

Enjoy our convenient location!

110 Elwood Davis Road, Liverpool, NY 13088

# OCM BOCES - LIVERPOOL FALL 2017- WINTER 2018 COURSE CATALOG

Offering 15 full-time career training programs, more than 150 part-time night classes and high school equivalency and literacy programs.

**REMEMBER!**  
HOLD ON TO THIS  
CATALOG THROUGH  
THE WINTER FOR  
PROGRAM AND  
CLASS DATES!

**OCMBOCES**



FULL-TIME  
CAREER  
CERTIFICATION  
PROGRAMS

DOZENS OF  
PART-TIME  
CLASSES

HIGH SCHOOL  
EQUIVALENCY  
& LITERACY  
CLASSES

CUSTOMIZED  
TRAINING  
FOR  
BUSINESSES

STOP IN TO LEARN MORE  
OPEN HOUSE IS EVERY  
THURSDAY AT 1:00 P.M.



OCMBOCES



### Main Campus

110 Elwood Davis Road, Liverpool NY 13088  
(315) 453-4455 • [ocmboces.org/adulted](http://ocmboces.org/adulted)



[Facebook.com/ocmboces.ae](https://www.facebook.com/ocmboces.ae)

[@ocmboces](https://twitter.com/ocmboces)



### OUR MISSION

We commit to provide our community with the highest quality education and training necessary to successfully meet the challenges and opportunities of the 21st century.

### CONTACT INFORMATION:

**General Information:** (315) 453-4455 or 1-800-444-4406

**Part-Time Class Information:** (315) 453-4600

**Part-Time Registration:** [www.ocmboces.org/adulted](http://www.ocmboces.org/adulted)

**Full-Time Admissions:** (315) 453-4400



OCM BOCES is accredited through the  
Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 or (800) 917-2081



### OCM BOCES LEADERSHIP

District Superintendent: **Dr. Jody Manning**

Assistant Superintendent for  
Student Services: **Colleen Viggiano**

Director, Adult Education: **Mari Ukleya**

Coordinator, Adult Education: **Matt Tarolli**

Coordinator, Health Occupations: **Crystal Smith**

## GETTING STARTED: FINANCIAL AID RESOURCES

### TYPES OF AID:

**Federal Pell Grants:** Money available that does not have to be repaid.

**Student Loans:** The U.S. Department of Education offers eligible students Direct Subsidized Loans and Direct Unsubsidized Loans. No credit check involved. These are need-based loans.

**Parent Plus Loans:** Loans available to parents of dependent students to help pay for college or career school.

### LOCAL AGENCIES THAT CAN ASSIST WITH FUNDING YOUR EDUCATION:

#### Cortland Works

(Cortland County residents)  
99 Main Street  
Cortland, NY 13045  
Contact Amy Buggs for information:  
607-758-7585 ext. 3231

#### CNY Works

(Onondaga County residents)  
960 James Street  
Syracuse, NY 13203  
315-473-8250



#### Tompkins Workforce New York

(Tompkins County residents)  
Center Ithaca Building  
171 East State Street  
Ithaca, NY 14850  
Contact Jackie Mouillesseaux-Grube for  
information: 607-272-7570 ext.108

#### ACCES-VR

ACCES-VR (Adult Career and Continuing Education Services – Vocational Rehabilitation) may provide financial assistance for training costs to eligible individuals with disabilities.

Syracuse ACCES-VR Office (Cayuga, Cortland, Jefferson, Madison, Onondaga, Oswego counties)

**315-428-4179 or 800-782-6164**

Southern Tier ACCES-VR Office (Broome, Chenango, Chemung, Delaware, Otsego, Schuyler, Steuben, Tioga and Tompkins counties)

**607-721-8400 or 800-888-5010**

#### Veteran Services

Post 9/11 GI Bill  
Phone: 1-888-GIBILL-1  
or 1-888-442-4551  
OCM BOCES Certifying Official:  
315-453-4400



#### PAYMENT PLANS

Payment plans are available. David Smith, our financial aid examiner, will help you secure the best available financial aid package to suit your needs and help you attain your education goals.

**Please call 315-453-4422 to set up a financial aid appointment.**

**OCM BOCES is a proud partner of the America Job Center network.**

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# HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

DID YOU KNOW?

New York State's High School Equivalency Exam is the TASC.

## OUR LITERACY PROGRAMS

- We offer literacy classes geared toward individual student academic levels.
- Day and evening classes are available.
- A distance-learning program is available for those who are unable to attend regular classes and are over 21.
- Classes are FREE of charge for students without a high school diploma or equivalency.

Please see the next page for more detailed information.

### HSE (HIGH SCHOOL EQUIVALENCY) PREPARATION

Improve your skills to pass New York State's TASC test to earn a high school equivalency diploma. For further information, call **(315) 453-4672**.

#### CLASSROOM LOCATIONS FOR HSE PREP

##### OCM BOCES MAIN CAMPUS

110 Elwood Davis Rd, Liverpool

##### Day Classes

Mon - Thurs 8:30 AM - 12:00 PM

Mon - Thurs 12:30 PM - 3:30 PM

##### Evening Classes

Mon - Wed 5:00 PM - 8:00 PM

#### TASC TEST DATES PLEASE CALL:

**(315) 453-4672**

Computer-based testing available in Liverpool

Test dates are subject to sufficient student enrollment.

#### TASC TEST DATES

July 15-16 Main Campus

Aug. 18-19 Cortland

Sept. 22-23 Main Campus

Oct. 21-22 Main Campus

Nov. 17-18 Main Campus

Dec. 1-2 Cortland

Friday: Please arrive at 4:45 p.m.

Saturday: Please arrive at 7:45 a.m.

#### OTHER HIGH SCHOOL EQUIVALENCY PREPARATION CLASSROOM LOCATIONS

##### NEDROW TUTORING CENTER

Onondaga Nation Arena, Elders Room

326 Old Route 11

Wednesday 5:00 PM - 7:30 PM

##### MATTYDALE

Salina Civic Center

2826 LeMoyné Avenue

Tuesdays/Thursdays  
5:00 PM - 8:00 PM

##### SYRACUSE

St. Brigid's

318 Herkimer St.

Mondays/Wednesdays  
9:00 AM - Noon

# HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

## NATIONAL EXTERNAL DIPLOMA PROGRAM

The web-based high school equivalency diploma program assesses student knowledge in eight competency areas including: Cultural Literacy, Health Literacy, Civic Literacy and Community Participation, Consumer Awareness and Financial Literacy, 21st Century Workplace Skills, Geography and History and Science, as well as foundation skills in communication and technology. Candidates work from home and meet weekly with an assessor. This program is designed for adults who have work skills, training and/or life experience. Candidates must be 21 or older and have internet access. **For information, call (315) 453-4672 or (315) 453-4662**

## DISTANCE LEARNING

Do you want your high school equivalency diploma but are unable to attend class? Prepare for the TASC exam in your own home. Materials will be sent to you through your local library. Teachers are available by phone for academic assistance. You must be at least 21 years old to be eligible. **For more information, call (315) 453-4672 or (315) 453-4686 or (315) 453-4682**

## ESOL CLASSROOM LOCATIONS

### LIVERPOOL

**200 Elwood Davis Rd**

#### Day Classes

Mon/Wed 8:30 AM - 1:30 PM  
Tues/Thurs 8:30 AM - 12:30 PM

#### Evening Classes

Mon/Wed 5:30 PM - 8:30 PM

#### Math Classes

Mon/Wed 12:30 PM - 2:30 PM

### MATTYDALE

**Salina Free Library**

Tues/Thurs 10:00 AM - 1:00 PM

### DEWITT

**DeWitt Community Library  
5110 Jamesville Road**

Mon/Wed  
10:00 AM - 1:00 PM

### MANLIUS

**Manlius Library  
1 Arkie Albanese Ave**

Tues/Thurs  
9:00 AM - 12:00 PM

### ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Learn English to get a job or enter training/college programs. Study reading, writing, and vocabulary. Practice pronunciation and conversation. All levels of classes available. Students can register in the ESOL classroom. For more information, call Kathy at (315) 453-4684.

## LITERACY SERVICES DIRECTORY

**Main number: (315) 453-4672**

**English for Speakers of**

**Other Languages (ESOL): (315) 453-4684**

**External Diploma Program: (315) 453-4662**

**High School Equivalency Classes: (315) 453-4672**

**Home Study Program: (315) 453-4682**

VISIT US  
TODAY

[www.ocmboces.org/adulted](http://www.ocmboces.org/adulted)

# FULL-TIME PROGRAMS

## ADMISSION REQUIREMENTS

Every student is required to take a free assessment called the TABE (Test of Adult Basic Education). The assessment takes approximately one hour and is offered on Thursdays at 2:30 p.m. or Tuesdays at 10 a.m. by appointment. A TABE guide with practice questions and resources is available at Open House.

### MINIMUM SCORES REQUIRED ON THE TEST OF ADULT BASIC EDUCATION (TABE)

TRAINING PROGRAM	COST	GRADE EQUIVALENT	
		READING	MATH
Auto Technician	\$7,570	10.0	9.0
Central Sterile Processing Technician	\$7,290	10.0	8.9
Cosmetology	\$9,320	8.9	8.9
Dental Assisting	\$7,860	10.9	8.9
Drafting/CAD	\$7,500	10.0	10.0
Electrical Maintenance Technician	\$9,030	10.0	10.0
Commercial Maintenance Technician	\$7,300	10.0	10.0
HVAC/R Technician	\$7,680	10.0	10.0
Licensed Practical Nurse*	\$12,550	12.0	10.0
Manufacturing Technician	\$7,960	10.0	10.0
Medical Assisting	\$7,500	10.9	8.9
Office Technology	\$7,500	10.0	8.9
Pharmacy Technician	\$7,500	10.9	8.9
Welder/Fitter	\$8,120	10.0	10.0

\* Additional academic/admission requirement for LPN program: TEAS test (Test of Essential Academic Skills). Cost is \$50.

GET STARTED BY STOPPING BY OUR OPEN HOUSE

1:00 P.M. EVERY THURSDAY

110 ELWOOD DAVIS ROAD, LIVERPOOL NY 13088



Need help with childcare to attend school?

**Try our 3-DAY PRESCHOOL PROGRAM**

**ONLY \$190 PER YEAR**

**CALL 315-433-2234**

**Preschool at Thompson Road OCM BOCES**

- Arts & Crafts
- Music Appreciation
- Creative Movement
- Activities
- Puppet Shows
- Computer Skills
- Cooking
- Math & Science
- Language Activities



# BUSINESS & INDUSTRY TRAINING

## LET OCM BOCES SET UP YOUR CUSTOMIZED WORKFORCE TRAINING

- Technical/Trades Skills
- Computer Skills
- Office & Professional Skills
- Competitive Pricing
- Flexible Scheduling
- On- and Off-Site Offerings

### ON-SITE TRAINING PUTS YOU IN CONTROL

When you choose OCM BOCES as your on-site training partner, you are in complete control. With the assistance of our expert consultants, we provide the speaker, the program content, date, time and location. In other words, your employees hear the message you want from a trainer at a time and place most convenient for you.

We customize training to address your organization's specific challenges and to meet your team's unique needs, so your employees learn job-related skills they can put to work immediately. OCM BOCES can develop a program exclusively for your organization.



Please call  
(315) 453-4428  
for more  
information.

## Need flexibility? Try our online programs



OCM BOCES is collaborating with UGotClass to offer online courses and certificates provided by the non-profit Learning Resources Network (LERN), the largest continuing education association in the world, serving more than 1,000 colleges, universities and schools. Online classes include business, health, human resources, leadership skills, marketing, social media, professional development for teachers and more.

**Need more information? Call 1-800-678-5376**

**Go to the web: [yougotclass.org/catalog-complete.cfm/ocmboces](http://yougotclass.org/catalog-complete.cfm/ocmboces)**



OCM BOCES is collaborating with the acclaimed Center for Legal Studies to offer classes for beginning and advanced legal workers. Courses include the paralegal certificate (and advanced certificate), legal investigation, personal injury, victim advocacy, software essentials, employment law, alternative dispute resolution, legal secretary certificate, legal nurse consultant and more. Certificates are awarded by OCM BOCES. Classes offered live and online.

**Need more information? Call 1-800-522-7737**

**Go to this web site: [www.legalstudies.com/vendor/ocm-boces/](http://www.legalstudies.com/vendor/ocm-boces/)**



HEALTH  
OCCUPATIONS

MEDICAL ASSISTING

Train for a rewarding career in one of the fastest-growing occupations in the medical profession. Work with physicians and other health professionals, assisting with the delivery of high-quality health care. Students learn both the administrative and clinical aspects of working in the medical office, including: word processing, HIPAA requirements, medical office procedures, and



medical billing including ICD-10 and CPT-4 coding. Clinical coursework includes infection control, vital signs,

medical office laboratory tests, pharmacology, EKGs, medical specialty assisting, and phlebotomy. The program includes a four-week clinical experience in a health care facility. Upon completion, students can sit for the Certified Clinical Medical Assistant exam.

\*Tuition subject to change

Fee: \$7,500\* (includes tuition, books, supplies, and uniform)  
Median student loan: \$4,714  
Graduation Rate: 91%  
Job Placement Rate: 65%  
Program Length: 780 hours  
Start Dates: Aug 2017 / Feb 2018  
Days/Times: M-F 8:00 AM - 3:00 PM  
Additional Requirements: Physical and professional CPR testing fee  
SOC Code: 31-9092  
U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

LICENSED PRACTICAL NURSE

This is an opportunity to join the nation's second-largest health care group in one of the most demanding health occupations in the country. LPNs provide quality care in a variety of health care settings. Students are taught to assist with daily patient care, medication administration, data collection, and documenting patient conditions. Students also learn to help educate and give emotional support to patients. Anyone with a high school diploma or equivalency diploma may apply. Upon completion of the Practical Nursing program, graduates are eligible to sit for the required State Licensing Exam.



Fee: \$12,550\* (includes tuition, lab supplies, and uniform)  
Median student loan: \$9,398  
Graduation Rate: 78%  
Job Placement Rate: 76%  
Program Length: 1,290 hours  
Start Dates:  

- Sept 2017 (8 AM - 3 PM, M-F, clinical hours 6:30 AM - 1:30 PM)
- Spring Days - Dates TBD (8 AM - 3PM, M-F, clinical hours 6:30 AM - 1:30 PM)
- Spring Evening - Dates TBD (4 - 10:30 PM, M-F)

 Additional Requirements:  
Physical, immunizations, professional CPR, licensing application and \$50 TEAS exam fee.  
SOC Code: 29-2061  
U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

PHARMACY TECH

Pharmacy Technicians assist the pharmacist in preparing medications, providing medications and related assistance to patients, and managing pharmacy clinical and business operations.



Training for this in-demand occupation will lead to the ability to take the Certified Pharmacy Technician examination. Coursework includes: medical and pharmaceutical terminology, drug identification, principles of pharmacology and pharmaceuticals, pharmacy procedures, prescription interpretation, patient communication and education, safety procedures, record keeping, measurement and testing techniques, pharmacy business operations, prescription preparation, logistics and dispensing operations, and applicable standards and regulations. A six-week internship is included.

Fee: \$7,500\* (includes tuition, texts, supplies, and uniform)  
Median student loan: \$4,527  
Graduation Rate: 87%  
Job Placement Rate: 85%  
Program Length: 810 hours  
Start Dates: Aug 2017 / Feb 2018  
Days/Times: M-F 8:00 AM - 3:00 PM  
Additional Requirements: Physical, drug test testing fee  
SOC Code: 29-2052  
U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

## CENTRAL STERILE PROCESSING TECHNICIAN

The Central Sterile Processing Technician is responsible for the procurement of surgical supplies and sterile equipment. Central Sterile Processing Technicians provide support to all patient-care services, including diagnostic and surgical application in a health care facility. They are responsible for cleaning, decontaminating, processing, assembling, sterilizing, storing and distributing the medical devices required for patient care. The 21-week training program includes the basics of medical terminology, anatomy and physiology, microbiology, infection prevention and control, principles and methods of the sterilization process, cleaning, decontaminating, processing, packaging, distributing, storing and inventory control of sterile goods, instruments, trays and equipment. Also included is a 200-hour internship component at a local health care facility. Students completing the program can sit for the Certification Board for Sterile Processing and Distribution (CBSPD) certification.

Fee: \$7,290\* (includes tuition, texts, all supplies, and uniform)

Median student loan: \$2,608

Graduation Rate: 88% | Job Placement Rate: 93%

Program Length: 678 hours

Start Date: Aug 2017 / Feb 2018

Days/Times: M-F 8:00 AM - 3:00 PM

Additional Requirements: Physical, current immunizations (MMR, Varicella, PP) and testing fee.

SOC Code: 31-9093

U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

## DENTAL ASSISTING

This program is approved by the New York State Education Department Office of the Professions for licensure and certification purposes. The hands-on program format provides an excellent opportunity for those with an interest in the dental profession to begin a rewarding career. Students receive training in a well-equipped dental classroom/lab and are trained on state-of-the-art Eaglesoft software. Coursework includes: sciences in dentistry, dental terminology, emergency care, infection control, preventive dentistry, clinical assisting and procedures, dental radiology, and a minimum 200 hours of internship experience in a dental office.

Fee: \$7,860\* (includes tuition, books, supplies and uniforms)

Median student loan: \$4,714

Graduation Rate: 83%

Job Placement Rate: 83%

Program Length: 780 hours

Start Dates: Aug 2017 / Feb 2018

Days/Times: M-F 8:00 AM - 3:00 PM

Additional Requirements: Physical, health immunizations, Professional CPR and testing fee.

SOC Code: 31-9091

U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)



COSMETOLOGY

Cosmetology is an adult program designed to prepare students for a career in the appearance enhancement field. Classes follow the New York State approved curriculum required for taking the state licensing exams. The Cosmetology program offers students the opportunity to practice their skills during regular classes and clinics. An advanced placement option is also available to students who have already completed partial training.

Fee: \$9,320\* (includes tuition, books, supplies and kit)  
 Median student loan: \$4,799.50  
 Graduation Rate: 85%  
 Job Placement Rate: 70%  
 Program Length: 1,100 hours  
 Start Date: Fall 2017  
 Days/Times: M-F 8:30 AM - 3:30 PM  
 SOC Code: 39-5012  
 U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)  
 Additional Requirement: Licensing Fee



DID YOU KNOW?

We have a full-service salon clinic available to the public on Wednesdays and Fridays. A nail clinic is available Fridays only.

Our adult students, under the supervision of their instructors, can provide many salon services at substantial savings to you and your family. Please call (315) 453-4650 for your appointment or for additional information.

- Shampoo, Set, Blow Dry **\$5**
- Shampoo, Haircut, Style **\$5**
- Kid's Haircut **\$2**
- Chemical Relaxer (includes cut & style) **\$20**
- Ionic Relaxer (includes cut & style) **\$20**
- Perm (includes cut & style) **\$25**
- Single-Process Color **\$15**
- Double-Process Color **\$30**
- Corrective Color **\$25**
- Highlights-Full Head **\$25**
- Highlights-Partial **\$15**
- Guylights **\$15**
- Facials **\$5**
- Makeup Application **\$5**
- Eyelash Extensions **\$5**
- Waxing Eye, Lip, Chin **\$5**
- Paraffin Wax **\$3**
- Natural Manicure **\$2**
- Natural Pedicure **\$2**
- Spa Pedicure **\$5**

\*Tuition subject to change

BEGIN WITH THE OFFICE BASICS OF KEYBOARDING, LETTER WRITING, BUSINESS ENGLISH, FILING, AND THE USE OF VARIOUS OFFICE MACHINES INCLUDING DESKTOP COMPUTERS, COPIERS AND MULTI-LINE TELEPHONE SYSTEMS. STUDENTS MAY SPECIALIZE IN ONE OR MORE OF THE FOLLOWING AREAS:

## BOOKKEEPING & ACCOUNTING

Continue on to a concentration in the financial aspect of running an office. Develop skills in manual bookkeeping procedures and payroll as well as computerized methods of these functions using software such as Excel® and QuickBooks®.

## OFFICE SUPPORT SPECIALIST

Continue to develop skills required to be proficient in a business office setting. This program is designed for people who are looking to take their basic computer skills to the next level. The curriculum includes Microsoft Windows®, Word®, Excel®, PowerPoint®, and Access®, in addition to incorporating the administrative skills needed for a variety of office-related careers.

## MEDICAL BILLING & CODING

Learn necessary medical and technological skills for entry-level medical billing and coding. The curriculum includes training in medical terminology, anatomy and physiology, medical office administration and medical billing and coding, utilizing the new ICD-10-CM as well as the current ICD-10-CM, along with computers and more general administrative skills. Class will also focus on electronic medical health care record management with **state-of-the-art Medent software.**

## ADMINISTRATIVE SUPPORT SPECIALIST

This training program will focus on the skills necessary for mid- to upper-level office support positions such as administrative assistant, executive secretary, legal secretary, medical secretary, and general secretary. The focus is on extensive Word® proficiency and also incorporates Excel®, PowerPoint®, and Access®, depending on the clerical position of interest.

Each one of these focus areas requires a four-week internship to complete the program.

## OFFICE TECHNOLOGY

Fee: \$7,500\* (includes tuition, books, and supplies)

Median student loan: \$2,234

Graduation Rate: 83% | Job Placement Rate: 93%

Program Length: 780 Hours

Start Dates: Aug 2017 / Feb 2018

Days/Times: M-F 8:00 AM - 3:00 PM

SOC Codes: 43-6014 • 43-3021 • 43-3031 • 43-9060

U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

AUTOMOTIVE TECHNICIAN

You can prepare for direct entry into automotive mechanics, service, and repair employment by completing this program. Instruction includes preparation for the National Automobile Technicians Education Foundation (NATEF) certification in four modules: brake systems, electrical and electronic systems, engine performance, and suspension and steering. You will receive direct instruction and hands-on applications in a well-equipped automotive shop. Prior to completion, all students will perform a four-week internship with a local automotive employer.

Fee: \$7,570\* (includes tuition, books, and supplies)  
 Median student loan: \$996.50  
 Graduation Rate: 63%  
 Job Placement Rate: 93%  
 Program Length: 800 hours  
 Start Dates: Aug 2017 / Feb 2018  
 Days/Times: M-Th 10:30 AM - 6:00 PM  
 SOC Code: 49-3023  
 U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)  
**LOCATION: Cortland, McEvoy Campus**

WELDER/FITTER

This intensive, hands-on training program offers participants the opportunity to become a member of a well-paying, skilled profession. Students will develop an understanding and proficiency in the areas of shop math, basic drafting, blueprint reading, safety, and the use of oxy-acetylene and plasma-arc cutting equipment. MIG (GMAW), TIG (GTAW), Flux-Core (FCAW) and Stick (SMAW) welding processes will be taught in all positions, as well as an introduction to basic pipe-welding processes. Training follows the standards set by the American Welding Society (AWS). The program includes job shadowing and a

\*Tuition subject to change

four-week internship. Welders are employed in industrial settings such as manufacturing, heavy construction, and repair shops.

Fee: \$8,120\* (includes tuition, books, supplies and tool kit)  
 Median student loan: \$3,123  
 Graduation Rate: 90%  
 Job Placement Rate: 96%  
 Program Length: 812 hours  
 Start Dates: Aug 2017 / Feb 2018  
 Days/Times: M-F 8:00 AM - 3:00 PM  
 M-F Evenings - Time TBD  
 SOC Code: 51-4121  
 U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)  
 Added Requirements: jacket, helmet, boots  
 Additional Fee: OSHA exam

CONSTRUCTION TRADES

This is a comprehensive introduction to all aspects of residential building construction from foundations to rough and finished carpentry. Skills will be taught through classroom instruction, job shadow experiences and a four-week internship with a local contractor, builder or home remodeling company. Topics will include hand and power tools, construction math, blueprint reading, masonry, rigging, electrical wiring, basic plumbing, framing, roofing, and finishing. Hands-on training and projects will reinforce all classroom learning. A student tool kit will be provided and will include the fundamental tools of the trade.

Fee: \$7,580\* (includes tuition, books, supplies and tool kit)  
 Median student loan: \$4,714.50  
 Graduation Rate: 86%  
 Job Placement Rate: 88%  
 Program Length: 780 hours  
 Start Dates: Aug 2017 / Feb 2018  
 Days/Times: M-F 8:00 AM - 4:00 PM  
 SOC Code: 47-2000  
 U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)  
 Additional Fee: OSHA exam, lead training

DRAFTING/CAD

Would you like to work in the architectural, engineering or manufacturing industry as a CAD drafter? If so, you will enjoy this intensive training program that uses state-of-the-art equipment and software. Gain comprehensive knowledge of drafting principles and techniques through the use of AutoCAD 2016 and its many functions. Through lectures, demonstrations, hands-on applications, individual/group projects, job shadowing and a four-week internship, students will develop into versatile employees, capable of multi-tasking in the demanding engineering, architectural, and manufacturing settings of today. Topics include geometric constructions, orthographic projections, section and auxiliary views, dimensioning techniques, and working drawings including multi-view, isometric, detailed and assembly drawings. In addition, students will be introduced to 3-D modeling using Inventor 2016 and 3D printing using the FlashForge Creator Pro. Students will also have the opportunity to create and print their own computer-generated 3D model.

Fee: \$7,500\* (includes tuition, books, and supplies)  
 Median student loan: \$3,411.50  
 Graduation Rate: 70%  
 Job Placement Rate: 71%  
 Program Length: 747 hours  
 Start Dates: Aug 2017 / Feb 2018  
 Days/Times: M-F 8:00 AM - 3:00 PM  
 SOC Code: 17-3010  
 U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

## MANUFACTURING TECHNICIAN

Manufacturing Technician is a program that will give you the skills to enter technical employment in a variety of manufacturing settings. Students are trained in workplace standards, industry-standard team communications and principles of lean manufacturing. Students will learn the importance of the employer's cultural environment and what skills are needed to be successful working in today's manufacturing organizations. Technical skills include mechanical drawings, MSDS, CAD basics, working with blueprints and print reading, technical math skills and quality control methodologies. Also covered are understanding manufacturing automation systems and robotics principles. Emphasis is placed on working in teams to complete five hands-on learning labs. These cover basic electricity, circuit design, measurement techniques, and mechanical mechanisms. During the course work, the student will visit a variety of local companies to experience the reality of the manufacturing environment. The student will also complete the OSHA 10-hour safety certification course. The program culminates with the completion of a four-week internship with an employer of their choice.

