

# Fall 2006 **Courses for Professional & Personal Development**

Division of Continuing Education  
914-606-6830



# WELCOME TO CONTINUING EDUCATION

Welcome to an exciting fall semester at Westchester Community College. Here in the Division of Continuing Education, we're committed to meeting the needs of lifelong learners. We have a variety of workshops, courses and programs designed with you in mind. Whatever you're looking for, you'll find it here at Westchester Community College.

## **New This Fall:**

*Surgical Technology,  
Entrepreneurship, and  
Writing for Magazines*

Are you considering a career change? Explore new career options, including several which carry college credit.

Are you thinking about re-entering the workforce or returning to college after a prolonged absence? We can help you brush up on your writing and presentation skills, ace that job interview, update your computer knowledge, or simply learn what networking is all about.

If you're content in your current job but need to earn a license, certification, or required continuing professional education, we have that too. From Child Abuse to Real Estate to Funeral Directing, we're an approved provider of required workshops in numerous fields.

## **New This Fall:**

*Career Strategies for  
Moms, People Skills  
for the Workplace,  
and Test-Taking Skills*

For business owners and managers, our workshops in marketing, sales, and resource management can help improve your bottom line. We can also bring our customized training programs right to your site.

## **New This Fall:**

*CyberSafety and  
Shopping on the Web*

Our computer classes will help you get ahead at work, develop a personal web page, or organize your email.

For those who want to explore their lighter side, we have hundreds of classes from which you can choose, from cooking to wellness, from local history to maritime history, from crafts to sports.

English as a Second Language learners can take advantage of our multi-level programs, offered in numerous locations, with a variety of scheduling options to suit their busy lives. And speaking of busy lives, everyone can tap into our online classes—knowledge on your schedule!

## **New This Fall:**

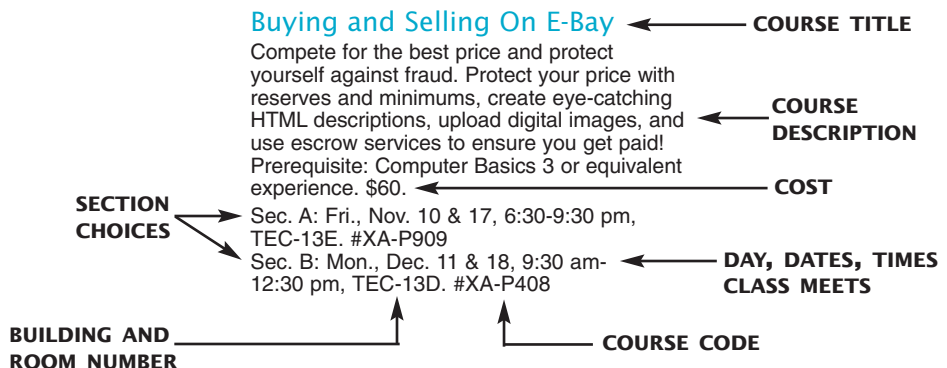
*Life on the Lower East Side,  
Knitting, Getting Around London,  
Folk Guitar, Akido, Menopause  
and Aging, Exploring the Wine  
Regions of Italy, and Sign  
Language for Seniors*

We have innovative, exciting opportunities for everyone, from kids and teens, to adults and baby boomers, to older adults. You'll find our lifelong learning opportunities on our main campus in Valhalla, at our extension centers in Yonkers, Ossining, Peekskill, and New Rochelle, and at our locations in Somers and Kent. Whatever you're looking for, you'll find it this fall at Westchester Community College—The Community's College.

Marge Glusker, Ed.D.

Vice President and Dean of Continuing Education

## How to Use This Brochure . . .



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**Non-credit classes in this brochure, unless otherwise noted,  
are intended for adult students (18+) only.**

**See Key to Class Locations on page 57.**

**Questions? Email us at [continuinged@sunywcc.edu](mailto:continuinged@sunywcc.edu)  
To register call 914-606-6830**

# CAREER TRANSITIONS

## Exploring Careers in...

These workshops are **FREE**, but pre-registration is required.

### Certified Nursing Assistant & Other Health Careers

Sec. A: 1 Thurs., Aug. 24, 6:00-7:00 pm, Ossining Center. J Maloney. #OS-D167  
Sec. B: 1 Mon., Oct. 23, 6:00-7:00 pm, Ossining Center. J Maloney. #OS-D161

### Surgical Technology

1 Thurs., Aug. 24, 7:00-8:00 pm, Ossining Center. #OS-D138

### Dietetics

1 Wed., Aug. 23, 6:30-8:00 pm. #WJ-D191

### Real Estate Salesperson

1 Wed., Sept. 6, 6:30-8:30 pm, LIB-G36.  
H Goldberg. #WJ-D322

### Real Estate Appraisal

1 Thurs., Sept. 7, 6:30-8:30 pm, LIB-G36.  
D Zagaroli. #WJ-D906

## Job Search Tools

### **NEW** Getting Back in the Game

Specifically designed for individuals who are unemployed, changing careers, or returning to the workforce, this series will help you hone essential business skills and increase the chance for professional achievement. Covers: how to get back in the game and create a positive impression of yourself to increase your professional opportunities.

5 Thurs., Oct. 5-Nov. 2, 8:00-10:00 pm, ADM-207, \$95. L Katen. #WJ-D297

### **NEW** Get Your Words Up On Their Feet

Actor tricks for writers, poets, teachers, business people—anyone who delivers words to an Audience—to overcome nerves or bad habits and make your words, whether hip hop poetry or Ph.D. presentation, come alive. Bring a poem, speech, letter essay, or academic paper (preferably your own), not an acting piece, to deliver orally.

6 Wed., Sept. 13-Oct. 18, 6:30-8:30 pm, ADM-207, \$125. K DiLorenzo. #WJ-D127

### Strategies for Successful Communications

Getting around the competition by effectively communicating your ideas.

8 Sat., Sept. 16-Nov. 11 (skip 9/23), 10:30 am-12:00 noon, ADM-207, \$100.  
E G Collins. #WJ-D335

### Discover Your Dream Career

Identify the career that truly satisfies you. Recognize the internal blocks, barriers and beliefs that stand between you and your success.

1 Sat., Dec. 2, 9:00 am-3:00 pm, ADM-207, \$50 (+ \$10 materials fee, payable to instructor). M Ullman. #WJ-D254

### Organize Yourself

Confront and end clutter in your home and office forever! Learn practical ideas for dealing with disorganization and lack of time and space. Overcome procrastination by implementing time management and goal setting techniques in your personal and business life.

1 Sat., Nov. 18, 10:00 am-1:00 pm, CLA-107, \$30 (+ \$5 materials fee, payable to instructor). L Cristina. #WJ-D746

### Market Yourself: For Shy People

Looking for another job or starting your own business? Devise coping strategies and discover ways to market yourself despite shyness.

2 Mon., Oct. 16 & 23, 7:00-9:30 pm, CLA-203, \$50. C Edwards. #WJ-D782

## PROJECT TRANSITION – A PROGRAM FOR DISPLACED HOMEMAKERS

Do you need to support yourself and/or your family because you are divorced, widowed, or separated, your spouse is disabled or unemployed, or you are a single parent? Project Transition can help you gain skills that will allow you to re-enter the paid workforce. Workshops and intensive training programs are offered in the fall, winter, spring and summer, and include:

**Computer Skills** - Word, Excel, PowerPoint, File Management, Introduction to Outlook and Internet Research. QuickBooks is offered periodically.

**Job Search Skills** - Resume Development, Career Exploration, Interviewing, Mock Interviews and Job Search Techniques.

***There is no charge for these programs for those who meet eligibility requirements.***

For information and eligibility, call 914-606-6825, or email [ProjectTransition@sunywcc.edu](mailto:ProjectTransition@sunywcc.edu)  
Funding provided by the NYS Department of Labor Office of Workforce Development and Training. and the NYS Office of Temporary and Disability Assistance

*(See details of Project Transition's computer programs on page 18)*

## Options for New Careers

### Become an Event Planner

No special education or experience is necessary to break into this career and succeed. Learn to use tools of creativity to plan and complete an event. The goal of this experiential training is to learn the steps of planning an event with a structured plan and self-confidence.

12 T/Th, Sept. 19-Oct. 26, 6:00-8:00 pm, ADM-207, \$225. M Mattei. #WJ-D144

### Workshop for New Faculty

Find out how to become part of our Continuing Education faculty at Westchester Community College. Bring your resume and proposal or ideas for a non-credit class—all areas of interest welcome! Workshop is free, but please call 914-606-6830 (option 1), to reserve your space.

1 Wed., 6:00-8:00 pm, **FREE**, Continuing Ed. Staff.

Sec. A: Aug. 30, Valhalla Campus, ADM-207. #WJ-D397

Sec. B: Sept. 20, Somers High School. #WH-L410

### You're On the Air: How to Make it in Voice-Overs! (Web Cast)

Voice-overs are hot today! Learn about an exciting, new way to turn voice-overs into a thriving full or part-time business, from the comfort of your home. You'll need a computer with Internet connection to interact via a live video conference. Get a personal evaluation of your voice at the end of the class!

1 Mon., Sept. 25, 7:00-9:00 pm, \$40. D Levine. #WJ-D132

### Intro to Pet Therapy

Learn how you and your dog can become involved as a Therapy Dog and/or R.E.A.D (Reading Education Assistance Dog) team.

1 Sat., Oct. 21, 10:00 am-12:00 noon, ADM-207, \$20. J Audevard. #WJ-D675

**Also see *Pet Therapy for Children* on p. 28.**

### Import/Export A to Z

Basic methods for importing or exporting goods, including how to deal with U.S. customs, foreign quota requirements, airlines and freight charges, letters of credit, banks, and everything you need to know to get the goods to your local distribution point.

2 Tues., Oct. 17 & 24, 7:00-9:00 pm, ADM-207, \$60. P Batra. #WJ-D293

### Submit Your Work with Style

Professional presentations increase your chance of publication. An editor will help you revamp your cover letter, demonstrate manuscript format, show how to find markets to submit your work, and more.

1 Sat., Oct. 14, 1:00-5:00 pm, CLA-205, \$45. T Tocco. #WJ-D677

### **NEW** Travel Writing

Learn the tricks of the trade from a published travel writer: finding outlets for your ideas, pitching them to different types of publications (print and electronic), and the do's and don't of writing travel articles.

5 Mon., Nov. 13-Dec. 11, 6:30-8:30 pm, ADM-207, \$100. K DiLorenzo. #WJ-D087

### **NEW** Writing for Magazines & Newspapers

Learn the craft of writing for magazines and newspapers (print and electronic) from start to finish, including tips handed down by Pulitzer Prize-winning reporter Joseph Martin to journalist Kris DiLorenzo.

3 Sat., Sept. 23-Oct. 7, 2:00-5:00 pm, ADM-207, \$95. K DiLorenzo. #WJ-D089

### **NEW** Writing & Publishing the Middle Grade Reader

Children's books range from the picture book to the middle-grade reader. Explore writing exercises to develop projects in the various juvenile genres. Includes tips on the current publishing market and finding the right agent. Bring works in progress.

6 Tues., Sept. 12-Oct. 17, 6:30-8:30 pm, ADM-207, \$150. E A Sachs. #WJ-D287

### Accounting & Bookkeeping for Beginners

An introduction to beginning accounting practices including transaction analysis, journal entries, general ledger, and financial statements. Bring a calculator to class. 2.0 CEUs.

10 Sat., Sept. 30-Dec. 9 (skip 11/25), 9:30-11:30 am, ADM-207, \$175 (+ textbook). R Liebowitz. #WJ-D001

### Background Investigations

Learn basic interviewing; tools for obtaining public, private and privileged information; and federal, state and county freedom of information laws.

1 Fri., Sept. 8, 6:00-8:00 pm, ADM-207, \$30. D McArthur. #WJ-D401

### Advanced Investigations

A continuation of Background Investigations including surveillance; interviews and interrogations; and report writing.

1 Fri., Sept. 29, 6:00-8:00 pm, ADM-207, \$30. D McArthur. #WJ-D521

### The Basics of Starting a Restaurant

Interested in establishing a restaurant, catering service, or other foods services business? Go from feasibility to completed business plan format. Learn the business aspects of the food services industry and restaurant start-ups. Held at the Mt. Vernon Center, 175 Gramatan Avenue. Call 914-606-7200 to register.

6 Sat., Oct. 7-Nov 11, 9:00 am-12:00 noon, \$185. E Handy. #MV-V126

## Entrepreneurship/Small Business Management

The certificate program for Entrepreneurship/Small Business Management is designed for individuals interested in starting or maintaining a small business. Completing this certificate will help the small business entrepreneur maximize the skills and abilities necessary to do business in our complex environment. For more information, or for a Fall 2006 schedule of classes, call Steve Leone at 914-606-6658 or Admissions at 914-606-6735 or email [steve.leone@sunywcc.edu](mailto:steve.leone@sunywcc.edu)

### There are eight required courses for the certificate:

Business Organization and Mgmt (3 credits)	Marketing (3 credits)
Entrepreneurship (3 credits)	Financial Accounting (4 credits)
Business Law I (3 credits)	Principles of Selling (3 credits)
Business Communications (3 credits)	Computer Information Systems (3 credits)

## Paralegal

From single practice law offices in Westchester to multi-partner law firms in New York City to in-house corporate legal departments throughout the country, paralegals are in **heavy demand**. Employment opportunities are “expected to grow much faster than the average of all occupations through the year 2012” (Department of Labor Statistics). For more information, or for a Fall 2006 schedule of classes, call Steve Leone at 914-606-6658 or Admissions at 914-606-6735 or email [steve.leone@sunywcc.edu](mailto:steve.leone@sunywcc.edu)

The goal of our Paralegal Program is to provide students with substantive knowledge of the law, together with hands-on working experience, which will enable them to work ethically under the supervision of an attorney in the public or private sector. Students entering into the Paralegal Certificate Program must have obtained at least 60 college credits from an accredited institution, eighteen (18) hours of which must be in general education as defined by the American Bar Association.

### The Associate Degree in Paralegal (64 credits) and the Paralegal Certificate (30 credits)

**The Associate Degree** is for the first-time college student and combines general education and paralegal courses.

**The Certificate Program** offers only the paralegal courses and is available to students who have completed an associate or bachelor’s degree. Students in the Certificate program must complete 30 credits of paralegal study. Those courses can be completed in as few as two semesters but must be completed within three years.

Courses in Paralegal Studies are **ABA approved** and can be taken on a full- or part-time basis. Classes are offered on weekdays, in the evenings, and on Saturdays. Summer courses are also available.

### There are five required courses and five electives:

#### Required courses:

Introduction to Paralegal Studies  
(prereq. for all other classes)  
Litigation  
Computer Appl. for the Law Office  
Legal Research and Writing  
Internship

#### Elective courses (choose five):

Elder Law  
Healthcare Law  
Immigration Law  
Medical Malpractice  
Criminal Law  
Partnership and Corp.  
Intellectual Property  
Family Law  
Real Property Law  
Estates, Wills, Trusts  
Torts and Investigations  
Contracts Administration

*Schedule options include an evening/weekend intensive program as well as daytime courses.*

### Join us for a Paralegal Open House

August 17 from 6:00-7:00 pm

Admissions Conference Room, Administration Building Room 236

## Telecommunications Technology

The Telecommunications Technology degree is designed to upgrade skills and to prepare students for a career in telecommunications—a crucial technology in the information age. For more information, or for a Fall 2006 schedule of classes, call Steve Leone at 914-606-6658 or Admissions at 914-606-6735 or email [steve.leone@sunywcc.edu](mailto:steve.leone@sunywcc.edu). Certificate courses being offered this semester are as follows:

Emerging Tech in Telecom (#8349)	Wed. 5:45-9:40 pm
Voice/Data Cabling Basics (#8348)	Wed. 6:00-9:40 pm

## Medical Billing and Coding Certificate

This 22-credit certificate is intended for those who wish to gain employment as billers, coders, and medical records technicians in insurance companies, hospitals, and doctors' offices. For more information, or for a Fall 2006 schedule of classes, call Steve Leone at 914-606-6658 or Admissions at 914-606-6735 or email [steve.leone@sunywcc.edu](mailto:steve.leone@sunywcc.edu)

**There are six required courses and one elective:**

**Required courses:**

- Medical Terminology (4 credits)
- Medical Office Administration (3 credits)
- Medical Coding/ICD9 (3 credits)  
(prereq.: Med. Term.)
- Medical Coding/CPT4 (3 credits)  
(prereq.: Medical Coding/ICD9.)
- Medical Billing and Information Management (3 credits)
- Business Communications (3 credits)
- Office Technologies Elective (3 credits)

**Elective courses to choose from (choose one):**

- Keyboarding and Information Processing
- Word Processing Applications
- Advanced Word Processing Applications
- Integrated Office Applications
- Spreadsheet & Database Applications

## DRIVING SKILLS

### 5-Hr. Pre-Licensing Class

Required five-hour pre-licensing class needed to earn your MV-278 and schedule your road test. Bring learner's permit to class. This course is open to individuals 16 years of age and older. Call 914-606-7405 to register; pre-registration required.

1 Sat., 5 hrs., Ossining Center. \$40.  
T Gomes.

Sec. A: Aug. 26, 9:00 am-2:00 pm.  
#OS-D038

Sec. B: Nov. 18, 11:00 am-4:00 pm.  
#OS-D039

### Defensive Driving

This classroom course qualifies you for 10% reduction in liability and collision insurance premiums for three years as well as reduction of up to four points from your driver's violation record. Co-sponsored by Onsite/IDriveSafely and approved by the NYS DMV and the NYS Dept. of Insurance. Must arrive promptly at 8:45 am for registration; 100% attendance required.

8:45 am-4:00 pm, ADM-207, \$50 (includes \$14 materials fee). M McGuy.

Sec. A: Sat., Oct. 7. #WJ-D524

Sec. B: Sun., Nov. 5. #WJ-D394

Sec. C: Sat., Dec. 9. #WJ-D396

## CONTINUING EDUCATION FOR FUNERAL DIRECTORS

These workshops, approved by the Bureau of Funeral Directing, NYS DOH as Continuing Education for funeral directors, are held at the Ossining Center in the Arcadian Shopping Center on Rte. 9 in Ossining. Call 914-606-7405 to register.

**Save \$\$ - register for both the Special Considerations and Death Perspectives courses for only \$135; use OS-D150 to register for this package.**

### Special Considerations In Funerals: High-Profile Funeral

This course focuses on the individual needs of grieving families, including anonymous loss, the tragic death, and the high-profile funeral.

*Approval for 2.0 CEUs pending.*

1 Thurs., Oct. 19, 1:00-3:00 pm, \$80.  
Rev. J Fraser. #OS-D102

### Perspectives on Death and an Overview of Christian Funerals

Designed to assist the funeral director in recognizing his/her role in shaping attitudes on death and gaining greater insight into Christian rituals. *Approval for 2.0 CEUs pending.*

1 Thurs., Oct. 19, 3:30-5:30 pm, \$80.  
Rev. J Fraser. #OS-D106

### Infection Control Seminar

*Approved for 3 CEUs.*

See description on p. 8.

# CERTIFICATIONS & LICENSING

## Health Information Management Workshops

### Certified Coding Associate (CCA) Preparation Course

Intended to assist the new coding practitioner in preparing for the national certification examination, which measures coding competency and offers credibility to your coding proficiency. This course will give you the opportunity to evaluate and strengthen your skills in preparation for the exam. Bring both coding manuals and required text to class. Includes lunch break. Approval pending for 9.0 CEUs from AHIMA.

3 Sat., Oct. 14-28, 9:00 am-12:00 noon, ADM-207, \$95 (+ textbook). S Herzberg. #WJ-D168

### Public Water Supply Operator (Grade C)

Leading to a Grade C certificate in water treatment and authorization to operate treatment systems, this course satisfies training requirements under Part 5 of the NYS Sanitary Code. Can also be used for recertification.

5 Wed., Oct. 4-Nov. 1, 6:00-9:00 pm, ADM-207, \$150 (+ textbook). R Ruge. #WJ-D002

### School Violence Prevention and Intervention Workshop

New York State approved coursework for educators, hospital personnel, social workers and others who work with children.

Sec. A: 1 Sat., Oct. 7, 11:00 am-1:00 pm, Ossining Center, \$40. V Dacquino. #OS-D107  
Sec. B: 1 Thurs., Oct. 19, 6:00-8:00 pm, ADM-207, \$40. #WJ-D129

### Child Abuse Seminar

New York State approved coursework for educators and health care professionals. If already licensed, bring license to class.

1 Sat., 9:00 am-12:00 noon, \$55. C Booth.  
Sec. A: Oct. 28, CLA-205. #WJ-D296  
Sec. B: Nov. 4, Ossining Center. #OS-D016

### Save a Life with CPR

Recognize and care for breathing and cardiac emergencies and earn American Red Cross certification.

\$55 (+ \$15.75 materials fee, payable to instructor). J Lederman.  
Sec. A: Adults: 1 Sat., Sept. 9, 9:00 am-2:00 pm, PEB-Mat Rm. #WJ-D061  
Sec. B: Adults: 1 Fri., Oct. 6, 9:00 am-3:00 pm (with automated ext. defibrillator), Ossining Center. #OS-D091  
Sec. C: Infants and Children: 1 Sat., Sept. 30, 9:00 am-2:00 pm, PEB-Mat Rm. #WJ-D348

### CPR For the Professional Rescuer

Designed for nurses, doctors, lifeguards, and those entering a health profession. Includes one- and two-person rescue techniques for infants, children, and adults, and use of the AED. In order to participate, you must have a pocket face mask, available at the Campus Bookstore or through the American Red Cross.

1 Sat., 9:00 am-5:00 pm, \$75 (+ \$15 materials fee, payable to instructor). J Lederman.  
Sec. A: Dec. 9, Ossining Center. #OS-D098  
Sec. B: Oct. 14, ADM-207. #WJ-D362

### Master the Challenges of E/M Coding

Guidelines for evaluation and management documentation are a challenge for most coders. We will walk through the steps of E/M chart auditing to make sure your practice is coding at the correct level of service. Approval pending for 6.0 CEUs from AHIMA.

2 Sat., Nov. 4 & 11, 9:00 am-12:00 noon, CLA-107, \$75. S Herzberg. #WJ-D171

### CPR For The Professional Rescuer-Refresher Course

For those who are currently certified as a professional-level rescuer and require American Red Cross Re-Certification. In order to participate, you must have a valid professional-level CPR card and a pocket face mask.

1 Fri., Nov. 3, 9:00 am-2:00 pm, Ossining Center, \$55 (+ \$15 materials fee, payable to instructor). J Lederman. #OS-D093

### Infection Control Seminar

New York State approved coursework for practicing MDs, physician's assistants, dentists, dental hygienists, RNs, LPNs, optometrists, funeral directors and podiatrists.

6:00-9:00 pm, \$60. A Keane, RN.  
Sec. A: 1 Tues., Sept. 12, HSC-08. #WJ-D300

Sec. B: 1 Thurs., Oct. 26, Ossining Center. #OS-D037

Infection Control for Phlebotomy Students – see p. 11.

### First Aid

Covers first aid basics: how to handle sudden illness, bleeding control, burns, injuries to bones and joints and heat and cold emergencies.

1 Sat., Oct. 7, 9:00 am-2:00 pm, ADM-207, \$50 (+ \$16 materials fee for book, skill card and certificate). J Lederman. #WJ-D110

### Ornamentals & Turf Pesticide (Certification: Core & Category 3A)

Prepare for the NYSDEC Pesticide Certification exam in Category 3: Ornamentals and Turf. The NYS DEC requires 100% attendance at all classes in order to receive a certificate of course completion, which is necessary to take the NYSDEC certification exams. Required texts are available at Cornell Cooperative Extension, 914-946-3005.

11 M/W, Oct. 2-Nov. 6, 7:00-10:00 pm, LIB-G36, \$295 (+ textbooks: Core and Category 3A manuals). D Gable. #WJ-D029

## “Servsafe” Food Service Sanitation & Safety

Available at Valhalla campus and at Mt. Vernon and Ossining Extension Centers. Mandatory for anyone who handles food. English and Spanish sections available. Prepare for the Dept. of Health Food Protection Certificate exam.

Call 914-606-6830 (choose option 1) for schedule and registration form. Fee is \$175 + \$8 registration fee (+ \$89.20 for textbook).

## Tobacco Sales Training

NYS Department of Health approved coursework designed to prevent the sale of tobacco products to minors. For owners and employees of establishments licensed to sell tobacco; participation is encouraged by a penalty-reduction incentive, which allows for reduced penalty in case of violation. Certification valid for three-year period.

Call 914-606-6830 (choose option 1) for schedule and to register. Fee is \$55.

## Certified Dietary Manager Program

Upgrade your skills in food service management or become a food service supervisor. HS Diploma/GED is not required, but you must be currently employed in a food service department under an RD (who acts as your preceptor). Includes Nutrition Therapy, Food Service Management and Human Resource Management. 120 hrs. classroom and 150 hrs. fieldwork required for certification. Approved by the Dietary Manager’s Association.

30 Thurs., Sept. 14-May 3, (skip 11/23, 12/21 & 28, & 3/15), 4:00-8:00 pm, AAB-309, \$825 (+ textbook). J Seid. #WJ-D184

## Pet First Aid Certification

Learn to protect both pet owners and their pets from further harm, injury or suffering during emergencies, by using prompt, effective actions and care. Earn American Red Cross certification.

1 Sun., Nov. 5, 9:00 am-1:00 pm, ADM-207, \$45 (+ \$15 for book and certificate, payable to instructor). B Bischoff. #WJ-D691

# THE CENTER FOR INSURANCE EDUCATION

All courses have been approved by the NYS Insurance Department, 518-474-6630, as meeting the educational requirements under Section 2103 and 2104 of the Insurance Law.

## Insurance Property and Casualty Brokers

NYS approved class to prepare for the State exam.

32 M/W, Sept. 6-Jan. 22 (skip 10/9, 11/23, 12/18-29, 1/1 & 1/15), 6:30-10:00 pm, TEC-130, \$775 (+ textbook). A Taibe. #WJ-D995

## Insurance P & C Brokers Review Class

Need a quick review before taking the State exam? Four review sessions plus a test-your-knowledge exam.

5 M/W, Jan. 3-Jan. 22 (skip 1/1 & 1/15), 6:30-10:00 pm, TEC-130, \$150. A Taibe. #WJ-D359

## Personal Lines Brokers

NYS approved class to prepare for personal lines certification.

13 M/W, Sept. 6-Oct. 23 (skip 10/9), 6:30-10:00 pm, TEC-130, \$395. A Taibe. #WJ-D604

## Earn CE Credits for Insurance!

Insurance Continuing Education seminars are offered during the semester.

Call 914-606-6830 and choose option 1 for information on current offerings.

## CE Seminars Can Be Delivered At Your Site!

Are other CE offerings not pointed at what you need to know?  
Would you like a cost-effective method of meeting CE requirements and acquiring useful information?

Are meeting CE requirements a problem for your staff?

### On-site programs include:

- Workers Compensation
- Management Liability
- Professional Liability
- Disaster Planning and Business Recovery
- Inland and Ocean Transit
- Business Interruption
- Business Income Worksheet
- Boiler and Machinery
- Employee Theft/Dishonesty Coverage
- And others!

**All courses are approved by the NYS Insurance Department.  
If you don’t see what you need, call us and we’ll create a course.**

**Call 914-606-6985 for more information.**

## SKILL BUILDING

**NY/Westchester County Residency:** All tuition rates in this section are resident rates. Call 914-606-6830 for information. Non-residents are welcome, but pay a 150% non-resident surcharge in addition to the regular tuition.

### Spelling 101

Are you embarrassed by misspelling and a poor vocabulary? Learn the phonetic and syllable-based rules that lead to better spelling. You'll learn word roots and apply new words in communicating. Recommended for anyone who wants to improve his spelling skills.

4 Sat., Oct. 7-28, 10:00 am-12:30 pm,  
CLA-111, \$90. E Valeri. #WA-D214

### **NEW** Learning Strategies and Study Skills

Thinking of returning to school or the workforce? Or simply want to improve your ability to learn more effectively? Empower yourself by improving your study skills and boosting your confidence. Topics include: organization and time management; textbook reading; note taking and highlighting; memory techniques; reducing test taking anxiety; and test taking strategies.

4 Wed., Sept. 20-Oct. 11, 7:00-9:00 pm,  
ADM-207, \$72. P Alexander. #WA-D582

### Improve Your Writing Skills

For both new and out-of-practice writers. Learn to write clearer sentences, develop effective paragraphs, design opening statements, arrange facts and ideas logically, and increase readability. A knowledge of basic grammar rules is assumed.

