

# Continuing Education

716.286.8181

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

## Winter/Spring 2014

Course Catalog - Classes Through May



Education That Makes a Difference

# Do More At Niagara



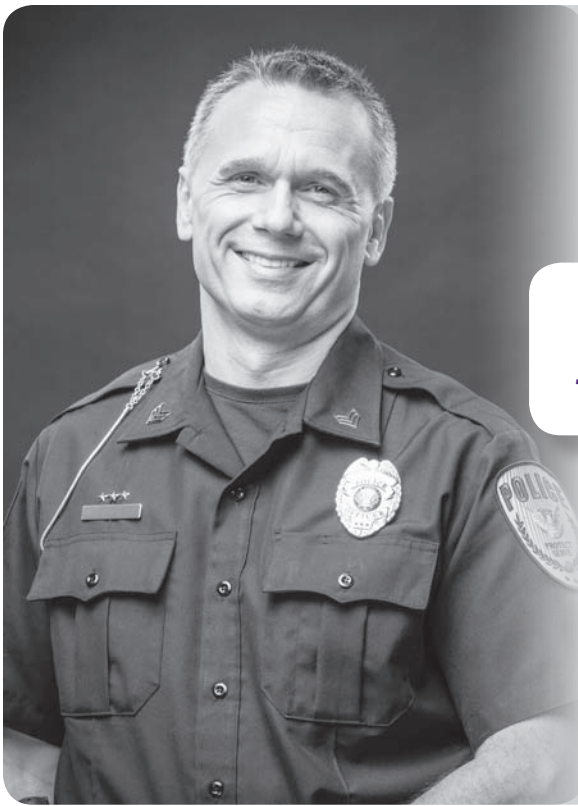
Highlighted Programs:

***Certificate in  
Financial Planning***

***Over 500  
Online Classes***

***iClasses:  
iPad; iMovie***

***Police  
Academy***



# Become a Police Officer Now Accepting Applications!

Niagara County Law Enforcement Academy  
(NCLEA) at NU

**58<sup>th</sup> Full-time Academy**  
**January 13 – May 7**  
Mon. - Fri. 9am – 6pm

**59<sup>th</sup> Full-time Academy**  
**July 21 – Dec. 19**  
Mon. - Fri. 7:30am – 4:30pm

Apply today at [www.niagara.edu/nclea](http://www.niagara.edu/nclea)

The Niagara County Law Enforcement Academy (NCLEA) at Niagara University is a partnership between the Niagara County Sheriff's Department (Office), Niagara Falls Police Department and Niagara University's Criminal Justice and Continuing Education departments. Administered through Continuing Education, the academy trains currently hired sworn officers and has been approved by the Division of Criminal Justice Services (DCJS) to train pre-employment recruits.




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

Classroom locations will be on your email confirmation.

**Think MORE!**  
Use these icons to find **NEW** and **ONLINE** courses!




This logo indicates class is held at **Lewiston-Porter Schools.**



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).

- Arts & Crafts** ..... 3
- Business & Computers** ..... 5
- Public Safety & Emergency Management Services** ..... 10
- Learning and Leisure** ..... 11
- Professional Development / Certificates** .. 16
- Cooking** ..... 19
- Online Courses** ..... 20

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.



## Glass Etching

Would you like to make a quick wedding, anniversary, or birthday gift that has everyone talking? Learn some ideas and educate yourself about tools to personalize a simple piece of glassware into a treasured family heirloom.

*Instructor: Lucia Malo, craft specialist*

**Thu, Mar 13**

**6-8:30pm**

**\$19**

**NU campus**



## Riding the Waves Bracelet and Earrings

Make this beautiful set using the right angle weaving technique and then adorn it with various sizes of seed beads. Enjoy your design as it curves around your wrist in waves. Please bring reading glasses as needed and a pair of sharp scissors.

*Instructor: Iesa Erck, craft enthusiast*

**Thu, Mar 13-20**

**(2 sessions)**

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

**\$24**

**NU campus**

## Daisy Chain Variation

Whether you are new to jewelry making or interested in advancing your techniques, this class is for you. Using seed beads and Swarovski crystals you will create a well-designed bracelet. Wear it with jeans, or a dress, this bracelet will add a finishing touch to any outfit. Bring reading glasses if needed.

*Instructor: Marie Erck, artisan*

**Thu, Apr 3-10**

**(2 sessions)**

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

**\$24**

**NU campus**



## Elegant Earrings

Find the perfect pair of earrings for any outfit. Create three beautiful pairs of earrings using head pins, jump rings and a variety of beads and crystals. Each one will teach you a different technique that can be easily used in future creations. Students must bring a flat needle nosed pliers, which have smooth jaws (no ridges) and reading glasses if needed.

*Instructor: Marie Erck, artisan*

**Thu, Feb 6**

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

**\$19**

**NU campus**



## Start Your Own Arts and Crafts Business

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You'll learn how to start your own arts and crafts business from a professional artist. You'll discover how to find your niche within your chosen craft and how to create your own unique business identity. You'll also see what makes marketing in the arts and crafts business different from marketing in most other enterprises, and you'll find a sales approach that meshes with your personality and preserves your creative integrity.

*Open 24/7 and course is 6 weeks*

**Session start dates: Jan. 15; Feb. 19; Mar. 19; Apr. 16; May 21**

**Fee \$125**

**Online at [www.ed2go.com/niagara](http://www.ed2go.com/niagara)**

## Selling Your Art & Crafts at Local Shows

Have friends and family told you that you should sell your art or homemade crafts? Are you a little nervous to try? Attend this workshop and learn the basics about selling your art or crafts at shows. You will learn how to fill out applications, basic tax issues, equipment needed, pricing and more. If you have a desire and the creativity that could make you some extra money or possibly start a new profession then this class is for you.

