Lifelong Learning
Non-Credit Course Listing

Continuing Education
Professional Development
Small Business Development Center

(315) 498-6000

REGISTER ONLINE AT TAKEAClass.SUNYCC.EDU

Featuring:
Customer Service
Professional Program
Supervisor Training
Health and Wellness
S.A.T. Prep
and
Defensive Driving

Fall ‘08/
Winter ‘09

One of the fastest-growing community colleges in the nation.
Welcome Lifelong Learners. Here are 7 things we can do for you . . .

1. **Online and Extended Learning**
   Online Learning provides all students the opportunity to take traditional credit courses online. The College offers five degree programs and one certificate completely online as well as intro and elective courses.
   
   For information: 498-2803

   Extended Learning provides credit courses at several extension sites as well as evening, weekend and summer courses. Courses are currently offered at Driver’s Village, JOBSplus!, OCC North. Courses are also offered at several rural high schools using the Interactive Video Classroom.
   
   For information: 498-2802

2. **Lifelong Learning**
   To stay current in today’s world everyone needs to acquire new skills, knowledge and training. Lifelong Learning offers more than 800 professional development and personal development courses each year. Courses are offered throughout the academic year and can be customized to meet a company’s individual needs.
   
   For information: 498-6000

3. **Concurrent Enrollment and Secondary School Outreach**
   OCC dual-credit college courses, designed to guide a student’s career focus, are completed during high school.
   
   For information: 498-2502

4. **Public Safety Training Center**
   The Public Safety Training Center, in cooperation with local public safety agencies, offers courses for police officers, firefighters and emergency medical providers. The Public Safety Training Center has received recognition for excellence from both state and national agencies.
   
   For information: 498-6046

5. **Workforce Development**
   Workforce Development serves as the College’s interface with CNY business, industry and economic development agencies. From total quality to high-tech computer training to ergonomics, over 100 cost-effective training courses have been offered to more than 2,500 students each year.
   
   For information: 498-7243

6. **Small Business Development Center**
   The Small Business Development Center assists entrepreneurs, business and industry to find solutions intended to increase productivity and profitability.
   
   For information: 498-6070

7. **College for Living**
   College for Living provides educational opportunities for developmentally disabled adult citizens in Onondaga County. Day and evening courses are kept small to ensure individual attention. Courses typically run for 10 weeks and are offered in a large variety of topics including: Money Math, Reading, Basic Cooking and Computers.

   The Passages program is the only Medicaid Home and Community-Based Waiver funded program on a college campus. Passages is a transition program focusing on issues of personal/academic development and employability.
   
   For information: 498-6005

---

**LIFELONG LEARNING DIRECTORY**

- **James M. Sunser**
  Vice President Continuing and Extended Learning  (315) 498-2800

- **Shannon M. Patrie**
  Director of Extended Learning  (315) 498-2802

- **Jordan Weismore**
  Assistant Director of Extended Learning  (315) 498-6027

- **Jeannette Salsbery, Marilyn Meyers**
  Lifelong Learning Staff  (315) 498-6000

---

**GENERAL POLICIES**

You are enrolled as soon as we receive your registration form.

You will not receive confirmation that a course is running.

**Course Cancellation:** You will be notified only if a course is cancelled. Lifelong Learning offers 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 issue a full refund up to three business days prior to the class start date unless otherwise noted. These requests can be made directly to Lifelong Learning at (315) 498-6000.

Onondaga Community College does not advocate any particular point of view presented in the courses offered in this catalog.
Lifelong Learning Non-Credit Courses
Fall 2008 and Winter 2009

Take courses at these convenient locations:

Onondaga Community College Main Campus
4585 West Seneca Turnpike, Syracuse

OCC North Seneca Mall
8015 Oswego Road (Rt. 57), Liverpool

Locations throughout the community
For a complete listing of locations and addresses, see the inside of the back cover.

### Table of Contents

#### FALL COURSE OFFERINGS:

**Professional Skills Development**
- Customer Service Professional Program ........................................ 2
- Career Skills ......................................................................................... 3
- Critical Skills Supervisory Program ............................................... 4

**Continuing Education**
- Child Abuse Recognition and Reporting ................................... 5
- Sustainability ....................................................................................... 5
- Phlebotomy .......................................................................................... 5-6
- Coaching ............................................................................................... 6
- Notary Public ........................................................................................ 6
- School Violence Prevention (S.A.V.E.) ........................................... 6

**Health and Wellness**
- Coaching ............................................................................................... 7
- Dance ...................................................................................................... 7
- Fitness .................................................................................................... 7

**Test Preparation**
- SAT Preparation .................................................................................. 8
- Study Skills ............................................................................................ 8
- GED Preparation .................................................................................. 8

**Driving**
- Defensive Driving ............................................................................... 9
- Motorcycle Safety Training ................................................................. 10
- Driver Education .................................................................................. 11

**The Small Business Development Center** .................................. 12

**Computer Course Information** ................................................... 14

#### WINTER COURSE OFFERINGS:

**Professional Skills Development**
- Career Skills ........................................................................................ 15

**Continuing Education**
- Coaching ............................................................................................... 15

**Health and Wellness**
- Dance ...................................................................................................... 16
- Fitness .................................................................................................... 16
- Wellness ................................................................................................. 17

**Driving**
- Defensive Driving ............................................................................... 18

**Registration** ..................................................................................... 19

**Campus Map** ............................................................................... INSIDE BACK COVER

---

**About Onondaga**

Onondaga Community College is a college of the State University of New York system and one of 30 locally sponsored community colleges throughout New York state. The College is the fastest-growing college in the SUNY system for fall 2007 and fall 2008, and one of the fastest-growing community colleges in the nation (Community College Week, December 7, 2007). Onondaga County is the local sponsor for Onondaga Community College.

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

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

---

**REGISTER ONLINE AT:** takeaclass.sunyocc.edu  |  Whitney Applied Technology Building - Suite W210, (315) 498-6000  |  INSIDE BACK COVER
PROFESSIONAL SKILLS DEVELOPMENT

CUSTOMER SERVICE PROFESSIONAL PROGRAM

For secretaries, administrative assistants, and support staff who want and need to enhance skills they use everyday. After completion of all seven sessions, students will receive a certificate of completion.

CST.CE-001
Maximizing Your Personal Effectiveness
It's not what you say but how you say it. Take this course to understand your personal communication and work style while learning to understand the communication and work style of others. Learn how to ease conflict in relationships while providing an effective environment for win-win relationships. Discover ways to respond to unreasonable customers that will result in a positive outcome for everyone. Take the personal profile system assessment instrument and view the video DISC Alive.

CST.CE-002
Customer Service
Providing excellent customer service helps to create a professional reputation and image. If the customer service is great, people remember it and return time and time again. Join this class to assess and understand your communication style and customers’ preferred communication style. You’ll learn how to identify who your internal customers and external customers are, as well as develop successful strategies for building, nurturing and enhancing these essential relationships. Critique the effect of your listening style, voice inflection, and your tone on customers and colleagues. You’ll view the “Give ’Em the Pickle!” and “Dealing with Customers with Disabilities” videos.

CST.CE-003
Effective Telephone Skills
The person who answers the telephone makes an instant positive or negative impression and is the first and most important link to your clients and customers. Take this class and you’ll learn how to create favorable impressions for your agency/company, analyze listening skills, and critique voice strengths and liabilities. You’ll increase your awareness of the pros and cons of new technology, e.g. voice mail, e-mail, cell phones, and answering machines. Learn to develop techniques to create positive outcomes from negative interactions. Discover easy telephone techniques that work and how to quickly meet the needs of each unique caller.

