

Now at our new location!

110 Elwood Davis Road, Liverpool, NY 13088



WINTER – SPRING 2016-17 CATALOG

Now offering 15 full-time career training programs, over 150 part-time night classes and high school equivalency and literacy programs.

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

OCMBOCES





Main Campus
110 Elwood Davis Rd, Liverpool, NY 13088
ocmboces.org • (315) 453-4455



960 James Street, 1st Floor
Syracuse, NY 13203
cnyworks.com • (315) 473-8250

WORKING TOGETHER TO KEEP
CENTRAL NEW YORK WORKING

VISIT OUR WEBSITES FOR MORE INFORMATION

- Employment Listings
- Career Assessment Guides
- College Catalogs
- Job Search Information
- Internet
- Workshops
- Computers
- Resumé Preparation
- Multimedia Resources for Careers and Employment
- Representatives from the Department of Labor

OCM BOCES - MAIN CAMPUS

110 ELWOOD DAVIS ROAD, LIVERPOOL, NY • (315) 453-4455

OPEN TO THE PUBLIC
MONDAY - THURSDAY
11:00 AM - 4:00 PM

JOB SEEKER SERVICES

- Career Counseling
- Tuition Assistance
- Career Resource Center
- Computer Training
- TASC Preparation

EMPLOYER SERVICES

- New Employee Recruitment
- Customized Training
- Skilled Workforce Pool
- Job Fairs
- Labor Market Information
- Workforce Presentations



Every year, educators at OCM BOCES point to hundreds of success stories that emerge from our 15 full-time career training programs and more than 150 part-time evening classes, not to mention our literacy and High School Equivalency (HSE) programs. Here are just a few examples:

- A woman who lost her husband to brain cancer found inspiration from the nurses who cared for him and the entire family. She signed up for our LPN program at OCM BOCES, then graduated as the class valedictorian.
- Another woman dropped out of high school, lost her job and later suffered profound grief at the loss of her young daughter. She came to OCM BOCES to get her high school equivalency diploma, which set her on the right path to further her education at Onondaga Community College.
- One young man found a well-paying manufacturing job after struggling with a career choice in high school. He turned to BOCES, which offers a full-time welding program.

The list goes on. OCM BOCES can offer an educational boost to anyone in our community who wants to embark on a new career, tackle a new skill, enjoy a new hobby or improve their professional and personal lives in any number of ways. We provide high-quality programming with excellent teachers and other professional staff. We work hard to match the right occupational skills with the needs of local employers.

Take a close look at this course catalog, which outlines an incredible variety of career-training programs in areas such as cosmetology, office technology and dental assisting, among other fields. Peruse our part-time continuing education programs if you are interested in anything from culinary arts to computer training to investing in your retirement. We have dozens of convenient and affordable classes aimed at one goal: improving your life.

At OCM BOCES, we are committed to your success and the success of our community. We hope to see you soon in one of our classrooms.

Sincerely,

A handwritten signature in blue ink that reads "Jody". The signature is written in a cursive, flowing style.

Jody F. Manning, Ed.D.
District Superintendent



CONTACT INFO

Visit us online: www.ocmboces.org

Like us on Facebook: facebook.com/ocmboces.ae

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

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

Part-Time Registration: www.ocmboces.org

Full-Time Admissions: (315) 453-4400



OCM BOCES LEADERSHIP

District Superintendent: **Jody Manning**

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

Director, Adult Education: **Mari Ukleya**

Coordinator, Adult Education: **Matt Tarolli**

Coordinator, Health Occupations: **Crystal Smith**

WHAT'S INSIDE

8-14 FULL-TIME CERTIFICATION PROGRAMS

- 9-10 **HEALTH OCCUPATIONS**
- Medical Assisting
 - Licensed Practical Nurse (LPN)
 - Pharmacy Technician
 - Central Service Technician
 - Dental Assisting
- 11 **COSMETOLOGY**
- 12 **OFFICE TECHNOLOGY**
- Bookkeeping & Accounting
 - Medical Billing & Coding
 - Office Support Specialist
 - Administrative Support Specialist
- 13-14 **TRADES & TECHNOLOGY**
- Automotive Technician
 - Welder/Fitter
 - Construction Trades
 - Drafting/CAD
 - Manufacturing Technician
 - Commercial Maintenance Technician
 - HVAC/R Technician
 - Electrical Maintenance Technician
- 15-16 **ADMISSION REQUIREMENTS**
- Academic Requirements
 - Tuition Assistance

17 **MEET OUR INSTRUCTORS**

18-56 PART-TIME CONTINUING EDUCATION CLASSES

- 19-21 **ART**
- Basic Crocheting
 - Watercolors & Acrylics
 - Calligraphy
 - Borders, Borders & More Borders
 - Basket Gifting
 - Decorative Bow Making
 - Scrapbooking
 - Drawing & Painting
 - Photography
 - Wedding Albums
 - Fashion Sketching
- 21-23 **BUSINESS**
- Conflict Resolution
 - Customer Service Skills

- Effective Communication
- Fashion Business
- Accounting
- Hiring Seniors in the Workplace
- Better Business Writing

- 23-26 **COMPUTER TRAINING**
- Intro to Computers
 - Intro to Windows®
 - Access®, Excel®, PowerPoint®, Word®
 - AutoCAD
 - Build a Web Site for Free
 - iClass for Apple® Products
 - Photoshop®
 - QuickBooks®

- 27-28 **COSMETOLOGY**
- Colors & Clothing
 - Blushing Bride
 - Try This on for Size
 - Personal Makeover
 - Hair Extension Course
 - Beauticontrol
 - Barbering
 - Ethnic Hairstyling
 - Nail Specialty Theory

- 29-33 **CULINARY ARTS**
- Intro to Cooking
 - Essential Oils
 - Breakfast with Your Child
 - Southern Cuisine
 - Cajun and Creole Dishes
 - Italian Cuisine
 - German Cuisine
 - Team Chopped
 - Cooking with Kids
 - Cooking Light
 - French Cuisine
 - Appetizers
 - Oktoberfest
 - Mediterranean Cuisine
 - Greek Cuisine
 - Mexican Cooking
 - Sanitation Manager's Course
 - Thai Cuisine
 - Spanish Cuisine
 - Meatballs & Sauce
 - Cake Making & Decorating

- 34 **DRIVER EDUCATION**
- Driver Education
 - 5-Hour Pre-Licensing Course

35	<p>ENGLISH Student Guide to Academic Excellence</p>	<p>"I Ching" Public Speaking through Improv Intro to Divination Karma & Reincarnation Intro to Meditation Intro to Intuition Divine Guidance: Angels & Guides Intro to Improv Comedy Shamanic Healing Principles of Reiki Work with Animals Balancing Aspects of Health</p>
35-38	<p>FINANCIAL A-Z Guide to Financial Matters Affordable Care Act Overview Debt-Free Lifestyle Financial Management Credit Worthiness Investing Retirement Medicare Principles Retirement Women & Money Marriage & Money Parents' Guide to College Financial Aid</p>	<p>49-52 RECREATION Boating Dance Karate/Self Defense Kickboxing Scuba Diving Drone/Model Aviation Yoga T'ai Chi Hyper Martial Arts</p>
38-39	<p>HOME & GARDEN Interior Decorating Made Easy More Easy Decorating Organic Gardening Principles of Gardening and Landscaping Lawn Care Native Perennial & Habitat Gardening Woody Plants in Your Landscape</p>	<p>53 SEWING Flat Pattern Making Fashion Design & Construction Intro to Quilting</p>
40	<p>LANGUAGES American Sign Language French Italian Spanish</p>	<p>54-55 TRADES & TECHNOLOGY IPCA610 Standards Air Conditioning & Refrigeration Basic Electricity CIS Requirements Residential Wiring Welding</p>
41	<p>MEDICAL Infection Control Standards NCLEX-PN Review Sterile Processing Certification Test Phlebotomy Technician Certification</p>	
42-49	<p>PERSONAL DEVELOPMENT Spiritual & Psychic Studies Security Guard Training Clean Eating Getting Paid to Talk Healthy Living Supernatural Aromatherapy Metaphysics of Love The Melt Method Astrology Love of Self Understanding Tarot Time Management Finding Happiness</p>	

56-58 HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

59 OCM BOCES SERVICES

Workforce Training
Preschool Program

60-64 INFORMATION & REGISTRATION



ONLINE COURSES



ONLINE COURSES PUT YOU IN CONTROL OF YOUR SCHEDULE

FOR THE FIRST TIME EVER, OCM BOCES IS TEAMING UP WITH TWO ESTEEMED PARTNERS TO PROVIDE ONLINE CLASSES, GIVING YOU THE CONVENIENCE OF STUDYING WHEREVER AND WHENEVER YOU CAN. ONE COMPANY OFFERS COURSES IN LEGAL STUDIES; THE OTHER OFFERS A MULTITUDE OF ONLINE CLASSES AND CERTIFICATES. CHECK IT OUT!



U GOT CLASS!

OCM BOCES is collaborating with UGotClass to offer online courses and certificates provided by the Learning Resources Network (LERN), the largest continuing education association in the world, serving more than 1,000 colleges, universities and schools. A non-profit education organization, LERN works with education institutions all over the country to serve the needs of our communities. Here are some subject areas offered:

- | | |
|------------------------|---------------------------|
| Business | Management |
| Business Communication | New Media Marketing |
| Career Skills | Professional Development |
| Health | Social Media for Business |
| Human Resources | Training & Education |
| Leadership | Training for K12 Teachers |
| Lead Green Workplace | |

**NEED MORE INFORMATION? CALL 1-800-678-5376
OR GO TO OUR WEB SITE USING THIS QR CODE:**



THE CENTER FOR LEGAL STUDIES

OCM BOCES is collaborating with the acclaimed Center for Legal Studies to offer classes for beginning and advanced legal workers.

Courses include:

Paralegal Certificate

Advanced Paralegal Certificate

Legal Investigation

Personal Injury for Paralegals

Victim Advocacy

Software Essentials for the Law Office

Employment Law Certificate

Alternative Dispute Resolution

Legal Secretary Certificate

Advanced Legal Research & Writing Certificate

Legal Nurse Consultant



MORE ABOUT OUR LEGAL STUDIES COURSES:

PROFESSIONAL CERTIFICATE OF COMPLETION AWARDED BY OCM BOCES

CLASSES OFFERED LIVE AND ONLINE

WESTLAW ACCESS AVAILABLE

**NEED MORE INFORMATION? CALL 1-800-522-7737
OR GO TO OUR WEB SITE USING THIS QR CODE:**



FULL-TIME CAREER
CERTIFICATION
PROGRAMS

Now at our new location!

110 Elwood Davis Road, Liverpool, NY 13088



JOIN US ANY THURSDAY AT 1 PM FOR AN OPEN HOUSE WHERE
YOU WILL GET DETAILS ABOUT THE PROGRAMS, MEET THE
INSTRUCTORS AND LEARN ABOUT FINANCIAL AID OPTIONS.

OCM BOCES - Main Campus
110 Elwood Davis Road • Liverpool, NY 13088



FOR MORE INFORMATION

For more program information
contact our Admissions Office at
(315) 453-4400 or 1-800-444-4406

OCM BOCES advises students, parents and the community that it does not discriminate on the basis of race, color, national origin, sex, disability, age or under the Boy Scout Act in its programs and activities. Inquiries may be directed to the Director of Personnel, OCM BOCES, PO Box 4754, Syracuse, NY 13221, (315) 433-2600.



MISSION STATEMENT

We are committed to providing our community the highest quality education and training necessary to successfully meet the challenges and opportunities of the 21st century.



HOLD ON TO
THIS CATALOG
THROUGH THE
SPRING FOR
PROGRAM AND
CLASS DATES!

FULL-TIME
CERTIFICATION PROGRAMS
Winter/Spring 2016-17



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 will sit for the Certified Clinical Medical Assistant exam.

*Tuition subject to change

Fee: \$7,350* (includes tuition, books, supplies, and uniform)
 Median student loan: \$4,714
 Graduation Rate: 96%
 Job Placement Rate: 84%
 Program Length: 780 hours
 Start Dates: Feb 2017 & Aug 2017
 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

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: \$12,050* (includes tuition, lab supplies, and uniform)
 Median student loan: \$9,398
 Graduation Rate: 62%
 Job Placement Rate: 81%
 Program Length: 1,290 hours
 Start Dates: February 2017 (8 AM - 3 PM, M-F)
 TBD (4 to 10:30 PM, M-F)
 Additional Requirements:
 Physical, immunizations, professional CPR, licensing application and exam.
 SOC Code: 29-2061
 U.S. Dept. of Labor: www.bls.gov/SOC

PHARMACY TECHNICIAN

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: \$7,350* (includes tuition, texts, supplies, and uniform)
 Median student loan: \$4,527
 Graduation Rate: 79%
 Job Placement Rate: 89%
 Program Length: 810 hours
 Start Dates: Feb 2017 & Aug 2017
 Days/Times: M-F 8:30 AM - 3:30 PM
 Additional Requirements: Physical, drug test testing fee
 SOC Code: 29-2052
 U.S. Dept. of Labor: www.bls.gov/SOC

CENTRAL SERVICE TECHNICIAN

The Central Service Technician is responsible for the procurement of surgical supplies and sterile equipment. Central Service 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 will sit for the Certification Board for Sterile Processing and Distribution (CBSPD) certification.

Fee: \$7,150* (includes tuition, texts, all supplies, and uniform)

Median student loan: \$2,608

Graduation Rate: 64% | Job Placement Rate: 100%

Program Length: 678 hours

Start Date: Feb 2017 & Aug 2017

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

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. Coursework includes: sciences in dentistry, dental terminology, emergency care, infection control, preventive dentistry, clinical assisting and procedures, dental radiology, and 240 hours of internship experience in a dental office.

Fee: \$7,700* (includes tuition, books, supplies and uniforms)

Median student loan: \$4,714

Graduation Rate: 85%

Job Placement Rate: 78%

Program Length: 780 hours

Start Dates: Feb 2017 & Aug 2017

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



COSMETOLOGY

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: \$8,950* (includes tuition, books, supplies and kit)
 Median student loan: \$4,799.50
 Graduation Rate: 84%
 Job Placement Rate: 95%
 Program Length: 1,078 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
 Additional Requirement: Licensing Fee



DID YOU KNOW?

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.

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

- 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.

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.

OFFICE TECHNOLOGY

Fee: \$7,350* (includes tuition, books, and supplies)

Median student loan: \$2,234

Graduation Rate: 79% | Job Placement Rate: 97%

Program Length: 780 Hours

Start Dates: Feb 2017 & Aug 2017

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

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: \$7,350*
Median student loan: \$996.50
Graduation Rate: 90%
Job Placement Rate: 94%
Program Length: 800 hours
Start Dates: Feb 2017 & Aug 2017
Days/Times: M-Th 10:30 AM - 6:00 PM
SOC Code: 49-3023
U.S. Dept. of Labor: 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: \$7,800*
Median student loan: \$3,123
Graduation Rate: 76%
Job Placement Rate: 95%
Program Length: 812 hours
Start Dates: Feb 2017 & Aug 2017
Days/Times: M-F 8:00 AM - 3:00 PM
SOC Code: 51-4121
U.S. Dept. of Labor: www.bls.gov/SOC
Additional 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: \$7,350*
Median student loan: \$4,714.50
Graduation Rate: 76%
Job Placement Rate: 90%
Program Length: 780 hours
Start Dates: Feb 2017 & Aug 2017
Days/Times: M-F 8:00 AM - 4:00 PM
SOC Code: 47-2000
U.S. Dept. of Labor: 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 multitasking 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: \$7,350*
Median student loan: \$3,411.50
Graduation Rate: 70%
Job Placement Rate: 71%
Program Length: 747 hours
Start Dates: Feb 2017 & Aug 2017
Days/Times: M-F 8:00 AM - 3:00 PM
SOC Code: 17-3010
U.S. Dept. of Labor: 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 communications, principles of lean manufacturing and environmental impact studies. Technical skills include mechanical drawings, M.S.D.S., the basics of CAD, working with blueprints, technical math skills, measurements, understanding critical errors, project management and production timelines. Also covered are developing materials lists, analyzing prototype designs for marketing and production, and preparing and analyzing design and production budgets. Other workplace-essential skills include safety training, teamwork, workplace wellness, time management, sexual harassment prevention and creating and implementing an emergency plan. Production Technician Certification may be offered to students.** The program includes a four-week internship as well as several local job-shadowing opportunities.

Fee: \$7,800*
 Median student loan: \$2,764
 Graduation Rate: 83%
 Job Placement Rate: 100%
 Program Length: 758 Hours
 Start Dates: Feb 2017 & Aug 2017
 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

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: Feb 2017 & Aug 2017
 Days/Times: M-TH 4:30 PM - 9:30 PM
 Friday 4:30 PM - 8:30 PM
 Additional 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: \$7,450* (includes tuition, books, supplies and tool kit)
 Median student loan: \$4,821
 Graduation Rate: 81%
 Job Placement Rate: 96%
 Program Length: 715 hours
 Start Dates: Feb 2017 & Aug 2017
 Days/Times: M-F 8:00 AM - 3:00 PM
 SOC Code: 49-9020
 U.S. Dept. of Labor: 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: \$8,850*
 Median student loan: \$5,174
 Graduation Rate: 74%
 Job Placement Rate: 100%
 Program Length: 810 hours
 Start Dates: Feb 2017 & Aug 2017
 Days/Times: M-F 8:00 AM - 3:00 PM
 SOC Code: 47-3013
 U.S. Dept. of Labor: www.bls.gov/SOC
 Additional Fee: OSHA exam

FULL-TIME CERTIFICATION PROGRAM ADMISSION REQUIREMENTS

ACADEMIC REQUIREMENTS

**The TABE Academic Assessment is free.
Call (315) 453-4400 to schedule an appointment.**

The TEAS test for LPN students is \$50.

