

**Continuing Education**

716.286.8181

[www.niagara.edu/ce](http://www.niagara.edu/ce)

**Fall 2012**

Course Catalog - Classes Through December



*Education That Makes a Difference*

**Learn More**

**Think More  
Discover More**

**Earn More**

**See More**

**Be More**  
Laugh More

**Explore More**

**Grow More**

**Do More  
At Niagara**

**Continuing Education**

Highlighted Programs:

**Paralegal  
Certificate**

**Over 500  
Online Classes**

**Emergency  
Management Services**

**Looking for  
New Instructors**

# Now you've done it!

You have picked up one of the most interesting catalogs in the area. As you look through the classes, you have to decide how many classes you want to take. Difficult choices! Picture yourself taking a computer class, online course, learning about finances, or taking ballroom dancing. This catalog has something for everyone.

Classes close out fast . . . register today 716-286-8181 or [www.niagara.edu/ce](http://www.niagara.edu/ce).



More Earn More Discover  
Care More  
Think More Ex  
Laugh Hope Be More Learn  
Play More Share Play More  
More See More Discover  
Explore More

You can also enroll in one of our 30+ undergraduate and graduate degrees, minors and certificates. If you are interested in learning more about day, evening and weekend credit courses, please visit. [www.niagara.edu/admissions](http://www.niagara.edu/admissions).

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**Register Today!**  
**Classes Close Out *Fast!***



**Think MORE!**  
**Use this icon**  
**to find NEW**  
**courses!**

This catalog was prepared with the information available at the time of publication. All information, including statements of fees, course offerings, and admission, is subject to change without notice or obligation. Niagara University reserves the right to cancel any course listed in this catalog, and to alter the title, description, times and dates of the same.



## Introduction to Digital Scrapbooking

Join us and take your scrapbooking to a new level! Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Starting with simple projects, you'll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs.

**Open 24/7 and course is 6 weeks**

**Session Start Dates: Sept 19; Oct 17; Nov 21; Dec 19**

**Fee: \$125**

**Online at [www.niagara.edu/ce](http://www.niagara.edu/ce)**

## After Hours Oil Painting (age 16 and up)

If you are interested in oil painting but have a busy schedule, then this class is for you! An evening class will enable you to relax and unwind while expanding your creativity. Beginning and advanced students will easily learn the fundamentals and techniques of oil painting and how to use the materials. Supplies are available for purchase in the studio.

*Instructor: Ruth L. Thomas, oil and drawing artist.*

**Thu, Sep 20-Nov 8**

**(8 sessions)**

**7-9:30pm**

**\$89**

**Niagara Arts & Cultural Center, room 116**

**1201 Pine Avenue, Niagara Falls**

## Beginning and Advanced Oil Painting Workshop

Create beautiful works of art in the popular art of oil painting. Designed so you can easily learn the fundamentals and techniques of oil painting, as well as how to use its materials. This step-by-step course provides individual critiques of the students' oil work. Supplies are available for purchase in the studio. Special skills needed: a willingness to learn and be creative.

*Instructor: Ruth L. Thomas, oil and drawing artist. Choose*

**Tuesday or Wednesday mornings.**

**Tue, Sep 18-Oct 10**

**(8 sessions)**

**10am-12:30pm**

**\$89**

**Niagara Arts &**

**Cultural Center,**

**room 116**

**1201 Pine Avenue,**

**Niagara Falls**



## Stained Glass for Beginner

Make beautiful stained glass while learning the lead came and copper foil methods. Develop basic glass-cutting skills, how to solder foil seams, cement stained glass panels, utilize correct safety procedures and tools required. It's time to stop admiring and start creating!

*Instructor: Robert Muelbauer, craft specialist*

**Sat, Oct 6-Nov 3**

**9-11:30am**

**(5 sessions)**

**\$195**

**Dunleavy Hall**



## Velvet Embossed Ornament

Learn to emboss on velvet and attach it to folded paper to transform into an ornament. You will also learn to make a simple tassel out of embroidery floss. Materials to bring: Scissors, optional wood backed rubber stamp no bigger than 1 1/2" square, white glue iron if you have one.

*Instructor: Iesa Erck, craft enthusiast*

**Mon, Nov 12**

**6:30-8:30pm**

**\$15**

**Dunleavy Hall**

## Modular Photo Cube

This is a fun and easy project. We will be doing a modular origami folding using two different patterns and then putting them together and forming a cube. The centers can hold a small photo. Please bring 5 or 6 photos ( we will laminate them to protect them in the cube). The photos should be no bigger than 4x6 and we will not use the whole photo about 1/2 or less. Makes for a great photo album and a nice Christmas gift. Materials needed: Scissors, paper cutter ( will make things go faster), white glue, 5 or 6 photos (subject should be in center of photo no bigger than 2-3")

*Instructor: Iesa Erck, craft enthusiast*

**Thu, Nov 1**

**6:30-8:30pm**

**\$15**

**Dunleavy Hall**

## Beginner Chain Maille

Learn how to make a simple bracelet and earring set in the old chain maille. In this class you will be learning the box-chain. The first class is to begin and complete most of the earrings. Options for colors include gold, and silver plated rings. Some tools will be provided, along with supplies. Students need to bring a pair of smooth flat needle-nosed pliers.

*Instructor: Marie Erck, artisan*

**Thu, Oct 11-18**

**(2 sessions)**

**6:30-8:30pm**

**\$25**

**Dunleavy Hall**



## Beginning Needle Felting

Produce three beautiful needle felting projects using barbed needles and wool roving to call your own. In these classes you will take home a needle felted pincushion, ornament and felted rock that we will decorate. Please bring scissors to class.

*Instructor: Iesa Erck, craft enthusiast*

**Thu, Oct 11-25**

**(3 sessions)**

**6:30-8:30pm**

**\$25**

**Dunleavy Hall**



## Beginner Beaded Bracelet Native American Peyote Bracelet

Learn how to make a simple Native American Peyote bracelet. This technique can be used in all sorts of other projects. All supplies will be provided. This makes a great Christmas present. We will be working with small beads if you have reading glasses, please bring them and a pair of scissors.

*Instructor: Marie Erck, artisan*

**Tue, Oct 9-16**

**(2 sessions)**

**6:30-8:30pm**

**\$15**

**Dunleavy Hall**



## Beginner Beaded Bracelet

### Daisy Chain Bracelet

Learn how to make a simple Daisy Chain Bracelet. Choose from a variety of color beads. All supplies will be provided. We will be working with small beads, if you have reading glasses please bring them and a pair of scissors.

