Our Community. Our College.

Our Future.

VISION
Dutchess Community College aspires to be an innovative, transformative community of learners that promotes exemplary student success.

MISSION
Dutchess Community College offers educational opportunities that prepare individuals to realize their full potential and contribute to a diverse global society.

The college does not discriminate on the basis of race, color, gender, religion, national origin, disability or sexual orientation. We are also committed to eliminating competitive disadvantages and remove environmental barriers that impact learning while fostering independent, self-determined learners. The Office of Accommodative Services (OAS) is committed to providing equal access and an inclusive campus community by providing accessibility services and advocacy for individuals with disabilities.

Dutchess Community College offers a variety of credit and credit free programs to help you achieve your career goals. The Office of Workforce Development & Continuing Education serves thousands of individuals each year through a variety of credit free classes in areas including career preparation, workforce and professional development, high school equivalency and English as a Second Language classes, as well as group and private music instruction programs.

Quick Guide to DCC Programs

Credit Free Certificate Programs
Classes offered by the Office of Continuing Education & Workforce Development are short-term training opportunities that lead to job and/or professional development opportunities. They do not require placement testing and do not qualify for financial aid.

Microcredential
Microcredentials verify, validate, and attest that specific skills and/or competencies have been achieved. They are offered in shorter or more flexible time spans. They all provide coursework that would count toward a degree or career if desired, but students are not required to be enrolled in a degree program to earn the credential. Financial aid may be available.

Academic Certificate Programs
These are credit-bearing programs that lead to job and or professional development opportunities. Admission to the college as well as placement testing is required. They provide coursework that would count toward a degree if desired, but students are not required to be enrolled in a degree program to earn a certificate. Financial aid may be available.

Associate in Applied Science Degree (A.A.S.)
This is a career degree that prepares you to enter skilled occupations. It is not intended to transfer into a bachelor’s degree program, but some classes might be accepted if you later decide to transfer. Admission to the college as well as placement testing is required. Financial aid may be available.

Associate in Arts Degree (A.A.) and Associate in Science Degree (A.S.)
These are both two-year degrees designed to transfer to a four-year school. The A.A. is best for those planning to pursue four-year majors that fall under Liberal Arts (such as art, art history, psychology, history, English, philosophy, and theater). A.S. is best for those planning to pursue a major in business, math or science. Admission to the college as well as placement testing is required. Financial aid may be available.

Locations:

DCC Dutchess Community College Main Campus
53 Pendell Road, Poughkeepsie

FPC Family Partnership Center
29 N. Hamilton Street, Suite 300, Poughkeepsie

DF Dutchess Fishkill
461 U.S. 9, Fishkill

HVRA Hudson Valley Regional Airport
263 New Hackensack Rd, Wappingers Falls
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- CompTIA Network+
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- Medical Coding and Billing
- Phlebotomist Certificate
- Medical Assistant with Clinical Externship
- Medical Transcription Editor (MTE)
- Medical Administrative Assistant
- Pharmacy Technician

**Emergency Medical Technician (EMT)**
- EMT-Original
- EMT-Refresher
- Paramedic Refresher

**Cardiopulmonary Resuscitation (CPR) & First Aid**
- Basic Life Support (BLS) Certification
- Basic Life Support (BLS) Certification Renewal
- Heartsaver CPR & AED Certification Training
- Heartsaver First Aid Certification Training
- Advanced Medical Life Support (AMLS)
- Advanced Cardiac Life Support for Experienced Providers
- Advanced Cardiac Life Support (ACLS) Provider Renewal
- Prehospital Trauma Life Support (PTLS)
- Pediatric Advanced Life Support (PALS)
- Pediatric Advanced Life Support (PALS) Provider Renewal
- Babysitter Lessons and Safety Training (BLAST)
- Pet First Aid & Disaster Response
- Wilderness First Aid

**Credentialed Alcohol & Substance Abuse Counselor (CASAC)**
- CAS101 Alcoholism and Substance Abuse Basic Knowledge
- CAS102,103 Alcoholism and Substance Abuse Counseling Parts 1&2
- CAS104 - Assessment and Evaluation
- CAS105 - Professional and Ethical Responsibility
- Alcoholism/Substance Abuse at Arms Acres Carmel, NY

**Business & Entrepreneurship**
- Small Business Management Microcredential
- Basic Bookkeeping Microcredential

**Exercise Science & Wellness**
- Personal Trainer Certification Microcredential
- Strength Coach Certification Microcredential
- Sports Nutrition Specialist Certification Microcredential

**Academy of Music**

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**Did you know**

To learn more about our stackable credentials, microcredentials, Associate Degrees or credit classes in general please contact our Admissions office at admissions@sunydutchess.edu or call (845) 431-8010

We partnered with CareerStep to deliver a variety of on-demand vocational courses with an integrated technology platform that delivers high-quality and trusted learning content.

We provided Labor Market Data using O*Net Online. New York State wages vary based on education level, experience and in some cases region.
This booklet is a guide to the courses that may be offered by our department. Not all classes are scheduled to run each semester. Classes may be offered in a variety of formats (in-person, online, or mixed hybrid). Go to www.suny-dutchess.edu/continuingeducation/ to get more information, view our current course schedule, and register for classes.

Security Guard Training

<table>
<thead>
<tr>
<th>Security Guards</th>
<th>NYS Wages:</th>
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</thead>
<tbody>
<tr>
<td>Bright Job Outlook</td>
<td>10% of workers earn $34,080 or less.</td>
</tr>
</tbody>
</table>

We offer three different NY state-approved programs depending on whether you are new to the industry, looking to recertify or keep your certification active. Our students are diverse and include retired executives, teachers and law enforcement as well as those looking to start a career in security, as there are many opportunities for advancement and promotion.

