WORKFORCE TRAINING

PROFESSIONAL DEVELOPMENT

CERTIFICATE & DEGREE PROGRAMS

SUMMER 2019

HEALTHCARE
MICROSOFT OFFICE
ADOBE CREATIVE SUITE
WORDPRESS
BOOKKEEPING
COMPUTER PROGRAMMING
MANUFACTURING
TECHNOLOGY
WORKPLACE SPANISH
MANAGEMENT SKILLS
SECURITY GUARD
INSURANCE
REAL ESTATE
DRIVER EDUCATION

PLUS ...
Associate degree and certificate programs
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## How to Read the Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>(Day)</th>
<th>Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
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<td>6:00 – 10:00 p.m.</td>
<td>[Tue]</td>
<td>5/10</td>
<td>DS</td>
<td>Smith</td>
<td>$40</td>
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</tbody>
</table>

### DAY CODE
- Mon = Monday
- Tue = Tuesday
- Wed = Wednesday
- Thu = Thursday
- Fri = Friday
- Sat = Saturday
- Sun = Sunday

### LOCATION KEY
- DCC = Dutchess Community College Main Campus
  53 Pendell Road, Poughkeepsie
- DS = Dutchess South, Hollowbrook Office Park
  31 Marshall Rd., Bldg. 4, Wappingers Falls
- FPC = DCC @ the Partnership, Family Partnership Center
  29 N. Hamilton Street, Suite 300, Poughkeepsie

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**LOOKING FOR MUSIC CLASSES?**

The Music School at DCC offers private lessons and group instruction for children and adults in a variety of instruments as well as voice. Visit [https://www.suny dutchess.edu/ continuingeducation/ musicschool/](https://www.suny dutchess.edu/ continuingeducation/ musicschool/) to learn more.
Register Online, Save Time!

The Dutchess Community College Office of Community Services and Special Programs is excited to announce a new, online registration system for all non-credit courses. Use your desktop computer, laptop, tablet or smartphone to sign up for classes.

Just use the following link -- www.sunydutchess.edu/easyreg -- to find the class(es) you want. Then take a few moments to set up an account during your first registration. Put your course(s) in the shopping cart, use a credit or debit card to pay, and check out. It’s simple!

To pay by cash or check, visit the Office of Community Services in Bowne Hall, Room 118 at the main campus, 53 Pendell Road, Poughkeepsie, NY. Credit cards will no longer be accepted by phone and checks will not be accepted by mail.

If you experience difficulty using our new online registration system, please call [845] 431-8910.

Office hours:
Mon, Wed, Thu, Fri: 8 a.m. – 5 p.m.
Tue: 8 a.m. – 7 p.m.

Quick Guide to DCC Programs

Non-credit Certificate Programs
All classes and programs that appear on white pages in this catalog are offered through the Office of Community Services and Special Programs. The certification programs prepare graduates for job opportunities, can be completed in just a few months, do not require placement testing and do not qualify for financial aid.

Academic Certificate Programs
The 11 Certificate programs that appear on these blue pages are credit-bearing courses that require admission to the College and placement testing. They range from 24 to 33 credits and students attending full time typically can complete within one year. Financial aid may be available.

A.A.S. – Associate in Applied Science Degree
Individuals who wish to prepare for a specific career while earning an associate degree should explore the College’s A.A.S. programs, which require a student to earn between 60 and 64 credits. These typically are designed for those who wish to enter the workforce after graduation and do not wish to continue to a four-year institution for a bachelor’s degree. Students attending full time can complete within two years. Financial aid may be available.

A.A. – Associate in Arts Degree
A.S. – Associate in Science Degree
Individuals who wish to major in liberal arts or a particular subject area in preparation to transfer to another college or university for a bachelor’s degree, should explore our A.A. and A.S. programs. Students attending full time typically can complete the 60 to 64 credits within two years. Financial aid may be available.

For more information:

Non-credit Certificate Programs
www.sunydutchess.edu/continuingeducation
[845] 431-8910

Academic Certificates, A.A.S., A.A., A.S.
www.sunydutchess.edu/academics
[845] 431-8010
## Career Training

### Computers

#### 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>Session</th>
<th>Dates</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Mon Wed 6:00-9:00 p.m.</td>
<td>5/1-5/15</td>
<td>DCC</td>
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</tr>
<tr>
<td>Mon Wed 6:00-9:00 p.m.</td>
<td>7/8-7/22</td>
<td>DS</td>
<td>$145</td>
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</table>

**WORD INTERMEDIATE 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 and folders, enhance documents with graphics and symbols. [15 hours]

<table>
<thead>
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<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
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<td>5/20-6/5</td>
<td>DCC</td>
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<tr>
<td>Mon Wed 6:00-9:00 p.m.</td>
<td>7/29-8/12</td>
<td>DS</td>
<td>$145</td>
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**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>
<thead>
<tr>
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<th>Dates</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
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<td>7/23-8/6</td>
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<td>5/6-5/20</td>
<td>DS</td>
<td>$145</td>
</tr>
</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>
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<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
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<td>8/13-8/27</td>
<td>DCC</td>
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<td>Mon Wed 6:00-9:00 p.m.</td>
<td>5/29-6/12</td>
<td>DS</td>
<td>$145</td>
</tr>
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### Print and Web Design

**PHOTOSHOP FOR NOVICES CST812**
Learn the basics of how to manipulate and modify images using the powerful tools Photoshop has to offer. Students 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>
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<th>Session</th>
<th>Dates</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
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<td>6/11-6/27</td>
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</table>

**PHOTOSHOP II CST813**
This course is intended as a follow-up to the Photoshop for Novices course. It is designed to advance the student’s techniques for manipulating image art in a digital format. [9 hours]

<table>
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<th>Session</th>
<th>Dates</th>
<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Tue Thu 6:00-9:00 p.m.</td>
<td>7/9-7/16</td>
<td>DCC</td>
<td>$91</td>
</tr>
</tbody>
</table>
WORDPRESS I 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)

