



SUNY ADIRONDACK

Continuing Education

FALL 2014 SESSION

THE POSSIBILITIES ARE ENDLESS



- Business & Career Training
- Personal Enrichment
- Youth & Senior Programming

Last updated August 20, 2014



Participants in our Microenterprise Assistance Program (MAP) attend their final session on June 4, 2014. See page 9 for more information.

Cover image: Adventure Sports team-building workshop on our vertical catwalk element.



SUNYADIRONDACK

Continuing Education

This fall, let's talk about possibilities, about what you want to learn, about what your interests are, about what your business and personal goals are, and about how we can help you make your possibilities reality! Our goal is to offer the community high-quality educational experiences that are relevant, timely and engaging.

As you browse through our fall catalog, we hope you'll find programs that interest you both personally and professionally. In addition to customized courses and contract training, you'll see courses for kids, retirees, job seekers, artists, professionals and everyone in between—the possibilities are truly endless. Courses are offered at our Queensbury Campus, Wilton Center, off-campus and online.

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Please note that all course information on this brochure is subject to change. The most up to date course information can be found on our website at sunyacc.edu/academics/continuinged.



MEDICAL CODING CERTIFICATION PROGRAM

ICD-10-CM Part One: Focus on Diagnosis

*** September 3, 2014 to November 10, 2014**

Every Monday & Wednesday | 5 to 9pm

Queensbury Campus

This is part one of a two-part series. The United States Department of Health and Human Services has mandated the replacement of the ICD-9-CM code sets that are used in hospitals and clinics today. ICD-10-CM will bring the United States into line with the rest of the world for health statistics reporting. ICD-10 is radically different from ICD-9 and all current ICD-9 code users will need to learn ICD-10. This course will teach coders and people who want to become coders to use ICD-10-CM. This course will follow chapters in the ICD-10-CM Codebook. Course price includes \$400 fee.

Instructor:
Roger Weeden

Price: \$1,149

CRN: 10023

The ICD-10 coding system is due to take effect on Oct. 1, 2015.

***Please note the updated dates and times for the Medical Coding classes. This is a change from the printed brochure.**

ICD-10-CM Part Two

*** November 12, 2014 to December 17, 2014**

Every Monday & Wednesday | 5 to 9pm No Class Nov. 26

Queensbury Campus

Part II builds on the principles learned in Part I. Coders and students wanting to become coders need to be knowledgeable in the principles of PCS coding for hospital inpatient settings, CPT-4 coding for procedural coding in both inpatient and outpatient and finally, HCPCS coding. Certified Coders seeking ICD-10 certification will need to take only the diagnosis portion while students seeking certification will need to take the full certification exam requiring knowledge of all aspects of coding. Course price includes \$300 fee.

The following Medical Certification Program classes will be offered in our Summer and/or Fall 2015 semesters:

ICD-10-PCS

Part Two: Procedure Coding

new requirement for hospital staff

Part Two: CPT-4 Coding

currently required for all doctor's office and hospital outpatient services staff

Instructor:
Roger Weeden

Price: \$749

CRN: 10024

For more information on our non-credit, online Medical Terminology and Human Anatomy & Physiology I, II classes visit: ed2go.com/Adirondack



CODING PREREQUISITES HUMAN ANATOMY & PHYSIOLOGY I

Online course at your own pace: for the ICD-10 prerequisite

This six-week online course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. We'll place an emphasis on the organization of the human body and the differences between nonliving matter and living organisms. We'll also cover cell anatomy and physiology because all life processes are ultimately carried out at the cellular level. You'll also learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.

Online: ed2go.com/Adirondack

Price: \$129

September 17, 2014

CRN: 10066

October 15, 2014

CRN: 10067

November 12, 2014

CRN: 10068

December 10, 2014

CRN: 10069



HUMAN ANATOMY & PHYSIOLOGY II

Online course at your own pace: for the ICD-10 prerequisite

In this course, we'll cover some more advanced topics that we didn't have time for in Human Anatomy and Physiology I. We'll start with basic histology—the study of the different tissues in the body. You'll learn about the structure and function of epithelial, connective, nervous, and muscular tissue. You'll come to understand the different sub-types of these tissues, where they're located, and the special jobs they perform.

Online: ed2go.com/
Adirondack

Price: \$129

September 17, 2014

CRN: 10070

October 15, 2014

CRN: 10071

November 12, 2014

CRN: 10072

December 10, 2014

CRN: 10073



MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH

Online course at your own pace: for the ICD-10 prerequisite

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

Online: ed2go.com/
Adirondack

Price: \$129

September 17, 2014

CRN: 10070

October 15, 2014

CRN: 10071

November 12, 2014

CRN: 10072

December 10, 2014

CRN: 10073

SUPPORTING INFORMATION

- Everyone needs CM
- All hospital staff need CM and PCS
- All new coders need CPT-4
- CPT-4 can be taken any time, before, after or during CM and PCS
- CM should be taken before PCS

STUDENT SCENARIOS

A student new to coding wants employment in the hospital needs these three classes:

ICD-10-CM Part I:
Focus on Diagnosis

ICD-10-PCS Part II:
Procedure Coding

Part II, CPT-4
Coding

A student new to coding wants employment in a dr.'s office needs these two classes:

ICD-10-CM Part I:
Focus on Diagnosis

Part II, CPT-4
Coding

A student with coding experience and is employed by a hospital needs these two classes:

ICD-10-CM Part I:
Focus on Diagnosis

ICD-10-PCS Part II:
Procedure Coding

A student with coding experience and is employed in a dr.'s office needs this one class:

ICD-10-CM Part I:
Focus on Diagnosis

NEW YORK REAL ESTATE PRE-LICENSING COURSE

September 22, 2014 to November 20, 2014

Every Monday, Tuesday and Wednesday | 6 to 9pm

Queensbury Campus

This course is approved by the NY State Department of State, Division of Licensing Services, as the 75-hour educational prerequisite to sit for the NY State Real Estate Salesperson's licensing examination. In order to be a licensed NYS Real Estate Salesperson, you must be at least 18 years of age; have no prior felony convictions; successfully complete a NYS approved, 75-hour Real Estate Salesperson course; pass the NYS Salesperson Licensing Exam; obtain sponsorship by a NYS Licensed Broker, and pay a licensing fee of \$50 for two years.

Instructor:

Joe Woutersz

Price: \$624

CRN: 10019

A \$75 fee is included in the course price.

Join us and take the first step to starting your career in real estate!



SMALL BUSINESS

NETWORK SECURITY 101

Online course

October 6, 2014 to October 24, 2014

Technology has changed the way we live, work, and communicate. We've become connected globally, giving us access to people, places, and business opportunities that never existed in our off-line realm. As small businesses, we've opened ourselves up to the security risks of the open Internet. More breaches are started by targeting an individual within a business, not an enterprise. In truth, small businesses are a growing target, because they've made it easier for outsiders not only to slip into their systems, but—even more lucrative for attackers—to remain undetected.

This course is offered online using the Angel course management system and includes eight sessions. Each session will have an online module to complete as well as a live Q&A each week to guide the students to launching a successful Internet security plan for their business.

You will learn:

- How to be PCI compliant to lower your merchant fees.
- How to implement a security protocol for employees even if you just have one and no IT department.
- How to create a password program that you can actually manage.

Instructor:

Georgia Weidman

Price: \$349

CRN: 10022

This course is designed for you, if you accept credit cards as payment, are a service-based business with customer data, have a wireless network within your place of business or allow smartphones in your workplace.

No computer skills are required. If you are capable of downloading software, then you are more than qualified to learn the necessary steps to protect your vital data.

HUMAN RESOURCE CERTIFICATION COURSE FOR HR PRACTITIONERS

September 24, 2014 to December 10, 2014

Every Wednesday | 6 to 9:15pm

One additional class Monday, Dec. 8 & No class Nov. 26

Queensbury Campus

Offered in partnership with The College of Saint Rose and utilizing the Society for Human Resource Management (SHRM) Learning System this course will provide Human Resource (HR) practitioners with the body of knowledge to prepare for the December/January test window for Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification exams. Certified professionals can experience advanced career growth and improved marketability.

SPHR test eligibility includes: four years of demonstrated professional HR experience with a Master's degree or higher or five years of demonstrated professional HR experience with a bachelor's degree or seven years of demonstrated professional HR experience with less than a Bachelor's degree. This Instructor-led course by a SHRM-affiliated instructor will provide comprehensive preparation using the learning system.

