Back to Basics
Non-Credit Courses and Activities

www.herkimer.edu/ce
315.866.0300 x-8251

Herkimer College
Community Education
100 Reservoir Road
Herkimer, NY 13350
**Gentle Yoga**  
Instructor: Marchell Scarano  
Enjoy the healthful benefits of nurturing physical postures, stretches and restorative movements to help relieve stress, tight muscles and restrictive physical health.  
*Please bring a non-slip mat. Blanket and pillow are recommended.*

**Fitness Center Hours**  
Monday - Friday  
6:00 AM - 8:00 PM  
Saturdays  
10:00 AM - 6:00 PM  
Sundays  
10:00 AM - 6:00 PM

**Memberships Fees**  
Monthly  
$30  
6 Months  
$110  
Annual  
$200  
Closed on holidays and subject to abbreviated hours during the summer and College breaks  
*Pool use requires separate fee.*

**Interval Training**  
Instructor: Dawn Zitoli  
Burn calories with this step, kick and tabata workout! Intervals of kickboxing, step and arm, core exercise, easy to follow, no complicated patterns, just basic work. Results? Yes!  
*Please bring a non-slip mat. Blanket and pillow are recommended.*

**Open Swim**  
Monday - Friday  
6:00 AM - 8:00 AM  
Tuesdays & Thursdays  
12:30 PM - 1:30 PM  
Monday - Thursday  
6:30 PM - 8:00 PM

**Memberships Fees**  
10 visits  
$20  
6 Months  
$50  
Annual  
$100  
Closed on holidays and subject to abbreviated hours during the summer and College breaks  
Herkimer County Residents 70 years old and older are eligible for the Herkimer College Millennium Card.  
Contact us for details.

**Stroke Clinic: Backstroke**  
Instructor: Vicki Brown  
Learn the secret behind an efficient backstroke. Participants must be able to swim at least one length of the pool unassisted. This clinic is not intended for beginners. Perfect for competitive swimmers at the high school, college or masters level.  
**03/15/16 - 03/24/16**  
4:45 - 5:45 PM  
Tuesdays/Thursdays  
$25  
Sessions: 4

**Chisel**  
Instructor: Dawn Zitoli  
Get strong results with this proven weight room-style exercise program. Incorporating the use of dumbbells, benches and mats for core-targeted exercise. This workout targets legs, arms, shoulders, gluts and abs!  
*Please bring a non-slip mat. Blanket and pillow are recommended.*

**Stroke Clinic**  
Instructor: Marchell Scarano  
This yoga class offers an introduction to pranayama (breathing technique), asanas (postures and poses) and savasana (meditative relaxation).  
*Please bring a non-slip mat. Blanket and pillow are recommended.*

**Herkimer College**  
The Office of Community Education classes are self-supporting, therefore we count on registration fees to pay our instructors, 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. Please call the office of Community Education for information on pre-registration dates. Refund requests can be made directly to the Office of Community Education by contacting: (315) 574.4003.  
Please note that we will charge $25 for any returned check.  
Herkimer College reserves the right to change any information within this catalog without notice.  
Herkimer College does not advocate any particular point of view presented in the courses offered in this brochure.  
Herkimer College does not discriminate on the basis of race, color, gender, age, creed, religion, national origin, marital status, disability, or any other characteristic protected by federal or state law in admissions, employment, or in any aspect regarding the conduct of College business.  
Herkimer College requests that before you participate in any activity requiring physical exertion, that you consult with a health professional.
Web Design
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.

Healthcare
HIPA 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.

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

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

Web Programming
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

Pilates
Instructor: Brenda Abrams
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 - 01/04/16 - 02/08/16
12:30 - 1:15 PM
$33
Mondays
Sessions: 5
B - 01/07/16 - 02/11/16
12:30 - 1:15 PM
$39
Thursdays
Sessions: 6
C - 02/22/16 - 03/28/16
12:30 - 1:15 PM
$39
Mondays
Sessions: 6
D - 02/25/16 - 03/31/16
12:30 - 1:15 PM
$39
Thursdays
Sessions: 6
E - 04/11/16 - 5/16/16
12:30 - 1:15 PM
$39
Mondays
Sessions: 6
F - 04/14/16 - 05/19/16
12:30 - 1:15 PM
$33
Thursdays
Sessions: 5

Stroke Clinic: Freestyle
Instructor: Vicki Brown
Learn the secret behind an efficient freestyle. Participants must be able to swim at least one length of the pool unassisted. This clinic is not intended for beginners. Perfect for competitive swimmers at the high school, college or masters level.
A - 03/29/16 - 04/07/16
4:45 - 5:45 PM
Tuesdays/Thursdays
$25
Sessions: 4

Fitness Center Hours
Monday - Friday          6:00 AM - 8:00 PM
Saturdays                  10:00 AM - 6:00 PM
Sunday                     10:00 AM - 6:00 PM

Membership Fees
Monthly        $30
6 Months        $110
Annual          $200

Closed on holidays and subject to abbreviated hours during the summer and College breaks.