9:00 a.m. - 12:00 p.m. [Tue Thu] 5/14 & 5/16 DCC $60

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]

9:00 p.m. - 12:00 p.m. [Tue Thu] 5/21 & 5/23 DCC $60

Computer Basics

BASIC COMPUTERS FOR ADULTS – PART I 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)

9:00 a.m. - 12:00 p.m. [Sat] 5/4-5/18 DCC $89
6:00 p.m. - 9:00 p.m. [Tue Thu] 5/7-5/14 DS $89

BASIC COMPUTERS FOR ADULTS – PART II CST007
For those with basic navigation skills, learn basic software including word processing, spreadsheets and databases. (9 Hours)

9:00 a.m. - 12:00 p.m. [Sat] 6/1-6/15 DCC $89
6:00 p.m. - 9:00 p.m. [Tue Thu] 5/21-5/28 DS $89

Advanced

INTRODUCTION TO PROGRAMMING WITH C++ CST966
This class will cover basic topics intended for those with little or no programming experience. On completion of this course, students will be well-prepared for the for-credit computer science curriculum. (30 Hours)

6:00 p.m. - 9:00 p.m. [Mon Wed] 6/10-7/10 DCC $495

Professional Development

PREPARING FOR THE NOTARY PUBLIC EXAM VOC203
This class will prepare you for the Notary Exam in New York state. 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)

6:00 p.m. - 9:00 p.m. [Thu] 6/13 DS E Haddeland $45

HOW TO HANDLE DIFFICULT PEOPLE PRF244
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)

10:00 a.m. - 12:00 p.m. [Sat] 5/11 DCC B Golden $36

Register online at www.sunydutchess.edu/easyreg
PERSONAL AND PROFESSIONAL TIME MANAGEMENT  PRF246
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)
10:00 a.m. - 12:00 p.m. [Sat] 6/15 DCC B Golden $36

IMPROVING YOUR WORK/LIFE BALANCE  PRF248
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)
10:00 a.m. - 12:00 p.m. [Sat] 7/13 DCC B Golden $36

SPANISH FOR THE WORKPLACE  VOC763
This course is directed to those who want to expand their Spanish-speaking skills in the workplace. Learn about personal presentation, expressing locations of places, asking for and giving information, speaking about schedules and organizing a work agenda. (8 hours)
6:00 p.m. - 8:00 p.m. [Wed] 5/8-5/29 DCC K. Gutiérrez Vargas de Huincho $100

SUCCESS IN SPANISH LEVEL 2  LAN602
Build upon what you learned in Level I by familiarizing yourself with useful sentence structures, functional dialog, songs and other interactive exercises. You will learn to identify objects according to location or ownership, describe actions and work in present tense. Required textbook included in tuition. (24.75 Hours)
6:45 p.m. - 9:00 p.m. [Thu] 5/9-7/25 DCC A Delgado $275

FRENCH BASIC/ INTERMEDIATE 1  LAN115
Learn the language through conversation and exploration of French culture. This is a continuation class but beginners also are welcome. (24 Hours)
9:00 a.m. - 12:00 p.m. [Thu] 5/2-6/20 DS P Lalonde $249

FRENCH BASIC/ INTERMEDIATE 2  LAN116
Learn the language through conversation and exploration of French culture. This is a continuation class but beginners also are welcome. (24 Hours)
9:00 a.m. - 12:00 p.m. [Thu] 7/11-8/29 DS P Lalonde $249

RECLAIM MY MATH  STU716
Reclaim My Math provides a review of math skills for all levels from arithmetic to calculus, including beginning and intermediate algebra. This individualized program is designed to increase math confidence, using MyMathTest, an internet-based program. Independent skill development is reinforced with faculty-led instruction and tutoring coordinated by the Office of Academic Services and Testing at DCC. Participants can choose from the listed class meeting times, attending a minimum of two hours per week.
5:00 p.m. - 7:00 p.m. [Tue] 5/28-6/26 DCC $20
4:00 p.m. - 6:00 p.m. [Wed Thu] 5/28-6/26 DCC $20
4:00 p.m. - 6:00 p.m. [Mon Wed] 7/1-8/14 DCC $20
5:00 p.m. - 7:00 p.m. [Tue] 7/2-8/15 DCC $20

REFRESH  STU717
Refresh offers options for review of writing, reading and/or math at all skill levels, utilizing ComFit Online Learning Center, an internet-based program. Based on assessments, customized learning modules are developed to ensure appropriate skill development. Enrollment is ongoing with access for a six-week period. Contact DCC’s Office of Academic Services & Testing at (845) 431-8910 to arrange for an introductory session. Program Fee: $20
**Career Track**

**Insurance**


**PROPERTY AND CASUALTY PRE-LICENSING COURSE FOR AGENTS/BROKERS INS003**

NYS Dept. of Financial Services has approved this course to satisfy the educational requirements for the “full” Personal and Commercial Lines Agents or Brokers State Licensing Test and License. Students must achieve a passing grade of 70% on the course final exam in order to receive DCC’s Certificate of Completion. Required Text: “Pass Package – Property & Casualty New York Agents and Brokers” published by Examfx. Must have latest edition. [100 Hours]

<table>
<thead>
<tr>
<th>Time</th>
<th>Start Date</th>
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<th>Cost</th>
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<td>DS P Odendahl</td>
<td>$929</td>
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Class meets 9 a.m. - 1 p.m. on 5/14. No class on 5/27 & 5/28.

**PERSONAL LINES (ONLY) PRE-LICENSING COURSE FOR AGENTS/BROKERS INS007**

NYS Dept. of Financial Services has approved this course to satisfy the educational requirements for the Personal Lines Agents or Brokers State Licensing Test and License. Students must achieve a passing grade of 70% on the course final exam in order to receive the DCC Certificate of Completion. NOTE: This license does not permit the holder to solicit, quote or transact Commercial Insurance Coverages. Required Text: “Pass Package – Property & Casualty New York Agents and Brokers” published by Examfx. Must have latest edition. [44 Hours]

<table>
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<td>9:00 a.m. - 5:00 p.m.</td>
<td>5/6-5/14</td>
<td>DS P Odendahl</td>
<td>$399</td>
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Class meets 9 a.m. - 1 p.m. on 5/14.

