

# Community Education

Partnering with our Community in Lifelong Learning



## Fall 2009 Non-Credit Courses



**HERKIMER**

COUNTY | COMMUNITY | COLLEGE™

An equal opportunity institution.

315-866-0300 ext. 8251

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

### **The Office of Community Education**

The programs and courses advertised in this brochure are all non-credit offerings supervised by the College's Office of Community Education. These non-credit programs are self-sufficient and are not subsidized by tax dollars.

### **Refund Policy/Returned Check Policy/Cancellations**

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 Brenda Crossett at (315) 866-0300, ext. 8251.

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

If the College cancels any course for any reason, those pre-registered for that course will be notified by telephone (provided that the College has been given a daytime phone number) and payments will be refunded by the same method of payment.

HCCC reserves the right to substitute instructors, adjust pricing, and/or reschedule classrooms if necessary. In the event of severe weather conditions or other emergencies, it may be necessary to cancel or reschedule a class meeting. Announcements of College class cancellations and/or closures will be made on area radio/TV stations.

***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.***

*Herkimer County Community 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.*

## ***Business/Professional Development***

### **Marketing Yourself Effectively in a Changing Job Market**

*Instructor Michelle Tuttle*

Wondering how to effectively reinvent and market yourself and your skills in a challenging job market? This seminar will help you rethink your approach to the job hunt and interview process. It will focus on helping you think in terms of marketing and PR when you are job searching. You will learn how to market yourself by focusing on the total package and positioning yourself as a commodity in a competitive economic market.

It will focus on resumes (hard copy and electronic), appearance, speech, body language, posture, handshakes, conversation starters, tough questions, interview techniques and social networking. The competition in today's job market is tough; this seminar will give you the edge you need, whether you are a recent college grad or a displaced worker.

Section A- Wednesday (1 session) 10:00 am to 4:00 pm

Robert McLaughlin College Center Room 282

September 16

Fee: \$94.00

Section B- Saturdays (2 sessions) 9:00 am to 12:30 pm

Robert McLaughlin College Center Room 282

September 19 and 26

Fee: \$94.00



### **Excelling As a Manager**

*Instructor Michelle Tuttle*

This workshop will review key concepts to help managers and supervisors learn to successfully handle their responsibilities. After completion of this workshop, attendees will have a better understanding of what it takes to be a successful manager or supervisor. It will help them develop essential skills to effectively handle their job responsibilities and successfully lead their team of employees. It will also help them strengthen crucial communication skills, project management skills, and conflict

*(Excelling as a Manager Continued)*

management skills, all of which are essential to help them successfully grow in their leadership roles.

Thursday (1 session) 10:00 am to 4:00 pm  
Robert McLaughlin College Center Room 282  
October 15  
Fee: \$94.00

**Eight Hour Pre-Assignment Training Course for Security Guards**

*Instructor Larry Snyder*

All security guards are required to complete an Eight Hour Pre-Assignment Training Course prior to applying to the Department of State for a Security Guard Registration Card. This is a general introductory course covering topics such as the role of a security guard, legal powers and limitations, emergency response, access control, communications and ethics. Upon successful completion of the course, the guard is issued a training certificate that must accompany the security application when submitted to the Department of State.

Section A- Monday and Wednesday (2 Sessions) 5:00 to 9:30 pm  
Robert McLaughlin College Center Room 282  
October 19, 21  
Fee: \$59.00

Section B- Monday and Wednesday (2 Sessions) 5:00 to 9:30 pm  
Robert McLaughlin College Center Room 282  
November 16, 18  
Fee: \$59.00

**Concepts of Effective Project Management**

*Instructor Michelle Tuttle*

In this workshop attendees will learn the fundamentals for effectively handling multiple projects and responsibilities. After completion of this workshop, they will have a better understanding of the concepts pertinent to successful project management, including knowing how to create a plan, implementing it,

*(Concepts of Effective Project Management Continued)*

monitoring progress, adjusting for any unforeseen or unanticipated factors and delivering according to schedule.