8 HOUR PRE ASSIGNMENT
This is a NYS required course and the first step in obtaining a security guard registration card from the New York State Department of State. The course provides a general overview of the duties and responsibilities of a security guard. The passing of an examination is required for successful completion of this course.

16 HOUR ON-THE-JOB TRAINING
This course must be completed within 90 days of employment as a security guard. The course provides detailed information on the duties and responsibilities of a security guard. Topics covered in this course include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. The passing of an examination is required for successful completion of this course.

8 HOUR ANNUAL IN-SERVICE
This course must be completed within 12 calendar months from completion of the 16 Hour On-the-Job Training course for Security Guards, and annually thereafter. The course is structured to provide the student with updated and enhanced information on the duties and responsibilities of a security guard. Topics include the role of the security guard, legal powers and limitations, emergency situations, communications and public relations, access control, and ethics and conduct.

Public Safety Microcredential
Is becoming a security guard a stepping stone to your next career in criminal justice? Consider the Public Safety Microcredential. Successfully complete the following classes and you’ll be eligible to sit for the security guard exam.

- CRJ 101: Introduction to Security Administration (3 Credits)
- HED 134: First Aid, Safety and CPR (3 Credits)

Credits can stack into the Criminal Justice—Public and Private Security A.A.S.
**DEFENSIVE DRIVING**

Improve your driving skills by reducing driving risks and learning to anticipate situations associated with hazards on the road. Students can select online or in person training. There is an online self-paced course offered in both English and Spanish and an in person course available on campus.

**ALIVE @ 25**

This 4 hour course is specifically designed to get younger motorists ages 16-24 to take responsibility for their driving behaviors. This program has been adopted by many states and courts as a response to younger drivers receiving tickets for speeding, cell phone usage, texting and other moving violations. Please note that registrations for any of the section offerings end 48 hours prior to the listed start time and walk-ins or day of class registrations are not permitted.

You may want to know that DCC also offers:

**High School Equivalency (HSE) Preparation & the GED Exam**

Our High School Equivalency program provides interactive and engaging preparation classes that cover the four subject areas of the General Education Development (GED) examination. Our program is student focused and aims to help participants achieve their academic and career goals.

**Insurance Certifications**

<table>
<thead>
<tr>
<th>Insurance Sales Agents</th>
<th>NYS Wages:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bright Job Outlook</td>
<td>On Average: $60,370</td>
</tr>
</tbody>
</table>

**ExamFX INSURANCE EXAM PREP – PRELICENSING LEARNING PLATFORM**

Prepare to pass your insurance or securities licensing exam. You will have 60 days to complete the online, asynchronous insurance course, and 90 days to complete the securities course. Both courses include an interactive learning portal, exam simulations, and OnDemand video lectures. Upon successful completion, students may register to take the appropriate NYS licensing exam.

**PROPERTY AND CASUALTY**

This 90 hour course satisfies the educational requirements for the “full” Personal and Commercial Lines Agents or Brokers State Licensing Test and License. Topics include the following: property and casualty insurance basics and common policy provisions, dwelling and homeowners’ policies, auto insurance, commercial package policies, commercial general liability and business owners coverages, other types of property and liability policies, and other applicable NYS regulations.

**PERSONAL LINES**

This 60 hour course satisfies the educational requirements for the Personal Lines Agents or Brokers State Licensing Test and License. Topics include: property and casualty insurance basics and common policy provisions, dwelling and homeowners’ policies, personal auto insurance, other types of property and liability policies, and applicable NYS regulations.

**LIFE**

This 20 hour course covers content on the following topics: life insurance basics and policies, annuities, policy provisions, options, and riders, tax considerations for life insurance products, and other applicable NYS regulations.
HEALTH
This 20 hour course covers content on the following topics: health insurance basics, types of health and disability policies, policy provisions, and other applicable NYS regulations.

LIFE AND HEALTH
This 40 hour course covers content on the following topics: life and health insurance basics, life insurance policies and annuities, types of health and disability policies, policy provisions, options, and riders, Medicare and Medicaid supplements, tax considerations for life and health insurance, and other applicable NYS regulations.

SECURITIES INDUSTRY ESSENTIALS
This 60 hour course prepares you for the Securities Industry Essentials exam. It will test you on the following: knowledge of capital markets, understanding products and their risks, understanding trading, customer accounts and prohibited activities, and an overview of the regulatory framework. You will have 90 days to complete the course which includes features such as an interactive learning portal, exam simulations, OnDemand video lectures, and more!

Programas en español
Si tiene alguna pregunta, contáctenos al 845-790-3590 - Se habla español

ENGLISH AS A SECOND LANGUAGE (ESL)
Learn to speak, read, write and understand English.
This 120 hour course is designed to help you improve your communication skills in English. You will practice grammar, reading, writing, listening and speaking throughout the course. We offer levels from beginner to advanced. We will place you at an appropriate level to maximize your learning.

Classes are two days a week online or in-person with daytime or evening class options. Each course costs $25 plus the cost of books. Classes are from September-December (registration opens in August), January-May (registration opens in December) and May-August (registration opens in April).

INGLÉS COMO SEGUNDO IDIOMA (ESL)
Aprenda a hablar, leer, escribir y entender inglés.
Este curso de 120 horas está diseñado para ayudarle a mejorar sus habilidades de comunicación en inglés. Practicará gramática, lectura, escritura, comprensión y conversación a lo largo del curso. Ofrecemos niveles desde principiante hasta avanzado. Lo ubicaremos en un nivel apropiado para maximizar su aprendizaje.

