The Continuing Education Division of Finger Lakes Community College recognizes that everyone has unique and diverse lifelong learning interests. Our “Seeds of Opportunity” mission is based on a commitment to helping you move forward and grow throughout your life.

The Institute for Workforce Development provides workforce development courses and custom design training courses and programs for private industry, non-profits, government, and associations. Community Education offers personal and family enrichment courses as well as vocational, career, and professional development training. The Bridge Program receives grant funding to provide job and career training with follow-up support to eligible participants.
WELCOME to FLCC Continuing Education’s Fall 2004 Course Publication, the Smart Choice.

For Fall, explore new courses that expand and stretch you including “Creating the Not So Big Garden,” “AutoCAD,” “Proven Techniques for Inventory Control Accuracy,” and a great selection of courses in our new “Small Business and Entrepreneurial Development Services” section.

We encourage you to read through our Fall Smart Choice to see what’s waiting for you to explore and learn.

As you complete an FLCC Continuing Education course or program, we encourage you to consider these three stages that you’ll progress through. They mark the milestones of exploration. Enjoy!

With a click of your mouse, you’ve got easy access to THE SMART CHOICE!

www.flcc.edu/ce

Click on “Smart Choice.”
APPRENTICESHIP RELATED INSTRUCTION

In addition to on-the-job training, trade theory and instruction in a variety of related areas are important to the apprentice’s development. In most trade areas, a minimum of 144 hours of related instruction per year is required. Many topics may be considered related. These may include, but are not limited to, business organization, business communications, computer applications, leadership, mathematics, marketing, and engineering.

Finger Lakes Community College offers a variety of credit and non-credit courses, traditional and on-line, that may be considered applicable toward apprenticeship requirements for related instruction.

If you are a New York State Registered Apprentice in a New York State approved apprenticeship program through your employer, you should contact your Designated Local Education Agency (DLEA) representative to be sure that the courses you intend to take will qualify as “Related Instruction” for your particular trade.

For more information, contact the Director of Community Education at 585-394-3500, x7660 or e-mail communityed@flcc.edu.

CAREER AND WORKFORCE TRAINING PROGRAMS - ONLINE
Advance your career in just one semester!

These programs are designed with a team of professionals from each respective field, who work with an existing textbook or base of material to provide the most effective web-based learning experience. Instructors are actively involved in the students’ online learning experience, responding to any questions or concerns as well as encouraging and motivating students to succeed. Each program includes everything you need to succeed (books, CD-ROM, lessons, quizzes, and assignments!).

Grades are a combination of computer-graded tests and the instructor’s evaluation of the students’ work. All programs are available for immediate enrollment. Students love the quality as well as the convenience of anytime, anywhere learning!

Healthcare Programs
Medical Transcription (160 hours) $1395
Administrative Medical Specialist (150 hours) $1395
Advanced Coding for the Physician’s Office (80 hours) $1195
Advanced Hospital Coding and CCS Prep (80 hours) $1495
Pharmacy Technician $1595
Health Insurance Portability Assurance Act (HIPAA) (4 user licenses) $599
Revenue Cycle Management for HC Providers (12 hours) $795
Coding, Reimbursement, & Doc. for Physicians (12 hours) $795

CompTIA Certification Programs
A+ Certification Training (160 hours) $1495
Network+ / Server+ Certification Training (80 hours) $1295
Security+ Certification Training (120 hours) $1495

Networking/Microsoft Certification Programs
Microsoft Certified Systems Engineer (MCSE) (600 hours) $3395
Microsoft Certified Systems Administrator (MCSA) (150 hours) $2395
Microsoft Certified Database Admin (MCDBA) (460 hours) $2995
Cisco™ CCNA™ Certification Training (80 hours) $1595
Linux™/LP Level 1 Certification (300 hours) $2095

Internet/Graphic & Web Design/Technical Programs
Webmaster Certification (150 hours) $1595
Graphic Design (80 hours) $1295
Project Management (40 hours) $1295
eBusiness Certificate (120 hours) $1995
AutoCAD® 2002/04 (120 hours) $1595
Web Database Developer Certificate (200 hours) $2195
Help Desk Specialist Certificate (200 hours) $2195

Business/Travel Programs
Certified Bookkeeper Program (80 hours) $1595
Microsoft Office Specialist (MOS) (120 hours) $1395
Records Management (80 hours) $1195
Travel Agent Training (120 hours) $1395
Paralegal Certificate Program $1595

Programs provided in partnership with Gatlin Education Services.

CALL FOR TRAINERS AND INSTRUCTORS
Interested in teaching or training? We’d like to learn about your ideas and availability. Call 585-394-3500, x7660, for more information.

FOR MORE INFORMATION CALL 585-394-FLCC, x7660
www.flcc.edu/ce
ATTENTION

CHILD CARE WORKERS:

TAKE A STEP UP ON THE FLCC CAREER LADDER

New!

Receive up to 7 credits for SSC 125 Foundations of Child Care and HUS 204 Field Experience I with FLCC toward the A.A. Liberal Arts and Sciences Degree with an Emphasis in Early Childhood (contingent upon successful review of your portfolio)

STEP 3

Obtain your CDA Credential with the Council for Professional Recognition

STEP 2

Take the 120-hour CDA course with FLCC Community Education

STEP 1

This 120-hour program is designed to meet the educational requirements of those who work in the field of childcare and would like to pursue the nationally recognized Child Development Associate (CDA) credential. You may enter this program throughout the year at the start of any of the eight modules. There are no prerequisites. Modules 1-4 are offered in Fall; Modules 5-8 are offered in Spring. SUNY Educational Incentive Program (EIP) financial assistance is available for those who qualify. FLCC Community Education can provide you with the application and assist you with completing and submitting it.

