





Trades. Healthcare. Literacy.



Center for Career and Community *education*

www.ccceonthemove.com www.CiTiboces.org www.cayuga-cc.edu

INDUSTRIAL TRAINING, WORK READINESS, WELDING, PARALEGAL AND TECHNOLOGY



WELCOME

Welcome to the **Center for Career and Community** *education* (CCCE). In July 2015, Cayuga Community College and the Center for Instruction, Technology & Innovation (CiTi) formally partnered to deliver adult and continuing education programs to Oswego County residents and employers.

Through this formal collaboration, we are able to maximize each organization's valuable resources, increasing our ability to offer career training programs, adult literacy classes, and customized corporate training. New program additions this fall include Heating, Ventilation & Air Conditioning; Plumbing; Legal Secretary; and Paralegal.

CCCE focuses on developing adult career pathways offering students multiple opportunities from entry-level, noncredit courses to mid-skill level certificate and degree programs. Our programs are aligned with demand occupations in the Central New York region focusing on our local employers' needs.

We are excited to be leading the county-wide Work Ready Oswego NY initiative. The goal is to make Oswego County the first ACT Work Ready Community in the Northeast! This initiative will give individuals the opportunity to validate their work readiness skills by obtaining the National Career Readiness Certificate (NCRC).

In August, be on the lookout for the arrival of our mobile training unit, a brand-new RV fully equipped with classroom space, computer lab, television, and internet. Be sure to check out the program schedule coming in September!

We are excited about the possibilities this partnership brings to our community. We hope you enjoy our catalog of courses and programs. Please feel free to contact our office at (315) 593-9400 with any questions you have about our programs or for registration assistance.

Thank you for your continued support and we look forward to helping you reach your goals.

Carla M. DeShaw

Executive Dean Community Education and Workforce Development Cayuga Community College











CONTENT

2-6 TRADES

- 2 Industrial Maintenance
- 2 3 Automotive Technology & Services
- CDL-A Tractor Trailer
- 3 CDL-B (Dump Truck)
- 3 Heating, Ventilation & Air Conditioning (HVAC)
- 4 Heavy Equipment Maintenance & Operations
- 4 AWS Certified Welding
- 6 Plumbing

HEAITHCARE TRAINING 7-9

- 7 Occupational Therapy Assistant
- 8 Dental Assistant
- 8 Medical Assistant
- 9 Medical Coding Specialist
- 9 Nurse Assistant (Aide)
- 9 Practical Nursing
- 10 FUNDING OPTIONS
- 12 SECURITY GUARD TRAINING

11-14 **ONLINE**

- 11 **Business Administration**
- 12 Legal Secretary Certificate
- 13 Paralegal Certificate Course®
- 13 Advanced Paralegal Certificate
- 13 Software Essentials For The Law Office

14 **TECHNOLOGY**

- 14 Digital Marketing Certificate
- 14 Improving Email Promotions
- 14 Boosting Your Web Site Traffic
- 14 Online Advertising
- 14 Introduction To 3D Printing
- WORK READY OSWEGO, NY 15
- LITERACY 16-17
 - CORPORATE SERVICES 19
 - 20 **UNIVERSITY CENTER**
- **INFORMATION/POLICIES** 21-24
 - **REGISTRATION INFORMATION** 25

TRADES

INDUSTRIAL MAINTENANCE **TECHNOLOGY CERTIFICATE** _____

This college program is designed to prepare students for a high-wage career in the manufacturing workplace with hands-on skills in mechanical and electrical installation, repair, industrial process instrumentation, and control. Students will be workplace ready in one year, and can apply the Industrial Maintenance Technology certificate credits toward the Electrical Technology A.A.S. Degree through the Industrial Maintenance Option. Local high-wage careers available now!

Course **FIRST SEMESTER**

| ELEC 101 Electrical Circuits | 4 |
|----------------------------------|----|
| ENGR 103 Manufacturing Materials | |
| & Processes | 3 |
| ELEC 105 Digital Electronics | 4 |
| ENGR 230 Fluid Systems Design | 3 |
| TOTAL | 14 |

Credit Hours

3

3

3

4

4

SECOND SEMESTER

| MATH 114 Applied Math for | |
|-----------------------------------|----|
| Technologists or MATH 104 College | |
| Algebra & Trigonometry | 3 |
| ELEC 220 Industrial Power | |
| and Equipment | 3 |
| ENGR 250 Thermal Technology | 3 |
| ELEC 204 Industrial Electronics | 4 |
| ELEC 221 Industrial Maintenance | |
| Practices | 4 |
| TOTAL | 17 |
| TOTAL CREDIT HOURS | 31 |

NEW Program Starting Soon! For more information call 1-866-598-8883.

SEE AD ON PAGE 5



AUTOMOTIVE TECHNOLOGY & SERVICES

This course is designed to give students training in automotive electrical, electronic, and engine management systems, as well as diagnosis and repair of brake, steering, and suspension systems on most domestic and foreign cars, and light trucks. Students will learn how to diagnose and repair electrical problems associated with many types of failures common to vehicle systems, as well as emission and engine performance issues. Also included in the program will be a module of training to be a NYS Motor Vehicle Inspector. This 700-hour course will give the student a comprehensive package that will include classroom theory, technical training using computerized training modules, real-time lab work using problem vehicles, and internship time at a dealership or independent repair shop. Students completing the course will be able to take the NYS Vehicle Inspector exam. Being able to service and repair today's vehicles offers job security with good pay and benefits to those willing to put the effort and time into training.

 SOC (Standard Occupational Classification) Code: 49-3023

• U.S. Department of Labor: www.bls. gov/SOC/

Prerequisite: Completed application and pre-assessment, HS Diploma or GED®/ HSE required.

2019 Tuition: \$7,500 Median loan debt incurred by student: \$4,225 Graduation Rate: 100% Job Placement Rate: 86% Program Length: 700 hours Schedule: Monday-Thursday 3-8pm Location: Mexico Campus (179 County Rt 64 Start Date: 9/16/19-6/30/20

Additional Requirements: Students must provide their own safety glasses, steel toe work boots, shop coat, and loose leaf notebook.

CALL 315.593.9400 TO REGISTER

CDL-A TRACTOR TRAILER

.....

