All Roads Lead to Niagara

- Continuing Legal Education (CLE) “Indemnity Onstage”
- Police Academy
- Military Online Courses
- Certificate in Financial Planning
- Paralegal

FALL at Niagara

Niagara University
Education That Makes a Difference

Continuing Education
716.286.8181 | www.niagara.edu/ce
Fall 2014 Classes

2014 Fall Sessions

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Become a POLICE OFFICER

Now Accepting Applications!

Niagara County Law Enforcement Academy (NCLEA) at NU

59th Part-Time Academy

The Niagara County Law Enforcement Academy (NCLEA) at Niagara University is a partnership between the Niagara County Sheriff’s Office, Niagara Falls Police Department and Niagara University’s Criminal Justice and Continuing Education departments. The academy has been approved by the Division of Criminal Justice Services (DCJS) to train pre-employment recruits.

Tuesday - Thursday: 4:00-8:00pm
Saturday: 8:00am – 5:00pm

Apply today www.niagara.edu/nclea
Beginning & Intermediate Crochet
Crocheting is a wonderful thing and back in style. A great introductory class that allows you to learn and create a legacy with your family. For those who have mastered the basics learn more complicated stitches and how to read patterns. All you need for the first class is a K hook and light colored 4ply yarn which is usually less than $6 at any craft store. Sign up today and bring your friends! Ages 16 or older. Anyone younger must sign up with an adult.
Instructor Diana Reneau, crochet expert
Wed, Oct 1-Nov 5
(6 sessions)
6-8pm
$24

Quilting For Beginners
Quilting is back and you will create a beautiful table runner to cherish forever. You will learn the basics of quilting: fabric quality; rotary cutting; patchwork piecing; binding techniques and so much more. Students should bring flat head pins; scissors; cutting mat; ruler; rotary cutters and 3 coordinated fabrics of ½ yard each. A sewing machine that is easy to carry is optional. Instructor: Marilyn Harbison, experienced quilter
Sat, Sept 27-Oct 18
(4 sessions)
9-11am
$39

Next Level Quilting
If you have mastered the basics of quilting it is time to take it a step further. Create your own masterpiece by learning paper piecing techniques and the applique process. Complete a class project or bring your own project to work on and learn additional techniques. Students should bring flat head pins; scissors; cutting mat; ruler; rotary cutters and 4 coordinated fabrics of ¼ yard each. A sewing machine that is easy to carry is optional. Instructor: Marilyn Harbison, experienced quilter
Sat, Oct 25-Nov 15
(4 sessions)
9-11am
$39

Scrapbooking: The Digital Way
Enter a brand new way to scrapbook and create a digital scrapbook in minutes. Digi-scrapbook your way to new memories with customized photos, journaling and embellishments. Learn how to use simple photo editing tools to create a masterpiece online. Basic computer skills are required. Instructor: Suzana Sobot, Continuing Education
Mon, Oct 20-Nov 17
(5 sessions)
6-8pm
$39

Pinterest: What’s it all about?
Pinterest is a visual discovery tool that you will use to collect ideas for your different projects and interests. You can create and share visual bookmarks that can be used to do things like plan trips and save an article or recipes. Learn how to “Pin” other ideas, create organizational boards and even Pin your own ideas. Students should have their own email and password for class. Basic computer skills are required. Instructor: Suzana Sobot, Continuing Education
Wed, Oct 15
6-8pm
$19
Beginning and Advanced Oil Painting Workshop
Create beautiful works of art in the popular art of oil painting. Class is designed so you can easily learn the fundamentals and techniques of oil painting, as well as how to use its materials. This step-by-step course provides individual critiques of the students’ oil work. Supplies are available for purchase in the studio. Special skills needed: a willingness to learn and be creative.
Instructor: Ruth L. Thomas, oil and drawing artist
Tue, Sep 16-Nov 4
(8 sessions)
10am-12:30pm
$89
Niagara Arts & Cultural Center, room 116
1201 Pine Avenue, Niagara Falls

After Hours Oil Painting
If you are interested in oil painting but have a busy schedule, then this class is for you! An evening class will enable you to relax and unwind while expanding your creativity. Beginning and advanced students will easily learn the fundamentals and techniques of oil painting and how to use the materials. Supplies are available for purchase in the studio.
Instructor: Ruth L. Thomas, oil and drawing artist
Thu, Sep 18-Nov 6
(8 sessions)
7-9:30pm
$89
Niagara Arts & Cultural Center, room 116
1201 Pine Avenue, Niagara Falls