**Security Guard**

**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 is required for successful completion.

<table>
<thead>
<tr>
<th>Time</th>
<th>Start Date</th>
<th>Instructor</th>
<th>Cost</th>
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<tbody>
<tr>
<td>8:00 a.m. - 4:00 p.m.</td>
<td>5/18</td>
<td>DCC R Bryant</td>
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<tr>
<td>4:00 p.m. - 8:00 p.m.</td>
<td>6/1-6/13</td>
<td>DCC R Bryant</td>
<td>$85</td>
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<tr>
<td>8:00 a.m. - 4:00 p.m.</td>
<td>7/13</td>
<td>DCC R Bryant</td>
<td>$85</td>
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**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 is required for successful completion.

<table>
<thead>
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<th>Time</th>
<th>Start Date</th>
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<th>Cost</th>
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<td>DCC R Bryant</td>
<td>$175</td>
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</table>

**8.HOUR ANNUAL IN-SERVICE TRAINING SGT104**

Must be completed within 12 calendar months from completion of the 16-Hour Course for Security Guards and annually thereafter. This will provide security guards with updated and enhanced information as it relates to their position.

<table>
<thead>
<tr>
<th>Time</th>
<th>Start Date</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 p.m. - 8:00 p.m.</td>
<td>6/4-6/6</td>
<td>DCC R Bryant</td>
<td>$89</td>
</tr>
</tbody>
</table>

Students will be entitled to a 100% refund at any time prior to the start of instruction. If an eight-hour course is divided between two four-hour days, a 50% refund will be given if the student cancels after the start of instruction, but before start of the second four-hour block. Sixteen-hour OJT course: A 50% refund will be given if the student cancels before the start of the second eight-hour block of instruction.
A DCJS-approved security guard training school cannot assess any non-refundable registration fees, deposits or cancellation fees.

100% Attendance is required for any security course. Please call the Division of Criminal Justice Services at [518] 457-2667 for any issues the program director cannot solve. Approximately $230 will be needed to cover pre-employment fingerprinting and background checks with outside agencies.

Real Estate

REAL ESTATE SALESPERSON QUALIFYING COURSE REL131
Interested in a real estate career? 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. Class attendance of 90% is necessary. Required textbook: “NY Real Estate for Salespersons,” 6th edition by M.D. Spada, Cengage Publishing. Class also meets on three Saturdays, 9 am - 3 pm. Dates will be discussed in class. [78 Hours]

<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Title</th>
<th>Instructor</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6:00 p.m. - 9:00 p.m. (Mon Thu)</td>
<td>REL131</td>
<td>REAL ESTATE SALESPERSON QUALIFYING COURSE REL131</td>
<td>C.Jones</td>
<td>$789</td>
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Computer-Aided Design

SOLIDWORKS ESSENTIALS VOC046
SOLIDWORKS Essentials teaches you how to use the SOLIDWORKS mechanical design automation software to build parametric models of parts and assemblies and how to make drawings of those parts and assemblies. [32 Hours]

<table>
<thead>
<tr>
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<th>Title</th>
<th>Instructor</th>
<th>Fee</th>
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<tbody>
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<td>9 a.m. - 4:30 p.m. (MTWR)</td>
<td>VOC046</td>
<td>SOLIDWORKS ESSENTIALS VOC046</td>
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<td>$1,290</td>
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Online Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:
- Facilitators and mentors are available to answer questions
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- All materials, workbooks, and software are included in the course fee
- Payment plans available

Human Resources Professional - Master the skills you need to gain an entry-level position in human resources and prepare to take the Professional in Human Resources certification exam.

Clinical Dental Assistant - You’ll be ready equipped with the skills to become a dental assistant and prepared to pursue certification as a dental assistant.

Administrative Professional with Microsoft Office Specialist 2013 - Learn the skills required to become a successful administrative professional and prepare for the Microsoft Office Specialist Certification exams.

CompTIA A+, Network+, Security+ Certification Training - This program provides a comprehensive foundation for IT professionals while preparing students for the corresponding industry exams that are desirable for IT professionals.

MORE PROGRAMS AND DETAILS AVAILABLE AT: www.sunydutchess.edu/ed2go or contact Lynette Patrice at (845) 790-3590
HEALTHCARE

CERTIFIED NURSING ASSISTANT VOC300
Students will be taught to perform nursing tasks and to provide personal care to individuals. The course includes a 60-hour clinical experience in a local nursing home. Upon completion, students will be eligible to take the NYS Department of Health Certification Exam. CNAs work at long-term facilities, hospitals and home care agencies. Beyond tuition, additional expenses are required to pay for a physical, immunizations, TB test, textbook and the $140 certification exam. Call (845) 431-8910 for testing and registration information. To receive important updates on the program, join our email list at www.sunydutchess.edu/cna. Payment plan available. [150 hours]

| 9 a.m. – 2 p.m. | [Mon Tue Wed Thu Fri] | 7/8-8/20 | FPC | $1,595 |

An online option is available for the following four programs. For details, 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. (80 Hours)

| 6:00 p.m. - 9:30 p.m. | [Mon Wed] | 6/3-8/21 | DS | $1,899 |

MEDICAL ADMINISTRATIVE ASSISTANT VOC757
Prepare for an administrative or clerical position in healthcare by learning the foundational skills including 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]

| 6:00 p.m. - 9:00 p.m. | [Tue Thu] | 6/4-8/6 | DCC | $1,099 |

Externship Option
A 40-hour externship with a local healthcare provider will be available for students who are recommended by the instructor and administration. Additional skills-training may be required. Dates and times will vary depending on location and availability.