*Instructor: Marie Erck, artisan*

**Thu, Nov 1-8**

**(2 sessions)**

**6:30-8:30pm**

**\$15**

**Dunleavy Hall**

## Iris Paper Folding

This is a simple project that can produce great results. Iris folding is a paper craft technique that involves folding strips of colored paper in such a way to form a design. The center of the design forms an iris, a shape similar to an eye of a camera lens. This can be used to make a card or put a photo in the center for a picture frame. Finished project will fit in a 5x7 frame. Bring scissors, small paper cutter and tape.

*Instructor: Iesa Erck, craft enthusiast*

**Thu, Nov 8**

**6:30-8:30pm**

**\$15**

**Dunleavy Hall**

## Beginning Crochet

It's a wonderful thing and back in style. A great intro class that allows you to learn and create a legacy with your family. All you need for the first class is a K hook and light colored 4ply yarn. Usually less than \$6 at any craft store. Sign up today and bring your friends! Ages 16 or older. Anyone younger must sign up with an adult.

*Instructor: Diana*

*Reneau, crochet expert*

**Tue, Oct 23 - Nov 27**

**(6 sessions)**

**6-8pm**

**\$24**

**Dunleavy Hall**

## Advanced Crochet

You have mastered the basics of crochet... now on to the next step. Learn more complicated stitches and how to read patterns. By the end of this class you will be able to create your own garment.

*Instructor: Diana*

*Reneau, crochet expert*

**Wed, Oct 24-Nov 28**

**(6 sessions)**

**6-8pm**

**\$24**

**Dunleavy Hall**



## Fall Wreath or Swag Creations

Learn how to design and arrange dried foliage or silks on wreath rings or swag forms to add an impressive welcome to your home for fall. Our classes will enable you to add your personal touch of class to your home. We will provide the base forms and foliage and instruct you how to select the added silks or dried flowers and accents. The extra materials needed to buy by you will be discussed in detail during session one. Session two will guide you through basic assembly and final touches.

*Instructors: Diane Woodcock (florist) and Lorelei Luther*

**Wed, Sep 5-12**

**(2 sessions)**

**6-8pm**

**\$49**

**Dunleavy Hall**

## See More.

*"I learned to see things from a different set of lenses." - Michael D.*



## Holiday Wreath or Swag Creations

Make it an extra Happy Holiday and a very Merry Christmas with a unique wreath or swag of your creation. We will provide the base form plus background basics and offer numerous suggestions on the extras needed for you to buy for your personal accents.

*Instructor: Diane Woodcock (florist) and Lorelei Luther*

**Wed, Nov 7-14**

(2 sessions)

6-8pm

\$49

Dunleavy Hall

## Dried Hydrangea Wreath Making

Preserve the beauty of summer while guided through the process of drying and arranging beautiful hydrangea into a wreath for you to enjoy. You can even give this as a gift! Instructions on how to dry other flowers and their creative uses will also be discussed.

*Instructor: Diane Woodcock (florist) and Lorelei Luther*

**Wed, Sep 26**

6-9:30pm

\$44 (Includes all materials)

Dunleavy Hall

## Jewelry Making:

### Make and Take Bracelet and Earrings

Stop wasting valuable time and expensive gasoline looking for jewelry to compliment that special outfit! In one night you will design and learn to finish your own stretch bracelet and earring set.

*Instructor: Kris Trunzo, mixed-media artist*

**Tue, Sep 25**

6-7:30pm

\$30 (includes all materials)

Artzee, 549 Center Street

Lewiston, NY 14092

## Watercolor Painting

Bring your artistic talents to new levels. Whether you are a beginner or intermediate level, learn the fundamentals and new techniques of watercolor painting. No supplies are needed the first night and additional supplies will be discussed.

*Instructor: Shawn Kosmala, artist*

**Section I: Tues, Sep 11-Oct 16**

**Section II: Tues, Oct 30-Dec 4**

(6 sessions)

7-9pm

\$69

Dunleavy Hall

## Jewelry Making:

### Step it up a Notch - Jewelry Making

Do you want to take your jewelry making skills a step further? This class will teach you the basics of pattern design, bead compliment and crimping. In an evening you will leave with a beautiful one-of-a-kind toggle bracelet of your own creation.

*Instructor: Kris Trunzo, mixed-media artist*

**Tue, Oct 2**

6-8pm

\$40 (includes all materials)

Artzee, 549 Center Street

Lewiston, NY 14092

## Hand Printmaking

Explore the world of hand printed printmaking and learn these great fundamentals and techniques. Put your new found skills to use creating original works of art, cards, or use in scrapbooking. No supplies are needed the first night and additional supplies will be discussed. A great class for beginners to intermediate.

*Instructor: Shawn Kosmala, artist*

**Section I: Thu, Sep 13-Oct 18**

**Section II: Thu, Nov 1-Dec 6**

(6 sessions)

7-9pm

\$69

Dunleavy Hall

## Jewelry Making:

### Chandelier Earrings

If you love those long trendy earrings you see in all the fashion magazines, then this class is right up your alley. Design your own one-of-a-kind pair of dangle earrings. You won't see a duplicate anywhere on the street.

*Instructor: Kris Trunzo, mixed-media artist*

**Tue, Oct 9**

6-8pm

\$25 (includes all materials)

Artzee, 549 Center Street

Lewiston, NY 14092



**Learn More.**

call to register 716.286.8181

## Paralegal Certificate Course

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The practice-oriented instruction relates to the areas of law in which paralegals are most in demand. Students will be expected to complete a significant amount of homework for each session. This program will help students increase their office's efficiency, productivity, and billable hours, as well as learn new marketable job skills. Successful graduates will be awarded a Certificate of completion from Niagara University. To receive a Certificate, students must pass six quizzes and successfully complete five legal document writing assignments.

**Tue, Thu, Sat**

**Oct. 16-Dec 8**

**Tue & Thu 6-9:30pm, Sat 9am-5pm**

**\$1189 (does not include books)**

**Dunleavy Hall**

**Books: Must be ordered through the**

**Center for Legal Studies at 1-800-522-7737**



## Beginning Email for Everyone

Do you want to spend less time on your emails and use your time more efficiently? You will learn to log into email, read, reply, delete email. Learn about the inbox, drafts, spam, trash, email safety and various options available on email. Laptops are provided for the class, but students who wish to bring their own laptops are asked to come 15 minutes prior to class start time.