Watercolor Painting
Bring your artistic talents to new levels. Whether you are a beginner or at the intermediate level, you will learn the fundamentals and new techniques of watercolor painting. No supplies are needed the first night and additional supplies will be discussed.
Instructor: Shawn Kosmala, artist & photographer
Tue, Sep 30-Nov 4
(6 sessions)
7:15-9:15pm
$69

NYS Notary Public Preparation Class
Get prepared for the NYS Notary Public examination using actual case studies and materials that will familiarize you with notarial documents and test-taking skills. Enhance your resume and productivity for your business or employer as a Notary Public.
Instructor: Cynthia Coney-Trowman, Notary Public
Sat, Oct 25
9am-noon
$39

Social Media Boot Camp
93% of marketers use social media for business – are you? Did you know that the fastest growing demographic on Twitter is the 55–64 year age bracket? Are you looking to earn more money for your business? What is the latest trend and how do you manage all the social media for your business? This Social Media Boot Camp will provide you with all the answers and allow you to discuss strategies for your media marketing. Bring your smartphone, favorite apps, iPads and anything else that you want to bounce off of our social media experts. This program is not in a computer lab. Participants must have basic computer knowledge and access to your social media accounts if you have them (Facebook, LinkedIn, Twitter, and any other media outlets)
Instructors: Tom Burns and Michael Freedman, Niagara University Public Relations Department
Thu, Oct. 2
9am-2pm
$95 Includes lunch and free flash drive
Bisgrove Hall room 350, Niagara University

Computers for Absolute Beginners
Join an inviting computer class where asking questions is the way we will learn together. The goal is for you to feel comfortable using the computer and the internet. This hands-on class allows you to sit in front of a computer and learn the hardware, software, internet, and basic Windows 8 operations. Don’t let the computer world “surf” by you. Sign up today!
Instructor: Danyelle Moore, technology trainer
Sat, Oct 11-25
(3 sessions)
10:00am-noon
$59

Introduction to QuickBooks 2014
Learn how QuickBooks accounting software makes it easy to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports. In 12 lessons, you’ll master the tools you’ll need to set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; and generate reports.
Open 24/7 for 6 weeks
Start Dates: Sept. 17, Oct. 15, Nov. 12, Dec. 17
$165
online at www.niagara.edu/ce
What is the Cloud?
If you have trouble answering this question, you’re not alone. In this course, we’ll explore how the cloud works, what drives its incredible growth, and how you can use cloud services. And don’t worry if you’re not tech-savvy! We’ll relate the cloud to things you encounter every day, using practical, non-technical language. Examine how Facebook and Twitter contribute to the cloud, and how apps go from idea to app store.
Open 24/7 for 6 weeks
Start Dates: Sept. 17, Oct. 15, Nov. 12, Dec. 17
$165
online at www.niagara.edu/ce

Accounting Fundamentals
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You’ll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement, this course will give you a solid foundation in financial matters.
Open 24/7 for 6 weeks
Start Dates: Sept. 17, Oct. 15, Nov. 12, Dec. 17
$125
online at www.niagara.edu/ce

iPad for Beginners
A perfect class for those who have received an iPad as a gift or a hand-me-down and want to know more about how it works. Bring your iPad to this hands-on session and find out the features the iPad can offer you. We will explore the built-in features as well as useful apps. Questions are welcomed, so bring them with you. Students must have their own iPad and are encouraged to bring their Apple ID and password.
Instructor: Danyelle Moore, online specialist
Wed, Sep 24 or Oct 1
(1 session)
6:30-8:30pm
$29

iPad, Apps, and More
Do you ever wonder what else you could be doing with your iPad other than play Angry Birds? Bring your iPad to this hands-on session and find out the Top 10 Apps to make your life easier and more fun. Students must be able to download an app using their own iPad Apple ID and password during this class.
Instructor: Danyelle Moore, online specialist
Tue, Oct 7 or Oct 14
(1 session)
6:30-8:30pm
$29

NUSTEP Niagara University Senior Term Enrichment Program
Attention High School juniors and seniors!
- Earn College Credit while you are in high school
- Discounted cost – Save tuition money
- Accredited program
- Challenging programs
www.niagara.edu/nustep or 716.286.8181

The Great Guatemalan Challenge
An affordable, off-the-grid adventure for the spiritually minded traveler.
Jan 11-18, 2015
Info Session – Sept. 9 @ 5:30pm
Please pre-register for the info session
www.niagara.edu/ce
Complete information online
Certificate in Financial Planning
Professional Continuing Education

Financial Planning is one of the fastest growing and well-paid career paths and the CFP® certification is both valuable and desired in the financial world. Start a rewarding new career or add a professional certificate to your current position.