*Instructor: Shawn Kosmala, artist & photographer*

**Thu, Feb 6**

**7-9:30pm**

**\$14**

**NU campus**

## Stained Glass for Beginners

Make beautiful stained glass while learning the lead came and copper foil methods. You will 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, Jan 25-Feb 22**

**(5 sessions)**

**9-11:30am**

**\$195 (includes supplies and safety goggles)**

**NU campus**

## Intermediate Stained Glass

Now that you have mastered your skills you need to take it to the next level. Enhance your glass cutting skills, cementing, and soldering techniques while creating your own masterpiece! Learn methods of constructing glass boxes and lamps.

*Instructor: Robert Muelbauer, craft specialist*

**Sat, Mar 1-Mar 29**

**(5 sessions)**

**9-11:30am**

**\$195 (includes supplies and safety goggles)**

**NU campus**

## Quilting for Beginners

Quilting is back and you will create a beautiful table runner to cherish forever. You will learn the basics of quilting; fabric quality; rotary cutting; patchwork piecing; binding techniques and so much more. Students should bring flat head pins; scissors; cutting mat; ruler; rotary cutters and 3 coordinated fabrics of ½ yard each. A sewing machine that is easy to carry is optional.

*Instructor: Marilyn Harbison, experienced quilter*

**Sat, Feb 8-Mar 1**  
(4 sessions)  
9-11am  
\$39  
NU campus



## Next Level Quilting

If you have mastered the basics of quilting it is time to take it a step further. Create your own masterpiece by learning paper piecing techniques and the applique process. Complete a class project or bring your own project to work on and learn additional techniques. Students should bring flat head pins; scissors; cutting mat; ruler; rotary cutters and 4 coordinated fabrics of ¼ yard each. A sewing machine that is easy to carry is optional.

*Instructor: Marilyn Harbison, experienced quilter*

**Sat, Mar 8-Mar 29**  
(4 sessions)  
9-11am  
\$39  
NU campus

## Origami for Beginners

Have you ever wanted to learn the ancient art of origami paper folding? Learn the basic origami folds and bases to create everything from animals to geometric solids. This great hobby has no bounds! In this class we will make basic origami folds, a bird and frog, as well as making a “flapping bird” and cube.

*Instructor: Bill Price, origami enthusiast*

**Wed, Mar 12**  
6-8pm  
\$19  
NU campus

## Intermediate Origami

If you are looking for more advanced paper folding techniques then this course is for you. All you need is an instinctive mind to jump from beginning to intermediate paper folding. Enhance your skills by assembling different numbers of prepared units to create a giraffe, polyhedrons and a jumping frog from a playing card.

*Instructor: Bill Price, origami enthusiast*

**Wed, Mar 19**  
6-8pm  
\$19  
NU campus

## Beginning & Intermediate Crochet

Crocheting is a wonderful thing and back in style. A great introductory class that allows you to learn and create a legacy with your family. For those who have mastered the basics learn more complicated stitches and how to read patterns. All you need for the first class is a K hook and light colored 4ply yarn which is 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*

**Wed, Mar 5-Apr 9**  
(6 sessions)  
6-8pm  
\$24  
NU campus

## Beginning and Advanced Oil Painting Workshop

Create beautiful works of art in the popular art of oil painting. Class is 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*

**Tue, Mar 11-Apr 29**  
(8 sessions)  
10am-12:30pm  
\$89  
Niagara Arts & Cultural Center, room 116  
1201 Pine Avenue, Niagara Falls

## After Hours Oil Painting

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, Mar 13-May 1**  
(8 sessions)  
7-9:30pm  
\$89  
Niagara Arts & Cultural Center, room 116  
1201 Pine Avenue, Niagara Falls

## Watercolor Painting

Bring your artistic talents to new levels. Whether you are a beginner or at the intermediate level, you will 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 & photographer*

**Tue, Jan 28-Mar 4**  
(6 sessions)  
7-9pm  
\$69  
NU campus



## Illusion Necklace and Bracelet

Learn new jewelry making techniques with this fun and easy creation. You will be amazed how beautiful these pieces float on your neck and wrist using no glue or crimps to hold the beads in place. This technique is easy making it great for children 13 years and older (accompanied by an adult) and for jewelry making beginners. Students must bring scissors and reading glasses if needed.

*Instructor: Iesa Erck, craft enthusiast*

**Thu, Apr 3-10**

**(2 sessions)**

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

**\$24**

**NU campus**



## Fruit Carving:

**Yes, you can play with your food**

Do you love to play with your food? Learn to carve edible appetizers, apples into flowers, cucumbers into penguins, and even watermelon into a baby shower gift. Your friends and family will "relish" your new found skill as you have fun creating.

*Instructor: Lucia Malo, craft specialist*

**Thu, Apr 3**

**6-8:30pm**

**\$19**

**NU campus**



## Photoshop Essentials

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 includes 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 students 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*

**Thur, Jan 23-Feb 27**

**(6 sessions)**

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

**\$295**

**Dunleavy Hall 122**

## Getting Started with WordPress

Are you interested in using WordPress to start your own blog or create your own website? This workshop will cover all the basics from setting up a site on WordPress.com (or you can use an installed version on your own hosting service) and choosing a theme for the right look for your site to adding text, images and video. You will learn how to manage comments from site visitors, add new users and set permissions as well as work with sidebar Widgets. This workshop covers features that are managed through the WordPress interface and does not require coding or web design skills so you can be up and running in no time. No prior experience with WordPress is needed, but student should have basic computer skills and experience using a web browser.

*Instructor: Donald Trainor, computer expert*

**Wed, Jan 22-Feb 12**

**(4 sessions)**

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

**\$99**

**Dunleavy Hall 131**



## Introduction to Java Programming

If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world. It's a breeze to learn in a friendly and supportive environment. Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!