CST.CE-004
Time Mastery: How to Get It All Done
We all face a daily dilemma: Too much to do and not enough time to do it. Reap more productivity from your limited time and energy. Learn to assess personal time mastery efficiency and liabilities in 12 categories to increase productivity on the job. Establish true priorities, while handling procrastination effectively. Uncover personal time wasters and eliminate them. Conserve, consolidate and multiply your resources. You’ll take the Time Mastery Profile and view the video Just Another Monday.

CST.CE-005
Effective Listening
Listening is the ability to receive, attend to, interpret, and respond to verbal messages and other cues, like body language, in ways that are appropriate to the purpose. It is estimated that people filter out or change the intended meaning of 70% of all they hear. It is critical that you listen intently to your customers and colleagues to ensure that you answer appropriately and meet their needs. In this class you will assess your preferred listening style, develop appreciation for other listening styles, learn effective listening styles for different environments and situations, and understand the benefits of effective listening. A listening profile will also be utilized.
### Career Skills

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section #</th>
<th>Title</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Faculty</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST.CE-006</td>
<td>001</td>
<td>Stress Management and Empowerment</td>
<td>F</td>
<td>01:00PM</td>
<td>04:00PM</td>
<td>10/10/08</td>
<td>10/10/08</td>
<td>Main Campus</td>
<td>Balzhiser</td>
<td>Customer Service Certificate Program - Session VI. Tuition: $79</td>
</tr>
<tr>
<td>CST.CE-007</td>
<td>001</td>
<td>Dealing with Difficult People</td>
<td>F</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>10/17/08</td>
<td>10/17/08</td>
<td>Main Campus</td>
<td>Balzhiser</td>
<td>Customer Service Certificate Program - Session VII. Tuition: $79</td>
</tr>
<tr>
<td>INS.CE-001</td>
<td>001</td>
<td>Insurance Agents and Brokers (Property and Casualty)</td>
<td>T TH</td>
<td>06:00PM</td>
<td>10:00PM</td>
<td>09/23/08</td>
<td>12/23/08</td>
<td>Main Campus</td>
<td>Head</td>
<td>No class 11/27/08. Tuition: $629</td>
</tr>
<tr>
<td>PEH.CE-020</td>
<td>001</td>
<td>Personal Trainer Certification</td>
<td>SU</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>10/21/08</td>
<td>10/26/08</td>
<td>Main Campus</td>
<td>W.I.T.S</td>
<td>Minimum age: 18 years. Tuition: $599</td>
</tr>
<tr>
<td>PRF.CE-012</td>
<td>001</td>
<td>What’s Their Problem?</td>
<td>TH</td>
<td>12:00PM</td>
<td>03:00PM</td>
<td>10/10/08</td>
<td>10/16/08</td>
<td>Main Campus</td>
<td>Fern</td>
<td>Tuition: $49</td>
</tr>
<tr>
<td>REA.CE-001</td>
<td>001</td>
<td>Real Property Appraisal</td>
<td>T</td>
<td>06:00PM</td>
<td>09:00PM</td>
<td>09/08/08</td>
<td>10/08/08</td>
<td>Main Campus</td>
<td>Copeland</td>
<td>Tuition: $119</td>
</tr>
</tbody>
</table>

**INS.CE-001 Insurance Agents and Brokers (Property and Casualty)**

Learn all the 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.

**PEH.CE-020 Personal Trainer Certification**

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 Schools), is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. 15 hours of “hands-on” practical training prepares you to actually work with clients one on one. Also, fifteen hours of lectures includes, but is not limited to, anatomy, exercise physiology, nutrition, muscle and skeletal injuries, health screening, etc. This is unlike any other certification program available. Proof of CPR is required for certification to be issued.

**PRF.CE-012 What’s Their Problem? Dealing with Difficult People**

Almost everyone has encountered difficult people. They come in every variety and no workplace is without them. How difficult a person is for you to deal with depends on a number of factors – such as your knowledge base, self-confidence, and your ability to hold on to your power. This session will help give you a behind-the-scenes look at these problematic individuals and then provide practical strategies, including how to use various listening techniques to diffuse a situation, to bring about win-win results. Knowing how to deal with difficult people at work will allow you to approach your job in more enjoyment and your co-workers with greater confidence. Cooperation, collaboration, and compromise will improve – and that makes for a more productive and efficient workplace for everyone.

**REA.CE-001 Real Property Appraisal**

This course provides a first exposure to the practice of real estate appraisal. There is special emphasis on residential properties. The presentation of the course materials and lectures presume that you have minimal, if any, prior knowledge in real estate and no formal training in real-estate appraisal. It’s not intended that successful completion of this course will qualify you to effectively value real property. Following this, you’ll have a good working knowledge of the basic principles of value and valuation, as well as the ability to recognize and utilize accepted basic appraisal terminology.
CRITICAL SKILLS SUPERVISING PROGRAM

Enhancing Life in the Workplace

If you are a new manager or supervisor or simply want to hone your skills, this program is for you. After completion of five sessions, you will receive a certificate of completion.

SUPCE-001
How to Delegate Effectively

Becoming a supervisor offers new responsibilities, challenges, and rewards. You’ll leave comfortable relationships behind, give up familiar skills, as well as master an entirely new set of skills. This module will focus on the supervisory skills you need to succeed in your new role as you manage timely, realistic challenges and increase your value as a leader. You’ll learn the seven steps to effective delegation and the most effective style of leadership.

SUPCE-002
Advanced Communication Skills

Why run the other way when the difficult co-worker comes around the corner? Join us to learn the specifics of disarming passive/aggressive behavior without losing your professionalism in the meantime. Become comfortable telling the “truth” without swallowing your anger. Learn when and how to approach a volatile or explosive interpersonal conflict with confidence. We will include the concepts of validation, appropriate assertiveness and real life situations to master your ability to communicate what you want while receiving the information you need to be successful.

SUPCE-003
Using Emotional Intelligence as a Management Tool

Emotional Intelligence is the cornerstone to developing and sustaining external and internal workplace relationships that work. Technical knowledge is not enough, nor is past history or reputation. Join us to learn the three basic tenets of identifying, navigating and mastering the EQ approach to self-leadership. We will focus on how to literally take situations that leave you drained or lacking in confidence and use the techniques found in Neuro Linguistic Programming (NLP) to assist you in becoming more resourceful and effective.

SUPCE-004
Conducting Effective Performance Appraisals

Performance management is not a one-time event. Learning how to coach and lead effectively on a daily basis is the foundation of the effective performance appraisal. In this module we will cover the basics of managerial coaching, including setting and establishing IPO’s (individual performance objectives), as well as learn the key steps to executing the performance appraisal interview. This module will prepare you to meet with either new employees or redirect a workplace relationship to get it on the correct course for productivity.

SUPCE-005
Progressive Discipline

When you reach the point of progressive discipline with an employee, it is imperative to be personally prepared as well as knowledgeable on all the elements of how to conduct the discipline process. In this module you will learn the technique of diffusing a difficult employee interaction while managing the technique of non-negotiable approach to discipline. Most infractions occur repeatedly because supervisors neither feel competent nor comfortable executing this step in their development as a supervisor – new or seasoned.

SUPCE-006
Be a SUPERvisor

The saying goes, “A group is only as good as its leader”. Talk about pressure! There are so many demands placed on supervisors in today’s workplace... trying to do more with fewer resources, complying with upper-management requests, dealing with customer issues, and overseeing a staff. How does one successfully juggle all of these aspects and remain sane? This two part, interactive workshop will help to answer that question by providing new and experienced supervisors with strategies to meet their daily challenges more effectively, improve staff morale and work performance, and rejuvenate themselves. No matter what type of business you’re in - don’t settle for good when you can be super!