Niagara University is a CFP® Board Certified educational provider. Successful completion of this professional development certificate and other qualifications will allow students to be eligible to take the CFP® certification exam.

- Complete your certificate in one year starting every fall or enroll in classes based upon your schedule
- Classes conveniently offered on Saturdays
- Five week modules
- Expert instructors

Niagara University’s Professional Development Certificate prepares you for an exciting career in financial planning.

Classes begin every six weeks.  
www.niagara.edu/ce
**Basic EMT Original**

This course introduces the student to basic life-support knowledge, skills and concepts as recognized by the New York State Department of Health. Upon successful completion of the course and a state practical skills examination, the student will be allowed to sit for the NYSDOH written Certification examination. Course content includes the legal aspects of emergency care, medical and trauma assessment, blood-borne pathogens and universal precautions, airway management and adjunct usage pharmacology and emergency medication administration, CPR and Automatic External Defibrillation, hemorrhage control, spinal immobilization, fracture management, hazardous materials awareness, childbirth, weapons of mass destruction awareness, and environmental and medical emergencies. Students successfully completing the course will be issued certificates by Niagara University and the American Heart Association for their CPR and AED certification cards.

**Tue & Thu, beginning Aug 28**

6:30-9:30pm

$700

Individuals associated with their local volunteer fire dept. are eligible for funding.

Please contact Continuing Ed at 286-8181

Niagara University

Dunleavy Hall, room 127

**EMT-D Refresher/Challenge**

A training program designed to be adaptable to the needs of the recertifying basic EMT-D whose certification has not expired or the basic EMT whose certification has lapsed. Each student is required to complete a challenge exam, after which the student’s performance is reviewed and an individual needs program developed. Upon successful completion of the course and a state practical skills examination, the student will be allowed to sit for the NYSDOH written certification examination. This course challenges as well as prepares the basic EMT to recertify. It presents a general overview of the Basic EMT Original curriculum while bringing the student up-to-date with recent NYS standards and protocols.

**Tue & Thu, beginning Aug 28**

6:30-9:30pm

$350

Individuals associated with their local volunteer fire dept. are eligible for funding. Please contact Continuing Ed at 286-8181

Niagara University

Dunleavy Hall, room 127
For more than 155 years, Niagara University has been educating students in the Catholic and Vincentian tradition, with an emphasis on lifelong learning and service to others.

- 97% of recent Niagara graduates are working or attending graduate school.

- Niagara students contribute 1,000 hours of community service each week during the academic year.

- Niagara offers more than 80 majors, 56 minors, six pre-professional options.

- Niagara has 19 graduate programs, and a doctoral program in leadership and policy.

- 98% of Niagara’s incoming freshman class receive financial aid.

You can visit Niagara during one of our upcoming Open House events, or schedule a personal visit by calling 1.800.462.2111 or visit us online at www.niagara.edu.
You’ve Got Talent
We know you’ve been watching the shows and thinking, “Do I have the talent to audition?” Get a sneak peak into the world of acting and show business. Our professional director/actor/teacher will take you through the basics and offer tips to increase your chances in auditions, and perhaps in public speaking and other job interviews as well.
Instructor: Doug Zschiegner, Associate Director Niagara University Theatre
Tue, Oct 21
6-8pm
$29
Leary Theatre, Niagara University

Get Paid to Talk:
Making Money with Your Voice
Have you ever been told you have a great voice? From audio books and cartoons to documentaries, commercials, and more, this class will introduce you to the growing field of voice over. Today, the range of voices hired has grown dramatically from the days of announcers. Learn what the pros look for, how to prepare, and where to find work in your area! We’ll discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of our teacher. This class is lots of fun, realistic, and a great first step for anyone interested in the voice over field. In an effort to ensure a quality class experience, we must limit attendance!
Instructor: Voice Coaches Services
Wed, Oct 22
6:30-9pm
$19

