SEEDS OF OPPORTUNITY

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 Summer 2004 Course Publication, the Smart Choice. We continue to be thrilled to bring you a wide variety of courses and programs that meet your learning, training, and personal interest needs.

Discover the remarkable new courses and programs we’ve added including the “Future Leaders Development” and “Cutting Edge” workforce development programs and the personal enrichment courses “First Adventure in Whitewater Kayaking” and “Basic Drawing Techniques.” We encourage you to read through our Summer 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!

SMALL BUSINESS AND ENTREPRENEURIAL SERVICES
For Ontario, Seneca, Wayne, and Yates counties

Considering a business start-up?
Need assistance with your small business?

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
Summer Remedial Program

Attention School Age Children Grades 6-12

Didn’t pass all your courses this year?
Want to stay “on track” with your classmates?

Get help with FLCC’s Summer Remedial Program!

Courses are offered in Sixth Grade Skills, Economics, English, Math, Science, and Social Studies.
See your school guidance counselor for more information.

Three central locations:
FLCC Canandaigua Campus  •  FLCC Newark Center  •  Williamson High School

First... Get your school guidance counselor’s recommendation for which course or courses to take.
Second... Pick up a complete information & registration packet from your school guidance counselor or by contacting FLCC Community Education 585-394-3500, x7660.
Third... Phone, mail, or bring in your registration to FLCC Community Education.

It’s that easy! Cost per course is $135. $20 Late Fee applies for registrations received after 1 p.m. July 7.

NOTE
The FLCC Summer Remedial Program does not guarantee high school credit. The College can make no such claim. But, where students 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. The districts have the discretion to do this. Consult your home school guidance counselor before registering.

Career and Workforce Training Programs - ONLINE!
Open for Immediate Enrollment

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. 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) $599
(4 user licenses)
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) $3195
Microsoft Certified Systems Administrator (MC.SA) (360 hours) $2395
Microsoft Certified Database Admin (MCDBA) (460 hours) $2995
Cisco CCNA Certification Training (80 hours) $1595
Linux LPI 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
Bookkeeping the Easy Way (140 hours) $1495
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

Call or get online today for more information on how you can advance your career in just one semester!

To register, call 585-394-3500, x7660, or visit www.flcc.edu/ce.

Programs provided in partnership with Gatlin Education Services, the country’s largest and most successful provider of online career training programs to colleges and universities.
AutoCAD 2004 – Introduction
Learn to complete basic architectural and mechanical drafting tasks with this powerful software program. Fundamentals of computer aided drafting (CADD) will include: understanding the AutoCAD drawing environment, creating 2-dimensional objects, working with dimensions and text, layer management, creating blocks, and printing drawings. No previous AutoCAD experience necessary. Textbook required at additional cost; please call for details.
Tuition and Fees: $275
Instructor: Todd Marsh (does not include book)
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Jun. 7-16 Mon., Wed. 6-9 p.m. CFVOC 160 90

Architectural Desktop 2004
Architectural Desktop (ADT) is AutoCAD-based software with special tools for drawing “smart” objects especially suited to architectural applications. Learn to create and manipulate ADT objects such as walls, doors, windows, and roofs. Other areas include automatically generating tables (door schedules, finish schedules, etc.), creating custom wall styles, and viewing ADT models in 3D. “AutoCAD 2004 – Introduction” or previous AutoCAD experience is recommended. Textbook required at additional cost; please call for details.
Tuition and Fees: $275
Instructor: Todd Marsh (does not include book)
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Jul. 19-28 Mon., Wed. 6-9 p.m. CFVOC 161 90

Inventor 8
Inventor 8 is AutoDesk solid modeling software with special tools for creating 3D intelligent objects primarily for mechanical design applications. Learn to sketch, create, and modify parts. Other topics include viewing and working in 3D, creation of drawings, and part assemblies. No previous AutoCAD experience necessary. Textbook required at additional cost; please call for details.
Tuition and Fees: $275
Instructor: Marsha Walton (does not include book)
Location: FLCC Canandaigua Campus
4355 Lakeshore Drive, Canandaigua
Jul. 13-22 Tue., Thu. 6-9 p.m. CFVOC 162 90

