® WORD® 2019-LEVEL 1

Learn to create, edit, and print documents using Microsoft® Word® 2019. Major topics include: composing and editing basic documents, formatting text and paragraphs, adding tables, inserting graphic objects, controlling page appearance, and proofing documents. Prerequisite: Microsoft® Windows® course or equivalent experience. Textbook included. Taught by Kathy O'Neill.

6 hours \$69
3/9-3/11 **MW** **5:30-8:30pm** **Auburn**

**NEW! MICROSOFT® WORD®
2019-LEVEL 2**

This course continues from Microsoft® Word® 2019-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® 2019-Level 1 or have equivalent knowledge. Textbook included. Taught by Kathy O'Neill.

6 hours \$69
3/23-3/25 MW 5:30-8:30pm Auburn

EDUCATION

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 e-book version is included in the course. Taught by William A. Draves and Kassia Dellabough. 3.2 CEUs/ILUs.

32 hours \$295
2/3-3/27 Online

FOOD SAFETY

SAFE FOOD HANDLER CERTIFICATE

The food handler training is taught by a ServSafe® Instructor and Proctor. The course includes: instruction, the workbook, exam, and ServSafe® Certificate of Achievement. Topics in this course include basic food safety principles: the importance of food safety, good personal hygiene, time and temperature of foods, cross contamination, cleaning and sanitizing of services. ServSafe® Food Handler Test is administered. Presentation of Certificates of Achievement: The ServSafe® Food Handler Certificate of Achievement is awarded at the end of the training session upon successful completion of the test. The certificate is kept on file as a training record. Taught by Nancy Rissler, M.Ed.

5 hours \$50
1/27 M 11-4pm Auburn
3/30 M 11-4pm Auburn
4/23 Th 11-4pm Auburn



HEALTH

CHILD ABUSE IDENTIFICATION AND REPORTING SEMINAR

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

2.25 hours \$30
2/13 Th 3-5:15pm Auburn

INFECTION CONTROL AND BARRIER PRECAUTIONS

This course meets NYS Education and Public Health Law requirements to apply for licensure and registration in nursing and related-health professions. This program will assist health professionals in understanding how blood-borne pathogens may be transmitted in the work environment, applying accepted infection prevention and control principles to their work environment, and minimizing the opportunity for transmission of pathogens to patients and healthcare workers. Brenda Forrest, RN, MS, FNP, CNS, instructs.

3 hours \$35
1/21-5/14 Online
4/20 M 4-7pm Auburn

NEW! HealthTRAIN and Nurse Aide Training Opportunity

Are you looking for a career with job security?

Health TRAIN is a pre-employment program that introduces participants to the field of healthcare.

Successful completion of the Health Train program guarantees you an interview with Loretto!

Loretto can pay the tuition for the Nurse Aide Class and pay you to attend the class.



What is it?

- This joint venture between CenterState CEO, Loretto, and Cayuga-Onondaga BOCES, offers the opportunity of paid tuition and paid training for becoming a Nurse Aide in New York State.
- Participants complete a two-week curriculum focused on employment skills, pre-medical terminology, and team-building activities.
- Participants also take a tour of the Loretto facility and have the opportunity to talk with staff and residents about their chosen career field.
- Successful completion of the program results in an in-depth interview with the employer.
- Health Train can help provide you with free legal help.

Contact:

Tracey Ryan

Adult Education Instructor

tryan@cayboces.org

(315) 253-4899

www.cayboces.org

LEGAL STUDIES

LEGAL SECRETARY CERTIFICATE

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; overview of commonly used word and data processing programs; legal research; memorandum preparation, and citation format. During this session students will receive an introduction to the theory of law, the legal process, and the nature of the practice of law. Discussion will include the process of law as well as the specific legal terminology. Ethics are also covered. This session addresses the particulars of law office management. Also, this session studies technology in the law office. Students will be exposed to actual court documents and will prepare some of these documents as part of their homework. This session will

be spent examining the intricacies of the law office, including office procedure manuals, billing techniques, and overall management techniques of the law office. Students will also be introduced to the basics of legal research and proper citation format. Job search strategies and placement possibilities will also be discussed. High school diploma or high school equivalent is required. Taught in partnership with the Center for Legal Studies.

45 hours	\$995 plus cost of books
1/13-2/28	Online
3/9-4/24	Online
5/4-6/19	Online
6/29-8/14	Online
8/24-10/9	Online
10/19-12/4	Online

PARALEGAL CERTIFICATE COURSE[©]

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each

session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. High school diploma or high school equivalent is required. Taught in partnership with the Center for Legal Studies. Students must register for two consecutive sessions to complete the program. The cost of the program includes the two consecutive sessions.