*Pool use requires separate fee

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LeeAnne Krusemark Workshops
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

Basic Computer Fundamentals
Levels I, II and III
Instructor: Pam Gauthier
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.

I - 02/12/16
1:00 - 3:00 PM Tuesday
$19
Sessions: 1

II - 02/14/16
1:00 – 6:00 PM Thursday
$19
Sessions: 1

III - 02/19/16
1:00 – 3:00 PM Tuesday
$19
Sessions: 1

Microsoft Word
Instructor: Pam Gauthier
Learn the basics of one of the most common applications and how to use it in the workplace or at home. Students will be able to create, edit and save their own documents utilizing features like font styles, clip art and pictures, text boxes, formatting, mailings and much more.

05/17/16 - 05/26/16
4:00 - 6:00 PM Tuesdays/Thursdays
$69
Sessions: 4

Microsoft Excel
Instructor: Pam Gauthier
Formatting workbook text and data through the use of conditional formatting. Calculating data with formulas and functions and understanding when to use relative, absolute and mixed references.

05/31/16 - 06/9/16
4:00 - 6:00 PM Tuesdays/Thursdays
$69
Sessions: 4

Weight Loss: Better Health Through Hypnosis
Instructor: Eric Price
Real weight loss begins and ends with eating properly. Learn the principles of being able to respond to your appetite properly and to put an end to overeating forever. Experience a light trance state and the power of focused concentration and relaxation.

01/13/16
6:00 - 7:30 PM Wednesday
$29
Sessions: 1

Smoking Cessation: Better Health Through Hypnosis
Instructor: Eric Price
Become a permanent non-smoker quicker and easier than you ever thought possible. You will do so with less withdrawal and cravings than you have ever imagined. In addition to all of this, you will have less negativity and stress 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.

01/27/16
6:00 - 8:00 PM Wednesday
$19
Sessions: 1

Psychic Development
Instructor: Eric Price
Did you know that EVERYONE is psychic? In this class you will learn to open the gateway to your inner self, letting you produce, control and expand your brain’s creativity, intuition and mental energy. You become your own guide to higher thinking, becoming your own healer. This miraculous experience is your opportunity for positive living and reprogramming your life to be happier, healthier and more productive!

01/26/16 - 02/16/16
7:00 - 8:30 PM Tuesdays
$49
Sessions: 4

Stress Be Gone: Better Health Through Hypnosis
Instructor: Eric Price
Stress accounts for nearly 90% of illness and disease in America, along with over-eating, smoking, and other destructive addictions. Utilizing hypnosis, active meditation, and other techniques you can learn to control, reduce, and eliminate stress to live a better life.

02/11/16 - 03/03/16
7:00 - 8:30 PM Thursdays
$49
Sessions: 4

Find us on Facebook:
www.facebook.com/herkimer.ce

Register on-line: www.herkimer.edu/pay-ce (All major credit cards accepted)
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. There is a $15 fee for class materials (a $39.95 value). This class is being offered in collaboration with and will be held at Mohawk Valley Community College.

03/01/16
6:00 - 9:30 PM  Tuesday
$29  Sessions: 1

Just Once Guitar Workshop
This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Students must bring their own acoustic guitar. Class is limited to 15 students, for ages 13+. For more information go to our website: justonceclasses.com Fee Includes a workbook and practice DVD.

02/20/16
1:00 - 3:30 PM  Saturday
$59  Sessions: 1

Basic Irish Poetry
Instructor: Tom Malley
This course will introduce participants to both contemporary and traditional Irish poetry.

03/03/16 - 04/07/16
7:00 - 8:30 PM  Thursdays
$49  Sessions: 6

First Aid / CPR / AED
Instructor: Kyle Roepnack
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.