Grammar Refresher
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you’re a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules. A patient instructor will support you throughout the course, and plenty of interactive exercises will give you ample opportunity to put into practice everything you learn.
Open 24/7 for 6 weeks
Start Dates: Sept. 17, Oct. 15, Nov. 12, Dec. 17
$125
Online at www.niagara.edu/ce

Defensive Driving Course
Offers you a 10% discount on auto insurance. Niagara University offers defensive driving courses in association with the New York Safety Program. Completing the course entitles you to a 10 percent discount on your automobile insurance premiums in the state of New York each year for three consecutive years. The Department of Motor Vehicles will also deduct up to four points from your driving record if points were assigned in the last 18 months. Certain restrictions apply to the point reduction privilege. Niagara University urges all drivers, whether youthful, experienced, or mature, to take this six-hour defensive driving course.
Instructors: NYSP certified teachers
Saturdays
Sep 13, Oct 11, Nov 8, Dec 13
9am-3pm
$35
Dunleavy Hall 103

Get Amped with Guitar
Don’t say to yourself “I wish I could play guitar like that,” because now, you can. Take this simple, easy-to-learn program from one of the best guitarists in the area and start playing. Students should bring a basic classical guitar to this group lesson class. Start today and soon you’ll be playing the way you’ve always wanted to.
Instructor: Jamie Holka, third place, North American Rock Guitar Competition
www.jamieholka.com
Mon, Oct 6-Dec 1(excl 10/13)
(8 sessions)
6:30-8:30pm
$99
Wine, Words and Tasting for Dummies
Did you ever wonder about the words used to describe wines and how they relate to actual tastes that you can pick out in a wine? Come join us at Chateau Niagara Winery where we will help “demystify” wine tasting through a description of the wine tasting process. We will follow up with sampling the various flavors often described in wines, then finally working with actual wine samples you will be able to pick out the flavors and be able to write your own “wine words”. You must be 21 or older to sign up for the class and IDs will be checked at the winery. Map to the location is available online at www.chateauniagarawinery.com
Wed, Sept 24
6-8pm
$29
Location: Chateau Niagara Winery,
2466 West Creek Rd. Newfane, NY 14108

Beginner Ballroom Dancing
Don’t be a wallflower at your next dance, wedding, or party! If you’ve always wanted to learn how to ballroom dance, this is the right place for you. Learn to dance for fun and fitness! This course on social dancing will get you on the dance floor in no time as you learn the Waltz, Foxtrot, Tango, Cha-cha, Rumba, Swing and Samba dances.
*Instructor: Joevene Viola, dance teacher.*
*Thu, Sep 18-Nov 20*
(10 sessions)
6-7pm
$79
Gallagher Lower level

Intermediate Ballroom Dancing
For those who have mastered the beginner level of ballroom dancing the intermediate level offers more steps with added patterns and styling. By the end of the course, you will have the experience and confidence to advance to the next level.
*Instructor: Joevene Viola, dance teacher.*
*Thu, Sep 18-Nov 20*
(10 sessions)
7-8pm
$79
Gallagher Lower Level

Advance Ballroom Dancing
In the advance course you will develop more confidence as you combine your patterns and learn more floor craft and technique, making you maneuver and look smoother on the dance floor. Dancing is a great way to stay fit and develop lasting friendships.
*Instructor: Joevene Viola, dance teacher*
*Thu, Sep 18-Nov 20*
(10 sessions)
8-9pm
$79
Gallagher Lower level

American Sign Language
The Easy and Fun Way
You’ve picked a great topic to study and learn. American Sign Language is a useful skill that can open up a new world of relationships and it is fun to learn. You will cover an introduction to communication which emphasizes the basic level sign, words, and phrases. You and your friends will also be able to finger spell, learn basic sign principles, as well as an introduction to cultural information. A must take class.
*Instructor: Kathy DuBois, experienced sign language instructor*
*Sat, Sep 20-Nov 8*
(8 sessions)
9-11am
$59

Wow, What a Great Event!
Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. This course reveals proven tips, tools, techniques, and procedures used by experts and master event planners to help you avoid embarrassing and costly planning errors or production mistakes. You’ll be so excited with your newly gained confidence and expertise that you’ll want to start planning your next event even before this course is over.
*Open 24/7 for 6 weeks*
*Start Dates: Sept. 17, Oct. 15, Nov. 12, Dec. 17*
*$125*
online at www.niagara.edu/ce