Thursday (1 Session) 10:00 am to 4:00 pm

Robert McLaughlin College Center Room 282

November 5

Fee: \$94.00

### **NYS Real Estate Salespersons**

*Instructor Sam Licari*

This 75-hour course provides the instruction required to become a licensed New York State Real Estate Salesperson. It is regulated by the NYS Department of State which mandates the required course content. Specific course content includes real estate law, fair housing, title closing, etc.

Note: Textbook is required: New York Real Estate Sales, The

Complete Guide, Second Edition. Published by Hondros

Learning. Book is available at Barnes and Noble or Amazon.com

Mondays and Wednesdays (23 Sessions) 6:00pm to 9:30pm

September 21, 23, 28, 30; October 5, 7, 14, 19, 21, 26, 28;

November 2, 4, 9, 16, 18, 23, 30; December 2, 7, 9, 14, 16

Fee: \$399.00

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## ***Computer Training***

### **Basic Computer Fundamentals Level I**

*Instructor Dennis Olds*

This is an introductory course for beginning computer users. Do computers intimidate you? This course, which includes some hands-on training, will build your confidence by teaching you basic computer skills. We'll discuss the Windows operating system, computer terminology, and we'll do some basic word processing. It is designed for those who have little or no prior knowledge of PC equipment or software.

*(Basic Computer Fundamentals I Continued)*

Saturday (1 Session) 10:00 am to 4:00 pm

Robert McLaughlin College Center Room 282

September 19

Fee: \$42.00

### **Basic Computer Fundamentals Level II**

*Instructor Dennis Olds*

This course is designed for those who are comfortable with the basic operation of a computer. Building upon the skills learned in Basic Computer Fundamentals I, you will learn several ways to protect your PC from outside invasions. Then, using hands-on training, you will perform tasks such as creating, editing, saving, and retrieving documents. Pre-requisites: Computer Fundamentals Level I or basic computer experience.

Saturday (1 Session) 9:00 am to 1:00 pm

Robert McLaughlin College Center Room 294

September 26

Fee: \$42.00

### **Navigating in Windows**

*Instructor Dennis Olds*

Do you know the difference between a click and a double click? Are you familiar with a window, selection lists, dropdown menus and dialog boxes? If you are unsure of the answers, then this Windows course is for you. Enhance your skills by assessing disk drives, creating files and folders, and downloading information from the Internet. Pre-requisites: Basic Computer Fundamentals Level II or familiarity using a computer with Microsoft Windows.

Saturday (1 Session) 9:00 am to 1:00 pm

Robert McLaughlin College Center Room 294

October 3

Fee: \$42.00

## **QuickBooks**

*Instructor Michelle Tuttle*

Confused on how to use QuickBooks for your bookkeeping needs? This workshop gives you the overview you need to understand the basic functionality of QuickBooks. You will be introduced to each feature of QuickBooks, and learn how to use it to effectively track your financial information. Tasks covered include adding accounts and customers, setting up security, tracking invoices purchases and payments, using timesaving features and recording inventory and assets. Don't be in the dark on your business profitability. Learn how to use QuickBooks to get a better picture of your business' overall expenses and profit.

Section A- Tuesday (1 session) 10:00 am to 4:00 pm  
Robert McLaughlin College Center Room 282  
October 27  
Fee: \$94.00

Section B- Saturday (1 session) 10:00 am to 4:00 pm  
Robert McLaughlin College Center Room 282  
November 7  
Fee: \$94.00



## **Introduction to Microsoft Word 2007**

*Instructor Cindy Brewer*

Students will learn basic skills such as typing a letter, cutting and pasting, editing techniques, character and paragraph formatting, tabs, page appearance and printing. This class will offer a hands-on approach in a relaxed atmosphere. Basic computer knowledge is required.

Note: Textbook is required: Step by Step Microsoft Office Word 2007 published by Microsoft Press (Joyce Cox and Joan Preppernau). Available at Barnes and Noble or Amazon.com. Book not included in fee below.