MINIMUM SCORES ON THE TEST OF ADULT BASIC EDUCATION FOR TRAINING PROGRAMS

PROGRAM	READING	MATH	PROGRAM	READING	MATH
Auto Technician	10.0	9.0	HVAC/R Technician	10.0	10.0
Central Service Technician	10.0	8.9	Licensed Practical Nurse**	12.0	10.0
Construction Trades	8.9	8.9	Manufacturing Technician	10.0	10.0
Cosmetology	8.9	8.9	Medical Assisting	10.9	8.9
Dental Assisting	10.9	8.9	Office Technology	10.0	8.9
Drafting/CAD	10.0	10.0	Pharmacy Technician	10.9	8.9
Electrical Maintenance Technician	10.0	10.0	Welder/Fitter	10.0	10.0
Commercial Maintenance Technician	10.0	10.0			

**Additional academic/admission requirements for LPN program.

INTERESTED? START HERE

OPEN HOUSE, WELCOME

The first step in our admissions process is to attend an Open House offered every Thursday at 1:00 PM at our Main Campus location, 110 Elwood Davis Road, Liverpool, NY. Meet the instructors, tour the building and learn about program offerings and financial aid.

TABE TEST

This is the entrance assessment for all students. You can schedule your test at the Open House, or call for an appointment at (315) 453-4400 or (315) 453-4431.

APPLY FOR FINANCIAL AID

After passing the TABE, prospective LPN students will fill out a FAFSA prior to scheduling the TEAS test. Just follow the step-by-step directions in the email message!

YOU PASSED!

Congratulations, you're on the road to a successful career!

APPLY FOR FINANCIAL AID

Just follow the step-by-step directions in the email message!

TRY AGAIN

It's ok, you can take the test a second time. We will share your score with you and tell you what portion of the exam you need to focus on.

TEAS TEST

Prospective LPN students will then schedule the TEAS test and an interview prior to acceptance. The TEAS test costs \$50.

ATTEND FINANCIAL AID APPOINTMENT

A financial aid rep will call to schedule your appointment.

ENROLLED!

RECEIVE
ACCEPTANCE
LETTER!

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:

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

\$50 monthly minimum repayment upon completion

The actual cost for your education may vary. Not all students will qualify for a Pell Grant, local grant and/or student loan. Our Financial Aid Office staff will assist you in securing the best available financial aid package to suit your needs and help you attain your education goals. They can be reached at (315) 453-4677.

Federal Title IV financial aid: (Pell Grant, Direct and PLUS Loans) is available to those qualified for approved programs.

ACCES-VR: (Adult Career and Continuing Education Service – Vocational Rehabilitation) may provide tuition assistance to individuals with a disabling condition. Contact their offices at (315) 428-4179.

Payment plans are available. Contact the Financial Aid Office at (315) 453-4677.
Need more information? Call (315) 453-4400.

Unemployed or low-income individuals: If you are unemployed or have a low income, you may qualify for assistance. Contact Admissions at (315) 453-4400.

Veterans: If you are a veteran, you should contact our Veterans' Certifying Officer at (315) 453-4431 or the Department of Veterans Affairs at 1-800-827-1000.

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 a 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.

FEDERAL TITLE IV REFUNDS

The financial aid (Pell Grant and student loans) earned by the student is equal to the percentage of the period of enrollment completed. When a student withdraws before completing more than 60% of the period of enrollment, the percentage of financial aid is prorated using the Federal Refund/Repayment Policy. The returned funds must be refunded to the following sources in this specific order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grant

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 balance with the Financial Aid Office.

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.



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 an NYS Adult Education certification. She is Microsoft user specialist certified in Access, Excel, PowerPoint, Outlook and Word.

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

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 in secondary education at SUNY Oswego. He holds 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 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.

SHEILA LAPSLEY is a NYS-licensed cosmetologist and has studied with Goldwell of New York, Nexxus, L'Oréal, Schwarzkopf and Framesi. She is a certified NYS board examiner for cosmetology. She is NYS Adult Education certified.

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 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).

CAROL CORSO holds a B.S. from 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 is an NYS-certified adult education instructor.

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. degree 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.

NICHOLE WILKERSON, CPht studied Early Childhood Education at SUNY New Paltz. She is a certified Pharmacy Technician through the Pharmacy Technician Certification Board and holds a NYS Adjusters License for Health Insurance. She comes with 10 years of retail pharmacy experience, 5 years Pharmacy Benefits Management experience and 3 years PTCB facilitator experience.

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:

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.

CAROL VIGLIOTTI, 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 YOEMANS, 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.

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.

MARK TRUEX, RN holds an A.A.S. in Nursing from Tompkins Cortland Community College.

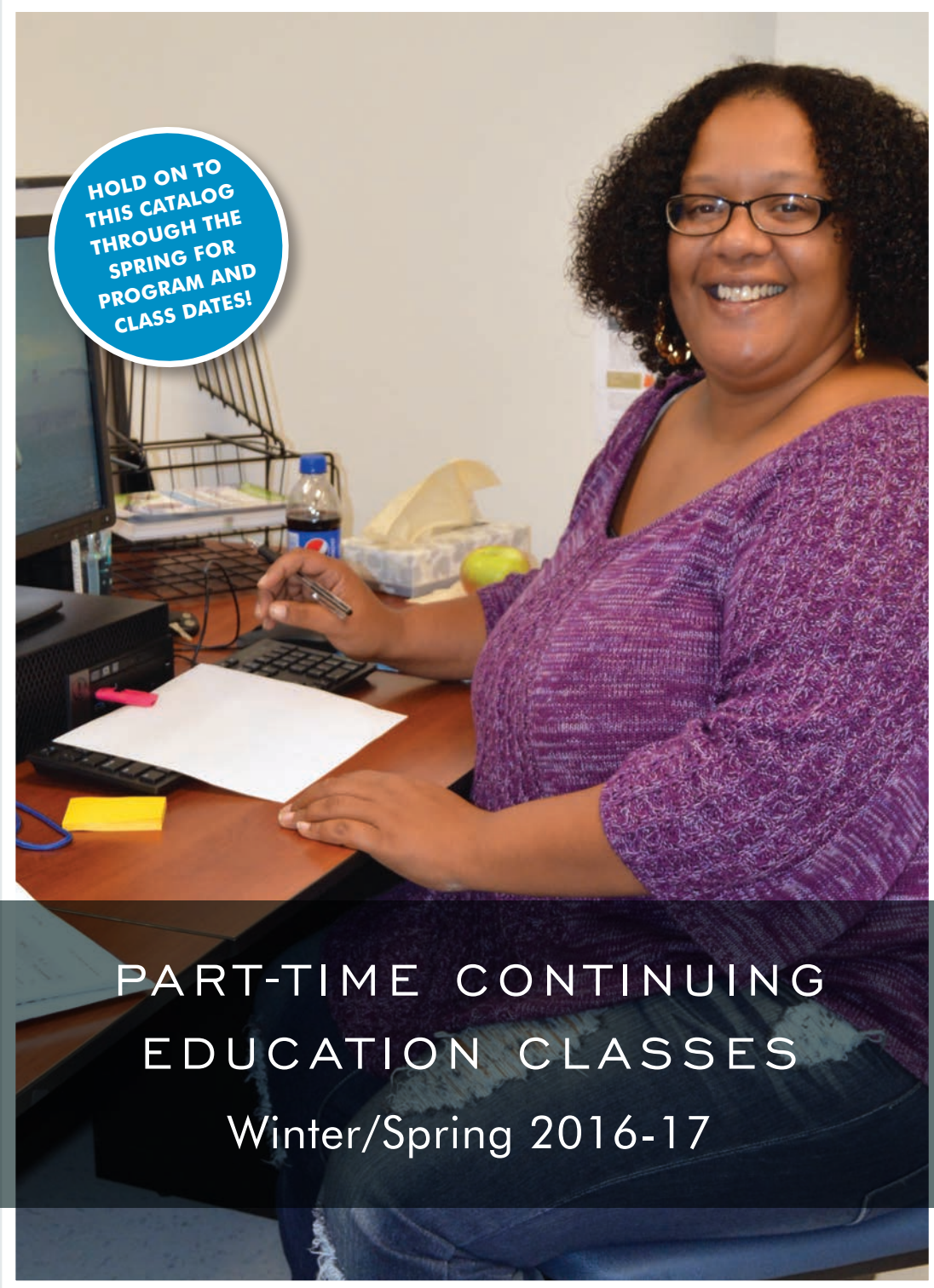
JEANINE WRIGHT, RN holds an A.A.S. in Nursing from St. Elizabeth College of Nursing in Utica.

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 in Nursing Education from LeMoyne College.



HOLD ON TO
THIS CATALOG
THROUGH THE
SPRING FOR
PROGRAM AND
CLASS DATES!

PART-TIME CONTINUING EDUCATION CLASSES

Winter/Spring 2016-17

BASIC CROCHETING

Learn the basics of "crochet everything," from why there are so many hooks and types of yarn to what to do with them. Learn a variety of basic stitches, then see how each stitch can change the look of a finished project. We will also work on creating a functional crafting bag to hold supplies. Class will meet every other week. Please bring a (US) 1/5.5mm hook and 9-10 ounces of medium 4 worsted weight yarn to the first class. Future supplies discussed in class, which meets 1/17, 1/31 and 2/14 in the winter.

CEART0700Win **\$49.00**
1/17/17-2/14/17 **Tuesday**
Cristin Murphy **3 sessions**
6:30 PM-8:30 PM
 Main Campus

BEGINNING WATERCOLORS & ACRYLICS

This class will include instruction in color mixing, application of watercolor washes and design concepts. Acrylics will also be used as a water medium. These elements will be used to complete a painting. Basic drawing skills required. Please call 453-4600 to obtain supply list.

CEART0300Spri **\$79.00**
3/29/17 - 5/3/2017 **Wednesday**
Helga Gilbert **6 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CALLIGRAPHY

Learn the beautiful Italic alphabet along with an introduction to other lettering styles. You will become acquainted with the tools of calligraphy and how to apply your skills to create your own lettering projects. Please bring a pen holder, C-2 and C-3 nibs, black ink and unlined non-parchment paper. Other materials provided.

CEART0640Spri **\$59.00**
3/30/17 - 4/20/2017 **Thursday**
Richard Zalewski **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

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.

CEART0602Spri **\$39.00**
4/26/2017 **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. Join us and discover how easy, fun and creative basket gifting can be. Please call 453-4600 to obtain supply list. Supply fee of \$5 will be collected during the first class for additional items required.

CEART0610Wina **\$39.00**
1/23/17-1/30/17 **Monday**
Eleanor Daniels **2 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CEART0610Spri **\$39.00**
4/3/2017 - 4/10/2017 **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.

CEART0611Wina **\$39.00**
2/6/17-2/13/17 **Monday**
Eleanor Daniels **2 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CEART0611Spri **\$39.00**
5/1/17-5/8/17 **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.

CEART0600Win **\$59.00**
1/18/17-2/1/17 **Wednesday**
Linda Clark **3 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CEART0600Spri **\$59.00**
3/29/17 - 4/12/17 **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.

CEART0601Wina **\$59.00**
2/15/17-3/1/17 **Wednesday**
Linda Clark **3 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CEART0601Spri **\$59.00**
5/24/2017 - 6/7/2017 **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.

CEART0655Wina **\$59.00**
1/12/17-2/2/17 **Thursday**
Eve Tronccone **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CEART0655Spri **\$59.00**
4/6/17 - 4/27/17 **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.

CEART0658Wina **\$59.00**
2/9/17-3/2/17 **Thursday**
Eve Tronccone **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CEART0658Spri **\$59.00**
5/4/17 - 5/25/17 **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 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.

CEART0301Spri **\$79.00**
3/30/17 -5/4/17 **Thursday**
Helga Gilbert **6 Sessions**
6:30 PM- 9:00 PM
 Main Campus

PAINTING WITH ACRYLICS

Learn to blend, shade and highlight with acrylic paints! You'll learn the basic strokes and advance to more complex strokes. You'll learn about blending and mixing colors and choosing subjects for your work. Come to learn. Come to paint. Come to relax. Please call 453-4600 to obtain supply list.

CEART06Wina **\$59.00**
3/9/17-3/30/17 **Thursday**
Eve Tronccone **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

OPEN ART STUDIO

In this very 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. Paint among your peers in a creative environment. Please bring canvas or paper of choice; easels will be provided. Classes are held at 6456 Collamer Road, East Syracuse.

CEART0663Spri **\$59.00**
5/22/17 - 6/19/17 **Monday**
Eve Tronccone **4 Sessions**
6:30 PM- 9:00 PM
 Eve's Carriage Barn



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.

CEPER0619Wina **\$89.00**
1/23/17-3/6/17 **Monday**
Al Miles **6 Sessions**

6:00 PM- 8:00 PM
 Main Campus

CEPER0619Spri **\$89.00**
3/20/17 - 4/24/17 **Monday**
Al Miles **6 Sessions**

6:00 PM- 8:00 PM
 Main Campus

CEPER0620Spri **\$89.00**
5/8/17 - 6/19/17 **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.

CEART0603Spri **\$29.00**
5/3/17 - 5/10/17 **Wednesday**
Linda Clark **2 Sessions**

6:30 PM- 9:30 PM
 Main Campus

FASHION SKETCHING

Have a flair for art? In love with Art? Why not join the two in this introductory course on fashion sketching. Participants will practice the **basics of fashion figure drawing**. Emphasis will be placed on making quick sketches that depict the body while maintaining proportion, tone and depth. This class is intended for beginners. Please bring a tracing pad (not a sketch book) and a supply of sharpened pencils to class.

CEART0674Wina **\$39.00**
1/19/17 - 1/26/17 **Thursday**
Barbara Peterson **2 Sessions**

6:30 PM- 9:00 PM
 Main Campus

CEART0674Spri **\$39.00**
5/31/17 - 6/7/17 **Thursday**
Barbara Peterson **2 Sessions**

6:30 PM- 9:00 PM
 Main Campus

SERVSAFE SANITATION MANAGERS CERTIFICATION COURSE

Upon satisfactory completion of this 8-hour course, students will identify physical, chemical and biological contaminants; describe how to set up a safe work environment, including receiving, storage and safe food handling; recognize health code violations; and outline a training program for employers on safe food handling. **Upon completion of the class** and a passing grade on the exam, student will receive the "International Food Safety Council" certification. Text required.

CESBM1961Wina **\$109.00**
1/31/17-2/28/17 **Tuesday**
Anthony Louise **5 Sessions**

6:00 PM- 8:00 PM
 Main Campus

CESBM1961Spri **\$109.00**
3/28/17 - 4/25/17 **Tuesday**
Anthony Louise **5 Sessions**

6:00 PM- 8:00 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.

CCEBUS0438Wina **\$39.00**
1/24/17-1/31/17 **Tuesday**
Mary Elizabeth Alberts **2 Sessions**

6:30 PM- 9:00 PM
 Main Campus

EBUS0438Spri **\$39.00**
5/16/17 - 5/23/17 **Tuesday**
Mary Elizabeth Alberts **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 conflict exists, however, is not necessarily a bad thing. As long as it is resolved effectively, it can lead to personal and professional growth. In many cases, effective conflict resolution can make the difference between positive and negative outcomes. Successful conflict resolution can lead to deeper problem resolution and may have additional unexpected benefits. If a 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.

CESBM1903Wina **\$59.00**
2/8/17-2/22/17 **Wednesday**
Leonard Colella **3 Sessions**
6:30 PM- 9:00 PM
 Main Campus

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 and coping and dealing with hostility or manipulative people, along with ways to prevent conflict through constant and effective communication. One of the keys to effective communication is being aware of your own communication styles as well as the environment in which you are working. Use these skills at home or on the job – everyone can benefit by using effective communication skills.

CEBUS0415Spri **\$49.00**
3/22/17 - 3/29/17 **Wednesday**
Leonard Colella **2 Sessions**
6:30 PM- 9:00 PM
 Main Campus

THE ABCs OF ACCOUNTING

Accounting is the systematic and quantitative recording of activities. As a small-business owner, even if you're moving toward electronic recording of transactions, you will need to understand how to keep records. 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. Discuss a variety of business entities such as sole proprietorship, partnership, corporation and limited liability company. Learn about T-accounts to analyze business transactions as well as the correct terminology for use with accountants. Text required.

CESBM0423Wina **\$129.00**
1/19/17-3/23/17 **Thursday**
Fred Intondi **10 Sessions**
6:00 PM - 8:00 PM
 Main Campus

CESBM0423Spri **\$129.00**
4/6/17 - 6/8/17 **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 instructor for \$15 in class.