*Instructor: Kim Tomaszewski, The Net Cracker, LLC*

**Tue, Sep 25**

**6-8:30pm**

**\$19**



## Advanced Email for Everyone

You will learn how to forward emails, attach documents/photos to emails, organize emails, create folders, create address book, create a draft, send emails to multiple parties. Email safety will be discussed. Laptops are provided for the class, but students who wish to bring their own computers are asked to come 15 minutes prior to class start time. Students must provide an email address before class and know their password.

*Instructor: Kim Tomaszewski, The Net Cracker, LLC*

**Thu, Sep 27**

**6-8:30pm**

**\$19**



## NYS Notary Public Preparation Class

Get prepared for the NYS Notary Public examination using actual case studies and materials that will familiarize you with notarial documents and test-taking skills. Enhance your resume and productivity for your business or employer as a Notary Public.

*Instructor: Cynthia Coney-Trowman, Notary Public*

**Sat, Sept 22**

**9am-noon**

**\$39**

**Dunleavy Hall 212**



## Introduction to QuickBooks 2012

Use the power of QuickBooks 2012 software to take control of your business accounting! In these

lessons, you'll learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you'll discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports.

**Open 24/7 and course is 6 weeks**

**Session Start Dates: Sept 19; Oct 17; Nov 21; Dec 19**

**Fee: \$125**

**Online at [www.niagara.edu/ce](http://www.niagara.edu/ce)**

## Computers for Absolute Beginners

Take the mystery out of computers and feel comfortable using one. This hands-on class lets you sit in front of a computer and learn about hardware, software, memory, and basic Windows operations. Don't let the computer world "surf" by you. Sign up today!

*Instructor: Chester Barosky, technology trainer.*

**Sat, Oct 20-Nov 3**

**(3 sessions)**

**10am-noon**

**\$59**

## Blogging for Money, Optimizing your Website for Profit

Do you enjoy blogging? Do you want to know how to make profits from your blog? Is blogging a hobby that you want to turn into a career? Moreover, what would Steve Jobs website or personal blog look like? Learn the mechanics of blogging in this online, interactive course. For six weeks, you'll receive A+ instruction on Google adwords, how to complete engaging, blog posts, what's the skinny behind keywords and how optimizing your blog or personal/business website can help you create a lucrative, residual income. You'll receive a step-by-step guide in writing compelling blog posts and learning focused activities. You'll also receive one-on-one critique from a blogging pro. It is all in how you write it and let the web, market it for you. Are you ready?

*Instructor: Miko Holt, professional blogger*

**Section I: Mon, Sep 10-Oct 15**

**Section II: Tue, Oct 16-Nov 20**

**7:15-9:15pm**

**\$39**

**Dunleavy Hall 131**

## Microsoft Office Certificate

Take all 5 classes or sign up for the class you need. Advance your career and use all the knowledge you gain in these classes to utilize your computer to its fullest. Learn all the latest tips and tricks and get all your questions answered. Register for all five classes for only \$220 and save money (a \$25 savings!)

*Instructor: Gordon Slipko Jr., computer expert.*

**Sat, Oct 6-Nov 3**

**9am-noon**

**\$220**

**Dunleavy Hall, room 131**

## Windows: Maximizing Your Computer

Are you frustrated sometimes with your computer? Learn tips and tricks that will save you thousands of hours. Experienced or new users will discover how to run several programs simultaneously, share information and maximize desktops. A must for all computer users! You will be using menus, folders, and dialog boxes to their fullest potential.

**Sat, Oct 6**

**9am-noon**

**\$49**

## Word: An Introduction

Create, delete, move, cut, copy, paste and produce amazing documents in minutes. Properly learn how to handle multiple pages a or a single document that will look professional. Also, learn some creative tips for adding graphics during hands-on exercises. Feel free to bring sample documents to class that you want to make better.

**Sat, Oct 13**

**9am-noon**

**\$49**

## Excel I: Tips, Tricks and Basics

Learn shortcuts and tricks for setting up fully formatted worksheets with ease. Discover secrets behind writing powerful formulas, using functions, and analyzing data. Create custom charts, macros and custom toolbar buttons. Topics will be addressed according to student interest and ability.

**Sat, Oct 20**

**9am-noon**

**\$49**

## Excel II: Advanced

Get more tips, tricks and learn what else you can do in this advanced class. Review calculations and built-in functions, and then learn to create more complex formulas. Link data between spreadsheets, pivot tables or charts and properly print advanced spreadsheets. Excel I is not required, but all students should have basic Excel knowledge.

**Sat, Oct 27**

**9am-noon**

**\$49**

## Power Point: Presenting the Best

Create powerful presentations and slide shows to enhance your marketing and sales efforts. Learn how to develop an outline and pick a look for your slide show. Add or rearrange your slides; format text; preview, run, and print your handouts for your best presentation. Everyone needs to know this program!

**Sat, Nov 3**

**9am-noon**

**\$49**



## Researching Your Family History Online

Maybe somewhere in your family history you are related to someone famous? Students will set a goal for their research, learn how to document information, explore many free and paid Internet sites, learn researching tips and how to read various records. Students will begin their own family trees. This class is designed for the beginner to learn about researching family history with online resources. Prerequisites for students: Basic computer skills.

*Instructor: Kim Tomaszewski, The Net Cracker, LLC*

**Tue & Thu, Oct 16-18**

**(2 sessions)**

**6-7:30pm**

**\$24**

## Saving and Making Money with the Internet

Discover all the savings possible on-line! Buy \$25 gift certificates for your favorite restaurants for only \$2!

Purchase jewelry for a fraction of the costs! Print coupons to cut your grocery bills in half! Save on favorite family activities with the power of group buying! You will be amazed how easy it is to save money using the internet.

Prerequisite: You must have an email account and a Facebook account is recommended.

*Instructor: Sandra Davis, computer trainer*

**Mon, Sep 17-24**

**(2 sessions)**

**6:30-8:30pm**

**\$39**

**Dunleavy Hall**



## Think More.

*Continuing Education coordinates and hosts conferences for groups, such as the Buffalo Sabres and high school Advanced Placement teachers.*

## Photoshop Essential Skill

Are you interested in graphic design, transitioning to digital photography or learning the essential skills for this industry-standard program? Learn Photoshop by completing a series of real world projects which include learning digital imaging basics; preparing images for print or the web; fixing imperfections; compositing multiple images using layers; working with layer masks and more. A great class for anyone interested in improving their photos. Ideal for designers, photographers, marketers and anyone pursuing a career in graphic design. Training is in a Mac lab but Windows users will find that Photoshop works almost precisely the same way on their PC. No prior experience with Photoshop is needed, but student should be experienced with basic computers and software programs. Learn step-by-step how Professional Graphic Designers and Photographers use Photoshop on a range of projects. Space is limited.

