



SUNY ADIRONDACK

Continuing Education

SPRING 2014 SESSION

EXPLORE THE OPPORTUNITIES

Business & Career Training

Personal Enrichment

Youth Programming

Senior Programming

TABLE OF CONTENTS

CATALOG OF NON-CREDIT COURSES

Welcome.....2

Business & Career Training.....3

Computer Training.....9

Online Offerings.....10

Personal Enrichment.....11

Senior Programming.....21

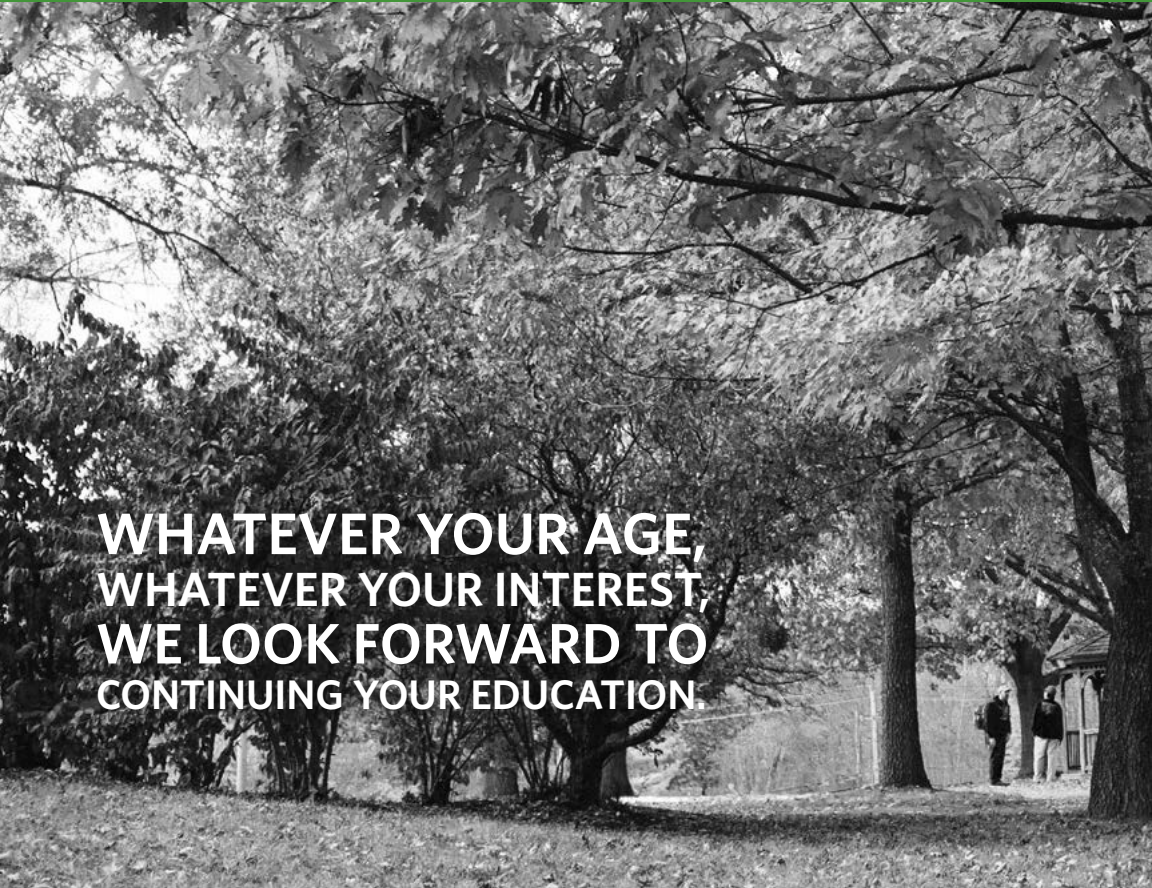
Youth Programming.....22

 Winter Enrichment.....22

 After School Enrichment.....22

 Summer Enrichment.....22

Course Registration.....25



**WHATEVER YOUR AGE,
WHATEVER YOUR INTEREST,
WE LOOK FORWARD TO
CONTINUING YOUR EDUCATION.**

WELCOME TO THE OFFICE OF CONTINUING EDUCATION!

SUNY Adirondack provides many non-credit educational offerings for a broad range of age groups and interests. Courses are available for professional development, educational or personal enrichment. A student may take an open enrollment class, designed as first come, first serve or businesses/organizations can obtain customized contract training, designed to meet individual needs.

Courses are offered at our Queensbury campus, Wilton Center, off-campus and online. Examples of topics we offer are shown below. Please view the following pages for our January to August, 2014 open enrollment courses.

BUSINESS & CAREER TRAINING

Computer Training
Human Resource Management
Industry Certification:

- CASAC
- Culinary
- Insurance
- Medical Coding
- Notary Public
- Wastewater

Leadership
Project Management
Small Business Operations
Team Building

SENIOR PROGRAMMING

Senior Lecture Series
SUNY Adirondack at The Glen

PERSONAL ENRICHMENT

Art
Astrology
Culinary
Financial Planning
Foreign Languages for Travel
Health and Wellness
Hobbies
International Travel Experience
Motorcycle Instruction
Music
Science
Writing

YOUTH PROGRAMMING

Adventure Sports Center
Driver Education
K-12 After School Programming
Summer Enrichment
Winter Enrichment



MEDICAL CODING CERTIFICATION PROGRAM

ICD-10-CM Part One: Focus on Diagnosis

March 3, 2014 to May 8, 2014

Every Monday & Wednesday | 5pm 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. The ICD-10 coding system is due to take effect on October 1, 2014. ICD-10-CM will bring the United States into line with the rest of the world for health statistic reporting. ICD-10 is radically different from ICD-9. All current ICD-9 code users will need to learn ICD-10. The course will teach coders and people who want to become coders to use ICD-10-CM. The course will be based on the chapters in the ICD-10-CM Codebook.