Fee: \$7,960\* (includes tuition, books, and supplies)

Median student loan: \$2,764

Graduation Rate: 83%

Job Placement Rate: 100%

Program Length: 758 Hours

Start Dates: Aug 2017 / Feb 2018

Days/Times: M-F 8:00 AM - 3:00 PM

\*\* Dependent on enrollment size; additional fee may be required

SOC Code: 49-9043 Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

## COMMERCIAL MAINTENANCE TECHNICIAN

Commercial Maintenance Technician is an intensive 24-week program to give students foundational skills in welding, electrical maintenance, the construction trades and HVAC/R to be employable in a variety of settings once they leave our short-term training program. In addition to the trades skills, students will earn OSHA 10-hour general safety certification. The curriculum includes a combination of theory and practical application.

Fee: \$7,300\* (includes tuition, books, and supplies)

Start Dates: Aug 2017 / Feb 2018

Days/Times: M-TH 4:30 PM - 9:30 PM

Friday 4:30 PM - 8:30 PM

Added requirements: jacket, helmet, boots

Additional fee: OSHA exam

## HVAC/R TECHNICIAN

Heating, ventilation, air conditioning and refrigeration (HVAC/R) is a comprehensive, technical and hands-on training program covering all critical aspects of the HVAC/R field. The program offers a combination of classroom, lab and field work under the supervision of an experienced, qualified instructor. This is an opportunity to learn and understand refrigeration and cooling systems, electrical circuitry, electronic solid state control applications, and electric, gas and oil-fired heat and heat pumps. Learn to install, maintain, troubleshoot and repair both residential and commercial systems. Students work on fully operational cooling and heating systems in our well-equipped HVAC/R lab. Opportunities exist as entry-level service technicians, installation personnel, facilities maintenance technicians and commercial sales and service representatives. The EPA

Universal Certification Exam for refrigerant handling is offered at an additional fee.

Fee: \$7,680\* (includes tuition, books, supplies and tool kit)

Median student loan: \$4,821

Graduation Rate: 89%

Job Placement Rate: 82%

Program Length: 715 hours

Start Dates: Aug 2017 / Feb 2018

Days/Times: M-F 8:00 AM - 3:00 PM

SOC Code: 49-9020

U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

\*Additional fees: OSHA exam, EPA

## ELECTRICAL MAINTENANCE TECHNICIAN

Electrical Maintenance Technician is an intensive program of study on electrical maintenance fundamentals. Students will receive training in basic shop math, hand and power tools, precision measuring instruments, electrical blueprints, the National Electrical Code standards and practices, OSHA, electrical theory, conduit bending, motors and NEMA designations. A four-week work experience is included in the training program. According to U.S. Department of Labor statistics, the employment of electrical maintenance technicians is expected to increase with the emergence of new technologies that will stimulate the demand for these skills, along with the large number of expected retirements in this field.

Fee: \$9,030\* (includes tuition, books, and supplies)

Median student loan: \$5,174

Graduation Rate: 88%

Job Placement Rate: 100%

Program Length: 810 hours

Start Dates: Aug 2017 / Feb 2018

Days/Times: M-F 8:00 AM - 3:00 PM

SOC Code: 47-3013

U.S. Dept. of Labor: [www.bls.gov/SOC](http://www.bls.gov/SOC)

Additional Fee: OSHA exam

# MEET OUR INSTRUCTORS

## TRADES AND TECHNOLOGY

**LARRY CASEY** is a graduate of Onondaga Community College with a degree in business administration. He has 30 years of experience working in the electronics and mechanical fields. He is a certified proctor for BPI and a certified EPA/HVAC technician.

**JUDY LEONHART** holds a B.S. in business education from the Ohio State University and a NYS Adult Education Certification. She is a Microsoft user specialist certified in Access, Excel, PowerPoint, Outlook and Word.

**GORDON MCCAFFER** is an AWS/ASME and DOT-certified welder with a NYS Adult Education Certification and over 30 years of experience in welding and fabrication. He is a graduate of OCM BOCES and Onondaga Community College.

**CRAIG MCKINNEY** holds an M.B.A from Indiana Institute of Technology and has more than 30 years of experience in a variety of manufacturing settings.

**JOSEPH MIUCCIO** has an M.S. in vocation technical education and B.S. in industrial arts from SUNY Oswego. He holds Building Performance Institute (BPI) certifications in Building Analyst, Envelope Professional, Heating Professional and RESNET.

**JOHN SWEENEY** is a graduate of Virginia Commonwealth University with a B.A. in English. He completed a master's degree in secondary education at SUNY Oswego. He holds a NYS Code Enforcement Certification and is a certified instructor through the National Center for Construction Education and Research (NCCER).

**SUSAN TWEEDALE** is a graduate of the OCM BOCES Computer-Aided Design and Drafting class. She holds a B.S. in math and secondary education from SUNY Oswego along with a NYS Adult Education Certification.

## COSMETOLOGY

**CYNTHIA FORAN** has been practicing cosmetology for the past 47 years in Syracuse. She has a teaching degree from Oswego State and attended Syracuse University for rehabilitation counseling. She is a supervisor and examiner for the NYS Licensing Department and has been a salon owner and director of education for a family salon and day spa.

## HEALTH OCCUPATIONS

**KAREN STANNARD, CDA** has more than 35 years of experience in the dental field. She is a graduate of the OCM BOCES Dental Assisting program and has an associate's degree in liberal arts from Maria Regina College. She is licensed by the NYS Office of the Professions as a dental assistant, and she is certified by the Dental Assisting National Board Inc. (DANB). She has her NYS Adult Education Certification.

**CAROL CORSO** holds a B.S. from the Rochester Institute of Technology in applied arts and sciences. She has 25 years of experience in health care with 10 years as the manager of the central service department of a local hospital. She holds a current certification in sterile processing and distribution from the Certification Board for Sterile Processing and Distributing. She is a member of the CNY Central Service Professionals and International Association of Healthcare Central Service Material Management. She has her NYS Adult Education Certification.

**LENA MAY, CMA, CHES** graduated from Long Technical College as a medical assistant and has an A.A.S. in humanities and social sciences from Onondaga Community College. She has a B.S. in wellness management from SUNY Oswego. She is a certified health education specialist and a certified medical assistant through the American Association of Medical Assistants (AAMA). She has practiced as an administrative and clinical medical assistant and has been teaching for OCM BOCES since 2012.

## LICENSED PRACTICAL NURSE

**CRYSTAL SMITH, MS, RN** is the Health Occupations Coordinator at OCM BOCES and holds an A.A.S. in nursing from Cayuga Community College and an M.S. in nursing education from Keuka College.

### LEAD INSTRUCTORS:

**CAROL VIGLIOTTI, MS, RN** holds a NYS RN license, a B.S. in nursing from Keuka College and an M.S. in health services administration from The New School. She completed her vocational teacher education at SUNY Oswego.

**LAURA YEOMANS, BS, RN** holds a NYS RN license, an A.A.S. in nursing from Morrisville State and is currently obtaining her master's degree in nursing education from Western Governors University.

**SUSAN BADORE, RN** holds a NYS RN license and an A.A.S. in nursing from St. Joseph's College of Nursing along with coursework towards completion of RN to BSN Program at Utica College.

### FULL-TIME CLINICAL:

**JASON LABATOS, RN** holds an A.A.S. in nursing from Onondaga Community College.

**NICOLE SLEEPER, BS, RN** holds an B.S.N. from Western Governors University.

**TERRI GROVES, RN** holds an A.A.S. in nursing from St. Joseph's College of Nursing.

**MARY GUARDINO, RN** received her degree from the Crouse-Irving Hospital School of Nursing.

### PART-TIME CLINICAL:

**MEGAN NEAR, BS, RN** holds a B.S. in nursing from Utica College.

**STACY SEVERIN, MS, RN**, holds an A.A.S. in nursing from Cayuga Community College and an M.S. in nursing education from SUNY IT.

**CHARLENE YOUNG, MS, RN**, holds a master's degree in nursing education from LeMoyne College.



# PART-TIME CONTINUING EDUCATION CLASSES

CALL 315-453-4600 OR GO TO [OCMBOCES.ORG/ADULTED](http://OCMBOCES.ORG/ADULTED)

## ART

### INTERMEDIATE WATERCOLORS

Continue on with skills learned from introduction to watercolors. Same supplies used as in Level I plus any additional colors you may have. Please call 453-4600 if you did not attend the Level I class.

**CEART0302Fall1**                    **\$65.00**  
**10/16/17 - 11/6/17**            **Monday**  
**Helga Gilbert**                    **4 sessions**  
**6:30 PM - 9:00 PM**            Main Campus



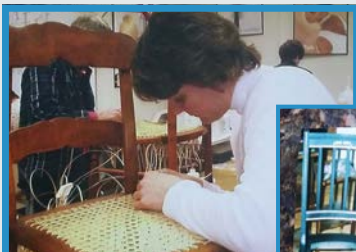
### CHAIR CANING\*

Here is your opportunity to restore a chair while developing an appreciation for the beautiful heritage craft of sewing cane. Work on a small piece of your choice. Your piece should be stained and varnished prior to caning. Please, no press-in or rush seats. Storage space is not available for your piece, so please be sure it can be carried back and forth to class. The caning materials can be purchased as a kit from the instructor. Prices depend on size of the project but will begin at around \$45. Supplies will be sold the first night of class. See photo for examples of appropriate projects.

**CEART0606Fall1**                **\$60.00**  
**10/5/17 - 11/2/17**            **Thursday**  
**John LaPointe**                **5 sessions**  
**6:30 PM - 9:30 PM**            Main Campus

**CEART0606Win1**              **\$60.00**  
**2/1/18 - 3/1/18**                **Thursday**  
**John LaPointe**                **5 sessions**  
**6:30 PM - 9:30 PM**            Main Campus

### \*CANING CHAIRS



### BORDERS, BORDERS & MORE BORDERS

Get ready to complete a year's worth of pages with fantastic borders for your upcoming scrapbooking needs — holidays, summer vacations, special events, birthdays, and so much more. You decide what you'll need to keep scrapbooking for the next year, and then come prepared to get started. No photographs will be required for this class. All supplies to complete 12 pages included in class fee.

**CEART0602Fall1**                **\$40.00**  
**11/15/17**                        **Wednesday**  
**Linda Clark**                    **1 Session**  
**6:30 PM - 9:00 PM**            Main Campus

### CREATIVE BASKET GIFTING

This class will teach you all you'll need to know to be successful at creating your own customized gift basket. Learn how to design, develop and implement your gift theme while creating a beautiful, thoughtful and delightful gift basket. Please call 453-4600 to obtain supply list. Supply fee of \$5 will be collected during the first class for additional items required.

**CEART0610Fall1**                **\$40.00**  
**9/25/17 - 10/2/17**            **Monday**  
**Eleanor Daniels**                **2 Sessions**  
**6:30 PM - 9:00 PM**            Main Campus

**CEART0610Win1**                **\$40.00**  
**1/22/18 - 1/29/18**            **Monday**  
**Eleanor Daniels**                **2 Sessions**  
**6:30 PM - 9:00 PM**            Main Campus

### CREATIVE DECORATIVE BOWS

Learn how easy it is to make beautifully handcrafted decorative bows from ribbon. Decorative ribbon bows adorn gift baskets, wrapped gifts, gift bags, craft projects, home decor, wreaths and bouquet arrangements. This hands-on class will teach you all you need to know to create many different types of decorative ribbon bows. Please call 453-4600 to obtain supply list. A supply fee of \$5 will be collected during the first class for additional items required.

**CEART0611Fall1**                **\$40.00**  
**10/23/17 - 10/30/17**        **Monday**  
**Eleanor Daniels**                **2 Sessions**  
**6:30 PM - 9:00 PM**            Main Campus

**CEART0611Win1**                **\$40.00**  
**2/26/18 - 3/5/18**             **Monday**  
**Eleanor Daniels**                **2 Sessions**  
**6:30 PM - 9:00 PM**            Main Campus

**CREATIVE SCRAPBOOKS & MEMORY ALBUMS 1**

Take those old or new photos out of your hiding spots and learn how to arrange them in a creative and artistic album. Create a pictorial biography for a graduation or soon-to-marry child. Start a new-life album for the newest member of your family. You can also document a wonderful vacation complete with souvenirs and other memorabilia. Please bring a small selection of photos to the first class. Some supplies are required and will be discussed at the first class.

**CEART0600Fall1**                   **\$60.00**  
**9/27/17 - 10/11/17**           **Wednesday**  
**Linda Clark**                   **3 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**CEART0600Win1**               **\$60.00**  
**1/17/18 - 1/31/18**           **Wednesday**  
**Linda Clark**                   **3 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**CREATIVE SCRAPBOOKS & MEMORY ALBUMS 2**

Have you caught the scrapbook bug? Have you tried a few smaller projects but want to learn more? Have you taken the first class but need to continue on with more creative ways to document your memories? This is the class for you! Work on more advanced projects or create specific books for one special time. Some supplies are included in the fee and will be discussed at the first class.

**CEART0601Fall1**               **\$60.00**  
**10/18/17 - 11/1/17**       **Wednesday**  
**Linda Clark**                   **3 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**CEART0601Win1**               **\$60.00**  
**2/21/18 - 3/7/18**           **Wednesday**  
**Linda Clark**                   **3 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**DRAWING BASICS**

Explore pencil, charcoal, and pastel while drawing simple subjects. Drawing exercises will warm you up and you'll be delighted at your improvement. As you perfect some basic skills, you can begin to work with other media. Supplies required. Please call 453-4600 to obtain supply list.

**CEART0655Fall1**               **\$65.00**  
**9/14/17 - 10/5/17**       **Thursday**  
**Eve Tronccone**               **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**CEART0655Win1**               **\$65.00**  
**1/18/18 - 2/8/18**           **Thursday**  
**Eve Tronccone**               **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**PAINTING BASICS**

Whether you have been a student of art in the past or have never picked up a brush, this class will guide you through everything you need to know to start painting. Discover how to mix colors, how color can set the mood, how to prepare your surface, and techniques for applying paint. You'll be working with acrylic paints on canvas, but the concepts can apply to watercolor, oil, pastel, or decorative painting. Supplies needed. Please call 453-4600 to obtain supply list.

**CEART0658Fall1**               **\$65.00**  
**10/12/17 - 11/2/17**       **Thursday**  
**Eve Tronccone**               **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**CEART0658Win1**               **\$65.00**  
**2/15/18 - 3/8/18**           **Thursday**  
**Eve Tronccone**               **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**PAINTING FOR PLEASURE**

The fundamentals of color, design, composition, and techniques used in painting will be covered. Media may include oils, acrylics, and watercolors. Enjoy working in a quiet atmosphere, showing off your talents with help available. Basic drawing and painting experience necessary. Please call 453-4600 to obtain a supply list.

**CEART0301Fall1**               **\$65.00**  
**10/4/17 - 10/25/17**       **Wednesday**  
**Helga Gilbert**               **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**OPEN ART STUDIO**

In this casual setting, you will be creating a masterpiece under the instruction of artist Eve Tronccone. Please bring the medium of your choice: acrylics, pencils or pastels. Paint any subject and composition of your choice from the still life that will be displayed in the gallery. Please bring canvas or paper of choice; easels will be provided. Classes are held at 6456 Collamer Road, East Syracuse.

**CEART0663Fall1**               **\$65.00**  
**11/20/17 - 12/11/17**       **Monday**  
**Eve Tronccone**               **4 Sessions**  
**6:30 PM- 9:00 PM**           Eve's Carriage Barn

**ABSTRACT ART**

Break loose and begin to explore the wonderful world of the abstract. Work in any medium you'd like, although acrylics are preferred. You'll learn about color and blending, defining a focal point or working without one, light source and white space. Basic painting and drawing supplies required. Please call 453-4600 to obtain supply list.

**CEART0661Fall1**               **\$65.00**  
**11/16/17 - 12/14/17**       **Thursday**  
**Eve Tronccone**               **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

### PHOTOGRAPHY IN THE DIGITAL AGE

Get better acquainted with your camera! Improve your photography skills through the creative use of camera functions, exposure, composition, and lighting. Learn to send photos, copy photos to CD, catalogue and much more. Weekly projects will be critiqued as you work on improving your photos. Bring digital (or 35mm) camera and instructions to class.

**CEPER0619Fall1**      **\$95.00**  
**9/18/17 - 10/30/17**      **Monday**  
**Al Miles**      **6 Sessions**  
**6:00 PM- 8:00 PM**      Main Campus

**CEPER0620Fall1**      **\$95.00**  
**11/6/17 - 12/11/17**      **Monday**  
**Al Miles**      **6 Sessions**  
**6:00 PM- 8:00 PM**      Main Campus

**CEPER0619Win1**      **\$95.00**  
**1/22/18 - 3/5/18**      **Monday**  
**Al Miles**      **6 Sessions**  
**6:00 PM- 8:00 PM**      Main Campus

### WEDDING ALBUM

Create a very special album for all brides or soon-to-be brides. Our 7"x7" album will have special papers and stickers for your special event. Participants will purchase supplies from the instructor. This is a great gift for the bride, parents of the bride or groom, or a special member of the wedding party.

**CEART0603Fall1**      **\$30.00**  
**12/6/17 - 12/13/17**      **Wednesday**  
**Linda Clark**      **2 Sessions**  
**6:30 PM- 9:30 PM**      Main Campus

## BUSINESS

### EFFECTIVE COMMUNICATION



Effective communication skills are critical in the workplace and at home. They help you become more productive, reduce stress and enjoy your job more. In this course, we will be looking at communication styles, how culture and perspective affect communication, effective listening, leadership and management communication issues, internal communication within a company, dealing with difficult employees or customers, coping and dealing with hostility or manipulative people, along with ways to prevent conflict through constant and effective communication.

**CEBUS0415Fall1**      **\$55.00**  
**9/19/17 - 9/26/17**      **Tuesday**  
**Leonard Colella**      **2 Sessions**  
**6:30 PM- 9:00 PM**      Main Campus

### CONFLICT RESOLUTION IN THE WORKPLACE



Conflict in the workplace seems to be a fact of life. The fact that conflicts exists, however, is not necessarily a bad thing. As long as it is resolved effectively, it can lead to personal and professional growth. By resolving conflict successfully, you can solve many of the problems it has brought to the surface, as well as get benefits you might not expect. If conflict is not handled effectively, the results can be damaging. Teamwork breaks down, people disengage from their work and talent is wasted. Come learn how to stop this downward spiral.

**CESBM1903Win1**      **\$55.00**  
**2/27/18 - 3/6/18**      **Tuesday**  
**Leonard Colella**      **2 Sessions**  
**6:30 PM- 9:00 PM**      Main Campus

### CUSTOMER SERVICE SKILLS

In today's world, providing quality customer service is essential in all organizations and businesses. As a front-line employee, you are usually the first person a potential customer meets, either in person or on the phone. Emphasis will be placed on responding to a customer's needs and incorporating customer service: greeting customers, answering the telephone, transferring a call, message taking, solving problems, and handling complaints. Participants will share customer service experiences and identify key words that lead to either a positive or negative experience.

**CEBUS0438Fall1**      **\$49.00**  
**11/7/17 - 11/14/17**      **Tuesday**  
**Mary Elizabeth Alberts**      **2 Sessions**  
**6:30 PM- 9:00 PM**      Main Campus

**CEBUS0438Win1**      **\$49.00**  
**2/20/18 - 2/27/18**      **Tuesday**  
**Mary Elizabeth Alberts**      **2 Sessions**  
**6:30 PM- 9:00 PM**      Main Campus

### THE ABCS OF ACCOUNTING

This class will introduce you to basic accounting skills, the accounting equation—assets, liabilities and owner's equity—and the rules of debits and credits. We will discuss a variety of business entities such as sole proprietorship, partnership, corporation and limited liability company. You will also learn about T-accounts to analyze business transactions as well as the correct terminology for use with accountants. Text required.

**CESBM0423Fall1**      **\$139.00**  
**9/14/17 - 11/16/17**      **Thursday**  
**Fred Intondi**      **10 Sessions**  
**6:00 PM - 8:00 PM**      Main Campus

**CESBM0423Win1**      **\$139.00**  
**1/18/18 - 3/22/18**      **Thursday**  
**Fred Intondi**      **10 Sessions**  
**6:00 PM - 8:00 PM**      Main Campus

### ENTREPRENEURSHIP 101: STEPS TO BUILDING A BUSINESS

This course is designed to help individuals build the necessary skills to become effective leaders and entrepreneurs. In these classes, students are encouraged to consider starting a business based on their passion and purpose, then create a business plan. The goal of the program is to educate, encourage and empower by emphasizing the importance of entrepreneurship and building community. Textbook required and may be purchased from the instructor for \$15 in class.

<b>CESBM0450Fall1</b>	<b>\$109.00</b>
<b>9/18/17 - 10/16/17</b>	<b>Mon &amp; Wed</b>
<b>Dr. Shanelle Reid</b>	<b>8 Sessions</b>
<b>5:30 PM - 8:00 PM</b>	Main Campus
<b>CESBM0450Win1</b>	<b>\$109.00</b>
<b>1/17/18 - 2/12/18</b>	<b>Mon &amp; Wed</b>
<b>Dr. Shanelle Reid</b>	<b>8 Sessions</b>
<b>5:30 PM - 8:00 PM</b>	Main Campus

### BETTER BUSINESS WRITING FOR TODAY

Create a positive impression with your customers, co-workers and management by learning to produce clear, concise business documents that are both effective and professional. Review spelling, word usage, punctuation and sentence structure needed to correctly write letters, memos, reports, proposals and minutes.

<b>CEBUS0436Fall1</b>	<b>\$69.00</b>
<b>9/26/17-10/17/17</b>	<b>Tuesday</b>
<b>Mary Elizabeth Alberts</b>	<b>4 Sessions</b>
<b>6:30 PM - 9:00 PM</b>	Main Campus
<b>CEBUS0436Win1</b>	<b>\$69.00</b>
<b>1/23/18-2/13/18</b>	<b>Tuesday</b>
<b>Mary Elizabeth Alberts</b>	<b>4 Sessions</b>
<b>6:30 PM - 9:00 PM</b>	Main Campus

### COMPUTERS

#### INTRO TO COMPUTERS

Become familiar with computers in a non-threatening setting. In this hands-on class, you will learn about the basic hardware of a PC and become skilled at using a mouse. Learn to create, save and retrieve a file and learn about creating and changing directories and drives. Become familiar with the terms "word processing," "database" and "spreadsheet," among others, and how they relate to your new world of computer literacy. Now using Windows 7. Text required. No experience necessary.

<b>CECOM5000Fall1</b>	<b>\$135.00</b>
<b>9/11/17 - 10/2/17</b>	<b>Monday</b>
<b>Jean Duva</b>	<b>4 Sessions</b>
<b>12:00 PM - 2:30 PM</b>	Main Campus
<b>CECOM5002Fall1</b>	<b>\$135.00</b>
<b>9/23/17 - 10/14/17</b>	<b>Saturday</b>
<b>Carl Allen</b>	<b>4 Sessions</b>
<b>9:00 AM - 11:30 PM</b>	Main Campus
<b>CECOM5000Win1</b>	<b>\$135.00</b>
<b>1/8/18 - 2/5/18</b>	<b>Monday</b>
<b>Jean Duva</b>	<b>4 Sessions</b>
<b>12:00 PM - 2:30 PM</b>	Main Campus
<b>CECOM5002Win1</b>	<b>\$135.00</b>
<b>1/20/18 - 2/10/18</b>	<b>Saturday</b>
<b>Carl Allen</b>	<b>4 Sessions</b>
<b>9:00 AM - 11:30 PM</b>	Main Campus

### W.O.W WORK-OUT WEDNESDAY

Work-Out Wednesdays cover the basics for those in or entering the business world. The swift pace in each one-hour session allows a large amount of material to be covered. (Class will break for a 1-hour, on-your-own lunch.) Texts required.

#### CLASS INFO

JEAN DUVA,  
INSTRUCTOR

MAIN CAMPUS, \$145/SESSION  
1 SESSION, WEDNESDAY  
9:00AM - 4:00PM

#### W.O.W WORD® 2016 LEVEL 1

CECOM8000Fall1 9/13/17  
CECOM8000Win1 1/10/18

#### W.O.W WORD® 2016 LEVEL 2

CECOM8028Fall1 9/20/17

#### W.O.W EXCEL® 2016 LEVEL 1

CECOM8004Fall1 10/11/17  
CECOM8004Win1 1/24/18

#### W.O.W EXCEL® 2016 LEVEL 2

CECOM8007Fall1 10/18/17

#### W.O.W ACCESS® 2016

CECOM8001Fall1 9/27/17  
CECOM8001Win1 1/17/18

#### W.O.W ACCESS® 2016 LEVEL 2

CECOM8006Fall1 10/4/17

#### W.O.W POWERPOINT® 2016

CECOM8005Fall1 10/25/17  
CECOM8005Win1 1/31/18

## INTRO TO WINDOWS 7

An easy way to become familiar with the Windows system. Explore the basic features of Windows 7, including the taskbar, desktop, start menu, recycle bin and control panel, along with drag-and-drop and shortcuts. Create folders to manage files and documents. Use Explorer to locate files. Learn about installing or uninstalling hardware, software, plug-and-play and features of Windows. Create, delete, or rearrange icons, and customize your desktop and start menu. Learn about passwords and security within the Windows environment. Prerequisite: Introduction to Computers or equivalent experience. Textbook required. Please bring a flash drive to class.