Clases son virtuales o presenciales, dos días a la semana con horarios por la mañana o por la noche. Cada curso cuesta $25 mas el costo de libros. Las clases son de septiembre-diciembre (inscripción abre en agosto), enero-mayo (inscripción abre en diciembre), y mayo-agosto (inscripción abre en abril).

EQUIVALENCIA DE ESCUELA SECUNDARIA (HSE)
¿Listo para cambiar tu vida al obtener tu diploma de equivalencia de escuela secundaria (HSE)? Los estudiantes que desean obtener un diploma HSE deben tomar el Examen de evaluación de finalización secundaria (GED). Nuestro programa ofrece clases de preparación interactivas y atractivas que cubren las cinco materias del examen GED. Nuestro programa está enfocado en los estudiantes y tiene como objetivo ayudar a los participantes a alcanzar sus objetivos académicos y profesionales.

Este curso está diseñado para participantes cuya lengua materna es el español. Todas las clases se ofrecen en español es totalmente en línea.

CONDUCCIÓN DEFENSIVA DRV201
¡DCC se complace en ofrecer una nueva opción para tomar el curso de Manejo Defensivo en línea, en su tiempo libre! Esta clase se ofrece en inglés y español. Pulse aquí para registrarse. Se le pedirá que cree una cuenta, seleccione el curso y pague con una tarjeta de crédito o débito.
HEALTH
This 20 hour course covers content on the following topics: health insurance basics, types of health and disability policies, policy provisions, and other applicable NYS regulations.

LIFE AND HEALTH
This 40 hour course covers content on the following topics: life and health insurance basics, life insurance policies and annuities, types of health and disability policies, policy provisions, options, and riders, Medicare and Medicaid supplements, tax considerations for life and health insurance, and other applicable NYS regulations.

SECURITIES INDUSTRY ESSENTIALS
This 60 hour course prepares you for the Securities Industry Essentials exam. It will test you on the following: knowledge of capital markets, understanding products and their risks, understanding trading, customer accounts and prohibited activities, and an overview of the regulatory framework. **You will have 90 days** to complete the course which includes features such as an interactive learning portal, exam simulations, OnDemand video lectures, and more!

![Programas en español](image)

Si tiene alguna pregunta, contactenos al 845-790-3590 - Se habla español

### PARA VER ESTA INFORMACIÓN EN ESPAÑOL VEA MAS ABAJO

**LEARN TO SPEAK, READ, WRITE AND UNDERSTAND ENGLISH**

¡Mejora tu Inglés con DCC-ESL! Aprenda a hablar, leer y entender inglés. Ofrecemos los siguientes niveles: Principiante I (101), Principiante II (102), Intermedio I (103), Intermedio II (104), Avanzado I (105), Avanzado II (106), Conversación & Comprensión I o Lectura & Escritura I (107) y Conversación & Comprensión II o Lectura & Escritura II (108).

- Todos los cursos de ESL cuestan $25.00 pagados por cheque electrónico, tarjeta de débito o crédito.
- El costo de libros para el curso no está incluido. La inscripción se puede completar en línea.
- Para más detalles, consulte nuestro horario a continuación.

Para el semestre de otoño estudiantes pueden seleccionar una de dos opciones de clase:
1. **Closes Remotas:** 100% en línea—Los cursos son una combinación de clases en “vivo”, tareas y sesiones individuales. Las clases se reunirán a través de medios en línea como Zoom, Collaborate y Google classroom. Los estudiantes necesitarán un libro y una computadora, tableta o teléfono con wifi para este curso.
2. **Closes Hybridas:** 50% en close y 50% en línea—Los estudiantes asistirán algunas sesiones en el salon en grupos pequeños, una vez por semana. El resto del curso se completará a través de medios en línea como Zoom, Collaborate o Google classroom. Durante la clase se requerirán mascaras faciales y se deberán seguir las reglas de distanciamiento social. Los estudiantes necesitarán un libro y una computadora, tableta o teléfono con wifi para las tareas de este curso.

### EQUIVALENCIA DE ESCUELA SECUNDARIA (HSE)

¿Listo para cambiar tu vida al obtener tu diploma de equivalencia de escuela secundaria (HSE)? Los estudiantes que desean obtener un diploma HSE deben tomar el Examen de evaluación de finalización secundaria (TASC). Nuestro programa ofrece clases de preparación interactivas y atractivas que cubren las cinco materias del examen TASC. Nuestro programa está enfocado en los estudiantes y tiene como objetivo ayudar a los participantes a alcanzar sus objetivos académicos y profesionales.

Este curso está diseñado para participantes cuya lengua materna es el español. Todas las clases se ofrecen en español es totalmente en línea.

### CONDUCCIÓN DEFENSIVA DRV201

¡DCC se complace en ofrecer una nueva opción para tomar el curso de Manejo Defensivo en línea, en su tiempo libre! Esta clase se ofrece en inglés y español. **Pulse aquí para registrarse.** Se le pedirá que cree una cuenta, seleccione el curso y pague con una tarjeta de crédito o débito.
REAL ESTATE SALES PERSON QUALIFYING COURSE
This 75-hour, New York state-approved Salesperson’s licensing course covers topics that 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. Read first chapter for first class.

Paralegal Certificate and a Paralegal A.A.S.

<table>
<thead>
<tr>
<th>Paralegal and Legal Assistants</th>
<th>NYS Wages:</th>
<th>10% of workers earn</th>
<th>10% of workers earn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bright Outlook</td>
<td>On Average:</td>
<td>$54,280</td>
<td>$34,270 or less.</td>
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<tr>
<td></td>
<td></td>
<td>$86,240 or more.</td>
<td>$68,240 or more.</td>
</tr>
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</table>

Anywho who meets the NYS requirements can become a Notary Public.