Course prerequisite:

A solid understanding of Medical Terminology and Human Anatomy & Physiology I, II is strongly recommended.

The following Medical Certification Program classes will be offered in our Summer and/or Fall 2014 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

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

ed2go.com/Adirondack

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

Instructor:

Karen Allen
Anderson

Price: \$1,649

CRN: 20003

The ICD-10 coding system is due to take effect on Oct. 1, 2014.

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH

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

This six-week online 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

January 15, 2014

CRN: 20060

February 19, 2014

CRN: 20061

March 19, 2014

CRN: 20062

April 16, 2014

CRN: 20063

May 21, 2014

CRN: 70010

June 18, 2014

CRN: 70011

July 16, 2014

CRN: 70012

August 20, 2014

CRN: 70013

HUMAN ANATOMY AND PHYSIOLOGY

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

January 15, 2014

CRN: 20064

February 19, 2014

CRN: 20065

March 19, 2014

CRN: 20066

April 16, 2014

CRN: 20067

May 21, 2014

CRN: 70014

June 18, 2014

CRN: 70015

July 16, 2014

CRN: 70016

August 20, 2014

CRN: 70017

HUMAN ANATOMY AND PHYSIOLOGY II

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

In this six-week online 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

January 15, 2014

CRN: 20068

February 19, 2014

CRN: 20069

March 19, 2014

CRN: 20070

April 16, 2014

CRN: 20071

May 21, 2014

CRN: 70006

June 18, 2014

CRN: 70007

July 16, 2014

CRN: 70008

August 20, 2014

CRN: 70009

MATH 097 PREP

January 13, 2014 to January 16, 2014

*Every night Monday through Thursday, 6:30pm to 8:30pm
Queensbury Campus*

This course is designed for college students who placed into MAT 090 Pre-Algebra (based on arithmetic scores < 50) but would like a second chance to place into MAT 097 Introduction to Mathematical Functions, the next higher level MAT course. Upon course completion, students will be permitted to re-take the placement test. An arithmetic placement score of 50 or higher will save student time and tuition.

Instructor:
TBD

Price: \$40

CRN: 20056

SHRM ESSENTIALS® OF HR MANAGEMENT

April 4, 2014 to April 11, 2014

*Two Fridays from 8:30am to 4:30pm
Queensbury Campus*

SUNY Adirondack has partnered with the College of Saint Rose to offer this two-day Society for Human Resource Management (SHRM) program. The program provides participants with a complete overview of human resources roles and responsibilities. This program is also an excellent refresher for seasoned HR professionals or for those who are PHR/SPHR certified and looking for HRCI continuing professional education credits.

Instructor:
Gretchen Steffan,
SPHR

Price: \$495

CRN: 20013

If you are just starting out in the profession, or are looking for an effective way to boost your employee management skills, this is the program for you!

QUICKBOOKS BASICS VERSION 2011

May 12, 2014 to May 21, 2014

*Every Monday & Wednesday evening from 6pm to 9pm
Queensbury Campus*

If you are in business, make bookkeeping simple and buy QuickBooks! The instructor has her own bookkeeping business so she knows what features businesses use. Learn how to record income and expenses, balance the checkbook, run reports, set-up and track your sales tax. This course is for the business professional that needs to learn the essentials quickly. **Please note that QuickBooks Version 2011 will not work with Windows 8. If you have Windows 8, you can still take the class but the class files will not work on your version of QuickBooks. The concepts learned will be applicable to any version of QuickBooks.**

Instructor:
Tamarra Mitchell

Price: \$174

CRN: 20011

This class starts with the initial company setup and works through the features every business will use.



MICROENTERPRISE ASSISTANCE SMALL BUSINESS PROGRAM

March 17, 2014 to June 2, 2014

*Every Monday evening from 6pm to 8pm
no class April 14 or May 26*

Queensbury Campus

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

There are ten sessions within this course. Each section covers a different aspect of business planning. However, woven together, these classes tell a story that will help you understand why planning is important and, most importantly, how to prepare a winning business plan that delivers successful results in starting or expanding your business. Building a successful business plan throughout this course will require you to ask detailed questions and take copious notes during each session.

This course is sponsored by Warren and Washington County Local Development Corporations and SUNY Adirondack Continuing Education.

Instructor:
Various Instructors

Price: \$150

CRN: 20005

If you apply through your county's Local Development Corp. (LDC) and successfully complete the program, you may be eligible to apply for a small business loan through your county.

Contact Jennifer Switzer from Warren County:
518.798.7542
switzerj@warrencountyny.gov

or Deanna Derway from Washington County:
518.746.2290
dderway2@co.washington.ny.us
for more information or an application.