In this 160-hour beginner's program, students will be given 95 hours of classroom theory and maneuvers using PTDIbased curriculum and 65 hours of tractor trailer training in driving safely, pre-trip and post-trip vehicle inspection, basic control of the vehicle, managing space and speed, spotting hazards and emergencies, skid control and recovery, transporting cargo safely, air brake operation, combination vehicles, doubles and triples, tank vehicles, and hazardous materials vehicles. Students will participate in road training in the following areas: backing up, parallel parking and docking, city driving, road driving, and drop and hook. After students complete the classroom portion of CDL, they apply for a permit and schedule a road test. Both are reimbursable through CCCE/CiTi after the student has completed the course. Students who successfully complete the course will receive a CCCE/CiTi Certificate of Completion, and take a road test for the CDL-A license.

• SOC (Standard Occupational Classification) Code: 53-3032

• U.S. Department of Labor: www.bls. gov/SOC/

Prerequisite: Completed application and pre-assessment. A student must be 21 years of age to take the CDL-A program. Applicants must have a driving abstract prior to starting the class. Once a student has applied and secured funding, he/she must pass a physical and drug test scheduled by CiTi.

2019 Tuition: \$5,250 Graduation Rate: 100% Job Placement Rate: 75% Licensure Exam Pass Rate: 92% Program Length: 160 hours Schedule: TBA Location: Mexico Campus (179 County Rt 64) Start Date: Fall/Winter 2019

CDL-B (DUMP TRUCK)

In this 100-hour beginner's program, students will be given 55 hours of classroom and 45 hours of dump truck training in driving safely, pre-trip and post-trip vehicle inspection, basic control of the vehicle, managing space and speed, spotting hazards and emergencies, skid control and recovery, and transporting cargo safely. CDL-B classroom hours also include air brakes and HazMat training. Students will participate in road training. After students complete the classroom portion of CDL, he/she must apply for a permit. CCCE/CiTi will reimburse the student for the permit after successful course completion. Students who successfully complete the course will receive a CCCE/CiTi Certificate of Completion and take a road test for the CDL-B license.

.....

- SOC (Standard Occupational Classification) Code: 53-3032
- U.S. Department of Labor: www.bls. gov/SOC/

Prerequisite: Completed application and pre-assessment. Applicants must have a driving abstract prior to starting the class. Once a student has applied and secured funding, he/she must pass a physical and drug test scheduled by CCCE/CiTi of Oswego County.

2019 Tuition: \$4,775 Graduation Rate: 100% Job Placement Rate: 75% Licensure Exam Pass Rate: 92% Program Length: 100 hours Schedule: TBA Location: Mexico Campus (179 County Rt 64) Start Date: Fall/Winter 2019

NEW! HEATING, VENTILATION, AIR CONDITIONING (HVAC)

.....

This 600-hour program is a comprehensive hands-on training program covering the critical aspects of the HVAC repair field. It is offered in three parts. Part one is an introduction to the tools of the trade, the shop, shop/home/testing equipment, and shop math including Ohms Law. Part two includes basic air conditioning, heating, house electrical, schematic reading and wiring diagrams, troubleshooting, and work safety. Part three covers an introduction to EPA including a basic understanding of the EPA rules and federal requirements, and EPA Laws 608 and 609. The EPA Universal Certification Exam for refrigerant handling is included. Students work in a lab and a variety of field experiences. Students who successfully complete the course will receive a CCCE/CiTi Certificate of Completion.

• SOC (Standard Occupational Classification) Code: 49-9020

• U.S. Department of Labor: www.bls. gov/SOC/

Prerequisite: Completed application and pre-assessment.

2019 Tuition: \$6,725 Graduation Rate: New Program Job Placement Rate: New Program Program Length: 600 hours Schedule: TBA Location: Mexico Campus (179 County Rt 64) Start Date: Fall/Winter 2019

Additional Requirements: Students must provide their own safety glasses and steel toe work boots.



HEAVY EQUIPMENT MAINTENANCE & OPERATIONS

This 100-hour Heavy Equipment Maintenance & Operations (HEMO) program is presented in four modules: Wheel Loaders, Excavators, Dozers, and Backhoe Loaders. Training includes: classroom and simulators, equipment identification, maintenance, and tools. Students will also learn basic site setup, equipment operating techniques, and safe equipment loading and transporting. Students practice using state-of-the-art equipment. Upon completion, students will be issued a CCCE/CiTi Certificate of Completion. Once a student has applied and secured funding, he/she must pass a physical and drug test.

• SOC (Standard Occupational Classification) Code: 47-2073

• U.S. Department of Labor: www.bls. gov/SOC/

Prerequisite: Completed application and pre-assessment.

2019 Tuition: \$3,625 Program Length: 100 hours Schedule: TBA Location: Mexico Campus (179 County Rt 64) Start Date: Fall/Winter 2019

Additional Requirements: Students must provide their own steel toe work boots.

WELDING: 320-HOUR AWS CERTIFIED WELDER

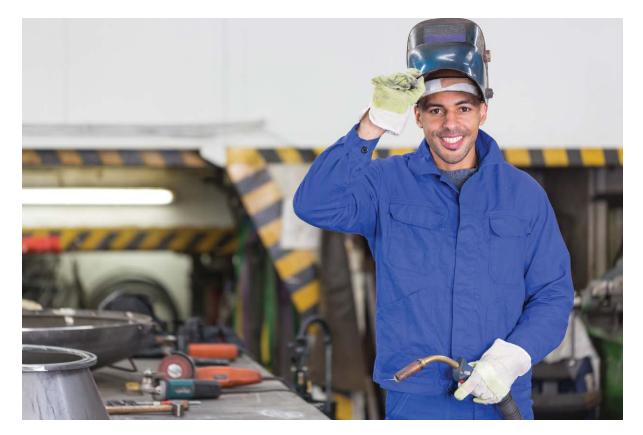
This course is designed to prepare students to take the American Welding Society (AWS) Entry-Level Welder exam. Successful students must pass two guided bend tests, a workmanship test, and eight written module tests. Students who successfully complete the course will receive a CCCE/CiTi Certificate of Completion and AWS Entry-Level Welder Certificate. • SOC (Standard Occupational Classification) Code: 51-4121

• U.S. Department of Labor: www.bls. gov/SOC/

Prerequisite: Completed application and pre-assessment.

