



# Grow!

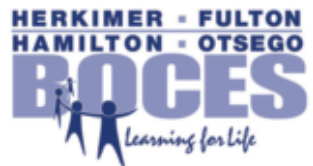
**SPRING 2014 | NON-CREDIT COURSES & ACTIVITIES**

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**COMMUNITY  
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Lifelong Learning



# Fitness

## Gentle Yoga

Enjoy the healthful benefits of nurturing physical postures and stretches, restorative movements to help relieve stress, tight muscles and restrictive physical health.

**A—Thursdays: 4:30pm to 6:00pm**

Jan. 9, 16, 23, 30; Feb. 6, 13

Fee: \$54

**B—Thursdays: 4:30pm to 6:00pm**

Feb. 27; Mar. 6, 13, 20, 27; Apr. 3

Fee: \$54

**C—Thursdays: 4:30pm to 6:00pm**

Apr. 17, 24; May 1, 8, 15

Fee: \$45

## Yoga For All

This class offers introduction to pranayama (breath work), asanas (postures), and savasana (meditative relaxation).

**A—Tuesdays: 6:15pm to 7:45pm**

Jan. 7, 14, 21, 28; Feb. 4, 11

Fee: \$54

**B—Tuesdays: 6:15pm to 7:45pm**

Feb. 25; Mar. 4, 11, 18, 25; Apr. 1

Fee: \$54

**C—Tuesdays: 6:15pm to 7:45pm**

Apr. 15, 22, 29; May 6, 13

Fee: \$45

## Yoga Strong

This class is a combination of yoga postures and basic exercises to build strength, flexibility and endurance.

**A—Thursdays: 6:15pm to 7:45pm**

Jan. 9, 16, 23, 30; Feb. 6, 13

Fee: \$54

**B—Thursdays: 6:15pm to 7:45pm**

Feb. 27; Mar. 6, 13, 20, 27; Apr. 3

Fee: \$54

**C—Thursdays: 6:15pm to 7:45pm**

Apr. 17, 24; May 1, 8, 15

Fee: \$45

*\*For all Yoga Classes, please bring a non-slip mat. Blanket and pillow are recommended.*

## Pilates

These exercises strengthen and tone muscles and provide flexibility and balance. Pilates was developed to create a healthy body, mind and life for all ages of individuals, of all shapes and sizes.

**A- Tuesdays: 12:30pm to 1:15pm**

Jan. 7, 14, 21, 28; Feb. 4, 11

Fee: \$39

**B- Thursdays: 12:30pm to 1:15pm**

Jan. 9, 16, 23, 30; Feb. 6, 13

Fee: \$39

**C- Tuesdays: 12:30pm to 1:15pm**

Feb. 25; Mar. 4, 11, 18, 25; Apr. 1

Fee: \$39

**D- Thursdays: 12:30pm to 1:15pm**

Feb. 27; Mar. 6, 13, 20, 27; Apr. 3

Fee: \$39

**E- Tuesdays: 12:30pm to 1:15pm**

Apr. 15, 22, 29; May 6, 13

Fee: \$33

**F- Thursdays: 12:30pm to 1:15pm**

Apr. 17, 24; May 1, 8, 15

Fee: \$33

## Insanity

Forget everything you think you know about high-intensity workouts, because INSANITY turns old-school interval training on its head. You work flat out in 3 to 5-minute blocks, and take breaks only long enough to gulp some air and get right back to work. It's called Max Interval Training, because it keeps your body working at maximum capacity through your entire workout.

**A- Mondays: 5:30pm to 6:30pm**

Jan. 6, 13, 27; Feb. 3, 10, 17, 24; Mar. 3

**B- Wednesdays: 5:30pm to 6:30pm**

Jan. 8, 15, 22, 29; Feb. 5, 12, 19, 26

**C- Mondays: 5:30pm to 6:30pm**

Mar. 17, 24, 31; Apr. 7, 14, 21, 28; May 5

**D- Wednesdays: 5:30pm to 6:30pm**

Mar. 12, 19, 26; Apr. 2, 9, 16, 23, 30

**\$59 per session or double up**

**Session A/B or C/D for \$89**

# Classes

## Burn & Firm

Burn fat and get firm with this easy to follow kickboxing and step aerobic interval workout. Basic step with punches and kicks, followed by toning for your arms, core and abs.