Tuition and Fees: $1,200 (full program, modules 1-8)

Don’t qualify for SUNY EIP financial assistance? Would you like a “pay-as-you-go” option?

EASE YOUR OUT-OF-POCKET PAYMENTS BY REGISTERING AND PAYING FOR ONE MODULE AT A TIME.

Two Locations!

CANANDAIGUA

FLCC Institute,
4340 Lakeshore Drive
Tuesdays, 6:30-9:30 p.m.,
starting September 7

Fall Semester 2004

Module 1
Sep. 7-Oct. 5
Module 2
Oct. 12-Nov. 9
Module 3
Nov. 16-Dec. 14
Module 4
Dec. 21-Jan. 18, 2005

MACEDON

Creative Environment Day Care,
28 Main Street
Thursdays, 6:30-9:30 p.m.,
starting September 2

Fall Semester 2004

Module 1
Sep. 2-Sept. 30
Module 2
Oct. 7-Nov. 4
Module 3
Nov. 11-Dec. 16
Module 4
Dec. 23-Jan. 20, 2005

Call FLCC Community Education,
585-394-3500, x7660, for more information.

IMPORTANT REMINDER
FOR ALL APPRENTICES!

Don’t let an incomplete file delay the completion of your apprenticeship.

To receive proper credit for your Related Instruction coursework, you must forward copies of all completion certificates to your local DLEA.

...Are YOUR records up-to-date?

To review your file, contact
Richard Joki, DLEA
FLCC Office of Community Education
4340 Lakeshore Drive
Canandaigua, New York 14424-8102
585-396-1743 (fax)
585-394-3500, x7660
communityed@flcc.edu

FUTURE LEADER
DEVELOPMENT PROGRAM

CORE SKILLS

Look to where you want to be. The time to grow future leaders and managers is today.

Tuition and Fees, eight-week program: $418 (use course number INSS 339 01)
Tuition and Fees, each module: $58 (use course number/s indicated)
Bring a friend and the friend pays half price for the eight-week program.

Location: FLCC Institute, 4340 Lakeshore Drive, Canandaigua
Sign up for this program today: 585-394-3500, x7660 or e-mail to institute@flcc.edu.

Module 1
Oct. 4 Mon. 8:30-11:30 a.m. INSS 337 01
• Program Overview
• Supervisory Leadership

Module 2
Oct. 11 Mon. 8:30-11:30 a.m. INSS 036 01
• Tactical Communication Skills

Module 3
Oct. 18 Mon. 8:30-11:30 a.m. INSS 037 01
• KISS® Communication: Fundamental Techniques for Business (“Keep It Simple, Simon”)

Module 4
Oct. 26 Mon. 8:30-11:30 a.m. INSS 120 01
• Group Dynamics: Today’s Generations Working Together

Module 5
Nov. 1 Mon. 8:30-11:30 a.m. INSS 212 01
• Personal Professionalism

Module 6
Nov. 8 Mon. 8:30-11:30 a.m. INSS 213 01
• Time Management

Module 7
Nov. 15 Mon. 8:30-11:30 a.m. INSS 121 01
• Customer Service: the Internal Workings

Module 8
Nov. 22 Mon. 8:30-11:30 a.m. INSS 338 01
• Meeting Roles and Tools
• Wrap-up

For more information call 585-394-FLCC, x7660
www.flcc.edu/ce
AutoCAD 2002/2004
This and many other vocational offerings are now available as online programs of study. See page 3 for a complete list of offerings or visit www.flcc.edu/ce/gatlin for more detailed information.

Boat Building
See course information under the “Personal and Family Enrichment” section, page 12.

Child Abuse Recognition and Reporting
This two-hour program is open to and fulfills NYS requirements for all mandated reporters. See course information under the “Safety and Health Courses” section, page 8.

Computer Made Easy
Wow! A course just for the new or hesitant computer user. We’ll take you to computer comfort with this easy, direct course. No frills, just usable information. Basics, communicating using e-mail, access to the Internet. Learn to use the computer as a tool for communication and keeping information. Bring a friend and the friend pays half price.
Tuition and Fees: $73
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Oct. 4, 11 Mon., Wed. 8:30-11:30 a.m. INSC 011 01

Customer Service: First Impressions
“Each of our jobs, first and foremost, is a customer service representative. Within that framework, we have specific responsibilities that give definition to our customer service role.” What can you do to be a bit better in servicing your internal and outside customers? Understand the cost of customers, customer needs, communication techniques, non-verbal communication, personal professionalism, and the value of a winning customer service environment. Bring a friend and the friend pays half price.
Tuition and Fees: $73
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Oct. 4, 11 Mon., Wed. 8:30-11:30 a.m. INSC 011 01

Digital Photography - Basic
Learn about the new digital cameras and accessories, plus image management and editing. Delight in getting just the right exposure while acquiring the creative composition you want. Windows/PC skills and Internet access required. It is highly recommended that students bring a digital camera to class.
Tuition and Fees: $185 Instructor: Jeff Adams
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Sep. 8-Oct. 20 Wed. 6:30-9:15 p.m. CFFA 019 90
Oct. 27-Dec. 15 Wed. 6:30-9:15 p.m. CFFA 019 92

Digital Photography - Editing
Make the most of editing techniques by using layers to make optimal adjustments, creative changes, sharpening, resizing images for print/web/e-mail, and retouching old photos. Learn to create effects by using digital filters and plug-ins as well as compositing, blending modes, and layer styles. Other topics: Photoshop Elements set-up and preferences, toolbox tools, palettes, and file browser. It is highly recommended that students bring a digital camera to class.
Tuition and Fees: $185 Instructor: Jeff Adams
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Oct. 11-Nov. 22 Mon. 6:30-9:15 p.m. CFFA 019 91