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

**Session start dates: Jan. 15; Feb. 19; Mar.19; Apr. 16; May 21**

**Fee \$125**

**Online at [www.ed2go.com/niagara](http://www.ed2go.com/niagara)**

## NYS Notary Public Preparation Class

**-This class sold out last year-**

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, Mar 1**

**9am-noon**

**\$39**

**NU campus**



**Learn More.**

**call to register 716.286.8181**



## iPad for Beginners

A perfect class for those who have received an iPad as a gift or a hand-me-down and want to know more about how it works. Bring your iPad to this hands-on session and find out the features the iPad can offer you. We will explore the built in features as well as useful apps. Questions are welcomed, so bring them with you. Students must have their own iPad and are encouraged to bring their Apple ID and password.

*Instructor: Danyelle Moore, online specialist*

**Tue, Feb 4**

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

**\$19**

**NU campus**

**or**

**Tue, Feb 11**

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

**\$19**

**The Niagara Hub**

**630 Main Street, Niagara Falls**

## iPad, Apps, and More

Do you ever wonder what else you could be doing with your iPad other than play Angry Birds? Bring your iPad to this hands-on session and find out the Top 10 Apps to make your life easier and more fun. Students must be able to download an app using their own iPad Apple ID and password during this class.

*Instructor: Danyelle Moore, online specialist*

**Tue, Feb 18**

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

**\$19**

**NU campus**

**or**

**Tue, Feb 25**

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

**\$19**

**The Niagara Hub**

**630 Main Street, Niagara Falls**

## Using your iPad with iMovie

With this easy to use app you will create awesome movies on the go. Come and create while you learn. You will build iMovie from scratch during one Saturday at Niagara University. Learn how to record the video, select the portions to use, insert music, and make adjustments which allow everyone to enjoy your creation. The iMovie is required for this workshop and can be downloaded through the App Store prior to attending the class.

*Instructor: Danyelle Moore, online specialist*

**Sat, Mar 22**

**9am-noon**

**\$29**

**Dunleavy Hall 122**

# iClasses for you and i

...iPad; iMovies, you and I.

*A whole series of classes that will get you cruising with your new device. Bring your family and friends so you can all start using your idevices together.*



## iPhoto

Come and create while you learn. Bring photos from a flash drive and learn how to import them, create an album and slideshow.

You will also be able

to create an electronic book, card, and calendar. See a quick demonstration of how to create an interactive map with your photos that show the location of the photo on the map.

*Instructor: Danyelle Moore, online specialist*

**Tue, Mar 25**

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

**\$19**

**Dunleavy Hall 122**

## iTunes

Are you using iTunes for your music but want to see what else it can do? Come and learn how to create playlists, use the Genius feature, access Podcasts and online courses. Learn how to sync with your iPod and other devices as well. Basic computer skills are required and an existing iTunes account is recommended.

*Instructor: Danyelle Moore, online specialist*

**Tue, Apr 1**

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

**\$19**

**Dunleavy Hall 122**

## iMovie for the Mac

With this very easy to use program you will create awesome movies in no time. Come and create while you learn. You will build an iMovie from scratch during this sequence of workshops. Also learn how to import a video, select the portions to use, insert music, and make adjustments, which will allow everyone to enjoy your creation. Basic computer skills are required.

*Instructor: Danyelle Moore, online specialist*

**Tue, Apr 29-May 6**

**(2 sessions)**

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

**\$29**

**Dunleavy Hall 122**

# Visit Niagara

## Upcoming Admissions Events

### Discovery Days

Feb. 17, 2014

March 21, 2014

April 14, 2014

**Register now!**

**Do more  
at Niagara.**

A campus visit can be one of the most important things you can do when choosing a college. Niagara University offers several convenient opportunities for you to not only visit our beautiful campus, but also to meet with students, faculty and staff. Throughout the day, you can also attend sessions on:

- Admissions policy
- Academic programs
- Financial aid

If you are unable to attend one of our scheduled admissions events, you can still plan a personal visit by calling **1.800.462.2111** or visit [www.niagara.edu](http://www.niagara.edu).



**NIAGARA  
UNIVERSITY**

*Education That Makes a Difference*



more. Think more. Believe more. Go more. Achieve more. Earn more. Grow more. Serve more. Do more. Believe more. Explore more. Laugh more. Bel

call to register 716.286.8181

Grow more.

Think more

# Achieve more

with a master's from Niagara University.

Explore more.

See

## Earn a degree that will make you more marketable in today's workforce.

### **Master of Education**

Niagara's NCATE accredited program offers master's degrees in Teacher Education, TESOL, Literacy, Special Education, Early Childhood and Special Education, Math, Science and Technology, Clinical Mental Health Counseling, School Counseling, School Psychology and Educational Leadership (online).

### **Master of Business Administration**

This practice-based, AACSB program lets you complete your MBA in as little as 16 months with convenient weekday evening or Saturday classes.

### **Master of Criminal Justice**

The premier graduate criminal justice program in western New York designed for both working professionals and those entering the field.

### **Master of Sport Management**

A master's program with both internship and thesis options, depending upon a student's interests in practical application or research.

### **Master of Arts-Interdisciplinary Studies**

An innovative curriculum that crosses traditional disciplinary boundaries and let's you design your own graduate program.

### **For more information**

Visit: [niagara.edu/graduate](http://niagara.edu/graduate)

1.800.462.2111

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

**Do more at Niagara.**



**NIAGARA  
UNIVERSITY**

*Education That Makes a Difference*





## Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement, this course will give you a solid foundation in financial matters.

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

**Session start dates: Jan. 15; Feb. 19; Mar.19; Apr. 16; May 21**

**Fee \$125**

**Online at [www.ed2go.com/niagara](http://www.ed2go.com/niagara)**

## Computers for Absolute Beginners

Join an inviting computer class where asking questions is the way we will learn together. The goal is for you to feel comfortable using the computer and the internet. This hands-on class allows you to sit in front of a computer and learn the hardware, software, internet, and basic Windows 8 operations. Don't let the computer world "surf" by you. Sign up today!

