

OPEN HOUSE

Thursday, January 10, 2013

5:00 - 7:00 PM

Sullivan County BOCES

St. John Street Education Center, 22 St. John Street, Monticello

Adult & Continuing Education & Career & Technical Education

Adult & Continuing Education

- Meet the Adult Education Staff who can help you decide on a career path.
- Meet our teachers and visit the classrooms.
- Meet a number of our partners and learn what free services you may qualify for.
- Meet representatives from Center for Workforce Development (CWD).
- Meet representatives from Vocational Rehabilitation (ACCES-VR), formerly known as VESID.
- Meet a host of educational, health and financial service providers in the County.
- Partake in a sample fitness or dance class in our gym.

Career & Technical Education/ Health Occupation Classes

- Parents of high school students will meet program administrators and teachers at Saint John Street auditorium.
- Visit our classrooms.
- Learn more about BOCES Career and Tech educational services.
- Get your blood pressure taken by our Health Occupations students.

MISSED THE OPEN HOUSE?

Call (845) 295-4900 Ext. 1

To schedule an orientation or tour.

BECOME AN ADULT VOCATIONAL PROGRAM INSTRUCTOR

If you have an interest or hobby that you would like to share with others (writing, drawing, painting, cooking, sign language, flower arrangements, or others), please call (845) 295-4900 Ext. 1

or email: adulthoodeducation@scbooces.org

Bring your resume and speak with our program Director.

Solicitation, promotion, or endorsement of a company, commercial venture, or products by instructors is prohibited.

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Course Locations continues

Liberty-RPEC

Rubin Pollack Education Center
52 Ferndale - Loomis Road, Liberty
Construction Technologies
Career & Tech Dining Room
Natural Resources Lab



Liberty High School - Liberty

125 Buckley Street, Liberty

CACHE - Liberty

63 South Main Street, Liberty

SUNY Sullivan

112 College Road, Loch Sheldrake

Kauneonga Lake Fire Hall

Route 55, Kauneonga Lake

Sullivan West Public Library

Center Street, Jeffersonville

Sullivan West Elementary School

33 Schoolhouse Road, Jeffersonville

Livingston Manor Public Library

92 Main Street, Livingston Manor

Sullivan County Federation For The Homeless Inc

9 Monticello Street, Monticello

Course Locations

All Classes are held at SJSEC *unless* indicated otherwise.

Monticello-SJSEC

St. John Street Education Center
22 St. John Street, Monticello

Monticello- LVSC

Literacy Volunteers of Sullivan County
63 North Street, Monticello

For information call: (845) 295-4900 Ext. 1

January 2013						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
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24	25	26	27	28		

March 2013						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
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28	29	30				

May 2013						
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26	27	28	29	30	31	

June 2013						
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23	24	25	26	27	28	29
30						

 School is closed - No classes

Greetings from the Director

“Winter is on my head, but eternal spring is in my heart.”

Victor Hugo



To all our Sullivan County neighbors welcome to our latest offerings of classes designed to firmly put you on a career path, give you a second chance at the education you need, or just to learn something new.

I am new to Sullivan County and Sullivan County BOCES, but not to Adult Education. Over the past fifteen years I both taught and administered various programs for adult learners in Dutchess and Ulster counties. I am looking forward to getting to know what you would like to learn, or maybe what you would like to teach? Please feel free to call or email me with your thoughts.

Spring will come in a few months and in this Course Catalog we have included dates through May. Please keep this catalog for reference in case you are better able to attend when the weather is a bit warmer. In the month of May we will publish a smaller brochure with shorter classes for summer. Until then, enjoy the crisp air, the music of birds who did not leave, the vivid sunsets, and the opportunity to start anew.

See you at school!

Liz

845-295-4900 Ext. 1

elizabeth.hayter@scboces.org

Mission Statement

Sullivan County BOCES Adult and Continuing Education Program provides high quality educational, technical and vocational services to returning adults, out-of-school youth, and those whose primary language is other than English. Our support services empower families with life skills and citizenship training to forge life-long home, school and community involvement. Commitment to our mission enables our clients to keep pace in a fast-changing, competitive world.

District Superintendent

Lawrence Thomas

Board Members

Linda Berkowicz - President
Fallsburg Central School

Paul J. Burckard - Vice President
Eldred Central School

Donna Bright - Clerk
Sullivan County BOCES

Herbert Bauernfeind
Sullivan West Central School

Frank Conklin
Liberty Central School

Linda Fisk
Livingston Manor Central School

Scott Mickelson
Tri-Valley Central School

Bernard Olf
Roscoe Central School

Steven Sharoff
Monticello Central School

Simmie Williams III
Fallsburg Central School

Anti-discrimination / Anti-harassment Policy

The SC BOCES Adult & Continuing Education Program is committed to providing and sustaining a learning and work community that is free from prohibited discrimination and harassment in all of its programs, services, activities, and employment practices. The SC BOCES Adult & Continuing Education Program prohibits discrimination on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, gender identity, socioeconomic status, or immigration status. Further, the SC BOCES Adult & Continuing Education Program does not tolerate harassment of any type, shape, or form, including, but not limited to, sexual harassment.

Health Occupations



Pharmacy Technician

A 120-hour course designed to prepare you for the Pharmacy Technician Certification exam, and help you develop the essential skills sought by employers. Your successful completion of this course will increase your employment opportunities in hospitals, home infusion pharmacies, and retail establishments. Includes 40 hours clinical.

Tue./Thu. 6:00 - 9:30 PM
Mar. 12 - May 30 120 hrs.
Tuition: \$1,899

Phlebotomy Technician

This course prepares students to collect blood specimens from patients for the purpose of laboratory analysis. Students will become familiar with all aspects of blood collection, and will learn the skills and procedures to perform safe venipuncture techniques. Training includes terminology, blood collection procedures, order of draw and other related topics. Students who successfully complete this course will have the opportunity to pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam. The course consists of 90 hours lecture and 40 hours clinical.

Tue./Thu. 5:00 - 8:30 PM
Mar. 5 - Jun. 6 130 hrs.
Tuition: \$1,599



Tuitions for health occupation courses DO NOT include state test or certification fees.



Certified Nurse's Aide (CNA)

This program provides students with the necessary training to meet the requirements for the New York State Nurse's Assistant Certification. Upon successful completion of the required 130 hours for this course (including 30 hours hands-on clinical experience) and the passing of NYS Department of Health Certification Exam, students will be qualified to work in hospitals, nursing homes, and residential health care facilities.

Prerequisites:

1. HS Diploma/GED® or actively working on GED® and have a 7th grade reading level.
2. An interview is required prior to the start of class.
3. A reading-skill assessment is required prior to enrollment. The reading assessment is free and performed at SJSEC.

Instructor: M. Patti

CNA 32 Feb. 20 – May 3
M/W/F 1:00 – 5:00 PM
CNA 33 Mar. 7 – Jun. 21
T/Th 5:30 – 9:30 PM
CNA 34 July 5 – Sep. 13
M/W/F 8:30 AM -12:30PM
Tuition: \$1,680

EKG Technician Certification

This 50-hour comprehensive training program prepares you for the ASPT Electrocardiograph (EKG) Technician Certification exam. The course includes the study of medical terminology, anatomy and physiology of the heart, disease processes, medical ethics, legal aspects of patient contact, and electrocardiograph and stress tests. Additionally, you will practice using EKG equipment and perform hands-on.

Mon./Wed. 6:00 - 9:30 PM
Mar. 18 - May 6 50 hrs.
Tuition: \$999

Medical Administrative Assistant

This course covers the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, scheduling appointments, telephone techniques, and medical records management. Successful completion of the program qualifies you to take the National Healthcareer Association Certified Medical Administrative Assistant (CMAA), and other exams.

Tue./Thu. 6:00 - 9:30 PM
Mar. 19 - May 9 50 hrs.
Tuition: \$999

Dialysis Technician

The Dialysis Technician program provides you with the knowledge and skills needed to perform the duties of Dialysis Technicians working under the supervision of physicians and registered nurses. Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems, as well as maintain and repair equipment.

