

# Community and Professional Education

A CATALOG OF PROFESSIONAL DEVELOPMENT AND PERSONAL GROWTH CLASSES

**SUMMER  
2014**

[www.hvcc.edu/communityed](http://www.hvcc.edu/communityed)



**Be bold. Be a Viking.**

**REGISTRATION BEGINS MAY 5**

KIDS ON CAMPUS

# Summer Programs

2014



REGISTER NOW!



**ATHLETIC CAMPS**

**THEATER WORKSHOPS**

**SUMMER ACADEMY**

**CIRCUS THEATRICKS**

**TECHNOLOGY**

Children love the smart summer fun at Hudson Valley Community College. Half- and full-day athletic and enrichment programs running throughout the summer.

## Summer Academy

July 7 - Aug. 15

morning and afternoon programs

## Athletics

June 30 - Aug. 8

## Circus Theatricks

July 14 - Aug. 22

four sessions

## Theater Workshop

June 24 - July 26

two sessions

## Technology Enrichment Program

July 7-11

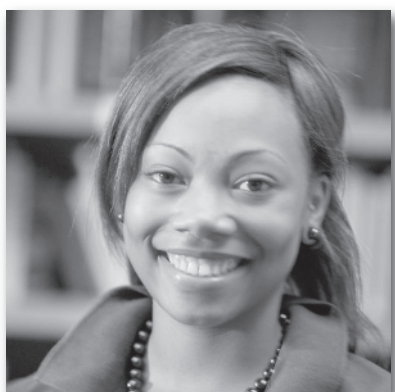
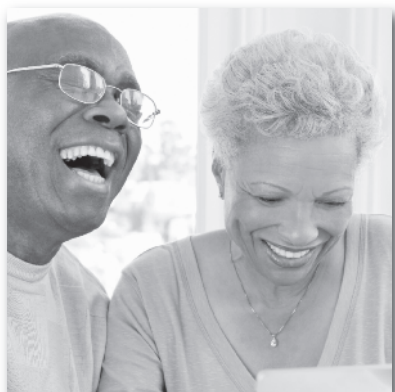
at Bethlehem Middle School

Additional  
Technology  
Programs at  
TEC-SMART in  
July & August

Contact our office at (518) 629-7339  
[www.hvcc.edu/kidscamps](http://www.hvcc.edu/kidscamps)



# Summer 2014



Arts & Crafts	p. 2
Center for Creative Retirement	p. 3
Certificate Programs	p. 4
Communication	p. 5
Computers	p. 6
Computer Account Information	p. 7
High School Equivalency	p. 7
Certificate of Residence Information	p. 7
Programs for Teens	p. 8
Programs for Professionals	p. 9
Recreation and Hobbies	p. 10
Special Interest	p. 14
Motorcycle Courses	p. 15
College Preparation	p. 17
Registration Form	p. 18
Registration Information	p. 19
Course Index	p. 20

Hudson Valley Community College does not discriminate on the basis of age, gender, race or ethnicity, national origin, religion, disabling condition, marital status or sexual orientation. If you have a disability and require any reasonable accommodations, or an interpreter, please contact the Center for Access and Assistive Technology at (518) 629-7154 or TDD (518) 629-7596.



The State University of New York

A State University of New York college  
Sponsored by Rensselaer County



Tobacco-free college

## Contact us

### THE OFFICE OF COMMUNITY and PROFESSIONAL EDUCATION

Guenther Enrollment  
Services Center,  
Room 252

Phone: (518) 629-7339  
Fax: (518) 629-8103



**Be bold. Be a Viking.**

**For information,  
call us at  
(518) 629-7339**

E-mail: [communityed@hvcc.edu](mailto:communityed@hvcc.edu)  
Web: [www.hvcc.edu/communityed](http://www.hvcc.edu/communityed)

Registration form and information about: • Professional CEUs • Parking  
• Refunds/Cancellations are available at the back of this course catalog.

**REGISTER TODAY!**

## Arts & Crafts

### Painting an Impressionist Landscape in a Day in Acrylics

**NEW!**

You will learn the origin of this popular style of painting as well as basic brush and paint application techniques. All students will be provided and image to work from. You will be amazed at what you can accomplish on a Saturday! We will also learn about the composition of a piece – the placement of images on canvas. Beginners are welcome. Please see the materials list for this class posted at [www.hvcc.edu/community/courseinfo](http://www.hvcc.edu/community/courseinfo).

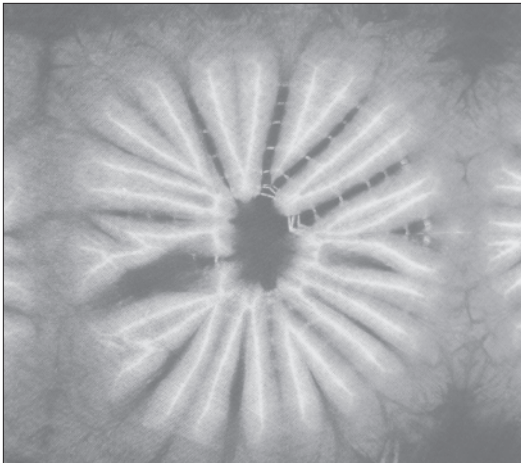
70660

\$33

1 Session, AMZ 219

Sat., 6/7, 10 a.m. - 4 p.m. (1/2 hour break for lunch)

Colleen Connolly, Instructor



### Batik for Beginners

This course will introduce you to the beautiful, ancient art of batik – a technique of painting with melted wax on fabric and dyeing the remaining areas. The result is a work of art on fabric! This course will teach the basic methods of application and dyeing as well as subject matter and composition appropriate for this medium. Please see the materials list for this class posted at [www.hvcc.edu/community/courseinfo](http://www.hvcc.edu/community/courseinfo).

70661

\$75

5 Sessions, AMZ 219

Tues., 6/3 - 7/1, 1 - 3:30 p.m.

Colleen Connolly, Instructor

### Drawing with Soft Pastel

**NEW!**

You will be introduced to the beautiful effects created with soft pastel. This drawing medium is very similar to paint in terms of color mixing and blending. We will explore new techniques each week such as: creating clouds, sunsets, waves and more! You will create a drawing based on each demonstration. This is a beginners class. Please see the materials list for this class posted at [www.hvcc.edu/community/courseinfo](http://www.hvcc.edu/community/courseinfo).

70662

\$71

6 Sessions, AMZ 219

Mon., 6/2 - 7/7, 6 - 8 p.m.

Colleen Connolly, Instructor

### Floral Design for Fun

This one-evening class is for anyone who wants to express their creativity using fresh flowers or anyone who would like to explore the idea of floral design and expand their knowledge of the craft. You can create a colorful arrangement suitable for gift giving or to accent your own home. You will learn about the different variety of flowers used in class and how to design them like a professional florist. You also will learn proper care and handling of your fresh flowers. Please bring a small folding pocket knife that fits easily in your hand, a box or crate to safely deliver your masterpiece home and paper and pen if you wish to take notes. \*Course fee includes \$25 materials fee for the vase and flowers.

70501

\$55

1 Sessions, AMZ 219

Tues., 7/22, 6:30 - 8 p.m.

Judy Pochobradsky of Celestial Designs, Instructor

*\*Please note that the materials fee for floral classes is nonrefundable seven business days prior to the start of a course.*

### Designing Dish Gardens and Potted Plants

Open to anyone who would like to learn more about how to create a thriving dish garden with living material. The class is also ideal for those who wish to have a better understanding of potting and re-potting plants as well as caring for a variety of house plants. \*Course fee includes a \$40 materials fee.

70598

\$80

1 Session, DCC B05

Tues., 6/3, 6:30 - 8:30 p.m.