PREPARING FOR THE NOTARY PUBLIC EXAM
This 3 hour 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.

Survey Technician Microcredential
Upon successful completion, students will be prepared to take the National Society of Professional Surveyors Survey Technician Level I certification exam.
- ARC 104: Introduction to Computer Graphics (1 Credit)
- SUR 215: Surveying I (3 Credits)
- SUR 216: Surveying II (3 Credits)

Credits stack into the Construction Technology Management (CNS) A.A.S.

Surveying and Mapping Technicians
<table>
<thead>
<tr>
<th>NYS Wages:</th>
<th>10% of workers earn</th>
<th>10% of workers earn</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Average:</td>
<td>$51,410</td>
<td>$31,580 or less.</td>
</tr>
<tr>
<td></td>
<td>$76,970 or more.</td>
<td>$68,240 or more.</td>
</tr>
</tbody>
</table>
Unmanned Aircraft Systems (UAS) - (Drones)

Anyone who meets the US requirements can become a Commercial Drone Operator (sometimes known as an Unmanned Aircraft System (UAS) Operator).

COMMERCIAL DRONE OPERATOR
This 21 hour course, with hands-on drone operating experience, will prepare participants for the Federal Aviation Administration (FAA) Part 107 aeronautical knowledge test, a necessary step in obtaining a license to fly your drone commercially in the United States. You will explore topics such as federal aviation regulations, aviation weather services, weather effects on performance, loading and performance, radio communications, airport operations, aeronautical decision-making, and maintenance and inspections. You will be expected to dedicate out-of-class time to study the course material in between sessions. Required text: Gleim Remote Pilot FAA Knowledge Test Prep - 2nd Edition.

In order to become a pilot, you must:
- Be at least 16 years old
- Be able to read, speak, write, and understand English
- Be in a physical and mental condition to safely fly a drone
- Pass the initial aeronautical knowledge exam

You must independently register and pay an additional fee to take the FAA exam. These services are not included, but the instructor will review how to register for the exam as part of the course.

MAINTAINING AND FLYING YOUR DRONE
Learn how to safely operate and maintain your drone. In order to become a Commercial Drone Operator, you must know federal aviation regulations and understand the notion of airworthiness, ensuring your drone is in good working condition to fly. In this 18 hour course, you will learn the structure and function of various parts, and how they work in collaboration to ensure airworthiness. With this knowledge, you will be able to inspect and maintain your drone to maximize flight safety. Best of all, you will get a hands-on opportunity to fly your new drone! The total course fee includes a material fee which will cover the cost of a Snaptain A15H RC Quadcopter with 1080P HD camera, and other necessary supplies.

INTRODUCTION TO DRONE VIDEOGRAPHY
This course will help elevate your recreational or on-the-job skills to capture aerial imagery. Students will get hands-on experience maneuvering a drone while learning technical aspects of making great content such as appropriate camera or controller settings, angling, and editing. This class is intended for beginner audiences.

Students are not required to supply their own drones, but are welcome to bring their own device if it has a camera. Taking the Commercial Drone Operator and Maintaining and Flying Your Drone classes prior to enrolling in this class is recommended, but not mandatory.

Drone Pilot Microcredential
Stack the following three courses together and earn a credit-free microcredential. This series is designed for individual enthusiasts or professionals looking to add a new skillset to their portfolio.
- Commercial Drone Operator
- Maintaining and Flying Your Drone
- Introduction to Drone Videography
You may want to know that DCC also offers:

**High Quality and Affordable Early Education and Care**

The Louis Greenspan Day Care Center serves children (18 months – five years) of DCC students, faculty and staff. The center follows the college semester schedule and is open Monday - Friday 7:30 a.m.-5:00 p.m.

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**Computer Training**

**ADMINISTRATIVE ASSISTANT TRAINING**

This online, self-paced course, offered under the title of Executive Assistant is designed to prepare you to work as an administrative or executive assistant. Topics include, Computer fundamentals Microsoft Office training (Word, Excel, PowerPoint and Outlook) and Keyboard Kinetics. You’ll also cover grammar and punctuation as well as business writing. This course can often be completed in as little as 3 months.

**Secretaries and Administrative Assistants**

<table>
<thead>
<tr>
<th>NYS Wages:</th>
<th>On Average:</th>
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<tbody>
<tr>
<td></td>
<td>$41,250</td>
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</table>

**Bright Outlook**

10% of workers earn $27,440 or less. 10% of workers earn $60,270 or more.

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**Computer Support for the Cloud Microcredential**

Learn the skills to effectively provide computer support. Coursework includes learning MS Office, implementing security protocols, studying computer components, and utilizing operating system functionality as well as how to navigate a cloud infrastructure.

- CIS 111: Computer Systems and Applications (3 Credits)
- CIS 106: Cloud Computing Fundamentals (3 Credits)
- CIS 150: Information Security Management (3 Credits)
- CIS 124: Computer Operating Systems (3 Credits)

Credits stack into the Computer Information Systems (CIS) A.A.S.

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**Computer User Support Specialist**

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<thead>
<tr>
<th>NYS Wages:</th>
<th>On Average:</th>
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<tbody>
<tr>
<td></td>
<td>$58,550</td>
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</table>

**Bright Outlook**

10% of workers earn $35,770 or less. 10% of workers earn $97,730 or more.

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**Networking for the Cloud Microcredential**

Understand and implement basic networking concepts. Learn skills needed to install and manage a Windows Server and the components of cloud computing.

