CENTER FOR WORKFORCE DEVELOPMENT & LIFELONG LEARNING
2014 - 2015
Villa Maria College Mission

Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.
Our Mission

Center For Workforce Development and Lifelong Learning Mission

The Center for Workforce Development and Lifelong Learning Center of Villa Maria College enthusiastically endorses, supports, and promotes the fundamental concept of learning throughout the life cycle.

We reach out to our community of partners who desire personal and professional enrichment by offering a series of innovative, high quality, and cost effective workshops, seminars, and noncredit courses.

Our primary focus is on furnishing our community of learners - individuals, businesses, and organizations with the tools, the knowledge, and the resources required to update their skills and competencies, and to achieve their potential.

Our goals are workforce preparation, community development, and academic enrichment.

Center For Workforce Development and Lifelong Learning

Director of Workforce Development, Assistant Vice President for Academic Affairs

Ryan Hartnett, Ph.D.

Workforce Development Coordinator

Connie Broniszewski

Office Information:

Center for Workforce Development and Lifelong Learning Office ........................................... 716-961-1815

Office Hours: 8:00 am-4:00pm, Monday -*Friday

*No Friday hours during June and July
CLASSES AVAILABLE AT VILLA MARIA COLLEGE

REVIT Architecture Certificate Program

## Fall 2014 Session: 3 Day REVIT ARCHITECTURE Basic Training Program  FEE: $750.00

**Saturdays: September 13, 20, 27, 2014**  
8:00 AM – 3:00 PM  |  Room 208

This 18 hour course covers Beginner & Intermediate material for Revit Architecture 2015. The focus is on training Students, Architects, contractors and Interior Design professionals looking to understand Revit Architecture and/or incorporate it into their existing process of designing or creating construction documents for a project.

**Prerequisites for BASICS:** None. Any previous experience with AutoCAD or Vector Works is helpful, but not required

**Course textbook/materials included**

Each session will have a 1 hour break for lunch

**Enrollment Deadline:** August 29

## Fall 2014 Session: 2 Day REVIT ARCHITECTURE ADVANCED Training Program  FEE: $600.00

**Saturdays: November 8 & 15, 2014**  
8:00 AM – 3:00 PM  |  Room 208

This 12 hour course covers advanced material for Revit Architecture 2015. The focus is on training Students, Architects, contractors and Interior Design professionals looking to understand Revit Architecture and/or incorporate it into their existing process of designing or creating construction documents for a project. Whether you are a draftsman, project lead or student, this training will help those looking to build their resume or stay competitive in the workplace.

**Prerequisites for ADVANCED:** Previous experience with AutoCAD or Vector Works

**Course textbook/materials included**

Each session will have a 1 hour break for lunch

**Enrollment Deadline:** October 27, 2014

**Fee for both courses:** $1,200.00

The course instructor, Rob Szudzik, has 5+ years of experience working professionally for Wendel Companies and academically at Villa Maria College with Autodesk Revit and other drafting / rendering software’s for various projects, large and small. This course will allow students to share in the knowledge gained through this professional experience and apply it to their own design process and drawing production.

After completing the course, students will be able to:

- Revit Architecture for general and professional purposes
- Create and manipulate families and other Revit content
- Develop an appropriate set of construction documents
- Use Apply the program to large projects with multiple users and in multiple disciplines.

At Villa Maria College, the Workforce Development and Lifelong Learning program benefits include:

- More class time which equals more teacher to student attention
- Weekly classes that allow participants to practice the material before and after class time
- Access to Villa Maria College CAD labs during open lab hours for the month of classes
- Specialized focus on practical use of the program rather than a generic review of material
Classes Available at Villa Maria College

Interior Design - NCIDQ Preparation Exam

Summer Sessions: Professional/Practicum

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>September 10, 2014</td>
<td>5:00 PM – 9:00 PM</td>
<td>$350.00*</td>
</tr>
<tr>
<td>September 12, 2014</td>
<td>3:00 PM – 7:00 PM</td>
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Review is provided for Practicum Part A, B and C on two evening sessions. Participants will solve a practice design Practicum in the similar time format as Exam Day; Part A, (Space Planning and Lighting) in one session, and Parts B and C, (Egress, Life Safety, Restroom, Systems Integration and Millwork) in the other session.