PHARMACY TECHNICIAN PROGRAM VOC753
This course prepares students for the National Pharmacy Technician Certification Board Examination, and teaches the skills needed to work in retail, hospital, home infusion and other pharmacy settings. The course teaches math skills, defining drugs by their generic and brand names, Electronic RX data entry, dose calculations and conversions, I.V. preparation, reimbursement under Medicare part D, instruction in the use of blood-glucose monitors and asthma nebulizers. The Pharmacy Technician student should possess a high school diploma or equivalent. Textbooks and all equipment are provided. [80 Hours]

| 6:00 p.m. - 9:30 p.m. | [Mon Tue Thu] | 5/13-7/8 | FPC | $1,549 |

EKG TECHNICIAN CERTIFICATION VOC754
Prepare to be 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. 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]

| 6:00 p.m. - 9:30 p.m. | [Mon Wed] | 6/3-7/24 | DCC | $1,099 |

Register online at www.sunydutchess.edu/easyreg
Alcoholism and Substance Abuse Counselor

Prepare for a career as an Alcoholism and Substance Abuse Counselor. Five courses that make up the 350-hour CASAC program are approved by and meet OASAS requirements. Our students also have the opportunity to become NARCAN and AED Certified and attend Red Watchband Training.

To register, students should be at least 18 and have a valid photo ID, proof of HS completion, and attest to a minimum of two continuous years' recovery if there was a history of substance abuse. It’s recommended that students possess general computer knowledge. The book used for all modules is “Getting Ready to Test: A Review Preparation Manual for Drug and Alcohol Credentialing Exams” (8th Edition) available at the DCC bookstore.

CAS102 ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING PART 1
An introduction to alcoholism and substance abuse counseling will be covered. Topics also include individual and group counseling. [75 Hours]

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<td>Wed Sat</td>
<td>5/8-8/7</td>
<td>DCC</td>
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Plus four Saturdays: 5/11, 6/9, 6/29, 7/27. Meeting time from 8:00 a.m. to 4:00 p.m.

CAS103 ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING PART 2
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. [75 hours]

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Plus four Saturdays: 5/18, 6/15, 7/13, 8/3. Meeting time from 8:00 a.m. to 4:00 p.m.

WEEKEND CASAC PROGRAM AT ARMS ACRES IN CARMEL, NY
Join this exciting new program that meets from 8 am to 4 pm on two to three Saturdays each month (July and August off) to complete the required 350 hours. Takes approximately two years to complete depending on start date. Monthly payment plan available. Easy onboarding for when you are ready to start! Please call the office at [845] 431-8900 for this option.

Summer 19 class dates: May 4, 18 June 1, 8, 29 and then resuming in September

EMT and Paramedic Training and Refresher Courses

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 texts: “Emergency Care and Transportation of the Sick and Injured,” with online “Navigate Preferred Access” by Jones and Bartlett, [11th Edition] and the American Heart Association’s “BLS for Healthcare Providers” 2015 Guidelines. The purchase of an additional online AHA access code also is required. The instructor will provide directions on how to purchase this code after the first night of class. Texts are available at the DCC Bookstore. Students who purchase the textbook used will need to purchase the online “Navigate Preferred Access” code for an additional fee from Jones and Bartlett. Students will be required to pay additional fees for a mandatory background check and drug screening. Students must have had a physical exam after 8/5 and up-to-date immunizations. Students with expired physical exams/immunizations will incur an additional fee from their physician. Last Wednesday class is June 26. [220 Hours]

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<td>5:00 p.m. - 10:00 p.m.</td>
<td>[Tue Wed Thu]</td>
<td>5/15-8/15</td>
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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 exempt from the remedial sessions of the refresher program.
Prerequisites: Must previously be, but not necessarily currently, certified as a NYS EMT. 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. Call the EMS office for challenge details [845] 790-3620. [75 Hours]

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<th>Time</th>
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<td>Mon Wed</td>
<td>6/10-8/15</td>
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Written Challenge 6/10 6:30 p.m. until done; Practical Challenge 6/12 6:30 p.m. until done
ALS/BLS CORE CONTENT
For information and registration for ALS/BLS Core Content, please call DCC EMS at [845] 790-3620

PREHOSPITAL TRAUMA LIFE SUPPORT (PHTLS) PRH051
This course is a unique continuing education program created in recognition of the real need in Emergency Medical Services education for additional training in the handling of trauma patients. This indispensable program is designed to enhance and increase knowledge and skills in delivering critical care in the pre-hospital environment. Designed for all provider levels. [16 Hours]

6:00 p.m. – 10:00 p.m. [Mon Tue Wed Thur] 8/5-8/8 DS $165

AMLS ADVANCED MEDICAL LIFE SUPPORT PRH511
The Advanced Medical Life Support (AMLS) course is a continuing education program designed to present pre-hospital providers with a standardized approach to adult medical emergencies. This course will introduce providers to a practical, complaint-based assessment method, enhance their ability to develop an accurate field impression, and review effective management plans for most major medical emergencies. [16 Hours]

6:00 p.m. – 10:00 p.m. (Mon Tue Wed Thur) 5/20-5/23 DS $165

BASIC LIFE SUPPORT PROVIDERS CPR002
This course is designed to teach healthcare professionals basic life support skills for application in both the prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics. In this instructor-led course, students participate in simulated clinical scenarios and learning stations. Required text: “American Heart Association 2015 BLS Provider Student Manual.” (8 hours)

9:00 a.m. – 5:00 p.m. [Wed] 5/1 DS $55

6:00 p.m. – 10:00 p.m. [Tue] 6/4 & 6/11 DS $55

6:00 p.m. – 10:00 p.m. [Wed] 7/10 & 7/17 DS $55

9:00 a.m. – 5:00 p.m. [Mon] 8/5 DS $55

BASIC LIFE SUPPORT PROVIDERS RENEWAL CPR004
This recertification course is for healthcare providers who have successfully completed the full eight-hour BLS Provider certification training within the past two years and are looking to renew/refresh their skills in providing high-quality CPR in the hospital and/or out-of-hospital setting. Required text: “American Heart Association 2015 BLS Provider Student Manual.” [4 Hours]

