Spring & Summer ’12

Onondaga Community College

Non-Credit Course Catalog

Registration Begins February 1, 2012
Register online at takeaclass.sunyocc.edu

Lifelong Learning
Public Safety Training
Small Business Development Center
Workforce Training
REGISTER EARLY!
Classes can fill up quickly or be cancelled if they don’t seem likely to meet a minimum number of registrations. Please register as early as possible so that we can make class enrollment decisions.

CONFIRMATION & CANCELLATIONS
Please consider your registration confirmed unless you are notified otherwise. You will be notified if a course is full or has been cancelled. Onondaga offers courses based upon community interest, determined by advance registration. We reserve the right to cancel a course if there is insufficient enrollment.

FINANCIAL RESPONSIBILITY
You are enrolled and financially responsible for tuition costs as soon as we receive your course registration form.

REFUND POLICY
Course refunds will be granted up to three business days prior to class start date unless otherwise noted.

CLASSROOM ASSIGNMENTS
Classroom locations are not known at the time of this catalog’s publication. A few days before the class is to begin you will be contacted and given the classroom location.

CONTACTING STUDENTS
Email is our preferred method of communication with students. If you have one, please make sure to give us your email address when registering for a course.

WEATHER CANCELLATIONS
All locations are closed when the main campus is closed. Closings will be advertised on all major Syracuse news stations as well as on the College’s website: www.sunyocc.edu.

DISCLAIMER
Onondaga Community College does not advocate any particular point of view presented in the courses offered in this catalog.

LOCATIONS, DIRECTIONS & CAMPUS MAP
See the back inside cover or visit www.sunyocc.edu and click on “Get Directions” at the bottom of the page.

QUESTIONS
Call (315) 498-6000 or visit www.sunyocc.edu and click on “Community Ed” at the top of the page.
SPRING AND SUMMER 2012
Non-Credit Courses

NON-CREDIT DIRECTORY

Lifelong Learning Office
Hours: 8:30 a.m. - 4:30 p.m.
Phone: (315) 498-6000
Fax: (315) 498-2589
lifelong@sunyocc.edu

Public Safety Training Center
Hours: 8:30 a.m. - 4:30 p.m.
Phone: (315) 498-6046
Fax: (315) 492-1521
pstc@sunyocc.edu

Small Business Development Center
Hours: 9 a.m. - 5 p.m.
Phone: (315) 498-6070
Fax: (315) 498-2147
sbdc@sunyocc.edu

Workforce Development
Hours: 8:30 a.m. - 4:30 p.m.
Phone: (315) 498-6000
Fax: (315) 498-2589
workforce@sunyocc.edu

About Onondaga

Onondaga Community College is a college of the State University of New York system, one of 30 locally sponsored community colleges throughout New York state, and is locally sponsored by Onondaga County. The College is the second-largest undergraduate institution in Central New York and is one of the nation’s fastest-growing community colleges.

Onondaga Community College is dedicated to being a diverse educational learning community made up of students, employees, and all those who support community-based higher education for all. We inspire our students to acquire the knowledge, skills and insights essential to living well and becoming fully engaged citizens in their communities and beyond.

The College welcomes those who, at any life stage, desire to pursue higher education, seek preparation for a specific career or job, acquire new knowledge and skills, or who wish to enrich their lives.

For more information about the College and what we offer, visit our website www.sunyocc.edu, and find us on Facebook and Twitter.

TAKE COURSES AT THESE CONVENIENT LOCATIONS:

Main Campus, 4585 West Seneca Turnpike, Syracuse
North Site, Seneca Mall, Rt. 57, Liverpool
Chittenango High School, 150 W. Genesee St., Chittenango
Cicero Town Hall, 8236 Main St., Cicero
Hannibal High School, 928 Cayuga St., Hannibal
Fabius-Pompey High School, 1211 Mill Street, Fabius
Fayetteville-Manlius High School, 8201 E. Seneca Tpke., Manlius
John C. Birdlebough High School, 552 Main Street, Phoenix
Marcellus High School, 1 Mustang Hill, Marcellus
Paul V. Moore High School, 44 School Drive, Central Square

For complete driving directions for the locations listed above, go to: takeaclass.sunyocc.edu and select Register Now!
Call (315) 498-6000 if you need further assistance.
REGISTER ONLINE AT: takeaclass.sunyocc.edu
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SPRING 2012 LIFELONG LEARNING COURSES

CONTINUING EDUCATION FOR PROFESSIONALS

Insurance Agents and Brokers
Learn the fundamental concepts and coverages of property and casualty insurance policies including auto, homeowner, fire, liability, and workers’ compensation. Gain necessary information through presentations, discussions, and exams to obtain an agent’s and broker’s license. Prior insurance experience is not required.
Tuition: $629
Instructor: Matthew Headd
PRF.CE-001-001
Mondays & Wednesdays, March 5 – June 25. No class May 28. 5:30 – 8:30 p.m. Main Campus.

Become A Notary Public
This course will cover information to prepare you for the New York State Notary exam. Taught by an experienced practicing professional, the course will review the laws and procedures specific to the field in easy-to-understand language and include information on best practices as well as tips on how you can make a full-time or part-time career out of being a Notary Public.
Tuition: $35
Instructor: Daniel DeBrucker or Michael Gilman
PRF.CE-001-001
Tuesday, March 13. 9 a.m. - 12 p.m. Main Campus.
PRF.CE-001-002
Monday, March 19. 6 – 9 p.m. Main Campus.
PRF.CE-001-003
Tuesday, April 10. 9 a.m. – 12 p.m. Main Campus.
PRF.CE-001-004
Monday, April 16. 6 – 9 p.m. Main Campus.
PRF.CE-001-005
Tuesday, May 1. 9 a.m. – 12 p.m. Main Campus.
PRF.CE-001-006
Monday, May 14. 6 – 9 p.m. Main Campus.

Notary Signing Agent
Once you are a duly commissioned Notary Public you will be asked to notarize all types of documents. The most difficult of these requests will be a loan package. This course will provide you with clear instruction on what to expect and how to handle nearly every possible problem you may encounter.
Tuition: $109
Instructor: Michael Gilman
PRF.CE-061-001
Mondays, Wednesdays, and Fridays, March 12 – March 23. 9 – 11 a.m. Main Campus.

Introduction to Voiceovers
Have you ever wanted to be the voice everyone hears on TV and radio commercials or in documentary or audiobook narrations? This fun, informative and empowering class will teach you the basics of the voiceover industry to help you decide if it is something you’d like to pursue. Topics covered will include the different types of voiceovers, the voiceover industry and what it takes to get started as a voice actor. Class participants will be recorded as they read from scripts and will receive a voice evaluation. Many who have taken this class have gone on to become real, bona-fide, professional voice actors. Come ready to laugh, learn, and be inspired.
Tuition: $35
Instructor: Voices for All
PRF.CE-061-002
Wednesday, May 9. 6 – 8 p.m. Main Campus.
PRF.CE-061-001
Online one-on-one with coach. Must have Skype or iChat.

Fundamentals of Event Planning
In this course, students will acquire the basic skills needed to successfully plan and execute special events. From corporate meetings to fundraisers to black tie galas, participants will gain knowledge of all practical event planning and management skills including: booking a venue, budgeting, utilizing social media to market your event, determining goals and outcomes, post-event evaluation and more.
Tuition: $35
Instructor: Betsy Gilfoil
PRF.CE-063-001
Thursday, March 29. 6 – 9 p.m. Main Campus.
PRF.CE-063-002
Thursday, May 3. 6 – 9 p.m. Main Campus.