“Cutting Edge” can be customized and delivered on-site at your company. Call FLCC Institute to discuss your workforce development needs, 585-394-3500, 7660.
ATTENTION: Builders, Contractors, Do-it-yourselfers, Plant Mechanics, Salespersons, Shop Owners, and anyone else interested in electrical applications

Electrical Wiring - Residential, Part 1
This is the first half of the first-year course of study for NYS registered Electrical Apprentices. Enrollment is open; you do not have to be an apprentice to take this course. Hands-on lab work supplements classroom theory of wiring codes and practices, service entrances, circuit layout, device and future installations, and load calculations. Part 2 will follow in Spring 2005. Text and code books required at additional cost. No prerequisite. Register early – enrollment is limited.
Tuition and Fees: $485
Location: FLCC Newark Center
Maple Building, 111 Drumlin Court, Newark
Sep. 13-Dec. 6 Mon., Wed. 6-9 p.m.  CFVOC 131 N5

Electrical Wiring - Commercial, Part 1
This is the first half of the second-year course of study for NYS registered Electrical Apprentices. Enrollment is open; you do not have to be an apprentice to take this course. Hands-on lab work supplements classroom theory of commercial wiring codes, practices, and calculations, installation of service entrances, conduit and cable trays, and transformer connections from 120/240 volts, single-phase through 277/480 volts, three-phase. Part 2 will follow in Spring 2005. Textbook and code books required at additional cost. Prerequisite: Residential Wiring, Parts 1 & 2 or equivalent. Register early – enrollment is limited.
Tuition and Fees: $485
Location: FLCC Newark Center
Maple Building, 111 Drumlin Court, Newark
Sep. 7-Nov. 30 Tue., Thu. 6-9 p.m.  CFVOC 133 N5

Electrical Wiring - Industrial, Part 1
This is the first half of the third-year course of study for NYS registered Electrical Apprentices. Enrollment is open; you do not have to be an apprentice to take this course. Hands-on lab work supplements classroom theory of industrial wiring codes, practices and calculations, service entrances, transformers, metering systems, maintenance, and troubleshooting. NEC and NECS requirements up to 34.5 KV electrical systems will also be covered. Part 2 will follow in Spring 2005. Textbook and code books required at additional cost. Prerequisite: Commercial Electricity, Parts 1 & 2 or equivalent. Register early – enrollment is limited.
Tuition and Fees: $485
Location: FLCC Newark Center
Maple Building, 111 Drumlin Court, Newark
Sep. 21-Dec. 14 Tue., Thu. 6-9 p.m.  CFVOC 135 N5

Finance for Non-Finance Managers
This is the course you've been looking for! Financial management overview, functions of financial management, assessing financial management/performance, financial terms/definitions, introduction to financial statements (balance sheet, income statement, cash flow), budgeting and forecasting, and internal controls review. Bring a friend and the friend pays half price.
Tuition and Fees: $166
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Oct. 21 Thu. 8:30 a.m.-4:30 p.m.  INSS 335 01

First Aid and CPR
See course information under the “Safety and Health” section, page 7.

Grant Writing for Nonprofits
Does your group need money? Who doesn’t? Learn the entire grantmanship process, from idea development and research through writing and evaluation. Lunch included.
Tuition and Fees: $98  Instructor: Jeff Hoffman
Location: FLCC Geneva Center
361 Main Street, Geneva
Oct. 13 Wed. 9 a.m.-4 p.m.  CFMB 007 G1
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Nov. 2 Tue. 9 a.m.-4 p.m.  CFMB 007 H1

Group Dynamics: Today’s Generations Working Together
Today’s workforce is diverse so, if you’re looking for a great course to take, this is it! We’ll explore generation work habits and styles, needs, wants and expectations. You’ll find tools for improving performance in a diverse workplace, examine communication style differences, and discuss misunderstandings that occur when people of different backgrounds, generations, and perceptions communicate. Activities are designed to generate appreciation of culture, gender, and generation differences and remove communication barriers. Bring a friend and the friend pays half price.
Tuition and Fees: $98  Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Nov. 10 Wed. 12:30-4:30 p.m.  INSS 141 01

Getting Published – A Beginners Guide
Stephen King was rejected 75 times before he sold his first novel, but don’t let that discourage you. This comprehensive workshop will provide you with information it might otherwise take years to discover. Learn how you can become a published, freelance writer by selling a magazine article, short story, poem, or even a full-length novel. Topics include: how to become a “published” writer overnight, submitting manuscripts the correct way, writing irresistible query letters, and ways to make money as a freelance writer. A $10 materials fee is payable to the instructor.
Tuition and Fees: $30  Instructor: LeeAnne Krusemark
Location: FLCC Canandaigua Campus
4340 Lakeshore Drive, Canandaigua
Oct. 13 Wed. 4:6-15 p.m.  CFFA 003 90

I Talk to My Computer, Do You?
Learn how speech recognition software allows you to create letters and reports, respond to e-mail, and accomplish much more, simply by talking to your computer! Words are converted into text as you speak; corrections and formatting take only seconds. Using one of the popular software products on the market, your instructor will demonstrate how it is possible to increase your productivity and ease-of-use while also avoiding repetitive stress syndrome. Find out how anyone who uses a computer – students, businesses, the disabled, home users, everyone – could benefit from this incredible tool.
Tuition and Fees: $17  Instructor: Dana Abramson
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Sep. 14 Tue. 6:30-8:30 p.m.  CFVOC 002 I5
Location: FLCC Geneva Center
361 Main Street, Geneva
Oct. 25 Mon. 6:30-8:30 p.m.  CFVOC 002 G5

Infection Control
See course information under the “Safety and Health Courses” section, page 8.

