



# CAREER TRAINING

CASAC 350-HOUR CERTIFICATE  
COMPUTER TECHNOLOGY  
HEALTHCARE  
INDUSTRIAL MAINTENANCE  
ONLINE TRAINING  
SECURITY GUARD TRAINING  
SMALL ENGINE MARINE TRAINING

# PERSONAL ENRICHMENT

ARTS  
BUSINESS  
CULINARY CLASSES  
CULTURAL SERIES  
DRONE TECHNOLOGY

# CORPORATE TRAINING

CUSTOMIZE A PROGRAM  
FOR YOUR COMPANY



**CAYUGA**  
COMMUNITY COLLEGE

Community Education  
and Workforce Development

[www.cayuga-cc.edu](http://www.cayuga-cc.edu)

FALL 2022 CATALOG





# TABLE OF CONTENTS

ARTS .....	1
BUSINESS .....	1-2
CASAC 350-HOUR CERTIFICATE .....	6
COMPUTER TRAINING .....	2-3
CULINARY CLASSES .....	4
CULTURAL & WELLNESS SERIES .....	5
DRONE TECHNOLOGY .....	7
GENERAL .....	7
HEALTHCARE .....	9
INDUSTRIAL MAINTENANCE .....	8
SECURITY GUARD TRAINING .....	10
SMALL ENGINE MARINE TRAINING .....	10
REGISTRATION INFORMATION .....	11-13



**Office of Community Education & Workforce Development**  
197 Franklin Street, Auburn, NY 13021 **(315) 294-8841**

To VIEW A FULL LISTING OF CLASSES ONLINE VISIT:  
[www.cayuga-cc.edu/community](http://www.cayuga-cc.edu/community)

## ARTS

### ADOBE PHOTOSHOP® AND LIGHTROOM®

All photographic images can be improved with post-production! We'll get hands-on into using Adobe Photoshop® and Lightroom® to improve your images. We will work with Adobe Camera RAW to edit and improve your images, and you'll learn how to take a great image and make it outstanding. Taught by E. Bruce Walter

5 hours \$119  
10/20, 10/27 Th 6-8:30pm Auburn

### LET'S PAINT!

In this fun one-night class you will paint fall scenes and receive all the materials to complete two pieces of work. Taught by Bonnie Beckeman.

2.5 hours \$45  
10/24 M 5:30-8pm Auburn  
12/12 M 5:30-8pm Auburn

### PAINT YOUR WORLD

Acrylic, watercolor, or poured paint, your choice! You will paint sunsets, flowers, landscapes, and other items of interest to you. Taught by Bonnie Beckeman. Supply fee of \$30 due to instructor day of class.

7 hours \$89  
9/12-10/3 M 5:30-7:15pm Auburn  
9/13-10/4 T 10-11:45am Auburn  
11/7-12/5 M 5:30-7:15pm Auburn  
11/8-12/6 T 10-11:45am Auburn

### TAKING GREAT PHOTOS

Learn how to take great images with your DSLR. We'll take the mystery out of all the dials and settings. We'll discuss how to get great exposures, tack

sharp focus, why you shoot with RAW files, and the most important compositional elements that create great images. Taught by E. Bruce Walter

5 hours \$119  
10/6, 10/13 Th 6-8:30pm Auburn

## BUSINESS

### A GUIDE TO ORGANIZING

Organizing helps to track and utilize skill sets acquired to optimize efficiency in your professional and personal life. This course will guide human efforts by arranging key resources in a way that identifies objectives in a clear order of completion. Taught by Trixie Jupin.

3 hours \$29  
10/4 T 6-9pm Zoom

### ACCOUNTING FUNDAMENTALS

The core principles of accounting have significant importance in both your professional and personal life. This course will introduce you to the basics of accounting fundamentals. Taught by Trixie Jupin.

6 hours \$69  
11/1, 11/8 T 6-9pm Auburn or Zoom

### EFFECTIVE PRESS RELEASES

A well-written press release can generate free publicity while saving advertising dollars! They can bring customers to your business or donors to your cause, increase traffic on your website and offer many other benefits. Instructor Joe Sarnicola is a professional journalist and a Certified SCORE mentor.