Enrollment deadline: September 3, 2014

Fall 2014 Sessions:

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>September 20, 2014</td>
<td>9:00 AM – 12:00 PM</td>
<td>$200.00</td>
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<tr>
<td></td>
<td>1:00 PM – 4:00 PM</td>
<td>$100.00*</td>
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NCIDQ Professional Practicum

Review is provided for Practicum Part A, B and C on two evening sessions. Participants will solve a practice design Practicum in the similar time format as Exam Day; Part A, (Space Planning and Lighting) in one session, and Parts B and C, (Egress, Life Safety, Restroom, Systems Integration and Millwork) in the other session.

NCIDQ IDFX or IDPX Preparation

A general overview of test material for the NCIDQ IDFX and IDPX exams will be presented in two separate sessions on the same day. The exam content will be discussed, along with what to expect on exam day. A review of all NCIDQ preparation materials is provided. The morning session will cover IDFX preparation and is recommended for recent graduates as well as professionals who have to write this section. The afternoon session covers IDPX preparation and is recommended for professionals only.

- Study materials included
- * $50.00 discount for alumni Practicum session in August / $50.00 discount for alumni IDFX or IDPX in September
- Meal included for August session and all day September session only
- Free parking

Instructor: Natalia Y. Albul, NCIDQ

Natalia Y. Albul is an assistant professor in the Interior Design program at Villa Maria College in Buffalo, NY. She earned a Bachelor of Science in Civil Engineering from the Odessa Maritime University and a Masters of Arts in Interior Design from the University of Kentucky. In 2009 Natalia earned her NCIDQ Certificate. In addition, she is a professional member of the American Society of Interior Designers (ASID) and the Interior Design Educators Council (IDEC). In recent years, Natalia presented on topics of Healthcare Design and Digital Technology at the IDEC Regional Conference, Niagara University Conference on Teaching and Learning, Fredonia Conference and Buffalo State College. Natalia has been an NCIDQ Champion since 2013.

Open Enrollment – Space is limited

After completing the workshop, students will be able to take the NCIDQ Exam.
CLASSES AVAILABLE AT VILLA MARIA COLLEGE

Clinical Instructor Education and Credentialing Program

**Fall 2014 Session:**

<table>
<thead>
<tr>
<th>Tuesdays, October 21 &amp; 28 and Thursdays, October 23 &amp; 30 2014</th>
<th>APTA Members: $90.00</th>
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<tbody>
<tr>
<td>Room 107, Felician Hall, Villa Maria College</td>
<td>Non APTA Members: $180.00</td>
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<td></td>
<td>Non PT’s: $230.00</td>
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This 15 hour credentialing program addresses issues of planning and preparing for physical therapy students during their clinical education experiences and facilitating learning through questioning and effective feedback. Skills of evaluation are discussed, as well as the identification and management of students with exceptional situations. The program closes with a brief look at legal implications for clinical educators, including issues presented by ADA legislation.

Course must have a minimum of 10 registrants and a maximum of 35. The Course and Assessment Center will be useful for both new and experienced physical therapist and physical therapist assistant educators involved with clinical education.

While the information presented covers the basic skills for clinical instructors, the interactive tasks and large and small group discussions will be of benefit even to experienced educators.

This program is beneficial to both experienced and new physical therapists and physical therapist assistant clinical educators. The APTA recognizes all who successfully complete the course by a certificate of completion and inclusion on a roster of credentialed clinical instructors. The course provides basic skill training and includes interactive tasks to enhance problem solving of clinical education issues for both the experienced and inexperienced clinical educator. Persons outside of physical therapy are welcome, but are eligible to participate in the education program only and not the Assessment Center.

The course Instructor, Dr. Karen J. Panzarella is an assistant professor at D’Youville College and a certified healthcare simulation educator. She holds a bachelor’s degree in physical therapy, a master’s degree in exercise science and a PhD in Educational Psychology from the University at Buffalo. She has over twenty five years’ experience as a clinician and fifteen years as an educator. She teaches courses in education, basic PT skills and critical thinking. Her research focuses on the use of standardized patients and medical simulation to promote and assess clinical and cultural competence. She strives to facilitate the transition from the academic to clinic environment for optimal patient care.