05/07/16
9:00 AM - 4:00 PM  Saturday
$80  Sessions: 1

Notary Public Seminar
Instructor: Victor Bujanow
This seminar prepares you for the New York State Notary Public Test and will provide you with a comprehensive view of the Notary Public Office. Confusing laws, concepts, and procedures will be clearly explained and clarified. Topics include conflict of interest, maintaining professional ethics, charging proper fees, special situations, when to defer to an attorney and minimizing legal liability.

03/22/16
6:00 - 9:00 PM  Tuesday
$50  Sessions: 1

Discover Digital Photography
Instructor: Tom Malley
This completely online 6 week class will explore the broad overview of basic digital photography, including equipment, software, and practical uses. You’ll discuss different types of digital cameras, from phones and tablets to digital SLRs, all of which offer a wide array of photographic options. We’ll also help you decide what type of equipment fits your needs, and you’ll have hands-on exercises so you can explore the areas that interest you.

Online
$89  New classes start each month

Intro to QuickBooks 2016
Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to midsized business owner who enjoys Quickeen ease of use but prefers a more traditional approach to accounting.

Online
$89  New classes start each month

Register on-line: www.herkimer.edu/pay-ce (All major credit cards accepted)
Basic Welding  
Instructor: Adam Spato  
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.  
**02/01/16 - 03/28/16**  
5:30 - 8:30 PM Mondays  
$199  
Sessions: 8  

Intermediate Welding  
Instructor: Adam Spato  
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 non-ferrous 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.  
**02/03/16 - 03/30/16**  
5:30 - 8:30 PM Wednesdays  
$199  
Sessions: 8  

Advanced Medical Planning  
Instructor: D. Victor Pelligrino  
The course will cover advanced Medicaid planning techniques, including but not limited to: the use of a gift and promissory note, service agreement, burial space agreements for children, spend down techniques, transfer of residence to caretaker child, transfer of assets to a supplemental needs trust for a child with special needs, to avoid the imposition of a penalty period for assets transferred to family members within five years of applying for Medicaid. The use of reverse mortgages, home equity loans and strategies when a person has real estate, but, very little liquid assets will be examined. Strategies to protect life insurance, IRAs and annuities will also be discussed and emphasis will focus on crisis planning where there has been no planning prior to imminent placement in a nursing home.  
**03/01/16 - 04/05/16**  
6:30 - 8:00 PM Tuesdays  
FREE!!  
Sessions: 6  

All of My Legal Documents Are Signed, What Could Possibly Go Wrong?  
Instructor: D. Victor Pelligrino  
The course will instruct someone who may already have a power of attorney, health care proxy, living will, will revocable trust and/or irrevocable trust or deeds transferring property to children. This class will focus on common errors and deficiencies in these legal documents and implementation that will protect these documents from avoiding probate, doing asset protection and Medicaid planning, income tax, estate and gift tax planning, protecting assets that have been transferred. This course will be beneficial if no estate planning has been done.  
**03/14/16**  
6:30 - 8:00 PM Monday  
$19  
Sessions: 1  

Savor the Flavor of Eating Right  
Instructor: Crystal Hein  
March ins National Nutrition Month and the theme is “Savor the Flavor of Eating Right” This class will discuss how to develop a mindful eating pattern that includes nutritious and flavorful food along with the best ways to savor the flavor of eating right! How, when, why and where we eat are just as important as what we eat. We will review the basics of how to develop sound eating and physical activities habits while enjoying good traditions and appreciating the pleasures, great flavors and social experience that food adds to out lives.  
**03/16/16**  
6:30 - 8:00 PM Tuesday  
FREE!!  
Sessions: 6  

Backyard Chickens  
Instructor: Tabitha Carter  
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.  
**01/30/16**  
10:00 AM - 12:00 PM Saturday  
$19  
Sessions: 1  

Basic Sign Language  
Instructor: Debra Pardi  
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.  
**04/05/16 - 05/05/16**  
6:00 - 7:30 PM Tuesdays/Thursdays  
$99  
Sessions: 10  

Advanced Sign Language  
Instructor: Debra Pardi  
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.  
**05/17/16 - 06/09/16**  
6:00 - 7:30 PM Tuesdays/Thursdays  
$79  
Sessions: 8  

Basic Irish Language  
Instructor: Tom Malley  
This course will introduce students to the basic conversational Irish (Gaelic) language.  
**03/08/16 - 05/10/16**  
7:00 - 8:30 PM Tuesdays  
$89  
Sessions: 10

Herkimer College, Community Education: Call 315.574.4003 to Register Today!  
Register on-line: www.herkimer.edu/pay-ce (All major credit cards accepted)