Critical Skills Supervisory Certificate Program

Sessions I-V. Tuition: $99

Critical Skills Supervisory Program

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION #</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Skills Supervisory Program</td>
<td>SUPCE-001</td>
<td>001 How to Deleg Effctvly</td>
<td>M</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>9/22/08</td>
<td>9/22/08</td>
<td>Main Campus</td>
<td>Schechter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUPCE-002</td>
<td>001 Adv Communic Skills</td>
<td>M</td>
<td>09:00AM</td>
<td>04:00PM</td>
<td>10/13/08</td>
<td>10/13/08</td>
<td>Main Campus</td>
<td>Schechter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUPCE-003</td>
<td>001 Emotional Intelligence</td>
<td>M</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>10/6/08</td>
<td>10/6/08</td>
<td>Main Campus</td>
<td>Schechter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUPCE-004</td>
<td>001 Performance Appraisals</td>
<td>M</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>10/20/08</td>
<td>10/20/08</td>
<td>Main Campus</td>
<td>Schechter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUPCE-005</td>
<td>001 Progressive Discipline</td>
<td>W</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>11/12/08</td>
<td>11/12/08</td>
<td>Main Campus</td>
<td>Schechter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUPCE-006</td>
<td>001 Be A SUPERvisor</td>
<td>TH</td>
<td>12:00PM</td>
<td>03:00PM</td>
<td>11/6/08</td>
<td>11/13/08</td>
<td>Main Campus</td>
<td>Fern</td>
<td>Tuition: $99</td>
</tr>
</tbody>
</table>

FALL 2008 AND WINTER 2009 | REGISTER ONLINE AT: takeaclass.sunyocc.edu
CONTINUING EDUCATION

CAR.CE-001
Child Abuse Recognition and Reporting
Attention: Physicians, school teachers applying for certification, school guidance counselors, school administrators, nurses, chiropractors, dentists, podiatrists, optometrists, psychologists, 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 Onondaga Community College. Onondaga 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. 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.

ENV.CE-004
Sustainability: Lower Your Impacts of Everyday Living
Sustainability? Green? What does it all mean? This is the class to give you some of those answers. People are not aware of the impact they have every day on our environment. We can help you learn where to start by discussing your impacts, what makes a product or material green, and ways to ‘green’ your home, yard, and transportation.

HEC.CE-001
Phlebotomy for Certification
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.
**HEC.CE-008**

**Phlebotomy - Non-Clinical**

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 course, approved by the ASCP (American Society of Clinical Pathologists), provides the knowledge and training necessary to earn national certification in the field, once you have completed your clinical hours (not provided with this course). This course fulfills the needed 44 hours of classroom instruction.

**SAV.CE-001**

**School Violence Prevention & 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.

**PRE.CE-001**

**Become a Notary Public**

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 day to day issues you will face 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 NYS exam schedule will be available at the class. Take this class and increase your chances to pass the notary exam the first time.

**PEH.CE-037**

**SUNY Youth Coaching Certification**

You like to coach. Yet as a volunteer coach you've seen the parental turmoil and felt the player stress - and you may want out; well we need you in. To re-ignite the reasons you became a coach in the first place while you get smarter about it does not take a semester-long program. Let the first SUNY statewide certification course for youth coaches restore that spark. Created at Cortland, in three classroom hours (plus three at home) learn how an organized season reduces parental involvement; learn the stages of athletic development and how it can help your message be received by children as young as six and as old as 17. Most importantly see demonstrated techniques to keep your kids healthy at sport while you grow your youth teams interest in your sport - in just three practices. Go to www.youthsportsny.org and see how SUNY's non-credit youth coaching certification will help you, your child, your team and your town by revolutionizing youth sports in New York state.

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION #</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEC.CE-008</td>
<td>001</td>
<td>Phlebotomy-Non-Clin</td>
<td>T</td>
<td>06:00PM</td>
<td>08:00PM</td>
<td>10/7/08</td>
<td>12/23/08</td>
<td>Main Campus</td>
<td>Ranieri</td>
<td>Classroom portion only; no clinicals. Call (315) 498-6000 for registration information. Lifelong Learning will issue a full refund up to 14 days prior to the class start date. Registration is first-come, first-served.</td>
</tr>
<tr>
<td>SAV.CE-001</td>
<td>001</td>
<td>School Violence Prev</td>
<td>T</td>
<td>05:30PM</td>
<td>07:45PM</td>
<td>9/16/08</td>
<td>9/16/08</td>
<td>Main Campus</td>
<td>Larkin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>002</td>
<td>School Violence Prev</td>
<td>S</td>
<td>09:00AM</td>
<td>11:45AM</td>
<td>10/18/08</td>
<td>10/18/08</td>
<td>Main Campus</td>
<td>Larkin</td>
<td>Tuition: $39</td>
</tr>
<tr>
<td></td>
<td>004</td>
<td>School Violence Prev</td>
<td>T</td>
<td>05:30PM</td>
<td>07:45PM</td>
<td>12/9/08</td>
<td>12/9/08</td>
<td>Main Campus</td>
<td>Larkin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>School Violence Prev</td>
<td>T</td>
<td>05:30PM</td>
<td>07:45PM</td>
<td>11/18/08</td>
<td>11/18/08</td>
<td>Main Campus</td>
<td>Larkin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>School Violence Prev</td>
<td>T</td>
<td>05:30PM</td>
<td>07:45PM</td>
<td>11/18/08</td>
<td>11/18/08</td>
<td>Hannibal High School</td>
<td>Larkin</td>
<td></td>
</tr>
<tr>
<td></td>
<td>006</td>
<td>School Violence Prev</td>
<td>T</td>
<td>05:30PM</td>
<td>07:45PM</td>
<td>11/18/08</td>
<td>11/18/08</td>
<td>A.P.W. High School</td>
<td>Larkin</td>
<td></td>
</tr>
<tr>
<td>PRE.CE-001</td>
<td>001</td>
<td>Become Notary Public</td>
<td>F</td>
<td>09:00AM</td>
<td>12:30PM</td>
<td>10/3/08</td>
<td>10/3/08</td>
<td>OCC North</td>
<td>Tulve</td>
<td>Tuition: $79</td>
</tr>
<tr>
<td></td>
<td>002</td>
<td>Become Notary Public</td>
<td>W</td>
<td>06:00PM</td>
<td>09:30PM</td>
<td>10/29/08</td>
<td>10/29/08</td>
<td>Main Campus</td>
<td>Tulve</td>
<td>Tuition: $79</td>
</tr>
<tr>
<td>PEH.CE-037</td>
<td>001</td>
<td>SUNY Youth Coaching Cert</td>
<td>S</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>9/6/08</td>
<td>9/6/08</td>
<td>Main Campus</td>
<td>Herron</td>
<td>Tuition: $20</td>
</tr>
</tbody>
</table>

---

Tuition: $39

Interactive Video Conference class. Students interact with instructor and with students at OCC and other locations.

Tuition: $39

FALL 2008 | WINTER 2009 | REGISTER ONLINE AT: takeaclass.sunyocc.edu
### HEALTH AND WELLNESS

#### PEH.CE-021
**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: fox trot, swing, waltz, cha-cha, and polka. High school students are welcome.