Please refer to refund policy on page 2 when registering.
Real Estate Agent & Brokers Online Courses
In New York, the real estate industry has started to rebound and the demand for real estate professionals is growing. Now is the perfect time for you to take a course that will lead to a rewarding career in the real estate professions. These online courses are the most convenient format for delivering real estate, appraisal and mortgage licensing education. All courses are approved by the New York Department of State, Division of Licensing Services, are self-paced, and delivered 24/7 through our online partner, Career Webschool.

Real Estate Courses:
Sales Pre-License - www.careerwebschool.com/new-york/real-estate/sales-pre-license?ernid=1891
Remedial - www.careerwebschool.com/new-york/real-estate/remedial/?ernid=1891
Broker Pre-License - www.careerwebschool.com/new-york/real-estate/broker-pre-license?ernid=1891

Appraisal Courses:

Ed2Go Online Courses for Professionals
You can now take non-credit classes from your home or office. If you have access to the Internet, you are ready to get started. Online courses are offered once per month and consist of lessons twice per week for six weeks. You have 10 days to complete each lesson. Interact with your instructor or other students online in a bulletin-board format.

To take these courses you’ll need:
- Internet access
- Email
- Mozilla Firefox or Internet Explorer Web browser

View HUNDREDS of online courses at www.ed2go.com/occonline

PROFESSIONAL DEVELOPMENT FOR EDUCATORS

Baby Signs for Professionals
During this three-hour workshop, participants will learn how to use sign language effectively with both typical and special needs children. By the end of the training, participants will have learned the proven benefits of using the Baby Signs® Program, 32 of the most useful signs for infants, toddlers and special needs children, the best strategies for teaching signs and how to incorporate signs into daily classroom routines and therapy sessions.

Speech therapists will have the opportunity to earn .3 CEUs for this workshop. Following the workshop, attendees who wish to earn CEUs must complete a short post-test and remit a $10 fee. (CEUs provided by Smart Horizons. Smart Horizons has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1780.) Therapists and childcare providers may also use training hours to meet continuing education requirements.

Tuition: $75. Course materials included with tuition fee.
Instructor: Kathy Hobson
ASL.CE-003-001
Tuesday, May 29. 6 – 9 p.m. Main Campus.
Interactive Video Conference class. Instructor and students interact with students at Central Square H.S., Hannibal H.S. and/or Phoenix H.S.
ASL.CE-003-002 IVC class at Central Square H.S.
ASL.CE-003-003 IVC class at Hannibal H.S.
ASL.CE-003-004 IVC class at Phoenix H.S.

School Violence Prevention & Intervention
Also known as Project S.A.V.E. Applicants for a teaching certificate, on or after February 2, 2001, are required to complete at least two clock hours of course work or training in school violence prevention and intervention in accordance with Section 3004 of the Education Law. This includes individuals applying for certification as teacher assistants, teachers, pupil personnel services, professionals, and school administrators.

Tuition: $39
Instructor: Vince Larkin
SAVC.001-001
Monday, April 2. 5:30 – 7:45 p.m. Main Campus.
SAVC.001-002
Monday, May 21. 5:30 – 7:45 p.m. Main Campus.

Please refer to refund policy on page 2 when registering.
Child Abuse Recognition & Reporting
This course is geared toward educators, day care operators, and health care professionals. Gain critical information about child abuse/maltreatment identification and reporting, behavioral indicators, as well as social-service law and other mandates. In just over two hours, fulfill your New York State license requirements. All necessary forms, showing evidence of completion, are provided at the end of the class. Onondaga Community College is certified by the NYS Education Department to provide child abuse recognition and reporting training for professionals who have to apply for or renew their licenses after January 1, 1991.
Tuition: $39.
Instructor: Vince Larkin
CAR.CE-001-001
Tuesday, March 20. 5:30 – 7:45 p.m. Main Campus.
CAR.CE-001-002
Tuesday, May 15. 5:30 – 7:45 p.m. Main Campus.

Ed2Go Online Courses for Educators
You can now take non-credit classes from your home or office. If you have access to the Internet, you are ready to get started. Online courses are offered once per month and consist of lessons twice per week for six weeks. You have 10 days to complete each lesson. Interact with your instructor or other students online in a bulletin-board format. Sharpen your skills, or learn new ones. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.
Catalog offerings include:
- Solving Classroom Discipline Problems
- Creating the Inclusive Classroom: Strategies for Success
- Integrating Technology in the Classroom
- Teaching Smarter with Smart Boards
- Teaching Students with ADHD
- Differentiating K – 12 Assessments
- And more...
To take these courses you’ll need:
- Internet access
- Email
- Mozilla Firefox or Internet Explorer Web browser
View the entire course catalog at www.ed2go.com/occonline

HEALTH CARE & FITNESS

Phlebotomy for Certification with Clinical
Training in phlebotomy prepares you for a career in drawing blood, or provides health care professionals with an additional skill. There is an increasing demand for qualified phlebotomists in a variety of medical setting: hospitals, physicians’ offices, and laboratories.
This two-part course, approved by the ASCP (American Society of Clinical Pathologists Route 2), provides the knowledge and training necessary to earn national certification in the field. Students complete 44 hours of classroom instruction, followed by 120 hours of clinical experience at a medical facility located in Onondaga, Oswego, or Cortland County. Upon completion of the course, students are eligible to take the certification exam.
Classes meet in the evenings; clinical hours are during the day. Clinical placements are assigned in the order in which completed health forms are turned in, on a first-come, first-served basis. Only two missed classes are permitted.
Instructor: Judy Ranieri
HEC.CE-001-001
Tuesday & Thursday, March 6 – May 17. 6 – 8 p.m. Main Campus.
IN-PERSON REGISTRATION
February 14. 8:30 a.m. H 1 Hall.
Registration is on a first-come, first-served basis. Class is limited to 18 students. Proof of high school diploma or GED, proof of current medical insurance, and full tuition payment is required at registration. Tuition: $899.00.

Please refer to refund policy on page 2 when registering.
Phlebotomy for Health Care Professionals (Non-Clinical)
Training in phlebotomy prepares you for a career in drawing blood, or provides health care professionals with an additional skill. There is an increasing demand for qualified phlebotomists in a variety of medical setting: hospitals, physicians' offices, and laboratories. This one-part course, approved by the ASCP (American Society of Clinical Pathologists Route 3), provides the knowledge necessary to earn national certification in the field after you have completed one year of work as a phlebotomist (not provided with this course). This course is designed for individuals already working in the health care field. Students complete 44 hours of classroom instruction. No clinical experience is included with this course. Only two missed classes are permitted.
Tuition: $299.00
Instructor: Judy Ranieri
HEC.CE-008-001
Tuesday & Thursday, March 6 – May 17. 6 – 8 p.m. Main Campus.

Certified Personal Trainer – 9 Week Program
Join this fun field and be a part of what ABCNEWS.com states as the 4th hottest job in the U.S. at a national average of $25 an hour. This challenging course is taught over an eight-week period for better retention and skill competency. The National Exam is held in the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/ AED is needed to receive the certificate. Textbook is required and not included in course fees. Call to order and start reading immediately 1-888-330-9487 or order it on the web at: www.witseducation.com. Class is limited to 20 students.
Tuition: $699
Instructor: W.I.T.S.
PEH.CE-061-001
Saturdays, March 17 – May 19. 9 a.m. – 2 p.m.
No class 4/7. Main Campus.

Nutritional Concepts for Fitness Professionals
Learn how to educate your clients about the relationship between caloric intake, caloric burn, weight loss, weight gain and body fat percentages through nutritional awareness. Discuss the pros and cons of popular diets, and the health effects of some common drugs and nutritional supplements. 6 CEC’s for WITS professionals.
Tuition: $139
Instructor: W.I.T.S.
PEH.CE-062-001
Saturday, March 3. 9 a.m. – 4. p.m. Main Campus.