Mon./Wed. 6:00 - 9:30 PM
Mar. 18 - May 6 50 hrs.
Tuition: \$999

Health Occupations



Medical Assistant Career Track

Today's dynamic medical practice needs health care professionals who possess both administrative and clinical skills. In response to the growing need for health care professionals with multiple skills, this 260-hour course is designed to give students a full and comprehensive suite of administrative and clinical skills. The program includes the following:

Medical Terminology	20 hrs.
Medical Assistant/ Administrative Assistant	50 hrs.
Medical Billing & Coding	50 hrs.
EKG Technician	50 hrs.
Phlebotomy Technician	90 hrs.

After successful completion of the program, you will possess the skills required to perform multiple tasks in a complex and dynamic health care environment. The combined course provides the foundation for a highly marketable health care professional, and qualifies students to take multiple national certification exams including the National Healthcareer Association (NHA) Exam, and specific national certification exams related to the fields covered in this course, such as AAPC, CPC/CPC-H Apprentice, AHIMA, CCA, CMAA, and more.

Tue./Thu. 6:00 - 9:30 PM
Apr. 9 - Oct. 29 260 hrs.

Including some Saturdays
9:00 AM - 3:30 PM

Tuition: \$5,299

(textbook included)



Clinical Medical Assistant

This program is intended for students who want to prepare for an exciting and rewarding career in healthcare. This 300-hour course consists of 140 hours of class study and 160 hours of clinical externship. Students are expected to develop the necessary skills needed to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes, among others, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands-on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements. Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Tue./Thu. 6:00 - 9:30 PM
Mar. 5 - Jun. 11 300 hrs.

Including some Saturdays
9:00 AM - 4:30 PM

Tuition: \$2,399

(textbook included)

Medical Billing and Coding

This combined 80 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

Mon./Thu. 6:00 - 9:30 PM
Mar. 7 - Jun. 3 80 hrs.

Tuition: \$1,799

(textbook included)

**Start your career
in the fastest growing,
in-demand, and most
rewarding occupations in
today's industry!**

Healthcare

**Tuitions for health occupation courses
DO NOT include state test or certification fees.**

Health Occupations

AHA HeartSaver AED (Adult/Child/Infant)

This 3 hour course (add \$15 and one hour for optional Infant CPR) is designed to provide the average person the ability to recognize several life-threatening emergencies, provide rescue breathing and CPR, use an Automated External Defibrillator (AED), and relieve choking in adults and children, in an effective manner. This course is designed for all individuals who are not healthcare professionals. Healthcare professionals should take the AHA BLS for Healthcare Provider class.

Fee: \$30 or \$45 with optional Infant CPR.

Registration

(845) 295-4028 or (845) 295-4037



AHA HeartSaver AED (Adult/Child/Infant)

American Heart Association (AHA) BLS for Healthcare Providers

This 3 ½ hour course is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide rescue breathing and CPR, the use of an Automated External Defibrillator (AED), and relieve choking in adults, children, and infants in a safe, timely and effective manner. This course also covers two-person CPR, use of a bag-mask device, CPR with an advanced airway, and providing care in a hospital or healthcare setting. The course is intended for certified or non-certified, licensed or non-licensed, healthcare professionals.

3.5 Hour Initial	Fee: \$55
Skills test only	Fee: \$25

Registration

(845) 295-4028 or (845) 295-4037



Licensed Practical Nurse (LPN)

The Licensed Practical Nurse (LPN) Program provides students with both the theory and the clinical experience needed to pass the National Council Licensing Exam for Practical Nurses (NCLEX-PN). Students must pass each content area of the program and all practical clinical requirements. In addition, students must complete a minimum of 1,188 hours of instruction and be recommended by the LPN faculty for entrance to the licensing examination. This course prepares students for career opportunities in a variety of settings including: home health care agencies, hospitals, rehab centers, outpatient clinics, dialysis centers and doctor's offices.

Call for more information
(845) 295-4941

See page 5 for details

Bridge to Health Occupations

This course is for students who are pursuing a career in health occupations while preparing for the GED® exam and post-secondary education. The material in this course covers a variety of topics relevant to the field of health care and the development of students' reading, writing and math skills. The course is designed to meet the academic needs and learning modality of each individual student.

Mon.-Thu. 6:00 - 9:30 PM

Mar. 7 - Jun.3 144 hrs.

Tuition: Free

**Available funding,
No cost for students**

Instructor: P. Helmuth



"Happiness lies in the joy of achievement and the thrill of creative effort"

Franklin D. Roosevelt

Free Information Sessions

Solar Thermal Session

FROM NYSERDA:

“To help New York State increase its use of renewable energy, the New York State Energy Research and Development Authority (NYSERDA) has launched the state’s first incentive program for solar thermal systems, which produces hot water from solar power.

The 5-year, \$25 million program provides incentives of up to \$4,000 per site for eligible single and multi-family residences and up to \$25,000 per site for eligible commercial and nonprofit customers who currently use electricity to produce hot water.

In addition to the NYSEDA incentives, homeowners, commercial entities and nonprofit organizations can apply for federal tax incentives, which cover 30 percent of the cost of an installed solar thermal system, and New York State tax incentives, which cover 25 percent of the installed system up to \$5,000.

Electric hot water generally makes up 17 to 20 percent of a homeowner’s monthly electric bill and less than 10 percent of the monthly bill for the average commercial building. Solar thermal systems can provide approximately 50 to 80 percent of a homeowner’s hot water needs and generally have a very attractive payback period.

‘New York’s first solar thermal incentive program will help homeowners and businesses reduce the use of electricity and cut energy costs,’ said Francis J. Murray, Jr., President and CEO of NYSEDA. ‘Through this program, NYSEDA is working to develop our clean energy economy, reduce our greenhouse gas emissions and increase our energy security.’”

Join our local expert in the field, EnergyStar Dave to learn how you can save money and keep most of your existing heating equipment.

**Free information session:
Saturday, February 16, 2013
1:00 -3:00 PM
22 St. John Street, Monticello**

Photovoltaic Session

FROM NYSEDA:

Solar-generated electricity, first used for satellites in space, now makes economic sense on farms and for many other businesses. In the case studies presented here and in many more like them across the country, photovoltaics (PV) is the cheapest and most reliable way to get the job done. When sunlight strikes the surface of solar cells, a flow of direct-current (dc) electricity is generated that can perform many important jobs. Wires transmit this electricity directly to power equipment or to storage in batteries.

Are you wondering about solar for your home or your business? What is the cost, how will you hire a contractor and will you get a rebate? These are all great questions and we have the answers! Our NABCEP Certified, NYSEDA approved, Photovoltaic Instructor will answer your questions.

Take advantage of this opportunity to begin your journey into self-sufficiency and budget savings.

Also, if you are interested in learning about one of our classes – the language of PV, or what it takes to install a system, then come and meet Evan to hear about what you will be taught in our classes.

**Saturday, February 9, 2013
10:00 AM - 12:00 PM
22 St. John Street, Monticello**



Licensed Practical Nursing – LPN

ARE YOU CONSIDERING APPLYING TO THE Sullivan County BOCES LICENSED PRACTICAL NURSING PROGRAM? THEN...GET THE INFORMATION YOU NEED TO APPLY, GET THE ANSWERS TO YOUR QUESTIONS, GET TIPS ON BEING A SUCCESSFUL APPLICANT AT THE LPN PROGRAM INFORMATION SESSIONS

**Thursday, February 7, 2013
1:00 PM and 6:00 PM (*snow date 2/14/13)
Thursday March 7, 2013
1:00 PM and 6:00 PM (*snow date 3/14/13)
ENROLLING in February for the Fall 2013 class!**

The Sullivan County Board of Cooperative Educational Services Adult & Continuing Education Program offers academic, technical, and vocational courses. Classes are designed for those who seek to establish themselves in an occupation or desire to upgrade their skills in a present vocation. Our program accepts adults, recent high school graduates, and non-graduates. For more information call the St. John Street Education Center, (845) 295-4900 from 8:00 AM to 7:00 PM, Monday through Friday.

