Continuing Education
SUMMER 2016

CAREER TRAINING
WORKFORCE TRAINING
MUSIC SCHOOL
PERSONAL ENRICHMENT
TEEN CLASSES
ESL | HSE

Registration Hotline: (845) 431-8910
www.sunyduchess.edu/cfweb
COURSE INFORMATION

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section #</th>
<th>Time</th>
<th>(Day)</th>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<td>2/10</td>
<td>DS</td>
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DAY CODE

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

LOCATION KEY

DCC

Main Campus, 53 Pendell Road, Poughkeepsie

DS

Dutchess South, Hollowbrook Office Park
31 Marshall Road, Building 4, Wappingers Falls
Kids & Teens on Campus
SUMMER PROGRAMS AT DCC

A summer of fun and enrichment awaits!

Explore & Learn!
Ages 6-11
Mon. - Fri., 9 a.m. - 4 p.m.

Computer Academy
Grades 3-12

CGI Center
(Computer generated imagery)
Grades 7-12

Music Institutes
Ages 6-17
Piano and Performing Arts

College Art Experience
Grades 10-12
Drawing & Painting intensives

Early drop-off (8 a.m.) and late pick-up (6 p.m.) are available. Call (845) 431-8910 for details.
www.sunydutchess.edu/kidsoncampus
Explore & Learn!

Ages 6-11
9 a.m. - 4 p.m.

This academically based summer program is the perfect mix of study and fun as we fuse exciting topics and themes with real, teachable moments. Meaningful learning experiences will be created through games, experiments and activities. Each Monday-Friday session runs 9 a.m. - 4 p.m. on the DCC Main campus and features a special theme. If you have questions, contact Ashley Mongelli, coordinator, at (845) 431-8910.

Week 1: Monday, June 27 - Friday, July 1

Where the Wild Things Are! ENC507
Find out where the “wild things” are through nature and environmental-themed activities and adventures! Join us as we hike through campus and explore the great outdoors! Get ready for camping adventures and fun discoveries! This week we will learn about bugs and insects, birds, plants and trees, water, rainbows, conservation and recycling. (35 hours)

<table>
<thead>
<tr>
<th>Ages</th>
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<td>6-7</td>
<td>13D 8 a.m. - 9 a.m. $20</td>
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<td>8-9</td>
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<tr>
<td>10-11</td>
<td>15D 4 p.m. - 6 p.m. $40</td>
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Before- and After-Care for Week 1

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<tr>
<td>10-11</td>
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Week 2: Tuesday, July 5 - Friday, July 8

Mysteries & Detectives ENC232
Solve tricky mysteries and act like a true detective! Find clues and crack open cases by analyzing handwriting and identifying mystery substances. Discover how science can help find answers and test your brilliance with brain teasers and riddles. Then put your skills to the test as you navigate a scavenger hunt around campus! Find your inner Sherlock Holmes with us this week! No class Monday, July 4. (28 hours)

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<tr>
<td>10-11</td>
<td>15D 4 p.m. - 6 p.m. $40</td>
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Week 3: Monday, July 11 - Friday, July 15

Outer Space ENC467
Blast off into a world of stars, planets and endless discovery! Build your own planet and learn all about the solar system. Learn why you can jump higher on the moon and how a spaceship works. To stretch our young minds and entice our curiosities, children also will take a field trip across campus to visit the astronomy lab! Grab your imagination and come take off with us! (35 hours)

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<tr>
<td>10-11</td>
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Week 4: Monday, July 18 – Friday, July 22
Pets and the Animal Kingdom \textit{ENC205}

Discover the many animals that share the earth with us! Learn where different animals live and what they eat, how people can help save endangered species, and how to take care of household pets. Design your own one-of-a-kind animal! Where does it live and what will it look like? The excitement continues as the Poughkeepsie Police Department K-9 Unit and the Two by Two Traveling Zoo stop by to deliver hands-on, visual learning experiences. Special visitors are subject to change due to scheduling and availability. (35 hours)

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<td>12 Ages 10 - 11</td>
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Week 5: Monday, July 25 – Friday, July 29
Around the World in 5 Days! \textit{ENC230}

Pack your bags, grab your passports and get ready to travel the world! Each day we will learn about a new country and explore life on different continents. Children will gain an appreciation and understanding of the diversity that exists around the world as they explore new cultures and the way other people live. At the end of the week we will even have our own Kids on Campus Multicultural Olympics highlighting games, sports and activities from the countries we learn about! (35 hours)

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Week 6: Monday, August 1 - Friday, August 5
Star Wars! \textit{ENC511}

The force awakens this summer as we immerse ourselves in the legendary world of Star Wars! This series lends itself to endless teaching opportunities for meaningful and exciting learning experiences! We will explore the value and necessity of true heroes and what it means to “serve like a Jedi.” This week will be filled with science and technology discoveries and experiments! May the force be with you as you navigate this intergalactic adventure! (35 hours)

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Week 7: Monday, August 8 - Friday, August 12
Art Gallery \textit{ENC521}

Let your creativity run wild! View artwork from famous artists and create your own masterpiece! Paint, draw and sculpt to your heart’s desire! At the end of the week, projects will be featured in a gallery that will consist of unique, original artwork! The Kids on Campus Art Gallery will be open for parents to view as well. (35 hours)

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<td>12 Ages 10 - 11</td>
<td>5039 15D 4 p.m. - 6 p.m. $40</td>
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</table>
All Computer Academy programs are held at the DCC main campus. If you have questions about a particular program, please contact John Lentine, coordinator, at (914) 552-0570. Daycare available for early drop-off (8 a.m.) and late pick-up (6 p.m.). Call for details.

### Adventures in Computing CCL004
**GRADES 3-5**
This two-week program introduces students to a variety of computer activities and topics designed to develop logical thinking and computer skills in a fun environment. Topics include digital image creation and manipulation, video and animation, 3D illustration, an introduction to creating web pages and more. (Sect 10: 63 Hours, no class July 4; Sect 11 - 70 Hours)

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<tr>
<th>Section</th>
<th>Days</th>
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### Computer Hardware CCL007
**GRADES 6-12**
Students will discover the inner workings of computer architecture and learn the hardware components of a personal computer. They also learn to assemble and troubleshoot PCs in class. Students can, if they choose, select, purchase and assemble the components for their own computer, to take home and keep. Software installation and basic networking will be covered. Several classes also will be spent introducing students to “modding” techniques to truly personalize their own machines. (Sect. 10 - 27 Hours, no class July 4; Sect. 11 - 30 Hours)

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### Studio Production: Video & Audio CCL008
**GRADES 6-12**
Work in a professional video production studio! On location, on the sound stage and in the video editing rooms, students will experience what it’s like to work in the video production industry. Students will upload videos to the Summer Academy website and be provided with a copy of their final product. Students who take the Video Production class in the first session and wish to continue into the second session will further enhance their production and editing skills and will take the lead in producing and directing one of the Summer Academy’s short films. Many students write their own scripts and see them through to completion. (Sect. 10- 63 Hours, no class July 4; sect. 11 – 70 Hours)

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### Introduction to Programming CCL017
**GRADES 6-12**
This course is the perfect fit for students who will enter advanced placement programming classes in high school and will expose participants to object-oriented programming. Working with a popular language, students will become familiar with the basic functions of the language and work toward developing both an independent and a collaborative project that showcases the skills that have been developed. (27 Hours, no class July 4)

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### Introduction to Programming Part 2 CCL015
**GRADES 6-12**
This course continues the fundamentals of programming by using game design and development as an example of the power of programming languages like Java. Students will learn standard programming skills used in the creation of interactive software, including event handlers and concurrently running threads, and will consider the player’s perspective, making gameplay enjoyable and user-friendly. Prerequisite: Students should be familiar with c-style programming and have taken an introductory programming class, such as Introduction to Programming Languages or Java from the DCC Summer Computer Academy. (30 Hours)

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</table>
**Lego Robotics**  CCL010  GRADES 6-12

Play with Lego Mindstorm robots while learning basic programming principles. Participants will build different Lego Mindstorm robots and learn how to program the robots to perform tasks that they choose. Fun and exciting missions from the FIRST Lego League competition as well as “Battlebots” style competitions will be used as examples of what the robots can be programmed to do. (Sect. 10 - 27 Hours, no class July 4; Sect. 11 - 30 Hours)

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**Web Design**  CCL018  GRADES 6-12

Students will learn the tools and techniques used in modern website design and development and explore web programming languages such as HTML, CSS and JavaScript. Both commercial and freeware software packages will be used. Mobile web design for smartphones and tablets also will be explored. Students will have the opportunity to build their own webpages as well as collaborate in the design and creation of the academy website. Each student will choose some of their work to be uploaded and viewed on the academy website at the end of each session. (Sect. 10: 27 hours, no class July 4; Sect. 11: 30 hours)

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**Computer-Aided Design (CAD)**  CCL020  GRADES 6-12

CAD is used in a variety of professions such as engineering, architecture, landscaping, product design and many others that require skills to visualize and design real-life buildings, machines and all sorts of environments. Students will learn various software tools used in this important field. In class, students will design objects and machines of their own imagining. As a final project, students will plan and design their “dream house” using the skills learned in CAD. (Sect. 10 - 27 Hours, no class July 4; Sect. 11 - 30 Hours)

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**3D Modeling**  CST622  GRADES 7-12*

Learn the basics of 3D graphics to create and texture 3D objects and animations for use in games. Export your creations for use in the Unity game engine or other software. Integrates with our other CGI Center courses. Prerequisites: General knowledge of graphics software is helpful. (Sect. 10 - 27 Hours, no class July 4; Sect. 11 - 30 Hours)

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**3D Character Creation & Animation**  CST618  GRADES 7-12*

Learn the art of creating and animating game characters – people, monsters, wizards - whatever you can imagine. Learn to add facial mapping, where photographs of people are used to create 3D characters. Learn to add your creation to a collaborative game world and watch your characters wander around in virtual space! Integrates with our other CGI Center classes. (Sect. 10 - 27 Hours, no class July 4; Sect. 11 - 30 Hours)

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*or permission from instructor.
### Android App Development  CST623  
**GRADES 7-12**
Create your own Android apps on this popular smartphone platform using the MIT App Inventor software. This software allows students to quickly learn the structure of smartphone apps using drag-and-drop programming. Students will be introduced to Python programming language that is used to create more complex Android Apps. Sample projects include simple games, controllers for Lego Robotics robots and more. Prerequisites: Programming knowledge not necessary but helpful. Students can use Android phones or tablets (with an SD card installed).  (Sect. 10: 27 Hours, no class July 4; Sect. 11: 30 Hours)

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<tr>
<th>Course Code</th>
<th>Meeting Time</th>
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### Learning the Unity Game Engine  CST621  
**GRADES 7-12**
Unity is a popular commercial game engine used in many games and simulations. It has a comprehensive suite of development tools and built-in physics engines that let you rapidly construct a complete virtual world. This course introduces students to this powerful cross platform game development tool. Students can download the “Indie” version of Unity for free so they can use it at home for their own projects. Integrates with our other CGI Center classes. (27 Hours, no class on July 4)

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### Game Programming with Unity Game Engine  CST620  
**GRADES 7-12**
Learn frame-by-frame game programming using javascript and C-Sharp scripting. Make objects interact with each other using the game physics engine or trigger other events to happen. Prerequisite: Learning the Unity Game Engine or instructor permission. (30 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Meeting Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5064</td>
<td>10 1 p.m. - 4 p.m.</td>
<td>M-T-W-R-F</td>
<td>7/18-7/29</td>
<td>DCC</td>
<td>J Lentine</td>
<td>$300</td>
<td></td>
</tr>
</tbody>
</table>

*or permission from instructor.

### Music

**Ages 6 - 17**

For more information please contact Laura G. Doe, music school director, at (845) 431-8916 or laura.doe@sunydutchess.edu. Additional music classes for kids and teens can be found on pages 27-34.

### Annual Summer Piano Institute  MUX800  
**AGES 6-14**
(4-day summer piano immersion) The Summer Piano Institute is for students of all levels, from beginners taking their first lesson to those highly advanced. Students have an opportunity to work with a variety of highly-skilled instructors during the four days. Curriculum includes individual and group lessons, ensembles, composition, improvisation and much more. Students are grouped by age and ability level. Morning and afternoon music-related childcare may be arranged at an additional fee. Students will bring a bag lunch. Free admission to faculty concert during the week.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Meeting Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5067</td>
<td>10 10 a.m.-3 p.m.</td>
<td>T-W-R-F</td>
<td>7/5-7/8</td>
<td>DCC</td>
<td>Various</td>
<td>$285</td>
<td></td>
</tr>
</tbody>
</table>

### Annual Performing Arts Institute  MUX777  
**AGES 7-17**
Students will gain valuable life skills while learning the fundamentals of theatre: acting, dancing, and singing. Our fun, varied activities will culminate in a costumed production on the second Friday afternoon of each two week session. The Friday 2 p.m. shows on 7/22 and 8/5 are free and open to all. Activities include theatre games, improvisation, scene study, musical theatre, various dance styles, choral and solo singing, and optional playwriting. Students ages 7-17 may register for one or both of the following 2-week all-day sections. Participants grouped by age.
Institute is held in the James and Betty Hall Theatre in Dutchess Hall.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Meeting Time</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5068</td>
<td>10 9 a.m.-4 p.m.</td>
<td>M-T-W-R-F</td>
<td>7/11-7/22</td>
<td>DCC</td>
<td>K. Doe</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>5069</td>
<td>11 9 a.m.-4 p.m.</td>
<td>M-T-W-R-F</td>
<td>7/25-8/5</td>
<td>DCC</td>
<td>K. Doe</td>
<td>$500</td>
<td></td>
</tr>
</tbody>
</table>
New!