Exercise Program Design for Special Populations
Many personal fitness trainers limit themselves, their business and their income potential by serving only the young and fit. There are other populations who can benefit from your services and who need your guidance and assistance to improve their health and fitness. In addition, more mature individuals may not only need your expertise, but are also more likely to have the discretionary time and money to hire you. If you expand your business to serve special populations you will not only help more people, but also increase your income and profitability! This six-hour workshop will take your expertise to the next level. Approved for 6 CEC or .6 CEUs.
Tuition: $139
Instructor: W.I.T.S.
PEH.CE-063-001
Sunday, March 4. 9 a.m. – 4. p.m. Main Campus.

Level I Youth Sports New York Coach Certification
For a volunteer youth coach, practices can be a real challenge. The coach needs to know the high-energy drills that keep young players interested while teaching them new skills. Once you register for your three-hour classroom session, you receive access to outstanding coaching techniques, drills and youth sports ideas.
Tuition: $20
Instructor: SUNY Youth Sports Institute
PEH.CE-037-001
Wednesday, March 28. 6 – 9 p.m. Main Campus.

Please refer to refund policy on page 2 when registering.
Ed2Go Online Health Care Courses

You can now take non-credit classes from your home or office. If you have access to the Internet, you are ready to get started. Online courses are offered once per month and consist of lessons twice per week for six weeks. You have 10 days to complete each lesson. Interact with your instructor or other students online in a bulletin-board format.

Health Care Continuing Education courses are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program. Students who successfully complete the program will be awarded a Certificate from Allegra Learning Solutions.

Catalog offerings include:
- Explore a Career as a Pharmacy Technician
- HIPAA Compliance
- Intro to Natural Health and Healing
- Medical Coding
- Medical Terminology
- And more...

To take these courses you’ll need:
- Internet access
- Email
- Mozilla Firefox or Internet Explorer Web browser

View the entire course catalog at www.ed2go.com/occonline

COMPUTERS

Introduction to Computers and Windows
If you are new to computers, this is the course for you. In this hands-on course, learn about how to buy a computer and software for the computer. You will also learn about the basic hardware of a personal computer (PC) and the Windows operating system (Windows 7 or later.) Learn about the desktop, menus, ribbons, programs, keyboard and mouse operations, and more. You will also be introduced to Microsoft Word and Excel, and the Internet. This course will give you the confidence you need to turn your personal computer into a useful tool. Ideal course for seniors or people looking to get back into the job market.

Tuition: $125.
Instructor: Lisa Rigge

CPT.CE.201-001
Fridays, April 6 – May 4. 9 a.m. – 12 p.m.
Main Campus.

Ed2Go Online Computer Courses
- MS Word
- MS Excel
- MS PowerPoint
- Intro to Microsoft Access
- Intro to Microsoft Outlook
- Quick Books
- Crystal Reports
- And more...

You can now take non-credit classes from your home or office. If you have access to the Internet, you are ready to get started. Online courses are offered once per month and consist of lessons twice per week for six weeks. You have 10 days to complete each lesson. Interact with your instructor or other students online in a bulletin-board format.

To take these courses you’ll need:
- Internet access
- Email
- Mozilla Firefox or Internet Explorer Web browser

FINANCE

Planning for a Successful Retirement
This course is a common sense look at financial planning for retirement from an industry insider with no guarantees and no fail-safe systems—just the real deal on understanding rollover retirement income risks.

Tuition: $49.
Instructor: Summit Planning Group

FIN.CE.005-001
Wednesdays, May 16 – May 23. 6:30 – 9:30 p.m.
Main Campus.

Please refer to refund policy on page 2 when registering.
**Defensive Driving**

If you are a New York State driver and complete this course, you’ll be eligible for a 10% reduction on your liability and collision insurance premiums for a period of three years. You will also be eligible for a four-point reduction on your driving record. Students must attend one six-hour Saturday session.

**Students must arrive 15 minutes before the start of class** to complete the appropriate paperwork. Once the class has begun, students will not be allowed to enter, thus forfeiting the class tuition. Certified defensive driving instructors teach at locations throughout the county. This course is approved by the National Safety Council.

This is not a Five-Hour Pre-Licensing course.

10% tuition discount for senior citizens and active military personnel and veterans. Call for more information.

Tuition: $45.

Instructor: Rich Piron

**DRV.CE-001-001**
Saturday, March 3. 9 a.m. – 3:30 p.m. Main Campus.

**DRV.CE-001-002**
Saturday, March 31. 8 a.m. – 2:30 p.m.
Cicero Town Hall.

**DRV.CE-001-003**
Saturday, April 7. 9 a.m. – 3:30 p.m. Main Campus.

**DRV.CE-001-004**
Saturday, April 28. 8 a.m. – 2:30 p.m. Cicero Town Hall.

**DRV.CE-001-005**
Saturday, May 5. 9 a.m. – 3:30 p.m. Main Campus.

**DRV.CE-001-006**
Saturday, May 19. 8 a.m. – 2:30 p.m. Cicero Town Hall.

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**Defensive Driving Course - Online**

Learn to drive defensively with The National Safety Council’s DDC-NY Online program. The course can be completed entirely online at your own pace. Completion of this New York State DMV-approved Point and Insurance Reduction Program provides a 10% reduction on your liability and collision insurance premiums for a period of three years. In addition to the insurance reduction, this program also enables you to reduce up to four points on your driving record. After you complete the course, National Safety Council will mail a certificate of Completion to you the next business day. GET STARTED NOW by visiting www.ddcnsc.org/NY

OCC Referral code: 329.

Tuition: $39.95

**Driver Education – Classroom Instruction & In-Car Driving Instruction**

Onondaga Community College's Driver Education Program is approved by the New York State Education Department. Lecture instructors are New York State teachers certified in Driver Education. Able II Driving School provides in-car instruction.

The program consists of 24 hours of classroom instruction and 24 hours of in-car instruction. Students MUST be at least 16 years of age and hold a valid New York State Learner’s Permit or Driver’s License PRIOR to the first day of instruction.

Classes will consist of no more than 36 students - the maximum number allowed by the State Education Department. Students must attend 16 lectures and 16 driving sessions to satisfy state requirements. Each driving group has a maximum of four students. Driving schedules will be arranged by Able II Driving School.

Classroom Instructor: Janice Douglass

In-Car Instructor: Able II Driving School

**DRV.CE-004-001**

**DRV.CE-004L-001**

Tuesdays & Thursdays, March 13 – May 10.
5 – 6:30 p.m. Main Campus.

Must register for both classroom and in-car instruction. Classroom make-up dates are May 15 and May 17.

Registration deadline is March 6.

Tuition: $395. An additional fee of $25 will be assessed by Able II Driving for in-car make-up days.

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Please refer to refund policy on page 2 when registering.
SAT Preparation
This course helps prepare high school sophomores, juniors, and seniors for upcoming SAT exams. The College Board Official SAT Study Guide is used in this course to prepare for the Critical Reading, Writing and Math sections. Learn which test-taking approach works best for you. Eight practice tests will be given to assess student strengths and weaknesses. The College Board has been working for over 100 years to help students transition from high school to higher education.
Tuition: $209. Book valued at $22 is included.
Instructor: Varies by location
T.E.S.C.E-001-001
Sundays, March 11 – April 29. 1 – 4 p.m. No classes on 4/8 & 4/15. Main Campus. Prepares for 5/5 exam.
T.E.S.C.E-001-002
Sundays, March 11 – April 29. 1 – 4 p.m. No classes on 4/8 & 4/15. Chittenango H.S. Prepares for 5/5 exam.
T.E.S.C.E-001-003
Tuesdays, March 13 – April 24. 6 – 9 p.m. No class on 4/10. Fabius-Pompey H.S. Prepares for 5/5 exam.
T.E.S.C.E-001-004
Thursdays, March 15 – April 26. 6 – 9 p.m. No class on 4/12. Fayetteville-Manlius H.S. Prepares for 5/5 exam.
T.E.S.C.E-001-005
Tuesdays, April 24 – May 29. 6 – 9 p.m. Marcellus H.S. Prepares for 6/2 exam.
T.E.S.C.E-001-006
Wednesdays, April 25 – May 30. 6 – 9 p.m. Marcellus H.S. Prepares for 6/2 exam.
T.E.S.C.E-001-007
Wednesdays, April 25 – May 30. 6 – 9 p.m. Main Campus. Prepares for 6/2 exam.
Interactive Video Conference class. Instructor and students interact with students at Central Square H.S., Hannibal H.S. and/or Phoenix H.S.
T.E.S.C.E-001-008 IVC class at Central Square H.S.
T.E.S.C.E-001-009 IVC class at Hannibal H.S.
T.E.S.C.E-001-010 IVC class at Phoenix H.S.