**CECOM5430Fall1**      **\$135.00**  
**10/16/17 - 11/6/17**      **Monday**  
**Jean Duva**      **4 Sessions**  
**12:00 PM - 2:30 PM**      Main Campus

**CECOM5432Fall**      **\$135.00**  
**10/21/17 - 11/18/17**      **Saturday**  
**Carl Allen**      **4 Sessions**  
**9:00 AM - 11:30 AM**      Main Campus

**CECOM5430Win1**      **\$135.00**  
**2/12/18 - 3/12/18**      **Monday**  
**Jean Duva**      **4 Sessions**  
**12:00 PM - 2:30 PM**      Main Campus

**CECOM5432Win1**      **\$135.00**  
**2/17/18 - 3/10/18**      **Saturday**  
**Carl Allen**      **4 Sessions**  
**9:00 AM - 11:30 AM**      Main Campus

## INTRO TO COMPUTER PROGRAMMING



This introductory course in computer programming is designed for those interested in learning the general concepts behind creating computer software. The objective is to learn pseudo code and flowcharting techniques for developing a software design. These tools can then be used to code actual software in any language desired. Topics include data types; input, processing and output; decision structures and Boolean logic; repetition structures; use of subroutines in the form of modules and functions; validating input; arrays; and file reading and writing. Textbook required and can be purchased prior to class.

**Must have computer knowledge; no beginners, please.**

**CECOM6000Fall1**      **\$399.00**  
**9/14/17 - 12/7/17**      **Thursday**  
**6:30 PM - 9:30 PM**      **12 Sessions**  
**Paul Bakke**      Main Campus

**CECOM6000Win1**      **\$399.00**  
**1/11/18 - 3/29/18**      **Thursday**  
**6:30 PM - 9:30 PM**      **12 Sessions**  
**Paul Bakke**      Main Campus

## INTRODUCTION TO FEDORA LINUX

This course will cover how to install Fedora's distribution on Linux and how to configure for personal use. We will go over the features of the GNOME#3 Desktop and other desktop environments (KDE, Cinnamon, etc.). Students will learn how to find and install application software, including non-Fedora repositories, basic shell command, network setup, file structure, and file and printer sharing. DVD software available and can be purchased from instructor for \$5 at class. Basic computer knowledge required.

**CECOM6001Fall1**      **\$165.00**  
**10/16/17 - 11/6/17**      **Monday**  
**Paul Bakke**      **4 Sessions**  
**6:00 PM - 9:00 PM**      Main Campus

**CECOM6001Win1**      **\$165.00**  
**1/22/18 - 2/12/18**      **Monday**  
**Paul Bakke**      **4 Sessions**  
**6:00 PM - 9:00 PM**      Main Campus

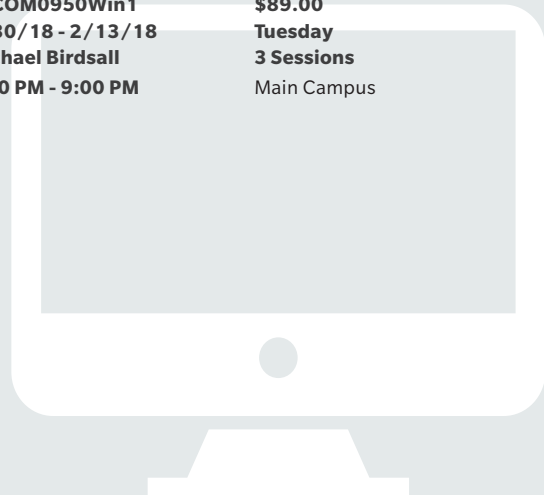
## TCP/IP



Students will obtain a basic understanding of the concepts that power modern adaptable communications. TCP/IP architecture and protocols are used as the prime mover of data in the internet, but TCP/IP is also used in VoIP, video conferencing, cellular data transmission, 4k TV sets, your car, industrial automation, and even some drones. This class covers the stack model of peer-to-peer communications used in a client server, as well as streaming context. The class will discuss how routing works to deliver a packet from sender to receiver with the IP layer. Students will experiment with free software tools to view network traffic on a local net to gain a better understanding of the technology. Portable laptops are welcome.

**CECOM0950Fall1**      **\$89.00**  
**10/3/17 - 10/17/17**      **Tuesday**  
**Michael Birdsall**      **3 Sessions**  
**6:00 PM - 9:00 PM**      Main Campus

**CECOM0950Win1**      **\$89.00**  
**1/30/18 - 2/13/18**      **Tuesday**  
**Michael Birdsall**      **3 Sessions**  
**6:00 PM - 9:00 PM**      Main Campus



### ACCESS® 2016 1

This easy-to-use relational database management system is an excellent way to collect, store and retrieve data for home and business. Access helps users import or create structured tables, forms and reports based on users' designed DB queries. Students will benefit from instructor-led demonstrations and hands-on exercises. Basic database concepts will be discussed. Students must bring a flash drive to move database files. Basic computer knowledge required. Text required.

**CECOM5531Fall1**                   **\$145.00**  
**9/19/17 - 10/10/17**           **Tuesday**  
**Carl Allen**                       **4 sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**CECOM5531Win1**               **\$145.00**  
**1/16/18 - 2/6/18**             **Tuesday**  
**Carl Allen**                       **4 sessions**  
**6:30 PM- 9:00 PM**           Main Campus

### ACCESS® 2016 2

Basic computer knowledge and Access Level I required. Text required.

**CECOM5533Fall1**               **\$145.00**  
**10/17/17 - 11/14/17**       **Tuesday**  
**Carl Allen**                       **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**CECOM5533Win1**               **\$145.00**  
**2/20/18 - 3/13/18**         **Tuesday**  
**Carl Allen**                       **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

### INTRO TO AUTOCAD 2016 1

Increase your design and drafting skills using AutoCAD, the computer-aided drafting tool. Gain an understanding of AutoCAD by setting up files; navigating work space; and learning about drawing tools, hot keys, icon buttons, drawing and modifying concepts, orthographic drawings, layers, dimension styles, hatching, Xref and raster images. One computer per student. Prerequisite: Basic computer skills and understanding of basic drafting. Text required.

**CECOM5604Fall**                 **\$255.00**  
**9/16/17 - 10/21/17**         **Saturday**  
**David Trembley**               **6 Sessions**  
**8:00 AM- 12:00 PM**         Main Campus

**CECOM5604Win1**               **\$255.00**  
**1/20/18 - 2/24/18**         **Saturday**  
**David Trembley**               **6 Sessions**  
**8:00 AM- 12:00 PM**         Main Campus

### AUTOCAD 2016 2

Build on the skills gained in the basic AutoCAD class or elsewhere. Prerequisite: Basic AutoCAD or equivalent experience. Text required.

**CECOM5605Fall1**               **\$255.00**  
**10/28/17 - 12/16/17**       **Saturday**  
**David Trembley**               **6 Sessions**  
**8:00 AM- 12:00 PM**         Main Campus

### INVENTOR 2016

Welcome to the 3D Parametric world! Autodesk Inventor software provides a comprehensive set of 3D modeling and mechanical design tools that allows users to visualize, simulate, and analyze how a design will work under authentic conditions. You will be making geometric constraints and dimensions to the sketch, creating 2D and 2 1/2 D profiles in your drawings. You will also import and export AutoCad files. One computer per student. Please note that this Inventor program should ONLY be taken if you have basic AutoCad experience. Text required.

**CECOM5631Fall1**               **\$305.00**  
**9/26/17 - 10/26/17**         **Tues/Thurs**  
**David Trembley**               **10 Sessions**  
**6:30 PM- 9:30 PM**           Main Campus

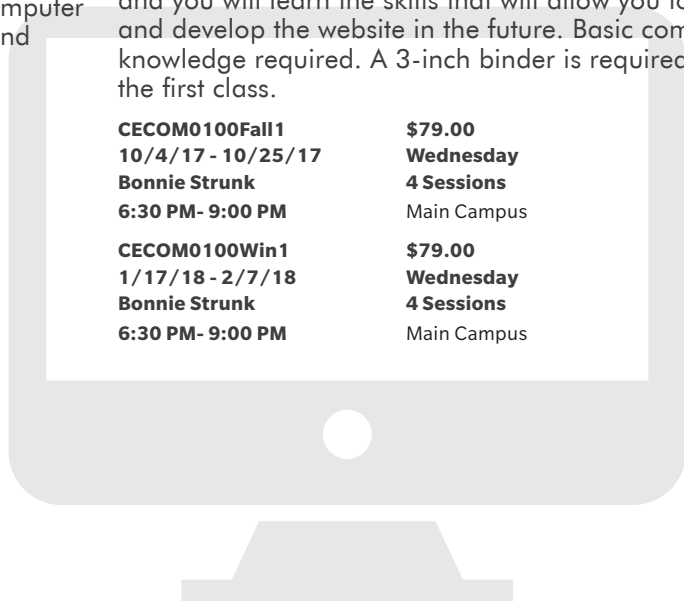
**CECOM5631Win1**               **\$305.00**  
**1/23/18 - 2/22/18**         **Tues/Thurs**  
**David Trembley**               **10 Sessions**  
**6:30 PM- 9:30 PM**           Main Campus

### BUILD A WEBSITE FOR FREE

Want to learn how to create your own website for free? This practical, hands-on class will give you the opportunity to create a website tailored to your own personal interests. Give yourself the chance to promote your business, create a website for your friends or family, or help your local community. You will receive the instruction and materials to build your own website, and you will learn the skills that will allow you to edit and develop the website in the future. Basic computer knowledge required. A 3-inch binder is required for the first class.

**CECOM0100Fall1**               **\$79.00**  
**10/4/17 - 10/25/17**         **Wednesday**  
**Bonnie Strunk**               **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus

**CECOM0100Win1**               **\$79.00**  
**1/17/18 - 2/7/18**           **Wednesday**  
**Bonnie Strunk**               **4 Sessions**  
**6:30 PM- 9:00 PM**           Main Campus



### INDIVIDUAL COMPUTER TUTORING

One-on-one training available for Windows, Word, Access, Excel and PowerPoint. Fee is \$89 for 2 hours; textbooks, if recommended, are extra. Please call 453-4600 for details.

**CECOM0000** **\$89.00**  
**Daytime classes available** **Mon-Fri**  
**Main Campus** **1 Session**

### EXCEL® 2016 1

The newest version of this electronic spreadsheet program covers the basics of entering and editing entries, selecting cells and ranges, creating basic formulas and functions, absolute formulas, AutoSum and multiple-sheet workbooks. It also includes modifying columns and row heights, hiding columns and rows, changing text alignment, and printing entire worksheets and worksheet selections. Experience with Windows is recommended. Text required.

**CECOM5521Fall1** **\$145.00**  
**9/13/17 - 10/4/17** **Wednesday**  
**Patrick Violando** **4 Sessions**  
**6:30 PM- 9:00 PM** **Main Campus**

**CECOM5521Win1** **\$145.00**  
**1/17/18 - 2/7/18** **Wednesday**  
**Patrick Violando** **4 Sessions**  
**6:30 PM- 9:00 PM** **Main Campus**

### EXCEL® 2016 2

Prerequisite: Excel® Level I or equivalent experience. Text required.

**CECOM5526Fall1** **\$145.00**  
**10/11/17 - 11/1/17** **Wednesday**  
**Patrick Violando** **4 Sessions**  
**6:30 PM- 9:00 PM** **Main Campus**

### EXCEL® 2016 3

Prerequisite: Excel® Level II or equivalent experience. Text required.

**CECOM5529Fall1** **\$145.00**  
**11/8/17 - 12/6/17** **Wednesday**  
**Patrick Violando** **4 Sessions**  
**6:30 PM- 9:00 PM** **Main Campus**

### WORD® 2016 1

Learn this unique, user-friendly word processing software. With this new version, discover the ease with which you can create, edit, add and delete graphics, as well as print documents for both the office and home. Prerequisite: Windows experience. Text required.

**CECOM5562Fall1** **\$145.00**  
**9/18/17 - 10/16/17** **Monday**  
**Mary Elizabeth Alberts** **4 Sessions**  
**6:30 PM- 9:00 PM** **Main Campus**

**CECOM5562Win1** **\$145.00**  
**1/22/18 - 2/12/18** **Monday**  
**Mary Elizabeth Alberts** **4 Sessions**  
**6:30 PM- 9:00 PM** **Main Campus**

### WORD® 2016 2

This continuation of Word® 2010 Prerequisite: Word® Level I. Text required.

**CECOM5595Fall1** **\$145.00**  
**10/23/17 - 11/13/17** **Monday**  
**Mary Elizabeth Alberts** **4 Sessions**  
**6:30 PM- 9:00 PM** **Main Campus**

**CECOM5595Win1** **\$145.00**  
**2/26/18 - 3/19/18** **Monday**  
**Mary Elizabeth Alberts** **4 Sessions**  
**6:30 PM- 9:00 PM** **Main Campus**

### INTRO TO PHOTOSHOP®

Learn the basics of photo retouching, manipulation and enhancement in Adobe Photoshop. We start slowly and build up to techniques that allow you to completely transform your photos. Topics covered include: red eye correction, filter applications, color/value manipulation, understanding resolution, resizing photos and deciding the best way to save files. Important details: Adobe Photoshop® CS5 (PC version). Must have basic computer skills.

**CECOM5755Fall1** **\$149.00**  
**9/20/17 - 10/25/17** **Wednesday**  
**Al Miles** **6 Sessions**  
**6:00 PM- 8:00 PM** **Main Campus**

**CECOM5756Fall1** **\$149.00**  
**11/8/17 - 12/20/17** **Wednesday**  
**Al Miles** **6 Sessions**  
**6:00 PM- 8:00 PM** **Main Campus**

**CECOM5755Win1** **\$149.00**  
**1/24/18 - 2/28/18** **Wednesday**  
**Al Miles** **6 Sessions**  
**6:00 PM- 8:00 PM** **Main Campus**



### INTRO TO QUICKBOOKS® 2016

QuickBooks is a software program designed to help small and medium-sized businesses keep their books easily and accurately. Get an introduction to this software package, learn file management tasks and learn the skills to effectively deal with customers, vendors, and banking transactions. Inventory control and payroll functions will also be taught. Basic computer knowledge required. Basic bookkeeping knowledge is a prerequisite. Text required.

<b>CECOM0900Fall1</b>	<b>\$175.00</b>
<b>9/18/17 - 10/30/17</b>	<b>Monday</b>
<b>Fred Intondi</b>	<b>6 Sessions</b>
<b>6:00 PM- 8:30 PM</b>	Main Campus
<b>CECOM0900Win1</b>	<b>\$175.00</b>
<b>1/22/18 - 3/5/18</b>	<b>Monday</b>
<b>Fred Intondi</b>	<b>6 Sessions</b>
<b>6:00 PM- 8:30 PM</b>	Main Campus

### QUICKBOOKS® 2016 - ADVANCED

This course expands prior QuickBooks knowledge from Level 1. Basic computer skills and QuickBooks Level 1 required. Text required.

<b>CECOM0903Fall1</b>	<b>\$155.00</b>
<b>11/6/17 - 11/27/17</b>	<b>Monday</b>
<b>Fred Intondi</b>	<b>4 Sessions</b>
<b>6:00 PM- 8:30 PM</b>	Main Campus
<b>CECOM0903Win1</b>	<b>\$155.00</b>
<b>3/12/18 - 4/2/18</b>	<b>Monday</b>
<b>Fred Intondi</b>	<b>4 Sessions</b>
<b>6:00 PM- 8:30 PM</b>	Main Campus

## COSMETOLOGY

### COLOR YOUR WORLD

Learn how to look younger, healthier and thinner by wearing the correct colors! Bright, beautiful colors surround us everywhere, and their effect on our appearance is amazing. What eye-shadow colors make your eyes pop? What makeup will bring out a healthy, natural glow? The makeup and clothing you choose makes all the difference. Find out how the seasonal color theory works and discover the best colors for you. You will receive a professional and individualized color analysis.

<b>CECOS0422Fall1</b>	<b>\$49.00</b>
<b>10/10/17</b>	<b>Tuesday</b>
<b>Dianne Stancampiano</b>	<b>1 Session</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus
<b>CECOS0220win1</b>	<b>\$49.00</b>
<b>1/30/18</b>	<b>Tuesday</b>
<b>Dianne Stancampiano</b>	<b>1 Session</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus

### TRY THIS ON FOR SIZE

Learn your figure type and how clothing can help your diet along through proportional dressing. Few of us have perfect figures, and that's why proportional dressing is so important in creating a successful image. By recognizing and accepting your figure's strengths and weaknesses, you can make adjustments to your wardrobe that will flatter and enhance your looks. Receive a Personal Image Profile, which will recommend wardrobe, makeup, hair and accessories based on computerized results that factor in your physical characteristics, coloring and fashion personality.

<b>CECOS0450Fall1</b>	<b>\$59.00</b>
<b>10/24/17</b>	<b>Tuesday</b>
<b>Dianne Stancampiano</b>	<b>1 Session</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus
<b>CECOS0450Win1</b>	<b>\$59.00</b>
<b>2/13/18</b>	<b>Tuesday</b>
<b>Dianne Stancampiano</b>	<b>1 Session</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus

### HOW TO SHOP IN YOUR OWN CLOSET!

Sick of having a closet full of clothes and nothing to wear? Tired of being stressed out over not knowing what to wear, then wasting valuable time and money to buy something for your next big event? This class will offer three key strategies for clearing out the clutter so that you can create space for your perfect wardrobe.



<b>CECOS0455Fall1</b>	<b>\$49.00</b>
<b>12/5/17</b>	<b>Tuesday</b>
<b>Dianne Stancampiano</b>	<b>1 Session</b>
<b>6:30 PM - 9:00 PM</b>	Main Campus
<b>CECOS0453Win1</b>	<b>\$49.00</b>
<b>1/23/18</b>	<b>Tuesday</b>
<b>Dianne Stancampiano</b>	<b>1 Session</b>
<b>6:30 PM - 9:00 PM</b>	Main Campus

### FACE FIRST! YOUR PERSONAL MAKEOVER

Learn professional tips and tricks for soft finish makeup applications you can use! Does the vast selection of makeup make it difficult for you to decide what is best for you? Learn what's available, what to look for when purchasing makeup, and how to apply it correctly. Find ways to look your very best. Bring your makeup bag or use samples that will be provided.

<b>CECOS0420Fall1</b>	<b>\$39.00</b>
<b>9/19/17</b>	<b>Tuesday</b>
<b>Dianne Stancampiano</b>	<b>1 Session</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus
<b>CECOS0420win1</b>	<b>\$49.00</b>
<b>1/16/18</b>	<b>Tuesday</b>
<b>Dianne Stancampiano</b>	<b>1 Session</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus



### TAKE A DEEP BREATH AND SAY SPA WITH BEAUTICONTROL

Women have a constant struggle for balance in their daily lives. Juggling home, career and family leaves little time for personal investment. In this class, you can have fun, relax and learn about anti-aging solutions you can use at home. Learn how to take care of your skin with age-specific skin-care treatments and learn how to slow the signs of aging through affordable alternatives to sought-after treatments like microdermabrasion, chemical peels and wrinkle-relief treatments. Perhaps most importantly, you'll learn how to re-create the spa experience at home. Attendees will receive a mini spa kit to take home. All products used in class will be from the BeautiControl line.

**CECOS0453Fall1** **\$59.00**  
**11/21/17** **Tuesday**  
**Dianne Stancampiano** **1 Session**  
**6:30 PM - 9:00 PM** Main Campus

**CECOS0453Win1** **\$59.00**  
**2/27/18** **Tuesday**  
**Dianne Stancampiano** **1 Session**  
**6:30 PM - 9:00 PM** Main Campus

### WORK, WEEKEND, WOW!

There's a different you for everything you do in your life. Whether you're heading to the office or heading out for a night on the town, make it easy to "get the look" for all the women you can be — your Work, Weekend, WOW! Find out which colors and styles bring out inner beauty. Simply answer a few quick questions and voila! Every student will receive makeup tips for Work, Weekend and WOW, plus a professional brush set that includes must-have professional quality makeup application tools. Products by BeautiControl.

**CECOS0454Fall1** **\$49.00**  
**11/7/17** **Tuesday**  
**Dianne Stancampiano** **1 Session**  
**6:30 PM - 9:00 PM** Main Campus

**CECOS0453Win1** **\$59.00**  
**3/6/18** **Tuesday**  
**Dianne Stancampiano** **1 Session**  
**6:30 PM - 9:00 PM** Main Campus

### TEEN MAKEUP MANIA!

How do you make teens happy? Just in time for upcoming party season, whip up a batch of friends, fun and beauty. Discover the ABC's of healthy skin, clear-skin secrets, mistake-proof makeup application and cool looks for home, school, dances and parties. Have fun with the makeup samples or bring your own. You won't believe the new you! Appropriate for ages 13 to 18.

**CECOS0452Win1** **\$29.00**  
**2/20/18** **Tuesday**  
**Dianne Stancampiano** **1 Session**  
**6:30 PM - 9:00 PM** Main Campus

### NAIL SPECIALTY THEORY

This program is designed for nail technician trainees participating in a state-approved apprenticeship. Students will gain the knowledge they need to complete their New York State requirements for the certification process for professional licensure. Topics include: workplace safety and health procedures, infection control, bacteriology, nail disease and disorders, anatomy and physiology of the nail, hand, arm, foot and leg, as well as client consultation and service protocols. Upon satisfactory completion of this course, you will have approval to take the written State Board exam for New York. Textbook package will be required and available for purchase. Please bring a pen, notebook, folder and a positive attitude. There's a lot of material to cover and we're going to make it fun! Textbook package included in fee.

**CECOS0600Fall1** **\$599.00**  
**9/13/17 - 11/15/17** **Wednesday**  
**Kristina VanBuren** **10 Sessions**  
**6:00 PM - 9:00 PM** Main Campus

**CECOS0600Win1** **\$599.00**  
**1/17/18 - 3/21/18** **Wednesday**  
**Kristina VanBuren** **10 Sessions**  
**6:00 PM - 9:00 PM** Main Campus

## CULINARY

### COOKING 101 - KITCHEN BASICS

This class is designed specifically for the beginning cook who has little or no cooking experience! Over a three-week period, we will focus on beginner knife skills, basic cooking definitions and basic cooking techniques. This class will give you the skills you need to prepare simple recipes with success. If you've ever had the desire to learn to cook, this class is for you!



**CEEAT0101Fall1** **\$159.00**  
**9/14/17 - 9/28/17** **Thursdays**  
**6:00 PM - 9:00 PM** **3 Sessions**  
**Michael Fitzgerald** Thompson Road Campus

**CEEAT0101Win1** **\$159.00**  
**1/24/18 - 2/7/18** **Wednesdays**  
**6:00 PM - 9:00 PM** **3 Sessions**  
**Michael Fitzgerald** Thompson Road Campus

### COOKING 102 - BASIC MEAL PREPARATIONS

This class follows Cooking 101 to expand your basic cooking skills and ultimately prepare full-course meals, from soup to dessert. By the end of this class, you will be able to impress anyone with your cooking skills and tackle almost any recipe with success. This class is also great if you already have some basic cooking skills and want to expand your knowledge base.

**NEW!**

**CEEAT0102Fall1**                   **\$159.00**  
**10/4/17 - 10/18/17**           **Wednesdays**  
**6:00 PM- 9:00 PM**           **3 Sessions**  
**Michael Fitzgerald**           Thompson Road Campus

**CEEAT0102Win1**               **\$159.00**  
**1/18/18 - 2/1/18**             **Thursdays**  
**6:00 PM- 9:00 PM**           **2 Sessions**  
**Michael Fitzgerald**           Thompson Road Campus

### BASIC COOKING - COLLEGE EDITION

This basic cooking course is ideal for young adults entering college, currently attending college, or recently graduated. Cooking for people is a great way to make new friends! This series of four classes over a two-week period is short, sweet and to the point.

**NEW!**

**CEEAT0103Fall1**               **\$189.00**  
**12/20/17 - 12/28/17**       **Wed & Thurs**  
**6:00 PM- 9:00 PM**           **4 Sessions/2 weeks**  
**Michael Fitzgerald**           Thompson Road Campus

### ESSENTIAL OILS IN THE KITCHEN

In this two-session class, learn how to incorporate essential oils in delicious treats! The recipes are super easy to follow! In our first session, we will make guilt-free peppermint brownies, along with a delectable lavender hot chocolate. For our second session, we will be preparing lemon-blueberry mini muffins, accompanied by a warm spiced apple cider.

**CEEAT0520Fall1**               **\$89.00**  
**10/11/17 - 10/18/17**       **Wednesday**  
**Joanne Bisesi**                 **2 Sessions**  
**6:00 PM- 8:00 PM**           Thompson Road Campus

**CEEAT0520Win1**               **\$89.00**  
**1/31/18 - 2/7/18**           **Wednesday**  
**Joanne Bisesi**                 **2 Sessions**  
**6:00 PM- 8:00 PM**           Thompson Road Campus

### COOKING AND EATING LOCAL

Learn about the local food system you live in during this two-class miniseries. We will discuss the what and how for eating whole, local farm food. Together we will map where and what farms are available. Learn about local farms that follow organic standards, treat and raise animals humanely, and practice sustainable agriculture. Topics include recipes, storage techniques, nutritional highlights, cost analysis, tricks of advertising and food additives. We start off with an informative session that includes samples and a recipe demo. We end with a cooking class that includes a three-course meal using ingredients sourced from local farms.

**NEW!**

**CEEAT0550Fall1**               **\$89.00**  
**9/14/17 - 9/21/17**         **Thursday**  
**Lela Niemetz**                 **2 Sessions**  
**6:30 PM- 8:30 PM**           Thompson Road Campus

**CEEAT0550Win1**               **\$89.00**  
**2/15/18 - 2/22/18**         **Thursday**  
**Lela Niemetz**                 **2 Sessions**  
**6:30 PM- 8:30 PM**           Thompson Road Campus

### HEALTHY COOKING WITH GREAT TASTE

Looking for some great recipes that are tasty and good for your waistline, too? This class is for you! We will prepare a delicious julienne salad with a mustard dressing, tortellini soup, rice and beans, turkey meatloaf, stuffed peppers with eggs and quinoa, crispy oven-baked chicken, potato casserole, Mexican seafood skewers, oven-baked ham and cheese strata, roasted red pepper and spinach cheese mold, and mixed berry and lime trifle, just to name a few. This is a three-week series of classes that will get you on your way to a healthier way of eating.