Judy Pochobradsky of Celestial Designs, Instructor

---

**NOTE:** Course descriptions are subject to change without notice.

---

## Basket Weaving Workshops

### Grandma's Three Sheep Basket

Learn to weave this double-handled, rectangular basket. It measures 12" long, 8" wide and is 6 ½" tall without the handles. It is woven with natural and dyed reed of varying sizes along with seagrass. Enjoy this basket all summer and fall collecting all those garden veggies! Course fee includes a \$30 materials fee.

70686 \$60

2 Sessions, AMZ 219

Wed., 6/18 & 6/25, 6 - 9 p.m.

Joyce Flower, Instructor



### Holiday Gift Basket

Learn to weave this handy, medium-sized, rectangular basket for the holidays. It is 8" long, 5" wide and 5" tall. It is woven with red, green and natural reed of varying sizes. Finished off with a double-handle in your choice of red or green and embellished with a "loopy" trim. Get started on your holiday prep now or celebrate Christmas in July! Course fee includes \$24 materials fee.

70687 \$54

1 Session, AMZ 219

Sat., 7/12, 10 a.m. - 2:30 p.m.

(1/2 hour break for lunch)

Joyce Flower, Instructor

## Center for Creative Retirement

### An Afternoon in Sicily at Different Drummer's Kitchen

Transport yourself to the island of Sicily with an array of delectable dishes freshly prepared just for our group at Different Drummer's Kitchen Cooking School in Stuyvesant Plaza. Our class will be both demonstration and hands-on as we prepare an Italian feast consisting of Parmigiano Reggiano served with baby arugula and tomato, Filetto di Maiale agli Agrumi con Salsa di Funghi (pork filet crusted with citrus breadcrumbs in a mushroom sauce), Tiramisu – a true Italian version of everyone's favorite Italian dessert that we will prepare and one more surprise dish! Bring your appetite and prepare to eat your way through this delicious meal. Course fee includes \$55 materials fee.

70695 \$65

1 Session, Different Drummer's Kitchen  
in Albany, NY

Thurs., 6/12, 12 - 2:30 p.m.

Jean Chenette, Coordinator



*This course fee is non-refundable five business days prior to the start of a course. Directions and additional information are posted at [www.hvcc.edu/courseinfo](http://www.hvcc.edu/courseinfo).*

## Certificate Programs



### Paralegal Certificate Course

This intensive, nationally acclaimed program is designed for beginning and advanced legal workers. You will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are in most demand.

The online paralegal course is split into two parts: **Introduction to Paralegal Studies** and **Advanced Paralegal Concepts**. All registered students will be enrolled in both sections, which will be completed consecutively.

**Introduction to Paralegal Studies** provides the foundation for the study of paralegalism. During the seven-week course, you will gain an understanding of the American legal system and learn how you can be of assistance in the exciting field of law.

Coursework is equivalent to 45 class hours of study. This is an accelerated course. You will be expected to spend an average of 12 hours per week reading and completing writing assignments.

**Advanced Paralegal Concepts** takes over where the introduction leaves off. In this seven-week course, you will learn the advanced skills of legal research and writing, formal and informal advocacy, and appellate procedure. Coursework in the advanced course is equivalent to an additional 45 class hours of study.

This is an accelerated course. While there are no prerequisites, you will be expected to complete a significant amount of homework and you can anticipate spending an average of 12 hours per week reading and completing writing assignments.

Successful graduates of this program will be awarded a certificate of completion. To receive the certificate, you must pass six quizzes and successfully complete five legal document writing assignments.

Please note: paid access to the Westlaw online legal library is offered through the Center for Legal Studies and is strongly recommended to complete the second part of the course. Students have access to Westlaw at Hudson Valley Community College. However, at this time, the Westlaw database can only be accessed from the Marvin Library on campus. Textbooks that accompany the instruction of this course are available for purchase in the college's bookstore or through the Center for Legal Studies at 1-800-522-7737.

70201 \$1189  
Online course, 5/5 - 6/20 and 6/30 - 8/15

70502 \$1189  
Online course, 6/30 - 8/15 and 8/25 - 10/10

**Additional information for the Paralegal Certificate Course can be obtained at [www.legalstudies.com](http://www.legalstudies.com).**

## ed2go Online Career Training Programs

ed2go Online Career Training Programs offered online at Hudson Valley Community College are self-paced and provide short-term certificate programs. You may register for and start the courses listed below at any time. However, to receive a certificate of completion from Hudson Valley Community College, you must complete the course with a 70 percent or higher within 180 days. Each course includes a set of lessons and tests, and has an instructor who responds to you. Please note that any certification or exam fees are not included in the course fees.

### Administrative Medical Specialist with Medical Billing and Coding

Administrative Medical Specialist with Medical Billing and Coding will give you the skills you need to find a job as an administrative medical specialist (AMS), medical billing specialist, medical coder, and/or medical office manager. In addition to the extensive medical billing information, you will be taught every aspect of the medical receptionist/front

desk position. Upon successful completion of the Administrative Medical Specialist with Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam and the Certified Medical Administrative Assistant (CMAA) exam.

70202 \$1995  
Online course, 300 hours



## ed2go Online Career Training Programs

### Medical Transcription + Medical Terminology

A medical transcriptionist listens to dictated recordings made by physicians and other health care professionals and transcribes the recordings, creating medical reports that eventually become part of patients' permanent files.

In the Medical Transcription + Medical Terminology online training program, you'll gain the ability to transcribe medical reports and learn the skills you need to obtain an entry-level position as a medical transcriptionist. You'll also get a 60-hour Medical Terminology online training program.

70203

\$1995

Online course, 300 hours

For more information, including complete course descriptions, prerequisites and course outlines, please visit [hvcc.edu/communityed](http://hvcc.edu/communityed) and click on these ed2go classes in our summer course listings.

**Please note that these certificate programs have their own cancellation and refund policy.**

**Go to [www.hvcc.edu/communityed/cancel](http://www.hvcc.edu/communityed/cancel) for more information.**

### Veterinary Assistant

Prepare for a new career working with animals with the help of the Veterinary Assistant online training program. You'll learn about animal care and how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, and how to assist the veterinarian during examinations.

Administrative duties, such as fee collection, banking and accounts payable are also emphasized, and the program contains basic information about pet insurance.

70204

\$1995

Online course, 240 hours

## Communication

### Publish Your Book, Guaranteed

Today's book publishing technology has evolved to more than printed material sold in a bookstore. Authors now produce books that are available printed, online and in audio form. The final step is submitting content for film. Discover how book publishing has evolved and learn the free online tools that can make publishing easy.

Become a marketing expert and use the media to your advantage. Make your book project a success allowing for submission for a film deal.

70711

\$23

1 Session, ADM 103

Sat., 7/26, 9 a.m. - Noon

David Ewen, Instructor

### Mandarin Chinese I

This course is an introduction the Mandarin Chinese language and Chinese culture. It is designed for people planning business or pleasure trips or individuals interested in Chinese language and culture. You will learn basic conversational skills and Chinese culture through learning Pinyin (Mandarin pronunciation), in addition to folk songs and Chinese calligraphy. No previous experience with Mandarin Chinese is required. Course fee includes a \$7 materials fee.

70505

\$72

4 Sessions, ADM 101

Sun., 6/8 - 6/29, 9 a.m. - Noon

Jung Tzu Lin, Instructor

**NEW!**

### Getting Paid to Talk: Voice-Overs as a Profession

Have you ever been told you have a great voice? This exciting class will explore numerous aspects of voice-over work for television, film, radio, books on tape, documentaries and the Internet! We will cover all the basics, including how to prepare the all-important demo and how to be successful and earn great income in this exciting field. You will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. You will even have a chance to record a commercial script under the direction of our producer! This class is informative, lots of fun, and a great first step for anyone interested in voice-acting professionally.

70197

\$15

1 Session, ADM 107

Wed., 8/13, 6:30 - 9 p.m.