1.5 hours \$25  
9/22 Th 6-7:30pm Auburn  
11/8 T 6-7:30pm Auburn

## FUNDAMENTALS OF DevOps

This course presents the basic foundational principles of DevOps. Students learn how DevOps is rooted in lean principles, and how using DevOps fosters collaboration between developers and operations team members. Taught by Christopher Patch.

12 hours     \$199  
10/5-10/25     W     6-9pm     Auburn

## INFORMATION MANAGEMENT AND STRATEGIES

This course presents management and strategic perspectives for aligning competitive strategy, core competencies, and information systems. This course is not designed from a technical but rather a business strategy perspective. Taught by Christopher Patch.

12 hours     \$199  
11/7-11/28     M     6-9pm     Auburn  
No class 11/22.

## NOTARY PUBLIC WORKSHOP

This course provides a comprehensive view of the notary public office and preparation for the New York State test. Students are required to purchase the new reference guide and textbook, Notary Public Handbook: A Guide for New York (\$40 total). Instructor Al Piombino will offer the book for sale 15 minutes before class.

3.5 hours     \$65  
9/22     Th     9am-12:30pm     Auburn  
10/19     W     9am-12:30pm     Fulton  
12/8     Th     9am-12:30pm     Auburn

## PLANNING FOR YOUR BUSINESS PLAN

Every business idea starts with an idea and passion, but the next step should be a business plan to make it come alive. Entrepreneur Ed Catto pulls back the curtain with a real-world focus on what you need to make it happen. This hands-on class teaches entrepreneurs what you need to know to plan and execute in the important early stages of a new business.

4 hours     \$99  
10/18-11/8     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, sending/receiving emails, using a basic spreadsheet, and preparing a PowerPoint® presentation. There will be a \$5 book fee payable to the instructor on the first night of class. Taught by Kathy O'Neill.

3 hours     \$35  
9/12     M     5:30-8:30pm     Auburn

## INTRO TO IPAD® BASICS

Bring your charged iPad® or iPhone® ready to go! This class is for owners new and old at any level of experience. You will learn to use apps and basic functions like Calendar, Camera, Contacts, and Mail. We will venture into Safari, as well as learn to "surf" the Internet! Taught by Margie Creamer.

4.5 hours     \$39  
9/13-9/27     T     2:30-4pm     Auburn

## BEYOND IPAD® & IPHONE® BASICS

This course is a continuation of "Intro to iPad® Basics." Explore iBooks, iTunes, Maps, and the Apps store. Learn more about Safari and its advanced features and techniques.

Taught by Margie Creamer.

4.5 hours \$39

10/18-11/1 T 2:30-4pm Auburn

## MICROSOFT® EXCEL® 2019-LEVEL 1

This beginners course introduces you to spreadsheets generally used for organizing, manipulating, sharing data, and budgeting. Taught by Kathy O'Neill.

6 hours \$69

9/19-9/26 MW 5:30-7:30pm Auburn

## MICROSOFT® EXCEL® 2019-LEVEL 2

The course covers additional financial, logical, and database functions, along with creating advanced worksheets, advanced charting, PivotTables and PivotCharts, inserting graphic objects, and creating 3D workbooks. Textbook included. Taught by Kathy O'Neill.

6 hours \$69

10/3-10/12 MW 5:30-7:30pm Auburn

No class 10/10.

## MICROSOFT® EXCEL® 2019-LEVEL 3

In this course you will continue learning more advanced features of Excel®, including automation common tasks, auditing workbooks to avoid errors, creating macros, analyzing and presenting data, working with multiple workbooks, and exporting Excel® data. Textbook included. Taught by Kathy O'Neill.

6 hours \$69

10/17-10/24 MW 5:30-7:30pm Auburn

## MICROSOFT® WORD® 2019-LEVEL 1

Learn to create, edit, and print documents using Microsoft® Word® 2019. Prerequisite: Microsoft® Windows® course or equivalent experience.