8 Tues., Sept. 26-Nov. 14, 6:00-7:30 pm,  
ADM-207, \$110. E Collins. #WA-D567

### Building a Good Vocabulary

Learn new words, their spellings, pronunciations, definitions and how to use each correctly in a sentence. The importance of prefixes and suffixes in identifying a word will be explained. Bring a paperback dictionary to class.

8 Mon., Oct. 2-Nov. 20, 6:00-7:30 pm,  
ADM-207, \$110. #WA-D568

### Math 101

For those who want a math brush-up before tackling college-level math classes. This refresher class covers skills in basic math through algebra.

8 Tues., Sept. 12-Oct. 31, 7:00-9:00 pm,  
ADM-207, \$148. K Boccheciamp. #WA-D569

### Master Time Management Skills

Learn to prioritize, organize, and carry out tasks in a timely manner.

3 Wed., Oct. 18-Nov. 11, 6:30-9:30 pm,  
ADM-207, \$83. P Alexander. #WA-D571

### Develop Your Test-Taking Skills

Good test-taking skills will help you succeed, both in school and in life. Designed to help you master effective test-taking strategies to help reduce your anxiety and improve your performance. Includes isolating key words, techniques for answering multiple choice questions, and organizing your essays.

3 Wed., Nov. 15-Dec. 6 (skip 11/22), 6:30-9:30 pm,  
ADM-207, \$83. P Alexander.  
#WA-D089

### Study Skills for Adults

Designed to improve your ability to read, study, learn, and succeed in college and other situations. Individual and group instruction in reading comprehension, note-taking, and study skills.

5 Tues., Sept. 19-Oct. 17, 6:30-8:30 pm,  
ADM-207, \$93. E Collins. #WA-D093

### Spelling & Grammar Workshop

Improve your spelling skills through phonics, syllabification, and the study of prefixes, suffixes, and roots. Grammar instruction includes parts of speech, sentence structure, and punctuation. The focus is on correcting the most common errors. FOR NATIVE ENGLISH SPEAKERS ONLY.

10 Mon., Sept. 11-Nov. 13, 7:00-9:00 pm,  
ADM-207, \$186 (+ textbook). #WA-D139

### **NEW** Speaking to be Understood!

A basic public speaking course to effectively communicate your ideas. Integrate word choices and body language with speech patterns to develop self-confidence and the ability to be understood. Peer evaluation is encouraged. Students will be engaged in vocabulary building, dictionary use and reading exercises.

6 Wed., Sept. 27-Nov. 1, 6:00-7:30 pm,  
ADM-207, \$95. E Collins. #WJ-D096

## TEST PREP

### GED Exam Prep

Prepare for the NYS high school equivalency examination. Includes instruction in all exam content areas as well as test-taking skills. You must have an 8th grade reading level and be at least 19 years of age to take the exam.

20 M/W, Sept. 18-Nov. 22, 6:30-9:30 pm,  
ADM-207, \$300 (+ textbook). #WA-D570

### Certified Coding Assistant Exam Prep

See page 8.

### Notary Public Exam Prep

Prepare for the NYS test. Topics include how to avoid conflict of interest, maintain professional ethics, charge proper fees, and minimize legal liability.

6:30-9:30 pm, \$50. L Coughlan.  
Sec. A: 1 Wed., Sept. 27, AAB-512.  
#WJ-D409  
Sec. B: 1 Tues., Nov. 14, ADM-207.  
#WJ-D152

## Test Prep: Teacher Assistant/Paraprofessional Certification Exam

The NYS certification exam for paraprofessionals assesses your reading, writing, and basic math skills. Designed to help paraprofessionals prepare for the upcoming certification exams. Register for either or both of these review classes.

### Develop Your Test-Taking Skills

Designed to help you master effective test-taking strategies to help reduce your anxiety and improve your performance. Includes isolating key words, techniques for answering multiple choice questions and review of reading and writing skills. Includes information on registering for the exam.

2 Thurs., Oct. 5 & 12, 4:00-7:00 pm,  
ADM-207, TBA. \$60. #WA-D135

### Basic Math Skills Review

This foundation course will include a review of the basic math skills needed for success in a variety of settings. Topics covered include percentages and decimals, basic calculations, and basic graphing and charting.

2 Thurs., Oct. 19 & 26, 4:00-7:00 pm,  
ADM-207, K Boccheciamp. \$60.  
#WA-D499

## HEALTHCARE & MEDICAL

All of the following classes are held at the Ossining Extension Center, 22 Rockledge Ave. in the Arcadian Shopping Center. Call 914-606-7400 for more information and to register for classes in this section.

### **NEW** Surgical Technology Program

Does the thought of assisting surgeons and registered nurses in the operating room sound exciting to you?

Would you like to be a member of the surgical team during general and specialty surgeries?

Contact the Ossining Extension Center at 914-606-7405 to learn more about this new program to prepare surgical technologists.

### Infection Control for Phlebotomy Students

Prerequisite for students entering Phlebotomy. Designed for entry-level health care professionals and includes key infection control concepts and regulations surrounding infection control practices in New York State.

1 Thurs., Aug. 31, 6:00-10:00 pm, Ossining Center, \$60. A Keane. #OS-D036

*Completion of the following three classes (Phlebotomy, Phlebotomy II, and ECG) earns a Certificate of Completion and, through satisfying the required number of instructional hours, allows the student to legally draw blood in NYS. Textbooks are required for these classes and are available at the Campus Bookstore in Valhalla.*

### Phlebotomy

Introduces basic concepts of the procedures used for obtaining blood from veins and capillaries. The use of appropriate equipment and types of blood tubes will be explained.

Prerequisite: Infection Control for Phlebotomy Students. Bring a bag lunch.

9:00 am-3:00 pm, \$230. J Greene.  
Sec. A: 3 Fri., Sept. 15-29. #OS D154  
Sec. B: 3 Sat., Sept. 16-30. #OS-D020

### Phlebotomy II

Gain more practice and in-depth knowledge of obtaining blood from veins and capillaries, including special procedures. Prerequisite: Infection Control for Phlebotomy Students and Phlebotomy. Upon successful completion of Phlebotomy and Phlebotomy II, students are eligible to take the Certified Phlebotomy Tech Examination offered by the National Healthcareer Association (approval pending); additional fee for exam. Bring a bag lunch.

9:00 am-3:00 pm, \$230. J Greene.  
Sec. A: 3 Fri., Oct. 13-Oct. 27. #OS-D156  
Sec. B: 3 Sat., Oct. 14-Oct.28. #OS-D022

### Electrocardiography (ECG)

Introduction to the techniques necessary to perform a twelve-lead electrocardiogram, troubleshoot technical problems, and identify normal and common abnormal rates.

Prerequisite: Infection Control for Phlebotomy Students. Upon successful course completion, students are eligible to take the Certified ECG Tech Examination offered by the National Healthcareer Association (approval pending); additional fee for exam. Bring a bag lunch.

9:00 am-3:00 pm, \$230. J Greene.  
Sec. A: 3 Fri., Nov. 10-Dec. 1 (skip 11/24).  
#OS-D156  
Sec. B: 3 Sat., Nov. 11-Dec. 2 (skip 11/25).  
#OS-D022

## Patient Care Technician

Patient Care Technicians are multi-skilled health care workers who are much in demand! Complete the following courses and apply to earn a Patient Care Technician Certificate:

- Infection Control for Phlebotomy Students
- Phlebotomy I and II
- ECG
- Certified Nursing Assistant Program
- CPR-Adults

## Certified Nursing Assistant

New York State approved training for nursing assistants. Prepare for employment in hospitals and nursing homes. 120-hour course includes classroom work and clinical experiences at a local nursing home. Application to program required before registration; application due date is Sept. 5.

Call 914-606-7405 for more information and an application.  
M/W/Th, Oct. 2-Dec. 12, 5:30-9:30 pm, \$1100.

## Spanish For Health Care Professionals

10 Sat., Sept. 16-Nov. 18, Ossining Center, \$185 (+ textbook). A. Grigorian  
Beginners: 12:00 noon-2:00 pm. #OS-D014  
Intermediate: Prerequisite: basic Spanish communication skills. 2:00-4:00 pm. #OS-D015

## Child Abuse, CPR and Infection Control Seminars

See p. 8

# PROFESSIONAL DEVELOPMENT CENTER RESOURCES FOR BUSINESS AND MANAGEMENT

## Professional and Leadership Development

### Principles and Qualities of Genuine Leadership

In this 4-hour module, participants learn about five critical leadership qualities that contribute to personal and organizational success, and discuss them as related to key business issues.

1 Mon., Oct. 9, 9:00 am-2:00 pm, ADM-207, \$75. J Welch. #XA-P917

### **NEW** Understanding Accountability in Today's Work Environment

The working professional needs to understand the role of accountability in today's environment. Participants will develop mental models that will envelop perseverance, practicality, and productivity through one's own personal and professional accountability in any work environment.

2 Wed., Oct. 18 & 25, 6:00-7:30 pm, ADM-207, \$45. T Crosby. #XA-P918

### Proper Email Etiquette

In today's business world, technology is often utilized as an essential means of communication. How you communicate with both co-workers and clients says a lot about your professionalism and ability to share ideas, particularly in regard to email correspondence. Learn proper etiquette for information exchange via email.

1 Tues., Sept. 12, 9:00-10:30 am, ADM-207, \$20. A Kaplan. #XA-P919

### **NEW** People Skills for the Workplace

Unlock the abilities within you to fire up your career potential! Learn the necessary skills to improve everyday communications at work, home, and within the community.

3 Thurs., Sept. 21-Oct. 5, 9:00-11:00 am, ADM-207, \$90. M Gayle. #XA-P920

### **NEW** Business Readiness Skill-Building Workshops

Specifically designed for college students, new graduates, and twenty-something job seekers, this 5-session skill-building workshop series offers the fundamental skills needed to enhance personal growth and increase the chance for professional achievement.

Includes: Business Dress to Impress, Learning to Speak with Distinction, and Gaining an Edge with Your Business Etiquette. Immediately apply the skills you've learned and increase your professional opportunities.

5 Thurs., Oct. 5-Nov. 2, 5:30-7:30 pm, ADM-207, \$150. L Katen. #XA-P931

## For Small and Mid-Sized Businesses

### Checklist for Going into Business

Interested in going into business for yourself? Learn from business experts which items to check off as you embark on this adventure.

1 Wed., Oct. 11, 6:00-7:30 pm, CLA-200, \$15. #XA-P921

### Everyday Problems of Small Businesses

Small business owner routinely confront problems that they struggle to deal with. Learn to navigate the tricky waters of small business ownership.

1 Wed., Oct. 18, 6:00-7:30 pm, CLA-200, \$15. #XA-P922

## The Value of a Web Site for Your Business

Having a web site is a necessity for your business. Learn how to pick the right URL, different methods of designing a web site, and options for domain registration and hosting.

1 Tues., Sept. 19, 9:00-10:30 am, ADM-207, \$20. A Kaplan. #XA-P923

## Networking – The Value of the First Conversation

A first conversation can sometimes be the lead-in for a major sale. Learn to use the soft sell in your first conversation and get business through proper networking techniques.

1 Tues., Sept. 26, 9:00-10:30 am, ADM-207, \$20. A Kaplan. #XA-P924

## **NEW** Become a Professional Salesperson

If you are capable of working independently and would like to control your own earning power, then sales may be your calling. Learn the skills to become a professional salesperson.

4 Tues., Sept. 12-Oct. 3, 7:00-9:00 pm, ADM-207, \$120. P Ficalora. #XA-P925

## Business Cards – Design, Presentation and Distribution Strategy

Your business cards are a representation of you and your business. Learn to design great ones and get them to potential contacts and customers.

1 Tues., Oct. 3, 9:00-10:30 am, ADM-207, \$20. A Kaplan. #XA-P926

## The Basics of Business Communication

How you talk with co-workers and clients can be a crucial part of success. Includes how human behavior contributes to business success and the best way to present yourself when making a new business contact.

1 Tues., Oct. 10, 9:00-10:30 am, ADM-207, \$20. A Kaplan. #XA-P927

## Starting a Home-Based Business

Whether you are thinking about a home-based business as a second income or a full-time career, this course will give you an overview of how to start your business and avoid common mistakes.

1 Mon., Oct. 16, 8:00-10:00 pm, ADM-207, \$30. B Nathan. #XA-P928

# THE ACADEMY FOR ENTREPRENEURIAL EXCELLENCE

## *Attention Small Business Owners and Entrepreneurs*

The Professional Development Center at Westchester Community College and The Business Council of Westchester are jointly sponsoring The Academy for Entrepreneurial Excellence. This training program provides small business owners with the knowledge necessary to sidestep many of the pitfalls that lead to business failure. In addition to 15 evening workshops, participants are paired with a professional coach to assist them in applying the principles and ideas gained in the workshops to their own businesses.

**Orientation:** Tues., Aug. 29, 6:00-9:00 pm, Admin. Conf. Room, **FREE**, but registration required. #XA-P932

**Class:** 16 Tues., Sept. 5-Dec. 19, 6:00-9:00 pm, Admin. Conf. Room, \$700. #XA-P933

**For information, please call Harry Horowitz, Director at 914-606-6669, or email [harry.horowitz@sunywcc.edu](mailto:harry.horowitz@sunywcc.edu)**

## For Non-Profit Managers

### The Basics of Non-Profit Management

Will begin to prepare people for leadership positions within not-for-profit organizations. Examine the unique challenges of leading a team in this environment and ways to make your organization more successful.

5 Thurs., Sept. 21-Oct. 19, 9:00-11:00 am, ADM-207, \$150. L Jones. #XA-P934

## Northern Westchester Means Business

Designed for small and medium size business owners in the Hudson Valley area, these courses are offered in partnership with the Hudson Gateway Chamber of Commerce. See our web site at [www.sunywcc.edu/pdc](http://www.sunywcc.edu/pdc) for schedule.

### Myth and Fact About Time Management

With so many systems about how to manage the tasks of your business life, this course offers several different perspectives on time management. Learn how experts like Stephen Covey and David Allen suggest that you manage your time.

### There's No Business like E-Business

What does the Internet mean for small businesses? This course will discuss the importance of a web site, getting yourself higher exposure in search engines, and how to market your small business through the Internet.

### Turning Around Your High Turnover

Turnover can make or break a small business, which is why it is critical to recruit and promote quality people and implement practices to make sure that they stay. This short course will deal with recruitment and motivation strategies so you can create and keep a great workforce.

## Certificate in Sales and Networking for the 21st Century

Learn all the steps to completing a successful sales cycle, from marketing your product or service, to closing the sale. This certificate combines networking and sales skills with the technical skills necessary for contact management. Whether you are new to the business world or have been in business for a long time, this certificate gives you the skills necessary to succeed in an increasingly fast-paced world.

Some of the topics to be covered are:

- Sales skills
- Networking
- Cold calling
- Contact management and customer relations

To learn more, visit the Professional Development Center web site at [www.sunywcc.edu/pdc](http://www.sunywcc.edu/pdc)

## For Human Resources Professionals

### Recruitment and Selection

What's the best way to attract qualified candidates to your company? This course will evaluate the different methods and sources of recruiting an excellent staff.

2 Wed., Oct. 18 & 25, 9:00-11:00 am, ADM-207, \$60. R Mazin. #XA-P929

### Performance Management and the Appraisal Process

Understand the purpose and process of performance management and the appraisal process. Recognize and overcome factors that make managing performance challenging and learn to observe and measure performance and provide effective coaching and feedback.

2 Wed., Oct. 25 & Nov. 1, 6:00-8:00 pm, ADM-207, \$60. T Morman-Cole. #XA-P930

### Labor and Employment Law

Open to everyone with a professional or personal interest in workplace legal issues. Covers collective bargaining, unfair labor practices, discrimination based on race, age, gender, national origin, religion and sexual preference, reasonable accommodation for disabilities, sexual harassment, dispute resolution processes of negotiation, mediation and arbitration, and protective labor legislation such as the FMLA, OSHA, and FLSA.

1 Wed., Oct. 18, 9:00-11:00 am, ADM-207, \$30. M Fleischer. #XA-P935

## Construction Trades, Crafts and Apprenticeship Training

Westchester Community College and Construction Training Centers of New York State, the educational affiliate of Associated Builders and Contractors Empire State Chapter, offer NCCER nationally accredited construction craft training programs that meet NYS DOL apprentice guidelines. Tuition does not include books/materials or fees.

*Classes may also be held on some Saturdays.*

### Construction Essentials

Topics include: basic safety, intro to construction math, intro to hand tools, intro to power tools, intro to blueprints, basic rigging, OSHA 10 hour, first aid/CPR, sexual harassment prevention, labor relations, and asbestos allied trades handler certifications. This course is required for all first-year apprentices in all trades (glazing, insulating, ironworking, sheet metal, carpentry, masonry, plumbing, pipefitting, steamfitting, operator engineer, roofing, sprinkler-fitting, etc.) as a prerequisite to enrollment in the specific trade course to be offered in the Spring 2007 Semester (105 hours).

M/W, Sept. 11-Dec. 20, 6:00-10:00 pm, ADM-207, \$1600 (+ books). #XA-P384

### Electrical 4A

Topics include: load calculations: feeders & services, practical applications of lighting, standby & emergency systems, basic electronic theory, fire alarm systems, specialty transformers, intro to the national electrical code (99 hours).

T/Th, Sept. 12-Dec. 21, 5:00-9:00 pm, ADM-207, \$1800 (+ books). #XA-P377

### Plumbing/Pipefitting/Steamfitting

Year 3A: Topics include: applied math, codes, types of venting, indirect & special waste, sewage pumps & sump pumps, sizing water supply piping, backflow preventers (114 hours).

T/Th, Sept. 12-Dec. 21, 6:00-10:00 pm, ADM-207, \$1800 (+ books). #XA-P385

Year 4B: Topics include: swimming pools & hot tubs, compressed air, corrosive-resistant waste piping, plumbing for mobile homes & mobile home parks, steam traps, troubleshooting & repairing pneumatic equipment, troubleshooting & repairing pumps, process control theory (114 hours).

M/W, Sept. 11-Dec. 20, 6:00-10:00 pm, ADM-207, \$1800 (+ books). #XA-P386

For more information, call Ann Rubenzahl, Assistant Dean at 914-606-6618 or email [ann.rubenzahl@sunywcc.edu](mailto:ann.rubenzahl@sunywcc.edu)

# CENTER FOR REAL ESTATE EDUCATION

All courses have been approved by the NYS Department of State. For further licensing and exam information, contact the New York Department of State at 518-474-4429 or visit [www.dos.state.ny.us/lcns/realtest.html](http://www.dos.state.ny.us/lcns/realtest.html)

**For a complete description of these courses,  
please call 914-606-6830 and choose option 1.**

## Real Estate Licensing

Approved by NYS Department of State, 518-474-4429, as meeting the educational requirements under Sections 176.3 and 176.4. **NOTE: 90% attendance is required by the NYS Department of State to sit for exam.**

### Real Estate Salespersons

45-hour required course for salesperson's licensing exam.

16 M/W, Sept. 11-Nov. 6 (skip 10/9), \$375 (+ textbook). H Goldberg.

Sec. A: 3:00-6:00 pm, TEC-130. #WJ-D688

Sec. B: 7:00-10:00 pm, HSC-02. #WJ-D790

Sec. C: Intensive, 4 Fri., Nov. 3-Dec. 1 (skip 11/24), 6:00-9:00 pm, and 5 Sat.,

Nov. 4-Dec. 9 (skip 11/25), 9:00 am-5:00 pm, TEC-136. #WJ-D437

## Real Estate Continuing Education

Approved by NYS Department of State, 518-474-4429, for Continuing Education (CE) credit. Real Estate Appraisal Classes also qualify as CE for Salespeople and Brokers – see below. **NOTE: 100% attendance is required by the NY Department of State in order to earn CE hours.** No partial CE hours are awarded. Bring license to class.

### Tax Strategies for Home Sellers

Recent law changes significantly revised the tax breaks available to home owners, particularly the way taxes are figured on home sales. Taxes are trimmed for most sellers of houses, condos or co-ops, but raised for many sellers in expensive housing markets like Westchester. Learn strategies that help clients take advantage of frequently missed opportunities and avoid pitfalls. Approved for 3 hrs. of CE for Salespersons and Brokers (also open to community members).

1 Tues., Sept. 26, 6:30-9:30 pm, ADM-207, \$50 (+ \$20 optional materials fee, payable to instructor). J Block. #WJ-D103

### The Theory and Mechanics of a Real Estate Appraisal

Introduces the terminology and process that go into developing an appraisal. Learn how to research data for the property being appraised, what to look for during a property inspection, analyze market sales to determine if they are comparables, and how to calculate site and building areas. Market forces that create value will be discussed. Approved for 22.5 hrs. of CE for Salespersons and Brokers.

4 Mon., Oct. 30-Nov. 20, 9:00 am-3:15 pm, ADM-207, \$295. D Zagarioli. #WJ-D134

## Real Estate Appraisal

Approved by NYS Department of State, 518-474-4429, as meeting the educational requirements under Section 1103. R1, R2, R3 and R4 must be taken in sequence. The National USPAP Course and AQ-1 have no prerequisites. **NOTE: 90% attendance is required by the NYS Department of State and 100% attendance to earn CE credits and for the National USPAP and AQ-1 Courses.**

**Real Estate Appraisal classes also meet the educational requirements for the Appraiser Assistant license. R-1, R-2, 15 hr. National USPAP and AQ-1 are required.**

### Introduction to Real Estate Appraisal (R-1)

A 30-hr. qualifying course. Approved for 22.5 hrs. of CE for Salespersons and Brokers. \$370 (+ textbook). D Zagarioli.

Sec. A: 10 T/Th, Sept. 12-Oct. 12, 6:15-9:35 pm, LIB-G36. #WJ-D420

Sec. B: 5 Thurs., Sept. 14-Oct. 12, 9:00 am-4:30 pm, LIB-G36. #WJ-D572



Textbook required.

### Real Estate Documents

Approved for 7.5 hrs. of CE for Salespersons and Brokers.

3 T/Th, Sept. 12-19, 7:00-10:00 pm, TEC-130, \$95. H Goldberg. #WJ-D183

### Condominiums and Cooperatives

Approved for 15 hrs. of CE for Salespersons and Brokers.

5 T/Th, Sept. 21-Oct. 5, 7:00-10:00 pm, TEC-130, \$160. H Goldberg. #WJ-D138

### Real Estate Financing

Approved for 15 hrs. of CE for Salespersons and Brokers.

5 T/Th, Oct. 10-24, 7:00-10:00 pm, TEC-130, \$160. H Goldberg. #WJ-D791

### Real Estate Closing

Approved for 15 hrs. of CE for Salespersons and Brokers.

5 T/Th, Oct. 26-Nov. 9, 7:00-10:00 pm, TEC-130, \$160. H Goldberg. #WJ-D170

## Valuation Principles and Procedures (R-2)

Prerequisite: R-1. A 30-hr. qualifying course. Approved for 22.5 hrs. of CE for Salespersons and Brokers.

\$370 (+ same textbook as R-1). D Zagaroli.  
Sec. A: 10 T/Th, Oct. 19-Nov. 21, 6:15-9:35 pm, LIB-G36. #WJ-D744  
Sec. B: 5 Thurs., Oct. 19-Nov. 16, 9:00 am-4:30 pm, LIB-G36. #WJ-D571

## Fair Housing, Fair Lending and Environmental Issues (AQ-1)\*

A 15-hr. qualifying course. Approved for 15 hours of CE for Salespersons and Brokers.  
\*A requirement for appraisal licensure; may be utilized for CE credit for appraisers who have never taken the course.

3 Sat., Oct. 14-28, 9:00 am-3:30 pm, LIB-G36, \$190 (+ \$30 materials fee, payable to instructor). D Zagaroli. #WJ-D438

## Applied Residential Property Valuation (R-3)

Prerequisites: R1 and R2. A 30-hr. qualifying course. Approved for 22.5 hours of CE for Salespersons and Brokers.

5 T/Th, Nov. 30-Dec. 14, 9:00 am-4:30 pm, LIB-G36, \$370. D Zagaroli. #WJ-D329

## Applied Income Property Valuation (G-2)

Prerequisites: G-1. A 30-hr. qualifying course. Approved for 22.5 hrs of CE for Salespersons and Brokers.

11 T/Th, Sept. 19-Oct. 24, (skip 11/23), 6:30-9:30 pm, ADM-207, \$370. A Mantovani. #WJ-D511

## Applied Income Property Valuation (G-3)

Prerequisites: G-1 & G-2. A 30-hr. qualifying course. Approved for 22.5 hrs of CE for Salespersons and Brokers.

11 T/Th, Nov. 2-Dec. 12 (skip 11/23), 6:30-9:30 pm, ADM-207, \$370. A Mantovani. #WJ-D342

## Area and Neighborhood Analysis

Focuses on the factors that affect property values in a neighborhood, including external forces. The stages of the neighborhood life cycle, supply/demand factors, and highest and best use will be discussed as you learn to support your findings through a credible and defensible report.

1 Mon., Sept. 25, 9:00 am-12:00 noon, LIB-G36, \$60. D Zagaroli. #WJ-D872

## Valuation of 2 to 4 Family Residences and the Secondary Market

The seminar will focus on the appraisal of these types of properties. The new appraisal form will be received along with the appropriate secondary market attachments. Approval pending for 4 hrs. of CE for Appraisers, Salespersons and Brokers.

1 Mon., Sept. 25, 1:00-5:00 pm, LIB-G36, \$75. D Zagaroli. #WJ-D330

## The Appraiser Underwriter Relationship

No textbook required. Approved for 3 hrs. of CE for Appraisers, Salespersons and Brokers.

1 Sat., Sept. 30, 9:00 am-12:00 noon, CLA-107, \$60. D Zagaroli. #WJ-D766

## Financial Calculations Using the HP-12C

Bring HP-12C calculator to class. Approved for 7 hours of CE for Appraisers, Salespersons and Brokers. Necessary for G series of classes if no prior knowledge of HP-12C. Designed for students enrolled in the Center for Real Estate Education.

1 Sat., Sept. 16, 9:00 am-5:00 pm, CLA-104, \$95. K Mullin. #WJ-D574

## Understanding the Appraisal Principles in the Estimation of Value

No textbook required. Approved for 4 hrs. of CE for Appraisers, Salespersons and Brokers.

1 Tues., Oct. 3, 9:00 am-1:00 pm, ADM-207, \$75. D Zagaroli. #WJ-D875

## Applicability of the Cost Approach to Value

The intent of the seminar is to identify instances when the cost approach applies in the valuation of residential and commercial properties. Recognized techniques of completing this approach will be analyzed. Pending approval for 3 hrs. of CE for Appraisers, Salespersons and Brokers.

1 Mon., Oct. 16, 6:15-9:15 pm, ADM-207, \$60. D Zagaroli. #WJ-D086

## Analysis of Market Sales: When are they Comparables?

No textbook required. Approved for 3 hrs. of CE for Appraisers, Salespersons and Brokers.

1 Tues., Oct. 17, 9:00 am-12:00 noon, LIB-G36, \$60. D Zagaroli. #WJ-D402

## Valuation of Individual Condominium Units

Approved for 3 hrs. of CE for Appraisers, Salespersons and Brokers. No textbook required.

1 Tues., Oct. 17, 1:00-4:00 pm, LIB-G36, \$60. D Zagaroli. #WJ-D161

## Appraisal Review Class for the State Exam

Understand the importance of the appraisal principles, how they relate to the three approaches to value in the development and communication of results to the client. Covers the Real Property Appraiser Qualification Criteria and state statutes in preparation for the state appraiser exams. No textbook required. Approved for 7 hrs. of CE for Appraisers.

8:30 am-4:00 pm, ADM-207, \$140. D Zagaroli.  
Sec. A: Mon., Oct. 23. #WJ-D135  
Sec. B: Mon., Nov. 27. #WJ-D136

**Required textbooks available at Westchester Community College Bookstore unless otherwise noted.**



## 15-Hour National USPAP Course

Fulfills the 15-hour requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation. A 15-hr. qualifying course. Approved for 15 hrs. of CE for Salespersons and Brokers.

4 Wed., Nov. 1-Nov. 22 (skip 11/2), 6:00-10:00 pm, LIB-G36, \$300 (+ USPAP text and student manual). A Mantovani. #WJ-D303

## 7-Hour National USPAP Update Course

Fulfills the 7-hour requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation. Approved for 7 hrs. of CE for Appraisers.