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 your DLEA representative at FLCC Community Education at 585-394-3500, x7660 or e-mail communityed@flcc.edu.
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
585-394-3500, x7660
communityed@flcc.edu

ATTENTION BUSINESSES! If you have at least eight employees for the same course or certificate program, all courses and programs are portable and can be brought to your location. Call for information and discounted prices.

2Day CERTIFICATE PROGRAMS
2Day Certificate Programs provide timely, targeted training today. All programs are held at the FLCC Institute building, 4340 Lakeshore Dr., Canandaigua. The cost of each course individually is $98. The cost of a 2Day Certificate Program is $348. All costs include tuition and fees.

2Day HUMAN RESOURCE CERTIFICATE
Hiring and Dismissing
Staff Development
Training Skills
Employment Laws

Interested in the Human Resource Certificate program? Next offered Fall 2004. Contact us now to be put on the notification list!

This program can be customized and delivered on-site at your company. On-site consultation services are also available. Call FLCC Institute for a detailed course description or to discuss your on-site development needs.

2Day SUPERVISOR CERTIFICATE
Supervisory Leadership
Tactical Communication Skills
Leading Teams
Performance Solutions

Interested in the Supervisory Certificate program? Next offered Fall 2004. Contact us now to be put on the notification list!

This program can be customized and delivered on-site at your company. On-site consultation services are also available. Call FLCC Institute for a detailed course description or to discuss your on-site development needs.

SEED THOUGHT
FLCC GEMINI PROGRAM FOR HIGH SCHOOL STUDENTS

Qualified high school students can receive dual credit with FLCC at an incredible savings and get a head start on a college career! For more information, contact FLCC’s Office of Secondary Programs at gemini@flcc.edu, or call 585-394-3500, x7670 or x7664.

SEED THOUGHT
CUSTOM-DESIGN PROGRAMS AND COURSES

The Institute is your local Finger Lakes training source for workforce development courses and programs. We work with you to provide the training you need. Courses are personal, portable, and include activities to practice course content. Call FLCC Institute, 585-394-3500, x7660, or e-mail institute@flcc.edu.

REMEMBER
REGISTER EARLY TO AVOID COURSE CANCELLATIONS!

FOR MORE INFORMATION CALL 585-394-FLCC, x7660

www.flcc.edu/ce
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.

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.

**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. 10-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-Sep. 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.

**NEW!**
**CHILD DEVELOPMENT ASSOCIATE PROGRAM**

**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.

<table>
<thead>
<tr>
<th>Module</th>
<th>Date</th>
<th>Time</th>
<th>Course Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 13 Thu.</td>
<td>8:30-11:30 a.m.</td>
<td>INSS 337 01</td>
<td><strong>Program Overview</strong></td>
</tr>
<tr>
<td></td>
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<td><strong>Supervisory Leadership</strong></td>
</tr>
<tr>
<td>2</td>
<td>May 20 Thu.</td>
<td>8:30-11:30 a.m.</td>
<td>INSS 036 01</td>
<td><strong>Tactical Communication Skills</strong></td>
</tr>
<tr>
<td>3</td>
<td>May 27 Thu.</td>
<td>8:30-11:30 a.m.</td>
<td>INSS 037 01</td>
<td><em><em>KISS</em> Communication: Fundamental Techniques for Business</em>*</td>
</tr>
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<td></td>
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<td></td>
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<td>(* Keep It Simple, Simon)</td>
</tr>
<tr>
<td>4</td>
<td>Jun. 3 Thu.</td>
<td>8:30-11:30 a.m.</td>
<td>INSS 120 01</td>
<td><strong>Group Dynamics: Today’s Generations Working Together</strong></td>
</tr>
<tr>
<td>5</td>
<td>Jun. 10 Thu.</td>
<td>8:30-11:30 a.m.</td>
<td>INSS 212 01</td>
<td><strong>Personal Professionalization</strong></td>
</tr>
<tr>
<td>6</td>
<td>Jun. 16 Wed.</td>
<td>8:30-11:30 a.m.</td>
<td>INSS 213 01</td>
<td><strong>Time Management</strong></td>
</tr>
<tr>
<td>7</td>
<td>Jun. 24 Thu.</td>
<td>8:30-11:30 a.m.</td>
<td>INSS 121 01</td>
<td><strong>Customer Service: the Internal Workings</strong></td>
</tr>
<tr>
<td>8</td>
<td>Jul. 1 Thu.</td>
<td>8:30-11:30 a.m.</td>
<td>INSS 338 01</td>
<td><strong>Meeting Roles and Tools</strong></td>
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<td></td>
<td><strong>Wrap-up</strong></td>
</tr>
</tbody>
</table>

