Discover a new interest
Change your career
Connect with your passion

CONTINUING EDUCATION
SPRING 2010

See page 44 for Music School.
SAVE THIS CATALOG THROUGH THE TERM

Registration Acknowledgement
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 (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 (845) 431-8910. You may also check online at www.sunydutchess.edu/cfweb. For room assignments check online ON OR AFTER THE TUESDAY BEFORE YOUR COURSE BEGINS or call the Office of Community Services.

Class Cancellations
In the event of severe weather conditions or other emergencies, it may be necessary to cancel classes. Such classes are normally made up at a later date. The cancellation of day classes WILL NOT automatically cancel evening classes. Cancellation announcement for evening classes will be made over local radio stations.

Because noncredit courses are self-supporting, we count on registration fees to cover instructor salaries and other course costs. Full refunds are issued up to two weeks prior to class.

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 $5 processing fee will be deducted from the refund. Full refunds will be given for all courses that are cancelled by the College.

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 bookstore.

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 subject to change without notice pending notification or price changes from vendor.

PLEASE CLIP AND MAIL
DUTCHESS COMMUNITY COLLEGE
THE 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 _____________
Welcome to the DCC Office of Community Services

The Office of Community Services offers a large 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. Corporation, community organizations, and government agencies can rely on the Office of Community Services to provide customized training designed to increase productivity, efficiency, and profits.

Non-credit and Special Programs offered by the Office of Community Services fulfill many of the occupational, informational, and educational needs of the community. The non-credit approach makes it possible to continue your education in an informal, non-competitive environment where interest in learning is the only consideration.

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

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

Our mailing address is:
Dutchess Community College
Office of Community Services-Bowne Hall 118
53 Pendell Road, Poughkeepsie, NY 12601-1595

REGISTRATION HOTLINE: (845) 431-8910
FAX: (845) 431-8988
ONLINE REGISTRATION: sunydutchess.edu/cfweb
GENERAL INFORMATION

Age requirement is 16

Not responsible for typographical or scheduling errors.

Inclement Weather Policy

On days when there is inclement weather, students are expected to make their own decisions on driving to class. Announcements will be given to radio stations for day closings at 6:30 a.m. and for evenings by 4:00 p.m. You may call 431-8001 or go to

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, date of graduation, degree and enrollment status. If a student does not wish directory information be 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 Thursdays 9-8 or Fridays until 5 PM. If you prefer you may fax a copy of the picture ID with your registration and discounted tuition.

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 431-8001.

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.

KEY TO COURSE LOCATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBE-01’s</td>
<td>Beacon School District Office</td>
</tr>
<tr>
<td>DCC-10’s</td>
<td>Dutchess Community College Main Campus</td>
</tr>
<tr>
<td>NDI-20’s</td>
<td>Nubian Directions</td>
</tr>
<tr>
<td>FPC-60’s</td>
<td>Family Partnership Center</td>
</tr>
<tr>
<td>HPVC-80’s</td>
<td>Hudson Valley Cerebral Palsy Center</td>
</tr>
<tr>
<td>DS-90’s</td>
<td>Dutchess South Hollowbrook Office Park</td>
</tr>
</tbody>
</table>
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

Key DCC Services
• Training needs assessment
• Customized training programs
• Courses offered on-site & online
• Flexible scheduling
• Experienced professional trainers
• Organizational consulting
• Curriculum & Certificate Design Expertise
• Cost effective

Why DCC?
• Reputation for Program Excellence
• Instructional Design Expertise
• Flexible and Responsive
• Experts in Adult Learning
• Grant Expertise

Call Virginia Stoeffel, assistant dean, 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@suny dutchess.edu
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CREDENTIALED ALCOHOLISM & SUBSTANCE ABUSE COUNSELOR PROGRAM

ALCOHOL AND SUBSTANCE ABUSE COUNSELING PROGRAM (CASAC) DCC NYS PROVIDER #0120
Authorized by the N.Y. State Office of Alcoholism & Substance Abuse Services (OASAS). The courses meet the requirement 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 1-800-482-9564. Required text: “Substance Abuse Counseling - Theory and Practice” by Stevens & Smith, 3rd Edition, published by Pearson. Text is available at DCC Bookstore.

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 be 12-step and other self-help methods.
In addition to scheduled Monday evening classes there are five Saturday workshops: 1/9, 1/23, 2/6, 2/20 meet from 8:00 a.m. - 4:00 p.m and 4/10 from 8:00 a.m. - 3:30 p.m.
5084 10 6:30 p.m.-10:00 p.m. (MS) 1/04 - 4/12/2010 J Dehn $559 (85 Hours)

CAS102 ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR PART I
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 five Saturday workshops: 1/16, 1/30, 2/27, 4/3 meet from 8:00 a.m. - 4:00 p.m.
5085 10 6:30 p.m.-10:00 p.m. (TS) 1/05-04/06/2010 J Dehn $494 (75 Hours)

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 will also be studied. In addition to scheduled evening classes there are four Saturday workshops meeting 3/6, 3/13, 3/20, 3/27 from 8:30 a.m. - 3:30 p.m.
5086 10 6:30 p.m.-10:00 p.m. (WS) 1/06-03/27/2010 V Freeborn $583 (70 Hours)
ONLINE PROGRAMMING

Gatlin Education Services - ONLINE - The Office of Community Services is pleased to announce that we will be expanding the online course offerings by taking on a new partner, Gatlin Education Services. The new 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. For more information go to http://www.gatlineducation.com/dutchess or please call 845-431-8913. Call 845-431-8913 and ask for Lynette Patrice.

Dutchess Community College, 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. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

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. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

For more information go to http://www.gatlineducation.com/dutchess/

Online Green Training + You = Success!

Protrain Online

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. For more information go to http://www.theknowledgebase.org/dutchess/index.php

See more Green courses under Vocational, page 45 and 46.
“GREEN” Online Programs:

CERTIFIED INDOOR ENVIRONMENTALIST (CIE)
CERTIFIED MICROBIAL INVESTIGATOR (CMI)
GREEN BUILDING FOR CONTRACTORS
LEED CERTIFICATION PREP
WEATHERIZATION ENERGY AUDITOR
BUILDING/HOME ENERGY ANALYST (HERS)
FUNDAMENTALS OF SOLAR HOT WATER HEATING
SOLID WASTE OPERATIONS CERTIFICATE
CERTIFIED SUSTAINABILITY PROFESSIONAL
GREEN SUPPLY CHAIN PROFESSIONAL
GREEN BUILDING SALES PROFESSIONAL
GREEN BUILDING TECHNICAL PROFESSIONAL
SMART HOME TECHNOLOGY

What features does Dutchess Community College’s Office of Community Services offer?

- INSTRUCTOR-LED & ONLINE COURSES
- ONLINE DISCUSSION GROUPS
- FLEXIBLE SCHEDULES
- INDUSTRY RECOGNIZED PROGRAMS
- CUSTOMIZED PROGRAMS

Recommended System Requirements:

- INTEL® PENTIUM® 166 MHZ PROCESSOR OR GREATER
- 64 MB RAM MINIMUM, 128 MB RECOMMENDED
- MINIMUM VIDEO RESOLUTION OF 800X600, WITH 16-BIT COLOR
- INTERNET CONNECTION
- CONNECTION SPEED OF 40 KBPS MINIMUM, 56 KBPS RECOMMENDED
- WINDOWS® 95, 98, 2000, NT OR XP
- VALID EMAIL ADDRESS
- SUPPORTED BROWSER VERSIONS: INTERNET EXPLORER (5X - 6X), NETSCAPE COMMUNICATOR 4.7 - 7.2
- ALLOW COOKIES

JAVA RUNTIME SUPPORT
- MICROSOFT JVM IS SUPPORTED WITH MICROSOFT INTERNET EXPLORER 4.X AND GREATER WEB ACCESSIBILITY SUPPORT

- SUPPORTS JAWS SCREEN READER SOFTWARE, VERSIONS 3.7U, 4.0, AND 4.50
- JAWS 3.7U AND JAWS 4.0 REQUIRE 256 COLOR RESOLUTION

Instructor / Mentor Support

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 learners’ 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/index.php
CERTIFICATION IN GERONTOLOGY ONLINE - ED2 GO

With the population aging at a rapid rate, the numbers of individuals over 65 will more than double by the year 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.

GEY900  CERTIFICATE IN GERONTOLOGY  $192

HOW TO REGISTER FOR ED2GO OCS INTERNET COURSES:
1. Fill out an OCS registration form.
2. Mail it to the Office of Community Services.
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 12 12 noon go to ed2go.com/dutchessocs and click on the class you are taking.
6. Classes are posted on every Wednesday and Friday.

For more information, please call (845) 431-8905

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....

Look at WWW.ed2go.com/dcctrr to see the courses that are offered.

ONLINE COURSES
ED2 GO Course List
$150 each course

The Internet
ONL103 INTRODUCTION TO THE INTERNET
CST960 ACHIEVING TOP SEARCH ENGINE POSITIONS
ONL247 INTRODUCTION TO MICROSOFT OUTLOOK 2003
ONL203 LEARN TO BUY AND SELL ON EBAY

Web Page Design
CST959 CREATING WEB PAGES
ONL757 CREATING WEB PAGES II
ONL754 DESIGNING EFFECTIVE WEBSITES
ONL700 INTRODUCTION TO DREAMWEAVER 8
ONL703 INTRODUCTION TO MICROSOFT FRONTPAGE 2003
CST960 ACHIEVING TOP SEARCH ENGINE POSITIONS

Web Graphics and Multimedia
ONL726 INTRODUCTION TO FLASH MX 2004
ONL712 IMAGING FOR THE WEB USING FIREWORKS MX 2004
$150 each course

**Web and Computer Programming**
- ONL955 INTRODUCTION TO JSP PROGRAMMING
- ONL832 JAVA FOR THE ABSOLUTE BEGINNER
- CST968 C++ FOR THE ABSOLUTE BEGINNER
- ONL969 INTRODUCTION TO C# PROGRAMMING
- ONL973 INTERMEDIATE C# PROGRAMMING
- ONL508 INTRODUCTION TO PERL PROGRAMMING
- ONL501 INTRODUCTION TO VISUAL BASIC.NET
- ONL405 INTERMEDIATE VISUAL BASIC.NET

**Basic Computer Literacy**
- CST950 KEYBOARDING
- ONL213 INTRODUCTION TO WINDOWS XP
- ONL101 101 TIPS AND TRICKS FOR THE IMAC AND MACINTOSH
- ONL102 COMPUTER SKILLS FOR THE WORKPLACE
- ONL103 INTRODUCTION TO THE INTERNET
- ONL106 INTRODUCTION TO LINUX
- ONL215 INTRODUCTION TO WINDOWS VISTA

**Computer Applications**
- ONL331 INTRODUCTION TO MICROSOFT WORD 2003
- ONL333 INTERMEDIATE MICROSOFT WORD 2003
- ONL335 ADVANCED MICROSOFT WORD 2003
- ONL299 INTRODUCTION TO MICROSOFT EXCEL 2003
- ONL305 INTERMEDIATE MICROSOFT EXCEL 2003
- ONL307 ADVANCED MICROSOFT EXCEL 2003
- ONL321 INTRODUCTION TO MICROSOFT ACCESS 2003
- ONL354 INTRODUCTION TO MICROSOFT POWERPOINT 2003
- ONL247 INTRODUCTION TO MICROSOFT OUTLOOK 2
- ONL351 INTRODUCTION TO CRYSTAL REPORTS 10
- ONL337 INTRODUCTION TO MSWORD 2007
- ONL301 INTRODUCTION TO EXCEL 2007
- ONL249 INTRODUCTION TO MICROSOFT OUTLOOK 2007
- ONL329 INTRO TO MICROSOFT ACCESS
- ONL358 INTRO TO POWER POINT 2007
- ONL351 INTRO TO CRYSTAL REPORTS 10
- SBS296 INTRO TO QUICKBOOKS 2007
- PRF960 INTRO TO MS PROJECT 2007

**Graphic Design**
- ONL513 DESIGN PROJECTS IN ADOBE ILLUSTRATOR CS2
- ONL515 PHOTOSHOP CS2 FOR THE DIGITAL PHOTOGRAPHER
- ONL714 INTRODUCTION TO ADOBE FRAME MAKER 7.1
- ONL708 PHOTOSHOP 7 FOR THE ABSOLUTE BEGINNER
- ONL511 DESIGN PROJECTS FOR ADOBE ILLUSTRATOR CS
- ONL362 INTRODUCTION TO MICROSOFT PUBLISHER 2003
- ONL519 INTERMEDIATE PHOTOSHOP CS3
- ONL517 INTRO TO PHOTOSHOP CS3

**PC Troubleshooting, Networking and Security**
- CST965 INTRODUCTION TO PC TROUBLESHOOTING
- ONL216 CREATING A SMALL OFFICE NETWORK
- ONL840 INTRODUCTION TO NETWORKING
- ONL842 INTERMEDIATE NETWORKING

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REGISTRATION HOTLINE: (845) 431-8910
FAX: (845) 431-8988
ONLINE REGISTRATION: suny dutchess.edu/cfweb
Database Management & Programming
ONL502 INTRODUCTION TO SQL
ONL504 INTRODUCTION TO ORACLE
ONL505 INTERMEDIATE ORACLE
ONL321 INTRODUCTION TO MICROSOFT ACCESS 2003
ONL351 INTRODUCTION TO CRYSTAL REPORTS 10
ONL724 INTRODUCTION TO THE GAME INDUSTRY
ONL969 INTRODUCTION TO C# PROGRAMMING
ONL973 INTERMEDIATE C# PROGRAMMING
ONL508 INTRODUCTION TO PERL PROGRAMMING
PRF903 HIGH SPEED PROJECT MANAGEMENT
ONL501 INTRODUCTION TO VISUAL BASIC.NET
ONL405 INTERMEDIATE VISUAL BASIC.NET

Certification Prep
CST961 BASIC COMPTIA A+ CERTIFICATION PREP
CST962 INTERMEDIATE COMPTIA A+
CST963 ADVANCED COMPTIA A+ CERTIFICATION PREP
PMP104 PMP CERTIFICATION PREP 1
PMP105 PMP CERTIFICATION PREP 2

Digital Photography and Digital Video
ONL210 DISCOVER DIGITAL PHOTOGRAPHY
ONL516 SECRETS OF BETTER PHOTOGRAPHY
ONL211 PHOTOGRAPHING PEOPLE WITH YOUR DIGITAL CAMERA
ONL512 INTERMEDIATE PHOTOSHOP CS2
ONL710 PHOTOSHOP ELEMENTS PROJECT

Language
ESD902 WRITING FOR ESL
ESD900 GRAMMAR FOR ESL

Writing and Publishing
ONL214 GRAMMAR REFRESHER (US)
PRF952 EFFECTIVE BUSINESS WRITING
ESD902 WRITING FOR ESL
VOC907 WRITERIFFIC: CREATIVITY TRAINING FOR WRITERS
VOC904 WRITERIFFIC 2: ADVANCED CREATIVITY TRAINING FOR WRITERS
VOC903 THE CRAFT OF MAGAZINE WRITING
VOC916 FUNDAMENTALS OF TECHNICAL WRITING
VOC912 THE KEYS TO EFFECTIVE EDITING (US)
VOC902 WRITING FOR CHILDREN
VOC909 MYSTERY WRITING
VOC906 WRITE YOUR LIFE STORY
VOC915 BEGINNER’S GUIDE TO GETTING PUBLISHED (US)
VOC908 TRAVEL WRITING
VOC920 WRITE FICTION LIKE A PRO
VOC914 PLEASURES OF POETRY
ONL215 RESEARCH METHODS FOR WRITERS
ONL218 INTRODUCTION TO JOURNALING
VOC922 INTRODUCTION TO INTERNET WRITING MARKETS
SBS926 BECOMING A GRANT WRITING CONSULTANT (US)

Grant Writing & Non-Profit Management
VOC925 CREATING YOUR OWN NON-PROFIT
VOC910 A TO Z GRANT WRITING (US)

EACH COURSE IS $150.00
ON-LINE CLASSES WITH EDUCATION 2 GO!
How to register for DCC/OCS Internet courses:
$150 each course
1. Fill out an OCS registration form.
2. Mail it to the Office of Community Services.
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 12:12 noon go to ed2go.com/dutchessocs and click on the class you are taking.
6. Classes are posted on every Wednesday and Friday.

