

Fall 2016

# The Time is Now!

Non-Credit Courses and Activities



[herkimer.edu/ce](http://herkimer.edu/ce) | 315.574.4003



**Herkimer**  
THE STATE UNIVERSITY OF NEW YORK



# Community Education Health and Wellness

## 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 - 9/8/16 - 10/13/16

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

### B - 10/27/16 - 12/8/16

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

\*No Class 11/24

## 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 - 09/13/16 - 10/18/16

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

### B - 11/1/16 - 12/13/16

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

\* No class 11/22

## 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

## Membership Fees

Monthly      \$30  
6 Month      \$110  
Annual      \$200

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

## 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 - 9/7/16 - 10/12/16

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

### B - 10/26/16 - 12/7/16

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

\*No Class 11/23

## 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 - 8/29/16 - 10/3/16

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

### B - 10/17/16 - 11/28/16

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

\*No Class 11/21

## Hoop Dance

Instructor: Carolyn LaSalle

Hoop dance is a cardiovascular exercise that uses an adult sized hula hoop (about 1.5 lbs.) to build balance, strengthen core muscles, and tone the entire body. Unlike traditional "hula hooping," hoop dance uses the hoop on all parts of the body – waist, hips, thighs, chest, neck, and arms.

### A - 9/5/16 - 10/3/16

4:30 - 5:30 PM      Mondays  
\$30      Sessions: 5

### B - 10/24/16 - 12/5/16

4:30 - 5:30 PM      Mondays  
\$36      Sessions: 6

\*No Class 11/21

Herkimer College, Community Education: Call **315.574.4003** to register today!

## 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 - 9/5/16 - 10/3/16

12:15 - 1:00 PM Mondays  
\$39 Sessions: 6

### B - 9/7/16 - 10/12/16

12:15 - 1:00 PM Wednesdays  
\$39 Sessions: 6

### C - 10/17/16 - 11/28/16

12:15 - 1:00 PM Mondays  
\$39 Sessions: 6

\* No class 11/21

### D - 10/26/16 - 12/7/16

12:15 - 1:00 PM Wednesdays  
\$39 Sessions: 5

\* No class 11/23

## Debunking Diet Myths

Instructor: Crystal Hein

Making healthy food choices are not always easy. Do carbs makes you fat? Can I lose weight on a gluten free diet? Which diet should I follow? Join us for an information packed myth busting nutrition seminar.

**10/24/16**

6:30 - 8:00 PM Monday  
\$15 Sessions: 1

**Register Online**

Visit [Herkimer.edu/pay-ce](http://Herkimer.edu/pay-ce) to register for all Community Education courses and memberships!!!

## Reading Nutritional Fact Labels

Instructor: Crystal Hein

This informative session will teach you the basics about nutrients (carbohydrates, fats, protein, vitamins and minerals) and other key label words (calories, percent daily value, cholesterol, sodium, sugars and trans fat). You will learn about food label claims (words like low, reduced, free and light), How you can make healthier food choices using a food label and how to decipher ingredient lists. This session is a must for anyone trying to make healthy choices for themselves or their family!

**10/3/16**

6:30 - 8:00 PM Monday  
\$15 Sessions: 1

## Healthy Eating Over 50

Instructor: Crystal Hein

For adults over 50, the benefits of healthy eating are numerous. Every season of life brings changes to your body. You will learn a higher quality of life through eating a healthy, balanced diet along with physical activity.

**11/7/16**

6:30 - 8:00 PM Monday  
\$15 Sessions: 1

## 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 month \$50  
Annual \$100

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

## 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.

### A - 10/28/16

1:00 - 5:00 PM                      Friday  
\$50                                        Sessions: 1

### B - 11/9/2016

5:30 - 9:30 PM                      Wednesday  
\$50                                        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!

### 9/27/16 - 10/6/16

3:30 - 5:30 PM                      Tuesdays/Thursdays  
\$69                                        Sessions: 4

## Intermediate Microsoft Excel

Instructor: Pam Gauthier

Format workbook text and data through the use of conditional formatting and learn to calculate data with formulas and functions and understand when to use relative, absolute and mixed references.

