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- Visit us at: www.sunyocc.edu, call (315) 498-6000
PROFESSIONAL SKILLS DEVELOPMENT

“40 Words”
Master the 40 Words Successful People Use. It’s true -- people can judge you by the words you use. But, did you know only 40 words could be holding you back! Gain more control in your personal and professional life; develop instant credibility and high regard among peers. Write more clearly and persuasively, ace job interviews and improve academic and test scores. Studies have shown that a strong command of the English language is directly linked to academic and career success. Learn the 40 words that will make the difference!

Join Don Woodruff, director of the Professional Vocabulary Institute, for this word smart workshop. For more information on how the 40 words were selected, see www.KangarooMethod.com

Saturday, March 25, 9 - 11 a.m.
Whitney Applied Technology Center, Room 355
$49 (Includes the “40 Words” CD)

Power Vocabulary Workshop
Your chances for success are directly related to the size of your vocabulary. In this session, discover how to master language through core meanings and essential definitions. Gain a historical perspective of English and lean how words are created from small, powerful bits of language used to transmit thoughts and ideas. You’ll leave with the ability to crack open the meanings of college-level words.

Presented by Don Woodruff, director of the Professional Vocabulary Institute.

Saturday, March 25
11:30 a.m. - 2 p.m.
$Whitney Applied Technology Center, Room 355
49 (Includes booklet and audio CD)
SAVE
take both vocabulary courses for only $89

Set Your Goals and Take Action
A step-by-step, hands-on, how-to program! This course is for those motivated individuals, with a lot of “stuff” going on in their lives, who are ready to make changes. Re-evaluate your career, take your business to the next level, or design a lifestyle with balance and less stress.

Anthony A. Carangelo, CHE, CTACC, RSPTC
10 Tuesdays, March 7 – May 9
5:30 - 8:30 p.m.
Whitney Applied Technology Center, Room 207
$118

NEW / Online Class Taught by a LifeLong Learning Instructor

Effective Business Writing
Take this course to learn why effective writing is important in the workplace. Using correct writing processes you will learn the proper way of composing memos, letters, e-mails, reports and proposals.

Whether you are a new or seasoned employee take this course to improve your written communications.

Susan M. Conklin, a college instructor and consultant, uses her 15 years of business experience to design and facilitate classes that improve business performance.

ONLINE 6 Weeks, March 27 - May 12
(Live on March 20)
$125

Start a Home-Based Medical Transcription Business
If you want to choose your own hours, have a business at home, find clients easily and make great money; this class will get you started.

• Discover a step-by-step guide to what medical transcription is
• Medical transcription versus medical billing and coding
• How to market your business effectively
• Operating capital and grants; everything you wanted to know about pricing, collections, equip.m.ent, software and much more.

Whether you are just exploring the possibilities or are already experienced, this class is for you.

A $15 workbook is to be purchased at the first class from the instructor.

Presented by Deborah Burns, president of Deborah’s Touch Inc. a national medical transcription business, with over 20 years experience.

Wednesday, April 5, 6:30 - 9:30 p.m.
Whitney Applied Technology Center, Room 222
$49

Want to learn Spanish to enhance your marketability?
See Writing and Languages (page 26) for our Spanish course description.
If you are an alcoholism counselor, educator, mental health and rehabilitation counselor, social worker, nurse, psychologist, an employee-assistance professional, law enforcement specialist, clergy member or are interested in alcohol and substance abuse treatment, our courses will be of interest to you.

The education and training programs offered by Lifelong Learning have been approved by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) for fulfilling alcoholism/substance abuse credentialing requirements under provider number ED0080.

The CADET modules have been approved for veterans’ VA benefits.

Module II: Alcoholism and Substance Abuse Counseling

The following topics will be covered in Module II: group and family counseling skills related to chemical dependency, group dynamics, human growth and development, communicable disease update (HIV/AIDS, STDs, TB, Hepatitis), vocational counseling, and relapse prevention (including special populations).

Clock Hours: 70

Jo Anne Bakeman, RN/MS/CASAC is an adjunct faculty member at OCC, and also has a private practice in substance abuse counseling called the Holistic Center for Substance Abuse Services.

Tuesdays and Thursdays, March 14 to May 18
6 - 9:30 p.m.
Academic Building, Room 345
$729 (Includes text book)

Module IV: Professional and Ethical Responsibilities and Documentation

Module IV is an in-depth view of counselor ethics, confidentiality, legal issues, documentation, and counselor-client relationships.

Clock Hours: 45

Jo Anne Bakeman, RN/MS/CASAC is an adjunct faculty member at OCC, and also has a private practice in substance abuse counseling called the Holistic Center for Substance Abuse Services.

Wednesdays, March 8 to May 31
6 – 9:30 p.m.
Academic Building, Room 345
$479 (Includes textbook)

(1-day course, 7 hours of instruction)

Participants will learn how manufacturing and other organizations have evolved to a new way of thinking and operating by implementing lean principles. Participants will learn the cultural, organizational and structural changes required to be in line with a contemporary lean management approach. The session teaches how to blend Kaizen, Re-engineering, JIT, and Process Centered Management to create lasting, positive change. Participants will gain an understanding of the importance of changing the culture within the organization, and then learn how specific lean techniques can assist in creating the change.

April 7, 8 a.m. - 4:30 p.m.
Cost: $135.00
Phlebotomy

Phlebotomy, an emerging technology, prepares you for a career in blood drawing or provides other health care professionals with an additional skill. The phlebotomist is an integral part of the health care team. There is an increasing demand for qualified phlebotomists in a variety of medical settings – hospitals, physicians’ offices, laboratories, and reference laboratories. This two-part course, approved by the ASCP (American Society of Clinical Pathologists), 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, Cayuga, Oswego, or Cortland County. Upon completion of the course, students will receive a certificate of completion and be eligible to take the certification exam. Classes meet in the evenings and clinical hours are available during the day. Clinicals are assigned in the order in which paperwork is turned in, on a first-come, first-served basis.

Prospective students must call (315) 498-6000 for a student information form, which must be completed and accompany their registration. Also, students must have a high school diploma or equivalent and meet certain health requirements before they begin clinical.

Judy Raneri, Pbt, certified phlebotomy technician with 15 years of experience.

(Maximum enrollment 16) A textbook fee of $40 is due at time of registration.

Tuesdays and Thursdays, March 2 to May 18
6 – 8 p.m.
1. Stanley Coyne Building, Room 201A

$499

The phlebotomy course has been approved for veterans’ VA benefits

Spanish for Health Professionals

¿Qué te duele? If you work in the health field but cannot even ask a Spanish-speaking patient what his/her name is or where it hurts, this is a must course for you. Over 5% of the area residents are Spanish-speaking and chances are you will, sooner or later, encounter a situation where you need basic vocabulary and communication skills in Spanish. In this course you will learn the parts of the body, basic grammatical structures, how to fill out medical forms in Spanish, ask and answer related questions, understand cultural and behavioral differences and much more. Role playing will be emphasized.

Weekend April 1 & 2
Saturday 8 a.m. to 5 p.m. (lunch included)
Sunday 1 to 5 p.m.
Academic Building, Room 171

$149 (Includes textbook)

Infection Control

(Training to fulfill NYS requirements)

Since July 2, 1994, New York state laws require that people in the health field applying for their license or renewal must complete an approved course in infection control. By taking this three-hour training, you can fulfill your NYS requirement and receive a certificate of completion approved by both the NYS Departments of Health and State Education. Learn critical information about infection control and barrier precautions, including how to prevent and control communicable diseases for health care workers. All necessary certification forms are provided at the end of the class.

Who should attend: physicians, physician assistants, dentists, dental hygienists, registered nurses, licensed practical nurses, optometrists, and podiatrists.

Mary Beth Bohli, MSN, RN, assistant professor, OCC Nursing department

Section 01: Saturday, February 4
9 a.m. – noon

Section 02: Saturday, April 8
9 a.m. – noon

Whitney Applied Technology Center, Room 116
$39

Introductory Notary Public Seminar

This class, endorsed by the American Society of Notaries, prepares you to pass the New York state notary exam and provides a comprehensive view of the notary public office. A common misconception is that merely passing the exam adequately prepares you for life in the real world as a notary – it does not. This class helps you both to prepare for the New York state exam and to officiate in accordance with New York state laws. Confusing laws, concepts, and procedures are explained in plain English. Learn about the day-to-day issues you will face in serving as a notary – avoiding conflicts of interest, maintaining professional ethics, charging proper fees, and when to defer to an attorney. Find out how to handle special situations, minimize legal liability, and much more. The instructor will also be available via fax and e-mail for post-class support. The New York state exam schedule will be available at the class. Take this class and increase your chances to pass the notary exam the first time.

Nicholas A. Tulve, a paralegal and former litigation manager with a Fortune 500 company, is a NYS notary public and NYS-certified teacher. Nick’s company, Delaware & Hudson Notary Services, is a fully functional mobile notary service specializing in loan transactions.

Section 01: Tuesday, May 2
6 – 9:30 p.m.
Whitney Applied Technology Center, Room 101

Section 02: Monday, March 13
9 a.m. - 12:30 p.m.
OCC North

$79 (Includes workbook)

Visit us at: www.sunyocc.edu, call (315) 498-6000
Child Abuse Recognition and Reporting

Attention: Physicians, school teachers applying for certification, school guidance counselors, school administrators, nurses, chiropractors, dentists, podiatrists, optometrists, psychologists, dental hygienists, pupil personnel services, professionals, day care providers, and nursery school teachers.

In just over two hours, fulfill your New York state license requirements. Join the nearly 5,000 professionals who have completed this program at OCC. OCC 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. Gain critical information about child abuse/maltreatment identification and reporting, behavioral indicators, as well as social-service law and other mandates. All necessary forms, which are evidence of completion, are provided at the end of the class.

Section 01: Saturday, February 18
10 a.m. - 12:15 p.m.
Academic Building, Room 171

Section 02: Wednesday, March 8
5:30 - 7:45 p.m.
OCC North

Section 03: Saturday, April 8
10 a.m. - 12:15 p.m.
Academic Building, Room 171

Section 04: Thursday, May 4
5:30 - 7:45 p.m.
OCC North

$39

School Violence Prevention and Intervention

(Also known as "Project S.A.V.E.")

All 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.

All classes held on OCC Main campus:

Section 01: Tuesday, February 21
(5:30 - 7:45 p.m.)

Section 02: Tuesday, March 21
(5:30 - 7:45 p.m.)

Section 03: Tuesday, April 18
(5:30 - 7:45 p.m.)

Section 04: Saturday, May 20
(2 - 4:15 p.m.)
Academic Building, Room 171

$39

Insurance Agents and Brokers
(Property and Casualty)

Learn all fundamental concepts and various coverages of property/casualty policies, including auto, homeowners, fire, liability, workers' compensation, and much more! No prior insurance experience is required. Gain necessary information through presentations, discussions, quizzes, reviews, and exams to obtain your agent's and broker's license. Supply fee of approximately $60 for textbook is to be paid to instructor on first night of class. Five percent discount when three or more register from the same agency.

Matthew Headd, CPCU
13 Tuesdays & Thursdays, February 21 to May 18
6-10 p.m.

$739
SMALL BUSINESS DEVELOPMENT CENTER
The local Small Business Development Center offers free and confidential counseling to existing businesses and to people thinking about starting a new business. The Onondaga Small Business Development Center (SBDC) is one of 22 centers located in New York state. The goal of the SBDC is to assist existing and start-up businesses in the solution of problems, which leads to increased profitability, investment and job creation for the community.

For further information call: 315/498-6070 or FAX: 315/492-3704. E-mail: sbdc@sunyocc.edu
A partnership with the U.S. Small Business Administration

Small Business Start-Up Sessions
Take control of your financial future! Consider joining the group of Americans who have opened their own businesses and have the satisfaction of being their own boss. The Small Business Development Center offers a How to Start Your Own Business seminar on Thursdays from 1 – 4 p.m. and one Thursday a month from 6 – 9 p.m. We discuss topics such as business-plan preparation, funding sources, and other information for the new entrepreneur. There is a $15 charge for the course. For information on the dates for the Thursday classes, call (315) 498-6070 or e-mail: sbdc@sunyocc.edu. You must be pre-registered to attend.

Purchasing a Franchise
Have you ever considered buying a franchise? The course will focus on selecting, acquiring and managing your own franchise business. We will look at what it takes to distinguish a good opportunity from a poor one, understanding the legalities involved in making a long-term commitment, and the technicalities of business management. This course will give you the right tools to make an informed business decision.

Instructor: Thomas J. Moore, certified business advisor
Tuesday, April 18, 6 - 9 p.m.
Whitney Applied Technology Center, Room 207
Tuition: $29

Small Business Insurance
Small Businesses must protect themselves from financial loss. What types of insurance does your business need? Do you need property coverage, liability coverage, Workers’ Compensation and New York State Disability Insurance, Errors and Omissions coverage and home office coverage? These topics and more will be discussed.