90 hours/14 Weeks	\$1595 plus the cost of books and Westlaw
1/13-2/28	Online
3/9-4/24	Online
5/4-6/19	Online
6/29-8/14	Online
8/24-10/9	Online
10/19-12/4	Online

ADVANCED PARALEGAL CERTIFICATE

These classes allow students to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Students may take topics individually. A certificate will be issued only if the student completes six of the fourteen advanced topics. Topics include: Advanced Legal Research, Alternative Dispute Resolution, Bankruptcy Law, Business Law and Practices, and more. High school diploma or high school equivalent is required. Completion of Paralegal Certificate[©] or equivalent is required prior to enrolling in program. Taught in partnership with the Center for Legal Studies.

45 hours each/270 hours for certificate	
\$400 each course/\$2400 for certificate plus the cost of books and Westlaw	
1/13-2/28	Online
3/9-4/24	Online
5/4-6/19	Online
6/29-8/14	Online
8/24-10/9	Online
10/19-12/4	Online



**SOFTWARE ESSENTIALS
FOR THE LAW OFFICE**

This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software. Hands-on exercises will prepare students to work with popular programs such as MS PowerPoint, Practice Master's Tabs 3, Abacus Law, DiscoveryFY, Trial Director and LexisNexis CaseMap & TimeMap, as well as understand the common functions and purposes of similar programs. Common billing procedures and payment agreements, accurate time tracking, proper calendar and docketing procedures as well as the processes involved in electronic discovery will be addressed through a variety of exercises. In addition, students will be presented with real-life scenarios and asked to identify and examine ethical issues raised by the use of technology in a legal practice. High school diploma or high school equivalent is required. Taught in partnership with the Center for Legal Studies.

45 hours \$995 plus the cost of books
 1/13-2/28 **Online**
 3/9-4/24 **Online**
 5/4-6/19 **Online**
 6/29-8/14 **Online**
 8/24-10/9 **Online**
 10/19-12/4 **Online**



MANAGEMENT

**CERTIFICATE IN LEADERSHIP
DEVELOPMENT**

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Then, learn the unspo-

ken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do. At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear. The certificate consists of three one-month courses (Leadership Principles, Developing Your Leadership Skills, and Developing Your Professional Career). Courses may be taken individually or sign up for the certificate and pay just \$395 (\$40 savings). Taught by Constance Yates, Tawanda McLaurin, and William Draves. 4.8 CEUs/ILUs.

48 hours \$395
 2/3-5/1 **Online**
 4/6-6/26 **Online**
 6/1-8/28 **Online**

LEADERSHIP PRINCIPLES

Especially for Gen Y (born 1980-1999), the course serves as the first of three in a series addressing the development of Generation Y leadership. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Finally, the course offers the opportunity to perform a case study analysis of workplace conflicts that require effective leadership, allowing you to apply your unique leadership characteristics revealed through completing the class. Taught by Constance Yates.

16 hours	\$145	
2/3-2/28		Online
4/6-5/1		Online
6/1-6/26		Online

DEVELOPING YOUR LEADERSHIP SKILLS

Especially for future and emerging leaders in Gen Y, come discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others. Leadership skills are acquired and learned. The action takes place in attending meetings, running meetings, interacting with others 1:1, and employing successful techniques to convince and influence others. You can become a leader if you know the do's and don'ts; what to say, what not to say; what to do, what not to do. Taught by William Draves.

16 hours	\$145	
3/2-3/27		Online
5/4-5/29		Online
7/6-7/31		Online

DEVELOPING YOUR PROFESSIONAL CAREER

Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify those skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or a organization you will gain the knowledge you need to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level. Taught by Tawanda McLaurin.

16 hours	\$145	
4/6-5/1		Online
6/1-6/26		Online
8/3-8/28		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.

48 hours	\$495	
2/3-5/1		Online
4/6-6/26		Online
6/1-8/28		Online

INTRODUCTION TO SIX SIGMA GREEN BELT

Six Sigma methods have been successfully deployed in many industries and organizations. This challenging course teaches critical skills required for Six Sigma practitioners. This first course in the certification program explains the basic terms and proven Six Sigma problem-solving methods, team building tools, and descriptive statistics that are the basis for the statistical tools that contribute to the success of improvement projects and to the overall success of your organization. Topics covered include: Lean principles, failure mode effects analysis, team tools, project charters, and basic statistical tools. The instructor uses the "flipped" classroom technique and expects participants to go beyond the classroom and use the Internet and other resources to learn the material. Taught by Scott Follett. 1.6 CEUs/ILUs.