Creative Voice Development, Instructors

### German for Everyone

This conversational course provides basic pronunciation, grammar and useful phrases in German. The focus is on having fun while participating in many interactive activities such as role playing, games and puzzles. Course fee includes a \$10 materials fee.

70253

\$103

10 Sessions, BTC 217

Thurs., 6/12 - 8/14 6 - 8 p.m.

Lisa Jiardini, Instructor

# Computers

## Quickbooks Basics

Learn the essentials of QuickBooks so that you can easily enter transactions, manage accounts, and generate reports. The content is presented in an easy to understand format with hands on experience. Class content will include: navigating QuickBooks; entering information and transactions; managing lists and accounts; and working with and generating reports. Students should have basic computer skills. You will need your HVCC user ID and password for this course. Course fee includes a \$3 computer fee.

70663

\$26

1 Session, BTC 216

Sat., 7/19, 9 a.m. - Noon

David Ewen, Instructor

## Creating Web Sites and Mobile Apps

You can make money by creating Web sites, Facebook pages and mobile apps. Discover best methods for search engine optimization, choosing meta-tags, visual design fundamentals, effective content design, using script modules, and e-commerce tools to make compelling web sites. Create interactive web sites and mobile apps using video, audio, blogs and social media, using the many free tools available. This course will help individuals and business owners maximize their potential. Students should have basic computer skills. You will need your HVCC user ID and password for this course. Course fee includes a \$3 computer fee.

70664

\$26

1 Session, BTC 216

Sat., 7/19, 1 - 4 p.m.

David Ewen, Instructor

## Intro to Photoshop

Photoshop is not just for photographers! This course is open to anyone who wants to take their images to the next creative level using Photoshop. You will learn workflow and creative techniques that can be used for print, web and graphic design. Topics will include image preparation for printing and Web sites, restoring old photographs, digital retouching and enhancing, color correction techniques and collage making. There will be dedicated time during every class for you to work on your own photos. Photos can be digital or printed. Basic PC knowledge required. Course fee includes a \$13 computer fee.

70665

\$135

8 Sessions, BTC 1051

Tues. & Thurs., 6/3 - 6/26, 6:30 - 8:30 p.m.

Kyra Garrigue, Instructor

You will need your HVCC user ID and password for on-campus computer access for all classes on this page.



## Social Media for Beginners

Twitter, Facebook, Instagram, LinkedIn... what are they all about? How can you effectively use them? If you are a business owner, educator or just interested in learning more about these technology tools, this course is for you. It will help you determine which platform is best for your needs and walk you through setting up an account. Course fee includes a \$3 computer fee.

70528

\$27

1 Session, BTC 205

Mon., 7/14, 5:30 - 8:30 p.m.

Cathy Germano, Instructor

## Microsoft Office 2013 Basics for the Administrative Professional

For the recent graduate or someone who wants to get back into the workforce and needs a refresher on the word processing and productivity suite, Microsoft Office, this class will help you get the skills you need to land that job you have been looking for. The course covers MS Office 2013. You will learn how to create a word processing document and merge it with a mailing list that you create in Excel and Access. You'll also create a spreadsheet to keep track of data and use simple functions. While this class does not cover Outlook, you will receive tips on how to keep your e-mails professional looking and effective. This is a hands-on class and you will need your HVCC username and password. **Prerequisite:** Students must possess basic computing skills, such as copy and paste, be familiar with computer functionality and operation and/or have completed a basic computer class. Course fee includes a \$5 computer fee and a \$5 materials fee.

70666

\$90

5 Sessions, BTC 218

Tues., 7/15 - 8/12, 6 - 8 p.m.

Sherry Flansburg, Instructor



## COMPUTER ACCOUNTS

If your course requires a computer account, and you are a new student, you will receive two envelopes, one containing your username and the other your password, in the mail.

If you are a returning student and you no longer have your username and/or password you can contact the Office of Community and Professional Education at 518-629-7339 and we can reset your password and send both your username and new password to you in the mail. Please make this request at least a week before your course begins. If you do not have your username and password on the day your class begins, you can come to the Office of Community & Professional Education (during business hours) in the Guenther Enrollment Services Center, Room 252 and with photo ID we can reset your password. Students can also go to the Computer Learning Center in the basement of the Marvin Library to have their password reset.

Your username is defined as the first initial of your first name, followed by a hyphen(-), followed by up to 13 characters of your last name (all lower case no spaces or other special characters). The password is randomly generated. Please go to [my.hvcc.edu](http://my.hvcc.edu) and use the MyHudsonValley Portal to change your password to something that will be easier to remember. You will find more detailed information regarding computer access at [www.hvcc.edu/access](http://www.hvcc.edu/access).

Bring both your username and password to your course, as you will need it to access the computer during class. Course instructors do not have the ability to reset or view student passwords. It is the student's responsibility to ensure they have this information when they begin a class.

## ■ High School Equivalency (formerly GED Prep)

### High School Equivalency Preparation

This course prepares students to take the Test Assessing Secondary Completion™, or TASC™. The TASC is a national high school equivalency assessment to help individuals address their need for advancement, resulting in a high school equivalency diploma. The TASC has replaced the GED® exam. Our instructors provide individualized and group instruction in the following areas: math, science, social studies, reading and writing. Using a Predictor Test, we will work together with you to assess your test readiness. Students who register for this class must also register for one of the TABE pre-test dates. **Please note:** in order to enroll in this class you must achieve an 8th grade level on the reading and math assessments. This course requires significant work outside of classroom instruction. Many students will find they need to take this class for more than one semester before they are ready to sit for the exam. A Certificate of Residence is required for this course.

#### Day Session

70310 \$205

44 Sessions, BTC 322

Mon. - Thurs., 6/2 - 8/14, 9:30 a.m. - 3 p.m.

Anne Cronin & Susan Dvorsky, Instructors

#### Evening Session

70309 \$80

22 Sessions, BTC 322

Tues. and Thurs., 6/3 - 8/14, 6 - 9 p.m.

Joal Bova, Instructor

#### TABE Pre-Tests

60421 Wed., 4/30, 6 - 9 p.m.

60422 Sat., 5/10, 9 a.m. - Noon

70669 Mon., 5/19, 6 - 9 p.m.

70712 Wed., 5/28, 6 - 9 p.m.

### Certificate of Residence Information

Some credit-free courses require a Certificate of Residence. If one is required it will be noted.

#### Why do you need it?

A Certificate of Residence enables Hudson Valley Community College to charge your county for part of your tuition costs.

Without a Certificate of Residence, you will be considered a non-resident of New York State and will have to pay the non-resident tuition.

Please note that students who register online will be required to pay the non-resident tuition charges if they do not have a valid Certificate of Residence on file. Once the Certificate of Residence has been posted to the student's account, a refund of the non-resident tuition charges will be issued.

#### Where do you get it?

You obtain a Certificate of Residence from the county of your permanent address by providing proof of residency. You must be a New York State resident for one year and provide proof of residency for the past six months.

#### When do you give it to Hudson Valley Community College when taking a credit-free course?

If you register by phone or fax we ask that you send your Certificate of Residence to our office within five business days. Students who register by mail or in person should submit their certificate at the time of registration.

# ■ Programs for Teens

## Driver Education

This non-credit course will include 24 hours of classroom instruction and 24 hours of on-the-road instruction. You must have a valid New York State learners permit or license prior to taking the program. Students must be 16 years of age before the course begins.

Upon successful completion of the program, students will be issued a MV-285 Student Certificate of Completion (formerly called a blue card). This will allow the holder, at age 17, to drive after 9 p.m. and also will allow for an insurance reduction where applicable. This course is taught by certified instructors from Bell's Driving School.

Summer Driver Education is taught on a Day 1/Day 2 schedule. Classroom time will always be Day 1. If a student chooses a driving time on Day 1, they can expect to be in class and on the road for three hours every other day.

If they choose a Day 2 driving time, they will alternate class and drive time for 1 ½ hours every day.