CESBM0450Wina **\$99.00**
1/23/17 - 2-15-17 **Mon & Wed**
Dr. Shanelle Reid **8 Sessions**
5:30 PM- 8:00 PM
 Main Campus

CESBM0450Spri **\$99.00**
6/19/17 - 7/17/17 **Mon & Wed**
Dr. Shanelle Reid **8 Sessions**
5:30 PM- 8:00 PM
 Main Campus

FASHION BUSINESS

Students will learn where and how to register a business for a sole proprietorship or a partnership. They will also learn what an EIN is and why it is important. Other items covered will be: business banking, how to locate suppliers, good sources for business cards, flyers, social media for your business (and why it's important) and how to make networking work for you! Bring your ideas and a pad and pencil, and let's get started!

CESBM1700Spri **\$49.00**
5/24/17- 5/31/17 **Thursday**
Barbara Peterson **2 Sessions**
6:30 PM- 8:30 PM
 Main Campus

HIRING SENIORS IN THE WORKPLACE

The realization that mature workers bring a wealth of knowledge, expertise and professionalism to the workplace is leading employers to rethink traditional retirement. Many employers are focusing on recruitment and retention of mature workers. However, the mature worker not only is confronted with discrimination from employers but also resentment from co-workers. We will discuss how to be aware of your biases, what motivates these workers, what mature workers are bringing to the workplace, how mature workers are really cost-effective and how to integrate mature workers with other workers.

CEBUS1904Spri **\$59.00**
4/12/17 - 4/19/17 **Wednesday**
Leonard Colella **2 Sessions**
6:30 PM- 9:00 PM
 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.

CEBUS0436Wina **\$59.00**
2/21/17-3/14/17 **Tuesday**
Mary Elizabeth Alberts **4 Sessions**
6:30 PM - 9:00 PM

Main Campus

CEBUS0436Spri **\$59.00**
4/4/17- 4/25/17 **Tuesday**
Mary Elizabeth Alberts **4 Sessions**
6:30 PM - 9:00 PM

Main Campus



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.

CECOM5000Wina **\$129.00**
1/9/17-2/6/17 **Monday**
Jean Duva **4 Sessions**
12:00 PM- 2:30 PM

Main Campus

CECOM5000Spri **\$129.00**
3/20/17- 4/10/17 **Monday**
Jean Duva **4 Sessions**
12:00 PM- 2:30 PM

Main Campus

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 developing 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.

CECOM5430Wina **\$129.00**
2/13/17-3/13/17 **Monday**
Jean Duva **4 Sessions**
12:00 PM- 2:30 PM

Main Campus

CECOM5430Spri **\$129.00**
4/17/17- 5/8/17 **Monday**
Jean Duva **4 Sessions**
12:00 PM- 2:30 PM

Main Campus

ACCESS® 2010 1

This powerful and easy-to-use relational database management system (RDBMS) is an excellent way to collect, store and retrieve data for home and business use. 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 classroom exercises. Basic database concepts will be discussed. Students must bring a flash drive to move database files. Basic computer knowledge required. Text required.

CECOM5531Wina **\$139.00**
1/24/17-2/14/17 **Tuesday**
Carl Allen **4 sessions**
6:30 PM- 9:00 PM

Main Campus

CECOM5531Spri **\$139.00**
3/21/17 - 4/11/17 **Tuesday**
Carl Allen **4 sessions**
6:30 PM- 9:00 PM

Main Campus

ACCESS 2010 2

Continue to work with this effective and powerful relational database management system. Learn how to create relationships between tables, normalize a database, add field properties to tables, and establish queries along with filtering techniques. Learn to create forms with the wizard or from scratch. Develop reports from queries using multiple tables, and learn how to create calculated fields and use macros to automate various tasks involved in the running of a database. Students must bring a flash drive to class to move database files. Basic computer knowledge and Access Level I required. Text required.

CECOM5533Spri **\$139.00**
4/18/17 - 5/9/17 **Tuesday**
Carl Allen **4 Sessions**
6:30 PM- 9:00 PM

Main Campus

INTRO TO AUTOCAD 2016 1

AutoCAD is rated tops in the industry. 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.

CECOM5604Wina **\$249.00**
1/21/17-2/25/17 **Saturday**
David Trembley **6 Sessions**
8:00 AM-12:00 PM
 Main Campus

CECOM5604Spri **\$249.00**
3/18/17- 4/29/17 **Saturday**
David Trembley **6 Sessions**
8:00 AM-12:00 PM
 Main Campus

AUTOCAD 2016 2

Building on the skills gained in the basic AutoCAD class, or skills obtained elsewhere, students will receive training in navigating around 2-D and 3-D work space, advanced hot keys and icon buttons, building and inserting blocks, title blocks, layers and plot styles, paper source, isometric drawings, intro to 3-D modeling, rendering, and lights. Prerequisite: basic AutoCAD or equivalent experience. Text required.

CECOM5605Spri **\$249.00**
5/6/17 - 6/17/17 **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 1/2D profiles in your drawings You will be 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.

CECOM5604Wina **\$299.00**
1/17/17 - 2/16/17 **Tues/Thurs**
David Trembley **10 Sessions**
6:30 PM- 9:30 PM
 Main Campus

CECOM5604Spri **\$299.00**
4/4/17 - 5/4/17 **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 organizations spread their message around the globe. 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 further develop the website in the future. Basic computer knowledge required. A 3-inch binder is required for the first class.

CECOM0100Wina **\$59.00**
1/25/17-2/15/17 **Wednesday**
Bonnie Strunk **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

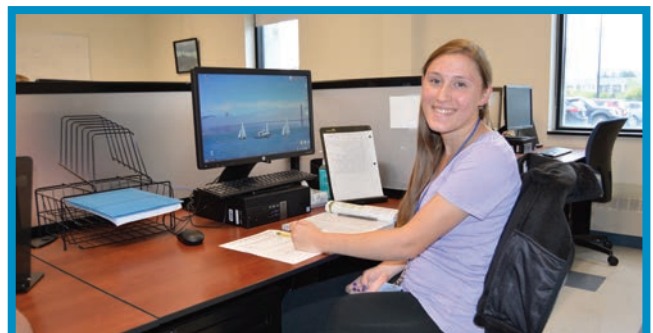
CECOM0100Spri **\$59.00**
3/29/17 - 4/19/17 **Wednesday**
Bonnie Strunk **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

EXCEL® 2010 1

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

CECOM5521Wina **\$139.00**
1/18/17-2/8/17 **Wednesday**
Patrick Violando **4 Sessions**
6:30 PM-9:00 PM
 Main Campus

CECOM5521Spri **\$139.00**
3/22/17 - 4/12/17 **Wednesday**
Patrick Violando **4 Sessions**
6:30 PM-9:00 PM
 Main Campus



EXCEL 2010 2

Build upon the basic concepts of Level 1 and learn to create, move, size and embed column, bar and line charts. Create templates, lock and unlock cells, protect worksheets and workbooks, copy and move worksheets, use linked formulas between worksheets and create hyperlinks within the workbook. Also, learn to sort worksheet rows, freeze headings, split a worksheet window, and locate, insert and manipulate clipart and SmartArt. Prerequisite: Excel Level I or equivalent experience. Text required.

CECOM5526Wina **\$139.00**
2/15/17-3/8/17 **Wednesday**
Patrick Violando **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CECOM5526Spri **\$139.00**
4/19/17 - 5/10/17 **Wednesday**
Patrick Violando **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

EXCEL 2010 3

Continue to learn the basic functions of macros, pivot tables, and PMT and FV functions to deal with "what if" analyses. You will create a 3D cell reference and use the VLOOKUP function. You will create, edit, and delete comments, create and format Excel tables, add calculation formulas, and sort and filter the Excel table. Prerequisite: Excel Level II or equivalent experience. Text required.

CECOM5529Spri **\$139.00**
5/17/17 - 6/7/17 **Wednesday**
Patrick Violando **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

ICLASS FOR IPAD® & IPAD MINI®

Get the most you can from your new iPad. Learn proper "care and feeding," work with iTunes® and understand the relationship to your main computer. We will also discuss connectivity to personal and public networks, practice installing and removing apps, and work with settings to create the environment most pleasing to you.

CECOM9001Wina **\$39.00**
2/21/17 **Tuesday**
Matthew Roe **1 Session**
6:00 PM- 9:00 PM
 Main Campus

1 iPad, iPad mini and iTunes are trademarks of Apple Inc., registered in the U.S. and other countries.

ICLASS FOR IPHONE® & IPOD TOUCH®

Here's your chance to learn and play with your new iPhone or iPod touch2. Topics will include: "care and feeding," address book, managing calls and settings, messaging, editing and storing, and, of course, the apps. Learn how to find apps, categorize, download, and organize. Some tips on the hottest and newest apps will be available, too.

CECOM9000Wina **\$39.00**
1/24/17 **Tuesday**
Matthew Roe **1 Session**
6:00 PM- 9:00 PM

Main Campus

2 iPhone and iPod touch are trademarks of Apple Inc., registered in the U.S. and other countries.

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.

CECOM5755Wina **\$139.00**
1/18/17-2/22/17 **Wednesday**
Al Miles **6 Sessions**
6:00 PM- 8:00 PM

Main Campus

CECOM5755Spri **\$139.00**
3/22/17 - 4/26/17 **Wednesday**
Al Miles **6 Sessions**
6:00 PM- 8:00 PM

Main Campus

CECOM5756Spri **\$139.00**
5/10/17 - 6/14/17 **Wednesday**
Al Miles **6 Sessions**
6:00 PM- 8:00 PM

Main Campus

INTRO TO QUICKBOOKS® 2011

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 prerequisite. Text required.

CECOM0900Wina **\$169.00**
1/23/17-3/6/17 **Monday**
Fred Intondi **6 Sessions**
6:00 PM- 8:30 PM

Main Campus

CECOM0900Spri **\$169.00**
4/24/17 - 6/5/17 **Monday**
Fred Intondi **6 Sessions**
6:00 PM- 8:30 PM

Main Campus

QUICKBOOKS 2011 ADVANCED

This course expands prior QuickBooks knowledge and adds inventory management, payroll functions, balance sheets and customization. Hands-on exercises will help you expand the skills introduced in Level 1. Basic computer skills and QuickBooks Level 1 required. Text required.

CECOM0903Wina **\$149.00**
3/13/17-4/3/17 **Monday**
Fred Intondi **4 Sessions**
6:00 PM-8:30 PM
 Main Campus

CECOM0903Spri **\$149.00**
6/12/17 - 7/10/17 **Monday**
Fred Intondi **4 Sessions**
6:00 PM-8:30 PM
 Main Campus

WORD® 2010 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.

CECOM5562Wina **\$139.00**
1/23/17-2/13/17 **Monday**
Mary Elizabeth Alberts **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CECOM5562Spri **\$139.00**
4/3/17 - 4/24/17 **Monday**
Mary Elizabeth Alberts **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

WORD 2010 2

This continuation of Word 2010 will cover the more advanced features of the MS Word package. Topics include: headers and footers, columns, files, mail merges, graphics and working with templates. Prerequisite: Word Level I. Text required.

CECOM5595Wina **\$139.00**
2/27/17-3/20/17 **Monday**
Mary Elizabeth Alberts **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CECOM5595Spri **\$139.00**
5/1/17-5/22/2017 **Monday**
Mary Elizabeth Alberts **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus



W.O.W WORK-OUT WEDNESDAY

Work-Out Wednesday classes are designed for those either in or entering the business world, needing to learn the basics and needing them now! The swift pace allows a large amount of material to be covered in these one-day sessions. If you need to know it now, this is the way to get it! (Class will break for a one-hour on-your-own lunch.) Texts required.

CLASS INFO

JEAN DUVA,
INSTRUCTOR

MAIN CAMPUS
\$ 139/SESSION

1 SESSION, WEDNESDAY

9:00AM - 4:00PM

W.O.W WORD 2010
 CECOM8000Spri 3/22/17
 CECOM8000Wina 1/11/17

W.O.W WORD 2010 LEVEL 2
 CECOM8008Spri 3/29/17

W.O.W EXCEL 2010
 CECOM8004Spri 4/19/16
 CECOM8004Wina 1/18/17

W.O.W EXCEL 2010 LEVEL 2
 CECOM8007Spri 4/26/17

W.O.W ACCESS 2010
 CECOM8001Spri 4/5/17
 CECOM8001Wina 1/25/17

W.O.W ACCESS LEVEL 2
 CECOM8006Spri 4/12/17

W.O.W POWERPOINT 2010
 CECOM8005Spri 5/3/17
 CECOM8005Wina 2/1/17

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 make 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.

CECOS0422Wina	\$39.00
1/24/17	Tuesday
Dianne Stancampiano	1 Session
6:30 PM - 9:30 PM	
Main Campus	
CECOS0422Spri	\$39.00
4/11/17	Tuesday
Dianne Stancampiano	1 Session
6:30 PM - 9:30 PM	
Main Campus	

THE BLUSHING BRIDE

Looking beautiful on the big day is a piece of cake! This is the perfect workshop for the bride, mother of the bride, mother of the groom, attendants or anyone who desires to look her best on the big day. You will learn techniques for creating flawless skin and preventing makeup meltdown. Tips also include kiss-proof lips and tear-proof eyes, picture-perfect makeup, and de-stressing and conditioning skin. Tips on choosing the right dress and accessories based on your makeup and fashion personality will also be discussed. You'll get perfect wedding pictures if you plan ahead! If you are getting married within the next week or within the next year – don't let a fashion emergency spoil your big event.

CECOS0451Wina	\$29.00
3/7/17	Tuesday
Dianne Stancampiano	1 Session
6:30 PM - 9:30 PM	
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 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 and factor in your physical characteristics, coloring and fashion personality.

CECOS0450Wina	\$49.00
2/7/16	Tuesday
Dianne Stancampiano	1 Session
6:30 PM - 9:00 PM	
Main Campus	
CECOS0450Spri	\$49.00
4/25/17	Tuesday
Dianne Stancampiano	1 Session
6:30 PM - 9:00 PM	
Main Campus	

NAIL TECHNICIAN

This program is designed for nail technician trainees participating in a state approved apprenticeship. These students will gain the knowledge they need to complete their New York State requirements for the certification process for professional licensure. This Nail Specialty Theory class covers 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. 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.

CECOS0600Wina	\$549.00
1/18/17 - 3/22-17	Wednesday
Kristina VanBuren	10 Sessions
6:00 PM - 9:00 PM	
Main Campus	
CECOS0600Spri	\$549.00
4/5/17 - 6/7/17	Wednesday
Kristina VanBuren	10 Sessions
6:00 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 your inner beauty. Simply answer a few quick questions and voilà! Every student will receive makeup tips for Work, Weekend, WOW -WW plus a professional brush set which includes must-have professional-quality makeup application tools. Products by BeautiControl.

CECOS0454Wina	\$39.00
2/21/17	Tuesday
Dianne Stancampiano	1 Session
6:30 PM - 9:00 PM	
Main Campus	
CECOS0454Spri	\$39.00
6/6/17	Tuesday
Dianne Stancampiano	1 Session
6:30 PM - 9:00 PM	
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 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.

CECOS0420Wina	\$29.00
3/21/17	Tuesday
Dianne Stancampiano	1 Session
6:30 PM - 9:30 PM	
Main Campus	
CECOS0420Spri	\$29.00
3/28/17	Tuesday
Dianne Stancampiano	1 Session
6:30 PM - 9:30 PM	
Main Campus	



HAIR IT IS: A HAIR EXTENSION COURSE

Hair extensions are a great way to change your look, color or improve problem areas. In this course, you will learn the fundamentals of taping, bonding, micro beading and sewing in hair extensions. This class is for the licensed cosmetologist or student looking to expand their knowledge of hair extensions. Upon completion, you will be prepared with the knowledge and tools to service any client who walks in the door. (Must be a licensed cosmetologist or current cosmetology student and proof of licensing/attendance required.) Most supplies provided. Please bring your own shears, combs, clips, dryer, styler/flat iron. Class taught by Cynthia Thomas of K and Company salon.



CECOS0501Wina **\$239.00**
1/23/17-2/13/17 **Monday**
Cynthia Thomas **4 Sessions**
6:00 PM - 8:00 PM
 Main Campus

CECOS0501Spri **\$239.00**
4/3/17 - 4/24/17 **Monday**
Cynthia Thomas **4 Sessions**
6:00 PM - 8:00 PM
 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. 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. Experience many of the same services you would get at an expensive day spa. Perhaps most importantly, you'll learn how to re-create the spa experience at home. Leave feeling relaxed, rejuvenated and renewed. Attendees will also receive a mini spa kit to take home. All products used in class will be from the BeautiControl line.

CECOS0453Wina **\$49.00**
3/14/17 **Tuesday**
Dianne Stancampiano **1 Session**
6:30 PM - 9:00 PM
 Main Campus

CECOS0453Spri **\$49.00**
5/16/17 **Tuesday**
Dianne Stancampiano **1 Session**
6:30 PM - 9:00 PM
 Main Campus

FUNDAMENTALS OF BARBERING

Looking for the basic Barbering course? This course is for LICENSED COSMETOLOGISTS ONLY looking to get training on barbering techniques not always covered during Cosmetology training. Professional Barber Anthony Nappa will be offering an entry level four-week course that will cover basic blending, edging, and use of tools. Anthony Nappa is the owner and lead barber at Saving Face Barbershop. This course is a mix of demonstrations and hands-on practice with a mannequin that will be included with the course tuition. Students will be responsible for bringing basic tools such as edgers and adjustable clippers (preferably Andis) flat top and taper comb. This class will be held at "Saving Face Barbershop" located at 4300 W. Genesee St., Syracuse NY 13219.