6:00 p.m. – 10:00 p.m. [Wed] 5/15 DS $35

6:00 p.m. – 10:00 p.m. [Mon] 6/17 DS $35

6:00 p.m. – 10:00 p.m. [Wed] 7/24 DS $35

6:00 p.m. – 10:00 p.m. [Mon] 8/19 DS $35

HEARTSAVER CPR AED CPR005
The Heartsaver CPR AED course is designed to teach life-saving CPR, use of an AED and relief of choking in a safe, effective and timely manner for adults, children and infants. This course is appropriate for all members of a community and those who are expected to respond to emergencies in the workplace. Required text included. (4 Hours)

6:00 p.m. – 10:00 p.m. [Mon] 5/20 DS $60

8:00 a.m. – 12:00 p.m. [Fri] 6/28 DCC $60

8:00 a.m. – 12:00 p.m. [Sat] 8/17 DS $60

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 included. [4 Hours]

6:00 p.m. – 10:00 p.m. [Wed] 5/29 DS $60

12:30 p.m. – 4:30 p.m. [Fri] 6/28 DCC $60

12:30 p.m. – 4:30 p.m. [Sat] 8/17 DS $60

ADVANCED CARDIAC LIFE SUPPORT (ACLS) CPR504
Medical professionals who respond to cardiovascular emergencies in and out of the hospital enhance their treatment knowledge and skills through this advanced, instructor-led course that highlights the
importance of team dynamics and communication, systems of care and immediate post-cardiac arrest care. It also covers airway management and related pharmacology. Skills are taught, learned and tested at stations where case-based scenarios are presented. Required text: “American Heart Association 2015 ACLS Provider Student Manual.” (14 Hours)

6:00 p.m. – 10:30 p.m. [Tue Wed Thu] 6/4 - 6/6 DS $165

ACLS RENEWAL CPR510
This recertification course is for healthcare providers who have successfully completed the full 14-hour ACLS Provider certification training within the past two years and are looking to renew/refresh their skills. Students are required to bring the online ACLS checklist, self-assessment test scores, student manual and current ACLS Certification to class. (8 Hours)

9:00 a.m. – 5:00 p.m. [Wed] 5/8 DS $80

PEDIATRIC ADVANCED LIFE SUPPORT (PALS) CPR503
This course is designed for healthcare providers who either direct or participate in the management of respiratory and/or cardiovascular emergencies and cardiopulmonary arrest in pediatric patients. Pre-course preparation, didactic instruction, and active participation in skills stations and simulated cases will be used to enhance the recognition and intervention of respiratory emergencies, shock and cardiopulmonary arrest. Required text: American Heart Association 2015 PALS Provider Student Manual (16 Hours)

9:00 a.m. – 5:00 p.m. (Mon Tue) 7/1 & 7/2 DS $165

PALS RENEWAL CPR509
This recertification course is for healthcare providers who have successfully completed the full 16-hour PALS Provider certification training within the past two years and are looking to renew/refresh. Students are required to bring the online PALS checklist, self-assessment test scores, student manual and current PALS Certification to class. (7 Hours)

9:00 a.m. – 5:00 p.m. (Mon) 7/15 DS $80

BLS SKILLS TESTING CPR006
For those wishing to renew in BLS, an online didactic course is offered through the American Heart Association’s website. Upon successful completion of the AHA Heart Code online portion, candidates may register for the appropriate skills test. Proof of completion of the online segment must be presented. For a skills testing appointment only, call (845) 790-3620.

BLS = By Appointment Only DS $25

ACLS / PALS HEART CODE SKILLS TESTING CPR007
For those wishing to be renewed in ACLS or PALS, an online didactic course is offered through the American Heart Association’s website. Upon successful completion of the AHA Heart Code online portion, candidates may register for the appropriate skills test. Proof of completing the online segment must be presented. For a skills testing appointment only, call (845) 790-3620.

ACLS / PALS = By Appointment Only DS $50

ACLS FOR EXPERIENCED PROVIDERS (EP) CPR103
This is the AHA’s most advanced course that goes beyond the core ACLS training. Through instruction and participation in case-based scenarios, learners enhance their critical thinking, decision-making strategies, differential diagnosis and treatment in pre-arrest, arrest and post-arrest patients. This course is for advanced healthcare providers who are looking to upgrade/renew their ACLS certification status. (8 Hours)

9:00 a.m. - 5:00 p.m. (Mon) 7/8 DS $90

Emergency Response for Babysitters and Pet Owners

BABYSITTER LESSONS AND SAFETY TRAINING (BLAST) CPR009
An important training program for babysitters and parents considering hiring a babysitter. The BLAST program is fun and interactive, providing extensive training in pediatric first aid, household safety and the fundamentals of childcare. Designed for ages 13 and older. Required text included. (8 Hours)
PET FIRST AID AND DISASTER RESPONSE COURSE CPR106
Designed to help pet owners provide temporary, urgent care to pets until they can reach a veterinarian or emergency clinic. This course also will cover injury prevention, disaster preparation and personal safety precautions to help pet owners identify and minimize risks, as well as first aid for bleeding, burns, bite wounds, choking, poisoning, cardiac arrest and more. Text will be provided. [4 Hours]
12:00 p.m. – 4:00 p.m. [Mon] 6/3 DS $60

Driver Education

ALIVE@25 DRV025
This four-hour course is specifically designed to get younger motorists ages 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. Registrations for any of the section offerings end 48 hours prior to the listed start time. Please register early as many sections fill quickly. Walk-ins or day of class registrations not permitted.

NEW YORK STATE “FIVE-HOUR” PRE-LICENSING COURSE DRV001
In order to obtain a driver’s license in New York state, 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 is still available and to confirm room assignment information two to three 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.
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 eliminate up to four points from your record. Pre-registration required. Late arrivals will not be admitted. [6 Hours]

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 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 19, 2019. Pre-register prior to orientation. Mandatory attendance for all classes.

