



Community Education and Workforce Development

2013 SPRING/SUMMER CREDIT-FREE COURSES



Career Training



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Career Training

NEW...

- Advanced Manufacturing and Plastics
- Certified Billing and Coding Specialist
- Certified Electronic Health Records Specialist
- Phlebotomy Skills for Medical Professional
- Office Support Specialist
- Dental Assisting
- EKG Technician
- Dementia Care
- Medical Math
- Medical Terminology



BE JOB-READY IN JUST **ONE** SEMESTER!

Four Easy Ways to Register

1. ONLINE

The fastest and easiest way to register! Now with our new, user-friendly system you can register yourself for all classes. A confirmation e-mail is sent automatically upon registration.

Visit www.cayuga-cc.edu/commu-nityed

- View all classes
- Register for classes

2. CALL 315-294-8841

Regular hours are
Monday-Thursday, 8:30 am-7 pm,
Friday, 8:30 am-5 pm.

Summer hours are

Monday-Friday, 9 am-4 pm

- 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.

4. IN PERSON

Visit our office at Cayuga Community College, 197 Franklin St., Auburn, NY. Use entrance by the rotunda. Office is in R209. Regular hours are Monday-Thursday, 8:30 am-7 pm, Friday, 8:30 am-5 pm. Summer hours are Monday-Friday, 9 am-4 pm. 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		
Payment		
<input type="checkbox"/> Check (payable to Cayuga Community College)		
<input type="checkbox"/> Money Order (payable to Cayuga Community College)		

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

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email_____

Date of Birth_____

Date	Course Title	Fee
TOTAL		
Payment		
<input type="checkbox"/> Check (payable to Cayuga Community College)		
<input type="checkbox"/> Money Order (payable to Cayuga Community College)		



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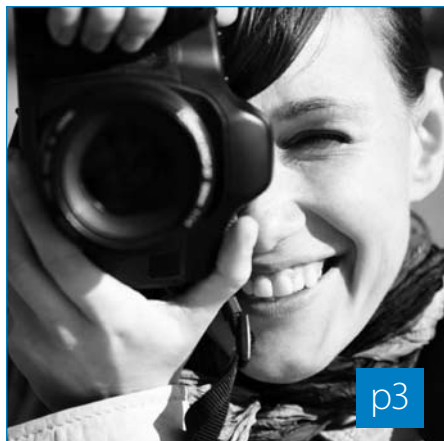
Improve your skills today!

NEW! Online Certificate Programs

**The Business Plan
Business Coaching Certificate
Certificate in Customer Service
eMarketing Essentials Certificate
Mobile Marketing Certificate
Video Marketing Certificate
Social Media for Business Certificate
Supervisory and Leadership Certificate**

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Academic and Career Preparation



Planning on taking the SAT exam in May? Register today for the 8-week SAT prep course to improve your verbal and math skills. See below.

SAT Prep for May 4 Exam

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. Students must bring textbook: *Official SAT Study Guide* (Second Edition) to first class (\$21.99 at College bookstore; call 315-255-1743).

16 hours	\$159		
2/28-5/2	Th 6-8 pm	Fulton	
No class 3/28, 4/4			
3/4-4/29	M 6-8 pm	Auburn HS	
No class 4/1			
3/4-4/29	M 7-9 pm	Mynderse	
No class 4/1			
3/5-4/30	T 6:30-8:30 pm	Auburn	
No class 4/2			
3/7-5/2	Th 7-9 pm	Moravia HS	
No class 4/3			

NEW! You Are Hired! Successful Career Strategies

Prepare yourself by maximizing your potential and increasing your opportunity at securing your dream job. This course will provide invaluable insights and highly effective career strategies designed for today's workforce demands. Learn cutting edge tips on how to enrich your job search strategies, craft a dynamic resume and develop a strategy for marketing "brand" you. Required materials: 3-ring binder, looseleaf paper and writing utensil. Taught by Pamela Pawloski.

9 hours	\$69		
4/16-4/30	T 6-9 pm	Fulton	
7/25-8/8	Th 6-9 pm	Fulton	

**You will have fun,
meet people,
and learn something new.
Register today!**

Arts, Music, and Languages



Wish you could capture those perfect family photos? This spring you can learn how to use your camera better and how to edit and print your digital photos. See below.

NEW! How to Use Your Camera

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

6 hours	\$75		
5/9-5/16	Th 6-9 pm	Auburn	
6/6-6/13	Th 6-9 pm	Fulton	

Adobe Photoshop I

Do you have photos on your digital camera that you wish you could edit and print? This

class covers color, contrast, brightness, cropping, and printing of photos using Photoshop. Basic Windows skills are necessary. Bring a flash drive or CD with your images, and an extra blank CD.

6 hours	\$59		
1/29-2/12	T 5-7 pm	Auburn	
7/11-7/18	Th 6-9 pm	Fulton	

Adobe Photoshop II

This is the follow-up course to Adobe Photoshop I. Learn how to do cosmetic touch-ups, combine several images, automatically make prints of different sizes, and use single-click Photoshop commands. We will cover Adobe Bridge, layers, filters, compositing, retouching, and selection tools. Bring a flash drive or CD with your images, and an extra blank CD.

6 hours	\$59		
2/19-3/5	T 5-7 pm	Auburn	
7/25-8/1	Th 6-9 pm	Fulton	

Spring/Summer 2013

call 315.294.8841 to register

NEW! Mittens 101

Keep your hands warm and toasty this winter with knitted mittens. In this class, you will walk through the basics of mitten construction from cuff to tip. Techniques covered include: working in the round on double pointed or circular needles (magic loop), working a thumb gusset, increasing, decreasing and picking up stitches. Required materials: 100g smooth worsted weight yarn, set of US 4 double pointed needles or US 4 40" circular needle, stitch markers and darning needle. Taught by Andrea Cosachov, owner, All Tied Up Yarns.

4 hours **\$39**
1/30 & 2/13 **W 6:30-8:30 pm Auburn**

NEW! Lace Knitting 101

Intrigued by lace knitting but intimidated by charts and directions? In this class you will learn how to decode knitting symbols and lace charts, and then begin a beautiful lace scarf. Required supplies: small quantity of smooth worsted weight yarn for practice, US 8 straight needles or US 8 32" circular needle, 100-200g (4-8 oz) of worsted weight yarn for the scarf, stitch markers, and darning needle. Taught by Andrea Cosachov, owner, All Tied Up Yarns.

4 hours **\$39**
2/27 & 3/13 **W 6:30-8:30 pm Auburn**

Sewing Made Easy

Get friendly with your sewing machine while learning how to make curtains, pillows, bags and other home accessories. Design your own creations thinking outside of the sewing box!

Personal projects can be developed. Required materials include: Sewing machine; fabric, thread, scissors, pins, extension cord and markers. Taught by Susan Marteney.

9 hours **\$89**
2/6-3/20 **W 7-8:30 pm Auburn**
No class 2/20

NEW! 9-Patch Revisited

Using the traditional 9-patch, we will explore options of using that pattern in a classic way

or stretching the design to create an innovative image. Bring the following to class: ¼" graph paper, pencils, pens, ruler, and notebook. Taught by award-winning quilter, Genie Barnes.

18 hours **\$99**
2/20-3/27 **W 6-9 pm Auburn**

NEW! 4x4 Quilt Blocks

Using the basic 4-patch design, you will explore options of using that pattern in a classic way with some twists and turns. If innovation is your goal, this simple 4-patch can soar to new heights. Bring the following to class: ¼" graph paper, pencils, pens, ruler, and notebook. Taught by award-winning quilter, Genie Barnes.

18 hours **\$99**
4/10-5/15 **W 6-9 pm Auburn**

NEW! Flower Garden Quilt Square

Learn a quick and easy way to make a flower garden quilt square! You will cut, fold, and sew, by hand or by machine, pieces to assemble a pillow. You can add additional blocks to create a small wall hanging or quilt. No experience necessary. Required supplies: 1/2 yard print cotton fabric, 1/2 yard solid fabric to compliment print, scissors, pins, needles, thread, tape measure or ruler, sewing machine if desired and extension cord. Taught by Angela Vitale.

6 hours **\$49**
3/13-3/27 **W 6-8 pm Auburn**

NEW! Transform Clothes to Art

Do you have a piece of clothing you just can't part with? A child's dress, or pants long outgrown that you haven't the heart to get rid of because of the memories? Now is your chance to do something with it! Jill Luigs will show you techniques that you can use to transform those old clothes into a wall hanging that you can treasure for a lifetime. You will learn hand embroidery, appliqué and sewing stitches to complete the piece. Required supplies: 2-4 linen or cotton shirts or dresses, excluding t-shirts.

12 hours **\$79**
7/2-7/23 **T 6-9 pm Fulton**

NEW! Re-Fashion Your Diva Wear

Recycle, repurpose and re-fashion those old t-shirts you have laying around the house! In this class you will learn how to transform those old shirts into dresses you will actually wear! Many techniques will be introduced so that you will be able to continue transforming shirts into dresses long after the class is over. This is a hands-on class. Required materials include: 5-10 t-shirts, sewing machine or serger, tape measure, pins, sewing machine needles, scissors, sewing machine or serger thread. Taught by Jill Luigs.

9 hours \$69
7/30-8/13 T 6-9 pm Fulton

NEW! Fabric Dyeing Basics

Have you always wanted to dye your own fabrics? In this class you will explore the basic processes of dyeing natural fiber fabrics, learning simple folds and dyeing methods. Students will take home dyed works after each class to allow them to set, and in turn, rinse them out. Information about dyes and what will be needed (fabric) will be provided at the first meeting. Required supplies: 6-8 100% white or light-colored cotton garments such as t-shirts, socks, sweatshirts, etc. A \$20 material fee is due to the instructor the first evening of class. Taught by Daniel Leo.

9 hours \$59
5/2-5/16 Th 6-9 pm Fulton

NEW! Fabric Dyeing Advanced

In this class, you will expand on the basic fabric dyeing skills learned in Fabric Dyeing Basics. Having learned the basic processes of dyeing natural fiber fabrics, as well as simple folds and dyeing methods, you will progress to more complicated designs and techniques. Information about dyes and what will be needed (fabric) will be provided at the first meeting. Required supplies: 6-8 100% white or light-colored cotton garments such as t-shirts, socks, sweatshirts, etc. A \$20 material fee is due to the instructor the first evening of class. Taught by Daniel Leo.

12 hours \$69
6/6-6/27 Th 6-9 pm Fulton

Stampin' Up Card Making Workshop

When you create something handmade, you are taking the time to show someone you care. The recipients of these heartfelt expressions are touched; their lives brightened; and your relationships are strengthened. Spend an evening creating a variety of 12 one-of-a-kind cards, step by step. No experience is necessary. Learn different card making techniques using Stampin' Up tools and accessories. You will leave with plenty of ideas to share and a few surprise gifts. A material fee of \$25 is due the evening of class. Taught by Michael Diehl.

3 hours \$20
2/27 W 6:30-9:30 pm Auburn
3/27 W 6:30-9:30 pm Auburn
4/24 W 6:30-9:30 pm Auburn

NEW! Stained Glass

Explore something NEW! In this class you will learn to use the copper foil method to create stained glass pieces. The first of two projects will use only straight edges. This will allow you to become familiar and comfortable with the tools, procedures, and skills. The second project, a mix of straight and curved edges, will build on your knowledge from the first project and leave you able to create more stained glass art after the class is complete. In addition to the cost of the class there is a \$70 fee for the tools of the trade, which will be yours at the conclusion of the class. Taught by local artist and educator Kristy Tartaglia.

16 hours \$99
2/28-5/2 Th 6-8 pm Auburn
No class 3/28, 4/4

NEW! Let's Get Funky-Chainmaille

Let's get funky! In this class you will work with a variety of jewelry-making techniques and materials including wire and chainmaille. Chainmaille has been around since the Middle Ages. Of course, at that time it was used to make protective vests and head pieces that were used along with armor. It was then used to make jewelry ranging from earrings to bracelets and necklaces. It is an ancient skill that is still in use today. If you are looking for a stress relieving skill that makes you look beautiful too, join us! A



material fee of \$15 is due the evening of class.
Taught by Wendy Ballard.

1.5 hours	\$29		
4/16	T	6:30-8 pm	Fulton
6/18	T	6:30-8 pm	Auburn

NEW! Byzantine Bracelet

Explore the ancient art of chainmaille! In this class, you will make a byzantine bracelet by combining the bright colors of aluminum rings to make a funky and beautiful piece of jewelry. A material fee of \$30 is due the evening of class. Taught by Wendy Ballard.

3 hours	\$29		
4/23	T	6-9 pm	Fulton
7/9	T	6-9 pm	Auburn

NEW! Byzantine Necklace

In this class you will make an beautiful byzantine necklace by weaving together aluminium rings to create a fun and unique chainmaille necklace. If you are interested in combining the necklace with stones you bring in, we can do that too. A material fee of \$60 is due the evening of class. Taught by Wendy Ballard.

6 hours	\$59		
4/30-5/7	T	6-9 pm	Fulton
7/23-7/30	T	6-9 pm	Auburn

Beginning Guitar I with Jeff Wiggins, Stone Soul Foundation

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

national touring act Stone Soul Foundation. You can see student referrals at www.thewayofguitarlessons.com

6 hours	\$79		
2/6-2/27	W	6-7:30 pm	Auburn

Beginning Guitar II with Jeff Wiggins, Stone Soul Foundation

Take your playing to the next level as you learn how chords are constructed, play rhythms that are more complex, and expand your understanding of music theory. Learn to use the popular minor pentatonic scale up and down the neck. Create melodies and solos using basic improvising ideas. For those who have completed Beginning Guitar I and for intermediate players seeking a firmer understanding of basic skills. Bring acoustic or electric a guitar, tuner and flash drive; electric players must bring a small practice amp. Age 12 and up. Taught by Jeff Wiggins.