**A—Mondays: 6:00pm to 7:00pm**

Jan. 6, 13, 27; Feb. 3, 10,

Fee: \$30

**B—Mondays: 6:00pm to 7:00pm**

Mar. 3, 10, 17, 24, 31

Fee: \$30

**C—Mondays: 6:00pm to 7:00pm**

Apr. 14, 21, 28; May 5, 12

Fee: \$30

## Total Body Sculpt

A no-nonsense, no jump, basic strength training class using dumbbells for upper body. Other focus will be on lower body using squats, lunges and other floor strength training classics ending with a great core abs workout. Great for beginners!

**A—Wednesdays: 6:00pm to 7:00pm**

Jan. 8, 15, 22, 29; Feb. 5, 12

Fee: \$36

**B—Wednesdays: 6:00pm to 7:00pm**

Feb. 26; Mar. 5, 12, 19, 26; Apr. 2

Fee: \$36

**C—Wednesdays: 6:00pm to 7:00pm**

Apr. 16, 23, 30; May 7, 14

Fee: \$30

## Fitness Center Memberships

**Regular Hours:**

**Monday thru Friday: 6am to 8pm**

**Saturdays: 8am to 12pm**

**Sundays: 5pm to 9pm**

*Closed on Holidays and subject to abbreviated hours during the summer and College breaks*

**Membership Fees:**

**Monthly—\$30**

**6 Months—\$110**

**Annual—\$200**

*\*Pool use requires separate fee.*

## Aqua Aerobics

Water is a natural resistance trainer for physical fitness. This shallow water exercise class set to music will help you tone and strengthen your body. Swimwear required and Aqua shoes are recommended.

**A- Saturdays: 9:00am to 10:00am**

Jan. 11, 18, 25; Feb. 1, 8 and 22

Fee: \$69

**B -Wednesdays: 5:30pm to 6:30pm**

Mar. 5, 12, 19, 26; Apr. 2

Fee: \$59

**C- Saturdays: 9:00am to 10:00am**

Mar. 1, 8, 15, 22, 29; Apr 5

Fee: \$69

**D- Wednesday: 5:30pm to 6:30pm**

Apr. 23, 30; May 7, 14, 21, 28

Fee: \$69

## Adult Swim Lessons

Fine tune your swim stroke technique. Participants must be able to swim at least one length of the pool unassisted. The class will focus on the four competitive strokes.

**Mondays: 7:00pm to 8:00pm**

Mar. 31; Apr. 7, 14, 21, 28; May 5, 12, 19

Fee: \$69

**Do you want to take a course  
that's not offered?**

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to let us know your  
suggestions!**

**315-866-0300 ext.8251  
Communityed@herkimer.edu**

**Drop in rates available call for  
details!**

# Professional

## Basic Welding

This introductory course will teach you safety, oxyacetylene (Brazing & Gas) welding and cutting, and how to repair ferrous and non-ferrous metals. Also learn the basics of stick welding (shield metal arc). Students must provide their own helmet, safety glasses and leather work boots. No sneakers are allowed in class. All other materials and supplies included in fee.

**Mondays: 5:30pm to 8:30pm**

**Feb. 3, 10, 24; Mar. 3, 10, 17, 24, 31**

**Fee: \$199**

## Intermediate Welding

The two processes that will be focused on are Gas Tungsten Arc Welding (TIG) and Gas Metal Arc Welding (MIG). Learn to weld stainless steel, aluminum, and carbon steel. Also, learn to cut ferrous and nonferrous metal. Students must have taken Basic Welding or must provide proof of prior welding experience, no beginners please. Students must provide their own helmet, safety glasses and leather work boots. No sneakers are allowed in class.