**NEW!**

**CEEAT0700Fall1**               **\$159.00**  
**10/26/17 - 11/9/17**       **Thursdays**  
**6:00 PM- 9:00 PM**           **3 Sessions**  
**Michael Fitzgerald**           Thompson Road Campus

**CEEAT0700Win1**               **\$159.00**  
**3/7/18 - 3/21/18**         **Wednesdays**  
**6:00 PM- 9:00 PM**           **3 Sessions**  
**Michael Fitzgerald**           Thompson Road Campus



SHARE THIS  
CATALOG WITH  
FRIENDS AND  
FAMILY SO THEY  
CAN ENJOY A  
BOCES CLASS!

### BREAKFAST COOKING WITH YOUR CHILD

We'll do all the processing needed to conjure up a scrumptious breakfast. We will make pancakes and an egg-and-bacon/sausage meal. Once complete, we will sit down to a harvest-style meal. Coffee and juices will be provided, so come out with family and friends for some food and fun. Price includes one adult and one child. (Child must be 10 years of age or older.) Class held at 6456 Collamer Road, East Syracuse.

**CEEAT0510Fall1**                    **\$89.00**  
**11/11/17**                         **Saturday**  
**Eve Tronccone**                 **1 Session**  
**9:00 AM- 11:30 AM**             Eve's Carriage Barn

**CEEAT0510Win1**                **\$89.00**  
**2/24/18**                         **Saturday**  
**Eve Tronccone**                 **1 Session**  
**9:00 AM- 11:30 AM**             Eve's Carriage Barn

### A TASTE OF SOUTH, Y'ALL!

We will prepare chicken-fried steak with milk gravy, collard greens, Hoppin' John, barbecue pork sandwich with pickled onions, shrimp "Po' boy" sandwich, fried green tomatoes with pimento cheese sauce and a chocolate chip pie with ice cream. You will have a great time testing and tasting in this class. You'll also be given online resources and challenge recipes to try at home.

**CEEAT0431Fall1**                 **\$69.00**  
**11/16/17**                         **Thursday**  
**Michael Fitzgerald**             **1 Session**  
**6:00 PM- 9:00 PM**                Thompson Road Campus

### HEARTY SOUPS AND WARM BREADS

This class will take the chill off any cold winter night with one-pot wonders anyone can prepare at home. We will prepare and taste a classic New England clam chowder, chicken fricassee and dumplings, a super easy and quick chili topped with cheese and sour cream, beef barley soup and a delicious Italian stew served over pasta with some crusty garlic bread.

**CEEAT0908Fall1**                 **\$69.00**  
**9/27/17**                         **Wednesday**  
**Michael Fitzgerald**             **1 Session**  
**6:00 PM- 9:00 PM**                Thompson Road Campus

### COOKING WITH KIDS

This class will foster the desire of any child who has an interest in the culinary arts. In this class, we will make a hot dog salad, chicken noodle soup, chicken cordon bleu, twice-baked potatoes, creamy macaroni and cheese, homemade meatball sandwiches and a strawberry trifle for dessert. This class is for children 10 years and up with an accompanying adult. Tuition includes adult and child.

**CEEAT0424Fall1**                 **\$89.00**  
**10/5/17**                         **Thursday**  
**Michael Fitzgerald**             **1 Session**  
**6:00 PM- 9:00 PM**                Thompson Road Campus

### COOKING WITH KIDS - BRUNCH

This class is designed for 7- to 15-year-old children with an accompanying adult. This is a fun way to learn some great recipes and experience some great one-on-one time with your child. We will prepare Quiche Lorraine, apple croissant bread pudding, cheese strata with bacon tomato, chicken and biscuits, easy Eggs Benedict, potato hash and roasted vegetable salad! Class is limited to eight groups of two.

**CEEAT0601Fall1**                 **\$89.00**  
**10/19/17**                         **Thursday**  
**Michael Fitzgerald**             **1 Session**  
**6:00 PM- 9:00 PM**                Thompson Road Campus

**CEEAT0601Win1**                **\$89.00**  
**3/15/18**                         **Thursday**  
**Michael Fitzgerald**             **1 Session**  
**6:00 PM- 9:00 PM**                Thompson Road Campus



### COOKING WITH KIDS - DESSERTS

This class is designed for 7- to 15-year-old children with an accompanying adult. This is a fun way to bond with a child and experience some great one-on-one time as you both prepare some very tasty desserts. We will make chocolate mousse cupcakes, mixed berry tarts, almond bread, strawberry whipped cream cake, chocolate chip pie and apple cheesecake strudel bars. Get ready to have a really sweet time! Class is limited to eight groups of two.

**CEEAT0600Fall1**                 **\$89.00**  
**11/15/17**                         **Wednesday**  
**Michael Fitzgerald**             **1 Session**  
**6:00 PM- 9:00 PM**                Thompson Road Campus

**CEEAT0600Win1**                **\$89.00**  
**2/21/18**                         **Wednesday**  
**Michael Fitzgerald**             **1 Session**  
**6:00 PM- 9:00 PM**                Thompson Road Campus



### MORE COOKING WITH KIDS

This class is a continuation of the original "Cooking with Kids" course with new recipes that are a bit more difficult than the previous ones. In this class, we will prepare homemade chili with corn bread, shrimp scampi over pasta, Beef Wellington with a brown sauce, chocolate cream pie, sausage with potato and roasted red pepper salad and stuffed pork chops. This class is limited to eight groups of two.

**CEEAT0602Fall1**                 **\$89.00**  
**12/13/17**                         **Wednesday**  
**Michael Fitzgerald**             **1 Session**  
**6:00 PM- 9:00 PM**                Thompson Road Campus



**COOKING WITH KIDS - ITALIAN FAVORITES**

Spend a fun evening with your child making some great Italian food anyone would enjoy! In this class, we will prepare chicken parmigiana with fresh marinara sauce, chicken riggis, garlic pizza, three-layer meat and cheese lasagna, taira mi su cake, Italian wedding soup and sausage sandwiches with grilled onions and provolone cheese. Ciao Italia. Class is limited to eight groups of two.

**NEW!**

**CEEAT0603Fall1**      **\$89.00**  
**12/7/17**      **Thursday**  
**Michael Fitzgerald**      **1 Session**  
**6:00 PM- 9:00 PM**      Thompson Road Campus

**CEEAT0603Win1**      **\$89.00**  
**2/22/18**      **Thursday**  
**Michael Fitzgerald**      **1 Session**  
**6:00 PM- 9:00 PM**      Thompson Road Campus

**A NIGHT ON THE BAYOU**

In this class, we will take a tour of Louisiana with its Cajun and Creole dishes. We will prepare a traditional jambalaya, deviled crab cakes, shrimp and andouille pot pies, stewed corn and tomatoes with okra, chicken and sausage gumbo, Creole shrimp and a chocolate yummy, which is sure to please.

**CEEAT0432Fall1**      **\$69.00**  
**12/14/17**      **Thursday**  
**Michael Fitzgerald**      **1 Session**  
**6:00 PM- 9:00 PM**      Thompson Road Campus

**A NIGHT OF FOOD AND WINE**

This class is for those who love a glass of wine with their dinner! The evening will consist of a hearty lentil soup, chicken breast stuffed with an apple stuffing with a rosemary demi-glace, homemade shrimp stuffed manacotti with vodka sauce, steak Diane, foccacia bread and a triple chocolate cake with bourbon whipped cream. The dinner will be served with a few different wines that can accompany each dish. **Must be 21 or older to attend this class.**

**CEEAT0914Fall1**      **\$99.00**  
**9/20/17**      **Wednesday**  
**Michael Fitzgerald**      **1 Session**  
**6:00 PM- 9:00 PM**      Thompson Road Campus

**CEEAT0918Win1**      **\$99.00**  
**3/1/18**      **Thursday**  
**Michael Fitzgerald**      **1 Session**  
**6:00 PM- 9:00 PM**      Thompson Road Campus

**DID SOMEONE SAY OKTOBERFEST?**

In this class, we will prepare all those German classics that will bring you straight to the Black Forest. We will make German potato salad with bacon dressing, sautéed pork chops with sweet and sour red cabbage, bratwurst with apples, onions and sauerkraut, chicken in riesling, Wiener Schnitzel with herbed spaetzle in brown butter, and a classic apple strudel.

**CEEAT0429Fall1**      **\$69.00**  
**10/12/17**      **Thursday**  
**Michael Fitzgerald**      **1 Session**  
**6:00 PM- 9:00 PM**      Thompson Road Campus

**VOILA! AN EVENING OF FRENCH FOOD**

The flavours of France will be explored in this class of classic French dishes. In this class, we will prepare an onion tart, haricot verts and red onion salad, ratatouille, steak au poivre, chicken chasseur, Coquilles St Jacques, and to finish it off — coffee-caramele crème brulee. A votre sante!

**CEEAT0911Fall1**      **\$69.00**  
**11/29/17**      **Wednesday**  
**Michael Fitzgerald**      **1 Session**  
**6:00 PM- 9:00 PM**      Thompson Road Campus

**FRENCH ENCORE**

This is a new class of French favorites that will round out your knowledge of French food. We will prepare a pork cassoulet, salad Nicoise, baeckeoffe (also called "laundry day stew"), coq au vin, green beans and zucchini with sauce vert Hollandaise, Cantal cheese tart and a rich and thick chocolate mousse.

**CEEAT0428Win1**      **\$69.00**  
**2/28/18**      **Wednesday**  
**Michael Fitzgerald**      **1 Session**  
**6:00 PM- 9:00 PM**      Thompson Road Campus

**IT'S ALL GREEK TO ME!**

Explore the Mediterranean flavors of Greece as we prepare an orzo, feta and tomato salad, pork gyros with tzatziki sauce, greek pasta and sausage casserole, spanakopita, chicken with olives and feta, spicy baked shrimp and a delicious baklava to finish off the meal. Food, fun and laughter will fill the room as we cook and eat together.

**CEEAT0436Fall1**      **\$69.00**  
**10/25/17**      **Wednesday**  
**6:00 PM- 9:00 PM**      **1 Session**  
**Michael Fitzgerald**      Thompson Road Campus

**CEEAT0436Win1**      **\$69.00**  
**3/8/18**      **Thursday**  
**6:00 PM- 9:00 PM**      **1 Session**  
**Michael Fitzgerald**      Thompson Road Campus

### MEXICAN COOKING - OLÉ!

We will head south of the border for a spicy night of fun food! We will make chiles rellenos, baked Mexican rice, Mexican corn, Mexican seafood sauté with avocado and mango, chicken and cheese enchiladas with tomatillo and green chile sauce, fish tacos with salsa and churros with Mexican chocolate sauce!

**CEEAT0430Fall1**                    **\$69.00**  
**11/30/17**                            **Thursday**  
**6:00 PM- 9:00 PM**                **1 Session**  
**Michael Fitzgerald**                Thompson Road Campus

### MEDITERRANEAN COOKING

We will make chicken gyros with cucumber salsa and tzatziki sauce, red potatoes with olives, feta and mint lamb meatballs, Turkish pork kabobs, bisteeya, a chicken-filled pastry, baba ghanoush with pita chips and vasilopita for dessert. By the end of the night, you will feel like you just left a cruise of the Mediterranean.

**CEEAT0433Win1**                    **\$69.00**  
**2/15/18**                            **Thursday**  
**6:00 PM- 9:00 PM**                **1 Session**  
**Michael Fitzgerald**                Thompson Road Campus

### SPANISH COOKING

Light, fresh and fragrant flavors with a hint of spice are what you will discover in this class. We will prepare a smoky Spanish tomato soup, beef with cabrales, salad sevillana, Spanish crusted roast pork loin, wilted kale and potato sauté, seafood paella and Spanish rice pudding to end the night on a sweet note.

**CEEAT0427Fall1**                    **\$69.00**  
**12/6/17**                            **Wednesday**  
**Michael Fitzgerald**                **1 Session**  
**6:00 PM- 9:00 PM**                Thompson Road Campus

### MAMA'S BEST MEATBALLS

Not everyone could make a great meatball – until now. The instructor will share her mama's delicious recipe. Bring an appetite and be ready to roll! Classes are held at 6456 Collamer Road, East Syracuse.

**CEEAT0440Fall1**                    **\$45.00**  
**9/27/17**                            **Wednesday**  
**Eve Tronccone**                    **1 Session**  
**6:00 PM- 9:00 PM**                Eve's Carriage Barn

**CEEAT0441Fall1**                    **\$45.00**  
**11/29/17**                            **Wednesday**  
**Eve Tronccone**                    **1 Session**  
**6:00 PM- 9:00 PM**                Eve's Carriage Barn

**CEEAT0440Win1**                    **\$45.00**  
**1/24/18**                            **Wednesday**  
**Eve Tronccone**                    **1 Session**  
**6:00 PM- 9:00 PM**                Eve's Carriage Barn

**CEEAT0441Win**                    **\$45.00**  
**2/21/18**                            **Wednesday**  
**Eve Tronccone**                    **1 Session**  
**6:00 PM- 9:00 PM**                Eve's Carriage Barn

### NOW "THATSA" NICE SAUCE

In this class, we will make three different sauces: a red sauce with fresh tomatoes, a butternut squash sauce, and an olive oil sauce infused with garlic. All of these sauces are great with pastas, dipping, or even for soups! Tasting will be done with pastas and bread provided. Come with an appetite and get ready to sauce it up! Class held at 6456 Collamer Road, East Syracuse.

**CEEAT0500Fall1**                    **\$45.00**  
**10/4/17**                            **Wednesday**  
**Eve Tronccone**                    **1 Session**  
**6:00 PM- 9:00 PM**                Eve's Carriage Barn

**CEEAT0501Fall1**                    **\$45.00**  
**12/6/17**                            **Wednesday**  
**Eve Tronccone**                    **1 Session**  
**6:00 PM- 9:00 PM**                Eve's Carriage Barn

**CEEAT0500Win1**                    **\$45.00**  
**1/31/18**                            **Wednesday**  
**Eve Tronccone**                    **1 Session**  
**6:00 PM- 9:00 PM**                Eve's Carriage Barn

**CEEAT0501Win1**                    **\$45.00**  
**2/28/18**                            **Wednesday**  
**Eve Tronccone**                    **1 Session**  
**6:00 PM- 9:00 PM**                Eve's Carriage Barn

### INTRO TO CAKE MAKING & DECORATING

Learn the skills for making and baking the perfect cake! This four-week course will give you step-by-step instructions and everything necessary for baking your first cake and presenting an enviable product. Our experienced instructor, who is Wilton certified, will walk you through the process of making perfect icing and proper piping techniques to create lines, shapes, lettering, borders, flowers and more. You will quickly learn just how easy it is to make a perfect cake for any occasion. Please call 453-4600 to obtain your supply list prior to class.

**CECAK0973Fall1**                    **\$59.00**  
**9/13/17 - 10/4/17**                **Wednesday**  
**Traci Regan**                        **4 Sessions**  
**6:30 PM- 9:00 PM**                Thompson Road Campus

**CECAK0973Win1**                    **\$59.00**  
**1/17/18 - 2/7/18**                **Wednesday**  
**Traci Regan**                        **4 Sessions**  
**6:30 PM- 9:00 PM**                Thompson Road Campus



**MORE CAKE DECORATING: INTRO TO ROYAL ICING & FONDANT/GUM PASTE**

Explore even more decorating techniques as this Wilton-certified instructor teaches you the skills of royal icing. Learn how to create exquisite icing flowers and discover sophisticated ways to bring your cake to life. Get ready to impress your family and friends with a perfectly decorated dessert complete with breathtaking flowers and an amazing basketweave design. Prerequisite: Introduction to Cake Decorating. Please call 453-4600 to obtain supply list prior to class.

**CECAK0974Fall1**                    **\$59.00**  
**10/11/17 - 11/1/17**            **Wednesday**  
**Traci Regan**                    **4 Sessions**  
**6:30 PM- 9:00 PM**            Thompson Road Campus

**CECAK0974Win1**                **\$59.00**  
**2/21/18 - 3/14/18**            **Wednesday**  
**Traci Regan**                    **4 Sessions**  
**6:30 PM- 9:00 PM**            Thompson Road Campus

**ADVANCED CAKE DECORATING: FUN WITH FONDANT AND GUM PASTE**

Discover one of the most satisfying and exciting ways to decorate a cake in this fun-filled, four-week course. In this class, our Wilton-certified instructor will teach you the basics of tinting, molding and the shaping of fondant. Learn how to perfectly cover a cake and create exquisite fondant and gumpaste flowers, bows, and more. Prerequisite: Introduction and More Cake Decorating class. Please call 453-4600 to obtain supply list prior to class.

**CECAK0975Fall1**                **\$59.00**  
**11/15/17 - 12/13/17**        **Wednesday**  
**Traci Regan**                    **4 Sessions**  
**6:30 PM- 9:00 PM**            Thompson Road Campus

**CECAK0975Win1**                **\$59.00**  
**3/21/18 - 4/11/18**            **Wednesday**  
**Traci Regan**                    **4 Sessions**  
**6:30 PM- 9:00 PM**            Thompson Road Campus



**DESIGNER SUGAR COOKIES - FLOOD STYLE**

In this one-day class, you will learn how to create designer frosted sugar cookies, otherwise known as "flooded" sugar cookies. Each class will concentrate on the holiday of the month. At least six cookies will be provided for students to decorate. Some cake decoration experience preferred but not necessary. Supplies needed for class. Please call 453-4600 to obtain list.



**CEBAK0001Fall1**                **\$40.00**  
**10/5/17 Halloween**            **Thursday**  
**Traci Regan**                    **1 Session**  
**6:30 PM- 9:00 PM**            Thompson Road Campus

**CEBAK0001aFall1**              **\$40.00**  
**11/2/17 Thanksgiving**      **Thursday**  
**Traci Regan**                    **1 Session**  
**6:30 PM- 9:00 PM**            Thompson Road Campus

**CEBAK0001bFall1**              **\$40.00**  
**12/7/17 Christmas**            **Thursday**  
**Traci Regan**                    **1 Session**  
**6:30 PM- 9:00 PM**            Thompson Road Campus

**CEBAK0001Win1**                **\$40.00**  
**2/1/18 Valentine's**            **Thursday**  
**Traci Regan**                    **1 Session**  
**6:30 PM- 9:00 PM**            Thompson Road Campus

**CEBAK0001aWin1**              **\$40.00**  
**3/1/18 Easter**                    **Thursday**  
**Traci Regan**                    **1 Session**  
**6:30 PM- 9:00 PM**            Thompson Road Campus



Examples of "flooded" sugar cookies for various holidays



### DRIVER'S ED

#### DRIVER EDUCATION\*

This Driver Education program consists of 24 hours of classroom instruction and 24 hours of vehicle instruction. Driving times are assigned during non-classroom hours and weekends. Driving groups consist of four students per vehicle and drive-time instruction is provided in cooperation with Able II Driving School. All students must be at least 16 years of age before the first class and must bring proof of age to the first class. To obtain a Certificate of Completion, attendance is required for all classroom and driving sessions. Please call or send your registration in early as class size is limited. Textbooks must be purchased when tuition is paid. Textbook will be handed out at first class.

\*Available only for high school students

**Registration Fall deadline: Sept. 26, 2017**

**CEXNS0902Fall1**                    **\$549.00**  
**10/5/17 - 12/12/17**            **Tues/Thur**  
**5:30 PM - 7:00 PM**            **18 sessions**

Cicero North Syracuse High School

**CECAR0201Fall1**                    **\$549.00**  
**10/4/17 - 12/11/17**            **Mon/Wed**  
**Frank Cutie**                    **18 Sessions**  
**5:30 PM - 7:00 PM**            Baker High School

**Registration Winter deadline: Dec. 29, 2017**

**CEXNS0902Win1**                    **\$549.00**  
**1/11/18 - 3/20/18**            **Tues/Thurs**  
**5:30 PM - 7:00 PM**            **18 Sessions**

Cicero North Syracuse High School

**CECAR0201Win1**                    **\$549.00**  
**1/10/18 - 3/21/18**            **Mon/Wed**  
**5:30 PM - 7:00 PM**            **18 Sessions**

Baker High School

#### 5-HOUR PRE-LICENSING COURSE\*

Participants must sign up before the day of class. No walk-ins accepted. Please bring your permit and a pen or pencil to class. **You must have your permit with you the day of class.** Every candidate for a driver's license who has not taken an approved driver education course must take this course. At the completion of this class, you will be issued the certificate you need to take a driving test.

\*Available only for high school students

**CEWHS0091Fall1**                    **\$40.00**  
**10/10/17**                    **Tuesday**  
**Jeffrey Baird**                    **1 Session**  
**3:00 PM - 8:00 PM**            Westhill High School

**CEXNS0904Fall1**                    **\$40.00**  
**10/12/17**                    **Thursday**  
**Jeffrey Baird**                    **1 Session**  
**3:00 PM - 8:00 PM**            CNS High School

*More in next column*

**CEWHS0092Fall1**                    **\$40.00**  
**11/7/17**                    **Tuesday**  
**Jeffrey Baird**                    **1 Session**  
**3:00 PM - 8:00 PM**            Westhill High School

**CEWHS0093Fall1**                    **\$40.00**  
**12/12/17**                    **Tuesday**  
**Jeffrey Baird**                    **1 Session**  
**3:00 PM - 8:00 PM**            Westhill High School

**CEXNS0905Fall1**                    **\$40.00**  
**12/14/17**                    **Thursday**  
**Jeffrey Baird**                    **1 Session**  
**3:00 PM - 8:00 PM**            CNS High School

**CEWHS0091Win1**                    **\$40.00**  
**1/16/18**                    **Tuesday**  
**Jeffrey Baird**                    **1 Session**  
**3:00 PM - 8:00 PM**            Westhill High School

**CEXNS0904Win1**                    **\$40.00**  
**2/8/18**                    **Thursday**  
**Jeffrey Baird**                    **1 Session**  
**3:00 PM - 8:00 PM**            CNS High School

**CEWHS0092Win1**                    **\$40.00**  
**2/27/18**                    **Tuesday**  
**Jeffrey Baird**                    **1 Session**  
**3:00 PM - 8:00 PM**            Westhill High School

**CEWHS0093Win1**                    **\$40.00**  
**3/20/18**                    **Tuesday**  
**Jeffrey Baird**                    **1 Session**  
**3:00 PM - 8:00 PM**            Westhill High School

### ENGLISH

#### EMPOWERED FOR SUCCESS: THE STUDENT'S GUIDE TO ACADEMIC EXCELLENCE

This course is designed to empower students for success. Empowered students operate in a state of excellence and strive to develop their academic skills and abilities through self-awareness and skill acquisition. Empowered students successfully apply their enhanced skills and abilities to other academic settings and situations, thereby increasing independence and self-sufficiency. Textbook required and may be purchased from instructor for \$15 in class.

**CEENG1850Fall1**                    **\$99.00**  
**9/26/17 - 10/19/17**            **Tues/Thurs**  
**Dr. Shanelle Reid**                **8 Sessions**  
**5:30 PM - 8:00 PM**            Main Campus

**CEENG1850Win1**                    **\$99.00**  
**1/16/18 - 2/8/18**                **Tues/Thurs**  
**Dr. Shanelle Reid**                **8 Sessions**  
**5:30 PM - 8:00 PM**            Main Campus

**MAKING MORE OF STORY TIME**

Reading to your children has never been more important! The tools you will take from this class will enable you to make the most out of storytime with your child. This course is taught by a certified NYS elementary school teacher. The class is designed to help parents of elementary and pre-school children understand the changes in the NYS English Language Arts (ELA) Common Core standards. Please feel free to bring a children's book from home.

**CEENG1834Fall1**                    **\$35.00**  
**10/3/17**                            **Tuesday**  
**Suzanne Desantis**                **1 Sessions**  
**6:00 PM- 8:30 PM**                Main Campus

**CEENG1834Win1**                    **\$35.00**  
**2/6/18**                            **Tuesday**  
**Suzanne Desantis**                **1 Sessions**  
**6:00 PM- 8:30 PM**                Main Campus

**FINANCIAL****PARENT'S GUIDE TO COLLEGE FINANCIAL AID**

Michael Zoli, a certified college planner, will walk you through the steps to maximize your financial aid and get the most money from colleges. Topics covered include navigating the admission process, maximizing need and merit-based aid, obtaining scholarships and grants, and how to succeed with college applications. Second parent may attend for free.

**CEFIN0803Fall1**                    **\$29.00**  
**9/26/17**                            **Tuesday**  
**Michael Zoli**                        **1 Sessions**  
**6:30 PM- 8:30 PM**                Main Campus

**CEFIN0803Win1**                    **\$29.00**  
**1/25/18**                            **Thursday**  
**Michael Zoli**                        **1 Sessions**  
**6:00 PM- 8:00 PM**                Main Campus

**AFFORDABLE CARE ACT: AN OVERVIEW**

This class will cover the history of health care and what led to the creation of the ACA. Topics include Social Security, Medicaid, Medicare, private insurance, past spending structures of health care, past nationwide coverage statistics and reasons some could not be covered. It will cover other failed health-care attempts and discuss the implementation of the ACA changes, expansion to Medicaid, changes to private insurance, effects on businesses, effects on individuals, defining the exchanges, premium credits, and projected funding challenges.