COLLEGE ART EXPERIENCE

This exciting new program is designed to give high school students a condensed version of what it is like to study drawing and painting in a collegiate environment. Created to help build portfolios and develop skills, these courses are intended for students entering their sophomore, junior or senior year in high school, or those who just graduated and are considering further study in the visual arts. The instructor, P. Emmett McLaughlin, has a BFA in Painting (Boston U.) and an MFA in Painting (American U.) and is a practicing painter represented by Gallery 903 in Portland, OR. He teaches in many different programs in the Hudson Valley and is a Dutchess Community College adjunct professor of studio arts and art history.

Be sure to inquire about necessary supplies when registering. Students must purchase all materials and bring them on the first day of class.

**Drawing ENC525**

June 27 - July 1

Considered a preliminary to a fundamental visual art curriculum, this class will focus on perception and observation while drawing. Working from life, students will learn about proportion, gesture, negative space and rendering with light and shadow. Class and homework assignments will build portfolios and increase skills. Certificate awarded upon satisfactory completion. (15 Hours)

- 5677 10 a.m. - 1 p.m. (MTWRF) 6/27-7/1 DCC E. McLaughlin $150

**Painting ENC526**

August 8 - 12

Considered a preliminary to a fundamental visual art curriculum, we will study perception and observation. Working from life while painting, students will learn about color mixing, paint handling techniques, and the art making process. Class and homework assignments will build portfolios and increase skills. Certificate awarded upon satisfactory completion. (15 Hours)

- 5678 10 4 - 7 p.m. (MTWRF) 8/8-8/12 DCC E. McLaughlin $150

---

**LIVE YOUR DREAM GIRLS’ CONFERENCE**

Build Confidence - Promote Sisterhood - Nurture a Vision for the Future

**Saturday, November 5, 2016 at Dutchess Community College**

EXCLUSIVELY FOR 6TH AND 7TH GRADE GIRLS

Contact Lori Scolaro at lori.scolaro@sunydutchess.edu for details.

Presented by the American Association of University Women and the Association of Women at Dutchess Community College
Career Training

Online Training

Get the skills employers demand with the convenience that you need!

Our online training option brings 21st-century skills taught by expert instructors right to your living room. With classes from Ed2Go, ProTrain Online and E Classes/American Management Association, you’re sure to find the exact training you need to thrive in today’s competitive workforce. Best of all, it’s convenient enough to fit your tight schedule!

Some of the many classes available include:

- Administrative Professional with Microsoft Office Specialist
- Grant Writing
- Microsoft Office Specialist Certification Training
- Paralegal
- Medical Billing and Coding
- Medical Transcription + Medical Terminology
- Administrative Medical Specialist with Medical Billing and Coding
- CompTIA™ A+ Certification Training
- Digital Arts Certificate
- Web Design Certificate
- Speed Spanish
- Writing Essentials
- Keys to Effective Communication
- Introduction to Networking
- Get Assertive!
- Introduction to C++ Programming
- Start Your Own Small Business
- Certificate in Gerontology
- Certificate for the Administrative Assistant
- Certificate in Human Resources Management
- Certificate in General Management
- Business Writing: When English is a Second Language
- How to Write a Marketing Plan
- Successful Negotiating

For questions about online training, contact Lynette Patrice at (845) 431-8913 or patrice@sunydutchess.edu.

Get started today!
www.sunydutchess.edu/onlinetraining
Computer Skills

**Intro to Computers CST006**
For those new to computers, learn basic computer knowledge, navigating around Windows and how to locate and save files. Also learn how to safely explore the Internet. All information is explained in non-technical language. (9 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST006</td>
<td>5679</td>
<td>9:00 am-12:00 pm</td>
<td>5/7-5/21</td>
<td>(S)</td>
<td>DCC</td>
<td></td>
<td>$89</td>
</tr>
<tr>
<td>CST006</td>
<td>5680</td>
<td>6:00 pm-9:00 pm</td>
<td>5/2-5/9</td>
<td>(MW)</td>
<td>DS</td>
<td></td>
<td>$89</td>
</tr>
</tbody>
</table>

**Intro to Computers Part II CST007**
For those with basic navigation skills, learn basic software including word processing, spreadsheets and databases. (9 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>CST007</td>
<td>5681</td>
<td>9:00 am-12:00 pm</td>
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<td>DCC</td>
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<tr>
<td>CST007</td>
<td>5682</td>
<td>6:00 pm-9:00 pm</td>
<td>5/16-5/23</td>
<td>(MW)</td>
<td>DS</td>
<td></td>
<td>$89</td>
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</tbody>
</table>

**Programming using Java CST617**
For those with little or no experience in programming, learn how to write object-oriented programs using Java. Programming fundamentals are examined using predefined objects supplied by the language—develop your own programs using object-oriented methodology. Syntax and application of concepts to real-world programming, proper object-oriented design practices, variables and constants, selection and repetition statements, non-numerical data types, arrays, inheritance and case studies covered. (30 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>CST617</td>
<td>5072</td>
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<td>7/12-8/11</td>
<td>(TR)</td>
<td>DS</td>
<td></td>
<td>$495</td>
</tr>
</tbody>
</table>

**Quickbooks 2013 CST706**
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. (18 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST706</td>
<td>5683</td>
<td>6:00 pm-9:00 pm</td>
<td>5/2-5/18</td>
<td>(MW)</td>
<td>DCC</td>
<td></td>
<td>$220</td>
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</tbody>
</table>

Adobe Design

**Photoshop for Novices CST812**
Learn the basics of how to manipulate and modify images using the powerful tools Photoshop has to offer. Student should have a basic understanding and ability to navigate by the end of the course. Students should have working knowledge of computers. (18 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST812</td>
<td>5122</td>
<td>6:00 pm-9:00 pm</td>
<td>6/13-6/29</td>
<td>(MW)</td>
<td>DS</td>
<td></td>
<td>$225</td>
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</tbody>
</table>

**Photoshop II CST813**
This course is intended as a follow-up to the Photoshop for Novices course. It is intended to advance the student’s techniques for manipulating image art in a digital format. (9 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST813</td>
<td>5685</td>
<td>6:00 pm-9:00 pm</td>
<td>7/11-7/18</td>
<td>(MW)</td>
<td>DS</td>
<td></td>
<td>$145</td>
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</tbody>
</table>

Web Design

**WordPress CST840**
WordPress is a free blogging and website development tool. It currently is the most popular blogging system in use and manages a quarter of all new websites. Learn about themes, plugins, posts, photos, videos and backing up your site. Learn by building and developing your first blog site. (6 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST840</td>
<td>5129</td>
<td>9:00 am-12:00 pm</td>
<td>7/12-7/14</td>
<td>(TR)</td>
<td>DS</td>
<td></td>
<td>$60</td>
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</tbody>
</table>

**Intermediate WordPress CST841**
Take your WordPress knowledge to the next level. Learn how to customize themes, find the right plugins, understand different requirements for mobile platforms, learn administration tools, site configuration and CSS and HTML techniques. Examples of creating child themes and using the WordPress editor are covered. (6 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CST841</td>
<td>5130</td>
<td>9:00 am-12:00 pm</td>
<td>7/19-7/21</td>
<td>(TR)</td>
<td>DS</td>
<td></td>
<td>$60</td>
</tr>
</tbody>
</table>
### Microsoft Office

#### Word Basic CST129
Learn to use the standard word processor 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 and using proofing tools. (15 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Schedule</th>
<th>Days</th>
<th>Venue</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5075</td>
<td>10</td>
<td>6:00 pm-9:00 pm</td>
<td>(MW)</td>
<td>5/23-6/8 DCC</td>
<td>$145</td>
</tr>
</tbody>
</table>

#### Word Intermediate NEW! CST137
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 with folders, enhance documents with graphics and symbols. (15 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Schedule</th>
<th>Days</th>
<th>Venue</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>5076</td>
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<td>6:00 p.m.-9:00 p.m</td>
<td>(MW)</td>
<td>6/13-6/27 DCC</td>
<td>$145</td>
</tr>
</tbody>
</table>

#### Basic Access CST202
Learn to use Access’ powerful data management tools. Topics include: database concepts and terminology, exploring Access tools and menus, navigation, entering and editing records, creating and modifying tables, working with filtering and sorting options, creating and modifying simple queries, using and modifying forms and planning and creating reports. (15 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Schedule</th>
<th>Days</th>
<th>Venue</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5118</td>
<td>10</td>
<td>6:00 pm-9:00 pm</td>
<td>(TR)</td>
<td>6/14-6/28 DCC</td>
<td>$145</td>
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</tbody>
</table>

#### Excel Basic CST320
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. (15 Hours)

<table>
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<tr>
<th>Course Code</th>
<th>Session</th>
<th>Schedule</th>
<th>Days</th>
<th>Venue</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5119</td>
<td>10</td>
<td>6:00 pm-9:00 pm</td>
<td>(TR)</td>
<td>7/12-7/26 DCC</td>
<td>$145</td>
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</tbody>
</table>

#### Excel Intermediate CST321
Learn how to enhance your Excel skills by customizing options, toolbars and menus, working with multiple worksheets and workbooks, linking worksheets and workbooks, editing display options, filtering and sorting lists, exploring advanced charting and formatting options, and creating and managing templates. (15 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Schedule</th>
<th>Days</th>
<th>Venue</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5120</td>
<td>10</td>
<td>6:00 pm-9:00 pm</td>
<td>(TR)</td>
<td>8/2-8/16 DCC</td>
<td>$145</td>
</tr>
</tbody>
</table>

#### Intro to Powerpoint CST616
Learn to create business presentations with PowerPoint design tools. Topics include: exploring PowerPoint tools and menus, creating, editing and viewing presentations, using the auto content wizard, adding side headers and footers, using proofing tools, formatting text drawing and modifying objects, aligning and grouping objects, enhancing presentations with graphics charts and automation and using PowerPoint masters. (9 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Session</th>
<th>Schedule</th>
<th>Days</th>
<th>Venue</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5684</td>
<td>10</td>
<td>6:00 pm-9:00 pm</td>
<td>(MW)</td>
<td>8/8-8/15 DCC</td>
<td>$91</td>
</tr>
</tbody>
</table>

### Your Workforce Connection

191 Main Street Poughkeepsie, NY 12601
(845) 249-4649 | www.dutchessonestop.org

**Did you know that we offer:**
- Funding assistance for many training programs?
- A variety of workshops and services to help support your job search activities?
- A resource room with computers for job search, resume and cover letter writing and printing, faxing and telephones for job-search related calls?

All services at Dutchess One Stop Career Center are free to the public. Eligible customers who need occupational skills training to find or maintain gainful employment may request funding assistance. Detailed information about our services and funding opportunities is available at our website. We are proud to offer priority of service to veterans and their eligible spouses.

*EOE/P auxiliary aids and services available upon request to individuals with disabilities.*
Healthcare

- **An online option is available** for the following four programs. For details, please call (845) 431-8910 or visit www.sunydutchess.edu/healthcarecertifications.

- **Medical Billing and Coding Program VOC666**
  This comprehensive course covers solving insurance and billing issues, manually filing claims, completing forms, tracing delinquent claims and appealing denied claims. The course highlights CPT, specialty fields, ICD-10 and basic claims processes. Learn how to find codes using coding manuals, (CPD, ICD-10 and HCPCS). After obtaining the suggested work experience (6mo - 2yrs), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Textbooks are included. Saturdays 7/9 and 7/30 from 9 am – 3 pm (80 Hours).
  
  5131 90 6 pm- 9:30 pm (MWS) 6/6-8/15 DS $1,899

- **EKG Technician Certification VOC754**
  Prepare to function as an EKG Technician and to take the ASPT - Electrocardiograph (EKG) Technician exam. This course includes important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Textbooks are included. (50 Hours)
  
  5686 90 6 pm- 9:30 pm (MW) 6/6-7/27 DS $999

The EKG Tech program increased my knowledge in the cardiac aspect of nursing which will be very helpful for me after graduation as an RN. The instructor made the class enjoyable, interesting and engaging. I would recommend this course to anyone going into the medical field.
—GABRIELLA HABER, DCC NURSING STUDENT

- **Pharmacy Technician Program VOC755**
  Prepare to work in the pharmacy field and for the Pharmacy Technician Certification Board’s (PTCB) exam. Technicians work in hospitals, home infusion and community pharmacies, and other settings. Also covered: pharmacy-specific medical terminology, 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. A Pharmacy Technician should possess a high school diploma or equivalency and have strong math skills. Textbooks are included. (50 Hours)
  
  5687 10 6 pm- 9:30 pm (TR) 6/7-7/26 DCC $1,149

  Externship Option
  An 80-hour externship at a local pharmacy will be available for students who are recommended by the instructor and administration. Additional skills-training requirements may be required. Dates and times will vary depending on location and availability.