Instructor: Adam Barkley, account executive Haylor, Freyer and Coon, Inc.
Wednesday, March 1, 6 - 8 p.m.
Whitney Applied Technology Center, Room 207

Take the Mystery Out of Payroll
Have you avoided hiring an employee because you were fearful of the government requirements? There is no secret in knowing how to keep payroll records and files in the proper reports to the government. Clarify the difference between an employee and an independent contractor. You’ll learn how to deduct withholding, prepare a payroll ledger and gain an understanding of reporting and filing requirements. In three short, informative hours you’ll discover all you need to know about payroll record keeping and reporting requirements.

Bring a pencil and a calculator.
Instructors: Joan Powers, certified business advisor; Jason Disco, Paychex
Tuesday, March 2
Whitney Applied Technology Center, Room 207 6 - 9 p.m.
Tuition: $29

How to Understand and Interpret Financial Information Vital to Your Small Business
Do you fully understand how to effectively interpret your financial information? Do you know that timely financial information will help you better control your business, plan for growth, and better structure your tax position? This course will explain that financial statements, used in a regular and timely manner, can help assure the success of your small business. Other topics to be covered will include how to prepare a workable budget; profit and loss statements, and when and how to apply your balance sheet.

Instructor: Thomas J. Moore, certified business advisor
Thursday, March 30, 6 - 9 p.m.
Whitney Applied Technology Center, Room 207
Tuition: $29
A Professional Business Plan: Its Purpose and Proper Format

A Business Plan is a clearly written analysis of your planned or existing business. It will explain the industry in which you will compete, your market goals and objectives and your plan to meet these goals. It will also serve as a guide as your business grows.

Section 01
This section will demonstrate how to organize and formalize your business planning process while preparing a realistic and detailed business plan without being repetitious. A concise plan will be more effective and yield better results. You will be asked to create a part of the business plan for discussion in Section II.

Instructor: Thomas J. Moore, certified business advisor

Thursday, March 23, 6 – 9 p.m.
Whitney Applied Technology Center, Room 207
Tuition: $49

Section 02: (Workshop)
This section will break the class into groups. Each group will be provided with business plans that are in the preparatory stage of development. There will be opportunity to critique the plans as to content and conformity with information learned during the Section I class. The class will be encouraged to share their thoughts on what they consider the strengths and weaknesses of the plans being reviewed.

Instructor: Thomas J. Moore, certified business advisor

Thursday, April 6, 6 - 8 p.m.
Whitney Applied Technology Center, Room TBA
Tuition: $29

Section 03
Your BAIL Team
To be a successful entrepreneur you must have a good team in place. Many activities in business require the unique skills of professionals. Your BAIL team is composed of a Banker, Accountant, Insurance Agent and a Lawyer (BAIL). You should always hire people who are more knowledgeable than you in these specialized areas. You will gain strength because you will have the thoroughbreds working with you.

Instructors: George DeAngelo, accountant; Rand Allgaier, attorney at law; Richard Liddle, banker; Jason Allers, insurance
Thursday, May 4, 6 - 8 p.m.
Whitney Applied Technology Center, Room 207
Tuition: $29

Section 04
Tax Issues for New Start Ups and Existing Small Businesses
The financial health of your company is very important to survival and profitability. This class will cover federal and New York state income tax regulation compliance for small businesses. Learn the importance and advantages of current and accurate record keeping and how to keep your record keeping simplified. What deductions are acceptable for tax purposes?

How do you select an accountant and income tax preparer? Understand the importance of employee or independent contractor regulations.

Instructor: George DeAngelo, accountant
Thursday, April 27, 6 - 8 p.m.
Whitney Applied Technology Center, Room 207
Tuition: $29
COMPUTER CENTER

Onondaga Community College Lifelong Learning offers individualized instruction through quality computer courses that:

• Are affordable and conveniently scheduled to meet the needs of all members of our community
• Are taught by experienced, professional faculty
• Include a detailed workbook, diskette and practice exercises for your home/office reference (most courses)
• Are approved by the State University of New York

Excellent Instructors
The experts who present our Computer Center courses are carefully selected based on their extensive background in hardware and software applications, and their teaching expertise.

Learn from Lifelong Learning’s best:
Kelly Andrews  Marlesha Minet
Nataliya Orosz  Gail Pedersen
Lisa Rigge  Mike Stefanco
Fran Torrisi

Where Should You Start?
We want you to begin on the right path for your computer training to meet your individual needs. If you are new to the world of computers and don’t know where to start, take this quiz.

Do you know:
• The PC keyboard including function keys, insert, delete, control, alt, etc.?
• How data is stored?
• The difference between data in the PC’s memory and files on a disk?
• The basic differences of spreadsheet, database and word processing software?

Do you know how to:
• Format a disk?
• Name a file, copy a file to floppy disk, and change directories on a hard disk?

How did you do?
If you are unsure of your answers, we strongly recommend you start with our “Using a Personal Computer” course.

Using a Personal Computer
At last, the perfect first computer course! Discover how to turn your personal computer into a useful tool. In this hands-on course taught on a PC-compatible computer, learn the basics of word processing, spreadsheets and database management, the operating system for the computer, along with Windows. Gain an understanding of hardware, including upgrading and buying PCs. Whether you want to manage your checkbook or budget, write letters, create mailing lists or more, discover the potential of your computer.

Day:
Section 01: 2 Tuesdays, February 28 and March 7
8:30 a.m. - 4:30 p.m., Room 206, J. Stanley Coyne Bldg.
Section 57: 2 Thursdays, April 27 and May 4
9 a.m. – 5 p.m., Room 105, OCC North

Evening:
Section 02: 5 Thursdays, March 9 - April 6
6 – 9 p.m., Room 206, J. Stanley Coyne Bldg.

Tuition: $169

Your Training – Your Way...
Whether you prefer days, evenings or online, we have the training for you!

Visit us at: www.sunyocc.edu, call (315) 498-6000
**Intro to Windows – Workshop Level I**

Explore the Microsoft Windows operating system. Enhance your skills by configuring and setting up Windows, copying and saving data, working with multiple applications, installing software and more. Learn the basic concepts of Windows and what current versions have to offer.

**Prerequisite:** Experience with a PC is helpful.

**Day:**

**Section 01:** Friday, March 3, 8:30 a.m. - 4:30 p.m., Room 206, J. Stanley Coyne Bldg.

**Section 02:** Thursday, April 20 8:30 a.m. - 4:30 p.m., Room 201, J. Stanley Coyne Bldg.

**Section 57:** Tuesday, May 2 9 a.m. – 5 p.m., Room 105, OCC North

**Evening:**

**Section 03:** 5 Mondays, February 27 – March 27 6 p.m. – 9 p.m., Room 201, J. Stanley Coyne Bldg.

Tuition: $89

**Microsoft Word – Workshop Level I**

Gain a practical introduction to one of the most popular word processing packages in the Windows environment! Create, edit, print, and enhance documents by varying font sizes and styles, setting tabs and changing margins, creating headers and footers, copying and pasting text, plus more! Improve your efficiency through MS Word utilities, such as spell check and auto correct.

**Prerequisite:** Intro to Windows or equivalent experience.

**Day:**

**Section 01:** Thursday, March 2 8:30 a.m. - 4:30 p.m., Room 201, J. Stanley Coyne Bldg.

**Section 02:** Tuesday, March 14 8:30 a.m. - 4:30 p.m., Room 206, J. Stanley Coyne Bldg.

**Section 57:** Wednesday, April 19 9 a.m. – 5 p.m., Room 105, OCC North

**Section 03:** Friday, May 5 8:30 a.m. - 4:30 p.m., Room 206, J. Stanley Coyne Bldg.

**Evening:**

**Section 04:** 4 Mondays, April 17-May 8 6 – 9 p.m., Room 206, J. Stanley Coyne Bldg.

Tuition: $89

**Microsoft Word – Workshop Level II**

Gain additional practical skills in one of the most popular word processing packages in the Windows environment on the market today! Continue to create, edit, print and enhance documents by varying font sizes and styles, setting tabs and changing margins. Create headers and footers, tables and columns, and section breaks. In addition, discover the efficiency you’ll gain through MS Word utilities, such as spell-check.

**Prerequisite:** Microsoft Word – Workshop Level I.

**Section 01:** Thursday, March 16 8:30 a.m. - 4:30 p.m., Room 201, J. Stanley Coyne Bldg.

**Section 57:** Friday, May 10 9 a.m. – 5 p.m., Room 105, OCC North

Tuition: $119

**Microsoft Word – Workshop Level III**

Gain additional skills while using this popular word processing software package. Use templates, styles and outlines. Discover how to use mail-merge functions with envelopes, letters, labels and much more!

**Prerequisite:** Microsoft Word – Workshop Level II.

**Section 01:** Wednesday, March 30 9 a.m. - 5 p.m., Room 201, J. Stanley Coyne Bldg.

Tuition: $119

**Microsoft Word – Workshop Level IV**

For the Word power user! Learn how to modify default settings, as well as create worksheets and charts in Word. Learn how to add endnotes, footnotes, and create indexes including adding tables of figures. Compile and update a table of contents, including creating master documents and tracking editing changes.

**Prerequisite:** Microsoft Word – Workshop Level III.

**Section 01:** Wednesday, April 6 8:30 p.m. - 4:30 p.m., Room 201, J. Stanley Coyne Bldg.

Tuition: $119
Microsoft Excel – Workshop Level I
Explore Microsoft’s exceptional Windows-based spreadsheet program for business applications. Create spreadsheets and charts through a variety of hands-on activities. Become more proficient as you gain a working knowledge of the menu system, entering tables, values, formulas, SUM and AVERAGE functions, editing, formatting and more!

Day:
Section 01: Monday, February 27
9 a.m. – 5 p.m.,
Room 206, J. Stanley Coyne Bldg.

Section 57: Tuesday, March 7
8:30 p.m. - 4:30 p.m,
Room 105, OCC North

Section 02: Thursday, May 4
8:30 p.m. - 4:30 p.m,
Room 201, J. Stanley Coyne Bldg.

Evening:
Section 03: 4 Wednesdays, March 29 – April 26
6 - 9 p.m.,
Room 206, J. Stanley Coyne Bldg.

Tuition: $89

Microsoft Excel – Workshop Level II
Continue exploring Microsoft’s exceptional Windows-based spreadsheet program for business applications. Create 3-D spreadsheets. Become more proficient as you gain a working knowledge of custom environments and learn how to create and use macros.

Prerequisite: Microsoft Excel – Workshop Level I or equivalent experience.

Section 01: Monday, March 13
8:30 p.m. - 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

Section 57: Tuesday, March 21
9 a.m. – 5 p.m., Room 105 OCC North

Section 02: Thursday, May 11
9 a.m. – 5 p.m.,
Room 201, J. Stanley Coyne Bldg.

Tuition: $119

Microsoft Excel – Workshop Level III
Now that you know the basics, you can put them to work. Continue to examine advanced functions, create PivotTables and use database functions. Create scenarios, custom reports and much more!

Prerequisite: Microsoft Excel – Workshop Level II.

Section 01: Monday, March 27
8:30 a.m. - 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

Section 57: Tuesday, April 4
9 a.m. – 5 p.m.,
Room 105 OCC North

Tuition: $119

Microsoft Excel – Workshop Level IV
Learn how to customize workplaces and worksheets. Create and modify macros within the Visual BASIC environment. Learn how to create, edit, and modify templates, as well as use Excel’s AutoFormat features.

Prerequisite: Microsoft Excel – Workshop Level III.

Section 01: Monday, April 17
8:30 a.m. - 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

Section 57: Tuesday, 9 a.m. – 5 p.m., April 25
Room 105, OCC North

Tuition: $119

Microsoft Access – Workshop Level I
Learn the latest in Windows database technology with Microsoft Access! Access can help you gather, organize, manipulate, and report your data. In this hands-on course, gain a detailed understanding of how to use tables and queries to gather, filter, sort, perform calculations, and print your data. Don’t miss this opportunity to increase your data skills!

Section 01: Tuesday, March 7
8:30 a.m. - 4:30 p.m.,
Room 201, J. Stanley Coyne Bldg.

Section 57: Wednesday, March 13
9 a.m. – 5 p.m.,
Room 105, OCC North

Tuition: $89
Microsoft Access – Workshop Level II

Continue learning the latest in Windows database technology with Microsoft Access! Create and use forms, explore table design properties and establish table relationships.

**Prerequisite:** Microsoft Access – Workshop Level I.

**Section 01:** Tuesday, March 21
8:30 a.m. - 4:30 p.m.,
Room 201, J. Stanley Coyne Bldg.

**Section 57:** Monday, April 3
9 a.m. - 5 p.m.,
Room 105, OCC North

Tuition: $119

Microsoft Access – Workshop Level III

Refine your Access skills by creating reports and controlling the layout of the data on paper. Expand your database skills using advanced query concepts and advanced form design techniques. Don’t miss this opportunity to expand your data skills!