**CEFIN1181Fall1**                    **\$29.00**  
**10/12/17 - 10/19/17**                **Thursday**  
**Carl Forte**                         **2 Sessions**  
**6:00 PM- 8:00 PM**                Main Campus

**CEFIN1181Win1**                    **\$29.00**  
**2/1/18 - 2/8/18**                    **Thursday**  
**Carl Forte**                         **2 Sessions**  
**6:00 PM- 8:00 PM**                Main Campus

**BACK TO BLACK: CREATING A DEBT-FREE LIFE**

Do you want to live a debt-free and stress-free lifestyle? Learn how you, on your current income, can become completely debt-free, including being free from your home mortgage, in five to seven years! Using simple linear math, critical path technology demonstrates how to eliminate debt and become financially independent. Please bring your list of debts so you can begin to implement your plan immediately. A workbook fee of \$5 is payable in class.

**CEFIN0828Fall1**                    **\$29.00**  
**9/12/17**                            **Tuesday**  
**Lee Livermore**                    **1 Session**  
**6:30 PM- 9:30 PM**                Main Campus

**CEFIN0828Win1**                    **\$29.00**  
**2/8/18**                            **Thursday**  
**Lee Livermore**                    **1 Session**  
**6:30 PM- 9:30 PM**                Main Campus

**BUILD YOUR FINANCIAL HOUSE**

Is it time to put your financial house in order? Learn how to set goals to achieve your dreams. You'll understand key concepts to plan for retirement, pay off credit card or loan debts efficiently, build savings for education, protect your income and much more.

**CEFIN0011Fall1**                    **\$19.00**  
**10/5/17**                            **Thursday**  
**Mike Rienhardt**                    **1 Session**  
**6:30 PM- 8:30 PM**                Main Campus

**CEFIN0011Win1**                    **\$19.00**  
**1/25/18**                            **Thursday**  
**Mike Rienhardt**                    **1 Session**  
**6:30 PM- 8:30 PM**                Main Campus

**HOW MONEY WORKS**

Learn the three root causes of financial problems along with an overview of the "Rule of 72," the D's of successful investing, credit card traps, debt payoff, life insurance and much more. Understanding these concepts can have an incredible impact on your personal finances. Here is where you can learn and take control.

**CEFIN0009Fall1**                    **\$19.00**  
**9/21/17**                            **Thursday**  
**Mike Rienhardt**                    **1 Session**  
**6:30 PM- 8:30 PM**                Main Campus

**CEFIN0009Win1**                    **\$19.00**  
**1/18/18**                            **Thursday**  
**Mike Rienhardt**                    **1 Session**  
**6:30 PM- 8:30 PM**                Main Campus



### INVESTMENT BASICS

We will review the different types of investments available as well as the potential risk and return associated with each. We will also discuss allocation strategies and how to build an appropriate investment portfolio based on several factors, including risk tolerance, time horizon and personal financial situations. A workbook is provided.

**CEFIN0901Fall1**                   **\$29.00**  
**10/12/17**                       **Thursday**  
**Mary Ann Pierce**               **1 Session**  
**6:30 PM- 7:30 PM**           Main Campus

**CEFIN0901Win1**               **\$29.00**  
**2/8/18**                         **Thursday**  
**Mary Ann Pierce**               **1 Session**  
**6:30 PM- 7:30 PM**           Main Campus

### INVESTING AT RETIREMENT

Over the next few years, more than 82 million people in the United States will be entering retirement. Are you one of them? Whether you're retiring now or a few years down the road, make sure you're on track to live the retirement of your dreams. No matter where you are, you can learn how to avoid the mistakes so many others make when you are armed with this simple, yet powerful retirement information.

**CEFIN0013Fall1**               **\$19.00**  
**10/26/17**                       **Thursday**  
**Mike Rienhardt**               **1 Session**  
**6:30 PM- 8:30 PM**           Main Campus

**CEFIN0013Win1**               **\$19.00**  
**2/15/18**                       **Thursday**  
**Mike Rienhardt**               **1 Session**  
**6:30 PM- 8:30 PM**           Main Campus

### INVESTING SUCCESS

Americans today are investing a record-low percentage of their income. At the same time, traditional methods of funding retirement have been in jeopardy. Do you want to turn the tide and be prepared for your financial future? If so, come and learn these critical concepts: understanding the market, the "Rule of 72," top problems facing most investors, three factors to protect against, mutual funds, annuities and IRAs and the three D's of successful investing.

**CEFIN0012Fall1**               **\$19.00**  
**10/12/17**                       **Thursday**  
**Mike Rienhardt**               **1 Session**  
**6:30 PM- 8:30 PM**           Main Campus

**CEFIN0012Win1**               **\$19.00**  
**2/1/18**                         **Thursday**  
**Mike Rienhardt**               **1 Session**  
**6:30 PM- 8:30 PM**           Main Campus

### MEDICARE PRINCIPLES

This course involves a careful examination of Medicare principles, other Medicare insurance plans, awareness of the late-enrollment penalties and options for controlling costs. Emphasis will be placed on development of basic principles and knowledge of what Medicare Advantage plans are, Medicare supplements, and prescription drug plans. This course also covers how to get additional health and prescription drug coverage for veterans and those on SSDI (disability). You will learn about the enrollment process, the initial seven-month enrollment period and how the Medicare enrollment periods work. This is an informational class to educate persons who are getting ready to retire, are approaching age 65, or who are 65 and older and looking for options.

**CEFIN1180Fall1**               **\$39.00**  
**9/26/17**                       **Tuesday**  
**Theresa Cangemi**               **1 Session**  
**6:30 PM- 8:30 PM**           Main Campus

**CEFIN1180FallA**               **\$39.00**  
**11/14/17**                       **Tuesday**  
**Theresa Cangemi**               **1 Session**  
**6:30 PM- 8:30 PM**           Main Campus

**CEFIN1180Win1**               **\$39.00**  
**2/13/18**                       **Tuesday**  
**Theresa Cangemi**               **1 Session**  
**6:30 PM- 8:30 PM**           Main Campus

### RETIREMENT BASICS

This is a one-hour session to discuss questions many of us have, including: When and how would I like to retire? For how long should I plan? How will I fund my retirement? A workbook is provided to each participant.

**CEFIN0900Fall1**               **\$29.00**  
**9/28/17**                       **Thursday**  
**Mary Ann Pierce**               **1 Session**  
**6:30 PM- 7:30 PM**           Main Campus

**CEFIN0900Win1**               **\$29.00**  
**1/18/18**                       **Thursday**  
**Mary Ann Pierce**               **1 Session**  
**6:30 PM- 7:30 PM**           Main Campus



## 2 YOUNG 2 RETIRE: RE-DEFINING RETIREMENT

Retirement—the long-sought goal of previous generations—is mostly irrelevant for this generation. We now have the good fortune to choose from different and evolving models for work, play, relationships, and life with more meaning and purpose. This engaging and thought-provoking session will examine the changing nature of retirement. We are in a unique place to design the work, leisure and lifestyle that fits us best, and we will explore how those aged 50+ can develop a clear vision for purposeful and satisfying post-career options.

**NEW!**

<b>CEPER0900Fall1</b> 9/12/17 Lee Livermore/Leslie Rose McDonald 6:30 PM- 8:30 PM	<b>\$35.00</b> <b>Tuesday</b> <b>1 Session</b> Main Campus
<b>CEPER0900Fall1a</b> 11/9/17 Lee Livermore/Leslie Rose McDonald 6:30 PM- 8:30 PM	<b>\$35.00</b> <b>Thursday</b> <b>1 Session</b> Main Campus
<b>CEPER0900Win1</b> 2/27/18 Lee Livermore/Leslie Rose McDonald 6:30 PM- 8:30 PM	<b>\$35.00</b> <b>Tuesday</b> <b>1 Session</b> Main Campus

## WOMEN & MONEY

Women face unique financial challenges, and we will spend this hour focusing on how women may position themselves to better achieve financial security for themselves and their families. A workbook will be provided to each participant.

<b>CEFIN0902Fall1</b> 11/2/17 Mary Ann Pierce 6:30 PM- 7:30 PM	<b>\$29.00</b> <b>Thursday</b> <b>1 Session</b> Main Campus
<b>CEFIN0902Win1</b> 3/1/18 Mary Ann Pierce 6:30 PM- 7:30 PM	<b>\$29.00</b> <b>Thursday</b> <b>1 Session</b> Main Campus

## MARRIAGE AND MONEY: SETTING UP YOUR FINANCIAL HOUSE

Everyone looks forward to their honeymoon, but what about the “moneymoon?” Whether you are getting married or have been married for decades, come and learn. Creating a few simple programs in your relationship can lead to nuptial and financial bliss in the long run! Plan for the unexpected and eliminate debt. As a couple, create a total financial strategy. (Spouse or partner are admitted free of charge.)

<b>CEFIN0820Fall1</b> 11/2/17 Mike Rienhardt 6:30 PM- 8:30 PM	<b>\$19.00</b> <b>Thursday</b> <b>1 Session</b> Main Campus
<b>CEFIN0820Win1</b> 3/1/18 Mike Rienhardt 6:30 PM- 8:30 PM	<b>\$19.00</b> <b>Thursday</b> <b>1 Session</b> Main Campus

## HOME & GARDEN

### INTRODUCTION TO QUILTING

What is quilting? Fat quarters, jelly rolls and layer cakes? No! This is not a cooking class but a basic class to start your quilter’s journey. At the first class, we will discuss basic quilting tools to begin a sampler quilt. You will need a sewing machine in good working order and knowledge to use it. Please bring the owner’s manual and basic quilting tools. You will also need to purchase a text and some basic quilting supplies. These will be shown and discussed at the first class. Please be aware that these basic supplies may cost up to \$50 but can be used in future projects. Supplies and sewing machine are not needed for the first class.

<b>CESEW0681Fall1</b> 9/7/17 - 9/28/17 Robin Brennan 6:00 PM - 8:30 PM	<b>\$65.00</b> <b>Thursday</b> <b>4 Sessions</b> Thompson Road Campus
<b>CESEW0681Win1</b> 1/11/18 - 2/1/18 Robin Brennan 6:00 PM - 8:30 PM	<b>\$65.00</b> <b>Thursday</b> <b>4 Sessions</b> Thompson Road Campus

### QUILTING COURSE 2

This class will build on the basic knowledge you learned in Introduction to Quilting. We will begin an actual project or complete the sampler quilt you may have begun in Course 1. Supply list and pattern will be given at registration. Plan to begin your project on the first night. Planning, cutting and construction will take place on subsequent classes with completion by the end of the course. You will learn more valuable tips for completion for this and future projects. Prerequisite: Introduction to Quilting or previous quilting experience.

**NEW!**

<b>CESEW0681AFall1</b> 10/4/17 - 10/25/17 Robin Brennan 6:00 PM - 8:30 PM	<b>\$65.00</b> <b>Wednesday</b> <b>4 Sessions</b> Thompson Road Campus
<b>CESEW0681AWin1</b> 2/7/18 - 2/28/18 Robin Brennan 6:00 PM - 8:30 PM	<b>\$65.00</b> <b>Wednesday</b> <b>4 Sessions</b> Thompson Road Campus

SHARE THIS  
CATALOG WITH  
FRIENDS AND  
FAMILY SO THEY  
CAN ENJOY A  
BOCES CLASS!

### INTERIOR DECORATING MADE EASY!

If you are thinking about a career change to interior design, or you just want to put a professional touch on your home, this class is for you! Learn how to correctly measure a space to room scale. Create a furniture layout with effective flow and get your project started! Using your existing furniture, we will discuss how to enhance your room for the wow effect. (Please bring to class: minimum 12" ruler, #5 or #7 pencil, 1/4" graph paper, at least a 25-foot tape measure, any design magazines of your choice.)

<b>CEDEC0250Fall1</b>	<b>\$59.00</b>
<b>9/18/17 - 10/16/17</b>	<b>Monday</b>
<b>Eve Troncone</b>	<b>4 Sessions</b>
<b>6:30 PM- 9:00 PM</b>	Main Campus
<b>CEDEC0250Win1</b>	<b>\$59.00</b>
<b>1/22/18 - 2/12/18</b>	<b>Monday</b>
<b>Eve Troncone</b>	<b>4 Sessions</b>
<b>6:30 PM- 9:00 PM</b>	Main Campus

### MORE EASY DECORATING!

Continue from Level I with more designing basics. We will learn color, how to use color, how and when to use shades and tints, spot color for paint, and fabric choices. We will create a design board using samples you gather for your design project such as paint swatches, floor samples and fabrics—a perfect way to communicate your design idea. (Any additional supplies discussed in class.)

<b>CEDEC0251Fall1</b>	<b>\$59.00</b>
<b>10/23/17 - 11/13/17</b>	<b>Monday</b>
<b>Eve Troncone</b>	<b>4 Sessions</b>
<b>6:30 PM- 9:00 PM</b>	Main Campus
<b>CEDEC0251Win1</b>	<b>\$59.00</b>
<b>2/26/18 - 3/19/18</b>	<b>Monday</b>
<b>Eve Troncone</b>	<b>4 Sessions</b>
<b>6:30 PM- 9:00 PM</b>	Main Campus

### CLEANING WITHOUT TOXINS

Clean your house without toxic chemicals. The chemicals we breathe and come into contact with on a daily basis affect our health. Do you know what's in your household cleaners? What's safe? What's not? Discover how to clean with less cost and no toxins. Compare DIY cleaners with buying green. Make your home a safer place.

<b>CEHOM3000Fall1</b>	<b>\$45.00</b>
<b>11/1/17</b>	<b>Wednesday</b>
<b>Chris Taylor</b>	<b>1 Session</b>
<b>6:00 PM- 8:00 PM</b>	Main Campus
<b>CEHOM3000Win1</b>	<b>\$45.00</b>
<b>3/7/18</b>	<b>Wednesday</b>
<b>Chris Taylor</b>	<b>1 Session</b>
<b>6:00 PM- 8:00 PM</b>	Main Campus



### DECLUTTER & KEEP YOUR HOME ORGANIZED

Is your cluttered home driving you crazy? Do you have trouble parting with sentimental items? Are you struggling to set up storage and filing systems that work? If any of this sounds familiar, this class is for you! You will learn how to manage emotional attachments to things, optimize storage in your home with low-cost ideas, and set up systems to keep your home clutter-free. Let go of the stuff that is weighing you down and make space for what really matters with this information-packed course.



<b>CEHOM2000Fall1</b>	<b>\$39.00</b>
<b>9/13/17 - 9/20/17</b>	<b>Wednesday</b>
<b>Carrie Luteran</b>	<b>2 Sessions</b>
<b>6:30 PM- 8:00 PM</b>	Main Campus
<b>CEHOM2000Win1</b>	<b>\$39.00</b>
<b>1/9/18 - 1/16/18</b>	<b>Tuesday</b>
<b>Carrie Luteran</b>	<b>2 Sessions</b>
<b>6:30 PM - 8:00 PM</b>	Main Campus

### NUTRIENT DENSE ORGANIC GARDENING

First-time and advanced gardeners will learn techniques and ancient gardening tips from around the world! Techniques include German raised beds (Hugokultur); 3,000-year-old pre-Columbian agricultural lifestyle-terra preta (black earth); the Japanese/Korean natural farming philosophy of fermentation; plant enzymes, beneficial and effective micro-organisms that mimic nature; and India's green revolution will be discussed. Students will also learn how to make their own inoculant and organic pesticide. Learn about composting everything from tree branches and leaves to other yard waste. The unconventional composting way of Bokashi will also be introduced, giving each student the tools they need for a nutrient-dense, chemical free, organic garden. All students will receive a soil and compost inoculant!

<b>CEFLO0815Fall1</b>	<b>\$55.00</b>
<b>10/16/17 - 10/23/17</b>	<b>Monday</b>
<b>Edward Phalen</b>	<b>2 Sessions</b>
<b>6:30 PM- 8:30 PM</b>	Main Campus
<b>CEFLO0815Win1</b>	<b>\$55.00</b>
<b>1/22/18 - 1/29/18</b>	<b>Monday</b>
<b>Edward Phalen</b>	<b>4 Sessions</b>
<b>6:30 PM- 8:30 PM</b>	Main Campus

**PRINCIPLES OF GARDENING & LANDSCAPING**

Understanding plants and their relationship with the environment is key to growing healthy plants, eco-friendly gardening and sustainable landscaping. In this class, you will get an overview of plant anatomy and physiology, soil testing, soil amendments, beneficial insects, pest management and proper plant selection for site conditions. You will not only learn good gardening and landscaping practices, but why they work and how they can reduce your costs and maintenance efforts and benefit the environment.

**CEFLO0802Fall1**                   **\$45.00**  
**9/23/17**                           **Saturday**  
**Pamela Wildridge**           **1 Session**  
**9:00 AM- 12:00 PM**           Main Campus

**LAWN CARE DO'S AND DON'TS**

If your lawn needs help, this class is for you. You will learn proper seed selection, soil enhancement, maintenance and repair of your lawn, and how to identify and manage common weeds, pests and diseases in your lawn. Prerequisite: Principles of Gardening and Landscaping.

**CEFLO0805Fall1**                   **\$45.00**  
**9/30/17**                           **Saturday**  
**Pamela Wildridge**           **1 Session**  
**9:00 AM - 12:00 PM**           Main Campus

**NATIVE PERENNIAL & HABITAT GARDENING**

Go native—local wildlife depends on it. Learn the key components to designing a native perennial flower, butterfly or bird-friendly garden. We will discuss the importance of native gardens to local wildlife and ways your corner of the world can support pollinators, butterflies, birds, native plants, and other wildlife. Prerequisite: Principles of Gardening and Landscaping.

**CEFLO0806Fall1**                   **\$45.00**  
**10/14/17**                         **Saturday**  
**Pamela Wildridge**           **1 Session**  
**9:00 AM- 12:00 PM**           Main Campus

**USING TREES AND SHRUBS IN YOUR LANDSCAPE**

Trees and shrubs are often used as windbreaks, privacy, shade, focal points and essential elements in borders and foundation beds. Learn how to select the right tree or shrub, properly plant and prune them, and identify and manage common tree/shrub diseases and invasive pests such as Emerald Ash Borer and Hemlock Woolly Adelgid. Prerequisite: Principles of Gardening & Landscaping.

**CEFLO0809Fall1**                   **\$45.00**  
**10/21/17**                         **Saturday**  
**Pamela Wildridge**           **1 Session**  
**9:00 AM- 12:00 PM**           Main Campus

**REDESIGNING A GARDEN BED OR BORDER**

Do you have a garden bed or border that's looking a bit tired or needs updating? In this class, we will streamline the process by providing some basic design tips and techniques to help you assess your garden space and remake it in your very own style. You will learn how to use color and black-and-white photos to help you evaluate your current garden so you can identify the problem areas and develop solutions. Please bring to class several 8x11 photocopies, both color and black-and-white, of the garden bed or border you want to redesign taken during the growing season when plants have emerged and are growing. Also bring marking pens, paper and pen for notes.

**CEFLO0700Win1**                   **\$55.00**  
**2/8/18 - 2/15/18**               **Thursday**  
**Margaret Hebblethwaite**   **2 Sessions**  
**6:30 PM- 8:30 PM**             Main Campus

**SAVING THE BEAUTY: HOW TO OVERWINTER ANNUALS AND TENDER PERENNIALS**

Would you like to keep some of your treasured annual and tender perennial plants perking (or sleeping) over the winter so you can enjoy them again in spring? In this class, you will learn how to overwinter some plants that are commonly sold as annuals here in Central New York. You will also be introduced to some unusual plants that you can stow away over the winter months and bring out to enjoy again in spring. Participants will learn the proper technique for taking fall stem cuttings of their favorite annuals. (Supplies and plants provided by instructor.) Everyone who attends will take home three potted Coleus cuttings to overwinter indoors and plant outside again when the weather warms. A \$10 material fee is payable to the instructor at the beginning of class. You will also want to have a 12-inch-tall or larger clear plastic bin or container with a lid waiting at home for your three cuttings.

**CEFLO0701Fall1**                   **\$35**  
**9/7/17**                             **Thursday**  
**Margaret Hebblethwaite**   **1 session**  
**6:30 PM - 8:00 PM**             Main Campus

**NEW!**

SHARE THIS  
 CATALOG WITH  
 FRIENDS AND  
 FAMILY SO THEY  
 CAN ENJOY A  
 BOCES CLASS!

## LANGUAGES

### INTRODUCTION TO FRENCH

Join a lively study of conversational French for the beginner. Textbook required.

<b>CELNG1824Fall1</b>	<b>\$135.00</b>
<b>9/19/17 - 11/28/17</b>	<b>Tuesday</b>
<b>Kathy Ackermann</b>	<b>10 Sessions</b>
<b>6:00 PM- 8:00 PM</b>	Main Campus
<b>CELNG1824Win1</b>	<b>\$135.00</b>
<b>1/16/18 - 3/20/18</b>	<b>Tuesday</b>
<b>Kathy Ackermann</b>	<b>10 Sessions</b>
<b>6:00 PM- 8:00 PM</b>	Main Campus

### FRENCH LEVEL 2

Text required.

<b>CELNG1825Fall1</b>	<b>135.00</b>
<b>9/14/17 - 11/16/17</b>	<b>Thursday</b>
<b>Kathy Ackermann</b>	<b>10 Sessions</b>
<b>6:00 PM- 8:00 PM</b>	Main Campus
<b>CELNG1825Win1</b>	<b>\$135.00</b>
<b>1/18/18 - 3/22/18</b>	<b>Thursday</b>
<b>Kathy Ackermann</b>	<b>10 Sessions</b>
<b>6:00 PM- 8:00 PM</b>	Main Campus

### AMERICAN SIGN LANGUAGE LEVEL I

This basic course is intended for those with no experience with American Sign Language. Students will learn everyday signs, grammar, fingerspelling, number and deaf culture. The course will be taught with minimum voicing but with visual and printed hand outs. There will be a final exam. A text is suggested if students do not have internet access.

<b>CELNG1800Fall1</b>	<b>\$129.00</b>
<b>9/13/17 - 10/11/17</b>	<b>Mon/Wed</b>
<b>Jim Skvorak</b>	<b>8 Sessions</b>
<b>6:30 PM- 8:30 PM</b>	Main Campus
<b>CELNG1800Win1</b>	<b>\$129.00</b>
<b>1/17/18 - 2/12/18</b>	<b>Mon/Wed</b>
<b>Jim Skvorak</b>	<b>8 Sessions</b>
<b>6:30 PM- 8:30 PM</b>	Main Campus

### AMERICAN SIGN LANGUAGE LEVEL II

Prerequisite: Passing score on ASL I exam or permission from instructor.

<b>CELNG1802Fall1</b>	<b>\$129.00</b>
<b>10/16/17 - 11/8/17</b>	<b>Mon/Wed</b>
<b>Jim Skvorak</b>	<b>8 Sessions</b>
<b>6:30 PM- 8:30 PM</b>	Main Campus

### AMERICAN SIGN LANGUAGE LEVEL III

Prerequisite: Passing score on ASL II exam or permission from instructor.

<b>CELNG1804Fall1</b>	<b>\$129.00</b>
<b>11/13/17 - 12/11/17</b>	<b>Mon/Wed</b>
<b>Jim Skvorak</b>	<b>8 Sessions</b>
<b>6:30 PM- 8:30 PM</b>	Main Campus

### CONVERSATIONAL ITALIAN

An introduction to Italian with basic grammar and practical expressions needed when traveling to Italy. Some writing and reading also included.

<b>CELNG1814Fall1</b>	<b>\$135.00</b>
<b>9/18/17 - 11/27/17</b>	<b>Monday</b>
<b>George Alessio</b>	<b>10 Sessions</b>
<b>7:00 PM- 9:00 PM</b>	Main Campus
<b>CELNG1814Win1</b>	<b>\$135.00</b>
<b>1/22/18 - 4/2/18</b>	<b>Monday</b>
<b>George Alessio</b>	<b>10 Sessions</b>
<b>7:00 PM- 9:00 PM</b>	Main Campus

### CONVERSATIONAL SPANISH

An introduction to the Spanish language with conversation, reading, writing and some elements of the culture included. Text required.

<b>CELNG1808Fall1</b>	<b>\$135.00</b>
<b>9/25/17 - 12/4/17</b>	<b>Monday</b>
<b>6:00 PM- 8:00 PM</b>	<b>10 Sessions</b>
Main Campus	
<b>CELNG1808Win1</b>	<b>\$135.00</b>
<b>1/22/18 - 4/2/18</b>	<b>Monday</b>
<b>6:00 PM- 8:00 PM</b>	<b>10 Sessions</b>
Main Campus	

### BEGINNING SPANISH FOR KIDS

Students will be introduced to basic Spanish, including writing, reading, and speaking through fun activities! Whether you have taken Spanish before or have never been exposed to it, this class will get you started so you will be happy with your improvement. Class limited to students ages 8 to 14 only.

<b>CEKID0010Fall1</b>	<b>\$55.00</b>
<b>10/3/17 - 10/24/17</b>	<b>Tuesday</b>
<b>Elda Wassel</b>	<b>4 Sessions</b>
<b>6:00 PM- 7:30 PM</b>	Main Campus
<b>CEKID0010Win1</b>	<b>\$55.00</b>
<b>1/23/18 - 2/13/18</b>	<b>Tuesday</b>
<b>Elda Wassel</b>	<b>4 Sessions</b>
<b>6:00 PM- 7:30 PM</b>	Main Campus

## MEDICAL

### INFECTION CONTROL STANDARDS

OCM BOCES is certified to provide the required coursework for Infection Control Standards, per the NYS Education Department and the Department of Health. This program will help licensed, registered and/or certified health professionals understand principles of blood-borne pathogen transmission in the workplace. It covers infection control and principles and professional standards of practice. Includes informational packet and certificate of completion.