*Instructor: Danyelle Moore, technology trainer*

**Sat, Mar 1-15**

**(3 sessions)**

**10:00am-noon**

**\$59**

**St. Vincent's Hall 115**



## Introduction to QuickBooks 2013

Learn how QuickBooks accounting software makes it easy to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. In 12 lessons, you'll master the tools you'll need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.

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

**Session start dates: Jan. 15; Feb. 19; Mar.19; Apr. 16;**

**May 21**

**Fee \$125**

**Online at [www.ed2go.com/niagara](http://www.ed2go.com/niagara)**

## Windows Live Gallery

If you want to learn how to organize and edit photos on your PC this is the class for you! Bring photos from a flash drive and learn how to use Windows Live Photo Gallery to import, edit, organize, and display them. We will demonstrate how to create panoramic pictures and use the Photo Fuse feature.

*Instructor: Danyelle Moore & Derek Zeller, online specialists*

**Wed, Apr 23**

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

**\$19**

**Dunleavy Hall 131**

**Classroom locations will be on your email confirmation.**



## The Great Guatemalan Challenge

**Jan. 4-11, 2015**

For more information, contact  
Continuing Education  
Dunleavy Hall, Room 103  
[www.niagara.edu/ce](http://www.niagara.edu/ce) • 716.286.8181



call to register 716.286.8181

## Police Academy Become a Police Officer Basic Course for Police

The Niagara County Law Enforcement Academy (NCLEA) at Niagara University is a partnership between the Niagara County Sheriff's Office, Niagara Falls Police Department and Niagara University's Criminal Justice and Continuing Education departments. Administered through Continuing Education, the academy trains currently hired, sworn officers and has been approved by the Division of Criminal Justice Services (DCJS) to train pre-employment recruits. It is designed for current civilians throughout New York State who are interested in entering the law enforcement field.



### 58<sup>th</sup> Full-time Academy

**Jan. 13 – May 7**

Mon. - Fri. 9am – 6pm

### 59<sup>th</sup> Full-time Academy

**July 21 – Dec. 19**

Mon. - Fri. 7:30am – 4:30pm

Applications now  
being accepted.

Apply today because  
space is limited.

Applications and complete information on the web at [www.niagara.edu/nclea](http://www.niagara.edu/nclea).



## CPR

The Basic Life Support Healthcare Provider Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide adult and pediatric CPR (including 2 rescuer scenarios), use and AED, and relieve choking in a safe, timely and effective manner. This course is intended for certified or non-certified, licensed or non-licensed healthcare professionals. Space is extremely limited.

*Instructor: John Malinchock, EMT*

**Tue, Mar 18**

**6-10pm**

**\$49 includes manual**

**NU campus**

## 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 & Thur, beginning Jan. 16**

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

**\$700. Individuals associated with their local volunteer fire dept. are eligible for funding. Please contact Continuing Ed at 286-8181**

**Niagara University**

**Dunleavy Hall, room 127**

**or**

**Saturdays, beginning Jan. 18**

**8-5pm**

**South Lockport Fire Company Hall #2**

**5309 Ernest Road, Lockport 14094**

## 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 & Thu, beginning Jan. 16**

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

**\$350. Individuals associated with their local volunteer fire dept. are eligible for funding. Please contact Continuing Ed. at 286-8181**

**Niagara University**

**Dunleavy Hall, room 127**



## Care More.

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

## Get Paid to Talk:

### Making Money with Your Voice

Have you 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, May 28**

**6:30-9pm**

**\$19**

**NU campus**

### American Pickers Niagara County Style

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 using PayPal and Inkfrog. . Please bring antiques and collectibles to each class for appraisal and sharing. Peter is an established antiques dealer and has sold internationally on eBay.

**Mon, Feb 24-Mar 10**

**(3 sessions)**

**7-9pm**

**\$49**

**NU campus**



### The Voice-NU Style

#### Introduction to Solo Singing - Group Voice Class

Have you ever thought about taking a singing lesson, or singing in front of an audience? This 5-week course is specially designed for new singers who wish to learn about a healthy singing technique without the intensity of one-on-one private lessons. You will be provided with a general overview of the voice, and basic knowledge about posture, breathing, diction, vocal registers, and vocal health. You will become more comfortable with your own voice, singing alone and in groups. We will then have a fun, low-key recital and reception that will be open to family and friends. Those with little to no singing experience are welcome! Must be 18 years or older.

*Instructor: Shana DiCamillo, M.M. vocal performance, M.P.A. Non-profit management*

**Wed, Mar 26-Apr 30 (excl 4/9)**

**(5 sessions)**

**6-8pm**

**\$89**

**NU campus**

### Ornithology 101

If you think this course is for the birds your absolutely correct.

Soar to new heights by adding new species to your life long list.

Learn to identify birds, their anatomy and physiology, how to attract them to your yard, and migration patterns. Get out in the field with instructor and search secret places for birds. Learn how to properly hold a bird, determine their sex when we participate in an actual bird banding.

*Instructor: Peter Jablonski, ornithology enthusiast*

**Lecture: Mon, Apr 28 & May 5, 7-9pm, Dunleavy Hall**

**Field Trips: Sat, May 3 & May 10, 7-11am**

**(rain dates Sun, May 4 & May 11)**

**(4 sessions)**

**\$59**

**NU campus**



### Defensive Driving Course

Offers you a 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: NYSP certified teachers*

**Saturdays**

**Jan 11, Feb 8, Mar 8,**

**Apr 12**

**9am-3pm**

**\$35**

**Dunleavy Hall 103**



### American Sign Language

#### The Easy and Fun Way

You've picked a great topic to study and learn. American Sign Language is a useful skill that can open up a new world of relationships and it is fun to learn. You will cover an introduction to communication which emphasizes the basic level sign, words, and phrases. You and your friends will also be able to finger spell, learn basic sign principles, as well as an introduction to cultural information. A must take class.