1 Fri., Nov. 3, 9:00 am-5:00 pm, ADM-207, \$175 (+ USPAP text and student manual). A Mantovani.

**Both USPAP courses require a text and a student manual, which must be ordered before the first class from The Appraisal Foundation: [www.appraisalfoundation.org](http://www.appraisalfoundation.org) or call 1-800-348-2831.**

# COMPUTERS & INFORMATION TECHNOLOGY

Where required, textbooks can be purchased at the bookstore at 914-606-6475 or ordered online at [www.sunywc.edu](http://www.sunywc.edu)

## Computer Basics 1: Getting Started

For those with little or no experience in operating a personal computer, this class covers working with the mouse and keyboard, understanding the Windows desktop, using Windows accessory programs and more. Pick up some new tips and tricks! \$120 (+ textbook).

Sec. A: Sat., Sept. 9 & 16, 10:00 am-1:00 pm, TEC-13D. #XA-P450

Sec. B: Fri., Oct. 6 & 13, 6:00-9:00 pm, TEC-13D. #XA-P451

Sec. C: T/Th, Oct. 31 & Nov. 2, 6:30-9:30 pm, CLA-321. #XA-P452

Sec. D: M/W, Sept. 18 & 20, 6:00-9:00 pm, Cross County Center. #YR-Y117

Sec. E: Tues., Nov. 7 & 14, 6:30-9:30 pm, Ossining Center. #OS-D168

## Computer Basics 2: Managing Your Computer

Don't let your hard drive become a nightmare. Learn to create and organize folders, copy, move, and rename files, search for files, work with shortcuts, customize your Desktop and more. Prerequisite: Computer Basics 1 or equivalent. \$120 (+ textbook).

Sec. A: Sat., Sept. 30 & Oct. 7, 10:00 am-1:00 pm, TEC-13D. #XA-P491

Sec. B: Fri., Oct. 20 & 27, 6:30-9:30 pm, TEC-13D. #XA-P492

Sec. C: T/Th, Nov. 7 & 9, 6:30-9:30 pm, CLA-321. #XA-P493

Sec. D: M/W, Sept. 25 & 27, 6:00-9:00 pm, Cross County Center. #YR-Y118

Sec. E: Tues., Nov. 21 & 28, 6:30-9:30 pm, Ossining Center. #OS-D169

## Computer Basics 3: Internet and Email

Get up to speed on the information superhighway and learn how to explore the vast resources of the Web along with the ins and outs of keeping in touch with others using email. Prerequisite: Computer Basics 1 or equivalent. \$120 (+ textbook).

Sec. A: Sat., Oct. 14 & 21, 10:00 am-1:00 pm, TEC-13D. #XA-P495

Sec. B: Fri., Nov. 3 & 10, 6:30-9:30 pm, TEC-13D. #XA-P496

Sec. C: T/Th, Nov. 14 & 16, 6:30-9:30 pm, CLA-321. #XA-P497

Sec. D: M/W, Oct. 2 & 4, 6:00-9:00 pm, Cross County Center. #YR-Y119

Sec. E: Tues., Dec. 5 & 12, 6:30-9:30 pm, Ossining Center. #OS-D170

**Save \$\$ when you register for all three Computer Basics classes in a series for only \$300.**

For the Valhalla Saturday series, use #XA-P501

For the Valhalla Friday evening series, use #XA-P500

For the Valhalla evening series, use #XA-P502

For the Cross County series, use #YR-Y120

For the Ossining series, use #OS-D171

**Sorry, you may not mix and match courses.**

## Keyboarding on the Computer

Strongly recommended for individuals with less than 40 wpm keyboarding skills. Designed to provide introductory and brush-up touch-typing instruction on the keyboard. \$133 (+ textbook)

Sec. A: T/Th, Sept. 19-Oct. 19, 6:00-8:00 pm, CLA-321. #XA-P019

Sec. B: Sat., Sept. 30-Dec. 9, 10:00 am-12:00 noon, Cross County Center. #YR-Y139

## Personal Computer Purchasing Strategies

Get the information you need to make an informed and educated decision to get the computer power you need and stay in budget. Understand features that affect price and performance to be comfortable ordering online or at a computer store. \$60.

Sec. A: Sat., Sept. 16, 9:00 am-4:00 pm, CLA-321. #XA-P903

Sec. B: Sat., Nov. 4, 9:00 am-4:00 pm, CLA-321. #XA-P904

## Accounting and Finance

### Quickbooks

Learn how to handle accounts payable and receivable, customer info, inventory, payroll, and track your business's financial health. No accounting experience required. Prerequisite: Computer Basics 1 and 2 or equivalent experience. \$360 (+ textbook).

Sec. A: Wed., Oct. 11-Nov. 15, 6:30-9:30 pm, TEC-13D. #XA-P990

Sec. B: Fri., Sept. 29-Nov. 3, 9:00 am-12:00 noon, TEC-13E. #XA-P376

### Bookkeeping with QuickBooks and Excel Non-Credit Certificate

Earn this certificate by completing our QuickBooks class, the Excel series, and Accounting & Bookkeeping for Beginners (see p. 5). Apply for the certificate upon completing all requirements.

## The Internet

### **NEW** Safe Surfing and Home PC Security

Learn about the security flaws and risks that can affect the Internet user's home computer such as viruses, spyware, and identity theft and how to protect yourself against them.

T/Th, Oct. 24 & 26, 6:30-9:30 pm, CLA-321, \$90. #XA-P898

### **NEW** CyberSafe: Protecting Your Children Online

Find out how to protect your children against predators, pornography, and so-called "safe" chat rooms that discuss everything from anorexia to suicide. Learn to define acceptable online behavior and explore techniques to limit children from downloading viruses and other threats that can infect your computer and steal personal data. \$60.

Sec. A: Fri., Sept. 29 & Oct. 6, 6:30-8:30 pm, TEC-13E. #XA-P910

Sec. B: Wed., Nov. 15 & 22, 9:30-11:30 am, TEC-13E. #XA-P911

Sec. C: Fri., Nov. 3 & 10, 9:30-11:30 am, TEC-13D. #XA-P912

### Intro to MS FrontPage

Create your own web site with Microsoft FrontPage, an affordable web editing tool. Learn basic concepts of good layout and design and the fundamentals of creating web pages with text, graphics and hyperlinks. Prerequisite: Computer Basics 3 or equivalent experience. \$300 (+ textbook).

Wed., Sept. 6-Oct. 4, 6:30-9:30 pm, TEC-13D, \$300. #XA-P503

### Buying and Selling On E-Bay

Compete for the best price and protect yourself against fraud. Protect your price with reserves and minimums, create eye-catching HTML descriptions, upload digital images, and use escrow services to ensure you get paid! Prerequisite: Computer Basics 3 or equivalent experience. \$60.

Sec. A: Fri., Nov. 10 & 17, 6:30-9:30 pm, TEC-13E. #XA-P909

Sec. B: Mon., Dec. 11 & 18, 9:30 am-12:30 pm, TEC-13D. #XA-P408

## Microsoft Applications

### MS Office Skills For the Workplace

Today's workplace is competitive! Don't let weak computer skills hold you back. Learn to use key applications in the Microsoft Office Suite – Word, Excel, PowerPoint, and Outlook – in this comprehensive, intensive course. Prerequisite: Computer Basics 1 and 2 or equivalent experience. \$1079 (+ textbook).

Sec. A: M/W, Sept. 25-Dec. 4 (skip 11/22), 6:30-9:30 pm, CLA-321. #XA-P683

Sec. B: T/Th, Sept. 12-Nov. 16, 1:00-4:00 pm, Cross County Center. #YR-Y121

### COMPUTER/OFFICE SKILLS INTENSIVE (NON-CREDIT)

Need to compete in today's workplace? Are you divorced, widowed, separated, have a spouse who is disabled or unemployed, or are a single parent? Project Transition provides specially funded **FREE** computer and job search skills workshops for displaced homemakers.

#### Programs include:

**Computer Skills** - Word, Excel, PowerPoint, File Management, Introduction to Outlook, and Internet Research. QuickBooks offered periodically. Prerequisite: type 25 wpm.

**Job Search Skills** - Resume Development, Career Exploration, Interviewing, Mock Interviews, and Job Search Techniques.

**Training classes** will be offered in Spring, Summer, Fall and Winter on the Valhalla campus or at our Ossining Extension Center.

**All services are free for those eligible for the program; proof of eligibility is required.**

For information, eligibility, and details, call 914-606-6825,  
or email [ProjectTransition@sunywcc.edu](mailto:ProjectTransition@sunywcc.edu)

Program funded by the NYS Department of Labor Office of Workforce Development and Training and the NYS Office of Temporary and Disability Assistance.

# Microsoft User Specialist

Prepare for the Microsoft User Specialist certification exams or just build new skills.

## MS Office Skills Non-Credit Certificate

The applications in the Microsoft Office Suite (Access, Excel, Word, PowerPoint) are widely used and these skills are expected of today's working professional. Complete our class series in these four programs to qualify for this non-credit certificate. Apply for the certificate upon completing all requirements.

### MS Word – Level 1

Get started with Word even if you have not done word processing before. Covers editing documents, formatting text, paragraphs and documents and creating and formatting tables – fundamental skills for creating letters, reports and documents. Prerequisite: Computer Basics 1 and 2 or equivalent experience. \$240 (+ textbook).

Sec. A: Sat., Sept. 9 & 16, 9:00 am-4:00 pm, TEC-13E. #XA-P428

Sec. B: T/Th, Oct. 24-Nov. 2, 6:30-9:30 pm, TEC-13E. #XA-P417

Sec. C: M/W, Sept. 11-20, 6:00-9:00 pm, Cross County Center. #YR-Y101

### MS Word – Level 2

Expand your skills and enhance your documents with graphics, styles and templates, and managing multi-page documents. Create personalized mailings by merging data into your documents. Prerequisite: Microsoft Word Level 1 or equiv. experience. \$240 (+ textbook).

Sec. A: Sat., Sept. 30 & Oct. 7, 9:00 am-4:00 pm, TEC-13E. #XA-P429

Sec. B: T/Th, Nov. 7-16, 6:30-9:30 pm, TEC-13E. #XA-P899

Sec. C: M/W, Sept. 25-Oct. 4, 6:00-9:00 pm, Cross County Center. #YR-Y102

### MS Word – Level 3

Master more advanced features of Word such as building forms, creating charts and diagrams, collaborating with others on a document, creating macros, advanced graphics, and integrating Word with other applications. Prerequisite: Microsoft Word Level 2 or equivalent experience. \$240 (+ textbook).

Sec. A: Sat., Oct. 14 & 21, 9:00 am-4:00 pm, TEC-13E. #XA-P431

Sec. B: T/Th, Nov. 28-Dec. 7, 6:30-9:30 pm, TEC-13E. #XA-P900

Sec. C: M/W, Oct. 9-18, 6:00-9:00 pm, Cross County Center. #YR-Y103

**Save \$\$ when you register for all three Word classes at the same location for only \$650.**

For the Valhalla Word evening series, use #XA-P432

For the Valhalla Word Saturday series, use #XA-P901

For the Cross County Word series, use #YR-Y104

**Sorry, you may not mix and match courses.**

### MS Excel – Level 1

Get started with Excel even if you have not used a spreadsheet before. Building and editing worksheets, formatting a worksheet, working with charts and working with formulas and functions. Prerequisite: Computer Basics 1 and 2 or equivalent experience. \$240 (+ textbook).

Sec. A: T/Th, Sept. 12-21, 6:30-9:30 pm, TEC-13E. #XA-P444

Sec. B: Sat., Oct. 28 & Nov. 4, 9:00 am-4:00 pm, TEC-13E. #XA-P433

Sec. C: M/W, Oct. 23-Nov. 1, 6:00-9:00 pm, Cross County Center. #YR-Y105

### MS Excel – Level 2

Expand your skills in Excel by learning to use lists, analyze list data, and enhance your charts and worksheets. Explore techniques for managing workbooks, sharing Excel files, incorporating web information, and preparing workbooks for the web. Prerequisite: Microsoft Excel Level 1 or equivalent experience. \$240 (+ textbook).

Sec. A: T/Th, Sept. 26-Oct. 5, 6:30-9:30 pm, TEC-13E. #XA-P445

Sec. B: Sat., Nov. 11 & 18, 9:00 am-4:00 pm, TEC-13E. #XA-P897

Sec. C: M/W, Nov. 6-15, 6:00-9:00 pm, Cross County Center. #YR-Y106

### MS Excel – Level 3

Master more advanced features of Excel such as What-If Analysis, analyzing data with PivotTables, exchanging data with other programs and advanced worksheet management. Prerequisite: Microsoft Excel Level 2 or equivalent experience. \$240 (+ textbook).

Sec. A: T/Th, Oct. 10-19, 6:30-9:30 pm, TEC-13E. #XA-P446

Sec. B: Sat., Dec. 2 & 9, 9:00 am-4:00 pm, TEC-13E. #XA-P905

Sec. C: M/W, Nov. 27-Dec. 6, 6:00-9:00 pm, Cross County Center. #YR-Y107

**Save \$\$ when you register for all three Excel classes at the same location for just \$650**

For the Valhalla Excel Saturday series, use #XA-P908

For the Valhalla Excel evening series, use #XA-P448

For the Cross County Excel series, use #YR-Y108

**Sorry, you may not mix and match courses.**

### MS Access – Level 1

Get started with Access 2003, the Office Suite's powerful database program. Includes building and editing tables, using queries, forms and reports, and modifying your database structure. Prerequisite: Computer Basics 1 and 2 or equivalent experience. M/W, Nov. 6-15, 6:30-9:30 pm, TEC-13E, \$240 (+ textbook). #XA-P413

### MS Access – Level 2

Expand your skills in Access with multiple table queries, forms and subforms, Data Access Pages, and advanced queries. Explore how to share Access data with other applications and enhance your reports. Prerequisite: Microsoft Access Level 1 or equivalent experience.

M/W, Nov. 27-Dec. 6, 6:30-9:30 pm, TEC-13E, \$240 (+ textbook). #XA-P414

### MS Access – Level 3

Master more advanced features of Access such as macros, modules, and advanced forms and reports. Learn to simplify the database interface for other users and tips for maintaining your database. Prerequisite: Microsoft Access Level 2 or equivalent experience.

M/W, Dec. 11-20, 6:30-9:30 pm, TEC-13E, \$240 (+ textbook). #XA-P415

#### **Save \$\$ when you register for all three Access classes for just \$650**

For the Access series, use #XA-P416

### MS Outlook

Outlook is more than just email! Master intro and advanced features of Outlook mail, explore the powerful calendar and meeting scheduler, contacts and address book, and task manager. Prerequisite: Computer Basics 1 and 2 or equivalent experience. \$120 (+ textbook).

Sec. A: M/W, Oct. 23 & 25, 6:30-9:30 pm, TEC-13E. #XA-P168

### MS PowerPoint – Level 1

Learn the basics of creating visually compelling presentations and slides. Wizards and templates give you a quick start on professional presentations and you'll learn to develop your own designs with text, graphics and special effects. Prerequisite: Computer Basics 1 and 2 or equivalent experience. \$240 (+ textbook).

Sec. A: M/W, Sept. 18-27, 6:30-9:30 pm, TEC-13E. #XA-P987

Sec. B: M/W, Oct. 23-Nov. 1, 6:00-8:00 pm, Cross County Center. #YR-Y008

### MS PowerPoint – Level 2

Enhance your presentations with multimedia and web resources. Integrate PowerPoint with other programs, like Excel, to represent data graphically with more impact. Explore advanced options for delivering a presentation. Prerequisite: PowerPoint Level 1 or equivalent. \$240 (+ textbook).

Sec. A: M/W, Oct. 9-18, 6:30-9:30 pm, TEC-13E. #XA-P685

Sec. B: M/W, Nov. 6-15, 6:00-8:00 pm, Cross County Center. #YR-Y128

#### **Save \$\$ when you register for both MS PowerPoint classes at the same location for just \$430**

For the Valhalla PowerPoint series, use #XA-P169

For the Cross County PowerPoint series, use #YR-Y138

## Administrative Professional with Microsoft User Specialist - Online Program

If our class schedule doesn't match your availability, you can still train for a new career and sharpen your computer skills by enrolling in our online class offered in partnership with Gatlin Education Services. For more information, see page 24 or visit [www.gatlineducation.com/sunywcc](http://www.gatlineducation.com/sunywcc)

## Business Solutions with Microsoft Office

Your time and training dollars are stretched - these short courses are designed to teach just the skills you need to solve specific business problems.

### MS Word Basics

Learn the fundamentals for creating basic documents. Enter and edit text, correct spelling and grammar, change fonts and font sizes, emphasize text, set margins and tabs, use bullets and numbering, create an envelope, search for and replace text. Prerequisite: Computer Basics 1 and 2 or equivalent experience.

Wed., Oct. 25, 9:00 am-4:00 pm, TEC-13E, \$110 (+ textbook). #XA-P979

### Creating Custom Mailings – With MS Word Mail Merge

Design form letters with merge fields; create data lists in Word or use data from Excel or Access; sort and select data records; create mailing labels. Prerequisite: Word Basics or equivalent experience. Excel and/or Access experience is helpful.

Wed., Nov. 8, 9:00 am-1:00 pm, TEC-13E, \$55. #XA-P665

## Creating Brochures, Flyers and Newsletters – With MS Word

Word includes powerful features that provide entry-level desktop publishing functions. Create high-impact publications using an application you already know. Prerequisite: Word Basics or equivalent experience.

Wed., Nov. 1, 9:00 am-4:00 pm, TEC-13E, \$110. #XA-P171

## **NEW** Mastering Formatting in Word

Learn to use a variety of powerful MS Word formatting functions that will save you time and make your documents look more professional—including styles, table of contents, foot/endnotes, title page, and more. Prerequisite: Word Basics or equivalent experience.

Wed., Nov. 29, 9:00 am-4:00 pm, TEC-13E, \$110. #XA-P914

## MS Excel Basics

Learn the fundamentals of spreadsheets including entering and formatting text and values; creating simple formulas; modifying the worksheet; saving, retrieving and printing worksheets. Prerequisite: Computer Basics 1 and 2 or equivalent experience.

Mon., Oct. 23, 9:00 am-4:00 pm, TEC-13E, \$110 (+ textbook). #XA-P982

## MS Excel Charts as a Business Tool

Excel supports 14 standard types of charts and graphs and over 70 sub-types. Create effective charts that clearly and accurately convey the meaning of your data. Prerequisite: Excel Basics or equivalent experience.

Mon., Nov. 13, 9:00 am-4:00 pm, TEC-13E, \$110. #XA-P185

## Data Management – With MS Excel

Learn techniques to organize, analyze and validate data and manage large worksheets. Use named ranges and Lookup Tables to retrieve and summarize data. Import data into Excel from other applications. Prerequisite: Excel Basics or equivalent experience.

Mon., Oct. 30, 9:00 am-4:00 pm, TEC-13E, \$110. #XA-P766

## Using MS Excel Functions

Excel includes dozens of built-in functions for managing and manipulating data, including financial and statistical functions to analyze your data; logical functions for conditional calculations; and date and time functions for tracking time-dependent data. Prerequisite: Excel Basics or equivalent experience.

Mon., Nov. 6, 9:00 am-4:00 pm, TEC-13E, \$110. #XA-P216

## Using Pivot Tables in Excel

A Pivot Table is an interactive table that automatically extracts, organizes, and summarizes your large dataset, making it easier to make comparisons, detect patterns and relationships, and analyze trends. Prerequisite: Excel Level 2 or Data Management with Excel, or equivalent experience.

Mon., Nov. 20, 9:00 am-1:00 pm, TEC-13E, \$55. #XA-P447

## Access Basics

This intensive course will give you a quick introduction to the concepts and tools you need to get started in creating a database with tables, forms, queries and reports.

Prerequisite: Computer Basics 1 and 2 or equivalent experience.

Wed., Oct. 18, 9:00 am-4:00 pm, TEC-13E, \$110 (+ textbook). #XA-P412

## Programming

### **NEW** Microsoft.NET Development using Visual Basic

For experienced programmers who want to learn more about Microsoft's .NET Framework. Includes Visual Basic Windows development, .NET libraries, ADO.NET and object oriented concepts. Prerequisite: Previous programming experience.

T/Th., Sept. 12-Dec. 5 (skip 11/23), 6:30-9:30 pm, TEC-13D, \$1199 (+ textbook). #XA-P902

## Project Management

### Cheetah Learning PM Master's Certificate

See details in our section on Online Courses, p. 24

## Technology Certification

### CompTIA A+, Network/Security+, MCSE, MCSA Certification Training with Gatlin Education Services

See details in our section on Online Courses, p. 24



Textbook required.

to register call 914-606-6830 **21**

## Computer Classes in Peekskill

For more information or to register, call 914-606-7300. The Westchester Community College Peekskill Extension Center is located at 27 N. Division Street. Software versions are subject to change.

### Introduction to OS X

Covers everything about Mac OS X, from how to install the system on your computer and the architecture of the operating system, to getting comfortable with its features. Includes customizing the Finder, File Management, Printing, email and the Internet.

Sat., 9:00 am-4:00 pm, \$100.

Sec. A: Sept. 23. #PE-P189

Sec. B: Oct. 21. #PE-P190

### Editing with iMOVIE

Create professional looking videos using iMovie. Covers the editing process from capture to export. Includes: setting up preferences, logging and capturing DV footage, transitions, adding and mixing audio, importing stills, timeline editing, and exporting the edited movie.

Sat., Oct. 14, 9:00 am-4:00 pm, \$100.

#PE-P198

### Intro to MAC

Computer Art and Design programs require basic knowledge of a Macintosh operating system. This introductory class, for those new to computers or to the Apple Operating System, explains the hardware and software. \$25

Sec. A: Wed., Sept. 20, 9:30 am-12:30 pm.

#PE-P088

Sec. B: Mon., Sept. 25, 1:00-4:00 pm.

#PE-P087

Sec. C: Fri., Sept. 29, 9:30 am-12:30 pm.

#PE-P154

Sec. D: Sat., Oct. 7, 1:00-4:00 pm. #PE-P089

### Quick Start to Dreamweaver 8

Learn to use the latest version of Dreamweaver, a web site design tool. Use advanced graphics, text, animation, video, and audio tools to design a creative interactive online experience.

Sat., Oct. 7, 9:00 am-3:00 pm, \$150

(+ \$50 lab fee). #PE-P188

### Quick Start to Photo Editing

Learn to use the latest version of Photoshop with time management features and enhancements for Web and video designers. An introduction to this tool will include: imaging formats, use of Photoshop in computer graphics imaging, use of ImageReady and output for the Web.

Sat., Oct. 14, 9:00 am-3:00 pm, \$150

(+ \$50 lab fee). #PE-P208

### Quick Start to Adobe Illustrator CS2

Explore Adobe Illustrator CS with new 3D and Web features. An introduction to this tool will include: digital illustration, drawing tools, Bezier curves, fonts, use of Illustrator in graphic design, and in 3D.

Sat., Oct. 21, 9:00 am-3:00 pm, \$150

(+ \$50 lab fee). #PE-P226

### Quick Start to Adobe After Effects 6.5

Using Adobe After Effects in motion graphics and visual effects for film, video, DVD, and the Web. An introduction to this tool will include: an explanation of motion graphics, orientation to the interface and tools, an explanation of key-framing and time-based graphics.

Sat., Oct. 28, 9:00 am-3:00 pm, \$150

(+ \$50 lab fee). #PE-P228

### Quick Start to Adobe InDesign CS2

Adobe InDesign enables you to take advantage of the integrative power of CS and the dynamic nature of InDesign with its powerful print to Web solutions. An introduction to this tool will include: an overview of graphic layout and design and an orientation to the interface and tools.

Sat., Nov. 4, 9:00 am-3:00 pm, \$150

(+ \$50 lab fee). #PE-P187

### Quick Start to Macromedia Flash 8

Flash enables you to create animated vector graphics for the Web. A quickstart to this tool will include: a definition of tweening and time-based graphics and an orientation of the interface and tools.

Sat., Nov. 11, 9:00 am-3:00 pm, \$150

(+ \$50 lab fee). #PE-P223

### Quick Start to Digital Audio

This introduction will cover basic editing skills of digitized audio and composing with audio loops on multitrack software. The popular software Garageband, Soundtrack and the groundbreaking audio sequencer Ableton Live will be explored.

Sat., Nov. 18, 9:00 am-3:00 pm, \$150

(+ \$50 lab fee). #PE-P207

### Open Studio Access Package/ Peekskill Extension Center

This package is for the professional or aspiring artist with competent computer skills that wants to continue to develop their portfolio and use the center's resources. The Peekskill Center hosts six apple post-production studios featuring the latest upgrades in computer graphics software. Interview with Director and Technical Support Manager Required.

M/T/W/Th, Sep. 9-Dec. 15, 9:00 am-9:30 pm & F, 9:00 am-4:30 pm, Sat. as available, Spring Package, \$250. #PE-P200

## Certified Cisco Network Associate Cisco Network Academy

The college is an official Cisco Regional Academy offering classes for the CCNA, CCNP, A+ and Server+ Certifications. For CCNA and CCNP, there are four classes to prepare for the industry standard exam. Listed below is the schedule for the first class needed for the CCNA program. In partnership with Cisco Systems, Inc. and Hewlett Packard, the Academy also offers A+ and Server+ certifications; only one class is needed to begin to prepare for each certification. Also in partnership with the Cisco Learning Institute, the Academy offers the Home Technology Integration + certification prep course. These classes also earn credits toward a college degree. All the certifications along with Voice and Data Cabling can be linked together to prepare for a career track as a network specialist. For more information, or for a Fall 2006 schedule of classes, call Steve Leone at 914-606-6658 or Admissions at 914-606-6735 or email [steve.leone@sunywcc.edu](mailto:steve.leone@sunywcc.edu)

### Cisco Certified Network Associate

CCNA 1	Networking Basics	#8333	Sat. 9:00 am-2:40 pm
CCNA 1	Networking Basics	#8336	M/W 5:30-7:50 pm

### A+ Certification and Server+ Certification

IT Essentials 1	#8330	Tues. 6:00-9:45 pm
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### Server+ Certification

IT Essentials 2	#8339	M/W 2:00-3:50 pm
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### In partnership with the Cisco Learning Institute and Blue Volt

Home Technology Integration +	#8342	Thurs. 6:00-9:45 pm
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### Voice over IP

Internet Telephony	call for details
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## Computer Applications Specialist Certificate

This 25-credit certificate includes office computer and current business applications, and prepares you for employment as a Computer Applications Specialist, Office Assistant, Customer Service Rep and other administrative office support positions. Full- or part-time study is available, both day and evening, in the traditional semester schedule and on a seven-week schedule at our Yonkers/Cross County Center. For more information, or for a Fall 2006 schedule of classes, call Steve Leone at 914-606-6658 or Admissions at 914-606-6735 or email [steve.leone@sunywcc.edu](mailto:steve.leone@sunywcc.edu)

### There are eight required courses:

Keyboarding & Info. Processing	Management Information Systems or
Word Processing Applications	Spreadsheet & Database Applications
Computer Info. Systems	Integrated Office Applications
Business Communications	Computerized Accounting
Advanced Word Processing Applications	

**For information about our one credit Keyboarding courses -  
Essentials or Speedbuilding - please call 914-606-6658.**

## Help Desk Support Certificate

This 24-credit certificate will prepare students for entry-level Information Technology positions in such jobs as Help Desk Coordinators, Help Desk Technician and Computer Tech. Prepare for the industry-recognized certification exams, Microsoft Office Specialist and A+ Core Hardware Exam. Full- or part- time study is available, both day and evening, in the traditional semester schedule and a seven-week schedule at our Yonkers/Cross County Center. For more information, or for a Fall 2006 schedule of classes, call Steve Leone at 914-606-6658 or Admissions at 914-606-6735 or email [steve.leone@sunywcc.edu](mailto:steve.leone@sunywcc.edu)

### There are eight required courses:

Word Processing Applications	Business Organization/Management
Computer Information Systems	Help Desk Support
Business Communications	Management Information Systems
PC Troubleshooting	Integrated Office Applications

## Computer Aided Design (CAD)

A one-year certificate program in CAD technology designed to prepare you for employment opportunities using AutoCAD, the most popular design software. Continue on in various A.A.S. degree programs or enter the civil, mechanical, or architectural design fields. Take individual courses or the overall certificate program. For more information, or for a Fall 2006 schedule of classes, call Steve Leone at 914-606-6658 or Admissions at 914-606-6735 or email [steve.leone@sunywcc.edu](mailto:steve.leone@sunywcc.edu)

### CAD courses being offered in the Fall 2006 Semester include:

CAD I (#8351)	Sat.	9:00 am-1:00 pm
CAD I (#8357)	Mon.	6:00-9:45 pm
CAD I (#8354)	Tues.	6:00-9:30 pm
CAD II (#8360)	Mon.	6:00-9:45 pm
CAD III-3D Modeling (#8363)	Wed.	6:00-9:30 pm
CAD IV-Auto Architect (#8366)	Thurs.	6:00-9:45 pm

# ONLINE CLASSES/NON-CREDIT

## Gatlin Education Services Courses



We've expanded our online offerings to bring you new programs in Project Management and career preparation.