### 10/11/16 - 10/20/16

3:30 - 5:30 PM                      Tuesdays/Thursdays  
\$69                                        Sessions: 4

## 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 - 10/25/16

3:30 - 5:30 PM                      Tuesday  
\$19                                        Sessions: 1

### II - 10/27/16

3:30 - 5:30 PM                      Thursday  
\$19                                        Sessions: 1

### III - 11/1/16

3:30 - 5:30 PM                      Tuesday  
\$19                                        Sessions: 1

## Introduction to Desktop Publishing

Instructor: Pam Gauthier

Desktop publishing will teach students how to work with different software to create visually effective products. During this course you will create a poster and pamphlet.

### 11/3/16 - 11/17/16

3:30 - 5:30 PM                      Tuesdays/Thursdays  
\$69                                        Sessions: 4

\* No Class 11/8

## Intro to QuickBooks 2014

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 Quicken's ease of use but prefers a more traditional approach to accounting.

### Online

\$89                                        New classes start each month

## Dynamic Public Speaking

Instructor: Paul Boehlert

Now more than ever, business professionals need to be effective speakers and interview subjects. This course will share techniques for mastering this vital skill. Topics covered in this course 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.

**10/5/16 - 11/9/16**

6:30 - 8:00 PM

Wednesdays

\$59

Sessions: 6

## Insurance Personal Lines Agents / Brokers Licensing

This is concentrated Insurance Personal Lines Course that State law requires to become a licensed Personal Lines Agent or Broker. Upon successful completion of this course and the state exam, you may apply for a Personal Lines license to act as an insurance agent or broker in the State of New York. Topics of program include: Introduction to Personal Property & Casualty Insurance, NYS and Federal Insurance Laws & Regulations, Insurance Basics & General Insurance, Policy Structure & Common Policy Provisions, Dwelling, National Flood Insurance Program, Personal Watercraft, Personal Umbrella, NY property Insurance Underwriting Association, Homeowners, Auto, Excess Line, Terrorism Risk Insurance Act and other Personal Lines policies and forms including glossary review and practice tests to prepare for the state exam. Additional book required.

**10/7/16 - 10/29/16**

5:00 - 10 PM

Fridays

9:00 AM - 6:00 PM

Saturdays

\$450 (textbook not included) Sessions: 8

## LeeAnne Krusemark Workshops October 12, 2016

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:

#### Medical Terminology

9:00 - 10:00 AM

\$19

#### Seven Simple Secrets to Financial Freedom

11:00 AM - 1:00 PM

\$29

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

1:00 - 2:00 PM

\$19

#### Beginners Guide to Getting Published

2:00 - 4:00 PM

\$29

#### Meet the Publisher— Get Your Manuscript Critiqued

4:00 - 5:00 PM

\$19

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

5:00 - 6:00 PM

\$19

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

6:00 - 8:00 PM

\$29

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

8:00 - 9:00 PM

\$19

# Community Education Professional Development

## Social Media Workshop Series

Instructor: Kim Tranter

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. 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.

**10/12/16**

8:30 - 10:00 AM      Wednesday  
\$15      Sessions: 1

### Workshop 2 - Craigslist

Craigslist is an often overlooked marketing tool that should be utilized by small business owners. Use of Craigslist is not just limited to those that produce physical products or offer services, but can be utilized by brick and mortar businesses, nonprofits or anyone wishing to generate more business.

**10/19/16**

8:30 - 10:00 AM      Wednesday  
\$15      Sessions: 1

### Workshop 3 - Twitter

With 42% of Twitter's users following brands, it's a fertile ground of marketing opportunities. It can spread awareness of your brand, generate leads, drive traffic to your site, build a loyal customer base and much more.

**10/26/16**

8:30 - 10:00 AM      Wednesday  
\$15      Sessions: 1

**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.

**10/17/16 - 12/12/16**

5:30 - 8:30 PM      Mondays  
\$199      Sessions: 8  
\*No class 10/31

### 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.

**10/12/16 - 12/7/16**

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

### 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.

**11/5/16**

9:00 AM - 4:00 PM      Saturday  
\$80      Sessions: 1

Herkimer College, Community Education: Call **315.574.4003** to register today!