6 hours	\$79		
3/6-3/27	W	6-7:30 pm	Auburn

Beginning Mandolin

In three one-hour sessions, we will study the mandolin; learn chords and strumming and picking techniques. Taught by local musician, Ron Van Nostrand, a mandolin player since 1972.

3 hours	\$45		
3/5-3/19	T	6-7 pm	Auburn
5/7-5/21	T	6-7 pm	Fulton
6/11-6/25	T	6-7 pm	Auburn

Mandolin - Level II

This course picks up where Beginning Mandolin left off; with new chord positions, chord structures beyond the basic major and minor chords, strumming and picking techniques, and playing melody lines along with chord patterns learned previously. Taught by local musician, Ron Van Nostrand, a mandolin player since 1972.

3 hours	\$45		
4/9-4/23	T	6-7 pm	Auburn
6/13-6/27	Th	6-7 pm	Fulton
7/11-7/25	Th	6-7 pm	Auburn

Introduction to Improvisation

This course is designed for students with an intermediate understanding of any musical instrument and who want to learn how to improvise solos over different chord progressions. The course will go through specific scales, diatonic, pentatonic etc. and their applicable uses. Improvise in the styles of Folk, Old Time, Blues, Rock, and Jazz. An instrument is required. The instructor will provide all other materials. Taught by professional musician and music therapist, Timothy Herron.

6 hours	\$65		
3/5-3/26	T	7-8:30 pm	Auburn
6/18-7/9	T	7-8:30 pm	Auburn

Playing the Fiddle 101

If you have a violin lying around and are interested in learning how to play it, this course is for you! In 10 weeks, you will learn the basics of playing the fiddle from scratch. You do not need to know how to read music in order to be successful at playing old-time folk music. Come join this class and practice folk music and the tradition of learning an instrument by ear. Taught by Amanda Hayden, an elementary music teacher in the Union Springs Central School District and long-time fiddler.

8 hours	\$99		
3/20-5/15	W	6:15-7:15 pm	Auburn
No class 4/3			

NEW! Playing the Fiddle 102

Do you already know the basics of playing the fiddle or have you taken Playing the Fiddle 101? If so, this class will bring you to the next level of playing folk music by ear. Students must bring their own fiddles. Taught by Amanda Hayden, an elementary music teacher in the Union Springs Central School District and long-time fiddler.

8 hours	\$99		
3/20-5/15	W	7:30-8:30 pm	Auburn
No class 4/3			

NEW! Just ONCE Guitar

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give yourself years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Bring your acoustic guitar. For ages 13+. Fee Includes a workbook and practice DVD.

2.5 hours	\$59		
4/23	T	6-8:30 pm	Fulton

NEW! Just ONCE Piano

Some music teachers may not want you to know this, but you don't need years of weekly lessons to learn piano. In just a few hours, you can learn enough secrets of the trade to give yourself years of musical enjoyment. How do we do it? While regular piano teachers teach note reading, piano professionals use chords. And you can learn all the chords you'll need to play any song in this one session. Any song. Any style. Any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. Total beginners can download a free pamphlet on reading the treble clef on our website: justonceclasses.com. Click on "classes" to access this information. Fee includes a workbook and practice CD.

3 hours	\$59		
2/11	M	6-9 pm	Auburn
4/16	T	6-9 pm	Fulton
6/3	M	6-9 pm	Auburn

NEW! Expressive Songwriting

Explore various styles of songwriting in this course including fill-in-the-blank, free-form, 12-bar blues, children's songs and more. You will be exposed to writing for different genres as well as emotionally connecting to your songwriting. Basic guitar and/or piano skills and the ability and willingness to sing the basic melody of your songs is helpful. You may bring your personal guitar/keyboard and will

also need a blank journal to record lyrics and chords. Taught by music therapist and educator, Kristin MacDonald.

6 hours \$79
4/16-5/21 T 7-8 pm Fulton

The Art of Stand-up Comedy

Students will learn how to put together their own material for a stand-up comedy performance, as well as stagecraft and performance techniques for the stand-up stage. Video will be used as an instructing tool, and the class will end with each student performing a six-minute comedy routine in front of a live audience. This class will take place at Auburn Public Theater in downtown, Auburn. Taught by Carey Eidel who teaches acting, screenwriting, film production and acting for film at Cayuga Community College; and is the Executive Director and founding member of Auburn Public Theater. Carey has also been a professional stand-up comedian in NYC and Los Angeles.

12 hours \$99
6/10-7/15 M 6-8 pm APT

Get Paid To Talk: Making Money With Your Voice

Ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Learn what the pros look for, how to prepare, and where to find work in your area! We'll discuss industry pros and cons and play samples from working voice professionals. In addition, you'll have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field.

2.5 hours \$29
4/16 T 6:30-9 pm Auburn
5/2 Th 6:30-9 pm Fulton
7/17 W 6:30-9 pm Auburn
7/23 T 6:30-9 pm Fulton

NEW! Voice Lessons for Musical Theater

Find your own authentic voice! You will learn proper breathing techniques to get the most sound out of your voice and the best tone. Instructor Susan May also has the expertise to help you with any vocal problems you might have. Repertoire will be songs from Broadway shows. Come and be vocally empowered! Open to all ages. Student will need to purchase a required musical theatre songbook:

Female students—Teen's Musical Theatre Collection by Hal Leonard, *Young Women's Edition*

Male students—Teen's Musical Theatre Collection by Hal Leonard, *Young Men's Edition*

6 hours \$79
3/6-3/27 W 6:30-8 pm Auburn

NEW! Let's PLAY! Theatrical fun for adult beginners!

Have you ever wanted to be in a play but were afraid to audition? Come join other novice adults and experience what goes into a production. We will do some improvisation, read from scripts and learn the basics of theater. Along the way, we'll also have some fun! Taught by retired educator Beverly Poznoski.

8 hours \$79
4/18-5/9 Th 6:30-8:30 pm Fulton

NEW! Creating a Fictional World

Do you love dreaming up fantastic tales? This course will show you how to put your thoughts and writings into a more cohesive form using proper grammar, punctuation, and word choices. You will also learn how to develop characters, enhance your plot, and create a credible fictional world. By the conclusion of the course, you will be on your way to discovering your personal style, and making sentences come alive with your own distinctive voice. Taught by Jill Luigs.

12 hours \$79
3/5-3/26 T 6-9 pm Auburn
6/4-6/25 T 6-9 pm Fulton

NEW! Living the Writer's Life

So, you want to be a writer? Join Jill Luigs as she takes you through 8 weeks of exercises and timed writings to open your mind to create worlds you didn't know existed. Based on the teachings of Natalie Goldberg's *Wild Mind*, this course will help your inner writer gladly emerge. By the end of the course you should have plenty of material to turn into short stories or a novel.

12 hours	\$79		
4/9-4/30	T	6-9 pm	Auburn
5/7-5/28	T	6-9 pm	Fulton

American Sign Language I

In this introductory course, we will learn nonverbal communication techniques, deaf culture, and the basic patterns of American Sign Language, including beginning vocabulary, finger spellings, and facial expressions. Taught by Colleen Sturgis.

24 hours	\$89		
4/16-5/23	T/Th	6-8 pm	Fulton

American Sign Language II

Continuing from American Sign Language I, students will review basic signs and finger spelling, and increase their sign vocabulary. Taught by Colleen Sturgis.

24 hours	\$89		
6/4-7/16	T/Th	6-8 pm	Fulton
No class 7/4			

Aprender Espanol (Learn Spanish) I

This introduction to Spanish language and culture will develop basic conversational skills for travel and work situations. Learn vocabulary, sentence structure, and how to ask and answer basic questions. Students may address specific topics for their occupation, travel plans, or level of conversational skill. Textbook included.

12 hours	\$79		
4/10-5/15	W	5:30-7:30 pm	Auburn
4/18-5/23	Th	6-8 pm	Fulton

Aprender Espanol (Learn Spanish) II

Designed for students who either have attended the Aprender Espanol I or already have basic conversational skills. The course will expand vocabulary, grammar and communication skills to use in typical situations, especially for tourists. Textbook included.

12 hours	\$79		
5/22-6/26	W	5:30-7:30 pm	Auburn
6/6-7/18	Th	6-8 pm	Fulton
No class 7/4			

Conversational French I

This introduction to the French language and culture will develop basic conversational skills for travel and work situations. Learn vocabulary, sentence structure, and how to ask and answer basic questions. Students may address specific topics for their occupation, travel plans, or level of conversational skill.

12 hours	\$79		
4/16-5/21	T	5:30-7:30 pm	Fulton

Conversational French II

Designed for students who either have attended Conversational French I or already have some conversational skills. The course will expand vocabulary, grammar, and communication skills to use in typical situations, especially for tourists.

12 hours	\$79		
6/4-7/9	T	5:30-7:30 pm	Fulton

Conversational Italian I

Designed for beginners, this course will focus on basic grammar and vocabulary to develop conversational skills for everyday life. The course includes an introduction to the people, customs, and institutions of contemporary Italy. Textbook included.

12 hours	\$89		
2/12-3/19	T	6-8 pm	Auburn
4/25-5/30	Th	6:30-8:30 pm	Fulton



Conversational Italian II

Designed for students who either have attended Conversational Italian I or already have some conversational skill, the course will expand vocabulary, grammar, and communication skills to use in typical situations, especially for tourists. Textbook included for any student who has not previously taken Italian I.

12 hours	\$89		
4/16-5/21	T 6-8 pm	Auburn	
6/6-7/18	Th 7-9 pm	Fulton	
No class 7/4			

NEW! Sprechen Sie Deutsch? (Do you speak German?) I

Have you always wanted to speak German? This introduction to German language is designed to develop basic conversational skills for travel and work situations. You will learn vocabulary, sentence structure and how to ask

and answer basic questions. You may also address specific topics for your travel plans, or level of conversational skill. Taught by Wendy Annuziata.

12 hours	\$79		
2/12-3/19	T 6-8 pm	Auburn	
5/14-6/18	T 6-8 pm	Fulton	

NEW! Sprechen Sie Deutsch? (Do you speak German?) II

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

12 hours	\$79		
3/26-5/7	T 6-8 pm	Auburn	
No class 4/2			
6/25-7/30	T 6-8 pm	Fulton	



LEARN



ENGLISH



TODAY!

Apprender Ingles ¡HOY!

Do you know someone who would benefit from improving their English skills?

Cayuga Community College is offering **FREE** English classes to individuals whose first language is not English.

Please call the Office of Community Education and Workforce Development today at (315)294-8841 for more information and the spring/summer class schedule.

All classes taught by Rebecca Mindek.



SCHWEINFURTH ART CENTER

Visual Arts Partner

Schweinfurth

NEW! Yoga and Art with Thérèse Verley Strodel

Practice yoga surrounded by art and creativity! This class will be held in the galleries of the Schweinfurth before the Art Center opens to the public. The class will be a slow-moving and meditative practice with an emphasis on breathing, postures, and stretching. Thérèse Verley Strodel has been practicing yoga for almost thirty years. In 2008, she received her training from East Street Yoga in Skaneateles. Beginners welcome. Bring yoga mat, blanket, belt, block, and eye bag as needed. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY.

9 hours \$69
2/1-3/8 F 8:30-10 am Schweinfurth

NEW! Drawing (A New Perspective) with Chris Baker

This class will introduce basic drawing skills for both painters and anyone interested in creating realistic images. This class will introduce perspective drawing – the ability to make a flat surface appear three-dimensional. Baker will also focus on drawing as a preliminary step to painting. Chris Baker, a painter and art educator from Weedsport, will lead the class at the Schweinfurth Art Center. Participants will visit the galleries for inspiration and instruction. This class is for beginners to intermediates. Supply lists will be provided after registration. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY.

12 hours \$149
2/5-3/12 T 2-4 pm Schweinfurth

NEW! Painting the Everyday with Tom Hussey

Auburn painter Tom Hussey will draw from themes and subjects around us to create artwork that is engaging and representative of the world we live in. Hussey will discuss gathering source material and the composition of an interesting painting in addition to demon-

strating some useful techniques in oil during the beginning of each session. Participants will work on a painting or sketches in their medium of choice during the afternoon, with opportunity for guidance and feedback. Students will provide their own painting/drawing surfaces and materials. Supply list will be provided after registration. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY.

8 hours \$89
2/9-2/16 Sat 11 am-4 pm Schweinfurth
Lunch break included

NEW! MakeShift Series

Register for all four MakeShift courses including Bottle Cap Bonanza, Tin Bead Necklace, Zipper Pins, and Wire and Flatware Rings and Bracelets, and enjoy a discounted rate. All courses held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Taught by Betsy Menson Sio.

8 hours \$69
2/7, 3/14, 4/11, 5/16 Th 6-8 pm Schweinfurth

NEW! MakeShift: Bottle Cap Bonanza

Use bottle caps as a starting place for two kinds of eco-friendly jewelry. Fill them with tiny found items and encase with resin, and form bottle caps into earrings. Participants are encouraged to bring bottle caps and tiny items such as words, pictures, and items to be captured in the resin. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Taught by Betsy Menson Sio.

2 hours \$25
2/7 Th 6-8 pm Schweinfurth

NEW! MakeShift: Tin Bead Necklace

Turn small pieces of tin cans (not aluminum) into beads and string them onto a necklace, ending up with a riot of colors from the cans. Very simple metalworking techniques will be utilized.