Insurance Continuing Education Courses
FLCC Institute is an affiliate provider (4NYAF-40015) of New York State required Continuing Education courses for the insurance professional. To meet state requirements, classes begin promptly at 8:30 a.m. and are worth eight (8) continuing education credits.
Tuition and Fees: $125 includes lunch.
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Coverage of Commercial Property Risks, NYCL-204321
Sep. 16 Thu. 8:30 a.m.-4:30 p.m.  CFVOC 155 I1
Excess and Surplus Lines as a Complement to the Standard Market, NYCR-203543
Oct. 14 Thu. 8:30 a.m.-4:30 p.m.  CFVOC 156 I1

Italian for Travel, Business, or Fun
See course information under the “Personal and Family Enrichment” section, page 12.

Locking Your Computer's Door
Making Your Computer Work for You
See course information under the “Personal and Family Enrichment” section, page 13.
Notary Public Exam Prep
This course is designed to prepare students to take the New York State Examination for licensing as a Notary Public. It is not a notary exam requirement nor is it meant to review specific questions on the exam, but is a study aid to gain insight into legal process and terminology in preparation for becoming a Notary Public.
Tuition and Fees: $35
Instructor: Laurence M. Karz
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Oct. 27 Wed. 6:30-9 p.m. CFMB 003 91

Project BrainWeave
Part 1: Bootcamp
This fast-paced workshop sets the foundation and plans ground rules for the BrainWeave course, below. Dress comfortable and casual. Course targeted to Management and Supervision.
Tuition and Fees: $184 includes both days
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Tuition and Fees: $98 Trainer: John Martin, CFPIM
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
INSS 753 01
Oct. 19 Tue. 12:30-4:30 p.m.

Sign Language – Expanded
Practice and polish your vocabulary, expression, and general skills. Individual interests and needs are addressed. Minimum age is 12 unless registered with an adult.
Tuition and Fees: $40
Instructor: Dawn Robinson
Location: FLCC Institute
4355 Lakeshore Drive, Canandaigua
Dec. 7 & 14 Tue. 7-9 p.m. CFLH 004 90

Proven Techniques for Inventory Control Accuracy
Are you responsible for physical inventory or purchasing for your organization or department? Whether manufacturing, service, government, or other, if you’re not enjoying 99+% accuracy, attend this workshop for valuable tools to gain control over inventory and monitor usage. We’ll identify key ingredients to attaining very high inventory accuracy and discuss the technique called “Control Group Cycle Counting.” Utilizing this proven concept as our starting point, we demonstrate how to gather meaningful, causal information, then proceed through the development of the Pareto Chart and discuss Cause and Effect Analysis for “root cause” determination. Finally, “battle-tested” ideas will be shared to help improve your processes
Tuition and Fees: $98
Trainer: John Martin, CFPIM
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
INSS 753 01
Oct. 19 Tue. 12:30-4:30 p.m.

Real Estate Broker
This course will be offered Spring 2005.

Real Estate Salesperson
This 48-hour qualifying course satisfies the educational requirement for permanent licensing of real estate salespersons in New York State. Book will be purchased from the instructor at an additional cost of approximately $40 the first evening of class.
Tuition and Fees: $299
Instructor: John Sperano
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Sep. 8-Oct. 27 Mon. & Wed. 6:9 p.m. CFVOC 141 15

For more information call 585-394-FLCC, x7660 www.flcc.edu/ce
SAFETY AND HEALTH COURSES

Child Abuse Recognition and Reporting
This two-hour program will describe the risk factors associated with child abuse and will list the associated signs, symptoms, and/or environmental influences involved in child abuse. You will be taught to select appropriate assessment data, diagnosis, goal, and intervention steps. Plus, you will learn to identify the appropriate steps employed in the reporting process. This course is open to and fulfills NYS requirements for all mandated reporters such as educators, childcare providers, and health care professionals.

Tuition and Fees: $35  Instructor: Jean D'Abbracci
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Oct. 14 Thu. 4:15-6:15 p.m.  SCP OS9 90
Dec. 9 Thu. 4:15-6:15 p.m.  SCP OS9 91

First Aid and CPR
Be ready to help! Learn to recognize and treat adult emergencies, both in the workplace and in your community. Heartsaver First Aid will give you the health and safety training you need in first aid and CPR to effectively handle a medical emergency. Training is also provided with the AED (automatic external defibrillator), now available in many public facilities. Participants will receive a certification card from the American Heart Association. This course is open to anyone interested in first aid training, but is especially appropriate for many due to their employment or recreational activities. A supply fee of $13 is payable to the instructor.

Tuition and Fees: $55
Location: TBA
Oct. 5, 12, 19 Tue. 6-9 p.m.  CFHF 009 70
Nov. 3, 10, 17 Wed. 6-9 p.m.  CFHF 009 71

Infection Control
This course fulfills the NYS requirement for dental hygienists, dentists, LPN’s, optometrists, physicians, podiatrists, and RN’s to complete coursework in infection control and barrier precautions prior to issuance of their license or renewal of registration.

Tuition and Fees: $35  Instructors: Barbara Selvec and Heather Reece-Tillack
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Oct. 14 Thu. 4:30-7 p.m.  SCP OSF 90

On-Site Occupational Safety and Health (OSHA) Courses
Do you need OSHA courses presented on-site to your employees to help them gain or maintain credentials? Ready to bring general safety awareness training to employees to help strengthen your company safety record? FLCC Institute can coordinate your safety training need/s and bring the solutions to you. Contact Carol Ann at FLCC Institute, 585-394-3500, x7662 or jjolici@flcc.edu.

The FLCC Bridge Program
CAREER COUNSELING
Starting or returning to college? Need career advice? Seeking new employment? Interested in assessing your interests, abilities, skills, and values to give your career direction? All these services and more are available to students through FLCC’s Career Services Office. Call 585-394-3500, x7270, or go to www.flcc.edu/career.