**SEED THOUGHT**

**DID YOU KNOW?**

In cooperation with the NYS Department of Motor Vehicles and the NYS Drinking Driver Program Directors Association, FLCC Community Education conducts local classes in the Drinking Driver Program. Located in both Canandaigua and Newark, these courses serve our communities by offering a positive opportunity for referred participants to receive remedial help. Contact your local DMV office to determine if you qualify.
With understanding, people perform.
Bring out the best in your workforce by giving them the skills that make a difference.

Tuition and Fees (full program): $252
Bring a friend to the program and the friend pays half price.
Register for the full “Cutting Edge” Program using INSS 206 01.

Tuition and Fees (per course): $34
Register for individual courses using the number indicated.
Location: FLCC Institute
4340 Lakeshore Drive, Canandaigua

“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.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>DATE</th>
<th>DAY</th>
<th>TIME</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personalities and Communication</td>
<td>May 3</td>
<td>Mon.</td>
<td>12:30 p.m.</td>
<td>INSS 035 01</td>
</tr>
<tr>
<td>Work/Life Values</td>
<td>May 11</td>
<td>Tue.</td>
<td>12:30-3:30 p.m.</td>
<td>INSS 205 01</td>
</tr>
<tr>
<td>Problem Solving for Frontline Employees</td>
<td>May 17</td>
<td>Mon.</td>
<td>12:30-3:30 p.m.</td>
<td>INSS 490 01</td>
</tr>
<tr>
<td>Value of Right Thinking-Right Doing</td>
<td>May 27</td>
<td>Thu.</td>
<td>12:30-3:30 p.m.</td>
<td>INSS 207 01</td>
</tr>
<tr>
<td>Good Boss-Bad Boss</td>
<td>Jun. 1</td>
<td>Tue.</td>
<td>12:30-3:30 p.m.</td>
<td>INSS 208 01</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Jun. 10</td>
<td>Thu.</td>
<td>12:30-3:30 p.m.</td>
<td>INSS 209 01</td>
</tr>
<tr>
<td>Innovative Thinking</td>
<td>Jun. 14</td>
<td>Mon.</td>
<td>12:30-3:30 p.m.</td>
<td>INSS 210 01</td>
</tr>
<tr>
<td>Project BrainWeave</td>
<td>Jun. 22</td>
<td>Tue.</td>
<td>12-3 p.m.</td>
<td>INSS 211 01</td>
</tr>
</tbody>
</table>

**FLCC INSTITUTE’S WORKFORCE DEVELOPMENT PROGRAM**

**Cutting Edge**

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

Surf our Web Site: 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  
**Aug. 5**  
**Thu. 8:15-10:15 a.m.**  
**SCP 05S II**

**Supportive Delegation: Moving From “Oops” to “OK”**
Do you do work for others, do you give work to others, are you developing others skills, do you have succession planning in place, do you delegate work and help them go through the learning curve, do others do what you used to do differently? This is the course for anyone who delegates work, should delegate work, does work delegated, or similar. Includes FLCC Institute’s own Error Domino Effect, developing staff, sharing the load, delegates work, should delegate work, does work delegated, or similar. Includes FLCC Institute’s own Error Domino Effect, developing staff, sharing the load, and more. Bring a friend and the friend pays half price.