Babysitter Certification
This course is a must for all potential babysitters. Participants will learn the do’s and don’ts of babysitting from a Red Cross certified instructor including what to do in case of emergency, how to talk to and engage children in playful activities safely and much more. Taking this course will give parents of babysitters, and parents of the children being cared for, peace of mind.
Tuition: $45
Instructor: Christina Brown
F.A.M.C.E-001-001
Saturday, March 24. 9 a.m. – 3 p.m. Main Campus.

LEARNING ONLINE
You can now take non-credit classes from your home or office through our online educational partner – Ed2Go. If you have access to the Internet, you are ready to get started. Online courses are offered once per month and consist of lessons twice per week for six weeks. You have 10 days to complete each lesson. Interact with your instructor or other students online in a bulletin-board format.
To take these courses you’ll need:
• Internet access
• Email
• Mozilla Firefox or Internet Explorer Web browser
How to Get Started:
1. Visit our Online Instruction Center: www.ed2go.com/occonline or call 498-6000.
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Please refer to refund policy on page 2 when registering.
SUMMER 2012
LIFELONG LEARNING COURSES

CONTINUING EDUCATION
FOR PROFESSIONALS

Become A Notary Public
This course will cover information to prepare you for the New York State Notary exam. Taught by an experienced practicing professional, the course will review the laws and procedures specific to the field in easy-to-understand language and include information on best practices as well as tips on how you can make a full-time or part-time career out of being a Notary Public.
Tuition: $35
Instructor: Daniel DeBrucker or Michael Gilman
PRF.CE-001-001
Tuesday, June 12. 9 a.m. - 12 p.m. Main Campus.
PRF.CE-001-002
Monday, June 18. 6 – 9 p.m. Main Campus.

Fundamentals of Event Planning
In this course, students will acquire the basic skills needed to successfully plan and execute special events. From corporate meetings to fundraisers to black tie galas, participants will gain knowledge of all practical event planning and management skills including: booking a venue, budgeting, utilizing social media to market your event, determining goals and outcomes, post-event evaluation and more.
Tuition: $35
Instructor: Betsy Guilfoil
PRF.CE-063-001
Thursday, June 21. 6 – 9 p.m. Main Campus.
PRF.CE-063-002
Wednesday, August 15. 6 – 9 p.m. Main Campus.

Real Estate Agent & Brokers Online Courses
In New York, the real estate industry has started to rebound and the demand for real estate professionals is growing. Now is the perfect time for you to take a course that will lead to a rewarding career in the real estate professions. These online courses are the most convenient format for delivering real estate, appraisal and mortgage licensing education. All courses are approved by the New York Department of State, Division of Licensing Services, are self-paced, and delivered 24/7 through our online partner, Career Webschool.

Real Estate Courses:
Sales Pre-License - www.careerwebschool.com/new-york/real-estate/sales-pre-license/?ernid=1891
Remedial - www.careerwebschool.com/new-york/real-estate/remedial/?ernid=1891
Broker Pre-License - www.careerwebschool.com/new-york/real-estate/broker-pre-license/?ernid=1891

Appraisal Courses:

Please refer to refund policy on page 2 when registering.
PROFESSIONAL DEVELOPMENT FOR EDUCATORS

Child Abuse Recognition & Reporting
This course is geared toward educators, day care operators, and health care professionals. Gain critical information about child abuse/maltreatment identification and reporting, behavioral indicators, social-service law and other mandates. In just over two hours, fulfill your New York State license requirements. All necessary forms, showing evidence of completion, are provided at the end of the class. Onondaga Community College is certified by the NYS Education Department to provide child abuse recognition and reporting training for professionals who have to apply for or renew their licenses after January 1, 1991.
Tuition: $39
Instructor: Vince Larkin
CAR.CE-001-001
Tuesday, July 17: 5:30 – 7:45 p.m. Main Campus. Interactive Video Conference class. Instructor and students interact with students at Central Square H.S., Hannibal H.S. and/or Phoenix H.S.
CAR.CE-001-002 IVC class at Central Square H.S.
CAR.CE-001-003 IVC class at Hannibal H.S.
CAR.CE-001-004 IVC class at Phoenix H.S.
CAR.CE-001-005
Tuesday, August 14. 11 a.m. – 1:15 p.m. North Campus.

School Violence Prevention & Intervention
Also known as Project S.A.V.E. Applicants for a teaching certificate, on or after February 2, 2001, are required to complete at least two clock hours of course work or training in school violence prevention and intervention in accordance with Section 3004 of the Education Law. This includes individuals applying for certification as teacher assistants, teachers, pupil personnel services, professionals, and school administrators.
Tuition: $39
Instructor: Vince Larkin
SAV.CE-001-001
Monday, July 23. 5:30 – 7:45 p.m. Main Campus. Interactive Video Conference class. Instructor and students interact with students at Central Square H.S., Hannibal H.S. and/or Phoenix H.S.
SAV.CE-001-002 IVC class at Central Square H.S.
SAV.CE-001-003 IVC class at Hannibal H.S.
SAV.CE-001-004 IVC class at Phoenix H.S.
SAV.CE-001-005
Monday, August 20. 11 a.m. – 1:15 p.m. North Campus.

HEALTH CARE & FITNESS

Certified Personal Trainer – 9 Week Program
Join this fun field and be a part of what ABCNEWS.com states as the 4th hottest job in the U.S. at a national average of $25 an hour. This challenging course is taught over an eight-week period for better retention and skill competency. The National Exam is held in the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. Textbook is required and not included in course fees. Call to order and start reading immediately 1-888-330-9487, or order it on the web at: www.witseducation.com. Class is limited to 20 students.
Tuition: $699
Instructor: WJ.T.S.
PEH.CE-061-001
Sundays, June 10 – August 5. 9 a.m. – 2 p.m. Main Campus.

Please refer to refund policy on page 2 when registering.
Nutritional Concepts for Fitness Professionals

Learn how to educate your clients about the relationship between caloric intake, caloric burn, weight loss, weight gain and body fat percentages through nutritional awareness. Discuss the pros and cons of popular diets, and the health effects of some common drugs and nutritional supplements. 6 CEC's for WITS professionals.

Tuition: $139
Instructor: W.I.T.S.

PEH.CE-062-001
Saturday, July 28. 9 a.m. – 4 p.m. Main Campus.

Successful Program Planning for Fitness Professionals

The most successful fitness clubs and professionals know that the key to keeping members and clients motivated and active is programming. Programming can attract new clients and members, create community and connections among members, increase motivation, and retention and enhance the exercise experience. Find out how to create, promote and implement successful fitness programs, why programming is important, and the steps to programming success and keys to retention. Also discussed are the internal and external promotions, niche marketing, and traits of successful programming leaders. Textbook is required and not included in course fees. Call to order and start reading immediately 1-888-330-9487, or order it on the web at: www.witseducation.com. Approved for 6 CECs or .6 CEUs.

Tuition: $139
Instructor: W.I.T.S.