16 hours	\$195	
2/3-2/28		Online
4/6-5/1		Online
6/1-6/26		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	
3/2-3/27		Online
5/4-5/29		Online
7/6-7/31		Online

ADVANCED SIX SIGMA GREEN BELT

This course teaches participants to improve and control processes. Topics 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
 4/6-5/1 Online
 6/1-6/26 Online
 8/3-8/28 Online



**SECURITY GUARD TRAINING:
 8-HOUR PRE-ASSIGNMENT**

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

4-hour block. Brian Clancy instructs at Auburn Campus. 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.

8 hours \$79
 4/22-4/23 WTh 6-10pm Auburn

16 HOUR ON-THE-JOB TRAINING COURSE FOR SECURITY GUARDS

This is a 16 hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities of a security guard. Topics covered in this course include: the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident

command system, and terrorism. The passing of an examination is required for successful completion of this course. 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. After start of course, refunds will be prorated depending on when the student cancels the enrollment. If course is divided into four sessions, the refund schedule shall be 75%, 50%, and 25%. 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.

16 hours \$120
 Please call (315) 294-8841 for details.



TECHNOLOGY SKILLS

DIGITAL MARKETING CERTIFICATE

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

48 hours \$495

2/3-5/1

Online

4/6-6/26

Online

6/1-8/28

Online

IMPROVING EMAIL PROMOTIONS

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then, find out how to analyze your email response rates, including getting the benchmarks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours \$195

2/3-2/28

Online

4/6-5/1

Online

6/1-6/26

Online



BOOSTING YOUR WEB SITE TRAFFIC

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

16 hours \$195

3/2-3/27

Online

5/4-5/29

Online

7/6-7/31

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 AdWords campaigns. Learn how you can target local audiences. Then, discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions as well. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours \$195

4/6-5/1

Online

6/1-6/26

Online

8/3-8/28

Online

CALL 315.294.8841 TO REGISTER

Cayuga's

Plumbing Apprenticeship Program

Building Skills, Building Business

Are you interested in pursuing a career in Residential/Commercial Plumbing? Cayuga Community College is excited to offer the Plumbing Apprenticeship Program!

This 4 year apprenticeship is available for individuals currently employed in the field as well as those who are looking to enter into a career in plumbing.

To learn more about the upcoming Plumbing Apprenticeship Program, please contact Emily Cameron at **(315) 294-8527** or email **emily.cameron@cayuga-cc.edu**





ADVANCED MANUFACTURING

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

MANUFACTURING

1 YEAR PROGRAMS

ADVANCED MANUFACTURING

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

Course		Credit Hours
FIRST SEMESTER		
ENGR 103	Manufacturing Materials & Processes	3
MMT 101	Machine Tools I	3
ENGR 126	Computer Aided Design	3
MATH 102	Intermediate Algebra	3
ENGR 207	Quality Assurance	3
TOTAL		15
SECOND SEMESTER		
MATH 114	Applied Mathematics for Technologists	3
ENGR 228	Solid Modeling	4
MMT 102	Machine Tools II	3
MMT 208	Advanced CAD/CAM	4
	Technical Elective*	3
TOTAL		17
TOTAL CREDIT HOURS		32

FOR MANUFACTURING COURSES

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

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

FOR MECHANICAL AND PLASTICS TECHNOLOGY

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

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

*** Recommended elective: GIS 111 or GIS 205

U.S. Department of Labor

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

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.

Course		Credit Hours
FIRST SEMESTER		
MATH 102	or higher**	
	Intermediate Algebra	3
ENGR 103	Manufacturing Materials and Processes	3
MMT 101	Machine Tools I	3
MMT 141	Fundamentals of Plastics Technology	3
ENGR 230	Fluid Systems Design	3
TOTAL		15
SECOND SEMESTER		
ENGL 101	Freshman English I	3
MMT 241	Plastics Technology: Injection Molding	3
OR MMT 242	Plastics Technology: Blow Molding	4
MMT 245	Plastics Technology: Capstone	3
ENGR 207	Quality Assurance	3
	Technical Elective*	3
TOTAL		16
TOTAL CREDIT HOURS		31

MECHANICAL AND PLASTICS TECHNOLOGY

2 YEAR PROGRAMS WITH CONCENTRATIONS

MECHANICAL TECHNOLOGY A.A.S.