- CIS 111: Computer Systems and Applications (3 Credits)
- CIS 106: Cloud Computing Fundamentals (3 Credits)
- CIS 117: Data Communications Concepts (3 Credits)
- CIS 216: Windows Server (3 Credits)

Credits stack into the Computer Networking Certificate (CNC)
COMPTIA NETWORK+
In this 72 hour self-paced online program you will discuss network topologies, the OSI model, network protocols, and numbering systems. You’ll learn all about network adapters, network devices, and internetwork devices. Then you’ll review the concepts of update management, data protection, remote management, mobile device management, data center management, log file management, network management with SNMP, and optimization.

Computer Network Support Specialists
Bright Outlook
NYS Wages:
On Average: $73,580
10% of workers earn $42,120 or less.
10% of workers earn $121,840 or more.

Web Administration for the Cloud Microcredential
Learn the skills required to design, code, and host dynamic web sites and become familiar with cloud infrastructures and hosting the web server on the cloud.
- CIS 111: Computer Systems and Applications (3 Credits)
- CIS 106: Cloud Computing Fundamentals (3 Credits)
- CIS 107: Web Programming for Business (3 Credits)
- CIS 228: Website Administration (3 Credits)

Credits stack into the Web Administration Certificate (WAC)

Web Administrators
Bright Outlook
NYS Wages:
On Average: $76,360
10% of workers earn $34,270 or less.
10% of workers earn $134,380 or more.

You may want to know that DCC also offers a:
30 credit Computer Networking (CNC) Certificate and a 30 credit Web Administration (WAC) Certificate
Credits from either certificate can be applied to the Computer Information Systems (CIS) A.A.S. degree

COMPTIA SECURITY+
In this 84 hour, self-paced online program you’ll walk through cryptography basics, network monitoring, and incident response. Additional topics include security policies, risk management, business continuity, social engineering, app development, app deployment, third-party integration, firewalls, network address translation (NAT), virtual private networks (VPN), web threat protection, network access protection, and wireless attacks.

Information Security Analysts
Bright Outlook
NYS Wages:
On Average: $114,910
10% of workers earn $64,540 or less.
10% of workers earn $190,610 or more.

You may want to know that DCC also offers:
Accommodative Services
The Office of Accommodative Services (OAS) is committed to providing equal access and an inclusive campus community by providing accessibility services and advocacy for individuals with disabilities. OAS is also committed to eliminating competitive disadvantages and remove environmental barriers that impact learning. Call the office at (845) 431-8055 or write accommodativeservices@sunydutchess.edu for more information.
CERTIFIED NURSE ASSISTANT (CNA)
The 120 hour Dutchess Community College CNA program offers convenience and flexibility, with day or evening classes (varies by semester) at the Family Partnership Center in downtown Poughkeepsie and 30 hours of clinical placements at a local nursing home. Graduates of the program can take the NYS Department of Health Certification Exam. Additional student expenses include: physical, immunizations, TB test, textbook, uniform, and NYS DOH Certification Exam.

Nursing Assistant
Bright Outlook
NYS Wages:
On Average: $38,580
10% of workers earn $26,980 or less.
10% of workers earn $51,030 or more.

MEDICAL CODING AND BILLING
This 577 hour Professional Medical Coding and Billing program is self-paced over a 12 month timeframe. The online training format allows the flexibility to study as much or as little as your schedule allows. With CareerStep's Professional Medical Coding and Billing with Applied PCS program, you'll train on the CPT, HCPCS, ICD-10-CM, and ICD-10-PCS code sets. This course will prepare you to take nationally recognized exams so you can explore greater opportunities in your area. Students can choose to take either the CPC, COC, CBCS, or CCS-P exams.

Medical Records
Specialists
Bright Outlook
NYS Wages:
On Average: $48,160
10% of workers earn $31,310 or less.
10% of workers earn $80,160 or more.

27 credit Phlebotomist Certificate (PDC) Program
Program graduates are eligible for national board examinations. They may also receive advanced standing in the Clinical Lab Technician A.A.S.

Phlebotomists
Bright Outlook
NYS Wages:
On Average: $41,860
10% of workers earn $29,200 or less.
10% of workers earn $59,570 or more.

MEDICAL ASSISTANT WITH CLINICAL EXTERNSHIP
This 483 hour course can be completed in as little as 12 months. With this self-paced online training program, you'll have everything you need to get a good job to better support your family and improve your financial security. This program includes a 100-hour clinical externship so you can gain hands-on experience. Upon successful completion students can sit for the Certified Clinical Medical Assistant (CCMA), Certified Medical Administrative Assistant (CMAA), Certified Phlebotomy Technician (CPT), and Certified EKG Technician (CET) exams.

Medical Assistant
Bright Outlook
NYS Wages:
On Average: $37,450
10% of workers earn $28,530 or less.
10% of workers earn $50,930 or more.

MEDICAL TRANSCRIPTION EDITOR (MTE)
In this 630 hour self-paced online program you'll develop medical transcription skills and train as a specialized medical transcription editor. This course can be completed in as little as 12 months (completion estimates are based on learners studying 10 hours each week or 2 hours per work day).

NYS Wages:
On Average: $30,840
10% of workers earn $23,840 or less.
10% of workers earn $53,590 or more.
MEDICAL ADMINISTRATIVE ASSISTANT
This 260 hour Medical Administrative Assistant with Electronic Health Records training program is self-paced over a 8 month timeframe. The online training format allows the flexibility to study as much or as little as your schedule allows. Some students may take as little as 2 or 3 months (working on the course full-time, 8 hours a day 5 days a week) and others, who are more limited in the time may take 5 months (committing about 15 hours a week). This program helps prepare you for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) credentials offered by the National Healthcareer Association (NHA). Though these certifications are not required for employment, earning these credentials may increase your job opportunities and earning potential.