Photovoltaic

Basic Electrical Theory for Renewable Energy Practitioners

This course will provide the student with an understanding of basic principles of electricity to include alternating and direct current and Ohm's Law, with an emphasis on DC theory. This course is required for anyone who plans to take Introduction to PV Technology and needs to have the prerequisite knowledge of electrical theory.

Tue./Thu. 5:30 - 9:30 PM
Jan. 29 - Feb. 12 20 hrs.
Tuition: \$299

Instructor: E. Yavne

Training Location:

RPEC Construction Technologies

Introduction to Photovoltaic Technology

Designed for a person with a strong personal interest in PV technology, as well as those considering a career in solar electric technology, this course will give you the theoretical basis for understanding the various types of solar electric systems. It will cover the history of solar electricity, current markets and industry status, basic electrical theory, and other aspects necessary for solar electric systems. Detailed study of system components including the proper electrical interconnection of these components will include hands-on training exercises and experiments. Local visits to PV-related facilities and assembly of real world system examples will reinforce classroom learning.

Prerequisite:

Basic Electrical Theory or equivalent knowledge with instructor's approval.

Tue./Thu. 5:30 - 9:30 PM
Feb. 19 - Mar. 14 40 hrs.
Tuition: \$729

Instructor: E. Yavne

Training Location:

RPEC Construction Technologies

PV Installer's Course

In this course, students will develop the knowledge and practical skills needed to install utility-connected and off-grid PV systems. Successful completion of this course will enable the student to sit for the NABCEP PV Entry Level Certificate of Knowledge exam. With additional education, training, and installation experience, this certificate can lead to becoming a NABCEP Certified PV Solar Installer.

Prerequisite:

Introduction to PV Technology or equivalent knowledge with instructor's approval.

Mon.- Fri. 8:00 AM - 4:30 PM
Mar. 25 - 29 40 hrs.
Tuition: \$729

Instructor: E. Yavne

Training locations:

RPEC Construction Technologies

Solar Thermal

Solar Thermal Basics

This course is for students who want to better understand the Solar Thermal systems and how they can help save fuel costs.

Fridays 10:00 AM - 4:30 PM
Feb. 1 - Mar. 1 30 hrs.
Tuition: \$519

Solar Thermal Heating

Use your expertise in physical building construction and HVAC controls to become a HVAC site analyzer, HVAC system planner and installer. This course is designed for HVAC business owners and workers alike.

Mon./Wed./Fri. 10:00 AM - 4:30 PM
Mar. 4 - Jun. 21 160 hrs.
Tuition: \$1,899

Instructor: D. Lounsbury

Meet the Instructors

Evan Yavne

Evan Yavne is the co-owner of Solar Alchemy, Inc., a Photovoltaic and Solar Thermal design and installation company in the Hudson Valley. He is a NYSERDA Certified Installer in Photovoltaic and Solar Thermal and is NABCEP Certified in Photovoltaic. Evan teaches green energy classes in the Sullivan BOCES and Ulster BOCES Adult Education programs, and, for the past three years, has taken Green Energy students to the Hudson River Clearwater Festival to install Photovoltaic systems which provide electricity to festival stages. In addition to over 30 years of experience in the building trades, Evan holds a Master's degree in Education from New York University.

Dave Lounsbury

Dave Lounsbury brings 35 years of experience in the HVAC industry into the classroom. His career was launched when he served in the United States Navy for four years as a Boiler Technician. Subsequently, he went on to work as the Chief Engineer for the Spokane Expo 74 Complex for two years, then as a superintendent at HP Boiler plant operations for NYC Longshoremen. After moving to Narrowsburg, NY, Mr. Lounsbury started his private business, Narrowsburg Mechanical Inc., which he currently owns and operates as an HVAC Designer. He is a member of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. and a NYSERDA Solar Thermal Training Instructor.



HVAC

Introduction to HVAC

This is a beginner's course in heating, ventilation and air conditioning systems. Upon the successful completion of the course, the student should be able to identify the function and components of both heating and air conditioning with the various repair and troubleshooting techniques.

Intermediate HVAC

Upon completion of this course students should be able to identify the techniques used in residential construction industry to determine proper sizing of HVAC equipment and ducts in order to meet the requirements for a high quality, comfortable climate in terms of heating, cooling, humidifying, ventilation and air filtering. Participants will be able to identify all components, and functions of residential and light commercial HVAC systems, including knowledge of energy alternatives, blueprint readings, ladder diagrams, and troubleshooting a variety of heating system issues.

Advanced HVAC

Upon completion of this course the student should be able to identify techniques to install new systems, retrofit and initiate a start-up, check-out furnaces and air conditioners. Students will be able to identify the components and theory of electronic, pneumatic and direct digital control systems in HVAC industry. Individuals working on stationary equipment or use refrigerant designed for such systems can become certified after passing Section 608 EPA examination. Candidates can be certified in any of three equipment categories plus Universal.

Instructor: D. Lounsbury

Ask us about the Summer and Fall 2013 class schedule.

(845) 295-4900 Ext. 1

HVAC Introduction To Sales

A comprehensive sales training which offers specific approaches and sales techniques particular to the HVAC systems and equipment.

Mon. 4:00 - 9:00 PM
Jun. 3- Aug. 26 60 hrs.
Tuition: \$749

Indoor Air Quality (IAQ) & Air Duct Cleaning

Students will acquire advanced knowledge of built up mechanical systems and load analysis to promote Healthy Home, filtration, controls. Course guidelines follow the Honeywell and the American Lung Association standards of measure along with ASHREA.

Mon./Wed./Fri 6:00 - 9:30 PM
Jan. 28 - May 17 160 hrs.
Including some Saturdays
Tuition: \$999

Certification:

Indoor Air Quality Certification

Basic Arc Welding

Coming Soon

Learn how to weld metal using a variety of electrodes. Instruction will include oxyacetylene cutting, gas metal arc welding including an introduction to MIG welding, grinding, and fabricating various types of projects. Tuition includes supplies and material. Bring your own personal protective gear or purchase it from the instructor.

Consult your physician if you have a pacemaker.

Check www.scbores.org for schedule updates.

Trade Math

This course will review basic math skills including number sense, geometry, and algebra. This course is free for eligible students who are attending our vocational classes.

Mon./Wed. 5:30 - 8:30 PM
Tuition: Free for eligible students.
Instructor: D. Master

Commercial License

CDL Commercial Driver Training Permit Preparation

Prepare for Class A & B CDL written test. This training will provide you with all relevant information including the different endorsements. The course provides a review for the permit test.

To obtain a NYS CDL you must meet certain requirements, including passing the USDOT medical exam.

Saturdays 8:30 AM - 4:30 PM
Jan. 26 & Feb. 2 15 hrs.
Apr. 6 & 13 15 hrs.
Jun. 1 & 8 15 hrs.
Tuition: \$191 *each session.*

Test Preparation for CDL HazMat Endorsement

This course is structured for CDL holders who wish to obtain or renew their HazMat endorsement, which is once every 2 years.

Saturdays 8:30 AM - 4:30 PM
Mar. 9 & 16 15 hrs.
May 11 & 18 15 hrs.
Tuition: \$191 *each session.*

CDL Class A and B Air Brakes Systems

Learn the Federal DOT regulations covering commercial truck air brakes systems. The course covers the basics of system parts, function, and detection of problems. This class will prepare you for the Air Brakes portion of the DMV written test for learner's permit.

Saturdays 9:00 AM - 1:00 PM
Feb. 23 & Mar. 2 8 hrs.
Apr. 27 & May 4 8 hrs.
Jun. 22 & 29 8 hrs.
Tuition: \$111 *each session.*

CDL Class A & B Roadside Truck Inspection Program

Learn to apply the Federal DOT regulations covering commercial truck roadside inspections. Be certain your vehicle is in compliance.