When registering via mail or fax, please indicate a first and second choice for driving times using the adjacent course codes. If registering online or on the phone, you will be asked to select your drive time when you select your class time. Driving times are available first-come, first-served.

70314

\$415

48 Sessions

Mon., 6/30, 9 - 10 a.m., Orientation, BTC Auditorium

Mon. - Fri., 7/1 - 8/14, 9 - 10:30 a.m., Day 1

Classroom, BTC 1044

### Drive Times Available

DAY 1

70348 7:30 - 9 a.m.

70349 10:30 a.m. - Noon

70350 10:30 a.m. - Noon

70351 Noon - 1:30 p.m.

70352 1:30 - 3 p.m.

DAY 2

70357 7:30 - 9 a.m.

70514 9 - 10:30 a.m.

70515 10:30 a.m. - Noon

70516 Noon - 1:30 p.m.

70315

\$415

48 Sessions

Mon., 6/30, 9 - 10 a.m., Orientation,

TECSMT 122 at TEC-SMART in Malta, NY

Mon. - Fri., 7/2 - 8/15, 10:30 a.m. - Noon, Day 1

Classroom, TECSMT 122 at TEC-SMART in Malta, NY

### Drive Times Available

DAY 1

70353 7:30 - 9 a.m.

70354 9 - 10:30 a.m.

70355 Noon - 1:30 p.m.

70356 1:30 - 3 p.m.

*Please note: Driver Education attendance is mandatory. It is not possible to complete the requirements for this class and miss classes for vacation or other activities.*



# ■ Programs for Professionals

## EMT Refresher

This course is designed to cover the updates to the EMT curriculum as well as the most recent EMS Educational Standards and the American Heart Association 2010 Guidelines. You will be required to show proof of completion of the ICS-100 and FEMA-IS-700 course to be eligible to sit for the NYS certifying exam. This course runs in conjunction with an original EMT course and students are allowed to take additional sessions as needed. This course begins on May 19. For a complete course schedule, call our office at (518) 629-7339. 70140 \$275

*Bob Elling, MPA, EMT-P, Instructor*

## Setting the Stage for Safer Schools: A Two-Hour Prevent Violence Training for Persons Seeking Certification in New York State

This training fulfills the requirement for a two-hour certification course for teaching assistants, teachers, pupil personnel service professionals and administrators in New York State as part of the Safe Schools Against Violence in Education Act (SAVE). All participants will receive an approved New York State Education Department certificate upon completion of this training.

It also can be used to fulfill the professional development plan requirement to provide a two-hour course for all currently certified educators and staff. The seminar will highlight information regarding statutes, regulations and policies relative to a safe and non-violent school climate; the warning signs for violent behavior exhibited by a student within a developmental and social context that relate to violence and the troubling behaviors in children; how to participate in an effective school community referral process for students exhibiting violent behavior; and classroom management techniques when responding to potentially violent situations or behavior.

70244 \$25

*1 Session, ADM 102*

*Thurs., 7/24, 6 - 8 p.m.*

*Diane Teutschman, Instructor*

## Basic Life Support for Healthcare Providers

**Part 1 - Course - Part 1** is to be paid for and completed online by the student at [www.onlineaha.org/](http://www.onlineaha.org/). You will learn single-rescuer and team basic life support for adults, children and infants through five interactive exercises, scenarios and a written test. Navigation controls allow you to move easily through content as you learn how to recognize life-threaten-

ing emergencies, provide high-quality chest compressions, deliver appropriate ventilation and provide early use of an AED. The course also teaches relief of choking.

This self-paced course is accessible anytime from a computer with Internet access. Students can access the BLS for Healthcare Providers Student Manual, BLS Pocket Reference Card and more for 24 months. This course may be used for initial or renewal BLS for Healthcare Providers Course completion.

## Parts 2 and 3 - Skills Sessions

Once you complete the online course you will be able to print a certificate of completion. After you complete Part 1, contact the Office of Community and Professional Education (518) 629-7339 to enroll in a skills session that will take place no more than 60 days following successful completion of the Part 1 course.

The skills session is the hands-on portion of an AHA eLearning course and includes Parts 2 and 3 - skills practice and testing. It is conducted in-person after you complete Part 1 online. For admission into a skills session, students must present their Part 1 certificate of completion to the AHA Instructor or Heartsaver® Skills Evaluator™. Students who arrive at the skills session without the certificate of completion will not be allowed to stay and will need to re-register and pay for another session. Students must come prepared to the skills session. Please review the online course materials before attending. Underprepared students who do not complete the skills session in the allotted time will need to re-register and pay for another skills session.

Choose one \$30

*1 session, 400 Jordan Road, Room 215*

70220	Tues., 5/20	2 - 3:30 p.m.
70221	Wed., 6/11	2 - 3:30 p.m.
70222	Tues., 6/24	2 - 3:30 p.m.
70223	Mon., 7/7	2 - 3:30 p.m.
70224	Tues., 7/15	3:30 - 5 p.m.
70225	Thurs., 7/24	5 - 6:30 p.m.
70226	Wed., 7/30	5 - 6:30 p.m.
70227	Mon., 8/18	10 - 11:30 a.m.
70265	Mon., 8/18	2 - 3:30 p.m.
70266	Tues., 8/19	2:30 - 4 p.m.
70267	Tues., 8/19	4 - 5:30 p.m.
70268	Wed., 8/20	2 - 3:30 p.m.
70269	Thurs., 8/21	3:30 - 5 p.m.
70270	Thurs., 8/21	5 - 6:30 p.m.
70271	Sat., 8/23	9 - 10:30 a.m.
70272	Sat., 8/23	10:30 a.m. - Noon



## ■ Recreation and Hobbies

### FITNESS

#### Yoga I: Foundations of Practice

This course is of value to students of any age, with or without previous experience in yoga. You will focus patiently on classic postures and breathing exercises to bring balance and well-being to the body, mind and spirit. With the development of physical flexibility and calmness of mind, you also lay the foundations for a rewarding life-long practice of yoga.

70189 \$80

8 Sessions, MCD 192

Mon., 6/9 - 7/28, 3:30 - 4:30 p.m.

70190 \$80

8 Sessions, MCD 192

Wed., 6/11 - 7/30, 4 - 5 p.m.

Jeanne Wein, Instructor

#### Zumba

Zumba is the hottest class to hit the fitness world! This hour-long dance-based fitness class is set to international rhythms. No experience in dance or aerobic classes is required and Zumba is open to all fitness levels. This class will help you sculpt a tight mid-section without getting on the floor. Wear sneakers and light clothes. Bring a water bottle!

70255 \$65

10 Sessions, MCD 192

Mon., 6/9 - 8/11, 5:45 - 6:45 p.m.

70257 \$65

10 Sessions, MCD 192

Wed., 6/11 - 8/13, 5:45 - 6:45 p.m.

Chrissy Sarratori of Abs In, Inc., Instructor



#### Zumba Toning

When it comes to body sculpting, Zumba Toning raises the bar (or rather, the toning stick)! It combines targeted body-sculpting exercises and high-energy cardio work with Latin-infused Zumba moves to create a calorie-torching, strength-training dance fitness party. You'll learn how to use light-weight, maraca-like Toning Sticks to enhance rhythm and tone all your target zones, including arms, abs and thighs. Zumba Toning is the perfect way for enthusiasts to sculpt their bodies naturally while having a total blast! Take your Zumba workout to a new level and join us for Zumba Toning. Wear sneakers and light clothes and don't forget your water bottle.

70262 \$65

\*70263 \$85

10 sessions, MCD 192

Wed., 6/11 - 8/13, 7 - 8 p.m.