Textbook included. Taught by Kathy O'Neill.

6 hours \$69

11/2-11/9 WM 5:30-7:30pm Auburn

## MICROSOFT® WORD® 2019-LEVEL 2

In this class you will learn to manage lists, customize tables and charts, customize formatting, modify pictures, create customized graphic elements, control text flow, create mail merges, and macros. Textbook included.

Taught by Kathy O'Neill.

6 hours \$69

11/14-11/21 MW 5:30-7:30pm Auburn



# Culinary Institute

161 Genesee Street, Auburn

**CAYUGA**  
COMMUNITY COLLEGE

## COOK WITH US THIS FALL

REGISTER TODAY

[www.cayuga-cc.edu/community](http://www.cayuga-cc.edu/community) or call 315-294-8841

### BRUNCH FAVORITES

Many say brunch is the best meal of the day! Watch and sample as Chef Patrick Leibacher demonstrates delicious brunch recipes that will wow others at your next gathering!

\$39

9/14 W 5:30-7pm Culinary Institute

### SUSTAINABILITY DINNER: ITHACA SOY

Enjoy an evening learning about Ithaca Soy from owner Adam Potenza as he discusses their business, mission, and process for making tofu. Chef Luke Szabo from Scratch Farmhouse Catering will make an amazing tofu-based dinner with recipes and cooking tips you can use at home.

\$49 In-person event and dinner

10/27 Th 6:30-8pm Culinary Institute

Zoom-Free

### DELICIOUS DESSERTS

An unforgettable way to end a great meal is with a delicious dessert! Learn how to make a new tasty treat in our state-of-the art Culinary Institute. Chef Patrick Leibacher will lead you through the steps of making an awesome dessert you can take home to share.

\$34

11/4 F 5:30-7:30pm Culinary Institute

### WOMEN IN WINE

Join us for a night of food, wine, and great conversation! The women of Buttonwood Grove Winery and Six Eighty Cellars will discuss the history of their wineries, their wine making, and trends in the Finger Lakes wine industry. Chef Luke Szabo from Scratch Farmhouse Catering will demonstrate and pair an appetizer, entrée, and dessert with the wines from these two wineries. Sample 9 wines that are grown and produced on Cayuga Lake. **Special bonus:** *preselect wines that will be perfect for pairing with your holiday meals.*

\$65

11/9 W 5:30-7:30pm Culinary Institute

### OWASCO LAKE BREWING PAIRING DINNER

Owasco Lake Brewing opened its doors with delicious brews in 2021. Owner Dillon Langtry will discuss how he started his business and how it's grown. You will enjoy sampling Dillon's beers paired with Chef Luke Szabo from Scratch Farmhouse Catering's awesome food creations.

\$49

12/7 W 5:30-7:30pm Culinary Institute



# Cultural & Wellness

## SPEAKERS SERIES

### **SURVIVE STRONG WITH SPIRIT AND SPUNK**

Author and cancer survivor Kathleen Chaykosky will discuss how her life experiences guided her to writing her new book, as well as the desire to give back to others as a professional life coach.

\$5

9/26 M 4pm Auburn Campus

### **SHEILA MYERS: 'THE TRUTH OF WHO YOU ARE'**

Sheila Myers will be speaking about her novel, *The Truth of Who You Are*, published by Black Rose Writing on April 28, 2022. The novel is set during the Great Depression and relays the early years of the development of the Great Smoky Mountains National Park and the activity of the Civilian Conservation Corps.

\$5

10/3 M 4pm Fulton Campus

11/7 M 4pm Auburn Campus

### **NATIVE AMERICAN HISTORY IN CENTRAL NEW YORK**

Cayuga Community College Professor of English Dr. Kelley Rowley will discuss the rich history of Native American people from Central New York and the significant impact they have had in our region.

\$5

10/17 M 4pm Fulton Campus

### **OPIOID AWARENESS FOR ADOLESCENTS AND ADULTS**

Dr. Ednita Wright discusses the rise in opioid addiction in adolescents and adults, including the causes, warning signs, and resources available for people who are suffering, as well as their loved ones.