CECOS0500Wina **\$239.00**
1/23/17-2/13/17 **Monday**
Anthony Nappa **4 Sessions**
6:00 PM - 8:00 PM
 Saving Face Barbershop

CECOS0500Spri **\$239.00**
4/3/17 - 4/24/17 **Monday**
Anthony Nappa **4 Sessions**
6:00 PM - 8:00 PM
 Saving Face Barbershop

ADVANCED FUNDAMENTALS OF BARBERING

This course is for LICENSED COSMETOLOGISTS ONLY looking to get more training on barbering techniques not always covered during Cosmetology training. Learn skin fades, tapers, designs and beard edging from Anthony Nappa, owner and lead barber at Saving Face Barbershop. This course is a mix of demonstrations and hands-on practice with a mannequin that will be included with the course tuition. Students will be responsible for bringing basic tools such as edgers and adjustable clippers (preferably Andis) flat top and taper comb. This class will be held at "Saving Face Barbershop" located at 4300 W. Genesee St., Syracuse NY 13219.

CECOS0503Wina **\$239.00**
2/27/17-3/20/17 **Monday**
Anthony Nappa **4 Sessions**
6:00 PM - 8:00 PM
 Saving Face Barbershop

CECOS0503Spri **\$239.00**
5/1/17 - 5/22/17 **Monday**
Anthony Nappa **4 Sessions**
6:00 PM - 8:00 PM
 Saving Face Barbershop

BACK TO BASICS: FUNDAMENTALS OF ETHNIC HAIRSTYLING



This class is for the licensed cosmetologist or current cosmetology student looking to learn or brush up on ethnic hair care and styling. You will learn the fundamentals of healthy hair, product usage, chemical straightening, and styling. Upon completion, you will be prepared with the knowledge and tools to service any client who walks through your doors. (Proof of licensing or enrollment is required and needs to be presented at first class.) Most supplies included. If you have "Milady Standard Cosmetology Textbook 2012," please bring it to class. Students will also be responsible for providing their own shears combs, clips, dryer and curling/flat iron. Class taught by Cynthia Thomas of K and Company salon.

CECOS0502Wina **\$239.00**
3/6/17-3/27/17 **Monday**
Cynthia Thomas **4 Sessions**
6:00 PM - 8:00 PM
 Main Campus

CECOS0502Spri **\$239.00**
5/1/2017 - 5/22/17 **Monday**
Cynthia Thomas **4 Sessions**
6:00 PM - 8:00 PM
 Main Campus

NAIL SPECIALTY THEORY CLASS



This program is designed for nail technician trainees participating in a state approved apprenticeship. These students will gain the knowledge they need to complete their New York State requirements for the certification process for professional licensure. This Nail Specialty Theory class covers 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.

CECOS0600Wina **\$599.00**
1/18/17 - 3/22/17 **Wednesday**
Kristina VanBuren **10 Sessions**
6:00 PM - 9:00 PM
 Main Campus

CECOS0600Spri **\$599.00**
4/5/17 - 6/7/17 **Wednesday**
Kristina VanBuren **10 Sessions**
6:00 PM - 9:00 PM
 Main Campus

SERVSAFE SANITATION MANAGERS CERTIFICATION COURSE

Upon satisfactory completion of this 8-hour course, students will: Identify physical, chemical and biological contaminants; describe how to set up a safe work environment including receiving, storage and safe food handling; recognize health code violations; and outline a training program for employers on safe food handling. Upon qualifying completion of class and passing grade on exam, student will receive the "International Food Safety Council" certification. Text required.

CESBM1961Wina **\$109.00**
1/31/17-2/28/17 **Tuesday**
Anthony Louise **5 Sessions**
6:00 PM - 8:00 PM
 Main Campus

CESBM1961Spri **\$109.00**
3/28/17 - 4/25/17 **Tuesday**
Anthony Louise **5 Sessions**
6:00 PM - 8:00 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 be preparing lemon-blueberry mini muffins, accompanied by a warm spiced apple cider. You won't want to miss this!

CEEAT0520Win **\$59.00**
1/18/17 - 1/25/17 **Wednesday**
Joanne Bisesi **2 Sessions**
6:00 PM - 8:00 PM
 Irvin E Henry Education Campus

CEEAT0520Spri **\$59.00**
3/8/17 - 3/15/17 **Wednesday**
Joanne Bisesi **2 Sessions**
6:00 PM - 8:00 PM
 Irvin E Henry Education Campus

HOW TO BOIL WATER

Can't find your way around the kitchen to save your life? Then this is the place to start. Learn weights and measure equivalents, proper measuring techniques, common cutting and chopping techniques, kitchen tools and gadgets, food safety, and menu planning. Try your hand at a few basic meals such as pork tenderloin, chicken cordon bleu, and roast beef. Add the appropriate side dishes and a dessert to create a wonderful meal for you and your guests. Don't let the kitchen scare you – learn the easy way to boil water!

CEEAT0968Spri **\$69.00**
3/30/17 - 4/13/17 **Thursday**
Sheila Lapsley **3 Sessions**
6:00 PM - 9:00 PM
 Irvin E. Henry Education Campus

BREAKFAST COOKING WITH YOUR CHILD

Make an artistic and yummy breakfast. In our class we 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 family 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.

CEEAT0510Wina **\$59.00**
2/25/17 **Saturday**
Eve Troncone **1 Session**
9:00 AM- 11:30 AM
 Eve's Carriage Barn

CEEAT0510Spri **\$59.00**
4/22/2017 **Saturday**
Eve Troncone **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 for dessert, 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.

CEEAT0431Wina **\$59.00**
3/16/17 **Thursday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM
 Irvin E. Henry Education Campus

CEEAT0431Spri **\$59.00**
5/11/17 **Thursday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM
 Irvin E. Henry Education 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.

CEEAT0432Wina **\$59.00**
3/1/17 **Wednesday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM
 Irvin E. Henry Education Campus

CEEAT0432Spri **\$59.00**
5/17/17 **Wednesday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM
 Irvin E. Henry Education Campus

AN ITALIAN FEAST WITH WINE PAIRINGS

In this class we will prepare and taste a seven-course meal with a shrimp scampi appetizer, Italian wedding soup, field greens with sausage and potato, penne amatriciana, chicken bianco, steak Milanese and molten chocolate cake with espresso whipped cream. The meal will be paired with several different wines. (Please do not bring any outside beverages.) You don't want to miss it! **Must be 21 or older to attend this class.**

CEEAT0914Wina **\$79.00**
2/1/17 **Wednesday**
Michael Fitzgerald **1 Session**
6:00 PM- 10:00 PM
 Irvin E. Henry Education Campus

CEEAT0914Spri **\$79.00**
3/30/17 **Thursday**
Michael Fitzgerald **1 Session**
6:00 PM- 10:00 PM
 Irvin E. Henry Education Campus

CEEAT0918Spri **\$79.00**
5/24/17 **Wednesday**
Michael Fitzgerald **1 Session**
6:00 PM- 10:00 PM
 Irvin E. Henry Education Campus

TEAM CHOPPED

In this class, we will turn the classroom into a cooking competition! The class will be broken up into three groups. Each group will receive a mystery basket of "ingredients" and the recipe categories they need to complete with said basket. Through group teamwork and suggestions by the instructor, each team will come up with a unique menu and prepare it. A winning team will be crowned at the end of the night! Don't forget containers for the leftovers.

CEEAT0425Spri **\$59.00**
5/31/17 **Wednesday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM
 Irvin E. Henry Education Campus



COOKING WITH KIDS

Introduce your child to cooking in a fun and different way. This class will foster the desire of any child who has an interest in the culinary arts with some simple and easy-to-prepare recipes. 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. Both you and your child will have fun and connect in a new way as you work together in the kitchen and then share the meal as a group. This class is intended for children 10 years and up with an accompanying adult. Tuition price includes adult and child.

CEEAT0424Wina **\$79.00**
2/23/17 **Thursday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM

Irvin E. Henry Education Campus

CEEAT0424Spri **\$79.00**
4/13/17 **Thursday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM

Irvin E. Henry Education 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.

CEEAT0429Spri **\$59.00**
5/3/17 **Wednesday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM

Irvin E. Henry Education Campus

COOKING LIGHT

It may be light on the calorie count, but all the flavor is still there. In this two-session class, we will learn to make many of your favorite dishes, like French onion soup, chicken Marsala, pasta primavera, veal piccata, chicken Francaise and clams casino, just to name a few of the items. We will also prepare several side dishes, salads and a few desserts, too! Everyone in your family will thank you twice for serving healthy food that also tastes great. This one will fill up quickly, so don't wait to call.

CEEAT0417Wina **\$109.00**
1/19/17-1/26/17 **Thursday**
6:00 PM- 9:00 PM **2 Sessions**
Michael Fitzgerald

Irvin E. Henry Education Campus

CEEAT0417Spri **\$109.00**
3/22/17 - 3/29/17 **Wednesday**
6:00 PM- 9:00 PM **2 Sessions**
Michael Fitzgerald

Irvin E. Henry Education Campus

MORE COOKING LIGHT

Continue to build upon your healthy, low-fat recipes collection while you prepare and taste more wonderful recipes that are good for you and your family. In this class, we will prepare: a new potato salad, chicken Provencal, rice pilaf with broccoli rabe, fruit-stuffed pork loin, baked shrimp in parchment packs, chicken wing salad and lemon crisp cookies!

CEEAT0418Wina **\$59.00**
2/16/17 **Thursday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM

Irvin E. Henry Education Campus

CEEAT0418Spri **\$59.00**
4/5/17 **Wednesday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM

Irvin E. Henry Education Campus

ENCORE DESSERTS

Indulge in some totally decadent dessert ideas – just a taste won't hurt! Spend an evening whipping together a few great tastes and plenty of recipes that will be sure to please your family and friends.

CEEAT0970Spri **\$39.00**
4/20/17 **Thursday**
Sheila Lapsley **1 Session**
6:30 PM- 9:30 PM

Irvin E. Henry Education 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.

CEEAT0428Spri **\$59.00**
4/26/17 **Wednesday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM

Irvin E. Henry Education Campus

**ENTERTAINING WITH APPETIZERS -
THE BASICS**

Basic, easy-to-follow recipes that anyone can master! In this class, we will prepare a turkey muffuletta sandwich, oriental beef skewers, Montrachet wontons with raspberry sauce, fresh tomato bruschetta, Mexicali tortilla dip, fried ravioli with a spicy tomato sauce and banana phyllo puffs. Make sure to come hungry! After all this hard work, the class will enjoy the fruits of their labor as we taste and critique our work.

CEEAT0915Spri **\$59.00**
5/18/17 **Thursday**
6:00 PM- 9:00 PM **1 Session**
Michael Fitzgerald

Irvin E. Henry Education 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.

CEEAT0436Wina **\$59.00**
2/8/17 **Wednesday**
6:00 PM- 9:00 PM **1 Session**
Michael Fitzgerald
 Irvin E. Henry Education Campus

CEEAT0436Spri **\$59.00**
4/27/17 **Thursday**
6:00 PM- 9:00 PM **1 Session**
Michael Fitzgerald
 Irvin E. Henry Education 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!

CEEAT0430Wina **\$59.00**
2/22/17 **Wednesday**
6:00 PM- 9:00 PM **1 Session**
Michael Fitzgerald
 Irvin E. Henry Education Campus

CEEAT0430Spri **\$59.00**
5/4/17 **Thursday**
6:00 PM- 9:00 PM **1 Session**
Michael Fitzgerald
 Irvin E. Henry Education Campus

MORE MEDITERRANEAN

In this class, 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.

CEEAT0433Spri **\$59.00**
6/1/17 **Thursday**
6:00 PM- 9:00 PM **1 Session**
Michael Fitzgerald
 Irvin E. Henry Education 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.

CEEAT0427Wina **\$59.00**
2/9/17 **Thursday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM
 Irvin E. Henry Education Campus

CEEAT0427Spri **\$59.00**
4/20/17 **Thursday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM
 Irvin E. Henry Education Campus

THAI CUISINE

Expand your home entertainment options with classic Thai restaurant appetizers, entrées and desserts. Menu items will include soup, dumplings, Chicken Satay, spicy beef curry, sticky rice and fried bananas with coconut pancakes. You will explore the distinctive cooking techniques used to create Thai cuisine. Next stop—Bangkok, in your kitchen!

CEEAT0437Wina **\$59.00**
1/19/17 **Thursday**
Anthony Louise **1 Session**
6:30 PM- 9:00 PM
 Irvin E. Henry Education Campus

CEEAT0438Wina **\$59.00**
2/16/17 **Thursday**
Anthony Louise **1 Session**
6:30 PM- 9:00 PM
 Irvin E. Henry Education Campus

CEEAT0437Spri **\$59.00**
3/23/17 **Thursday**
Anthony Louise **1 Session**
6:30 PM- 9:00 PM
 Irvin E. Henry Education Campus

CEEAT0438Spri **\$59.00**
5/25/17 **Thursday**
Anthony Louise **1 Session**
6:30 PM- 9:00 PM
 Irvin E. Henry Education Campus

VOILÀ! AN EVENING OF FRENCH FOOD

The flavors of France will be explored in this class of classic French dishes. We will prepare an onion tart, haricots verts and red onion salad, ratatouille, steak au poivre, chicken chasseur, Coquilles St. Jacques and, to finish it off, coffee-caramel crème brûlée. À votre santé!

CEEAT0911Wina **\$59.00**
3/2/16 **Thursday**
Michael Fitzgerald **1 Session**
6:00 PM- 9:00 PM
 Irvin E. Henry Education Campus

MAMA'S BEST MEATBALLS

Not everyone could make a great meatball – until now! Instructor will share her mama’s recipe with students. In the class we will cut, chop, mix, roll and saute - then taste! Added to the tasting will be a quick homemade red sauce. Bring an appetite and be ready to roll! Classes are held at 6456 Collamer Road, East Syracuse.

CEEAT0440Wina **\$39.00**
1/18/17 **Wednesday**
Eve Tronccone **1 Session**
6:00 PM- 9:00 PM
 Eve’s Carriage Barn

CEEAT0441Wina **\$39.00**
2/22/17 **Wednesday**
Eve Tronccone **1 Session**
6:00 PM- 9:00 PM
 Eve’s Carriage Barn

CEEAT0440Spri **\$39.00**
3/29/17 **Wednesday**
Eve Tronccone **1 Session**
6:00 PM- 9:00 PM
 Eve’s Carriage Barn

CEEAT0441Spri **\$39.00**
5/3/17 **Wednesday**
Eve Tronccone **1 Session**
6:00 PM- 9:00 PM
 Eve’s Carriage Barn

CEEAT0442Spri **\$39.00**
6/7/17 **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.

CEEAT0500Wina **\$39.00**
1/25/17 **Wednesday**
Eve Tronccone **1 Session**

6:00 PM- 9:00 PM
 Eve's Carriage Barn

CEEAT0501Wina **\$39.00**
3/1/17 **Wednesday**
Eve Tronccone **1 Session**

6:00 PM- 9:00 PM
 Eve's Carriage Barn

CEEAT0500Spri **\$39.00**
4/5/17 **Wednesday**
Eve Tronccone **1 Session**

6:00 PM- 9:00 PM
 Eve's Carriage Barn

CEEAT0501Spri **\$39.00**
5/10/17 **Wednesday**
Eve Tronccone **1 Session**

6:00 PM- 9:00 PM
 Eve's Carriage Barn

CEEAT0502Spri **\$39.00**
6/14/17 **Wednesday**
Eve Tronccone **1 Session**

6:00 PM- 9:00 PM
 Eve's Carriage Barn

INTRODUCTION 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 from baking your first cake to presenting an enviable product. Our experienced instructor, 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.

CECAK0973Wina **\$49.00**
1/18/17-2/8/17 **Wednesday**
Traci Regan **4 Sessions**

6:30 PM- 9:00 PM
 Irvin E. Henry Education Campus

CECAK0973Spri **\$49.00**
4/12/17 - 5/3/17 **Wednesday**
Traci Regan **4 Sessions**

6:30 PM- 9:00 PM
 Irvin E. Henry Education Campus

MORE CAKE DECORATING: INTRO TO ROYAL ICING & FONDANT/GUMPASTE

Explore even more decorating techniques as the Wilton Certified instructor teaches you the skills of royal icing and introduces you to gumpaste and fondant. 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.

CECAK0974Wina **\$49.00**
2/15/17-3/8/17 **Wednesday**
Traci Regan **4 Sessions**

6:30 PM- 9:00 PM
 Irvin E. Henry Education Campus

CECAK0974Spri **\$49.00**
5/10/17 - 5/31/17 **Wednesday**
Traci Regan **4 Sessions**

6:30 PM- 9:00 PM
 Irvin E. Henry Education Campus

ADVANCED CAKE DECORATING FUN WITH FONDANT & GUMPASTE

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.

CECAK0975Wina **\$49.00**
3/15/17-4/5/17 **Wednesday**
Traci Regan **4 Sessions**

6:30 PM- 9:00 PM
 Irvin E. Henry Education Campus

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. In order 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.