*Instructor: Kathy DuBois, experienced sign language instructor*

**Sat, Mar 15-May 3**


**(8 sessions)**

**9-11am**

**\$59**

**NU campus**

This logo indicates class is held at **Lewiston-Porter Schools.**



### Cool Memory Tricks

Memory is similar to a muscle of your body. The more you use it and exercise it, the stronger it becomes. Don't worry about overtaxing your memory. It can be done! Memory is based on two important factors, observation and association. By making a mental picture, actually seeing the association take place in your mind, you can at any time recall this knowledge. We will use a system developed by Harry Lorayne. These techniques will include remembering miscellaneous situations and static information such as phone numbers, dates, capitals of states, US Presidents, names and faces. Put an end to those awkward moments and sign up today.

*Instructor: William Price, memory guru*  
**Wed, Apr 2-9**  
 (2 sessions)  
 6-8pm  
 \$19  
 NU campus



### The Hesitant Handyman: Hands-On-Home Repair

For the hesitant handyman (or woman) who has watched home repair and improvement shows, or read books and magazines, but still needs a little push. There will be a strong emphasis on hands-on instruction designed to increase your confidence and familiarity with tools, techniques and materials. We will bridge the gap between "book knowledge" and actual results, so that you will not hesitate to undertake intermediate home repair and improvement projects that previously intimidated you. Sessions will include drywall installation and repair, basic trim carpentry, electrical and plumbing repair and installation, hardware flooring, and ceramic floor and wall tiling. Students will have ample opportunity to ask questions about their own projects and problems. The goal is to prepare students to undertake both small repairs and also intermediate projects such as bathroom renovation. All tools will be supplied and participants may want to bring a notebook.

*Instructor: Mark Crawford, Highlander Homes*  
**Tue, Feb 25-Apr 1**  
 6:30-8:30 pm  
 (6 sessions)  
 \$49  
 Lewiston-Porter Middle School Tech Room 514

## NEW Certificate in Financial Planning Professional Continuing Education

Financial Planning is one of the fastest growing and well-paid career paths and the CFP® certification is both valuable and desired in the financial world. Start a rewarding new career or add a professional certificate to your current position.



Niagara University is a CFP® Board Certified educational provider. Successful completion of this professional development certificate and other qualifications will allow students to be eligible to take the CFP® certification exam.

- Complete your certificate in one year starting every fall or enroll in classes based upon your schedule
- Classes conveniently offered on Saturdays
- Five week modules
- Expert instructors

Niagara University's Professional Development Certificate prepares you for an exciting career in financial planning.

**Classes begin in spring 2014**  
[www.niagara.edu/ce](http://www.niagara.edu/ce)





## Dancercise

A full body workout choreographed to upbeat music. The workout particularly targets arms, "abs", and legs during the floor work (while doing sit-ups,

push-ups, squats, etc) with approximately 20 min. of aerobics to easy dances. Please bring a mat and water bottle and be prepared to work out the first night of class.

*Instructor: Suzanne Cassick, fitness instructor*

**Mon, Jan 27-Apr 7 (excl 2/17)**

**Thu, Jan 30-Apr 10 (excl 2/20)**

**7-8pm**

**(10 sessions)**

**\$40**

**Lewiston-Porter Primary Education Center-Gym**

**Save \$5 by signing up for both Dancercise classes**



## Beginner Line Dancing

Come and learn basic line dances to some "cool" country and non-country songs. You will learn the dances demonstrated in dance halls across Western

New York. Come out, have fun and get some exercise too.

*Instructor: Suzanne Cassick, fitness instructor*

**Tue, Jan 28-Apr 8 (excl 2/18)**

**6:30-7:30pm**

**(10 sessions)**

**\$40**

**Lewiston-Porter Primary Education Center-Activity Center**

**Save \$5 if you sign up for both beginner & intermediate classes**



## Intermediate Line Dancing

After taking Line Dancing for Beginners, you will graduate to the challenge of the Intermediate Line Dance Class that will teach you slightly more difficult

dances that are seen in the dance halls across Western New York and Canada. Be ready for some great exercise! The dances are fun while the music is a variety of country, pop and alternative.

*Instructor: Suzanne Cassick, fitness instructor*

**Tue, Jan 28-Apr 8 (excl 2/18)**

**7:30-8:30pm**

**(10 sessions)**

**\$40**

**Lewiston-Porter Primary Education Center-Activity Center**



## Zumba

Zumba is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exciting,

exhilarating, and effective fitness system. Zumba combines fast and slow rhythms that tone and sculpt the body using an aerobic/fitness approach to achieve a unique blended balance of cardio and muscle-toning benefits. It also promises weight loss and promotes healthy eating habits. Above all, it is a party! This is an adult only class and you must be over 18. We always recommend you consult with a physician before you begin an exercise program.

*Instructor: Anna Adjei-Barrett, zumba certified instructor*

**Wed, Feb 5-Apr 23 (excl 2/19 & 4/16)**

**6:30-7:30pm**

**(10 sessions)**

**\$59**

**Lewiston-Porter Intermediate Gym**

## 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 the Waltz, Foxtrot, Tango, ChaCha, Rumba, Swing and Samba dances.

*Instructor: Joevene Viola, dance teacher.*

**Thu, Jan 30-Apr 10, (excl 2/20)**

**(10 sessions)**

**6-7pm**

**\$79**

**Gallagher Multipurpose Room Lower Level**

## Intermediate Ballroom Dancing

For those who have mastered the beginner level of ballroom dancing the intermediate level offers more steps with added patterns and styling. By the end of the course, you will have the experience and confidence to advance to the next level.

*Instructor: Joevene Viola, dance teacher.*

**Thu, Jan 30-Apr 10, (excl 2/20)**

**(10 sessions)**

**7-8pm**

**\$79**

**Gallagher Multipurpose Room Lower Level**

## Advanced Ballroom Dancing

In the advanced course you will develop more confidence as you combine your patterns and learn more floor craft and technique, making you maneuver and look smoother on the dance floor. Dancing is a great way to stay fit and develop lasting friendships.