ONLINE NOTARY PUBLIC LICENSE EXAM PREPARATION WORKSHOP

January 1, 2014 to May 15, 2014

Online Self-paced Course: Only one week needs to be reserved for course completion—you can participate in the class at anytime during the semester.

Instructor:
Timothy McGuigan

Price: \$59

CRN: 20012

IN-CLASS NOTARY PUBLIC LICENSE EXAM PREPARATION WORKSHOP

March 12, 2014 | One Day Course

Wednesday from 12:30pm to 4:30pm

Queensbury Campus

This notary course is designed to teach you the essential information you need to take and pass the New York State Notary Exam. 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. **Please note: The Notary Public exam will not be given during this workshop. Information on the exam schedule will be distributed at class.**

Instructor:
Timothy McGuigan

Price: \$59

CRN: 20055

Topics will include:

- Notary Concepts
- Definition Review
- Sample Forms
- Notary Law Subsection Review

BARTENDING & MIXOLOGY CERTIFICATION

March 19, 2014 to April 16, 2014

Every Wednesday from 6pm to 9pm

Queensbury Campus

This course will introduce and prepare the student to become a bartender in the Hospitality Industry. You will be given all the basic training associated with bartending. The class will concentrate on the student that has 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. Upon successful completion of the course, the student 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: 20052

LEARNING OBJECTIVES INCLUDE:

- Industry Standards
- Common Terminology
- Sanitation
- Hygiene & Health Regulations
- Types Of Alcohol
- Mixing Drinks
- Wine & Beer
- Attitude
- Selling Techniques & Showmanship
- TIPS Training
- Class Certified

SERVSAFE FOOD SAFETY CERTIFICATION WORKSHOP

May 10, 2014 | 8am to 6pm

All day Saturday. Bring a bag lunch for a working lunch.

Queensbury Campus

New York State legislation (S02328) mandates that all food service establishments which handle, cook, store, serve, deliver, remove, and dispose of food will be required to have one ServSafe certified individual on staff. In order to assist the area's hospitality and food service industries comply with this law, SUNY Adirondack Continuing Education has scheduled ServSafe Food Safety workshops which will provide this mandatory certification to individuals who successfully complete the 9-hour program.

Instructor:

Frank Burns

Price: \$207

CRN: 20053

Once issued, the ServSafe certification is valid for 5 years.

WASTEWATER TREATMENT: ACTIVATED SLUDGE PROCESSES

February 4, 2014 to March 6, 2014

Every Tuesday and Thursday from 6pm to 9pm

Queensbury Campus

This class is one in a series of three courses offered as part of the NYS DEC Wastewater Treatment Plant Operator Certificate series. It is also an excellent refresher if you already hold certification and is good for operator renewal credit. Topics to be covered include: a basic process overview, modifications, process control, testing and calculations, nitrification, problem-solving, record keeping, trending, and graphing. Prerequisite: Basic Operations for Wastewater Treatment Plants which will be offered in the Fall 2014 semester.

Instructor:

Lawrence Glasheen,
NYS 4A WWTP

Price: \$320

CRN: 20054

The NYS Department of Environmental Conservation requires this course if you plan on pursuing an "A" certificate at any level.

WASTEWATER TREATMENT: BASIC LABORATORY COURSE

March 18 to April 17, 2014

Every Tuesday and Thursday from 6pm to 9pm

Held at the Glens Falls Wastewater Treatment Plant

This class is one in a series of three courses offered as part of the NYS DEC Wastewater Treatment Plant Operator Certificate series. This particular course will teach you proper procedures for solids analysis, pH and alkalinity determination, chlorine determination, BOD, and Winkler Dissolved Oxygen. Hands-on application will follow discussion and demonstration of each procedure. You will be given a proficiency exam for each procedure. This course fulfills laboratory proficiency for DEC certification and is good for operator renewal credit. Prerequisite: Basic Operations for Wastewater Treatment Plants which will be offered in the Fall 2014 semester.

Instructor:
Lawrence Glasheen,
NYS 4A WWTP

Price: \$299

CRN: 20059



SUNYADIRONDACK *Adventure Sports*

The Adventure Sports Center provides leadership, team building and professional development activities directed at groups from the corporate and business communities. A comprehensive and diverse assortment of "adventure" activities allows participants the opportunity to enhance their leadership and team building skills through experientially based learning.

For more information about the Adventure Sports Center, training opportunities, scheduling a workshop or retreat, or to arrange a tour of the Ropes Course, please call us at: 518-743-2250.

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 at an additional charge.

Computer training is available, but not limited to:

General Instruction

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

Adobe Software

- Acrobat
- Photoshop

Prezi

Microsoft Office Suite

- Access
- Excel
- FrontPage
- PowerPoint
- Project
- Publisher
- Windows XP
- Word

ONLINE OFFERINGS

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.

ART

BASICS OF WATERCOLORS **NEW!**

March 26, 2014 to April 30, 2014

Wednesdays from 6:30pm to 8pm

Queensbury Campus

Discover your creative spirit, and learn the art of watercolor painting using several techniques. This course is for beginners or anyone who would like to refresh their skills in a relaxing atmosphere.

Instructor:
Tanya White

Price: \$69

CRN: 20028

This course is for beginners or anyone who would like to refresh their skills in a relaxing atmosphere.