This intensive 12-week program encompasses the functional areas of HR management, including:

- Business Management & Strategy
- Workforce Planning & Employment
- HR Development
- Compensation & Benefits
- Employee & Labor Relations
- Risk Management

Small business owners, office managers, administrators or financial professionals who have responsibility for HR operations will benefit greatly from this coursework. Course materials will provide an excellent and comprehensive reference system for ongoing HR support.

Instructor:
Gretchen Steffan,
SPHR

Price: \$1095

CRN: 10074

This course is also excellent for individuals who are not ready to become certified but require a comprehensive body of HR knowledge for work applications.

To be eligible for the PHR test, you must have: one year of demonstrated professional HR experience with a Master's degree or higher or two years of demonstrated professional HR experience with a Bachelor's degree or four years of demonstrated professional HR experience with less than a Bachelor's degree.

BASIC OPERATIONS FOR WASTEWATER TREATMENT PLANTS

September 4, 2014 to November 13, 2014

Every Tuesday and Thursday | 6 to 9pm *No class Nov. 11*

Participants in this 20-session course will experience a broad introduction and overview of wastewater treatment operations, excluding activated sludge. Successful completion of a training course is required as part of the qualification process to take the New York State certification examinations. This course's outline will follow the New York State DEC's "Curricula Guide for WWTP Operator Certification Training – Basic Operations Course," and is also approved for credit toward recertification of a wastewater operator license.

This course is a prerequisite for the Activated Sludge and Basic Laboratory courses offered in the Spring 2015 semester.

Instructor:
Lawrence Glasheen,
NYS 4A WWTP

Price: \$750

CRN: 10012

This course is not intended to be an exam review course and by itself cannot ensure successful completion of the certification exams.



NOTARY PUBLIC LICENSE EXAM PREPARATION COURSE

Online course at your own pace

This notary course is designed to teach you the essential information you need to take and pass the New York State Notary Exam and uses the Angel online course management system. In addition, this course will thoroughly prepare you to understand your duties and functions as a Notary Public Officer. You will gain a thorough insight of what a Notary Public's key responsibilities and limitations are as well as some best practices of a Notary Public Officer. **Topics will include:** Notary Concepts, Definition Review, Sample Forms, Notary Law Subsection Review.

Instructor:

Timothy McGuiggan

Price: \$59

CRN: 10016

The Notary Public exam will not be given during this workshop. Information on the exam schedule will be available in the course.

INSURANCE FOR AGENTS AND BROKERS

September 9, 2014 to December 2, 2014

Every Tuesday and Thursday | 6 to 9:15pm No class Nov. 27

Three Saturday sessions from 8am to 3:30pm, will be set after class begins.

Queensbury Campus

Insurance for Agents and Brokers is an intensive study of various insurance topics to qualify prospective agents and brokers to sit for the New York State Property & Casualty Agents or Brokers licensing examinations. This class will cover both personal and commercial property, auto and liability policies, Workers' Compensation, burglary, equipment breakdown, glass, accident and health, inland and ocean marine, insurance law and duties of agents and brokers. There is a minimum attendance requirement of 90 hours, excluding final exam.

Course price does not include the cost of the required textbook.

Instructor:

Richelene Morey,
CPCU, ACSR

Price: \$799

CRN: 10013

MANUFACTURING MATTERS

September 30, 2014 to October 23, 2014

Every Tuesday and Thursday | 6:30 to 8:30pm

Wilton Center

This course, developed by the Saratoga Economic Development Corporation in partnership with SUNY Adirondack and WSWHE BOCES is designed to support existing manufacturing-based companies. Business owners will gain valuable knowledge from regional experts on advancing their initial production to the global economy.

Companies or individuals making, assembling or distributing products from upstate New York who are seeking an informative course to help take their business to the next level by investing and/or expanding, increasing their target markets or perhaps are on the cusp of the next innovative product line to introduce to market will benefit from this course. Over four weeks, realities, opportunities & challenges will be addressed with streamlined presentations providing information for you to make decisions based on best practices. **Session topics are as follows:** Introduction & Resources; Legal: Contracts and Patents; Exporting: Stateside and Worldwide; Marketing; Real Estate & Developer; Capital & Financing; Human Resources & Workforce and Putting the Plan and Partners Together.

Instructor:

Various Instructors

Price: \$225

CRN: 10018

Students who complete this course will have new knowledge in addition to new connections and a valuable network to call on.



UPDATE: Register for all sessions or register for one-just \$75.

EMERGENCY MEDICAL TECHNICIAN (EMT) ORIGINAL & RECERTIFICATION COURSE

August 26, 2014 to January 15, 2015

Tuesdays and Thursdays | 6:30 to 9:30pm

& one Saturday a month | 8am to 12pm

Regional Higher Education Center, Room 143

The EMT course is about fulfilling prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through the performance of patient assessments and providing basic medical care, the goal is to prevent and reduce mortality and morbidity due to illness and injury in emergency situations for out-of-hospital patients. EMTs possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. EMTs recognize that they are an essential component of the continuum of care and serve as a link for emergency patients to acquire treatment and transport to definitive hospital care.

Upon successful completion of the course, students will be able to demonstrate competencies in the assessment of patients, handling emergencies using Basic Life Support equipment and techniques, perform CPR, control bleeding, provide non-invasive treatment of shock, stabilize or immobilize injured bones and the spine, manage environmental emergencies and emergency childbirth, and will be qualified to sit for the NYS written examination. EMTs seek to take part in lifelong professional development, peer evaluation and assume an active role in professional and community organizations.

This course will require that students complete field internships as well clinical hospital time. The instructors will assist with coordinating these. Books and additional resources are the responsibility of the student.

Register and pay for this course online at:
mountainlakesems.org/training/courses/

Instructor:

Douglas
Wildermuth & the
Mountain Lakes
EMS Regional
Council Staff

PRICE:

Original

Registrants: \$700

Refresher

Registrants: \$335

CRN: 10080

PREREQUISITES:

Original: None

Recertification:

National Incident
Management
(NIMS) Incident
Command System
(ICS) 100, NIMS ICS
700 and Hazardous
Materials Awareness
Training.

Documentation is
required on first
day of class.

For a complete
course schedule,
contact the Office
of Continuing
Education at:
518.743.2238.



BARTENDING & MIXOLOGY CERTIFICATION PROGRAM

October 15, 2014 to November 12, 2014

Every Wednesday | 6 to 9pm

Queensbury Campus and Local Restaurants

This course will introduce students to the hospitality industry and prepare them to work as a bartender. Students will be given all the basic training associated with bartending. The class is designed for the students with limited experience with mixology. A certificate will be given at the conclusion of the class. Some classes are hands-on and will take place at area restaurants.

At the completion of the course, students will be familiar with:

- Industry Standards
- Common Terminology
- Types of Alcohol
- Health & Hygiene Regulations & Sanitation
- How to Mix Drinks
- Wine and Beer Varieties
- Customer Service & Attitude
- Selling Techniques & Showmanship

Students who successfully complete this class will be TIPS (Training for Intervention Procedures) certified and will receive a certificate from the New York State Liquor Authority that can be used as part of their Reasonable Effort Defense in the event they are convicted of serving someone under the age of 21.

Instructor:
Frank Burns

Price: \$225

CRN: 10075

All students must be at least **21 years old** to participate in this class and valid ID will be required on the first evening of the class.

Course price includes \$30 fee.



SERVSAFE FOOD SAFETY CERTIFICATION WORKSHOP

November 8, 2014

Saturday | 8am to 6pm Students should bring a bag lunch

Queensbury Campus

New York State legislation (S02328) mandates that all food service establishments that handle, cook, store, serve, deliver, remove, and dispose of food will be required to have one ServSafe certified individual on staff. The ServSafe food handler course covers: Basic Food Safety; Personal Hygiene; Cross-contamination & Allergens; Time & Temperature and Cleaning & Sanitation. **Individuals who successfully complete the 9-hour program have certification valid for five years.**

Instructor:
Frank Burns

Price: \$207

CRN: 10076

Students need to bring their lunch for a working lunch session.

Course price includes \$78 fee.

MICROENTERPRISE ASSISTANCE PROGRAM (MAP)

September 8, 2014 to November 17, 2014

Every Monday | 6 to 8pm

Queensbury Campus

Whether you are looking to open a new small business or want to expand or improve your existing small business, this engaging and informative course is for you! Do not miss this opportunity to take advantage of all the resources offered in this comprehensive program – resources that will help you become more successful.