Mandatory Orientation: Wednesday, July 17, 2019 from 6:30 p.m. – 8:00 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 22, 2019 and end August 12, 2019, 11:00 a.m. - 12:30 p.m. [Course end date may be extended due to cancellations for inclement weather conditions.] Road hours are scheduled in 90-minute blocks Monday through Friday, 12:30 p.m. - 2:00 p.m. or 2:00 p.m. - 3:30 p.m. per demand. Register early in order to pick your road hours. Road hours include 18 observation and six driving. *End date may be extended due to unforeseen school closures; unattended make-ups are subject to a $25 fee per.
DCC CREDIT PROGRAMS
PICK YOUR PATH. SET YOUR GOALS. ACHIEVE!

Whether you're seeking job advancement, a new career or a supportive and affordable start on the first two years of a college education, DCC has a program for you.

The classes and programs featured on the preceding white pages of this catalog are offered through DCC’s Office of Community Services and Special Programs. These certifications can be completed in just a few months and do not require completion of the College admission process or placement testing. The cost and start date of each program is noted in the description. Visit www.suny dutchess.edu/continuingeducation or call (845) 431-8910 to learn more.

These blue pages feature academic certificate and associate degree programs through which students earn college credits. Students are admitted through DCC’s Admissions Office, take placement testing, can attend part or full time and may apply for financial aid. Tuition is $161 per credit for students enrolled in 11 or fewer credits, $1,932 per semester for students taking 12 or more credits. Fall semester begins Aug. 26 and spring semester starts Jan. 13.

The following pages briefly describe the credit-bearing programs offered at DCC. For more information about earning an academic certificate or A.A.S., A.A. or A.S. degree, call (845) 431-8010 or visit www.suny dutchess.edu/academics.

ACADEMIC CERTIFICATE
The certificates that appear on these blue pages range from 24 to 40 credits; students attending full time typically can complete within one year.

A.A.S.
ASSOCIATE IN APPLIED SCIENCE
Individuals who wish to prepare for a specific career while earning an associate degree should explore the College’s A.A.S. programs, which require a student to earn between 60 and 64 credits. Most are designed for those who wish to enter the workforce after graduation and who do not plan to continue to a four-year institution for a bachelor’s degree. Students attending full time typically can complete within two years.

A.A & A.S.
ASSOCIATE IN ARTS & ASSOCIATE IN SCIENCE
Individuals who wish to major in a particular subject area or in liberal arts in preparation to transfer to another college or university for a bachelor’s degree should explore our A.A. and A.S. programs. Students attending full time typically can complete the required 60 to 64 credits within two years.

www.suny dutchess.edu/academics • (845) 431-8010
ARCHITECTURE AND CONSTRUCTION

- **Architectural Technology: A.A.S.**
  Prepare for a career as an architectural technician, drafts-person, engineering aide, building materials or manufacturing representative, planning aide

- **Construction Technology Management: A.A.S.**
  Find entry-level employment as a construction manager

ART

- **Visual Arts: A.S.**
  Transfer to continue studies in drawing, painting, ceramics, photography, graphic design, mixed media

AVIATION

- **Aviation Management: A.S.**
  Transfer to continue studies in aviation security, safety, operations, airport management

- **Pilot: A.S.**
  Transfer degree for pilots; acquire private and commercial pilot certificates

BUSINESS

- **Accounting: A.A.S.**
  Work as a bookkeeper, junior clerk, assistant auditor, cost accounting clerk, assistant office manager

- **Bookkeeping: 30-Credit Certificate**
  Find entry-level employment as a bookkeeper

- **Business Administration: A.A.S.**
  Get foundational skills for a career in management and/or marketing

- **Business Administration: A.S.**
  Transfer to continue studies in accounting, business administration, economics, management, marketing, international business

- **Paralegal: A.A.S.**
  Work as a paralegal in a law office, bank, insurance company, government agency or corporation

- **Paralegal: 33-Credit Certificate**
  Entry-level position as paralegal

COMMUNICATIONS & MEDIA

- **Communications and Media Arts: A.S.**
  Transfer to continue studies in mass media, broadcast journalism, video and audio production, visual effects, screenwriting, documentary and narrative film production

COMPUTERS

- **C++/Java Advanced Programming:**
  32-Credit Certificate
  Learn advanced programming techniques in HTML, C, C++, Java, Visual Basic

- **Computer Information Systems: A.A.S.**
  Work as a programmer or technician

- **Computer Science: A.S.**
  Transfer to continue studies in computer science

- **Computer Networking:**
  32-Credit Certificate
  Design and manage a local area network

- **Computer Software Support: 29-Credit Certificate**
  Work as an application specialist, help desk associate, software trainer

- **Information Management: A.S.**
  Transfer to continue studies in computer information systems, management information systems, information technology, health information management, security information management, computer networking

- **Web Administration: 32-Credit Certificate**
  Work as a website administrator

CRIMINAL JUSTICE

- **Public and Private Security: A.A.S.**
  Find entry-level employment in law enforcement, corrections, industrial security

- **Criminal Justice: A.S.**
  Transfer to continue studies in criminal justice or pre-law, leading to a career in law enforcement, corrections, probation, parole, rehabilitation, industrial security

EDUCATION

- **Early Childhood: A.A.S.**
  Work as a teacher or assistant in daycare, preschool, nursery school

- **Adolescent Education Grades 7-12 with SUNY New Paltz & Others: A.S.**
  Transfer program with concentrations in biology, chemistry, English, earth science, French, history/social studies, mathematics, Spanish

- **Early Childhood Education to Grade 6, Dual Certification with SUNY New Paltz: A.S.**
  Transfer program with concentrations in biology, English, history/social studies, mathematics, Spanish

- **Early Childhood Caregiver: 29-Credit Certificate**
  Beginning credential for daycare providers
ENGINEERING SCIENCE AND TECHNOLOGIES