### Gatlin Education Services courses

Our partnership with Gatlin Education Services brings opportunities to pursue high-end training and certification programs with the ease of distance learning access.

#### Technology Certifications, including

**CompTIA A+:** The nationally recognized CompTIA A+ certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. CompTIA A+ certification training opens the door to an exciting career in computer technology.

**MCSA (Microsoft Certified Systems Administrator 2003):** This course provides expert instruction on the Microsoft® Windows Server 2003 family, making it easier to deploy, manage, and use. Achieving the Microsoft Certified Systems Administrator (MCSA) on Microsoft Windows 2003 credential provides a valid and reliable measure of technical proficiency and expertise to successfully manage and maintain the typically complex computing environment of medium to large-sized companies operating on the Microsoft Windows Server 2003 System.

**MCSE (Microsoft Certified Systems Engineer):** The MCSE 2003 credential is the premier certification for professionals who analyze the business requirements, and design and implement the infrastructure for business solutions based on the Microsoft Windows® 2003 platform and Microsoft server software.

#### Business Certifications, including

**Certified Bookkeeper:** This online course for professional bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). Becoming a Certified Bookkeeper (CB) can increase earning potential, enhance professional status and offer a decisive edge in any job market.

**Certified Financial Planner:** This program covers financial planning process and insurance, investment planning, income tax planning, retirement planning and employee benefits, and estate planning. And prepares students to pass the Certified Financial Planner™ Certification

**Administrative Professional with Microsoft Office Specialist:** This course teaches proficiency and development of strong communication, critical thinking, and human relations skills necessary to be successful as an administrative professional. Learn the most popular Microsoft Office programs including Word, Excel, Access, Power Point, and Outlook. An introduction to QuickBooks is also provided.

**Six Sigma Greenbelt:** Six Sigma is a Quality Improvement methodology structured to reduce product or service failure rates to a negligible level (roughly 3.4 failures per million opportunities). The Six Sigma process encompasses all aspects of a business, including management, service delivery, design, production and customer satisfaction. This course covers the skills needed to bring about these improvements as well as preparing the student for the national certification.

#### Healthcare Certifications, including

**ICD-10 Medical Coding: Preparation and Instruction for Implementation:** ICD-10 is a radically upgraded diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement, and statistical data gathering. Prepare now for the impact that implementing the massive changes to the existing coding system will require.

**Human Resources for Healthcare Providers:** This program provides a comprehensive human resource management foundation, grounded in practice, for those who intend to work or are working in healthcare settings.

**For more information on these and other courses, go to [www.gatlineducation.com/sunywcc](http://www.gatlineducation.com/sunywcc) or contact Mary Beth Jerry at 914-606-7904 (email: [marybeth.jerry@sunywcc.edu](mailto:marybeth.jerry@sunywcc.edu))**

## Cheetah Learning Project Management Master's Certificate:



The Project Management Professional (PMP®) credential of the Project Management Institute (PMI®), has been named No. 4 in CertCities.com's 10 Hottest Certifications for 2006. We've partnered with Cheetah Learning, a company who has helped thousands of project managers increase their value in the global job market with its proven accelerated learning techniques.

**The Cheetah Learning PM Master's Certificate** provides the knowledge, skills, and tools that are essential for the successful project manager. Designed for managers in all fields and professions including IT, Marketing, Sales, Operations and Engineering, the PM Master's Certificate deals with the entire Project Management Body of Knowledge (PMBOK) as recognized by the Project Management Institute. You'll do activities and create an action plan that relates to your day-to-day professional pursuits so that your learning is relevant. You'll interact with other students and your instructor, who is a certified Project Management Professional.

The 200-hour, 7-course curriculum not only deals with the entire Project Management Body of Knowledge as recognized by the Project Management Institute; it goes well beyond the basic knowledge foundations of project management. You may enroll in the courses individually or save money by enrolling for the entire certificate.

**For more details, contact Mary Beth Jerry at 914-606-7904 (email: [marybeth.jerry@sunywcc.edu](mailto:marybeth.jerry@sunywcc.edu)) or visit [www.sunywcc.edu/programs/pdc/pm\\_certificate3.htm](http://www.sunywcc.edu/programs/pdc/pm_certificate3.htm)**

## Education to Go Courses

Update your skills at your own pace and at your convenience with our instructor-led online courses from Education to Go. Each course runs for 6 weeks and consists of 12 lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and an online discussion area available via the World Wide Web. Read your lessons and ask questions of your instructor at the time most convenient to you. See below for titles of some of our more than 150 course offerings. Tuition for each course is \$98.

### How to learn more about – and register for – our Education to Go online courses

#### Explore

Visit the web site:  
[www.ed2go.com/sunywcc](http://www.ed2go.com/sunywcc)  
Use the Search feature or click on **Courses** to see a list of all course categories. Click on a category name to see a list of all courses in that topic. Click a course title to see a full description.

#### Learn More

Find a course you like? Click on **Orientation** to complete the no-obligation Orientation lesson for the class. As part of Orientation you may request further details by email on how to complete your registration and tuition payment.

#### Register

Follow the instructions in the email message to complete your registration and tuition payment by mail, phone or fax.

#### Grow!

On the day your class begins, go to [www.ed2go.com/sunywcc](http://www.ed2go.com/sunywcc) and click the **Classroom** link. Log in with the information you provided during Orientation and enjoy your class!

#### All online classes start on these dates:

Aug. 16 • Sept. 20 • Oct. 18 • Nov. 8

Check course descriptions for information on required texts, software, etc.

Have questions? Call Mary Beth Jerry at 914-606-7904 or email [marybeth.jerry@sunywcc.edu](mailto:marybeth.jerry@sunywcc.edu)

### Accounting

Accounting Fundamentals  
Accounting Fundamentals II  
Introduction to QuickBooks 2005  
Performing Payroll in QuickBooks

### Art, History, Psychology & Literature

Drawing for the Absolute Beginner  
Enjoying European Art Online  
Film Literacy for Everyone  
Music Made Easy

### Basic Computer Literacy

101 Tips and Tricks for the iMac  
and Macintosh  
Introduction to the Internet  
Introduction to Windows XP  
Keyboarding

### Business Administration & Management

Administrative Assistant Fundamentals  
Building an Ethical Business  
Customer Service Fundamentals  
Distribution and Logistics Management  
Employment Law Fundamentals  
Fundamentals of Supervision and Management  
Purchasing Fundamentals  
Supply Chain Management Fundamentals  
Understanding the Human Resources Function

### Business Planning & Entrepreneurial Courses

Creating a Successful Business Plan  
Secrets of the Caterer  
Start and Operate Your Own Home-Based Business  
Wow, What a Great Event!

### Computer Applications

Introduction to MS Excel 2003  
Intermediate MS Excel 2003  
Advanced MS Excel 2003  
Introduction to MS Word  
Intermediate MS Word 2003  
Advanced MS Word 2003  
Introduction to MS Access 2003  
Intermediate MS Access 2003  
Introduction to MS PowerPoint 2003  
Introduction to MS Project 2003  
Introduction to MS Publisher

### Computer Programming & Database Management

Introduction to SQL  
Introduction to Database Development

### Digital Photography & Digital Video

Discover Digital Photography  
Mastering Digital Photography:  
Photographing People  
Secrets of Better Photography

### Family & Personal Enrichment

Achieving Success with Difficult People  
Creating a Healthier Home  
Genealogy Basics  
Goodbye to Shy  
Outdoor Survival Techniques  
The Magic of Hypnosis  
Wine Appreciation for Beginners

## **Grant Writing & Nonprofit Management**

A to Z Grantwriting  
Advanced Grant Proposal Writing  
Creating Your Own Nonprofit  
Introduction to Nonprofit Management  
Marketing Your Nonprofit  
Writing Effective Grant Proposals

## **Health Care, Nutrition & Fitness**

Become a Veterinary Assistant  
Food and Fitness to Fight Cancer  
Luscious, Low-Fat, Lightning  
Quick Meals  
Handling Medical Emergencies  
Introduction to Natural Health  
and Healing

## **Languages**

Beginning Braille  
Beginning Conversational French  
Speed Spanish

## **Law & Legal Careers**

Constitutional Law: Bill of Rights  
Criminal Procedure: From Arrest  
to Appeal  
Evidence Law  
Introduction to Criminal Law  
Winning Strategy for the Courtroom

## **Math, Philosophy, & Science**

Everyday Math  
Introduction to Algebra

## **Personal & Career Development**

Conquer Your Stress!  
Get Assertive!  
Grammar Refresher  
Leadership  
Merrill Ream Speed Reading  
Resume Writing Workshop  
Twelve Steps to a Successful  
Job Search

## **Personal Finance & Wealth Building**

Build your own Mutual Funds  
Building Wealth  
Debt Elimination Techniques That Work  
Introduction to Stock Options  
Real Estate Investing

## **Sales & Marketing**

Business Marketing Writing  
Effective Selling  
Principles of Sales Management  
Professional Sales Skills

## **Test Prep**

GED Test Prep  
GMAT Preparation  
LSAT Preparation part 1  
LSAT Preparation part 2  
Prepare for the GED Language Arts,  
Writing Test  
Prepare for the GED Math Test

## **Web Page Design**

Achieving Top Search Engine Positions  
Creating Web Pages  
Introduction to DreamWeaver MX 2004  
Introduction to MS FrontPage

## **Writing Courses**

Beginner's Guide to Getting Published  
Beginning Writer's Workshop  
Creating a Sense of Place  
Demystifying Forensic Science:  
A Writer's Guide  
Effective Business Writing  
Introduction to Journaling  
Research Methods for Writers  
The Craft of Magazine Writing  
The Keys to Effective Editing  
Travel Writing  
Write Like a Pro  
Write Your Life Story  
Writeriffic: Creativity Training for Writers



# LANGUAGES



Textbook required unless otherwise noted. Textbooks available at the Campus Bookstore (914-606-6475) - call for hours.

## Mandarin Chinese

Beginning Level I: 12 Wed., Sept. 13-Nov. 29, 7:00-9:00 pm, AAB-504, \$210. R Chen.

#WJ-D101

Beginning Level II: 12 Thurs., Sept. 14-Dec. 7 (skip 11/23), 7:00-9:00 pm, ADM-207, \$210.

R Chen. #WJ-D506

Intermediate: 12 Mon., Sept. 11-Dec. 11 (skip 10/2 & 10/9), 6:45-8:45 pm, AAB-413, \$210.

E Lu. #WJ-D750

## Chinese Language and Culture for Adopted Chinese Children

(Ages 5-9)

Designed for Chinese children (ages 5-9) adopted by American non-Chinese families who do not speak Chinese at home. Children will learn the culture, history, and language of their birth country. Parents required to attend.

16 Sun., Sept. 10-Jan. 21 (skip 11/26, 12/24, 12/31 & 1/14), 9:30 am-12:30 pm, ADM-207, \$450 (no textbook required). C H Wilson.

#WJ-D814

Parents register for \$8 only. Use course

#WJ-D377

## Russian

12 sessions, 7:00-9:00 pm, \$210 (+ \$10 materials fee, payable to instructor; no textbook required). M Bolgova

Beginning Level I: 12 Tues., Sept. 19-Dec. 5, ADM-207. #WJ-D091

Beginning Level II: 12 Thurs., Sept. 14-Dec. 7 (skip 11/23), CLA-203. #WJ-D072

## **NEW** Russian through Reading (Intermediate Students)

One of the best ways to learn a language is to read it! If you've finished some basic Russian and you're looking for something more interesting to read than a textbook, join this class. It's based on reading and discussion of fictional and cultural texts accompanied with comments on grammar, usage, and structure. Suitable for students who have completed Russian Beginning level I and II.

10 Fri., Sept. 22-Dec. 1 (skip 11/24), 7:00-9:00 pm, CLA-108, \$195 (+ \$10 materials fee, payable to instructor). M Bolgova. #WJ-D253

## **NEW** Greek for Beginners

Learn the Greek alphabet and basic everyday dialogues and phrases you need to communicate in one of the European Union languages. Use the language for traveling communication and for terminology purposes in many subjects (biology, science, math, medicine, etc.). Textbook "Greek with my Friends" is available at no charge through the Greek Consulate in NYC.

10 Wed., Sept. 20-Nov. 29 (skip 11/22), 6:00-8:00 pm, ADM-207, \$180. N Nikos. #WJ-D819

## French

10 Sat., Sept. 16-Dec. 2 (skip 9/23 & 11/25), CLA-104, \$190. D Gelber.

Beginning: 9:00-11:00 am. #WJ-D752

Intermediate: 11:15 am-1:15 pm. #WJ-D169

Advanced Level I: 1:30-3:30 pm. #WJ-D994

Advanced Level II: 8:00-9:00 am, \$95.

#WJ-D334

Beginning: 10 Mon., Sept. 18-Nov. 20, 7:00-9:00 pm, AAB-305, \$195. TBA. #WJ-D333

## German

12 Sat., Sept. 16-Dec. 9 (skip 11/25),

ADM-207, \$210. H Soderstrom.

Beginning Level I: 12:45-2:45 pm. #WJ-D755

Beginning Level II: 3:00-5:00 pm. #WJ-D966

Intermediate: 10:15 am-12:15 pm. #WJ-D179

Advanced: 8:00-10:00 am. #WJ-D114

## Italian

12 Sat., Sept. 16-Dec. 9 (skip 11/25), \$175.

Beginning Level I : 9:00-10:30 am, CLA-102.

F Maddalena. #WJ-D753

Beginning Level II: 10:30-12:00 noon,

CLA-102. F Maddalena. #WJ-D185

Intermediate Level I: 10:30 am-12:00 noon,

CLA-103. J Spedaliere. #WJ-D059

Intermediate Level II: 10:30 am-12:00 noon,

ADM-207.TBA. #WJ-D025

Adv. Conversation & Grammar: 9:00-10:30

am, CLA-103. J Spedaliere. #WJ-D432

Conversational Italian (intermediate-

advanced): 12 Fri., Sept. 15-Dec. 8 (skip

11/24), 6:30-8:00 pm, ADM-207, \$175.

F Maddalena. #WJ-D054

## Highlights of Italian Literature

Discover 20th century Italian literature, including Pirandello, Deladda, SiLone, Moravia, Calvino, Eco, Mariani, and more. Reading of textual materials, plus biographies of authors and historical information, leads to an enhanced understanding of present-day Italy, its people and culture.

12 Sat., Sept. 16-Dec. 9 (skip 11/25),

12:00 noon-1:30 pm, CLA-102, \$175.

F Maddalena. #WJ-D560

## **NEW** "L'Italia in bianco e nero" – Italy in Black and White

Using Martin Scorsese's monumental documentary "Il mio viaggio in Italia" as a point of departure, this course will explore the origins, development and revolutionary worldwide influences of postwar Italy's neorealist school of film making. In-class viewings of the genre's masterworks will be accompanied by discussion, analysis and critique in Italian.

With a focus on the founding fathers of the movement, Visconti, Rossellini, De Sica and De Santis, see such films as *Ossessione*, *Roma, città aperta*, *La terra trema*, and others.

12 Sat., Sept. 16-Dec. 9 (skip 11/25),

12:00 noon-1:30 pm, ADM-207, \$195.

J N Spedaliere. #WJ-D321



Textbook required.

## Italian for Children and Parents

Sponsored by the Italian-American Committee on Education (IACE) and the college, and administered by IACE.

### FOR PARENTS:

Level I: 15 Sat., Nov. 18-Apr. 2007, 1:45-3:15 pm, TEC-113. \$225. F Maddalena. #WJ-D522

FOR CHILDREN: In-person registration only, on Sept. 30, Oct. 7 & 14, 1:00-2:00 pm, TEC-123 or call 914-606-6790.

Children's Program: Saturdays, Oct. 14-Apr. 2007

Sec I: 6-8 yrs. old, 1:00-3:00 pm, TEC-123, \$185.

Sec II: Beginners, 9-12 yrs. old, 1:00-3:00 pm, TEC-124, \$185.

Sec III: Intermediate, 9-12 yrs. old, 1:00-3:00 pm, TEC-117X, \$185.

## **NEW** Business Italian

Learn the Italian language in a business context. Designed for students with an intermediate knowledge of the Italian language. This course includes role-play situations, letter writing, and business article discussions.

10 T/Sa, Oct. 24-Nov. 28 (skip 11/25), Tues., 6:30-8:30pm and Sat., 9:00-10:30 am, ADM-207, \$195. P Maderna-Stitt. #WJ-D711

## Japanese

13 Sat., Sept. 16-Dec. 16 (skip 11/25), \$195. K Hayashi.

Beginning Level I: 9:00-10:30 am, CLA-105. #WJ-D756

Beginning Level II: 10:30 am-12:00 noon, CLA-105. #WJ-D027

Intermediate: 13 Thurs., Sept 14-Dec. 14 (skip 11/23), 7:00-8:30 pm, CLA-208. #WJ-D024

## Portuguese, Elementary Continental

8 Mon., Sept. 25-Dec. 4 (skip 10/2, 10/9 & 11/6), 6:00-8:00 pm, SCI-370, \$160. T Lopes. #WJ-D757

## Spanish

10 Sat., Sept. 16-Dec. 2 (skip 9/23 & 11/25), \$195 (+ \$5 materials fee, payable to instructor).

Beginning Level I: 9:00-11:00 am, ADM-207. E Vernon-Buffera. #WJ-D758

Beginning Level II: 11:15 am-1:15 pm, ADM-207. E Vernon-Buffera. #WJ-D176

Intermediate: 9:00-11:00 am, ADM-207.

M Khalil. #WJ-D175

Advanced: 11:15 am-1:15 pm, ADM-207.

M Khalil. #WJ-D174

Beginning Level I: 10 Mon., Sept. 18-Nov. 20, 6:30-8:30 pm, ADM-207. E Vernon-Buffera.

#WJ-D662

Beginning Level II: 10 Wed., Sept. 20-Nov. 22, 6:30-8:30 pm, ADM-207. E Vernon-Buffera.

#WJ-D355

## Spanish For Health Care Professionals

See p. 12

## American Sign Language

2.0 CEUs. 10 sessions, 6:45-8:45 pm, ADM-207, \$180. E Azodeh.

Level I: Wed., Sept. 20-Nov. 22. #WA-D491

Level II: Tues., Sept. 12-Nov. 14. #WA-D559

# FOR CHILDREN & TEENS

## Skills for Babysitters

Learn the skills needed for the safe and responsible care of children. Covers safety and safe play, basic care, first aid and professionalism. Participants earn American Red Cross certification. **For ages 11-15.**

2 Sun., Oct. 15 & 22, 9:00 am-1:00 pm, ADM-207, \$60 (+ \$15 materials fee, payable to instructor). B Bischoff. #WJ-D373

## Regents Science Review

If you are preparing to take the Living Environment Regents Examination, then this integrated science review is for you. Review key biologic concepts and get geared-up for the January 2007 Regents Examination. Held at the Ossining Center, Route 9, Ossining. Call 914-606-7400 to register.

8 Tues., Oct. 3-Dec. 5 (skip 10/31 & 11/7), 4:00-6:00 pm, \$150. #OS-D123

### Also see these classes:

[Italian for Children & Parents](#), p. 28

[Chinese Language & Culture for Adopted Chinese Children](#), p. 27

## Intro to the World of Pet Therapy – For Parents and Children

Explore the steps to become a Therapy Dog team. View videos of dogs at work and hear about visits that have taken place in local health, library and school facilities. Decide if a high school internship, community service, or mitzvah project can include your pet! No dogs at this session, please. **Note: Parent must register and accompany child.**

1 Sat., Nov. 4, 10:00 am-12:00 noon, CLA-111, \$20 per person. J Audevard. #WJ-D133

## HOLD THE DATES!

**The Ossining Summer Science Academy  
Mon.-Thurs., July 30-Aug. 9, 2007**

## Computers for Kids in Peekskill

For more information, or to register, call 914-606-7300. The Peekskill Center is located at 27 N. Division Street. Software versions are subject to change.

### Computer Arts for Teens – Ages 12-17

#### Digital Audio

Use our brand new computer music lab to learn the basics of working with audio on computers. Music sampling, remixing, and audio editing will be covered. Basic computer experience is required.

Mon., Oct. 2-Nov. 20, 4:00-6:00 pm, \$100 (+ \$50 lab fee). #PE-P165

#### Web Design

Teens can begin to showcase their artwork on the Web by learning how to build web pages and understand Internet architecture. Experience with Photoshop and Illustrator is required. This class will include HTML and Dreamweaver instruction.

Tues., Oct. 3-Nov. 21, 4:00-6:00 pm, \$100 (+ \$50 lab fee). #PE-P163

#### Digital Video

Combine video clips, colorful text, designs, graphic art, photos, songs and sounds to create special effects. Create your own DVD to play at home or school.

Sat., Oct. 7-Dec. 2, (skip 11/25), 9:30-11:30 am, \$100 (+ \$50 lab fee). #PE-P209

### Arts @ Peekskill for Kids – Ages 7-11

#### Intro to Computer Art

This course is an excellent place for children to begin using the computer as a creative tool. Using Adobe Photoshop and Illustrator, learn art fundamentals including color, type, collage, and design.

Wed., Oct. 4-Nov. 22, 4:00-6:00 pm, \$100 (+ \$50 lab fee). #PE-P211

#### Multimedia and Animation

Want to create your own animated story or video games? Have a desire to draw, tell stories, and design games? Learn to blend text, character drawings, graphics and animation.

Sat., Oct. 7-Dec. 2 (skip 11/25), 9:30-11:30 am, \$100 (+ \$50 lab fee). #PE-P197

## MAINSTREAM

### THE INSTITUTE FOR MATURE ADULTS

Mainstream is an innovator in exciting educational programming and career change options for mature adults over 50. Course topics include job readiness, enrichment, travel, and personal growth. These affordable, non-credit courses are tailored to meet the needs of mature adults.

### The Learner's Corner

#### Dramatic Readings of Scenes

5 Wed., Sept. 6-Oct. 4, 11:00 am-1:00 pm, AAB-116, \$65. R Imundo. #VA-C680

#### **NEW** Recalling Childhood Through Literature

5 Tues., Sept. 12-Oct. 10, 1:00-3:00 pm, AAB-116, \$65. M DeRight. #VA-C669

#### **NEW** Visual Communication

5 Wed., Sept. 13-Oct. 11, 10:00 am-12:00 noon, CLA-100, \$65. GG Kopilak. #VA-C687

#### **NEW** Sign Language for Seniors

8 Thurs., Sept. 14-Nov. 2, 3:00-4:00 pm, AAB-116, \$50. L Katen. #VA-C684

#### **NEW** Reading the Prophets

6 Fri., Sept. 22-Oct. 27, 10:00 am-12:00 noon, AAB-116, \$72. J Coppola. #VA-C690

#### Women in Literature

6 Fri., Sept. 29-Nov. 3, 1:00-3:00 pm, AAB-116, \$72. E Valeri. #VA-C732

#### **NEW** Religious Fundamentalism: The New World Order?

5 Mon., Oct. 2-30, 10:00 am-12:00 noon, AAB-116, \$65. M Taub. #VA-C728

#### **NEW** Finding Your Inner Compass – An Introduction to Focusing

5 Tues., Oct. 3-31, 9:00-11:00 am, AAB-116, \$65. B McCorkle & R Parker. #VA-C667

#### **NEW** How to Create Meaningful Photographs

6 Thurs., Oct. 5-Nov. 9, 10:00 am-12:00 noon, AAB-116, \$72. J Squillante. #VA-C505

#### **NEW** Race, Ethnicity, and Nationality – Are They Destiny?

6 Thurs., Oct. 5-Nov. 9, 1:00-3:00 pm, AAB-116, \$72. T Meltzer. #VA-C694

#### **NEW** 9 Steps to Healthy Retirement

1 Wed., Oct. 11, 2:00-4:30 pm, ADM-207, \$25. E Levine. #VA-C664

#### **NEW** Women in the Gospel

6 Fri., Nov. 3-Dec. 15 (skip 11/24), 10:00 am-12:00 noon, AAB-116, \$72. J Coppola. #VA-C663

## Hot Topics in the News

4 Tues., Nov. 7-28, 10:00 am-12:00 noon,  
AAB-116, \$55. V Bonelli. #VA-C731

## **NEW** Skating on the Moon

6 Tues., Nov. 7-Dec. 12, 1:30-3:00 pm,  
AAB-116, \$60. K Rippstein. #VA-C711

## Fitness

### Aquacise

14 sessions, PEB-Pool, \$150. J Riccardi.  
Sec. A: Mon., Sept. 11-Dec. 11, 10:00 am-  
12:00 noon. #VA-C719  
Sec. B: Thurs., Sept. 7-Dec. 14 (skip 11/23),  
10:00 am-12:00 noon. #VA-C720

### Movement and Exercise with Noodles

6 Fri., Oct. 13-Nov. 17, 1:00-2:30 pm,  
AAB-119, \$60. A Wainer. #VA-C725

Contact us at: [mainstream@sunywcc.edu](mailto:mainstream@sunywcc.edu)

## THE COLLEGIUM for Lifelong Learning

A Program of Senior Study Sessions

October 11-November 15, 2006

This program of six weekly study sessions is designed for seniors seeking greater involvement in their studies through shared expertise, readings, and discussions in and after class.

For more information about our Fall 2006 Semester, please call: 914-606-6793.

## Computing For Today and Tomorrow

These courses are for mature adults who want computer skills. Learn how to use computers effectively through hands-on instruction and practice. Courses are geared to your learning needs and tailored to prepare workers for Westchester businesses.

### Intro to Keyboarding

20 hrs., T/Th, Sept. 19-Oct. 19, 6:00-8:00 pm,  
CLA-321, \$133 (+ textbook). #VA-C709

### Five Things You Need to Know About Computing

12 hrs., \$120 (+ textbook). TEC-13D  
Sec. A: T/Th, Sept. 12-21, 9:00 am-12:00  
noon. #VA-C704  
Sec. B: Mon., Oct. 9-30, 1:00-4:00 pm.  
#VA-C705  
Sec. C: Wed., Sept. 20-Oct. 11, 1:00-4:00 pm.  
#YR-Y017

### Five More Things You Need to Know About Computing

12 hrs., \$120 (+ textbook). TEC-13D  
Sec. A: T/Th, Sept. 26-Oct. 5, 9:00 am-12:00  
noon. #VA-C700  
Sec. B: Mon., Nov. 6-27, 1:00-4:00 pm.  
#VA-C701  
Sec. C: Wed., Oct. 18-Nov. 8, 1:00-4:00 pm.  
#YR-Y018

**Save \$\$ when you register for both Five Things classes in a series for only \$200.**

For Valhalla Tuesday/Thursday Series use #VA-C703

For Valhalla Monday Series use #VA-C702

For Yonkers Series use #YR-Y137

**Sorry, you may not mix and match courses.**

### Mastering Email

6 hrs., \$60 (+ textbook). TEC-13D  
Sec. A: Fri., Oct. 13-20, 9:00 am-12:00 noon.  
#VA-C621  
Sec. B: T/Th, Nov. 28-30, 1:00-4:00 pm.  
#VA-C622  
Sec. C: Wed., Nov. 29-Dec. 6, 1:00-4:00 pm.  
#YR-Y019

### Off to Work with Excel

24 hrs., Thurs., Oct. 12-Dec. 7 (skip 11/23),  
9:00 am-12:00 noon, TEC-13D, \$240  
(+ textbook). #VA-C699

### Off to Work with Word

24 hrs., M/W, Oct. 9-Nov. 1, 9:00 am-12:00  
noon, TEC-13D, \$240 (+ textbook). #VA-C624

### Advanced Word

24 hrs., M/W, Nov. 6-Dec. 4 (skip 11/22), 9:00  
am-12:00 noon, TEC-13D, \$240. #VA-C625

**Please check building code for location  
of computer classes.**

### Getting Started in Digital Photography

3 hrs., \$45. TEC-13D  
Sec. A: Wed., Nov. 1, 12:30-3:30 pm,  
TEC-13D. #VA-C615  
Sec. B: Sat., Nov. 4, 10:00 am-1:00 pm,  
TEC-13D. #VA-C614

### Digital Photography for Serious Amateurs

6 hrs., \$90. TEC-13D  
Sec. A: Wed., Nov. 8-15, 12:30-3:30 pm.  
#VA-C612  
Sec. B: Sat., Nov. 11-18, 10:00 am-1:00 pm.  
#VA-C613

### How to Find the Best Travel Buys Online

4 hrs., Tues., Oct. 17-24, 9:30-11:30 am,  
TEC-13D, \$50. #VA-C706

### Buying and Selling on eBay

6 hrs., Mon., Dec. 11-18, 9:30 am-12:30 pm,  
TEC-13D, \$60. #VA-C695

## Center for Mature Worker

Long- & short-term training and job search classes designed for mature adults 50+.  
Training open to all who qualify. Call 914-606-6793.