**Prerequisite:** Microsoft Access – Workshop Level II.

**Section 01:** Tuesday, April 4
8:30 a.m. - 4:30 p.m.,
Room 201, J. Stanley Coyne Bldg.

**Section 57:** Monday, April 17
9 a.m. - 5 p.m.,
Room 105, OCC North

Tuition: $119

Microsoft Access – Workshop Level IV

Now put it all together! Take the knowledge you gained about tables, forms, queries, and reports from other Access levels and expand it with macros to create a clean, professional database. Use properties that control data entry; create option groups and dialog boxes; use advanced tools and controls to automate your application development process and much more!

**Prerequisite:** Microsoft Access – Workshop Level III.

**Section 01:** Tuesday, April 25
8:30 a.m. - 4:30 p.m.,
Room 201, J. Stanley Coyne Bldg.

Tuition: $119

Microsoft Access – Workshop Level V

Refine your application-development process by creating a custom switchboard, as well as using custom Startup options. Enhance your application by using the Linked Table Manager, Database Splitter, security options and more!

**Prerequisite:** Microsoft Access – Workshop Level IV or a very strong understanding of Microsoft Access.

**Section 01:** Tuesday, May 2
8:30 a.m. - 4:30 p.m.,
Room 201, J. Stanley Coyne Bldg.

Tuition: $119

Microsoft Access – Application Development

Continue to refine and develop your database by creating and modifying Switchboard and Splash Screen forms on application startup. Identify elements of the Visual Basic for Application (VBA) syntax and decide where to place code as opposed to using macros. Secure an application by defining application-level security and much more!

**Prerequisite:** Microsoft Access – Workshop Level V or a very strong understanding of Microsoft Access.

**Section 01:** Tuesday, May 9
8:30 a.m. - 4:30 p.m.,
Room 201, J. Stanley Coyne Bldg.

Tuition: $119

Microsoft PowerPoint – Workshop Level I

Do you need to make presentations? Microsoft PowerPoint can help you generate powerful presentation material using a Windows environment. Learn this state-of-the-art package easily with our step-by-step instructions.

**Section 01:** Friday, March 10
8:30 a.m. - 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

**Section 02:** Monday, April 24
8:30 a.m. - 4:30 p.m.,
Room 201, J. Stanley Coyne Bldg.

Tuition: $119
Microsoft PowerPoint – Workshop Level II

Continue learning to generate powerful presentation material using a Windows environment. Learn advanced PowerPoint techniques that include adding enhanced objects onto your slides. Discover how to bring your presentations together with templates and master slides to create a spectacular slide show!

**Prerequisite:** Microsoft PowerPoint – Workshop Level I or equivalent experience.

**Section 01:** Friday, March 24
8:30 a.m. - 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

**Section 02:** Monday, 8:30 a.m. - 4:30 p.m.,
May 8
Room 201, J. Stanley Coyne Bldg.

Tuition: $119

Microsoft Project 2002 – Workshop Level I

This course uses Project 2002 as a tool to assist you in managing your project plan. Learn how to create a file that includes project tasks and then organize and relate these tasks. View your project in several Table-like or Gantt chart views. Create and assign resources; create and modify project calendars. Finalize the project and learn to set a baseline, as you prepare to implement the project plan.

**Prerequisite:** An understanding of project-management concepts.

**Section 01:** Monday, March 6
8:30 a.m. - 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

Tuition: $119

Microsoft Project 2002 Workshop II

Continue to fine-tune your project plan. Learn advanced techniques that include working with project costs, adjusting time factors, evaluating and adjusting resources, all while tracking your project's progress. Customize Microsoft Project's views and even consolidate your projects!

**Prerequisite:** Microsoft Project 2002 – Workshop Level I or equivalent experience.

**Section 01:** Monday, March 20
8:30 a.m. - 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

Tuition: $119

Quickbooks

Become more efficient by using this easy-to-learn double entry accounting software to manage your business, large or small. Learn to enter many Accounts Receivable and Accounts Payable transactions according to your business preferences. Reconcile your monthly bank statement and print custom reports along with many other features.

**Prerequisite:** Windows experience.

**Day:**

**Section 02:** Fridays, April 21 & April 28,
8:30 – 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

**Evening:**

**Section 01:** 4 Wednesdays, April 19 – May 10, 6 – 9 p.m.,
Room 206, J. Stanley Coyne Bldg.

Tuition: $199

Intro to Web Page

Discover how to create your own attractive Web Pages using HTML 4.0. Learn the basic elements of Web page. Gain a detailed understanding of how to place and format text and graphics on your Web Page. Create headings and horizontal rules, use colors, add lists, create links and use other multimedia elements. Don’t miss this opportunity to enhance your Web Page an effective way.

**Prerequisite:** Intro to Windows or equivalent experience.

**Section 01:** Wednesday, March 22
8:30 a.m. - 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

Tuition: $119

Advanced Web Page

Continue building skills in HTML programming to develop high profile, interactive, attractive Web sites! Learn how to integrate text and graphics, advanced table features, frames, image maps, form implementation and more!

**Prerequisite:** Intro to Web Page.

**Section 01:** Wednesday, April 5
8:30 a.m. - 4:30 p.m.,
Room 206, J. Stanley Coyne Bldg.

Tuition: $119

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COMPUTER WORKSHOPS

Web Development with Cascading Style Sheets

In this class you will be introduced to Cascading Style Sheets (CSS). You'll learn how to create rules, add text and font properties and also apply colors and backgrounds. You'll also learn to control positioning properties and much more. Once you create and customize style sheets of various types you'll be able to incorporate these techniques when developing your own Web sites!

Prerequisite: This course is designed for the student who is a savvy computer user, and is comfortable using the Internet, and is experienced with HTML. We will not cover the basic HTML concepts. Intro and Advanced Web Page are a must!

Section 01: Wednesday, April 19
8:30 a.m. - 4:30 p.m., Room 206, J. Stanley Coyne Bldg.
Tuition: $199

HTML Level 3

As you continue with your Web development, let us introduce you to elements, attributes, and development techniques of HTML 4.01 that you may have rarely used before! These new features add a new level of power, flexibility, and accessibility to Web documents. With the introduction of more standards-compliant browsers, developers can now use these new techniques to build more efficient, usable, and standards-compliant Web sites.

Prerequisite: Intro and Advanced Web Page and Cascading Style Sheets are a must!

Section 01: Wednesday, April 26
8:30 a.m. - 4:30 p.m., Room 206, J. Stanley Coyne Bldg.
Tuition: $199

Intro to JavaScript Scripting

Discover how to use JavaScript to enhance your Web pages. Understand what JavaScript is, what it can do, and how it works. Get started with JavaScript scripting basics. Learn how to use JavaScript to display messages, the current data in the status bar, create scrolling text banners, validate user-entered data, manage frames, generate tables and windows and much more.

Prerequisite: Intro and Advanced Web Page, Cascading Style Sheets and HTML III. A solid knowledge of HTML and object-based programming techniques are a must!

Section 01: Wednesday, March 1
8:30 a.m. - 4:30 p.m., Room 206, J. Stanley Coyne Bldg.
Section 02: Wednesday, May 3,
8:30 a.m. - 4:30 p.m., Room 206, J. Stanley Coyne Bldg.
Tuition: $119

Mastering Microsoft Word Tabs and Indents

Frustrated with using tabs and indents? This three-hour class will help you use tabs and indents to create professional looking documents. Learn to modify, delete, and set different types of tabs and indents. Mastering tabs and indents will help you enhance the presentation of your documents while saving you valuable time!

Section 01: Tuesday, March 28, 9 a.m. - Noon, Room 206, J. Stanley Coyne Bldg.
Section 02: Thursday, April 20, 1 - 4 p.m., Room 206, J. Stanley Coyne Bldg.
Tuition: $59

Mail Merge with Microsoft Word

Take this three-hour course focusing specifically on all of the functions of mail merge with Microsoft Word. Learn how to create a mail merge database, as well as form letters, labels and envelopes. You’ll learn how to create a catalog and perform the mail merge, as well as how to set query options, sort functions and import data from other applications for merging.

Prerequisite: Microsoft Word – Workshops Levels I and II or equivalent experience.

Section 01: Friday, March 23, 9 a.m. – Noon, Room 201, J. Stanley Coyne Bldg.
Section 02: Tuesday, March 28, 1 – 4 p.m., Room 206, J. Stanley Coyne Bldg.
Section 03: Tuesday, April 27, 1 – 4 p.m., Room 206, J. Stanley Coyne Bldg.
Section 04: Friday, May 12, 1 - 4 p.m., Room 201, J. Stanley Coyne Bldg.
Tuition: $59

Where is My File?

Do you wonder where your files went? What happened to that picture you downloaded? You saved it but you don't know where to find it. It’s easy to find your files, you just have to know where to look! This three-hour course will explain, in plain language, the File Management system Windows uses.

Section 01: Thursday, March 23, 1 – 4 p.m., Room 201, J. Stanley Coyne Bldg.
Section 02: Thursday, April 27, 9 - 12, Room 201, J. Stanley Coyne Bldg.
Tuition: $59
ONLINE COMPUTER COURSES

Now you can take computer classes from your home or office. If you have access to the Internet, you are ready to get started. Courses are offered once a month and consist of lessons, delivered via the Internet, twice a week for six weeks. Interact with your instructor or other students on-line in a bulletin-board format. Courses are available 24 hours a day on the dates below, and you have 10 days to complete each lesson. To take these courses you’ll need:

- **Internet access**
- **E-mail**
- **Netscape or Internet Explorer Web Browser**

Additional requirements for individual courses, if applicable, are listed below. Course prices are listed with each course. Following registration, students are required to complete an on-line orientation at www.ed2go.com/occonline. For more information, call (315) 498-6000.

**SECTION 01:** 6 Wednesdays and Fridays, January 18 to February 24
**SECTION 02:** 6 Wednesdays and Fridays, February 15 to March 24
**SECTION 03:** 6 Wednesdays and Fridays, March 15 to April 21
**SECTION 04:** 6 Wednesdays and Fridays, April 19 to May 26

(50-1006)

**Keyboarding**

Using the computer software program FasType for Windows, you’ll learn the basic skills of touch-typing. If you already know how to type, this course will help you improve your typing speed and accuracy. When you are finished with the course, continue to use FasType for Windows to improve your keyboarding skills with its intermediate and advanced lessons.

**Required:**

- Windows-based PC with a working copy of FasType for Windows from the TrendTech Corporation (http://www.trendtech.com) installed.
- You may also download an evaluation copy of FastType from www.fastypesoftware.com. A full-featured, licensed version will be available for free download at the start of Lesson 6.

Tuition: $94

(50-0075)

**Intro to the Internet**

Become net-savvy in six short weeks! Learn where the Internet came from, what makes it tick, and where it’s headed. Learn five secrets about e-mail that you’ll wish you knew long ago. Learn how to attach programs, documents, links, and pictures to simple e-mail messages. Learn how to safely download, locate, decompress, and open almost any type of file. Learn advanced search techniques so that you’ll be able to find fast answers to virtually any question. Learn how to get free help on almost any subject in the newsgroups, and learn how you can conduct live conferences over the Internet with chat or Internet Telephony. Take control of remote computers with Telnet. Become expert at blogging, the newest and most exciting phenomenon to sweep the Internet since the advent of the World Wide Web.

Tuition: $94

(50-0115)

**Guiding Kids on the Internet**

Work the Web with your kids! This essential course for teachers, leaders, and parents will give you the confidence you need for helping children get the best from Internet access. Step-by-step instructions will lead you in discovering various kid-friendly Internet features. These include Web page creation with easy-to-use templates and examples, kid-safe searches, fun resources for kids; and the many communication possibilities for schools, clubs, teacher networks, and even extended families. This course includes lessons for you, the adult, but also features printable instruction sheets that can be used directly with the young people you work with. The activities are informative, interactive, and fun; and, most importantly, will help you and your kids use the Internet to its fullest potential.

Tuition: $94

(50-0043)

**Creating Web Pages**

Create and post your very own Web site on the Internet in this extensive, hands-on, six-week workshop. First, you’ll learn about the capabilities of the World Wide Web and the fundamentals of Web design. Then, with your instructor’s patient guidance, you’ll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. You’ll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost Web marketing strategies.

**Required:** Completion of “Intro to Internet” or equivalent experience.

Tuition: $94

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ONLINE COMPUTER COURSES

(50-0059)
Creating Web Pages II
Are you using HTML to its fullest potential? In this hands-on course, you’ll become adept at using color, tables, and frames to give your Web pages a more polished and professional look, improved navigation, and more organization. Beef up the fun factor with audio and interactive forms, and learn how to save hours of time and effort with Cascading Style Sheets.

Required: Completion of Craig Power’s Creating Web Pages online course (or equivalent HTML experience)

Tuition: $94

(50-0065)
Achieving Top Search Engine Positions for Your Web Site
Learn how to achieve top search engine positioning in this highly-interactive, six-week course. Discover how search engines work and how important events have shaped the entire Search Engine Optimization (SEO) industry. Learn which search engines are used the most frequently, and which ones you must absolutely get your site listed. Master important HTML tags and understand how to use them effectively and ethically. Explore exciting and free online tools that can help you choose the most popular keywords related to the topic of your Web site. Domain, folder, and file naming conventions are discussed along with content layout and its effect on search engine positions. The entire SEO cycle is covered in detail, from primary keyword selection through the post-submission analysis. By the end of this course, you'll have the knowledge and the know-how to achieve top search engine positions!