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION #</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance</td>
<td>PEH.CE-021</td>
<td>Ballroom Dancing</td>
<td>M</td>
<td>07:00PM</td>
<td>08:30PM</td>
<td>9/22/08</td>
<td>10/27/08</td>
<td>Main Campus</td>
<td>Medicis</td>
<td>Tuition: $59</td>
</tr>
<tr>
<td></td>
<td>PEH.CE-023</td>
<td>American Latin Dance</td>
<td>M</td>
<td>07:00PM</td>
<td>08:30PM</td>
<td>11/3/08</td>
<td>11/24/08</td>
<td>Main Campus</td>
<td>Medicis</td>
<td>Tuition: $49</td>
</tr>
<tr>
<td></td>
<td>PEH.CE-024</td>
<td>East Coast Swing Dance</td>
<td>M</td>
<td>07:00PM</td>
<td>08:30PM</td>
<td>12/1/08</td>
<td>12/22/08</td>
<td>Main Campus</td>
<td>Medicis</td>
<td>Tuition: $49</td>
</tr>
<tr>
<td>Fitness</td>
<td>PEH.CE-020</td>
<td>Personal Trainer Cert</td>
<td>SU</td>
<td>09:00AM</td>
<td>04:00PM</td>
<td>9/21/08</td>
<td>10/26/08</td>
<td>Main Campus</td>
<td>W.I.T.S.</td>
<td>Minimum age: 18 years. Tuition: $599</td>
</tr>
<tr>
<td></td>
<td>PEH.CE-037</td>
<td>SUNY Youth Coaching Cert</td>
<td>S</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>9/6/08</td>
<td>9/6/08</td>
<td>Main Campus</td>
<td>Herron</td>
<td>Tuition: $20</td>
</tr>
</tbody>
</table>

#### PEH.CE-023
**American Latin and Intermediate Dances**
Warm up to the exciting Latin dances, taught in the American style. You'll be a sensation on the dance floor when you add these to the always-popular social dances - fox trot, 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.

#### PEH.CE-024
**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.

#### PEH.CE-020
**Personal Trainer Certification**
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 Schools), is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. 15 hours of "hands-on" practical training prepares you to actually work with clients one on one. Also, fifteen hours of lectures includes, but is not limited to, anatomy, exercise physiology, nutrition, muscle and skeletal injuries, health screening, etc. This is unlike any other certification program available. Proof of CPR is required for certification to be issued.

#### PEH.CE-037
**SUNY Youth Coaching Certification**
You like to coach. Yet as a volunteer coach you've seen the parental turmoil and felt the player stress - and you may want out; well we need you in. To re-ignite the reasons you became a coach in the first place while you get smarter about it does not take a semester-long program. Let the first SUNY statewide certification course for youth coaches restore that spark. Created at Cortland, in three classroom hours (plus three at home) learn how an organized season reduces parental involvement; learn the stages of athletic development and how it can help your message be received by children as young as six and as old as 17. Most importantly see demonstrated techniques to keep your kids healthy at sport while you grow your youth teams interest in your sport - in just three practices. Go to www.youthsportsny.org and see how SUNY's non-credit youth coaching certification will help you, your child, your team and your town by revolutionizing youth sports in New York state.
TEST PREPARATION

TES.CE-001
SAT Preparation
Prepare for the SAT with a review and book created by the test maker. The College Board Official SAT Study Guide is used to prepare you for the Critical Reading, Writing and Math sections. Learn which test taking approach works best for you. You’ll have eight practice tests and hundreds of questions to help prepare you. The College Board has been working for over 100 years to help students transition from high school to higher education.

TES.CE-002
Test-Taking Strategies and Study Skills
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)

TES.CE-004
GED Preparation – English
To provide assistance to adults in English and reading skills in preparation for the GED exam.

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION #</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT Preparation</td>
<td>TES.CE-001</td>
<td>001 SAT Preparation</td>
<td>SU</td>
<td>01:00PM</td>
<td>04:00PM</td>
<td>10/19/08</td>
<td>11/23/08</td>
<td>Main Campus</td>
<td></td>
<td>Preparation for the December 6, 2008 SAT. Tuition: $209</td>
</tr>
<tr>
<td></td>
<td>TES.CE-001</td>
<td>002 SAT Preparation</td>
<td>TTH</td>
<td>06:00PM</td>
<td>09:00PM</td>
<td>9/16/08</td>
<td>10/2/08</td>
<td>Fayetteville Manlius H.S.</td>
<td></td>
<td>Preparation for the October 4, 2008 SAT. Tuition: $209</td>
</tr>
<tr>
<td></td>
<td>TES.CE-001</td>
<td>003 SAT Preparation</td>
<td>W</td>
<td>06:00PM</td>
<td>09:00PM</td>
<td>9/24/08</td>
<td>10/29/08</td>
<td>Fayetteville Manlius H.S.</td>
<td></td>
<td>Preparation for the November 1, 2008 SAT. Tuition: $209</td>
</tr>
<tr>
<td></td>
<td>TES.CE-001</td>
<td>004 SAT Preparation</td>
<td>T</td>
<td>06:00PM</td>
<td>09:00PM</td>
<td>9/23/08</td>
<td>10/28/08</td>
<td>Main Campus</td>
<td></td>
<td>Preparation for the November 1, 2008 SAT. Tuition: $209</td>
</tr>
<tr>
<td>Study Skills</td>
<td>TES.CE-002</td>
<td>001 Test Strateg/Skills</td>
<td>SU</td>
<td>12:30PM</td>
<td>03:30PM</td>
<td>10/5/08</td>
<td>10/12/08</td>
<td>Main Campus</td>
<td>Gensler</td>
<td>For Middle and High School students. Tuition: $29</td>
</tr>
<tr>
<td></td>
<td>TES.CE-002</td>
<td>002 Test Strateg/Skills</td>
<td>SU</td>
<td>12:30PM</td>
<td>03:30PM</td>
<td>12/7/08</td>
<td>12/14/08</td>
<td>Main Campus</td>
<td>Gensler</td>
<td>For Middle and High School students. Tuition: $29</td>
</tr>
<tr>
<td></td>
<td>TES.CE-004</td>
<td>001 GED - English</td>
<td>MWF</td>
<td>12:30PM</td>
<td>03:00PM</td>
<td>10/6/08</td>
<td>12/17/08</td>
<td>Huntington Family Ctr</td>
<td>Gensler</td>
<td>Tuition: $10. To register for this class, please call (315) 476-3157</td>
</tr>
</tbody>
</table>
### DRIVING

**Defensive Driving**

If you are a New York state driver and complete this course, you'll be eligible for a 10% reduction on your liability and collision insurance premiums for a period of three years. You will also be eligible for a four-point reduction on your driving record. Both evening sessions are mandatory OR one Saturday session. Students must arrive 15 minutes before the start of class to complete the appropriate paperwork. Once the class has begun, students will not be allowed to enter, thus forfeiting the class tuition. Certified defensive driving instructors teach at locations throughout the county.