Chrissy Sarratori of Abs In, Inc., Instructor

*\*This course includes a \$20 materials fee for Toning Sticks.*

*If you don't already have a pair of Toning Sticks, choose this course number and the instructor will provide a pair for you at the first class meeting.*

#### Moderate Hi-Lo Impact Aerobics

This is a combination Hi-Lo impact class designed with men and women in mind. Each class adheres to the exercise guidelines set forth by the American College of Sports Medicine. The one-hour class consists of a complete cardiovascular workout and a stretching and strength training component that will tone muscles and burn fat. Routines are set to contemporary music by the original artists. Energize and have fun. This class is designed for all levels – everyone will be successful!

70261 \$65

10 Sessions, MCD 192

Mon., 6/9 - 8/11, 7 - 8 p.m.

Chrissy Sarratori of Abs In, Inc., Instructor

---

**NOTE:** McDonough 192, where many of our fitness classes are held, is not air conditioned.

---

## PIYO Fusion

What do elite athletes, ballerinas and top models have in common? A strong core and flexibility! This mind-body fusion class is for people who want to increase their core strength (abdominals, back, hips and thighs), increase their flexibility and help maintain that long lean look that we all love! This class blends essential Yoga poses for strength and balance and Pilates to build and maintain your core, all the while focusing on spinal alignment. At the end of this class you will feel rejuvenated. Expect to listen to quiet motivational music as a nationally certified personal trainer and fitness instructor leads you through a series of mat exercises while emphasizing correct form and crucial breathing technique. You will FEEL and SEE results – not only in class, but in your day-to-day activities. You will likely walk a bit taller, move with greater grace, feel increased energy, and notice a transformation in your abdominal region. What you need: an exercise mat, a towel and a water bottle.

70316

\$85

10 Sessions, CTR 204

Thurs., 6/12 - 8/14, 6 - 7 p.m.

\*Please note that the first session on 6/12 will meet in MCD 192  
Connie Fagan of Fitness Professionals On Demand, Instructor

## Put Some Pep in Your Step

Are you giving yourself at least 30 minutes of moderate exercise a day? Would you like exercise to be part of your life? Do you want to make a difference in your life? If so, it's time for a change!

This class is intended for those who are not currently exercising on a regular basis. The goal is to acclimate your body to regular exercise of 30 minutes per day, five days a week. During class, you will receive flexibility/stretching exercises, participate in a walking program for up to three, ten-minute periods, use light hand weights, receive group support, and follow a personalized exercise plan. Class members also will agree to exercise outside of class at least three times a week. The class will be fun and all participants will be assigned a supportive partner while utilizing an exercise tracking schedule/log.

It takes 30 days to form a habit. Over ten weeks, this class will help you build a strong foundation to make exercise part of your lifestyle! Please bring 1-3 lb. hand weights and water.

70312

\$85

10 Sessions, meet in MCD lobby

Sat., 6/14 - 8/23, 8 - 8:50 a.m.

No class 7/5

Deb Nuttall of Fitness Professionals On Demand, Instructor

---

**NOTE:** McDonough 192, where many of our fitness classes are held, is not air conditioned.

---



## Cardio Kickboxing

Cardio Kickboxing is an hour-long, total body workout designed to improve your cardiovascular endurance with a core of continuous kickboxing combos to work your upper and lower body and your heart. The class begins with a warmup, followed by basic kickboxing moves that become more intense as the class progresses. Modifications will be offered to accommodate all fitness levels and ages. The class ends with a cool down, core strengthening and a stretch. Please bring 3-5 lb. hand weights, a mat, towel and water. Get ready to have fun and sweat!

70264

\$110

20 Sessions, CTR 204

Mon. & Wed., 6/9 - 8/13, 7 - 8 p.m.

Caroline Wunsch of Total Body Trifecta, Instructor

## Sole Synthesis

Be one of the first in the area to experience this new low-impact workout currently sweeping the nation. Sole Synthesis is a fusion of strength, flexibility, core and cardiovascular work. It is a standing flow workout done barefoot without extra equipment to upbeat music. This full body workout combines movements inspired by fitness, ballet and yoga. The low impact moves will work you from head to toe. No previous experience is needed to participate in Sole Synthesis. Just bring a water bottle, your bare feet (sole) and dress in comfortable fitness clothing.

70322

\$40

6 Sessions, MCD 192

Tues., 6/10 - 7/15, 5:45 - 6:30 p.m.

Sarah Hoffman of Total Body Trifecta, Instructor

## ■ Recreation and Hobbies

### Pilates Mat - Beginner

Pilates is a precise method of exercise that focuses on movements designed to lengthen and strengthen the body. This class will focus on the "core" and practice the controlled movements designed to stretch and strengthen muscles without adding bulk. Just bring a mat (yoga style "sticky" mat works best) and experience what Pilates can do for your body and mind. This class is designed for the beginner Pilates student with little or no experience.

70318 \$55

10 Sessions, CTR 204

Mon., 6/9 - 8/11, 5:15 - 6 p.m.

Sarah Hoffman of Total Body Trifecta, Instructor

70319 \$55

10 Sessions, CTR 204

Wed., 6/11 - 8/13, 5:15 - 6 p.m.

Ellen Ehrlich of Total Body Trifecta, Instructor

### Pilates Mat - Intermediate

This course is a continuation of the Pilates method. It will incorporate the basic and intermediate level exercises into a more intense style of class. This class level is appropriate for students who have had at least two semesters (one year) of experience practicing Pilates. Just bring a sticky mat and a 14-inch Pilates Magic Circle (ring).

70320 \$55

10 Sessions, CTR 204

Mon., 6/9 - 8/11, 6:05 - 6:50 p.m.

70321 \$55

10 Sessions, CTR 204

Wed., 6/11 - 8/13, 6:05 - 6:50 p.m.

Ellen Ehrlich of Total Body Trifecta, Instructor

### Butts and Guts

Butts and Guts...need it say anymore? This class is all about tightening and toning those troublesome tushies and tummies. This 45-minute class will focus intensely on ab and glute work that also breaks a sweat, sometimes uses light weights, and will finally give you results in inches lost, sculpted spots, and just plain confidence in how you fit in your clothes and carry yourself. Say goodbye to boring crunches and traditional butt lifts. This is a program that changes the way you see your core and backside forever!

70668 \$85

10 Sessions, CTR 204

Tues., 6/10 - 8/12, 5:30 - 6:15 p.m.

Blythe Thompson-Hurlburt of Fitness Core You, Instructor

---

**NOTE:** McDonough 192, where many of our fitness classes are held, is not air conditioned.

---

### Metabolic Blast Bootcamp

New for summer 2014- battling ropes! You can change your metabolism – increasing your lean muscle, lowering your resting heart rate and decreasing your overall fat will make it happen for you. That is what this program is professionally designed to do. Intense bursts of cardio exercises with battling ropes and body weight movements, plus sprints, lunges and squats along with strength training sets of dips, pushups and planks are what you will encounter in an atmosphere of camaraderie and great encouragement. Class will take place both inside and outside.

#### What you receive:

- 29 classes of high intensity interval training
- Expert coaching from a nationally certified personal trainer
- Nutritional support
- Weekly food journal
- Fitness assessment
- 24-7 online support and individual attention
- Injury prevention techniques
- Supercharged motivation
- Accountability
- Powerful encouragement
- An adrenalin kick to start your day that will fire up your metabolism

#### What you give:

- Three hours of your time a week
- 100% effort
- \$200 course fee

70326 \$200

29 Sessions, MCD 192

Mon., Wed., & Fri., 6/9 - 8/15, 6 - 7 a.m.

No class 7/4

Hollan Bonjukian of Tru Fitness, Instructor





## Core Camp

Lose weight around the midsection with this fast track fitness class designed to deliver results! Think Bootcamp meets Pilates. You will be inspired through high-intensity intervals of cardio drills that are geared to fire up your metabolism while you learn the best middle-whittling core moves out there. Melt the external fat and reveal the lean chiseled muscle that you will be developing.