2019 Tuition: \$5,825 Graduation Rate: 80% Job Placement Rate: 83% Program Length: 320 hours Schedule: Monday-Thursday, 5:30-9:30pm Location: Mexico Campus (179 County Rt 64) Start Date: 09/30/19-3/19/20

Additional Requirements: Students must provide their own safety glasses, steel toe work boots, and non-flammable clothing.



5



This program coming to our Fulton Campus, is designed to prepare students for a career in the manufacturing workplace with hands on skills in mechanical and electrical installation and repair and industrial process instrumentation and control.

NEW Industrial Maintenance Technology

One Year Certificate

National Average Base Pay^{*} for Industrial Maintenance Technician \$40,061



cayuga-cc.edu

1-866-598-8883 Online Fulton Auburn



Cayuga's Plumbing Apprenticeship Program

Building Skills, Building Business

Are you interested in pursuing a career in Residential/ Commercial Plumbing? Cayuga Community College, Auburn Campus is excited to announce the plumbing apprenticeship program starting this fall! This four year apprenticeship is available for individuals currently employed in the field as well as those who are looking to enter into a career in plumbing.

NCCER CORE CURRICULA: INTRODUCTORY CRAFT SKILLS

The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. Its modules cover topics such as Basic Safety, Communication Skills and Introduction to Construction Drawings. Completing this curriculum gives the trainee the basic skills needed to continue education in the plumbing apprenticeship program.

72.5 hours of instruction

- BASIC SAFETY (Construction Site Safety Orientation) 12.5 hours M,T Sept. 3-17 6-8:30pm
- INTRODUCTION TO CONSTRUCTION MATH 10 hours M, T Sept. 23-Oct. 1 6-8:30pm
- INTRODUCTION TO HAND TOOLS (no class on Oct. 14) 10 hours M, T Oct. 7-21 6-8:30pm
- INTRODUCTION TO POWER TOOLS 10 hours M, T Oct. 22-Nov. 4 6-8:30pm
- INTRODUCTION TO CONSTRUCTION DRAWINGS 10 hours M, T Nov. 5-18 6-8:30pm
- BASIC COMMUNICATION SKILLS 7.5 hours M, T Nov. 19-26 6-8:30pm
- BASIC EMPLOYABILITY SKILLS
 7.5 hours M, T Dec. 2-9 6-8:30pm
- INTRODUCTION TO MATERIALS HANDLING 5 hours M, T Dec. 10-16 6-8:30pm

Select Saturdays will be required as well.
Please note: Successful completion of module

assessments are required to advance to next topic.

Are you interested in learning more about this career field? Come to our Day in the Life of a Plumber Info session!

Monday, August 26 • 6-8pm Cayuga Community College Auburn Campus

For more information, please contact Emily Cameron at (**315**) **294-8527** or email **emily.cameron@cayuga-cc.edu**.



Occupational Therapy Assistant Program

Help people with disabilities, illnesses, and injuries perform everyday tasks



HEALTHCARE TRAINING

DENTAL ASSISTANT

As valuable members of the dental team, Dental Assistants take on significant responsibilities. Working directly with dentists, they perform a wide variety of tasks requiring both interpersonal and technical skills. The Dental Assistant class is a 690hour program, including 200 hours of dental experience in area dental offices. Coursework includes dental theory, emergency care, infection control, preventive dentistry, clinical assisting, and dental radiology. Dental Assisting has been approved by the NYS Department of Education for licensure and certification purposes. Upon completion, graduates are eligible to take certification exams, which lead to licensure.

- US Dept of Labor: www.bls.gov/SOC/
- SOC Code: (Standard Occupational Classification) 31-9091

Prerequisites: Completed application, two professional references, pre-assessment, HS Diploma or equivalent required, 250-word essay, and interview with the lead instructor. Please provide college transcripts, if prior attendance.

Additional requirements: Up-to-date physical and immunization records, valid CPR card, licensure fee, and students must provide their own shoes.

Tuition: \$7,875 (includes books, supplies, lab jacket, scrubs, and certification exam fee) Median loan debt incurred by students: \$4,180 Graduation Rate: 93% Job Placement Rate: 75% Schedule: Monday-Friday, 8am-3:30pm (class & lab hours will vary); clinical hours vary also. Location: Fulton Campus (11 River Glen Dr) Dates: 09/23/19-2/14/2020



MEDICAL ASSISTANT

The demand for Medical Assistants is high and continues to grow. This 730hour program is both clerically and medically oriented and prepares individuals to assist in physicians' offices, hospitals, clinics, schools, and other health related facilities. Medical secretary skills such as: electronic medical records (EMR), filing, office procedures, word processing, use of automated office equipment, computerized medical office procedures, and medical billing/coding are taught along with medical assistant skills/topics such as medical terminology, anatomy and physiology, electrocardiograms, pharmacology, vital signs, phlebotomy, and assisting the physician in medical examination. A 4-week, 160hour clinical externship will be scheduled following the classroom portion of the course. Upon successful completion of the program, students earn a Certificate of Completion from CCCE/CiTi, as well as an additional certificate in Infection Control. Students will then be eligible to sit for certification exams for Medical Assistant, Phlebotomy Technician, and Electrocardiogram Technician. All exams are offered through the National Association of Health Professionals. Register Early!

Limited to 12 students.

- U.S. Department of Labor: www.bls. gov/SOC/
- SOC (Standard Occupational Classification) Code: 31-9092

Prerequisite: Completed application, two professional references, pre-assessment, interview with lead instructor, 250-word essay, HS Diploma or equivalent required. Please provide college transcripts, if prior attendance.

2019 Tuition: \$8,200 (includes books, supplies, lab coat, and NAHP exam fee) Median loan debt incurred by student: \$7,600

Graduation Rate: 74% Job Placement Rate: 95% Program Length: 730 hours Schedule: Monday-Friday, 8am-3:30pm (class/lab) Clinical days and hours vary Location: Fulton Campus (11 River Glen Dr) Dates: 08/26/2019-2/7/2020 Additional Requirements: Up-to-date physical and immunizations, valid CPR card, background check and students must provide watch, shoes and scrubs for class and clinical.