DRAWING FROM PHOTOGRAPHS **NEW!**

April 8, 2014 to May 27, 2014

Tuesdays from 6:30pm to 8:30pm

Wilton Center

Professional illustrators often use photographic reference, so why not you? Well here's the problem, most novice artists tend to copy the photograph verbatim thereby producing a drawing as flat and dull as the original. So why bother? This course demonstrates the proper use of reference material by stressing composition and values (light and shade) enabling you to produce a striking creation of your own. All levels welcome. *Students must bring own materials; cost estimated at \$25. Please call 518.743.2238 for supply list.*

Instructor:
Tom O'Brien

Price: \$89

CRN: 20023

This course demonstrates the proper use of reference material by stressing composition and values.

SWITCHING HANDS **NEW!**

March 19, 2014 to May 7, 2014

Wednesdays from 10am to 12pm

Wilton Center

Having difficulty with your dominant hand from injury or illness, or do you just want to be ambidextrous? Try drawing! It's easier training for your non-dominant hand than printing or cursive writing. If you can draw reasonably well now, this course should be easy and will expand your skills. But if drawing has been difficult for you, the methods used here can open a new chapter in your life. All levels welcome. You may follow Tom's progress by clicking on Active clubs - Saratoga at: www.lifestudio.org/clubs/saratogalmages/newImages. *Students must bring own materials; cost estimated at \$25. Please call 518.743.2238 for supply list.*

Instructor:
Tom O'Brien

Price: \$89

CRN: 20014

The instructor, Tom O'Brien, a right-handed illustrator and sculptor who is experiencing a problem with that hand has researched the techniques used to train his left hand to take over.



BOATING

ABOUT BOATING SAFETY (ABS)

April 8, 2014 to April 10, 2014

Tuesday and Thursday from 5:30pm to 9:30pm

Queensbury Campus

or

April 19, 2014

Saturday from 8am to 4pm

Queensbury Campus

Effective May 1, 2014, all individuals born on or after May 1, 1996 are required to successfully complete an approved course in boater education in order to operate a motorboat. Operators may not operate a Personal Watercraft (Jet Ski, Sea-Doo, etc.) unless they are at least 14 years of age and hold a boater safety certificate issued by the USCG Auxiliary for having completed an 8-hour classroom based course of instruction. Participants must attend all 8 hours in order to qualify for the certificate which is issued at the end of class after passing the final exam. *Students under 14 must be accompanied by an adult. Students must attend all 8 hours.*

Instructor:
USCG Auxiliary
Flotilla

Price: \$35

CRN: 20031
or 20034

This course is open to individuals at least 10 years of age. Participants under 14 years old should be accompanied by an adult for the duration of the class.

PERSONAL ENRICHMENT

CULINARY

CARIBBEAN INGREDIENTS IN COOKING *NEW!*

March 18, 2014

Tuesday from 6pm to 8pm

Samantha's Café and Catering

Cook with Chef Donnah Digan-Lewis and get familiar with unfamiliar ingredients. You will learn easy tips and tricks to bring the taste of the islands to your own kitchen! All ingredients used are available locally.

Instructor:
Donnah Digan-Lewis

Price: \$49

CRN: 20015

FARMERS MARKET 101 *NEW!*

May 27, 2014

Tuesday from 6pm to 8pm

Samantha's Café and Catering

The Farmers Market is full of so many wonderful ingredients. Don't let all that great stuff rot in your refrigerator because you don't know what to do with it. Learn some tried and true recipes to make the most of your Farmers Market groceries (ingredients based on market availability.)

Instructor:
Liz Wilcox and
Jennifer Kraft

Price: \$49

CRN: 70005

DRIVING

5 HOUR PRE-LICENSING COURSE

Mondays

Queensbury Campus

January 27, 2014	5pm-10pm	CRN 20006
February 17, 2014	9am-2pm	CRN 20009
March 24, 2014	5pm-10pm	CRN 20008
April 21, 2014	5pm-10pm	CRN 20007
May 19, 2014	5pm-10pm	CRN 70001
June 23, 2014	5pm-10pm	CRN 70002
July 21, 2014	5pm-10pm	CRN 70004
August 18, 2014	5pm-10pm	CRN 70003

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. Students should arrive 10 minutes before class starts. Class starts promptly at 5pm (9am on Feb. 17.) A New York State Learner's Permit is required and must be brought to class. Pre-registration is required at 518.743.2238. Payment is due at time of registration.

Instructor:

Bell's Auto
Driving School

Price: \$45

A MV-278 completion certificate needed for road test appointments will be issued at the conclusion of this class.

CAR BASICS FOR THE NEW DRIVER *NEW!*

April 3, 2014

Thursday from 6:30pm to 8:30pm

Queensbury Campus

This Car Basics course is designed to familiarize new drivers with the vast array of switches, lights, knobs and controls in their cars and to help educate them in regard to car maintenance and safety procedures.

Instructor:

Jody Katz

Price: \$15

CRN: 20036

Learn the basics of car care and maintenance.