**CEMED1171Fall1**                   **\$59.00**  
**10/7/17**                               **Saturday**  
**Lynn Hallowell**                   **1 Session**  
**8:30 AM - 12:00 PM**               Main Campus

**CEMED1172Fall1**                   **\$59.00**  
**12/2/17**                               **Saturday**  
**Lynn Hallowell**                   **1 Session**  
**8:30 AM - 12:00 PM**               Main Campus

**CEMED1171Win1**                   **\$59.00**  
**1/27/18**                               **Saturday**  
**Lynn Hallowell**                   **1 Session**  
**8:30 AM - 12:00 PM**               Main Campus

**CEMED1172Win!**                   **\$59.00**  
**3/10/18**                               **Saturday**  
**Lynn Hallowell**                   **1 Session**  
**8:30 AM - 12:00 PM**               Main Campus

### NCLEX-PN REVIEW

This is an intensive 10-week review course to prepare participants for the licensing exam. A general review along with test-taking strategies will be discussed. Review topics will include: basic nursing skills, pharmacology, infection control, adult medical-surgical nursing, mental health nursing, nursing care of children, and maternal newborn nursing. Text required. Participants should purchase their text prior to the first class and should expect homework.

**CEMED1111Fall1**                   **\$165.00**  
**9/27/17 - 12/6/17**               **Wednesday**  
**Lynn Hallowell**                   **10 Sessions**  
**6:00 PM - 8:30 PM**               Main Campus

**CEMED1111Win1**                   **\$165.00**  
**1/24/18 - 3/28/18**               **Wednesday**  
**Lynn Hallowell**                   **10 Sessions**  
**6:00 PM - 8:30 PM**               Main Campus

### PREPARE FOR THE STERILE PROCESSING CERTIFICATION TEST (CBSPD)

This course covers the topics required to sit for the test. (This is a five-year international certification.) Topics include: roles and responsibilities, life sciences, decontamination and disinfection, preparation and handling, sterilization, sterile storage, inventory management and distribution, and ethics. Assistance will be provided to register for the test. Students must be working in the field for one year to take the test. Students must also purchase a textbook bundle prior to class by going to [www.sterileprocessing.org](http://www.sterileprocessing.org). (Bundle includes Basics of Sterile Processing textbook, Basics of Sterile Processing Workbook 5th Edition, and CBSPD Technician Study Guide.)

**CEMED1130Fall1**                   **\$109.00**  
**10/10/17 - 10/26/17**               **Tue/Thurs**  
**Carol Corso**                       **6 Sessions**  
**5:30 PM - 8:30 PM**               Main Campus

### PHLEBOTOMY TECHNICIAN CERTIFICATION

For persons in the medical field, this certification program is approved by the National Phlebotomy Association. Topics include the role of the phlebotomist, patient identification, suitability of specimens, collection equipment, interfering substances, venipuncture and capillary puncture techniques, test requisitioning, specimen transport, specimen processing and quality assurance in phlebotomy. Anatomically correct arms are used in class; there is no clinical with this class. Testing for NPA certification will be given at the final session. The testing fee of \$130 is required by the third class meeting. Student must be in scrubs for the NPA exam. Text required. **Prerequisite: LPN, EMT, CNA, RN, MA and have proof of certification and currently working in the medical field.**

**CEMED1145Fall1**                   **\$369.00**  
**9/13/17 - 11/15/17**               **Wednesday**  
**Karen Henchen**                   **10 Sessions**  
**5:30 PM - 8:30 PM**               Main Campus

**CEMED1145Win1**                   **\$369.00**  
**1/17/18 - 3/21/18**               **Wednesday**  
**Karen Henchen**                   **10 Sessions**  
**5:30 PM - 8:30 PM**               Main Campus



### PERSONAL DEVELOPMENT

#### TIME MANAGEMENT

If you have made a resolution to GET ORGANIZED, this is the place to get started. Establish your priorities and watch how effectively you can accomplish all the necessary tasks of day-to-day business as well as reaching short- and long-term goals. Effective time management involves numerous ways of organizing time, optimization tips and techniques, and management systems. Begin here and learn how easily you can accomplish everything.

**NEW!**

**CEPER1736Win1**                    **\$55.00**  
**1/30/18 - 2/6/18**                **Tuesday**  
**Leonard Colella**                **2 Sessions**  
**6:00 PM - 8:00 PM**                Main Campus

#### HEALTHY LIVING TODAY

Have you been wondering where your confidence, energy, fitness and vitality have gone? Come join us and find the tools you need to manifest more energy, lose weight and feel comfortable and confident in your body. Healthy living is not just for athletes, pop stars and supermodels—these clean-living techniques can be adapted to your individual needs, whatever your circumstances. Face life’s challenges with renewed positivity and enthusiasm. Ditch the junk food and give yourself a boost of energy. In this class, you will learn to become your best and healthiest you.

**CEPER0705Fall1**                    **\$45.00**  
**10/10/17**                            **Tuesday**  
**Carlene Maloney CCHC, AADP**    **1 Session**  
**6:30 PM - 9:00 PM**                Main Campus

**CEPER0705Win1**                    **\$45.00**  
**2/6/18**                                **Tuesday**  
**Carlene Maloney CCHC, AADP**    **Session**  
**6:30 PM - 9:00 PM**                Main Campus

#### SUGAR BLUES - HOW TO AVOID AND REVERSE TYPE 2 DIABETES

Do you have Type 2 Diabetes or PreDiabetes? Does diabetes run in your family? Are you committed to avoiding this dangerous disease that can lead to heart disease, kidney disease and blindness? The good news is that the vast majority of Type 2 Diabetes cases are lifestyle-induced and can be reversed with a healthier lifestyle. Come learn what you can do to avoid or reverse diabetes through a healthy diet and lifestyle. This class is FUN, interactive and memorable.

**NEW!**

**CEPER0950Fall1**                    **\$49.00**  
**10/17/17**                            **Tuesday**  
**Suzanne Taddeo**                **1 Session**  
**6:30 PM - 8:30 PM**                Main Campus

**CEPER0950Win1**                    **\$49.00**  
**1/30/18**                                **Tuesday**  
**Suzanne Taddeo**                **1 Session**  
**6:30 PM - 8:30 PM**                Main Campus

#### ESSENTIAL OILS IN THE KITCHEN

In this two-session class, learn how to incorporate essential oils in delicious treats. The recipes are super easy to follow! In our first session, we will be making guilt-free peppermint brownies, along with a delectable lavender hot chocolate. For our second session, we will prepare lemon-blueberry mini muffins accompanied by a warm spiced apple cider.

**CEEAT0520Fall1**                    **\$89.00**  
**10/11/17 - 10/18/17**                **Wednesday**  
**Joanne Bisesi**                    **2 Sessions**  
**6:00 PM - 8:00 PM**                Thompson Road Campus

**CEEAT0520Win1**                    **\$89.00**  
**1/31/18 - 2/7/18**                **Wednesday**  
**Joanne Bisesi**                    **2 Sessions**  
**6:00 PM - 8:00 PM**                Thompson Road Campus

#### WEIGHT LOSS SOLUTIONS AND LIFESTYLE

With Transition Lifestyle Solutions, it’s all about what works for you. The only limits in TLS are those you put on yourself. You will learn about making healthy choices, identifying new foods, and getting your metabolism operating in a higher gear. We will have guest presenters address stress, exercise and nutrition. Students will also learn how to read food labels. This is a low glycemic impact approach, with no calorie counting or points. We will learn how to eat clean and make good choices but also enjoy the food we love. Students will also focus on fat loss, not weight loss.

**CEPER0400Fall1**                    **\$45.00**  
**10/3/17 - 10/10/17**                **Tuesday**  
**Lucretia Hudzinski**                **2 Sessions**  
**6:30 PM - 8:30 PM**                Main Campus

**CEPER0400Win1**                    **\$45.00**  
**2/6/18 - 2/13/18**                **Tuesday**  
**Lucretia Hudzinski**                **2 Sessions**  
**6:30 PM - 8:30 PM**                Main Campus

#### CLEAN EATING: 21 DAY FOOD CHALLENGE!

It takes 21 days to form a habit. What are your daily food habits saying about you? Challenge yourself by committing to this class and follow a clean-eating approach for 21 days. You can lose weight, feel better and change your life. I know, I have lost 150 pounds. I will teach you tools, strategies and skills to change your mindset about food. Are you willing to accept this challenge, get out of your comfort zone and start living a better life? Students can purchase the required workbook for \$7 from the instructor at the first class.

**NEW!**

**CEEAT0420Fall1**                    **\$65.00**  
**9/19/17 - 10/3/17**                **Tuesday**  
**Angela D’Amico**                **3 Sessions**  
**6:00 PM - 8:30 PM**                Main Campus

**CEEAT0420Win1**                    **\$65.00**  
**1/16/18 - 1/30/18**                **Tuesday**  
**Angela D’Amico**                **3 Sessions**  
**6:00 PM - 8:30 PM**                Main Campus

### ENHANCE YOUR IMMUNE SYSTEM AND REDUCE YOUR RISK OF CANCER



Are you doing all you can to avoid cancer and infectious or viral illness? Are you tired of catching every virus that comes around? It's time to fight back! Build your immunity through healthy diet and lifestyle choices and help your body fight the invaders that can make you sick. What you eat and how you live makes a huge difference in the frequency and severity of illness. Come learn how to build your defenses! This class is FUN, interactive and memorable.

**CEPER0951Fall1**                   **\$49.00**  
**9/19/17**                           **Tuesday**  
**Suzanne Taddeo**               **1 Session**  
**6:30 PM - 8:30 PM**           Main Campus

**CEPER0951Win1**               **\$49.00**  
**2/13/18**                         **Tuesday**  
**Suzanne Taddeo**               **1 Session**  
**6:30 PM - 8:30 PM**           Main Campus

### LONG-TERM CARE WORKSHOP

Who will step in to help when you can't do things that you've always done for yourself? How will the care that's needed impact the ones you love? What have you already done to protect against the consequences of death, disability, or long-term care, and how do commitments change over the years? We will review: what causes the need for extended care; the emotional and physical impact on the caregiver; financial consequences of needing care; what pays for the care; how having a plan protects those you love; common objections; and myths of planning.

**CEPER0212Fall1**               **\$25.00**  
**10/18/17**                       **Wednesday**  
**Brian Winchell CLTC**       **1 Session**  
**6:30 PM - 8:30 PM**           Main Campus

**CEPER0212Win1**               **\$25.00**  
**2/21/18**                       **Wednesday**  
**Brian Winchell CLTC**       **1 Session**  
**6:30 PM - 8:30 PM**           Main Campus

### CAREGIVER COURSE - HOW TO TAKE CARE OF MYSELF WHILE CARING FOR SOMEONE ELSE

Learn how to manage your responsibilities so you can get your life back. YES, you can control your life and enjoy it again! Are you aware that we are all caregivers and take care of ourselves somehow? Why not learn to be a successful caregiver by having a peaceful mind, feeling calmer and more focused.

**CEPER0550Fall1**               **\$65.00**  
**10/3/17 - 10/24/17**       **Tuesday**  
**Ida Gregoire, RSM**           **4 Sessions**  
**6:30 PM - 8:30 PM**           Main Campus

**CEPER0550Win1**               **\$65.00**  
**1/23/18 - 2/13/18**       **Tuesday**  
**Ida Gregoire, RSM**           **4 Sessions**  
**6:30 PM - 8:30 PM**           Main Campus

### AGING GRACEFULLY

Are you getting better with age? Do you want to feel healthier, stronger and have more energy? Would you like to widen your social circle? This class will teach you this and more. I will teach you how to transform your mindset. What you believe, you can achieve. Small daily steps will cause a shift. This course is for adults 50 years old and up. Give this course to yourself or someone else as a gift for a better life.

**CEPER0721Fall1**               **\$65.00**  
**9/14/17 - 9/28/17**       **Thursday**  
**Angela D'Amico**             **3 Sessions**  
**6:00 PM - 7:30 PM**       Main Campus

**CEPER0721Win1**               **\$65.00**  
**2/22/18 - 3/8/18**         **Wednesday**  
**Angela D'Amico**             **3 Sessions**  
**6:00 PM - 7:30 PM**       Main Campus

### DREAM YOUR LIFE AMAZING

YOUR NEW LIFE STARTS HERE! Take a quick look at your life. No matter where you're at, consider yourself blessed! Sure, you have unmet expectations and failed goals, but don't we all? Unfortunately, so many of us let these negatives in life cloud our ability to dream—and dream big! Somehow we've become overly critical of ourselves and let doubt and fear hold us captive. How would you like to change that? How would you like to dream again about a lifestyle you create, on your terms? Dream Life Rewards is a program founded upon proven concepts to help you unlock your dreams and follow a blueprint that'll turn those dreams into reality. The book, "Dream Your Life Amazing," and its companion, "The Dream Planner," will be used in class. Copies can be ordered through the instructor.

**CEPER0330Fall1**               **\$95.00**  
**10/16/17 - 11/6/17**       **Monday**  
**Melissa Wolfe**               **4 Sessions**  
**6:30 PM - 8:30 PM**       Main Campus

**CEPER0330Win1**               **\$95.00**  
**1/22/18 - 2/12/18**       **Monday**  
**Melissa Wolfe**               **4 Sessions**  
**6:30 PM - 8:30 PM**       Main Campus

### LOVE OF SELF

February evokes feelings of love. Have you ever thought about how you love yourself? Do your decisions vibrate self-love or self-sabotage? Would you like to discover or reclaim your brilliance? This four-week course will teach you that love begins with you. Requirements of this course: an open mind and a desire to be brave and courageous.

**CEPER0720Win1**               **\$75.00**  
**2/6/18 - 2/27/18**       **Tuesdays**  
**Angela D'Amico**             **4 Sessions**  
**6:00 PM - 7:30 PM**       Main Campus



### YOU DESERVE TO BE HAPPY

Join this two-hour presentation and learn about the habits that support the biochemistry of happiness. Discover a natural state of peace and joy no matter what's going on in your life. You will be introduced to a powerful seven-step process to raise your physical, emotional and mental energy. The presentation is based on the work of Cindy McGinley, transformational life coach and licensed facilitator, and Marci Shimoff, the author of "Happy for No Reason."

**CEPER0210Fall1**                   **\$45.00**  
**10/11/17**                       **Wednesday**  
**Cindy McGinley**               **1 Session**  
**6:00 PM - 7:30 PM**           Thompson Road Campus

**CEPER0210Win1**               **\$45.00**  
**2/15/17**                       **Thursday**  
**Cindy McGinley**               **1 Session**  
**6:00 PM - 7:30 PM**           Thompson Road Campus

### HOLIDAYS OF JOY

Holidays can be a time of stress. Your normal routine is altered. You have added pressure and expectations of what you should be doing or feeling. You may be feeling blue regarding personal ties. Does this sound familiar? What is your vision for the next six weeks as we enter the holiday season? Give yourself joy and discover value in your life. This course will focus on a different module each week to build and make a difference that can last beyond the holidays. The first step is to walk into class.

**CEPER0719**                       **\$85.00**  
**11/21/17 - 12/26/17**       **Tuesdays**  
**Angela D'Amico**               **6 Sessions**  
**6:00 PM - 7:30 PM**           Main Campus

### YES, YOU CAN!

Your thoughts determine your actions. What are your goals? Do you feel stuck? Do you desire more? If you are not sure how to obtain or sustain momentum, this seminar will teach you tools to move in the direction of your dreams. Action is the agent that will make a difference for you. In order to get something different, you will need to do something. NOTHING is IMPOSSIBLE. Step out of your comfort zone to become more than you thought possible.

**CEPER0703Fall1**               **\$65.00**  
**10/12/17 - 10/26/17**       **Thursday**  
**Angela D'Amico**               **3 Sessions**  
**6:00 PM - 8:30 PM**           Main Campus

**CEPER0704Win1**               **\$65.00**  
**1/25/18 - 2/8/18**           **Thursday**  
**Angela D'Amico**               **3 Sessions**  
**6:00 PM - 8:30 PM**           Main Campus

### GETTING PAID TO TALK, MAKING MONEY FOR OUR VOICE

Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voiceover work for television, film, radio, audiobooks, documentaries and the internet in your area. We will cover all of the basics, including how to prepare a demo and how to be successful and earn a great income in this exciting field. Class participants will have a chance to record a commercial script under the direction of our voicecoaches.com producer! This class is informative, fun and a great first step for anyone interested in voice acting professionally. We have created a new, web-accessible page with detailed information about class content, answers to common questions, and general information about the voice acting field. Go to voicecoaches.com.

**CEPER1975Fall1**               **\$45.00**  
**9/27/17**                       **Wednesday**  
**Creative Voice Development**   **1 Session**  
**6:30 PM - 9:00 PM**           Main Campus

**CEPER1975Falla1**               **\$45.00**  
**12/4/17**                       **Monday**  
**Creative Voice Development**   **1 Session**  
**6:30 PM - 9:00 PM**           Main Campus

**CEPER1975Win1**               **\$45.00**  
**1/29/18**                       **Monday**  
**Creative Voice Development**   **1 Session**  
**6:30 PM - 9:00 PM**           Main Campus

**CEPER1975Wina1**               **\$45.00**  
**2/13/18**                       **Tuesday**  
**Creative Voice Development**   **1 Session**  
**6:30 PM - 9:00 PM**           Main Campus

### INTRODUCTION TO ESSENTIAL OILS & AROMATHERAPY

Are you fascinated by the use of aromatherapy using essential oils? Do you love walking into a spa and finding a wonderful aroma in the air? This class will introduce you to the use of essential oils, including safe use, blending and dilution guidelines, aromatherapy recipes and the therapeutic benefits of essential oils. Charlene Dahl is a licensed massage therapist and has been a certified aromatherapist for more than eight years. Learn how essential oils can be used therapeutically for the cold/flu season, hay fever, skin care, digestive health, and emotional and physical symptoms. Each student will have the opportunity to create 1 ounce of oil blend to take home.

**CEPER0702FallA**               **\$65.00**  
**10/2/17**                       **Monday**  
**Charlene Dahl**               **1 Session**  
**6:00 PM - 8:30 PM**           Main Campus

**CEPER0702Win1**               **\$65.00**  
**1/22/18**                       **Monday**  
**Charlene Dahl**               **1 Session**  
**6:00 PM - 8:30 PM**           Main Campus

### ADVANCED ESSENTIAL OILS & AROMATHERAPY

You will be building on what you learned in the Introduction class. We will be adding more oils to blend and learning how to blend therapeutically. You will also be able to take a blend home with you. Prerequisite: Intro to Oils and Aromatherapy.

**CEPER0718Fall1**                   **\$65.00**  
**10/16/17**                         **Monday**  
**Charlene Dahl**                 **1 Session**  
**6:00 PM - 8:30 PM**             Main Campus

**CEPER0718Win1**               **\$65.00**  
**2/26/18**                         **Monday**  
**Charlene Dahl**                 **1 Session**  
**6:00 PM - 8:30 PM**             Main Campus

### METAPHYSICS OF LOVE - THE JOURNEY TO MEET SELF

In this inspirational and empowering course, based on instructor Dennis Cole's "Metaphysics of Love" four-CD set and forthcoming book, we will shed light on the deeper meaning of our life, love and relating experiences. Through lecture and Q&A, we will weave together the best of spiritually-channeled information with transpersonal astrology to create a synergism for self and spiritual knowledge. This course can help you find more clarity about your intended life focus—your soul's "game plan"—for the joy you'd intended, before incarnating! We'll reveal empowering tools that you may find useful for creating an even more harmonious life of joy and unconditional love.

**CEPER1701Fall1**               **\$65.00**  
**10/26/17 - 11/9/17**           **Thursday**  
**Dennis Cole**                   **3 Sessions**  
**7:00 PM - 9:00 PM**             Main Campus

**CEPER1701Win1**               **\$65.00**  
**2/15/18 - 3/1/18**             **Thursday**  
**Dennis Cole**                   **3 Sessions**  
**7:00 PM - 9:00 PM**             Main Campus

### FILM BASICS

In this course, students will gain knowledge to create their own film pieces. Topics include treatments, scripting, storyboarding, sound, lighting, blocking and editing. Acting and directing will be discussed. Students will be assigned films to watch at home and later discussed in class. Informational handouts will be available. Textbook required: Making Movies by Sidney Lumet (978-0-679-75660-6). Please acquire prior to class.



**CEPER0250Fall11**               **\$195**  
**9/26/17 - 10/26/17**           **Tuesdays/Thursdays**  
**Monea Walker**               **10 Sessions**  
**6:00PM - 900PM**             Main Campus

**CEPER0250Win1**               **\$195**  
**1/23/18 - 2/22/18**           **Tuesdays/Thursdays**  
**Monea Walker**               **10 Sessions**  
**6:00PM - 900PM**             Main Campus

### \*MELT METHOD: INFORMATION FOR ALL MELT CLASSES

Come to a MELT workshop at OCM BOCES and experience changes in how your body looks and feels. Learn simple self treatments you can do at home to remain active, healthy and pain-free for life. These classes are best for participants who can get on and off the floor, lie on their back for short periods of time and lie on the roller. Dress comfortably and bring a yoga mat and water bottle. MELT balls and rollers will be supplied. MELT supplies for home use will also be available for purchase from instructor. Don't miss your chance to experience this unique self-care technique, featured in the New York Times bestselling book, "The MELT Method: A Breakthrough Self Treatment System to Eliminate Chronic Pain, Erase the Signs of Aging, and Feel Fantastic in Just 10 Minutes a Day." Want to learn more? Go to [meltmethod.com](http://meltmethod.com).

### INTRODUCTION TO THE MELT METHOD\*

This all-levels workshop will use specialized soft rollers and small MELT hand and foot treatment balls to simulate the results of manual therapy. Learn to eliminate stuck stress before it accumulates. Reduce inflammation, ease chronic neck and low back strain, improve alignment, enhance athletic performance, and keep your whole body feeling great at any age.

**CEPER0630AFall1**               **\$35.00**  
**9/14/17**                         **Thursday**  
**Susan Giegold**               **1 Session**  
**6:00 PM - 8:00 PM**             Main Campus

**CEPER0630Fall1**               **\$35.00**  
**9/18/17**                         **Monday**  
**Susan Giegold**               **1 Session**  
**6:00 PM - 8:00 PM**             Main Campus

**CEPER0630AWin1**               **\$35.00**  
**1/22/18**                         **Monday**  
**Susan Giegold**               **1 Session**  
**6:00 PM - 8:00 PM**             Main Campus

**CEPER0630Win1**               **\$35.00**  
**1/25/18**                         **Thursday**  
**Susan Giegold**               **1 Session**  
**6:00 PM - 8:00 PM**             Main Campus

### MELT BY THE BOOK\*

In this four-week class, you will learn all of the moves from the book, "The MELT Method." Learn how to identify where you have stuck stress in your body. Use the MELT hand and foot treatment to improve your body sense and achieve your own core strength and stability. You will also use the MELT soft body roller to rehydrate the tissues of your body for greater mobility and ease of motion and safely and effectively decompress your neck and lower back.

**CEPER0631Fall1**                   **\$85.00**  
**10/16/17 - 11/6/17**           **Monday**  
**Susan Giegold**               **4 Sessions**  
**6:00 PM - 8:00 PM**           Main Campus

**CEPER0631Win1**               **\$85.00**  
**2/1/18 - 2/22/18**           **Thursday**  
**Susan Giegold**               **4 Sessions**  
**6:00 PM - 8:00 PM**           Main Campus

### MELT METHOD HAND & FOOT WORKSHOP\*

Come to a MELT Hand and Foot Treatment Introduction Workshop and experience changes in how your body looks and feels. Learn simple self treatments you can do at home to remain active, healthy, and pain-free. Erase pain and tension in your hands, feet, neck, and lower back brought on by everyday stress, overuse and age.

**CEPER0632Fall1**               **\$35.00**  
**11/9/17**                       **Thursday**  
**Susan Giegold**               **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

**CEPER0632aFall1**           **\$35.00**  
**11/20/17**                   **Monday**  
**Susan Giegold**               **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

**CEPER0632Win1**              **\$35.00**  
**2/26/18**                   **Monday**  
**Susan Giegold**               **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

**CEPER0632aWin1**           **\$35.00**  
**3/1/18**                      **Thursday**  
**Susan Giegold**               **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

### MELT HAND & FOOT SERIES\*

Come to this MELT Hand and Foot Treatment four-session series and experience changes to how your body looks and feels.

**CEPER0633Fall1**              **\$85.00**  
**11/30/17 - 12/21/17**      **Thursday**  
**Susan Giegold**               **4 Sessions**  
**6:00 PM - 8:00 PM**           Main Campus

**CEPER0633Win1**              **\$85.00**  
**3/5/18 - 3/26/18**       **Monday**  
**Susan Giegold**               **4 Sessions**  
**6:00 PM - 8:00 PM**           Main Campus

### MODERN ASTROLOGY - A TOOL FOR UNDERSTANDING & CONSCIOUSLY CO-CREATING REWARDING RELATIONSHIPS

Modern Transpersonal Astrology can serve as a tool for self and spiritual knowledge. It can also help us to better understand and accept self and "others," thus to consciously attract and create more enjoyable relating experiences. SYNASTRY is that branch of Astrology that can reveal relationship potentials. This course does not require any knowledge of astrology, but we will discuss some useful, interesting information. We can co-create where to focus information by way of lecture, Q&A and your personal relating interests. The in-depth information in this course, backed by useful tools for creating consciously rewarding relationships, can empower any of us into more joyful life and unconditionally loving relating experiences!

**CEPER1700Fall1**               **\$65.00**  
**9/28/17 - 10/12/17**       **Thursday**  
**Dennis Cole**               **3 Sessions**  
**7:00 PM - 9:00 PM**           Main Campus

**CEPER1700Win1**              **\$65.00**  
**1/18/18 - 2/1/18**       **Thursday**  
**Dennis Cole**               **3 Sessions**  
**7:00 PM - 9:00 PM**           Main Campus

### TAROT: A KEY TO BETTER UNDERSTANDING

Learn how to read the Tarot for yourself and others. The Tarot also can be used for meditation and self-discovery. The origin of the Tarot, the difference between the major and the minor arcana, and the individual meaning of each card will be discussed. You will learn how the Tarot relates to the four seasons, different types of people, the elements of the earth, and numerology. Different layouts or methods of casting the cards will be examined. A textbook fee of \$10 is collected by the instructor at the first class.