Saturdays 8:30 AM-4:30 PM
Mar. 9 & 16 15 hrs.
May 11 & 18 15 hrs.
Tuition: \$191 *each session.*
Instructor: C. Chirco

Trades

Heavy Equipment

Backhoe

Bulldozer

Excavator

Dump Truck

Comprehensive Heavy Equipment

The New York State Bureau of Labor Statistics expects very good job opportunities with high income for Construction Equipment Operators. In this 144-hour course in basic Comprehensive Heavy Equipment Operation, you will learn safe and efficient operation and maintenance of dump trucks, backhoes, excavators, bulldozers, crawler loaders, and grading tractors while digging trenches and building roads in actual working site conditions.

Mon.- Thu. 3:30 - 6:30 PM
 Mar. 4 - Jun. 3 144 hrs.
 Tuition: \$1,368

Overview Heavy Equipment

You're taking some construction experience into your next job, or have limited time to invest in further training. You need an overview in the safe and efficient operation and maintenance of dump trucks, backhoes, excavators, bulldozers, crawler loaders, and grading tractors. Attend a first-day required safety session on March 4, and afterward, attend the sessions of your choice until you have completed the 45 hours of our HEO short program.

Mon. - Thu. 3:30 - 6:30 PM
 Mar. 4 - Jun. 3 45 hrs.
 Tuition: \$452

Instructor: J. Reichle

Must be at least 18 years to enroll

Safety equipment (safety glasses, ear protection, and a hard hat) is included in the tuition.

Appropriate work clothes and boots are required.

Training Location:

RPEC Construction Technologies

Certificate Programs

Office Procedures & Management

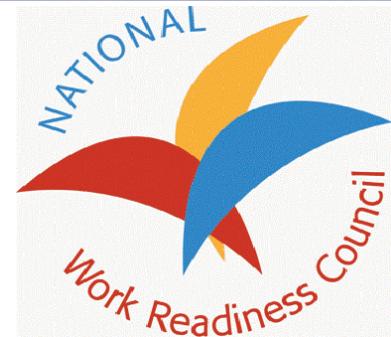
OPM is a unique course that offers a mock office setting where students develop their computer and typing skills while interacting with other students. Each module is self-paced with individualized instruction. The course is designed to allow students the time needed to develop competency and marketable skills for employment. Upon successful completion of the program, students receive a certificate of completion in Microsoft Office Suite. The course also includes Typing, Intro to Computer and Internet, Business Correspondence, Civil Service Preparation, Typing Refresher, Office Management, and QuickBooks. Students may enroll in the full course, any combination of classes, or any individual course.

Intro to OPM	200 hrs.	
Tuition: \$2,635		
Microsoft Office Suite	235 hrs.	
Tuition: \$2,260		
Typing	45 hrs.	\$495
MS Excel	45 hrs.	\$525
MS Publisher	50 hrs.	\$580
MS PowerPoint	45 hrs.	\$525
MS Access	45 hrs.	\$525
MS Outlook	45 hrs.	\$525
MS Word	100 hrs.	\$1,130
Introduction to Computer/ Internet	40 hrs.	\$470
Office Management	20 hrs.	\$220
Typing Refresher	20 hrs.	\$220
Civil Service Prep	40 hrs.	\$440
QuickBooks Part 1	50 hrs.	\$580
QuickBooks Part 2	45 hrs.	\$495
A Skills Assessment & Career Plan interview is available at no cost.		

Mon.- Fri. 8:30 AM - 12:30 PM
 Mon./Tue./Wed. 1:00- 4:30 PM
 Instructor: C. Johnston



Workforce Career Readiness



Get ready for employment

- ◇ Develop the essential-work skills necessary for employment.
- ◇ Enrich your basic reading and math skills which are needed for today's workplace.
- ◇ Learn communication skills needed for the workplace.
- ◇ Earn a certification from the nationally recognized National Work Readiness Credential.

Mon.- Fri. 1:00 - 4:00 PM
 Jan. 7 - Feb. 1 60 hrs.
 Tuition: \$595

Tuition includes \$100 test fee and one test retake.

Instructor: D. Master



Learn basic food safety practices for preparing and serving food and attain full Health Code Compliance in just a few clicks. This online training and testing is beneficial especially for food service professionals and handlers in any establishment including restaurants, cafeterias, delis and concession stands. Earn food safety certification from the National Restaurant Association.

Tuition: \$249 20 hrs.

Coming Soon!

Check www.scboces.org for schedule updates.

We Hear You, Sullivan County

Security Guard Training



8-Hour Pre-Assignment Training for Security Guards

This class satisfies the minimum criteria recommended by the New York State Security Guard Advisory Council and leads to a training certificate required for employment as a security guard.

Mon./Wed.	5:30 - 9:30 PM	
Jan. 28 & 30		
Tuition: \$79		8 hrs.
Saturday	8:30 AM - 5:00 PM	
Mar. 9		8 hrs.
Tuition: \$79		
Mon./Wed.	5:30 - 9:30 PM	
Apr. 15 & 17		
Tuition: \$79		8 hrs.
Saturday	8:30 AM - 5:00 PM	
Jun. 1		8 hrs.
Tuition: \$79		
Instructor: R. Culver		

Motorcycle Maintenance Basics

Your motorcycle is an important investment; you want to acquire techniques for maintaining it in prime condition. Bring your own bike to this class, along with your own products and tools. (Supply list provided upon your preregistration.) Learn to change oil, maintain battery, fix a flat, monitor tire pressure and wear, adjust throttle cable and carburetor, and more. If you are a novice to motorcycle maintenance, you will expand your knowledge and practice.

Saturdays	8:30 AM - 4:30 PM	
Apr. 27 & May 4		15 hrs.
Jun. 22 & 29		15 hrs.
Tuition: \$147		<i>each session.</i>
Instructor: C. Chirco		
Training Location:		
RPEC Auto Mechanics Shop		

Broadband Technology

Coming in the Summer & Fall 2013 

Introduction to Network Cabling: Copper-Based Systems

This course is designed to provide the skills and knowledge desired universally by industry professionals for entry-level employment in the telecommunications connectivity field. Graduates will become versed in all phases of installation and maintenance of copper networking systems to include data, voice and video for both commercial and residential applications.

Introduction to Network Cabling: Fiber Optic-Based Systems

In this course you will learn the theory and applications of fiber optic transmission systems, and fiber cable termination and splicing. You will learn cabling standards, cable routing and placement, as well as troubleshooting of fiber optic cabling systems.

Introduction to Home Entertainment: Residential Audio/Video Systems

Whether you want to start a career as a Smart Home Professional or learn how to best utilize your own electronics at home, this course is for you. Learn how to install whole-house audio and home theater systems.



Check www.scboces.org for schedule updates.

Dog Obedience

Participants will work with their dogs in class and at home. Dogs must be over 4 months and have proof of rabies and canine distemper. The first session (6:00-8:00 PM) of class will include a demonstration (please do not bring your dog). After the first session, participants will be required to purchase a suitable collar and leash appropriate for their individual dogs. Please list dog's name, breed and age.



First class is 2 hrs.

Tuesdays	6:00-7:00 PM
Apr. 9 - Jun. 4	10 hrs.

offered again on

Tuesdays	6:00-7:00 PM
Jun. 18 - Aug. 13	10 hrs.

Tuition: \$133 *each session*

Instructor: G. Lake

Training Location:
RPEC Parking Lot

Home Firearm Safety Course



A hands-on pistol permit safety course from the National Rifle Association. You will learn basic firearms safety and will handle a variety of real handguns. An NRA instructor and firearms dealer with over 35 years of handgun experience will familiarize you with handguns, their working parts, and their safe handling and storage.