THE FLCC BRIDGE PROGRAM CAN ASSIST YOU:
• Earn a certificate
• Build a resume
• Prepare for a new job
• Dress for success
• Search for employment
• Learn computer skills
• Prepare for a civil service exam
• Assess your career abilities and interests
• Choose and plan a career
• Get started in college

Bridge classes are scheduled near you at community sites in Ontario, Seneca, Wayne, and Yates counties during the year. Day and evening Bridge classes are scheduled at the FLCC main campus in Canandaigua and at the Geneva and Newark Centers. Bridge staff can also schedule personal career assessments and counseling in the four county area.

Contact the Bridge Office for more information, 585-394-3500, x7551 or x7466.

The 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.
Education To Go

ONLINE COURSES

www.ed2go.com/flcc

Short courses that are big on information

Upgrade your work skills or explore a hobby. All you need is Internet access and an e-mail account. Courses start every month and have two lessons per week for six weeks.

Course Categories

• Internet
• Web Page Design
• Web Graphics & Multimedia
• Web Programming
• Computer Applications
• Basic Computer Literacy
• Computer Troubleshooting & Networking
• Computer Programming & Database Management
• Desktop Publishing & Imaging
• Certification Prep
• Business Planning & Entrepreneurial Courses
• Sales & Marketing
• Accounting
• Business Administration & Management
• Personal & Career Development
• Personal Finance & Wealth Building
• Palm Pilot & Pocket PC
• Digital Photography & Digital Video
• Languages
• Writing & Publishing
• Entertainment Industry Careers
• Grant Writing & Nonprofit Management
• Test Prep
• Health Care, Nutrition, & Fitness
• Family & Personal Enrichment
• Child Care & Parenting
• Math, Philosophy, & Science

For more information, visit our site at www.ed2go.com/flcc or contact us at communityed@flcc.edu.

Prefer a more personal touch?
Call 585-394-3500, x7660

cursos cortos que son grandes en información

Mejore sus habilidades de trabajo o explore un pasatiempo. Lo único que usted necesita es el acceso al Internet y una cuenta de e-mail. Los cursos comienzan cada mes y tienen dos lecciones por semana durante seis semanas.

Cursos en Español

• Introducción a Word
• Introducción a Excel
• Introducción a Microsoft PowerPoint
• Introducción a QuickBooks
• Contabilidad Bajo un Enfoque de Sistemas
• Introducción a Internet
• Creación de Páginas Web
• Comercio Electrónico
• Introducción a Programación Java 2
• Liderazgo, Comunicación, Motivación y Resolución de Conflictos
• Introduction to Word
• Introduction to Excel
• Introduction to Microsoft PowerPoint
• Introduction to QuickBooks
• Accounting Under a Systems Approach
• Introduction to Internet
• Creation of Web Pages
• E-Commerce
• Introduction to Programming Java 2
• Leadership, Communication, Motivation and Resolution of Conflicts

Para más información, visite nuestro lugar en www.ed2go.com/flcc o póngase en contacto con nosotros en communityed@flcc.edu.

¿Prefiere usted hablar por teléfono?
Llémenos al número 585-394-3500, x7660

FLCC CREDIT COURSES

Interested in credit course or degree program at FLCC?
Call FLCC’s Admissions Office, 585-394-3500, x7278.

Attention

• Human Resources and Training Departments
• Quality and Accounting Departments
• Company Presidents and Plant Managers
• Others

FLCC Institute works with your unique employee development needs. We custom design courses, programs, and services that creatively and cost effectively respond to your needs and objectives.

• Custom training courses
• Employee development programs
• One-on-one staff development
• Personal coaching services
• Strategic planning services
• Employee retention programs
• WorkKeys® Assessments for Core Job Skills

Contact FLCC Institute for more information about workforce services, courses, and programs.

585-394-3500, x7660
institute@flcc.edu  •  www.flcc.edu/ce

Attention

SEED THOUGHT

DO YOU NEED A HIGH SCHOOL DIPLOMA TO QUALIFY FOR A BETTER JOB?

Let FLCC help you get your GED.
Call the Developmental Studies Department, 585-394-3500, x7431.

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Call the Developmental Studies Department, 585-394-3500, x7431.

SEED THOUGHT

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The Small Business Development Center at FLCC is pleased to co-sponsor a select range of courses and programs targeted to small business needs. All courses are open to those considering a start-up, all new businesses, and any small business as defined by the Small Business Administration. (Call us to see if your business qualifies; example, many manufacturing businesses with less than 500 employees are considered “small.”)

“The Small Business Development Center (SBDC) is partially funded by the US Small Business Administration. The support given by the US SBA through such funding does not constitute an express or implied endorsement of the cosponsor(s)’ opinions, products or services.” "SBDC programs are non-discriminatory and available to individuals with disabilities.”

Small Business and Entrepreneurial Development Services

Basic Exporting Seminar
Designed to help you determine whether your company is ready to export and to provide you with the resources available to help you reach your exporting goals. Presented by the U.S. Department of Commerce, the Small Business Development Centers at SUNY Brockport College and Finger Lakes Community College, and the FLCC Business Development Centers at SUNY Brockport College. Topics include International Marketing, Logistics, and Banking.
Tuition and Fees: $25 per person
(check payable to SBDC at FLCC)
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Oct. 12 Tue. 8:30 a.m.-12 p.m. SBDC 008 01

Funding & Protecting Your Business
This course focuses on two core business elements. Small Business Funding covers sources of funding, types of loans, what a bank looks for in a business plan, and personal financial statement review. Protecting Your Business is a review of insurance coverage available for small business (Workers’ Compensation, Property and Liability, Construction, Director’s and Officer’s, Liability, Construction, Director’s and Officer’s, and Buy/Sell Insurances). Tuition and Fees: $13 per person
Trainers: John Summers and William Hagerman, Finger Lakes Financial Group
Tuition and Fees: $15 per course per person, or $75 when you register for all six at one time
(make checks payable to SBDC at FLCC)
Location: FLCC Institute, 4340 Lakeshore Drive, Canandaigua