- **Physicians Medical Office Assistant VOC757**
  Prepare for an administrative or clerical position in healthcare by learning the foundational skills that include interpersonal communication, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. Students will be prepared to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam. Textbooks are included. (50 Hours)
  
  5134 10 6:30 pm- 9:30 pm (TR) 6/7-8/2 DCC $999
EMT

EMT Original EMT101
This intensive program is designed to train individuals to provide basic life support in the pre-hospital setting as a New York State Certified Emergency Medical Technician - Basic. Required text: “Emergency Care and Transportation of the Sick and Injured” by Jones and Bartlett, 10th edition. Text is available at the DCC Bookstore. Students will be required to pay additional fees for mandatory background check and drug screening. (220 Hours)

<table>
<thead>
<tr>
<th>Registration Code</th>
<th>Section</th>
<th>Schedule</th>
<th>Start Date</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5136</td>
<td>90</td>
<td>8 am - 1 pm (TWR)</td>
<td>5/31-8/11</td>
<td>DS Kovalsky</td>
<td>$700</td>
</tr>
<tr>
<td>5137</td>
<td>91</td>
<td>5 pm - 10 pm (TWR)</td>
<td>5/31-8/11</td>
<td>DS Moore</td>
<td>$700</td>
</tr>
</tbody>
</table>

EMT Refresher EMT102
The EMT Refresher course is designed to review and update the EMT in psychomotor and cognitive knowledge to current standards. The program incorporates a challenge mechanism allowing those who can demonstrate competency to be exempted from the remedial sessions of the refresher program. Prerequisites: Must previously be, but not necessarily currently, certified as a NYS EMT. Students are not considered registered until full payments are made. You must register before the start of classes. Textbook: "Refresher Emergency Care and Transportation of the Sick and Injured" Jones and Bartlett, 2nd edition. Text is available at the DCC Bookstore. (75 Hours)

<table>
<thead>
<tr>
<th>Registration Code</th>
<th>Section</th>
<th>Schedule</th>
<th>Start Date</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5138</td>
<td>90</td>
<td>6:30-9:30pm (MW)</td>
<td>6/8-8/10</td>
<td>DS Skakel</td>
<td>$335</td>
</tr>
</tbody>
</table>

ALS, BLS and PRH Classes
For information and to register for these classes please call DCC EMS at (845) 790-3620.

CPR

Basic Life Support for Healthcare Providers CPR002
For participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings and 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. Required text: "American Heart Association BLS for Health Care Providers.” Text will be needed at the first class and can be purchased at the DCC Bookstore. American Heart Association completion cards are issued upon successful completion. Maximum class size is 18. (5 Hours)

<table>
<thead>
<tr>
<th>Registration Code</th>
<th>Section</th>
<th>Schedule</th>
<th>Start Date</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5193</td>
<td>90</td>
<td>5 pm - 10 pm (M)</td>
<td>6/13</td>
<td>DS</td>
<td>$55</td>
</tr>
<tr>
<td>5194</td>
<td>91</td>
<td>5 pm - 10 pm (W)</td>
<td>7/13</td>
<td>DS</td>
<td>$55</td>
</tr>
<tr>
<td>5195</td>
<td>92</td>
<td>5 pm - 10 pm (W)</td>
<td>8/17</td>
<td>DS</td>
<td>$55</td>
</tr>
</tbody>
</table>

Basic Life Support for Health Care Providers Renewal CPR004
This is an American Heart Association course and is for health care providers and other professional rescuers ONLY. This is an update of basic rescuer skills. 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 18. (4 Hours)

<table>
<thead>
<tr>
<th>Registration Code</th>
<th>Section</th>
<th>Schedule</th>
<th>Start Date</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5197</td>
<td>90</td>
<td>6 pm - 10 pm (T)</td>
<td>6/21</td>
<td>DS</td>
<td>$35</td>
</tr>
<tr>
<td>5198</td>
<td>91</td>
<td>6 pm - 10 pm (R)</td>
<td>7/28</td>
<td>DS</td>
<td>$35</td>
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<tr>
<td>5199</td>
<td>92</td>
<td>6 pm - 10 pm (T)</td>
<td>8/23</td>
<td>DS</td>
<td>$35</td>
</tr>
</tbody>
</table>

Heartsaver CPR AED CPR005
The Heartsaver CPR AED 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.” Text can be purchased at the DCC Bookstore. Maximum class size 18. (3.5 Hours)

<table>
<thead>
<tr>
<th>Registration Code</th>
<th>Section</th>
<th>Schedule</th>
<th>Start Date</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5200</td>
<td>90</td>
<td>6 pm - 9:30 pm (W)</td>
<td>6/8</td>
<td>DS</td>
<td>$40</td>
</tr>
</tbody>
</table>
**BLS and ALS Skills Testing**

For those wishing to be certified in BLS for Healthcare Provider, ACLS or PALS, an online didactic course is offered through the American Heart Association’s website. After presenting a certificate of online course completion, candidates may register for either CPR006 or CPR007 to be evaluated on practical skills. After successful completion, a certification will be issued. Evaluations take place May 27 - Aug. 31. Call (845) 790-3620 for more information.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Grade</th>
<th>Hours</th>
<th>Date/Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLS Skills Testing</td>
<td>CPR 006</td>
<td>90</td>
<td>9</td>
<td>9 am - 3 pm at DS</td>
<td>$25</td>
<td></td>
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<tr>
<td>ALS Skills Testing</td>
<td>CPR 007</td>
<td>90</td>
<td>9</td>
<td>9 am - 3 pm at DS</td>
<td>$50</td>
<td></td>
</tr>
</tbody>
</table>

**Child and Babysitting Safety (CABS) CPR009**

Designed for young adults who babysit or provide child and infant care, this course provides the necessary basic skills training. It also covers the importance of responsibility, recognizing an emergency, emergency action steps, personal safety, fire safety, water safety, infant care and basic first aid, CPR and choking management. (8 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Grade</th>
<th>Hours</th>
<th>Date/Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child and Babysitting Safety</td>
<td>CPR009</td>
<td>90</td>
<td>6</td>
<td>6 - 10 pm</td>
<td>(R) DS</td>
<td>$60</td>
</tr>
</tbody>
</table>

**Heartsaver First Aid CPR105**

First Aid is the immediate care given to the injured or suddenly ill person. This training focuses 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: “American Heart Association First Aid.” Text is needed at first class and can be purchased through the DCC Bookstore. Maximum class size is 18. (3.5 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Grade</th>
<th>Hours</th>
<th>Date/Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heartsaver First Aid</td>
<td>CPR105</td>
<td>90</td>
<td>6</td>
<td>6 - 9:30 pm</td>
<td>(W) DS</td>
<td>$40</td>
</tr>
</tbody>
</table>

**Pediatric Advanced Life Support (PALS) CPR503**

Provides the participant with information needed to recognize infants and children at risk for cardiopulmonary arrest. Includes strategies needed to prevent cardiopulmonary arrest, and the cognitive and psychomotor skills needed for resuscitation and stabilization of infants and children in respiratory failure, shock or cardiopulmonary arrest. Previous experience in rhythm recognition recommended. Textbook: “Pediatric Advanced Life Support PALS, American Heart Association (AHA).” Students are required to bring PALS checklist and Self-Assessment Test scores to class. (14 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Grade</th>
<th>Hours</th>
<th>Date/Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatric Advanced Life Support</td>
<td>CPR503</td>
<td>90</td>
<td>9</td>
<td>9 am- 4 pm</td>
<td>(T) 7/12 &amp; 7/19 DS</td>
<td>$165</td>
</tr>
</tbody>
</table>

**Advanced Cardiac Life Support (ACLS) CPR504**

Covers the skills and didactic information needed to handle events that may lead to or involve cardiac patients including post-arrest stabilization. Includes practical experience with cardiac monitoring, advanced airway stabilization, and pharmacological interventions. Required text: “American Heart Association Advanced Cardiac Life Support” written and published by the American Heart Association. Text is needed at first class. Pre-test must be completed prior to class and submitted. It is recommended that you read entire text prior to class. A CPR Skills test will be administered the first day of class. (14 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Grade</th>
<th>Hours</th>
<th>Date/Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Cardiac Life Support</td>
<td>CPR504</td>
<td>90</td>
<td>9</td>
<td>9 am- 4 pm</td>
<td>(W) 6/15 &amp; 6/22 DS</td>
<td>$165</td>
</tr>
</tbody>
</table>

**PALS Renewal CPR509**

Students are required to bring PALS checklist and Self-Assessment Test scores to class. (7 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Grade</th>
<th>Hours</th>
<th>Date/Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>PALS Renewal</td>
<td>CPR509</td>
<td>90</td>
<td>9</td>
<td>9 am- 4 pm</td>
<td>(T) DS</td>
<td>$80</td>
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</table>

**ACLS Renewal CPR510**

Students are required to bring the ACLS checklist and Self-Assessment Test scores to class. (7 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Grade</th>
<th>Hours</th>
<th>Date/Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACLS Renewal</td>
<td>CPR510</td>
<td>90</td>
<td>9</td>
<td>9 am- 4 pm</td>
<td>(R) DS</td>
<td>$80</td>
</tr>
</tbody>
</table>

**Pet CPR and First Aid CPR106**

Learn how to provide urgent care for a cat or dog in need of immediate attention from a veterinarian or emergency clinic. As we cannot call 911 for help with our animal emergencies, it is our responsibility to learn all we can about how to care for the animals that depend on us for their safety. Text recommended and available at the DCC Bookstore. (4 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Grade</th>
<th>Hours</th>
<th>Date/Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pet CPR and First Aid</td>
<td>CPR106</td>
<td>90</td>
<td>6</td>
<td>6pm - 10 pm</td>
<td>(M) DS</td>
<td>$40</td>
</tr>
</tbody>
</table>
Alcoholism and Substance Abuse Counselor
Prepare for a career as a Alcoholism and Substance Abuse Counselor. Five courses that make up the 350-hour CASAC program are approved by and meet OASAS requirements. To register, potential students should be at least 18 and have a valid photo ID, proof of HS completion, and attest to a minimum of two continuous year’s recovery if there was a history of substance abuse. It’s recommended that students possess general computer knowledge. Part I and Part II take place at DCC South. Other courses take place at the DCC main campus.

**Alcoholism and Substance Abuse Counselor Part I CAS102**
An introduction to alcoholism and substance abuse counseling will be covered. Topics also include individual and group counseling. Text: “Group Treatment for Substance Abuse – A Stage of Change Therapy Manual” by Velasquez, Maurer, Crouch, DiClemente and “Building Motivational Interviewing Skills” by David Rosengren available at the DCC Bookstore. (75 Hours)
5694 90 6 pm-9:30 pm (WS) 5/11-8/10 DS $524
**Plus four Saturdays : 5/14, 6/4, 7/9, 7/30. Meeting time from 8am to 4pm.**

**Alcoholism and Substance Abuse Counselor Part II CAS103**
A continuation of Alcoholism and Substance Abuse Counselor Part 1. Topics include: cultural competence, counseling special populations, effects on family, counseling families and significant others, theories of human development and relation to substance abuse, health wellness and communicable diseases. Text: “Group Treatment for Substance Abuse – A Stage of Change Therapy Manual” by Velasquez, Maurer, Crouch, DiClemente and “Building Motivational Interviewing Skills” by David Rosengren available at the DCC Bookstore. (75 hours)
5695 90 6 pm- 9:30 pm (RS) 5/12-8/11 DS $524
**Plus four Saturdays: 5/21, 6/18, 7/23, 8/13. Meeting time from 8am to 4pm.**

**Assessment & Evaluation CAS104**
Topics include: assessment and evaluation, treatment planning, client record keeping, discharge planning, case management referral and service coordination, patient, family and community education and prevention. Prerequisite: Students may not register for CAS 104 or 105 until they have completed CAS 101, 102, 103. Text: “Essentials of Treatment Planning” by Mark Maruish available at the DCC Bookstore. (70 Hours)
5696 10 6 pm- 9:30 pm (WS) 5/11-8/10 DCC $499
**Plus three Saturdays: 6/11, 7/16, 8/6. Meeting time from 8 am to 4 pm.**

**Professional and Ethical Responsibility CAS105**
Topics covered in this final module include: counselor-client relationship, ethical decision making and conduct description, confidentiality/ legal issues, child abuse and maltreatment mandated reporter training. Prerequisite: Students may not register for CAS 104 or 105 until they have completed CAS 101, 102 and 103. Text: “Ethics for Addiction Professionals” by Jennifer D. Berton available at the DCC Bookstore. (45 Hours)
5697 10 6 pm- 9:30 pm (M) 5/9-8/15 DCC $599

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**Need interview attire for an upcoming program acceptance or job interview?**
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“HELPING HUDSON VALLEY WOMEN THRIVE AT WORK AND IN LIFE!”
Notary

Preparing for the Notary Public Exam VOC203
This class will prepare you for the Notary Exam in New York. It also will provide you with an overview of the licensing regulations. You will become familiar with rules and regulations a notary must abide by as well as common issues you will see in performing your duties. (3 Hours)
5225 90 6:00 pm- 9:00 pm (R) 6/16 DS E Haddeland $41

Publishing

Get your Writing Published!
LeeAnne Krusemark is a journalist, author and owner of an award-winning public relations business. Her in-person lectures are offered at more than 200 facilities nationwide, including Purdue, and her online publishing class is offered at more than 1,000 facilities worldwide, including Harvard Adult Ed. All published courses taught by LeeAnne Krusemark.