**CEPER1724Fall1**              **\$55.00**  
**12/5/17 - 12/19/17**      **Tuesday**  
**Ron Cain**                   **3 Sessions**  
**7:00 PM - 9:00 PM**           Main Campus

**CEPER1724Win1**              **\$55.00**  
**3/6/18 - 3/20/18**       **Tuesday**  
**Ron Cain**                   **3 Sessions**  
**7:00 PM - 9:00 PM**           Main Campus

**FINDING YOUR PSYCHIC SELF**

This overview course will introduce you to the mysterious world of the psychic sciences. Develop your intuitive abilities using meditation, hypnosis and dream interpretation. Learn New Age methods and age-old divination techniques, such as numerology, color analysis, card reading, palmistry and dowsing (pendulum reading). You will also discover the psychic connection between sun-sign astrology, Chinese astrology and Native American totems. You will learn about auras and chakras, and how to balance mind, body and spirit. A textbook fee of \$10 is collected by the instructor at the first class.

<b>CEPER1720Fall1</b>	<b>\$55.00</b>
<b>9/12/17 - 9/26/17</b>	<b>Tuesday</b>
<b>Ron Cain</b>	<b>3 Sessions</b>
<b>7:00 PM - 9:00 PM</b>	Main Campus
<b>CEPER1720win1</b>	<b>\$55.00</b>
<b>1/16/18 - 1/30/18</b>	<b>Tuesday</b>
<b>Ron Cain</b>	<b>3 Sessions</b>
<b>7:00 PM - 9:00 PM</b>	Main Campus

**GATHERING OF GHOSTS**

Do you know what to do if you see a ghost, or how to get rid of one? Here is your chance to study the different types of hauntings, practice ghost-hunting, techniques, and discuss your own paranormal experiences. Students learn about ghosts "living" in the White House, Hollywood and Syracuse's Landmark Theatre and many other places. Be sure to bring your own ghost stories to share. A \$10 material fee is payable to instructor at first class.

<b>CEPER1716Fall1</b>	<b>\$55.00</b>
<b>10/10/17 - 10/24/17</b>	<b>Tuesday</b>
<b>Ron Cain</b>	<b>3 Sessions</b>
<b>6:00 PM - 7:30 PM</b>	Main Campus

**EXPLORING THE SUPERNATURAL**

Fans of "the X-Files" and similar shows can become investigators of the strange and supernatural. Learn to become a cryptozoologist as you investigate strange creatures and their phenomena. Find out how Bigfoot is different from the Abominable Snowman. Decide for yourself if the Loch Ness monster and other sea creatures are real. (A \$10 course materials fee will be collected by the instructor at the first class.)

<b>CEPER1718Fall1</b>	<b>\$55.00</b>
<b>11/7/17 - 11/21/17</b>	<b>Tuesday</b>
<b>Ron Cain</b>	<b>3 Sessions</b>
<b>7:00 PM - 9:00 PM</b>	Main Campus
<b>CEPER1718Win1</b>	<b>\$55.00</b>
<b>2/13/18 - 2/27/18</b>	<b>Tuesday</b>
<b>Ron Cain</b>	<b>3 Sessions</b>
<b>7:00 PM - 9:00 PM</b>	Main Campus

**"I CHING": ANCIENT PATHWAY TO YOUR INNER GUIDANCE**

The "I Ching," or "Book of Changes," is rooted in ancient Chinese history. It contains perspectives of Taoism and Confucianism and has been consulted for sage advice and inner guidance for millennia. To obtain guidance for your question, it's helpful to become clear on what you really want to know. First there's a need to construct a hexagram, or six-line figure, which is looked up in a "Book of Changes" (available in class). Your Inner-Being's response is there for your intuitive inner guidance. When we're open and centered, the responses are amazingly accurate! There's more to this and how it can serve to bring about clarity as a reliable companion and spiritual growth mentor. The beauty of this binary system is that you can begin to learn how to consult the I Ching in these two classes, through Q & A and actual practice with your personal questions.

<b>CEPER1704Fall1</b>	<b>\$55.00</b>
<b>12/7/17 - 12/14/17</b>	<b>Thursday</b>
<b>Dennis Cole</b>	<b>2 Sessions</b>
<b>7:00 PM - 9:00 PM</b>	Main Campus
<b>CEPER1704Win1</b>	<b>\$55.00</b>
<b>3/15/18 - 3/22/18</b>	<b>Thursday</b>
<b>Dennis Cole</b>	<b>2 Sessions</b>
<b>7:00 PM - 9:00 PM</b>	Main Campus

**KARMA & REINCARNATION**

In this class, we will explore the concept of Karma & Reincarnation, what they are and the history of these concepts around the globe. This will include the history and philosophy of the pre-existence of the soul, eastern and western views, and how these beliefs and ideas have changed through history. We will also briefly discuss past lives, what part of our consciousness survives death and continues into other lifetimes, and how our past lives affect our lifetime.

<b>CEPER0713Fall1</b>	<b>\$35.00</b>
<b>10/11/17</b>	<b>Wednesday</b>
<b>Virginia Waldron</b>	<b>1 Session</b>
<b>6:30 PM - 8:30 PM</b>	<b>Thompson Road Campus</b>

**DIVINE GUIDANCE - ANGELS AND GUIDES**

What exactly are Angels, where do they come from, and how do they help me? Who are my spirit guides— do I have one, how do I know? Even when we feel we are alone, we are not. We all have guides and angels who walk beside us, help us if we allow and always send us love and acceptance. How do we communicate with them and ask for guidance? To explore these questions and more, join us for this multi-media class, filled with images of angels guides, demons, Archangels, animal guides, and much more.

<b>CEPER0712Fall1</b>	<b>\$55.00</b>
<b>9/27/17 - 10/4/17</b>	<b>Wednesday</b>
<b>Virginia Waldron</b>	<b>2 Sessions</b>
<b>6:30 PM - 8:30 PM</b>	Thompson Road Campus

### INTRO TO SHAMANISM & SHAMANIC HEALING

Learn about Shamanism as a spiritual practice, where the word “shaman” originated, how long people have been practicing shamanism, and which ancient cultures practiced shamanism, and which modern cultures still do. Find out why shamanism is often referred to as a “path of direct revelation” and discover why it is considered a spiritual path that can be practiced in harmony with most belief systems.

**CEPER0209Fall1**                   **\$45.00**  
**9/27/17**                           **Wednesday**  
**Cindy McGinley**               **1 Session**  
**6:30 PM - 8:30 PM**           Irvin E. Henry Campus

**CEPER0209Win1**               **\$45.00**  
**2/7/18**                           **Wednesday**  
**Cindy McGinley**               **1 Session**  
**6:30 PM - 8:30 PM**           Irvin E. Henry Campus

### INTRODUCTION TO THE PRINCIPLES OF REIKI

Curious about Reiki? Learn about the energy used in Reiki, as well as how it works and how it is used.

**CEPER0501Fall1**               **\$45.00**  
**9/19/17**                       **Tuesday**  
**Chris Taylor**                   **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

**CEPER0501Win1**               **\$45.00**  
**1/16/18**                       **Tuesday**  
**Chris Taylor**                   **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

### REIKI CERTIFICATION: LEVEL 1

This course is the beginning level of Reiki training. You will learn the history of Usui Reiki with a general understanding of the chakras and Aura. Training includes teaching, hands-on practice, and the first Reiki symbol. Completion of the course and 100% attendance includes the first attunement and a Level I certificate for the International Center for Reiki Training. Course handbook included in fee.

**CEPER0502Fall1**               **\$165.00**  
**10/3/17 - 10/17/17**       **Tuesday**  
**Chris Taylor**                   **3 Sessions**  
**6:00 PM - 9:00 PM**           Main Campus

**CEPER0502Win1**               **\$165.00**  
**1/30/18 - 2/13/18**       **Tuesday**  
**Chris Taylor**                   **3 Sessions**  
**6:00 PM - 9:00 PM**           Main Campus

### REIKI CERTIFICATION: LEVEL 2

Prerequisite: Reiki Level I, must provide ICRT certificate

**CEPER0503Fall1**               **\$165.00**  
**11/7/17 - 11/21/17**       **Tuesday**  
**Chris Taylor**                   **3 Sessions**  
**6:00 PM - 9:00 PM**           Main Campus

**CEPER0503Win1**               **\$165.00**  
**2/20/18 - 3/6/18**       **Tuesday**  
**Chris Taylor**                   **3 Sessions**  
**6:00 PM - 9:00 PM**           Main Campus

### REIKI CERTIFICATION: LEVEL 3

Prerequisite: Reiki Levels I and 2, must provide ICRT certificate.

**CEPER0504Fall1**               **\$165.00**  
**11/28/17 - 12/12/17**       **Tuesday**  
**Chris Taylor**                   **3 Sessions**  
**6:00 PM - 9:00 PM**           Main Campus

### ENERGY WORK WITH ANIMALS

Learn the many benefits of doing energy work with your animals, including general wellness, compulsive behaviors (barking/meowing, whining, chewing) and fear-related behaviors. Animals have eight energy centers (chakras) that are associated with both emotions and physical attributes. Learn where they are and how to use them to improve your pet’s well-being.

**CEPET0001Fall1**               **\$45.00**  
**9/27/17**                       **Wednesday**  
**Chris Taylor**                   **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

**CEPET0001Win1**               **\$45.00**  
**1/24/18**                       **Wednesday**  
**Chris Taylor**                   **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

### SAFELY USING ESSENTIAL OILS WITH DOGS

Essential oils can be helpful in supporting many situations, such as calming fear and anxiety, preventing injury and infection, promoting skin care and more. Learn how to use essential oils on your dog safely. We will be using Young Living Essential Oils that may be purchased at [www.essentialoilsbychris.com](http://www.essentialoilsbychris.com).

**CEPET0002Fall1**               **\$45.00**  
**10/11/17**                       **Wednesday**  
**Chris Taylor**                   **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

**CEPET0002Win1**               **\$45.00**  
**2/7/18**                       **Wednesday**  
**Chris Taylor**                   **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

### LIVING WITH A TIMID OR FEARFUL DOG

Living with a timid or fearful dog can be heartbreaking and frustrating. But it can also be filled with love, patience and rewards. In this class, you will learn to understand your dog’s body language, find the triggers that cause stress and discover several methods of alleviating that stress. Learn steps toward a calmer, more confident dog.

**CEPET0003Fall1**               **\$45.00**  
**10/25/17**                       **Wednesday**  
**Chris Taylor**                   **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

**CEPET0003Win1**               **\$45.00**  
**2/28/18**                       **Wednesday**  
**Chris Taylor**                   **1 Session**  
**6:00 PM - 8:00 PM**           Main Campus

## RECREATION

### AMERICA'S BOATING COURSE

Plan to learn before you get on the water. The Boating Safety course will include an introduction to types of boats, boating law, boat safety equipment, safe boating practices, navigation, trailering and storage. Also included will be conversations regarding boating problems, including accidents, rescue, emergency radio calls and engine problems. You will be well-prepared before you take that first step into the water. This course is taught by the U.S. Power Squadron. Participants will purchase a coursework book from the instructor at the first class for \$35. Final exam will be given at the last class.

**CEREC2010Fall1** **\$39.00**  
**9/27/17 - 10/25/17** **Wednesday**  
**James Sharpe, U.S. Power Squadron** **5 Sessions**  
**6:00 PM - 8:00 PM** Main Campus

**CEREC2010Win1** **\$39.00**  
**1/24/18 - 2/21/18** **Wednesday**  
**James Sharpe, U.S. Power Squadron** **5 Sessions**  
**6:00 PM - 8:00 PM** Main Campus

### BEGINNER SCUBA DIVING

This entry-level course provides three phases of training. You are introduced to the underwater world through academic studies, pool experiences, and open water training. Use of scuba equipment included. Upon completion, students will receive certification by the Professional Association of Diving Instructors (PADI). Text and personal diving equipment extra. Please contact instructor Scott Edick or Aquatic World for details and cost. Classes held at Aquatic World, 114 Kreischer Road, North Syracuse.

**CEREC1400Fall1** **\$295.00**  
**10/11/17 - 11/15/17** **Wednesday**  
**Scott Edick** **6 Sessions**  
**6:00 PM - 9:00 PM** Aquatic World

**CEREC1400Win1** **\$295.00**  
**1/24/18 - 2/28/18** **Wednesday**  
**Scott Edick** **6 Sessions**  
**6:00 PM - 9:00 PM** Aquatic World

### DRONES & R/C MODEL AVIATION

This introductory level class will give you the "right stuff" to enter the high-flying world of model aviation! Drones seem to be everywhere, and we will explore their roles for the hobbyist and beyond. Learn the basics of radio control systems, propulsion, model selection, craftsmanship and maintenance/repair of your models. Experience all model types from helicopters to quadcopters, indoor flyers to giant scale models. No model purchase is necessary prior to class.

**CEREC0604Fall1** **\$55.00**  
**10/4/17 - 10/25/17** **Wednesday**  
**Joe Chovan** **4 Sessions**  
**6:00 PM - 8:00 PM** Main Campus

*More in next column*

**CEREC0604Win1** **\$55.00**  
**1/17/18 - 2/7/18** **Wednesday**  
**Joe Chovan** **4 Sessions**  
**6:00 PM - 8:00 PM** Main Campus

### BALLROOM DANCING - BASIC

Be the hit on the dance floor at your next social event! Discover new opportunities for fun and exercise as you develop your skills in social ballroom dancing. Features most popular dances including the foxtrot, cha-cha, waltz, swing and rumba. No partner necessary. \$135 per couple or \$75 for a single.

**CEREC1280Fall1** **\$135.00**  
**9/21/17 - 10/26/17** **Thursday**  
**Walt Medicis Associates** **6 Sessions**  
**7:00 PM - 8:30 PM** Alternative Building

**CEREC1280Win1** **\$135.00**  
**1/18/18 - 2/22/18** **Thursday**  
**Walt Medicis Associates** **6 Sessions**  
**7:00 PM - 8:30 PM** Alternative Building

### BALLROOM DANCING - INTERMEDIATE

Continue your social ballroom dance skills to learn more new steps and variations. Includes some additional focus on partnering and styling. In addition to the foxtrot, cha-cha, waltz, swing, and rumba, some tango and polka may be introduced. No partner necessary. Price is \$135 per couple, \$75 per single.

**CEREC1283Fall1** **\$135.00**  
**11/2/17 - 12/14/17** **Thursday**  
**Walt Medicis Associates** **6 Sessions**  
**7:00 PM - 8:30 PM** Alternative Building

### COUNTRY TWO-STEP

The "Country Two-Step" is the most fun dance for country music-loving folks. With its constant rhythm of quick and slow dance moves, it's easy to learn and remember. There are several more moves and dance positions to share with a partner as you move around the dance floor. Sign up with someone; a partner is needed.

**CEREC1285Fall1** **\$75.00**  
**9/20/17 - 10/11/17** **Wednesday**  
**Walt Medicis Associates** **4 Sessions**  
**7:00 PM - 8:30 PM** Alternative Building

**CEREC1285Win1** **\$75.00**  
**1/17/18 - 2/7/18** **Wednesday**  
**Walt Medicis Associates** **4 Sessions**  
**7:00 PM - 8:30 PM** Alternative Building

### "MORE" COUNTRY TWO-STEP

The "Country Two-Step" is the most fun dance for country music-loving folks. Keep the rhythm going with this second level of Country Two Step.

**CEREC1286Fall1** **\$75.00**  
**11/29/17 - 12/20/17** **Wednesday**  
**Walt Medicis Associates** **4 Sessions**  
**7:00 PM - 8:30 PM** Alternative Building



### EAST COAST SWING DANCE

Big band, rock, oldies or country—no matter what type of music you like, you can dance the swing to it! Swing is faster, more energetic, and done as a one-count or two-count rock step. In this class, you will learn basic steps, spins and turns to get you up and dancing to your favorite tunes. Partners are recommended although not required. Class fee is per person.

**CEREC1260Fall1** **\$75.00**  
**10/25/17 - 11/15/17** **Wednesday**  
**Walt Medicis Associates** **4 Sessions**  
**7:00 PM - 8:30 PM** Alternative Building

**CEREC1260Win1** **\$75.00**  
**2/21/18 - 3/14/18** **Wednesday**  
**Walt Medicis Associates** **4 Sessions**  
**7:00 PM - 8:30 PM** Alternative Building

### BEGINNER LINE DANCING

Join us for moderate exercise and lots of fun! Whether you are a beginner wanting to learn the steps to the popular line dances or an avid follower of this dance form, you'll have fun as you practice the steps in a relaxing atmosphere. Be sure to wear comfortable clothing and shoes (no sneakers, please!) and be ready to dance away. Water bottle also suggested.

**CEREC1272Fall1** **\$85.00**  
**9/20/17 - 10/25/17** **Wednesday**  
**Diane Lochner-Bilecki** **6 Sessions**  
**6:30 PM - 8:00 PM** Alternative Building

### "MORE" LINE DANCING

Continue to improve your steps while the benefits of this fun exercise begin to show! Learn some new and more advanced steps along with a fun-filled review of all the dance steps from the Level 1 class. Again, wear comfortable clothing and smooth-soled shoes.

**Prerequisite: Line dancing, no beginners please.**

**CEREC1273Fall1** **\$85.00**  
**11/1/17 - 12/13/17** **Wednesday**  
**Diane Lochner-Bilecki** **6 Sessions**  
**6:30 PM - 8:00 PM** Alternative Building

### BELLY DANCING

A creative, feminine alternative to aerobics — a delightful, low-impact cardiovascular workout that offers a variety of movement while creating figure 8s, circles, spirals, undulations and vibrations throughout the body. Belly dancing is great exercise for all women of any size or age. Please wear loose-fitting clothes. Bare feet required.

**CEREC1261Fall1** **\$85.00**  
**9/28/17 - 11/2/17** **Thursday**  
**Pam McGrath, Maya Studio** **6 Sessions**  
**7:15 PM - 8:15 PM** Main Campus

**CEREC1261Win1** **\$85.00**  
**1/25/18 - 3/1/18** **Thursday**  
**Pam McGrath, Maya Studio** **6 Sessions**  
**7:15 PM - 8:15 PM** Main Campus

### BEGINNER ADULT KARATE/Self-DEFENSE

We will cover the basic elements of karate and self-defense: blocks, kicks, punches and stances. We will also focus on flexibility, balance and overall mental wellness, as well as proper eating. Karate uniforms available for purchase on site from the instructor. This class will be taught at the Salt City Karate & Kick Boxing facility at 1900 Brewerton Road, Mattydale.

**CEREC1000Fall1** **\$85.00**  
**9/18/17 - 10/30/17** **Monday**  
**Jeffrey Bertolo, staff member of Salt City Karate** **6 Sessions**  
**6:00 PM - 7:00 PM** Salt City Karate

**CEREC1000Win1** **\$85.00**  
**1/22/18 - 3/5/18** **Monday**  
**Jeffrey Bertolo, staff member of Salt City Karate** **6 Sessions**  
**6:00 PM - 7:00 PM** Salt City Karate

### TRADITIONAL KICKBOXING

Learn the art of kickboxing through this station-based format. Training involves heavy bag drills, focus pad drills, speed-bag development and kick shield strikes. Get a high-calorie burn. Sparring drills are incorporated in a safe and controlled manner. Kickboxing gloves required and may be purchased on site from instructor. This class is taught at the Salt City Karate and Kick Boxing facility at 1900 Brewerton Road, Mattydale.

**CEREC1001Fall1** **\$85.00**  
**9/21/17 - 10/26/17** **Thursday**  
**Jeffrey Bertolo, staff member of Salt City Karate** **6 Sessions**  
**6:45 PM - 7:45 PM** Salt City Karate

**CEREC1001Win1** **\$85.00**  
**1/25/18 - 3/1/18** **Thursday**  
**Jeffrey Bertolo, staff member of Salt City Karate** **6 Sessions**  
**6:45 PM - 7:45 PM** Salt City Karate

### HATHA YOGA - FOR PHYSICAL & EMOTIONAL HEALTH

The practice of Hatha Yoga develops strength, balance and flexibility. Physical movements combine with breathing and concentration to enhance vitality and improve mental clarity. Taught by Morningside Yoga.

**CEWHS0048Fall1** **\$125.00**  
**9/19/17 - 11/28/17** **Tuesday**  
**Michael Smith** **10 Sessions**  
**5:30 PM - 6:30 PM** Cherry Road Elementary School

**CEREC1297Fall1** **\$125.00**  
**9/28/17 - 12/7/17** **Thursday**  
**Michael Smith** **10 Sessions**  
**5:30 PM - 6:30 PM** Main Campus

**CEWHS0048Win1** **\$95.00**  
**1/16/18 - 3/13/18** **Tuesday**  
**Michael Smith** **8 Sessions**  
**5:30 PM - 6:30 PM** Cherry Road Elementary School

**CEREC1297Win1** **\$125.00**  
**1/18/18 - 3/22/18** **Thursday**  
**Michael Smith** **10 Sessions**  
**5:30 PM - 6:30 PM** Main Campus

### YOGA FOR FITNESS & RELAXATION

The Hatha Yoga class offers a traditional approach to yoga designed to strengthen the body, create flexibility, and relax the mind. Emphasis is on a personalized approach to learn yoga postures through movement and breath. Suitable for beginner through advanced students who want to improve quality of life and deepen self-awareness.

**CEWHS0055Fall1**                   **\$95.00**  
**9/14/17 - 11/2/17**               **Thursday**  
**Linda Rudnick-Smith**       **8 Sessions**  
**7:00 PM - 8:15 PM**           Walberta Park School

**CEWHS0055Win1**               **\$95.00**  
**1/11/18 - 3/8/18**               **Thursday**  
**Linda Rudnick-Smith**       **8 Sessions**  
**7:00 PM - 8:15 PM**           Walberta Park School

### T'AI CHI CH'UAN LEVEL 1

A wonderful yet easy workout for both the body and the mind. This beginner-level class will include warm-ups and breathing and relaxation techniques in the form of 20 movements. The practice of T'ai Chi is suitable for all ages. Be sure to wear comfortable clothing.

**CEREC0507Fall1**               **\$95.00**  
**9/20/17 - 11/8/17**           **Wednesday**  
**Patrick Favalo**               **8 Sessions**  
**6:00 PM - 7:00 PM**           Main Campus

**CEREC0508Fall1**               **\$95.00**  
**9/21/17 - 11/9/17**           **Thursday**  
**Patrick Favalo**               **8 Sessions**  
**6:00 PM - 7:00 PM**           Main Campus

**CEREC0507Win1**               **\$95.00**  
**1/17/18 - 3/7/18**               **Wednesday**  
**Patrick Favalo**               **8 Sessions**  
**6:00 PM - 7:00 PM**           Main Campus

**CEREC0508Win1**               **\$95.00**  
**1/18/18 - 3/8/18**               **Thursday**  
**Patrick Favalo**               **8 Sessions**  
**6:00 PM - 7:00 PM**           Main Campus

### T'AI CHI CH'UAN LEVEL 2

This next-level class will include warm-ups, breathing and relaxation techniques in the form of 20 movements. We will add the next 20 movements.

**CEREC0509Fall1**               **\$95.00**  
**9/19/17 - 11/14/17**       **Tuesday**  
**Patrick Favalo**               **8 Sessions**  
**6:00 PM - 7:00 PM**           Main Campus

### KRAV MAGA (SELF DEFENSE)

Krav Maga is the official hand-to-hand combat system of the Israeli Defense Forces. It is also the preferred system for U.S. military and law enforcement personnel. Krav Maga is based on simple principles and instinctive movements. This reality-based system is designed to teach self-defense in the shortest possible time. Learn to defend against common chokes, grabs and bear hugs, as well as weapons. Just as important, we teach people to function during the stress and shock of a sudden, violent encounter. Krav Maga's practical approach to self-defense will make you safer and more secure. This class is for students 14 years and up; location is Great Northern Mall in Clay.

**CEREC1005Fall1**               **\$85.00**  
**9/29/17 - 11/3/17**           **Friday**  
**Jim Munger**                   **6 Sessions**  
**7:00 PM - 8:00 PM**

Great Northern Mall, IMPACT Martial Arts & Fitness, by Macy's

**CEREC1005Win1**               **\$85.00**  
**1/19/18 - 3/9/18**               **Friday**  
**Jim Munger**                   **6 Sessions**  
**7:00 PM - 8:00 PM**

Great Northern Mall, IMPACT Martial Arts & Fitness, by former Macy's

### YOGA - TEN STEPS TO FREEDOM

Using ancient yogic philosophy as a map, find your still small voice within. Through the use of pranayama (breathing exercises), guided meditations and journaling, take a journey back to your soul to reclaim balance, peace and harmony in your life. The intent of this course is to build a strong foundation from which personal growth and transformation can begin. A \$10 material fee is payable to instructor at first class.

**CEREC0700Fall1**               **\$95.00**  
**9/13/17 - 10/18/17**       **Wednesday**  
**InnerSanctuary of CNY**  
**Barbara Collette**           **6 Sessions**  
**6:00 PM - 7:00 PM**           Main Campus

### YOGA - PRANAYAMA

Reduce stress and anxiety while increasing overall energy by utilizing the ancient secrets of the yogis. Pranayama (breathing exercises) is one of the eight limbs of yoga. Pranayama, along with Pratyahara (sense withdrawal), acts as a bridge between the body and the mind. Learn different breathing techniques to stabilize your energy and moods. Live from a place of neutrality rather than duality. A \$10 material fee is payable to the instructor at the first class.

**CEREC0701Fall**               **\$55.00**  
**10/25/17 - 11/8/17**       **Wednesday**  
**InnerSanctuary of CNY**  
**Barbara Collette**           **3 Sessions**  
**6:00 PM - 7:00 PM**           Main Campus



### YOGA - MANTRA & MUDRA

Learn to speak the song of your soul. Using mantra (sound healing) and mudra (hand gestures), tap into the universal life force that animates your mind, body and soul. Experience how sound activates subtle energies of your body and mind to balance the hemispheres of your brain, bringing mental focus and emotional balance. These ancient techniques are now being validated by science as a useful and necessary part of becoming a healthy human being. A \$10 material fee is payable to instructor at first class.