Required: Completion of “Creating Web Pages” course or equivalent HTML experience or an HTML editor, such as FrontPage or PageMill

Tuition: $94

(50-0089)
C++ for the Absolute Beginner
Learn how to program in C++, even if you have no prior programming experience! Create programs for Microsoft Windows using Borland C++ Builder. Learn Object-Oriented techniques, how to create windows and forms, and how to program in a step-by-step nature. This course is ideal whether you’re an enthusiast, a business person hoping to advance your career, or someone who already knows how to program but wants to move ahead to C++ and Object-Oriented Programming.

Required:
- Windows
- Borland C++ Builder 6 Personal Version

Tuition: $94

(50-0110)
Intro to C# Programming
Learn the fundamentals of computer programming with the hot new C# programming language. You'll begin with an exploration of input/output operations, decision making, looping, and object oriented programming principles. Then, you'll gain hands-on experience using sequential data files, and you’ll build your very own Graphical User Interface (GUI) application. Learn to program the right way: by using a state-of-the-art language to build impressive and professional-looking applications on your schedule and on your very own computer.

Required:
- Microsoft Windows
- Microsoft Visual C# .NET Standard 2003

Tuition: $94

(59-0008)
Intro to Crystal Reports 10
Learn how to use Crystal Reports to convert raw database or accounting data into meaningful and readable reports. Impress your peers, clients, and superiors by discovering new ways to convey information. By the time you finish this course, you’ll be able to create a wide variety of handsome and sophisticated reports that communicate more--much more--than mere facts. You’ll also be able to use charts and maps to present information visually, and cross-tabs to show correlations between loosely related data items. You’ll even find out how to save yourself time and effort by creating a library of custom functions you can use over and over in report after reports.

Required:
- Crystal Reports 10
- Microsoft Windows

Tuition: $94

For complete course descriptions, please visit www.sunyocc.edu.
ONLINE COMPUTER COURSES

(50-0069)
Dreamweaver MX
Master the best and most widely used Web design tool available. You’ll learn the basics of document creation, and how to insert and format different types of page content (text, images, hyperlinks, tables, and different media formats). Most importantly, you’ll explore page design – with an emphasis on avoiding common layout errors. Of course, developing a Web site isn’t any good if you don’t have some method for actually getting up on the Internet, and we’ll learn how to use Dreamweaver to do that as well.

Required:
- Macromedia Dreamweaver Version MX
- A solid understanding of your personal computer, its file system and how to create folders and files

Tuition: $94

(50-0067)
Dreamweaver MX 2004
If you want to be a Web designer, you need to know Dreamweaver MX 2004. In this highly interactive, project-oriented course, a Web pro will help you harness the full potential of this industry-standard development tool. You’ll find out how to create, arrange, and format text, images, hyperlinks, tables, and various other media types. You’ll also examine intelligent page design – with an emphasis on avoiding common layout errors.

Required: Macromedia Dreamweaver MX 2004 or Macromedia Dreamweaver MX 2004 Upgrade; Microsoft Windows XP, 2000, or 98 or Macintosh OS 10.2.6 (or better); at least one year of experience using a computer; the ability to install programs on your computer and work with files; Internet access, e-mail, and the Internet Explorer, Firefox, or Netscape Web browser.

Tuition: $94

(58-0010)
Microsoft FrontPage 2003
Learn the essentials of Microsoft’s popular Web site-building software. You’ll begin with an introduction to basic Web design principles, and you’ll explore the interface and features of the FrontPage program. Then, you’ll learn how to manipulate words and images to create a site worthy of publishing to the Internet. By the end of the course, you’ll be armed with all the knowledge you need to create an attractive, well-designed, and functional Web site.

Required:
- Windows
- Microsoft FrontPage 2003 or Upgrade

Tuition: $94

(51-3002)
101 Tips and Tricks for the iMac and Macintosh
Use more Macintosh more efficiently and increase your productivity by learning dozens of tips, tricks, and shortcuts involving the Operating System, Keyboard, Desktop Navigation, the Internet, Editing Text, Fonts, Special characters, Maintenance, Viruses, Keyboards, Monitors, Disks, Sound, and more.

Required: An Apple iMac or Macintosh computer, equipped with OSX, OS9, OS8 or OS7 operating system

Tuition: $94

(51-3004)
Working with Your OS X iMac and Macintosh
This course will give you the confidence and competency to get the most out of your computer and to fully exploit the complete complement of software that comes with it. You’ll be able to search the Web, fax electronically, learn word processing, and design graphics, presentations, spreadsheets, and charts. You’ll also learn how to use a database, manage your finances, download music from the Internet, and edit digital video.

Required:
- Apple iMac or Macintosh computer equipped with the OS X Jaguar 10.2 operating system
- AppleWorks6
- Quicken
- Netscape Navigator, Internet Explorer or Apple Safari Web browsers

Note: Most iMac and Macintosh computers come equipped with Appleworks and Quicken. However, some higher-end Macintoshes may not come bundled with AppleWorks or Quicken.

Tuition: $94

Visit us at: www.sunyocc.edu, call (315) 498-6000
ONLINE COMPUTER COURSES

(50-0064) JavaScript Programming for the Web

Want to spiff up your Web pages with animated buttons, flashy rollovers, scrolling marquees, interactive forms, cookies, and awe-inspiring graphic effects? JavaScript is an easy-to-use HTML programming tool that enables you to add dynamic elements to your HTML code. In this course, you'll learn how to improve your Web pages by adding animation, interactivity, style sheets, site navigation, and other JavaScript enhancements.

Required:

- Netscape (Version 4 or greater) or Internet Explorer (Version 4 or greater)
- Completion of "Creating Web Pages" course or equivalent HTML experience

Note: JavaScript programs run in a Web browser and are executed from within HTML files, so you must have a working knowledge of HTML and the various HTML tags in order to take this course.

Tuition: $94

(50-0093) Intro to Networking-Online

Businesses, schools, and other organizations are becoming increasingly reliant on computer networks, which explain why workers with networking skills are in high demand. If you'd like to learn the fundamentals of computer networking in terms you can easily understand, this course is for you. Learn why networks have become so important, how software and hardware makes networking possible, and how networks function. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career.

Required: A computer equipped with Windows 95 or newer

Tuition: $94

(50-0094) Intermediate Networking-Online

Learn real-world applications for the concepts you learned in 'Introduction to Networking. You'll gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, and Internet connectivity. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification.

Required: Completion of "Introduction to Networking" course, or equivalent experience

Tuition: $94

(54-2035) Intro to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data. This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database. You'll learn how to create an Oracle database, build various database objects for the database, and write simple SQL statements that access the data from the database.

Required: Oracle 7, 8, or 9

Note: This course is intended for the post-installation instruction of Oracle, therefore, installation support won’t be provided in the course. However, you may obtain a trial copy of the Oracle 9 database at Oracle.com, under “Downloads” section. Please note that a high-speed Internet connection is highly recommended to download Oracle.

Tuition: $94

(54-2036) Intermediate Oracle

Gain hands-on experience with Oracle's PL/SQL programming language, with expert assistance from an IT veteran. PL/SQL is Oracle's procedural language extension to Structured Query Language (SQL). This course will give you the skills you need to write powerful and flexible programs using that language. You'll learn the building blocks and core features of PL/SQL, including expressions, various iterations, and built-in functions. Then, you'll begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers, and cursor processing. By the time you finish this course, you'll be able to store PL/SQL programs in a database and execute them.

Required:

- Completion of "Intro to Oracle course" (or equivalent experience)
- Any type of computer with an installed copy of Oracle 8 or 9.

Note: You may obtain a 30-day trial copy of the Oracle 9i database at Oracle.com, under the 'Downloads' section. Please note that a high-speed Internet connection is highly recommended to download Oracle. This course provides post-installation instruction on Oracle. Installation support will not be provided in the course.

Tuition: $94

For complete course descriptions, please visit www.sunyocc.edu.
(58-0012)

Intro to Outlook 2002

Ready to take full advantage of the powerful communication and personal information management capabilities of Outlook? This course will teach you the fastest and most efficient ways to communicate, filter out junk mail, and organize important messages for later retrieval. You’ll also discover how to send and receive breathtaking HTML e-mail messages, how to use Instant Messaging to chat with friends and coworkers, and how to obtain expert assistance from the tens of thousands of free newsgroups available on the Net. Organize your life with the useful calendar, journal, task list, and contact management tools. You’ll even master expert techniques guaranteed to keep Outlook running smoothly and your information safe, secure and accessible.

Required: Microsoft Outlook 2002 or Microsoft Office XP

Note: A small number of Internet service providers, including America Online, don’t allow you to use Microsoft Outlook to read your e-mail. If you intend to use Outlook with America Online, you may not be able to complete some of the assignments in this course.

Tuition: $94

(58-0015)

Intro to Outlook 2003

This course will help you take advantage of the communication and personal information management power of Outlook 2003.

Thanks to a completely new user interface, Outlook is easier and more intuitive than ever before. With the new design, based on the proven layout standards of newspapers and magazines, displays much more information without sacrificing readability. With Outlook’s enhanced rules and new anti-spam features, you can filter out the junk and keep the good stuff. And, you can organize your messages in ways that make sense to you without having to copy or move them.

When it comes to personal information management, this course won’t let you down. You’ll use the new information views in Outlook 2003 to work with the Calendar, Contacts and other personal information management features. You’ll also learn how to use the new Research Library, an incredible online reference tool that you can use without leaving Outlook.

You’ll also explore the essential housekeeping tasks that keep Outlook running smoothly and your information safe, secure, and accessible. You’ll learn the best ways to back up and restore your information. You’ll be able to share information with only those people who need access while protecting yourself and your information from viruses and other e-mail-borne problems.

Required: Windows XP, Microsoft Office Outlook 2003, Internet access, e-mail, and Internet Explorer or Netscape or Firefox Web browser.

NOTE: Some Internet Service Providers (ISPs) don’t allow you to use Microsoft Outlook to read your e-mail, or they may charge you an additional fee for doing so. If you’re unsure if your ISP supports Outlook, please contact your ISP and confirm that you can use Outlook as your e-mail client before enrolling in this course.

Tuition: $94

(50-0019)

Intro to PC Troubleshooting

Don’t spend your hard-earned cash on expensive PC repairs! The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. Intro to PC Troubleshooting takes you step-by-step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well! Finally, Intro to PC Troubleshooting shows you how to maintain and optimize a Windows PC.

Tuition: $94

(50-0079)

Intro to Perl Programming

Learn Perl, a powerful and easy-to-use script-language used on PCs, servers, and on the Internet for a wide range of programming problems. Perl is as capable - and often as fast - as C, C++, and Java, but is easier to learn and does not require the sort of software development tools and environments required by those languages. Perl is also more portable and supported on a greater variety of computers than many other computing languages. Perl programming skills are especially valuable for Web developers, software developers, and system administrators.

Tuition: $94

(50-0076)

Intro to PhotoShop 7 – Part I

Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for graphic design work. If you want to work with graphics, Photoshop is the program you’ll most need to learn. This course will teach you how to use Photoshop with detailed, step-by-step instructions that you’ll have no trouble following—even if you’ve never used a computer for graphics before! Photoshop 7 for the Absolute Beginner begins with an introduction to the Photoshop environment. Next, you’ll learn how to create simple digital paintings. Then, you’ll be editing your own photographs to remove red-eye, get rid of dust and scratches, and correct image exposure.
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ONLINE COMPUTER COURSES

For complete course descriptions, please visit www.sunyocc.edu.

Required: You must have a full version of Photoshop 7. Any other versions of Photoshop, such as Photoshop LE, cannot be used. You must use the specified full version of Photoshop 7.

Note: You should be reasonably comfortable working with your computer prior to taking this course. Although any system on which Photoshop runs is acceptable, you'll get better performance if your computer has at least 64 MB RAM and a hard drive with at least 300 MB free space.

Tuition: $94

(50-0077)

Intro to Photoshop 7 – Part II

Take an in-depth look at the most practical features of Photoshop 7. Learn how to use layers, blends, masks, and transformations. You'll also learn how to create a variety of special effects and how best to create and save images for the Web.

Required:
• Completion of "Intro to Photoshop 7-Part I" or equivalent experience
• You must have access to a full version of Photoshop 7. Limited versions cannot be used.

Note: You should be reasonably comfortable working with your computer prior to taking this course. Although any system on which Photoshop runs is acceptable, you'll get better performance if your computer has at least 64 MB RAM and a hard drive with at least 300 MB free space.

Tuition: $94

(50-0088)

Intro to Photoshop 7 – Part III

Take your Photoshop skills to the next level. Learn how to use adjustment layers, layer styles, vector shapes, and alpha channels to create images that can be infinitely edited without any loss of quality. A noted Photoshop expert will share tips, tricks, and techniques you can use to make images that look like they were created by a professional. You'll learn so many ways to alter reality that you'll never trust another photograph again!