Over ten sessions, many aspects of business planning are covered, including:

- Business Plan Development
- Bookkeeping and Taxes
- Human Resources/Payroll
- Customer Service & Attitude
- Legal Issues & Insurance
- Financial Projections
- Marketing
- SCORE

Participants are actively involved in the myriad steps needed to develop a new or revised business plan throughout the course. In the past few years, businesses that have expanded or emerged as a result of MAP have commented:

Advocate:

"I opened my business Advocate in Glens Falls, New York, in October 2010. I have done business with more than 165 clients in my 3.5 years, and last year I won the Adirondack Regional Chamber of Commerce's Independent Business of the Year award! I recommend the Microenterprise Assistance Program and SCORE to all my startup clients. Both helped me immensely."

Rural Soul Studio:

"My business was already open at the time I was taking the class, but we have added another location since then."

Common Roots

Brewing Company:

"We closed on our brewery building in South Glens Falls on February 6th and have been renovating it ever since! All is good and we are very excited about our project."

Thoroughbred Renaissance:

"I took the course to tweak/improve my existing business as well as refresh and organize my thinking for a sports promotion business."

Love is on Lake George &

Love is in the Adirondacks:

"You offer a great program."

Instructor:

Various Instructors

Price: \$150

CRN: 10017

This course is sponsored in partnership with Warren and Washington County Local Development Corporations. Participants who successfully complete the course and apply to their county's Local Development Corporation (LDC) may be eligible to apply for a small business loan through the county.

Warren

County contact:

Jennifer Switzer
518.798.7542
switzerj@warrencounty.gov

Washington

County contact:

Deanna Derway
518.746.2290
dderway@co.washington.ny.us



CREDENTIALLED ALCOHOL AND SUBSTANCE ABUSE COUNSELOR TRAINING (CASAC)

SESSION ONE

September 9, 2014 to December 9, 2014

Tuesdays and Thursdays | 5:30 to 9pm No class Nov. 25 & 27

Queensbury Campus

Instructor:

Lydia Treadway,
CRC, Psy.D.

Price: \$895

CRN: 10015

SESSION TWO

December 16, 2014 to March 31, 2015

Tuesdays and Thursdays | 5:30 to 9pm

Queensbury Campus

Instructor:

Lydia Treadway,
CRC, Psy.D.

Price: \$895

CRN: 10014

SESSION THREE

April 7, 2015 to June 30, 2015

Tuesdays and Thursdays | 5:30 to 9pm

No class Dec. 23, 25, 30, Jan. 1, & Mar. 10 & 12

Queensbury Campus

Instructor:

Lydia Treadway,
CRC, Psy.D.

Price: \$895

CRN: 20001

SESSION FOUR

September 8, 2015 to December 8, 2015

Tuesdays and Thursdays | 5:30 to 9pm

Queensbury Campus

Instructor:

Lydia Treadway,
CRC, Psy.D.

Price: \$895

CRN: 10001

Upon completion of this program the student may work as a CASAC Counselor in Training (CASAC-T). The course is divided into four sessions. Course topics will include: ethics, HIPPA laws, confidentiality. In addition, we will cover the historical development of addiction, assessments and interviews, diagnosing addiction vs. abuse and use of DSM-IV.

Counseling skills for groups and individuals will be discussed along with mental health issues, stress reduction and relaxation techniques, health and nutrition, chemical dependency and treatment approaches, case management and documentation and self-help models.

Important mental health professional topics covered include:

- Clinical Supervision
- Professional Development
- Trends for the Future
- Educational & Employment Opportunities

The sessions are numbered I through IV but can be taken in any order.

Course prices do not include the required textbook. One book is used for all four sessions.

UPDATE:
The Office of Continuing Education has a limited number of textbooks available. Please inquire when you register for the course.

CUSTOMIZED CONTRACT TRAINING

The Office of Continuing Education is dedicated to meeting area business training needs. Our customized contract training approach allows us to deliver high-quality training to move your business forward. We will work with you throughout the process, managing all details, to tailor training to your needs and deliver results.

Your company will receive targeted training, using a competency-based and results-driven approach, designed to increase productivity and performance. Make us your first contact to discuss your training needs and join the dozens of companies in the area who already have.

Some of our client examples include:

Adirondack Studios

- Mandarin Chinese
- Electrical Theory
- CAD and Design Drawing
- Client Relationships

CWI

- Microsoft Excel & Outlook Smart Sheet Project
- Management

Delcath Systems, Inc.

- Team Building & Leadership

DK Machine

- OSHA Safety Training
- Industrial Technology - PLC's

Glens Falls Hospital

- ServSafe Food Safety
- Catheter & Wound Care

Glens Falls YMCA

- Photoshop

Irving Tissue

- Leadership
- Microsoft Project
- Applicant Test Preparation & Testing

Saratoga Hospital

- Microsoft Word, Excel, Access & PowerPoint

United Parcel Service (UPS)

- Notary Public - Online Delivery

Great Escape Six Flags

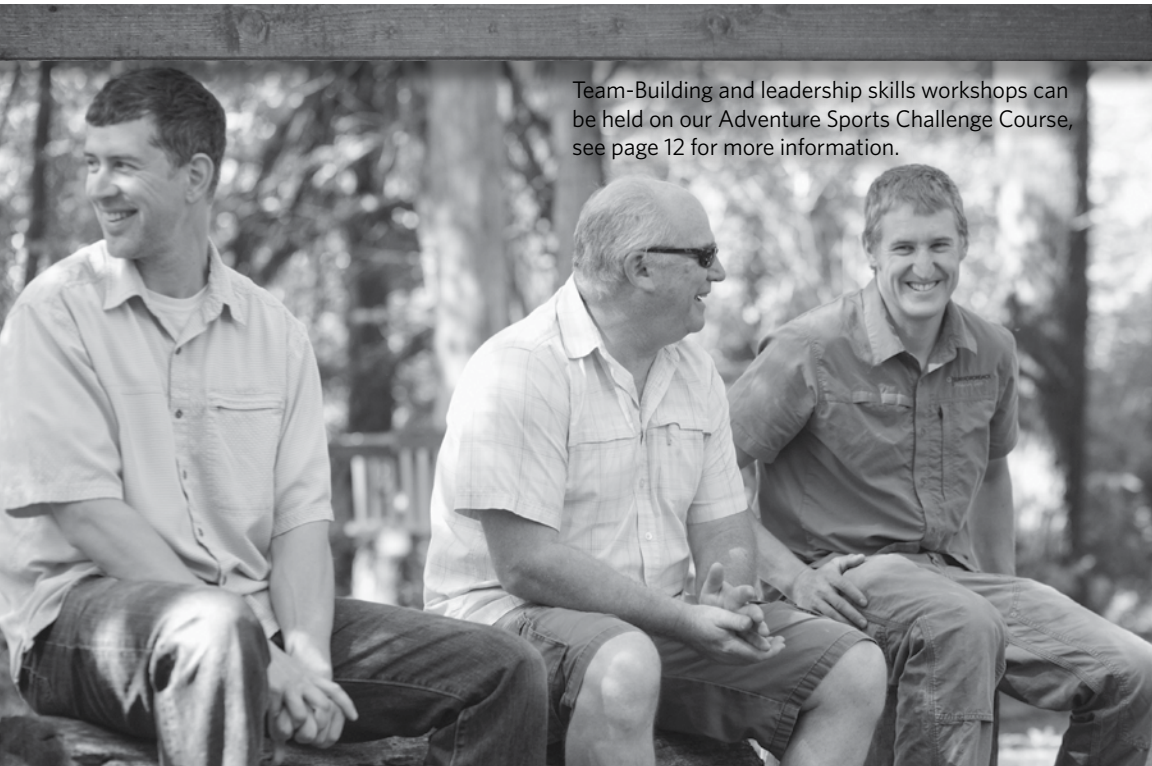
- Conflict Resolution
- Team-Building

We can provide training both online and in-person at your location or at one of the College's modern facilities in Queensbury or Wilton.

Local businesses may also be eligible to participate in our NYS Community College Workforce Development Training Grant Program. Letters of interest are due June 30 of each year. Please contact us for more information regarding eligibility requirements.



Irving Tissue employees attend a leadership training seminar.



Team-Building and leadership skills workshops can be held on our Adventure Sports Challenge Course, see page 12 for more information.