Spring/Summer 2013

call 315.294.8841 to register



You will walk away with a real conversation piece. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Taught by Betsy Menson Sio.

2 hours \$25
3/14 Th 6-8 pm Schweinfurth

NEW! MakeShift: Zipper Pins

Turn a zipper into pins to wear on jean jackets, hat bands, and on your lapel. Start looking for metal zippers! Simple hand sewing skills are required. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Taught by Betsy Menson Sio.

2 hours \$25
4/11 Th 6-8 pm Schweinfurth

NEW! MakeShift: Wire and Flatware Rings and Bracelets

Repurposing and recycling are the two buzzwords for this class. Repurpose steel rebar wire into rings. The second part of the class will look at flatware and turning forks and spoons into bracelets. Some hammering and hand strength is required. Come and find out how fun it is to pound on metal! Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Taught by Betsy Menson Sio.

2 hours \$25
5/16 Th 6-8 pm Schweinfurth

NEW! pARTnership Series

Register for all four pARTnership courses including Painting, Drawing, Ceramics and Printmaking, and enjoy a discounted rate. This is a series of introductory art classes meant to introduce you and a partner (friends, family members, coworkers, etc.) to the fine arts. An instructor will lead you and your partner through each project. All classes held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Tuition includes 2 participants.

12 hours \$149
2/28, 3/28, 4/25, 5/30 Th 6-9 pm Schweinfurth

NEW! pARTnership: Painting

Miranda will lead you, step-by-step, through painting a simple still life. Miranda Traudt, Administrative Coordinator at the Schweinfurth Art Center, studied art history and painting at Pratt Institute. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Taught by Miranda Traudt.

3 hours \$45 for 2
2/28 Th 6-9 pm Schweinfurth

NEW! pARTnership: Drawing

Learn to create a drawing from a photograph. Bring a photo of your choice and Rebecca Kuzma will lead you through basic exercises to build your drawing confidence. Rebecca Kuzma attended Wells College and received a BFA from the University of Louisiana at Monroe. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Taught by Rebecca Kuzma.

3 hours \$45 for 2
3/28 Th 6-9 pm Schweinfurth

NEW! pARTnership: Ceramics

Always wanted to take a ceramics class? Now is your chance. Auburn potter Cheri Haring will lead you through creating a set of ceramic bookends to introduce the basic concepts of working with clay. Bookends will be fired following the class and pick up will be required. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Taught by Cheri Haring.

3 hours \$45 for 2
4/25 Th 6-9 pm Schweinfurth

NEW! pARTnership: Printmaking

Jessie Reich, recent graduate from Wells College, will lead participants through the types and stages of printmaking. Each participant will produce a one-of-a-kind art poster. Held at Schweinfurth Art Center, 205 Genesee St., Auburn, NY. Taught by Jessie Reich.

3 hours \$45 for 2
5/30 Th 6-9 pm Schweinfurth

Child Development



Want to learn more about your growing child? Check out our new child development courses! See below.

NEW! Navigating the System: Knowledge is Power

Do you have a child with special needs? The special education system can be tricky. In this course, you will learn how to better advocate for your child. You will also learn your rights as parents with a child with special needs, as well as abbreviations used in special education, services offered to children with special needs, and so much more! Taught by local educator Miranda Pipher.

8 hours \$59
3/4-3/25 M 6-8 pm Auburn

NEW! Quirky Kiddos: Behavior Management

Quirky kiddos don't come with a handbook... Come learn behavior strategies that work. Most importantly, investigate what makes your kiddo quirky in the first place. Not only will you be learning tricks of the trade, you will also be given the opportunity to make tools to take into field and use. Taught by local educator Miranda Pipher.

6 hours \$39
4/11-4/25 Th 6-8 pm Auburn

NEW! Sensory Play: Early Experiences and Their Role in Brain Development

Come get messy and have some fun! You will walk away from this course with a better understanding of early development as well as take home activities to increase your child's brain development in early childhood. Taught by local educator Miranda Pipher.

6 hours \$39
3/7-3/21 Th 6-8 pm Auburn

NEW! Teaching Children to Think Critically When They Read for Fun!

This course will go beyond books and give parents, guardian and or teachers real life applications and strategies to encourage your children (students) to think critically when they read both fiction and non-fiction texts. We will also explore engaging, easy to make games and activities to encourage sight word practice for the struggling reader. All information for this course follows the NYS Standards and Common Core Learning Standards for English Language Arts. Taught by Janie Campbell.

2 hours \$29
2/19 T 6-8 pm Auburn
4/9 T 6-8 pm Auburn

Spring/Summer 2013

call 315.294.8841 to register

Cooking and Wine Studies



Looking to try something new? Check out Brian Bidwell's Chinese Tea Tasting class. You will taste traditional Chinese teas and learn how to brew your own. See below.

Chinese Tea Tasting

As the ancient saying goes, "If a man has no tea in him, he is incapable of understanding truth and beauty." Join us to sample some gourmet Chinese teas served in the traditional style, with an Yixing pot or gaiwan. During this Kung Fu Tea Ceremony you will taste three classes of tea from Taiwan and mainland China: Oolong, Pu'er, and two kinds of green tea. Participants will learn more about how to purchase, brew, and enjoy their own premium loose leaf Chinese tea. All teas included. Taught by Brian Bidwell.

2 hours **\$45**
2/12 **T 6:30-8:30 pm Auburn**

Exploring Wine

Join us for four evenings of wine discovery. Learn the fundamentals of wine, wine grape varieties and terroir as we taste and evaluate several premium and super-premium wines at each session, including rare and cellared (aged) selections. We will sample select wines from Burgundy and Bordeaux, vintage Champagne, vintage Port, Napa Valley Cabernet Sauvignon, Sauterne, Châteauneuf-du-Pape, New York

State ice wine, Barolo, Amarone, and Brunello di Montalcino, select wines from Spain, award-winning New York State Riesling, and several other hand-picked specialty wines. Dinner will be provided each evening from a local restaurant. Must be 21 or older. Taught by William Prosser and Robert Wojnar.

11 hours **\$249**
2/28-3/21 **Th 6-8:45 pm Auburn**

Restaurant Favorites

Be the next "Top Chef"! Learn to prepare some of your favorite restaurant fare at home. We will make a delicious French onion soup, anti-pasto salad platter, London broil with sherry mushroom sauce, chicken Française, Cajun dirty rice, pasta primavera, and a molten chocolate cake with espresso whipped cream. You will want to use these reliable recipes over and over again. Bring take-home containers. Taught by Michael Fitzgerald.

3.5 hours **\$55**
2/7 **Th 6-9:30 pm Auburn Jr. High School**

Restaurant Favorites 2

Expand your recipe repertoire with several more classic dishes. We'll make clams casino, a classic spinach salad, chicken Marsala, veal saltimbocca, roasted-garlic smashed potatoes, rigatoni à la vodka, and a decadent key lime pie to top it all off. This class will give you the confidence and expertise to host a special dinner party with pride. Bring take-home containers. Taught by Michael Fitzgerald.

3.5 hours \$55
2/28 Th 6-9:30 pm Auburn Jr.
High School

An Italian Feast with Wine Pairings

Celebrate Mother's Day by learning to cook for that special someone! Together, we will make great food and new friends. The menu includes a shrimp scampi appetizer, Italian wedding soup, antipasto, penne amatriciana, chicken bianco, steak Milanese, and a tiramisu for dessert. The meal will be paired with several wines that complement each course. Age 21 or older. No outside beverages, but do bring take-home containers. Taught by Michael Fitzgerald.

3.5 hours \$70
3/7 Th 6-9:30 pm Auburn Jr.
High School

Basic Appetizers I

Make your next event...an event! Learn the skills to create a diverse menu of appetizers. We will prepare a turkey muffaletta sandwich, Oriental beef skewers, Montrachet fried wontons with raspberry sauce, fresh tomato bruschetta, fresh salsa with homemade tortilla chips, and fried ravioli with spicy tomato sauce, and banana phyllo puffs. We will conclude by tasting and critiquing our work. Bring take-home containers. Taught by Michael Fitzgerald.

3.5 hours \$55
3/14 Th 6-9:30 pm Auburn Jr.
High School

Basic Appetizers II

Can we live on appetizers alone? Let's find out, as we prepare a roasted garlic and spinach cheese mold, chicken saté with Thai noodles, crab-stuffed mushroom caps, tomato phyllo pizza, fried pork dumplings with soy dipping sauce, pigs in a blanket with honey mustard, and baked brie with caramelized walnuts, mangos and apricot glaze. With our creations complete, we'll taste and critique our results. Bring take-home containers. Taught by Michael Fitzgerald.

3.5 hours \$55
3/21 Th 6-9:30 pm Auburn Jr.
High School

An Evening of French Food and Wine

Explore the flavors of France as we enjoy classic French dishes and choose French wines to accompany them. We will prepare an onion tart, haricot vert and red onion salad, ratatouille, steak au poivre, chicken chasseur, coquilles St. Jacques, and coffee-caramel crème brûlée. Age 21 or older. No outside beverages, but do bring take-home containers. Taught by Michael Fitzgerald.

3.5 hours \$70
4/11 Th 6-9:30 pm Auburn Jr.
High School

Advanced Appetizers I

This class will take your skills to a new level, as we prepare delicious fare for any event: clam fritters with garlic tartar sauce, coconut fried shrimp with orange-lime dipping sauce, Italian sliders wrapped in prosciutto and provolone, assorted canapés, grilled pork tenderloin with pineapple gastrique, and finally, pots de crème. We will conclude by joining in tasting and discussion. Bring take-home containers. Taught by Michael Fitzgerald.

3.5 hours \$55
4/18 Th 6-9:30 pm Auburn Jr.
High School



Advanced Appetizers II

These recipes will have guests asking who's your caterer. Our sumptuous selections include petite beef Wellingtons with mushroom duxelles, crabstuffed shrimp en croûte with sauce supreme, soft pretzel rolls, fried macaroni and cheese with tomato compote, Chinese sticky chicken wings, caramelized bacon-wrapped bread sticks, and Roquefort grapes. We'll conclude by joining in tasting and discussion. Bring take-home containers. Taught by Michael Fitzgerald.

3.5 hours \$55
4/25 Th 6-9:30 pm Auburn Jr.
High School

Southern BBQ without the Grill

True Southern barbecue flavors without a grill—sound crazy? Not at all, y'all! We will make BBQ classics like pulled pork and coleslaw sandwiches, apricot glazed chicken, and falling-off-the-bone ribs using traditional techniques such as dry rubs, marinades, and mops to achieve BBQ perfection without the grill. We will also prepare salads, side dishes, and a pecan mud pie to finish a Southern feast. Bring take-home containers. Taught by Michael Fitzgerald.

3.5 hours \$55
5/2 Th 6-9:30 Auburn Jr.
High School

Cheesemaking

Learn to make butter, sour cream, yogurt, cream cheese, feta, mozzarella, and hard cheese at home! This course will teach you the basic dairy culturing techniques and provide you with simple recipes to continue cheese making confidently on your own. We will also discuss the health benefits of cultured dairy products, grass-fed cows, and the issues surrounding modern milk production. Bring a small jar to the first class to take home some active culture and a large jar to the second class to take home some leftovers!

6 hours \$85
2/1-2/8 F 6-9 pm Auburn Jr.
High School

NEW! Sourdough Bread Baking

Learn to make rustic loaves of whole wheat, rye, and French-style sourdough bread using traditional slow rise methods and wild yeast cultures. We will discuss the nutritional advantages of traditionally fermented grains over modern instant yeast breads and learn hassle-free ways to maintain an active sourdough culture for years. You will learn how to simulate traditional brick oven conditions in your own kitchen to produce authentic rustic loaves with consistently crisp crust. Bring a small jar so you can take home some sourdough starter and continue baking this truly "slow food" on your own. Taught by Lena Masur.

3 hours \$55
2/15 F 6-9 pm Auburn Jr.
High School

NEW! Whole Food Cooking

For most of human history, our species has consumed an exclusively "whole food" diet. Only in the last few generations have we begun to eat refined grains, sugars, vegetable oils, and industrial animal products. This course will cover the subtle but significant differences between whole foods and their refined counterparts and teach you traditional preparation methods that not only retain nutrients but also increase their digestive availability. We will make pilaf-style brown rice, buckwheat pasta, and quinoa, an ancient protein-rich grain from the Andes. We will learn how to sprout seeds and legumes to boost their vitamin content and cover techniques for cooking wild game and pasture-raised animal products. We will also learn how to make several commonly processed foods from scratch including vitamin E rich salad dressing, omega-3 rich mayonnaise, calcium-rich gravy, sugar-free jam and chocolate, MSG-free Asian sauces, unpasteurized pesto, and whole-grain mustard. Taught by Lena Masur.

6 hours \$85
3/1-3/8 F 6-9 pm Auburn
Jr. High

Raw Pickling

This course will teach you how preserve fresh vegetables without canning or freezing through the ancient art of lactic fermentation, commonly known as "raw pickling." Learn to make an endless number of enzyme-rich unpasteurized pickles including sauerkraut, sour pickles, spicy radishes, pickled beets, miso carrots, and kimchi. We will also discuss the health bene-

fits of live fermented foods and other traditional preservation processes. Bring a wide-mouth quart jar if you want to bring home some pickles of your own! Taught by Lena Masur.