**OPEN ENROLLMENT – SPACE IS LIMITED**

**ALL PARTICIPANTS MUST ATTEND EACH SESSION IN ITS ENTIRETY AND COMPLETE THE ASSESSMENT CENTER TO BE ELIGIBLE FOR CREDENTIALING.**
CLASSES AVAILABLE AT VILLA MARIA COLLEGE

BUSINESS CLASSES

These non credit bearing courses are a great way to reinforce fundamental skills and principles that are essential in the workplace.

Supervisory Skills

Core topics include finding, orienting and retaining employees for your organization, behavioral interviewing, culture integration, team-building and employee engagement.

Project Management

Participants will gain an understanding of the competencies involved in successfully planning and managing a project.

Mergers and Acquisitions

Concepts taught in the program will expand merger and acquisition fundamental principles and techniques assisting both buyers and sellers to advance their strategic and financial goals.

Quick Books

Bookkeeping software that combines a variety of accounting processes into one user-friendly system. The software’s primary function is to alleviate the use of multiple tables, spreadsheets, and tracking sheets necessary to document and maintain accounting tasks at a company. Accounting figures are also easily reconciled for tax purposes with Quickbooks. Quickbooks training is available on-site for groups in a private setting.

Microsoft Office (MOS)

Microsoft Office Specialist (MOS) continues as a globally recognized, standards-based certification program the premier credential chosen by individuals seeking to validate their knowledge, skills, and abilities relating to the Microsoft Office application suite.

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• Weekly classes that allow participants to practice the material before and after class time
• Access to Villa Maria College CAD labs during open lab hours for the month of classes
• Specialized focus on practical use of the program rather than a generic review of material

Please call 961-1815 for details and schedule of classes.
SUMMER CAMPS FOR HIGH SCHOOL STUDENTS

The faculty of Villa Maria College creates engaging academic experiences by combining lectures and hands-on workshops designed for high school students looking to explore their passions and talents over the summer.

Each camp offered is designed to be interactive, engaging, and challenging, giving students an opportunity to make the most of their summer by exploring new and exciting fields that may help them decide the path of their careers.

Each camp typically runs 4 days a week (Monday-Thursday) and we have two different sessions that run different weeks so students can take multiple camps of their interest. Start date is the first Monday after July 4th and they run each week until the first week in August. NO experience is necessary. Students receive Certificates of Completion after the week is completed.

**Animation:** An introduction to storytelling, creation and the production behind the animation process. Projects will include both traditional animation techniques and an introduction to software used in the animation industry.

**Web Design:** This camp is designed for students interested in understanding and developing basic web design skills. Through exercises, students will learn how websites work using Adobe Dreamweaver, HTML and CSS.

**Basic Interior Design:** If you are a student considering a career in interior design, then this is for you! Through class discussions and a short design project, students will be exposed to a range of topics including basic design elements, the use and application of color, space planning, selection of furniture, finishes, and textiles, and design resources.

**Fiction:** Learn everything you need to know about the six basics of fiction to create a marvelous short story.

**Drumming:** Introduction to basic hand/mind coordination using drums from around the world. Students will use pitched percussion and metallic instruments as enhancements and create groove and atmosphere while tapping into intuitive rhythm.

**Recording Studio:** Learn about mics, plug-ins, technology and all the basics of digital recording with hands-on learning and the latest software.
SUMMER CAMPS FOR HIGH SCHOOL STUDENTS CTND.

Poetry: Progress together through a sequence of light readings and writing actions geared toward opening unlikely windows on the contemporary world of poetry in all of its relevant, reflective, spiritual, joyful, and musical urgency.

Mixed Media: Students will explore a variety of media in the construction of drawings and images. Collage, marker rendering, ink and charcoal along with other media will be used.

Book Binding: Camp participants will be guided through the basic single-section binding, accordions with pop up variations, and sculptural book formats. At each stage possibilities for creative elaboration will be reviewed and students will explore DIY techniques and methods that can be used by far beyond the scope of the classroom.

Printmaking: Learn the process of screen printing. Each student will develop a unique image with focus on content, allegory, and composition. The image will be processed into a series of prints using the serigraph technique.

Intro to Fashion Sketching: Participants will explore the elements of fashion trending, explore designer fashions, sketch, draw, design and more.
REGISTRATION 2014 - 2015

REGISTRANT INFORMATION

Registrant Last Name, First Name

Current Street Address

City: State: Zip Code:

Course registering for

FOR APTA (Clinical Instructor Education and Credentialing Program) if APTA Member,

Membership #

PAYMENT INFORMATION

We accept cash, checks (made out to Villa Maria College) or Credit Cards. You may call Connie at 716-961-1815 with a credit card number.