<table>
<thead>
<tr>
<th>Medical Secretary</th>
<th>NYS Wages:</th>
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<tbody>
<tr>
<td>Bright Outlook</td>
<td>On Average: $39,530</td>
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<tr>
<td></td>
<td>10% of workers earn $29,350 or less.</td>
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<tr>
<td></td>
<td>10% of workers earn $57,990 or more.</td>
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PHARMACY TECHNICIAN
This 422 hour Pharmacy Technician training program is completely self-paced over a 12 month timeframe. The online training format allows the flexibility to study as much or as little as your schedule allows so completion time will vary. Some students may be able to complete the training program in as little as 4 months (working on the course full-time, 8 hours a day 5 days a week) and others who are limited on time may take 10 months (committing about 15 hours a week). The final exam of the course is designed to provide an experience similar to that of the Pharmacy Technician Certification Board (PTCB) Exam, ensuring that you are as prepared as possible to sit for national certification immediately upon completion. National certification is not required in NYS but it may help increase employment opportunities.

<table>
<thead>
<tr>
<th>Pharmacy Technician</th>
<th>NYS Wages:</th>
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<tbody>
<tr>
<td>Bright Outlook</td>
<td>On Average: $33,550</td>
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<tr>
<td></td>
<td>10% of workers earn $24,860 or less.</td>
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<td></td>
<td>10% of workers earn $50,530 or more.</td>
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Emergency Medical Technician (EMT)

<table>
<thead>
<tr>
<th>Emergency Medical Technicians and Paramedics</th>
<th>NYS Wages:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bright Outlook</td>
<td>On Average: $41,630</td>
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<tr>
<td></td>
<td>10% of workers earn $27,190 or less.</td>
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<td>10% of workers earn $67,870 or more.</td>
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</table>

EMT - ORIGINAL
This course combines didactic, psychomotor lab and clinical observation in a progressive manner to prepare students to provide emergency care to patients in the pre-hospital setting based on the scope of practice defined by the New York State Department of Health and U.S. Department of Transportation Emergency Medical Technician curriculum. Emphasis will be placed on the recognition and treatment of life threatening emergencies. Topics to include: Well-being for the EMT, Medical-Legal issues, Airway Management, Cardiopulmonary Resuscitation, Patient Assessment, Medical Emergencies, Trauma, Infants and Children and Operations. Students who successfully complete this course will be eligible to take the New York State Department of Health EMT certification exam. Required texts: Emergency care and Transportation of the sick and injured, 12th Edition and American Heart Association, BLS for Health Care Providers (Latest edition).

Required Equipment: Watch with second hand, Stethoscope, Blood pressure (BP) cuff

You may want to know that DCC also offers a: 40 credit Paramedic (PRR) Certificate
Program graduates may also receive advanced standing in the Emergency Medical Technician Paramedic (PAR) A.A.S.

Not sure which program is for you? Contact the EMS Program Coordinator at (845) 431-8395
EMT - REFRESHER
This 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 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 the class. Students who successfully complete this course will be eligible to take the New York State Department of Health EMT certification exam. Required Equipment: watch with second hand, Stethoscope, Blood pressure (BP) cuff

PARAMEDIC- REFRESHER
The Paramedic refresher course is designed to review and update the Paramedic in psychomotor and cognitive knowledge to current standards. The program incorporates a challenge mechanism allowing those who can demonstrate competency to be exempted from remedial sessions of the refresher program. Prerequisites: Must previously be, but not necessarily currently certified as a NYS Paramedic. Students are not considered registered until full payments are made. You must register before the start of the class. Students who successfully complete this course will be eligible to take the New York State Department of Health Paramedic certification exam.

Cardiopulmonary Resuscitation (CPR) & First Aid

BASIC LIFE SUPPORT (BLS) CERTIFICATION
The 8-hour instructor-led American Heart Association BLS Provider Course is based on science and education from the 2020 Guidelines for CPR and ECC. It teaches healthcare professionals both single-rescuer and team BLS skills for adults, infants, and children. After successful completion of all required course work, students will receive a BLS Provider card which is valid for two (2) years. Required text: BLS Provider Manual (2020)

BASIC LIFE SUPPORT (BLS) CERTIFICATION RENEWAL
The 4-hour instructor-led American Heart Association BLS Provider Renewal Course is for students who have previously held a BLS Provider Card. It is based on science and education from the 2020 Guidelines for CPR and ECC. It teaches healthcare professionals both single-rescuer and team BLS skills for adults, infants, and children. After successful completion of all required course work, students will receive a BLS Provider card which is valid for two (2) years. (To be eligible for a renewal course, current BLS Provider Card may not be expired by more than 60 days.) Required text: BLS Provider Manual (2020)

HEARTSAVER CPR & AED CERTIFICATION TRAINING
The 4-hour instructor-led American Heart Association (AHA) Heartsaver CPR & AED Course is designed to prepare the general public to provide Cardiopulmonary Resuscitation (CPR) and use an Automated External Defibrillator (AED) in a safe, timely, and effective manner. Upon successful completion of the course, participants receive a certification card that is valid for two (2) years. Required text: Heartsaver CPR & AED Certification Training (2021)

HEARTSAVER FIRST AID CERTIFICATION TRAINING
The 4-hour instructor-led American Heart Association’s (AHA) Heartsaver First Aid Course is designed to teach members of the general public to recognize and treat multiple life-threatening conditions such as chest pain, stroke, seizures, allergic reactions, asthma as well as severe bleeding, burns, and other injuries. Upon successful completion of the course, participants receive a certification card that is valid for two (2) years. Required text: Heartsaver First Aid Student Workbook (2021)