*Instructor: Donald Trainor, computer expert*

**Mon, Sep 17-Oct 22**

**(6 sessions)**

**6:30-9:30pm**

**\$295**

**Dunleavy Hall , room 122**

## Photoshop Advanced

Taking your images to the next level. Are you interested in building on your existing knowledge of Photoshop to give your images a much more professional and polished look? Learn advanced Photoshop techniques by completing a series of real world projects which include creating complex selections; working with the pen tool and paths; automating workflow with Actions; adding vector shapes and masks; using Smart Objects and more. Ideal for designers, photographers, and anyone pursuing a career in graphic design. Training is in a Mac lab but Windows users will find out that Photoshop works almost precisely the same way on their PC. Students must have a basic knowledge of Photoshop including working with layers. Learn step-by-step how Professional Graphic Designers and Photographers use Photoshop on a range of projects.

*Instructor: Donald Trainor, computer expert*

**Mon, Nov 5-26**

**(4 sessions)**

**6:30-9:30pm**

**\$195**

**Dunleavy Hall room 122**

## Learning Web Design with Dreamweaver

Are you looking to get into web design, maintain a current website or learn the essential skills for this industry-standard program? Learn Dreamweaver by building a website from the ground up. Focus on using standards to ensure interoperability, accessibility and usability; managing websites using Dreamweaver; incorporating images and media files; using Cascading Style Sheets (CSS) and more. Developed for people new to web design and ideal for designers, business owners who need a web presence, marketers and anyone who wants to go beyond expensive, cookie cutter web design services. Training is in a Mac lab but Windows users will find that Dreamweaver works almost precisely the same way on their PC. No prior experience with Dreamweaver is needed, but student should be experienced with basic computers and software programs. A basic knowledge of Photoshop or other image editing software is helpful but not required. Learn step-by-step how Professional Web Designers use Dreamweaver to create attractive, usable websites. Space is limited.

*Instructor: Donald Trainor, computer expert*

**Wed, Sep 19-Oct 24**

**(6 sessions)**

**6:30-9:30pm**

**\$295**

**Dunleavy Hall, room 122**

## Basic EMT Original

This course introduces the student to basic life-support knowledge, skills and concepts as recognized by the New York State Department of Health. Upon successful completion of the course and a state practical skills examination, the student will be allowed to sit for the NYSDOH written Certification examination. Course content includes the legal aspects of emergency care, medical and trauma assessment, blood-borne pathogens and universal precautions, airway management and adjunct usage pharmacology and emergency medication administration, CPR and Automatic External Defibrillation, hemorrhage control, spinal immobilization, fracture management, hazardous materials awareness, childbirth, weapons of mass destruction awareness, and environmental and medical emergencies. Students successfully completing the course will be issued certificates by Niagara University and the American Heart Association for their CPR and AED certification cards.

**Tue & Thu, beginning Aug 28**

**6:30-9:30 pm**

**\$700. Free for students eligible for funding \***

**Niagara University**

**Dunleavy Hall, room 103**

## EMT-D Refresher/Challenge

A training program designed to be adaptable to the needs of the recertifying basic EMT-D whose certification has not expired or the basic EMT whose certification has lapsed. Each student is required to complete a challenge exam, after which the student's performance is reviewed and an individual needs program developed. Upon successful completion of the course and a state practical skills examination, the student will be allowed to sit for the NYSDOH written certification examination. This course challenges as well as prepares the basic EMT to recertify. It presents a general overview of the Basic EMT Original curriculum while bringing the student up-to-date with recent NYS standards and protocols.

**Tue & Thur, beginning Aug 28**

**6:30-9:30pm**

**\$350 Free for students eligible for funding\***

**Dunleavy Hall, room 103**





## Delish Nutrish 2: Whole Foods Living

Have kale and quinoa become a staple in your diet? Time to take it to the next level! This 3-week wellness series is the sequel to Delish Nutrish and introduces even more nutrient-dense, delicious foods. Add variety to your routine and create further momentum in reaching all of your health goals. Classes include cooking demonstrations and tastings, take-home recipes, grocery shopping lists, nutritional benefits and much more. Learn how to feed your body, mind and spirit in a fun, balanced way.

*Instructors: Ami Patrick & Eileen Hoffman*

**Tue, Oct 23-Nov 6**

**(3 sessions)**

**6:30-8pm**

**\$59**

**Dunleavy Hall**



## Sweet Surrender:

### Treat Yourself with Healthy, Delicious Desserts

Just in time for the holiday season! Learn how to indulge in rich, satisfying treats, using nutrient-dense ingredients. These delicious recipes will bring you energy and joy, instead of sugar crashes and guilt. Leave with an array of recipes, information and resources to combat cravings, refined sugars and weight gain. All recipes are gluten and dairy-free and made with natural sweeteners or dried fruit.

*Instructor: Ami Patrick, holistic health coach*

**Tue, Dec 4**

**6:30-8pm**

**\$19**

**Dunleavy Hall**



## Keeping Your Heart Healthy

Let's discuss the New Year's resolutions you should have made or didn't keep. We'll talk about healthy diet choices, exercise types and simple medicine to protect your heart. Things you should know about cardiac risk factors, cholesterol and cardiac testing will also be covered.

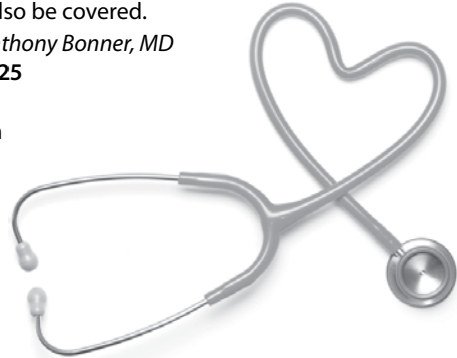
*Instructor: Anthony Bonner, MD*

**Tue, Sep 18-25**

**(2 sessions)**

**6:30-8:30pm**

**\$5**



## Reduce Toxicity in Your Home: DIY Cleaning Products

Did you know that indoor air pollutants are often 2 to 5 times (and sometimes as much as 100 times) greater than outdoor levels! Discover ways to save money, your family, and the planet by using homemade cleaning products. Learn what ingredients to avoid, leave with recipes for all your household needs and explore everyday items to use in your home to leave it clean and healthy. Another way to embrace a happier, healthier, holistic lifestyle! Participants are asked to bring their own 32 ounce spray bottle and will leave with their own Wonder Spray.