Required:
• A full copy of Adobe Photoshop 7 or Adobe Photoshop 6 installed on your computer
• Completion of "Intro to Photoshop 7-Part I," "Intro to Photoshop 6-Part II" or equivalent experience with layers, layer masks, filters, and brushes

Tuition: $94

(50-0120)

Photoshop Elements for the Digital Photographer

Bring out the best in your images! Adobe's Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. Designed for those with no image-editing experience, this class will take you from novice to accomplished user.

Required:
• Adobe Photoshop Elements version 2.0
• Windows 98 (or better) or Mac OS X

Tuition: $94

(51-2006)

Intro to PrintShop Deluxe

Work with an expert designer and learn how you can get the most out of one of the friendliest and most popular design programs on the market. In this fun and practical course, you'll actually learn how to quickly and effortlessly create a variety of projects that you can put to immediate use, including greeting cards, envelopes, labels, stationery sets, postcards, signs, banners, calendars, photo projects, brochures, certificates, reports, and more. By the end of this course, you'll be fully prepared to create your own eye-catching design projects on your own and completely from scratch!

Required:
• Any computer with an installed, working copy of PrintShop Deluxe (version 15 or better)
• A CD-ROM drive
• Microsoft Windows (98 or better)

Tuition: $94

(53-2023)

Microsoft Publisher 2002

Publisher 2002 is perhaps the most valuable desktop publishing application you can buy to create and enhance a personal and professional image. In this six-week online course, you'll use Publisher to create several exciting projects. After learning the basics of the program, you'll be guided by your expert instructor through a variety of projects. You'll design and develop a knockout newsletter, publish a Web site to the Internet, and produce a professional brochure. You'll gain valuable experience in layout techniques, design theory, and making color choices. You'll also discover how to work with a commercial print shop to bring your project to life on paper. If you're "creatively challenged," you'll even learn how to use Publisher's built-in layouts and templates to quickly and effortlessly create professional and unique documents of all types.

Required: Microsoft Publisher 2002 or Microsoft Office XP Professional

Tuition: $94
ONLINE COMPUTER COURSES

Microsoft Publisher 2003
Learn how this comprehensive desktop publishing package can help you create and publish a wide variety of stunning documents. This hands on, project oriented course will give you valuable experience in designing, developing and publishing newsletters, Web sites, and brochures. And if you’re new to graphic design, you’ll receive plenty of expert guidance in selecting and using images, colors, and layouts.
Required: Microsoft Publisher 2003 or Microsoft Office 2003 (Small Business Edition or Professional Edition only)
Tuition: $94

Intro to QuarkXPress 5.0 for Windows
Learn how to use Quark XPress to create eye-catching brochures, catalogs, magazines and other printed materials. Master many important graphic design and desktop publishing principles, including page layout, typography, image manipulation, and color management.
Required:
• QuarkXPress 4.0 or 5.0
• Proficiency with Microsoft Windows
Tuition: $94

Introduction to QuickBooks
Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.
Required:
• QuickBooks Basic 2005 or QuickBooks Pro 2005. NOTE: Although there are a few differences between versions, users of QuickBooks Basic 2004 and QuickBooks Pro 2004 are also welcome to enroll in this course.
Tuition: $94

Performing Payroll in QuickBooks
Preparing payroll in any small business can be a daunting task. Whether you have one employee or twenty, the federal and state requirements are often the same! However, by using the payroll feature in QuickBooks you can create paychecks, pay tax liabilities and generate dazzling reports with little effort. This course details all the steps needed for proper set-up in QuickBooks from accessing information on the Internal Revenue Service web site to creating a new employee, tracking time and job cost data and generating required forms and reports. If you are already using the QuickBooks payroll feature, this course even includes troubleshooting tips and solutions for common problems and mistakes!
Required: QuickBooks Basic 2005 or QuickBooks Pro 2005. QuickBooks versions 2004 through 2002 and specific industry versions of QuickBooks will also be supported. However, all examples and illustrations in this course will be based on QuickBooks 2005.
Note: It’s also recommended (but not required) that you sign up for one of the Intuit Payroll Services to update your QuickBooks tax tables. You may qualify for a free, no obligation trial subscription for one of these services. More information will be provided at the start of the course. If you don’t wish to sign up for Intuit Payroll Services, you can still complete the course by manually calculating payroll taxes.
Tuition: $94

Introduction to PHP and MYSQL
Gain skills that are highly in demand by learning to build dynamic, data-driven Web sites using two of the most popular open source technologies available: PHP and MySQL. In this results-oriented, hands-on class, you’ll master essential programming concepts by designing and building a full-featured Web site powered by PHP and MySQL.
Required: Windows 2000 or Windows XP, completion of Craig Power’s Creating Web Pages course (or equivalent experience with HTML), an ability to install applications on a PC with at least a Pentium IV 1.0 GHz processor and 256MB of RAM, Internet access, e-mail, and the Netscape or Firefox or Internet Explorer Web browser.
Tuition: $94

Intro to SQL
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You’ll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques.
Tuition: $94

Visit us at: www.sunyocc.edu, call (315) 498-6000
ONLINE COMPUTER COURSES

(54-0008)

**Intro to Sybase**

Plan, organize, and gain control over your data with the Sybase database management system. In this highly interactive course, you'll become familiar with the Structured Query Language (SQL), ISQL, Sybase Central, and other valuable tools you'll need if you want to develop, manage, and reference a Sybase database. You'll learn how to create a Sybase database from scratch, improve its usefulness with database objects, and write simple SQL statements to extract the information you need from any Sybase database.

**Required:** Any type of computer with an installed copy of Sybase version 8

**Tuition:** $94

(50-0102)

**Intro to Visual Basic 6.0**

Visual Basic is the most popular development tool in the world and is probably the easiest to learn. In 12 lessons, you'll learn how to maneuver through the Visual Basic environment and how to use the VB language. You'll also learn the basics of window design and how to add various controls to your user interfaces. You'll also learn about databases and Structured Query Language (SQL) and how to use these powerful tools in your own applications.

**Required:**
- Visual Basic 6.0 Professional or Enterprise Edition
- Microsoft Access 97 or Microsoft Access 2000 for database lessons

**Tuition:** $94

(50-0101)

**Intro to Visual Basic .NET**

Visual Basic .NET is the most widely used programming language and development tool for creating Windows applications. The Visual Basic .NET programming language is very easy to learn, and the Visual Basic .NET development environment enables you to rapidly build Windows applications with little more than a few clicks of your mouse. By the end of this course, you'll be writing your own sophisticated Windows applications. You'll also understand event-driven and object-oriented programming concepts that will help you master both Visual Basic .NET and other programming languages.

**Required:** Visual Basic .NET (Standard or Professional Edition)

**Tuition:** $94

(50-0104)

**Intermediate Visual Basic .NET**

Gain in-demand skills writing sophisticated Windows programs that access and modify business databases and implement Structured Query Language. This course will be ideal if you are a Visual Basic .NET programmer and you want to upgrade your programming skills or prepare yourself for a new and exciting line of work.

**Required:**
- Completion of Introduction to Visual Basic. NET (or equivalent experience)
- Microsoft Windows XP or 2000
- An installed copy of Visual Basic .NET Standard, Professional, Enterprise Architect, or Enterprise Developer Edition; Microsoft Access 2000 or XP (for the database lessons)

**Tuition:** $94

(50-0103)

**Intro to VBA**

Discover the time-saving power of document automation. Cut through the mystery of object-oriented programming, the Word object model, and the logical structure of the Visual Basic for Applications language by developing a customized document automation program, lesson by lesson. This course is ideal for you if you're a Microsoft Word user and you're responsible for producing high-quality, data-dependent documents in volume or you need customizable document automation on a budget. It is also highly useful if you want to begin learning the Visual Basic for Applications programming language in a familiar environment.

**Required:** Microsoft Office 2000 or XP Professional.

**Note:** Completion of an Advanced Microsoft Word course is strongly recommended. You should be comfortable using most aspects of Microsoft Word, including bookmarking, creating and using templates, and recording macros. No prior programming experience is required.

**Tuition:** $94

(52-2053)

**Intro to Windows XP-Online**

Whether you're new to Windows or an experienced PC aficionado, there's a lot to learn in the all-new Windows XP. This course covers all the basic skills and concepts needed to use a computer. This course will teach you how to work with text, pictures, photos, sound, music, DVD, Interactive TV, and video; create shortcuts, customize the interface, take full advantage of the Internet, and even build your own local area network (LAN).

**Note:** A computer equipped with a copy of Windows XP is recommended.

**Tuition:** $94

(54-2060)

**Introduction to Microsoft Access 2003**

Learn how to use this powerful and award-winning database to store, locate, print, and automate access to just about any type of important information.

**Required:** Microsoft Windows XP or 2000, Microsoft Access 2003 or Microsoft Office Professional Edition 2003

**Tuition:** $94
Basic A+ Certification Prep
Time to roll up those sleeves and dive inside the personal computer! The Basic A+ Certification Prep course teaches you about the hardware common to virtually every personal computer - including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, floppy drives, and hard drives. You’ll learn how things work, how to configure everything, and how to troubleshoot in real world environments. This class gives you the knowledge upon which you’ll base the rest of your A+ Certification studies and helps you take that first step to becoming an excellent PC hardware technician.

Required: A solid conceptual and practical knowledge of Windows 95 or 98 and, preferably, some experience with DOS and Windows 3.x

Note: This course covers CompTIA's requirements for the 2003 release of the A+ exams.

Tuition: $109

Intermediate A+ Certification Prep
This course dives into the details of the various Windows operating systems covered by the A+ Certification exam. The Intermediate A+ Certification Prep course teaches you how to install, maintain, configure, and upgrade all current versions of Windows: NT, 9x, 2000, and XP. You’ll also learn how to use the DOS-style command line for performing tech tasks. The course also covers the finer points of Windows navigation, such as little-known shortcuts, and Windows hardware installation.

Required: • Successful completion of "Basic A+ Certification Prep" • Access to a PC running Windows 9x and a PC running Windows 2000 or XP, so that you can learn the subtle (and not-so-subtle) differences between these two families of Windows.

Note: This course covers CompTIA's requirements for the 2003 release of the A+ exams.

Tuition: $109

Advanced A+ Certification Prep
Ready for a crash course in (almost) every important computer technology in the known world? The Advanced A+ Certification Prep course takes you through an extensive set of technologies, including SCSI, video, modems, printers, multimedia, portable PCs, and networking. You’ll study the hardware and learn the software necessary to install, configure, and troubleshoot that hardware. This course completes your understanding of the hardware and operating systems tested on the A+ Certification exams.

Required: • Successful completion of "Basic A+ Certification Prep" and "Intermediate A+ Certification Prep" • A Windows 9x PC on which you may experiment

Tuition: $109

Wireless Networking
Wireless Networking is a hot topic. More and more people want to roam unplugged, so demand for wireless connectivity in homes, offices, and gathering spaces is soaring. In the fascinating and timely course, an industry expert will help you understand how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself.

Required: Completion of Introduction to Networking online course (or equivalent experience)

Tuition: $94

Small Office Networking
Create your own small office network using Windows XP Professional Edition. Slash expenses and improve efficiency by learning how to share printers, Internet connections, drives, and documents. You’ll learn what hardware you’ll need, how to configure Windows XP Professional Edition to run your small network, how to configure printers and other peripherals, and how to manage and maintain your network and keep it secure.

Required: Completion of Introduction to Windows XP or equivalent experience, Internet access, e-mail, two or more computers running Windows XP Professional Edition, and the Internet Explorer or Netscape or Firefox Web browser

Tuition: $94

Introduction to PC Security
What you don’t know about PC security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You’ll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.