PEH.CE-064-001
Sunday, July 29. 9 a.m. – 4 p.m. Main Campus.

Defensive Driving

If you are a New York State driver and complete this course, you’ll be eligible for a 10% reduction on your liability and collision insurance premiums for a period of three years. You will also be eligible for a four-point reduction on your driving record. Students must attend one six-hour Saturday session.

Students must arrive 15 minutes before the start of class to complete the appropriate paperwork. Once the class has begun, students will not be allowed to enter, thus forfeiting the class tuition. Certified defensive driving instructors teach at locations throughout the county. This course is approved by the National Safety Council.

This is not a Five-Hour Pre-Licensing course. 10% tuition discount for senior citizens and active military personnel and veterans. Call for more information.

Tuition: $45
Instructor: Rich Piron

DRV.CE-001-001
Saturday, June 2. 9 a.m. – 3:30 p.m. Main Campus.

DRV.CE-001-002
Saturday, June 30. 8 a.m. – 2:30 p.m. Cicero Town Hall.

DRV.CE-001-003
Saturday, July 7. 9 a.m. – 3:30 p.m. Main Campus.

DRV.CE-001-004
Saturday, July 28. 8 a.m. – 2:30 p.m. Cicero Town Hall.

DRV.CE-001-005
Saturday, August 4. 9 a.m. – 3:30 p.m. Main Campus.

DRV.CE-001-006
Saturday, August 25. 8 a.m. – 2:30 p.m.
Cicero Town Hall.

Please refer to refund policy on page 2 when registering.
Defensive Driving Course - Online

Learn to drive defensively with The National Safety Council's DDC-NY Online program. The course can be completed entirely online at your own pace. Completion of this New York State DMV-approved Point and Insurance Reduction Program provides a 10% reduction on your liability and collision insurance premiums for a period of three years. In addition to the insurance reduction, this program also enables you to reduce up to four points on your driving record. After you complete the course, National Safety Council will mail a certificate of Completion to you the next business day. GET STARTED NOW by visiting www.ddcnsc.org/NY

Tuition: $39.95

Driver Education – Classroom Instruction & In-Car Driving Instruction

Onondaga Community College’s Driver Education Program is approved by the New York State Education Department. Lecture instructors are New York State teachers certified in Driver Education. Able II Driving School provides in-car instruction. The program consists of 24 hours of classroom instruction and 24 hours of in-car instruction. Students MUST be at least 16 years of age and hold a valid New York State Learner’s Permit or Driver’s License PRIOR to the first day of instruction. Classes will consist of no more than 36 students - the maximum number allowed by the State Education Department. Students must attend 16 lectures and 16 driving sessions to satisfy state requirements. Each driving group has a maximum of four students. Driving schedules will be arranged by Able II Driving School.

Classroom Instructor: Janice Douglass
In-Car Instructor: Able II Driving School

DRVCE-004-001
DRVCE-004L-001

Tuesdays, Wednesdays, Thursdays & Fridays, July 10 – August 3. 9:00 – 10:30 a.m. Main Campus
Must register for both classroom and in-car instruction. Classroom make-up dates are August 6 and August 7.
Registration deadline is July 3.
Tuition: $395. An additional fee of $25 will be assessed by Able II Driving for in-car make-up days.

Learning Online

You can now take non-credit classes from your home or office through our online educational partner – Ed2Go. If you have access to the Internet, you are ready to get started. Online courses are offered once per month and consist of lessons twice per week for six weeks. You have 10 days to complete each lesson. Interact with your instructor or other students online in a bulletin-board format.

To take these courses you’ll need:
- Internet access
- Email
- Mozilla Firefox or Internet Explorer Web browser

How to Get Started:
1. Visit our Online Instruction Center: www.ed2go.com/occonline or call 498-6000.
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Interested In Teaching A Lifelong Learning Class?

We’re always interested in hearing your ideas for a new Lifelong Learning class. If you have a skill or expertise that you’d like to share, we want to hear about it. Please email lifelong@sunyocc.edu for a class proposal packet.
We’re planning now for Fall 2012 and Winter 2013.

Please refer to refund policy on page 2 when registering.
REGISTRATION PROCEDURES
Registration Begins February 1, 2012

ONLINE:
Follow directions on this page.
(Credit card payments accepted).

BY FAX:
Fax the enclosed registration form to (315) 498-2589.
(You must also fax all required documents.)
No payment accepted through fax.

BY MAIL:
Mail enclosed registration form and required documents to:
Onondaga Community College
Lifelong Learning
H-1 Hall
4585 West Seneca Turnpike
Syracuse, NY 13215-4585

WALK-IN:
Our Office has moved to H-1 Hall
4926 Onondaga Rd.
Just across from the main campus' north entrance on Onondaga Road/Rt. 173.

If you have questions regarding any of the registration procedures, call (315) 498-6000.
Guide to Online Registration

Questions or problems REGISTERING ONLINE?
Call (315) 498-6000.

Step 1
Access the takeaclass.sunyocc.edu web page.

Step 2
Select: Register Now.

Step 3
Select: Create a User ID, or for return users, launch WebAccess to log in.

Step 4
After logging in, select: Current Students.

Step 5
Select: Register for Sections under Registration.

Step 6
Search three (3) variables: the appropriate Community Ed Term, Community Ed subject and academic level of Community Ed.

Step 7
Select desired courses by clicking the box next to the course and following registration screens. You can view the course description by clicking on the course title.

Step 8
After completing registration return to Main Menu and select: Current Students.

Step 9
To pay via credit card, select: Make a Payment under Financial Information.

Payment:
Credit card payments accepted online and in person at the Bursar’s office.
Payments by cash accepted only at Bursar’s office.
Check or money order accepted with mail or walk-in registration.

Payment:
Credit card payments accepted online and in person at the Bursar’s office.
Payments by cash accepted only at Bursar’s office.
Check or money order accepted with mail or walk-in registration.
Lifelong Learning at
Onondaga Community College
Registration Form

Complete all requested information, sign and mail to: Lifelong Learning, H-1 Hall
Onondaga Community College, 4585 West Seneca Turnpike, Syracuse, NY 13215-4585
or Fax to: (315) 498-2589. Questions? Call (315) 498-6000.

Semester you plan to attend:  □  Spring 2012  □  Summer 2012

<table>
<thead>
<tr>
<th>Course Prefix &amp; Number</th>
<th>Section #</th>
<th>Day &amp; Time</th>
<th>Course Name</th>
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</table>

Legal Last Name: ____________________________________________________________

Legal First Name: ___________________________________________________________
Legal MI: __________________________

Email: _____________________________________________________________
(email is the preferred and most efficient way for the College to contact students)

Address: __________________________________________________________________

City: __________________________  State: __________________________

Zip: __________________________  County of Residence: __________________________

Length of Time in County: _______________ mo/ylrs  New York State Resident: □  YES  □  NO

U.S. Citizen: □  YES  □  NO

Home Telephone: ( ) __________________________

Work Phone: ( ) __________________________

Social Security #: ___________ - _________ - ___________  OCC ID #: __________________________

Date of Birth: ___________ (mo/day/yr)

Have you registered at Onondaga Community College before? □  YES  □  NO

Under another name? (print name here): __________________________

Ethnicity: (check one—optional)

□  American Indian or Alaska Native  □  Asian  □  Black or African American  □  Hispanic of any race
□  White, Non-Hispanic  □  Native Hawaiian or Other Pacific Islander  □  Two or more races
All students or guardians MUST read and sign statement below:

Financial Responsibility Agreement:
1. By registering for classes at Onondaga Community College, I acknowledge and agree that:
   • I am at least 18 years of age or the parent/legal guardian of a student under the age of 18.
   • I am financially responsible for all charges related to my registration and housing.
2. I understand that if I decide not to attend the courses, which I am registering for, that it is my responsibility to drop the course(s) by the drop date to avoid any financial liability.
3. For OCC's complete Financial Responsibility Agreement, please reference the College Web page under Bursar office, the course schedule, student handbook, or College catalog.