ADVANCED MEDICAL LIFE SUPPORT (AMLS)
AMLS is a National Association of Emergency Medical Technician (NAEMT) 16-hour Instructor-led course that is an internationally recognized continuing education course for prehospital emergency healthcare professionals that bring the care of the medical patient into a single focus. Upon completion of this course, participants will receive a certification card that is valid for four (4) years. Required Text: Advanced Medical Life Support (3rd ed.)
ADVANCED CARDIAC LIFE SUPPORT (ACLS) FOR EXPERIENCED PROVIDERS
The 8-hour instructor-led American Heart Association (AHA) ACLS EP course is designed primarily for experienced healthcare providers who are ACLS certified that manage complex cardiovascular, respiratory, and other emergencies. In order for students to be eligible to take this course, they must complete an ACLS Exam achieving an 84% or greater. Additionally, students must successfully pass multiple ACLS skills stations at the beginning of the course. Through didactic instruction and active participation in case-based scenarios, learners will enhance their skills in the diagnosis and treatment of cardiopulmonary prearrest, arrest, and postarrest. Upon successful completion of this course, participants will receive a certification card that is valid for two (2) years. Required text: ACLS EP Provider Manual (2015)

ADVANCED CARDIAC LIFE SUPPORT (ACLS) PROVIDER RENEWAL
ACLS Provider Renewal is an American Heart Association (AHA) 8-hour Instructor-led course is designed for healthcare providers who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies who have previously held an ACLS certification. Prerequisites for this course include taking a mandatory precourse self-assessment. Through instruction and active participation in simulated cases, students will enhance their skills in their recognition and intervention of cardiopulmonary arrest, post-cardiac arrest care, acute arrhythmia, stroke, and acute coronary syndromes (ACS). Upon successful completion of this course, participants will receive a certification card that is valid for two (2) years. (To be eligible for a renewal course, current ACLS Provider Card may not be expired by more than 60 days.) Required text: ACLS Provider Manual (2020)

PREHOSPITAL TRAUMA LIFE SUPPORT (PTLS)
PTLS is a National Association of Emergency Medical Technician (NAEMT) 16-hour Instructor-led course that is an internationally recognized continuing education course for prehospital emergency healthcare professionals that bring the care of the trauma patient into a single focus. Upon completion of this course, participants will receive a certification card that is valid for four (4) years. Required text: Prehospital Trauma Life Support (9th ed.)

PEDIATRIC ADVANCED LIFE SUPPORT (PALS) PROVIDER
PALS is an American Heart Association (AHA) 16-hour instructor-led course designed for healthcare providers who either direct or participate in the management of respiratory and/or cardiovascular emergencies and cardiopulmonary arrest in pediatric patients. Precourse preparation which includes completion of a mandatory self-assessment, didactic instruction, and active participation in learning stations and simulated cases will be used to enhance the recognition and intervention of respiratory emergencies, shock, and cardiopulmonary arrest. Upon successful completion of this course, participants will receive a certification card that is valid for two (2) years. Required text: PALS Provider Manual (2020)

PEDIATRIC ADVANCED LIFE SUPPORT (PALS) PROVIDER RENEWAL
PALS Provider Renewal is an American Heart Association (AHA) 8-hour Instructor-led course that 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 who have previously held an PALS certification. Precourse preparation which includes completion of a mandatory self-assessment, didactic instruction, and active participation in learning stations and simulated cases will be used to enhance the recognition and intervention of respiratory emergencies, shock, and cardiopulmonary arrest. Upon successful completion of this course, participants will receive a certification card that is valid for two (2) years. (To be eligible for a renewal course, current PALS Provider Card may not be expired by more than 60 days.) Required text: PALS Provider Manual (2020)

BABYSITTER LESSONS AND SAFETY TRAINING (BLAST)
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 based on the American Academy of Pediatrics. Participants can also learn how to interview for babysitting jobs, select safe and suitable games and activities, prevent accidents, and perform first aid. Designed for ages 12 and older. Required Text: BLAST! (Revised 3rd Ed.); Student Booklet provided at the beginning of class.

Please Note: ACLS, PALS, AMLS and PHTLS classes, as well as sessions of CPR, can be scheduled by contacting the EMS Office at 845-431-8395. A minimum number of students is required to create additional sessions.
PET FIRST AID & DISASTER RESPONSE
Designed to help pet owners provide temporary, urgent care to pets until they can reach a veterinarian or emergency clinic to aid in saving your pet’s life after an injury or sudden illness. This course will also cover preventing emergencies, preparing for disasters including tips to take care of the whole family during a disaster, personal safety as well as travel and outdoor adventures. Required text: Pet First Aid & Disaster Response Guide (Revised 1st Ed.) by G. Elaine Acler

WILDERNESS FIRST AID
A must for outdoor recreationists and those who live and work in remote locations. This 8-hour instructor-led course provides information on how to handle common injuries and illness when medical care is an hour or more away. Additionally, it provides new content on first aid and emergency care for dogs. This course meets the Boy Scouts of America Curriculum and Doctrine Guidelines. Required Text: Wilderness First Aid: Emergency Care in Remote Locations (5th ed.)

Credentialed Alcohol & Substance Abuse Counselor (CASAC)

Substance Abuse & Behavior Disorder Counselors
NYS Wages:
On Average: $50,780
10% of workers earn $32,140 or less.
10% of workers earn $80,710 or more.

Our NYS Office of Addiction Services and Supports (OASAS) approved 550-hour program is designed to give you the education needed to assist in the fight against opioid and substance addiction and work toward your CASAC-T credential. Positions vary based on education at time of employment. You may find work as a Resident Aide, Counselor or Case Manager in residential or detox inpatient/outpatient recovery centers. Required text for all modules: Getting Ready to Test: A Review Preparation Manual for Drug and Alcohol Credentialing Exams (8th Edition) available at the DCC bookstore. Students can complete the program in one year if pursued full time.