3 hours

\$65

6/20

F 6-9 pm

Auburn Jr.
High School

WANTED! New Ideas, New Instructors

Cayuga Community College's Office of Community Education and Workforce Development is expanding our credit-free course offerings in Cayuga and Oswego Counties. If you have a special skill or talent, and would like to submit a course for consideration, please go to www.cayuga-cc.edu/communityed and click on How to Propose a Credit-Free Course or call (315)294-8841.

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Dance

Basic Social Ballroom Dancing

Learn the fox trot, cha cha, waltz, and swing, so you can enjoy dancing with partners for fun, exercise, and social occasions. There is no extra charge for a partner who registers at the first class. Medicis Dancing Enterprise instructs.

6 hours \$129
2/10-3/24 Sun 5-6:30 pm Auburn
No class 2/24

East Coast Swing

East Coast Swing, also known as the Lindy or Jitterbug, is the most popular dance in America today. Learn the basics and more! Right push spin, shoulder push, strut, cuddle, shag kicks, heelball change, and crazy legs are among the steps we cover for all age groups. Single and triple rhythms are included. Bring a partner at no additional charge. Taught by Medicis Dancing Enterprise.

6 hours \$99
4/14-5/5 Sun 5-6:30 pm Auburn

NEW! Broadway Jazz for Beginners

From Broadway to you! Bring your favorite Broadway tune and instructor Kathy Zamniak will choreograph a dance to go along with the song. You will be amazed at what you can do! No experience necessary, just the ability to count to eight. Jazz shoes or flexible sneakers are required. Lots of fun and one singular sensation!

6 hours \$65
1/29-3/5 T 6-7 pm Auburn

NEW! Hip Hop Basics

Come have fun and learn the basic steps of Hip Hop in this class that blends urban/hip hop with contemporary jazz, Latin, and even some lyrical dance with emphasis on staging, and good old fashioned style! Instructor Kathy Zamniak will encourage you to express yourself and shed your inhibitions. Jazz shoes or flexible sneakers are required.

6 hours \$65
1/29-3/5 T 7-8 pm Auburn

Basic Tap

Shuffle off to Buffalo in this basic tap class, as we work up routines to music. Learn shuffle ball changes, flap steps, time steps, and more. This course promises fun exercise for men and women. You must bring your tap shoes. Kathy Zamniak instructs.

6 hours \$65
1/30-3/6 W 6-7 pm Auburn

Belly Dance Basics with Hadia

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

6 hours \$79
2/5-3/12 T 6:30-7:30 pm Auburn

Belly Dance Intermediate with Hadia

Did you enjoy Belly Dance Basics and want to learn more? This class will expand on the basic movements and techniques learned to include combinations and routines.

6 hours \$79
3/19-4/30 T 6:30-7:30 pm Auburn
No class 4/2

Fitness and Health



Need to shed those holiday inches? Register today for our new Boxing Aerobics course taught by retired boxer, Quadir Muntaqim. See below.

Bootcamp

If you want to get in shape and have fun doing it, then this bootcamp is right for you. With a combination of military style exercises, plyometrics, cardio workouts, and resistance training, and oh yeah – do not forget those abs, this class will maximize your caloric output and help you reach your fitness goals. We will train both outdoors (weather permitting) and indoors so make sure to wear comfortable sneakers, dress for the weather, and do not forget your water bottle. Taught by certified personal trainer Lisa Scialdone, owner of Fit For Life Personal Training.

12 hours	\$89	
1/23-3/4	M/W 6-7 pm	Auburn
3/18-5/1	M/W 6-7 pm	Auburn
No class 4/1, 4/3		
5/13-6/24	M/W 6-7 pm	Auburn
No class 5/27		

NEW! Boxing Aerobics

Looking to get fit in the new year? Try boxing aerobics for a fun, full-body workout. Taught by retired, professional boxer, Quadir Muntaqim, this course will improve both your physical and emotional fitness through exercise. Not only will you learn the basics of boxing, but you will also be provided with an individualized plan to follow to your achieve your fitness goals.

36 hours	\$99	
1/28-3/11	M/W/Th 6-8 pm	Auburn
No class 2/21		
3/18-5/6	M/W/Th 6-8 pm	Auburn
No class 3/28, 4/1, 4/3, 4/4		
6/17-7/29	M/W/Th 6-8 pm	Auburn
No class 7/4		

NEW! Intro to Ving Tsun (Wing Chun) Kung Fu

Learn Siu Nim Tao, the first Ving Tsun form from Sifu, Lee Ballard. He will break the form down into its distinct movements, explaining the nature and purpose of each, and showing the best way to play them to get the most out of your training. Examples from the form will be used to illuminate the key Ving Tsun principles, centerline theory, relaxation, simultaneous attack and defense, and economy of motion. Kung Fu offers a way to maintain health and fitness while learning effective self-defense. Ving Tsun is ideal for both women and men of any stature. Students should wear comfortable, loose-fitting clothes and thin-soled shoes.

8 hours	\$79	
2/4-3/25	M 6-7 pm	Auburn
4/8-6/3	M 6-7 pm	Auburn
No class 5/27		
6/10-8/5	M 6-7 pm	Auburn
No class 7/1		

Spring/Summer 2013

call 315.294.8841 to register



Dance Exercise

Trying to lose inches? Look good, feel great, and enjoy more vitality as you dance away stress and boost your energy in this tune-filled firming and conditioning course taught by Kathy Zamniak.

6 hours \$65
1/30-3/6 W 7-8 pm Auburn

Pilates Mat Class

Pilates mat classes will challenge your strength, flexibility and co-ordination with traditional and modern Pilates moves performed on the floor. This class will focus on abdominal control, breathing, concentration, centering, precision, posture and basic body awareness. Work your core like never before and have the abs you've always dreamed of! Guaranteed to strengthen your mid-section and flatten that "pouch" below your waist. Each student will receive special attention to ensure that they learn the proper form and execution of all exercises. This class is perfect for those students who are new to Pilates, or for those looking to "brush up on the basics." You'll feel strong, streamlined and invigorated after this thorough workout! Taught by Lisa Wellington, a certified Pilates and group exercise instructor. Students must provide their own exercise mats.

6 hours \$49
2/7-4/18 Th 4:30-5:15 pm Auburn
No class 2/21, 3/28, 4/4

Judo

This course is designed to provide instruction at all levels of Kodokan Judo. Students will be taught at their individual level and pace. Beginning students will learn the basics of Olympic Judo, self-defense, and the classical "Kata" forms for self-improvement. The beauty of Judo is in its universal nature and unlimited variety. Students may concentrate in one area or pursue several areas of interest. Advanced students will have the opportunity to test their skills and develop or refine new skills. This course can help you achieve your black belt, enhance career skills, and improve fitness. The confidence, self-discipline, fitness, perseverance, and respect learned

on the Judo mat can carry over into daily life and help students succeed in many endeavors. Students must be at least 10 years old. Parental permission is needed for students 18 and under. You may enroll at any time during the semester, but tuition is not discounted. Taught by Cayuga instructor Peter Petrosino, 6th Dan, and Louis Palomeque, 4th Dan.

56 hours \$150
1/24-5/14 T/Th 7-9 pm Auburn
No class 2/21, 3/28, 4/2, 4/4
5/21-8/15 T/Th 7-9 pm Auburn
No class 7/4

Self Defense for Women

Gain experience in the tactics of self-defense, using the principles of the ancient art of Judo. Known as the "Gentle Way" or "Flexible Way," Judo is an excellent example of how to overcome a stronger opponent using balance, timing, flexibility, and proper biomechanics. The techniques are practical and easily learned. They can be practiced at home and honed to a high level. The awareness and confidence gained through your accomplishments can be life changing and perhaps even life saving. Outlines and notes will be provided at each lesson. Wear a sweat suit or loose comfortable clothing. For women age 12 and older in good health. Taught by Cayuga instructor Peter Petrosino, 6th Degree Black Belt.

7.5 hours \$49
2/6-3/6 W 7-8:30 pm Auburn
3/13-4/17 W 7-8:30 pm Auburn
No class 4/3

NEW! P.E.A.C.E. (Personal Escape and Control Education)

Violence is increasing around the country at an alarming rate. Are you trained to handle a violent encounter? Do you have the confidence to protect yourself or a loved one? The PEACE course is designed to give you the confidence and knowledge to protect yourself and or a loved one. The course focuses on controlling violent behavior by applying minimal use of force. There are four key principles that are taught in the hands-on training section: skeletal

locking, blending/connection, posture/presence and grounding. Taught by Bob Poresky, an EMT and master defensive tactics instructor, who has spent over 35 years developing and teaching the principles of unarmed self-defense for law enforcement, security and healthcare professionals across the Nation.

6 hours	\$150		
4/10-5/15	W 6-7 pm	Auburn	
4/10-5/15	W 1-2 pm	Auburn	

Zumba

Zumba is a Latin-inspired dance fitness class that incorporates international and popular music to create a dynamic program. This class combines fast and slow rhythms for an effective balance of cardio and muscle toning benefits. No dance or Zumba experience is required! We use easy-to-follow steps to get a whole body workout. Taught by licensed instructor Kerry Delduchetto.

6 hours	\$39		
4/18-5/23	Th 4:30-5:30 pm	Fulton	
6/13-7/25	Th 4:30-5:30 pm	Fulton	
No class 7/4			

Chinese Qigong

What is qigong? Qigong is an ancient Chinese mind-body exercise discipline used by martial artists to unlock "internal power," by sages to enlighten the mind, and by ordinary people to enhance health and prevent disease. Like Taijiquan (T'ai chi ch'uan), but less complicated, Qigong practice involves rhythmic breathing coordinated with slow, stylized, flowing movements performed in a calm mindful state. The exercises invigorate the spine, muscles, tendons, and ligaments while esoteric breath control methods cultivate vital energy. Now you can transform your body and revitalize your spirit by learning these simple yet profound techniques. Taught by Brian Bidwell.

12 hours	\$79		
2/6-3/27	W 7-8:30 pm	Auburn	
4/10-5/29	W 7-8:30 pm	Auburn	

Advanced Qigong

In this class, students will learn Yi Jin Jing or Sineu Transforming Classic, a qigong practice designed to strengthen and invigorate the muscles, tendons, and ligaments through slow and evenly paced movements centered on twisting, flexing, and stretching the spine. There is no prerequisite for this class. Taught by Brian Bidwell.

15 hours	\$89		
6/12-8/14	W 7-8:30 pm	Auburn	

Foundations of Yoga I

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

8.75 hours	\$79		
2/12-3/26	T 6-7:15 pm	Auburn	

Foundations of Yoga II

Building on Yoga I, we develop greater strength and endurance, while exploring practical uses of a Hatha Yoga approach in everyday life. Taught by Brenda Kayn.

8.75 hours	\$79		
4/9-5/21	T 6-7:15 pm	Auburn	

Introduction to Tai Chi Chuan

This ancient series of fluid movements can lend balance, flexibility, coordination, calm, and focus to life, work, and sports. Ages 16 and over are welcome. Taught by Carol Mancuso.

15 hours	\$79		
2/6-4/17	W 5:30-7 pm	Auburn	
No class 4/3			



Reiki I

Reiki is a Japanese term, which means universal life energy and is a natural method of healing. This is an introductory class to Reiki. Here, you will receive an attunement initiating you as a Reiki practitioner. The course is designed to convey a thorough understanding of the principles of Reiki, energy work, and how it can be applied for healing purposes. All students will receive a handbook so that Reiki may be reviewed and practiced at home after students have participated in the class. Taught by Gabriel Collela, Reiki master.

6 hours \$200
2/3-2/10 Sun 11 am-2 pm Auburn

Reiki II

Reiki II amplifies your capacities on all levels. The flow of energy can be increased many times with the help of symbols and techniques. There are three symbols in Reiki II, which will have a great impact in your sessions. The sessions themselves can be shorter in length and their effectiveness much greater. All students will receive a handbook so that Reiki may be reviewed and practiced at home. Taught by Gabriel Collela, Reiki master.

6 hours \$200
2/17 & 3/3 Sun 11 am-2 pm Auburn

Reiki III

You will learn two new symbols used in attunements/initiations, and new techniques and more of the history of the Reiki lineage. In this course, you can choose to be certified as a Reiki master, who can practice; or to pursue certification as a Reiki master/teacher, who can teach others. Taught by Gabriel Collela, Reiki master.

6 hours \$600
4/14-4/21 Sun 11 am-2 pm Auburn

The Law of Reflections

This workshop is an opportunity to gain more freedom through personal responsibility and empowerment; become aware of how the universe is continually reflecting back to us our thoughts and emotions; break through limit-

ing thoughts and beliefs; reduce stress to create more peace and balance in your life; and learn tools to create the life you want. Taught by Gabriel Collela, Reiki master.

3 hours \$200
5/6 Sun 11 am-2 pm Auburn

NEW! Stress Management Made Easy

Personal Trainer? Too much money! Massage Therapist? Too much time! Learn ways to quickly and inexpensively manage the stress in your life. Throughout this course you will learn seated "desk" yoga, along with deep breathing techniques, and progressive relaxation. You will also experiment with aromatherapy and sound (music) therapy and discuss the healing properties of journaling and stress balls. Join me and learn to relax! Taught by Amy Perrone.

6 hours \$49
2/28-3/21 Th 6-7:30 pm Auburn

Digestive Wellness

Concerned about your digestive health? Learn about alternatives to acid reflux drugs, GERD, gas and bloating, food combinations, digestive enzymes, and supplements. Taught by certified nutritionist and owner of Natural Solutions for Your Health, Richard O. McIntyre.