PRACTICAL NURSING

Practical Nurses perform hands-on patient care in a high demand occupation. This program prepares students to work as a Practical Nurse in such places as home care agencies, nursing homes, physicians' offices, hospitals, and healthcare clinics. The program is divided into two (2) phases. Phase one includes Basic Skills, Drug Administration/Pharmacology, and Anatomy and Physiology. Students learn through classroom, lab, and clinical experiences. After the successful completion of Basic Skills, students will sit for the New York State Nurse Aide Certification Test in order to earn a certificate as a Certified Nurse Assistant (CNA). Phase two of the program includes Medical-Surgical Nursing, Specialty Areas (Women's Health, Mental Health, and Pediatrics), with continued lab and clinical experience. Register early, limited to 30 students. Upon successful completion of the program, students are eligible to sit for the National Council Licensure Examination-PN (NCLEX-PN).

.....

- HEGIS Code 5209.20
- SOC (Standard Occupational Classification) Code: 29-2061

• U.S. Department of Labor: www.bls. gov/SOC/

Application Fee: \$75 non-refundable application fee is required

Prerequisite: Completed application, two professional references, passing score on the KAPLAN PN pre-entrance exam, interview with lead instructor (including 250-word essay), HS Diploma or equivalent required. Please provide college transcripts, if prior attendance.

2019 Tuition: \$12,985 (Includes E-books, supplies, NYS Nurse Aide Certification Test fee and uniforms. Tuition also covers the NCLEX Exam Fee.) Median loan debt incurred by student: \$9,500 Graduation Rate: 90% Job Placement Rate: 100% Licensure Exam Pass Rate: 95% Program Length: 1,200 hours Schedule: Monday-Friday, 8am-3:30pm (class/lab) Clinical hours are generally Monday-Friday, 6:45am-3pm, but will vary. Location: Fulton Campus (11 River Glen Dr) Dates: 08/26/19-6/22/20

Application Due Date: Accepting applications for August 2019 class until classroom seats are filled.

Additional Requirements: Up-to-date physical and immunizations, valid CPR card, background check, and students must provide their own stethoscope, watch, shoes, medical scissors, and medical flashlight pen. Computer with Internet access is highly recommended.

.....

NURSE ASSISTANT (AIDE)

This is a 125-hour program where students learn personal care skills necessary to assist the elderly and chronically ill who may live in nursing homes, rehabilitation centers, or may be a patient in a hospital or certified long-term homecare agency. The program will include 95 classroom hours and 30 lab/clinical experience hours in local nursing homes. The graduate will be eligible to take the New York State Nurse Aide Certification Test. Both day and evening programs are offered at various times throughout the year.

• SOC (Standard Occupational Classification) Code: 31-1014

• U.S. Department of Labor: www.bls. gov/SOC/

Prerequisite: Completed application, pre-assessment, 250-word essay, and two professional references

2019 Tuition: \$2,425 Graduation Rate: 77% Job Placement Rate: 79% Licensure Exam Pass Rate: 92% Program Length: 125 hours Schedule: Evening classes, Monday, Tuesday, Thursday; 5pm-9pm Location: Fulton Campus (11 River Glen Dr) Dates: 9/16/19-12/5/19

Additional Requirements: Up-to-date physical and immunizations, and students must provide their own uniforms and shoes.

MEDICAL CODING SPECIALIST

..... Medical coders are responsible for accurately assigning diagnoses and procedural services codes. They may also audit and file appeals of denied claims. Medical coders are employed in hospitals, medical offices, insurance agencies, clinics, and many other healthcare organizations. Students will learn medical terminology, anatomy and physiology, as well as information related to the different types of insurance coverage. Codes learned include ICD-10-CM, CPT, HCPCS Level II. Students will review HIPAA privacy regulations and issues related to electronic medical records. Overall topics include, but are not limited to: time management, resume building, study skills, medical terminology, anatomy and physiology, types of insurance plans, source documents and coding guidelines, coding procedures: CPT, Coding Diagnoses for ICD-10-CM, billing and claim forms, electronics claims processing, working with insurance companies, handling reimbursements, and records management. Students will receive a certificate of completion. Taught by Emoy Goodridge, M.Ed., B.S., CPC, COC, CPMA, CRC, CPC-I, CBCS, CEHRS, AAPC Fellow. Goodridge is a former President of the local CNY Syracuse AAPC Chapter, affiliated with National Alliance of Medical Accreditation Services (NAMAS) and the National Health Career Association (NHA). Prerequisite: Students must be at least 18 years of age and hold a high school diploma or its equivalent. Additional Requirements: Upto-date physical and immunizations. 180 hours \$2445 9/9/19-12/20/19 Online

| Class | Payment Plan | Oswego County DET | ACCES-VR | Veterans Affairs | Scholarships/ CSEA/Employer |
|--|-----------------|----------------------|----------|---------------------|--------------------------------|
| Practical Nursing* | х | x | x | х | Х |
| Nurse Assistant (Aide) | х | x | х | х | х |
| Dental Assistant* | х | x | x | х | х |
| Medical Assistant* | х | x | x | х | х |
| Medical Billing & Coding | Х | x | х | Х | Х |
| Infection Control | х | x | x | х | х |
| Automotive Tech. & Services* | Х | x | х | Х | Х |
| HVAC | x | x | x | x | х |
| CDL-A/CDL-B | х | x | x | х | х |
| Advanced Manufacturing | х | x | x | х | X |
| Heavy Equipment Maintenance & Operations | х | х | x | х | Х |
| Welding | х | x | x | X | х |

STUDENT FUNDING OPTIONS

*additional funding options

| Class | Pell Grants | Federal Stafford Student Loans | Federal Parent Loan Undergrads | Native American | AmeriCorps Awards |
|--------------------------------|----------------|-----------------------------------|-----------------------------------|--------------------|----------------------|
| Practical Nursing | x | X | X | X | х |
| Dental Assistant | x | Х | Х | X | х |
| Medical Assistant | x | Х | Х | X | х |
| Automotive Tech. & Services | х | Х | Х | x | х |
| HVAC | х | х | х | х | х |

KEEP YOUR DAY JOB! *Earn Your* BUSINESS DEGREE *In as Little as* 2 YEARS





SECURITY GUARD

.....

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; 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% of the course and pass an examination to receive your certification of completion. Taught by John Lamphere.

Students will be entitled to a 100% refund any time prior to the start of instruction.

If a course is divided between two 4-hour days, student will be entitled to a 50% refund if the student cancels before start of second 4-hour block. A DCJS approved security guard training school cannot assess any non-refundable registration fees, cancellation fees, or deposits.