- **Electrical Technology: A.A.S.**
  Work as a technician in power systems, semiconductor manufacturing, telecommunications
- **Engineering Science Transfer: A.S.**
  Transfer to continue studies in engineering
- **Air Conditioning & Refrigeration: 24-Credit Certificate**
  Prepare for entry-level work in installation, repair and maintenance, design, sales, distribution

EXERCISE SCIENCE

- **Exercise Science & Wellness: A.S.**
  Transfer to continue studies or enter the workforce in teaching, athletic training, exercise physiology, kinesiology, health & wellness, nutritional science

FIRE SCIENCE

- **Fire Protection Technology: A.A.S.**
  Prepare for municipal exams, volunteer fire company applications, entry into a variety of industrial settings
- **Fire and Occupational Safety: A.S.**
  Transfer to continue studies for employment in municipal fire protection, investigation and inspection, governmental agencies, industry insurance, transportation

GENERAL STUDIES

- **General Studies: A.S.**
  Complete all 10 SUNY General Education requirements while exploring various academic and career options.

HUMAN SERVICES

- **Human Services: A.S.**
  Transfer to continue studies in human services, social work, psychology, sociology
- **Child Care: A.A.S.**
  Work with children, adolescents, or adults with mental, emotional or physical handicaps in residential and day schools, group homes, crisis intervention centers and youth correctional facilities
- **Mental Health Assistant: A.A.S.**
  Work as a caseworker aide, outreach worker, client advocate, therapy aide, community organizer

LIBERAL ARTS & SCIENCES

- **Humanities: A.A.**
  Transfer for continued studies in the humanities and social sciences
- **Mathematics: A.A.**
  Transfer for continued studies in mathematics
- **Science: A.S.**
  Transfer for continued studies in biology, chemistry, earth science, environmental sciences, health-related fields including but not limited to pre-med, pharmacy, physical therapy

MEDICAL & ALLIED HEALTH

- **Clinical Lab Technician: A.A.S.**
  Prepare for professional practice in a clinical laboratory to assist physicians in the diagnosis and treatment of disease
- **EMT/Paramedic: A.A.S.**
  Degree program for those who wish to provide pre-hospital care
- **EMT/Paramedic: Certificate**
  Care for patients in a pre-hospital setting
- **Phlebotomist: 27-Credit Certificate**
  Work in outpatient blood-drawing centers, clinical laboratories, physician offices

NURSING

- **Nursing: A.A.S.**
  Open to residents of Dutchess and Putnam counties. Prepare for professional practice as a Registered Nurse. Pathway through General Studies.

PERFORMING ARTS

- **Performing Arts: A.S.**
  Transfer for continued study in music, dance, theatre
- **Music Performance: 28-Credit Certificate**
  Develop skills in music performance

QUESTIONS? Call (845) 431-8010 or visit www.sunydutchess.edu/academics
HOW TO REGISTER

If you are ages 17 or 18, you must make an appointment to meet with a HSE administrative staff member at (845) 790-3590. Appointments are available at the Family Partnership Center in Poughkeepsie or at the Dutchess South campus in Wappingers Falls.

If you are 19 or older, you may register in person at the Family Partnership Center, DCC South, or at one of our other class locations.

The following forms of payment are accepted: check, money order or QuickPay. Payment instructions will be available at all sites.

THERE ARE NO CLASSES ON 5/27; 7/4; 9/2

LOCATION KEY

BREWSTER BHS
Brewster High School
50 Foggintown Road

POUGHKEEPSIE FPC
Family Partnership Center
29 N. Hamilton Street

DOVER PLAINS DES
Dover Elementary School
9 School Street

WAPPINGERS FALLS DS
DCC South, Hollowbrook Office Park
31 Marshall Road, Building 4

HIGH SCHOOL EQUIVALENCY (HSE) ENGLISH PROGRAM

Improve reading, writing and math skills in small classroom seminars and prepare for admission to credit classes. There are no classes 5/27, 7/4, 9/2

**DAY CLASS**

| 5/13-8/1      | 9:00 a.m. - 2:00 p.m. [Mon Tue Wed Thu Fri] | 5/13-5/25 FPC | $20 |
| 9:00 a.m. - 3:15 p.m. [Mon Tue Wed Thu Fri] | 5/13-8/1 FPC | $20 |

| 6/24-10/11     | 9:00 a.m. - 3:15 p.m. [Mon Tue Wed Thu Fri] | 6/24-8/1 FPC | $20 |
| 9:00 a.m. - 2:00 p.m. [Mon Tue Wed Thu Fri] | 5/13-5/10/FPC | $20 |

| 5/13-8/1      | 8:00 a.m. - 1:00 p.m. [Mon Tue Wed Thu Fri] | 5/13-5/25 DS | $20 |
| 8:00 a.m. - 2:15 p.m. [Mon Tue Wed Thu Fri] | 5/28-8/1 DS | $20 |

| 6/24-10/11     | 8:00 a.m. - 2:15 p.m. [Mon Tue Wed Thu Fri] | 6/24-8/1 DS | $20 |
| 8:00 a.m. - 1:00 p.m. [Mon Tue Wed Thu Fri] | 5/13-5/10/FPC | $20 |

**EVENING CLASS**

| 6:00 p.m. - 9:00 p.m. [Mon Tue Wed Thu] | 5/13-8/29 FPC | $20 |
| 6:00 p.m. - 9:00 p.m. [Mon Tue Wed Thu] | 6/24-10/10 FPC | $20 |
| 6:00 p.m. - 9:00 p.m. [Mon Tue Wed Thu] | 5/13-8/29 DES | $20 |
| 6:00 p.m. - 9:00 p.m. [Mon Tue Wed Thu] | 6/24-10/10 DES | $20 |
## HIGH SCHOOL EQUIVALENCY (HSE) EN ESPAÑOL

This course is designed for students whose first language is Spanish.