2 hours \$19
2/6 W 6-8 pm Auburn
8/28 W 6-8 pm Auburn

NEW! Nutrition and Behavior

Learn how our food, and sometimes lifestyles, affect our behavior. Mood swings, rage, anxiety and chronic fatigue can all be avoided with specific nutrition and lifestyle changes. Anxiety has become a huge issue in today's world. It isn't just situational. It can also be a chemical imbalance that can be corrected. Taught by nutritionist Rick McIntyre.

2 hours \$19
2/27 W 6-8 pm Auburn
7/17 W 6-8 pm Auburn

Bone Health

Bone Health is a class on sources and types of calcium and nutrients needed for calcium absorption. This class will discuss other issues that are underlying bone loss such as medications, infections, and poor diet. Taught by certified nutritionist Richard O. McIntyre, owner of Natural Solutions for Your Health.

2 hours \$19
3/20 W 6-8 pm Auburn

NEW! Living Green

Learn how to lower your toxic load and improve your body's detoxification pathways. Nutritionist Rick McIntyre will discuss how to improve your health by eliminating toxic chemicals in all areas of your life. He will discuss toxic food, home, personal and lawn care products. In all cases, healthy alternatives are identified. Rick will also update you on ways to remove toxins you may have already stored in your body.

2 hours \$19
4/10 W 6-8 pm Auburn
6/12 W 6-8 pm Auburn

Weight Loss and Metabolic Syndrome

Nutritionist Richard O. McIntyre will explain how your diet can contribute to insulin resistance and weight gain, blood pressure, cholesterol, and diabetes. This class will show you how to reverse insulin resistance. You will learn the right balance of protein, fat, and carbohydrates for your individual lifestyle.

2 hours \$19
5/1 W 6-8 pm Auburn
8/7 W 6-8 pm Auburn

Thyroid Health

Want to learn about the importance of a healthy thyroid? This class will help you identify and distinguish the symptoms of a hypothyroid and a hyperthyroid and you will also learn how your thyroid can be affected by supplements, auto immune diseases and your adrenal glands, as well as chronic fatigue and fibromyalgia. Taught by certified nutritionist Richard O. McIntyre, owner of Natural Solutions for Your Health.

2 hours \$19
5/22 W 6-8 pm Auburn

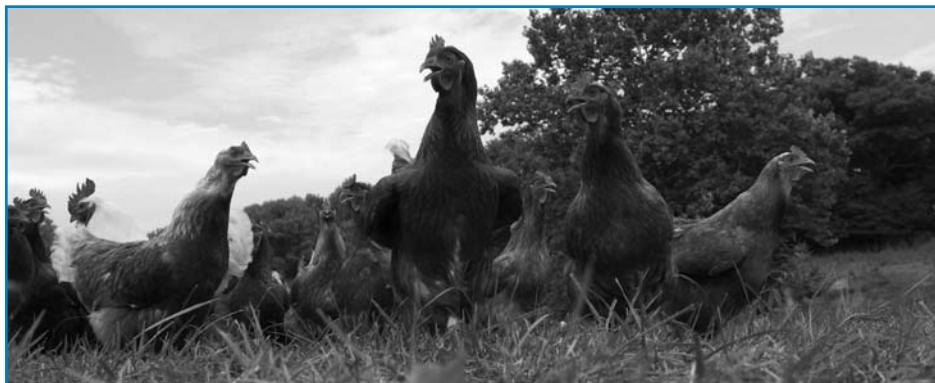


We help community members access the tools needed to find employment and manage their career.

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General Interest



Learn something new this spring! Instructor Lena Masur will teach you everything you need to know to start raising your own chickens at home. See below.

Animal Communication

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

6 hours **\$99**
4/16-4/30 **T** **6-8 pm** **Auburn**

Basic Dog Obedience

Basic Dog Obedience is designed for dogs ages 4 months and up. This class will teach you how to train your dog to look, sit, down, come, stay, and stop. You will also learn to connect with your dog in fun ways while providing mental stimulation, with games such as Find It, Touch, and Leave It. Taught by Brenda Kehoskie, an animal behavior certified dog obedience trainer and owner/operator of Kehoskie's K9 Care. All classes will be held at Kehoskie's K9 Care, 6743 Swamp Rd., Auburn, N.Y. First session is for owners only.

6 hours **\$99**
2/6-3/13 **W** **6-7 pm** **Kehoskie's**
4/17-5/22 **W** **6-7 pm** **Kehoskie's**
6/12-7/17 **W** **6-7 pm** **Kehoskie's**

NEW! Raising Chickens

Ever wanted to collect fresh brown eggs for breakfast or watch a flock of speckled hens milling around your backyard? Suburban chicken keeping is on the rise as more people learn about the health benefits of free-range, grass-fed poultry products and the pitfalls of our modern livestock industry. Come learn everything you need to know to start raising your own chickens at home, including caring for baby chicks, choosing suitable breeds, designing and constructing a coop, providing protection from predators, and even mixing your own whole-grain feed. For those who are interested, we will also cover breeding chickens for meat production and the homebutchering process. You will leave with tips for keeping free range meat tender, making mineral rich stocks with organs and bones, and using every part of the animal, including the feet! Taught by Lena Masur.

6 hours **\$75**
4/11-4/18 **Th** **6-9 pm** **Auburn**
4/25-5/2 **Th** **6-9 pm** **Fulton**

Organic Vegetable Gardening

Want to start a home vegetable garden but not sure of the best way to go about it? Already have a garden that's overgrown with weeds or not producing as much food as you'd like? This course will cover organic techniques for starting and maintaining a high-productivity, virtually weed-free, no-till vegetable garden.

We will cover garden design and layout, soil preparation and amendments, soil tests and pH, potting mix and fertilizer recipes, plant spacing and crop rotation, weed-suppressing mulches, season extension structures, and when-to-plant schedules for our hardiness zone.

6 hours	\$75	
2/28-3/7	Th 6-9 pm	Auburn
3/14-3/21	Th 6-9 pm	Fulton

Antiques and Collectibles

This introductory course in identifying antiques will cover furniture, glass, china, pottery, silver, dolls, and toys. Instructor Danna DeVaul brings more than 30 years experience in the field of antiques and collectibles. A historical perspective will be shared along with a wealth of information to help the student identify antiques.

2 hours	\$25	
4/17	W 5:30-7:30 pm	Auburn
7/24	W 5:30-7:30 pm	Auburn

Buy, Sell and Profit on eBay

Learn from an experienced eBay buyer and seller what you need to know about succeeding on eBay. Whether you want to clean out your attic or start a business, you will learn how to register, set up an account, buy, and sell items. Instructor Danna DeVaul will share tips and techniques for finding the best deals and winning an auction.

3 hours	\$45	
5/8	W 5:30-8:30 pm	Auburn
8/7	W 5:30-8:30 pm	Auburn

Vintage Costume Jewelry

Learn about the history of costume jewelry in this introductory course. Instructor Danna DeVaul will teach students how to identify major costume jewelry designers, manufacturers, signatures, and styles. Students will also have an opportunity to examine pieces of vintage jewelry from DeVaul's personal collection.

2 hours	\$25	
4/24	W 5:30-7:30 pm	Auburn
7/31	W 5:30-7:30 pm	Auburn

Boating Safety

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 days and must pass the test to get the safety certificate. Taught by Gene Stiver.

8 hours	\$39	
4/21-4/28	Sun 1-5 pm	Auburn

Defensive Driving

Tired of high-priced car insurance? Do you have some points on your license? Sharpen your driving skills, reduce points on your license, and save money. This DMV-approved six-hour Point and Insurance Reduction Program (PIRP), taught by a certified "I Drive Safely" instructor, teaches the latest driving strategies to help keep you safe on the road. Bring your New York State driver's license and arrive at least 10 minutes before the start of class. The discount: New York State drivers who complete the program become eligible for a 10 percent discount on liability and collision premiums for three years, and reduction from their driving record of four points accumulated prior to course completion. Taught by David Colella of Finger Lakes Driving School.

6 hours	\$39	
2/3	Sun 11 am-5:30 pm	Auburn
4/21	Sun 11 am-5:30 pm	Auburn
7/14	Sun 11 am-5:30 pm	Auburn

Online Defensive Driving

This online defensive driving course is offered in conjunction with the American Safety Council and approved by the New York State Department of Motor Vehicles. Completion of a New York DMV-approved Point and Insurance Reduction Program (also known as PIRP or defensive driving) provides a 10 percent reduction of the motorist's liability, no-fault, and collision insurance premiums for three years. Your car insurance discount is awarded on your current policy. Also by completing this course,



drivers can remove up to four points from their license; the points must have been received within 18 months of course completion.

6 hours \$48.95

Open Enrollment

Online

How To Use Your iPod or MP3 Player: Digital Music Management for Non-Technology People

Did someone give you an iPod or MP3 player as a gift and you have no idea how to use it? Then this class is for you. People with minimal to moderate knowledge of computers and digital music players will learn the basics of using an iPod/MP3 player, downloading music from the Internet, making playlists, and converting existing music collection (CD and vinyl) to a computer/iPod. Students can bring to class their own iPod/MP3 player and/or laptop computer (not required) for hands-on, frustration-free instruction. Taught by Kelly Logue.

4 hours \$39

2/6-2/13 W 6:30-8:30 pm Auburn

4/10-4/17 W 6:30-8:30 pm Auburn

Understanding Social Security and Medicare

Are you approaching retirement and have questions about social security? Taught by Tom Netti, this class will help you answer questions like whether you should apply at age 62 or wait for full benefits, how to get started, and where to go for help.

6 hours \$39

3/6-3/20 W 6-8 pm Auburn

4/18-4/25 Th 5-8 pm Fulton

NEW! How the Internet Can Save You Time & Money When Traveling

Going on a trip this spring? Before you pack your bags, learn how to maximize your time and money by researching your travels on a few key websites before you take off. You will learn about Animoto, Yelp, Urban Spoon, Travel Advisor, Bed Bug Registry, Meetups, Kayak, Liftopia,

All Trails, Google Alerts and Google Maps. These tools will help you before, during, and after your trip. A basic understanding of computers is required. Taught by Dennis Conard.

6 hours \$49

3/12-3/26 T 6:30-8:30 pm Auburn

7/11-7/25 Th 6:30-8:30 pm Auburn

NEW! All About "Lost"

Learn all about "Lost", the television show that aired from 2004-2010. The class will include an analysis of the numerous influences (i.e. religious, philosophical, mythological, etc.) that inspired the show. Media clips, readings, and discussions will all be incorporated throughout the class. Taught by Kerry Delduchetto.

6 hours \$39

4/16-4/30 T 6-8 pm Fulton

NEW! Sensational Superheroes

Delve into the sensational world of superheroes! This class will look at the popularity of superheroes, from Iron Man, to Superman, to the Avengers. We will explore the reasons why superheroes are relevant, the historical roots of classic characters, film adaptations, and the symbolic power of the hero. Media clips, readings, and discussions will all be incorporated throughout the class. Taught by Kerry Delduchetto.

6 hours \$39

5/7-5/21 T 6-8 pm Fulton

NEW! Learning to Fly—a History of the Wright Brother's Invention

Learn how and why the Wright Brothers were successful in creating the first airplane! This course emphasizes the technical aspects of their invention and the technical hurdles the Wright Brothers overcame to be successful. Taught by retired nuclear and mechanical engineer and avid pilot John Tolbert.

8 hours \$59

4/18-5/9 Th 6:30-8:30 pm Fulton

NEW! Wild Turkey Round Up!

This is the place to be if you are interested in having a little fun and knowing more about the history or characteristics of the wild turkey. We will also be going beyond those topics and exploring the two hunting seasons, best areas to hunt, basic hunting strategies/suggestions, calls, recipes and what to wear to a turkey shoot. Each student will receive one latex mouth call to practice and use during a mock hunt at the end of the class (weather permitting). Taught by Janie Campbell.

3 hours	\$39	
4/14	Sun 2-5 pm	Auburn
7/31	W 5-8 pm	Auburn

Stargazing by Eye, Binoculars and Telescope

This course will be held at the Southern Cayuga Planetarium and Observatory, Poplar Ridge, and will include a number of planetarium presentations. Day one is an astronomy primer, including what objects are in the night sky (stars, constellations, planets, moons, star clusters, galaxies, and nebulae), how to find these bright and dim objects, and astrophysics for beginners. Day 2 will cover observing techniques, choosing binoculars and telescopes, using sky maps, and telescope tuning. In addition, a night of stargazing at the observatory will be scheduled with students. Taught by Alan Ominsky, director of Southern Cayuga Observatory and Planetarium.

8 hours	\$79	
8/24-8/31	Sat 1-4 pm	Planetarium

ONE STOP

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- **Open to Kids ages 6 to 14.**
- **Full camp schedule available March 1.**

All classes will meet Monday-Friday on the Auburn campus.

www.cayuga-cc.edu/communityed

Advanced Manufacturing and Plastics



Begin a new career in advanced manufacturing! Register today for our new career training program to gain entry level skills in CNC machining, CAD/CAM programming, toolmaking, and moldmaking. See below.

NEW! Advanced Manufacturing Skills Training Program

This program will help you begin a career in advanced manufacturing. Local employers are looking for students who are interested in pursuing a career in manufacturing. This program can help launch you towards a career pathway in CNC machining, CAD/CAM programming, Toolmaking, Moldmaking and others.

Core Content:

- Industrial Math (30 hours)— Math from basic number systems through fractions and math operations.
- Blueprint Reading and Interpretation (30 hours)— The basics of creating, interpreting, and understanding industrial blueprints.
- Measuring Instruments (12 hours)— Learning to use the steel ruler, micrometer, calipers, and other small instruments.
- Safety (3 hours)—General plant safety including introduction to OSHA and EPA
- Introduction to Computers (9 hours)— Introduction to basic computer operation and software.

