

COMMUNITY EDUCATION & WORKFORCE DEVELOPMENT

FALL 2025



CAREER TRAINING

CASAC 350-HOUR CERTIFICATE
CLINICAL MEDICAL ASSISTANT
COMPUTER CLASSES
INDUSTRIAL MAINTENANCE
MACHINING FUNDAMENTALS
MEDICAL CODING SPECIALIST
PHARMACY TECHNICIAN
SECURITY GUARD TRAINING
WELDING TECHNICIAN

PERSONAL ENRICHMENT

CULINARY CLASSES
CULTURAL SPEAKER SERIES
DRONE TECHNOLOGY
PHOTOGRAPHY



CAYUGA
COMMUNITY COLLEGE

WWW.CAYUGA-CC.EDU

A DEGREE THAT MATTERS



DEGREES

Business Administration AAS
Business Administration AS
Computer Hardware/Software Design AAS
Computer Information Systems AAS
Computer Information Systems AAS with Internet Technology Option
Computer Science AS
Creative and Professional Writing AS
Criminal Justice AS
Culinary Arts AAS
Early Childhood AAS
Electrical Technology: Electronics AAS
Environmental Studies AS
Event and Tourism Management AAS
Geographic Information Systems AS
Health Sciences AS
Human Services AS
Information Technology AS
Liberal Arts and Sciences: Adolescence Education AA
Liberal Arts and Sciences: Childhood Education AA
Liberal Arts and Sciences: Humanities and Social Sciences AA
Liberal Arts and Sciences: Mathematics and Science AS
Liberal Arts and Sciences: Mathematics AS
Mechanical Technology AAS
Mechanical Technology AS
Plastics Technology Option
Media Arts: Audio Production AAS
Media Arts: Audio Production AAS with Music Production Option



APPLY FOR FREE NOW

All Cayuga degrees and certificates are listed above. Specific programs may only be available in-person at individual campuses. For a listing of online degrees, visit <https://www.cayuga-cc.edu/academics/online/degrees/>

Media Arts: Media Communications AS
Media Arts: Media Production AAS
Media Arts: Telecommunications Technology AAS
Music AS
Nursing AAS
Studio Art and Design AS

CERTIFICATE PROGRAMS

Advanced Manufacturing
Computer Hardware/Software Design
Computer Information Systems
Early Childhood Electronics
Event Management
General Business
Industrial Maintenance Technology
Plastics Manufacturing
Tourism Management

MICROCREDENTIALS

Accounting and Tax Skills
Accounting Fraud Recognition
Business Applications
Creative Writing and Imagination
Destination Marketing
Electro-Mechanical System Fundamentals
Events Planning
Honors Critical Thinking
Honors Leadership
IT Support
Level II K-12 Teaching Assistant Pathway
Level III K-12 Teaching Assistant Pathway
Literary Journal Publisher
Machining Fundamentals
Marketing Events
Networking
Non-Profit Accounting

Auburn Campus
197 Franklin Street
Auburn NY 13021

Fulton Campus
11 River Glen Drive
Fulton NY 13069

admissions@cayuga-cc.edu
1-866-598-8883

ARTS

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 Jeff Szczesniak.

4.5 hours \$50
10/1-10/15 W 6-7:30pm Auburn

LET'S PAINT!

Time to get creative! 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 \$59
9/24 W 5:30-8pm Auburn
10/22 W 5:30-8pm 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
10/16, 10/23 Th 6-8:30pm Auburn

BUSINESS

NOTARY PUBLIC WORKSHOP

This course provides a comprehensive view of the notary public office and preparation for the New York State test. The reference guide and textbook, "Notary Public Handbook: A Guide for New York," is included with your registration.

Instructor Al Piombino will disperse the books at the start of class.

4 hours \$125
10/8 W 9am-1pm
Workforce Development Center, Auburn
11/14 F 9am-1pm Fulton
12/11 Th 5:30-9:30pm Auburn

NYS NOTARY LAW UPDATE BRIEFING

Attendance at this New York State Notary Law Update Briefing is a must for every notary public to properly execute the authority, duties and responsibilities of a New York State Notary Public Commission. This practical and fast-paced program helps experienced notaries public handle varied notarial duties, as well as provides an overview to the 2023-2024 updated requirements. This all-inclusive training program provides two best-selling books written by the speaker – "Notary Public Handbook: A Guide for New York" and "Notary Public Register and Recordkeeping Protocols."