**Wednesdays: 5:30pm to 8:30pm**

**Feb. 5, 12, 24; Mar. 5, 12, 19, 26; Apr. 2**

**Fee: \$199**

## 10-Hour OSHA Training

This course is intended to provide a variety of awareness training on construction safety and health topics. The course is presented to employees and therefore places an emphasis on identifying common hazards in the construction industry as well as avoidance, control and prevention. Upon successful completion of this course, participants will receive an OSHA Construction Safety and Health 10 Hour card. Bring \$5 to class for your card.

**A- Tuesday to Thursday 5:30pm to 9:00pm**

**Jan. 21, 22, 23**

**Fee: \$79**

**B- Monday to Wednesday 5:30pm to 9:00pm**

**May 12, 13, 14**

**Fee: \$79**

## Becoming An Actor

This course, designed for beginning and intermediate actors, will introduce students to the theatre, its parts and conventions. We'll explore the process of creating a character, using a variety of exercises and acting games to build skills and let the student discover areas of interest. We'll learn how to audition for and land a role, using proven techniques. Also discussed will be the business of acting and becoming a working actor, including the 'trinity' of headshot, resume and demo reel, securing agency representation and getting gigs.

**Thursdays: 6:30pm to 8:00pm**

**Jan. 16, 23, 30; Feb. 6, 13, 20**

**Fee: \$59**

## Dynamic Public Speaking

Business professionals need more than ever to be effective speakers and interview subjects, and this course will share techniques for mastering this vital skill. Topics covered in this course will include Eliminating Destructive Nervousness, Organizing and Writing Your Speech for Maximum Effectiveness, Vocal Tips and Tricks, Use of Pauses and Pacing to Enhance Retention, Making Learning Styles Work for You, Building Trust With Your Voice, Non-Verbal Communication (including Facial Expression, Body Language and Gesture), and many others. Students should plan to speak at every class, and bring their own short talks after the first class meetings (length and subject will be assigned the week before). Do yourself and your career a big favor and become a more dynamic speaker.

**Wednesdays: 6:30pm to 8:00pm**

**Jan. 29; Feb. 5, 12, 19, 26; Mar. 5**

**Fee: \$59**

# Development

## **Intermediate Public Speaking 2**

This class is for students who have already taken the introductory Dynamic Public Speaking course, or who have had previous speaking experience. This fun and supportive six-week course will be a workshop in which students will speak extensively, receive feedback and coaching, try new techniques and hone their skills. Students will emerge from this course better and more confident before an audience, ready to communicate their message in an engaging and memorable manner.

**Thursdays: 6:30pm to 8:00pm**

**Mar. 6, 13, 20, 27; Apr. 3**

**Fee: \$49**

## **Basic Computer Fundamentals Levels I, II and III**

This is an introductory series for beginning computer users. Level I is designed for those who have little or no prior knowledge of PC equipment or software. Level II is for those who have basic computer experience or who have taken Level I. Level III will enhance your computer skills by accessing drives, creating files and folders, and downloading information.

**Level I— Wednesday: 5:00pm to 8:00pm  
Apr. 16**

**Level II— Wednesday: 5:00pm to 8:00pm  
Apr. 23**

**Level III— Wednesday: 5:00pm to 8:00pm  
Apr. 30**

**Fee: \$42 per class; \$120 for all levels**

### **SAC Film Series**

**Jan 29 - Escape Plan**

**Feb 26- Last Vegas**

**Mar. 26 - The Hunger Games:  
Catching Fire**

**April 30- Ride Along**

**7pm Sarkus Busch Theater  
Free & open to the public**

## **LeeAnne Krusemark**

### **Workshops May 8, 2014**

LeeAnne is an author, business owner, and adjunct professor at more than 200 colleges from Maine to Hawaii, including Purdue, and an online instructor at more than 1,000 facilities worldwide, including Harvard. For full descriptions & pricing of each workshop please visit our website at [www.herkimer.edu/ce](http://www.herkimer.edu/ce)