Required: A familiarity with general PC terminology, and understanding of Windows and an ability to locate programs and change settings (or completion of Induction to Windows XP)

Tuition: $94
ONLINE NON-COMPUTER COURSES

(21-5019) Leadership
Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and assert more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don’t hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.
Tuition: $94

(70-0075) Assisting Aging Parents
Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques and insights for this passage. Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating, some frightening. You’ll learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You’ll understand the impact of retirement, learn how to choose a nursing home and be prepared to deal with death. You’ll learn about financial and legal considerations, health issues and family interpersonal relationships. You’ll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. You’ll learn to handle most of the challenges you’ll face while coming to appreciate and cherish the privilege of the journey.
Tuition: $94

(02-0116) Genealogy Basics
This course will help you understand the research process, ways to organize your information, and the use of forms to make sense of your data. You’ll learn how to develop a strategy to accomplish your research objectives and evaluate the results by recording new information, and sharing that information with others. If you are a newcomer to this hobby or just want to make a small family tree, this course will get you off to a good start. You’ll explore many Internet sites where you can search for family names. The course explains in simple terms where to look, who to contact, and how to use the genealogical research tools of the computer and the Internet to further your research.
Tuition: $94

(02-2013) Discover Digital Photography
Join us and explore the world of digital photography! This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We’ll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. You’ll learn what you need, what you can do and what you can expect to invest. Whether you’re new to photography or a long time professional looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use.
Tuition: $94

(50-0120) Photoshop Elements for the Digital Photographer
Bring out the best in your images! Adobe’s Photoshop Elements provides the tools for quick fixes and detailed enhancement of any digital photograph. Discover the basics of this award-winning package specifically designed for photo enthusiasts. Designed for those with no image-editing experience, this class will take you from novice to accomplished user.
Required:
- Adobe Photoshop Elements version 2.0
- Windows 98 (or better) or Mac OS X
Tuition: $94

(02-2014) Secrets of Better Photography
Join us for an informative look at tips and tricks for better photography. We’ll discuss the basic technology that all cameras use and helpful information on exposure and lighting. We’ll also explore strategies for excellent photos in all types of situations, including portraiture, landscape, macro, and still life.
Tuition: $94
(02-2016)  
**Mastering Digital Photography: Photographing People**  
Photographing people can be fun, exciting and complicated! This course will make taking beautiful pictures of adults, children and babies simple. After a review of the basics, you'll discover the best way to shoot faces, repair common problems and take professional portrait and formal group shots. This course will have you on your way to becoming a skilled people photographer.  
Requirements: Digital or film camera and digital editing software (Photoshop Elements 2 preferred)  
Tuition: $94

(02-2015)  
**Digital Photography OUTPUT!**  
Do you love your digital camera, but can’t seem to get the photos to display or print correctly? This course will help you master the art of digital image file management. You’ll learn how to edit and crop unwanted portions of your photos, resize them, adjust their colors, add special effects, print at the highest possible quality, e-mail digital photos to friends and family, and use them to create cards or electronic photo albums.  
Required:  
- Digital camera  
- Computer  
- Any type of photo-editing software  
Tuition: $94

(85-1050)  
**Writeriffic: Creativity Training for Writers**  
Banish writer’s block forever with these tricks from the published writer’s toolbox. Writerific liberates the inventive bolts of genius that are inside everyone. If you’ve ever dreamed of hearing your writer’s voice, this class will make it happen.  
Tuition: $94

(85-1054)  
**Writeriffic 2: Advanced Creativity Training for Writers**  
Increase writing confidence, beat writer’s block, manage time, negotiate writing fees, write, and live your dreams. Learn advanced methods to create and write like the professionals – whether you’re launching a career or seeking personal satisfaction through writing. In Writeriffic 2, you’ll learn to be the writer you’ve always wanted to be and have fun, too!  
Tuition: $94

(04-0083)  
**Pleasures of Poetry**  
If you want to write poetry, this course will help you create your best possible work, whether you’re looking to be published or simply wish to craft a beautiful poem as a gift for a friend. In this course, you’ll discover formal elements of craft, explore poetry topics, learn how to prepare a manuscript for publication, and receive guidance in a constructive and nurturing environment.  
Tuition: $94

(36-2004)  
**Introduction to Natural Health and Healing**  
This course is designed for anyone who wants to learn how to promote wellness, balance and health in their daily lives. It will give students a basic understanding of the field of natural health.  
Tuition: $94

■ Visit us at: www.sunyocc.edu, call (315) 498-6000
Public Safety Training Center

Handgun Safety Course
- Learn about permit requirements and legal responsibilities.
- Learn about care, cleaning, storage, and childproofing.
- Fulfills requirements for obtaining a pistol permit.
- Pre-registration required.

February 22
March 22
April 5
May 17
7-10 p.m.
Tuition $25

Public Safety Critical Incident Management (PSCIM)
- For members of fire, police, EMS, and businesses.
- "Hands on" drills with simulator board.
- Learn about various agencies and how to work together.

March 21, 23, 28, 30
6-10 p.m.
Registration Deadline: March 13, 2006
No Course Fee

Command, Control and Communications Course (C3)
- For members of fire departments.
- State-of-the-art computer driven fire simulator.
- Various evolutions on simulator board.
- Experience making command decisions.

April 11, 13, 18, 20
7-10 p.m.
Registration Deadline: March 31, 2006
No Course Fee

Fire Department Drill Program
Our instructors will provide drills at your firehouse on your schedule. We will develop a yearlong training program based on your needs and requests. This training follows national standards insuring quality and consistency. All instructors are currently state and/or nationally certified fire instructors. Please contact the Public Safety Training Center for pricing and additional information.

To register or for course information
call the Public Safety Training Center
(315) 498-6046 / www.pstc.sunyocc.edu
Heartsaver First Aid/CPR/AED Training

This American Heart Association program is designed around your needs. It covers general principles, medical emergencies and injury emergencies, and provides the students with information to handle the first 10 minutes of these types of emergencies. The course also includes training in adult CPR and choking relief, Automated External Defibrillator (AED) usage, and dealing with emergencies caused by the elements.

Phil Politano, The Politano Group

2 Saturdays, April 8 & 15
9 a.m. – 12:00 p.m.
Academic Building, Room 182
$79

Healthcare Provider Renewal CPR Course

This American Heart Association program is for healthcare professionals with previous CPR training. It covers the latest information on adult, child and infant CPR, plus how to relieve a foreign body airway obstruction, use of bag valve masks, and use of Automated External Defibrillators (AEDs) on adults and children.

Students must bring their books and masks from original CPR course. If students don’t currently have these items, they may be purchased at the time of the class. Books cost $10 and pocket masks cost $13.

Phil Politano, The Politano Group

Section 01: Wednesday, March 8
6 – 10 p.m.

Section 02: Saturday, May 6
9 a.m. – 1 p.m.

Academic Building, Room 182
$59

Full Healthcare Provider Course

This American Heart Association program is for healthcare professionals. It covers the latest information on adult, child, and infant CPR, plus how to relieve a foreign body airway obstruction, use of bag valve masks, and automated external defibrillators. Students will receive textbooks as well as pocket masks when they attend the class.

Phil Politano, The Politano Group

2 Thursdays, March 2 & 9
6 – 10 p.m.

Academic Building, Room 182
$99

Visit us at: www.sunyocc.edu, call (315) 498-6000
Writing Children’s Books-II REVISION

This is a workshop for students who have completed Writing Children’s Books-I. Students must bring one manuscript (10 page max.) that needs revision for a picture book, novel, non-fiction, magazine article or story to the first class. Students will critique each other's work and learn techniques that will help with their own revisions. We will also work on targeting your submission for publication.

Ellen Yeomans, MFA, is the author of picture books and a young adult novel. She is the NY advisor to the Society of Children's Book Writers and Illustrators.

8 Thursdays, March 2 to May 4 (no class March 23, April 13), 7 – 9 p.m.
Whitney Applied Technology Center, Room 220
$79

Creative and Expressive Writing

Words are magic! Discover how to create that magic with journal, self expression and descriptive writing exercises. Experiment with new techniques and watch your creativity blossom! Both beginning and experienced writers are welcome, and will be encouraged to share and discuss in a relaxed setting.

Carol Madar, freelance writer and experienced writing instructor at Syracuse University and North Syracuse Community Education.

7 Thursdays March 23 to May 4 5:30 – 7:30 p.m.
Whitney Applied Technology Center, Room 207
$69

Writing Stories from Your Life

Explore the journey of writing about some of the vivid memories from your life. Rediscover events, experiences and images from various stages of your life as an approach to creating pieces of narrative or fiction. Both new and experienced writers will gain ideas, techniques and structure to guide them in the process of personal writing.

Carol Madar, freelance writer and experienced writing instructor at Syracuse University and North Syracuse Community Education.

7 Thursdays March 23 to May 4 7:30 – 9:30 p.m.
Whitney Applied Technology Center, Room 207
$69

Writing About Mothers and Daughters

The mother/daughter relationship is a complex and vital dynamic. In this class, we will explore the unique link between mothers and daughters in a variety of creative writing exercises. Adult daughters may choose to write about their relationship with their mothers (living or deceased) and/or their own daughters in a supportive and validating creative environment.

(Mother-daughter pairs are welcome but certainly not necessary to enroll in this class)

Carol Madar, freelance writer and experienced writing instructor at Syracuse University and North Syracuse Community Education.

3 Saturdays April 29 to May 13 9:30 a.m.-12: 30 p.m.
Whitney Applied Technology Center, Room 116
$49

Writing About Our Fathers

This creative writing class will explore the special relationship between father/daughter and father/son. Writing exercises will probe memories, bonds, challenges, resolutions, reflections and questions revolving around the connection with our fathers. Beginning and experienced writers invited to join this supportive and creative writing environment.

(Father-adult child "pairs" are welcome but certainly not required to enroll in this class)

Carol Madar, freelance writer and experienced writing instructor at Syracuse University and North Syracuse Community Education.

3 Saturdays May 20 to June 10 (no class May 27) 9:30 a.m.-12: 30 p.m.
Whitney Applied Technology Center, Room 116
$49
DANCE

Social Ballroom Dancing (Basic / Intermediate)
Be a hit on the dance floor at your next social event whether it's a wedding, a formal or just out for fun. Learn the basic skills of social dancing, including proper styling, poise and expert leading and following. Featured are the most popular dances: foxtrot, swing, waltz, cha cha, and polka. High school students are welcome.
Walt Medicis Associates, member of Dance Masters and Dance Educators of America
6 Mondays, February 27 to April 3
7 – 8:30 p.m.
Cafeteria
$59

American Latin Dances
Warm up to the exciting Latin dances, taught by Walt, in the American style. You’ll be a sensation on the dance floor when you add these to the always-popular social dances, foxtrot, swing, and waltz. You’ll enjoy the tango (the dance of romance), and the pulsating rhythms of merengue, rumba, cha cha, and samba. High school students are welcome.
Walt Medicis Associates, member of Dance Masters and Dance Educators of America
3 Mondays, April 10 to April 24
7 – 9 p.m.
Cafeteria
$49

Salsa Dancing
Salsa ("sauce") is the latest Latin dance to captivate Americans with its pulsating rhythms, exotic styling and exciting moves. It’s a dance that combines patterns with aerobic exercise for both the new and accomplished dancer and is terrific fun for all levels of dancers. All age groups and levels are welcome.
Nadia Medicis, member of Dance Masters of America and teacher of Mid East dancing at OCC
6 Mondays, February 27 to April 3
8:30 – 9:30 p.m.
Cafeteria
$49

East Coast Swing Dancing
"It don’t mean a thing if it ain’t got that swing!"
Get in the groove on the dance floor with the exciting East Coast Swing, also referred to as the Lindy or jitterbug. Learn basic, intermediate and advanced steps including the strut, cuddle, shoulder push, shag kicks, crazy legs and more! Swing is currently the most popular dance in the USA! High school students are welcome.
Walt Medicis Associates, member of Dance Masters and Dance Educators of America
3 Mondays, May 1 to 15
7 – 9 p.m.
Cafeteria
$49

Only Time Offered this Year...
FREE VACATIONS – How to Travel the World for Free!
Nationwide speaker! Would you like FREE vacations? Learn over 40 different ways to make your vacations free. Even one or two of these ideas will offer you free vacations. Travel anywhere in the USA or overseas for free, plus many of these ideas could turn into new careers giving you more vacation time each year. Receive free air tickets with frequent-flier mileage (earn miles for every $1 you spend on anything!) Mystery shop for free airline tickets, hotels, restaurant meals and travel income. Import and pay for your vacations. Fly as an air courier internationally for $200 or less! Teach English for free vacations (or earn $90,000 a year full time.) Earn a free tour. Get a job as a tour guide or organize your own tours for family and friends (you go free) Earn free cruises and resort nights. Write articles, shoot photos, or volunteer. The best Internet Web sites. Plus, the latest on travel safety.
Gina Henry-Cook and Go Global, Inc. Go Global Inc. is a company designed to help individuals find affordable vacation options. The owner, Gina Henry-Cook teaches travel classes in over 76 cities nationwide, is the author of many travel publications, DVD’s, Video CD’s, and audiotope programs.
Wednesday, May 17, 6:30 – 9:30 p.m.
Whitney Applied Technology Center, Room 222
$34 (Includes course materials)
T’ai Chi Ch’uan

Are you looking for a way to reduce stress by calming and focusing your mind, as well as improving your balance, coordination and flexibility? Men and women of all ages are welcome. Practice of the T’ai Chi Ch’uan form develops a calm and clearly focused mind that leads the body through a series of slow and fluid movements with an emphasis on proper weight distribution, body alignment and timing. Previous students are welcome. Minimum age is 15 years. Textbook fee of $16 to be paid to instructor on first night of class. (Maximum enrollment 20.)

Carol Mancuso, director of Syracuse T’ai Chi Ch’uan Center, certified instructor in both the United States and Europe

10 Thursdays, February 23 to April 27
7 – 8:30 p.m.
Gordon Student Center, Room 211

$79

Hatha Yoga

Are you looking for a proven health enhancing technique that continues to grow with you for your whole life? This style of yoga is appropriate for anyone, at any level or age. The practice of yoga creates energy, reduces stress and leaves you feeling youthful and healthy. You’ll be guided to move at your own pace, honoring your body’s needs in each movement. Each guided class will consist of warm-ups, postures, breathing, relaxation, and the mediation techniques of Hatha yoga.

Bring a towel, blanket or mat and wear comfortable clothing.