LIVE IN-LAB COMPUTER CLASSES

CST004 PC SAMPLER
This course addresses computer deficiencies in basic skills of persons functioning in the work place or in the community. This instructor-led course is for students who want to explore the working of the computer in a nontechnical language. Topics to be covered are basic windows function, basic software including word processing, spreadsheets, database, and introduction to the Internet.
(24 Hours)
<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Facility</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5098</td>
<td>10</td>
<td>6:30 p.m.-9:30 p.m.</td>
<td>(TR)</td>
<td>1/5-1/26</td>
<td>DCC</td>
<td>$80</td>
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</tr>
<tr>
<td>5100</td>
<td>25</td>
<td>9:00 a.m.-12 noon</td>
<td>(WF)</td>
<td>1/26-2/23</td>
<td>NDI</td>
<td>$80</td>
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<tr>
<td>5099</td>
<td>90</td>
<td>1:00 p.m.-4:00 p.m.</td>
<td>(MW)</td>
<td>2/28-3/8</td>
<td>DS</td>
<td>$80</td>
<td></td>
</tr>
</tbody>
</table>

CST005 ESL BASIC COMPUTERS (24 HOURS)
This course addresses computer deficiencies in basic skills of adult learners functioning in the work place 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Facility</th>
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<tbody>
<tr>
<td>5112</td>
<td>25</td>
<td>1:00 p.m.-4:00 p.m.</td>
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<tr>
<td>5113</td>
<td>26</td>
<td>1:00 p.m.-4:00 p.m.</td>
<td>(MW)</td>
<td>3/9-4/1/2010</td>
<td>NDI</td>
<td>$20</td>
<td></td>
</tr>
</tbody>
</table>
CST038 DREAMWEAVER LEVEL I
(12 Hours) Explore Dreamweaver: Building a sample web page and learning how to work within the Dreamweaver workspace. Exploring a website folder structure. Planning and organizing a website and defining the site and its folders.

Cascading Style Sheets: Style rules are used to style the content of a web page, by creating and attaching style sheets and layout elements. Element selectors and grouping, class and ID selectors. Working with contextual and pseudo-class selectors, <span> and <div> tags. Using inline, embedded and external style sheets. Using design-time, print and alternate style sheets.

Working with text, lists and tables: Exploring the applications and properties of tables. Creating tables. Inserting new rows and columns and merging cells. Modifying tables. Using the Table Dialog Box to create a layout table. Inserting headings and line breaks. Formatting and inserting large and short quotations. Creating and styling ordered, unordered and definition lists. Using tables and Spry tooltips.


Working with Navigation: Linking the site. Email links, image links, image maps, and links within pages. Navigation bars and tabbed panels.

Text: Adobe Dreamweaver CS4 Classroom In A Book with CD  Adobe Press

5109  90  6:30 p.m.-9:30 p.m.   (TR) 2/2-2/11   DCC  $180

CST034 CS4 DREAMWEAVER LEVEL II
(12 Hours) Adding Interactivity: Working with basic events and methods. Dreamweaver behaviors. Spry Accordion widget and Spry table. XML data and data sources.


Collecting information with Forms: Creating short-text, long-text, and password form controls. Working with multi-line text areas. Using Submit, Reset, Image and Other Buttons. Creating Radio Button form controls and multiple-choice checkboxes and labels. Styling forms with CSS.

Working with Flash: Insert a Flash movie. Add a flash video.

Managing the Web Site: Create a template. Use editable regions, child pages. Create and use library items and server-side includes.

Publishing to the Web: Define a remote site, put files on the web, cloak files and maintain a web site.

Text: Adobe Dreamweaver CS4 Classroom In A Book with CD  Adobe Press
ISBN: 0-321-57381-1

5110  90  6:30 p.m.- 9:30 p.m.    (TR) 2/16-2/25   DCC  $180
WORDPROCESSING

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. At DCC each student has access to their own computer and do not share a unit. Prerequisite: CST004 or working knowledge of computers is required.

CST129 INTRODUCTION TO WORD BASIC 2007

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. (15 Hours)

5102 10 1:00 p.m.- 4:00 p.m. (MW) 1/4-1/20 DCC $154

CST137 WORD INTERMEDIATE 2007

Increase efficiency and productivity, with formatting paragraphs and long documents, utilizing line spacing, tabs, alignment, bullets and section breaks. Create and edit tables, manage files and folders, enhance documents with graphics and symbols. (18 Hours)

5309 10 9:00 a.m.- 12 noon (MW) 1/25-2/8 DCC $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. At DCC each student has access to their own computer and do 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's 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. Student must purchase from the college bookstore.

5107 90 9:00 a.m.- 12 noon (TR) 3/9-3/23 DS $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 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, and using advanced query options such as Update, Make-Table, and Append / Delete. Required text: “Access 2007 Core” Benchmark Series - student must purchase from DCC Bookstore

5106 90 9:00 a.m.- 12 noon (TR) 3/25-4/8 DS $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. At DCC each student has access to their own computer and do not share a unit.

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.

5114 25 6:30 p.m.- 9:30 p.m. (TR) 2/10-2/24 NDI $154

5108 90 9:00 a.m.- 12 noon (TR) 1/12-1/26 DS $154
INTErNET cOuRSeS

CST042 ALL YOU WANTED TO KNOW ABOUT FACEBOOK AND 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, manage their own accounts and upload multimedia files.

5239  90  1:00 p.m. - 4:00 p.m.  (F) 1/22-2/5  DS  $90

CST416 YAHOO MAIL AND MY YAHOO
(9 Hours) Yahoo! is a World Wide Web directory that began in 1994 compiling and categorizing Web pages. It began as a hobby and has evolved into a leading global brand that has changed the way people communicate with each other. It has become the world’s largest global online network of integrated services with more than 500 million users worldwide

5238  10  9:00 a.m. - 12 noon  (M) 3/1-3/15  DCC  $90

KEY TO COURSE LOCATIONS

BBE-01’s Beacon School District Office 33 Henry Street Beacon, NY

DCC-10’s Dutchess Community College Main Campus 53 Pendell Road Poughkeepsie, NY

NDI-20’s Nubian Directions 248 Main Street Poughkeepsie, NY

FPC-60’s Family Partnership Center 29 North Hamilton Street Poughkeepsie, NY

HPVC-80’s Hudson Valley Cerebral Palsy Center 15 Mount Ebo Road South Brewster, NY

DS-90’s Dutchess South Hollowbrook Office Park 31 Marshall Road, Building 4 Wappingers Falls, NY

HOW TO READ THE SCHEDULE

CRN #  SECTION  TIME  DAY/DATE(S)  LOCATION  INSTRUCTOR  FEE
5140  10  6:30 p.m. - 10:00 p.m.  (TS) 9/8-12/12  DCC  J Dehn  $494
COMPUTER GRAPHICS
This is a series of courses that allow the student to take advantage of the graphic capabilities of the computer. At DCC each student has access to their own computer and do not share a unit. Prerequisite: A working knowledge of computers.

CST616 INTRODUCTION TO POWER POINT 2007
(12 Hours) Students will learn to create business presentations with Power Point design tools. Topics include: exploring Power Point 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 Power Point Masters.

5105 10 1:00 p.m.-4:00 p.m. (TR) 1/12-1/21 $91

CST628 POWER POINT - INTERMEDIATE 2007
(12 Hours) Students will enhance their Power Point 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.

TBA – call 431-8905 for schedule.

5104 10 1:00 p.m.-4:00 p.m. (TR) 1/26-2/4 $91

ACCOUNTING SOFTWARE
This is a series of courses that allow the student to ease their bookkeeping and payroll problems. These courses are applicable for the business person or the homeowner. At DCC each student has access to their own computer and do not share a unit. PREREQUISITE: A working knowledge of computers.

CST706 QUICKBOOKS 2007
(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.

5103 10 9:00 a.m.-12 noon (WF) 2/17-3/5 DCC $220

GENEALOGY
CST560 GENEALOGY
The objective of this course is to aid students in selecting appropriate family tree software and to begin to create their family tree. Students will investigate, with the teacher, the free and commercial software available. Students will be guided to build a family tree using available on-line genealogical resources. (18 Hours)

5111 10 6:30 p.m.-9:30 p.m. (MW)3/8-3/24 DCC J Simpson $135

DRIVER SAFETY
DRV001 NEW YORK STATE PRE LICENSING COURSE
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 NYSDMV in order to obtain a driver’s license. Students must arrive for first class at approximately 6:00 p.m. for processing. Class begins at 6:30 pm. 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. (5 Hours)

5088 10 6:30 p.m.-9:00 p.m. (TW) 1/12-1/13 DCC G. Woods $41
5089 11 6:30 p.m.-9:00 p.m. (TW) 2/16-2/17 DCC G. Woods $41
5090 12 6:30 p.m.-9:00 p.m. (TW) 3/16-3/17 DCC G. Woods $41
5091 13 6:30 p.m.-9:00 p.m. (TW) 4/13-4/14 DCC G. Woods $41
5269 90 10:00 a.m.-3:00 p.m. (S) 1/9-1/9 DS C. Firehock $41
5270 91 10:00 a.m.-3:00 p.m. (S) 3/20-3/20 DS C. Firehock $41
5271 92 10:00 a.m.-3:00 p.m. (S) 4/17-4/17 DS C. Firehock $41
**DRV102 TRAFFIC SAFETY AND DRIVER EDUCATION**

This course teaches students the proper techniques, laws and responsibilities pertaining to driving in New York State and provides: 48 Hours of instruction, certified instructors, 5 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 10 to 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 State Education Department. Students must be 16 years of age and have a valid NYS Permit or license by 1/19.

ALL CLASSES ARE MANDATORY.

Road assignments are for 90 minute time blocks and will be assigned at mandatory orientation.

Students are assigned to drive before and after in-class or on Saturdays by arrangement with coordinator and in-car instructor and In-Car sessions are assigned on a first registered/first served basis. Orientation Schedule: All sessions are held in Bowne Hall, Room 122 on the Main Campus. Section 10 Wednesday 1/13, 9/8 from 7:00 p.m. to 8:00 p.m. Section 90 and 91 Tuesday 1/12.

Parents are encouraged to attend Orientation with students.

NOTE: Make-up road Hours for excused absences carry an additional charge of $20 per student per session, payable to DCC. In-car sessions may extend beyond on-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.

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

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: Section 10 meets 7:00 p.m.-8:00 p.m. on 1/13 Bowne Hall, Room 122 on the Main Campus.

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<tr>
<td>5299</td>
<td>10</td>
<td>5:30 p.m.-7:00 p.m.</td>
<td>(W) 1/20-5/12</td>
<td>DCC</td>
<td>G. Woods</td>
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Orientation Schedule: All sessions are held in Bowne Hall, Room 122 on the Main Campus. Section 90 and 91 Tuesday 1/12

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<tr>
<td>5301</td>
<td>90</td>
<td>5:30 p.m.-7:00 p.m.</td>
<td>(T) 1/19-5/11</td>
<td>DS</td>
<td>C. Firehock</td>
<td>$599</td>
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<tr>
<td>5302</td>
<td>91</td>
<td>5:30 p.m.-7:00 p.m.</td>
<td>(R) 1/21-5/13</td>
<td>DS</td>
<td>G. Woods</td>
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**DRV201 POINT AND INSURANCE REDUCTION PROGRAM**

The NYS-DMV approved, 6-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. This program is the 5-hour course required by NYSDMV in order to obtain a driver’s license. Students must arrive for first class at approximately 6:00 p.m. for processing. Class begins at 6:30 pm. 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. (6 Hours)

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<tr>
<td>5248</td>
<td>10</td>
<td>6:00 p.m.-9:00 p.m.</td>
<td>(M) 2/1-2/8</td>
<td>DCC</td>
<td>M. Sheehan</td>
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<td>5249</td>
<td>11</td>
<td>6:00 p.m.-9:00 p.m.</td>
<td>(M) 3/22-3/29</td>
<td>DCC</td>
<td>M. Sheehan</td>
<td>$52</td>
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<tr>
<td>5250</td>
<td>12</td>
<td>6:00 p.m.-9:00 p.m.</td>
<td>(M) 4/12-4/19</td>
<td>DCC</td>
<td>M. Sheehan</td>
<td>$52</td>
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<tr>
<td>5232</td>
<td>90</td>
<td>8:30 a.m.-3:30 p.m.</td>
<td>(M) 1/23-1/23</td>
<td>DS</td>
<td>R. Herberger</td>
<td>$52</td>
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<tr>
<td>5233</td>
<td>90</td>
<td>8:30 p.m.-3:30 p.m.</td>
<td>(S) 3/6-3/6</td>
<td>DS</td>
<td>R. Herberger</td>
<td>$52</td>
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**HOW TO READ THE SCHEDULE**

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<td>5140</td>
<td>10</td>
<td>6:30 p.m.-10:00 p.m.</td>
<td>(TS) 9/8-09-12/12/09</td>
<td>DCC</td>
<td>J Dehn</td>
<td>$494</td>
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</table>
DRV301 MOTORCYCLE HIGH PERFORMANCE STREET RIDING TECHNIQUES
Whether you ride a cruiser, tour or sport-bike, take your riding to the next level in a controlled, 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.

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. The course is for one day with a maximum of 18 riders per clinic. Students provide their own inspected, insured and registered motorcycle and all protective riding gear i.e., 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!”