Crazy for Cupcakes
Everyone’s face lights up when cupcakes are served. Now, with Wilton Cupcakes, you can make the most smile-worthy treats around. Will show you how to decorate cupcakes that are colorful and fun inside and out with amazing designs that are easy to create! Discover exciting new baking cup shapes, dazzling designs, tasty toppers and more easy ways to serve the perfect cupcake that will thrill your family and friends.
*Tue, Dec 2*
6:30-8:30pm
$25
Introducing The New Wilton Method Redesign

No matter what your skill level, we have a class for you. The New Wilton Method Courses feature a fun and friendly experience that will teach you the latest techniques to learn and improve all the decorating skills you need for any project.

Wilton Course 1: Building Buttercream Skills
Fresh inspiration and modern cake design are presented in this new class. Learn a variety of classic buttercream decorating techniques, including 6 different piped flowers, which will give you extraordinary results for application. Discover how to pipe lines and make simple borders, letters and shapes on your cake. Learn how to transfer images to a cake to decorate or make icing the right consistency. Does not include class materials. Class materials may be purchased from regional craft chains.
Instructor: Laurie Popielarski, Wilton Method Instructor
Mon, Sep 15-Oct 6 (4 sessions)
6:30-8:30pm
Or
Sat, Nov 15-Dec 6 (4 sessions)
9:30-11:30am
$45

Wilton Course 2: Flowers and Cake Design
Design a professional looking cake. Learn how to select colors, arrange flowers and work with royal icing, which is ideal icing for creating decorations in advance. Discover how to pipe royal icing appliques and additional decorative borders for your cake. Plus, learn how to make amazing flowers, such as pansies, lilies and The Wilton Rose. Does not include class materials. Class materials may be purchased from regional craft chains.
Instructor: Laurie Popielarski, Wilton Method Instructor
Wed, Oct 8-29 (4 sessions)
6:30-8:30pm
$45

Wilton Course 3: Gum Paste and Fondant
Develop your skills working with fondant and gum paste. Discover how to prepare and color gum paste and fondant. Learn essential techniques, such as covering a cake with fondant, cutting shapes and even painting on fondant. Learn how to create different types of flowers, such as calla lilies, roses and carnations. Plus, you'll design and create a complete project using all the techniques you were taught.
Does not include class materials. Class materials may be purchased from regional craft chains.
Instructor: Laurie Popielarski, Wilton Method Instructor
Mon, Nov 3-24 (4 sessions)
6:30-8:30pm
$50

College of Hospitality and Tourism Management presents: Student Managers Dining Series Fall 2014

Four-course dinner for only $20 per person

Enjoy “Our Gourmet Statler Dining Room menu,” a themed sit down dinner menu which includes specialty beverage, two appetizers, entree, dessert and coffee/tea.* Prepared and served by the students in our food production class.

Seatings at 6:00, 6:30 and 7:00pm the following dates:
October: 14, 15, 16, 21, 22, 23, 28, 29, 30;
November: 4, 5, 6, 18, 19, 20; and December 2, 3, 4

Call Niagara University’s Office of Continuing Education for reservations at (716) 286-8181.

*Menus are not released prior to the date of the event.
Dancercise
A full body workout choreographed to upbeat music. The workout particularly targets arms, “abs”, and legs during the floor work (while doing sit-ups, push-ups, squats, etc.) with approximately 20 min. of aerobics to easy dances. Please bring a mat and water bottle and be prepared to work out the first night of class.
Instructor: Suzanne Diez-Cassick, fitness instructor
Mon, Sep 22-Dec 15 (excl 10/13,10/20, 11/10)
Thu, Sep 25-Dec 11(excl 10/16, 11/27)
7-8pm
(10 sessions)
$40
Lewiston-Porter Primary Education Center-Gym
Save $5 by signing up for both Dancercise classes

Beginner Yoga
New to yoga or want to learn more? This course teaches basic yoga stretches and postures that are accessible to all ability levels. In addition, you will learn diaphragmatic breathing and systematic relaxation techniques to reduce tension and calm the nervous system. Please wear comfortable clothing and bring a yoga mat.
Instructor: Stephanie Currie, yoga instructor
Wed, Oct 1-Nov 19
(8 sessions)
6:30-7:45pm
$99
Lewiston-Porter Primary Education Center-Gym