**Tuition and Fees:** $98  
**Location:** FLCC Institute  
4340 Lakeshore Drive, Canandaigua  
**Jun. 18**  
**Fri. 8:30 a.m.-12:30 p.m.**  
**INSS 333 01**

**NEW!**

**Project BrainWeave**

**Part 1: Bootcamp**
This fast-pace workshop sets the foundation and plans ground rules for the BrainWeave course, below. Dress comfortable and casual. Course targeted to Management and Supervision.

**Part 2: Project BrainWeave**
Take the skills and knowledge you’ve accumulated over time and put them to use in this exciting new workshop targeted to managers, supervisors, and leaders. Discover new ways to work together to accomplish unexpected results. You’ll race against the clock in a fast-paced, head-to-head contest where teams put materials together to carry out a particular mission, using whatever they can find in a box full of “stuff.” At the end, the teams pit their creations against each other to find out who has put together the best solution to the challenge. This exciting course weaves together several workplace skills: Team analysis of challenges, how to approach a problem, working together to solve problems, the power of group think, and energizing creative juices. Course targeted to Management and Supervision. Dress comfortable and casual.

**Bring a friend and the friend pays half price.**

**Tuition and Fees:** $35  
**Instructor:** Jean D’Abbracci  
**Location:** FLCC Institute  
4340 Lakeshore Drive, Canandaigua  
**Bootcamp**  
Jun. 16  
**Tue. 1-4 p.m.**  
**BrainWeave**  
Jun. 17  
**Wed. 8:30 a.m.-12:30 p.m. INSS 336 01**

**NEW!**

**Young Entrepreneurs – How to Start Your Own Business, Ages 13-17**
This is an exciting opportunity for young people to get a head start and make a difference in the business world. Learn the basics of starting and running your own business by gaining knowledge of advertising, promotion techniques, finances, customer satisfaction, and much more. Make your business a success.

**Tuition and Fees:** $45  
**Instructor:** Anne Harvey  
**Location:** FLCC Institute  
4340 Lakeshore Drive, Canandaigua  
**Jul. 16-30**  
**Fri. 12-2 p.m.**  
**CFMB 006 I1**

**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.
Attention

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

Training the Workforce Since 1988

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
- Myers-Briggs Type Indicator Assessment

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

We work with you.
585-394-3500, x7660
institute@flcc.edu  •  www.flcc.edu/ce

Returning in the Fall Semester

Look for our next offering of these courses in the Fall 2004 Smart Choice, available in August.

- Child Development Associate (CDA) Program
- Electrical Wiring – Commercial
- Electrical Wiring – Industrial
- Electrical Wiring – Residential
- Floral Design – Retail
- Health and Vitality at Work
- First Aid and CPR
- Insurance Continuing Education
- Notary Public Exam Prep
- Real Estate Salesperson
- Real Estate Broker
- Sign Language
- 2Day Human Resource Certificate Program
- 2Day Supervisor Certificate Program

Enrichment Courses

Basic Drawing Techniques for Kids, Ages 10+
- Learn basic principles of drawing shapes, people, and landscapes. Examine all approaches to drawing from the novice to the gifted. Create “people I know” from a photograph or draw a favorite animal. A $10 supply fee is payable to the instructor.
- Instructor: Ed Fortuna
- Location: FLCC Canandaigua Campus
- Aug. 2-5
- Tuition and Fees: $64