## IN THE NEWS

### **NEW** Argue a Case and Judge the Constitution

Debate and decide controversial Supreme Court cases in exciting group discussion. Learn the history, judicial philosophies and personal biases. Role-play as attorney or judge and become a Constitutional scholar!

5 Wed., Oct. 4-Nov. 1, 6:00-7:30 pm,  
ADM-207, \$85. J E Amir. #WJ-D527

### Understanding Environmental News

Overwhelmed by environmental news stories? Confused by issues like global warming, energy policies, and poisons in the air and water? Learn how to evaluate environmental news stories—what's real and what's not.

2 Sat., Oct. 14 & 21, 10:00 am-1:00 pm,  
ADM-207, \$60. J E Millmore. #WJ-D290

## LITERATURE & RELIGION

### Biblical Soap Operas: From Adam to Zipporah

Explore some of the human failures and catastrophes that frequent the Bible, particularly as found in the Old Testament Book of Genesis, Chapter One. By survey and analysis, examine human behaviors that impact relationships and often lead to cultural and political change.

6 Wed., Oct 4-Nov 8, 6:00-9:00 pm, ADM-207,  
\$175. S Shaw. #WJ-D656

### **NEW** The Poetry of William Carlos Williams

William Carlos Williams was a poet who sought to capture the American landscape, with all of its beauty and ugliness. Deceptively simple and always poignant, his poetry is alive with the freshness of his invention. It is clear from his body of work that Williams was immeasurably moved by the joys of perceiving and creating.

4 Mon., Sept. 18-Oct. 9, 7:00-9:00 pm,  
ADM-207, \$75 (+ textbook). C M Jackow.  
#WJ-D308

### **NEW** The Poetry of Wallace Stevens

Wallace Stevens remains a powerful voice among 20th century poets. His poetry examines the relationship between reality and the imagination with unparalleled wit and dry humor. Explore everything from poetic structures and the sound of words, to Zen influences and the deeper philosophical implications of his writings.

4 Mon., Oct. 16-Nov. 6, 7:00-9:00 pm,  
ADM-207, \$75 (+ textbook). C M Jackow.  
#WJ-D299

### **NEW** The Poetry of Marianne Moore

Moore is perhaps the quintessential Modernist poet. From her experimentation with rhyme and form, to her skill in weaving borrowed fragments, Moore helped to define the nature of poetry for her generation, and generations to come. No matter what the subject, her poems take "piercing glances into the life of things," refreshing them with her unique perspective.

4 Mon., Nov. 13-Dec. 4, 7:00-9:00 pm,  
ADM-207, \$75 (+ textbook). C M Jackow.  
#WJ-D294

### Introduction to Islamic Studies

Discover the religion and culture of the Islamic world via the basic concepts of religion and community, coupled with an historic overview of how this synergistic effect culminated in the growth and expansion of Islam worldwide and its implication for society today.

8 Tues., Oct. 3-21, 7:00-8:30 pm, ADM-207,  
\$125. (+ textbook). J E Ellerby. #WJ-D783

### Highlights of Italian Literature

see page 27

## Somers Lifelong Learning

Computer Skills, English as a Second Language,  
History, Tai Chi, Languages, and more  
for residents of Somers and neighboring areas.

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## HISTORY, POLITICS & CULTURE

### **NEW** Researching Military Service Members

This interactive workshop will guide you in searching for military service members, providing a framework for successfully uncovering military service information about service members from WWII and other 20th century conflicts. Sessions will be informative and interactive; bring any documents you have to the first session and Prof. Lozito will research information for the second session.

2 Tues., Oct. 10 & 17, 7:30-9:30 pm, ADM-207, \$50. J Lozito. #WJ-D275

### **NEW** Abraham Lincoln Through History and Literature

Was Lincoln our greatest president? What was he like as a person? Drawing on works of history, literature and film, we'll discuss these questions. Novels such as Lincoln by Gore Vidal will be analyzed.

5 Wed., Nov. 15-Dec. 13, 7:00-9:00 pm, AAB-512, \$95. P Gettler. #WJ-D077

### **NEW** An Overview of the Holocaust

The Holocaust of the Jews, known as the Shoah, is considered to be one of the worst tragedies in human history. This course will examine the development of anti-Semitism in Germany and will present an overview of the events that lead to the Nazi implementation of the Final Solution.

5 Thurs., Oct. 26-Nov. 30 (skip 11/23), 6:30-9:30 pm, ADM-207, \$150. D Komlo. #WJ-D295

### **NEW** The Church, Nazi Ideology, and Christian Resisters

An exploration into the origins of Nazi pseudo-religious ideology and how it was both supported and resisted within the Church and German society. Includes the study of Hitler's self deification as the Aryan Messiah.

5 Thurs., Sept. 14-Oct. 12, 6:30-9:30 pm, ADM-207, \$150. D Komlo. #WJ-D699

### **NEW** History and Culture of Ancient Egyptian Pharaohs

The civilization of the Nile valley has exercised an irresistible fascination over all those who have come into contact with it; many have been captivated both by its wisdom and its fabulous wealth. Study ancient Egyptian history including the many dynasties, Egyptian mythology and aspects of life in ancient Egypt.

2 Sat., Sept. 23 & 30, 9:00 am-4:00 pm, ADM-207, \$125 (+ \$20 materials fee, payable to instructor). N Salama. # WJ-D271

### **NEW** Life on the Lower East Side

This course covers the area's social history from 1880 to 1920. Lectures and discussions examine the homes, work and entertainment of the era's immigrant communities during this exciting period.

6 Wed., Oct. 11-Nov. 15, 6:30-8:30 pm, ADM-207, \$100. E Howard. #WJ-D326

### **NEW** The Cultural Anthropology of the Tarot

Learn about the mythology, symbolism and cultural roots of tarot, from hand-painted Renaissance cards in museum collections to contemporary decks influenced by Art Deco, indigenous cultures, the "New Age," pop culture, and even comedy.

2 Sat., Nov. 4 & 18, 2:00-4:00 pm, LIB-G36, \$50. K DiLorenzo. #WJ-D327

### **NEW** Topics in Maritime History

From the Bronze Age to the Age of Steam, ships were vital in commerce and war. Learn about their construction and development, their use in both trade and war, and examine some actual artifacts from maritime history.

1 Tues., Sept. 26, 6:30-9:30 pm, ADM-207, \$35. L Simek. #WJ-D212

### Politics Through Film

What can film teach us about politics? Examine films such as Richard III, The Godfather, and All the President's Men to answer that question. Discussion includes the basis of political legitimacy, civil disobedience, and the nature of the international state system.

5 Tues., Nov. 14-Dec. 12, 7:00-9:00 pm, SCI-370, \$100. P Gettler. #WJ-D306

### World War II Through Film

Films to be reviewed include: Patton, A Bridge Too Far, Enemy at the Gates and On a Midnight Clear. Each of these films will be discussed in terms of historical validity and artistic merit.

6 Tues., Oct. 3-Nov. 7, 7:00-9:00 pm, ADM-207, \$125. P Gettler. #WJ-D098

### Six Days that Changed the Middle East

In six days in 1967, a war was fought between Israel and Jordan, Egypt and Syria, resulting in a forever-changed map of the Middle East. Explore the events that led up to the war, the dramatic battles that took place on different fronts, and the long-term consequences for the region and the world.

2 Wed., Oct. 18 & 25, 6:00-8:00 pm, ADM-207, \$40. H Horowitz. #WJ-D368

### From Madrid to Gaza – 15 Years of Peacemaking & Conflict

In 1993, Israel and the Palestinians signed an historic agreement that was supposed to signify a new dawn in Palestinian/Israeli relations. Learn about these events that marked a fascinating decade.

3 Wed., Nov. 1-15, 6:00-8:00 pm, ADM-207, \$60. H Horowitz. #WJ-D369

### Great Battles of the Civil War

This course will focus on some of the great battles of the Civil War, such as Stones River, Gettysburg, Chancellorsville, and Shiloh, using videos, maps, and films. Learn about the experiences of the common foot soldier as well as the generals.

6 Wed., Oct. 4-Nov. 8, 7:00-9:00 pm, ADM-207, \$125. P Gettler. #WJ-D137

# THE PERFORMING ARTS

## **NEW** The Art of the Orchestral

Join the founder and artistic director of the Westchester Chamber Orchestra (a professional orchestra of 30-40 musicians) for an exciting, stimulating, and enjoyable program with audience participation. Learn how the orchestral conductor makes a musical difference in the final product of what the audience hears at a concert.

1 Sun., Oct. 15, 4:00-6:00 pm, ADM-207, \$25. B C Hoffman. #WJ-D323

## **NEW** Acting Shakespeare

No more “Shakes-fear”—learn to act the way his original actors did: without rehearsals! Clues in the text create “instant acting.” No experience required; these “short cuts” work for everyone!

8 Tues., Sept. 12-Oct. 31, 6:30-8:30 pm, ADM-207, \$175 (+ textbook). K Dean. #WJ-D104

## **NEW** The Business of Acting

Acting is a business, not just a craft; to succeed you must know how the business works. Learn job hunting strategies, practice interviewing and auditioning—and you’ll proceed like a pro.

5 Tues., Nov. 14-Dec. 12, 6:30-8:30 pm, ADM-207, \$95. K Dean. #WJ-D105

## **NEW** Theatre Appreciation:

### “The Play’s the Thing”

Love the theatre? Join this interactive class exploring acting, directing, plays, and production in a creative atmosphere, culminating in attending a campus theatre production with post-show discussion. Participants should buy a ticket to the campus production of “Romeo & Juliet” in November.

6 Fri., Oct. 13-Nov. 17, 6:30-8:30 pm, ADM-207, \$110. S Hepburn. #WJ-D818

## Stand-up and Be Funny!

Have you ever wanted to get up in front of people and tell jokes? Here is your chance to try it in a comfortable, supportive atmosphere. Learn how to tell & deliver jokes or funny observations; how to write jokes; where to find jokes and other funny material; how to find humor in daily living. Your goal will be to come up with five solid minutes of material - and then try it out in front of an audience!

6 Thurs., Oct. 12-Nov. 16, 7:30-9:30 pm, ADM-207, \$100. A Wainer. #WJ-D085

## Blockbuster Movies: 1975-Present

From the first moments of the debut of *Jaws* to today’s almost-dizzying pattern of releasing and marketing big-budget movies, the summer blockbuster has carved a large niche in the cultural and economical strata of today’s Hollywood. Study how the blockbusters of modern cinema (*Jaws*, *Star Wars*, *The Matrix*, etc.) changed the rules of moviemaking...and movie-going. Includes analysis of movies, marketing, advertising, box office and other elements.

6 Tues., Sept. 12-Oct. 17, 7:00-9:00 pm, ADM-207, \$100 (+ \$10 materials fee, payable to instructor). Y Kdiry. #WJ-D551

## The History of Cinema

Study and analyze the history of cinema from the 1890’s till today, along with the impact that the medium has had on the world and our lives. Each session covers a specific time period; scenes from various films will be shown in class to emphasize the topic.

10 Wed., Sept. 13-Nov. 15, 7:00-9:00 pm, ADM-207, \$195 (+ \$10 materials fee, payable to instructor). Y Kdiry. #WJ-D157

## The Director’s Cut

The Director: genius or madman? This informative course will cover some of the greatest directors to ever place their name above a movie title, including Steven Spielberg, Alfred Hitchcock, Brian DePalma, Stanley Kubrick, Martin Scorsese, John Carpenter, and Ridley Scott. Topics discussed include: biographical info, filmographics, and personalities. Clips from their films will be shown. Grab the bullhorn and get ready for ACTION!!

6 Thurs., Sept. 14-Oct. 19, 6:00-9:00 pm, ADM-207, \$175 (+ \$10 materials fee, payable to instructor). Y Kdiry. #WJ-D553

## Cinema Aesthetics & Technologies

Ever wonder who the editor is or what a production engineer does? This course covers what each artisan does in the filmmaking process. Topics include discussions on the various roles in filmmaking and examples of those roles in relation to specific people and movies.

10 Mon., Sept. 11-Nov. 13, 7:00-9:00 pm, ADM-207, \$195 (+ \$10 materials fee, payable to instructor). Y Kdiry. #WJ-D554

## Understanding Movies: Widescreen vs. Fullscreen

Ever watch movies on DVD and wonder why some are presented in “widescreen” while others in “full screen”? This workshop will shed some light on the differences. Included will be discussions on history, various film and video formats, and DVD.

2 Sat., Oct. 21 & 28, 1:00-3:00 pm, ADM-207, \$35 (+ \$10 materials fee, payable to instructor). Y Kdiry. #WJ-D557

## Movie Genres: Horror

Love scary movies? Wonder where it all started and how they do those scary effects? Here’s your chance to study the many wonderfully-crafted horror films that have scared audiences for generations. Various films include: *Night of the Living Dead*, *Jaws*, *The Exorcist*, *Psycho*, *Dracula* (1931), *Zombie*, and many others. Bring a pillow to cover your eyes.

8 Tues., Oct. 24-Dec. 12, 7:00-9:00 pm, ADM-207, \$125 (+ \$10 materials fee, payable to instructor). Y Kdiry. #WJ-D556

## Dance it Off with Belly Dancing

Learn the ancient Middle East Belly Dance to relax your mind and flatten your body.

4 Fri., Sept. 15-Oct. 13 (skip 9/22), 6:30-8:00 pm, ADM-207, \$80. N Salama. #WJ-D549

## Guitar Workshop

Learn to read music and play a melody together with a bass line. Learn shortcuts that can save you time.

10 Thurs., Sept. 14-Nov. 16, ADM-207, \$160 (+ \$20 materials fee, payable to instructor). J Lorusso.

Sec. A: Beginner, 6:00-8:00 pm. #WJ-D211  
Sec. B: Intermediate, 8:00-10:00 pm. #WJ-D177

## **NEW** Folk Guitar

This course is designed for those who wish to strum chords as an accompaniment to songs. Chords, accompaniment patterns, and techniques will be the focus.

10 Tues., Sept. 5-Nov. 14 (skip 10/31), 7:00-9:00 pm, ADM-207, \$175 (+ \$20 materials fee, payable to instructor). M Lorusso. #WJ-D526

## Piano for Adults

Individualized and group instruction. All students must have access to a piano.

12 Mon., Sept. 11-Nov. 27, ADM-207, \$150 (+ \$16 materials fee, payable to instructor).  
Sec. A: Beginner, 6:30-8:00 pm. #WJ-D106  
Sec. B: Intermediate, 8:00-9:30 pm (Prerequisite: Beginners I or equivalent experience). #WJ-D052

Sec. C: Advanced (Prerequisite: Beginners II or equivalent experience). Please bring a song you want to learn to the first class. 12 Wed., Sept. 13-Nov. 29, 7:00-8:30 pm (+ text). #WJ-D426

## Intro to Social Dancing

Dance around the floor while having fun at your next social event. Men will learn how to lead. Ladies will learn how to follow to some of the most popular social ballroom dances. No partner required.

6 Sun., Oct. 1-Nov. 5, 10:00-11:30 am, ADM-207, \$110. F & L Elia. #WJ-D829

## Hot Latin Moves

Dance like the “stars” with the latest and hottest Latin moves. Men will learn how to lead and ladies will learn how to follow. No partner required.

6 Fri., Sept. 29-Nov. 3, 6:30-8:00 pm, ADM-207, \$110. F & L Elia. #WJ-D208

# THE WRITING CENTER

## **NEW** Writing Non-Fiction

Learn how to approach writing memoirs, essays, opinion pieces, or other non-fiction material. Participants will study structure, voice, and other technical aspects as they each develop a piece in class.

5 Wed., Nov. 15-Dec. 13, 6:30-8:30 pm, ADM-207, \$95. K DiLorenzo. #WJ-D093

## **NEW** Grant Writing

This class covers prospect research, responding to an RFP (Request for Proposal), writing a case statement, developing a proposal, and other aspects of writing successful grant proposals.

2 Sat., Dec. 2 & 9, 2:00-5:00 pm, ADM-207, \$75. K DiLorenzo. #WJ-D128

## **NEW** Be a Writer

If you can dream it, you can do it. Lyrics, poems, plays stories, novels—learn to create at will. Master the basics, then release the artist within you.

8 Sat., Sept. 16-Nov. 4, \$175, ADM-207. J M Reed.  
Sec. A: 10:30 am-12:30 pm. #WJ-D156  
Sec. B: 1:30-3:30 pm. #WJ-D530

## The Secret of Fiction Writing

Is it an ingenious plot? Vivid characters? Crackling dialog? Through discussions, writing exercises, and critiques of individual works, writers will discover their own secret to creating publishable fiction.

6 Tues., Sept. 19-Oct. 24, 7:00-9:00 pm, SCI-370, \$125. K Egan. #WJ-D279

## Fiction Forum

Enhance the creative process by developing the editing and critical skills necessary for professional fiction writing. Writers will complete one short story or first chapter of a novel. Works in progress welcome.

9 Mon., Oct. 16-Dec. 11, 7:00-9:00 pm, ADM-207, \$175. K Egan. #WJ-D730

# Writing for Wellness

## **NEW** An Inspirational Postcard Journey

Develop a short story or narrative from a postcard scene to create a romance, mystery, historical event, or myth with “you” as the main character. Build writing skills through characterization, plot, setting, tone, point of view, and theme. No writing experience necessary, just the willingness to have fun and let your creativity awaken.

6 Thurs., Oct. 12-Nov. 16, 7:00-8:30 pm, ADM-207, \$95. K Rippstein. #WJ-D261

## **NEW** Skating on the Moon

Use journal writing to explore daily life experiences and restore inner balance and peace. Skating on the Moon lets you reflect on life to find your true purpose. Create a room of your own and add insight to your journal pages with quotes and collages to highlight the discoveries you make.

6 Tues., Oct. 3-Nov. 14 (skip 10/31), 7:00-8:30 pm, ADM-207, \$95. K Rippstein. #WJ-D811

**NEW** Breaking the Silence:

Writing Yourself Free

Breaking the silence is a transformational language-arts based course which employs the written and spoken word to move the novice writer toward a greater understanding of self.

6 Sun., Sept. 10-Oct. 15, 12:00 noon-2:30 pm, ADM-207, \$150. G E Sinclair. #WJ-D816

A Celebration of Me

Discover the link between your inner and outer worlds through pictures, quotes, and poems. Write about significant moments in your life and capture them in a finished book celebrating who you are.

5 Fri., Oct. 20-Nov 17, 7:00-8:30 pm, ADM-207, \$75 (+ \$5 materials fee, payable to instructor). K Rippstein. #WJ-D276

## FINANCES & WEALTH BUILDING

### Consumer Finance

**NEW** Getting Your House  
"Resale Ready"

Getting your house resale ready means shifting it from a home to a house. Buyers want to picture themselves in the house, so neutralizing a home is key. With one chance to make a first impression, it is critical that you give potential buyers a property that is in move-in condition and ready for its new owners.

1 Wed., Oct. 18, 6:30-9:30 pm, ADM-207, \$40. J Cohlan. #WJ-D510

**NEW** Hundreds of Ways to Save  
Big \$\$\$ on the Web

Learn ways to find amazing web sites with money savings tips. Identify sites for discount store coupons, shopping, insurance, travel, car buying, mutual funds and financial know-how. Get tips on credit cards and how to budget your money, annuities, and mortgage and credit information. Locate real estate, title search, and criminal records sites, and learn how to locate people and check the credentials of financial planners.

1 Mon., Oct. 16, 6:00-8:00 pm, ADM-207, \$30. B Nathan. #WJ-D907

How to Find the Best  
Travel Buys Online

Discover how to select the best deals from a huge variety of discounted airline, cruises, car rentals, hotels, attractions and tours offers. Learn to get the accommodations you want, when you want them, and at the best price. Prerequisite: Good web browsing skills. \$50.

Sec. A: Tues., Oct. 17 & 24, 9:30-11:30 am, TEC-13D. #XA-P505

Sec. B: Fri., Dec. 8 & 15, 6:30-8:30 pm, TEC-13D. #XA-P913

Are You Struggling with Student  
Loans...Delinquent or Default?

Designed to educate student loan borrowers in managing loan payments, understanding rights and responsibilities, and communicating with lenders to resolve delinquency and default issues.

1 Sat., Oct. 14, 1:00-3:30 pm, ADM-207, \$25. T D Crosby. #WJ-D823

Buying & Selling Real Estate

Buy or sell your home, foreclosure property, land, condo, or vacation home. Learn negotiating techniques, working with and without realtors, obtaining financing, buying for no money down, renting with options, and screening buyers or renters.

1 Mon., Oct. 16, 8:00-10:00 pm, ADM-207, \$50 (+ \$18 optional materials fee, payable to instructor). R A Nathan. #WJ-D908

Wheeling and Dealing –  
Car Buying Wisely

Discover the inside secrets to car buying that will save you money. Topics include buying used and new cars, negotiating, invoice and wholesale prices, leasing, salesmen tricks, hidden rebates and warranties.

1 Mon., Oct. 16, 6:00-8:00 pm, ADM-207, \$30 (+ \$18 optional materials fee, payable to instructor). R A Nathan. #WJ-D552

**NEW** Understanding Financial  
Statements

A discussion of accounting terms and concepts, with a review of the basic financial statements, determining their accuracy and understanding how they're analyzed, with discussion of current issues such as pension plan disclosure, executive compensation and business ethics.

2 Wed., Sept. 13 & 20, 7:00-9:00 pm, ADM-207, \$50. J Monaghan. #WJ-D154

### Investment and Financial Planning

Protecting and Investing Your  
Wealth Wisely

Learn the secrets of buying or leasing cars, buying insurance, screening financial planners, and buying mutual funds.

1 Mon., Oct. 16, 6:00-8:00 pm, SCI-371, \$30 (+ \$18 optional materials fee, payable to instructor). R A Nathan. #WJ-D187

Financial Planning for Families  
with Special Needs

Are you the parent of a special needs child, ranging from learning disabilities to severe mental or physical conditions? If so, take steps now to optimize your child's future wellbeing. Explore special needs trusts, investing with the special needs child in mind, education planning, government programs, and how to choose the right professionals to work with.

1 Tues., Oct. 24, 6:30-8:30 pm, ADM-207, \$20. B Sherman. #WJ-D414

## Adult Children of Aging Parents

Are you a member of the “Sandwich Generation,” with the combined responsibilities of raising children while also caring for aging parents? Explore the relationship between adult children and their parents. Learn about new research on trends in aging, including social, health and financial considerations and the new model of long-term care.

1 Tues., Oct. 17, 6:30-8:30 pm, ADM-207, \$20. B Sherman. #WJ-D413

## **NEW** The 9 Steps to a Healthy Retirement

How do you see your financial future? Do your plans and current strategy support your desired lifestyle? Are you prepared for a longer retirement? Learn the simple steps that will guarantee a healthy retirement, “21st century” style. Understand how longer life spans require us to prepare for retirement much differently than our parents had to. Construct a comprehensive financial plan tailored to your unique situation.

1 Wed., Oct. 11, ADM-207, \$25. E Levine.  
Sec A: 2:00-4:30 pm. #VA-C664  
Sec B: 7:00-9:30 pm. #WJ-D594

## With Nationally-Syndicated Columnist Julian Block

### Tax Tips for Freelance Writers, Photographers, and Artists

Most freelancers needlessly overpay their taxes. There are many completely legal tactics that substantially trim their taxes year after year—but only for freelancers who know the rules and how to take advantage of them.

1 Tues., Oct. 10, 7:00-9:30 pm, ADM-207, \$30 (+ \$15 optional materials fee, payable to instructor). #WJ-D591

### Divorce and Taxes

How splitting spouses negotiate their divorce agreement can significantly increase or decrease their taxes for years to come. Divorce triggers complicated rules on who gets exemptions for children, deductibility of legal fees and the tax tab for sales of homes, investments and other kinds of property. Learn the right tax-saving moves to avoid traps and take advantage of breaks.

1 Mon., Sept. 25, 7:00-9:30 pm, ADM-207, \$30 (+ \$15 optional materials fee, payable to instructor). #WJ-D563

## Modern Investment Strategies:

### Investing at the Next Level

Learn modern investment strategies that can reduce the risk of investing in stocks, bonds, mutual funds and options. Learn how to keep stockbrokers honest and measure their performance. Discover if your broker is really just a salesperson. Understand your monthly investment statement. Avoid the common psychological pitfalls of investing.

4 Thurs., Oct. 5-26, 6:45-9:15 pm, ADM-207, \$125. R Trybulski. #WJ-D518

### Tax Saving Strategies

Tax planning should be a year-round concern. Learn what to do now to get the full benefit of often-overlooked, perfectly legal strategies that can reduce your taxes for this year by many thousands of dollars, while gaining a head start on trimming the tab next year. Topics include how to time the payment of deductible expenses and the receipt of income to your best advantage.

1 Wed., Oct. 4, 7:00-9:30 pm, ADM-207, \$30 (+ \$15 optional materials fee, payable to instructor). #WJ-D120

## FOOD & WINE

### **NEW** A Taste of Asia

This class takes you on a journey across Asia, exploring food from Malaysia, Indonesia, India, Burma, and Thailand. Prepare classic curries, noodles, and desserts. For additional details, email rinkub@verizon.net

3 Mon., Sept. 11-25, 5:30-7:30 pm, STC-107, \$75 (+ \$45 materials fee, payable to instructor). R Bhattacharya. #WJ-D265

### **NEW** Dinner Parties 101

Learn how to have the perfect dinner party without stress! We will make an appetizer, main course, and dessert that will dazzle your friends.

1 Thurs., Nov. 2, 6:30-9:30 pm, STC-107, \$40 (+ approx. \$10 materials fee, payable to instructor). J Weinberg. #WJ-D213

### **NEW** Cooking with Chocolate

Do you love chocolate? This class will teach you the basics of cooking with chocolate and how to make some delicious chocolate desserts.

1 Thurs., Nov. 9, 6:30-9:30 pm, STC-107, \$40 (+ approx. \$10 materials fee, payable to instructor). J Weinberg. #WJ-D352

### **NEW** Quick and Easy Meals

With today's hectic lifestyles, it is difficult to put together quick meals that are nutritious and delicious for yourself and your family. Learn how to prepare meals in under 30 minutes that your family will love.

1 Thurs., Nov. 16, 6:30-9:30 pm, STC-107, \$40 (+ approx. \$10 materials fee, payable to instructor). J Weinberg. #WJ-D148

## Basic Cooking

In this hands-on course, you will learn basic cooking techniques and procedures beginning with knife skills and including grilling, marinating, roasting, sautéing, and blanching, while you prepare delicious dishes using these techniques. Everyone gets to sit down and enjoy the fruits of their labor while discussing the dishes they made and sharing their particular cooking experience with the class.

6 Thurs., Sept. 14-Oct. 19, 6:30-9:30 pm, STC-107, \$125 (+ \$15 materials fee per class, payable to instructor). A & H Kornfeld. #WJ-D754

## **NEW** A Taste of Italian Language (Italian Conversation Through Food)

Italian is the language of love and delicious food! Come learn (or brush-up on) the Italian language using basic phrases & conversations while preparing authentic dishes including appetizer, pasta, meat & dessert that are ready to bake when you get home from each class (bring a pie plate to each class for the prepared food).

4 Thurs., Oct. 19-Nov. 9, 7:00-9:30 pm, ADM-207, \$95 (+ \$5-10 per session materials fee, payable to instructor). K DiPierro. #WJ-D820

## Cooking at Mt. Vernon

These classes are held at the Mt. Vernon Extension Center, 175 Gramatan Ave; call 914-606-7200 to register. Please note materials fees are payable at the time of registration.

### Power Cooking for Busy Families

Learn how to shop and cook large quantities of foods to prepare, freeze, and use when needed. This class maximized meal preparation, advocates healthy food choices, and promotes simplistic kitchen time management for busy families.

2 Sat., Sept. 23 & 30, 10:00 am-1:00 pm, \$80 (+ \$20 materials fee). E Handy. #MV-V115

### Baker's Delight

Learn how to bake delightful dainties and breads that will sure to please most palettes. This series includes instruction in preparing a bread/roll, pastry, cake, and a pie.

4 Mon., Sept. 18-Oct. 9, 6:00-9:00 pm, \$160 (+ \$40 materials fee). A Rivera. #MV-V034

### Quick Time Meals

Does rush hour traffic slow you down? Tired of ordering take out? Learn to prepare nutritionally balanced and scrumptious meals in the same time it would take for a delivery to arrive.