- Part Inspection/SPC (6 hours)— Introduction to inspection techniques and Statistical Process Control (SPC).
- Quality and Feedback Systems (5 hours)— Understanding quality and feedback systems.

Choose one of two concentrations:

- Introduction to Computer Numeric Control (CNC) (30 hours) (Fulton only)
- Introduction to Plastics Technology (30 hours) (Auburn only)

124 hours	\$1695	
2/11-6/5	M/W 5-9 pm	Auburn
1/24-5/23	T/Th 5-9 pm	Fulton

DON'T WAIT!
Help us prevent
cancellations.

**Please register at least
one week in advance.**

Coaching

Health Science for Coaching

This NYS Education Department approved course includes selected principles of biology, anatomy, physiology, and kinesiology related to coaching; risk minimization; mixed competition; NYSED selection and classification of athletes; and age and maturity of athletes.

45 hours **\$225**

2/4-5/10

Online

Principles, Philosophy and Organization of Athletics in Education

Learn the basic philosophy and principles of athletics in education: regulations and policies related to athletics; legal considerations; function and organization of leagues and athletic associations in NYS; personal standards for the responsibilities of the coach as an educational leader; public relations; general safety procedures; general principles of school budgets, records, purchasing, and use of facilities. (Note: This is not a course in "athletic administration." In addition to first aid and CPR, this is the only course required for coaches of non-contact/non-strenuous sports: bowling, golf, archery, shuffleboard, table tennis.)

45 hours **\$225**

2/4-5/10

Online

Theory and Techniques of Coaching

This course will begin with an introduction to the basic concepts common to all sports. Topics will include a history of interscholastic athletics in NYS. The objectives, rules, regulations, and policies of athletics, as well as performance skills, technical information, and organization and management practices will be among the topics covered. The special training and conditioning of the athletes in specific sports, the fitting of equipment, specific safety precautions, and officiating methods will also be examined. An internship and/or periods of observing other approved coaches will also be required.

30 hours **\$150**

2/4-5/10

Online

NYSED - Adult CPR/AED for Coaches

This NYS Education Department-approved course will train coaches in both adult CPR and AED or Automated External Defibrillator. Students will learn how to assess a victim and how to appropriately administer CPR and AED, including how to deal with special circumstances such as obstructed airways and neck and spine injuries.

4 hours **\$49**

2/5 **T** **5:30-9:30 pm** **Auburn**

4/17 **W** **5:30-9:30 pm** **Auburn**

7/25 **Th** **5:30-9:30 pm** **Auburn**

NYSED - Adult CPR/AED for Coaches Recertification

Please see description above.

2 hours **\$29**

2/12 **T** **6-8 pm** **Auburn**

4/24 **W** **6-8 pm** **Auburn**

8/1 **Th** **6-8 pm** **Auburn**

NYSED - First Aid for Coaches

This NYS Education Department-approved course will train coaches in First Aid. Learn about the role of the coach, administrative procedures in athletics, injury prevention, injury recognition, different types of injuries, medical emergencies, and taping. Course will include assigned readings and skill checks.

12 hours **\$99**

2/7-3/7 **Th** **6-9 pm** **Auburn**

No class 2/21

7/10-7/31 **W** **6-9 pm** **Auburn**

NYSED - First Aid for Coaches Recertification

See description above.

6 hours **\$49**

3/20-3/27 **W** **6-9 pm** **Auburn**

8/1-8/8 **Th** **6-9 pm** **Auburn**

Spring/Summer 2013

call 315.294.8841 to register

Computer Training



Learn how to surf the internet safely with our new Internet Basics series taught by Karen Fenner. See page 37.

Computer Fundamentals 1

Designed for individuals who do not have experience with computers, and who would like to learn how to use one for personal use. Students will learn about the basic components of a computer, how to identify input, output and storage devices, and how to log on and off of a computer. This class will also explore the operating system, Windows 7, and how to navigate to and work with files and folders using Windows Explorer. Textbook included.

3 hours	\$49		
2/5	T	2-5 pm	Auburn
3/13	W	6-9 pm	Auburn
4/17	W	6-9 pm	Fulton
5/2	Th	2-5 pm	Auburn
6/18	T	6-9 pm	Fulton
6/19	W	6-9 pm	Auburn

Computer Fundamentals 2

If you have a basic understanding of how to use a computer, then this course is for you! You will examine application software, create a document in WordPad, work with the calculator and learn how to customize your desktop. You will also learn what a network is and how to safely browse the internet. Textbook included for those students who have not previously taken Computer Fundamentals 1.

3 hours	\$49		
2/12	T	2-5 pm	Auburn
3/20	W	6-9 pm	Auburn
4/24	W	6-9 pm	Fulton
5/9	Th	2-5 pm	Auburn
6/25	T	6-9 pm	Fulton
6/26	W	6-9 pm	Auburn

Internet for Seniors

This course's pace, content, and coverage is designed specifically for seniors. Learn to "surf" the net and discover a new meaning for "browsing." Basic mouse and keyboard skills a plus. Taught by Lynda Deorio.

4.5 hours	\$49		
6/12-6/26	W	4-5:30 pm	Auburn

Microsoft Access 2010 - Level 1

Learn the basic database operations of Microsoft Access 2010. You will design and create new databases, tables, and relationships; create and maintain records; produce reports; and handle queries. Ideal for beginners. Textbook included.

9 hours	\$89		
3/7-3/21	Th	6-9 pm	Auburn

Microsoft Access 2010 - Level 2

Use tables and queries to select, update, crosstab, and analyze data. This course will cover labels, fields, option groups, combo and list boxes, subforms, images, command buttons, linked sources, reports, data controls, sorting and grouping data, and introduction to macros. Textbook included.

12 hours	\$99		
4/11-5/2	Th	6-9 pm	Auburn

Microsoft Excel 2010 - Level 1

Learn to use Microsoft Office Excel 2010 with this beginner's course. Spreadsheet topics include formulas, formatting, sorting, working with financial, logical, and database functions and more. Hands-on learning includes personal and business applications. Textbook included.

9 hours	\$89		
2/13-2/27	W	6-9 pm	Auburn
4/18-5/2	Th	6-9 pm	Fulton
4/9-4/23	T	1-4 pm	Auburn
6/18-7/2	T	6-9 pm	Auburn
7/11-7/25	Th	6-9 pm	Fulton

Microsoft Excel 2010 - Level 2

This course covers more financial, logical, and database functions, along with creating large worksheets, advanced charting, linking files, using lists and data management, recording and executing macros, and creating 3-D workbooks. Textbook included.

12 hours	\$99		
3/6-3/27	W	6-9 pm	Auburn
4/30-5/21	T	1-4 pm	Auburn
5/9-5/30	Th	6-9 pm	Fulton
7/9-7/30	T	6-9 pm	Auburn
8/1-8/22	Th	6-9 pm	Fulton

Microsoft PowerPoint

Whether you are creating a photo slide show for your family or a presentation for your office, PowerPoint makes it easy. This course covers the basics, from getting started with layout templates to creating a presentation, formatting slides, adding and modifying graphic objects, adding tables and charts, and preparing the sequence for viewing. Textbook included.

4 hours	\$69		
3/8-3/15	F	2-4 pm	Auburn
3/5-3/12	T	6-8 pm	Fulton
3/20-3/27	W	6-8 pm	Auburn
6/18-6/25	T	6-8 pm	Auburn
7/17-7/24	W	6-8 pm	Fulton

Microsoft Word 2010 - Level 1

Learn to create, edit, and print documents using Microsoft Word 2010. Major topics include composing and editing basic documents, formatting text and paragraphs, adding tables, inserting graphic objects, controlling page appearance, and proofing documents. Textbook included.

9 hours	\$89		
2/7-2/28	Th	6-9 pm	Auburn
No class 2/21			
3/7-3/21	Th	1-4 pm	Auburn
5/1-5/15	W	6-9 pm	Fulton
7/9-7/23	T	6-9 pm	Fulton
7/11-7/25	Th	6-9 pm	Auburn

Microsoft Word 2010 - Level 2

This course continues from Microsoft Word 2010 Level I. Students will learn to manage lists, customize tables and charts, customize formatting, modify pictures, create customized graphic elements, control text flow, create mail merges, and macros. Textbook included.

9 hours	\$89		
3/7-3/21	Th	6-9 pm	Auburn
4/11-4/25	Th	1-4 pm	Auburn
5/22-6/5	W	6-9 pm	Fulton
7/30-8/13	T	6-9 pm	Fulton
8/1-8/15	Th	6-9 pm	Auburn

NEW! What is LinkedIn?

Learn the basics of how to get the most out of the popular professional network LinkedIn! With over 175 million users, this tool can help you find a job or advance your career. You will learn how to set up a LinkedIn profile and about the 1,000,000 plus different groups you can join both for personal and professional advancement. You will also learn how to use Slide Share, Tripit, Box, Amazon Read list, and others. A basic understanding of computers is required. Taught by Dennis Conard.

6 hours	\$49		
2/28-3/14	Th	6:30-8:30 pm	Auburn
6/11-6/25	T	6:30-8:30 pm	Auburn



Business and Entrepreneurship



Upgrade your skills and broaden your career options this fall in the new Office Support Specialist career training program. See below.

NEW! Business Idea Competition

Cayuga Community College is conducting a Business Idea Competition open to all SUNY community college students enrolled in all disciplines with \$2,750 to be awarded in prizes. In this workshop, you will learn about the competition and how to complete the entry form. You will also learn about the preparation necessary to start a small business. Registration in the workshop is not necessary to enter the competition. Entry forms are due January 31, 2013 and are available from Professor Amy Valente who may be reached at (315)255-1743 ext. 2419 or by email at amy.valente@cayuga-cc.edu. There is no charge for this workshop but participants must register. The competition is sponsored by The Coleman Foundation.

2 hours FREE
1/24 Th 5-7 pm Auburn

NEW! Office Support Specialist

Every business needs trained personnel for administrative support and clerical work such as processing orders, greeting customers, billing accounts, collecting payments, typing correspondence, and answering calls. Today's office support specialist needs to be able to operate a computer and use word processing, spreadsheet and database software programs. Core components of this program include: Keyboarding, Business Communications, Business Math, Filing Techniques, Microsoft Windows, Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft ACCESS and Microsoft

PowerPoint. Students may opt to take any of the Microsoft MOUS exams for an additional fee. A two-week internship is required for program completion. Purchase of textbooks is required. A great choice for the student who is looking for a career change!

200 hours	\$1595	
2/25-6/26	M-W 9 am-1 pm	Fulton
2/25-6/26	M-W 5-9 pm	Auburn

NEW! Marketing Your Business with Word-of-Mouth

Marketing Your Business with Word-of-Mouth with David Makar is a workshop for business owners, entrepreneurs, sales people, and non-profit board members and staff members. Do you have responsibility for finding and cultivating new prospects, clients, patients, customers, supporters, or donors? This workshop will open your eyes to the dozens of things you can do to be successful at growing your business by referral. Do you need structure to turn your networking activities into fun and results-oriented investments of your time? Do you want to serve more people? This is the class for you.

3 hours	\$79	
2/5	T 6-9 pm	Auburn
4/17	W 6-9 pm	Auburn
4/23	T 6-9 pm	Fulton
7/11	Th 6-9 pm	Auburn

Notary Public

This course provides a comprehensive view of the notary public office and preparation for the New York State test. Students should purchase the new reference guide and textbook, *Notary Public Handbook: A Guide for New York* (\$39.95 plus tax). Instructor Al Piombino will offer the book for sale 15 minutes before class.

3.5 hours	\$65		
2/28	Th	9 am-12:30 pm	Auburn
5/2	Th	6-9:30 pm	Auburn
7/18	Th	9 am-12:30 pm	Fulton

Nonprofit Management: Measuring Social Value & Impact

Course participants will gain the knowledge and tools necessary to successfully identify, measure, quantify, and communicate a non-profit organization's total impact on its community. Participants will also become familiar with the development of a logic model and how it can be used to both measure impact and create accountability for an organization. This program is also suited for those seeking funding through grants and donations from private foundations, companies, municipalities, and government agencies. Topics of study include creating techniques to measure social value creation for an organization; understanding, development, and use of the logic model; gaining a working knowledge of how to calculate an organization's Social Return on Investment (SROI) and how to generate an SROI report; and developing a model for organizational effectiveness to be used in communicating value. Taught by Andrew Fish, executive director, Cayuga County Chamber of Commerce.

6 hours	\$79		
3/7-3/14	Th	6-9 pm	Auburn
5/9-5/16	Th	6-9 pm	Fulton

Business Basics: Starting Your Own Business

Learn about the thorough preparation necessary to start a successful business. Gain a realistic view of the commitment and requirement of going into business. Start-up topics include where to go for help to register a business, legal issues, financing, and resources to help research and write a business plan. Information is not

specific to any one industry and may be useful to those considering small businesses as one of several options. Taught by Thomas Paczkowski, CFP, the Fred L. Emerson Foundation Endowed Chair in Enterprise and Innovation.

2 hours	\$39		
4/16	T	6-8 pm	Auburn
4/30	T	6-8 pm	Fulton

Constructive Conflict Resolution

The overarching purpose of work is to 'solve problems,' and 'teamwork' is the new norm in achieving this goal. Unfortunately, problem-solving frequently leads to 'conflicts.' This workshop will enable participants to examine alternative conflict resolution styles, identify their preferred style, and enhance their individual and team performance skills. Participants will need to purchase materials from the instructor for \$20 (cash only please). Taught by Dr. Stephen M. Klein, a former corporate business manager, college administrator, and counselor with experience in leadership and supervision.

