Continuing Education
(Non-credit classes, including music for all ages)

Office of Community Services
Registration Hotline: (845) 431-8910
Fax: (845) 431-8988
Online Registration: www.suny dutchess.edu/cfweb

• Career Skills
• Personal Enrichment
• Music Lessons and Classes

fall 2010
<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area and Campus Maps. ................................................................... 2</td>
</tr>
<tr>
<td>Key to Course Locations ................................................................ 3</td>
</tr>
<tr>
<td>General Information. ...................................................................... 3</td>
</tr>
<tr>
<td>Alcohol and Substance Abuse Counseling .................................... 4</td>
</tr>
<tr>
<td>Life Saving - CPR (Basic/Advanced) ........................................ 4</td>
</tr>
<tr>
<td>Emergency Services Technician Training ...................................... 6</td>
</tr>
<tr>
<td>... Paramedic Refresher ................................................................ 7</td>
</tr>
<tr>
<td>Basic Life Support ........................................................................ 7</td>
</tr>
<tr>
<td>Advanced Life Support ................................................................... 8</td>
</tr>
<tr>
<td>Pre-Hospital Continuing Education .............................................. 9</td>
</tr>
<tr>
<td>In-Classroom Computer Training .................................................. 10</td>
</tr>
<tr>
<td>... Basic/Dreamweaver/Word Processing ....................................... 10</td>
</tr>
<tr>
<td>... Database Management/Spreadsheets, Internet/Computer Graphics/Accounting ........................................ 11</td>
</tr>
<tr>
<td>Driver Education (Car &amp; Motorcycle) ........................................... 13</td>
</tr>
<tr>
<td>English as a Second Language (ESL) ............................................ 14</td>
</tr>
<tr>
<td>... ESL Para La Comunidad Hispana y ESL Computadora Basica ........ 14</td>
</tr>
<tr>
<td>... ESL Online ............................................................................ 15</td>
</tr>
<tr>
<td>... ESL Self Study ...................................................................... 16</td>
</tr>
<tr>
<td>Adult Basic Education (Reading, Writing) ..................................... 16</td>
</tr>
<tr>
<td>General Equivalency Development (GED) ....................................... 16</td>
</tr>
<tr>
<td>NYS Insurance Test Prep ................................................................ 18</td>
</tr>
<tr>
<td>Languages ..................................................................................... 18</td>
</tr>
<tr>
<td>... Sign Language ........................................................................ 18</td>
</tr>
<tr>
<td>... Russian, Spanish .................................................................... 19</td>
</tr>
<tr>
<td>Leisure Education .......................................................................... 19</td>
</tr>
<tr>
<td>... Art ......................................................................................... 19</td>
</tr>
<tr>
<td>... History .................................................................................. 20</td>
</tr>
<tr>
<td>... Tennis .................................................................................... 21</td>
</tr>
<tr>
<td>... Writing .................................................................................. 21</td>
</tr>
<tr>
<td>Money Management ........................................................................ 21</td>
</tr>
<tr>
<td>Notary Public .............................................................................. 21</td>
</tr>
<tr>
<td>Medical Technician Programs ..................................................... 21</td>
</tr>
<tr>
<td>Nursing and Health Related ....................................................... 22</td>
</tr>
<tr>
<td>Therapy Dog Training .................................................................... 22</td>
</tr>
<tr>
<td>Professional Development ............................................................ 23</td>
</tr>
<tr>
<td>Real Estate ................................................................................... 24</td>
</tr>
<tr>
<td>Real Estate Appraisal .................................................................... 24</td>
</tr>
<tr>
<td>Security Guard Training .................................................................. 24</td>
</tr>
<tr>
<td>Study Skills - Test Prep ................................................................ 25</td>
</tr>
<tr>
<td>Green Technology .......................................................................... 25</td>
</tr>
<tr>
<td>Online Programming ...................................................................... 25</td>
</tr>
<tr>
<td>... Gatlin/Protrain ....................................................................... 28</td>
</tr>
<tr>
<td>... Ed2 Go .................................................................................. 29</td>
</tr>
<tr>
<td>Workforce Training ........................................................................ 30</td>
</tr>
<tr>
<td>Music School ................................................................................ 31</td>
</tr>
<tr>
<td>Policies and Procedure ................................................................... 32</td>
</tr>
<tr>
<td>Kindermusik ................................................................................ 32</td>
</tr>
<tr>
<td>Suzuki .......................................................................................... 33</td>
</tr>
<tr>
<td>Private Lessons ............................................................................ 35</td>
</tr>
<tr>
<td>Guitar/Chamber Music/Jazz ............................................................ 36</td>
</tr>
<tr>
<td>Vocal Group Classes/Group Instrumental ...................................... 37</td>
</tr>
<tr>
<td>Performance/Dance ......................................................................... 38</td>
</tr>
</tbody>
</table>
Welcome to the
DCC Office of Community Services

The Office of Community Services offers a variety of non-credit courses, seminars and training programs that get results. Adults wishing to enhance job skills or develop new hobbies will find many top-quality, low-cost offerings from which to choose. Programs include: Alcohol Counselor Credentialing, Emergency Medical Technician, EKG Technician Program, Insurance Agent Test Preparation, Medical Billing and Coding Program, Pharmacy Technician, Real Estate Appraiser, Real Estate Salesperson and Security Guard. Corporations, community organizations and government agencies also can rely on the Office of Community Services to provide customized training designed to increase productivity, efficiency and profits.

If you are looking to teach a course at DCC/OCS, we have a site devoted to job opportunities - just go to www.suny dutchess.edu/about the college and link to our college employment page.

DCC is your source for vocational education in the Hudson Valley. Call (845) 431-8910 with questions or for more information.
Course Cost
The fee stated for each course is the registration fee only, unless otherwise indicated. Text or materials fees will be paid to the instructor on the first night of class or purchased in the DCC Bookstore.

Registration Acknowledgment
Each registrant will receive a receipt and schedule, which includes the time and location of the course(s). The College may cancel any course that lacks sufficient enrollment to cover expenses. When the decision is made to cancel a course (usually one week before the first class meeting), cancellation notices will be sent to all registrants. You can help assure a course will run by registering at least two weeks before the starting date. Please note class receipts are sometimes delayed and may arrive after the start of class. For start date, check your non-credit brochure or call us at 431-8910. You may also check online at www.sunydutchess.edu/cfweb. For room assignments check online on or after the Friday before your course begins or call the Office of the Community Services.

Tuition Refund Policy
Refunds for withdrawal from non-credit courses and seminars will be given if requested prior to the end of the business day preceding the day the course starts. If a refund request is approved for a course, a $10 processing fee will be deducted from the refund. Full refunds will be given for all courses that are cancelled by the College.

Books and Supplies
Please read the course description. If there is a requirement to purchase books and/or supplies in addition to the tuition charge, it will be noted in the course description. Book and supply prices are subject to change without notice pending notification or price changes from vendor.

How To Read the Schedule

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5086</td>
<td>70</td>
<td>6:30 p.m.-9:30 p.m.</td>
<td>(W) 5/19-8/11</td>
<td>DS</td>
<td>R Rizzo</td>
<td>$335</td>
</tr>
</tbody>
</table>

Key Course Locations

<table>
<thead>
<tr>
<th>Abbreviations and Addresses</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCC Main Campus, 53 Pendell Road, Poughkeepsie</td>
<td>10s</td>
</tr>
<tr>
<td>ND Nubian Directions, 248 Main Street, Poughkeepsie</td>
<td>20s</td>
</tr>
<tr>
<td>NCC Northeast Community Center, Millerton</td>
<td>50s</td>
</tr>
<tr>
<td>FP Family Partnership Center, 29 North Hamilton Street, Poughkeepsie</td>
<td>60s</td>
</tr>
<tr>
<td>PHS Pawling Elementary School, Pawling</td>
<td>80s</td>
</tr>
<tr>
<td>HVCP Hudson Valley Cerebral Palsy Center, 15 Mount Ebo Road, Brewster</td>
<td>80s</td>
</tr>
<tr>
<td>DS Dutchess South, Hollowbrook Office Park</td>
<td>90s</td>
</tr>
<tr>
<td>31 Marshall Road, Building 4, Wappingers Falls</td>
<td></td>
</tr>
</tbody>
</table>

Day Code:
M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday and U = Sunday

Directory Information/Release of Information
Personally identifiable information is not given out without the student’s written authorization unless it is directory information. Directory information consists of name, e-mail, dates of attendance, and enrollment status. If a student does not wish directory information released, he/she must submit a written request to the Office of the Registrar before the beginning of each semester.

Senior Citizen Tuition Policy
Individuals 65 or older may register for a non-credit course for half of the published tuition. A picture ID with your birth date must be presented at the time of the first registration in our office, Bowne Hall, Room 118, Monday through Thursday 9 a.m. - 8 p.m. or Fridays 9 a.m. - 5 p.m. If you prefer you may fax a copy of the picture ID with your registration. Thereafter, you may register by mail, fax or phone at ½ price.

NOTE: SENIOR CITIZEN TUITION PROGRAM CANNOT BE USED FOR DDP, PRIVATE MUSIC LESSONS, ONLINE OR OTHER ONE-ON-ONE COURSES. Senior discounts cannot be given after the course begins.

Room Assignments
On the Friday before your class begins, go to sunydutchess.edu/cfweb and click on the list of courses or call 431-8910.

The college reserves the right to make substitutions for instructors listed in this brochure without prior notice.

The College does not discriminate on the basis of race, color, gender, religion, national origin, disability or sexual orientation.
FALL COURSES

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
</table>

**CREDENTIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR PROGRAM**

Alcohol and Substance Abuse Counseling Program (CASAC) DCC NYS Provider #0120 Authorized by the NY State Office of Alcoholism & Substance Abuse Services (OASAS).

The courses meet the requirements set forth by OASAS. Five (5) courses constitute the full program of 350 Hours (does not include required hours of work experience). Those individuals in recovery should have a minimum of two (2) continuous years of recovery. Applicants should possess a minimum of a high school diploma or GED certificate and be at least 18 years old.

Attendance Requirement: Completion of required hours offered in each course is predicated on "Clock Hours." The student receives credit for those hours she/he is present at class sessions. The student is expected to be present and participate in all class sessions. Where special circumstances dictate, the instructor may permit student to make up a missed class. The action is discretionary with the instructor. For information regarding reciprocity with other states or OASAS credentialing regulations call (800) 482-9564.


Dr. Fred Galt, Director, CASAC Program.

Classes meet at the main campus.

**CAS101 ALCOHOLISM AND SUBSTANCE ABUSE EDUCATION**

(85 Hours) Introduction to the basic knowledge of alcoholism and substance abuse. The physical and psychopharmacological effects of the use/abuse of alcohol and other drugs. Fetal Alcohol Syndrome, disease concept and an overview of the diversity of alcohol and substance abuse treatment approaches will be studied, as will 12-step and other self-help methods.

In addition to scheduled Monday evening classes there are five Saturday workshops that meet from 8:00 a.m. - 4:00 p.m.: 9/18, 10/9, 10/30, 11/20 & 12/11.

5071 10 6:30 - 10:00 p.m. (MS) 9/13-12/11 DCC J Dehn $559

**CAS102 ALCOHOL AND SUBSTANCE ABUSE PART 1**

(75 Hours) NOTE: This category has two parts of 75 hours each for a total of 150 hours. Part I should be taken before Part II unless special permission is granted. An introduction to alcoholism and substance abuse counseling and related skills, individual, group and family counseling will be studied. Various counseling skills actuated through the use of role playing and/or video-tape analysis will also be explored. Directive and non-directive counseling and intervention skills will be demonstrated. In addition, the development of the client-counselor relationship will be explored. In addition to scheduled Monday evening classes, there are four Saturday workshops that will meet from 8:00 a.m. - 4:00 p.m.: 9/25, 10/16, 11/6 & 12/4

5072 10 6:30 - 10:00 p.m. (TS) 9/7-12/4 J Dehn $494

**CAS104 PROFESSIONAL AND ETHICAL RESPONSIBILITY AND DOCUMENTATION**

(70 hours) This course is an examination of methods of case management, patient, family and community education. This module will include knowledge of assessment and evaluation, treatment planning, discharge planning and clinical record keeping. Case management and referral also will be studied. In addition to scheduled evening classes there are four Saturday workshops meeting from 8:30 a.m. - 4:00 p.m.: 9/11, 10/2, 10/23 & 11/13

5073 10 6:30 - 10:00 p.m. (WS) 9/8-12/1 V Freeborn $583

**LIFE SAVING - CPR**

**CPR002 BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS**

(7 Hours) This course is designed to teach the skills of CPR for victims of all ages including ventilation with a barrier device, a bag-mask device and oxygen, use of an automated external defibrillator, and relief of foreign-body airway obstruction. This course is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings.

Required text: "American Heart Association BLS for Health Care Providers." Text will be needed at the first class. American Heart Association completion cards are issued upon successful completion. Maximum class size is 18.

5158 90 6:00 - 9:30 p.m. (W) 9/8-9/15 DS TBA $55
5159 91 6:00 - 9:30 p.m. (M) 10/4-10/11 DS TBA $55
5160 92 6:00 - 9:30 p.m. (W) 11/10-11/17 DS TBA $55
5161 93 6:00 - 9:30 p.m. (M) 12/6-12/13 DS TBA $55

4 Fall 2010 | Dutchess Community College Non-Credit Courses and Programs
<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5162</td>
<td>90</td>
<td>6:00 - 10:00 p.m.</td>
<td>(W) 9/29</td>
<td>DS</td>
<td>TBA</td>
<td>$35</td>
</tr>
<tr>
<td>5163</td>
<td>91</td>
<td>6:00 - 10:00 p.m.</td>
<td>(M) 10/18</td>
<td>DS</td>
<td>TBA</td>
<td>$35</td>
</tr>
<tr>
<td>5164</td>
<td>92</td>
<td>6:00 - 10:00 p.m.</td>
<td>(T) 11/23</td>
<td>DS</td>
<td>TBA</td>
<td>$35</td>
</tr>
<tr>
<td>5165</td>
<td>93</td>
<td>6:00 - 10:00 p.m.</td>
<td>(M) 12/20</td>
<td>DS</td>
<td>TBA</td>
<td>$35</td>
</tr>
</tbody>
</table>

CPR005 HEARTSAVER CPR
(3.5 Hours) Heartsaver CPR course is designed to teach Adult and Pediatric CPR and Relief of Foreign-body airway obstruction to all lay rescuers, particularly those who are expected to respond to emergencies in the workplace.


Maximum class size is 18.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5166</td>
<td>90</td>
<td>9:30 p.m.</td>
<td>(W) 10/20</td>
<td>DS</td>
<td>TBA</td>
<td>$50</td>
</tr>
</tbody>
</table>

CPR115 HEARTSAVER CPR AND FIRST AID
(6 Hours) If you wish to take both Heartsaver CPR and First Aid at a discount, register for CPR115.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5167</td>
<td>90</td>
<td>6:00 p.m. - 10:00 p.m.</td>
<td>(W) 10/27</td>
<td>DS</td>
<td>TBA</td>
<td>$30</td>
</tr>
<tr>
<td>5168</td>
<td>90</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>(W) 10/20-10/27</td>
<td>DS</td>
<td>TBA</td>
<td>$70</td>
</tr>
</tbody>
</table>

CPR503 PEDIATRIC ADVANCED LIFE SUPPORT (PALS)
(12 Hours) The goal of this course is to provide the participant with information needed to recognize infants and children at risk for cardiopulmonary arrest. The class includes strategies needed to prevent cardiopulmonary arrest, and the cognitive and psychomotor skills needed for resuscitation and stabilization of infants and children in respiratory failure, shock, or cardiopulmonary arrest. Previous experience in rhythm recognition recommended.

Required text: “American Heart Association Pediatric Advanced Life Support.” Text is needed at first class. Students are required to bring PALS checklist and Self-Assessment Test scores to class.

Maximum class size is 18.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5169</td>
<td>90</td>
<td>8:00 a.m. - 4:00 p.m.</td>
<td>(S) 9/18-9/25</td>
<td>DS</td>
<td>TBA</td>
<td>$165</td>
</tr>
</tbody>
</table>

CPR504 ADVANCED CARDIAC LIFE SUPPORT (ACLS)
(12 Hours) This course provides the skills and didactic information needed to handle events that may lead to or involve cardiac patients including post arrest stabilization. The class includes practical experience with cardiac monitoring, advanced airway stabilization, and pharmacological interventions. Previous experience in rhythm recognition recommended. Approved for Continuing Medical Education credits.

Prerequisite: BLS CPR, Advanced Level Practitioner.

Required Text: “American Heart Association Advanced Cardiac Life Support.” Text is needed at first class. Students are required to bring the ACS checklist and Self-Assessment text scores to class.

Maximum class size is 18

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5170</td>
<td>90</td>
<td>8:00 a.m. - 4:00 p.m.</td>
<td>(S) 10/2-10/9</td>
<td>DS</td>
<td>TBA</td>
<td>$165</td>
</tr>
</tbody>
</table>

CPR509 PALS REFRESHER
(6 Hours) Students are required to bring PALS checklist and Self-Assessment Test scores to class.

Maximum class size is 18.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5171</td>
<td>90</td>
<td>8:00 a.m. - 4:00 p.m.</td>
<td>(S) 11/20</td>
<td>DS</td>
<td>TBA</td>
<td>$80</td>
</tr>
</tbody>
</table>

CPR510 ACLS REFRESHER
(6 Hours) Students are required to bring the ACLS checklist and Self-Assessment test scores to class.

Maximum class size is 18.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5172</td>
<td>90</td>
<td>8:00 a.m. - 4:00 p.m.</td>
<td>(S) 12/11</td>
<td>DS</td>
<td>TBA</td>
<td>$80</td>
</tr>
</tbody>
</table>
### EMERGENCY SERVICES TECHNICIAN TRAINING

EMS Agencies and EMS Registration: Any member who volunteers for a NYS agency who has an agency code AND participates in the PCR system may register for most NYS courses without payment. Please call the EMS Programs Office at (845) 298-0717 for additional information, to register for a class or to be added to the EMS Programs mailing list.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5173</td>
<td>70</td>
<td>6:30 - 9:30 p.m.</td>
<td>MWS 9/8-12/8/10</td>
<td>$700</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5174</td>
<td>90</td>
<td>6:30 - 9:30 p.m.</td>
<td>(W) 8/11-12/8</td>
<td>DS R Rizzo</td>
<td>$335</td>
<td></td>
</tr>
</tbody>
</table>

**EMT101 EMT B ORIGINAL**

(150 Hours) The training program is an intensive 150-hour program designed to train individuals to provide basic life support in the pre-hospital setting as a New York State Certified Emergency Medical Technician - Basic. Persons successfully completing the program will be qualified to sit for the NYS Certification.

Prerequisite: You must have reached your 18th birthday by the last day of the month in which you are testing. NYS Exam 12/16/10

Required Text: “Emergency Care and Transportation of the Sick and Injured” by Jones and Bartlett, 10th edition.

### Registration

For more information, to register for a class or to be added to the EMS Programs mailing list, please call the EMS Programs Office at 298-0717.