### **AT HOME STUDY Notary Public**

**9:00am - 10:00am**

### **Seven Simple Secrets to Financial Freedom**

**11:00pm to 1:00pm**

### **Self Publishing vs. Traditional Publishing: Which is best for you?**

**1:00pm to 2:00pm**

### **Beginners Guide to Getting Published**

**2:00pm to 4:00pm**

### **Meet the Publisher- Get Your Manuscript Critiqued**

**4:00pm to 5:00pm**

### **Earn Extra Money with a Mystery Shopping Business**

**5:00pm to 6:00pm**

### **Cash in with a Successful Home-Based Business**

**6:00pm to 8:00pm**

### **Make Money With a Typing/WP Business**

**8:00pm to 9:00pm**

**1-hour workshops are \$19**

**2-hour workshops are \$29**

## **First Aid / CPR/ AED**

The Adult First Aid/CPR/AED course incorporates the latest science and teaches students to recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies for victims about 12 years and older. Successful students will receive a certificate for Adult First Aid/CPR/AED.

**A- Saturday: 9:00am to 4:00pm**

**May 10**

**Fee: \$80**

# Professional Development

## Precision Machining

This course is designed to familiarize participants with the basic operations of precision machining. Great care will be taken to accommodate students who have little or no previous machining experience. Topics will include; Basic Shop Mathematics, Introduction to Blueprint Reading, and Precision Measurement. The student will have classroom instruction and hands on experience to prepare them for employment in the machining industry.

**Tuesdays & Thursdays: 4:00pm to 7:00pm**

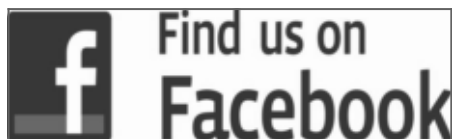
**Jan. 28, 30; Feb. 4, 6, 11, 13, 25, 27;**

**Mar. 4, 6, 11, 13**

**Fee: \$199**

## Licensed Practical Nurse Program

The Licensed Practical Nurse Program is a certificate program designed to prepare individuals to take the New York State Licensing Examination for Practical Nurses. Classes are offered on a full-time or part-time days/evenings & weekend basis. Students must supply books, uniforms, shoes, watch, etc. Financial aid is available to most students. Individuals are accepted for these programs via an application, qualifying exam and interview, for which there is a nonrefundable \$20 application fee.



## Social Media Workshop Series

These workshops are for the small business owner, employee, business professional, or non-profit. Through a series of workshops, we will show you not only the importance of social networking sites, but how to make your business stand out. We will teach you what sites to use and what sites are wastes of time. Other topics will include: how to engage and keep new customers, the importance of videos, blogs, networking tips and strategies. All workshops require students to have basic to intermediate computer knowledge.

### Workshop 1- Facebook for Business

Learn all about out how businesses are using Facebook to increase or begin their online presence including how to set up your account, the proper use of photos, how to engage likes, how to respond to complaints and more.

**Thursday: 6:00pm to 9:00pm**  
**Apr. 3**

### Workshop 2 - LinkedIn

LinkedIn is a social networking site for business professionals. Learn how to locate and connect with business professionals in your area or your field of expertise. Learn the secret of LinkedIn groups, how to create and post an event, how to connect to new people without paying a fee and how to list your company.

**Thursday: 6:00pm to 9:00pm**  
**Apr. 10**

### Workshop 3 - Google

Google offers multiple ways to put your business on the map. From Google Places, Google Local, Google Profiles and Google +, every company or business professional needs to be familiar with these valuable networking sites. Be found on the most popular search engine and mobile platforms.

**Thursday: 6:00pm to 9:00pm**  
**Apr. 17**

**\$29 per individual workshop OR**  
**\$79 for all three**

# Personal Interest

## Ballroom Dance

This class will be filled with instruction in a variety of Latin and Smooth Dances. Couples will be taught the basic steps of the Swing, Waltz, Foxtrot, Mambo, Rumba, Salsa, Merengue and Cha-Cha. Students will learn leading and following techniques along with stylized movements.