Beginner to Advanced Rider Training - Motorcycle available for road tests. For more course information, cost and to REGISTER go to: www.ChristinesKickStart.com or call 845-226-2181. Rain dates will be announced. Register early! Class meets on Saturdays (S). Driving time held in Parking Lot E off Creek Road. (8 Hours)

5193 10 8:00 a.m.- 06:00 p.m. (U) 9/13-9/13 C. Firehock

LIFESAVING-CPR

CPR002 BASIC LIFE SUPPORT FOR HEALTH CARE PROVIDERS
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. AHA completion cards are issued upon successful completion.

Maximum class size 18. (7 Hours)

5164 90 6:00 p.m.- 9:30 p.m. (T) 1/19-1/26 DS L. Domizio $55
5165 91 6:00 p.m.- 9:30 p.m. (W) 2/10-2/17 DS G Gysen $55
5166 92 6:00 p.m.- 9:30 p.m. (M) 3/22-3/29 DS G Gysen $55
5167 93 6:00 p.m.- 9:30 p.m. (W) 4/14-4/21 DS G Gysen $55

CPR004 CPR RECERTIFICATION BASIC LIFE SUPPORT
This is an American Heart Association course and is for health care providers and other professional rescuers ONLY. This is the yearly update of basic rescuer skills.

Course completion cards will be issued by the American Heart Association upon successful completion. Participants must have current certification or certification must be expired no more than 60 days to be eligible to attend this class. This course utilizes the 2006 AHA guideline standards. Students should bring masks with one-way valve.

Required text: “American Heart Association BLS for Health Care Providers” is needed at the first class and can be purchased at the DCC Bookstore. Maximum class size is 18. (4 Hours)

5168 90 6:00 p.m.- 9:30 p.m. (M) 2/1 DS $35
5169 91 6:00 p.m.- 9:30 p.m. (W) 3/10 DS L. Domizio $35
5170 92 6:00 p.m.- 9:30 p.m. (M) 4/26 DS G. Geysen $35
5171 93 6:00 p.m.- 9:30 p.m. (W) 5/12 DS G. Geysen $35

CPR005 HEARTSAVER CPR
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.

Required text: “American Heart Association Heartsaver CPR: A Comprehensive Course for the Lay Responder”. Maximum class size is 18. (3 Hours)

5172 90 6:30 p.m.- 9:30 p.m. (T) 3/16 DS $50

CPR105 FIRST AID
First Aid is the immediate care given to the injured or suddenly ill person. This training will focus on the first five minutes of care that could make a difference in saving lives, reducing recovery time, and quite possibly making the difference between temporary or lifelong disability for the victim.

Required text: “AHA First Aid.” Text is needed at class. (4 Hours)

5173 90 6:00 p.m.- 10:00 p.m. (T) 3/23 DS $30
CPR115 HEARTSAVER CPR / FIRST AID COMBINATION
(8 Hours)
5174 90 6:00 p.m. - 10:00 p.m. (T) 3/16-3/23 DS $70

CPR504 ADVANCED CARDIAC LIFE SUPPORT ACLS
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. Prerequisite: BLS CPR, Advanced Level practitioner. Students are required to bring the ACLS check list and self assessment test scores to class. Maximum class size is 18. (12 Hours)
5175 90 9:00 a.m.- 4:00 p.m. (S) 4/3 -4/10 DS $150

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.
5237 90 9:00 a.m.- 4:00 p.m. (S) 5/1-5/8 $150 DS $150

CPR509 PALS REFRESHER
Students are required to bring PALS check list and Self Assessment Test scores to class. Maximum class size is 18. Instructor TBA (6 Hours)
5176 90 9:00 a.m.- 4:00 p.m. (S) 1/23 DS $75

CPR510 ACLS REFRESHER
Students are required to bring the ACLS check list and Self Assessment test scores to class. Maximum class size is 18. (6 Hours)
5177 90 9:00 a.m.- 4:00 p.m. (S) 2/6 DS M. Sfarra $75

BEE-01’s—Beacon School
District Office, 33 Henry Street
Beacon, NY

DCC-10’s—Dutchess Community College
Main Campus, 53 Pendell Road,
Poughkeepsie, NY

NDI-20’s—Nubian Directions
248 Main Street, Poughkeepsie, NY

FPC-60’s—Family Partnership Center
29 North Hamilton St.
Poughkeepsie, NY

HPVC-80’s—Hudson Valley Cerebral Palsy Center,
15 Mount Ebo Road South
Brewster, NY
and
Pawling Elementary School
East Main, Pawling, NY

DS-90’s—Dutchess South
Hollowbrook Office Park
31 Marshall Road, Building 4,
Wappingers Falls, NY
EMERGENCY SERVICES TECHNICAL 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. Any member who volunteers for a NYS Agency that has an agency code AND participates in the PCR system may register for most NYS courses without payment. A physician’s physical less than one year old and complete immunization records will be required for students to complete the clinical portion of this course. This may present an additional cost to students depending on individual circumstances.

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.

Registration: Students are not considered registered until full payment is made. You must register before the start of classes. NO refunds will be made after class begins. Note: Students belonging to an ambulance/rescue squad, fire department or commercial service that participates in the NYS PCR system, and is able to provide a valid agency code, may be eligible for full tuition funding. For more information or questions about funding, please call the EMS Programs Office at (845) 298-0717. Necessary payment may be made by check, Visa, MasterCard or Discover credit card and may be done in person, by mail or by telephone. Vouchers are eligible methods of payments.

ALL REGISTRANTS MUST HAVE AN AGENCY AFFILIATION OR TUITION AT THE TIME OF REGISTRATION.

BY PHONE: If you do not belong to an agency and you have a MasterCard, Visa or Discover card you may call the REGISTRATION HOTLINE AT (845) 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 (# 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

EMT101 EMT-B Original
Tuition: $700

EMT102 EMT Refresher
Tuition: $335

EST105 EMT-I Intermediate
Tuition: $530

EMT104 Paramedic Refresher
Tuition: $700

Please call the EMS Programs Office at (845) 298-0717 for more information, to register for a class or to be added to the EMS Programs mailing list.

EMT101 EMT B ORIGINAL

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. Prerequisite: You must have reached your 18th birthday by the last day of the month in which you are testing. Exam: 1/21/2010 Required Text: “Emergency Care,” by Brady, 11th Ed. Note: Any NYS Ambulance Service, rescue squad, or fire department member that belongs to a department that has an agency code and participates in the PCR system are eligible for full tuition funding. For more information or questions call (845) 298-0717.

Registration is at Dutchess Community College South. Students belonging to an ambulance/rescue squad, fire department of commercial service that participates in the NYS PCR system, and is able to provide a valid agency code, may be eligible for full tuition funding. Course held at Beekman Rescue Squad. (150 Hours)

5178 70 6:30 p.m.- 9:30 p.m. (MWS) 1/20-5/1 C. Moore $700
5188 71 8:00 a.m. - 5:00 p.m. (S) 1/9-5/8 $700

EMT102 EMT REFRESHER

This course is designed to function in the challenge format or as a full refresher. Successful completion will lead to recertification 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.

An individual “Learning Contract” will be developed for each student based upon this challenge exam. The contract will be signed upon completion of the written and psychomotor skills. Students are encouraged to attend any sessions 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 EMT 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: 1/21/2010.

Prerequisites: Students must be previously, 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. Course held at Dutchess So. (60 Hours)

5179 90 6:30 p.m. - 9:30 p.m. (W1) 1/20-5/13 R Rizzo $335

22 SPRING 2010 • Dutchess Community College Non-Credit Courses and Programs
EMT104 Paramedic Refresher

This course is designed to function in the challenge format or as a full refresher. Successful completion will lead to recertification 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.

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:

12/17 (64 Hours)
5300 70 6:00 p.m. - 10:00 p.m. (M) 1/25 5/3 $700
5180 90 6:00 p.m. - 10:00 p.m. (M) 1/28 5/6 W. Jeffries $700

BLS102 - BLS130 Basic Life Support Core Content Classes

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 is also open to anyone interested in gaining knowledge in the topic area.

BLS102 Basic Life Support: Preparatory (1 Session)
5190 90 6:30 p.m. - 9:30 p.m. (W) 1/27 DS $37.50

BLS104 Basic Life Support: Airway (1 Session)
5191 90 6:30 p.m. - 9:30 p.m. (W) 2/3 DS $37.50

BLS106 Patient Assessment (1 Session)
5192 90 6:30 p.m. - 9:30 p.m. (W) 2/24 DS $37.50

BLS108 Basic Life Support: Medical - Pharmacology (1 Session)
5193 90 6:30 p.m. - 7:30 p.m. (W) 3/10 DS $12.50

BLS110 Basic Life Support: Medical - Respiratory (1 Session)
5194 90 7:30 p.m. - 8:30 p.m. (W) 3/10 DS $12.50

BLS112 Basic Life Support: Medical / Cardiovascular (1 Session)
5195 90 8:30 p.m. - 9:30 p.m. (W) 3/10 DS $12.50

BLS114 Basic Life Support: Medical - Allergies (1 Session)
5199 90 6:30 p.m. - 9:30 p.m. (W) 3/24 DS $12.50

BLS116 Basic Life Support: Medical - Diabetes/AMS (1 Session)
5200 90 6:30 p.m. - 9:30 p.m. (W) 3/24 DS $25

BLS124 Basic Life Support: Trauma (1 Session)
5201 90 6:30 p.m. - 9:30 p.m. (W) 4/7 DS $37.50
5202 91 6:30 p.m. - 9:30 p.m. (W) 4/14 DS $37.50

BLS126 Basic Life Support: Medical - Obstetrics/Gynecology (1 Session)
5203 90 6:30 p.m. - 9:30 p.m. (W) 4/28 DS $37.50

BLS128 Basic Life Support: Infants & Children (1 Session)
5204 90 6:30 p.m. - 9:30 p.m. (W) 5/5 DS $37.50

BLS130 Basic Life Support: Operations (1 Session)
5205 90 6:30 p.m. - 9:30 p.m. (W) 5/12 DS $37.50
**ADVANCED LIFE SUPPORT**

**ALS101 - ALS141 ADVANCED LIFE SUPPORT CORE CONTENT CLASSES:**

Any NYS Emergency Medical Technician - Paramedic 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 Advanced Life Support core content curriculum classes that meet the NYS requirements. Registration for these classes is also open to anyone interested in gaining knowledge in the topic area. Classes meet on Mondays.

All section 70’s are held at the Northern Dutchess Paramedic Building in Rhinebeck.

### ALS101 ADVANCED LIFE SUPPORT: PREPARATORY (1 SESSION)

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### ALS139 OPERATIONS (1 SESSION)

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### ALS103 ADVANCED LIFE SUPPORT: ADVANCED AIRWAY MANAGEMENT (1 SESSION)

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### ALS105 ADVANCED LIFE SUPPORT: TRAUMA (1 SESSION)

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### ALS107 ADVANCED LIFE SUPPORT / MEDICAL--PULMONOLOGY (1 SESSION)

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### ALS111 ADVANCED LIFE SUPPORT: MEDICAL NEUROLOGY (1 SESSION)

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### ALS115 ADVANCED LIFE SUPPORT: MEDICAL / ALLERGIES & ANAPHYLAXIS (1 SESSION)

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### ALS117 ADVANCED LIFE SUPPORT: MEDICAL - GASTROENTEROLOGY/ UROLOGY (1 SESSION)

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<td>ALS137</td>
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**PRE - HOSPITAL CONTINUING EDUCATION**

**PRE-HOSPITAL CARE - EMS Continuing Education EMS Registration:** Call the EMS Programs Office at (845) 298-0717 to become a DCC CME participant, for additional information, to register for a class, or to be added to the EMS Programs mailing list.

**PRH051 PREHOSPITAL TRAUMA LIFE SUPPORT**
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. (14 Hours)

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**PRH076 WEAPONS OF MASS DESTRUCTION**
This is a Department of Homeland Security WMD Awareness Certification Course. It will cover a board 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. (4 Hours)

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**PRH078 SPECIAL CONSIDERATIONS FOR THE ELDERLY PATIENT**
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. (3 Hours)

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<td></td>
<td>A. Bollmann</td>
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**PRH088 12 LEAD BEYOND THE BASICS**
This class is designed to take the EMS provider beyond just reading 12 lead EKGs. The session will include a review of rhythms related to myocardial infarction and ischemia continued by a discussion including cardiomyopathies, strain, electrolyte imbalances, pericarditis, endocarditis and cardiac tamponade. (3 Hours)

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<td>D. O’Brien</td>
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**PRH511 AMLS ADVANCED MEDICAL LIFE SUPPORT**
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. (14 Hours)

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**PRH065 SKILLS FOR PRE-HOSPITAL PROVIDERS**
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.

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<td>L. Domizio</td>
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**PRH090 THE BARIATRIC PATIENT**
With approximately 34 percent of the American population considered obese, it is highly likely that EMS interface with this population will become the rule instead of the exception. During this lecture, we will define obesity, why people become obese, the disease process of an obese patient, EMS considerations when encountering an obese patient, as well as medical and trauma emergencies for the obese patients. (3 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRH090</td>
<td>5187</td>
<td>9:00 a.m. - 12 noon</td>
<td>S</td>
<td>C. Maeder</td>
<td>$35</td>
</tr>
</tbody>
</table>

**PRH091 INTRODUCTION TO TACTICAL EMS**
(4 Hours) This is an entry level lecture/lab class for anyone who is interested in learning about tactical EMS. You will get a brief overview of the what, when and why of tactical EMS and learn trauma assessment from a tactical point of view.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRH091</td>
<td>5189</td>
<td>12:00 p.m. - 4:00 p.m.</td>
<td>S</td>
<td>M Cekuta</td>
<td>$40</td>
</tr>
</tbody>
</table>

**ENGLISH AS A SECOND LANGUAGE**

**ESD900 ENGLISH AS A SECOND LANGUAGE FOR BEGINNERS ONLINE**
(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 ONLINE**
Has your academic or career progress been slowed by the challenges of writing in English? Many ESL learners have 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. This course will show you what English readers expect and how your writing can achieve your goals. You will learn about the entire writing process and its five stages: prewriting, outlining, writing, revising, and editing. In the first two stages, you will see how to generate and then focus your ideas. In the writing and revising stages, you will discover how to write clearly focused topic sentences and thesis statements, which will guide you in writing logical, unified paragraphs and essays. In the final stage, you will refine and perfect your work, making it free of grammatical and punctuation errors. Along the way, you will also gain important critical thinking skills and learn some techniques for writing concisely—something that is highly valued in English writing. When you finish this course, you will be able to write clearly, logically, and cohesively, and you will be able to apply what you have learned in any academic or work setting. Fee: $150

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 Lynette Patrice at patrice@sunydutchess.edu stating you have completed the orientation.
5. On the start date, go to www.ed2go.com/dutchessocs and click on the class you are taking.
6. Classes are posted on every Wednesday and Friday.
### 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 to 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 section 10: “English in Action and Grammar in Action” by Foley

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5157</td>
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<td>S(MW)</td>
<td>DCC</td>
<td>M. Dority</td>
<td>$10</td>
</tr>
<tr>
<td>5097</td>
<td>12</td>
<td>6:30 p.m. - 9:30 p.m.</td>
<td>M(W)</td>
<td>DCC</td>
<td>Laska</td>
<td>$10</td>
</tr>
<tr>
<td>5266</td>
<td>13</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>W</td>
<td>DCC</td>
<td>S Jabar</td>
<td>$10</td>
</tr>
<tr>
<td>5257</td>
<td>80</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>R(S)</td>
<td>Amenia Library</td>
<td>S Anderson</td>
<td>$10</td>
</tr>
<tr>
<td>5258</td>
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<td>9:00 a.m. - 12 noon</td>
<td>M(T)</td>
<td>DS</td>
<td>Narvaez-Newman</td>
<td>$10</td>
</tr>
<tr>
<td>5259</td>
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<td>DS</td>
<td>Z Klimanis</td>
<td>$10</td>
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<tr>
<td>5260</td>
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<td>9:00 a.m. - 12 noon</td>
<td>M(T)</td>
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<td>$10</td>
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<tr>
<td>5261</td>
<td>93</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>M(T)</td>
<td>DS</td>
<td>Z Klimanis</td>
<td>$10</td>
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</tbody>
</table>

### ESL114 LEARNING ENGLISH INTERMEDIATE

(48 Hours) 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 basic grammar will be reviewed. Culture and living in the USA will be explored. Thursdays will be devoted to reading newspapers, magazine articles and short stories, followed by discussion.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>5262</td>
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<tr>
<td>5263</td>
<td>91</td>
<td>6:00 p.m. - 9:00 p.m.</td>
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<td>DS</td>
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<td>$10</td>
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<tr>
<td>5264</td>
<td>92</td>
<td>9:00 a.m. - 12 noon</td>
<td>W(R)</td>
<td>DS</td>
<td>Z Klimanis</td>
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<tr>
<td>5265</td>
<td>93</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>W(R)</td>
<td>DS</td>
<td>Z Klimanis</td>
<td>$10</td>
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</table>

### ESL133 CONVERSATION AND VOCABULARY IN ESL INTERMEDIATE

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 lower levels may enroll.