Please contact Carla DeShaw regarding complaints at carla.deshaw@cayuga-cc. edu or (315) 593-9471 or students may contact the NYS Division of Criminal Justice Services at (518) 457-2667.

8 hours \$79 11/4-11/6 M, W 6-10pm Fulton-River Glen

ONLINE

LEGAL SECRETARY CERTIFICATE

.....

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; overview of commonly used word and data processing programs; legal research; memoranda preparation, and citation format. During this session students will receive an introduction to the theory of law, the legal process, and the nature of the practice of law. Discussion will include the process of law as well as the specific legal terminology. Ethics are also covered. This session addresses the particulars of law office management. Also, this session studies technology in the law office. Students will be exposed to actual court documents and will prepare some of these documents as part of their homework. This session will be spent examining the intricacies of the law office, including office procedure manuals, billing techniques, and overall management techniques of the law office. Students will also be introduced to the basics of legal research and proper citation format. Job search strategies and placement possibilities will also be discussed. High school diploma or high school equivalent is required. Taught in partnership with the Center for Legal Studies.

 45 hours
 \$729 plus cost of books

 8/26-10/11
 Online

 10/21-12/6
 Online

 1/13-2/28
 Online

 3/9-4/24
 Online

 5/4-6/19
 Online

PARALEGAL CERTIFICATE COURSE®

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. High school diploma or high school equivalent is required. Taught in partnership with the Center for Legal Studies. Students must register for two consecutive sessions to complete the program. The cost of the program includes the two consecutive sessions.

| 90 hours/14 Weeks \$1395 plu | is the cost of |
|------------------------------|----------------|
| books and Westlaw | |
| 8/26-10/11 | Online |
| 10/21-12/6 | Online |
| 1/13-2/28 | Online |
| 3/9-4/24 | Online |
| 5/4-6/19 | Online |

ADVANCED PARALEGAL CERTIFICATE

These classes allow students to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Students may take topics individually. A certificate will be issued only if the student completes six of the fourteen advanced topics. Topics include: Advanced Legal Research, Alternative Dispute Resolution, Bankruptcy Law, Business Law and Practices, and more. High school diploma or high school equivalent is required. Completion of Paralegal Certificate© or equivalent is required prior to enrolling in program.



Taught in partnership with the Center for Legal Studies.

| 45 hours each/270 hours for certific | ate | |
|---|--------|--|
| \$350 each course/\$2100 for certificate plus | | |
| the cost of books and Westlaw | | |
| 8/26-10/11 | Online | |
| 10/21-12/6 | Online | |
| 1/13-2/28 | Online | |
| 3/9-4/24 | Online | |
| 5/4-6/19 | Online | |
| | | |

SOFTWARE ESSENTIALS FOR THE LAW OFFICE

This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software. Hands-on exercises will prepare students to work with popular programs such as MS PowerPoint, Practice Master's Tabs 3, Abacus Law, DiscoveryFY, Trial Director and LexisNexis CaseMap & TimeMap, as well as understand the common functions and purposes of similar programs. Common billing procedures and payment agreements, accurate time tracking, proper calendar and docketing procedures as well as the processes involved in electronic discovery will be addressed through a variety of exercises. In addition, students will be presented with real-life scenarios and asked to identify and examine ethical issues raised by the use of technology in a legal practice. High school diploma or high school equivalent is required. Taught in partnership with the Center for Legal Studies. \$720 plus the cost of book 45 ł

| 45 hours | \$729 plus the cost of books |
|------------|------------------------------|
| 8/26-10/11 | Online |
| 10/21-12/6 | Online |
| 1/13-2/28 | Online |
| 3/9-4/24 | Online |
| 5/4-6/19 | Online |
| | |

TECHNOLOGY SKILLS

DIGITAL MARKETING CERTIFICATE

Come get a fundamental yet advanced introduction to eMarketing, including: improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. The certificate consists of three one-month courses (Improving Email Promotions, Boosting Your Web Site Traffic, and Online Advertising). Courses may be taken individually or sign up for the certificate and pay just \$495 (\$90 savings). Taught by Dan Belhassen and Susan Hurrell. 4.8 CEUs/ILUs.

48 hours \$495 9/3-11/29

Online

IMPROVING EMAIL PROMOTIONS

Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then, find out how to analyze your email response rates, including getting the bench marks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing. Get a basic introduction to email promotions. If you are advanced, your instructor is an email expert and can answer your toughest guestions as well. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours \$195 9/3-9/27 Online



BOOSTING YOUR WEB SITE TRAFFIC

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs.

16 hours \$195 10/7-11/1

Online

ONLINE ADVERTISING

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low budget AdWords campaigns. Learn how you can target local audiences. Then, discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is

.....

an online ad expert and can answer your toughest questions as well. Taught by Dan Belhassen and Susan Hurrell. 1.6 CEUs/ILUs. \$195 16 hours 11/4-11/29 Online

INTRODUCTION TO 3D PRINTING

3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for, and when is traditional manufacturing still the better choice? In this course you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general. Taught by Joan Horvath and Rich Cameron. 1.6 CEUs/ILUs. 16 hours \$195 9/3-9/27

Online

ACT[®]Work Ready Communities

Earn the National Career Readiness Certificate (NCRC) Through Work Ready Oswego NY for FREE*

Looking for a job or promotion? Need a little something extra to add to your resume?

Employers want skilled employees. One way to set yourself apart and demonstrate your skills is to earn the **National Career Readiness Certificate (NCRC)**. The NCRC is a nationally recognized credential that validates essential work skills needed for success in jobs across industries and occupations. The NCRC is earned through successful completion of three core ACT WorkKeys Assessments.

The required ACT WorkKeys assessments are: Applied Math, Graphic Literacy and Workplace Documents. The NCRC designation is awarded based on results of the ACT WorkKeys assessments:

- Bronze (score of 3 or higher on one or more of the required assessments)
- Silver (score of 4 or higher on one or more of the required assessments)
- Gold (score of 5 or higher on one or more of the required assessments)
- Platinum (score of 6 or higher on one or more of the required assessments)

Stop by any of these sites for more information or call the CCCE office at (315) 593-9471.

Cayuga Community College—CCCE, Fulton Oswego County Opportunities (OCO), Fulton & Oswego Oswego County Workforce New York, Fulton City of Oswego Rental Assistance Program, Oswego

* The NCRC is available at no cost to Oswego County New York Residents or Cayuga Community College—Fulton Campus students.