*Instructor: Ami Patrick, holistic health coach*

**Tue, Nov 13**

**6:30-8pm**

**\$19**

**Dunleavy Hall**

**ore. Think more. Do more. Learn more. Serve more. Achieve more. Explore more. Learn more. Get more. Think more. Do more. Grow more. Serve more. Learn more. Laugh more. Explore more. Do**

## Care More.

*Registered nurses (RNs) seeking to complete their Bachelor of Science in Nursing (BSN) may apply for Niagara's nursing completion program.*

At Niagara, you can study abroad, gain real world experience through our many internships and prepare yourself for a successful career. In fact, our recent graduates have a job placement rate of 91 percent.

Choose from over 50 undergraduate programs plus graduate programs in business, education, criminal justice and interdisciplinary studies.

For more information or to schedule a visit call:

**1.800.462.2111** or visit **niagara.edu**

Email: **admissions@niagara.edu**

**Do more at Niagara.**



*Education That Makes a Difference*

## Online Introduction to Screenwriting

There's never been a better time to start a career as a screenwriter. With technological breakthroughs bringing the cost of making and distributing movies down to almost nothing, there's going to be a huge demand for great scripts—and for people who can write them. Whether you want to write micro-budget indie films or Hollywood blockbusters, this course will teach you everything you need to know to create a script that can sell. You'll start with the fundamentals of stories—why audiences need them, what they expect from them, and what kinds of stories work time after time. Then you'll learn how to write your own. You'll see how to come up with an idea, how to develop that tiny spark into a story, and finally how to structure it into a screenplay.

**Open 24/7 and course is 6 weeks**

**Session Start Dates: Sept 19; Oct 17; Nov 21; Dec 19**

**Fee: \$125**

**Online at [www.niagara.edu/ce](http://www.niagara.edu/ce)**

## Beginner Ballroom Dancing

Don't be a wallflower at your next dance, wedding, or party! If you've always wanted to learn how to ballroom dance, this is the right place for you. Learn to dance for fun and fitness! This course on social dancing will get you on the dance floor in no time as you learn your smooth and Latin dances.

*Instructor: Joevene Viola, dance teacher.*

**Thu, Oct 4-Dec 6 (excl 11/22)**

**(10 sessions)**

**7-8pm**

**\$79**

**Gallagher Multipurpose Room Lower level**

## Intermediate Ballroom Dancing

This course is a continuation of Beginner Ballroom Dancing, offering more advanced steps with added patterns and styling. You will learn both ballroom smooth and Latin dance steps with emphasis on floor craft and technique. Make your social dancing more interesting and lots of fun.

*Instructor: Joevene Viola, dance teacher.*

**Thu, Oct 4-Dec 6 (excl 11/22)**

**(10 sessions)**

**8-9pm**

**\$79**

**Gallagher Multipurpose Room Lower level**



## NUSTEP Niagara University Senior Term Enrichment Program

*Niagara University offers many entry level (general education) college courses in local high schools for college credit. This program allows qualified juniors and seniors the opportunity to challenge themselves to the rigors of college level work while remaining on their high school campus - all at a discounted cost.*

- The instructors use the course descriptions, outlines, syllabi and exams constructed by the academic department at the university
- **NEW:** Accredited by The National Alliance of Concurrent Enrollment Partnerships!
- Students who receive free/reduced lunches qualify for a tuition waiver with proper documentation.
- Ask your school counselor if your high school participates.

**For more information on NUSTEP, visit: [www.niagara.edu/nustep](http://www.niagara.edu/nustep)**

## Guitar for Everyone... from a professional!

Don't say to yourself "I wish I could play guitar like that," because now, you can. Take this simple, easy-to learn program from one of the best guitarists in the area and start playing. Students should bring a basic classical guitar to this group lesson class. Start today and soon you'll be playing the way you've always wanted.

*Instructor: Jamie Holka, third place, North American Rock Guitar Competition.*  
*[www.jamieholka.com](http://www.jamieholka.com)*

**Mon, Oct 1-Nov 19**

**(8 sessions)**

**6:30-8:30pm**

**\$99**

**Dunleavy Hall**



## American Sign Language

Today, signing is a growing language, and is seen more and more in the media. We will cover an introduction to basic sign language communication emphasizing basic level signs, words and phrases, finger spelling, grammatical sign principles, and cultural information.

*Instructor: Kathy DuBois, experienced sign language instructor.*

**Sat, Sep 22-Nov 10**

**(8 sessions)**

**9-11am**

**\$59**

**Dunleavy Hall**



## Fall Garden Cleanup: Getting Ready For Your Best Garden Next Spring!

Find out what you need to do now to save time next spring and get your best garden yet. Learn about what you need to do with your bulbs, fertilizing, fish, ponds, pots, planting, pruning, shrubs and trees. Our class will help you minimize the work needed to get going next spring and have the best results ever. Your garden will thank you come spring.

*Instructor Rich Levy, gardening expert*

Thu, Oct 18

7-9pm

\$19

Dunleavy Hall



## Start Your Own Edible Garden

Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season. You'll begin by figuring out which type of garden is right for you. Not everyone has the same amount of time, space, or sunshine, so the first step to a great harvest is selecting the right crops. You'll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard.

**Open 24/7 and course is 6 weeks**

**Session Start Dates: Sept 19; Oct 17; Nov 21; Dec 19**

**Fee: \$125**

**Online at [www.niagara.edu/ce](http://www.niagara.edu/ce)**

## Great Digital Photos – Digital Photography

Discover how to stop taking digital snapshots and start creating photographs with the WOW factor. Discover your inner creativity through the basic principles of photography in simple, down-to-earth language. Practice what you discover through the weekly photographic assignments. If you love to take pictures, bring your digital camera and find out how creative you can be.

*Instructor: Chester Barosky, technology trainer, digital photographer.*

Sat, Sep 8-29

(4 sessions)

10am-noon

\$39

Dunleavy Hall



## SERVING THOSE WHO SERVED



**The new Post 9/11 GI Bill and Yellow Ribbon Program make Niagara University as affordable as any school in the country.**

### Why Niagara?

- Academic credit for military service.
- Highest accreditation in undergraduate and graduate degrees.
- More than 50 majors and academic programs.
- Small class sizes, caring campus community.
- Among the US News and World Report's best colleges and universities in the Northeast.
- The ability to take what you learn and apply it to real-world settings.
- Named to the President's Higher Education Community Service Honor Roll with Distinction.
- Over 150 years of excellence in higher education and serving those who served.