(48 Hours) No class 1/18 and 2/15.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<td>M</td>
<td>DCC</td>
<td>M Dority</td>
<td>$10</td>
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</table>

### ESL151 WRITING FOR ESL STUDENTS

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 Student selected articles from journals and selected short stories (48 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
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<td>10</td>
<td>3:00 p.m. - 6:00 p.m.</td>
<td>R</td>
<td>DCC</td>
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<td>$10</td>
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<tr>
<td>5092</td>
<td>90</td>
<td>8:45 a.m. - 12:00 p.m.</td>
<td>T</td>
<td>DCC</td>
<td>A Boss</td>
<td>$10</td>
</tr>
<tr>
<td>5093</td>
<td>91</td>
<td>8:45 a.m. - 12:00 p.m.</td>
<td>T</td>
<td>DCC</td>
<td>A Boss</td>
<td>$10</td>
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</tbody>
</table>

### ESL152 ESL SHORT STORY COURSE

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5303</td>
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<td>Z Klimanis</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>5304</td>
<td>91</td>
<td>9:00 a.m. - 12 noon</td>
<td>F</td>
<td>Z Klimanis</td>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

### ESL105 ENGLISH AS A SECOND LANGUAGE: BEGINNING TO INTERMEDIATE HIGH-

This course provides friendly small group ESL instruction for beginning through high intermediate levels. Students are placed in teacher-directed groups according to their English ability where they build vocabulary, fluency and confidence in their conversation skills. Speaking skills are emphasized, with reading and writing incorporated increasingly in the higher-level groups. The sessions run throughout the year. First Presbyterian Church, Poughkeepsie, Wednesdays 6:15-8:15 pm. Family Partnership Center, Poughkeepsie, Tuesdays 6:00 p.m. -8:00 p.m. St James Episcopal Church, Dover Plains, Mondays, 6:00 p.m. - 8:00 pm. Grace Episcopal Church, Millbrook, Thursdays 6:30-8:30 pm. DCC in partnership with Literacy Connections, call Literacy Connections office at (845) 452-8670
SPECIAL DYSON GRANT FUNDED PROGRAMS FOR THE HISPANIC COMMUNITY

Whole Family Literacy
Alfabetización Para la Entera Familia

Our mission is to promote whole family literacy through outreach, access and instruction to Dutchess County parents who could benefit from ESL, GED and adult education instruction as well as inter-generational education and advocacy.

Nuestra misión es promover la alfabetización de toda la familia, la divulgación y el acceso a los residentes del condado de Dutchess que podrían beneficiarse de la instrucción de el Inglés Como Segundo Lenguaje (ESL) y el curso de Diploma de Educación General (GED).

Students enrolled in the ESL and GED courses may elect to participate in all Family Literacy activities and will be eligible for free child care during class time as well as assistance with transportation when required.

Los estudiantes matriculados en los cursos de ESL y GED que optan por participar en todas las actividades de alfabetización de la familia serán elegibles para el cuidado de niños gratis durante el tiempo de clases, así como asistencia con transporte a las clases cuando sea necesario.

The following courses are offered at four locations:

Los siguientes cursos se ofrecen en cuatro ubicaciones:

DCC Main Campus, Pawling Elementary School, Poughkeepsie Partnership Center, Nubian Directions, and DCC South.

- ESL Beginners level 1, Beginners level 2, Intermediate 1, Intermediate 11, Intermediate 111
- ESL Introduction to Computers
- GED Preparation course in Spanish and Preparation in English

Child Care is available at drop in child care centers at the Family Partnership and Nubian Directions in Poughkeepsie, and at Pawling Elementary School.

Cuidado de los niños está disponible en Family Partnership Center y Nubian Directions en Poughkeepsie y en Pawling Elementary School en la ciudad de Pawling.

Prospective new students will have the opportunity to register and be placed in appropriate classes at the following open house sessions to be held in December and January: Call 431-8901 for dates and times.

Futuros estudiantes nuevos tendrán la oportunidad de registrarse y colocarse en clases en las sesiones de casa abierta durante diciembre y enero: Llame al 431-8901 para información de los días y tiempos de casa abierta más cercano a su residencia.

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>5140</td>
<td>10</td>
<td>6:30 p.m. - 10:00 p.m. (TS)</td>
<td>9/8/09-12/12/09</td>
<td>DCC</td>
<td>J Dehn</td>
<td>$494</td>
</tr>
</tbody>
</table>
CST005 ESL BASIC COMPUTERS
(24 Hours / 12 Sessions) This course addresses computer deficiencies in basic skills of adult learners functioning in the work place 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.

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Days</th>
<th>Dates</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>5112</td>
<td>1:00 p.m.-4:00 p.m.</td>
<td>TR</td>
<td>1/27-2/19</td>
<td>$20</td>
</tr>
<tr>
<td>5113</td>
<td>1:00 p.m.-4:00 p.m.</td>
<td>MW</td>
<td>3/09-4/01</td>
<td>$20</td>
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</table>

ADULT BASIC EDUCATION

ABE101 ADULT BASIC EDUCATION READING & WRITING COURSE (48 HOURS)
This course addresses educational deficiencies for adults who need remedial reading and writing instruction including comprehension, spelling and writing skills. It is designed for adults who are 16 and older and out of school. Classes are student centered. Students express literacy related goals, and the program helps them to achieve stated goals. This program helps prepare students for GED. Course is held off campus and times vary. DCC in partnership with Literacy Connections. Call Literacy Connections of Dutchess County: 845-452-8670.

GENERAL EDUCATION DEVELOPMENT FOR GED
High School graduates have a much better chance of landing a good paying job. If you left high school without earning your diploma, we are here to help you!
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:
1. Must register in person.
2. Must bring photo ID.

Pre requisites for students under 19.
According to New York State regulations students who are under nineteen 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 Coordinator. 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 over age 16 and under age 19
–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 at the time of registration
GED BRUSH-UP (GED005)
(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 permit only.

GED TRANSITIONS PLUS (GED 007) / GED TRANSITIONS (GED 002)
(4/5 sessions per week)
–improve reading, writing, and math skills
–small classroom seminars
–prepare for admission to credit classes

GED007 GENERAL EDUCATION DEVELOPMENT FOR GED TRANSITIONS PLUS

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
<th>Hours</th>
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<tbody>
<tr>
<td>5128</td>
<td>10</td>
<td>8:00 a.m.- 2:00 p.m.</td>
<td>(MTWRF)</td>
<td>1/4-4/22</td>
<td>DCC E Moran</td>
<td>$10</td>
<td>468 Hours</td>
</tr>
<tr>
<td>5129</td>
<td>11</td>
<td>8:00 a.m.- 2:00 p.m.</td>
<td>(MTWRF)</td>
<td>3/1-4/23</td>
<td>DCC E Moran</td>
<td>$10</td>
<td>240 Hours</td>
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<td>5130</td>
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<td>8:00 a.m.- 2:00 p.m.</td>
<td>(MTWRF)</td>
<td>1/4-4/23</td>
<td>DCC B Burke</td>
<td>$10</td>
<td>468 Hours</td>
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<tr>
<td>5131</td>
<td>13</td>
<td>8:00 a.m.- 2:00 p.m.</td>
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<td>3/1-4/23</td>
<td>DCC B Burke</td>
<td>$10</td>
<td>240 Hours</td>
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<tr>
<td>5132</td>
<td>60</td>
<td>8:30 a.m.- 2:30 p.m.</td>
<td>(MTWRF)</td>
<td>1/4-4/23</td>
<td>FPC S Allen</td>
<td>$10</td>
<td>468 Hours</td>
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<tr>
<td>5133</td>
<td>61</td>
<td>8:30 a.m.- 2:30 p.m.</td>
<td>(MTWRF)</td>
<td>3/1-4/23</td>
<td>FPC S Allen</td>
<td>$10</td>
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<tr>
<td>5134</td>
<td>90</td>
<td>8:00 a.m.- 2:00 p.m.</td>
<td>(MTWRF)</td>
<td>1/4-4/23</td>
<td>DS J Zangerle</td>
<td>$10</td>
<td>468 Hours</td>
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<tr>
<td>5135</td>
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<td>8:00 a.m.- 2:00 p.m.</td>
<td>(MTWRF)</td>
<td>3/1-4/23</td>
<td>DS J Zangerle</td>
<td>$10</td>
<td>240 Hours</td>
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</table>

GED002 GED TRANSITIONS- FAMILY PARTNERSHIP

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5117</td>
<td>01</td>
<td>9:00 a.m.- 1:00 p.m.</td>
<td>(MTWRF)</td>
<td>1/4-4/23</td>
<td>Beacon J Williams</td>
<td>$10</td>
<td>312 Hours</td>
</tr>
<tr>
<td>5118</td>
<td>02</td>
<td>9:00 a.m.- 1:00 p.m.</td>
<td>(MTWRF)</td>
<td>3/1-4/23</td>
<td>Beacon J Williams</td>
<td>$10</td>
<td>160 Hours</td>
</tr>
<tr>
<td>5116</td>
<td>10</td>
<td>6:30 p.m.- 9:30 p.m.</td>
<td>(MTR)</td>
<td>1/4-4/22</td>
<td>DCC E Toohey</td>
<td>$10</td>
<td>186 Hours</td>
</tr>
<tr>
<td>5121</td>
<td>60</td>
<td>5:30 p.m.- 8:30 p.m.</td>
<td>(MTW)</td>
<td>1/4-4/22</td>
<td>FPC T Pittman</td>
<td>$10</td>
<td>186 Hours</td>
</tr>
</tbody>
</table>

REGISTRATION HOTLINE: (845) 431-8910
FAX: (845) 431-8988
ONLINE REGISTRATION: suny dutchess.edu/cfweb
GED003 GED PREPARATION
(2 sessions per week)
– improve reading, writing, and math skills
– small classroom seminars

5231  01  6:30 p.m.– 9:30 p.m.  (MW) 1/4–4/22  BEACON  K Brown  $10  (186 Hours)
5122  10  6:30 p.m.– 9:30 p.m.  (MW) 1/4–4/21  DCC  E Toohey  $10  (90 Hours)
5123  11  6:30 p.m.– 9:30 p.m.  (TR) 1/5–4/22  DCC  E Toohey  $10  (96 Hours)
5124  25  GED PREPARATION  Nubian Directions
6:30 p.m.– 9:30 p.m.  (TR) 1/5–4/22  H Hines  $10  (96 Hours)
5125  70  GED PREPARATION  Tubman Terr.
6:30 p.m.– 9:30 p.m.  (TR) 1/5–4/22  C Spears  $10  (96 Hours)
5126  80  GED PREPARATION  HV Cerebral Palsy Center
6:30 p.m.– 9:30 p.m.  (TR) 1/5–4/22  Y Palmer  $10  (96 Hours)
5127  90  6:30 p.m.– 9:30 p.m.  (TR) 1/5–4/22  DS  J Zangerle  $10  (96 Hours)

ESL/GED (GED 008)
(sessions vary)
– designed for students whose first language is not English
– improve reading, writing, and math skills
– improve test-taking, critical thinking, and problem-solving skills

5136  90  2:00 p.m.– 5:30 p.m.  (MWF) 1/4–4/23  DS  A Boss  $10  (161 Hours)

GED SPANISH (GED 016)
(sessions vary)
– designed for students whose first language is Spanish
– all instruction in Spanish

SPANISH GENERAL EDUCATION DEVELOPMENT

5137  10  6:30 p.m.– 9:30 p.m.  (MW) 1/4–4/21  DCC  J Jaramillo  $10  (90 Hours)
5138  11  6:30 p.m.– 9:30 p.m.  (MW) 1/4–4/21  DCC  $10  (90 Hours)
5139  90  6:30 p.m.– 9:30 p.m.  (MW) 1/4–4/21  DS  A Boss  $10  (90 Hours)

SUCCESSFUL TRANSITIONS TO COLLEGE (PRF 041)
(4 sessions)
– prepare for your first semester at college
– learn communication skills, problem-solving time and stress management
– be assigned a mentor to work with throughout your first semester
Call 431–8905 for more information.

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>
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<tr>
<td>5140</td>
<td>10</td>
<td>6:30 p.m.– 10:00 p.m.  (TS) 9/8–12/09</td>
<td>DCC</td>
<td>J Dehn</td>
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DCC Office of Community Services • Bowne Hall • (845) 431-8910 • www.suny dutchess.edu/cfweb 31
NYS INSURANCE TEST PREP

INS003 PROPERTY AND CASUALTY INSURANCE FOR AGENTS AND BROKERS

INTRODUCTION
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.

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 3/30. (108.5 hours)

5241 90 6:30 p.m.-10:00 p.m. (TR) 1/19-5/13 DS A. Taibe $733

INS007 PERSONAL LINES INSURANCE

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 of 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.

