

BUSINESS Continued

member or business owner. Session 1 will focus on developing a mission statement; session 2 will focus on effective leadership. Facilitated by Joe Sarnicola, a small business owner and Certified Life Coach who has served as an officer or member on the boards of several local non-profit organizations.

2 hours \$49

10/22, 10/29 T 6-7pm Auburn

COMPUTER

COMPUTER ABC'S

After this class you will be able to use the computer for basic purposes of preparing word documents, viewing information on

the Internet, send13 RTn-4 (ma)4 N3 >>qC F IJ T* [-240.uc 9T1_0 11 (er)-4 (n)9Titer T

CELEBRATING SUMMER

As summer approaches its conclusion, come enjoy an evening of summer's favorite foods!

1.5 hours \$49

8/20 T 5:30-7pm Culinary Arts Institute

FAMILY FUN NIGHT AT THE

~~CELLAR & FOLLY (WISKEY) PAIRING DINNER~~
CELLAR & FOLLY (WISKEY) PAIRING DINNER

Cellar & Folly was crafted from good friends, good times, and great whiskey! Join us for an evening with the owners of Cellar and Folly where participants will sample the whiskeys paired with Chef Patrick Leibacher's decadent dishes. Must be 21 years old to register.

2 hours \$59

10/8 T 5:30-7:30pm Culinary Arts Institute

COMBGROWN MEAD PAIRING DINNER

Combgrown Mead opened in 2023 and has already made its mark in Auburn with delicious honey wines. Owner Elaine Ferrier will discuss the inspirations behind their delectable wines. Chef Luke Szabo from Scd (3)6]TJ Eegm ll disH7]TJ T* [(with delicie01473tckey!)]TJ T*

2 hours \$59

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DRONE TECHNOLOGY

DRONE LICENSE PREP

This course prepares students to take the FAA Drone Certification Test (Unmanned Aircraft General – Small). Drone operators must have an FAA Remote Pilot Certificate in order to fly drones for commercial uses. Please note that the certification tests are only given at FAA-approved Knowledge Testing Centers and that the centers charge a fee for the test. The centers nearest to the college are in Rome and Ithaca. Taught by Steve Keeler.

15 hours \$69
10/21-12/2 M 3-5:05pm Auburn

DRONE PHOTOGRAPHY

This course introduces students to using small unmanned aircraft systems (drones) in aerial cinematography. Federal Aviation Administration (FAA) rules and regulations covering the safe operation of drones will be covered. Students will learn to safely operate drones for use in photography, videography and cinematography. Taught by Steve Keeler.

15 hours \$69
8/26-10/7 M 3-5:05pm Auburn
No class 9/2

FOOD SAFETY

SERVSAFE® FOOD HANDLER CLASS

This class will discuss basic food safety, personal hygiene, cross-contamination, allergens, time and temperature, and cleaning and sanitation to prepare for the ServSafe® Food Handler assessment. Each participant will receive the ServSafe® Food Handler guide and will take the assessment at the end of the class. Participants must earn a grade of 75% or higher to be awarded the ServSafe® Food Handler Certificate of Achievement.

\$49
10/21 M 5:30-8pm Culinary Arts Institute

SERVSAFE® MANAGER CLASS

This class will cover all of the required components to the 16-hour manager content. Upon completion of the class, participants will complete the assessment and must earn a score of 70% or higher to be awarded the ServSafe® Food Protection Manager Certificate of Achievement. This class includes the book and online exam voucher.

\$175
11/4, 11/11 M 5-9pm Culinary Arts Institute

GENERAL

CREATING DIGITAL MUSIC AND AUDIO

Learn how to make and record digital music. Practice audio voice recordings. Explore editing, effects, and multi-track composition. Our emphasis will be on free software using various audio hardware. Taught by Bert Jerred.

10 hours \$125
9/16-10/21 M 5-7pm Fulton
No class 10/14

INTRO TO PODCASTING

Are you interested in hosting a podcast? This class teaches you basic tips and techniques to get your podcast uploaded and online. Taught by Je Szczesniak.

4.5 hours \$50
10/2-10/16 W 6-7:30pm Auburn

350-HOUR CASAC CERTIFICATE

For careers in chemical dependency counseling

TRAINING TOPICS INCLUDE:

Offered by Cayuga Community College, this community-based training series supports participants who are interested in careers in chemical dependency counseling to help those in need in our communities. Participants will engage with field professionals and instructors to complete the 350 hours required by New York State's Office of Addiction Services and Supports (OASAS). The four modules combine classroom instruction and interactive discussion to develop the skills needed to be an effective chemical dependency professional. After completing the

series, participants are eligible to apply for the Credentialed Alcoholism and Substance Abuse Counselor Trainee designation (CASAC-T). Upon earning the CASAC-T designation, participants may also apply credit toward the Cayuga Community College Human Services AS degree.

PROGRAM REQUIREMENTS:

Proof of high school diploma or equivalency, a personal statement, and program application must be submitted to the Office of Community Education and Workforce Development.