2 hours	\$29		
4/11	Th	6-8 pm	Auburn

Self Assessment with Myers-Briggs Type Indicator

The Myers-Briggs Type Indicator (MBTI) provides individuals with insight into their personality and behaviors. This self-knowledge could enhance one's communication and interactions with others, help one find satisfying careers, and improve one's effectiveness at work. Participants will need to purchase the MBTI from the instructor for \$10 (cash only please). Taught by Dr. Stephen M. Klein, a former corporate business manager, college administrator, and counselor with over 30 years of experience specializing in leadership and supervision.

2 hours	\$29		
4/16	T	6-8 pm	Auburn

NEW! The Business Plan

Whether starting a business or growing the one you have, a business plan serves as a roadmap and can help secure needed funding. In this course, you evaluate the many aspects



and potential hurdles of the business and build the Business Plan, one step at a time.

This practical, hands-on approach encourages you to immerse yourself in the vision and planning aspects of your business. Focusing on the most critical components of the Business Plan enables you to uncover hidden risks and assess the business from a marketing, management, and financial vantage point. Taught by Mary Beth Izard, an entrepreneur, author, consultant and professor emeritus of entrepreneurship with over 25 years experience working with entrepreneurs to start businesses.

16 hours \$195

3/4-3/29

Online

5/6-5/31

Online

7/1-7/26

Online

Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing.

Includes three one-month courses taught by Jennifer Selke, a nationally known expert, speaker and consultant in the area of social media and Suzanne Kart, Director of Marketing for the Learning Resources Network, a national association in lifelong learning.

48 hours \$495

2/4-4/29

Online

4/1-6/28

Online

6/3-8/30

Online

NEW! Business Coaching Certificate

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

32 hours \$295

2/4-3/29

Online

4/1-5/31

Online

6/3-7/26

Online

NEW! Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

NEW! Certificate in Customer Service

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else. Register for both one-month courses, Key to Customer Service and Extraordinary Customer Service to receive your Certificate in Customer Service. Courses taught by Nanette Sanders-Cobb and Fred Bayley.

32 hours \$245

2/4-3/29

Online

4/1-5/31

Online

6/3-7/26

Online

NEW! Keys to Customer Service

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

service classes for over ten years in addition to teaching online for fifteen years. She is a speaker and advisor, engages in marketing community festivals, and has trained and managed audit team members.

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

NEW! Extraordinary Customer Service

Transform your customer service into something extraordinary. As a result, more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success. Taught by Fred Bayley who has extensive service working on non-profit boards from creation to re-organization.

16 hours	\$145	
3/4-3/29		Online
5/6-5/31		Online
7/1-7/26		Online

NEW! eMarketing Essentials 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. Register for all three one-month courses including Improving Email Promotions, Boosting Your Web Site Traffic and Online Advertising to receive

your eMarketing Essentials Certificate.

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

NEW! Improving Email Promotions

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest questions as well. Taught by Dan Belhassen, an expert in eMarketing who does writing, training, and consulting all over North America on the topic.

16 hours	\$195	
2/4-3/1		Online
4/1-4/26		Online
6/3-6/28		Online

NEW! Boosting Your Website Traffic

Acquire the basic skills to boost your website 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 website 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.

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

NEW! Online Advertising

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget Adword

campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

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

16 hours \$195

4/1-4/26

Online

6/3-6/28

Online

8/5-8/30

Online

NEW! Advanced Website Strategies

You have a website, but why will your customers want to come back or buy something or take action? Do you really know who you are selling to? Do you know what you want to say to them? Do you know how you want to say it?

Discover ways to identify who your ideal audience is. Learn how to create content that is engaging and purposeful. Find out what you want to say to them. Explore where you want to say it. And finally, find out how you want to say it.

In one month, you will be better equipped to create your own content marketing strategy and create a content-rich website that exceeds the needs of your visitors. Taught by Michael Weiss, the Managing Director of Figure18 and leader in the web marketing and development industry.

16 hours \$195

3/4-3/29

Online

NEW! Cybersecurity for Managers

Cybersecurity issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cybersecurity basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyberterrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your

business and work information. Taught by Stan Waddell, the Information Security Executive Director and Information Security Officer for the University of North Carolina at Chapel Hill.

16 hours \$245

3/4-3/29

Online

5/6-5/31

Online

7/1-7/26

Online

NEW! Media Buying Strategies

Discover the marketing planning process to clearly delineate the relationship between marketing and media-buying decisions. Marketing functions are examined through case analysis to successfully integrate all elements of the media-buying process.

This course presents concepts and strategies from a business decision-making perspective. This approach reflects the emphasis on the marketing decisions that business owners are most likely to confront in their marketing operations when meeting with various media outlets and managing their marketing campaigns.

Come away with knowledge of media buying strategies to promote your organization and boost sales and profits. Taught by Erin Parnell, a Senior Media Buyer at Bucket Media, Inc., a media planning and placement company based out of Columbia, MO, who has worked in the advertising and marketing field for the past seven years, and obtained a Master of Business Administration from William Woods University.

16 hours \$195

3/4-3/29

Online

5/6-5/31

Online

7/1-7/26

Online

NEW! Mobile Marketing Certificate

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

and Blackberry platforms. Finally, get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign.

Mobile Marketing Certificate includes three one-month courses - Mobile Marketing, Creating Cell Phone Apps for your Business and Advanced Mobile Marketing. Taught by Heather Dimitt, Dan Belhassen and Susan Hurrell, and Simon Salt.

48 hours	\$595	
2/4-4/26		Online
4/1-6/28		Online
6/3-8/30		Online

NEW! Video Marketing Certificate

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion 'trigger' that plain text cannot do.

Video Marketing Certificate includes two one-month courses - Video Marketing and YouTube for Business. Taught by Jennifer Selke and Erin Huggins.

32 hours	\$395	
2/4-3/29		Online
4/1-5/31		Online
6/3-7/26		Online

NEW! Program Evaluation for Nonprofits

Enhance your understanding of program evaluation within the nonprofit context. Find out how to improve your evaluation planning, data collection, data analysis and data use. Special attention will be paid to the real-world challenges that organizations may face when conducting evaluation, including staff time, costs and reporting evaluation results to funders. By the close of the course, you will have a complete program logic model and evaluation plan ready for implementation. Taught by Myia Welsh, MSW, who has over 12 years of experience working in the nonprofit sector.

16 hours	\$245	
4/1-4/26		Online
6/3-6/28		Online

NEW! Revenue Generation for Nonprofits

Build revenue streams for your non-profit organization. They are essential not only to keep your doors open but also to expand your services. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue. These are basic concepts that will yield greater results. After taking this course you will have the knowledge to improve your revenue generation and generate a better surplus. Taught by Fred Bayley who has extensive service working on non-profit boards from creation to re-organization.

40 hours	\$495	
2/4-3/29		Online
4/1-5/24		Online
6/3-7/26		Online

NEW! Supervisory and Leadership Certificate

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

Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader.

Take home practical information along with tips and techniques that can be applied at your job immediately. Taught by Sally Klauss, MBA, CPCC, who has an extensive background in management, employee training and development, total quality management and business management.

32 hours	\$395	
2/4-3/29		Online
4/1-5/24		Online
6/3-7/26		Online

Health Care



Join these graduates of the spring Medical Coding career training program! Jobs in health care are predicted to grow. See page 43.

Clinical and Administrative Medical Assisting (Hybrid Course)

This 252-hour course, with an additional 60 hours of work experience at affiliated sites, will prepare students for a career as a medical assistant. Medical assistants are a perfect complement to the healthcare field. They are trained in both the clinical and clerical areas of the healthcare facility, gain diverse skills to enable them to multitask and to be competent in a wide variety of healthcare facilities. Topics to include, but are not limited to, basic knowledge of:

- Anatomy and Physiology
- Applied Mathematics
- Applied Microbiology/Infection Control
- Concepts of Effective Communication/ Medical Terminology
- Specialty Practices/Phlebotomy
- Administrative Functions
- Basic Practice Finances
- Managed Care/Insurance
- Procedural and Diagnostic Coding
- Legal Implications
- Ethical Considerations
- Protective Practices

Upon completion of this course, students will demonstrate critical thinking based on knowl-

edge of academic subject matter required for competence in the profession. They will incorporate the cognitive knowledge in performance of the psychomotor and affective domains in their practice as medical assistants. Students will receive a certificate of completion from this program and be CPR/AED certified. Students will be qualified to work as an administrative medical assistant and/or a clinical medical assistant. Prerequisites: Students must be at least 18 years of age and hold a high school diploma or equivalent. Requirements for health physicals, updated immunizations and uniforms, will vary depending on work site placement.

Taught by Colleen J. Gleeson, L.P.N., EMT-P who has experience in family practice, holistic medicine, gynecology, and phlebotomy. She worked as an organ procurement coordinator in CNY before transitioning into a career in education.

252 hours	\$2750		
2/4-5/13	M-W	9 am-3:30 pm	Auburn
2/4-5/30	M-Th	5-9 pm	Fulton
6/4-9/10	M-W	9 am-3:30 pm	Auburn

This is a hybrid course. For spring all Tuesday and Wednesday sessions (Auburn & Fulton) will be online. For summer, Monday and Wednesday sessions will be online.

Medical Coding Specialist (Hybrid Course)

Become a medical coder! This 180-hour career-training course, with an additional 20 hours of optional work experience, will prepare students to seek employment as a medical coding specialist. Medical coders are responsible for accurately assigning codes and service levels for medical procedures performed and supplies used to treat a patient, as well as properly identifying physicians' diagnoses. They may also document frequency of diagnoses and utilization of particular services and procedures associated with those diagnoses, and may audit and re-file appeals of denied claims. Medical coders are employed in hospitals, medical offices, insurance agencies, clinics, and many other healthcare organizations. Students will learn medical terminology, anatomy and physiology, as well as the different types of insurance coverage in a health facility and the various ways of receiving payment. Codes learned include ICD-9-CM, CPT, HCPCS, ICD-10-CM, and ICD-10PCS. Students will review HIPAA privacy regulations and will be introduced to current software used by medical coding specialists. This is a hybrid course. All Monday/Friday sessions will be online. Topics include, but are not limited to:

- Medical Terminology
- Anatomy and Physiology
- Types of Insurance Plans
- Source Documents and Coding Guidelines
- Coding Procedures: CPT
- Coding Diagnoses for ICD-9-CM and ICD-10-CM
- Coding for Inpatient ICD-9-CM Volume 3 and ICD-10-PCS basics
- Billing and Claim Forms
- Electronic Claims Processing
- Coder Plus Software
- Working with Insurance Companies
- Handling Reimbursements
- Records Management

Students will receive a certificate of completion and will be qualified to work as a medical coding specialist. Prerequisites: Students must be at least 18 years of age and hold a high school diploma or its equivalent. Requirements for health physicals, including updated immunizations, will vary depending on work site placement.

Taught by Emoy Goodridge, CPC, CPC-H,

CPMA, CPC-I, CBCS who provides coding/billing education through two institutions. Goodridge is a Past President of the local CNY Syracuse AAPC Chapter and affiliated with National Alliance of Medical Accreditation Services (NAMAS) and the National Healthcareer Association (NHA).

180 hours	\$2295	
2/4-5/28	M/T/Th 5-9 pm	Auburn
2/4-5/31	M/W/F 5-9 pm	Fulton

This is a hybrid course. In Auburn, all Monday sessions are online and in Fulton, all Friday sessions are online.

NEW! Certified Billing Coding Specialist

This 180-hour career training program is fully online and prepares the student to seek employment as a certified billing and coding specialist. This course provides students with accreditation through NHA. Career opportunities are offered in medical offices, hospitals, insurance agencies, clinics, and many other healthcare organizations. The demand for this profession is increasing steadily, according to the United States Bureau of Labor Statistics. Students will learn medical terminology, anatomy and physiology. They will be introduced to medical coding and insurance principles. Students will also learn about the processing of medical claims and compliance. Students will review all aspects of HIPAA regulations.

Students must complete and pass the course to take the exam. Students will receive a certificate of completion and be qualified to work as a Certified Billing Coding Specialist upon passing the final assessment test.

Prerequisites: Students must be at least 18 years of age and hold a high school diploma or its equivalent.

Taught by Emoy Goodridge, CPC, CPC-H, CPMA, CPC-I, CBCS who provides coding/billing education through two institutions. Goodridge is a Past President of the local CNY Syracuse AAPC Chapter and affiliated with National Alliance of Medical Accreditation Services (NAMAS) and the National Healthcareer Association (NHA).

180 hours	\$2295	
6/4-8/30		Online



NEW! Certified Electronic Health Records Specialist

This 180-hour career training program is fully online and prepares the student to seek employment as a certified electronic health records specialist. This course provides students with accreditation through NHA. Career opportunities are offered in medical offices, hospitals, insurance agencies, clinics, and many other healthcare organizations. The demand for this profession is increasing steadily, according to the United States Bureau of Labor Statistics. Students will learn medical terminology, anatomy and physiology. They will be introduced to medical coding and insurance principles. Students will also learn more about the processing of claims and regulatory compliance of the EHR. Students will review all aspects of HIPAA regulations.

Students must complete and pass the course to take the exam. Students will receive a certificate of completion and be qualified to work as a Certified Health Records Specialist upon passing the final assessment test.

Prerequisites: Students must be at least 18 years of age and hold a high school diploma or its equivalent.