(45 Hours)

5240 90 6:30 p.m.-10:00 p.m. (TR) 1/19-3/2 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.

5242 90 6:30 p.m.-10:00 p.m. (TR) 5/4-5/13 DS A. Taibe $140

INS004 PREPARATION FOR NEW YORK STATE LIFE AND HEALTH INSURANCE EXAM

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.)

5150 10 6:00 p.m.-9:00 p.m. (T) 2/9-4/13 DCC M. Green $237

SIGN LANGUAGE

LAN001 SIGN LANGUAGE 1 BEGINNER

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.

Find 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 MaeLentz, Ken Milos, Cheri Smith available at the DCC Bookstore. (24 Hours)

5306 10 6:00 p.m.-8:00 p.m. (M) 1/4-4/5 DCC L. Reese $177

5307 11 6:00 p.m.-8:00 p.m. (T) 1/5-3/23 DCC L. Reese $177

LAN 003 - 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: These programs do not prepare students for credit Interpreter Program. The intent of the program is to provide an alternate 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

5308 10 6:00 pm - 8:00 pm (W) 1/6-3/24 DCC L. Reese $177
FOREIGN LANGUAGES

LAN117 MANDARIN CHINESE CONVERSATION LEVEL I
This course is designed to introduce students to modern Mandarin Chinese. It begins with an introduction to the ping yen system of Mandarin Chinese, then moves on to training of basic skills in listening, speaking, reading and writing. Classes have an additional goal of introducing students to aspects of Chinese culture. Class meets on Thursday. No class 11/26
5156 10 6:00 p.m.- 9:00 p.m.  (T) 1/20-4/28  C. Lin $258

LAN226 BEGINNING GERMAN CONVERSATION
(20 Hours) German is spoken by about 120 million people in Central Europe as an official language and is also extensively used as a second language. This course will provide the participant with words, phrases and sentences for their communication needs if they are either a traveler or a foreign resident in any German speaking area. This course is also for the participant who would like to broaden their knowledge by experiencing another language. With instruction and exposure to the German language through dialogue role playing, reading, writing and listening to poetry, music and short stories, the participant can appreciate the richness of the German Language.
5096 10 6:30 p.m.- 8:30 p.m.  (T) 2/2-4/20  L Coombs $180

LAN470 MODERN STANDARD ARABIC FOR BEGINNERS-
(15 Hours) This course presents the basic structure of modern standard Arabic, the formal language which is spoken and written in the contemporary Arab world. Begin to speak, read and write in a language that is growing in popularity and importance in America. Gain an insight into a unique culture and history through language. Open the door to opportunities in international travel and business.
5144 90 11:30 am-01:00 pm  (R)2/25-4/29  DS H Nesheiwat $152
5145 10 5:30 p.m.- 7:00 p.m. (F) 2/26-4/30H  DCC Nesheiwat $152

LAN601 SUCCESS IN SPANISH LEVEL I
Do you need this language to talk to people you interact with in your job? Would 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: “Exito en espanol - Nivel 1” with CD available from the instructor in the first class for $29 (24.75 Hours)
5146 90 6:45 p.m.- 9:00 p.m.  (R) 1/21-4/1  DS J Cussianovich-Laos $218

LAN707 A LITTLE BIT OF RUSSIA: INTRODUCTION TO RUSSIAN LANGUAGE, LIFE AND CUSTOMS
(19.5 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, folk-lore and some aspects of culture. Class methods include: practical lessons, conversation and role playing. The instructor is a native Russian speaker.
5251 10 6:30 p.m.- 8:00 p.m.  (R) 1/21-4/15  DCC N Baranova-Morse $180

KEY TO COURSE LOCATIONS

BBE-01’s
Beacon School District Office
33 Henry Street
Beacon, NY

DCC-10’s
Dutchess Community College
Main Campus
53 Pendell Road
Poughkeepsie, NY

NDI-20’s
Nubian Directions
248 Main Street
Poughkeepsie, NY

FPC-60’s
Family Partnership Center
29 North Hamilton Street
Poughkeepsie, NY

HPVC-80’s
Hudson Valley Cerebral Palsy Center
15 Mount Ebo Road South
Brewster, NY

DS-90’s
Dutchess South
Hollowbrook Office Park
31 Marshall Road, Building 4
Wappingers Falls, NY
ART

LES104 MYSTICAL AND FANTASY ART
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. No class 2/15. (45 Hours)

5234 10 6:00 p.m.-9:00 p.m. (M) 1/25-5/17 DCC V. Tellez $225

LES106 INTRODUCTION TO WATERCOLOR
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. The course will be a three hour session every Monday. (45 Hours)

5235 10 6:00 p.m.-9:00 p.m. (W) 1/20-5/5 DCC V. Tellez $225

LES108 INTRODUCTION TO ACRYLICS FOR ALL LEVEL ARTISTS
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 artist 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. This course will be a three hour session every Friday from 6 - 9 p.m. (36 Hours)

5236 10 6:00 p.m.-9:00 p.m. (R) 1/21-5/6 DCC V. Tellez $255

LANDSCAPING

LES114 SEASON WITH PLANTS - HORTICULTURE NEW!
(8 Hours) In this informative class we will explore the many aspects of Horticulture. Jodi Jenkins, co-owner of Natures Magic Design, a unique landscape design services firm will cover all the essential components of horticulture and gardening. We will cover the fundamentals of plant identification, soil and sun conditions, proper placement of planting beds and design concepts. The class will discuss what kinds of plants thrive where and why, so you can create a garden that is as healthy as it is aesthetically pleasing. Our plant selection topics will include: basic plants (perennials, evergreens, deciduous). Basic problems: (PH balance, diseases, insects, DEER!) Techniques on maintaining your plants, and specialized plantings: (English gardens, Japanese gardens, hillside plantings, pool areas, etc.) Also, how to care for your plants: pruning, dividing, mulching, watering, etc. will be extensively covered. This will be an information packed class that will definitely increase your knowledge and appreciation of horticulture!

5142 10 6:30 p.m.- 8:30 p.m. (M) 3/8-3/29 DCC J Snap $84
WRITING

LES143 PRODDING YOUR MUSE AND MEMORIES- MAIN CAMPUS
(8 Hours) This class is for prodding memories of life 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 will write and share short pieces called vignettes.

5087 10 7:00 p.m. - 9:00 p.m. (T) 4/6-4/27 DCC B Mindel $132

HISTORY

LES150 HISTORY OF THE HUDSON VALLEY REGION
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 Fennimore 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. (8 Hours)

5243 90 10:00 a.m. - 12 noon (S) 3/6-4/10 DS L. DiMartino $84

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.

5247 90 12:30 p.m. - 2:30 p.m. (S) 4/17-5/8 DS L. DiMartino $84

LES151 HAUNTED HISTORY OF THE HUDSON RIVER VALLEY REGION
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 limited 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. (8 Hours)

5244 90 12:30 p.m. - 2:30 p.m. (S) 3/6-4/10 DS L. DiMartino $84

LES153 THE ROOSEVELTS OF THE HUDSON RIVER VALLEY: A TALE OF TWO PRESIDENTS
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 also about Franklin Delano Roosevelt: Hyde Park, NY; Franklin and Eleanor; New York State Politics; Secretary of the Navy; White House Ambitions; the Depression Era and War threats. Recommended books will be suggested as optional reading considerations. (4 Hours)

5245 90 10:00 a.m. - 12 noon (S) 5/1-5/8 DS L. DiMartino $52

LES155 CANADA - OUR NEIGHBORS TO THE NORTH
This course includes an early history of a new nation: Upper Canada and Lower Canada; Provinces and Territories come together; World War I and II; the Cold War Era; Canada the United Nations; NAFTA - An American Trading Partnership; the Canadian Federal Government and the Canadian Provincial Territories. (4 Hours)

5246 90 10:00 a.m. - 12 noon (S) 4/17-4/24 DS L. DiMartino $52

HEALTH AND HEALING

LES416 UNDERSTANDING HOLISTIC HEALTH
This course is designed to provide the student with a basic understanding of holistic health and wellness. The student will have the opportunity to try various activities first hand by participating in yoga, Pilates and trying organic foods. In addition, the instructor will expose the student to new areas of holistic health such as ayurveda, raising children in a holistic lifestyle, aromatherapy, organic vs. non-organic foods and other holistic approaches to one's health. Students will be expected to read and discuss their views on information pertaining to holistic health topics.

Ayurveda means “the science of life.” It originated in India thousands of years ago. This class will cover how ayurveda medicine is used in India and now in the United States. Students will have the opportunity to discover which dosha they are. “Going Green” at home will cover how our homes are filled with chemicals and what we can do to eliminate some of the chemicals. Students will learn safe alternative for some commonly used household cleaning products. (16.5 Hours)

5051 90 4:30 p.m. - 6:00 p.m. (R) 1/21-4/1 DS C. Flynn $83
**LESI417 UNDERSTANDING HOLISTIC HEALTH PART 2**
(16.5 Hours) This course is designed as a continuum of Understanding Holistic Health: Part I. The student will learn the importance of sleep and drinking water. The class will also discuss various supplements and the regulations that the companies have to follow in order to put a supplement on the market. Students will also be able to participate in yoga. Different types of diets such as vegetarian, vegan, fruitarian and eco-vegetarian will also be discussed and the pros and cons of choosing to have one of these diets as a lifestyle. The class will also cover pet therapy and acupuncture.

5053 90 6:30 p.m.- 8:00 p.m. (R) 1/21-4/1 DS C Flynn $92

**LESI427 INTRODUCTORY AROMATHERAPY ESSENTIAL OILS FOR PERSONAL USE**
(12 Hours) This course is designed to provide a basic introduction to essential oils for personal use. You will learn how to: Understand the basic principles of aromatherapy, learn the properties of 7 essential oils and learn recipes and methods of use for personal application and enjoyment.

5151 10 6:30 p.m.- 8:30 p.m. (W) 3/24-4/28 DCC T. Bertsche $70

**MONEY MANAGEMENT**
**MON501 LEARN HOW TO BECOME DEBT FREE WITH THE MONEY YOU ALREADY EARN**
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. (3 Hours)

5073 90 10:00 a.m.- 01:00 p.m. (S) 2/27-2/27 DS C. Lang $45
5074 91 10:00 a.m.- 01:00 p.m. (S) 3/20-3/20 DS C. Lang $45

**NURSING AND HEALTH RELATED**

**NRS401 IDENTIFICATION AND REPORTING OF CHILD ABUSE AND NEGLECT**
As required by law, these courses will include information regarding the physical and behavioral indicators of child abuse and maltreatment. It will also include the statutory reporting requirements set out in the New York Social Services Law. The course meets requirements of licensed professionals to complete course work and training regarding the identification of child abuse. Who is mandated to report suspected Child Abuse? Child Care Workers and Day Care Center Workers, Physicians and Hospital Personnel engaged in the Admission, Examination, Care or Treatment Mental Health Professionals, Peace Officers/Policemen, Registered Nurses, among other occupations. (2.5 Hours)

5069 10 3:00 p.m.- 5:30 p.m. (T) 1/12-1/12 DCC $59
5071 11 6:00 p.m.- 8:30 p.m. (T) 3/16-3/16 DCC $59
5070 90 6:00 p.m.- 8:30 p.m. (T) 2/16-2/16 DS $59
5072 91 3:00 p.m.- 5:30 p.m. (T) 4/13-4/13 DS $59

**NRS402 INFECTION CONTROL TRAINING FOR ALL MEDICAL AND DENTAL PERSONNEL**
The goals of the infection control training requirements are to assure that licensed, health professionals understand how blood borne pathogens may be transmitted in the work environment; recognize their professional responsibility for assuring that they, and those for whom they are responsible, apply scientifically accepted infection control principles as appropriate to their work setting to minimize the opportunity for transmission to patients and employees and establish that failure to adhere to such standards can be considered evidence of professional misconduct and could lead to disciplinary action. Note: New York State approved certification will be issued by Dutchess Community College upon completion of the seminar. There is a $5 fee for replacement of lost certificate. (2.5 Hours)

5147 10 9:00 a.m.- 11:30 a.m. (S) 2/6-2/6 DCC R. Dildilian $48
5148 11 9:00 a.m.- 11:30 a.m. (S) 3/6-3/6 DCC R. Dildilian $48
5149 12 9:00 a.m.- 11:30 a.m. (S) 4/3-4/3 DCC R. Dildilian $48

**NRS602 SPANISH FOR MEDICAL PERSONNEL LEVEL I**
(18 Hours) This is conversational basic Spanish course that will provide medical personnel with crucial vocabulary and sentence structures to deal more effectively with Spanish-speaking patients. Topics include: giving directions, communicating during rounds, asking questions for admission and medical history. “Espanol sin Dolor - Level 1” available from instructor at an additional fee of approximately $17.

5055 10 6:45 p.m.- 9:00 p.m. (W) 1/20-3/10 DCC A Delgado $149
VOC754 EKG TECHNICIAN CERTIFICATION PROGRAM

EKG Technicians are responsible for performing electrocardiogram tests in order to monitor and record electrical impulses transmitted by the heart. These tests include basic EKG’s, Holter Monitoring (portable EKG which records activity for 24 - 48 Hours), 12 lead placement and Stress Tests (treadmill). They assist a physician in diagnosing and treating cardiac and blood vessel irregularities.

EKG Technicians work in physician offices, hospitals, clinics, and other health care facilities and organizations. EKG Technicians also work for insurance companies to establish health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially.

The EKG Technician Certification Program includes a graded final exam to help prepare students for the ASPT - EKG Technician Exam.

Course includes:

Role of the EKG Technician; function of the EKG Department in a variety of settings (hospital, clinic, office, mobile service); introduction to medical terminology; medical terminology related to electrocardiography; care and safety of patients, medical and legal aspects; anatomy of the heart, conduct ion system, circulation of the heart and blood vessels; electrical conduction system of the heart; cardiac cycle (electric system); EKG strip analysis (P,Q,R,S,T wave form interpretation); normal sinus rhythm, sinus bradycardics, sinus tachycardia; basic EKG interpretation, sinus rhythm, and ventricular rhythm, asystole, example rhythm; recognizing artifacts; troubleshooting, tracing problems; practice EKG dstrips; EKG rhythms; preparing a patient for EKG; 12 lead EKGs (interpretation and troubleshooting); 12 lead placement; echocardiography and other roles for the EKG Technician.

Educational Requirements: People who are interested in becoming a certified EKG Technician should posses a High School diploma or GED equivalent.

For information call 1-877-216-7750, Ext. 112. Instructors: Condensed Curriculum International

(50 Hours)

5076 10 6:00 p.m.-9:30 p.m. (MW) 3/8-4/26  $999

VOC755 PHARMACY TECHNICIAN NEW!

(50 Hours) This comprehensive 50 hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions dispensing of prescriptions, inventory control and billing and reimbursement. Call 1-877-216-7750 ext. 112 for information on certification.