4 Mon., Oct. 16-Nov. 6, 6:00-9:00 pm, \$160 (+ \$40 materials fee). A Rivera. #MV-V097

## Cake Decorating Institute at Mt. Vernon

These classes are held at the Mt. Vernon Extension Center, 175 Gramatan Ave; call 914-606-7200 to register.

### Cake Baking For Presentation

Learn basic cake baking techniques for cake presentation. Learn to make a cake from homemade batter; how to properly cut and level a cake; and cooling and freezing techniques for cake decorating preparation and presentation.

2 Wed., Sept. 20 & 27, 6:00-9:00 pm, \$80 (+ \$20 materials fee). C Benson. #MV-V102

### Around the World with Food

Join two chefs on a culinary tour around the world. Experience hands-on cooking and tasting. Your pre-planned itinerary includes France, Greece, China, Cajun Louisiana and the good ol' USA. No experience necessary.

6 Wed., Sept. 13-Oct. 18, 6:30-9:30 pm, STC-107, \$200 (+ \$70 materials fee, payable to instructor). A & H Kornfeld. #WJ-D381

### Around the World with Food: The Journey Continues

Your itinerary for this hands-on cooking extravaganza includes France, Italy, Germany, Mexico, Ireland, and Southern USA. Part 1 is not a prerequisite.

6 Wed., Oct. 25-Dec. 6 (skip 11/22), 6:30-9:30 pm, STC-107, \$200 (+ \$70 materials fee, payable to instructor). A & H Kornfeld. #WJ-D523

### Basic Breads and Rolls

Do you love the smell of fresh bread and rolls? Join us for a bread lover's journey. Learn simple bread recipes that will complement your favorite dishes and impress your family and friends.

3 Mon., Nov. 13, 27 & Dec. 4 6:00-9:00 pm, \$120 (+ \$30 materials fee). A Rivera. #MV-V096

### Holiday Cakes

Learn how to bake and decorate cakes especially for the holidays. Discover how baking can be fun as you prepare desserts for the holidays and fill your kitchen with the joy and aroma of the season.

1 Mon., Dec. 11, 6:00-9:00 pm, \$55 (+ \$15 materials fee). C Benson. #MV-V080

### How to Make Your Own Gingerbread House

Have you dreamed of making your own gingerbread house? Learn easy step-by-step instructions to create the gingerbread house you've always dreamed of eating! Great holiday fun for kids and their parents.

1 Sat., Dec. 9, 12:00 noon-3:00 pm, \$55 (+ \$15 materials fee). C Benson. #MV-V081

### Cake Decorating 1

Learn how to make pastry chef-style cakes, fill them, and then perfect them with a variety of rich and tasty butter cream frostings. Cake cutting and piping bag techniques will be covered.

3 Wed., Oct. 4-18, 6:00-9:00 pm, \$110 (+ \$25 materials fee). C Benson. #MV-V078

## Cake Decorating 2

Advanced preparation of frostings and toppings: review basic frostings and learn to prepare advanced frostings like marzipan and fondant coatings. Learn layered and tiered cake assembly and more advanced techniques like using royal icing, flowers, and the basket weave design.

3 Wed., Oct. 25-Nov. 8, 6:00-9:00 pm, \$110 (+ \$25 materials fee). C Benson. #MV-V079

## Cake Decorating 3

Learn more advanced principles, techniques and skills for beautiful cake presentations. Covers extensive cake assembly designs, border and finishing techniques, plus hand molded and piped floral work that will enhance your cakes.

3 Wed., Nov. 15, 29 & Dec 6, 6:00-9:00 pm, \$110 (+ \$25 materials fee). C Benson. #MV-V099

## A Taste of Westchester

Join us at several of Westchester's most exciting restaurants for a culinary adventure that will tantalize your taste buds. Each chef will offer a private cooking demonstration, followed by a tasting of the prepared items. Fees include non-alcoholic beverages and recipes. New menu items each semester. Call restaurants for directions.

### Mighty Joe Young's Steakhouse

**610 West Hartsdale Ave., White Plains  
914-428-6868**

Chef Jay Lippin presents "Tame Game"! Taste delicate venison carpaccio, sample wild boar chili, swoon over grilled duck breast, and savor the honey roasted quail. To end this amazing mélange of game, enjoy bread pudding with bourbon sauce. \$15 (+ \$20 sampling fee, payable to instructor).

Sec. A: 1 Wed., Sept. 6, 7:00-9:00 pm, #WJ-D376

Sec. B: 1 Wed., Sept. 20, 7:00-9:00 pm, #WJ-D505

### The Coffee Labs Roasters, Inc

**7 Main St., Tarrytown  
914-332-1479**

Join owner Mike Love as he hosts Basic Cupping 101 for a taste and demonstration of regional, South and Central American coffees.

1 Tues., Sept. 19, 7:00-9:00 pm, \$15 (+ \$15 sampling fee, payable to instructor). #WJ-D679

### Peter Pratt's Inn (and Umami Café)

**673 Croton Heights Road, Yorktown  
914-962-4090**

Chef/co-owner Jon Pratt welcomes you to the Inn to sample several of Westchester's favorite recipes, including Yorktown corn and tomato chowder with poblano crème fraiche and seared Hudson Valley mallard duck breast with creamy lentils and star anise drizzle. To end, enjoy delicious Australian sticky date cake with warm toffee sauce.

1 Wed., Sept. 20, 7:00-9:00 pm, \$15 (+ \$20 sampling fee, payable to instructor). #WJ-D504

### **NEW** Buffet de la Gare

**155 Southside Avenue,  
Hastings-on-Hudson  
914-478-1671**

Experience French cooking at its finest! Chef/owner Luc Dimnet will present French classics, including foie gras, coq au vin with spatze garnish, and chocolate beignets for dessert.

1 Mon., Sept. 25, 6:00-8:00 pm, \$15 (+ \$20 sampling fee, payable to instructor). #WJ-D513

### Iron Horse Grill

**20 Wheeler Avenue, Pleasantville  
914-741-0717**

A fall favorite! Chef/owner Phil McGrath offers a themed workshop featuring local apples. Enjoy an appetizer, main course, and dessert using locally grown varieties of apples.

1 Mon., Oct. 2, 7:00-9:00 pm, \$15 (+ \$25 sampling fee, payable to instructor). #WJ-D539

### **NEW** The Division Street Grill

**26 N. Division Street, Peekskill  
914-739-6380**

Chef Pasquale Sarwar will demonstrate several specialties of the house including shrimp & vegetable spring rolls with sweet & spicy dipping sauce, sauteed breast of chicken with exotic mushrooms, sun-dried tomatoes, tarragon, dry vermouth & white truffle oil and banana chocolate chunk bread pudding.

1 Thurs., Oct. 5, 7:00-9:00 pm, \$15 (+ \$20 sampling fee, payable to instructor). #WJ-D502

### Sam's of Gedney Way

**52 Gedney Way, White Plains  
914-949-0978**

Chef Darrell Belcher and chef de cuisine Michael Lombardi will share several specialties of the house including bourbon barbequed duck on a savory biscuit with goat cheese and tortilla hay and mango drizzle, and maple soy salmon with wasabi whipped potatoes and a pickled pearl onion sauce. For the finale, indulge in a chocolate walnut lava cake with cinnamon whipped cream.

1 Wed., Oct. 11, 7:00-9:00 pm, \$15 (+ \$20 sampling fee, payable to instructor). #WJ-D503

### Isabella Italian Restaurant & Café

**61 Main Street, Tarrytown  
914-332-1992**

Experience classic Italian cuisine at this popular Tarrytown restaurant. The Salvatico brothers will demonstrate a cold antipasto platter, chicken marsala, and rigatoni filetto pomodoro. Enjoy coffee, tiramisu, and Italian cheesecake for dessert.

1 Sun., Oct. 15, 12:00 noon-2:00 pm, \$15 (+ \$20 sampling fee, payable to instructor). #WJ-D338

## An American Bistro

296 Columbus Ave., Tuckahoe  
914-793-0807

Chef/Owner Robert Horton presents a distinctive selection of contemporary seasonal specialties: seared goat cheese gnocchi, braised beef brisket with cheddar potato soufflé and sweet and sour sauce, and poached pear bread pudding with vanilla ice cream and macadamia nut crunch.

1 Mon., Oct. 23, 6:00-8:00 pm, \$15 (+ \$28 sampling fee, payable to instructor).  
#WJ-D337

## Reka's Thai Restaurant

2 Westchester Avenue, White Plains  
914-949-1440

Chef Reka Souwapawong shares the authentic flavors of Thailand: larb gai (ground chicken salad with thai herbs and lime juice), Rad Naa (flat rice noodles with Chinese broccoli and sliced pork), and Glouy Boud Chee (banana in coconut milk).

1 Sun., Nov. 5, 12:00 noon-2:30 pm, \$15 (+ \$20 sampling fee, payable to instructor).  
#WJ-D003

## **NEW** Memphis Mae's BBQ Bistro

173 Riverside Ave., Croton  
914-271-0125

BBQ season never ends at Memphis Mae's! Chef/owner Andreas Nowara will transport your taste buds down south with Smoked Wings in three flavors (BBQ, mustard, and teriyaki) followed by Carolina Pulled Pork, and 'Nana puddin' (that's banana pudding for us Northerners).

1 Mon., Nov. 6, 6:00-8:00 pm, \$15 (+ \$20 sampling fee, payable to instructor).  
#WJ-D501

### Attention Restaurant Owners and Chefs:

*Interested in hosting a class at your restaurant or offering a cooking class on campus? Please call Sarah Fowler-Rogers at 914-606-6985 to discuss your ideas.*

## Wine Appreciation

Westchester's husband and wife team, Anthony Russo and Andrea Kish, fine wine buyers and owners of ARIES Wine and Spirits in White Plains, make wine appreciation and education fun...and memorable! **You must be over 21 to register.**

### ABC's of White Wine

This "Anything But Chardonnay" course will include Chardonnay, the world's most well known white wine discussed and tasted in comparison with five other white wine grapes. Grape origin, wine making style, wine service, storage and pairing with foods will be covered. Appropriate cheeses will be served as palate cleansers and to demonstrate food and wine compatibilities.

1 Tues., Oct. 3, 7:00-9:00 pm, \$25 (+ \$15 sampling fee, payable to instructor). A Kish & T Russo. #WJ-D827

### ABC's of Red Wine

This "Anything But Cabernet" course will include Cabernet Sauvignon, the world's most widely grown red wine discussed and tasted in comparison with four other red wine grapes. Grape origin, wine making style, wine service, storage, and pairing with foods will be covered. Appropriate cheeses will be served as palate cleansers and to demonstrate food and wine compatibilities.

1 Tues., Oct. 10, 7:00-9:00 pm, \$25 (+ \$15 sampling fee, payable to instructor). A Kish & T Russo. #WJ-D915

### **NEW** Viva Italia –

#### Exploring Italy's Wine Regions

Explore Italy's rich wine heritage by tasting six wines from throughout the country, each paired with a cheese or an appropriate "local" food from the region to demonstrate food and wine compatibilities. Bread, Italian of course, will also be served as a palate cleanser. By the end of the evening, you will understand why the wines always taste so much better in Italy!

1 Tues., Oct. 24, 7:00-9:00 pm, \$25 (+ \$20 sampling fee, payable to instructor). A Kish & T Russo. #WJ-D283

These wine appreciation courses are held at Vintage Restaurant, 171 Main St., White Plains, NY 10601 (across the street from the Galleria Mall). Metered parking is available in the Mall lot. Classes begin PROMPTLY at 7:00 pm; allow enough time to park and sign in. Call 914-328-5803 for directions.

## HOME & GARDEN

### **NEW** Gardening with Nature for Northeastern Landscapes

Cover "safe" gardening, emphasizing native plants and responsible use of non-natives. Program emphasizes the use of native plants and provides guidelines on how to use exotic plants responsibly by explaining some basic plant reproductive strategies and how they can be either exploited or controlled.

1 Tues., Oct. 24, 6:30-8:30 pm, ADM-207, \$25. C Summers. #WJ-D525

### Putting Your Garden to Bed

Fall is the ideal time to take stock of your perennial gardens and correct mistakes and problem areas, dig up, rearrange and divide existing plants, add new perennials and shrubs, plant spring blooming bulbs and put your garden to bed.

1 Wed., Sept. 27, 6:00-9:00 pm, ADM-207, \$30. G Hohenstein. #WJ-D347

## Pruning Trees and Shrubs

Intended for the homeowner and includes proper choice and use of tools, pruning trees, shrubs, and perennials. Roses, hedges, and small trees are included.

1 Sat., Oct. 7, 9:00 am-1:00 pm, ADM-207, \$35. G Hohenstein. #WJ-D813

## Home Repair and Remodeling

Learn how to choose tools and contractors, the proper way to paint like Michelangelo, basic electrical and plumbing repairs, repair and install new walls, and how to put up wallpaper and paneling.

5 Sat., Oct. 7-Nov. 4, 10:00 am-12:00 noon, TEC-118, \$100 (+ \$5 materials fee, payable to instructor). L Susseles. #WJ-D425

# TRAVEL & TOURS

## **NEW** Get the Most Out of Your Trip to London

Get ready—and get the most out of your London journey. Begin with an orientation to the City of London and practical tips on transportation, food, currency, and culture. Continue with a visit, via slides, to the main attractions such as the Cabinet War Rooms, Trafalgar Square, The Tate Modern, and the Changing of the Guard. In the last session, explore day trips from London to such cultural and historical sites as Windsor Castle, Blenheim Palace, and Kew Gardens, among others.

3 Thurs., Oct. 19-Nov. 2, 6:30-8:30 pm, LIB-146, \$60. J Flynn. WJ-D531

## Touring Westchester

### **NEW** View from the Grave: History and Art in Westchester Cemeteries

Learn Westchester history by exploring its cemeteries. Through a lecture and three tours, learn about the development of Westchester through its burial sites, cemetery art, and famous people who are buried here.

Presented in collaboration with the Westchester End-of-Life Coalition

1 Wed., Oct. 25, 7:30-9:00 pm, ADM-207, plus 3 tours, dates/locations TBD, \$75. J Nusbaum. #WJ-D430

### The Hudson River: A Journey through Time

Discover the physical and behavioral features of the river and its major tributaries. Study the plants and animals that thrive along the river as well as the people who have adapted to the river and its impact on them.

6 Sat., Sept. 23-Oct. 28, 10:00 am-12:30 pm, ADM-207, \$125. R Phillips. #WJ-D030

## Walking Tours of the Old Croton Aqueduct

### Co-sponsored with The Friends of the Old Croton Aqueduct

The aqueduct is a 41-mile brick-lined conduit constructed between 1837 and 1842 to bring fresh water from the Croton River to New York City; one of the great engineering achievements of the 19th century!

### Aqueduct Trailwalk

Walk from Sleepy Hollow High School along the Aqueduct and into the Rockefeller Estate. Bring a bag lunch. Meet at the upper parking lot of Sleepy Hollow High School.

1 Sat., Sept. 16, 11:00 am-1:00 pm, \$25. M. Cain. #WJ-D575

### Visit the Waste-Weir of the Old Croton Aqueduct

See inside the tunnel, hear a talk about its history, and view a film. Meet at the Ossining Visitor Center, 95 Broadway, Ossining.

1 Sat., Sept. 30, 11:00 am-1:00 pm, \$25. M Cain. #WJ-D533

## Learning Vacations for Adults!

Explore opportunities for people from our community to travel with other like-minded curious travelers from throughout the country. Trips include worldwide adventures, close-to-home cruises, and Arctic excursions.

Our past participants agree: "Westchester Community College Learning Vacations" are like taking a luxury field trip with the best teachers you've ever had!"

Log on to [www.travelearn.com](http://www.travelearn.com) for more information about available tours or call 914-606-6675 for a free catalog of 2006 programs. All trips are conducted by knowledgeable experts and carefully selected guides.

## BE A PART OF OUR BROCHURE TEAM!

We're looking for community members to give us feedback on this Continuing Education brochure—what works, what could be done differently. Want to be part of a focus group? No professional experience needed—current students, former students, and potential students are all welcome.

If you can volunteer two hours one evening this fall to meet with us and others for a focused review and discussion of layout, presentation, etc., we want to hear from you. Please email [continuinged@sunywcc.edu](mailto:continuinged@sunywcc.edu) if you are interested.

## Explore Westchester's Jewel: Teatown Lake Reservation

Join us as we present exciting workshops in partnership with Teatown Lake Reservation in Ossining. All classes are held at Teatown. Classes are held rain or shine.

### Earth Art: Co-Creating with Nature

Our deep connection with the Earth can be discovered through the process of creating art outdoors, in a natural environment. Join us as we construct artworks using materials found in the forests and meadows of Teatown Lake Reservation. Through drawing, photography, and journaling, we will create a record of our art pieces to bring home with us.

1 Sun., Sept. 17, 1:00-4:00 pm, \$30.  
S S Gibian. #WJ-D781

### **NEW** Small Animal Encounters

Get to know local small mammals, reptiles, and amphibians up close and personal. Learn about the natural history and species identification of local rodents, bats, turtles, snakes, frogs, and salamanders. We'll meet some of Teatown's collection of live animals, and head outdoors to learn field techniques in small animal field studies, including live trapping and handling.

1 Sat., Sept. 16, 4:00-7:00 pm, \$30.  
E Smithies. #WJ-D780

### **NEW** Hawk Watching

This is the best time of the year to get to know the hawks as they migrate through the Lower Hudson Valley Region on their way south for the winter. We'll start the day at Teatown by learning and practicing basic hawk identification skills and even meet a couple of hawks to confirm our new talents. We'll end the morning by driving out to a local hawk watch location and see who is passing through. Bring outdoor clothing, shoes, and binoculars.

1 Sun., Sept. 24, 7:00-10:00 am, \$30.  
T Whitman. #WJ-D496

### **NEW** Basic Tree Identification

Ever wanted to know what kinds of trees surround your house, work, or favorite nature trail? Come learn the basics of tree and shrub identification while taking a scenic hike through the early fall colors at Teatown Lake Reservation. Start learning the names and interesting characteristics of the region's native and non-native tree species. Dress for outdoor walking and bring a loop or magnifying glass if you have one.

1 Sat., Sept. 30, 10:00 am-12:00 noon, \$20.  
P Bock. #WJ-D497

### **NEW** Reading the History of Our Landscape

Take a hike through the forest and field to discover the past, present, and future of the landscape. Learn how to recognize clues of past land use and ecological community change just by using your observational skills. These clues will help us to figure out why these natural communities look the way that they do today and also to project what they will look like in the future. Please bring appropriate outdoor attire and be prepared to be outside for most of the class. Recommended reading: *Reading the Forested Landscape* by Tom Wessels, The Countyman Press.

1 Sat., Oct. 7, 9:00 am-12:00 noon, \$30.  
B Rhines. #WJ-D779

### Introduction to Raptor Handling

Get to know local raptors up close and personal. Learn about the natural history of hawks, falcons, owls, vultures, and eagles. Covers the basics of bird handling and falconry with Teatown's collection of live birds. Coffee and tea will be offered.

1 Fri., Oct. 20, 7:00-10:00 pm, \$30.  
E Smithies. #WJ-D724

### Native Americans Along the Hudson

Visit a recreated Native American longhouse and wigwam and learn about local Lenape history, go on a walk to look for medicinal and edible plants, and watch a demonstration of how Native Americans made their tools, hunting weapons and other equipment. Includes snack. Meet at Cliffdale Farm shelter promptly at 10:00 am.

1 Sat., Oct. 28, 10:00 am-12:30 pm, \$25.  
L Baugh. #WJ-D498

**For additional information about Teatown Lake Reservation or for directions, please visit their web site at [www.teatown.org](http://www.teatown.org) or call 914-762-2912, ext. 10.**

## HEALTH & WELLNESS

### Herbal Therapies

Each workshop meets from 1:00-4:00 pm, at the Ossining Center, facilitated by Dr. E Williams. Individual workshops are \$40. Call **914-606-7405** to register for these workshops.

### Herbal Teas, Medicinal Trees, and Botanical Therapeutics

Explore the world of healing herbal teas and learn about the therapeutic properties of herbs and the use of trees, their flowers, leaves, and bark as botanical medicines.

1 Sat., Sept. 16. #OS-D151

### Herbs for the Skin and External Herbal Preparations

Learn about external herbal preparations that promote healing, plus herbs that fortify and nourish the skin both internally and externally.

1 Fri., Oct. 20. #OS-D149

## **NEW** Balancing Your Hormones Naturally

Gain an understanding of the causes and symptoms that occur during PMS and menopause, plus some solutions via diet, nutritional supplementation, exercise, and stress reduction.

1 Tues., Oct. 17, 7:00-8:30 pm, ADM-207, \$20. S Goodstein. #WJ-D592

## Exploring the World of Lucid Dreaming

Learn techniques to identify lucid dreams, induce them at will and consciously influence their outcome. To enhance participation be familiar with two books: *Lucid Dreaming* and *Exploring the World of Lucid Dreaming* by Stephen LaBerge, Ph.D.

2 Tues., Dec. 5 & 12, 7:00-9:00 pm, ADM-207, \$50. J Abrahamsen. #WJ-D815

## **NEW** Trigger-Point Massage to Do at Home

This is a hands-on workshop; you'll learn how to do Trigger-Point therapy at home to relieve muscular tension and stress to help with headaches, neck and back pain or just to feel good. Wear loose clothing. **Must register with a partner.**

1 Tues., Oct. 24, 7:00-8:30 pm, ADM-207, \$20 per person. S Goodstein. #WJ-D593

## Stress Relief

Learn and practice how to disconnect and quiet your stress responses for better stress management and, improved physical and emotional health.

1 Sat., Oct. 28, 9:30-1:30 pm, ADM-207, \$35. B Bruno. #WJ-D090

## Learning Self-Hypnosis

Each workshop meets for 1 Wed., 7:00-9:00 pm, ADM-207, \$30. C Shainmark.

Exercise mat and pillow required.

### Level I

How self-hypnosis works and how it differs from meditation. Includes step by step instructions so that you may heal yourself emotionally, spiritually, and physically.

Oct. 4. #WJ-D147

### Level III

Builds on both general skills and depth of trance-work. New material includes advanced clearing of physical aches and pains, tapping into your intuition and creativity, releasing grief, and glimpse of the future.

Oct. 18. #WJ-D150

### Level II

New material includes deepening the trance, healing relationships, past-life regression, and healthy body scanning and healing.

Oct. 11. #WJ-D149

## Weight Management: Help With Hypnosis

Use self-hypnosis to change your eating habits, manage your weight, and influence your ideas about your ability to achieve the ideal weight for a happier, healthier life style.

1 Mon., Oct. 23, 6:30-9:00 pm, SCI-371, \$35 (+ \$15 for optional reinforcement tape, payable to instructor). J Abrahamsen. #WJ-D374

## Look Into Your Eyes: Self Hypnosis for Change

Learn to enter a hypnotic state to change habits, reduce stress, improve self-esteem, increase your potential, and promote better health.

1 Mon., Oct. 16, 6:30-9:30 pm, ADM-207, \$30 (+ \$15 for optional tape, payable to instructor). J Abrahamsen. #WJ-D298

## Sports Performance: Help with Hypnosis

Amateur and professional athletes know that winning is not just physical, it's mental. Hypnosis can help you focus and mentally prepare for the challenges of any sport.

1 Mon., Nov. 27, 6:30-9:00 pm, ADM-207, \$35. J Abrahamsen. #WJ-D877

## Quit Smoking: Help with Hypnosis

Behavior modification techniques, when practiced and reinforced through the use of hypnosis, help you quit smoking for good without weight gain.

1 Mon., Nov. 13, 6:30-9:00 pm, HSC-02, \$35 (+ \$15 for optional reinforcement tape, payable to instructor). J Abrahamsen. #WJ-D751

## **NEW** Craniosacral Therapy (CST)

Learn the basic techniques of this therapy. CST is a gentle, hands-on method of evaluating and enhancing the function of the craniosacral system—the deep fluid system surrounding the brain and spinal cord and intricately woven into our relaxation response and immune function. CranioSacral Therapy enhances the body's natural healing process to improve the operation of the nervous system, dissipate the effects of stress, enhance health and strengthen resistance to disease. Not a certification class; intended for lay people. Held at Well on the Way TM, 191 Main St., Ossining. Call 914-606-7400 to register.

2 Wed., Sept. 13 & 20, 6:30-9:30 pm, \$75 (+ \$20 for workbook, payable to instructor). E Pasquale. #OS-D140

## Aromatherapy: The Art of Blending

Hands-on class making your special aromatherapy blends. Learn aromatherapy basics and the botanical families that produce essential oils to create these blends.

1 Thurs., Oct. 19, 6:30-9:30 pm, ADM-207, \$35 (+ \$10 materials fee, payable to instructor). S Govoni. #WJ-D220

## Stress Reduction through Meditation and Visualization

Focus on relaxation techniques, use of affirmations, as well as meditative and visualization techniques. Techniques can result in an overall state of mental and physical well being. Wear comfortable clothes.

3 Tues., Sept. 19-Oct. 3, 6:30-8:00 pm, ADM-207, \$50. D Atkins. #WJ-D040

## Energy Healing Workshops

Learn the basic to advanced techniques of working with energy, where it comes from and how to access it, the aura, the chakra system and the issues that tend to block our natural intake of energy leaving us susceptible to disease. Hands-on-healing and distance healing will be explained. Please bring a comfortable exercise mat and a pillow. Courses must be taken in order. All workshops meet on Thurs., 6:30-9:30 pm, ADM-207. Each session is \$40. G Krackehl.

### Energy Healing I

Oct. 5. #WJ-D643

### Energy Healing II

Oct. 12. #WJ-D644

### Energy Healing III

Oct. 19. #WJ-D645

### Energy Healing IV

Oct. 26. #WJ-D797

### Energy Healing V

Nov. 2. #WJ-D824

### Energy Healing VI

Nov. 9. #WJ-D358

## Reflexology I

Introductory workshop on the basic principles of reflexology. Through hands-on demonstrations and practice, understand the basic reflex areas and points on the feet and hands. Reflexology can reduce stress, relieve pain, increase energy, and strengthen the immune system. Bring a towel, pillow, nail clippers, and lunch.

1 Sat., Oct. 14, 10:00 am-4:00 pm, ADM-207, \$70 (+ \$5 materials fee for handout and reflexology oil, payable to instructor). S Govoni. #WJ-D878

## Reflexology II

Focuses on the reflex points to strengthen the body's systems. Explore other reflexology techniques such as linking with Precision Reflexology. Bring a towel, pillow, nail clippers, and lunch. Prerequisite: Reflexology I.

1 Sat., Nov. 11, 10:00 am-4:00 pm, CLA-107, \$70 (+ \$5 materials fee for handout and reflexology oil, payable to instructor). S Govoni. #WJ-D555

## Hand Reflexology

Through hands on demonstration and practice, learn the basic reflex points on the hands. The basic principles of reflexology will be reviewed. Bring a towel, pillow, nail clippers, and lunch.

1 Sat., Dec. 2, 10:00 am-4:00 pm, CLA-205, \$70 (+ \$5 materials fee, payable to instructor). S Govoni. #WJ-D340

## Reiki - Level I

Reiki is a Japanese term meaning "Universal Life Force Energy." This method is a laying on of hands touch healing system. Learn the Usui system of applying Reiki energy with the focus on self-healing and receive the first level of attunement.

1 Sat., Sept. 30, 10:00 am-4:00 pm, CLA-108, \$75 (+ \$15 materials fee for handout and ceremonial fee, payable to instructor). S Govoni. #WJ-D180

## Intro to Biofeedback

Designed for the general public, this course provides an introduction to field of biofeedback, its growth, use of technology, and applications such as stress management and attention training.

1 Tues., Sept. 26, 6:30-8:30 pm, Ossining Center, \$25. #OS-D105

## Reiki - Level II

With Reiki level I you learned self-healing. In Reiki II, gain a deeper understanding of the laying on of hands healing system and receive the second level attunement. Bring a picture of someone to do a distance healing on, a towel, pillow and lunch. Prerequisite: Reiki I.

1 Sat., Nov. 4, 10:00 am-4:00 pm, CLA-205, \$75 (+ \$15 materials fee for handout and ceremonial fee, payable to instructor). S Govoni. #WJ-D032

## **NEW** Reiki Master

The Reiki Master attunement fully opens the student's energy system to Reiki. Learn additional techniques to work more effectively and pass the Reiki ability to others.

Prerequisite: Reiki I & II plus six months experience using Reiki. Must also register for Reiki Circle class in the same semester.