\$5

10/24 M 4pm Auburn Campus

---

**To learn more or register,  
please contact**

**Office of Community Education  
and Workforce Development at  
(315) 294-8841**

---



# 350 HOUR **CASAC** CERTIFICATE

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).

**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 by August 8, 2022.

**FOR PROGRAM DETAILS AND FUNDING OPPORTUNITIES, PLEASE CALL (315) 294-8841.**

**350 hours: \$2996 (\$749 per module)**

*The full program runs from August 2022 thru December 2023*

**FALL 2022 MODULE DATES:**

**Wednesdays & Thursdays, August 31-December 14**

**Auburn and Fulton Campuses**

**For further details, please call (315) 294-8841.**



## DRONE TECHNOLOGY

### 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  
8/29-10/17     M     3-5:05pm     Auburn

### INTRODUCTION TO sUAS (Small Unmanned Aircraft Systems)

An Introduction to sUAS provides students with an understanding of Small Unmanned Aircraft Systems (sUAS) fundamentals, building a solid foundation of knowledge for further learning. Students learn the history of drones, how they work, and how they can be utilized across a range of fields. Course content provides an overview of basic rules governing UAS operations, and how to select the right type of aircraft and payload to successfully complete a mission. Participants must be at least 16 years old to participate. Taught by John McGraw.

3 hours     \$59  
10/14     F     9am-noon     Fulton

## GENERAL

### CARING FOR PLANTS: in the gardening industry or at home

This class discusses what plants need to be healthy, plant selection for your setting, and how to properly care for them. The class also addresses common plant pests and diseases, and will provide resources to manage these issues. You will be introduced to what it would be like to work in a nursery, greenhouse, or garden center. This class is taught by a NYS Certified Nursery and Landscape Professional (CNLP).

4.5 hours     \$69  
11/2-11/16     W     6:30-8pm     Zoom

### 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. Please register by October 4 for the course. Taught by Jeff Szczesniak.

4.5 hours     \$50  
11/2-11/16     W     5:30-7pm     Auburn or Zoom  
(To purchase Podcast equipment in addition to course, call 315-294-8841).

### SAT PREP FOR THE TEST

This intensive course, based on the latest SAT version, helps students assess their strengths and weaknesses in the verbal and math sections, and practice efficient answer strategies for sentence completion, reading comprehension, and math reasoning. Student must bring the new edition textbook: Official SAT Study Guide (2020 edition) by College Board (ISBN: 9781457312199)

16 hours     \$159  
9/14-11/2     W     6-8pm     Auburn  
9/15-11/3     Th     6-8pm     Fulton

# RAISE YOUR SKILLS TO THE NEXT LEVEL

- Hydraulics
- Pneumatics
- Industrial Maintenance
- Advanced Manufacturing
- Electro-Mechanical Systems

**TAKE INDIVIDUAL COURSES OR EARN THE ELECTRO-MECHANICAL SYSTEMS FUNDAMENTALS MICRO CREDENTIAL**



Office of Community Education  
and Workforce Development

## WORKPLACE COMMUNICATIONS

30 hours \$349  
8/23, 8/25, 8/30, 9/1 6-9pm Fulton  
Online 8/23-9/1

## TRADE MATH

30 hours \$299  
9/6-9/16 Online

## INTRODUCTION TO ELECTRO-MECHANICAL CONTROL SCHEMATICS

30 hours \$349  
9/20, 9/22, 9/27, 9/29 6-9pm Fulton  
Online 9/20-9/29

## MEASURING INSTRUMENTS

20 hours \$199  
10/4, 10/6, 10/13 6-9pm Fulton  
Online 10/4-10/13

## INTRODUCTION TO BASIC PNEUMATICS

30 hours \$349  
10/18, 10/20, 10/25, 10/27 6-9pm Fulton  
Online 10/18-10/27

## INTRODUCTION TO BASIC HYDRAULICS

30 hours \$349  
11/1, 11/3, 11/8, 11/10 6-9pm Fulton  
Online 11/1-11/10

## INTRODUCTION TO ELECTRICAL MOTOR CONTROLS

30 hours \$349  
11/15, 11/17, 11/22 5-9pm Fulton

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

**FUNDING OPPORTUNITIES MAY BE AVAILABLE!**

Contact the Office of Community Education and Workforce Development for more details  
**(315) 294-8841**