350 hours \$3,500

September 10 - July 31

Mondays via Zoom

Tuesdays and Thursdays at the Auburn Campus, 6-9pm

For further details, call 315-294-8841

SECURITY GUAR

SECURITY GUARD TRAINING: 8-HOUR PRE-ASSIGNMENT

The 8-Hour Pre-Assignment course for security guards will teach you the role of a security guard, including: legal powers and limitations; how to handle emergencies, communications and public relations; access control; and ethics and conduct. All security guards are required to complete an 8-Hour Pre-Assignment Training Course prior to applying to the New York State Department of State for a Security Guard Department Registration card. This course is approved by the New York State Division of Criminal Justice Services (DCJS). You must attend 100 percent of the course and pass an examination to receive your certification of completion. Contact the Office of Community Education and Workforce Development for refund details. The Auburn offering will be taught by Frederick Cornelius, and the Fulton offering will be taught by Ralph Stacy.

8 hours \$79

10/28, 10/29 M/T 5:30-9:30pm Fulton

10/29, 10/30 T/W 5:30-9:30pm Auburn

16-HOUR ON-THE-JOB TRAINING COURSE FOR SECURITY GUARDS

This is a 16-hour course that must be completed within 90 days of employment as a security guard. The course provides the student with detailed information on the duties and responsibilities of a security guard. Topics covered in this course include: the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for successful completion of this course. This course is approved by the New York State Division of Criminal Justice Services (DCJS). You must attend 100 percent of the course and pass an examination to receive your certification of completion. Contact the Office of Community Education and Workforce Development for refund details.

16 hours \$120

Please call (315) 294-8841 for details.

ELECTRO-MECHANICAL SYSTEM FUNDAMENTALS MICROCREDENTIAL

Take individual courses or earn
the Electro-Mechanical Systems
Fundamentals Microcredential

PLEASE NOTE: All classes are a combination of in-person and online coursework.

PROBLEM SOLVING

30 hours \$349

8/19, 8/21, 8/26, 8/28

M/W 6-9pm Full

Online: 8/19-8/28

9/3, 9/5, 9/10, 9/12

T/Th 6-9pm Auburn

Online: 9/3-9/12

INTRODUCTION TO BASIC PNEUMATICS

30 hours \$349

10/28, 10/30, 11/4, 11/6

M/W 6-9pm Full

Online: 10/28-11/6

11/5, 11/7, 11/12, 11/14

T/Th 6-9pm Auburn

Online: 11/5-11/14

MEASURING INSTRUMENTS

20 hours \$199

9/9, 9/11, 9/16, 9/18

M/W 6-9pm Full

Online: 9/9-9/18

10/1, 10/3, 10/8, 10/10

T/Th 6-9pm Auburn

Online: 10/1-10/10

INTRODUCTION TO BASIC HYDRAULICS

30 hours \$349

11/11, 11/13, 11/18, 11/20 M/W 6-9pm Full

Online: 11/11-11/20

11/19, 11/21, 11/26

T/Th 5-9pm Auburn

Online: 11/19-11/26

WORKPLACE COMMUNICATIONS

30 hours \$349

9/23, 9/25, 9/30, 10/2

M/W 6-9pm Full

Online: 9/23-10/2

9/17, 9/19, 9/24, 9/26

T/Th 6-9pm Auburn

Online: 9/17-9/26

INTRODUCTION TO ELECTRICAL MOTOR CONTROLS

30 hours \$349

12/2, 12/4, 12/9, 12/11 M/W 6-9pm Full

Online: 12/2-12/11

12/3, 12/5, 12/10, 12/12 T/Th 6-9pm Auburn

Online 12/3-12/12

INTRODUCTION TO ELECTRO MECHANICAL CONTROL SCHEMATICS

30 hours \$349

10/7, 10/9, 10/16, 10/21

M/W 6-9pm Full

Online: 10/7-10/21

10/17, 10/22, 10/24, 10/29

T/Th 6-9pm Auburn

Online: 10/17-10/29

Upon matriculation, individuals who successfully complete this microcredential earn 4 credits to fulfill Cayuga Community College's ELEC 221 Industrial Maintenance Practices course. This credit may be applied to Cayuga Community College's Electrical Technology AAS, Industrial Maintenance Technology certificate, or Advanced Manufacturing certificate programs.

MACHINING FUNDAMENTALS MICROCREDENTIAL

This microcredential prepares students for entry-level positions in advanced manufacturing. Participants will be introduced to the trade skills of machining and CNC technologies, as well as, hands-on and practical training.

PLEASE NOTE: All classes are a combination of in-person and online coursework. Students may take individual classes or the full microcredential.

WORKPLACE COMMUNICATIONS

30 hours \$349
9/9-9/18 M/W 5-8pm Auburn
9/9-9/18 Online

INTRODUCTION TO MACHINING AND TOOLS

30 hours \$349
10/28-11/13 M/W 5-8pm Auburn
10/28-11/13 Online

PROBLEM SOLVING

30 hours \$349
9/23-10/2 M/W 5-8pm Auburn
9/23-10/2 Online

INTRODUCTION TO CNC MACHINING

30 hours \$349
11/18-12/9 M/W 5-8pm Auburn
11/18-12/9 Online
No Class 11/27

GEOMETRIC DIMENSIONING AND TOLERANCING

20 hours \$199
10/7-10/21 M/W 5-8pm Auburn
10/7-10/21 Online

FUNDING OPPORTUNITIES MAY BE AVAILABLE!