We help community members access the tools they can use to find employment and manage their career. Scholarships are also often available to help pay for training. Job seekers can assess their current skill levels, receive resume assistance, and get job referrals. Individuals already employed can use our services to advance their careers or change jobs. Services are also offered to help employers find skilled workers.

(315) 591-9000 www.yourcareerconnection.org Earn a High School Equivalency Diploma for FREE!

Effective January 1, 2014, New York State has replaced the GED[®] with a new High School Equivalency (HSE) exam called the TASC (Test Assessing Secondary Completion). **Call (315) 593-9471** today to enroll in a program of study designed to help you pass the TASC and earn a HSE diploma.

Literacy Education

NEW Passing scores from NYS Regents Examinations can now count toward earning a NYS High School Equivalency (HSE) Diploma!

HAVE YOU:

- Passed any Math Regents—No need to take Math portion of the TASC
- ✔ Passed any Science Regents—No need to take Science portion of the TASC
- Passed any Social Studies Regents—No need to take the Social Studies portion of the TASC
- Passed ELA Regents—No need to take the Reading or Writing portion of the TASC

Get the credit you deserve! Take advantage of the fourth pathway towards high school equivalency! **Call us today at (315) 593-9471!**

UNABLE TO ATTEND CLASS? PREPARE FOR THE TASC EXAM AT HOME!

Distance Learning Option

ELIGIBILITY: Students must be at least 21 years old, have a reading level of 6th grade or above, and be able to work well independently. Students should have a private, quiet place in the home where they can work without distraction. An assessment test will be given during the intake process which will determine the student's reading, math, and language arts grade levels and skills. Student packets are picked up by students on a two-week basis at local sites. **Call (315) 593-9471 for more information.**

TASC Program Locations

FULTON

Cayuga Community College

- Room F207
- 11 River Glen Dr, Fulton
- Monday, Wednesday, Friday, 8am-11am

FULTON

Cayuga Community College

- Room F154
- 11 River Glen Dr, Fulton
- Monday & Wednesday, 5-8pm

HAMILTON HOMES

- Community Room
- 96 Hamilton St, Oswego
- Monday & Wednesday, 3:30-6:30pm

OSWEGO

- Oswego Public Library
- Community Room
- 120 E. 2nd Street, Oswego
- Monday-Thursday, 10am-1pm

PULASKI

- Pulaski Jr.-Sr. High School
- First Floor Library
- 4624 Salina St, Pulaski
- Tuesday & Thursday, 6-9pm

MEXICO

- First United Methodist Church
- 4372 Church St, Mexico
- Tuesday & Thursday, 11:30am-3:30pm

2019 TASC Test Dates

| September 9-10 | Cayuga Community College |
|----------------|--|
| October 18-19 | Oswego High School |
| November 12-15 | CiTi BOCES Mexico Campus • Testing Accomodations |

FOR MORE INFORMATION CALL (315) 593-9471

English for Speakers of Other Languages (ESOL)

For adult students, age 16 and older, who want to learn how to speak, read, and write English. We are an open registration program which means you can come to class any time to register! Instructors will assist you in designing an individualized plan to meet your needs.

ESOL PROGRAM LOCATIONS:

CATHOLIC CHARITIES • 808 W. Broadway, Fulton • Monday & Tuesday, 4:30-7:30pm HAMILTON HOMES • Community Room • 96 Hamilton St., Oswego • Tuesday & Thursday, 4:30-7:30pm





Small **Classes.** Great **Professors.**



cayuga-cc.edu

1-866-598-8883

Online Fulton Auburn

Creative and Professional Writing Media Communications

Media Production Humanities and Social Sciences Studio Art and Design Telecommunications Technology

Audio Production: Music Production

Audio Production

School of Media and the Arts (SOMA)

School of Science, Technology, Engineering and Math (STEM)

Computer Science Computer Hardware/Software Design Computer Information Systems Electrical Technology: Electronics Environmental Studies Geographic Information Systems (GIS) Information Technology Liberal Arts & Sciences/Mathematics Liberal Arts & Sciences/Mathematics & Science Mechanical Technology: Plastics Technology Mechanical Technology

School of Business Accounting

Business Administration Event and Tourism Management

School of Health Sciences

Nursing Health Sciences Occupational Therapy Assistant

School of Social Sciences and Education

Criminal Justice: Corrections and Police Early Childhood Education Liberal Arts & Sciences/ Adolescence Education Liberal Arts & Sciences/ Childhood Education Liberal Arts & Sciences/ Humanities & Social Sciences



Cayuga's Corporate Training Center

Building Skills, Building Business

Cayuga Community College has a proven record of providing customized training programs to meet ever-changing and unique needs of employers in our community. Use the expertise of our instructors to help keep your business competitive and productive.

We provide training services in the following areas:

- Computer & Information Technology Sales & Customer Service Technical Skills Personal & Interpersonal Skills
- Management & Leadership Skills Diversity, Ethics & Compliance Business Process Improvement & Implementation
- Lean Office Improvement & Implementation English as a Second Language Training Pre-hire Programs
- On-Site Credit Programs
 Conference Services
 And Other Customized Programs



Contact Carla DeShaw for a free consultation on your training needs at carla.deshaw@cayuga-cc.edu or (315) 593-9471.



Cayuga's University Center

To meet the needs of busy working adults, Cayuga Community College partners with private and SUNY colleges that enable convenient, local access to accredited bachelor's and master's degree programs.

Cayuga Community College's partners include:

- Excelsior College
- Keuka College
- Nazareth College Master of Social Work Program
- SUNY Empire State College



State University of New York

To learn more about the University Center programs, please contact the Office of Community Education and Workforce Development at (315) 294-8841.

ADMISSIONS POLICY FOR CAREER TRAINING PROGRAMS

The program will comply with the State, Federal and Local Labor Laws. It shall be the policy of the Center for Instruction, Technology & Innovation (CiTi) to provide equal opportunities for all persons affected by the myriad of operations of CiTi without regard to age, race, sex, marital status, disability, creed, religion, political affiliation, or national origin.

1. Admission into all classes is subject to acceptance and space availability. Students are encouraged to apply early. Once a class is filled, applicants are placed on a waiting list. A minimum number of students must be enrolled for classes to occur.