This program will begin and end with a thorough fitness and nutrition assessment so you will see the incredible results from investing in yourself. Join us in Core Camp and whittle your middle this year! For more information, please contact Hollan Bonjukian at (518) 496-0337 or [trufitnessanswers@gmail.com](mailto:trufitnessanswers@gmail.com)

70510

\$75

10 Sessions, MCD 192

Sun., 6/8 - 8/17, 6:30 - 7:30 a.m.

No class 7/6

Hollan Bonjukian of Tru Fitness, Instructor

## Pilates for Runners

Want to run effortlessly? Want to bulletproof your hips and knees against injury? Ready to become a force to be reckoned with? If you answered "yes" to any of these questions, then this class is for you! If you just want to become a better runner and experience your fittest summer ever, join us for Pilates for Runners. This training will help you overcome common problems for runners including: plantar fasciitis, runner's knee and shin splints.

Although there will be NO running in class, this program is no walk in the park. You will learn the 'golden' exercises that will unlock your inner runner, by targeting the common weak spots; gluteus medius, lower back, abdominals and spine while lengthening the hamstrings, tightening the quads and conditioning the feet. If you are not a runner, you'll be runner-ready when you are through! If you are a runner, this class will be transformational for you. For more information, please contact Hollan Bonjukian at (518) 496-0337 or [trufitnessanswers@gmail.com](mailto:trufitnessanswers@gmail.com).

70511

\$75

10 Sessions, MCD 192

Sun., 6/8 - 8/17, 7:45 - 8:45 a.m.

No class 7/6

Hollan Bonjukian of Tru Fitness, Instructor



## Team Tabata Training

Spend this summer getting FIT, FABULOUS and having FUN! This class combines proven fitness techniques from Tabata with fun, outdoor and indoor activities that will get you moving and sweating. Team circuit training keeps things moving and regardless of your current fitness level, your team will convince, motivate and pull you through. Your team will move through a variety of activities and obstacles, from medicine ball to army crawling to cardio. Join the team this summer!

70671

\$125

10 Sessions, MCD 192

Sat., 6/14 - 8/23, 8 - 9:30 a.m.

\*Please note that the first session on 6/14 session will meet in CTR 204

No class 7/5

Blythe Hurlburt of Fitness Professionals on Demand, Instructor

**NEW!**

**NOTE:** McDonough 192, where many of our fitness classes are held, is not air conditioned.



**DO YOU HAVE A GREAT  
IDEA FOR A COURSE?**



**Contact our office at 629-7339 or  
[www.hvcc.edu/communityed/apply](http://www.hvcc.edu/communityed/apply)**

## ■ Special Interest

### The Basics of Selling on eBay

You can be successful on eBay! Learn how to register, create listings, utilize eBay's vast resources, research items, open and use a PayPal account, complete transactions, and most importantly, **MAKE MONEY!** While there is no computer used in this class, to be successful on eBay, students should have basic computer and Internet skills. Bring something to take notes.

70313

\$30

2 Sessions, ADM 102

Sat., 6/21 & 6/28, 9 a.m. - Noon

Amy Grazda, Instructor

### Pet CPR and First Aid

This course is for students who wish to work in the pet industry or wish to acquire knowledge on how to respond in an emergency situation for pets. The course will provide hands-on experience in pet CPR using our dog mannequin as well as basic First Aid. In this class, you will learn what you can do in the first 15-25 seconds on the scene to make a big difference for a pet. Learning to respond quickly and properly in the first few minutes in a pet emergency is critical and can save a pet's life. Just a sample of some of the material covered in this class includes:

- Equipment and supplies for putting together your own Pet First Aid Kit
- Assessing vital signs
- Understanding basic pet owner responsibilities
- Bleeding and shock management
- Restraint, muzzle, elevation, direct pressure, pressure points
- Immobilization, shock management and transportation
- Rescue breathing
- Administering medicine and treating wounds

Whether you are a pet owner or just a pet lover, this class will provide critical knowledge that could help save a pet's life. Course fee includes a \$16 materials fee for the required textbook.

70710

\$86

1 Session, WIL 160

Sat., 8/2, 9 a.m. - 1 p.m.

Mary Lynn Gagnon, Instructor



## Driver Training

### Defensive Driving

This course will award all New York State motorists with a 10 percent reduction in motor vehicle liability and collision insurance premiums for a three-year period. Also, drivers who have incurred violation points on their record will receive a four-point reduction. The course is certified with the Department of Motor Vehicles and the National Safety Council.

The program consists of six hours of classroom instruction including films, lecture and discussion. You will be taught accident prevention techniques along with useful refresher material. Course materials include a student workbook and a certificate upon completion. The courses are taught by certified instructors from Bell's Driving School.

Students should bring a blue or black pen to class. Late arrivals will not be admitted and no refund will be issued.

70008

\$40

1 Session, ADM 107

Sat., 6/14, 8:30 a.m. - 3 p.m.

70250

\$40

1 Sessions, ADM 107

Mon. & Wed., 7/14 & 7/16, 6:30 - 9:30 p.m.

Bell's Driving School, Instructors

### 5-Hour Pre-licensing Course

This mandatory course is required by New York State Department of Motor Vehicles for any individual seeking to take a New York State Road Test. The course covers the state required curriculum and is taught by certified instructors from Bell's Driving School. Students must possess a NYS Learners Permit in order to take the course.

70519

\$45

1 Session, BTC 206

Sat., 7/12, 9 a.m. - 2 p.m.

Bell's Driving School, Instructors

# ■ Motorcycle Courses

Please visit [www.hvcc.edu/rider](http://www.hvcc.edu/rider) for additional information and links to course schedules. On-bike training is offered April - October.

## WHICH COURSE IS FOR YOU?

For help with choosing the right course for you, please email [info@camstraining.net](mailto:info@camstraining.net) with a brief description of your needs or experience and we will help match you to the course that best fits your situation.

## MOTORCYCLE SAFETY FOUNDATION (MSF) COURSES

### MSF - Introductory Motorcycle Experience (IME) \$70

- Sponsored by the Motorcycle Safety Foundation (MSF)
- It is designed for the student who has no riding experience and isn't sure whether or not they should take formal motorcycle training. (This course does not guarantee success in the BRC.)
- Two hours of hands-on experience
- Intro to the motorcycle and its controls
- Motorcycle and helmet provided
- Prerequisite: None

### MSF - Basic Rider Course \$275

- For motorcycle or scooter (motorcycle or scooter provided)
- Reserve a scooter at time of registration so we have one available (scooter registrations cannot be accepted online)
- Designed for beginner and re-entry riders
- Learn or review basic riding skills
- Smartest way to get your motorcycle license
- MUST have STRONG sense of balance
- MUST be able to ride a bicycle
- 16½ hour course
- Successful completion of BRC qualifies for New York State Motorcycle Road Test Waiver.
- Prerequisite: MUST have recent bicycle riding experience. Valid New York State driver's license and motorcycle permit. Out of state and military please email [info@camstraining.net](mailto:info@camstraining.net) for information. New York State Jr. or graduated license holders email [info@camstraining.net](mailto:info@camstraining.net) for information.

### MSF - Bike Bonding RiderCourses (Two Levels)

Bike Bonding refers to the connection and interaction of the rider and motorcycle. Good bike bonding helps riders automate their physical skills so they can devote more attention to road and traffic conditions (searching and evaluating).