**Registration Winter deadline:
January 9, 2017.**

**Registration Spring deadline:
March 24, 2017.**

**Available only for high school students*

CEXNS0902Wina **\$524.00**
1/19/17-3/28/17 **Tues/Thur**
5:30 PM - 7:00 PM **18 Sessions**
 Cicero North Syracuse High School

CECAR0201Wina **\$524.00**
1/18/17-3/27/17 **Mon/Wed**
Frank Cutie **18 Sessions**
5:30 PM- 7:00 PM
 C.W. Baker High School

CECAR0200Wina **\$524.00**
1/18/17-3/27/17 **Mon/Wed**
Ryan Cobb **18 Sessions**
5:30 PM- 7:00 PM
 Main Campus

CEXNS0902Spri **\$524.00**
4/4/17 - 6/18/17 **Tues/Thur**
5:30 PM- 7:00 PM **18 Sessions**
 Cicero North Syracuse High School

CECAR0201Spri **\$524.00**
4/3/17 - 6/12/17 **Mon/Wed**
Frank Cutie **18 Sessions**
5:30 PM- 7:00 PM
 C.W. 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 with you 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 in order to take a driving test.

**Available only for high school students*

CEWHS0091Wina **\$40.00**
1/24/17 **Tuesday**
Jeffrey Baird **1 Session**
3:00 PM- 8:00 PM
 Westhill High School

CEWHS0092Wina **\$40.00**
2/28/17 **Tuesday**
Jeffrey Baird **1 Session**
3:00 PM- 8:00 PM
 Westhill High School

CEWHS0093Wina **\$40.00**
3/21/17 **Tuesday**
Jeffrey Baird **1 Session**
3:00 PM- 8:00 PM
 Westhill High School

CEWHS0091Spri **\$40.00**
4/25/17 **Tuesday**
Jeffrey Baird **1 Session**
3:00 PM- 8:00 PM
 Westhill High School

CEWHS0092Spri **\$40.00**
5/30/17 **Tuesday**
Jeffrey Baird **1 Session**
3:00 PM- 8:00 PM
 Westhill High School

CEWHS0093Spri **\$40.00**
6/20/17 **Tuesday**
Jeffrey Baird **1 Session**
3:00 PM- 8:00 PM
 Westhill High School



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.

CEENG1850Wina **\$99.00**
1/17/17-2/9/17 **Tue/Thu**
Dr. Shanelle Reid **8 Sessions**
5:30 PM- 8:00 PM
Main Campus

CEENG1850Spri **\$99.00**
3/21/17 - 4/13/17 **Tue/Thu**
Dr. Shanelle Reid **8 Sessions**
5:30 PM- 8:00 PM
Main Campus

THE A TO Z OF FINANCIAL MATTERS

There are literally thousands of ways to achieve financial freedom. Find out which one will work best for you. This workshop seminar is beneficial to people of all occupations and income levels. You'll discuss inflation, compound interest, stocks, bonds, mutual funds, and tax savings. Explore ways to better manage money, reduce taxes, structure investments, reduce insurance costs, and, best of all, retire financially independent. Bring your spouse or guest at no additional charge.

CEFIN0812Wina **\$49.00**
2/9/17-2/23/17 **Thursday**
Carl Forte **3 Sessions**
7:00 PM- 9:00 PM
Main Campus

CEFIN0812Spri **\$49.00**
5/25/17 - 6/8/17 **Thursday**
Carl Forte **3 Sessions**
7:00 PM- 9:00 PM
Main Campus

AFFORDABLE CARE ACT: AN OVERVIEW

In this two-week class we will cover many aspects of the history of health care and what led to the creation of the ACA. Topics include Social Security, Medicaid, Medicare, private insurance, past spending structure of health care, past nationwide coverage statistics and reasons some could not be covered. It will also cover other failed health care attempts for change: Health Security Act (Hillarycare), NHI New Deal (Roosevelt), NHI Fair Deal (WW2). Additionally, we will discuss the implementation of the ACA changes. Also covered: expansion to Medicaid, changes to private insurance, effects on businesses, effects on individuals, defining the exchanges, premium credits, projected funding challenges, and how to sign up.

CEFIN1181Spri **\$29.00**
5/4/17 - 5/11/17 **Thursday**
Carl Forte **2 Sessions**
6:00 PM- 8:00 PM
Main Campus

BACK TO BLACK: CREATING A DEBT-FREE LIFESTYLE

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 your home mortgage, in five to seven years! Using simple linear math, critical path technology demonstrates how to eliminate debt and become financially independent. No austerity budgets or living like a hermit. Learn this simple, practical approach that works! Please bring your list of debts and you can begin to implement your plan immediately. A workbook fee of \$5 is payable in class.

CEFIN0828Wina **\$29.00**
2/16/17 **Thursday**
Lee Livermore **1 Session**
6:30 PM- 9:30 PM
Main Campus

CEFIN0828Spri **\$29.00**
5/11/17 **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.

CEFIN0011Wina **\$19.00**
2/2/17 **Thursday**
Mike Rienhardt **1 Session**
6:30 PM- 8:30 PM
Main Campus

CEFIN0011Spri **\$19.00**
4/6/17 **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.

CEFIN0009Wina **\$19.00**
1/19/17 **Thursday**
Mike Rienhardt **1 Session**
6:30 PM- 8:30 PM
 Main Campus

CEFIN0009Spri **\$19.00**
3/23/17 **Thursday**
Mike Rienhardt **1 Session**
6:30 PM- 8:30 PM
 Main Campus

IMPROVE YOUR CREDIT WORTHINESS

Learn how to remove wrong information from your credit report and how to correctly explain negative information on your credit report. Find out why money is held on your debit card after the purchase, get that credit card interest rate lowered, and learn the correct legal procedure to increase your credit score. Bring a pad and pencil to class.

CEFIN0835Wina **\$29.00**
2/9/17 **Thursday**
Barbara Peterson **1 Session**
6:00 PM- 8:00 PM
 Main Campus

CEFIN0835Spri **\$29.00**
4/20/17 **Thursday**
Barbara Peterson **1 Session**
6:00 PM- 8:00 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 upon several factors including risk tolerance, time horizon and personal financial situations. A workbook is provided to each participant.

CEFIN0901Wina **\$29.00**
3/2/17 **Thursday**
Mary Ann Pierce **1 Session**
6:30 PM- 7:30 PM
 Main Campus

CEFIN0901Spri **\$29.00**
4/13/17 **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, armed with this simple, yet powerful retirement information, you can learn how to avoid the mistakes so many others make.

CEFIN0013Spri **\$19.00**
5/11/17 **Thursday**
Mike Rienhardt **1 Session**
6:30 PM- 8:30 PM
 Main Campus

INVESTING IN TURBULENT TIMES

An analysis of the events that have taken place in both the U.S. and the global economy and how these events change the way we look at our investments and our future. Can these events be predictors of the future? Can we learn from the lessons of the past? What investment trends can we predict, if any, from what has happened in the past year? Let's talk about it all.

CEFIN0818Wina **\$29.00**
3/2/17 **Thursday**
Carl Forte **1 Session**
7:00 PM- 9:00 PM
 Main Campus

CEFIN0818Spri **\$29.00**
4/13/17 **Thursday**
Carl Forte **1 Session**
7:00 PM- 9:00 PM
 Main Campus

INVESTING SUCCESS

Americans today are investing a record-low percentage of their income. All the while, 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.

CEFIN0012Wina **\$19.00**
2/16/17 **Thursday**
Mike Rienhardt **1 Session**
6:30 PM- 8:30 PM
 Main Campus

CEFIN0012Spri **\$19.00**
4/27/17 **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 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, or are approaching age 65, or who are 65 and older and looking for options.

CEFIN1180Wina **\$39.00**
2/28/17 **Tuesday**
Theresa Cangemi **1 Session**
6:30 PM- 8:30 PM
 Main Campus

CEFIN1180Spri **\$39.00**
4/11/17 **Tuesday**
Theresa Cangemi **1 Session**
6:30 PM- 8:30 PM
 Main Campus

RETIREMENT BASICS

A one-hour session to discuss questions many of us have, such as: when and how would you like to retire, how long should I plan for, how will I fund my retirement? A workbook is provided to each participant.

CEFIN0900Spri **\$29.00**
3/23/17 **Thursday**
Mary Ann Pierce **1 Session**
6:30 PM- 7:30 PM
 Main Campus

THE SMART INVESTOR

It is definitely not business as usual on Wall Street today. Should you continue to invest or change your strategy? Do tax-free municipal bonds and mutual funds confuse you? Can you have a TSA? Can you read and understand the stock tables? Bring your questions to this discussion workshop on where do we invest from here?

CEFIN0819Wina **\$29.00**
1/26/17 **Thursday**
Carl Forte **1 Session**
7:00 PM- 9:00 PM
 Main Campus

CEFIN0819Spri **\$29.00**
3/30/17 **Thursday**
Carl Forte **1 Session**
7:00 PM- 9:00 PM
 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.

CEFIN0902Wina **\$29.00**
2/23/17 **Thursday**
Mary Ann Pierce **1 Session**
6:30 PM- 7:30 PM
 Main Campus

CEFIN0902Spri **\$29.00**
5/18/17 **Thursday**
Mary Ann Pierce **1 Session**
6:30 PM- 7:30 PM
 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. Start saving for your future together! (Spouse or partner are admitted free of charge.)

CEFIN0820Wina **\$19.00**
3/2/17 **Thursday**
Mike Rienhardt **1 Session**
6:30 PM- 8:30 PM
 Main Campus

CEFIN0820Spri **\$19.00**
6/1/17 **Thursday**
Mike Rienhardt **1 Session**
6:30 PM- 8:30 PM
 Main Campus

A PARENT'S GUIDE TO COLLEGE FINANCIAL AID

Michael Zoli, certified college planner and certified financial planner, will walk you through the steps needed to maximize your financial aid and get the most money from colleges. Some of the topics covered will include navigating the admission process, maximizing need- and merit-based aid, obtaining scholarships and grants, and how to succeed with college applications. These strategies have led local families to savings of tens of thousands of dollars off their annual college tuition bill. Don't miss this opportunity to learn from one of the leading experts in the college planning field. Michael Zoli is certified through the National Institute of Certified College Planners and Certified Financial Planning Board. Second parent may attend at no extra charge.

CEFIN0803Wina **\$29.00**
1/24/17 **Tuesday**
Mike Zoli **1 Session**
6:30 PM- 8:30 PM
 Main Campus

INTERIOR DECORATING MADE EASY!

If you are thinking about a career change into 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.)

CEDEC0250Wina **\$59.00**
1/23/17-2/13/17 **Monday**
Eve Troncone **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CEDEC0250Spri **\$59.00**
3/27/17 - 4/17/17 **Monday**
Eve Troncone **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

MORE EASY DECORATING!

Continue on from Level I with more designing basics. We will learn color, how to use the 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.)

CEDEC0251Wina **\$59.00**
2/27/17-3/20/17 **Monday**
Eve Troncone **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus

CEDEC0251Spri **\$59.00**
4/24/17 - 5/15/17 **Monday**
Eve Troncone **4 Sessions**
6:30 PM- 9:00 PM
 Main Campus



NUTRIENT DENSE ORGANIC GARDENING

Interested in organic gardening? On our journey of learning, both first-time and advanced gardeners will learn techniques and ancient gardening tips from around the world! Techniques such as German raised beds (Hugokultur); 3,000-year-old pre-Columbian agricultural lifestyle-terra preta (black earth); Japanese/Korean natural farming philosophy of fermentation, plant enzymes, beneficial and effective micro-organisms that will mimic nature (not try to improve it); and India's green revolution using a scientific approach of beneficial bacteria, fungi inputs and plant bio-stimulants will be discussed. Students will also learn how to make their own inoculant and organic pesticide. Learn about composting everything for your soil, from tree branches and leaves to other yard waste. The unconventional composting way of Bokashi will also be introduced, giving each student the knowledge and tools they need to grow a nutrient-dense, chemical free, organic garden. All students will receive a soil and compost inoculant!

CEFLO0815Wina **\$89.00**
1/23/17-2/13/17 **Monday**
Edward Phalen **4 Sessions**
6:30 PM- 8:30 PM
 Main Campus

CEFLO0815spri **\$89.00**
3/20/17 - 4/10/17 **Monday**
Edward Phalen **4 Sessions**
6:30 PM- 8:30 PM
 Main Campus

PRINCIPLES OF GARDENING & LANDSCAPING

Understanding plants and their relationship with the environment in which they live 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, managing pests, 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, maintenance efforts and benefit the environment.

CEFLO0802Spri **\$49.00**
3/29/17 - 4/5/17 **Wednesday**
Pamela Wildridge **2 Sessions**
6:30 PM- 8:30 PM
 Main Campus

LAWN CARE

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.

CEFLO0805Spri **\$49.00**
4/18/17 - 4/25/17 **Wednesday**
Pamela Wildridge **2 Sessions**
6:30 PM- 8:30 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.

CEFLO0806Spri **\$49.00**
5/10/17 - 5/17/17 **Wednesday**
Pamela Wildridge **2 Sessions**
6:30 PM- 8:30 PM
 Main Campus

WOODY PLANTS 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.

CEFLO0809Spri **\$49.00**
5/24/17 - 5/31/17 **Wednesday**
Pamela Wildridge **2 Sessions**
6:30 PM- 8:30 PM
 Main Campus

AMERICAN SIGN LANGUAGE LEVEL 1

This basic course is intended for those with no experience with American Sign Language. Students will be introduced to everyday signs, ASL grammar, fingerspelling, numbers and Deaf culture. The course will be taught with minimum voicing but will use an overhead screen, writing and handouts. The expected outcome is that students will develop basic sign language for communication. There will be a final exam for student evaluation. A text is suggested if students do not have Internet access.

CELNG1800Spri **\$119.00**
3/20/17 - 4/12/17 **Mon/Wed**
Jim Skvorak **8 Sessions**
6:30 PM- 8:30 PM
 Main Campus

AMERICAN SIGN LANGUAGE LEVEL 2

This course will continue with ASL grammar, fingerspelling, numbers and Deaf culture. Upon completion, students who score well on the exam will have general communication skills. Prerequisite: Passing score on the ASL I exam or permission from instructor.

CELNG1802Spri **\$119.00**
4/17/17 - 5/10/17 **Mon/Wed**
Jim Skvorak **8 Sessions**
6:30 PM- 8:30 PM
 Main Campus

AMERICAN SIGN LANGUAGE LEVEL 3

This course will utilize the grammar and signs learned in ASL I & II. The course will consist of stories, games and exercises to enhance the student's skills. There will be no voicing. Signs generated from the students' stories will be incorporated in the curriculum. Students scoring well on their evaluation will have developed community social signing skills. Prerequisite: Passing score on the ASL II exam or permission from instructor.

CELNG1804Spri **\$119.00**
5/15/17 - 6/12/17 **Mon/Wed**
Jim Skvorak **8 Sessions**
6:30 PM- 8:30 PM
 Main Campus

INTRODUCTION TO FRENCH

Join a lively study of conversational French for the beginner. Emphasis will be on building vocabulary, practical expressions and helpful hints for the traveler. Textbook required.

CELNG1824Wina **\$129.00**
1/17/17-3/21/17 **Tuesday**
Kathy Ackermann **10 Sessions**
6:00 PM- 8:00 PM
 Main Campus

CELNG1824Spri **\$129.00**
4/4/17 - 6/6/17 **Tuesday**
Kathy Ackermann **10 Sessions**
6:00 PM- 8:00 PM
 Main Campus

FRENCH LEVEL 2

Continue to build upon your vocabulary, pronunciation, and reading and writing skills in this continuation of French Level I. More nouns, verbs and conversation. Text required.

CELNG1825Wina **\$129.00**
1/26/17-3/30/17 **Thursday**
Kathy Ackermann **10 Sessions**
6:00 PM- 8:00 PM
 Main Campus

CELNG1825Spri **\$129.00**
4/6/17 - 6/8/17 **Thursday**
Kathy Ackermann **10 Sessions**
6:00 PM- 8:00 PM
 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.

CELNG1814Wina **\$129.00**
1/9/17-3/27/17 **Monday**
George Alessio **10 Sessions**
7:00 PM- 9:00 PM
 Main Campus

CELNG1814Spri **\$129.00**
4/10/17 - 6/19/17 **Monday**
George Alessio **10 Sessions**
7:00 PM- 9:00 PM
 Main Campus

CONVERSATIONAL SPANISH

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

CELNG1808Wina **\$129.00**
1/23/17-4/3/17 **Monday**
6:00 PM- 8:00 PM **10 Sessions**
 Main Campus

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.

CEMED1171Wina **\$59.00**
1/28/17 **Saturday**
Lynn Hollowell **1 Session**
8:30 AM- 12:00 PM
 Main Campus

CEMED1172Wina **\$59.00**
3/4/17 **Saturday**
Lynn Hollowell **1 Session**
8:30 AM- 12:00 PM
 Main Campus

CEMED1171Spri **\$59.00**
4/8/17 **Saturday**
Lynn Hollowell **1 Session**
8:30 AM- 12:00 PM
 Main Campus

CEMED1172Spri **\$59.00**
5/20/17 **Saturday**
Lynn Hollowell **1 Session**
8:30 AM- 12:00 PM
 Main Campus

CEMED1173Spri **\$59.00**
6/10/17 **Saturday**
Lynn Hollowell **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 to review specific content between each class.