EDUCATION

HOMEWORK HELP FOR PARENTS *NEW!*

February 25, 2014 Wilton Center or

March 4, 2014 Queensbury Campus

Tuesday from 6:30pm to 8:30pm

Are you pulling your hair out every night trying to help your child complete his/her homework? Does homework become a battle of the will? If your child is in grades Kindergarten through 8, *Homework Help for Parents* can help you:

- Learn some strategies to develop a better homework routine and workspace for your child.
- Cover effective strategies you can use at home to help your child improve academic skills, level of independence, and work habits.
- Get suggestions on how to communicate more effectively with your child's teacher about homework.
- Learn the important "Do's" and "Don'ts" when helping your child with homework.

Instructor:

Amy Griffith

Price: \$15

CRN: 20022
or 20027

Amy Griffith is an experienced Special Education (K-8) and Elementary Teacher and owner of AG Education Consulting, Advocacy and Tutoring.

Please come to class with your questions and concerns.

FINANCIAL

THE COMPLETE FINANCIAL MANAGEMENT WORKSHOP

January 29, 2014 to February 12, 2014
Wednesdays from 6:30pm to 9pm

This course is for you if you.....

- want to fight the effects of inflation
- want to prepare for a comfortable retirement
- wonder how much your retirement will cost
- want to cut your taxes
- would like to increase your disposable income
- need to manage your investment risk
- don't know how you would pay for long-term care costs if you should ever need care
- want to learn how to choose among tax-free, tax-deferred, and taxable investments
- want to learn how to lower estate taxes and probate fees
- want to provide for your family and heirs

Instructor:
Don Tenne, ChFC,
MetLife

Price: \$75

CRN: 20058

Tuition includes one workbook. You may bring your spouse or a guest at no additional cost. Additional workbooks may be purchased at the first class for \$25. Don't put off learning what you need to know now!

RETIREMENT PLANNING TODAY

February 26, 2014 to March 5, 2014

Wednesdays 6:30pm to 8:30pm

CRN 20037 for couples

CRN 20029 for singles

Wilton Center

March 6, 2014 to March 13, 2014

Thursdays from 6:30pm to 8:30pm

CRN 20024 for couples

CRN 20016 for singles

Queensbury Campus

Instructor:
Steve Hipsley, CFP

Price:
\$80 for couples
\$45 for singles
plus \$15 for materials

The \$15 materials fee is payable to instructor at first class—couples may share workbook.

This course will cover:

- Life Planning for Retirement
- Retirement Needs & Expenses
- Retirement Roadblocks & Mistakes
- Retirement Income Sources
- Retirement Plan Distributions
- Investments
- Risk Management & Asset Protection
- Estate Planning

FITNESS

CARDIO AND STRENGTH CIRCUIT

February 4, 2014 to June 10, 2014

*Tuesdays and Thursdays from 4:30pm to 5:30pm
Queensbury Campus*

Are you looking for a total body workout that changes every week and targets all the muscle groups? Every week you will be challenged differently. Men and women of all age groups and all fitness levels are welcome, and you do not need prior experience. 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. Please note: Before starting any exercise program, consult your physician. *No class March 13, 2014.*

Instructor:
Leesa Stiller

Price: \$199

CRN: 20038

GENTLE YOGA

January 28, 2014 to April 8, 2014

Tuesdays 7:30pm to 8:45pm

April 15, 2014 to June 24, 2014

Tuesdays 7:30pm to 8:45pm

Queensbury Campus

Gentle Yoga combines deep breathing with easy stretching and gentle yoga postures to release tension and improve relaxation, thereby reducing pain and stress. This class ends with meditation and a deep guided relaxation aimed to restore balance and inner peace. *No Class March 11 & May 27, 2014.*

Instructor:
Tobey Gifford

Price: \$89

CRN:
20017 or 20030

POWER YOGA

January 28, 2014 to April 8, 2014

Tuesdays 6pm to 7:15pm

April 15, 2014 to June 24, 2014

Tuesdays 6pm to 7:15pm

Queensbury Campus

Power Yoga is a flowing vinyasa class which builds strength, flexibility, endurance and body awareness. This class will be based on a fusion of Ashtanga and Dharma Mittra vinyasa styles of yoga and ends with meditation and relaxation. Perfect for people wanting an active practice followed by rest (a good fit for those previously enrolled in Yoga 2.) *No Class March 11 & May 27, 2014.*

Instructor:
Tobey Gifford

Price: \$89

CRN:
20025 or 20033

HOBBIES

UPDATE YOUR CONTRACT BRIDGE SKILLS **NEW!**

March 20, 2014 to April 17, 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. Depending on class interest, topics may include the law of total trumps, new minor forcing, no trump bidding, third hand bidding, or losing trick count hand evaluation methods. Each class will spend one hour on instruction and one hour playing bridge with prepared hands specific to that day's lesson. You will find yourself getting to better contracts after learning these methods.

TOURIST TOTE BAG **NEW!**

April 23, 2014 to April 30, 2014

Wednesdays 6pm to 8pm

Patti's Quilting & Fabrics

This roomy tote is easy to make and a great beginner bag. It's the perfect size for the gym, office or traveling to the beach. Whether you make as a gift or keep for yourself, you will be able to add your own personal touch. Cutting tools supplied. *Students must bring own materials; cost estimated at \$25. Please call 518.743.2238 for supply list. **Students should bring own sewing machine, or contact Patti's Quilting for a loaner.***

RAISING BACKYARD CHICKENS

April 1, 2014 to April 15, 2014

Tuesdays 6:30pm to 8:30pm

Queensbury Campus

So you want a backyard chicken farm? There is a lot more to it than you think. It's not hard to raise backyard chickens, but a lot to know. We will discuss the basics of raising chickens and producing eggs and cover the following:

- Variety
- Hatching or buying chicks
- Commercial feeding or organics/natural
- Housing
- Cost analysis & local regulations
- Hens only
- Predators
- Eggs and/or chicken dinner
- Bring any other questions you may have!