**Thursdays: 6:00pm to 8:00pm**  
**Apr. 3, 17, 24; May 1, 8, 15**  
**Fee: \$160 per couple**

## Chasing Shadows 101

Join the New York Shadow Chasers and learn how to investigate the paranormal. You will learn up-to-date investigative technology, history, ethics, and experience paranormal investigations.

**Wednesdays: 6:00pm to 8:00pm**  
**Mar. 5, 12, 19, 26; Apr. 2, 9, 16, 23**  
**Fee: \$89**

## Create Life by Design - I

Learning and using lifetime tools, begin self-exploration to discover what you really want as you clear obstacles and blocks, and create new empowering ways of thinking and seeing differently. Begin to clarify your next steps as you discover your unique vision, mission, purpose, and formulate a positive self image.

**Thursdays: 7:00pm to 8:30pm**  
**Jan. 23; Feb 6, 20; Mar. 6**  
**Fee: \$89**

## Create Life by Design - II

Putting it all together: Creating and implementing your Life by Design Plan, taking your next steps to your new life manifesting the Vision and Mission you unveiled in Module 1. (Module 1 is a prerequisite to Module 2).

**Thursdays: 7:00pm to 8:30pm**  
**Mar. 20; Apr. 3**  
**Fee: \$65**

## Journey to Your Inner Self

All you need for this course is a willingness to explore your inner realms, journey to your own inner sanctuary to find peace, and meet your intuitive guide. Discover your inner depths, uncover your potential, and tap your inner strengths. Using simple exercises and meditations, this course will help you change negatives into positives, gain clarity in your relationships, purge emotional baggage, reach goals without struggle, and glimpse your life purpose.

**Tuesdays: 6:30pm to 9:00pm**  
**Mar. 25; Apr. 1, 8, 15**  
**Fee: \$55**

## Energy, Anatomy and Healing

A scientific and metaphysical exploration of energy and the human energy fields, this course will include an in-depth look at the chakras and how blockages relate to chronic disease. The class will also include hands-on techniques in energy transfer, clearing and healing, including removing energy blocks, clearing the chakras, auras and promoting optimal energy flow in the body and surrounding energy fields.

**Wednesdays: 6:30pm to 9:00pm**  
**Apr. 16, 23, 30; May 7**  
**Fee: \$55**

## Meditation

In our stress filled world we all need the opportunity to still our minds, and take a moment just for ourselves and the benefit of those around us and the planet.

**Mondays: 6:30pm to 8:00pm**  
**Feb: 5, 12, 19, 26**  
**Fee: \$49**

## Backyard Chickens

This workshop will cover the basics of backyard chickens including determining whether or not permits are required in your area, choosing suitable varieties, raising chicks, coop and run requirements, feed and nutrition, predators, cold-climate care, chickens in the garden, and waste management.

**Saturdays: 10:00am to 12:00pm**  
**Jan. 18**  
**Fee: \$19**

# Personal

## Basic Sign Language

This course will introduce students to deaf culture and how to communicate using hands, body and eyes rather than your ears and mouth. Students will participate in games and exercises to help them learn signs and phrases. Book not included.

**Tuesdays & Thursdays: 6:00pm to 7:30pm**  
**Apr. 1, 3, 8, 10, 15, 17, 22, 24, 29; May 1**  
**Fee: \$99**

## Advanced Sign Language

Now that you've mastered the basics, take your skills to the next level. Classes will be targeted to the interests and abilities of the participants. Students will use games, videos, and conversation to learn these important skills.

**Tuesdays & Thursdays: 6:00pm to 7:30pm**  
**May 13, 15, 20, 22, 27, 29; June 3, 5, 10, 12, 17, 19**  
**Fee: \$99**

## Protect your Assets

The course will cover planning a client's legal, tax and financial affairs in case a client has to enter a nursing home. Topics discussed will be: How to qualify for Medicaid to avoid the client's life savings and home from being wiped out to pay for nursing home costs and uncovered medical expenses. How to protect the client's assets through the use of: the legal transfer of assets, Durable Powers of Attorney, Health Care Proxies, Living Wills, Revocable Trusts, Irrevocable Trusts, Supplemental Needs Trusts and avoiding the needless cost and delay of probate.