Choose any Saturday
9:30 AM - 3:00 PM

Jan. 26, Feb. 23, Mar. 23, Apr. 20,
May 18, or Jun. 15

Tuition: \$62 5.5 hrs. each session
Instructor: W. Meyer

Training Location:
Kauneonga Lake Fire Hall

Monticello Literacy Zone

The Monticello Literacy Zone/Family Welcome Center

The mission of Monticello Literacy Zone is to provide the community with a comprehensive and systemic approach to meet the literacy needs of the whole family from birth to adult; and to provide pathways out of poverty through educational programs that lead to job readiness and employability. Our services include:

Case Management Services

The intake and assessment process identifies the educational needs of students, and helps provide pathways to meet these needs. Students, as well as their families, are assisted in every aspect of their related needs.



Workforce Preparation

Students are assisted with their employment quest: job searches, effective resume preparation, letter of interest, online applications, interview coaching, and thank you letters.

GED®

Classes are offered at several locations and at various times to help students prepare for their GED® exam, and move onto college and career path.

ESOL and Civics Literacy

Classes are offered to help students become proficient in English and prepare them for U.S. Citizenship; obtain/maintain employment; obtain driver's license; and become involved in community activities.

Financial Literacy

Classes and workshops provide information on how to open a bank account; establish a family budget; credit/debt management; energy savings; and more.

Health Literacy

Classes and workshops provide information on how to complete an application to Child Health Plus (CHP), WIC; Healthy New York; making/changing/keeping medical appointments; and proper handling of medications.

Digital Literacy

Students are trained on the use of computers and Internet; creating and managing email; posting online resumes and job applications; and the use of the SMART board. The Literacy Zone offers a special computer class for seniors.

Community Collaboration

To ensure successful outcomes in meeting the educational needs of our students, the Family Welcome Center partners and works closely with government and community agencies, namely:

- 1st Way Life Center ~ Action Toward Independence ~
- Boys and Girls Club ~ CareGivers of Sullivan County ~
- Catholic Charities ~ Catskill Regional Medical Center/SC Cancer Services Program ~ Center for Workforce Development (CWD) ~ Communities that Care ~ Cornell Cooperative Extension ~ Dispute Resolution Center ~ Easter Seals ~ Eat Smart New York ~ Every Person Influences Children (EPIC) ~ Fidelis Care ~ Hudson Health Plan ~ Hudson River Health Care ~ Independent Living, Inc. ~ Jeff Bank ~ Maternal-Infant Services Network ~ NYS EPIC HealthCare ~ Office for the Aging ~ Oneonta Migrant Education Program ~ Parent Services Network ~ PathStone ~ Easter Seals (Project Excel) ~ SC Division of Health and Family Services ~ SC Care Corps/Recovery Center ~ SC Latino Service Providers ~ SC Veterans Services ~ SUNY Sullivan ~ Sullivan Works One Stop ~ SUNY ATTAIN Lab ~ CACHE ~ SC Public Health ~ The Monticello Central School District ~ The Recovery Center ~ United Way Parent Services Network ~ VITA.

10 Pathways Out of Poverty

1. Raising literacy levels from birth through adult.
2. Enable at risk in school youth to complete high school and move to postsecondary.
3. Postsecondary transition for out of school individuals.
4. Programs for public assistance recipients and 200% poverty leading to employment and advancement.
5. Incarcerated transition.
6. Veterans' transition.
7. Pathways to English language proficiency and citizenship.
8. Support for individuals with disabilities.
9. Support for seniors to stay out of poverty.
10. Workforce development programs including apprenticeship and career pathways.

GED® / High School Equivalency and Skills Development

Did you know the GED® Test is changing on January 1, 2014? The NYS Department of Education says: “Starting in 2014 there will be a new GED® test. The current version of the test is expiring at the end of 2013 and your scores will expire, too, if you don’t finish and pass the test by then.”

FINISH THE TEST. YOUR FUTURE IS CALLING!

SJSEC Classes

Mon. - Fri. 9:00 AM - 12:00 PM
Instructor: K. Lewis Room 120

Mon. - Fri. 12:30 - 3:30 PM
Instructor: K. Lewis Room 120

Mon. - Thu. 9:00 AM - 12:00 PM
Instructor: G. Feicht Room 119

Tue. & Thu. 6:00 PM - 9:00 PM
Instructor: E. Malmgreen Room 119

GED® Bridge to Health Occupations
Mon. - Thu. 9:00 AM - 12:00 PM
Instructor: P. Helmuth Room 222

Spanish GED®
Mon. - Thu. 9:00 AM - 12:00 PM
Instructor: Y. Smith Room 224

Community Classes

Liberty High School

Mon. & Wed. 5:30 PM - 8:30 PM
Instructor: C. McNellis Room 107

SUNY Sullivan

Mon. & Wed. 6:00 PM - 9:00 PM
Instructor: D. Master G011A

Sullivan West Public Library

Mon. & Thu. 5:30 PM - 8:30 PM
Instructor: H. Rivera Library

Livingston Manor Library

Mondays 12:00 PM - 3:00 PM
Instructor: S. Leroy Library

Federation for the Homeless

Tue. & Thu. 9:30AM - 12:30PM
Instructor: K. Meckle

Orientation Schedule

Enrollment in our classes requires an intake and orientation session.






Mondays 9:15 AM - 1:15 PM

Fridays 12:30 - 4:30 PM

Call to schedule an appointment

(845) 295-4900 Ext.1

BOOKS AVAILABLE FOR PURCHASE

-  Complete Pre-GED® Preparation Book
-  GED® Preparation Book
-  GED® Connections Math Review Books
-  Pre-GED® Math Review Books
-  GED® Completo (Spanish textbook)

All Books \$25 each

Ask your teacher or office personnel

Coming Soon!

Distance Learning with Tutoring

Experienced teachers will offer their skills to help you attain your GED®.

Classes will be held in community libraries near you.

GRASP*

Distance Learning Program

The “at home study program” requires 7th grade math and reading levels.

Must be at least 21 to register

**Requires \$10 nonrefundable material fee*

2013 GED® Exam Schedule

March 8 & 9

June 28 & 29

September 20 & 21

November 22 & 23



Coming in January 2014
Pearson Vue GED® Testing Center

English as a Second Language

All ESL students must
PRE-REGISTER before
attending classes!

CALL NOW FOR AN APPOINTMENT
(845) 295-4900 Ext.1

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Learn English Now
(Beginner/Intermediate/Advanced)

English as a Second Language
تعلم اللغة الإنجليزية
L'anglais Comme Deuxième Langue
Английская язык как второй язык
第2言語として英語
두번째 언어로 영어
(프랑스어)
(러시아어)
Inglés Como Segunda Lengua
英語作為第二種語言
Englisch Als Zweite Sprache
Angielski Jako Drugi Jezyk

DAY		
Level	Days/Times	Location
Basic	Mon./Thu. 9:00 AM-12:00 PM	SJSEC Room 226
Intermediate/ Advanced	Mon.-Thu. 9:00 AM-12:00 PM	SJSEC Room 224
Conversation & Writing	Mon./Fri. 9:00 AM-12:00 PM	SJSEC Room 226
Conversation & Writing	Saturday 9:00 AM-12:00 PM	LVSC 63 North Street
Basic - High Advanced	Mon.-Sat. 9:00 AM-12:00 PM	CACHE-Liberty 63 S. Main Street
Basic - High Advanced	Mon.-Thu. 2:00-5:00 PM	CACHE-Liberty 63 S. Main Street
EVENING		
Basic/ Intermediate	Mon./Thu. 6:00-9:00 PM	SJSEC Room 226
Intermediate	Mon./Wed. 5:30-8:30 PM	Liberty HS Room 207

Civics and Citizenship

The civics and citizenship class at Sullivan County BOCES is a comprehensive, well planned and detailed program. United States Citizens learn the essential components of American history and citizens' rights and responsibilities.