Approved by the National Safety Council

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION #</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRVCE-001</td>
<td>001</td>
<td>Defensive Driving</td>
<td>S</td>
<td>09:00AM</td>
<td>03:30PM</td>
<td>9/6/08</td>
<td>9/6/08</td>
<td>Main Campus</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>002</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>9/13/08</td>
<td>9/13/08</td>
<td>1st Presb. Church B’ville Snyder</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>003</td>
<td>Defensive Driving</td>
<td>W</td>
<td>06:30PM</td>
<td>09:30PM</td>
<td>9/17/08</td>
<td>9/24/08</td>
<td>L'pool-Salina Town Hall Coffin</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>004</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>9/20/08</td>
<td>9/20/08</td>
<td>Dewitt Town Hall</td>
<td>Buchovecky</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>005</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>9/27/08</td>
<td>9/27/08</td>
<td>Cicero Town Hall</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>006</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>10/4/08</td>
<td>10/4/08</td>
<td>1st Presb. Church B’ville Snyder</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>007</td>
<td>Defensive Driving</td>
<td>S</td>
<td>09:00AM</td>
<td>03:30PM</td>
<td>10/4/08</td>
<td>10/4/08</td>
<td>Main Campus</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>008</td>
<td>Defensive Driving</td>
<td>TTH</td>
<td>06:00PM</td>
<td>09:00PM</td>
<td>10/7/08</td>
<td>10/9/08</td>
<td>Jordan-Elbridge H.S.</td>
<td>Crump</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>009</td>
<td>Defensive Driving</td>
<td>W</td>
<td>06:30PM</td>
<td>09:30PM</td>
<td>10/15/08</td>
<td>10/22/08</td>
<td>L’pool-Salina Town Hall Coffin</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>010</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>10/18/08</td>
<td>10/18/08</td>
<td>Dewitt Town Hall</td>
<td>Buchovecky</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>011</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>10/25/08</td>
<td>10/25/08</td>
<td>Cicero Town Hall</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>012</td>
<td>Defensive Driving</td>
<td>S</td>
<td>09:00AM</td>
<td>03:30PM</td>
<td>11/1/08</td>
<td>11/1/08</td>
<td>Main Campus</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>013</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>11/8/08</td>
<td>11/8/08</td>
<td>1st Presb. Church B’ville Snyder</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>014</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>11/15/08</td>
<td>11/15/08</td>
<td>Dewitt Town Hall</td>
<td>Buchovecky</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>015</td>
<td>Defensive Driving</td>
<td>M</td>
<td>06:30PM</td>
<td>09:30PM</td>
<td>11/17/08</td>
<td>11/24/08</td>
<td>L’pool-Salina Town Hall Coffin</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>016</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>11/29/08</td>
<td>11/29/08</td>
<td>Cicero Town Hall</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>017</td>
<td>Defensive Driving</td>
<td>TTH</td>
<td>06:00PM</td>
<td>09:00PM</td>
<td>12/2/08</td>
<td>12/4/08</td>
<td>Jordan-Elbridge H.S.</td>
<td>Crump</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>018</td>
<td>Defensive Driving</td>
<td>S</td>
<td>09:00AM</td>
<td>03:30PM</td>
<td>12/6/08</td>
<td>12/6/08</td>
<td>Main Campus</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>019</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>12/13/08</td>
<td>12/13/08</td>
<td>1st Presb. Church B’ville Snyder</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>020</td>
<td>Defensive Driving</td>
<td>M</td>
<td>06:30PM</td>
<td>09:30PM</td>
<td>12/15/08</td>
<td>12/22/08</td>
<td>L’pool-Salina Town Hall Coffin</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>021</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>12/20/08</td>
<td>12/20/08</td>
<td>Dewitt Town Hall</td>
<td>Buchovecky</td>
<td></td>
</tr>
<tr>
<td>DRVCE-001</td>
<td>022</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>12/27/08</td>
<td>12/27/08</td>
<td>Cicero Town Hall</td>
<td>Piron</td>
<td></td>
</tr>
</tbody>
</table>

Arrive 15 minutes prior to start of class. Tuition: $45
**DRV.CE-003**

**Basic Rider Course**

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 12 hours of on-cycle training. It is designed for those with very little or no experience in riding a motorcycle. The ability to ride a bicycle is 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 Skill Evaluation. Students must possess a valid NYS Driver’s License, a valid NYS Motorcycle Learner’s Permit and successfully complete to qualify for the NYS DMV optional Road Test Waiver. Classes fill up fast! Lifelong Learning will issue a full refund up to seven days prior to the class start date.

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION #</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>001</td>
<td>Basic Rider</td>
<td>F</td>
<td>06:00PM</td>
<td>09:30PM</td>
<td>9/5/08</td>
<td>9/7/08</td>
<td>Main Campus</td>
<td>Hinz</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>08:00AM</td>
<td>05:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SU</td>
<td>08:00AM</td>
<td>03:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>002</td>
<td>Basic Rider</td>
<td>F</td>
<td>06:00PM</td>
<td>09:30PM</td>
<td>9/12/08</td>
<td>9/14/08</td>
<td>Main Campus</td>
<td>Hinz</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>08:00AM</td>
<td>05:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SU</td>
<td>08:00AM</td>
<td>03:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>Basic Rider</td>
<td>F</td>
<td>06:00PM</td>
<td>09:30PM</td>
<td>9/19/08</td>
<td>9/21/08</td>
<td>Main Campus</td>
<td>Hinz</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>08:00AM</td>
<td>05:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SU</td>
<td>08:00AM</td>
<td>03:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>004</td>
<td>Basic Rider</td>
<td>F</td>
<td>06:00PM</td>
<td>09:30PM</td>
<td>9/26/08</td>
<td>9/28/08</td>
<td>Main Campus</td>
<td>Hinz</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>08:00AM</td>
<td>05:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SU</td>
<td>08:00AM</td>
<td>03:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>Basic Rider</td>
<td>F</td>
<td>06:00PM</td>
<td>09:30PM</td>
<td>10/3/08</td>
<td>10/5/08</td>
<td>Main Campus</td>
<td>Hinz</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>08:00AM</td>
<td>05:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SU</td>
<td>08:00AM</td>
<td>03:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>006</td>
<td>Basic Rider</td>
<td>F</td>
<td>06:00PM</td>
<td>09:30PM</td>
<td>10/10/08</td>
<td>10/12/08</td>
<td>Main Campus</td>
<td>Hinz</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>08:00AM</td>
<td>05:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SU</td>
<td>08:00AM</td>
<td>03:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students must possess a valid NYS license and a valid NYS motorcycle permit. Tuition: $275.
**DRV.CE-004**

**Driver Education**

Onondaga Community College’s Driver Education Program is approved by the New York State Education Department. It is offered through the College’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 of observation and six hours of 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. Students must attend 16 lectures to satisfy state requirements.

**DRV.CE-004L**

**Driver Ed - In-Car Instruction**

This is the in-car driving instruction portion of the Driver Education course. Each driving group has a maximum of four students; driving schedules will be arranged by Able II Driving School. Students must complete 16 driving sessions to satisfy state requirements.

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION #</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRV.CE-004</td>
<td>001</td>
<td>Driver Education</td>
<td>T TH</td>
<td>05:00PM</td>
<td>06:30PM</td>
<td>9/23/08</td>
<td>11/13/08</td>
<td>Main Campus</td>
<td>Douglass</td>
<td>Must also register for DRV.CE-004L-001: In-Car Instruction. Classroom make-up dates are 11/18 and 11/20. Tuition: $395. Lifelong Learning will issue a full refund up to 14 days prior to the class start date.</td>
</tr>
<tr>
<td>DRV.CE-004L</td>
<td>001</td>
<td>Driver Ed - In-Car</td>
<td></td>
<td>9/23/08</td>
<td>11/13/08</td>
<td>Main Campus</td>
<td></td>
<td></td>
<td></td>
<td>Driving schedules will be arranged by Able II Driving School. Must also register for DRV.CE-004-001: Driver Education (classroom instruction).</td>
</tr>
</tbody>
</table>
Fall 2008 and Winter 2009

“Committed to Small Business Success”
The Small Business Development Center at Onondaga Community College is one of 23 centers in New York state which provides premier business assistance to start up and existing businesses.

