

SPRING 2016

Back to Basics

Non-Credit Courses and Activities



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Herkimer College
Community Education
100 Reservoir Road
Herkimer, NY 13350



Herkimer
THE STATE UNIVERSITY OF NEW YORK



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.*

A - 01/07/16 - 02/11/16

4:30 - 5:45 PM Thursdays
\$54 Sessions: 6

B - 02/25/16 - 03/31/16

4:30 - 5:45 PM Thursdays
\$54 Sessions: 6

C - 04/14/16 - 05/19/16

4:30 - 5:45 PM Thursdays
\$54 Sessions: 6

Yoga For All

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.*

A - 01/05/16 - 02/09/16

6:15 - 7:30 PM Tuesdays
\$54 Sessions: 6

B - 02/23/16 - 03/29/16

6:15 - 7:30 PM Tuesdays
\$54 Sessions: 6

C - 04/12/16 - 05/17/16

6:15 - 7:30 PM Tuesdays
\$54 Sessions: 6

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!

A - 01/06/16 - 02/10/16

6:00 - 7:00 PM Wednesdays
\$36 Sessions: 6

B - 02/24/16 - 03/30/16

6:00 - 7:00 PM Wednesdays
\$36 Sessions: 6

C - 04/13/16 - 05/18/16

6:00 - 7:00 PM Wednesdays
\$36 Sessions: 6

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!

A - 01/04/16 - 02/08/16

6:00 - 7:00 PM Mondays
\$30 Sessions: 5

B - 02/22/16 - 03/28/16

6:00 - 7:00 PM Mondays
\$36 Sessions: 6

C - 04/11/16 - 5/16/16

6:00 - 7:00 PM Mondays
\$36 Sessions: 6

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

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.*

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

Herkimer County Residents 70 years old and older are eligible for the Herkimer College Millennium Card.

Contact us for details.

Important Information

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 of 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

Register Today! Contact Information:

Name _____
Address _____
City _____

Course Information:

Course Name _____

Payment Information:

Check: Number _____

Charge: MasterCard Visa Amex Discover

Credit Card Number _____

Signature for Credit Card Only _____

Home Phone () _____
Cell Phone () _____
Email _____

Section (if applicable) _____

Total Amount of Check \$ _____

Total Amount to Charge Credit Card \$ _____

Expiration Date _____

Fee \$ _____

Herkimer College Community Education - 100 Reservoir Rd., Herkimer, NY 13350

**Make checks payable to Herkimer College*





Learn More

Hundreds of online courses with expert instructors!
All can be taken from the convenience of your home or office.
www.ed2go.com/herkimer

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

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.

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

Community Education Health and Wellness

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 Mondays
Sessions: 5
\$33

B - 01/07/16 - 02/11/16

12:30 - 1:15 PM Thursdays
Sessions: 6
\$39

C - 02/22/16 - 03/28/16

12:30 - 1:15 PM Mondays
Sessions: 6
\$39

D - 02/25/16 - 03/31/16

12:30 - 1:15 PM Thursdays
Sessions: 6
\$39

E - 04/11/16 - 5/16/16

12:30 - 1:15 PM Mondays
Sessions: 6
\$39

F - 04/14/16 - 05/19/16

12:30 - 1:15 PM Thursdays
Sessions: 5
\$33

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, masters or for those training for a triathlon.

A - 03/14/16 - 03/23/16

4:30 - 5:30 PM Mondays/Wednesdays
Sessions: 4
\$25

B - 03/28/16 - 04/06/16

4:30 - 5:30 PM Mondays/Wednesdays
Sessions: 4
\$25

Stroke Clinic: Breaststroke

Instructor: Vicki Brown

Learn the secret behind an efficient breaststroke. 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.

03/29/16 - 04/07/16

4:45 - 5:45 PM Tuesdays/Thursdays
Sessions: 4
\$25

Adult Swim Lessons

Instructor: Vicki Brown

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.

04/11/16 - 04/27/16

4:30 - 5:30 PM Mondays/Wednesdays
Sessions: 6
\$39

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

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*

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Contact us for details.

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

AT HOME STUDY:

Medical Terminology

05/16/16
9:00 - 10:00 AM \$19

Seven Simple Secrets to Financial Freedom

05/16/16
11:00 AM - 1:00 PM \$29

Self Publishing vs. Traditional Publishing:

Which is best for you?