SUNYADIRONDACK

Adventure Sports

LEADERSHIP & TEAM-BUILDING TRAINING FOR YOUR ORGANIZATION

SUNY Adirondack offers innovative team-building opportunities at our Queensbury campus Adventure Sports facility. Area organizations with participants of any age are invited to contact us to develop team-building exercises using the expertise of our Adventure Sports staff who will incorporate a variety of elements on our ropes course, zipline and other apparatus to meet your needs. Our challenge course is designed for a "challenge by choice" team-building experience. Not every team member will want to climb ropes, but every team member has an important part to play; on the ropes and on the ground!

In the past, we have designed challenge courses for local area organizations such as: Great Escape Six Flags, Girl Scouts, Boy Scouts, local sports teams and the SUNY Plattsburgh freshmen experience program.

For the workplace, we create innovative and customized team-building activities at your facility

R.A.I.S.E.: ACTIVE GROUP LESSONS FOR BULLYING PREVENTION & SOCIAL SKILLS

R.A.I.S.E. stands for Respect, Achievement, Inclusion, Service and Empathy. This program, which includes a series of team-building workshops, focuses on social and emotional skill development in middle school students. Participants learn techniques for taking action to prevent bullying.

The program is formatted to take place during gym classes using activity-based exercises for six to eight, 45-minute sessions. This program is portable and can be done anywhere: your location or here at SUNY Adirondack's Adventure Sports Complex. SUNY Adirondack is proud to be able to bring R.A.I.S.E. to your school or youth organization. R.A.I.S.E. is developed by Project Adventure in partnership with North Andover Public Schools (MA).



For more information about the Adventure Sports Center, training opportunities and programs available, scheduling a workshop or retreat, or to arrange a tour of the ropes course, please contact SUNY Adirondack Continuing Education at 518.743.2238.

Team-building lays the groundwork to enable your staff to work together more creatively and effectively.

Sample Elements Include:

High Elements: Catwalk, Vertical Playpen, Flying Squirrel, and Zipline

Low Elements: TP Shuffle, Moby's Deck, Mohawk Walk, and Giant's Finger

Sample Portables: The Muse, Islands, All Aboard, and A-Frame

See sunyacc.edu/academics/continuinged/adventuresports for more details!



COMPUTER TRAINING

The Office of Continuing Education offers computer training for companies and individuals. Courses may be offered in a traditional classroom environment, as one-on-one training or group training customized to serve our local businesses. We strive to match our delivery methods to community needs.

TRADITIONAL CLASSROOM ENVIRONMENT

Pre-scheduled open enrollment computer courses are listed in semester catalogs. These offerings tend to be limited because we are finding many people are proficient in their computer knowledge and the broader need, as a community, has decreased.

Schedule-on-demand open enrollment courses are available based on community interest, throughout the year. Once we have received sufficient interest to run a particular course, it will be offered based on the demand.

These courses are typically 4 hours, Monday through Thursday, 6-9pm time frame and cost approximately \$79-\$99 (inclusive of book fees).



ONLINE TRAINING

Online computer instruction is available for those who prefer a flexible learning schedule. We offer a variety of computer instruction courses via: www.ed2go.com/Adirondack.

These courses typically last six weeks and cost approximately \$129.



ONE-ON-ONE TRAINING

Customized one-on-one training is available for those individuals and professionals needing immediate, focused training.

One or two people may be trained; instruction is typically 2-3 hours, at \$100/hour.



SMALL & LARGE GROUP TRAINING

Customized group training is available for employers or agencies seeking staff development. Employers can specify the instruction needed.

Small group training involves three-five staff members; length of instruction is variable, at \$150/hour. Large group training is six staff or more; rates are based on group size and length of instruction. Customized manuals are also available as a training aid.

A sample of computer training topics is available, but are not limited to:

General Instruction

- Introduction to PC's
- Computers Don't Byte

Adobe Software

- Acrobat
- Photoshop

Prezi

Microsoft Office Suite

- Access
- Excel
- PowerPoint
- Project
- Publisher
- Word

HAVE A GREAT IDEA FOR A CLASS? LET US KNOW.

Go to: sunyacc.edu/academics/continuing/newcoursedevelopment to fill out a course proposal form.

SOCIAL MEDIA COMPUTER LITERACY

October 15, 2014 to October 22, 2014

Two Wednesdays | 6 to 9pm

Queensbury Campus

Social networking sites allow you to share photos, update friends and family members about your life and spend time playing games and quizzes. Even if you only use it every once in a while, learn how to make the best use of the sites and what to watch out for. Students will leave this class feeling more comfortable in the online social networking environment and know what to do when asked questions by a pop-up window.

Instructor:

Mary Ann Powell

Price: \$49

CRN: 10025

In this class, students will learn about Facebook, Twitter and LinkedIn.

EXCEL 2013 - PivotTable®

November 12, 2014

Wednesday | 6 to 9pm

Queensbury Campus

Do you compile large lists of data? Would you like to know how to extract some meaningful information from the data, and find answers to questions? Create a PivotTable® report—an interactive table that automatically extracts, organizes, and summarizes your data. You can use this report to analyze the data, make comparisons, detect patterns and relationships, and discover trends.

This tool makes visualizing your data simple. The flexibility and ease of changing the perspective on the data is the purpose for the name PivotTable®. By dragging and dropping, you can change your perspective from the sales by month, to the sales by product. In three quick hours, the student will learn how to take control and make decisions based on the data in Excel.

Instructor:

Mary Ann Powell

Price: \$39

CRN: 10026

In three quick hours, the student will learn how to take control and make decisions based on the data in Excel.



ONLINE PHOTOSHOP BASICS

Online course at your own pace

September 8, 2014 to September 26, 2014

Have you ever wanted to scan and clean up your old photos? How about enhance your digital photos? Photoshop is powerful image editing software that allows users to exercise their creativity to alter photos. Photoshop Basics will introduce you to the Adobe Photoshop program—how it works and what it can do for you. This class will be taught online using the Angel course management system and is divided into ten self-paced lesson modules. Each lesson builds on the previous module, acquiring new skills and information as you progress.

The course is composed of PowerPoint presentations, video lectures, key skills handouts, quizzes to test your knowledge and discussion boards where questions about Photoshop and design can be addressed and discussed with fellow students and the instructor. Although these are self-paced lessons, the instructor is still available via discussion board and email to answer questions.

Instructor:

Kristen Girard

Price: \$199

CRN: 10079

This course covers Photoshop CS6 but students using Photoshop Elements would still gain valuable information from this course. If you do not have Photoshop currently installed, a free 30 day trial is available online.



ONLINE COURSES

The Office of Continuing Education provides a wealth of on-line workforce development and personal enrichment courses via: ed2go.com/Adirondack. Students may take individual courses or enroll in a career training certificate program.

The individual courses are instructor led courses, with monthly start dates, in a convenient 6 week format. An interactive learning environment is provided, with an award of completion with passing score. Topic areas include, but are not limited to:

ACCOUNTING, BUSINESS AND FINANCE

Accounting Fundamentals
Accounting Software
Business Communications
Business Software
General Business Skills
Business and Leadership
Nonprofit
Personal Finance & Investments

PROJECT MANAGEMENT

Sales and Marketing
Start your Own Business

COLLEGE READINESS

Math
Science
Test Prep

COMPUTER APPLICATIONS

Adobe
Microsoft
Other Applications

DESIGN & COMPOSITION

Adobe Software
Digital Photography
Graphic & Multimedia Design
Web Design

HEALTHCARE & MEDICAL

Alternative Medicine
EMS and Firefighters
Healthcare Certificate
Health Information Management
Veterinary

LAW AND LEGAL

Business and Corporate
Criminal Law
General Law
LSAT Preparation
Paralegal

PERSONAL DEVELOPMENT

Children, Parent & Family
Health and Wellness
Job Search
Personal Enrichment

TEACHING & EDUCATION; LANGUAGE & ARTS

Arts
Classroom Computing
Languages
Mathematics
Reading and Writing
Science
Test Prep
Tools for Teachers

TECHNOLOGY

Certificate Prep
Computer Fundamentals
Computer Programming
Database Management
Networking and Communications
Security
Web Technology

WRITING AND PUBLISHING

Business Writing
Creative Writing
Grant Writing
Publishing

Non-credit online career training certificate programs will help you prepare for industry certification, start a new career or develop skills to expand your study in a credit bearing academic program.

These programs allow a student to start anytime, generally complete in 6 months with an in-depth study and all learning materials provided.

Personal instructor assistance is provided along with a certificate of completion with passing grade.