Meet the Publisher—Get Your Manuscript Critiqued SBS051
Bring any type of manuscript for a one-page in-class critique by an online professor of publishing for Harvard. You can then opt to leave your manuscript (for an additional fee) for a complete professional critique and a relevant list of publishers/agents. $10 materials fee is included in cost of class. (1 Hour)
5229 10 4:00 pm- 5:00 pm (R) 5/12 DCC Krusemark $30

Beginner’s Guide to Getting Published SBS050
Great for those who want to sell an article, short story, poem, or novel to a publisher, learn how to become “published” quickly, submit manuscripts correctly, find publishers and agents, write irresistible query letters, and learn 100 ways to make money as a freelance writer. $20 materials fee is included in cost of class. (2 Hours)
5228 10 5:00 pm- 7:00 pm (R) 5/12 DCC Krusemark $50

Self Publishing vs. Traditional Publishing (and 99 Ways to Market Your Book) SBS049
Learn the pros and cons of traditional publishing and all the self-publishing options, including print-on-demand and ebook publishing, and the Amazon option of Create Space, as well as many ways to market your book from an adjunct online professor of publishing for Harvard. $20 materials fee is included in cost of class. (2 Hours)
5227 10 7:00 pm- 9:00 pm (R) 5/12 DCC Krusemark $50

Publish Your Book for Free: Hands-On CreateSpace Tutorial SBS052
Prerequisite: Self Publishing vs. Traditional Publishing. This is a hands-on, step-by-step tutorial to get your paperback book published on Amazon in ONE HOUR! Copyright, ISBN, and free Ebook option are discussed. Bring your laptop and email facilitator@athomestudy.org for important specs before class. $99 materials fee included in cost of class. (1 Hour)
5700 10 9:00 pm- 10:00 pm (R) 5/12 DCC Krusemark $119

Small Business

Getting Paid to Talk: Voiceovers as a Profession SBS048
Discover how to break into the exciting field of voice-overs. Learn where to find work in your area working on audio books, documentaries, commercials and more. You’ll even have an opportunity to record a short script under the direction of our teacher. This class is a great first step for anyone interested in the voice-over field. (2.5 Hours)
5226 10 6:30 pm- 9:00 pm (M) 8/1 DCC Voice Coaches $29
Real Estate

Real Estate Salesperson Qualifying Course REL131
Interested in a career in real estate? Register now for the New York State Approved Salesperson’s 75-hour licensing course. Topics include: law of agency, ownerships and interests, contracts, deeds, liens, taxes and assessments, transfer of title and closing, construction, finance, valuation, Human Rights & Fair Housing, and more. Note: In addition to passing the course final exam, passing a separate NYS exam is required for licensure. 90% attendance, Required textbook: NY Real Estate for Salespersons, 6th edition (if available) by M.D. Spada, Cengage Publishing. (78 Hours)

Security Guard

100 % Attendance is required for any security course. Please call the Division of Criminal Justice Services at (518) 457-4135 for any issues the program director cannot solve. Approximately $230 will be needed to cover pre-employment fingerprinting and background checks with outside agencies prior to employment.

8-Hour Pre-Assignment Training SGT101
Required by New York state as the first step in obtaining a security guard registration card, this introductory course covers the Security Guard Act of 1992 as well as general responsibilities, roles, legal powers and limitations, emergency situations communications and public relations, access control, ethics and conduct. A passing exam required for successful completion.

16-Hour On-The-Job Training SGT105
Within 90 days of employment, new security guards must complete this course that covers topics from the Pre-Assignment Course in greater detail as well as the incident command system and terrorism. A passing exam required for successful completion.

8-Hour Annual In-Service Training SGT104
Must be completed within 12 calendar months from completion of the Sixteen-Hour Course for Security Guards and annually thereafter, this will provide security guards with updated and enhanced information as it relates to their position.

On-Site Training for Businesses
Security guard courses can be delivered on-site for businesses that have a need. Grant funds may be available to offset costs. Please call Tim Vermillion at (845) 431-8907 for details.
Earn College Credits Over Summer Break

Low tuition – just $140 per credit

SUBJECTS INCLUDE:
- Anthropology
- Art & Art History
- Business
- Communications & Media
- Computer Science
- Criminology
- English
- History
- Humanities
- Math
- Science
- Wellness & Fitness

Open to students attending any college.
Classes in Poughkeepsie, Wappingers Falls and online.

Register today!
Register in-person at our main campus in Poughkeepsie or at the DCC South campus in Wappingers Falls. You also may register online at sunydutchess.edu/summerclasses.

QUESTIONS? Call the registrar at (845) 431-8020.

WORKFORCE TRAINING SOLUTIONS

ATTENTION DUTCHESS COUNTY BUSINESSES:

DCC has been awarded a workforce training grant. If you own or operate a business in Dutchess County, you can get your employees the expert training they need at a fraction of the regular cost!

Let us design a customized program perfect for your workforce needs. There are hundreds of classes available taught by expert instructors that cover everything from theory to hands-on instruction—most classes can be delivered directly at your site. There never has been a better time to create the workforce you’ve always envisioned.

Key Client Training Sectors:
- Business
- Healthcare
- Manufacturing
- Banking
- Non-Profit and Service

Key Areas: Management
- Technical Training
- Efficiency/Quality Control
- Computers and Programs
- Professional Development

To find out how we can deliver quality training and improve your bottom line, contact Virginia Stoeffel at (845) 431-8908 or virginia.stoeffel@sunydutchess.edu.
Driver Education

Alive@25 DRV025
This four-hour course is specifically designed to get younger motorists aged 16-24 to take responsibility for their driving behaviors. This program already has been adopted by many states and courts as a response to younger drivers receiving tickets for speeding, cell phone, texting and other moving violations. Call 431-8910 to register.

- 5239 10 9:00 a.m.-1:00 p.m.  (S)  5/7 DCC TBA $50
- 5240 11 9:00 a.m.-1:00 p.m.  (S)  6/4 DCC TBA $50
- 5701 12 9:00 a.m.-1:00 p.m.  (S)  7/9 DCC TBA $50
- 5242 13 9:00 a.m.-1:00 p.m.  (S)  8/6 DCC TBA $50
- 5702 90 9:00 a.m.-1:00 p.m.  (S)  5/21 DS TBA $50

New York State "Five-Hour" Pre-Licensing Course DRV001
In order to obtain a driver’s license in New York, NYS DMV requires that all permit holders successfully complete a five-hour program. Read all information before registering: This class is for permit holders only. Pre-registration required. Classes fill quickly, register early. No online registrations accepted 72 hours prior to class desired. Call 845-431-8910 to see if space still available. Call office at 845-431-8910 to confirm room assignment information 2-3 business days prior to class. Must bring NYS Permit to class. Arrive early to find room and be seated prior to class start. Once class starts, door is closed and late arrivals not admitted regardless of circumstance (this is NYS law and is non-negotiable.) There will be an additional $25 fee for a replacement certificate.

- 5247 10 4:00 pm – 9:00 pm  (T)  5/10 DCC P Odendahl $41
- 5248 11 9:30 am – 2:30 pm  (S)  6/4 DCC P Odendahl $41
- 5249 12 4:00 pm – 9:00 pm  (R)  7/14 DCC P Odendahl $41
- 5706 13 9:30 am – 2:30 pm  (S)  8/6 DCC P Odendahl $41
- 5707 90 4:00 pm – 9:00 pm  (R)  5/19 DS P Odendahl $41
- 5252 91 4:00 pm – 9:00 pm  (R)  6/23 DS P Odendahl $41
- 5253 92 4:00 pm – 9:00 pm  (T)  7/26 DS P Odendahl $41
- 5254 93 4:00 pm – 9:00 pm  (T)  8/16 DS P Odendahl $41

Defensive Driving DRV201
This NYS-DMV approved six-hour Point and Insurance Reduction class entitles licensed drivers or permit holders to a 10% reduction in their liability, collision and no-fault insurance. Topics include review of safe driving tips as well as updated vehicle and traffic laws. Completion of this class can reduce up to four points off of your record. Pre-registration required. Late arrivals will not be admitted. (6 Hours)

- 5256 10 6 pm – 9:00 pm  (MW)  6/13-6/15 DCC M Sheehan $42
- 5257 11 6 pm – 9:00 pm  (MW)  8/8-8/10 DCC M Sheehan $42
**Traffic Safety and Driver Education** **DRV102**

Beneficial to all ages and by far the most cost effective way to learn proper driving techniques, laws and responsibilities applicable to New York State. Successful completion of this 48-hour course (24 classroom/ 24 on-road driving instruction/observation) includes the five-hour NYS Pre-Licensing course (listed on page 18), certificate required to schedule a road test and earn a senior license by age 17, possible high school credit (check with district) and an approximate 10-15% premium insurance reduction.

**Requirements:** 16 years old and a NYS Permit or License by July 25, 2016. Pre-register prior to orientation. **Mandatory attendance for all classes.**

**Mandatory Orientation:** Wed., July 20, 2016 from 7:00 p.m. - 8:30 p.m. at DCC Main campus. Parents are strongly encouraged to attend with student. Road hours are assigned at orientation in the order registrations were received, so register as soon as you are sure you have the flexibility in your schedule to attend all required hours as outlined below.

**Schedule:** **Class hours** start July 25, 2016 and end August 16, 2016, 5:30 – 7 p.m.

(Course end date may be extended due to cancellations for inclement weather conditions.) **Road Hours** are scheduled in 90-minute blocks of time on Mon.-Thurs. from 2:30-4 p.m. or 4 p.m. - 5:30 p.m. Per demand. Register early in order to pick your road hours. Road hours include 18 hours of observation and 6 hours of driving.

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5255</td>
<td>10</td>
<td>5:30 - 7 p.m.</td>
<td>MTWR 7/25-8/16 DCC C Firehock</td>
</tr>
</tbody>
</table>

**Motorcycle Training**

The Total Control (TC) Training Series is based on the best-selling book “Total Control” written by Lee Parks who personally trained your accomplished TC instructor. Register early as spots remain limited to ensure personal attention. Riders for any of the below courses must have their own motorcycle and full riding gear. For full details and to register, go to www.KickStartMTS.com.

**Total Control - Advanced Riding Clinics (TC-ARC) ** **DRV302**

Take your riding to the next level. Learn the seven keys to cornering: traction management, throttle control, mental state, vision, line selection, body position and suspension setup. Must have a motorcycle endorsement, a minimum year of riding or about 2,500 miles behind you. Classes are rain or shine. (10 Hours)

<table>
<thead>
<tr>
<th>Level</th>
<th>Time</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC LEVEL 1</td>
<td>8:00 am- 6:00 pm (S)</td>
<td>5/28</td>
<td>DCC C Firehock</td>
</tr>
<tr>
<td>TC LEVEL 2</td>
<td>8:00 am- 6:00 pm (U)</td>
<td>5/29</td>
<td>DCC C Firehock</td>
</tr>
<tr>
<td>TC SKILLS DRILL</td>
<td>10:00 am- 2:00 pm (U)</td>
<td>5/29</td>
<td>DCC C Firehock</td>
</tr>
</tbody>
</table>

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<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC LEVEL 1</td>
<td>8:00 am- 6:00 pm (S)</td>
<td>5/28</td>
<td>DCC C Firehock</td>
</tr>
<tr>
<td>TC LEVEL 2</td>
<td>8:00 am- 6:00 pm (U)</td>
<td>5/29</td>
<td>DCC C Firehock</td>
</tr>
<tr>
<td>TC SKILLS DRILL</td>
<td>10:00 am- 2:00 pm (U)</td>
<td>5/29</td>
<td>DCC C Firehock</td>
</tr>
</tbody>
</table>

**Sailing**

**A Sailing Weekend for New Sailors** **SPT119**

Learn how to sail in a “hands-on-helm” environment with a USCG instructor on a 27-foot Catalina Sailboat with auxiliary diesel engine. Content is applicable to all sailboats and will start with a weeknight lecture and culminate with two exciting three-hour sails later that same weekend. Sails will be arranged in groups of four during initial lecture at main campus. Sails depart from White’s Marina, New Hamburg, NY. Alternate “unfavorable weather” date will be decided by class during lecture. Textbooks are $25 payable to instructor. (8 hours)

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5708</td>
<td>10</td>
<td>Tuesday, 6/7, 6-8pm, DCC</td>
<td>Sail: Saturday, 6/11 &amp; Sunday 6/12</td>
</tr>
<tr>
<td>5709</td>
<td>11</td>
<td>Tuesday, 7/19, 6-8pm, DCC</td>
<td>Sail: Saturday, 7/23 &amp; Sunday 7/24</td>
</tr>
<tr>
<td>5710</td>
<td>12</td>
<td>Tuesday, 8/2, 6-8pm, DCC</td>
<td>Sail: Saturday, 8/6 &amp; Sunday 8/7</td>
</tr>
</tbody>
</table>
**Teen Classes**

**SAT/ACT Prep Program** STU416
Educational Services Center is in its 38th year of effectively training students in how to answer standardized test questions correctly. In addition to a thorough subject matter review, ESC exposes to students the pattern and trappings of questions. Students learn time-saving techniques, discover how to easily spot incorrect answers and build stamina so they are more relaxed and in command on test day. All materials included in tuition cost. (24 Hours)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5238</td>
<td>10</td>
<td>TR</td>
<td>6:00pm-9:00pm</td>
<td>8/9-9/1</td>
<td>DCC</td>
<td>$449</td>
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<td></td>
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</table>

**Child and Babysitting Safety (CABS)** CPR009
Designed for young adults who babysit or provide child and infant care, this course provides the necessary basic skills training. It covers the importance of responsibility, recognizing an emergency, emergency action steps, personal safety, fire safety, water safety, infant care and basic first aid, CPR and choking management. (6 Hours)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Location</th>
<th>Cost</th>
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<tbody>
<tr>
<td>5203</td>
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<td>DS</td>
<td>6:00pm-10:00pm</td>
<td>7/7 &amp; 7/14</td>
<td>$60</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Dog Training**