Course		Credit Hours
FIRST SEMESTER		
ENGL 101	Freshman English I	3
MATH 102	or higher**	
	Intermediate Algebra	3
ENGR 103	Manufacturing Materials and Processes	3
MMT 101	Machine Tools I	3
ENGR 126	Computer Aided Design	3
TOTAL		15
SECOND SEMESTER		
ENGL 102	Freshman English II	3
or ENGL 270	Technical Writing	3
MATH 114	Applied Mathematics for Technologists (or higher)**	3
MMT 102	Machine Tools II	3
ENGR 228	Solid Modeling	4
	Technical Concentration Elective*	3
TOTAL		16

THIRD SEMESTER

PHYS 103	General Physics I	4
MMT 221	Tool & Die Design	4
	Technical Concentration Elective*	3
	Technical Concentration Elective*	4
	Health or P.E.	1
TOTAL		16

FOURTH SEMESTER

ENGR 203	Applied Statics & Strength of Materials	4
ENGR 207	Quality Assurance	3
	Technical Concentration Elective*	4
ART 103, 112 or 113	Art Elective	3
	Behavioral/Social Science elective***	3
TOTAL		17
TOTAL CREDIT HOURS		64

COMPUTER AIDED DESIGN (CAD)*

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

Course		Credit Hours
ENGR 230	Fluid Systems Design	3
MMT 220	Machine Design***	4
ENGR 125	Building Information Modeling	4
MMT 208	Advanced CAD/CAM	4
Math 106	Precalculus or	
Math 108	Calculus I	3-4

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.

Course		Credit Hours
ENGR 230	Fluid Systems Design	3
ENGR 125	Building Information Modeling***	4
ENGR 220	Construction Methods & Materials	4
ENGR 221	Building Mechanical & Electrical Systems	4
ENGR 130	Renewable Energy Systems	3
BUS 260	Project Management	3
Math 106	Precalculus or	
Math 108	Calculus I	3-4

MECHATRONICS*

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

Course		Credit Hours
ELEC 101	Electrical Circuits	4
ELEC 209	Programmable Logic Controllers	3
ELEC 220	Industrial Power & Equipment	3
MMT 220	Machine Design***	4

MMT 208	Advanced CAD/CAM ***	4
ENGR 230	Fluid Systems Design	3
Math 106	Precalculus or	
Math 108	Calculus I	3-4

PRECISION MACHINING*

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

Course		Credit Hours
MMT 220	Machine Design***	4
ELEC 101	Electrical Circuits	4
ELEC 209	Programmable Logic Controllers	3
MMT 208	Advanced CAD/CAM ***	4
ENGR 230	Fluid Systems Design	3
Math 106	Precalculus or	
Math 108	Calculus I	3-4

* Complete four courses to fulfill concentration

*** Required for the concentration area

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

Course		Credit Hours
FIRST SEMESTER		
ENGL 101	Freshman English I	3
MATH 102	or higher**	
	Intermediate Algebra	3
ENGR 103	Manufacturing Materials and Processes	3
MMT 101	Machine Tools I	3
MMT 141	Fundamentals of Plastics Technology	3
TOTAL		15

SECOND SEMESTER

ENGL 102	Freshman English II	3
or ENGL 270	Technical Writing	3
MATH 114	Applied Mathematics for Technologists	3
or MATH 104	or higher**	
	College Algebra & Trigonometry	3
MMT 241	Plastics Technology: Injection Molding	4
ENGR 228	Solid Modeling	4
ENGR 207	Quality Assurance	3
TOTAL		17

THIRD SEMESTER

CHEM 101	Elements of General Chemistry	4
or CHEM 103	General Chemistry I	4
MMT 221	Tool & Die Design	4
ENGR 230	Fluid Systems Design	3
MMT 242	Plastics Technology: Blow Molding	4
	Health or P.E.	1
TOTAL		16

FOURTH SEMESTER

ENGR 203	Applied Statics & Strength of Materials	4
ELEC	Electronics Elective	3
MMT 245	Plastics Tech Capstone	3
ART 103, 112 or 113	Art Elective	3
	Behavioral /Social Science Elective	3
TOTAL		16
TOTAL CREDIT HOURS		64



DISCOVER



*Small Classes.
Great Professors.*



cayuga-cc.edu

1-866-598-8883

Online Fulton Auburn

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)

Audio Production
Audio Production: Music Production
Creative and Professional Writing
Culinary Arts
Media Communications
Media Production
Humanities and Social Sciences
Studio Art and Design
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





Cayuga's University Center

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

Cayuga Community College's partners include:

- Excelsior College
- Keuka College
- Nazareth College Master of Social Work Program: The advanced standing (36 credit hour) cohort begins January 2021 and the 60 credit hour cohort begins fall 2021.
- SUNY Empire State College



To learn more about the University Center programs, please contact the Office of Community Education and Workforce Development at (315) 294-3841. www.cayuga.edu



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

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

ESL CLASSES ARE BEING SCHEDULED NOW!