**NIAGARA UNIVERSITY**  
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Visit us on the Web at [www.niagara.edu/veterans](http://www.niagara.edu/veterans) or e-mail [veterans@niagara.edu](mailto:veterans@niagara.edu)

## Antiques 101

### Am I rich and don't even know it?

Want to supplement your income while working out of your home or find out how much grandma's heirlooms are worth? Learn to research antiques and find out the true market value of an item using internet searches such as Ebay completed items, auction catalogs and price guides. Peter Jablonski of Peter J's Antiques will teach you how and where to buy antiques, how to appraise them, and how to sell them using PayPal and Inkfrog. You can even bring in items for appraisal. Peter is an established antiques dealer and has sold internationally on Ebay.

**Wed, Sep 26-Oct 10**

(3 sessions)

**6:30-8:30pm**

**\$49**

**Dunleavy Hall**



## Defensive Driving Course

Offers 10% discount on auto insurance Niagara University offers defensive driving courses in association with the New York Safety Program. Completing the course entitles you to a 10 percent discount on your automobile insurance premiums in the state of New York each year for three consecutive years. The Department of Motor Vehicles will also deduct up to four points from your driving record if points were assigned in the last 18 months. Certain restrictions apply to the point reduction privilege. Niagara University urges all drivers, whether youthful, experienced, or mature, to take this six-hour defensive driving course.

*Instructors: NYS certified teachers.*

**Saturdays**

**Sep 15, Oct 20, Nov 10, Dec 8**

**9am-3pm**

**\$35**

**Dunleavy Hall 103**

## 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.

Today, the range of voices hired has grown dramatically from the days of announcers. 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. In an effort to ensure a quality class experience, we must limit attendance! For more information please visit [www.voicecoaches.com/gppt](http://www.voicecoaches.com/gppt).

*Instructor: Voice Coaches Services*

**Wed, Oct 17**

**6:30-9pm**

**\$19**

**Dunleavy Hall**



## Get Funny!

The ability to create humor is a skill many people don't have, yet wish they did. If you're interested in learning how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer, this course will get you going. Your instructor, an experienced comedy writer and working actress, will guide you through a wide range of comedic sources. You'll learn how to write a one-liner, use physical humor, target your audience, find the humor in everyday events and much, much more.

**Open 24/7 and course is 6 weeks**

**Session Start Dates: Sept 19; Oct 17; Nov 21; Dec 19**

**Fee: \$125**

**Online at [www.niagara.edu/ce](http://www.niagara.edu/ce)**

## Earn More.

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#### Master of Education

Niagara's NCATE accredited program offers master's degrees in Teacher Education, Educational Leadership, School Counseling, School Psychology, Mental Health Counseling, Special Education and Literacy.

#### Master of Business Administration

Niagara's practice-oriented curriculum lets you complete your MBA in as little as 16 months with convenient weekday evening or Saturday classes.

#### Master of Criminal Justice

A traditional master's program that not only meets the needs of practicing criminal justice professionals but also of those wanting to enter the field.

#### Master of Arts-Interdisciplinary Studies

This innovative curriculum crosses traditional disciplinary boundaries and gives each student the ability to design their own graduate degree program.

#### For more information

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1.800.462.2111

Email: [admissions@niagara.edu](mailto:admissions@niagara.edu)

**Do more at Niagara.**



Education That Makes a Difference

## Wilton Method: Cupcakes

Learn the basic skills of cake decorating as you try your hand at decorating cupcakes. Ice cupcakes, create pull out stars, dots, and lines. You'll also make rosettes and leaves. A great mom and me opportunity! Registration fee does not include class materials. Class materials may be purchased from regional craft chains.

**Choose a date.**

*Instructor: Laurie Popielarski, Wilton Method Instructor*

**Mon, Sep 10, 24 or Wed, Dec 12**

**(1 session)**

**6:30-8:30pm**

**\$25**

**Dunleavy Hall**



## Wilton Method Cake Decorating

### Decorating Basics

Let the fun begin as you learn the fundamentals of decorating amazing party cakes, cupcakes and cookies! Discover creating impressive decorations such as drop flowers, stars, rosettes, shell borders, pompom flowers, shaggy mum and leaves. The Wilton Method Decorating Basics Course is the perfect place to start learning the art of cake decorating! Registration Fee includes student book. Does not include class materials. Class materials may be purchased from regional craft chains.

*Instructor: Laurie Popielarski, Wilton Method Instructor*

**Wed, Oct 17-Nov 7**

**(4 sessions)**

**6:30-8:30pm**

**\$45**

**Dunleavy Hall**

### Wilton Method: Flowers and Cake Design

Learn how to create spectacular floral cakes! Work with fondant, gumpaste, and royal icing as you learn the essentials of making flowers such as the pansy, rose, apple blossom, primrose, daffodil, violet, lily and rosebud. Create dramatic designs using the reverse shell and basket weave. Get ready to impress your family and friends with what you can do! Registration Fee includes student book. Does not include class materials. Class materials may be purchased from regional craft chains.

*Instructor: Laurie Popielarski, Wilton Method Instructor*

**Wed, Nov 14-Dec 5**

**(4 sessions)**

**6:30-8:30pm**

**\$45**

**Dunleavy Hall**

*“The materials were great and the staff very friendly. I would come to Niagara University again and recommend it to my peers.”*

*- Maura D.*

### Couponing Crazy

Would you like to learn how to drastically cut your spending? You will learn the tricks of ethical couponing and how to stockpile at rock bottom prices. Recently our instructor GOT MONEY BACK from the store using her coupons. Learn all the tips and tricks to save throughout the year. Bring a note pad because you won't want to miss all the secrets that are revealed. Start saving immediately!

*Instructor: Sandra Davis, couponing guru*

**Wed, Sep 19 or Oct 17**

**6:30-8:30pm**

**\$19**

### Couponing for Christmas

#### Getting ready for Black Friday

Who doesn't want to save money during the holidays? Learn simple and easy techniques during the busy season to save money, get the gifts you want, AND walk home with cash in your pocket. Make the holiday season extra special with wonderful moments and less anxiety over your finances.