El programa civico de ciudadania en Sullivan County BOCES es bien detallado, asiste y prove informacion basica a cualquier persona que este interezada en hacerse ciudadano de los Estados Unidos. Las personas interazas en hacerse ciudadanos deberan aprender nociones basicas de la Historia Americana y sobre todo, lealtad a la constitucion de Estados Unidos.

Tambien le ayudaremos en el proceso de como, cuando, y a donde debe aplicar.

BASIC ESOL: A course for the beginner who has little or no knowledge of English, with focus on activities which develop listening, speaking, reading, and writing.

INTERMEDIATE/ADVANCED ESOL: Developed for the intermediate to advanced student, this course provides work in all skill areas with emphasis on developing reading and writing skills.

CONVERSATION AND WRITING: Students will be able to practice speaking English in a relaxed environment. Students will also develop and utilize their grammar and vocabulary skills through creative and expository writing.

ESOL Learn at Home*

Crossroads Café

Must be at least 21 to register.

**All home study programs require a one-time \$10 fee for materials.*

Dare to Explore

A Life Skills Program in conjunction with GED®, GED® in Spanish and ESOL that will include topics on parenting, learning English, validating foreign education diplomas, citizenship, and technology.

GED® in Spanish
Call Yempha Smith at
(845) 295-4900 Ext. 1

Professional Development

Educational Administration

Great Opportunity for Educators and Education Administrators

Boost your credentials and add to your qualifications and leadership skills in the field of education. Graduate courses are offered by the State University of New York that lead to the Certification of Advanced Studies (CAS).

Must register with the Rockland Teachers Center

New Paltz Campus

EDA760 Current Issues in Educational Administration

EDA775 New York State Education Law and Policy Implementation

EDA784 Curriculum Development for Administrators

Meets on 1/26, 2/23, 3/9, 3/23, 4/13.

EDA786-01 Facilities Planning and Control

EDA771 Educational Leadership, Governance, and Policy Development

EDA772 Administrative Theory and Practice

Synchronously ONLINE on 2/1, 2/2, 2/8, 2/9, 2/15, 2/16.

Tuxedo Campus

Rockland Teachers Center

EDA763 Educational Supervision and Accountability

Meets on 3/15, 3/16, 4/19, 4/20, 5/10, 5/11.

EDA793 The Assistant Principals

Meets on 3/1, 3/2, 4/5, 4/6, 4/26, 4/27.

Contact the Rockland Teachers Center for registration and payment.

Call 845-351-2090

or e-mail

drodriguez@rockteach.org



Grant Writing I

Do you think you can write a grant but don't know where to look or how to begin? This introductory session focuses on concepts and skills writers need to develop in order to write a persuasive and successful grant application.

Apr. 2 5:30 - 7:30 PM
Tuition: \$30 2 hrs.

Grant Writing II

The focus of this session will be advanced grant writing concepts and skills, including needs statements, goals and objectives, the evaluation process and project timelines. Students will develop a concept paper outlining a project they would like to have funded. Grant seeking using web technology will be covered.

Apr. 16 5:30 - 7:30 PM
Tuition: \$30 2 hrs.

Grant Writing III

Grant administration procedures will be discussed including budgeting, reporting, monitoring progress on goals and objectives and evaluation. Students may bring their proposal to class for peer and instructor review.

Apr. 30 5:30 - 7:30 PM
Tuition: \$30 2 hrs.

Instructor: K. Meckle

Corporate Training for the Workplace

*Invest in your most valuable asset...
Your employees*

Studies show that professional training and skills development of the workforce in any industry increases employee retention and business profitability. Lead your business to new successes by investing in the training, retraining, and development of your staff at the St. John Education Center. The Sullivan County BOCES Adult and Continuing Education has developed special training programs to suit the needs and desires of local businesses. Capitalize on this opportunity by enrolling your employees in one of our Corporate Training for the Workplace courses which range from Superior Customer Service to Office Procedures and Management, including Computer and Microsoft Office Competency. According to your convenience, customized training can be delivered on-site at your business or in class at our facility. Act now to increase your workforce performance and productivity.

Call (845)295-4900 Ext.1

Notary Public Prep

This fast-paced prep of topics includes notarial acts, professional ethics and conduct, and principles of notarizing action, along with test-taking tips and handouts. An applicant for licensure must be at least 18 years of age and a U.S. citizen at the time of application. Licensing requires a State exam. Additional licensing fee of \$15 payable by check or money order to the Dept. of State is required for admission to the exam.

Mon./Wed. 6:00 - 9:00 PM
Jan. 28 & 30 6 hrs.

Mon./Wed. 6:00 - 9:00 PM
Mar. 18 & 20 6 hrs.

Tuition: \$72 *each session*
Instructor: N. Manzollilo

Special Courses



As the Sullivan County BOCES Adult & Continuing Education Program continues to provide our community with the highest level of academic instruction, vocational training, and career pathways, special vocational courses have been developed for students who need to attend 12 to 25 hours of class instruction per week to satisfy the requirements of certain funding sources or specific educational reimbursements. These courses are suitable for students who are pursuing a certification in a related field. Additionally, veterans may take advantage of these courses to satisfy the Veterans Retraining Assistance Program (VRAP) mandate of full-time-weekly instructional hours. Each course consists of a series of core studies in a particular field of study including a required National Work Readiness course.

Office Procedures and Management (OPM) Introduction to OPM

Intro to OPM includes:	
Typing/Keyboarding	45 hrs.
Intro to Computer/Internet	40 hrs.
Microsoft Word 2010	50 hrs.
Microsoft Excel 2010	45 hrs.
Business Correspondence	45 hrs.
Office Management	20 hrs.
Civil Service Preparation	40 hrs.
Workforce Career Readiness	60 hrs.
Trade Math*	20 hrs.
Tuition: \$3,230	345 hrs.

H V A C

Introduction to HVAC	60 hrs.
Intermediate HVAC	116 hrs.
Advanced HVAC	160 hrs.
Solar Thermal Basics	30 hrs.
Solar Thermal Heating	160 hrs.
Indoor Air Quality (IAQ) & Air Duct Cleaning	160 hrs.
Workforce Career Readiness	60 hrs.
Trade Math*	20 hrs.
Tuition: \$8,840	746 hrs.

Telecommunications

Introduction to Network Cabling: Copper-Based Systems	40 hrs.
Introduction to Network Cabling: Fiber Optic-Based Systems	30 hrs.
Introduction to Home Entertainment: Residential Audio/Video Systems	30 hrs.
National Work Readiness Credentials	60 hrs.
Trade Math*	20 hrs.
Tuition: \$1,745	160 hrs.

Green Technology

Basic Electrical Theory for Renewable Energy Practitioners	20 hrs.
Introduction to Photovoltaic Technology	40 hrs.
PV Installer's Course	40 hrs.
Introduction to HVAC	60 hrs.
Solar Thermal Basics	30 hrs.
Workforce Career Readiness	60 hrs.
Trade Math*	20 hrs.
Tuition: \$3,651	250 hrs.

**For more details call
(845) 295-4900 Ext. 1**

*** Trade Math is a free math review class for eligible students who are attending our vocational classes.**

Take a Break and Learn Something New

In The Kitchen For Mommy/Daddy and Kids*

Nothing is like parents and kids preparing a meal together. Come with appetite immersed in the joy of spending time and learning new recipes with your child. Make this cooking class a memorable time for both yourself and your child.

Free for children 14 years and younger accompanying at least one enrolled adult.

Cupcake

Baking and decorating cupcakes has never been easier with these simple and fun cupcake decorating techniques. In this class you will learn everything you need to know to create perfectly decorated cupcakes, from choosing the right type of icing to creating delicious fillings and using a variety of candies for cupcake decorations.

Coming in March

** Extra \$20 for adults and \$10 for children 14 years old and younger to cover baking ingredients.*

Gluten Free Breads

Starting to bake gluten-free breads is a lot easier than you think. In this class you will learn which grains are gluten-free and how to prepare and include them in your meals. You will learn the right ingredients, measurements, leavening, and much more.