Why Use Our Services?
We offer free and confidential one-on-one business counseling to new and existing businesses addressing their specific needs. We assist in the creation of a business plan or a funding proposal. Through our NYS Research Network, we help with market research for new products or business ideas, or simply offer direction to resources available in the community.
We have outreach services in Auburn, Cortland and the Greater Syracuse Chamber of Commerce, and we also offer evening counseling hours by appointment.

How to Request Our Services
Interested in being an entrepreneur? You can contact us by phone at (315) 498-6070, by fax at (315) 492-3704, by e-mail at sbdc@sunyocc.edu or online, by completing a short online form at www.onondagasbdc.org.

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

Live Chat with a Business Advisor
In partnership with the Metropolitan Development Organization (www.mda-cny.org), the Small Business Development Center will be conducting “live chat” sessions through www.essentialconnections.org/live on a regular schedule. Go to our Web site at www.onondagasbdc.org for dates and times.

Small Business Outreach Services
The Small Business Development Center at Onondaga Community College is committed to serving our community by providing training and counseling by our staff of certified business advisors. We can provide workshops or training tailored to the needs of your small business or organization. We can also provide small business oriented speakers for your business or civic group. This can be arranged by contacting us at sbdc@sunyocc.edu or by calling (315) 498-6070.

Fast Track to Business Start Up
One of the keys to successfully start a business is getting the correct information before you begin the process. This course will cover marketing plans, advertising, sales, bookkeeping, legalities and other business-related topics including the business plan. This class, held over three dates, meets the training requirements of the New York State Department of Labor Self-Employment Assistance Program. The course is open to anyone interested in getting their business up and running quickly. For more information, call (315) 498-6070 or e-mail sbdc@sunyocc.edu. Fee: $100
Instructor: Thomas Moore, Certified Business Advisor
Location: Onondaga Main Campus, Rooms to be announced

Small Business Start-Up Sessions
If you are thinking about or in the planning stages of business start up, then the two-hour Business Start-Up class should be your first step. Having the best information will help you to make the best decisions when starting your business. The class covers legalities, business plan, financing, marketing and the realities of being a business owner. This class is held on selected Thursdays at 1 p.m. or 6 p.m. For more information, call (315) 498-6070 or e-mail sbdc@sunyocc.edu Free and confidential counseling is available, by appointment, after you have completed the class. You need to attend only one class.
Fee: $20
Instructor: SBDC Business Advisors
Location: Onondaga Main Campus, Rooms to be announced
**Small Business Start-Up ONLINE**

This four-week online course is designed for those potential entrepreneurs who want the option and convenience of not attending a class on campus, and especially ideal for those who work full-time but still want to pursue starting a small business. As with all of our start-up classes, free and confidential counseling is available after you complete the course. You will be able to make an in-person appointment or work with us via email upon course completion.

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

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

**Fee:** $65

**Instructor:** Tania Hanouille, Business Advisor

ANGEL System will be available one week prior to the course.

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION #</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBD.CE-001</td>
<td>001</td>
<td>Small Bus Start-Up</td>
<td>TH</td>
<td>01:00PM</td>
<td>03:00PM</td>
<td>09/18/08</td>
<td>09/18/08</td>
<td>Main Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>002</td>
<td>Small Bus Start-Up</td>
<td>W</td>
<td>06:00PM</td>
<td>08:00PM</td>
<td>10/1/08</td>
<td>10/1/08</td>
<td>Main Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>Small Bus Start-Up</td>
<td>TH</td>
<td>01:00PM</td>
<td>03:00PM</td>
<td>10/23/08</td>
<td>10/23/08</td>
<td>Main Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>004</td>
<td>Small Bus Start-Up</td>
<td>W</td>
<td>06:00PM</td>
<td>08:00PM</td>
<td>11/12/08</td>
<td>11/12/08</td>
<td>Main Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>Small Bus Start-Up</td>
<td>TH</td>
<td>01:00PM</td>
<td>03:00PM</td>
<td>12/4/08</td>
<td>12/4/08</td>
<td>Main Campus</td>
<td></td>
</tr>
<tr>
<td>SBD.CE-002</td>
<td>001</td>
<td>Fast Track/Busn Start</td>
<td>TTH</td>
<td>09:00AM</td>
<td>12:30PM</td>
<td>09/16/08</td>
<td>09/23/08</td>
<td>Main Campus</td>
<td>Class meets on three separate dates. Tuition: $100 Must pre-register to attend.</td>
</tr>
<tr>
<td></td>
<td>002</td>
<td>Fast Track/Busn Start</td>
<td>TTH</td>
<td>09:00AM</td>
<td>12:30PM</td>
<td>10/21/08</td>
<td>10/28/08</td>
<td>Main Campus</td>
<td></td>
</tr>
<tr>
<td>SBD.CE-002</td>
<td>003</td>
<td>Fast Track/Busn Start</td>
<td>TTH</td>
<td>09:00AM</td>
<td>12:30PM</td>
<td>12/9/08</td>
<td>12/16/08</td>
<td>Main Campus</td>
<td></td>
</tr>
<tr>
<td>SBD.CE-017</td>
<td>001</td>
<td>Small Bus Start-Up Online</td>
<td>TH</td>
<td>06:00PM</td>
<td>08:00PM</td>
<td>01/08/09</td>
<td>01/08/09</td>
<td>Main Campus</td>
<td>Must pre-register.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Online</td>
<td>Tuition: $65</td>
</tr>
<tr>
<td>SBD.CE-001</td>
<td>001</td>
<td>Small Bus Start-Up Online</td>
<td>TH</td>
<td>06:00PM</td>
<td>08:00PM</td>
<td>01/08/09</td>
<td>01/08/09</td>
<td>Main Campus</td>
<td>Class meets on three separate dates. Tuition: $100 Must pre-register to attend.</td>
</tr>
<tr>
<td></td>
<td>002</td>
<td>Small Bus Start-Up Online</td>
<td>TH</td>
<td>06:00PM</td>
<td>08:00PM</td>
<td>02/09/09</td>
<td>02/09/09</td>
<td>Main Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>Small Bus Start-Up Online</td>
<td>TH</td>
<td>06:00PM</td>
<td>08:00PM</td>
<td>02/12/09</td>
<td>02/12/09</td>
<td>Main Campus</td>
<td></td>
</tr>
<tr>
<td>SBD.CE-002</td>
<td>001</td>
<td>Fast Track/Busn Start</td>
<td>TTH</td>
<td>09:00AM</td>
<td>12:30PM</td>
<td>03/09/09</td>
<td>03/10/09</td>
<td>Main Campus</td>
<td></td>
</tr>
</tbody>
</table>

Please note: Additional sessions may be scheduled during the fall. Please call the SBDC Office at (315) 498-6070 or e-mail: sbdc@sunyocc.edu for more information.
Online non-credit 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 online in a bulletin-board format. Courses are available 24 hours a day and you have 10 days to complete each lesson. To take these courses, you’ll need Internet access, e-mail, and Netscape or Internet Explorer Web browser. Additional requirements for individual courses, if applicable, are listed on the Web site. Course prices are listed with each course.

Note: Following registration, students are required to complete online orientation at: www.ed2go.com/occonline.

Sign up for your online courses in 4 easy steps:

Step 1: Pick a section
Step 2: Pick a course
Step 3: Complete online orientation at: www.ed2go.com/occonline
Step 4: Register at Onondaga Community College

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

• 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

On campus computer classes available on demand.