POLICIES

REGISTER EARLY

Many classes fill up quickly. Please register at least one week in advance so we can make class enrollment decisions. We accept registrations as long as room is available.

REFUND POLICY

Requests for refunds prior to the first class meeting will be granted. Due to the short-term nature of most credit-free programs, refunds will not be granted on or after the day of the first class meeting. The Director of Community Education and Workforce Development will review requests for refunds due to extenuating circumstances on a case-by-case basis. Classes cancelled by Cayuga Community College will result in a full refund by mail or by credit card. Please allow two weeks for processing. Refunds of payments made by check or cash will require the student's Social Security number. A DCJS-approved security guard training school cannot assess any non-refundable registration fees, cancellation fees, or deposits. Please contact Emily Cameron regarding complaints at (315) 294-8527 or emily.cameron@cayuga-cc.edu or students may contact the NYS Division of Criminal Justice Services at (518) 457-2667.

CANCELLATIONS

You will be notified if the course is full, cancelled, or if the starting date is changed. The college reserves the right to cancel a course when registration is less than the minimum required.

OFFICE OF ACCESSIBILITY RESOURCES

Federal laws, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, protect qualified individuals with disabilities from discrimination on the basis of disability and guarantee equal opportunity for access to programs and services. Cayuga Community College complies with all applicable federal, state, and local laws and regulations regarding reasonable and appropriate services and accommodations for students with documented disabilities. Accommodations and services accessed through the Office of Accessibility Resources may include but are not limited to: interpreters, notetakers, time extensions for tests, alternative test sites, technology to assist reading and writing, magnification devices, and physical accommodations such as special classroom seating or architectural accessibility. Services and accommodations for all students with disabilities are coordinated through the Office of Accessibility Resources, located within the Learning Commons-Academic Support. In order for the College to provide appropriate and timely services and accommodations, students with disabilities must provide current and complete documentation as early as possible.

NOTICE OF NON DISCRIMINATION

Cayuga Community College is committed to fostering a diverse community of outstanding faculty, staff, and students. The College does not discriminate and prohibits harassment or discrimination on the basis of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, and gender identity, military status, domestic violence victim status, criminal conviction, or any other characteristic protected by applicable local, state, or federal law.

The College is committed to ensuring that no one, including students, employees, and third parties, is excluded or discriminated against on the basis of any protected characteristic as identified above. Cayuga Community College does not discriminate in its hiring, employment, admissions, including applications

FOUR EASY WAYS TO REGISTER

1. ONLINE

The fastest and easiest way to register! With our user-friendly system you can register yourself for all classes. A confirmation email is sent automatically upon registration.

Visit www.cayuga-cc.edu/community

- Select: Workforce Development
- Select: Search Courses

2. CALL (315) 294-8841

Regular hours are
Monday-Friday, 8am-4:30pm

Summer hours are
Monday-Thursday, 9am-4pm
and Friday, 9am-12:30pm

- Register with your VISA, MasterCard, Discover Card

3. BY MAIL

Mail your registration with a check or money order to:

Cayuga Community College
Office of Community Education
and Workforce Development
197 Franklin Street
Auburn, NY 13021-3099

Please complete one form per person. Make checks payable to Cayuga Community College. (No cash payments please). Please do not send supply fees that are payable to the instructor. You will be enrolled as soon as we receive your registration and payment. There will be a \$20 fee for checks returned for any reason. Refunds of payments made by check or cash will require the student's Social Security number.

4. IN PERSON

Visit our office at
Cayuga Community College,
197 Franklin St., Auburn, NY.

Regular hours are
Monday-Friday, 8am-4:30pm.

Summer hours are
Monday-Thursday, 9am-4pm
and Friday, 9am-12:30pm.
No cash payments please.

PURCHASE ORDER Companies/
organizations enrolling staff for training
may complete registration forms and
attach company memos or purchase
orders for payment confirmation.

The logo for Cayuga Community College, featuring the word "CAYUGA" in a bold, sans-serif font with a stylized wave or underline element under the "A".

MAIL REGISTRATION FORM TO:

Cayuga Community College
 Office of Community Education and Workforce Development
 197 Franklin Street
 Auburn, NY 13021-3099

Name _____

Address _____

City

State

Zip

Phone (Evening) _____ (Day) _____

Email _____ Date of Birth _____

| DATE | COURSE TITLE | FEE |
|--|--------------|-----|
| | | |
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| | | |
| | | |
| TOTAL | | |
| PAY TO THE ORDER OF: Cayuga Community College 197 Franklin Street Auburn, NY 13021-3099 | | |

197 Franklin Street
Auburn NY 13021



Learn More
cayuga-cc.edu