Module 1: What My Business is Worth Business Valuation/Buy/Sell Funding
Sep. 22 Wed. 8-10 a.m.
SBDC 002 01
Sep. 22 Wed. 6:30-8:30 p.m.
SBDC 002 02

Module 2: I’m Too Busy Running the Company Succession Funding and Funding Estate Taxes
Sep. 29 Wed. 8-10 a.m.
SBDC 003 01
Sep. 29 Wed. 6:30-8:30 p.m.
SBDC 003 02

Module 3: That’ll Never Happen to Me: Disability Income Insurance
Oct. 6 Wed. 8-10 a.m.
SBDC 004 01
Oct. 6 Wed. 6:30-8:30 p.m.
SBDC 004 02

Module 4: There is Plenty of Time for the Later: Replacement Income and Asset Allocation
Oct. 27 Wed. 8-10 a.m.
SBDC 005 01
Oct. 27 Wed. 6:30-8:30 p.m.
SBDC 005 02

Module 5: My Business is My Retirement: Diversified Investments and Asset Allocation
Nov. 3 Wed. 8-10 a.m.
SBDC 006 01
Nov. 3 Wed. 6:30-8:30 p.m.
SBDC 006 02

Module 6: You Can’t Beat Uncle Sam: Tax Strategies/Investments/Alternative Retirement Plans
Nov. 10 Wed. 8-10 a.m.
SBDC 007 01
Nov. 10 Wed. 6:30-8:30 p.m.
SBDC 007 02

Getting Published – A Beginner’s Guide
See course information under the “Workforce and Professional Development ” section, page 6.

Business Killers Series
This series helps businesses deal with mistakes that can “Kill Your Business.” Each course is offered as a morning or afternoon session
Trainers: John Summers and William Hagerman, Finger Lakes Financial Group
Tuition and Fees: $15 per course per person, or $75 when you register for all six at one time
(make checks payable to SBDC at FLCC)
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How to $Cash$ in with a Successful Home-Based Business
Turn your talents and troubles into profits at home by learning how to start a part-time or full-time home-based business. During this comprehensive, informative workshop, you will discover many details it has taken other entrepreneurs years to discover on their own. If you really want to succeed in a home-based business, this step-by-step workshop taught by a successful southern California entrepreneur is a must. Materials include information designed to help you after the workshop is over. Additional reference materials will be offered at class. A materials supply fee of $10 is payable to the instructor.
Tuition and Fees: $30
LesAnne Krusemark
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Oct. 13 Wed. 6:30-9:00 p.m. CFMB 003 90

How to Make $Money$ with a Home-Based Typing/Word Processing Business
If you can type, then you can make money at home using your typewriter/word processor or computer. Having already learned all about home-based business success (participants must have attended “How to Cash in with a Successful Home-Based Business”), you will then discover the secrets to profit in the typing/word processing business. There really is a need for your services, so why not have the freedom to be your own boss, set your own hours, and have the opportunity to increase your earning potential by attending this workshop? Materials include information designed to help you after the workshop is over. Additional reference material will be offered in class. A materials supply fee of $10 is payable to the instructor.
Tuition and Fees: $30
Instructor: LesAnne Krusemark
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Oct. 13 Wed. 9-10 p.m. CFMB 001 90

FOR MORE INFORMATION CALL 585-394-FLCC, x7660 www.flcc.edu/ce
Brown Bag Breakfast Workshop: Workshop I

Workshop I, comprised of twelve Tracks, provides small business owners and entrepreneurs interested in starting a small business with essential skills and core information.

- Each Track is 2 hours: 7:30-9:30 a.m.
- Cost per Track: No charge for Chamber members. $5 per person for non-members.
- Workshop I Tracks are held at FLCC’s Institute building, 4340 Lakeshore Drive, Canandaigua (corner of Routes 5/20 and Lakeshore Drive).
- Call 585-394-3500, x7660 or smallbiz@flcc.edu for more information or to request a registration form.
- Coffee and tea provided. Bring your breakfast, or let us know and we’ll order one for you for $4.

- Track 1: Take It To the Next Step: Start Up or Expand Sep. 8 Wed.
- Track 3: Customer Service: First Impressions Nov. 11 Thu.
- Track 4: Realities of Financing Dec. 8 Wed.
- Track 7: Legal Issues for Small Business Mar. 9 Wed.
- Track 8: Beyond Bricks and Mortar: Adding Internet Marketing to Increase Sales Apr. 13 Wed.

Contact the Small Business Development Center at Finger Lakes Community College

585-394-3500, x7660
smallbiz@flcc.edu
4340 Lakeshore Dr., Canandaigua NY 14424

Co-Sponsored by FLCC Institute and Finger Lakes Workforce Investment Board
PERSONAL AND FAMILY ENRICHMENT

Enrichment Courses

Boat Building
Build your own small canoe, pram, or kayak under the guidance of a master craftsman. While carpentry skills are helpful, patience and a tolerance for sanding are more important. Dry rot problems associated with wooden boats are eliminated using the wood epoxy saturation technique. WEST© boat building system. Additional cost for materials and plans varies, usually between $200-$500. Your total time commitment will be 100-200 hours or two-three semesters. Thanks to our partnership with Wayne-Finger Lakes BOCES, class is conducted in a well-equipped carpentry shop with storage available for your work in progress.