Tuesdays and Thursdays (4 Sessions) 6:00 pm to 8:00 pm

*(Introduction to Microsoft Word 2007 Continued)*  
Robert McLaughlin College Center Room 294  
September 15, 17, 22, 24  
Fee: \$59.00

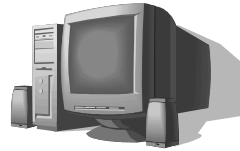
**Introduction to Microsoft Excel 2007**

*Instructor Cindy Brewer*

Students will learn how to set-up worksheets, insert data, modify the appearance and layout of Excel documents and printing techniques. This class will offer a hands-on approach in a relaxed atmosphere. Basic computer knowledge is required.

Note: Textbook is required: Step by Step Microsoft Office Excel 2007 published by Microsoft Press (Curtis D. Frye). Available at Barnes and Noble or Amazon. com. Book not included in fee.

Various evenings (4 Sessions) 6:00pm-8:00pm  
October 14, 15, 19, 20  
Robert McLaughlin College Center  
Room 294  
Fee: \$59.00



**Introduction to PowerPoint**

*Instructor Teresa Carney*

Students will learn basics of creating simple slideshow presentations, choosing and changing color schemes and more.

Monday (1 Session) 9:00 am to 3:00 pm  
Robert McLaughlin College Center Room 294  
September 28  
Fee: \$39.00

**Advanced PowerPoint**

*Instructor Teresa Carney*

Students will learn to add tables, graphs, use triggers, and package a slideshow for sharing.

Monday (1 Session) 9:00 am to 3:00 pm  
Robert McLaughlin College Center Room 294  
October 5  
Fee: \$39.00

## ***Personal Interests***

### **Jewelry Making**

Design jewelry using beads through teacher demonstrations and hands-on work. Students will learn stringing techniques and use of various tools. Suitable for both those with no experience and for those wanting to improve their skills. **Additional supplies are required, not included in course fee.**

Mondays (6 Sessions) 6:00 pm to 7:30 pm  
Robert McLaughlin College Center Room 116  
September 14, 21, 28; October 5, 19, 26  
Fee: \$85.00



### **NYS Point & Insurance Reduction Program**

*Instructor Bernard Gigliotti*

The New York Point & Insurance Reduction Program, approved by the NYS Department of Motor Vehicles, offers drivers a means to reduce up to 4 (four) points from their driving record and receive a 10% insurance reduction. The program is a six-hour classroom/training program developed for licensed and experienced drivers. It emphasizes safe and defensive driving techniques for drivers of all ages and skill levels, including those with a driver's permit. Bring your license or permit to class. Late entry is not permitted; students are required to be on time and stay until the completion of class.

Tuesdays (2 Sessions) 6:00 pm to 9:00 pm  
Robert McLaughlin College Center Room 295  
October 13, 20  
Fee: \$45.00

### **An Introduction to Voiceovers:**

#### **Getting Started in Voice Acting**

*Presented by Voices for All, LLC*

Have you ever thought about making your way in the "Voiceover" world? Using your voice to earn a living? If so, this course is for you! This two-hour session will introduce you to the opportunities offered by Voice Acting.

*(Intro to Voiceovers Continued)*

You don't have to live in a big city or travel to a big city to work in the field. The course covers the basics, pitfalls, mechanics, and how the recording studio works. You'll also try out scripts and have a chance to be coached by a professional. The object of this course is to teach participants to successfully enter the voiceover profession.

Thursday (1 Session) 6:00 pm to 8:00 pm  
Robert McLaughlin College Center Room 283  
October 8  
Fee: \$39.00

**How to Buy & Sell on eBay**

*Instructor Richella Abell-Hawes*

Learn how to buy collectibles and/or sell your unwanted items for cash. This course provides basic history of eBay and teaches you how to register as a buy/seller and will walk you through your first listing.