2 Sat., Sept. 16 & Dec. 9, 10:00 am-4:00 pm, ADM-207, \$140 (+ \$15 materials fee for handout and ceremonial fee, payable to instructor; + textbook). S Govoni. #WJ-D382

## Reiki Circle

Reiki circles offer an opportunity to practice what you have learned about the universal energy of this ancient healing modality. Students will share in the healing process, helping each other through group healing. Prerequisite: Reiki I.

3 Thurs., Oct. 12, Nov. 9 & Dec. 7, 6:30-9:00 pm, ADM-207, \$85. S Govoni. #WJ-D075

## Journey for Your Animal Totem

Animal totems are a Native American tradition that all nature is connected at an unseen level. We will journey for a totem to help guide us on our spiritual path. Bring lunch.

1 Sat., Oct. 21, 10:00 am-3:00 pm, CLA-205, \$60 (+ \$5 for handout, journal book & herb blend, payable to instructor). S Govoni. #WJ-D074

## Fibromyalgia – Alternative Solutions

An understanding of the causes and symptoms that occur with fibromyalgia, plus solutions via alternative health care, diet, nutritional supplementation, exercise, and stress reduction.

Sec. A: 1 Tues., Oct. 10, 7:00-8:30 pm, ADM-207, \$20. S Goodstein. #WJ-D441  
Sec. B: 1 Tues., Oct. 17, 7:00-8:30 pm, ADM-207, \$20. S Goodstein. #WJ-D592

# SPORTS & FITNESS

Please consult a physician before attending any physical fitness classes.

## Judo for Adults

Learn Judo from Katsuo Watanabe, a 7th degree Black Belt.

Sec. A: 14 Mon., Sept. 4-Dec. 4, 8:00-10:00 pm, PEB-Mat Room. #WJ-D292  
Sec. B: 14 Wed. Sept. 6-Dec. 6, 8:00-10:00 pm, PEB-Mat Room. #WJ-D547  
Sec. C: 14 Sat., Sept. 9-Dec. 9, 10:00 am-12:00 noon, PEB-Mat Room. #WJ-D307  
Register for one class for \$225. Save \$\$: register for 2 sessions for \$375, use #WJ-D408; or register for all 3 sessions for \$425, use #WJ-D545

## Judo for Children – Ages 4-13

**Note: parent required to attend with child for supervision.**

14 Sat., Sept. 9-Dec. 9, 12:00 noon-2:00 pm, PEB-Mat Room, \$225. #WJ-D372

## **NEW** Akido

Learn Akido self-defense techniques, focusing on punching and joint twisting.

14 Tues., Sept. 5-Dec. 5, 8:00-10:00 pm, PEB-Mat Room, \$225. K Wantanbe. #WJ-D548

## Intro to Boxing

Focus includes balance, footwork, defensive and offensive tactics. Men and women welcome. **Ages 16 and 17 welcome, but must be accompanied by parent.**

20 M/W, Sept. 18-Nov. 29 (skip 10/2 & 10/9), 5:30-7:30 pm, Phys. Ed. Bldg., \$225 (+ textbook). S Acunto. #WJ-D092

## Cardio Kickboxing

A multi-dimensional fitness course consisting of basic kickboxing instruction, calisthenics, stretching, and aerobic conditioning. Students learn proper skill development and practical application.

10 Fri., Sept. 15-Nov. 17, 7:00-9:00 pm, Phys. Ed. Bldg., \$175. R. Varian. #WJ-D418

## Self Defense for Women

See page 45.

## Golf: The 1st Step

For beginners and those with little experience. First class held at the Physical Education Building; remaining classes held off-campus (cost of balls extra). Group instruction. Bring 9 iron; sneakers not required.

6 Mon., Sept. 11-Oct. 16, 5:30-6:30 pm, Phys. Ed. Bldg., \$75 (+ \$7 materials fee, payable to instructor). T Stanton. #WJ-D406

## Golf: The Next Step

For those with some experience. First class held at the Physical Education Building; remaining classes held off-campus (cost of balls extra). Group instruction. Bring 9 iron; sneakers not required.

6 Mon., Sept. 11-Oct. 16, 6:30-7:30 pm, Phys. Ed. Bldg., \$75 (+ \$7 materials fee, payable to instructor). T Stanton. #WJ-D407

## Scuba Diving

Prepare to apply for Professional Association of Diving Instructors (PADI) certification. You must be at least an intermediate swimmer. Ages 10-14 must be accompanied by an adult; ages 15-17 must have written parental permission. Physician's approval may be required. For additional information contact instructor at 201-327-2822. **NOTE:** To apply for PADI Certification, additional dives required. Textbook & materials (mask, fins, and snorkel) are required and will be available for purchase at the first session.

8 Sun., Sept. 24-Nov. 19 (skip 10/8), 1:00-4:00 pm, PEB-Pool, \$195. D Riscinti. #WJ-D006

## **NEW** Yoga/Pilates Fusion

A wonderful mixture of the best of both worlds, yoga and pilates, in a fun class designed for every level of experience. Increase your flexibility and work on your core muscle strength while calming and centering your mind.

10 Mon., Sept. 18-Nov. 20, 8:00-9:00 am, PEB-Mat Room. \$100. C Wetzell. #WJ-519

## Yoga: The Anti-Aging Combination (Hatha and Kundalini Yoga)

Combines the basics of Hatha Yoga, which uses posture alignment, strength and flexibility, with Kundalini Yoga, which uses breathing and movement to regenerate and heal the nervous system and stimulate the release of powerful healing hormones. Your physical, mental, and emotional systems will be balanced, harmonized, and rejuvenated. Wear comfortable clothes; towel or mat is optional.

14 Thurs., Sept. 7-Dec. 14 (skip 11/23), 7:00-9:00 pm, Phys. Ed. Bldg., \$195. M Orfino. #WJ-D021

## Swimming for Adults

For beginners (those who cannot float), and advanced beginners (those who have no deep-water experience). Bring caps, goggles & several towels.

13 Sat., Sept. 9-Dec. 2, or 13 Sun., Sept. 10-Dec. 3, PEB-Pool, \$150. A Lee.

Beginners

Sec. A: Sat., 9:00-10:00 am. #WJ-D081

Sec. B: Sun., 9:00-10:00 am. #WJ-D082

Intermediate

Sec. C: Sat., 10:00-11:00 am. #WJ-D083

Sec. D: Sun., 10:00-11:00 am. #WJ-D084

Advanced

Sec. E: Sat., 11:00 am-12:00 noon.

#WJ-D704

Sec. F: Sun., 11:00 am-12:00 noon.

#WJ-D705

## Water Exercise/Aerobics

Designed for both non-swimmers and swimmers, this program improves your cardiovascular fitness, strength, and flexibility. Exercises are performed in shallow water and paced to individual levels. Bring caps, goggles and several towels.

8:00-9:00 am, PEB-Pool, \$150. A Lee.

Sec. A: 13 Sat., Sept. 9-Dec. 2. #WJ-D118

Sec. B: 13 Sun., Sept. 10-Dec. 3. #WJ-D119

## Tennis for Adults (Beginners Only)

Bring comfortable clothes, tennis sneakers, racquet, and fresh can of tennis balls to first class. Classes held rain or shine (indoors or out).

6 Sun., Sept. 10-Oct. 15, PEB-Courts (behind gym), \$80.

Sec. A: 9:00-10:00 am. #WJ-D012

Sec. C: 11:00 am-12:00 noon. #WJ-D014

Sec. B: 10:00-11:00 am. #WJ-D013

Sec. D: 12:00 noon-1:00 pm. #WJ-D015

## WITH WOMEN IN MIND

### **NEW** Proactive Career Strategies for Moms

This inspiring course is designed to provide proactive career strategies for mothers who wish to re-enter the job market after taking time off to raise their children.

4 Sat., Sept. 9-Oct. 14 (skip 9/23 & 10/7), 10:00 am-12:00 noon, ADM-207, \$80 (+ \$8 materials fee, payable to instructor. Additional optional \$15 fee for the Myers-Briggs Type Indicator). L P Salvatore. #WJ-D324

### Automotive Basics and Repair for Women

Basic knowledge about cars and how to do small repairs. It will also help women make an informed decision about repairs at their local garage.

2 Wed., Sept. 20 & 27, 6:00-9:00 pm, TEC-138, \$60. C Hohenstein. #WJ-D649

### **NEW** Financial Planning for Women

How do you see your financial future? A woman who reaches age 50 today should expect to see her 93rd birthday! How will that affect your lifestyle and your finances? This seminar offers women valuable information as well as practical advice on how to take control of their retirement planning. Construct a financial and lifestyle plan that is tailored to your unique situation.

1 Sat., Nov. 11, 2:00-4:30 pm, ADM-207, \$40. E Levine. #WJ-D602

### **NEW** Life After 50: A Workshop for Women

Baby boomer women are creating a new phase of women's lives—second adulthood. Learn tools to navigate midlife transition and to create this new phase of your life in a way that works for you.

1 Sat., Sept. 16, 10:00 am-1:00 pm, ADM-207, \$35. D Piercy. #WJ-D817

### **NEW** Menopause and Aging

Menopause, a complex event in a woman's life, is filled with medical, emotional and symbolic change. In this full-day seminar, women ages 40-60 will be provided with up-to-date information about menopause symptoms and their management, health and aging, and related therapies and treatments. Not medical advice, just handy information for the lay person.

1 Sat., Sept. 23, 10:00 am-5:00 pm, ADM-207, \$65 (+ \$40 materials fee, payable to instructor). K Moussapour. #WJ-D159

### Self Defense for Women

A multi-dimensional martial arts course consisting of basic striking/grappling techniques, rape defense, escapes, and weapons defense. Course includes fitness regimen.

10 Tues., Sept. 12-Nov. 14, 7:00-9:00 pm, Phys. Ed. Bldg., \$175. R Varian. #WJ-D400

## Understanding Women's Health (Entendiendo la Salud de la Mujer)

The following courses are taught by a multilingual instructor, and are designed with native Spanish speakers in mind. Each meets for 2 Thurs. at the Ossining Center, 9:30-11:30 am, and is \$25. Call **914-606-7400** to register.

### Women, an Introduction

An overview of the female anatomy, examining the health issues experienced by women throughout the life span.

Oct. 5 & 12. #OS-D008

### The Middle Years

Explore issues facing women from late adolescence through early adulthood; consider topics such as puberty, pregnancy, and child birth.

Oct. 19 & 26. #OS-D009

### The Later Years

Explore issues facing women in their 40's, 50's, and beyond; consider topics such as menopause, aging, and remaining independent in the senior years.

Nov. 2 & 9. #OS-D010

## FAMILY & PARENTING

### **NEW** Guardianships for Those in Need

Introduction to the process and purpose in becoming a guardian over a loved one's financial or personal needs. Role of the guardian, court examiner/evaluator, attorney and court discussed. Personal, financial, and medical issues explored.

2 Mon., Oct. 16 & 23, 6:00-7:30 pm, ADM-207, \$40. J E Amir. #WJ-D529

## For Those Who Work With the Developmentally Disabled

*This series supported by a grant from the Developmental Disabilities Planning Council.*

**Note:** Scholarship opportunities for these workshops may exist for developmentally disabled students or their family members. Call 914-606-6985 for information.

### CSE: Creating a Successful Special Education Partnership Between Parents and Schools

Parent participation in special education decision-making is crucial to the success of a student with special needs. Share checklists and techniques to use before, during and after the Committee on Special Ed or Committee on Preschool Special Ed meeting. The emphasis will be on creating opportunities for parents to work together as equal partners with school staff.

1 Fri., Oct. 6, 9:30 am-2:00 pm, ADM-207, \$50. R Gaffney. #WJ-D650

### Financial Planning for Families with Special Needs

See p. 35

### Overview of Special Education

The special education laws protect the fundamental rights of students with disabilities to receive a free, appropriate public education. Share an overview of the 6 principles of special ed law and setting high expectations for children with special needs. Bring a bag lunch for informal networking time.

1 Sat., Oct. 7, 9:30 am-4:00 pm, ADM-207, \$50. R Gaffney. #WJ-D759

### Best Practices for Students with Autism in NYS

Introduces the current best practice methods and serves as an introduction to the Autism Quality Indicators (APQI) and quality improvement activities for schools and programs serving children with autism.

1 Sat., Oct. 28, 9:30 am-1:00 pm, ADM-207, \$50. R Gaffney. #WJ-D654

## The Family Caregiving Series

Offered in collaboration with the American Red Cross, this 3-course sequence (9 modules) results in a Family Caregiving certificate. Enroll in one or more of the sessions and learn how to care for loved ones and maintain their safety, dignity, and independence. Workshops meet on Tuesdays from 6:00-9:00 pm at the Ossining Center. Call 914-606-7405 to register for this series.

**Individual workshops are \$25.**

**Save \$\$ - register for all 3 sessions for only \$60. Use #OS-D083 to register for the series.**

### Home Safety, General Caregiving and Helping Your Loved One Move

Covering Modules 1-3 of the Red Cross course: focuses on basic caregiving principles. Learn how to check your home for safety hazards, take vital signs, and assist with body movement and positioning.

Oct. 10. #OS-D080

### Legal & Financial Issues and Caring For Those With Alzheimers and HIV/AIDS

Covering Modules 7-9: addresses insurance, budgeting and legal issues, and also examines the special needs of those with Alzheimer's and HIV/AIDS.

Oct. 24. #OS-D082

### Assisting With Personal Care, Healthy Eating, and Caring For The Caregiver

Covering Modules 4-6: focuses on skills for assisting with dressing, bathing, grooming, and nutritional and dietary needs. Includes stresses encountered by caregivers, dealing with end of life issues, and community resources.

Oct. 17. #OS-D081

## SELF-AWARENESS & RELATIONSHIPS

### **NEW** The Key to Success

The key to success lies within us. Learn about self-esteem and where it comes from. Explore ways to raise your self-esteem for a more successful, happier life.

2 Tues., Sept. 19 & 26, 7:00-9:30 pm, ADM-207, \$50. C Edwards. #WJ-D266

### Successfully Single Discussion Group

Connect with other singles for fun-filled evenings of lively discussion. Topics may include living successfully as a single and how to find what you're looking for.

4 Wed., Oct. 11-Nov. 1, 7:00-8:30 pm, AAB-512, \$50. M Pappas. #WJ-D350

### Art and Healing

Art is a powerful vehicle for physical, emotional, and spiritual renewal. Learn to access your inner wisdom and create artwork that infuses your life with new and vital energy.

1 Sat., Nov. 11, 10:00 am-3:00 pm, CLA-205, \$45 (+ \$15 materials fee, payable to instructor). S S Gibian. #WJ-D356

### Successfully Single: What to Do/Where to Go

Learn about local activities and groups and how to get the best out of single life.

1 Wed., Oct. 4, 7:00-8:30 pm, AAB-512, \$15. M Pappas. #WJ-D879

## Life Skills for Today's World

All workshops meet on Thurs., 7:30-9:00 pm. P Mastellone. Each workshop is \$20.

**Save \$\$\$.** Register for all 4 workshops for \$70. Use #WJ-D328

### Assertiveness Training

Learn to effectively communicate your needs, wants, and desires without invading the rights of others.

Oct. 5, ADM-207. #WJ-D670

### Empowerment

Learn to feel better about yourself and your abilities.

Oct. 12, ADM-207. #WJ-D671

### Dealing with Difficult People

Learn how to deal with difficult people.

Oct. 19, AAB-511. #WJ-D672

### Anger Management

Anger is probably the most misunderstood of all our emotions, particularly for women. Learn to identify, understand, cope, and change reactions to anger.

Oct. 26, AAB-512. #WJ-D673

## Getting Married?

### 6 Easy Steps to Enriching Your Marriage

Six easy rules of relationship that you and your partner can begin using immediately to improve and enrich your marriage. Come together or on your own—anyone can benefit by learning how to communicate better with people you love the most!

1 Sat., Oct. 7, 10:00 am-1:00 pm, ADM-207, \$35. D Gullery. #WJ-D099

### Fighting for Your Marriage

A practical, proactive program guaranteed to improve your communication skills and your marital relationship immediately. Learn how you can create the marriage of your dreams. Great for couples and anyone interested in building a successful, long-lasting relationship.

4 Thurs., Oct. 12-Nov. 2, 7:00-8:30 pm, ADM-207, \$65. D Gullery. #WJ-D100

## OF SPECIAL INTEREST

### **NEW** Our World Underwater: Marine Creatures and Artifacts

Explore the mysteries of the deep! Starting with the physics behind scuba diving and surviving underwater, continue down and examine the wonders of marine life. Delve into underwater airplane wrecks, extinct animals, sponges, corals, crustaceans, and more—through slides, specimens, and history.

1 Thurs., Sept. 28, 7:00-9:00 pm, ADM-207, \$25. L Simek. #WJ-D361

### Texas Hold'em - Westchester Style

Learn the basics of the Texas Hold'em phenomenon and "hold" your own either online, at home, or in a casino. Covers limit, pot limit and no limit versions of Texas Hold'em. Learn the differences between a ring game and tournament play; opening hands; when to bet, call, raise or fold; when and how to defend your blind bets. Learn to calculate odds and how they affect your betting strategy. Actual card play will be featured.

4 Tues., Sept. 12-Oct. 3, 6:15-8:45 pm, ADM-207, \$100. R Mignogna. #WJ-D346

### Getting Started in Digital Photography

If you want great digital photographs with minimal effort, a "point and shoot" camera may be the choice for you. Explore the features that these automatic cameras often include to help you find the one that's right for you. \$45.

Sec. A: Sat., Nov. 4, 10:00 am-1:00 pm, TEC-13D. #XA-P680

Sec. B: Wed., Nov. 1, 12:30-3:30 pm, TEC-13D. #XA-P681

### Digital Photography for the Serious Amateur

Serious photographers know that you get the best pictures by controlling the features of your camera. Explore advanced digital camera settings and concepts such as focus, exposure, aperture, noise, white balance, etc., and how they affect the quality of your photos. \$90.

Sec. A: Sat., Nov. 11 & 18, 10:00 am-1:00 pm, TEC-13D. #XA-P906

Sec. B: Wed., Nov. 8 & 15, 12:30-3:30 pm, TEC-13D. #XA-P907

### The Psychology of Photography

Explore how virtually all psychological/emotional values can be captured photographically: joy, sadness, respect, friendship, humor, aggression, nurturance, status, and other human values can be brought to light.

8 Thurs., Sept. 14-Nov. 2, 6:00-7:30 pm, ADM-207, \$125. S Hecker. #WJ-D097

### Health at Any Size

It is possible to be fit, healthy and fat, thin or in-between. Learn ways to improve your mental and physical health, fitness, and mobility at your current size. Bring lunch.

1 Sat., Nov. 4, 9:30 am-2:30 pm, ADM-207, \$45. B Bruno. #WJ-D256



Textbook required.

to register call 914-606-6830 **47**

# HOBBIES

## **NEW** Quilling

Enjoy the European and South American art of rolling thin strips of paper into different shapes to make designs. Using a small quilling tool, tweezers, paper, and glue one can design greeting cards, bookmarks, and decorative boxes and jewelry.

6 Wed., Sept. 20-Oct. 25, 6:30-9:00 pm, LIB-321, \$125 (+ \$25 materials fee, payable to instructor). M B Joseph. #WJ-D876

## **NEW** Silk Painting – Beginner's Level

Learn the basics of silk painting using French dyes to create interesting designs. At the end of this course you will design a stylish scarf that you can really wear.

5 Sat., Sept. 10-Oct. 8, 1:00-4:00 pm, ADM-207, \$95 (+ \$100-150 materials fee, payable to instructor). R Menon. #WJ-D302

## **NEW** Knit – Don't Stress

Learn the basics of knitting—knit stitch, purl, gauge, etc., and then begin your first garment. Bring #7 needles, and 1 skein of worsted weight yarn, a light color please.

4 Tues., Oct. 3-24, 6:30-9:00 pm, ADM-207, \$100. D Freeman. #WJ-D277

## **NEW** Knit – Beyond Scarves

Ready for advanced knitting? Learn various cast-on methods and stitches and when to use them, then select a project and yarn, learn to read patterns and the vocabulary. Please bring #7 needles and worsted yarn (light color) for the first session and then needles and yarn for a project of your choice. Prerequisite: Basic knitting skills.

4 Tues., Nov. 7-Nov. 28, 6:30-9:00 pm, ADM-207, \$100. D Freeman. #WJ-D540

## Watercolor for Your Soul

A workshop designed to dazzle your spirit. Learn new watercolor techniques, and experience the thrill of personal expression. Course will cover the basic concepts of art.

5 Tues., Oct. 3-31, 7:00-9:00 pm, ADM-207, \$100 (+ \$25 materials fee, payable to instructor). J Rudnick Kane. #WJ-D516

## Earth Art: Co-Creating with Nature

Experience your connection with nature! By combining traditional materials with objects found in nature you will create mixed media works that express our intimate relationship with the earth.

1 Sat., Oct. 14, 10:00 am-3:00 pm, \$45 (+ \$15 materials fee, payable to instructor). S S Gibian. #WJ-D357

## Scrapbooking For Beginners

Techniques, tips and new ideas for creating fully-enhanced scrapbooks. Just bring scissors and your photos. All other materials will be provided.

1 Sat., Oct. 28, 10:00 am-1:00 pm, CLA-111, \$30 (+ \$15 materials fee, payable to instructor). R Halloran. #WJ-D229

## **NEW** Create Personalized Birthday Cards Better than Hallmark!!

Create personalized birthday cards using stamping, stickers, rub-ons, and other crafting materials. All supplies will be provided.

1 Sat., Oct. 14, 10:00 am-1:00 pm, ADM-207, \$30 (+ \$15 materials fee, payable to instructor). R Halloran. #WJ-D257

## **NEW** Make Your Own Holiday Cards

Impress your friends this holiday season. Learn to create holiday cards using stamping, stickers, rub-ons, and other crafting materials.

1 Sat., Oct. 21, 10:00 am-1:00 pm, ADM-207, \$30 (+ \$15 materials fee, payable to instructor). R Halloran. #WJ-D260

## Gemology

### Jewelry Essentials

Learn which metals and settings are best suited for durability, wearability, and design. Become acquainted with different manufacturing techniques such as casting, die striking, electroforming, and hand fabrication. Plus, learn how to use the Essential Jewelry Reference Guide.

1 Sat., Sept. 30, 9:00 am-12:00 noon, CLA-111, \$35. N Salama. #WJ-D313

### Jewelry Essentials Lab

Learn how to identify metal karat and appraise jewelry pieces. Practice with fine metals to learn many of the identification techniques using metal testing instruments.

1 Sat., Sept. 30, 1:00-5:00 pm, CLA-111, \$45 (+ \$20 materials fee, payable to instructor). N Salama. #WJ-D314

### Diamond Essentials

Learn the 4C's: color, clarity, cut, and carat weight. Understand GIA Grading Reports and familiarize yourself with the many types of diamond jewelry.

1 Sat., Oct. 7, 9:00 am-12:00 noon, CLA-111, \$35. N Salama. #WJ-D315

### Diamonds & Diamond Grading

Study the fundamentals of diamond treatments, synthetics, and simulants. Understand the effect of fluorescence on body color and the role played by cut in the marketplace. Learn about the all-important skills of judging and grading the color, clarity, and cut of diamonds.

1 Sat., Oct. 7, 1:00-5:00 pm, CLA-111, \$45 (+ \$20 materials fee, payable to instructor). N Salama. #WJ-D316

## Colored Stone Essentials

Learn how to relate quality, rarity, and color to gemstone value. Get in-depth information on the "Big Three" gemstones: ruby, sapphire, and emerald.

1 Sat., Oct. 14, 9:00 am-12:00 noon,  
CLA-111, \$35. N Salama. #WJ-D317

## Colored Stones Identification Lab

Become familiar and knowledgeable with a wide variety of gems: how they're formed, imitated, treated, and enhanced. Learn complete grading procedures for all popular transparent, phenomenal, and opaque faceted gems.

1 Sat., Oct. 14, 1:00-5:00 pm, CLA-111, \$45  
(+ \$20 materials fee, payable to instructor).  
N Salama. #WJ-D318

## Pearls

Learn about the full range of cultured pearls including akoya, South Sea, Tahitian, and freshwater. Learn size, shape, color, luster, surface quality, nacre quality, and matching. Understand the difference between natural and cultured pearls.

1 Sat., Oct. 21, 9:00 am-12:00 noon,  
CLA-111, \$35. N Salama. #WJ-D319

## Pearl and Bead Stringing

Master the skills of stringing and restringing pearls and beads professionally with the tools provided. Topics include precautions and handling procedures, and how to choose the right clasps and decorative accents. All tools, beads, and materials supplied by instructor.

2 Sat., Oct. 21, 1:00-5:00 pm **and** Oct. 28,  
9:00 am-4:00 pm, ADM-207, \$90 (+ \$30-35  
materials fee, payable to instructor).  
N Salama. #WJ-D320

## WE WELCOME NEW PROGRAM IDEAS

Do you have an idea for a non-credit course or workshop? We'd like to hear from you! We're planning now for Spring and Summer, 2007. Contact us at [continuinged@sunywcc.edu](mailto:continuinged@sunywcc.edu) to request a course proposal packet, or simply send us your proposal along with your resume. You can email it to us at [continuinged@sunywcc.edu](mailto:continuinged@sunywcc.edu), mail it to Andrea Morville, Assistant Dean, Westchester Community College, 75 Grasslands Rd., Valhalla, NY 10595, or fax it to 914-606-6526.

## FOR THE KENT COMMUNITY

Westchester Community College and The Kent Public Library announce their partnership to bring innovative, adult education programs to the Kent and surrounding communities.

**Call 914-606-6830 (choose option 1) for more information, class schedules, or to register, or see the registration form and instructions on page 59.**

### The Hudson River: A Journey Through Time

Discover the physical and behavioral features of the river and its major tributaries. Study the plants and animals that thrive along the river as well as the people who have adapted to the river and its impact on them.

### **NEW** Native Americans in the Hudson Valley Area: 11,000 BC to 1650 AD

Learn about the Hudson Valley's Native Americans from the area's earliest occupation by humans, at least 13,000 years ago, to the period of European exploration and contact. Includes a Saturday field trip to Croton Point Park.

### **NEW** Topics in Local Historical Archaeology: Appreciating Our Heritage from Colonial Times to Woodstock

Learn what historical archaeology, the study of the material remains of past societies that also left behind some other form of historical evidence, can tell us about colonial life, industrialization, and more.

### **NEW** Make a Scene!

You can't write a three-act play in four weeks, but you can write a scene or two. Learn how to let dialogue move the story forward and how to structure the action for maximum theatrical effect.

### **NEW** The Art of Rhythm

An introduction to rhythm, with an emphasis on developing a sense of internal pulse, rhythmic subdivisions, and reading skills. No prior musical experience is necessary and no instruments are required. Please bring a loose leaf notebook and pencil.

All courses in this section are held at the Kent Public Library located at 17 Sybils Crossing in Kent Lakes, Putnam County. Visit their web site at [www.kentlibrary.org](http://www.kentlibrary.org)

# ENGLISH LANGUAGE INSTITUTE

English as a Second Language (ESL) classes meet the needs of learners whose native language is not English. Beginner through advanced levels are offered. Level is determined by placement exam. Registration begins at the English Language Institute in Academic Arts Bldg., Rm. 302. The Institute Office is open Tues. & Thurs., 12:00 noon-7:30 pm, Wed. & Fri. 9:00 am-4:30 pm, Sat., 9:00-11:30 am and closed Mondays. See registration instructions on page 52.

## GENERAL MULTI-LEVEL ESL INTENSIVE (5-DAY) SATURDAY (ALL DAY) EVENING (2-DAY)

Nine levels of ESL instruction are offered. Each level provides balanced instruction and active practice in all English language skills: listening, speaking (including pronunciation), standard grammar, reading, and writing. New students take an examination to determine the level at which they begin study. Most ESL students use a language laboratory for additional practice. Our English-only environment for all activities promotes maximum learning. These courses serve the needs of the general learner and learners preparing for college/university study. Instructors are professionals in TESOL (Teaching English to Speakers of Other Languages). Our courses are also offered in Spring (January-April) and Summer (May-Aug.).

### Semi-Intensive English Programs

Nine levels (Pre-1 to 8): A multi-level program in English as a Second Language providing balanced instruction in all language skills. New students are placed by exam. See below for test date and location (registration required to take placement test).