*Instructor: Joevene Viola, dance teacher*

**Thu, Jan 30-Apr 10 (excl 2/20)**

**(10 sessions)**

**8-9pm**

**\$79**

**Gallagher Multipurpose Room Lower Level**

## Curling for Beginners

Curling is a fascinating winter sport that provides adults with physical activity in a social setting. Curling became an official Olympic sport in 1998, is often described as shuffleboard on ice, and involves four people on a team. This course is intended for Americans and Canadians from the Niagara area, and will be taught by both American and Canadian instructors. Come out and learn the rules of the game, basic delivery and sweeping instruction, what makes a rock curl, why people sweep, and make some new friends while you're at it.

NOTE: Wear warm, loose fitting clothing, gloves, and bring running shoes (with clean soles). Be sure to have appropriate identification for border crossing.

*Instructors: OCA qualified instructors and experienced curling teachers.*

**Sat, Mar. 1**

**9am-1pm**

**\$69**

**Niagara Falls Curling Club Limited - Canada**

**5801 Morrison Street, Niagara Falls, Ontario Canada L2G 6V1**



## Who Are You Related To?

Have you ever wondered if there was royalty in your bloodline? Learn the difference between genealogy and family history. Begin your adventure finding family facts that will lead you to your own royal lineage.

*Instructor: Lucia Malo, history buff*

**Mon, Feb 3-10**

(2 sessions)

6-8:30pm

\$24

NU campus

## Get Amped with Guitar

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 to.

*Instructor: Jamie Holka, third place, North American Rock Guitar*

*Competition. www.jamieholka.com*

**Mon, Feb 3-Mar 24**

(8 sessions)

6-8pm

\$99

NU campus

## Basic 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: Shawn*

*Kosmala, artist &*

*photographer*

**Sat, Feb 1-22**

(4 sessions)

10am-noon

\$39

NU campus

Save \$5 if you sign up

for both beginner &

intermediate classes



## Intermediate Digital Photography

This course is a continued study of the method of digital photography which begins where basic photography ends. This course will include file formats, histograms, image editing and printing. Experiment beyond the basics.

*Instructor: Shawn Kosmala, artist & photographer*

**Sat, Mar 1-22**

(4 sessions)

9:30am-noon

\$39

NU campus

Save \$5 if you sign up for both Basic &

Intermediate classes



## Valentine's Day 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.

*Instructor: Laurie Popielarski, Wilton Method Instructor*

**Wed, Feb 5**

6:30-8:30pm

\$25

NU campus

## Wilton Advanced Gum Paste Flowers

Are your cakes always the talk of the party, but you'd like to be able to do even more? Want to learn tips and techniques professional bakers on television know? Discover one of the most breathtaking ways to decorate a cake—with realistic looking gum paste flowers. Create life-like blossoms, flowers and leaves for floral arrangements that top the most beautiful cakes. You'll be amazed at the artistic quality you can achieve as you craft Gerbera daisies, Briar roses, Stargazer lilies, Stephanotis, ivy and lily leaves, and more. Does not include class materials. Class materials may be purchased from regional craft chains.

*Instructor: Laurie Popielarski, Wilton Method Instructor*

**Tue, Jan 21-Feb 11**

(4 sessions)

6:30-8:30pm

\$50

NU campus

## 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! Does not include class materials. Class materials may be purchased from regional craft chains.

*Instructor: Laurie Popielarski, Wilton Method Instructor*

**Tue, Feb 18-Mar 11**

(4 sessions)

6:30-8:30pm

\$45

NU campus

## 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 does not include class materials. Class materials may be purchased from regional craft chains.

*Instructor: Laurie Popielarski, Wilton Method Instructor*

**Tue, Mar 18-Apr 8**

(4 sessions)

6:30-8:30pm

\$45

NU campus

## Wilton Method: Gumpaste and Fondant

Learn how to create incredible decorations using gum paste and fondant. You'll use basic shaping techniques to create flowers such as mums, carnations, roses, calla lily, and daisies. Add to your breath taking designs by adding an eyelet and ruffle border. The possibilities are endless! Does not include class materials. Class materials may be purchased from regional craft chains.

*Instructor: Laurie Popielarski,  
Wilton Method Instructor*  
**Thu, Apr 3-May 1 (excl 4/17)**  
**(4 sessions)**  
**6:30-8:30pm**  
**\$45**  
**NU campus**



## Tall Ship Twilight Cruise

A relaxing evening cruise on Lake Ontario aboard the tall ship Empire Sandy! We'll sail from dusk to midnight while enjoying a variety of delicious appetizers, full-course dinner, and dessert and coffee. Dance the night away to musical sounds of the blues group Rich and the Poor Boys. Cash bar available for individuals 19 years of age and older. Notes: The ship sails rain or shine. The distance covered throughout the trip is directly dependent upon current, wind and weather conditions and is at the sole discretion of the Captain of the ship. Fee includes cruise, food, musical entertainment, applicable marine fees and tax. Maps and boarding passes will be mailed out the week prior to the cruise.

**Fri, Jun 6**  
**8-11 pm**  
**\$79**  
**Port Dalhousie East Pier, Canada**

## Tall Ship Cruise: Commemorating the 200th Anniversary of the War of 1812-14

Join us for an exciting, historical daytime cruise on the Tall Ship Empire Sandy to commemorate this year's 200th anniversary of The War of 1812. We'll sail from Port Dalhousie on Lake Ontario to the lower Niagara River and reflect upon the series of battles and skirmishes that collectively made up the infamous war which occurred between 1812 and 1814. Noted historian, professor and author Wesley Turner will provide the commentary for this unique cruise on the historic river that witnessed some of the most impacting and eventful aspects of the War of 1812. The cruise will embark from Port Dalhousie, East Pier, at 10:30 a.m. (boarding time 10:00 a.m.) and includes refreshments upon boarding, a full-course meal in the mid-afternoon, and dessert and coffee/tea. NOTES: The ship sails rain or shine. The distance covered throughout the trip is directly dependent upon current, wind and weather conditions and is at the sole discretion of the Captain of the ship. Fee includes cruise, commentary, food, applicable marine fees and tax. Cash bar is available to individuals 19 years of age and over. Maps and Boarding Passes will be mailed out the week prior to the cruise.