**BY PHONE:**

If you do not belong to an agency and you have a MasterCard, AMEX, VISA or Discover card you may call the REGISTRATION HOTLINE at 298-0717 Monday - Thursday 8:00 a.m. - 8:00 p.m. and Friday 8:00 a.m. - 5:00 p.m.

**BY MAIL:**

Complete the application form and return it with check, money order or credit card (AMEX, VISA, Discover or MasterCard) and expiration date to:

DUTCHESS SOUTH
EMERGENCY MEDICAL SERVICES PROGRAMS
Hollowbrook Plaza, Building #4
31 Marshall Road
Wappingers Falls, NY 12590

### EMT102 EMT REFRESHER

(75 Hours) The EMT Refresher course is designed to review and update the EMT in psychomotor and cognitive knowledge to current 1998 NHTSA standards for EMT-B. The program incorporates a challenge mechanism allowing those who can demonstrate competency to be exempted from the remedial sessions of the refresher program.

An individual "Learning Contract" will be developed for each student based upon the challenge exam. The contract will be signed upon completion of the written and psychomotor skills. Students are encouraged to attend any sessions where they feel remediation would be helpful regardless of their individual requirements.

Persons successfully completing the entire challenge program will be qualified to sit for the NYS Certification exam without attending additional sessions.

Those students waiving the challenge tests or who are not successful in passing all of the challenge criteria must attend specific sessions to be eligible to sit for the NYS EMT Certification examination. NYS Exam: 12/16/10.

Prerequisites: Students must previously be, but not necessarily currently, certified as a NYS EMT. Students are not considered registered until full payments are made. You must register before the start of classes.


<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5174</td>
<td>90</td>
<td>6:30 - 9:30 p.m.</td>
<td>(W) 8/11-12/8</td>
<td>DS R Rizzo</td>
<td>$335</td>
<td></td>
</tr>
</tbody>
</table>
EMT104 PARAMEDIC REFRESHER
(60 Hours) This course is designed to function in the challenge format or as a full refresher. Successful completion will lead to re-certification through the New York State Department of Health. The program enriches the 1999 US DOT National Standard Curriculum and involves cognitive and psychomotor skills training in advanced pre-hospital care. To successfully complete the course, students must take either the challenge examinations or attend the full refresher. Failure to achieve a passing grade on any section of the challenge exam will require attendance at the appropriate class sessions identified in the student’s individual learning contract. Through successful completion of the challenge exams, or by satisfying the requirements set forth based on exam score criteria, the students will be eligible to sit for the NYS EMT-P Certifying Exam: 12/16/10

5175 90 6:00 - 10:00 p.m.  (T) 9/14-11/30  DS  TBA  $700

Basic Life Support
Any NYS Emergency Medical Technician - Basic participating in the New York State Continuing Medical Education Program is required to obtain core content curriculum instructed by a NYS Certified Instructor Coordinator. The following are the Basic Life Support Core content curriculum classes that meet the NYS requirements. Registration for these classes also is open to anyone interested in gaining knowledge in the topic area.

BLS102 BASIC LIFE SUPPORT: PREPARATORY
5176 90 3 Hours  6:30 p.m. - 9:30 p.m.  (W) 9/1  DS  $37.50

BLS104 BASIC LIFE SUPPORT: AIRWAY
5177 90 3 Hours  6:30 p.m. - 9:30 p.m.  (W) 9/8  DS  $37.50

BLS106 PATIENT ASSESSMENT
5178 90 3 Hours  6:30 p.m. - 9:30 p.m.  (W) 9/15  DS  $37.50

BLS108 BASIC LIFE SUPPORT: FOR MEDICAL AND PHARMACOLOGY
5179 90 1 Hour  6:30 p.m. - 7:30 p.m.  (W) 9/29  DS  $12.50

BLS110 BASIC LIFE SUPPORT: MEDICAL AND RESPIRATORY
5180 90 1 Hours  7:30 p.m. - 8:30 p.m.  (W) 9/29  DS  $12.50

BLS112 BASIC LIFE SUPPORT: MEDICAL CARDIOVASCULAR
5181 90 1 Hour  8:30 p.m. - 9:30 p.m.  (W) 9/29  DS  $12.50

BLS114 BASIC LIFE SUPPORT: MEDICAL DIABETES AMS
5182 90 1 Hour  6:30 p.m. - 7:30 p.m.  (W) 10/13  DS  $12.50

BLS116 BASIC LIFE SUPPORT: MEDICAL ALLERGIES
5183 90 1 Hour  7:30 p.m. - 8:30 p.m.  (W) 10/13  DS  $12.50

BLS118 BASIC LIFE SUPPORT: MEDICAL POISONING OD
5184 90 1 Hour  8:30 p.m. - 9:30 p.m.  (W) 10/6  DS  $12.50

BLS120 BASIC LIFE SUPPORT: MEDICAL ENVIRONMENTAL
5185 90 1 Hour  7:30 p.m. - 8:30 p.m.  (W) 10/6  DS  $12.50

BLS122 BASIC LIFE SUPPORT: MEDICAL BEHAVIORAL
5186 90 1 Hour  6:30 p.m. - 7:30 p.m.  (W) 10/6  DS  $12.50

BLS124 BASIC LIFE SUPPORT: TRAUMA
5187 90 3 Hours  6:30 p.m. - 9:30 p.m.  (W) 10/20  DS  $37.50
5188 91 3 Hours  6:30 p.m. - 9:30 p.m.  (W) 10/27  DS  $37.50

BLS126 BASIC LIFE SUPPORT: MEDICAL OBSTETRICS/GYNECOLOGY
5189 90 3 Hours  6:30 p.m. - 9:30 p.m.  (W) 11/10  DS  $37.50

BLS128 BASIC LIFE SUPPORT: INFANTS AND CHILDREN
5190 90 3 Hours  6:30 p.m. - 9:30 p.m.  (W) 11/17  DS  $37.50

BLS130 BASIC LIFE SUPPORT: OPERATIONS
5191 90 3 Hours  6:30 p.m. - 9:30 p.m.  (T) 11/23  DS  $37.50
### Advanced Life Support

#### ALS101 ADVANCED LIFE SUPPORT: PREPARATORY

- **CRN**: 5192
- **Section**: 90
- **Time**: 4 Hours 6:00 p.m. - 10:00 p.m.
- **Day/Date(s)**: (T) 9/14
- **Location**: DS
- **Instructor**: DS
- **Fee**: $50

- **CRN**: 5193
- **Section**: 91
- **Time**: 2 Hours 6:00 p.m. - 8:00 p.m.
- **Day/Date(s)**: (T) 9/21
- **Location**: DS
- **Instructor**: DS
- **Fee**: $25

#### ALS103 ADVANCED LIFE SUPPORT: ADVANCED AIRWAY MANAGEMENT

- **CRN**: 5195
- **Section**: 90
- **Time**: 4 Hours 6:00 p.m. - 10:00 p.m.
- **Day/Date(s)**: (T) 9/28
- **Location**: DS
- **Instructor**: DS
- **Fee**: $50

- **CRN**: 5196
- **Section**: 91
- **Time**: 2 Hours 6:00 p.m. - 8:00 p.m.
- **Day/Date(s)**: (T) 10/5
- **Location**: DS
- **Instructor**: DS
- **Fee**: $25

#### ALS107 ADVANCED LIFE SUPPORT: MEDICAL PULMONOLOGY

- **CRN**: 5198
- **Section**: 90
- **Time**: 2 Hours 6:00 p.m. - 8:00 p.m.
- **Day/Date(s)**: (T) 10/26
- **Location**: DS
- **Instructor**: DS
- **Fee**: $25

#### ALS109 ADVANCED LIFE SUPPORT: MEDICAL CARDIOLOGY

- **CRN**: 5199
- **Section**: 90
- **Time**: 2 Hours 8:00 p.m. - 10:00 p.m.
- **Day/Date(s)**: (T) 10/12
- **Location**: DS
- **Instructor**: DS
- **Fee**: $50

- **CRN**: 5200
- **Section**: 91
- **Time**: 2 Hours 6:00 p.m. - 10:00 p.m.
- **Day/Date(s)**: (T) 10/26
- **Location**: DS
- **Instructor**: DS
- **Fee**: $25

#### ALS111 ADVANCED LIFE SUPPORT: MEDICAL NEUROLOGY

- **CRN**: 5201
- **Section**: 90
- **Time**: 1 Hour 8:00 p.m. - 10:00 p.m.
- **Day/Date(s)**: (T) 11/2
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS113 ADVANCED LIFE SUPPORT: MEDICAL ENDOCRINOLOGY

- **CRN**: 5202
- **Section**: 90
- **Time**: 1 Hour 9:00 p.m. - 11:00 p.m.
- **Day/Date(s)**: (T) 11/2
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS115 ADVANCED LIFE SUPPORT: MEDICAL ALLERGIES AND ANAPHYLAXIS

- **CRN**: 5203
- **Section**: 90
- **Time**: 1 Hour 6:00 p.m. - 8:00 p.m.
- **Day/Date(s)**: (T) 11/19
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS117 ADVANCED LIFE SUPPORT: MEDICAL GASTROENTEROLOGY UROLOGY

- **CRN**: 5204
- **Section**: 90
- **Time**: 1 Hour 7:00 p.m. - 9:00 p.m.
- **Day/Date(s)**: (T) 11/9
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS121 ADVANCED LIFE SUPPORT: MEDICAL TOXICOLOGY

- **CRN**: 5205
- **Section**: 90
- **Time**: 1 Hour 8:00 p.m. - 10:00 p.m.
- **Day/Date(s)**: (T) 11/9
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS123 ADVANCED LIFE SUPPORT: MEDICAL HEMATOLOGY

- **CRN**: 5206
- **Section**: 90
- **Time**: 1 Hour 9:00 p.m. - 11:00 p.m.
- **Day/Date(s)**: (T) 11/9
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS125 ADVANCED LIFE SUPPORT: MEDICAL ENVIRONMENTAL

- **CRN**: 5207
- **Section**: 90
- **Time**: 1 Hour 6:00 p.m. - 8:00 p.m.
- **Day/Date(s)**: (T) 11/10
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS127 ADVANCED LIFE SUPPORT: MEDICAL INFECTIOUS AND COMMUNICABLE

- **CRN**: 5208
- **Section**: 90
- **Time**: 1 Hour 7:00 p.m. - 9:00 p.m.
- **Day/Date(s)**: (T) 11/10
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS129 ADVANCED LIFE SUPPORT: MEDICAL BEHAVIORAL

- **CRN**: 5209
- **Section**: 90
- **Time**: 1 Hour 8:00 p.m. - 10:00 p.m.
- **Day/Date(s)**: (T) 11/10
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS131 ADVANCED LIFE SUPPORT: SPECIAL CONSIDERATIONS NEOBLOMATOLGY

- **CRN**: 5211
- **Section**: 90
- **Time**: 1 Hour 9:00 p.m. - 11:00 p.m.
- **Day/Date(s)**: (T) 11/10
- **Location**: DS
- **Instructor**: DS
- **Fee**: $12.50

#### ALS141 ADVANCED LIFE SUPPORT: MEDICAL OBSTETRICS AND GYNECOLOGY

- **CRN**: 5212
- **Section**: 90
- **Time**: 3 Hours 6:00 p.m. - 9:00 p.m.
- **Day/Date(s)**: (T) 11/10
- **Location**: DS
- **Instructor**: DS
- **Fee**: $37.50
ALS133 ADVANCED LIFE SUPPORT: SPECIAL CONSIDERATIONS/PEDIATRICS
5213  90  2 Hours  6:00 p.m. - 8:00 p.m.  (T) 11/30  DS  $25

ALS137 ADVANCED LIFE SUPPORT SPECIAL CONSIDERATIONS/CHRONIC CARE AND SPECIAL CHALLENGES
5214  90  2 Hours  8:00 p.m. - 10:00 p.m.  (T) 11/30  DS  $25

Pre-Hospital Continuing Education

PRE-HOSPITAL CARE - EMS CONTINUING EDUCATION:
To become a DCC CME participant, call the EMS Programs Office at (845) 298-0717 for additional information, to register for a class, or to be added to the EMS Programs mailing list.

PRH051 PRE-HOSPITAL TRAUMA LIFE SUPPORT
(12 Hours) The Pre-hospital Trauma Life Support (PHTLS) course is a unique continuing education program created in recognition of the real need in Emergency Medical Services education for additional training in the handling of trauma patients. This indispensable program is designed to enhance and increase knowledge and skills in delivering critical care in the pre-hospital environment. Designed for all provider levels.
5215  90  8:00 a.m. - 5:00 p.m.  (S) 11/6-11/13  DS  TBA  $165

PRH065 SKILLS FOR PRE-HOSPITAL PROVIDERS
(4 Hours) The need to maintain proficiency in skills for the pre-hospital provider is a must. This open session will allow practice and CME proficiency verification at both the BLS and ALS levels.
5216  90  6:00 - 10:00 p.m.  (R) 12/9  DS  TBA  $35

PRH076 WEAPONS OF MASS DESTRUCTION
(3 Hours) This is a Department of Homeland Security WMD Awareness Certification Course. It will cover a broad overview of responding to Chemical, Biological, Radiological, Nuclear and Explosive incidents. Discussion will include various aspects of the local, state and federal response as well as a brief threat analysis of the current political situation.
5217  90  6:00 -9:00 p.m.  (T) 9/21  DS  TBA  $35

PRH078 SPECIAL CONSIDERATIONS FOR THE ELDERLY PATIENT
(3 Hours) Aging and the gradual decline of biological functions varies widely from one individual to another. The aging process is more complicated when considering changes in organ functions occur at different rates. This class will help differentiate some of the normal age-related changes from the abnormal changes. We will also discuss some of the most common physiological changes associated with aging and the implications of these changes to the quality of EMS care provided to the elderly one of the fastest-growing segments of our population.
5218  90  6:00 - 9:00 p.m.  (R) 10/7  DS  A Bollman  $30

PRH511 ADVANCED MEDICAL LIFE SUPPORT (AMLS)
(12 Hours) The Advanced Medical Life Support (AMLS) course is a continuing education program designed to present pre-hospital providers with a standardized approach to adult medical emergencies. This course will introduce providers to a practical, complaint-based assessment method, enhance their ability to develop an accurate field impression and review effective management plans for most major medical emergencies. This course is intended for advanced providers.
5219  90  8:00 a.m. - 5:00 p.m.  (S) 10/23-10/30  DS  TBA  $165

Tuition Refund Policy
Refunds for withdrawal from non-credit courses and seminars will be given if requested prior to the end of the business day preceding the day the course starts. If a refund request is approved for a course, a $10 processing fee will be deducted from the refund. Full refunds will be given for all courses that are cancelled by the College.
IN-CLASSROOM SOFTWARE TRAINING

CST004 PC SAMPLER
(24 hours - 8 Sessions) This instructor-led beginner course is for students who want to explore the working of the computer in a non-technical language. Topics to be covered are basic Windows function, basic software including word processing, spreadsheets, database and an introduction to the Internet. No class 9/23. Sect. 25 held at Nubian Directions 452-8574.

5127 90 1:00-4:00 p.m. (TR) 9/14-10/12 TBA $20
25 TBA (call for information) NDI $20

CST005 ESL BASIC COMPUTERS
(24 hours) This course addresses course deficiencies in basic skills of adult learners functioning in the workplace or in the community and for whom English is a second language. This instructor-led course is for students who want to explore the computer in a non-technical language and to learn communicative competence.

(24 Horas) Los estudiantes aprenderán información básica acerca de las partes de la computadora, se les dará una introducción a windows, como usar un "mouse", cómo abrir y crear archivos, cómo copiar, cortar y pegar, guardar información y archivos en una memoria flash usb, el uso básico del internet (la red), y cómo crear y tener acceso a un correo electrónico.

5128 10 9:00 a.m. - noon (S) 9/18-11/6 DCC TBA $20

CST038 DREAMWEAVER LEVEL 1
(12 hours) Explore the industry-leading web authoring software. Build a sample page using CSS (Cascading Style Sheets) for styling and layout. Work with text, lists, Spry widgets, tables and images. Navigate a site internally and externally using links, image links, navigation bars and tabbed panels.


5131 90 6:30 p.m. - 9:30 p.m. (TR) 9/21-9/30 DS TBA $180

CST034 CS4 DREAMWEAVER LEVEL 2
(12 hours) Explore techniques for interactivity using behaviors and events. Collect information using forms. Understand the CSS box model and the use of <div> tags. Insert a Flash file. Work with site management using templates, library items and includes. Publish a site to the web.


5132 90 6:30 p.m. - 9:30 p.m. (MW) 10/4-10/18 DS TBA $180

CST041 EXPRESSION WEB 3
(24 hours) Learn to build standards-based websites.

5133 90 1-4 p.m. (MW) 11/1-11/24 DS TBA $180

WORD PROCESSING

A variety of word processing software packages are currently on the market. Each one has a slightly different style and ease of use. All offer the standard word processing function of creating, editing, formatting, printing and saving documents. Each student has access to a computer and does not share a unit. Prerequisite: CST004 or working knowledge of computers is required.

CST129 INTRODUCTION TO WORD BASIC 2007
(15 hours) Learn to use this standard word process to create and edit documents. Topics include exploring word tools and menus, copying, pasting, using the office clipboard, formatting basics, creating headers and footers, working with margins and page layout, using proofing tools.

5134 10 6:30 - 9:30 p.m. (TR) 9/14-9/28 DCC TBA $154

CST137 WORD INTERMEDIATE 2007
(15 hours) Increase efficiency and productivity, by formatting paragraphs and long documents and utilizing line spacing, tabs, alignment, bullets and section breaks. Create and edit tables, manage files and folders, enhance documents with graphics and symbols.

5135 10 6:30 - 9:30 p.m. (TR) 10/5-10/19 DCC TBA $154

DATABASE MANAGEMENT

Database management software helps the user create a database, ask questions (query), generate reports and forms, interface with non-database applications, create new files from existing ones, and update data. Several software packages provide these functions with various degrees of complexity or ease of use. Each student has access to a computer and does not share a unit. Prerequisite: CST004 or working knowledge of computers is required.
CST202  ACCESS - BASIC 2007  
(5 sessions/15 hours) Learn to use Access’ powerful data management tools. Topics include:  
database concepts and terminology, exploring Access tools and menus, navigation, entering and  
editing records, creating and modifying tables, working with filtering and sorting options, creating  
and modifying simple queries, using and modifying forms, planning and creating reports, and  
exploring modifying field types and relationships. Required text: "Access 2007," Benchmark series,  
available at the College bookstore.  
5137  90  6:30-9:30 p.m.  (TR) 10/12-10/26  DS  TBA  $185  

CST217  ACCESS INTERMEDIATE 2007  
(5 sessions/15 hours) Enhance your Access skills and efficiency by: creating multiple table queries,  
creating calculated query fields, building summary and/or queries, developing and customizing  
form and sub forms, customizing and formatting reports, sharing access information with other office  
programs, creating and working with data Access pages, update, make-table, and append/delete.  
5138  90  6:30-9:30 p.m.  (TR) 11/2-11/16/10  DS  TBA  $185  

SPREADSHEETS  
Spreadsheets are used for projections, planning, budgeting and risk analysis. Classes will cover the  
basic concepts of creating, editing, formatting, formulae, functions and printing. Advanced classes  
will cover: macros, graphs and database structures. Each student is assigned a computer.  