**Sat. All-Day ESL:** 12 1/2 Sat., Sept. 9-Dec. 16 (skip 11/25), 9:00 am-3:30 pm. Placement test on Sept. 9, 9:00 am in CLA-200. \$247\* (+ \$8 FSA fee). #WK-D001

**T/Th Evening ESL:** 25 T/Th, Sept. 7-Dec. 12 (skip 9/11; 11/23), 6:30-9:30 pm. Placement test on Sept. 7, 6:30 pm in AAB-302. \$247\* (+ \$8 FSA fee). #WK-D002

**M/W Evening ESL:** 25 M/W, Sept. 11-Dec. 11 (skip 9/13, 18), 6:30-9:30 pm. Placement test on Sept. 11, 6:30 pm in AAB-302. \$247\* (+ \$8 FSA fee). #WK-MWE

**T/Th Afternoon ESL:** 25 T/Th, Sept. 7-Dec. 12 (skip 9/11; 11/23), 3:00-6:00 pm. Placement test on Sept. 7, 3:00 pm in AAB-302. \$247\* (+ \$8 FSA fee). #WK-D003

**Sun. All-Day ESL:** 12 1/2 Sun., Sept. 10-Dec. 10 (skip 11/26), Sun: 9:00 am-3:30 pm. Placement test on Sept. 10, 9:00 am in AAB-302. \$247\* (+ \$8 FSA fee). #WK-D004

**Morning ESL:** 24 classes, 9:00 am-12:00 noon in Mt. Vernon, Yonkers, Ossining and Peekskill. \$236\*. (See schedules, below, under "In Your Neighborhood").

\*Textbooks are required for all courses and are not included in fee.

## Intensive English Program (Morning or Afternoon)

5 days, Mon-Fri. This 15-hour per week course allows motivated learners of English to advance rapidly starting at any level from zero-beginner to advanced. The Intensive English Program meets the needs of serious learners, such as preparation for university study, or to increase career possibilities. Placement test is required of all new students. ESL Special Topics, open to all IEP students, supplements the Intensive English Program with an additional 3 hours per week of instruction and practice in one or more particular skill or content areas. Students who have F-1 status (have an I-20 form) can satisfy the full-time requirement by adding Special Topics OR any other non-credit ESL course meeting at least 3 hours per week. Register early to obtain your choice of morning or afternoon schedules.

**Morning:** 66 sessions, Sept. 6-Dec. 13 (skip 9/7-11; 11/23 & 24), 9:00 am-12:00 noon, \$854\* (+ \$8 FSA fee), Last Placement test Wed., 9/6, 9:00 am, KNC-5; 1st class: Sept. 12. #WK-D020/D021

**Afternoon:** 66 sessions, Sept. 6-Dec. 20 (skip 9/7-18; 11/23 & 24), 3:00-6:00 pm, \$854\* (+ \$8 FSA fee), Placement test Wed., 9/6, 9:00 am, KNC-5; 1st class: Sept. 19. #WK-D017/D018

**ESL Special Topics (IEP):** 24 T/Th, Sept. 14-Dec. 7 (skip 11/23 & 24), 1:15-2:45 pm, \$162. #WK-ST

**F-1 Students:** See Specialized Courses section for more course options.

**Note: Immigration form I-20A/B available to F-1 student visa/status applicants;  
Call 914-606-6163 for important information and a special application.**

## Specialized ESL Courses

### Pronunciation For Beginners/ESL

Pronunciation course designed for mid-beginning to low-intermediate level (ELI Levels 2-4) English language students to help students at this level master essential basics. This course will introduce students to essential elements of English pronunciation such as sounds (and how to produce them), rhythm, intonation, word stress and vowel reduction. These skills will help improve students' ability to both make themselves better understood when they speak, and comprehend what they hear, thereby improving students' confidence.

14 Mon. Sept. 11-Dec. 11, 1:00-4:00 pm, KNC-1, \$179 (+ \$8 FSA fee). #WK-02A

## English Pronunciation I / ESL – Offered Mondays or Saturdays!

Designed for intermediate to advanced learners. Prerequisite: Conversational Proficiency in American English or ELI level 6+, or with permission. All new pronunciation students, except the most advanced, should begin with this course. Upon completion of the course, students will have improved their ability to discriminate similar English sounds and to better articulate English sounds in a variety of phonetic environments to improve comprehensibility and build confidence. Participants will have identified problematic areas in their speech related to the production of vowels and consonants.

14 Mon., Sept. 11-Dec. 11, 6:30-9:30 pm, KNC-1, \$179 (+ \$8 FSA fee). #WK-03A  
14 Sat., Sept. 9-Dec. 16 (skip 11/25), 9:00 am-12:00 noon, KNC-1, \$179 (+ \$8 FSA fee). #WK-03B

## English Pronunciation II / ESL – On Mondays or Saturdays!

Pronunciation for high intermediate to advanced English language learners. This course is for intermediate to advanced learners of ESL (ELI Level 6+). Improve English sounds, rhythm and intonation at a more advanced level. Prerequisite: Conversational Proficiency in American English, or ELI Level 6+, or with permission, or the course WK-003.

14 Mon., Sept. 11-Dec. 11, 6:30-9:30 pm, KNC-2, \$179 (+ \$8 FSA fee). #WK-04A  
14 Sat., Sept. 9-Dec. 16 (skip 11/25), 9:00 am-12:00 noon, KNC-2, \$179 (+ \$8 FSA fee). #WK-04B

## ESL Writing Workshops: Levels I, II, & III

A course in academic and general purpose writing offered at the low intermediate to advanced level. Level determined by testing at first session. Improve personal, academic, and job-related writing skills. Prerequisite: Intermediate English proficiency (ELI level 6+).

22 M/W, Sept. 20-Dec. 6, 7:00-9:30 pm, \$210 (+ \$8 FSA fee). Placement test for new, registered, students at first class, 9/20, in KNC-5 at 6:30 pm. Level I, II & III students all register in #WK-019.

## TOEFL Preparation Workshop

This course is designed to help improve the English language and test-taking skills of learners preparing for the Test of English as a Foreign Language or other high intermediate level learners focusing on academic reading and listening comprehension, grammatical accuracy and clarity in speech and writing. Prerequisite: high intermediate to advanced proficiency in English (ELI Level 6+).

22 M/W, Sept. 18-Nov. 29, 7:00-9:30 pm, KNC-4, \$210 (+ \$8 FSA fee). #WK-14A  
14 Sat., Sept. 9-Dec. 16 (skip 11/23), 12:30-4:25 pm, KNC-4, \$210 (+ \$8 FSA fee). #WK-14B

**At Mt. Vernon Center:** 22 M/W, Sept. 25-Dec. 6, 9:15-11:45 am, \$210. #MV-V014

## Business English For Internationals

Develop your spoken and written English skills for business study and practical applications. Participants build fluency and increase their knowledge of terminology and cultural differences affecting communication. Prerequisite: high intermediate proficiency in English (ELI Level 6+).

14 Sat., Sept. 9-Dec. 16 (skip 11/23), 12:30-3:30 pm, KNC-3, \$179 (+ \$8 FSA fee). #WK-15C

## Computer Skills – Basics for ESL Learners

For non-native speakers of English only. This course has been adapted to the special requirements of students with only a basic (or higher) ability to understand, speak and read English. Intro to computers, Windows basics, Intro to Word and Internet skills. Prerequisite: High beginner proficiency in English or ELI Level 3 or higher.

8 Mon., Sept. 11-Oct. 30, 6:30-9:30 pm, TEC-13E, \$150. #WK-PC1

**At Peekskill Center:** 8 Mon., Sept. 12-Oct. 31, 6:30-9:30 pm, \$150. #PE-PC1

**At Cross County Center:** 8 Thurs., Oct. 5-Nov. 30, 6:30-9:30 pm, \$150. #YK-PC1

**At Mt. Vernon Center:** 8 Thurs., Oct. 5-Nov. 30 (skip 3/16), 6:30-9:30 pm, \$150. #MV-PC1

## Computer Skills – More Basics For ESL Learners

Prerequisite: Completion of Computer Skills: Basics for ESL Learners, WK-PC1 (or ELI permission). Designed for non-native speakers of English only. This introductory course for English language learners accommodates learners at ELI level 3 or above. Extend your range of basic skills in Word, Excel and Internet Explorer.

6 Mon., Nov. 6-Dec. 11, 6:30-9:30 pm, TEC-13E, \$113. #WK-PC2

**At Peekskill Center:** 6 Tues., Nov. 7-Dec. 12, 6:30-9:30 pm, \$113. #PE-PC2

## Test Taking Skills/ESL: Citizenship Prep for English Learners

Good test-taking skills will help you succeed! Learn effective test-taking strategies to reduce your anxiety and improve your performance. Includes identifying key words, techniques for answering multiple choice questions and organizing your thoughts to answer spoken questions. Classroom activities will allow you to improve your English as you study sample material used in interviews and exams. Regular instruction will be supplemented by Internet-based practice in a computer lab, and by guest speakers.

**At Cross County Center:** 6 Thurs., Oct. 5-Nov. 9, 7:00-9:30 pm, \$30. #YK-K057

Except where noted, these courses take place at the college's main Valhalla campus.



Textbook required.

to register call 914-606-6656 **51**

## English for Academic Purposes Program

The ELI's General Multi-Level ESL programs are designed to help you prepare for college courses and other uses of English, but we also offer this program that focuses on academic English skills necessary for success in college courses. It is designed especially for learners scoring 4 on the College's English placement essay at the Testing and Assessment Center, or who have ELI level 6 or higher. Additional assessment will be completed at the first class session.

24 W/F, Sept. 20-Dec. 13 (skip 11/24), 9:00 am-12:00 noon, TEC-137, \$275 (+ \$8 FSA fee). #WK-D057

24 M/W, Sept. 18-Dec. 6, 6:30-9:30 pm, KNC-3, \$275 (+ \$8 FSA fee). #WK-D058

14 Sat., Sept. 9-Dec. 16 (skip 11/25), 9:00 am-12:00 noon, KNC-4, \$179 (+ \$8 FSA fee). #WK-D059

### Preparing for Composition and Literature 1 and other college courses?

For students scoring 5-7 on the college's placement essay or after completing the above English for Academic Purposes Program, the ELI offers two advanced level ESL writing courses for matriculating students: **Introduction to Academic Writing 1 & 2**. For more information on these courses see the College's Fall 2006 Course Schedule under **ENGLISH AS A SECOND LANGUAGE**.

## HOW TO REGISTER FOR ESL

**WHEN?** Registration for Fall 2006 ESL courses opens Wed., July 19.

**WHERE?** First, English Language Institute Office in AAB-302; then pay in Continuing Education Office in Administration Bldg, room 207 (ADM-207)

**FIRST:** Obtain all information about courses & placement testing; complete registration form at English Language Institute Office, AAB-302.

**SECOND:** Take completed form to ADM-207 (Office of Continuing Education). Payment by Visa or MasterCard, check/money order or cash. All on-campus students pay an \$8.00 F.S.A. fee once per semester in addition to the tuition.

- **Telephone registration also begins Wed., July 19 (pay with Visa or MasterCard only). Questions, call 914-606-6656.**
- **NY/Westchester County Residency: All ESL tuition rates in this section are resident rates. Call 914-606-6656 for information. Non-residents are welcome, but pay a 150% non-resident surcharge in addition to the regular tuition. Residents have been in New York for one year or more.**
- **PLACEMENT TEST: Testing required if you are new or did not take final exam in Spring or Summer 2006. Placement test is given at first session of Saturday ESL, Evening ESL and Intensive ESL. You must already be registered to take the test. Testing information and appointments are provided at time of registration.**

English Language Institute Office: AAB-302

**INFO:** 914-606-6656 ■ [ESL@sunywcc.edu](mailto:ESL@sunywcc.edu)

# LEARN ENGLISH IN YOUR NEIGHBORHOOD

Some ESL courses are offered year round in Mt. Kisco, Mt. Vernon, Peekskill, Port Chester, Ossining, and Yonkers/Cross County Shopping Center, and fall and spring only in New Rochelle. New for Fall 2006 are Somers and Mahopac. The placement test is on the first day of each course.

**Information for all locations: call us at 914-606-6656. Se habla español.**

## **MAHOPAC** (Mahopac High School, 421 Baldwin Place Rd.)

**ESL: All the Basics** (levels 0-1): 24 T/Th, Sept. 21-Dec. 13 (skip 9/26 & 11/23), 6:30-9:30 pm, \$76. Register, pay and take test on 9/21 or 9/28 at Mahopac High School. #PE-S010

## **MOUNT KISCO** (Lutheran Church of the Resurrection, 15 S. Bedford Rd)

**ESL: All the Basics** (levels 0-1): 24 M/W, Sept. 13-Dec. 13 (skip 9/18, 20 & 25), 6:30-9:30 pm, \$76. Register, pay and take test on 9/13 or 9/20 at Lutheran Church of the Resurrection. #MK-D006

## **MOUNT VERNON** (175 Gramatan Ave.)

**Evening ESL** (levels 4-7): 24 T/Th, Sept. 7-Dec. 5 (skip 9/12 & 11/23), 6:30-9:30 pm, \$236. #MV-V002  
**Saturday ESL** (levels 0-3): 12 Sat., Aug. 26-Dec. 9 (skip 9/2, 9; 11/25), 9:00 am-3:30 pm, \$236. #MV-V001  
**Morning ESL** (levels 0-3): 24 T/Th, Sept. 7-Dec. 5 (skip 9/12; 11/23), 9:00 am-12:00 noon, \$236. #MV-V003  
**Computer Skills: Basics for ESL Learners:** 8 Thurs., Oct. 5-Nov. 30 (skip 11/23), 6:30-9:30 pm, \$150. #MV-PC1  
**TOEFL Preparation Workshop/ESL:** 22 M/W, Sept. 25-Dec. 5, 9:15-11:45 am, \$210. #MV-V014

## **NEW ROCHELLE** (Blessed Sacrament High School, 15 Shea Place)

**Evening ESL** (Levels 2-5): 24 M/W, Sept. 7-Dec. 5 (skip 9/12 & 11/23), 6:30-9:30 pm, \$236. #NR-D002

## **OSSINING** (Rockledge Ave., behind Arcadian Shopping Center)

**Evening ESL** (levels 0-4): 24 M/W, Sept. 13-Dec. 11 (skip 9/18 & 11/20), 6:30-9:30 pm, \$236. #OS-D002  
**Saturday ESL** (levels 0-4): 12 Sat., Aug. 26-Dec. 9 (skip 9/2, 9; 11/25), 9:00 am-3:30 pm, \$236. #OS-D001  
**Morning ESL** (levels 0-3): 24 T/Th, Sept. 14-Dec. 12 (skip 9/19 & 11/23), 9:00 am-12:00 noon, \$236. #OS-D001

## **PEEKSKILL** (27 N. Division St.)

**Morning ESL** (levels 0-3): 24 T/Th, Sept. 19-Dec. 14 (skip 9/21), 9:00 am-12:00 noon, \$236. #PE-003  
**Evening ESL** (levels 0-6): 24 M/W, Sept. 20-Dec. 13 (skip 9/25), 6:30-9:30 pm, \$236. #PE-002  
**Saturday ESL** (levels 0-6): 12 Sat., Aug. 26-Dec. 2 (skip 9/2 & 11/25), 9:00 am-3:30 pm, \$236. #PE-001  
**Computer Skills: Basics for ESL Learners:** 8 Tues., Sept. 12-Oct. 30, 6:30-9:30 pm, \$150. #PE-PC1  
**Computer Skills: More Basics for ESL Learners:** 6 Tues., Nov. 7-Dec. 12, 6:30-9:30 pm, \$113. #PE-PC2

## **PORT CHESTER** (Port Chester Middle School, across street from Rye Ridge Shopping Center cinema)

**Evening ESL** (levels 0-5): 24 M/W, Sept. 18-Dec. 13 (skip 9/20 & 25), 6:30-9:30 pm, \$236. #PC-P002  
**English for Daily Communication/ESL** (levels 0-5): 24 M/W, Sept. 21-Dec. 14 (skip 11/23), 6:30-9:30 pm, \$131. #PC-P010 (Must be concurrently enrolled in Intensive or semi-intensive ESL)

## **SOMERS** (Somers High School, 120 Primrose St., Lincolndale)

**ESL: All the Basics** (levels 0-1): 20 T/Th, Sept. 28-Dec. 7 (skip 11/23), 6:30-9:30 pm, \$63. Register, pay and take test on 9/23 or 10/3 at Somers High School. #SE-S010.

## **YONKERS/CROSS COUNTY** (6 Xavier Dr., 5th Fl., blue office building)

**M/W Evening ESL** (levels 0-3): 24 M/W, Sept. 6-Dec. 4 (skip 9/11 & 13), 6:30-9:30 pm, \$236. #YK-K002  
**T/Th Evening ESL** (levels 0-3): 24 T/Th, Sept. 12-Dec. 12 (skip 9/14, 19; 11/23), 6:30-9:30 pm, \$236. #YK-K005  
**Sat. ESL** (levels 4-7): 12 Sat., Sept. 9-Dec. 16 (skip 9/12 & 11/23), 9:00 am-3:30 pm, \$236. #YK-K001  
**Morning ESL** (levels 0-3): 24 T/Th, Sept. 12-Dec. 12 (skip 9/14, 19; 11/23), 9:00 am-3:30 pm, \$236. #YK-K004  
**Computer Skills: Basics for ESL Learners:** 8 Thurs., Oct. 5-Nov. 30 (skip 11/23), 6:30-9:30 pm, \$150. #YK-PC1  
**Test Taking Skills/ESL: Citizenship Prep for English Learners:** 6 Thurs., Oct. 5-Nov. 9, 7:00-9:30 pm, \$30. #YK-K057

# EXTENSION CENTER REGISTRATION

You may register at any time at one of our Extension Service Centers (Mt. Vernon, Ossining, Peekskill, Yonkers/Cross County) or on the main campus in Valhalla during regular business hours. You may also register at any of the following Extension Center Open Houses. All Open Houses are from 5:30-7:30 pm.

## Southern Centers:

Mt. Vernon	175 Gramatan Ave.	Monday, August 21 Tuesday, August 29
New Rochelle	Blessed Sacrament HS	Tuesday, August 22
Port Chester	Port Chester MS	Wednesday, August 23
Yonkers	Roosevelt HS	Monday, August 28
Yonkers	Cross County Center 6 Xavier Dr., 5th Floor	Thursday, August 17 Tuesday, August 22

## Northern Centers:

Mahopac	Mahopac HS	Tuesday, August 29
Ossining	Arcadian Center, Route 9	Thursday, July 27 Thursday, August 10 Tuesday, August 15 Monday, August 28
Peekskill	27 North Division St.	Thursday, August 10 Thursday, August 24
Shrub Oak	Lakeland HS	Wednesday, August 30

Students who wish to register for our Tuckahoe or EOC classes are welcome to register at any Open House or the main campus.

# ASSOCIATE DEGREE PROGRAMS & CERTIFICATES

*Westchester Community College offers programs leading to more than 50 different associate degrees and certificates in a variety of career fields. Call us at 914-606-6735 for more information about earning college credits.*

The College Offers Associate Degrees and/or Certificates in:

### ASSOCIATE IN ARTS DEGREE PROGRAMS

Communications and Media Arts  
Liberal Arts/Humanities  
Liberal Arts/Social Science

### ASSOCIATE IN SCIENCE DEGREE PROGRAMS

Accounting  
Business Administration  
Computer Science  
Engineering Science  
Food Service Administration/  
Foods and Nutrition  
International Business  
Liberal Arts/Mathematics and  
Science

### ASSOCIATE IN APPLIED SCIENCE

DEGREE PROGRAMS  
Business Administration  
Chemical Dependency  
Counseling  
Computer Information Systems  
Criminal Justice: Corrections  
Criminal Justice: Police  
Early Childhood  
EMT-Paramedic

### Engineering Technologies:

Apprentice Training-  
Automotive\*  
Civil Technology  
Electrical Technology  
Mechanical Technology  
Telecommunications  
Technology  
Food Service Administration/  
Dietetic Technician  
Food Service Administration/  
Restaurant Management

Human Services  
Marketing  
Networking  
Nursing (RN)  
Office Technologies  
Paralegal  
Performing Arts  
Radiologic Technology  
Respiratory Care  
Retail Mgt/Fashion  
Merchandising  
Visual Arts

### CERTIFICATE PROGRAMS

Applied Art  
Chemical Dependency  
Counseling  
Computer Aided Drafting (CAD)  
Computer Applications Specialist  
Computer Art  
Computer Programming  
(online option  
now available)  
Direct Care Practice  
Early Childhood  
EMT-Paramedic  
Financial Office Specialist  
Help Desk Support  
Medical Billing and Coding  
Networking  
Office Technologies  
Paralegal  
Practical Nursing-Adult  
Small Business Entrepreneurship  
Teaching Assistant  
Telecommunications  
Web Development  
for E-Commerce

\* not enrolling new students

FALL 2006 Continuing Education Schedule was prepared by the Publications Office and the Continuing Education Department of Westchester Community College and Type, etc.

Information contained within this schedule is subject to change. Visit [www.sunywcc.edu](http://www.sunywcc.edu) for updated information.

Andrew J. Spano  
*Westchester County Executive*

Joseph N. Hankin  
*President*  
*Westchester Community College*

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## Class Locations:

Most classes (codes VA, WA, WJ, WK, XA, YA) meet on the Valhalla Campus; see below for campus map and building locations.

## Other Locations:

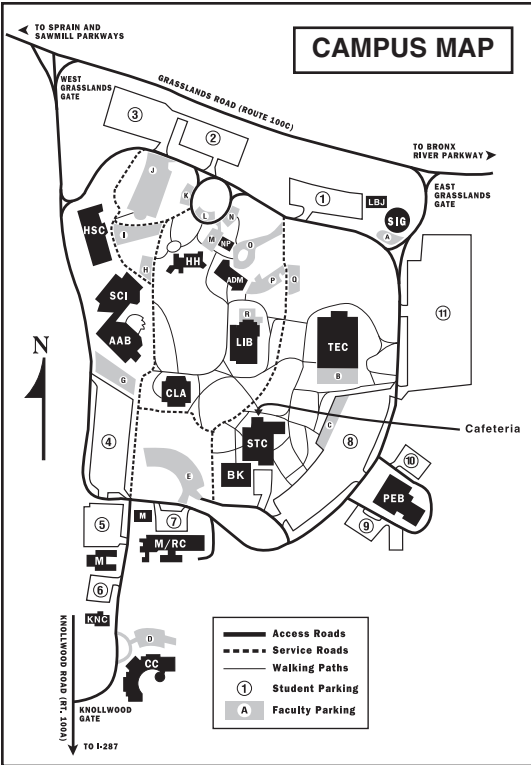
**Ossining (code OS):** 22 Rockledge Ave.  
(Arcadian Shopping Center), 914-606-7400

**Yonkers/Cross County Shopping Center**  
(codes YR & YK): 6 Xavier Dr. 5th floor,  
across from Sears, 914-606-7100

**Mt. Vernon (code MV):** 175 Gramatan Ave.  
914-606-7200

**Peekskill (code PE):** 27 N. Division St.  
914-606-7300

For directions to these locations, visit our web site at [www.sunywcc.edu](http://www.sunywcc.edu)



## VALHALLA CAMPUS BUILDING CODES

<b>AAB</b>	Academic Arts Bldg.
<b>ADM</b>	Administration Bldg.
<b>BK</b>	Bookstore
<b>CLA</b>	Classroom Bldg.
<b>HSC</b>	Health Science Bldg.
<b>KNC</b>	Knollwood Center
<b>LIB</b>	Library
<b>PEB</b>	Physical Ed. Bldg.
<b>SCI</b>	Science Bldg.
<b>STC</b>	Student Center
<b>TEC</b>	Technology Bldg.

## OFF-CAMPUS CLASSES

If your course number contains an OS, MV, PE, YK or YR, your class is located off-campus. See above for locations; visit our web site at [www.sunywcc.edu](http://www.sunywcc.edu) for directions to these sites.

## DIRECTIONS TO MAIN VALHALLA CAMPUS

### FROM THE BRONX RIVER PARKWAY

Take Virginia Road, Exit 26. SOUTHBOUND: turn right; NORTHBOUND: turn left. At end of Virginia Road, turn right onto Route 100. Campus entrance is approx. 1/4 mile on left.

### FROM CROSS-WESTCHESTER PARKWAY (Route 287)

Take Hartsdale Exit 4. EASTBOUND: turn left; WESTBOUND: turn right. North on Knollwood Road (Route 100A) approx. 1/2 mile to campus entrance on right.

### FROM THE SPRAIN PARKWAY

Take Eastview Exit. NORTHBOUND: turn right; SOUTHBOUND: turn left onto Route 100. Campus entrance is approx. 1/4 mile on right.

### FROM THE SAW MILL RIVER PARKWAY

Take Eastview Exit. NORTHBOUND: turn right; SOUTHBOUND: turn left onto Route 100C. Campus entrance is approx. 2-1/2 miles on right.

### BY BUS OR TRAIN

Bee-Line buses No. 1-C, 15, 40 & 41 come onto the campus. For a schedule, call - 914-813-7777. Metro North Harlem Line train should be taken to White Plains, where you can take the #40 bus or a taxi. For a train schedule, call 1-800-638-7646.

Parking for handicapped persons is available. For information, call Student Health Office at 914-606-6610.

# REGISTRATION INFORMATION

The following information and the registration form on p. 59 apply to all non-credit courses in this catalog, except ESL. For information about credit course registration, see p. 54. Classes fill quickly; register early to avoid disappointment.



## By Phone

**Call: 914-606-6830 and choose option 1.**  
Monday-Thursday 8:00 am-7:45 pm  
Friday 8:00 am-4:30 pm, Saturday 9:00 am-3:30 pm  
(Payment by MasterCard or VISA)



## By Mail

Complete the form on the inside back cover and mail with your MasterCard/Visa information or your check payable to:  
**Westchester Community College**  
**Div. of Continuing Education, Admin 207**  
**75 Grasslands Rd., Valhalla, NY 10595**



## By Fax

Complete the form on the inside back cover.  
Fax it to: **914-606-6129**  
(Payment by MasterCard or VISA)



## In Person

Visit our offices:  
**Administration Building, Rm. 207, 2nd Floor**  
Monday-Thursday 8:00 am-7:30 pm  
Friday 8:00 am-4:30 pm, Saturday 9:00-11:45 am  
(Payment by VISA, MasterCard, check or money order)

# CUSTOMER INFORMATION

## REFUND POLICY - non-credit classes

All refund requests must be made in writing. If you pay by check or cash and request a refund, allow six to eight weeks. Credit card refunds are processed immediately.

- **Absolutely** no refunds on classes which meet for one session or one day only.
- **Before first class:** 100% refund of tuition/fees.
- **Before second class:** 50% refund of tuition only.
- **After second class:** no refund.

## RETURNED CHECK FEE - \$25

## CANCELLATIONS

In the event of severe weather or other emergencies, classes may be canceled. The college reserves the right to cancel any under-enrolled class and return all fees. Faculty substitutions and other rescheduling may be made if necessary.

## PARKING

A parking permit is required for all day classes. Park in Lot 1 for classes which meet for one session only. If your class has multiple sessions, use Lot 1 for the first class and your instructor will give you a permit for other lots. Otherwise, go to the guardhouse at the East Grasslands Gate to obtain a pass. Cars parked in other lots during the day without a permit are subject to ticketing by campus or County police. A parking permit is not required for evening or weekend classes.

## CONFIRMATIONS

You are officially enrolled, and your name is placed on the class roster, when we receive and process your registration form and payment. We do not send confirmations; we will contact you *only* if there is a change in your class. If you are not contacted, your class will meet as scheduled.

## CONTINUING EDUCATION UNITS

Most of the courses in this brochure are non-credit—courses not intended to be part of a degree program, but applicable for professional or personal development. Some, but not all, courses carry Westchester Community College Continuing Education Units, or CEUs. The Continuing Education Unit is recognized nationally to document the type, quality and duration of non-credit work. A CEU is defined as being equal to ten class-hours (50 minute hours) in a non-credit course where the stated criteria are achieved. **Note:** Other CEUs are awarded through a sponsoring agency as noted.

## BOOKSTORE INFORMATION

The bookstore, located next to the Student Center, is open throughout the semester. Contact them at 914-606-6475 regarding hours. Textbooks may also be ordered online by visiting our web site **www.sunywcc.edu** and look for the bookstore link under Student Services.

*For information on emergency closings,  
call 914-606-6900 or your local radio station (WFAS 103.9, WLNA 1420 AM, etc.)*

## CAMPUS SECURITY INFORMATION

The federal gov't. requires institutions of higher ed. to disclose certain information to all students. This is to inform you of the availability of the information, briefly describe the information in the report, and advise you how to obtain a copy of our annual security report, which includes statistics for the previous 3 yrs. concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain a copy of this report by visiting us at **www.sunywcc.edu/security** or the Campus Security Office, Student Center Bldg, Rm. 113.