## What Is Probate? How and Why to Avoid It!

Instructor: D. Victor Pelligrino

This course will explain the probate process and the needless costs and time delays of probate and planning a client's legal and financial affairs to avoid probate. Topics discussed will be: Why just having a will does not protect your assets from probate, the duties of an executor/executrix, what assets must go through probate, how to avoid your assets, including IRA's, Annuities and Life Insurance from going through probate and the negative asset protection consequences and loss of income tax benefits of those assets going through probate, how to avoid probate through the use of forms of asset ownership, Powers of Attorney, Revocable Trusts, Irrevocable Trusts and Supplemental Needs Trusts for children with special needs.

**09/13/16 - 10/18/16**

6:30 - 8:00 PM

Tuesdays

FREE!!

Sessions: 6

## 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.

**9/27/16 - 11/3/16**

6:00 - 7:30 PM

Tuesdays/Thursdays

\$99

Sessions: 10



[www.facebook.com/herkimer.ce](http://www.facebook.com/herkimer.ce)

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

**11/12/16**

1:00 - 3:30 PM

Saturday

\$59

Sessions: 1

## 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.

**11/12/16**

9:00 AM - 12:00 PM

Saturday

\$59

Sessions: 1

## 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.

**11/8/16 - 12/1/15**

6:00 - 7:30 PM

Tuesdays/Thursdays

\$59

Sessions: 6

\* No class 11/22 & 11/24

## Homebrewing for the Brilliant

Instructor: Aaron Alford

Are you interested in entering the world of homebrewing and craft beers? The topics covered in this course will include equipment, sanitation, brewing worth, ingredients, resources, yeast, yeast starters, fermentation, bottling, and recipes. An additional emphasis will be placed on using malt extracts, specialty grains, and hops. Before you know it, you will be brewing at home!

**11/3/16 - 11/10/16**

6:00 - 8:00 PM

Thursdays

\$39

Sessions: 2

## Protect your Assets From Nursing Home and Uncovered Medical Expenses

Instructor: D. Victor Pelligrino

The course will cover planning a clients legal, tax and financial affairs in case a client has to enter nursing home. Topics discussed will be: Medicaid eligibility rules and how to arrange your financial and legal affairs to qualify for Medicaid to avoid your life savings and home from being wiped out to pay for nursing home costs and uncovered medical expenses, how to protect your assets though the use of: the legal transfer of assets, Durable Powers of Attorney, Health care proxies, Living Wills, Revocable Trusts, Life Insurance Trusts, Supplemental Needs Trusts, as well as how to protect IRAS and annuities while avoiding the needless cost and delay of probate. Each class will cover a different section of the given topic. Attend any or all of the classes.

**10/25/16 - 11/29/16**

6:30 - 8:00 PM

Tuesdays

FREE!!

Sessions: 6

## Chasing Shadows 201

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.

**9/16/16 - 11/4/16**

6:00 - 8:00 PM

Fridays

\$89

Sessions: 8

## Medicine For Your Mind, Body & Spirit

Instructor: Eric Price

An inspiring opportunity to use the magic and wisdom through the power of your words to transform your life. Our words create images that generate healing effects throughout the entire body. Now is YOUR chance to learn to direct your words and their power to heal!

**10/6/16 - 10/27/16**

6:30 - 8:00 PM

Thursdays

\$49

Sessions: 4

## Imagine That

Instructor: Eric Price

What if you could imagine your way to better health, better relationships, better career and even greater wealth. Utilize your imagination to create your world your way as all of the geniuses, inventors and athletes do on a daily basis. Imagining is not just for children, it is the key to your new life!

**11/30/16 - 12/21/16**

6:30 - 8:00 PM

Wednesdays

\$49

Sessions: 4



## Change Your Brain and Keep The Change: The Magic of Meditation

Instructor: Eric Price

Discover the untapped power and resources within you that can literally transform your body, your health, your relationships, your life and achieve limitless success. Transcend your personal limitations and begin to live the life you were meant to live and truly be a MAGNIFICENT YOU!