I hereby apply for registration, and certify that all information I have given to be true and correct. I agree to obey all rules and regulations of Onondaga Community College.

Signature of Student: ________________________________________________
Date: ____________________________

Signature of Parent/Legal Guardian: __________________________________
(If student is under the age of 18)
Date: ____________________________

For Office Use Only:
Initials ___ Date _____
PUBLIC SAFETY TRAINING CENTER
Onondaga’s Public Safety Training Center (PSTC) provides nationally recognized training to law enforcement, fire service, emergency medical service, school districts, and industrial response team personnel, as well as the general public. Because this diverse audience often comes together in a crisis, the structure of PSTC training is designed to foster understanding and teamwork across disciplines.

Security Guard Training
8-Hour Pre-Assignment Training Course for Security Guards
This is an eight hour course required by New York State as the first step in obtaining a security guard registration card from the New York State Department of State. The course provides the student with a general overview of 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, and ethics and conduct. The passing of an examination is required for successful completion of this course.
Saturday, March 10. 8 a.m. – 5 p.m.
Main Campus. Tuition: $75

8-Hour Annual In-Service Security Guard Refresher Course (Contract Course w/Area Businesses)
This course is a requirement for all individuals employed as Security Guards in NYS. Upon successful completion of this course a training certificate is issued. The certificate must accompany the Security Guard Renewal Application submitted to the Department of State Division of Licensing Services.

Phase I Pre-Employment
Phase I Pre-Employment Basic Course for Police
This course is open to all persons over the age of 20 who wish to attend the Police Academy without being hired by a police agency. Students must apply for admission into the Law Enforcement Certificate (LEC) program at OCC and pass a physical agility test prior to being accepted into the program. Following the successful completion of the LEC program, the student will have two years to get hired by a police agency and complete Phase II of the Basic Course for Police per NYS DCJS standards. (LEC courses are credit bearing courses; regular tuition rates apply)

Phase I Pre-Employment Information Sessions

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>TH</td>
<td>2/9/12</td>
<td>6 p.m.</td>
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<tr>
<td>T</td>
<td>3/20/12</td>
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<tr>
<td>TH</td>
<td>4/12/12</td>
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<tr>
<td>TH</td>
<td>5/3/12</td>
<td>6 p.m.</td>
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Public Safety Training Center
Mon. - Fri., 8:30 a.m. - 4:30 p.m.
(315) 498-6046
(315) 492-1521 Fax
pstc@sunyocc.edu
# 4-Hour Handgun Safety Course

Fulfills requirements for obtaining a pistol permit  
(Tuition - $39) – Learn before you load. Arm yourself with knowledge including: important information about permit requirements, legal responsibilities, care and cleaning, safe storage and “childproofing”. Learn from experienced state certified police firearms instructors.  
Courses offered several times a month at these locations: OCC Main Campus, Bass Pro Shops- Auburn and Gander Mountain-Cicero

### Winter 4-Hour Handgun Safety Course

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>HGS.CE-001-001</td>
<td>W</td>
<td>1/18/12</td>
<td>6 – 10 p.m.</td>
<td>Main Campus</td>
</tr>
<tr>
<td>HGS.CE-001-002</td>
<td>S</td>
<td>1/28/12</td>
<td>1 – 5 p.m.</td>
<td>Main Campus</td>
</tr>
<tr>
<td>HGS.CE-001-003</td>
<td>T</td>
<td>1/31/12</td>
<td>6 – 10 p.m.</td>
<td>Bass Pro Shops, Auburn</td>
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<tr>
<td>HGS.CE-001-004</td>
<td>W</td>
<td>2/15/12</td>
<td>6 – 10 p.m.</td>
<td>Main Campus</td>
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<tr>
<td>HGS.CE-001-005</td>
<td>S</td>
<td>2/18/12</td>
<td>1 – 5 p.m.</td>
<td>Main Campus</td>
</tr>
<tr>
<td>HGS.CE-001-006</td>
<td>T</td>
<td>2/28/12</td>
<td>6 – 10 p.m.</td>
<td>Bass Pro Shops, Auburn</td>
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</table>

### Spring 4-Hour Handgun Safety Course

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>HGS.CE-001-001</td>
<td>S</td>
<td>3/10/12</td>
<td>1 – 5 p.m.</td>
<td>Main Campus</td>
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<tr>
<td>HGS.CE-001-002</td>
<td>W</td>
<td>3/14/12</td>
<td>6 – 10 p.m.</td>
<td>Main Campus</td>
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<tr>
<td>HGS.CE-001-003</td>
<td>T</td>
<td>3/27/12</td>
<td>6 – 10 p.m.</td>
<td>Bass Pro Shops, Auburn</td>
</tr>
<tr>
<td>HGS.CE-001-004</td>
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<td>4/18/12</td>
<td>6 – 10 p.m.</td>
<td>Main Campus</td>
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<tr>
<td>HGS.CE-001-005</td>
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<td>4/21/12</td>
<td>1 – 5 p.m.</td>
<td>Main Campus</td>
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<td>HGS.CE-001-006</td>
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<td>4/24/12</td>
<td>6 – 10 p.m.</td>
<td>Bass Pro Shops, Auburn</td>
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<td>HGS.CE-001-007</td>
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<td>5/12/12</td>
<td>1 – 5 p.m.</td>
<td>Main Campus</td>
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<tr>
<td>HGS.CE-001-008</td>
<td>W</td>
<td>5/16/12</td>
<td>6 – 10 p.m.</td>
<td>Main Campus</td>
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<tr>
<td>HGS.CE-001-009</td>
<td>T</td>
<td>5/29/12</td>
<td>6 – 10 p.m.</td>
<td>Bass Pro Shops, Auburn</td>
</tr>
</tbody>
</table>
The Small Business Development Center at Onondaga Community College is one of 24 centers in New York State which provides premier business assistance to start-up and existing businesses, offering free and confidential one-on-one business counseling to new and existing businesses, and addressing specific needs such as assistance with business plans or funding proposals.

Through our NYS Research Network, we help entrepreneurs conduct market research for new products or business ideas, or simply offer direction to resources available in the community.

Veteran Entrepreneurship
The SBDC provides programs specific to the needs of veteran entrepreneurs.

Operation: Start Up and Grow is a FREE resource day for veterans contemplating starting a small business. Register for this event at onondagasbdc.org.

Outreach Locations
Auburn
Cortland
Technology Garden
Northside Urban Partnership

How to Request Our Services
Interested in being an entrepreneur? You can contact us by phone at (315) 498-6070, by fax at (315) 498-2147, by email at sbdc@sunyocc.edu or online, by completing a short online form at www.onondagasbdc.org.

Our Staff
Our staff of certified business advisors is at the heart of the SBDC program. SBDC advisors have an extensive business background in entrepreneurship, accounting, business management, etc., and many have been small business owners. Our advisors will work with you one-on-one to help you get started or to work on your existing business.

The SBDC is “Going Green”
The SBDC, in partnership with the Northside Urban Partnership, can arrange an energy audit for your small business in the greater Syracuse area. Engaging in an energy assessment is socially and environmentally responsible, will make your business more energy efficient, and will attract new customers to your “green” business. All small businesses in the greater Syracuse area are eligible.

For more information or for an application, email ceteraf@sunyocc.edu or call (315) 299-8228, ext. 12.

Other Small Business Classes
We are continually updating our programs to respond to the needs of the small business community. For the latest information on programs and classes, check our website at www.onondagasbdc.org, or email sbdc@sunyocc.edu, or call (315) 498-6070.