Zumba
Zumba is a Latin-inspired, dance-fitness class that incorporates Latin and international music and dance movements, creating a dynamic, exciting, exhilarating, and effective fitness system. Zumba combines fast and slow rhythms that tone and sculpt the body using an aerobic/fitness approach to achieve a unique blended balance of cardio and muscle-toning benefits. It also promises weight loss and promotes healthy eating habits. Above all, it is a party! This is an adult only class and you must be over 18. We always recommend you consult with a physician before you begin an exercise program.
Instructor: Anna Adjei-Barrett,Ph.D, zumba certified instructor
Wed, Sept 24-Dec 3 (excl 11/26)
6:30-7:30pm
(10 sessions)
$59
Lewiston-Porter Intermediate Gym

General Education Mobile Courses
Online Courses for Military Personnel
Niagara's GEM courses, which include math, written communications, humanities, social science and oral communications meet CCAF's standards and degree completion requirements.
These courses are available online for non-matriculated members of all five branches of the United States Armed Forces. Military benefits are accepted to assist with the tuition cost.
- Four week online courses
- Expert instructors
- Easy enrollment
- Technology support

Register in three easy steps at www.niagara.edu/gem or email us at gem@niagara.edu.
Applications are accepted through the Office of Continuing Education at 716.286.8181.
Beginner Line Dancing
Come and learn basic line dances to some “cool” country and non-country songs. You will learn the dances demonstrated in dance halls across Western New York. Come out, have fun and get some exercise too.
Instructor: Suzanne Diez-Cassick, fitness instructor
Tue, Sep 23-Dec 9 (excl 10/21, 11/11)
6:30-7:30pm
(10 sessions)
$40
Lewiston-Porter Primary Education Center-Activity Center
Save $5 if you sign up for both beginner & intermediate classes

Intermediate Line Dancing
After taking Line Dancing for Beginners, you will graduate to the challenge of the Intermediate Line Dance Class that will teach you slightly more difficult dances that are seen in the dance halls across Western New York and Canada. Be ready for some great exercise! The dances are fun while the music is a variety of country, pop and alternative.
Instructor: Suzanne Diez-Cassick, fitness instructor
Tue, Sep 23-Dec 9 (excl 10/21, 11/11)
7:30-8:30pm
(10 sessions)
$40
Lewiston-Porter Primary Education Center-Activity Center

Basic Digital Photography
Discover how to stop taking digital snapshots and start creating photographs with the WOW factor. Discover your inner creativity through the basic principles of photography in simple, down-to-earth language. Practice what you discover through the weekly photographic assignments. If you love to take pictures, bring your digital camera and find out how creative you can be.
Instructor: Shawn Kosmala, artist & photographer
Sat, Sep 13-Oct 18 (excl 10/4, 10/11)
(4 sessions)
10am-noon
$39
NU campus
Save $5 if you sign up for both beginner & intermediate classes

Intermediate Digital Photography
This course is a continued study of the method of digital photography which begins where basic photography ends. This course will include file formats, histograms, image editing and printing. Experiment beyond the basics.
Instructor: Shawn Kosmala, artist & photographer
Sat, Oct 25-Nov 15
(4 sessions)
9:30am-noon
$39
NU campus
Save $5 if you sign up for both beginner & intermediate classes

Certificates
Paralegal Certificate Course
Workforce Investment Approved.
This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The practice-oriented instruction relates to the areas of law in which paralegals are most in demand. Students will be expected to complete a significant amount of homework for each session. This program will help students increase their office’s efficiency, productivity, and billable hours, as well as learn new marketable job skills. Successful graduates will be awarded a Certificate of completion from Niagara University. To receive a Certificate, students must pass six quizzes and successfully complete five legal document writing assignments.
Tue, Thu, Sat
Oct 7-Nov 22 (excl 11/11,11/13, 11/15)
Tue & Thu 6-9:30pm, Sat 9am-5pm
$1189 (does not include books)
Dunleavy Hall
Books: Must be ordered through the Center for Legal Studies at 1-800-522-7737
Certificate in Financial Planning
Professional Continuing Education
This in-demand professional development certificate allows you to obtain the courses needed in order to fulfill the educational requirements for the Certified Financial Planner (CFP®) exam. You may earn this certificate in 1 year or you may take classes as needed that fit your schedule. Certificate is offered as a partnership between the College of Business, Continuing Education, and the MBA program at Niagara University.
Earn your certificate in 1 year
3 required courses offered on Saturdays from 9-5pm.
Retirement Planning . . . 9/6-10/4
Income Tax Planning . . . 10/11-11/8
Investments . . . . . . . . . 11/15-12/20
$995 per course
www.niagara.edu/ce for an application and additional information
NU campus