**Puppy Foundation Training - AKC S.T.A.R. Program** LES700
This fully comprehensive course includes socialization and confidence-building along with a strong foundation for manners and obedience. A few of the commands taught along with many others are; Sit, Down, Stay, Leave-it, Come and Heel. (6 Hours)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5282</td>
<td>90</td>
<td>R</td>
<td>6:30pm-7:30pm</td>
<td>6/2-7/7</td>
<td>DS</td>
<td>$135</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5283</td>
<td>91</td>
<td>R</td>
<td>6:30pm-7:30pm</td>
<td>7/14-8/18</td>
<td>DS</td>
<td>$135</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advanced Basic Obedience** LES701
Continue to advance with the commands from foundation: Heeling, Extended Stays, Advanced Leave-it, Chaining commands and Advanced Come. Achieve a higher level of training that will challenge both you and your dog to think outside the box—training also should assist in keeping your dog safe. This course is a prerequisite to the AKC Canine Good Citizen/Therapy dog course. (6 Hours)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Location</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>5284</td>
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<td>6/2-7/7</td>
<td>DS</td>
<td>$135</td>
<td></td>
<td></td>
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<tr>
<td>5425</td>
<td>91</td>
<td>R</td>
<td>8:00pm-9:00pm</td>
<td>7/14-8/18</td>
<td>DS</td>
<td>$135</td>
<td></td>
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</tr>
</tbody>
</table>

**Foreign Language**

**Success in Spanish Level I** LAN601
Do you need this language to talk to people you interact with in your job? Would you like to be ready for your next vacation to Mexico, Spain, Central or South America? With basic language structures, vocabulary and practice, you will start communicating in Spanish. A patient, native speaker and experienced teacher will provide you with valuable audio, visual and interactive exercises. Required textbook and CD included in tuition. (24.75 Hours)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Location</th>
<th>Cost</th>
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<tbody>
<tr>
<td>5723</td>
<td>90</td>
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<td>6:45pm-9:00pm</td>
<td>5/5-7/14</td>
<td>DS</td>
<td>$275</td>
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</tr>
</tbody>
</table>

**Beginning Conversational French** LAN116
Learn the basics enough to confidently use simple phrases and vocabulary in a variety of typical social and leisure settings, to understand and to apply basic grammar in context. You also will have the opportunity to learn about France, its culture and traditions. (24 Hours)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5280</td>
<td>90</td>
<td>R</td>
<td>9:00am-12:00pm</td>
<td>5/5-6/23</td>
<td>DS</td>
<td>$225</td>
<td></td>
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</tr>
</tbody>
</table>
Holistic Health

Protecting the Righteous Qi: Holistic Prevention and Support of Chronic illness

This class will focus on protecting the immune system, otherwise known as the Righteous Qi. Nutritional, lifestyle and complementary therapies will be discussed. Chronic illness is the most prolific of diseases in our society and the most difficult to resolve. Therefore, maintaining quality of life is the task at hand. Materials fee included in cost of class. (4 Hours)

5674 90 9:00 am-1:00 pm  (S)  5/7  DS  L. Hughes $49

Qi Gong ... Simple, Yet Powerful

Enhance your own life force and therefore your health by engaging in this ancient stress reduction practice. This will be a three-class series that also will include Tao Yin stretching and flow exercises. Each class will close with a guided meditation. (6 Hours)

5712 90 6:00 pm-8:00 pm  (W)  5/11-5/25  DS  L. Hughes $59

Intro to Foot Reflexology

This class will introduce to the general public the history and overview of Reflexology. Each student will receive a foot map and hands-on experience along with self-care techniques to use on themselves and family members. Materials fee included in cost of class. (4 Hours)

5713 90 6:00 pm-8:00 pm  (W)  6/8-6/15  DS  L. Hughes $45

Connecting to the Wisdom of Plants

We will explore our local “weeds of life” and how their life force is so intertwined with the health of mankind. Their herbal properties and doctrine of signatures will be discussed. Materials fee included in cost of class. (4 Hours)

5714 90 6:00 pm-8:00 pm  (W)  6/22-6/29  DS  L. Hughes $59

Professional Skills

How to Handle Difficult People

Save yourself misery, rage and pain by learning how to effectively handle difficult people! Acquire the tools to make your interactions with difficult people more manageable and less stressful than you thought possible. (2 Hours)

5448 10 10:00 am-12:00 pm  (S)  5/21  DCC  B Golden $36

Personal and Professional Time Management

Effective time management enables you to hop off the time treadmill and accomplish more than you thought possible. Time management is a key component to being successful. Learn how to get more done in less time. (2 Hours)

5724 10 10:00 am-12:00 pm  (S)  6/11  DCC  B Golden $36

Improving Your Work/Life Balance

Do you find it challenging to juggle work and life? This program identifies the causes of stress and the symptoms. Learn effective techniques proven to help reduce stress by achieving better balance in your life. (2 Hours)

5725 10 10:00 am-12:00 pm  (S)  7/16  DCC  B Golden $36

Baking

Introduction to Modeling Chocolate for Baked Goods

Create your own edible showcase of flowers using modeling chocolate, which is a great substitute for fondant or gum paste and tastes better. Supply fees included in tuition. (3 Hours)

5286 10 6:00 pm-9:00 pm  (R)  6/9  DCC  V Pulcastro $27
## Art

### Drawing What You See NEW! LES006
A great drawing class to jump in and learn about observation and perception. This class is designed to accommodate beginners and more experienced artists wishing to strengthen skills. We will study proportion, sketching and gesture and rendering with light and shadow. Subjects include landscape, interiors and still lives. Bring your own lunch. (6 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>Location</th>
<th>Instructors</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5717</td>
<td>(S)</td>
<td>10:00 am-4:30 pm</td>
<td></td>
<td>6/18</td>
<td>DCC</td>
<td>E McLaughlin</td>
<td>$59</td>
</tr>
</tbody>
</table>

### Post Impressionist Landscape Painting in Acrylic LES012
We will use photos and inspiration from Post-Impressionism (Cezanne, Gauguin, Van Gogh, Seurat) with an easy step-by-step approach to thicker painting. Assignments are designed for the beginner and/or more advanced levels. Class begins with an art history lesson and discussion and examples, then we paint! Bring your own lunch. (6 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>Location</th>
<th>Instructors</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5271</td>
<td>(S)</td>
<td>10:00 am-4:30 pm</td>
<td></td>
<td>6/25</td>
<td>DCC</td>
<td>E McLaughlin</td>
<td>$59</td>
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</table>

### Introduction to Watercolor LES106
A great introduction for beginners that covers different types of wash techniques along with color mixing and composition/sketching approaches. Assignments start out step-by-step, but then open up as your skill and confidence grow. (5.5 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>Location</th>
<th>Instructors</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5718</td>
<td>(S)</td>
<td>10:00 am-3:30 pm</td>
<td></td>
<td>8/20</td>
<td>DCC</td>
<td>E McLaughlin</td>
<td>$55</td>
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</tbody>
</table>

### Landscape Painting in Watercolor LES001
A great place to start. Or as a next step for people working with this wonderfully fluid type of painting. Come and explore nature’s effects with color washes, glazes and advanced masking techniques. We start out step-by-step, and then you can use your new skills to add personal touches. The painting will be of a snowcapped mountain reflected in a lake. (5.5 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>Location</th>
<th>Instructors</th>
<th>Fee</th>
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<tbody>
<tr>
<td>5719</td>
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<td>10:00 am-3:30 pm</td>
<td></td>
<td>8/27</td>
<td>DCC</td>
<td>E McLaughlin</td>
<td>$55</td>
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</tbody>
</table>

### Botanical Drawing at Locust Grove LES003
Improve your skills while drawing and painting botanical watercolors in a relaxed atmosphere. Learn to use water soluble colored pencils and watercolor. Description of other botanical drawing/art techniques will be ongoing. Dress appropriately for conditions and bring lunch along with supplies. Classes are rain or shine and take place at Locust Grove Estate, 2683 South Road, Poughkeepsie, NY 12601. Meet in front of the visitor center. (9 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>Location</th>
<th>Instructors</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5273</td>
<td>(TWR)</td>
<td>10:00 am-1:00 pm</td>
<td>7/26-7/28</td>
<td>Locust Grove</td>
<td>Crawford</td>
<td>$89</td>
<td></td>
</tr>
</tbody>
</table>

## Crafting

### Basketmaking NEW! LES165
Come make a tote basket to carry your lunch, snacks for the kids or that book and suntan lotion for the beach. Learn how to make a filled base, weave up the sides, rim and lash your basket. Shaker tape straps will be inserted after your basket is completed. Basket is approximately 8” x 5.5” x 7”. Materials fee included in tuition. (6 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>Location</th>
<th>Instructors</th>
<th>Fee</th>
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<tbody>
<tr>
<td>5726</td>
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<td>6/14-6/21</td>
<td>DCC</td>
<td>M Williams</td>
<td>$79</td>
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</table>

### Jewelry—Reused, Renewed, Repurposed LES119
Rejuvenate those broken, inherited or gifted pieces of jewelry to give them an updated look or makeover to better suit your style. Learn to use the tools to convert broken or used pieces into new viable objects. Also includes an introduction to basic soldering technique. Turn a broken necklace into a bracelet, a bracelet into earrings, etc. Please bring the jewelry you would like to change to first class. (6 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>Location</th>
<th>Instructors</th>
<th>Fee</th>
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<tbody>
<tr>
<td>5287</td>
<td>(W)</td>
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<td></td>
<td>7/20-8/3</td>
<td>DS</td>
<td>E Crawford</td>
<td>$40</td>
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</tbody>
</table>
Digital Photography

**Introduction to Digital Photography** LES702
Learn how to use and get the most out of your digital camera as well as basic photographic techniques in this comprehensive course. Topics include fundamentals, digital camera functionality and techniques in the art of photographic composition. Bring your digital camera to class. Optional $15 workbook fee payable to instructor first class. (12 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>LES702</td>
<td>5265</td>
<td>10</td>
<td>6:00 pm-9:00 pm</td>
<td>5/18</td>
<td>5/26</td>
<td>DCC</td>
<td>J Weisbrod</td>
<td>$109</td>
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</table>

**Advanced Digital Photography - Workflow and Editing** LES704
This course is for amateur and advanced amateur photographers who want to learn the basics of editing terminology, workflow, and organizing and storing their ever-growing collection of digital images. Optional $20 workbook fee payable to instructor first class. (12 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>LES704</td>
<td>5715</td>
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<td>6:00 pm-9:00 pm</td>
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<td>6/10</td>
<td>DCC</td>
<td>J Weisbrod</td>
<td>$109</td>
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</tbody>
</table>

**Introduction to Adobe Lightroom** LES705
The essentials for Adobe Lightroom will be covered including customizing the desktop, setting preferences, understanding catalogues, importing photos, editing techniques, using tools, creating and using presets, exporting photos, and other related topics. Students will need a laptop with a licensed copy of Adobe Lightroom (Version 3 or newer). Optional $35 workbook fee payable to instructor first class. (21 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LES705</td>
<td>5716</td>
<td>10</td>
<td>6:00 pm-9:00 pm</td>
<td>6/13</td>
<td>6/27</td>
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<td>J Weisbrod</td>
<td>$249</td>
</tr>
</tbody>
</table>

Writing

**Writing Your First Book - A New Perspective** LES020
Want to write a book but don’t know how to begin? This course will help you plan your book and offer all sorts of suggestions. We’ll review all kinds of literature, the writing process, plot, elements within a story, character types, point of view, and much more. (3 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>LES020</td>
<td>5274</td>
<td>10</td>
<td>6:00 pm-9:00 pm</td>
<td>7/14</td>
<td></td>
<td>DCC</td>
<td>J Konior</td>
<td>$29</td>
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</table>

**Play-Righting and Wronging** LES030
If you ever wanted to write a play but have been intimidated by the necessary limitations of the medium then this is the course for you. All major problems facing playwrights are dealt with, resolved and eliminated. Both short and full-length plays will be covered. (6 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
<tr>
<td>LES030</td>
<td>5720</td>
<td>90</td>
<td>7:00 pm-8:30 pm</td>
<td>6/29</td>
<td>7/20</td>
<td>DS</td>
<td>V Lewis</td>
<td>$49</td>
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</tbody>
</table>

**Personal Stories: Art and Craft of the Written Word** LES149
Everyone has a story to tell, and most of us can tell them well; putting our stories onto a well-written page requires a set of different skills, which you will explore in this class. Using the workshop format, class members will review each other’s work, looking for specific ways to edit and refine the writing into a polished piece. (16 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LES149</td>
<td>5721</td>
<td>10</td>
<td>6:00 pm-8:00 pm</td>
<td>5/5</td>
<td>6/23</td>
<td>DCC</td>
<td>D Stillwood</td>
<td>$159</td>
</tr>
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</table>

**Advanced Creative Writing Workshop** LES040
For the writer looking to complete a work in progress. Whether you’ve been making good strides or are stuck in the process, you will receive advice and feedback from both instructor and peers to give your piece the polish it needs. Also covers advanced writing structure exercises to help sharpen your skills. Prerequisite: LES149 Personal Stories or instructor consult. (16 Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>LES040</td>
<td>5722</td>
<td>10</td>
<td>6:00 pm-8:00 pm</td>
<td>6/30</td>
<td>8/18</td>
<td>DCC</td>
<td>D Stillwood</td>
<td>$159</td>
</tr>
</tbody>
</table>

Also check out PUBLISHING CLASSES on page 15!
How to Register

If you are ages 17 or 18, you must make an appointment to meet with a HSE program coordinator. You may contact Samaria Gray at the DCC Main Campus in Poughkeepsie at (845) 431–8911 or Jessica Zangerle at the DCC South Campus in Wappingers Falls at (845) 790-3610.