Coming in April

** Extra \$20 for adults and \$10 for children 14 years old and younger to cover baking ingredients.*

Not Chicken Again! Vegetarian Alternatives

Are you sick and tired of cooking and eating the same meat-based meals? You don't have to become a vegetarian to enjoy a delicious and healthy meal. In this course you will learn how to prepare simple and delightful meals using vegetables and meat substitutes. Eat well, and live healthier and longer!

Coming in May

** All participants, including children, pay additional \$20 each to cover food ingredients.*

From Farm to Table

Discover the bounty of Sullivan County and the local farms in New York's Capital Region. Learn how to make the most out of fresh local produce. This class offers valuable cooking ideas and tips on how to stretch food dollars using produce from local farms.

Coming in June

** All participants, including children, pay additional \$20 each to cover food ingredients.*

Location: St. John Street Education Center

Check www.scboces.org for schedule updates.

Class Act Clinic



**Run and Operated by SC BOCES
Cosmetology II Students**

Why pay more for beauty salon services when you can get a professional-level service for a lot less from our talented and skillful cosmetology students?

The Sullivan County BOCES Class Act Clinic offers a full array of salon services at a minimal cost. Services include haircutting, manicures, blazing highlights, eyebrow tweezing, facials and facial waxing, pedicures, make-up applications, permanent waves, and much more.

Tuesdays & Thursdays 8:15 to 2:00 PM
2nd Thursday of each month 3:30 - 7:00 PM

By appointment only. Call (845) 295-4121

Location: Rubin Pollack Education Center
52 Ferndale - Loomis Road, Liberty

WANTED

Adult Education Teachers

ESL, GED®, vocational, fitness, foreign language, dance, culinary and recreational instructors

If you are interested in teaching Adult Education classes at Sullivan County BOCES, email your resume and letter of interest to:
elizabeth.hayter@scboces.org

Fitness and Dance

Tai Chi Chuan

Tai Chi Chuan has been recognized for thousands of years as both a method of self-cultivation and an unsurpassed form of self defense. It is gentle and easy to do. It can help calm the emotions, focus the mind, and strengthen the immune system.

Wednesdays 12:00 - 1:00 PM
 Jan. 30-Mar. 20 8 hrs.
 Apr. 10-May 29 8 hrs.

Tuition: \$64 *each session*

Instructor: P. Tweed

Yoga

If you can breathe and own a body, then you can learn Yoga. An open mind is all you need to begin. No experience necessary.

Fridays 5:15 - 6:15 PM
 Jan. 25-Mar. 15 8 hrs.
 Apr. 5-May 24 8 hrs.

Tuition: \$64 *each session*

Instructor: C. Tweed



Masala Bhangra

Masala is Hindi for Spicy, and Bhangra is a folk dance from India. The Masala Bhangra workout is an exercise-dance routine that modernizes the high-energy folk dance of Bhangra by blending traditional Bhangra dance steps and the exhilaration of Bollywood moves. This unique dance mixes cardiovascular with fun, and is suitable for participants of all ages and fitness levels.

Wednesdays 6:00 - 7:00 PM
 Jan. 30-Mar. 20 8 hrs.
 Apr. 10-May 29 8 hrs.

Tuition: \$64 *each session*

Instructor: K. Jones

Zumba

Ditch the workout, join the party! Are you ready to party yourself into shape? That's exactly what the Zumba program is all about. It's an exhilarating, effective, easy to follow, Latin inspired calorie-burning dance fitness party that's moving millions of people toward joy and health. 8 hrs. each session.

Mon./Thu. 6:00 - 7:00 PM
 Jan. 28-Feb. 25 & Mar. 7-Apr. 4
 Apr. 15-May 9 & May 20-Jun. 17
 Tuition: \$64 *each session*

Instructor: L. Tracy



Walk Live 2 Mile

The walk classes will be conducted by a certified WALK LIVE leader using the indoor walking techniques established and proved through many years of success of Leslie Sansone's Walk At Home Programs. WALK LIVE indoor walk classes will create a synergy among walk class members through a group class environment which will provide the ongoing support, motivation, and inspiration to not only begin to walk but to continue to walk for health and weight loss. These classes are ideal for those who have had little or no physical activity in a long time, perfect for the young or elderly, and equally enjoyed by men and women! 8 hrs. each session.

The same class runs twice every
 Monday & Wednesday

4:15 - 5:15 PM & 5:15 - 6:15 PM
 Jan. 23-Feb. 20, Mar. 4 - Apr. 8,
 Apr. 17-May 13, May 20-Jun. 17
 Tuition: \$64 *each session*

Instructor: J. Rosenbaum

Ballroom Dancing 101

This course offers basic steps in a variety of Ballroom and Latin dance genres. The course content will address the roles of the leader and follower and the fundamentals of the waltz, foxtrot, east and west coast swing, Cha Cha, Rumba, Salsa/Mambo, Merengue, Bachata, and American Tango. Light weight smooth soled shoes with leather bottoms are recommended.

Mondays 5:00 - 6:30 PM
 Feb. 4 - May 6 18 hrs.
 Tuition: \$139

Dance for Special Occasions

Whether it is a Wedding, Anniversary, Quinceañera, Debutante, Prom, Birthday, Valentine's Day, Bar/Bat Mitzvah or any other celebration, you may find yourself under the twinkling lights of the dancing floor. Be prepared to steal the spotlight from the crowd. This class will teach you the appropriate dance and moves for different occasions.

Wednesdays 5:00 - 6:30 PM
 Feb. 6 - May 1 18 hrs.
 Tuition: \$139

Dances From Around the World

You never know! You may end up *dancing with the stars!* Or use these lessons to exercise and stay in shape. Either way; come and join the fever and learn Latin dances including Merengue, Salsa, Bachata, Cha Cha, Rumba, and Samba

Mon. & Wed. 7:00 - 8:30 PM
 Feb. 4 - Mar. 18 18 hrs.
 Tuition: \$139

Instructor: H. Fried



Online Courses

With an Internet connection, students are able to access a variety of online courses from any location. Online courses include a host of health occupation programs, vocational training, professional and career development classes. The online courses offered by our Adult Program are authorized by accredited and recognized academic and professional agencies and institutes.



Condensed Curriculum International (CCI)

CCI is a nationally leading provider of allied healthcare training and education programs supported by:

- Enriching lesson presentations.
- Simulated labs and student exercises.
- Instructor mentoring and coaching.
- Live discussions and chat with instructors and other students.

Further, the online courses provide students with the following benefits:

- A robust eLearning experience developed by practicing medical professionals.
- Leading instructors to guide you through your eLearning course.
- Career guidance to assist you with your professional goals.
- Courses are accessible anytime and anywhere, from home, the office or when out of town.

For online registration:
<http://www.healthtoday.com>



Learning Resources Network (LERN) UGotClass Online Courses and Certificates

This online program is provided by the Learning Resources Network (LERN). The online classes include accredited undergraduate and graduate academic courses and vocational certifications. The courses and certificates are provided by quality colleges and associations with expert instructors. Participate anytime day or evening, from any computer. Get the skills you need for the 21st century in any of the following fields:

- Support courses for K-12 Teachers.
- Social Media for Business.
- eMarketing Essentials.
- Green Buildings and Preparing for the LEED Exam.
- Certificate in Online Teaching.
- Supervisory & Leadership Certificate.
- Business Research Certificate.
- Meeting Planner Certificate.



ed2go

ed2go is the industry leader in online learning for adults that provides the highest-quality online continuing education courses that are affordable and easy to use through a network of over 1,800 top colleges and universities. Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. Courses include:

- Computer and Microsoft Office.
- Business Management, including:
 - Accounting Fundamentals
 - Administrative Assistant
 - Managing Customer Service
 - Principles of Sales Management
 - Employment Law Fundamentals
 - Introduction to Business Analysis
 - Home-Based Business
- Law and Legal Courses
- Supervisory & Leadership Certificate.
- Personal Finances, *and more.*



Access UGotClass and ed2go websites by visiting: <http://www.scbores.org>
Click on the **Adult Courses** link, in the new window, under **OnLine Courses**, click on the link of your interest.