Taught by Emoy Goodridge, CPC, CPC-H, CPMA, CPC-I, CBCS who provides coding/billing education through two institutions. Goodridge is a Past President of the local CNY Syracuse AAPC Chapter and affiliated with National Alliance of Medical Accreditation Services (NAMAS) and the National Healthcareer Association (NHA).

180 hours **\$2295**
2/4-5/31

Online

NEW! Dental Assisting

The 60-hour Dental Assisting program prepares students for entry level positions in one of the fastest growing health care positions—Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics—Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operator; dental equip-

ment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental handpieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program. Topics to include, but are not limited to, basic knowledge of:

- The Dental Assisting profession and a dental assisting overview
- A review of general anatomy and physiology, head and neck anatomy, landmarks of the face and oral cavity, and tooth morphology
- Dental care, periodontal disease, preventive dentistry, nutrition, and oral pathology
- Best practices as it relates to infection control including principles and techniques of disinfection and occupational health and safety
- Obtaining patient information and assessment
- Foundation of clinical dentistry including the dental office, delivering dental care, dental hand instruments, dental handpieces and accessories, moisture control and anesthesia
- Dental Radiology including foundations of radiography, radiographic equipment and safety, dental film and processing, and digital radiography
- Dental Materials including restorative and esthetic dental materials, dental cements and impression materials
- Assisting in Comprehensive Dental Care: general dentistry, restorative dentistry, dental implants, oral surgery, pediatric dentistry, coronal polishing and sealants
- National Certification: This course is designed to prepare students to sit for the DANB Radiology Health and Safety Examination (RHS). The cost of this exam is \$175 and is not included as part of the cost of this program. The DNAB exam is administered at Pearson Vue Testing Centers.

60 hours **\$1199**
3/12-5/16 **T/Th 6-9:30 pm** **Auburn**
No class 3/28, 4/2, 4/4
3/12-5/16 **T/Th 6-9:30 pm** **Fulton**
No class 3/28, 4/2, 4/4

NEW! EKG Technician

This comprehensive 50-hour EKG Technician certification program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Topics to include, but are not limited to, basic knowledge of:

- The role of the EKG Technician
- The function of the EKG Department in a variety of settings (hospital, clinic, office, mobile service)
- Medical terminology related to electrocardiography
- Anatomy of the heart, conduction system and circulation of the heart and blood vessels
- Electrical conduction system of the heart and the cardiac cycle (electric system)
- Preparing a patient for a 12 lead EKG
- EKG strip analysis (P,Q,R,S,T wave form interpretation) and basic EKG interpretation
- A review of normal sinus rhythm, sinus bradycardia, sinus tachycardia, etc.
- The 12 lead EKG placement and interpretation and troubleshooting
- National Certification: Students would be eligible to the ASPT – Electrocardiograph (EKG) Technician exam

50 hours	\$999	
3/11-5/6	M/W 6-9:30 pm	Auburn
No class 4/1, 4/3		
3/11-5/6	M/W 6-9:30 pm	Fulton
No class 4/1, 4/3		

Pharmacy Technician

As a pharmacy technician, you will help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory

control and purchasing, collect payment, and coordinate billing. This course combines 180 hours of classroom instruction with a 120-hour pharmacy work experience to provide a complete learning experience totaling 300 hours.

Topics include, but are not limited to:

- Medical/Pharmacological Terminology
- Pharmacology
- Practice Sites, Technology
- Body Systems/Anatomy
- Calculations
- Receiving and Interpreting Medication Orders
- Filing and Distributing Medication Orders
- Compounding
- Over-the-Counter Medications
- Purchasing, Inventory, and Reimbursement
- PTCE Review

Upon completion, the student will receive a certificate of completion, will be eligible to apply for registration as a pharmacy technician, and will be prepared to take the national Pharmacy Technician Certification Board (PTCB) exam. Prerequisites: Student must be at least 18 years of age and hold a high school diploma or equivalent. Requirements for health physicals and uniforms will vary depending on work site placement. Taught by Catherine Gunther, certified CPhT with more than 14 years of hands-on experience.

180 hours	\$2395	
2/4-5/22	M/W 9-3:30 pm	Fulton
2/4-5/22	M/W/Th 5-9 pm	Auburn

Phlebotomy Skills for Medical Professionals

This course is designed to provide, through didactic and practical instruction, training in venipuncture. Didactic lectures cover the theory, anatomy, and terminology pertaining to the cardiovascular system. Practical instruction provides hands-on training in venipuncture technique, verified through a skills check-off system. Course will also include 8 hours and up to 15 live blood draws at an affiliated lab. Upon completion of this course, students should be able to:

- Describe proper bedside manner and how to prepare the patient for venipuncture.



- Identify locations on the human body appropriate for venipuncture collection.
- Demonstrate the venipuncture collection procedure using a butterfly, vacutainer, and syringe, and how to dispense blood into tubes following syringe collection.
- Demonstrate the proper procedure for collecting skin puncture specimens.
- Explain basic anatomy and physiology of the cardiovascular system.
- Use proper safety precautions when handling blood and body fluids.
- Demonstrate venipuncture collection procedures according to accepted guidelines.

32 hours	\$495	Online
2/4-3/29		Online
4/1-5/24		Online
6/3-7/26		Online

NEW! Medical Math

Thinking about a career in healthcare and need to brush up on your math skills? This Medical Math course will provide you with mathematical instruction and review. You will be introduced to the three systems of measurement used to calculate dosages administered orally and intravenously. You will also learn to use critical thinking skills and arithmetic to understand medication orders and use equipment for preparation, administration, and labeling of medications. Taught by Colleen J. Gleeson, L.P.N., EMT-P who has experience in family practice, holistic medicine, gynecology, and phlebotomy. She worked as an organ procurement coordinator in CNY before transitioning into a career in education.

24 hours	\$349	Online
2/5-4/30		Online
6/4-7/30		

NEW! Medical Terminology

Learn the basics of medical terminology in this introductory class. You will be taught fundamental medical terminology, symbols and abbreviations, and the application of this new language in the field of health care. This class provides a basic overview of terminology for anyone interested in pursuing a career in health care. Taught by Colleen J. Gleeson, L.P.N., EMT-P who has experience in family practice, holistic medicine, gynecology, and phlebotomy. She worked as an organ procurement coordinator in CNY before transitioning into a career in education.

24 hours	\$349	Online
2/5-4/30		Online
6/4-7/30		

Child Abuse ID and Reporting

You will gain the knowledge and skills necessary to effectively report child abuse or maltreatment/neglect to the NYS Child Abuse and Maltreatment Register; evaluate situations

Prerequisites: Student must be at least 18 years of age and hold a high school diploma or equivalent. Completion of the medical assistant program or prior approval from instructor, if currently working in health-related field. Students must also provide documentation of health physicals, including updated immunizations.

Taught by Colleen J. Gleeson, L.P.N., EMT-P who has experience in family practice, holistic medicine, gynecology, and phlebotomy. She worked as an organ procurement coordinator in CNY before transitioning into a career in education.

24 hours	\$349		
3/6-3/27	W 9-3 pm	Auburn	
3/6-4/17	W 5-9 pm	Fulton	
No class 4/3			

NEW! Dementia Care

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from expertise in Dementia Care Specialists, as do families of persons with dementia.

Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume. Taught by Pamela Atwood, MA, CDP, QDCP, CLL, who is the Director of Life Enrichment & Dementia Care at Hebrew Health Care, Inc., of West Hartford, Connecticut.

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		
2/5	T	3-5:15 pm	Auburn
4/16	T	3-5:15 pm	Auburn

Infection Control and Barrier Precautions

This course meets NYS Education and Public Health Law requirements and will help health professionals understand how blood-borne pathogens may be transmitted in the work environment, apply accepted infection prevention and control principles to their work environment, and minimize opportunity for transmission of pathogens to patients and healthcare workers. Brenda Forrest, RN, MS, FNP, CNS, instructs.

3 hours	\$35	
1/22-5/10	Open Enrollment	Online
5/21	T	11 am-2 pm Auburn



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Teacher's Professional Development

NEW! Certificate in Teaching Adults

This is your invitation to teach others in-person and join in one of the more important functions in life—passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of *How to Teach Adults*, the best-selling book on the subject. The ebook version is included in the course. Taught by William A. Draves is an internationally recognized teacher, author and consultant in adult learning, and Kassia Dellabough who has over thirty years of teaching experience in both formal and informal settings.

32 hours \$295
2/4-3/29 Online

NEW! Certified Online Instructor (COI)

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online.

From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the program will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching.

To become a Certified Online Instructor (COI) you must complete three one-week courses including Advanced Teaching Online, Designing Online Instruction and Building Online Communities in Cyberspace. The courses may be taken in any order. Certified Online Instructor (COI) requires the registrant to take a 50-question exam. The registrant will have

their students evaluate one of their online courses, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses.

48 hours \$795
2/11-4/19 Online
4/15-5/17 Online
7/15-8/30 Online

NEW! CoTeaching

Explore and discuss the issues that you face in your co-teaching experiences. Learn what works and what are some of the barriers to success. In this class you will review of the most common co-teaching models and a collaborative approach to planning will also be addressed. This course is focused on teaching teams, so it would be optimal if teachers who co-teach could attend together. For any co-teaching educator. Taught by Becky Grossman, East Syracuse-Minoa Central School District instructional specialist.

4 hours \$49
3/7-3/14 Th 6-8 pm Auburn

Differentiated Instruction

In a typical classroom, students vary in their academic abilities, learning styles, personalities, interests, background knowledge and experiences, and levels of motivation for learning. Differentiated instruction is an instructional process that has excellent potential to positively impact learning, by offering teachers a means to provide instruction to a range of students. In this 3-hour workshop we will explore the fundamentals of differentiated instruction and begin to apply those concepts to our current instruction. Participants should bring a unit of instruction to work on. For all teachers, K-12. Taught by Becky Grossman, East Syracuse-Minoa Central School District instructional specialist.

3 hours \$39
3/19 T 6-9 pm Auburn

Security and Protection Training

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 Registration Card. This course is approved by the New York State Division of Criminal Justice Services. You must attend 100% of the course and pass an examination to receive your certification of completion. Brian Clancy instructs the Auburn sections and John Lamphere instructs the Fulton sections.

8 hours	\$79		
3/18 & 3/20	M/W 6-10 pm	Fulton	
4/17-4/18	W/Th 6-10 pm	Auburn	
6/17 & 6/19	M/W 6-10 pm	Fulton	
6/24 & 6/26	M/W 6-10 pm	Auburn	

NEW! C.A.R.E. (Controlling Aggressive Responses Effectively)

Healthcare violence is growing at an alarming rate. Healthcare professionals are faced with the daunting task of helping others while protecting themselves from violence. CARE (Controlling Aggressive Reactions Effectively) is a course designed to teach healthcare professionals how to deal with an aggressive patient. Whether the patient is verbally aggressive, physically aggressive or simply uncooperative, healthcare professionals will learn how to deal with the patient safely. Participants will learn how to protect themselves while they care for their patients. Taught by Bob Poresky, an EMT and master defensive tactics instructor, who has spent over 35 years developing and teaching the principles of unarmed self-defense for law enforcement, security and healthcare professionals across the Nation.

9 hours	\$200		
2/20-3/27	W 1-2:30 pm	Auburn	
2/20-3/27	W 6-7:30 pm	Auburn	

NEW! L.E.A.D.S Law Enforcement Advanced Defensive Systems

The LEADS courses are designed specifically for law enforcement/correction professionals focusing on how to handle aggressive assailants. The courses focus on controlling violent actions with minimal force to protect the individual and avoid litigation. Taught by Bob Poresky, an EMT and master defensive tactics instructor, who has spent over 35 years developing and teaching the principles of unarmed self-defense for law enforcement, security and healthcare professionals across the Nation.

9 hours	\$200		
2/20-3/27	W 11 am-12:30 pm	Auburn	
2/20-3/27	W 4-5:30 pm	Auburn	

NEW! S.A.V.E. Safely Addressing Violent Encounters

The SAVE course is designed specifically for emergency services/fire professionals focusing on how to handle aggressive behavior. The course focuses on controlling aggressive behavior by applying minimal use of force to protect the individual and avoid litigation. Taught by Bob Poresky, an EMT and master defensive tactics instructor, who has spent over 35 years developing and teaching the principles of unarmed self-defense for law enforcement, security and healthcare professionals across the Nation.

9 hours	\$200		
4/10-5/15	W 11 am-12:30 pm	Auburn	
4/10-5/15	W 4-5:30 pm	Auburn	

**Have a suggestion
for a new course?
Call 315-294-8841 anytime
to share your ideas!**

call 315.294.8841 to register

Spring/Summer 2013



**Office of
Community Education
and Workforce Development**

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Marilyn Fuller
Melissa Jenkin

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

Friday
8:30 am-5 pm

Summer Hours
Monday-Friday
9 am-4 pm

Key to Locations

Auburn Campus
Cayuga Community College
197 Franklin Street
Auburn, NY 13021

Fulton Campus
Cayuga Community College
806 West Broadway
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 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.

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.

CLASS ROOM 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.

SPECIAL NEEDS

If accommodations are needed to access a program in this catalog, please contact Stephanie Schuster, Coordinator of Community Education at 315-294-8841 or stephanie.schuster@cayuga-cc.edu for guidelines. Requests for accommodations should be received two weeks in advance.

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 call the Office of Community Education and Workforce Development at 315-294-8841.

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 Stephanie Schuster, Coordinator of Community Education at 315-294-8841 or stephanie.schuster@cayuga-cc.edu.

Office of Community Education & Workforce Development

Questions • Call 315-294-8841 • www.cayuga-cc.edu