5078 10 6:00 pm-9:30 pm (TR) 3/9-4/27 DCC $999

VOC666 MEDICAL BILLING AND CODING PROGRAM

(80 Hours) This 80-hour course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims (EOB’s) and use generic forms (CMS 1500) to streamline billing procedures. This 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 process for medical insurance and third party reimbursement. Students will learn how to find the service codes using coding manuals, (CPT and ICD-9).

After obtaining the suggested 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 Management Association (AHIMA) Certified coding Associate (CCA) exam and/or other National Certification exams. Co-Sponsored by Condensed Curriculum International, Inc. (CCI).

Medical Billing and Coding Detailed Course Information includes a career as an insurance coding specialist, documentation guidelines and legal issues affecting insurance claims and medical records, basics of health insurance and procedural coding, introduction to CPT Manual, evaluation and management services, Anesthesia/Surgery, Radiology and Pathology / Laboratory Medicine, Diagnosis Coding, CPT Modifiers, E and V Codes and Late Effects, Introduction to International Classification of Diseases, Clinical Modifications, Coding Guidelines, the Health Insurance Claim Form (CMS 1500), HIPAA and Electronic Date Interchange (EDI), Tracing Delinquent Claims and Insurance Problem Solving, Managed Care Systems and Special Plans and Third Party Reimbursement, Medicare, Blue Cross-and Blue Shield Plans, Medicaid and Other State Programs, CHAMUS and CHAMPVA, Worker’s Compensation, Disability Income

Medical Billing and Coding Detailed Information:

This entry level course does not require the use of a computer as the focus of a coding professional is...
the proper use of coding and the related coding manuals.
Co-sponsored by Condensed Curriculum International, Inc. (CCI).
For loan information call 1-877-216-7750, Ext. 112, and leave message to receive additional financial
and certification information.
Prerequisite: High School diploma or GED. Must be able to do simple arithmetic calculations. Must
have basic understanding of electricity, including familiarity with volts, amps and AC wiring.
Textbook: Photovoltaic Systems available in the DCC Bookstore ISBN 9780826913081

5077 10 6:00 p.m. - 9:30 p.m. (MW) 3/8-5/36 $1,299

PROFESSIONAL DEVELOPMENT

PRF023 THE SUCCESSFUL PROFESSIONAL WOMAN
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 the guys and dolls 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, balancing private and
professional life and taking advantage of the ‘female advantage.’ During the workshop, case studies
are analyzed. (3 Hours)
5060 10 9:00 a.m. - 12 12 noon (F) 2/5 DCC E. Odescalchi $44

PRF240 SETTING AND ACHIEVING GOALS AND BREAKING THROUGH LIMITATIONS
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 will also discover how limitations are formed along with practical, simple
techniques for breaking through your limitations in order to achieve all that you want. (3 Hours)
5152 10 6:30 p.m. - 9:30 p.m. (M) 2/22 2/22 DCC B. Golden $35

PRF241 OVERCOMING CHALLENGES AND OBSTACLES AND GETTING THROUGH TOUGH TIMES
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
gain through tough times will also be covered. (3 Hours)
5153 10 6:30 p.m. - 9:30 p.m. (M) 3/22 DCC B. Golden $35

PRF242 DEALING WITH CONFLICT AND MANAGING STRESS
At work and in your personal life you are often exposed to conflict and stress. This course will help
you understand what the causes of stress and conflict are. 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. (3 Hours)
5154 10 6:30 p.m. - 9:30 p.m. (M) 4/19 DCC B. Golden $35

PRF302 GRANT PROPOSAL WRITING WORKSHOP
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 on-line searching and
it also reviews the Foundation Center Web site.
Participants are urged to bring a proposal topic of their own. (20 Hours)
5059 10 9:00 a.m. - 2:00 p.m. (F) 3/5 3/26 DCC E. Odescalchi $180

PRF435 SUCCESSFUL FUNDRAISING TECHNIQUES FOR NOT FOR PROFIT ORGANIZATIONS
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.
(4 Hours)
5061 10 9:00 a.m. - 1:00 p.m. (F) 2/19 DCC E. Odescalchi $52
## REAL ESTATE SALESPERSONS QUALIFYING

### REL131 REAL ESTATE SALESPERSONS QUALIFYING COURSE
Approved 75 hour course for New York State salesperson’s license. Topics include ownerships and interests, contracts, deeds, voluntary alienation, liens, taxes and assessments, transfer of title and title closing, construction, finance, valuation, Human Rights and Fair Housing, and Law of agency. 
Note: Passing a separate NYS exam is also required for licensure. Class meets on Tuesdays and Thursdays 5 to 9 p.m. and Saturdays from 9 a.m. - 5 pm. 90% ATTENDANCE REQUIRED. Textbook: “NY Real Estate for Salepersons”, 4th edition by M.D., Spada, Cengage Publishing
No class 3/30. (78 Hours)

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<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Days</th>
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<th>Tuition</th>
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<tbody>
<tr>
<td>5296</td>
<td>10</td>
<td>TS</td>
<td>5:00 p.m. - 9:00 p.m.</td>
<td>(T) 3/2-4/27 DCC C. Jones $599</td>
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### REL133 30 HOUR PREREQUISITE BROKERS COURSE
This ‘gap course’ is licensees who have taken the 45 hour sales course and need the dos required supplementary qualifying education. Course content includes: property insurance, taxes & assessments, condominiums & cooperatives, commercial & investment properties, income tax issues in real estate transactions, mortgage brokers, property management.
Saturday classes meet 9:00 a.m. - 5:00 p.m. 4/10, 4/17 And 4/24. Final exam 4/27/10.

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<th>Code</th>
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<tbody>
<tr>
<td>5297</td>
<td>10</td>
<td>TS</td>
<td>5:30 p.m. - 9:30 p.m.</td>
<td>(T) 4/10-4/27 DCC C. Jones $363</td>
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## REAL ESTATE APPRAISAL

### REL405 BASIC APPRAISAL PRINCIPLES R5
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 licence is not required.
Note: Attendance is mandatory to receive credit for the course. Textbook is “Basic Appraisal Principles” 1st edition, Hondros Learning, 2006.
(30 Hours) Class meet on Thursdays.

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<tr>
<td>5254</td>
<td>10</td>
<td>R</td>
<td>7:00 p.m. - 9:00 p.m.</td>
<td>(R) 1/7-4/20 DCC S Reichin $319</td>
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### REL406 BASIC APPRAISAL PROCEDURES R–6 NEW!
(30 Hours) This is the second course in the Qualifying Series.
Real Estate Appraisal approaches to valuation procedures, value, poverty description, residential applications, commercial applications, improvement construction, home inspection, and appraisal math. Through theory, case studies and examples this course offers practical application of appraisal procedures.
A calculator is recommended. Mandatory attendance is required for this pre-licensing 30 hour course. No class 3/30/10

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<tr>
<td>5252</td>
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<td>7:00 p.m. - 9:00 p.m.</td>
<td>(T) 1/5-4/20 DCC S. Reichin $319</td>
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### REL407 MARKET ANALYSIS AND HIGHEST AND BEST USE R–7 NEW!
(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 an 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.

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<td>5253</td>
<td>10</td>
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<td>7:00 p.m. - 9:00 p.m.</td>
<td>(S) 5/1-5/8 DCC S Reichin $159</td>
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</table>
SMALL BUSINESS DEVELOPMENT

SBS020 HOW TO START YOUR OWN BUSINESS
This course covers defining company legally: DBA's, LLC's, Partnerships, Non-Profits; developing a business plan and target market for one's product/service; define legal filings process(es) and branding one's business; identify industries with low and moderate start-up costs; discuss target marketing and prospecting; identify and develop a plan to reach their industry specific target market; review sample plans and devise an outline to compose one's own industry-specific plan and discuss requisites for establishing business banking accounts/relationships. (15 Hours)
5267  10  6:15 p.m.- 9:15 p.m.  (T) 1/13-2/10  DCC  T. Lindsey  $99

SBS037 20 WAYS TO EARN RESIDUAL INCOME
Do your earn income on a residual basis, or do you make money the old fashioned way from linear income? Residual income means you continue to earn money for a long time, sometimes decades, after performing the activity that first generated the income. Uncover over 20 ways to generate a customized stream of residual income, including: stocks, bonds, mutual funds and insurance, taxes, retirement income and what financial planners won’t tell you, how to become cash rich and house poor, the Ten Common Sense Laws of Cash Flow, your mortgage and OPM (other people’s mortgages), how to have plum real estate deals referred to you, tax liens and foreclosures, digital / electronic publishing, internet funnels, autoresponders, opt in marketing and how to evaluate the merits of a home-based business and so much more! (3 Hours) Class meet on Thursdays.
5140  10  6:00 p.m.- 9:00 p.m.  (R)3/4 DCC  J. Farnham $43

SBS043 THE REALITIES OF RUNNING YOUR OWN BUSINESS
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.” (3 Hours)
5046  10  10:00 a.m.-1:00 p.m.  (S) 2/27   DCC L. Milano  $42

SBS045 HOW TO BUILD A FUN AND PROFITABLE HOME-BASED BUSINESS
What kinds of home based businesses are out there? Which one might be best for you? How do you research an opportunity to know if it’s for real? What does it take to become successful? How do you get paid? Get answers to these questions and so much more. Pinpoint seven critical businesses building activities and learn 13 ways to market your products and services. No hype, no fluff...just straight-up, practical information on how to get the job done! (3 Hours)
5141  10 6:00 p.m.-9:00 p.m.  (W) 3/24   DCC J. Farnham  $43

SBS103 START AND RUN A HOME-BASED KITCHEN BUSINESS  NEW!
(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 you’ll begin the process to 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 and D kitchens. She recently returned to school for an MA in food studies. Her book “Start and Run a Home-Based Food Business” was published August 2009. Maximum Enrollment 12. $10 materials fee payable to instructor.
5075  10  8:30 a.m.- 4:30 p.m.  (S) 4/10 M. Fix  $85

SECURITY GUARD TRAINING SCHOOL
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. 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.
### SG101 8 HOUR PRE LICENSING COURSE FOR SECURITY GUARDS

(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. There is a $5 fee for replacement of lost certificate.

<table>
<thead>
<tr>
<th>Course ID</th>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>5080</td>
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<td>(S) 1/16</td>
<td>DCC J. Demadaler</td>
<td>$83</td>
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<td>5081</td>
<td>11</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>(S) 2/13</td>
<td>DCC J. Demadaler</td>
<td>$83</td>
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<tr>
<td>5082</td>
<td>12</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>(S) 3/13</td>
<td>DCC J. Demadaler</td>
<td>$83</td>
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<td>5083</td>
<td>13</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>(S) 4/10</td>
<td>DCC J. Demadaler</td>
<td>$83</td>
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### SELF DEVELOPMENT

#### SLF182 BUILDING PRODUCTIVE RELATIONSHIPS

(6 Hours) Relationship Awareness gives organizations and individuals the tools they need to build more effective personal and professional relationships. It helps them to sustain those relationships through understanding the underlying motivational value systems of themselves and others - not just when things are going well, but also when they are managing conflict. It helps people to recognize that they can choose their behaviors to accommodate their underlying values, while also taking into account the values of others. It is a dynamic and powerful way of looking at human relationships that aids in building communication, trust, empathy, and effective, productive relationships.

This course includes self-assessments (SDI and Portrait of Personal Strengths) to help you understand motivation, behaviors and behavior’s impact on other people.

- Course covers: Building a Productive Relationship, Motivation and Behavior, Managing Conflict, Building Relationships
- Learning gains and action plans
- Class meets Wednesday and Thursday.

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<th>Course ID</th>
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<tr>
<td>5079</td>
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<td>9:30 a.m.-12:30 p.m.</td>
<td>(WT) 1/4-1/5</td>
<td>DCC J. Okon</td>
<td>$68</td>
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#### SLF192 RADICAL SELF CARE TAKE A LITTLE TIME AND MAKE A BIG DIFFERENCE NEW!

(1.5 Hours) If the very concept of self-care sounds radical to you, consider this definition of ‘radical’ - pertaining to the root or origin: fundamental; existing inherently in a thing or person. You will learn to take an inside/out approach, beginning with basic concepts of breath, movement and body awareness. Experience some simple yet powerful tools to add to your self-care toolkit, and receive an illustrated guide to help you really make them your own. Together we will explore ways to bring these tools into your busy life to reduce anxiety, increase clarity and relieve physical tension.

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<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>5143</td>
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<td>7:00 p.m.-8:30 p.m.</td>
<td>(M) 3/1-3/1</td>
<td>DCC S Rosen</td>
<td>$32</td>
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### SPORTS

#### SPT351 TENNIS FOR BEGINNERS

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 included the use of special racquets and balls, supplied by the instructor.

Maximum enrollment is 12. Classes held Sundays in Falcon Gym. (10.5 Hours)

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<tr>
<th>Course ID</th>
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<th>Instructor</th>
<th>Fee</th>
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<tr>
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<td>(U) 2/28-4/18</td>
<td>DCC C. Cring</td>
<td>$104</td>
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<tr>
<td>5095</td>
<td>11</td>
<td>10:40 a.m.-12:10 p.m.</td>
<td>(U) 2/28-4/18</td>
<td>DCC C. Cring</td>
<td>$104</td>
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### SPORT COACHING

#### SPT210 SUNY YOUTH SPORTS INSTITUTE - COACHING CERTIFICATION PROGRAM

(1 Session) There is more to sportsmanship than a handshake line at the end of a game and there is more to coaching than running drills. You’ll learn: about character education in sports, the youth coach as teacher, about the coaches’ tool box, youth development, sport psychology, competition when it counts, sports place in American culture, managing injuries and creating an emergency action plan. Includes thre benefits of certification: Certified coach identification badge, monthly news letter, password access to internet drills and content, live web and listserv communication across NYS, web research, and liability policies. Call 1.877.828.8811 for more information.
BASEBALL ACADEMY

FAL102 FALCON’S PRE-SEASON BASEBALL TRAINING ACADEMY AND LADIES ACADEMY 2010
(12 Hours) Our program will emphasize development of mechanics in the areas of hitting, fielding, base running and the “essentials” of team play.

This program provides a comprehensive instructional program that emphasizes active participation in a “risk free” environment. We look forward to working with players of all abilities and levels of experience. We are most interested in having our participants grow in all phases of the game within the spirit of teamwork and fair play.

The areas covered are:
- live hitting stations
- batting tee and soft toss instructional area
- floor space for base running, fielding, pitching/catching
- classroom for videotape presentations
- full-mirrored aerobic studio for visualization training

PARENT INVOLVEMENT:

The program invites parents to be involved through observation of all activities and participation in all instructional lectures and clinics. Each session will have a coaches’ corner where a specific aspect of the game will be covered from a coaching perspective.