Monday and Wednesday (4 Sessions) 6:00 pm to 8:00 pm  
Robert McLaughlin College Center Room 294  
September 14, 16, 21, 23  
Fee: \$79.00

**Mind-Body Connection**

**(Change your Attitude/Change Your Life)**

*Instructor Dr. Roger Klossner*

Learn the part the mind, conscious and unconscious, plays in the normal/abnormal function of the physical . This course also examines the role one's mental attitude plays in his/her life.

Tuesdays (4 Sessions) 6:00 pm to 8:00 pm  
Robert McLaughlin College Center Room 294  
October 6, 13, 20, 27  
Fee: \$39.00

### **At Home Study**

*Instructor Lee Anne Krusemark*

Orientation meeting for the following home study courses:  
Introduction to Notary Public, Introduction to Medical Terminology, Introduction to Medical Insurance Billing, Introduction to Foreign Language (Choose One: French, German, Italian, Japanese, Russian, Spanish).

This orientation workshop is designed to prepare participants for the AT HOME STUDY process and coursework. Participants will receive an orientation packet and instruction on completing coursework, testing and obtaining Certificates of Completion for the course chosen. If you cannot attend the orientation, make sure the instructor has your materials fee prior to class and the home study course will be shipped directly to you. **A mandatory \$99.00 materials fee is payable to the instructor at the door for the AT HOME STUDY course of your choice.**

Wednesday (1 Session) 12:00 pm to 1:00 pm  
Robert McLaughlin College Center Room 116  
October 28  
Fee: \$29.00



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

*Instructor Lee Anne Krusemark*

If you really want to succeed, this step-by-step workshop, taught by a successful, published writer, is a must! **Additional \$20.00 materials fee is required and will be payable to the instructor at the door.**

Wednesday (1 Session) 3:00 pm to 5:00 pm  
Robert McLaughlin College Center Room 116  
October 28  
Fee: \$29.00

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

*Instructor Lee Anne Krusemark*

Have you ever wanted to talk to a real publisher? Are you tired of having your manuscripts critiqued by non-professionals?

*(Meet the Publisher Continued)*

Bring your in-progress manuscript for an in-class critique of your poetry, article, short story, novel, non-fiction book, children's book, etc.

**Additional \$10.00 materials fee is required and will be payable to the instructor at the door**

Wednesday (1 Session) 5:00 pm to 6:00 pm

Robert McLaughlin College Center Room 116

October 28

Fee:\$29.00

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

*Instructor Lee Anne Krusemark*

Are you tired of working for someone else? Do you need to make more money? Turn your talents and hobbies into profits at home by learning how to start a home-based business from a Chamber of Commerce past president and successful southern California entrepreneur. During this comprehensive, informative workshop, you will discover more than 100 home business ideas, mandatory legal documentation, many ways to market your product/service, how to take tax deductions (this workshop included!) and free future Q&A opportunities. **Additional \$20.00 materials fee is required and will be payable to the instructor at the door.**

Wednesday (1 Session) 6:00 pm to 8:00 pm

Robert McLaughlin College Center Room 116

October 28

Fee: \$29.00

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

*Instructor Lee Anne Krusemark*

Does your money work for you or do you work for your money? This class is not taught by a financial guru using technical language you can't possibly understand. You will learn from LeeAnne Krusemark, a single mom, turned home business entrepreneur, turned home owner, turned publisher, turned real estate investor.

*(Seven Simple Secrets to Financial Freedom Continued)*

This is not a get rich quick scheme, this is a plan of action to help others learn the path to financial freedom. In this fast paced workshop, you will learn how to get out of credit card debt and reduce bad credit, raise your credit limit AND lower your interest rate, use more credit to raise your credit score, buy a home even if you have bad credit or are self employed, pay off your mortgage in half the time with less money, keep your home protected against lawsuits and become an active investor for financial freedom! **Additional \$20.00 materials fee is required and will be payable to the instructor at the door.**

Wednesday (1 Session) 1:00 pm to 3:00 pm  
Robert McLaughlin College Center Room 116  
October 28  
Fee: \$29.00