Online certificate program topic areas include:

- Healthcare & Fitness
- Business & Professional
- IT & Software Development
- Management & Corporate
- Media & Design
- Hospitality & Service Industry
- Skilled Trades & Industrial
- Sustainable Energy & Going Green
- Career Online High School

Please visit: ed2go.com/Adirondack for all course and/or program cost and details.

SUNY Adirondack Continuing Education offers community members the opportunity to experience college courses alongside credit students in both our music and international education courses. Be a part of these fun and educational experiences and join us for a course this fall!

MUSIC

SUNY ADIRONDACK SYMPHONIC BAND

September 3, 2014 to December 18, 2014

Wednesdays | 4:30 to 6:30pm

Queensbury Campus

Instructor:

Diane Bargiel

Price: FREE

CRN: 10078

Comprised of an intergenerational mix of community members and SUNY Adirondack music majors and nonmusic majors, the Symphonic Band welcomes music lovers who have a background in playing a woodwind, brass, or percussion instrument. There are no auditions, but a positive attitude is required. The first rehearsal is a sight-reading session, so do bring your instrument. Public concert(s) will be included in the program.

SUNY ADIRONDACK CHORALE

September 8, 2014 to December 15, 2014

Mondays | 7 to 9pm

Queensbury Campus

Instructor:

Miriam Enman

Price: FREE

CRN: 10077

The chorale is intended for individuals who enjoy group singing and involves weekly group rehearsals. No previous experience is necessary, and no audition is required. Public concert(s) will be included in the program.



INTERNATIONAL EDUCATION

RELIGION, ART & WAR

December 27, 2014 to January 11, 2015

SUNY ADIRONDACK offers international education courses that include trips to numerous countries in Europe, Asia, South America and Africa. These three or four credit INT 204 courses begin either in the fall or spring semester, with travel occurring over winter, spring and summer breaks. The one week or two week travel experience portion of the course allows students to actively engage in the culture of other nations.

Join us this December for a trip to Europe exploring religion, art and war in Paris, Milan and Florence with travel dates of December 27, 2014 - January 11, 2015.

The course themes include, but are not limited to:

- The direct correlation between times of war and its effect on artwork throughout history
- The Napoleonic Period and World War II in Paris
- The influence of the Medici family in Florence
- The influence of the Popes and Catholic Church in Rome
- Language/culture component, drawing component and art history will be presented
- Visits to Louvre, Arc de Triomphe, Musee D'Orsee, Uffizi, St. Peter's Cathedral, Vatican, Medici Chapel, Colosseum and more

An \$800 deposit is due by September 28; \$1250 second payment due by October 12 and \$1250 final payment is due by October 26. The cost of \$3300 includes airfare and airport transfers, hotels, visits to most museums and site. **A current US Passport is required.**

For more course information, please visit:
sunyacc.edu/sunyacc.edu/italy

Instructor:

Professor John Hampshire,
Professor Rebecca Pelchar & Professor Gina Nassivera

Price: \$3643.30

Travel: \$3300

Tuition: \$300

Health Insurance

Fee: \$43.30

CRN: 10007

Be sure to look for upcoming trips including Maya Cultural Heritage in Guatemala & Belize in March 2015 and the Theater Experience in London, England in June 2015! Visit: sunyacc.edu/internationaleducation for trip details.

Community members may participate in international education offerings on a space available basis through the Office of Continuing Education.

PERSONAL ENRICHMENT

Change your perspective!



PERSONAL ENRICHMENT PROGRAMMING

Please note that the cost for all materials is included in course price unless otherwise specified.

ARTS & CRAFTS CALLIGRAPHY BASICS *NEW!*

October 14, 2014 to October 28, 2014
Tuesdays | 6:30 to 8:30pm
Queensbury Campus

Would you like to learn how to personalize your own cards and invitations? The simple beauty, grace, and legibility of the italic hand make it one of the most recognizable, popular, and diverse lettering styles. Combine calligraphy, a favorite quotation, and a favorite layout to create a work of art that we will frame in class and you can bring home to enjoy!

Instructor:
 Kimberly Harvish

Price: \$49

CRN: 10027

TEA BAG FOLDING CREATIONS *NEW!*

November 13, 2014
Thursday | 6:30 to 8:30pm
Queensbury Campus

Are you looking for a great gift idea? Tea bag folding is a kind of origami that was developed late in the 20th century in Holland. The folded, interlocking pieces (that are not actually made of tea bags) create beautiful 3-dimensional art. There is precision in the folding, but freedom in the finished piece. You will create a card, an ornament and a frameable piece of artwork!

Instructor:
 Kimberly Harvish

Price: \$19

CRN: 10028

Instructor, Kimberly Harvish has been "folding tea bags" for over 20 years.



DRIVING INSTRUCTION

5 HOUR PRE-LICENSING COURSE

Mondays

Queensbury Campus

October 6, 2014	5 to 10pm	CRN 10030
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November 3, 2014	5 to 10pm	CRN 10031
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December 8, 2014	5 to 10pm	CRN 10032
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This five-hour pre-licensing course is required by New York State Department of Motor Vehicles for all applicants who want to take a road test for a driver's license. A MV-278 completion certificate needed for road test appointments will be issued at the conclusion of this class. Students should arrive 10 minutes before class starts. Class starts promptly at 5pm.

Instructor:
Bell's Driving School

Price: \$45

A New York State Learner's Permit is required and must be brought to class.

Pre-registration is required through Continuing Education.

FINANCIAL PLANNING

MANAGING YOUR MORTGAGE *NEW!*

October 7, 2014

Tuesday | 6:30 to 8:30pm

Queensbury Campus

This class is intended to assist homeowners in developing the skills to maintain ownership of their homes in difficult economic times. It is part of a larger effort to help stabilize and preserve healthy neighborhoods throughout the state. The class is facilitated through the Housing Assistance Program of Essex County. They will share their tips on managing a mortgage and how to communicate effectively with your lender. Preventive measures are a homeowner's best protection against default so join us as we explore different options you can take to protect your family.

Instructor:
Michelle Bashaw

Price: FREE

CRN: 10033

Attendance is free, but pre-registration through SUNY Adirondack Continuing Education is required.

RETIREMENT PLANNING TODAY

October 23, 2014 to October 30, 2014

Thursdays | 6:30 to 9:30pm

Queensbury Campus

Join Steve Hipsley, certified financial planner, for a retirement planning seminar. This class will cover a range of topics to help prepare you for retirement including: life planning, needs & expenses and common mistakes. He'll discuss options for retirement income and investments and how to protect your assets and manage risk. In addition, estate planning will be covered. A \$15 materials fee is payable to instructor at first class—couples may share workbook.

Instructor:
Steve Hipsley, CFP

Singles Price: \$40

CRN: 10035

Couples Price: \$75

CRN: 10034

FITNESS

CARDIO AND STRENGTH CIRCUIT

September 16, 2014 to February 3, 2015

Tuesdays & Thursdays | 4:30 to 5:30pm

No class Nov. 27, Dec. 23, 24 & 30 & Jan. 1

Queensbury Campus

Are you looking for a total body workout that changes every week and targets all the muscle groups? Each week you will be challenged differently. Men and women of all ages and all fitness levels are welcome! If you would like to see results, then this class is for you. Be sure to wear good sneakers and comfortable clothes. Please bring water with you to each class.

Instructor:
Leesa Stiller

Price: \$199

CRN: 10039

Please note: Before starting any exercise program, consult your physician.

CORE YOGA NEW!

September 16, 2014 to December 2, 2014

Tuesdays | 6 to 7:15pm *No class Nov. 25*

Queensbury Campus

Join us for this vinyasa-style class similar to Power Yoga, with added emphasis on abdominal and back exercises that will stabilize, strengthen and support the core and spine. A healthy core will give you lightness and stability both on and off the mat. The class ends with meditation and relaxation.

Instructor:
Tobey Gifford

Price: \$99

CRN: 10041

GENTLE YOGA

September 16, 2014 to December 2, 2014

Tuesday | 7:30 to 8:45pm *No class Nov. 25*

Queensbury Campus

Gentle yoga combines deep breathing with easy stretching and postures designed to release tension and improve relaxation, thereby reducing pain and stress. The class ends with meditation and a deep guided relaxation aimed to help you restore balance and bring inner peace.