ALL YOU NEED IS A COMPUTER & INTERNET ACCESS

Our Partners

"Working together to enhance people's lives"



**Cornell University
Cooperative Extension**

Cornell Cooperative Extension Sullivan County

CCE Sullivan County serves both residents and visitors in Sullivan County by providing knowledge, life skills and experiences to enhance the quality of one's life. To achieve its goals, CCE Sullivan County is keen to employ the latest technology, research based education and highly trained professional staff. Many of the invaluable programs provided by CCE include 4-H Youth Development, Agriculture and Natural Resources, Eat Smart New York, Caregiver Resource Center, and more. (845) 292-6180

CWD / Sullivan Works

Comprised of a variety of community partners, the primary mission of the Sullivan County Workforce Development System is to support the growth of the local economy by meeting the employment needs of job seekers, current workers and employers.

(845) 794-3340



Literacy Volunteers of Sullivan County

Since 1994, the Literacy Volunteers of Sullivan County has been committed to foster and enhance family literacy, while focusing on improving adults' literacy skills and English language proficiency at no cost. To achieve its mission, the Literacy Volunteers of Sullivan County utilizes talented and skilled host of trained volunteer tutors.

(845) 794-0017

ACCES -VR

Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) is part of the New York State Education Department. ACCES-VR, formerly known as VESID, assists individuals with disabilities to obtain vocational trainings and maintain employment. (845) 454-8388

Sullivan County Public Health Latino Service Provider Coalition



Public Health
Prevent. Promote. Protect.

The mission of the Latino Service Provider Coalition is to connect Latinos, as well as all communities in Sullivan County, with information and services to enhance people's quality of life and to build their capacity to engage in the larger community. As part of Sullivan County Public Health, the focus of the Latino Service Provider Coalition is to promote health literacy in order to improve the health status of Sullivan County residents and help them access health care services. (845) 292-5910



**United Way of
Sullivan County**

(845) 794-1771

SUNY ATTAIN Lab

The SUNY ATTAIN Lab is an adult tuition-free educational facility that provides non-credit academic and vocational training opportunities to educationally and economically disadvantaged individuals and dislocated workers. The ATTAIN Lab provides instructional programs in technology training and Microsoft Certification, academic programs at all grade levels, and a wide range of vocational training programs.



(845) 295-4908

Sullivan County Veterans Service Agency

Separate from the Department of Veterans Affairs, the Sullivan County Veterans Service Agency is a county agency devoted to serving veterans and their families by providing them with entitlement information and advocacy assistance.

(845) 807-0233

SUNY Sullivan

As part of the State University of New York system, Sullivan County Community College (SUNY Sullivan) is a two-year college accredited by the Middle States Commission on Higher Education. Its mission "is to provide programs and resources that educate, inspire and empower our students and the broader community."

(845) 434-5750



Catskill Regional Medical Center Cancer Service Program of Sullivan County

The Cancer Service Program of Sullivan County is a breast, cervical and colorectal cancer screening for income-eligible men and women who do not have health insurance, or have health insurance but it does not cover the cost of these screenings. Breast cancer and cervical cancer screenings are available for women ages 40 and older. Colorectal cancer screening is available for men and women ages 50 and older.

(845) 794-3300

Additional Information

Tuition Assistance

Tuition assistance and training opportunities may be available for individuals who qualify through the Center for Workforce Development.

For more information, call (845) 794-3340, ext. 0620.

Discounts

A 10% discount on specified online and/or regular classes may be available for BOCES employees, Chamber of Commerce members, and senior citizens (55 years and older).

Note: Discounts only apply to Fitness, Office Procedures and Management, Professional Development, Personal Enrichment, some Computer and Online classes.

Refund Policy

In the event a student withdraws from a class, the following policy will be implemented:

1. Prior to the first day of class –100% refund, minus \$15 drop fee.
2. Prior to the second day of class – 50% refund, minus \$15 drop fee.
3. Allow up to 30 days for processing of refunds.
4. Refunds are made by credit card or check depending on the form of payment used for registration.
5. No refunds will be given for one day classes at which the registrant is a no show.

Textbooks and Course Materials

Besides course tuition, it may be necessary for students to purchase needed items such as textbooks or materials that may require additional fees.

School Delays/Cancellations

BOCES reserves the right to cancel a class where enrollment is insufficient. In the event a course is cancelled due to insufficient enrollment, students will be notified by telephone within a reasonable time before the class start date, and 100% refunds will be processed. Further, we may cancel classes due to bad weather, even when BOCES main campus in Liberty remains open. Make-up classes will be scheduled. School closings will be broadcasted on WVOS (95.9 FM, 1240 AM); WSUL (98.3 FM); WJFF (90.5, 94.5 FM); WDNB (Thunder 102.1 FM); and WRRV (92.7, 96.9 FM) radio.

Phone: (845) 295-4900 Ext. 1

Web Site: www.scboces.org

Face Book: SCBOCES

Mail: S C BOCES Adult & Continuing Education Program
6 Wierk Avenue, Liberty, New York 12754-2117

Certificate of Completion

Upon successful completion of most courses, participants will receive a certificate of achievement or completion. Certificate of completion will be provided upon request for classes less than 100 hours.

Liability

Participation in Adult Program activities is at your own risk. If you are enrolling in physical fitness, sports, dance, or other physical-activity courses; consult your physician beforehand to make certain that these courses are appropriate for you. SC BOCES and its Adult and Continuing Education will not be responsible for injuries, damages, or losses.

Tobacco/Alcohol/Drug Free Zone

Pursuant to NYS Law, smoking is prohibited on all school grounds.

Cell Phones

All cell phones must be turned off or muted during class. If you must take an urgent call, please do so outside the classroom.

Course Gift Certificate

Treat a friend to a Course Gift Certificate which can be purchased in any denomination. They are available at the St. John Street Education Center.

Miscellaneous

Children and pets are not allowed in Adult Program classes unless indicated in the course description.

TO REGISTER FOR ANY CLASS, COMPLETE THE REGISTRATION FORM BELOW AND MAIL IT WITH YOUR PAYMENT AT LEAST 10 BUSINESS DAYS BEFORE THE START DATE OF THE COURSE(S).

- BY PHONE:** Telephone registration available for MasterCard or VISA credit card holders. Call (845) 295-4900.
- BY MAIL:** Complete the registration form and mail it with your check, money order, or credit card number and expiration date to: Sullivan County BOCES Adult Program, 6 Wierk Avenue, Liberty, NY 12754. Make checks or money orders payable to: SULLIVAN COUNTY BOCES.
- BY FAX:** Fax the completed registration form, with your credit card number and expiration date, to (845) 791-4081.
- IN PERSON:** Register in person at the St. John Street Education Center, Suite 115, Monday through Friday, 9:00 AM to 7:00 PM. You may pay by cash, check, money order, or credit card.

2012-2013 REGISTRATION FORM

Complete all of the following. Type or print clearly. Print your name as you want it to appear on your certificate.

Today's Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

(Area Code) Home Phone: _____ (Area Code) Business Phone: _____

Check One:
 VISA
 MasterCard

Credit Card Number: _____ - _____ - _____ - _____ Code: _____ Expiration Date: _____ - _____

Course Title	Starting Date	Tuition/Fee
Payment: Check / Money Order <input type="radio"/> Credit Card <input type="radio"/>	Less Discount	
	Total Enclosed	





**Sullivan County BOCES
Adult & Continuing Education Program**

6 Wierk Avenue, Liberty, NY 12754
(845) 295-4900 Ext. 1 ▪ Fax (845) 791-4081

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REMINDERS

SC BOCES Adult Program Open House Jan. 10, 2013 5:00-7:00 PM
Visit our website: www.scboces.org for class schedule updates