Instructor:
David Buchyn

Price: \$55

CRN: 20018

Instructor:
Jessica
VanDenburgh

Price: \$25

CRN: 20026

Instructor:
Joe Biss III

Price: \$39

CRN: 20039

Joe Biss III has been around farms and raised chickens and other birds all his life with over 50 years of experience and knowledge in this field. **Anyone younger than age 16 is FREE, but must be accompanied by a paying adult.**

MOTORCYCLE

Back for its 11th season, the Motorcycle Program at SUNY Adirondack is bigger and better than ever with weekend and mid-week classes that run from April to October.

All registrations for motorcycle classes are done online.

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

BASIC RIDERCOURSE (BRC FOR LICENSE)

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 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.

Instructor:

Adirondacks and
Beyond Motorcycle
Safety, LLC

Price: \$275

BASIC RIDERCOURSE (BRCII)

For graduates of the BRC for License class, this is the next step in your riding education. This is a one-day class taken on your motorcycle. Skill drills covering braking, swerving, and cornering will be covered. This course is also the perfect "first class" experience for experienced riders that have had no formal training. This is great for groups. There is no license component to this class. A motorcycle license is required.

Instructor:

Adirondacks and
Beyond Motorcycle
Safety, LLC

Price: varies

INTRODUCTORY MOTORCYCLE EXPERIENCE (IME)

This is the perfect three hour class for those interested in seeing what motorcycling is all about without a large commitment of time or money. No license or permit is required. Students learn the very basics of motorcycle controls and will have the bike moving under its own power by the end of this class. Nervous—the BRC for License is too much all at once? Take the IME; then the BRC for License. This is a great combination. Motorcycles and helmets provided. No permit is required.

Instructor:

Adirondacks and
Beyond Motorcycle
Safety, LLC

Price: \$75

ADVANCED RIDERCOURSE (ARC)

This is the class for experienced riders who want to move their riding skills to the "next level". A one day class with both classroom and range components (with an emphasis on riding.) Students must be licensed and will ride their own street legal motorcycles. This class exposes the experienced rider to upper level skill sets not available in previous classes.

Instructor:

Adirondacks and
Beyond Motorcycle
Safety, LLC

Price: \$150

MUSIC

SUNY ADIRONDACK SYMPHONIC BAND

January 22 to May 9, 2014

Wednesdays from 4:30pm to 6:30pm | Queensbury Campus

Comprised of an intergenerational mix of community members and SUNY Adirondack music majors and non-music 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.

Instructor:
Diane Bargiel
Price: FREE
CRN: 20019

SUNY ADIRONDACK CHORALE

January 27 to May 9, 2014

Mondays from 7pm to 9pm | Queensbury Campus

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.

Instructor:
Miriam Enman
Price: FREE
CRN: 20035

SPECIAL INTEREST REINCARNATION AND PAST LIFE

March 6 to March 13, 2014

Thursdays from 6:30pm to 8:30pm | Queensbury Campus

Have you ever experienced “d  j   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 what prominent psychiatrists and psychologists say about reincarnation and past life regression. 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.

Instructor:
Louis Mondor
Price: \$29
CRN: 20020

Experience stories that may change your life! This multimedia presentation will include videos and handouts...and a lively discussion!

LIFE BETWEEN LIFE

March 20 to March 27, 2014

Thursdays from 6:30pm to 8:30pm | Queensbury Campus

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? By whom? Is there a Hell? What do we do as souls in the “interlife?” 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? 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.”

Instructor:
Louis Mondor
Price: \$29
CRN: 20032

This is the sequel to *Reincarnation & Past Life*.

This multimedia presentation will include videos and handouts...and a lively discussion!

WRITING REWRITING AND RECONSIDERING FAIRY TALES **NEW!**

March 5 to April 2, 2014

Wednesdays from 6:30pm to 8:30pm

Queensbury Campus

Do you enjoy fairy tales? Join us as we read, write and think about all kinds of fairy tales—from the original Brothers' Grimm, to Disney, to modern re-tellings incorporating literary, queer, and feminist theory by Angela Carter and others.

Instructor:
Megan Taylor

Price: \$55

CRN: 20040

FINDING YOUR LIFE STORIES: A MEMOIR CLASS

March 31 to April 28, 2014

Mondays from 2:30pm to 4:30pm

The Glen at Hiland Meadows

Are you working on your family stories but having trouble getting started? Are you ready to write or tell your stories, but confused about what to include? Do you need to share your ideas with others? This five week class will be a workshop designed to help you discover your stories and inspire you to continue! Both new and returning students are welcome.

Instructor:
Elizabeth Cassidy

Price: \$55

CRN: 20021

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.





SENIOR LECTURE SERIES

April 22, 2014 to May 13, 2014

The lectures will be presented by a combination of SUNY Adirondack distinguished faculty members and local experts. Each lecture will be an hour long, followed by a 15 minute question and answer period.