CST320  EXCEL BASIC 2007  
(5 sessions/15 hours) Students will learn how to use excel worksheets and workbooks for a variety of  
business functions. Topics include: exploring Excel tools and menus, creating and editing worksheets  
and workbooks, moving and copying data, using formulas and functions, formatting worksheets,  
charting basics and printing options.  
5139  90  1:00-4:00 p.m.  (MW) 9/20-10/4/10  DS  TBA  $154  

CST321  EXCEL INTERMEDIATE 2007  
(5 sessions/15 hours) Students will learn how to enhance their Excel skills by customizing options,  
toolbars, and menus, working with multiple worksheets and workbooks, linking worksheets, editing  
display options, filtering and sorting lists, exploring advanced charting and formatting options, using  
comments and documenting auditing options, and creating and managing templates.  
5140  90  1:00-4:00 p.m.  (MW) 10/11-10/25/10  DS  TBA  $154  

INTERNET COURSES  

CST042  ALL YOU WANTED TO KNOW ABOUT FACEBOOK BUT WERE AFRAID TO ASK  
(9 Hours) Facebook is a fast-growing social networking website. Facebook users, 13 years of age  
or older, can create and customize their own profiles with photos, videos and information about  
themselves. Friends can browse the profiles of other friends and write messages on their pages.  
Students will learn how to create and manage their own accounts and upload multimedia files.  
5141  10  9:00 a.m. -12:00 noon  (R) 12/2-12/16  DCC  $90  

CST416  YAHOO! MAIL AND MY YAHOO!  
(9 Hours) Yahoo! offers free web-based email that you can access from anywhere in the world,  
enjoying unlimited storage space, and feeling secure with award-winning spam protection. This  
course will review basic Windows and Internet operations, and create your own official Yahoo! email  
account and teach you all about email. Email functions will include use of To, CC and BCC fields,  
reply to and forward others’ emails, save unfinished email into a Drafts folder, save incoming or  
outgoing email into personally-created folders, spellcheck and add attachments of documents or  
pictures. We will also learn how to sort email by sender, subject, date and more.  
You will create a contact distribution list with friends’ email addresses, with nicknames and group  
names. Finally, we will touch on scheduling events on your own Calendar, create Notes to remind you  
of special topics and review many My Yahoo! features.  
5142  90  1:00-4:00 p.m.  (T) 12/7-12/21  DS  $90  

CST 501  GOOGLE GMAIL  
(9 Hours) Students will learn how to use this online network of services.  
5143  10  9:00 a.m.- noon  (W) 12/8-12/22  DCC  TBA  $90
<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5144</td>
<td>10</td>
<td>6:00 - 7:30 p.m.</td>
<td>(W) 9/15-10/6</td>
<td>DCC</td>
<td>Lisa Iannucci</td>
<td>$90</td>
</tr>
<tr>
<td>5145</td>
<td>10</td>
<td>6:30-9:30 p.m.</td>
<td>(TR) 11/2-11/11</td>
<td>DCC</td>
<td></td>
<td>$91</td>
</tr>
<tr>
<td>5154</td>
<td>10</td>
<td>6:30 - 9:30 p.m.</td>
<td>(TR) 11/16-11/30</td>
<td>DCC</td>
<td></td>
<td>$91</td>
</tr>
<tr>
<td>5146</td>
<td>90</td>
<td>9 a.m. - noon</td>
<td>(TR) 10/26-11/11</td>
<td>DS</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>5147</td>
<td>90</td>
<td>6:30 - 9:30 p.m.</td>
<td>(MW) 11/1-11/17</td>
<td>DS</td>
<td></td>
<td>$244</td>
</tr>
<tr>
<td>5148</td>
<td>10</td>
<td>6:30 - 9:30 p.m.</td>
<td>(MW) 10/18-11/3</td>
<td>DCC</td>
<td></td>
<td>$220</td>
</tr>
</tbody>
</table>

CST 520  **INTRODUCTION TO BLOGGING**

NEW!

(5.5 Hours)  What is blogging?  How can it be utilized personally and professionally?  What’s a blog and why does it seem that everyone else has one?  Should you have one?  What can you do with a blog?  What shouldn’t you do?  Professional writer and blogger Lisa Iannucci will show you what you need to get started with a blog of your very own, how to get someone to actually read it and how it can eventually make you some extra cash.  You’ll talk about your blogging ideas, get started with a blog of your own by the end of class and learn about the next steps in writing a blog, including “vlogging” for video blogging.  Don’t be left behind.

Instructor: Lisa Iannucci

COMPUTER GRAPHICS

This series of courses allows students to take advantage of the graphic capabilities of the computer.  At DCC each student has access to a computer; sharing is not necessary.

Prerequisite: Working knowledge of computers.

CST616  **INTRODUCTION TO POWERPOINT 2007**

(12 Hours)  Students will learn to create business presentations with PowerPoint design tools.  Topics include:  exploring PowerPoint tools and menus, creating, editing and viewing presentations, using the auto content wizard, adding side headers and footers, using proofing tools, formatting text drawing and modifying objects, aligning and grouping objects, enhancing presentations with graphics, charts and automation, and using PowerPoint masters.

CST628  **POWERPOINT - INTERMEDIATE 2007**

(12 Hours)  Students will enhance their PowerPoint skills and efficiency by editing and formatting charts, animating charts and sounds, working with organizational charts, linking and embedding Word and Excel objects, inserting pictures, sounds and hyperlinks, creating a custom show, rehearsing slide timing and using the package for CD.

CST814  **INTRODUCTION TO MACROMEDIA FLASH MX**

(6 sessions/18 Hours)  Flash 5 is a powerful program that allows you to create basic frame by frame animations and complex interactive web sites.  This course will cover all of the basic elements of Flash MX allowing you to create easy, yet impressive animations to add to your websites.  This course will also begin to introduce action script, which will allow you to add interactivity to both animations and entire web sites.  This course is meant for people who want to add animation and interactive features to their site.  This program can be used by pre-college students in preparation for graphic arts classes.

CST706  **QUICKBOOKS 2009**

(18 Hours)  QuickBooks is a complete business bookkeeping system, capable of handling invoicing, accounts receivable and accounts payable.  Students will be introduced to all these features and many more.  Prerequisite:  a working knowledge of bookkeeping is advised.  No class 5/31.

ACCOUNTING SOFTWARE

This is a series of courses that allows the student to ease their bookkeeping and payroll problems.  This course is applicable for the business person or the homeowner.  Each student has access to his/her own computer and does not share a unit.  Prerequisite:  a working knowledge of computers.
### DRIVER EDUCATION

**DRV001 NEW YORK STATE PRE-LICENSING COURSE**

(5 Hours) New York State is committed to providing new drivers with information that will help them drive safely. This 5-hour course provides the only opportunity for many to gain classroom exposure to defensive driving principles and other factors that affect driver behavior. Learner’s permit is required for students in this course. This program is the 5-hour course required by NYS DMV in order to obtain a driver’s license. Students must arrive for first class at 5:00 p.m. for processing.

Class begins at 5:30 p.m. New curriculum will be included as required by NYS law.

**NOTE:** If registering a minor for this course, you will be sent an Emergency Medical Authorization Form which must be completed and brought to the instructor at the first class.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5008</td>
<td>10</td>
<td>5:30 - 10:30 p.m.</td>
<td>(W) 9/15</td>
<td>DCC</td>
<td>G. Woods</td>
<td>$41</td>
</tr>
<tr>
<td>5009</td>
<td>11</td>
<td>5:30 - 10:30 p.m.</td>
<td>(W) 10/13</td>
<td>DCC</td>
<td>G. Woods</td>
<td>$41</td>
</tr>
<tr>
<td>5010</td>
<td>12</td>
<td>5:30 - 10:30 p.m.</td>
<td>(W) 11/17</td>
<td>DCC</td>
<td>G. Woods</td>
<td>$41</td>
</tr>
<tr>
<td>5011</td>
<td>13</td>
<td>5:30 - 10:30 p.m.</td>
<td>(W) 12/15</td>
<td>DCC</td>
<td>G. Woods</td>
<td>$41</td>
</tr>
</tbody>
</table>

**DRV101 TRAFFIC SAFETY AND DRIVER EDUCATION**

(32 Sessions - 16 class lectures and 16 road events, six hours behind the wheel)

This course teaches students the proper techniques, laws, and responsibilities pertaining to driving in New York State. The course provides: 48 hours of instruction, certified instructors, five-hour NYS pre-licensing Certification. Successful completion earns a Student Certificate of Completion and senior license. High School credit available through most districts. It allows a 10-15% premium reduction through most insurance companies. The program consists of 24 hours of classroom instruction and 24 hours of on-road instruction as mandated by the New York State Department of Education. Students must be at least 16 years of age and have a valid NYS permit or license by: Sept. 9, 2010

ALL CLASSES ARE MANDATORY. Road assignments are for 90-minute time blocks and will be assigned at mandatory orientation. Students are assigned to drive by arrangement with coordinator and in-car instructor. In-car sessions are assigned on a first registered/first served basis.

Required text: "Drive Right" by Ronald Budig, published by Scott Foresman, is available at the DCC Bookstore.

**NOTE:** Before registering, please consider your other time commitments that might interfere with your full participation in this program. No refund will be given after the business day before each section of the program begins.

**ORIENTATION DATES:**

Section 10 Weds., Sept. 8 - 7:00 p.m. - 8:00 p.m. Bowne Hall, Room 122

Section 90 Tues., Sept. 7 - 7:00 p.m. - 8:00 p.m. Bowne Hall, Room 122

Parents must attend Orientation with students. Make-up road hours for excused absences only, may carry an additional charge of $20 per student per session. In-car sessions may extend beyond in-class dates listed below. If registering a minor for these courses you will be sent an Emergency Medical Authorization Form which must be completed and brought to the instructor at the first class.

Section 10 & 90 - Lecture time is scheduled 5:30 - 7:00 p.m. No class Nov 24 and 25, Dec. 24, 2010 to Jan. 3, 2011.

**ORIENTATION DATES:**

Section 10 Weds., Sept. 8 - 7:00 p.m. - 8:00 p.m. Bowne Hall, Room 122

Section 90 Tues., Sept. 7 - 7:00 p.m. - 8:00 p.m. Bowne Hall, Room 122

Parents must attend Orientation with students. Make-up road hours for excused absences only, may carry an additional charge of $20 per student per session. In-car sessions may extend beyond in-class dates listed below. If registering a minor for these courses you will be sent an Emergency Medical Authorization Form which must be completed and brought to the instructor at the first class.

Section 10 & 90 - Lecture time is scheduled 5:30 - 7:00 p.m. No class Nov 24 and 25, Dec. 24, 2010 to Jan. 3, 2011.

**NOTE:** If registering a minor for this course you will be sent an Emergency Medical Authorization Form which must be completed and brought to the instructor at the first class.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5156</td>
<td>10</td>
<td>5:30 - 7:00 p.m.</td>
<td>(W) 9/15/2010-1/12/11</td>
<td>DCC</td>
<td>C. Firehock</td>
<td>$599</td>
</tr>
<tr>
<td>5157</td>
<td>90</td>
<td>5:30 - 7:00 p.m.</td>
<td>(T) 9/14/2010-1/11/11</td>
<td>DS</td>
<td>C. Firehock</td>
<td>$599</td>
</tr>
</tbody>
</table>

**DRV201 POINT-AND INSURANCE REDUCTION PROGRAM**

(6 Hours) The NYS-DMV approved, six-hour class entitles licensed drivers or permit-holders to a 10% reduction in their liability, collision, and personal injury auto insurance. All insurance companies doing business in New York State grant these reductions. The course will help refresh your driving knowledge with a review of time-tested safe driving tips and an overview of today’s vehicle and traffic laws. You may be eligible to reduce as many as four (4) points on your driving record. Learner’s permit is required for students in this course.

**NOTE:** If registering a minor for this course you will be sent an Emergency Medical Authorization Form which must be completed and brought to the instructor at the first class.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5246</td>
<td>10</td>
<td>6:00 - 9:00 p.m.</td>
<td>(M) 9/13-9/20</td>
<td>DCC</td>
<td>M. Sheehan</td>
<td>$52</td>
</tr>
<tr>
<td>5247</td>
<td>11</td>
<td>6:00 - 9:00 p.m.</td>
<td>(M) 10/11-10/18</td>
<td>DCC</td>
<td>M. Sheehan</td>
<td>$52</td>
</tr>
<tr>
<td>5248</td>
<td>90</td>
<td>8:30 a.m. - 3:30 p.m.</td>
<td>(S) 10/23</td>
<td>DS</td>
<td>R. Herberger</td>
<td>$52</td>
</tr>
<tr>
<td>5249</td>
<td>91</td>
<td>8:30 a.m. - 3:30 p.m.</td>
<td>(S) 11/13</td>
<td>DS</td>
<td>R. Herberger</td>
<td>$52</td>
</tr>
<tr>
<td>5250</td>
<td>92</td>
<td>8:30 a.m. - 3:30 p.m.</td>
<td>(S) 12/11</td>
<td>DS</td>
<td>R. Herberger</td>
<td>$52</td>
</tr>
</tbody>
</table>
DRV 301  MOTORCYCLE HIGH PERFORMANCE STREET RIDING TECHNIQUES
(8 Hours) Whether you ride a cruiser, tour or sport-bike, take your riding to the next level in a
textured, safe environment. You will learn to adjust your suspension for the perfect ride. Both
on-cycle riding drills and classroom theory are provided. The objective of this course is the “6
Keys to Cornering and Traction Management” which will improve your riding - learn to ride like a
pro. Maximum of 18 riders per clinic. Students provide their own inspected, insured and registered
motorcycle and all protective riding gear (e.g., full leather or Kevlar jeans.)
Recommended text: Lee Parks, "Total Control - High Performance Street Riding Techniques,"
Publisher, Motor Book International (MBI).
This program is exclusively brought to New York by “Christine’s Kick Start Motorcycle Rider Training
Series!”
For more information and to register go to: www.ChristinesKickStart.com or call (845) 226-2181.
Rain dates will be announced. Register early! Driving time held in Parking Lot E off Creek Road.
Fee:

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5251</td>
<td>10</td>
<td>8:00 a.m. - 6:00 p.m.</td>
<td>(N) 9/19</td>
<td>DCC</td>
<td>C. Firehock</td>
<td>$10</td>
</tr>
</tbody>
</table>

DYSON GRANT-FUNDED PROGRAM
Alfabetizaci. n Para La Familia Completa
Nuestra misión es promover la alfabetización de la familia completa y proveer acceso a los residentes
del condado de Dutchess que pueden beneficiarse de la instrucción del Inglés Como Segundo Lenguaje
(ESL) y el curso de Desarrollo de Educación General (GED).
Los estudiantes matriculados en los cursos de ESL y GED pueden participar en todas las actividades de
alfabetización de la familia y son elegibles para el cuidado de sus niños gratis durante el tiempo de
clas. Se puede proveer asistencia con transportación si es necesario.
Los siguientes cursos se ofrecen en seis ubicaciones:
DCC Main Campus y DCC South, Nubian Directions,  Pawling Elementary School, Northeast Community
Center in Millerton

ESL Beginners Level 1, Principiantes Level 2, Intermedio 1, Intermedio 2, and, Intermedio 3
ESL Introduction to Computers [CST]
Estudiantes nuevos tendrán la oportunidad de registrarse y ser colocados en clases apropiadas en las
sesiones de registraci ón durante casa abierta. Para las fechas de registraci ón general llame a Margie
al teléfono 431-8901.
Costo: $10.
Lunes = L, Martes = A, Miercoles = M, Jueves = J, Sabado = S
Main Campus
5083 ESL 100-11 (81 Hrs) Principiantes
(27 sesiones
5084 ESL 116-10 (81 Hrs) Avanzado Principiantes
3 (27 sesiones
5086 ESL 123-10 (42 Hrs) Intermedio 3
14 sesiones
5128 CST 005-10 (24 Hrs) ESL Computadoras $20

Pawling Elementary School
5087 ESL 100-80 (84 Hrs) Principiantes
28 sesiones
5239 ESL 116-80 (84 Hrs) Intermedio
28 sesiones
5088 ESL 118-80 (84 Hrs) Intermedio 2
28 sesiones
5089 ESL 120-80 (84 Hrs) Intermedio 3
28 sesiones

Nubian Directions
5090 ESL 100-25 (56 Hrs) Principiantes
28 sesiones
5091 ESL 118-25 (56 Hrs) Intermedio
28 sesiones
5092 ESL 116-25 (56 Hrs) Avanzado Principiantes $10

ESL100  ENGLISH AS A SECOND LANGUAGE FOR BEGINNERS
(48 Hours) This course covers the skills of listening, speaking, reading and writing, with particular
emphasis on listening and speaking. The primary goal of this course is to teach communicative
competence. This course will prepare students to use English for everyday purposes with a focus on
student-generated communication. Subjects will include, but not be limited to: alphabet, numbers,
salutations, titles, classroom objects, telephone etiquette, personal items, countries, nationalities,
time, transportation, calendars, weather, occupations and money.
Required text for: "English in Action and Grammar in Action" by Foley available in DCC bookstore.
Fee:

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5018</td>
<td>10</td>
<td>6:30 p.m. - 9:30 p.m.</td>
<td>(MW) 9/13-11/3</td>
<td>DCC</td>
<td>Laska</td>
<td>$10</td>
</tr>
<tr>
<td>5255</td>
<td>90</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>(MR) 9/13-12/20</td>
<td>DS</td>
<td>S. Micolo</td>
<td>$10</td>
</tr>
<tr>
<td>CRN #</td>
<td>Section Time</td>
<td>Day/Date(s)</td>
<td>Location</td>
<td>Instructor</td>
<td>Fee</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>-------------</td>
<td>----------</td>
<td>------------</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>5220</td>
<td>90 9:00 a.m. - noon (TW) 9/14-11/4</td>
<td>DS Z Klimanis</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5221</td>
<td>91 6:00 - 9:00 p.m. (TW) 9/14-11/4</td>
<td>DS Z Klimanis</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5222</td>
<td>92 9:00 a.m. - noon (TW) 11/9-12/7</td>
<td>DS Z Klimanis</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5223</td>
<td>90 6:00 - 9:00 p.m. (TW) 11/9-12/7</td>
<td>DS Z Klimanis</td>
<td>$10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ESL114 LEARNING ENGLISH INTERMEDIATE**

(Hours Vary) This course will offer students a chance to practice and refine their English speaking skills. It is geared toward intermediate level students. Fee for this course is non-refundable. On Wednesdays, we do vocabulary, pronunciation and culture, Tuesdays we do grammar review and reading, discussion and idioms. No class 11/24.