05/16/16
1:00 - 2:00 PM \$19

Beginners Guide to Getting Published

05/16/16
2:00 - 4:00 PM \$29

Meet the Publisher Get Your Manuscript

Critiqued

05/16/16
4:00 - 5:00 PM \$19

Earn Extra Money with a Mystery Shopping Business

05/16/16
5:00 - 6:00 PM \$19

Cash in with a Successful Home-Based Business

05/16/16
6:00 - 8:00 PM \$29

Make Money With a Typing/WP Business

05/16/16
8:00 - 9:00 PM \$19



www.facebook.com/herkimer.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 - 01/12/16

1:00 - 3:00 PM Tuesday
\$19 Sessions: 1

II - 1/14/16

1:00 - 6:00 PM Thursday
\$19 Sessions: 1

III - 01/19/16

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 re-programming 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

Tap Into It: Techniques for Mind & Body

Instructor: Eric Price

Learn a simple, life-changing process using just your fingertips to touch and tap into your body's own power points to heal and relieve physical issues and conditions, chronic pain, stress and emotional issues quickly, easily and effectively. Tapping works where nothing else does. Come learn this powerful mind-body miracle-making therapy.

03/22/16 - 04/12/16

7:00 - 8:30 PM Tuesdays
\$49 Sessions: 4

Health, Healing and Happiness

Instructor: Eric Price

By positioning the fingers in various postures known as mudras, we can regulate the flow of the vital elements, and energy in the body, promoting health, healing and mind-body balance. sounds & Meditation one can accomplish great healing.. Hand yoga is incredibly simple, can be done virtually anywhere, & combined with Mantras; which are repeated words or sounds & Meditation one can accomplish great healing.

04/26/16 - 05/17/16

7:00 - 8:30 PM Tuesdays
\$49 Sessions: 4

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

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. Beginners can download a free pamphlet on reading the treble clef on our website justonceclasses.com. Fee includes a workbook and practice CD.

02/20/16

9:00 AM - 12:00 PM Saturday
\$59 Sessions: 1

Chasing Shadows 101

Instructor: NY Shadow Chasers
Join the New York Shadow Chasers and learn how to investigate the paranormal. You'll learn up-to-date investigative technology, history, ethics, and experience paranormal investigations. The class will participate in a paranormal investigation.

02/05/16 - 03/25/16

6:00 - 8:00 PM Fridays
\$89 Sessions: 8

Discover Digital Photography

In this completely online 6 week class you 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

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 minimalizing legal liability.

03/22/2016

6:00 - 9:00 PM Tuesday
\$50 Sessions: 1

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 Quickens ease of use but prefers a more traditional approach to accounting.

Online

\$89 New classes start each month

10-Hour OSHA Training

Instructor: Dominick Timpano
This course is intended to provide a variety of awareness trainings 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. An additional fee of \$5 is due the night of the class for your card.

A - TBA

5:30 - 9:00 PM
\$79 Sessions: 3

B- TBA

5:30 - 9:00 PM
\$79 Sessions: 3

Dynamic Public Speaking

Instructor: Paul Boehlert
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.

02/22/16 - 03/28/16

6:30 - 8:00 PM Mondays
\$59 Sessions: 6

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 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.

02/03/16 - 03/30/16

5:30 - 8:30 PM Wednesdays
\$199 Sessions: 8

Techniques of Storytelling

Instructor: Paul Boehlert

Tap into the great oral traditions with this fun and informative class, which teaches participants how to tell personal, family and classic tales for any occasion. You'll learn how to recover memories of long-ago events, conquer nervousness and stage fright, mimic character voices and other skills to become a spellbinding storyteller.

02/17/16 - 03/23/16

5:30 - 8:30 PM Wednesdays
\$39 Sessions: 4

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.

04/12/16 - 05/17/16

6:30 - 8:00 PM Tuesdays
FREE!! Sessions: 6

Make SMART New Year's Resolutions

Instructor: Crystal Hein

What are you resolving to do differently in 2016? How many times have you made the same New Year's resolutions? Make this year different from past years. If you want long term success, you need to be clear about what you want to accomplish. Whether it is a health-related goal or something else entirely, make sure your goals are specific, measurable and achievable. This session will teach you how to establish SMART health and nutrition long term goals rather than temporary resolutions. This session will provide basic nutrition and health information to get you started to making healthier food choices and being more active in 2016.

01/25/16

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 our lives.

03/14/16

6:30 - 8:00 PM Monday
\$19 Sessions: 1

Are you interested in taking or teaching a course that is not offered?
Contact us with your suggestions!
315.866.0300 ext. 8251

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/Thursday
\$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