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

*Instructor Lee Anne Krusemark*

If you can type, then you can make money at home using your word processor or computer. Having already learned all about home-based business success (participants must have attended “Cash in with a Successful Home-Based Business”), you will then discover the secrets to profits in the typing/word processing business, including how and where to find clients, 50 ways to advertise/market your services, effective home office equipment choice, 100 ways to make money with a computer and FREE national networking information. **Additional \$10.00 materials fee is required and will be payable to the instructor at the door.**

Wednesday (1 Session) 8:00pm to 9:00pm  
Robert McLaughlin College Center Room 116  
October 28  
Fee: \$29.00

### **Local/Bioregional Herbal Remedies**

*Instructor Lisa Ferguson*

Learn to identify several local plants to improve health and provide nutrition. Native medicinal plant species and ethical harvesting will be discussed.

*(Local/Bioregional Herbal Remedies Continued)*

Thursday (1 Session)- 6:00 pm to 8:00 pm

Robert McLaughlin College Center Room 295

September 17

Fee: \$19.00

**Herbs for Children and Family**

*Instructor Lisa Ferguson*

Learn simple home remedies to prevent and heal many minor ailments. Nutritional and safety information will be discussed.

Thursday (1 Session) 6:00 pm to 8:00 pm

Robert McLaughlin College Center Room 295

October 22

Fee: \$19.00

**Preparations and Kitchen Herbs**

*Instructor Lisa Ferguson*

Students will learn simple home remedies to prevent and heal minor ailments. Nutritional and safety information will be discussed.

Thursday (1 Session) 6:00 pm to 8:00 pm

Robert McLaughlin College Center Room 295

November 12

Fee: \$19.00

**Winter Healthcare and Immune System Health**

*Instructor Lisa Ferguson*

Learn remedies and preparations to have on hand throughout the winter. Flu prevention and treatment with discussion on herbal remedies to improve and maintain a healthy immune system.

Thursday (1 Session) 6:00 pm to 8:00 pm

Robert McLaughlin College Center Room 295

December 3

Fee: \$19.00

### **Basic Irish Language**

*Instructor Tom Malley*

This course will introduce students to the basic conversational Irish (Gaelic) language. Common expressions, pronunciation, conversation, songs and poetry will be discussed.

Wednesday (9 Sessions) 7:00 pm to 8:00 pm  
Robert McLaughlin College Center Room 282  
September 16, 23, 30; October 7, 14, 21, 28; November 4, 18  
Fee: \$44.00

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### **Performing Arts Workshop**

The Performing Arts Workshop is designed to offer performance opportunities to community members. Whether you aspire to go into the entertainment business or just want a chance to be in the spotlight, have fun, and gain self-esteem and confidence, this workshop is for you!

A performance will be held at the conclusion of the workshop. Each show is derived from a particular theme. Past themes included Work Zone/Playground, Culture Shock: Mask & Myth, and De-Ja Vu. The show will be designed to give the performers a chance to shine. Participants must be 17 years or older. Each participant will have the opportunity to assist with stage sets, costuming, and lighting. Instructors will focus on hip-hop dance and singing. Learn to dance all of the hot new moves as seen on MTV and VH1. Other areas of interest from comedy to acrobatics, dramatic skits or instrumental performances are also encouraged.

**Fee: \$75.00**



Practice Times and Dates TBA  
Show dates: December 3, 4, and 5  
RMCC 247– 7:00 pm

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### **Health & Wellness**

#### **Cardio-Sculpt**

*Instructor Dawn Zitoli*

For guaranteed results in strength and fitness, join this weight room style interval cardio strength program.

*(Cardio-Sculpt Continued)*

Basic non-dancy step, combined with basic kick-boxing and proven strength training moves with weights, mat and/or stability ball for beginners through advanced. Great cardio/strength workout in a comfortable environment. Stability ball, water and towel recommended, but not required.