Basic Drawing Techniques
- Doodle no more. Express your inner creativity by learning the basics of shape, shadow, and balance. Examine the beauty of portraiture, caricature, landscapes, and still-life. This class is a must for beginners or reinforcement for the advanced student. A $10 supply fee is payable to the instructor.
- Instructor: Ed Fortuna
- Location: FLCC Canandaigua Campus
- Jun. 7-10
- Tuition and Fees: $64

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.
- Instructor: Camy Sorbello
- Location: FLCC Canandaigua Campus
- Aug. 4-25
- Tuition and Fees: $54

Drawing, Storylines, Positioning, and Lettering
- For young and old alike. An $11 supply fee is payable to the instructor.
- Instructor: Ed Fortuna
- Location: FLCC Canandaigua Campus
- Jul. 19-22
- Tuition and Fees: $64

“Futures” – An Introduction into the World of Business
- This course encourages self-sufficiency and economic empowerment through marketing, financial management, entrepreneurship, employability skills, and conflict management. Learn the ins and outs of the business world.
- Instructor: Anne Harvey
- Location: FLCC Institute
- Jul. 16-30
- Tuition and Fees: $45

How to be in TV Commercials
- You could be the spokesperson for a product or a company. Work on vocal variety, appearance, facial expression, and convincing sales skills. Learn tips on how to look, speak, and act in front of people.
- Instructor: Anne Harvey
- Location: FLCC Canandaigua Campus
- Aug. 23-26
- Tuition and Fees: $30

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.
- Instructor: Christina D’Agostino
- Location: FLCC Canandaigua Campus
- May 19-31
- Tuition and Fees: $95

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.
- Instructor: Mel Robby
- Location: Farmington Town Park
- May 27-28
- Tuition and Fees: $54

Ladies Golf Lessons
- Golf with confidence in just three lessons. Third session will be a trip to a golf course. Students need a driver, a three and nine iron, and a putter. Instructor Ms. Robby’s clubs are available, if needed. Golf course date and fee to be announced.
- Instructor: Mel Robby
- Location: Farmington Town Park
- May 27-28
- Tuition and Fees: $54

Real Estate Salesperson
- What you will learn: Real estate basics, ethics, property disclosure, and legal concepts. You could be the spokesperson for a product or a company. This course is an excellent first step in a real estate career.
- Instructor: Marcy Jacobson
- Location: FLCC Institute
- May 11-22
- Tuition and Fees: $250

Sign Language
- Master simple phrases and basic grammar while learning about culture for travel, business, or just for fun. Textbook requirement discussed first night of class.
- Instructor: Christina D’Agostino
- Location: FLCC Canandaigua Campus
- May 19-31
- Tuition and Fees: $95

NEW!

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- Location: FLCC Institute
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- May 27-28
- Tuition and Fees: $54

NEW!

- Understand everyday threats to your home computer. Learn about viruses, Trojan horses, worms, intruders from the Internet, and how to stop them.
- Instructor: Marcy Jacobson
- Location: FLCC Institute
- May 11-22
- Tuition and Fees: $250

Names and Numbers

- For More Information Call 585-394-FLCC, x7660
- www.flcc.edu/ce

We work with you.
585-394-3500, x7660
institute@flcc.edu  •  www.flcc.edu/ce

FOR MORE INFORMATION CALL 585-394-FLCC, x7660
Discussion of basic hardware, software, and how techniques, finances, customer satisfaction, and much more. You will learn about the geology, history, architectural styles, and construction of these distinctive structures. Although cobblestone masonry will be discussed, this is not a masonry restoration course.

**Tuition and Fees:** $25  
**Instructor:** Mariana L. Rhodes  
**Location:** FLCC Canandaigua Campus  
4355 Lakeshore Drive, Canandaigua  
**Jun. 1**  
**Time:** 7-9 p.m.  
**CFHL 002 90**

**NEW!** Discover and Explore the Shore of Lake Ontario  
Visit a freshwater barrier bar to learn about vanes, berm, and beach pebble geography. Search for gemstones, fossil, and fossils. If we are lucky, perhaps we will see a young eagle soar by during a visit to the lakeshore. Explore three very different shorelines in eastern Wayne County with the author of "Edge Walker's Guide to lake Ontario Beach Combing." Expect to hike on uneven, steep terrain and dress for the weather.