4 hours \$125
12/12 F 9am-1pm
Workforce Development Center, Auburn

SUCCESSFUL NON-PROFIT AND SMALL BUSINESS MISSION DEVELOPMENT AND LEADERSHIP

Use proven techniques and activities to create a mission statement for your nonprofit or small business and develop skills to be a more effective board 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
10/21, 10/28 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 \$39

9/22 M 5:30-8:30pm Auburn

MICROSOFT® EXCEL®

2021/365-LEVEL 1

This beginner's course introduces you to spreadsheets generally used for creating worksheets, using formulas, manipulating data, creating charts, and output. Taught by Kathy O'Neill.

6 hours \$74

9/29-10/6 MW 5:30-7:30pm Auburn

MICROSOFT® EXCEL®

2021/365-LEVEL 2

The course covers tables and summarizing data, along with creating advanced worksheets, advanced charting, PivotTables and PivotCharts, as well as advanced charts. Textbook included. Taught by Kathy O'Neill.

6 hours \$74

10/20-10/27 MW 5:30-7:30pm Auburn

MICROSOFT® EXCEL®

2021/365-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, analysis, and exporting Excel® data. Textbook included. Taught by Kathy O'Neill.

6 hours \$74

11/3-11/10 MW 5:30-7:30pm Auburn

MICROSOFT® WORD®

2021/365-LEVEL 1

Learn to create, edit, and print documents using Microsoft® Word® 2021/365. Textbook included. Taught by Kathy O'Neill.

6 hours \$74

11/17, 11/19 MW 5:30-8:30pm Auburn

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

10/20-12/1 M 3-5:05pm Auburn

DRONE FLIGHT AND 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

8/25-10/6 M 3-5:05pm Auburn

No Class 9/1

DINE with US



FARM TO TABLE COOKING WITH MS. BLAKES

Classes aimed to give kids the opportunity to cook with seasonal fruits while learning kitchen safety and basic cooking skills. The menu highlights seasons and holidays!

2.5 Hours \$59

Ages 10-12

9/24 W 5-7:30pm Culinary Arts Institute

Ages 13-14

10/15 W 5-7:30pm Culinary Arts Institute

Ages 15-17

11/19 W 5-7:30pm Culinary Arts Institute

FAMILY FUN NIGHT AT THE CULINARY INSTITUTE!

Join us for our third annual family fun night at the Culinary Institute! You will make your own personal pizza or calzone with your favorite toppings! Enjoy your tasty creation fresh out of the oven or bring it home with you. Ages 6 and up are able to register and must be accompanied by an adult. \$20 for first registration, \$10 each additional registration (up to 4 registrations per family).

1.5 hours \$20 first registration (\$10 each additional)

9/30 T 5:30-7pm Culinary Arts Institute

FLAVOR FUSION

Your taste buds are in for a treat with this multi-course mixing of flavor profiles by Chef Patrick Leibacher.

1.5 hours \$49

10/16 Th 6-7:30pm Culinary Arts Institute

COOKING WITH COTTAGE CHEESE

Cottage cheese is an excellent source of protein and can be added to a variety of foods. Danielle Calandra will discuss the nutritional and tasty benefits of incorporating cottage cheese into your breakfast, lunch, dinner, and desserts. Dinner will be served, including recipes so that you can start to make these delicious foods at home.

1.5 hours \$49

10/30 Th 5:30-7pm Culinary Arts Institute

SUMMERHILL BREWING PAIRING DINNER

Summerhill Brewing is nestled in a picturesque backdrop of sprawling greenery in Locke. The owners are bringing their delicious brews to the Culinary Arts Institute to discuss how they got started and the inspiration behind their beers. Chef Luke Szabo will perfectly pair a multi-course meal with the Summerhill Brewing beers.