### MSF - Basic Bike Bonding RiderCourse (BBBRC) \$150

- For licensed or permitted riders on our training bikes (This is not a licensing course.)
- Next logical step after the BRC. Gain more low speed control and confidence on our training bikes.
- Focuses on motorcycle manipulation skills to maximize low-speed operation and control
- Learn to "put the bike where you want it" at low speed
- Half-day riding course, no classroom
- Instruction includes: bike bonding awareness; basic control skills; speed control and turns from a stop; tight turns; accelerating; braking and turning; engine braking; curves and swerves; low-speed decreasing radius curves; control in tighter spaces; lollipops and sharing the road
- Prerequisite: Must have Motorcycle License, Sufficient riding skills and experience to operate a motorcycle with basic proficiency

### MSF - Ultimate Bike Bonding RiderCourse (UBBRC) \$150

- For licensed riders on their personal motorcycles
- For riders looking to dial-in low speed control and confidence on their own motorcycle
- Half-day riding course, no classroom
- Great way to hone your skills in the spring!
- Maximize low-speed operation and control
- Instruction includes: bike-bonding awareness; big box; zigzag; circle weaves; switchbacks; lollipops; circuit training and sharing the road
- Attn: Clubs and Dealerships - e-mail [Info@CAMSTraining.net](mailto:Info@CAMSTraining.net) for group rate info
- Prerequisite: Rider must have valid motorcycle license and possess SOLID basic skills with recent riding experience. It is recommended that the motorcycle be appropriate for the size and strength of its rider.



## ■ Motorcycle Courses

# Total Control

### LEE PARK'S TOTAL CONTROL RIDING CLINICS

#### Total Control - Intermediate Riding Clinic (IRC) \$150

- Perfect next step for newly licensed riders or licensed riders returning to the sport who do not want an entry-level course
- Ride your personal street legal motorcycle or scooter
- 5-hour clinic
- Throttle control
- Brake control
- Vision
- Line selection
- Low-speed turning
- Evasive maneuvers
- Road-speed turning
- Prerequisite: 500 miles recent experience
- Attn: Clubs and dealerships - e-mail [Info@CAMSTraining.net](mailto:Info@CAMSTraining.net) for group rate info



#### Total Control - Advanced Riding Clinic (Two Levels)

Based on bestselling book, *Total Control* by Lee Parks

##### Level 1 - Full Day \$325

- Corner with confidence
- Learn on your motorcycle (any style)
- Enhance your mental strategies
- High performance skills learned at parking lot speeds
- Add safety to your street riding
- Get more out of your track days
- Full-day clinic
- Prerequisite: 3,000 mile recent experience
- Passengers allowed (additional fee applies)

##### Level 2 - Full day \$325

- Build on the skills you learned in Level 1
- Advanced cornering techniques
- More challenging exercises from the book *Total Control*
- Trail braking into corners
- Hard braking into corners
- Speed shifting
- Decreasing radius corners
- Multiple apex corners
- Full-day clinic
- Prerequisite: Total Control ARC level 1
- Passengers allowed (additional fee applies)

#### Total Control Level 1 and 2 \$599

**Sign up for both and save \$\$!**

Please note: Motorcycle courses are physically demanding and require you to be mentally alert and able to multitask. Proper riding gear is required for all courses.

All motorcycle courses have a separate cancellation and refund policy. This is available at [www.hvcc.edu/rider](http://www.hvcc.edu/rider). You are required to sign off on the Motorcycle Cancellation and Refund Policy Acknowledgement prior to completing the registration process.

If a student is unable to gain the appropriate skills at the group learning level or poses a safety risk to themselves or others, they will be counseled out at the coaches' decision and no refund will be granted. For registration or scheduling questions, please call (518) 629-7339.

**For specific questions about classes or policies related to motorcycle courses, e-mail [info@CAMSTraining.net](mailto:info@CAMSTraining.net)**

# College Preparation

***Great preparation for any incoming college freshman!***

## Smart Start

Smart Start is a two-week summer academic program to help students strengthen their math and writing skills before the Fall term begins. The Smart Start program is designed for students who want to gain confidence, learn more about the campus and prepare for college studies. Learning Center faculty will review college writing and math skills, help equip students with skills for success in their first semester of college, and introduce them to campus support staff. Participants will become familiar with the campus and make some friends before classes begin. Students may take part in the math or writing portion of Smart Start or participate in the whole program to build skills in both areas. This program is for incoming Hudson Valley freshman.

A Certificate of Residence is required. Information about Certificates of Residence can be found on page 7.

**50033**                                 **\$25 for both Writing and Math**  
**8 Sessions, Learning Assistance Center, MRV 001**  
**Mon. - Thurs., 7/28 - 8/7, 8:30 a.m. - Noon**

**50034**                                 **\$15 for Math only**  
**8 Sessions, Learning Assistance Center, MRV 001**  
**Mon. - Thurs., 7/28 - 8/7, 8:30 - 10:10 a.m.**

**50035**                                 **\$15 for Math only**  
**8 Sessions, Learning Assistance Center, MRV 001**  
**Mon. - Thurs., 7/28 - 8/7, 10:20 a.m. - Noon**

**50036**                                 **\$15 for Writing only**  
**8 Sessions, Learning Assistance Center, MRV 001**  
**Mon. - Thurs., 7/28 - 8/7, 8:30 - 10:10 a.m.**

**50037**                                 **\$15 for Writing only**  
**10 Sessions, Learning Assistance Center, MRV 001**  
**Mon. - Thurs., 7/28 - 8/7, 10:20 a.m. - Noon**

## Jump Start

Hudson Valley Community College offers a workshop series designed to help students lay the foundation for college success. Each of the 50-minute workshops focuses on a different area including writing, math, learning strategies and computers. Learning Assistance Center, Computer Learning Center and Writing Center faculty members will provide instruction in college writing, math, computers and study skills. The program has a day and evening option to meet the needs of students' busy schedules. This program is for incoming Hudson Valley freshmen.

**50038**                                 **\$30 Day Section**  
**5 Sessions, Learning Assistance Center, MRV 001**  
**Mon., Wed., & Fri., 7/28 - 8/1, 1 - 4 p.m.**  
**Wed. & Thurs., 8/6 - 8/7, 1 - 4 p.m.**

**50039**                                 **\$15 Evening Section**  
**2 Sessions, Learning Assistance Center, MRV 001**  
**Wed. & Thurs., 8/6 - 8/7, 6 - 9 p.m.**

## Self-Paced College Basic Math Review

This course is the perfect solution for those who need to prepare for a GED or college placement test. This non-credit, interactive computer video course allows you to review arithmetic and pre-algebra skills needed for success in basic college math courses. The ModuMath program consists of 51 lessons averaging 23 minutes each, with video and audio content. At your own pace, you can review basic operations with whole numbers, fractions, decimals and signed numbers, as well as learn to solve word problems and equations and determine square roots and percentages.

You will meet with a Learning Assistance Center education specialist to select video lessons, establish a study plan and set up a personal class schedule. You will then work independently and at your own pace (during the day or evening) in the college Learning Assistance Center, progressing through multi-media lessons, taking practice tests and generating a record of your progress.

**70251**   **\$25**  
**Learning Assistance Center, MRV 001**

## Self-Paced College Algebra Review

This course is the perfect solution if you plan to enroll in a college algebra or trigonometry course but feel a little rusty or unprepared.

This non-credit, interactive computer video course allows you to review algebra skills needed for success in college algebra and trigonometry courses. The ModuMath Algebra program consists of 32 lessons averaging 27 minutes each, with video and audio content. At your own pace, you can review order of operations; algebraic expressions; solving linear and quadratic equations; solving inequalities and systems of equations; word problems; factoring; exponents; roots and radicals; rational expressions; and the Pythagorean Theorem. You will meet with a Learning Assistance Center education specialist to select video lessons, establish a study plan and set up a personal class schedule. Students will then work independently and at their own pace (during the day or evening) in the college Learning Assistance Center, progressing through multi-media lessons, taking practice tests, and generating a record of your progress. The Learning Assistance Center has both day and evening hours.