**ESL133 GRAMMAR AND VOCABULARY IN ESL INTERMEDIATE**

(48 Hours) Using a wide variety of mainstream publications, such as newspapers, magazines, short stories, and tabloid journals, this course will offer students a chance to practice and refine their English speaking skills. Students will be taught the International Phonetic Alphabet in order to refine their English pronunciation and improve articulation of consonants and vowels. This course will be geared toward the intermediate level student; however, those who are at beginner levels may enroll.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5151</td>
<td>10 10:00 a.m. - 1:00 p.m. (M) 9/13-12/27</td>
<td>DCC M Dorrity</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5152</td>
<td>11 3:00 p.m. - 6:00 p.m. (M) 9/13-12/27</td>
<td>DCC M Dorrity</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ESL151 WRITING FOR ESL STUDENTS**

(48 Hours) This course gives students the opportunity to learn, review, and practice reading and writing skills necessary to function effectively. The course is appropriate for students of any skill level. It is particularly targeted for students whose skill level is not adequate to enroll in DCC's credit courses. Materials included in class work include: New York State Standards in English Language Arts Student Journal and student and selected articles from journals and selected short stories.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5225</td>
<td>90 8:45 a.m. - 12:00 p.m. (TR) 9/7-10/26</td>
<td>DS A Boss</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5226</td>
<td>91 8:45 a.m. - 12:00 p.m. (TR) 10/28-12/21</td>
<td>DS A Boss</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5152</td>
<td>10 6:00 p.m. - 9:00 p.m. (M) 9/13-12/27</td>
<td>DCC M Dorrity</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ESL152 ESL SHORT STORY COURSE**

(24 Hours) Read short stories in class and discuss and exchange ideas. Learn new vocabulary and work on pronunciation and reading fluency. Class meets on Thursdays.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5252</td>
<td>90 9:00 a.m. - noon (R) 9/16-11/4</td>
<td>DS Z Klimanis</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5253</td>
<td>91 6:00 p.m. - 9:00 p.m. (R) 9/16-11/4</td>
<td>DS Z Klimanis</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CST005 ESL BASIC COMPUTERS**

(24 hours/8 sessions) This course addresses computer deficiencies in basic skills of adult learners functioning in the workplace or in the community and for whom English is a second language. This instructor-led course is for students who want to explore the computer in a non-technical language and to learn communicative competence. Held at Nubian Directions. Los estudiantes aprenderán información básica acerca de las partes de la computadora, se les dará una introducción a Windows, cómo usar un “mouse”, cómo abrir y crear archivos, cómo copiar, cortar y pegar, guardar información y archivos en una memoria flash usb, todo en un lenguaje no técnico.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5128</td>
<td>10 9:00 a.m. - noon (S) 9/18-11/6</td>
<td>DCC TBA</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ESL105 ENGLISH AS A SECOND LANGUAGE: LISTENING AND READING COMPREHENSION SKILLS - IN PARTNERSHIP WITH LITERACY CONNECTIONS OF DUTCHESS COUNTY**

This course is appropriate for students of any basic skill level. It is intended to address deficiencies in basic English skills of persons in the workplace or in the community. Instruction is concerned with correcting and improving basic listening, writing and reading skills. Call (845) 452-8670 for more information or visit the LCDC office, 325 Main Street, Poughkeepsie. Walk-ins are welcome. Instructors: Literacy Connections Staff (formerly Literacy Volunteers of America.)

**ESL ONLINE**

**ESD900 GRAMMAR FOR ESL USING THE INTERNET**

(12 Sessions) If English is your second language and you are headed for college, this class will be very valuable. You will be provided with an in-depth analysis of English grammar and structure so that you will be prepared to succeed in any class taught in English. Requirements: The course is designed for intermediate to advanced level ESL students. A basic understanding of English grammar is required. Fee: $150

**ESD902 WRITING FOR ESL**

Has your academic or career progress been slowed by the challenges of writing in English? Many ESL learners have an excellent educations, training, and skills in their native countries. However, their dreams of success elude them in English-speaking countries because they cannot write effectively in their new language. Fee: $150
Online classes with Education 2 Go!

How to register for DCC/OCS Internet courses:
1. Call OCS at (845) 431-8910 to register.
2. Enter your web browser and type in www.ed2go.com/dutchessocs.
3. Once you are on the DCC home page, click on the orientation button and follow the instructions.
4. Upon completion of the orientation, email Patrice@sunydutchess.edu stating you have completed the orientation.
5. On the start date, go to ed2go.com/dutchessocs and click on the class you are taking.
6. Classes are posted on every Wednesday and Friday.

12 classes in each section.

<table>
<thead>
<tr>
<th>Section</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>9/15-11/5</td>
</tr>
<tr>
<td>71</td>
<td>10/20-12/10</td>
</tr>
<tr>
<td>72</td>
<td>11/10-12/31</td>
</tr>
<tr>
<td>73</td>
<td>12/8-1/28/11</td>
</tr>
</tbody>
</table>

ESL SELF STUDY

STU704 ENGLISH AS A SECOND LANGUAGE: LISTENING AND READING COMPREHENSION SKILLS
In this course you study on your own using computer software. It is an opportunity for adult learners to brush up on basic skills by studying at their own pace outside the formal classroom setting. Come to the DCC Learning Center where you can work independently on mastering English skills. The course is geared to the mature, competent student who can effectively work alone.

ELLIS software, state-of-the-art ESL instructional media offers ESL students instruction in speaking, reading and writing English. This module gives non-native students the opportunity to review and practice reading, writing, and listening skills necessary to function effectively in English. The course is appropriate for students of any skill level. It is particularly targeted for students whose skill level is too low to enroll in DCC’s credit course ENG095/096 and for students who have no interest in attending college but wish to improve their American English skills.
Fee: $35

ADULT BASIC EDUCATION

ABE101 ADULT BASIC EDUCATION READING AND WRITING COURSE
(48 Hours) This course addresses educational deficiencies for adults who need remedial reading and writing instruction. It is designed for adults who are 16 and older and out of school. Students express literacy related goals, and the program helps them to achieve stated goals. This program helps prepare students for GED. Enrollment is open to all.
Call Literacy Connections of Dutchess County at (845) 452-8670.

GENERAL EDUCATION DEVELOPMENT FOR GED

Dutchess Community College established a series of seminar-based programs for individuals who are looking forward to improving their job opportunities by earning their GED. Emphasis will be on improving writing and math skills using creative thinking and problem solving strategies. In addition, students will be introduced to basic computer skills.

Prerequisites for all students: Must register in person and must bring photo ID.

Prerequisites for students 17 or 18: According to New York State regulations, students who are under 19 years of age, out of school, and wishing to enter the general education development for GED program at Dutchess Community College must adhere to the following:
- Students must make an appointment with the Assistant Dean.
- A parent or guardian must accompany the student.
- Student must bring to the interview the following documents:
  - A state-issued photo ID
  - Proof that the student has signed out of school
- Students must show intention to enroll in Dutchess Community College after earning their GED

HOW TO REGISTER
If you are ages 17 or 18, call 431-8905 to make an appointment for the GED program coordinator to meet with you and your parent or guardian. If you are 19 or older, you may register in person at one of the class locations or at the Office of Community Services at DCC. You must have a state-issued ID with you.
GED005 BRUSH-UP
(5 sessions per week) Designed for students who have tested before and are scheduled to re-test in one or two content areas (by coordinator permission only.)

GED007 TRANSITIONS PLUS/GED TRANSITIONS (GED 002)
(4/5 sessions per week) Improve reading, writing, and math skills in small classroom seminars and prepare for admission to credit classes. Tuition $20.

GED007 GENERAL EDUCATION DEVELOPMENT FOR GED TRANSITIONS PLUS

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5097</td>
<td>10</td>
<td>8:00 a.m. - 2:00 p.m. (MTWRF) 9/8-12/22</td>
<td>DCC</td>
<td>Moran</td>
<td>(444 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5098</td>
<td>60</td>
<td>8:30 a.m. - 2:30 p.m. (MTWRF) 9/8-12/22</td>
<td>FPC</td>
<td>Allen</td>
<td>(444 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5099</td>
<td>61</td>
<td>8:30 a.m. - 2:30 p.m. (MTWRF) 11/1-12/22</td>
<td>FPC</td>
<td>Allen</td>
<td>(216 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5100</td>
<td>90</td>
<td>8:00 a.m. - 2:00 p.m. (MTWRF) 9/8-12/22</td>
<td>DS</td>
<td>Zangerle</td>
<td>(444 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5101</td>
<td>91</td>
<td>8:00 a.m. - 2:00 p.m. (MTWRF11/1-12/22</td>
<td>DS</td>
<td>Zangerle</td>
<td>(216 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5102</td>
<td>20</td>
<td>8:30 a.m. - 2:30 p.m. (MTWRF9/8-12/22</td>
<td>CAA/COC</td>
<td>Bonnano</td>
<td>(444 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5103</td>
<td>21</td>
<td>8:30 a.m. - 2:30 p.m. (MTWRF11/1-12/22</td>
<td>CAA/COC</td>
<td>Bonnano</td>
<td>(216 Hrs)</td>
<td></td>
</tr>
</tbody>
</table>

GED002 GED TRANSITIONS Tuition $20

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5104</td>
<td>01</td>
<td>9:00 a.m. - 1:00 p.m. (MTWRF) 9/8-12/22</td>
<td>BBE</td>
<td>Williams</td>
<td>(296 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5105</td>
<td>02</td>
<td>9:00 a.m. - 1:00 p.m. (MTWRF) 11/1-12/22</td>
<td>BBE</td>
<td>Williams</td>
<td>(144 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5106</td>
<td>10</td>
<td>6:30 - 9:30 p.m. (MTWRF) 9/8-12/22</td>
<td>DCC</td>
<td>Toohey</td>
<td>(180 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5107</td>
<td>60</td>
<td>5:30 - 8:30 p.m. (MTWRF) 9/8-12/22</td>
<td>FPC</td>
<td>Pittman</td>
<td>(180 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5254</td>
<td>80</td>
<td>9:00 a.m. - 1:00 p.m. (MTWRF) 9/8-12/22</td>
<td>PTH</td>
<td>Hunt</td>
<td>(180 Hrs)</td>
<td></td>
</tr>
</tbody>
</table>

GED003 GED PREPARATION Tuition $20

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5108</td>
<td>01</td>
<td>6:30- 9:00 p.m. (MW) 9/8-12/22</td>
<td>BBE</td>
<td>Brown</td>
<td>(93 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5109</td>
<td>10</td>
<td>6:30- 9:00 p.m. (MW) 9/8-12/22</td>
<td>DCC</td>
<td>Toohey</td>
<td>(93 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5110</td>
<td>11</td>
<td>6:30- 9:00 p.m. (TR) 9/9-12/21</td>
<td>DCC</td>
<td>Toohey</td>
<td>(87 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5111</td>
<td>25</td>
<td>6:30- 9:00 p.m. (TR) 9/9-12/21</td>
<td>ND</td>
<td>Hines</td>
<td>(87 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5112</td>
<td>70</td>
<td>6:00- 9:00 p.m. (TR9/9-12/21</td>
<td>TT</td>
<td>Spears</td>
<td>(87 Hrs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sec 70 meets at Tutman Terrace</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5113</td>
<td>80</td>
<td>6:30- 9:00 p.m. (TR) 9/9-12/21</td>
<td>HVCP</td>
<td>Palmer</td>
<td>(87 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5114</td>
<td>90</td>
<td>6:30- 9:00 p.m. (TR) 9/9-12/21</td>
<td>DS</td>
<td>Brown</td>
<td>(87 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5115</td>
<td>50</td>
<td>6:00- 9:00 p.m. (TR) 9/9-12/21</td>
<td>NCC</td>
<td>Clune</td>
<td>(87 Hrs)</td>
<td></td>
</tr>
</tbody>
</table>

GED016 GED SPANISH / GED n español Tuition $20
(Sessions Vary/las sesiones varian) Designed for students whose first language is Spanish. All instruction in Spanish, diseñado para los estudiantes cuyo primer idioma es el español. La instrucción es toda en español. (Lunes/Miércoles) (93 Horas)

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5116</td>
<td>10</td>
<td>6:30 - 9:30 p.m. (MW) 9/8-12/22</td>
<td>DCC</td>
<td>Jaramillo</td>
<td>(93 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5117</td>
<td>11</td>
<td>6:30 - 9:30 p.m. (MW) 9/8-12/22</td>
<td>DCC</td>
<td>Jaramillo</td>
<td>(93 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5118</td>
<td>90</td>
<td>6:30 - 9:30 p.m. (MW) 9/8-12/22</td>
<td>DS</td>
<td>TBA</td>
<td>(93 Hrs)</td>
<td></td>
</tr>
<tr>
<td>5119</td>
<td>25</td>
<td>4:00 - 7:00 p.m. (MW) 9/8-12/22</td>
<td>ND</td>
<td>Huincho</td>
<td>(93 Hrs)</td>
<td></td>
</tr>
</tbody>
</table>

PRF041 SUCCESSFUL TRANSITIONS
(4 Sessions) Prepare for your first semester at college. The student will learn communication skills, problem-solving time and stress management. The student will be assigned a mentor to work with throughout the first semester: call 431-8905 for more information.
**NYS INSURANCE TEST PREP**

**INS003 PROPERTY AND CASUALTY INSURANCE FOR AGENTS AND BROKERS: INTRODUCTION**

(108.5-hour) This 108.5-hour course is New York State and Insurance Department approved. Successful completion of this course with a passing grade of 70 on the final exam, plus qualified attendance (no more than two sessions may be missed) will precipitate the issuance of a 90-hour certificate. The student will be qualified to sit for the New York State Licensing Examination. Required text: "Pass Package" by Able Publishing is available at the DCC Bookstore. Note: No class 11/25, 12/21, 12/23 12/28, & 12/30.

5021  90  6:30 - 10:00 p.m.  (TR) 9/9/2010-1/11/2011  DS  A. Taibe  $733

**INS007 PERSONAL LINES INSURANCE**

(+45 Hours) This 45-hour course is designed to prepare the student for the new Personal Lines only license recently approved by the NY Insurance Department. This course is for candidates solely interested in specializing in the sale of personal lines property and casualty insurance policies. Individuals who choose this license option will not have the authority to sell, solicit or negotiate commercial policies. Individuals or entities interested in offering both personal and commercial products will need to be licensed as a Property and Casualty Agent or Broker. Required text: "Pass Package" by Able Publishing is available at the DCC Bookstore.

5022  90  6:30 - 10:00 p.m.  (TR) 9/9-10/21  DS  A. Taibe  $277

**INS008 INSURANCE PROPERTY AND CASUALTY BROKERS REVIEW CLASS**

(10.5 Hours) Need a quick review before taking the state exam? Three review sessions plus a test your knowledge exam. Note: No class 11/25, 12/21, 12/23 12/28, & 12/30

5074  90  6:30 - 10:00 p.m.  (TR)12/16/2010 - 1/11/2011  DS  A. Taibe  $140

**INS004 LIFE AND HEALTH INSURANCE TEST PREP**

This 27-hour class combines with 27 Hours of self-study (approximately 3 hours of home study must be completed before each class meeting) and prepares participants to sit for the NYS licensing exam required of all agents and all applicants for licenses of life, accident, and health insurance. The course will cover the principal branches and contracts of life insurance, annuity contracts, disability insurance, accident and health insurance and related insurance.

Required Text: "Securities Training Corporation Insurance Pre-Licensing, NY" is available at the DCC Bookstore. (It is necessary that the textbook be picked up at DCC Bookstore several days prior to class instruction.)

5003  10  6:00 - 9:00 p.m.  (T) 10/5-11/30  DCC  M. Green  $237

**LANGUAGES**

**SIGN LANGUAGE**

**LAN001 SIGN LANGUAGE I BEGINNER**

(24 Hours) This course is designed for those with no previous knowledge of American Sign Language and introduces the basics of the language. Readiness for learning will be approached via visual-gestural communication techniques, visual discrimination, and visual memory exercises. All questions, commands and simple sentence structure will be covered, leading to basic conversational skills. Finder spelling and information about the deaf community and deaf culture will be included. Note: These programs do not prepare students for credit interpreter program. The intent of program is to provide an alternate course for those not seeking to become interpreters, yet wish to learn ASL from a hard-of-hearing instructor with excellent evaluations over many years with DCC. Textbook: "Signing Naturally" - Level I by Chen Smith, Ella Mae Lentz, Ken Milos, Cheri Smith available at the DCC Bookstore.

5075  10  6:00 - 8:00 p.m.  (M) 9/13-11/29  DCC  L. Reese  $177

**LAN003 SIGN LANGUAGE III**

A follow-up of Sign I and Sign II, designed for the intermediate/advanced signer. Students will learn to comprehend and sign English idioms, various English words or phrases with different meanings, and sign vocabulary to meet specific needs. Note: The intent of the program is to provide a course for those not seeking to become interpreters, yet wish to learn ASL from a hearing impaired instructor with excellent evaluations over many years with DCC. Prerequisite: Sign II or its equivalent. Required text: "Signing Naturally,” Level II.