2 hours \$59

11/12 W 6-8pm Culinary Arts Institute

AN EVENING WITH JOE WHITING

Spend an unforgettable evening with Joe Whiting as he speaks about his new memoir while Chef Luke Szabo creates a composition of foods that are music to your ears. Joe's book will be available for purchase as well.

2 hours \$59

12/3 W 5:30-7:30pm Culinary Arts Institute

CULTURAL & Wellness SPEAKER SERIES

ART OF THE WRITTEN WORD

Two traditionally published authors talk about the process of bringing a book into the world and managing life and art for the long-haul. Presented by Chris Motto and Sarah Yaw. Chris Motto's *A Knit of Identity: A Novel* was released in 2022. Before her novel was released, Motto was published in *So to Speak Journal* and *Waxing and Waning Literary & Arts Journal*. She earned a Master of Fine Arts from George Mason University. Sarah Yaw's first novel *You Are Free To Go* won the CNY Book Award in fiction and the Engine Books Novel Prize. Yaw has served as guest fiction editor for the literary journal *Stone Canoe*, and holds an MFA in fiction from Sarah Lawrence College.

1 hour	Free, registration recommended		
9/29	M	4pm	Fulton
10/27	M	4pm	Auburn

UNDERSTANDING ADDICTION: A DIALOGUE ON REASONS, ROLES, AND RECOVERY

Substance abuse is a prominent theme relevant to individual and public health. However, the topic is often one of the most misunderstood, creating a stigma preventing many from seeking assistance and leaving concerned friends and family

members without the knowledge to offer effective support. This conversation will offer a working definition of substance abuse and addiction, the opportunity to explore addiction dynamics, and how we all play a role in promoting hope and recovery. Presented by Dr. Jerimy Blowers.

1 hour	Free, registration recommended		
9/22	M	4pm	Auburn
10/20	M	4pm	Fulton

CAYUGA COUNTY VETERAN BENEFITS AND RESOURCES

Twenty-year Army Veteran and Director of the Cayuga County Veteran Service Agency Kevin Swab will walk through available Veteran benefits. Topics will include compensation, medical, property taxes, and much more!

1 hour	Free, registration recommended		
11/3	M	4pm	Auburn

OSWEGO COUNTY VETERAN SERVICES

The Oswego County Veterans Service office will share the resources and VA benefits that are available for the Oswego County military-affiliated community.

1 hour	Free, registration recommended		
11/17	M	4pm	Fulton

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

10/20 M 5:30-8pm Culinary Arts Institute

SERVSAFE® MANAGER CLASS

This class will cover all of the required components to the SERVSAFE 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 Manager Certificate. This class includes the book and exam answer sheet.

\$325

8/26-12/4 T,Th 8-9:30am Culinary Arts Institute
No class 10/14.

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. This course also includes the updated mandated reporter training requirements, including reducing implicit bias in decision-making processes,

strategies for identifying adverse childhood experiences, and guidelines to assist in recognizing signs of abuse or maltreatment while interacting virtually. 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

10/2 Th 3-5:15pm Auburn

Call (315) 294-8841 for Fulton date

NEW! CLINICAL MEDICAL ASSISTANT

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks, including assisting with the administration of medications and with minor procedures, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician offices, clinics, chiropractor offices, hospitals and outpatient facilities. After completing this program, learners will have the opportunity to take the leading national/industry-recognized certification exams essential to entry-level employment in this fast-growing field. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. **In partnership with Cayuga Community College, this program is fully delivered by Condensed Curriculum International (CCI) on the Auburn and Fulton campuses.*

140 Classroom hours plus 160 hours Clinical Time
\$2,799

8/25-12/18 M,Th 5-9pm Auburn

Additional classes: 9/3, 10/15, 11/19, 12/17

No class: 9/1, 10/13, 11/27

8/25-12/18 M,Th 5-9pm Fulton

Additional classes: 9/3, 10/15, 11/19, 12/17

No class: 9/1, 10/13, 11/27

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 Cayuga Community College certificate of completion and will prepare to sit for the AAPC CPC exam. The course cost includes: course materials, an AAPC student membership and practice exams, as well as an exam voucher to sit for the AAPC CPC exam. 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 \$3,280