Excel II: Advanced
Get more tips, tricks and learn what else you can do in this advanced class. Review calculations and built-in functions, and then learn to create more complex formulas. Link data between spreadsheets, pivot tables or charts and properly print advanced spreadsheets.
Sat, Nov 8 from 9am-noon
Individual class $49

PowerPoint - Presenting the Best
Create powerful presentations and slide shows to enhance your marketing and sales efforts. Learn how to develop an outline and pick a look for your slide show. Add or rearrange your slides; format text; preview, run, and print your handouts for your best presentation.
Sat, Nov 15 from 9am-noon
Individual class $49

Medical Billing and Coding
Medical Billing and Coding is a nationally-recognized online program that will prepare you to take your place in the rewarding field of healthcare. You will learn to function as an important member of the healthcare team by providing key skills such as abstracting from medical records, assigning codes to diagnoses and procedures that are vital to this field. Upon completion of this program, you will be prepared to take the Certified Billing and Coding Specialist (CBCS) exam, offered by National Healthcareer Association (NHA), and will receive the study guide materials, access to practice exams, and exam registration fees. You will also be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC).
This program is entirely online and is completed at your own pace. Program is self-paced so you can start when you want and finish at your own pace.
$1795
240 hours

Certificates
Microsoft Office Professional Development Certificate
Advance your career and use all the knowledge you gain in these classes to utilize your computer to its fullest. Learn all the latest tips and tricks and get all your questions answered. Students will receive a professional development certificate from Continuing Education upon completion.
Instructor: Gordon Slipko Jr., computer expert.
Dunleavy Hall, room 131
Take all five certificate classes for $220 (Save $25)

Windows: Maximizing Your Computer
Learn tips and tricks that will save you thousands of hours. Experienced or new users will discover how to run several programs simultaneously, share information and maximize desktops. A must for all computer users!
Sat, Oct 18 from 9am-noon
Individual class $49

Word: An Introduction
Create, delete, move, cut, copy, paste and produce amazing documents in minutes. Properly learn how to handle multiple pages or a single document that will look professional. Also, learn some creative tips for adding graphics during hands-on exercises.
Sat, Oct 25 from 9am-noon
Individual class $49

Excel I: Tips, Tricks and Basics
Learn shortcuts and tricks for setting up fully formatted worksheets with ease. Discover secrets behind writing powerful formulas, using functions, and analyzing data. Create custom charts, and custom toolbar buttons. Topics will be addressed according to student interest and ability.
Sat, Nov 1 from 9am-noon
Individual class $49

Excel II: Advanced
Get more tips, tricks and learn what else you can do in this advanced class. Review calculations and built-in functions, and then learn to create more complex formulas. Link data between spreadsheets, pivot tables or charts and properly print advanced spreadsheets.
Sat, Nov 8 from 9am-noon
Individual class $49

PowerPoint - Presenting the Best
Create powerful presentations and slide shows to enhance your marketing and sales efforts. Learn how to develop an outline and pick a look for your slide show. Add or rearrange your slides; format text; preview, run, and print your handouts for your best presentation.
Sat, Nov 15 from 9am-noon
Individual class $49
**Continuing Legal Education (CLE) @ NU**

**“Indemnity Onstage”**  
A dramatic CLE Program on Insurance, Indemnification and Hold Harmless Clauses

Businesses and individuals enter into hundreds of contracts a year. Sometimes, they even enter into contracts without knowing it, blindly signing invoices for catering services, or quickly accepting a click-thru agreement to get new software. For the lawyer tasked with reviewing these documents, or the small business owner trying to get by with a limited legal budget, the seeming “stock” language of the hold harmless/indemnification/insurance clauses can be a challenge. Are these clauses enforceable? Can they be changed? And really, how important are they?

