CONTINUING EDUCATION

CONTINUING EDUCATION

In today’s society, education must be a lifelong, continuing process to expand one’s skills, career prospects, interests, and horizons. The College is committed to providing a variety of opportunities to the community to pursue degree programs, improve job abilities, develop artistic talents, and investigate social or intellectual issues.

Finger Lakes Community College’s Division of Continuing Education comprises the Office of Community Education, the Institute for Workforce Development, and the Small Business Development Center (SBDC). Working closely with business, industrial, health-related and governmental agencies, these units offer non-credit short-courses, seminars, community service programs and one-on-one training.

The Institute for Workforce Development

FLCC Institute, located at 4340 Lakeshore Drive, is the College’s center for training business, non-profit organizations, government, and public agency employees, supervision, and leadership. Workforce development services include open enrollment and custom-designed courses and programs, targeted topic computer courses, facilitation, consultation, coaching/employee development, and industry-specific training. Services are self-funded by the customer, with occasional grant funding through the State University of New York or other state and local grant-funded programs. FLCC Institute is a partner with Finger Lakes Workforce Investment Board and Finger Lakes Works.

FLCC Institute works with client employee development needs. Cost effective courses, programs, and services are designed to respond to business needs.

Services include:

• Custom training courses and programs
• Employee development programs
• Personal coaching services
• Strategic planning services
• Employee retention programs
• Myers-Briggs Type Indicator Assessment
• Leadership 360-degree Assessments

Small Business Development Center

The New York State SBDC serves startups and existing businesses. The majority of SBDC services are geared specifically toward challenges faced by existing businesses such as management reorganization, expanding into Internet commerce, redesigning a business or marketing plan, financing an expansion, entering international markets, and more.

Areas of technical assistance and counseling:

• Start-up
• Sources of Capital
• Computer
• Accounting/Financial
• Personnel
• Business Plan
• Business Sale
• Legal
• Business Expansion
• Marketing
• Procurement
• International Trade

Contact the Small Business Development Center at Finger Lakes Community College at (585) 394-3500, ext. 7673 or e-mail smallbiz@flcc.edu.
COMMUNITY EDUCATION

NON-CREDIT PROGRAMS
Community Education serves the individuals, communities, and businesses of our four-county region by offering a variety of courses and programs for personal and professional development. Designed for quick results, these short, non-credit offerings are an advantage for people wanting to take a step ahead without a great commitment of time or expense. Students benefit from instructors who are knowledgeable, experienced, and up-to-date in the course of study. Classes are designed around a hands-on approach and schedules and locations are selected to make these classes accessible.

Computer Courses
Training for computer skills ranges from basic introductory classes for those with no prior experience to classes on advanced database, spreadsheet, and word-processing applications. Short, one-day seminars or two-evening classes are designed so that new skills can be put to immediate use.

Online Courses
Online instruction makes it possible to learn at your own pace, when and where you find it convenient. A wide variety of subjects are offered in categories such as Business Planning, Computer Applications, Digital Photography & Editing, Desktop Publishing, Entrepreneurship, Sales & Marketing, Test Prep, Web Page Design, and many others. Lessons can be repeated for mastery as often as you wish during courses, making online instruction a great value. The list of courses can be viewed at www.ed2go.com/flcc.

Professional and Licensing Courses and Programs
Community Education provides a variety of courses and programs for business and education professionals. Areas include required course work for Real Estate Salesperson and Broker, Insurance Continuing Education, and Child Development Associate. Special workshops are offered in Infection Control for healthcare workers and Child Abuse Recognition and Reporting for all mandated reporters. Teleconferences can also be arranged for special purposes.

Vocational and Apprenticeship Training
Our changing workplace requires a diversity of trade-specific and related skills. Training is available for basic instruction, retraining for updated skills, and cross-training for employability enhancement. Community Education offers courses in basic first aid and CPR, business communications, computers, digital imaging, Notary Public exam prep, retail floral design, sign language, and other areas. If you are a New York State Registered Apprentice in an approved apprenticeship program through your employer, contact your local Designated Local Education Agency (DLEA) representative to be sure that the courses you intend to take will be counted as “Related Instruction” for your particular trade.

Personal Enrichment
Community Education offers a variety of interesting courses taught by local experts. Offerings differ slightly each semester, reflecting our extensive natural and community resources. Courses range from creative writing to kayaking, handspinning to herbalism, and boatbuilding to digital photography, to name just a few.

Summer School Remediation
A variety of remedial courses is offered each summer for students in grades 6-12. Students should consult with their home school guidance counselors for referral and course availability. Site, schedule, and registration information is provided to participating school districts by June 1.
The Finger Lakes Community College Summer School Remediation Program does not guarantee high school credit. Students may elect to take these courses on their own, and upon successful completion of the course, they may submit the grade to their local school district and request that credit be granted.

NOTE: Visit our Web site at www.flcc.edu/ce. For further information on the above programs, contact the Office of Community Education at (585) 394-3500, ext. 7660, or by e-mail at communityed@flcc.edu.

**BRIDGE PROGRAM**

Finger Lakes Community College’s Bridge program is grant-funded by the Department of Labor through the State University of New York. Its goal is to provide job and career training, free of charge, to residents of Ontario, Seneca, Wayne, and Yates counties who meet financial and family guidelines. Qualified participants receive additional support to find and keep employment or enhance career opportunities. Participants receive course completion certificates, follow-up assistance with finding and keeping employment, tuition assistance, skill upgrades, and increased job opportunities. For additional information, call the Bridge Office at (585) 394-3500, ext. 7551.