**70252**   **\$25**  
**Learning Assistance Center, MRV 001**



## Registration Form Community & Professional Education

**Be bold. Be a Viking.**

Name: \_\_\_\_\_  
First Middle Last

SS# \_\_\_\_\_ D.O.B. \_\_\_\_\_ Sex Code \_\_\_\_\_ M=Male/F=Female

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail address: \_\_\_\_\_

May we contact you via e-mail? ☐ Yes ☐ No

Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

### PAYMENT INFORMATION

☐ Check ☐ Voucher/PO (attached) ☐ Tuition Waiver ☐ MasterCard ☐ VISA

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

3# security code: \_\_\_\_\_ Cardholder's name: \_\_\_\_\_

### COURSE INFORMATION

CRN # _____	Course Name _____	Fee _____
-------------	-------------------	-----------

CRN # _____	Course Name _____	Fee _____
-------------	-------------------	-----------

CRN # _____	Course Name _____	Fee _____
-------------	-------------------	-----------

CRN # _____	Course Name _____	Fee _____
-------------	-------------------	-----------

TOTAL: \$ \_\_\_\_\_

### HOW DID YOU RECEIVE OUR BROCHURE?

☐ From Community & Professional Education

☐ Mail

☐ From a friend

☐ The college Web site

☐ Community location (store, library, etc.) \_\_\_\_\_

☐ Other: \_\_\_\_\_

### MAIL COMPLETED REGISTRATION AND PAYMENT TO:

Hudson Valley Community Office of Community and Professional Education

80 Vandenburg Avenue, Troy, New York 12180

**NEED ANOTHER FORM?** Visit our Web site at [www.hvcc.edu/communityed/comedreg.pdf](http://www.hvcc.edu/communityed/comedreg.pdf).



# Registration Information

The Office of Community and Professional Education is located in the Guenther Enrollment Services Center on the second floor in room 252.



**Be bold. Be a Viking.**

## Office Hours

Until May 30: Monday-Friday, 8 a.m. - 5 p.m.

June 2 - August 8: Monday-Friday, 8 a.m. - 4 p.m.

Beginning August 11: Monday-Friday, 8 a.m. - 5 p.m.

The college is closed Monday, May 26 and Friday, July 4.

## How to Register



### ONLINE

Our online registration system is available 24 hours a day, 7 days a week.

Go to <https://www.hvcc.edu/communityed/register>

**NOTE:** You can register online until midnight the day (1 day) before a course begins. Please register by phone, fax or in-person if you are registering on the day the course is scheduled to begin. Online registration is not available for students using purchase orders, tuition waivers or learning certificates.



### BY PHONE

Please call (518) 629-7339 for easy enrollment with your credit card.



### BY FAX

Complete the registration form and fax to (518) 629-8103. Be sure to include credit card information.



### BY MAIL

Print and complete the registration form. Be sure to include credit card information or include a check or money order and mail to:

**HVCC**

**Community and Professional Education**  
80 Vandenburg Avenue  
Troy, NY 12180



### IN-PERSON

Come to the Office of Community and Professional Education, located in the Guenther Enrollment Services Center, Room 252.

## General Information

The information listed below pertains to all Community and Professional Education unless otherwise noted. Complete cancellation and refund policy information is available at [www.hvcc.edu/communityed/cancel](http://www.hvcc.edu/communityed/cancel).

### REFUNDS/CANCELLATIONS

Courses nine weeks or longer

Prior to first class	100% refund
During first week of classes	75% refund
During second week of classes	50% refund
During third week of classes	25% refund
After third week of classes	No refund

Courses eight weeks or shorter

Prior to first class	100% refund
During first week of classes	25% refund
After first week of classes	No refund

Please Note:

- Requests for refunds must be submitted in writing. All refunds will take place in the form of a check and typically take 14 - 21 days to be processed.
- Course registrations may not be transferred to another person. If you are unable to attend a class, you may not send someone else in your stead.
- All motorcycle courses, creative retirement trips, floral classes and certificate courses have a separate cancellation and refund policy. These are available at [www.hvcc.edu/communityed/cancel](http://www.hvcc.edu/communityed/cancel).
- Courses may be cancelled due to insufficient enrollment. Early enrollment helps reduce this possibility. In the case that a course is cancelled, every effort will be made to notify students and refunds will be issued.

### CONTINUING EDUCATION UNITS (CEUS)

Hudson Valley Community College awards Continuing Education Units (CEUs) to those who complete designated courses, workshops and seminars. The Continuing Education Unit (CEU) is a uniform measurement of individual participation in non-credit programs. One Continuing Education Unit represents 10 contact hours (for example, for a designated course 30 contact hours = 3 CEUs). In order to receive CEUs, students must successfully complete courses according to the instructor's standards. Typically, this involves 75 percent attendance; however, there may be additional requirements. Please be sure to check with your instructor at the beginning of the course. Records kept for those students who accumulate CEUs will be available upon written request from the Registrar's Office.

### PARKING

Parking permits are issued to all students who register for credit-free courses at the time of registration. A parking permit will be mailed to you with your registration confirmation or if you register online, e-mailed to your HVCC e-mail account and should be displayed accordingly in your vehicle. All drivers are urged to obey traffic laws, and regulations for parking at the college.

### ESCORT SERVICE

In the interest of personal safety of students, faculty and staff, the college's Public Safety Office provides an escort service during late evening hours. Anyone desiring an escort on college property should call (518) 629-7210 or stop by the Public Safety Office.

## ■ Course Index

---

5 Hour Pre-Licensing Course	14	Metabolic Blast Bootcamp	12
Administrative Medical Specialist with Medical Billing and Coding	4	Moderate Hi-Lo Aerobics	10
An Afternoon in Sicily with Different Drummer's Kitchen	3	Motorcycle Courses	15
Batik for Beginners	2	MS Office Basics for Administrative Professional	6
Basic Life Support for the Healthcare Provider-Skills	9	Painting an Impressionist Landscape in a Day	2
Butts and Guts	12	Paralegal Certificate Course	5
Cardio Kickboxing	11	Pet CPR and First Aid	14
Core Camp	13	Pilates for Runners	13
Creating Web Sites & Mobile Apps	6	Pilates Mat - Beginning	12
Defensive Driving	14	Pilates Mat - Intermediate	12
Designing Dish Gardens	2	PIYO Fusion	11
Drawing with Soft Pastel	2	Publish Your Book, Guaranteed	5
Driver Education	8	Put Some Pep in Your Step	11
EMT-B Refresher Course	9	QuickBooks Basics	6
Floral Design for Fun	2	School Violence Prevention Workshop	9
German for Everyone	5	Self-Paced College Algebra Review	17
Getting Paid to Talk	5	Self-Paced Basic Math Review	17
Grandma's Three Sheep Basket	3	Smart Start	17
High School Equivalency/ TASC Preparation	7	Social Media for Beginners	6
Holiday Gift Basket	3	Sole Synthesis	11
Introduction to Photoshop	6	Team Tabata Training	13
Jump Start	17	Veterinary Assistant	5
Mandarin Chinese I	5	Yoga I	10
Medical Transcription and Medical Terminology	5	Zumba	10
		Zumba Tone	10



“I WANT TO  
MAKE MY  
SUMMER  
COUNT.”

## SAVE TIME AND MONEY ON YOUR DEGREE.

- Catch up from last semester or gain an edge on the next.
- Choose from more than 590 summer classes, with 190 available online.
- Find a pace that works for you with 3-, 5-, 6- and 12-week sessions.

**REGISTER NOW.**

Sessions begin May 19,  
May 27 and June 30.

Learn more at [www.hvcc.edu/summer](http://www.hvcc.edu/summer)

A State University of New York college // Sponsored by Rensselaer County



**Be bold. Be a Viking.**





80 Vandenburg Avenue  
Troy, New York 12180-6096

## REGISTER ONLINE

- Registration begins May 5
- Go to [www.hvcc.edu/communityed/register](http://www.hvcc.edu/communityed/register)
- New students can create an account and returning students can sign-in using their user name and password.
- Print copies of your registration; search upcoming courses; save a plan and so much more!

***SEE PAGE 19 FOR MORE DETAILS!***



**Be bold. Be a Viking.**