If you are 19 or older, you may register in person at one of the class locations, during class times only, at the Office of Community Services on the main campus, or at the main office at DCC South. You must have a state-issued ID (license, permit, non-driver ID or passport) with you.

THERE ARE NO CLASSES 5/30 & 7/4.

Location Key

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCRC</td>
<td>Beacon Community Resource Center, 23 West Center Street, Beacon</td>
</tr>
<tr>
<td>DCC</td>
<td>Main Campus, 53 Pendell Road, Poughkeepsie</td>
</tr>
<tr>
<td>CPC</td>
<td>Changepoint Church, 260 Mill Street, Poughkeepsie</td>
</tr>
<tr>
<td>NDI</td>
<td>Nubian Directions, 248 Main Street, Poughkeepsie</td>
</tr>
<tr>
<td>NEC</td>
<td>Northeast Community Center, 51 South Center Street, Millerton</td>
</tr>
<tr>
<td>HVCPC</td>
<td>Hudson Valley Cerebral Palsy Center, 15 Mount Ebo Road, Brewster</td>
</tr>
<tr>
<td>PHS</td>
<td>Pawling High School, 30 Wagner Road, Pawling</td>
</tr>
<tr>
<td>DES</td>
<td>Dover Elementary School, 9 School Street, Dover Plains</td>
</tr>
<tr>
<td>DS</td>
<td>DCC South, Hollowbrook Office Park, 31 Marshall Road, Bld 4, Wappingers Falls</td>
</tr>
<tr>
<td>NVC</td>
<td>New Vision Church, 831 Route 52, Fishkill, NY</td>
</tr>
<tr>
<td>BHS</td>
<td>Brewster High School, 50 Foggintown Rd, Brewster, NY</td>
</tr>
<tr>
<td>SMC</td>
<td>St. Mary’s Church, 26 S. Hamilton Street, Poughkeepsie, NY</td>
</tr>
</tbody>
</table>
High School Equivalency (HSE) Program
Improve reading, writing and math skills. Small classroom seminars. Prepare for admission to credit classes. 180 hours.

25 6:00 pm-9:00 pm (MTWR) 3/14-7/2 NDI H. Hines-Simpson $20
26 6:00 pm-9:00 pm (MTWR) 4/25-8/27 NDI H. Hines-Simpson $20

High School Equivalency (HSE) Program (Ages 19+)
Improve reading, writing and math skills in small classroom seminars. This class is for students 19 years and older. 180 hours. No class 5/30 and 7/4.

10 6:30 pm-9:30 pm (MTWR) 3/14-7/2 DCC E. Toohey $20
11 6:30 pm-9:30 pm (MTWR) 4/25-8/27 DCC E. Toohey $20
85 6:00 pm-9:00 pm (MTWR) 3/14-7/2 NEC E. Auld $20
86 6:00 pm-9:00 pm (MTWR) 4/25-7/2 NEC E. Auld $20
87 6:00 pm-9:00 pm (MTWR) 3/14-7/2 BHS TBA $20
88 6:00 pm-9:00 pm (MTWR) 4/25-8/27 BHS TBA $20
82 5:30 pm-9:30 pm (TWR) 3/14-7/2 DES E. Newsome $20
83 5:30 pm-9:30 pm (TWR) 4/25-8/27 DES E. Newsome $20
90 6:30 pm-9:30 pm (MTWR) 3/14-7/2 DS M. Johnson $20
91 6:30 pm-9:30 pm (MTWR) 4/25-7/2 DS M. Johnson $20

High School Equivalency (HSE) Program
4/5 sessions per week. Improve reading, writing and math skills in small classroom seminars and prepare for admission to credit classes. 375 hours. No Class 5/30 and 7/4.

22 9:00 am-2:00 pm (MTWR) 3/14–7/2 NVC E. Benson $20
23 9:00 am-2:00 pm (MTWR) 4/25-8/27 NVC E. Benson $20
10 8:00 am-1:00 pm (MTWF) 3/14 – 7/2 DCC G. Nystrup $20
11 8:00 am-1:00 pm (MTWF) 4/25-8/27 DCC G. Nystrup $20
14 8:00 am-1:00 pm (MTWF) 3/14 – 7/2 DCC D. Buchal $20
15 8:00 am-1:00 pm (MTWF) 4/25-8/27 DCC D. Buchal $20
30 8:45am-3:00 pm (MTWF) 3/14 – 7/2 CPC S. Doe $20
31 8:45 am-3:00 pm (MTWF) 4/25-8/27 CPC S. Doe $20
90 8:00 am-1:00 pm (MTWF) 3/14 – 7/2 DS J. Zangerle $20
91 8:00 am-1:00 pm (MTWF) 4/25-8/27 DS J. Zangerle $20

High School Equivalency (HSE) En Español
This course is designed for students whose first language is Spanish. All instruction is offered in Spanish. Las sesiones varían. Diseñado para los Estudiantes cuyo primer idioma es el español. La instrucción es toda en Español. (lunes y miércoles). 180 hours / 180 horas. No class 5/30 and 7/4.

01 5:30 pm–9:30 pm (TFS)* 3/14–7/2 BCRC J. Cuellar $20
02 5:30 pm–9:30 pm (TFS)* 4/25–8/27 BCRC J. Cuellar $20
10 5:30 pm–9:30 pm (MTW) 3/14–7/2 DCC E. Huincho $20
11 5:30 pm–9:30 pm (MTW) 4/25-8/27 DCC E. Huincho $20
12 8:30 am-12:30 pm (MWS) 3/14–7/2 DCC E. Huincho $20
13 8:30 am-12:30 pm (MWS) 4/25–8/27 DCC E. Huincho $20
14 2:00 pm–6:00 pm (MTW) 3/14–7/2 SMC H. Leal $20
15 2:00 pm–6:00 pm (MTW) 4/25–8/27 SMC H. Leal $20
51 5:30 pm–9:30 pm (TFS) 3/14–7/2 NEC J. Saquicela $20
52 5:30 pm–9:30 pm (TFS) 4/25–8/27 NEC J. Saquicela $20
81 5:30 pm–9:30 pm (MWR) 3/14–7/2 DES J. Saquicela $20
82 5:30 pm–9:30 pm (MWR) 4/25–8/27 DES J. Saquicela $20
83 5:30 pm–9:30 pm (MWR) 3/14–7/2 HVCPC J. Rodriguez $20
84 5:30 pm–9:30 pm (MWR) 4/25–8/27 HVCPC J. Rodriguez $20
85 6:00 pm–9:00 pm (MTW) 3/14–7/2 BHS TBA $20
86 6:00 pm–9:00 pm (MTW) 4/25–8/27 BHS TBA $20
90 5:30 pm–9:30 pm (MWR) 3/14–7/2 DS J. Cuellar $20
91 5:30 pm–9:30 pm (MWR) 4/25–8/27 DS J. Cuellar $20
Learn to speak, read and write English

Beginner, intermediate and advanced English courses are available. A test given the first day of class will determine the right level for each student. Skills covered will include reading, writing, speaking and listening. The advanced course is recommended for students who are planning to attend college. All students must purchase a textbook. There are three ways to register for an English course: call (845) 431-8910 and ask for Kimberly or Margie; visit the Community Services office at DCC’s Poughkeepsie or Wappingers Falls campus or simply come to class. Registration closes May 21. There will be no class May 30 or July 4.

All courses are 90-hours and cost $25.

Questions? Call Kimberly or Margie at (845) 431-8910
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, The Music School at DCC has been offering instruction since 1972. Non-credit classes and lessons are offered for children and adults.

Laura G. Doe, Music School Director  
(845) 431-8916  |  laura.doe@sunydutchess.edu

Please Register Early!
Register by phone, fax or online!
Registration Hotline: (845) 431–8910  
Monday–Thursday, 8:00 am – 8:00 pm  
Fridays, 8:00 am – 5:00 pm  
Fax: (845) 431-8988
Online: www.sunydutchess.edu/musicschool  
Music School Information Line: (845) 431-8916

Summer 2016: May 1 - August 31
Returning individual lesson students register prior to 5/1/16 to reserve your lesson time.

Holidays: (no class)
May 28: Memorial Day Observed  
May 30: Memorial Day  
July 2: Independence Day Observed  
July 4: Independence Day

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

Tax deductible donations of musical instruments (in good repair only) are greatly appreciated.

For information or to volunteer to help with our fundraising activities, contact Music School Director Laura G. Doe at (845) 431-8916 or by e-mail: laura.doe@sunydutchess.edu

Join us for Summer Concerts and Events!
Events benefit the MusicLink Scholarship Fund.

THURSDAY, JULY 7, 2 P.M.  
JAMES AND BETTY HALL THEATRE  
Summer Piano Institute Faculty Concert  
Donation of any amount accepted. Free for participants and families in Summer Piano Institute.

SATURDAY, AUGUST 6, 2 – 5 P.M.  
JAMES AND BETTY HALL THEATRE  
Annual Sing-A-Thon/Play-A-Thon  
Would you like to perform at The Music School’s Sing-A-Thon/Play-A-Thon to support our MusicLink Scholarship Fund? Students, faculty and community members of all ages are invited to play/sing while helping low income students. Participants will request pledges from family and friends for the event. Contact Laura G. Doe at laura.doe@sunydutchess.edu if you would like to sing or play your instrument to help raise money.
KEY TO MUSIC SCHOOL CLASS LOCATIONS

<table>
<thead>
<tr>
<th>ABBREVIATION</th>
<th>SECTION</th>
<th>ADDRESS</th>
</tr>
</thead>
</table>
| DCC          | 10s     | DCC Main Campus  
53 Pendell Road, Poughkeepsie 12601 |
| DS           | 90s     | DCC South Campus  
Hollowbrook Office Park: 31 Marshall Road, Building 4 Wappingers Falls 12590 |
| SP           | 25-29s  | St. Peter's School  
Rt. 9G/Violet Avenue at Dorsey Lane  
Father Cody Plaza, Poughkeepsie 12601 |
| Studio       | 70s     | Off-campus studios |

Room Assignments: Call (845) 431-8001 for room assignments during the specific week your selected program begins. Follow the phone system instructions for room assignments and directions to DCC.

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Summer Music Institutes for Children & Teens  
Directed by Katherine Doe

**Annual Summer Piano Institute**  
**MUX 800**  
(Ages 6 - 14)  
(4-day summer piano immersion) The Summer Piano Institute is for students of all levels, from beginners taking their first lesson to highly advanced piano students. Students have an opportunity to work with a variety of highly skilled instructors during the four days. Curriculum includes individual and group lessons, ensembles, composition, improvisation and much more. Students are grouped by age and ability level. Morning and afternoon music-related childcare may be arranged at an additional fee. Students should bring a bag lunch. Free admission to faculty concert on Thursday, July 7 at 2 p.m.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Dates</th>
<th>Location</th>
<th>Ages</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5067</td>
<td>10 a.m.–3 p.m.</td>
<td>7/5-7/8 DCC</td>
<td>Various</td>
<td>$285</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information or for special circumstances, contact Laura G. Doe, director, at (845) 431-8916 or laura.doe@sunydutchess.edu.

**Annual Performing Arts Institute**  
**MUX 777**  
(Ages 7 - 17)  
Students will gain valuable life skills while learning the fundamentals of theatre: acting, dancing, and singing. Our fun, varied activities will culminate in a costumed production on the second Friday afternoon of each two-week session. The Friday 2 p.m. shows on 7/22 and 8/5 are free and open to all. Activities include theatre games, improvisation, scene study, musical theatre, various dance styles, choral and solo singing, and optional playwriting. Students ages 7-17 may register for one or both of the following 2-week all-day sections. Participants grouped by age. Institute is held in the James and Betty Hall Theatre in Dutchess Hall.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Dates</th>
<th>Location</th>
<th>Ages</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5068</td>
<td>9 a.m.–4 p.m.</td>
<td>MTWRF</td>
<td>7/11-7/22 DCC</td>
<td>K. Doe</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>5069</td>
<td>9 a.m.–4 p.m.</td>
<td>MTWRF</td>
<td>7/25-8/5 DCC</td>
<td>K. Doe</td>
<td>$500</td>
<td></td>
</tr>
</tbody>
</table>

Give the gift of Learning!  
Purchase a gift certificate for a loved one.  
Music School: (845) 431-8917  
All other classes: (845) 431-8910

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Early Childhood Music

Kindermusik

Kindermusik is an internationally known music program for young children. Each four-week session offers new music lessons and new materials. This program provides excellent preparation for later instrumental/vocal study. Certified Kindermusik instructors: Krista Libertino, Jacqueline Venable Jordan, Ina Segnit. No class May 28 and July 2.

Cuddle & Bounce NEW! MUX 110

(4 Sessions) Cuddle, bounce and bop with your baby in this new Kindermusik curriculum. You and your baby will enjoy instrument play, dance, exploration time and together time in each class. With age-appropriate activities for newborns, infants and crawlers, this parent-child music and movement class will help you strengthen those early parent-child bonds and heavily focus on child development and communication with your baby. Kindermusik@Home digital home materials are included in the tuition.