5076  10  6:00 - 8:00 p.m.  (T) 9/7-11/23  DCC  L. Reese  $177
Foreign Languages

LAN707  A LITTLE BIT OF RUSSIA: INTRODUCTION TO RUSSIAN LANGUAGE, LIFE AND CUSTOMS
(15 Hours) This course covers the practical use of the language and begins with learning the Russian alphabet, special sounds and simple conversation. Besides the language, students will explore the origins of Russian traditions, folklore and some aspects of culture. Class methods include: practical lessons, conversation and role playing. The instructor is a native Russian speaker.
Required text: "Russian in 10 Minutes a Day" by Kristine Kershul
Approximate cost $20. Text is available at the DCC Bookstore
Class meets on a Thursday. Note: No class 11/25
5001 10 6:30 p.m. - 8:00 p.m.  (R)10/07-12/16  DCC  N Baranova-Morse  $171

LAN708  A LITTLE BIT OF RUSSIA: CONTINUATION
(15 Hours)
5002 10 6:30 - 8:00 p.m.  (M)10/11-12/13  DCC  N Baranova-Morse  $171

LAN601  SUCCESS IN SPANISH LEVEL I
(24.75 Hours) Do you need this language to talk to people you interact with in your job? Would you like to be ready for your next vacation in Mexico, Spain, Central or South America? Want to take and excel in credit Spanish classes? With basic language structures, vocabulary and practice, you will start communicating in Spanish. A patient, native speaker and experienced teacher will provide you with audio, visual and interactive learning experience. Required text: "Exitos en espanol - Nivel 1" with CD available from the instructor in the first class for $29. No class 11/25
5150 90 6:45 - 9:00 p.m.  (R) 9/23-12/9  DS  J Cussianovich-Laos  $218

LAN602  SUCCESS IN SPANISH LEVEL II
5019 90 6:45 - 9:00 p.m.  (R) 9/23-12/9  A Delgado  $205

LEISURE EDUCATION

Art

LES104  MYSTICAL AND FANTASY ART
(24 Hours / 8 Sessions) Fantasy Art is artwork with creatures, fairies, mermaids, dragons and such, as subjects. This course will present all inspirations for mystical and fantasy art. Each student will then pick an inspiration and work on one piece of artwork to be presented to the class at the end of session. The object of this course is to inspire students from mystical subjects, learn how to create motion and emotion in artwork and understanding of non-traditional artwork. 20% of the class will be lecture, 65% studio time and 15% critique and discussions.
Required materials for this course are sketch book, tracing paper and pencil, eraser, colored media to be provided by the instructor for approximately $20. ()
5242 10 6:00 - 9:00 p.m.  (M) 9/13-11/1  DCC  V. Tellez  $120

LES106  INTRODUCTION TO WATERCOLOR
(27 Hours / 9 Sessions) This course is for any level artist who wants to learn the basics of the watercolor medium to the experienced artist who would like to fine-tune their watercolor skills. The course will begin with experimentation of how the paint reacts to water and the paper. Then we will move onto using the watercolor by painting a still life scene. For a final project, each student will do a rough draft in pencil and then build their piece with color. Needed supplies will cost around $20 - $30. The supply list will be given at the first session. Please note, no artistic experience is required to take this course.
5243 10 6:00 - 9:00 p.m.  (W) 9/1-10/27  DCC  V. Tellez  $135

LES108  INTRODUCTION TO ACRYLICS FOR ALL LEVEL ARTISTS
(27 Hours / 9 Sessions) This course will begin with a basic overview on how acrylics are used in all art forms from decoration to fine art. Studio time will be spent getting to know how to use the paint and how to adapt the medium to your own style. Still life paintings will be done to show the artist how to maximize the medium. For a final project, the artists will draft a piece according to their own individual style and paint it with the acrylics. Please note, no artistic experience is needed. The supplies for this course will cost approximately $30. A list of supplies will be given on the first day.
5245 10 6:00 - 9:00 p.m.  (F) 9/3-11/5  DCC  V. Tellez  $135
<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5066</td>
<td>90</td>
<td>10:00 a.m. - noon</td>
<td>(S) 9/4-9/25</td>
<td>DS</td>
<td>L. DiMartino</td>
<td>$84</td>
</tr>
<tr>
<td>5020</td>
<td>90</td>
<td>12:30 - 2:30 p.m.</td>
<td>(S) 10/2-10/23</td>
<td>DS</td>
<td>L. DiMartino</td>
<td>$84</td>
</tr>
<tr>
<td>5082</td>
<td>90</td>
<td>10:00 a.m. - noon</td>
<td>(S) 12/11-12/18</td>
<td>DS</td>
<td>L. DiMartino</td>
<td>$52</td>
</tr>
<tr>
<td>5066</td>
<td>90</td>
<td>12:30 - 2:30 p.m.</td>
<td>(S) 9/4-9/25</td>
<td>DS</td>
<td>L. DiMartino</td>
<td>$84.00</td>
</tr>
<tr>
<td>5020</td>
<td>90</td>
<td>12:30 - 2:30 p.m.</td>
<td>(S) 10/2-10/23</td>
<td>DS</td>
<td>L. DiMartino</td>
<td>$105.00</td>
</tr>
<tr>
<td>5067</td>
<td>90</td>
<td>12:30 - 2:30 p.m.</td>
<td>(S) 12/11-12/18</td>
<td>DS</td>
<td>L. DiMartino</td>
<td>$52.00</td>
</tr>
</tbody>
</table>

**History**

LES150  HISTORY OF THE HUDSON VALLEY REGION - PART 1  
(8 Hours) Learn about the Dutch, English, French and Native American influences on the development of the Hudson River Valley Region and how modern towns developed out of the early settlements. This course will also discuss local folklore and colorful historic characters of the region including: Henry Hudson, Peter Stuyvesant, Washington Irving, James Fenimore Cooper, Benedict Arnold, Major John Andre, Sybil Ludington, Edgar Allen Poe and Henry Wells. We will also explore how steamboats, the railroad and modern highways have had an impact on the region’s development.

**LES152  HISTORY OF THE HUDSON VALLEY REGION PART II**  
(8 Hours) This course covers the Hudson River Valley - Origins of Modern Age, Early Modern Development in the Hudson River Valley, Economic Development and Environmental Impact on the Hudson River.

**LES153  THE ROOSEVELTS OF THE HUDSON RIVER VALLEY: A TALE OF TWO PRESIDENTS**  
(4 Hours) This course is about Theodore Roosevelt: The early years - a childhood in New York, a New York Police Commissioner, the New York State Senate; the Cowboy Experience as a Cattleman and Lawman in the West, Colonel of the Rough Riders and the Spanish American War, An American Vice President and the death of McKinley and the assuming the role as the President. In addition, the course is about Franklin Delano Roosevelt: Life in Hyde Park, Franklin and Eleanor, New York State Politics, Secretary of the Navy, White House Ambitions, the Depression Era and the threat of War. Books will be suggested as optional reading considerations.

**LES151  HAUNTED HISTORY OF THE HUDSON RIVER VALLEY REGION**  
(8 Hours) The Hudson River Valley is considered by many researchers to be the most haunted area in the United States. This course will excite, fascinate and thrill all participants with tales of ghosts and haunted houses. It includes a history going back to the early Dutch settlements and well into the modern age. The Hudson River Valley Region has a history of haunting that will include, but not be limited to haunted houses. We will explore haunted lighthouses, forts and even a few regional graveyards and a ship or two. Hear tales of haunting that you have never heard before in this course that will thrill those who love ghost stories.

**LES152  HAUNTED HISTORY OF THE HUDSON VALLEY REGION PART II**  
(10 Hours) Course covers topics such as:
- Washington Square
- Old Saint Patrick’s
- Mark Twain’s Haunted House
- The New Amsterdam Theatre
- The Bridge Cafe
- Radio City Music Hall and other NY Theater’s
- The Van Cortland Mansion in the Bronx
- The Pinewood Cemetery in Troy
- The Verizon Ghosts of Richmond Hill
- Vanderbilt Tomb
- America’s Oldest Pet Cemetery
- Tales of the Harlem Valley State Hospital
- The New City Home of the Insane and other Hospitals
- The Gay Street Speak Easy
- 5th Session - A field trip to (optional lunch) Smalley’s Tavern & Restaurant in Carmel, NY, where the proprietor will talk about ghostly encounters. Members of the class will meet at Smalley’s for the field trip.

**LES157  FRENCH AND INDIAN WAR (1754 - 1763) NEW!**  
(4 Hours) Topics include:
- British Colonization of North America
- Fort Necessity & Washington’s surrender
- The Acadian & Cajun association
- Fort William Henry Surrenders (basis of James Fenimore Cooper’s, ”Last of the Mohicans”)
- Battle of Ticonderoga and
- The birth of an American nation
<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5153</td>
<td>10</td>
<td>9:00-10:30 a.m.</td>
<td>(U) 9/19-10/31</td>
<td>DCC</td>
<td>Cring</td>
<td>$104</td>
</tr>
<tr>
<td>5238</td>
<td>11</td>
<td>10:40 a.m.-12:10 p.m.</td>
<td>(U) 9/19-10/31</td>
<td>DCC</td>
<td>Cring</td>
<td>$104</td>
</tr>
<tr>
<td>5016</td>
<td>10</td>
<td>7:00 - 9:00 p.m.</td>
<td>(T) 9/14 -10/12</td>
<td>DCC</td>
<td>Lang</td>
<td>$132.00</td>
</tr>
<tr>
<td>5017</td>
<td>11</td>
<td>1:00 - 3:00 p.m.</td>
<td>(R) 9/16 -10/14</td>
<td>DCC</td>
<td>Lang</td>
<td>$132.00</td>
</tr>
<tr>
<td>5081</td>
<td>90</td>
<td>10:00 a.m. - 1:00 p.m.</td>
<td>(S) 9/18</td>
<td>DS</td>
<td>Lang</td>
<td>$45</td>
</tr>
<tr>
<td>5122</td>
<td>91</td>
<td>10:00 a.m. - 1:00 p.m.</td>
<td>(S) 10/30</td>
<td>DS</td>
<td>Lang</td>
<td>$45</td>
</tr>
</tbody>
</table>

**Tennis**

SPT351  TENNIS FOR BEGINNERS

(10.5 Hours) Learn tennis fundamentals using the US Professional Tennis Association Quickstart Tennis Technique. During these sessions you will learn stretching exercises, grips, spin, serve and volley, how to keep score, singles and doubles strategies, practice drills and general history. The Quickstart method includes the use of special racquets and balls, supplied by the instructor.

Maximum enrollment is 12. Classes held Sundays in Falcon Gym.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5016</td>
<td>10</td>
<td>7:00 - 9:00 p.m.</td>
<td>(T) 9/14 -10/12</td>
<td>DCC</td>
<td>Lang</td>
<td>$132.00</td>
</tr>
<tr>
<td>5017</td>
<td>11</td>
<td>1:00 - 3:00 p.m.</td>
<td>(R) 9/16 -10/14</td>
<td>DCC</td>
<td>Lang</td>
<td>$132.00</td>
</tr>
</tbody>
</table>

**Writing**

LES143  PRODDING YOUR MUSE AND MEMORIES

(10 Hours) This class is for prodding memories of your experiences, opinions, and feelings which can be a treasure for family, friends, and future generations. It’s an interactive class. Each week, prompted by short, fun exercises to help you remember what you may have forgotten, we’ll write and share short pieces called vignettes. All you need to do is bring a notebook, pen, or pencil and an eagerness to reconnect with your life that is "worth the telling!” Maximum of 8 students.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5081</td>
<td>90</td>
<td>6:00 - 9:00 p.m.</td>
<td>(M) 9/20</td>
<td>DS</td>
<td>Johnson</td>
<td>$37</td>
</tr>
<tr>
<td>5124</td>
<td>91</td>
<td>6:00 - 9:00 p.m.</td>
<td>(M) 9/20</td>
<td>DS</td>
<td>Johnson</td>
<td>$37</td>
</tr>
<tr>
<td>5125</td>
<td>91</td>
<td>6:00 - 9:00 p.m.</td>
<td>(M) 10/18</td>
<td>DS</td>
<td>Johnson</td>
<td>$37</td>
</tr>
</tbody>
</table>

**MONEY MANAGEMENT**

MON 501  LEARN HOW TO BECOME DEBT FREE WITH THE MONEY YOU ALREADY EARN - WITHOUT HURTING YOUR CREDIT SCORE

(3 Hours) Finally, a mathematical system that will show you how to pay off your credit cards, car payments, loans, etc., in 1 to 3 years, and your mortgage in another 3 to 4 years - using the money you currently bring home! Bring a list of your bills with balances and monthly payments and a calculator. You will leave this class knowing when you can be completely debt-free! NOTE: No insurance, investments, or get-rich quick schemes will be offered. Required text: "Invest in Your Debt-Basic Course" is available from instructor for approximately $59. One book per family required.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5081</td>
<td>90</td>
<td>10:00 a.m. - 1:00 p.m.</td>
<td>(S) 9/18</td>
<td>DS</td>
<td>Lang</td>
<td>$45</td>
</tr>
<tr>
<td>5122</td>
<td>91</td>
<td>10:00 a.m. - 1:00 p.m.</td>
<td>(S) 10/30</td>
<td>DS</td>
<td>Lang</td>
<td>$45</td>
</tr>
</tbody>
</table>

**NOTARY PUBLIC**

VOC203  PREPARING FOR THE NOTARY PUBLIC EXAM

(3 Hours) This class will help prepare you for the Notary Exam in New York. It also will provide an overview of the licensing regulations. You will become familiar with the rules and regulations a notary must abide by, as well as common issues you will see in performing your duties.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5123</td>
<td>90</td>
<td>6:00 - 9:00 p.m.</td>
<td>(M) 9/20</td>
<td>DS</td>
<td>Johnson</td>
<td>$37</td>
</tr>
<tr>
<td>5124</td>
<td>91</td>
<td>6:00 - 9:00 p.m.</td>
<td>(M) 10/18</td>
<td>DS</td>
<td>Johnson</td>
<td>$37</td>
</tr>
<tr>
<td>5125</td>
<td>91</td>
<td>6:00 - 9:00 p.m.</td>
<td>(M) 12/6</td>
<td>DS</td>
<td>Johnson</td>
<td>$37</td>
</tr>
</tbody>
</table>

**MEDICAL TECHNICIAN PROGRAMS**

VOC666  MEDICAL BILLING AND CODING PROGRAM

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Textbooks included. No class 11/24.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5014</td>
<td>10</td>
<td>6:00 - 9:30 p.m.</td>
<td>(MW) 10/4-12/13</td>
<td>DCC</td>
<td>TBA</td>
<td>$1799</td>
</tr>
<tr>
<td>CRN #</td>
<td>Section</td>
<td>Time</td>
<td>Day/Date(s)</td>
<td>Location</td>
<td>Instructor</td>
<td>Fee</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>-----------</td>
<td>-------------</td>
<td>----------</td>
<td>------------</td>
<td>-----</td>
</tr>
<tr>
<td>VOC754</td>
<td>EKG TECHNICIAN CERTIFICATION PROGRAM</td>
<td>5012</td>
<td>10</td>
<td>6:00 - 9:30 p.m.</td>
<td>(MW) 10/4-11/22</td>
<td>DCC</td>
</tr>
<tr>
<td>VOC755</td>
<td>PHARMACY TECHNICIAN PROGRAM</td>
<td>5013</td>
<td>10</td>
<td>6:00 - 9:30 p.m.</td>
<td>(TR) 10/5 - 11/23</td>
<td>DCC</td>
</tr>
<tr>
<td>NRS402</td>
<td>INFECTION CONTROL TRAINING FOR MEDICAL AND DENTAL PERSONNEL</td>
<td>5227</td>
<td>10</td>
<td>9:00 - 11:30 a.m.</td>
<td>(S) 10/2</td>
<td>DCC</td>
</tr>
<tr>
<td>NRS701</td>
<td>THERAPY DOG TRAINING</td>
<td>5229</td>
<td>70</td>
<td>11:00a.m.- noon</td>
<td>(R) 9/9-10/7</td>
<td>Norrie Point</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5230</td>
<td>71</td>
<td>11:00a.m.- noon</td>
<td>(R) 10/14-11/11</td>
<td>Norrie Point</td>
</tr>
</tbody>
</table>
PROFESSIONAL DEVELOPMENT

PRF240 SETTING AND ACHIEVING GOALS AND BREAKING THROUGH LIMITATIONS
(3 Hours) Goals are essential for making progress in your job or business. But goals are difficult, if not impossible to attain when you have limitations that impede your progress. Most limitations are self-imposed and can be overcome. You will learn how to identify goals and create a workable plan for their achievement. You also will discover how limitations are formed along with practical, simple techniques for breaking through your limitations in order to achieve all that you want.

5231 10 6:30-9:30 p.m. (M) 9/13 DCC B. Golden $35

PRF241 OVERCOMING CHALLENGES AND OBSTACLES AND GETTING THROUGH TOUGH TIMES
(3 Hours) As much as you plan and prepare, life is full of unexpected challenges and obstacles. Especially in your business or job, understanding how to overcome adversity is essential. Those people who know how to get through tough times are the ones who not only succeed, but also excel. You will learn how to solve problems and overcome challenges. How to adjust your mind to enable you to get through tough times also will be covered.

5232 10 6:30-9:30 p.m. (M) 10/18 DCC B. Golden $35

PRF242 DEALING WITH CONFLICT AND MANAGING STRESS
(3 Hours) At work and in your personal life you are often exposed to conflict and stress. This course will help you understand the causes of stress and conflict. Then you will learn numerous techniques to enable you to deal with it without becoming bitter and angry. Applying the principles you learn will enable you to be much happier and more content in all you do.

5233 10 6:30-9:30 p.m. (M) 11/15 DCC B. Golden $35

PRF023 THE SUCCESSFUL PROFESSIONAL WOMAN
(3 Hours) This one-of-a-kind interactive presentation is specifically designed for today’s women who want to succeed in business by enhancing their value to their organization. The presentation takes a candid humorous approach: how professional women can successfully climb the corporate ladder without falling off or knocking down others on the way up. It reviews the attributes of successful leaders such as developing the skills that make people want to emulate them, improving professional presence, advancing communications skills, creating a win-win atmosphere, selling themselves to rise to the top, etc. The presentation also discusses such topics as recognizing and accepting the fact that men are different, and balancing private and professional life. During the workshop, case studies are analyzed.

5080 10 9:00 a.m. - 12 noon (F) 11/5 DCC E. Odescalchi $44

PRF302 GRANT PROPOSAL WRITING WORKSHOP
(20 Hours) This interactive workshop teaches potential grant applicants the art of proposal writing in a format required by most funding sources. It reviews the basic elements of program planning, proposal preparation, funding sources and research materials. The workshop assists grant seekers in locating a foundation that will likely fund their project via library materials as well as online searching and it also reviews the Foundation Center Web site. Participants are urged to bring a proposal topic of their own.

5079 10 9:00 a.m. - 2:00 p.m. (F) 10/8-10/29 DCC E. Odescalchi $180

PRF435 SUCCESSFUL FUNDRAISING TECHNIQUES FOR NOT-FOR-PROFIT ORGANIZATIONS
(4 Hours) An interactive workshop on successful fundraising techniques for not-for-profit organizations. The presentation discusses the changing role of the Board, fundraising principles, why people give, how to start a fundraising effort, categories and methods of fundraising, raising money from major donors, “the asking” process, donor models, solicitations and informational materials, funding practices, successful fundraising and examples of creative fundraising events and how to plan them.