# HEALTHCARE

## CHILD ABUSE IDENTIFICATION AND REPORTING SEMINAR

You will learn the knowledge and skills necessary to effectively report child abuse or maltreatment/neglect to the NYS Child Abuse and Maltreatment Register; evaluate situations to determine whether there is reasonable cause to suspect child abuse or maltreatment; and identify the physical and behavioral indicators commonly associated with child abuse. The course is approved by the New York State Education Department. Bring your professional license, permit (if applicable), and Social Security number. Course instructor is Cheryl Foster, RNC, MSN, PNP.

2.25 hours     \$30

9/8             Th     3-5:15pm     Auburn  
Call (315) 294-8841 for Fulton date.

## INFECTION CONTROL AND BARRIER PRECAUTIONS

This course meets NYS Education and Public Health Law requirements to apply for licensure and registration in nursing and health-related professions. This program assists health professionals in understanding how blood-borne pathogens are transmitted in the work environment, applying accepted infection

prevention and control principles to their work environment, and minimizing the opportunity for transmission of pathogens to patients and healthcare workers.

3 hours             \$35  
8/29-12/9             Online

## MEDICAL CODING SPECIALIST FOR HEALTHCARE PROFESSIONALS

This offering focuses on individuals currently working in the field who are interested in additional training in medical coding. Course topics include, but are not limited to: 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, MED, CPC-I, CPMA, CRC, COC, CPC, CBCS, CEHRS. Prerequisite: Students must be at least 18 years of age and hold a high school diploma or its equivalent.

180 hours             \$2,445

9/6-12/16

Online with Live Online Classes via Zoom from 6-8pm on the following dates:

9/6, 9/20, 10/4, 10/18, 11/1, 11/15, 11/29, 12/13

## 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, 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.

**8 hours      \$79**

**Please call (315) 294-8841 for details.**

### **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.**

## SMALL ENGINE MARINE TRAINING

### **INTRODUCTION TO MARINE ENGINE REPAIR**

Start your career in boat engine repair! Through this training program students learn the basic skills needed to work on outboard systems and drives. Students learn about and get hands-on experience in specific brands such as Yamaha® Outboards and Mercury Marine®. This program is a combination of classroom and hands-on learning. Students will get the opportunity to gain factory certification in Yamaha® Outboards and Mercury Marine®. Instructed by Todd Marcellus.

**75 hours      \$795**

**Auburn Campus or via Zoom**

**9/13-12/13      T      5-7:30pm**

**9/15-12/15      Th      5-8:30pm**

**Cayuga-Onondaga BOCES**

## 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 Assistant 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](mailto: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 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.

### COVID-19 REQUIREMENTS

Please note: Cayuga Community College will be following SUNY, County, and State recommendations for COVID-19 protocols and procedures for classes. Please reference Cayuga Community College's website for COVID-19 requirement updates.

## 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/communityed](http://www.cayuga-cc.edu/communityed)

- Select: Career Training
- 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 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.



**CAYUGA**  
COMMUNITY COLLEGE

**Office of  
Community Education  
and Workforce Development  
(315) 294-8841  
[www.cayuga-cc.edu](http://www.cayuga-cc.edu)**

**AUBURN  
Cayuga Community College  
197 Franklin Street  
Auburn, NY 13021**

**FULTON  
Cayuga Community College  
11 River Glen Drive  
Fulton, NY 13069**

## 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
<b>TOTAL</b>		
<p><b>Please make check or money order payable to Cayuga Community College.</b></p> <p><input type="checkbox"/> Check                      <input type="checkbox"/> Money Order</p>		