We want to hear your suggestions for relevant business topics.
Introduction to Small Business Start-Up

This class is designed to create awareness of and introduce topics which are relevant to individuals who are considering starting a small business. The class covers legalities, business plans, financing, marketing and the realities of being a business owner. This class is held every Wednesday from 4 to 6 p.m. For more information, call (315) 498-6070 or email: sbdc@sunyocc.edu.

Instructor: SBDC Certified Business Advisors. Location: TBA

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fees</th>
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<tr>
<td>SBD.CE-001-001</td>
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<td>3/7/12</td>
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<tr>
<td>SBD.CE-001-002</td>
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<td>3/14/12</td>
<td>3/14/12</td>
<td>$30</td>
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<tr>
<td>SBD.CE-001-003</td>
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<td>3/21/12</td>
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<td>SBD.CE-001-005</td>
<td>Small Bus Start-Up</td>
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<tr>
<td>SBD.CE-001-006</td>
<td>Small Bus Start-Up</td>
<td>4/11/12</td>
<td>4/11/12</td>
<td>$30</td>
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<tr>
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<td>Small Bus Start-Up</td>
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Fast Track to Business Start-Up

One of the keys to successfully start a business is to get the correct information before you begin the process. This detailed course will cover marketing plans, advertising, sales, book-keeping, legalities and other business-related topics including the business plan. The course is taught over three days and is open to anyone interested in getting their business up and running quickly. For more information, call (315) 498-6070 or email sbdc@sunyocc.edu. Meets the requirements of the Department of Labor’s Self Employment Assistance Program. This class is taught over three days from 9 a.m. to 4:15 p.m.

Instructor: Thomas Moore, Certified Business Advisor or Frank Cetera, Certified Business Advisor. Location: TBA

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Small Business Start-Up ONLINE

This four-week online course is designed for those potential entrepreneurs who want the option and convenience of not attending a class on campus. It is especially ideal for those who work full time but still want to pursue starting a small business.

The course is designed to take you through the steps of starting a business and includes the following:

- Assessing your entrepreneurial qualities
- Learning about resources available to potential small businesses
- Doing research on your product or service
- Creating a marketing plan outline
- Learning about financial statements
- Learning about the importance of a business plan
- Writing a basic business plan which incorporates your marketing outline
- Reviewing the basics of financial statements
- Learning about sources of financing

Fee: $65

Instructor: Tania Hanouille, Certified Business Advisor, hanouille@sunyocc.edu. Scheduled for May 2012.

ANGEL Online Learning System will be available one week prior to the start of the course.
[re]think

Workforce Development

[Training for Emerging Workforces]

[Who We Serve]
Local businesses
Local government
Nonprofit organizations
Professional associations

[What We Do]
Business and Professional Development
Information Technology
Specialized Technical Training
Quality Improvement and Soft Skills
Discipline Specific Training for Professional Groups
Workforce Development and Job Retraining

Your workforce is the engine that makes your company run. Your employees are vital to your success. So an investment in your people just makes sense. We’ll help strengthen and grow your existing workforce while maximizing employee productivity. With convenient onsite training, your employees get the skills they need for job advancement. You get a great return on your investment.

[Customized Programs]
We have many programs to choose from. But, if you don’t see what you need, let us know and we’ll create it. Just as your business needs change, so do we. Have a third shift crew that needs training? We’ll adjust our schedules. Need early classes? Evening classes? No problem. In fact, we’re constantly evolving to respond to the changing needs of employers and businesses in our community.

[Professional Training At Your Site or On Campus]
Our professional instructors will work with you. With training available right at your work location or on our campus, we make it convenient for your employees to get the training they need to help stay ahead of trends and technology. Plus, they’ll get the tools and resources they need to make your business compete and succeed globally.

Workforce Development
Mon. - Fri., 8:30 a.m. to 4:30 p.m.
(315) 498-6000
Fax (315) 498-2589
workforce@sunyocc.edu

[Training for Emerging Workforces]
The value of training is measured by one thing: jobs. We can create training programs that prepare workers for fast growing, high-demand industries such as green training, health care, information technology and technical training. And we also offer soft skills training such as management, leadership and supervisory skills that are valuable in virtually every area of business. All to prepare the workforce for jobs that are in demand now and more importantly, for jobs that will be here in the future.
[ Affordable Programs ]
Worried About Cost? CNY Works, the Department of Labor, and various grant programs assist those who have been laid off and are currently seeking reemployment to get any needed financial assistance. In turn, we partner with these organizations to provide the necessary training to help people get back into the workforce. The bottom line is that we'll work with you to make it affordable.

[ Grants ]
For employers, institutional partners, and nonprofit associations, we'll join with you to find grants and other financial resources to help you meet your needs. We've worked on grants from both the Federal and State Departments of Labor, the Environmental Protection Agency, the Department of Energy, the Nuclear Regulatory Commission, the National Science Foundation, and many others. We'll partner with you to discover ways to help finance the cost of improving the workforce.

[ Some of our community partners ]
• CNY Works
• CenterState CEO
• NYS Department of Labor
• Manufacturers Association of CNY (MACNY)

[ Employer Services at Onondaga ]
Distance Learning: Our programs are designed to be flexible so they meet your needs. So if in-person training on site or on campus doesn't work for you, we can provide distance learning through the College’s online learning program. The Career and Applied Learning Center, or CAL Center, partners with local employers to connect qualified individuals with internships or job placement. This service is free to students and free for local businesses.

[ Some of our educational partners ]
• Cornell University
• Hudson Valley Community College
• Rochester Institute of Technology
• SUNY ESF
• Syracuse University

[ Some of our customers ]
• SEIU199
• Crouse Hospital
• Loretto
• St. Joseph’s Hospital

[ Testimonials ]
“We've developed a deep appreciation for our friends and colleagues at OCC, with whom we collaborate. They inspire our work with a long and abiding commitment to students' academic achievement and their well-being. Our joint efforts are complementary and, together with other community partners, enable us to better serve the educational, workforce and economic development needs of diverse students and constituents.”

—Dr. Chuck Spuches, Associate Dean, Outreach
SUNY College of Environmental Science and Forestry

“Based upon the evolving demands of the economy – largely driven by technological advancement, globalization and changing demographics – skills development beyond high school has become vital as individuals evolve throughout their lifelong workforce skills. Onondaga offers a wealth of opportunities in response to this need through its role with secondary, career, technical and higher education.”

—Lunore S. Sealy, executive director of CNY Works

“Transit mechanics have to be receive specific training on the computer to perform diagnostics. The quality of Onondaga's instruction more than met our needs.”

—Jim Mahan, assistant fleet manager at Centro

“This unique collaborative effort of curriculum development and resource sharing is designed to train individuals in highly sought after machining skills and is endorsed by the National Association of Manufacturers (NAM).”

—Robert Leslie, director of adult and technical education at OCM BOCES

“The Manufacturers Association serves industrial and non-industrial member organizations throughout upstate New York. Our member organizations continue to struggle with finding employees with the necessary skills. Onondaga Community College is a critical provider of the education and training for students to fill the skills gap of our regional employers. MACNY has been very successful in partnering with OCC and other local organizations. This is just another example of how OCC contributes to our community as a collaborator and educational leader.”

—Steven P. Maloney, director of training and workforce development, Manufacturers Association of Central New York (MACNY)
SPRING & SUMMER 2012
Information Technology – Center for Business Information Technology Training

Microsoft Office Suite:
2003, 2007, 2010
Excel, Outlook
Powerpoint, Access
Word, Windows 7

Corporate group training available

CPT.CE-155
CompTIA A+
Learn the dynamics of the basic computer hardware and operating systems and is considered a vendor neutral certification course. Cover essential principles necessary for installing, building, upgrading, repairing, configuring trouble shooting, optimizing diagnosing and preventive maintenance and you learn an element of soft skills, security and customer interaction. Instruction will focus on the skills and knowledge necessary to take the Industry standard certification exam which will support your ability to handle an entry level computer repair and/or technician level job responsibility. Prerequisite: entry level; end user skill with Windows based personal computers, basic knowledge. This course prepares you for the CompTIA A+ certification exam. Class materials provided: Books. Exam vouchers are available at a discount. This is a non-credit course: See website or contact workforce development.