**CEREC0702Fall1**                      **\$55.00**  
**11/29/17 - 12/13/17**              **Wednesday**  
**InnerSanctuary of CNY**  
**Barbara Collette**                      **3 Sessions**  
**6:00 PM - 7:00 PM**                      Main Campus

### YOGA - MEDITATION

Learn how relaxation affects the nervous system and how positivity triggers the healing process. You will complete a self-assessment to discover your current type of tension. Relaxation techniques and meditations for the five types of tension will be practiced. You will also experience Celestial Communication—a meditation to connect to your higher self. A \$10 material fee is payable to instructor at first class.

**CEREC0703Win1**                      **\$55.00**  
**1/17/18 - 1/31/18**                      **Wednesday**  
**InnerSanctuary of CNY**  
**Barbara Collette**                      **3 Sessions**  
**6:00 PM - 7:00 PM**                      Main Campus

### YOGA - SUBTLE ENERGY, ANATOMY & PHYSIOLOGY

Learn how to manage your emotions and thoughts through discussion and practice of ancient yogic techniques. You will have the opportunity to experience the transformative effects of working with your subtle energy body—the energetic pathways (chakras, nadis, and granthis) that were established by the ancient yogis that are now being shared. A \$10 material fee is payable to the instructor at first class.

**CEREC0704Win1**                      **\$95.00**  
**2/7/18 - 3/14/18**                      **Wednesday**  
**InnerSanctuary of CNY**  
**Barbara Collette**                      **6 Sessions**  
**6:00 PM - 7:00 PM**                      Main Campus

### BEGINNERS GOLF INSTRUCTION

This program is designed to teach the beginning golfer the proper stance, grip angle and weight distribution for learning and developing the standard golf swing. Stations are added weekly to introduce each student to fundamental shots required for playing the game. You will need to wear sneakers, bring a yardstick, a putter and a 7-iron to first class. Enrollment is limited so register early.

**CEREC1410Fall1**                      **\$85.00**  
**9/19/17 - 10/24/17**                      **Tuesday**  
**Harold Sifer**                              **6 Sessions**  
**7:00 PM - 8:30 PM**                      Alternative Building

## TRADES & TECHNOLOGY

### AIR CONDITIONING & REFRIGERATION 1

Gain information about this fast-growing industry. Definitions, pressure-temperature relationships, theory of refrigeration cycle, various types of compressors, evaporators, condensers, water/air cooled, accessories, principles of thermodynamics and cycle controls will be covered. Text required; please read the first three chapters prior to the first class.

**CEIND1400Fall1**                      **\$209.00**  
**9/14/17 - 10/26/17**                      **Tues/Thurs (NO CLASS 10-5 & 10-12)**  
**Scott Tanner**                              **10 Sessions**  
**6:30 PM - 9:30 PM**                      Main Campus

**CEIND1400Win1**                      **\$209.00**  
**2/20/18 - 3/29/18**                      **Tues/Thurs (NO CLASS 3-13,15)**  
**Scott Tanner**                              **10 Sessions**  
**6:30 PM - 9:30 PM**                      Main Campus

### AIR CONDITIONING & REFRIGERATION 2

This next step includes the use and interpretation of basic symbols, voltages and schematic diagrams. Review the refrigeration cycle and relevant technical electrical knowledge and terms. Troubleshooting fundamentals of various one- and three-phase motors and compressors will also be covered. Includes some hands-on experience. Text required. Prerequisite: AC&R I or equivalent.

**CEIND1402Fall1**                      **\$209.00**  
**10/31/2017 - 12/7/17**                      **Tues/Thurs (NO CLASS 11-9, 23)**  
**Scott Tanner**                              **10 Sessions**  
**6:30 PM - 9:30 PM**                      Main Campus

**CEIND1402Win1**                      **\$209.00**  
**4/3/18 - 5/17/18**                      **Tues/Thurs (NO CLASS 4-12,17, 5-10,15)**  
**Scott Tanner**                              **10 Sessions**  
**6:30 PM - 9:30 PM**                      Main Campus

### AIR CONDITIONING & REFRIGERATION 3

Here's your opportunity to gain hands-on experience by troubleshooting line equipment and trainers, including heat pumps, air conditioners, electrical systems and various motor relay and control systems. Prerequisite: AC&R I/II or equivalent.

<b>CEIND1404Fall1</b>	<b>\$209.00</b>
<b>12/19/17 - 1/25/18</b>	<b>Tues/Thurs (NO CLASS 1-11,16)</b>
<b>Scott Tanner</b>	<b>10 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus
<b>CEIND1404Win1</b>	<b>\$209.00</b>
<b>5/22/18 - 6/28/18</b>	<b>Tues/Thurs (NO CLASS 6-12,14)</b>
<b>Scott Tanner</b>	<b>10 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus

### REFRIGERATION TRANSITION & RECOVERY REVIEW & CERTIFICATION TEST

This review course and exam are EPA-approved and sponsored by ACA/FSU. The review portion covers information required for certification in Type I (Small Appliance), Type II (High-Pressure Appliance) and Type III (Low-Pressure Appliance). The principles covered in the text will be reviewed prior to the test given at the end of the second session. Pick up your text (included in the fee) at Main Campus prior to class.

<b>CEIND1420Fall1</b>	<b>\$209.00</b>
<b>1/31/18 - 2/7/18</b>	<b>Wednesday</b>
<b>Scott Tanner</b>	<b>2 Sessions</b>
<b>5:00 PM - 9:30 PM</b>	Main Campus
<b>CEIND1420Win1</b>	<b>\$209.00</b>
<b>7/11/18 - 7/18/18</b>	<b>Wednesday</b>
<b>Scott Tanner</b>	<b>2 Sessions</b>
<b>5:00 PM - 9:30 PM</b>	Main Campus

### BASIC ELECTRICITY 1

Become familiar with the theory and principles of electricity, including the concepts of voltage, current, resistance, power, energy, calculation, Ohm's Law and the relationship of these elements. You'll also cover direct current and receive an introduction to alternating current. Text and calculator required.

<b>CEELE0702Fall1</b>	<b>\$179.00</b>
<b>9/11/17 - 10/30/17</b>	<b>Mon/Wed (no class 9-18, 20 &amp; 10-16, 18)</b>
<b>Gary Bennett</b>	<b>10 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus
<b>CEELE0702Win1</b>	<b>\$179.00</b>
<b>1/10/18 - 2/28/18</b>	<b>Mon/Wed (no class 1-15, 22, 24 &amp; 2-19, 21)</b>
<b>Gary Bennett</b>	<b>10 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus

### BASIC ELECTRICITY 2

Text and calculator required. Prerequisite: Basic Electricity I.

<b>CEELE0704Fall1</b>	<b>\$179.00</b>
<b>11/1/17 - 12/13/17</b>	<b>Mon/Wed (no class 11-15, 20, 22)</b>
<b>Gary Bennett</b>	<b>10 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus
<b>CEELE0704Win1</b>	<b>\$179.00</b>
<b>3/5/18 - 4/11/18</b>	<b>Mon/Wed (no class 3-21, 26)</b>
<b>Gary Bennett</b>	<b>10 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus

### RESIDENTIAL WIRING 1

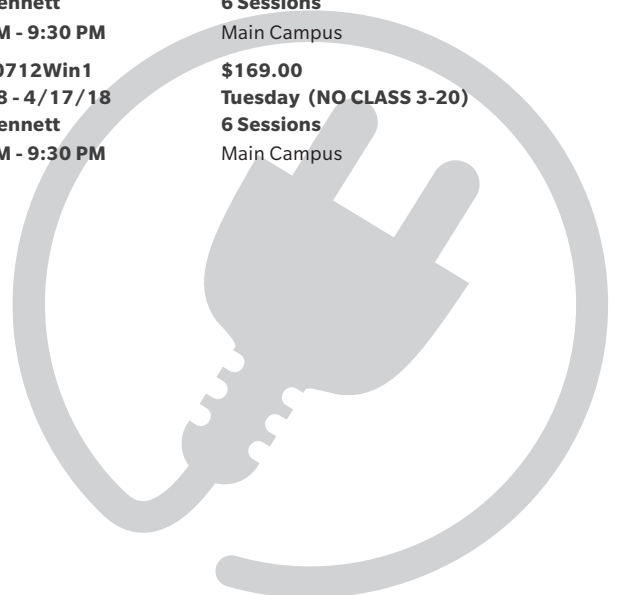
Covered in this course are the basic and practical aspects of residential wiring components, special-purpose equipment, electrical safety and the National Electrical Code (NEC). Included are electrical symbols, schematics, conductors, switches, fuses, circuit breakers, lighting and GFCIs. Special-purpose equipment includes: water pumps, water heaters, ranges, garbage disposals, ceiling fans, furnaces, air conditioners, TVs, telephones, smoke and carbon monoxide detectors, alarm systems, hot tubs and swimming pools. Text required. Prerequisite: Basic Electricity I or equivalent.

<b>CEELE0706Fall1</b>	<b>\$169.00</b>
<b>9/12/17 - 11/7/17</b>	<b>Tuesday (NO CLASS 9-1,10-17, 10-31)</b>
<b>Gary Bennett</b>	<b>6 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus
<b>CEELE0706Win1</b>	<b>\$169.00</b>
<b>1/9/18 - 2/27/18</b>	<b>Tuesday (NO CLASS 1-23 &amp; 2-20)</b>
<b>Gary Bennett</b>	<b>6 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus

### RESIDENTIAL WIRING 2

Text required. Prerequisite: Residential Wiring Level I.

<b>CEELE0712Fall1</b>	<b>\$169.00</b>
<b>11/21/17 - 1/2/18</b>	<b>Tuesday (NO CLASS 12-19)</b>
<b>Gary Bennett</b>	<b>6 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus
<b>CEELE0712Win1</b>	<b>\$169.00</b>
<b>3/6/18 - 4/17/18</b>	<b>Tuesday (NO CLASS 3-20)</b>
<b>Gary Bennett</b>	<b>6 Sessions</b>
<b>6:30 PM - 9:30 PM</b>	Main Campus



### WELDING 1

Welding I provides instruction and hands-on experience in the use of arc welding and gas (oxy/acetylene) equipment, in addition to a study of welds and metals most commonly used in the trade. Additional required supplies include: safety glasses, work boots, long pants, a heavy long-sleeved shirt or welding jacket and welding gloves.

**CEWEL2115Fall1**                   **\$319**  
**9/12/17 - 10/19/17**           **Tues/Thurs (NO CLASS 9-21, 26)**  
**Gordon McCaffer**           **10 sessions**  
**6:30 PM - 9:30 PM**           Main Campus

**CEWEL2115Win1**               **\$319**  
**2/13/18 - 3/22/18**           **Tues/Thurs (NO CLASS 2-27 & 3-1)**  
**Gordan McCaffer**           **10 Sessions**  
**6:30 PM - 9:30 PM**           Main Campus

### WELDING 2

Prerequisite: Welding I or equivalent experience.

**CEWEL2117Fall1**               **\$319.00**  
**10/31/17 - 12/14/17**       **Tues/Thurs (NO CLASS 11-21, 23, 28, 30)**  
**Gordon McCaffer**           **10 Sessions**  
**6:30 PM - 9:30 PM**           Main Campus

**CEWEL2117Win1**               **\$319.00**  
**4/5/18 - 5/15/18**           **Tues/Thurs (NO CLASS 4-26 & 5-1)**  
**Gordon McCaffer**           **10 Sessions**  
**6:30 PM - 9:30 PM**           Main Campus

### WELDING 3

For the experienced welder. Prerequisite: Welding I/II or equivalent experience.

**CEWEL2119Fall1**               **\$319.00**  
**12/19/17 - 2/6/17**           **Tues/Thurs (NO CLASS 12-26, 28 & 1-2, 25, 30)**  
**Gordon McCaffer**           **10 Sessions**  
**6:30 PM - 9:30 PM**           Main Campus

**CEWEL2119Win**               **\$319.00**  
**5/17/18 - 7/10/18**       **Tues/Thurs (NO CLASS 5-24, 29, 31)**  
**Gordon McCaffer**           **10 Sessions**  
**6:30 PM - 9:30 PM**           Main Campus

### WELDING TEST

For more information call 315-453-4600.

**CEWEL2000Fall NYS DOT**           **\$195.00**  
**CEWEL2001Fall1 AWS D1.1**       **\$295.00**  
**10/4/17**                       **Wednesday**  
**Gordon McCaffer**           **1 Session**  
**8:30 AM - 4:30 PM**           Main Campus

**CEWEL2000Win1 NYS DOT**       **\$195.00**  
**CEWEL2001Win1 AWS D1.1**       **\$295.00**  
**3/7/18**                       **Wednesday**  
**Gordon McCaffer**           **1 Session**  
**8:30 AM - 4:30 PM**           Main Campus

## PART-TIME PROGRAMS: OUR POLICIES

1. Every effort is made to conduct classes as listed in this catalog. However, circumstances sometimes make it necessary for classes to be canceled, postponed or combined, or for instructors and classrooms to be changed. We are sorry for any inconvenience this may cause you.
2. Classes must reach a minimum enrollment at least four business days prior to the start date. If it is necessary for OCM BOCES to cancel a class, you will be notified by phone or by mail. You may transfer to another class or receive a full refund or tuition voucher.
3. You are enrolled as soon as your registration and payment are received, unless you are otherwise notified. A receipt will not be mailed unless requested.
4. Fees for all classes must be paid in full at the time of registration. A \$20 fee will be charged on all returned checks.
5. If it is necessary for you to withdraw from a class, please notify us.
  - A. You will receive a refund (minus a \$10 processing fee) if notification is received at least four business days prior to the start of that class.
  - B. You will receive a tuition voucher (minus a \$10 processing fee) if notification is received less than four days prior to the start of that class and before the second class session. Your tuition voucher may be used toward any part-time OCM BOCES Continuing Education course within one year.
6. Our programs are open to all persons regardless of residency. OCM BOCES affirms the right of all citizens to participate equally in our programs regardless of race, religion, sex, age, national origin, or disability.
7. Students are expected to purchase textbooks and materials as mentioned in course descriptions. Textbooks can be purchased in the Registration Office at the OCM BOCES Main Campus. If your class is scheduled for the Henry Center, textbooks for those classes will also be made available at the Henry Center the first night of class. Occasionally, classes are canceled due to low enrollment. Please make sure your class is running prior to purchasing supplies or textbooks, as texts are not returnable.
8. All parking areas and lots are designated for student use.
9. Certificates will be awarded for successful completion of classes (based on 80% attendance).
10. Although some of our classes are taught by people who are practicing financial planners, salespersons, or actively involved in a business or profession that is related to the subject they teach, we only endorse their ability as instructors, not the value of any product or service they sell.
11. We assume students recognize the risk of physical injury or damage and that they agree to take responsibility for any personal accident that might occur in the course of any activity associated with an Adult Education program.

# FULL-TIME PROGRAMS - OUR POLICIES

## FULL-TIME PROGRAMS - STUDENT CONDUCT

Our expectations for student conduct in full-time certification programs is outlined in detail in our Student Handbook. As a student at OCM BOCES, you are expected to conduct yourself in a professional manner at all times. You will not engage in any behavior that endangers the safety and welfare of others, violates their rights or violates state statutes. To get a complete copy of the Student Handbook, please email Steve Duffy at [sduffy@ocmboces.org](mailto:sduffy@ocmboces.org) or call 607-758-5111.

## FULL-TIME PROGRAMS - FINANCIAL AID & REFUNDS

Adult students at OCM BOCES are eligible to receive many different forms of financial aid. An average financial aid package may look something like this:

<b>Average Tuition:</b>	\$7,593
<b>Average Pell Grant:</b>	\$3,956
<b>Student Loan</b>	\$4,574

### OCM BOCES REFUND POLICY

If termination of enrollment occurs during the week of orientation or prior to the first day of classes, no tuition liability will be incurred. Students who begin classes on the first scheduled day are liable for tuition charges per the following schedule:

First three (3) days of program: Full refund

Day four (4) through program's midpoint: Prorated refund

Midpoint to program's end: No refund

Refunds when due will be made without requiring the request from the student.

Refunds when due shall be made within 45 days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student or from the date the institution terminates the student or determines withdrawal by the student.

OCM BOCES will not provide refunds of \$5.00 or less.

### OUTSTANDING BALANCES

Upon termination of enrollment, any balance due to OCM BOCES (based on the school's refund policy) is payable immediately. All charges on the student's account must be paid in full prior to the completion of the training program. OCM BOCES reserves the right to withhold student transcripts and deny approval for state board examinations to any student who has an outstanding tuition balance.

Onondaga-Cortland-Madison BOCES offers specialized, short-term clock hour training programs and is a non-credit bearing institution. Therefore, the institution does not allow students to transfer between programs within the facility.

## TRANSFER POLICY FOR FULL-TIME PROGRAMS

### TRANSFER POLICY (COSMETOLOGY PROGRAM ONLY):

Students transferring from another institution must provide official transcripts of any previous education received, including documented clinical hours. A prospective student's clinical competency skills will be assessed by the cosmetology instructor to determine his or her level of proficiency. The instructor and/or program coordinator will then determine the number of OCM BOCES clock hours required to complete the New York State licensing requirements. Tuition will be prorated based on the number of hours to be completed. Transfer students will be responsible for providing all kit supplies, including a mannequin.

Please Note: Transfer students must be enrolled for a period of 100, 300 or 700 clock hours.

### TRANSFER FROM OTHER INSTITUTIONS:

Onondaga-Cortland-Madison BOCES offers specialized, short-term, clock-hour training programs and is a non-credit bearing institution. Therefore, with the exception of the Cosmetology Program, we do not allow students to transfer credits or clock hours from other institutions. (See above for Cosmetology transfer students.)

### TRANSFER WITHIN THE INSTITUTION:

Due to the specialized content in each of our vocational training programs, clock hours attended are only applicable to each individual program. No transfer between training programs is accepted. Students are free to withdraw from a program and re-apply to another at the next scheduled start date. Acceptance to the new program will be based upon fulfilling all prerequisites and available space.

## ACADEMIC CALENDAR & GRADING

Full-time certification courses generally begin in the fall and winter. Please see specific programs for detailed start/end dates. Part-time courses run throughout the academic year. Specific class times/dates are noted in this course catalog. Grading is based on hands-on evaluations, tests, quizzes and in-class assignments.

# FULL-TIME PROGRAMS - OUR POLICIES

## GRIEVANCE PROCEDURE FOR FULL-TIME PROGRAMS

If you or any Onondaga-Cortland-Madison BOCES division of Adult/Continuing Education Program applicant/participant or other interested party have a grievance involving the program or treatment by any staff member, subcontractor's staff or any other person, regulation or WIOA or other program operation, you should notify the case manager or designated staff person of the program or department of the nature of the complaint. If, however, you feel your complaint may involve fraud, abuse or any other criminal activity, you have the right to notify the United States Secretary of Labor directly. When a complaint is reported to the Secretary of Labor (those regarding fraud, abuse or other criminal activity), the grievant must additionally submit a written notification to the Director of Career, Technical and Adult Education at Onondaga-Cortland-Madison BOCES and the New York State Department of Labor in the case of a WIOA program.

For LPN Students Only: LPN may also grieve directly to the Office of The Professions.

The appropriate addresses are (for LPNs only):

Director of Adult Education  
Main Campus  
PO BOX 4754  
Syracuse NY 13221

New York State Department Office of the Professions  
89 Washington Ave  
Albany, NY 12234

For complaints not involving fraud, abuse or other criminal activity, please adhere to the following procedure.

A complaint of this nature must be filed within one year of the occurrence of the grievance.

a. A complaint is a signed statement, which contains information that, if true, indicates in sufficient detail that there has been a violation. If State or local laws, regulations or guidelines are relevant, then citations should also be included.

b. Complaints must be sent in writing to the Director of Adult Education. Upon receipt of the written complaint, the Director of Adult Education or a designated staff representative will perform an investigation. This investigation will be made following adequate advance notice to the parties involved, will include the gathering of information through interview and examination of records concerning

each allegation of the complaint, and will provide appropriate opportunity for the complainant and for OCM BOCES to present evidence concerning the allegations.

c. Within five (5) days after the receipt of the complaint, the Director of Adult Education, or a designated staff representative, will provide to the complainant a written summary of the complaint and notice of procedures to be followed in resolving the complaint.

d. Within thirty (30) days after receipt of a complaint, the Director of Adult Education or a designee responsible for investigation of the complaint shall conclude the investigation, transmit a written decision and contact the parties.

e. If you feel that the decision made is not satisfactory, you may request a review of your complaint by the District Superintendent of the Onondaga-Cortland-Madison BOCES. This request must be made within ten (10) days of receiving a decision or within ten (10) days of the date you should have received a decision. The District Superintendent or his/her designee will make a decision within thirty (30) days of receiving the request to review the complaint.

f. If you do not receive a decision from the District Superintendent within thirty (30) days of the date your original request was filed with him/her or you feel the decision made is not satisfactory, you may request a review of your complaint by the school's accrediting entity:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 or (800) 917-2081

You must exhaust all steps at the institutional level before seeking resolution from the Council.

If you need help with your grievance, the program, or department will assign someone to help you. You will always be allowed to have your own counsel or other representative assist you. Where there are allegations regarding the WIA program and there are other allegations whose resolutions are provided for under other legislation or collective bargaining agreements you may proceed simultaneously in both places. If there are any questions regarding procedures, contact:

Supervisor, Adult Student Services  
Main Campus  
PO BOX 4754

## NON-DISCRIMINATION NOTICE

The BOCES shall not discriminate on the basis of age, sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, marital status, military status, veteran status, disability, or under the Boy Scout Act in the educational programs or activities which it operates, or against any employee or applicant seeking a position of employment or admission to a BOCES program. The BOCES will be in full compliance with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990).

Appropriate procedures shall be developed to insure the implementation of these rules and regulations concerning civil rights. The Board shall appoint a Civil Rights Compliance Officer to coordinate civil rights activities applicable to the BOCES (see subheading below).

Civil Rights Compliance Officer

The Civil Rights Compliance Officer is the Director of Personnel and Labor Relations, with offices at 6820 Thompson Rd, Syracuse, NY (phone number 315-433-2629; e-mail [mpettitt@ocmboces.org](mailto:mpettitt@ocmboces.org)). The Civil Rights Compliance Officer shall be appointed by the Board and shall be responsible for providing information, including complaint procedures, and for handling complaints relative to civil rights (e.g., Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990) for any student, parent, employee or applicant. For civil rights discrimination claims based on race, color, national origin, sex, age and/or disability, a complainant can, at any time, also contact the Office of Civil Rights Phone: 646-428-3900/800-421-3481.

# HOW TO FIND US

## MAIN CAMPUS

110 Elwood Davis Road  
Liverpool, NY 13088

### **From NY State Thruway, Exit 37:**

Merge onto I-81 South (Exit 36) toward Binghamton/Syracuse. Take Exit 25 (7th North St.) toward Liverpool. Turn right onto 7th North St. Continue through first light (Buckley Road). Continue past Denny's and Burger King. Watch for OCM BOCES sign on right and turn onto Nationwide Drive.

### **From the South:**

Take I-81 North to Exit 25 (7th North St.) toward Liverpool. Turn right onto 7th North Street. Continue through first light (Buckley Road). Continue past Denny's and Burger King. Watch for OCM BOCES sign on right and turn onto Nationwide Drive.

### **From the North:**

Take I-81 South to Exit 25 (7th North St.) toward Liverpool. Turn right onto 7th North Street. Continue through first light (Buckley Road). Continue past Denny's and Burger King. Watch for OCM BOCES sign on right and turn onto Nationwide Drive.

## THOMPSON ROAD CAMPUS

6820 Thompson Road  
Syracuse, NY 13211

### **North From NYS Thruway, Exit 35:**

Bear right onto Thompson Road North. Continue through two traffic lights and take the third driveway on the left.

### **From the South:**

Take Route 81 North to Route 690 East. Follow Route 690 East to Exit 16N at Thompson Road North. Follow Thompson Road, Carrier Circle Exit, onto Thompson Road North. Continue through two traffic lights and take the third driveway on the right.

### **From the North:**

Take Route 81 South to Route 481 South. Follow Route 481 South to Exit 8 at Northern Boulevard. Turn right onto Northern Boulevard. Continue on Northern Boulevard. After bearing right, it becomes East Molloy Road. At the second light, turn right onto Thompson Road and take the third driveway on the right.

## MAIN CAMPUS

**110 Elwood Davis Road**  
**p:** (315) 453-4455  
Off Seventh North Street

## THOMPSON ROAD CAMPUS

**6820 Thompson Road North**  
**p:** (315) 433-2635  
Near Carrier Circle

## ALTERNATIVE BUILDING

**6820 Thompson Road North**  
**p:** (315) 433-2635  
Near Carrier Circle

EASY WAYS TO REGISTER:



**ONLINE AT OCMBOCES.ORG**

Click one of the orange registration buttons on the right side of the home page.

**YOU WILL NEED:**

Name, address, phone number & email address

Course code & title

Visa/MC/Discover/American Express number and exp. date



**IN PERSON**

At the Main Campus  
110 Elwood Davis Road,  
Liverpool, NY 13088

Mon-Thu 10:00 AM - 6:00 PM  
Fri 9:00 AM - 4:00 PM

**OVER THE PHONE**

315-453-4600



**BY MAIL**

Complete the registration form below, enclose a check or money order payable to OCM BOCES Continuing Education and mail to:

OCM BOCES  
Continuing Education Registration  
PO Box 4754  
Syracuse, NY 13221

MAIL-IN REGISTRATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Course # \_\_\_\_\_ Title: \_\_\_\_\_

Mail to:  
OCM BOCES Continuing Ed Registration  
PO Box 4754, Syracuse NY 13221  
Make checks payable to OCM BOCES (No Cash)

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**OCMBOCES** 

### Main Campus

110 Elwood Davis Road, Liverpool NY 13088  
(315) 453-4455 • [ocmboces.org/adulted](http://ocmboces.org/adulted)



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Council on Occupational Education