Kay Montgomery, over 25 years experience, certified master Yogi Khanba

6 Tuesdays, February 21 to March 28
6 – 7:30 p.m.
Gordon Student Center, Room 211

$39

Get Ready for Hiking!

Now’s the time to start hiking! Come learn about the benefits of hiking, how to hike, what clothing and gear you’ll need, how to find your way in the woods, safety tips, and how to use your maps. Great destinations will also be suggested and discussed.

Dick Lightcap, hike leader, Onondaga chapter, Adirondack Mountain Club

4 Thursdays, April 20 to May 11
7 – 8:30 p.m.
Academic Building, Room 173

$39

Pilates Exercise - Intro to Basic Mat Work

Finally it’s here! The class you’ve been waiting for, Pilates mat work. More than eighty years ago, Joseph Pilates introduced the most practical application of exercise, effectively blending Eastern and Western fitness principles. Incorporating the benefits of aerobic capacity, weight training, T’ai Chi, Yoga and Meditation, Pilates’ method is an integrated discipline that strengthens the body (especially the abdomen), frees the mind and translates effortlessly into everyday life. This class is for everyone! It will introduce you to the modified basic mat work and will enhance balance, circulation and back strength without bulking up muscles. You’ll experience increased strength, energy, mental clarity, tranquility, and peace of mind. Come experience genuine Pilates, right here at OCC!

6 Thursdays, March 9 to April 13
5:30 – 6:30 p.m.
Gordon Student Center, Room 211

$89

Step Aerobics

Step your way to fitness in this fun, easy-to-follow workout that utilizes a step form and provides you with intense aerobic training. Reduce your body fat and trim down your hips, thighs, buttocks, and abdominal area. This low-impact workout will challenge both the beginner and advanced participant. Dress for exercise and bring a towel and water bottle. Act quickly; space is limited. (Maximum enrollment 25.)

Cindy Korrie-Frary, AFFA/Step Reebok-certified, CPR certified

Section 01: 8 Fridays, February 24 to April 14
6 – 7 p.m.
Section 02: 8 Saturdays, February 25 to April 15
8:30 – 9:30 a.m.
Health and Physical Education Building, Room 223

$49

Holistic Thinking for a Healthier Body and a Brighter Soul

Whether you are in the humanities area looking to grow in intellectual and spiritual ways, involved in the sciences looking or a paradigm that “puts it all together”, or are sick, in pain, devitalized and want natural-oriented perspectives for handling stress, living and healing. The bulk of this course works with integrating holistic perspectives with the nuts and bolts of healthier living, and actual self-healing.

Dr. Howard Walsdorf, a holistic chiropractor with a 20 year practice

4 Wednesdays, March 15, 22, 29 & April 5
7 – 9 p.m.
Academic Building, Room 345

$69
GOLFER’S DOME

GOLF AND PILATES AT THE GOLFER’S DOME
Courses held at the Golfer’s Dome, Rt. 31 in Clay (behind Wegmans)

Golfer’s Conditioning: Longer Drives, More Fairways, Fewer Putts and Lower Scores

Designed to offer introduction to golf-specific strength and conditioning. In addition, the course will promote the importance of fitness in injury prevention, golf performance and enjoyment of golf as a lifetime skill.

**Pat Britton, CSCS, PES** is the areas premier golf-conditioning specialist. He has a B.S. in exercise science and has worked with golfers from novice to professional.

**Section 01:** 6 Saturdays, February 25 to April 1
10 to 11 a.m.
The Golfer’s Dome

**Section 02:** 6 Saturdays, February 25 to April 1
11 a.m. to noon
The Golfer’s Dome

$99

Beginner Pilates

So you still haven’t tried a Pilates exercise program? Here it is- the beginner class that will teach you the fundamentals of Pilates exercise-breathing, positioning, posture and learning to engage your “core” (abdominals, hips and back) for controlled movement. Increases in strength, flexibility, and balance will be unmistakable - an exceptional strengthening workout by itself or to compliment your current exercise program.

**Suzanne Britton** has a B.S. in health and exercise science and is a practicing personal trainer and conditioning specialist.

**Section 01:** 6 Wednesdays, March 8 to April 12
9:30 to 10:15 a.m.
The Golfer’s Dome

**Section 02:** 6 Thursdays, March 9 to April 13
4:30 to 5:15 p.m.
The Golfer’s Dome

$69

Pilates – Beyond the Mat Class

Pilates has become a popular form of exercise, focusing on breathing, flexibility, “core” strength, balance and posture. This Pilates class will take it beyond the mat class that you may have already experienced. Stability ball work, standing movements requiring focus and balance, modified traditional Pilates exercises will challenge your body to become its strongest. Learn how to control your body by strengthening your “core” (abdominals, hips, lower back) an exceptional strengthening workout by itself or to compliment your current exercise program.

**Suzanne Britton** has a B.S. in health and exercise science and is a practicing personal trainer and conditioning specialist.

**Section 01:** 6 Mondays, March 6 to April 10
9:30 to 10:15 a.m.
The Golfer’s Dome

**Section 02:** 6 Thursdays, March 9 to April 13
6:30 to 7:15 p.m.
The Golfer’s Dome

$69

Pilates / Sport Yoga Combination Class

The best of both worlds! Pilates and Yoga are now combined to compliment one another for the ultimate strengthening and lengthening workout. The first half of each class will be an intense, quick paced Pilates program that will challenge your core strength and flexibility. The second half will be a challenging sport yoga program that works balance, flexibility and above all posture. Your muscular endurance will be tested from start to finish, and you will leave relaxed and energized after a session of intense strength and flexibility training.

**Suzanne Britton** has a B.S. in health and exercise science and is a practicing personal trainer and conditioning specialist.

**Section 01:** 6 Thursdays, March 9 to April 13
5:30 to 6:15 p.m.
The Golfer’s Dome

**Section 02:** 6 Saturdays, March 11 to April 15
9 to 9:45 a.m.
The Golfer’s Dome

$69

Visit us at: www.sunyocc.edu, call (315) 498-6000
Golf Your Way, Beginner and Intermediate

Join golf professional Paul Metcalf at The Golfers Dome for a 4-week golf clinic and learn how to utilize your golf swing to its maximum potential. Everybody can’t swing like Tiger Woods, but with instruction and practice you can build a more consistent golf swing with more predictable results. The key to playing and scoring in golf is understanding your capabilities and playing to your strengths.

Topics covered: iron play, short game, driving and putting.

Paul Metcalf, a registered apprentice PGA of America; director of golf instruction at The Golfers Dome

Section 01- Beginners: 4 Wednesdays, March 1 to March 22
6 – 7 p.m.
The Golfers Dome

Section 02- Intermediate: 4 Wednesdays, March 1 to March 22
7 – 8 p.m.
The Golfers Dome

$49

No Bad Habits - Golf for Juniors

Learn the Do’s and Don’ts of golf at an early age and you’ll never have to fix those bad habits. More kids are playing golf today than ever before and if taught properly at an early age golf can become a sport they enjoy for a lifetime.

Ages 8 to 16.

Topics covered: golf etiquette, the basics of the golf swing, short game and putting.

Paul Metcalf, a registered apprentice PGA of America; director of golf instruction at The Golfers Dome

4 Saturdays, March 4 to March 25
Noon – 1 p.m.
The Golfers Dome

$49

GOLF IN CICERO

Golf!

Join us for five one-hour lessons covering proper technique, the full swing, driving, chipping and putting. You’ll also learn rules and etiquette. Use your own clubs or use ours! Please bring a ball fee of $3 to each of the first four sessions.

Chuck Jonick, teaching professional.

Section 01: 5 Saturdays, April 22 to May 20
1 – 2 p.m.
Cicero Golf Range, Rt. 11 (across from Plainville Turkey Farm)

Section 02: 5 Saturdays, April 22 to May 20
2 – 3 p.m.
Cicero Golf Range, Rt. 11 (across from Plainville Turkey Farm)

$59

PERSONAL TRAINER CERTIFICATION

Personal Trainer National Certification

Come join this fun field and be apart of what ABC NEWS.com states as the 4th hottest job in the US with a national average of $25 an hour. Whether a career move or for your own personal knowledge get all the information you need to become a certified personal trainer.

This challenging course, sponsored by W.I.T.S. (World Instructor Training School) is taught over a five-week period for better retention and skill competency. The National Exam is held on the 6th week. Fifteen hours of “hand on” practical training prepares you to actually work with clients. Also, fifteen hours of lectures include, but not limited to, anatomy, exercise physiology, nutrition, health screening, etc. Proof of CPR and a 20-hour internship will prepare you to work successfully in the fitness field. (Minimum age: 18 years)

6 Sundays March 5 to April 9
9 a.m. – 4 p.m.
Health and Physical Education Building, Rooms 107, 220, 223

$599 (Includes textbook)
**Financial Facts of Divorce: What Every Woman Should Know, Before You File**

A woman in the midst of divorce asks herself many questions. How do I find legal help? What should I expect in the courtroom? What are my rights regarding common property? She may also have questions about retirement and insurance.

Divorce is one of life’s larger challenges. This course is a survival guide for women who want to successfully manage their divorce through the legal, emotional and financial landmines. Beginning from the point that divorce is just a possibility, we navigate through the divorce process itself and planning for the future after the divorce process has ended. Learn about your options throughout the divorce process, the most common pitfalls to avoid, and the beginning of a new, independent life. Avoid being a victim. In this class you'll understand, explore, discuss and be empowered. A book fee of $10 is due the first night of class.

**Maureen A. Novak**, certified divorce financial analyst (CDFA), certified financial planner (CFP) and chartered financial analyst (CFA)

4 Tuesdays, April 4 to April 25
6 – 9 p.m.
Whitney Applied Technology Center, Room 315
$69

**How Money Works – Secrets to Financial Success**

In this "must have" class you will learn the Rule of 72, what Mutual Funds are, the 3 D's of successful investing, how to choose a winning portfolio, credit card traps, and how your life insurance policy really works. Everyone will walk away with some of the secrets of financial success from this hands-on workshop.

**Heather Sullivan** is a state certified instructor who holds 8 licenses in finance and teaches for the New York State Insurance Department.

Tuesday, March 7
6 – 8 p.m.
Whitney Applied Technology Center, Room 315
$39
Seniors Financial Workshop
The six biggest wealth mistakes that could devastate your retirement and how to overcome them. There are many misconceptions about how retirees should handle their money in retirement. Financial rules of thumb are guidelines for the average individual in retirement. If you want to be above-average and cover your financial bases, this course is for you. Find out why your IRA may be a savings account for the government and not you. Learn how to sell your home as an asset, not a liability. Discover tax-efficient ways to take money out of retirement plans and use it for a better lifestyle. You are not a statistic so don’t handle your retirement by financial rules of thumb that could kill your retirement lifestyle.

Jeff Layhew and Jim Layhew, registered financial consultants.

2 Wednesdays, April 19 & 26, 6 – 9 p.m.
Whitney Applied Technology Center, Room 222
$39

Financial Workshop for Singles
Is all the financial advice today geared toward couples? Is anyone aware there are single people with or without children who have financial concerns also? This workshop was designed for singles and singles with children to educate the on financial strategies. There are distinct differences and needs to your finances as a single person, and you should know how to financially defend yourself. Learn about gathering assets and planning your own retirement. Find out how to get the insurance coverage’s you need for your family without going broke. Discover why your beneficiaries may be more important than you ever thought. Don’t continue making mistakes- you are on your own, now learn how to do it right.

Jeff Layhew and Jim Layhew, registered financial consultants.

2 Tuesdays, May 9 & 16, 6 – 9 p.m.
Whitney Applied Technology Center, Room 315
$39

How to Beat the High Cost of College
This class is recommended for parents of high school juniors and seniors. With the cost of a four-year college education rising higher every year, parents of college-bound high school students need help. Learn how to unlock the secret of financial aid by cutting through the jargon and the misconceptions that leave many parents feeling frustrated, bewildered and powerless. Find out how to pay for college without raiding our retirement nest egg.

This class will explain college funding concepts such as “Expected Family Contribution,” Federal vs. Institutional Aid Methodologies, how colleges decide what level of aid to offer, how to appeal for additional aid, and much more.

Howard Modell, President of In-tuition funding Services and is a registered financial consultant.

Section 01: Tuesday, March 28
6 – 8 p.m.
Section 02: Tuesday, April 25
6 – 8 p.m.
Whitney Applied Technology Center, Room 321
$39 (includes all handouts)

How to Sell Your Home
Everything everyone needs to know about selling their home, that no one every told them. Learn from the experts about the legal issues; disclosures, capital gains, testing, assessment and more. Discuss financial issues pertaining to mortgage ability, qualification of potential buyers and seller concessions. Marketing issues will also be covered including: home preparation, market value, advertising availability and open houses. If you are preparing to sell your home, this class is for you!

Conducted by a team: Ellen Hemmerlien, Esq., Nona Gormley, mortgage consultant, GMAC Mortgage, and Liz Foster, licensed real estate associate.