**Sat, Jun 7 or Sun, Jun 8**  
**10:30am-5:30pm**  
**\$98**  
**Port Dalhousie East Pier, Canada**



## General Education Mobile Courses Online Courses for Military Personnel

General Education Mobile (GEM) is a partnership between the Community College of the Air Force (CCAF) and Niagara University to offer general education classes through a mobile (online) learning format.

Niagara's GEM courses, which include math, written communications, humanities, social science and oral communications meet CCAF's standards and degree completion requirements.

These courses are available online for non-matriculated members of all five branches of the United States Armed Forces. Military benefits are accepted to assist with the tuition cost.

Applications and information are available online at  
[www.niagara.edu/gem](http://www.niagara.edu/gem) or you may email [gem@niagara.edu](mailto:gem@niagara.edu).  
Applications are accepted through the Office of Continuing Education at 716.286.8181.



call to register 716.286.8181



# Career Training and Professional Development Certificates

*developed for career changes or for individuals to gain the skills needed to enter the workforce immediately.*

**PARALEGAL • PHARMACY TECHNICIAN  
ELECTRONIC HEALTH RECORDS MANAGEMENT  
MEDICAL BILLING AND CODING • MICROSOFT OFFICE**

Certificates are short term, professional development programs that provide all the knowledge for you to succeed. Many certificates are eligible for workforce training funding and interested participants should check with their local workforce training location for approval.

These courses are not credit bearing college credit classes and therefore they are not eligible for financial aid. Many certificates will prepare you for immediate entry into the workforce or provide you with the knowledge to succeed on your qualifying exams. We encourage you to explore all the detailed information online at [www.niagara.edu/ce](http://www.niagara.edu/ce).

## Microsoft Office Professional Development 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. Students will receive a professional development certificate from Continuing Education upon completion.

*Instructor: Gordon Slipko Jr., computer expert  
Dunleavy Hall, room 131*

**All five certificate classes for \$220  
Individual class \$49**

## 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, Feb 22 from 9am-noon**

## Word: An Introduction

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

**Sat, Mar 1 from 9am-noon**

## 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, and custom toolbar buttons. Topics will be addressed according to student interest and ability.

**Sat, Mar 8 from 9am-noon**

## 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, Mar 15 from 9am-noon**

## PowerPoint: 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, Mar 22 from 9am-noon**



## Paralegal Certificate

### Workforce Investment Approved

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**

**Mar 4-Apr 12**

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

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

**Books: Must be ordered through the Center for Legal Studies at 1-800-522-7737**

**NU campus**

## Certificate in Financial Planning

### Professional Continuing Education

- Earn your certificate in 1 year

This in-demand professional development certificate allows you to obtain the courses needed in order to fulfill the educational requirements for the Certified Financial Planner (CFP®) exam. You may earn this certificate in 1 year or you may take classes as needed that fit your schedule. Certificate is offered as a partnership between the College of Business, Continuing Education, and the MBA program at Niagara University.

**6 required courses offered on Saturdays from 9-5pm.**

Estate Planning	Spring 2014	1/18-2/15
Insurance Planning & Risk Management	Spring 2014	3/29-5/3
Cases in Personal Financial Planning	Summer 2014	5/31-6/28
Retirement Planning	Fall 2014	9/6-10/4
Income Tax Planning	Fall 2014	10/11-11/8
Investments	Fall 2014	11/15-12/20

**Fee: \$995.00 per course**

**www.niagara.edu/ce for an application and additional information**

**NU campus**



## Project Management Fundamentals

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.

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

**Session start dates: Jan. 15; Feb. 19; Mar.19; Apr. 16; May 21**

**Fee \$125**

**Online at [www.ed2go.com/niagara](http://www.ed2go.com/niagara)**



## Project Management Applications

Increase your value to your employer by discovering and mastering essential quantitative and qualitative project management applications. A successful project begins with process definition, data collection, and the scoping of project requirements. Every project ends with a motivated project team able to accomplish objectives on time and within budget. Winning projects rely on accurate cost and time estimates, identification of the critical path, and use of tracking and control tools. In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. The course also includes essential information that will help you prepare for the Project Management Professional (PMP®) and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI®). Certification Magazine recently identified PMP® Certification as "the highest-paying certification" of the year.

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

**Session start dates: Jan. 15; Feb. 19; Mar.19; Apr. 16; May 21**

**Fee \$125**

**Online at [www.ed2go.com/niagara](http://www.ed2go.com/niagara)**

**Contact Niagara County Employment and Training for funding eligibility.**

**(716) 278-8108 or [www.worksource1.org](http://www.worksource1.org)**

## Medical Billing and Coding Program Workforce Investment Approved

This combined 80 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

**Mon, Wed, Sat**

**Mar 17-May 28 (excl 4/21 & 5/26)**

**6-9:30pm (M&W)**

**Saturdays (4/12 & 5/10)**

**9am-3pm**

**\$1799 (textbooks included)**

**NU campus**

## Electronic Health Record Management Workforce Investment Approved

This 95 hour Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Access to health information is changing the ways doctors care for their patients. Doctors now have access to a patient's medical history, surgeries, allergies to medicines, and recent doctor's visits all at the press of a button. This recent technology that intertwines health information from a variety of sources is known as an electronic health record. An electronic health record (EHR) includes computerized lifelong healthcare data from a variety sources where every encounter an individual has with the healthcare system is documented and compiled for quick access. Electronic Health Record professionals are educated in the implementation and management of electronic health information using common electronic data interchange systems such as HL7, CDISC, and DICOM. Students will learn through classroom and computer lab training the necessary components consistent with maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record and database. After the successful completion of this program, students will be prepared to sit for the National Healthcareer Association (NHA) Certified Electronic Health Record Specialist (CEHRS) exam.