CPT.CE-156
CompTIA Network +
Expand your knowledge and skills with networking and configuration information. This course is designed to provide an overview of networking concepts; LAN/WAN connectivity; OSI model standards; transmission media; TCP/IP protocol suite; remote connectivity; security methods, troubleshooting network devices and or compatibility issues. This knowledge will prepare a student to better understand and identify the tasks involved in supporting networks in general and Microsoft networks, in particular. This course prepares you for the Network + certification exam. Class materials provided: Books. Exam vouchers are available at a discount. This is a non-credit course.

Tuition: See website or contact workforce development

PC Support Technician Program
Would include taking the required courses, A+ and Net+.

CPT.CE-187
Security +
A five-week “Boot camp” course hybrid style includes an online tool such as Angel / Blackboard and 2-3 classroom (labs) sessions. Learn a comprehensive introduction to practical network and computer security and cover all of the new CompTIA Security+ exam objectives. Cutting-edge coverage of the new edition includes virtualization, mobile devices, and other trends, as well as new topics such as psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security. Book included: Exam prep: SYO-301 Discounted vouchers can be purchased through OCC.

Tuition: See website or contact workforce development

Government workers or contractors seeking DOD 8570.1 compliance are excellent candidates.
CCNA (Cisco Certified Network Associate)

Validate your ability to understand, install, configure, operate, and troubleshoot medium sized route and switched networks, including implementation and verification of connections to remote sites in a WAN. Learning objectives will include understanding the OSI model and industry standards, major network topologies differences, IP addressing, routing protocols and network configurations. Lastly, LANS, WANS and other regional type networks, learning to segment with bridges, routers and switches, Our hands-on learning environment provides interactive graphics; real-world scenarios; true-to-life simulations, structured by Cisco to prepare you for the industry standard CCNA certification exam. Students will receive a certificate of completion by OCC and be eligible to take the certification exam. Books provided and exam vouchers can be earned. This is a non credit course. Oneondaga Community College is an approved Cisco Authorized Training Partner.

**Tuition:** See website or contact workforce development.

**CCNA - TWO PART OPTION**

**Interconnecting Cisco Network Devices – Part 1**

This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security. In addition: router interfaces; comprehending RIPv1 skills; IP addressing; router implantation EIGRP; basic RIPv2 configuration and classless routing updates; and identifying characteristics of distance vector routing protocols. Basic security and wireless introduced. Pre-requisite: introductory and some networking knowledge would helpful, prior Net + a plus. Authorized Cisco training materials / Experienced Cisco Academy Instructors hands-on labs prepares student for CCNA certification exam, vouchers are earned.

**Tuition:** See website or contact workforce development.

**Interconnecting Cisco Network Devices – Part 2**

Gain knowledge and skills for LAN switching and Wireless and WAN technologies. More intense labs and activities, hands on experience with application protocols and services. Learn, in depth troubleshooting methods of specific layers of the OSI model, VLAN and VLAN routing, VTP and trunking on Cisco switches and STP operation. Identify basic parameters to configure a wireless network and common implementation issues / application impact voice over IP, and video over IP on a network, and configure/ verify and troubleshoot DHCP, DNS operation, ACLs, WAN serial connection, PPP connections; routers and frame relay and WAN implementations and security. Pre-requisite: networking or concept knowledge or experience a plus, prior Net+ course - ICND part 1. Authorized Cisco training materials / Experienced Cisco Academy Instructors heavy hands-on labs prepares student for CCNA certification exam, vouchers are earned.

**Tuition:** See website or contact workforce development.

**Web Page Development with ADOBE Dreamweaver CS5.5**

Learn to facilitate construction and maintenance of web pages on a PC or MAC with a graphical user interface and supporting tools; define your website, organize your site files; directories to create portable websites; define a page layout, and use the DW tools to construct pages containing text, graphics, and links (local and global). Rollovers, Spry Menus, Flash files, and built in JavaScript routines; CSS Styles; designing a site; generate reports from DW that inform you of; broken links, browser incompatibility, missing Alt. text and untitled pages. Discuss FileTransfer Utility (FTP); Advanced CSS3 (Style Sheets) concepts and methods. Explore topics to modify Spry menus and effects using CSS and JavaScript; HTML5 advances; Forms development and validation methods using JavaScript Behaviors and Sprys, Transmission of Form data using the GET, POST methods; incorporation of videos and sound into a web page; JavaScript programming introduced, versatility and access to the DOM (Data Object Model) for control of the Browser data and functions; DW code editor; Search Engine Optimization (SEO) tips and E-commerce concepts; Server Application tools; SQL commands to create: A complete overview.

Students are encouraged to bring in their web projects for construction and debugging during the lab sessions. Students should also bring in a flash drive to transport files to/from your home or office to the lab. Bring your CS4 or CS5 loaded laptop if available. Some CS5 available. 33 hour course: 6 p.m. – 9 p.m. 11 sessions.

**Tuition:** See website or contact workforce development.

CPT-CE-177

**Windows 7-Essentials**

Learn the differences of Windows 7 versus other Microsoft Operating Systems (Vista and XP). Start working with Windows 7. Use the user Interface improvements in Windows 7. Tasks include: Organize documents and files into libraries, Quickly search for programs and files, Install, configure, and work with devices and printers, Use the Action Center to maintain your computer, back up your data, and troubleshoot problems. Use Windows BitLocker Drive Encryption, Windows Firewall, and User Account Control (UAC) to protect your computer and data. Understand and use the various networking and remote connectivity features of Windows 7. Conducted as a one day Boot camp.

Call 498-2823 for more information. Individual or Corporate. **Tuition:** See website or contact workforce development schedule TBD.
Delivers energy efficiency and building science courses through a network of regional learning centers in New York State. The courses are designed to prepare students for the Building Performance Institute (BPI) certification examinations and are an excellent choice for contractors, re-modelers, college students, high school students, and homeowners. Onondaga Community College is a CEEBS Learning Center and periodically offers the courses listed below.

For more information on these courses contact (315) 498-6000 or go to www.sunyocc.edu.

Basic Air Sealing and Insulation Course (BASI)
During this course you will be introduced to the skills and principles necessary for working in the expanding field of home weatherization. You will learn how to install air sealing and insulation treatments that increase a home’s energy efficiency. This course teaches the basics skills necessary for weatherizing a building. While this course will not turn you into an advanced practitioner, it will provide the background necessary to become a highly qualified entry level installer.

Home Energy Rating Systems (HERS) Rater Course
This training builds on Building Analyst experience to help prepare students for the RESNET National Rater Certification. This training supports New York’s ENERGY STAR programs in developing certified HERS Raters to work with participating partners (builders, re-modelers, con-tractors) constructing New York ENERGY STAR Labeled Homes. Upon completion of training, candidates then enroll with, and fulfill all applicable requirements of, a RESNET-accredited HERS Provider in order to become certified.

Multifamily Performance Program (MPP)
This program addresses the needs of the multifamily sector by working with developers, building owners and representatives to improve the energy efficiency, health, safety, and security of the residential buildings with five (5) or more residential units in a cost-effective manner. This program consists of the New Construction and the Existing Building components, serving all combinations of market-rate and low- to moderate-income projects through a common process and varying schedule of incentives.

For questions about individual and/or corporate group training registration, tuition, and class schedules, please refer to our website at www.sunyocc.edu (click on Community Ed.) or contact Betsy Vavonese by email at vavonese@sunyocc.edu or call 315-498-2823.