Section A- Mondays (6 Sessions) 6:00 pm to 7:00 pm  
PE 218– Aerobics Room  
September 14, 21, 28; October 5, 19, 26  
Fee: \$54.00

Section B- Mondays (6 Sessions) 6:00 pm to 7:00 pm  
PE 218– Aerobics Room  
November 9, 16, 23, 30; December 7, 14  
Fee: \$54.00

**Serious Strength**

*Instructor Dawn Zitoli*

For guaranteed results in strength and fitness, join this cardio step and compound weight training class. Class consists of two minute interval circuits of step and strength using a step box, dumbbells and a mat. Emphasis is on strength! The last 15 minutes are ABS and STRETCH. Great cardio/strength workout in a comfortable environment. Stability ball, water bottle and towel recommended, but not required.



Section A- Wednesdays (6 Sessions) 6:00 pm to 7:00 pm  
PE 218– Aerobics Room  
September 9, 16, 23, 30; October 7, 14  
Fee: \$54.00

Section B- Wednesdays (6 Sessions) 6:00 pm to 7:00 pm  
PE 218– Aerobics Room  
October 28; November 4, 18, 25; December 2, 9  
Fee: \$54.00

### **Intermediate Yoga**

*Instructor Marchell Scarano*

Yoga means union; union of movement and breathing muscle and muscle, bone and bone, anatomical and physiological bodies, peripheral and central nervous systems, mind and body, thought and action, desire and intent. These classes are designed for those who have an understanding of Yoga and have had ongoing practice for a minimum of one year. The classes offer a more vigorous repertoire of strengthening postures, breathing work and a flow practice to awaken the body's energy. Bring a non-slip mat, towel, blanket and small pillow.

Section A- Thursdays (7 Sessions) 6:15 pm to 7:45 pm  
PE 218- Aerobics Room  
September 10, 17, 24; October 1, 8, 15, 22  
Fee: \$79.00

Section B- Thursdays (5 Sessions) 6:15 pm to 7:45 pm  
PE 218- Aerobics Room  
November 5, 12, 19; December 3, 10  
Fee: \$56.00

### **Yoga (Beginners to Intermediate)**

*Instructor Marchell Scarano*

These classes offer introduction to pranayama (breath work), asanas (postures), and savasana (meditative relaxation) as well as provide the opportunity to increase freedom of movement, improve balance and posture, enhance concentration, expand breathing and heighten calmness and relaxation. Look to bring about deep changes in energetic equilibrium. Classes are taught around the body as a whole, with safe and comfortable postures for all levels of students to reach a deeper physical potential. Practicing sensitive, yet challenging movements offers effects so varied, comprehensive & far-reaching that it provides something for everyone. Bring a non-slip mat, towel and blanket.



Section A- Tuesdays (6 Sessions) 6:15 pm to 7:45 pm  
PE 218- Aerobics Room  
September 8, 15, 22, 29; October 6, 13  
Fee: \$65.00

*(Yoga Beginners to Intermediate Continued)*

Section B- Tuesdays (7 Sessions) 6:15 pm to 7:45 pm

PE 218– Aerobics Room

October 27; November 3, 10, 17, 24; December 1, 8

Fee: \$79.00

### **Gentle Restorative Yoga**

*Instructor Marchell Scarano*

This is the introduction to the Yoga practice. Enjoy the healthful benefits of nurturing physical postures and stretches, restorative movements to help relieve stress, tight muscles, and restrictive physical health. All parts of your being are affected by these time-honored exercises, which are known to contribute to stress reduction, emotional balance and increased flexibility.

Participants slow down and move with awareness within their own comfort zone. Be sure to wear comfortable clothing that offers you a full range of motion. Bring a Yoga mat if you have one, a small pillow and a light blanket.

Section A- Thursdays (6 Sessions) 4:30 pm to 6:00 pm

PE 218– Aerobics Room

September 10, 17, 24; October 1, 8, 15

Fee: \$65.00

Section B- Thursdays (6 Sessions) 4:30 pm to 6:00 pm

PE 218– Aerobics Room

October 29; November 5, 12, 19; December 3, 10

Fee:\$65.00

### **Tai Chi**

*Instructor Albert Christensen*

Taiji or Tai Chi is an ancient Chinese martial practice that is also known as a rejuvenator of health and vitality. It is meditative in nature teaching body/mind control useful in all of life's activities. The slow, relaxed movements can be described as kinesthetic research or getting acquainted with yourself.