9/8-12/12 Online

Zoom classes: 9/9, 9/23, 10/7, 10/21, 11/4, 11/18,
12/2 from 6-8pm

NEW! PHARMACY TECHNICIAN

The need for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2025. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. This comprehensive course will prepare learners to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Content includes pharmacy medical terminology, reading and interpreting prescriptions, defining generic and brand-name drugs, and more. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. **In partnership with Cayuga Community College, this program is fully delivered by Condensed Curriculum International (CCI) on the Auburn and Fulton campuses.*

80 Classroom hours plus 80 hours Externship \$1,699

8/25-11/17 M, W 5:30-9pm Auburn

No class: 9/1, 10/13

8/25-11/17 M, W 5:30-9pm Fulton

No class: 9/1, 10/13



350-HOUR CASAC CERTIFICATE

For careers in chemical dependency counseling



TRAINING TOPICS INCLUDE:

- Alcoholism & Substance Abuse Counseling
- Treatment Planning
- Case Management
- Clinical Evaluations

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

Day Program:

9/8/2025-7/28/2026
9am-noon

Mondays via Zoom; Tuesdays and Thursdays In-Person
at the Workforce Development Center, Auburn

Evening Program:

1/20/26-11/9/26
6-9pm

Mondays In-Person Auburn Campus;
Tuesdays and Wednesdays via Zoom

Please contact the Office of Community Education and Workforce Development at 315-294-8841 regarding funding opportunities

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. The Auburn offering will be taught by Frederick Cornelius; the Fulton offering will be taught by Ralph Stacy.

8 hours \$79

10/21, 10/22	T, W	5-9pm	Auburn
10/29, 10/30	W, Th	5-9pm	Fulton

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.

WELDING

NEW! WELDING TECHNICIAN

This program offers learners the core curriculum necessary for success in their trade or craft, a comprehensive introduction to the welding craft, and the entry-level skills required to start a career in welding. After completing this program, learners will have the opportunity to take the leading national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field. Optional Volunteer Externship Opportunity: Students who complete this program are eligible to participate in an optional volunteer externship opportunity with a local company/agency/organization whose work aligns with this area of study in order to gain valuable hands-on experience. Note: Additional documentation including health records, immunizations, drug-screening, criminal background checks, etc. may be required by the externship facility. **In partnership with Cayuga Community College, this program is fully delivered by Condensed Curriculum International (CCI) on the Auburn Campus.*

200 hours \$3,750

8/25-11/24 M, T, W, Th 5-9pm Auburn

No class: 9/1, 10/13, 10/14

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

8/18, 8/20, 8/25, 8/27 M,W 6-9pm Fulton

Online: 8/18-8/29

9/8, 9/10, 9/15, 9/17 M,W 6-9pm Auburn

Online: 9/8-9/19

MEASURING INSTRUMENTS

20 hours \$199

9/3, 9/8, 9/10 M,W 6-10pm Fulton

Online: 9/3-9/12

9/23, 9/25, 9/30, 10/2 T,Th 6-9pm Auburn

Online: 9/23-10/3

WORKPLACE COMMUNICATIONS

30 hours \$349

9/15, 9/17, 9/22, 9/24 M,W 6-9pm Fulton

Online: 9/15-9/26

8/25, 8/27, 9/3 M,W 5-9pm Auburn

Online: 8/25-9/5

INTRODUCTION TO ELECTRO-MECHANICAL CONTROL SCHEMATICS

30 hours \$349

9/29, 10/1, 10/6, 10/8 M,W 6-9pm Fulton

Online: 9/29-10/10

10/7, 10/9, 10/21, 10/23 T,Th 6-9pm Auburn

Online: 10/7-10/24

No class: 10/13-10/17

INTRODUCTION TO BASIC PNEUMATICS

30 hours \$349

10/20, 10/22, 10/27, 10/29 M,W 6-9pm Fulton

Online: 10/20-10/31

10/28, 10/30, 11/4, 11/6 T,Th 6-9pm Auburn

Online: 10/28-11/7

INTRODUCTION TO BASIC HYDRAULICS

30 hours \$349

11/3, 11/5, 11/10, 11/12 M,W 6-9pm Fulton

Online: 11/3-11/14

11/11, 11/13, 11/18, 11/20 T,Th 6-9pm Auburn

Online: 11/11-11/21

INTRODUCTION TO ELECTRICAL MOTOR CONTROLS

30 hours \$349

11/17, 11/19, 12/1, 12/3 M,W 6-9pm Fulton

Online: 11/17-12/5 No class: 11/24-11/28

12/2, 12/4, 12/9, 12/11 T,Th 6-9pm Auburn

Online: 12/2-12/12

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.