**Tuition and Fees:** $25  
**Instructor:** Susan Gateley  
**Location:** Chimney Bluffs State Park, Wayne County  
**May 8**  
**Time:** Sat. 9 a.m.-12 p.m.  
**CFOD 003 70**

**NEW!** 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 Toms  
**Location:** FLCC Institute  
4340 Lakeshore Drive, Canandaigua  
**May 24**  
**Time:** Mon. 6:30-9:30 p.m.  
**CFHN 003 16**

**NEW!** Mastering Marionettes, Ages 8+  
Make and perform with your own marionette. Learn about the history of puppets while building a costume, creating a story and script, and learning the manipulations of your puppet. Students will develop character voices and integrate music into their productions as well. A $10 supply fee is payable to the instructor.

**Tuition and Fees:** $59  
**Instructor:** Dawn Jordan  
**Location:** FLCC Canandaigua Campus  
4355 Lakeshore Drive, Canandaigua  
**Aug. 3-12**  
**Time:** Tue. & Thu. 10 a.m.-12 p.m.  
**CFLKD 008 02**

**NEW!** Running on Empty: Nutritional Deficiency, Disease, and the Standard American Diet  
Learn how the body can build itself naturally through diet, supplementation, exercise, and other natural means. Explore body systems and what you can do to support them naturally. By working on a lifestyle analysis, you can discover what your weaknesses are and keys to overcoming health challenges. Take responsibility for your health.

**Tuition and Fees:** $25  
**Instructor:** Robin Helstrom  
**Location:** FLCC Canandaigua Campus  
4355 Lakeshore Drive Canandaigua  
**May 11**  
**Time:** Tue. 7-9:30 p.m.  
**CFH 003 90**  
**Jun. 8**  
**Time:** Tue. 7-9:30 p.m.  
**CFH 003 91**

**NEW!** Self-Help & Healing through Jin Shin, Polarity, and Acupressure  
Learn step-by-step, hands-on healing techniques to help relieve anxiety, fatigue, headaches, sprains, shoulder, neck, and back pain. Recommended for couples only.

**Tuition and Fees:** $20  
**Instructor:** Dijana Winter  
**Location:** FLCC Canandaigua Campus  
4355 Lakeshore Drive, Canandaigua  
**Jun. 15**  
**Time:** Tue. 6:30-8:30 p.m.  
**CFHF 002 94**

**NEW!** Young Entrepreneurs – How to Start Your Own Business, Ages 13-17  
This is an exciting opportunity for young people to get a head start and make a difference in the business world. Learn the basics of starting and running your own business by gaining knowledge of advertising, promotion techniques, finances, customer satisfaction, and much more. Make your business a success.

**Tuition and Fees:** $45  
**Instructor:** Anne Harvey  
**Location:** FLCC Institute  
4340 Lakeshore Drive, Canandaigua  
**Jul. 16-30**  
**Time:** Fri. 12-2 p.m.  
**CFMB 006 11**

**SEARCH THOUGHT**

**Registering for Courses**

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.

For more information call 585-394-FLCC, x7660  
www.flcc.edu/ce
PERSONAL AND FAMILY ENRICHMENT

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 I

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 I, sharing the insights he has gained over a lifetime of study.

Herbalism, Part I is the first 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.

Each part consists of six independent sessions. You may enroll in all six sessions for a tuition fee of $120, or select the sessions that most interest you and enroll in individual sessions for just $20 each.

Upon completion of all three parts, you will earn a comprehensive certificate of course completion for the Herbalism Program. Alternatively, you may choose to complete just one or two parts of the program to earn a certificate of completion for each part.