Instructor:
Tobey Gifford

Price: \$99

CRN: 10040



HOBBIES

INTRODUCTION TO MAKING SUSHI **NEW!**

December 4, 2014

Thursday | 6:30 to 8:30pm | Queensbury Campus

Though sushi making can be complex and in many instances akin to an art form in Japan, there are many simpler versions one can make at home. This class will introduce you to making “nori-maki” or “rolled sushi.” Come prepared to have some fun, sample what you make, and maybe even take some home! The instructor learned the “art of making sushi” while living and teaching in Tokyo. Join us and dazzle your family and friends with your new skill.

Instructor:
Teri Morrissey
White

Price: \$35

CRN: 10029

Raw fish will not be used, and most of the preparations will be gluten-free.

ALL-GRAIN BEER BREWING **NEW!**

October 15, 2014

*Wednesday | 6:30 to 8:30pm | Wilton Center
& Saturday | 9am to 3pm at Saratoga Zymurgist*

Please plan on bringing a lunch for Saturday's class.

This hands-on class is designed for the home brewer who would like to learn the world of all-grain brewing. Find out how working with grains will improve your beer making abilities. You will learn the benefits of doing a yeast starter, as well as how to ferment with lager yeast. Recipe formulation and how to calculate your efficiency will also be taught. You'll learn the specifics on how to brew an all-grain brew in the first class, and then you'll take that knowledge and brew on Saturday. After a fermenting time of 3-4 weeks, you will be invited back for bottling and take home a sample of the brew.

Instructor:
Reed Antis

Price: \$45

CRN: 10037

Students must be 21 years of age to enroll in this class. Please bring your government-issued photo ID with you to the first class.

This is an intermediate brewing class, so you should have some experience in home brewing.

CRAFT BEER BREWING STYLES **NEW!**

November 12, 2014

Wednesday | 6:30 to 8:30pm | Wilton Center

Come explore the world of beer by learning its many different styles. You will learn about brewing history, how beers are made, what kinds of ingredients make a variety something special and what type of glass to properly serve each style in. You'll have the opportunity to sample different beer styles and identify the distinctive flavors associated with each. By the time this class is over, you'll never look at beer the same again! Students must be 21 years of age to enroll in this class.

Instructor:
Reed Antis

Price: \$25

CRN: 10038

Students must be 21 years of age to enroll in this class. Please bring your government-issued photo ID with you to the first class.

UPDATE YOUR CONTRACT BRIDGE SKILLS

October 9, 2014 to November 6, 2014

Thursdays | 10am to 12pm | Wilton Center

This course is for bridge players who are familiar with the fundamentals of contract bridge but would like to improve their game. You will find yourself getting to better contracts after learning these methods!

Instructor:
David Buchyn

Price: \$55

CRN: 10036

Each class will include one hour of instruction and one hour of play with prepared hands specific to that day's lesson.

MOTORCYCLE

BASIC RIDERCOURSE (BRC FOR LICENSE)

Fall classes run on weekends through October 12, 2014
Adirondacks and Beyond Motorcycle Safety, LLC

This is a 15-hour course for entry level riders and returning riders whose skills are a bit rusty. Learn the basics of motorcycle operation with patient, professional RiderCoaches. Motorcycles are supplied. This class has both classroom and riding components. Successful completion of this class earns the student a NYS Motorcycle Road test waiver (no DMV riding test.) For waiver, students must have a NYS Driver's License and a NYS Motorcycle Learner's Permit.

Price: \$275

All registrations for motorcycle classes are done online.

Visit: www.adkmc.com, or call Margie at 518.668.5589 for more information.

PERSONAL ENRICHMENT



SPECIAL INTEREST

SWITCHING HANDS

October 8, 2014 to November 5, 2014
Wednesdays | 1 to 3pm
Wilton Center

This course is offered for people who are experiencing difficulty using their dominant hand due to age, illness or accident. It may also appeal to anyone wanting to be ambidextrous. The concept stresses spatial relationship on a broader scale rather than printing or cursive writing, making progress easier and more rapidly achieved. The instructor, Tom O'Brien, is a professional artist and sculptor who has developed problems with his dominant hand and therefore trained his left hand to become proficient in everyday tasks.

Instructor:
Tom O'Brien
Price: \$55
CRN: 10050

The method uses observational drawing with measurement and contour relationships to translate simple objects onto paper with a charcoal stick.

YOUR LOCAL GOVERNMENT: HOW IT WORKS *NEW!*

October 22, 2014 to November 5, 2014
Wednesdays | 6:30 to 8:30pm
Queensbury Campus

Are you skeptical, an activist or just plain curious about local government? Do you want to learn more? If so, then this course is for you! This class will be a real world examination of local city, town and village government with a key emphasis on student participation and group interaction.

Among categories to be explored:

- Charters and Codes
- The Legislative Process
- Municipality as Employer
- Open Meetings & Freedom of Information
- The Budget Process

Instructor:
Robert A. Curtis
Price: \$35
CRN: 10044

ANIMALS OF THE ADIRONDACKS

October 16, 2014 to October 30, 2014
Thursdays | 6:30 to 8:30pm
Queensbury Campus

Would you like to learn more about the wildlife that may live in your backyard, or in the six million acres that make up the Adirondack Park? The Adirondack Park is home to fifty-three species of mammals alone. This class will familiarize you with many of the animals that may live in your backyard and in the Adirondack Park.

In addition to being an educational consultant, Joe Biss III has a background as an environmental biologist, research scientist, and has taught classes in biology and zoology. On occasion, he has been asked to identify species of animals by the NYSDEC, local teachers and many individuals in the area.

Instructor:
Joseph Biss III
Price: \$35
Anyone younger than age 16 is FREE, but must be accompanied by a paying adult
CRN: 10043

During the class, we will try to identify many fish, amphibians, reptiles, birds and mammals that swim, run, slither, or fly around these woods. The next time you see or hear something going through your yard you may be able to identify it!

REINCARNATION I: PAST LIVES — FACT OR FICTION

October 2, 2014 to October 16, 2014

Thursdays | 6:30 to 8:30pm

Queensbury Campus

Have you ever experienced déjà vu – that feeling that you know someone you have just met for the first time? Do you have unexplained pains, anxieties, or phobias that do not respond to conventional treatments? Could you have lived before... and could your past life (or lives) be influencing your present life? Learn how children ages 2-6 provide some of the most compelling evidence for reincarnation. Learn how psychiatrists and psychologists can often cure unexplained fears and phobias via past life regression therapy.

Learn how past life regression hypnosis often reveals that soul mates enjoyed a relationship in one or more of their past lives. Experience stories that may change your life! This multimedia presentation will include videos and handouts... and a lively discussion!

Instructor:
Louis Mondor

Price: \$35

CRN: 10042

This course is newly revised and updated with new material and more time allotted for questions, comments, and lots of discussion.

REINCARNATION II: LIFE BETWEEN LIFE

October 23, 2014 to November 6, 2014

Thursdays | 6:30 to 8:30pm

Queensbury Campus

This is the sequel to *Reincarnation I: Past Lives — Fact or Fiction*. Have you ever wondered how it feels to die? What do we see and feel right after death? What is the spirit world really like? Will we see our loved ones there? Are we judged and by whom? Is there a hell? What do we do as souls in the inter-life? Will we learn the purpose of life? Will we “see” our creator? Do we plan our next lives – the time, the place, and the reason for our return? Do we choose our parents, our life situation, and our bodies? What does it feel like to reincarnate?

All of these questions and others will be explored in this intensive presentation based on actual case histories of past life regression subjects who have recalled their “life between life.” This multimedia presentation will include videos, handouts and a lively discussion!

Instructor:
Louis Mondor

Price: \$35

CRN: 10045

This course is newly revised and updated with new material and more time allotted for questions, comments, and lots of discussion.

WALKING TOUR OF GLENS FALLS **NEW!**

October 2, 2014

Thursday | 1 to 3pm

The Chapman Museum

Join Kim Harvish, educator at the Chapman Historical Museum, on a walk around downtown Glens Falls. Learn about the history of many of the buildings you drive by every day, and the people who built them. You can compare then and now by viewing enlarged historical photographs from the vantage points where they were taken. We will end our tour with some light refreshments at the Chapman. Put on your walking shoes and join us for an afternoon of history and fun!

Instructor:
Kimberly Harvish

Price: \$15

CRN: 10049

SUSTAINABILITY

HEAT AND FOOD PRODUCING SOLAR GREENHOUSES **NEW!**

November 13, 2014
Thursday | 6:30 to 8:30pm
Queensbury Campus

Learn how to build a solar greenhouse for your home. We will cover the design, tools and materials needed to construct a simple structure that looks nice and works. This one room will provide heat, food, humidity, a beautiful and peaceful spot to eat a romantic meal, meditate, play, or just to take a break and recharge from a busy life. They can even help to ventilate in summer. Solar Greenhouses are truly multi-functional rooms. Take home both the know-how and a set of plans and instructions.