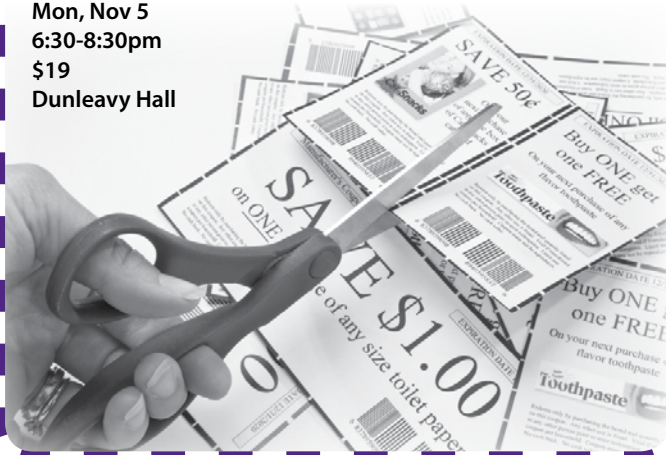
*Instructor: Sandra Davis, Couponing guru*

**Mon, Nov 5**

**6:30-8:30pm**

**\$19**

**Dunleavy Hall**



## “Don’t be afraid, it’s only cooking” with Craig Moriarity

All new classes. Beginners will learn basic preparation including sauteing and baking.

### Basic Soups

A beginners course designed to teach basic soup preparations such as stocks, cream soups and purees. Students will make soups from scratch as well as quick homestyle soups made from readily available ingredients. Fall is coming, let’s warm up with fresh made soups.

**Sat, Sep 22**  
**10am-noon**  
**\$39**



### The Saute Pan

A cook’s best friend. A beginners course on the proper usage of the stove top and the saute pan. Students will learn how to use heat properly to present delightful and elegant dishes such as chicken marsala and veal piccata.

**Sat, Oct 13**  
**10am-noon**  
**\$39**

### For Your Guys Only

A class exclusively for men. Every gentleman needs to know how to prepare a full course dinner for his significant other without using the phrase “char broiled”. We will cover an appetizer, main course and a dessert designed to impress the love of your life.

**Sat, Nov 10**  
**10am-noon**  
**\$39**



## College of Hospitality and Tourism Management presents: Student Managers Dining Series Fall 2012

Four-course dinner for \$18 per person

Enjoy “Our Gourmet Statler Dining Room menu,” a themed sit down dinner menu which includes two appetizers, entree, dessert and beverage, coffee/tea.\* Prepared and served by the students in our food production class.

Seating at 6, 6:30 and 7pm the following dates: Oct. 30 & 31 • Nov. 1, 6, 7, 8, 27, 28, 29 • Dec. 4, 5, 6

Call Niagara University’s Office of Continuing Education for reservations at (716)286-8181.

\*Menus are not released prior to the date of the event.

## “Cooking with Jennifer”

Learn from one of the area’s best culinary experts, have a lot of fun, and then amaze your guests with new cooking skills. Register today because space is very limited. We’re all watching the Food Network and cooking shows, so why not put yourself into a cooking class today.

*Instructor: Jennifer Diez, cooking expert*  
**St. Vincent’s Hall, 4th floor kitchen.**

**Fee includes food cost. Bring your own apron**



### Garden Party

Don’t pack up the outdoor furniture yet because a garden party is a fun way to end the summer season! In this class we will make the perfect outdoor menu to entertain friends and family as well as learn some fun and unique decorating tips and ideas!

**Sat, Sep 15**  
**10am-noon**  
**\$39**



### Homemade Soups

Fall is most definitely “Soup Season”! Join in on the fun in this class where we learn the different types of soup and make a cream soup, a chowder, a vegetarian soup and a bisque! With the freshest vegetables from our local growers, how can you go wrong?

**Sat, Sep 29**  
**10am-noon**  
**\$39**



### Hors D’oeuvres “To Go”

We will prepare 4 different hors d’oeuvres that are perfect to take to friends when you are invited! This class will sparkle your creativity and get you thinking outside of the box (the frozen hors d’oeuvre box that is!)

**Sat, Oct 20**  
**10am-noon**  
**\$39**



### BYOB Night

Come and enjoy a hearty meal, complete with appetizer and dessert, all prepared hands on! We will then share our meal (and wine or beer) with the new friends we have made! You must be 21 or older to attend this class. **IMPORTANT NOTE:** If you do bring your own beverage, note that there will be a limit of only two drinks per person which will be served by University Sodexo operations.

**Fri, Oct 26**  
**7-9pm**  
**\$39**

### Pairing Wine with Food

Back by popular request, we are pairing wine with food, so sit back and enjoy yourself! We will sample 5 different wines from different regions that have been perfectly paired

with accompanying dishes, (prepared by Jennifer) and we will discuss each course and wine origin as your food samples are served! You must be 21 or older to attend this class.

**Fri, Nov 9**  
**7-9pm**  
**\$39**



### Holiday Cocktail Party Hamptons Style

If you want to host an elegant holiday party, and be the envy of your neighborhood then this class is for you! We will make unique and special small bites that will impress your friends and neighbors all in true Classic Hampton style! If it’s good enough for Ina Garten(Barefoot Contessa) from the Food Network show, its good enough for us!

**Sat, Nov 17**  
**10am-noon**  
**\$39**

## Grow More.

*You can earn your undergraduate and master’s degrees in just five years with our combined programs in accounting (BBA/ MBA), criminal justice (BS/MS), and commerce (BS/MBA).*

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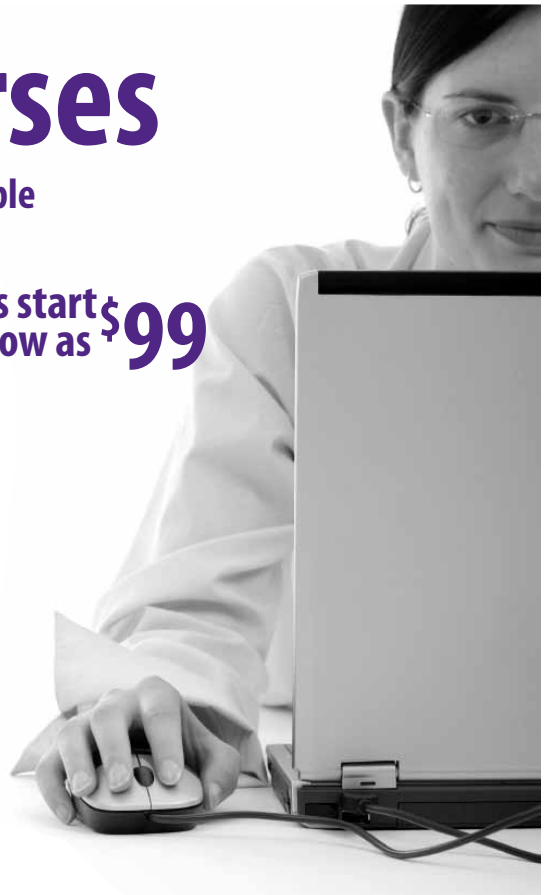
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Online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a two week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Courses brought to you in partnership with Ed2go.