**Wednesdays: 6:30pm to 8:00pm**  
**Feb. 5, 12, 19, 26; Mar. 5, 12, 19, 26**  
**FREE!!!!**

## Psychic Development

A course designed to discover and enhance one's intuition utilizing various oracles, such as pendulums, for focus points so we can discover the power within our minds.

**Wednesdays: 6:30pm to 8:00pm**  
**Apr. 30; May 7, 14, 21**  
**Fee: \$49**

## Hypnosis for Smoking

Become a permanent non-smoker quicker and easier than you ever thought possible. You will do so with less withdrawal and cravings than you ever imagined. In addition to all this, you will have less negativity and stress, and more self-esteem and self-confidence. No relying on willpower, which usually fails, no feelings of self-denial and frustration. Instead, you will feel a sense of accomplishment and self-respect.

**Tuesday 6:00pm to 8:00pm**  
**Jan. 14**  
**Fee: \$19**

## Hypnosis for Weight loss

Learn the principles of the being able to respond to your appetite properly and to put an end to overeating forever. Simply by applying simple behavior-changing techniques that anyone can learn and everyone can enjoy, you'll learn how to lose weight in a unique, fun way! Learn techniques to create healthier, permanent eating habits. Experience a light trance state and the power of focused concentration & relaxation to fast-track these changes in your lifestyle, and reinforce the new healthier you!

**Thursday: 6:00pm to 8:00pm**  
**Jan. 16**  
**Fee: \$19**

## Your Best You Now; Self Hypnosis

Self Hypnosis teaches people the HOWs, to harness the part of their mind that keeps their balance, beats their heart, and over a million different activities of the body all at the same time that you are actively engaged in your normal daily activities. It is safe, enjoyable and incredibly easy to do, and can be VERY effective.

**Wednesdays: 7:00pm to 8:30pm**  
**Mar. 12, 19, 26; Apr. 2, 9, 16**  
**Fee: \$79**



# Interest

## **Just Once Piano Workshop**

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. While regular piano teachers teach note reading, piano professionals use chords. And you can learn all the chords you'll need to play any song in this one session. Any song. Any style. Any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. Total beginners can download a free pamphlet on reading the treble clef on our website [justonceclasses.com](http://justonceclasses.com). Fee includes a workbook and practice CD

**Saturday: 9:00am to 12:00pm**

**Jan. 25**

**Fee: \$59**

## **Just Once Guitar Workshop**

This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Bring your acoustic guitar. Class limited to 15 students. For ages 13+. For more information go to our website:

[justonceclasses.com](http://justonceclasses.com) Fee Includes a workbook and practice DVD.

**Monday: 6:30pm to 9:00pm**

**Jan. 27**

**Fee: \$59**

## **Senior Acrylics**

This class is a continuation of the Senior Watercolors. It will explore various techniques to create watercolor paintings in a wide variety of subject matters such as cityscapes, animals and figures.

**Ages 55 and up.**

**Fridays: 5:00pm to 7:00pm**

**May 2, 9, 23, 30**

**Fee: \$49**

## **Travel Free, plus Make Money Doing It – You Can Still Afford A Vacation!**

National speaker, Gina Henry, will show you how she lives this travel life taking 10 FREE vacations a year. Her 25 years of travel experience will show you hundreds of ways to get FREE airline tickets, hotels, cruises, tours, car rentals, meals, & more. Learn the best travel web sites, tips on packing light, solo travel, safety, health, culture, the 7 effective ways to negotiate, and the 50 most important words in any language that will empower you to travel anywhere. Please bring \$15 to class for class materials (a \$39.95 value). This class is being offered in collaboration with Mohawk Valley Community College.

**Wednesday: 6:00pm to 9:30pm**

**May 7**

**Fee: \$29**

## **Drawing**

This course offers both traditional skills and techniques, like perspective, proportions, as well as an experimental approach. It offers exercises to train the sense, to sharpen the observation, and to experience expression through gestures, line, contour, and unconventional experiment. It refines the way to see things and points out possible ways to transform three-dimensional forms onto a two dimensional surface.