Tuition and Fees: $20 for each part.

Herbalism, Part I, Wed. 7-9 p.m. CFHF 002 I6
Location: Clifton Springs Hospital
Tuition and Fees: $20

Herbalism, Part II

Learn how herbs are used to create various herbal therapeutics. Class will be held in the Meditarrinary at Clifton Springs Hospital. Meet in the lobby at 6:50 p.m. Tuition and Fees: $20

Tuition and Fees: $20

Herbalism, Part III

Learn how herbs are used for specific conditions and first aid care.

Tuition and Fees: $20

Herbal Therapeutics and First Aid

Learn how herbs are used for specific conditions and first aid care.

Tuition and Fees: $20

The Computer Center

Computer Made Easy

Tuition and Fees: $73

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

Continuing Education Computer Certificate Program

Complete a specified, three-course sequence and receive a Certificate of Completion authorized by Finger Lakes Community College and the State University of New York.

Courses under each Certificate program can be taken individually.

Introduction to Computers

Tuition and Fees: $99

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

Excel - Intro

Tuition and Fees: $99

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

Internet Made Easy

Tuition and Fees: $99

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

Locking Your Computer’s Door

Tuition and Fees: $20

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

PowerPoint - Intro

Tuition and Fees: $99

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

Publisher

Tuition and Fees: $99

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

Quickbooks-Intro

Tuition and Fees: $129

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

Word - Intro

Tuition and Fees: $99

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

Word - Intro

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Word - Intro

Tuition and Fees: $99

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.

Word Made Easy

Tuition and Fees: $73

Location: The Computer Center Courses are held at the FLCC Institute for Workforce Development, 4340 Lakeshore Drive, Canandaigua.
Watch
FOR THE FALL 2004 SMART CHOICE NON-CREDIT COURSE PUBLICATION IN AUGUST!

Take a class in your pajamas?
NOW YOU CAN!

Upgrade your work skills, explore a hobby, or chart your career path – all at your own pace and convenience. Choose from more than 100 individual courses in the categories listed. All you need is Internet access and an e-mail account. Check out our free demo on the Web at www.ed2go.com/flcc to see just how easy it is to take a course online. Registration can be as simple as making a phone call. All individual courses start every month and have two lessons per week for six weeks. Cost varies by course.

Individual 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?
Just call us at 585-394-3500, x7660 (days and evenings, Monday-Friday)
Spanish courses x7660 (mornings, Monday-Friday)

Courses for Senior Citizens

Overcome your computer jitters! These short courses are designed to help you learn in a relaxed atmosphere and at a pace comfortable to you. They cover just what you need to know to start using the computer as the useful, fun tool it is. Each course is one session and costs only $20 (tuition and fees). For more information, call 585-394-3500, x7660.

Canandaigua
FLCC Institute, 4340 Lakeshore Drive, Canandaigua 8:30-11:30 a.m.

- CNHH 003 I1 Beginning Computer
- CNHH 003 I2 Computer II: Writing Letters & More
- CNHH 003 I3 Internet Intro
- CNHH 003 I4 Using e-Mail: Kiss Stamps Goodbye
- CNHH 003 IA Buying and Selling on eBay
- CNHH 003 IB Researching Your Favorite Subjects
- CNHH 003 IC Finding Travel Info. on the Internet
- CNHH 003 ID Genealogy Resources on the Internet
- CNHH 003 IE Customizing Your PC
- CNHH 003 IF Adding Pictures & Graphics to Letters

For more information call 585-394-FLCC, x7660 www.flcc.edu/ce
### MAIL-IN REGISTRATION FORM

#### CANCELLATIONS / REFUNDS

When Cancelled by FLCC Continuing Education  
- FLCC Continuing Education reserves the right to cancel courses with insufficient enrollment.  
- You will receive a full refund or the opportunity to enroll in a different course.