FUNDING OPPORTUNITIES MAY BE AVAILABLE!

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

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 enroll in individual classes or the full microcredential. *All classes will be held on the Auburn campus.*

WORKPLACE COMMUNICATIONS

30 hours \$349

8/25, 8/27, 9/3 M,W 5-9pm

Online: 8/25-9/5

PROBLEM SOLVING

30 hours \$349

9/8, 9/10, 9/15, 9/17 M,W 6-9pm

Online: 9/8-9/19

GEOMETRIC DIMENSIONING AND TOLERANCING

20 hours \$199

9/22, 9/24, 9/29, 10/1 M,W 5-8PM

Online: 9/22-10/3

INTRODUCTION TO MACHINING AND TOOLS

30 hours \$349

10/6, 10/8, 10/20, 10/22, 10/27, 10/29 M,W 5-8pm

Online: 10/6-10/31

INTRODUCTION TO CNC MACHINING

30 hours \$349

11/3, 11/5, 11/10, 11/12, 11/17, 11/19 M,W 5-8pm

Online: 11/3-11/21

A LIMITED NUMBER OF SCHOLARSHIPS ARE AVAILABLE FOR THE FULL MICROCREDENTIAL.

Contact the Office of Community Education and Workforce Development for more details

(315) 294-8841

JUMPSTART YOUR CAREER WITH PRE-APPRENTICESHIP

**Gain in-demand skills and knowledge to
launch a rewarding career in manufacturing.**

ADVANCE2[®]
APPRENTICESHIP



Join us this fall - enrollment open!



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. Students with disabilities should provide current and complete documentation as early as possible so that the college can provide appropriate and timely services and accommodations.

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 for admission, and educational programs and activities, including career and technical education opportunities. Employees, students, applicants, or other members of the college community, including but not limited to vendors, visitors, and guests, may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

Inquiries about and reports regarding this notice and procedure may be made to one of the Civil Rights Compliance Coordinators/Officers: Lindsey Suppes, Director of Human Resources and Section 504, lsuppes1@cayuga-cc.edu, R313, 197 Franklin Street, Auburn, NY 13021, 315-294-8556; Paul Smith, Assistant Director of Human Resources & Title IX Coordinator, R312, 197 Franklin Street, Auburn, NY 13021, psmith37@cayuga-cc.edu, 315-294-8580 and/or with the Office of Civil Rights: Office for Civil Rights, U.S. Department of Education, 26 Federal Plaza Suite 31-100, New York, NY 10278-9991, OCRNewYork@ed.gov, 646-428-3800; TDD 800-877-8339.

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 the Cayuga Community College Workforce Development Center at 248 Grant Avenue Suite 108, 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.



**Office of
Community Education
and Workforce Development**
(315) 294-8841
www.cayuga-cc.edu

AUBURN
**Cayuga Community College
Workforce Development Center**
248 Grant Avenue
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
TOTAL		
Please make check or money order payable to Cayuga Community College.		
<input type="checkbox"/> Check <input type="checkbox"/> Money Order		

**FREE COMMUNITY COLLEGE
FOR ADULTS 25-55 AT CAYUGA**



**FINANCIAL ASSISTANCE TO
EARN A DEGREE IN SELECT PROGRAMS**



**DISCOVER
ELIGIBILITY
GUIDELINES &
AVAILABLE DEGREES**



**CAYUGA[®]
COMMUNITY COLLEGE**
State University of New York

197 Franklin Street
Auburn NY 13021

Learn More
cayuga-cc.edu

FOR MORE INFORMATION CONTACT
the Office of Community Education and Workforce Development
at (315) 294-8841 TODAY.