**A- Wednesdays: 6:00pm to 8:00pm**

**Jan. 29; Feb. 12, 19, 26; Mar. 5, 12, 19, 26**

**Fee: \$129**

**B- Wednesdays: 6:00pm to 8:00pm**

**Apr. 9, 16, 23, 30; May 7, 14, 21, 28**

**Fee: \$129**

## **Senior Watercolors**

It's never too late to discover your artistic talent. In this class, individuals will explore various techniques to create watercolor paintings in a wide variety of subject matters, such as, landscapes and flowers. This class will be a relaxed and creative way to discover your love for watercolor painting.

**Ages 55 and up.**

**Fridays: 5:00pm to 7:00pm**

**Apr. 4, 11, 18, 25**

**Fee: \$49**



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Web Design	Business & Career
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#### **Creating Web Pages**

Learn the basics of HTML so you can design, create and post your own site on the web.

#### **Designing Effective Websites**

Learn powerful graphic design techniques and build web sites that are both attractive and effective.

#### **Computer Fundamentals**

##### **Introduction to Microsoft Excel**

Become proficient in using Excel and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

##### **Computer Skills for the Workplace**

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

#### **Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting and more.

#### **A to Z Grant Writing**

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

#### **Effective Business Writing**

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

#### **Fundamentals of Supervision and Management**

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Healthcare	Web Programming
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#### **HIPAA Compliance**

We'll focus specifically on the Administrative Simplification portion of HIPAA, ARRA, and HITECH, starting by defining the lingo of HIPAA, ARRA, and HITECH and identifying the important players. Then we'll cover transactions, code sets, and identifiers, which are all key elements in electronic health care transmissions.

#### **Introduction to SQL**

Gain a solid working knowledge of the most powerful and widely used database programming language.

#### **Introduction to Java Programming**

An experienced Java programmer introduces important Java topics with clear step-by-step instructions.

[www.ed2go.com/herkimer](http://www.ed2go.com/herkimer)



Herkimer County Community College and Herkimer BOCES are continuing our community education partnership. We thank you for your continued support! Please feel free to contact HCCC's Office of Community Education with questions, course suggestions or to inquire in regard to teaching non-credit courses.

Don't forget to check out our website, Like us on Facebook !

### **Important Information**

The Office of Community Education classes are self-supporting, therefore we count on registration fees to pay our instructors and for supplies and equipment. If necessary, we will issue a full refund up to the advertised pre-registration deadline. After that point, we are unable to offer any refunds. Requests can be made directly to the Office of Community Education by contacting (315) 866-0300, ext. 8251.

Please note that HCCC will charge \$25 for any returned check.

*HCCC reserves the right to change any information within this catalog without notice.*

*HCCC does not advocate any particular point of view presented in the courses offered in this brochure.*

*HCCC requests that before you participate in any activity requiring physical exertion that you consult with a physician.*

### **How to Register**

#### **Online:**

**[www.herkimer.edu/pay-ce](http://www.herkimer.edu/pay-ce)**

#### **By Phone:**

Call 315-866-0300 ext. 8251  
8:30am to 4:30pm weekdays  
Register for any course using  
Visa, MasterCard or Discover

#### **By Mail:**

Make checks payable to HCCC and mail to:  
HCCC Community Education  
100 Reservoir Road  
Herkimer, NY 13350

#### **In Person:**

Community Education Office  
Robert McLaughlin College Center,  
Room 255

You are urged to register as soon as possible for any course you wish to take. A final decision whether to run or cancel a course is made one week in advance of the scheduled starting date. Payment is required at the time of registration.

### **Community Education Staff:**

**William H. McDonald**

*Director of Continuing Education*

**Cindy L. Brewer**

*Technical Assistant, Facilities*

**Jeremy Cingranelli**

*Technical Assistant,*

*Program Development*

#### **Contact Us:**

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