Interested in a computer class? Call 498-6000 for more information.
# Professional Skills Development

## Personal Trainer Certification

**PEH.CE-020**

**Personal Trainer Certification**

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 Schools), is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. Fifteen hours of "hands-on" practical training prepares you to actually work with clients one on one. Also, fifteen hours of lectures includes, but is not limited to, anatomy, exercise physiology, nutrition, muscle and skeletal injuries, health screening, etc. This is unlike any other certification program available. Proof of CPR is required for certification to be issued.

## SAT Preparation

**TES.CE-001**

**SAT Preparation**

Prepare for the SAT with a review and book created by the test maker. The College Board Official SAT Study Guide is used to prepare you for the Critical Reading, Writing and Math sections. Learn which test taking approach works best for you. You’ll have eight practice tests and hundreds of questions to help prepare you. The College Board has been working for over 100 years to help students transition from high school to higher education.

## Sustainability: Lower Your Impacts of Everyday Living

**ENV.CE-004**

**Sustainability: Lower Your Impacts of Everyday Living**

Sustainability? Green? What does it all mean? This is the class to give you some of those answers. People are not aware of the impact they have every day on our environment. We can help you learn where to start by discussing your impacts, what makes a product or material green, and ways to “green” your home, yard, and transportation.

## SUNY Youth Coaching Certification

**PEH.CE-037**

**SUNY Youth Coaching Certification**

You like to coach. Yet as a volunteer coach you’ve seen the parental turmoil and felt the player stress - and you may want out; well we need you in. To re-ignite the reasons you became a coach in the first place while you get smarter about it does not take a semester-long program. Let the first SUNY statewide certification course for youth coaches restore that spark. Created at Cortland, in three classroom hours (plus three at home) learn how an organized season reduces parental involvement; learn the stages of athletic development and how it can help your message be received by children as young as six and as old as 17. Most importantly see demonstrated techniques to keep your kids healthy at sport while you grow your youth teams interest in your sport - in just three practices. Go to www.youthsportsny.org and see how SUNY’s non-credit youth coaching certification will help you, your child, your team and your town by revolutionizing youth sports in New York state.
**HEALTH AND WELLNESS**

PEH.CE-021  
**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.

PEH.CE-020  
**Personal Trainer Certification**  
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 Schools), is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. Fifteen hours of "hands-on" practical training prepares you to actually work with clients one on one. Also, 15 hours of lectures includes, but is not limited to, anatomy, exercise physiology, nutrition, muscle and skeletal injuries, health screening, etc. This is unlike any other certification program available. Proof of CPR is required for certification to be issued.

PEH.CE-037  
**SUNY Youth Coaching Certification**  
You like to coach. Yet as a volunteer coach you've seen the parental turmoil and felt the player stress - and you may want out; well we need you in. To re-ignite the reasons you became a coach in the first place while you get smarter about it does not take a semester-long program. Let the first SUNY statewide certification course for youth coaches restore that spark. Created at Cortland, in three classroom hours (plus three at home) learn how an organized season reduces parental involvement; learn the stages of athletic development and how it can help your message be received by children as young as six and as old as 17. Most importantly see demonstrated techniques to keep your kids healthy at sport while you grow your youth teams interest in your sport - in just three practices. Go to www.youthsportsny.org and see how SUNYs non-credit youth coaching certification will help you, your child, your team and your town by revolutionizing youth sports in New York state.

---

**Course Section Title Days Start Time End Time Start Date End Date Location Faculty Notes/Comments**

**Dance**

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEH.CE-021</td>
<td>001</td>
<td>Ballroom Dancing</td>
<td>M</td>
<td>07:00PM</td>
<td>08:30PM</td>
<td>2/9/09</td>
<td>3/16/09</td>
<td>Main Campus</td>
<td>Medicis</td>
<td>Tuition: $59</td>
</tr>
</tbody>
</table>

**Fitness**

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEH.CE-020</td>
<td>001</td>
<td>Personal Trainer Cert</td>
<td>SU</td>
<td>09:00AM</td>
<td>04:00PM</td>
<td>1/25/09</td>
<td>3/1/09</td>
<td>Main Campus</td>
<td>W.I.T.S</td>
<td>Minimum age: 18; tuition: $599</td>
</tr>
<tr>
<td>PEH.CE-037</td>
<td>001</td>
<td>SUNY Youth Coaching Cert</td>
<td>S</td>
<td>09:00AM</td>
<td>12:00PM</td>
<td>2/21/09</td>
<td>2/21/09</td>
<td>Main Campus</td>
<td>Herron</td>
<td>Tuition: $20</td>
</tr>
</tbody>
</table>
HEC.CE-013

**The Healing Power of Aromatherapy**

This ancient and therapeutic science dates back for thousands of years. You will experience the wonderful aromas and learn the benefits of several oils and how to use them for a variety of conditions and continued well-being. Mary will be sharing her knowledge in the use of essential oils to help both the mind and body. According to the translation of ancient Egyptian hieroglyphics and Chinese manuscripts, priests and physicians were using extracted oils from plants for healing thousands of years before Christ. This makes essential oils the earliest known medicine, pre-dating the U.S. Food and Drug Administration by some 6,000 years or more. This program will be both fascinating and fun as you discover your personal oil profile reflecting both your current physical and emotional priorities for healing. Wear comfortable clothing.

HEC.CE-014

**Ageless Body/Timeless Mind**

Based on the best seller by Depak Chopra. Join us on a journey of discovery. We will explore a place where the rules of everyday existence do not apply. These rules explicitly state that to grow old, become frail, and die is the ultimate destiny of all. And so it has been for century after century. However, I want you to suspend your assumptions about what we call reality so that we can become pioneers in a land where youthful vigor, renewal, creativity, joy, fulfillment, and timelessness are the common experience of everyday life, where old age, senility, infirmity, and death do not exist and are not even entertained as a possibility.

If there is such a place, what is preventing us from going there? It is not some dark continental landmass or dangerous uncharted sea. It is our conditioning, our current collective worldview that we were taught by our parents, teachers, and society. This way of seeing things - the old paradigm - has aptly been called “the hypnosis of social conditioning,” an induced fiction in which we have collectively agreed to participate.

Your body is aging beyond your control because it has been programmed to live out the rules of that collective conditioning. If there is anything natural and inevitable about the aging process, it cannot be known until the chains of our old beliefs are broken. In order to create the experience of ageless body and timeless mind, you must discard ten assumptions about who you are and what the true nature of the mind and body is. These assumptions form the bedrock of our shared worldview.

The curriculum will be challenging, inspiring and practical as we experience the Ten Keys To Active Mastery, highlights of which include:

- Listening to your body’s wisdom
- Living in the present, for it is the only moment you have
- Taking time to be silent, to meditate, to quiet the internal dialogue
- Relinquishing your need for external approval
- Realize what resistance in relationships can really be telling you
- Knowing when the world “out there” reflects your reality “in here”
- Identifying your internal dialogue and how to break free from its limitations
### Defensive Driving

If you are a New York state driver and complete this course, you'll be eligible for a 10% reduction on your liability and collision insurance premiums for a period of three years. You will also be eligible for a four-point reduction on your driving record. Both evening sessions are mandatory, or one Saturday session. Students must arrive 15 minutes before the start of class to complete the appropriate paperwork. Once the class has begun, students will not be allowed to enter, thus forfeiting the class tuition. Certified defensive driving instructors teach at locations throughout the county. This course is approved by the National Safety Council.