Instructor:
Christopher -
Robin Healy

Price: \$15

CRN: 10047

We will also discuss aquaponics and visit the Gary Bowen Solar greenhouse on Campus.

HOW TO BUILD YOUR OWN SOLAR HOT AIR WALL COLLECTOR **NEW!**

December 11, 2014
Thursday | 6:30 to 8:30pm
Queensbury Campus

A solar hot air wall collector is an efficient solar heater that attaches to a south-facing wall of your house. Air is circulated from a room, through the collector box where it is heated, and then back into the room. Heat and energy savings can be significant during cold months. In this course you will learn how simple it is to build these collectors at a fraction of the cost of a factory made model. We will put one together and you will go home with plans to make your own.

We will also cover mounting the collectors at other spots, such as porch railings, etc., and learn about window box combination air collector/mini-greenhouses and other imaginative ideas. Come join this fun learning experience.

Instructor:
Christopher -
Robin Healy

Price: \$15

CRN: 10048

SAVING SEEDS **NEW!**

October 9, 2014
Thursday | 6:30 to 8:30pm
Queensbury Campus

Would you like to learn how to save your own seeds and even start a local seed bank? How would you like to learn the pros and cons of hybrids versus open pollinated? In this course, we'll cover the history of seed saving and plant breeding from Mendel's peas to farmers, to the rise of seed companies. We'll also talk about seed and plant patenting and genetically modified organisms.

Instructor:
Christopher -
Robin Healy

Price: \$15

CRN: 10046

AGING WELL FORUM

GUIDANCE FOR PEOPLE SEEKING SENIOR SERVICES

The Glens Falls Home, Inc. is holding their Fall Aging Well Forum on Saturday, October 25, 2014, from 8am to 1pm at SUNY Adirondack, Queensbury Campus.

The forum will begin at 8am with registration and continental breakfast, and end with the opportunity to visit agency tables.

This year's forum will bring together professionals, seniors, adult children and caregivers to learn the wide array of services available in the community. If you, a family member, friend or co-worker have found yourself in the position of researching services for yourself or someone else, you know that it can be a very overwhelming process. Come to this informative session and learn about many services that could be of assistance.

Registration fee is \$20. To register please call The Glens Falls Home, Inc. at 518.793.1494. Visit The Glens Falls Home online at: glensfallshome.org.



SUNY ADIRONDACK AT THE GLEN

Community members are welcome! You don't need to be a senior to take our classes at The Glen.

Everyone who has taken a course at The Glen is delighted by the beautiful and comfortable surroundings.

There is plenty of parking and all of the rooms are very accessible. The staff at The Glen is very friendly and they do everything possible to make all participants feel welcome.



HAPPILY WRITING AFTER *NEW!*

October 21, 2014 to November 18, 2014

Tuesdays | 2 to 4pm

The Glen at Hiland Meadows

Did you know the earliest recorded version of Cinderella originated in China circa 850? Did you also know some people think Charles Perrault, who adapted the tale in 1697, confused "vair" (French for fur) with "verre" (French for glass) and that is how she came to have a glass slipper? Did you know the West African adaptation of Cinderella, called Chinnye, does not focus on marrying the prince? Sound interesting? Join us for this five-week writers' workshop as we study all kinds of fairy tales to better understand our own writing!

Leave each class with inspiration and new ideas. This course will offer: motivating conversation, writing prompts, supportive feedback, and a chance to write in class and at home. Why not write your own happy ending?

Instructor:
Megan Taylor

Price: \$29

CRN: 10058

Writers of any genre and any background are welcome!

SENIOR LECTURE SERIES

September 23, 2014 to October 14, 2014

SUNY Adirondack Continuing Education is pleased to present the Senior Lecture Series. The lectures will be presented by a combination of SUNY Adirondack distinguished faculty members and local experts.

9:30am to 10am | Refreshments and check-in

12:45 - 1:30pm | Lunch

TUESDAY, SEPTEMBER 23, 2014

- 10am Global Health Issues in Guatemala**
Kathleen Rittenhouse,
Family Nursing Practitioner,
Saratoga Hospital
- 11:30am Studying Underwater Critters: A Researcher's Portfolio of Most Challenging Projects**
Dr. Daniel Molloy, Research Biologist,
University at Albany
- 1:45pm Becoming a Writer after a Career in Biomedical Research**
Neil A. Holtzman, MD., M.P.H., Author

TUESDAY, SEPTEMBER 30, 2014

- 10am Harnessing the Hudson**
Kimberly Harvish, Educator,
Chapman Historical Museum
- 11:30am The Girl in the Red Velvet Swing Part I: Evelyn Nesbit- Scandal, Murder and Trial of America's Gilded Age**
Betty Spinelli, Historian
- 1:45pm The Girl in the Red Velvet Swing Part II**
Betty Spinelli, Historian

TUESDAY, OCTOBER 7, 2014

- 10am Supreme Court in Wartime and Cold War: Chief Justices Stone & Vinson**
Dr. Norman Enhorning, Professor Emeritus History,
SUNY Adirondack
- 11:30am The Truth and Legend of Lily Martindale**
Mary Sanders Shartle, Author
- 1:45pm The Mystery of Albany Mummies**
Erika Sanger, Director of Education,
Albany Institute of History & Art

TUESDAY, OCTOBER 14, 2014

- 10am Lights, Camera, Action: Film from the Silent Era to Present Day**
Paula Kaszuba, Adjunct Instructor,
Radio/TV Broadcasting, SUNY Adirondack
- 11:30am An American Tragedy: The Story of Floyd Collins**
Valerie Haskins, Professor of Anthropology
and Archaeology, SUNY Adirondack
- 1:45pm When You're Stopped by the Police: An Introduction to Citizens' Rights**
Michael Carpenter, Professor of Criminal Justice,
SUNY Adirondack

Tuition \$115

CRN: 10061

Each hour long lecture is followed by a 15-minute question and answer period.

Lunch and morning refreshments are included each day, giving attendees an opportunity to get to know each other and discuss the lectures and the subject matter presented.

Lunch will be served in the Student Housing Building. It is a short walk across campus from where the lectures are held. Questions? Call us at 518.743.2238.

YOUTH PROGRAMMING

ANIMAL KINGDOM - VERTEBRATES *Online course at your own pace*

September 3, 2014 to December 19, 2014

Are you interested in animals? This course will investigate the main groups of creatures with bones, the higher animals or vertebrates. These are the fish, amphibians, reptiles, birds and mammals. Learn what is so special about the different animals and how they differ from each other. Find out how they interact with each other and with us!

You will use the web and the many photos and videos (several from the instructor's private collection of vertebrate animals) that will be incorporated into the lessons to help you better understand these groups and find the answers you need.

This class will be taught online using the Angel course management system and internet research techniques over six units to teach you all about these different creatures. The first week will start with a section showing you how to use the online Angel system, how to check your messages, how to respond back to us, and what is expected from you each lesson. Then, we'll get to the good stuff—learning about the chordates!

Instructor:
Joseph Biss III

Price: \$60

Students currently
in grades 3-5

CRN: 10053

Students currently
in grades 6 -9

CRN: 10051

Students currently
in grades 10-12

CRN: 10052

FORENSIC SCIENCE: PROVE IT *Online course at your own pace*

September 3, 2014 to December 19, 2014

Would you like to learn about all the science of Forensic Science and how crimes are solved? Join Mr. Biss to do just that. You will study everything from bones to tool marks and fingerprints to DNA to trace evidence. This online class will be full of photos, videos and history explaining the past and present Forensic Science. You will learn in detail about the different forensic techniques and will also have some laboratory experiments you can try at home.

This class will be taught online using the Angel course management system and internet research techniques over six units to teach you all about forensic science. The first week will start with a section showing you how to use the online Angel system, how to check your messages, how to respond back to us, and what is expected from you each lesson. Then, we'll get to the good stuff—learning about forensics!

Instructor:
Joseph Biss III

Price: \$60

Students currently
in grades 3-5

CRN: 10055

Students currently
in grades 6-9

CRN: 10056

Students currently
in grades 10-12

CRN: 10057



For these online classes, students should have basic computer skills and high-speed Internet access. You can register for these 6-week classes anytime before November 10th and have until December 19th to complete them.