<table>
<thead>
<tr>
<th>Code</th>
<th>Session</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5727</td>
<td>90</td>
<td>9:15 a.m.-10 a.m.</td>
<td>(F)</td>
<td>5/13-6/3</td>
<td>DS</td>
</tr>
<tr>
<td>5728</td>
<td>91</td>
<td>9:15 a.m.-10 a.m.</td>
<td>(F)</td>
<td>6/24-7/15</td>
<td>DS</td>
</tr>
</tbody>
</table>

Sing & Play NEW! MUX 111

(4 Sessions) Get ready to sing, play and move with your little one in this high-energy music class designed for very young children. With a mix of both parent-child activities and child-focused activities, you’ll be able to join right in on all the singing and dancing while also getting the chance to observe how your young toddler learns on his or her own! Kindermusik@Home digital home materials are included in the tuition. Note: Sections 10, 11, and 12 are open to children newborn through age 2.

<table>
<thead>
<tr>
<th>Code</th>
<th>Session</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5729</td>
<td>90</td>
<td>10:15 a.m.-11 a.m.</td>
<td>(F)</td>
<td>5/13-6/3</td>
<td>DS</td>
</tr>
<tr>
<td>5730</td>
<td>91</td>
<td>10:15 a.m.-11 a.m.</td>
<td>(F)</td>
<td>6/24-7/15</td>
<td>DS</td>
</tr>
<tr>
<td>5731</td>
<td>10</td>
<td>10:15 a.m.-11 a.m.</td>
<td>(S)</td>
<td>5/14-6/11</td>
<td>DCC</td>
</tr>
<tr>
<td>5732</td>
<td>11</td>
<td>10:15 a.m.-11 a.m.</td>
<td>(S)</td>
<td>6/25-7/23</td>
<td>DCC</td>
</tr>
<tr>
<td>5733</td>
<td>12</td>
<td>10:15 a.m.-11 a.m.</td>
<td>(S)</td>
<td>8/6-8/27</td>
<td>DCC</td>
</tr>
</tbody>
</table>

Wiggle & Grow NEW! MUX 112

(4 Sessions) This music-filled class celebrates the unique joys of your growing toddler. Each week children and caregivers will enjoy singing, dancing and playing instruments with new friends and fellow families. Using developmentally-appropriate music making, toddlers will practice a wide variety of abilities such as gross and fine motor skills, turn-taking, social skills and active listening. Kindermusik@Home digital home materials are included in the tuition.

<table>
<thead>
<tr>
<th>Code</th>
<th>Session</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5734</td>
<td>90</td>
<td>11:15 a.m.-12 p.m.</td>
<td>(F)</td>
<td>5/13-6/3</td>
<td>DS</td>
</tr>
<tr>
<td>5735</td>
<td>91</td>
<td>11:15 a.m.-12 p.m.</td>
<td>(F)</td>
<td>6/24-7/15</td>
<td>DS</td>
</tr>
<tr>
<td>5736</td>
<td>10</td>
<td>11:15 a.m.-12 p.m.</td>
<td>(S)</td>
<td>5/14-6/11</td>
<td>DCC</td>
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<tr>
<td>5737</td>
<td>11</td>
<td>11:15 a.m.-12 p.m.</td>
<td>(S)</td>
<td>6/25-7/23</td>
<td>DCC</td>
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<tr>
<td>5738</td>
<td>12</td>
<td>11:15 a.m.-12 p.m.</td>
<td>(S)</td>
<td>8/6-8/27</td>
<td>DCC</td>
</tr>
</tbody>
</table>

Laugh & Learn NEW! MUX 113

Each week in class we combine your preschooler’s natural love of music, storytelling and imaginative play with age-appropriate activities that introduce early music concepts and foster independence, social and emotional skills, language growth and body awareness. We also connect you with other parents who share in the wonder of parenting a preschooler. Kindermusik@Home digital home materials are included in the tuition.

<table>
<thead>
<tr>
<th>Code</th>
<th>Session</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5739</td>
<td>90</td>
<td>1:15 p.m.-2 p.m.</td>
<td>(F)</td>
<td>5/13-6/3</td>
<td>DS</td>
</tr>
<tr>
<td>5740</td>
<td>10</td>
<td>9:15 a.m.-10 a.m.</td>
<td>(S)</td>
<td>5/14-6/11</td>
<td>DCC</td>
</tr>
<tr>
<td>5741</td>
<td>11</td>
<td>9:15 a.m.-10 a.m.</td>
<td>(S)</td>
<td>6/25-7/23</td>
<td>DCC</td>
</tr>
<tr>
<td>5742</td>
<td>12</td>
<td>9:15 a.m.-10 a.m.</td>
<td>(S)</td>
<td>8/6-8/27</td>
<td>DCC</td>
</tr>
</tbody>
</table>

Family Time NEW! MUX 114

(4 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 Kindermusik@Home digital home materials included in the price. Maximum enrollment is 7. Tuition is flat fee per family.

<table>
<thead>
<tr>
<th>Code</th>
<th>Session</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5743</td>
<td>10</td>
<td>1:15 p.m.-2 p.m.</td>
<td>(S)</td>
<td>5/14-6/11</td>
<td>DCC</td>
</tr>
<tr>
<td>5744</td>
<td>11</td>
<td>1:15 p.m.-2 p.m.</td>
<td>(S)</td>
<td>6/25-7/23</td>
<td>DCC</td>
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<tr>
<td>5745</td>
<td>12</td>
<td>1:15 p.m.-2 p.m.</td>
<td>(S)</td>
<td>8/6-8/27</td>
<td>DCC</td>
</tr>
</tbody>
</table>
Suzuki

Suzuki for Violin, Cello and Piano

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

Private and Group Suzuki Lessons For Children

Suzuki students register for weekly lessons. Suzuki violin students may register for a group class at the appropriate level. Parent attends each lesson or group class. Individual lessons focus on mastery of the instrument, while group classes develop ensemble skills needed for orchestral playing. With permission of the instructor, parent and child may share a semi-private lesson in which both learn to play the instrument.

Individual Lessons (14 Sessions)

<table>
<thead>
<tr>
<th>Section</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>30-minute lessons</td>
<td>$395</td>
</tr>
<tr>
<td>11</td>
<td>45-minute lessons</td>
<td>$580</td>
</tr>
<tr>
<td>12</td>
<td>60-minute lessons</td>
<td>$770</td>
</tr>
</tbody>
</table>

Smaller lesson packages are available with approval of instructor.

Suzuki Faculty

Suzuki Strings Coordinator: Nettie R. West
Violin Instructors: Julie Paradies, Heeja Questad, Sara Silva, Nettie R. West
Cello Instructor: Jean Vilkelis
Piano Instructors: Ariana Barkeshili, Richard Devens, Beverly Poyerd and Nettie R. West.

Instruments and Materials:

Suzuki’s book “Nurtured by Love” is required reading material for parents. Each child/parent team obtains listening CDs and books appropriate to the curriculum. Suzuki piano instruction requires an acoustic piano or a digital keyboard with weighted full-size touch-sensitive keys and at least 6 ½ octaves for home practice.

For Violin or cello Rentals: Please contact Stamell Strings at (845) 337-3030 or Joseph Regh Violins at (845) 297-2521.

Attention Violin Parents: Violin sizes fit the child, who should be measured by the teacher. Rental allows you to change violin size as your child grows, and rental fees may often be applied to purchase when ready. Some dealers allow trade-ins on purchased instruments as well.

Pre-Twinkler Suzuki Violin and Cello MUX 199

(6 Sessions) Includes parental instruction. This small group class is for young children who want to begin to learn violin or cello. Goals are to develop focus, balance, rhythm and musical sense in a loving and supportive environment and to prepare parent and child for successful violin or cello study. For instrument rentals (and appointments for size/fitting), contact Stamell Strings at (845) 337-3030. Instruments will be required by the third session. Group meets: 6/11, 6/18, 6/25, 7/9, 7/16, 7/23

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5746</td>
<td>10:15 a.m.–11:00 a.m. (S) 6/11-7/23</td>
<td>DCC S. Silva $80</td>
</tr>
</tbody>
</table>

Suzuki Violin Beginner Group MUX 200

(6 Sessions) This class is for beginners or continuing beginners from previous semester. For violin rentals, contact Stamell Strings at (845) 337-3030 or Joseph Regh Violins at (845) 297-2521, after children are measured on the first class date. Section 10 is for new beginners; Section 11 is for continuing students who completed Section 10. Group meets 6/11, 6/18, 6/25, 7/9, 7/16, 7/23.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5093</td>
<td>11:15 a.m.–12:00 p.m. (S) 6/11-7/23</td>
<td>DCC S. Silva $105</td>
</tr>
<tr>
<td>5094</td>
<td>9:30 a.m.–10:15 a.m. (S) 6/11-7/23</td>
<td>DCC S. Silva $105</td>
</tr>
</tbody>
</table>
Music Theory

**Introduction to Reading Music** MUX 238  
AGES 16 - ADULT  
(6 Sessions) This course introduces teenagers and adults to the basics of reading musical notation. Beginning students as well as musicians with limited experience reading sheet music are invited to attend. Topics will include reading the bass and treble clefs, key signatures, intervals, scales, triads, commonly used vocabulary and articulation marks. This course contains a brief introduction to music theory, ear training and sight singing. The content and pacing of the class will be tailored to the interests and abilities of those who attend.  
5747  25  6:00 p.m.–6:45 p.m.  (W)  7/13-8/17  SP  R. Boris  $80

**Jazz and Music Technology**

**Jazz Ensemble** MUX 540  
(10 Sessions) Explore the world of jazz improvisation with an ensemble. Students will increase technical facility on their instrument while achieving interactive ensemble playing, including harmonic and rhythmic exploration. Available to intermediate and advanced players of any instrument, from junior high school age through adult. Interested new students, please call Laura G. Doe, Music School director, at (845) 431-8916. Section 25 is for beginners and returning beginners; Section 26 is for advanced students. No class July 4.  
5105  25  7:00 p.m.–8:00 p.m.  (M)  6/6-8/15  SP  D. Yerry  $210  
5749  26  8:00 p.m.–9:00 p.m.  (M)  6/6-8/15  SP  D. Yerry  $210

**Live Sound Techniques for Performers** NEW! MUX 150  
AGE 13 - ADULT  
(5 Sessions) As a performer, you know you want to sound your best on stage. In this introductory group class, you’ll discover how to use technology to your advantage when performing live. Learn how to use all manner of live sound music gear in a collaborative and supportive environment. Open to musicians and aspiring sound engineers of all levels!  
5750  10  3:00 p.m.–4:30 p.m.  (S)  7/9-8/6  DCC  A. DiCicco  $125

**Group Instrumental Classes**

**Introduction to Guitar for Beginners** MUX 502  
ADULTS & KIDS  
(6 Sessions) Learn the basics of playing guitar: chords, strumming, finger-picking, how to play solos, fundamentals of music and technique. Lots of “hands-on” experience in a variety of styles, including Alternative, Folk, Blues, Pop, Classical and Flamenco. You will finish this course able to play simple tunes and chords. Students must bring their own guitar or contact JacobsMusicOnline.com at (845) 691-2701 for guitar purchase and rental information.  
5098  10  Ages 13 - Adult  7:00 p.m.–8:30 p.m.  (M)  7/11-8/15  DCC  $140  
5099  11  Ages 9 - 12  6:00 p.m.–7:00 p.m.  (M)  7/11-8/15  DCC  $100  
5100  12  Ages 6 - 8  5:15 p.m.–6:00 p.m.  (M)  7/11-8/15  DCC  $75  
*All courses taught by Dan Stevens.*

**Popular Guitar Styles Ensemble** MUX 515  
ADVANCED BEGINNER  
(6 Sessions) This class is for guitarists looking to gain experience playing popular songs with a group. Classic and alternative rock, pop and other styles geared to the interest of the class will be explored with expansion on the rhythm, strumming, lead and fingerpicking techniques covered in the adult Introduction to Guitar class.  
5101  10  6:00 p.m.–7:15 p.m.  (W)  7/13-8/17  DCC  D. Stevens  $125

**Introduction to Classical Guitar** MUX 516  
ADVANCED BEGINNER  
(6 Sessions) Learn how to read staff notation on guitar using finger style classical guitar technique. Some Spanish Flamenco guitar techniques also will be explored. Class will focus on both solo and ensemble music using staff notation.  
5102  10  5:00 p.m.–6:00 p.m.  (W)  7/13-8/17  DCC  D. Stevens  $110
Guitar Performance Ensemble MUX 520
INTERMEDIATE - ADVANCED
(6 Sessions) Styles of music 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 also will 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 all are welcome as well as singing guitarists. BASS PLAYERS WELCOME TOO!

5748 10 7:15 p.m.–9:15 p.m. (W) 7/13-8/17 DCC D. Stevens $190

Beginning Violin for Teens NEW! MUX 623
(6 Sessions) Have you always wanted to play the violin? This is a beginning class for teens who want to learn how to play the violin for enjoyment, school orchestra and beyond. Materials: Suzuki Violin Book Volume 1 and 2000 Essential Elements Book 1. For violin rentals, contact Stamell Strings at (845) 337-3030 or Joseph Regh Violins at (845) 297-2521. No class on 5/31.