<table>
<thead>
<tr>
<th>COURSE PREFIX &amp; #</th>
<th>SECTION #</th>
<th>TITLE</th>
<th>DAYS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>LOCATION</th>
<th>FACULTY</th>
<th>NOTES/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRV.CE-001</td>
<td>001</td>
<td>Defensive Driving</td>
<td>S</td>
<td>09:00AM</td>
<td>03:30PM</td>
<td>1/3/09</td>
<td>1/3/09</td>
<td>Main Campus</td>
<td>Piron</td>
<td>Arrive 15 minutes prior to start of class. Tuition: $45</td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>002</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>1/10/09</td>
<td>1/10/09</td>
<td>First Presb. Church B'ville</td>
<td>Snyder</td>
<td></td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>003</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>1/17/09</td>
<td>1/17/09</td>
<td>Dewitt Town Hall</td>
<td>Buchovecky</td>
<td></td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>004</td>
<td>Defensive Driving</td>
<td>W</td>
<td>06:30PM</td>
<td>09:30PM</td>
<td>1/21/09</td>
<td>1/28/09</td>
<td>L'pool-Salina Town Hall</td>
<td>Coffin</td>
<td></td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>005</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>1/24/09</td>
<td>1/24/09</td>
<td>Cicero Town Hall</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>006</td>
<td>Defensive Driving</td>
<td>TTH</td>
<td>06:00PM</td>
<td>09:00PM</td>
<td>2/3/09</td>
<td>2/5/09</td>
<td>Jordan-Elbridge H.S.</td>
<td>Crump</td>
<td></td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>007</td>
<td>Defensive Driving</td>
<td>S</td>
<td>09:00AM</td>
<td>03:30PM</td>
<td>2/7/09</td>
<td>2/7/09</td>
<td>Main Campus</td>
<td>Piron</td>
<td></td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>008</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>2/14/09</td>
<td>2/14/09</td>
<td>First Presb. Church B'ville</td>
<td>Buchovecky</td>
<td></td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>009</td>
<td>Defensive Driving</td>
<td>W</td>
<td>06:30PM</td>
<td>09:30PM</td>
<td>2/18/09</td>
<td>2/25/09</td>
<td>L'pool-Salina Town Hall</td>
<td>Coffin</td>
<td></td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>010</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>2/21/09</td>
<td>2/21/09</td>
<td>Dewitt Town Hall</td>
<td>Buchovecky</td>
<td></td>
</tr>
<tr>
<td>DRV.CE-001</td>
<td>011</td>
<td>Defensive Driving</td>
<td>S</td>
<td>08:00AM</td>
<td>02:30PM</td>
<td>2/28/09</td>
<td>2/28/09</td>
<td>Cicero Town Hall</td>
<td>Piron</td>
<td></td>
</tr>
</tbody>
</table>
REGISTRATION PROCEDURES

ONLINE:
Consult directions below.
(Credit card payments accepted).

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

By MAIL:
Mail enclosed registration form and required documents to:

Lifelong Learning
Onondaga Community College
WATC Suite 210
4585 West Seneca Turnpike
Syracuse, NY 13215-4585

Walk-in:
Lifelong Learning is located on the main campus of Onondaga Community College in the Whitney Applied Technology Center, Suite 210. (Please bring all required forms along with your registration).

If you have questions regarding any of the registration procedures, call 498-6000.

Payment:
Credit card payments accepted online, in person at the Bursar’s office, or through the STAR phone system at 492-7827.
Check or money order accepted with mail registration.
Payments by cash, check or money order accepted with walk-in registration.
All walk-in payments made to Bursar.

Guide to Online Registration

Questions or problems REGISTERING ONLINE?
Please contact the OCC HELPDESK at 498-2999.

Step 1 Access the takeaclass.sunyocc.edu Web page.
Step 2 Select : Community Education.
Step 3 Select : Browse or Register.
Step 4 Select : Create a User ID and Register under the Community Education Express Menu. In the first search screen you can: enter the start and end date <And / Or > choose a topic code (drop down menu).
Step 5 Enter STUDENT information - If you do not wish to enter required information, please use alternate registration method.
Step 6 Select desired courses by clicking the box next to the course. You can view the course description by clicking on the course title.
Step 7 Submit and follow payment information screens.
REGISTRATION FORM

Complete all requested information, sign and mail to: Lifelong Learning W210, Onondaga Community College, 4585 West Seneca Turnpike, Syracuse, NY 13215-4585 or Fax to: (315) 498-2589. Questions? Call (315) 498-6000.

Semester you plan to attend: □ Fall 2008  □ Winter 2009

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Section #</th>
<th>Day and Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Last Name: ___________________________________________  First Name: ___________________________________________  MI: _____________

Address: _____________________________________________  City: ______________________________________  State: _________  Zip: ___________

_____________________________________________________

E-mail: __________________________________________________________________

County of Residence:_____________________________  Length of Time in County: ______________mo/hrs

New York State Resident: □ YES  □ NO  U.S. Citizen: □ YES  □ NO

Home Telephone: (            ) ___________________________________________________________  Work Phone: (            ) ______________________

Social Security #:   _________ - _______ - ____________  OCC ID #:______________  Date of Birth:______________________(mo/day/yr)

Have you registered at Onondaga Community College before? □ YES  □ NO  IF YES, name previously registered under:_________________

Ethnicity: (check one—optional)

☐ American Indian or Alaska Native  ☐ Asian  ☐ Black or African American  ☐ Hispanic of any race  ☐ White, Non-Hispanic
☐ Native Hawaiian or Other Pacific Islander  ☐ Two or more races

ALL STUDENTS: Please read and sign the following statement:

Financial Responsibility Agreement:

1. By registering for classes at Onondaga Community College, I acknowledge and agree that:
   • I am at least 18 years of age or the parent/legal guardian of a student under the age of 18.
   • I am financially responsible for all charges related to my registration and housing.

2. I understand that if I decide not to attend the courses, which I am registering for, that it is my responsibility to drop the course(s) by the due date to avoid any financial liability.

3. For OCC’s complete Financial Responsibility Agreement, please reference the College Web page under Bursar office, the course schedule, student handbook, or College catalog.

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

Signature of Student: ________________________________________________________  Date: __________________

For Office Use Only:

Initials_______Date_______
For complete driving directions for the locations listed above, go to: takeaclass.sunyocc.edu and select Register Now!

Call (315) 498-6000 if you need further assistance.
Fall Highlights:

Matt Moyer Exhibit
October 6 – November 4, Monday – Friday 9 a.m. – 4 p.m.
Gallery at the Ann Felton Multicultural Center
Photojournalist Matt Moyer has worked on assignment for publication such as The New York Times, The Guardian, and National Geographic magazine. For more than fifteen years Moyer has been committed to telling stories that put a human face on the day's news.

Film: Prison Town, USA
Thursday, October 9, 2 & 7 p.m. | Storer Auditorium

“Charles Dickens Presents: A Christmas Carol” by Mike Randal
Friday, December 5, 7:00 p.m. | Storer Auditorium

Matt Moyer Exhibit
Singer, Eric Vincent
October 6 – November 4, Monday – Friday 9 a.m. – 4 p.m.
Storer Auditorium

Eric Vincent En Concert
Monday, October 13, 11:15 a.m. | Storer Auditorium

For a complete calendar of upcoming events, go to sunyocc.edu

NEW This Fall

MUS 162X-401
The Art of Popular Singing (2 credits)
taught by Jazz/Pop vocalist, Nancy Kelly.

Class instruction for the vocalist, from beginners to advanced, focusing on jazz and pop performance techniques that comprise the skills of what is traditionally called popular singing. This is not a course in voice fundamentals (MUS 162U) but rather a class-oriented setting designed to enhance the vocalist's abilities specifically in the jazz/pop idiom.

This is a 2-credit course. To register call 498-2000. Standard tuition rates apply.