5080 10 9:00 a.m. - 1:00 p.m. (F) 10/1 DCC E. Odescalchi $52
<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REL131</td>
<td>REAL ESTATE SALESPERSONS’ QUALIFYING COURSE</td>
<td>Interested in a career in real estate? Register now for the New York State Approved Salesperson’s 75-hour licensing course. Topics include: law of agency, ownerships and interests, contracts, deeds, liens, taxes and assessments, transfer of title and closings, construction, finance, valuation, Human Rights &amp; Fair Housing, and more. Note: Passing a separate NYS exam is also required for licensure; 90% ATTENDANCE REQUIRED. Textbook: &quot;NY Real Estate for Salespersons,&quot; 4th edition by M.D., Spada, Cengage Publishing Each week night is 6:00 - 9:00 p.m. = 3 hours. Mondays 9/20, 9/27, 10/4, 10/11, 10/18, 10/25 = 6 days at 3 hours = 18 hours. Weds. start 9/15,9/22, 9/29, 10/6, 10/13, 10/20, 10/27 = 7 days at 3 hours = 21, Sat. 9/18, 9/25, 10/2, 10/9, no class on 10/16, and 10/23 = 5 days at 8 hours = 40. 75 hours of instruction, 3-hour exam. Instructor: Christine Jones 5070 10 (MWS) 9/15-10/28 DCC C. Jones $599</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REL405</td>
<td>BASIC APPRAISAL PRINCIPLES R5</td>
<td>(30 Hours) This introductory appraisal course provides an overview of real property concepts and characteristics, legal consideration, value influences, real estate finance, types of value, economic principles, real estate markets and analysis, and ethics in appraisal practice. Thorough discussion of appraisal principles, accompanied by practical examples, provides a solid foundation in appraisal basics. A calculator is recommended. Tape recorders are not permitted during class lecture sessions. Course Credit Hours: Pre-licensing is 30 credit Hours . Real estate license is not required. Note: Attendance is mandatory to receive credit for the course. Textbook is “Basic Appraisal Principles” 1st edition, Hondros Learning, 2006. 5068 10 7:00 – 9:00 p.m. (T) 9/14-12/21 DCC S Reichin $319</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REL407</td>
<td>MARKET ANALYSIS AND HIGHEST AND BEST USE R–7</td>
<td>(15 Hours) This is the third course in the Qualifying Series. Identifying and analyzing market forces affecting the buyers’ and sellers’ behavior is key to understanding and reporting values. This course is designed to give students the tools needed to properly collect and analyze market data. Markets, sub-markets, market segmentation, supply side analysis, demand analysis and the importance of market analysis to the appraisal process are covered in the first half of this course. The second half focuses on the theory of Highest and Best Use. The two-step analysis along with the four tests for Highest and Best Use are covered in detail. Drill problems and a short case study allow students to put into practice the techniques presented in the course. An exam is given at the completion of the course for students requesting pre-certification credit. 5069 10 9:00 a.m.– 5:00 p.m. (S) 10/9-10/16 DCC S Reichin $159</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SECURITY GUARD TRAINING SCHOOL</td>
<td>Become a security guard! Opportunities are opening for trained and licensed security guards. We can help you qualify for one of the many job openings in this responsible profession. In 1992, the NYS Legislature passed the Security Guard Act, requiring the licensing of all contractual and proprietary security guard employers. Additionally, the Act requires all security guards to register with the Department of State and mandates various training courses for all security guards. The DCC Security Guard Training School is approved through the Security Guard Program of the NY State Bureau for Municipal Police. All participants who successfully complete the course will be awarded an official course completion certificate. There are additional fees, approximately $140 payable to other agencies for finger-printing and background check.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGT 101</td>
<td>8-HOUR PRE-LICENSING COURSE FOR SECURITY GUARDS</td>
<td>(8 Hours) This course will cover an introduction to the Security Guard Act of 1992, the role of a security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, and a course review. An examination will also be administered. Participants who successfully complete the 8-hour course and receive a passing grade on the exam will receive an official course completion certificate. 5234 10 8:00 a.m. - 4:00 p.m. (S) 9/11 DCC J. Demadaler $83</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5235 11 8:00 a.m. - 4:00 p.m. (S) 10/9 DCC J. Demadaler $83</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5236 12 8:00 a.m. - 4:00 p.m. (S) 11/13 DCC J. Demadaler $83</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5237 13 8:00 a.m. - 4:00 p.m. (S) 12/11 DCC J. Demadaler $83</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SMALL BUSINESS DEVELOPMENT

SBS043 THE REALITIES OF RUNNING YOUR OWN BUSINESS
(3 Hours) This course is for individuals thinking of starting their own business or those already in business. What are the obstacles that you need to be aware of? What are some of the keys to being an entrepreneur? To assist new or established business owners in overcoming problems that may get in the way of their success. Learn from someone who has “been there done that.”

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5149</td>
<td>10</td>
<td>10:00 a.m.-1:00 p.m.</td>
<td>(S) 9/25</td>
<td>DCC</td>
<td>L. Milano</td>
<td>$42</td>
</tr>
</tbody>
</table>

SBS103 START AND RUN A HOME-BASED KITCHEN BUSINESS
(8 Hours) Do you love to bake or cook? Would you like to earn money doing what you love, making these foods at home? With minimal start-up money anyone can turn their kitchen into a lucrative business. Whether you’re interested in a part-time or full-time business, this course will guide you step-by-step through the entire process – from your initial idea through delivery of products to your customers. You will learn how to price, label and package products; learn how to find customers and keep records; and obtain the necessary legal permits. In the event you are unable to operate your business from home, alternatives will be discussed.

Instructor and author Mimi Fix began a baking career from her licensed kitchen. She later opened a bakery and cafe, and then worked in corporate R & D kitchens.

Maximum enrollment: 12. Materials fee: $10 payable to instructor

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5093</td>
<td>10</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>(S) 9/25</td>
<td>DCC</td>
<td>M. Fix</td>
<td>$85</td>
</tr>
<tr>
<td>5094</td>
<td>11</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>(S) 10/9</td>
<td>DCC</td>
<td>M. Fix</td>
<td>$85</td>
</tr>
</tbody>
</table>

STUDY SKILLS - TEST PREP

STU416 PREPARATION FOR SAT/PSAT
(24 Hours) Educational Services Center’s test preparation program divides each 3-hour class into math and verbal sessions. The math section reviews basic mathematical concepts, basic and advanced algebra, geometry, and SAT/PSAT specific math. Verbal work includes sentence completion, reading comprehension, grammar, vocabulary building and essay writing. All instructors are certified high school teachers.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5015</td>
<td>10</td>
<td>6:30 - 9:30 p.m.</td>
<td>(M) 9/13-11/1</td>
<td>DCC</td>
<td></td>
<td>$420</td>
</tr>
</tbody>
</table>

GREEN TECHNOLOGY

VOC015 BASIC ELECTRICAL THEORY
This course gives an overview of electricity for those who are interested in taking the Photovoltaics (PV) Systems Entry Level Exam course and have no or little electrical background. Topics covered will include components of the atom, how electrons flow through conductors, conductivity, series and parallel circuits, tracing circuits, troubleshooting, voltage and current resistance, AC and DC voltage, single phase, three phase, and Ohm’s Law. Course includes a lab component. Students must bring scientific calculator.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>10</td>
<td>5:30 - 9:30 p.m.</td>
<td>(R/F) 11/14 - 11/15</td>
<td>DCC</td>
<td>D. Lord</td>
<td>$85</td>
</tr>
<tr>
<td>CRN #</td>
<td>Section</td>
<td>Time</td>
<td>Day/Date(s)</td>
<td>Location</td>
<td>Instructor</td>
<td>Fee</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>----------</td>
<td>-------------</td>
<td>----------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>VOC 016</td>
<td>PHOTOVOLTAICS (PV) SYSTEMS ENTRY LEVEL EXAM</td>
<td>This six-day, 40-hour course focuses on sizing systems for both grid-tie and off-grid PV systems. Successful completion of the course prepares participants to take the NABCEP PV Systems Entry Level Exam. Class objectives include learning basic theory, operation, characteristics and parameters of solar cells; how to site, design, and install photovoltaic (PV) systems; solar resource, shading considerations, orientation and tilt for PV arrays; basic grid-tie and off-grid sizing and design of systems to power a given load, safety practices for installers and electrical code for PV systems. Several hands-on activities are included: the measurement of cells parameters, the use of a solar irradiance meter, solar path finder, etc... that will be capped by the installation of a full-size 900W PV demonstration system. Prerequisite: High school or GED diploma; must be able to do simple arithmetic calculations; must have basic understanding of electricity including familiarity with volts, amps, and AC/DC wiring. Textbook: “Photovoltaic Systems” 1st or 2nd edition, American Technical Publisher ISBN#9780826912870. Participants must bring: scientific calculator, volt/amp meter for AC and DC voltage, AC and DC current of at least 10 amps. NABCEP Entry Level Certificate of Knowledge of PV Systems exam: Students must have taken the Photovoltaics (PV) Installer’s Course prior to sitting for this exam. Test dates to be determined. Exam fee $99. Class meets Thursday 5:30 - 9:30 p.m., Friday and Saturday 8:30 a.m. - 5:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOC018</td>
<td>SOLAR HOT WATER SYSTEM DESIGN</td>
<td>(14.5 Hours) Be a part of the green jobs revolution. Today’s solar hot water systems are reliable, efficient and qualify for lucrative state and federal tax credits. Adding a solar hot water system design and installation capability can be a profitable addition to your list of services or as a primary business. This course is designed for HVAC, plumbing, roofing and construction trades people, architects and engineers and those who have a specific interest in solar thermal systems. Day 1 covers tax credits and rebates available, northeast solar resources, site evaluation, client BTU (British Thermal Unit) needs, solar collectors, tanks and other equipment and top solar designs for the Northeast. Day 2 covers collector comparison methods, monitoring systems, roof attachments, recharging old systems, heat exchange considerations and integration of solar storage with existing and new domestic hot water and will briefly address space heat systems. A working portable Solar Thermal unit will be on site to show different collectors and plumbing arrangements. Course includes a solar thermal textbook. Homework will be assigned between classes. This course is a central element of the student’s preparation for the NABCEP Solar Thermal exam. Class meets Friday and Saturday.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUILDING ANALYST TRAINING</td>
<td>NEW!</td>
<td>(7 Sessions) This training program will help you prepare for the Building Performance Institute’s Building Analyst written and field tests. The course will cover how the house works as a system, why some homes fail, and how to use the latest building science technology to help resolve residential heating, cooling, base load and air leakage problems. By using a “whole house” performance-based approach, you’ll address a comprehensive range of interrelated building issues and be able to provide your clients with a more comfortable, safe, durable and energy-efficient home. Training topics include: health and safety; fundamentals of building science; identifying building performance problems including ice dams, mold and mildew, and indoor air quality issues; energy consumption analysis; analyzing buildings using “blower door” technology and other diagnostic equipment; assessing building tightness, mechanical and distribution systems and combustion safety, building airflow standard; heat loss calculations for existing and improved conditions; practical application of “blower door,” combustion safety testing and other diagnostics for assessing air leakage and efficiency in buildings. Prerequisites: Basic building science background is strongly recommended. This course is offered in cooperation with Ulster Community College. To register call Barbara Reer at UCC (845) 339-2025.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tuition Refund Policy

Refunds for withdrawal from non-credit courses and seminars will be given if requested prior to the end of the business day preceding the day the course starts. If a refund request is approved for a course, a $10 processing fee will be deducted from the refund. Full refunds will be given for all courses that are cancelled by the College.
<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ENVELOPE PROFESSIONAL  NEW!
(8 sessions) Using a “whole house” performance-based approach, this training will cover advanced building envelope diagnostic, evaluation, and repair skills to help you prepare for the Building Performance Institute’s Envelope Professional on-line and field exams. Training will include review of some Building Analyst topics, but is not a BA preparatory course.
Prerequisites: Building Analyst training or BPI Building Analyst Certification.
Schedule: The Envelope Professional Course consists of 12 hours of classroom instruction and 18 hours of field training for a total of 30 instructional hours.

Training Topics:
• Health & Safety
• Building System Relationships
• Indoor Moisture Sources & Solutions
• Psychrometric Chart & Sling Psychrometer
• Visual Inspection
• Thermal & Pressure Boundary Evaluation
• Identifying & Inspection Critical Shell Transitions
• Advanced Blower Door Applications
• Air Sealing & Dense-Pack Insulation Techniques
• Prioritizing Work
• Duct Diagnostics & Duct Sealing
• Insulation Techniques & Applications
• Window & Door Inspections Building Airflow Standard
• Ventilation Systems Options
• Work Scope

Reimbursement Information: NYSERDA reimburses 75%-100% of the fee upon completion of the course to qualified students in the New York System Benefits Charge utility territories or your county of residence. Your level of reimbursement is dependant upon the location in which you perform work under the New York Energy$mart™ programs. This incentive is being offered by NYSERDA for a limited time. You must complete the entire course to receive Proof of Participation and reimbursement. Reimbursement is subject to change at NYSERDA’s discretion.

BPI Testing Information: Following completion of this course, participants will be eligible to take the BPI written/online exam. The cost of the test is not included in the instruction fee. This written/online exam satisfies the first component of the BPI certification requirements. Candidates must also pass a performance exam before receiving certification. Please visit www.bpi.org for more information on BPI certification, or call BPI at (877) 274-1274.
This course is offered in cooperation with Ulster Community College. To register call Barbara Reer at UCC  (845) 339-2025.

8:30 a.m. - 3:30 p.m.  (MTWR) 12/6,7,8,9,13,14,15,16 (No class 12/10,11,12)  DCC  $1125

VOC024  PRE-GEOTHERMAL COURSE  NEW!
This course will introduce the student to the basic theory and operation of refrigeration systems, heat transfer, materials, tools, installation techniques, and practices. Other topics are measurements, bonding materials, heat and temperature, refrigerants and mechanical/electrical components, basic electrical theory. Also included is introduction to principles of Heat Pump and Geothermal Heat Pump Operations.

TBD  10  5:00 p.m. - 9:00 p.m.  (TR) 10/26 - 11/4  DCC  $141

VOC019I  GSHPA ACCREDITED INSTALLER/NATE CERTIFICATION
(24 Hours) This three-day comprehensive course focuses on the installation of geothermal heating and cooling systems. The course combines classroom learning with hands-on experience. A step by step example of a local closed loop system design for residential applications is covered as well as geothermal marketing and sales for small and large companies.
Accreditation: Upon successful completion of the workshop and passing the International Ground Source Heat Pump Association (IGSHPA) open book exam, you will be issued an IGSHPA accreditation as an installer of GSHP systems. Upon successful completion, students will also receive an installer’s card and a certificate. Course price includes seven manuals and books.
This course is offered in cooperation with SUNY Clean Energy Technology Training (CETT).
Approved for 24 AIA CEUs.

5240  10  8:00 a.m. - 5:00 p.m.  11/9 -11/11  DCC  TBA  $1245
ONLINE PROGRAMMING

GATLIN ONLINE
Dutchess Community College’s Office of Community Services, in partnership with Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

The course offerings are in the following fields: Healthcare, Business/Travel/Legal, Construction/Automotive, Internet/Graphic and Web Design, Networking/CompTIA Certification, Prep, Microsoft Certification, Real Estate and Video Games. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor’s evaluation of students’ work and computer-graded tests.

For more information go to http://www.gatlineducation.com/dutchess or call 431-8913, ask for Lynette Patrice.

PROTRAIN ONLINE Online Green Training + You = Success!
Dutchess Community College’s Office of Community Services in partnership with Protrain Online is your solution for Green/Renewable Energy training! Business and industry are doing their part to create healthy indoor and outdoor environments for everyone. These online courses will help you learn the skills you need to excel in the jobs for the new economy.

Nearly every program includes mentor support from an industry expert. Our mentors are available around-the-clock to offer your learners the expert support they need while learning new technologies and preparing for certification. Each year our mentors support thousands of learners by explaining confusing concepts in new ways, answering questions and giving valuable feedback on a learner’s progress. Communication can come in the following formats: Asynchronous support via direct email; Live Chat (available in most of the IT programs).

For more information go to http://www.theknowledgebase.org/dutchess
ED2GO ONLINE

GEY 900 CERTIFICATION IN GERONTOLOGY $192
With the population aging at a rapid rate, the number of individuals over 65 will more than double by 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing. The Certificate in Gerontology represents a specialization in that field. It is designed to enhance the knowledge and skills of health care professionals who work with older adults.
Accreditation: ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center’s Commission on Accreditation.

TEACHER RESOURCE ROOM
OCS is proud to announce that we are opening the Teacher Resource Room. The courses that are being offered are both on-line and live in-classroom. These courses will present information that has special interest to teachers. Visit www.ed2go.com/dcctrr to see the courses that are offered.

OTHER ED2GO CLASSES ($150 EACH)

How to register for Ed2Go OCS Internet courses:
1. Fill out an Office of Community Services registration form.
2. Mail it to the OCS.
3. Enter your web browser and type in www.ed2go.com/dutchessocs.
4. Once you are on the DCC home page, click on the orientation button and follow the instructions.
5. On the start date, after noon go to www.ed2go.com/dutchessocs and click on the classroom tab to log into course.
6. Classes are posted on every Wednesday and Friday.

For more information, call (845) 431-8913, ask for Lynette Patrice.
12 classes in each section: Section Dates
70 9/15-11/5
71 10/20-12/10
72 11/10-12/31
73 12/8-1/28/11

Tuition Refund Policy
Refunds for withdrawal from non-credit courses and seminars will be given if requested prior to the end of the business day preceding the day the course starts. If a refund request is approved for a course, a $10 processing fee will be deducted from the refund. Full refunds will be given for all courses that are cancelled by the College.
In these economically challenging times, let DCC’s Office of Community Services customize a cost-effective training program that meets your organization’s unique needs. Additionally, grant funds are available that can help lower the out-of-pocket expense for qualified companies. Each year, the college trains more than 2,600 employees in the manufacturing, business, non-profit and healthcare sectors. The results are increased productivity and efficiency, employees who are responsive to the changing market, increased employee retention, and internal leadership development.

### 100+ Courses In:
- Organizational improvement
- Management development
- Employee growth & efficiency
- Technical programs
- Computer software

### Why DCC?
- Reputation for program excellence
- Instructional design expertise
- Flexible and responsive
- Experts in adult learning
- Grant expertise

### Key DCC Services
- Training needs assessment
- Customized training programs
- Courses offered on-site & online
- Flexible scheduling
- Experienced professional trainers
- Organizational consulting
- Curriculum and certificate design expertise
- Cost effective

Call Virginia Stoeffel, to discuss how Dutchess Community College can provide results-based training programs for your company.

Virginia Stoeffel, Assistant Dean  
Office of Community Services  
Dutchess Community College  
Bowne Hall 118  
53 Pendell Road  
Poughkeepsie, NY 12601-1595  
Phone: (845) 431-8906  
Fax: (845) 431-8988  
virginia.stoeffel@sunydutchess.edu

---

**Please clip and mail**

Dutchess Community College  
Office of Community Services, 53 Pendell Road, Poughkeepsie, NY 12601

- Add the name below to your mailing list to receive regular announcements of programs.
- Have someone contact the person named below to discuss having a customized in-plant course presented for our organization.
- I would like to suggest additional programs which could be presented.

**Course topic**

_____________________________________________________________________

**Name**

_____________________________________________________________________

**Title or Function**

_____________________________________________________________________

**Organization**

_____________________________________________________________________

**Street Address**

_____________________________________________________________________

**City** ___________________ **State** _________ **Zip code** ___________
Whether for personal growth or preparation for a musical career, the experience of studying with a professional performing musician will provide a lifetime of enrichment. Formerly the Hudson Valley Philharmonic Music School, DCC Music School has been offering instruction since 1972. Classes and lessons are offered for children and adults on a non-credit basis.

PLEASE REGISTER EARLY!
(845) 431-8910
Monday - Thursday 8:00 a.m. - 8:00 p.m. and Friday 8:00 a.m. - 5:00 p.m.

Fall 2010 semester:
September 1 - December 31
Returning private lesson students register by 9/1.

Register By Phone, Fax Or On Line
Registration Hotline: (845) 431 - 8910
FAX: (845) 431-8988

Music Exploration Saturday
Saturday, September 4
11:00 a.m to 1:00 p.m.
Dutchess Hall Lobby

Musical Instrument Sampling and Lesson Demonstrations
Kindermusik Demonstrations
Chamber Music Placement Auditions
Jazz Ensemble Placement Auditions, 11:00 a.m. to 11:30 a.m. only
At 1:00 p.m.: Special Concert and Make-a-Melody Activity for Children and Adults
Kate Lisman, Violin
Rylie Harrod, Cello
James and Betty Hall Theatre

Suzuki Piano Parent Orientation:
Thursday, September 2, 6:00 p.m. to 7:00 p.m., Beverly Poyerd

Suzuki Violin and Cello Parent Orientation:
Saturday, September 11, 1:30 p.m. to 2:30 p.m., Nettie R. West

Fall 2010 Holidays:
Thanksgiving: Wed., Nov. 24 - Sun., Nov. 28

Student Recitals
Saturday, October 30
1:00 p.m. - students up to and including age 10
2:30 p.m. - ages 11 to 18
Saturday, December 11
1:00 p.m. - students up to and including age 10
3:00 p.m. - ages 11 to 18
4:30 p.m. - adult students
(Note: some programs hold their own recitals)
Policies and Procedures
Cancellation policies may vary depending on your individual teacher’s situation. (Some of our teachers travel a long distance to the college). Your teacher will contact you if your class or lesson is cancelled. Any classes cancelled by the college or instructor will be rescheduled. You will be notified of the reschedule date by your teacher or the college staff. No make-up classes are to be scheduled past the end of the semester.