Tuition and Fees: $325  Instructor: John Rogers
Location: First BOCES
3501 County Road #20, Stanley
Sep. 9-Dec. 9 Thu. 6:30-10 p.m.  CFNH 046 F5

Creating Beautiful Body Care Products
An array of choices is yours when creating your own body care products — from natural soaps, shower gels and shampoos, to facial scrubs, body butters, creams, and even perfumes! Incorporate your own herbs, essential oils, fruits, and nourishing oils to enhance your natural body care experience. Create and blend your own personalized cream or facial scrub in class to enjoy at home or share as a gift. Your instructor is a Licensed Skin Care Therapist and Nationally Certified Aromatherapist. A supply fee of $5 is payable to the instructor.

Tuition and Fees: $20  Instructor: Sherri Reehil-Welser
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Oct. 26 Tue. 7-9 p.m.  CFNH 002 90

Creating the Not So Big Garden
Small spaces make great garden rooms. Enhance your home through creative landscaping. Learn step by step skills which enable you to design your own garden space. Bring graph paper, pencil, eraser and a ruler.

Tuition and Fees: $75  Instructor: Christine Froelich
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Sep. 8-Oct. 27 Wed. 7-8 p.m.  CFNH 008 90

Creative Writing
Put pen to paper and create that masterpiece that is waiting to burst out of you. Whatever form your writing takes - memoir, novel, short story, or essay - join us for writing exercises in a supportive atmosphere of mutual encouragement. All you need is pen, paper, and enthusiasm.

Location: FLCC Institute
4340 Lakeshore Dr., Canandaigua
Tuition and Fees: $115
Sep. 15-Nov. 17 Wed. 7-9 p.m.  CFFA 014 15

Cycling 101
Do “mountain bike, road bike, cyclocross, hybrid, single track” sound confusing? Ever wonder how to determine what size frame fits your build or how to perform basic maintenance and repairs yourself? Learn what to look for before a minor adjustment becomes an expensive repair. Become a more knowledgeable consumer before (or after!) you make your investment in fun and better health.

Tuition and Fees: $35  Instructor: Jack Wilson and Victor Gaspar
Location: Trailblazers Bike Shop
80 West Main Street, Victor
Aug. 27 Fri. 7-8 p.m.  &  CFNH 004 70
Aug. 28 Sat. 8-10 a.m.

Digital Photography – Basic
Digital Photography – Editing
See course information under the “Workforce and Professional Development” section, page 5.

Electrical Wiring – Residential
Electrical Wiring – Commercial
Electrical Wiring – Industrial
See course information under the “Workforce and Professional Development” section, page 6.

First Adventure in Whitewater Kayaking
Experience the fun, excitement, and many positive aspects of whitewater kayaking. Beginning your first day on flat water, learn required safety procedures such as wet exits, assisted rescues, and unassisted rescues. With paddle in hand, learn turning, starting and stopping techniques, and the Eskimo roll. On the second day, get to use your new skills on moving water. Suitable for adults and youth ages 10+. Equipment provided.

Tuition and Fees: $85  Instructor: Art Miller
Cascade Falls Kayak Adventures
Location: Kershaw Park, Canandaigua, on Thursday and Letchworth State Park on Saturday
Sep. 23 Thu. 5-8 p.m.  &  CFOD 008 70
Sep. 25 Sat. 10 a.m.-3 p.m.

First Aid and CPR
See course information under the “Safety and Health” section, page 8.

Getting Published – A Beginners Guide
See course information under the “Workforce and Professional Development” section, page 6.

Handspinning for Beginners
Ever envision yourself sitting before a fire, spinning yarn as your grandmothers did? Learn about the complete process of taking wool from the sheep, carding it, and spinning it into soft, washable, handspun yarn. Spinning wheels provided. A $24 supply fee is payable to the instructor.

Tuition and Fees: $115  Instructor: Pat Halpen
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Nov. 9-Dec. 14 Tue. 7-9:30 p.m.  CFNH 015 90

Home Wine Making • Introduction
Making high quality wine at home is easy, fun, and economical. Wines can be made from grapes, juice, or other fruits. Learn all about the necessary equipment, materials, and techniques for successful home wine making.

Tuition and Fees: $55  Instructor: Jan Klapetzky
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Oct. 12-26 Tue. 7-9 p.m.  CFNH 006 90

How to $Cash$ in with a Successful Home-Based Business
How to Make $Money$ with a Home-Based Typing/Word Processing Business
See course information under the “Small Business and Entrepreneurial Services” section, page 10.

I Talk to My Computer, Do You?
See course information under the “Workforce and Professional Development” section, page 6.

Italian for Travel, Business, or Fun
Learn to speak and understand the language of Rome. Master simple phrases and basic grammar while learning about culture for travel, business, or just for fun. Textbook requirement discussed first night of class.

Tuition and Fees: $135  Instructor: Cristina D’Agostino
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Sep. 14-Oct. 26 Tue. 7-9 p.m.  CFNH 014 90

SEED THOUGHT
Help ensure your course runs by registering early! Based on enrollments, the decision to run a course is made approximately one week in advance of the course start date. Registering last minute? Call first to check on availability.

HOLIDAY AND ALL OCCASION GIFT CERTIFICATES
Continuing Education gift certificates available for all gift-giving needs! We’ll custom-design one for your special occasion or business need.
Call 585-394-3500, x7660, or stop at the Continuing Education Office (4340 Lakeshore Dr., Canandaigua), or e-mail institute@flcc.edu.

For More Information Call 585-394-FLCC, x7660  www.flcc.edu/ce
Locking Your Computer’s Door
Understand everyday threats to your home computer. Learn about viruses, Trojan horses, worms, intruders from the Internet, and how to stop them. This class will also help users detect Internet fraud and fight spam.
Tuition & Fees: $25  Instructor: Martin Toombs
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Oct. 26  Tue. 6:30-9:30 p.m.  CFHN 003 I5

Making Your Computer Work for You
Manage your own computer including determining its capabilities and limitations, managing software installations, and what to do if a problem occurs. Discussion of basic hardware, software, and how components work together will make it easier for participants to understand the concepts studied.
Tuition and Fees: $25  Instructor: Martin Toombs
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua
Oct. 12  Tue. 6:30-9:30 p.m.  CFHN 003 I6

Notary Public Exam Prep
See course information under the “Workforce and Professional Development” section, page 7.