CEMED1111Wina **\$159.00**
1/18/17-3/22/17 **Tuesday**
Lynn Hollowell **10 Sessions**
6:00 PM - 8:30 PM
 Main Campus

CEMED1111Spri **\$159.00**
4/5/17 - 6/7/17 **Wednesday**
Lynn Hollowell **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 & responsibilities, life sciences, decontamination & disinfection, preparation & handling, sterilization, sterile storage, inventory management & 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. Student must purchase textbook bundle needed for this class prior to class by going to www.sterileprocessing.org (Basics of Sterile Processing text, Basics of Sterile Processing Workbook 5th Edition, CBSPD Technician Study guide in one bundle.)

CEMED1130Spri **\$109.00**
4/11/17 - 4/27/17 **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.**

CEMED1145Wina **\$359.00**
1/25/17-3/29/17 **Wednesday**
Karen Henchen **10 Sessions**
5:30 PM - 8:30 PM
 Main Campus

CEMED1145Spri **\$359.00**
4/5/17 - 6/7/17 **Wednesday**
Karen Henchen **10 Sessions**
5:30 PM - 8:30 PM
 Main Campus

A 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, Syracuse's Landmark Theatre, Oakwood Cemetery, and Thirteen Curves in Marcellus. Be sure to bring your own ghost stories to share. A \$10 material fee is payable to instructor at first class.

CEPER1716SpriWina **\$49.00**
2/7/17 - 2/21/17 **Tuesday**
Ron Cain **3 Sessions**
7:00 PM - 9:00 PM
 Main Campus

8 HOUR PRE-ASSIGNMENT SECURITY GUARD TRAINING COURSE

A general introductory and first required course to be a licensed NYS Security Guard. Upon successful completion of this course, the student is then issued a training certificate. This certificate must accompany the security guard's registration application when submitted to the Department of State for licensing approval. Once the application is submitted, the guard has 90 days to complete the second training course. The passing of an examination is required for the successful completion of this course.

General Class Information:
John W DeSpirito IV **\$109.00**
8:00 AM - 5:00 PM **Saturday**
 1 Session
CEPER0300Wina **1/28/17**
CEPER0301Wina **2/18/17**
CEPER0300Spri **3/25/17**
CEPER0301Spri **4/29/17**
CEPER0301ASpri **5/20/17**

Offsite location:
 Verdad Investigations & Protection, Inc.
 102 First Street, Suite 100
 Syracuse, New York 13209
 315-383-9509

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 (energy fields around your body) and chakras (energy points in your body), and how to balance mind, body and spirit. A textbook fee of \$10 is collected by the instructor at the first class.

CEPER1720Spri **\$49.00**
3/21/17 - 4/4/17 **Tuesday**
Ron Cain **3 Sessions**
7:00 PM - 9:00 PM
 Main Campus

CLEAN EATING: NEW YEAR, NEW YOU!

Discover how clean eating can improve your life. Learn about food labels, organic vs processed foods, and more. Change your life one meal at a time, and discover how a natural lifestyle approach can help you boost your energy, lose weight and feed your family better.

CEEAT0420Wina **\$59.00**
1/17/17-1/31/17 **Tuesday**
Angela D'Amico **3 Sessions**
6:00 PM - 8:30 PM
 Main Campus

CEEAT0421Wina **\$59.00**
2/21/17-3/7/17 **Tuesday**
Angela D'Amico **3 Sessions**
6:00 PM - 8:30 PM
 Main Campus

CEEAT0420Spri **\$59.00**
5/2/17 - 5/16/17 **Tuesday**
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 the basics, including how to prepare a demo, and how to be successful and earn a great income in this exciting field. Students will have the opportunity to ask questions and hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our voice coaches! 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 specifically about our "Getting Paid to Talk" class. This page has detailed information about class content, answers to common questions, and general information about the voice acting field. See **voicecoaches.com**.

CEPER1975Wina **\$39.00**
1/24/17 **Tuesday**
Creative Voice Development **1 Session**
6:30 PM - 9:00 PM
 Main Campus

CEPER1975Spri **\$39.00**
3/28/17 **Tuesday**
Creative Voice Development **1 Session**
6:30 PM - 9:00 PM
 Main Campus

HEALTHY LIVING TODAY

Have you been left 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 with knowledge on healthy eating. In this class you will learn to

Continued on next page

become your best and healthiest you.

CEPER0705WinA **\$39.00**
2/7/17 **Tuesday**
Charlene Maloney CCHC, AADP **1 Session**
6:30 PM - 9:00 PM
 Main Campus

CEPER0705Spri **\$39.00**
4/11/17 **Tuesday**
Charlene Maloney CCHC, AADP **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. Charlene will also share information on the quality of oils and the difference between perfumed oils and therapeutic oils. Each student will have the opportunity to create once ounce of oil blend to take home.

CEPER0702WinA **\$59.00**
1/12/17 **Thursday**
Charlene Dahl **1 Session**
6:00 PM - 8:30 PM
 Main Campus

CEPER0702Spri **\$59.00**
4/6/17 **Thursday**
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 with. Learn how to blend therapeutically. You will also be able to take a blend home with you. Prerequisite: Intro to Oils and Aromatherapy.

CEPER0718WinA **\$59.00**
2/9/17 **Thursday**
Charlene Dahl **1 Session**
6:00 PM - 8:30 PM
 Main Campus

CEPER0718Spri **\$59.00**
5/11/17 **Thursday**
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 spiritual growth and understanding of your life focus – your soul's "game plan" – for the joy you'd intended before incarnating! Throughout this course, we will reveal empowering useful tools that can be used to create a life of joy, harmony and unconditional love.

CEPER1701WinA **\$59.00**
2/9/17-2/23/17 **Thursday**
Dennis Cole **3 Sessions**
7:00 PM - 9:00 PM
 Main Campus

CEPER1701Spri **\$59.00**
5/4/17 - 5/18/17 **Thursday**
Dennis Cole **3 Sessions**
7:00 PM - 9:00 PM
 Main Campus

INTRODUCTION TO THE MELT METHOD

Come to a MELT 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 for life. 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, causing chronic aches, pains and unwanted signs of aging. Reduce inflammation, ease chronic neck and low back strain, improve alignment, enhance athletic performance, and keep your whole body feeling great at any age. This class is 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 please bring a yoga mat and water bottle to class. MELT balls and rollers will be supplied for in-class use. MELT supplies for home will also be available for purchase from instructor. See meltmethod.com for more information.

NEW!

CEPER0630WinA **\$29.00**
1/23/17 **Monday**
Susan Giegold **1 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPER0630AWinA **\$29.00**
1/30/17 **Monday**
Susan Giegold **1 Session**
6:00 PM - 8:00 PM
 Main Campus

Continued on next page

CEPER0630Spri **\$29.00**
3/23/17 **Thursday**
Susan Giegold **1 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPER0630ASpri **\$29.00**
4/20/17 **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 the moves from the book, "The MELT Method." Learn how to identify where you have stuck stress in your body. Use the MELT hand & 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. These techniques will make your body feel better and keep you active and pain-free for a lifetime. You will learn how to put it all together so you can maintain a MELT practice at home. This class is best for participants who can get on and off the floor, lie on their backs for short periods of time, and lie on the roller. Dress comfortably and please bring a yoga mat and water bottle. MELT balls and rollers will be supplied for in-class use. MELT supplies for home will also be available for purchase from instructor.



CEPER063WinA **\$79.00**
2/6/17 - 3/6/17 **Monday**
Susan Giegold **4 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPER0631Spri **\$79.00**
5/4/17 - 5/25/17 **Thursday**
Susan Giegold **4 Session**
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 for life. Erase pain and tension in your hands, feet, neck, and lower back brought on by everyday stress, overuse and age. This simple self treatment can make your whole body feel better and provide relief from neck and lower back pain, arthritis, bunions, planter fasciitis and carpal tunnel syndrome. Learn how the connective tissue in your hands and feet get dehydrated, the common aches and pains it can cause, and how to rehydrate this essential system in your body for vibrant health and pain free movement. Dress comfortably and please bring a yoga mat and



water bottle to class. MELT balls will be supplied for in-class use. MELT supplies for home use will also be available for purchase from instructor.

CEPER0632Win **\$29.00**
1/19/17 **Thursday**
Susan Giegold **1 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPER0632aWina **\$29.00**
2/2/17 **Thursday**
Susan Giegold **1 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPER0632Spri **\$29.00**
3/20/17 **Monday**
Susan Giegold **1 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPER0632aSpri **\$29.00**
4/17/17 **Monday**
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. Learn simple self treatments you can do at home to remain active, healthy and pain-free for life using all four MELT balls and the bunion band. Over four weeks, discover how to erase pain and tension in your hands, feet, neck and lower back brought on by everyday stress, overuse and age. This simple self treatment can make your body feel better and provide relief from neck and lower back pain, arthritis, bunions, plantar fasciitis and carpal tunnel syndrome. Learn how the connective tissue in your hands and feet gets dehydrated, the common aches and pains it can cause, and how to rehydrate this essential system in your body for vibrant health and pain-free movement. Dress comfortably and bring a yoga mat and water bottle to class. MELT balls will be supplied for in-class use. MELT supplies for home use will also be available for purchase from instructor.



CEPER0633Wina **\$79.00**
2/9/17 - 3/2/17 **Thursday**
Susan Giegold **4 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPER0633Spri **\$79.00**
5/1/17 - 5/22/17 **Monday**
Susan Giegold **4 Session**
6:00 PM - 8:00 PM
 Main Campus

For more, go to meltmethod.com or check out the New York Times bestseller, "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."

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

Modern transpersonal astrology, when properly understood, can serve as an amazing vehicle for self and spiritual knowledge. Through Synastry (the branch of astrology concerning relationships and compatibility potentials), astrology can help you better understand and accept self and others. This makes it possible to more consciously attract and create well-being and more unconditionally loving relating experiences. Our natal planets and the "signs" they are in stand as symbols of psychological driving forces and temperamental tendencies. So we will reveal how they relate to the archetypes in Jungian psychology, and what your natal planets, such as Saturn, Mars, Venus and Mercury – as well as your sun and moon signs – can reveal in your soul's "game plan of seed potentials" for this particular incarnation. We will also discuss the cycles in your life, their timing and potentials for growth. Transpersonal astrology, although an amazing forecasting tool, focuses more upon how you, with free will, choose to create your own reality and find joy in this incarnation. It can always point out the silver linings that exist behind all of our developmental tensions, crises of contrast and suffering. It can point the way to the stepping stones to growth and happiness with the "inner marriage," and, therefore, with our outer relationships. Please bring your birth information to the first class so Dennis can prepare your personal birth map (natal "horoscope") for more in-depth discussions and sharing in the next two classes. Birth time and any knowledge of astrology is not necessary for you to expand consciousness and more deeply enjoy your daily relating with your siblings in spirit.

CEPER1700Wina **\$59.00**
1/12/17-1/26/17 **Thursday**
Dennis Cole **3 Sessions**
7:00 PM- 9:00 PM
 Main Campus

CEPER1700Spri **\$59.00**
4/6/17 - 4/20/17 **Thursday**
Dennis Cole **3 Sessions**
7:00 PM- 9:00 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. Requirement for this course: an open mind and a desire to be brave and courageous.

CEPER0720Wina **\$69.00**
2/6/17-3/6/17 **Monday**
Angela D'Amico **4 Sessions**
6:00 PM- 7:30 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.

CEPER1724Wina **\$49.00**
1/19/17-2/2/17 **Tuesday**
Ron Cain **3 Sessions**
7:00 PM- 9:00 PM
 Main Campus

CEPER1724Spri **\$49.00**
5/9/17 - 5/23/17 **Tuesday**
Ron Cain **3 Sessions**
7:00 PM- 9:00 PM
 Main Campus

TIME MANAGEMENT

If you have made a resolution to "get organized," this is the place to get started. Get hold of 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. Managing time is no longer an option, but a must. Begin here and learn how easily you can accomplish everything you've set out to do.

CEPER1736Wina **\$69.00**
1/18/17- 2/1/17 **Wednesday**
Leonard Colella **3 Sessions**
7:00 PM- 9:00 PM
 Main Campus

CEPER1736Spri **\$69.00**
5/17/17 - 5/31/17 **Wednesday**
Leonard Colella **3 Sessions**
7:00 PM- 9:00 PM
 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 guidance over thousands of years. It consists of 64 “hexagrams” (or six-lined figures) consisting of various combinations of broken “yin” or solid “yang” lines. To obtain guidance for a question, it is very helpful to become centered and very clear on what one really wants to know and understand. In this way, the Universe can respond more clearly by reflex. First there is a need to toss some yarrow stalks (or 3 coins for quicker results) in order to construct the six-line figure. (Examples will be discussed in class.) The resulting combinations can only yield one of the 64 hexagrams. That one is looked up in the “Book of Changes,” and the answer to the inquiry is there to be derived intuitively. Often, when one is clearly centered, the responses are amazingly accurate, the inner attitude having much to do with the results! There is much more to this and how it can serve to bring about clarity as a spiritual growth mentor. The beauty of the binary system is that you can begin to learn how to consult the I Ching in these two classes by actual practice with important questions you may have at this point in your life. Some coins and various versions of I Ching books will be available for you to use in the classes.

CEPER1704Wina **\$49.00**
3/2/17-3/9/17 **Thursday**
Dennis Cole **2 Sessions**
7:00 PM - 9:00 PM
 Main Campus

CEPER1704Spri **\$49.00**
6/1/17 - 6/8/17 **Thursday**
Dennis Cole **2 Sessions**
7:00 PM - 9:00 PM
 Main Campus

IMPOSSIBLE

There is one word that will teach you everything you need to succeed in life. Come to this class and discover the secret. This is a dynamic, energizing seminar that will inspire you to your greatness. Are you interested or committed? Step out of your comfort zone to discover what you value and how to get there. There are signs, detours and all kinds of roads along the way. I look forward to our journey.

CEPER0703Wina **\$59.00**
1/19/17-2/2/17 **Thursday**
Angela D’Amico **3 Sessions**
6:00 PM - 8:30 PM
 Main Campus

CEPER0704Wina **\$59.00**
2/23/17-3/9/17 **Thursday**
Angela D’Amico **3 Sessions**
6:00 PM - 8:30 PM
 Main Campus

CEPER0703Spri **\$59.00**
4/13/17 - 4/27/17 **Thursday**
Angela D’Amico **3 Sessions**
6:00 PM - 8:30 PM
 Main Campus

CEPER0704Spri **\$59.00**
5/18/17 - 6/1/17 **Thursday**
Angela D’Amico **3 Sessions**
6:00 PM - 8:30 PM
 Main Campus

BETTER PUBLIC SPEAKING THROUGH IMPROV

If you have ever cringed at the thought of a presentation or avoided getting up in front of people, this course is for you. We will work on building public speaking confidence using improvisational theater techniques and short-form games, similar to “Whose Line Is It Anyway?” We will cover some of the basics of both public speaking and improv. The goal of the class is to begin building towards a comfort level in front of a crowd by knowing how to incorporate improvisation into your routine.

CEPER0800Wina **\$39.00**
2/16/17-2/23/17 **Thursday**
Cristin Murphy **2 Sessions**
6:30 PM - 8:30 PM
 Main Campus

MEDITATION FOR BEGINNERS

The first stage of meditation is to reduce all those mental distractions and make our minds clearer and calm. This can be accomplished by practicing a simple breathing meditation. If we practice, patiently, gradually we will find it a very easy and natural process to allow ourselves to let go of the stress and focus on the daily routine and move our focus to an inner peace and calmness. Beginners learn how to breathe and relax, with some guidance and practice. Even though this level of quiet breathing meditation is only a preliminary stage of meditation, it can be quite powerful. So much of the stress and tension we normally experience comes from our mind, and many of the problems we experience, including ill health, are caused or aggravated by this stress. Just by learning to practice slow breathing meditation for a few minutes each day, we are able to reduce stress and improve quality of life and health. No special tools are needed, just a few moments of your time and the intention to find a better way to live your life.

CEPER0717Win **\$29.00**
3/1/17 **Wednesday**
Virginia Waldron **1 Sessions**
6:30 PM - 8:30 PM
 Irvin E. Henry Campus

CEPER0717Spri **\$29.00**
4/12/17 **Wednesday**
Virginia Waldron **1 Sessions**
6:30 PM - 8:30 PM
 Irvin E. Henry Campus

Continued in next column

ANGELS THROUGH THE AGES

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 like we are alone, we are not. We all have guides and angels who walk beside us, help us if we allow and are always sending us love and acceptance, even when we do not love or accept ourselves. How do we communicate with them and ask for guidance and support? To explore these questions and many more, join us for this multi-media class filled with wonderful pictures and images of angels, guides, demons, Archangels, animal guides, and much more. Virginia explores these questions and shares information, stories, anecdotes and facts. Come find yourself!

CEPER0713Wina **\$29.00**
3/8/17 **Wednesday**
Virginia Waldron **1 Session**
6:30 PM - 8:30 PM
Irvin E. Henry Campus

**KARMA & REINCARNATION -
WHAT ARE THEY?**

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 current lifetime.