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

TUESDAY, APRIL 22, 2014

10am Albania: Everything you wanted to know, but were afraid to ask

Dr. Charles Bailey, Distinguished Professor of History, SUNY Adirondack

11:30am Swimming the English Channel

David Dammerman, master swimmer

Lunch 12:45pm to 1:30pm | Held in Student Housing

1:45pm From Duanesburg to Jerusalem

Carl Strock, author

TUESDAY, APRIL 29, 2014

10am Two Presidents as Commanders-in-Chief: Lincoln and FDR

Dr. Norman Enhorning, Professor Emeritus History, SUNY Adirondack

11:30am The Bog People

Valerie Haskins, Professor of Anthropology and Archaeology, SUNY Adirondack

Lunch 12:45pm to 1:30pm | Held in Student Housing

1:45pm Elizabeth Cady Stanton and the Legacy of the Suffragists

Dr. P. Kathleen McCoy, Professor of English, SUNY Adirondack

TUESDAY, MAY 6, 2014

10am Birds of Cambodia

Bernard and Chris Grossman, birdwatchers, lecturers

11:30am Warren and Washington County History: Famous People You Never Heard Of

Lawrence Gooley, Author

Lunch 12:45pm to 1:30pm | Held in Student Housing

1:45pm Ancient Egypt

David deVries, writer, film maker, documentarian

TUESDAY, MAY 13, 2014

10am Around the World - 10 Most Favorite Places

Walter McConnell, MD, FACEP

11:30am Evolutionary Relationships of Adirondack Birds

Jeremy J Kirchman, Ph.D. Curator of Birds, New York State Museum

Lunch 12:45pm to 1:30pm | Held in Student Housing

1:45pm The Underground Gardens of Baldassare Forestiere

Anthony Cavaluzzi, Associate Professor of English, SUNY Adirondack

Tuition \$110

CRN: 20004

Lunch each day is included and provides an opportunity for attendees to get to know each other and talk about the lectures and the subject matter presented.

Lunch will be served in the new Student Housing Multi-Purpose Room.

WINTER ENRICHMENT

For area youths in grades 4-6

Monday to Thursday, February 17 to 20, 2014

This four day program will be offered during the public school February midwinter recess break. Children may be registered for classes offered during three different time slots, 8:15am-10:15am, 10:30am-12:30pm or 1pm-3pm. During the half-hour lunch break, children will eat lunches they bring from home. [A student wishing to take only two classes must register for two that are back-to-back]. ***Please view the following pages for the schedule of offerings.***

A student can enroll if he or she has an overall "B" average or higher or scores in the 90th percentile on any state or national standardized test. A School Principal/Teacher Certification Form must be included with the registration form for those students who have not attended the Winter Enrichment Program or the Summer Enrichment Program in the last two years.

Winter Enrichment classes require special registration forms (not included in this brochure). Please visit our website to download the forms or contact us and we will mail them.

AFTER SCHOOL ENRICHMENT

William H. Barton Intermediate School (WHBIS)

For WHBIS students in grades 4-5

SUNY Adirondack offers several after school programming courses for Queensbury School District students. Courses are offered at WHBIS, typically on Wednesdays, from 2:45-4:45pm, in the January through April time frame.

After School Enrichment course information will be available December 13, 2014.

SUMMER ENRICHMENT

For area youths completing grades 3-9

Monday - Thursday, July 7 - 24, 2014

SUNY Adirondack provides a three-week Summer Enrichment program for area youth who have completed grades 3-9 and who meet certain academic requirements. These courses are designed to introduce students to new, innovative, and stimulating academic areas, enhance their traditional classroom education, and provide them with a fun-filled experience. Please contact us if you would like to be added to our Summer Enrichment mailing list.

Summer Enrichment course information will be available April 1, 2014.

Monday to Thursday, February 17 to 20, 2014
QUEENSBURY CAMPUS CLASSES

SCIENCE SAMPLER
HUMAN SENSES

8:15am to 10:15am

Learn how we “sense” the world around us through sight, sound, smell, taste and touch. We will use models, pictures, and experiments to learn how our body and brain work together.

ALTERNATIVE ENERGIES

We will look at the pros and cons of a variety of alternate energy alternatives such as solar, wind, natural gas, fuels, and tidal. We will experiment with photovoltaic cells, a hydrogen fuel cell and even a windmill to get a better understanding of how some of these energies work and learn how many of them are traced back to the sun, our planet’s main energy source.

PHYSICS OF STAR TREK

You don’t have to be a Star Trek fan to enjoy this class. Learn all about space travel, worm holes, time travel, replicators and Tele-transportation and time. We will also talk about how often science fiction drives real science. Like how the ray gun and jet packs of today were actually dreamed up in the 1950’s. This program is titled after a book by Lawrence M Krauss who wrote about the popular TV show, Star Trek.

THE GREAT CORAL REEFS

Learn about the great coral reefs found around the world and the creatures that live in them—snails, sponges, crabs, lobsters, oysters, clams, jellyfish and more. I will share many of my own experiences shell collecting, snorkeling, SCUBA diving with these animals in the wild from Maine, south to the Caribbean and west to the Yucatan Peninsula.