2. Applicants should understand that not everyone is accepted into the program. A final decision on selection will be made after the candidate completes all of the application steps.

3. The complete application steps, as well as other prerequisites, are outlined on the cover of the program application packets.

4. All candidates will receive a letter indicating whether or not they are being accepted into the program.

5. For the Practical Nursing, Medical Assistant, Dental Assistant, and Nurse Assistant (Aide) program, candidates must participate in an admissions interview. The goal of the interview is to help ensure that the candidate can and will be successful in the program.

| PROGRAM | TEST | LEVEL | READING | MATH | HS DIPLOMA/HSE |
|---------------------------|-----------|---------------|---|------|----------------|
| Practical Nursing | KAPLAN PN | Contact the A | Contact the Admissions Office at (315) 593-9469 | | Yes |
| Medical Assistant | TABE | А | 10 | 8 | Yes |
| Dental Assistant | TABE | А | 10 | 8 | Yes |
| Nurse Assistant (Aide) | TABE | D | 10 | 8 | No |
| HVAC | TABE | D | 10 | 10 | No |
| Welding | TABE | D | 10 | 10 | No |
| CDL-A | TABE | D | 9 | 9 | No |
| CDL-B | TABE | D | 9 | 9 | No |
| HEMO | TABE | D | 9 | 9 | No |
| Auto Tech. | TABE | D | 8 | 8 | Yes |

Please note: Graduation rate data, job placement data, and licensure pass rate data presented in this catalog are from the 2017-2018 school year (7/1/17-6/30/18).

CITI BOCES MISSION STATEMENT

We will be the leaders in bringing our community unique and effective educational solutions and services.

ADULT EDUCATION/CITI LOCATIONS & GENERAL INFORMATION

Fulton Campus: 11 River Glen Dr., Fulton, NY 13069 Mexico Campus: 179 Co. Rt. 64, Mexico, NY 13114 • (315) 963-4256 • www.CiTiboces.org

*all mailing correspondences should be sent to the Mexico Campus Address



Center for Instruction, Technology & Innovation (CiTi) Accreditation

Center for Instruction, Technology & Innovation is accreditated by the Commission of the Council on Occupational Education 7840 Rosewell Rd., Bldg. 300, Suite 325, Atlanta, GA 30350 • (770)-396-3898 or (800)-917-2081.

The mission of the Council on Occupational Education is "assuring quality and integrity in career and technical education".

NOTICE OF NON-DISCRIMINATION

The CCCE and Center for Instruction, Technology & Innovation do not discriminate on the basis of an individual's race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Employees, students, applicants, or other members of the CiTi community (including but not limited to vendors, visitors, and guests) may not be subjected to discrimination, including harassment, that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The Center for Instruction, Technology, & Innovation is committed to creating and maintaining a working and learning environment which is free from discrimination, including harassment.

Inquires regarding discrimination and/or harassment may be directed to:

Mark LaFountain, Assistant Superintendent for Personnel 179 County Route 64, Mexico, NY 13114 (315)-963-4286 Email: mlafountain@CiTiboces.org United States Department of Education's Office for Civil Rights 32 Old Slip 26th Floor, New York, NY 10005-2500 (646)-428-3800 Email: OCR.NewYork@ed.gov

TRANSFER POLICY FOR ADULT HEALTH OCCUPATIONS

Internal transfer of credit: CCCE to a health occupation program each have a specific curriculum designed to ready the student to become an intergral part of the health care team. The specificity of these individual curricula will not allow transfer of credit from one CCCE adult health occupation program to another.

Transfer of external credit: Transfer of credit from another institution to CCCE Adult Health Occupation programs are no longer accepted. Program curriculum and hours vary in each nursing program; therefore, transfer of credits are prohibited.

WITHDRAWAL OR DISMISSAL FROM CAREER TRAINING PROGRAMS

It sometimes becomes necessary for a student to withdraw from a program, due to an extenuating circumstance arising from medical, personal, financial or other acceptable reason. Withdrawing students will be responsible for program costs and are subject to the Tuition Refund Policy and Return to Title IV Policy outlined in the Center for Career and Community Education Student Handbook. Students wishing to withdraw must complete the following steps:

1. Notification of withdrawal must be submitted to the Student Services Office either by email, mail, in person, or by phone.

*a. An unofficial withdrawal refers to a student who fails to attend or ceases to attend classes without notification. The withdrawal determination date for students who do not officially withdraw will be recorded as the last date of an academically related activity in which the student participated.

Meet with case manager and/or program coordinator to discuss options. There may be solutions available that do not require leaving the program.
 Meet with the Financial Aid Office to determine financial obligations, regulations and deadlines.

DISMISSAL

A student may be dismissed from a training program for academic, attendance, safety, disciplinary, or other reason deemed appropriate by the school, in accordance with the Center for Career and Community Student Handbook. Dismissed students will be responsible for program costs as previously defined. https://www.citiboces.org/Page/779

CLASSROOM INFORMATION

Class start & end dates are subject to change. Minimum enrollment must be met to start classes.

REFUND AND PAYMENT POLICY FOR CITI CAREER TRAINING PROGRAMS

Program costs are due at the beginning of each new program unless other arrangements have been made. These may include a payment plan, approved agency funding, or approved private education loans. Program costs must be paid in full prior to the end date of the course.

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

2. Refunds, when due, will be made within 45 days of (1) the last date of attendance if written notification has been provided to CiTi by

the student, or (2) from the date CiTi terminates the student's enrollment in the program or determines withdrawal by the student.

3. Refunds for classes cancelled by CiTi:

• In the event that a class has to be cancelled, students will be refunded 100% of any associated tuition or fees. In these instances, refunds shall be issued to students within 45 days of the planned start date for the class.