Tuesdays (6 Sessions) 5:00 pm to 6:00 pm

PE 218- Aerobics Room

September 22, 29; October 6, 13, 20, 27

Fee: \$54.00

## **Pilates**

*Instructor Sheila Burth, PT, DPT*

The exercises strengthen and tone muscles, provide flexibility and balance. One of the biggest misconceptions in exercise is the belief that more is better. Just because the exercise does not burn does not mean it is not working. Quality is better than quantity when it comes to improving one's physical condition. Pilates was developed to create a healthy body, healthy mind and a healthy life for all ages of individuals of all shapes and sizes.

Section A- Tuesdays (5 Sessions) 12:00pm to 12:45 pm  
PE 218- Aerobics Room  
September 15, 22, 29; October 6, 20  
Fee: \$33.00

Section B- Thursdays (5 Sessions) 12:30 pm to 1:15 pm  
PE218- Aerobics Room  
September 10, 17, 24; October 1, 8  
Fee: \$33.00

Section C- Tuesdays (7 Sessions) 12:00 pm to 12:45 pm  
PE 218- Aerobics Room  
November 3, 10, 17, 24; December 1, 8, 15  
Fee: \$45.00

Section D- Thursdays (7 Sessions) 12:30 pm to 1:15 pm  
PE 218- Aerobics Room  
October 22, 29; November 5, 12, 19; December 3, 10  
Fee: \$45.00

## **Fall Film Fest**

**"Star Trek"** Rated- PG-13, Wed: 9/2 at 7:00 pm

**"Land of The Lost"** PG-13, Wed: 9/23 at 7:00 pm

**"Transformers: Revenge of the Fallen"** Sat: 10/3 at 4:00 pm

**"Public Enemies"** Rated-R Wed: 11/4 at 7:00 pm

**"Funny People"** Wed: 12/9 at 7:00 pm

All Movies held in RMCC 247

*You may also acquire skills from home!*

**Visit our Online Instruction Center**  
**[www.ed2go.com/Herkimer](http://www.ed2go.com/Herkimer)**

Accounting  
Art, History, Psychology & Literature  
Business Administration  
Basic Computer Literacy  
Computer Applications  
Certification Prep  
Child Care and Parenting  
Courses for Teaching Professionals  
Database Management & Programming  
Digital Photography & Digital Video  
Entertainment Industry  
Graphic Design  
Grant Writing and Non-Profit Management  
Health-Care, Nutrition & Fitness  
Health-Care Continuing Education  
Law & Legal Careers  
Languages  
Math, Philosophy, & Science  
PC Troubleshooting, Networking & Security  
Personal Development  
Personal Finance & Wealth Building  
Personal Enrichment  
Sales & Marketing  
Start Your Own Business  
Test Prep  
The Internet  
Web & Computer Programming  
Web Graphics & Multimedia  
Writing & Publishing  
Web Page Design

*And many more available online!*

## **To Register:**

**By Phone:** Call (315) 866-0300 x8251  
8:30 AM-4:30 PM weekdays.  
Register for any course using Visa, MasterCard,  
or Discover.

**By Mail:** Make checks payable to HCCC and mail to:  
HCCC Community Education Department,  
100 Reservoir Rd. Herkimer, NY 13350

**By Fax:** Register by fax with a MasterCard, VISA,  
or Discover card. Fax to (315) 866-7253  
attn: Community Education.

**In Person:** HCCC's Community Education Department,  
Robert McLaughlin College Center Building

You are urged to register as soon as possible for any course you wish to take. As a general rule, a final decision whether to run a course or cancel it is made within 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 Community Education*

**Cindy L. Brewer**

*Technical Assistant, Facilities*

**Brenda Crossett**

*Technical Assistant, Program Development*

**Georgianne Snell**

*Program Specialist*