CEPER0707Spri **\$29.00**
3/29/17 **Wednesday**
Virginia Waldron **1 Session**
6:30 PM - 8:30 PM
Irvin E. Henry Campus

YOUR SOUL'S JOURNEY

This class explores The Interim State of Existence. Where are we when we are not incarnated in a human body? What kind of experiences do we have when we are in the spiritual realms? This class is based on the work of Dr. Michael Newton, author of "Journey of Souls" and "Destiny of Souls." Dr. Newton focused his work on exploring what we, as soul beings, experience when we are not in a human incarnation.

CEPER0715Spri **\$29.00**
4/5/17 **Wednesday**
Virginia Waldron **1 Session**
6:30 PM - 8:30 PM
Irvin E. Henry Campus

**DIVINE GUIDANCE:
ANGELS AND GUIDES**

Even when we feel alone, we never are truly alone. We all have spirit guides and power animals, and they are with us all the time. All we have to do is ask, and they will help us. First, however, we must learn to open ourselves to their wisdom, and allow them to be heard, within. Our spirit guides walk beside us, helping, guiding and supporting us along our journey. Everybody has them. In these two classes, we will learn about spirit guides and power animals through lecture, discussion, journal writing, and guided meditations. Together we will explore this greater awareness of our connection with the spirit realm. We will learn about simple grounding and centering using our breath and guided imagery to raise our energy vibrations and strengthen the connection with our higher being. We will journey to meet our spirit guides and animal guides and travel and explore the vast realms that are within each of us. Once we have opened up to this level of communication, we will be able to continue to work with their guidance and support.

CEPER0712Spri **\$49.00**
4/19/17 - 4/26/17 **Wednesday**
Virginia Waldron **2 Sessions**
6:30 PM - 8:30 PM
Irvin E. Henry Campus

Virginia Waldron is a certified consulting hypnosis and hypnosis instructor through the National Guild of Hypnotists. She has been working in the Syracuse area since 2000, working with clients and teaching classes on many topics including Self-Hypnosis and Meditation, Stress Management, Past Life Journeys, Life Between Lives, Angels and Spirit Guides, Psychic Development and professional-level hypnosis and past life regression.

**INTRODUCTORY
WORKSHOP TO IMPROV
COMEDY**

This workshop is a sampling of the core concepts that are the foundation of improvisation. In this workshop, you'll become familiar with topics such as: agreement ("Yes, and..."), active listening, scene structure, creating characters and much more! Learning improv has proven to help people gain more self-confidence, improve listening skills and become better communicators. Our workshops are fun, supportive and relaxed to develop rewarding new skills. People find that learning improv provides them with powerful tools they can apply to every aspect of their lives. This workshop is held at the Salt City Improv Theatre, Shoppingtown Mall, 3649 Erie Blvd. E., Syracuse (between the former Dick's and Sears wings). For more information on the theatre, please visitsaltcityimprov.com.

CEPER0805Wina **\$19.00**
2/6/17 **Monday**
Jeffrey Kinsler **1 Session**
6:30 PM - 9:00 PM
Salt City Improv Theatre

CEPER0805Spri **\$19.00**
3/27/17 **Monday**
Jeffrey Kinsler **1 Session**
6:30 PM - 9:00 PM
Salt City Improv Theatre

CEPER0805aSpri **\$19.00**
5/8/17 **Monday**
Jeffrey Kinsler **1 Session**
6:30 PM - 9:00 PM
Salt City Improv Theatre

INTRODUCTION TO SHAMANISM & SHAMANIC HEALING

Learn about Shamanism as a spiritual practice, where the word "Shaman" originated, how long people have been practicing shamanism, which ancient cultures practiced shamanism, and which modern cultures still do! Learn about "Core Shamanism" and how it differs from culture-specific shamanism. Explore the concepts of "Power Animals and Teachers," the "Three Worlds," the "Shamanic Journey," and divination and healing from a shamanic perspective. 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.

CEPER0209Wina **\$39.00**
2/22/17 **Wednesday**
Cindy McGinley **1 Sessions**
6:30 PM - 8:30 PM
 Irvin E. Henry 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, and common objections and myths of planning. We will discuss the many different aspects of long-term care planning with a focus on the impact to your family.

CEPER0212Wina **\$19.00**
2/8/17 **Wednesday**
Brian Winchell CLTC **1 Session**
6:30 PM - 8:30 PM
 Main Campus

CEPER0212Spri **\$19.00**
4/12/17 **Wednesday**
Brian Winchell CLTC **1 Session**
6:30 PM - 8:30 PM
 Main Campus

INTRODUCTION TO THE PRINCIPLES OF REIKI

What is Reiki? Learn about the energy used in Reiki, as well as how it works and how it is used. This is a great introduction for those who are curious about Reiki.

CEPER0501Wina **\$39.00**
1/3/17 **Tuesday**
Chris Taylor **1 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPER0501Spri **\$39.00**
3/28/17 **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. This training session consists of 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.

CEPER0502Wina **\$159.00**
1/25/17 - 2/8/17 **Tuesday**
Chris Taylor **3 Sessions**
6:00 PM - 9:00 PM
 Main Campus

CEPER0502Spri **\$159.00**
4/4/17 - 4/18/17 **Tuesday**
Chris Taylor **3 Sessions**
6:00 PM - 9:00 PM
 Main Campus

REIKI CERTIFICATION: LEVEL 2

Advanced Reiki techniques to increase ability. Includes sacred symbols, emotional balance, clearing negative energy, sending Reiki long distance and how to incorporate Reiki in your every day living. Completion of course includes the Reiki II certificate from the International Center for Reiki Training. Course handbook is provided. Must attend all four classes to receive certificate and attunement. Prerequisite: Reiki level I (must provide ICRT certificate)

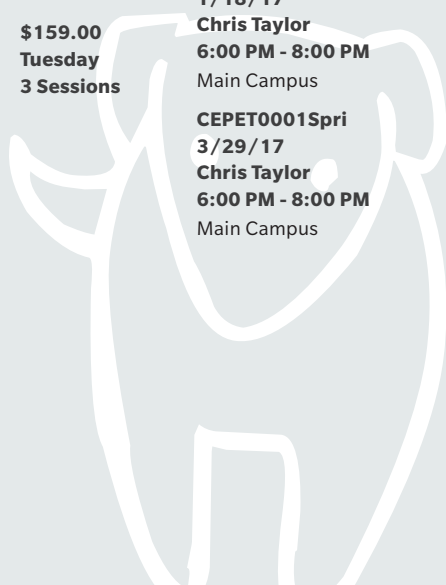
CEPER0503Spri **\$159.00**
4/25/17 - 5-9-17 **Tuesday**
Chris Taylor **3 Sessions**
6:00 PM - 9:00 PM
 Main Campus

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.

CEPET0001Wina **\$39.00**
1/18/17 **Wednesday**
Chris Taylor **1 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPET0001Spri **\$39.00**
3/29/17 **Wednesday**
Chris Taylor **1 Session**
6:00 PM - 8:00 PM
 Main Campus



SAFELY USING ESSENTIAL OILS WITH PETS

Essential oils (aromatherapy) can be helpful in supporting many conditions, including anxiety, injury, infection, skin care, pest repellent and more. Learn how to use essential oils on your animals safely as well as what oils are helpful in specific situations. We will also talk about how and why the oils work on all sorts of animals. Enjoy lots of fun and information!

CEPET0002Wina **\$39.00**
1/11/17 **Wednesday**
Chris Taylor **1 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPET0002Spri **\$39.00**
4/5/17 **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 is also 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.

CEPET0003Wina **\$39.00**
3/2/17 **Thursday**
Chris Taylor **1 Session**
6:00 PM - 8:00 PM
 Main Campus

CEPET0003Spri **\$39.00**
4/12/17 **Wednesday**
Chris Taylor **1 Session**
6:00 PM - 8:00 PM
 Main Campus

BALANCING THE "4 CORE" ASPECTS OF HEALTH

Tired of always playing catch up with what's healthy this week? Or not getting much out of all the energy you put in to getting healthy? Or does it all seem to work, but you're still exhausted and not very happy? It may be time to get some balance back into your life! Being healthy focuses on four things: eating what a human should eat, moving as much as a human should move, resting and relaxing enough to recover from those other two challenges, and taking control of your mind so you can think like a human should think to be healthy and happy. Lessons presented are the culmination of my 45 years of very intense study of the condition known as being a healthy human being. The first class will set the stage for the next four classes, which will each consist of an in-depth look at one of the four core aspects of your health. Class six will pull it all together and start you on your adventure. So jump on board! Whether you're an Olympic class competitor or retired office worker, you can learn how to not just do healthy things, but to be a healthy person.

CEPER1800Wina **\$99.00**
1/24/17-2/28/17 **Tuesday**
James Sutliff D.C. **6 Sessions**
7:00 PM - 9:00 PM
 Main Campus

CEPER1800Spri **\$99.00**
3/28/17 - 5/2/17 **Tuesday**
James Sutliff D.C. **6 Sessions**
7:00 PM - 9:00 PM
 Main Campus

AMERICA'S BOATING COURSE

Plan to learn before you get on the water. This 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.

CEREC2010Wina **\$39.00**
2/1/17-3/1/17 **Wednesdays**
James Sharpe **5 Sessions**
U.S. Power Squadron
6:00 PM - 8:00 PM
 Main Campus

CEREC2010Spri **\$39.00**
3/22/17 - 4/19/17 **Wednesdays**
James Sharpe **5 Sessions**
U.S. Power Squadron
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. Also great for weddings. No partner necessary. \$129 per couple or \$69 for a single.

CEREC1280Wina **\$129.00**
1/19/17-2/23/17 **Thursday**
Walt Medicis Associates **6 Sessions**
7:00 PM - 8:30 PM
 Alternative Building

CEREC1280Spri **\$129.00**
3/23/17 - 4/27/17 **Thursday**
Walt Medicis Associates **6 Sessions**
7:00 PM - 8:30 PM
 Alternative Building

BALLROOM DANCING - INTERMEDIATE

Continue your social ballroom dance skills beyond the basics 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 \$129 per couple, \$69 per single.

CEREC1283Spr **\$129.00**
5/4/17 - 6/8/17 **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 easy to remember. There are several more moves and dance positions to share with a partner as you move around the dance floor—one foot passing the other. It's great fun! Sign up with someone; a partner is needed.

CEREC1285Wina **\$69.00**
1/18/17-2/8/17 **Wednesday**
Walt Medicis Associates **4 Sessions**
7:00 PM - 8:30 PM
 Alternative Building

CEREC1285Spr **\$69.00**
3/22/17 - 4/12/17 **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.

CEREC1260Spr **\$69.00**
4/26/17 - 5/17/17 **Wednesday**
Walt Medicis Associates **4 Sessions**
7:00 PM - 8:30 PM
 Alternative Building

LATIN & SALSA DANCING

Be a sensation on the dance floor by learning the exciting salsa and merengue! This relaxed-atmosphere class will also cover some additional Latin club dances, including the bachata, cha-cha, and others, based on popular demand. The teaching style makes learning a cinch for anyone regardless of experience. No partner necessary. Class fee is per person.

CEREC1262Spr **\$69.00**
5/24/17 - 6/14/17 **Wednesday**
Walt Medicis Associates **4 Sessions**
7:00 PM - 8:30 PM
 Alternative Building

INTRO TO HIP-HOP & URBAN FUNK DANCE

Students will explore the culture of hip-hop and funk. These styles include popping, break dance, locking, krump, animation and basic hip-hop. Students will learn the components and understand the basics of urban dance and hip-hop history. Textbook suggested and discussed in class.

CEREC0650Fallb **\$89.00**
3/20/17 - 5/8/17 **Monday**
Akilah Cage **8 Sessions**
6:00 PM - 7:00 PM
 Main Campus

INTERMEDIATE HIP-HOP & URBAN FUNK DANCE

Continue with the skills learned in the introductory class.

CEREC0651Spr **\$89.00**
5/15/17 - 7/17/17 **Monday**
Akilah Cage **8 Sessions**
6:00 PM - 7:00 PM
 Main Campus

ADVANCED INTERMEDIATE HIP-HOP & FUNK DANCE

Continue with what has been learned and perfect your skills.

CEREC0652Summ **\$69.00**
7/24/17 - 8/28/17 **Monday**
Akilah Cage **6 Sessions**
6:00 PM - 7:00 PM
 Main Campus

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 suggested also.

CEREC1272Spr **\$79.00**
3/15/17 - 4/19/17 **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 dance, no beginners please.

CEREC1273Spri **\$79.00**
4/26/17 - 5/31/17 **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.

CEREC1261Wina **\$79.00**
1/19/17-2/23/17 **Thursday**
Pam McGrath, Maya Studio **6 Sessions**
7:15 PM - 8:15 PM
 Main Campus

CEREC1261Spri **\$79.00**
3/30/17 - 5/4/17 **Thursday**
Pam McGrath, Maya Studio **6 Sessions**
7:15 PM - 8:15 PM
 Main Campus

BEGINNER ADULT KARATE/SELF-DEFENSE COURSE

In this class, we will cover the basic elements of karate and self-defense techniques. The four basics (kihons) – blocks, kicks, punches and stances – will be practiced. Along with the basics, self-defense will be practiced as well. This class will work on improving flexibility, balance and overall mental wellness. Proper eating management habits will be discussed as well. Please wear comfortable clothing. 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.

CEREC1000Wina **\$79.00**
1/23/17-3/6/17 **Monday**
Jeffrey Bertolo **6 Sessions**
6:00 PM - 7:00 PM
 Salt City Karate

CEREC1000Spri **\$79.00**
3/20/17 - 4/24/17 **Monday**
Jeffrey Bertolo **6 Sessions**
6:00 PM - 7:00 PM
 Salt City Karate

TRADITIONAL KICKBOXING

Learn the pure art of kickboxing through this station-based format. This training involves heavy bag drills, focus pad drills, speed bag development and kick shield strikes. This boxing-style environment has an electronic timer during simultaneous activities. Get a high-calorie burn and learn the do's and don'ts of kickboxing. Sparring drills are incorporated in a safe and controlled manner. Strengthen core, improve speed, add endurance and feel great! 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.

CEREC1001Wina **\$79.00**
1/26/17-3/2/17 **Thursday**
Jeffrey Bertolo **6 Sessions**
6:45 PM - 7:45 PM
 Salt City Karate

CEREC1001Spri **\$79.00**
3/23/17 - 4/27/17 **Thursday**
Jeffrey Bertolo **6 Sessions**
6:45 PM - 7:45 PM
 Salt City Karate

BEGINNER SCUBA DIVING

This entry-level course provides three phases of training. You are introduced to the underwater world through academic, pool, 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 snorkeling equipment extra. Classes held at Aquatic World, 114 Kreisler Road, North Syracuse.

CEREC1400Wina **\$279.00**
2/1/17-3/8/17 **Wednesday**
Scott Edick **6 Sessions**
6:00 PM - 9:00 PM
 Aquatic World

CEREC1400Spri **\$279.00**
4/5/17 - 5/10/17 **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 the class.

CEREC0604Wina **\$49.00**
2/8/17-3/1/17 **Wednesday**
Joe Chovan **4 Sessions**
6:00 PM - 8:00 PM
 Main Campus

CEREC0604Spri **\$49.00**
4/5/17 - 4/26/17 **Wednesday**
Joe Chovan **4 Sessions**
6:00 PM - 8:00 PM
 Main Campus

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 staff at Morningside Yoga.

CEWHS0048Wina **\$119.00**
1/17/17-3/28/17 **Tuesday**
Michael Smith **10 Sessions**
5:30 PM - 6:30 PM
 Cherry Road Elementary School

CEREC1297Wina **\$119.00**
1/12/17-3/16/17 **Thursday**
Michael Smith **10 Sessions**
5:30 PM - 6:30 PM
 Main Campus

CEWHS0048Spri **\$89.00**
4/4/17 - 5/30/17 **Tuesday**
Michael Smith **8 Sessions**
5:30 PM - 6:30 PM
 Cherry Road Elementary School

CEREC1297Spri **\$119.00**
3/23/17 - 5/25/17 **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.

CEWHS0055Wina **\$89.00**
1/19/17-3/16/17 **Thursday**
Linda Rudnick-Smith **8 Sessions**
7:00 PM - 8:15 PM
 Walberta Park School

CEWHS0055Spri **\$89.00**
3/30/17 - 5/25/17 **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.

CEREC0507Wina **\$89.00**
1/18/17-3/8/17 **Wednesday**
Patrick Favalo **8 Sessions**
6:00 PM - 7:00 PM
 Main Campus

CEREC0507Spri **\$89.00**
3/15/17 - 5/3/17 **Wednesday**
Patrick Favalo **8 Sessions**
6:00 PM - 7:00 PM
 Main Campus

T'AI CHI CH'UAN LEVEL 2

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

CEREC0509Wina **\$89.00**
1/19/17-3/9/17 **Thursday**
Patrick Favalo **8 Sessions**
6:00 PM - 7:00 PM
 Main Campus

CEREC0509Spri **\$89.00**
3/16/17 - 5/4/17 **Thursday**
Patrick Favalo **8 Sessions**
6:00 PM - 7:00 PM
 Main Campus

HYPER MARTIAL ARTS

Hyper is a performance martial arts. It is designed to create martial arts athletes through specific training. Hyper Martial Arts combines kicking techniques, acrobatics, weapons and katas to bring your performance to the next level. Hyper is not only geared toward performance skill, it focuses on strength and flexibility as well as character development. This class is set up for students ages 7 to 17 and is taught at Impact Martial Arts & Fitness in the Clay Commons, 8075 Oswego Road, Liverpool.