When Cancelled By Course Participant  
- To receive a refund, you must notify Continuing Education at least one business day prior to the start of class. A verbal notice by a student to an instructor or lack of attendance does not constitute formal course withdrawal. Lack of attendance does not reduce tuition or fees. Timely notification of your withdrawal with Continuing Education will ensure our ability to process your dropped course with proper credit.

#### DELINQUENT ACCOUNTS

If your account becomes delinquent and is not resolved with the Bursar’s Office, you will not be able to register for the next semester’s offerings and your statement of grades and/or your official transcripts will be withheld until your delinquent balance is paid in full. It is the policy of the College to assign delinquent accounts to a collection agency. If your account is submitted to a collection agency, you will be responsible for the outstanding balance. PLUS all the late payment fees, collection agency fees in the range of 33.33% to 86.67%, court costs, and attorney fees. Furthermore, the collection agency will notify all credit bureaus of your outstanding debt. It is important to pay all your bills when due.

#### REGISTRATION FOR COURSES

Complete the Continuing Education Registration form and indicate “Method of Payment” (section 4 of registration form, below).

- Full payment: Include your check or credit card information with your registration. If paying with cash, please stop at our office to register.
- Sponsor payment: A separate, company-authorized agreement or purchase order, unconditionally guaranteeing full payment upon billing by the College, must be included with your registration form. You may print the FLCC Sponsorship Agreement Form from the Web at www.flcc.edu/offices/bursar/resources.html. Payment is due within 30 days of registration/billing.

Based on enrollments, the decision to run a course is made approximately two weeks in advance of the course start date. Registering last minute? Call first to check on availability.

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### 1. General information

<table>
<thead>
<tr>
<th>NAME (Last, First, Middle)</th>
<th>SOCIAL SECURITY NUMBER</th>
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<th>ADDRESS (Street, City, State, Zip, County)</th>
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<tr>
<th>HOME PHONE #</th>
<th>BIRTH DATE</th>
<th>ETHNIC ORIGIN (optional)</th>
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<td>MALE ✑ FEMALE ✑</td>
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<th>EMAIL ADDRESS (required if registering for an online course)</th>
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<tr>
<th>EMPLOYER (optional)</th>
<th>BUSINESS PHONE #</th>
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<table>
<thead>
<tr>
<th>EMPLOYER’S ADDRESS (optional) (Street, City, State, Zip)</th>
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### 2. Courses & tuition charges

<table>
<thead>
<tr>
<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: ______________________  
- [ ] TOTAL

For College use

- [ ] add/verify app: __________  
- [ ] add to class(es): _________  
- [ ] process payment _________  
- [ ] confirm mailed: __________

Date received: ___ / ___ / ______

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### 3. Method of payment

- [ ] FULL PAY
- [ ] check enclosed  
- [ ] bill my credit card  
- [ ] smart choice

CUT OUT Registration Form

<table>
<thead>
<tr>
<th>SPONSOR PAYMENT</th>
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<tr>
<td>Payment due within 30 days of billing / registration</td>
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</table>

AUTHORIZED REPRESENTATIVE’S SIG.  
SPONSOR  
SPONSOR PHONE NUMBER  
SPONSOR MAILING ADDRESS  
CONTACT NAME / PHONE

AMOUNT AUTHORIZED VOUCHER #

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<th>4. Credit card information</th>
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Please check one:  
- [ ] VISA  
- [ ] MASTERCARD  
- [ ] DISCOVER

- [ ] Credit Card No.  
- [ ] Expiration Date

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

- [ ] CITY  
- [ ] STATE  
- [ ] ZIP

<table>
<thead>
<tr>
<th>CARD HOLDER’S NAME (Print)</th>
<th>CARD HOLDER’S SIGNATURE</th>
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Official Use Only  
Bursar’s Office Use Only

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<th>5. Signature (Must be completed by all students)</th>
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</table>

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

To register, sign here!  
X 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.