**Tue & Thu**

**Mar 11-May 22 (excl 4/17)**

**6-9:30pm**

**Saturdays (3/22, 4/12, 5/3 & 5/17)**

**9am-3pm**

**\$1999 (textbooks included)**

**NU campus**

## Get a Head Start on Your College Education Next Summer\*

# NU Summer Academy 2014

Live in a  
residence hall  
on campus!

Evening  
activities  
included!



### Who can attend?

Incoming NU freshmen and students entering the 11th and 12th grades of high school.

**July 21-Aug. 1, 2014**

\$300 for day students • \$895 for resident students

### Summer Course Offerings

- Introduction to American Sign Language and Deaf Studies
- Forensic Science
- Theatre Appreciation
- Computer Hardware Design
- Introduction to Sociology
- Introduction to Digital Media Production
- Twentieth Century Art

- Guest lecturers
- Field trips
- Experiential Learning

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

\*Earn three college credits in two weeks — get your college degree started this summer! Credits may be transferable to other colleges. Prices subject to change.

## Pharmacy Technician

This comprehensive 50 hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

**Tue & Thu**

**Mar 25-May 15 (excl 4/17)**

**6-9:30pm**

**\$999 (textbooks included)**

**NU campus**

## Cooking

Are you looking to brush up on your culinary skills or become a better cook? Our Saturday morning classes will focus on perfecting your skills using commercial grade tools and fine ingredients.

**St. Vincent's Hall, 4th floor kitchen**

### Seafood Basics

Because you asked for it, we will continue this class and satisfy your interest in seafood cooking techniques. Learn to create juicy, flavorful seafood using fast cooking techniques. Familiarize yourself with correct cooking temperature to ensure a fresh flaky seafood dish. There is more than one fish in the sea.

*Instructor: Craig Moriarity, cooking expert*

**Sat, Mar 1**

**10am-noon**

**\$39**



### Rolled, Stuffed, Braised, and Tied

Learn several ways to prepare main dish meats and which fresh herbs to pair them with for a delicious meal. You will get a hands-on class in which you will learn the latest techniques for delighting your family and friends.

*Instructor: Jennifer Diez, cooking expert*

**Sat, Jan 11**

**10am-noon**

**\$39**



### Starters: More than you Think

Salads and appetizers are like the yellow light on a traffic signal. You know something more important is coming but you still have to pay attention. Let's green light some new options and put the brakes on the old stand-by's.

*Instructor: Craig Moriarity, cooking expert*

**Sat, Feb 1**

**10am-noon**

**\$39**



### A Little Something on the Side

Good side dishes compliment any entree. Let your sides be memorable and these will not get pushed off the plate. Try your hand and patience at a creamy risotto, a classic Italian rice dish. OOOH that's so good.

*Instructor: Craig Moriarity, cooking expert*

**Sat, Feb 15**

**10am-noon**

**\$39**



### Time Saving Gone Gourmet

Learn tips and tricks to make weeknight cooking a breeze by using 70% homemade and 30% store bought ingredients. You will minimize your time spent in the kitchen without compromising flavor!

*Instructor: Jennifer Diez, cooking expert*

**Sat, Feb 22**

**10am-noon**

**\$39**



### College of Hospitality and Tourism Management Presents:

## Student Managers Dining Series Spring 2014

**Four-course dinner for \$20 per person**

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

**One Seating at 6:30pm on the following dates:  
February 6 & 27, March 13 & 20**

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

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

call to register 716.286.8181

# Instructor-Facilitated Online Courses



More than 250 online courses available  
[www.niagara.edu/ce](http://www.niagara.edu/ce)

Courses start  
as low as \$99

## Learn More . . .

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks

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: January 15; February 19; March 19; April 16; May 21

### 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.

#### 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

#### 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.

### Computer Applications

#### QuickBooks

Performing Payroll in QuickBooks

#### 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.

## Language and Arts

### 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

### 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.

### Pleasures of Poetry

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

*Online Learning Anytime, Anywhere...Just a click away!*



## Online Career Training Programs

# Enroll Today!

# [WWW.NIAGARA.EDU/CE](http://WWW.NIAGARA.EDU/CE)

### 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.

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)**

call to register 716.286.8181

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# 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

## mail and walk-in

Continuing Education, Dunleavy Hall 103,  
PO Box 2029  
Niagara University, NY 14109-2029  
[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 and online.

### Parking and Campus Safety

Parking on campus is open after 5pm during weekdays and on weekends for registered continuing education students. Campus Safety encourages all visitors to stop at their office to receive a visitor parking permit for campus and vehicle safety. Registered students may park in the Timon/O'Shea lot or in the Power Authority parking lot B-2 only, which is just north of the campus. Please visit the following link for a campus map: [www.niagara.edu/campus-map](http://www.niagara.edu/campus-map)

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

American Express

CARD NO. \_\_\_\_\_

EXP. DATE \_\_\_\_\_

SSV CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

Total \_\_\_\_\_

No refunds unless course cancels.

Student Info

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

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

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Dunleavy Hall Room 103  
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## General Education Mobile Courses Online Courses for Military Personnel

General Education Mobile (GEM) is a partnership between the Community College of the Air Force (CCAF) and Niagara University to offer general education classes through a mobile (online) learning format.

Niagara's GEM courses, which include math, written communications, humanities, social science and oral communications meet CCAF's standards and degree completion requirements.

These courses are available online for non-matriculated members of all five branches of the United States Armed Forces. Military benefits are accepted to assist with the tuition cost.

Applications and information are available online at  
**[www.niagara.edu/gem](http://www.niagara.edu/gem)** or you may email [gem@niagara.edu](mailto:gem@niagara.edu).  
Applications are accepted through the Office of Continuing Education at 716.286.8181.







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Dunleavy Hall Room 103  
PO Box 2029  
Niagara University, NY 14109-2029



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