Missed Lessons and Tardiness Policy
Group Lessons - It is not possible to make up lost instruction for a lack of class attendance. There are no make-up classes unless the class is cancelled by the instructor or the college. No portion of the tuition is refundable.

Individual Lessons - Care should be taken to attend all scheduled lessons. While our teachers make every effort to reschedule lessons that are cancelled in advance, this is not always possible and teachers are not obligated to arrange makeup lessons. Make-ups are not possible for lessons canceled with less than 24-hour notice, for no-shows or for cancelled make-ups. Teachers do not teach beyond the scheduled time or make up any lesson time if a student is late. If a teacher cancels a lesson or is late, make-up lessons or additional times are arranged. No make-up lessons are to be scheduled past the end of the semester.

Tuition Refund Policy
Refunds will only be given if requested at least one business day prior to the day a course begins. If a refund request is approved for a course, a $5 processing fee will be deducted from the refund. If the college cancels a course, a full refund is given. There are no refunds for mid-semester withdrawals.

Senior Citizen Tuition Policy
Individuals 65 or older may register for a non-credit course for half of the published tuition. If you wish to take advantage of the Senior Citizen Tuition Program, please mail, fax or register in person with a photo ID with your birth date for your first registration. Thereafter the picture ID is not needed. If course materials are included in the registration fee they are the responsibility of the registrant. Note: The senior citizen discount cannot be used for private music lessons.

Room Assignments
Using a touch-tone telephone, call (845) 431-8001 for room assignments during the specific week your selected program begins. Follow the telephone system instructions for classroom assignment and directions to the College.

Key To Course Locations

<table>
<thead>
<tr>
<th>ABBREVIATION SECTION</th>
<th>ADDRESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCC-10s</td>
<td>Dutchess Community College Main Campus</td>
</tr>
<tr>
<td></td>
<td>53 Pendell Road, Poughkeepsie</td>
</tr>
<tr>
<td>DS-90s</td>
<td>Dutchess South</td>
</tr>
<tr>
<td></td>
<td>Hollowbrook Office Park</td>
</tr>
<tr>
<td></td>
<td>31 Marshall Road, Building 4, Wappingers Falls</td>
</tr>
<tr>
<td>SP-25-29s</td>
<td>St. Peter's School</td>
</tr>
<tr>
<td></td>
<td>Rt. 9G/Violet Avenue at Dorsey Lane, Hyde Park</td>
</tr>
</tbody>
</table>

MUSICLINK SCHOLARSHIP
Consider a donation to MusicLink to provide scholarships for talented low income students who demonstrate exceptional musical promise. Tax deductible donations can be made to the DCC Foundation, 53 Pendell Road, Poughkeepsie, NY 12601. Please note "MusicLink" on your check.

Tax deductible donations of musical instruments (in good repair only) are greatly appreciated. For information or to volunteer to help with our fundraising activities, contact DCC Music School Director Julie Wegener at (845) 431-8916 or by e-mail: wegener@sunydutchess.edu
Kindermusik is an internationally known music program for young children. Each semester offers new music lessons and new materials. This program provides excellent preparation for later instrumental/vocal study. Certified Kindermusik instructors: Sally Doe, Laura Doe, Jennifer Hunderfund and Ina Segnit.

**MUX101 KINDERMUSIK VILLAGE - BIRTH - 18 MONTHS**  
(10 Sessions) Village introduces the newborn to 18-month-old child to musical movement, social interaction, language development, story time listening and playing of simple instruments. The lap baby, crawler, and walker participate very closely with their parent/caregiver. Home materials included in the tuition. Maximum enrollment 12.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5024</td>
<td>10</td>
<td>11:15 a.m. - 12:00 p.m. (S) 9/11 - 11/13</td>
<td>DCC</td>
<td>S. Doe</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>5025</td>
<td>90</td>
<td>10:45 a.m. - 11:30 a.m. (F) 9/10 - 11/12</td>
<td>DS</td>
<td>J. Hunderfund</td>
<td>$150</td>
<td></td>
</tr>
</tbody>
</table>

**MUX102 KINDERMUSIK OUR TIME - 18 MONTHS - 3 YEARS**  
(13 Day classes and 2 Family Fun Sessions) Together with a parent/caregiver, children enjoy singing, moving, listening, interacting socially and playing simple instruments. Language skills are fostered with singing and vocal play. Home materials included in the tuition. Maximum enrollment is 12.

Section 10: No class 11/27. Section 90: No class 11/26

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5026</td>
<td>10</td>
<td>10:15 a.m. - 11:00 a.m. (S) 9/11 - 12/11</td>
<td>DCC</td>
<td>S. Doe</td>
<td>$205</td>
<td></td>
</tr>
<tr>
<td>5027</td>
<td>90</td>
<td>9:30 a.m. - 10:15 p.m. (F) 9/10 - 12/10</td>
<td>DS</td>
<td>J. Hunderfund</td>
<td>$205</td>
<td></td>
</tr>
</tbody>
</table>

**MUX103 KINDERMUSIK IMAGINE THAT! - 3 - 5 YEARS**  
(13 Day classes and 2 Family Fun Sessions) Imagine That will take you and your child on an incredible musical journey, in an environment that invites curious young minds, bodies and voices to reflect, express opinions, sing and more. Home materials included in the tuition. No class 11/27.  
Maximum enrollment 12.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5028</td>
<td>10</td>
<td>9:00 a.m. - 10:00 a.m. (S) 9/11- 12/11</td>
<td>DCC</td>
<td>S. Doe</td>
<td>$230</td>
<td></td>
</tr>
</tbody>
</table>

**MUX105 KINDERMUSIK FAMILY FUN**  
Students enrolled in Our Time or Imagine That choose 2 Family Fun classes. Include the entire family - moms, dads, brothers, sisters, grandparents, etc., in the joy of making music together. Families will enjoy a wide range of activities appropriate for different age groups. We will sing, dance, read, play instruments and enjoy being with each other. Tuition included in fee for MUX 102 and MUX 103. Maximum enrollment 12.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5029</td>
<td>10</td>
<td>6:00 p.m. - 7:00 p.m. (F) 10/8</td>
<td>DCC</td>
<td>J. Hunderfund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5030</td>
<td>90</td>
<td>6:00 p.m. - 7:00 p.m. (F) 11/5</td>
<td>DS</td>
<td>J. Hunderfund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5031</td>
<td>11</td>
<td>6:00 p.m. - 7:00 p.m. (F) 12/3</td>
<td>DCC</td>
<td>S. Doe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUZUKI FOR VIOLIN, CELLO AND PIANO**  
Suzuki philosophy states that every child can develop musical ability. Children begin study at an early age since initial learning takes place through listening and the development of the ear and memory. Attention is given to tone, expression and the technique to achieve them. Parental involvement in lessons/classes/home practice is essential to the child’s success.

**PRIVATE AND GROUP SUZUKI LESSONS FOR CHILDREN**  
Suzuki students register for a weekly private lesson. Parent attends each lesson. Suzuki violin and cello students also register for a group class at the appropriate level. Private lessons focus on mastery of the instrument, while group classes develop ensemble skills needed for orchestral playing. With permission of the instructor, parent and child may share a semi-private lesson in which both learn to play the instrument.

**PRIVATE LESSONS: (14 sessions)**

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>30-minute lessons</td>
<td>$360</td>
</tr>
<tr>
<td>11</td>
<td>45-minute lessons</td>
<td>$530</td>
</tr>
<tr>
<td>12</td>
<td>60-minute lessons</td>
<td>$700</td>
</tr>
<tr>
<td>CRN #</td>
<td>Section</td>
<td>Time</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>SUZUKI FACULTY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIOLIN: Suzuki Strings Coordinator: Nettie R. West</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors: Heeja Questad, Siobhan Solberg, Nettie R. West</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CELLO: Betty Schoen-Rene</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIANO: Program Liaison: Barbara Van Itallie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors: Ariana Barkeshli, Beverly Poyerd, Nettie R. West</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUMENTS AND MATERIALS:** Suzuki book “Nurtured by Love” is required reading material for parents. Each child/parent team obtains listening tapes and books appropriate to the curriculum. Suzuki piano instruction requires an acoustic piano or a digital keyboard with weighted full-size touch-sensitive keys and at least 6 ½ octaves for home practice. Parents may consult with instructors for advice regarding VIOLIN or CELLO rentals.

**RECITALS**
All Suzuki Violin, Piano and Cello students are invited to perform at DCC Music School recitals, as recommended by instructors.

Suzuki Piano students are required to attend an End of Semester Shared Recital, which takes the place of the last weekly lesson. Saturday, December 11.

**REQUIRED SUZUKI NEW PARENT ORIENTATION**
This class is required for parents of all new Suzuki students and is open to interested parents with inquiries regarding the Suzuki program. Since success in the Suzuki approach is dependent on the parent’s critical role, enrollment in this PARENTS ONLY class is essential.

Required reading: “Nurtured by Love” by Suzuki.
Instructors: B. Poyerd and N. R. West
Piano, (R) 9/2, 6:00 p.m. to 7:00 p.m.
Violin and Cello, (S) 9/11, 1:30 p.m. - 2:30 p.m.

**MUX197 PRE-TWINKLER SUZUKI PIANO FOR 3 ½ - 4-YEAR-OLDS**
(5 Sessions) This group class is designed for young beginners interested in learning the piano. It covers an introduction to the piano, music alphabet, proper posture, finger technique and Suzuki rhythms, all in preparation for private piano study. Suzuki Parent Orientation is a prerequisite. The first lesson is for PARENTS ONLY, to assist them in becoming the “at-home teacher.”

- **5032**
  - 10
  - 11:00 a.m. - 11:30 a.m.
  - (S) 10/2 - 10/30
  - DCC
  - B. Poyerd
  - $90

**MUX199 PRE-TWINKLER SUZUKI VIOLIN FOR 3 - 4 YEAR OLDS**
(5 Sessions) This class is for young children who want to begin to learn to play violin. Goals are to develop focus, balance, rhythm and musical sense in a loving and supportive environment and also prepare parent and child for successful violin study. Suzuki Parent Orientation is a prerequisite. The first lesson of the first session is for PARENTS ONLY, to assist them in becoming the “at-home teacher.”

- **5033**
  - 10
  - 12:00 p.m. - 12:30 p.m.
  - (S) 9/25 - 10/23
  - DCC
  - S. Solberg
  - $90

- **5034**
  - 11
  - 12:00 p.m. - 12:30 p.m.
  - (S) 11/6 - 12/11
  - DCC
  - S. Solberg
  - $90

**MUX200 SUZUKI VIOLIN GROUPS**
This class is a supplement to private lessons.

**Section 10: Beginner Group**
(6 sessions) We will identify and name violin parts, practice the rest position and playing position, practice the Twinkle rhythms with clapping and on violin’s open strings. We will learn how to play Twinkle rhythms on the violin according to class readiness, all this while having a good time. Class meets Sept. 25, Oct. 2, Oct. 30, Nov. 6, Dec. 4, Dec. 11.

- **5035**
  - 10
  - 12:00 p.m. - 12:30 p.m.
  - (S) 9/25 - 12/11
  - DCC
  - N. West
  - $75

**Section 11: Advanced Beginner/Intermediate Group**
(12 Sessions) Students will experience repertoire together, learn duet parts, fiddle tunes, seasonal music and creative development. The last class will be the annual holiday performance at the Galleria Mall (mall date TBA). Class meets in the instructor’s studio. No class Oct. 14 and Nov. 25.

- **5036**
  - 11
  - 5:30 p.m. - 6:30 p.m.
  - (R) 9/16 - 12/16
  - Studio
  - N. West
  - $145
Private Lessons For Adults And Children
Call Julie Wegener at (845) 431-8916 for information.
We offer private lessons on all instruments and voice. Students register for 14 weekly lessons per semester.

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>14</td>
<td>30-minute lessons</td>
<td>Fee $360</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>14</td>
<td>45-minute lessons</td>
<td>Fee $530</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>14</td>
<td>60-minute lessons</td>
<td>Fee $700</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Semi-private lessons with two members of the same family may be possible with permission of the instructor.

Private Piano Lesson Instructors
TRADITIONAL CLASSICAL: Ariana Barkeshli, Sylvia Buccelli, Peter Cody, Richard Devens, Jon Entwistle, Carol Losee, Maria Peterson, Beverly Poyerd, Janet Salt, Valentina Shatalova, Marta Waterman, Julie Wegener and Dennis Yerry
JAZZ/POP/IMPROVISATION: Beverly Poyerd, Marta Waterman, and Dennis Yerry
SUZUKI PIANO: Ariana Barkeshli, Nettie R. West and Beverly Poyerd
MIDI/ELECTRONIC/KEYBOARDS: Marta Waterman

Other Instruments and Voice:
VIOLIN: Rudolph Efram, Heeja Questad, Siobhan Solberg, and Nettie R. West
JAZZ VIOLIN: Michael Snow
CREATIVE VIOLIN: Gwen Laster
FIDDLING VIOLIN: Nina Dryer
VIOLA: Nina Dryer, Rudolph Efram and Siobhan Solberg
CELLO: Betty Schoen-Rene
STRING BASS: Bruce Jackson and Rusty Boris
TRUMPET: Larry Moses
FRENCH HORN: Lisa Q. Stach-Fraitag
TROMBONE: Paul Bellino and John Knight
FLUTE: Sheila Hamilton, Barbara Rizek-McGuckin and Lynnette Savage
NATIVE AMERICAN FLUTE: Dennis Yerry
CLARINET: Robert Renino, Ina Segnit and John Knight
BASS CLARINET: Ina Segnit
SAXOPHONE: Christopher Brellochs, Robert Renino, Ina Segnit and John Knight
OBOE: Nicole Golay and Lynnette Savage
BASSOON: John Knight
RECORDER: Ina Segnit
PERCUSSION: Vito Calamito, Joe Carozza, Melissa Lovaglio, Eric Wagner and Chris Losee
GUITAR: Helen Avakian, Rusty Boris, Brett Miller and Dan Stevens
BASS GUITAR: Rusty Boris
BANJO: Gary DiGiovanni and Bob Lusk
MANDOLIN: Frank Kara
UKULELE: Dan Stevens
HARP: Laura Majestic, Elizabeth Panzer and Jeannie Chenette
BAGPIPES: Janet Whalen
HARMONICA: David Laks
ACCORDION: Peggy Minore Hart
VOICE: Sally Doe, Laura Doe, Katherine DeFiglio, Maura Ellyn, Liz Gerbi, Sarah Levine Simon, Jacqueline Venable, Marta Waterman, Dennis Yerry, Jennifer Hunderfund and Ceista Little-Quinn
COMPOSITION: Peter Cody

Individual lesson times, starting/ending dates and locations will be determined between instructors and private students on an individual basis.
Call Julie Wegener at (845) 431-8916 for information.
**Guitar**

**MUX502  INTRODUCTION TO GUITAR FOR BEGINNERS (ADULTS AND KIDS)**
(10 Sessions) Learn the basics of playing guitar: chords, strumming, finger-picking, how to play solos, fundamentals of music and technique. Lots of "hands-on" experience in a variety of styles, including Alternative, Folk, Blues, Pop, Classical, and Flamenco. You will finish this course able to play simple tunes and chords. No class 10/11

Section 10 is for ages 13 to adult. Maximum enrollment is 18.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5037</td>
<td>10</td>
<td>6:30 p.m. – 8:00 p.m.</td>
<td>(M) 9/20-11/29</td>
<td>DCC</td>
<td>H. Avakian</td>
<td>$210</td>
</tr>
</tbody>
</table>

Section 11 is for ages 9-12 or under 9 with permission of the instructor. Maximum enrollment is 12.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5038</td>
<td>11</td>
<td>5:30 p.m. – 6:30 p.m.</td>
<td>(M) 9/20-11/29</td>
<td>DCC</td>
<td>H. Avakian</td>
<td>$140</td>
</tr>
</tbody>
</table>

**MUX515  POPULAR GUITAR STYLES ADVANCED AND BEGINNER ENSEMBLE**
(10 Sessions) This class is for guitarists looking to gain experience playing popular songs with a group. Focus will be on alternative and classic rock, as well as a touch of bluegrass. Maximum enrollment 18. No class 11/23.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5039</td>
<td>10</td>
<td>7:30 p.m. - 8:30 p.m.</td>
<td>(T) 9/21-11/30</td>
<td>DCC</td>
<td>H. Avakian</td>
<td>$140</td>
</tr>
</tbody>
</table>

**MUX516  INTRODUCTION TO CLASSICAL GUITAR ADVANCED BEGINNER**
(10 Sessions) Learn how to read staff notation on guitar using finger style classical guitar technique. Some Spanish Flamenco guitar techniques will also be explored. Class will focus on both solo and ensemble music using staff notation. Maximum enrollment 18. No class 11/23.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5040</td>
<td>10</td>
<td>8:30 p.m. - 9:30 p.m.</td>
<td>(T) 9/21-11/30</td>
<td>DCC</td>
<td>H. Avakian</td>
<td>$140</td>
</tr>
</tbody>
</table>

**MUX520  GUITAR PERFORMANCE ENSEMBLE FOR INTERMEDIATE TO ADVANCED PLAYERS**
(10 Sessions) A great supplement to private lessons. Styles of music covered will range from classical to popular and are geared toward the interests of the class members. The first part of class is spent warming up and playing music together. During the second half, topics pertaining to performance such as mental preparation and overcoming stage fright are covered. Students will also have plenty of time to gain performance experience in a friendly and supportive environment. Ability to read rhythms from whole to eighth notes is required. Guitarists should be familiar with all notes in first position. Electric, acoustic, and classical guitarists are all welcome as well as singing guitarists. BASS PLAYERS WELCOME TOO! Maximum enrollment 18. No class 11/24.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5041</td>
<td>10</td>
<td>7:30 p.m. - 9:30 p.m.</td>
<td>(W) 9/22-12/1</td>
<td>DCC</td>
<td>H. Avakian</td>
<td>$260</td>
</tr>
</tbody>
</table>

**Chamber Music**

Chamber music is a form of classical music written for a small group of instruments usually with one performer to a part. Because of its intimate nature, chamber music has been described as "the music of friends." Playing chamber music requires special skills, both musical and social, which are different from the skills required for playing solo or symphonic works. All ages and instruments are welcome. Duos, trios, quartets will be formed. Most groups meet for 8 sessions, concluding with an optional performance. Group placement is determined by audition.

Interested students, please call Julie Wegener, Music School Director, at (845) 431-8916.

Intermediate players: 8/45 minute classes $130
Advanced players: 8/60 minute classes $160
(Note: Some groups meet for fewer sessions)

Instructors: Chamber Music Faculty

Chamber Music Placement Auditions, Saturday, September 4, 11:00 a.m. - 12:00 p.m.