Program Features:
- Small Group Instructional Training Activities
- Coaching Clinics and Instructional Material for Parents and Players

Note: This class meets on a Sunday. Snow date 3/7/10

LITTLE LEAGUE AGES 6-12
5056 10 12:00 noon-2:00 pm. (U) 1/10-02/14 DCC M Paquet $130
5057 11 2:30 p.m.-4:30 p.m. (U) 1/10-2/14 DCC M Paquet $130

FAL 104 LADIES SOFTBALL AGES 8-16
5313 12 9:00 a.m.-11:30 a.m. (U) 1/10-2/14 DCC M Paquet $130

FAL103 SENIOR LEAGUE AGES 13-18
5058 10 5:00 p.m.-7:00 p.m. (U) 1/10-2/14 DCC M Paquet $130

PUBLICATION

VOC111 GETTING PUBLISHED
This class will discuss the entire process of getting one’s book published and gives an introduction to marketing the published work.

Topics include the following:
Preparing one’s manuscript for publication; copywriting; protecting your work; Importance of citation (guarding against plagiarism); learn how to identify your market: discuss different genres; discuss the role of Literacy Agents; discuss what every writer needs to know about the publishing industry; self-publishing vs. tradition publishing: pro’s and cons; how to pick a publisher: the difference between traditional and subsidy publishing; how to form a book proposal and pitch your work; corresponding with potential publishers; writing for magazines; discuss how to market one’s book after publishing; discuss the role of the publisher’s PR department; resources for writers and creating a circle of influence.

Required textbook: “Writers’ Market” by Robert Brewer ISBN# 10-1582975418 is available at the DCC Bookstore. (7 Hours)

5268 10 9:00 a.m.–4:00 p.m. (S) 1/16 DCC T Lindsey $76

HOW TO READ THE SCHEDULE

CRN #  SECTION       TIME                         DAY/DATE(S)          LOCATION    INSTRUCTOR   FEE
5140  10 6:30 p.m.-10:00 p.m. (T5) 9/8/09-12/12/09 DCC J Dehn $494

42  SPRING 2010  •  Dutchess Community College Non-Credit Courses and Programs
### NOTARY PUBLIC

**VOC203 NOTARY PUBLIC PREPARING FOR THE NOTARY PUBLIC EXAM**

(3.5 Hours) This class will help prepare you for the Notary Exam in New York. It will also provide you with 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.

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<th>Price</th>
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<tr>
<td>5047</td>
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<td>1/26</td>
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<tr>
<td>5048</td>
<td>91</td>
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<td>2/9</td>
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<tr>
<td>5049</td>
<td>92</td>
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<td>3/9</td>
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<td>5050</td>
<td>93</td>
<td>6:00 p.m. - 9:30 p.m.</td>
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### STUDY SKILLS - TEST PREP

**STU416 PREPARATION FOR SAT**

Educational Services Center’s test preparation program covers the math and verbal skills, including essay writing and critical reading. Each 3-hour class is divided into math and verbal sessions. The math section reviews basic mathematical concepts, basic and advanced algebra, geometry, and SAT specific math. Verbal work includes sentence completion, reading comprehension, grammar, vocabulary building, and essay writing. All instructors are certified high school teachers. No class 10/29 (24 Hours)

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<th>Class</th>
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<th>Instructor</th>
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<tr>
<td>5305</td>
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<td>3/4 - 4/29</td>
<td>DCC</td>
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### GREEN TECHNOLOGY

**VOC016 NABCEP PHOTOVOLTAICS (PV) SYSTEMS ENTRY LEVEL CERTIFICATE OF KNOWLEDGE**

(28 Hours) This four day course is geared to sizing systems for both grid-tie and off-grid PV systems. Objectives are 1) to learn in the lab the basic theory, operation, characteristics and parameters of solar cells, 2) to learn the basics of how to site, design, and install photovoltaic (PV) systems, 3) to become familiar with solar resource, problems associated with shading, what is the best orientation and tilt for PV systems. Several hands-on activities are scheduled to reinforce the concepts learned in class, including the use of solar irradiance meter, solar path finder, etc., that will be capped by the installation of a full size PV demonstration system.

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<th>Instructor</th>
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<th>Price</th>
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<tr>
<td>5298</td>
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<td>9:00 a.m.–5:00 p.m.</td>
<td>FS</td>
<td>1/22 - 1/30</td>
<td>DCC</td>
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**VOC019 IGSHPA ACCREDITED GEOTHERMAL INSTALLATION COURSE**

(29 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 systems 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.

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<tr>
<td>5054</td>
<td>10</td>
<td>8:00 a.m.- 5:00 p.m.</td>
<td>MTW</td>
<td>3/8 - 3/10</td>
<td>DCC</td>
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**VOC018 SOLAR HOT WATER SYSTEM DESIGN**

(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 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 the NABCEP Solar Thermal Exam. Class meets Friday and Saturday.

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<tr>
<td>5311</td>
<td>10</td>
<td>10:00 a.m.-6:00 p.m.</td>
<td>SU</td>
<td>5/21-05/22</td>
<td>DCC</td>
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</table>
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.

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.

REGISTER BY: January 4, 2010

NOTE: Returning Private Lesson students

Spring 2010 classes begin January 4, 2010

Last day of semester is April 30, 2010

FAX: (845) 431-8988

Registration Hotline: (845) 431-8910

YOU CAN REGISTER VIA PHONE, FAX, OR ONLINE.

Registration Hotline: (845) 431-8910

For more information:
Email: wegener@sunydutchess.edu or access our website at: www.sunydutchess.edu/cfweb (and click on “Music School”).

SPRING 2010 STUDENT RECITALS

Saturday, 3/13 and Saturday, 5/8/10 1:00 p.m. For kids;
2:00 p.m. for teens

Saturday, 5/8 4:00 p.m. For adult students

(Note: Some programs hold their own recitals)

SPRING HOLIDAYS

Martin Luther King Day: Monday, January 18, 2010
Presidents Day: Monday, February 15, 2010
MusicLink Scholarship Fund

Consider a donation to MusicLink to provide scholarships for 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 on your check: “MusicLink.”

For information or to volunteer to help with our fundraising efforts, contact Julie Wegener, DCC Music School Director at (845) 431-8916 or by email at wegener@sunydutchess.edu

POLICIES AND PROCEDURES

DCC MUSIC SCHOOL - POLICIES AND PROCEDURES INCLEMENT WEATHER CLOSINGS:

1. Dutchess Community College rarely closes. However, there may be days when college classes are held but MUSIC SCHOOL classes are cancelled due to weather.

   Call (845) 431 – 8916 and listen to the message. If there is no mention of weather, classes are not cancelled.

2. 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.

3. 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 POLICIES:

1. GROUP CLASSES: 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.

2. 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 make-up lessons. Make-ups are not possible for lessons cancelled 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.

3. TUITION REFUND POLICY: Refunds will only be given if requested 1 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. 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 Thursdays 9:00 a.m. – 8:00 p.m. or Fridays until 5:00 p.m. If you prefer, you may fax a copy of the picture ID with your registration and discounted tuition. Thereafter, you may register by mail, fax, or phone at half-price.

NOTE: SENIOR CITIZEN TUITION DISCOUNT CANNOT BE USED FOR PRIVATE MUSIC LESSONS.

Senior discounts cannot be given after the course begins.

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 assignments and directions to the College.

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.
Kindermusik is an internationally known program of music learning and enjoyment for young children. Each semester offers new music lessons and new materials. This program provides an excellent preparation for later instrumental/vocal study. Certified Kindermusik instructors: Sally Doe, Laura Doe, Jennifer Hunderfund and Ina Segnit

**MUX101 VILLAGE BIRTH TO 18 MONTHS**
(10 Sessions) Village introduces the newborn to 18 month old child to musical movement, social interaction, language development, body awareness, story time listening and playing of simple age-appropriate instruments. The lap baby, crawler and walker participate very closely with their parent/caregiver.

Home materials included in the tuition are a CD, a board book and an activity book.

Maximum enrollment 12. Section 10 no class 3/20, Section 90 no class 3/19, Section 91 no class 2/13, 3/30, and 4/3

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**MUX102 OUR TIME 18 MONTHS TO 3 YEARS**
(13 day classes and 2 Family Fun sessions) Together with an accompanying parent/caregiver, children enjoy singing, moving, listening, interacting socially and playing simple instruments. Language skills are fostered with singing, sound imitation and vocal play.


Section 90 no class 3/19, Section 91 no class 2/13, 3/30, and 4/3

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**MUX103 KINDERMUSIK IMAGINE THAT! AGES 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, solve problems, sing and more - all through a joyful musical experience. Imagine That!

Home materials included in the tuition are 2 CD's, 2 movement and music books, a family activity book and a special instrument and carry backpack. Section 10 no class 3/20, and 4/3. Section 90 no class 3/19.

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MUX104 KINDERMUSIK FAMILY TIME FOR FAMILY WITH MULTIPLE CHILDREN AGES NEWBORN TO 7 YEARS
(10 sessions) Family Time gives families the opportunity to play instruments, sing and dance together and see how music can bring you closer as a family. Activities include music and movement, family jams and singing. Each family receives a set of fun home materials included in the tuition price. Maximum enrollment 7. Class is held at St. Peter’s. No class 2/5.

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 MUX102 and MUX103
Maximum enrollment 12
Instructor: Sally Doe

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 LESSONS
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 have a semi-private lesson in which both learn to play the instrument.

PRIVATE LESSONS:
(14 sessions)

SECTION 10  30 MINUTE LESSONS  $350
SECTION 11  45 MINUTE LESSONS  $515
SECTION 12  60 MINUTE LESSONS  $680

SUZUKI FACULTY:

VIOLIN
Suzuki Strings Coordinator: Nettie R. West
Instructors: Heeja Questad, Siobhan Solberg, Nettie R. West

CELLO:
Betty Schoen-Rene

PIANO: Program Liaison: Barbara Van Itallie
Instructors: Ariana Barkeshili, Sumi Tonooka, Beverly Poyer and Nettie R. West

INSTRUMENTS AND MATERIALS:
The Suzuki book “Nurtured by Love,” is required reading materials 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 key board 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, Cello and Piano students are invited to perform at DCC Music School recitals, as recommended by instructor.
Suzuki Piano students are required to attend an End of Semester Shared Recital, which takes the place of the last weekly lesson.

Date: May 8, 2010
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.

Suzuki Piano, (Thurs) 9/10 time 6-7 p.m. Instructor: Beverly Poyerd
Suzuki Strings (Sat) 9/12, 1 p.m.-2 p.m. Instructor: Nettie R. West

MUX199 PRE-TWINKLER SUZUKI VIOLIN GROUP AGES 3 - 4
(5 sessions) This class is for young children who want to begin to learn to play the violin.

Goals are to develop focus, balance, large and small muscle groups, rhythm and musical sense in a loving and supportive environment and also to prepare the parent and child for successful violin study. Suzuki Parent Orientation is a pre-requisite. Please contact instructor to arrange for violin rental. No class 2/13 and 4/13. Section 11 is for students who have completed Section 10.

5016 10 11:00 a.m.- 11:30 a.m.  (S) 1/23-2/27  S Solberg  $80
5017 11 11:00 a.m.- 11:30 a.m.  (S) 3/13-4/17  S Solberg  $80

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! Skip dates 2/13, 2/27, 3/13, 3/27, 4/3, 4/17.

5006 10 11:00 a.m.- 11:45 a.m.  (S) 2/6-4/24  N. West  $70


5007 11 5:00 p.m.- 6:00 p.m.  (R)1/14-4/29  N. West  $125

PRIVATE LESSONS FOR ADULTS AND CHILDREN

We offer private lessons on all instruments and voice.

Students register for 14 weekly lessons per semester. Fees:

Section 10  14/30 minute lessons  $350
Section 11  14/45 minute lessons  $515
Section 12  14/60 minute lessons  $680

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

In summer there is an option with fewer lessons, based on individual summer schedules.

MUX300’S PRIVATE PIANO LESSONS...
TRADITIONAL CLASSICAL INSTRUCTORS:
Ariana Barkeshli, Sylvia Buccelli, Peter Cody, Richard Devens, Jon Entwistle, Harry Jensen, Carol Losee, Maria Peterson, Beverly Poyerd, Janet Salt, Valentina Shatalova, Sumi Tonooka, Marta Waterman and Julie Wegener.

JAZZ/POP/IMPROVISATION INSTRUCTORS:
Beverly Poyerd, Sumi Tonooka, Marta Waterman, and Dennis Yerry.

SUZUKI PIANO INSTRUCTORS:
Ariana Barkeshli, Nettie R. West, Beverly Poyerd, and Sumi Tonooka

ORGAN: Patrick Kendall

MIDI/ELECTRONIC/KEYBOARDS: Marta Waterman
Call Julie Wegener at (845) 431-8916 for information.
MUX400’S 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 and Alicia Skrabut
STRING BASS: Edith Stratton and Rusty Boris
TRUMPET: Larry Moses
FRENCH HORN: Lisa Q. Stach-Fraitag
TROMBONE: Paul Bellino
FLUTE: Sheila Hamilton, Barbara Rizek-McGuckin and Lynnette Savage
NATIVE AMERICAN FLUTE: Dennis Yerry
CLARINET: Robert Renino and Ina Segnit
BASS CLARINET: Ina Segnit
SAXOPHONE: Christopher Brellochs, Robert Renino and Ina Segnit
OBOE: Nicole Golay
RECORDER: Ina Segnit
PERCUSSION: Vito Calamito, Joe Carozza, Ralph Guzman, Melissa Lovaglio and Eric Wagner
GUITAR: Helen Avakian, John Larotonda, 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 Auster Whalen
HARMONICA: David Laks
ACCORDION: Peggy Minore Hart
ORGAN: Patrick Kendall
VOICE: Sally Doe, Laura Doe, Katherine DeFiglio, Maura Ellyn, Liz Gerbi, Sarah Levine Simon, Jacqueline Vénable, Marta Waterman, Danielle Woerner, Dennis Yerry and Jennifer Hunderfund
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 - how to tune, play chords, accompany songs using strumming and finger-picking, and how to play solos. Fundamentals of music such as rhythm and song structure will be covered as well as exercises to develop finger strength and dexterity. Lots of “hands-on” experience playing together as a group 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.
Maximum enrollment 18. Skip dates TBA. Section 10 is for ages 13 to adult
5032 10 6:00 p.m.- 7:30 p.m.  (M) 2/8-4/26  H. Avakian  $210
Section 11 is for ages 9 to 12 Maximum enrollment 12 No class 11/25
(Under age 9 with permission of moderator.)
5033 11 5:00 p.m.- 6:00 p.m.  (M) 2/8-4/26  H. Avakian  $135

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 Skip dates TBA.
5035 10 7:30 p.m.-8:30 p.m.  (T) 2/9-4/27  H. Avakian  $135
MU516 INTRODUCTION TO CLASSICAL GUITAR ADVANCED BEGINNER
(10 Sessions) Learn how to read staff notation on guitar using fingerstyle 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. Skip dates TBA.
5036  10  8:30 p.m.-9:30 p.m. (T) 2/4-4/27  H. Avakian  $135

MU520 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. Skip dates TBA.
5034  10  7:30 p.m.- 9:30 p.m. (W) 2/10-4/28  H. Avakian  $250

CHAMBER MUSIC

MU500 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 are 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.
Fees:
Intermediate players:  8 / 45 minute classes  $130
Advanced players:   8 / 60 minute classes  $160
(Note: Some groups meet for fewer sessions)
Chamber Music Placement Auditions, Saturday, January 23, 2010, 11:00 a.m. – 12 noon
Dutchess Hall Lobby

JAZZ

MU540 JAZZ ENSEMBLES
(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. Section 25- Intermediate. Section 26- Advanced.
5020  24  6:30 p.m.- 7:30 pm. (W) 1/6-1/10  L. Moses  $195
5021  25  7:30 p.m.- 8:30 p.m. (W) 1/13-3/17  L. Moses  $195
5022  26  6:30 p.m.- 7:30 p.m. (W) 1/13-3/17  L. Moses  $195

REGISTRATION HOTLINE: (845) 431-8910
FAX: (845) 431-8988
ONLINE REGISTRATION: sunydutchess.edu/cfweb

SPRING 2010 • Dutchess Community College Non-Credit Courses and Programs
MU547 THE JAMMER’S TOOLBOX MELODIC DEVELOPMENT FOR THE IMPROVISING MUSICIAN
(4 sessions) Do you ever “freeze up” when it is time to take a solo? There are simple techniques that can be learned in order to have a comfortable starting point and know where to take it when the spotlight is on you. We will study classic melodic development techniques such as theme and variations, call and response. Composing your own set of riffs to start solos with and tricks of the trade to keep things interesting.