CAS101 ALCOHOLISM AND SUBSTANCE ABUSE BASIC KNOWLEDGE
An introduction to the basic knowledge of alcoholism and substance abuse. Topics include: physical and psychopharmacological effects of the use/abuse of alcohol and other drugs including tobacco, overview of addictions, diversity of intervention and treatment approaches, introduction to diagnosis criteria, knowledge of Twelve Step and toxicology screening.

CAS102 ALCOHOLISM & SUBSTANCE ABUSE COUNSELING PART 1
An introduction to alcoholism and substance abuse counseling will be covered, focusing on clinical practice in individual and group counseling. (75 Hours) Topics include: introduction to clinical management, stages of clinical relationship, evidence-based modalities, psychological based theories, cultural competence, and vocational/educational resources available to the substance abuse client.

CAS103 ALCOHOLISM & SUBSTANCE ABUSE COUNSELING PART 2
A continuation of Alcoholism and Substance Abuse Counselor Part 1. (75 hours) 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.

CAS104 ASSESSMENT & EVALUATION
This 70 hour course covers topics that include: assessment and evaluation, treatment planning, client record keeping, discharge planning, case management, referral and service coordination, patient, family, and community education and prevention.
CAS105 PROFESSIONAL AND ETHICAL RESPONSIBILITY
This course focuses on the counselor-client relationship, ethical decision making, conduct description, confidentiality, legal issues, and mandated reporter training. Throughout the course, students will learn through lectures, videos, handouts, and experiential exercises; such as role plays. Upon completion of this course, students will be able to recognize the importance of ethics and professional boundaries as it relates to the addiction profession. This course meets the 45-hour requirement for OASAS initial credentialing. Exercises will focus on the 42CFR Part 2 and HIPPA, making rational decisions that focus on confidentiality and legal issues relation to substance abuse.

ALCOHOLISM / SUBSTANCE ABUSE AT ARMS ACRES CARMEL, NY
This program offers students who live south of the college or who cannot attend weekday sessions, the opportunity to enroll in our CASAC program. This course meets from 8 AM to 4 PM two to three Saturdays each month (July and August off). It takes approximately two years to complete, depending on your start date which is not tied to a specific time period. Students will need a computer, tablet or smart phone with reliable wifi for live virtual sessions and independent work.

31 credit Chemical Dependency Counseling Certificate (CDC)
Courses can be applied to the Mental Health Assistant A.A.S.
Not sure which program is for you?
Contact the Program Coordinator at (845) 431-8350

Business & Entrepreneurship

Small Business Management Microcredential
Learn skills to create, launch, market and manage a small business. Topics include drafting a business plan, creating a small-business marketing plan, and management in a small-business environment. It is awarded upon successful completion of 3 courses and may be done on campus, online, or through accelerated hybrid courses.
- BUS 102: Foundations of Business (3 Credits)
- BUS 107: Principles of Marketing (3 Credits)
- BUS 208: Small Business Management (3 Credits)

Credits stack into either the Business Administration A.S. or the Business Management A.A.S.

Basic Bookkeeping Microcredential
Designed for those with some bookkeeping experience but no formal education or have earned some college credits or an unrelated degree and want to make a career move into this occupation.
- ACC 101: Principles of Financial Accounting I (3 Credits)
- ACC 205: Computerized Accounting Applications (3 Credits)

Credits stack into either the Business Administration A.S. or the Business Management A.A.S.

Bookkeeping, Accounting, and Auditing Clerks
Bright Outlook
NYS Wages: On Average: $45,650
10% of workers earn $27,570 or less.
10% of workers earn $69,260 or more.
Exercise Science and Wellness

Exercise Trainers and Group Fitness Instructors

NYS Wages:
On Average: $49,820
10% of workers earn $25,360 or less.
10% of workers earn $109,790 or more.

Strength Coach Certification Microcredential

Upon successful completion, students will earn Strength and Conditioning Coach certification from the National Council on Strength and Fitness.

- PED 202: Fitness Training Practicum (3 Credits)
- BIO 122: Nutrition (3 Credits)
- ESW 205: Strength Coach Certification (3 Credits)

Credits stack into the Exercise Science & Wellness A.S.

Personal Trainer Certification Microcredential

Gain the foundational knowledge necessary to become certified by the National Council on Strength and Fitness as a Personal Trainer

- PED 202: Fitness Training Practicum (3 Credits)
- WFE 101: Wellness and Fitness Education (3 Credits)
- ESW 203: Personal Training Certification (3 Credits)

Credits stack into the Exercise Science & Wellness A.S.

Sports Nutrition Specialist Certification Microcredential

Upon successful completion, students will earn Sports Nutrition certification from the National Council on Strength and Fitness.

- BIO 122: Nutrition (3 Credits)
- BUS 102: Foundation of Business (3 Credits)
- ESW 204: Sports Nutrition Specialist Certification (3 Credits)

Credits stack into the Exercise Science & Wellness A.S.

The DCC Academy of Music

The DCC Academy of Music offers instruction and performance opportunities in a wide variety of instruments, and voice. Credit-free group classes, ensembles and private lessons are available for children, teens and adults of any skill level who want to have fun learning at a more relaxed tempo. Classes are taught by accomplished musicians who perform professionally and also have experience in helping students make good progress through individual programs that build on the personal needs and interests of each student. Not all classes will be held each semester.
The Office of Workforce Development & Continuing Education
Visit us online for course costs, fees and to register
53 Pendell Road | Poughkeepsie, NY 12601
Bowne Hall, RM 223
845 431-8900 | workforce@suny dutchess.edu
www.suny dutchess.edu/continuingeducation/

Website Registration Refund Policy