**Jazz**

**MUX540  JAZZ ENSEMBLE**
(10 sessions) Explore the world of jazz improvisation with an ensemble. Students will increase technical facility on their instrument while achieving interactive ensemble playing, including harmonic and rhythmic exploration. Available to intermediate and advanced players of any instrument, from junior high school age through adult. Group placement is determined by the instructor. Section 10 is audition; no fee.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5042</td>
<td>10</td>
<td>11:00 a.m. - 11:30 a.m.</td>
<td>(S) 9/4</td>
<td>DCC</td>
<td>L. Moses</td>
<td></td>
</tr>
<tr>
<td>5043</td>
<td>25</td>
<td>8:00 p.m. – 9:00 p.m.</td>
<td>(M) 9/20-11/22</td>
<td>SP</td>
<td>L. Moses</td>
<td>$200</td>
</tr>
</tbody>
</table>
**Vocal Group Classes**

**MUX601** SINGING TOGETHER (AGES 4 - 7)
(10 Sessions) The child with little or no singing experience will enjoy singing with others in a structured manner. Children will tune their voices to the teacher and to one another and learn to sing in a clear and pleasing manner. Maximum enrollment is 12.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5044</td>
<td>10</td>
<td>2:00 p.m. - 2:45 p.m.</td>
<td>(5) 9/11-11/13</td>
<td>DCC</td>
<td>S. Doe</td>
<td>$120</td>
</tr>
</tbody>
</table>

**MUX602** SONG AND MOVEMENT CLASS (AGES 8 - 12)
(10 Sessions) This is a vocal ensemble class in which we will learn solfege, enjoy singing while learning basic elements of technique, including proper breathing, diction, movement and stage presence. Maximum enrollment is 12.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5045</td>
<td>10</td>
<td>3:00 p.m. - 4:00 p.m.</td>
<td>(5) 9/11-11/13</td>
<td>DCC</td>
<td>S. Doe</td>
<td>$160</td>
</tr>
</tbody>
</table>

**MUX606** VOCAL TECHNIQUE FOR TEENS (AGES 13 - 18)
(6 Sessions) Learn the basics of good vocal singing and music interpretation. Students will be introduced to breathing and vocal techniques that can be used for personal growth or to prepare for performing. The last class will be a holiday performance at the Galleria Mall (date TBA).

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5046</td>
<td>10</td>
<td>3:30 p.m. - 4:30 p.m.</td>
<td>(W) 11/3-12/15</td>
<td>DCC</td>
<td>C. Little-Quinn</td>
<td>$105</td>
</tr>
</tbody>
</table>

**MUX612** SINGING WITH CONFIDENCE AND EASE
(1 Session) Confront challenges that have prevented you from pursuing your vocal dreams. In an atmosphere of safety and respect, we will free up our voices, address vocal blocks, and take away excuses from singing with freedom and joy. These methods have proven beneficial to all from professional singers to those unable to hold a pitch. Course is limited to 12 participants to ensure enough time for individual work. Feel free to bring along instruments and 2 songs that you play while you sing. A piano is provided in the room.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5047</td>
<td>10</td>
<td>1:00 p.m. - 5:00 p.m.</td>
<td>(S) 11/6</td>
<td>DCC</td>
<td>J. Venable</td>
<td>$70</td>
</tr>
</tbody>
</table>

**MUX613** VOCAL TECHNIQUE FOR ADULTS
(5 Sessions) Good vocal technique begins with the fundamentals. In an atmosphere of safety and respect, we will work on the breathing and body support that will inform your singing for the rest of your life. Beginners to advanced are welcome. Maximum enrollment 10

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5048</td>
<td>10</td>
<td>6:15 p.m. - 8:00 p.m.</td>
<td>(W) 10/20-11/17</td>
<td>DCC</td>
<td>J. Venable</td>
<td>$140</td>
</tr>
</tbody>
</table>

**Group Instrumental Classes**

**MUX619** RECREATIONAL MUSIC MAKING (RMM) GROUP PIANO FOR ADULTS AND SENIOR ADULTS
(8 Sessions) RMM believes that every life needs music and anyone can learn to play the piano. The desire to learn is the only prerequisite. The classes are not about the final products as much as they are about the joy found in the process along the way. Classmates encourage and support one another as they make music together and the teacher acts as a facilitator who allows the students to relax, accept and enjoy each step in their musical journey. Minimum enrollment is 6. NOTE: THERE IS NOT A SENIOR DISCOUNT FOR THIS CLASS SINCE DISCOUNT IS ALREADY FIGURED INTO CURRENT FEE. Section 11 is for students who have completed Section 10 or with permission of the instructor. There is a $50 fee for book and CD, payable to the instructor at the first class.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5049</td>
<td>10</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>(T) 9/21-11/9</td>
<td>DCC</td>
<td>M. Peterson</td>
<td>$95</td>
</tr>
<tr>
<td>5050</td>
<td>11</td>
<td>11:00 a.m. - 12:00 p.m.</td>
<td>(T) 9/21-11/9</td>
<td>DCC</td>
<td>M. Peterson</td>
<td>$95</td>
</tr>
</tbody>
</table>

**MUX621** BEGINNING VIOLIN FOR ADULTS
(10 Sessions) Have you always wanted to play the violin? Or are you someone who played as a child and longs to return to the instrument? This class is for adult beginners and those wishing to go back to the beginning. Materials: Suzuki Violin Book, Volume 1 and 2000 Essential Elements Book 1.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5051</td>
<td>10</td>
<td>7:30 p.m. - 8:30 p.m.</td>
<td>(T) 9/14-12/7</td>
<td>DCC</td>
<td>H. Questad</td>
<td>$175</td>
</tr>
</tbody>
</table>

**MUX622** ADVANCED BEGINNER VIOLIN FOR ADULTS
(10 Sessions) This class is for students who have completed MUX621 or have studied violin in the past and currently play at an advanced beginner to intermediate level. Materials: Suzuki Violin Book, Volume 2 and 2000 Essential Elements, Book 2.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5052</td>
<td>10</td>
<td>6:30 p.m. - 7:30 p.m.</td>
<td>(T) 9/14-12/7</td>
<td>DCC</td>
<td>H. Questad</td>
<td>$175</td>
</tr>
<tr>
<td>CRN #</td>
<td>Section</td>
<td>Time</td>
<td>Day/Date(s)</td>
<td>Location</td>
<td>Instructor</td>
<td>Fee</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>--------------</td>
<td>-------------</td>
<td>----------</td>
<td>-------------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>MUX623</td>
<td>A</td>
<td>3:30 p.m. - 4:30 p.m.</td>
<td>(T) 9/14-12/7</td>
<td>DCC H. Questad</td>
<td>$175</td>
</tr>
<tr>
<td>5053</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUX624</td>
<td>I</td>
<td>2:30 p.m. - 3:30 p.m.</td>
<td>(T) 9/14-12/7</td>
<td>DCC H. Questad</td>
<td>$175</td>
</tr>
<tr>
<td>5054</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUX628</td>
<td>I</td>
<td>5:30 p.m. - 6:30 p.m.</td>
<td>(T) 9/14-12/7</td>
<td>DCC H. Questad</td>
<td>$175</td>
</tr>
<tr>
<td>5055</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUX631</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5056</td>
<td>25</td>
<td>6:00 p.m. - 7:00 p.m.</td>
<td>(M) 9/13-12/6</td>
<td>SP J. Chenette</td>
<td>$170</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MUX633</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5057</td>
<td>25</td>
<td>4:00 p.m. - 4:30 p.m.</td>
<td>(M) 9/20-11/22</td>
<td>DCC D. Yerry</td>
<td>$135</td>
<td></td>
</tr>
<tr>
<td>5058</td>
<td>26</td>
<td>4:30 p.m. - 5:00 p.m.</td>
<td>(M) 9/20-11/22</td>
<td>DCC D. Yerry</td>
<td>$130</td>
<td></td>
</tr>
</tbody>
</table>

**Performance**

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Section</th>
<th>Time</th>
<th>Day/Date(s)</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MUX776</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5059</td>
<td>10</td>
<td>4:30 p.m. - 6:00 p.m.</td>
<td>(F) 9/24-12/3</td>
<td>DCC J. Wegener</td>
<td>$85</td>
<td></td>
</tr>
</tbody>
</table>
### Dance

**MUX790**  KIDDY POP (AGES 4-6)
(8 Sessions) This class is an introduction to basic Hip Hop moves. Your child will rejoice in his/her own dance movement through free style. Elements of creative movement will also be incorporated. Hip Hop will be guided by the sounds of music. In addition, participants will stretch, learn dance floor moves, make friends, build confidence, and have fun.

No class 11/24

- **5060** 10 4:00 p.m. - 4:30 p.m. (W) 10/6-12/1  DCC  T. Snead  $60

**MUX791**  HIP HOP RHYTHMA (AGES 7-12)
(8 Sessions) This class introduces serious Hip Hop moves and a funky style. We welcome children who have already taken Hip Hop and those who would like to try for the first time. Each class will include a dance routine, so make sure to bring personality and energy. We will explore different dance moves, warm-up the body, and learn a dance combination.

No class 11/24

- **5061** 10 4:30 p.m. - 5:15 p.m. (W) 10/6-12/1  DCC  T. Snead  $85

**MUX792**  HIP HOP FLOW FOR TEENS AND ADULTS
(8 Sessions) This class is for teens and adults who would like to learn Hip Hop and get their groove on. We will include proper stretching and ways to strengthen the body to get in shape. Be ready and willing to sweat and move!!!

No class 11/24

- **5062** 10 5:15 p.m. - 6:00 p.m. (W) 10/6-12/1  DCC  T. Snead  $85

**MUX794**  CREATIVE MOVEMENT AND THE SPANISH LANGUAGE (AGES 9-12)
(8 Sessions) Explore the world of movement and learn the Spanish language. This fun, energetic class will introduce the most basic concepts of dance. Books, props, diverse music selection and songs will be incorporated into the class to help teach basic Spanish language and develop vocabulary.

No class 11/24

- **5063** 10 6:30 p.m. - 7:30 p.m. (W) 10/6-12/1  DCC  A. Ruhe Schoen  $90

**MUX795**  ZUMBA FOR TEENS AND ADULTS
(6 Sessions) Zumba fuses hypnotic Latin rhythms and easy to follow moves to create a dynamic fitness program that will blow you away. Our goal is simple: We want you to want to work out, to love working out, to get hooked. Maximum enrolment is 25.

Section **10** is Zumba Gold: If you have ever felt intimidated or too "uncoordinated" to try a Zumba class, then Zumba Gold is the class for you. Zumba Gold is for beginners of all ages and active older adults.

Section **11** is Zumba Toning: A blend of body-sculpting techniques and specific Zumba moves into one calorie-burning, strength-training class. Participants are required to bring a set of 1- or 2-lb. dumbbells to class.

- **5064** 10 6:00 p.m. - 7:00 p.m. (M) 9/20-10/25  DCC  G. Dickson  $70
- **5065** 11 7:15 p.m. - 8:15 p.m. (M) 9/20-10/25  DCC  G. Dickson  $70
ALPHABETICAL INDEX OF COURSES

ACCESS, BASIC/INTERMEDIATE ........................................ 11
ADULT BASIC EDUCATION ............................................... 16
ALCOHOLISM AND SUBSTANCE ABUSE EDUCATION .......... 4
ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR PART I .. 4
APPRaisal, REAL ESTATE .................................................. 24
ART ............................................................. 19
BILLING AND CODING .................................................. 21
BLOGGING ........................................................... 12
CARDiac LIFE SUPPORT, ADVANCED ACLS ................. 5
CHILD ABUSE AND NEGLECT, IDENTIFICATION AND REPORTING OF ........................................ 22
CPR ................................................................. 5
DOG TRAINING .......................................................... 22
DREAMWEAVER SOFTWARE ........................................ 10
DRIVER EDUCATION .................................................... 13
EDGOGO ONLINE ....................................................... 29
EKG TECHNICIAN CERTIFICATION .................................. 21
ELECTRICAL THEORY .................................................... 25
EMERGENCY SERVICES TECHNICIAN TRAINING ............ 6
ENGLISH AS A SECOND LANGUAGE (ESL) .................
  FOR BEGINNERS .................................................. 14-16
  ESL BASIC COMPUTERS ........................................ 10
  ESL SELF STUDY .................................................... 16
  EXCEL, BASIC/INTERMEDIATE ................................. 11
  EXPRESSION WEB 3 ............................................... 20
  FACEBOOK ................................................................ 11
  FIRST AID ............................................................ 5
  FUND RAISING ........................................................ 23
  GATLIN ONLINE ....................................................... 28
GENERAL EDUCATION DEVELOPMENT FOR GED ............
  16-17
  GOOGLE GAC .......................................................... 11
  GRANT PROPOSAL WRITING .................................... 23
  GREEN TECH ........................................................... 25-27
  HEARTSAVER ............................................................ 5
  HISTORY ................................................................. 20
  HOME-BASED KITCHEN BUSINESS ......................... 25
  HOW TO START YOUR OWN BUSINESS ..................... 25
  INFECTION CONTROL TRAINING .................................. 22
  LIFE AND HEALTH INSURANCE .................................... 18
  LIFE SUPPORT FOR HEALTH CARE PROVIDERS, BASIC . 4
  LIFE SUPPORT, ADVANCED ........................................ 8-9
  MICROMEDIA FLASH ............................................... 12
  MONEY MANAGEMENT ................................................ 21
  MOTORCYCLE SAFETY ............................................... 14
  MUSIC SCHOOL ......................................................... 31-39
  NOTARY PUBLIC .................................................... 7
  PARAMEDIC REFRESHER ........................................... 10
  PC SAmpler ............................................................ 10
  PEDIATRIC ADVANCED LIFE SUPPORT - PALS ............. 5
  PERSONAL LINES INS .................................................. 8
  PHARMACY TECHNICIAN ........................................... 22
  PHOTOSHOP ELEMENTS ................................................ 12
  PHOTOVOLTaICS ...................................................... 26
  POWERPOINT, INTRO .................................................. 12
  PRE-HOSPITAL CONTINUING EDUCATION ................. 9
  PRE-LICENSING, 5 HR ............................................... 13
  PROFESSIONAL AND ETHICAL RESPONSIBILITY AND DOCUMENTATION ........................................... 4
  PROFESSIONAL DEVELOPMENT .................................... 23
  PROTRAIN ONLINE .................................................... 28
  QUICKBOOKS .......................................................... 12
  REAL ESTATE ........................................................... 24
  RECERTIFICATION BASIC LIFE SUPPORT ................... 5
  RUSSIAN ................................................................. 19
  SAT, PREPARATION FOR ............................................ 25
  SECURITY GUARD TRAINING ....................................... 24
  SIGN LANGUAGE ........................................................ 18
  SMALL BUSINESS ......................................................... 25
  SPANISH GENERAL EDUCATION DEVELOPMENT ......... 17
  SPANISH LEVEL I & II ................................................ 19
  TENNIS FOR BEGINNERS ............................................. 21
  TRANSITIONS TO COLLEGE ......................................... 17
  WORD, BASIC/INTERMEDIATE ..................................... 10
  WORKFORCE TRAINING .............................................. 30
  WRITING FOR ESL STUDENTS ...................................... 15
  WRITING MEMOIRS ................................................... 21
  YAHOO MAIL ........................................................... 11

Gift of Learning

Send the gift of learning.
Purchase a gift certificate for a loved one.
Call (845) 431-8901 and register your friend or family member for a course and we will send you a certificate by mail.

COMMUNITY SERVICES ADMINISTRATION
Carol Stevens, Vice President and Dean of Community Services and Special Programs
Russell M. Pirog, Assistant Dean
Virginia Stoefel, Assistant Dean
Lydia Binotto, Interim Assistant Dean
Julie Wegener, Director, DCC Music School
Michael Hill, DDP Coordinator
Jacqueline Port, EMS Coordinator

Staff: Margie Cooper, Grace Diaz, Nancy Fitzpatrick, Cheryl Medeiros, Barbara Mosher Lynette Patrice and Carol Walker

MAILING ADDRESS:
Dutchess Community College
Office of Community Services
Bowen Hall 118
53 Pendell Road, Poughkeepsie, NY 12601

Registration Hotline:
(845) 431-8910
Fax: (845) 431-8988
Online Registration:
www.suny dutchess.edu/cfweb

www.sunydutchess.edu/cfweb

Fall 2010 | Dutchess Community College Non-Credit Courses and Programs
REGISTRATION

By Phone: If you hold a Discover, MasterCard, American Express or VISA call the Community Services Registration Hotline: (845) 431-8910, 8 a.m. - 8 p.m., Monday - Thursday, 8 a.m. to 5 p.m. on Friday.

By Internet: Visit our website: www.sunydutchess.edu/cfweb

By Fax: If you are registering by credit card with a Discover, MasterCard, or Visa, we can accept your course registration by Fax. Send Fax of completed registration form to (845) 431-8988.

By Mail: Complete Registration Form and return with check, money order, or credit card information to: Office of Community Services, Dutchess Community College, 53 Pendell Road, Poughkeepsie, NY 12601-1595

In Person: Office of Community Services, Bowne Hall, Room 118, Monday - Thursday, 8 a.m. - 8 p.m. and Friday 8 a.m. to 5 p.m.

Call (845) 431-8904 for information.

Notes
• Please use one registration form per person.
• Duplicate the registration form if needed.
• Please write Course Number(s) on checks or list Course Number(s) on purchase orders and vouchers.
• If you have paid your tuition, report to class even though you may not have received an acknowledgement from our business office.

REGISTRATION FOR DCC NON-CREDIT CONTINUING EDUCATION PROGRAMS

Mail form and tuition payable to:
Dutchess Community College c/o Office of Community Services & Special Programs
53 Pendell Road, Poughkeepsie, NY 12601-1595
(845) 431-8910 FAX (845) 431-8988

PLEASE PRINT

USE FULL LEGAL NAME

DCCID# (if available) A______________________ Birthdate: ___-___-___

M □ F Name (Last) _____________________________ (First) __________________ M.I. _____

PERMANENT ADDRESS

Street __________________________________________________________________________________

City/Town _______________________ State _____ Zip ________

County _______________________ Mailing Address if Different _________________________

Phone (Day) ______________________ Ext. _________ (Eve.) _________________________

Email __________________________________________________________________________________

Method of Payment: □ Voucher (Attach) □ Check □ P.O.(#) ______ □ Cash □ Money Order □ Charge Card

CRN# COURSE # SECTION BEGIN DATE COURSE TITLE FEE

TOTAL _________

TO PAY BY CREDIT CARD COMPLETE THE FOLLOWING:

I, [Card Holder Name] __________________________ authorize DCC to charge $__________

Account Used: □ MASTERCARD □ VISA □ DISCOVER □ AMERICAN EXPRESS

Account #: ___________________________ Expiration Date: ____________

Authorized Signature: ___________________________ Date: ________________

DEMOGRAPHIC INFORMATION

Gender: □ Male □ Female □ Are you Hispanic/Latino? □ Yes □ No

If Hispanic/Latino, is your background (select one): □ Central American □ Puerto Rican □ Dominican □ Mexican

□ South American □ Other Hispanic/Latino

Is your race (select one or more): □ American Indian or Alaskan □ Black or African American □ Asian

□ Native Hawaiian or Other Pacific Islander □ White