**11/29/16 - 12/20/16**

6:30 - 8:00 PM

Tuesday

\$49

Sessions: 4

## Chakras: Your Key to Health & Energy

Instructor: Eric Price

In this class you will learn how to change, mold and sculpt your physical body using the power of your mind. In this amazing step-by-step process, you can literally create your perfect self through a series of incredible hypnosis and self-hypnosis exercises. Lose inches here, add inches there. You CAN and this class will show you how.

**9/26/16 - 10/24/16**

6:30 PM - 8:00 PM

Mondays

\$49

Sessions: 4

\*No Class 10/10

## Wondrous Wellbeing-Weightless

Instructor: Eric Price

Nourish your mind, body & spirit as you shed the weight that holds you back from being the best you wish to be. A truly inspiring journey of meditation & creative visualization to establish healthy practices that are enlightening on all levels to shed the excess heaviness along the way. Nourish yourself from the inside out and establish a whole new you.

**12/1/16 - 12/22/16**

6:30 - 8:00 PM

Thursday

\$49

Sessions: 4

## 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 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.

**11/16/16**

6:00 - 8:00 PM

Wednesday

\$19

Sessions: 1

## An Introduction to Voiceovers (Getting Started in Voice Acting)

This fun and empowering 90 minute, one-on-one introductory workshop covers the different types of voiceovers and what tools are needed to find success. You'll be coached as you read a script, and be recorded so you can receive a professional voice evaluation later. You'll have the knowledge necessary to help you decide if this is something you'd like to pursue.

Check out the video at:

<http://www.voicesforall.com/ooo> to get a better sense of how the class works. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

### One-on-one Online Class

\$49

Sessions: 1

Classes start monthly



Learn More

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

New classes start each month.

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

### **Cisco® CCNA® Certification Training with voucher**

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

<b>Classes Start Monthly</b>	Online
\$2,195	150 hours

### **CompTIA A+, Network+, Security+ Certification Training with vouchers**

CompTIA™ Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

<b>Classes Start Monthly</b>	Online
\$3,995	420 hours

### **CBCS Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology Voucher Included**

This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

<b>Classes Start Monthly</b>	Online
\$2,495	360 hours

### **CBCS Medical Billing and Coding + Medical Terminology with voucher**

This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

<b>Classes Start Monthly</b>	Online
\$1,995	300 hours

### **CPC Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology**

This Administrative Medical Specialist program with training in medical billing and coding will give you a competitive edge in the healthcare field.

<b>Classes Start Monthly</b>	Online
\$2,995	360 hours

## 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

## Membership Fees

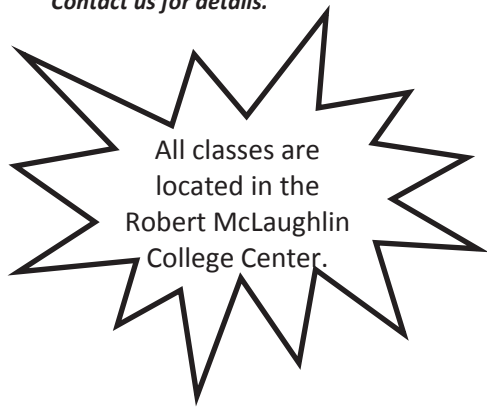
Monthly                \$30  
 6 Months              \$110  
 Annual                 \$200

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

*\*Pool use requires separate fee.*

*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. 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 physician.*

**Register Today!** Herkimer College Community Education - 100 Reservoir Rd., Herkimer, NY 13350

### Contact Information:

Name \_\_\_\_\_ Home Phone (    ) \_\_\_\_\_  
 Address \_\_\_\_\_ Cell Phone (    ) \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

### Course Information:

Course Name \_\_\_\_\_ Section (if applicable) \_\_\_\_\_ Fee \$ \_\_\_\_\_

### Payment Information:

Check: Number \_\_\_\_\_ Total Amount of Check \$ \_\_\_\_\_  
 Charge:  MasterCard  Visa  Amex  Discover    Total Amount to Charge Credit Card \$ \_\_\_\_\_  
 Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Signature for Credit Card Only \_\_\_\_\_

*\*Make checks payable to Herkimer College*

Herkimer College  
Community Education  
100 Reservoir Road  
Herkimer, NY 13350

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