For credit card payments, please fill in the following:

Full Name as shown on Credit Card

Street Address card is billed to

City: State: Zip Code:

Credit Card Number

Expiration date: Security code (on back of card)

Signature: Amount to be charged $
Workforce Development Policies

Tuition and Fees
All fees are due at time of registration. Registration is not valid until payment in full is made. There are no refunds once registered. Classes are subject to change in fees and cost. Classes will be held unless the college is closed.

Refund Policy
Villa Maria College reserves the right to cancel a course because of insufficient enrollment. Only in those cases will a full refund be offered. Textbooks can only be returned if un-opened. There are no refunds once registered. Professional conduct and ethical behavior is expected of students. In the case of a teacher having to remove a student from class, there will be no refund nor prorated refund for the class.

Villa Maria College Non-Discrimination Statement
Villa Maria College does not discriminate on the basis of age, race, religion, creed, color, national or ethnic origin, gender, sex, sexual orientation, domestic violence victim status, marital status, veteran status, military status, and any other protected status. This policy applies to admissions, all terms and conditions of employment, or in any other aspect regarding the conduct of College programs and activities. Villa Maria College is an Equal Opportunity Employer.

Villa Maria College Civil Rights Grievance Procedure
Villa Maria College is committed to providing learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination. The Civil Rights Grievance Procedure is the method by which Villa Maria College handles the resolution of grievances related to civil rights discrimination pertaining to any member of the college community, including: students, employees, volunteers, and third-party contractors. Specifically, this procedure will be used to resolve any issue dealing with or concerning civil rights discrimination. The following policy and procedure contains specific guidance concerning Title IX Policy: Discrimination on the Basis of Sex & Sexual Misconduct, and Section 504 Policy: Discrimination on the Basis of Disability.

Please select this link to open a PDF copy of the Villa Maria College Civil Rights Grievance Procedure: VMC Civil Rights Grievance Procedure SP14

The following people have been designated as Civil Rights Compliance Officers to handle inquiries and grievances regarding the non-discrimination policy:

Brian Emerson, Vice President for Enrollment Management & Student Services,
Civil Rights Compliance Officer: Title IX Coordinator & Section 504 Coordinator
Office Location: Felician Hall, room 119
Phone: 716-961-1838 | E-mail: bemerson@villa.edu

Jo-Ann Formoso, Director of HR,
Civil Rights Compliance Officer: Deputy Title IX Coordinator
Office Location: Human Resources office – Main Building, first floor
Phone: 716-961-2864 | E-mail: Formosoj@villa.edu

Both officers are located at: Villa Maria College, 240 Pine Ridge Road, Buffalo, NY 14225
DRIVING DIRECTIONS

From the North
Travel on I-190 S and take NY-198 E / Scajaquada Expy to Pine Ridge Heritage Blvd. in Cheektowaga. Take the Pine Ridge Road exit from NY-33 E. Continue onto Pine Ridge Heritage Blvd, turn right onto Pine Ridge Rd. Villa Maria College will be on the right.

From the East
Follow I-490 W and I-90 W to NY-240 S/Harlem Rd in Cheektowaga. Take the NY-240/Harlem Road exit from NY-33 W. Turn left onto NY-240 S/Harlem Rd. Take the 2nd right onto Genesee St. Turn left onto Pine Ridge Rd. The college will be on the right.

From the South
Travel on US-219 N, and merge onto I-90 E. Take exit 52W for Walden Avenue W toward Buffalo. Continue onto Walden Ave, then turn right onto Pine Ridge Rd. The college will be on the left.
BUILDINGS
1 Auditorium
2 Dining Hall
3 Main Building
4 Library
5 Music Building & Recital Hall
6 Student Center
7 Art Shop
8 Art Gallery
9 Felician Hall

PARKING
A General
B General
C Faculty
D Staff
E General
F General
* Handicap Accessible Entrance
[*] Handicap Accessible Entrance & Elevator

MAIN ENTRANCE

CAMPUS MAP
CENTER FOR WORKFORCE DEVELOPMENT AND LIFELONG LEARNING

where talent takes you