KIDS CUPCAKE DECORATING CREATIONS

October 13, 2014 *Columbus Day*
Monday | 1 to 3pm | Samantha's Café and Catering

Who doesn't love a deliciously sweet and beautifully decorated cupcake? Or maybe you have a young baker who wants to learn how to make fancy cakes. Learn the basics of cake decorating—how to fill a pastry bag, how to use pastry tips, and how to mix colors. Once you have practiced a variety of decorating techniques, you will choose your favorite design and show off your new skills on a pair of gourmet cupcakes just like the ones you might see in a fancy cupcakery!

Instructor:
Liz Wilcox
& Jennifer Kraft

Price: \$25

CRN: 10054

Ages: 7-12

LEAPING LIZARDS: CARING FOR YOUR PREHISTORIC PET!

November 11, 2014 *Veteran's Day*
Tuesday | 8 to 10am | Queensbury Campus

Would you like to learn how to care for an exotic pet lizard like a bearded dragon or leopard gecko? This class is for you whether you have one, are looking to purchase one, or just want to learn about them. There is no such thing as too much knowledge when it comes to caring for a pet.

Instructor:
Joseph Biss III

Price: \$15

CRN: 10059

Ages: 7-12

Some of the topics covered in this class will include:

- **Selecting a lizard:** types & picking a healthy one
- **Cleaning:** proper bedding & shelter cleaning
- **Needs:** heat, light & humidity
- **Handling:** proper handling by you, family, friends
- **Food:** vitamins, water & what they need
- **Other Pets:** what to consider
- **Containers:** cages, tanks or habitats
- **Family:** possible concerns & fear

SIZZLING SNAKES: CARING FOR YOUR SLITHERING PET!

November 11, 2014 *Veteran's Day*
Tuesday | 10:15am to 12:15pm | Queensbury Campus

Are you interested in learning how to care for an exotic pet snake like a ball python or king snake? Maybe you have one, are thinking of purchasing one, or just want to learn more about them. Join us and get the information you need to be a responsible pet snake owner.

Instructor:
Joseph Biss III

Price: \$15
This class is only \$10 if you also register for Leaping Lizards.

CRN: 10060

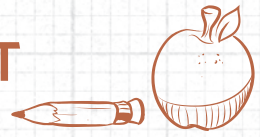
Ages: 7-12

Some of the topics covered in this class will include:

- **Selecting a snake:** types & picking a healthy one
- **Cleaning:** proper bedding & shelter cleaning
- **Needs:** heat, light & humidity
- **Handling:** proper handling by you, family, friends
- **Food:** vitamins, water & what they need
- **Other Pets:** what to consider
- **Containers:** cages, tanks or habitats
- **Family:** possible concerns & fear

AFTER SCHOOL ENRICHMENT

William H. Barton Intermediate School (WHBIS)



SUNY Adirondack Continuing Education offers several after school enrichment courses for youth in the Queensbury School District. Courses are designed to supplement the school curriculum and give students the opportunity to work independently and engage in problem-solving activities. The enrichment courses are offered at the William H. Barton Intermediate School (WHBIS) from 2:45pm to 4:45pm allowing youth to stay right at the school for their enrichment class. Courses in Forensic Science, Making Movies and Mix and Match Science have been offered in the past.

The After School Enrichment course schedule will be available November 1, 2014. Call SUNY Adirondack Continuing Education at 518.743.2238 for details.

WINTER ENRICHMENT

For children completing grades 4-6

Attention all kids in grades 4-6, SUNY Adirondack is offering a four day program for children in grades 4-6 during the public school February mid-winter recess at both our Queensbury Campus and Wilton Center. The program is modeled after SUNY Adirondack's popular Summer Enrichment Program and offers a variety of courses that are designed to give youth a fun and educational enrichment experience during the school break.

The After School Enrichment and Winter Enrichment course schedules will be available November 1, 2014. Call SUNY Adirondack Continuing Education at 518.743.2238 for details.



COURSE REGISTRATION

Registration for a course may be done by filling out a registration form and submitting to the Office of Continuing Education, in the following ways:

IN PERSON: Washington Hall | 8am to 3:45pm | Monday through Friday

BY MAIL: Office of Continuing Education
SUNY Adirondack
640 Bay Road, Queensbury, NY 12804

BY PHONE: (518) 743-2238
8am to 3:45pm | Monday through Friday

BY FAX: (518) 743-2318

BY EMAIL: conted@sunyacc.edu

COURSE PAYMENT

Payment is due upon registration, as follows:

BY CHECK: Made payable to SUNY Adirondack. Students may pay in person at the Continuing Education Office, Washington Hall, Monday - Friday, between the hours of 8:00am and 3:45pm. Students may also mail the payment stub, located at the bottom of the Student Schedule and Bill, w/check to the Office of Continuing Education.

BY CASH OR CREDIT CARD:

Cash payment must be made at the Business Office in Warren Hall, with a copy of the Student Schedule and Bill.

Credit card payment must be made at the Business Office in Warren Hall, with a copy of the Student Schedule and Bill or at www.sunyacc.edu/paymentplans/continuinged, using e-cashier. A \$1.00 nonrefundable NELNET Enrollment Fee will be assessed for each e-cashier payment. Full payments are deducted immediately from the account provided on the NELNET agreement.

COURSE DROP/REFUND POLICY

100% tuition and fees will be refunded if drop notification (written, phone or in-person) has been received by the Office of Continuing Education during normal business hours (8am-4pm, M-F) more than two full business days (48 hrs.) before the start of class. No refunds will be processed once the 48-hour deadline has passed. Non-payment may result in balance being turned over to a collection agency. All collection fees, including reasonable attorney fees, will be the responsibility of the student.

COURSE ACCOMMODATIONS

SUNY Adirondack encourages persons with disabilities to participate in official college programs, events, and activities. Reasonable accommodations can be requested by contacting SUNY Adirondack Accessibility Services at 518-743-2282 or access@sunyacc.edu.

COURSE CANCELLATIONS

When it is necessary to cancel a class, we try to provide a minimum of two days' notice before the scheduled start of the class. Full tuition and fees will be refunded for any classes cancelled by SUNY Adirondack Continuing Education.

COURSE LOCATIONS

Unless otherwise indicated, all courses are taught on SUNY Adirondack's Queensbury campus, 640 Bay Road, Queensbury. A campus map is included with the course schedule/confirmation.

COURSE PREREQUISITES

Please review course catalog or our website www.sunyacc.edu/ContinuingEd to be sure you have met the stated prerequisites for all courses you wish to take. If you have any questions about the nature of a specific prerequisite, please contact us.

EMPLOYER PAID TUITION

Please mail or fax a letter to the Office of Continuing Education on company letterhead authorizing SUNY Adirondack to bill the company. This letter must be included with the registration material.

REGISTRATION FORM

SUNY ADIRONDACK CONTINUING EDUCATION

Washington Hall | 640 Bay Road | Queensbury, NY 12804

Phone: (518) 743-2238 | Fax: (518) 743-2318 | sunyacc.edu/ContinuingEd

NON-CREDIT COURSE REGISTRATION FORM *Please Print clearly*

Full Legal Name:

Date of Birth:

Home/Cell Phone:

Work Phone:

Banner ID or SS#:

Mailing Address:

Email Address:

Have you been convicted of a felony?

☐ Yes ☐ No

if yes, additional paperwork must be completed through the Office of Continuing Education before registration is accepted.

Please register me for the following courses listed on this form. I understand that I will be automatically billed for the course(s) once my registration has occurred, regardless of chosen payment method.

CRN	Course Title	Price

Payment is due at the time of registration.

METHOD OF PAYMENT

BY CHECK:

Made payable to SUNY Adirondack. Students may pay in person at the Continuing Education Office, Washington Hall, Monday - Friday, between the hours of 8:00am and 3:45pm. Students may also mail a completed registration form w/enclosed check to the Office of Continuing Education.

BY CASH OR CREDIT CARD:

All students must register for courses with the Office of Continuing Education prior to using these payment methods.

Cash payment must be made at the Business Office in Warren Hall, with a copy of the Student Schedule and Bill.

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SUNYADIRONDACK

Continuing Education

640 Bay Road | Queensbury, NY 12804



*Winter
Enrichment
2015*

Grades 4 to 6!

Join us for four COOL days
of fun-filled learning during
February break! Classes are
available at both Queensbury
and Wilton!