5754 10 4:30 p.m.–5:30 p.m. (T) 5/3-6/14 DCC H. Questad $110
5755 11 4:30 p.m.–5:30 p.m. (T) 7/5-8/9 DCC H. Questad $110

Intermediate Violin for Adults MUX 622
(6 Sessions) This class is for students who have completed MUX621 or have studied violin in the past and currently play at an advanced beginner to intermediate level. Materials: Suzuki Violin Book Volume 2 and 2000 Essential Elements Book 2. No class on 5/31.

5756 10 6:30 p.m.–7:30 p.m. (T) 5/3-6/14 DCC H. Questad $110
5757 11 6:30 p.m.–7:30 p.m. (T) 7/5-8/9 DCC H. Questad $110

Advanced Violin for Adults MUX 628
(6 Sessions) Would you like to improve your violin playing with others? Are you yearning to learn how to do vibrato for better tone? This class is for your enjoyment and refinement of your violin playing. Materials: Suzuki Violin Book Volumes 3 and 4 and 2000 Essential Elements Book 3. No class on 5/31.

5116 10 5:30 p.m.–6:30 p.m. (T) 5/3-6/14 DCC H. Questad $110
5117 11 5:30 p.m.–6:30 p.m. (T) 7/5-8/9 DCC H. Questad $110

Cello Ensemble for Adults MUX 630
BEGINNER & INTERMEDIATE
(6 sessions) What is better than the sound of one cello? The sound of three or more cellos! This course is open to both current and new adult cello students at the advanced beginner/intermediate level. This ensemble is for students with a basic technical foundation, ability to play in different key signatures, and proficiency shifting to 1st, 2nd and 3rd position. Students will gain ensemble playing skills and experience playing classical repertoire. Class dates are: 5/18, 5/25, 6/15, 6/22, 6/29, 7/6.

5757 70 3:00 p.m.–4:00 p.m. (W) 5/18-7/6 Studio J. Vilkelis $120

Introduction to Harp for Beginners NEW! MUX 631
AGES 16 - ADULT
(6 Sessions) Love Celtic music? Learn to play the harp, fabled instrument of the ancient bards. Join with others in a small group setting to explore the sound and songs of this beautiful instrument. We will learn the basic technical foundation, and several melodies to enjoy for years to come. Some background is helpful, but not required. Bring your own harp or rent a Celtic-style lap harp by calling www.harps-international.com at (860) 675-0227. No class on 5/30.

5758 90 4:30 p.m.–5:30 p.m. (M) 5/16-6/27 DS TBD $140
5759 91 4:30 p.m.–5:30 p.m. (M) 7/11-8/15 DS TBD $140
Mandolin for Beginners MUX 517
(6 sessions) The mandolin has found a home in many styles of music: folk, rock, bluegrass, swing, classical and jazz. Beginning students will learn tuning, chords, scales, strumming and songs. Guitarists will find that mandolin rhythm skills complement their existing technique.
5760 10 5:45 p.m.–6:30 p.m. (F) 7/8-8/12 DCC D. Stevens $80

Ukulele Group MUX 660
(6 Sessions) Enjoy discovering the basics of playing this accessible and fun instrument. We will learn tuning, chords, scales, strumming and songs. Section 10 is for beginners; Section 11 is for intermediate players.
5014 10 5:00 p.m–5:45 p.m. (F) 7/8-8/12 DCC D. Stevens $80
5761 11 7:00 p.m–7:45 p.m. (F) 7/8-8/12 DCC D. Stevens $80

Vocal Group Classes

Let’s Sing! MUX 601
AGES 5 - 8
(5 Sessions) The child with little or no singing experience will enjoy singing, moving, and playing musical games with others in a structured manner. Children will tune their voices to the teacher and to one another and learn to sing in a clear and pleasing manner.
5106 10 2:30 p.m–3:15 p.m. (S) 7/9-8/6 DCC K. Libertino $70

Vocal Technique for Adults MUX 613
(4 Sessions) Good vocal technique begins with the fundamentals. In an atmosphere of safety and respect, we will work on the breathing and body support that will inform your singing for the rest of your life. Beginners to advanced singers are welcome.
5110 10 6:30 p.m.–8:00 p.m. (M) 6/6-6/27 DCC J. Jordan $115

Musical Theater Audition Techniques MUX 607
AGES 16 - ADULT
(5 Sessions) Scared of auditions? This course will give you the tools to walk into your next audition feeling confident. Topics covered include appropriate audition material, expanding your "book", how to act the song, headshot and resume, and learning how to make confident choices.
5751 25 6:00 p.m.–7:30 p.m. (T) 6/7-7/5 SP E. Stewart $140

Acting the Song MUX 779
AGES 16 - ADULT
(5 Sessions) This course applies the development of acting skills to musical performance by balancing vocal technique with interpretation. Learn how to break down a song, find key moments, connect to the character more deeply, and act a song without compromising musicality.
5752 25 6:00 p.m.–7:30 p.m. (T) 7/12-8/9 SP E. Stewart $140

Singing Through Yoga NEW! MUX 175
AGES 16 - ADULT
(3 Sessions) Find your authentic voice through yoga. This course will enable you to connect to your true voice and help you to sing freely and without inhibition. You will learn how to connect to your breath and body by doing gentle poses, breath work and vocalization. Learn how to release tension and find better ways of supporting through whole body integration. Yoga mats will be provided. This course will be co-taught by a certified yoga instructor and professional singer. Group meets: 6/20, 6/27, 7/11.
5753 10 6:00 p.m.–7:30 p.m. (M) 6/20-7/11 DCC E. Stewart/TBD $80

Intergenerational Women’s Choir MUX 617
AGES 9 - 90+
(7 sessions) Daughters, mothers, grandmothers and great grandmothers will come together to share voices. Ensemble members will learn a variety of music to improve their singing and explore songs that the whole family can enjoy. This is an opportunity for women to find enjoyment through each others’ experiences and song. The last class will be a performance. Tuition is for an individual or a family.
5111 10 6:00 p.m.–7:15 p.m. (W) 7/6-8/17 DCC K. Doe $70

Individual Lessons on the next page!
MUSIC SCHOOL POLICIES AND PROCEDURES

MISSED LESSONS AND TARDINESS

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 canceled by the instructor or the college. No portion of the tuition is refundable.

INDIVIDUAL LESSONS: Care should be taken to attend all scheduled lessons. While our teachers make every effort to reschedule lessons that are canceled in advance, this is not always possible and teachers are not obligated to arrange make-up lessons. Make-ups are not possible for lessons canceled with less than 24-hour notice, for no-shows or for canceled make-ups. Teachers do not teach beyond the scheduled time or makeup any lesson time if a student is late. If a teacher cancels a lesson or is late, makeup lessons or additional times are arranged. No make-up lessons are to be scheduled past the end of the semester. Please see page 36 for additional policy information.

INSTRUCTORS

PIANO

Traditional Classical
Ariana Barkeshli, Elizabeth Clark, Peter Cody, Richard Devens, Carol Losee, Maria Peterson, Beverly Poyerd, Janet Salt, Heidi Schnarr, Valentina Shatalova, Marta Waterman, Dennis Yerry

Jazz/Pop/improvisation
Sean Gallagher, Larry Ham, Marta Waterman, Dennis Yerry

Suzuki
Ariana Barkeshli, Richard Devens, Beverly Poyerd, Nettie R. West

Midi/Electronic/Keyboards
Marta Waterman

VIOLIN
Chelsea Hadden, Julie Paradies, Heeja Questad, Sara Silva, Anastasia Solberg, Nettie R. West

JAZZ VIOLIN
Michael Snow

FIDDLEING VIOLIN
Chelsea Hadden, Jean Vilkelis

VIOLA
Anastasia Solberg

CELLO
Jean Vilkelis

BASS

Acoustic
Rusty Boris, Lou Pappas

TRUMPET
Sage Boris, James Paradies

FRENCH HORN
James Paradies

TROMBONE
John Knight, Tim Solinger

FLUTE
Lynnette Benner, Justin Keller

AMERICAN FLUTE
Dennis Yerry

CLARINET
Justin Keller, John Knight, Robert Renino, Ina Segnit

BASS CLARINET
Ina Segnit

SAXOPHONE
Christoher Breilochs, Omar Daniels, Justin Keller, John Knight, Robert Renino, Ina Segnit

OBOE
Lynnette Benner

BASSOON
Ina Segnit

PERCUSSION
Joe Carozza, Eric Wagner

GUITAR

Rusty Boris, Wayne Morrison, David Peters, Dan Stevens, Jeff Yinn

BASS GUITAR
Rusty Boris

BANJO
Gary DiGiovanni, Justin Keller, Dan Stevens

MANDOLIN
Frank Kara, Dan Stevens

UKULELE
Dan Stevens

HARP
Elizabeth Clark, Candace Coates

HARMONICA
David Laiks

VOICE
Elizabeth Clark, Katherine DeFiglio, Katherine Doe, Samantha Fusco, Liz Gerbi, John Howell, Alex Perry, Heidi Schnarr, Erin Stewart, Jacqueline Venable Jordan, Marta Waterman, Dennis Yerry

COMPOSITION
Elizabeth Clark, Peter Cody, Justin Keller

MUSIC THEORY
Peter Cody, Dennis Yerry, Justin Keller

ACTING
David DeWitt, Lora Lee Ecobelli

INSTRUCTORS

Learn more about our instructors at www.sunydutchess.edu/musicschool/instructors

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 which are different from the skills required for playing solo or symphonic works.

All ages and instruments are welcome. Form your own group with a minimum of two people and set your own schedule with one of our professional coaches. Most groups meet for six sessions, concluding with an optional performance.

Interested students, please call Laura G. Doe, Music School director, at (845) 431-8916.
Registration Acknowledgment
Each registrant will receive a receipt and schedule. The College may cancel any course that lacks sufficient enrollment. When the decision is made to cancel a course, cancellation notices will be sent to all registrants.

Classroom Assignments
On the Friday before your class begins, go to sunydutchess.edu/cfweb and click on the class locations link under Continuing Education or call 431-8001.

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. Books may be purchased from the bookstore.

Tuition Refund Policy
Refunds for non-credit courses will be given if requested prior to the end of the business day before the course starts. A $10 ($20 for Summer Academies) processing fee will be deducted from this refund. Full refunds will be given for all courses that are canceled by the College.

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 or mailed at the time of the first registration.
NOTE: SENIOR CITIZEN TUITION PROGRAM CANNOT BE USED FOR PRIVATE MUSIC LESSONS OR ONLINE COURSES.

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, email, dates of attendance and enrollment status. If a student does not wish directory information released, he/she must submit a written request to the Office of the Registrar before the beginning of each semester.

Disabled Persons
ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation) may provide tuition assistance for eligible individuals for certain programs. For more information visit www.acces.nysed.gov/vr.
**Registration**

Account Used: ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express ☐ Security Code: __________

Authorized Signature: ____________________________________________ Date: ________________

**Demographic Information**

*Gender: ☐ Male ☐ Female Are you Hispanic/Latino? ☐ Yes ☐ No
If Hispanic/Latino, is your background (select one): ☐ Central American ☐ Dominican ☐ Mexican ☐ Puerto Rican ☐ South American ☐ Other Hispanic/Latino
Is your race (select one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

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Signature ____________________________________________ TOTAL ____________

**TO PAY BY CREDIT CARD COMPLETE THE FOLLOWING:**

I, [Card Holder Name] ____________________________________________
authorize DCC to charge $ ____________________________

Account Used: ☐ MasterCard ☐ Visa ☐ Discover ☐ American Express ☐ Security Code: __________

Account #: ____________________________ Exp. Date: ________________

Authorized Signature: ____________________________________________ Date: ________________

**Office of Community Services**

Dutchess Community College, 53 Pendell Road, Poughkeepsie, NY 12601

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

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By Phone: If you hold a Discover, MasterCard, American Express or VISA call the
Registration Hotline: (845) 431-8910, 8 am - 8 pm, Monday - Thursday and 8 am to 5 pm, Friday.

Online: sunydutchess.edu/cfweb

By Fax: If you are registering by credit card with a Discover, MasterCard, American Express 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

By fax:

Mail form and tuition payable to:

Dutchess Community College c/o Office of Community Services
53 Pendell Road, Poughkeepsie, NY 12601
(845) 431-8910 FAX (845) 431-8988

Please print use full legal name

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<td>DCC ID# (If available)</td>
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Have you ever taken a credit or non-credit course at DCC before? ☐ Yes ☐ No

**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 acknowledgment from our business office.

**OFFICE USE ONLY:**

INITIALS: ________________ DATE: ________________

By phone ☐ In-person ☐

By fax ☐ Internet ☐

**Register Online**

Register online at www.sunydutchess.edu/cfweb | 37

**Register by Phone:**

Call (845) 431-8910 for information.

**Register by Fax:**

Send Fax of completed registration form to (845) 431-8988.

**Register by Mail:**

Mail form and tuition payable to:

Dutchess Community College c/o Office of Community Services
53 Pendell Road, Poughkeepsie, NY 12601
(845) 431-8910 FAX (845) 431-8988

**In Person:**

Office of Community Services, Bowne Hall, Room 118, Monday - Thursday, 8 am - 8 pm and Friday, 8 am to 5 pm
Call (845) 431-8910 for information.
Job Fair at DCC

WEDNESDAY, APRIL 13
11 AM - 2 PM, FALCON HALL, DCC
OPEN TO THE COMMUNITY

- Over 70 Employers!
- Dress for success in professional attire.
- Bring copies of your resume.

For questions, call (845) 431-8600!

Hope to see you there!

Hosted by the Academic, Career and Transfer Center.