Real Estate Salesperson
See course information under the “Workforce and Professional Development” section, page 7.

Sign Language – Introduction
Sign Language – Continued
Sign Language – Expanded
Sign Language as an Educational Tool
See course information under the “Workforce and Professional Development” section, page 7.

Western Horseback Riding
Learn basic skills of western riding and care of horses. Eighty acres of trails and a variety of horses lend to an enjoyable, educational experience. An additional fee of $5120 is payable to the instructor. Adults only.
Tuition and Fees: $50  Instructor: Deborah Sweeney
Location: Liberty Stables
4318 Buckleyel Road, Bloomfield
Sep. 12-Oct. 31 Sun. 2-3:20 p.m.  CFOD 012 70

Western Horseback Riding for Children
(Ages 7+)
Introduce youngsters to the wonderful world of horses. There will be lectures and riding in each class. Learn safety with horses and enjoy beautiful trails in the company of other horse enthusiasts. An additional fee of $120 is payable to the instructor.
Tuition and Fees: $60  Instructor: Deborah Sweeney
Location: Liberty Stables
4318 Buckleyel Road, Bloomfield
Sep. 11–Oct. 30 Sat. 9-10 a.m.  CFOD 012 71

To Your Health!

Herbalism
In collaboration with the Integrated Health Department at Clifton Springs Hospital, Community Education at Finger Lakes Community College is pleased to feature the following series of herbalism courses. This partnership serves our communities by bringing together unique resources from each facility.

Herbalism, Part II
From health professionals and care providers to home gardeners and novice herbalists, many people enjoy and benefit from the therapeutic use of herbs. Dr. Les Moore, who has extensive education in both Western and Eastern herbalism, will lead the series Herbalism, Part II, sharing the insights he has gained over a lifetime of study.
Herbalism, Part I is the second in a series of three courses. Each of the three parts, including their individual sessions, stands alone. None are a prerequisite for participation in another. They can be taken in any order or combination.
The formats for Parts I, II, and III are exactly the same; only the content differs. You will learn about different herbs or different uses and characteristics of herbs from one part to another.
Each part consists of six independent sessions. You may enroll in all six sessions for a tuition and fee of $150, or select the sessions that most interest you and enroll in individual sessions for just $25 each.

Tuition and Fees: $150 for all six sessions of Herbalism, Part II
Instructor: Dr. Les Moore, N.D., MISOM, L.Ac.
Location: Varies as noted below.
Sep. 1-Oct. 6  Wed. 7-9 p.m.  CFH 012 I5
and Sep. 25  Sat. 8 a.m.-12 p.m.
The Gentle Computer Series
For Senior Citizens
(and citizens of any age)

Overcome your computer jitters and start using your computer as the useful, fun tool it is. These short courses are designed to help you learn in a relaxed atmosphere and at a pace comfortable to you. Each course is one session and costs only $20.
**Finger Lakes Community College Continuing Education**

**CUT OUT**

**Registration Form**

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### 1. General information

- **NAME** (Last, First, Middle)  
- **SOCIAL SECURITY NUMBER**

- **ADDRESS** (Street, City, State, Zip, County)

- **HOME PHONE #**

- **BIRTH DATE**

- **ETHNIC ORIGIN** (optional)

- **MALE**  
- **FEMALE**

- **EMAIL ADDRESS** (required if registering for an online course)

- **EMPLOYER** (optional)  
- **BUSINESS PHONE #**

- **EMPLOYER’S ADDRESS** (optional) (Street, City, State, Zip)

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### 2. Courses & tuition charges

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<th>OFFICIAL USE ONLY</th>
<th>COURSE NO./SECTION</th>
<th>COURSE TITLE</th>
<th>START DATE</th>
<th>TUITION &amp; FEES</th>
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**How did you hear about this course/s?**

- Smart Choice  
- Postcard  
- Newspaper  
- Other: ____________________

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### 3. Method of payment

- **FULL PAY**  
- **check enclosed**  
- **bill my credit card** (complete section 4)

- **SPONSOR PAYMENT**  
  Payment due within 30 days of billing / registration

- **AUTHORIZED REPRESENTATIVE’S SIG.**

- **SPONSOR**

- **SPONSOR PHONE NUMBER**

- **SPONSOR MAILING ADDRESS**

- **CONTACT NAME / PHONE**

- **AMOUNT AUTHORIZED**  
- **VOUCHER #**

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### 4. Credit card information

- Please check one:  
  - **VISA**  
  - **MASTERCARD**  
  - **DISCOVER**

- **CREDIT CARD NO.**

- **EXPIRATION DATE**

- **CARD HOLDER’S BILLING ADDRESS** (Street Address or P.O. Box)

- **STATE**

- **ZIP**

- **CARD HOLDER’S NAME (Print)  
  CARD HOLDER’S SIGNATURE**

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### 5. Signature

**Must be completed by all students**

**Please be sure you have:**

1. Completed and signed the registration form
2. Enclosed payment in full:  
   - check or money order payable to FLCC  
   - credit card: VISA, MasterCard, Discover  
   - sponsor purchase order

**STUDENT SIGNATURE**  
**DATE REQUIRED**

**By signing this form, I acknowledge that I have read and understand the statements and policies as set forth in this Publication.**

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**For College use**

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**FOR MORE INFORMATION CALL 585-394-FLCC, x7660**

www.flcc.edu/ce