4. Refunds for Students Who Withdraw On or Before the First Day of Class:

• Students that withdraw on or before the first day of class will receive a refund of any tuition paid; the institution will only retain application fees (not to exceed \$100). Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

5. Refunds for Students Enrolled Prior to Visiting the Institution:

• Students who have not visited the facility prior to enrollment will have the opportunity to withdraw without penalty (without incurring tuition charges) within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

6. Refunds for Withdrawal After Class commences:

TUITION AND PAYMENT SCHEDULE FOR COURSES OTHER THAN TITLE IV

Refunds and charges for all courses except Title IV courses will be determined per the following schedule:

| 1) Prior to Enrollment in the CiTi Program | 100% REFUNDED |
|--|---------------|
| 2) Drop within first 6% of Payment Period | 75% REFUNDED |
| 3) Drop within first 12% of Payment Period | 50% REFUNDED |

4) Drop within first 18% of Payment Period......25% REFUNDED

5) No Refund after exceeding 18% of Payment Period

TUITION AND PAYMENT SCHEDULE FOR TITLE IV PROGRAMS (PRACTICAL NURSING, MEDICAL ASSISTANT, DENTAL ASSISTANT, HVAC AND AUTOMOTIVE TECHNOLOGY & SERVICES)

Refunds and charges for an enrollment period within a Title IV program will be determined per the following schedule:

| 1) Prior to Enrollment in the CiTi Program | 100% REFUNDED |
|--|---------------|
| 2) Drop within first 6% of Payment Period | 75% REFUNDED |
| 3) Drop within first 12% of Payment Period | 50% REFUNDED |
| 4) Drop within first 18% of Payment Period | 25% REFUNDED |
| 5) No Refund after exceeding 18% of Payment Period | |

A percentage for refunds will be computed by taking the total number of course hours the program has been in session, compared to the total program hours possible. Only tuition is refundable. The cost of books, uniforms, and other miscellaneous items are not refundable. Tuition refund checks take up to thirty days to process after a request is submitted. The CiTi/CCCE Department does comply with Veterans Refund Policy, as well as all policies as set forth in Veterans Administration Circular 22-79-6, dated March 8, 1979, on file in the school office.

RETURN OF TITLE IV AID

Federal regulations governing the use of Title IV funds (student loans and Pell Grants) dictate how much of this type of aid a student has "earned" for the period of time attended. Any "unearned" Title IV funds must be returned to the Title IV program (i.e., loan program or Pell grant program). The amount of Title IV funds earned may not fully cover the institutional charges for the period of enrollment. In fact, the determination of the amount of Title IV funds that a student has earned has no relationship to a student's actual institutional costs. A student needs to be aware that if he/she drop from a program, Title IV funds may have to be returned to a Title IV fund if he/she has not been "earned" and the student may owe the school money as a result of no longer having access to those funds. A student must pay the school the money owed for charges that are not covered by Title IV funds because the funds had to be returned. Funds are returned to the Title IV programs in the following order: 1) Unsubsidized Federal Stafford Loans, 2) Subsidized Stafford Loans, 3) Federal PLUS Loans, and 4) Federal Pell Grant.

SHORT TERM PROGRAMS

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction: Each of CCCE's Professional Development and Continuing Education Offerings (such as 5-hour pre-licensing course) as well as its industrial training contracts will have its own written refund policy according to the following schedule:

1) Drop more than 5 days prior to the start of class = 100% refunded.

2) Drop 3 or 4 days prior to the start of class = 50% refunded.

3) Drop less than 3 days prior to the start of class = 0% refunded.

DEPARTMENT OF VETERANS AFFAIRS (VA)

Affairs information: GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S.government website at www.benefits.va.gov/gibill

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill[®] (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

CLASSROOM ASSIGNMENTS

Classroom assignments are made prior to or on the start date of every course. This is done for your convenience and to ensure that the best classroom is utilized for each course. Look for posted signs when you enter.

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, note takers, 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 Center for Academic Success. 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. Students with sponsoring agencies, such as Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR), Aurora, or the Commission for the Blind and Visually Handicapped (CBVH), should contact the agency several weeks before the start of classes to make sure that all necessary paperwork is completed.

PUBLICITY/DOCUMENTATION

By registering for a credit-free course, you agree to have your photograph taken by the College and utilized for publicity purposes. If you do not want to grant permission to use your image, please contact CCCE at (315) 593-9400 for guidelines.

HOW TO PROPOSE A CREDIT-FREE COURSE

Do you have a special skill or expertise? Interested in earning extra money? Teach a credit-free class at Cayuga Community College. The Center for Career and Community Education is always looking for new course ideas and instructors. If you are interested in submitting a course for consideration, please go to www.cayuga-cc.edu/communityed and click the How to Propose a Credit-Free Course link. Download the form, complete it, and return it by February 15 for summer, May 31 for fall or October 15 for winter/spring. If you have any additional questions, please contact Carla DeShaw, at (315) 294-8673 or carla.deshaw@cayuga-cc.edu.

Four Easy Ways to Register

1 ONLINE

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

Visit www.cayuga-cc.edu/communityed

www.citiboces.org

www.ccceonthemove.com

- View all classes
- Register for classes

2.^{CALL (315) 593-9400}

Regular hours are Monday-Friday, 8:30am-4:30pm Summer hours are Monday-Friday, 9am-4pm

> Register with your VISA, MasterCard

3. BY MAIL

Mail your registration with a check or money order to: Center for Career and Community Education 11 River Glen Dr Fulton, NY 13069

Please complete one form per person. 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 student's social security number.

4. IN PERSON

Visit our office at the Center for Career and Community Education 11 River Glen Dr, Fulton, NY 13069 Storefront #17 Regular hours are Monday-Friday, 8:30am-4:30pm Summer hours are Monday-Friday 9am-4pm

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

Mail registration form to:

Center for Career and Community Education 11 River Glen Dr, Fulton, NY 13069

Name_____ Address___

City <u>State Zip</u>

Phone (Evening)

Email

Date of Birth

| Date | | Course Title | Fee | |
|-----------|-----------------|----------------------------------|-------|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | TOTAL | |
| Please ma | ke check or mon | ey order payable to D Money O | | |

(Day)

Mail registration form to:

.

| | Career and Commu len Dr, Fulton, NY 13 | | | |
|---|---|--------------|------|--|
| Name | | | | |
| Address | | | | |
| | | | | |
| Phone <u> (Ever</u> | iing) | (Day) | | |
| | | | | |
| | | | | |
| | | | | |
| Date | | Course Title | Fee | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | DTAL | |
| Please make check or money order payable to CCCE. | | | | |



Center for Career and Community *education* FULTON CAMPUS

11 River Glen Drive Fulton, New York 13069





Career Training Programs

A wide variety of choices.

Nursing • Industrial Maintenance • HVAC • Welding • Tractor Trailer/ Dump Truck Training

Dental Assisting • Security Guard • Technology • Online • Literacy • Paralegal • Many More!