Instructors: Hon. Frank Caruso, Niagara County Supreme Court & Stuart Shapiro.; Cohen & Lombardo, P.C. with performance by NU Theatre students  
Fri, September 5, 3-4 pm
Niagara University Leary Theatre  
$50, 1.0 CLE credit in Skills

**Media Management for Lawyers: “What Every Attorney Should Know About Dealing With the Press”**

Whether it’s knowing when to pick up the phone and call a press conference, or run from a reporter repeating “No Comment” into the microphone, attorneys need to know how to deal with the media. It’s about fine timing, clever quotes and premeditated PR. It’s about making the news when you want to, and still looking good even when you don’t. The public is watching, and every one of them is a potential client.

NU CLE brings a blockbuster panel of local media personalities, including Ch. 2’s anchor Maryalice Demler and The Associated Press’ Buffalo correspondent Carolyn Thompson, to Niagara University.

Beginning with prominent attorneys John Christopher and Barry Covert, they will each offer their personal experiences and advice from a civil law and criminal law perspective, respectively.

The audience will then be treated to an insider’s look into the inner-workings of the mainstream media: what makes them tick, what makes them look, and most importantly, what makes them look the other way.

You will leave with practical skills, including how to draft press releases and how to generate useable quotes, as well as the confidence to use them. The event will conclude with an ethics presentation, giving attorneys the cautionary knowledge needed to abide by the rules for professional conduct when supplying information to or soliciting the media.

The event is co-sponsored by Hodgson Russ LLP.

**CompTIA™ A+ Certification Training**

CompTIA™ is the Computing Technology Industry Association, and CompTIA™ A+ certification program is the industry standard for validating the skills expected of entry-level computer technicians. The CompTIA™ A+ program will prepare you for two CompTIA™ A+ certification exams: CompTIA A+ Exam 220-801 and CompTIA A+ Exam 220-802. Topics covered in the program include motherboards, memory, processors, video, storage media and devices, printers, operating systems, networking, virtualization, mobile devices, security, and more. You will have the opportunity to practice on online lab systems. Gaining CompTIA™ A+ certification assures employers and computer owners that a PC technician has the requisite knowledge to build, upgrade, optimize, troubleshoot, and repair personal computer (PC) systems. You will practice in virtual interactive lab environments.

This online program will also prepare you to take your A+ exams; however, the exams and exam vouchers are not offered as a part of the program. It will be your responsibility to set up exam dates and pay for exam fees independent of this online program.

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Medical Terminology:
A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Keyboarding
Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

Introduction to Microsoft Excel 2010
Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

Secrets of Better Photography
Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

Accounting & Finance

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Protect Your Money, Credit, and Identity
Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors.

Learn to Buy and Sell on eBay
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Business

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

PMP ® Certification
Begin a well-paying career as a project manager by preparing to take and pass the PMP certification exam.

Computer Applications

QuickBooks
Performing Payroll in QuickBooks

Dreamweaver CS5
Learn to use Adobe Dreamweaver CS5 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.
Design

Designing Effective Websites
Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Making Movies with Windows Vista or XP
Learn how to create fun, professional-quality movies using Windows.

Language and Arts

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Law and Legal

Business Law for the Small Business Owner
Learn how to successfully protect your small business and solve most of the legal problems that may arise.

Spanish for Law Enforcement
Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

Personal Development

Interior Design
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

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Learn the secrets of effective public speaking and small group communication.

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Create your best possible work, whether you’re looking to be published or simply wish to craft beautiful poems for friends.

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Project Management Fundamentals
If you’re organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you’re new to project management, this course will provide you with the information you’ll need to prepare for and complete your first project. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.
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Special closings due to inclement weather will be announced on local radio stations and online.

Parking and Campus Safety
Parking on campus is open after 5pm during weekdays and on weekends for registered continuing education students. Campus Safety encourages all visitors to stop at their office to receive a visitor parking permit for campus and vehicle safety. Registered students may park in the Timon/O’Shea lot or in the Power Authority parking lot B-2 only, which is just north of the campus. Please visit the following link for a campus map: www.niagara.edu/campus-map

We realize that last-minute babysitting problems can occur. Unfortunately, we cannot allow children to accompany their parents to class (except where indicated in the course description). Thank you for your cooperation.

No refunds unless course cancels.

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Niagara University Leary Theatre
September 5, 2014 • 3:00-4:00 p.m.
Registration Fee: $50  1.0 CLE Credit in Skills

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