### DAY CLASS

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<tr>
<th>Date</th>
<th>Time</th>
<th>Days</th>
<th>Registration Dates</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/13-8/1</td>
<td>9:00 a.m. - 2:00 p.m.</td>
<td>Mon Tue Wed Thu Fri</td>
<td>5/13-5/25</td>
<td>FPC $20</td>
</tr>
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<td>9:00 a.m. - 3:15 p.m.</td>
<td>Mon Tue Wed Thu</td>
<td>5/28-8/1</td>
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<tr>
<td>6/24-10/11</td>
<td>9:00 a.m. - 3:15 p.m.</td>
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<td>FPC $20</td>
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<td>9:00 a.m. - 2:00 p.m.</td>
<td>Mon Tue Wed Thu Fri</td>
<td>8/5-10/11</td>
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</table>

### EVENING CLASS

<table>
<thead>
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<td>Mon Tue Wed Thu</td>
<td>5/13-8/29</td>
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<td>5/13-8/29</td>
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<td>DS $20</td>
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<td>5:30 p.m. - 9:30 p.m.</td>
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<td>BHS $20</td>
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<td>Mon Wed Thu</td>
<td>6/24-10/10</td>
<td>BHS $20</td>
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</table>

Develop in-demand job skills with affordable self-paced online certificate programs and courses.

Dutchess Community College partners with ProTrain to offer you quality online programs. Our Training Assessment Manager helps guide you through the entire process – from pre-enrollment to course completion.

- Accounting and Finance
- Business and Leadership
- Career and Hospitality
- Education and Personal Development
- Green and Renewable Energy
- Healthcare and Allied Health
- Industrial and Skilled Trades
- Legal and Criminal Justice
- Multimedia and Graphic Design
- Programming and Web Applications
- Spanish in the Workplace
- Technology and Computer Programs

For more information please contact Lynette Patrice at (845) 790-3590 or patrice@sunydutchess.edu. Or find us online at Dutchess.TheKnowledgeBase.org.
English as a Second Language

Learn English! Learn to speak, read, write and understand English.

Practice and improve your English skills in a dynamic and communicative setting.
90-hours of classes for only $25.00. [Cost of textbook not included in registration fee]

The following forms of payment are accepted: check, money order or QuickPay.
Payment instructions will be available at all sites.

All new students must take a placement test to determine their appropriate level:
Beginner [101], Intermediate [102 & 103] and Advanced [104]
To schedule a placement test or if you have any questions call:
Kimberly at [845] 790-3590 or Margie at [845] 431-8910.

Placement testing in Poughkeepsie is held at:
DCC at the Family Partnership
29 North Hamilton Street, Suite #304
Poughkeepsie, NY
[845] 790-3590
For class locations and additional registration/testing information, see below:

AMENIA [Register/test directly at the site on 5/6 & 5/7 from 6 - 8 p.m.]
Amenia Town Hall
4988 ROUTE 22

<table>
<thead>
<tr>
<th>Level</th>
<th>Time</th>
<th>Days</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 104</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>Mon Wed</td>
<td>5/6-8/21</td>
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</table>

BREWSTER [Register/test directly at the site Mon-Thurs. during class time on 4/8-4/11]
First Baptist Church [FBC]
460 MAIN STREET

<table>
<thead>
<tr>
<th>Level</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Level 101</td>
<td>9:30 a.m. - 1:30 p.m.</td>
<td>Tue Thu</td>
<td>4/9-6/25</td>
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<tr>
<td>Level 102</td>
<td>9:30 a.m. - 1:30 p.m.</td>
<td>Mon Wed</td>
<td>4/8-6/26</td>
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<tr>
<td>Level 103</td>
<td>9:30 a.m. - 1:30 p.m.</td>
<td>Tue Thu</td>
<td>4/9-6/25</td>
</tr>
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Brewster High School
50 FOGGIN TOWN ROAD

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<tr>
<th>Levels 101-104</th>
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</tr>
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<td></td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>Mon Wed</td>
<td>2/4-6/10</td>
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</table>

next available session in September

POUGHKEEPSIE [Register/test at DCC@ the Partnership Monday-Thursday from 9 a.m. - 6 p.m. and Fridays 9 a.m. - 4 p.m. no appointment needed, register before class begins].
DCC at Family Partnership
29 NORTH HAMILTON STREET, THIRD FLOOR

<table>
<thead>
<tr>
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<tr>
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<td>5/7-8/20</td>
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WAPPINGERS FALLS [Returning students can register directly at Dutchess South. Placement testing for new students is Monday, May 6 - Thursday, May 9, 10 a.m. - 12 p.m. or 6 - 8 p.m.]
Dutchess South
Hollowbrook Office Park
31 MARSHALL ROAD, BUILDING 4

<table>
<thead>
<tr>
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</table>
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 weekly class locations link in the left menu 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. The DCC Bookstore number is (845) 431-8080.

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 and older may register for non-credit computer classes and defensive driving courses for half of the published tuition. A quality copy of a photo ID must accompany first registration – this will only need to be done once.

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.

COMMUNITY SERVICES ADMINISTRATION
Tim Vermillion
Assistant Dean
Troy Adams
Assistant Dean
Laura G. Doe
Director, DCC Music School
David Kurpick and Eric Henschel
Assistant EMS Coordinators
Shawn Barry
IDP Coordinator

Staff: Kimberly Bacon, Margie Cooper, Grace Diaz, Thomas D’Ascanio, Nancy Fitzpatrick, Samaria Gray, Cheryl Medeiros, Barbara Mosher, Lynette Patrice and Lori Polhill

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

The college reserves the right to make substitutions for instructors listed in this brochure without prior notice.
Hudson Valley
JOB FAIR
at Dutchess Community College

Wednesday, April 10, 2019
11 a.m. - 2 p.m. in Falcon Hall

Dress for success in professional attire and be sure to bring copies of your resume.

Hosted by The Center for Career & Entrepreneurial Services at DCC and The New York State Department of Labor.

Open to students and the community

QUESTIONS?
Call (845) 790-3750 or email careerservices@suny dutchess.edu.