**SEARCHING THE COSMOS: A JOURNEY
IN SPACE AND TIME NEW!**

8:15am to 10:15am

Fasten those seatbelts, students, for you will be examining a series of celestial bodies and strange phenomena in and out of our galaxy, including dwarf planets, neutron stars, wormholes, Black holes, asteroids, satellites, exoplanets and comets. We will examine the likelihood of intergalactic travel, time travel, and encountering intelligent life in the Universe. We will even look ahead billions of years to when our sun becomes a Red Giant and vaporizes three of her own planets! Discussion, debate, research, and a “Jeopardy-style” competition on the final day will be featured.

DOLPHINS: THE MAMMALS OF THE SEA NEW!

10:30am to 12:30pm

Would you like to learn more about the mammals of the sea, Dolphins? We’ll do just that by researching and presenting information on such species as Orcas, Bottlenose, Common dolphins and Belugas. Rare species such as River dolphins will also be featured. A “jeopardy-style” review of all research will be featured on the last day of class.

EDIBLE SCIENCE NEW!

10:30am to 12:30pm

Do you like to eat, cook, mix and measure, and learn about science? Here’s your chance to learn what chemically happens to food as it cooks and what different things like flour, baking soda, heat and so on do for the process. You will learn about good nutrition and what are good snacks and bad snacks. Each day we’ll taste test our efforts to see if we did our jobs right.

Instructor:
Joseph Biss III

Price: \$65

CRN: 20045

Rather than pick one topic, we’ll cover some of the most popular courses offered by Mr. Biss over the last 25 years.

Instructor:
Paul Phillips

Price: \$65

CRN: 20042

Instructor:
Paul Phillips

Price: \$65

CRN: 20047

Instructor:
Joseph Biss III

Price: \$75

CRN: 20046

CREATIVE CARTOONING *NEW!*

1pm to 3pm

If you like cartooning, this class is for you. You will learn the basics of cartooning and develop a cartoon character of your own. Wouldn't it be fun to learn how to draw "yourself" in a cartoon?

Instructor:

Tanya White

Price: \$72

CRN: 20050

HOW TECHNOLOGY WORKS: A DISSECTION CLASS *NEW!*

1pm to 3pm

Would you like to learn about new technologies and how the ones we didn't have thirty years ago evolved actually work? We will dissect and examine such items as a desktop computer, laptop computer, cell phones and any other technology we can come up with. Students may bring in their own "dead" cell phones, laptops, tablets etc. to add to the mix. There is no blood in this dissection class, just a lot of parts.

Instructor:

Joseph Biss III

Price: \$65

CRN: 20051

WILTON CENTER CLASSES

ALL HANDS ON SCIENCE *NEW!*

8:15am to 10:15am

This class will pack more knowledge in your head in a few short classes than you would ever expect! We will learn about lenses, bubbles, magnets and polymers and more! We will learn about science by doing hands-on activities so you can teach what you have learned to your friends and family.

Instructors:

Juliana Potts &

Joan Winters

Price: \$72

CRN: 20043

CRASH COURSE: SOLVING THE PROBLEM *NEW!*

8:15am to 10:15am

Have you ever wanted to join a problem-solving competition like Odyssey of the Mind? Are you imaginative, independent and creative? Do you like to work with a group? If the answer to these questions is yes- then this Creative Problem Solving course is for you! We'll work together to come up with a unique resolution to an outrageous scenario over the course of the week and do mini-challenges as we go to build up our confidence and creativity. This course is a hybrid of Improv Theater, problem-solving and just plain fun. Gain confidence and skills as we explore the creative side of problem solving together!

Instructor:

Katherine

O'Donnell

Price: \$70

CRN: 20044

HIEROGLYPHS & EGYPTIAN DESIGN SYMBOLS

10:30am to 12:30pm

Are you fascinated with mummies, pyramids, and the ancient symbols of the Egyptians? If so, you are not alone. Pretend you were born in Egypt over 5,000 years ago where you would use pictures to record your words and ideas. In addition to being pictures, hieroglyphs were also sounds that were combined to make words! Learn the alphabet, write your name in an ancient language, be a scribe, tell a story and decorate the temple walls with Hieroglyphs!

Instructor:

Sharon Lombardi

Price: \$77

CRN: 20049

WEAVING THE WEB 2.0 *NEW!*

10:30am to 12:30pm

How would you like to create all kinds of digital products such as website design with Weebly, getting wordy with Wordle, electronic posters with Glogster, sharing data with Infographics, and create avatars. With the help of Web 2.0 we will use online applications to create and interact with others. We'll learn a new application each day and create an online portfolio of what we created.

Instructor:

Katherine

O'Donnell

Price: \$65

CRN: 20048

SAMANTHA'S CAFÉ AND CATERING

FEED YOUR FACE *NEW!*

Wednesday, February 19 from 3pm to 5pm

Learn how you can "feed your face" with some easy, energy-booster foods that you can make on your own. We'll start off with real chicken fingers and mini pizzas and finish up with some fresh fruit tarts. It will be fun, it will be easy, and it will be at Samantha's Café and Catering.

Instructors:

Liz Wilcox &

Jennifer Kraft

Price: \$40

CRN: 20041

COURSE REGISTRATION

Registration for a course (except Winter Enrichment, see page 22 for details) 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.

Course No.	Course Title	Tuition	Fee	Total

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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SPRING 2014 SESSION

EXPLORE THE OPPORTUNITIES

Business & Career Training

Personal Enrichment

Youth Programming

Senior Programming



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