## Our MOST Popular!

Start dates: Sept. 19; Oct. 17; Nov. 21; Dec. 19

### Medical Terminology:

#### A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

#### Keyboarding

Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

#### Introduction to Microsoft Excel 2010

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

#### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

#### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

#### Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

#### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

#### Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

### Accounting & Finance

#### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

#### Where Does All My Money Go?

Learn how to get control of your money once and for all.

#### Protect Your Money, Credit, and Identity

Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors.

#### Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

### Business

#### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

#### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

#### PMP® Certification

Begin a well-paying career as a project manager by preparing to take and pass the PMP certification exam.

#### Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.



## Computer Applications

### Word 2010

Master the more advanced features of Microsoft Word 2010 and learn how to create an index, build a list of figures, design a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts.

### PowerPoint 2010

Learn how to use Microsoft PowerPoint 2010 to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

### Excel 2010

Take your Microsoft Excel 2010 skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

### QuickBooks 2011

Performing Payroll in QuickBooks 2011

### Dreamweaver CS5

Learn to use Adobe Dreamweaver CS5 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.

### InDesign CS5

Learn how to use Adobe InDesign CS5 software to design and produce professional-quality letterhead, brochures, business cards, and more.

## Design

### Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

### Making Movies with Windows Vista or XP

Learn how to create fun, professional-quality movies using Windows.

### Photoshop Elements for the Digital Photographer

Master the tools in Adobe's Photoshop Elements and take your image-editing skills to the next level!

## Health Care and Medical

6 weeks

Start dates: Sept. 19; Oct. 17; Nov. 21; Dec. 19

Fee \$ Varies based upon course

Online at [www.niagara.edu/ce-online](http://www.niagara.edu/ce-online)

### Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### Assisting Aging Parents

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

### Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

### Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

### Explore a Career in a Dental Office

Discover the wide range of dental office careers open to you, master basic dental anatomy and terminology, and learn how dental professionals create healthy smiles.

## Language and Arts

### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

### Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

### Photographing People with Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.

### Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

## Law and Legal

### Business Law for the Small Business Owner

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

### Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

## Personal Development

### Guitar

Master basic guitar skills and become the musician you've always wanted to be.

### Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

### Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

### Mastering Public Speaking

Learn the secrets of effective public speaking and small group communication.

### Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

### Pleasures of Poetry

Create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

## Teaching and Education

### Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

### Using the Internet in the Classroom

Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

## Test Preparation

6 weeks

Start dates: Sept. 19; Oct. 17; Nov. 21; Dec. 19

Fee \$ Varies based upon course

Online at [www.niagara.edu/ce-online](http://www.niagara.edu/ce-online)

### GED Preparation

### SAT and ACT

Master the questions on the ACT and new SAT.

### GMAT / GRE / LSAT

Learn about college entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

## Writing and Publishing

### Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

### Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

### The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

### Fiction Writing

Explore advanced fiction writing techniques with a published novelist.

### Forensic Science for Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

### Breaking Into Sitcom Writing

Introduction to Journaling

### Mystery Writing

Research Methods for Writers

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## Online Career Training Programs

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Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion. All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems. To learn more, visit You can also reach us by calling 716-286-8181

Programs are available in the following areas:

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- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee

### Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

### Six Sigma Green Belt

The six sigma green belt Online Training Program encompasses all aspects of running a six sigma green belt business, including management, service delivery, design, production, and customer satisfaction.

### AutoCAD 2009

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

### Medical Billing & Coding + Medical Terminology

The medical billing and Coding + medical terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

### Administrative Medical Specialist with Medical Billing and Coding

Get the skills you need to become an administrative medical specialist, medical billing specialist, or a medical coder.

### Event Management & Design

From planning to pyrotechnics, the event management and design Online Training Program will teach you everything you need to know to create events that are truly special.

### Bookkeeping the Easy way with Quickbooks.

Master basic bookkeeping and accounting skills using QuickBooks 2010.

### CompTIA A+ Certification Training

Take your first step toward a career as a security professional and prepare yourself for the comptia™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

# Enroll Today!

All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems.

**MORE COURSES AVAILABLE AT OUR WEBSITE [WWW.NIAGARA.EDU/CE](http://WWW.NIAGARA.EDU/CE)**

# Registration Information

**on-line** [www.niagara.edu/ce](http://www.niagara.edu/ce)

**phone** 716-286-8181

**fax** 716-286-8210

Fax completed registration form with your Visa/MC/Discover account information.

## mail and walk-in

Continuing Education, Dunleavy Hall 103,  
Niagara University, NY 14109  
[www.niagara.edu/ce](http://www.niagara.edu/ce)

Niagara University is committed to having a healthy and beautiful campus. Smoking is not allowed within any building or other enclosed facility and is only allowed in temporary designated areas as indicated by maps and signage.

## Eligibility | Fees | Emergency Closing | Parking

Classes open to 18 years or older unless otherwise indicated.

**The total fee as listed in the course description must accompany all enrollments.** Additional charges for lab fees, materials or textbooks are required for some courses. These fees are not payable at the time of enrollment.

**Special closings** due to inclement weather will be announced on local radio stations. Your instructor will review the class schedule and makeup sessions with you.

**Campus Safety** requires that all vehicles have a parking pass. Parking is available in campus lots for free if you park in open parking spots (yellow). Visitors/students should obtain a temporary parking pass at Campus Safety located across from the Dwyer Arena. A campus map is available online at [www.niagara.edu/campus](http://www.niagara.edu/campus) and please contact Campus Safety at 716-286-8111.

We realize that last-minute babysitting problems can occur. Unfortunately, we cannot allow children to accompany their parents to class (except where indicated in the course description). Thank you for your cooperation.

No refunds unless course cancels.



MAKE A COPY OF FORM TO REGISTER YOUR FRIENDS.

## COURSE REGISTRATION FORM

Start Date	Title	Fee

### Method of Payment

- check    money order  
 I hereby authorize use of my  
 Visa    MasterCard  
 Discover

CARD NO. (include CVV code)

EXP. DATE

**Total** \_\_\_\_\_

SIGNATURE

No refunds unless course cancels.

→ I have read the transfer/credit/refund policy. (Please initial and return with your registration.)

Student Info

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE/DAYS \_\_\_\_\_ EVENINGS \_\_\_\_\_

E-MAIL \_\_\_\_\_

call to register 716.286.8181



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