5010  10  6:30 p.m.- 7:30 pm  (T) 2/2 - 2/23  R. Boris  $70

VOCAL GROUP CLASSES

MU601 SINGING TOGETHER FOR AGES 4 TO 7
(10 sessions) The child with little or no experience with singing, and emphasizes the enjoyment of singing with other children 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. The singers will also experience music through movement. Maximum enrollment 12. No class 3/20 and 4/3.

5004  10  2:00 p.m.- 2:45 p.m.  (S) 1/30 - 4/17  S. Doe $115

MU602 SONG AND MOVEMENT CLASS
(10 sessions) This is a vocal ensemble class in which we will enjoy singing and dancing while learning basic elements of technique, including proper breathing, solfege, diction movement and stage presence. Maximum enrollment 12. No class 3/20 and 4/3.

5005  10  3:00 p.m.- 4:00 p.m.  (S) 1/30 - 4/17  S. Doe $150

MU605 VOCAL TECHNIQUE FOR TEENS
(6 sessions) Learn the basics of classical vocal technique and work in repertoire in either the classical art song tradition or interpreting Standard Songs from the Great American Songbook.

5024  10  6:00 p.m.- 7:30 p.m.  (M) 1/25 - 3/1  J. Venable $135

MU606 VOCAL TECHNIQUE FOR TEENS
(5 sessions) Learn the basics of good vocal singing and music interpretation. Students will be introduced to good breathing and vocal techniques that can be used for personal growth or to prepare for performing. Instructor: Ciesta Little-Quinn. No class 3/31.

5027  10  3:00 p.m.- 4:00 p.m.  (W) 3/3 - 4/7  C Quinn $130

MU610 VOICE WORKSHOP FOR ADULTS
(6 sessions) Everyone has a voice. This workshop offers techniques to release and support the voice and express the voice, breathing and vocal exercises, increasing range and strength, body awareness, concentration, dealing with nerves, etc. Beginners are welcome. Class is designed to accommodate all levels of experience and genres of music. Maximum enrollment is 10. Class designed to accommodate all levels of experience and genres of music. Beginners are welcome. No class 2/15.

5013  10  6:00 p.m.- 7:30 p.m.  (M) 1/25 - 3/8  M. Ellyn $130

MU612 SINGING WITH CONFIDENCE AND EASE
(1 session) Confront the 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 the excuses from singing with freedom and joy. These methods have proven beneficial to all: from professional singers to those unable to hold a pitch. This workshop can be the beginning, leading you to a fresh approach or just a fun afternoon of singing and learning from each other.
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.

5025  10  1:00 p.m.- 5:00 p.m.  (S) 3/13  J. Venable $65

MU613 VOCAL TECHNIQUE FOR ADULTS
(6 sessions) Good vocal technique begins with the fundamentals. Create a voice with a firm classical foundation that can take you in any direction and singing any kind of music you prefer. In an atmosphere of safety and respect, together we will work on the breathing and body support that will inform your singing for the rest of your life. Tone, placement, flexibility and resonance will be covered. We will also work on style, interpretation and stage presence in the context of healthy, dependable vocal technique. Beginners to advanced are welcome. Maximum enrollment 10

5026  10  6:00 p.m.- 7:30 p.m.  (M) 4/5 - 5/10  J. Venable $135

HOW TO READ THE SCHEDULE

CRN #  SECTION   TIME  DAY/DATE(S)  LOCATION  INSTRUCTOR  FEE
5140  10   6:30 p.m.- 10:00 p.m.  (TS) 9/8-09/12/12/09  DCC  J Dehn $494

DCC Office of Community Services • Bowne Hall • (845) 431-8910 • www.suny dutchess.edu/cfweb 51
GROUP INSTRUMENTAL CLASSES

MUX619 RMM RECREATIONAL MUSIC MAKING GROUP PIANO FOR ADULTS AND SENIOR ADULTS NEW!
(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 product 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 student to relax, accept and enjoy each step in their musical journey. Maximum enrollment 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 $20 fee for book and CD, payable to instructor at the first class.

5019 10 11:00 a.m.-12:00 p.m. (T) 2/2-3/23 M. Peterson $90
5310 11 10:00 a.m.-11:00 a.m. (T) 1/12-3/2 M. Peterson $90

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 after years away from the instrument. No classes on 1/19, 2/16, 3/16, and 4/6.
5003 10 7:00 p.m.-8:00 p.m. (T) 1/12-4/13 H. Questad $165

MUX622 ADVANCED BEGINNER/INTERMEDIATE VIOLIN FOR ADULTS
(10 sessions) This class is for students who have completed MUX621 or for those who have studied violin in the past and currently play at an advanced beginner level. No classes 1/22 and 2/12.
5015 10 5:00 p.m.-6:00 p.m. (F) 1/15-4/9 H. Questad $165

MUX628 ADVANCED VIOLIN FOR ADULTS AND TEENS
(10 sessions) Would you like to improve your violin playing and, most of all, to play with others? Are you yearning to learn how to do vibrato for better tone and shifting to higher notes while covering more musical pieces? This class is for your enjoyment and refinement of your violin playing. Suzuki Violin School Volume III and IV. 2000 Essential Elements Book 3. Sight reading materials (any kind of music). Maximum enrollment is 6. No classes on 1/19, 2/16, 3/16, and 4/6.
5002 10 6:00 p.m.-7:00 p.m. (T) 1/12-4/13 H. Questad $165

MUX629 THE CREATIVE STRINGS WORKSHOP NEW!
(1 session) This workshop is a snapshot of Gwen Laster's upcoming summer program at DCC's Music School, Creative Strings. The teaching method, developed by Gwen Laster, brings together traditionally trained string players with composition and improvisation skills. Jazz and Global ensemble music are also used to emphasize individuality of sound, and to learn music theory and ear training. The two hour workshop will focus on introductory composition, and improvisation skills. Ensemble music for all participants will be provided. The workshop will culminate in an informal performance of the original compositions and the ensemble music. All musicians who attend will have a mandatory pre workshop assignment. Gwen will email you this assignment shortly following your enrollment. The Creative Strings Workshop is open to intermediate and advanced string players of all instruments.
Creative Strings was the first non traditional string workshop welcomed by the Interlochen Arts Academy and has been presented to numerous colleges, universities, schools and arts camps across the globe.
5037 10 2:00 p.m.-4:00 p.m. (S) 1/23 G Laster $40

MUX631 INTRODUCTION TO HARP FOR BEGINNERS: ADULTS AND KIDS 13 AND UP NEW!
(12 sessions) Learn the instrument of the ancient bards in a small group, with harps provided (limited number) if needed. The focus will be on learning basics by ear and example; proper positioning of the body, placing of the hand, plucking single notes, playing simple melodies with one and two hands, playing pieces with the group, tuning and care of the harp. Harp rental (up to six) available. Harp rental $50 plus $100 deposit (returned if harp undamaged). Course held at St. Peter's in Hyde Park. No class 3/8, and 3/15.
5012 25 6:00 p.m.-7:00 p.m. (M) 2/1-5/3 J. Chenette $160

MUX632 HARP CIRCLE ADVANCED BEGINNER ENSEMBLE NEW!
(12 sessions) Play harp with and for others as part of a weekly harp circle. You must have some background in playing harp or have taken Beginner Harp with the instructor. Listen and play! Perform ensemble music together as a group, work on specific techniques, and present your solo to the group. Requires the purchase of some music. No class 3/8, and 3/15.
5011 25 7:15 p.m.-8:15 p.m. (M) 2/1-5/3 J. Chenette $160

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MUX633 PRECORDER CLASS AGES 5 - 7
(10 sessions) A precorder is a beginning wind instrument that will provide an easy and rewarding learning experience. Precorders are smaller than recorders and have raised tone holes that help produce clear tones and make it easy for little fingers to reach. A great first instrumental experience for any child! Maximum enrollment 6. Precorder and method included in tuition. No class 3/22.

Beginners
5038 10 4:00 p.m. - 4:30 p.m. (M) 1/18-3/29 D. Yerry $135
Advanced Beginners
5039 11 4:30 p.m. - 5:00 p.m. (M) 1/18-3/29 D. Yerry $130

MUX635 BEGINNING GROUP FLUTE LESSONS
(6 sessions) This class is for anyone who has ever wanted to play the flute. Class size is small so each student will receive individual attention as well as participating in group activities. Class is mostly geared toward the beginner and will focus on the basics of producing a good tone on the instrument, learning some basic tunes and learning to read music in the treble clef. This is a great way to get started on the flute. Maximum enrollment 6.

5018 10 2:30 p.m. - 3:30 p.m. (S) 2/6-3/13 L. Savage $100

MUX645 BAGPIPES 101: INTRODUCTION TO THE HIGHLAND BAGPIPES
(8 sessions) This introductory course will expose students to what piping is all about. Learn notes, the scale, and enough embellishments to be able to play a simple tune on a chanter. Begin to learn on the practice chanter. The instructor will perform to show students to the various types of tunes, uniforms worn, etc. Fee for chanter is payable to instructor at first class.

5040 70 6:30 p.m. - 7:30 p.m. (M) 1/25-3/8 J. Whalen $110

MUSIC OF MANY CULTURES

MUX710 CELTIC MUSIC
(2 sessions) Explore the rich varied world of Celtic music, from Europe, Britain, Ireland and North America. Class will listen to and discuss vocal and instrumental recordings, rare, traditional and modern, explore the history, culture and cross pollination of the Celts and receive materials for further exploration on their own.

5014 10 7:30 p.m. - 8:30 p.m. (M) 3/1-3/8 M. Ellyn $30

MUX725 TRADITIONAL MUSIC OF THE HUDSON RIVER VALLEY FROM HENRY HUDSON TO THE CLEARWATER
(2 sessions) This course will cover traditional regional and historic music of the Hudson River Valley. No musical experience is required, but experienced musicians and singers will have a chance to increase their repertoire with “Home Grown” music of the corridor from Albany to New York City. We will study the major local collections of music including songs of the early Dutch explorers and settlers, colonial songs from the Allison family, songs of Henry Backus “The Saugerties Bard” from the 1850’s, songs and dances of Camp Woodland from the 1950’s and music from the environmental sloop the Clearwater. Examples will include songs of the railroaders, quarrymen, lumberjacks, steamboat captains, and apple growers. We will also include 20th Century songs by folksong writers such as Grant Rogers, Les Rice, William Geckle, Ken Gonyea, Mark Nestler and Pete Seeger. (Feel free to bring instruments to the class.)

5023 10 6:30 p.m. - 8:00 p.m. (W) 3/3-3/10 R. Lusk $35

WRITING MUSIC

MUX770 MUSIC COMPOSITION CLASS
(5 sessions) This is a small class which will focus on the individual needs of each student. Beginners are welcome, but students should have proficient reading skills.

Section 10 is for teens and adults.
5008 10 8:15 p.m. - 9:15 pm (R) 1/28-2/25 P. Cody $100
Section 11 is for children.
5009 11 7:30 p.m. - 8:15 p.m. (R) 1/28-2/25 P. Cody $75

DANCE

MUX790 KIDDY POP FOR AGES 4 TO 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.

5030 10 4:30 p.m. - 5:00 p.m. (W) 2/10-3/31 T. Snead $55
**MUX791 HIP HOP RHYTHM AGES 7 TO 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. This class will also include stretches to enhance flexibility and strength.

5031  10  5:00 p.m.- 5:45 p.m.  (W) 2/10-3/31  T. Snead  $80

**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 open with isolations and dance moves. This class will also teach you to be more comfortable in your movement so that you will be able to incorporate your own personality into Hip Hop. We will include proper stretching and ways to strengthen the body to get in shape. Be ready and willing to sweat and move!!!

5029  10  5:45 p.m.- 6:30 p.m.  (W) 2/10-3/31  T. Snead  $80

**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, and to get hooked. Maximum enrollment 25

5028  10  6:00 p.m.- 7:00 p.m.  (T) 3/23-4/27  G. Dickson $60

**PERFORMANCE**

**MUX776 STAGE FRIGHT**

(4 sessions) Learn to overcome anxiety, whether that means just a little nervousness or outright terror, when performing before an audience. Course is for performing artists and those who would like to perform but are too scared...professional or amateur musicians, actors, dancers and public speakers. Workshops include: understanding our own personality dynamics related to performance, relaxation exercises and meditation, performance with a supportive audience, how to prepare for a performance. Class dates are 1/29, 2/26, 3/26, and 4/23.

5001  10  4:30 p.m.- 6:00 p.m.  (F)1/29-4/23   J. Wegener $100
By Phone: If you hold a Discover, MasterCard, American Express or VISA call the Community Services Registration Hotline: (845) 431-8910, 8:00 a.m. - 8:00 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

Please write all Course Number(s) on all checks.

In Person:

Office of Community Services, Bowne Hall, Room 118

Monday - Thursday, 8:00 a.m. - 8:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.

Call (845) 431-8910 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.

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**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**

DCC ID# A__________________________________________Birthdate: ___ ___-___ ___-___ ___

Last Name _____________________________ First Name _______________________ M.I. ________

Street ________________________________ City/Town _______________ State _____  Zip _______

County _________________ Phone (Day)________________ Ext. ______ (Eve.) ________________

Email ________________________________________________________________________________

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

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TO PAY BY CREDIT CARD COMPLETE THE FOLLOWING:

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See page 44 for Music School.