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

SCHEDULE AND FEES:

\$65 per month • Beginner, Intermediate and Advanced Levels
Monday evening classes • 3 hours per class • 12 hours of instruction per month



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

QUESTIONS? PLEASE CALL (315) 294-8841.

As seen on:
SEVENTEEN
SHARK TANK

As seen on:
HAT & HED

Rochester YEA! Graduate,
National College
Scholarship Winner

ROCHESTER YEA! GRADUATE, INFINITZ SALON OWNER



Student  **CEO**
Young Entrepreneurs Academy (YEA!)
teaches kids how to be business owners.

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 eight-month program which, begins in October. Prospective enrollees must interview before being admitted to the program.

Courses will be taught by Cayuga's talented faculty, who will guide students through starting their own business or nonprofit agency. Participating middle and high school students will 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!

Interested students are encouraged to apply as soon as possible, as there are limited available slots. For more information or to apply, contact Program Manager Pam Heleen at Pamela.Heleen@cayuga-cc.edu.



Cayuga's Corporate Training Center

Building Skills, Building Business

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

We provide training services in the following areas:

- Computer & Information Technology • Sales & Customer Service • Technical Skills • Personal & Interpersonal Skills
- Management & Leadership Skills • Diversity, Ethics & Compliance • Business Process Improvement & Implementation
- Lean Office Improvement & Implementation • English as a Second Language Training • Pre-hire Programs
- On-Site Credit Programs • Conference Services • And Other Customized Programs



Contact Carla DeShaw for a free consultation on your training needs at carla.deshaw@cayuga-cc.edu or (315) 294-8841.

ONLINE LEARNING

the solution for today's busy adult

Convenient - Affordable - Effective

Take a course on topics ranging from A-Z Grant Writing, Photography, to Web Design and more all from the comfort of your home or office at times that are convenient for you.

Each course comes equipped with a knowledgeable and caring instructor, lively discussions with your fellow students, and practical information that you can put to immediate use.

For more information visit our website!

www.ed2go.com/cayuga

0316-09



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.



Office of
Community Education
and Workforce Development

Executive Dean
CARLA M. DESHAW

Assistant Director
EMILY CAMERON

Director of Central Southern Tier
RAEN
JAMES MATT

Program Coordinator,
RAEN
MELISSA JENKIN

Director of NRS Accountability
ROSEMARY MATT

Assistant to the Director
of NRS Accountability
ARIS BIRD

Coordinator of Cayuga Institute
for Living and Learning
TAMMIE MINER

Senior Typist
DEBBI PURCELL

Typist
MARILYN FULLER

Regular Hours
Monday Thursday
8am-7pm
Friday: 8am-4:30pm

Locations
AUBURN
Cayuga Community College
197 Franklin Street
Auburn, NY 13021

RIVER GLEN
Cayuga Community College
11 River Glen Drive
Fulton, NY 13069

REGISTER EARLY

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

COURSE SUPPLIES AND MATERIALS

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

REFUND POLICY

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

CONFIRMATION AND CANCELLATIONS

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

CLASSROOM ASSIGNMENTS

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

OFFICE OF ACCESSIBILITY RESOURCES

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

PUBLICITY/DOCUMENTATION

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

HOW TO PROPOSE A CREDIT-FREE COURSE

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

Office of Community Education & Workforce Development

QUESTIONS • Call Auburn campus (315) 294-8841 or Fulton campus (315) 593-9400 • www.cayuga-cc.edu

Like us on Facebook: Cayuga Community Education

Four Easy Ways to Register

1. ONLINE

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

Visit www.cayuga-cc.edu/communityed

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

2. CALL (315) 294-8841

Regular hours are

Monday-Thursday, 8am-7pm

Friday, 8am-4:30pm

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

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

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

Name _____

Address _____

City _____ State _____ Zip _____

Phone (Evening) _____ (Day) _____

Email _____

Date of Birth _____

Date	Course Title	Fee
TOTAL		
Please make check or money order payable to Cayuga Community College.		
<input type="checkbox"/> Check <input type="checkbox"/> Money Order		

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

Name _____

Address _____

City _____ State _____ Zip _____

Phone (Evening) _____ (Day) _____

Email _____

Date of Birth _____

Date	Course Title	Fee
TOTAL		
Please make check or money order payable to Cayuga Community College.		
<input type="checkbox"/> Check <input type="checkbox"/> Money Order		



AUBURN CAMPUS
197 Franklin Street
Auburn, New York 13021

FULTON CAMPUS
11 River Glen Drive
Fulton, New York 13069



Topics For ALL Ages

A wide variety of programs to fit your whole family.

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