CEREC1006Wina **\$79.00**
1/20/17-2/24/17 **Friday**
Jim Munger **6 Sessions**
5:00 PM - 6:00 PM
 Clay Commons

CEREC1006Spri **\$79.00**
3/24/17 - 4/28/17 **Friday**
Jim Munger **6 Sessions**
5:00 PM - 6:00 PM
 Clay Commons



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 and is taught at the Great Northern Mall in Clay.

CEREC1005Wina **\$79.00**
1/20/17-2/24/17 **Friday**
Jim Munger **6 Sessions**
7:00 PM - 8:00 PM

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

CEREC1005Spri **\$79.00**
3/24/17 - 4/28/17 **Friday**
Jim Munger **6 Sessions**
7:00 PM - 8:00 PM

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

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 and bring a yardstick, a putter and a 7-iron to the first class. Enrollment is limited, so register early.

CEREC1410Spri **\$79.00**
3/21/17 - 4/25/17 **Tuesday**
Harold Sifer **6 Sessions**
7:00 PM - 8:30 PM

Alternative building

MUSICAL THEATRE

This course is designed for those who want to attain a better knowledge and appreciation of the history and literature of American Musical Theatre. Students will be exposed to the music through listening, analysis and performance (if so desired). Music examples will range from the 1930s to the present day.

CEREC1500Spri **\$79.00**
3/23/17 - 4/27/17 **Thursday**
Josephine Federico **6 Sessions**
6:30 PM - 8:30 PM

Main Campus

FLAT PATTERN MAKING

In this workshop, participants will learn how to construct a basic pattern set by using standard fashion industry measurements and techniques. Standard fashion industry measurements will be utilized. The basic pattern set will enable you to design and construct many styles. The basic pattern set includes the back and front bodice sloper, the back and front skirt sloper and the sleeve. Participants should have a thorough knowledge of sewing terminology and should have adequate sewing skills. Participants will receive a certificate of completion. Please call 453-4600 for supply list prior to class.

CESEW0685Spri **\$99.00**
3/23/17 - 4/13/17 **Thursday**
Barbara Peterson **4 Sessions**
6:00 PM - 9:00 PM
 Main Campus

FASHION DESIGN AND CONSTRUCTION

Prerequisite: Flat Pattern Making. In this class participants will construct and design a dress utilizing their basic pattern set. Supply list: sloper set, sewing machine, fabric, sewing notions appropriate to the design.

CESEW0687Spri **\$99.00**
4/26/17 - 5/17/17 **Wednesday**
Barbara Peterson **4 Sessions**
6:00 PM - 9:00 PM
 Main Campus

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 needed 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.

CESEW0681Spri **\$59.00**
3/27/17 - 4/17/17 **Monday**
Robin Brennan **4 Sessions**
6:00 PM - 8:30 PM
 Main Campus

ACCEPTABILITY OF ELECTRONICS ASSEMBLIES IPCA610

In this class you will learn the standards for IPCA610 and become certified as a CIS, Certified IPC Specialist. Manufacturers are looking for this certification mainly for soldering knowledge and understanding. Stand out in the job market with these local employers and manufacturers! Additional fee for text and testing.

CEELE0800Wina **\$199.00**
1/12/17-3/2/17 **Thursday**
Kevin Reed **8 Sessions**
6:00 PM - 9:00 PM
 Main Campus

CEELE0800Spri **\$199.00**
3/25/17 - 5/20/17 **Saturday**
Kevin Reed **8 Sessions**
9:00 AM - 12:00 PM
 Main Campus

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.

CEIND1400Wina **\$199.00**
2/9/17-3/21/17 **Tues/Thurs (NO CLASS 2/21 & 2/23)**
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.

CEIND1402Spri **\$199.00**
3/30/17-5/9/17 **Tues/Thurs (NO CLASS 4/20 & 4/25)**
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.

CEIND1404Spri **\$199.00**
5/11/17-6/27/17 **Tues/Thurs (NO CLASS 5/18, 6/20,22,23)**
Scott Tanner **10 Sessions**
6:30 PM - 9:30 PM
 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, which will be given at the end of the second session. You'll need to pick up your text (included in the fee) at CTC prior to class.

CEIND1420Summ **\$199.00**
6/21/17 - 6/28/17 **Wednesday**
Scott Tanner **2 Sessions**
5:00 PM - 9:30 PM
 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.

CEELE0702Wina **\$169.00**
1/11/17-2/15/17 **Mon/Wed**
Gary Bennett **10 Sessions**
6:30 PM - 9:30 PM
 Main Campus

CEELE0702Spri **\$169.00**
4/3/17 - 5/10/17 **Mon/Wed (no class 5-1, 3)**
Gary Bennett **10 Sessions**
6:30 PM - 9:30 PM
 Main Campus

BASIC ELECTRICITY 2

Continue to expand your understanding of the theory and application of alternating current and its effect in circuits containing inductors, capacitors, transformers, relays, motors and generators (and a combination of these components). Text and calculator required. Prerequisite: Basic Electricity I.

CEELE0704Wina **\$169.00**
2/22/17-3/27/17 **Mon/Wed**
Gary Bennett **10 Sessions**
6:30 PM - 9:30 PM
 Main Campus

CEELE0704Spri **\$169.00**
5/15/17 - 6/21/17 **Mon/Wed (no class 5-29, 31)**
Gary Bennett **10 Sessions**
6:30 PM - 9:30 PM
 Main Campus

REQUIREMENTS FOR SOLDERED ELECTRICAL & ELECTRONIC ASSEMBLIES JSTD001

In this class, students will learn the requirements for Soldered Electrical and Electronic Assemblies (CIS). Upon completion, students will be presented with a certificate making them a Certified IPC Specialist. This certification is accepted world-wide in the electronic manufacturers industries. This certification will better equip students with a skill local manufacturers look for. Additional fee for textbook and testing.

CEELE0801Wina **\$199.00**
1/14/17-3/4/17 **Saturday**
Kevin Reed **8 Sessions**
9:00 AM - 12:00 PM
 Main Campus

CEELE0801Spri **\$199.00**
3/23/17 - 5/11/17 **Thursday**
Kevin Reed **8 Sessions**
6:00 PM - 9:00 PM
 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.

CEELE0706Wina **\$159.00**
1/10/17-3/7/17 **Tuesday (NO CLASS 1/17 & 2/14, 28)**
Gary Bennett **6 Sessions**
6:30 PM - 9:30 PM
 Main Campus

CEELE0706Spri **\$159.00**
5-9-17 - 6/20/17 **Tuesday (NO CLASS 5-30)**
Gary Bennett **6 Sessions**
6:30 PM - 9:30 PM
 Main Campus

RESIDENTIAL WIRING 2

This course covers the electrical wiring for an entire residential home, done room by room. In addition, this course covers the service entrance calculations and required equipment for the wired home, along with discussion of the homes of the future and residential standby power. Text required. Prerequisite: Residential Wiring Level I.

CEELE0712Wina **\$159.00**
3/17/17-4/25/17 **Tuesday (NO CLASS 4/4)**
Gary Bennett **6 Sessions**
6:30 PM - 9:30 PM
 Main Campus

CEELE0712Spri **\$159.00**
7/11/17 - 8/15/17 **Tuesday**
Gary Bennett **6 Sessions**
6:30 PM - 9:30 PM
 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.

CEWEL2115Wina **\$299.00**
2/2/17-3/16/17 **Tues/Thurs (NO CLASS 2/16 & 3/7,9)**
Gordon McCaffer **10 Sessions**
6:30 PM - 9:30 PM
 Main Campus

WELDING 2

Further your welding skills with instruction and hands-on experience with out-of-position work from flat to an incline of 45 degrees or more. Both arc and gas welding will be covered. Prerequisite: Welding I or equivalent experience.

CEWEL2117Wina **\$299.00**
3/21/17-4/27/17 **Tues/Thurs (NO CLASS 4/6 & 4/11)**
Gordon McCaffer **10 Sessions**
6:30 PM - 9:30 PM
 Main Campus

WELDING 3

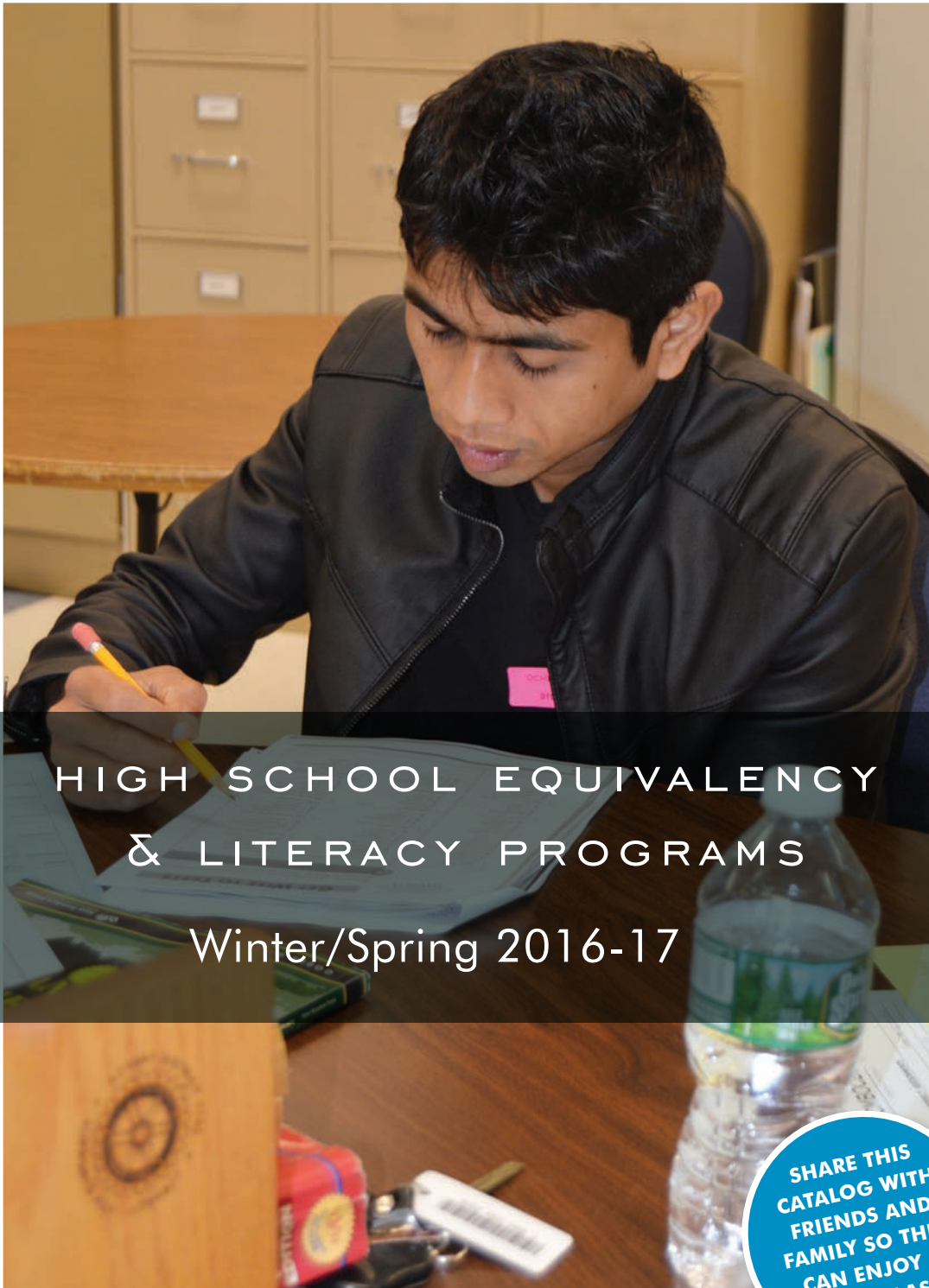
For the experienced welder – here's your opportunity to concentrate on improving your welding techniques. Help with MIG, TIG, pipe, all position welding and any other specific welding problems will be available. Prerequisite: Welding I/II or equivalent experience.

CEWEL2119Wina **\$299.00**
5/2/17-6/22/17 **Tues/Thurs (NO CLASS 5/4, 9 & 6/6,8)**
Gordon McCaffer **10 Sessions**
6:30 PM - 9:30 PM
 Main Campus

WELDING TEST (NYS DOT)

For more information call 315-453-4431.

CEWEL2000Fallb **\$175.00**
10/12/16 **Wednesday**
Gordon McCaffer **1 Session**
8:30 AM
 Main Campus



HIGH SCHOOL EQUIVALENCY
& LITERACY PROGRAMS

Winter/Spring 2016-17

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

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

Jan. 20-21	Main Campus
March 17-18	Main Campus
April 7-8	Cortland
May 19-20	Main Campus
June 9-10	Cortland
June 16-17	Main Campus
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. 15-16	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 LeMoyne Avenue

Tues/Thurs

5:00 PM - 8:00 PM

HIGH SCHOOL EQUIVALENCY & LITERACY PROGRAMS

NATIONAL EXTERNAL HIGH SCHOOL 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, Liverpool

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

Tues/Thurs 12:30 PM - 3:30 PM

MATTYDALE

Salina Free Library

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

DEWITT

**DeWitt Community Library
ShoppingTown Mall
3649 Erie Blvd. East**

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



BUSINESS & INDUSTRY

CUSTOMIZED WORKFORCE TRAINING

- Technical Skills
- Computer Skills
- Office & Professional Skills
- Certification Program
- Supervisory Skills & Leadership Training
- Assessment and Evaluation Services
- Competitive Pricing
- Company-Focused
- 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.



FOR MORE INFORMATION

Please Call
(315) 453-4428

Register Online at
www.ocmboces.org

NEED HELP WITH CHILDCARE? 3 DAY PRESCHOOL PROGRAM



**NOW
ENROLLING
AGES 3-5**

**ONLY \$190
PER YEAR!**

CALL 433-2234

Preschool at Thompson Road OCM BOCES

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

GENERAL INFORMATION FOR PART-TIME CONTINUING EDUCATION CLASSES

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.

STUDENT CONDUCT - FULL-TIME PROGRAMS

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 [John Placito at jplacito@ocmboces.org](mailto:jplacito@ocmboces.org) or call 453-4439.

ACCREDITED THROUGH COE

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



FINANCIAL AID FOR FULL-TIME PROGRAMS

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:

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

Federal Title IV financial aid: (Pell Grant, Direct and PLUS Loans) is available to those qualified for approved programs.

ACCES-VR: (Adult Career and Continuing Education Service – Vocational Rehabilitation) may provide tuition assistance to individuals with a disabling condition. Contact their offices at (315) 428-4179.

Payment plans are available. Contact the Financial Aid Office at (315) 453-4677. Need more information? Call (315) 453-4400.

\$50 monthly minimum repayment upon completion

The actual cost for your education may vary. Not all students will qualify for a Pell Grant, local grant and/or student loan. Our Financial Aid Office staff will assist you in securing the best available financial aid package to suit your needs and help you attain your education goals. They can be reached at (315) 453-4677.

Unemployed or low-income individuals: If you are unemployed or have a low income, you may qualify for assistance. Contact Admissions at (315) 453-4400.

Veterans: If you are a veteran, you should contact our Veterans' Certifying Officer at (315) 453-4431 or the Department of Veterans Affairs at 1-800-827-1000.

OCM BOCES REFUND POLICY FOR FULL-TIME PROGRAMS

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 a 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.

FEDERAL TITLE IV REFUNDS - FULL-TIME PROGRAMS

The financial aid (Pell Grant and student loans) earned by the student is equal to the percentage of the period of enrollment completed. When a student withdraws before completing more than 60% of the period of enrollment, the percentage of financial aid is prorated using the Federal Refund/Repayment Policy.

MISSION STATEMENT

WE ARE COMMITTED TO PROVIDING OUR COMMUNITY THE HIGHEST QUALITY EDUCATION AND TRAINING NECESSARY TO SUCCESSFULLY MEET THE CHALLENGES AND OPPORTUNITIES OF THE 21ST CENTURY.

The returned funds must be refunded to the following sources in this specific order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans
4. Federal Pell Grant

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 balance with the Financial Aid Office.

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 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 below 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.

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.



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). 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.

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.

GRADING SYSTEM

Grading is based upon hands-on evaluations, tests, quizzes and in-class assignments.



GRIEVANCE PROCEDURE (CONTINUED)

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

ACADEMIC CALENDAR

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.

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

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.

HENRY/ALTERNATIVE 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.

NO CONFIRMATION WILL BE SENT, SIMPLY PLAN ON ATTENDING!

MAIN CAMPUS

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

HENRY CENTER

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: _____

Date: _____

Address: _____

City: _____ Zip: _____

Email: _____

Home # _____ Cell # _____

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)

MAIL-IN REGISTRATION FORM

Name: _____

Date: _____

Address: _____

City: _____ Zip: _____

Email: _____

Home # _____ Cell # _____

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)

Non-profit
Organization
US Postage
PAID
Permit No. 1745
Syracuse, NY



Main Campus
PO Box 4754
Syracuse, NY 13221
www.ocmboces.org