2 Tuesdays, April 25 & May 2
6 – 9 p.m.
Whitney Applied Technology Center, Room 220
$49

25-4060
Purchasing a Franchise
Have you ever considered buying a franchise? The course will focus on selecting; acquiring and managing your own franchise business. We will look at what it takes to distinguish between a good opportunity from a poor one, understanding the legalities involved in making a long term commitment, and the technicalities of business management. This course will give you the right tools to make an informed business decision.

Instructor: Thomas Moore, Certified Business Advisor

Tuesday, April 19, 6 - 9 p.m.
Whitney Applied Technology Center, Room 207
Tuition: $29
Habitat Gardening
Would you like more birds, butterflies, toads and other creatures right in your own backyard? Learn about plants and other garden features that provide habitat for wildlife. Learn about gardening practices that create a healthier environment for everyone. Become a habitat gardener... and watch your yard come to life!
Janet Allen, has a PhD from Syracuse University and is a local gardening expert and co-founder and president of the Habitat Gardening Club of Central New York.
5 Wednesdays, March 29 to April 26
7 – 9 p.m.
Academic Building, Room 302
$39

Antiques and Collectibles: Treasure or Trash?
How do the experts on the Antiques Road Show recognize the quality of art, antiques and collectibles? How do they set prices for objects? Find out the secrets all successful collectors need to know to price art, antiques and collectibles like an expert. Simply having knowledge of your collection is not enough to arrive at a full-value evaluation of an object. Learn how to find information in libraries and research facilities and how auctions work. A workshop on conservation methods is also included.
Elizabeth Boudreau is a private curator for major collectors and a former instructor at the Parsons School of Design
6 Wednesdays, March 1 to April 5
6 – 8 p.m.
Whitney Applied Technology Center, Room 301
$89

Basic Antiques: 101
The basics in the world of antiques and collectibles are introduced through lectures and field trips so an individual can develop an "eye" for what they like. How to basically look at furniture and determine whether it is from the 18th, 19th or 20th century. How to know if an item is a “good antique or a bad antique.” Basic terminology, basic collecting techniques, basic surveys of the marketplaces and the basics one needs to start collecting.
Elizabeth Boudreau is a private curator for major collectors and a former instructor at the Parsons School of Design
6 Thursdays, April 6 to May 11
6 – 8 p.m.
Whitney Applied Technology Center, Room 301
$89

Making the Scene – A Beginning Acting Class
Places! Ready! Curtain! Here’s the opportunity for actors to sharpen their skills and for those looking “to get their feet wet” in learning about the theatrical process. Sensory awareness, character development, motivation, conflict, physical and vocal expression will be explored through script work. Scenes and monologues will be used and the final meeting will involve performances for an invited audience. Upon completion of the class, each student will have material that may be used for a prepared audition. Be ready when the curtain goes up!
Scott Peal is a professional actor/director who has conducted theatre workshops with all ages, from preschool to senior citizens
8 Wednesdays, March 1 to April 19, 7 – 9 p.m.
Academic Building, Room 245
$69

Introduction to Hand Built Pottery
Take this course based on the fundamentals of hand building techniques. You will learn the process of making ceramic art through the various methods of pinching, coiling and slab work. Glazing and kiln firing will also be covered in a moderate overview
Keith Penny, ceramic instructor at Onondaga Community College
10 Saturdays, Feb. 18 – April 22
9 – 11 a.m.
Ferrante Hall
$189 (includes $15 supply fee)
Spectacular Study Skills (Ages 9-12)
Get organized and improve your study skills by learning how to take notes, answer essay questions and prepare for tests. A portion of the class will be spent on individualized instruction. You’ll leave this class with lots of techniques and ways to improve your grades! (Maximum enrollment 15.)

Marjorie Carpenter, experienced educator with a strong background in reading and language.
3 Sundays, March 5 to April 2
1 – 3 p.m.
Whitney Applied Technology Center, Room 102
$49

SAT Preparation
Your score on the Scholastic Assessment Test (SAT) is one of the most important factors determining admission to the college of your choice. This test-preparation course, used by over 700 educational institutions nationwide, is designed to help maximize your score. It concentrates on the test-taking skills that are critical for good performance on the SAT. The course utilizes a proven, five-step approach to significant score improvements: diagnostic test, verbal and math review, question types and strategies, practice-test reinforcement, and final-test review. The course also focuses on timesaving methods, critical-thinking skills, and mathematical problem-solving abilities. Instructors are thoroughly trained, carefully selected, and evaluated. Please bring a calculator to the first class. All sections of classes are 18 hours in total length and cost $209 (textbook included).

Note: Registering for this class does not register you for the actual SAT. Please see your guidance counselor at your high school to register for the SAT.

Prep for the May 6th SAT:
Section 01: 6 Sundays, March 19 – April 30
(No class 4/16), 1– 4 p.m.
Whitney Applied Technology Center, OCC main campus, Room TBA
Section 02: Spring Break- Mon.-Fri, April 10-14, 10 a.m.–2 p.m.
OCC North- Rt. 57
Section 03: 6 Tues. and 6 Thurs., March 14 – May 4 (No class 3/28,3/30,4/11, 4/13), 7–8:30 p.m.
Fayetteville Manlius High School
Section 04: 6 Sundays, March 19 – April 30
(No class 4/16), 1 – 4 p.m.
Driver’s Village, N. Syracuse

Prep for the June 3rd SAT:
Section 05: 6 Sundays, April 9 – May 21 (No class 4/16), 1– 4 p.m.
Whitney Applied Technology Center, Room TBA
Section 06: 6 Wednesdays, April 19 – May 31
(No class 5/17), 6–9 p.m.
Fayetteville Manlius High School
Section 07: 6 Wednesdays, April 26 – May 31, 6–9 p.m.
Marcellus High School
Driver Education Program

Onondaga Community College’s Driver Education Program is approved by the New York State Education Department. It is offered through OCC’s Lifelong Learning Program. Lecture instructors are New York state teachers certified in driver education. The Able II Driving School will provide in-car instruction. The program consists of 24 hours of classroom instruction and 24 hours of in-car instruction composed of 18 hours observation and six hours actual driving time.

ALL 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. No exceptions. Classes will consist of 36 students – the maximum number allowed by the State Education Department. Each driving group has a maximum of 4 students.

Students must attend 16 lecture sessions and 16 driving sessions in order to satisfy the course requirements and qualify for the Certificate of Completion (formerly known as the Blue Card.)

**Section 01:** March 27, 29 April 3, 5, 17, 19, 24, 26 May 1, 3, 8, 10, 15, 17, 22, 24

**Make-ups** 5/31 & 6/5

Lectures – OCC Main Campus, Mondays & Wednesdays, 5 – 6:30 p.m.

**Section 02:** March 27, 30 April 3, 6, 17, 20, 24, 27 May 1, 4, 8, 11, 15, 18, 22, 25

**Make-ups** 6/1, 6/5

Lectures – OCC North

Mondays & Thursdays, 6 – 7:30 p.m.

Tuition: $389

Motorcycle Safety Training

The Motorcycle Safety Foundation’s Basic Rider Course (BRC) is a beginner/novice motorcycle rider-training program consisting of approximately six hours of classroom and 10 hours of on-cycle training. It’s truly designed for those with very little or no experience in riding a motorcycle. The ability to ride a bicycle is desirable/necessary for this program. Classroom adult-learning discussions focus on: rider responsibility, risk awareness, acceptance and management, riding preparation and street strategies, culminating in a knowledge evaluation.

Motorcycles are provided for the hands-on, basic physical skill practice range activities and include: motorcycle familiarization, mounting, friction zone, starting, stopping, straight-line riding, shifting, turning, cornering, stopping quickly, limited space maneuvers, leaning, obstacles, lane changes and avoiding hazards, culminating in a riding evaluation.

Courses begin in April 2006 and successful completion qualifies you for the NYS DMV optional road-test waiver. Classes fill up fast!

To view the 2006 schedule of classes, and print out an application, go to www.learn2ride.net and click on the Syracuse button, or call (315) 498-6003 after January 1st and leave your name, address and phone number to receive an application and class information.
Defensive Driving

If you are a New York State driver and complete this course, you’ll be eligible for a 10 percent reduction on your liability and collision insurance premiums for a period of three years. You’ll also be eligible for a four-point reduction on your driving record. BOTH evening sessions are mandatory, or one Saturday session. Certified defensive driving instructors teach at locations throughout the county.

Arrive 15 minutes prior to the beginning of class to do the required paperwork. If you arrive after the class has started, you will not be allowed to participate. Credit card (Visa, MasterCard, or Discover), check, cash or money order is accepted. A senior discount is given for those 55 and older – save $5. A family discount is given for two or more taking the course at the same time – save $5. Only one discount per student (Maximum enrollment 40)

Pre-registration is required, please call (315) 498-6000.

$45

Excellent Instructors

Our defensive-driving instructors are all certified by the National Safety Council, and since 1993, have taught over 12,000 students to be better defensive drivers.

Lisa Buchovecky
Rick Clark
Jon Coffin
Al Crump
Chuck Paul
Richard Piron

New this semester: PRE-REGISTRATION IS REQUIRED.

Defensive Driving Schedule for Spring 2006

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Adequate on-campus parking will be available for community education students attending classes.
You are enrolled as soon as we receive your registration form and fee. You will not receive confirmation that a course is running. Registration will be accepted up to five business days before the first class.

Cancellation: You will be notified only if a course is cancelled. Lifelong Learning makes a decision to offer each course based upon community interest, determined by advance registration. We reserve the right to cancel a course if there is insufficient enrollment. To avoid disappointment, register early....and register with a friend, relative or your spouse!

Refund Policy: Lifelong Learning will be happy to issue a full refund up to three business days prior to the class start date or before the advertised registration deadline. These requests can be made directly to the Lifelong Learning at (315) 498-6000.

OCC does not advocate any particular point of view presented in the courses offered in this catalog.

DO YOU WANT TO TEACH AND HAVE AN IDEA FOR A NEW COURSE? If so, send us a course outline and your resumé, to:
Lifelong Learning, Whitney Applied Technology Center, Suite 210
4941 Onondaga Road, Syracuse, NY 13215

INTERESTED IN TAKING A CREDIT COURSE BUT CAN'T COME TO CAMPUS?

Take OCC credit courses close to home at these convenient extension sites!

- **OCC North**
  - Seneca Mall, Liverpool
- **Cicero/North Syracuse High School**
  - Rt. 31, Cicero
- **Driver's Village**
  - East Circle Drive, Cicero
- **Durgee Junior High School**
  - 29 East Oneida Street, Baldwinsville
- **JOBSplus!**
  - 677 South Salina Street, Syracuse
- **Almar Parish Williamstown High School**
  - County Route 22, Williamstown

Bridlebrough High School*
- 552 Main Street, Phoenix

Broome-Tioga BOCES*
- 435 Glenwood Road, Binghamton

Oneida Herkimer Madison BOCES*
- Middle Settlement Road, New Hartford

PV Moore High School*
- School Drive, Central Square

*These sites use exciting interactive video teleconferencing that allow you too see, hear and interact with classmates at other locations.

Call 498-2357 or visit www.sunyocc.edu to learn more.
EASY REGISTRATION

You are enrolled as soon as we receive your registration form and fee. You will not receive confirmation that a course is running. Registration will be accepted up to 5 business days before the first class.

We cannot reserve a seat in any class without payment.

4 EASY WAYS TO REGISTER:

CALL IN:
498-6000
8:30 a.m. - 4:30 p.m.
Monday through Friday
with VISA/MasterCard

FAX IN:
(315) 498-2589

MAIL IN:
Lifelong Learning Community Education
4941 Onondaga Road
Syracuse, NY 13215

WALK IN:
Lifelong Learning Community Education,
Whitney Applied Technology Center, Suite 210, 4941
Onondaga Road
8:30 am - 4:30 pm
Monday through Friday

OR
OCC North
8015 Oswego Road
(Route 57) Clay
8:30 a.m. - 4:30 p.m.
Monday through Friday

Mail registration form to: LIFELONG LEARNING
Whitney Applied Technology Center, Suite 210
4941 Onondaga Road, Syracuse, NY 13215

Registration: Lifelong Learning
PLEASE PRINT CLEARLY

NAME

SOCIAL SECURITY NUMBER (FOR ID PURPOSES)

COUNTY

HOME ADDRESS

CITY

STATE

ZIP

EVENING PHONE

DAY PHONE

EMAIL ADDRESS

COURSE CODE + SECTION

COURSE TITLE

FEE

TOTAL

METHOD OF PAYMENT:

☐ Check (payable to Onondaga Community College)

☐ Money order (payable to Onondaga Community College)

☐ Visa ☐ Mastercard

Card # ___________________________ Exp. Date ___________________________

Signature ___________________________ ___________________________

Mail registration form to: LIFELONG LEARNING
Whitney Applied Technology Center, Suite 210
4941 Onondaga Road, Syracuse, NY 13215

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Card # ___________________________ Exp. Date ___________________________

Signature ___________________________ ___________________________

Onondaga Community College does not discriminate on the basis of race, color, creed, sex, national origin, marital status, age, disability, sexual orientation, or status as a disabled veteran of the Vietnam era.

Visit us at: www.sunyocc.edu, call (315) 498-6000